

<b>BGA Airworthiness and Maintenance Procedure</b>	<b>AMP 1-6</b>
<b>BGA INSPECTOR DISCIPLINARY INFORMATION AND PROCEDURE</b>	

<b>Version 2</b>	<b>5th January 2024</b>
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### **1. Introduction**

A BGA Inspector authorisation is issued by the BGA. The BGA requires the holder of a BGA Inspector authorisation to operate in compliance with its published requirements including those relating to safety and quality. Where the BGA has reason to believe an inspector is not operating in compliance with its published requirements, it will take reasonable action to establish the facts and address the issues with the inspector. Where the issue cannot be reasonably resolved through engagement with the inspector, disciplinary action may be necessary.

The BGA operates a Just Culture. The BGA Inspector disciplinary procedure aims to be supportive and not punitive. Wherever possible, BGA inspectors will be offered guidance and assistance to help them to achieve the required standard. For quality and/or safety reasons, the BGA may at its discretion immediately suspend or withdraw any BGA Inspector authorisation privileges. Any BGA inspector who has had their privileges suspended or withdrawn will have the right of appeal.

### **2. Complaints**

The BGA whistle-blowing policy is at <https://members.gliding.co.uk/bga/policies/>

The BGA will not become involved in disputes of a contractual or financial or personal nature between an inspector and an owner or employer.

Impartiality and discretion should be exercised in the handling of all complaints.

Any aircraft owners concern relating to a BGA Inspector should initially be addressed direct to the BGA Inspector. Where there is a concern relating to a BGA Inspector and the club aircraft maintenance, that should be addressed between the Club Technical Officer, Club Chairman, Employer (if applicable) and the BGA Inspector.

If the problem cannot be resolved locally, the matter may be referred to the BGA CTO, who will follow the procedure below.

### **3. Procedure following a complaint**

The CTO is to:

- a. Confirm the complainants name and contact details and the BGA Inspectors name and authorisation number.
- b. Obtain the details of the complaint from the complainant in writing (letter or email).
- c. Inform the inspector in writing that the BGA has received a complaint – do not reveal who from.
- d. Inform the complainant in writing that the procedure is being followed and the complainant will receive information in due course.

- e. Investigate the complaint and detail the findings in an internal report, referencing where applicable:
- AAIB report
  - BGA Accident Investigators report
  - Occurrence report
  - Audit finding
  - Owner's report
  - Physical inspection
  - Whistle blower report
- f. Interview the BGA Inspector, noting:
- A minimum two persons representing the BGA should normally be present
  - The interviewee may have one other person present for support
  - The interview is to be conducted in a formal manner
  - Meeting notes will be taken and retained
  - The interview will be conducted in private
  - The interviewee should be encouraged to describe his or her interpretation of the event.
  - Normally no conclusion or resulting action will be decided at the interview, but the interviewee is to be notified of the next stage in the process.
- g. After consideration of the facts, decide what further action is required, e.g:
- No action required
  - Support needed, including referencing any relevant data
  - Temporary suspension of BGA inspector privileges
  - Permanent suspension of BGA inspector privileges
- h. Comply with '4. Disciplinary procedure' below.

#### **4. Disciplinary procedure**

Following an event that because of quality and/or safety reasons requires action to suspend, limit or remove BGA inspector privileges, the process that has led to that decision must be justified to the Chairman of the Technical Committee or the BGA CEO.

Any decision to suspend, limit or remove BGA inspector authorisation privileges must be communicated to the:

- Chair of the Technical Committee
- CTO
- BGA Quality Manager
- BGA CEO

The suspension, limitation, or removal of a BGA Inspector authorisation must be notified in writing to the BGA Inspector concerned, referring to this AMP and noting that the BGA Inspector may appeal.

All reports, notes, minutes, and correspondence are to be placed in the inspector's file at the BGA office.

#### **5. Appeals**

Appeals may be made by any BGA Inspector to the Chairman of the BGA Technical Committee or the BGA Executive Committee. Appeals are to be made in writing. The decision of the BGA Executive Committee will be final.

End.