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2. Helicopter Policy

1. **Scope**

- 1.1 The procedures contained in this manual apply to all persons and organisations operating a **Part 103, Class 1 or Class 2 Microlight Helicopter** in accordance with the Microlight Aircraft Organisation Certificate held by SAC.
- 1.2 The Executive of SAC appoint: David Peel
- 1.3 David Peel shall be solely responsible to the SAC Executive for all **Part 103 Microlight Helicopter activities** and to ensure compliance with the procedures set down in this manual.

David Peel when required shall provide a written report on Helicopter activities to be tabled at the SAC meeting of the Executive.

2. **Organisation & Structure**

- 2.1 Except as otherwise directed by the SAC Executive, the organisation structure shown below and the following individual responsibilities will be observed at all times.

3. **Responsible Persons**

- 3.1 David Peel shall be appointed the **Flight Standards Specialist** and be responsible to the SAC Executive for all Part 103 Microlight Helicopter flight standards. As a minimum, the person shall hold an Category A or B Helicopter instructor rating and be acceptable to the Director of Civil Aviation. Specific responsibilities will include:
 - (a) Ensuring that pilot certification and training standards for Part 103 Microlight Helicopter operations comply with the requirements contained in CAA Rule Part 103.
 - (b) Ensuring that all Operational Procedures contained in this manual are complied with.

- (c) Directing an active Microlight Helicopter pilot safety programme.
- (d) Developing and applying new policies in keeping with changing conditions, equipment, experience and competence of personnel.
- (e) Maintaining an appropriate degree of supervision and liaising with CAA.

3.2 The **Helicopter Technical Specialist** shall be appointed by David Peel and be responsible to the SAC Executive for all Part 103 Microlight Helicopter technical standards. As a minimum, the person shall be an experienced Helicopter pilot, hold a AME licence and be acceptable to the Director of Civil Aviation. Specific responsibilities of the Helicopter Technical Specialist will include:

- (a) Ensuring that type certification and maintenance standards for Part 103 Microlight Helicopter operations comply with the requirements contained in CAA Rule Part 103.
- (b) Ensuring that all maintenance procedures for Microlight Helicopters published in this manual are complied with.
- (c) Reviewing and upgrading maintenance standards and programmes to ensure the continuing airworthiness of Microlight Helicopters operated by SAC
- (d) Assessing and categorising defects reported and advising the SAC Executive of any proposed action.
- (e) Developing and applying new policies in keeping with changing conditions, equipment, experience and competence of personnel.
- (f) Maintaining an appropriate degree of supervision and liaising with CAA.

3.3 Any **Part 103 Helicopter Flight School** or Instructor shall be a client of SAC. Approval to give flight instruction in Microlight Helicopters will require the Instructor to demonstrate compliance with the requirements of Civil Aviation Rule, Part 61, for flight instruction to private pilot licence - Helicopter standard. The Instructor shall be responsible to:

- (a) Ensure all pilot training for a Microlight Pilot Certificate - Helicopter complies with the requirements applicable for the

issue of a Private Pilot Licence - Helicopter and required under Civil Aviation Rule Part 61, Subpart D.

- (b) Ensure that any exception to the requirements of Part 61, Subpart C and D is in full compliance with procedures published in this manual.
- (c) Ensure any candidate for a Microlight Pilot Certificate - Helicopter has satisfied the flight test requirements applicable to the issue of a Private Pilot Licence - Helicopter.
- (d) Ensure any type ratings given are in compliance with Civil Aviation Rule Part 61, Subpart B and the procedures contained in this manual.
- (e) Authorise an application to SAC for a Microlight Pilot Certificate - Helicopter

4. *Pilot-in-Command Responsibilities*

4.1 The pilot-in-command shall be solely responsible to control the aircraft while in command and for the maintenance of discipline by all persons on board, for the flight to its destination, or until handing over to another pilot-in-command. Specific responsibilities shall include:

- (a) The safe operation of the aircraft in flight, the safety and well being of all passengers and crew, and the safety of cargo carried; and
- (b) Compliance with policies and instructions contained in this manual and all other relevant regulations and rules except in an emergency when, in the interests of safety, immediate action in breach of this instruction becomes necessary.

■ Note:

Emergency circumstances requiring an immediate breach of regulations may also require an incident report.

4.2 Where two qualified pilots are on the same flight, the pilot-in-command shall be the pilot occupying the usual 'command' seat, unless the pilot-in-command is a qualified instructor on the Helicopter type, and in which case the instructor may occupy the non-command seat.

5. *Safety Inspections and Audit*

- 5.1. The SAC Internal Auditor together with the Helicopter Flight Standards and as required the Technical Specialist, shall perform safety audits on all organisations engaging in Microlight Helicopter activities in order to monitor compliance with SAC Exposition and this Section.

- 5.2 Internal audits shall be in accordance with the procedures set down in the SAC Exposition, Section 4.

Note:

This Section must be read in conjunction with the whole exposition.

3. Helicopter Operations

1. *Authorised Operations*

- 1.1 **Part 103, Class 1 or Class 2 Microlight Helicopters** shall be operated in compliance with Civil Aviation Rule, Part 103, Subpart F and any limitations set down in the manufacturer's flight manual applicable to the aircraft type.

2. *Pilot-in-Command Requirements*

- 2.1 No person shall act as pilot-in-command of a **Part 103 Microlight Helicopter** unless that person:

- (a) Is the holder of a current Microlight Pilot Certificate - Helicopter issued by SAC
- (b) (i) Is the holder of a current private pilot licence (Helicopter) or higher category flight crew licence (Helicopter) issued by CAANZ and has a type rating on the Helicopter type issued in accordance with Civil Aviation Rule Part 61, Subpart B or;
- (ii) Has been trained to a satisfactory solo standard by a part 61 Helicopter Instructor in accordance with the CAR part 61 syllabus where applicable.
- (c) Is operating under the direct supervision of a Part 103 Helicopter Flight School or Instructor authorised in accordance with the procedures contained in this manual.

- 2.2 A pilot shall not act as pilot-in-command of a **Class 2 Microlight Helicopter** carrying a passenger by day, unless:

- (a) In compliance with sub-paragraphs (a) or (b)(i) above, and has carried out as pilot-in-command on the same Helicopter type, not less than 3 take-offs and 3 landings during the previous 90 days; or
- (b) Has satisfactorily demonstrated, to a Category C, B or A Helicopter instructor, continued proficiency in a Helicopter of the same type.

3. Pilot Training Requirements

3.1 Pilot flight training for the issue of a SAC Microlight Pilot Certificate - Helicopter shall only be conducted by a Part 103 Helicopter Flight School or Instructor approved by SAC and shall generally meet those requirements necessary for qualification as a Private Pilot - Helicopter, except -

- (a) Pilot medical requirements may comply with the standard specified by SAC; and
- (b) Pilot knowledge requirements may be a standard approved by SAC.

3.2 Approval as a Part 103 Helicopter Flight Schools shall only be given following a written recommendation to the SAC Executive by David Peel SAC ATO

4. Instructor Requirements

4.1 Only persons holding a current Category C, B or A flight instructor rating (Helicopter) issued in accordance with Civil Aviation Rule, Part 61, Subpart G shall give flight instruction on a **Part 103 Microlight Helicopter** for the qualification of a Microlight Pilot Certificate - Helicopter or any other category of licence.

4.2 A ground Instructor rating can be issued to a SAC Microlight Instructor rated on a single seat helicopter for the purpose of instructing another qualified helicopter pilot for the issue of a type rating. (Single Seat Helicopters only).

5. Type Ratings

5.1 Every Class 1 or Class 2 Microlight Helicopter shall be subject to a type rating requirement in accordance with Civil Aviation Rule Part 61, Subpart B.

5.2 A type rating may be issued by an appropriately qualified flight instructor.

6. Pilot Flight Tests

- 6.1 Only persons holding a current Category B or A flight instructor rating (Helicopter) issued in accordance with Civil Aviation Rule, Part 61, Subpart G shall conduct a flight test on a Part 103 Microlight Helicopter for the qualification of a Microlight Pilot Certificate - Helicopter or any other category of licence.
- 6.2 Any candidate for the issue of a Part 103 Microlight Pilot Certificate - Helicopter shall comply where applicable with the eligibility requirements for issue of a Private Pilot Licence - Helicopter under Civil Aviation Rule Part 61, Subpart B, and demonstrate to a testing authority:
- (a) General knowledge of and an ability to perform competently, those normal and emergency flight manoeuvres applicable to the type of Helicopter in which the candidate is being flight tested; and
 - (b) An ability to comply with air traffic services practices and procedures

7. Test Pilot Approval

- 7.1 For the purposes of test flying Part 103 Helicopters, the holder of a valid Microlight Pilot Certificate - Helicopter or higher CAA Helicopter licence with a minimum of 150 hours Helicopter flight time, is acceptable as a Part 103 Helicopter test pilot.

8. Inspection Authority - Part 103 Helicopter

- 8.1 The minimum criteria for SAC approval as a Part 103 Helicopter Inspection Authority shall be:
- (a) A current SAC client; and
 - (b) A licensed aircraft engineer with considerable experience in the maintenance and repair of light Helicopters; or
 - (c) A helicopter maintenance organisation authorised as a Service Centre by the manufacturer of a Microlight Helicopter.
- 8.2 Applicants should complete a SAC Inspection Authority form and forward the application to the SAC Executive who shall consult

with the Helicopter Technical Specialist or any other CAA approved body before granting any authority.

- 8.3 The inspection authority may conduct and certify annual condition inspections on Part 103 Helicopters and shall be solely responsible to determine the airworthiness or otherwise of that aircraft.

9. *Maintenance Requirements*

- 9.1 Prior to any flight, the pilot-in-command shall conduct a physical inspection of the aircraft to determine that:
- (a) The aircraft is airworthy by performing a pre-flight inspection as amplified in the aircraft flight manual including removal of covers, tie-downs and bungs.
 - (b) Adequate fuel is on board with required reserves to either accomplish the flight or to reach planned refuelling points.
 - (c) If required, special equipment such as life jackets, life rafts and survival kits are on board the aircraft and are serviceable and properly stowed.
- 9.2 If an inspection or check made under the above provisions indicates a departure from permissible limits or malfunctioning of any part of the aircraft, or in equipment which is required for flight, the pilot-in-command shall not commence the take-off and the aircraft shall not be flown until it has been deemed serviceable.
- 9.3 The Helicopter owner shall be responsible to ensure that necessary maintenance is performed on the aircraft in accordance with requirements specified by the aircraft manufacturer and the Civil Aviation Authority of New Zealand.
- 9.4 The owner of a Class 1 or Class 2 Microlight Helicopter shall maintain Aircraft Logbooks to a standard complying with Civil Aviation Rule 91.627.

10. Aircraft Unserviceable

- 10.1 Any Helicopter or its equipment found to be unserviceable by the pilot-in-command at the pre-flight inspection or during flight and which affects, or may affect the satisfactory operation of that Helicopter, shall be rectified before further flight.
- 10.2 Furthermore, should the pilot-in-command become aware of any damage to the Helicopter or any of the Helicopter's systems, or considers the Helicopter has suffered abnormal flight or ground loads or has acquired characteristics such as to adversely affect the safety of that Helicopter, the Helicopter shall not be flown until the service requirements have been actioned.
- 10.3 In the case of a Class 1 or Class 2 Microlight Helicopter, details of the service requirements and rectification action taken shall be detailed in the Aircraft Logbooks.

■ **Note:**

It is a requirement that all maintenance prescribed for Class 2 Microlight Helicopters is performed by a Licensed Aircraft Maintenance Engineer (Helicopter) or a CAA approved maintenance organisation with Helicopter experience.