

## THE BGA ACCIDENT/INCIDENT REPORTING FORM - REQUIREMENTS

Two versions of this form are available from the BGA Website ([www.gliding.co.uk/bgainfo/safety/forms.htm](http://www.gliding.co.uk/bgainfo/safety/forms.htm)). One is intended for electronic completion and transmission, one for manual printing and completion. The electronic version contains 'fields' which can be filled in on the computer screen. Once completed, save this as a new file and e-mail as directed to the BGA office ([office@gliding.co.uk](mailto:office@gliding.co.uk)), the AAIB ([enquiries@aaib.gov.uk](mailto:enquiries@aaib.gov.uk)) and the club Regional Safety Officer. The manual version is to be printed (pages 2 & 3 back to back), completed, photocopied and sent by fax or surface mail as directed.

Completion of the form is relatively self-explanatory, however, in paragraph 8. ADDITIONAL P.1. 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.

### 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 hrs. 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. (N.B. See AAIB def. 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 REPORT FORM action. In their absence the senior instructor or club member present at the time should assume the responsibility.

### THE LAW & HOW IT AFFECTS BGA CLUB OFFICERS. (N.B. 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 :- The Department of Transport, Chief Inspector of Air Accidents, Air Accidents Investigation Branch, Berkshire Copse Rd., FARNBOROUGH, Hampshire. GU11 2HH (Fax: 01252 376999)
4. SERIOUS INJURY means an injury which is sustained by a person in an accident which —
  - (a) 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
  - (b) results in a fracture of any bone (except simple fractures of fingers, toes or nose): or
  - (c) involves lacerations which cause nerve, muscle or tendon damage or severe haemorrhage. or
  - (d) 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 airplane that requires major repair or replacement of the affected component(s), and/or if the damage or failure(s) renders the airplane un-flyable and requires more than 48 hours to repair.

Date/Time Received by BGA...../.....

BGA Ref. No.....

**BRITISH GLIDING ASSOCIATION - ACCIDENT/INCIDENT REPORT (MANUAL)**

a. All accidents must be reported to the BGA by telephone a.s.a.p. and page 1 of this form must then be completed & sent to the BGA office within 24 hours by 1st class post or fax (01162-515939), copy to the Regional Safety Officer.

b. If red boxes are ticked – AAIB must be informed immediately (01252-512299). \*Please see NOTES overleaf.

**1. ACCIDENT/INCIDENT INFORMATION (N.B. 1 Incidents – only this page essential, 28 days to return.)**

Date	Time	Location	Club
Person Reporting		Tel	e-mail
Description of occurrence.			
Object of Flight		Type of Launch	Launch Site

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

Name	Age	Capacity	Instructor? Yes/No?	
Home Club	Injuries	None	Minor	<b>Serious*</b> <b>Fatal*</b>
Description of injuries				
Name	Age	Capacity	Instructor? Yes/No?	
Home Club	Injuries	None	Minor	<b>Serious*</b> <b>Fatal*</b>
Description of injuries				

**3. AIRCRAFT**

Type	Owner			
BGA No	Fin Ident	Damage	None	Minor <b>Substantial*</b> <b>Destroyed*</b>
Description of damage				

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

	AAIB(01252-512299)	BGA Office (01162-531051)	Regional Safety Officer	Other
Time				
Date				

**5. CLUB SAFETY OFFICER - Details**

Name	Tel/Fax Nos.
E-mail	Address

**N.B.2. This page must be sent off within 24 hrs. Page 3 within 28 days**

BGA Office. Kimberley House, Vaughan Way, Leicester LE1 4SE. (Tel 01162-531051)  
**N.B 3.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
First Pilot							
Second Pilot							

**8. ADDITIONAL P.1. FLYING EXPERIENCE. (WHERE APPLICABLE -\*)**

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:	*	<b>Instructors Only</b>	
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 of last medical:	

**9. MISCELLANEOUS – COMPLETE AS NECESSARY (Circle answer)**

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

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


**10. ADDITIONAL STATEMENTS/DOCUMENTS/EVIDENCE REQUIRED**

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

**11. Summary of action taken to reduce the risk of re-occurrence.**

**12. Any operational or technical implications requiring immediate instructor/Technical Committee action.**

**\*EXPANDED NOTES**

**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.**

**The Club must report the occurrence by telephone to the BGA Office Manager (01162-531051) (leaving a message if out of working hours) on the day of the accident. At least the first page of the form must be completed within 24 hrs and sent either electronically, by first class post or by fax (01162-515939) to the BGA Office. A further copy must be sent to the club Regional Safety Officer.**