



NORTH SHORE
AIRPORT

Aircraft Operations Guide

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Section 1 – Foreword

The intention of this document is to provide detailed guidance to pilots operating at North Shore Aerodrome.

This document in no way supersedes the information, procedures, and requirements promulgated by the NZAIP, nor does it absolve pilots from compliance with the NZAIP. Any charts and diagrams contained in this document are not for operational use.

This document, the recommendations and the procedures contained herein DO NOT absolve pilots from compliance with the Civil Aviation Act, associated rules and regulations. Civil Aviation Rule Part 91 applies.

Section 2 – Definitions and Abbreviations

Additional definitions and abbreviations are contained within CAR Part 1.

Part 1 – Definitions

- A. 'Civil Aviation Act' means the law enacted for the regulation and control of civil aviation activities within New Zealand.
- B. 'Aerodrome' means the area designed to be used by aircraft, for the purpose of taking off, landing, and surface movements, including all buildings and hangars used in connection with the aerodrome.
- C. 'Movement Area' means the manoeuvring area, aprons, and other areas used for aircraft surface movements.
- D. 'Manoeuvring Areas' means the runways and taxiways.
- E. 'Vicinity' means the area immediately surrounding the aerodrome, within a 2NM lateral radius, and extending to 1,500 ft above aerodrome level.
- F. 'Incident' means any occurrence, other than an accident, that is associated with the operation of an aircraft and affects or could affect the safety of operation.
- G. 'Accident' means an occurrence in which a person/s is injured, or an aircraft sustains damage.

Part 2 – Abbreviations

- A. CAA – Civil Aviation Authority of New Zealand
- B. CAR – Civil Aviation Rule
- C. NZAIP – New Zealand Aeronautical Information Publication
- D. VNC – Visual Navigation Chart
- E. NSAC – North Shore Aero Club (the Airport Operator)
- F. NSA – North Shore Airport
- G. NZNE – the ICAO code for North Shore Aerodrome
- H. ICAO – International Civil Aviation Organisation
- I. CFI – Chief Flying Instructor of NSAC
- J. NORDO – No Radio
- K. SOHJ – Standard Overhead Join
- L. AMSL – Above Mean Sea Level
- M. NOTAM – Notices to Airman
- N. ERP – Emergency Response Plan

Section 3 – General Aircraft Operating Procedures

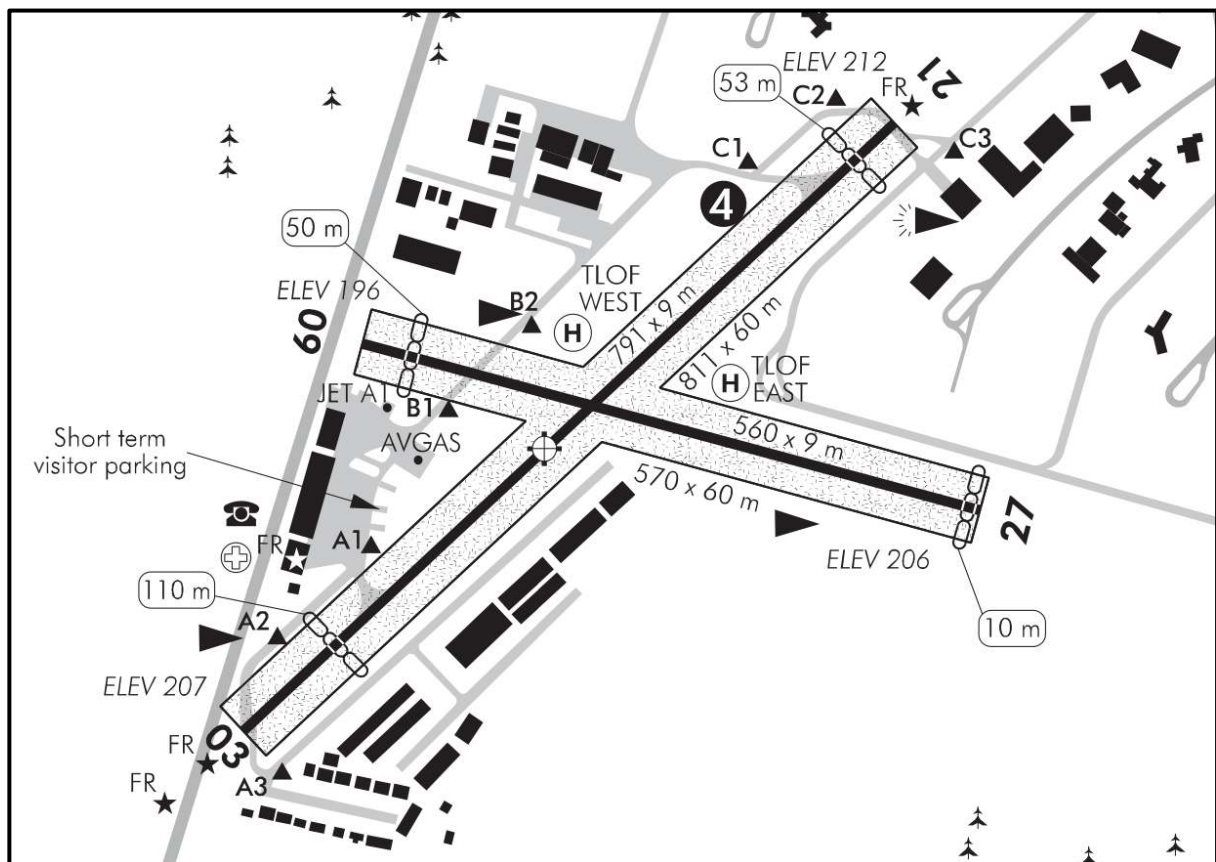
NZNE is one of the busiest unattended aerodromes in New Zealand, catering for intensive fixed-wing and helicopter recreational, training, and commercial operations. To facilitate the safe operation of all aircraft at NZNE, the recommendations contained in this guide should be complied with.

The airport is not equipped with a Flight Service or UNICOM to assist pilots. All pilots are responsible for safe separation and for managing the risk of conflict. See and avoid principles, and the use of standard procedures are vital elements of ensuring flight safety at the airport.

By law, ALL aircraft are required to comply with the procedures promulgated in the NZAIP for North Shore Aerodrome. ALL aircraft shall comply with CAR Part 91 General Operating and Flight Rules. See <https://www.aviation.govt.nz/rules/rule-part/show/91>

It must be appreciated by all pilots that compliance is not voluntary – it is compulsory. As is compliance with any and all procedures promulgated by the NZAIP. Calling “non-standard” on the radio frequency DOES NOT absolve compliance. The use of standard procedures is a vital method to ensure safety of operations at the airport, and within its vicinity. In addition to compliance with standard procedures, right-of-way rules must be observed at all times.

All pilots must check NOTAMs and the AIP Supplement prior to flight to ensure compliance, and to remain aware of hazards to flight safety. A current hazard register is on display in the club flight office, and is available online – see: <http://user.nsac.co.nz/Hazards/Active>



Part 1 – Arriving Flights and Joining the Circuit

All aircraft shall arrive and join the circuit pattern in accordance with standard procedures. Due to traffic density pilots are requested to use SOHJ procedures. Overhead joining altitude is 1,700 ft AMSL. An AWIB providing wind strength and direction, mean sea level pressure, temperature, dew point, and other advisories, is available on frequency 130.45MHz.

While joining the circuit all turns must be made in the promulgated circuit direction.

Aircraft should not join straight in for any runway, unless utilizing the recommended helicopter arrival procedures runway 09 and 27, or engaged on an instrument approach. IFR arrivals are detailed in Part 7 of this section.

The recommended and preferred helicopter arrival procedures are as follows:

- helicopters should join straight-in runway 09 or 27, and not above 800 ft AMSL within 2NM of the aerodrome, in order to remain clear of and below the fixed-wing circuit. TLOF East and TLOF West should be utilised
- Prior to crossing runway 03 or 21, helicopters must transition to a hover-taxi, and ensure it is clear before crossing

If unable to join via the recommended arrival procedures, helicopters should join the circuit for the active runway in accordance with standard procedures.

Clear, concise, and accurate joining radio calls should be made prior to joining. The use of Visual Reporting Points (VRP) or other prominent points is recommended, otherwise aircraft should state their distance from the aerodrome. See figure 1.

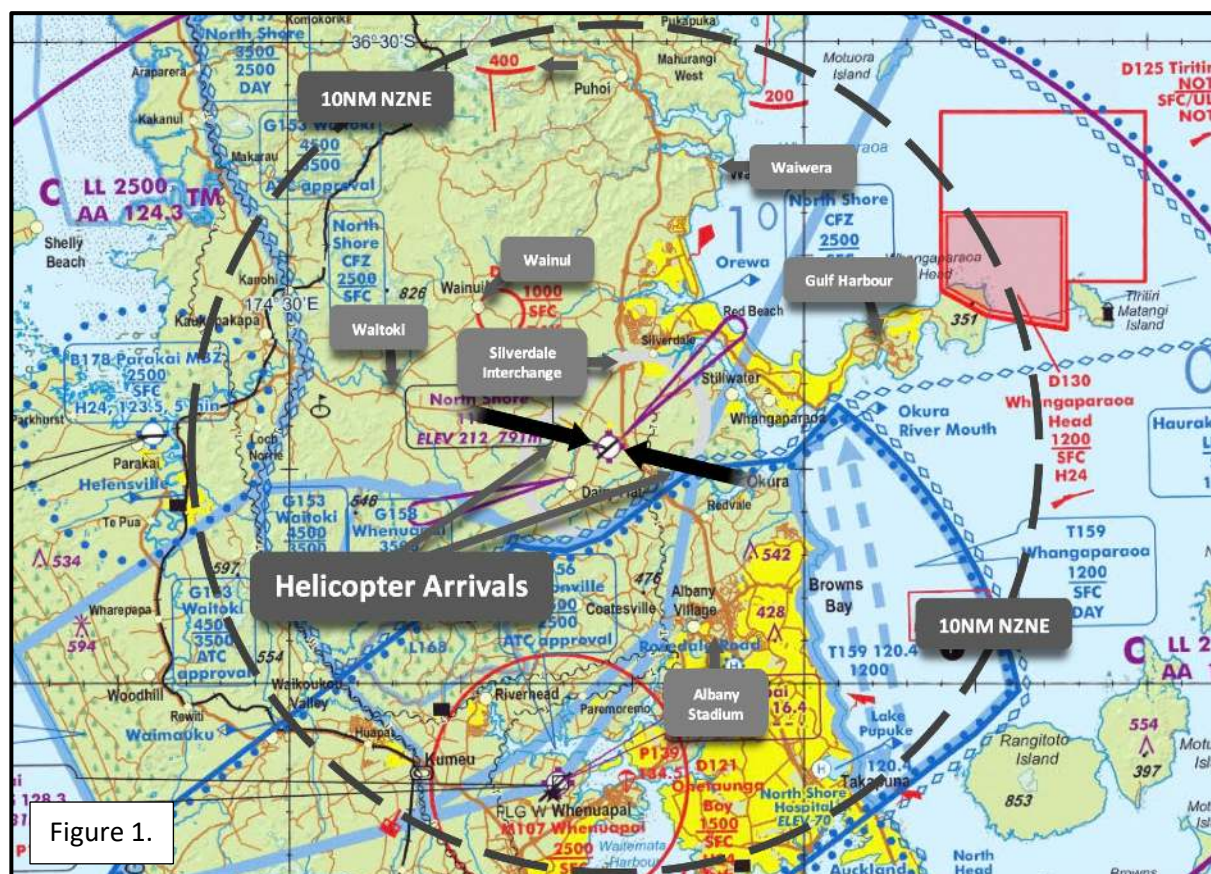


Figure 1.

Part 2 – Departing Flights and Vacating the Circuit

All aircraft shall depart, and vacate the circuit pattern in accordance with standard procedures. Departing aircraft must not turn right until clear of the circuit pattern, unless departing in accordance with the standard IFR departure procedure.

Aircraft are clear of the circuit pattern at a distance of 2NM from the aerodrome, or at an altitude of 1,700 ft AMSL.

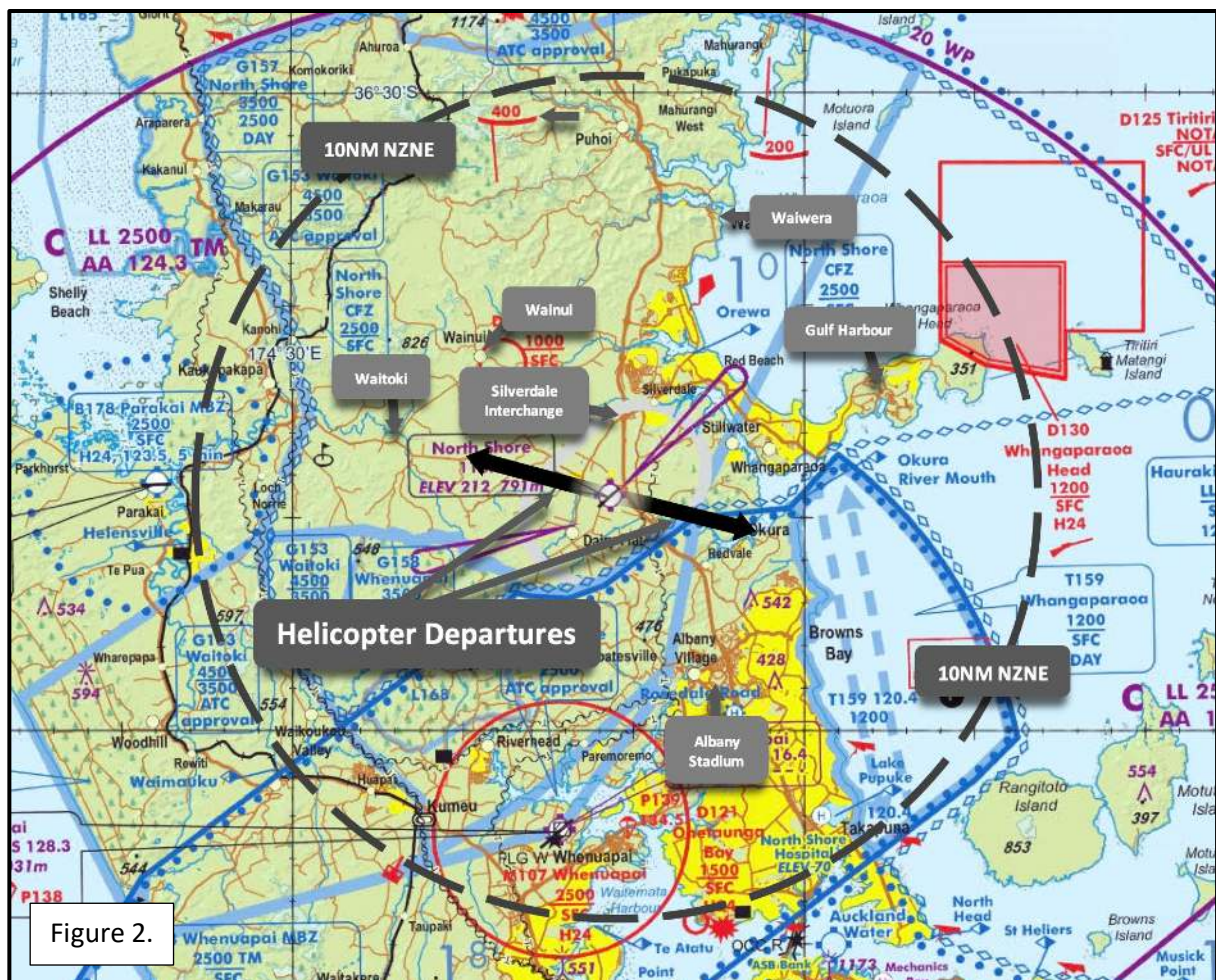
If vacating via downwind or base leg, pilots should maintain circuit altitude until laterally clear of the circuit to avoid conflict with aircraft joining overhead.

IFR departures are detailed in Part 7 of this section.

The recommended and preferred helicopter departure procedures are as follows:

- helicopters should depart straight-out runway 09 or 27, and not above 800 ft AMSL until a distance of 2NM from the aerodrome, in order to remain clear of and below the fixed-wing circuit
- Prior to crossing runway 03 or 21, helicopters must ensure it is clear to do so

If unable to vacate via the recommended departure procedures, helicopters should vacate the circuit in accordance with standard procedures using the active runway. See figure 2.



Part 3 – Circuit Operations

All circuit patterns at NZNE are left-hand. Circuit pattern altitudes are:

- Fixed-wing 1,200 ft AMSL
- Helicopters 800 ft AMSL

Aircraft joining and established in the circuit should remain below 120KIAS. Aircraft not capable of maintaining 70KIAS or above should utilize the helicopter circuit altitude of 800 ft AMSL.

Low-level circuits are permitted however, should only be conducted when the circuit pattern is quiet, and when there is no risk of conflict with other aircraft operating. Aircraft ahead in the circuit retain right-of-way unless mutually agreed via the radio frequency. Student pilots are not permitted to conduct low-level circuits during solo flights. Pilots should be aware that low-level circuits may conflict with the recommended helicopter arrival and departure procedures.

When operating in the circuit pattern, a radio call should be made downwind abeam the upwind threshold, and when established on final. In order to maintain the integrity of the approach sequence, it may be necessary to make a radio call on the base leg, or at any other time it is required.

Aircraft are encouraged to call their sequence in the circuit i.e. “North Shore Traffic, ABC, downwind runway 21, number 3”. The sequence is landing order.

Simultaneous circuit operations utilising both runway 03 or 21 and runway 09 or 27 should only be conducted while maintaining vigilance, and taking extreme care. It is preferred simultaneous circuits are only flown when dual with an instructor, and when it is absolutely necessary to do so.

Part 4 – Taking Off and Landing

Only the defined runway area as promulgated by the NZAIP may be used for taking-off and landing. At NZNE, the confines of each runway are marked by white tyres. The runway width extends from ‘tyres to tyres’. The width and length of runway 03/21 is shown by figure 3. The confines of all four runway vectors, outlined in yellow, is shown by figure 4.

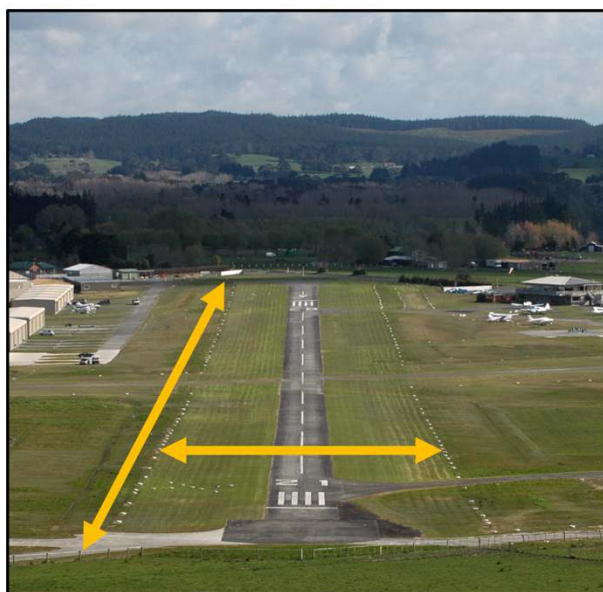


Figure 3.



Figure 4.

At NZNE all grass areas become extremely soft over the winter months, and are therefore unsuitable for aircraft movements. The grass portion of each runway will be closed by NOTAM if the surface conditions become unsuitable. The period of closure of the grass runways normally extends from mid-May to mid-November, however this is not always the case.

Aircraft must not take-off or land if an aircraft, vehicle, person, or other obstruction is present within the runway area. This includes the grass runways, and whether they are closed or not. Parallel take-off and landing operations runway 03/21 and 09/27 are not permitted.

Prior to take-off, aircraft should minimise time spent on the active runway as much as it is safe to do so, and should vacate the runway as soon as practical after landing. After landing runway 21, aircraft vacating the runway via holding position A3 to the southern hangars can often spend a significant amount of time obstructing the runway. In such instances, and in particular when the circuit is busy, it may be necessary to vacate the runway, then taxi to southern hangars via the taxiway system.

The runways at NZNE are considered short, and aircraft performance factors should be considered – especially when operating at Maximum All Up Weight, and when the ambient temperature is high. Terrain and other obstacles are present after take-off, therefore climb performance should also be considered.

The runway 09/27 intersection is at approximately the mid-point of runway 03/21, and the intersection could be used as a prominent decision point. For example, if not landed by the intersection – go-around. If not airborne by the intersection – consider aborting the take-off.

Runway 09/27 is 231m shorter than runway 03/21. The gravel surface along the center of the runway represents poorer braking action, and increased stopping distance during landing roll, and in the event of an aborted take-off. The gravel portion of runway 09/27 is often closed by NOTAM during winter months due to surface condition.

Due to the airport's topography, it may not be possible to maintain visual contact with aircraft lining up runway 27.

Prior to take-off, pilots should always brief their actions in event of an engine failure during, or after take-off. Engine failure after take-off field options are limited airborne runway 03.

Part 5 – Circuit Safety

All users of NZNE have a joint responsibility and obligation to conduct their flights as safely as possible, and to take other aerodrome users into account.

Safety occurrences, incidents, and accidents are normally a result of failure to comply with standard procedures, failure to lookout thoroughly, or a failure to perform in a courteous manner with a high-level of airmanship.

Part 6 – Night Operations

Night flying operations are particularly challenging at NZNE, predominantly due to a short and narrow runway, soft ground, a lack of taxiway lighting, terrain and other obstructions, and no approach profile lighting system.

We therefore recommend a dual check is conducted before solo flight at night at NZNE for the first time.

For night operations, the following points should be noted:

- ## Part 7 – IFR Operations

The IFR arrival and approach procedures are carried out from the northeast and southwest, the final approach paths being indicated by the elongated teardrop symbols on the VNC (see figure 5). The approach commencement point runway 03, 'LIBKO', is 8NM southwest of the aerodrome. See figure 6. The approach commencement point runway 21, 'UPLIN', is 10NM northeast of the aerodrome. See figure 7.

Circling approaches often conducted; IFR aircraft will either break off the approach and position downwind for the opposite runway, or overfly the runway and then turn downwind.

Unless weather conditions dictate otherwise, aircraft engaged on an instrument approach will give way to aircraft established in the circuit.



Figure 5.

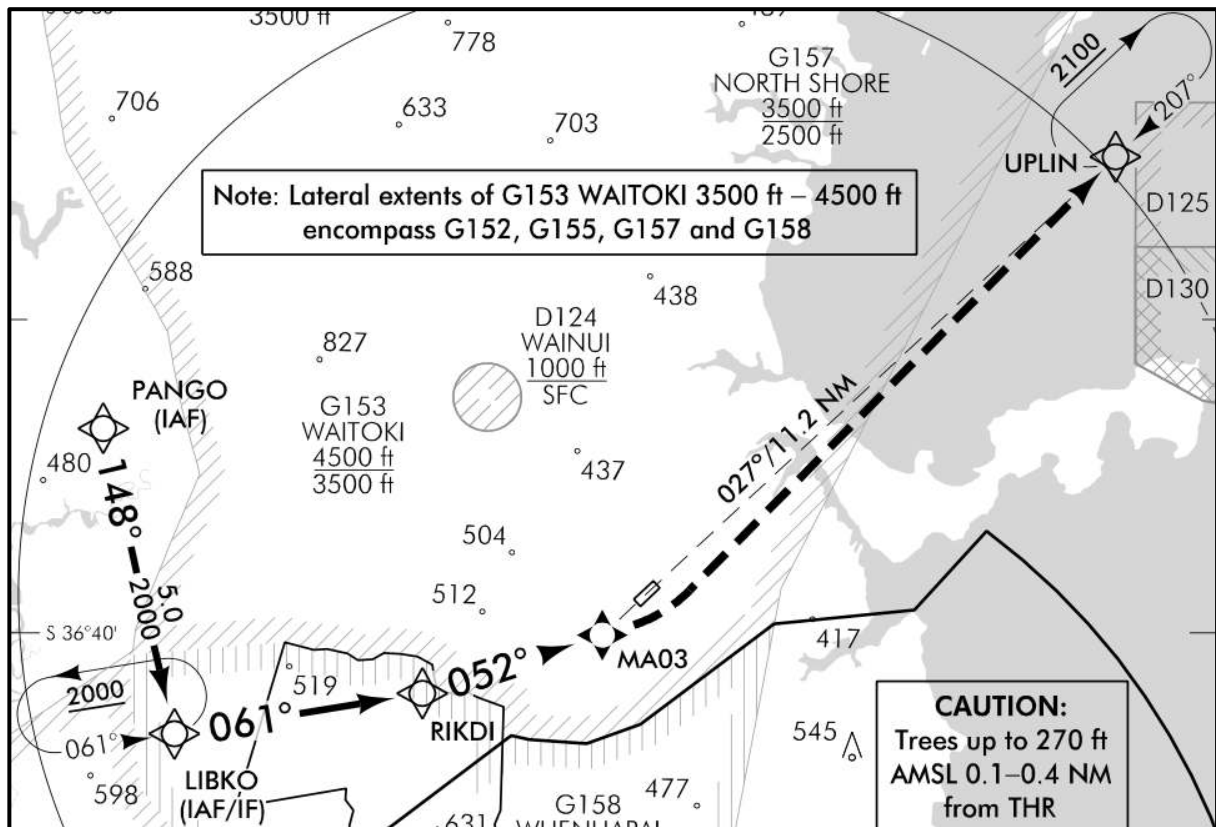


Figure 6.

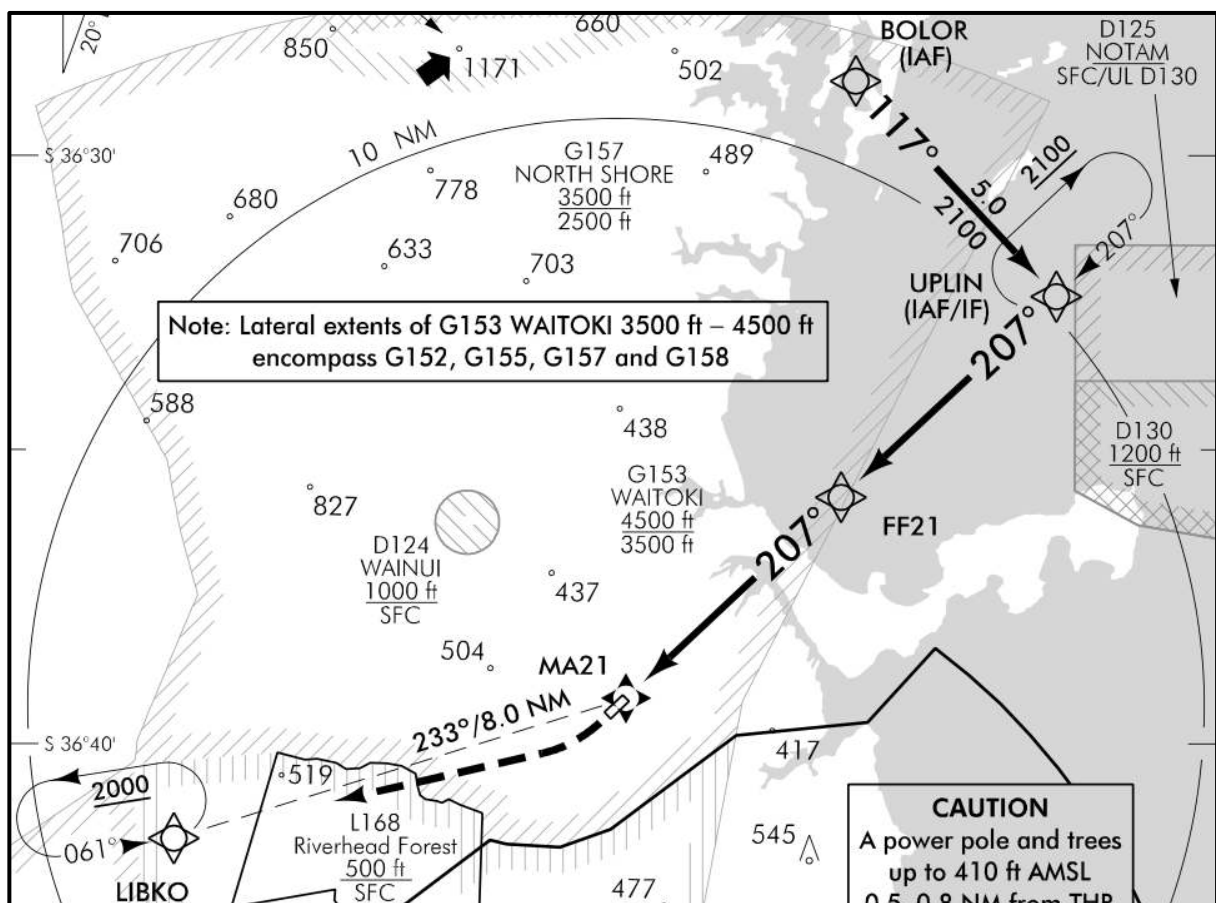


Figure 7.

Part 8 – Radio Frequency

NZNE has a designated discrete frequency, and due to the busy nature of the aerodrome, at times it may be necessary to omit the phrase “North Shore Traffic” from the beginning of radio transmissions.

Pilots must be aware that NORDO aircraft may be operating at any time. Aircraft not equipped with a transponder may also be operating.

Section 4 – Ground Movements

Due to the space-restricted nature of ground movements at NZNE, it is important to be courteous and patient at all times.

Part 1 – Taxiing

Taxiing and other ground movements should be confined to paved areas only. All grass areas are soft when wet, particularly over the winter period and following heavy rain. Grass areas are not prepared for aircraft movements and may present a prop-strike hazard.

Cutting corners between adjoining taxiways, and not diligently maintaining the taxiway centerline commonly result in becoming stuck. If your aircraft becomes stuck, do not try to ‘power out’ – this will only drive the aircraft deeper into soft ground. Rather, shut down and push the aircraft back onto the taxiway, or call the club for assistance.

As per the AIP, the taxiway between holding positions A1 and A2 is limited to aircraft with a maximum wingspan of 12m. See figure 8.

Due slipstream, caution should be exercised when taxiing close to parked aircraft and open hangars.

Whilst not always necessary, a taxiing radio call may be helpful in instances of limited visibility of ground movements (taxiing out from behind a row of hangars for example).

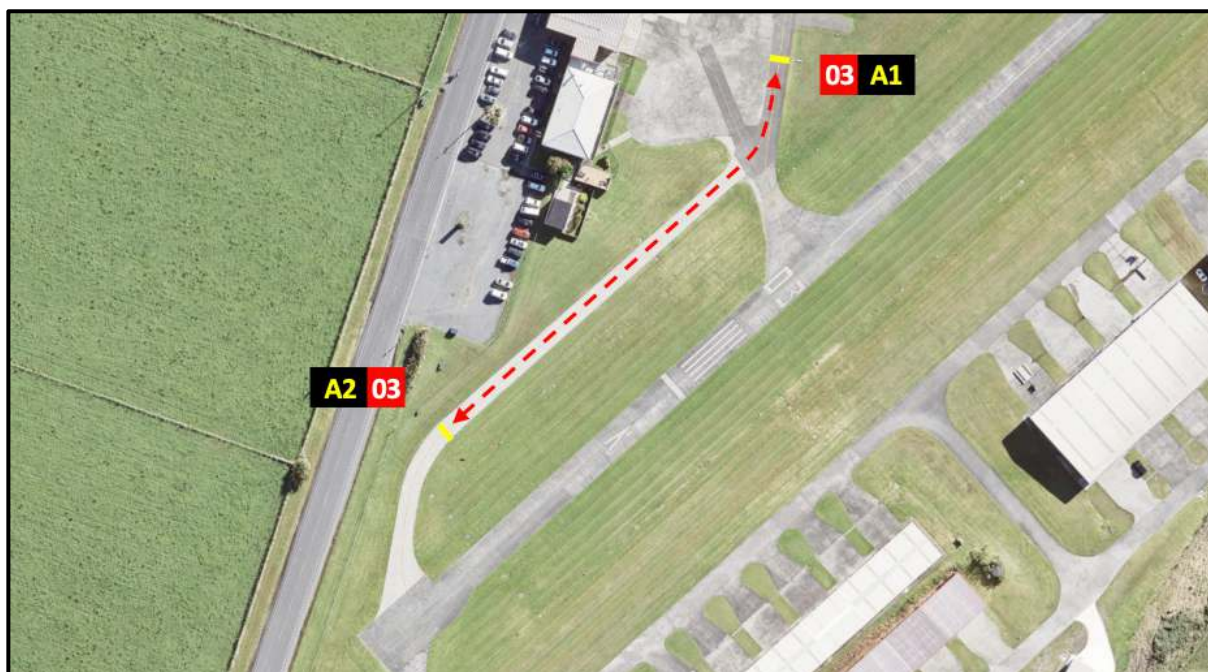


Figure 8.

Part 2 – Run-Ups

Run-ups should be conducted in the locations circled red on figure 9. Before running-up, pilots are reminded to ensure the area immediately below the propeller is clear of stones and other debris, and that the slipstream generated will not affect aircraft, persons, open hangars, or any other object behind the aircraft. Noise is also a consideration, and effort should be made to run-up away from occupied buildings.



Figure 9.

Part 3 – Refueling

Pilots should taxi in an anti-clockwise direction around the fuel pumps to allow for good wing-tip visibility. Caution must be exercised when taxiing between the pumps, and helicopters parked on the helipads.

Helicopters parking on the helipads at the AVGAS fuel pumps must ensure the full length of their skids are behind the white line across the helipad. See figure 10.

Pilots should not leave aircraft at the fuel pumps unattended.

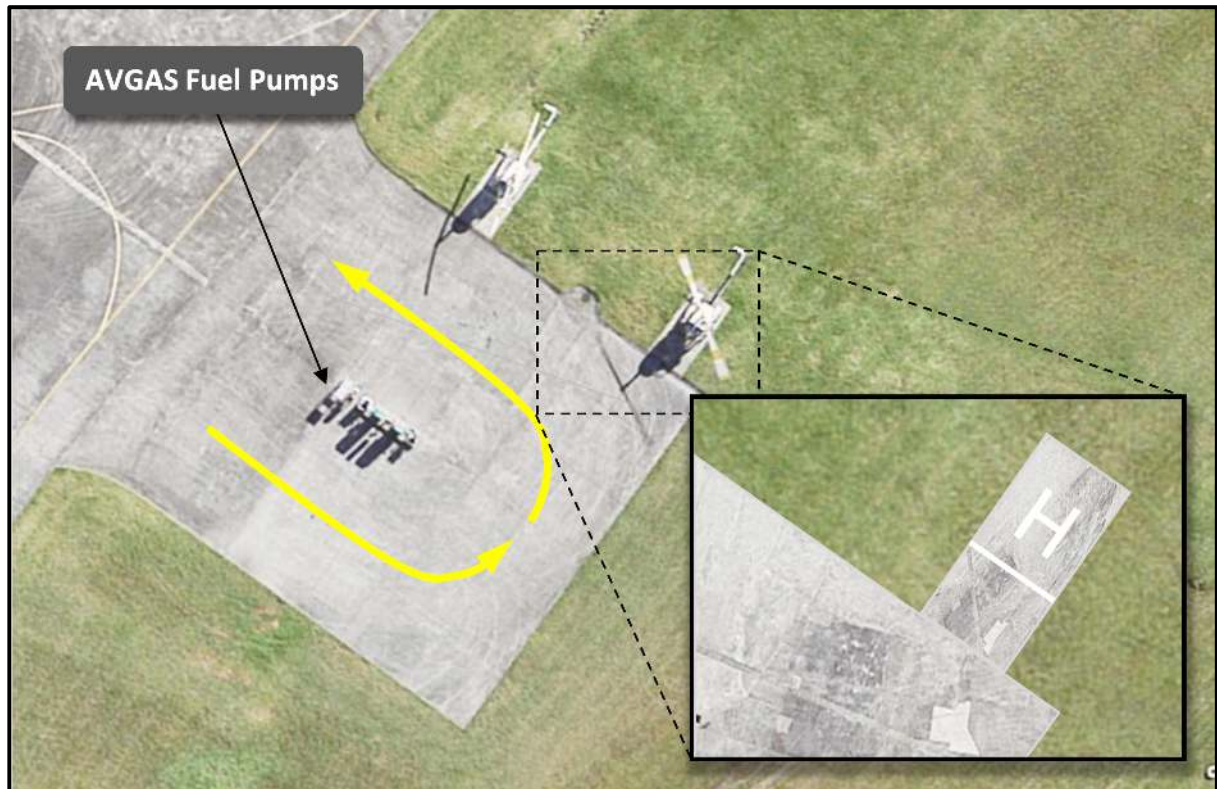


Figure 10.

Part 4 – Parking

Always park aircraft clear of taxiways and other movement areas.

Visitor parking stands are available opposite the club apron. See figure 11.

The apron adjacent to the club hangar is reserved for club aircraft, and aircraft resident in the club hangar. To minimise the risk of damage to aircraft, pilots should not taxi between the club hangar, and aircraft parked on the apron.



Figure 11.

Part 5 – Holding Procedures

In order to facilitate smooth and efficient ground operations, and to reduce holding time when it is not required, the following holding procedures should be utilised by pilots prior to take-off:

- All training and club aircraft should hold at Holding Point A2 runway 03, or C2 runway 21
- Other aircraft, including commercial operators, should hold, at their discretion, at Holding Point A1 runway 03, or C1 runway 21
- When ready to line up, **and after communicating with the aircraft at Holding Point A2 or C2 to coordinate**, the aircraft holding at A1 or C1 may backtrack the runway and line up ahead

Figures 12 and 13 visually depict the procedure that should be used, runway 03 and runway 21 respectively.

Pilots are reminded not to rush vital pre-take-off processes and procedures.

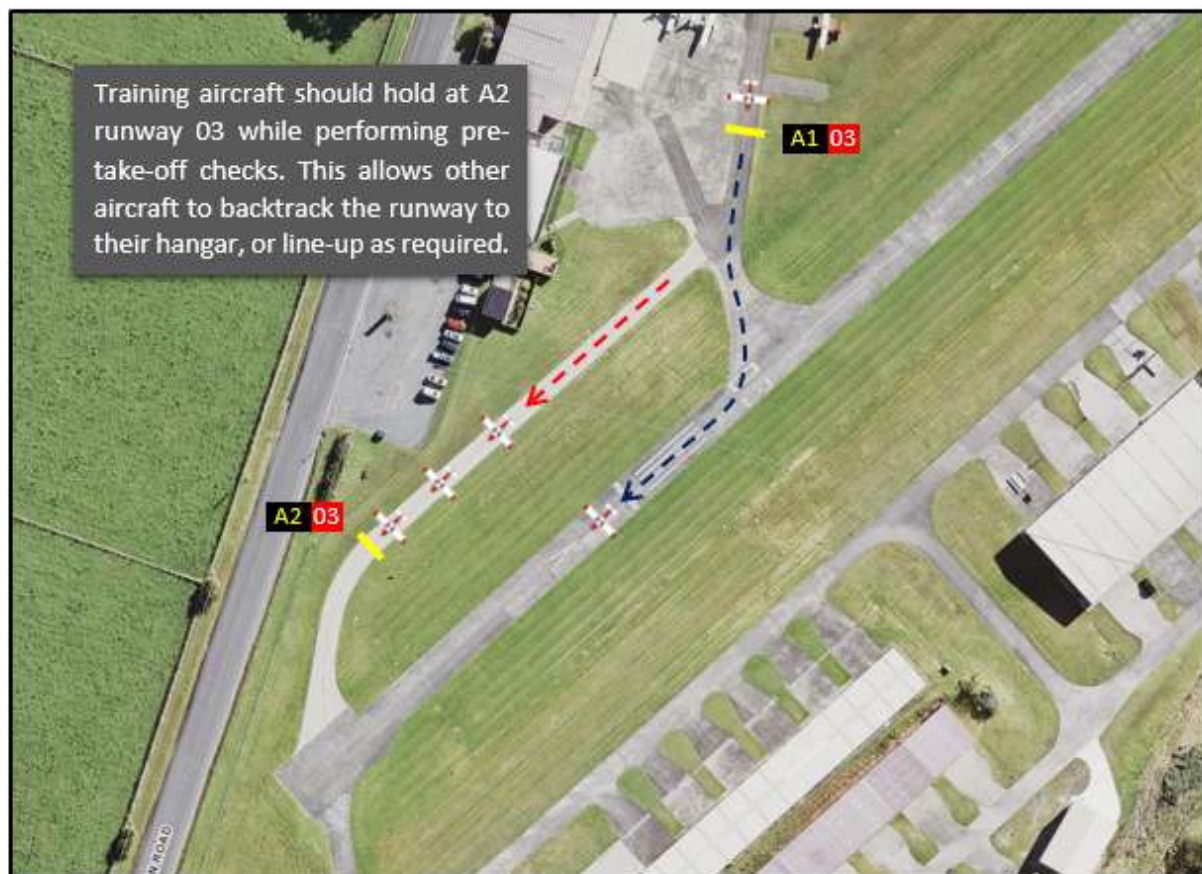


Figure 12.

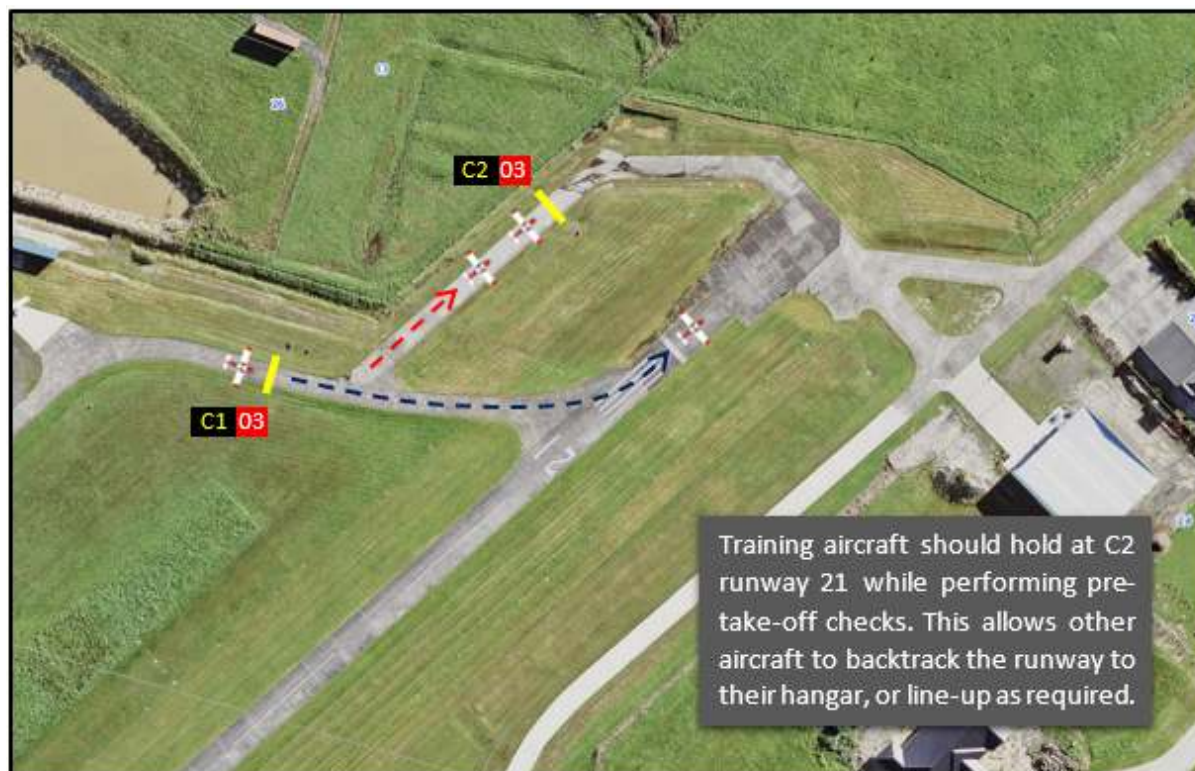


Figure 13.

Section 5 – Other Activities

Part 1 – Flight Training

Intensive flight training activities are carried out at NZNE. This includes flights conducted by solo student pilots. All pilots operating should be mindful of pilots of varying levels of experience and the effects their actions may have on those pilots.

As role models, it is requested that all pilots demonstrate a high level of airmanship at all times, and behave in a safe and responsible manner.

Typical emergency simulations conducted at NZNE by training flights are Engine Failure After Take-Off (EFATO), Glide Approach, and Aborted Take-off. EFATO simulations commence upwind after take-off, normally above 500 ft AMSL. EFATO simulations last only between 10 and 20 seconds, and result in a go-around not below 400 ft AMSL. Aircraft will re-join the circuit crosswind, or early downwind.

Glide Approaches commence downwind, typically abeam the landing threshold. Aborted take-off simulations are conducted during the take-off roll prior to the aircraft becoming airborne. At times, these simulations may be conducted using the opposite (tailwind) runway if circuit traffic allows.

Typical radio calls are:

EFATO: “NS Traffic, TZG, airborne runway 21, simulating, call again climbing.”, and
“NS Traffic, TZG, climbing away, re-joining crosswind runway 21.”

Glide Approach: “NS Traffic, TZG, late downwind runway 21, glide approach.”

Aborted Take-Off “NS Traffic, TZG, rolling runway 21, simulating aborted take-off.”

Part 2 – Aerobatics

Aerobatic flight is permitted to take place overhead NZNE, however pilots should not plan to conduct aerobatic flight below 2,700 ft AMSL. A 1,000 ft buffer of altitude separation is necessary in order to protect aircraft joining the circuit, given aerobatic flight can involve high rates of vertical speed, and descent.

Aerobatic flight below 2,700 ft AMSL may be approved on an individual basis by the NSAC CFI, for the purposes of official display or competition practice.

Part 3 – Helicopter Operations

NZNE facilitates extensive emergency, commercial, training, and private helicopter operations which require particular considerations.

Due noise and space requirements it is recommended that large helicopters use the fixed-wing circuit, and circuit altitude (1,200 ft AMSL). Helicopter operations at night must utilise the fixed-wing circuit.

Helicopter pilots must consider the potential effects of their wake turbulence, particularly in light wind conditions. Helicopters are asked to avoid hovering, or hover-taxiing close to open hangars, or close to the runway in use particularly in wind conditions where the runway is down wind of the down wash.

Helicopters must exercise caution when landing and lifting from the Jet A1 or AVGAS helipads due to the proximity of fixed-wing aircraft parked on the apron adjacent the Airport Terminal and other aircraft using the refueling area.

Helicopter training activities are conducted extensively. Hovering exercises are normally conducted at the TLOF East or TLOF West, and the eastern portion of runway 09/27 (if the runway is not in use). At all times, fixed-wing aircraft must be aware of potential helicopter transition movements between different locations on the aerodrome. Whilst helicopters will use runway 09/27 for training exercises where possible, the following exercises (as well as additional exercises not listed) will utilise the into wind runway:

- Autorotation's as a result of simulated engine failures
- Tail Rotor pedal jam simulations
- Tail Rotor failure simulations
- Hydraulic failure simulations
- Limited power operations and simulations

Autorotation's could be conducted straight in, or from a close-in downwind position. The other exercises listed above involve slower than normal approach speeds and occupation of the runway area for a longer period. Helicopter and fixed-wing pilots should be mindful these circumstances and, space-out accordingly. Helicopters should vacate the active runway as soon as practical after the conclusion of training exercises.

Pilots are encouraged to announce their intentions using the radio frequency so that other users operating in the circuit can be situationally aware. Typical radio calls are:

180-degree Autorotation: "NS Traffic, INS downwind runway 21, practice 180 autorotation to the intersection of the runways."

Straight-in Autorotation:	“NS Traffic, INS final runway 21, 1000ft, practice autorotation to the seal.”
Other exercises:	“NS Traffic, INS final runway 21, simulated hydraulics failure, run on landing to the seal.”

Part 4 – Commercial Operators

NZNE facilitates several commercial operators, as well as emergency service flights.

The majority of commercial fixed-wing aircraft operations are conducted between NZNE and Great Barrier Island. To avoid conflict with Air Transport flights, recreational flights between NZNE and Great Barrier Island should utilise the following cruising levels:

- NZNE – Great Barrier: 2,500 ft AMSL
- Great Barrier – NZNE: 2,000 ft AMSL

The airport terminal used by commercial operators is immediately north of the club hangar.

Part 5 – RPAS

Remotely Piloted Aircraft Systems (RPAS) commonly referred to as UAV's or Drones, sometimes operate within the vicinity of the aerodrome. RPAS flights approved by the NSAC CFI are normally conducted by certificated Part 102 RPAS operators, and mainly for the purpose of real estate photography or aerial surveying. If necessary, a NOTAM advising the location, height, and duration of an RPAS flight will be promulgated.

All pilots must be aware that unknown and unauthorised drone activities may be a hazard, and vigilance should be exercised at all times.

Section 6 – Local Considerations

Part 1 – Weather

At NZNE the predominant wind direction is southwest, favouring runway 21. Sea breezes are common during summer months. At NZNE sea breezes tend to initiate late morning to early afternoon, and blow from the north-nor east at 5 to 15 knots, favouring runway 03.

Turbulence and wind shear can be expected in SW/W/NW wind conditions in the area of the runway 21 approach path as per the NZAIP. Mechanical turbulence can also be expected due to proximity of structures on the aerodrome to the runway – especially in westerly and easterly wind conditions. Downdrafts can be encountered in the lee of the East Coast Road ridgeline while on final approach runway 21, especially when low on profile.

Low cloud will often form over the aerodrome in frontal, and in moist northerly wind conditions. Low cloud tends to rest on the higher terrain around the aerodrome. Radiation fog is a usual occurrence at NZNE during colder months. Radiation fog is usually at its worst in the early morning and after sunrise, but does form at night, especially when the sky is clear.

When planning night flying, the temperature and dew point split should be monitored carefully. Fog will usually form in the middle of the aerodrome first due to the lowest-lying ground. At night fog forming around the runway edge lights towards to the centre of the runway can often be noticed first.

Advection fog is occasionally prevalent, moving towards the aerodrome from the east, but normally doesn't extend inland beyond the aerodrome.

After heavy rain aquaplaning can occur on the sealed portion of runway 03/21 due to the non-porous concrete surface. Surface flooding also occurs at times.

Part 2 – Airspace

At its closest point, the Whenuapai CTR/D boundary is 2NM east-southeast of NZNE. If transiting the CTR/D to NZNE, a late change to the NZNE aerodrome frequency is inevitable. In such cases a SOHJ is recommended to ensure pilots develop proper awareness of affecting traffic before joining the circuit. Caution – helicopters may make a late radio call if arriving from the south, and via the helicopter arrival procedure runway 27.

VFR Transit Lanes are provided on the eastern and western side of the WP CTR/D, to facilitate northbound and southbound coastal traffic. The upper limit of T159 (east) is 1,200 ft AMSL. T159 is a busy thoroughfare for aircraft transiting north or south along the coast. As per the VNC, aircraft utilizing T159 should transit in accordance with the blue arrows to provide greater separation between northbound and southbound aircraft. T158 (west) has an upper limit of 1,500 ft AMSL.

By day, the North Shore General Aviation Area (GAA) G157 is active from 2,500 ft AMSL to 3,500 ft AMSL. The eastern boundary of G157 **does not** follow the boundary of the North Shore CFZ – caution must be exercised to ensure Auckland's CTA/C is not infringed in this area if operating above 2,500 ft AMSL.

Danger Area D130 (Whangaparaoa Head) is active 24hrs from the surface to 1,200 ft AMSL for the purpose of live firing activities. D125 (Tiritiri Island) is activated by NOTAM. Caution – when active, D125 conflicts for the North Shore – Great Barrier track, the instrument approach runway 21, and the instrument missed approach runway 03. D124 (Wainui) is active by day, and supports model aircraft flying activities.

Numerous wire hazards are present within the local area – refer to the VNC. An uncharted wire hazard is present within the North Cove of Kawau Island (the second smaller harbour north of the main harbour (Bon Accord Harbour)). The uncharted wire hazard rises to approximately 150 ft AMSL.

One of New Zealand's busiest Parachute Landing Areas (PLA) is active almost daily at Parakai Aerodrome (NZPI). While flying enroute, avoid the Parakai MBZ to remain clear of parachuting activities. If landing at NZPI, do not join overhead – consult the NZAIP for detailed operational procedures.

Low Flying Zone L165 is administered by NSAC and Rodney Aero Club (RAC). Only dual flights approved by NSAC or RAC may enter L165.

Part 3 – High Traffic Volume Areas

Extensive flight training is carried out seaward of the eastern coastline between Orewa and the Mahurangi Peninsula, between 500 ft and 3,500 ft AMSL. To the west of NZNE, the areas encompassing Wainui and Waitoki are also heavily used for flight training, and forced landing simulations.

A large number of aircraft transit north/south along the east coast between Okura River Mouth and the Mahurangi Harbour.

Aircraft approaching NZNE to join the circuit often transit via Orewa and the Okura River Mouth. Okura River Mouth represents a choke point where aircraft enter and exit the transit lane T157.

Caution should be exercised when operating within these areas – always maintain a thorough lookout.

Part 4 – Wildlife

Birds are regularly present at the aerodrome. Most prolific is the Spur-Winged Plover. Other bird species including Ducks, Pukekos, and Canada Geese are also present.

Various bird controls measures are in place, however if a bird strike occurs it is required to be reported to the CAA, and it is the responsibility of the PIC to do so. CAA form CAA005B should be used: https://www.aviation.govt.nz/assets/forms/CA005B_Form.pdf A copy of the report should be forwarded to NSAC.

Section 7 – Accidents and Incidents

Detailed guidance and procedures are contained within NSAC's *Safety Management Manual*. A copy of this manual can be found via the safety tab on the NSAC website www.nsac.co.nz

A full airport safety induction video can be viewed via the NSAC website. See: <https://www.nsac.co.nz/aero-club-safety/visitors/>

Part 1 – General

In the event of an accident or incident, NSAC staff will initiate the Aerodrome ERP (see part 3 of this section). Attend to your passengers, keep them safe from any immediate danger, and ensure the aircraft is secure. Follow the instructions of the designated NSAC Accident Controller, or delegate. Do not move the aircraft until you are cleared to do so by the CAA or NSAC.

First aid is available at the club house, as well as an Automated External Defibrillator (AED). Fire extinguishers are available in the red cupboard beside the club's main entrance to the apron (as well as an axe), and at the location of each fuel pump. Spill kits are also available in those locations.

Part 2 – Reporting

Pilots are encouraged to report all occurrences at the aerodrome, or within its vicinity via NSAC's reporting system which can be accessed via our website using almost any device. See: <http://user.nsac.co.nz/Hazards/Create>

At NSAC and NZNE we promote a Just Culture. Information reported will be used for safety education, and to reduce safety risk at the airport.

Part 3 – Aerodrome ERP

The following procedure is a summarised overview of the aerodrome ERP in place at NZNE. In the event of an accident OR potential danger to life or property on the airport or immediate boundary, the following procedures are carried out:

1. Details of the accident will be determined to confirm that an accident or major incident has occurred.

IN THE EVENT OF AN ACCIDENT OR INCIDENT the most senior NSAC staff member on duty becomes the **ACCIDENT CONTROLLER** (an ACCIDENT CONTROLLER Drop List is displayed at the club), and will proceed as follows:

2. The ACCIDENT CONTROLLER will refer to the **AIRPORT EMERGENCY PLAN** checklist the NSAC office commencing with the **'Step 1' Checklist**.
3. The ACCIDENT CONTROLLER will nominate and brief a **SITE ASSESSOR ('Step 2' Checklist)**. The **SITE ASSESSOR** will:
 - Ensure they have the **SITE ASSESSOR** checklist
 - Not move aircraft **UNLESS** it endangers life
 - Not move injured people unnecessarily
 - Provide additional details to Emergency Services enroute if necessary
 - Stabilise the situation where possible. Ensure non-essential people are kept away from the scene of the accident

If **FIRE SERVICE** required **Dial 111** disclosing the following:

- a) Ask for FIRE SERVICE
- b) Name and location of Airport
- c) Nature of incident e.g. crash, hazardous landing, fuel spillage, etc.
- d) Number of people involved
- e) Location of accident in relation to Airport e.g. Runway 03, Southern Hangars
- f) Which Airport Emergency Gate to use (See Emergency Vehicle Access Coordinator check list, on office rear wall.)

POLICE and AMBULANCE SERVICES WILL BE NOTIFIED AUTOMATICALLY

(From receipt of call the Fire Service will arrive in approximately 12 minutes)

4. The ACCIDENT CONTROLLER will nominate and brief **EMERGENCY ACCESS COORDINATOR ('Step 3' Checklist)** and dispatch to the appropriate gate/gates.

The **EMERGENCY ACCESS COORDINATOR** will carry out the following action upon the arrival of Emergency Services:

- a) Provide Emergency Services with an update on account of incident.
- b) Advise whether Airport is open or closed.
- c) Inform Fire Officer of water resources.

IN THE EVENT OF A FALSE ALARM OR STABILISED SITUATION THE FIRE SERVICE SHOULD BE INFORMED BY DIALING: Fire Service 09 307 7821

5. The ACCIDENT CONTROLLER will delegate an **OFFICE COORDINATOR ('Step 4' checklist)**.
6. North Shore Traffic will be notified of situation 118.00.
7. The Airport will be closed if necessary.
8. A person will be nominated to control members of the public.
9. The CFI and General Manager will be contacted, as well as the Club President and Vice-President.

10. The media coordinator will be briefed (the Senior Aero Club Official)
11. If possible, the aircraft owner and maintenance provider will be advised.
12. Accident details will be recorded on the Aircraft Accident Notification Form.
13. CAA will be advised without delay the details contained in the form, phone 04 560 9400. This is a 24-hour number.
14. A POST INCIDENT CHECKLIST is carried out.

NOTES

- Refer all media requests to the Club President or in their absence, the GM or CFI. DO NOT reveal the names of anyone on board the aircraft to anyone except the CAA or police.
- Deflect any calls from other interested people until one of the management team has taken charge by stating you do not have any details.
- Keep the phone lines free and the office area clear of any people who are not directly involved. It may be necessary to close the flight office area to members.