



**Balloon Aviation Association of New Zealand Incorporated**

# **BAANZ Operations Manual**

# 0 Introduction

## 0.1 Preface

- The BAANZ Operation Manual is to be read in conjunction with the BAANZ Training Manual and BAANZ Memos.

## 0.2 Manual Authority

- This manual has been reviewed and accepted by BAANZ President as conforming to CAR Part 91.
- This Operation Manual is the property of the Balloon Aviation Association of New Zealand Incorporated and must be maintained in a current state by the Association.
- Additions or alterations to this manual will be by amendments authorised by the BAANZ President through the BAANZ Committee.
- Periodic review by the BAANZ Committee shall ascertain that the Operations and Training Manual continue to meet the requirements of applicable Civil Aviation Rules. This will be carried out annually during the Annual Audit.
- Changes made to this manual will be promulgated within seven days to the BAANZ membership.

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## 0.3 Manual Distribution

- Sections of this manual may be copied by BAANZ members for their own use however, these copies remain as copyright to BAANZ and are not to be distributed outside the BAANZ organisation without written permission.
- There are two controlled copies, one on the BAANZ website and one with the BAANZ President. All other copies are uncontrolled. The electronic copy on the website is the master copy.
- The Current revision can be found at <http://www.baanz.co.nz>.

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## 0.4 Feedback

Please use the BAANZ Quality Assurance Feedback Form and [email BAANZ](mailto:balloonaviation@gmail.com) (balloonaviation@gmail.com) with any errors or suggestions about the BAANZ Operation or BAANZ Training manuals or any other related BAANZ publication, procedure or service.

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## 0.5 List of Effective Pages

This is Issue 0 Rev. DRAFT. Amended pages are dated 01.11.2018


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**0.6 Record of Amendments**

Amendment Number	Description	Pages Affected	Date	Approval

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## 0.8 Definitions

The following definitions are used in the BAANZ Operation Manual:

- **AD** - Airworthiness Directive
- **AGL** - Above Ground Level
- **BAANZ** – Balloon Aviation Association of New Zealand Incorporated.
- **Balloon** - An 'Aerostat' (Lighter than air Aircraft) that uses it's buoyancy to derive lift from the surrounding air and adjacent wind currents to travel aloft.
- **BCP** – Balloon Check Pilot
- **BI** - Balloon Instructor
- **CAR** - Civil Aviation Rule
- **ft<sup>3</sup>** - cubic foot
- **FM** – Flight Manual
- **ISA** – Internal Systems Auditor
- **MA** – Medical Adviser
- **MM** – Maintenance Manual
- **NM** - Nautical Miles.
- **NZCAA** - New Zealand Civil Aviation Authority
- **OTO** - Operations and Technical Officer
- **Part 91** - General Operating and Flight Rules
- **Pres** – President of BAANZ
- **PuT** - Pilot under Training
- **PuS** - Pilot under Supervision
- **PIC** - Pilot In Command
- **P2** - Dual Pilot
- **SB** - Service Bulletin
- **SEC** – Secretary of BAANZ
- **TAIC** - Transport Accident Investigation Commission.

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# 1 Management

## 1.1 Policy Statement

BAANZ aims to ensure safe compliant Private and Commercial Balloon Operations in accordance with CAR Part 91, and CAR Part 115.

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## 1.2 Authority

The BAANZ Operation Manual has been produced to show conformity with Civil Aviation Rule:

- Part 91 General Operating and Flight Rules
- Part 115 Adventure Aviation

The Policy, Procedures and general guidance contained in this manual have the approval of the BAANZ President and the BAANZ Committee.

BAANZ Memos allow for the Transition, Communication and Update of the Ops Manual.

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## 1.3 BAANZ President Statement

*Unlike other forms of flying, the Civil Aviation Authority does not require private hot air balloon pilots to hold a pilot qualification. This is partly because of the low level of risk generally posed by hot air balloons and the low number of people participating in ballooning as pilots. The New Zealand Civil Aviation Authority (NZCAA) has advised the BAANZ that the low level of risk posed by this sector does not justify the effort or expense of rule changes or licensing for private pilots. The NZCAA has also advised that they consider that the sector is too small to sustain a Part 149 certificated recreational aviation organisation.*

*Nevertheless, the BAANZ considers that it is appropriate for some form of training and qualification to ensure that the sport of balloon aviation can be conducted at an appropriate level of safety. This manual sets out the policies and procedures that the BAANZ has adopted to help achieve this end.*

*On behalf of the Balloon Aviation Association of New Zealand Incorporated, I confirm that this BAANZ Operations Manual, together with the BAANZ Training Manual published by BAANZ, defines this organisation and demonstrates means and methods for ensuring ongoing compliance with Civil Aviation Rule Part 91 and Part 115 by its membership and that this manual will be complied with at all times.*



S Cursons BAANZ President 2018

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## 1.4 Safety Policy

It is BAANZ Policy to promote safe flying practices to its members through the BAANZ Operations Manual and Training Manual, and by supporting members who are BAANZ Trainee Pilots, BAANZ Balloon Pilot Certificate and BAANZ Balloon Instructor Certificate holders with continued education aimed at ensuring that the BAANZ Operation Manual is understood and achieved at all levels of the organisation.

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## 1.5 Head Office

The Association's head office is located at the address of the Secretary and is considered the principle location for BAANZ delegated activity - contact details are listed in Appendix A

At this office is held:

- BAANZ Financial Records.
- BAANZ Common Seal.
- BAANZ Certificate of Incorporation.
- Electronic Records and Backup.
- Publications stock.
- All Administration Records (paper and electronic forms)
- Correspondence.
- Letterheads.
- All other relevant files.
- BAANZ Operations Manual
- BAANZ Training Manual

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## 1.6 Area of Operations

BAANZ members operate throughout New Zealand.

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## 1.7 Address for Service

The BAANZ Address for Service is listed in [Appendix A](#)

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## 1.8 Senior Persons

The following Senior Positions are involved in the activities, detailed in the BAANZ Operations Manual.

[Job Descriptions can be found at 1.11 Personnel.](#)

Senior Persons contact details can be found in [Appendix A](#).

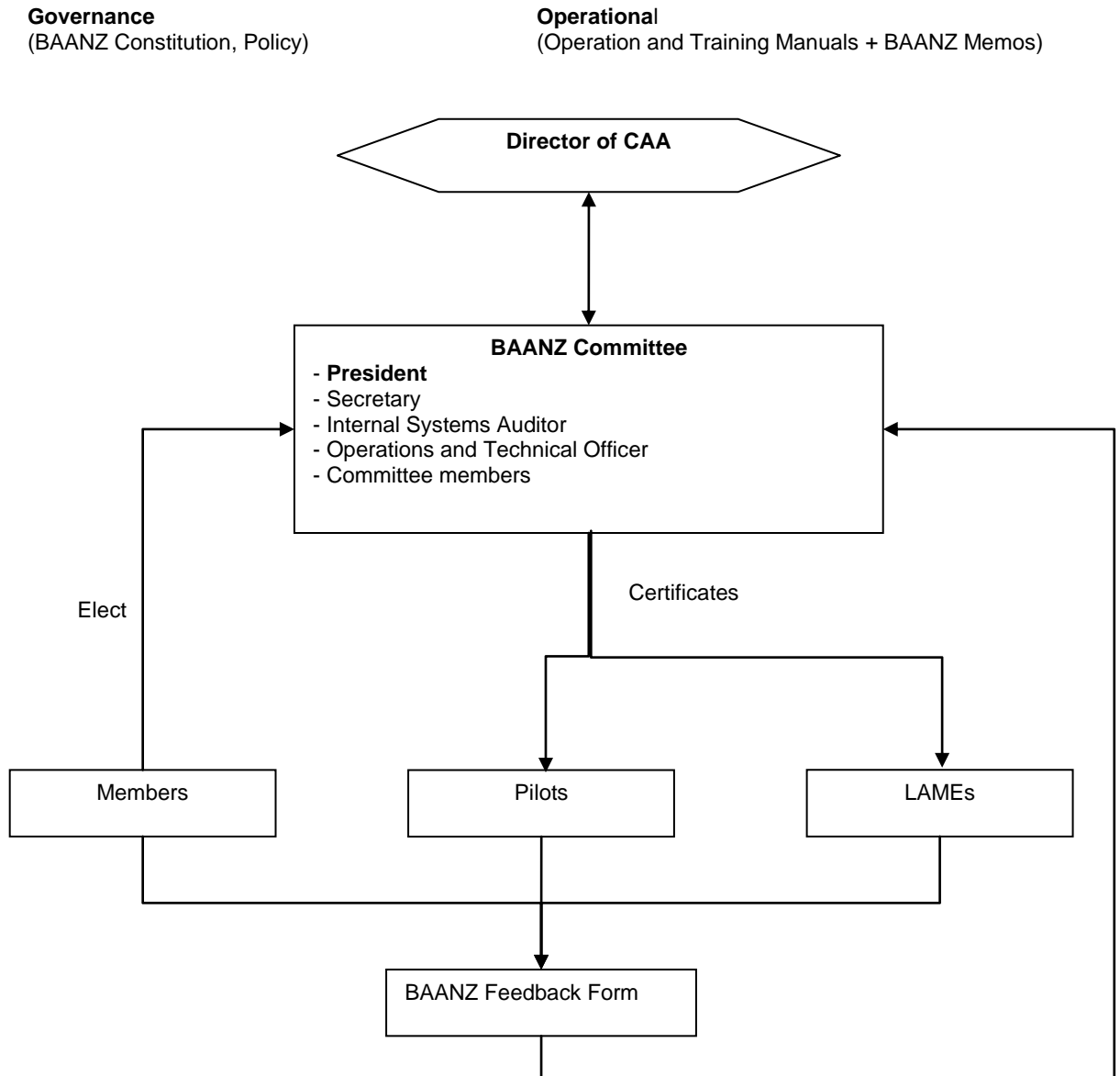
- [BAANZ President](#)
- [BAANZ Secretary](#)
- [BAANZ Internal Systems Auditor](#)
- [BAANZ Operations and Technical Officer](#)

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## 1.9 Personnel Authority

Each Senior Person will be sent notification of the position they fill and authorisation to carry out that responsibility in accordance with the BAANZ Exposition. Copies of the BAANZ Operations Manual will be made available to each senior person.

## 1.10 BAANZ Organisation Chart



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# 1.11 Personnel

## 1.11.1 (PRES) President

The position of President will be appointed by BAANZ membership in accordance with the Constitution and will be directly responsible to this body.

### 1.11.1.1 Qualifications

The President shall be a responsible person, acceptable to the Director as a Fit and Proper Person under the Civil Aviation Act 1990. 6.7.2.2.2 <http://www.legislation.govt.nz/act/public/1990/0098/87.0/DLM214687.html> - Part 1 Section 10 He/she shall have sufficient knowledge of the Association's activities to determine that its responsibilities are being discharged and that he/she has sufficient authority to ensure compliance with the BAANZ Operations Manual.

### 1.11.1.2 Responsibilities

- The President is responsible for the activities listed in accordance with this manual.
- The President shall be prepared to discuss with the BAANZ Committee and support control measures made by the BAANZ Auditor for correcting performance deficiencies in Offices of the Association, of affiliated clubs, groups or operators, or of individual members and may direct (if necessary) that the control measures are executed without delay.
- The President shall consider recommendations from other Senior Persons when dealing with items within their expertise and pass these recommendations to the Committee for consideration and action.
- To ensure that the Operations Manual is maintained as required.
- Act and liaise in accordance with any delegation issued by Civil Aviation Authority of New Zealand.
- Issue BAANZ Certificates

The [President contact details](#) are listed in our [Appendix A](#)

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## 1.11.2 (SEC) Secretary

The Secretary shall be appointed by the BAANZ Membership and be directly responsible to this body. He/she shall be responsible for the day to day transactions of documented information which will support the Certification of BAANZ and its Incorporation.

### 1.11.2.1 Qualifications

The Secretary shall be appointed by BAANZ membership and will be the 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, sufficient knowledge of Association activities.

### 1.11.2.2 Responsibilities

The Secretary shall be responsible to the Executive for the following functions:

- Processing all membership and certificate applications.
- Undertake such duties relating to the receiving and sending of correspondence as shall be requested by the Committee.
- Undertake such duties relating to the organisation of meetings and minuting such meetings as shall be requested by the Committee.
- On request of the Committee, undertake such projects or developments as required.
- Maintain computer files and back-up files, including issuing such summaries and reports as may be requested.
- Undertake any other work as may be requested by the Committee including such authorised duties as other Office holders may require.
- Act in any other capacity as required by the Committee, whether temporary or permanent.

The [Secretary contact details](#) are listed in our [Appendix A](#)

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### 1.11.3 (ISA) Internal Systems Auditor

The Internal Auditor shall be appointed by the Committee and shall be directly responsible to the President on matters of internal quality assurance.

#### 1.11.3.1 Qualifications

The Internal Systems Auditor shall be a responsible person, acceptable the Director as a Fit and Proper Person under the Civil Aviation Act 1990. He/she shall have a sufficient understanding of quality assurance procedures to undertake the Internal Quality Assurance responsibilities.

#### 1.11.3.2 Responsibilities

The Internal Systems Auditor shall be responsible to the President for the following functions:

- Carrying out, as required, a safety audit of the Association and its affiliated Clubs, groups and operators against the procedures contained within this manual.
- Reporting to the President any and all non-compliance, non-conformance and observations found on these audits.
- Recommending priorities for actioning any deficiencies found on these audits.
- Carrying out spot audits when detailed by the President.
- Acting as liaison with the Civil Aviation Authority of New Zealand on safety matters through the President.

The [Internal Systems Auditor contact details](#) are listed in [Appendix A](#)

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### 1.11.4 (OTO) Operations and Technical Officer

The Operations and Technical Officer shall be appointed by the Committee and be directly responsible to this body. He/she shall be responsible for all the flying and maintenance activities of the Association. In carrying out this function the Operations and Technical Officer is responsible for the development, implementation, and function of operational and instructional flight standards of all affiliated Balloon Clubs, Groups and operators.

#### 1.11.4.1 Qualifications

The Operations Officer 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 strong interpersonal skills and be qualified within the Association to at least Balloon Instructor Standard. He/she shall have a sufficient understanding of quality assurance procedures to undertake the Internal Quality Assurance responsibilities

#### 1.11.4.2 Responsibilities

The Operations Officer shall be responsible to the Committee for the following functions:

- Ensuring that all Balloon operations and Technical matters are carried out under the BAANZ Operations Manual comply with the Rules in CAR Part 12, CAR Part 43, CAR Part 66, CAR Part 91 and CAR Part 115.
- Ensuring that all Operational Procedures contained in the BAANZ Operations Manual and the BAANZ Training Manual are complied with.
- To review, and approve recommendations from Balloon Instructor Certificates holders by the President.
- To ensure, Balloon Instructors Seminars are available to Instructors.

The [Operations and Technical Officer](#) contact details are listed in our [Appendix A](#)

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## 1.11.5 (MA) Medical Adviser

The Medical Adviser shall be appointed by the Committee where his/her advice will be sought on pilot medical questions as the need arises.

Note: Any charges incurred by the activities of the Medical Adviser shall be paid by the pilot in question.

### 1.11.5.1 Qualifications

The Medical Adviser shall be a registered Medical Practitioner with a Diploma in Aviation Medicine (such as are listed in the CAA Medical Directory as AMA Grade 1).

### 1.11.5.2 Responsibilities

The Medical Adviser shall be responsible to the Executive for:

- Advising on medical standards.
- Advising on pilot medical conditions which could affect the pilots suitability to hold a Balloon Pilot Certificate.

The [Medical Advisor contact details](#) are listed in [Appendix A](#)

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## 2 Operations

### 2.1 General Rules

- 2.1.1 No Balloon shall be operated for Hire and Reward unless by a current CAR Part 115 Aviation Adventure Organisation approved by the NZCAA.
- 2.1.2 No Hot Air Balloon shall be operated within controlled airspace except as authorised by the appropriate Air Traffic Control (ATC) Unit and in accordance with such conditions as may be specified within CAR Part 91.
- 2.1.3 Any Accident as defined in CAR Rules Part 1 and Part 12 involving a Hot Air Balloon shall be reported (as soon as practicable) in the first instance to the NZCAA as per CAR 12.51 and to the BAANZ President.
- 2.1.4 All Incidents as defined in CAR Rules Part 1 and Part 12 involving a Hot Air Balloon shall be reported in the first instance to the NZCAA as per CAR 12.51 and to the BAANZ President.
- 2.1.5 **It is recommended** that any Accident, Incident or Occurrence reporting is carried out with the assistance of the BAANZ President or Delegate. If any reporting is carried independently of the BAANZ President or delegate then BAANZ President shall be informed of the occurrence as soon as practicable after the occurrence has been reported to the NZCAA.

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### 2.2 Flights near/over Water

- 2.2.1 In accordance with CAR 91.525(e) and CAR 115.217 if the flight path of the balloon will or might possibly cross the shore of any lake or sea, or if the wind is offshore or less than 5 knots onshore at the time of take-off from a site located within 1 nm of water measured at the ordinary high-water mark, must equip the balloon with a life preserver for each person on board.

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### 2.3 Low Flying

- 2.3.1 Operations below 500ft are not permitted except for
- take-offs and landings, or
  - missed approaches, or
  - for the manipulation of flight profile by the use of air currents required to position for suitable landing site, or
  - to avoid an issue, or
  - in an emergency, or
  - in accordance with the permitted activities during Aviation events.

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## 2.4 Pilot Training

- 2.4.1 BAANZ will ensure that there is access for all Financial members of BAANZ to BAANZ Pilot Training Manuals, and BAANZ Balloon Instructors.
- 2.4.2 New Zealand based Ballooning Clubs shall ensure that training given under their jurisdiction conforms to the contents of the BAANZ Training Manual.
- 2.4.3 It shall be the responsibility of BAANZ to ensure that BAANZ Instructors maintain a uniform high standard of training. BAANZ Training will be driven by the Balloon Check Pilots through Instructors. Biennial refreshers will be required to ensure Compliance with the Training Manual and its updates.
- 2.4.4 No affiliated Club or group may carry out Hot Air Balloon training or Instruction unless such training or instruction is at all times under the supervision of a BAANZ Instructor.

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## 2.5 Application for Balloon Pilot Certificates

- 2.5.1 All Balloon Pilot Certificate Applications must be received by the BAANZ President for processing within 28 days of the BAANZ Balloon Flight Test. All sections of the form must be completed before sign-off.

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## 2.6 Foreign Balloon Pilots

### 2.6.1 Foreign Balloon Pilots

Emigrating/Overseas Pilots can apply for a BAANZ Balloon Pilot Certificate (so as to fly a ZK registered Balloon) by meeting the following requirements:

- 2.6.1.1 Become a member of BAANZ, and
- 2.6.1.2 Providing evidence that the overseas certificate held is equivalent/exceeds the BAANZ Balloon Pilot Certificate sought, and
- 2.6.1.3 Passing Air Law examination, and
- 2.6.1.4 Complete NZCAA Fit and Proper requirements (where required by the NZCAA), and
- 2.6.1.5 A current Medical Declaration, and
- 2.6.1.6 Satisfying a BAANZ Balloon Check Pilot that s/he meets the standard set by BAANZ for the issue of the certificate type applied for.

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### 2.6.2 Short Term Operation using Foreign Pilot Certificates/Licences flying ZK registered Balloon.

Pilots visiting for a period of less than one month may fly using their Foreign Certificate/Licence and a logbook endorsement from a BAANZ Check Pilot by meeting the following:

- 2.6.2.1 Becoming a member of BAANZ and,
- 2.6.2.2 Satisfying a BAANZ Balloon Check Pilot that he/she meets the standard set by BAANZ for the issue of a BAANZ Balloon Pilot Certificate equivalent to the foreign certificate held by annotating the Foreign Pilots Logbook with a signed and dated Logbook statement, or



2.6.2.3 All flying is carried out in accordance with (PuS) Pilot under Supervision requirements of a current BAANZ Pilot Certificate holder.

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## 2.7 Private cost-sharing flight

A BAANZ Balloon Pilot Certificate holder may take a passenger on a cost-sharing flight provided the flight is carried out as specified in CAR Part 1

- 2.7.1 the flight is not advertised to the public
- 2.7.2 the pilot and passenger share equally in the direct running cost of the flight
- 2.7.3 the pilot receives no payment or other reward for his/her services
- 2.7.4 no other payment or reward is required of the passenger

Such a cost-sharing flight is deemed not to be an operation for hire or reward.

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## 2.8 Aviation Events

BAANZ recommends that all Aviation Events are BAANZ sanctioned and are run by BAANZ members with BAANZ Pilots having completed BAANZ theory subjects and BAANZ Balloon Pilot Certificate. This ensures a minimum set standard of competence of Pilots. The application for an Aviation Event will be signed by the BAANZ President and shall employ an experienced BAANZ Pilot Certificate holder who will be listed as the 'responsible person' for all matters regarding the CAA in accordance with CAR Part 91.703.

A template BAANZ Aviation Event form is available in [Appendix B](#).

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## 2.9 Tethering

A Tethered Balloon will, at a minimum,

- 2.9.1 be operated by a trainee Pilot (a minimum of 16 years of age) having completed a minimum of a Tethering Certificate or is directly supervised by a BAANZ Balloon Pilot Certificate holder, and
- 2.9.2 Balloon is operated in accordance with the [BAANZ Operations Manual 4.1.4 Tethering Operations Limitations](#), and
- 2.9.3 Applicable Balloon Manufacturer Flight Manual Limitations (most restrictive limitation) to be adhered to.

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## 3 Qualification

### 3.1 Overview of Certificate Structure

This section describes how BAANZ certificates are structured.

- 3.1.1 The BAANZ Balloon Pilot Certificate allows for the safe and compliant operation of Balloons in all areas of New Zealand.
- 3.1.2 BAANZ is also aware of the need to keep the requirements for older pilots with experience achievable. BAANZ is committed to protecting the rights and privileges of pilots who have flown prior with no licence structure prior to the introduction of this manual.

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### 3.2 Transitional arrangements - Balloon Pilot Certificates

- 3.2.1 Existing Balloon pilots, with greater than thirty (30) hours PIC as at (01.11.2018) will have three (3) years to transition to the new Balloon Pilot Certificate format. All existing rights of flight will remain during this period of transition. This transitional time will allow for the examinations to be completed.
- 3.2.2 A Flight Test is required by all Transitioning Pilots. This Flight Test is to be carried out within the three year period immediately following the implementation date 01.11.2018. Record of such a Flight must be made in the Pilots Logbook. The three year period is to allow all transiting Pilots time to participate in training for BAANZ theory subjects and the large concentration of transiting Pilots to complete the Flight Test in this time.
- 3.2.3 At time of Implementation of this Manual, current BAANZ Pilots with >30PIC will require a completion of six BAANZ exams and a successful Check flight with a BAANZ Check Pilot to gain full BPC. At the end of the three-year transition period, if a transitioning pilot (above 30hours PIC) has completed their written tests, but not completed their flight test, the pilot shall be 'grounded.' The pilot may regain currency through a flight with an existing BAANZ Balloon Pilot Certificate qualified pilot, for the sole purpose of undertaking the flight test.
- 3.2.4 Refer to 3.4.1 for new student Pilot Certificate requirements.
- 3.2.5 A Balloon Instructor Certificate will be available for those that apply with >100hours PIC and having completed an BAANZ Instructor course and having been approved by the Balloon Check Pilot and BAANZ President.
- 3.2.6 Existing NZCAA Part 61 Flight Examiners will be issued a BAANZ Balloon Check Pilots Certificate.

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## 3.3 Balloon Tether Certificate

### 3.3.1 Requirements for Issue

An applicant for a Balloon Tether Certificate must:

- 3.3.1.1 Be a current Financial Member of BAANZ
- 3.3.1.2 Have completed a Balloon Tethering Test as per BAANZ Training Manual
- 3.3.1.3 Be assessed by a Balloon Instructor as being competent to carry out a Tether in accordance with BAANZ Operations and Training Manual requirements.

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### 3.3.2 Privileges and Limitations

- 3.3.2.1 A Balloon Tether Certificate authorises the holder to carryout a Tether of a Balloon only (not free flight) within the scope of the BAANZ Operations Manual and CAR Part 91.

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## 3.4 Balloon Pilot Certificate

### 3.4.1 Requirements for Issue

An applicant for a Balloon Pilot Certificate must:

- 3.4.1.1 Be a current Financial Member of BAANZ, and
- 3.4.1.2 Have a valid Medical Declaration form issued, and
- 3.4.1.3 Have passed BAANZ Balloon Pilot exams, and
  - 3.4.1.3.1 Balloon Meteorology, and
  - 3.4.1.3.2 Balloon Systems, and
  - 3.4.1.3.3 Balloon Navigation, and
  - 3.4.1.3.4 Balloon Human Factors, and
  - 3.4.1.3.5 Balloon Air Law, and
  - 3.4.1.3.6 Balloon Flight Radio Telephone Operator, and
- 3.4.1.4 Have completed a Balloon Tether Certificate, and
- 3.4.1.5 Have passed NZCAA Fit and Proper test (where required by the NZCAA), and
- 3.4.1.6 Be a minimum of 16 years of age, and
- 3.4.1.7 Have completed at least 4 hours of flights under instruction and supervision of current Balloon Instructor Certificate holder, remainder under Supervision (PuS) of current BPC holder (minimum), and
- 3.4.1.8 Prior to undertaking a flight test the trainee shall have completed a minimum of 16 hours flight experience within the previous 24 months, and
- 3.4.1.9 Be flight tested by a BAANZ Check Pilot Certificate holder (or Delegate) to demonstrate their general knowledge and ability to perform competently those normal and emergency flight manoeuvres and procedures applicable to a Balloon flight. The syllabus for the flight test is set out under the Balloon Pilot Flight Test in the BAANZ Training Manual, and
- 3.4.1.10 The Application for a Balloon Pilot Certificate shall be made on the Balloon Pilot Certificate application form and be signed by both the Instructor and Check Pilot.
- 3.4.1.11 NZCAA Part 61 (ICAO Type) Commercial Pilot Licence (Balloons) exceed requirements of the BAANZ Balloon Pilot Certificate.

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## 3.4.2 Privileges and Limitations

3.4.2.1 A Balloon Pilot Certificate authorises the holder to act, but not for remuneration, as (PIC) Pilot-In-Command of a Balloon.

3.4.2.2 The Balloon Pilot Certificate will remain valid if Currency and Medical requirements are met annually.

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## 3.4.3 Currency requirements

Balloon Pilot Certificate holder will remain current if in the previous 12 months the Balloon Pilot:

3.4.3.1 has no less than 3 Inflations + 3 deflations + 3 hours of flight have occurred, and

3.4.3.2 continues to hold a valid Medical Declaration, and

3.4.3.3 Fit and Proper Person (where required by the NZCAA) requirements remain met.

To regain currency a Balloon Pilot Certificate holder will be required to carry out – a flight greater than 30 minutes duration undertaking basic tasks listed in the BAANZ re-currency Flight Task Sheet during either a

- 'Solo flight', or
- A flight with a current BAANZ BPC holder.

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## 3.5 Balloon Instructor Certificate

### 3.5.1 Requirements for Issue

An applicant for a Balloon Instructor Certificate must:

- 3.5.1.1 Hold a minimum of a current BAANZ Balloon Pilot Certificate or CAANZ CPL(B), and
- 3.5.1.2 Have completed no less than 100 hours PIC Balloon, and
- 3.5.1.3 Have completed a BAANZ Instructor Course within previous 2 years, and
- 3.5.1.3 Have completed an approved NZCAA Instructor Skills Seminar or having equivalent experience acceptable to the President, and
- 3.5.1.4 The application for a Balloon Flight Instructor Certificate shall be made using the Balloon Pilot Certificate Application Form and be approved by both the BAANZ PRES and Balloon Check Pilot.

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### 3.5.2 Privileges and Limitations

- 3.5.2.1 A BAANZ Balloon Instructor Certificate authorises the holder to train prospective BAANZ Balloon Pilot Certificate applicants in accordance with the BAANZ Training Manual, but not for remuneration, and during flight will be named as the PIC.

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### 3.5.3 Currency requirements

- 3.5.3.1 BAANZ Balloon Instructor Certificate holder will remain current if in the last 24 months have attended a BAANZ Balloon Instructor Course under the supervision of a BAANZ Balloon Check Pilot.

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## 3.6 Balloon Check Pilot Certificate

### 3.6.1 Requirements for Issue

An applicant for a Balloon Pilot Check Pilot Approval must:

- 3.6.1.1 Hold a Balloon Instructor Certificate, and
- 3.6.1.2 Have performed a minimum of 50 hours Flight Instructing time, and
- 3.6.1.3 Have a minimum of 200hours PIC, and
- 3.6.1.4 Have valid NZCAA CAR 61 Commercial Pilot Licence (Balloon) approval.

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### 3.6.2 Privileges and Limitations

- 3.6.2.1 A BAANZ Balloon Check Pilot Certificate holder authorises the holder to examine prospective BAANZ Balloon Pilot Certificate applicants in accordance with the BAANZ Training Manual and BAANZ Check Flight Form, but not for remuneration, and during flight will be named as the PIC.
- 3.6.2.2 A BAANZ Balloon Check Pilot Certificate holder authorises the holder to train and test BAANZ Balloon Instructors in accordance with the BAANZ Training Manual.

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### 3.6.3 Currency requirements

- 3.6.3.1 A BAANZ Balloon Check Pilot Certificate holder will remain current if their NZCAA CAR Part 61 CPL(B) approval is valid.

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## 3.7 Balloon Pilot Certificate Endorsements

All Pilot Certificates shall be endorsed with ratings in accordance with the schedule below:

### 3.7.1 Balloon Endorsements

**3.7.1.1 GROUP A** - Valid for the operation of Hot Air Balloons <120 000 ft<sup>3</sup>

**3.7.1.2 GROUP B** - Valid for the operation of Hot Air Balloons >120 000 ft<sup>3</sup>

Group B Hot Air Balloons will require

- 3.7.1.3 Minimum 50 hours Balloon PIC, and
- 3.7.1.4 10hours (PuS) experience on type under Supervision of current PIC with Group B endorsement.
- 3.7.1.5 The Application for a Group B Endorsement shall be made on a BAANZ Balloon Pilot Certificate Application Form and signed by a current BAANZ Balloon Check Pilot.

At a minimum, this will require a review of the pilot logbook and debriefing, and if the Check Pilot deems necessary - a flight test and further training or flight experience.

This requirement is solely to ensure and maintain minimum standards within the BAANZ system.

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### **3.8 BAANZ Membership**

BAANZ Membership will be completed on the BAANZ Membership Application form and forwarded to the BAANZ President for sign off and issue. The member's details will be recorded on the BAANZ Membership Database by the BAANZ Secretary.

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### **3.9 Medical Fitness**

For any application for the issue or renewal of a BAANZ Certificate the Balloon Pilot must present to the Balloon Instructor one of the following documents as evidence of a medical examination:

- 3.9.1 A current Medical Declaration certified by a General Practitioner or
- 3.9.2 A current CAA Part 67 pilot medical certificate or
- 3.9.3 For Foreign Pilot Certificate/Licence holders seeking temporary certification (less than 6 months) the medical certificate acceptable to the organisation that issued their certificate or licence.

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### **3.10 Fit and Proper Person**

If required by the NZCAA, a Pilot must complete and forward the NZCAA Fit and Proper Person form to the NZCAA.

<https://www.caa.govt.nz/Forms/24FPP.doc>

Acceptable proof of an existing fit and proper person status is:

- 3.10.1 A current BAANZ Balloon Pilot Certificate, or
- 3.10.2 A current NZCAA Part 61 Pilot Licence, or
- 3.10.3 A Current NZCAA Part 66 LAME Licence, or
- 3.10.4 The registered owner of an aircraft

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## 3.11 Solo Flight

Before the holder of a prospective Balloon Pilot Certificate applicant engages in solo flight he/she must have Solo Logbook Endorsement stating he/she has received flight or ground Instruction from a Balloon Instructor in the following areas:

- 3.11.1 The setting-up and pre-flight of a Hot Air Balloon, and
- 3.11.2 Ground handling and tethering, and
- 3.11.3 Effect of controls, and
- 3.11.4 Straight and level flight, and
- 3.11.5 Climbing and descending, and
- 3.11.6 Take-off, flight and landing, and
- 3.11.7 Aborted landing, and
- 3.11.8 Emergency descents, and
- 3.11.9 Pilot light failure, and
- 3.11.10 Navigation, and
- 3.11.11 Meteorology and abnormal weather phenomena

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## 3.12 Balloon Check Flight

Before the applicant for a Balloon Pilot Certificate is approved a Balloon Check Flight must be carried out by a current BAANZ Balloon Check Pilot Certificate holder (or Delegate) with all aspects of the BAANZ Balloon Pilot Certificate Check Flight satisfactorily completed. When complete and signed off by the BAANZ Balloon Check Pilot, the check flight form will be forwarded to the BAANZ President for BAANZ Pilot Certificate Issue.

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## 3.13 Flight Experience

Flight experience is defined as:

Time spent within the BAANZ system as a

- 3.13.1 (PuT) Student pilot under instruction by Balloon Pilot Certificate holder, or
- 3.13.2 (PuT) Student pilot under instruction by Balloon Instructor, or
- 3.13.3 (PuS) Pilot under Supervision by current Balloon Pilot Certificate Holder with current applicable endorsement, or
- 3.13.4 (PIC) flying solo, or
- 3.13.5 (PIC) Time spent as a Certificated pilot flying as Pilot in Command, or
- 3.13.6 (P2) Time spent as additional operating (Dual) crew during flight.

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### **3.14 Pilot Examinations**

All prospective BAANZ Balloon Pilot Certificate applicant examinations will be examined under the BAANZ Training Manual procedures in the following subjects:

- 3.14.1 Balloon Meteorology, and
- 3.14.2 Balloon Systems, and
- 3.14.3 Balloon Navigation, and
- 3.14.4 Balloon Human Factors, and
- 3.14.5 Balloon Air Law, and
- 3.14.6 Balloon Tether Certificate, and
- 3.14.7 Balloon Flight Radio Telephone Operator

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### **3.15 BAANZ Balloon Inspection and Maintenance Approval**

BAANZ recommends that to maintain Balloons in New Zealand the minimum qualifications for an accredited BAANZ Balloon Inspection and Maintenance Approval are:

- 3.15.1 An NZCAA Licenced Aircraft Maintenance Engineer with Lighter than Air Category, with a minimum of one Balloon Manufacturer Maintenance Course Certificate, or
- 3.15.2 A NZCAA Maintenance Approval Holder, with a minimum of one Balloon Manufacturer Maintenance Course Certificate.

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## 4 Operations

### 4.1 Private and Commercial Operations

- 4.1.1 Private Balloon Operations will be conducted in accordance with CAR Part 91.
- 4.1.2 Commercial Balloon Operations will be conducted in accordance with CAR Part 91, and CAR Part 115.
- 4.1.3 All Balloons will be operated in accordance with the applicable Balloon Manufacturer Flight Manual or NZCAA approved Pilots Operating Handbook (Operations and Limitations Special Category - Amateur Built ).
- 4.1.4 Balloon Tether Operations to be conducted as per applicable Balloon Manufacturer Flight Manual Requirements and within the following limitations (most restrictive limitation to be applied):

Windspeed <15knots (<10knots with pax)

Max Weight <75% MCTOW

Elevation <30m

Tether Ropes >4000Kg

**Quick releases are not to be used for tethering**

This requirement is solely to ensure and maintain minimum standards within the BAANZ system and public safety.

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### 4.2 Accidents and Incidents

- 4.2.1 Details of Balloon Accidents/Incidents/Occurrences may be submitted by any BAANZ member, Club, or member of the public.
- 4.2.2 NZCAA Form 005 will be completed and forwarded to NZCAA immediately after an Accident/Incident via <https://occurrences.caa.govt.nz/ProdUI/> or by downloading the form [https://www.caa.govt.nz/Forms/CA005\\_Form.doc](https://www.caa.govt.nz/Forms/CA005_Form.doc) and emailing to [CA005@caa.govt.nz](mailto:CA005@caa.govt.nz)
- 4.2.3 Any investigation undertaken into an incident by BAANZ, the BAANZ President will delegate experienced Pilots as the first avenue of investigation and if not already notified, notify the NZCAA if required.
- 4.2.4 The NZCAA and TAIC have immediate access to Balloons, Components, Parts and all related Documentation involved in any Accident or Incident as required.

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### 4.3 Pilot logbooks

- 4.3.1 The holder of a BAANZ Balloon Pilot certificate must maintain an accurate and up-to-date logbook. The following flight details must be recorded in the pilot's logbook:
  - 4.3.1.1 the pilot's name, contact details, endorsements held, and
  - 4.3.1.2 the date of the flight, and

- 4.3.1.3 the aircraft registration mark, and
- 4.3.1.4 the classification of command (PuT, PuS, PIC, P2), and
- 4.3.1.5 the flight time, and
- 4.3.1.6 the route of the flight including the place of departure, any intermediate landing, and the place of arrival, and
- 4.3.1.7 for a training flight, details of the training tasks, tests if applicable, the name of the Balloon Instructor Pilot or Balloon Check Pilot
- 4.3.1.8 The CAA Pilot's Logbook format or similar is to be used.
- 4.3.1.9 The logbook is to be retained permanently by the Balloon Pilot Certificate holder.
- 4.3.1.10 Every entry in a pilot's logbook must be made within 7 days after the completion of the flight to be recorded.

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## 4.4 Maintenance

- 4.4.1 Balloon maintenance is the responsibility of the aircraft Operator as per CAR 91.602.
- 4.4.2 It is recommended that all BAANZ accredited LAME's inspecting or maintaining Balloons have a valid BAANZ Inspection and Maintenance Approval.

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## 4.5 Defects

- 4.5.1 The (PIC) pilot in command (operator) and/or the aircraft owner is responsible for reporting Defects.
- 4.5.2 Defects will be reported on the NZCAA Technical Log CAA006 Section 3 Maintenance Record, shall be entered immediately post flight of the defect occurrence.
- 4.5.3 If any defects considered highly detrimental to safety are discovered by the PIC, he/she will notify the BAANZ President within 7 days of the occurrence via the BAANZ Feedback form. Simultaneously a CA005 shall be submitted to the NZCAA as per section 4.2.
- 4.5.4 All defects will be corrected prior to flight in accordance with the applicable Balloon Manufacturer Maintenance Manual / Maintenance Schedule and CAR 91.101(a)(1)(ii).

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## 4.6 Airworthiness Directive Compliance

4.6.1 Compliance with Airworthiness Directives is **mandatory**.

4.6.2 A Balloon that is not in compliance with an applicable Airworthiness Directive shall not be flown.

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## 4.7 Service Bulletins

4.7.1 It shall be the Operators option to comply with the Service Bulletin.

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# 5 Internal Audit Procedures

## 5.1 Calendar

- 5.1.1 A Quality Assurance Audit will occur by the 31 June each year. It will include:
  - 5.1.1.1 Internal Competence Review
  - 5.1.1.2 Conformity to Safety Policy Review
  - 5.1.1.3 Executive Review
  - 5.1.1.4 Field Audits
  - 5.1.1.5 Head Office Audit.
  - 5.1.1.6 Findings will be recorded using BAANZ Feedback Form and entered into the Quality Assurance Register.
  - 5.1.1.7 BAANZ Operations Manual or BAANZ Training Manual changes will be promulgated to the BAANZ membership within 7 days.
  - 5.1.1.8 BAANZ Memos allow for the Transition, Communication and Update of the Ops Manual

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## 5.2 Internal Competence Review

The President, the Secretary and the Internal Systems Auditor will review each year their performance, understanding of their roles and identify any training needs. This review action and any actions identified will be recoded via a BAANZ Feedback form and entered into the Quality Assurance Action Procedure

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## 5.3 Conformity to Safety Policy

An audit will be performed annually to ensure that the [Safety Policy](#) is being achieved and is still appropriate to the members needs. The review will be passed to the President. The review will be entered into the Quality Assurance Action File as will any corrective actions that are identified during the review.

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## 5.4 Executive Review

An annual BAANZ Committee Review will be performed of Internal Audit Procedures, the Quality Assurance Action File and the procedures and methods detailed in this manual. The review shall be conducted by the President, the Secretary, and the Internal Systems Auditor. The review will be passed to the President. The review will be entered into the Quality Assurance Register as will any corrective actions that are identified during the review and any applicable changes to the Operations Manual and Training Manual completed.

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## 5.5 Field Audits

A field audit will take place at locations determined by the Internal Systems Auditor. The primary items and areas of interest to audit are the input steps to BAANZ Operations and Training Manuals and the resulting output from the procedures used. The field audit should have a secondary aim of highlighting education and training needs of the individuals who are initiating processes with BAANZ administration.

The person conducting the annual Field Audit will be selected from the BAANZ Committee however will not be a Senior Person.

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## **5.6 Head Office Audit**

This audit will sample any procedures and data held at head office. The aim of the audit is to identify those procedures that currently comply but could be streamlined or made more secure.

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## **5.7 Available for Audit**

BAANZ will make its records available for to the Committee member tasked with carrying out the audit at any time.

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## 6 Administration Procedures

### 6.1 Aircraft Incident Report Procedure

- 6.1.1 Incident reports will be submitted to the NZCAA on the Online Reporting form in accordance with CAR Part12 <https://occurrences.caa.govt.nz/ProdUI>
- 6.1.2 A copy of the incident report will additionally be submitted to BAANZ President and any additional supporting evidence and details completed on the BAANZ Feedback Form.
- 6.1.3 The BAANZ Committee shall consider and investigate such reports. Reports may be referred to CAA.

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### 6.2 Examination Procedure

- 6.2.1 Balloon Instructors will request exam papers from BAANZ Administration on behalf of their students.
- 6.2.2 The appropriate papers and an answer sheet will be forwarded to the Instructor. The exam paper will be a numbered document, issued specifically to the individual Instructor who will be responsible for the conduct of the exam and forwarding of all papers back to BAANZ Admin.
- 6.2.3 The Instructor will complete and sign the certificate attesting to the completion of the exam under acceptable examination conditions. Completed exams papers will be forwarded to the BAANZ Secretary.
- 6.2.4 The Secretary will mark the answer sheet according to the marking schedule.
- 6.2.5 The exam candidate will be advised directly of the exam result. A certificate of achievement will be issued which should be affixed into the pilot's logbook.
- 6.2.6 All relevant papers will be filed in the Certificates Issued file.
- 6.2.7 The BAANZ Secretary will update the BAANZ Membership Database file with exams results.

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### 6.3 Balloon Pilot, Balloon Instructor, Balloon Check Pilot Certificate Issue

- 6.3.1 An application for the issue of a BAANZ Balloon Pilot Certificate, Balloon Instructor Certificate, or Balloon Check Pilot Certificate may be made, by suitable qualified persons, to the BAANZ Secretary along with the appropriate fee. The BAANZ Secretary shall check the following items:
  - 6.3.1.1 The appropriate fee has been paid, and
  - 6.3.1.2 Applicant is a current financial member of BAANZ member, and
  - 6.3.1.3 Applicant is a Fit and Proper Person (where required by the NZCAA), and
  - 6.3.1.4 Applicant has a current Medical Declaration, and
  - 6.3.1.5 Correct exams have been completed, and
  - 6.3.1.6 Result of the flight test, and



- 6.3.1.7 Successful Solo flight has been conducted (if applicable), and
- 6.3.1.8 BAANZ Balloon Instructor(s) are current, and
- 6.3.1.9 BAANZ Balloon Flight Test Form has been completed satisfactorily and signed.
- 6.3.1.10 The Secretary will note the details of the application on the BAANZ Member Database.
- 6.3.1.11 When all of the above are complete, the Balloon Pilot Certificate (with endorsement), Balloon Instructor Certificate, or Balloon Check Pilot Certificate can be issued by the BAANZ President.
- 6.3.1.12 When the new Balloon Pilot Certificate is issued and signed by the BAANZ President signature - full rights of use can be exercised in accordance with the BAANZ Operations Manual.
- 6.3.1.13 All documentation relevant to a BAANZ Certificate will be filed in the Certificates Issued File

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## 6.4 Balloon Inspection and Maintenance Approval Issue

- 6.4.1 An application for the issue of a BAANZ Balloon Inspection and Maintenance Approval may be made, by suitable qualified persons, to the BAANZ Secretary. The BAANZ Secretary will check the following items:
  - 6.4.1.1 Applicant is a LAME with 'Lighter than Air' Category, and
  - 6.4.1.2 Applicant has completed a minimum of one (1) Balloon Manufacturer Maintenance Course.
  - 6.4.1.3 When the new Balloon Inspection and Maintenance Approval is issued and signed by the BAANZ President signature - full rights of use can be exercised in accordance with the BAANZ Operations Manual.
  - 6.4.1.4 All documentation relevant to a BAANZ Balloon Inspection and Maintenance Approval will be filed in the Certificates Issued File.
  - 6.4.1.5 BAANZ will recommend LAME's with sufficient Qualifications and Type Experience to its members.

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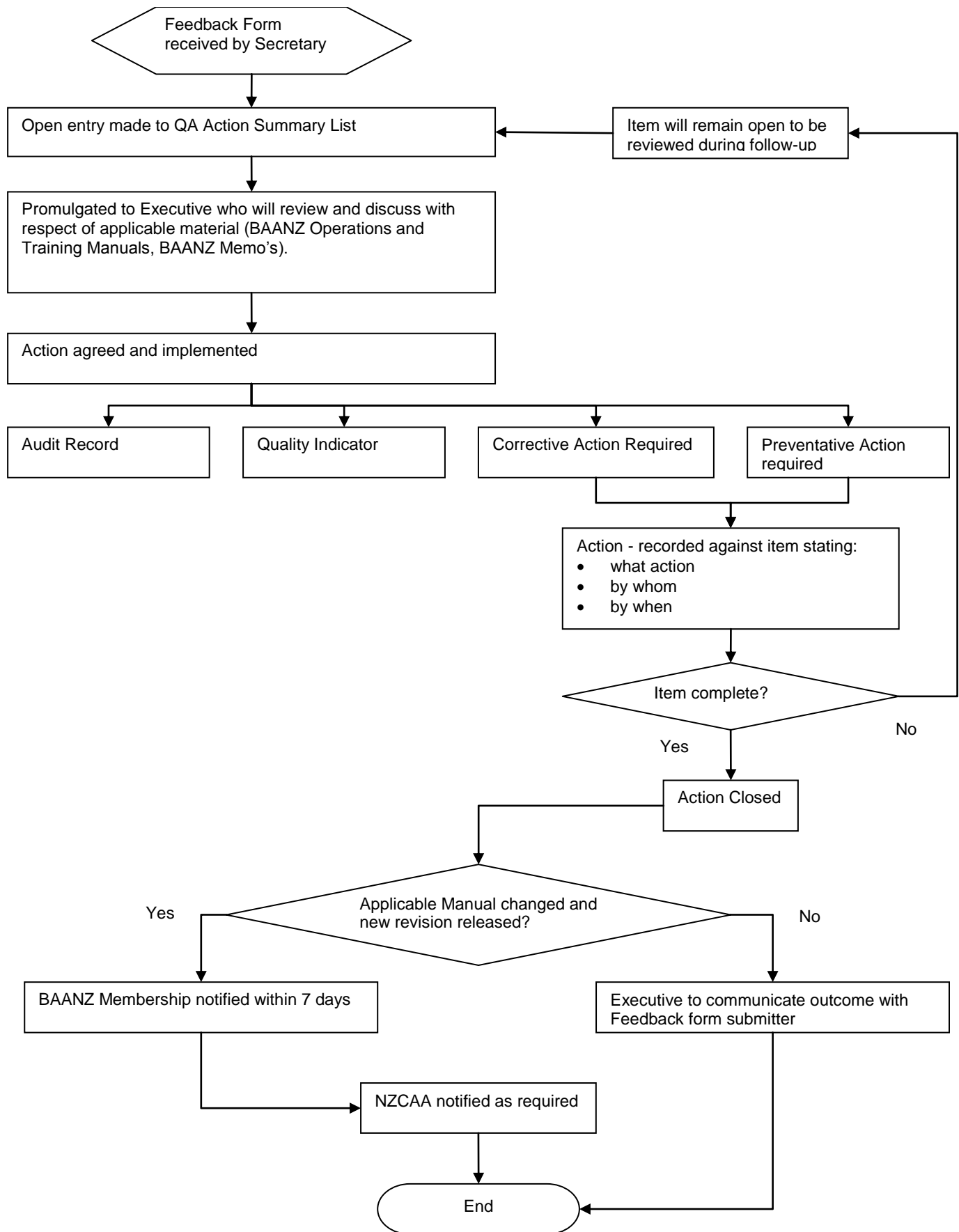
## 6.5 Quality Assurance Action Procedure

- 6.5.1 Quality Assurance Items will be opened when
  - a BAANZ Feedback Form is received by the BAANZ Secretary
  - Quality Assurance procedures are performed
  - Audit procedures are performed
  - Vital safety information (including an Incident report) is received by any means.
- 6.5.2 Each item will be filed in the Quality Assurance Action Summary List.
- 6.5.3 Each item will be listed in the summary list as an open entry
- 6.5.4 A copy will be sent to the President, Secretary, and the Internal Systems Auditor for them to review.
- 6.5.5 After responses from step 6.5.4 have been circulated appropriate action will be agreed on and implemented.
- 6.5.6 The items will be classified as one or more of: Audit Record, Quality Indicator, Corrective Action Required , Preventative Action Required.

- 6.5.7 If corrective or preventative action is required it will be recorded against the item, stating what action is required and by who.
- 6.5.8 The item is closed when the action has been completed OR
- 6.5.9 The item will remain open to be reviewed during follow up.
- 6.5.10 The necessary new items will be opened with a date of proposed closure. These items will be reviewed during follow up.
- 6.5.11 A summary of items opened, closed and currently open will be reported to the President by the Secretary. This action will be recorded as an audit entry, with the summary, each time the summary is produced.
- 6.5.12 The President will review the Quality Assurance Action File and ensure that items are progressing and follow up on any open items that require action. An audit item will be recorded each time this step is performed.
- 6.5.13 The submitter will be notified if there is no affecting outcome.
- 6.5.14 All BAANZ members will be notified of the applicable changes in the BAANZ Operation or BAANZ Training Manuals, or any other important issue within 7 days.

See Quality Assurance Action Procedure Flowchart on the next page.

### Quality Assurance Action Procedure Flowchart



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# 7 Administrative Data Held

## 7.1 Data Policy

- 7.1.1 Member and Aircraft data is held by BAANZ in two forms.
- 7.1.2 Incoming **Primary** data is received from Instructors (BAANZ Balloon Pilot Certificate Application form, BAANZ Balloon Pilot Check Flight form, and on a BAANZ Membership Application form). This data contains the raw information on all members, their progress through training, experience and ultimately Certification.
- 7.1.3 This data is captured and transferred to an **online database** for easy search and retrieval by authorised parties.
- 7.1.4 Each primary record (Certificate and Membership form) will be filed in a chronological file allowing verification of data held on the computer database. All primary records will be kept for at least 3 years. All records will be legible. Files will be clearly marked and suitably bound. All files will be held at BAANZ Head Office unless otherwise stated.
- 7.1.5 The online database is secured and backed up with the following safeguards:
- 7.1.6 The BAANZ data is held on two USB sticks.
- 7.1.7 The BAANZ data is also saved on-line with Google.docs

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## 7.2 BAANZ Member Database

This database holds information about all BAANZ members, current or expired. It records contact details, membership and Balloon Pilot Certificate status, and BAANZ appointments. All BAANZ members and pilots are included in this database. Additionally Balloon Inspection and Maintenance Approval holders will be listed.

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## 7.3 Certificates Issued File and Database

Each Balloon Pilot Certificate, Balloon Instructor Certificate, Balloon Check Pilot Certificate, Balloon Inspection and Maintenance Approval issued by BAANZ, under the scope of the BAANZ Operations Manual, will be held on file in the Certificates Issued File to support the BAANZ members detail held in the Current Member List.

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## 7.4 Senior Positions List

This list is incorporated into the BAANZ Member Database and holds details of each [Senior Person](#) and all other members of the Executive detailing their contact details.

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## 7.5 Quality Assurance Action File

A file containing records of all [Quality Assurance Actions](#) will be held and maintained.

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## 7.6 BAANZ Memo File

A file containing records of all [BAANZ](#) Memos will be held and maintained.

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# 8 Documentation

## 8.1 Documentation

Copies of documentation required by Senior Persons will be held at the [Head Office](#) in hard copy OR will be available via the internet. All Senior Persons have internet access available privately as well as being able to access this information at the Head Office. Where ever possible documentation will be accessed via the internet.

The following documents are accessed through the CAA website:

The Civil Aviation Act 1990

New Zealand Civil Aviation Rules

New Zealand Civil Aviation Advisory Circulars

Please refer to New Zealand Civil Aviation Website in [www.caa.govt.nz/](http://www.caa.govt.nz/)

The BAANZ Secretary subscribes to the "notification" service provided by CAA for documentation changes and will notify the Senior Persons of any relevant documents affected.

The following documents are accessed through the FAA website:

- FAA-H-8083-11A Balloon Flying Handbook

[www.faa.gov/regulations\\_policies/handbooks\\_manuals/aircraft/media/FAA-H-8083-11.pdf](http://www.faa.gov/regulations_policies/handbooks_manuals/aircraft/media/FAA-H-8083-11.pdf)

The following documents are held in hardcopy at Head Office (also available the BAANZ Website)

8.1.1 Human Factors Digest No 10 – ICAO [www.skybrary.aero/bookshelf/books/2037.pdf](http://www.skybrary.aero/bookshelf/books/2037.pdf)

8.1.2 Internal Quality Assurance NZCAA AC 00-3 [www.caa.govt.nz/Advisory\\_Circulars/AC000\\_3.pdf](http://www.caa.govt.nz/Advisory_Circulars/AC000_3.pdf)

8.1.3 SMS Principles [www.caa.govt.nz/Advisory\\_Circulars/AC000\\_4.pdf](http://www.caa.govt.nz/Advisory_Circulars/AC000_4.pdf)

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## 8.2 Official Forms

See [Appendix B](#) for BAANZ forms

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# Appendix A

## A.1 Personnel

### **President (PRES):**

Name: Scott Cursons  
Phone: 04-973-0600  
Mobile Phone: 021-189-6180  
Email: [President.baanz@gmail.com](mailto:President.baanz@gmail.com)

### **Secretary (SEC)**

Name: John Holderness  
Address: 40 Cairns Crescent, Rototuna, Hamilton, 3210  
Phone: 07-855-3466  
Mobile Phone: 022-488-6658  
Email: [balloonaviation@gmail.com](mailto:balloonaviation@gmail.com)

### **Internal Systems Officer (ISA)**

Name: TBA  
Phone:  
Mobile Phone:  
Email:

### **Operations and Technical Officer (OTO)**

Name: Howard Watson  
Phone: 04-971-8599  
Mobile Phone: 0274-823-079  
Email: [sandhow62@gmail.com](mailto:sandhow62@gmail.com)

### **Medical Advisor (MA)**

Name: Dr Denis Delany  
Phone: (04) 939-9393  
Email: [DD@ngaioimed.co.nz](mailto:DD@ngaioimed.co.nz)

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## [A.2 BAANZ Address for Service:](#)

BAANZ

Address: 40 Cairns Crescent, Rototuna, Hamilton, 3210

Email: [balloonaviation@gmail.com](mailto:balloonaviation@gmail.com)

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# Appendix B

## B.1 Forms

- BAANZ Membership Application form
- BAANZ Pilot Certificate Application form
- BAANZ Balloon Check Flight form
- BAANZ Balloon Inspection and Maintenance Approval Application form
- BAANZ Feedback form
- BAANZ Aviation Event Application form
- Medical Declaration form

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