



ROYAL NEW ZEALAND AERO CLUB INC

SPORT & RECREATION MICROLIGHT AIRCRAFT OPERATORS MANUAL

CAA Client Number: 19837

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SECTION 1 INTRODUCTION

1.1 ADDRESSES AND LOCATIONS

HEAD OFFICE

Royal New Zealand Aero Club Inc
137 Victory Drive
Wharewaka
TAUPO 3330
Phone Office: 0800 422 635
Phone After Hours: (07) 377 8499
Fax: (07) 378 7776
Email: rnzac@xtra.co.nz

1.2 SCOPE OF ACTIVITIES

1.2.1.1 As a Part 149 Aviation Recreation Organisation Certificate holder the Royal New Zealand Aero Club Inc may:

(a) Establish, Certify and Administer Competency of persons flying Sport and Recreation Microlight Aircraft by:

- (i) Prescribing an Examination Syllabus, and
- (ii) Conducting Examinations, and
- (iii) Prescribing Flight Test Standards, and
- (iv) Conducting Flight Tests, and

(b) Organise an Aviation Event as specified on the Certificate.

1.2.1.2 Under Part 103 Microlight Aircraft Operating Rules the RNZAC allows Member Clubs to operate and train Pilots in the following Sport and Recreation Microlight Aircraft Types: Class II

1.2.1.3 Microlight aircraft means a basic low performance aircraft designed to carry not more than 2 persons which meets low momentum parameters that are acceptable to the Director as per AC 103-1

- (i)

1.3 STANDARDS OF COMPLIANCE

1.3.1.1 This Manual Suite is designed specifically to ensure continuing compliance with:-

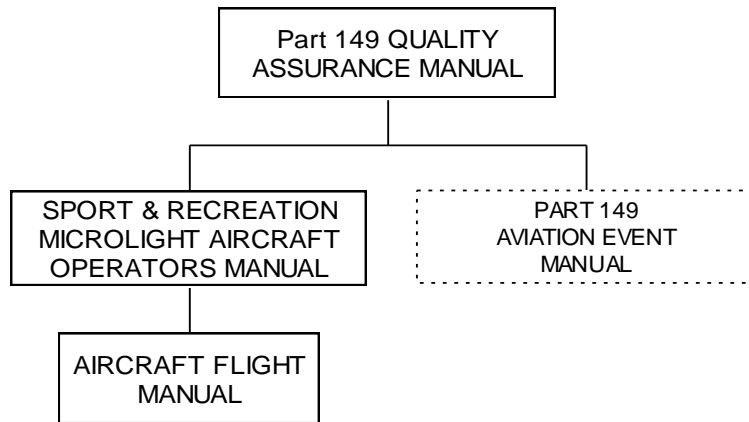
(a) Civil Aviation Act 1990, and

(b) Civil Aviation Rule Parts 1, 12, 19, 43, 61, 91, 103, 139, 141 and 149

1.3.1.2 This Manual Suite meets the Organisational Management and Documentation requirements of NZCAA Rule Part 149.

1.4 MANUAL HIERARCHY

1.4.1.1 The Quality Assurance System is documented in a Manual Suite which consists of the following Manuals:-



1.5 MICROLIGHT OPERATIONS MANUAL DISTRIBUTION

1.5.1.1 A current issue of the Microlight Operations Manual can be found at the following locations.

COPY Nr	LOCATION	ISSUED TO	AMENDMENT RESPONSIBILITY	DATE
Master	CEO's Office	Chief Executive Officer	Richard Small	01/07/14
1	Civil Aviation Authority	CAA Librarian	CAA Librarian	01/07/14
2	QA Managers Office	Quality Assurance Manager	Mike Groome	01/07/14
3	RNZAC Head Office	Delegation Holder	Richard Small	01/07/14
4	Delegation Holder	Delegation Holder	Mike Groome	01/07/14
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1.7 RECORD OF AMENDMENTS

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7	1.2/ 1.3/ 1.4/ 1,5/2.2	01/07/14	01/07/14	
8	Re issue	01/07/14	01/07/14	
9	1.6/ 2.4.6.1d/ 2.5.2.1.a,b/ 2.5.4.1a/ 3.7.1.1b/ 3.7.1.3a/ 4.1/ 4.2/ 4.2.1.2/ 4.2.1.4b1/ 4.3.1.2/ 4.3.1.3/ 7.6.2.1	08/04/15	08/04/15	
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SECTION 2 MANAGEMENT & ORGANISATION

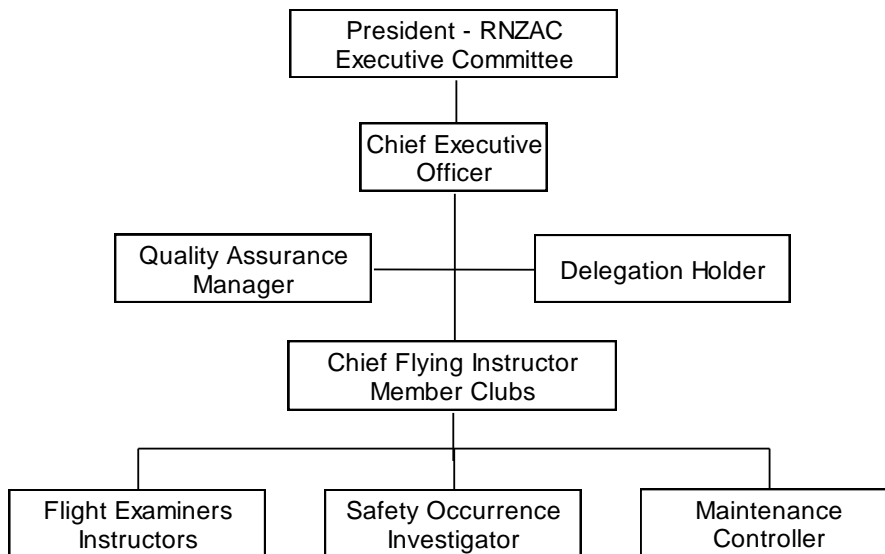
2.1 PERSONNEL STRUCTURE

POLICY	The control structure will be identified and those persons holding positions of authority identified.
PURPOSE	To ensure that those persons who hold positions of authority in the control of Microlight Pilot Training are identified.
SCOPE	All persons with positions of authority for the Club Microlight Pilot Training
RESPONSIBILITY	CHIEF FLYING INSTRUCTOR: The C.E.O. is responsible for appointing the various Checking and Training personnel.
REFERENCES	Part 149.51 Staff Appointment (This Section)
RECORDS	Form A14 - Staff Employment Contract Form A15- Staff Induction Checklist

PROCESS

2.1.1 STRUCTURE

2.1.1.1 The line of authority for the Senior Position Holders responsible for the RNZAC Part 149 Aviation Recreation Organisation Certificate and Sport & Recreation Microlight Aircraft Operations Conducted under Part 103 is as follows:



2.1.2 POSITION HOLDERS

Chief Executive Officer (and CAA Liaison)	Richard Small	(07) 829 8881
Quality Assurance Manager (and Internal Auditor)	Mike Groome	(07) 3778499
CAA Delegation Holders	Richard Small/ Mike Groome	(07) 829 8881
Executive Secretary	Karen Groome	0800 422 635

2.2 RNZAC MEMBER CLUBS

2.2.1.1 The following RNZAC Member Clubs operate Sport & Recreational Microlight Aircraft and come under the jurisdiction of this Manual Suite.

2.2.1.2 The Senior Person named is directly responsible to the Chief Executive Officer RNZAC for all Sport & Recreational Microlight Aircraft Pilot Training and Operations.

CLUB NAME	SENIOR PERSON RESPONSIBLE FOR CLUB OPERATIONS	ADDRESS	PHONE NUMBER
AUCKLAND			
WAIKATO			
KAPITI			
CANTERBURY			
MALBOROUGH			

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2.3 AUTHORITY & RESPONSIBILITY FOR RNZAC OPERATIONS

POLICY	All Senior Personnel will be aware of their Authority and Responsibilities regarding the supply of RNZAC services and operations.
PURPOSE	To ensure Senior Personnel are clear on their Authority and Responsibilities.
SCOPE	All RNZAC operations.
RESPONSIBILITY	C.E.O.: Responsible for assigning Responsibilities and Authority to all personnel.
REFERENCES	Part 149.51 Civil Aviation Act 1990 Section 12
RECORDS	Form A14 - Staff Employment Contract Form A15- Staff Induction Checklist

PROCESS

2.3.1 CHIEF EXECUTIVE OFFICER (C.E.O.)

2.3.1.1 The Chief Executive Officer is responsible for, and has authority for, the overall control of RNZAC operations. In particular the C.E.O. shall be responsible for ensuring that:

- (a) All requirements of CAA Rules and the RNZAC Manual Suite are complied with, and
- (b) Training of all employees is provided so as to maintain compliance with the relevant safety standards and conditions, and
- (c) There are sufficient resources, finance and personnel available to ensure all activities undertaken by the RNZAC are carried out in accordance with the requirements of the Manual Suite and the relevant Safety Standards, and
- (d) Where reliance is placed on any one individual for certification or authorisation of work, provision is made for adequate back up in the event of that person being unavailable, and
- (e) The oversight of operations, authority for safety, quality and financial delegations within the RNZAC are properly discharged, and all expenditure is authorised, and
- (f) Liaison with the CAA personnel regarding RNZAC operations.

2.3.1.2 The Chief Executive is also responsible for:

- (a) The approval of personnel appointments, and
- (b) The establishment of a Personal Records File for each employee which shall include an Employment Contract which details the employees Duties, Responsibilities and Authorities, and
- (c) Ensuring RNZAC member Club pilots:
 - (i) Are issued with a SPORT & RECREATION MICROLIGHT PILOT Certificate prior to piloting a member Club Sport and Recreation Microlight aircraft, and
 - (ii) Have a written authorisation in accordance with Part 43 Appendix A or from a person holding an appropriate maintenance authority issue by any organisation holding a Part 149 before carrying out Pilot Maintenance to Sport & Recreation Microlight Aircraft, and
- (d) The Health and Safety Regulations and there relevance to all staff members.

2.3.1.3 The Chief Executive Officer has overall responsibility for the RNZAC Quality Assurance System and as such will attend all Management Review Meetings.

2.3 AUTHORITY & RESPONSIBILITY FOR RNZAC OPERATIONS CONTINUED

2.3.2 EXECUTIVE SECRETARY

2.3.2.1 The Duties and Responsibilities of the [Executive Secretary](#) are covered in Section 2 of the Quality Assurance Manual

2.3.3 QUALITY ASSURANCE MANAGER

2.3.3.1 The Duties and Responsibilities of the [Quality Assurance Manager](#) are covered in Section 2 of the Quality Assurance Manual.

2.3.4 INTERNAL AUDITOR

2.3.4.1 The Duties and Responsibilities of the [Internal Auditor](#) are covered in Section 2 of the Quality Assurance Manual.

2.3.5 DELEGATION HOLDER(S)

2.3.5.1 The Duties and Responsibilities of the [Delegation Holder](#)(s) are covered in Section 2 of the Quality Assurance Manual.

2.4 AUTHORITY & RESPONSIBILITY FOR MEMBER CLUB OPERATIONS

POLICY	All Senior Personnel within an RNZAC Member Club undertaking Microlight Pilot Training, and Microlight Aircraft Operations will be aware of their Authority and Responsibilities.
PURPOSE	To ensure Senior Club Personnel are clear on their Authority and Responsibilities.
SCOPE	All RNZAC Member Club Microlight Aircraft Training and Operations.
RESPONSIBILITY	<p>CHIEF EXECUTIVE OFFICER - RNZAC : Responsible for assigning Responsibilities and Authority to a Senior Person within a Member Club.</p> <p>CHIEF FLYING INSTRUCTOR - RNZAC MEMBER CLUB: Responsible for assigning Responsibilities and Authority to all personnel involved in Microlight Aircraft Training and Operations.</p>
REFERENCES	<p>Part 103.7 Part 149.51 Civil Aviation Act 1990 Section 12</p>
RECORDS	
PROCESS	

2.4.1 CHIEF FLYING INSTRUCTOR

2.4.1.1 The Chief Flying Instructor is responsible to the Chief Executive Officer of the RNZAC for all Sport & Recreation Microlight Aircraft activities conducted by the Club.

2.4.1.2 The Chief Flying Instructor shall be responsible for:

- (a) The establishment and maintenance of flight training standards for all SPORT & RECREATION MICROLIGHT PILOTS within the Club, and
- (b) Keeping the RNZAC “Sport & Recreation Microlight Aircraft Operators Manual” current, and
- (c) Maintaining liaison with the RNZAC on all matters connected with Checking and Training, and
- (d) Co-ordinating the activities of the Training personnel within the Club and ensuring that only approved Training procedures are followed, and
- (e) Establishing flight training procedures and techniques for each Microlight aircraft type operated by the Club in accordance with the requirements of Part 61, and
- (f) The safety of the Club Sport and Recreation Microlight Aircraft and training personnel, and
- (g) Other procedures as set out in this Manual.

2.4.2 FLIGHT EXAMINERS

2.4.2.1 In accordance with the procedures and limitations defined in this Manual, Flight Examiners are responsible to the Chief Flying Instructor for the following:

- (a) To conduct a Flight Test for the issue of a SPORT & RECREATION MICROLIGHT PILOT Certificate, and
- (b) To carry out Competency Assessments of Flight Instructors.

Continued next page....

2.4 AUTHORITY & RESPONSIBILITY FOR MEMBER CLUB OPERATIONS CONTINUED

2.4.3 INSTRUCTORS

2.4.3.1 In accordance with their Licence limitations and the procedures and limitations defined in this Manual, Instructors are responsible to the Chief Flying Instructor for the following:

- (a) To give flight instruction, conduct type ratings and authorise solo flights, and
- (b) To conduct Biennial Flight Reviews, and
- (c) Certify a Pilots Logbook where a Logbook requires Certification, and
- (d) Making recommendations regarding any training, checking or any other action necessary to maintain and improve flight standards, and
- (e) Supervision of flight standards at all times.

2.4.4 SAFETY OCCURRENCE INVESTIGATOR

2.4.4.1 The Safety Occurrence Investigator is responsible to the Quality Assurance Manager for investigating Club safety occurrences in accordance with Rules Part 12 as follows:

- (a) Notify CAA of an Incident or Accident as soon as possible, and
- (b) Provide details of Incident or Accident to CAA on Form CAA 005 Occurrence Report Form within 10 days, and
- (c) Investigate cause of Incident or Accident and report findings and actions to prevent recurrence of an event to the Quality Assurance Manager within 90 days.

2.4.5 MAINTENANCE CONTROLLER

2.4.5.1 The Maintenance Controller reports to the Chief Flying Instructor.

2.4.5.2 Maintenance Controller Duties and Responsibilities are as follows:-

- (a) To ensure that new Club Microlight aircraft meet regulatory requirements for instruments and equipment. (See "[Instruments and Equipment](#)", Maintenance Section of this Manual), and
- (b) To ensure that all Club Microlight aircraft are maintained in an airworthy condition, and
- (c) Oversee all Maintenance of Club Microlight aircraft and to ensure that the procedures as identified in this Manual are complied with by all persons associated with maintenance of Club aircraft. and
- (d) Ensure that Annual Review of Airworthiness and Periodic Inspections as detailed in the Maintenance Program for each aircraft are carried out as they fall due, and
- (e) Liaise with the Maintenance Contractor to ensure that all information contained in Airworthiness Directives, Service Bulletins, Service Letters and similar documents are assessed and complied with, and
- (f) Record the aircraft hours into the appropriate aircraft Logbook and maintain an ongoing aircraft and component time record, and
- (g) Maintain a Maintenance File for each Club aircraft, and
- (h) Maintain a "Current" copy of all Maintenance and Parts Manuals required to perform Maintenance on Club aircraft, and
- (i) Liaise with CAA on Microlight aircraft Maintenance matters, and
- (j) Ensure that where required Club Microlight aircraft Flight Manuals are in a "Current" state of revision, and a revision service is maintained for them.

Continued next page....

2.4 AUTHORITY & RESPONSIBILITY FOR MEMBER CLUB OPERATIONS CONTINUED

RECORDS AND DOCUMENTATION

- (k) Maintain a “Current” subscription for Airworthiness Directives to ensure timely arrival of A.D’s., or ensure that current versions are down loaded from the CAA Internet site at <http://www.caa.govt.nz>, and
- (l) Ensure that on completion of maintenance on Club aircraft, the records required by CAA Rule Part 43 are completed and that the aircraft Logbooks and Technical Log are filled out, and
- (m) Ensure that when a Club aircraft or component is Released to Service the certifying statement required by CAA Rule Part 43.105 is completed, and
- (n) Ensure that all aircraft discrepancies or defects found during maintenance are reported in writing to the Club Maintenance Contractor with advice on the severity of the defect, record the details of the discrepancy or defect in the aircraft Logbook as required by Part 43.109, and report the defect to CAA as required by Part 12.55, and

2.4.6 MAINTENANCE PROVIDER

2.4.6.1 The Maintenance Provider reports to the Maintenance Controller and is to fulfill the following Duties and Responsibilities on behalf of the Club as part of the Maintenance Contract:-

- (a) Oversee all Maintenance of Club aircraft to ensure that the procedures as identified in this Manual are complied with by all persons associated with maintenance of Club aircraft, and
- (b) Ensure that all Maintenance carried out on Club aircraft is completed in accordance with the procedures outlined in this Manual, the aircraft Maintenance Program, applicable CAA Rules, and on Release to Service all Club aircraft are Airworthy, and
- (c) Ensure that any required Duplicate Inspections and Ground Runs are carried out and recorded in accordance with the procedures in this Manual, and as detailed in aircraft maintenance manual and CAA Rule Part 43.
- (d) To train Pilots to carry out Pilot Maintenance in accordance with Part 43 Form A. or in accordance with an authority issued by any organisation holding a Part 149 delegation.

2.5 CHECK & TRAINING STAFF QUALIFICATIONS

POLICY	The criteria under which Check and Training staff are approved will be clearly stated.
PURPOSE	To define the experience, qualifications and privileges required for each category of check or training position approved by the Club.
SCOPE	All check and training staff.
RESPONSIBILITY	CHIEF FLYING INSTRUCTOR: To ensure that all staff meet the requisite criteria prior to being utilised in Club Check or Training duties.
REFERENCES	Part 103.7 AC61-1.18 Subpart G (Flight Instructors Rating)
RECORDS	

PROCESS

2.5.1 GENERAL REQUIREMENT

2.5.1.1 All Instructors and Flight Examiners used by Member Clubs to carry out Microlight Pilot Training and Pilot Competency will hold the following current aviation qualifications.

2.5.2 FLIGHT EXAMINER ELIGIBILITY

2.5.2.1 To be eligible for a Microlight Flight Examiners Rating a person shall:

- (a) Hold an appropriate Part 61 Category A or B Flight Instructors Rating and be a CFI of a member club.or be an A Category ATO of another Part 149 organisation
- (b) Have appropriate Flight Examiner privileges issued by any organisation holding a Part 149 Delegation

2.5.2.2 Prior to carrying out the duties of a Flight Examiner for the Club a Flight Examiner must have demonstrated competency to the Director or the RNZAC Delegation holder within the immediate preceding 24 months.

2.5.2.3 A Flight Examiner is not deemed to be Pilot in Command of an aircraft unless:

- (a) It is during a flight test for a Type Rating, and
- (b) The Flight Examiner considers it necessary in the interests of safety.

2.5.3 FLIGHT EXAMINER APPOINTMENT

2.5.3.1 Appointment of a Flight Examiner is to made upon application in writing to the Chief Executive Officer listing qualifications, experience and ratings. The CEO will consider the applicants experience in accordance with 2.5.2.1 and with current RNZAC strategic requirements.

2.5.3.2 Prior to the appointment for the position of a Club Flight Examiner the Chief Flying Instructor shall check that the candidate meets the Flight Examiner Eligibility requirements above.

2.5.4 INSTRUCTOR ELIGIBILITY

2.5.4.1 Prior to carrying out the duties of an Instructor for the Club an Instructor must have:

- (a) A current A, B, C or D Category Instructors Rating or a microlight instructor rating issued by any organisation holding a Part 149 microlight delegation as appropriate to the Instruction being given, and

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2.5 CHECK & TRAINING STAFF QUALIFICATIONS CONTINUED**2.5.4 INSTRUCTOR ELIGIBILITY CONTINUED**

- (b) Completed a Competency Assessment in accordance with the appropriate category Instructor Flight Test syllabus within the preceding 13 months (24 months if an A Category Instructor), and
- (c) Has satisfactorily completed the training required to act as Pilot in Command in the exercise being taught, and
- (d) Completes the Initial and Recurrent Training requirements applicable to the instruction being conducted.
- (e) Has demonstrated competency in piloting microlight aircraft to a microlight Instructor.

2.5.5 FLIGHT INSTRUCTOR APPOINTMENT

- 2.5.5.1 The Chief Flying Instructor will check qualifications and formally approve each person appointed to a Training position in writing.
- 2.5.5.2 The Club shall have a formal Employment Contract with each Flight Instructor which set out the Flight Instructors Duties and Responsibilities.

2.5.6 COMPETENCY ASSESSMENTS

- 2.5.6.1 Flight Examiner Competency Assessments shall be carried out in accordance with the Member Club "Flight Examiner Competency Assessment" procedures. (needs policy on this and below)
- 2.5.6.2 Flight Instructor Competency Assessments shall be carried out in accordance with the requirements of the Member Club "Flight Instructor Competency Assessment" procedures.

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SECTION 3 ADMINISTRATION

3.1 DOCUMENT CONTROL AND AMENDMENT

PURPOSE	The documents listed in the Register of Controlled Documents (Quality Manual) will be kept in a current state of amendment.
SCOPE	All those non Club generated documents which are required to ensure the safe and legal execution of Club services.
RESPONSIBILITY	CHIEF FLYING INSTRUCTOR: To determine which documentation is required to be controlled. To assess the effect of legislative changes in discussion with appropriate staff.
REFERENCES	Part 103.53
RECORDS	Form B 4 – Register of Controlled Operational Documents
PROCESS	

3.1.1 CONTROL

3.1.1.1 A Register of Controlled Operational Documents will be maintained by the Chief Flying Instructor.

3.1.2 LEGISLATION AND AERONAUTICAL PUBLICATIONS

3.1.2.1 Legislation and Aeronautical Publications will be controlled and entered on to the “Form B 4 - Register of Controlled Documents”.

3.1.3 CONTROLLED TRAINING DOCUMENTS

3.1.3.1 The Chief Flying Instructor will assess which Training Documents are to be controlled and enter them onto the “Form B 4 - Register of Controlled Documents”.

3.2 DAILY FLIGHT RECORD

POLICY	A system has been developed to ensure that all aircraft flight times are recorded and the data is accurately passed on to Operations and Maintenance personnel.
PURPOSE	To ensure that all aircraft times are accurately recorded and monitored.
SCOPE	All Club aircraft times.
RESPONSIBILITY	CHIEF FLYING INSTRUCTOR: To ensure that this procedure is complied with.
DEFINITIONS	DFR'S Daily Flight Records.
REFERENCES	Part 91.112
RECORDS	Form B 8 – Daily Flight Record

PROCESS

3.2.1 RECORDS

3.2.1.1 The Club uses “Form B 8 - Daily Flight Record” to record the details required by Part 91.112.

3.2.2 PILOT IN COMMAND

3.2.2.1 The Pilot in Command will:

- (a) Complete the “Form B 8 - Daily Flight Record” following each flight or series of flights, and
- (b) Return the completed “Daily Flight Record” form to the Operations Office.

3.2.2.2 The Pilot in Command is also to enter the aircraft Flight Times onto the Technical Log at the end of each flight and is to monitor hours flown by the aircraft by reference to the Technical Log to ensure that inspections are carried out when due. (See “Technical Log” procedure)

3.2.3 PROCESSING

3.2.3.1 The Chief Flying Instructor will use the “Form B 8 - Daily Flight Record” information for Administration purposes.

3.2.3.2 The Maintenance Controller will enter the Aircraft Hours into the Aircraft Logbook.

3.3 TECHNICAL LOG

POLICY	The aircraft Technical Log will provide the basic data relating to maintenance of Club aircraft
PURPOSE	To ensure Club aircraft are safely and efficiently maintained.
SCOPE	All Club Microlight aircraft..
RESPONSIBILITY	PILOT IN COMMAND To ensure compliance with this procedure
QUALIFICATIONS	
REFERENCES	Part 43.119 Part 91.629 Defect Control and Reporting (Maintenance Section)
RECORDS	Form B 10 - Aircraft Technical Log

3.3.1 ADMINISTRATION

- 3.3.1.1 The Club uses the “Form B 10 - Aircraft Technical Log” to record aircraft hours and maintenance status.
- 3.3.1.2 The Technical Log is to be:
 - (a) Completed by the Maintenance Contractor following aircraft maintenance, and
 - (b) Kept in the Aircraft Flight Manual
- 3.3.1.3 As part of the Daily Pre-flight Inspection the Pilot in Command will:
 - (a) Check the Technical Log to determine the current state of aircraft hours and maintenance, and
 - (b) Record any aircraft inoperable instruments or equipment, deficiencies or defects found during the Pre Flight Inspection and Cockpit Check.
- 3.3.1.4 Following each flight the Pilot in Command will:
 - (a) Enter the aircraft flight times, deficiencies and defects onto the Technical Log, and
 - (b) Make appropriate arrangements for the aircraft to be available to the Maintenance provider for the maintenance work to be carried out.
- 3.3.1.5 Completed Technical Logs are to be replaced each time scheduled maintenance occurs and are to be filed with the Aircraft Maintenance Records.

3.4 TRAINING RECORDS

POLICY	All Club assessments and training will be properly documented.
PURPOSE	To provide instructions to staff regarding documentation of assessments and training.
SCOPE	Records of all Club Assessments and Training.
RESPONSIBILITY	<p>CHIEF FLYING INSTRUCTOR: To ensure compliance with this procedure.</p> <p>CHECK & TRAINING STAFF: To comply with this procedure.</p>
REFERENCES	
RECORDS	<p>Form A 16 – Application for Issue of Certificate</p> <p>Form A 17 – Fit and Proper Person Declaration</p> <p>Form B 12 – Flight Training Record</p> <p>Form B 13 – Aircraft Type Rating – Technical Knowledge</p> <p>Form B 14 – SPORT & RECREATION MICROLIGHT PILOT Certificate – Flight Test Preparation</p> <p>Form B 15 – SPORT & RECREATION MICROLIGHT PILOT Competency Check</p> <p>Form B 16 – SPORT & RECREATION MICROLIGHT PILOT Medical Declaration & Certificate</p> <p>Form B 17 – SPORT & RECREATION MICROLIGHT PILOT Certificate</p>

PROCESS

3.4.1 RECORDS

3.4.1.1 The Chief Flying Instructor shall keep in a Personal File a record of:

- (a) Each person who conducts Training or Assessments including details of their experience, qualifications, training and competency assessments, and
- (b) Each person being trained or assessed by the Club including details of their enrolment, attendance, subjects, Instructor comments, any flight or similar practical lessons, and any assessments.
- (c) All records are to be legible and retained for a minimum period of 3 years from the date of the last entry made on the record.

3.4.2 FORMS

- 3.4.2.1 A check is not complete until the appropriate check form has been completed and certified as such by both the Pilot under check and the Instructor or Flight Examiner.
- 3.4.2.2 Forms covering each Checking & Training of Sport and Recreation Microlight Pilots are found in the Forms Section of this Manual.
- 3.4.2.3 Copies of all completed Forms and associated papers are to be filed with Novice Records for future reference.

3.4.3 GRADING

- 3.4.3.1 The Microlight Flight Examiner shall conduct Flight Tests to the requirements and standards contained in Civil Aviation Rule Part 61 and the associated Advisory Circular (AC) as is applicable to the Certificate or Rating be tested.(policy on this RS)
- 3.4.3.2 The Rules and its Advisory Circulars specify the areas in which knowledge and skills must be demonstrated by the candidate before a Pilot Competency is completed.
- 3.4.3.3 The Civil Aviation Authority has published "Flight Test Standards Guide" which the Microlight Flight Examiner shall use as a guide.

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3.4 TRAINING RECORDS CONTINUED

3.4.3 GRADING CONTINUED

3.4.3.4 The Flight Test standard description for each task for a “Competent” or “Not Yet Competent” is measured by a rating.

THE “RATING” ASSESSMENT CRITERIA IS

0	70	85	100
Not Yet Competent			Competent

3.4.3.5 Where an item is not tested the Microlight Flight Examiner shall state the reason why.

3.4.3.6 For each task that involves “Knowledge Only” elements the Microlight Flight Examiner will orally question the candidate on those elements.

3.4.3.7 The Microlight Flight Examiner shall ensure that the appropriate assessment forms are forwarded to the RNZAC for processing).

3.4.3.8 The Microlight Flight Examiner shall ensure that a candidate’s gaining a pass a log book entry shall be placed in the candidates as applicable.

3.4.4 TYPE RATINGS

3.4.4.1 Type ratings are to be Certified in the Pilot’s Logbook in the following manner:

This is to certify that <name> has successfully demonstrated technical knowledge of the <type> and ability to perform competently normal, abnormal and emergency manoeuvres appropriate to the aircraft type in accordance with the requirements of CAA Rule Part 61.

<Name of instructor/examiner, rating type, CAA number ,or Part 149 Organisation client number signature>

3.5 CERTIFICATION ISSUED UNDER DELEGATION

POLICY	The responsibility and process of issuing a SPORT & RECREATION MICROLIGHT PILOT Certificate will be documented.
PURPOSE	This procedure describes the process for issuing an “Aviation Document” by the RNZAC under delegation from the Director.
SCOPE	All aviation documents issued by the RNZAC under Delegation from the Director.
RESPONSIBILITY	DELEGATION HOLDER: Has overall responsibility but each person who creates records is responsible to see they are filed as required by this Manual Suite.
DEFINITIONS	AVIATION DOCUMENT: A certificate or rating issued by the RNZAC under the Directors Delegation.
REFERENCES	Part 149.59
RECORDS	Form A 16 – Application for Issue of Certificate Form A 17 – Fit and Proper Person Declaration Form B 12 – Flight Training Record Form B 13 – Aircraft Type Rating – Technical Knowledge Form B 14 – SPORT & RECREATION MICROLIGHT PILOT Certificate – Flight Test Preparation Form B 15 – SPORT & RECREATION MICROLIGHT PILOT Competency Check Form B 16 – SPORT & RECREATION MICROLIGHT PILOT Medical Declaration & Certificate Form B 17 – SPORT & RECREATION MICROLIGHT PILOT Certificate

PROCESS

3.5.1 SPORT & RECREATION MICROLIGHT PILOT CERTIFICATES

3.5.1.1 The RNZAC issues 4 classes of SPORT & RECREATION MICROLIGHT PILOT Certificates, Novice SPORT & RECREATION MICROLIGHT PILOT Certificate, Intermediate SPORT & RECREATION MICROLIGHT PILOT Certificate, and ADVANCED SPORT & RECREATION MICROLIGHT PILOT Certificate. Plus Instructor Ratings

3.5.2 APPLYING FOR CERTIFICATION

NOVICE SPORT & RECREATION MICROLIGHT PILOT CERTIFICATE

- 3.5.2.1 All applications for the issue of a “Novice SPORT & RECREATION MICROLIGHT PILOT Certificate” shall include:
- (a) The completed “Form A 16 – Application for the Issue of Certificate”, and
 - (b) An “Form A 17 – Fit and Proper Person Declaration Form”, and
 - (c) An copy of Form B 16 – SPORT & RECREATION MICROLIGHT PILOT Medical Declaration and Certificate”, and
 - (d) The appropriate fee.

INTERMEDIATE SPORT & RECREATION MICROLIGHT PILOT CERTIFICATE

- 3.5.2.2 All applications for the issue of a “Intermediate SPORT & RECREATION MICROLIGHT PILOT Certificate” shall include:
- (a) The completed “Form A 16 – Application for the Issue of Certificate”, and
 - (b) Evidence of passing the required Part 61 PPL Theory Examination or approved examination credits issued by any organisation holding a Part 149 Delegation. Or any combinations thereof.

- (c) for a “Intermediate SPORT & RECREATION MICROLIGHT PILOT Certificate”,
- (d) An copy of “Form B 16 – SPORT & RECREATION MICROLIGHT PILOT Medical Declaration and Certificate”, and
- (e) The appropriate fee.

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3.5 CERTIFICATION ISSUED UNDER DELEGATION

3.5.2 APPLYING FOR CERTIFICATION CONTINUED

ADVANCED SPORT & RECREATION MICROLIGHT PILOT CERTIFICATE

3.5.2.3 All applications for the issue of an "ADVANCED SPORT & RECREATION MICROLIGHT PILOT Certificate" shall include:

- (a) The completed "Form A 16 – Application for the Issue of Certificate", and
- (b) Evidence of passing the required Part 61 PPL Theory Examination f or approved examination credits issued by any organisation holding a Part 149 Delegation. Or any combinations thereof.
- (c) or a "ADVANCED SPORT & RECREATION MICROLIGHT PILOT Certificate", and
- (d) An copy of Form B 16– SPORT & RECREATION MICROLIGHT PILOT Medical Declaration and Certificate", and
- (e) A copy of the form "Form B 14 – ADVANCED SPORT & RECREATION MICROLIGHT PILOT Certificate – Flight Test Preparation" as evidence of meeting the required training requirements, and
- (f) A copy of the form "Form B 15 – ADVANCED SPORT & RECREATION MICROLIGHT PILOT Competency Check" as evidence of meeting the required competency standard, and
- (g) The appropriate fee.

(Policy for instructor and examiner)

3.6 CROSS-CREDITING OF EXPERIENCE

POLICY	Training and Pilot in Command hours flown in a Sport & Recreation Microlight Aircraft under a SPORT & RECREATION MICROLIGHT PILOT Certificate can be cross-credited to gaining a Pilot Licence, and vice versa.
PURPOSE	To enable persons holding, or have held, a Pilot Licence to gain a SPORT & RECREATION MICROLIGHT PILOT Certificate, and vice versa.
SCOPE	A Novice SPORT & RECREATION MICROLIGHT PILOT Certificate, Intermediate SPORT & RECREATION MICROLIGHT PILOT Certificate, Advanced SPORT & RECREATION MICROLIGHT PILOT Certificate issued by the RNZAC, and a Pilot Licence issued by the Director.
RESPONSIBILITY	DELEGATION HOLDER: To assess Pilot Licence hours and experience for the issue of a SPORT & RECREATION MICROLIGHT PILOT Certificate.
DEFINITIONS	<p>SPORT & RECREATION MICROLIGHT PILOT CERTIFICATE: A certificate issued by the RNZAC under the Directors Delegation.</p> <p>PILOT LICENCE: A Licence issued by the Director.</p>
REFERENCES	<p>CAR Part 61 AC61-1.3 Appendix 1 – PPL Experience Requirements (Cross-Crediting)</p>
RECORDS	<p>Form A 16 – Application for Issue of Certificate Form A 17 – Fit and Proper Person Declaration Form B 15 – SPORT & RECREATION MICROLIGHT PILOT Competency Check Form B 16 – SPORT & RECREATION MICROLIGHT PILOT Medical Declaration & Certificate Form B 17 – SPORT & RECREATION MICROLIGHT PILOT Certificate</p>

PROCESS

3.6.1 GENERAL REQUIREMENTS

3.6.1.1 RNZAC Member Clubs only carry out Microlight Pilot Training in accordance with:

- (a) The requirements of CAR Part 61, and
- (b) In Class II Microlight Aircraft, and
- (c) Fully maintained under the appropriate requirements of Part 43.

3.6.2 PILOT LICENCE TO SPORT & RECREATION MICROLIGHT PILOT CERTIFICATE

3.6.2.1 Past experience gained under a Pilot Licence issued by the Director can be cross-credited to gaining a SPORT & RECREATION MICROLIGHT PILOT Certificate issued by the RNZAC as follows:

PRIVATE PILOT LICENCE OR HIGHER

- (a) Persons holding a Private Pilot Licence (or higher) issued under CAR Part 61 holding a current medical issued under CAR Part 67 will qualify for the issue of a SPORT & RECREATION ADVANCED MICROLIGHT PILOT Certificate after successfully completing a Sport & Recreation Microlight Aircraft Type Rating and a Competency Check in accordance with the requirements of “Form B 15 – SPORT & RECREATION MICROLIGHT PILOT Competency Check”.
- (b) Persons holding a Private Pilot Licence (or higher) issued under CAR Part 61 and not holding a current medical issued under CAR Part 67 for a period of less than 5 years must, prior to the issue of a SPORT & RECREATION ADVANCED MICROLIGHT PILOT Certificate:

- (i) Have completed a medical under the requirements of this manual and completed and signed the "Form B 16 – SPORT & RECREATION MICROLIGHT PILOT Medical Declaration and Certificate", and

3.6 CROSS-CREDITING OF EXPERIENCE CONTINUED

3.6.1 PILOT LICENCE TO SPORT & RECREATION ADVANCED MICROLIGHT PILOT CERTIFICATE CONTINUED

- (ii) Successfully completed a Sport & Recreation Type Rating and a Competency Check in accordance with the requirements of “Form B 15 – SPORT & RECREATION MICROLIGHT PILOT Competency Check”.
 - (iii) Successfully completed a Sport & Recreation Type Rating and a Competency Check in accordance with the requirements of “Form B 15 – SPORT & RECREATION MICROLIGHT PILOT Competency Check”.
- (c) Persons holding a Private Pilot Licence (or higher) issued under CAR Part 61 and not holding a current medical issued under CAR Part 67 for a period of more than 5 years must, prior to the issue of a SPORT & RECREATION ADVANCED MICROLIGHT PILOT Certificate:
- (i) Have completed a medical under the requirements of this manual and completed and signed the “Form B 16 – SPORT & RECREATION MICROLIGHT PILOT Medical Declaration and Certificate”, and
 - (ii) Successfully passed a Private Pilot Air Law Examination in accordance with Part 61.153(6)(i), and
 - (iii) Successfully completed a Sport & Recreation Type Rating and a Competency Check in accordance with the requirements of “Form B 15 – SPORT & RECREATION MICROLIGHT PILOT Competency Check”.

NOVICE PILOTS

- 3.6.2.2 A Novice Pilot holding a current Class 2 Medical Certificate issued under CAR Part 67 may use all logged flight time towards gaining a Novice SPORT & RECREATION MICROLIGHT PILOT Certificate, but the applicant must:
- (a) Obtain a Novice SPORT & RECREATION MICROLIGHT PILOT Certificate before going solo, and
 - (b) Complete the Intermediate SPORT & RECREATION MICROLIGHT PILOT Certificate training syllabus before making application for a Intermediate SPORT & RECREATION MICROLIGHT PILOT Certificate.

3.6.3 FOREIGN CERTIFICATE HOLDERS

SHORT TERM VALIDATION

- 3.6.3.1 A tourist or visitor holding a Microlight or SPORT & RECREATION MICROLIGHT PILOT Certificate issued by a foreign Authority or organisation may apply for the issue of a RNZAC SPORT & RECREATION MICROLIGHT PILOT Certificate providing they can produce evidence of:
- (a) A valid foreign Certificate or Licence showing level of attainment and any privileges held, and
 - (b) A Current foreign Medical Certificate, and
 - (c) A Pilot Log Book
- 3.6.3.2 The Pilot must then successfully complete a Sport & Recreation Competency Check in accordance with the requirements of “Form B 15 – SPORT & RECREATION MICROLIGHT PILOT Competency Check”.
- 3.6.3.3 An entry will then be made in the Pilot’s Log Book:
- (a) Giving validation for a maximum of one calendar month or to the expiry of the Pilot’s Medical Certificate, whichever occurs first, and
 - (b) Any restrictions or limitations.

CONVERSION TO AN RNZAC SPORT & RECREATION MICROLIGHT PILOT CERTIFICATE

- 3.6.3.4 A Pilot holding a SPORT & RECREATION MICROLIGHT PILOT Certificate issued by a foreign Authority or organisation may apply for the issue of an RNZAC SPORT & RECREATION MICROLIGHT PILOT Certificate providing they can produce evidence of:

....

3.6 CROSS-CREDITING OF HOURS CONTINUED

3.6.4 FOREIGN CERTIFICATE CONTINUED

- (a) A valid foreign Certificate or Licence showing level of attainment and any privileges held, and
- (b) A Pilot Log Book.

3.6.3.5 The Pilot must then:

- (a) Become a Sport & Recreation Member of the RNZAC Member Club, and
- (b) Complete a SPORT & RECREATION MICROLIGHT PILOT Medical in accordance with the requirements of this Manual, and
- (c) Meet all the requirements for the issue of a SPORT & RECREATION MICROLIGHT PILOT Certificate in accordance with the requirements of this Manual, and
- (d) Make application for the issue of a SPORT & RECREATION MICROLIGHT PILOT Certificate in accordance with the requirements of this Manual.

3.6.4 SPORT & RECREATION MICROLIGHT PILOT CERTIFICATE TO PILOT LICENCE

CROSS-CREDITING OF HOURS

- 3.6.4.1 A person holding a current Novice, Intermediate or SPORT & RECREATION MICROLIGHT PILOT Certificate may credit half the Pilot in Command experience, gained in the previous 12 months, up to a maximum of 10 hours total, towards the total flight experience required for a Private Pilot Licence issued under Part 61.

3.7 MEDICAL REQUIREMENTS

POLICY	SPORT & RECREATION MICROLIGHT PILOTS will meet the required Medical Standard prior to being issued with a SPORT & RECREATION MICROLIGHT PILOT Certificate.
PURPOSE	To ensure Pilots are Medically Fit to fly a Sport & Recreation Microlight Aircraft.
SCOPE	All SPORT & RECREATION MICROLIGHT PILOTS applying for a SPORT & RECREATION MICROLIGHT PILOT Certificate issued by the RNZAC.
RESPONSIBILITY	DELEGATION HOLDER: Has overall responsibility to ensure each applicant has supplied the appropriate “Medical Declaration” form prior to the issue of an Aviation Document.
DEFINITIONS	AVIATION DOCUMENT: A certificate or rating issued by the RNZAC under the Directors Delegation.
REFERENCES	Part 149.59
RECORDS	Form A 17 – Fit and Proper Person Declaration Form B 16 – SPORT & RECREATION MICROLIGHT PILOT Medical Declaration & Certificate

PROCESS

3.7.1 REQUIREMENTS

3.7.1.1 A person applying to the RNZAC for a SPORT & RECREATION MICROLIGHT PILOT Certificate will not be issued with a Certificate unless their application is accompanied by:

- (a) A completed and signed “Form B 16 – SPORT & RECREATION MICROLIGHT PILOT Medical Declaration and Certificate” acknowledging that they meet the required medical standard, or
- (b) A current LTNZ DL9 medical form.
- (c) A copy of a current Medical Certificate issued by the Director under Rule Part 67.

3.7.1.2 A Medical Certificate is valid for Five years for pilots aged under 40 and for Two years for pilots aged 40 years plus; from the date of issue.

3.7.1.3 A person shall not exercise the privileges of a SPORT & RECREATION MICROLIGHT PILOT Certificate:

- (a) While the person has a known medical deficiency that would make the person unable to meet the medical standards required by the “Form B 16 – SPORT & RECREATION MICROLIGHT PILOT Medical Declaration and Certificate”, LTSA DL 9, CAA Part 67 Certificate or
- (b) After any medical procedure that involves the person being subject to general anaesthesia, major surgery, or in the case of a female becoming pregnant, the end of the second trimester of pregnancy, after the delivery or termination, until the person is assessed as fit to fly again by their Regular General Practitioner.

3.7.1.4 The Examining General Practitioner shall be the persons Regular General Practitioner.

3.7.2 ENDORSEMENTS

3.7.2.1 The Examining General Practitioner may place endorsements of the “Form B 16 – SPORT & RECREATION MICROLIGHT PILOT Medical Declaration and Certificate” where certain conditions exist within the medical requirements for the issue of a Medical Certificate. For example:

- (a) That glasses with corrective lenses shall be worn during flight, or

- (b) The period of the Certificate validity may be shorter than 5 or 2 years if in the opinion of the Examining General Practitioner the persons medical status will change within the 5 or 2 year period, or it would be desirable to have another assessment within the 5 or 2 year period.
- 3.7.2.2 It shall be the responsibility of the Medical Certificate holder to ensure that any endorsements are complied with.

3.8 RESOURCES

POLICY	The Club will provide suitable training equipment for use by its staff.
PURPOSE	To ensure staff are aware of the resources available to them in discharging their duties.
SCOPE	Club checking and training activities.
RESPONSIBILITY	CEO: For ensuring there are sufficient resources available to met the regulatory requirements of an Aviation Training Organisation.
REFERENCES	Part 103.53 Form A 3 – Register of Controlled Documents
PROCESS	

3.8.1 PERSONNEL

3.8.1.1 The Key Personnel required for Microlight Aircraft Operations are listed in Section 2 of this Manual.

3.8.2 MAJOR ASSETS

3.8.2.1 Major assets from RNZAC Member Clubs will vary from Club to Club depending on the size of the Club and the Club circumstances. However all Clubs conducting Microlight Aircraft operations and training conducted under the auspices of this Manual will have a minimum of:

OFFICE COMPLEX COMPRISING:

- (ii) Reception area
- (iii) Flight Office
- (iv) Pilot lounge and kitchen
- (v) Toilet
- (vi) Storage area for cleaning supplies

TRAINING FACILITIES

3.8.2.2 A briefing area which is quiet and provided with a black or white board will be provided for all pre and post flight briefings.

3.8.2.3 Documents, Manuals, Training Records, Technical Questionnaires etc are stored in the Flight Office.

DOCUMENTS

3.8.2.4 Controlled Training Documents are listed on the Register of Controlled Documents and include:

- (a) NZAIP Volumes 1 to 4, Charts and Maps, and
- (b) Aircraft Flight Manuals (from aircraft during Type Rating training), and
- (c) Civil Aviation Rules and Advisory Circulars.

3.9 OPERATIONS NOTICE BOARD

POLICY	Member Clubs will provide a system to promulgate all short notice operational items or operational changes to Instructors and SPORT & RECREATION MICROLIGHT PILOTS.
PURPOSE	The following procedure provides a method of bringing short notice items to the attention of operational staff as they occur.
SCOPE	Any operational items.
RESPONSIBILITY	<p>STAFF: Any staff member may make entries on this board and all Instructors will check the board when at work at least daily and before flying.</p> <p>CHIEF FLYING INSTRUCTOR: To monitor the board and take ongoing action as appropriate.</p>
DEFINITIONS	<p>NOTOPS Notice To Pilots. Short notice operational items or operational changes</p>
REFERENCES	Operations Notice Board
RECORDS	<p>Form B 2 – Notice to Pilots (NOTOP)</p> <p>Form B 3 – Register of Notices to Pilots (NOTOPS)</p>

PROCESS

3.9.1 LOCATION AND USE

- 3.9.1.1 An Operations Notice Board will be situated in the Operations Office of Member Clubs.
- 3.9.1.2 This Notice Board will be used for bringing to aircrew attention:
 - (d) Information of a short term nature (Up to 72 hours.)
 - (e) Displaying and “Form B 2 – Notice to Pilots (NOTOP)”
- 3.9.1.3 Any staff member may make entries on the Operations Notice Board.
- 3.9.1.4 All entries on this notice board are to be dated and identifiably initialled by the person writing them.
- 3.9.1.5 Instructors and Pilots are to check this notice board Daily before flying.
- 3.9.1.6 The Chief Flying Instructor will check this board for currency of items listed daily, when at work.
- 3.9.1.7 Any items that look likely to become semi-permanent shall be incorporated into the NOTOPS file.
- 3.9.1.8 Only the Chief Flying Instructor can remove items from the Operations Notice Board.

3.9.2 NOTICE TO PILOTS (NOTOPS)

- 3.9.2.1 Any items that look likely to become semi-permanent shall be written up on an “Form B 2 - Notice to Pilots (NOTOPS)” form and attached to the Operations Notice Board.
 - (a) The NOTOPS shall be numbered in accordance with the next available number on the “Form B 3 – Register of Notices to Pilots (NOTOPS).”
 - (b) The new NOTOPS shall be entered onto the NOTOPS Register.
- 3.9.2.2 Where a NOTOPS item requires a new or altered procedure this shall be carried out in accordance with the Quality Improvement process.

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SECTION 4 TRAINING COURSES

4.1 TRAINING COURSES & ASSESSMENTS

POLICY	The training courses offered by the Club will be documented.
PURPOSE	To ensure all training staff are aware of the courses offered by the Club
SCOPE	All Club Training Courses and Assessments.
RESPONSIBILITY	CHIEF FLYING INSTRUCTOR: To ensure the full list of Training Courses and Assessments offered by the Club are documented below.
REFERENCES	Part 103.7 Aviation Theory Center NZ Ltd Training Manuals for: PPL – The Recreational Pilots Series Flight Instructors Guide – Training Manuals for: Private Pilots Licence Or other Training Manuals or Guides acceptable to the RNZAC which includes manuals from organisations which hold a Part 149 Microlight Delegation
RECORDS	Form B17 – SPORT & RECREATION MICROLIGHT PILOT Certificate

PROCESS

4.1.1 FLIGHT TRAINING

4.1.1.1 Flight Training for the following Certificates is offered by the Club:

- (a) SPORT & RECREATION MICROLIGHT PILOT Certificates in the following categories:
 - (i) Novice SPORT & RECREATION MICROLIGHT PILOT Certificate
 - (ii) Intermediate SPORT & RECREATION MICROLIGHT PILOT Certificate
 - (iii) Advanced SPORT & RECREATION MICROLIGHT PILOT Certificate
- (b) Sport and Recreation Microlight Aircraft Type Ratings.

4.1.2 ASSESSMENTS

4.1.2.1 The following assessments are carried out by the Club:

- (a) SPORT & RECREATION MICROLIGHT PILOT Certificate Issue Flight Test

4.2 SPORT & RECREATION MICROLIGHT PILOT CERTIFICATE TRAINING SYLLABUS

POLICY	The Syllabus for each course offered by the Club will be documented.
PURPOSE	To ensure all training staff are aware of the syllabus for the Training Courses offered by the Club
SCOPE	All Club Training Courses.
RESPONSIBILITY	<p>CHIEF FLYING INSTRUCTOR: To ensure the full list of Training Courses offered by the Club are documented below.</p> <p>INSTRUCTORS: To ensure all courses are conducted in accordance with the requirements of this procedure</p>
REFERENCES	<p>Part 61-1.3 Subpart D – Private Pilot Licence Part 103.7 Aviation Theory Center NZ Ltd Training Manuals for: PPL – The Recreational Pilots Series Flight Instructors Guide – Training Manuals for: Private Pilots Licence Or other Training Manuals or Guides acceptable to the RNZAC which includes manuals from organisations which hold a Part 149 Microlight Delegation</p>
RECORDS	<p>Form A 16 – Application for Issue of Certificate Form A 17 – Fit and Proper Person Declaration Form B 12 – Flight Training Record Form B 13 – Aircraft Type Rating – Technical Knowledge Form B 14 – SPORT & RECREATION MICROLIGHT PILOT Certificate – Flight Test Preparation Form B 15 – SPORT & RECREATION MICROLIGHT PILOT Competency Check Form B 16 – SPORT & RECREATION MICROLIGHT PILOT Medical Declaration & Certificate Form B 17 – SPORT & RECREATION MICROLIGHT PILOT Certificate</p>

PROCESS

4.2.1 DOCUMENTS

- 4.2.1.1 A complete set of up to date Rules and AC's is maintained to accommodate the requirements of the Club training courses.
- 4.2.1.2 The syllabus for the Flight Training and Examinations for this Course is based upon the requirements of Civil Aviation Rule Part 61 Subpart D and the associated Advisory Circular for the issue of a Private Pilots Licence – Aeroplane. Or the approved syllabi issued by any other Part 149 microlight delegation holder.
- 4.2.1.3 The Civil Aviation Authority will promulgate changes to the syllabus to the industry. If changes are made to the syllabus prescribed in Civil Aviation Rule AC 61, it shall be the responsibility of the Chief Flying Instructor to ensure these changes are incorporated into course material. To facilitate this procedure Novices will be provided with supplements to any previously recommended texts.
- 4.2.1.4 The suggested primary reference text for Club SPORT & RECREATION MICROLIGHT PILOT Certificate Training are publications by:
 - (a) Aviation Theory Centre NZ Ltd Training Manuals for:
 - (i) PPL – The Recreational Pilots Series
 - (b) Flight Instructors Guide – Training Manuals for:

- (i) Private Pilots Licence, or. the approved syllabi issued by any other Part 149 microlight delegation holder.
- (ii)
- (c) Or other Training Manuals or Guides of an equivalent standard acceptable to the RNZAC.

Continued next page....

4.2 SPORT & RECREATION MICROLIGHT PILOT CERTIFICATE TRAINING SYLLABUS CONTINUED

4.2.1 DOCUMENTS CONTINUED

- 4.2.1.5 In addition to these “Medicine and other Human Factors for Pilots” by Dr Ross Ewing covers the syllabus prescribed in CAR AC 61 for Human Factors.
- 4.2.1.6 Civil Aviation Authority Flight Test Standards Guide relevant to the flight test being undertaken.(policy required)

4.2.2 AIRCRAFT TYPE RATINGS

- 4.2.2.1 In accordance with Section 4.4. of this manual.

4.2.3 NOVICE SPORT & RECREATION MICROLIGHT PILOT CERTIFICATE

ELIGIBILITY

- 4.2.3.1 A person who does not hold a valid Pilot’s Licence issued under Part 61 must obtain a “Novice SPORT & RECREATION MICROLIGHT PILOT Certificate” to undertake Sport & Recreation Microlight Aircraft training. The Novice must:
 - (a) Be a minimum of 16 years of age, and
 - (b) Hold a Current SPORT & RECREATION MICROLIGHT PILOT Medical Declaration & Certificate, and
 - (c) Complete a Fit and Proper Person Declaration, and
 - (d) Make application to the RNZAC for the issue of a Certificate.

PRIVILEGES AND LIMITATIONS

- 4.2.3.2 A person holding a valid “Novice SPORT & RECREATION MICROLIGHT PILOT Certificate” may:
 - (a) Undertake SPORT & RECREATION MICROLIGHT PILOT Training in accordance with procedures in this Manual, and
 - (b) Fly solo in accordance with the requirements of Part 61.105(3) (4) (5) (6) and (7), and
 - (c) Carry out Dual Cross-country training with a Club Instructor.

NOTE: A person may commence SPORT & RECREATION MICROLIGHT PILOT Training prior to the issue of a Novice SPORT & RECREATION MICROLIGHT PILOT Certificate but they may not fly solo.

4.2.4 INTERMEDIATE SPORT & RECREATION MICROLIGHT PILOT CERTIFICATE

ELIGIBILITY

- (d) In addition to the “Novice SPORT & RECREATION MICROLIGHT PILOT Certificate “requirements above a candidate for an “Intermediate SPORT & RECREATION MICROLIGHT PILOT Certificate” must hold current examination credits for a Private Pilot Licence in accordance with the requirements of Part 61.153(6). or approved examination credits issued by any organisation holding a Part 149 Delegation. Or any combinations thereof.
- 4.2.4.1 Have a minimum of 40 hours flight time experience in Sport & Recreation Microlight Aircraft comprising dual flight time, solo flight time.

Continued next page....

4.2 SPORT & RECREATION MICROLIGHT PILOT CERTIFICATE TRAINING SYLLABUS CONTINUED

PRIVILEGES AND LIMITATIONS

4.2.4.2 A person holding a valid "Intermediate SPORT & RECREATION MICROLIGHT PILOT Certificate" may:

- (a) Carry out solo Cross-country flights in a Sport & Recreation Microlight Aircraft.

4.2.5 SPORT & RECREATION ADVANCED MICROLIGHT PILOT CERTIFICATE

ELIGIBILITY

4.2.5.1 In addition to the "Intermediate SPORT & RECREATION MICROLIGHT PILOT Certificate" requirements above a candidate for a "SPORT & RECREATION ADVANCED MICROLIGHT PILOT Certificate" must be:

- (a) A minimum of 17 years of age, and
- (b) Hold all examination credits as required under Part 61.153(6) or approved examination credits issued by any organisation holding a Part 149 Delegation. Or any combinations thereof.
- (c) Have a minimum of 45 hours flight time experience in Sport & Recreation Microlight Aircraft comprising dual flight time, solo flight time and cross-country flight time, and
- (d) Have successfully completed the flying training and exercises in accordance with this procedure, and
- (e) Passed a SPORT & RECREATION ADVANCED MICROLIGHT PILOT Competency Check in accordance with the requirements of "Form B 15 – SPORT & RECREATION MICROLIGHT PILOT Competency Check".

NOTE:

1. The Flight Training Syllabus for a "SPORT & RECREATION ADVANCED MICROLIGHT PILOT Certificate" shall be in accordance with the requirements of AC 61–1.3 Appendix 1 Private Pilot Licence Experience Syllabus requirements, and
2. Cross-country Flight training shall be in accordance with the requirements of AC 61–1.3 Appendix II Private Pilot Licence Cross-country Navigation Syllabus, and
3. The Standards of Competency for a "SPORT & RECREATION ADVANCED MICROLIGHT PILOT Certificate" shall be in accordance with the requirements of AC 61 – 1.3 Appendix IV, Private Pilot Licence Flight Test Syllabus.

PRIVILEGES AND LIMITATIONS

4.2.5.2 The holder of a "SPORT & RECREATION ADVANCED MICROLIGHT PILOT Certificate" may carry passengers in a Sport & Recreation Microlight Aircraft for which the Pilot is rated but not for Hire or Reward.

4.2.5.3 The holder of a "SPORT & RECREATION ADVANCED MICROLIGHT PILOT Certificate" may not carry passengers in a Sport & Recreation Microlight Aircraft unless within the preceding 90 period they have carried out at least 3 take-offs and 3 landings on type

4.3 SPORT & RECREATION MICROLIGHT PILOT FLIGHT TRAINING PROGRAM

POLICY	The requirements of the SPORT & RECREATION MICROLIGHT PILOT Certificate Training Course offered by Member Club's will be documented.
PURPOSE	To ensure all training staff are aware of the Training Programs for SPORT & RECREATION MICROLIGHT PILOT Certificate Courses.
SCOPE	All Member Club SPORT & RECREATION MICROLIGHT PILOT Certificate Training Courses.
RESPONSIBILITY	CHIEF FLYING INSTRUCTOR To ensure that all Instructors are aware of the SPORT & RECREATION MICROLIGHT PILOT Certificate Training Program requirements and follow them when instructing.
REFERENCES	Part 103.7 Part 103.9 Part 61-1.3 Subpart D – Private Pilot Licence Flight Instructors Guide – Training Manuals for Private Pilots Licence, or Or other Training Manuals or Guides acceptable to the RNZAC
RECORDS	Form A 16 – Application for Issue of Certificate Form A 17 – Fit and Proper Person Declaration Form B 12 – Flight Training Record Form B 13 – Aircraft Type Rating – Technical Knowledge Form B 14 – SPORT & RECREATION MICROLIGHT PILOT Certificate – Flight Test Preparation Form B 15 – SPORT & RECREATION MICROLIGHT PILOT Competency Check Form B 16 – SPORT & RECREATION MICROLIGHT PILOT Medical Declaration & Certificate Form B 17 – SPORT & RECREATION MICROLIGHT PILOT Certificate

PROCESS

4.3.1 SPORT & RECREATION MICROLIGHT PILOT CERTIFICATE

- 4.3.1.1 The following program is a guide to be followed when conducting flight training for the purpose of preparing a Pilot for the issue of a SPORT & RECREATION MICROLIGHT PILOT Certificate. The syllabus and times indicated by Part 61 shall not be limiting and may be expanded to meet any extra needs of an individual pilot.
- 4.3.1.2 All dual instruction shall be carried out by A, B or C Category Instructors or a microlight instructor rating issued by any organisation holding a Part 149 microlight delegation employed by a Member Club.
- 4.3.1.3 All solo flights shall be authorised by an A, B or C Category Instructor or a microlight instructor rating issued by any organisation holding a Part 149 microlight delegation except a C Category Instructor may not authorise a "First Solo Flight".

4.3.2 REQUIREMENTS

- 4.3.2.1 As a guide for Pilot training a Novice must have:
 - (a) A current SPORT & RECREATION MICROLIGHT PILOT Medical Certificate prior to any solo flight, and
 - (b) A Flight Radio Telephone Operator licence prior to a solo flight into Controlled Air Space.

4.3.3 GROUND EXERCISES

- 4.3.3.1 Where applicable exercises will be preceded by a Preflight Briefing covering Principles of Flight and the air exercise to be carried out. A Post-flight Debriefing will follow the exercise.

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4.3 SPORT & RECREATION MICROLIGHT PILOT FLIGHT TRAINING PROGRAM CONTINUED

4.3.3 GROUND EXERCISES CONTINUED

4.3.3.2 Novices will be instructed on the correct preflight procedures laid out in the aircraft Pilots Operating Handbook, the position and use of all emergency equipment installed in the aircraft and the requirement to check for this equipment and the Aircraft Flight Manual for the following:

- (a) The Flight Permit and Annual Condition Inspection Certificate and its validity, and
- (b) The Aircraft Technical Log and its validity, and
- (c) The Radio Station Approval.

4.3.4 FLIGHT EXERCISES

4.3.4.1 Flying exercises shall be carried out in accordance with the requirements of Part 61-1.3 Subpart D Appendix IV

4.3.5 AEROBATICS OR SPINNING

4.3.5.1 Prior to any Pilot carrying out Aerobatics practice they shall firstly carry out such Dual instruction by a properly qualified instructor to ensure proficiency in the three basic manoeuvres i.e. a loop, a roll and a stall turn. Where required a full Pre-flight Briefing in Spinning and or Aerobatics will be given prior to any flights.

4.3.5.2 All Pilots shall demonstrate proficiency at spinning prior to any solo aerobatics flights.

4.3.5.3 No Pilots shall carry out Aerobatics practice with passengers unless they have been so authorised by an Instructor holding the appropriate privilege. Such authorisation may be reviewed at any time at periods not exceeding six months but to ensure continued proficiency.

4.3.6 GENERAL

4.3.6.1 At any time an Instructor suspects that any Pilot is demonstrating or indicating a deficiency in any area he shall report immediately to the Chief Flying Instructor who shall take any steps necessary to ensure safety standards are not compromised and or proficiency in the reported areas are regained. This may be in the form of verbal briefing of flight check.

4.3.6.2 Where possible such flight checks shall be carried out by the Chief Flying Instructor, however any retraining may be carried out, at the direction of the Chief Flying Instructor, by a Senior Instructor.

4.4 AIRCRAFT TYPE RATINGS

POLICY	Aircraft Type Ratings will be equivalent to or better than regulatory minimum requirements.
PURPOSE	To provide instructions to Instructors regarding the issue of aircraft Type Ratings.
SCOPE	All Sport and Recreational aircraft Type Ratings
RESPONSIBILITY	CHIEF FLYING INSTRUCTOR: For ensuring compliance with this procedure.
REFERENCES	Part 103.5
RECORDS	Form A 16 – Application for Issue of Certificate Form A 17 – Fit and Proper Person Declaration Form B 12 – Flight Training Record Form B 13 – Aircraft Type Rating – Technical Knowledge Form B 14 – SPORT & RECREATION MICROLIGHT PILOT Certificate – Flight Test Preparation Form B 15 – SPORT & RECREATION MICROLIGHT PILOT Competency Check Form B 16 – SPORT & RECREATION MICROLIGHT PILOT Medical Declaration & Certificate Form B 17 – SPORT & RECREATION MICROLIGHT PILOT Certificate Pilot Logbook

PROCESS

4.4.1 OBJECTIVE

4.4.1.1 On completion of the Type Rating training the trainee will have an understanding of the aircraft systems and demonstrate competency in Normal and Emergency procedures, and be capable of flying the aircraft under Visual Flight Rules.

4.4.2 ELIGIBILITY

4.4.2.1 To be eligible for a Sport & Recreation Microlight Aircraft Type Rating a Pilot must hold:

- (a) A Current Licence issued by the Director under Part 61, or
- (b) Hold a current SPORT & RECREATION MICROLIGHT PILOT’S Certificate, and
- (c) Hold a current Class 2 Medical Certificate issued by the Director under Part 67, or
- (d) A current SPORT & RECREATION MICROLIGHT PILOT Medical Certificate, and
- (e) Have had conversion instruction flight experience.

4.4.3 AIRCRAFT TECHNICAL KNOWLEDGE

4.4.3.1 Prior to an Aircraft Type Rating Competency Check a pilot shall complete a “Form B 13 – Aircraft Type Rating – Technical Knowledge” form.

4.4.3.2 Technical Knowledge shall be not less than 70%, raised to 100% after briefing.

4.4.4 COMPETENCY CHECK

4.4.4.1 The Aircraft Type Rating Competency Check will be carried out in accordance with the “Form B 15 – SPORT & RECREATION MICROLIGHT PILOT Competency Check”.

4.4.4.2 Procedures limitations and standards for an Aircraft Type Rating Competency Check will be as set down in AC61–1.10

4.4 AIRCRAFT TYPE RATINGS CONTINUED

4.4.5 ADMINISTRATION

4.4.5.1 Following a successful Aircraft Type Rating Competency Check two copies of the “Form B 15 – SPORT & RECREATION MICROLIGHT PILOT Competency Check” will be made, the original to go onto the Pilot’s file, one copy to go to the Pilot and one copy to go to the RNZAC along with:

- (a) “Form A 16 - Application for the Issue of Certificate”, and
- (b) A current copy of “Form A 17 - Fit and Proper Person Declaration”, and
- (c) A current copy of “Form B 16 – SPORT & RECREATION MICROLIGHT PILOT Medical Declaration and Certificate”, and
- (d) A copy of “Form B 14 – SPORT & RECREATION MICROLIGHT PILOT Certificate – Flight Test Preparation”, and
- (e) The prescribed fee.

4.4.5.2 At the successful completion of an Aircraft Type Rating the Flight Examiner or Instructor shall make the following statement in the pilot's Logbook:

This is to certify that <name> has successfully demonstrated technical knowledge of the <type> and ability to perform competently normal, abnormal and emergency manoeuvres appropriate to the aircraft type in accordance with the requirements of CAA Rule Part 61.

<Name of instructor/examiner, rating type, CAA number, or Part 149 organisation client number signature>

4.5 AEROBATIC FLIGHT RATING

PURPOSE	To ensure that all Aerobatic Ratings issued are assessed to the same standards.
SCOPE	All Sport & Recreation Microlight Aerobatic Ratings carried out by the Club pursuant to Part 61 Subpart L
RESPONSIBILITY	CHIEF FLYING INSTRUCTOR: For ensuring compliance with this procedure.
QUALIFICATIONS	A Member Club current Flying Instructor with Aerobatic Privileges.
REFERENCES	Part 61 Subpart L AC61-1.12 Aircraft Flight Manual Basic Aerobatics, Campbell and Tempest (or other publication acceptable to the RNZAC)
RECORDS	Pilot Log Book

PROCESS

4.5.1 ELIGIBILITY

- 4.5.1.1 Sport & Recreation Microlight Aerobatic training shall only be carried out by a Member Club which is the holder of a valid Part 141 Aviation Training Organisation Certificate where the Certificate authorises the holder to conduct an Aerobatic Flight Rating Course and an Aerobatic Competency Assessment.(need to check CAA Policy and Rules on this)
- 4.5.1.2 To be eligible for the issue of a Sport & Recreation Microlight Aerobatic Flight Rating a person shall have successfully completed:
- (a) A Ground Course conducted under a Member Clubs approved Aerobatic Course, and
 - (b) A Flight Training Course conducted under a Member Clubs approved Aerobatic Course, and
 - (c) Has demonstrated Competency in Aerobatics to the satisfaction of the Member Clubs approved Aerobatic Course.

4.5.2 ISSUE

- 4.5.2.1 At the successful completion of a Sport & Recreation Microlight Aerobatic Rating the Flight Examiner or Instructor shall make the following statement in the pilot's Logbook:

This is to certify that <name> has satisfied the requirements of CAA Rule Part 61 for the issued of an Aerobatic Flight Rating.

<Name of instructor/examiner, rating type, CAA number, signature>

- 4.5.2.2 In addition the holder of a Sport & Recreation Microlight Aerobatic Rating may apply to the RNZAC to have the Rating endorsed on their "SPORT & RECREATION MICROLIGHT PILOT Certificate".

4.5.3 PRIVILEGES

- 4.5.3.1 Upon successful completion Sport & Recreation Microlight Aerobatic Rating Course the candidate will be granted a Intermediate Aerobatic Rating authorising the holder to carry out aerobatic manoeuvres to:
- (a) A minimum height of 3000ft AMSL while carrying passengers, and
 - (b) A minimum of 1500ft AMSL while not carrying passengers.

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4.5 AEROBATIC FLIGHT RATING CONTINUED

4.5.4 RECENCY REQUIREMENTS

- 4.5.4.1 The holder of a Sport & Recreation Microlight Aerobatic Flight Rating shall not exercise the privileges of the rating after 2 years from the date of issue unless within the previous 2 years they have demonstrated competency in accordance with 4.5.1.2(c) above.

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SECTION 5 COMPETENCY ASSESSMENT

5.1 BIENNIAL FLIGHT REVIEW

POLICY	Biennial Flight Reviews will be equivalent to or better than regulatory minimum requirements.
PURPOSE	To provide instructions for staff regarding Biennial Flight Reviews.
SCOPE	All Pilot Biennial Flight Reviews.
RESPONSIBILITY	CHIEF FLYING INSTRUCTOR For ensuring compliance with this procedure.
REFERENCES	Part 61.39 AC61-1.1
RECORDS	Form A 16 – Application for Issue of Certificate Form B 15 – SPORT & RECREATION MICROLIGHT PILOT Competency Check Form B 16 – SPORT & RECREATION MICROLIGHT PILOT Medical Declaration & Certificate

PROCESS

5.1.1 PART 61.39 REQUIREMENTS

- 5.1.1.1 This assessment will cover the requirements of the BFR (see AC 61-1: 61.39) which together with the result of the assessment, is to be recorded in the pilot’s logbook.
- 5.1.1.2 The Syllabus for a BFR is based on the Flight Test Syllabus for the highest grade of Certificate to be kept current by the Flight Review.
- 5.1.1.3 Where a Pilot holds a Certificate in more than one category of aircraft, a BFR is required for each category on which the Pilot wishes to remain current.
- 5.1.1.4 A BFR may be combined with any other training or testing provided the requirements of the BFR are fully met and recorded in the Pilot’s logbook.

5.1.2 GENERAL KNOWLEDGE

- 5.1.2.1 As part of the BFR Flight Test a pilot shall complete a BFR Questionnaire written examination from the question bank held by the Club
- 5.1.2.2 The scope and suitability of the question bank will be assessed by the RNZAC Auditor as part of the Initial Audit.

5.1.3 COMPETENCY CHECK

- 5.1.3.1 Procedures, limitations and standards for a SPORT & RECREATION MICROLIGHT PILOT Certificate BFR Flight Test will be as set down by [AC61-1.3](#) Appendix IV and recorded on the form “Form B 15 – SPORT & RECREATION MICROLIGHT PILOT Competency Check” . A copy of the completed BFR form B 15 to be sent to RNZAC
- 5.1.3.2 At no time during testing will limitations of the aircraft be intentionally exceeded, nor will manoeuvres be conducted that would jeopardise safety.

5.2 SPORT & RECREATION MICROLIGHT PILOT CERTIFICATE ISSUE

PURPOSE	To ensure that all SPORT & RECREATION MICROLIGHT PILOT Certificates issued by the Club are assessed to the same standards.
SCOPE	All SPORT & RECREATION MICROLIGHT PILOT Certificate Flight Tests carried out by the Club pursuant to Part 61.153 (a)(7)
RESPONSIBILITY	FLIGHT EXAMINER: To carry out the tests in accordance with this procedure.
REFERENCES	Part 61.153(a)(7) AC61-1.3 CAA Flight Test Standards Guide – Private Pilot Licence
RECORDS	Form A 16 – Application for Issue of Certificate Form A 17 – Fit and Proper Person Declaration Form B 12 – Flight Training Record Form B 14 – SPORT & RECREATION MICROLIGHT PILOT Certificate – Flight Test Preparation Form B 15 – SPORT & RECREATION MICROLIGHT PILOT Competency Check Form B 16 – SPORT & RECREATION MICROLIGHT PILOT Medical Declaration & Certificate Form B 17 – SPORT & RECREATION MICROLIGHT PILOT Certificate

PROCESS

5.2.1 ELIGIBILITY REQUIREMENTS

- 5.2.1.1 Prior to conducting a SPORT & RECREATION MICROLIGHT PILOT Certificate Issue Competency Check the Flight Examiner shall ensure the Novice meets the Eligibility Requirements for the issue of a SPORT & RECREATION MICROLIGHT PILOT Certificate.
- 5.2.1.2 The “Form B14 – SPORT & RECREATION MICROLIGHT PILOT Certificate – Flight Test Preparation” will be used to assess and record the Novices eligibility.

5.2.2 COMPETENCY CHECK

- 5.2.2.1 The SPORT & RECREATION MICROLIGHT PILOT Certificate Issue Competency Check shall be carried out to the requirements of AC61-1.3 Appendix IV and in accordance with the Flight Test Standards Guide.(do we need this)
- 5.2.2.2 The “Form B15 – SPORT & RECREATION MICROLIGHT PILOT Competency Check” shall be used to record the outcome of the Flight Test exercises.

5.2.3 ADMINISTRATION

- 5.2.3.1 Following a successful Competency Check the Flight Examiner shall:
 - (a) Endorse the pilot’s Log Book, and
 - (b) Sign the “Form B15 – SPORT & RECREATION MICROLIGHT PILOT Competency Check”.
- 5.2.3.2 For the issue of a SPORT & RECREATION MICROLIGHT PILOT Certificate the candidate shall forward to the RNZAC a copy of the:
 - (a) “Form A 16 - Application for the Issue of Certificate”, and
 - (b) A current copy of “Form A 17 - Fit and Proper Person Declaration”, and
 - (c) A current copy of “Form B 16 – Pilot Medical Declaration and Certificate”, and
 - (d) A copy of “Form B 14 – SPORT & RECREATION MICROLIGHT PILOT Certificate – Flight Test Preparation”, and
 - (e) A copy of “Form B 15 – SPORT & RECREATION MICROLIGHT PILOT Competency Check”, and

(f) The prescribed fee.

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SECTION 6 SPORT & RECREATION MICROLIGHT AIRCRAFT OPERATIONS

6.1 AUTHORISED SPORT & RECREATION MICROLIGHT OPERATIONS

POLICY	The following operations are authorized under the requirements of this Manual and applies to all Pilots holding a SPORT & RECREATION MICROLIGHT PILOT'S Certificate.
PURPOSE	To ensure Microlight Aircraft operations are conducted safely and in accordance with applicable CAA Rules.
SCOPE	All Microlight aircraft operations.
RESPONSIBILITY	CHIEF FLYING INSTRUCTOR: To ensure that all Microlight aircraft operations are conducted in accordance with the requirements of this Manual..
QUALIFICATIONS	Appropriate SPORT & RECREATION MICROLIGHT PILOT Certificate and type rating for the specific aircraft.
REFERENCES	Rule Part 91 Rule Part 103
RECORDS	Form B8 – Daily Flight Record Form B 10 – Aircraft Technical Log

PROCESS

6.1.1 GENERAL REQUIREMENTS

6.1.1.1 The Pilot in Command of a Sport & Recreation Microlight Aircraft shall comply with the requirements of CAA Rules “Part 91 General Operating and Flight Rules” and “Part 103 Microlight Aircraft – Certification and Flight Rules”.

6.1.2 CARRIAGE OF PASSENGERS

6.1.2.1 No passengers are to be carried in a Club Sport & Recreation Microlight Aircraft unless:

- (a) The Pilot in Command has a SPORT & RECREATION ADVANCED MICROLIGHT PILOT Certificate, and
- (b) The Pilot is authorised by the Club to conduct the flight, and
- (c) The aircraft is a Class 2 Sport & Recreation Microlight , and
- (d) The aircraft has a Statement of Airworthiness entered into an applicable maintenance record, and
- (e) The flight is not for “Hire or Reward”.

6.1.3 CROSS COUNTRY FLIGHTS

6.1.3.1 No solo Cross-country flights are to take place unless:

- (a) The Pilot is the holder of at least an Intermediate SPORT & RECREATION MICROLIGHT PILOT Certificate, and
- (b) The cross-country flight is authorised by a suitably qualified Flight Instructor, and
- (c) Appropriate Charts and Maps are carried on all flights, and
- (d) A Flight Plan shall be filed with ATC for all cross-country flights.

6.1.3.2 When proceeding more than gliding distance from shore life preservers shall be worn by all occupants of the aircraft. Continued next page....

**6.1 AUTHORIZED SPORT & RECREATION MICROLIGHT OPERATIONS
CONTINUED****6.1.4 PLACARDS**

6.1.4.1 Each Class 2 Microlight Aircraft shall have a legible placard in clear view of the Pilot stating:

- (a) The Certificated or Gross Weight of the aircraft, whichever is the lesser, and
- (b) The maximum and minimum payload of the aircraft.

6.1.4.2 Each Class 2 Microlight Aircraft shall have a legible placard in clear view of the seated passenger:

- (a) With a title advising the placard is a Passenger Warning, and
- (b) Stating that the aircraft does not require a Certificate of Airworthiness.

6.1.5 FLIGHT CRITERIA

6.1.5.1 The Pilot In Command of a Sport & Recreation Microlight Aircraft shall only operate the aircraft:

- (a) By day, and
- (b) In Meteorological conditions equal to or better than that required by Rule Parts 91.301.

6.1.5.2 A person operating a Sport & Recreation Microlight Aircraft shall not use an Aeronautical Radiotelephone Transceiver unless that person hold a Flight Radio Telephone Operator Rating (FRTO) issued under the Civil Aviation Rules.

6.1.5.3 A Pilot in Command of a Sport & Recreation Microlight Aircraft shall not operate the aircraft:

- (a) Over any congested area of a city, town or settlement, or
- (b) In Controlled Airspace or with 3nm (5.5km) of an aerodrome certified under Part 139 unless:
 - (i) The Pilot has gained a pass in Air Law Examination required by Part 61.153(a)(6)(i), or an equivalent examination, or
 - (ii) The Pilot is under the direct supervision of a Club Flight Instructor, and
 - (iii) The Instructor fully briefs the Pilot on compliance with the CAR for the applicable airspace in which the aircraft will be operated, and
 - (iv) A pre-flight briefing for the operation is obtained from ATS.

6.2 ACCIDENTS AND INCIDENTS

POLICY	To ensure that all accidents/incidents involving Club aircraft are reported and investigated.
PURPOSE	This procedure defines the accident/incident reporting and investigation and reporting procedure.
SCOPE	All aircraft related accidents or incidents
RESPONSIBILITY	<p>PILOT IN COMMAND: To initiate all incident reports and if possible all accident reports with the requirements of this procedure.</p> <p>CHIEF FLYING INSTRUCTOR: To investigate all Incidents and Accidents in accordance with the requirements of this procedure.</p>
DEFINITIONS	<p>NOTIFIABLE INCIDENT: An incident involving circumstances indicating that an accident nearly occurred or presenting an immediate hazard to the safety of aircraft operations.</p> <p>AUTHORITY: The Civil Aviation Authority.</p>
REFERENCES	<p>Civil Aviation Act 1990 Part 12</p>
RECORDS	<p>Form B 6 - Aircraft Accident/Incident Register Form B 7 - Occurrence Report Form</p>
PROCESS	

6.2.1 IMMEDIATE ACTIONS FOR ACCIDENTS

6.2.1.1 Dial 111 on telephone or 111 Send on cellphone and request Fire Service, Ambulance and Police.

6.2.1.2 All accidents are to be reported, verbally, immediately to the following people:

- (a) Chief Flying Instructor and/or
- (b) CAA Accident Inspector (Tel. **0508 ACCIDENT** or **0508 222 433**)

6.2.2 NOTIFICATION OF AN ACCIDENT

6.2.2.1 Each Pilot in Command of an aircraft involved in an accident (or if that person is incapacitated or missing, the most senior staff member on duty) shall:

- (a) Notify CAA as soon as practicable following the accident giving details of the accident, and
- (b) Notify the Safety Occurrence Investigator, and
- (c) Within 10 days of the accident complete form Occurrence/Accident Form CA005 by completing all the details requested on the form and passing it to the CEO for Operator comments and mailing it to CAA.

6.2.2.2 An accident is an occurrence in which a person is fatally or seriously injured or the aircraft sustains serious damage or structural problems, or, the aircraft is missing.

Continued next page...

6.2 ACCIDENTS OR INCIDENTS CONTINUED

6.2.3 NOTIFICATION OF AN INCIDENT

- 6.2.3.1 A Reportable Incident is an occurrence involving an Aircraft, an Aerodrome, Airspace, Security, Facility Malfunction, Promulgated Information, or Dangerous Goods and Birds, that involved serious circumstances indicating an accident nearly occurred.
- 6.2.3.2 The Pilot in Command of an aircraft involved in an incident shall:
- (a) Notify CAA as soon as practicable following the incident giving details of the incident as required by Part 12 Appendix A, and
 - (b) Notify the Safety Occurrence Investigator, and
 - (c) Within 10 days of the accident complete form Occurrence/Accident Form CA005 by completing all the details requested on the form and passing it to the Chief Executive Officer for Operator comments and mailing it to CAA.
- 6.2.3.3 Maintenance Incidents and Defects shall be handled in accordance with the "Defect Control and Reporting" procedure, Maintenance Manual.

6.2.4 ACCESS TO AN AIRCRAFT ACCIDENT

- 6.2.4.1 The Chief Executive Officer will allow access to an accident site for emergency services and CAA staff for the purposes of investigation.
- 6.2.4.2 A rescuer may remove persons, livestock, wreckage or contents to protect them from further damage or to remove an obstruction to the public or air navigation where no practical alternative is available. An ELT may be turned off.
- 6.2.4.3 An aircraft or any of its contents can not be removed from an accident site until a photographic record or detailed sketch has been made prior to an investigation being completed except that once the photographic record or detailed sketch is complete a person may remove contents to safety as long as the items are kept distinct to indicate what part in the aircraft it had come from.
- 6.2.4.4 Any friends or relatives present must be comforted and supported until the situation is resolved.
- 6.2.4.5 All accident records are to be retained for a minimum of three years.

6.2.5 INVESTIGATING AND REPORTING

- 6.2.5.1 If immediate notification is necessary the Pilot in Command will give this notice, otherwise the notification will be given by the Safety Occurrence Investigator verbally, or by fax, and is to cover those areas specified in Part 12.55(d).
- 6.2.5.2 When determining the need to report incidents to the Authority, guidance is to be obtained from AC 12-1 Form A.
- 6.2.5.3 When the details of an accident or incident are to be reported to the Civil Aviation Authority the form CAA 005 will be:
- (a) Completed as required above, and
 - (b) Entered onto the Aircraft Accident/Incident Register, and
 - (c) Photocopied, the copy to go on file in the Operations Office, and
 - (d) The original to be posted or faxed to the CAA.

Continued next page....

6.2 ACCIDENTS OR INCIDENTS CONTINUED

6.2.5 INVESTIGATING AND REPORTING CONTINUED

- 6.2.5.4 If capable, the Pilot in Command is to present a written report of all accidents/incidents at completion of the duty period. The report is to be written on and include all possible data required by Form CAA 005. If necessary the occurrence will be further explained on loose leaf attached to the Form CAA 005.
- 6.2.5.5 Regardless of any action taken by the authorities, all incidents or accidents are to be internally investigated with a view to preventing a recurrence by the Safety Occurrence Investigator. The CAA form CAA 005 is to be used as one source of information during the investigation.
- 6.2.5.6 The Pilot in Command is to be advised of the results of all internal investigations.
- 6.2.5.7 The results of the internal investigation of notifiable incidents, and actions taken to prevent recurrence, are to be reported to the Authority within 90 days of the incident.
- 6.2.5.8 All records of investigations are to be filed with the Aircraft Accident/Incident Register in the Aircraft Accident/Incident file in the Operations Office.
- 6.2.5.9 Any required actions as the result of the investigation are to be addressed by the Safety Occurrence Investigator.
- 6.2.5.10 Aircraft defect incidents are to be dealt with in accordance with procedures in the Maintenance Manual.
- 6.2.5.11 Operational and Maintenance Records relating to an aircraft involved in an incident or accident are required to be preserved for at least 14 days unless otherwise notified by CAA. Club records are routinely kept in excess of this period.

6.2.6 RECORDING EVENTS

- 6.2.6.1 To assist with any post Incident or Accident investigation it is important that as much detail as possible of all communications is recorded on the Flight Following Form by the Flight Follower (or in a diary or similar if the person coordinating the occurrence is not the Flight Follower). This would include such details as:
- (a) Time of communication, and
 - (b) Type of communication (radio, phone etc including any phone numbers), and
 - (c) Details of messages, and
 - (d) Actions requested or to be followed up on, and
 - (e) Outcomes.

6.2.7 MEDIA

- 6.2.7.1 No statements are to be made to the media or other persons (except Police or CAA) unless the statement is expressly approved by the Chief Executive Officer
- 6.2.7.2 All reasonable steps are to be taken to prevent the media from photographing an accident site.

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SECTION 7 SPORT & RECREATION MICROLIGHT AIRCRAFT MAINTENANCE

7.1 FLIGHT PERMIT

POLICY	All Club Microlight Aircraft will have a valid Flight Permit before going on line for Club Operations.
PURPOSE	To ensure the aircraft meets the regulatory standards for safe flight..
SCOPE	All Club Microlight aircraft.
RESPONSIBILITY	<p>CHIEF FLYING INSTRUCTOR: To ensure that Club Microlight Aircraft have a valid Flight Permit.</p> <p>MAINTENANCE CONTROLLER: To ensure that Club Microlight Aircraft have the required Instruments, Equipment and Documentation to obtain a Flight Permit.</p>
QUALIFICATIONS	
REFERENCES	<p>Part 103.203</p> <p>Part 103.207</p>
RECORDS	<p>Flight Permit in the Aircraft Flight Manual</p> <p>Form B 9 – Aircraft Instrument and Equipment Checklist</p>

PROCESS

7.1.1 GENERAL REQUIREMENTS

- 7.1.1.1 All Club Microlight Aircraft will have a valid Flight Permit prior to going on line for Club Operations.
- 7.1.1.2 Should a Club purchase a Sport & Recreation Microlight Aircraft that does not have a Flight Permit the procedure for obtaining one shall be in accordance with Part 103.207

7.1.2 MODIFICATION

- 7.1.2.1 Should a Club Sport & Recreation Microlight Aircraft be modified in any way which may affect the Airworthiness of the aircraft, the aircraft is re-inspected and re-assessed in accordance with the requirements of Part 103.207 before further flight.

7.1.3 INSTRUMENTS AND EQUIPMENT

- 7.1.3.1 Prior to an aircraft commencing operations with a Club the Maintenance Controller will:
- Check the aircraft for the required number of instruments and equipment for the type of operation it is to be used on, and
 - Check that the instruments comply with specifications and airworthiness design, and
 - Check that the instruments have been installed in accordance with the manufacturer's instructions, and
 - Complete and sign the "Form B 9 – Aircraft Instrument and Equipment Checklist".
- 7.1.3.2 The completed form is to be filed in the aircraft file for a minimum period of 6 months after the aircraft is withdrawn from service.

7.2 PILOT MAINTENANCE

POLICY	All Pilots who carry out Sport & Recreation Microlight Aircraft fluid replenishment and maintenance will be fully trained.
PURPOSE	This procedure is written to ensure that those Club pilots who carry out routine fluid replenishment on Club Sport & Recreation Microlight Aircraft are identified, trained and qualified.
SCOPE	All Club Microlight aircraft.
RESPONSIBILITY	CHIEF FLYING INSTRUCTOR: To ensure that appropriate persons are Authorised. MAINTENANCE CONTROLLER: To ensure that appropriate persons are Trained.
QUALIFICATIONS	Appropriate Pilot Licence or Certificate and type rating for the specific aircraft. Completed the training.
REFERENCES	Rule Part 43, Appendix A Pilot Maintenance & Role Equipment Changes (Training Section - Operations Manual)
RECORDS	Form B 8 – Daily Flight Record Form B 11 - Pilot Maintenance Authorisation

PROCESS

7.2.1 GENERAL REQUIREMENTS

7.2.1.1 Subject to the requirements of CAR Part 43 (Appendix A, Pilot Maintenance) and upon the successful completion of the appropriate training, Club pilots will be authorised to carry out Pilot Maintenance. Items Authorised will be checked off on the form "Form B11 - Pilot Maintenance Authorisation" and will include but is not limited to:-

- (a) The installation and removal of passenger seats, and
- (b) The installation and removal aircraft doors, and
- (c) The installation and removal of role equipment, and
- (d) The completion of repetitive Airworthiness Directives.

7.2.1.2 Training for the above will be in accordance with procedures in the Training Section of this Manual

7.2.1.3 Training will be completed by an LAME or persons approved by an organization holding the appropriate Part 149 delegation and documented on the "Form B11 - Pilot Maintenance & Role Equipment Authorisation" form.

7.2.1.4 The completed form "Form B11 - Pilot Maintenance Authorisation" will be signed by the Chief Flying Instructor as an authorisation for the Pilot to carry out the maintenance and role equipment changes detailed on the form.

7.2.1.5 Records of the training are to be filed on the individual pilots Personal File.

7.2.2 TRAINING

7.2.2.1 All Club SPORT & RECREATION MICROLIGHT PILOTS are to successfully complete training and assessment by the Maintenance Provider before undertaking Aircraft Maintenance in accordance with Rule Part 43, Appendix A.. Depending on aircraft type and aircraft requirements the appropriate subjects on the "Form B11 - Pilot Maintenance & Role Equipment Authorisation" form will be covered.

7.2.2.2 Following successful training the Chief Flying Instructor is to sign the form as an "Authorisation" for the Pilot to undertake the prescribed work.

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7.2 PILOT MAINTENANCE CONTINUED

7.2.2 TRAINING CONTINUED

7.2.2.3 The Trainee will be expected to read the appropriate sections of the Aircraft Flight or Maintenance Manuals, and witness a demonstration of the procedure by the Maintenance Provider. The Trainee will then either describe or demonstrate the procedure to the Maintenance Provider.

STANDARDS

1. The Maintenance Provider is to be satisfied that the trainee has retained at least 70% of the knowledge imparted and can be brought to 100% recall by briefing.
2. On satisfactory completion of training:
 - (a) The trainee will be issued with a "Form B 11 - Pilot Maintenance & Role Equipment Authorisation":
 - (i) Signed by the Maintenance Provider as proof of successful training, and
 - (ii) Signed by the Chief Executive Officer as Authorisation to carry out the prescribed maintenance.
 - (b) The trainees' Personal File containing training and assessing records is to be updated.

7.2.3 RELEASE TO SERVICE

7.2.3.1 Following the completion of any of the above Pilot Maintenance or Role Equipment Changes the Pilot carrying out the work will sign a Release to Service statement on the "Form B 8 – Daily Flight Record" and enter his/her Pilot Certificate Number.

7.3 AIRWORTHINESS DIRECTIVES

POLICY	All AD's relevant to Club Microlight aircraft will be reviewed and action taken as appropriate.
PURPOSE	To ensure that all A.D's are reviewed and actioned as appropriate.
SCOPE	All A.D's relevant to the Microlight aircraft being operated by the Club.
RESPONSIBILITY	MAINTENANCE CONTROLLER: To authorise action as appropriate. MAINTENANCE CONTRACTOR: To take the appropriate action as directed.
DEFINITIONS	A.D'S Airworthiness Directives. SLS Service Letters
REFERENCES	Part 39
RECORDS	Individual aircraft AD Logbook Work Sheets as required Form B 10 - Aircraft Technical Log

PROCESS

7.3.1 ADMINISTRATION

- 7.3.1.1 The Maintenance Controller maintains a subscription with CAA for Airworthiness Directives. These can also be obtained from the NZCAA Internet site at <http://www.caa.govt.nz>
Note: Alert A.D's are forwarded automatically to the Club by the CAA.
- 7.3.1.2 On receipt of A.D's the Maintenance Provider discusses their relevance to the aircraft with the Maintenance Controller and the appropriate action initiated.
- 7.3.1.3 The A.D. is entered into the individual aircraft AD Logbook and the action taken is to be recorded by the Maintenance Provider as follows:-
- a Not Applicable or N/A
 - b Embodied
 - c Found Embodied
- 7.3.1.4 AD's requiring Pilot Inspection will be recorded on the Technical Log.
- 7.3.1.5 After actioning the original copy of the AD, and the maintenance record, are filed in the Aircraft Maintenance Records by the Maintenance Provider.
- 7.3.1.6 Service Letter's and Service Bulletins are forwarded to the Maintenance \ Provider by the Aircraft Manufacturer.
- 7.3.1.7 The Maintenance Provider will assess all Service Bulletins and Service Letters and advise the Maintenance Controller of any applicable requirements or actions that should be undertaken.
- 7.3.1.8 Service Letter action taken is to be recorded as per normal Maintenance Records Instructions.

7.3.2 REPETITIVE INSPECTION DEFERRAL

- 7.3.2.1 Unless specifically prohibited by the AD, when an AD requires a repetitive inspection the inspection may be deferred for a period of no more than 10% of the inspection period specified in the AD to allow accomplishment during other scheduled maintenance.

7.4 DEFECT CONTROL AND REPORTING

POLICY	All aircraft deficiencies and defects will be recorded, reported, tracked and rectified.
PURPOSE	To ensure that all aircraft deficiencies and defects are recorded and addressed.
SCOPE	All aircraft deficiencies and defects.
RESPONSIBILITY	<p>PILOT IN COMMAND: To record the defects.</p> <p>MAINTENANCE CONTRACTOR: To investigate and rectify as appropriate, record and report.</p>
REFERENCES	Part 12.55, 59, Appendix A(b)
RECORDS	<p>Work Sheet and Aircraft Logbooks.</p> <p>Form B 8 – Daily Flight Record</p> <p>Form B 10 - Aircraft Technical Log</p>

PROCESS

7.4.1 PREFLIGHT INSPECTION

- 7.4.1.1 The Pilot in Command of a Club aircraft shall carry out an Aircraft Pre-flight Inspection prior to the first flight of the day.
- 7.4.1.2 Following the Pre-flight Inspection the Pilot in Command shall:
- (a) Record any Defects found on the “Form B 10 - Aircraft Technical Log”.
- 7.4.1.3 On other than the first flight of the day or when the aircraft has been left out of the pilot's sight, an abbreviated Pre-flight Check may be carried out. This will consist of at least an external walk around the aircraft checking for oil leaks & levels, fuel levels, panels and doors shut and no obvious damage to the aircraft.

7.4.2 DEFICIENCIES AND DEFECTS

- 7.4.2.1 Aircraft deficiencies and defects found by Flight Crew are entered on the Technical Log.
- 7.4.2.2 If the deficiency or defect involves the failure or malfunction of an aircraft component, the Pilot In Command is to inform the Maintenance Controller of the deficiency or defect immediately and the affect of the deficiency or defect on the airworthiness of the aircraft will be assessed. Arrangements will be made for repair as appropriate.
- 7.4.2.3 Aircraft deficiencies or defects found during line, routine or scheduled maintenance are to be entered on the Work Sheets and attached to the appropriate Aircraft Logbook and reported to the Chief Executive Officer.

7.4.3 DEFECT REPORTING

- 7.4.3.1 Notification, investigation and reporting of maintenance incidents or defects will be in accordance with requirements of Rule Parts 12.55 and 12.59
- 7.4.3.2 The Maintenance Provider shall:
- (a) Advise the Maintenance Controller, and
- (b) Notify CAA of an Incident or Defect as soon as possible giving the information required by Part 12 Appendix A(b), and

Continued next page....

7.4 DEFECT CONTROL AND REPORTING CONTINUED**7.4.3 DEFECT REPORTING CONTINUED**

- (c) Provide details of the Defect Incident to CAA on Form CA005 within 10 days, and
 - (d) Investigate the cause of the Incident or Defect and report findings and actions to prevent recurrence of event to CAA on Form CA005 within 90 days.
- 7.4.3.3 Any defective product or component which has been the subject of a reported incident is to be retained for a period of not less than 30 days after submitting the report unless otherwise notified by the Authority.

7.5 MAINTENANCE RECORDS

POLICY	A system has been developed which will ensure accurate compilation and retention of Maintenance Records
PURPOSE	To ensure that all maintenance records are maintained in the manner required by the Club and kept as required by the Club.
SCOPE	All Club aircraft maintenance records.
RESPONSIBILITY	MAINTENANCE CONTROLLER: To ensure that the appropriate records are being kept.
REFERENCES	Part 43.69, 43.105, 43.107 Part 91.627, 631 & 633 Daily Flight Records (this Manual) Technical Log (this Manual)
RECORDS	Aircraft Logbooks. Form B 8 – Daily Flight Record Form B 10 - Aircraft Technical Log

PROCESS

7.5.1 DAILY FLIGHT RECORD

7.5.1.1 Aircraft Flight Hours are recorded on the “Form B 8 - Daily Flight Record”. For further details see “Daily Flight Record”, this Manual.

7.5.2 TECHNICAL LOG

7.5.2.1 Aircraft defects, maintenance programs and maintenance periods are recorded on the “Form B 10 - Technical Log”. For further details see “Technical Log”, this Manual.

7.5.3 AIRCRAFT LOGBOOKS

7.5.3.1 The following Logbooks are to be used to record aircraft maintenance:-

- (a) CAA 2101 Airframe Logbook, and
- (b) CAA 2158 Engine Logbook, and
- (c) CAA 2110 Propeller Logbook, and
- (d) CAA 1484 Aircraft Airworthiness Directives Logbook.
- (e) The Maintenance Controller will enter the total time in service of the airframe, each engine and rotor, and time since last overhaul into the appropriate Aircraft Logbooks in accordance with the “Instructions For Use” on the inside of each Logbook.

7.5.3.2 The Maintenance Provider will enter the following information in the appropriate Aircraft Logbook:

- (a) Details of all component changes carried out including the Date, the Component Description, Part Number, Serial Number, and Release Documentation, and
- (b) Any required inspections and routine scheduled inspections carried out, and
- (c) Details of any rectification, major modifications and repairs, and
- (d) Current state of applicable AD's, AD Number, Revision Date, Means of Compliance, and if Repetitive, the next action date.

Continued next page....

7.5 MAINTENANCE RECORDS CONTINUED

7.5.4 WORK PACKAGE

- 7.5.4.1 At the commencement of each job the Maintenance Provider will raise a Work Package. The Work Package will include:
- (a) The appropriate aircraft Maintenance Program, and
 - (b) The Aircraft Registration, Date, Type of Inspection or description of work to be carried out, and Components or A.D's due, and
 - (c) A Materials Issue Sheet to record and materials used on the job.
- 7.5.4.2 On completion of the job the Work Package including Material Issue Sheet(s) and/or a description of the work carried out will be entered into the appropriate Aircraft Logbook.

7.5.5 MAINTENANCE FILE

- 7.5.5.1 The Maintenance Provider will keep a Maintenance File for each Club aircraft. The Maintenance File will contain Technical Records, Maintenance Schedules, Work Sheets, Material Issue Sheets and used Technical Logs.

7.5.6 RETENTION OF RECORDS

- 7.5.6.1 Accurate records of all maintenance performed on a Club aircraft or component including a description of the work carried out, and the date of the completion of the work, and the signature and certificate number of the person approving the Release to Service shall be kept in an Aircraft Maintenance File at least:
- (a) Until the work is repeated or superseded by work of an equivalent scope and detail, or
 - (b) For 5 years after the work is performed, whichever occurs first.
- 7.5.6.2 Aircraft Logbooks and Component Records are to be kept for a minimum of 12 months after an aircraft or component is withdrawn from service.
- 7.5.6.3 Any discrepancies found during an Aircraft Inspection which results in an aircraft not being Released for Service are to be recorded on a Work Sheet and reported to the Club (see Defect Control and Reporting). The discrepancies so reported shall remain on file at least until the discrepancies are corrected and the aircraft Returned to Service.
- 7.5.6.4 If the Certificate of Registration of an aircraft operated by the Club is to be transferred to another operator the Aircraft Logbooks and Maintenance Files are to be up to date and transferred to the new operator.

7.6 RELEASE TO SERVICE

POLICY	Maintenance on Club aircraft or components must have been performed in accordance with the Civil Aviation Rules and then signed out as being fit for Release to Service.
PURPOSE	To ensure the maintenance on a Club aircraft or component meets the maintenance requirements of the Rules.
SCOPE	All Club aircraft and components.
RESPONSIBILITY	<p>MAINTENANCE PROVIDER: To complete a Release to Service statement following aircraft or component maintenance.</p> <p>PILOT IN COMMAND: To complete a Release to Service statement following "Pilot Maintenance"</p>
QUALIFICATIONS	Current LAME with an appropriate rating under Part 66, or Authorised within the scope of its' Certificate by a Part 145 Organisation, or An Authorised Club Pilot or a person holding an appropriate authorization from and Authorised Part 149 Delegation holder
REFERENCES	<p>Part 43, Subpart C</p> <p>Part 91.617</p> <p>Maintenance Records (This Section)</p> <p>Pilot Maintenance (This Manual)</p>
RECORDS	Form B 8 – Daily Flight Record Aircraft Logbook

PROCESS

7.6.1 REQUIREMENTS

7.6.1.1 A Release to Service for an aircraft or component is required:

- (a) To certify the aircraft or component is fit for release to service when maintenance has been performed in accordance with the CAR, and
- (b) Following maintenance or role equipment changes performed by an authorised Club Pilot in accordance with his written authority.

7.6.2 CERTIFYING AFTER MAINTENANCE

7.6.2.1 At completion of any inspection or maintenance the person releasing the aircraft or component for service shall:

- (a) If an Authorised Pilot, record the maintenance or role equipment changes on the "Form B 8 – Daily Flight Record", or
- (b) If a LAME, Pilot or a person holding an appropriate authorization from and Authorised Part 149 Delegation holder must record the work carried out on the aircraft or component into the Aircraft Logbook or Work Package, and
- (c) Enter a statement that indicates that the work recorded has been carried out in accordance with the New Zealand Civil Aviation Rules, and in respect to that work, that the aircraft or component is fit for Release to Service, the date of entry, their LAME or Authorisation Number, and signature.

7.7 MAINTENANCE PROGRAMS

POLICY	A maintenance Program for each Club aircraft will be documented
PURPOSE	This procedure is written to identify the Maintenance Programs and supporting Maintenance Schedules to be used for carrying out all maintenance on Club aircraft.
SCOPE	All Sport & Recreation Microlight Aircraft operated by the Club.
RESPONSIBILITY	MAINTENANCE CONTROLLER: Responsible for setting out the Club aircraft Maintenance Programs.
QUALIFICATIONS	All persons working on Club aircraft are to hold the qualifications required by CAA Rule Part 43 and further expanded in CAA Rule Part 66, Pilot or a person holding an appropriate authorization from and Authorised Part 149 Delegation holder or as required by a Part 145 Organisations documented procedures.
REFERENCES	Aircraft Manufacturers' Manuals as documented. Airworthiness Directives (This Manual) Part 43 & AC's Part 91.607, 609, 611, 613, 615, 623
RECORDS	Aircraft Logbooks Form B 8 – Daily Flight Record Form B 10 - Aircraft Technical Log

PROCESS

7.7.1 MAINTENANCE DOCUMENTATION

7.7.1.1 Club Microlight Aircraft shall be maintained in accordance with:

- (a) The aircraft manufacturers Maintenance Requirements, and
- (b) Manufactures Service Letters and Service Bulletins, and
- (c) Airworthiness Directives, and
- (d) CAA Rules, including Annual Condition Inspection Sticker and
- (e) The requirements of this Manual Suite.

7.7.1.2 Currency of the Manufacturer Maintenance Manuals is maintained by an automatic up-date service from the Company or Agency supplying the Manuals.

7.7.2 RESPONSIBILITIES

MAINTENANCE CONTROLLER

7.7.2.1 The Maintenance Controller is responsible to ensure that regulatory Airworthiness Standards changes that affect Club aircraft are incorporated into the appropriate Maintenance Program.

7.7.2.2 If changing an Aircraft Maintenance Program to a different type the accumulated Time in Service, Calendar Time or Cycles are to be transferred from the existing program to the new program.

MAINTENANCE PROVIDER

7.7.2.3 The Maintenance Contractor is responsible to ensure that all Manuals and Documents relating to aircraft maintenance are current before working on Club aircraft.

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APPENDIX B OPERATIONS FORMS

NOTOP Reference Number:

Date:/...../..... Time:

Effective Period:

Attention:

Issued By:

Details:

.....

I certify that the above has been read, understood and will be complied with:

- Staff Name and Signature

- 1 6
2 7
3 8
4 9
5 10

FORM B 5 MONTHLY INSPECTION CHECKLIST

This form is to be completed the Chief Flying Instructor (or designated person) of an RNZAC Member Club - Sport & Recreation Operator during the first week of each month.

Inspection carried out byDate / /

DOCUMENTATION AND RECORDS	EXPIRY DATE / AMENDMENT #	SAT / UNSAT	COMMENTS
ADMINISTRATION			
Aviation Training Organisation Certificate Expiry			
Civil Aviation Act			
Civil Aviation Rules			
Sport & Recreation Operations Manual Currency and Condition			
NZ AIP Volume 1			
NZ AIP Volume 4			
Maps and Charts			
TRAINING			
Microlight Pilot Training Program			
Microlight Pilot Records			
Training Reference Books			
Examination Question Database			
FACILITIES			
Flight Planning Area			
Lecture Rooms			
AIRCRAFT			
Aircraft Insurance			
Aircraft Flight Manual Status			
Aircraft Logbook Entries			
Aircraft Flight Permit			
Aircraft Placards Inspected			
Aircraft Maintenance Program Currency			
Annual Condition Inspection Certificate Currency			
Aircraft Tidiness and Cleanliness			
Defect Records			
Engine/Propeller Maintenance Schedule			
Expired Aircraft Technical Logs Filed			
Maintenance Contractor Audit Due			

Continued next page....

SAMPLE FORM

Copies of this form can be obtained by phoning CAA on 04 560 9400, or

Alternatively copies may be down loaded from the CAA Internet site

<http://www.caa.govt.nz/search/forms/CAA005.pdf>

Or Clubs own Internal Occurrence Report Form.

SAMPLE COPY

1. Rule Part 91.112 requires an Operator to keep a Daily Flight Record for each flight.
2. Attached is a sample of the Daily Flight Record used by this Club.

RESERVED

SAMPLE FORM

Aircraft Technical Log is Form CAA006, or
CAA approved equivalent documentation used by a Member Club

FORM B 13 AIRCRAFT TYPE RATING – TECHNICAL KNOWLEDGE

Name: Date:/...../..... Aircraft type: Registration: ZK-.....

Certificate Type: Certificate Number: Expiry Date:/...../.....

<u>LOCATION OF:</u>		
1) Documents		
2) First Aid Kit		
3) Axe		
4) Fire Extinguisher		
5) ELBA and Remote Switch if fitted.		
6) Fuses and spares		
7) Circuit Breakers		
<u>METHOD OF OPERATION:</u>		
8) Fire Extinguisher		
9) Circuit Breakers		
10) Control Lock		
11) Flaps		
12) Flap Settings		
<u>WEIGHT:</u>		
13) Aircraft Empty Weight		
14) MAUW		
15) AUW Aerobatics		
16) Capacity of Luggage Lockers		
<u>FUEL:</u>		
18) Location of Tanks		
19) Capacity of Tanks		
20) Unusable		
21) Consumption		
22) Octane Rating		
23) Alternative Octane - Emergency Only		
<u>OIL:</u>		
24) Minimum Oil Level		
25) Maximum Oil Level		
26) Grade		
27) Wet Sump/Dry Sump		
28) Pressure: Minimum, Normal, Maximum		
29) Temperature: Minimum, Normal, Maximum		

Continued next page....

<u>ENGINE:</u>		
31) Type		
32) Horsepower		
33) Max. Permissible RPM		
34) Max. Continuous		
35) Normal Idle		
36) Static RPM: Minimum, Maximum		
37) Run up: Max. Drop, Max. Difference		
38) Cylinder Head Temp: Min, Normal, Max		
<u>SPEED</u>		
39) Vne: Definition, Knots		
40) Vno: Definition, Knots		
41) Va: Definition, Knots		
42) Vfe: Definition, Knots		
<u>NORMAL TAKEOFF</u>		
43) Flap Setting		
44) Rotate Speed		
<u>MAXIMUM PERFORMANCE TAKEOFF</u>		
45) Flap Setting		
46) Rotate Speed		
47) Initial Climb-out Speed		
<u>NORMAL CLIMB:</u>		
48) RPM		
49) Airspeed		
50) Airspeed (Best Angle)		
51) Airspeed (Best Rate)		
<u>CRUISE:</u>		
52) RPM		
53) TAS		
<u>SPEEDS</u>		
54) Normal Approach Speed		
55) Precision Approach: Min Speed (1.3 Vso)		
56) Stall speed, Vs		
57) Stall Speed, Vo (landing Configuration)		
58) Best Glide Speed		
59) Max. Demonstrated Crosswind Speed		

Continued next page....

FORM B 13 AIRCRAFT TYPE RATING – TECHNICAL KNOWLEDGE

60) Maximum Loading: Flaps Up (+ and -)		
61) Maximum Loading: Flaps Down (+ and -)		
62) When is Smoking Permitted		
63) Are Aerobatic Manoeuvres Permitted?		
64) If so, under what conditions?		
65) Are there any unusual features of this Type?		
66) Weight & Balance Problems Completed		
67) Takeoff & Landing Charts Completed		
<p>AIRCRAFT SYSTEMS: Write a brief description of each system as applicable to the aircraft type noting salient features including layout and management, locations and purpose of various components, precautions to be used when operating, safety devices, functional checks, emergency operations, fault finding and remedial actions to be taken in flight. If necessary use additional paper.</p>		
Vacuum System:		
Pneumatic System:		
Pitot-Static System		
Electrical System:		
Auto Pilot:		
Heating and/or Air Conditioning System:		

Signature: (.....Cat.) Instructor Licence Number: Date:/...../.....

FORM B 14 SPORT & RECREATION MICROLIGHT PILOT CERTIFICATE – FLIGHT TEST PREPARATION

01/07/14

SURNAME:	FIRST NAMES:	AGE (17 Min)
HOLDS A CURRENT CLASS 2 MEDICAL CERTIFICATE ISSUED UNDER PART 67 BY THE DIRECTOR Yes <input type="checkbox"/> No <input type="checkbox"/>		EXPIRES:
HOLDS A CURRENT SPORT & RECREATION MICROLIGHT PILOT MEDICAL CERTIFICATE Yes <input type="checkbox"/> No <input type="checkbox"/>		EXPIRES:

HOLDS AT LEAST A PPL ISSUED UNDER PART 61 SUBPART D Yes <input type="checkbox"/> No <input type="checkbox"/>	EXPIRES:
--	----------

OR HAS COMPLETED THE FOLLOWING:

EXPERIENCE :	Total Time (45):		Dual Instruction (15):	
	Pilot in Command (15):		Advanced Dual (5):	
	Pilot Navigation (10):	Dual (5):	Solo (5):	
	Navigation Training Certified By:		Flight Instructor Cat.	
KNOWLEDGE	Examination Credits all held Yes <input type="checkbox"/> No <input type="checkbox"/>	PPL Air Law Valid Until:/...../..... (max 5 yrs)		

ASSESSMENT COMPLETED BY:	(MICROLIGHT FLIGHT EXAMINER)
CLIENT NUMBER:	DATE:

Following successful completion of a Flight Test the Microlight Flight Examiner may need to place restrictions in the candidates logbook.

RESTRICTIONS:

FORM B 15 SPORT & RECREATION MICROLIGHT PILOT COMPETENCY CHECK

01/07/14

Use this form for: **SPORT & RECREATION MICROLIGHT PILOT CERTIFICATE:**
 ISSUE **TYPE RATING** **BFR** (Circle for appropriate Flight Test)

Name: Date:/...../..... Aircraft type: Registration: ZK-.....

Certificate Type: Certificate Number: Expiry Date:/...../.....

Grading Codes: Use the following Codes:- NT (Not Tested), NYC (Not Yet Competent), 70%+, 85%+

GENERAL KNOWLEDGE TEST	GRADE	PILOTING TECHNIQUE TEST (Cont)	GRADE
Aircraft Documents		Turns to Compass Headings	
Aircraft Performance		Steep Turns	
Weight & Balance, C of G		Stalling: Basic, Power, Flap, Wing Drop	
Fuel Requirements and Management		Forced Landing Without Power	
Emergency Equipment – Location & Use of		Low Flying, Poor Visibility	
Weather Interpretation		Forced Landing with Power	
PILOTING TECHNIQUE TEST		Circuit Joining Procedures	
Pre-flight Inspection		Flap Use or Slide Slip Technique	
Engine Start, Warm-up & Checks		Approach & Landing: Precision	
Taxiing & Brake, Instrument Checks		Flapless	
Pre Take-off Checks including Run-up		Cross-wind	
Take-off Normal, X/wind, Max. Performance		Missed Approach/Overshoot (below 50')	
EFATO (Technique)		ATS/Communication Procedures	
Climbing and Descending		Airmanship: Pilot Judgment	
Straight and Level flight		Lookout	

Ground Time: Flight Time:

RESULT: PASS / FAIL

COMMENTS:

Name of Examiner (Print): Licence: Number:

Certified that this report is an accurate assessment of the test carried out:

Signature of Examiner: Date:/...../.....

I have seen and agree with the results of this assessment:

Signature of Candidate:

FORM B 16 SPORT & RECREATION MICROLIGHT PILOT MEDICAL DECLARATION & CERTIFICATE

01/07/14

Name: Date of Birth:/...../.....

Address: Phone Number:

..... Mobile Number:

..... E-mail Address:

CANDIDATE DECLARATION

I hereby declare that to the best of my knowledge and belief I am in good health. I am not receiving medical care and so far as I am aware I do not suffer from any of those conditions listed below. I also declare that I do not suffer from any visual defect or chronic ear, sinus or respiratory diseases or take any medication which would be likely to affect my ability to fly a Sport & Recreation Microlight Aircraft safely. I further understand that if any time in the future I know or suspect that I have developed any condition listed below I shall cease flying and inform the RNZAC. If my physical condition renders me unfit to fly I will cease to fly until I have obtained a medical opinion from a Registered Medical Practitioner that I am fit to fly.

Applicants Signature: Date:/...../.....

SPORT & RECREATION MICROLIGHT PILOT MEDICAL CERTIFICATE:

I am the regular General Practitioner of the above candidate making an application to fly a Sport & Recreation Microlight Aircraft. Following questioning and a general medical examination I am not aware of any reason why it should not be safe medically for the applicant to fly a Sport & Recreation Microlight Aircraft, nor am I aware that the applicant suffers from:

- (a) Epilepsy and other periodic disturbances of consciousness, giddiness or history of head injury, or
- (b) Diabetes, requiring insulin therapy, or
- (c) High blood pressure, coronary artery disease, or
- (d) A history of alcoholism or drug addiction, or
- (e) Psychiatric disorder.

To my knowledge the candidate is not taking any medication which could jeopardize flight safety.

Doctors Name:

Address: Phone Number:

Endorsements:

- 1. Glasses with corrective lenses shall be worn during flight. (Cross out if not applicable)
- 2. This Medical Certificate is only valid until: (State date and reason)
- 3. Other: (Specify)

Practice Stamp:

Doctor to Sign as being the Applicants regular General Practitioner.

Doctor Signature Date/...../.....

NOTES:

ANY MINOR INJURY, MEDICALLY PRESCRIBED DRUGS, ANAESTHESIA, ILLNESS NOT REFERRED TO ABOVE AND BLOOD DONATION COULD PROBABLY MAKE YOU TEMPORARILY UNFIT. YOU SHOULD SEEK MEDICAL ADVICE BEFORE RESUMING FLYING.

- 1. This medical certificate is valid for 5 years for persons aged under 40 or 2 years for persons aged 40 years and over at date of issue unless revoked or otherwise endorsed.
- 2. This Certificate is to remain on the candidates personal file and is to be available for inspection during an Audit.
- 3. When applying for a SPORT & RECREATION MICROLIGHT PILOT Certificate issue or renewal a copy of this Certificate must accompany the application.

SAMPLE COPY



ROYAL NEW ZEALAND AERO CLUB INC

**SPORT & RECREATION ADVANCED
MICROLIGHT PILOT CERTIFICATE**

P.O.Box 2220 0800 422 635
TAUPO Phone: (07) 377 8499
rnzac@xtra.co.nz Fax: (07) 378 7776

Issued under Delegation from CAA
In accordance with CAR Part 149

RNZAC Client #:
Ratings:

|

Medical Expires:
Annual Fee Expires:



ROYAL NEW ZEALAND AERO CLUB INC

**INTERMEDIATE SPORT & RECREATION
MICROLIGHT PILOT CERTIFICATE**

P.O.Box 2220 0800 422 635
TAUPO Phone: (07) 377 8499
rnzac@xtra.co.nz Fax: (07) 378 7776

Issued under Delegation from CAA
In accordance with CAR Part 149



ROYAL NEW ZEALAND AERO CLUB INC

**NOVICE SPORT & RECREATION MICROLIGHT
PILOT CERTIFICATE**

P.O.Box 2220 0800 422 635
TAUPO Phone: (07) 377 8499
rnzac@xtra.co.nz Fax: (07) 378 7776

Issued under Delegation from CAA
In accordance with CAR Part 149