

**NZ AGRICULTURAL**

**AVIATION**

**ASSOCIATION**

**MANUAL OF**

**ACCREDITATION**

**RULES AND**

**PROCEDURES**

**NZ Agricultural Aviation Association**  
**Manual of Accreditation Rules & Procedures Revision 1**

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## **INTRODUCTION**

Aerial operators in New Zealand are facing mounting pressure to improve their environmental performance. This pressure is coming from both the public and the customers.

As the public becomes more conscious of the finiteness of the world's resources and the need to safeguard the environment for future generations, farming and forestry practices have come under the spotlight for the impact they have on the environment. This pressure has led to, and continues to lead to various pieces of legislation that require them to properly manage their environmental impact. One such example is the Resource Management Act 1991 and subsequent amendments.

Consumer and political pressure in many of our export markets is leading to ever stricter standards, standards that this country will have to meet if it is to retain these foreign markets. In particular, concerns from overseas customers have led to the introduction of a number of QA programs for NZ growers. The NZAAA Accreditation Program has been developed to both complement these programs and also to detail for the first time, industry accepted best practice guidelines.

This program provides the opportunity for members of NZAAA to demonstrate their environmental responsibility, their appreciation of and compliance with Health and Safety legislation, and their dedication to providing quality services that meet the expectations of their customers, their peers and the NZ population at large.

Many aspects of environmental, quality and safety management that the NZAAA is promoting are simply good common sense. Many operators find however, that the exercise of forcing themselves to think about their operational processes and the impact that they have on the environment opens the door to unexpected improvements and efficiencies. All member Aerial Agricultural Operators are invited to join the accreditation programme and by doing so will be playing their part in protecting the environment and your industry for now and for future generations.

The principles laid out in this code do not replace, repeal or override any laws, contractual common or otherwise that may be in force, nor do they prejudice any other remedies available to any party at common law.

NZAAA Committee

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**RECORD OF AMENDMENTS**

| Amendment<br>Number | Effective<br>Date | Date<br>Entered | Entered<br>By |
|---------------------|-------------------|-----------------|---------------|
| 1                   |                   |                 |               |
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**LIST OF EFFECTIVE PAGES**

| <b>Page Number</b> | <b>Effective date</b> |
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| Page 1             | 14.10.04              |
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| 30                 | 31.03.07              |
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| 34                 | 14.10.04              |
| 35                 | 31.03.07              |
| 36                 | 31.03.07              |

| <b>Appendices</b>   | <b>Effective Date</b> |
|---------------------|-----------------------|
| 1 Agrichemicals     | 2004                  |
| 2 Fertiliser        | May 2006              |
| 3 VTA               | November 2006         |
| 4 Fuel              | 29.05.97              |
| 5 Training          | 10.03.98              |
| 6 Health and Safety | 2005                  |

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**DOCUMENT CONTROL**

It is the responsibility of the NZAAA Secretary to maintain a register of manual holders and to issue amendments to each holder as soon as they are promulgated.

It is the responsibility of each manual holder to record amendments to this manual and its appendices by the authorised substitution of pages as soon as they are received from the Secretary. Each amendment action shall be recorded in ink on the page titled RECORD OF AMENDMENTS.

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## DEFINITIONS

The practices, methods and requirements made in this manual and its appendices comply with or supplement Acts, regulations or delegated legislation that may apply. For the purposes of this manual and its appendices, the word “will” means a legal requirement, and “shall” refers to practices which are mandatory for compliance with this manual and its appendices. The word “should” refers to practices that are advised or recommended.

Where the expression “his” is used it does not necessarily indicate gender. Rather it means the CEO/ Owner/ Manager of an operator.

## ABBREVIATIONS and DEFINITIONS

|                         |  |
|-------------------------|--|
| AIA                     | Aviation Industry Association of New Zealand Incorporated  |
| Approved Pattern Tester | A person approved by the Fertiliser Quality Council to carry out spread pattern testing of agricultural aircraft |
| CAA                     | Civil Aviation Authority of New Zealand  |
| CAR                     | Civil Aviation Rules   |
| CEO                     | Chief Executive Officer/Owner/Manager  |
| Committee               | Executive Committee of New Zealand Agricultural Aviation Association   |
| Controlled              | A document that is dated and can be tracked  |
| DGPS                    | Differential Global Positioning System   |
| Executive               | NZAAA Chairman, Vice Chairman, Immediate Past Chairman   |
| GIS                     | Geographical Information System  |
| HSE                     | Health and Safety in Employment  |
| IAW                     | In accordance with   |
| NZAAA                   | New Zealand Agricultural Aviation Association  |
| NZAAA Auditor           | A person or organisation approved by NZAAA Committee IAW Section 1.7   |
| PC                      | Personal Computer  |
| QA                      | Quality Assurance  |
| R & D                   | Research and Development   |
| RMA                     | Resource Management Act 1991 and amendments  |
| Secretary               | The Secretary of New Zealand Agricultural Aviation Association   |
| TALO                    | Take Off and landing Area (Helicopters)  |

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## **1.0 ACCREDITATION**

This section explains what accreditation is, how it will be implemented and how on-going monitoring will take place.

### **1.1 DEFINITION OF ACCREDITATION**

Accreditation is the reward for demonstrating compliance with selected rules and standards. For the purposes of NZAAA Accreditation the rules and standards are those that appear or are referred to in this manual and its appendices.

### **1.2 INITIAL ISSUE AND RENEWAL OF ACCREDITATION**

Any operator seeking NZAAA Accreditation shall make a written application to the Secretary NZAAA on the form shown at Annex F enclosing the audit application fee. Following the audit, the operator will be invoiced for the cost of the audit(s) See Annex G for current fees.

To be NZAAA Accredited an operator shall:

- 1) Be a financial member of NZAAA.
- 2) Own an up to date copy of this manual complete with its appendices.
- 3) Be the holder of a current NZ CAR Part 137 Agricultural Aircraft Operator Certificate. Note that all the types of operations audited for NZAAA Accreditation shall be authorised by the applicant's Part 137 Certificate
- 4) Agree in writing to be bound by the rules of the AIA and to operate IAW the rules and standards detailed in this manual and its appendices (including GROWSAFE and SPREADMARK Audit requirements where appropriate) and to abide by any decision brought upon that operator by the NZAAA Investigating Committee and to promptly pay all subscriptions, levies and audit fees struck from time to time to NZAAA and/or AIA.
- 5) Demonstrate to a NZAAA Auditor a satisfactory level of compliance with the rules and standards in this manual and its appendices.
- 6) Demonstrate to a NZAAA Auditor that base(s) meet the environmental standards as detailed in the appendices to this manual.
- 7) Demonstrate to a NZAAA Auditor that the operation is carried out IAW this manual and its appendices.
- 8) Demonstrate to a NZAAA Auditor that a Quality Assurance Programme relevant to the size and scope of the operation is in place in respect to agricultural operations and that this QA Programme is active and effective.
- 9) Provide evidence to a NZAAA Auditor that all pilots and ground crew in the organisation are the holders of appropriate licences, ratings and qualifications as detailed in this manual and its appendices.
- 10) Provide evidence to a NZAAA Auditor that all safety equipment required by the appendices is on hand and is in serviceable condition and that all required accident and emergency plans are in place and understood by all operator personnel.

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- 11) Provide evidence (copies) to the NZAAA Auditor that statistical returns required by CAA are completed and forwarded to CAA for collation.
- 12) Provide evidence to a NZAAA Auditor that Chemical Liability Insurance to the value of at least \$200,000 is held and that Public Liability Insurance of at least \$1,000,000 is held.
- 13) Provide evidence to a NZAAA Auditor that a Health and Safety Management System that meets the requirements of the HSE Act (1997) and its subsequent amendments) is in place and that it is active.
- 14) Shall hold GROWSAFE Accreditation if he applies or intends to apply any liquid formulations. (Note that the GROWSAFE Audit requirement will normally be met at the same time as NZAAA Accreditation Audit)
- 15) Shall hold SPREADMARK Certification – Aerial (when it is available) if it is the intention to apply any solid fertiliser formulations.
- 16) Shall be able to provide evidence of where all liquid formulations and solid products have been released from the aircraft unless it can be shown to an auditor's satisfaction that there is no third party or environmental risk from that release.
- 17) Provide evidence to the NZAAA Auditor that all aircraft used as part of an operation carried out as an Accredited operator have satisfied the pattern test requirement as described in section 3.3 Equipment

### **1.3 CERTIFICATION**

In making the assessment of an operator the NZAAA Auditor is required to use a checklist that has been approved by NZAAA Committee. This checklist shall be made available to the candidate upon request. If any findings are raised at this initial audit, the applicant company has three months to satisfy the findings. Failure to do so shall oblige that operator to remit another application fee and undergo a further audit.

The recommendation by the NZAAA Auditor will be forwarded to the NZAAA Executive Officer (EO) in the first instance. At his discretion, the EO shall either hold the report and recommendation until the next scheduled NZAAA Committee Meeting or seek the Committee's acceptance or otherwise of the auditor's recommendation by emailing the auditor's recommendation to each committee member. It is this committee that will have the final choice as to whether or not a recommendation from the NZAAA Auditor is accepted. This Committee also has the power to act on recommendations to withdraw or withhold Accreditation (see 1.3.2). The committee shall not withhold accreditation unreasonably and will not allow commercial considerations to effect their decision.

In arriving at their decision, the committee shall consider the following criteria:

- Ø The Auditor's recommendation
- Ø The operator's past record of environmental responsibility
- Ø The operators past record of chemical trespass
- Ø The experience level of all operational staff
- Ø Such other matters, as in the committee's sole discretion, it considers to be relevant to the application.

For the issue of accreditation any category the applicant must:

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- 1) Have a chief pilot, or grade 1 pilot, who has undertaken a minimum of 100 hours productive hours in that category of operations, or,
- 2) A Chief pilot, or grade 1 pilot, who has undertaken a minimum of 20 hours productive in that category of operations subject to;
  - a) Client testimonials confirming compliance and competency in operations undertaken for them in the same category
  - b) No serious incidents/occurrences during operations in the same category
  - c) Producing GPS data to show compliance and competence in operations of the same category.
  - d) Evidence to show the Chief Pilot, or grade 1 will be directly supervising operations of the same category

Notes

- For VTA application productive hours do not include time on pre-feed operations
- Testimonials confirming compliance shall be written and include details identifying the person providing the testimonial and their credentials.
- Direct supervision means that the supervisor is on site supervising the pilot or flying on the same operation"

### **1.3.1 CHANGE OF OWNERSHIP**

Where an Accredited operator sells the operation, the new owners shall make application to the NZAAA Committee for the Accreditation to continue until the due date for renewal. In considering this application the Committee will consider the following:

- The length of time the operation has held Accreditation
- Personnel change, including the Chief Pilot, in the new operation
- Advice from the NZAAA auditor
- The new owner's experience and past record of environmental responsibility

In the event that the Committee decision is to not extend Accreditation, the new operator shall be requested to reapply for NZAAA Accreditation.

### **1.3.2 CERTIFICATE ISSUE**

The NZAAA Secretary shall issue each successful applicant for accreditation with an NZAAA Accreditation Certificate. The certificate will detail the types of activity that the accreditation covers IAW the committee's decision. This certificate will be valid for one year from date of audit in the case of initial accreditation or a period up to three years upon the recommendation of the auditor for subsequent renewals, provided that the operator remains a financial member of NZAAA, unless the NZAAA Investigating Committee withdraws it. On request the Secretary shall provide the successful applicant with a stamp and bromide with the words "NZAAA Accredited Operator." That operator is then permitted to use the stamp and/or the bromide to publicise his accreditation. Instead of using the stamp, an accredited

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operator may use the bromide to have his stationery printed with these words but he should note that in the event accreditation lapses or is withdrawn, he will not be permitted to use that stationery.

The completed application forms are to be filed at the NZAAA Office in a file headed with the operator's name.

### **1.3.3 AVOIDANCE OF CONFLICT OF INTEREST**

No member of any NZAAA Committee considering an application for accreditation, renewal, withdrawal or withholding of any such certificate shall consider any application where he or she is:-

- 1) A business competitor domiciled within a radius of 150 km of the applicants base(s) or
- 2) Subject to (3) below, has a current business relationship of any type with the applicant that has not been formally declared and is accepted by every member of the Committee, or
- 3) Has had any type or form of previous relationship with the applicant, which in the opinion of one quarter of the committee considering the application, is of such significance that it should disqualify that person from exercising any decision making or recommendatory power in that particular application.

### **1.3.4 DECISION MAKING POWER OF COMMITTEE**

Upon receipt of an accreditation recommendation from a NZAAA auditor, the committee, after making such further inquiries as it thinks fit, may:-

- 1) Award NZAAA Accreditation by issuing an Accreditation Certificate, or
- 2) Defer a decision, call for further written reports or written submissions from any person, and then, if satisfied that the criteria have been met, award accreditation; or
- 3) Determine to conduct a formal review on the application, this review to be carried out by three people appointed by the NZAAA Executive Committee; or
- 4) Decline to award Accreditation.

### **1.4 ROUTINE AUDITS –RE-ISSUE**

Notwithstanding the GROWSAFE or Spreadmark audit requirements, NZAAA requires that each of its accredited operators will have an NZAAA Audit prior to the re-issue of its accreditation certificate. In carrying out this audit, the NZAAA Auditor will use the approved checklist and shall satisfy himself that the standard for initial issue of the accreditation certificate is at least being maintained, preferably improved. He will pay particular attention to the effectiveness of the operator's QA system and assess the findings of the Management Reviews recorded therein. Upon satisfying himself that the operator is continuing to maintain the required standard, the auditor will forward his completed audit report, with his recommendation, to the NZAAA Executive Officer, who in turn will advise the Committee. The NZAAA Committee will then re-assess the operator and, if satisfied, instruct the Secretary to issue another

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Accreditation Certificate to the operator. The expiry date of this certificate will be a period of one to three years after the expiration date of the previous certificate, depending upon the recommendation of the auditor. The cost of NZAAA Audits will be the same as for the initial audit.

Operators seeking re-accreditation may have their Routine Audit up to three months before or one month after their accreditation anniversary. Any findings raised shall be satisfied within one month of the audit or their accreditation anniversary, whichever is the lesser time. Failure to do so shall oblige that operator to remit another application fee and undergo a further audit.

**1.5 ACTION IN THE EVENT ACCREDITATION CERTIFICATE IS WITHHELD**

If the applicant company is refused accreditation, the applicant may re-apply for accreditation once the shortcomings have been addressed. This application shall be made in the same way as initial application was made. i.e. by writing to the Secretary. The NZAAA Auditor will then be required to re-assess the applicant. In doing so, he may exercise his discretion as to whether or not another full audit is required. Following the re-assessment, he will again make his recommendation to the committee who will re-assess his findings and issue the certificate if appropriate. In the event that the auditor does not recommend accreditation he is empowered to uplift the operator's accreditation stamp and return it to the Secretary.

**1.6 ACTION IN THE EVENT ACCREDITATION CERTIFICATE IS WITHDRAWN**

The only body that can withdraw an operator's Accreditation Certificate is the NZAAA Committee on the advice of the Investigating Committee of the NZAAA. (See Section 4 Page 20 for detail on Investigative Committee) In reaching the decision to withdraw a certificate the committee shall consider the following:

- 1) The operator's past incident history determined from the operator file at NZAAA Office.
- 2) The quantity of services provided as determined from the operator's statistical returns.
- 3) The severity of the incident or combination of incidences that bring the operator's certificate under review as determined by an on site investigation.
- 4) The degree of negligence (if any) shown by the operator as determined by industry standards.
- 5) The actions the operator takes to rectify any third party damage caused by his actions in both the incident under review and all earlier incidents (if any) as determined by the investigation which, in this respect, shall include testimony from both the operator and those effected by his actions.

Following any suspension to the operator's Accreditation Certificate imposed by the NZAAA Committee, the affected operator has the right to reapply for accreditation. His application will be treated IAW the conditions detailed in Section 1.4 Routine Audits – Re-issue

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## **1.7 APPOINTMENT OF AUDITORS**

The NZAAA Committee will appoint NZAAA Auditors. In selecting auditors, the committee will give precedence to applicants who hold current GROWSAFE Auditor status and SPREADMARK Auditor status in an effort to minimise the audit costs to operators requiring an audit. Other requirements for a NZAAA Auditor are:

- a) To have successfully completed a lead auditor's course.
- b) Be experienced in the techniques for the application of both solids and liquids although this does not mean that the auditor must hold or have held an Agricultural Rating.

### **1.7.1 VERIFICATION OF AUDITING STANDARDS**

In order that NZAAA Committee and interested organisations can be assured that an NZAAA Auditor is performing his duties IAW this manual, an independent auditor will be engaged to re-audit up to three applicant companies every two years. This auditor shall meet the requirements detailed in the section above. The costs arising from this activity shall be met by NZAAA.

## **1.8 QUALITY ASSURANCE PROGRAMME**

Each operator seeking accreditation shall demonstrate to the NZAAA Auditor that he has established a Quality System and that it is active. This shall include:-

- A Quality and Safety Policy
- Quality Indicators
- A Recording System.
- Documented Corrective Action.
- Documented Preventative Action.
- Documented Internal Audit Programme.
- Documented Management Reviews.

### **1.8.1 Quality Policy**

Each operator shall provide a written Quality and Safety Policy statement. This statement should explain what the operator wants to achieve in respect to quality and safety and briefly, how it will be achieved.

### **1.8.2 Quality Indicators**

The following are examples of Quality Indicators. This list may be regarded as the minimum requirement. Any of the following occurrences shall be recorded

Complaints and concerns from customers  
Complaints and concerns from the public  
Incidents and accidents in all facets of the business  
Complaints and concerns from staff  
Comments from the pilot check and training organisation/person  
Compliments from customers, staff or the public

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Audit findings  
Insurance claims

Quality Indicators are about identifying and satisfying customers' requirements and about avoiding any third party or adverse effects on the environment that could occur from the use of an aircraft.

### **1.8.3 Recording System**

The key to a successful QA Programme is the recording system. This does not necessarily have to be elaborate. Whatever method is used it should provide the evidence that an auditor needs to determine whether the quality and safety policies are active and effective.

An acceptable example is shown in Annex B. This method uses one page for every non-conformance. An A4 size hard covered exercise book will suffice but for the programme to be successful, all matters pertaining to quality must be recorded in it with each entry made in ink. In one column should be the quality indicators with the next column recording the corrective action taken. In the next the preventative action taken, in the next the results of the internal audits and in the last column, the results of the management review. The recording system shall include a file where all corrective and preventative actions are filed along with the results of all audits and management reviews. All staff shall be encouraged to record defects/concerns/complaints using the QA Programme. For the purposes of this recording system, where a computer record is used, other evidence may be required.

Operators may elect to have a more elaborate system of recording that can be detailed in a Quality System Manual, itself a controlled document

### **1.8.4 Corrective Action**

In this section the actions taken to correct the incident or concern must be recorded. This should be kept brief. It is better after all to direct attention to correcting the problem rather than writing pages of what the corrective action was.

### **1.8.5 Preventative Action**

In this section, the action taken to prevent a re-occurrence shall be recorded, the amount of detail being consistent with the nature of the defect or incident.

### **1.8.6 Internal Audit Review**

An internal audit should not be confused with the NZAAA and GROWSAFE audits. To meet the internal auditing requirement operators shall appoint a person to carry out internal audits to confirm that continuing compliance with the rules and standards is achieved. Depending on the size of the operator's organisation, this person could be the CEO, Chief Pilot or any person the operator chooses to hire for the task. The internal auditor is responsible to record the date of this audit in the QA Programme file along with any findings he raises. Internal Audits shall be carried out at three monthly intervals.

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### **1.8.7 Management Review**

The Management Review process means that the CEO of the operator shall carry out his own check on the entire QA Programme to ensure that the programme is being carried out correctly, meets the requirements for accreditation as detailed above, and who follows through the various corrective/preventative actions to see that they are achieving the high standard of quality required for accreditation. From his perspective, a recurring defect identified by the programme would indicate that the corrective/preventative actions for that defect were inappropriate and it is his responsibility to rectify the problem by modifying the corrective/preventative action.

Management Reviews shall take place immediately following each internal audit and shall be recorded in the QA Programme file.

### **1.8.8 NZAAA Audits**

At the completion of these audits the auditor shall give the operator a duplicate copy of the audit report, which shall be filed in the operator's QA Programme file along with the corrective/preventative actions determined by any audit findings.

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## **2.0 RULES AND STANDARDS**

The rules and standards that have been adopted by the NZAAA Committee and to which this manual refers are:

|          |   |  |
|----------|---|--|
| Appendix | 1 | NZS8409:2004 Management of Agrichemicals                                 |
|          | 2 | SPREADMARK Code of Practice - Aerial                                     |
|          | 3 | NZAAA Code of Practice for Aerial Application of Vertebrate Toxic Agents |
|          | 4 | NZAAA Code of Practice for Fuel Storage and Handling                     |
|          | 5 | NZAAA Code of Practice for Training                                      |
|          | 6 | NZAAA Health & Safety Management System                                  |

It is anticipated that as time goes by, the above set of rules and standards could be extended to cover other activities in which members become involved. NZAAA Accreditation Audits measure compliance with all of the above. CAA audits, compliance with Civil Aviation Rules and a copy of the latest CAA audit or inspection report shall be made available to the NZAAA Auditor upon request.

## **3.0 OPERATOR RESPONSIBILITIES**

### **3.1 SAFETY**

Safety shall be the number one priority. In making all decisions operators and their staff shall consider safety first.

#### **SAFETY AND THE MANAGEMENT**

Many senior management persons in the aviation industry are unaware of the extent to which their actions and attitudes affect flight safety. With this in mind the following are responsibilities to be carried out by the management.

- 1) Keep flight safety as their number one priority at all times. The example thus set should be infectious and should be copied by all employees.
- 2) Always let pilots make their own decision as to whether to fly or not. To this end the management should avoid putting pressure on pilots. This may take the form of direct pressure e.g. in doubtful weather, or it may be indirect by e.g. sharing the business's financial stress with the pilot.

#### **3.1.1 FLIGHT SAFETY AND THIRD PARTY RISK**

In October 2002 the incumbent Director of Civil Aviation wrote to NZAAA and detailed conditions for protecting the interests of Third Parties when agricultural operations were taking place in the proximity of dwellings. NZAAA has adopted these conditions as industry best practice and operators shall abide by them. The letter reads:

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“The following details the manner in which agricultural operations may take place in non-congested areas. For the purpose of agricultural operations, a non-congested area is a non-populous area.

It is recognised that agricultural operations under 500’ should not compromise the safety of persons or property on the ground and that where possible, operations in the vicinity of dwellings should be avoided.

It is also recognised that agricultural aircraft may, from time to time, be required to operate in close proximity to dwellings. Such activities are permitted in accordance with CAR Part 137.63 provided no hazard is created to persons or property on the ground.

The following are guidelines to permit agricultural operations to take place in close proximity to dwellings in a manner that does not create a hazard to persons or property on the ground.

- a) CAR Part 137.63 must be complied with, and
- b) The aircraft maintains a minimum height over the dwelling of 100 feet, and
- c) The angle of bank does not exceed 20 degrees whilst in the proximity of the dwelling, and
- d) The minimum speed to be maintained is 1.4Vs. in the case of aeroplanes and translational flight in the case of helicopters, and
- e) The dwelling can be avoided in the case of engine failure.

Notwithstanding the above, agricultural operations should be conducted so as to create a minimum of disturbance to persons on the ground (e.g. noise, drift). Where it is necessary to work in close proximity to dwellings it is highly recommended that the occupants are notified of that intention.

The forgoing recognises the intensive training that a pilot must undergo to qualify as an agricultural pilot.”

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### **3.2 WARRANTY**

All agricultural work carried out by NZAAA Accredited Operators shall carry a guarantee covering flying performance. The effectiveness of herbicides, insecticides, fungicides, fertilisers and all products applied by an operator are expressly excluded from this warranty unless it can be shown beyond reasonable doubt that the standard of application was the sole cause for the ineffectiveness of the product. This warranty covers the cost of re-application of the material only. Operators are not responsible for replacing products applied.

The operator shall resolve any disputes arising from this clause in the first instance. If the operator is unable to resolve the dispute he shall advise the client of the existence of the conciliation facilities provided by NZAAA.

In the event NZAAA is asked to conciliate in a dispute between an accredited operator and a client, the Chairman of NZAAA will arrange for two committee members and one consultant to investigate the complaint/dispute and arbitrate on the matter either directly with the client concerned or through an agent whom the client appoints.

Where any warranty work is to be carried out, the operator's liability shall not exceed the cost of re-application.

The cost of NZAAA conciliation shall be met by the operator involved.

### **3.3 EQUIPMENT**

No NZAAA Accredited Operator shall operate an aircraft which does not meet the maintenance requirements determined by Civil Aviation Rules in force at the time, neither will ground support vehicles be operated unless they comply with the requirements of the Land Transport Safety Authority.

In respect to calibration and pattern distribution, each NZAAA Accredited Operator must be able to deliver on demand, a certified graph showing the distribution pattern of all of his distribution equipment currently in use. No distribution equipment, either for sprays or solids, shall be used unless the operator has had that equipment's pattern tested by an approved pattern tester within the preceding 24 months. The exception to this is where an operator utilises more than one identical piece of equipment in which case, the preceding requirement can be met by testing just one item.

### **3.4 AIRSTRIPS AND HELIPADS**

It is the responsibility of each NZAAA Accredited Operator to ensure that airstrips and helipads used by his aircraft meet the minimum requirements as detailed in Annex C. In carrying out this requirement, he may choose to delegate the responsibility to his pilots.

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### **3.5 INCIDENT NOTIFICATION**

It is the responsibility of all NZAAA Accredited Operators to report any occurrence that has the potential to become an insurance claim in respect of chemical liability insurance. In making this report, the operator shall use the notification form that appears as Annex D. The completed form shall be mailed to the Secretary NZAAA within one week of the incident being notified to the operator. On receipt of this notification, or if he is notified by a third party, the Secretary shall communicate with the Investigative Committee as to whether or not to mount an investigation. If the nature of the incident dictates that an investigation should take place, the Investigating Committee will investigate it.

### **4.0 INVESTIGATING COMMITTEE**

The NZAAA Investigative Committee is responsible to the Committee of the NZAAA. The NZAAA Committee appoints the NZAAA Investigative Committee annually. It consists of:-

- The NZAAA Executive Officer
- Three Committee Members who between them represent both helicopter and fixed wing operators and who each have at least 10 years experience in the industry and who have been duly elected by the NZAAA Committee.

The Investigative Committee has the power to co-opt specialists (e.g. pilots, chemical and health experts to assist as necessary) Any such person co-opted shall have the right to speak and discuss the topic, but unless he or she is also a committee member, a person so co-opted, shall have no right to exercise a vote.

The Investigative Committee shall, on its first meeting, elect a Chairman.

This committee's prime role will be to investigate complaints and disputes notified to the Secretary IAW with the preceding paragraph.

Following consideration of the material placed before it by any person who has a proper interest in the proceedings, and the operator or his representative, The Investigative Committee may: -

- 1) Decide to take no action; or
- 2) Issue a formal written warning, and in addition, publicise the fact of that warning to NZAAA members; or
- 3) Withdraw the operator's Accreditation under these provisions; or
- 4) Dismiss the Member from the NZAAA.

The Secretary shall notify the offending operator of the Investigative Committee's decision and the reasons for that decision in writing within two weeks of the investigation being completed.

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#### APPEAL RIGHTS

Any operator dissatisfied with the decision may, within ten working days of receipt of the written decision, by letter addressed to the Chairman NZAAA, appeal to the full Committee of NZAAA.

That hearing shall normally be held at the next regular NZAAA Committee Meeting. Any member of the Investigative Committee who is also a member of the NZAAA Committee shall be required to leave the meeting for deliberation on that item.

The operator may represent himself at the hearing, or appear by agent or council. His pilot may also attend in person.

Any other person may, at the request of the Committee, also attend, but shall be excluded when the committee deliberates.

#### HEARINGS

Subject to the law of New Zealand, NZAAA and any Committee of the Association, may regulate its meeting and hearings procedures in such a manner as it thinks fit.

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## **5.0 RESEARCH AND DEVELOPMENT**

The NZAAA is committed to its members delivering quality services. Accordingly, the Committee shall use its resources to fund Research and Development that benefits both the members and the customers. This R & D initiative is a vital component in keeping NZAAA and its members at the leading edge of technology. Whilst much expertise already exists within New Zealand, the Committee should also investigate the option of using foreign personnel from time to time in an effort to ensure that the NZAAA is keeping abreast of international technology.

Funding for R & D should come from member's subscriptions, special levies, government funding or sponsorship.

## **6.0 LIABILITY AND LITIGATION**

The NZAAA is required to hold an insurance cover to protect itself, the elective committee and the investigative committee against any legal action which might arise as a consequence of carrying out the provisions of this manual.

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**ANNEX A.**

Reserved

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**ANNEX B**  
**NON CONFORMANCE REPORT**

Date.....

Initiated By (Sign) .....

Non Conformity  
Details.....

Reason for Non  
Conformity.....

Corrective  
Action.....

Taken By (Sign)  
.....Date.....

Preventative Action  
.....

Taken By  
(Sign).....Date.....

Internal Audit Review  
(Comments).....

By (Sign) .....Date.....

Management  
Review.....

By (Sign).....Date.....

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**ANNEX C**  
**AIRSTRIPS AND HELIPAD STANDARDS**

**1. AIRSTRIPS**

The following standards should apply to all airstrips used by NZAAA Accredited Operators whilst operating single engined agricultural aircraft. Refer also to Best Practice Guideline "Farm Airstrips and Associated Fertiliser Cartage, Storage and Application" from CAA

**1.1 LENGTH**

An airstrip must be sufficiently long to permit the type of aircraft using it to be able to be in controlled flight at the threshold under the following conditions: -

- a) The aircraft is carrying its full legal load permitted under CAR Part 137
- b) The aircraft is carrying fuel for 1.5 hours
- c) Nil wind conditions
- d) International Standard Atmosphere (ISA) conditions

**1.2 SLOPE**

Maximum slope shall not exceed 1 in 5 (20%)

**1.3 WIDTH**

The minimum width of the runway itself should be not less than 15 metres.

**1.4 SIDE CLEARANCES**

The desired airstrip width is 40 metres with a minimum of 30 metres if terrain or other obstacles make 40 metres unobtainable. The whole of the defined area of the airstrip should be suitably prepared for the needs of the aircraft that are expected to use it.

For the purposes of this requirement the side clearances may be sloped from the edge of the runway to a maximum slope of 1 in 10 (10%)

**1.5 END CLEARANCE**

**1.5.1 Take Off**

The Take off path shall be unobstructed at a gradient of 1 in 30 (3.3%) No fence shall be in the take off path for a distance of 185 metres from the end of the strip.

**1.5.2 Landing**

As far as is practicable, the overshoot area of the strip shall be unobstructed by the fertiliser bin or any other structure.

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**1.6 SURFACE**

Airstrip surfaces shall be smooth over the full area. The definition of smooth is that the airstrip is capable of being driven over in a motorcar at 80 kph in reasonable comfort.

**1.7 LOADING AREA**

The minimum loading area shall be 40 metres square, sloped to shed water away from the airstrip. The surface should be hard and smooth.

The loading area shall be secured against unwanted stock and visitors. Signs warning of loading operations shall be displayed at the end of the airstrip access road whilst the airstrip is in use.

**1.8 FENCING**

The airstrip and loading area shall be completely fenced so that stock can be reliably excluded. If the airstrip is contained within a larger well fenced paddock the area must be free of places where stock can be obscured from the pilot's view. e.g. gullies, bush etc. This will permit a reliable aerial inspection to determine that no stock are present in the paddock.

Any fence situated at the take off end of the airstrip shall be placed so that the top wire of the fence is at least one metre below the airstrip surface.

**1.8 FERTILISER BINS**

The main requirement for any solid fertiliser storage facility used is to keep the fertiliser in a free flowing condition. Avoidance of the fertiliser becoming wet or otherwise contaminated with foreign material is paramount. The facility should also be designed such that the fertiliser can be extracted using the conventional loading buckets currently in use.

The minimum design features of such a facility include:

- Water/weather proof (i.e. with a tarpaulin, roof and doors/shutters).
- Concrete floor which includes a damp course to prevent moisture entry.
- A barrier at the facility entrance to prevent stock from entering.

Further recommended features:

- Concrete walls or equivalent structures that prevent moisture entry and are structurally suitable to contain the fertiliser while being loaded with current bucket loaders.
- A recommended bin width of 5.5m – (to suit the dimensions of commonly used loading equipment).

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**1.9 ACCESS TRACKS**

The slope, surface and camber of the access track to the airstrip shall be suitable for the safe carriage of a four-axle truck, either empty or fully loaded.

**1.10 WIND INDICATOR**

A reliable wind indicator shall be erected when the airstrip is in use. Ideally, this wind indicator shall be positioned mid-way along the airstrip unless local knowledge suggests a better position. In any event the wind indicator must be able to indicate the direction and strength of the wind to a pilot during the take-off and approach phases of flight.

**1.11 AIRSTRIP REPORT**

In order to maintain the standards detailed here and to assist in the application of the HSE Act, where a hazard has been identified, an airstrip and bin report form is to be prepared by the pilot and driver and submitted to the airstrip owner at the completion of each job. This form, a copy of which appears overleaf shall be completed in ink and in duplicate and the operator is responsible to hold the duplicate copies on file at the operator's base.

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**C 1 AIRSTRIP RISK CHECKS**

Date: ..... Airfield Owner/ Occupier Name:.....

.....

Pilot Name: ..... Loader Name:.....

Aircraft Type:..... Aircraft Reg: **ZK**.....

Airstrip Position: ..... Job Number.....

| Item Checked                                 | OK | Not OK | Comments |
|--|----|--------|----------|
| Runway approach/takeoff paths safe           |    |        |          |
| Runway length/slope satisfactory             |    |        |          |
| Runway width satisfactory                    |    |        |          |
| Runway surface satisfactory                  |    |        |          |
| Braking action satisfactory                  |    |        |          |
| Wind Indicator satisfactory                  |    |        |          |
| Fencing/obstacle/wire clearance satisfactory |    |        |          |
| Weather satisfactory for the contract job    |    |        |          |
| <b>Load Checks</b>                           |    |        |          |
| Aircraft load – adjusted for conditions      |    |        |          |
| Material flow checks satisfactory            |    |        |          |
| <b>Job Hazard Briefs</b>                     |    |        |          |
| Runway hazard brief from owner received      |    |        |          |
| Job hazard brief received from Principal     |    |        |          |

Pilot Signature

.....  
 Date/Time

.....  
 Hand to loader/driver for retention.

Loader/driver to file with the Operator’s Quality Manager or other delegated person on return to home base.

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**2. HELIPADS**

The following standards should apply to all helipads used by NZAAA Accredited Operators whilst operating either turbine or piston engined helicopters on aerial agricultural operations.

**2.1 DIMENSIONS**

2.1.1 TALO shall be large enough to accommodate at least 75% of the helicopter skids along the helicopter's longitudinal axis and wide enough to accommodate the skids. In the case of helicopters with wheeled undercarriages, the TALO shall be a minimum area of 120% of the dimensions of the helicopter's undercarriage in both longitudinal and lateral axis provided that the helicopter is fitted with wheel brakes and they are used.

2.1.2 The helipad shall be a minimum diameter of 150% of the helicopter's overall length.

**2.2 SLOPE**

The maximum slope in any direction shall not exceed 1 in 10 (10% or 9 degrees) unless the helicopter flight manual specifies less in which case the maximum slope specified in the flight manual shall be complied with.

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**ANNEX D**

**NZAAA INCIDENT NOTIFICATION FORM**

Completed Form should be posted to Secretary, NZAAA P.O. Box 2096, Wellington

Operator's Name

Address

Phone Number Day

Night

Complainant's Name

Postal Address

Physical Address

Phone Number Day

Night

Nature of Incident

Insurance Assessor's Name

Value of Possible Claim

Describe Circumstances in Own Words (Use extra pages if necessary)

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**ANNEX E**  
**NZAAA SECRETARY RESPONSIBILITIES**

The NZAAA Secretary is required to fulfil the administrative role in running this accreditation programme. Those responsibilities are:

- 1) Maintain a supply of Accreditation Manuals complete with the appendices.
- 2) Maintain a register of manual holders.
- 3) Ensure Accredited Operators have signed a declaration IAW Section 1.2 (4) and Annex F Accreditation Agreement.
- 4) Receive Accreditation recommendations and maintain a file of these in files headed with the operators' names.
- 5) When the committee awards an operator with accreditation, issue that operator with a Certificate of Accreditation for the appropriate categories and a self-inking stamp and a bromide with the words "NZAAA Accredited Operator."
- 6) Receive the operator's fee for the Accreditation when due (upon application).
- 7) Promptly advise the Investigative Committee when incidents are notified.
- 8) Notify those immediately concerned of the findings of any investigation.
- 9) Maintain an insurance cover IAW Section 6.
- 10) Notify accredited operators three months prior to their accreditation expiry of their impending accreditation expiry.
- 11) Notify accredited operators within one month of accreditation expiry that they have lost accreditation privileges and status.

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**ANNEX F.**  
**ACCREDITATION AGREEMENT**

THIS AGREEMENT BETWEEN

.....  
in this document called “the Applicant”

AND

The Secretary, New Zealand Aviation Industry Association Incorporated, as agent for a division of that incorporated body, the New Zealand Agricultural Aviation Association, (the Association)

NOW THIS AGREEMENT RECORDS

- 1) That the applicant is applying to the Association for Accreditation under procedures for the time being applied by the NZAAA.
- 2) That the applicant is the holder of a current NZ CAR Part 137 Agricultural Aircraft Operator Certificate Number .....
- 3) This agreement is in addition to, and shall not derogate from any other agreement already executed or otherwise in force between the parties.
- 4) The applicant consents to the Secretary, NZAAA or delegates making such inquiries as NZAAA believes necessary from any person or agency, for the purposes of this application and the continuing provision of accreditation status to the applicant.
- 5) In consideration for the grant of accreditation, the applicant hereby agrees:-
  - a) To be bound by the Constitution and Rules for the time being of the NZ Aviation Industry Association Incorporated;
  - b) To operate in accordance with the rules and standards detailed in the NZAAA Accreditation Manual as amended from time to time;
  - c) To accept as final and binding, any decision taken in relation to accreditation by a duly convened meeting of the Elective Committee of the NZAAA;
  - d) To promptly pay all subscriptions and levies lawfully imposed by the NZAAA

**Voluntary Withdrawal**

It is hereby agreed that the applicant may voluntarily terminate this agreement at any time by providing written notice to the Secretary NZAAA.



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**Annex G.**

**Annex G1 FEES AND CHARGES**

The completed application form for NZAAA Accreditation should be sent to the Secretary, NZAAA, PO Box 2096 Wellington and must be accompanied with the correct payment. NZAAA Accreditation has three optional categories – fertiliser application (Aerial Spreadmark), Agrichemical application (GROWSAFE), and Vertebrate Toxic Agents. The basic fee covers Vertebrate Toxic Agents, Health and Safety Management, Fuel Storage and Handling, and QA procedures. Please indicate which categories are sought.

| <b>Item</b>                     | <b>Option selected<br/>Y/N</b> | <b>Application Fee</b> |
|---------------------------------|--------------------------------|------------------------|
| NZAAA Accreditation (basic fee) | Y                              | \$500                  |
| Vertebrate Toxic Agents         |                                | Included in basic Fee  |
| GROWSAFE (Agrichemicals)        |                                | \$200.00 + GST         |
| Aerial Spreadmark               |                                | \$200.00 + GST         |
| <b>Total</b>                    |                                |                        |

Note: Aerial Spreadmark has an annual fee of \$200+GST that applies in years other than the year in which the audit is carried out. That is, the application fee is the annual fee for Aerial Spreadmark for that year.

**Annex G2 NZAAA AUDITORS**

The appointed auditor for NZAAA Accreditation is SGS Ltd. Upon receipt of an application for NZAAA Accreditation, The Secretary, NZAAA advises SGS Ltd that an application for NZAAA Accreditation has been received and requests that an audit be carried out.

Applicants should note that the audit fee for NZAAA Accreditation is calculated on time taken and that the auditor, following the audit, will invoice for this fee. Applicants should check and confirm with the auditor the likely cost of the audit including any travel or other disbursements before proceeding. The contact for the SGS auditors in the first instance is:

David East  
SGS New Zealand Ltd  
PO Box 349  
TIMARU  
Ph 03 688 4079  
Fax 03 684 8643  
Mob 0275 998 315  
E-mail: david.east@sgs.com  
WEB: www.sgs.com