

NZPIA OPERATIONAL PROCEDURES

Date of issue 4 April 2010

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OP.01 OPERATIONAL PROCEDURES

OP.01.1

GENERAL DESCENTS

SUPERVISION

- a) No person shall be permitted to make a parachute descent under the NZPIA Part 149 Aviation Recreation Certificate issued by CAA unless under the umbrella of an NZPIA Operators Certificate and the descent is made under the supervision of a Chief Safety Officer (CSO) authorised by the NZPIA and they hold a Parachute certificate issued by the NZPIA:
- b) The minimum levels of CSO supervision are as follows:
 1. The CSO must provide the Safety Director with a safety management plan that includes the provision for the CSO with specific personnel that will be present should the CSO not normally be or usually present at the operation on a day to day basis. The plan should include any visitation or attendance periods for absentee CSO's.
 2. The plan must be acceptable to the Safety Director.

OP.01.3

PERSONNEL REQUIREMENTS

- a) A person shall not be permitted to make a parachute descent unless that person is at least 16 years of age except a person making a descent as a Tandem Rider.
- b) All persons carrying out initial parachute training shall have testified as to their Medical fitness and signed an assumption of risk.
- c) Any person who wishes to make a parachute decent may be required by an Instructor to obtain a Certificate of Physical Fitness for parachuting from a Registered Medical Practitioner.
- d) No person shall make a descent while affected by drugs or alcohol.
- e) A parachutist who has not carried out a parachute descent within the preceding 90 days shall satisfy an Instructor or Jumpmaster of his/her continued competency prior to making any further descents.

OP.01.5

PARACHUTE LANDING AREA

- a) The parachute landing area (PLA) shall be under the supervision of a Drop Zone Safety Officer who has been authorised in writing by the CSO.
- b) No person shall make a parachute descent onto any area unless that area has been authorised as a parachute landing area (PLA) in accordance with 3.05.
- c) Operable ground to air communications must be present on the PLA while parachuting is in progress.

OP.01.7

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EQUIPMENT

- a) The CSO shall ensure that all persons have been thoroughly instructed in the characteristics and use of parachutes and all related equipment and the procedures to be used prior to their being permitted to make any parachute descent.
- b) Every person undertaking a planned parachute descent from an aircraft shall be equipped with two properly serviced parachutes, one of which shall be designated as the main and the other the reserve parachute in a properly serviced harness/container.
- c) These parachutes shall comply with the standards set out in the equipment section of this manual.
 - 1) **PROVISO:** Where a person is making a parachute descent as a tandem rider, that person shall be fitted with an authorised harness attached to an authorised tandem harness system.
- d) Persons who hold a parachutist certificate without a B, C or D endorsement shall not jump a main canopy with a wing loading exceeding 1.1 lb. per sq. ft without the written approval of a CSO. This wing loading calculation is determined by the parachutist's exit weight divided by the canopy size.
- e) A rigid helmet with a hard shell shall be worn on all parachute descents by persons who do not hold a Parachute Certificate with CSO approval thereafter the helmet may be of the soft, semi-rigid type.
- f) The wearing of a helmet is optional for holders of a Parachute Certificate with C or D Endorsement at the discretion of the C.S.O.
- g) A suitable altimeter shall be worn on all freefall descents of more than ten (10) seconds.
- h) For parachute descents near or over water, flotation equipment sufficient to support the parachutist and his/her equipment shall be worn by all students, tandem riders and non-swimmers when the intended exit or landing point of the parachutist is within 1 nautical mile of an open body of water or as otherwise specified by the CSO.

OP.01.9

OPERATIONAL

- a) Parachute descents during daylight hours shall be carried out between morning civil twilight and evening civil twilight (See NZAIP Flight Guide).
- b) Solo descents except tandem and student descents the main parachute shall be activated at not less than 2500 ft above ground level.
- c) Each person making a parachute descent from an un-pressurised aircraft shall-
 - 1) when between altitudes of 10,000 and 13,000 feet for longer than 30 minutes, use supplementary oxygen until immediately prior to exiting the aircraft and
 - 2) when between altitudes of 13,000 and 20,000 feet use supplementary

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oxygen until immediately prior to exiting the aircraft.

- d) Each person making a parachute descent from a pressurised aircraft shall, when between altitudes of 13,000 and 20,000 feet, use supplementary oxygen during the period from immediately prior to depressurisation to immediately prior to exiting the aircraft.
- e) Each person making a parachute descent from altitudes above 13,000 feet shall have satisfactorily completed a training course, for high altitude descents conducted by a parachute organisation.
- f) Each person making a parachute descent from altitudes above 20,000 feet shall use individual supplementary oxygen from immediately prior to depressurisation, or from immediately after disconnection from any aircraft mounted supplementary oxygen system until descent below an altitude of 13,000 feet.
- g) No person involved in the instruction, supervision or conduct of parachute operations shall be under the influence of alcohol or drugs prior to or during parachute operations.
- h) No person shall make a parachute descent unless the pilot has been briefed and agreed on their exit plans prior to take-off.

OP.01.11

METEOROLOGICAL CONDITIONS

- a) The wind velocities at ground level and relevant altitudes shall be determined prior to the conducting of parachute descents. Forecast winds at altitude should be acceptable.
- b) Except as provided in OP.01.11 (c) below a person making a parachute descent shall remain clear of cloud.
- c) A person may descend through cloud in airspace designated as controlled airspace, and classified as Class C or D, if they have an ATC clearance to do so.
- d) **PROVISO:** Where a descent is made through controlled airspace into uncontrolled airspace, the cloud base must be at least 500 feet above the upper limit of the uncontrolled airspace.
- e) No parachutist shall jump when the wind velocity at the intended PLA exceeds the maximum specified by the Chief Safety Officer for descents at that PLA.

OP.03 STUDENT DESCENTS

OP.03.1

SUPERVISION

- a) No student parachutist shall make their first parachute descent unless authorised by an appropriately rated Instructor.
- b) No student parachutist shall make their first descent until they have demonstrated competency to an appropriately rated NZPF Instructor their ability to:

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- 1) carry out emergency procedures in a suspended harness
- c) No student shall make their first parachute descent until they have shown they are competent in their knowledge of the following areas. The NZPIA Instructor shall decide whether written oral or practical demonstrations are necessary for the following subjects.
 - 1) Equipment identification
 - 2) Landing area/PLA
 - 3) Canopy control
 - 4) Landing procedure
 - 5) Off PLA Landings including hazards
 - 6) Radio failure
 - 7) Exit and any freefall procedure
 - 8) Aircraft emergencies
 - 9) Aircraft procedures
- d) All AFF student parachutists shall be accompanied by a Jumpmaster during ascent and descent until such a time as an Instructor is satisfied that the presence of a Jumpmaster is not required. At no time shall this be before stage 6 of the AFF Training Table or stage 8 of the AFC Training Table.
- e) All student parachutists carrying out Static Line / Solo Drogue training descents shall be accompanied by a Jumpmaster in the aircraft until such time as an Instructor is satisfied that the presence of a Jumpmaster is not required. At no time shall this be before Stage 4 of the Static Line Training Descent Table.
- f) **PROVISO:** A non-rated person undergoing Jumpmaster training may dispatch student parachutists, only under the direct supervision of an Instructor, for the purpose of practical experience prior to attending a Jumpmaster Certification Course.
- g) Student progression and authorisation shall be recorded in a log book, certified by an appropriately rated Instructor or Jumpmaster.
- h) Prior to undertaking a student descent the student must have complied with the following:
 - 1) Signed a medical declaration/assumption of risk.
 - 2) Provide written Parental or Guardian's consent if under eighteen years of age.

OP.03.3

PARACHUTE LANDING AREA

- a) All student parachute descents shall take place at Parachute Landing Areas deemed suitable by the CSO for that purpose and authorised by the Safety

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Director NZPIA.

- b) The PLA must also be supervised by a holder of NZPIA Jumpmaster rating in order for student parachute descents to take place on that PLA.

OP.03.5

MINIMUM STUDENT EQUIPMENT

- a) In addition to the general requirements all student parachutist equipment shall comply to the following minimum standards:

- 1) **Main Parachute:** Ram Air Type, suitable for student use.
- 2) **Reserve Parachute:** Ram Air Type, suitable for student use, **Harness/Container:** Tandem Type.
- 3) **Cutaway:** Three Ring Release. SOS or separate right cutaway, left reserve activation.
- 4) **Main Parachute S/L Deployment:** S/L - Direct Bag.
- 5) **Main Deployment System:** F/F - Ripcord Activated Pilotchute, or BOC hand deploy approved by the Director of Student Training
- 6) **Automatic Activation Device:** Fitted to activate the reserve parachute.
- 7) **Reserve Static Line:** Fitted according to Manufacturer's recommendation (RSL). "skyhook" RSL are recommended where available.
- 8) **Helmets:** Student parachutists shall wear an approved rigid helmet. (OP.21.7) The helmet must as a minimum, have provision for the installation of an audible altimeter, must allow clear ground to air radio communications, have ear protection, and allow proper fitment of goggles.
- 9) **Radios:** All student parachutists shall be fitted with a radio receiver for a minimum of their first three descents to facilitate canopy control. This receiver is no longer required after the third descent provided that the student has demonstrated to an Instructor that he/she is safely able to manoeuvre the main canopy to the designated landing area.
- 10) **Audible Altimeter :** Any freefall parachutist not holding a minimum of an A Endorsement must use an audible altimeter.
- 11) **Anemometer :** All student operations must have a working anemometer at the PLA during operating days.

- b) AFF stage one carried out as a Tandem descent shall vary only with the NZPIA equipment requirements mentioned in the requirements for those descents.

OP.03.7

OPERATIONAL

- a) The main parachute shall be activated at not less than 3000 ft above ground level.

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- b) All student parachutists shall have their equipment checked by a Jumpmaster prior to boarding the aircraft.
- c) A check of the AAD shall ensure the AAD is set / calibrated (to operate not less than 1000 ft AGL or as predetermined by the AAD Manufacturer) and armed if applicable prior to the student parachutist exiting the aircraft.
- d) All student parachutists using a static line deployment method shall have their static line attached prior to exit to a strongpoint in the aircraft identified by the pilot.
- e) A student parachutist who has not carried out a parachute descent within the preceding 30 days shall satisfy an Instructor of his/her continued competency prior to being permitted to carry out any further descents.
- f) An Instructor shall ensure that main parachutes used by student parachutists shall be packed by persons who have been cleared to pack this equipment.
- g) The maximum height for any student descent shall be **13000 ft AMSL**.

OP.03.9

METEOROLOGICAL CONDITIONS

- a) Student parachutists shall not make parachute descents when the surface wind speed is in excess of 12 knots except as detailed in 03.9.b).
- b) The surface wind speed may be increased to a maximum of 15knots for students after the student has demonstrated to an Instructor his/her competency in canopy control. This shall be noted in the students log book by the Instructor.
- c) The meteorological conditions shall be assessed as suitable by a Jumpmaster prior to any student descent taking place.

OP.05 NIGHT DESCENTS

OP.05.1

GENERAL REQUIREMENTS

- a) No parachute descent shall be conducted during the period between the end of evening civil twilight the beginning of morning civil twilight (see NZAIP Flight Guide) except when night parachute descents have been specifically authorised by the CSO and are carried out in accordance with the following conditions:
 - 1) The parachutist shall be briefed by an Instructor.
 - 2) The parachutist shall carry instrument lighting.
 - 3) The landing area shall be suitably illuminated to enable identification of the Landing Area from exit altitude.
 - 4) Only parachutists holding a minimum of "B" Endorsement with 50 freefalls and CSO approval may participate in night descents.

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- 5) Any parachutist who has never made a night parachute descent must carry out a solo descent prior to making a night relative work descent.
- 6) Night tandem descents are prohibited without written Board approval.

OP.07 WATER DESCENTS

OP.07.1

GENERAL REQUIREMENTS

- a) All parachutists making planned descents into water shall:
 - 1) Be briefed by an Instructor.
 - 2) Wear appropriate flotation equipment capable of supporting the persons head clear of the water.
 - 3) Ensure that a recovery craft is present near the landing area.

OP.09 HIGH ALTITUDE DESCENTS

OP.09.1

- a) Each person making a parachute descent from above 13,000 feet shall:
 - 1) Have satisfactorily completed an approved training course for high altitude descents.
 - 2) If using an unpressurised aircraft between 13,000 feet and 20,000 feet, use supplementary oxygen until immediately prior to exiting the aircraft.
 - 3) If using a pressurised aircraft between 13,000 feet and 20,000 feet, use supplementary oxygen during the period from immediately prior to depressurisation to immediately prior to exiting the aircraft.
 - 4) If making a descent above 20,000 feet, use individual supplementary oxygen from immediately prior to depressurisation, or from immediately after disconnection from any aircraft mounted supplementary oxygen system, until descent below an altitude of 13,000 feet.

OXYGEN USE IN SKYDIVING ABOVE FL130

OP.09.3

- a) The following represent the minimum requirements to drop parachutists at any height between 13000ft and 20000ft AMSL.
- b) Operation requirements for high altitude parachuting,
 - 1) Aircraft approved for altitude intended, and;

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- 2) Health and Safety Manual to include hazards related to oxygen cylinders, and procedures, and;
- 3) Aircraft placarded as to maximum height for parachuting, and;
- 4) Procedures for High Altitude and oxygen system use for Tandem Masters checked with proficiency tests at each operation, and;
- 5) An induction and training program developed for Tandem Masters related to oxygen system use at the particular operation, and;
- 6) Supplementary oxygen used by all participants above 10000ft AMSL when parachute descents are planned above FL130.

OP.03.5

- a) Oxygen requirements before being approved for parachuting over FL130
 - 1) Two complete separate systems.
 - ⇒ One isolated for the sole use of the pilot or pilots of the aircraft, and;
 - ⇒ One for the sole use of the parachutists, or;
 - ⇒ Approval from the Safety Director for permanently fitted CAA approved oxygen system that includes the fitment of one cylinder.
 - 2) Each bottle shall be of sufficient size to allow a minimum of one load plus 15 min supply for the maximum number of outlets connected to each bottle.
 - 3) Each person shall be supplied with a separate mask or supply.
 - 4) Each outlet shall have some form of metering device fitted, either a set approved number of outlets per bottle that has a aviation or altitude regulator fitted for that number of outlets, or; some form of metering device or restrictor fitted to each supply that is set or adjustable to a specific altitude.
 - 5) Each outlet is to have fitted a visual flow indicator.
 - 6) Each system shall be periodically tested for leaks.

OP.11 PRE-PLANNED CUTAWAYS

OP.11.1

- a) The parachutist shall be cleared and briefed by an Instructor.
- b) A third parachute shall be worn in such a position to make it fully serviceable.

OP.13 DISPLAY DESCENTS

OP.13.1

REQUIREMENTS

- a) A display descent is any parachute descent which takes place at any site other than a usual PLA and has the intention of demonstrating parachuting to an audience.
- b) Prior to conducting any display descent the Chief Safety Officer shall ensure the following:
 - 1) An inspection of the planned landing area is made and a briefing map of the area is drawn noting the landing area, alternate landing areas and any hazards.
 - 2) The Parachute Landing Area is approved and copy of the approval is received by the NZPIA prior to the display taking place.
 - 3) Where appropriate the local Police are advised of the time and place of the descent.
 - 4) A DZSO is appointed to control the landing area.
 - 5) Air Traffic Control is notified of the intended descent time, date, location, altitude, aircraft registration and duration, when dropping in controlled airspace. That can be done as part of the pre flight call.
 - 6) All parachutists making the descent have the necessary experience to safely conduct the descent.
 - 7) The minimum experience requirement to carry out a display descent is an "A" Endorsement.
 - 8) All parachutists are briefed on the descent requirements for the landing area and that a parachutist is appointed in charge of the descent.
 - 9) Where required, personnel are appointed to provide crowd control.
 - 10) Any incident, abnormality or occurrence likely to cause public comment is reported to the Safety Director within 24 hours of the event.

OP.15 TANDEM PARACHUTE DESCENTS

OP.15.1

- a) No parachutist shall make a tandem harness descent as Tandem Master unless he/she is the holder of a valid NZPIA Tandem Master Rating, unless the person is carrying out Tandem Master training under the direct supervision of a I/E (T).
- b) The following equipment shall be mandatory for Tandem Harness descents:
 - 1) The minimum requirement for approved protective headgear to be worn by the Tandem Master must be of a soft semi rigid or hard shell type

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incorporating a secure clip, ear protection and secure fitment of goggles.

- 2) The head gear to be worn by the tandem rider shall be of the soft semi-rigid type approved by the NZPIA.
 - 3) Protective eye goggles must be worn by the Tandem Master and riders on all tandem descents.
 - 4) Tandem Masters must wear an altimeter mounted on his/her wrist, or the tandem rider's shoulder.
 - 5) An AAD shall be fitted to activate the reserve parachute on a Tandem Harness System during Tandem Harness Descents, this AAD shall be a Type approved by the Tandem Harness System Manufacturer.
 - 6) The altitude at which the AAD is set to operate shall not be less than 2000ft AGL or as predetermined by the AAD Manufacturer.
 - 7) Any tandem decent where the Tandem Master is wearing a camera an audible altimeter shall be worn by the Tandem Master.
- c) Prior to undertaking Tandem Harness descents the tandem rider must have complied with the following:
- 3) Signed a medical declaration, risk assumption declaration form.
 - 4) Be over eighteen years of age or provide written Parental or Guardian's consent.
- d) Tandem Riders shall at all times whilst aboard the aircraft be under the direct control of the Tandem Master. If the aircraft door is open and or parachutists are exiting the Tandem Rider must be fully attached to the Tandem Master.
- e) The minimum activation height for all tandem descents is 5000 fl AGL.
- f) No canopy relative work is permitted.
- g) A parachutist is to hold a minimum of a Parachutists Certificate with "B" Endorsement to participate in RW or to act as camera person with a tandem pair.
- h) Display Descents: The Tandem Master must have a minimum of 50 tandem descents prior to carrying out a tandem display descent.
- i) Night tandem parachute descents are not permitted without the written permission of the NZPIA Board.
- j) For other than Tandem Master training descents, non traditional flying and/or intentional delayed drogue deployment is not permitted.
- k) The maximum height for any Tandem descent shall be **16500 ft AMSL** without the written permission of the NZPIA Board.

OP.17 TRAINING PROCEDURES

OP.17.1

GENERAL REQUIREMENTS - STUDENT PARACHUTISTS

- a) All training descents shall be carried out under the supervision of a Chief Safety Officer and conducted in accordance with a basic training syllabus approved by the Director of Student Training.
- b) Variation from the training syllabus will require written approval from the Safety Director or the Director of Student Training.
- c) All ground training must be completed by at least the minimum of a Jumpmaster or for trainee Jumpmasters, under the supervision of a NZPIA Instructor. This training must include emergency procedures demonstrated while suspended in a training harness.
- d) Student parachutists shall not make their first descent or first freefall descent unless they have:
 - 1) Completed a course of ground training.
 - 2) Been given authorisation following direct assessment by an appropriately rated Instructor who has tested them on their skills and knowledge to be capable of carrying out a safe descent as listed in OP.03.1.
- e) No person may make a descent on non-student equipment unless they hold a Parachute Certificate.
- f) An Instructor shall ensure that student parachutists are briefed by an appropriately rated Jumpmaster on all aspects of each descent prior to boarding the aircraft.
- g) All student Training Programs are required to be approved by the Director of Student Training and copies of approved Student Training programs are available from the NZPIA.

OP.19 TRAINING TABLES

OP.19.5

STUDENTS CONVERTING FROM ONE TRAINING PROGRAM TO ANOTHER

- a) A student parachutist may only convert from one training program to another with the approval of the Student Training Director.

OP.21 EQUIPMENT STANDARDS

OP.21.1

TECHNICAL STANDARDS FOR RESERVE PARACHUTES

- a) The reserve parachute and harness/container shall:
- 1) Meet one of the standards listed or identified in OP.21.1(b) or comply with the minimum performance standards set forth in (SAE) specifications (Aerospace Standards AS) document No AS8015 or any earlier or subsequent standard and;
 - 2) Be inspected and repacked and certified as airworthy at least once every six months by a Parachute Technician, and a record kept of the work carried out or;
 - 3) NZ Defence Force Parachute equipment used by Defence Force personnel under the auspices of the NZPIA shall be inspected and repacked at least once every six months by a Defence Force equivalent Parachute Technician.
 - 4) An individuals personal equipment packed outside NZ by an overseas equivalent of the NZPIA PT rating in the preceding six months **may** be accepted as meeting OP.21.1(a)(2) by a NZPIA PT.
 - 5) Have the Packing Data Card available for inspection and remaining with the assembly at all times.
 - 6) Seals may be fitted to reserve parachutes.
 - 7) Reserve parachutes packed within 30 days of the due date for inspection and repack shall be deemed to have been packed on the due date.
- b) **NOTES:** To meet the requirements of OP.21.1(a)(1), Reserve Parachutes and harnesses/containers must be labelled and identified with one of the following:
- 1) A TSO Approval i.e. TSO C23b, C23c or C23d.
 - 2) Certificat de Parachute IAW EQ530-30 for equipment manufactured in France.
 - 3) Manufacturers and Importers of Reserve Parachutes, and harnesses/containers seeking to show compliance with a different performance standards must provide documentation and or evidence as applicable to the Safety Director.
- c) Where the components of any assembly are approved separately, the harness and reserve canopy for example, each component must be approved under the same standard.

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OP.21.3

TECHNICAL STANDARDS FOR TANDEM PASSENGER HARNESSSES

- a) A Tandem passenger harness shall either
- 1) be supplied by a tandem/harness container system manufacturer for use with a tandem system; or
 - 2) be approved by the Safety Director.

OP.21.5

AADS

- a) All parachutists shall have an AAD fitted to the reserve parachute unless an exemption is obtained from the Safety Director.
- b) *Deleted January 2008*
- c) As of Jan 2010 the following are the AADs available and approved for use, their current life and service intervals.

Device Name	Manufactured by	Service Intervals	Battery change or life.
Cypres 1	Airtec GbmH Mittelstrasse 69 D -33181 Wünnenberg, Germany Tel: +49 2953 9899 0 Fax: +49 2953 1293 Web site: www.cypres.cc	Life 12 years +/- 3months 4 Yearly	2 years or 500 jumps
Cypres 2	Airtec GbmH Mittelstrasse 69 D -33181 Wünnenberg, Germany Tel: +49 2953 9899 0 Fax: +49 2953 1293 Web site: www.cypres.cc	Life 12 years +/- 6 months 4 years, +/- 6 months Release Units (cutters) require a 4-year service.	4 years at service
MPAAD	MarS a.s. Okruzni 11, 239 569 43 Jevicko Czech Republic Tel: +420 461 353	4 Year device function test. 15 year life	300 hours in jump mode. 10000 hours in ready mode, up to 4 years.

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	858 Fax: +420 461 353 843 www.mpaad.com		
Device Name	Manufactured by	Service Intervals	Battery change or life.
Vigil I & II	Advance Aerospace Designs 193 Bld A. Reyers 1030 Brussels, Tel: + 32 (0) 2 732 65 52 Fax: +32 (0) 2 736 06 27 E-mail: info@vigil.aero Web site: www.vigil.aero	No scheduled maintenance intervals, 20 year life on cutter	Recommended battery change after 10 years if unit does not show “Bat Low” or “Bat Rpl” earlier.
Argus SIS	Aviacom Sa rue du Château 48 B-1420 Braine l'Alleud, Belgium Tel: +32 27850280 Fax: +32 27850289 E-mail: <a href="mailto:info@argus-
aad.com">info@argus- aad.com Web site: <a href="http://www.argus-
aad.com">www.argus- aad.com	4 Year for functional check-up	Battery change each year
FXC 12000(g) Model	FXC Corporation 3410 South Susan Street Santa Ana Tel +1 714 556 7400 Fax +1 714 641 5093	Life indefinite Service every two year factory test	
Astra	FXC Corporation 3410 South Susan Street Santa Ana Tel +1 714 556	Life indefinite Service only when unit does not pass self test.	

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OP.21.7

PROTECTIVE HELMET AND HEADGEAR

- a) The NZPIA recognises and approves commercial manufacturers for protective helmets and headgear, other manufacturers seeking approval are to submit a sample to the Safety Director with specifications as applicable.

OP.21.9

MAIN PARACHUTE STANDARDS

- a) The NZPIA recognises and approves commercial manufacturers for main parachutes, other manufacturers seeking approval are to submit a sample to the Safety Director with specifications as applicable.

OP.21.11

VARIATION FROM MANUFACTURERS INSTRUCTIONS

- a) A request to vary from manufacturers instructions or modifications to equipment shall be put to the Safety Director in writing. This request shall contain:
 - 1) A copy of the manufacturers instruction.
 - 2) A detailed explanation of any safety concerns should the instruction be followed or benefits in allowing variation to this instruction.
 - 3) Details of the reason for not wishing to follow this instruction.
- b) Any request shall then be put to the NZPIA Board with either approval for or against the request by the Safety Director.
- c) The NZPIA Board shall have final say on whether the request shall be rejected.
- d) Whenever a request is approved the NZPIA Board shall comply with 3.11.
- e) All documentation shall be kept at the NZPIA office under a separate file relating to this exemption.
- f) Any documentation shall be made available on request to any equipment owner, operator or Parachute Technician.
- g) All Operators shall be sent a copy of any decision made by the Board in allowing any variation from CAR 105.103.
- h) All notifications variation to CAR 105.103 shall be clearly marked as either:

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- 1) Mandatory
- 2) Recommended
- 3) Optional for equipment owners.
- 4) Parachute Technician discretion.

OP.23 INCIDENT AND ACCIDENT PROCEDURES

OP.23.1

INCIDENT, ACCIDENT AND FATALITY REPORTING

- a) In the event of any incident or accident, the Incident Accident Notification Form needs to be filed online.

OP.23.3

ACCIDENTS

- a) In the event of an accident involving the aircraft, CAA 005 form must be completed and the requirements of CAR Part 12 Subpart B complied with.

OP.23.5

FATALITY OR SERIOUS INJURY

- a) The following are guidelines to be followed when starting an investigation into a possible fatality.
- b) The DZSO is primarily responsible for carrying out the following actions. If he/she is not available the most experienced person is responsible.
- c) Failing the availability of an experienced parachutist supply this guide to the police to assist them in their initial investigation.

OP.23.7

IMMEDIATE ACTION

- a) Accident Scene: Despatch responsible person to scene to help preserve life and to minimise disturbance of evidence.
- b) Cease parachuting operations until a clearer picture of what has happened can be obtained.
- c) Telephone Despatch responsible person to advise:
 - 1) Ambulance - Dial 111, arrange meeting place and guide to scene.
 - 2) Police - To be advised if accident fatal
 - 3) NZPIA CSO
 - 4) Safety Director
- d) It is advisable to have someone to monitor the phone if it is easily accessible to the PLA.

OP.23.9

BRIEFING

- Assemble ALL people on the PLA and brief as follows:
 - a) Statements: Advise all eyewitnesses to get a pen and paper and write down WHAT THEY SAW - not what they thought happened. Remind witnesses not to discuss the accident as this may distort recollections.
 - 1) Advise who will collect statements. All statements to include name address and telephone number of witness in case follow up information is required.
 - 2) Media: No statement to be made to the media. Refer all contacts to person in charge.
 - 3) Explanation: Let everyone know as accurately as possible what has happened. Remember a lot of people may have seen nothing. Tell people what is required of them as follows.

OP.23.11

FURTHER ACTION

- a) Before leaving the PLA ensure everyone is clear as to what is happening. Make sure all the immediate action steps have been attended to.
- b) Go to scene, ensure first aid continued if necessary.
- c) Arrange for equipment to be left in position until the official investigator (Police or OSH) or NZPIA has either inspected the scene or authorised its removal.
- d) If the scene has been or has to be disturbed by rescuers, note approximate original positions.
- e) Compile a full and accurate record of scene on paper using camera etc as backup. Work from general overall scene down to details. Note layout and sketch diagrams of equipment, victim(s), wreckage, etc.
- f) Co-operate and liaise with emergency services. Explain what is required for the investigation. Note names of officers attending.
- g) After finishing at the scene or after having arranged satisfactory collection of evidence, return to the PLA. Check statements and if necessary certain areas can be amplified in discussions with witnesses and recorded on their statements as extra points. At this stage jumping may be recommended if desired. By this time CSO and NZPIA Safety Director should have been contacted. If not, ensure they are.

OP.23.13

EVIDENCE

General

- a) The collection of full and accurate evidence of the circumstances leading up to, including and after a serious accident is vital if the cause of the accident and hence

ways to avoid it happening again, are to be discovered.

- b) Small things may have large significance in the final analysis.
- c) It is important to collect as much information before memories start to fade and observations become distorted. There can never be enough information.

Records

- d) There are many ways in which evidence may be recorded, they are:
 - 1) Photographs
 - 2) 1 picture = 1000 words. Colour preferable. Photographs also record details which are small and may be easily overlooked. They show the whole scene and place things in perspective.
 - 3) Always use a camera, if necessary get a police photographer and record the following:
 - 4) General view of the scene from at least the four points of the compass, illustrating general layout.
 - 5) Medium shots of each area once again from all angles.
 - 6) Close ups of details as the area is systematically covered. This task preferably to be done in co- operation with the police. Special note to be made of areas disturbed prior to full systematic investigation.
 - 7) Sketch Plans and Diagrams
 - 8) Use them to illustrate the relationship of items to each other, if possible in conjunction, or as a backup to photographs. Remember a film may be faulty so do not rely entirely on photos.
 - 9) Written Statements
 - 10) Further to statements taken from eyewitnesses a written description of the scene should be made.

REMEMBER: Do not disturb the scene of a parachute accident until authorised by the CSO or the police.
In case of a fatal accident or one involving serious injury the NZPIA Investigating Officer, his Delegate or OSH are the only persons who may authorise the removal of the equipment involved in such an accident beyond that required to save or preserve life or to secure the equipment from further damage.

OP.25 AIRCRAFT OPERATIONS

OP.25.01

AIRCRAFT OPERATIONS DURING PARACHUTING

- a) Where parachutists' restraints are fitted, they are to be used during takeoff and landing.
- b) Except when restrained in (a), all Tandem Riders or parachutists acting as Tandem Riders are to be attached to the Tandem Master before take-off and must remain attached, except in the event of landing in the aircraft, where Tandem Masters may have to separate from their Riders inside the aircraft.
- c) Tandem Riders or parachutists acting as Tandem Riders shall be fully attached to the Tandem Master whenever during the aircraft flight the door is open or any parachutist is exiting the aircraft.
- d) No parachutist will exit the aircraft until there has been a clear indication from the pilot, either visually or audibly, that the aircraft is in the correct configuration for exit. This indication may be in the form of lights, sound or pre-arranged hand signals.

STATIC LINE OPERATIONS

- e) It is the JM's responsibility to ensure that the static line is controlled correctly.
- f) Static lines are to be hooked up prior to take off and must not be unhooked until the last static line parachutist has exited.