**Canterbury Recreational**

**Aircraft Club Inc.**

**Safety Management System (SMS)**

**1. General**

**The Canterbury Recreational Aircraft Club (CRAC) is an Incorporated Society that is affiliated to the Recreational Aircraft Association of New Zealand (RAANZ) that operates under Part 149 of the Civil Aviation Authority (CAA) Laws of New Zealand.**

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

**2. Purpose**

**The purpose of this document is to record the Safety Management System used within the organization to ensure the safety of club members and the public visiting the club. This document is designed to meet the criteria of Clause 149.63 Internal Quality Assurance Plan and Clause 6.4 of the RAANZ Policies and Procedures Manual**

**3. Rationale**

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

**4. Method**

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

**5. Club Organization**

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

* **Patron**
* **President**
* **Safety Committee**
* **Safety Officer**
* **Chief Flying Instructor**
* **And a minimum of 2 committee members.**

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

**6. The Club Safety Policy**

**The club policy is a record of current practices used to ensure the safe operation of club aircraft , their users and the public.**

**The operation of Microlight Aircraft is governed by RAANZ and CAA. In general microlight aircraft:**

* **Are limited to 2 persons on board(POB)**
* **Are not permitted to fly over built up areas**
* **Are not permitted to fly at night**
* **Do not fly in controlled airspace without prior permission.**
* **Have a preflight inspection before every flight**
* **Do not have to file a flight plan for cross country flights**
* **Need a Personal Locator Beacon for flights greater the 10nm from their base airfield.**
* **Are maintained on a regular basis and for Class 2 microlights have log books for the engine, airframe and propeller.**
* **Undergo a detailed prescribed inspection by an authorised RAANS Inspection Authority every year.**

**7. Club Training**

**The club is authorised to train pilots as part of a CAA Part 149 authorised organisations. Club trainers are all authorised under RAANZ.**

**The CRAC is a RAANZ affiliated organisation and hence operates under their Policies and Procedures Manual.**

**The club has a Chief Flying instructor and a number of other instructors. They meet on a regular basis with RAANZ-appointed Approved Testing Officers (ATO’s) to discuss:**

* **Training procedures**
* **Incidents**
* **Appointment of New instructors**

**8. Club Rules**

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

**The club has appointed a Safety Committee comprising the President, the Safety Officer and the CFI. They are tasked with dealing with incident reports that have escalated to this level.**

**9. Club Safety**

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

**Process Steps**

* **Incident can be reported by anyone to any member of the Safety committee, They will decide if there is any rule or procedure broken and decide if the matter should be investigated. All three members must be included in a decision to escalate or dismiss the report. It he incident is sufficiently serious any member of the Safety Committee can ground a club member from flying either a club or personally owned machine. He must convey this decision to the other members of the SC and produce a CAA 005 INCIDENT REPORT**
* **The person informing the Safety Committee will be informed of the Committee decision.**
* **If the incident is considered by the Safety Committee to be serious enough it will decide on a strategy to handle the report.**
* **The SC will get statements from Witnesses and the subject of the incident**
* **The SC will inform the club committee of the incident and the actions it has taken.**
* **Any DECISION MADE BY THE COMMITTEE IS FINAL and will be conveyed to the subject of the incident and the Club Committee**
* **Incidents of a very serious nature will be conveyed to the CAA.**

**10 Other Club Safety Initiatives**

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

* **All pilot training is carried out to a prescribed CAA scheme**
* **All aircraft are maintained by qualified personnel**
* **All aircraft are maintained according to the manufacturers recommendations.**
* **The club meets on a regular basis with other airfield users to discuss airfield use procedures and policies relating to safe use.**
* **Members who own their own aircraft are able to attend CAA safety and operational courses and seminars.**
* **All members are aware of the policies of the club and the Rangiora Airfield Users Group and all are able to monitor the activities of users. This way we all look out for one another.**

**Mike Sheffield Doug Anderson Duncan Fraser**

**President CFI SO**

**CRAC CRAC CRAC.**

**4th May 2016**