



GLIDING NEW ZEALAND INCORPORATED

ADVISORY CIRCULAR
AC 2-01

OPERATIONS OFFICERS

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1 Introduction

This AC gives guidance on:

- The responsibilities of the National Operations Officer (NOO)
- The responsibilities of the Regional Operations Officers (ROO)
- The essential, ideal or desirable knowledge, skills and experience for appointment as the NOO or a ROO.
- Contracts with the GNZ President.

2 NOO Responsibilities

- a. Heads the GNZ Operations Committee (consisting of the NOO and the Regional Operations Officers), which is responsible for promoting the maintenance of operational standards of GNZ affiliates.
- b. Ensures pilot training and qualification is conducted in accordance with the GNZ Instructors' Handbook and the Manual of Approved Procedures (MOAP).
- c. Ensures that routine audits of affiliate operational activities are conducted and that copies of audit reports are forwarded to the Quality Manager.
- d. Maintains a register of agreed corrective actions for all GNZ affiliates, monitors their execution, and advises the Quality Manager accordingly.
- e. On behalf of the GNZ President, administers the issue of glider instructor ratings and glider instructor trainer approvals, and maintains records of such issues.
- f. Issues glider tow pilot instructor approvals and maintains records of such approvals.
- g. Issues glider low level aerobatic approvals and maintains records of such approvals.
- h. Maintains the online Central Database regarding the issue of the relevant ratings and approvals.
- i. Regularly forwards the originals of completed rating and approval application forms to the Executive Officer for archiving.
- j. Collects and analyses gliding incident and accident reports and disseminates safety information.
- k. Monitors the need for amendments to Part 2 of the MOAP and advises the Executive Officer accordingly.
- l. Provides routine reports to the Executive.
- m. Advises the President via email regarding gliding accidents and serious incidents as soon as practicable after the relevant advice is received. In the case of a fatal gliding accident, or an event likely to attract media interest, contact with the President should be made by telephone.

3 ROO Responsibilities

- a. Member of the GNZ Operations Committee, which is responsible for promoting the maintenance of operational standards of GNZ affiliates.
- b. Ensures pilot training and qualification is conducted in accordance with the GNZ Instructors' Handbook and the Manual of Approved Procedures (MOAP).
- c. Conducts audits of affiliate operational activities within the region approximately every two years and forwards copies of audit reports to the NOO.
- d. Monitors the execution of agreed corrective action, and advises the NOO accordingly.
- e. Recommends to the NOO the issue of glider instructor ratings.
- f. 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.

4 Selection Criteria for NOO and ROO

Essential Criteria	Ideal Criteria	Desirable Criteria
B Category Gliding Instructor	A Category Gliding Instructor	
Gliding Instructor Trainer	A, W, M, S launch ratings	Tow pilot
FAI Silver C Badge	FAI Gold C Badge	FAI Diamonds

5 Contracts

The NOO and ROOs are appointed by the GNZ Executive Committee and are subject to a contract setting out the term of appointment, the responsibilities as above, the reimbursement of expenses incurred on GNZ business, and the reporting requirements.

The NOO reports directly to the GNZ President, and the ROOs report to the NOO. The contract for the NOO contains an authorisation to administer the issue of personal documents on behalf of the GNZ President, who holds a delegation from the Director of Civil Aviation in respect of those documents.

6 General

In carrying out their responsibilities as above, the NOO and the ROOs should work together as a team in an open communication style, including meeting together at least annually at the time of the GNZ annual conference and AGM, and/or at any other opportunity.

As a team, they should:

- Proactively work to identify risks in the operational environment and to formulate strategies to eliminate or mitigate such risks. This includes working with affiliates to ensure that the audit programme is maintained and agreed corrective actions are executed in a timely manner.
- Encourage the reporting of incidents and the identification of operational hazards at club level.
- Facilitate the organisation of, and encourage participation in, centralised instructor courses to enable initial instructor qualification and on-going refreshment and upgrading.
- Conduct each other's competency review from time to time, and strive to maintain consistency in operational standards throughout New Zealand. A team member should routinely conduct the competency reviews of each affiliate CFI.
- Work with club CFIs to identify potential new instructors.

The NOO should regularly write articles/reports for publishing in the GNZ official magazine on safety matters.