



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)
- Maintenance of the Moodle Training Programme and instructor/trainer resources
- 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 Team (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 Moodle Training Programme and the Manual of Approved Procedures (MOAP).
- c. Seeks to steadily improve training resources.
- d. Ensures that routine audits of affiliate operational activities are conducted and that copies of audit reports are forwarded to the Quality Manager.
- e. Maintains a register of agreed corrective actions for all GNZ affiliates, monitors their execution, and advises the Quality Manager accordingly.
- f. Issues XCP certificates and glider instructor ratings and glider instructor trainer approvals under a delegation from the Director of Civil Aviation, and maintains records of such issues.
- g. Issues glider tow pilot instructor approvals and maintains records of such approvals.
- h. Issues glider low level aerobatic approvals and maintains records of such approvals.
- i. Maintains the online Central Database regarding the issue of the relevant ratings and approvals.
- j. Regularly forwards the originals of completed rating and approval application forms to the Executive Officer for archiving.
- k. Collects and analyses gliding incident and accident reports and disseminates safety information.
- l. Monitors the need for amendments to Part 2 of the MOAP and advises the Executive Officer accordingly.
- m. Provides routine reports to the Executive.
- n. 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 Moodle Training Programme 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 Maintenance of the Moodle Training Programme

There are two levels of document control that must be considered when carrying out maintenance of the Moodle Training Programme:

- a. All changes to the wording in Moodle that *clarifies, expands or otherwise improves the topic* will be agreed by the Operations Team (by simple majority) and advised to the Executive. For example, no requirement may be deleted, no pass standard reduced, no privileges increased, and no changes to the check-box structure up to and including the XCP stage are permitted. However, existing support documents or videos may be replaced by better ones provided no significant content is dropped. Acceptance by CAA is not required. Similarly, improvements to the Task Pilot and Alpine Pilot sections may be developed without CAA acceptance.
- b. All significant changes to *the topics in the training programme or how they are taught, or any increase in privileges or decrease in restrictions* requires prior acceptance by the CAA in accordance with Part 149. Proposed changes must be developed and agreed by a panel¹ specifically appointed for this purpose by the Executive. The agreed changes must be approved by the Executive before submission to the CAA. Such changes should be accumulated on an annual or longer basis unless more immediate corrective action is required in a specific case.

5 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 Badge	FAI Gold Badge	FAI Diamonds

6 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.

7 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.

¹ From time to time the Executive will appoint a panel consisting of three or more senior and current instructors (preferably at least one from each region) plus at least one recent student.

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.