WHAKATANE AIRPORT

AERODROME OPERATIONS MANUAL

(Aerodrome Certification Exposition)

Our vision is to ensure the safety of everyone who encounters our operation, or any activities under our control. Under no circumstances will the safety and wellbeing of any person using or working within the environment of the Whakatāne Aerodrome be compromised.

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Whakatane Airport
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Thornton
Whakatane

Phone: 07 308 8397
Email: Airport@whakatane.govt.nz
Website: www.whakatane.govt.nz

Controlled Document Register Reference: AOM

Copy No

SAFETY MANAGEMENT

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ELECTRONIC MANUAL AMENDMENT STATUS

2.1.1 The Record of Amendments page in this manual refers to paper copies of this manual only.

2.1.2 The electronic version of this manual is amended to:

Amendment Number	Eleven
Effective Date	24 April 2024

2.2 *AERODROME OPERATIONS MANUAL DISTRIBUTION*

2.2.1 A current issue of the Aerodrome Operations Manual can be found at the following locations.

COPY No	LOCATION	AMENDMENT RESPONSIBILITY	ISSUED TO	DATE
One	CEO office	CEO		
Two	AM office	Airport Manager		
Three	Airport office	Airport Operations Contractor		
Four	Civil Aviation Authority	CAA Librarian		

2.2.2 All staff will be given access to Company documents as required for the discharge of their duties and responsibilities.

2.3 *RECORD OF AMENDMENTS*

2.3.1 This record of amendments applies only to paper (hard) copies of this Manual.

2.3.2 Refer to 2.2 of this Manual for the Electronic Copy Amendment status.

Amendment Nr	Effective date	Date Entered	Entered By
One (Certification Draft)	28 Feb 15	28 Feb 15	Airport Manager
Two (Issue)	22 July 15	22 July 15	Airport Manager
Three	22 February 2017	22 February 2017	Airport Manager
Four	1 November 2018	27 November 2018	Airport Manager
Five	1 April 2020	1 April 2020	Airport Manager
Six	13 August 2020	13 August 2020	Airport Manager
Seven	31 August 2021	31 August 2021	Safety Manager
Eight	16 May 2022	16 May 2022	Airport Manager
Nine	23 December 2022	23 December 2022	Airport Manager
Ten	25 October 2023	25 October 2023	Airport Manager
Eleven	24 April 2024	24 April 2024	Airport Manager
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3 GENERAL

3.1 *DEFINITIONS*

Airport: The Whakatane Airport.

Airport Authority: The Whakatane Airport Council Controlled Organisation which, through delegated authority from the Ministry of Transport and the Whakatane District Council, is the entity responsible for the safe and efficient operation of the aerodrome.

Accident: An accident as defined by CAR-Part 1.

Aerodrome Operational Area (Operational Area): The operational/aircraft movement areas of the Airport, adjacent terrain and buildings or portions thereof, to which access is restricted.

ALARP: As Low As Reasonably Practicable. All efforts should be made to reduce risks to the lowest level possible until a point is reached when the cost of introducing further safety measures significantly outweighs the safety benefit (it is widely accepted that not all risks can be eliminated).

Apron: The paved area intended to accommodate aircraft for the purpose of loading or unloading passengers or cargo, refuelling, parking, or maintenance.

Change Management: A formal process to manage changes within an organisation in a systematic manner, so that changes which may impact identified hazards and risk mitigation strategies, are accounted for before the implementation of such changes.

Chief Executive Chief Executive of the Whakatane Airport Authority**.**

Director: The Director of Civil Aviation.

Employees – refers to the operational personnel for the airport this includes JNP staff (operations, management, preflight staff), it also includes WDC staff such as inspectors, mower operators etc. (Those that do operational works within the airport environment).

Hazard: A condition or an object with the potential to cause or contribute to an aircraft incident or accident.

Just Culture: An atmosphere of trust in which people are encouraged to provide essential safety-related information, but in which they are also clear about where the line must be drawn between acceptable and unacceptable behaviour.

Movement Area: That part of the airport to be used for the take-off, landing and taxiing of aircraft.

QSR: Quality Safety Report, is a report of an incident, accident, or occurrence.

Safety Management System: A systematic approach to managing safety, including the necessary organisational structures, accountabilities, policies and procedures.

Safety Performance: A state's or services provider's safety achievements as defined by its safety performance targets and safety performance indicators.

Safety Performance Indicator: A data-based safety parameter used for monitoring and assessing safety performance.

Safety Risk: The predicted probability and severity of the consequences or outcomes of a hazard.

Safety Culture: The attitudes, beliefs, perceptions and values that employees share in relation to safety.

Serious Incident: An incident involving circumstances indicating that an accident very nearly occurred.

Risk: A situation involving exposure to danger. The effect of uncertainty on objectives.

Risk Management: Systematic application of management policies, procedures and practices to the activities of communicating, consulting, establishing the context, and identifying, analysing, evaluating, treating, monitoring and reviewing risk.

Risk Mitigation: A systematic reduction in the extent of exposure to a risk and/or the likelihood of its occurrence. The process of incorporating defences and preventative controls to lower the severity and/or likelihood of a hazard's projected consequence.

Runway Strip: A defined rectangular area of the Airport containing the portion of the aerodrome (paved or non-paved) which is used for the landing or take-off of aircraft.

Restricted Area: Any part of the Airport, to which access by any persons is controlled by the Airport Authority in order to ensure safe and efficient operation of the Airport, or to protect personal health and safety.

Wildlife Control Measure: Actions taken to eliminate or lower wildlife hazard species populations by killing target species.

Wildlife Hazard Species: Any species of wildlife present at or around the Airport, where a risk analysis specific to Whakatāne Airport identifies the species presents a hazard towards the safe operation of aircraft.

Wildlife Management Measure: Actions taken to minimise the risk posed by residual wildlife hazard species populations after control measures have been undertaken, or where control measures are not possible or appropriate.

3.2 *ABREVIATIONS*

AC: Advisory Circular/s [issued by CAA]
ACE: Aerodrome Certification Exposition
ACNZ: Airways Corporation of New Zealand Limited
AEO: Aerodrome Emergency Organisation
AEP: Airport Emergency Plan
AFL: Airfield lighting
AIP: Aeronautical Information Publication New Zealand
AIS: Aeronautical Information Service
ALARP: As Low As Reasonably Practicable
ALoSP: Acceptable level of Safety Performance
AMP: Asset Management Plan
A-PAPI: Abbreviated Precision Approach Path Indicator
AOC: Aerodrome Operating Certificate
AV SEC: Aviation Security Services
AWIB: An automatic broadcast of aerodrome and weather information only.
CAA: Civil Aviation Authority of New Zealand
CAR: Civil Aviation Rule/s
CCO: Council Controlled Organisation
EOL: Effective Operational Lengths
FOD: Foreign Object Debris
ICAO: International Civil Aviation Organisation.
IQAI: Internal Quality Assurance Inspector
KRA: Key Result Areas
LGA: Local Government Act 2002
LTP: Long Term Plan (requirement of Local Government Act 2002)
NOTAM: Notice to Airmen [or Airwomen]
NZFS: New Zealand Fire Service.
NZPIA: New Zealand Parachute Industry Association Ltd
NZWK: Whakatane Airport
OLS: Obstacle Limitation Surface.
PAL: Pilot Activated Lighting control system.
QSR : Quality Safety Report
RWY: Runway
SARP's: ICAO Standards and Recommended Practices.
SPI: Safety Performance Indicator
SMS: Safety Management System
TNA: Training Needs Analysis
TWY: Taxiway
UNICOM: Ground radio communications service providing local aerodrome information only.
WAA: Whakatane Airport Authority
WDC: Whakatāne District Council
WDI: Wind Direction Indicator (Windsock)
WDRFF: Whakatāne District Rural Fire Force
WHMP: Wildlife Hazard Management Plan

3.3 *CORPORATE STATEMENT POLICY*

3.3.1 ***Our vision is to ensure the safety of everyone who encounters our operation, or any activities under our control. Under no circumstances will the safety and wellbeing of any person using or working within the environment of the Whakatāne Aerodrome be compromised.***

3.3.2 Whakatane Airport is a joint venture operation between the New Zealand Government (Ministry of Transport) and the Whakatane District Council, with each party owning a 50% share and run as a Council Controlled Organisation.

3.3.3 Day-to-day operation and maintenance of the Airport, including the delivery of projects, services and initiatives, is managed by the Council. The Ministry of Transport provides funding for up to 50% of agreed capital expenditure, and up to 50% of any annual operating deficit.

3.3.4 The Commercial Advisory Board provides advice to the Council, including decisions relating to the Airport.

3.3.5 This manual has been completed in conformity with the requirements of the Civil Aviation Act 1990 and Civil Aviation Rules in place at the time of acceptance. It defines the methods for ensuring ongoing compliance with the Civil Aviation Act 1990, Civil Aviation Rules and other relevant Civil Aviation Publications with the acceptance/approval of the Director of Civil Aviation.

3.3.6 Whakatane Airport insists upon operating to the highest standards through:

- All staff using their utmost endeavours to maintain personal integrity and proficiency in work practices up to the highest attainable standards
- Constant and vigilant supervision of every operation to ensure that all actions are in conformance with this Manual
- Attention to aviation professionalism in every aspect, so that the integrity of the organisation and the aviation industry in general is not compromised in any way

3.3.7 It is intended that procedures contained within this manual will be reviewed annually or when a change has occurred relating to Whakatane Airport operations.

3.3.8 All personnel have the responsibility of familiarizing themselves with the contents of this manual and any amendments. Further, it is the Airport policy that all staff read this manual on commencing employment and thereafter at intervals not exceeding 12 months, or when amendments have been incorporated.

3.3.9 This manual is part of an Exposition that documents the organisation's commitment to comply with all legal obligations relating to safety and how it intends to provide a safe environment for clients, staff and the public.

3.3.10 The Whakatāne Airport Authority is committed to providing all the appropriate resources that are required to operate the airport in a safe and efficient manner.

3.3.11 All personnel who undertake, or contribute to, any activity covered by the scope of the Exposition shall have access to and comply with the provisions of the Exposition at all times and adopt the standards of the organisation's safety policy.

3.3.12 Each employee is responsible for maintaining their knowledge of the Civil Aviation Act and the Civil Aviation Rules relevant to their job and for performing his or her duties in a safe and efficient manner in conformity with the Exposition. The organisation undertakes to provide personnel with access to these documents and the training necessary to apply the requirements therein.

3.3.13 The Whakatāne Airport Authority values a “Just Culture” approach. No blame will be attributed to a person’s actions (or inactions) unless proof of illegal activity, negligence, recklessness, wilful misconduct or malicious intent exists.

3.3.14 This Manual is issued under the authority of the Chief Executive Officer of Whakatane Airport.

Authorised by the Chief Executive Officer of Whakatāne Airport –

……..
Chief Executive Officer

Date

3.4 *SAFETY POLICY*

Whakatāne Airport's aim is to provide a safe and effective process to fulfil its commitment to delivering the highest level of safety. Our vision is to ensure the safety of everyone who encounters our operation, or any activities under our control. The Whakatāne Airport operates an integrated Safety Management System (SMS), in order to continually maintain, monitor and improve safety performance, support staff for reporting, and ensure open discussions of safety are encouraged.

Management of the Whakatāne Airport are committed to:

- Continuous improvement through systematic measurement of safety performance indicators;
- Encouraging open communication and safety reporting, while promoting a just culture, no punitive action will be taken against staff or contractors unless gross negligence or willful misconduct has taken place;
- Involving Whakatāne Airport employees, contractors and other stakeholders in the decision- making process through effective consultation wherever applicable;
- Taking responsibility for all aspects of safety, as an integral part of their role;
- Ensuring no business activities are conducted in a manner that compromises aviation safety.

At all times employees, including contracted staff, are required to:

- Be familiar with procedures detailed within the company exposition and emergency plans;
- Strive for continuous improvement in safety performance by information sharing with all airport users;
- Challenge unsafe behaviours and ensure the safety of themselves, and the safety of others;
- Report all incidents in a timely and appropriate manner;
- Operate within workplace and Civil Aviation Safety legislation, standards and all other relevant legislation.

In order to continually maintain, monitor and improve safety performance, support and encouragement of staff for reporting, and open discussions of safety are encouraged. Safety Operations are encompassed in all aspects of the Whakatāne Airport and so should be seen in this manner. Safety concerns, training requests and business improvement proposals should be raised with relevant managers to ensure a timely approach to all matters. Urgent and unresolved concerns should be raised directly with senior management/ Chief Executive Officer.

Authorised by the Chief Executive Officer of the Whakatāne Airport -

……..
Chief Executive Officer

Date 5 November 2024

Review Date

3.5 *DESCRIPTION*

3.5.1 This manual, known as the “Whakatane Airport Aerodrome Operations Manual”, is the primary manual covering Whakatane Airport activities for its Part 139 Certificate.

3.5.2 A separate manual contains the Aerodrome Emergency Plan.

3.5.3 Together the manuals form the Exposition required by CAR Part 139 and Part 100.

3.6 *COMPLIANCE*

3.6.1 This Exposition is designed to ensure continuing compliance with:

- CAA rules
- CAA Act

3.6.2 This exposition must be acceptable to the Director at all times,

3.7 *MANUAL SCOPE*

3.7.1 This manual contains details of the company, personnel, management structure, processes, document and data structure and control, Quality Assurance and a matrix for compliance, along with the Safety Management System.

3.8 *CAA LIMITATIONS*

3.8.1 The actions covered by this manual are all subject to the company holding a current New Zealand Aerodrome Certificate issued under Part 139.

3.8.2 A copy of this Certificate is located at the Whakatane Airport office and a copy is located in Appendix One of this manual.

3.9 *REQUIREMENT FOR AIRPORT CERTIFICATE*

3.9.1 A person must not operate an aerodrome serving any aeroplane having a certified seating capacity of more than 30 passengers that is engaged in regular air transport operations, except under the authority of & in accordance with the provisions of an Aerodrome Operating Certificate issued in accordance with Rule Part 139.

3.9.2 A person must operate a safety management system under the authority of & in accordance with the provisions of a Safety Management issued in accordance with Rule Part 00.

3.9.3 Currently the airport does not have aircraft with seating for more than 30 passengers operating regular air transport services however it is anticipated that this may occur in the future, hence the requirement for Whakatane Airport to be certified under CAR Part 139.

3.10 *PRIVILEGES OF CERTIFICATE HOLDER*

3.10.1 The Aerodrome Certificate, issued under Part 139 to Whakatane Airport, will allow the regular air transport operations of aeroplanes having a seating capacity greater than 30 seats at Whakatane Airport.

3.11 *CONTINUED COMPLIANCE*

3.11.1 Whakatane Airport must continue to meet the standards and comply with applicable CAA Rules whilst it is the holder of an Aerodrome Certificate, issued under CAR Part 139 and Part 100.

3.12 *DURATION OF CERTIFICATE*

3.12.1 A Certificate may be granted or renewed for a period of up to five years.

3.12.2 A Certificate remains in force until it expires, is suspended or revoked by the Director.

3.12.3 Whakatane Airport shall forthwith surrender its Certificate to the Director if the Certificate expires or is revoked.

3.12.4 If the Aerodrome Certificate is suspended it shall forthwith produce the Certificate to the Director for appropriate endorsement.

3.13 *RENEWAL OF AIRPORT CERTIFICATE*

3.13.1 The application for the renewal of the Aerodrome Certificate is to be submitted on form CAA 24139/01.

3.13.2 The application shall be submitted to the Director before the application renewal date specified in the certificate or, if no such date is specified, not less than 30 days before the certificate expires.

3.13.3 The Chief Executive is responsible for applying for renewal of the Certificate.

3.14 *NOTIFICATION OF TERMINATION OF OPERATIONS*

3.14.1 If Whakatane Airport terminates its activities it shall notify the Director, in writing, within 30 days of the termination. The notification shall include a request for revocation of the Certificate.

3.15 *CHANGES TO WHAKATANE AERODROME ORGANISATION*

3.15.1 Where there has been any change of address for service, telephone number or facsimile number the Director must be notified forthwith by form CAA 24139/01 or CAA 24139/02.

3.15.2 Where it is proposed to make a change to any of the following, prior application for and acceptance by the Director is required:

a) the Chief Executive
b) the listed Senior Persons

3.15.3 The Director may prescribe conditions on the Aerodrome Operating Certificate during or following any of the changes specified above and these conditions shall be complied with.

3.15.4 Where any of the changes, referred to above, require an amendment to the certificate, Whakatane Airport shall forward the certificate to the Director as soon as practicable.

3.16 *EXEMPTIONS*

3.16.1 Whakatane Airport has no exemptions from CAR Part 139 or Part 100.

3.17 *DEVIATIONS*

3.17.1 Whakatane Airport may deviate from any requirement of Subpart A, B, C or D of CAR Part 139 to the extent required to meet an emergency condition requiring immediate action for the protection of life or property involving carriage by air.

3.17.2 The Airport Manager shall report the nature, extent and duration of any deviation to the CEO as soon as practicable by phone and a written report within 7 days of the date of deviation using the Quality Safety Report Form, as listed in Section 13.

3.17.3 The CEO will provide a written report of any deviation to the Director as soon as practicable, but in any event not later than 14 days after the emergency requiring deviation from Subpart A, B, C or D to CAR Part 139. The report shall cover the nature, extent and duration of the deviation.

3.18 *LIMITATIONS*

3.18.1 Taxiing confined to runways only (soft ground and cropping), No simultaneous operations on grass and sealed runways, U-turns on seal by aircraft above 5,700 kg MCTOW in turning bays only.

3.18.2 The pertinent information, including limitations, relating to operations from Whakatāne Aerodrome is provided in appendix 17 of this manual. This information forms the basis of that provided to AIS for inclusion in the AIP. Any changes to this information will be provided to AIS for inclusion in the next publication of the AIP. Where changes are likely to have an immediate impact on flight operations, this will be notified using a NOTAM pending issue of the next amendment to the AIP.

3.19 *ADDRESS AND LOCATION*

	Physical Address	**Postal Address**	**Phone**	**Fax**	**e-mail**
Aerodrome	216 Aerodrome Road, Thornton, Whakatane	216 Aerodrome Road, RD1, Whakatāne 3191	07) 308 8397	Na.	Airport@whakatane.govt.nz
Management Office	14 Commerce Street, Whakatane	Private Bag 1002, Whakatāne 3158	07) 306 0500	07) 307 0718	Airport@whakatane.govt.nz

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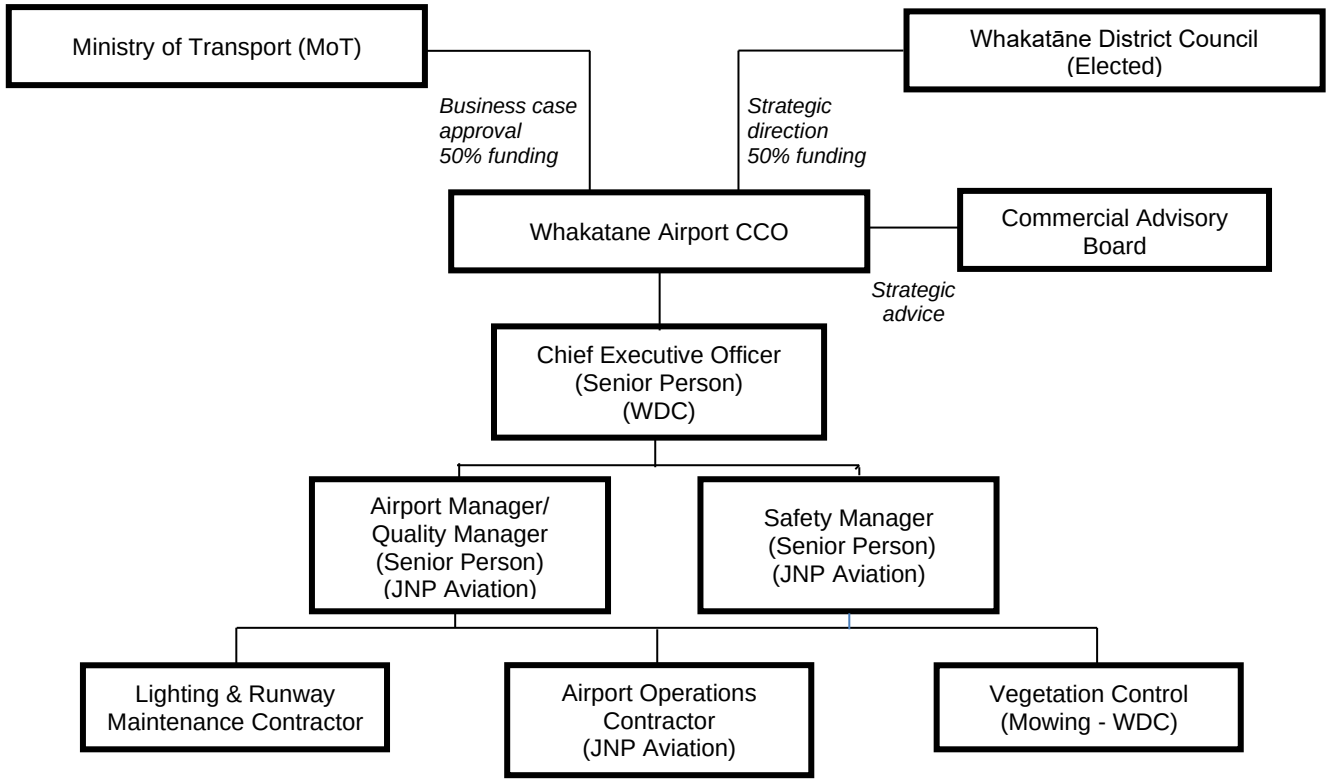
4 MANAGEMENT & ORGANISATION

4.1 *ORGANISATIONAL STRUCTURE*



Whakatāne Airport Authority Organisational Structure.

4.2 *APPOINTMENT OF CHIEF EXECUTIVE OFFICER*

4.2.1 Whakatane District Council shall appoint an Airport Chief Executive Officer who will have the authority to ensure that all activities undertaken at Whakatane Airport can be financed and carried out in accordance with the requirements prescribed by subparts A, B, C, and D of CAR Part 139.

4.2.2 The Airport Chief Executive Officer is responsible for appointing senior persons responsible to them for those prime management functions, which ensure compliance with CAR Part 139.

4.3 *SENIOR PERSONS*

4.3.1 The following procedures apply to persons required to be designated senior persons under CAR Part 139 and be approved as acceptable by the Civil Aviation Authority.

4.3.2 The senior persons are responsible to the Chief Executive Officer for the duties and responsibilities prescribed in Section 5 for the appointed position and for ensuring that their areas of responsibility complies with CAR Part 139 and Part 100.

4.3.3 The senior persons named below shall hold the qualifications and experience as stated in their respective duties and responsibilities.

4.3.4 The following list identifies the senior persons.

AIRPORT POSITION	**ORGANISATION POSITION**	NAME	PHONE	MOBILE
Chief Executive Officer	Whakatane District Council – Team Leader Ports 7 Harbour/Airport	Mark Read	07) 306 0500	027) 807 0723
Airport Manager	JNP Aviation – H & S Manager / Airport Operations Manager	Mark Cleghorn	07) 308 8397	027) 541 6632
Safety Manager	JNP Aviation – Safety Manager / Airport Operations Assistant	Aaron Hall	07) 308 8397	027) 541 6635

4.4 *STAFF / CONTRACTORS*

4.4.1 The staff or contractors as listed below are responsible to the CEO for the duties and responsibilities prescribed in Section 5 for the appointed position and for ensuring that their areas of responsibility complies with the aerodrome's manuals.

4.4.2 The staff as listed below shall: Hold the qualifications and experience as stated in their respective duties and responsibilities.

POSITION / ROLE	**STAFF / CONTRACTOR**	**NAME**	**PHONE**	**MOBILE**
Airport Operations Contractor	Contractor	JNP Aviation	0800 872 555	027) 776 4566
Airfield Lighting & Electrical / Runway Maintenance	Contractor	CAA Electrical	Na.	021) 102 2443
Vegetation Control (Mowing)	Staff	Places & Open Spaces (WDC)	07) 306 0500	Na.
Runway Professional Services Consultant	Contractor	WSP Opus International Consultants (Bernie Hopkins)	07) 308 0562	Na.
Roading Engineer (Monthly pavement inspections)	Staff	Abner Salanguit	07) 306 0500	027) 268 0144
Operations Engineer (Engineer to Contract – Lighting and	Staff	Aidan Glynn	07) 306 0500	027) 705 2338

Electrical, Runway Maintenance)				

4.5 *STAFF / CONTRACTOR SELECTION*

4.5.1 It is the responsibility of the CEO to ensure that personnel employed or contracted by Whakatane Airport are suitably qualified and have appropriate experience levels required for that particular position.

4.5.2 ***Staff Recruitment:*** The CEO shall ensure that Position Descriptions for employed staff are accurate and up to date prior to commencing recruitment. Candidates for employment must demonstrate the qualifications, skills, experience and knowledge required by the Position Description. The CEO shall select that candidate who in their opinion fits the position in the best interests of Whakatane Airport.

4.5.3 New Airport staff will undertake the WDC staff induction process, which will include an airport specific induction of (but not limited to) the airport's layout, equipment, operating procedures, health and safety procedures, general processes and procedures, and CAA Rules and AC's relating to the operation of the Airport.

4.5.4 ***Contractor Engagement:*** Contractors shall be engaged in accordance with WDC's Procurement Policy. Contract agreements must ensure that contractors are required to provide evidence of the qualifications and experience of personnel undertaking works at the Airport.

4.5.5 All new Airport contractors (and new contractor's personnel directly involved in Airport operations) will undertake a site induction to be familiarised with (but not limited to) the airport's layout, equipment, operating procedures, health and safety procedures, general processes and procedures and CAA Rules and AC's relating to the operation of the Airport.

4.6 *EMPLOYMENT CONDITIONS*

4.6.1 Airport staff will be employed by WDC, and their terms and conditions of employment will be defined by WDC Policies and Procedures and the WDC Collective Employment Agreement or WDC Individual Employment Agreements.

4.6.2 A performance review shall be conducted for all WDC employed staff every 6 and 12 months in accordance with WDC's employment conditions. Performance reviews will be completed using WDC's "Performance Development Plan". Airport related KRA's will be included in the performance reviews, and opportunities for airport related professional development will be identified through this process.

4.6.3 If the CEO considers that an employee's performance is unsatisfactory the CEO shall contact WDC's General Manager Human Resources and initiate a formal performance management process in accordance with that employee's employment agreement.

4.7 *CONTRACTOR PERFORMANCE*

4.7.1 Contractor performance shall be regularly monitored by qualified WDC staff. Contract agreements must contain requirements that personnel may be audited in order to demonstrate competency at the tasks assigned to them during the term of the contract. Enforceable measures must be included in contracts to ensure that non-performance of contract requirements relating to the safe operation of the Airport can be identified and rectified.

4.8 *RECORDS AND RETENTION*

4.8.1 Records are to be maintained of the training undertaken and qualifications achieved by Airport staff and will be held by WDC's Vault system.

4.8.2 Records are to be maintained of every inspection undertaken. (See Inspection Forms)

4.8.3 Records are to be maintained of every internal audit or review.

4.8.4 Whakatane Airport shall ensure records are:

- Completed accurately, quickly as practical, in a legible manner and in a permanent nature
- Made available to the CAA Director, as and when requested
- Hard copy records will be stored securely in the Airport operations office, or in WDC's Records Room (Commerce Street). Electronic records will be stored in WDC's electronic records management system (Objective).
- Disposed of after the retention period as directed by the Airport Manager. Retention and disposal schedules shall be developed and reviewed by WDC's Information Management Team.

4.8.5 Whakatane Airport shall retain the records as detailed in the following table

Description	Form	Retention	Location
Staff Record – DELETED – replaced by Vault system.	001	3 years	Section 12
Quality Safety Report Form	002	3 years	Section 12
Audit Finding Notice	003	3 years	Section 12
Manual Amendment Work-plan	004	3 years	Section 12
Manual Amendment Notice	005	3 years	Section 12
Daily Airport Inspection	006	3 years	Section 12
Weekly Airport inspection	007	3 years	Section 12
Monthly Paved Area Inspection	008	3 years	Section 12
Monthly Electrical Inspection	009	3 years	Section 12
Monthly Audit	010	3 years	Section 12
Occurrence Report	CA005	3 years	CAA website
External Audit Reports	-	5 years	-
Internal Audit Reports	-	5 years	-
Notice of Management Review Meeting and Agenda	-	5 years	Section 10
Management Review Meeting Minutes		5 years	Section 10
Safety Management Review Meeting Minutes	-	5 Years	Section 10
Records of maintenance	-	5 years	-

5 DUTIES AND RESPONSIBILITIES

5.1 *CHIEF EXECUTIVE OFFICER (CEO)*

5.1.1 The Whakatāne Airport Authority, through the Whakatane District Council, shall appoint the Chief Executive Officer of Whakatane Airport.

5.1.2 The Chief Executive Officer is responsible to the Whakatane District Council for:

- Ensuring that Whakatane Airport operates a safe, efficient, and effective aerodrome in accordance with the Exposition and CAR Part 139.
- Overall management of the Airport
- Final accountability for all safety issues
- Holds the responsibility for ensuring that the safety management system is properly implemented and performing to requirements in all areas of the business.
- Enforce the standards for safety management, and ensure adequate resources, both in terms of personnel and funding
- Ensuring safety as a core value within the organisation
- Commitment to continuous improvement of the performance of the safety management system
- Ensuring Whakatane Airport's commitment to quality principles and practices
- Provision of sound financial resources to support all organisational activity
- Providing leadership to the management review process
- Provision of sufficient competent personnel to operate the Airport
- Authorising persons to carry out their respective duties
- Ensuring senior persons transfer their duties during periods of absence

5.1.3 While it is recognised that the Chief Executive Officer is responsible for all operations at the Airport, the CEO may delegate functions to the Airport Manager, Safety Manager, the Airport Operations Contractor, Asset Managers, or to other staff or contractors, however, the CEO remains ultimately accountable for Safety within the organisation, at all times.

5.2 *AIRPORT MANAGER*

5.2.1 The Airport Manager is to act as the Quality Manager, and is required to have:

- Quality Assurance Experience
- A clear knowledge and understanding of the Whakatane Airport's CAR Part 139 Exposition
- A clear knowledge and understanding of applicable Civil Aviation Rules and their associated Advisory Circulars.
- The ability to complete written reports

5.2.2 The Airport Manager is to have direct access to the Chief Executive Officer on all quality and safety matters and is responsible to the CEO for:

- Developing, implementing, and managing the organisation's quality system
- Monitoring and reviewing the level of conformance with the requirements of the Exposition through a planned internal audit programme, including the performance of service providers
- Ensuring that changes affecting approvals that require prior approval by the Civil Aviation Authority are carried out in accordance with 1.6 Changes to Approval and Validation of Certificates of the Management and Policy manual
- Management of Whakatane Airport's manual suite
- Ensuring manual amendments are made in accordance with the requirements of 0.8 Amendment to Manuals of the Management and Policy Manual
- Conducting internal audits
- Selecting and measuring quality indicators, including customer and personnel feedback, to ensure the organisation's safety policy is being achieved
- Ensuring any corrective and preventative actions relating to the Exposition, standards, procedures, processes, and organisational systems are carried out quickly and effectively

- Following up corrective actions to ensure they have been effective
- Reporting audit results, findings, trends and areas of potential concern for management review
- Exercising the right of direct contact with the Civil Aviation Authority on matters directly impacting on safety
- Coordinating and scheduling management reviews, providing review feedback to the organisation's personnel and taking follow-up action as directed
- Ensuring the structure and content of the Exposition remains adequate for the scope of the organisation's activities and amending as necessary
- The efficient maintenance of all publications and documents in the Operations library.
- Ensuring publications and document amendments are put into action on the effective date.
- Coordinating the activities of external auditors as required
- Demonstrating a positive commitment to the organisation's safety policy and leadership in attaining the organisation's quality objectives.
- Investigating accident and incident occurrence relating to aerodrome operations in accordance CAR Part 12

5.2.3 The Airport Manager will also be responsible for

- Aerodrome Audits and inspections as defined in the Aerodrome Inspection Programme
- Supervision of Major works
- Communicating changes to the Airport's AIP data and information to AIS.
- Issuing NOTAM's
- Continued compliance with Civil Aviation Authority regulatory requirements
- Ensuring regulatory approvals remain valid
- Liaison with the Civil Aviation Authority on any matters relating to the organisation's Aerodrome Certificate.
- Formulating and implementing policy on airport operations, safety, maintenance, personnel, facilities, and administration
- Communicating policy and procedures to all employees, contractors, and users.
- Provision and maintenance of facilities, equipment, publications, and materials for the conduct of the Aerodrome
- Aerodrome Preventative Maintenance is carried out satisfactorily
- Rectification of defects
- Establishing agreements for Airport maintenance
- Quarantining records relating to an accident or serious incident
- Issuing Whakatane Airport's Manuals
- Ensuring Whakatāne Airport's Manuals are maintained
- Overall control of the aerodrome operational and safety data
- Coordinating and conducting regular user group meetings
- Leading by example and demonstrating a positive commitment to the company safety policy and quality objectives

5.3 *SAFETY MANAGER*

5.3.1 The Safety Manager is responsible for

- Aerodrome Safety and Security
- The maintenance and testing of the Whakatane Airport Aerodrome Emergency Plan.
- Safety Management System (SMS) program development, training, communications, analysis, improvement, and implementation
- Develop and maintain positive relationships with stakeholders (both internal and external)
- Manage the operation of the SMS and fulfils the required job functions and responsibilities
- Performing/facilitating hazard identification and risk analysis

- Applying the ALARP principle when conducting hazard identification and risk management analysis
- Monitoring corrective actions and evaluating their results
- Advising the Senior management on Safety management matters
- Appraising the Chief Executive Officer of deficiencies in the quality system that affect safety

5.4 *ALL STAFF/ CONTRACTORS SAFETY RESPONSIBILITIES*

Every employee has a responsibility to watch out for hazards, for the conditions conducive to human error, or for procedures not tolerant of human error. All have a responsibility to report hazards and incidents so that steps can be taken to minimise, isolate, or eliminate the hazard and so that others can learn from it and avoid the same situation. Specifically, Staff are:

- To comply with the relevant safety management procedures in this manual and any requirements outlined in other duly authorised company manuals, instructions, and notices;
- To apply system risk mitigation measures as required by SMS procedures and instructions;
- To ensure open communication and safety reporting practices in a timely and appropriate manner;
- To Comply with CAA rules, workplace aviation safety legislation and standards along with all other relevant legislations;
- To take all practical steps to ensure safety of themselves, and their teams as well as the safety of others;
- To ensure no business activities are conducted in a manner that compromises aviation safety;
- To advise the Airport Manager of any safety occurrence or system failure and identify and report any situation of potential risk or concern affecting safety via one of the following means:

  Submitting a report via Web Portal or paper report as appropriate.

  Supporting safety audits as and when they occur; and

  Supporting safety investigations as and when they occur

5.5 *OTHER WHAKATĀNE DISTRICT COUNCIL STAFF*

5.5.1 Roading Engineer

5.5.1.1 The Roading Engineer is recognised as a specialist position within the Whakatāne District Council with knowledge and experience in managing paved surfaces. The Roading Engineer performs the following duties on behalf of the Airport CEO:

- Sealed / paved area inspections as defined by the Aerodrome Inspection Programme
- Auditing and management of tasks carried out by sealed runway maintenance contractors
- Management of and supervision of minor construction and maintenance works relating to sealed runway repairs, line marking and other works.

5.5.2 Operations Engineer

5.5.2.1 The Operations Engineer is recognised as a specialist position with the Whakatāne District Council with knowledge and experience in managing services related to paved surfaces. The Operations Engineer performs the following duties on behalf of the CEO:

- Auditing and management of tasks carried out by the airfield lighting and electrical contractor
- Management and supervision of minor construction and other works relating to airfield lighting and electrical repairs.

5.6 *CONTRACTED PERSONNEL*

5.6.1 Where the requirements of Whakatane Airport cannot be met internally, Whakatane Airport shall contract the services of a suitably qualified person(s) or organisation(s) for the task at hand and gain CAA approval where required.

5.6.2 Airport Operations Contractor

5.6.2.1 The Airport Operations Contractor is responsible to the CEO for the following aspects of the aerodrome operation, including compliance with all applicable Civil Aviation Rules and this manual.

- Aerodrome inspections as defined by the Aerodrome Inspection Programme
- Continuous surveillance of ground vehicles, construction, public protection, wildlife hazards and other potential problems during the contractor's agreed hours of operation
- Runway sweeping and recording of FOD quantities
- Supervision of persons within the operational area to ensure that security of the Operational Area is being maintained, including supervision of minor construction or maintenance works.
- Supervision of persons undertaking ground operations within the Movement Area to ensure safe operations are maintained. Provide radio communications between ground operations and aircraft to ensure safe separation
- Issuing keys to Operational Area gate locks to authorised persons
- Issuing Vehicle Permits to allow vehicle access into the Operational Area to authorised persons
- Issuing NOTAM's as authorised by the Airport Manager
- Notification of defects to Airport Manager
- Carrying out initial inductions for new contractor's personnel Whakatane Airport
- Checking competence of contractors personnel where working within Operational Area (excluding specialist competencies such as electrical engineering etc)
- Undertaking duties as required under the Airport Emergency Plan
- Wildlife hazard observation recording and management duties under s8.4
- Implementing extraordinary security procedures if required by the Director under direction of the Airport Manager
- Safety management for major works undertaken within the Operational Area
- Ensuring all aerodrome records are completed fully and accurately
- Liaising with the Airport Manager on matters concerning regulatory compliance
- Delegated duties as required by the Chief Executive Officer

5.6.3 Airfield Lighting & Electrical / Runway Maintenance Contractor

5.6.3.1 The Airfield Lighting and Electrical aspect of this contract is managed by the Operations Engineer and is responsible to the CEO for the following duties:

- Airfield Lighting Inspections as defined by the Aerodrome Inspection Programme requiring specialised knowledge, experience and/or qualifications.
- Preventative maintenance of Airfield lighting components including VASI's, PAL, Runway Perimeter Lighting, Apron Lighting, Car Park Lighting and the supporting electrical infrastructure.
- Undertake timely reactive maintenance of above Airfield lighting components identified during Airfield Lighting Inspections or in response to defects bought to the contractor's attention by the Operations Engineer, Airport Manager or Airport Operations Contractor.
- Notification of any defects encountered relating to the airfield electrical lighting infrastructure that require further action.

5.6.3.2 The Runway Maintenance aspect of this contract is managed by the Roading Engineer and is responsible to the CEO for the following duties:

- Undertaking repairs and maintenance works on the paved / sealed areas of the Airport including the paved Runway, Taxiways, Apron, Access Roads and Car Parks

- Observe and report defects in sealed / paved areas of the Airport encountered, remedy where possible and report any that require further action.

5.6.4 Vegetation Control (Mowing) Contractor

5.6.4.1 The Vegetation Control (Mowing) Contractor is managed by the Airport Manager and is responsible to the CEO for the following duties:

- Mowing of all grassed areas within the Operational area of the Airport excluding those areas utilised for the production of stock feed crops.
- The Contractor shall monitor the length of grass within the Operational Area and undertake mowing when the grass exceeds specifications set in the contract.
- The Contractor will respond to requests to mow the grass at the Airport if staff inspections identify that grass exceeds specifications set in the contract. Response time for urgent requests such as grass in front of the APAPIs will be within 24 hours.

5.6.5 Runway Professional Services Consultant

5.6.6 The Runway Professional Services Consultant is engaged by WDC's Transportation Team to undertake specialist Asset Management Planning and Project Management activities and is responsible to the Airport CEO for the following duties:

- Asset Management Renewals Planning for all sealed and paved surfaces within the Airport Operational Area.
- Asset Management Renewals Planning for all Airfield electrical and lighting infrastructure at the Airport.
- Project Management and supervision of Major works including capital renewals projects for all sealed and paved surfaces within the Airport Operational Area, and all Airfield lighting and electrical infrastructure.
- Observe and report any defects encountered.

5.6.7 WDC is required to undertake detailed asset management planning for all assets. Airport asset management planning is contained in WDC's AMP's located on the public website at http://www.whakatane.govt.nz.

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6 RESOURCES

6.1 *RESOURCES*

6.1.1 The Airport Manager is to ensure that the required resources are fit for purpose, available and effective for airport operations.

6.1.2 The Airport Manager is to ensure that appropriate equipment and materials are available to ensure effective Airport operations are able to be undertaken by staff and contractors.

6.1.3 The CEO is to ensure that the Airport is appropriately staffed, or contractors engaged, to ensure ongoing and effective airport operations.

6.1.4 The CEO is to ensure that financial resources are available to meet the operational and capital costs of operating the Airport in accord with this manual and CAR Part 139 requirements.

6.1.5 The Airport Manager will request approval for any new equipment, staff, contractors financial resources or capital assets from the CEO. Only in exceptional circumstances will additional resources be requested outside of WDC's LTP process.

6.1.6 Whakatane Airport has access to the following significant resources for use in operating the Airport:

Type:
Runway inspection vehicle
Terminal Building (Reception, Offices, Ops/training Room, Toilets, Storage)
A-PAPI Clinometer

6.2 *DOCUMENTS*

6.2.1 Controlled Operations Documents are listed on the Register of Controlled Documents and include:

a) Airport Operations Manual

b) Airport Emergency Plan

6.2.2 Civil Aviation Rules, Advisory Circulars. The Civil Aviation Authority will promulgate changes to the CAR's and AC's. The Airport Manager will sign up to the CAA's email notification service for changes made to Civil Aviation Rule Part 139, Part 157, Part 100 and AC's. As email is unreliable it shall be the responsibility Airport staff and the Operations Contractor to refer to the CAA website to ensure compliance is maintained.

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6.3 *FACILITY DIAGRAM*

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7 PHYSICAL CHARACTERISTICS

7.1.1 Details of the Aerodrome Physical Characteristics and the Obstacle Limitations Surfaces are contained in the following table.

7.1.2 The Airport Manager shall report, to the CEO, any conditions found following an Aerodrome Inspection which may change the information provided in the following table.

7.2 *GENERAL*

Description	Specification
Illuminated Wind direction indicators	Low Intensity – Pilot activated
Aerodrome Beacon	Not Required
Taxiway Lighting	Edge Blue
Apron Lighting	Floodlighting
Standby Power Available	Yes

7.3 *SEALED RUNWAY 09/27*

Description	Specification
Strip	1400m x 150m
Runway	1280m x 30.5m
Designation	09/27
Surface	Bitumen
Strength	PCN 17 F/A/Y/T
Take-Off Run Available (TORA)	1280m
Take-Off Distance Available (TODA)	1400
Accelerate/Stop Distance Available (ASDA)	1280m
Runway end Safety Area (RESA)	240m long x 150m wide
Clearway	120m long x 61m wide
Slope	NIL
Runway end to strip end	60m
Takeoff surface gradient	1:50
Length of Inner Edge	150m
Fan Expansion (takeoff)	1:8
Length of takeoff surface	15000m
Approach surface gradient	1:40
Length of inner edge	150m
Fan Expansion (approach)	1:6.6
Length of approach surface	15000m
Transitional surface (approach)	1:7
Horizontal surface height	45m
Distance from strip edge	4000m
Conical surface gradient	1:20
Height above Aerodrome Datum	90m
Runway Lighting	Low Intensity – Pilot activated
A-PAPI	3.0° /TCH 45

7.4 *GRASS RUNWAY 09/27*

Description	Specification
Strip	1400m x 150m
Runway	750m x 30m
Designation	09/27
Surface	Grass
Strength	ESWL 4500
Slope	NIL
Runway end to strip end	60m
Takeoff surface gradient	1:62.5
Length of Inner Edge	150m
Fan Expansion (takeoff)	1:8
Length of takeoff surface	15000m
Approach surface gradient	1:40
Length of inner edge	150m
Fan Expansion (approach)	1:6.6
Length of approach surface	15000m
Transitional surface (approach)	1:7
Horizontal surface height	45m
Distance from strip edge	4000m
Conical surface gradient	1:20
Height above Aerodrome Datum	150m

8 AERODROME REQUIREMENTS

8.1 *AERODROME EMERGENCY PLAN*

8.1.1 The Whakatane Airport Aerodrome Emergency Plan is contained in a separate document titled "Aerodrome Emergency Plan" and forms part of this Exposition.

8.2 *AERODROME RESCUE FIRE SERVICES*

8.2.1 No Rescue Fire Services are required at Whakatane Aerodrome, as there is no regular air transport operation of aircraft of more than 30 passenger seats (i.e. it is less than 700 in the busiest quarter).

8.2.2 The Chief Executive shall monitor regular air transport operations of aircraft of more than 30 passenger seats.

8.2.3 In the event that the number of movements of aircraft of more than 30 passenger seats exceeds 700 in the busiest quarter, then the Chief Executive shall ensure that this manual is amended and that the appropriate Rescue Fire Services are provided.

8.2.4 In the event of an occurrence requiring Rescue Fire Services refer to the Aerodrome Emergency Plan.

8.3 *PUBLIC PROTECTION*

8.3.1 The Airport Manager is to ensure that every endeavour is made to keep the public utilising airport facilities safe and free from harm. The Airport Manager will ensure all facilities, systems and signage are maintained in sound working order, and a record of maintenance undertaken is held.

8.3.2 Whakatane Airport provides the following safeguards to prevent inadvertent entry of animals to the movement area, and safeguards to deter the entry of unauthorised persons or vehicles to the aerodrome operational area.

8.3.2.1 Fences of 1200mm in height will be maintained between public areas and the operational areas adjacent to the terminal public areas and car parks.

8.3.2.2 Access to the Apron operational area will be at the terminal passenger entry/exit gate, and at passenger gates at the various airport businesses locations.

8.3.2.3 The balance of the perimeter will be a continuous barrier of farm type fencing and gates.

8.3.2.4 All gates providing direct access into the operational area will be kept closed and secured at all times with a registered key operated padlock. Keys may only be reproduced with the written permission of the Airport Manager.

8.3.2.5 Keys will be issued by the Airport Operations Contractor or the Airport Manager upon signing a key holder agreement. A register will be kept containing the details of all persons who are provided with a key to gates into the operational area.

8.3.2.6 All doors into buildings which provide direct access into the operational area will be kept closed at all times, unless under direct supervision.

8.3.2.7 Operational area access prohibition signs (as Specified in the National Aviation Security Programme, Appendix 4, Paragraph 4.7.2) will be secured at all access points and at intervals around the boundary.

8.3.2.8 All barriers including doors and access gates with secured or controlled access, security signs and operational area perimeter fences are to be checked and maintained as outlined in Aerodrome Inspection Programme.

8.3.2.9 Tenants, leaseholders, contractors and other persons shall ensure that all persons and vehicles operating within the operational area under their direction, shall comply the published procedures within this plan.

8.4 *WILDLIFE HAZARD MANAGEMENT*

8.4.1 A Wildlife Hazard Management Plan shall be maintained by Whakatane Airport, in conjunction with the Aerodrome Inspection Programme, and included as an appendix to the Airport Operations Manual.

8.4.2 The WHMP will include:

- Information detailing each species of wildlife present at the Airport (or in its surrounding environs), with the potential to cause a hazard to the safe operation of the aerodrome

- Assessment of the risks posed by each species (including likelihood and consequence of risks occurring)
- Appropriate active and passive control measures to reduce the hazards posed by each species. Each hazard species must be assessed to consider
    - reactive control measures (i.e. taking steps to eliminate, or lower the population size of, a hazard species)
    - proactive control measures (i.e. maintaining hazard species populations at acceptable levels, or preventing hazard species from becoming established)
- Appropriate active and passive management measures where control measures are not possible or do not reduce the hazard to acceptable levels (e.g. bird scaring techniques, managing ground cover, removal of attractants)
- A programme for the delivery of the identified appropriate measures. This should include clearly identified triggers for 'as required' methods such as culling events (such as number of animals observed, trap catch monitoring etc).

8.4.3 The Airport shall be regularly monitored, as outlined in the Aerodrome Inspection Programme, to identify actual and potential wildlife hazards, and to establish the effectiveness of control measures and management measures implemented under the WHMP

8.4.4 Bird hazard incidences and bird strike reports supplied by CAA (and by pilots) will be monitored by the Airport Manager to establish trends.

8.4.5 Where possible the surrounding environs of the Airport will be monitored to identify potential hazard species before they become established on the Airport. The Airport Manager and Safety Manager will liaise with the Department of Conservation, Bay of Plenty Regional Council and surrounding leaseholders and landowners, in order to establish partnerships in wildlife management where possible.

8.4.6 Wildlife species surveys and wildlife habitat assessments undertaken by qualified and experienced persons outside the boundaries of the Airport will be considered where these activities may be effective in developing strategies to reduce or prevent wildlife hazards at the Airport.

8.4.7 When a new wildlife hazard is identified, the Safety Manager shall ensure that appropriate control measures and management measures are identified to eliminate or minimise risk, for the type and species of wildlife that has been identified, and that the WHMP is updated.

8.4.8 The Airport Manager and Safety Manager are responsible for producing, updating and reviewing the WHMP. The Airport Operations Contractor will undertake the wildlife control measures and management measures detailed in the WHMP. In the case of a sudden significant wildlife hazard, the Operations Contractor may undertake wildlife control measures or management measures that are not included in the WHMP as directed by the Airport Manager or CEO.

8.4.9 The Airport Operations Contractor will be responsible for ensuring that all hazardous goods, firearms and other hazardous items utilised in wildlife hazard management activities are only handled by qualified and competent personnel, and that all legislative requirements pertaining to their use and storage are complied with. The Airport Manager will ensure that appropriate space is provided at the Airport to ensure compliance can be achieved.

8.5 *NOTIFICATION OF AERODROME DATA & INFORMATION*

8.5.1 Whakatane Airport shall ensure that the Aeronautical Information Service shall be notified of aerodrome data and information, any limitation established under CAR Part 139.53 on the use of the aerodrome and of any change that affects the use of the aerodrome.

8.5.2 In accordance with paragraph 7.3 of Civil Aviation Advisory Circular 139-9, Whakatane Airport shall provide the necessary surveyed aerodrome obstacle data to the Aeronautical Information Service of any runway serving any "Group A" aircraft and thereafter at least every 5 years.

Authorised Persons

8.5.3 The following persons shall be authorised to notify the Aeronautical Service for the issue of a NOTAM: Airport Manager and Airport Operations Contractor (when authorised by the Airport Manager)

8.5.4 The Airport Manager and or Airport Operations Contractor shall notify the Aeronautical Information Service of the aerodrome data and information as detailed above.

8.5.5 If, following an Inspection of the Aerodrome, any person discovers any condition or defect that may affect the safe operation of aircraft (which cannot be rectified immediately), the matter shall be reported to the Airport Manager using the QSR form.

8.5.6 The Airport Manager shall note the necessary details and contact the Aeronautical Information Service for the Issue of NOTAM in accordance with the procedures outlined in the most recent publication of *Aviation Publishing – "Publishing & NOTAM Procedures".* The Airport Manager may instruct the Airport Operations Contractor to issue the NOTAM on their behalf.

8.5.6.1 The Airport Manager is responsible for monitoring the NOTAM to ensure that it is current.

8.5.7 The Airport Manager shall cancel the NOTAM as soon as possible, after having confirmed that the situation is safe for the resumption of normal aircraft operations. The Airport Manager may instruct the Airport Operations Contractor to cancel the NOTAM on their behalf.

8.5.7.1 Where a NOTAM will temporarily change the Effective Operational Lengths, they shall be calculated by the originator as per AC 139-9 and checked by the Airport Manager for accuracy.

8.5.7.2 In reference to survey requirements, there are currently no significant obstructions in the take-off flight paths. Regular inspections will check there are no new obstructions.

8.5.7.3 Originators of NOTAMs will be made familiar with the contents of the most recent publication of *"Publishing & NOTAM Procedures"*, and will be given initial training in the issuing of NOTAMs: publication procedures: and awareness of the significance of published aerodrome data.

8.6 *AERODROME MAINTENANCE*

8.6.1 Whakatāne District Council will maintain asset information within its Asset Management Systems, and utilise this information to undertake capital asset renewals programmes to ensure that aerodrome facilities are provided in a condition that does not impair the safety, security, regularity or efficiency of aircraft operations. WDC will maintain an AMP for all Airport assets.

8.6.2 Whakatane Airport shall undertake a maintenance programme to maintain the aerodrome facilities in a condition that does not impair the safety, security, regularity, or efficiency of aircraft operations.

Preventative Maintenance Programme

8.6.3 The inspection programme as outlined in the Aerodrome Inspection Programme, contained in this manual, shall form the basis from which preventative maintenance shall be co-ordinated.

8.6.4 The inspecting person shall note any findings on a QSR Form and rectify those matters immediately or notify the Airport Manager of any matters that remain unrectified.

8.6.5 All preventative maintenance completed is to be recorded in the appropriate section of the same form.

Sealed Runway Preventative Maintenance

8.6.6 The Airport Operations Contractor shall undertake a programme of runway sweeping to ensure there is no build-up of loose chip or other FOD on all paved movement areas and runway that might endanger aircraft operations. The Airport Operations Contractor will respond to any reports of loose chip or other FOD which might endanger aircraft operations that may occur and undertake sweeping of the affected areas immediately.

8.6.7 The paved runway, taxiways, and apron shall be inspected by an engineer or suitably qualified person on a monthly basis, as detailed in the Aerodrome Inspection Programme.

8.7 *VISUAL AIDS FOR NAVIGATION – MAINTENANCE & CHECKING*

8.7.1 Whakatane Airport owns all visual aids which include the A-PAPI Lights, Wind Direction Indicators, runway lights, taxiway lights, apron lights and runway taxiway markings at Whakatane Aerodrome.

8.7.2 Whakatane Airport shall ensure that a system of preventative maintenance and checking of the aerodrome visual aids for navigation in employed

8.7.3 Visual Aids shall be inspected as part of the Aerodrome Inspection Programme as detailed in this manual.

8.7.4 The following maximum lamp failures are acceptable before repairs are necessary:

8.7.4.1 Runway edge, end and threshold lights - 20% random failure provided that there are not more than two adjacent lamp failures in 300 metres

8.7.4.2 A-PAPI - 50% random failure at a station

8.7.4.3 Taxiway and apron lights - 20% random failure provided that the overall pattern and layout is adequately defined

8.7.5 Scheduled operators shall notify the Airport Manager of any conditions or defects which have been noted during operations.

8.7.6 Any defects shall be rectified as soon as is practical. If for any reason, the defect or condition cannot be rectified, and it is considered that the defect of condition could be hazardous to aircraft movement, then the Airport Operations Contractor shall notify the Airport Manager who will in turn notify the Aeronautical Information Service for issue of NOTAM.

8.7.7 Before repainting, all runway markings will be checked to confirm that they conform in size, shape, and correct colour and location as per AC 139-6.

Maintenance of Airport Electrical Infrastructure - General

8.7.8 Whakatane Airport shall maintain airfield electrical infrastructure as identified in Appendix 5 of the 2014 Eastern Bay of Plenty Streetlight Contract Maintenance and Renewals Streetlight Contract 14/044.

8.7.9 Contract specifications for the maintenance of airfield electrical infrastructure shall be developed and reviewed to comply with Airways Corporation published requirements

Maintenance of A-PAPI

8.7.9.1 In addition to the general electrical maintenance under 8.6, Whakatane Airport shall maintain A-PAPI in accordance with the monthly electrical inspection form (Form 009) and the recommended safety and maintenance program in Appendix 2.

Wind Direction Indicators

8.7.10 In addition to the general electrical maintenance under 8.6.9, Whakatane Airport shall maintain WDI in accordance with the following procedures.

8.7.11 The WDI located at each end of the runway are to be maintained to ensure that they are operational.

8.7.12 A visual check of the WDI shall be made daily as part of the Daily Inspection Form (Form 006)

8.7.13 If the WDI are found to be damaged and/or not operational, A QSR shall be generated and the WDI shall be repaired as soon as practicable.

8.8 *WORKS ON AERODROME*

8.8.1 All minor works to be carried out on the Whakatane Aerodrome requires the prior approval of the Airport Manager.

8.8.2 All major works to be carried out on the Whakatāne Aerodrome requires the prior approval of the CEO and will be carried out in accordance with the ACs 139-5 and 139-6.

8.8.3 When considering such works, the CEO shall ensure that any works carried out on the Airport do not endanger aircraft operations, by requiring that the proposed works satisfy the requirements of:

1) CAR Part 139.121, and
2) Note 5 of the Monthly Aerodrome Inspection form

8.9 *AERODROME AIRCRAFT TRAFFIC MANAGEMENT*

8.9.1 Whakatane Aerodrome is an uncontrolled aerodrome and does not provide an aerodrome flight information service or an aerodrome control service as it is not warranted by the volume of traffic and operating conditions.

8.9.2 UNICOM & AWIB are not provided at Whakatane Aerodrome as it is not warranted by the volume of traffic and operating conditions.

8.10 *APRON MANAGEMENT SERVICE*

8.10.1 No Apron Management Services are provided at the Whakatane Aerodrome as it is not warranted by the volume of traffic and operating conditions.

8.11 *AERODROME INSPECTION PROGRAMME*

Continuous Surveillance

8.11.1 As defined by AC139-3 continuous surveillance of all aerodrome physical facilities and activities including but not limited to ground vehicles procedures, construction, public protection, wildlife hazard management, and other potential problems will be practiced by all staff and contractors engaged by the Airport Authority.

8.11.2 The Airport Manager and Airport Operations Contractor will be responsible for ensuring that all staff and contractors are aware of the need to be continually alert for these defects, and report any incidences of defects on a QSR form as soon as practicable to the Airport Manager, or Airport Operations Contractor. Any serious defects which may pose an immediate threat to the safety of aircraft or the public must be notified verbally immediately to the Airport Manager or Airport Operations Contractor, followed by the completion of a QSR form as soon as practicable.

8.11.3 **Regularly Scheduled Aerodrome Inspections**

8.11.4 A pre-flight runway inspection shall be undertaken by the Airport Operations Contractor within 15 minutes prior to each scheduled passenger transport movement to ensure the runway is clear of debris, runway navigational aids are operating as required, and to carry out bird scaring. During these inspections, a Pre-flight Runway Check form (Form 013) is to be completed.

8.11.5 Once daily inspections of the Airport shall be undertaken by the Airport Operations Contractor to ensure the operational perimeter is secure, the runway is clear of debris, and to carry out bird scaring. Inspections shall be undertaken in the mornings and as early as possible each day. During these inspections, the Airport Operations Contractor will also inspect items as contained on the daily airfield inspection form (Form 006).

8.11.5.1 The frequency of these inspections is established for the following reasons:

- Whakatāne Airport requires pre-flight runway checks for each scheduled flight as a means of managing the risk of bird strike, and FOD. Wildlife hazard species and the incidence of FOD on the runway will be monitored by the Airport Manager to establish trends. The frequency of inspections will be reviewed annually and adjusted to reflect any changes in these risks.
- The Airport has a recent history of poor security habits being demonstrated by its users. The Airport Authority considers that it cannot rely on Airport users to maintain a secure operational perimeter without regular supervision. The Airport is also configured in a way that vehicle access onto the operational area is easily achieved if gates adjacent to the public area are left open or un-locked.

  Security awareness will be addressed through staff and contractor training and through the Airport User Group. Airport security and the incidences of unsecured access points into the operational area will be monitored by the Airport Manager to establish trends. The frequency of inspections will be reviewed annually and adjusted to reflect any changes in these risks.
- Should the frequency of these inspections be reduced, continuous surveillance (as defined in AC139-3) by the Airport Operations Contractor and Airport Manager will be maintained.

8.11.6 Monthly audit of the daily inspections shall be conducted by the Airport Manager or their nominee, and this shall include a physical inspection of the aerodrome.

8.11.7 Monthly inspections of the paved runway, taxiways, and apron (including signage and line markings) will be undertaken by the Roading Engineer or their nominee under section 8.6. The frequency of these inspections is considered necessary due to the age and condition of the paved

surfaces at the aerodrome and has been designed in consultation with specialist pavement engineers.

8.11.8 Monthly, three monthly, six monthly and annual inspections of the airfield electrical infrastructure will be undertaken by the Airfield Lighting and Electrical Contractor under section 8.6. The frequency of these inspections has been established using Airways Corporation specifications for the type of infrastructure present at the Airport.

8.11.9 Inspections shall be recorded using the appropriate Inspection Forms contained in the Forms section of this manual, and within the Whakatāne Aerodrome's IAuditor system.

8.11.10 Upon finding and/or notification of any aerodrome operational condition or defect at the aerodrome that may affect the safe operation of aircraft, the Airport Manager or Airport Operations Contractor shall complete a QSR form and arrange for immediate remedial action.

8.11.11 If any condition or defect cannot be rectified immediately, the Airport Manager or Airport Operations Contractor is to be notified of the condition or defect as soon as is practicable

8.11.12 The Airport Manager or Airport Operations Contractor shall notify the Aeronautical Information Service, as outlined in 8.5 – Notification, as soon as is practicable.

Periodic Condition Evaluation Inspections

8.11.13 Annual inspections of the paved runway, apron, taxiways and airfield electrical and lighting infrastructure will be undertaken by the Runway Professional Services Consultant or their nominee to evaluate the condition of these assets (including markings and signage).

8.11.14 Asset information (including condition data) will be recorded and updated within WDC's RAMM asset management system, and used to update capital renewals forecasts, and the Airport AMP.

8.11.15 Annual inspections of the Operational Area perimeter fences, barriers, gates and doors will be undertaken by the Airport Manager or their nominee to evaluate the condition of these assets.

8.11.16 Asset information (including condition data) will be recorded and updated within WDC's SPM Assets asset management system, and used to update capital renewals forecasts, and the Airport AMP.

8.11.17 Inspections shall be recorded directly into RAMM and SPM Assets systems. At the annual and three yearly updates of the Airport AMP, the data in both systems shall be reviewed to ensure that inspections have been carried out within the last twelve months prior.

8.11.18 Upon finding any aerodrome operational condition or defect at the aerodrome that may affect the safe operation of aircraft, the Airport Manager or Airport Operations Contractor shall complete a QSR form and arrange for immediate remedial action.

8.11.19 If the condition or defect cannot be rectified immediately, the Airport Manager is to be notified of the condition or defect as soon as is practicable

8.11.20 The Airport Manager or Airport Operations Contractor shall notify the Aeronautical Information Service, as outlined in 8.5 – Notification, as soon as is practicable.

Special Inspections

8.11.21 Special Inspections of the Aerodrome shall be conducted during unusual conditions or situations, such as inclement weather or following maintenance activity on the manoeuvring areas.

Training

8.11.22 All inspectors will be required to become familiarised with Advisory Circular 139-3 prior to their first inspection and will be checked for competency at random frequency.

8.12 *GROUND VEHICLES*

8.12.1 Except in the case of an Emergency, ground vehicle operations within the Operational Area at Whakatane Aerodrome shall be restricted to *authorised vehicles* for servicing aircraft or for use in conjunction with works within the operational area.

8.12.2 Vehicles entering the area immediately adjacent to the western hangar area will not require a permit but are to be directly supervised by hangar owners.

8.12.3 The Airport Manager and the Airport Operations Contractor shall ensure that those persons, who require the use of ground vehicles within the operational area, are familiar with and adhere to the Operational Rules for Ground Vehicles, as per 8.12.3 below. This will be done by the issue of a vehicle permit (Form 011) or a keyholder agreement prior to vehicles entering the Operational Area.

8.12.4 The Operational Rules for Ground Vehicles shall be complied with at all times when driving a vehicle on the operational areas at the Whakatane Aerodrome.

Operational Rules for Ground Vehicles

8.12.4.1 All vehicles operating within the movement area must be equipped with a two-way communication radio capable of transmitting and receiving on frequency 118.6 and a flashing or rotating beacon. All vehicles must be accompanied by a person who is competent in using correct radio communications and procedures.

8.12.4.2 All vehicles entering the Runway Strip must:

- Enter using the paved taxi ways; and
- Stop at the designated runway holding point; and
- Conduct a visual check for aircraft operating on the runways, within the circuit, or within the vicinity of the airport; and
- Listen on radio frequency 118.6 for any aircraft broadcasts; and
- When satisfied the area is safe to enter, broadcast the vehicle's intentions on frequency 118.6 to all Whakatāne traffic; and
- Listen for any response to the broadcast and communicate directly with any aircraft as required to ensure a safe operating distance is maintained; and
- Once within the Runway Strip maintain a listening watch on frequency 118.6, broadcast the vehicle's location and intentions to all Whakatāne traffic every 10 minutes or when changing location, and communicate with any aircraft as required to ensure a safe operating distance is maintained; and
- When leaving the Runway Strip, exit using the taxiways and broadcast to all Whakatāne traffic on frequency 118.6 when clear.

8.12.4.3 Except in an emergency, drivers must obey all regulatory signs and adhere to the following speed limits:

1) Walking pace within 15 metres of an aircraft, whether the aircraft is active or not;
2) 10 kilometres per hour on the apron area, when more than 15 metres away from any aircraft;
3) At a safe speed that ensures a minimum amount of time is spent on the active runways, and that the Vehicle is able to safely vacate the active runway in a timely manner to allow aircraft to safely operate.

8.12.4.4 Vehicles must give way to all aircraft, and to emergency vehicles responding to an emergency.

8.12.4.5 Drivers must obey any lawful order or directional signal of Whakatane Airport Management, NZFS or the Police.

8.12.4.6 Do not drive a vehicle under any portion of an aircraft, or within 3 meters of an aircraft, except when the vehicle is involved in servicing an aircraft.

8.12.4.7 Do not drive between an aircraft and a loading gate if passengers are using the walkway between the aircraft and the gate.

8.12.4.8 Keep well clear of any aircraft that is operating its beacon(s). Vehicles equipped with a flight radio shall communicate directly with that aircraft on frequency 118.6 to ensure a safe operating distance is maintained.

8.12.4.9 When carrying or towing loose material, ensure that the load is adequately secured. Immediately recover any object dropped or encountered while airside.

8.12.4.10 Any person who is involved in or witnesses any accident involving an aircraft and vehicle must ensure the vehicle does not pose any further risk to aircraft and that the accident is reported immediately to the Airport Manager.

8.12.4.11 Any person who is involved in or witnesses any accident involving personal injury to or death of a person must ensure the accident is reported immediately to the Police. All persons involved in any such accident at the Airport must ensure that vehicles do not pose any further risk to people or aircraft and obey any lawful instructions issued by the Police.

8.12.4.12 Do not leave a vehicle unattended within the Runway Strip at any time.

8.12.4.13 Do not park a vehicle in a manner that will obstruct aircraft, vehicles or persons.

8.12.4.14 Close any barricade or gate or entrance providing landside/airside access immediately after passage. Where a gate or entrance cannot be closed, refer the matter immediately to the Airport Operations Contractor, or the Airport Manager.

8.13 *PROTECTION OF NAVIGATION AIDS*

Construction of Facilities

8.13.1 Construction of facilities on the aerodrome shall not proceed without the consent of the CEO confirming that Civil Aviation Rule Part 139.121 (1) & (2) have been satisfied.

PROCEDURE:

8.13.2 Upon receipt of a proposal for construction of facilities on the aerodrome, the proposal shall be referred to the CEO, who shall then consider the proposal with due regard to Civil Aviation Rule Part 139.121 (1) & (2).

8.14 *AERODROME CONDITION NOTIFICATION*

8.14.1 Whakatane Airport shall notify the Aeronautical Information Service, as soon as practical (for issue of a NOTAM) of any aerodrome operational condition or defect at the aerodrome that may affect the safe operation of aircraft.

8.14.2 If following a routine inspection, periodic inspection or special inspection, an operational condition or defect is reported which cannot immediately be rectified the Airport Manager or Airport Operations Contractor shall notify the Aeronautical Information Service, as soon as practicable, for issue of NOTAM as outlined in section 8.5.

8.14.3 Notification shall be in accordance with the procedures as set out under CAR Part 139.73.

8.15 *UNSAFE CONDITIONS*

8.15.1 Whakatane Aerodrome shall, in the event that the requirements of Subparts A, B, C, and D cannot be met to the extent uncorrected unsafe conditions exist on the aerodrome, limit aircraft operations to those portions of the aerodrome not rendered unsafe by those conditions.

8.15.2 Should any uncorrected unsafe condition be found to exist on the aerodrome, the following procedure shall be followed immediately:

8.15.2.1 Assess the uncorrected unsafe condition as to the nature and extent of the limitation required and complete a QSR.

8.15.2.2 Advise any aircraft affected by the limitation by radio if movement is imminent.

8.15.2.3 Identify the unserviceable area using markers, and light it if necessary, until it can be restored to service.

8.15.2.4 Advise the Airport Manager, who is responsible for informing Aeronautical Information services for issue of NOTAM.

8.15.2.5 Arrange for immediate correction of unsafe condition.

8.15.2.6 Review the situation to ensure remedial action had been successful.

8.15.2.7 Remove the markers and inspect the area before declaring is safe to be returned to operational use.

8.15.3 Advise the Airport Manager when unsafe condition have been corrected, so as to have NOTAM cancelled

8.16 *SAFETY INSPECTIONS & AUDIT*

8.16.1 Whakatane Airport shall permit persons duly authorised by the Civil Aviation Authority to carry out inspections and audits of the Aerodrome, documents and records to determine that the Whakatane Aerodrome is in compliance with the requirements of CAR Part 139, and Part 100.

8.16.2 The CEO shall ensure they are available for the safety inspection and audit of the aerodrome, arrange for the Airport Manager, Safety Manager and Airport Operations Contractor to be available for the safety inspection and audit of the aerodrome and all relevant documentation and records are available for the safety inspection and audit of the aerodrome.

8.17 *MOVEMENT DATA REPORTING*

8.17.1 The Airport Manager shall compile movement data utilising standard reporting provided by the aerodrome movement reporting system (AIMM) and data provided by Airways on a monthly basis, and provide the data to the CAA by email using the CAA form 24139/05 every three months.

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9 SECURITY REQUIREMENTS

9.1 *SECURITY DESIGNATED AERODROMES*

9.1.1 Whakatane is a not a Security Designated Aerodrome and therefor is not required to comply with the requirements specified in CAR Part 139.203

9.2 *NON-SECURITY DESIGNATED AERODROME*

9.2.1 The CEO will ensure that no person employed by, or contracted to Whakatane Airport, will operate on the aerodrome operational area without first undertaking basic security and safety awareness training and such training will be updated at intervals of each 36 months.

9.2.2 The Airport Manager will arrange such training with the Aviation Security Service and records will be kept of the details of the training, competency demonstrated and the date it was carried out.

9.2.3 The Airport Manager will report any security incident or noted deficiency to the CEO. The CEO will ensure that the Director of Civil Aviation is advised of any serious security incident or deficiency as soon as practicable.

9.2.4 As a Non-Secretary Designed Aerodrome, Whakatane Aerodrome, in addition to complying with the requirements of 139.69 (Public Protection), has the following contingency plan to provide those areas & facilities that must be provided by the holder of a certificate issued for a security designated aerodrome under 139.203 (d)(2, 3 , 4 & 9), when so required by the Minister, or the Director in response to a security threat at the aerodrome.

a) The Aerodrome Terminal will be utilised such that it will enable crew, passengers, and their baggage to be screened and then prevented from having access to unauthorised articles or contact with unscreened persons, and

b) A clearway shall be provided from the door of the aircraft to an area adjacent to the Terminal to prevent arriving, transit & transfer passengers & crew from having contact with any person who has been subject to screening, and

c) Provide & maintain lighting, and emergency lighting in the event of failure of the normal lighting system, on any parking areas of the aerodrome used at night by aeroplanes having a seating capacity of 30 or more passengers that are engaged in air transport operations for the carriage of passengers, and

d) Provide lighting, on the designated isolated aircraft parking area at the aerodrome intended to be used at night.

9.2.5 The CEO is responsible to ensure that Whakatane Airport establishes & facilitates a security awareness group in order to ensure sufficient information is given to other organisations at the aerodrome and to motivate the security awareness on the part of all personnel.

9.2.6 The Airport Manager is responsible to convene, chair & minute the security awareness group meetings at regular intervals not exceeding 12 months

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10 DOCUMENTATION & PUBLICATIONS

10.1 *RESPONSIBILITY*

10.1.1 **Chief Executive Officer**: The Chief Executive Officer is responsible for ensuring that there is sufficient Documents and Publications.

10.1.2 **Airport Manager:** The Airport Manager is responsible for advising the need for documentation and publications to the Chief Executive Officer. Also they shall ensure that Documents and Publications are current before use and are checked for currency as part of the Internal Audit process.

10.1.3 **Safety Manager:** The Safety Manager is responsible for advising the need for documentation and publications of the safety management system to the Chief Executive Officer. Also, they shall ensure that Documents and Publications are current before use.

10.1.4 **Staff and Contractors:** All Staff and contractors are responsible for ensuring that only controlled Documents and Publications are used.

10.2 *DOCUMENT AND DATA CONTROL*

10.2.1 These procedures have been established to control and maintain all documents and data required.

10.2.2 All required documents and data will be readily available to all staff and contractors.

10.2.3 Only authorised documents and data will be used.

10.2.4 The CEO will undertake the final review of documents and data, including all changes, for adequacy and if found satisfactory will authorise their use.

10.2.5 Documents may be printed material, electronic documents, or similar. These procedures will apply to all types of media.

10.2.6 Unless otherwise directed in this manual, individual staff members and contractors will have responsibility for maintaining documents and data held by them.

10.2.7 Obsolete or unauthorised documents and data will be promptly removed from all points of issue or use.

10.2.8 Document and data needs and requirements will be reviewed at each Management Review.

10.3 *LEGISLATION AND RULES*

10.3.1.1 Whakatane Airport subscribes to the CAA e-mail Notification Service for Legislation, Rule and Advisory Circular up-dates.

10.3.1.2 On receipt of such notification the relevance and effect on activities and/or procedures will be assessed by the Airport Manager in conjunction with the CEO.

10.3.1.3 If it is considered that the rule change will have an effect on existing Aerodrome activities and/or procedures the Airport Manager will:

a) Initiate a Quality Safety Report Form in accordance with Section 10 of this Manual, and

b) Complete an amendment to the Exposition in accordance with the procedures detailed in this section.

10.4 *COMPLIANCE*

10.4.1.1 The Airport Manager will audit the currency of all “controlled” documents and data as part of the Internal Audit process.

10.4.1.2 All Documentation, Publications and Records shall be made available to the Director if so requested.

10.5 *MANUAL CONTROL AND AMENDMENT*

10.5.1 The purpose of this procedure is to ensure that all copies of the Whakatane Airport Aerodrome Certificate Manuals are in the same current state of amendment and that no outdated Manual related documents or forms are used.

10.5.2 This procedure will also ensure that a record is kept of all exposition amendments.

RESPONSIBILITY

10.5.3 The CEO is responsible for issuing/approving individual manuals, and amendments thereto

10.5.4 The Airport Manager is responsible for generation of the amendments and associated papers, but this may be carried out by a delegated person.

10.5.5 The Safety Manager is responsible for generation of the amendments and associated papers of the safety management section.

10.5.6 Manual holders are responsible for inserting the amendments to an individual manual & advising the Airport Manager that they have completed the amendment.

10.5.7 **MANUAL CONTROL**

10.5.7.1 Every page will show the organisation's name, manual identification, section identification, page number, and page date.

10.5.7.2 Each individual manual will have its own contents page, list of effective pages and record of amendments.

10.5.7.3 A master copy of the Manual is saved within our electronic document management system. All documents held on this system will be backed up as a part of WDC's corporate information management procedures.

10.5.7.4 Hard copies of any manual will be as per the distribution list contained within the respective manual.

10.5.7.5 The person named in the distribution list against the manual will be responsible for entering all amendments to that manual.

10.5.7.6 All staff and contractors are encouraged to suggest manual amendments through the QSR process.

10.5.7.7 For daily use, forms may be copied from the Manual. Any pages removed for copying must returned to the Manual immediately after copying.

10.5.7.8 An Annual Review of Whakatane Airport Aerodrome Certificate Exposition will be carried out by the Airport Manager, with the SMS section being reviewed by the Safety Manager.

10.5.8 The Airport Manager will ensure that:

a) the Exposition is amended so as to remain a current description of the organisation

b) any amendments made to the Exposition meet the applicable requirements of the CAR's and comply with the amendment procedures contained in this Manual

c) a copy of each amendment is forwarded to the Director as soon as practicable after the amendment is incorporated into the Exposition

d) Amendments to the Exposition, as the Director considers necessary in the interests of aviation safety, are made.

e) Prior to issuing any amendment involving changes to the organisation the changes must first be approved by the Director of CAA (as per 3.14)

10.5.9 **MANUAL AMENDMENT PROCEDURE**

10.5.9.1 Amendments will be completed as follows:

a) When an amendment is to be made a Manual Work Plan Amendment form will be generated and all working papers will be attached.

b) Complete the amendment, as per the Manual Work Plan Amendment form, ensuring all changes are marked with a vertical line in the left-hand margin.

c) Each change requires the issue of a new page incorporating the change.

d) Each new page is to have the new date of issue

e) The CEO is to check that the changes are appropriate and comply with the organisation's standards and relevant legislation

f) The Airport Manager is to check that the changes are appropriate and comply with the organisation's standards and relevant legislation, and will amend the Rules Matrix, if required.

g) The Airport Manager is to issue amendments, to all Manual Holders, containing a new List of Effective Pages (LEP), filing instructions, changes bulletin and an amendment completion form

h) The Airport Manager will update and save the computer copy and compact disc copy of the manual.

i) The Airport Manager will check to ensure that all Manual holders have completed the amendment by receipt of the amendment completion form

j) The Airport Manager will file all working papers.

10.5.10 On receipt of an amendment the Manual holders are to:

a) enter amended pages in their manual,

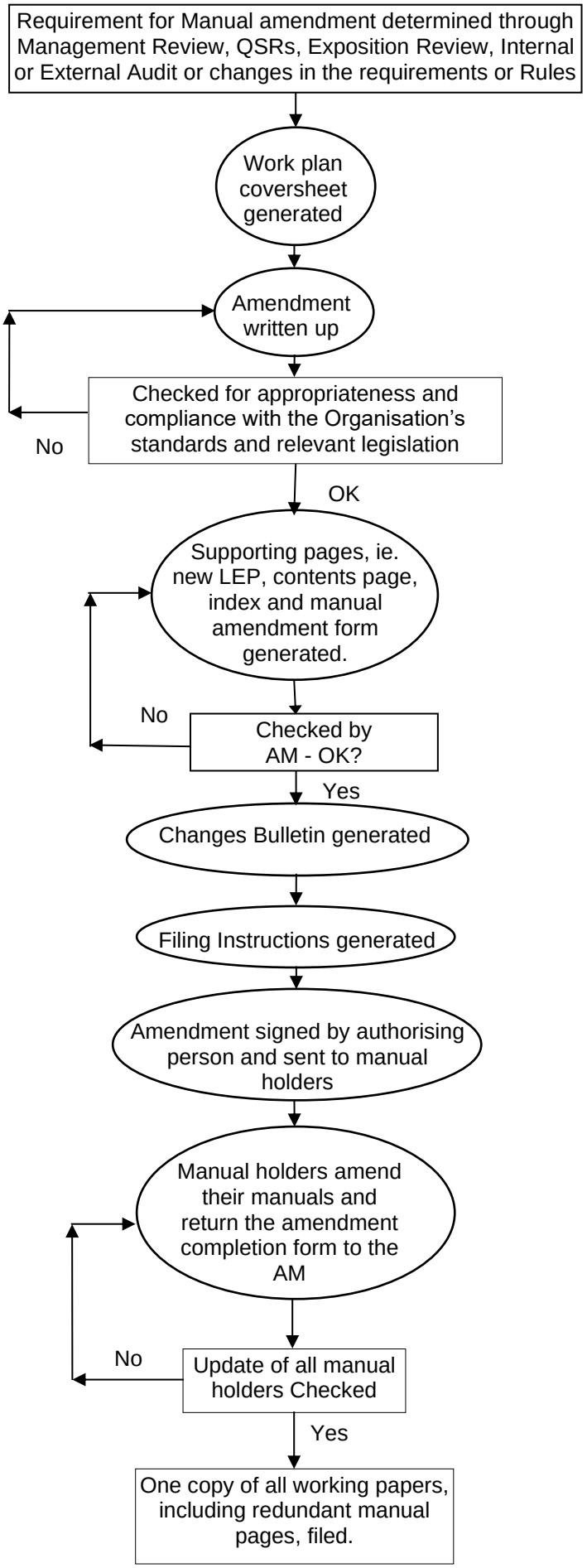
b) destroy all obsolete pages,

c) check LEP against manual,

d) complete and return the amendment completion form to the Airport Manager

10.5.11 Where a change to an operating procedure is required to be made before a manual amendment can be made, the Airport Manager shall issue an Operational Notice Form (Form 12) to the party or parties that are required make the change. This notice shall be retained by the parties it is issued to and they shall comply with the notice until a manual amendment can be made or the notice is replaced by the issue of a subsequent Operational Notice Form.

10.5.12 **MANUAL AMENDMENT PROCEDURE FLOW CHART**



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11 SAFETY MANAGEMENT SYSTEM (SMS)

A Safety Management System (SMS) is a pro-active, integrated approach to safety management and is part of the overall management process that Whakatane Airport has adopted to effectively deliver safety.

Whakatane Airport embraces the principle that the development and implementation of a proactive hazard and risk management process increases the likelihood of achieving safe outcomes whist reducing the likelihood of harm.

The Whakatane Airport Safety Management Consists of the four components of an SMS:

- Safety Policy and Accountability
    - Safety Policy and accountability
    - Personnel Requirements
    - Safety Goals and Objectives
    - Safety Documentation
    - SMS Manual Control
    - Co-ordinated Emergency Response Plan
- Risk Management
    - Hazard Identification
    - Risk Assessment and Mitigation
- Safety Assurance
    - Safety Investigation
    - Continuous Improvement of the SMS
    - Safety Performance Monitoring and Measurement
    - Internal Audits
    - Audit programme
    - Corrective and Preventative Actions
    - Safety and Quality Indicators
    - Management Review
    - Management of Change
- Safety Promotion
    - Safety Training and Competency
    - Communication of Safety Critical Information

Whakatane Airport believes that it has developed an SMS that is appropriate to the size of the Airport operations, hazards and associated risks and meets the requirements of CAA Rule Part 100 Safety Management.

Whakatane Airport's Safety Management System manual is part of the Aerodrome Operations Manual.

11.1 *COMPONENT ONE - SAFETY POLICY AND ACCOUNTABILITY*

Refer to section 3 of this manual for the Safety Policy Statement.

11.1.1 *Personal Safety and Accountability*

Personnel Safety Accountability is prescribed in Section 5.1 to 5.4 of this manual.

The Whakatane Airport Chief Executive, irrespective of other functions, has ultimate responsibility and accountability, on behalf of the Whakatane Airport, for the Implementation and Maintenance of the SMS. The Whakatane Airport Safety Policy clearly documents declaration of the Whakatane Airport's commitment to safety.

11.1.2 *Personnel Requirements*

The Chief Executive is responsible to ensure that Whakatane Airport has sufficient and appropriate resources that are essential to achieve the successful implementation and ongoing maintenance of the Airport's Safety Management System. Refer to section 5.1 of this manual.

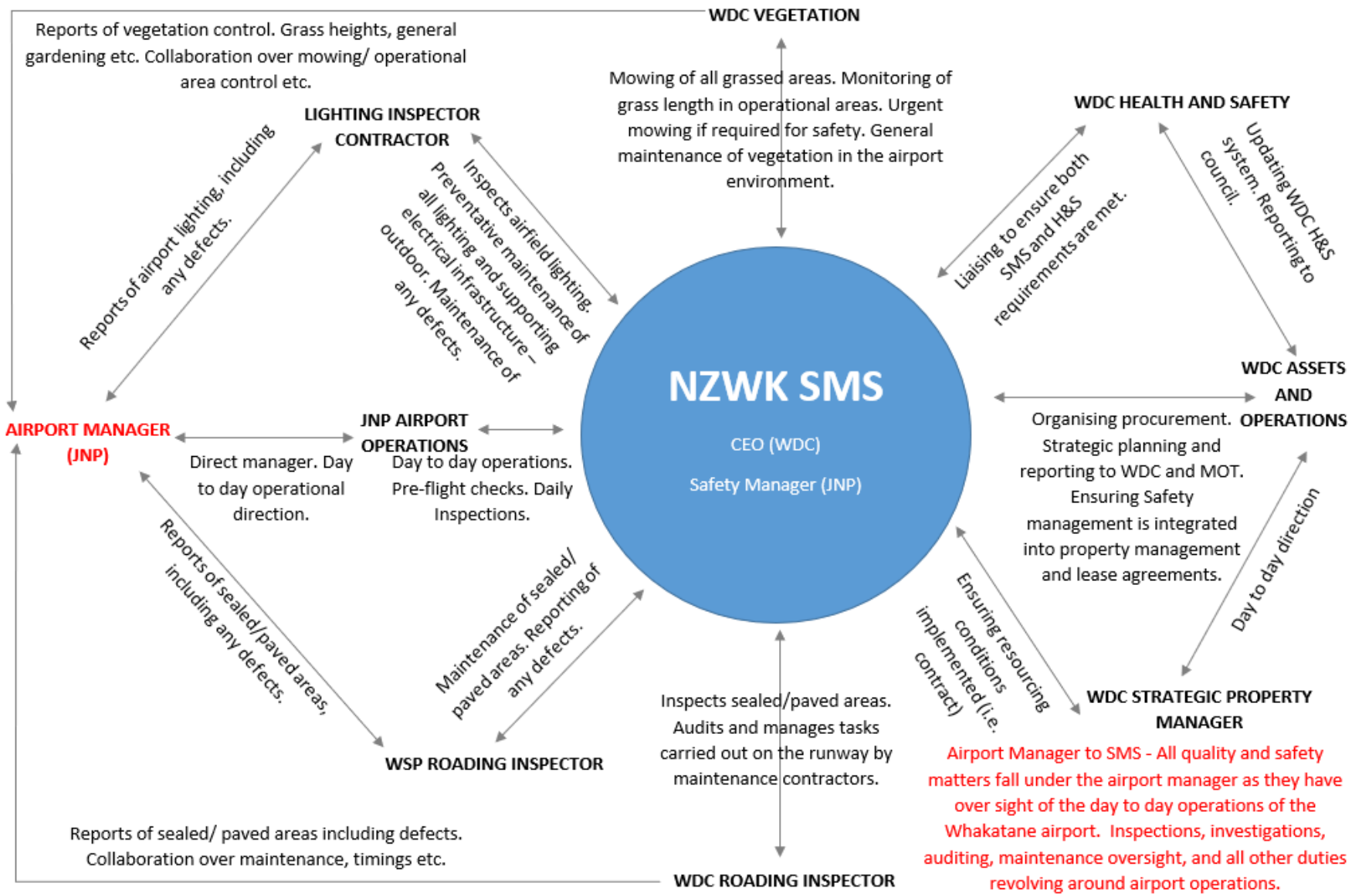
The Chief Executive recognises and is committed to ensure that, in accordance to CAA Rule Part 139.55 and Advisory Circular 100-1, there is a process of responding to and minimising the potential operational damage from the following threats/risks:

- Insufficient personnel - Engage the professional services of a relevant external consultant who has proven knowledge, experience and capabilities to oversee daily Airport operations until the newly appointed person(s) is/are competently operating in the required role(s).

- Loss of senior person - Chief Executive to engage and contract the professional services of a relevant external consultant who has proven knowledge, experience and capabilities to oversee the safety management function of the Airport operations until the newly appointed Airport/Safety Manager is competently operating in the required role.

Safety Management System Delivery Structure

Refer to section 4.1 of this manual for the Organisation Structure.



Key Safety Management Personnel Chart

11.1.3 Safety Goals and Objectives

Raise the standard and continually improve our safety performance, is the intended outcome of the Whakatane Airport safety goals. Our SMS is designed to facilitate this outcome. Our goals and objectives are made to incorporate having a team that is safety focused, as such the Whakatane Airport goals and objectives fall into 6 categories. These categories make up an effective team with safety at the forefront of their daily operations.

Safety Leadership: we have a strong and effective safety leadership team.

Equipped to do it: our people have the equipment they require to get the job done.

Want to do it: our people are encouraged and motivated to get the job done.

Know what to do: our people have the knowledge required to get the job done.

Able to do it: our people have the training and authority to get the job done.

Interactions: we have effective communication and interactions with all airport users.

Accompanying our safety goals, are our safety objectives. They are reviewed and updated yearly; the below golas and objectives pertain to the year 2021 to 2022. Each objective is in response to a specific single goal.

GOAL	OBJECTIVE	SAFETY PERFORMANCE INDICATORS
Grow the reporting culture at the Whakatāne Airport so our people have the competence to identify hazards. (Know what to do)	All Whakatāne Airport employees receive hazard ID training by December 2021.	**1) Six monthly** reports on training received, provided to senior management. **2)** Understanding of the training delivered is by a completed test of knowledge and understanding.
Effectively communicate safety issues and performance at the Whakatāne Airport. (Interactions)	Hold a minimum of 4 safety meetings within the year 2021.	Safety meeting minutes taken for all meetings and held on file for the safety committee, to be reviewed yearly. **Minutes could include:** Operational team meeting minutes (ensuring a safety section included). Airport Management meeting minutes, including safety. Safety Committee meeting minutes.
Perform inspections on time and incorporating all information required at the Whakatāne Airport. (Able to do it)	Decrease the number of internal audit findings at the Whakatāne Airport in 2021 by 2 over 2020 audit findings.	**1)** Aerodrome inspections and audits are undertaken on the time they are due, reviews yearly. **2)** All records are completed after each audit or inspection, and any defects or findings are rectified in a timeframe that would be considered reasonable by an informed observer, reviewed yearly.

Employees – refers to the operational personnel for the airport this includes JNP staff (operations, management, preflight staff), it also includes WDC staff such as inspectors, mower operators, assets, and operations etc. (Those that do operational works within the airport environment). Refer to SMS diagram 11.1.3

Year – Each year is considered the calendar year

11.1.4 ***Safety Documentation***

Refer to section 10 of this manual for further documentation control information.

Safety document procedures have been established to control and maintain all documents and data within the safety documentation. Safety documentation:

- Describes the SMS and the consolidated interrelationships between all the SMS components.
- Communicates Whakatane Airport's approach to safety to the whole organisation, through controlled hardcopies, training,
- Documents all aspects of the SMS.
- Describes the record systems that ensure the generation and retention of all records necessary to document and support operational requirements; and
- Ensures all record systems are kept in accordance with applicable regulatory requirements and industry best practices; and
- Ensures all record systems provide the control processes necessary to ensure appropriate identification, legibility, storage, protection, archiving, retrieval, retention time, and disposition of records.
- References SMS documentation have been included in other company documents where required.
- Ensures third party interfaces and established and managed.
- Ensures the SMS manual is reviewed at least annually to ensure that it remains accurate and appropriate.
- Ensures relevant portions of the SMS are referred to/incorporated into approved documentation such as the Aerodrome Emergency Plan, if required.

11.1.5 ***SMS Manual control***

The purpose of SMS manual control is to ensure that all copies of the Whakatane Airport Aerodrome Certificate Manuals are in the same current state of amendment and that no outdated Manual related documents or forms are used.

- This SMS manual section was developed by the Safety Manager under the authority of the Chief Executive of Whakatane Airport.
- The Safety Manager shall amend sections within this manual as required to keep it relevant and current with the Airport's SMS practices.
- The entire manual is required to undergo an annual review by the Management Review Board in accordance with the Airport's Exposition review schedule.

11.1.6 ***Co-ordinated Emergency Response Plan (ERP)***

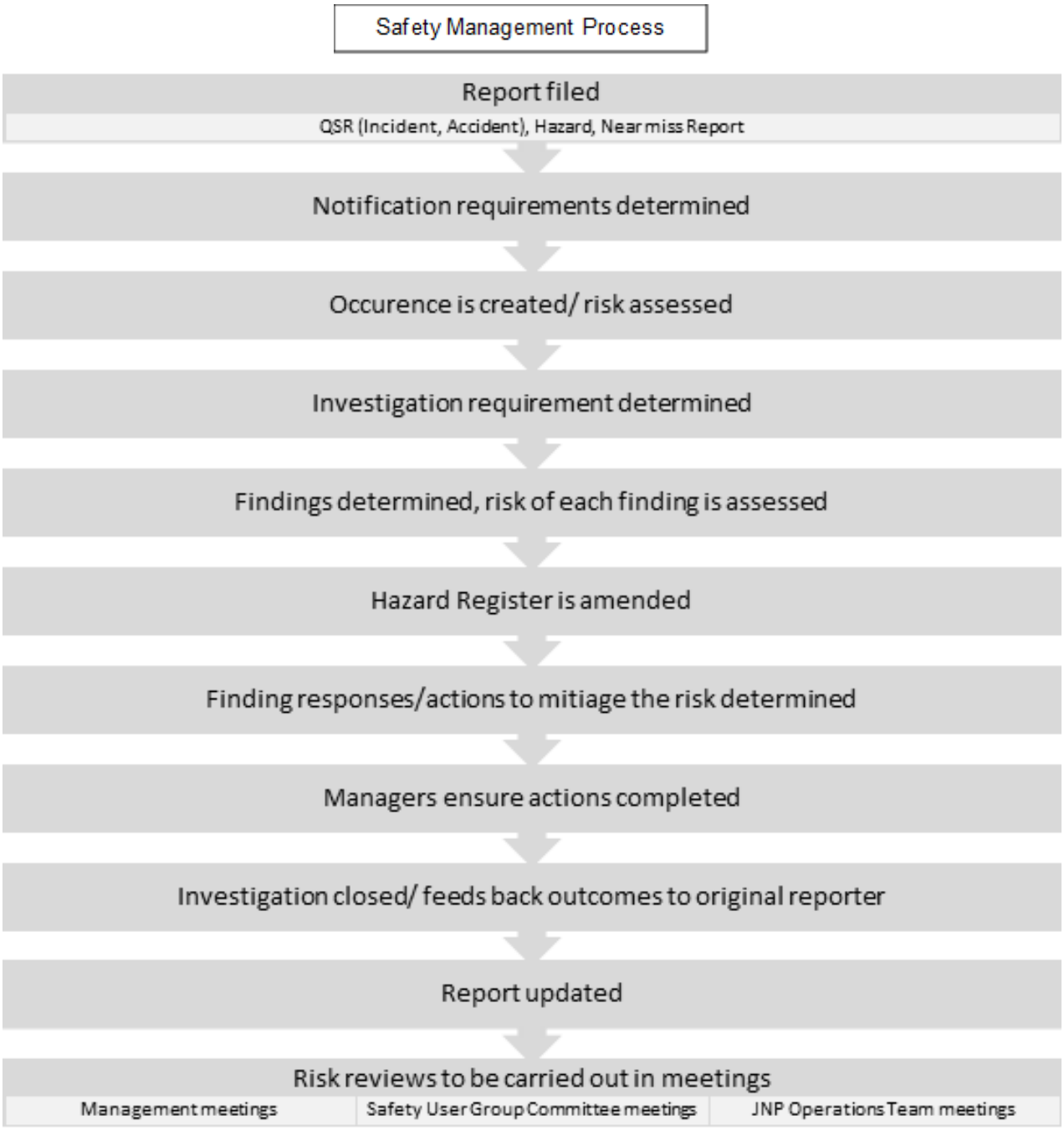
The Whakatane Airport Aerodrome Emergency Plan is contained in a separate document titled "Aerodrome Emergency Plan" and forms part of this Exposition.

11.2 *COMPONENT TWO – RISK MANAGEMENT*

Safety and compliance are managed by ensuring that the risks of the consequences of hazards in our workplace are controlled to a level as low as reasonably practicable (ALARP.)
Key Components of risk management include:

- Communicate and consult
- Establish context
- Identify risk
- Analyse risk
- Evaluate risk
- Treat / mitigate risk
- Monitor and review mitigation effectiveness

There are two activities within risk management these are hazard identification, and risk assessment and mitigation. The following diagram is a simplified version of these processes within Whakatane Airport.



11.2.1 ***Hazard Identification***

The identification of hazards within our workplace is the responsibility of every person operating within the Whakatane airport environment.

Where an incident caused by a hazard has been identified a QSR must be completed. Where a hazard has been identified and no incident has occurred a hazard form must be completed.

11.2.1.1 **Type of Hazard Identification**

There are three types of hazard identification

i. Reactive Hazard Identification

This is when an event has already happened, such as incidents or accidents. Reactive hazard identification will most often occur as a result of a major incident or accident, in which a clear action is required to avoid a reoccurrence of the same type of incident or accident.
Reactive occurrence reports are reviewed by Airport/Safety Manager.

ii. Proactive Hazard Identification

This means looking actively for the identification of safety risks through the analysis of the oragnisation's activities. Proactive hazard identification will most often occur as the result of a minor occurrence, in which it is clear action is required to avoid the hazard escalating into a future incident or accident.

iii. Predictive Hazard Identification

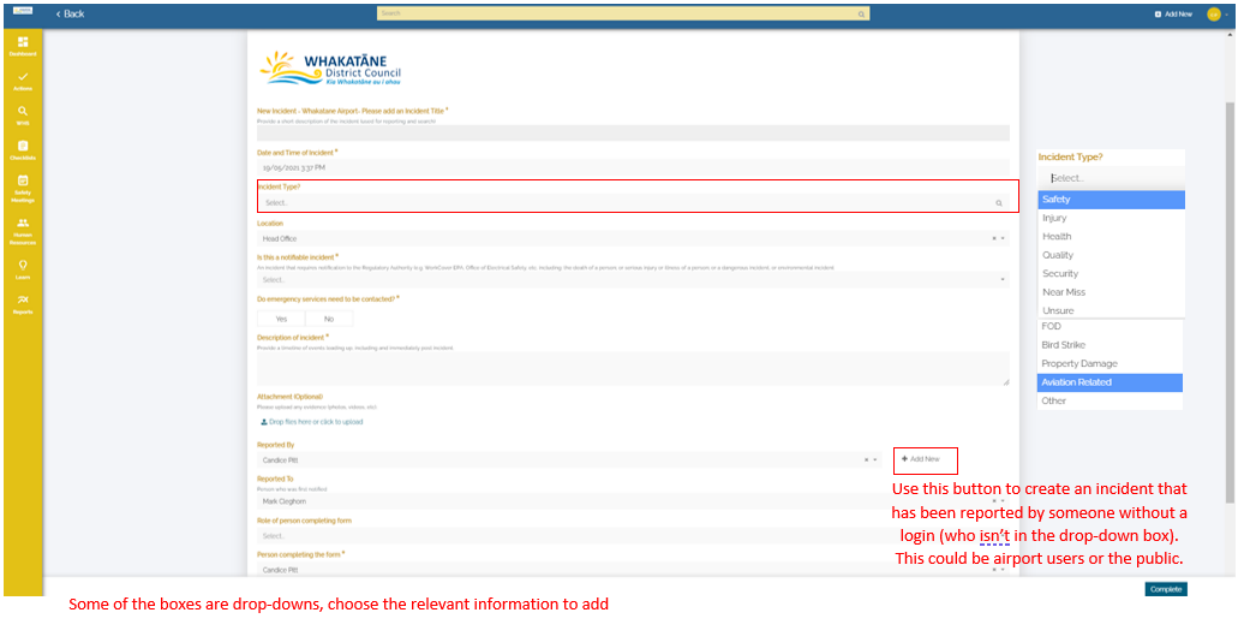
This means capturing system performance as it happens in real-time normal operations to identify potential problems. Predictive hazard identification only occurs when a hazard is identified without being prompted by an occurrence, incident, or accident.

11.2.1.2 **Internal Hazard Identification Sources**

I. Electronic Reporting System

The electronic reporting system is a dynamic application that allows employees, third parties and contractors of Whakatane Airport to input their own hazard or occurrence reports.

The Airport manager is responsible for setting and communicating personal portal usernames and passwords for each relevant employee, third party and contractor.
Third Parties, visitors and those without usernames and passwords can report through a public web portal. These portals are on QR code posters which are located around the Whakatane Aerodrome. Training/ help book is available for the system for those with logins.



II. Confidential / Anonymous Reports

Anyone may submit a report requesting confidentiality or even submit an anonymous report. Such report can be submitted in writing or via the public web portal. If submitted in writing such reports will be entered into the electronic reporting system by the Airport/ Safety Manager on behalf of the reporter using the information contained in the original report.

Reporters should be aware that totally anonymous reports can sometimes be of limited use due to the inability to substantiate/corroborate the report and/or request further details. Nonetheless, all such reports will be treated seriously and investigated using the same processes as normal safety reports.

III. Verbal Reports

The Airport/Safety Manager is to request a QSR to be filed, or personally input an occurrence into the electronic reporting system. These verbal reports may be from internal or external parties.

IV. Internal Auditing

The raising of an internal audit finding effectively raises a hazard. As such the auditor must risk assess the finding as part of the risk management process.

V. Hazard Recording

The Safety Manager shall maintain a register (or log) of hazards, and of the corresponding risk assessments and mitigations. This risk register records hazards per activity and indicates how these have been addressed in the past and are currently being addressed.
Any future risk assessment may then draw upon the information already available.
The information is both communicated and made available to all in the airport with special attention to the managers in charge, depending on the nature of the risks.

VI. Hazard Register Reviews

To be carried out quarterly prior to the Management Review Meeting where the register will be reviewed.

VII. Trend Analysis

To be carried out at least quarterly prior to the Management Review Meeting where the current trends will be reviewed.

VIII. Incident Investigation

IX. Safety Management Meetings

Any hazards identified in a Safety management meeting must be notified via a QSR filed by the meeting chairperson.

11.2.1.3 External Incident Reporting

The Safety Manager is responsible for notifying the appropriate Authority and external parties should regulations require.

11.2.1.4 **Feedback to the Reporter**

To encourage further submission of reports management will encourage a strong culture for reporting. Reports are a valuable safety asset and acknowledgement of the efforts made by reporting persons is a part of this culture. Whenever possible, feedback on the actions taken in response to a report shall be provided to the reporting person directly but also in the form of collective feedback to the reporting community.

11.2.1.5 **Promotion**

The de-identified information received is made available to the organisation in a timely manner. A variety of information dissemination methods is used to achieve maximum exposure, for example periodic newsletters, safety meetings, safety notices etc. Such promotional activity helps motivate personnel to improve further the reporting of safety concerns and occurrences - failure to do this will reduce the effectiveness and value of the system.

11.2.2 ***Risk* Assessment *and Mitigation***

Risk assessment procedures allow consistent and systematic approaches for the assessment of safety risks. This includes methods to help determine acceptable and unacceptable risks, while prioritising actions required.

11.2.2.1 **Risk Assessment**

The third step in the Safety management process is risk assessment, risk assessment will involve the following analysis steps:

I. Identify hazards and their potential consequences
II. Assess consequence
III. Assess probability
IV. Determine initial risk level
V. Decide on mitigation measures
VI. Assess probability and consequence again to determine residual risk and allow assessment of risk tolerability
VII. Determine risk tolerability

11.2.2.2 **Identifying Hazards and their potential consequences**

The scale and scope of any investigation should be suitable to determine why an event occurred and validate or identify the underlying hazards. The level of investigation should be proportional to the identified hazard and associated risks. Findings or occurrences with a high-risk level figure should be investigated in greater depth than those with a low risk level figure.

11.2.2.3 **Determine Risk Probability**

The determination of likelihood can be aided by questions such as:

- Is there a history of occurrences similar to the one under consideration, or is this an isolated occurrence?
- What other equipment or components of the same type might have similar defects?
- How many personnel are following, or are subject to, the procedures in question?
- What percentage of the time is the suspect equipment or the questionable procedure in use?
- To what extent are there organizational, managerial, or regulatory implications that might reflect larger threats to public safety?

Any factors underlying these questions will help in assessing the likelihood that a hazard may exist, taking into consideration all potentially valid scenarios. The determination of likelihood can then be used to assist in determining safety risk probability. See Whakatane Airport Risk Matrix for risk probability ratings.

11.2.2.4 **Determine Risk Consequence**

Once the probability assessment has been completed, the next step is to assess the safety risk severity, considering the potential consequences related to the hazard. The severity assessment can be based upon:

- Fatalities/injury. How many lives may be lost (personnel, passengers, bystanders, and the general public)?
- Damage. What is the likely extent of aircraft, property, or equipment damage?

The severity assessment should consider all possible consequences related to an unsafe condition or object, considering the worst foreseeable situation. See Whakatane Airport Risk Matrix below for risk consequence ratings.

WHAKATANE AIRPORT RISK MATRIX						
Probability / Consequence		Rare	Unlikely	Possible	Likely	Almost Certain
		Almost inconceivable that the event will occur	Not known to have occurred	Has occurred rarely	Has occurred infrequently	Has occurred frequently
Less than Minor	Little consequence	Minimal (1)	Minimal (2)	Minimal (3)	Low (4)	Low (5)
Minor	Nuisance Use of emergency procedures Minor incident	Minimal (2)	Low (4)	Low (6)	Moderate (8)	Moderate (10)
Moderate	Possible reduction in safety margins, Serious incident, Injury to persons	Minimal (3)	Low (6)	Moderate (9)	Moderate (12)	High (15)
Major	Large reduction in safety margins, Serious injury, Major equipment damage	Low (4)	Moderate (8)	Moderate (12)	High (16)	High (20)
Catastrophic	Equipment destroyed, Multiple Deaths	Low (5)	Moderate (10)	High (15)	High (20)	Extreme (25)
	TOLERABILITY			Acceptable	Review	Unacceptable

11.2.2.5 **Determine Risk Tolerability**

The Whakatane Airport has three tolerability categories:

a) High and Extreme (Unacceptable, 15-25)

The probability and/or consequence of the risk is intolerable. Major mitigation will be necessary to reduce the probability and consequence of the risks associated with the hazard. The organisation has three options:

1. Allocate resources to reduce to the exposure to the consequences of the hazard
2. Allocate resources to reduce the magnitude or the damaging potential of the consequences of the hazards; or
3. Cancel the operation if mitigation is not foreseeably possible.

For extreme cases, operations/ activities will stop. Classified as unacceptable under existing circumstances, operations are not permitted until sufficient control measures have been implemented to reduce the risk to an acceptable level. The CEO will then need to produce a written authority advising they are satisfied with the control measures produced to reduce the risk to a tolerable level before activity can commence. The relevant information must be reviewed, recorded, and reported.

There are many types of extreme risk that may be encountered. These include but are not limited to:

- A natural disaster
- Aircraft accident
- Heavy vehicle incident
- Infrastructure or vital equipment damage
- Hazardous substance spill
- Medical emergency
- Infectious disease pandemic
- Civil Defence action/ Government shutdown

For both high and extreme events, the Whakatane Airport CEO is expected to take a hands-on approach when dealing with the situation. This could be but is not limited to being present at the Whakatane Airport and attending emergency meeting.

b) `Moderate, (Review, 8-12)

The probability and/or consequence is of concern; measures to mitigate the risk to as low as reasonably practicable (ALARP) should be sought. Where the risk is still in the review category after this action then the risk may be accepted (although it will continue to be marked as 'review'), provided that the risk is understood and has the endorsement of the management review meetings.

c) Low and Minimal (Acceptable, 1-6)

The consequence is so unlikely or not severe enough to be of concern; the risk is tolerable. However, consideration must be given to reducing the risk further to as low as reasonably practicable (ALARP) in order to further minimise the risk of an accident or incident.

11.2.2.6 **Appropriate Management Level for Risk Decisions Procedure**

Risk Level	Management Level	Action Required?
Extreme	CEO– **STOP** Operation	Risk Mitigation Plan Required (ALARP) – **Must** be reduced.
High	CEO	Risk Mitigation Plan Required (ALARP) – Must be reduced to moderate
Moderate	Airport Manager	Risk Mitigation Plan Required (ALARP)
Low	Safety Manager	Monitor
Minimal	Ops Personnel	No action required

The Whakatane Airport hazard register includes some of the hazards that may present themselves. However, does not cover all possible incidents or accidents that may occur on, or near the Aerodrome.

11.2.2.7 **Risk Mitigation**

Whakatane Airport takes all practicable steps to control hazards identified within our workplace, to reduce risk to a level as low as reasonably practicable (ALARP.)

Measures such as changes to operating procedures, equipment, or infrastructure, to reduce either/both the probability and/or consequence.

Risk must be balanced against the time, cost, and difficulty of taking measures to reduce or eliminate the risk. The level of risk can be lowered by reducing the severity of the potential consequences, reducing the probability and exposure to that risk or a combination of all three.

There are two risk mitigation strategies available:

a) Eliminate
c) Minimise

To help determine whether a risk can be eliminated or can only be minimized we can look at the hierarchy of controls:

Most effective to Least effective	Elimination:	Remove the Hazard causing risk.
	Minimisation:	If elimination is not possible consider the following minimisation options:
	Substitution:	Replace the hazard causing risk, with another that has a lower risk level.
	Isolation:	Isolate people from the hazard (such as creating a barrier).
	Engineering controls:	Controls removing personal factors in application.
	Procedures:	Controls relying on personal factors in application (changing the way people work).
	Personal Protective Equipment:	Equipment worn to provide a temporary barrier/ protection form hazard.

11.2.2.8 **Implementation of Risk Control Measures**

Implementation of the risk control (mitigation) measures may be an implementation plan identifying who is in charge, the resources needed, the deadline, and the stages of implementation. The implementation plan is periodically reviewed until completion or revision.

11.2.2.9 **Hazard Registers**

A register of hazards and their risks is maintained within our electronic system, this includes human performance related hazards. New hazards/risks must be reviewed by airport management. Any new shared hazards/risks must be reviewed by the safety user group committee. Within our hazard register we acknowledge potential risks associated with third parties.

We acknowledge there are many methodologies available for the identification of changes and the potential hazards and risks they could bring into the operation, we have opted for an informal approach in regards to this to ensure we are using the best method available for the particular circumstance, examples are The 5 Whys or reverse fishbone.

11.2.2.10 **Risk Control Effect Assessment**

The risk mitigating effect of the controls are assessed by the safety manager with respect to:

- Functionality: Does the measure influence the ability to perform the activity?
- Robustness: Will the measure be effective under varying conditions and over time?
- Possible other effects such as introduction of new risks.

When identifying risk control measures, any new risks that may arise from the implementation of such measures (‘substitution risks’) should be identified.

11.2.2.11 **Monitoring, review and Improvement**

The risk management process is monitored for the purpose of:

- Analysing and learning from events, changes, and trends
- Detecting changes in the internal and external context including changes to the risk itself
- Ensuring that the risk mitigation measures remain effective; and
- Identifying emerging risks.

Monitoring and review are performed through periodic management reviews, inspections and audits, risk assessments and the risk management process itself, with the aim to strive for a continuous reduction in the risk level.

11.3 *COMPONENT THREE – SAFETY ASSURANCE*

11.3.1 *Safety Investigation*

The fourth step in the Safety management process is determining an investigation requirement.

The investigation or review process is triggered by a notification (report) submitted in accordance with the established safety occurrence reporting procedures OR an internal/ external audit finding. Several basic phases of an investigation can be summarised as follows:

1. **Set up of the investigation team** with the required skills and expertise. The size of the team and the expert profile of its members depend on the nature and severity of the occurrence. The Safety Manager may be assigned to carry out internal investigations for potentially harmful incidents.
2. **Data collection process** gather facts from a variety of sources to understand the circumstances and events leading to the occurrence, along with any underlying factors.
3. **Event reconstruction** to establish the sequence of events that led to the occurrence, with its causal and contributory factors.
4. **Analysis** of the information to assess the risk and determine whether acceptable for each hazard.
5. **Draw conclusions** from the analysis. Identify missing or inadequate defences.
6. **Identify safety recommendations and actions** to be taken in order to eliminate or mitigate the safety deficiencies identified by the investigation.
7. **Final report** made detailing the safety recommendations.
8. **Communication** of safety messages to all personnel.

The Safety Manager is responsible for following up on any required corrective and/or preventative actions.
Investigation Reports are to be documented using the Safety Investigation template – other formats can be used at the investigator's discretion.
The investigation/review reports should be communicated organisation-wide and distributed to other parties that are likely to benefit from the findings. Appropriate de-identification measures may be applied. Safety recommendations and suggested corrective actions are recorded in the electronic system, and their implementation and effectiveness monitored.

11.3.1.1 **Selecting and Training safety Investigators**

Only competent safety investigators are assigned to conduct safety investigations.
The following are the knowledge, experience, and skill requirements of a safety investigator:

- Trained in safety investigation and have suitable subject matter expertise
- Technically competent and have experience in interpreting occurrence information to determine causal factors
- Well-developed research and listening skills to gather all necessary evidence and interpret it appropriately

See 11.12.1 SAFETY TRAINING AND COMPETNECY

11.3.2 *Continuous Improvement of the SMS*

Safety Management assurance assesses the Safety management performance of the organisation and enables continuous improvement. The three aspects of Safety management assurance are as below,

a. Safety management performance monitoring, measurement, and review.

b. The management of change.

c. Continuous improvement of the Safety Management System.

11.3.2.1 Continuous improvement of the SMS may target any component of the SMS, in other words any subject addressed in this manual which has the objective of increasing the effectiveness of the system over time.

Continuous improvement of the SMS is achieved through:

- Assessment of how the SMS is functioning;
- Identification and analysis of possible issues/challenges associated with the running of the SMS;
- Implementing changes aimed at improving the SMS;
- Monitoring and reviewing the effects of any changes.

Continuous improvement is also achieved when the SMS is functioning well, performance of the SMS can always be improved.

11.3.2.2 The Safety Manager performs a review of the SMS (how effectively goals and objectives were met) and provides a report on the SMS (how effectively the SMS works, the stage of implementation, results of audits and review of actions, any issues/challenges, and proposals for improvement) annually to the CEO.

We continuously improve the effectiveness of our SMS through the use of the safety policy, safety objectives, audit results, analysis of data, risk management, corrective and preventive actions and management review.

11.3.2.3 Measures that can improve the SMS include:

- Training procedures
- Improved safety reviews, studies, and audits
- Improved reporting and analysis tools
- Improved hazards identification and risk assessment processes and improved awareness of risks in the organisation
- Improved relations with the subcontractors, suppliers, and customers regarding safety
- Improved communication processes, including feedback from the personnel

11.3.2.4 When a non-conformance is detected, we initiate the corrective and preventive action process. This is designed to eliminate the chance of a similar event in the future.

11.3.2.5 Improving upon our safety culture ensures that our team and airport users have the knowledge and empowerment to be fully involved with SMS and improving the aerodrome environment.

11.3.2.6 Management encourages the use of the Safety Reporting System to submit suggestions for improvements. This inlcudes third parties along with Whakatane airport employees. This system requires management to take action on safety-related issues within the company.

See 11.6 CORRECTIVE AND PREVENTATIVE ACTIONS.

11.3.3 *Safety Performance Monitoring and Measurement*

Safety performance monitoring and measurement is the process by which the Whakatane Airport safety performance is compared against its safety policy and the safety objectives.
Safety performance monitoring and measurement is performed through annual safety reviews (Management Review Meetings) attended by the Safety Manager, the CEO, Airport Manager, and any other personnel as required.
Minutes of the meeting trace the key discussion points and the actions taken and are kept as records.

11.3.3.1 **Safety Goals**

Whakatane Airport safety goals are high level statements that provide overall context for what its SMS aims to achieve. Safety goals are approved by the CEO. During Management Review, the safety goals are reviewed for continuing suitability.

Safety performance monitoring and measurement is the process by which our safety performance is verified in comparison to our safety and compliance policies and safety management objectives. It is also a means by which we can validate the effectiveness of our risk controls.

11.3.3.2 **Safety Objectives**

Safety & Quality objectives are defined during annual management reviews, approved by the CEO, and reviewed/updated regularly. They cover relevant aspects of our safety vision, senior management commitments, realistic safety milestones and desired outcomes.

Our safety objectives are measured and monitored with appropriate data gathered and analysed to ensure the SMS is relevant and effective. During Management Review, safety objectives are discussed, and corrective/preventive action is taken to ensure the processes achieve the desired results and continue to improve. Safety objectives are communicated throughout the organisation.

11.3.3.3 **Safety Performance Indicators (SPI)**

SPIs cover both quality and safety aspects of Whakatane Airport's business, and the management team is fully committed to implementing SPIs as a fundamental part of the orgaisation's safety/ quality management approach.

The calculated level of safety and quality comes from all the indicators in their completeness. The level cannot be evaluated on a single indicator or just a few of them. The indicators and the level of safety and quality must be regularly reviewed, checked, and eventually redefined. See 11.4 SAFETY INDICATORS.

11.3.3.4 **Safety Reporting**

The Safety Manager collects and centralises the company's safety reports and monitors the type and number of reported events over time. Additionally, the Safety Manager addresses the status of compliance with the applicable requirements.

11.3.3.5 **Safety Studies**

Safety studies consist of a detailed analysis which is used to target broad safety concerns.
The Safety Manager shall, whenever appropriate, initiate safety studies addressing subjects of safety relevant to Whakatane Airport.

Safety studies are aimed at gathering additional information on selected topics which has been identified by safety reports or other means. Safety studies are by their nature larger in scope than the analysis of specific hazards. Safety surveys, for example, belong in this category. Safety studies can address a variety of subjects such as compliance with Standard Operating Procedures, mission preparation and risk assessment of specific operations such as dealing with deteriorating weather, resisting customer pressure, etc.

11.3.3.6 **Safety Reviews**

Safety reviews, including trend reviews, are conducted during the introduction and deployment of new technologies, change, or implementation of procedures or in situations of structural change to operations. A safety review should be performed at least once each year by the Safety Manager.

11.4 *INTERNAL AUDITS*

11.4.1 ***Audit Objectives:*** An internal audit is a methodical, planned review to determine how Whakatane Airport activities are conducted; and results are compared with the established procedures for carrying out such activities.

11.4.2 An internal audit is carried out in order to assure the Chief Executive Officer, Airport Authority and the Civil Aviation Authority that the policies and procedures as laid down in the Whakatane Airport Manuals are adhered to.

11.4.3 Internal audits are to be completed by a person(s) who has satisfactorily completed a formal auditor-training course presented by an accredited body & who is independent of those having direct responsibility for the activity being audited.

11.4.4 The purpose of an internal audit is to determine the cause and seriousness of any non-conformance, non-compliance or deficiency, conformity with safety risk controls, to assess the performance of controls, including identifying previously unrecognised safety-related risks, and to recommend the timely implementation of corrective actions appropriate to their seriousness.

11.4.5 The internal audit is the preparation of audit reports and corrective action requests for submission to the Chief Executive Officer and Management Review Committee, who shall ensure that records are kept of all actions taken in respect of each audit before, during and after.

11.4.6 ***Frequency of Audits:*** The Airport Management shall draw up an annual audit programme to provide a formal schedule of planned audits designed to ensure that each area of the organisations activity and all elements of Rule Parts 139 and 100 are reviewed at least once per year.

11.4.7 The annual programme of audits is listed under 11.5

11.4.8 ***Conduct of Audits:*** An audit shall be carried out according to recognised audit principles, with its objective to compare observed practices and procedures with pre-determined system requirements and methods of verification.

11.4.9 Audits shall be conducted in a positive manner to identify and define problems and opportunities for Whakatane Airport to improve its practices and procedures. A cooperative effort between the auditor and personnel must prevail to ensure the review of the competence and performance of the organisation is objective and not punitive.

11.4.10 The auditor shall ensure that the scope and preparation for each audit focuses on the following elements:

- Compliance with CAA requirements
- Conformance with organisation standards and requirements
- Observations on practices and procedures
- Review of previous non-conformances and recommended corrective actions
- Review of quality indicator measurements
- Review of safety leading and lagging indicator measurements

11.4.11 ***Audit Process***: The auditor shall ensure audits are carried out as follows:

- Individuals will be notified prior to the audit
- An audit plan for each audit will be developed
- An entry meeting will be held prior to beginning of an audit
- Analytical methods used for root cause identification
- Findings shall be recorded on an Audit Finding Notice (Form 003)
- An exit meeting shall be held to discuss audit findings and recommended corrective action
- The auditor will provide the Chief Executive Officer with the audit report within 10 working days.

11.4.12 ***Audit Finding Notices***: The auditor shall complete an Audit Finding Notice (Form 003) for each inconsistency identified during the audit. The Audit Finding Notice will record the non-conformance/non-compliance, rule and exposition reference, corrective and preventative actions, route cause and a date when the corrective procedure will be implemented.

11.4.13 The Audit Finding Notice shall be registered in the Quality Register and issued an identifying number.

11.5 *AUDIT PROGRAMME*

Audit Programme

	January	February	March	April	May	June	July	August	September	October	November	December
Monthly Audit	●	●	●	●	●	●	●	●	●	●	●	●
Management		●										
Personnel		●										
Administration				●								
Documents and Records						●						
Airport Equipment								●				
Maintenance Control								●				
Training and Competency										●		
Accident and Incident Reporting										●		
Manual Review											●	
Fuel Installation Audit					●							
Air Chathams Audit			●						●			
NDBDME Audit							●					
QMS Audit			●						●			
SMS Audit			●						●			
Management Review				●								

The safety audits within the audit programme are designed to be directly proportional to the potential severity and likelihood of consequences and outcomes occurring. Assuring risk controls are functioning and being followed correctly, and that operational procedures are being followed and used correctly. The appointment of a qualified auditor, along with the objectives and scope defined prior to audits taking place upholds the integrity of the audit. At the Completion of the audit and analysis of data collected, a detailed report will be produced outlining any safety shortcomings, incorporating human factors or organisational shortcomings. The report may also include any remedial actions required.

11.5.1 ***Audit Reports:*** Audit reports shall be addressed to the CEO and the personnel responsible for the activity being audited and shall contain the following:

- The scope of the audit and the specific activities reviewed
- Any non-compliances and non-conformances noted
- Identified root causes of non-compliance and non-conformance
- Recommended corrective and preventative actions
- Persons responsible for corrective and preventative actions

11.5.2 The audit report shall be signed off by the Chief Executive Officer to signify acceptance of the audit and its findings and to provide authority for the information it contains to be communicated to each individual.

11.5.3 ***Audit Follow up*** The Airport Management will monitor corrective and preventative actions to ensure that required actions specified in each audit report have been properly implemented by the agreed date. In all cases where corrective and preventative action remains overdue after the

agreed implementation date, the Airport Management shall bring the matter to the attention of the Chief Executive Officer.

11.5.4 If an audit discloses any deficiency which may directly or indirectly jeopardise safety, the Airport Management (or any independent auditor) shall immediately advise the Chief Executive Officer and agree the action to be taken.

11.5.5 ***Audit Records:*** Records for each audit carried out shall be filed by the Airport Management as follows:

- Final audit report
- Finding Notices
- Records of the Entry and Exit meeting
- Any supplementary worksheets

11.6 *CORRECTIVE AND PREVENTATIVE ACTIONS*

11.6.1 To ensure existing and potential deficiencies are corrected and action is taken to prevent a deficiency reoccurring. Any quality/ safety issues detected will be identified by the person/s concerned by raising a Quality Safety Report (QSR) (Form 002). Any hazard, incident or accidents detected will be identified by the person/s concerned by filling in the correlating forms within the electronic system.

11.6.2 This procedure applies to all existing or potential accidents, incidents, non-conformances, defects, complaints, rework and problems, as well as improvement suggestions.

11.6.3 The Airport Management shall ensure corrective and preventative action is taken in respect of all identified or potential deficiencies and ensure that the action taken is recorded on a Quality Safety Report Form (Form 002).

11.6.4 Each individual is responsible for taking immediate corrective action where there is potential hazard to any persons or property and immediately thereafter informing the Airport Manager or Safety Manager of the action taken.

11.6.5 Any staff or contractor can raise a Quality Safety Report Form (Form 002) and fill in a report in the electronic system, if they have a concern regarding any issue and/or identify any safety hazard and/or any deficiency.

11.6.6 The sixth step in the safety management process is to determine actions for mitigation, this includes actions for correction and prevention. The process for corrective and preventative action is as follows:

- The Quality Safety Report Form(Form 002) or appropriate incident form which was raised is forwarded to the airport management
- Management registers the Quality Safety Report Form (Form 002) in the Quality Register and issues an identifying number.
- Deficiencies are assessed and an investigator is assigned. Investigation may be assigned to the Airport Manager, the Safety Manager or Airport Operations Contractor.
- When the deficiency has been investigated and the root cause is known, corrective and preventative action is determined, implementation date(s) is/are set, recorded on the Quality Safety Report Form (Form 002) and is forwarded to airport Management.
- The airport management shall assess the corrective and preventative actions and be either:
  - Satisfied that these actions will ensure the deficiency will not reoccur or occur, or
  - Unsatisfied that these actions will ensure the deficiency will not reoccur or occur. In this case the airport manager together with the investigating person (if separate) shall determine alternative corrective and preventative actions and/or implementation timeframe
- Corrective and preventative actions shall be put into place prior to the implementation date stated on the Quality Safety Report Form (Form 002)
- The Airport Manager shall update the Quality Register, while the Safety Manager shall ensure the electronic reporting system is updated and schedule any follow up action(s)/inspection(s).

11.6.7 All copies of Quality Safety Report Forms (Form 002), Audit Finding Notices (Form 003) and occurrence reports shall be filed by the airport management and kept for a minimum of 3 years.

11.6.8 At each Management Review all corrective & preventative actions implemented since the last review meeting will be reviewed so as to measure the effectiveness of the action taken.

11.7 *SAFETY AND QUALITY INDICATORS*

11.7.1 To define a system of indicators that are monitored by the Airport Authority to show how well the quality and safety assurance systems are functioning.

11.7.2 This procedure applies to all activities for which Whakatane Airport management are responsible.

11.7.3 The Chief Executive Officer and Airport Management shall select quality and safety indicators that will provide a valid reflection of Airport performance, measure performance against each indicator and report the results at management review meetings.

11.7.4 Whakatane Airport quality indicators are:

Indicator	Goal	Measurement	Compliance
Accidents and incidents are reported, analysed and corrective and preventative actions taken	All reportable accidents and incidents are formally reported to the CAA as soon as practicable, and a CA005 form is submitted within 14 days.	12 monthly review	100%
	All incidents are investigated, the root cause identified and corrective action taken within 60 days of the event.	12 monthly review	100%
	Preventative action is taken within 60 days of the event.	12 monthly review	100%
Quality Safety Report Forms are processed in a timely manner	Quality Safety Report Forms are reviewed, investigated and actioned by the Airport Manager within 14 days of the form being raised	12 monthly review	90%
Records are completed, actioned and maintained	All inspection records are completed after each inspection	12 monthly review	100%
	Defects are rectified in a timeframe that would be considered reasonable by an informed observer.	12 monthly review	100%
Complaints are investigated and appropriate action taken in a timely manner	Complaints are investigated and an appropriate outcome determined within 14 days	12 monthly review	100%
	Complainants are notified of the outcome of the investigation within 21 days of the complaint being lodged	12 monthly review	100%
Aerodrome Inspections are undertaken.	Inspections are undertaken on the time they are due.	12 monthly review	100%

11.7.5 The Chief Executive Officer, Airport Manager and Safety Manager shall select safety indicators that will provide a valid reflection of airport safety performance, measure performance against each indicator and report the results at management review meetings.

Along with the quality indicators, we have safety specific indicators.

These indicators fall into three broad categories:

- Reactive or lagging indicators

  Measures of results of past activities including outcome and output indicators.

- Proactive or leading indicators

  Forward-looking activities or predictive information resulting from risk management, hazard identification, and trend indicators.

- Interactive indicators

Relating to the safety culture, these indicators are designed to show the extent to which safety and performance- related issues are noticed and acted upon prior to events taking place.

11.7.6 Whakatane Airport Safety Indicators are:

Refer to 11.1.4 to see indicators with relevant goals and objectives.

Indicator	Goal	Measurement	Compliance
Training is provided to employees.	Grow the reporting culture at the Whakatāne Airport so our people have the competence to identify hazards.	6 Monthly Review	100%
Safety communication is undertaken.	Effectively communicate safety issues and performance at the Whakatāne Airport.	12 Monthly Review	100%
Aerodrome Inspections are undertaken.	Perform inspections on time and incorporating all information required at the Whakatāne Airport.	12 Monthly Review	100%

Employees – refers to the operational personnel for the airport this includes JnP staff (operations, management, preflight staff), it also includes WDC staff such as inspectors, mower operators etc. (Those that do operational works within the airport environment). Refer to SMS diagram 11.1.3

11.8 *MANAGEMENT REVIEW*

11.8.1 ***Management Review Objectives:*** To review information generated by internal audit and other such audits, tests, inspections, and analysis of Whakatane Airport's quality system.

11.8.2 To ensure that Civil Aviation Rules Part 139 quality systems and Part 100 safety systems employed at Whakatane Airport are efficient and effective in ensuring ongoing compliance with the Rules.

11.8.3 ***Management Review Committee:*** The Management Review Committee shall consist of at least three of the following personnel.

- Chief Executive Officer (WDC)
- Airport Manager
- Safety Manager
- Other persons as required to provide specialist advice and direction.

11.8.4 The Management Review Committee shall meet at least every 12 months.

11.8.5 The Management Review Committee shall be responsible for the review of the Whakatane Airport's quality assurance system.

11.8.6 The agenda shall include a review of the following items:

- Action points from previous review meeting
- Occurrence and incident reports
- Summary of the last Internal and external audit results
- Summary status of the corrective and preventive actions opened and closed
- Compliance with quality indicators
- Training and development (staff training)
- Document control
- Operational and managerial performance
- Client complaints/survey
- Maintenance reliability
- Quality assurance system evaluation
- Safety Management system evaluation

NOTE

1. A sample Notice of Management Review Meeting & Agenda is listed under 11.9

11.8.7 The Airport Manager shall present an up-to-date status of the Quality Register, which shall include the open and closed summary of the Audit Finding Notices, Quality Safety Report Forms and CA005's.

11.8.8 For each meeting, this summary will be for the period between the last meeting and the current meeting.

11.8.9 Minutes shall be made of every Management Review meeting. Minutes may contain action plans and documents to support the observations, conclusions and recommendations reached. The minutes of Management Review meetings shall be completed by the Airport Manager or delegated person, checked & signed as correct by the CEO, filed in the Quality Register, and retained for future reference for a minimum of 3 years.

NOTE

1. A sample pro-forma of Management Review Meeting minutes is listed under 11.10

11.9 *MANAGEMENT REVIEW MEETING & AGENDA*

Whakatane Airport - Notice of Management Review Meeting and Agenda

To: .....

From: Chief Executive / CEO

Date of Review Meeting .....

Place of Review Meeting .....

Agenda

1. Minutes of previous meeting
2. External Audit reports
3. Internal Audit reports
4. Quality Safety Report Forms received, if any since previous review meeting.
5. Occurrence and Incident reports filed, if any since previous review meeting.
6. Complaints received, if any since previous review meeting.
7. Survey results, if any since previous review meeting.
8. Effectiveness of corrective and preventive action, if any since previous review meeting.
9. Quality and Safety Indicator summary
10. Operational and Management performance
11. Training and development
12. Maintenance reliability
13. Quality Assurance System evaluation
14. Safety Management System (SMS) evaluation and review
15. Document Control
16. Relevant changes to legislation/rules
17. Current High/Medium Risks
18. Other matters

Signed ..... Date .....

Airport Manager / Quality Manager

Signed ..... Date .....

Airport CEO

11.10 *MANAGEMENT REVIEW COMMITTEE MEETING MINUTES*

Whakatane Airport Management Review Meeting

Date of Meeting .....

Location of Meeting .....

Chairperson of Meeting .....

Persons in attendance

.....

.....

.....

Minutes

Signed ..... Date .....

Airport Manager / Quality Manager

Signed ..... Date .....

Airport CEO

11.11 *MANAGEMENT OF CHANGE*

Whakatane Airport manages safety risks related to a change. The management of change is a documented process to identify external and internal changes that may have an adverse (or positive) effect on safety. It makes use of existing hazard identification, risk assessment, description, evaluation, and control processes, using the management of change process.

11.11.1 *Initiating Change*

Changes include organisational changes with regard to safety responsibilities.
The following is a non-exhaustive example list of changes that are considered:

- New regulations,
- Managerial reorganisation,
- Relocation,
- Outsourcing,
- Mergers,
- Change of market structure, development of new markets, etc.,
- Change in economic and financial pressure,
- New operations and/or missions,
- New aircraft type or variant,
- New maintenance procedures, equipment, or tools,
- Hiring new personnel,
- New training provider or other type of contractor,
- Any other reason determined by management.

Changes may have various positive or negative safety impacts. Any change that may have an adverse effect on safety shall be identified and managed through the company's existing processes for hazard identification, risk assessment and mitigation.

11.11.2 *Change Management Process*

The organisation's change impact assessment procedure is described as follows:

- Identify the nature and scope of the change(s).
- Perform an initial Impact Assessment study covering:
  - The company's operational procedures,
  - Work organisation (staffing, composition of the teams, scheduling, additional training, etc.),
  - Infrastructure (relocation, parking base, etc.),
  - Maintenance of equipment,
  - Identification of the goals and objectives and nature of proposed change.
- Perform a Safety Risk Analysis (See the Risk Management section):
  - Identify hazards related to implementing the proposed change and their possible consequences,
  - Identify existing risk controls and define, as appropriate, additional mitigation measures.
- Identify key personnel who will assist in implementing the change and the mitigation measures required and involve them in the change management process (this may be employees, contractors or other key stakeholders).
- Define an implementation plan.
- Assess related financial costs.
- Communicate the proposed change to personnel and involve them in the project in an effort to garner their support (both internal and external as necessary).
- Implement the actions as defined in the plan.
- Check the overall effects through the established Safety Performance Monitoring and Measurement process.

Change management plans are documented and reviewed by senior management as necessary.

11.12 *COMPONENT FOUR – SAFETY MANAGEMENT PROMOTION*

11.12.1 *Safety Training and Competency*

All personnel receive safety training as appropriate for their safety responsibilities and adequate records of all safety training provided are to be kept.

All personnel receive training to maintain their competences. This includes notification of any changes to applicable regulations and rules, Airport procedures, and safety-relevant technical matters.

There is a link between training and safety risk management as training and competence development is one of the means through which identified risks can be reduced. Other types of risk controls concern equipment or organisational factors (e.g. procedures), which in turn can also be addressed in training. Training records are held in the electronic system.

11.12.1.1 **Competence, training, and awareness**

All personnel are hired on the basis of their ability to perform acceptable work. A training needs analysis (TNA) is undertaken to identify the appropriate training program for all personnel. The scope of the training program should be appropriate to each individual's role and involvement in the organisation's SMS. The company uses AC100-1 Section 2.5.1-2 guidelines for conducting effective training needs analysis (TNA).
Subsequent training is provided to ensure each employee is knowledgeable in their job function and their role within the company.

11.12.1.2 **SMS training syllabus**

An SMS awareness training is provided to all staff by the Safety Manager.
The safety training syllabus includes the following high-level areas of focus—

- organisational safety policies, goals, and objectives
- organisational safety roles and responsibilities related to safety
- SMS fundamentals, including relationship to human factors
- safety risk management principles
- hazard identification and safety reporting
- importance of a strong and just safety culture
- emergency procedures
- safety communication.

The course is self-paced. Successful completion of this course is suitable to meet both initial and recurrent SMS training requirements.

11.12.1.3 **Effectiveness of training**

At the end of any safety or SMS course, there should always be a training evaluation analysis based on staff feedback. This analysis not only tells us how well the program was received by the staff, but it also gives valuable insight into our training program's effectiveness. Whakatane Airport uses post-training evaluation questionnaire to establish our staff perception of whether or not the course helped them attain our learning objectives.

The Safety Manager reviews and updates safety training course syllabus and material regularly (at least annually during management reviews) to ensure the Airport's training program is maintained relevant and effective.

11.12.2 *Communication of Safety Critical Information*

The airport has established an effective communication system regarding safety related matters that:

- ensures that all personnel are aware of safety management activities as appropriate to their safety responsibilities;
- conveys safety critical information, especially related to assessed risks and analysed hazards;

- explains why particular actions are taken; and
- explains why safety procedures are introduced or changed.

Communication also reinforces the commitment of everyone to report hazards and occurrences and provides feedback to the reporters (an essential condition for sustained reporting). Regular meetings are organised with the personnel to communicate safety matters and discuss information, actions, and procedures.

Communication is kept simple and appropriate to maximise effect, involve all personnel, and reinforce personal and team commitment to safety. Using both active and passive communication styles we are able to ensure communication is open. It encourages discussion, develops the Airport's Safety Culture, and makes the most of the lessons learned from running the SMS.

Different communication means can be used:

- Safety meetings,
- Toolbox talks,
- Informal aerodrome get together,
- Safety briefings,
- E-mail, postal mail, suggestion boxes,
- Safety information from the Authority and/or other national and international Safety Initiatives,
- Newsletters,
- Safety studies,
- Safety Alerts,
- Safety survey reports,
- Safety reviews,
- Airport user reports,
- CAA/Airways reports,
- NZ Airports Association meetings and information
- Movement reports,
- CCTV footage,
- Internal audit reports,

Communication is a two-way process, meetings, e-mails, and other interactive methods allow for the provision of feedback from the personnel and third parties and can generate discussion.

11.12.2.1 ***Airport Operations Team Staff Meeting Agenda***

Agenda – to be posted on notice board in lead up to meeting

Whakatane Operational Team Meeting and Agenda

Date of Meeting.....

Location of Meeting: .....

Chairperson of Meeting: .....

Agenda:

1. Minutes of previous meeting
2. Hazard identification
3. Risk management
4. Current actions
5. Safety reporting
6. Complaints/ suggestions if any since previous meetings
7. Training and development
8. Safety promotion
9. Other matters

If you wish to add anything to the agenda for the next meeting please advise either the Airport Manager or Safety Manager.

Signed ..... Date .....

Airport Manager / Quality Manager or Safety Manager

11.12.2.2 ***Airport Operations Team Staff Meeting Minutes***

Date of Meeting: .....

Location of Meeting: .....

Chairperson of Meeting: .....

Persons in Attendance: .....

.....

Minutes

Signed ..... Date .....

Airport Manager / Quality Manager or Safety Manager
(Chairperson of the meeting)

11.12.2.3 ***Whakatane Airport Safety Committee Meeting Minutes***

Whakatane Airport Safety Committee

Date: .....

Attendees: .....

.....

SAFETY REPORT:

Number: .....

Date: .....

Time: .....

Logged by: .....

PREVENTION/MITIGATION

Review of report against the matrix, ensure actions are being created to prevent this issue/ hazard occurring in the future.

Resources Required: .....

Responsibility of action: .....

Date: .....

Agreed Response: .....

Feedback to be given to staff

Follow up (what, who, when?)

Signed ..... Date .....

Safety Manager

12 INCIDENT REPORTING

12.1 *NOTIFICATION OF INCIDENT*

12.1.1 A person involved in an aerodrome incident, or if there is an immediate hazard to the safety of an aircraft operation, shall immediately notify the Airport Manager or Safety Manager of the incident or hazard.

12.1.2 Developing a strong Safety Reporting Culture is imperative to identifying new hazards, strengthening of existing controls, and ensuring we are avoiding accident accrual as practicable. Stemming from this safety culture is our development of a no blame Just Culture.

12.1.3 As soon as practicable the Airport Manager or Safety Manager shall ensure the CAA are notified of the following incident information, or details regarding the immediate hazard to the safety of an aircraft operation.

1. Date & time of the incident, and
2. Brief description of events, and
3. Name of aerodrome, and
4. Description of the location of the reported defect or obstruction, and
5. Name, organisation, and contact details of the person notifying the incident.

12.1.4 In deciding whether an incident is sufficiently serious enough to warrant CAA notification, the Airport Manager or Safety Manager shall be guided by Appendix A to Advisory Circular AC12-1.

12.2 *DETAILS OF INCIDENT*

12.2.1 The person providing notification of an incident under 12.1.1 shall provide the Airport Manager or Safety Manager with a written report of the details within 7 days of the occurrence on a QSR Form.

12.2.2 The Airport Manager or Safety Manager shall ensure that a report of the incident is provided to the CAA within 14 days of the occurrence and shall be;

a) On Form CA005, or
b) On Form CA005D, or
c) By another means acceptable to CAA

12.3 *PRESERVATION OF RECORDS*

12.3.1 The purpose of this is to ensure that in the event of a serious incident, the associated records are secured and preserved so that the cause of the incident may be satisfactorily investigated. This procedure applies to all serious incidents.

12.3.2 The CEO shall immediately quarantine all records relating to an aerodrome incident.

12.3.3 The CEO shall take immediate steps to prevent other persons gaining access to, interfering with, or removing contents from records relevant to the incident.

12.4 *INVESTIGATION & REPORTING OF INCIDENTS*

12.4.1 The CEO is responsible to ensure all aerodrome incidents are investigated & reported to CAA, unless otherwise notified by the Authority.

12.4.2 The Airport Manager is responsible to investigate all aerodrome incidents, and can delegate to the Safety Manager or other reasonably trained investigator

12.4.3 Subject to section 14 of the Transport Accident Investigation Commission Act 1990, the investigation is to identify the facts relating to Whakatane Airport's involvement in the incident and establish, so far as those facts allow, the cause or causes of the incident

12.4.4 The objective of an investigation is to identify the root cause(s) of the occurrence and to determine what action(s) need to be taken to prevent recurrence. The investigator must take care to separate any disciplinary action from the need to improve the level of safety.

12.4.5 The investigation shall include, as applicable:

- An interview with all individuals involved
- A review of all relevant documentation
- The recording of a sequence of events
- Analysis of cause and effect
- Implementation of corrective action and identification of preventative measures.

12.4.6 The results of the investigation shall be reported to the CEO within 60 days of the incident occurring.

12.4.7 All persons involved in the aerodrome incident shall also be notified of the outcome of the investigation.

12.4.8 The CEO is to report the results of the investigation to the CAA within 90 days of the occurrence using;

a) Form CA005, or
b) Form CA005D, or
c) By a means acceptable to the Authority

12.4.9 The report is to include any actions taken to prevent recurrence of a similar incident.

12.4.10 Copies of the report forms shall be filed by the Airport Manager and retained for a minimum of three years.

12.5 *HEALTH AND SAFETY*

12.5.1 Health and safety management for all staff, contractors and all other visitors to the Whakatāne Airport shall be undertaken in accordance with WDC's health and safety policies and procedures.

13 FORM REGISTER

Form Number	Date	Description
001		Staff Record (Vault Electronic System)
002		Quality Safety Report Form (I-Auditor Electronic Form)
003		Audit Finding Notice
004		Manual Amendment Work-plan
005		Manual Amendment Notice
006		Daily Airfield Inspection (I-Auditor Electronic Form)
007		Monthly Airfield Inspection (I-Auditor Electronic Form)
008		Monthly Pavement Inspection(I-Auditor Electronic Form)
009		Monthly Electrical Inspection(I-Auditor Electronic Form)
010		Monthly Audit
011		Vehicle Permit
012		Operational Notice Form
013		Pre-flight Runway Check (I-Auditor Electronic Form)

13.1 *FORM 001 – STAFF / CONTRACTOR RECORD*

13.1.1

This form has been deleted and replaced by WDC's Vault system.

13.2 *FORM 002 - QUALITY SAFETY REPORT*

13.2.1 This Form is to be completed on the electronic form held within the Whakatāne Aerodrome's Donesafe system

13.3 *FORM 003 – INTERNAL AUDIT FINDING NOTICE*

Quality Register No.	

Auditor		Audit Module							
Rule Reference		Exposition Reference							
Non-Compliance		Non-Conformance		Critical		Major		Minor	

Description

Cause (s)

Corrective/Preventative Actions

Date Issued		Agreed Action Due Date	
Accepted by			
	Name	Signature	Date
Auditor			
	Name	Signature	Date
Corrective / Preventative Action Completed By			
	Name	Signature	Date
Close Out			
	Name	Signature	Date
Follow Up Scheduled For		Follow Up Complete	

13.4 *FORM 004 - MANUAL AMENDMENT WORKPLAN*

Manual requiring amendment:					
Proposed completion date:					
Items required in amendment:	Rule Ref	Notes:	Page # changed	LEP changed	Bulletin changed
1:				✓	✓
2:					
3:					
4:					
5:					
6:					
7:					
8:					
9:					
10:					
11:					
12:					

Amendment Items Completed:	YES	
Changes to organisation have CAA approval	YES	
LEP changed	YES	
Contents page changed	YES	
Record of amendments changed	YES	
Manual revision status number updated	YES	
Appropriateness and compliance checked (QM)	YES	
LEP checked (OM)	YES	
Contents page checked (OM)	YES	
Record of amendments checked (OM)	YES	
Filing Instructions Form generated (QM)	YES	
Form 005 - Manual Amendment Completed	YES	
Amendment distributed	YES	
Update of all manual holders checked	YES	
Manual Amendment Work-plan completed and filed	YES	

13.5 *FORM 005 - MANUAL AMENDMENT NOTICE*

13.5.1 Manual Amendment Instructions

13.5.1.1 Manual holders are to:-

- enter amended pages in their manual & destroy all obsolete pages
- update the record of amendments page of the Manual
- send an e-mail to the Quality Manager confirming that they have entered amendment

No …… of the …….. Manual

Manual			
Amendment number		**Effective date**	

Remove			**Insert**	
Page No.	**Dated**		**Page No.**	**Dated**

13.5.2 Significant Changes Bulletin

Page No.	**Significant Changes**

13.6 *FORM 006 – DAILY AIRPORT INSPECTION*

13.6.1 This Form is to be completed on the electronic form held within the Whakatāne Aerodrome's Donesafe system.

13.7 *FORM 007 - MONTHLY AIRPORT INSPECTION*

13.7.1 This Form is to be completed on the electronic form held within the Whakatāne Aerodrome's Donesafe system.

13.8 *FORM 008 - MONTHLY PAVEMENT INSPECTION*

13.8.1 This Form is to be completed on the electronic form held within the Whakatāne Aerodrome's Donesafe system.

13.9 *FORM 009 - MONTHLY ELECTRICAL INSPECTION*

13.9.1 This Form is to be completed on the electronic form held within the Whakatāne Aerodrome's Donesafe system.

13.10 *FORM 10 - MONTHLY AUDIT*

AUDIT DATE: …….
TIME:……
Requirements:
1. This inspection is to be completed once a month by the Airport Manager.
2. The Inspector is to describe their findings for each item. If an item is not satisfactory and complete a QSR

Inspections shall be undertaken only by persons authorised to do so by the Airport Manager

ITEM	FINDINGS
Are records of daily airport inspections completed & correct	
Are records of airport weekly inspections completed & correct	
Are records of monthly pavement inspection completed & correct	
Are records of monthly electrical inspection completed & correct	
Have all defects been reported	
Is the Quality register up to date	
Is the obstacle survey current	
Complete an inspection of Terminal Building & associated services	
Complete a monthly Airport inspection as per weekly Airport inspection form	
Management Review Meeting within previous 12 months	
Emergency Exercise within previous 12 months	
All staff & contractor training up to date	
Maintenance Control	

COMMENTS:

AUDITOR NAME: …… SIGNATURE: …….
NOTES

13.11 *FORM 10 - MONTHLY SAFETY AUDIT*

AUDIT DATE: …….
TIME:……
Requirements:
3. This inspection is to be completed once a month by the Safety Manager.
4. The Inspector is to describe their findings for each item. If an item is not satisfactory and complete a QSR

Inspections shall be undertaken only by persons authorised to do so by the Airport Manager

ITEM	FINDINGS
Are there any trends occurring in daily inspections	
Are all Fire extinguishers present and ready for use	
Is generator servicing up to date	
Are all equipment test and tags up to date	
The Hazard register is up to date	
All safety training is current and up to date	
Airport Ute – safe for operations	
Safety Controls 4 per month	
First aid kit and grab bag stocked	
Apron equipment placement	
Completed safety notice / alert	
All reported near miss, hazards, incident reports are entered into system	

COMMENTS:

AUDITOR NAME: …… SIGNATURE: …….
NOTES

13.12 *FORM 11 – VEHICLE PERMIT*

Vehicle Registration:		Permit Expires:		Permit No.	
Drivers Names:					
Vehicle Owner:					
I acknowledge that the vehicle operated under this permit shall only be operated by drivers named on this form, and that drivers must comply with the rules stated on this form at all times. I agree that failure to comply with these terms will result in this permit being revoked, and the vehicle removed from the Operational Area.					
Signature:					

Operational Rules for Ground Vehicles

All vehicles operating within the movement area must be issued with a current vehicle permit. All vehicles operating within the movement area shall carry a two way communication radio capable of transmitting and receiving on frequency 118.6and a flashing or rotating beacon. All vehicles must be accompanied by a person who is competent in using correct radio communications and procedures.

Vehicles must give way to all aircraft, and to emergency vehicles responding to an emergency.

Drivers must obey any lawful order or directional signal of Whakatane Airport Management, NZFS or the Police.

Do not drive a vehicle under any portion of an aircraft, or within 3 meters of an aircraft, except when the vehicle is involved in servicing an aircraft.

Do not drive between an aircraft and a loading gate if passengers are using the walkway between the aircraft and the gate.

Keep well clear of any aircraft that is operating its beacon(s). Vehicles equipped with a flight radio shall communicate directly with that aircraft on frequency 118.6 to ensure a safe operating distance is maintained.

When carrying or towing loose material, ensure that the load is adequately secured. Immediately recover any object dropped or encountered while airside.

Any person who is involved in or witnesses any accident involving an aircraft and vehicle must ensure the vehicle does not pose any further risk to aircraft and that the accident is reported immediately to the Airport Manager.

Any person who is involved in or witnesses any accident involving personal injury to or death of a person must ensure the accident is reported immediately to the Police. All persons involved in any such accident at the Airport must ensure that vehicles do not pose any further risk to people or aircraft and obey any lawful instructions issued by the Police.

Do not leave a vehicle unattended within the Runway Strip at any time.

Do not park a vehicle in a manner that will obstruct aircraft, vehicles or persons.

Close any barricade or gate or entrance providing landside/airside access immediately after passage. Where a gate or entrance cannot be closed, refer the matter immediately to the Airport Operations Contractor, or the Airport Manager.

All vehicles entering the Runway Strip must:

- Enter using the paved taxi ways; and
- Stop at the designated runway holding point; and
- Conduct a visual check for aircraft operating on the runways, within the circuit, or within the vicinity of the airport; and
- Listen on radio frequency 118.6 for any aircraft broadcasts; and
- When satisfied the area is safe to enter, broadcast the vehicle's intentions on frequency 118.6 to all Whakatāne traffic; and
- Listen for any response to the broadcast and communicate directly with any aircraft as required to ensure a safe operating distance is maintained; and
- Once within the Runway Strip maintain a listening watch on frequency 118.6, broadcast the vehicle's location and intentions to all Whakatāne traffic every 10 minutes or when changing location, and communicate with any aircraft as required to ensure a safe operating distance is maintained; and
- When leaving the Runway Strip, exit using the taxiways and broadcast to all Whakatāne traffic on frequency 118.6 when clear.

Except in an emergency, drivers must obey all regulatory signs and adhere to the following speed limits:

- Walking pace within 15 metres of an aircraft, whether the aircraft is active or not;
- 10 kilometres per hour on the apron area, when more than 15 metres away from any aircraft;
- At a safe speed that ensures a minimum amount of time is spent on the active runways, and that the Vehicle is able to safely vacate the active runway in a timely manner to allow aircraft to safely operate.

Permit must be on display within the vehicle at all times while inside Movement Area.

13.13 *FORM 12 – AERODROME OPERATIONS NOTICE*

OPS NOTICE
No:
Issue Date:
Expiry Date:
From: **Airport Manager**
To:
Subject:

Signed ..... Date .....

Airport Manager / Quality Manager

13.14 *FORM 13 – PRE-FLIGHT RUNWAY CHECK*

13.14.1 This form is to be completed on the electronic form held within the Whakatāne Aerodrome's Donesafe system.

14 COMPLIANCE MATRIX

14.1 *PART 12 – ACCIDENTS, INCIDENTS & STATISTICS*

Part 12 Amendment 7 10 Nov 2011	Part 12 ACCIDENTS, INCIDENTS AND STATISTICS	Manual Suite Reference		
Rule Part Reference	**Requirement**	**Manual**	**Paragraph**	**Page**
	Subpart A – General			
12.1	Purpose			
12.1(a)(1)		N/A		
12.1(a)(2)		N/A		
12.1(a)(3)		N/A		
12.1(a)(4)		N/A		
12.1(b)(1)		N/A		
12.1(b)(2)		N/A		
12.1(b)(3)		N/A		
12.1(b)(4)		N/A		
12.1(b)(5)		N/A		
12.3	Definitions.	N/A		
	Subpart B – Notifications, Investigations and Reporting of Occurrences.			
12.51	Notification of accident			
12.51(a)		N/A		
12.51(b)(1)		N/A		
12.51(b)(2)		N/A		
12.51(b)(3)		N/A		
12.51(b)(4)		N/A		
12.51(b)(5)		N/A		
12.51(b)(6)		N/A		
12.51(b)(7)		N/A		
12.51(b)(8)		N/A		
12.51(b)(9)		N/A		
12.51(b)(10)		N/A		
12.51(b)(11)		N/A		
12.51(b)(12)		N/A		
12.51(b)(13)		N/A		
12.51(b)(14)		N/A		
12.53	Details of accident			
12.53(a)(1)		N/A		
12.53(a)(2)		N/A		
12.53(b)		N/A		
12.53(c)		N/A		
12.55	Notification Of incident			
12.55(a)(1)		N/A		
12.55(a)(2)		N/A		
12.55(a)(3)		N/A		
12.55(a)(4)		N/A		
12.55(a)(5)		N/A		
12.55(a)(6)		AOM	12.1	12-1
12.55(a)(7)		N/A		
12.55(a)(8)		N/A		
12.55(b)(1)		N/A		
12.55(b)(2)		N/A		
12.55(b)(3)		N/A		
12.55(c)		N/A		
12.55(d)(1)		N/A		
12.55(d)(2)		N/A		
12.55(d)(3)		N/A		
12.55(d)(4)		N/A		
12.55(d)(5)		N/A		
12.55(d)(6)		N/A		
12.55(d)(7)		AOM	12.1.2	12-1
12.55(d)(8)		N/A		
12.55(d)(9)		N/A		
12.55(e)(1)(i)		N/A		
12.55(e)(1)(ii)		N/A		
12.55(e)(1)(iii)		N/A		
12.55(e)(1)(iv)		N/A		
12.55(e)(1)(v)		N/A		
12.55(e)(2)(i)		N/A		
12.55(e)(2)(ii)		N/A		

Rule Part Reference	Requirement	Manual	Paragraph	Page
12.57	Details Of Incident			
12.57(a)(1)		AOM	12.2.2	12-1
12.57(a)(2)		AOM	12.2.2	12-1
12.57(a)(3)		AOM	12.2.2	12-1
12.57(b)(1)		AOM	12.2.2	12-1
12.57(b)(2)		AOM	12.2.2	12-1
12.57(b)(3)		AOM	12.2.2	12-1
12.59	Investigating and Reporting			
12.59(1)		AOM	12.4	12-1
12.59(2)(i)		AOM	12.4.6	12-2
12.59(2)(ii)		AOM	12.4.6	12-2
12.59(2)(iii)		AOM	12.4.6	12-2
12.59(3)		AOM	12.4.9	12-2
12.61	Confidentiality of persons submitting information			
12.61(1)		N/A		
12.61(2)		N/A		
12.63	Non-Prosecution			
12.63(1)		N/A		
12.63(2)		N/A		
12.63(3)		N/A		
	Subpart C – Preservation of Aircraft, its Contents and Records.			
12.101	Access to aircraft involved in accident			
12.101(a)		N/A		
12.101(b)		N/A		
12.101(c)(1)		N/A		
12.101(c)(2)		N/A		
12.101(c)(3)		N/A		
12.101(c)(4)		N/A		
12.101(d)(1)		N/A		
12.101(d)(2)		N/A		
12.101(d)(3)		N/A		
12.103	Preservation of Records			
12.103(a)		N/A		
12.103(b)(1)		N/A		
12.103(b)(2)		N/A		
12.103(b)(3)		N/A		
12.103(c)		N/A		
12.105	Retention of defective products and components	N/A		
	Subpart D - Statistics			
12.151	Aircraft Operating Statistics			
12.151(a)		N/A		
12.151 Table 1		N/A		
12.151 Table 2		N/A		
12.151 Table 3		N/A		
12.151(b)(1)		N/A		
12.151(b)(2)		N/A		
12.153	Confidentiality of statistical reports			
12.153(a)(1)		N/A		
12.153(a)(2)		N/A		
12.153(a)(3)		N/A		
12.153(b)		N/A		
	Appendix A – Information Required for Initial Notification of Incidents			
A.(a)(1)	Airspace Incident	N/A		
A.(a)(2)		N/A		
A.(a)(3)		N/A		
A.(a)(4)		N/A		
A.(a)(5)		N/A		
A.(a)(6)		N/A		
A.(a)(7)		N/A		
A.(a)(8)		N/A		
A.(a)(9)		N/A		
A.(a)(10)		N/A		
A.(a)(11)		N/A		
A.(a)(12)		N/A		

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A.(b)(1)	Defect Incident			
A.(b)(2)		N/A		
A.(b)(3)		N/A		
A.(b)(4)		N/A		
A.(b)(5)		N/A		
A.(b)(6)		N/A		
A.(b)(7)		N/A		
A.(b)(8)		N/A		
A.(b)(9)		N/A		
A.(b)(10)		N/A		
A.(b)(11)		N/A		
A.(b)(12)		N/A		
A.(c)(1)	Facility Malfunction			
A.(c)(2)		N/A		
A.(c)(3)		N/A		
A.(c)(4)		N/A		
A.(c)(5)		N/A		
A.(c)(6)		N/A		
A.(c)(7)		N/A		
A.(c)(8)		N/A		
A.(c)(9)		N/A		
A.(c)(10)		N/A		
A.(c)(11)		N/A		
A.(c)(12)		N/A		
A.(d)(1)	Aircraft Incident			
A.(d)(2)		N/A		
A.(d)(3)		N/A		
A.(d)(4)		N/A		
A.(d)(5)		N/A		
A.(d)(6)		N/A		
A.(d)(7)		N/A		
A.(d)(8)		N/A		
A.(d)(9)		N/A		
A.(d)(10)		N/A		
A.(d)(11)		N/A		
A.(d)(12)		N/A		
A.(e)(1)	Security Incident			
A.(e)(2)		N/A		
A.(e)(3)		N/A		
A.(e)(4)		N/A		
A.(e)(5)		N/A		
A.(e)(6)		N/A		
A.(e)(7)		N/A		
A.(e)(8)		N/A		
A.(e)(9)		N/A		
A.(e)(10)		N/A		
A.(e)(11)		N/A		
A.(f)(1)	Promulgated Information Incident			
A.(f)(2)		N/A		
A.(f)(3)		N/A		
A.(f)(4)		N/A		
A.(f)(5)		N/A		
A.(g)(1)	Aerodrome Incident			
A.(g)(2)		AOM	12.1.2	12-1
A.(g)(3)		AOM	12.1.2	12-1
A.(g)(4)		AOM	12.1.2	12-1
A.(g)(5)		AOM	12.1.2	12-1
A.(h)(1)	Cargo Security Incident			
A.(h)(2)		N/A		
A.(h)(3)		N/A		
A.(h)(4)		N/A		
A.(i)(1)	Dangerous Goods, Bird, or other Incident			
A.(i)(2)		N/A		
A.(i)(3)		N/A		

14.2 *PART 139 – AERODROME CERTIFICATION*

Part 139 Amendment 9 16 Jan 2013	Part 139 AERODROMES = CERTIFICATION, OPERATION & USE	Manual Suite Reference		
Rule Part Reference	**Requirement**	**Manual**	**Paragraph**	**Page**
	SUBPART A - General			
139.1	Purpose			
139.1(1)		N/A		
139.1(2)		N/A		
139.1(3)		N/A		
139.1(4)		N/A		
139.5	Requirement for certificate			
139.5(a)		AOM	3.8	3-4
139.5(b)		N/A		
139.7	Application for certificate			
139.7(1)		N/A		
139.7(2)		N/A		
139.7(3)		N/A		
139.7(4)		N/A		
139.9	Issue of certificate			
139.9(1)		N/A		
139.9(2)		N/A		
139.9(3)		N/A		
139.11	Duration of Certificate			
139.11(a)		AOM	3.11	3-4
139.13	Renewal of certificate			
139.13(a)		AOM	3.12	3-5
139.13(b)		AOM	3.12	3-5
139.15	Reserved			
139.17	Deviations			
139.17(a)		AOM	3.16	3-5
139.17(b)		AOM	3.16	3-5
	SUBPART B – Certification Requirements			
139.51	Aerodrome design requirements			
139.51(a)(1)		AOM	7	7-1
139.51(a)(2)		AOM	7	7-1
139.51(a)(3)		AOM	7	7-1
139.51(b)(1)		AOM	7	7-1
139.51(b)(2)		AOM	7	7-1
139.51(b)(3)		AOM	7	7-1
139.51(b)(4)(i)		AOM	7	7-1
139.51(b)(4)(ii)		AOM	7	7-1
139.51(c)		AOM	7	7-1
139.51(d)		AOM	7	7-1
139.53	Aerodrome limitations	AOM	3.17	3-5
139.55	Personnel requirements			
139.55(a)(1)		AOM	4.2	4-2
139.55(a)(2)		AOM	4.3	4-2
139.55(a)(3)		AOM	4.3	4-2
139.55(b)		AOM	4.5	4-3
139.57	Aerodrome Emergency Plan			
139.57(a)		AOM	8.1	8-1
139.57(b)(1)		AEP	5	8
139.57(b)(2)		AEP	5, 6, 9	8, 9, 11
139.57(b)(3)		AEP	9	11
139.57(b)(4)		AEP	3, 9	6, 11
139.57(b)(5)		N/A		
139.57(b)(6)		AEP	Appendix 1	20
139.57(b)(7)		AEP	Appendix 3	23
139.57(b)(8)		AEP	Appendix 5	25
139.57(b)(9)		AEP	4.5	7
139.57(c)(2)		AEP	3, 4	6, 7
139.59	Rescue & firefighting – category determination			
139.59(a)		N/A		
139.59(b)(1)		N/A		
139.59(b)(2)		N/A		
139.59(c)(1)		N/A		
139.59(c)(2)		AOM	8.2	8-1
139.59(c)(3)		AOM	8.2	8-1
139.61	Rescue & firefighting – extinguishing agents	N/A		

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139.63	Rescue and firefighting - vehicles			
139.63(a)		N/A		
139.63(b)(1)		N/A		
139.63(b)(2)		N/A		
139.63(b)(3)		N/A		
139.63(c)(1)		N/A		
139.63(c)(2)		N/A		
139.63(c)(3)		N/A		
139.63(d)(1)		N/A		
139.63(d)(2)		N/A		
139.65	Rescue and firefighting – personnel requirements			
139.65(1)		N/A		
139.65(2)		N/A		
139.65(3)		N/A		
139.65(4)		N/A		
139.65(5)		N/A		
139.67	Rescue and firefighting – response capability			
139.67(1)		N/A		
139.67(2)		N/A		
139.67A	Rescue and firefighting – communication and alerting system			
139.67A(a)		N/A		
139.67A(b)		N/A		
139.67A(c)		N/A		
139.69	Public protection			
139.69(a)(1)		AOM	8.3	8-1
139.69(a)(1A)		AOM	8.3	8-1
139.69(a)(2)		AOM	8.3	8-1
139.69(b)(1)(i)		AOM	8.3	8-1
139.69(b)1)(ii)		AOM	8.3	8-1
139.69(b)(2)		AOM	8.3	8-1
139.71	Wildlife hazard management	AOM	8.4	8-1
139.73	Notification of aerodrome data & information			
139.73(1)		AOM	8.5	8-3
139.73(2)		AOM	8.5	8-3
139.73(3)		AOM	8.5	8-3
139.75	Aerodrome Internal quality assurance			
139.75(a)		AOM	11	11-1
139.75(b)		AOM	11	11-1
139.76	Movement data reporting	AOM	8.17	8-9
139.76A	Works on Aerodrome	AOM	8.8	8-4
139.76B	Documentation			
139.76B(1)		AOM	10.1	10-1
139.76B(2)(i)		AOM	10.1.2	10-1
139.76B(2)(ii)		AOM	10.2.7	10-1
139.76B(2)(iii)		AOM	10.1.3	10-1
139.77	Aerodrome certification exposition			
139.77(a)(1)(i)		AOM	3.3	3-3
139.77(a)(1)(ii)		AOM	3.3.10	3-3
139.77(a)(2)		AOM	4.3	4-2
139.77(a)(3)		AOM	5	5-1
139.77(a)(4)		AOM	4.1	4-1
139.77(a)(5)		AOM	3.17	3-5
139.77(a)(6)		AOM	3.15	3-5
139.77(a)(7)		AOM	8.1	8-1
139.77(a)(8)		AOM	8.2	8-1
139.77(a)(9)		AOM	8.3	8-1
139.77(a)(10)		AOM	8.4	8-1
139.77(a)(11)		AOM	8.5	8-2
139.77(a)(12)		AOM	11.1	11-1
139.77(a)(12A)		AOM	8.17	8-9
139.77(a)(13)		AOM	8.6	8-3
139.77(a)(14)		AOM	8.7	8-4
139.77(a)(15)		AOM	8.8	8-4
139.77(a)(17)		AOM	8.11	8-5
139.77(a)(18)		AOM	8.12	8-7
139.77(a)(19)		AOM	8.15	8-9
139.77(a)(19A)		AOM	10.1	10-1
139.77(a)(20)		AOM	9.1	9-1
139.77(a)(21)		AOM	9.1	9-1
139.77(a)(22)		AOM	10.1	10-1
139.77(b)		AOM	3.5.2	3-4
	SUBPART C – Operating Requirements			
139.101	Continued compliance			
139.101(1)		AOM	2.3	2-3
139.101(2)		AOM	3.10	3-4
139.101(3)		AOM	3.3.10	3-3
139.101(4)		AOM	3.10	3-4
139.101(5)		AOM	3.14.1	3-5

139.103	Aerodrome maintenance			
139.103(a)		AOM	8.6	8-3
139.103(b)(1)		AOM	8.6	8-3
139.103(b)(2)		AOM	8.6	8-3
139.103(b)(3)		N/A		
139.105	Visual aids for Navigation – maintenance & checking			
139.105(a)		AOM	8.7	8-4
139.105(1)		AOM	8.7	8-4
139.105(2)		AOM	8.7.4	8-4
139.105(3)		AOM	8.7	8-4

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139.109	Aerodrome emergency plan - maintenance			
139.109(1)		AEP	4	7
139.109(2)(i)		AEP	4	7
139.109(2)(ii)		AEP	4	7
139.109(3)		AEP	4	7
139.109(4)		AEP	4	7
139.111	Rescue and firefighting – operational requirements			
139.111(a)(1)		N/A		
139.111(a)(2)(i)		N/A		
139.111(a)(2)(ii)		N/A		
139.111(b)(1)		N/A		
139.111(b)(2)		N/A		
139.111(c)(1)		N/A		
139.111(c)(2)		N/A		
139.111(c)(3)		N/A		
139.111(d)		N/A		
139.111(e)		N/A		
139.111(f)(1)		N/A		
139.111(f)(2)		N/A		
139.111(f)(3)		N/A		
139.111(g)		N/A		
139.113	Aerodrome aircraft traffic management	AOM	8.9	8-4
139.115	Apron management service			
139.115(a)		AOM	8.10	8-4
139.115(b)		AOM	8.10	8-4
139.117	Aerodrome inspection programme			
139.117(1)		AOM	8.11	8-5
139.117(2)		AOM	8.11	8-5
139.117(3)		AOM	8.11	8-5
139.117(4)		AOM	8.11	8-5
139.119	Ground vehicles			
139.119(a)		AOM	8.12	8-7
139.119(b)		AOM	8.12	8-7
139.119(c)(1)		AOM	8.12	8-7
139.119(c)(2)(i)		AOM	8.12	8-7
139.119(c)(2)(ii)		AOM	8.12	8-7
139.119(c)(2)(iii)		AOM	8.12	8-7
139.119(d)		AOM	8.12	8-7
139.119(e)		AOM	8.12	8-7
139.121	Protection of navigation aids			
139.121(1)		AOM	8.13	8-8
139.121(2)		AOM	8.13	8-8
139.123	Aerodrome condition notification	AOM	8.14	8-9
139.125	Unsafe conditions	AOM	8.15	8-9
139.127	Changes to certificate holders organisation			
139.127(a)		AOM	3.10	3-4
139.127(b)		AOM	10.5.7	10-3
139.127(c)		AOM	10.5.7	10-3
139.127(d)(1)		AOM	3.14.2	3-5
139.127(d)(2)		AOM	3.14.2	3-5
139.127(e)		AOM	3.14.3	3-5
139.127(f)		AOM	3.14.3	3-5
139.127(g)		AOM	3.14.4	3-5
139.127(h)		AOM	10.5.7 (d)	10-3
139.131	Aeronautical Study			
139.131(a)		AOM		
139.131(b)(1)		AOM		
139.131(b)(2)		AOM		
139.131(b)(3)		AOM		
139.131(b)(4)		AOM		
139.131(b)(5)(i)		AOM		
139.131(b)(5)(ii)		AOM		
139.131(b)(5)(iii)		AOM		
139.131(b)(5)(iv)		AOM		
139.131(b)(5)(v)		AOM		
139.131(c)(1)		AOM		
139.131(c)(2)		AOM		
139.131(d)		AOM		
139.131(e)		AOM		
	SUBPART D – Aerodrome Security			
139.203	Requirements for security designated aerodrome	N/A		
139.203(a)		AOM	9.1	9-1
139.203(b)(1)		N/A		
139.203(b)(2)		N/A		
139.203(c)		N/A		
139.203(d)(1)		N/A		
139.203(d)(2)		N/A		
139.203(d)(3)		N/A		

139.203(d)(4)(i)		N/A		
139.203(d)(4)(ii)		N/A		
139.203(d)(4)(iii)		N/A		
139.203(d)(4A)		N/A		
139.203(d)(5)		N/A		
139.203(d)(6)(i)		N/A		
139.203(d)(6)(ii)		N/A		
139.203(d)(6)(iii)		N/A		
139.203(d)(6)(iv)		N/A		
139.203(d)(7)		N/A		
139.203(d)(8)		N/A		
139.203(d)(9)		N/A		
139.203(d)(10)		N/A		
139.203(d)(11)		N/A		
139.203(d)(12)(i)		N/A		
139.203(d)(12)(ii)		N/A		
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139.203(e)(1)		N/A		
139.203(e)(2)		N/A		
139.203(f)(1)		N/A		
139.203(f)(2)		N/A		
139.203(g)		N/A		
139.205	Requirements for non-security designated aerodrome			
139.205(a)(1)		AOM	9.2.4	9-1
139.205(a)(2)		AOM	9.2.4	9-1
139.205(b)(1)		AOM	9.2.5	9-1
139.205(b)(2)		AOM	9.2.6	9-1
139.205(c)		AOM	9.2.5	9-1
139.205(d)(1)		AOM	9.2.1	9-1
139.205(d)(2)		AOM	9.2.2	9-1
139.205(e)(1)		AOM	9.2.2	9-1
139.205(e)(2)		AOM	9.2.2	9-1
139.205(f)		AOM	9.2.1	9-1
	SUBPART E – Reserved			
	SUBPART F – UNICOM & AWIB Services			
139.351	Provision of UNICON & AWIB Services			
139.351(a)(1)		AOM	8.9.2	8-4
139.351(a)(2)		N/A		
139.351(b)		N/A		
139.351(c)		N/A		
139.353	UNICON & AWIB Service requirements			
139.353(a)(1)		N/A		
139.353(a)(2)		N/A		
139.353(a)(3)		N/A		
139.353(b)(1)		N/A		
139.353(b)(2)		N/A		
139.353(b)(3)		N/A		
139.353(b)(4)		N/A		
139.353(c)(1)		N/A		
139.353(c)(2)		N/A		
139.353(c)(3)		N/A		
139.353(d)(1)		N/A		
139.353(d)(2)		N/A		
139.353(d)(3)		N/A		
139.353(e)(1)		N/A		
139.353(e)(2)		N/A		
139.353(e)(3)		N/A		
139.353(e)(4)		N/A		
139.353(e)(5)		N/A		
139.353(e)(6)		N/A		
139.353(e)(7)		N/A		
139.353(f)(1)		N/A		
139.353(f)(2)		N/A		
139.353(f)(3)		N/A		
139.353(g)		N/A		
139.353(h)(1)		N/A		
139.353(h)(2)		N/A		
139.353(h)(3)		N/A		
139.353(h)(4)		N/A		
139.353(h)(5)		N/A		
139.353(h)(6)		N/A		
139.353(h)(7)		N/A		
139.355	Requirements for UNICON & AWIB Service Operators			
139.355(1)		N/A		
139.355(2)		N/A		
139.355(3)		N/A		
139.357	Notification of UNICON & AWIB Service Information			
139.357(1)		N/A		
139.357(2)		N/A		

139.357(3)		N/A		
139.357(4)		N/A		
139.357(5)		N/A		
139.357(6)(i)		N/A		
139.357(6)(ii)		N/A		
	SUBPART G – Certification Requirements for qualifying aerodrome operator certificate			
139.401	Personnel requirements	N/A		
139.401(a)(1)(i)		N/A		
139.401(a)(1)(ii)		N/A		
139.401(a)(2)(i)		N/A		
139.401(a)(2)(ii)		N/A		
139.401(a)(3)		N/A		
139.401(b)		N/A		
139.403	Aerodrome Limitations	N/A		
139.405(1)	Public Protection	N/A		
139.405(2)		N/A		
139.405(3)		N/A		
139.407(1)	Notification of aerodrome data and information	N/A		
139.407(2)		N/A		
139.407(3)		N/A		
139.409(a)	Aerodrome internal quality assurance	N/A		
139.409(b)		N/A		
139.411	Movement data reporting	N/A		
139.413	Works on aerodrome	N/A		
139.415(1)	Documentation	N/A		
139.415(2)(i)		N/A		
139.415(2)(ii)		N/A		
139.415(2)(iii)		N/A		
139.417(a)(1)(i)	Qualifying aerodrome operator exposition	N/A		
139.417(a)(2)		N/A		
139.417(a)(3)		N/A		
139.417(a)(4)		N/A		
139.417(a)(5)		N/A		
139.417(a)(6)		N/A		
139.417(a)(7)		N/A		
139.417(a)(8)		N/A		
139.417(a)(9)		N/A		
139.417(a)(10)		N/A		
139.417(a)(11)		N/A		
139.417(a)(12)		N/A		
139.417(b)(1)		N/A		
139.417(b)(2)		N/A		
139.417(b)(3)		N/A		
139.417(b)(4)		N/A		
139.417(b)(5)		N/A		
139.417(b)(6)		N/A		
139.417(b)(7)		N/A		
139.417(b)(8)		N/A		
139.417(b)(9)		N/A		
139.417(b)(10)		N/A		
139.417(b)(11)		N/A		
139.417(b)(12)		N/A		
139.417(c)		N/A		
139.417(d)		N/A		
	SUBPART H – Operating Requirements for qualifying aerodrome			
139.451(1)	Continued compliance	N/A		
139.451(2)		N/A		
139.451(3)		N/A		
139.451(4)		N/A		
139.451(5)		N/A		
139.453	Unsafe Conditions	N/A		
139.455(a)	Changes to certificate holder's organisation	N/A		
139.455(b)		N/A		
139.455(c)		N/A		
139.455(d)(1)		N/A		
139.455(d)(2)		N/A		
139.455(e)		N/A		
139.455(f)		N/A		
139.455(g)		N/A		
139.455(h)		N/A		
139.457(a)	Aeronautical study	N/A		
139.457(b)(1)		N/A		
139.457(b)(2)		N/A		
139.457(b)(3)		N/A		
139.457(b)(4)		N/A		
139.457(b)(5)(i)		N/A		
139.457(b)(5)(ii)		N/A		
139.457(b)(5)(iii)		N/A		
139.457(b)(5)(iv)		N/A		

139.457(b)(5)(v)		N/A		
139.457(c)(1)		N/A		
139.457(c)(2)		N/A		
139.457(d)		N/A		
139.457(e)		N/A		
	SUBPART I – Operating Requirements – non-certificated aerodromes			
139.501(a)	Application of Subpart	N/A		
139.501(b)(1)		N/A		
139.501(b)(2)		N/A		
139.501(b)(3)		N/A		
139.503		N/A		
139.505(a)		N/A		
139.505)b)		N/A		
Rule Part Reference	**Requirement**	**Manual**	**Paragraph**	**Page**
	Part 139 Appendix A – Aerodrome physical characteristics			
A.1	Physical characteristics for RESA			
A.1(a)(1)		AOM	7	7-1
A.1(a)(2)(i)		AOM	7	7-1
A.1(a)(2)(ii)		AOM	7	7-1
A.1(b)(1)		AOM	7	7-1
A.1(b)(2)		AOM	7	7-1
A.1(c)(1)		AOM	7	7-1
A.1(c)(2)		AOM	7	7-1
A.1(d)		AOM	7	7-1
A.1(e)(1)		AOM	7	7-1
A.1(e)(2)		AOM	7	7-1
A.1(e)(3)		AOM	7	7-1
A.1(f)(1)		AOM	7	7-1
A.1(f)(2)		AOM	7	7-1

14.3 *PART 100 – SAFETY MANAGEMENT*

Rule Part Reference	**Part 100 Safety Management**	**Manual**	**Paragraph**	**Page**
	Requirement			
	100.3 Safety Management/ 139.75 Internal Quality Assurance			
139.75		AOM	11	11-1
100.3(a)(1)		AOM	3.4	3-5
100.3(a)(2)		AOM	11.2	11-6
100.3(a)(3)(i)	See also 12 Incident Reporting 12-1	AOM	11.2.1	11-7
100.3(a)(3)(ii)	See also 11.7 Safety and Quality Indicators 11-19	AOM	11.1.3	11-4
100.3(a)(3)(iii)		AOM	11.5	11-17
100.3(a)(4)		AOM	11.12	11-25
100.3(b)	See also 10 Document Control 10-1	AOM	11.1.4	11-5
100.3(c)		AOM	11	11-1
139.557		AOM	4	4-1

15 QUALITY REGISTER

No.	Type	Description of Quality Improvement	Resp. person	CAA 005	Date Originated	Date Closed Off	Action Days	Comments
1								
2								
3								
4								
5								
6								
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10								
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16 APPENDICES

APPENDIX 1 - WILDLIFE HAZARD MANAGEMENT PROGRAMME

Probability/Likelihood of a strike	Consequence of a strike				
	Less than Minor	Minor	Moderate	Major	Catastrophic
Rare	Minimal	Minimal	Minimal	Low	Low
Unlikely	Minimal	Low	Low	Moderate	Moderate
Possible	Minimal	Low	Moderate	Moderate	High
Likely	Low	Moderate	Moderate	High	High
Almost Certain	Low	Moderate	High	High	Extreme

Risk	Species	Description	Habitat / Behaviour	Risk Commentary	Management actions
			Avian Species		
Low	*Spur-winged Plover* *(Vanellus miles novaehollandiae)* 	*Black crown and shoulders, olive brown back, and white under parts with a distinctive yellow facial wattle and bill. Adult grows to 38 centimetres in height.*	*Common around the edges of wetlands and in other moist, open environments, but are adaptable and can often be found in arid areas. Also be found on beaches andAu coastlines. Spends most of its time on the ground searching for food such as insects and worms* *Territorial birds, juveniles can stay with adults up to two years, resulting in family groups up to five in number nesting. Nests are located in ground hollows.*	*Population Level:* • *Generally between 2 and 40 birds observed during the last 12 months.* *Strike History:* • *1 near strike recorded in 2014/15* *Aircraft Impact:* • *Anecdotal reported (historical) damage to navigation lights, and broken windscreens on Beech 1900D.* *Probability of a strike = medium* *Consequence of a strike = Medium*	*Passive Management* • *None at present* *Active Management* • *Bird Scaring (vehicle)* *Passive Control:* • *None at present* *Active Control* • *Ground based shooting* • *Helicopter based shooting of flocks/groups* ***Effectiveness of Current Practice*** *Population generally kept low though large flocks observed occasionally. Scaring effective if done close enough to flights, otherwise birds will return.*

Risk	Species	Description	Habitat / Behaviour	Risk Commentary	Management actions
Low	*Pigeon* *(Columba livia domestica)* 	*Light grey head, chin, breast and rump with metallic green or purple throat, upper breast and side of neck. Adult grows to 33 centimetres in length and weighing up to 380 grams.*	*Breeds throughout the year, peaking in spring and summer. Nests located on ledges of buildings. Pigeons mate for life and are often found in pairs during the breeding season, but usually the pigeons are gregarious preferring to exist in flocks of from 50 to 500 birds (dependent on the food supply).* *Foods include grass seeds and berries, grains, peas, worms, slugs, snails, scavenging from people, and they will also take insects and spiders.*	*Population Level:* • *Small flocks of up to 20-30 birds have been observed in the past 12 months.* *Strike History:* • *None recorded in 2014/15* *Aircraft Impact:* • *Low if single bird impact.* • *Multiple bird impact could increase the possibility of damage posing a risk to safe aircraft operation if a large flock is encountered.* *Probability of a strike = medium* *Consequence of a strike = Medium*	*Passive Management* • *None at present* *Active Management* • *Bird Scaring (vehicle)* *Passive Control:* • *None at present* *Active Control* • *Ground based shooting* ***Effectiveness of Current Practice*** *Population generally kept to small flocks though large flocks observed occasionally. Scaring is effective though care needs to be taken that aircraft are not operating at the time. Shooting is done infrequently and could be increased.*
Low	*Southern Black Backed Gull* *(Larus dominicanus)* 	*White head, neck, and underparts and tail, black wings and back, yellow bill. Up to 65 cm in length and 1,380 grams.*	*Omnivores like most Larus gulls and scavenge as well as seeking suitable small prey. Gather on landfills and a sharp increase in its population is considered an indicator for a degraded environment. The nest is a shallow depression on the ground lined with vegetation and feathers. The female usually lays 2 or 3 eggs. Both parents feed the young birds.*	*Population Level:* • *Small numbers of birds observed in and around the airport* *Strike History:* • *1 x "gull" strike reported in 2014/15* *Aircraft Impact:* • *Low to medium if single bird impact.* *Probability of a strike = low* *Consequence of a strike = Medium*	*Passive Management* • *None at present* *Active Management* • *Bird Scaring (vehicle)* *Passive Control:* • *None at present* *Active Control:* • *None at present* ***Effectiveness of Current Practice*** *Population is low, control is not required. Scaring is effective for birds observed on aerodrome, though does not affect off aerodrome birds.*
Low	*Magpie* *(Cracticus tibicen)*	*A fairly solid, sturdy bird ranging from 37 to 43 cm in length with a 65–85 cm wingspan, and*	*Prefers open areas such as grassland, fields and residential areas such as parks, gardens, golf*	*Population Level:* • *Generally 2-10 individuals often observed in*	*Passive Management* • *None at present* *Active Management*

Risk	Species	Description	Habitat / Behaviour	Risk Commentary	Management actions
		*weighing 220–350 grams. Wedge-shaped bill is bluish-white bordered with black, with a small hook at the tip. Black legs, plumage is glossy black and white; both sexes of all subspecies have black heads, wings and underparts with white shoulders. The tail has a black terminal band. The nape is white in the male and light greyish-white in the female. Mature magpies have dull red eyes.*	*courses, and streets, with scattered trees or forest nearby. Birds nest and shelter in trees but forage mainly on the ground in these open areas. Generally sedentary and territorial throughout its range, living in groups occupying a territory, or in flocks or fringe groups. A group may occupy and defend the same territory for many years.*	*pairs or small groups though flocks of 40 or more individuals occasionally observed.* *Strike History:* • *1 x strike reported in 2014/15* *Aircraft Impact:* • *Low for single bird impact* • *Multiple bird impact could increase the possibility of damage posing a risk to safe aircraft operation if a large flock is encountered* *Probability of a strike = low* *Consequence of a strike = Medium*	• *Bird Scaring (vehicle)* *Passive Control:* • *None at present* *Active Control:* • *Ground based shooting* ***Effectiveness of Current Practice*** *Scaring is effective for birds observed on aerodrome, though does not affect off aerodrome birds. Shooting is effective, and has maintained a generally low population, large flocks observed are thought to be juveniles gathering from surrounding areas and are not common.*
Low	*Australasian Harrier (Hawk / Kahu / Swamp Hawk)* *(Circus approximans)* 	*Largely dark brown, becoming lighter with age, and has a distinct white rump The body length is 50 to 58 cm, and the wingspan is 120 to 145 cm. The recorded weights of adults range from 580 to 1,100 g, and females are significantly larger than the males.*	*Usually found in wetlands and well-watered open country. Hunts by flying slowly, low to the ground, on upswept wings mainly feeding on ground birds and water-birds, rabbits, hares and other small mammals, reptiles, frogs, and fish. During the winter months harriers feed to a large extent on carrion.*	*Population Level:* • *Generally 1-2 individuals always present around the airport environs. More commonly observed when rabbit or hare populations are high, and after shooting operations if carcasses are left on the aerodrome.* *Strike History:* • *1 x near strike in 2014/15* *Aircraft Impact:* • *Low to medium.*	*Passive Management* • *None at present* *Active Management* • *Bird Scaring (vehicle)* *Passive Control:* • *None at present* *Active Control:* • *None at present* ***Effectiveness of Current Practice*** *Scaring will result in birds leaving the runway strip, however, will not remove them from the general area, and birds may remain in the air above the strip or in the circuit pattern at height.*

Risk	Species	Description	Habitat / Behaviour	Risk Commentary	Management actions
				Probability of a strike = low *Consequence of a strike = Medium*	
Negligible	*Common Starling (Sturnus vulgaris)* 	*19–23 cm long, with a wingspan of 31–44 cm and a weight of 58–101 grams. The plumage is iridescent black, glossed purple or green, and spangled with white, especially in winter. The throat feathers of males are long and loose and are used in display while those of females are smaller and more pointed. The legs are stout and pinkish- or greyish-red. The bill is narrow and conical with a sharp tip; in the winter it is brownish-black but in summer, females have lemon yellow beaks while males have yellow bills with blue-grey bases. Molting occurs once a year, in late summer - the fresh feathers are prominently tipped white (breast feathers) or buff (wing and back feathers), which gives the bird a speckled appearance.*	*A highly gregarious flock forming species, especially in autumn and winter. Although flock size is highly variable, huge, noisy flocks may form near roosts.* *Largely insectivorous feeds on spiders, crane flies, moths, mayflies, dragonflies, damsel flies, grasshoppers, earwigs, lacewings, caddisflies, flies, beetles, sawflies, bees, wasps and ants, earthworms, snails, small amphibians and lizards. Omnivorous and can also eat grains, seeds, fruits, nectar and food waste if the opportunity arises. Nests -, common locations include inside hollowed trees, buildings, tree stumps and man-made nest-boxes, typically made out of straw, dry grass and twigs with an inner lining made up of feathers, wool and soft leaves.*	*Population Level:* • *Generally present, though flocks are not observed.* *Strike History:* • *None recorded in 2014/15* *Aircraft Impact:* • *Single bird impacts are low, however large flocks could pose a risk to safe aircraft operation.* • *Main impacts are from nests built in engine spaces – commonly observed at Whakatāne.* *Probability of a strike = low* *Consequence of a strike = low*	*Passive Management* • *Aircraft pre-flight checks (pilot awareness of hazard)* • *Vehicle pre-operation checks (driver awareness of hazard)* • *Netting placed over gaps in buildings, or holes blocked.* *Active Management* • *Bird Scaring (vehicle)* *Passive Control:* • *None at present* *Active Control:* • *None at present* ***Effectiveness of Current Practice*** *Scaring will result in birds leaving the runway strip, however, will not remove them from the general area. Population level is low, and flocks are not observed, so control is not utilised at present.*
Low	*Yellowhammer (Emberiza citronella)* 	*A small relatively long-tailed songbird with a gray-black bill and pinkish legs. Males have a mostly bright yellow head and underparts, and*	*Habitat includes open country (farmland, with ditches, hedgerows, pastures with patches of shrubs and trees, stubble*	*Population Level:* • *Small flocks of up to 20-30 birds have been observed in the past 12 months.* *Strike History:*	*Passive Management* • *None at present* *Active Management* • *Bird Scaring (vehicle)* *Passive Control:* • *None at present*

Risk	Species	Description	Habitat / Behaviour	Risk Commentary	Management actions
		a dark-streaked mantle. Females are browner and have more streaking on their head and upper surface, and only some yellow in the underparts. Both sexes have rich chestnut rumps with white outer tail feathers – these show during flight. Length: 16 -16.5cm Weight: 18 – 30g	*fields and weed infested crops), coastal areas, and tussock grasslands. Mostly found from sea-level up to 600m. Spending most of their time on the ground, on pasture, crops and stubble and lawns, they feed mostly on seeds particularly those of grasses. Along with seeds invertebrates are an important food source, especially in the breeding season. During breeding nests are built on or close to the ground on long grass or thick shrubby vegetation. Congregating in often large mixed flocks' yellowhammers are usually seen with other species such as chaffinch, greenfinch, goldfinch, house sparrow and cirl bunting.*	• *None recorded in …* *Aircraft Impact:* • *Low if single bird impact.* • *Multiple bird impact could increase the possibility of damage posing a risk to safe aircraft operation if a large flock is encountered.* *Probability of a strike = medium* *Consequence of a strike = medium*	*Active Control:* • *None at present* *Effectiveness of Current Practice* *Population generally kept to small flocks though large flocks observed occasionally. Scaring is effective though care needs to be taken that aircraft are not operating at the time. Shooting is done ineffective on such small birds.*
Low	*European Greenfinch (Carduelis chloris)* 	*A small songbird species in which adult males are green with yellow on the abdomen, bright yellow bars on the leading edges of the wings, a pinkish conical bill and pink legs. Females are duller with little yellow on the wings while juveniles are similar to adult females but with streaking on the breast. Length: 16cm*	*Habitats mainly include manmade habitats farmland, scrub, plantations, orchards, suburban parks and gardens. Seeds from the bulk of the finch diet taken from a wide range of plants, trees and shrubs. Invertebrates form a minor part of the diet. Breeding can take place in birds that are under 1 year old and can rear up to 3 broods a*	*Population Level:* • *Small flocks of up to 20-30 birds have been observed in the past 12 months.* *Strike History:* • *None recorded in …* *Aircraft Impact:* • *Low if single bird impact.* • *Multiple bird impact could increase the possibility of damage posing a risk to safe*	*Passive Management* • *None at present* *Active Management* • *Bird Scaring (vehicle)* *Passive Control:* • *None at present* *Active Control:* • *None at present* *Effectiveness of Current Practice* *Population generally kept to small flocks though large flocks observed occasionally. Scaring is effective though care needs to be taken that aircraft are not*

Risk	Species	Description	Habitat / Behaviour	Risk Commentary	Management actions
		Weight: 28g	*season (season runs during autumn and winter). Flocks can range from 10 to 10000 birds, often mixed with other finches.*	*aircraft operation if a large flock is encountered.* *Probability of a strike = medium* *Consequence of a strike = medium*	*operating at the time. Shooting is ineffective on such small birds.*
Negligible	*Common Myna (Acridotheres tristis)* 	*Stocky brown songbird with a glossy black head and shoulders, yellow bill and facial skin, white-tipped tail feathers, primaries and upper and lower coverts, white-flecked brown-grey irises, and yellow brown legs with horn-coloured claws, Juveniles have paler plumage, a light-yellow bill streaked with dark-grey, and facial skin which is white for two weeks.*	*Mynas nest in cavities, nesting preparations begin in late august to early September, minors vigorously defend their nest sites and feeding territory against all other mynas. Being omnivorous, they consume pasture and crop invertebrate, fruits especially berries, food scraps, nectar and flock to paddocks when being ploughed or freshly mowed*	*Population Level:* • *Generally present, though flocks are not observed.* *Strike History:* • *None recorded in …* *Aircraft Impact:* • *Single bird impacts are low, however large flocks could pose a risk to safe aircraft operation (this is however, a rare occurrence)* *Probability of a strike = negligible* *Consequence of a strike = low*	*Passive Management* • *None at present* *Active Management* • *Bird Scaring (vehicle)* *Passive Control:* • *None at present* *Active Control:* • *None at present* *Effectiveness of Current Practice* *Scaring will result in birds leaving the runway strip, however, will not remove them from the general area. Population level is low, and flocks are not observed, so control is not utilized at present.*
			Mammalian Species		
Negligible	*Common European Rabbit* *(Oryctolagus cuniculus)* 	*Smallish, grey-brown (or sometimes black) mammal. It ranges from 34 to 50 cm in length, not counting a tail of 4 to 8 cm. Weight can range from approximately 1.1 to 2.5 kg.*	*Social animals, living in medium-sized colonies (warrens). Most active around dawn and dusk, although not infrequently seen active during the day. During the day, rabbits prefer to reside in vegetated patches, which they use for protection from predators. At night, they move into open spaces to feed. Mixed-feeders, both grazing and*	*Population Level:* • *Significant if left uncontrolled. Large warrens commonly observed within the runway strip, and animals are commonly observed during the day.* *Strike History:* • *None recorded.* *Aircraft Impact:* • *Negligible*	*Passive Management* • *None at present* *Active Management* • *None at present* *Passive Control:* • *Bait stations around operational perimeter (reinvasion). Not regularly filled.* *Active Control:* • *Ground based shooting* • *Mag-toxin poison used in large warren*

Risk	Species	Description	Habitat / Behaviour	Risk Commentary	Management actions
			browsing, but grass is their primary food source. Nevertheless have a diverse diet of grasses, leaves, buds, tree bark, and roots.	• *Main impacts are to the integrity of runway and lighting infrastructure as a result of ground instability caused by large warrens.* • *Rabbit carcasses and high populations also attract Australasian Harriers.* *Probability of a strike = negligible on sealed runway* *Consequence of a strike = negligible*	*complexes when found. Warrens are filled in with earth using front end loader.* ***Effectiveness of Current Practice*** *The population level fluctuates significantly and will increase quickly in the spring and autumn months if shooting effort is not maintained. Habitat areas around the airport, and variable levels of control in surrounding land means there is a large reservoir population surrounding the airport and there is constant reinvasion. Work needs to go into improving this situation, and to assess the feasibility of establishing a control buffer around the aerodrome with support from surrounding landowners, and the Bay of Plenty Regional Council.*
Negligible	*European Hare* *(Lepus europaeus)* 	*Head and body length range from 48 to 75 cm with a tail length of 7 to 13 cm. Weight ranges from 2.5 to 7 kg. Elongated ears which, ranges from 9.4 to 11.0 cm (from the notch. Long hind feet that have a length from 14 to 16 cm. Colour is grizzled yellow-brown on the back; rufous on the shoulders, legs, neck and throat; white on the underside and black on the tail and ear tips. The sides of the head and base of the ears develop white areas in winter.*	*Primarily live in open fields with scattered brush for shelter. Very adaptable and thrive in mixed farmland. Primarily nocturnal and spend a third of their time foraging. During daytime, will hide in a depression called a "form" where it is partially hidden. Hares can run at 70 km/h. Generally thought of as asocial but can be seen in both large and small groups. They do not appear to be territorial, living in shared home ranges of around 300 ha.* *Primarily herbivorous, hares eat grasses, herbs and field crops.*	*Population Level:* • *Common if left uncontrolled. Individuals and pairs of animals are commonly observed during the day.* *Strike History:* • *None recorded.* *Aircraft Impact:* • *Wheel damage or wheel fairing damage may occur* • *Hare carcasses and high populations attract Australasian Harriers.* *Probability of a strike = negligible on sealed runway*	*Passive Management* • *None at present* *Active Management* • *None at present* *Passive Control:* • *Bait stations around operational perimeter (reinvasion). Not regularly filled.* *Active Control:* • *Ground based shooting* ***Effectiveness of Current Practice*** *The population level will increase quickly if shooting effort is not maintained. Habitat areas around the airport, and variable levels of control in surrounding land means there is a large reservoir population*

Risk	Species	Description	Habitat / Behaviour	Risk Commentary	Management actions
			Preference is for wild grasses and weeds but during winter, eat herbage, twigs, buds and bark of shrubs and young trees	*Consequence of a strike = low-medium*	*surrounding the airport and there is constant reinvasion. Work needs to go into improving this situation, alongside rabbit control.*

APPENDIX 2 - AERODROME SURVEYS

OLS Survey and RESA / Clearway Surveys inserted here (included separately with certification application)

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APPENDIX 3 – AERODROME OPERATING CERTIFICATE COPY

APPENDIX 4 – RECOMMENDED A-PAPI SAFETY AND MAINTENANCE PROGRAM