

## Accident and Incident Reporting

### Objective

Air law and the BGA operational regulations require the reporting of accidents and incidents. This Standard Operating Procedure (SOP) provides guidance and a framework reporting accidents and incidents. This guidance is not intended to replace UK statutory or BGA laws and rules, which always have precedence. Equally it does not apply to incidents unconnected with gliding operations, e.g. a [collapse of the club house](#).

The BGGC encourages open and honest reporting. We wish to avoid the language of blame and instead focus on the facts and statements as to what happened to enable lessons to be learnt for the benefit of all.

### Law and recommended practice

Please refer to the latest edition of the BGA laws and Rules. This is available on the BGA web site

### Reporting a major accident

Immediately following any accident in the UK involving BGA registered gliders, motor gliders, and tugs resulting in

- death, serious injury or
- substantial damage to an aircraft

Must be reported to:

- Air Accidents Investigation Branch (AAIB), Tel.: 01252 512299
- Local Police (even if 999 call already made) Tel: 01452 728199 or 0845 090 1234
- British Gliding Association (BGA) Tel.: 01162 531051

This applies to accidents associated with the operation of an aircraft, including gliders, from embarkation with the intention of flight, to disembarkation. The aircraft must not be moved without the permission of the AAIB other than to extract persons or to avoid damage by fire or danger to the public or others.

A post accident guide is available at the launch point control vehicle and by the phone under the stairs in the club house. This provides a check list and guidance as to what should be done in the event of a major accident. This guide also includes BGA accident report, which is also available:

- In the control point vehicle and the briefing room
- Web: [www.gliding.co.uk/bgainfo/safety/forms.htm](http://www.gliding.co.uk/bgainfo/safety/forms.htm)
  - Please note the BGA preference is to use the electronic form only using the hard copy version if you have no access to the computer.
  - The browser links bar on the PC in the briefing room has links to this form.

Note: accidents not associated with flight e.g. falling, winch cables or towing gliders should not be reported to the AAIB

## Reporting a minor accident

All accidents (including major accidents) resulting from flying operation of BGA clubs, involving BGA registered gliders, motor gliders, and tugs resulting in an injury or damage, must be reported to the BGA.

- An immediate report must be made to the BGA office
  - by email [office@gliding.co.uk](mailto:office@gliding.co.uk) or by
  - telephone (01162 531051)
- This should be followed within 24 hours by an accident report form
- Fully completed forms and supporting documentation should be sent to the BGA office within 28 days.

BGA accident report forms are available from

- In the control point vehicle
- In the briefing room
- Web: [www.gliding.co.uk/bgainfo/safety/forms.htm](http://www.gliding.co.uk/bgainfo/safety/forms.htm)
  - Please note the BGA preference is to use the electronic form only using the hard copy version if you have no access to the computer.
  - The links bar on the PC in the briefing room has a link this form.

## Air Proximity (Airprox.)

An Airprox is a situation in which, in the opinion of a pilot or a controller, the distance between aircraft as well as their relative positions and speed have been such that the safety of the aircraft involved was or may have been compromised

- Complete Air Prox report (CA 1094)

Only a pilot or air traffic controller can report an Airprox. Details of the procedures are given in UK AIP ENR Section 1.14 and UK AIP (MIL) ENR 1.14

Airprox forms are available from:

- In the control point vehicle
- Web: [www.gliding.co.uk/bgainfo/safety/forms/airprox.pdf](http://www.gliding.co.uk/bgainfo/safety/forms/airprox.pdf)  
or
- [www.airproxboard.org.uk](http://www.airproxboard.org.uk)

## Reporting an Occurrence

A reportable occurrence in relation to an aircraft means any incident which endangers or which, if not corrected, would endanger an aircraft, its occupants or any other person. Reporters are left to determine whether endangerment is a factor and thus determine whether the incident should be reported.

These can be used to report an event where an aircraft crosses a glider site, but not resulting in an Airprox: e.g. an aircraft flying directly over a winch operating glider site at 1,000ft

- Complete a CAA Mandatory Occurrence Report form
  - CAA Form SRG/1601 (CA 1673), copies available;

CAA Occurrence forms are available from:

- In the control point vehicle
- [www.gliding.co.uk/bgainfo/safety/forms/mandatoryoccurrence.pdf](http://www.gliding.co.uk/bgainfo/safety/forms/mandatoryoccurrence.pdf)  
or
- [www.caa.co.uk/docs/33/SRG1601active.pdf](http://www.caa.co.uk/docs/33/SRG1601active.pdf)

## All other incidents related to flying operations

For all other safety related incidents BGGC operates an Incident Reporting System, and if chosen offers confidentiality for the person reporting.

Members are strongly encouraged to report any incident where they feel safety to flying operations was compromised or there was an increased risk of injury. A report can be made by:

1. Filling in an Incident report available in the control point vehicle and/ or the briefing room and the clubs web site and posting it in the office letterbox, marking it FAO of the flight safety officer.
2. Sending an email to [flightsafety@bggc.co.uk](mailto:flightsafety@bggc.co.uk)

Forms are available

- In the control point vehicle and the BGGC club briefing room
- The club's web site: [www.bggc.co.uk](http://www.bggc.co.uk)
- From the BGGC office

Hywel Moss (Safety Officer) April 2010