



Standard Operating Procedure

This form describes the details, Operational Procedures, Risks and Emergency Procedures for the activity listed. This SOP is to be used each time the activity is conducted. Any changes or suggestions to be raised in activity debriefs and meetings.

Activity:	Zipline		
Location of Activity:	Off the tower in the DOC paddock.		
Site:	Taupo	Area:	Activities
Reviewed By:	Joana Acebey	Version:	3.1
Position:	Lead Instructor	Approved:	30/06/2025. HJvR. Manager.
Date Reviewed:	30/06/2025	Location of Hard copy:	Activities Office
Number of Participants:	Max Ratio:	1 Instructor / 2 Participants on the tower. Group size of a max of 10 Participants and a minimum of 2 Adult Assistants	
Instructor Competence:	Site-specific induction and assessment of internal competencies.		
MiCamp Equipment:	<ul style="list-style-type: none"> <input type="checkbox"/> Rope Grabs with Carabiners <input type="checkbox"/> Helmets <input type="checkbox"/> QA Harnesses <input type="checkbox"/> Energy Absorber <input type="checkbox"/> Lanyard <input type="checkbox"/> Access Rope <input type="checkbox"/> Retrieval Rope 		
	Rescue Gear: (on Instructor's Harness or in Rescue Kit). <ul style="list-style-type: none"> <li style="width: 50%;"><input type="checkbox"/> Five Aluminium Carabiners <li style="width: 50%;"><input type="checkbox"/> Zipline Lanyard: <li style="width: 50%;"><input type="checkbox"/> Belay Devices <li style="width: 50%;"><input type="checkbox"/> Trolley <li style="width: 50%;"><input type="checkbox"/> 120cm Sling <li style="width: 50%;"><input type="checkbox"/> 3 Steel Carabiners <li style="width: 50%;"><input type="checkbox"/> Short Prusik <li style="width: 50%;"><input type="checkbox"/> Lanyard <li style="width: 50%;"><input type="checkbox"/> Long Prusik. Rescue Kit: <ul style="list-style-type: none"> <li style="width: 50%;"><input type="checkbox"/> Project Adventure Pulley <li style="width: 50%;"><input type="checkbox"/> Tower lanyard with one Steel and one Aluminium Carabiners <li style="width: 50%;"><input type="checkbox"/> Belay Devices <li style="width: 50%;"><input type="checkbox"/> 2 Retractable Fall Arrester Lanyards <li style="width: 50%;"><input type="checkbox"/> Steel Carabiners <li style="width: 50%;"><input type="checkbox"/> 10m Static Rope <li style="width: 50%;"><input type="checkbox"/> 60m Access Line 		
Participant Requirements:	<ul style="list-style-type: none"> <li style="width: 50%;"><input type="checkbox"/> Covered Shoes <li style="width: 50%;"><input type="checkbox"/> Long hair tied up <li style="width: 50%;"><input type="checkbox"/> 130kg max weight <li style="width: 50%;"><input type="checkbox"/> Appropriate Clothing for weather conditions 		
Communication Procedures:	Use the instructor's cell phone to contact emergency services and /or other staff.		
Related Documents - Qualifications/ Legislation/Guideline/ Permits/Consents:	High wire and swing Activity Safety Guidelines. Health and Safety at Work (Adventure Activities) Regulations 2016. High wire Guide level 5. Outdoors Mark (Adventure Activities Safety Audit)		

Operating Procedures	
Pre-activity Check	
1	Communicate with MiCamp Manager and/or Lead Instructor to highlight safety considerations for the day.
2	Re-familiarise with SOP.
Setup	
1	Visual check of equipment and structures as per pre-use equipment check. Fill out forms.
2	Instructor must climb up with equipment (get it belayed up if needed) using energy absorber lanyard clipping into LEAP bolts only. Other Instructors may use the access rope to ascend the tower once set-up.
3	Attach trolley over wire, clip lanyard to the back-up ensuring the carabiner goes over the wire. Set-up fall arrester and tower lanyard.
4	Set-up access rope, open ladder hatch, attach access rope to Rix-i-Trix.
5	Set-up dismount ladder and perform pre-use load test.
6	Lay out helmets and harnesses for the group.
MiCamp Instructor Brief to Supervisors	
1	One supervisor must manage the group waiting, clipping the rope grab to the access rope and then to the participants, and helping the instructor with the appropriate checks before the participants leave the ground.
2	Second supervisor must help unclip participants at the bottom of the zipline. Explain that the dismount ladder needs to be shifted out of the flight path between participants.
3	Zipliner must carry the rope grab back to the tower and give it to the supervisor at the bottom.
MiCamp Instructor Brief to Participants	
3	Anyone in the drop zone, on the tower and in the flight path must wear a helmet at all times.
4	Wait until Instructor gives the "All Clear" to walk off the tower.
5	Participants must remain upright when zipping down.
6	Face the dismount ladder when climbing down.
7	Maximum weight limit of 130Kg
Operating Instructions	
1	Gather the group together to disclose hazards and risks in the general area and explain the boundaries of the activity.
2	Explain expectations for them and what they can expect from the session. Set goals if appropriate.
3	Distribute harnesses and helmets and assist with fitting them. All gear must be physically checked by the instructor (harness, helmet).
4	Explain to the participant the roles that they will need to help with.
5	The instructor must verbally check with the supervisor and visually check the participant before they can start climbing up the access ladder. (If needed instructor may belay participants instead of using the access rope).
6	Once the participant's at the top of the tower do a physical check of their harness before they are transferred on to a fall arrester lanyard. (once transferred remove the rope grab from the access rope and clip it back to participant so it can't not be dropped).
7	Attach zipline lanyard to participant's harness and do a final check of the harnesses and carabiners.
8	Clear the flight path before removing the fall arrester lanyard.
9	Sweep your arm behind the participant to ensure they are no longer attached to the tower. (they should only be attached to the Zipline lanyard).
10	Send them down.

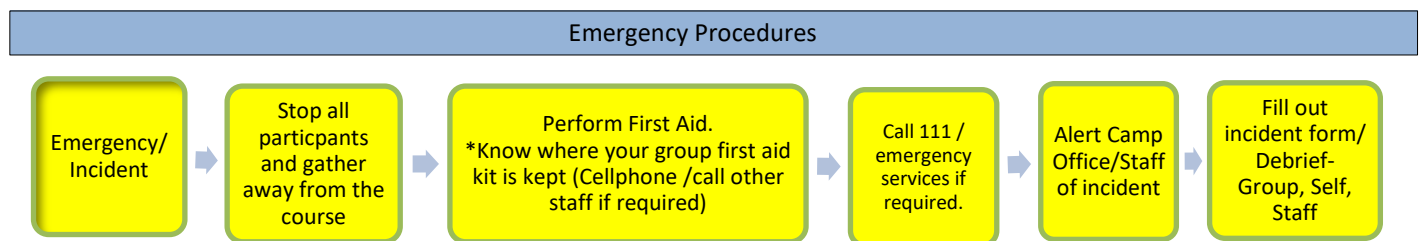
Debrief suggestions		
1	Gather the group together. Ask what they have learnt, what was challenging, what do they want to practice more	
2	Reflect on session goals, if made	
3	Get feedback from group (Note down any useful information).	
Closing Down the Activity		
1	Gather the gear and check that it is all returned. Reset the harnesses for the next use. Note any broken or damaged gear. Write in rope log	
2	Visually check equipment and record in rope log any incidents, near misses, damage, or wear before returning to shed.	
3	Ensure any ladders are secured while the activity is unsupervised.	
Pause points		
1	Pause the activity if the flight path becomes obstructed by participants or objects.	
2	Pause the activity at any time conditions or people become unsafe.	
3	Pause the activity if anyone gets Injured.	

Equipment Check		
1	Carabiners - check that they open and closes easily, there are no cracks, serious abrasions or sticking gate.	
2	Helmets - check the outer and inner shell for cracks, ensure straps and buckles work well.	
3	Slings, Prussic, Harness - check that stitching is intact, no fraying or cuts, no rust on buckles.	
4	Rope - check for glazing of the sheath, severe furring of the rope, powdering of the fibres, soft spots, unevenness, cuts in the rope, any sign of the core showing through.	
5	Structure – visual check of guy wires, connections, cables. Check for damage to tower structure.	

Hazards and Risk Identification			
This section describes some reasonably foreseeable risk, its potential level and suggested management strategies. *All risks must be continually monitored throughout the activity* New hazards/ risks must be reported or resolved appropriately as soon as possible.			
Environment Specific Risks	Risk Management Strategy	Risk Level	
		Managed	Unmanaged
Slippery surfaces, participants running, structure hazards	Ensure appropriate footwear. Disclose risks and hazards as appropriate. Monitor continually.	Low	High
Long hours in the sun (Supervisors and Participants)	Apply sunscreen before activity. Bring water bottles. Program breaks. Participants can wait in shaded areas under supervision.	Low	Medium
Distraction from other groups	Group supervisors must use good group management. Disclose risk to group supervisors. Remind group supervisors of other groups if necessary. Use positive communication.	Low	Medium
Change in weather	Ensure everyone has appropriate clothing. Group supervisor must halt the activity at any time if weather compromises safety (e.g. Electrical storm, high wind). Weather Risk assessed continuously.	Low	Medium
	Parameters to cancel activity: <ul style="list-style-type: none"> • Wind higher than 30 km/h • Precipitation more than 5mm up to 30 mins before the activity (Causing surfaces to get slippery) • Lightning – in the previous 10 minutes 		
Activity Specific Risks	Risk Management Strategy	Risk Level	
		Managed	Unmanaged
Impaired Instructor	MiCamp has a zero-tolerance policy, regular staff testing.	Low	Extreme
Impaired Participants	Instructor must pay attention to all participants behaviour. they must remove any participants that show any signs of impairment.	Low	Extreme
Fall from heights	MiCamp instructors must be vigorous at every change point. Using the redundancy lanyard safety line system	Low	High
Participant behaviour compromises group safety	Give safety brief. Staff or group supervisors can remove participants from the activity area or deny participation if the safety of others is compromised.	Low	High
Loose hair/clothing	Long hair must be tied up. Participants are advised to remove necklaces, bracelets and rings if posing a risk. All clothing must be tucked into the harnesses or removed if potentially intrusive to the equipment movement/function.	Low	Medium
Participant freezes	MiCamp instructors are trained in talking participants through challenges. Participants can climb down the tower if needed.	Low	Medium
Swinging or falling equipment	Everyone in the activity area must wear Helmets. Zipline trolley will be pulled in by rope, NOT flicked up by participants, so rig does not swing.	Low	Medium
Participant or object in flight path	Flight path area roped off from other activity areas. Participants are instructed not to walk under or through the flight path. MiCamp instructors and group supervisors must check that flight path is clear before letting participants leave the platform.	Low	Medium
Participant adjust their own harness making it unsafe	Give safety brief. Once the participant gets to the lurching area of the tower the instructor will do a physical check of harness and again before the participant steps off the tower (if they have been waiting there for a while).	Low	High
Falling down steep stairs	Everyone must use two hands to climb up the steep stairs inside the tower.	Low	Medium
Falling off the dismount Ladder	Turn around and face the dismount ladder and use two hands when climbing down.	Low	Medium
Stuck on Zipline because of tower Safety lanyard	Rider must wait for the Instructor to remove the tower safety lanyard and gives the "All clear" before walking off the tower.	Low	Medium

Rider falls out of their harness	Instructor must to do physical check of the participants harnesses before going off the tower. Riders must stay up right (not up-side-down) while on the Zipline.	Low	High
Rider hitting the ground or hitting the end.	Maximum weight limit of 130Kg.	Low	High

Equipment Specific Risks	Risk Management Strategy	Risk Level	
		Managed	Unmanaged
Equipment failure	Regular checks of the equipment are made, and MiCamp instructors are trained on the correct use of equipment.	Low	High
Incorrect use of equipment	All connections, harnesses and helmets fitted must be checked by staff before climbing. Correct belay techniques supervised by staff. Safety equipment is worn at all times (harness, helmet, safety line lanyard attachment to tower).	Low	High
Zipline pulley jams mid-line	The group must gather away from the tower. Trained MiCamp instructor must perform rescue	Low	High
Participant or equipment caught on tower	MiCamp instructor must do a visual and physical check as they checklist to launch. If anything is caught, stop the participant	Low	Medium
Object in the flight path	MiCamp instructor must not let participant go unless path is clear. Monitor path continuously.	Low	Medium



This Standard Operating Procedure (SOP) is approved for use at sites operated by MiCamp Trust. As of the time of approval, this SOP meets all known regulations (Adventure Activity regulations, Safety Audit Standards etc) and current industry good practice.