

GLIDING NEW ZEALAND

EXPOSITION

EFFECTIVE DATE: 27 April 2017

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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 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.

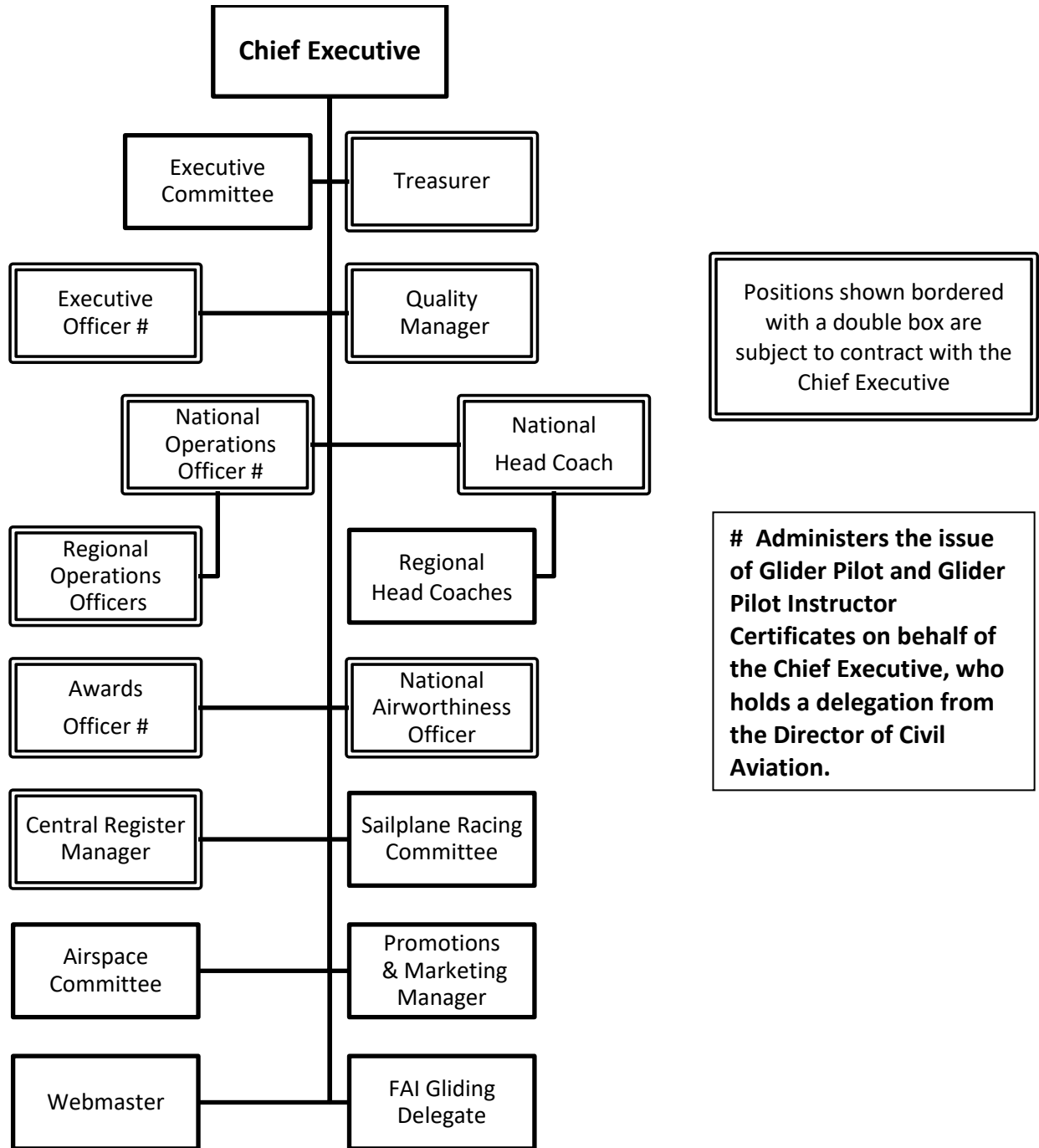
These standards are to be understood, implemented and maintained at all levels of GNZ by building knowledge, best practices, skills and attitudes that enhance safety for every member of GNZ.



Karen J Morgan
Chief Executive Gliding New Zealand Incorporated
26 August 2014

1.4 Gliding New Zealand Organisation

1.4.1 Organisation Chart



1.4.2 List of Personnel

A current list of the persons fulfilling the positions shown in 1.4.1 above are detailed on the GNZ web site at <http://gliding.co.nz> – navigate > Contacts > Executive Contacts.

1.4.3 Delegated Authority to issue personnel certificates and ratings

The Chief Executive holds delegated authority from the Director of Civil Aviation to issue glider pilot certificates and glider pilot instructor certificates pursuant to Part 104. In respect of a microlight aircraft having the performance characteristics of a glider when not operated under power, such certificates are deemed to be microlight pilot certificates or microlight pilot instructor certificates (as the case may be) issued pursuant to Part 103 for which purpose GNZ is deemed to be a microlight organisation.

Note: The determination that a particular microlight aircraft design has the performance characteristics of a glider will be made by the Director having regard to the relevant criteria set out in EASA CS-22.

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 28 & 29. Forms in the TECH series (airworthiness) are listed at Section 3-5 on page 115.

1.5 Responsibilities and Position Descriptions

1.5.1 Chief Executive

Appointment: Elected as President 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 Committee.

1.5.2 Executive Officer

Appointment: Appointed by the Executive Committee.

Reports to: Chief Executive.

Responsibilities:

- Provides secretarial support to the Chief Executive and Executive Committee.
- 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 Committee 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 Sport NZ regarding the 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 Committee, 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 Committee.
- 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 Chief Executive, 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 Chief Executive.
- Provides routine reports to the Executive Committee.

1.5.3 Quality Manager

Appointment: Appointed by the Executive Committee.

Reports to: Chief Executive.

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 Chief Executive 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.
- Reviews the quality assurance system and ensures that the results of each review are evaluated (reference paragraph 5.5).

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 Chief Executive.
- Generally assist with coordination of GNZ activities.

1.5.5 Treasurer

Appointment: Appointed by the Executive Committee.

Reports to: Chief Executive.

Responsibilities:

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

1.5.6 National Operations Officer (NOO)

Appointment: Appointed by the Executive Committee.

Reports to: Chief Executive.

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 Chief Executive, 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 updates the electronic central membership database regarding 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 Committee.

1.5.7 Regional Operations Officer (ROO)

Appointment: Appointed by the Executive Committee.

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 Head Coach (NHC)

Appointment: Appointed by the Executive Committee.

Reports to: Chief Executive.

Responsibilities:

- Appoints Head Coaches for Northern, Central and Southern Regions.
- Maintains the GNZ Coaches Manual.
- Maintains a register of all accredited coaches in NZ.
- Keeps up to date with coaching practices and resources in gliding overseas.
- Acts as a primary source of information for Regional Head Coaches and ensures consistency of information and teaching standards.
- Provides routine reports to the Executive Committee.
- Prepares articles for the GNZ official magazine, highlighting achievements.
- Identifies talented pilots who could benefit from particular coaching support.

1.5.9 Regional Head Coach (RHC)

Appointment: Appointed by the National Head Coach.

Reports to: NHC.

Responsibilities:

- Accredits and appoints club coaches in the region.
- Maintains a record of all accredited coaches in the region.
- Ensures cross-country training courses are held regularly in the region.
- Ensures coaching courses to accredit new coaches are held regularly in the region.
- Acts as a primary source of information for club coaches and ensures consistency in teaching standards.
- Provides annual reports to the NHC on activities and achievements.
- Identifies talented pilots in the region who could benefit from particular coaching support.

1.5.10 National Airworthiness Officer (NAO)

Appointment: Appointed by the Executive Committee.

Reports to: Chief Executive.

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.
- Pursuant to Part 43.51(d)(1), 43.101(b), 43.151(b) & 43.203(b)(1) 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 pursuant to Part 104.109.
- Provides routine reports to the Executive Committee.
- Monitors the need for amendments to Part 3 of the MOAP and advises the Executive Officer accordingly.

1.5.11 Awards Officer

Appointment: Appointed by the Executive Committee.

Reports to: Chief Executive.

Responsibilities:

- On behalf of the Chief Executive, 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 updates the electronic central membership database regarding the issue of QGP certificates, FAI awards and Official Observer appointments.
- Regularly forwards the originals of completed QGP application documents to the Executive Officer for archiving.
- Provides routine reports to the Executive Committee.

1.5.12 Central Register Manager

Appointment: Appointed by the Executive Committee.

Reports to: Chief Executive.

Responsibilities:

- Receives GNZ membership registration forms from affiliates and updates the electronic central membership database accordingly.
- Liaises with the Treasurer for the invoicing of affiliation fees and official magazine subscriptions.
- Liaises with the Editor of GNZ's official magazine regarding contact information for those members of affiliates required to subscribe.
- Provides routine reports to the Executive Committee.

1.5.13 Sailplane Racing Committee Chairman

Appointment: Appointed by the Executive Committee.

Reports to: Chief Executive.

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 NZ, and the selection of pilots to represent NZ 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 Committee.
- Provides routine reports to the Executive Committee.

1.5.14 Airspace Committee Chairman

Appointment: Appointed by the Executive Committee.

Reports to: Chief Executive.

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 Committee.

1.5.15 Promotions & Marketing Manager

Appointment: Appointed by the Executive Committee.

Reports to: Chief Executive.

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 Committee.

1.5.16 Webmaster

Appointment: Appointed by the Executive Committee.

Reports to: Chief Executive.

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 Committee.

1.5.17 FAI Gliding Delegate

Appointment: Appointed by the Executive Committee.

Reports to: Chief Executive.

Responsibilities:

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

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 2-12 of the MOAP; and to the specification of a height lower than 1,000 feet for aerobatic flight in accordance with CAR Part 61.555(3), Exemption 16/EXE/15 and section 2-3 of the MOAP.
3. The training, approval and rating of glider pilots in New Zealand as specified in Sections 2-3 and 2-5 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, Exemption 16/EXE/15 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 2-11 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 1-7 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 hosted professionally.

About 85% of GNZ's annual expenditure is funded by affiliation fees levied on its members. The remainder is funded by grants and sponsorships, the largest of which is from Sport New Zealand. 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
- RNZAF Base Auckland (Whenuapai)
- Drury airstrip, Appleby Road, Drury
- Matamata aerodrome
- Rotorua aerodrome
- Tauranga aerodrome
- Taupo aerodrome
- Bridge Pa aerodrome
- Waipukurau aerodrome
- Stratford aerodrome
- Norfolk Road airstrip, Norfolk Road Upper, Inglewood
- Feilding aerodrome
- Kaitoke airstrip, Upper Hutt
- Masterton aerodrome
- Papawai airstrip, Greytown
- Lake Station aerodrome
- Omaka aerodrome
- Springfield aerodrome
- Timaru aerodrome
- Omarama aerodrome
- Alexandra aerodrome
- 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 Chief Executive (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 Chief Executive 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 Chief Executive authorises certain officers to administer the issue of these certificates on his/her 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, 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, 2-6 and appendices 2-A through 2-D.

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 2-11 and Appendix 2-H.

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.

Levels of equivalence between Part 104 and Part 103 pilot certificates and ratings are set out in Appendix 2.

2.4 Aviation Events

Final glides and competition finishes must be conducted in accordance with the MOAP section 2-12.

The procedure for granting approval to conduct aerobatic display flights in a glider at a height lower than 1,000 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 2-7 Use of airspace by gliders
- Section 2-8 Operations general
- Section 2-9 Combined power and glider operations
- Section 2-10 Launching
- Section 2-12 Final glides and competition finishes
- Section 2-13 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
- Advisory Circulars
- 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 as appropriate:

- The holder of the office of Chief Executive [§], Executive Officer, Quality Manager, NOO, NAO, Awards Officer, Central Register Manager.
- The activities authorised by the certificate.
- The principal locations at which the activities may be carried out.
- The procedures for personnel assessment and certification.
- The procedures for organising aviation events.

[§] Except that, in the case of the Chief Executive, 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. This includes all applicable documents required by CAR 149.55(a).

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://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.

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 1-3 paragraph 8.

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:

- Update the electronic central membership database for all such issues 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:

- Update the electronic central membership database for all issues of instructor ratings and glider tow ratings, 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 1.5.10

5.2 Internal Audit Programme

1. Every GNZ affiliate shall be subject to a general operations audit about every two years by a ROO or the NOO (who must be independent of persons having direct responsibility for the activity being audited). 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. As part of the issue and renewal processes, the NAO will require engineer approval applicants to demonstrate their knowledge of the current documentation requirements associated with glider maintenance.
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 | 2017 | 2018 | 2019 | 2020 | 2021 | 2022 |
|---------------------------|-------------|-------------|-------------|-------------|-------------|-------------|
| 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 Chief Executive.

The Quality Manager will provide a quarterly report to the Chief Executive on quality assurance actions.

5.4 Quality Indicators

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

- Membership numbers at the end of the financial year
- Number of QGP certificates issued in the previous financial year
- Number of instructor ratings and upgrades issued in the previous financial year
- Number of launches in the previous calendar year
- Number of reported accidents in the previous season 1 May to 30 April.

5.5 Management Review

A Management Review is to be carried out at least every two years. The Quality Manager is responsible for reviewing the quality assurance system and ensuring that the results of each review are evaluated.

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

- Analysis of OPS 10 incident reports
- 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

| Glider certificate, approval, rating, or endorsement | Application form # | Person authorised to issue | Form of issue | Recorded centrally |
|--|------------------------------|------------------------------|---------------------|--------------------|
| 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 ¹ |
| QGP for visiting foreign pilot | ADMIN 06 | Awards Officer | Certificate | Yes ¹ |
| 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 flight rating (AFR) | 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 ¹ |
| Glider tow rating | NA | Glider tow pilot instructor | Logbook endorsement | Yes ¹ |
| Instructor trainer approval | OPS 07 | NOO | Rating card | Yes ¹ |
| Aerobatic instructor rating | OPS 07 | NOO | Rating card | Yes ¹ |
| Display aerobatic approval (AFR Level 4) | AC2-06 App2 | NOO | AC2-06 App2 | Yes ² |
| Glider tow pilot instructor approval | OPS 13 | NOO | Letter of approval | Yes ² |
| GNZ engineer approval and rating | TECH 17 | NAO | Approval card | Yes ³ |
| Certificate of inspection authorisation - glider | TECH 18 | NAO | Approval card | Yes ³ |
| 1 Web based central membership register | 2 Register maintained by NOO | 3 Register maintained by NAO | | |

APPENDIX 2 Part 104 and Part 103 Pilot Certificates and Ratings - Levels of Equivalence

In respect of a 3-axis control microlight aircraft (Group B) having the performance of a glider when not operating under power, a GNZ certificate or rating in the first column is deemed to be equivalent to the microlight certificate or rating in the second column.

| Part 104.5 and Part 19.409 – Glider Personnel | Part 103.5 and Part 19.413 – Microlight Personnel |
|--|--|
| Student Pilot, A Certificate | Novice Pilot Certificate |
| B Certificate | Intermediate Pilot Certificate |
| Qualified Glider Pilot Certificate (QGP) | Advanced Local Pilot Certificate |
| QGP + Independent Operations Approval | Advanced National Pilot Certificate |
| Passenger Rating | Passenger Rating |
| Category C Instructor | Flight Instructor |
| Category B Instructor | Senior Flight Instructor, Authorised Testing Officer |