



Flying NZ
Safety Policy and Risk Assessment
When Running Competitions

August 2016 to July 2017

www.flyingnz.co.nz

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Flying NZ Safety Policy when Running Club Competitions Regional Rallies and National Championships

Introduction

The Executive of Flying NZ (Royal New Zealand Aero Club) endorses competition flying within aero clubs.

Competition flying is seen as a way for pilots who generally fly for recreational purposes, to increase their skill levels and interact with other like minded people in their chosen sport, in a controlled and safe manner

By increasing the skill level of pilots, these same pilots should become aware of the risks involved in aviation by doing something that is different to normal every day flying and therefore become safer pilots.

Aero Club competitions within Flying NZ are held at three levels.

Please note this Safety and Risk Assessment Document is worked in conjunction with the following documents-

- Flying NZ Regional Competitions and National Championship Guidelines- Planning, Organisation and Responsibilities Between Host Club and Flying NZ
- Competition Judging Manual Guidelines for Ground and Air Judging at the Flying NZ Competitions
- Flying NZ Human Resource Management Policies and Procedures
- Procedures for Accident or incident at Flying NZ Competitions.

Club Competitions

These competitions are generally organised on a given day by the committee of the aero club, and often are an informal gathering of like minded pilots.

The Club Chief Flying Instructor is more than likely to be the person in charge of flying for the day. If not the CFI then he may delegate another senior instructor or a senior member of the club to supervise competitions for the day.

Sometimes these club competitions are of an informal nature, and little planning goes into the organisation of the event.

Others are well organised with careful planning and are often organised well in advance of the day of competition.

Regional Rallies

Regional Rallies are held in the latter part of the year by one club in each of the five Flying NZ regions.

Competitors at the Regional Rallies have won the right to compete at the Regional Rally by winning the respective competition at their club competitions.

The management of the Regional Rally is organised by the Executive Secretary of Flying NZ in conjunction with the Flying NZ Regional Representative and Committee of the host aero club.

The host club provides the facilities and looks after the social and hosting duties while the Flying NZ Executive team manages the actual flying event.

The Officer in Charge of Flying is generally the Chief Flying Instructor of the host aero club or a Senior Instructor. This appointment is approved by the Flying NZ Committee. The Officer in Charge of Flying has the best knowledge of their particular aerodrome, and knows and understands any special procedures and conditions which pertain to that aerodrome.

Air Judges are usually instructors from the local or visiting aero clubs, with ground judges being commandeered from club members and visitors on the day.

The competitions are run to a well used formula which has been developed over a number of years. This same formula is used at all the Regional Rallies so that consistency remains the same over all five Regions.

National Championships

The National Championships are run along similar lines to that of the Regional Rally. The only difference being a greater number of competitors and that the event runs over three days.

Again the competition is run and managed by the Executive of Flying NZ. The individual members of the Executive are delegated responsibilities throughout the course of the competition, with the Event Director, Air Judges and Chief Ground judge being appointed by the Flying NZ Executive. These people are senior people within the organisation with years of experience in Aero Club Competitions.

Safety Policies and Objectives

The Flying NZ Executive Committee, Management and participating Aero Clubs, hereby pledge their commitment and dedication to the implementation and support of its Safety Management System and resulting accident prevention.

This commitment includes continual improvement in the organisations level of safety, and to manage all safety risks to acceptable levels.

The Executive Committee and Management are committed not only to fully comply with all applicable regulatory requirements, but to exceed those requirements in order to achieve the highest level of safety possible.

Accordingly Flying NZ shall establish and manage a competition safety risk management programme which ensures safe operation of Flying NZ and participating aero club competitions, and together with management activities are in compliance with the documented procedures for competitions.

The Continuity Risk Register and Safety Risk Management programme starts with identifying the hazards affecting the safety of the organisation and then assessing the level of risks associated with the hazards. Once identified, appropriate mitigation measures can be implemented. All hazards, internal and external, safety related changes and identified risks associated with Flying NZ, including business risks shall be evaluated systematically through the Safety Reporting Process that facilitates risk mitigation and continuous improvement. The leading objective is to have full participation from Aero Clubs in reporting hazards and incidents. This will be promoted through a “Just Culture” approach, so that participants are not blamed for the incident unless it was through wilful negligence.

Everyone within Flying NZ and the participating clubs has a responsibility for aviation safety. Therefore, it is imperative that all personnel, club committees, club members and pilots are fully aware of the safety objectives, and any safety matters affecting Flying NZ and or participating Aero Clubs.

The overarching objective is to progressively work towards continuous improvement of safety outcomes with the ultimate outcome of having zero accidents and incidents. This is the key safety performance indicator for Flying NZ.

Flying NZ Competition Risk Analysis 2016-2017

Competition Date		Host Club	
Aerodrome Operator		Phone No	

1. Officials Risk Level **Low / Med / High / Very High**

Contest Director		Phone No	
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Club Contact		Phone No	
OC Flying			
Chief Air Judge			
Chief Ground Judge			
Safety Officer			
Flying NZ Rep			

2. Aerodrome Operator Risk Level **Low / Med / High / Very High**

Permission of the AD Operator	Yes	No			
Notam Issued	Yes	No	AIP Supp. Issued	Yes	No

3. Emergency Plan Risk Level **Low / Med / High / Very High**

Does Club have Emergency Plan	Yes	No	Does AD Operator Have Emergency plan	Yes	No
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4. Airways Control Risk Level **Low / Med / High / Very High**

ATC Control or Advisory			Frequency	Phone No
Airways Controlled	Yes	No		
AFIS	Yes	No		
MBZ	Yes	No		
ATIS/AWIB	Yes	No		

Uncontrolled	Yes	No		
Advisory Officer	Yes	No		

5. Runways Risk Level Low / Med /High / Very High

Runways	Runway 1		Runway 2			
Designation						
Surface	Grass	Seal	Grass	Seal		
Take Off Distance						
Landing Distance						
Group Rating						
Obstructions						
Runway Suitable	Yes	No				

6. Landing Grid Risk Level Low / Med /High / Very High

Orange Grid Markers	Yes	No
Marker Cones	Yes	No
Distance Markers	Yes	No
10 metre Distance from Ground Judges to Runway Edge	Yes	No
Judges Caravan at least 15 metres from Runway Edge	Yes	No
Judges Chairs (One per Grid Line)	Yes	No
High Viz Vests for all personnel on the Grid	Yes	No
Spectator Area roped off or secure	Yes	No
Safety Signage in place	Yes	No

7. Judges and Competitors Risk Level Low / Med /High / Very High

Competition Management meeting held	Yes	No
Air Judges suitably qualified	Yes	No
Judges Briefed	Yes	No
Competitors Briefed	Yes	No

8. Aerodrome Environment Risk Level Low / Med /High / Very High

Are there Built up Areas	Yes	No	
Are there noise sensitive areas	Yes	No	
Other Operators Notified	Yes	No	

9. Weather Risk Level Low / Med /High / Very High

Weather Acceptable for Safe Circuit Operations	Yes	No
If NO, to be reviewed atHours		
Weather Acceptable for off aerodrome operations	Yes	No

If NO, to be reviewed at.....Hours		
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If any area shows a risk of being High or Very High please explain below how those risks will be mitigated.

1 _____

2 _____

3 _____

Signed as acceptable

Contest Director	
Officer in Charge of Flying	

Aerodrome Airside Safety and Security Induction 2016-2017

Club Name:		On-site Contact Person:	
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Aerodrome Operator:	Yes	No	N/A	Details / Comments
Has permission from the Aerodrome operator been granted				
Does the Aerodrome operator have an Emergency Plan				
Does the Club have an Emergency Plan				
Are there any restrictions on the use of the aerodrome				
Has FNZ been given a site plan of the aerodrome				
Are there any sensitive areas around the aerodrome				
Are there any no fly areas surrounding the aerodrome				
Has the FNZ Event Manager been briefed on security awareness and rules for security access including gates and personnel				
Has the Event Manager been briefed on emergency procedures including evacuation, communication, location of the first-aid facilities, and local medical centre				
Has there been a discussion with regards to reporting requirements, such as who to contact in case of, an emergency on the aerodrome, and the process for reporting accidents and incidents including near miss events				
Is there an ATC Unit or AFIS				
Communication with ATC and/or AFIS:	Mobile			
	Radio – MHz			
Clearly outlined Spectator area boundaries and restricted areas				
Boundaries defined by marker cones, or tape.				
If on the landing Grid or adjacent to an operational runway, discussed requirements for immediately clearing all vehicles/persons and materials outside of runway strip when required				
Is a new safety and security briefing required if conditions change				
Verified any safety or other equipment required for the competitions, and personal protective equipment (PPE) is appropriate and will be worn whilst on the aerodrome				
Briefing on hazards: Runways and taxiways				
Propeller blades / rotor blades / tail rotors				
Propeller backwash / jet-blast / rotor wash				

Aircraft movement				
Aircraft noise				
Ear and/or eye protection required				
Aircraft refuelling				
No smoking				
Aircraft Parking				
Completed a full health and safety briefing, including other specific hazards that may affect the contractor or their employees				
Additional requirements				
FNZ to inspect aerodrome prior to competitions every day				

Date of Issue		Expiry Date	
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Aero Club: _____

On-site representative Name: _____

Signature: _____

Date: _____

Flying NZ _____

Name: _____

Signature: _____

Date: _____

FNZ USE ONLY

NOTAM ISSUED: Yes _____ No _____

NOTAM No: _____

Flying NZ Competition Occurrence Form 2016-2017

Date of Occurrence		Time NZST		Aerodrome	
Type of Hazards / Occurrences	Technical or Operational	Organisation or Work Environment		Natural & External Factors	Economic and Business Issues
Occurrence can be related to more than one column and more than one tick in each column	<input type="checkbox"/> Aircraft defect –engine <input type="checkbox"/> Aircraft defect - avionics <input type="checkbox"/> Aircraft defect – other <input type="checkbox"/> Unauthorised Flight <input type="checkbox"/> Pilot Currency / Medical <input type="checkbox"/> Pre Flight Oversights <input type="checkbox"/> Flight Planning <input type="checkbox"/> Collision (incl hangar rash) <input type="checkbox"/> Taxiing / Runway Incursion <input type="checkbox"/> Near Miss <input type="checkbox"/> ATC / Airspace Incursion <input type="checkbox"/> Circuit Incursion / Conflict <input type="checkbox"/> Radio Calls <input type="checkbox"/> Landing <input type="checkbox"/> SOPs Oversight <input type="checkbox"/> Situational Awareness Issue <input type="checkbox"/> Other _____	<input type="checkbox"/> Facilities <input type="checkbox"/> Aerodrome <input type="checkbox"/> Personnel <input type="checkbox"/> Communications <input type="checkbox"/> Internal Complaints <input type="checkbox"/> Polices & Procedures <input type="checkbox"/> Documentation <input type="checkbox"/> Safety Improvement <input type="checkbox"/> Regulatory Oversights <input type="checkbox"/> OSH & Protection <input type="checkbox"/> Resource Issue <input type="checkbox"/> Non Compliance <input type="checkbox"/> Change Management <input type="checkbox"/> Conflict of Interest <input type="checkbox"/> Other _____		<input type="checkbox"/> Weather <input type="checkbox"/> Bird Strike <input type="checkbox"/> Other Wildlife <input type="checkbox"/> Flood <input type="checkbox"/> Volcanic <input type="checkbox"/> Public / Third Party - Noise Complaint - Laser - Regulation / By Law <input type="checkbox"/> Design Deficiency <input type="checkbox"/> Other _____	<input type="checkbox"/> Operating Costs <input type="checkbox"/> Overheads <input type="checkbox"/> Cost/Benefit <input type="checkbox"/> Government Policy - CAA - Dept of Labour <input type="checkbox"/> Other _____
Details of Occurrence	(use separate sheet if required)				
Aircraft Make & Model				Aircraft Registration	
Pilot in Command				PIC Log Book Hours	
Nature of Flight Circle Applicable	Competition or Practice or Other Dual or Solo			Licence Type	RPL / PPL/ CPL None
Type of Competition			Club		
Flight Phase	<input type="checkbox"/> Hangar <input type="checkbox"/> Parked <input type="checkbox"/> Pre Flight <input type="checkbox"/> Taxiing	<input type="checkbox"/> Takeoff <input type="checkbox"/> Climb <input type="checkbox"/> Circuit <input type="checkbox"/> Hover	<input type="checkbox"/> Cruise <input type="checkbox"/> Holding <input type="checkbox"/> Low Flying <input type="checkbox"/> Mountain/Terrain	<input type="checkbox"/> Aerobatics <input type="checkbox"/> Approach <input type="checkbox"/> Descent <input type="checkbox"/> Landing	
Effect on Flight	<input type="checkbox"/> Nil <input type="checkbox"/> Runway excursion <input type="checkbox"/> Avoiding action <input type="checkbox"/> Turn back <input type="checkbox"/> Diversion <input type="checkbox"/> Flight aborted	<input type="checkbox"/> Failure to get airborne <input type="checkbox"/> Aborted takeoff <input type="checkbox"/> Precautionary landing <input type="checkbox"/> Abnormal approach <input type="checkbox"/> Abnormal landing <input type="checkbox"/> Abnormal cruise		<input type="checkbox"/> Go around <input type="checkbox"/> Missed approach <input type="checkbox"/> Precautionary descent <input type="checkbox"/> Overweight landing <input type="checkbox"/> Loss of control/performance <input type="checkbox"/> Other	
Reported By				CAA 005 Required	Yes / No

Root Cause	CFI / OC Flying / Event Director to complete			
Investigated by _____ Date _____				
Risk Analysis	What is the likelihood of a similar occurrence happening again?			
Frequent <i>within 30 days</i> 5	Occasional <i>6 months</i> 4	Seldom <i>1 year</i> 3	Remote <i>5 years</i> 2	Improbable <i>> 5 years</i> 1
	What could be the worst consequence (severity) if this occurrence did happen again?			
Catastrophic 5	Hazardous 4	Major 3	Minor 2	Negligible 1
Correction Action Required	CFI / OC Flying / Event Director			
Preventative Action Required	CFI / OC Flying / Event Director			
Date Actions To Be Completed By				
Actioned By		Date		
Is a Competition Rule Book Amendment Required? YES / NO				
Communication to Clubs	Method:	Date		
Closed	CFI / OC Flying / Event Director	Date		