Please fill in the form below in as much detail as possible.  When completed as best you can, save the document and email to [emo@glidingaustralia.org](mailto:emo@glidingaustralia.org).

Please note that this form does not replace any external reporting requirements, such as those reports required by the Australian Transport Safety Bureau.

|  |
| --- |
| Member Name: |
| Member No.: |
| Report Title: |
| Club: |
| Location where incident took place: |
| Competition or Event: |
| Main Person involved: |
| Other Persons involved: |

In the area below, please fully describe the accident or incident, including factors contributing to the occurrence. Describe any human performance issues or deficiencies in the gliding system that may have contributed to this occurrence. Include your suggestions as to how this type or occurrence could be prevented. Use as much space as needed to provide the description.

|  |
| --- |
| **Description of Incident**: |
| **Date of Incident (dd/mm/yyyy)**: |
| **Time of incident (hh:mm)**: |
| **Extent of Damage**:  Nil,  Minor,  Substantial,  Write-Off |
| **Specify Damage**: |
| **Extent of Injury**:  Nil,  Minor,  Serious,  Fatal |
| **Specify Injury**: |
| **Nature of Flight**  Local,  Training/Coaching,  Cross-Country,  Competition,  AEF,  Ground Ops |
| **Phase of Flight**:  Launch,  Landing,  In-Flight,  Outlanding,  Thermalling,  Ground Ops,  N/A |
| **Immediate Actions Taken**  : |
| **Witness Statements (attach to this report if in written format)**: |
| **CFI/CSO/Ops Mgr Comments as to what happened, why it happened and what remedial action (if any) was taken:** |

**Additional Information**

In the sections below, please enter as much detail as you can.  The "Pilot 1" section will almost always be needed. “Pilot 2” is the command pilto of another aircraft, not the second pilot in the aircraft.

Not all aspects will be relevant to every incident, but the more detailed you can be, the better we will be able to analyse and assess the incident and learn from it. When entering information, remember that estimates are fine if you do not know the exact information.  Approximate data is better than nothing in these reports.

**Pilot of first Aircraft (often, the person making this report)**

|  |
| --- |
| Pilot Name: |
| Member No. (If applicable): |
| Aeronautical experience:  Total Hours:  Total Launches:  Hours on Type:  Launches on Type:  Hours last 12 months:  Launches last 12 months:  Hours last 90 days:  Launches last 90 days:  Last Flight Review:  Pilot’s Age:  Medical Certificate type and expiry date: |

**Pilot of second aircraft (if relevant)**

|  |
| --- |
| Pilot Name: |
| Member No. (If applicable): |
| Aeronautical experience:  Total Hours:  Total Launches:  Hours on Type:  Launches on Type:  Hours last 12 months:  Launches last 12 months:  Hours last 90 days:  Launches last 90 days:  Last Flight Review:  Pilot’s Age:  Medical Certificate type and expiry date: |

**Aircraft 1 Details - this section is almost always required**

|  |
| --- |
| **Aircraft Type**:  Glider,  Motor Glider – Self Launch,  Motor Glider – Sustainer,  Towplane,  Other Aircraft,  Vehicle |
| **A/C make and model**: |
| **Registration:** |
| **Launch Method**:  Towplane,  Winch/Auto,  Self-Launch |

**Details of 2nd Aircraft if relevant**

|  |
| --- |
| **Aircraft Type**:  Glider,  Motor Glider – Self Launch,  Motor Glider – Sustainer,  Towplane,  Other Aircraft,  Vehicle |
| **A/C make and model**: |
| **Registration:** |
| **Launch Method**:  Towplane,  Winch/Auto,  Self-Launch |

**Weather - this is always relevant where the incident involves flying operations**

|  |
| --- |
| **Description of weather**: |
| **Wind Speed (kts)**: |
| **Wind Direction**: |
| **Cloud Amount (8ths)**: |
| **Cloud Amount Type**:  Cumulus,  Cirrus,  Cirrostratus,  Altostratus,  Nimbostratus,  Stratocumulus,  Cumulonimbus,  Contrails,  Billow Clouds,  Mammatus,  Orographic,  Pileus clouds,  Other |
| **Cloudbase:** |
| **Weather Comments**: |

**Determine if ATSB should be informed**

**Should this matter be reported to ATSB?**:

Yes,  No,  Unsure

There are two types of occurrences which must be reported to the ATSB; Immediately Reportable Matters and Routinely Reportable Matters. If the occurrence you are reporting meets any of the criteria below you will need to notify the ATSB.

**Immediately Reportable Matters:**

The death of, or serious injury to a person on board the aircraft, in contact with the aircraft or anything attached to the aircraft or anything that has become detached from the aircraft.

* The death of, or serious injury to a person who has been directly exposed to jet blast.
* The aircraft being missing.
* The aircraft suffering serious damage, or the existence of reasonable grounds for believing that the aircraft has been seriously damage.
* The aircraft being inaccessible and the existence of reasonable grounds for believing that the aircraft has been seriously damaged.
* Breakdown of separation standards, being a failure to maintain a recognised separation standard (vertical, lateral or longitudinal) between aircraft that are being provide with an air traffic service separation.

Immediately Report Matters must in the first instance, be notified to the ATSB by telephone (1800 011 034) or faxing your notification form to (02) 6274 6434. A written notification must also be submitted to the ATSB.

If you cannot complete this notification, or require assistance please contact the ATSB on 1800 011 034.

**Routine Reportable Matters:**

* An injury, other than a serious injury, to a person on board the aircraft
* A flight crew member becoming incapacitated while operating an aircraft.
* Airprox.
* An occurrence in which flight into terrain is narrowly avoided.
* The use of any procedure for overcoming an emergency. An occurrence that results in difficulty controlling the aircraft, including any of the following; an aircraft system failure; a weather phenomenon; or operation outside the aircraft's approved flight envelope.
* Fuel exhaustion.
* The aircraft's supply of useable fuel becoming so low (whether or not as a result of fuel starvation) that the safety of the aircraft is compromised.
* A collision with an animal, including a bird, on a licensed aerodrome.

If the occurrence fulfills any of the criteria of a Routine Reportable Matter written notification is required to be sent to the ATSB within 72 hours of the occurrence.

**Attach Files**

If you have attachments to send, such as photos, logger traces, witness statements, etc., please attach them with this report and email to [emo@glidingaustralia.org](mailto:emo@glidingaustralia.org).

**NOTE:** Attachments cannot exceed 20mbs. You may need to send attachments in several emails.

If the incident involves an RAAus aircraft, a report will be sent to that organisation:

**Advise RAAus**:  Yes,  No,