

# **Canterbury Recreational Aircraft Club Inc.**

## **Safety Management System (SMS)**

### **1. General**

**The Canterbury Recreational Aircraft Club (CRAC) is an Incorporated Society which operates within organisations themselves operating under Part 149 of the Civil Aviation Authority (CAA) Laws of New Zealand. The club consists mainly of Part 149 certified Pilots under the RAANZ and SAC expositions. The club also contains a significant number of members certified under CAA PART 61 being PPL, RPL and CPL Pilots.**

**The current club aircraft are inspected and maintained as PART 149 (Microlight) aircraft.**

**The CRAC is located at Rangiora Airfield on Mertons Road, Rangiora.**

### **2. Purpose**

**The purpose of this document is to record the Safety Management System used within the organization to ensure the safety of club members and the public visiting the club. This document is designed to meet the criteria of Clause 149.63 Internal Quality Assurance Plan and Clause 6.4 of the RAANZ Policy and Procedure manual. However as only 60% (as at November 2017) of club members are RAANZ certified the document is intended to cover ALL members.**

### **3. Rationale**

**The CAA has been making moves within the aviation industry for improved safety systems and for operators to be able to define and monitor the performance of their safety systems. The CRAC, being a responsible club that values the safety of its members, decided to record and review its existing safety systems in October 2013.**

### **4. Method**

**The President of the club reviewed the existing safety systems and recorded them in this document. The document was then reviewed by the club committee and adopted as a living document to be reviewed on a regular basis.**

**This version (2019) is an updated version to reflect the more diverse club membership and experiences within the club safety committee.**

### **5. Club Organization**

**The CRAC is governed by its 'Club Rules' and these are managed by the clubs elected committee comprising**

- Patron**

- **President**
- **Safety Committee**
- **Safety Officer**
- **Chief Flying Instructor**
- **And up to 6 committee members.**

**The committee meets once a month to discuss club issues.**

## **6. The Club Safety Policy**

**This club policy is a record of current practices used to ensure the safe operation of club aircraft, their users and the public. The club has a responsibility to ensure the safety of its members. The hierarchy for safety management is a three tier one.**

- **1<sup>st</sup> tier- club level Safety management system**
- **2<sup>nd</sup> tier – Part 149 training manuals and input at Club Level**
- **3<sup>rd</sup> tier – CAA. CAA approves a part 149 “Exposition” which documents the training to be carried out at club level.**

**The operation of Microlight Aircraft is governed by Part 149 organisations under a devolvement from CAA. In general microlight aircraft**

- **Are limited to 2 persons on board(POB)**
- **Are not permitted to fly over built up areas**
- **Are not permitted to fly at night**
- **Have a preflight inspection before every flight**
- **Do not have to file a flight plan for cross country flights**
- **Need a Personal Locator Beacon for flights greater the 10nm from their base airfield.**
- **Are maintained on a regular basis and for Class 2 microlights have log books for the engine, airframe and propeller.**
- **Undergo a detailed prescribed inspection by an authorised Part 149 approved “Inspection Authority” every year.**

## **7. Club Training**

**The club committee appoints “club instructors” to train pilots to PART 149 standards. Club trainers are all required to hold a current “PART 149” instructors rating.**

**The CRAC is a RAANZ affiliated organisation and hence this document was originally informed by the RAANZ Policy and Procedures Manual.**

**The club has a Chief Flying Instructor and a number of instructors. They meet on a regular basis with ATO’s to discuss**

- **Training procedures**
- **Incidents**
- **New instructors**

## **8. Club Rules**

**The club has a set of rules which set out the aims of the club and its governance. These are reviewed from time to time. Any amendments are approved at an AGM or Special General Meeting.**

**The club has appointed a Safety Committee comprising the**

**President,  
Safety Officer  
CFI.**

**They are tasked with dealing with incident reports that have escalated to this level.**

## **9. Club Safety Process**

**In the event of an incident involving a club member a process has been put in place to ensure all incidents are dealt with consistently.**

**The club acknowledges that all people can and do make mistakes either intentionally or unintentionally. The goal of the system is to NOT be unduly punitive but to be an education process where the member involved can be worked with and appropriate education and remedial training can be undertaken to improve the safety of the member. In addition the goal is to use the incident reporting system to promulgate these lessons to the wider club members and the Microlight and Aviation community.**

**Having said that the club does need to retain the ability to censure, ground or escalate the incidents to the higher authority (CAA) should it be required.**

### **Process Steps**

- Incidents can be reported by anyone to any member of the Safety committee. They will decide if there is any rule or procedure broken or if the incident should be documented as a learning exercise and the rest of the club members informed and decide if the matter should be investigated. All three members must be included in a decision to escalate or dismiss the report. If the incident is sufficiently serious any member of the Safety Committee can ground a club member from flying a club machine or participating in Club organised events.**
- To be clear a club SGM removed the purported right of the safety committee to “ground” a member in their own aircraft. In addition to the SGM it was found that the Club has no right to remove or suspend a Part-149 certificate. This right lies with CAA only. However as described in the RAANZ exposition field ops clause 2.8.2 the safety committee may remove a pilots passenger rating.**
- The person informing the Safety Committee will be informed of the Committee decision.**

- If the incident is considered by the Safety Committee to be serious enough it will decide on a strategy to handle the report.
- The Safety Committee will get statements from Witnesses and the subject of the incident.
- The Pilot involved will be asked to inform the Safety Committee and meet with the Safety Committee at a convenient time within one month of the incident to discuss the incident and agree on any actions (remedial training etc).
- The Safety Committee will inform the club committee of the incident and the actions it has taken.
- Any DECISION MADE BY THE COMMITTEE IS FINAL and will be conveyed to the subject of the incident and the Club Committee
- Incidents of a very serious nature will be conveyed to the CAA.
- The options to inform the CAA are as follows a CAA form 005 should in many circumstances be filled out by the person involved and or the Safety Committee. In addition if the Safety Committee feels that the internal review and remedial process is insufficient an ARC “Aviation Related Concern” can be filed with CAA.
- The Safety Committee retains an incident log where all incidents, subsequent meetings remedial actions are recorded.

#### 10 Other Club Safety Initiatives

The club undertakes the following activities to ensure the safety of its members and the public.

- All pilot training is carried out to a prescribed CAA scheme. Specifically, the club instructors use the CAA approved “flight instructors guide” as a base for training with additional “microlight and local conditions” training initiatives as directed by the Club CFI.
- All aircraft are maintained by qualified personnel either part 149 “IA” or CAA approved LAME standard.
- All aircraft are maintained according to the manufacturers recommendations.
- The club meets on a regular basis with other airfield users to discuss airfield use procedures and policies relating to safe use.
- Members who own their own aircraft are kept informed of the holding of CAA safety and operational courses and seminars.
- All members are aware of the policies of the club and Airfield Users group and all are able to monitor the activities of users. This way we all look out for one another.

**Doug Anderson**  
President  
CRAC

**Benjamin Dodd**  
CFI  
CRAC

**Buzz Harvey**  
SO  
CRAC.