

# **Flight Assessment and Course** **Terms and Conditions**

## **General**

- Each flight assessment in either a manned aircraft or RPAS (drone) is to be carried out by a Civil Aviation Authority of New Zealand approved Flight Examiner to the following terms and conditions.
- Manned aircraft shall be:
  1. Airworthy, fuelled and equipped for the planned flight.
  2. Have a valid Certificate of Airworthiness and Release to Service.
  3. Insured for the type of activity and to absolve the Flight Examiner and Flight Test NZ Ltd of liability in the event of aircraft, personnel and third party damage, other than in the case of negligence of Flight Test NZ Ltd or its Flight Examiner(s).
  4. Fitted with fully functional dual controls and equipped with a suitable means of communication between candidate and Flight Examiner.
  5. Fitted with instrumentation essential for the flight and the planned flight rules. These are to be visible to the examiner without excessive parallax error. (the Flight Examiner will determine the interpretation of excessive).
- RPAS shall be
  1. Airworthy and have sufficient battery levels to conduct the flight
  2. Operated in accordance with Part 101 or the CAA approved Part 102 procedures applicable to the organisation.
  3. Be able to operate in a non GPS established mode
- Except for circumstances allowed within Civil Aviation Rules where the Flight Examiner takes control, the candidate is the Pilot in Command
- Manned aviation candidates and Flight Examiner are to be rated on the aircraft, appropriately licenced and unless provided for within Civil Aviation Rules, have a valid medical.
- Training courses conducted by Flight Test NZ where applicable by a CAA approved instructor.

## **Training of Flight Examiners**

- Prior to a Flight Examiner conducting an operational competency assessment for a Part 102, Part 115 or Part 135 organisation, that organisation shall provide documented familiarisation training to the Flight Examiner of that organisations operating, checking and training, and any special procedures required to be assessed.
- Part 125 organisations shall induct the Flight Examiner as pilot in command in accordance with their exposition prior to the assessment be conducted. Recurrent training shall be conducted in accordance with the organisations training procedures.
- The Flight Examiner shall be advised of changes to procedures prior to any subsequent competency check.
- Costs associated with flight examiner training will be met by the organisation concerned.

## **Flight Assessments**

- When conducting competency check(s) the Flight Examiner shall have access to the operator's operational manual(s) and training records of the candidate.
- Prior to the check the Flight Examiner will brief the candidate of the format of the assessment.
- Upon completion of each assessment a debriefing will be conducted.
- The candidate, their employer or instructor (as applicable) will be advised of the result of the check and any limitations imposed.
- Standards shall be in accordance with Flight Examiner Guides as published by the Civil Aviation Authority of NZ, or in accordance with the organisations procedures of the candidate being assessed. In the absence of suitable standards Civil Aviation Authority of NZ Flight Examiner Guides shall apply.
- Candidates log book will be annotated identifying that the test was successfully completed.

- Assessment forms will be made available to the candidate and organisation.
- Should the candidate fail the assessment, the Flight Examiner will debrief the candidate, and the employer or instructor (as applicable) and reschedule a new assessment date.
- Flight examiners have the sole discretion on the result of the flight assessment decision.

### **Fees**

- Published fees will apply for each flight assessment carried out. A failed assessment does not qualify for a refund. Current fees are located on Flight Test NZ website [www.flighttest.co.nz](http://www.flighttest.co.nz).
- Travel expenses are in addition to published fees
- Failure to attend or complete a course or flight assessment shall result in forfeiture of fee.
- Fees and travel expense payment is to be made at the time the test is carried out, unless prior arrangements are in place.
- Costs incurred in the collection of unpaid fees may be added to the original fee.
- Training course fees are payable 10 days prior to course commencing.

### **Facilities**

- The candidate will be responsible for providing private facilities free of distractions to conduct briefings.
- The facility shall include a table and chairs; white board or similar for briefing; access to weather, NOTAM, and flight planning data.
- RPAS assessments shall be conducted with land owner or occupier's permission, and in accordance with airspace and airport 4km proximity rules.

### **Health and Safety**

- Flight Test NZ staff and contractors shall be inducted into the work place in accordance with the Health and Safety Work Act 2015
- Health and safety hazards shall be advised to the Flight Examiner prior to the test commencing.
- Flight Test NZ contractors and staff will comply with directions provided by an organisation in respect to health and safety matters.
- Flight Test NZ operates a safety management system.

### **Complaints**

- Should you have a complaint about our services please contact Flight Test NZ, PO Box 65 Whitianga, 3542 or via our website [www.flighttest.co.nz](http://www.flighttest.co.nz)

Issued by CEO Flight Test NZ. Ltd.

These terms and conditions may be amended at the discretion of CEO Flight Test NZ. Ltd.

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