

The **Waikato Hot Air Balloon Club** is committed to maintaining a safety focused operational model thereby protecting the integrity of the hot air ballooning operation, the hot air balloons AND providing a safe working environment for pilot(s) and flight following crew.

The Club, as an entity, is committed to:

- Compliance with all the relevant CAA Rules and Regulations;
- Compliance with all Air Traffic Control instructions;
- Provide a safe and healthy operational environment;
- Systematically identify existing and potential hazards and risks, and minimize or eliminate these as appropriate;
- Ensure crew are properly trained and supervised to ensure standards and professionalism are maintained;
- Record and investigate accidents and near miss situations;
- Provide for emergency situations;
- Ensure pilots and crew take an active role in hazard identification, prevention and management;
- Undertake regular checks/updates of the Operational Procedures to ensure 'best practice';
- Undertake internal audits to ensure the processes and procedures are being followed.

The **Waikato Hot Air Balloon Club** Pilots and Crew are expected to;

- Understand and take an active involvement in Club Safety procedures;
- Understand, and at all times adhere to, any CAA regulations and procedures;
- Work in a manner that is safe to themselves, their peers, passengers and members of the public;
- Wear protective clothing and/or equipment supplied and complete tasks sensibly and safely;
- When in doubt that the equipment and/or environment is not safe – to stop work and immediately report the unsafe situation to the PIC (pilot in charge);
- Foster positive Health & Safety management practices;
- **Speak up** when concerned about the well-being of the pilot or crew BEFORE the flight takes place.

Through continual development of processes and systems and quality performance of pilots and crew, the Club aims to consistently achieve total passenger satisfaction by ensuring passengers' needs are met effectively and efficiently.

Mark Brown
Chief Pilot
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