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# **Flying NZ Safety Policy and Risk Assessment When Running Competitions**

**August 2015 to July 2016**

[www.flyingnz.co.nz](http://www.flyingnz.co.nz)

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# **Flying NZ Safety Policy when Running Club Competitions**

## **Regional Rallies and National Championships**

### **Introduction**

The Executive of Flying NZ (Royal New Zealand Aero Club) endorses competition flying within aero clubs.

Competition flying is seen as a way for pilots who generally fly for recreational purposes, to increase their skill levels and interact with other like minded people in their chosen sport, in a controlled and safe manner

By increasing the skill level of pilots, these same pilots should become aware of the risks involved in aviation by doing something that is different to normal every day flying and therefore become safer pilots.

Aero Club competitions within Flying NZ are held at three levels.

Please note this Safety and Risk Assessment Document is worked in conjunction with the following documents-

- Flying NZ Regional Competitions and National Championship Guidelines- Planning, Organisation and Responsibilities Between Host Club and Flying NZ
- Competition Judging Manual Guidelines for Ground and Air Judging at the Flying NZ Competitions
- Flying NZ Human Resource Management Policies and Procedures
- Procedures for Accident or incident at Flying NZ Competitions.

### **Club Competitions**

These competitions are generally organised on a given day by the committee of the aero club, and often are an informal gathering of like minded pilots.

The Club Chief Flying Instructor is more than likely to be the person in charge of flying for the day. If not the CFI then he may delegate another instructor or a senior member of the club to supervise competitions for the day.

Sometimes these club competitions are of an informal nature, and little planning goes into the organisation of the event.

Others are well organised with careful planning and are often organised well in advance of the day of competition.

## Regional Rallies

Regional Rallies are held in the latter part of the year by one club in each of the five Flying NZ regions.

Competitors at the Regional Rallies have won the right to compete at the Regional Rally by winning the respective competition at their club competitions.

The management of the Regional Rally is organised by the Executive Secretary of Flying NZ in conjunction with the Flying NZ Regional Representative and Committee of the host aero club.

The host club provides the facilities and looks after the social and hosting duties while the Flying NZ Executive team manages the actual flying event.

The Officer in Charge of Flying is generally the Chief Flying Instructor of the host aero club. This person has the best knowledge of their particular aerodrome, and knows and understands any special procedures and conditions which pertain to that aerodrome.

Air Judges are usually instructors from the local or visiting aero clubs, with ground judges being commandeered from club members and visitors on the day.

The competitions are run to a well used formula which has been developed over a number of years. This same formula is used at all the Regional Rallies so that consistency remains the same over all five Regions.

## National Championships

The National Championships are run along similar lines to that of the Regional Rally. The only difference being a greater number of competitors and that the event runs over three days.

Again the competition is run and managed by the Executive of Flying NZ. The individual members of the Executive are delegated responsibilities throughout the course of the competition, with the Event Director, Air Judges and Chief Ground judge being appointed by the Flying NZ Executive. These people are senior people within the organisation with years of experience in Aero Club Competitions.

## Safety Policies and Objectives

The Flying NZ Executive Committee, Management and participating Aero Clubs, hereby pledge their commitment and dedication to the implementation and support of its Safety Management System and resulting accident prevention.

This commitment includes continual improvement in the organisations level of safety, and to manage all safety risks to acceptable levels.

The Executive Committee and Management are committed not only to fully comply with all applicable regulatory requirements, but to exceed those requirements in order to achieve the highest level of safety possible.

Accordingly Flying NZ shall establish and manage a competition safety risk management programme which ensures safe operation of Flying NZ and participating aero club competitions, and together with management activities are in compliance with the documented procedures for competitions.

The Continuity Risk Register and Safety Risk Management programme starts with identifying the hazards affecting the safety of the organisation and then assessing the level of risks associated with the hazards. Once identified, appropriate mitigation measures can be implemented. All hazards, internal and external, safety related changes and identified risks associated with Flying NZ, including business risks shall be evaluated systematically through the Safety Reporting Process that facilitates risk mitigation and continuous improvement. The leading objective is to have full participation from Aero Clubs in reporting hazards and incidents. This will be promoted through a “Just Culture” approach, so that participants are not blamed for the incident unless it was through wilful negligence.

Everyone within Flying NZ and the participating clubs has a responsibility for aviation safety. Therefore, it is imperative that all personnel, club committees, club members and pilots are fully aware of the safety objectives, and any safety matters affecting Flying NZ and or participating Aero Clubs.

The overarching objective is to progressively work towards continuous improvement of safety outcomes with the ultimate outcome of having zero accidents and incidents. This is the key safety performance indicator for Flying NZ.

## Risk Assessment

This Competition Risk Assessment must be carried out by any Flying NZ affiliated Aero Club prior to any competition  
**Flying NZ Competition Continuity Risk Register and Action Plan Overview**

### Aero Club

Future Review date:  
 Prior to future club  
 activities

Reference - Issue No.1 : Issue Date:

Identified Risks	Activity	Analysis & Evaluation			Existing controls described & evaluated			Further Actions		Future Risk Level Target (L, M, H or VH - see Sheet 1)
		Consequence (1, 2, 3, 4, or 5 - Catastrophic)	Likelihood (A, B, C, D or E - see Sheet 1)	Risk level (L, M, H or VH - see Sheet 1)	What we do now to manage this risk.	Current Effectiveness	Accept Risk (Yes or No)	What we will do to reduce this risk	Assigned To	
<b>Risk Description</b> List the EVENT and the EFFECT(s) in the form of Risk Statements(s) below. <u>For example,</u> "There is a risk that Weather will Severely Impact> in/to/on/for/of The Continuation of the Competitions.								<b>Opportunities for improvement</b>		
Aerodrome Preparation	Aerodrome	1	A	L	Notify Club well in advance of Due day			Visit Club prior to event	Club	L
Poor Runway Surface	Aerodrome	1	B	L	Inform Club of requirements			Inspect Prior to Competition	Club	L

Lack of Runway Length	Aerodrome	5	E	L	Inform Club of requirements			Determine length is Acceptable	Club	L
Landing Grid Requirements	Grid	1	A	L	Check Club uses Latest Rules			Inspect Prior to Competition	Club	L
Fence Height	Grid	1	A	L	Check Club uses Latest Rules			Inspect Prior to Competition	Club	L
Judges Caravan	Grid	1	B	L	Ask Club to Supply			Check Club has Complied	Club	L
Bombing Grid Requirements	Grid	1	A	L	Check Club uses Latest Rules			Inspect Prior to Competition	Club	L
Distance from grid to Spectators	Spectators	3	C	H	Check Club uses Latest Rules			Inspect Prior to Competition	Club	L
Spectator Area	Spectators	3	C	H	Discuss with Club			Inspect Prior to Competition	Club	L
Aircraft Parking	Aircraft	1	A	L	Discuss with Club			Inspect Prior to Competition	Club	L
Aircraft Refuelling	Aircraft	1	A	L	Discuss with Club			Inspect Prior to Competition	Club	L
Executive Secretary Office	FNZ	1	C	L	Discuss with Club			Inspect Prior to Competition	Club	L
Score Sheets	FNZ	2	A	L	Prepare before the Competition			Check on Competition Day	FNZ	L
Competition Director	FNZ	1	A	L	Appointed By FNZ Executive			Senior Executive Member	FNZ	L
Officer in Charge of Flying	Competitions	1	A	L	Appointed By FNZ Executive			Club CFI	FNZ	L
Chief Air Judge	Competitions	1	A	L	Appointed By FNZ Executive			Senior Instructor	FNZ	L
Chief Ground Judge	Competitions	1	A	L	Appointed By FNZ Executive			Experienced Ground Judge	FNZ	L
Air Judges	Competitions	2	A	H	Selected by Chief Air Judge			Use Experienced Instructors	FNZ	L
Ground Judges	Competitions	3	A	M	Organised by Club			Encourage Participation	Club	L
Aerodrome Operators Permission	Organisational	1	A	L	Organised by Club			Liaise with Operator	Club	L

Notams	Organisational	1	C	L	Club to Issue		Check Club has Complied	Club	L
AIP Supplement	Organisational	1	C	M	Club to Issue		Check Club has Complied	Club	L
Air Space Restrictions	Organisational	3	C	H	Club to inform Officer in Charge		Check Club has Complied	Club	L
Briefing Rooms	Competitions	1	A	L	Club to Organise		Check Club has Complied	Club	L
Weather	Organisational	4	D	H	Monitor Weather forecasts		Get up to date Weather Info	FNZ	L
Emergency Plan	Organisational	2	C	VH	Assist Club to develop Plan		Inspect Prior to Competition	FNZ	L
Notify local Emergency Services of the aviation event	Organisational			No Risk	Club Safety Officer		Prior to competition contact Ambulance Service & Fire Station	Club	No Risk
Know what Road the airfield is on	Organisational			M			Record what road the airfield is on	Club	No Risk
				L					

Notes and Comments





### Organised by the Aero Club

This includes Club Practice and Club Competitions.

The analysis is to be completed and signed by the Event Director, OC Flying, Chief Air Judge and Chief Ground Judge.

When Aero Clubs are running their own competitions, they may not have allocated positions as above. If this is the case, then the Aero Club Chief Flying Instructor or an Instructor delegated by the Chief Flying Instructor will assume responsibility for all positions.

It is the responsibility of all participants- pilots, officials and spectators in the event to ensure it is run safely.

***This document must be signed before Competitions Start***

***IF "VERY HIGH" IS IDENTIFIED IN ANY AREA THE COMPETITION MUST NOT PROCEED.***




<b>Competition Date</b>	Date
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<b>Host Club</b>	Club	Phone	Contest Director	Signature
Contact Person	Name	Phone	OC Flying	Signature
Flying NZ Contact	Name	Phone	Chief Air Judge	Signature
[Cross-hatched area]			Chief Ground Judge	Signature
			Flying NZ Representative	Signature







By signing this we accept that **the risks are deemed to be acceptable** and that the Competition can proceed.

<b>Aerodrome</b>											
Aerodrome Operator	Name										
Phone Number	Number										
Contact Person and Position	Name				Position						
Has permission of Aerodrome Operator been granted	Yes		No			<i>Tick one</i>	<i>Low</i>	<i>Medium</i>	<i>High</i>	<i>Very High</i>	
NOTAM Issued	Yes		No		Reference		<i>Low</i>	<i>Medium</i>	<i>High</i>	<i>Very High</i>	
NZAIP Supplement	Yes		No		Reference		<i>Low</i>	<i>Medium</i>	<i>High</i>	<i>Very High</i>	
<b>Emergency Plan</b>											
Does Club have Emergency Plan	Yes		No		Sighted		<i>Low</i>	<i>Medium</i>	<i>High</i>	<i>Very High</i>	
Does Aerodrome Operator have Emergency Plan	Yes		No		Sighted		<i>Low</i>	<i>Medium</i>	<i>High</i>	<i>Very High</i>	

<b>Air Traffic Control or Advisory</b>										
<i>Type of Control</i>	Frequency	Phone		Number		<i>Tick one</i>	<i>Low</i>	<i>Medium</i>	<i>High</i>	<i>Very High</i>
Airways Controlled		Yes		No			<i>Low</i>	<i>Medium</i>	<i>High</i>	<i>Very High</i>
AFIS		Yes		No			<i>Low</i>	<i>Medium</i>	<i>High</i>	<i>Very High</i>
Uncontrolled		Yes		No			<i>Low</i>	<i>Medium</i>	<i>High</i>	<i>Very High</i>
MBZ		Yes		No			<i>Low</i>	<i>Medium</i>	<i>High</i>	<i>Very High</i>

ATIS / AWIB		Yes		No			Low	Medium	High	Very High
Advisory Officer		Yes		No			Low	Medium	High	Very High
							Low	Medium	High	Very High

<b>Runways</b>	Runway1	Runway2	Runway 3	Runway 4	Tick one	Low	Medium	High	Very High
Designation						Low	Medium	High	Very High
Surface Grass / Seal						Low	Medium	High	Very High
Take Off Distance						Low	Medium	High	Very High
Landing Distance						Low	Medium	High	Very High
Group Rating						Low	Medium	High	Very High
Obstructions						Low	Medium	High	Very High
Available Runway Distance suitable for Competitions	Yes		No			Low	Medium	High	Very High

<b>Landing Grid</b>										
Marking Colour	Colour				Tick one	Low	Medium	High	Very High	
Marker Cones	Yes					Low	Medium	High	Very High	
Distance Markers	Yes					Low	Medium	High	Very High	
Distance from Ground Judges to Runway (Minimum of 10 Metres)						Low	Medium	High	Very High	
Distance behind Judges to active Taxiway or runway	Distance in Metres					Low	Medium	High	Very High	
Grid Fence construction ( Must be Frangible – i.e. Toi Toi)	Type					Low	Medium	High	Very High	
Judges Caravan (must be 15 metres from runway edge)	Yes		No			Low	Medium	High	Very High	

Judges chairs (one per grid line)	Yes		No			Low	Medium	High	Very High
High Viz. vests for all personnel on Grid	Yes		No			Low	Medium	High	Very High
Spectator area roped off or secure	Yes		No			Low	Medium	High	Very High
Safety Signage	Yes		No			Low	Medium	High	Very High

<b>Weather</b>					Tick One	Low	Medium	High	Very High
Weather acceptable for Safe Circuit Operations	Yes					Low	Medium	High	Very High
If No to be reviewed at .....Hrs	Yes					Low	Medium	High	Very High
Weather Acceptable for off Aerodrome activities	Yes					Low	Medium	High	Very High
If No to be reviewed At .....Hrs	Yes		No			Low	Medium	High	Very High

<b>Operational Restrictions</b>									
Other Regular Aerodrome Users					Tick One	Low	Medium	High	Very High
Name	Contact Person	Phone				Low	Medium	High	Very High
Name	Contact Person	Phone				Low	Medium	High	Very High
Name	Contact Person	Phone				Low	Medium	High	Very High
Name	Contact Person	Phone				Low	Medium	High	Very High
Name	Contact Person	Phone				Low	Medium	High	Very High

Name	Contact Person	Phone		Low	Medium	High	Very High
Built Up Areas	Yes	No		Low	Medium	High	Very High
Noise Sensitive Areas	Yes	No		Low	Medium	High	Very High

<b>Competitions</b>				<i>Tick One</i>	Low	Medium	High	Very High
Competition Director	Name		Phone		Low	Medium	High	Very High
OC Flying	Name		Phone		Low	Medium	High	Very High
Chief Air Judges	Name		Phone		Low	Medium	High	Very High
Chief Ground Judge	Name		Phone		Low	Medium	High	Very High
Traffic Advisory	Name		Phone		Low	Medium	High	Very High
Air Judges suitably qualified	Yes				Low	Medium	High	Very High
Air Judges Rated on Aircraft	Yes				Low	Medium	High	Very High
Judges understand competition Rules	Yes				Low	Medium	High	Very High
Judges Briefed	Yes				Low	Medium	High	Very High

Competitors Briefed	Yes				Low	Medium	High	Very High
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**Identified Risks that Need Attention**

RISK	STATUS	MITIGATING Actions Required	RISK Status Following Action

## Flying NZ Competition Occurrence Form 2015-2016

Date of Occurrence	Time NZST	Aerodrome		
<b>Type of Hazards / Occurrences</b>	<b>Technical or Operational</b>	<b>Organisation or Work Environment</b>	<b>Natural &amp; External Factors</b>	<b>Economic and Business Issues</b>
<b>Occurrence can be related to more than one column and more than one tick in each column</b>	<input type="checkbox"/> Aircraft defect –engine <input type="checkbox"/> Aircraft defect - avionics <input type="checkbox"/> Aircraft defect – other <input type="checkbox"/> Unauthorised Flight <input type="checkbox"/> Pilot Currency / Medical <input type="checkbox"/> Pre Flight Oversights <input type="checkbox"/> Flight Planning <input type="checkbox"/> Collision (incl hangar rash) <input type="checkbox"/> Taxiing / Runway Incursion <input type="checkbox"/> Near Miss <input type="checkbox"/> ATC / Airspace Incursion <input type="checkbox"/> Circuit Incursion / Conflict <input type="checkbox"/> Radio Calls <input type="checkbox"/> Landing <input type="checkbox"/> SOPs Oversight <input type="checkbox"/> Situational Awareness Issue <input type="checkbox"/> Other _____	<input type="checkbox"/> Facilities <input type="checkbox"/> Aerodrome <input type="checkbox"/> Personnel <input type="checkbox"/> Communications <input type="checkbox"/> Internal Complaints <input type="checkbox"/> Polices & Procedures <input type="checkbox"/> Documentation <input type="checkbox"/> Safety Improvement <input type="checkbox"/> Regulatory Oversights <input type="checkbox"/> OSH & Protection <input type="checkbox"/> Resource Issue <input type="checkbox"/> Non Compliance <input type="checkbox"/> Change Management <input type="checkbox"/> Conflict of Interest <input type="checkbox"/> Other _____	<input type="checkbox"/> Weather <input type="checkbox"/> Bird Strike <input type="checkbox"/> Other Wildlife <input type="checkbox"/> Flood <input type="checkbox"/> Volcanic <input type="checkbox"/> Public / Third Party - Noise Complaint - Laser - Regulation / By Law <input type="checkbox"/> Design Deficiency <input type="checkbox"/> Other _____	<input type="checkbox"/> Operating Costs <input type="checkbox"/> Overheads <input type="checkbox"/> Cost/Benefit <input type="checkbox"/> Government Policy - CAA - Dept of Labour <input type="checkbox"/> Other _____
<b>Details of Occurrence</b>	( use separate sheet if required )			
<b>Aircraft Make &amp; Model</b>			<b>Aircraft Registration</b>	
<b>Pilot in Command</b>			<b>PIC Log Book Hours</b>	
<b>Nature of Flight Circle Applicable</b>	<b>Competition or Practice or Other Dual or Solo</b>		<b>Licence Type</b>	<b>RPL / PPL/ CPL None</b>
<b>Type of Competition</b>			<b>Club</b>	
<b>Flight Phase</b>	<input type="checkbox"/> Hangar <input type="checkbox"/> Parked <input type="checkbox"/> Pre Flight <input type="checkbox"/> Taxiing	<input type="checkbox"/> Takeoff <input type="checkbox"/> Climb <input type="checkbox"/> Circuit <input type="checkbox"/> Hover	<input type="checkbox"/> Cruise <input type="checkbox"/> Holding <input type="checkbox"/> Low Flying <input type="checkbox"/> Mountain/Terrain	<input type="checkbox"/> Aerobatics <input type="checkbox"/> Approach <input type="checkbox"/> Descent <input type="checkbox"/> Landing
<b>Effect on Flight</b>	<input type="checkbox"/> Nil <input type="checkbox"/> Runway excursion <input type="checkbox"/> Avoiding action <input type="checkbox"/> Turn back <input type="checkbox"/> Diversion <input type="checkbox"/> Flight aborted	<input type="checkbox"/> Failure to get airborne <input type="checkbox"/> Aborted takeoff <input type="checkbox"/> Precautionary landing <input type="checkbox"/> Abnormal approach <input type="checkbox"/> Abnormal landing <input type="checkbox"/> Abnormal cruise	<input type="checkbox"/> Go around <input type="checkbox"/> Missed approach <input type="checkbox"/> Precautionary descent <input type="checkbox"/> Overweight landing <input type="checkbox"/> Loss of control/performance <input type="checkbox"/> Other	
<b>Reported By</b>			<b>CAA 005 Required</b>	Yes / No



<b>Root Cause</b>	CFI / OC Flying / Event Director to complete			
Investigated by _____ Date _____				
<b>Risk Analysis</b>	<b>What is the likelihood of a similar occurrence happening again?</b>			
<b>Frequent</b> <i>within 30 days</i> 5	<b>Occasional</b> <i>6 months</i> 4	<b>Seldom</b> <i>1 year</i> 3	<b>Remote</b> <i>5 years</i> 2	<b>Improbable</b> <i>&gt; 5 years</i> 1
	<b>What could be the worst consequence (severity) if this occurrence did happen again?</b>			
<b>Catastrophic</b> 5	<b>Hazardous</b> 4	<b>Major</b> 3	<b>Minor</b> 2	<b>Negligible</b> 1
<b>Correction Action Required</b>	CFI / OC Flying / Event Director			
<b>Preventative Action Required</b>	CFI / OC Flying / Event Director			
<b>Date Actions To Be Completed By</b>				
<b>Actioned By</b>		<b>Date</b>		
<b>Is a Competition Rule Book Amendment Required? YES / NO</b>				
<b>Communication to Clubs</b>	<b>Method:</b>	<b>Date</b>		
<b>Closed</b>	CFI / OC Flying / Event Director	<b>Date</b>		