

Helicopter Safety Checklist (v.1.00)

Mackenzie Helicopters

Completed 14 October 2023

Supplier Details

1. Supplier Name

Mackenzie Helicopters

2. Place

Lake Tekapo

3. Country

New Zealand

4. What3Words Location

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5. Website

www.mackenziehelicopters.com

Sustainability

1. Sustainability Scheme

Other

2. What is the name of your sustainability scheme?

Buy and Fly. We offer our clients to offset carbon through buying a NZ native plant and planting with us on route while on one of our experiences.

Contact Details

1. Name of Person Completing Checklist

Mark Pridham

2. Job Title/Position

CEO

3. Email Address

info@mackenziehelicopters.com

Fleet Details

1. Please provide details of the helicopter types, age and registration.

MD500 / ZK-IKL
AS350B2 / ZK-IYW

Insurance & Registration

1. Do you have adequate Public or Civil Liability Insurance cover which is renewed annually?

☒ Yes
☐ No

If 'No', please explain why public/civil liability insurance is not in place:

2. Please advise the limit of the Public/Civil Liability Insurance cover in USD \$ or GBP £ and the name of the insurance provider:

\$20 million NZD or on today's exchange rate \$11,771,726 USD. Crombie Lockwood.

3. Does your organisation have a valid Air Operating Certificate (AOC) issued by an appropriate authority (e.g., Civil Aviation Authority, Federal Aviation Authority)?

☒ Yes
☐ No

Please provide details of the licensing body that has issued the airline's AOC:

Civil Aviation Authority New Zealand.

4. Who is the AOC (Air Operating Certificate) holder?

Mackenzie Helicopters Limited.

5. Are all aircraft registered with the appropriate authority and licensed to operate with a maximum number of passengers and minimum crew?

☒ Yes
☐ No

Comments

6. Do all helicopters have a valid certificate of airworthiness?

☒ Yes
☐ No

Comments:

Safety Procedures & Documentation

1. Do you have a Covid-19 Health & Safety Policy and Procedures in place which meets generally accepted international standards for your business?

- ☒ Yes
- ☐ No
- ☐ n/a - There is no requirement for COVID-19 procedures

2. Do you have documented Standard Operating Procedures for your operation that all staff comply with?

- ☒ Yes
- ☐ No

3. Does all fuelling take place in line with aviation authority regulations?

- ☒ Yes
- ☐ No

4. Are regular inspections made on fuel, farm tanks and bousers to ensure there is no fuel contamination?

- ☒ Yes
- ☐ No

5. Are flight plans logged and records kept?

- ☒ Yes
- ☐ No

6. Is the weather for the planned flight monitored at all times?

- ☒ Yes
- ☐ No

7. Is there one person responsible for operations?

- ☒ Yes
- ☐ No

If 'Yes', please advise the job title and level of responsibility:

Operations Manager and/or Chief Pilot. Both are responsible to report to the CEO.

8. Is the landing area regularly checked for FOD (Foreign Object Debris)?

- ☒ Yes
- ☐ No

9. Are procedures in place to ensure that baggage is security checked, loaded and restrained to avoid movement during flight?

- ☒ Yes
- ☐ No
- ☐ n/a - no baggage is carried onboard

10. Do you wish to provide any additional information on your organisation's Safety Procedures & Documentation?

- ☒ Yes
- ☐ No

Comments:

Mackenzie Helicopters runs a credited Safety Management System, audited by external auditors, such as Civil Aviation Authority New Zealand.

Accident/Incident Reporting

1. Has your organisation suffered any total aircraft losses and/or passenger or crew injuries/fatalities in the last five (5) years?

- ☐ Yes
- ☒ No

If 'Yes', please provide the date/s and more information on the incident/s:

Emergency Response

1. Is there one person designated as being responsible for Emergency Response?

- ☒ Yes
- ☐ No

If 'Yes', please advise the job title and level of responsibility:

Flight Follower, and Safety Manager who report to the Chief Pilot and CEO.

2. Are all staff trained in Emergency Response and aware of their roles and responsibilities?

- ☒ Yes
- ☐ No

3. Do you have an incident response centre that can be initiated in the event of an emergency?

- ☒ Yes
- ☐ No

4. Do you have any staff trained to deal with media and public enquiries in the event of an emergency?

- ☒ Yes
- ☐ No

5. Does the crew have a method of communication in the event of an emergency (e.g., radio, mobile or satellite phone)?

- ☒ Yes
- ☐ No

Helicopter Inspection & Maintenance

1. Are the aircraft checked and maintained regularly either by your own qualified maintenance team or an accredited AMO (Aircraft Maintenance Organisation) in accordance with aviation authority regulations?

- ☐ Yes - by our own qualified maintenance team
- ☒ Yes - by an accredited AMO
- ☐ No

If 'Yes', please advise the frequency of maintenance:

In accordance with the aircraft maintenance program.

2. Do you have a system of fault reporting and rectification in place with the crew and maintenance team?

- ☒ Yes
- ☐ No

3. Are all personnel involved in aircraft maintenance in possession of valid engineering qualifications for the type of aircraft in operation?

- ☒ Yes
- ☐ No

4. Are all aircraft engineering personnel licensed and competent to approve the aircraft for flight after maintenance?

- ☒ Yes
- ☐ No

5. Are regular inspections carried out on aircraft safety by an appropriate government agency?

- ☒ Yes
- ☐ No

Please advise which authority and the frequency of inspections:

Civil Aviation Authority New Zealand. 5 yearly scheduled with intermitted spot audits.
Department of Conservation

6. Do you have communication links with the aircraft manufacturer?

- ☒ Yes
- ☐ No

7. Are safety audits conducted on your organisation by an aviation authority on a regular basis?

- ☒ Yes
- ☐ No

Please advise which authority and the frequency of inspections:

Civil Aviation Authority New Zealand

8. Do you conduct your own internal safety inspections on a regular basis?

- ☒ Yes
- ☐ No

Please advise who carries these out and the frequency of inspections:

Lyal Mudford from flitesupport who is, Mackenzie Helicopters Safety Manager.

9. Do you make any checks on subcontracted aircraft prior to use?

- ☒ Yes
- ☐ No
- ☐ n/a - no subcontracted aircraft in use

10. Do you wish to provide any additional information on your organisation's Safety Procedures & Documentation?

- ☒ Yes
- ☐ No

Comments:

Mackenzie Helicopters runs a comprehensive health and safety system, contracting Lyal Mudford of Flitesupport to independently act as our safety manager, ensuring all flight and ground operations are conducted within the scope of the Mackenzie Helicopters SMS, H&S and Quality manuals as well as continually improving our safety

Passenger Safety

1. Are pre-flight safety checks carried out in line with aviation authority regulations?

- ☒ Yes
- ☐ No

2. Is a full list of passengers retained at base, including: name, tour operator and insurance details?

- ☒ Yes
- ☐ No

3. Are there trained first-aiders available on the flight?

- ☒ Yes
- ☐ No

4. Is there a first aid box available on board the helicopter, which is regularly checked and re-stocked?

- ☒ Yes
- ☐ No

If 'Yes', please advise where the first aid box is located:

AS350B2 = Front passengers seat foot well..
MD 500 = under front passengers feet

5. Is a safety briefing given to passengers prior to take off which includes emergency evacuation procedures and use of seat belts and lifejackets (where applicable)?

- ☒ Yes
- ☐ No

6. Are any headsets provided inspected for wear and sanitised on a regular basis?

- ☒ Yes
- ☐ No
- ☐ n/a - headsets are not provided

7. Are pictorial safety cards available and passengers asked to read prior to take off?

- ☒ Yes
☐ No

8. On landing are passengers given disembarkation safety instructions?

- ☒ Yes
☐ No

Ground Operations & Crew Training

1. Are all flight crew qualified for the aircraft type?

- ☒ Yes
☐ No

2. Do all flight crew hold valid and current licences?

- ☒ Yes
☐ No

3. Do you hold copies of all flight crew licences?

- ☒ Yes
☐ No

4. Are flight crew training records maintained?

- ☒ Yes
☐ No

5. Do you maintain logs of flight duty times and rest periods?

- ☒ Yes
☐ No

6. Do you carry the minimum number of cabin crew required by the aviation authority in order to facilitate an evacuation of the aircraft?

- ☒ Yes
☐ No

7. Are the flight crew responsible for checking the weather and making the decision on whether the flight goes ahead?

- ☒ Yes
☐ No

8. Are flight crew regularly assessed by both the aviation authority and your organisation?

- ☒ Yes
☐ No

9. Are flight crew aware of their responsibilities with regards to drink, drugs, banned substances etc.?

- ☒ Yes
☐ No

10. Does your ground operations team retain contact with the aircraft at all times and assist with technical decisions, route diversions, weather issues etc. (if not provided by air traffic control)?

- ☒ Yes
☐ No

11. Are all aircraft despatched in line with approved standard operating procedures, which are documented?

- ☒ Yes
☐ No

Security & Environmental Management

1. Is the security threat to your operation regularly assessed?

- ☒ Yes
☐ No

2. Do all staff receive appropriate security training?

- ☒ Yes
☐ No

3. Are security/background checks made on all staff?

- ☒ Yes
☐ No

4. Are passengers and baggage screened pre-flight?

- ☐ Yes
☒ No

5. Do you have an environmental policy?

- ☒ Yes
☐ No

Additional Information

1. Do you wish to provide any additional information?

- ☐ Yes
☒ No

Comments:

