



TE KOWHAI AERODROME



Te Kowhai Aerodrome (NZTE)

Safety Management Plan

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1. Preface

The purpose of this manual and associated manuals is to document the policies and procedures required for the safe and effective management of Te Kowhai Aerodrome for all users.

This manual is prepared in part to satisfy the obligations under the Civil Aviation Rules to promote safety at a Non-Certified, Unattended Aerodrome.

It also contains details of procedures that may not be entirely safety related, but may be required to satisfy other legal, operational and statutory requirements.

Te Kowhai Aerodrome is owned and operated by TK Airfield Land Limited and managed by NZTE Operations Limited. It is a public space available for use by all pilots in compliance with New Zealand CAA legislation, rules and procedures.

This manual does not absolve any person from the responsibility of taking all practicable steps to protect health, safety and welfare of themselves and others.

1.1 Manual Ownership

This manual is the property of NZTE Operations Limited. Responsibility for amendments and re-issue is the responsibility of NZTE Operations Limited.

1.2 Control and amendment

All amendments and re-issues to this manual shall be carried out by Aerodrome Management or appointed/approved person. Aerodrome Management shall also ensure that this manual reflects all applicable operations, and that all applicable stakeholders have access to the manual.

1.3 Abbreviations and definitions

CAA	Civil Aviation Authority New Zealand
CFI	Chief Flying Instructor NOTAM, Notice to Airmen
TKASWG	Te Kowhai Aerodrome Safety Working Group
Operator	Any person who is required to be on the Aerodrome

1.4 Distribution list

NZTE Aerodrome Safety Working Group
NZTE Operations Limited Management

2. General Information

Te Kowhai Aerodrome is a Non-Certificated Aerodrome, classified under Civil Aviation Rule Part 139. However, other Civil Aviation Rules and Advisory Circulars are also relevant to the safe operation of all aircraft at the Aerodrome and the mitigation of hazards affecting Aerodrome operations.

Te Kowhai Aerodrome is situated 11NM WNW of the Hamilton Airport at 172 Limmer Road, Te Kowhai.

Aerodrome charts and operational data are available at www.aip.net.nz
Charts are available at Aeronautical Information Shop <https://shop.aeropath.aero>

Information for transiting pilots has been made available on at <https://nzte.net.nz/airfield-information/>

2.1 Refueling

BP Avgas is available on-site.

2.2 Parking

Aircraft parking is available to transient users.

2.3 Aerodrome fees

A full fee schedule is available on the Aerodrome Website.

<https://nzte.net.nz/operation-fees-charges/>

Visiting Aircraft on Private Operations: All aircraft types \$10.00 (inclusive of GST).

2.4 Common Frequency Zone

Te Kowhai Aerodrome is located within the Blacksands CFZ on 123.75. NORDO operations require prior approval.

2.5 Runway inspections

The purpose of the runway inspection is to ensure that all runways and taxiways are clear of obstacles and fit for use.

A weekly inspection will be carried out by the Aerodrome Manager or a designated approved person.

2.6 NOTAM

If a NOTAM issue is required, please contact the Te Kowhai Aerodrome Manager.

2.7 Maintenance

All general maintenance of the Aerodrome excluding leased sites and fuelling areas is the responsibility of NZTE Operations Limited.

2.8 Routine Aerodrome Maintenance Plan

NZTE Operations Limited have a routine maintenance plan for the Te Kowhai Airfield, this includes:

- Runway mowing
- Runway spraying
- Runway fertiliser
- Runway marker board painting
- Weed control
- Spraying around hangars and taxiways
- Operational area fence inspection
- Inspection of signage
- Windsock inspection
- Swale drain weed control and clearing
- Maintenance of the Aerodrome runways and taxiways.

Any additional maintenance requirements shall be reported to the Aerodrome Manager by the TKASWG.

NOTAM shall be issued for WIP (work in progress) affecting aircraft operations.

2.9 Annual Aerodrome Inspection

An annual Aerodrome inspection shall be carried out by the Aerodrome Manager.

A report shall be completed following the annual Aerodrome inspection, detailing any findings, improvements, issues or concerns.

2.10 Obstacle control

Aerodrome management are responsible for ensuring that no obstacles encroach on any runway vectors or approach paths. This includes, but is not limited to trees, buildings, vehicles, and machinery.

It is the responsibility of the Aerodrome Management to monitor obstacles and report to the TKASWG and the Council as required.

Tall trees on runway thresholds will be inspected annually to ensure that they do not interfere with runway approach paths. If it is found that trees are interfering with approach path, it is the responsibility of the Aerodrome management to action this appropriately and as soon as practicable.

2.11 Aerodrome security

2.11.1 Gates

There are gates located at all entry points of the Te Kowhai Aerodrome operational areas. These gates are to remain closed at all times.

Authorised persons wishing to access the operational area of the Aerodrome are permitted to open these gates, to allow access to the operational area but they must be closed immediately afterwards.

Do not allow access to any other person or vehicle. Failure to shut the gate behind you, or reckless/dangerous behaviour on the Aerodrome may result in a penalty.

2.11.2 Vehicles

Only essential vehicles for aviation related duties (e.g. commercial operators, deliveries and/or hangar owners) may transit the Aerodrome operational areas. Please ensure vehicle speeds are kept low. Aircraft have right of way.

2.11.3 People

Access to the operational areas is restricted to the holders of an aviation document, license or certificate. Any other personnel must be under their direct supervision while on the operational areas of the Aerodrome. All visitors must otherwise remain in the public areas behind the fences and children are supervised at all times.

3 . Safety Policy

3.1 Purpose

Safety is the first and foremost priority of all Aerodrome users.

All Aerodrome users take equal responsibility to take care of their own health and safety and that of those around them.

The Safety Policy is set out to achieve the following:

- Encourage all Aerodrome users to actively participate in Aerodrome safety
- To have as few as possible occurrences that could result in serious harm or death.
- Measure and monitor safety through on-going report analysis
- Minimise risk of harm to the public
- Identify and publish known risks.

3.2 Safety promotion

3.2.1 Just Culture

Just Culture is a culture in which operators and others are not punished for actions, omissions or decisions taken by them which are commensurate with their experience and training, but where gross negligence, willful violations and destructive acts are not tolerated.

3.2.2 Safety training and education

This manual and other safety and procedural documents are available at <http://www.nzte.net.nz> or on request from Aerodrome management.

3.2.3 Safety communication

An Aerodrome Management safety meeting shall be held once yearly, with any issues found/addressed reported back to the TKASWG.

3.2.4 Te Kowhai Aerodrome Safety Working Group

Aerodrome management will maintain a Safety Working Group. The TKASWG meets no less than annually and more often as required. Members will comprise of a cross section of aerodrome staff, operators and users. A member list records members and their skill sets. Minutes shall be taken for each meeting.

4 . Safety Management and Hazard/Risk Reporting

4.1 Purpose

The objective of a Safety Management and Reporting System is to identify health and safety hazards and risks, to prevent occurrences, incidents or accidents, and to manage those hazards and risks that may impact Te Kowhai Aerodrome Users.

It is the expectation of NZTE Operations Limited that all occurrences, incidents, accidents, concerns or suggested improvements are reported to the Aerodrome Management, using a suitable method. This information will be processed and stored electronically.

4.2 Health and safety responsibilities

4.2.1 Aerodrome Users responsibilities

- Comply with all NZCAA legislation, rules and procedures
- Report hazards and risks
- Follow instructions regarding hazards and risks
- Co-operate with the monitoring of Aerodrome risks
- Report accidents, incidents, occurrences, improvements and injuries.

It is the responsibility of all Aerodrome users to comply with all health and safety policies and procedures.

4.2.2 NZTE Operations Ltd responsibilities

It is NZTE Operations Ltd responsibility to ensure that health and safety related matters are promoted to all Aerodrome users.

4.3 Occurrence reporting

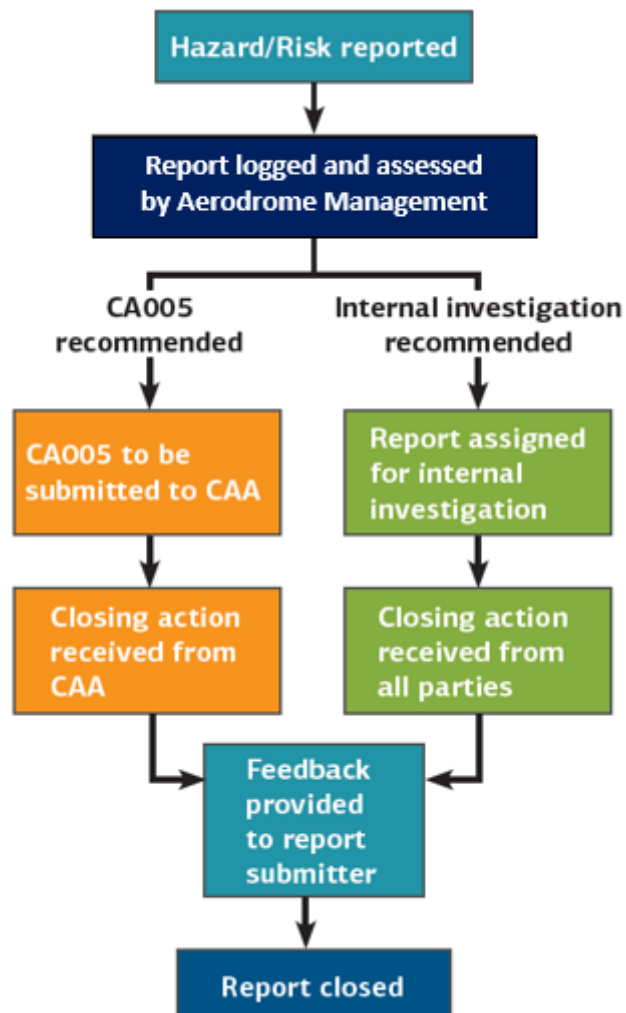
4.3.1. Reporting to the Aerodrome Manager

All reportable occurrences, incidents, accidents, improvements or identified threats, risks or hazards, are to be reported to the Aerodrome Management as soon as practicable on the Occurrence Report Form available on the Aerodrome website www.nzte.net.nz and emailed to safety@nzte.net.nz, or by liaising with the Aerodrome Manager to complete manually.

4.3.2 Reporting of accidents and incidents to the CAA

- See AC12-1 Notification of Accidents and Incidents available at <https://aviation.govt.nz>
- CAA Good Aviation Publications
- How to Deal with an Aircraft Accident Scene
<https://aviation.govt.nz/assets/publications/gaps/how-to-deal-with-an-accident-scene.pdf>
- How to report occurrences
<https://aviation.govt.nz/assets/publications/gaps/how-to-report-occurrences.pdf>

4.3.3 Reporting process



4.4 Occurrence investigation

The purpose of an occurrence investigation is to detail all facts related to the occurrence, accident or incident and best determine the root cause.

Under the Civil Aviation Act it is the ***pilot's responsibility*** to report any accidents or incidents involving an aircraft.

4.5 Investigation process

Occurrences reported may be investigated to establish root causes.

The purpose of investigation is to identify what caused the occurrence and determine what steps must be taken to prevent recurrence.

The investigation will include an interview with all persons involved, a review of all relevant data and the recording of the sequence of events, analysis of cause and effect, as well as corrective action if required. Identifying the causal factors and implementing preventative measures may follow.

If required, investigative data may be submitted to third parties.

4.6 Non-punitive reporting policy

The reporting of occurrences, incidents, accidents, hazards and improvements in line with the just culture policy contributes an essential source of data for the implementation of hazard and risk awareness, analysis and management.

Please report any risks, hazards, incidents, accidents and improvements via the method above. Personal details will be kept confidential in all reporting.

4.7 Hazard and risk identification

A hazard or risk is an activity, event, circumstance, situation, or occurrence that is an actual or potential cause or source of harm. Harm means injury, illness or both, and includes both mental or physical harm.

When identifying hazards or risks it is important to consider the number of times a person may be exposed to the hazard or risk, and the potential effect that hazard or risk may have on a person.

4.8 Notifiable incident involving aircraft

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.

In accordance with the CAA act 1990 the pilot-in-command of any aircraft that is involved in an accident or incident shall notify the accident to the Authority.

4.9 Other notifiable incidents

Other notifiable incidents include, but are not limited to:

- Spillage/leak of a substance
- Escape of gas or pressurised substance
- Implosion/explosion
- Building damage
- Electric shock
- Injury requiring medical attention
- Any occurrence that could result in harm.

4.10 Improvements

Aerodrome users can identify improvements to safety, infrastructure, procedures by submitting an occurrence report.

The Te Kowhai Aerodrome Management shall be informed of any notifiable incident/improvements as soon as practicable via the Occurrence Report Form available at www.nzte.net.nz

4.11 Risk identification

Risk assessment

Risk assessment is a decision step based on combined levels of severity and likelihood. Is the risk acceptable? If so, the overall risk is recorded and operations commence. If the level is unacceptable, risk controls and/or corrective actions may be needed in order to reduce the risk to an acceptable level.

Risk control

If one or more risks are unacceptable, risk controls and corrective actions must be developed and implemented. Most often, these entail either new processes or equipment, or changes to existing ones. Risk controls typically require monitoring to ensure that they are effective. The system is then evaluated with the proposed controls in place to see if the level of risk is now acceptable. Initial monitoring and a follow-up audit of each specific control are then performed, until it is determined that all identified risks for the proposed operation, change etc. have been either accepted or mitigated to acceptable levels.

Hazard identification

When hazards are identified and reported, they are then analysed for the injury and damage potentials. Each hazard is analysed in terms of likelihood of occurrence, and severity of resulting consequences.

Risk likelihood is the **likelihood** that a situation of potential danger might occur. Risk consequence is the possible **consequence** as a result of a hazard or risk. Once the Risk likelihood and risk consequence levels have been determined, this will result in a risk index for that particular hazard or risk. See table below.

After categorising the hazard or risk, controls must be put in place (if required), the controls that are available are:

ELIMINATE - eliminate the hazard or risk at the source. This may mean removing the hazard or risk.

MINIMISE - minimising the effects of a hazard or risk may only be considered if it is not possible to eliminate the hazard or risk. Minimising the effect of a hazard or risk may include signage, training or education, standard operating procedures, or protective equipment.

Likelihood	Consequence				
	a. Insignificant	b. Minor	c. Moderate	4. Major	5. Catastrophic
1. Rare	Low	Low	Low	Low	Medium
2. Unlikely	Low	Low	Low	Medium	Medium
3. Moderate	Low	Low	Medium	Medium	Medium
4. Likely	Low	Medium	Medium	Medium	High
5. Highly Likely	Low	Medium	Medium	High	High

Risk Rating		
Coding	Level of Risk	Level of Action Requires
Red	High risk	Immediate action required
Yellow	Moderate risk	Control measure establishment required
Green	Low risk	May require control measure or considered "acceptable"

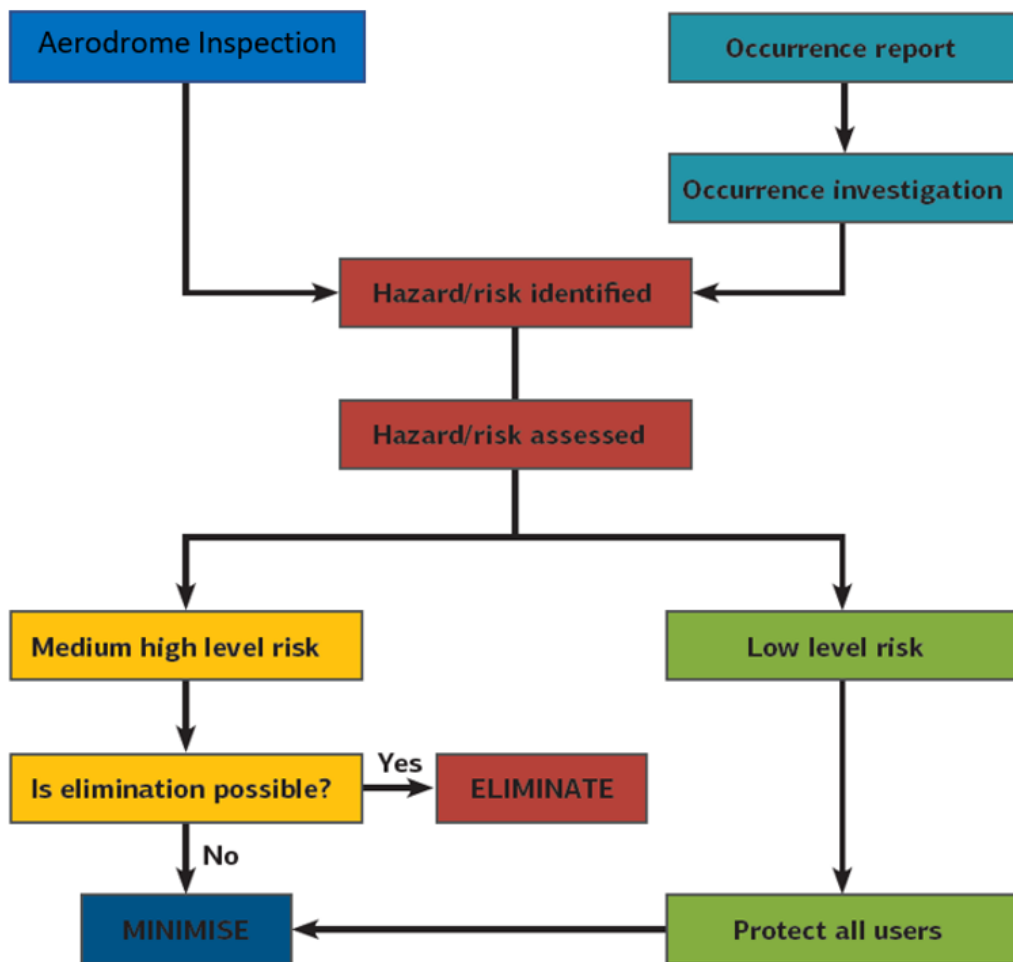
4.12 Hazard/Risk Register

The Hazard/Risk Register lists all identified hazards and risks at the Te Kowhai Aerodrome outlining the consequence, significance and control methods in place.

A copy of the Hazard/Risk Register is available as an appendix to this document.

The Hazard/Risk Register will be reviewed regularly by NZTE Operations Limited, to ensure that known hazards and risks are listed and assessed, and that appropriate control methods are put in place.

Hazard/Risk Identification and Control Flowchart



5. Safety Performance, Measurement and Monitoring

The TKASWG meet no less than annually to discuss items including, but not limited to:

- Occurrence reports
- Identified hazards/risks
- Suggested improvements
- Any other matters affecting the operation of the Aerodrome.

Any identifiable trends are discussed and action plans decided upon at these meetings. External parties may be invited to attend to discuss particular areas of interest, e.g. CAA.

6. Emergency Response Plan

6.1 Accident involving aircraft

- Immediately phone 111 to activate Fire, Ambulance and Police response. Indicate nature of emergency and location as accurately as possible
- Attend crash scene – approaching from up-wind. Take any available fire extinguisher(s) and first aid kit. Own safety paramount. If in a vehicle, park safely clear, up-wind with hazards lights on. If transceiver available use to alert local aircraft traffic of the emergency.
- If injured aircraft occupants in imminent danger – attempt removal from aircraft to safe up-wind position. If possible keep spine, neck and head straight. Otherwise comfort, stem blood loss, manage in situ until professional assistance arrives.
- Check to deactivate aircraft electrical master switch(s) and disconnect battery if possible (report these actions at debrief).
- Assist emergency services as required.
- Liaise with Aerodrome management in relation to aerodrome serviceability. Aerodrome management will need to liaise with emergency response services and investigations authority regarding aerodrome and airspace status and act in the interest of safety.
- Complete incident report.

Further information at <https://aviation.govt.nz/assets/publications/gaps/how-to-deal-with-an-accident-scene.pdf>

Additional emergency contact details can be found in Appendix 7.1

6.2 Fire

6.2.1 Aerodrome Facility Fire

It is the responsibility of each occupier at the Te Kowhai Aerodrome to have an individual site evacuation and/or fire emergency response plan.

6.2.2 General fire information

If you discover a fire:

- Call New Zealand Fire Service on 111 immediately.
- Activate any available red alarm fire box (if applicable).
On the continuous sounding of a fire alarm, or sight of flames, vacate the building via the closest or most suitable exit. Assemble at the designated assembly point.
- Utilize aerodrome fire-fighting equipment to contain fire, if safe to do so.
- Notify Aerodrome management of the emergency.
- Assist emergency services as required.
- Complete incident report.

6.3 Fuel spill

- If the fuel spill involves the use of the refueling nozzle, use the emergency shut off valve located next to the fuel pump.
- If fuel spillage involves a large fuel tank, ensure tap(s) are closed. Contain spill and prevent further leakage using appropriate absorbent material found in the spill kit located at the BP fuel pump.
- Keep spill area clear of people.
- If aircraft are involved or in the vicinity of a fuel spill, if it is safe to do so, push the aircraft away from the spill area. DO NOT attempt to start the aircraft in the vicinity of a fuel spill.
- Use available spill kit to contain fuel spill, if safe to do so. Place all clean up material in rubbish bags and dispose of responsibly.
- Advise Te kowhai Aerodrome management of the fuel spill as soon as practicable. Refer to BP Emergency Response Manual.
- Complete incident report.

If at any time you feel that your safety would be compromised, do not attempt to clean up or contain the spill. Contact the Emergency Services.

6.4 Chemical spillage

- Safety - move away from the spill area. Consider your own safety and those around you.
- Raise the alarm – make others aware of the incident by loudly advising them.
- Isolate the area, close doors, turn off ignition sources.
- Assess the spill – is it minor (less than 5L) or major?

Minor spill respond to the spill by using the spill kit located at the BP Fuel pump including the appropriate PPE, to contain and clean up the spill.

- Place clean up material in the rubbish bags from the spill kit and contact the Local Authority for disposal advice.
- Decontaminate clothes, equipment, shower and wash.
- Complete incident report.

Major spill – Contact Emergency Services

- Complete incident report.

If at any time you feel that your safety would be compromised, do not attempt to clean up or contain the spill. Contact Emergency Services.

6.5 Threat /unlawful access to premises or aircraft

- Call 111 – Notify police immediately
- Notify Aerodrome management immediately
- Complete incident report

6.6 Sewage/water problems

- Contact the Te Kowhai Aerodrome Manager on 07 960 2112

7. Firearms Policy

NZTE operations may require the use of Firearms on the Aerodrome to manage birds, rodents or other pests that may cause a Hazzard to aircraft.

NZTE Operations permits the use of firearms to be used Safely and Legally in accordance with the appropriate legislation below. DOC or Fish and Game permits or approvals may be required.

The Aerodrome Manager or other suitable appointed person is responsible for compliance with the following Acts, Regulations and Rules but not limited to.

Legislation and References:

- Health & Safety at Work Act 2015
- Arms Act 1983
- Arms Regulations 1992
- Arms Code 2013
- Land Transport Act 1998

8. Aircraft Traffic Movement Data for CAA reporting

Aerodromes are required by CAA under rule “Part 139 Aerodromes - Certification, Operation and Use” to provide accurate Traffic Movement Data which they use for statistics, safety & compliance purposes.

NZTE Operations Limited engage the AIMM system to capture and report on this data.

9. Appendices

- 9.1 Contact Details
- 9.2 Risk/Hazard Register
- 9.3 Incident Register Form
- 9.4 CAA PDF – How to deal with an accident scene
- 9.5 CAA PDF – How to report occurrences

9.1 Appendix 1

Contact details

NZTE Operations Limited – Ph: 07 960 2112

Aerodrome Manager – Pete Lourie – Ph: 027 666 6637 E: pete@nzte.net.nz

NZTE Safety Working Group – E: safety@nzte.net.nz

NZTE Operations Directors:

Dan Readman – Ph: 021 681 991 E: dan@nzte.net.nz

Paul Andrew – Ph: 021 341 261 E: paul@nzte.net.nz

Regan Brown – Ph: 027 455 3775 E: regan@nzte.net.nz

NZ Fire Service - Ph: 111

Search and Rescue (SAR) – Ph: 050 847 2269

Civil Aviation Authority (NZ) – Ph: 050 822 2433 (0508 ACCIDENT)

Transport Accident Investigation Commission (TAIC) – Ph: 04 473 3112

NOTAM Office Christchurch – Ph: 03 358 1688

9.2 Appendix 2

Risk/Hazard Register

The following identified hazards and risks have been assessed using the following Risk Assessment Matrix:

Likelihood	Consequence				
	a. Insignificant	b. Minor	c. Moderate	4. Major	5. Catastrophic
1. Rare	Low	Low	Low	Low	Medium
2. Unlikely	Low	Low	Low	Medium	Medium
3. Moderate	Low	Low	Medium	Medium	Medium
4. Likely	Low	Medium	Medium	Medium	High
5. Highly Likely	Low	Medium	Medium	High	High

Risk Rating		
Coding	Level of Risk	Level of Action Requires
Red	High risk	Immediate action required
Yellow	Moderate risk	Control measure establishment required
Green	Low risk	May require control measure or considered "acceptable"

Hazard Register

Hazard/Risk	Context and Potential outcome	Inherent Risk Rating	Control Measure/s	Residual Risk Rating	Monitoring Frequency	Person Responsible
Multiple Aircrafts on runway or taxiways	Collision or near miss	MED	Prohibit NORDO Aircraft, unless approved by management	LOW		Users
Fuel Spills and Fuel Handling	Fuel spills are likely while completing refuelling operations	LOW	Follow SOP	LOW		
Bird Strike	The presence of birds can be problematic, could cause an accident or damage to an aircraft	LOW	wildlife management plan	LOW	weekly	
Weather Factors						
Trees	Aircraft Accident or near miss	MED	Obstruction Survey and Monitoring Education with students of hazards	LOW	5 Yearly	Aerodrome Management
Runway Surface	Contamination or deterioration can cause runway hazards.	LOW	Regular maintenance	LOW	As required	Manager
Vehicles/People on Runway and Taxi Ways	Vehicle and people crossing either runway or taxi ways, risk of collision with aircraft	LOW	Radio communications, NOTAM, Restrict access to operational areas	LOW	Constant	
Propellers and Rotors	Can cause damage to other aircraft and property. If in contact with people and animals likely to cause injury or death.	HIGH	Training and Education.	MED	Constant	
Open Drains	Damage to vehicles and aircraft	MED	Well marked and/or identified on the landing plate.	LOW	Annual	
Animals: Wildlife, dogs and livestock.	Birds, rabbits, hares etc. Rabbits are prone to digging burrows, which if not noticed on aircraft manoeuvring areas can lead to damage to aircraft. Dogs and livestock will occasionally find their way into operational areas.	LOW	Regular runway and operational area inspections.	LOW	Constant	
Change in Use of Aerodrome. Eg: Significant increase or decrease in activity.	If the nature of use of the aerodrome changes significantly (Eg: New operators or significant increase or decrease in activity) potentially procedures and SOPs will no longer be suitable. I.e: What has worked or been acceptable practise in the past may no longer be.	LOW	Measure changes in use and devise appropriate evaluation measures to mitigate the effects of any changes.	LOW	Quarterly	

9.3 Appendix 3



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Company: Te Kowhai Airfield

Incident Register

Date and time	People involved (injured person / witnesses?)	Details of incident (what, when, where, why, how?)	Actions taken?	Key lessons learned?	Signature

9.4 Appendix 4

CAA PDF – ‘How to deal with an accident scene’ – follows on after this page.
This document can also be found online at:

<https://aviation.govt.nz/assets/publications/gaps/how-to-deal-with-an-accident-scene.pdf>

9.5 Appendix 5

CAA PDF – ‘How to report occurrences’ – follows on after this page.
This document can also be found online at:

<https://aviation.govt.nz/assets/publications/gaps/how-to-report-occurrences.pdf>