

# **GLIDING NEW ZEALAND**

## **EXPOSITION**

**EFFECTIVE DATE: 27 February 2010**

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## **1. ORGANISATION**

### **1.1 Mission Statement**

*Delivering high quality gliding opportunities to more people.*

### **1.2 Statement by the Chief Executive**

This Exposition and the associated Manual of Approved Procedures define Gliding New Zealand Incorporated (GNZ) and demonstrate the means and methods by which GNZ will ensure compliance with CAR Part 149. This Exposition and the associated GNZ Manual of Approved Procedures will be enforced at all times.

However, it is noted that the majority of the individuals undertaking responsibilities on behalf of GNZ are volunteers. This is because the ethos of the sport of gliding in New Zealand is built on the contributions of individuals providing a wide range of specialist skills on a voluntary basis for the furtherance of their sport.

### **1.3 Safety Policy**

The prime factor in all gliding activities is SAFETY.

It is the policy of the GNZ to maintain high standards of safety and excellence and practices that are in accordance with the Civil Aviation Rules and the Manual of Approved procedures.

These standards are understood and maintained at all levels of GNZ by building knowledge, best practices, skills and attitudes that enhance safety for every member of GNZ.

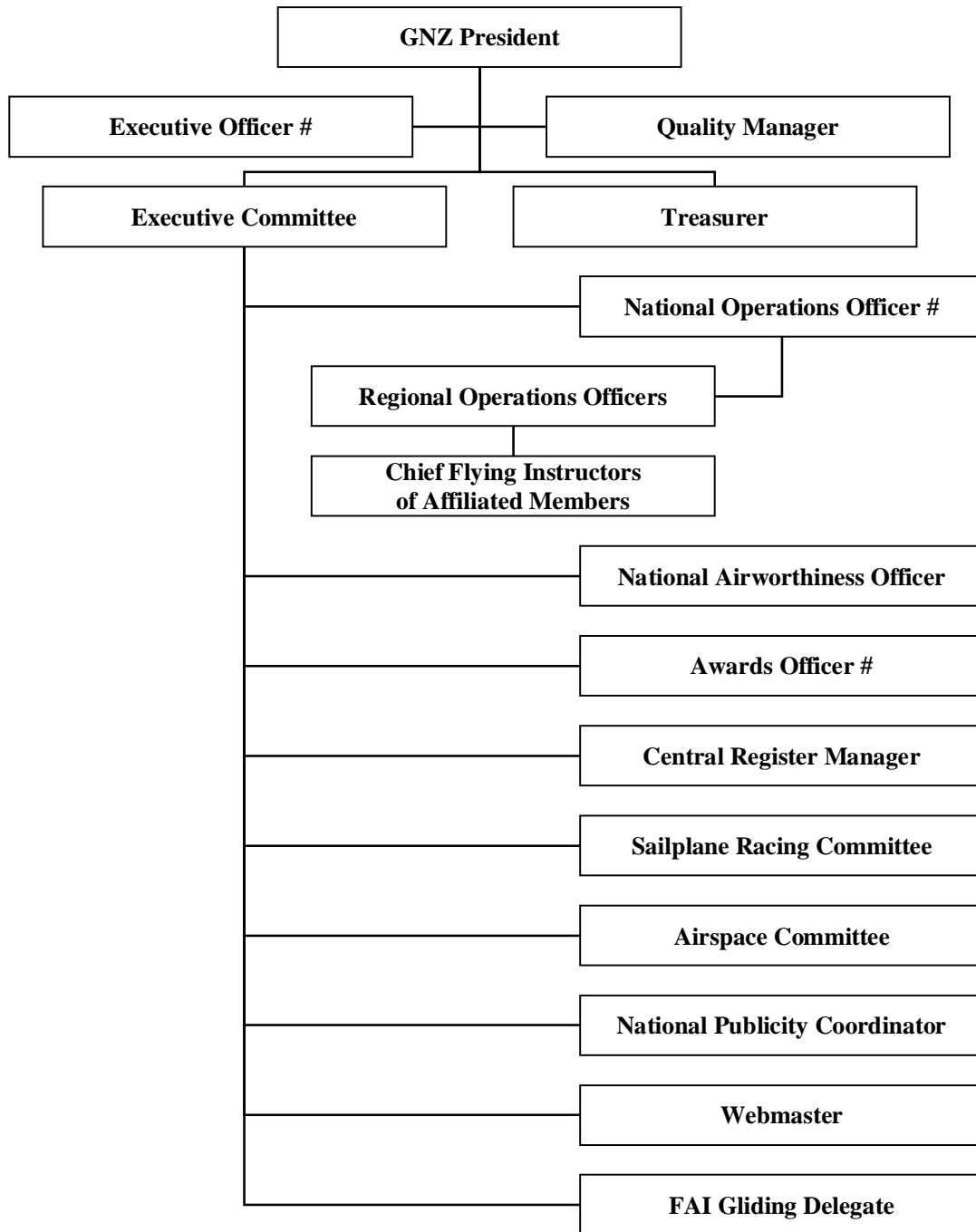


President, Gliding New Zealand Incorporated (Chief Executive)  
27 February 2010

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**1.4 Gliding New Zealand Organisation**

**1.4.1 Organisation Chart**



**# Administers the issue of Glider Pilot and Glider Pilot Instructor Certificates on behalf of the President, who holds a delegation from the Director of Civil Aviation**

#### **1.4.2 List of Personnel**

The Personnel fulfilling the positions depicted in 1.4.1 are detailed in Section 1-4, pages 20 to 22 of the GNZ Manual of Approved Procedures, and on the GNZ web site at <http://www.gliding.co.nz/GNZ/Exec>

#### **1.4.3 Delegated Authority to issue personnel certificates and ratings**

The GNZ President holds delegated authority from the Director of Civil Aviation to issue Glider Pilot Certificates and Glider Pilot Instructor Certificates. The procedures for doing so are detailed in paragraphs 2.2 and 2.3.

#### **1.4.4 GNZ Publications**

GNZ manuals and procedures are contained in the following publications:

- Manual of Approved Procedures (MOAP)
- Forms
- Advisory Circulars
- Instructors' Handbook
- Glider Pilot Study Manual

The functions of these documents are described in Section 1-2 of the MOAP, pages 13 & 14. A full list of these documents appears at Appendix 1-A on pages 30 & 31. Forms in the TECH series (airworthiness) are listed at Section 3-5 on page 115.

### **1.5 Responsibilities and Position Descriptions**

#### **1.5.1 GNZ President**

Appointment: Elected for a two-year term by the affiliated members of GNZ at a General Meeting.

Powers: Holds the position of Chief Executive in terms of CAR Part 149 and is empowered to ensure that all activities undertaken by GNZ are carried out in accordance with this Exposition and the associated MOAP.

Delegated Authority: Holds delegated authority from the Director of Civil Aviation for the issue of personnel certificates and ratings.

Responsibilities:

- Conducts GNZ affairs in accordance with the Rules of GNZ as registered with the Registrar of Incorporated Societies.
- Enforces compliance with this Exposition and the associated MOAP.
- Chairs meetings of the Executive.

### 1.5.2 Executive Officer

Appointment: Appointed by the Executive.

Reports to: GNZ President.

Responsibilities:

- Provides secretarial support to the GNZ President and Executive.
- Monitors the need for, oversees and facilitates amendment action on the GNZ Constitution, Exposition, MOAP, Advisory Circulars, forms, and other GNZ publications as necessary. Ensures such documents are kept current on the GNZ web site and arranges for the production of hard copies as necessary.
- Maintains a register of requests for change to GNZ procedures or documentation, submitted by members of affiliates or arising from internal or external audit findings or from the management review process. Processes such changes for approval by the GNZ Executive and subsequently arranges for promulgation.
- Represents GNZ's interests to the CAA regarding CA Rules and assists the GNZ Airspace Committee with the representation of gliding's interests to the Airways Corporation.
- Liaises with SPARC regarding the GNZ/SPARC annual Investment Schedule and reports on GNZ performance.
- Liaises with the Royal New Zealand Aero Club, the Aviation Industry Association and the New Zealand Aviation Federation on matters of mutual interest.
- Coordinates GNZ responses on central and local government issues as appropriate.
- Facilitates the regular updating of the GNZ Strategic Plan in consultation with the Executive, and assists with the execution of strategies and planned key activities.
- Collects and analyses operational statistics from affiliated members and regularly reports trends to the Executive.
- Receives from the National Operations Officer, National Airworthiness Officer and Awards Officer the originals of completed application documents associated with all personnel certificates and ratings required under CAR Part 149, and ensures that all such originals are held in a secure location for a period of at least three years.
- On behalf of the President, administers the issue of Glider Pilot Instructor Certificates and Glider Pilot Certificates in the event of temporary unavailability of the National Operations Officer or the Awards Officer respectively.
- Facilitates CAA audits of GNZ as a Part 149 certificated organisation.
- Supports the Webmaster in the management of the GNZ web site.
- Carries out other projects as required by the GNZ President and the Executive.
- Provides routine reports to the Executive.

### **1.5.3 Quality Manager**

Appointment: Appointed by the Executive.

Reports to: GNZ President.

Responsibilities:

- Ensures that audits of GNZ practices are carried out on a planned basis in accordance with the internal audit programme (reference paragraph 5.2).
- Ensures that internal audits include examination of processes, interviews with personnel, reviews of records, documentation of audit findings and corrective actions.
- Receives, reviews, and keeps copies of all internal audit reports and advice on progress with agreed corrective actions from the National Operations Officer and the National Airworthiness Officer.
- Advises the GNZ President and other relevant persons of any corrective action required arising from external audit findings.
- Ensures that follow up audits are conducted to review the effectiveness of any corrective action taken.
- Assists the Executive Officer as required during CAA audits of GNZ as a Part 149 certificated organisation.

### **1.5.4 Executive Committee Members**

Appointment: Elected for two-year terms by the affiliated members of GNZ at a General Meeting.

Responsibilities:

- Contribute to the management of GNZ as specified by the President.
- Generally assist with coordination of GNZ activities.

### **1.5.5 Treasurer**

Appointment: Appointed by the Executive.

Reports to: GNZ President.

Responsibilities:

- Ensures that GNZ financial transactions are correctly actioned and recorded through books of account.
- Provides routine financial report to the Executive.
- Generally assists with coordination of GNZ activities.

### **1.5.6 National Operations Officer (NOO)**

Appointment: Appointed by the Executive.

Reports to: GNZ President.

Responsibilities:

- Heads the GNZ Operations Committee (consisting of the NOO and the Regional Operations Officers), which is responsible for the maintenance of operational standards of GNZ affiliates.
- Ensures pilot training and qualification is conducted in accordance with the GNZ Instructors' Handbook and the MOAP.
- Ensures that routine audits of affiliate operational activities are conducted and that copies of audit reports are forwarded to the Quality Manager.
- Maintains a register of agreed corrective actions for all GNZ affiliates, monitors their execution, and advises the Quality Manager accordingly.
- On behalf of the President, administers the issue of Glider Pilot Instructor Certificates and maintains records of such issues.
- Issues glider tow pilot instructor approvals and maintains records of such approvals.
- Issues glider low level aerobatic approvals and maintains records of such approvals.
- Regularly advises the Central Register Manager of the issue of all ratings and approvals.
- Regularly forwards the originals of completed rating and approval application documents to the Executive Officer.
- Collects and analyses gliding incident and accident reports and disseminates safety information.
- Monitors the need for amendments to Part 2 of the MOAP and advises the Executive Officer accordingly.
- Provides routine reports to the Executive.

### **1.5.7 Regional Operations Officer (ROO)**

Appointment: Appointed by the Executive.

Reports to: NOO.

Responsibilities:

- Member of the GNZ Operations Committee, which is responsible for the maintenance of operational standards of GNZ affiliates.

- Ensures pilot training and qualification is conducted in accordance with the GNZ Instructors' Handbook and the MOAP.
- Conducts routine audits of affiliate operational activities and forwards copies of audit reports to the NOO.
- Monitors the execution of agreed corrective action, and advises the NOO accordingly.
- Recommends to the NOO the issue of glider instructor ratings.
- Encourages the reporting of gliding incidents and accidents, reviews and comments on such reports, takes appropriate follow-up action and reports to the NOO accordingly.

#### **1.5.8 National Airworthiness Officer (NAO)**

Appointment: Appointed by the Executive.

Reports to: GNZ President.

Responsibilities:

- Ensures that engineer training and qualification is conducted in accordance with the MOAP.
- Conducts routine audits of glider maintenance practices.
- Maintains a register of agreed corrective actions, monitors their execution, and advises the Quality Manager accordingly.
- Issues GNZ engineer approvals and ratings, and certificates of inspection authorisation – glider, and maintains records of such issues.
- Regularly forwards the originals of completed approval application documents to the Executive Officer.
- Authorises glider maintenance programmes.
- Provides routine reports to the Executive.
- Monitors the need for amendments to Part 3 of the MOAP and advises the Executive Officer accordingly.

#### **1.5.9 Awards Officer**

Appointment: Appointed by the Executive.

Reports to: GNZ President.

Responsibilities:

- On behalf of the President, administers the issue of Glider Pilot Certificates and maintains records of such issues.
- Processes claims for FAI badges and diplomas, and National and World Records.

- Issues certificates attesting to the achievement of FAI badges and diplomas and National Records, and maintains records of such issues.
- Appoints Official Observers to certify documentation for record flights and FAI award claims, and maintains a register of such appointments.
- Regularly advises the Central Register Manager of the issue of QGP certificates, FAI awards and Official Observer appointments for updating of the central register.
- Regularly forwards the originals of completed QGP application documents to the Executive Officer for archiving.
- Provides routine reports to the Executive.

#### **1.5.10 Central Register Manager**

Appointment: Appointed by the Executive.

Reports to: GNZ President.

Responsibilities:

- Receives GNZ membership registration forms from affiliates and updates the electronic central membership database accordingly.
- Receives information from the NOO and Awards Officer regarding all issues of personnel approvals, ratings, certificates, FAI awards and Official Observer appointments and updates the electronic central membership database accordingly.
- Liaises with the Treasurer for the invoicing of affiliation fees.
- Liaises with the Editor of GNZ's official magazine regarding contact information for those members of affiliates required to subscribe and their address information.
- Provides routine reports to the Executive.

#### **1.5.11 Convenor Sailplane Racing Committee**

Appointment: Appointed by the Executive.

Reports to: GNZ President.

Responsibilities:

- Chairs the Sailplane Racing Committee, which promotes and supports competition flying within a set of rules it establishes and maintains for the fair and safe conduct of gliding competitions.
- Ensures gliding competitions in New Zealand, and the selection of pilots to represent New Zealand internationally, are conducted in accordance with the MOAP.

- Ensures that the Sailplane Racing Committee carries out its responsibilities in accordance with the Terms of Reference approved by the Executive.
- Provides routine reports to the Executive.

#### **1.5.12 National Airspace Officer**

Appointment: Appointed by the Executive.

Reports to: GNZ President.

Responsibilities:

- Chairs the GNZ Airspace Committee, which liaises with the CAA and the Airways Corporation on airspace matters, advocating for the protection of the interests of the gliding movement.
- Coordinates applications for competition airspace, glider flying areas, and other special use gliding airspace.
- Provides routine reports to the Executive.

#### **1.5.13 National Publicity Coordinator**

Appointment: Appointed by the Executive.

Reports to: GNZ President.

Responsibilities:

- Creates opportunities to promote gliding, maintaining contact with press, radio and television media in doing so.
- Liaises with the Editor of SoaringNZ and the GNZ Webmaster to coordinate gliding publicity efforts.
- Provides routine reports to the Executive.

#### **1.5.14 Webmaster**

Appointment: Appointed by the Executive.

Reports to: GNZ President.

Responsibilities:

- Develops and maintains the GNZ web site with the goal of promoting and encouraging gliding and facilitating the efficient management of GNZ activities.
- Maintains the relationship with GNZ's chosen web site development company and facilitates the appointment of content administrators.

- Writes and publishes the latest news and photographs on the web site.
- Keeps an overall perspective of web site content.
- Provides routine reports to the Executive.

#### **1.5.15 IGC Delegate**

Appointment: Appointed by the Executive.

Reports to: GNZ President.

Responsibilities:

- Represents GNZ interests at meetings of the International Gliding Commission of the FAI.
- Provides routine reports to the Executive.

### **1.6 Activities to be Conducted**

Gliding New Zealand intends to conduct the following activities under the Part 149 Certificate:

1. The operational control of gliding activities in New Zealand as specified in Part 2 of the MOAP.
2. The organisation of aviation events as provided for in CAR Part 91.703. The scope of these events is limited to final glides and competition finishes conducted in accordance with section 2-11 of the MOAP; and to the specification of a height lower than 1500 feet for aerobatic flight in accordance with CAR Part 61.555(3) and section 2-3 of the MOAP.
3. The training, approval and rating of glider pilots in New Zealand as specified in Section 2-3 of the MOAP.
4. The conduct of glider aerobatic ground courses, glider aerobatics flight training courses, assessment of competency in aerobatics in gliders and the of issue of glider aerobatic flight ratings specifying minimum heights above the surface, in accordance with CAR Part 61 Subpart L and Section 2-3 of the MOAP.
5. The training, approval and rating of glider instructors in New Zealand as specified in Section 2-4 of the MOAP.
6. The routine review and maintenance of medical requirements for glider pilots and instructors as specified in Appendix 2-A of the MOAP.
7. The training, approval and rating of glider tow pilots in New Zealand as specified in Section 2-10 the MOAP.

8. The operational control of routine maintenance, inspection and release to service of New Zealand registered gliders as specified in Part 3 of the MOAP, including the authorisation of glider maintenance programmes in accordance with CAR 104.109.
9. The training, approval and rating of glider engineers in New Zealand as specified in Section 3-3 the MOAP.
10. The training and approval of glider engineers for the issue of Certificates of Inspection Authorisation – glider (IA-G) in New Zealand as specified in Section 3-4 of the MOAP.
11. The management of International and National gliding competitions and teams as specified in Section 1-8 of the MOAP.
12. The administration of the sport of gliding in New Zealand including the management of moneys as specified in Part 1 of the MOAP and the rules of incorporation of GNZ.

### **1.7 Facilities and Resources**

Gliding operations are conducted by affiliated members with their own facilities and resources. These affiliates are administered as autonomous organisations, being Incorporated Societies or Companies, each with their own management structure. For safety regulation purposes, these organisations must operate to the standards defined by GNZ in its Exposition, MOAP and Advisory Circulars.

GNZ as an organisation does not directly conduct gliding operations, so its facilities are generally limited to administrative offices operated privately by its various officers. One exception is that the GNZ web site is managed professionally by the Media Suite Ltd.

GNZ has a total annual expenditure of the order of \$100,000. About 80% of this is funded by affiliation fees levied on its members. The remainder is funded by grants and sponsorships, the largest of which is from SPARC. To assist with international competition costs, significant grants are also provided to selected pilots from trusts established by dedicated individuals or as memorials to past competition pilots.

### **1.8 Principal Locations**

The principal locations at which the activities of affiliated members are based are:

Kaikohe airfield, Mangakahia Road, Kaikohe  
Rockelkaym Ridge airstrip, Gibbs Road, Puhi Puhi  
RNZAF Base Auckland (Whenuapai)  
Drury airstrip, Appleby Road, Drury  
Thames aerodrome  
Matamata aerodrome

Rotorua aerodrome  
Tauranga aerodrome  
Taupo aerodrome  
Bridge Pa aerodrome  
Waipukurau aerodrome  
Stratford aerodrome  
Norfolk Road airstrip, Norfolk Road Upper, Inglewood  
Feilding aerodrome  
Paraparaumu aerodrome  
Kaitoke airstrip, Upper Hutt  
Masterton aerodrome  
Papawai airstrip, Greytown  
Lake Station aerodrome  
Omaka aerodrome  
Russells Flat airstrip, Springfield  
Hororata domain airstrip, Hororata  
Timaru aerodrome  
Omarama aerodrome  
Alexandra aerodrome  
Rouse airstrip, Five Rivers  
Balclutha aerodrome

## **2. PROCEDURES**

### **2.1 Competence of GNZ Personnel**

The majority of the individuals undertaking responsibilities on behalf of GNZ are volunteers. The assessment and maintenance of competence is assured by the collective voting into and out of office of the President and members of the Executive Committee, all of whom are selected for their relevant knowledge skills and experience gained from their working lives and from participation in gliding as administrators, pilots and engineers as the case may be.

The Executive Committee, in turn, appoints the various GNZ officers and members of committees, based on their individual knowledge, skills and experience. GNZ Advisory Circular AC 2-01 Operations Officers details selection criteria for the NOO and ROOs.

### **2.2 Exercise of Delegation**

The GNZ President holds delegated authority from the Director of Civil Aviation to issue Glider Pilot Certificates and Glider Pilot Instructor Certificates. In order to exercise this delegation, the President authorises certain officers to administer the issue of these certificates on his behalf when they are satisfied that the criteria and procedures for such issue have been met in accordance with the MOAP in each case, as follows:

- National Operations Officer (NOO)
  - Glider Pilot Instructor Certificates
- Awards Officer
  - Glider Pilot Certificates
- Executive Officer
  - Glider Pilot Instructor Certificates and Glider Pilot Certificates.

Each officer authorised to administer the issue of a certificate as above shall sign the certificate using the words, “*for the Chief Executive Officer, Gliding New Zealand.*”

Note: In the context of the delegation, the term “Glider Pilot Instructor Certificate” means (in terms of the MOAP) ‘instructor rating’, ‘instructor trainer approval’ or ‘aerobatic instructor rating’, as the case may be. Similarly, the term “Glider Pilot Certificate” means ‘qualified glider pilot certificate (QGP)’.

### **2.3 Personnel Certification**

The MOAP Parts 2 and 3 contain the procedures for:

- Assessing the competency of persons, including holders of equivalent qualifications, and
- Reviewing and maintaining the competency of persons holding certificates or ratings issued under delegated authority from the Director.

Specific MOAP references follow:

**2.3.1 Pilot Training, Certification and Currency**

MOAP sections 2-3, 2-5 and appendices 2-A through 2-D, and 2-G.

**2.3.2 Instructor Training, Certification and Currency**

MOAP section 2-4 and appendices 2-E and 2-F.

**2.3.3 Engineer Training, Certification and Currency**

MOAP sections 3-3, 3-4 and Appendix 3-D.

**2.3.4 Tow Pilot Training, Certification and Currency**

MOAP section 2-10 and Appendix 2-I.

**2.3.5 Issuance of Certificates, Approvals and Ratings**

The application form (if applicable), person authorised to issue, form of issue, and storage requirements for each type of certificate, approval, rating or endorsement are set out in Appendix 1.

**2.4 Aviation Events**

Final glides and competition finishes must be conducted in accordance with the MOAP section 2-11.

The procedure for granting approval to conduct aerobatic flight in a glider at a height lower than 1500 feet is set out in the MOAP section 2-3, paragraph 14.

**2.5 Gliding Operations**

The MOAP Part 2 sets out operational responsibilities and contains the procedures for operations, as follows:

- Section 2-2 Operational responsibilities
- Section 2-6 Use of airspace by gliders
- Section 2-7 Operations general
- Section 2-8 Combined power and glider operations
- Section 2-9 Launching
- Section 2-11 Final glides and competition finishes
- Section 2-12 Functional checks and test flights.

**2.6 Airworthiness**

The MOAP Part 3 sets airworthiness responsibilities and contains the procedures for glider maintenance, continuing airworthiness and release to service.

### **3. DOCUMENT CONTROL**

#### **3.1 Controlled Documents**

The following GNZ documents form part of this Exposition and, as such, are controlled documents:

- Exposition
- Manual of Approved Procedures
- Forms

#### **3.2 Requirement for Amendment**

Amendments to controlled documents routinely arise from changes in elected or appointed personnel, from external or internal auditing, from the management review process, from requests by members, or as may be required by the Director in the interests of aviation safety. The Executive Officer will maintain a register of Change Requests.

A change to any of the following requires prior notification and acceptance by the Director, and amendment of the Exposition and the MOAP:

- The organisation chart.
- The holder of the office of GNZ President <sup>§</sup>, Executive Officer, Quality Manager, NOO, NAO, Awards Officer, Central Register Manager.
- The activities authorised by the certificate.
- The procedures for personnel assessment and certification.

<sup>§</sup> Except that, in the case of the GNZ President, the Director shall be notified within seven days of election.

#### **3.3 Amendment Process**

In consultation with appropriate personnel, the Executive Officer will draft all amendments to controlled documents, arrange approval by the Executive Committee and post the amended document on the GNZ web site.

#### **3.4 Distribution**

GNZ controlled documents are identified by amendment number and/or date and are published on the GNZ official web site at <http://www.gliding.co.nz> as the source for the current versions. Hard copies are not controlled, so the use of such copies places the responsibility on the user to ensure they have the current document.

The Executive Officer will arrange for the supply of one complete and current hard copy of the Exposition and the MOAP to each affiliate, and each person listed in section 1.5 above, shortly after each amendment. Each affiliate shall hold such copies at their principal location of operations.

#### **4. RECORDS**

##### **4.1 Pilot Training and Medicals**

The appointed Chief Flying Instructors of all GNZ Affiliates shall maintain records for pilot training and medical declarations/certificates in accordance with the MOAP Section 2-3.

##### **4.2 Qualified Glider Pilots**

The Awards Officer shall maintain records of the issue of QGP certificates, with a unique serial number for each record; and regularly:

- Advise the Central Register Manager of all such issues for updating of the central register, and
- Forward the originals of all completed OPS 03 forms to the Executive Officer for archiving.

##### **4.3 Instructor Ratings, Glider Tow Ratings, Low Level Aerobatic Approvals**

The NOO shall maintain records of the issue of all instructor ratings, instructor trainer approvals, aerobatic instructor ratings, glider tow pilot instructor approvals, glider tow ratings, and glider low level aerobatic approvals; and regularly:

- Advise the Central Register Manager of all issues of instructor ratings and glider tow ratings for updating of the central register, and
- Forward the originals of all completed OPS 07, OPS 13, and OPS 14 forms to the Executive Officer for archiving.

##### **4.4 Engineer Approvals and Ratings**

The NAO shall maintain records of the issue of all engineer approvals, ratings, certification of inspection authorisation – glider; and regularly forward the originals of all completed TECH 17 and TECH 18 forms to the Executive Officer for archiving.

##### **4.5 Internal Quality Assurance Actions**

The Quality Manager shall maintain records of each quality assurance action performed and maintain such records for at least three years from the date of the last entry made on that record.

##### **4.6 Storage of Records**

Records for pilot training and medicals shall be maintained at the aerodrome or another suitable place as determined by the Affiliate.

Originals of the forms received from the Awards Officer, NOO and NAO, as above, shall be retained by the Executive Officer in secure storage for a period of at least three years from the date of the last entry on that record.

## 5. INTERNAL QUALITY ASSURANCE

### 5.1 Responsibilities

The various responsibilities for quality assurance actions are set out in Section 1.5 as follows:

- Quality Manager 1.5.3
- NOO 1.5.6
- ROO 1.5.7
- NAO 1.5.8

### 5.2 Internal Audit Programme

1. Every GNZ affiliate shall be subject to a general operations audit about every two years by the relevant ROO or the NOO. GNZ Form OPS 15 is to be used for reporting such audits. The NOO will maintain a register of agreed corrective actions covering all affiliates.
2. The NAO will audit glider maintenance practices from time to time, and maintain a register of agreed corrective actions.
3. The Quality Manager from time to time will audit GNZ's personnel certification processes; the records associated with the above operational and maintenance audits; and the completion of corrective actions as set out in the following schedule:

Audit Item	2009	2010	2011	2012	2013	2014
QGP certificate	•		•		•	
Instructor ratings		•		•		•
Glider tow ratings	•		•		•	
Engineer approvals		•		•		•
General operations audits	•			•		
Maintenance audits		•			•	
Corrective actions			•			•

• means completed by the end of the given year

### 5.3 Audit Controls

The Internal Auditor for any procedure will record findings (matters of non-conformance with procedures) and concerns (matters which, if not attended to in a timely fashion, may lead to subsequent findings). These will be discussed with the

appropriate party, and a timeline for action agreed and incorporated in the audit documentation.

A copy of the audit report will be provided to the:

- Affiliate representative (normally the President or CFI, or engineer)
- NOO, NAO as appropriate
- Quality Manager

The party required to carry out corrective action will report to the auditor when the agreed action is completed. The auditor will then report such completions to all those persons originally provided a copy of the audit report.

The NOO and NAO will from time to time analyse Findings and Concerns documented in audit reports for root causes. Where repetitive or consistent root causes are detected, appropriate preventative programmes will be considered in consultation with the Quality Manager and the President.

The Quality Manager will provide a quarterly report to the GNZ President on quality assurance actions.

#### **5.4 Quality Indicators**

The following quality indicators will be monitored for trends on an annual basis:

- Membership numbers at year end
- Number of launches in previous year
- Number of QGP certificates issued in previous year
- Number of reported accidents in previous year
- Number of instructor ratings or upgrades issued in previous year
- Number of tow pilots at year end
- Number of engineers at year end

#### **5.5 Management Review**

A Management Review is to be carried out at least every two years.

The President, Executive Officer, NOO, NAO and the Quality Manager will meet to review the following:

- Quality Manager's reports on quality assurance actions
- Corrective actions registers maintained by the NOO and NAO
- Register of change requests maintained by the Executive Officer
- Quality indicators

Minutes of such meetings shall be kept by the Executive Officer.

**APPENDIX 1 Issue of Certificates, Approvals and Ratings**

<b>Glider certificate, approval, rating, or endorsement</b>	<b>Application form #</b>	<b>Person authorised to issue</b>	<b>Form of issue</b>	<b>Recorded centrally</b>
A certificate	NA	Category A or B instructor	Logbook endorsement	No
B certificate	NA	Category A or B instructor	Logbook endorsement	No
Qualified glider pilot certificate (QGP)	OPS 03	Awards Officer	Certificate	Yes <sup>1</sup>
QGP for visiting foreign pilot	App 2-G	Awards Officer	Certificate	Yes <sup>1</sup>
Passenger rating	NA	Category A or B instructor	Logbook endorsement	No
Powered glider endorsement	NA	Category A or B instructor	Logbook endorsement	No
Additional glider type endorsement	NA	Category A or B instructor	Logbook endorsement	No
Additional launch method	NA	Category A or B instructor	Logbook endorsement	No
Additional control seat position	NA	Category A or B instructor	Logbook endorsement	No
Aerobatic rating	NA	Aerobatic instructor	Logbook endorsement	No
IMC rating	NA	Category A or B instructor	Logbook endorsement	No
Independent operations approval	NA	Category A or B instructor	Logbook endorsement	No
Instructor rating	OPS 07	NOO	Rating card	Yes <sup>1</sup>
Glider tow rating	NA	Glider tow pilot instructor	Logbook endorsement	Yes <sup>1</sup>
Instructor trainer approval	OPS 07	NOO	Rating card	Yes <sup>2</sup>
Aerobatic instructor rating	OPS 07	NOO	Rating card	Yes <sup>2</sup>
Low level aerobatic approval	NA	NOO	Letter of approval	Yes <sup>2</sup>
Glider tow pilot instructor approval	OPS 13	NOO	Letter of approval	Yes <sup>2</sup>
GNZ engineer approval and rating	TECH 17	NAO	Approval card	Yes <sup>3</sup>
Certificate of inspection authorisation - glider	TECH 18	NAO	Approval card	Yes <sup>3</sup>
1 Web based central membership register	2 Register maintained by NOO	3 Register maintained by NAO		

**APPENDIX 2**      **CAR 149 Exposition Compliance Matrix**

<b>CAR 149.65(a)</b>		<b>Exposition ref</b>
(1)	Statement by Chief Executive	1.2
(2)	Titles & names of senior persons	1.4
(3)	Responsibilities of senior persons	1.5
(4)	Organisation chart	1.4.1
(5)	Activities to be conducted	1.6
(6)	Principal locations	1.8
(7)	Facilities & resources	1.7
(8)(i)	Competence of GNZ personnel	2.1
(8)(ii)	Exercise of delegation	2.2
(8)(iii)	Control and amendment of documentation	3.1 – 3.4
(8)(iv)	Records	4.1 – 4.6
(8)(v)	Personnel certification	2.3
(8)(vi)	Aviation events	2.4
(8)(vii)	Internal quality assurance	5.1 – 5.5
(9)	Control, amendment & distribution of exposition	3.1 - 3.4