

How to become AIRCARE™ Accredited

- 1) Go to your divisional page at www.aircare/resources + your division (e.g. NZHA) and download the AIRCARE™ Accreditation Rules, the Sound Awareness Code of Practice and the Fly Neighbourly Guide and **study these**.
- 2) Complete Sound Awareness Training for all pilots and operational staff by either running your own course which you can access at <http://www.aia.org.nz/AIRCARE/Company+Noise+Abatement+Training+Package.html> You will see at Para 4.2 of the Sound Awareness Code of Practice (CoP) that you can deliver the training yourself under certain conditions. You may prefer to engage the Sound Awareness Trainer – John Fogden. john@totalaviationquality.co.nz Just flag with him that you want a course and he will try and co-ordinate with others to minimise costs. Provided that candidates have already qualified in a face to face course then they can renew on line at <http://www.aia.org.nz/AIRCARE/Noise+Abatement+Renewal.html>
- 3) To be AIRCARE™ Accredited each organisation must satisfy the audit requirements for AIRCARE™ Accreditation Rules and the Sound Awareness Code of Practice, and must also satisfy the audit requirements for each activity it undertakes, ie fertiliser, spraying, VTA, EMS. (See the list of standards that follows)
 - AIRCARE™ Code of Practice for Sound Awareness – compulsory
 - SPREADMARK™ CoP for the Placement of Fertilisers in NZ
 - GROWSAFE® Management of Agrichemicals (NZS8409:2004)
 - AIRCARE™ CoP for Aerial Spreading Vertebrate Toxic Agents (VTA Poison bait application)
 - NZ Aero Medical StandardAll but one of these standards can be downloaded at www.aircare.co.nz/resources
- 4) Download the standards that are applicable to your organization and study them. They are on your divisional resource page as in 1) above.
- 5) Download the audit checklist from your divisional webpage and do what you have to do to be compliant. The audit checklist tells you what evidence will be needed to satisfy the audit for each of the relevant standards above and the AIRCARE™ Accreditation Rules as well and it also offers some useful hints (in red) on how you might comply.

Changes to the audit protocol mean that the initial audit is similar to the CAA Entry Audit where you must show that you have the systems in place for Safety and Quality but that these will not be assessed until the second audit when you've had a year to use them. The items so affected are marked IA on the checklist.

Part B: Pattern tests – NZAAA Members Only

If you are reading this and you do Ag work then you are looking at the wrong page. Go to the resources page for NZAAA.

Part C: The Home Straight

- 1) Print the AIRCARE™ Accreditation Application Agreement Form (Annex A in the AIRCARE™ Accreditation Rules), complete it and send it in to the AIA Office with the application fee or do this on-line at <http://www.aia.org.nz/AIRCARE/AIRCARE+Application+Agreement.html> but note that the auditors will not be alerted to the need to audit you until they have evidence that you have paid your fees.
- 2) The auditor will contact you to arrange an audit. You must then satisfy the auditor that your business is compliant with the respective standards and the AIRCARE™ Accreditation Rules.

There is some other helpful stuff on www.aircare.co.nz/resources that may assist you in keeping your processes simple. In particular, if you haven't run a Safety and Quality system before have a look at *How to build a Quality & Safety System - Helpful stuff for operators who have not previously run a formal management system.*

The reason you need the management system is because the management system gives you the ability to demonstrate that you are complying with the standards.

The standards (CoP's) themselves are about managing the risks of those activities and there is information on managing risk and a risk matrix available on the website. See *Some Help on Risk Management and SMS* and *AIRCARE™ Risk Matrix*.

FAQ's

- Q. Is this a whole new layer of manuals on top of what I've already got?
- A. No it is not. If you already have a management system that has a QA Program (as required by CAA for larger operators) just continue using that but extend it to cover the AIRCARE™ standards and SMS. AIRCARE™ does not require you to run a whole new system. If you don't have a management system at all then you will need to develop one because that's what you are going to use to demonstrate that you are complying with the AIRCARE™ standards. Go to *How to build a Quality & Safety System - Helpful stuff for operators who have not previously run a formal management system.* It's on the webpage.
- Q. SMS requires us to have a Safety Policy and HSW also requires us to have a Safety Policy. What's the point in having two?

- A. No point at all. Just have one. The AIRCARE™ Safety Systems Manual Guide (SSMG) is provided to you in MS Word format just so that you can develop your own manual and what a lot of operators are doing is just cutting and pasting their HSW Manual into the relevant parts of the SSMG (then editing as appropriate.) If you don't have your own manual suite consider using this one as the basis for developing one. Find it at https://secure.zeald.com/aianz/AIRCARE/AIRCARE%20Resources/Resources%20for%20NZAAA?mv_pc=4538 It is available free to members but you will need to log in. If you have forgotten your Log In contact admin1@aia.org.nz or phone 04 4722707. Using this manual guide correctly will assure compliance with both CAA's SMS needs and those of the 2015 HSW Regulations.
- Q. How do I write a Safety Policy?
- A. There's an example in AIRCARE™ Accreditation Rules Annex F. It is critical that you develop your own one as this policy is the very basis for everything that you do and for what your SMS needs to achieve.
- Q. How do I write a Quality Policy?
- A. There's an example in AIRCARE™ Accreditation Rules Annex G
- Q. Surely there must be new stuff we have to do for SMS?
- A. Yes there is. Risk Management is the cornerstone of SMS. But it's not new. You've actually been doing this since 1992 to comply with Health & Safety (HSW) requirements. Arguably the most important part is to identify your risks, then you put controls on those risks, then you monitor those controls to ensure they are effective. See *Some Help on Risk Management and SMS* and *AIRCARE™ Risk Matrix*. AIA offers Risk Management Courses and these are hugely valuable and teach you skills that will benefit all of your business including financial and reputational risk as well as operational and safety risk. There are 13 elements required to have a compliant SMS and these are detailed in the SSMG.
- Q. How do we put controls on the risks?
- A. For operational risks the best way is to write Standard Operating Procedures (SOP's) then ensure they are followed by all staff. SoP's need to be reviewed annually to ensure they are still fit for purpose.
- Q. How long should I allow for the process of getting accredited?
- A. That will depend entirely on your existing systems and how much time you have to dedicate to the task. For the administration side of accreditation, it takes two to three weeks from sending the application in to having the audit and a minimum of another two weeks following audit to become accredited.
- Q. What will getting AIRCARE™ Accredited cost?

A. Again there are too many variables to put a number on it but here are some figures that may help you budget. Some of these will vary depending on the size of the operation.

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- Application Fee 500.00
- Audit Fee (average for Ag) 2500.00 (including travel)
- Sound Awareness Training renewal 100.00 (2 pilots)
- Noise Abatement training was made a once only face to face course. Renewals can be completed on-line
- Operators are encouraged to write down on their copy of the checklist where the relevant evidence can be found for each question on the checklist. If that is done before the audit it saves a lot of time and therefore cost
- The Initial Audit term is one year and after that the duration will depend on the number of findings at subsequent audits. That effects the price dramatically so the checklist and all the information made available on the website was put there so that operators could prepare adequately and therefore not get findings and are more likely to earn longer accreditation terms as a consequence
- The auditor tries where possible to group audits in an area together to minimise travel costs

You might notice that three of the criteria above can be controlled by you.

If after following all this advice you still have questions contact

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