

Dreamcraft Aviation Limited T/A



Flight Operations and Safety Manual

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INTRODUCTION

1.1 Overview

The Sports Flying Academy is a privately owned recreational flying organisation. It is dedicated to providing safe and enjoyable microlight flight training to a general aviation level. We follow the New Zealand Private Pilots syllabus and our aim is to ensure that every graduate is trained to a level equalling general aviation flying schools.

The purpose of the Flight Operations and Safety Manual is to outline the policies and procedures of the Sports Flying Academy as it relates to flying operations. All licensed pilots and Novice pilots (students) are expected to read and become familiar with this entire manual. Please note that in this manual licensed pilots and Novice pilots (students) are referred to as pilots unless specifically referred to as students or others.

Failure to comply with any section may result in suspension or dismissal from the Sports Flying Academy, revocation of aircraft rental privileges, and/or enforcement action by the Civil Aviation Authority (CAA).

In addition to the policies and procedures contained herein, all flight and training operations must be conducted in accordance with:

- Sports Flying Academy's Training Course Outlines.
- Sports Flying Academy Health and Safety system.
- Sports Flying Academy rules and SOPs contained within this Operations and Safety Manual.
- Applicable Aircraft's Flight Manual
- Aircraft's Checklists
- CAA's regulations and Practical Test Standards.
- NZAIP volumes 1 and 2.
- VNC maps covering the area of operations.
- NOTAMS.

All operations are conducted in accordance with our standard terms and conditions. These terms and conditions can be viewed on our website at <http://sportsflyingacademy.co/terms/>

1.2 Location

The Sports Flying Academy is located at:

Hangar 8
Onerahi Airport
Handforth Street
Whangarei

Contact phone number is 0800-001-931.

1.3 The Academy management structure

The management are responsible for overseeing all operations at the Sports Flying Academy. They are available for any questions, concerns, or complaints. The current structure is as follows:

- | | | |
|--------------------|---|-----------------------|
| • Shaun Sutherland | CEO, Chief Flying Instructor and Safety Officer | 027-2201343 |
| • Peter Turnbull | Chief Pilot and Operations Advisor | 027-4733195 |
| • Bob Foster | Senior Instructor. | 027-4919810 |
| • John Shaw | Maintenance Manager and Instructor. | 0274907152 |
| • Colin Alexander | Maintenance Provider (Solo Wings) | 07-5747973/0272767797 |

1.4 Aircraft registered for use.

Tecnam Sierra P2002
Registration ZK-TST
Serial number 008.

2 FLIGHT OPERATIONS STAFF

2.1 Flight Instructors

Flight Instructors are responsible for conducting ground and flight training in a professional and courteous manner. Our Instructors are:

- Shaun Sutherland (CFI and Authorised Testing officer.) 027-2201343
- Bob Foster (Authorised testing officer.) 027-4919810
- Patrick Cotter (Instructor.) 027-3038021
- Joel Stephenson (Instructor.) 022-6908229

2.2 Chief Flying Instructor (CFI)

The Chief Flight Instructor is responsible for managing all aspects of the flight department, including the strict adherence to all policies, procedures, and regulations. The CFI at present is:

- Shaun Sutherland 0272201343

The Chief Flying Instructor's decision on any flying operations matter is final. If you do not agree with any decision made by the CFI you may appeal that decision by making a formal written appeal to the management team. The management will consider that appeal and may investigate the decision by using an appropriate disputes resolution procedure. This may include inter-alia peer review, independent suitably qualified advice and advice from regulating bodies. Whilst this review is in progress the decision in question will remain in force.

2.3 Maintenance Manager

The Maintenance Manager is responsible for ensuring that the Academy's aircraft are maintained in accordance with the aircraft service manual and in accordance with the Civil Aviation rules and standards. The Maintenance Manager is overseen by the Management team. The current Maintenance Manager is:

- John Shaw 027-4907152

The Maintenance Provider is:

- Colin Alexander Solo Wings 07-5747973/02767797

2.4 Operated by Volunteers

As the operation of the Sports Flying Academy is entirely based on voluntary, non-paid work performed by our staff. All pilots are requested to respect the time constraints of these people with regard to your flight training and other associated business.

3 GENERAL OPERATIONAL POLICIES

3.1 Apron Area

The apron area in front of the hangar is potentially hazardous and safety must be the prime consideration when conducting activities in this area. People walking on the apron are strongly advised to walk behind aircraft to prevent injury from unexpected engine starts. Always be aware of all activities around you whilst on the apron and try to make eye contact with cockpit crews and equipment operators to acknowledge their awareness of your presence. Running is prohibited on the apron at all times unless it is imperative for personal safety. Only flying pilots and their passengers are allowed on the apron. No other members of the public, family or friends are allowed on the apron. Public viewing areas are available within the hangar or in the car park area adjacent to hangar 8. Another public viewing area is on the grass area just after the main terminal building. Access to the hangar is permitted however all non-flying personal must not venture onto the apron. A safety flag barrier and warning sign has been installed across the hangar doors. This is to ensure there is a visual barrier between the hangar and the apron and helps to restrict access. All pilots are to ensure that the safety flag barrier is erected and the sign is displayed whenever the hangar doors are open. Pilots and staff are expected to ensure this rule is strictly adhered too. If you see another pilot or a member of the public on the apron you have every right to tell them to move to a non-operational area.

3.2 Gate 4 passcode

You may find that the gate at the end of the service alley that services our hangar is locked early in the morning or in the evening. This gate is passcode protected and in the interests of security the pass code is not published in this manual. If you find yourself locked in or out and require the passcode please call 0272201343.

3.3 Boarding and Deplaning

Because of the inherent danger associated with spinning propellers, no one will approach, board, or deplane from a Sports Flying Academy aircraft with the engine running. This also applies to instructors deplaning whilst sending a student solo. The reason for this is that step down to the ground from the wing is forward of the wing in the Tecnam Sierra P2002. This brings the deplaning person very close to the propeller which is an identified hazard. In order to isolate this hazard this rule has been put in place.

Some pilots and passengers may also find that entering and exiting the aircraft can be difficult at times even with the engine off. The step up or down from the ground to the wing (or visa versa.) can be difficult for some people especially if they experience any kind of impaired mobility. In these cases a small external set of steps has been provided. The steps are either kept in the hangar, close to the front doors, or behind the seats in the aircraft. All pilots are to ensure that the steps are used when required and that they assist their passengers to board and disembark. Both hazards above are identified as significant hazards and all pilots should pay careful attention to this. Please ensure that the external steps are removed and stowed prior to taxi.

3.4 Thirty Days Policy

In the interests of safety, the Sports Flying Academy has a 30 day currency policy. This specifies that any pilot who would like to fly an Academy aircraft and has not flown as the pilot in command in the same type of aircraft within the preceding 30 days, will be required to have a dual check-flight with an instructor prior their flight.

3.5 Pre-Flight Log, billing sheet and tech log.

All pilots are required to complete the Pre-Flight Log before take-off. This is located in the hangar on a hook outside of the briefing office door. Your intentions, persons on board, fuel quantity etc. are required to be entered. On your return you must sign back in and report any defects. The billing sheet in the aircraft must

also be filled in. The tech log in the aircraft contains the upcoming maintenance. All pilots are to ensure that the tech log is completed with the flights hours from the air switch. (Not the Hobbs.)

3.6 Requirements to Fly an Aircraft

Any pilot flying any Sports Flying Academy's aircraft must satisfy the following requirements:

- Be a paid up member of RAANZ and/or SAC or RNZAC.
- Hold the appropriate micro-light pilot's certificate for the flight to be undertaken.
- Hold appropriate ratings for the specific aircraft to be rented.
- Hold a current SAC, RAANZ, RNZAC, Class 1 or Class 2 aviation medical certificate.
- Complete the Pre-Flight Log form located in the hangar (refer to paragraph 3.5).
- Comply with the academy's '30 days' policy (refer to paragraph 3.4).
- Have filed a flight plan or made provision for a flight following service. (Note that completing the field 'intentions' on the Pre-Flight Log form is not an acceptable flight following service.) Flights within the Whangarei MBZ do not require a flight plan or flight following service. Use of the Spider Tracks system is considered an acceptable flight following system.
- Have accessed all appropriate weather information and only flies in VFR conditions during daylight hours.
- Have checked all Notams and advisories relevant to the flight to be undertaken.
- Have completed all navigation and pre-flight tasks relevant to the flight to be undertaken.
- Have ensured that they have not consumed alcohol or drugs in the preceding 8 hours before flight.
- Have ensured that the aircraft is fit for flight in all respects including checking the defect list located in the hangar.
- Have ensured that the aircraft has been loaded correctly and falls within the weight and balance limitations for the aircraft.
- Have completed a thorough pre-flight check in accordance with the approved checklist.

3.7 Flying hour's limitations.

A pilot shall not fly more than

- 35 hours in any 7 consecutive days.
- 100 hours in any 28 consecutive days.
- 300 hours in and consecutive 90 days.

3.8 Fuelling Procedures

Fuelling operations are potentially dangerous and pilots are asked to verify that all aircraft electrical switches, including the ignition switches, are off prior to fuelling. When fuelling operations are being conducted, pilots and passengers are prohibited from being on board. Refuelling operations are only to be done on the apron area unless it is raining. In this case fuelling in the hangar is acceptable but ensure that the aircraft wings are as close to the hangar doors as possible. Hangar doors must be open at all times during refuelling. No smoking and no open flames are permitted. All cell phones and electrical devices such as iPods, handheld transceivers, GPS's etc. must be switched off during refuelling. Please fill the tanks to a point that is 20mm below the cap level. This will ensure that the tanks are not overfilled with the resultant loss of fuel due to expansion.

Three fire extinguishers are located within the hangar. The first one is behind the pilot's seat in the aircraft. The second is near the hangar doors on the left hand wall. The third is near the office. Please ensure that you have ready access to a fire extinguishers whilst refuelling.

The Sports Flying Academy aircraft operate on standard 95/98 Octane Mo Gas. Please do not use Avgas unless in an emergency or standard Mo gas is unavailable. If you have had to use Avgas for any reason please advise the Maintenance Manager or your Instructor.

Fuel is stored in three locations on the site. Due to fuel storage regulations no more than two 20 litre jerry cans can be stored in the same location at the same time. Two 20 litre jerry cans (I.E. 40l.) of fuel is located in the shipping container outside the hangar in the parking area. Ask your instructor for the location of the key to the padlock. When you have finished your refuelling, ensure the container is locked and the key is returned. All empty containers are to be returned to the shipping container once used. A further 40l of fuel is located within the hangar on the left hand wall closest to the hangar doors and 40l is located in the separate workshop, adjacent to the hangar. These containers are filled up on a regular basis by Sports Flying Academy staff. Please ensure that the two container rule is strictly adhered to or else the Academy will be in breach of its health and safety responsibilities which would expose us to potential prosecution under the law.

In the event that you need to purchase fuel away from Whangarei please purchase the fuel yourself and pass your receipt to an instructor on your return, who will reimburse you within 7 working days.

All fuel on board the aircraft must be sampled before flight to check for the presence of water or other impurities. If any impurities are found, please keep the sample and submit that to the Maintenance Manager for investigation. Continue to sample the fuel until no more impurities are present.

Pilots are expected to refuel the aircraft on their return should the remaining fuel be less than half tanks.

3.9 Fire preparedness

All pilots and staff need to be familiar with our fire emergency preparedness procedures. The possibility of a fire is always present and all pilots and staff must regular review the fire emergency procedures. These can be found on the Health and Safety notice board on the Academy's web site at <http://sportsflyingacademy.co/health-and-safety-notice-board/>. Please also review the fire safety prevention and fighting training video on our web site in the training videos section. <http://sportsflyingacademy.co/training-videos/>

Our fire extinguishers are serviced regularly and in accordance with our health and safety program. Three fire extinguishers are located within the hangar. The first one is behind the pilot's seat in the aircraft. The second is near the hangar doors on the left hand wall. The third is near the office. Please ensure that you have ready access to a fire extinguishers whilst refuelling. In the event of a fire you will need to evacuate the hangar and proceed to the assembly area. The assembly area is outside of Gate 4 at the end of the service alley. Please exit the building via the emergency exits. The emergency exits are marked with signs but are basically the front hangar door and the apron hangar doors. If vacating via the apron hangar doors please ensure there are no aircraft on the apron that can pose a hazard to you or others.

3.10 First Aid kits

Two first aid kits are located in the hangar. The first is wall mounted outside the briefing room office. The second is located within the Tecnam aircraft ZK-TST. All first aid kits are serviced regularly in accordance with our health and safety policy. If you use anything from the first aid kit please advise your instructor, the CFI or the aviation safety coordinator. They will complete the paperwork to ensure the kit is restocked.

3.11 Life jackets

There are two lifejackets located behind the seats of the Tecnam Sierra aircraft ZK-TST. Due to the fact that all departures and arrivals into Whangarei airport are over water, all pilots are to ensure they wear a life jacket whenever flying an Academy aircraft. Attempting to put on a life jacket when you have an engine failure and in the close confines of a microlight cockpit is almost impossible so wearing the lifejacket is mandatory on all flights. The lifejackets only inflate when activated by the wearer. To activate the lifejacket pull down on the yellow tag. Please ensure that you have vacated the aircraft before inflating the life jacket.

3.12 Toilets

A unisex toilet is located within our hangar. Please be sure to leave the toilet tidy and clean once you have finished with it.

3.13 Video CCTV surveillance

The Academy has installed a network of CCTV cameras to monitor our hangar and apron area. This is to ensure the safety of the public, our students, pilots and staff. The footage from these cameras is stored off site and may be used to investigate safety incidents, accidents, criminal acts etc. The CCTV system is also used to view local weather conditions and to identify if our aircraft is back in the hangar after an inadvertent spidertracks notification. Please note that these cameras have been made public and anyone is able to view your actions from anywhere in the world via the internet. Please ensure all your actions are in accordance with our safety program and are professional at all times. To view the cameras follow this link. <http://sportsflyingacademy.co/watch-us/>

3.14 Free high speed fibre internet

The Academy offers free wireless internet for all clients and staff. This is so that pilots are able to access up to date weather information and NOTAMS and file flight plans etc. We operate a BYO device policy however an IPAD is available for use if you require it. Just ask your instructor should you need it. On your device please go to settings and search for available WIFI access points and select Sports Flying Academy. We do not publish the password to prevent unauthorised access however simply ask your instructor who will tell you the current password.

3.15 Spidertracks aircraft tracking system

The Academy has installed the latest flight tracking system from Spidertracks. This incredible satellite tracking device allows us to actively track our aircraft in real time. In the unlikely event that the aircraft experiences a problem in flight an automatic alert is sent directly to our staff as well as the Search and Rescue Coordination Centre in Wellington. This ensures that no matter where you fly, there is always someone who knows where you are and who is watching your back. Spidertracks is available to watch over all your flights at no extra charge. Please be aware that every flight is recorded and the tracks and information from each flight is stored. In the event of an accident, incident or complaint the Academy management will review these tracks to aid in the investigation of such. It is imperative that all pilots are trained in the use of the Spidertracks system. No pilot is to attempt to disengage, disable or interfere with the Spidertracks system. A briefing and cheat sheet is available in the downloads section of the web site. <http://sportsflyingacademy.co/downloads/>

3.16 Transponder

The aircraft is fitted with a Transponder. All pilots and students are to ensure that the transponder is switched on and the ALT position selected for every flight. The transponder must remain on the entire flight even in non-transponder mandatory airspace.

3.17 Oil Check and Top-up

The oil level should be checked before every flight. On the Tecnam Sierra P2002 aircraft please ensure that you do not overfill the engine. The oil level should be just above the lower line on the dip stick. Please note that if the aircraft has been sitting idle for some time the engine may need to be "burped." To do this please ensure the mags (ignition switches.) are off first. Remove the oil filler cap and then turn the propeller anticlockwise until you hear a gurgling sound. Then re check the oil level. This procedure pumps oil from the sump back into the reservoir. If you require oil this can be found in the briefing room in the equipment cupboard. The correct oil to use is AeroShell Sports Plus 4, Semi Synthetic Piston Engine Oil Under no

circumstances is any other grade oil to be used. If you are away from our Whangarei base and you require oil please call the CFI on 0272201343 before adding oil.

3.18 Tyre pressure

It is important that the tyre pressure in the aircraft is maintained to the correct pressures. Tyre pressure for the Tecnam sierra P2002 ZK-TST is 15PSI in the front and 23 PSI in the rear tyres. A compressor is available in the hangar. Please be sure to return it to its original location and ensure that the power lead and air hose are neatly coiled up so as to avoid a trip hazard.

3.19 Smoking

The Sports Flying Academy operates a no smoking policy and smoking is strictly prohibited in all areas of our hangar, briefing room and apron and never within 10 metres of any aircraft or fuel storage.

3.20 Engine Starting

Before starting any engine on the apron, all pilots must verify that the propeller area is clear, including the propeller blast area behind the aircraft. Immediately before starting, pilots are required to announce “clear prop” in a loud voice to warn other people of your intentions. If another aircraft is being fuelled in the immediate area, engine start should be delayed until their operation has been completed.

Please do not start the aircraft in front of the hangar with the hangar doors open as this blasts debris into the hangar and is considered bad airmanship. All pilots are prohibited from hand starting any Sports Flying Academy aircraft. If there is any problem in starting any aircraft, please notify the CFI or your Instructor.

3.21 Securing Aircraft Doors

During starting and ground operations the aircraft canopy is susceptible to damage if is not properly secured. In order to prevent damage to the canopy, we ask that you close it before engine start and during ground operations. If however, ventilation is required within the cabin during start-up and taxi, we ask that you manually support the canopy with your hand.

3.22 Taxi Procedures

The speed limit of a safe taxi operation always depends on the environment. In congested areas, such as the apron, the appropriate speed should be comparable to a brisk walk. In less congested areas, the appropriate taxi speed is that which gives the pilot safe, positive control at all times.

3.23 Parking and Securing Aircraft

When parking an aircraft, (Either on the apron or elsewhere) pilots should exercise extreme caution to ensure that there is adequate clearance between the aircraft, vehicles and buildings.

If the aircraft is parked outside for a prolonged period, (e.g. on another airfield) the pilot is responsible for properly securing the aircraft with chocks and/or tie downs.

Don't forget to:

- Set the park brake
- All electrical switches including masters and ignition switches should be turned off
- Switch off avionics
- Remove all rubbish and personal items from the aircraft
- Latch canopy.
- Headsets should be placed on the shelf behind the seats.
- Seat belts should be untangled and folded neatly.

3.24 Aircraft Insurance

The Sports Flying Academy ensures that all aircraft are comprehensively insured. All pilots in command are to ensure that each flight they undertake in the Academy's aircraft is legal and in accordance with the Academy rules and all applicable CAA rules and regulations. This is to ensure that the aircraft insurance policies are not compromised. If the pilot in command does compromise the insurance policy by not adhering to the rules detailed above then the cost of any damage will be at that pilot's expense.

3.25 Unauthorised Instruction

Flight Instruction in Sports Flying Academy aircraft is strictly prohibited by flight Instructors or pilots who are not officially appointed as an Instructor by the Sports Flying Academy. Failure to comply will result in revocation of rental privileges.

3.26 Flights for Hire or Reward

All flights completed shall be for private operations only. No member shall rent a Sports Flying Academy aircraft with the intention of completing a flight for hire or reward. Cost sharing is permitted as long as the cost is shared equally by all persons on-board the aircraft and in accordance with CAA regulations.

3.27 Aircraft Maintenance

No person shall perform any maintenance on any Sports Flying Academy aircraft. Any maintenance requirements should be referred to the CFI who will liaise with the Maintenance Manager to have the maintenance completed.

3.28 Aircraft Maintenance away from Base

Should the aircraft experience any technical problem away from the Academy's Whangarei base, the problem should be reported to the Chief Flying Instructor as soon as possible. As all maintenance will need to be authorised by the Sports Flying Academy's Chief Flying Instructor, no unauthorised maintenance is to be carried out under any circumstances before approval.

3.29 Right to Refuse Service

The Sports Flying Academy reserves the right to refuse service to any pilot in case, but is not limited to, the following areas:

- Over-due financial account
- Expired Medical
- Expired SAC or RAANZ
- Pilot was found to be in violation of a CAA or Academy's regulations.
- At the discretion of the Chief Flight Instructor, the pilot was deemed to be a liability for the Sports Flying Academy based on his/her present and/or past conduct.

3.30 Clothing Recommendations and Restrictions

All pilots are expected to abide by the following clothing requirements while conducting operations at the Sports Flying Academy. Please ensure you dress appropriately for the weather conditions on the day. Pilots and passengers are also encouraged to dress to survive and to wear flat soled shoes. Soles should not be too thick as to interfere with rudder feel, however comfortable and durable enough to walk out of the bush in the event of an "unscheduled" landing. Long durable pants are encouraged and the Academy does not encourage flying in shorts. All Academy instructors are to wear the Sports Flying Academy branded polo shirt and cap when on Academy business or instructing.

Furthermore:

- Tank tops and half-shirts are prohibited.

- Open toe shoes are prohibited, including jandals and sandals.
- Bare feet are not permitted under any circumstances.

3.31 Hangar Security

All pilots who access the hangar should ensure that when they exit it is secured correctly. This includes:

- Close hangar front door.
- Close all windows.
- Close and lock the sliding hangar doors
- Switch all lights off
- Lock the Academy's briefing room.
- Wash, dry and put away any dishes you may have been using.

This also applies if you are only going for a quick flight. Do not rely on someone else to do this for you.

3.32 Airmanship

At the Sports Flying Academy we expect you to conduct yourself at a high level and display a high standard of airmanship. We expect that your interactions with other pilots, the public, the Academy's management team and Instructors are always polite, respectful and friendly. In return you will be treated in the same manner.

3.33 What is Airmanship?

It's the sum of your attitude and airman skills. It begins with the attitude you have toward yourself and others, and includes your sense of moral and ethical responsibility to both. As an airman, your attitude is integrated with your airman skills, which are, your piloting skills, your technical expertise and understanding of the aircraft you fly, your social skills and your cockpit resource management skills. Your attitude and airman skills determine your level of airmanship and ultimately, your rank among other aviators. Remember: Attitude + Airman Skills = Airmanship.

3.34 Trial flights

The Academy offers trial flights to members of the public in an effort to promote recreational aviation to the general community and to attract new students. It must be noted that trial flights are operated as a training flight. The student is provided with flight instruction by their instructor and it is very much a “hands on” experience with the student manipulating the controls the majority of the time. It must be stressed that these flights are not scenic flights, photography flights or charter flights. To ensure that trial flight participants receive a positive and enjoyable experience, trial flights are conducted under the following rules and minima.

- Wind is to be no more than 11Kts at aerodrome level.
- A crosswind on any runway of no more than 7Kts.
- Cloud base at Whangarei airport no less than 1000 feet.
- Horizontal visibility no less than 5km.
- Clear of cloud and within site of the surface.
- Trial flights are only to be conducted by an official Sports Flying Academy instructor.
- No trial flight shall be conducted in any part of any Low Flying Zone.
- All participants **and** spectators are to be shown the trial flight safety briefing video. This can be found on our web site under the trial flight link. Alternatively use the iPad in the Academy office. This has the video on the main home screen.
- A medium turn and a steep turn may be demonstrated and attempted by the participant under instruction however max rate turns, stalls, spins, low flying or any high stress or non-standard manoeuvre is strictly prohibited.
- All radio calls are to be made by the instructor and pilot in command.
- All landings must be made at Whangarei airport unless there is an emergency where a more suitable landing point is available.
- All trial flight participants must wear a life jacket at all times.
- All trial flight participants must be escorted by Academy staff when on the apron and assistance to board and disembark given.
- Spidertracks must be on and active on every trial flight.

3.35 Survival kit

A survival kit is fitted in ZK-TST and is available for emergency use should it be required. This is in addition to the first aid kit fitted in the aircraft. The survival kit is housed in a heavy duty, waterproof, high visibility, orange pelican case. It is installed behind the seats of the aircraft. Inside the survival kit is a number of tools that will help you survive in the event of an emergency landing. These include the following:

- Military grade survival kit with a number of tools within it. Instructions for use are located behind the foam backing on the inside of the pelican case lid.
- Handheld GPS with spare batteries.
- Compass.
- Hunting knife.
- Pen knife.
- Paper overalls to provide warmth and limited protection from the elements.
- Lighter and matches to create fire.
- Mini first aid kit.

If you use the kit please ensure the kit is returned to the chief flying instructor as soon as practically possible so that the contents can be replenished. Please do not remove the kit from the aircraft. The survival kit is inspected at regular intervals in accordance with our health and safety system.

4 IN-FLIGHT OPERATIONS

4.1 Aerodrome Requirements

All destination airports and aerodromes must have runways that can accommodate the take-off and landing performance of the aircraft being flown. Only aerodromes contained in the AIP volume 4 are permitted destinations. Aerodromes or landing strips not contained in the AIP are strictly prohibited unless a strip rating has been issued by a Sports Flying Academy Instructor for this particular landing strip. Strip ratings issued by other organisations or Instructors outside of the Sports Flying Academy are not acceptable. Beach landings are not permitted unless it is part of a planned event arranged by the Academy and the pilot has a beach rating issued by a Sports Flying Academy Instructor. No aircraft shall land or operate from a public road unless it an inflight emergency has been declared.

4.2 Operations from private airfield and strips

No Academy aircraft is to be operated on private strips unless the pilot in command has obtained a rating for that particular strip issued by a Sports Flying Academy instructor. Before operating at any private strip the PIC must ensure that they have the express permission of the owner of the strip before operating the aircraft from that strip. When operating from a private strip no straight in approaches are allowed. On first arrival the pilot shall follow the following procedure:

- Complete an overhead re-join at no lower than 1500 feet AGL.
- Once joined carry out an inspection circuit of the field to assess traffic in the area, wind, surface condition etc.
- Make standard radio calls on 119.1Mhz (Unless the strip has it's own frequency.)
- Be aware of stock, houses etc.
- If in any doubt a take-off and landing performance chart must be completed.

Please also avoid using private strips at sensitive times to avoid creating a noise nuisance early in the mornings and on statutory holidays. Please note that private strip owners may be operating remotely piloted aircraft such as drones and model aircraft without making radio calls. Please be aware that this traffic can and does exist.

4.3 Pre-flight Actions

All pilots are expected to complete a full pre-flight inspection of the aircraft in accordance with the approved aircraft check list and aircraft flight manual. All weather information must be accessed and pilots must familiarise themselves with all applicable Notams and flight restrictions. As pilot in command it is **your** responsibility to ensure you have the information required for a safe flight.

4.4 Documents to be carried

All pilots are to ensure that the following documents are carried on every flight:

- The microlight flight permit.
- The aircraft flight manual.
- The weight and balance data.
- The technical log.
- The aircraft radio station equipment approval levels.
- The certificate of registration.

This list of documents exceed the requirements of the civil aviation authority and the applicable part 149 exposition requirements. These documents are not to be removed from the aircraft other than by the Chief Flying Instructor, the Maintenance Manager or the Maintenance Provider.

4.5 Documents not to be carried.

Under no circumstance can the aircraft logbook, propeller logbook, or engine logbook be carried in the aircraft on any flight.

4.6 Fuel Reserves

The Sports Flying Academy fuel policy requires you to have sufficient fuel on board to reach your destination plus a 45 minute fuel reserve. This is the minimum requirement and we encourage all pilots to always take as much fuel as possible on every flight. Remember that the most useless thing in the world is fuel left on the ground.

4.7 Weight and balance

All pilots are to ensure that the aircraft is loaded correctly before all flights and is within the weight and balance limitation of the aircraft. The weight and balance data can be found in the file in the aircraft along with the aircraft flight manual. These are located in a satchel that is stored behind the seats.

4.8 Passenger safety briefing, pre take off safety briefing and threat and error briefings.

Before every flight pilots are required to give their passengers a safety briefing. This briefing can be found in the aircraft and is stored on the dashboard along with the aircraft checklist. In addition pilots should complete the engine failure after take-off safety briefing before entering the runway as well as the threat and error management briefing. These can be found on the same page as the passenger safety briefing. These briefings are also available on our web site in the downloads section.

4.9 Passenger weights

No passenger may be carried who has a clothed weight of more than 100KG. This is to ensure that the weight and balance limitations of the aircraft are not exceeded.

4.10 Take-off and landing performance

All pilots are to ensure that they have calculated the length of runway required for the safe operation of the aircraft. If unsure a performance chart should be completed taking into account the temperature of the day, the pressure altitude of the runway, the take-off weight, the runway surface and slope and the observed or reported wind. A decision point that will allow the safe discontinuance of the take-off must be chosen and adhered to.

4.11 Dangerous goods

No dangerous goods shall be carried on any flight. These include but are not limited to:

- Firearms, ammunition or weapons.
- Batteries including lithium metal or lithium ion batteries. (Other than spare batteries for headsets.)
- Electronic cigarettes.
- Aerosols.
- Gas canisters.
- Fuel other than what is carried in the aircraft fuel tanks.
- Flammable, explosive or corrosive liquids.
- Explosives

4.12 Noise Abatement

Certain airports have noise abatement procedure to minimise disturbances in developed areas. Pilots are advised to follow all published noise abatement procedures unless it is, in the pilot's opinion, hazardous to the safety of the flight. Please consider our neighbours and avoid low flying, circuits and other noise producing operations early in the morning and at other sensitive times.

4.13 Minimum Safe Altitudes

No Sports Flying Academy aircraft shall be flown over a built up area of lower than 1000 feet AGL or a non-built up area of 500 feet AGL and in accordance with CAA rules as detailed in part 103 and part 91, unless taking off or on approach to land. A minimum altitude of 3000 feet AGL must be maintained for any training manoeuvre unless otherwise specified in the Training Manual. VFR flight levels must be adhered to en-route, unless cloud or weather dictates a non-standard level. Low flying outside of a designated low flying zone is strictly prohibited and will result in suspension and disciplinary action.

4.14 Low and dangerous flying

Low flying or any other dangerous practise is strictly prohibited in Sports Flying academy aircraft. It is not acceptable to beat up your mate's house, perform aerobatics or nonstandard manoeuvres, do a low approach to beat up the runway, fly low or in such a manner to cause people or animals on the ground to become concerned. Pilots or students taking part in this type of activity will be asked to leave the Academy immediately. The management take a strictly zero tolerance approach to this behaviour. Remember that every flight is tracked by satellite and a record of this will be on file.

4.15 Use of the Low Flying Zone

No pilot shall enter any low flying zone unless an Academy Flight Instructor is on board the aircraft. The Sports Flying Academy Instructors have been given blanket authorisation to enter and use this zone by the administrators of this area; Twin Coast Helicopters – Scott Booth. Note that using this area is considered a privilege and must not be abused.

All aircraft in any low flying area must ensure that navigation lights, strobe lights and landing lights are switched on at all times. No aircraft is to descend lower than 200 feet AGL in the low flying zone. Radio calls should be made every 5 minutes in accordance with the standard Whangarei MBZ procedures. Only one aircraft is allowed in the low flying zone at any one time. Remain clear of the houses at all times and use this area sensitively and at appropriate times to reduce complaints. Please also ensure that if you encounter stock do not fly over them and spook them. Give all stock and birdlife a wide berth. All flying in the LFZ must be over the water and under no circumstances are aircraft permitted to fly over the land areas. Please also note that flying up or down Skull Creek is not permitted even though it forms part of the low flying zone. The LFZ is not to be used for trial flights. The LFZ is only to be used for training pilots in low and slow flying and in accordance with the flight training syllabus. Note: residents in this area complain on a regular basis and we do not want to lose access to this area as it is an essential training area and vital to our training syllabus.

4.16 Simulated Engine Failures

Simulated engine failure in Academy aircraft is only to be practiced with a Sports Flying Academy Instructor on board. All simulated engine failures shall comply with the following rules:

- Engine failure shall be simulated by simply retarding the throttle.
- Turning off the fuel selector or ignition switches is strictly prohibited.
- Prolonged descents are only to be made over designated airports, or over unpopulated areas to an altitude no lower than 500 feet AGL.
- A go around should be completed no lower than 500 feet AGL.
- Under no circumstances should you attempt to land in the selected landing area.
- A radio call advising intentions should be made prior to the simulated engine failure.
- A further radio call should be made after recovery.

- An engine warm should be completed at least once during the procedure to assist in avoiding possible carburettor icing and if fitted carb heat should be applied.
- The intended simulated landing area selected should be free of people and animals to ensure your actions do not cause concern or distress to those on the ground.

4.17 Formation Flying

Formation flying is prohibited in Sports Flying Academy aircraft unless approved by the Chief Flying Instructor and the pilot is suitably rated.

4.18 Spins

Spins are strictly prohibited in all Sports Flying Academy aircraft unless accompanied by a Sports Flying Academy instructor who has been sufficiently trained in spin entry and recovery. All spins should be in accordance with the aircraft's flight manual. Please note that the Tecnam Sierra P2002 flight manual specifically prohibits spins of any type.

4.19 Aerobatics

Aerobatics are strictly prohibited in all Sports Flying Academy aircraft.

4.20 Over Water Operations

The following rules apply when flying over areas of (extended) water:

- All crew and passengers are to be equipped with suitable life jackets.
- Minimum operation altitude of 1000 feet.
- Always plan flights where possible to be within gliding distance of land.
- In accordance with our aircraft's insurance policy never more than 50nm from the coastline.
- A functioning personal locator beacon should be on-board the aircraft and available at all times. (A personal locator beacon is fitted in ZK-TST and should be carried on all flights even those that are not over water.)

4.21 Flight into known icing and poor weather conditions

No Sports Flying Academy aircraft are to be operated into areas where:

- Weather conditions below the VFR minima are forecasted.
- Where Icing conditions are forecast or probable.

4.22 Local Parachute Operations

The local parachute company, Ballistic Blondes, operates from the orange roofed premises on the far south eastern side of the runway and adjacent to the grass vector 14/32. Whilst parachuting is taking place we recommend that you avoid overhead re-joins. The jump pilot will notify via radio of their intentions and time to drop. Whilst parachutes are in the air please ensure that there is adequate separation between you and the parachutists at all times. Furthermore; the parachutist have right of way according to the CAA Rules. Delay your approach to land or your take off until all chutes are on the ground. If you are in any doubt contact either Ballistic Blondes base or the jump pilot directly (both on our airfield frequency 118.6 MHz) and seek clarification. Parachute aircraft also descend at a high rate and join the circuit at high speed. Please be aware of these aircraft and give way to them where possible.

4.23 Air New Zealand aircraft

Please give way to Air New Zealand aircraft that are about to take off or are on approach to land. Air New Zealand will notify you of their intentions via radio. If you are in the circuit and hear over the radio that Air New Zealand's aircraft is more than 15NM from the field simply continue your approach and land. However, if they are within 15NM we recommend that you to hold in a suitable location and give way to these aircraft (notify your intentions over the radio).

When approaching behind a landing or taking off Air New Zealand's aircraft, be aware of the dangers of wake turbulence.

4.24 Carbon Monoxide poisoning

All pilots need to be very aware of the dangers of carbon monoxide poisoning. Carbon monoxide is an odourless gas that can render the pilots and passengers unconscious in seconds. The cockpit is a small enclosed environment and should carbon monoxide gas enter the cockpit (Because of a faulty exhaust system for example.) this would create an extremely hazardous situation. A carbon monoxide detector has been installed in the cockpit of our aircraft and all pilots should monitor this every 10 minutes whilst airborne or with the engine running. In the presence of dangerous carbon monoxide levels the detector will sound an audible and visual alarm. It also displays the carbon monoxide level on the LCD display. If you receive an audible or visual alarm alert for carbon monoxide please land as soon as possible and declare an emergency. Try and vent the cockpit by opening the air vents fully and monitor the carbon monoxide detector. If this does not bring the level down to an acceptable level then consider opening the canopy inflight to vent the cockpit.

The procedure to open the canopy inflight is as follows: **Please note – Only use this procedure in an emergency and if absolutely necessary.**

- Reduce speed to 65 knots IAS. (Do not exceed 65kts IAS with the canopy open.)
- Select 15 degrees of flap.
- Install the canopy restriction loop on the hook forward of the canopy latch.
- Fit the other side of the restriction loop around the top canopy locking lever. This can be found in the same bag as the tech log and flight manual.
- Unlatch the three canopy latches and gently ease the canopy open.
- If you have a passenger get them to help with this procedure whilst you fly the aircraft.
- Vent the cockpit, monitor the carbon monoxide detector and land as soon as practicably possible.
- If necessary declare an emergency and select 7700 on the transponder.

Please report any incident to the Chief Flying Instructor and the Aviation Safety Coordinator as soon as practicably possible.

Carbon monoxide levels are as follows:

- 1 to 70 PPM (Parts per million.) Most people will not experience any symptoms.
- 70 to 150 PPM. Headache, fatigue and nausea may become noticeable.
- 150 and above. Disorientation, unconsciousness and death are possible.

4.25 Suspicious Activity

Any member who observes any suspicious activity is encouraged to report it to the Chief Flying Instructor or other Academy flight Instructor as soon as possible. Alternatively the airport manager Mike Chubb can be contacted on 09-4360047 or 027-536-3635.

If you notice anyone on the operational side of the airport that you think shouldn't be there, approach them and ask them to move to the public side of the airport. If you are challenged in any way seek help from the people listed above or contact the police on 111.

5 NOVICE / STUDENT PILOTS

5.1 General Policies

All novice/student pilots (hereafter referred to as Students) must be authorised by a Sports Flying Academy Instructor prior to any solo flights. The Instructor who authorises that student is responsible for supervising that student unless another Instructor knowingly and willingly takes over supervision.

Authorisation includes:

- That the student has received all required training and endorsements prior to each flight.
- That the student has a current medical.
- That the student has passed a radio exam and acquired a flight telephony certificate.
- That an Instructor remains present at the Academy during the student's solo flight operations.
- For students to file a VFR flight plan for all cross country flights.
- No student pilots are to exit the Whangarei MBZ during solo exercises unless the exercise is a cross country flight.

5.2 Student Check-in Time

All students who have a dual lesson should check in at least 60 minutes before their allocated flight time to complete pre-flight briefings and pre-flight checks.

If the lesson is to be a dual cross country, the student will have all flight planning, weather acquisition and documentation complete before the lesson start time.

5.3 No Show Policy

In case a student is more than 15 minutes late, and no prior notice is given, it is considered a “no-show” and the student will be charged a no-show flat fee of \$45.00 Incl. GST.

5.4 Practise Areas

Practise areas are anywhere in the Whangarei MBZ, but typically:

- 7 to 12 miles South East of Whangarei near Ruakaka and Waipu. Try and remain seawards of the coast for all manoeuvres.
- 7 to 10 miles East of Whangarei over Ocean Beach.
- 7 to 12 miles North West of Whangarei overhead the Hikurangi swamp area.

5.5 Prohibited Areas

Prohibited practise areas are:

- Within one mile of the refinery at Marsden Point.
- Overhead Whangarei City.
- In the low flying zone.
- Over any densely populated area.
- Overhead the Springfield NDB (approx. 5nm south of the field).

5.6 Passengers on solo flights

No student is to take a passenger on any solo flight under any circumstances.

6 SAFETY PROGRAM

6.1 Introduction

This section outlines the approved Safety Program in use at the Sports Flying Academy. It describes standard methods of operation that are consistent with generally accepted and established industry practices and procedures. The Academy is committed to the concept that safety is an integral part of the organisation and strict adherence to this program is mandatory.

The Safety Program is applied to, but is not limited to, the following areas:

- Training Course Outlines.
- Aircraft Operation and Manoeuvre Manuals.
- Flight Standards and Training Methods.
- Flight Instructor Training Standards.
- Instructor Evaluations.
- Student Pilot Evaluations.
- Recurrent and Remedial Training Programs.
- Aircraft Dispatch Procedures.
- Aircraft Maintenance.

6.2 Safety statement

This Health and Safety Policy has been written to show that the management of Dreamcraft Aviation Limited T/A Sports Flying Academy is committed to taking 'All Practicable Steps' to provide and maintain a Safe and Healthy working environment for all Employees, Students, Visitors, and Contractors/sub-contractors at this Workplace/site. The management of Sports Flying Academy is committed to meeting all obligations and requirements under the Health and Safety in Employment Act 1992 (including the HSE Amendment Act 2002), the Health and Safety in Employment Regulations 1995, including all relevant Codes of Practice, Standards or Guidelines. The management of Sports Flying Academy is committed to operating and maintaining a compliant, up to date, Occupational Health and Safety (OHS) Management System. The management of Sports Flying Academy is committed to continuous improvement, pursuing best practice in occupational health and safety, and providing the required information, training, and supervision needed to achieve this. The management of Sports Flying Academy is committed to regular consultation on Health and Safety matters with all stakeholders including, Employees and their representatives, Supervisors, H&S Officers, H&S committees, Contractors/sub-contractors, Suppliers, Clients, and Independent experts.

The management of Sports Flying Academy will:

- Allocate adequate resources to fulfil the aims of this Health and Safety Policy.
- Annually appoint and train a Health and Safety Officer/Manager to manage and oversee the Occupational Health and Safety Management System.
- Establish measurable Health and Safety objectives to ensure continued improvement of the Occupational Health and Safety Management System aimed at the elimination of work-related injury and illness.
- Review annually (or after a serious harm accident or near miss) the Occupational Health and Safety Management System.
- Systematically identify, control and review all existing, and new Hazards at all Workplaces/sites.
- Take 'All Practicable Steps' to Eliminate, Isolate or minimise the exposure to all Significant Hazards.
- Regularly manage and review the Hazard Control Methods.

- Ensure that all Plant and Equipment is regularly maintained, safe to use, and properly 'guarded'.
- Create Safe Operating Procedures for all high risk all Plant and Equipment.
- Complete a Job Safety Analysis for all high risk Tasks Performed.
- Manage and control all Hazardous Substances at all Workplaces/sites.
- Create and maintain a Reference Library of all applicable Codes of Practice, Standards and Guidelines.
- Provide and maintain First Aid Equipment, and trained First Aiders.
- Provide, maintain and ensure the use of Personal Protective Equipment (PPE), where appropriate.
- Develop and implement Emergency and Evacuation procedures for all Workplaces/sites.
- Control, manage and induct all Visitors and Contractors/sub-contractors at all Workplaces/sites.
- Ensure that all Contractors and sub-contractors are actively managing Health and Safety for themselves and their employees/sub-contractors.
- Actively encourage the early reporting of any pain or discomfort.
- Encourage accurate and timely reporting and recording of all accidents, incidents, injuries and near misses.
- Report all Serious Harm accidents and incidents to Work Safe New Zealand and Civil Aviation Authority as soon as practicable by phone, and in writing within 7-days.
- Investigate all reported accidents, incidents, injuries and near misses to identify all contributing factors and, where appropriate, formulate plans for corrective action.
- Provide treatment and rehabilitation plans that ensure a safe, early and durable return to work.
- Monitor and manage the employees' health, exposure to Hazards, drug and alcohol use, and fatigue.
- Encourage employee participation and consultation in all Health and Safety matters.
- Enable employees to elect Health and Safety representatives.
- Establish a Health and Safety Committee that includes representatives from senior management and union and elected health and safety representatives. The Committee is responsible for implementing, monitoring, reviewing and planning Health and Safety policies, systems and practices.
- Ensure that all employees are adequately trained, and are supervised.
- Ensure that all Employees, Visitors and Contractors/subcontractors are made aware of the Hazards in their Work area(s), and are adequately trained so they can carry out their duties in a safe manner.
- Ensure that every manager, supervisor or foreperson is aware of their accountability to the employer for the Health and Safety of all employees working under their direction.
- Encourage management participation and consultation in all Health and Safety matters.
- Annually review Health and Safety objectives and managers' performance.
- Promote a system of continuous improvement, including annual reviews of policies and procedures.

All Employees, Visitors and Contractors/subcontractors using this Workplace/site as a place of work or visiting on business, are expected to share in Sports Flying Academy's commitment to Workplace Health and Safety.

All Employees, Visitors and Contractors/subcontractors will:

- Comply fully with this Health and Safety Policy.
- Take 'All Practicable Steps' to ensure that no action or inaction of theirs while at work causes harm to any other person.
- Follow and obey all Safe work procedures, rules and instructions.
- Ensure that all Plant and Equipment is regularly maintained, safe to use, and properly 'guarded'.
- Wear and use Personal Protective Equipment (PPE) and Safety equipment.
- Follow and obey all Emergency and Evacuation procedures, and instructions.
- Report any pain or discomfort as soon as possible.
- Report all accidents, incidents, injuries, near misses and Hazards to the designated person(s).
- Take an active role in the company's treatment and rehabilitation plan, for their 'early and durable return to work'.
- Be actively involved in all Health and Safety matters.
- Keep the Work Area tidy and clean, to minimise the risk of any trips, slips and falls.

This Health and Safety Policy will be reviewed on an annual basis, or sooner if required, to take in to account any changes to legislation and/or changes to Sports Flying Academy.

6.3 Safety Coordinator

The Sports Flying Academy Safety Coordinator is:

Shaun Sutherland
Email cfi@sportsflyingacademy.co
Phone 027-2201343

6.4 Authority and Responsibility

The Safety Co-ordinator has the following authority:

- To define the Sports Flying Academy's investigative and reporting procedures for accidents, incidents, and hazards.
- To develop the necessary forms and instructions for implementing the Academy's Safety Program.
- To define and require the reporting of any safety related event.
- To conduct an investigation of any safety related event.
- To request the grounding of any pilot or flight Instructor involved in a safety related event which is under investigation by the Sports Flying Academy or CAA.
- To represent the Sports Flying Academy regarding aviation safety matters in dealing with government agencies and professional organisations.
- To promote established aviation safety practices and procedures.
- To distribute aviation safety related information when it becomes available.
- To conduct meetings with Instructor staff to address any safety related issues.

6.5 Reporting Accidents and Incidents

Any accident or incident you are involved in must be reported to the Chief Flying Instructor and the Safety Co coordinator as soon as possible but no later than 60 minutes after the accident or incident took place or within 60 minutes after landing. If this is not practically possible then within the first practical opportunity to do so. You are also required by law to notify the CAA of any accidents or incidents as soon as practical. For details refer to paragraph 6.8.

6.6 Safety meetings and on-going monitoring

Safety is included on the agenda at every instructor meeting. Instructor meetings are held once a month at the Academy's premises. The meetings are chaired by the Chief Flying Instructor and are attended by the instructor team, the maintenance team and the Aviation safety Co-ordinator. The Aviation Safety Coordinator is responsible for identifying hazards and the on-going compliance and education of the safety program and these meetings provide an opportunity to identify, discuss and resolve aviation safety issues and concerns.

6.7 Online health and safety notice board

We also operate an online health and safety notice board. This can be accessed by going to the Sports Flying Academy web site at www.sportsflyingacademy.co. Click on the safety tab on the top menu and then click on the notice board image in the body of the page. This area will allow you to download the latest health and safety information as well as view emergency procedures etc. We also have a number of safety videos available on our web site by following this link. <http://sportsflyingacademy.co/training-videos/>

6.8 Notification Procedure

If an accident or incident occurs, the following information needs to be relayed to the Chief Flying Instructor and the Aviation Safety Coordinator.

- Pilot's name and passenger information.
- Summary of any reported or observed injuries or fatalities.
- Extent of any aircraft and/or property damage.
- Location of accident/incident
- Aircraft type and registration.
- Time the accident/incident took place.
- Emergency services and/or government agencies present.
- Whether or not any additional services are needed.

Pilots should withhold any comments regarding an accident or incident until Sports Flying Academy staff have been notified. The only exception to this is to the emergency services or an authorised representative of the CAA. Please refrain from making comments to media and members of the public.

Notification of hazards, incidents and accidents can be done online at <http://sportsflyingacademy.co/safety/>.

There are three different ways to report an accident, incident, hazard or safety concern. These can be viewed by following the link above.

You are also required by law to notify the CAA of any accidents or incidents as soon as practical. The following procedure is to be used:

- For serious accidents contact the CAA accident hotline on 0508-222433 immediately and advise them of the situation.
- Download a CAA005 form from the CAA Webb site at www.caa.govt.nz/Accidents_and_Incidents/accidents_and_incidents.htm
- Faxed CAA005 form to the Civil Aviation Authority on 04-5609469.

- Submit a copy of the CAA005 form to the Chief Flying Instructor at the Sports Flying Academy.

6.9 What to do at an Accident Scene

All pilots should be familiar with the booklet (issued by CAA) called "*How to Deal with an Aircraft Accident Scene*". This booklet can be downloaded from the CAA's web site using the following hyperlink:

http://www.caa.govt.nz/safety_info/How_tos/How_to_Deal_with_an_Aircraft_Accident_Scene.pdf

A summary of this booklet is provided in Appendix B.

6.10 What is an Accident or Incident?

The word Occurrence is used to mean any Accident or Incident. The following definitions of Accidents and Incidents are from the CAA's Act 1990:

Accident – means an occurrence that is associated with the operation of an aircraft and takes place between the time any person boards the aircraft with the intention of flight and such time as all such persons have disembarked and the engine or any propellers or rotors come to rest, being an occurrence in which a person is fatally or seriously injured as a result of:

- Being in the aircraft; or
- Direct contact with any part of the aircraft, including any part that has become detached from the aircraft; or
- Direct exposure to jet blast

Except when the injuries are self-inflicted or inflicted by other persons, or when the injuries are to stowaways hiding outside the areas normally available to passengers and crew; or the aircraft sustains damage or structural failure that:

- Adversely affects the structural strength, performance, or flight characteristics of the aircraft; and
- Would usually require major repair or replacement of the affected component.

Except engine failure or damage that is limited to the engine, its cowlings, or accessories, or damage limited to propellers, wing tips, rotors, antennas, tyres, brakes, fairings, small dents, or puncture holes in the aircraft skin; or the aircraft is missing or is completely inaccessible.

Incident – means any occurrence, other than an accident, that is associated with the operation of an aircraft and affects, or could affect, the safety of operation.

6.11 Miscellaneous Events

The following events may or may not be classified as an accident or incident, however should be reported to CAA in a timely manner:

- When a system defect occurs in flight which adversely affects the handling characteristics of the aircraft, or renders it unsafe to fly.
- When there is a total or partial loss of engine power during any ground or flight operations.
- When there is fire or smoke coming from any part of the aircraft.
- When there is an emergency declared for any reason.
- When safety equipment is found to be defective or inadequate.
- When any part of the aircraft inadvertently leaves the paved surface of any airport during taxi, take-off, or landing.
- When a runway incursion occurs.
- When an unsafe gear indication occurs or the landing gear fails to extend or retract for any reason.
- Anytime the pilot becomes lost or disoriented during a flight.
- Whenever an aircraft limitation is exceeded.
- If a landing takes place on the wrong runway.
- When a loss of braking occurs during landing or ground operations.

- When the aircraft lands with less than required fuel reserves.
- When a near miss, ATC incident, or wake turbulence event occurs.
- When significant turbulence, wind shear, or other severe weather is unexpectedly encountered during flight operations.
- Whenever alcohol or drug use is suspected of a pilot.
- When the aircraft strikes any wildlife or foreign objects.
- Any event where safety standards may have been compromised.

7 AIRCRAFT BOOKING AND SCHEDULING

7.1 Online Aircraft Booking System

The Sports Flying Academy operates an online aircraft booking system on their web site called Aircraft Clubs and can be accessed at www.sportflyingacademy.co and then click on the booking link. It allows you to make bookings for a particular aircraft, instructor, date and time, and duration. Access to this website can be made after a login with your user name and password. If you don't have a user name and password please contact your instructor.

Should you require an Instructor, prior arrangements must be made with the Instructor before booking the aircraft. Please give them plenty of notice and be respectful of their time constraints.

Ensure you arrive at least 45 minutes before your scheduled time slot in order to complete your pre-flight tasks etc. If you are flying with an Instructor please ensure you arrive at least 60 minutes before your flight in order to complete pre-flight briefings and pre-flight inspections.

7.2 Booking Guidelines

Please do not book any aircraft if you are not sure if you will be flying or not. It is not acceptable to make bookings just to reserve a time slot, preventing other pilots from booking the aircraft and causing frustration and the resultant loss of revenue for the Academy. In case you have made a booking and you do decide not to fly after all, please ensure you delete your flight from the booking system as soon as possible so your time slot can be used by someone else. Please also try to avoid making bookings for extended periods on a Saturdays, as this is the day when a lot of student training and trial flights are completed.

7.3 Rental Minimums

Aircraft that are rented between Tuesdays and Thursdays will be charged a minimum flight time based on the table below.

Duration of rental	Minimum charge
Less than 4 hours	Nil
4 - 8 hours	1.5 hours
8 - 12 hours	2 hours
12 - 24 hours	3 hours
24 hours and over	2 hours per day

Aircraft rentals between Fridays and Mondays will be charged a minimum flight time based on the table below.

Duration of rental	Minimum charge
1-3 hours	1.5 Hours
4 - 8 hours	4 hours
8 - 12 hours	5 hours
12 - 24 hours	6 hours
24 ours and over	4 hours per day

8 MAINTENANCE

8.1 Aircraft maintained

The purpose of this section is to ensure that all Sports Flying Academy aircraft operated for training are maintained in accordance with CAA Part 103, Manufacturer's requirements and NZCARs and other CAA and part 149 organisations rules and requirements. All Sports Flying Academy aircraft will be subject to an annual review and inspection.

The Maintenance Manager has been delegated by the CEO to identify the requirements for maintenance of Sports Flying Academy aircraft and will ensure that all aircraft are maintained in an airworthy condition and that the applicable airworthiness directives are complied with. Aircraft are maintained in accordance with the applicable accepted maintenance program. A statement to this effect must be entered in to the aircraft log book and on the aircraft technical log.

The Maintenance Manager is responsible for the airworthiness and maintenance of the aircraft and associated equipment. The Maintenance Manager is responsible for liaison between the Maintenance Provider and pilots on airworthiness and other aircraft maintenance matters.

The aircraft maintained under the provisions of this manual and the associated maintenance programs are:

- **Tecnam Sierra P2002 ZK-TST Serial number 008**

All replenishment and daily inspections not required to be performed by the Maintenance Provider are performed by the pilot in compliance with the instructions in the aircraft flight manual and in compliance with the approved checklist. Both these documents can be found in the aircraft and copies can be downloaded from the Sports Flying academy web site in the downloads section.

The Maintenance Manager at present is:

- **John Shaw** sales@shawmotorcycles.co.nz 0274907152

8.2 Aircraft maintenance agreement

The Sports Flying academy has a maintenance agreement with Solo Wings in Tauranga to carry out operational maintenance as set out in the maintenance programs for the aircraft operated by the Academy.

The Chief engineer of Solo Wings is:

- **Colin Alexander** colin@solowings.co.nz 075747973/0272767797

The Sports Flying academy undertakes to keep the Maintenance Provider informed of any operational actions that may affect the hours flown or the airworthiness of the aircraft been utilised for operations.

8.3 Maintenance Providers

Maintenance of aircraft shall be carried out by licenced maintenance engineers employed by the prime maintenance contractor and under control of the Chief Engineer. If any sub contracted maintenance is required to be performed by other maintenance organisations, the Maintenance Provider shall provide technical directives or work orders to assure continuity of maintenance in accordance with this manual as well as notifying the Maintenance Manager of this action. On completion of this work the documentation will be logged for the Maintenance Manager to review if required.

8.4 Duty time limitations

Any person performing maintenance on Sports Flying Academy aircraft, i.e. their Maintenance Provider, their subcontractors, or pilots, shall not conduct maintenance or release an aircraft to service unless the person has been relieved from maintenance duties for:

- A period of at least 8 consecutive hours in the 24 hours immediately before maintenance is provided, and,
- At least four periods of 24 consecutive hours each in the 30 day period before the maintenance is provided.

8.5 Backup

It is the responsibility of the Maintenance Providers Chief Engineer to ensure that adequate staff are available to conduct maintenance of Sports Flying Academy aircraft. In the event of insufficient staff being available the Chief Engineer must notify the Maintenance Manager immediately for alternative arrangements to be made.

8.6 Components and parts

The Maintenance Manager and the Maintenance Provider are responsible for sourcing suitable components and parts. All purchases need to be approved by the CEO before ordering.

The parts and components sourced will be inspected by the Chief Engineer of the Maintenance Providers organisation in accordance with that organisations engineering exposition prior to installation on the aircraft. The Chief Engineer will not knowingly accept any unapproved parts or parts that are not suitable for installation or that will affect the airworthiness of the aircraft. Non certified parts are allowed to be used but only if they are assessed by the Chief Engineer as being suitable for the required installation and in accordance with the provision of CAA Part 103..

8.7 Spares pooling and stores control

Sports Flying Academy does not have any spares pooling arrangements. If spares pooling were to occur it is to be done in accordance with the Maintenance Providers engineering procedures.

8.8 Repairs and modifications

Applications to the CAA or the applicable part 149 organisation for the approval of repairs and modifications, variations to the maintenance schedule or exemptions shall be made by the Maintenance Providers Chief Engineer. The Chief Engineer is to keep the Maintenance Manager informed on the progress of all such applications. All repairs and modifications are to be performed in accordance with:

- The manufacturers requirements.
- Part 103.
- Part 43 and AC43
- FAA AC43-13 -1B.2.
- Acceptable data.
- An approved modification. Approved by the CAA or Part 149 organisation.
- Modifications will not be carried out or an aircraft released to service without first being approved by the CAA or Part 149 organisation.
- Work records are the actual job sheets which detail the work being performed and are traceable by job number.
- The aircraft log book.

8.9 Materials

It is the responsibility of the Maintenance Provider to maintain all materials in accordance with this manual, the Sports Flying Academy's health and safety policy and the manufacturer's requirements and the applicable NZCARs.

8.10 Overhauls and engine replacement

Approved overhaul periods for applicable aircraft, components and removable equipment are those stipulated by the manufacturer. Overhauls and replacement of engines, propellers and components are to be done in accordance with the manufacturer's requirements.

8.11 Maintenance checks general

All scheduled maintenance checks shall be adhered to and be completed in accordance with the approved maintenance schedule. The maintenance manager is responsible for liaising with the Maintenance Provider to ensure the maintenance is performed in a timely manner. The Maintenance Provider shall be responsible for releasing the aircraft back to service in the shortest time possible and in such a manner that the maintenance impacts the normal operations of the Sports Flying Academy as little as possible.

8.12 Ten percent maintenance period latitude

Subject to the limitations in CAR 91.611, a 10 percent latitude on inspection intervals is allowed.

8.13 Power checks and trend monitoring

Trend monitoring in Sports Flying Academy aircraft is conducted through pre-flight checks.

8.14 Scheduling and planning

The purpose of this section is to ensure that all maintenance can be performed in a timely manner, which ensures continued airworthiness.

The maintenance programmes are based on the requirements specified in the Tecnam Sierra P2002 Manuals. The inspections cover Pre-flight, Periodic, Special, Overhaul periods and Finite Lives.

The Maintenance Manager is responsible for arranging the inspections and overhauls required by the maintenance programmes to be done by the Maintenance Provider.

The hours flown for calculating time period maintenance checks are recorded in the aircraft Technical Log and the Maintenance Manager arranges the maintenance with the Maintenance Provider as they fall due.

The Chief Flying instructor will ensure hours are properly recorded and should remind the Maintenance Manager when the aircraft has approximately 10 hours to run prior to the due check.

The Maintenance Manager is responsible for ensuring that role equipment which is an approved modification is presented to the Maintenance Provider for inspection, and that other approved modifications are included in the planning and scheduling of maintenance.

A new Technical Log to be completed after scheduled maintenance is to indicate:

- The next inspection due;
- The maintenance review expiry date;
- The airworthiness directive call up;
- Component changes due before next scheduled maintenance; and when any deferred maintenance; out of phase maintenance; and any other maintenance items fall due before the next scheduled maintenance.
- A requirement for an operational flight check, if applicable.

The completed Technical Log is attached to the work records which are held by the Chief Engineer and identified by aircraft registration.

During the period of service, the Technical Log is amended to indicate that specific tasks have been performed. Items which have arisen since inspection that relate, for example, to Airworthiness Directives or Service Bulletins, are to be included on the Technical Log, Section 1.

8.15 Performance of maintenance

The purpose of this section is to ensure maintenance is carried out in accordance with stated requirements. The Maintenance Provider is responsible for carrying out all scheduled and unscheduled maintenance as scheduled by the Maintenance Manager.

All aircraft operated by the Sports Flying Academy are maintained in accordance with the approved maintenance programme. The schedules required by the maintenance programme are reproduced on paper bearing the Maintenance Provider's identification.

8.16 Amendment of schedules

At any time the Manufacturer may amend Maintenance Requirements. The Chief Engineer will review his work schedules and destroy any superseded copies. If not already present, place a vertical line in the left margin alongside the affected portion. The Chief Engineer will dispatch the new issue to relevant maintenance contractors and the Maintenance Manager along with Instructions to destroy unused previous issues.

8.17 Urgent or remote maintenance

Urgent or remote maintenance allows the rectification of defects or maintenance which occur away from the normal operations area or outside the maintenance schedule. Urgent maintenance includes breakdowns and damage and may involve maintenance away from base. The pilot will enter the defect into the Technical Log, Section 3. In the event of maintenance being required, the pilot is to contact the Maintenance Manager with the details as to what has occurred and the location of the aircraft. The Maintenance Manager or Chief Flying Instructor are the only persons who can call out a Maintenance Contractor. If neither of the above senior persons are available then the pilot may contact the appropriate Maintenance Contractor and provide contact details for the Maintenance Manager or Chief Flying Instructor so that he can be contacted.

The aircraft is not to be flown until cleared by the issue of a Release for Service by an authorised engineer of the Maintenance Provider.

Where the location dictates a different maintenance organisation needs to be used the Maintenance Manager will liaise with the Sports Flying Academy's Maintenance Provider to ensure the work carried out by another licensed aircraft engineer will meet Sports Flying Academy's requirements. The Chief Engineer of the Maintenance Provider will raise a Technical Directive instructing the maintenance organisation to carry out the work. A copy of the work records and the name of the person certifying the release to service for the work is to be provided to the Maintenance Provider for retention in the normal way.

8.18 Ground runs for testing purposes

Ground runs for testing purposes are carried out in accordance with the aircraft manufacturer's requirements. The applicable maintenance documentation in the maintenance logbook or worksheets must include details of ambient atmospheric temperature and pressure values, and the parameters specified by the manufacturer.

Ground runs may be carried out by authorised Sports Flying Academy staff who are approved by the Maintenance Manager or the chief flying instructor or by an authorised engineer of the Maintenance Provider on type for that purpose.

8.19 Flight checks

To assess the airworthiness of and correct operation of the aircraft, flight check(s) shall be carried out following maintenance if that maintenance may have affected the flight characteristics or operation of the aircraft.

Flight check(s) shall also be conducted following:

- Major maintenance.
- Engine changes.
- Major airframe structural repairs.
- Incorporation of an approved major modification.

Flight check(s) shall be carried out by an authorised Sports Flying Academy pilot. No passengers, other than essential crew, shall be carried. Prior to flight a release to service must have been completed which must include the name of the certifying person. The release to service applies only to the flight check and must be identified as *"In respect of the recorded work, the aircraft is released to service for an operational flight check only."*

Details of the flight check, including defects found during the check if applicable, must be logged in the aircraft maintenance logbook or worksheet, and the Technical Log. Flight checks and/or inspections shall show conclusively that the maintenance has not appreciably changed the flight characteristics or flight operation of the aircraft.

8.20 Standards

The purpose of this section is to ensure Sports Flying Academy aircraft comply with requirements and can operate safely.

NOTE: The term 'Manual' used in this instruction includes Maintenance Bulletins, Letters, and Instructions. If the manufacturer or vendor does not specify, in conformity with:

- FAA Advisory Circulars 43-13-1B, or
- UK CAA (ARB) Civil Aircraft Inspection Procedures, or
- Such other procedures as may be approved by the Director of the CAA.
- The applicable part 149 organisations exposition.

All New Zealand Civil Aviation Rules are to be complied with, except where any approved CAA exemption has been granted.

Any exemption that has been granted shall be entered into the aircraft logbook.

Every applicable Airworthiness Directive shall be actioned in accordance with the requirements of Part 39 and recorded in the maintenance logbooks. The recording must contain the AD number, its revision date, and means of compliance.

Every defect must be rectified before flight.

A carbon monoxide detector must be installed in the cabin of each aircraft fitted with an exhaust manifold or combustion cabin heater. This detector must be serviceable and within applicable life limits for the system.

Service Bulletins, Letters or Instructions are to be assessed for applicability and implemented if serviceability and/or safety will be improved.

All repairs to the aircraft must be in accordance with the Manufacturer's scheme and Part 43; or a FAA AC43 - 13 or CAA approved repair scheme.

When major repairs or modifications become necessary these are handled as one-off projects and are contracted out to the Maintenance Provider to process in accordance with the Maintenance Providers EPM and are certified by an authorised IA. The records are completed by the Maintenance Provider and copied to aircraft logs.

Modifications must be carried out in accordance with approved data as defined in AC43 - 9A. Other modifications must be approved by the CAA or a person holding a CAA delegation to approve modifications. Flight Manual amendments are processed by the Sports Flying Academy Chief Flying Instructor on receipt from the supplier by inserting them into the aircraft manual.

Any information relating to airworthiness is to be transmitted to the pilot-in-command by whatever means the Maintenance Provider deems appropriate in the circumstances. If necessary this notification will be followed up with written confirmation.

8.21 Work records

Work records consist of work sheets and forms used at each maintenance event. These are traceable by Job number, Aircraft Registration and Date. Work records are processed in accordance with the Maintenance Managers or the Maintenance Provider's engineering procedures. Sports Flying Academy records are to be retained in accordance with Part 91.623, or when transferred to another person in accordance with Part 91.621.

All work records are stored in a designated storage area at Northland Aviation. Work records entered in the aircraft maintenance logbook(s) must include the reason for the maintenance. I.e, if a component has been repaired, the initial unserviceable condition of the component must be recorded as well as the repair.

8.22 Log Books

Aircraft logbooks are held by the Maintenance Provider who is responsible for recording the appropriate data on each Sports Flying Academy aircraft. The flight hours are recorded and supplied by the Sports Flying Academy for addition to the appropriate aircraft logbook_ The logbooks are periodically reviewed by the Maintenance Provider to ensure the totals tally with Sports Flying Academy flight log sheets. The approved logbooks are:

- CA 2101 - Air frame;
- CA 2158 - Engine;
- CA 2110 - Propeller;
- CA 1464 - Airworthiness Directive, Modifications and Engine Installations.

All information required to be recorded in the instructions for use in the CAA logbooks will be entered either in the relevant section of the CAA logbooks. or on the computer-generated form NA008/009 (Northland Aviation). Where form NA008/009 is used, a reference will be made in the relevant unused sections of the logbook referring readers to the computer print-out which will be attached to the repetitive AD record cards (section 5) in the Airworthiness Directives, Modification, Engine and Propeller Log Book (CAA 1464)

A fresh print-out of form NA008/009 will be attached after each 100 hour event.

Descriptive details of the circumstances and resultant damage to an aircraft that has been involved in an accident must be recorded in the appropriate maintenance logbook.

All logbooks are stored in the Maintenance Provider's facility at Whangarei Airport, they may not be carried in the aircraft.

8.23 Daily flight log

The daily flight record shall be completed at the end of each flight for each flight. The daily flight record can be found in the aircraft along with the technical log. It includes:

- The date of the flight.
- The name of the pilot-in-command;
- The total flight time and Hobbs time.

All daily flight records are to be held on a file in the records storage area at the office for a period of 1 year.

8.24 Technical log

The technical log records the information required by Part 91.619.

The Pilot in Command is responsible for the completion of daily hours flown, total time in service, daily/total cycles (if applicable) in the Technical Log each day, either at the conclusion of flight operations, or following a defect found during pre-flight, in-flight or post-flight which effects the airworthiness of the aircraft.

Such defects must be immediately reported to the Maintenance Manager or the Chief Flying Instructor as there is no allowance for a MEL. If a defect or inspection is recorded in the Technical Log, details of maintenance completion must be entered in the Technical Log. In addition, the details listed in Part 43.69(a) and summarised below must be entered in the appropriate maintenance logbook:

- Details of the maintenance;
- Fitting or removal of components;
- Details of measurement or test results;
- Airworthiness Directive details, when applicable;
- Location where the maintenance was conducted;
- The reasons for performing the maintenance.

In the case of Pilot Maintenance, the pilot must forward the required details in writing to the Maintenance Provider if the maintenance logbook is held there, and do this as soon as practicable other than by carriage in the aircraft on which the maintenance has been performed.

The pilot who delivers the aircraft for inspection or maintenance is responsible for providing the Maintenance Provider with all relevant flight information for entry into the aircraft logbook. The pilot may record this data in the logbook whilst at the maintenance base (so that the flight time to the Maintenance Provider's base can be included if required).

The Maintenance Manager cross checks this data with the aircraft logbook from time to time to ensure the aircraft records are being kept up to date. All entries required by the instructions for use inside the front cover of the Log Books will be entered directly into the appropriate section of the technical logs or, as in the case of lifed items, repetitive ADs, other special inspections, controls and information on past/next inspections, will be on the computer-generated control sheets, a copy of which will be inserted in the Log Book CA 1464.

At the completion of scheduled maintenance, or at any other time determined by the Maintenance Contractor, a new Technical Log is issued.

8.25 Flight record completion

To ensure records comply with requirements and are completed.

The Technical Log comprises daily flight records and defect information detailing the aircraft type and model, Operator, Maintenance Program, Maintenance Review due, Next check due, Pilot Maintenance instructions, requirement for an operational flight check if applicable and non-routine maintenance due prior to next check.

After completing scheduled maintenance checks, a fresh copy of the Technical Log is completed by the Certifying Engineer detailing: Registration, Maintenance due prior to next check and Annual review of Airworthiness (Maintenance). The Technical Log and flight hours record is completed daily by the pilot to record the flying time, and defects which may have occurred.

8.26 Maintenance requirements before flight

Before a flight may be commenced, a Release to Service following any maintenance, except Pilot Maintenance, must be certified by an appropriately licensed aircraft engineer in accordance with Part 43 Subpart C. All requirements in Part 91. 603, 605 and 615 must have been complied with.

The Maintenance Manager and the Maintenance Provider are responsible for ensuring releases-for service are done in accordance with stated requirements under NZCARs and the Manufacturer's Instructions.

Release to Service will be signed off in the aircraft maintenance logbook or another appropriate document using the statement in Part 43.105 unless an equivalent statement is pre-formatted.

If a time-in-service recorder is required to be fitted in an aircraft, the certifying engineer must ensure that the total time in service is entered in the appropriate aircraft logbook. If tampering with the recorder since the last scheduled inspection is indicated, this must also be entered in the logbook.

The aircraft shall be released to service by the certifying Engineer who must record the details of the maintenance and, adjacent to it, the person's name, signature (except when using electronic means), licence/approval/authorisation number, date, and the R-to-S statement mentioned above [referring to Part 43.105 or 43.103(c)]

In the case of Pilot Maintenance, when an authorised pilot has satisfactorily completed pilot maintenance, the details and completion of the event, and a Release to Service containing the statement in Part 43, shall be completed in the Technical Log, and include date, pilot name, licence number and signature and the applicable details listed in Part 43.69(a). The pilot must ensure that the requirements for maintenance logbook entries as in paragraph 5.5.04 are complied with.

Whatever pilot maintenance has been performed and completed, the pilot must record the reason for the maintenance, e.g., "battery failed to re-charge, replaced with an approved battery" (instead of simply recording that the battery has been replaced).

8.27 Defects found during maintenance

All defects found during routine maintenance will be recorded on the job work sheet. The defects will then be rectified, duly signed on the worksheet by the person carrying out the rectification, and certified for release to service by the LAME controlling the work being undertaken. If necessary, the rectification of the defect may be deferred if this is permitted under an approved MEL applicable to the aircraft.

Any defect(s) that has not been cleared before flight must be entered in the Technical Log if not 43.109 already entered in that document, and in the appropriate maintenance logbook if practicable. Entries must include name, signature, licence number and date of entry. The defect must be cleared or deferred (if permissible in a MEL) before flight.

8.28 Reportable defects

All reportable defects are to be forwarded to the Maintenance Provider for reference purposes prior to being sent to the CAA.

Reportable defects are a defect that may affect the safety of the aircraft or its occupants or become a danger to other persons or property.

Listed below are some examples of items considered as reportable defects. This list is not to be considered as excluding any other items.

- Engine failure or shut down due to a defect.
- Significant fuel contamination.

- Fuel starvation.
- Any noticeable change to flight control inputs or feedback.
- Failure of a component vital to engine operation.
- Defects causing or likely to cause failure of any flight or engine control system.
- Defects causing or likely to cause failure of any adjusting system.
- Defects regarding inconsistent instrument indications.
- Electrical power component or system failure.
- Emergency equipment failure.
- Defects introducing malfunction of Avionics components or causing excessive errors indication or abnormalities or radio equipment.
- Fire smoke, toxic gas or other unusual fumes detected within the cabin.
- Abnormal noise levels or noise frequency changes in-flight or on the ground.
- Failure, cracks, deformation or corrosion in excess of the manufacturer specifications.
- Abnormal vibration or buffeting.

At any time a reportable defect is observed either in service or during maintenance the person finding it shall forward it to the Maintenance Provider. Use form CAA 005 for processing the reportable defect report.

The original will be sent to the CAA Safety Investigation Unit within 90 days of completion of the investigation of the defect.

The Chief Engineer Maintenance Contractor or his delegate will file the copy for reference purposes.

8.29 Annual aircraft review

The purpose of this section is to ensure that all aircraft are operated without exceeding maintenance requirements, overhaul or finite lives.

A certifying engineer with an inspection authorisation shall carry out the Annual Review in accordance with Part 103. The review must have been certified as completed within the preceding 365 days.

Certification of the Annual Review of Airworthiness shall be made in the appropriate aircraft maintenance logbook in accordance with Part 103 and a sticker affixed to the inside of the aircraft stating that the review has been completed and the date at which the next review is due.

The certification is to be signed off in the normal sign-off column by the Certifying Engineer, together with his/her inspection authorisation number, and the date of the entry

8.30 Weight and balance

To ensure that at all times the Basic Empty Weight and Centre of Gravity Position are available to enable the flight crew to calculate the loaded Centre of Gravity position, and the all-up weight of the aircraft. These details are recorded on form CAA 2173 and kept in the aircraft Flight Manual.

Performance of Weight and Balance measurements must be carried out in accordance with Part 43 and AC 43.2, and entered in:

- CA 2173.
- Logbook summary of Weight and Balance changes.

Aircraft will be re-weighted and the CG re-established at times of:

- Major modifications for which weight change cannot be accurately calculated.
- Major Repair.
- Refurbishment.
- 10-Yearly.

- At any other time the Maintenance Provider requires.

The Maintenance Provider will ensure that weighing is carried out as required by Part 43 and the aircraft flight manual, and is updated with the revised figures. The weighing procedure will be as stated in the Manufacturer's Maintenance Manual.

8.31 Inoperative Instruments and equipment

To identify requirements and process defect rectification.

The Sports Flying Academy does not operate with specific Minimum Equipment Lists.

As this relates to aircraft not operating on a MEL, in the event of a Sports Flying Academy aircraft experiencing failure of an instrument or an item of equipment, the aircraft must not be flown again unless all instruments and equipment installed in the aircraft are in operable condition.

9.0 CONCLUSION

The Sports Flying Academy is committed to providing a safe and stimulating environment for their pilots to pursue their aviation passion. Adherence to the rules and policies contained in this document will ensure that pilots remain safe and a high standard of operation is maintained. If you have any queries regarding this document please contact the Chief Flying Instructor for clarification.

APPENDIX A - CAA Accident Checklist

The following is a summary of action items and considerations that need to be taken into account should you be a witness to (i.e., first on the scene), or be required to attend, an aircraft accident.

What to Do

- Exercise caution in regard to the potential hazards at an aircraft accident site. Do no more than is necessary to preserve life, before seeking advice from the investigating authority on any hazards that may be present.
- In particular, note the state of safety harnesses and positions of occupants as they are extricated.
- Within the limitations imposed by the actions necessary to preserve life, photograph, sketch or make notes of the wreckage disposition before disturbing it.
- Contact the CAA as soon as possible – phone 0508 ACCIDENT (0508 222 433).
- Secure the accident site, including all scattered wreckage, as well as other evidence, such as marks made by the aircraft, ground scars, etc. (Do not attempt to move any scattered wreckage items.)
- Obtain the names, addresses, telephone numbers, and intended movements of witnesses. Note any witnesses who may have photographic or video evidence of the occurrence.

If fatalities occur

- Check with police before any action is taken to remove bodies.
- Check with the investigator in charge, if possible, to determine if there are any special requirements for in-situ pathological examination before the bodies are removed.

If bodies need to be moved before an investigator arrives

- Carefully record the posture and position of each body (preferably with photographs and/or sketches).
- Minimise any disturbance of the wreckage during removal of bodies.
- Do not attempt to restore disturbed wreckage to its original state.
- Do not release the wreckage, or any part of it, to anyone until it is confirmed that the investigating authority has relinquished custody of the wreckage.

Need more help?

The CAA's Safety Investigation Unit is always happy to discuss any queries you may have.

Safety Investigation Unit
Civil Aviation Authority
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