



# Accident and Incident Reporting

Operational Occurrences



# Safety, Operations and Airworthiness Reporting

- ▶ Used to facilitate the reporting:
  - ▶ accidents and incidents that occur in the operation of an aircraft (Operations Occurrences)'
  - ▶ defects discovered during aircraft maintenance (airworthiness defects), and
  - ▶ other accidents and incidents that occur around an airfield that are dealt with under the Club's Risk Management Plan (Safety Reports).



# Who Must Report?

- ▶ the aircraft owner,
- ▶ The aircraft operator (e.g. Gliding Club),
- ▶ The crew of the aircraft, or
- ▶ Anyone else learning of the accident.



# Why Report?

- ▶ It is a requirement under the Transport Safety Investigation Act 2003 and Transport Safety Investigation Regulations.
- ▶ It is a GFA requirement.
- ▶ CASA expects GFA to examine the results of sailplane, powered sailplane and power-assisted sailplane incident and accident investigations to ensure that standards have been complied with, and are appropriate.

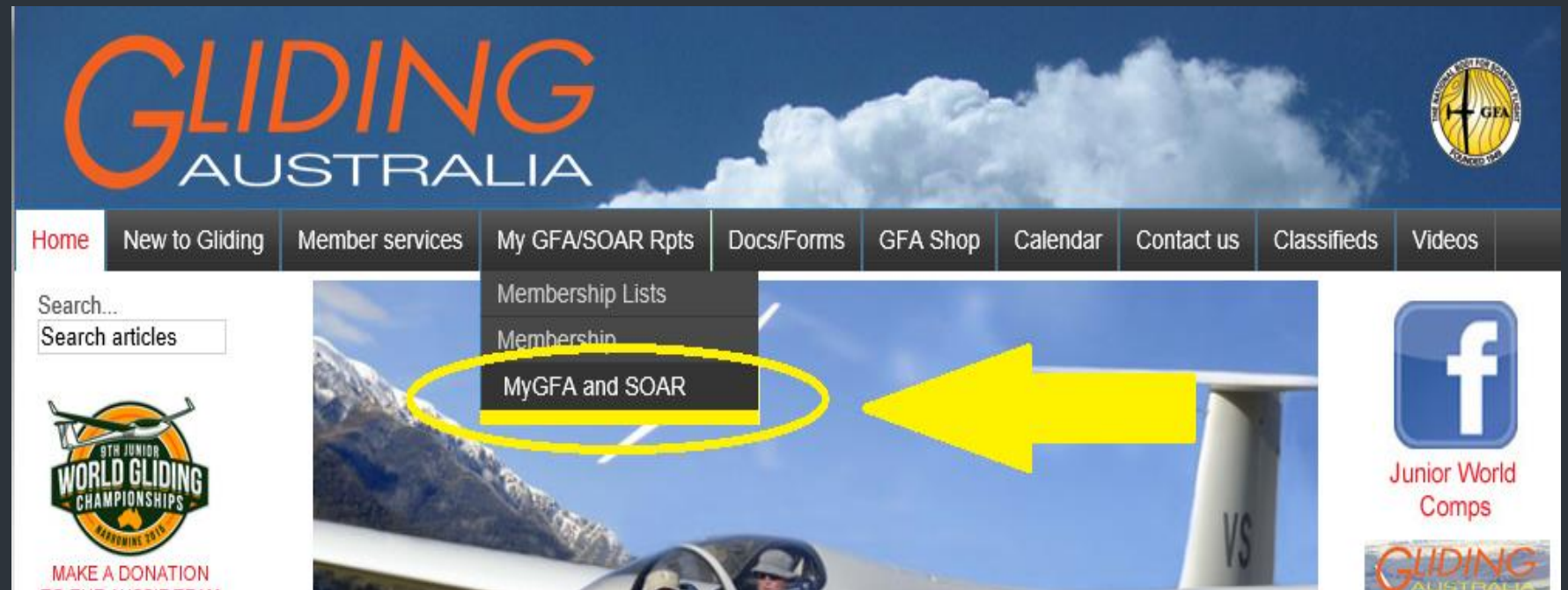


# Reporting Obligations

- ▶ It is a GFA requirement that Immediately Reportable Matters are reported to the EM/O or the COP within 72 Hours (i.e. accidents involving death, serious injury, destruction of, or serious damage to vehicles or property or when an accident nearly occurred).
- ▶ The EM/O or COP will notify the appropriate GFA officers and the RM/O of the relevant Region.
- ▶ The GFA also requires notification to the EM/O of all 'Routine Reportable Matters' and those accident and incidents that are not required to be reported to ATSB (i.e. everything else).


# Using the System

- ▶ The SOAR system is accessed through the “[MyGFA/SOAR Rpts](#)” tab on the GFA website:



# Using the System

- ▶ Clicking the 'MyGFA and SOAR' option will take you to a login screen – 'GFA Member Authentication'.
- ▶ You need to enter your GFA membership number and your date of birth to authenticate you, and then you need to click on the 'Continue' button.

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## GFA Member Authentication

Please enter your GFA Membership Number and Date of Birth in the fields below, and then click the Continue button.

Your Membership Number should be entered without the "M-" value at the beginning. The correct number is all that is required.

If you are authenticating as a Club or other Organisation, you will have received an email giving the Date of Birth value assigned to your organisation. If necessary check with your Secretary, President, or CFI for this value. Or, call the GFA Office for help.

Once you have been identified, you will be transferred to the Menu where you can select what you want to do next.

This authentication is required for Membership Renewal, accessing MyGFA Profile information, or for entry or review of SOAR Reports.

Primarily this is not a security matter. In most cases the purpose of this authentication process is so that we know who you are.

**Mbr Number\* (M-)\***   
Number only

**Day of Birth\***

**Month of Birth\***

**Year of Birth\***

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You are here: Home

### Main Menu

- [Home](#)
- [MyGFA](#)
- [New Members](#)
- [Renewing Members](#)
- [GPC Application](#)
- [GPC Application for Foreign Pilots](#)
- [FAI Badge and Record Forms](#)
- [Return to GFA Website](#)

### Login Form

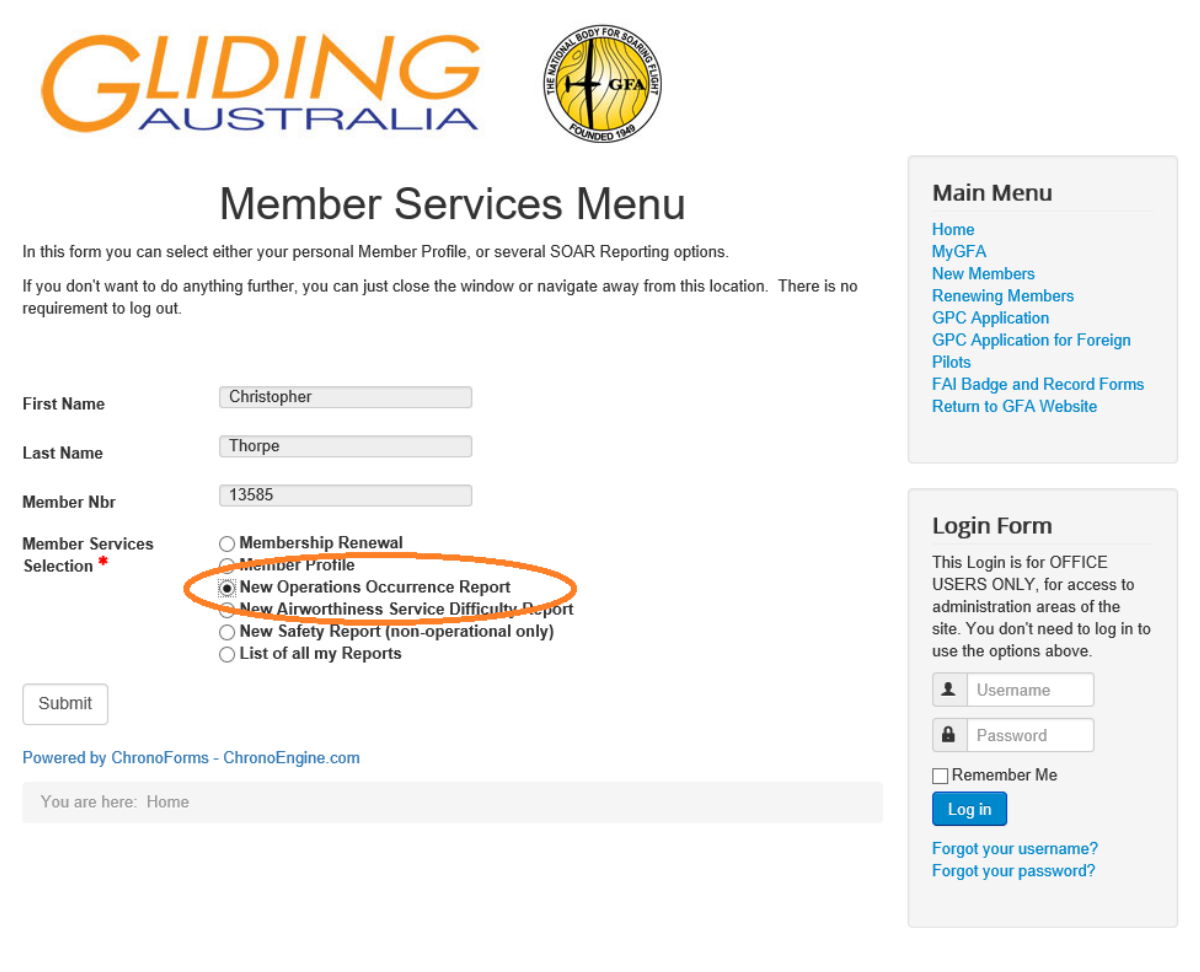
This Login is for OFFICE USERS ONLY, for access to administration areas of the site. You don't need to log in to use the options above.

Remember Me

[Forgot your username?](#)  
[Forgot your password?](#)

# Using the System

- ▶ You need to enter your GFA membership number and your date of birth to authenticate you, and then you need to click on the 'Continue' button. Clicking this button will take you to a 'Member Services Menu' where you have five options:



The screenshot shows the GFA Member Services Menu. At the top left is the 'GLIDING AUSTRALIA' logo, and at the top right is the GFA circular logo with the text 'THE NATIONAL BODY FOR SOARING SPORT' and 'FOUNDED 1948'. The main heading is 'Member Services Menu'. Below it, a paragraph states: 'In this form you can select either your personal Member Profile, or several SOAR Reporting options. If you don't want to do anything further, you can just close the window or navigate away from this location. There is no requirement to log out.'

The form contains the following fields and options:


- First Name:
- Last Name:
- Member Nbr:
- Member Services Selection \*:
  - Membership Renewal
  - Member Profile
  - New Operations Occurrence Report
  - New Airworthiness Service Difficulty Report
  - New Safety Report (non-operational only)
  - List of all my Reports

A 'Submit' button is located below the radio button options. At the bottom left, it says 'Powered by ChronoForms - ChronoEngine.com' and 'You are here: Home'. On the right side, there are two panels: 'Main Menu' with links for Home, MyGFA, New Members, Renewing Members, GPC Application, GPC Application for Foreign Pilots, FAI Badge and Record Forms, and Return to GFA Website; and 'Login Form' with a note that it is for OFFICE USERS ONLY, and fields for Username, Password, and a Remember Me checkbox, followed by a Log in button and links for 'Forgot your username?' and 'Forgot your password?'.



# Using the System

- ▶ Clicking the 'Continue' button will take you to a 'Member Services Menu' where you have five options.
- ▶ Accidents and incidents that occur during the operation of an aircraft are 'Operations Occurrences'.
- ▶ Select the 'New Operations Occurrence Report' and then click on the 'Submit' button.

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## Member Services Menu

In this form you can select either your personal Member Profile, or several SOAR Reporting options.

If you don't want to do anything further, you can just close the window or navigate away from this location. There is no requirement to log out.

First Name

Last Name

Member Nbr

Member Services Selection \*

- Membership Renewal
- Member Profile
- New Operations Occurrence Report
- New Airworthiness Service Difficulty Report
- New Safety Report (non-operational only)
- List of all my Reports

**Press this button**

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You are here: Home

### Main Menu

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Remember Me

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[Forgot your password?](#)



# Using the System

- ▶ 'Operations Occurrences' include occurrences during flight, while taxiing or ground-handling, or during the pre-flight Inspection in readiness for flight.
- ▶ 'Operations Occurrences' also include occurrences involving the retrieve of gliders.
- ▶ If in doubt, use the 'Operations Occurrences' form as this asks for the most detail.
- ▶ Airworthiness issues identified during the operation of an aircraft should be recorded as an 'Operations Occurrence'. The Airworthiness Department will be notified separately by the EM/O.

# Using the System



# Using the System

- ▶ After clicking the 'Submit' button you will be taken to the 'Operations Occurrence Reporting' page.
- ▶ You have nine tabs to select and enter information.

## Operations Occurrence Reporting

Please fill in the form below in as much detail as possible. You may save this form and recall it before submitting it to the GFA or ATSB, by selecting the required option at the bottom of the form.

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

First Name


Last Name

Member Nbr

Club

Report Title \*

[General](#) [Weather](#) [PIC 1](#) [PIC 2](#) [Aircraft](#) [Desc](#) [Attach](#) [ATSB](#) [Close](#)



# Using the System

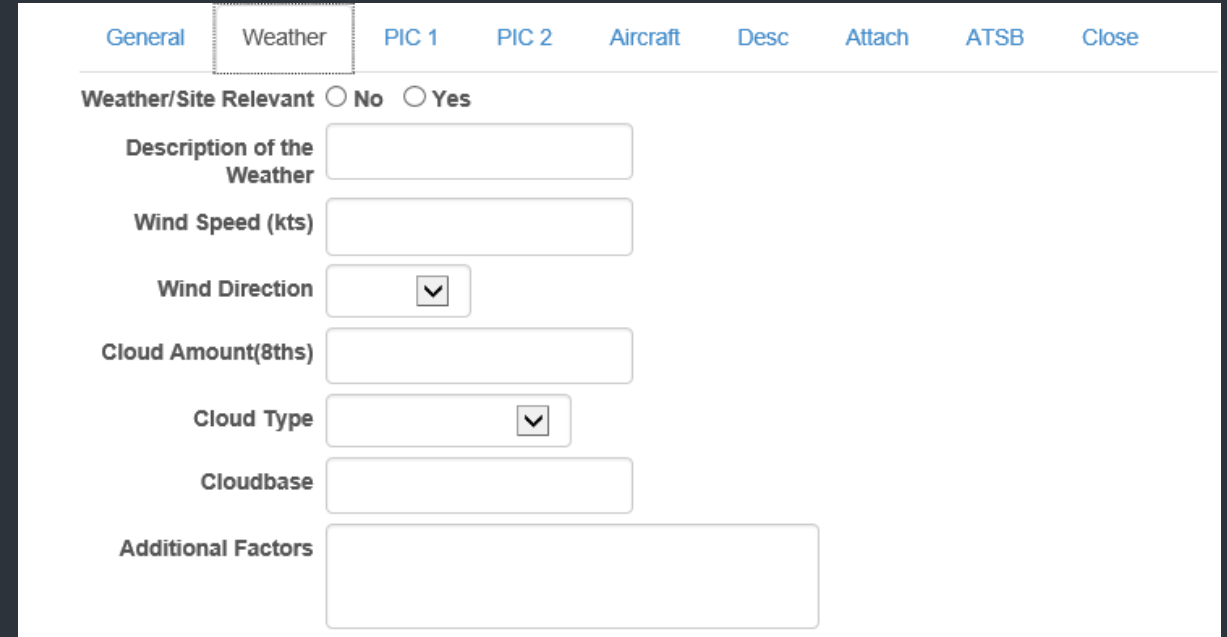
- ▶ The '**General**' Tab asks for the following information:
- ▶ Complete as much information as possible.
- ▶ Use the drop down boxes to select an appropriate classification.

The screenshot shows a web-based form with several tabs: General, Weather, PIC 1, PIC 2, Aircraft, Desc, Attach, ATSB, and Close. The 'General' tab is active. The form contains the following fields and options:

- Person Involved \***: Text input field.
- Other Persons involved**: Text input field.
- Date of Occurrence**: Text input field.
- Time of Occurrence**: Text input field.
- Timezone**: Radio buttons for  AEDT,  ACST,  AWST,  ACDT.
- Club or Competition Name**: Text input field.
- Location**: Text input field.
- Nature of Flight**: Radio buttons for  Local,  Training/Coaching,  Cross-Country,  Competition,  AEF.
- Phase of Flight**: Radio buttons for  Launch,  Landing,  In-flight,  Outlanding,  Ground Ops,  Thermalling.
- Classification Level 1**: Dropdown menu with 'Aircraft Control' selected.
- Classification Level 2**: Dropdown menu with 'Airframe overspeed' selected.

# Using the System

- ▶ The '**Weather**' Tab asks for the following information:
- ▶ It is useful to complete this information even if weather factors are not relevant.



The screenshot shows a software interface with a tabbed menu at the top. The 'Weather' tab is selected. Below the tabs, there are several input fields and a radio button group. The 'Weather/Site Relevant' section has two radio buttons, 'No' and 'Yes'. The 'Description of the Weather' field is a text input. The 'Wind Speed (kts)' field is a text input. The 'Wind Direction' field is a dropdown menu. The 'Cloud Amount(8ths)' field is a text input. The 'Cloud Type' field is a dropdown menu. The 'Cloudbase' field is a text input. The 'Additional Factors' field is a larger text input area.

General	Weather	PIC 1	PIC 2	Aircraft	Desc	Attach	ATSB	Close
Weather/Site Relevant <input type="radio"/> No <input type="radio"/> Yes								
Description of the Weather <input type="text"/>								
Wind Speed (kts) <input type="text"/>								
Wind Direction <input type="text" value="v"/>								
Cloud Amount(8ths) <input type="text"/>								
Cloud Type <input type="text" value="v"/>								
Cloudbase <input type="text"/>								
Additional Factors <input type="text"/>								

# Using the System

- ▶ The **'PIC 1'** (Pilot In Command of Aircraft 1) Tab asks for the following information:
- ▶ Complete this as accurately as possible. The **'PIC 2'** Tab requires identical information but is only used to record the details of the pilot of a second aircraft involved.

General Weather **PIC 1** PIC 2 Aircraft Desc Attach ATSB Close

Pilot Name

Member Nbr

Age  < 30  30-39  40-49  50-59  60-69  70-79  80+

Total Hours

Total Launches

Hours On Type

Launches On Type

Hours Last 12 Months

Launches Last 12 Months

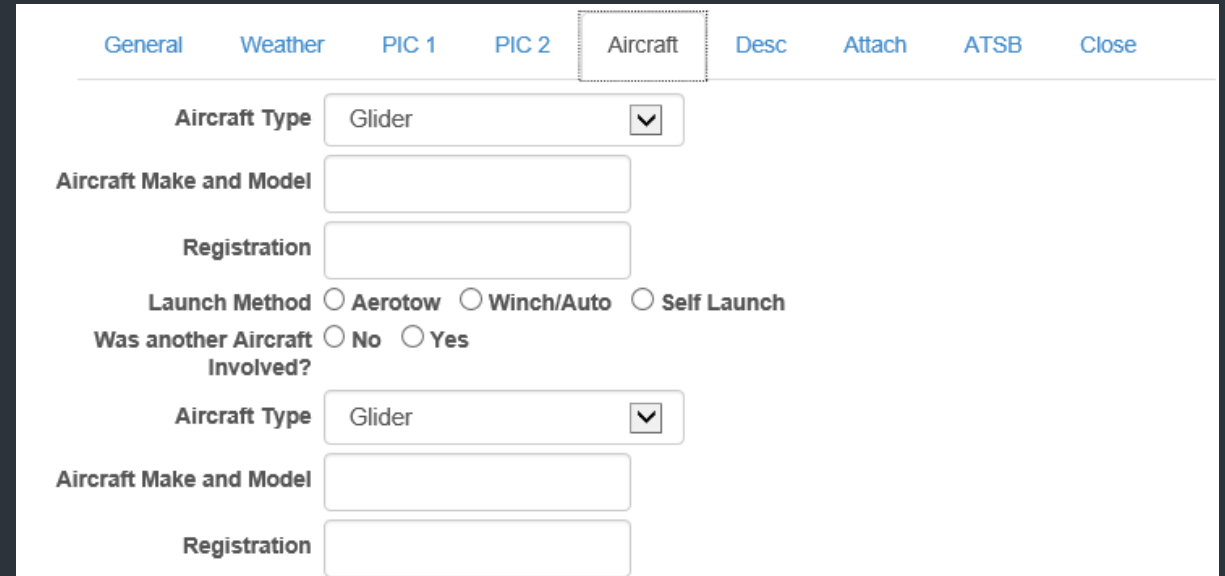
Hours Last 90 Days

Launches Last 90 Days

Last Annual Check

# Using the System

- ▶ The **'Aircraft'** Tab asks for the following information:
- ▶ Registration is important and must be accurate. Make and can be checked to the aircraft register on [CASA's website](#).
- ▶ If more than two aircraft are involved, the details should be included in the Description.



The screenshot displays a web-based form with a tabbed interface. The 'Aircraft' tab is selected and highlighted with a red box. The form contains two identical sections for entering aircraft details. Each section includes a dropdown menu for 'Aircraft Type' (set to 'Glider'), text input fields for 'Aircraft Make and Model' and 'Registration', and radio button options for 'Launch Method' (Aerotow, Winch/Auto, Self Launch) and 'Was another Aircraft Involved?' (No, Yes). The 'Close' button is visible in the top right corner of the tabbed area.

Tab	General	Weather	PIC 1	PIC 2	<b>Aircraft</b>	Desc	Attach	ATSB	Close
Aircraft 1					<p>Aircraft Type: Glider</p> <p>Aircraft Make and Model: [ ]</p> <p>Registration: [ ]</p> <p>Launch Method: <input type="radio"/> Aerotow <input type="radio"/> Winch/Auto <input type="radio"/> Self Launch</p> <p>Was another Aircraft Involved?: <input type="radio"/> No <input type="radio"/> Yes</p>				
Aircraft 2					<p>Aircraft Type: Glider</p> <p>Aircraft Make and Model: [ ]</p> <p>Registration: [ ]</p>				



# Using the System

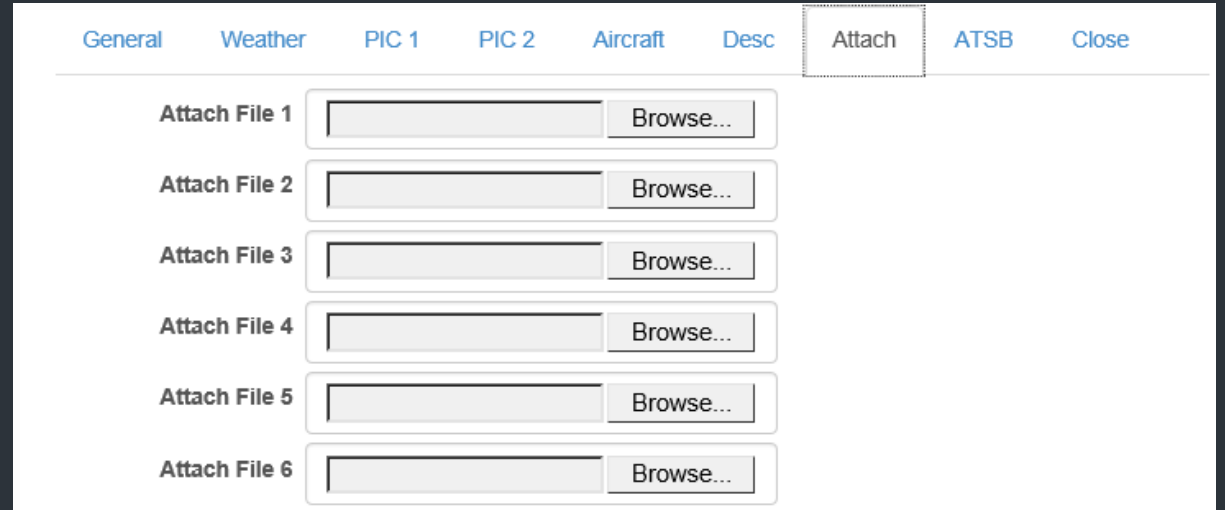
- ▶ The '**Desc**' (Description) Tab asks for the following information:
- ▶ Initial information is likely to be brief but still provide as much information as. If the description is lengthy you can complete the report in a separate document and attach it.

The screenshot shows a web-based form with a navigation bar at the top containing tabs: General, Weather, PIC 1, PIC 2, Aircraft, Desc (highlighted), Attach, ATSB, and Close. The main form area contains the following sections:

- Description \***: A large text input field.
- Damage**: Radio buttons for  No and  Yes.
- Extent of Damage**: Radio buttons for  Minor,  Substantial, and  Write-Off.
- Specify Damage**: A text input field.
- Injury?**: Radio buttons for  No and  Yes.
- Extent of Injury**: Radio buttons for  Minor,  Serious, and  Fatal.
- Specify Injury**: A text input field.
- Immediate Actions Taken**: A text input field.
- Witness Statements**: A text input field.

# Using the System

- ▶ You can now attach any relevant documents, such as witness statements, log traces, accident reports, photographs, etc.
- ▶ **DO NOT** attach documents until you are ready to send the information.
- ▶ Select the browse button and navigate to the drive and directory on your computer where the document is located.



The screenshot shows a web form with a tabbed interface. The tabs are: General, Weather, PIC 1, PIC 2, Aircraft, Desc, Attach (selected), ATSB, and Close. The 'Attach' tab is active, displaying six rows of file attachment fields. Each row consists of a text input field and a 'Browse...' button. The rows are labeled 'Attach File 1' through 'Attach File 6'.

Note: Only attach documents if you are ready to 'Send' the form. If the documents fail to attach, please email them directly to the Executive Manager Operations at: [emo@glidingaustralia.org](mailto:emo@glidingaustralia.org).

# Using the System

- ▶ The next step is to consider whether the matter needs to be reported to the ATSB. Select the '**ATSB**' Tab and you will see the following guidelines:
- ▶ If you select 'Unsure' or 'Yes', a report will be sent to the ATSB.

General Weather PIC 1 PIC 2 Aircraft Desc Attach **ATSB** Close

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 damaged.
- 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 provided with an air traffic service separation.

Immediately Reportable 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:

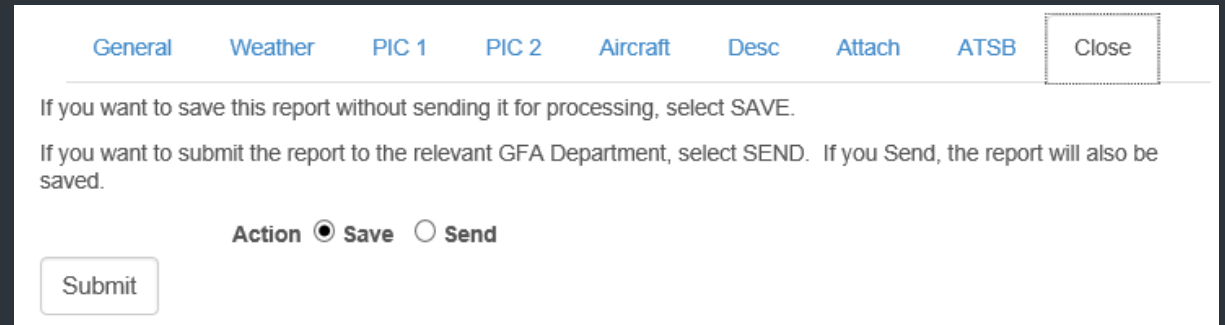
- An injury, other than a serious injury, to a person on board the aircraft
- A flight crew member becoming incapacitated while operating an aircraft.
- Airprox.
- An occurrence in which flight into terrain is narrowly avoided.
- The use of any procedure for overcoming an emergency. An occurrence that 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.

Should this matter be  No  Unsure  Yes reported to ATSB?

# Using the System

- ▶ The '**Close**' tab gives you two options: 'Save' or 'Send'.



General Weather PIC 1 PIC 2 Aircraft Desc Attach ATSB **Close**

If you want to save this report without sending it for processing, select SAVE.

If you want to submit the report to the relevant GFA Department, select SEND. If you Send, the report will also be saved.

Action  Save  Send

Submit

- ▶ The 'Save' option will allow you to review and edit the report before final submission.
- ▶ DO NOT attach documents to the report if you only intend to 'Save' the information.
- ▶ When you are ready to 'Send' the report, ensure you have attached your documents and then select the 'Send' button.
- ▶ The report will be emailed to the GFA Executive Manager Operations and ATSB (if appropriate).

# What Happens Next?

- ▶ The EM/O will review the report and enter details in the GFA Occurrence Database.
- ▶ In most cases the initial reports are preliminary and subject to further investigation. In these instances, the EM/O will forward a copy of the initial report to the Club's Chief Flying Instructor (CFI) or Competition Safety Officer (CSO) and request they provide further details or a copy of their investigation report – depending on the severity of the occurrence.
- ▶ The EM/O will then review information subsequently received and will prepare a de-identified summary report outlining the event, causal factors, and lessons learned for publication to the membership.
- ▶ Prior to publication, the summary will be reviewed by the CFI or CSO for accuracy.

# QUESTIONS?



## **Christopher Thorpe**

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