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## 2. ORGANISATION

### 1. **General**

Sport Aviation Corp. Ltd was established to provide service to Sport and Recreational aviation in New Zealand.

#### 1.1 Governing Body

The governing body of the company is the Board of Directors, the membership of which consists of the Company's CEO, and two other Directors. Where possible, meetings are attended by the Company Secretary/Administrator. The Board of Directors meets on a regular basis at the Company's head office.

#### 1.2 Company Head Office

Sport Aviation Corp. Limited has its head office at:  
Te Kowhai Airfield, Limmer Road, TE KOWHAI  
P O Box 10324  
Te Rapa  
Hamilton 2035      Tel. (07) 829 7520    e-mail : [info@sportflying.co.nz](mailto:info@sportflying.co.nz)  
Web page : [www.sportflying.co.nz](http://www.sportflying.co.nz)

This is the principal location at which activities will be conducted.

At this office is held:

- Company Records
- Company Common Seal
- Company Articles of Association
- CAA Recreational Aviation Organisation Certificate
- Facilities and equipment are listed in Section 2 – 1.2 and 1.3

#### 1.3 Office Holders

- (a) The persons holding the following positions are deemed to be Senior Persons under CAR Part 149.51(a)(1),(2),(3).
- (b) The persons holding these positions are required to be 'Fit and Proper Persons' satisfying the requirements of Sections 8.9.and 10 of the Act.
- (c) The persons holding these positions will exercise their functions at the Company Head Office unless specified.

**Chief Executive Officer** - elected by Board of Directors, has authority within the organisation to ensure that all activities required by CAR Part 149, Subparts B, and C are complied with. He is responsible for the issue of Aviation Documents via delegated authority of the Director of CAA.

**Company Secretary** - appointed by Board of Directors to handle all administrative aspects of the company including the issuing of documents, and including processing Aviation Documents issued by the CEO.

**Internal Auditor** - appointed by the Board of Directors to carry out the duties required for continuing certification under CAR Part 149.51(a)(3)

**Operations Officer** - appointed by the Board of Directors to advise on training and licencing standards and procedures, and to carry out other duties of an operational nature and to act as Management Representative. Will also be responsible for the issue of Aviation Documents via delegated authority of the Director of CAA.

**Safety Officer** – appointed by the Board of Directors who will advise on matters of operational and engineering safety.

**Technical Officer** - appointed by the Board of Directors to carry out technical and maintenance duties required for continuing certification under CAR Part 149.51.

**Medical Advisor** - appointed by the Board of Directors to advise on medical matters and to assist in formulating medical standards for Microlight and Recreational Pilots and exercises his/her function at the address listed in Section 2 - 4.

## **2. Facilities:**

Office

Toilet

Lecture/Meal Room

## **3. Equipment**

Phone

Fax/Laser copier

Computer Equipment (Nas drive, Laptop & work station)

Filing System

Office furniture

Photocopier (Toshiba E Studio 3555c)

Laminator

Spiral Binder (Premier)

Tecnam Golf Aircraft

EFT POS

Kia Picanto car

### **3. SAC POLICY**

#### **1. General**

The policy of SAC is to be an efficient and innovative service provider to Sport and Recreation users. This will be accomplished by uniform application of the Civil Aviation Rules and SAC procedures and Standards within this Exposition without fear or favour.

#### **2. Issue of Certificates**

- (a) Clients must meet all entry standards
- (b) The initial issue of any certificate or authority authorised under the Director's delegation shall be completed within 10 days of receipt of application.
- (c) The renewal of any certificate or authority authorised under the Director's delegation shall be completed within 10 days of receipt of application.
- (d) The issue or validation of any foreign certificate authorised under the Director's delegation shall be completed within 10 days of receipt of application

#### **3. Financial**

- (a) No work shall be processed unless the correct application fees (if required) have been receipted.
- (b) Applications opened for more than 3 months should be closed or partially invoiced and the client notified.
- (c) Bad debtors shall be refused service until their account has been cleared.

#### **4. Examinations**

- (a) The examination policy of SAC is intended to preserve the integrity and security of the system so rules and standards can be fairly applied to all examinees.
- (b) All examination papers shall be kept in a secure place,

access to examination papers being restricted to the CEO, Operations officer and the Secretary/Administrator.

- (c) All completed examination papers will be stored in a secure area for a period of 3 years.
- (d) Examination papers will be despatched to the exam supervisor sealed and by registered post or equivalent means.
- (e) Completed examination papers shall be returned to SAC Secretary/Administrator by the exam supervisor directly the examination is completed.
- (f) The SAC Secretary/Administrator or Operations Officer will mark the examination papers against the master template and inform the examinee.
- (g) The pass mark for each written and oral examination shall be 70%.
- (h) Persons requiring oral examinations shall have their examiner appointed by the CEO.
- (i) All disputes will be referred to the CEO for consideration by an independent arbitrator.

## **5. Pilot & Engineer Certificates**

5.1 All pilot and engineer certificates that are granted under Section 3 by SAC are lifetime certificates subject to the holders completing re-validation requirements at set intervals and remaining clients in good standing with SAC.

5.2 Holders of pilot certificates are required to re-validate their certificates:

- (a) Every two years on completion of a biennial flight review;
- (b) Annually or biennially, dependant on the holders' age and certificate held, on completion of a medical certificate renewal;
- (c) Upon successful completion of a type rating within the performance group held.

5.3 Holders of pilot certificates will have their certificates re-issued:

- (a) Upon gaining a higher certificate;
- (b) Upon gaining a higher performance group rating;
- (c) Upon gaining a test pilot rating;
- (d) Upon gaining a passenger rating;
- (e) When a pilot certificate is lost or damaged.

5.4 Holders of engineering certificates are required to validate their certificates:

- (a) Biennially at the discretion of the Technical Officer.

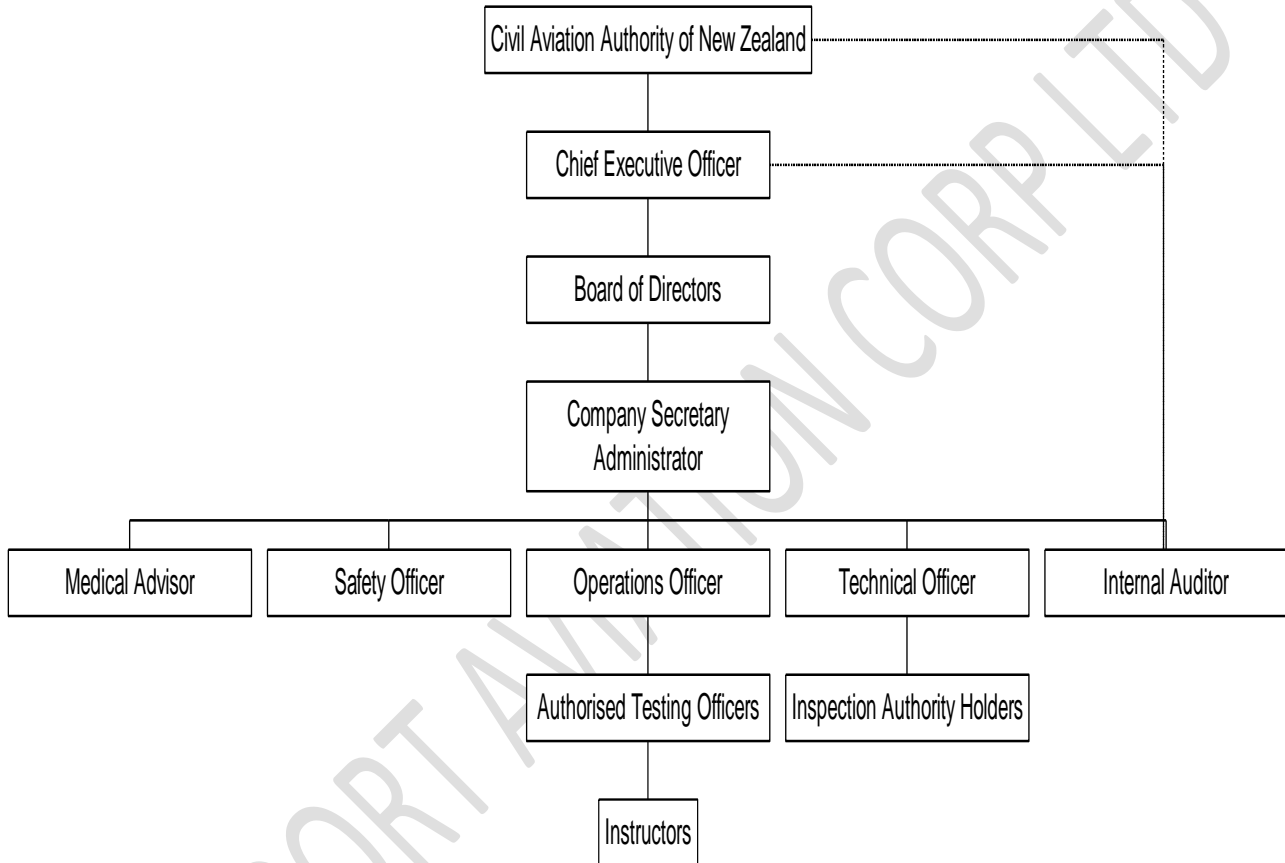
**Note:** LAME holding engineer certificates are not required to re-validate their certificate providing they continue to meet the currency requirements of their AMEL.

5.5 Holders of engineer certificates will have their certificates re-issued:

- (a) Upon gaining additional aircraft types;
- (b) When a certificate is lost or damaged.

## 4. ORGANISATION CHART

SAC ORGANISATION CHART



## 5. Board of Directors And Office Holder Listing

### **Director**

#### **C.E.O.** **(Delegation Holder #1)**

Barry Menzies Readman  
98 Limmer Road  
Te Kowhai R D 8  
Hamilton 3288  
Phone: (07) 829 7520 Wk  
(07) 829 7826 A/H  
Fax: (07) 829 7757

#### **Company Secretary -** **Administration Officer**

Sally Readman  
98 Limmer Road  
Te Kowhai  
Hamilton 3288  
Phone: (07) 829 7520 Wk  
(07) 829 7826 A/H  
Fax: (07) 829 7757

#### **Internal Auditor**

Scott Kendall  
18 Chedworth Ave  
Chartwell  
Hamilton 3210  
Phone: (07) 855 5412  
Mobile: 021 033 2915

#### **Operations Officer** **(Delegation Holder #2)**

David Readman  
98 Limmer Road  
Te Kowhai  
Hamilton 3288  
Phone: (07) 829 7520  
Mobile: 021 774 253

### **Safety Officer**

Kevin Mattson  
200B Old Taupiri Road  
RD2  
Ngaruawahia 3792  
Mob: 021 023 98485

### **Technical Officer.**

Gordon Swan  
229 Millwater Parkway  
Silverdale, Rodney  
Auckland, 0932  
Phone/Fax: (09) 959 0122

### **Medical Advisor.**

Dr. Paul Brydon  
1431 Te Pahu Road  
RD5  
Hamilton 3285  
Phone (07) 825 9161  
Mob: 021 411 983



## 6. SENIOR PERSONS- JOB DESCRIPTIONS

### 1. *Chief Executive Officer*

#### 1.1 General

The Chief Executive Officer (C.E.O.) shall be elected by the Board of Directors of S.A.C at the Annual General Meeting. He/She shall be responsible for the overall control of the Company and shall liaise with other Organisations and Authorities, and with the Civil Aviation Authority of New Zealand.

At any time the Chief Executive is unable to fulfil the responsibilities of the office (due to absence or incapacity), he/she shall ensure that an Acting Managing Director, who shall be a person on the Office Holders Listing, is informed as soon as possible so that he/she may temporarily assume control of these responsibilities.

#### 1.2. Qualifications

The C.E.O. shall be a responsible person, acceptable to the Director as a Fit and Proper Person under the Civil Aviation Act 1990. He/she shall have sufficient knowledge of the Company's activities to determine that its responsibilities are being discharged and have sufficient authority to ensure compliance with the certification document issued under CAR Part 149.

#### 1.3. Responsibilities

(a) The C.E.O. shall preside over General and Board of Directors Meetings of the Company. He/she shall oversee the performance of the Directors and persons holding positions of Senior Persons within the Company.

(b) The C.E.O. shall discuss with the Board of Directors any recommendations made by the Safety Auditor for correcting performance deficiencies in Officers of the Company, or associated clubs, groups, operators, or individuals, and may direct that corrective action is implemented without delay.

(c) The C.E.O. shall consider recommendations from other Senior Persons when dealing with items within their expertise and pass these recommendations to the Board of Directors for consideration and action.

(d) The C.E.O. shall act and liaise in accordance with any delegation issued by CAA.

#### 1.4 Authorisation

SAC will provide the Chief Executive with written authorisation including job description, responsibilities and a SAC Certificate of approval to carry out the activity.

## **2. Internal Auditor**

### 2.1. General

The Internal Auditor shall be appointed by the Board of Directors. Shall be directly responsible to the C.E.O. on matters of internal quality assurance.

### 2.2. Qualifications

The Internal Auditor shall be a responsible person, acceptable to the Director as a Fit and Proper Person under the Civil Aviation Act 1990. He/she shall be experienced and qualified with training on audit principles.

### 2.3. Responsibilities

The Internal Auditor shall be responsible to the C.E.O. for the following functions.

- (a) Carrying out as required, a safety audit of the Company and its associated Clubs, Groups, Operators and Individuals against the procedures contained within this manual.
- (b) Reporting to the C.E.O. any and all non-compliance, non-conformance, safety-related concerns and observations found on these audits.
- (c) Recommending priorities for actioning any deficiencies found on these audits.
- (d) Carrying out spot audits when detailed by the C.E.O.
- (e) Acting as liaison with the Civil Aviation Authority of New Zealand on safety matters.
- (f) Act and liase with CAA.

- 2.4 SAC will provide the Internal Auditor with written authorisation including job description, responsibilities and a SAC Certificate of approval to carry out the activity.

### **3. Company Secretary/Administrator**

#### 3.1. General

The Company Secretary/Administrator shall be appointed by the Board of Directors and be directly responsible to that body. He/she shall be the focal point of all communications.

#### 3.2. Qualifications

The Company Secretary/Administrator shall be a responsible person, acceptable to the Director as a fit and proper person under the Civil Aviation Act 1990. He/she shall have a good understanding of general administration procedures, computer skills, and sufficient knowledge of Company activities.

#### 3.3. Responsibilities

The Company Secretary/Administrator shall be responsible to the Board of Directors for the following functions.

- (a) Processing all membership and certificate applications.
- (b) Process all Aircraft Registration and Flight Permit applications.
- (c) Undertake duties relating to the receiving and sending of correspondence.
- (d) Undertake duties relating to the organisation and minuting of meetings.
- (e) On request of the Board of Directors, undertake such projects or developments as required.
- (f) Undertake any other work as may be requested by the Board of Directors including such authorised duties as other Office holders may require, except where such duties require delegated authority from CAA.

- (g) Act in any other capacity as required by the Board of Directors, whether temporary or permanent, except where such duties require delegated authority from CAA.
- (h) Act and liase with CAA.

3.4 SAC will provide the Company Secretary/Administrator with written authorisation including job description, responsibilities and a SAC Certificate of approval to carry out the activity.

#### **4. Operations Officer**

##### 4.1 General

The Operations Officer shall be appointed by the Board of Directors and be directly responsible to that body. He/She will be responsible for all the flying activities of the Company. In carrying out this function the Operations Officer is responsible for the development, implementation, and function of operational flight standards of all clients operating under the Certificate of Approval issued to SAC by CAA and to act as the SAC management representative

##### 4.2 Qualifications

The Operations Officer will be a responsible person, acceptable to the Director as a fit and Proper Person under the Civil Aviation Act, 1990. He/She will have strong interpersonal skills and be qualified within the Company to a least Authorised Testing Officer Standard.

##### 4.3 Responsibilities

The Operations Officer will be responsible to the Board of Directors for the following functions:

- (a) Ensuring that all sport and recreational aircraft operations carried out under the SAC. Aviation Recreation Organisation Certificate comply with the Rules in CAR Part 149, Subparts E and F, and CAR Part 91.

- (b) Ensuring that all Operational Policies and Procedures contained in this Manual and the Pilot Training Manual are complied with.
  - (c) Reviewing and upgrading methods of flight training and instruction and to keep pace with developments in sport and recreational aircraft
  - (d) Co-ordinating and assisting ATO's in their activities and ensuring that training and operational standards remain consistent throughout the Company.
  - (e) Overseeing flying and instructional training and standards.
  - (f) Organising and running, as required, Instructor Courses for Company ATO's and Instructors.
  - (g) Act and liaise with CAA.
- 4.4 SAC will provide the Operations Officer with written authorisation including job description, responsibilities and a SAC Certificate of approval to carry out the activity.

## **5. Technical Officer**

### **5.1. General**

The Technical Officer shall be appointed by the Board of Directors and shall be directly responsible to this body. He/she shall be responsible for the training and assessment of persons requesting Inspection Approvals and for the development implementation and overview of maintenance systems for sporting aircraft operated within the Company.

### **5.2. Qualifications**

The Technical Officer shall be responsible person, acceptable to the Director as a Fit and Proper Person under the Civil Aviation Act 1990. He/she shall have good interpersonal skills and be qualified within the Company to Inspection Approval level or qualified to an industry standard such as a Licenced Aircraft Maintenance Engineer or Aeronautical Engineer or a combination of these.

### **5.3. Responsibilities**

The Technical Officer shall be responsible to the Board of Directors for the following functions:

- (a) Ensuring that all sport and recreation aircraft assessed or inspected under the S.A.C Aviation Recreation Organisation Certificate comply with the Civil Aviation Rules.
- (b) Ensuring that all Maintenance Policies and Procedures contained in this Manual are complied with.
- (c) Reviewing and upgrading maintenance methods and programmes to ensure the continuing airworthiness of sport and recreational aircraft operated by Associated Clubs, Groups, Operators and Individuals.
- (d) Assessing and categorising defects reported and discussing with the Board of Directors any proposed action to be taken. Copies to go to CAA.
- (e) Co-ordinating and assisting Inspection Authority holders in their activities and ensuring that training and maintenance standards remain consistent throughout.
- (f) Overseeing maintenance training and standards.
- (g) Examining applications, reviewing and recommending the issue or renewal of Inspection Authority applications when these are received.
- (h) Organising and running, as required, Maintenance Courses for Company Inspection Authority holders.
- (j) Act and liaise with CAA in accordance with any delegation issued by the Director.

5.4 SAC will provide the Technical Officer with written authorisation including job description, responsibilities and a SAC Certificate of approval to carry out the activity.

## **6. Safety Officer**

### 6.1 General

The Safety Officer shall be appointed by the Board of Directors and shall be responsible for advising on safety matters as required by the Board of Directors and the company secretary/administrator of SAC.

### 6.2 Qualifications

The Safety Officer shall be a responsible person, acceptable to the Director as a Fit and Proper Person under the Civil Aviation Act 1990. Shall be experienced as a pilot and hold, or have held, a minimum of Instructor Certificate and also be experienced in maintenance and hold, or have held, a minimum of an Inspection Authority.

### 6.3 Responsibilities

The Safety Officer shall be responsible to the Board of Directors for the following functions:

- (a) Carrying out a safety educational programme within SAC;
- (b) Reviewing and upgrading methods of safety indoctrination and to keep pace with developments in sport and recreational aircraft;
- (c) Assessing safety reports received and recommending remedial action;
- (d) Liaising with the CAA Safety Education Officer on Safety matters.
- (e) Act and liase with CAA.

6.4 SAC will provide the Safety Officer with written authorisation including job description, responsibilities and a SAC Certificate of approval to carry out the activity.

## **7. Medical Advisor**

### 7.1 General

The Medical Advisor shall be appointed by the Board of Directors and shall be responsible for advising on aviation medical matters as required by the Board of Directors and the company secretary/administrator of SAC.

**Note.** The person requiring a medical assessment shall pay for any fees or charges incurred by the activities of the Medical Advisor in full.

### 7.2 Qualifications

The Medical Advisor shall be a responsible person, acceptable to the Director as a Fit and Proper Person under the Civil Aviation Act 1990. He/she shall be a registered Medical Practitioner with a Diploma in Aviation Medicine or an existing CAA Designated Medical Examiner.

### 7.3 Responsibilities

The Medical Advisor shall be responsible to the Board of Directors for the following functions:

- (a) Advise on medical standards.
- (b) Advise on pilot medical conditions which could effect a pilots' suitability to hold a Pilot Certificate.

7.4 SAC will provide the Medical Advisor with written authorisation including job description, responsibilities and a SAC Certificate of approval to carry out the activity.