

# Accident & Incident Investigation

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GUIDANCE FOR CHIEF FLYING INSTRUCTORS AND COMPETITION  
SAFETY OFFICERS

# Protocols

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- ❑ Generally, the ATSB does not investigate sports aviation accidents or those involving amateur built or experimental category aircraft.
- ❑ In serious accidents, the ATSB will inform the Gliding Federation of Australia and the police that the ATSB is not investigating.
- ❑ The police will normally coordinate the investigation of fatal accidents or those occasioning serious injury.
- ❑ The police may wish to utilise the expertise of the Gliding Federation of Australia to assist their investigation. The GFA contacts are the EM/O, the COP, and the RMs/O.

# Responsibilities

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- ❑ The EM/O has discretion to conduct an investigation into any accident or incident on behalf of the GFA.
- ❑ Where such discretion is exercised, the EM/O will either conduct the investigation personally or delegate the role of investigator to a suitable person.
- ❑ Clubs and members must provide their full co-operation to the GFA's nominated investigator.
- ❑ Club CFI's or Competition Safety Officers have a responsibility to investigate and analyse all occurrences at their site.
- ❑ Completed investigation reports should be emailed to the EM/O: [emo@glidingaustralia.org](mailto:emo@glidingaustralia.org).

# Protection of Aircraft Wreckage

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- ❑ The GFA understands that police and emergency services personnel need to take immediate action when arriving at the scene.
- ❑ It is important that wreckage, ground scars and the accident site are disturbed as little as possible to ensure that investigators are able to determine the factors that contributed to the accident.
- ❑ Wreckage must not be removed without the permission of the ATSB or local Police.

# Documenting an Accident

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- ❑ Take plenty of photos.
- ❑ Collect flight loggers (GPS units, Flarms, etc.).
- ❑ Interview pilots.
- ❑ Collect witness statements:
  - Hand out witness forms and ask witnesses to go to a quiet area and write down everything they have observed as detailed as possible.
  - Ensure witnesses include their name, address, phone number, date and signature in their statement.
  - To ensure candour, witnesses should be isolated from each other while making individual statements.

# How to Complete an Investigation Report

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- ❑ Don't get worried by the complexity - the amount of detail you record will be relative to the severity of the accident or incident.
- ❑ Start with the Factual Information:
  - History of the flight, Injuries to persons, damage to aircraft, other damage.
  - Personnel information, e.g. age, experience, medical status, ratings, last AFR, etc.
  - Aircraft information, including airworthiness and maintenance, CG, etc.
  - Meteorological Information.
  - Flight Recorder.
  - Site information, wreckage and impact information - Use diagrams, charts, photographs, videos, etc.
  - Survival Aspects, Organisational and management information, and relevant information not already included.

# How to Complete an Investigation Report

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- ❑ **ANALYSE**, as appropriate, only the information documented in the 'factual information' and that is relevant to the determination of conclusions and causes.
- ❑ List the **FINDINGS** of the investigation in a logical and flowing sequence.
- ❑ List the **CAUSAL FACTORS** as you have found them again in a logical and flowing sequence. The list of causes should include both the immediate and the deeper systemic causes.
- ❑ Briefly state any **RECOMMENDATIONS** made for the purpose of accident prevention and any resultant **CORRECTIVE ACTION**.

IF IN DOUBT, REFER TO THE EXECUTIVE MANAGER, OPERATIONS.



# QUESTIONS?



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