

RAANZ Internal Auditor

With the recent resignation of our previous auditor, we are looking for someone to fill this role, which is a requirement for our Part 149 certification.

Part 149 calls for...

149.7 (1)

any senior person or persons required by 149.51(a)(1), (2) and (3), are fit and proper persons;

149.51 (a) (3)

a senior person or group of senior persons who are responsible for ensuring that the applicant's organisation complies with the requirements of this Part. Such nominated person or persons shall be ultimately responsible to the Chief Executive:

Our P&P manual outlines the role and responsibilities...

6.7.3.1 The Internal Auditor shall be appointed by the Executive Council and shall be directly responsible to the Chief Executive on matters of internal quality assurance.

6.7.3.2.2 The Internal Auditor shall be a responsible person, acceptable the Director as a Fit and Proper Person under the Civil Aviation Act 1990. He/she shall have a sufficient understanding of quality assurance procedures to undertake the Internal Quality Assurance responsibilities required under CAR 149.63.

6.7.3.3.1 The Internal Auditor shall be responsible to the Chief Executive Officer for the following functions:

- Carrying out, as required, a safety audit of the Association and its affiliated Clubs, groups and operators against the procedures contained within this manual.
- Reporting to the Chief Executive Officer any and all non-compliance, non-conformance and observations found on these audits.
- Recommending priorities for actioning any deficiencies found on these audits. Carrying out spot audits when detailed by the Chief Executive Officer.
- Acting as liaison with the Civil Aviation Authority of New Zealand on safety matters through the CEO.
- Act and liaise in accordance with any delegation issued by Civil Aviation Authority of New Zealand.

The role would preferably suit someone with some experience in the process and principles of auditing- either as an auditor for, or the subject of, a QA audit. The applicant will need to meet the requirements of a CAA Fit & Proper Person. Basic computer word processing and spreadsheet skills are required, with a computer and internet access.

The position is a largely voluntary one, but out of pocket expenses will be met by RAANZ, and an honorarium will be paid. The routine tasks are not onerous, with considerable assistance from Admin, and can largely be undertaken via mail/email and telephone from anywhere in the country, but will require some time at the RAANZ office in Hamilton and possible field visits. This may require 20-40 hours per year, generally at your convenience.

These tasks include-

- Prepare the annual Audit Calendar in association with Admin. Via telephone/email, 1-2 hours.
- Internal competence review. Via telephone/email, 1-2 hours.
- Conformity to Safety Policy. Via telephone/email, 1-2 hours.
- Management Review. Via telephone/email, 2-4 hours.
- Field Audits. Via telephone/email with possible field visits. 1-2 days.
- Head Office Audit. At Hamilton office. 1-2 days.
- CAA Part 149 audit. At Hamilton office, 1-2 days every 5 years.

If you would like to contribute to microlighting by taking on this role, please let us know, including information on your background and experience.