

Two versions of the form are available from the BGA Website at www.gliding.co.uk/bgainfo/safety/forms.htm.

One version is intended for electronic completion and transmission and the other for manual printing and completion. The electronic version contains fields which can be filled in on-screen. The completed form should be saved and Emailed as directed to the BGA office (office@gliding.co.uk), the AAIB (investigations@aaib.gov.uk) and your club's Regional Safety Officer. The manual version should be printed (pages 2 & 3 back to back), completed, photocopied and sent by fax or surface mail as directed. Please use the electronic form if possible. If the manual form has to be used, please complete it legibly.

Completion of the form is relatively self-explanatory, however, in paragraph 8 (ADDITIONAL P1 FLYING EXPERIENCE), it is only necessary to fill out the starred items if relevant, i.e. a winching accident will require launch failure details, a field landing accident will require field landing practice details, etc.

1.1 **BGA Requirements**

1. All accidents must be reported by telephone to the BGA Office immediately and an Accident/ Incident Report Form, with as much information as possible sent to the BGA Office within 24 hours. Fully completed forms, short Incident report forms and any other paperwork must be delivered within 28 days. N.B. An 'Incident' is defined by the BGA as an occurrence not falling within the definition of an 'Accident' (see below). e.g. ground handling, mis-rigging, etc, or where an actual or potential hazard arising from gliding operations is identified.
2. Confusion often exists over what is minor or substantial damage. Within the BGA, substantial damage may be considered as that which requires workshop rectification before the glider is subsequently allowed to fly. (NB See the AAIB definition below).
3. Accidents/Incidents to aircraft other than gliders (i.e. motor gliders or tugs) are subject to the regulations ('Law') below. The form to be completed is CAA Form CA1673 (Occurrence Report). A copy of this form or a BGA Accident /Incident report should also be sent to the BGA.
4. Whilst the legal responsibility for reporting an accident rests with the pilot of the aircraft, the BGA requires that the club from whose site the glider was launched should offer full support and take responsibility for ensuring correct and prompt action is taken.
5. The Club responsibility rests with the Safety Officer or CFI to initiate Accident/ Incident Form action. In their absence the senior instructor or club member present at the time should assume the responsibility.
6. The rating of an instructor who has an accident, whilst flying gliders or motor gliders or whilst instructing in gliders or motor gliders, will automatically be suspended. For details of the BGA Instructor Suspension and Reinstatement Process see: <http://www.gliding.co.uk/bgainfo/instructors/documents/instructorsuspension.pdf>

1.2 **The Law and How It Affects BGA Club Officers** (NB: the law applies to gliders, motor gliders, and tugs.)

1. An 'Accident' is an occurrence associated with the operation of an aircraft which takes place between the time when any person boards the aircraft with the intention of flight and such time as all persons have disembarked therefrom in which:
 - (a) any person suffers death or injury while in or upon the aircraft or by direct contact with any part of the aircraft (including any part which has become detached from the aircraft): or
 - (b) the aircraft incurs damage or structural failure.
2. Reportable Accidents. The Civil Aviation (Investigation of Air Accidents) Regulations require the notification of accidents direct to the Chief Inspector of Air Accidents, Air Accidents Investigation Branch and the local police when there has been death or serious injury or an aircraft receives substantial damage.
3. Responsibility to the AAIB. The permission of the AAIB must be obtained before the aircraft is moved or otherwise interfered with except for the purpose of rescue. A copy of the Accident/ Incident Report Form must be sent, within 24 hours, either electronically, by post or fax to: investigations@aaib.gov.uk, Fax: 01252 376999

The Department for Transport
Chief Inspector of Air Accidents
Air Accidents Investigation Branch
Farnborough House
Berkshire Copse Road
ALDERSHOT GU11 2HH

4. 'Serious Injury' means an injury which is sustained by a person in an accident which either:
 - (c) requires a stay in hospital for more than 48 hours commencing within seven days from the date of the accident on which the injury was received: or
 - (d) results in a fracture of any bone (except simple fractures of fingers, toes or nose): or
 - (e) involves lacerations which cause nerve, muscle or tendon damage or severe haemorrhage. or
 - (a) involves injury to any internal organ.
5. 'Substantial Damage.' Damage or structural failure that adversely affects the structural strength, performance, or flight characteristics of the aircraft that requires major repair or replacement of the affected component(s), and/or if the damage or failure(s) renders the aircraft un-flyable and requires more than 48 hours to repair.

Date/Time Received by BGA

BGA Ref. No

BRITISH GLIDING ASSOCIATION - ACCIDENT/INCIDENT REPORT (ELECTRONIC)

N.B. 1. This version of the document can be completed on a computer and sent e-mail to recipients. A printable version is separately available for manual completion.

N.B. 2. * After an accident involving fatal or serious injury, substantial damage to a glider, or if a powered aircraft is involved, (including a self-launching glider), it is a legal requirement that, as a matter of urgency, the Air Accidents Investigation Branch (01252 512299) are informed. They will contact BGA investigators if necessary. You are also required to inform the local police. *

N.B. 3 The Club Safety Officer or his nominee must make a telephone report to the BGA Office Manager, (0116 289 2956) (leaving a message if out of working hours) on the day of the occurrence. The completed form must be sent within 24 hours to office@gliding.co.uk, and to the AAIB at investigations@aaib.gov.uk. A copy must also be sent to the club Regional Safety Officer.

N.B.4. This page must be sent off within 24 hrs of Accident. Page 3 within 28 days.

1. ACCIDENT/INCIDENT/FLIGHT INFORMATION

(N.B. 1 For Incidents – only this page essential, 28 days to return.)

Date: -	Time: -
Location of Acc/Inc.: -	
Reported By Name: -	Club Responsibility (CFI, S/O etc): -
Tel No. & e-mail address: -	
Launch Type: -	Launch Site: -
Object of Flight: -	Club Making Report: -
Description of occurrence: -	

2. PILOT/PASSENGER/THIRD PARTY (Capacity:- P.1, P.2, Passenger etc.)

Name	Age	Capacity	Instructor? Yes <input type="checkbox"/> No <input type="checkbox"/>
Home Club	Injuries	None <input type="checkbox"/> Minor <input type="checkbox"/>	Serious* <input type="checkbox"/> Fatal* <input type="checkbox"/>

Description of injuries: -

Name	Age	Capacity	Instructor? Yes <input type="checkbox"/> No <input type="checkbox"/>
Home Club	Injuries	None <input type="checkbox"/> Minor <input type="checkbox"/>	Serious* <input type="checkbox"/> Fatal* <input type="checkbox"/>

Description of injuries: -

3. AIRCRAFT

Type	Owner		
BGA No	Fin Ident	Damage:-	None <input type="checkbox"/> Minor <input type="checkbox"/> Substantial* <input type="checkbox"/> Destroyed* <input type="checkbox"/>

Description of Damage: -

4. INITIAL REPORT CIRCULATION (ACTION TO BE TAKEN BY REPORTING CLUB)

	AAIB(01252-512299)	BGA Office (0116 289 2956)	Regional Safety Officer	Other
Time				
Date				

5. CLUB SAFETY OFFICER - Details

Name	Tel/Fax Nos.
E-mail	Address

N.B.5. If you are merely reporting an incident, further information is only required if relevant.

6. SITE CONDITIONS AT TIME OF OCCURRENCE - WHERE APPLICABLE

Actual wind direction and speed (°/Kt):	Gusts? (max/min):	Visibility (NM or KM):
Cloud type, amount (8ths), base AGL(ft):	T/O /Landing Dir.	Precipitation?

7. FLYING EXPERIENCE (Flying Hours – except where stated as launches (L))

	P.1	P.1 (L)	P.2	P.2 (L)	On Type	Last 6 Months	Instructing
1 st Pilot							
2 nd Pilot							

8. ADDITIONAL P.1. FLYING EXPERIENCE. (If relevant to accident.*)

Date of previous solo flight:		Gliding Certificates held:	
Date of last dual check:		Bronze/X-c/Silver Completion Dates:	
Date of last launch failure real or practice: *		Instructors Only	
Date of last field landing check: *		Rating held:	
Number of types flown:		Last renewed:	
Number of field landings: *		By whom:	
Where trained:		Last instructors course: (site):	
Main dual glider types:		Last instructors course: (date):	
Main solo types:		Last instructors course: (run by):	
Launches to solo: *		Completion course date:	
Date of first solo:		Medical type & date:	

9. MISCELLANEOUS – COMPLETE AS NECESSARY (Yes/No)

a) Was an instructor in charge?	N <input type="checkbox"/>	Y <input type="checkbox"/>	e) Any possible technical aspects?	Y <input type="checkbox"/>	N <input type="checkbox"/>
b) Instructor at the launch point?	N <input type="checkbox"/>	Y <input type="checkbox"/>	f) Were any BGA Op. Regulations broken?	Y <input type="checkbox"/>	N <input type="checkbox"/>
c) Was a briefing given?	N <input type="checkbox"/>	Y <input type="checkbox"/>	g) Has the pilot had a previous accident?	Y <input type="checkbox"/>	N <input type="checkbox"/>
d) Any possible medical factors?	Y <input type="checkbox"/>	N <input type="checkbox"/>	h) Were energy-absorbing seat cushions in use?	N <input type="checkbox"/>	Y <input type="checkbox"/>

If any RED answer in this section is confirmed, give details below and identify. e.g. a) b) etc.

10. ADDITIONAL STATEMENTS/DOCUMENTS/EVIDENCE REQUIRED

Pilots & Duty Instructor Statements:- Enclosed <input type="checkbox"/> / To Follow <input type="checkbox"/>	Maps, Diagrams, Photos:- Enclosed <input type="checkbox"/> / To Follow <input type="checkbox"/> / N/A <input type="checkbox"/>
Photocopy last page of pilot's logbook(s):- Enclosed <input type="checkbox"/> / To Follow <input type="checkbox"/>	Eye Witness Statements:- Enclosed <input type="checkbox"/> / To Follow <input type="checkbox"/>
CSO/Investigator/CFI's report, analysis, conclusions or comments:- Enclosed <input type="checkbox"/> /To Follow <input type="checkbox"/> .	

11. Summary of Action taken to reduce the risk of a re-occurrence. Use the experience to help others prevent similar incidents/accidents.

12. Any operational or technical implications requiring immediate Instructor or Technical Committee action.