

NZPIA CERTIFICATION AND QUALITY ASSURANCE
SECTION FOUR

CERTIFICATES

Date of issue 01 March 2010

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4.01 CERTIFICATES

4.01.1 GENERAL

- a) Only parachute descents logged and signed as required by these procedures shall be accepted as evidence for issue of NZPIA Parachute Certificates.
- b) In the event of a parachutist's log book being destroyed or lost, the parachutist may apply to the CEO for recognition of the number of descents conducted by that parachutist and which have been recorded in his logbook. The parachutist must supply the CEO with such evidence and verification of the number of jumps conducted that the CEO in his/her discretion may require. This evidence/verification may include the provision of a statutory declaration by the parachutist and supported by such other evidence as the CEO may require.
- c) Applications for all Certificates shall be verified by a NZPIA Chief Safety Officer or NZPIA I/E.
- d) The following parachutist certificates are issued by the NZPIA in accordance with the procedures listed in Section 3
 - 1) Parachutist Certificate
 - 2) Visitors Parachutist Certificate

4.01.3 PARACHUTIST CERTIFICATE

- a) The parachutist must have successfully completed both theoretical and practical training under the supervision of a suitably qualified Parachute Instructor.
- b) Conditions - Applicants must:
 - 1) Have completed an approved training table for students.
 - 2) Have completed the NZPIA online parachutist exam.
 - 3) Have completed 5 Formation jumps demonstrating the control of their body in free fall.
 - 4) Have been cleared and is able to pack a main parachute without assistance.
 - 5) Has landed within 50 meters of a designated landing point on at least 10 occasions without assistance
 - 6) Have been briefed in emergency water landing drills.
 - 7) Have been briefed on the use of non student equipment conducted by an Instructor and have the authorisation of a CSO to use non-student equipment.
 - 8) Pay any applicable fee

- 9) Be an approved Fit and Proper Person
- c) Qualification – NZPIA issues a Parachutist Certificate

PRIVILEGES AND LIMITATIONS

- d) The privileges and limitations of a Parachutist Certificate are listed throughout this manual including the Endorsements and Ratings that form part of the Certificate.

4.01.5 VISITORS PARACHUTIST CERTIFICATE

- a) The parachutist must have successfully completed both theoretical and practical training under the supervision of a suitably qualified Parachute Instructor.
 - 1) Conditions - Applicants must:
 - 2) Have completed a minimum of 100 jumps.
 - 3) Be a member of an approved parachute organization.
 - 4) Successfully complete the online application and issue process through www.nzpia.co.nz
 - 5) Pay any applicable fee
 - 6) Be an approved Fit and Proper Person
- b) Qualification – NZPIA issues a Parachutist Certificate electronically

PRIVILEGES AND LIMITATIONS

- c) The documents listed on the Certificate become part of the Certificate for the Certificate to remain valid.
- d) The Certificate must have a expiry date
- e) The holder must comply with the NZPIA Operational Procedures at all times and jump under the direct supervision of an NZPIA Instructor until the holder has 250 jumps at which time they must jump under the supervision of a NZPIA DZSO
- f) The holder must not carry out any commercial parachuting under the privileges of a Visitors Parachute Certificate
- g) The holder may not carry out any privileges of any ratings

- h) The holder may carry out the privileges of a NZPIA C Endorsement holder under the certificate.

4.03.1 ENDORSEMENTS

- a) Endorsements may be issued by the NZPIA on application or by a NZPIA CSO or I/E.

If the endorsement is issued by an NZPIA CSO or I/E to the holder of a NZPIA parachute certificate holder, the following wording shall be entered into the successful applicants log book;

(full name) has successfully completed the requirements of a NZPIA endorsement (*endorsement A, B C or D*) on (*date*),

Signed (*signature*) (*full name of CSO or I/E*) NZPIA No (#)

4.03.3 'A' ENDORSEMENT

- a) Attainment of this endorsement indicates a minimum level of competence and self-reliance.
- b) The parachutist must have successfully completed both theoretical and practical training under the supervision of a suitably qualified Parachute Instructor.
- c) Conditions - Applicants must:
1. Have made at least 25 Free falls and accumulated a minimum of 5 minutes of free fall time.
 2. Have completed an applicable training table for students.
 3. Have passed the online NZPIA A Endorsement exam
 4. Have completed 5 Formation jumps demonstrating the control of their body in free fall.
 5. Have been cleared and is able to pack a main parachute without assistance.
 6. Has landed within 50 meters of a designated landing point on at least 10 occasions without assistance
 7. Have been briefed in emergency water landing drills.
 8. Have been briefed on the use of non student equipment conducted by an Instructor and have the authorisation of a CSO to use non-student equipment.
- d) Qualification – NZPIA issues an 'A' Endorsement to a Parachutist Certificate on application; or

the CSO or IE endorses the applicants log book in accordance with 4.03.1(a)

4.03.5 'B' ENDORSEMENT

- a) The freefall parachutist must have successfully completed training in the performance of freefall jumps under the direct supervision of a suitably qualified Parachute Instructor and is qualified to jump independently from an Instructor.
- b) Attainment of this endorsement indicates a level of knowledge and experience to take part in all forms of parachuting.
- c) Conditions - Applicants must:
 - 1) Fulfil the conditions of Endorsement 'A'.
 - 2) Have passed the online NZPIA certificate Endorsement exam
 - 3) Have made 50 free fall parachute descents and accumulated a minimum of 30 minutes of free fall time.
 - 4) Have completed a minimum of 10 formation jumps of which 5 must involve a minimum of three participants.
 - 5) Have landed within 5 metres of a designated landing point on five occasions.
 - 6) Have determined the correct exit point and exited the aircraft at that point without assistance, landing within 30 metres of the chosen landing point.
- e) Qualification – NZPIA issues an 'B' Endorsement to a Parachutist Certificate on application; or
the CSO or IE endorses the applicants log book in accordance with 4.03.1(a)

4.03.7 'C' ENDORSEMENT

- a) The 'C' Endorsement Category Parachutist is qualified to perform solo and group freefall formation parachute jumps under controlled conditions without the supervision of a Qualified Parachute Instructor.
- b) Conditions - Applicants must:
 - 1) Fulfil the conditions of Endorsement 'B'.
 - 2) Have passed the online NZPIA certificate Endorsement exam
 - 3) Have made 200 free fall parachute descents and a minimum of 60 minutes of free fall time.
 - 4) Have completed 50 formation jumps of which 10 involve at least four participants.
 - 5) Have landed within 5 meters of the designated landing point on five nominated occasions.

- f) Qualification – NZPIA issues an ‘C’ Endorsement to a Parachutist Certificate on application; or
the CSO or IE endorses the applicants log book in accordance with 4.03.1(a)

4.03.9 ‘D’ ENDORSEMENT

- a) The ‘D’ endorsement parachutist is qualified to perform on his/her own responsibility in any area of sport parachuting as he/her so chooses.
- b) Conditions - Applicants must:
- 1) Fulfill the conditions of Endorsement ‘C’.
 - 2) Have passed the online NZPIA certificate Endorsement exam
 - 3) Have made 500 free fall parachute descents and accumulated a minimum of 180 minutes of free fall time.
 - 4) Have landed within 5 metres of the designated landing point on ten consecutive occasions.
- g) Qualification – NZPIA issues an ‘D’ Endorsement to a Parachutist Certificate on application; or
the CSO or IE endorses the applicants log book in accordance with 4.03.1(a)

4.03.11 ENDORSEMENT NOTES

- a) The “A” endorsement only involves two participant formation jumps.
- b) At least five of the ‘B’ endorsement formation jumps must involve a minimum of three participant formation jumps.
- c) At least ten of the ‘C’ endorsement formation jumps must involve a minimum of four participant formation jumps.

4.03.13 DEFINITIONS

- formation jump** a free fall jump by two or more parachutists performing either ‘formation skydiving’ or ‘freefly’ manoeuvres.
- formation skydiving (FS)** is defined as one which the participants are face-to-earth for the major part of the jump and which involves the participants linking with grips.
- Freefly (FF)** is defined as one which the participants are performing free fall manoeuvres along all three axis in a controlled manner and are not face-to-earth for the major part of the jump.

4.05 OPERATORS CERTIFICATES

4.05.1 GENERAL

- a) Operators Certificates shall only be issued after all requirements have been met and Board approval obtained.
- b) Operators shall apply to the Board for the issue of an Operators Certificate.
- c) The application shall include all evidence necessary for the Board to be satisfied that all requirements have been met, these shall include:
 - 1) Confirmation from the CEO that either the person applying or in the case of a corporate body the senior persons of that body have been approved Fit and Proper in line with the requirements of this manual.
 - 2) An application for a person who meets the requirements of CSO to be approved by the Safety Director.
 - 3) Confirmation that the organisation has the processes in place to meet the duties and responsibilities of an Operator as listed in this manual.
 - 4) Has had the internal six monthly audit checklist approved by the NZPIA QA officer and processes in place to comply.
 - 5) Has recommended and had approved by the Safety Director a suitable person for the purpose of overseeing initial operations.
 - 6) Has proof of public liability insurance cover.
 - 7) Has made the payment of the appropriate fee.
 - 8) Has a Health and Safety Manual that details the minimum requirements required by the Act and contain at least the requirements provided in the draft Health and Safety Manual provided by the NZPIA.
 - 9) Has written proof of compliance with CAR 105.19.
- d) The NZPIA issues an Operators Certificate

4.05.3 OPERATOR CERTIFICATE TERMS AND LIMITATIONS.

- a) Operators Certificates shall be issued for any term that the NZPIA Board determines.
- b) Operators Certificates shall only remain current when all fees or levies due to the NZPIA are paid.
- c) Operators Certificates may be suspended by the NZPIA CEO.
- d) Operators Certificates may only be revoked by the NZPIA Board.

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- e) The Operator must comply with all audit requirements at all times.
- f) An Operators Certificate may have limitations and conditions imposed as deemed necessary by the NZPIA CEO.
- g) An Operators Certificate shall only remain valid if the operation is in compliance with CAA Rules.
- h) Stat. returns are made within 30 days of a nominated date.
- i) Operate at all times in accordance with NZPIA requirements and with their own Operations Manual.
- j) Operators Certificates are non transferable.
- k) Operators Certificates are required to be re applied for should any two items below change at any one time:
 - 1. Senior Personnel
 - 2. Location
 - 3. Controlling shares of the entity holding the certificate
- l) Prior approval of the CEO is required for changes in permanent location, senior personnel, or type of activity. (to include student training, or change training programs as an example)

4.05.5 REVIEW OF DECISIONS RELATING TO OPERATORS CERTIFICATES.

- a) Any decision made in relation to any limitation or conditions imposed by either the Board, Safety Director or CEO on an operator that operator shall have the right to have that decision reviewed by the appropriate authority.
- b) The lines of review are as follows:
 - 1) The CEO may review decisions made by the Safety Director.
 - 2) The Board may review decisions made by the CEO.
 - 3) Board decisions may be only be reviewed should the Board vote unanimously to do so.
- c) The NZPIA Board has the power to suspend, impose limitations, conditions or revoke any Operators Certificate.