

# GLIDING NEW ZEALAND

## EXPOSITION

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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, Advisory Circulars and forms, define the Gliding New Zealand Incorporated (GNZ) structure and demonstrate the means and methods by which GNZ will ensure compliance with CAR Part 149 and other relevant CARs. This Exposition and the associated GNZ Manual of Approved Procedures will be enforced at all times through the internal quality assurance processes.

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.

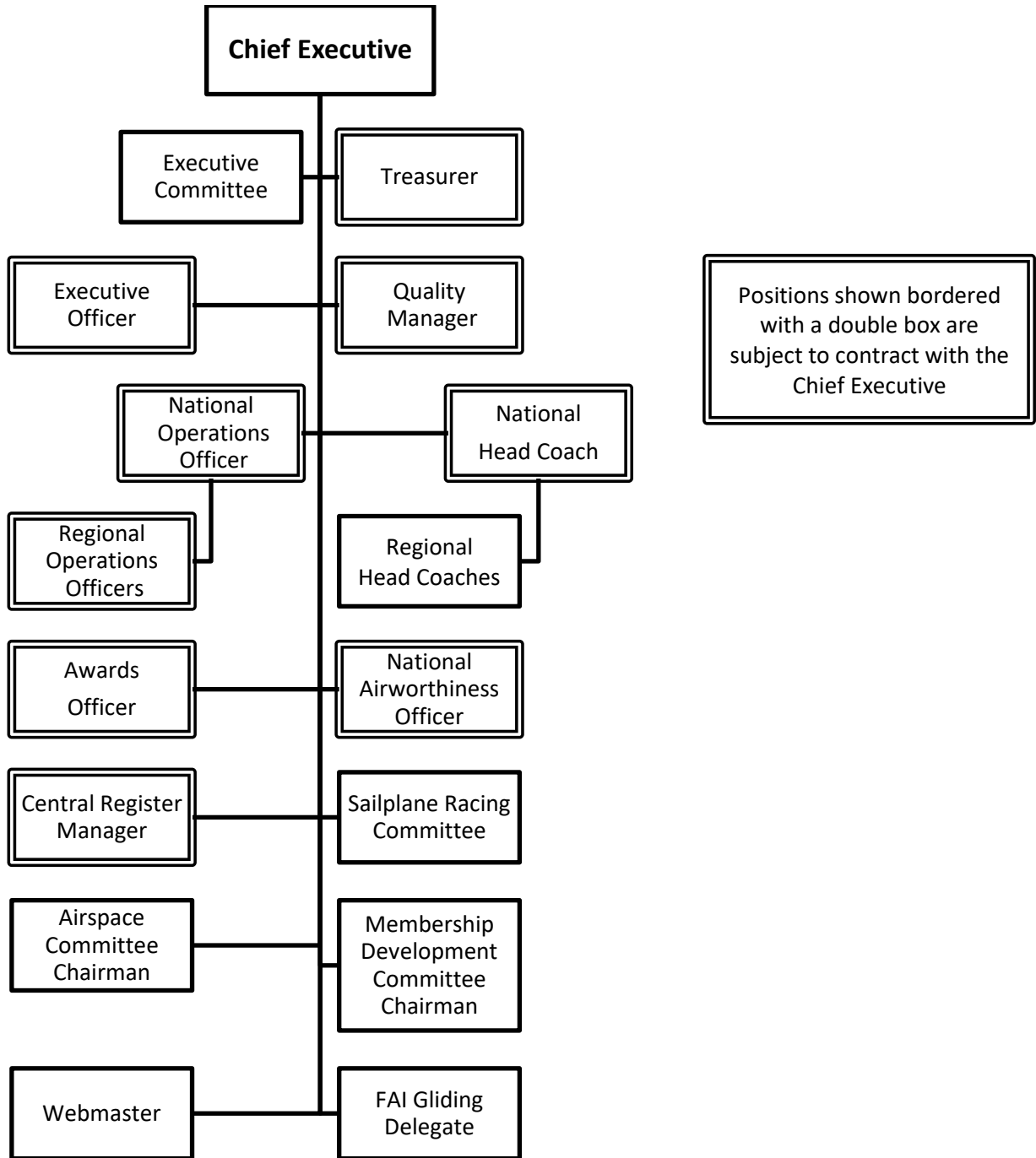
These standards are to be understood, implemented and maintained at all levels of GNZ by building knowledge, best practices, skills and attitudes that enhance safety for every member of GNZ.



Steven G Wallace  
Chief Executive Gliding New Zealand Incorporated  
10 August 2019

**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 senior person roles in accordance with CAR 149.65(a)(2) is set out in Appendix 3.

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

Persons holding delegated authority from the Director of Civil Aviation to issue glider pilot certificates and glider pilot instructor certificates pursuant to Part 104 are listed in Appendix 3. 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
- Pilot Training Programme
- Instructor Training Programme

The functions of these documents are described in Section 1-2 of the MOAP. A full list of these documents appears at MOAP Appendix 1-A. Forms in the TECH series (airworthiness) are listed at MOAP Section 3-5.

## **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.

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:

- Deals directly with the CAA on all matters associated with GNZ activities.
- Provides secretarial support to the Chief Executive and Executive Committee.
- Monitors the need for, oversees and facilitates amendment action on the GNZ Constitution, Exposition (this document), MOAP, Advisory Circulars, forms, and other GNZ publications as necessary in accordance with Section 3 Document Control. 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 Flying New Zealand, Aviation New Zealand 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 Membership Development Committees, 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 Chief Executive, National Operations Officer and National Airworthiness 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.
- 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.
- Seeks to steadily improve training resources.
- Ensures pilot training and qualification is conducted in accordance with 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.
- Manages the issue of Glider Pilot and Glider Pilot Instructor Certificates and the recording of such issues.
- Issues glider tow pilot instructor approvals and maintains records of such approvals.
- Issues Level 4 glider aerobatic flight ratings and maintains records of such ratings.
- Maintains the online central membership database regarding the issue of all relevant ratings and approvals.
- Regularly forwards the originals of completed rating and approval application documents to the Executive Officer for archiving.
- Collects and analyses gliding incident and accident reports, ensures that any necessary corrective action is initiated, and disseminates safety information appropriately.
- Maintains the Pilot Training and Instructor Training Programmes in accordance with Section 3 Document Control.
- 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 within the region in accordance with the MOAP.
- Conducts routine audits of affiliate operational activities within the region 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.
- Regularly reports to the membership, highlighting soaring 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.
- 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:

- 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 FAI awards and Official Observer appointments.
- Provides routine reports to the Executive Committee.

#### **1.5.12 Central Register Manager**

Appointment: Appointed by the Executive Committee.

Reports to: Chief Executive.

Responsibilities:

- Monitors online GNZ membership registration applications by Affiliate administrators, checks, accepts, and updates the electronic central membership database accordingly.
- Liaises with the Treasurer for the invoicing of affiliation fees.
- 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 Membership Development Committee Chairman**

Appointment: Appointed by the Executive Committee.

Reports to: Chief Executive.

Responsibilities:

- Chairs the GNZ Membership Development Committee
- Creates opportunities to promote gliding, maintaining contact with press, radio and television media in doing so.
- Liaises with the President and the GNZ Webmaster to coordinate gliding publicity efforts.
- Liaises with Sport NZ regarding the annual Investment Schedule and reports on GNZ performance.
- Advises the Executive Committee on promotion and marketing matters and membership development generally.
- 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 (Amendment #1) 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 (Amendment #1) and Section 2-3 of the MOAP.
5. The training, approval and rating of glider instructors and instructor trainers 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 and tow pilot instructors 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 entities, each with their own management structure. For safety regulation purposes, these organisations must operate to the standards defined by GNZ in this 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.

About 90% 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.

## **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
- Feilding aerodrome
- Kaitoke airstrip, Upper Hutt
- Masterton aerodrome
- Papawai airstrip, Greytown
- Lake Station aerodrome
- Omaka aerodrome
- Springfield aerodrome
- Timaru aerodrome
- Omarama aerodrome
- Alexandra 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 holder of a delegation from the Director of Civil Aviation has the duty and responsibility to comply with their Instrument of Delegation. That instrument delegates all the functions and powers that may be exercised by the Director of Civil Aviation under the Act in relation to receiving applications for glider pilot certificates, determining the fit and proper person status of such applicants, and granting or renewing glider pilot certificates as required by Rule Part 104.

Normally, the Chief Executive and the NOO each hold delegated authority. Appendix 3 lists the current delegation holders by name.

Note: In the context of the delegation, the term “glider pilot certificate” means (in terms of the MOAP) ‘Cross-Country Pilot certificate (XCP)’, ‘Instructor Rating’, ‘Instructor Trainer Approval’ or ‘Aerobatic Instructor Rating’, as the case may be.

### **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 16.

**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 are controlled documents:

- Exposition (this document)
- Manual of Approved Procedures (MOAP)
- Advisory Circulars
- Forms
- Pilot Training Programme
- Instructor Assessment Standards (IAS) & Instructor Support Material (ISM)

#### **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 <sup>§</sup>, Executive Officer, Quality Manager, NOO, NAO, and the holder of any delegation made by the Director.
- 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.

<sup>§</sup> 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 except the Flight Training Programme, 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). The amendment process for the Flight Training Programme is documented in GNZ Advisory Circular AC 2-01 Operations Officers, Section 4.

#### **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.

The Flight Training Programme is web-based and separately maintained by the NOO as a controlled document at <http://training.gliding.co.nz>.

#### **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 Cross-Country Pilot Certificates (XCP)**

The Chief Executive shall maintain records of the issue of XCP certificates, with a unique serial number for each record; and regularly:

- Arrange for updating of the electronic central membership database for all such issues and
- Forward the originals of all completed OPS 03, OPS 03A and OPS 06 forms to the Executive Officer for archiving.

##### **4.3 Instructor Ratings, Glider Tow Ratings, Level 4 Aerobatic Flight Ratings**

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 Level 4 glider aerobatic flight ratings; 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 applications for and the issue of all engineer approvals, ratings, and certificates of inspection authorisation – glider (IA-G).

##### **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 Chief Executive, 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 and Audit Controls**

The Internal Audit Programme and Audit Controls are detailed in GNZ Advisory Circular AC 1-01 Quality Management.

**5.3 Quality Indicators and Management Review**

Quality Indicators and Management Review are detailed in GNZ Advisory Circular AC 1-01 Quality Management.

**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
Solo Pilot achievement certificate	NA	Category A or B instructor	Logbook endorsement	No
Soaring Pilot achievement certificate	NA	Category A or B instructor	Logbook endorsement	No
Qualified glider pilot certificate (XCP)	OPS 03	DCA delegation holder	Certificate	Yes <sup>1</sup>
XCP for visiting foreign pilot	OPS 06	DCA delegation holder	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 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	DCA delegation holder	Rating card	Yes <sup>1</sup>
Glider tow rating	NA	Glider tow pilot instructor	Logbook endorsement	Yes <sup>1</sup>
Aerobatic instructor rating	OPS 07	DCA delegation holder	Rating card	Yes <sup>1</sup>
Display aerobatic approval (AFR Level 4)	AC2-06 App2	DCA delegation holder	Logbook endorsement	Yes <sup>2</sup>
Glider tow pilot instructor approval	OPS 13	DCA delegation holder	Approval card	Yes <sup>1</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 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.*

<b>Part 104.5 and Part 19.409 – Glider Personnel</b>	<b>Part 103.5 and Part 19.413 – Microlight Personnel</b>
Solo Pilot achievement certificate	Novice Pilot Certificate
Soaring Pilot achievement certificate	Intermediate Pilot Certificate
Cross-Country Pilot Certificate (XCP)	Advanced Local Pilot Certificate
XCP + 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



**APPENDIX 3 List of Senior Persons [reference 149.51(a)]**

<b>Title per CAA Rule</b>	<b>Name</b>	<b>GNZ Title</b>
Chief Executive	Steven G Wallace	President (DCA delegation holder)
Operations	Martyn Cook	National Operations Officer (NOO) (DCA delegation holder)
Airworthiness	Jason Shields	National Airworthiness Officer (NAO)
Quality Assurance	Terence R Jones	Quality Manager
Other Senior Person	Maxwell B Stevens	Executive Officer