



BRISTOL AND GLOUCESTERSHIRE GLIDING CLUB

SOARING WITH THE BEST

Bristol & Gloucester Gliding Club Standard Operating Procedure Accident and Incident Reporting

V1.0, April 2018

Owner: Safety Officer



Preface

This document describes the Standard Operator Procedures associated with the reporting of Accidents and Incidents at the BGGC in order to meet appropriate legal requirements.



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 for 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.
<https://members.gliding.co.uk/laws-rules/>

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 immediately 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 in the club house. This provides a check list and guidance as to what should be done in the event of a major accident.

Within 24 hours a formal report must be provided to the BGA containing all appropriate information using the BGA Accident and Incident Report available via the web.

<https://members.gliding.co.uk/library/safety/bga-accident-report-form-ms-word/>

Please note the BGA preference is to use the electronic form, only using the hard copy version if you have no access to a computer.

The PC in the briefing room includes links to the Accident and Incident Reporting form.

Note:

Accidents not associated with flight e.g. falling, winch cables or towing gliders should not be reported to the AAIB but should be reported to the BGA.



Reporting a minor accident

All accidents (including minor 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 or by telephone (01162 531051).

This should be followed within 24 hours by an accident report form.

BGA accident report forms are available in the control point vehicle, the briefing room or the web.

<https://members.gliding.co.uk/library/safety/bga-accident-report-form-ms-word/>

Please note the BGA preference is to use the electronic form only using the hard copy version if you have no access to a computer. A link to the above form is provided on the PC in the briefing room.

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 the BGA and CAA websites:

<https://members.gliding.co.uk/library/safety/airprox-report-form-ca1094-2/>

or

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 are available via the CAA at:

<https://www.gov.uk/media/1352325/srg1601.pdf>

Reporting a Significant Incident

All serious incidents and all incidents with safety implications beyond the BGGC should be reported to the BGA. Incidents are unusual events which take place in connection with the aviation activities of the club, but with no injury to persons and no damage to aircraft or property.

Reports should be made as soon as is reasonably possible using the standard BGA Accident and Incident reporting form.

Web: <https://members.gliding.co.uk/library/safety/bga-accident-report-form-ms-word/>

All other incidents (unplanned events) related to flying operations

For all other incidents, or other 'unplanned events', the BGGC operates an Incident Reporting System, and if chosen offers confidentiality for the person reporting.

All members are strongly encouraged to report any incident or other unplanned event where they feel safety to flying operations may have been compromised or there was an increased risk of injury. Reports can be made by completing a BGGC incident report form available from the office, on the launch point vehicle or via the BGGC website at:

<http://bggc.co.uk/wp-content/uploads/2017/03/BGGC-Incident-Report-Form-2017-1.pdf>

Completed Incident reports may be submitted by posting it in the office letterbox, marking it FAO of the flight safety officer or via email to the Safety Officer flightsafety@bggc.co.uk.

Jake Brattle (Safety Officer) April 2018