# SHALBOURNE GLIDING
# POST ACCIDENT GUIDE

**Accidents and Incidents Immediate Actions**

**This manual is provided to assist the duty instructor in the event of an accident at Rivar Hill**

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# Shalbourne Gliding Post-Accident Guide

**(amended in line with BGA 2019 update)**

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1. INTRODUCTION....1

2. DEFINITIONS....1

3. SHALBOURNE GLIDING - LOCAL INFORMATION....2

3.1 Map of Area....4

4 MAJOR ACCIDENTS....5

4.1 Major Accidents - Immediate Actions....5

4.2 Major Accidents - immediate Follow-up Actions....6

4.3 Major Accident – Event/Message Log (not in BGA version)....6

4.4 Major Accidents - Witness Report Form....7

4.5 Major Accidents – Event/Message Log....8

4.6 Major Accidents - Press Statement....9

4.7 Major Accidents - Further Actions....10

5 MINOR ACCIDENT / INCIDENT....12

6 SUPPORTING MATERIAL....13

**7a ACCIDENT REPORTING**....16

7a.1 What accidents should be reported to the BGA?....16

7a.2 The BGA Accident Report Form....16

7a.3 BGA Requirements....16

7a.4 The Law and How it Affects BGA Club Officers....17

**8a ACCIDENT INVESTIGATION**....19

8a.1 Introduction....19

8A.2 Format....19

8a.2 Body of Report....20


N.B. The Club Safetv Officer or his nominee must make a telephone report to the BGA Office Manager, (0162-531051 leaving a message if out of working hours) on the day of the occurrence. The completed form must be sent within 24 hours to bga@qliding.co.uk and to the AAIB at enquiries@aaib.gov.uk. A copy must also be sent to the club Regional Safety Officer.

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# Shalbourne Gliding Post-Accident Guide

## 1. INTRODUCTION

This document provides the people in charge in the immediate aftermath of a serious accident with information on how to handle the immediate tasks - calling the emergency services and police, taking care of the injured, avoiding a secondary accident, informing the AAIB, club officers and the BGA and preparing for the investigation that will follow.

## 2. DEFINITIONS

Major Accident: Occurrence associated with the flying operations of BGA gliding clubs resulting in death or serious injury, or substantial damage to an aircraft.

Serious Injury: An injury which satisfies any of the following:

- requiring stay in hospital of more than 48 hours.
- fracture (except simple fracture of fingers, toes or nose).
- lacerations causing nerve, muscle or tendon damage or severe haemorrhage.
- injury to internal organ.

Substantial Damage: Damage that adversely affects the structural strength, performance or flight characteristics of the aircraft and which would normaly require major repair or replacement of the affected component.

Minor Accident/Incident: Occurrence not falling under the definition of major accident/incident, but where an accident has taken place or a potential hazard has been identified.

## 3. LOCAL INFORMATION

### Airfield Address

Moordown Farm,
Henley,
Marlborough
WILTSHIRE
SN8 3RJ

### Airfield Telephone Number

Launch Point **07453 601307**

### Latitude and Longitude

The airfield entrance gate is at:

51° 20.248' North 01° 32.673' West

OS Grid Reference: SU318599

The apron in front of the hangar is at:

51° 20.865 North 01° 32.465 West

OS Grid Reference: SU321610

### what3words location:

HOBBIT:PRANCED:HAMMOCKS

### Directions to Airfield

Approaching from the North - M4 and Hungerford
From Hungerford take the A338 signposted "Salisbury"
After about 3½ miles turn left into Shalbourne Village, signposted "Ham, Shalbourne"
ln centre of village turn left, signposted "Oxenwood, Andover"
After leaving village road swings right up hill
At top of hill turn left signposted "Fosbury"
Airfield entrance is about ¾ mile on left.

Approaching from the West - Marlborough
Take the A346 signposted "Salisbury" to "Burbage"
At Burbage roundabout turn left take A338 signposted "Hungerford"
After about 6 miles bear right into Shalbourne village, signposted "Ham, Shalbourne"
ln centre of Shalbourne village turn right, signposted "Oxenwood, Andover"
After leaving village road swings right up hill.
At top of hill turn left signposted "Fosbury"
Airfield entrance is about ¾ mile on left.

**3. LOCAL INFORMATION (continued)**

Approaching from the South - Andover
From Andover take the A343 signposted "Newbury"
At Hurstbourne Tarrant turn left signposted "Upton"
Continue through Upton and Vernham Dean to Fosbury
At Fosbury take right fork signposted "Shalbourne, Hungerford"
Airfield entrance is about 1¼ miles on right

**Information for Air Ambulance**

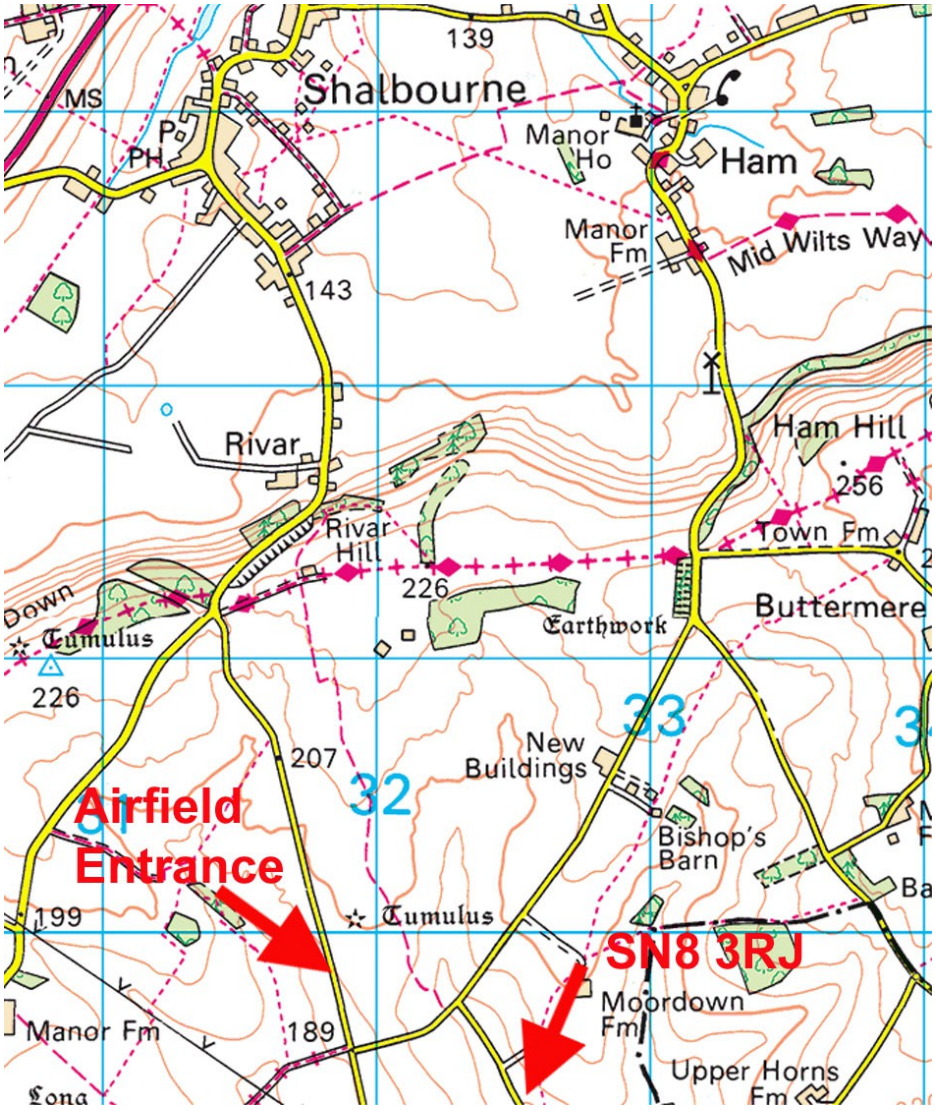
**Navigation:**
Rivar Hill is a grass airfield, no hard runways or perimeter track.
Main strip orientated North - South
There is a blister hangar and clubhouse at the North end
Air-Ground communications are on 129.975 MHz, callsign "Shalbourne Base"

**Hazards:**
National Grid transmission line with pylons over 200 feet runs NW/SE about ½ mile south of airfield
Turbulence from trees on perimeter of north end of the field
Caution: Field rises 100 feet from South to North

National Grid Power Lines: lf the incident involves the National Grid electrical power lines telephone the control room on 0800 40 40 90

They will want to know the tower (pylon) number or the OS Grid reference. The two towers immediately south of the airfield are numbers YYM l30 (west) and YYM 131 (east).

### 3.1 Map of Area



## 4. MAJOR ACCIDENTS

### 4.1 Major Actions Immediate Actions

| ☑ | **Tick each box as actions are completed** | |
|---|---|---|
| ☐ | Firmly take control to ensure no further accidents occur | |
| ☐ | Direct a responsible person to telephone the emergency services and advise.<br>• Name and contact telephone (use a number you can keep free) and an alternative (if possible).<br>• Exact accident location (see notes on page 2).<br>• Number of casualties and whether apparently fatal or serious injury.<br>• Are any dangerous substances or power cables involved?<br>• If the aircraft is fitted with an FES or ballistic parachute? | |
| ☐ | Attend to injured people – cautiously! Do not move injured occupant unless necessary to save life because of other threats, e.g. fire and bleeding. Be aware that movement may cause spinal injury. Ensure that someone stays with the injured person until professional help arrives. Try to keep them conscious. | |
| ☐ | Detail a responsible person to manage the recovery of airborne aircraft. | |
| ☐ | Send a responsible person to the airfield gate to direrect Emergency Services and to control entry. | |
| Notify the following ASAP, passing essential details. | | |
| ☐ | Air Accident Investigation Branch (AAIB)* Tel:01252 512299 | |
| ☐ | Local Police (even if 999 call has already been made) | Tel: 101 |
| ☐ | Club Chairman: Simon Zielonka | Tel: 07834 336491 |
| ☐ | Club Safety Officer: Chris Bessent | Tel: 07391 463452 |
| ☐ | Club CFI: Phil Morgan: | Tel: 07900 995709 |
| ☐ | BGA Office | Tel: 0116 289 2956 |
| ☐ | Detail responsible person to redirect any media enquiries to the Chairman or the most senior club official who knows about the incident. | |
| ☐ | Appoint a person to maintain a detailed event log (see page 8) | |

The permission of the AAIB must be obtained before the aircraft is moved or otherwise interfered with except for the purposes of rescue.

It is only necessary to report the accident to the AAIB if it occurred between embarkation of an aircraft with the intention of flight and disembarkation.

For fatal accidents the AAIB should allocate an investigator immediately. If you are not quickly contacted by an investigator you should seek assistance from the BGA Senior Accident Investigator. Chris Heames, Tel: 07850 744 927.

### 4.2 Major Actions – Immediate follow-up actions

| | |
|---|---|
| ☑ | Tick each box as actions are completed |
| ☐ | Secure the accident scheme. Unless it is necessary to attend to injured persons or to prevent further accidents, do not move any wreckage until authorised by the AAIB or the BGA accident investigator.<br><br>**Turn off any webcams that the club has in use.** |
| ☐ | Note the names and contact details of all witnesses and ask them to make written statements without discussion with others. Brief a person to photograph the accident scene. |
| ☐ | Brief the Chairman, CFI and Safety Officer |
| ☐ | If an investigator is expected, consider arranging lighting at the scene. |
| ☐ | For fatal, serious injury accidents, when possible, obtain and secure the glider C of A / ARC and log book and the pilot's medical certificate, flying licence, or certificate and log book and obtain details of next of kin from membership secretary,<br>Martin Selby: 01672 511128, 07989 494148 |
| | **Review** |
| ☐ | Review the actions taken and ensure nothing has been omitted |
| ☐ | Gather all paperwork and hand it to the investigator, Club Chairman, or Safety Officer. |

### 4.3 Major Accidents - Witness Report Form

| |
|---|
| Name: |
| Profession or position held: |
| Address: |
| Telephone: |
| Email: |
| Flying Experience: |
| Statement: *(Please print or type)*<br><br>*Continue on separate page if require* |

### 4.4 Major Accidents – Event/Message Log

| | |
|---|---|
| Date: | Page: |
| Message No: | |
| Message From / To: | |
| Message content: | |
| Action Taken: | |
| Signed: | Name (Print): |

| | |
|---|---|
| Date: | Page: |
| Message No: | |
| Message From / To: | |
| Message content: | |
| Action Taken: | |
| Signed: | Name (Print): |

### 4.5 Major Accidents - Press Statement

The information below can reasonably be released to the Media in the event of a serious accident, with a view to establishing or maintaining a good relationship with representatives of the Press and other media, and ensuring, so far as is possible, accurate reporting of accidents.

ln the event of a serious accident, a "Press Officer"' should be appointed by the Club, who will deal with enquiries and conduct any interviews.

Interviewing of Club Members by reporters should be actively discouraged, politely but firmly. If reporters do interview members or witnesses, it should be emphasised that their opinions are not necessarily the opinions of the Club Officials, the British Gliding Association, the BGA Accident Investigators, or the AAIB.

Sample Statement

On <accident date> at approximately <time>, a <glider type> glider crashed whilst on a <local / training / cross- country> flight.

The <Pilot / Pupil / Instructor> who <is / are / both> club members sustained <minor / serious / slight injuries / were uninjured> , <(optional)the extent of which are presently unknown>.

<They / He / She have / has> been taken to a local Hospital for medical checks,

The incident is currently under investigation by Air Accident Investigation Branch of the Department for Transport, and the Police, in conjunction with the British Gliding Association. Our club is cooperating fully with these bodies.

At the present time there is no indication as to the cause of the accident.

<The pilot's name will be released by the police once the next of kin have been informed. Our thoughts at this stage are with the family / families of the pilot(s). > (use only if a fatality has occurred).

Ends.

### 4.6 Major Accidents - Further Actions

1. **Control** will initially be handled by the person in charge of operations at the time until the Club
member who will finally handle the investigation takes over. They may eventually be replaced by the AAIB or BGA accident Investigator if ordered or requested to attend. There are several actions that must be initiated; the following are perhaps the most important but not necessarily in the order of action.

2. Diary of Events. A log of events must be commenced and maintained. This should start at the time-of the accident arid contain details of actions taken, communications made, arrival of key organisations or personnel, witness statements taken (with addresses and contact numbers) and any other information which may have the slightest bearing on the accident and its aftermath.

3. Relatives of those involved. Early consideration must be given to informing relatives of any person, involved in the accident. This is particularly important in the event of serious or fatal injuries and would normally be a police responsibility- Notifying relatives that the pilot is well can be handled by a senior tlub member but must be handled with care and compassion.

4. Accident Scene. Secure the accident area and its immediate surrounds. The Emergency Services will obviously need complete access, but do try to prevent onlookers trampling over any impact marks and picking up bits of scattered wreckage (if any). Do not move any wreckage (except as necessary to save the life of the occupant/s if the situation-demands it)., unless under the supervision of Medics, Ambulance Service, Fire Brigade or Police, nor authorise its movement until cleared by the AAIB or BGA Investigator if attending. Turn off any webcams the club may have in use to prevent distress to onlookers or those with morbid curiosity.

5. Witness statements. Start getting witness statements as soon as possible. Statements from any injured pilots, pupils, passengers, or third parties must of course be left until they are fit, but do talk to them as soon as is reasonable.

6. Documents. ln the event of a Serious or Fatal accident the aircraft's technical records and log-book should be obtained and secured. It is also advisable to do the same for the pilot's medical certificates, licences (Certificates) and log-book.

7. Lighting. If you are anticipating the arrival of an investigator, consider the provision of lighting.
The investigator will want to see the site at his earliest opportunity and it may be dark when he arrives. Your local police or Fire Brigade should be able to assist. Talk to the AAIB or the BGA investigator if they cannot help.

8. BGA Accident / Incident Report Form. Start compiling this as soon as you can. The preliminary report form should be submitted on the day of the accident and in any case with 24 hours. The fu1l report form should follow within 28 days. Try to make the report comprehensive but do not delay its transmission if awaiting certain statements. Forward these as soon as possible after the BGA Report Form has been submitted.
g . Storage of Wreckage. When the lnvestigator or yourself needs the wreckage moved you need to be ready. Start thinking about this as you will need an empty glider trailer or a flatbed if available, plus manpower and a container or hangar space for secure storage.

**4.6 Major Accidents - Further Actions (continued)**

10. Assistance. you are not alone. The BGA Accident Investigation Team, the Regional Examinerteam and Safety Committee can assist. They may decide to visit you if circumstances dictate, but even if they do not wish to or you do not require their physical presence, a sympathetic ear is very helpful. Those involved may suffer stress or anxiety after an accident. If this is suspected seek medical advice.

11. Safety Officers/Investigators Report. ln many cases, once the investigation has been completed, a final and separate report (described on the form as 'The Safety Officers/Investigators Report, analysis and comment) must be submitted. All AAIB reports are to an ICAO defined standard and the BGA Fatal Accident Investigation Team follow their format. Pages 14 & 15 of this document contain a simplified version of this format for the use of Safety Officers or Investigators who complete the final report. It is however not necessary to complete one of these reports for every accident at your club. The following guidelines are offered to help you decide if a full final report is necessary:

**Mandatory**
Fatal and serious injury accidents to any crew, passengers or third parties. These will be investigated by and reported on by the AAIB, possibly with the assistance of the BGA Accident investigation team.

**Advisory**
An accident involving minor injury to crew, passengers or third parties or substantial damage to an aircraft.

## 5. MINOR ACCIDENT / INCIDENT

How many of the following items apply will depend on the severity of the accident.

| ☑ | **Tick each box as the Initial actions are completed** |
|---|---|
| **Initial actions** | |
| ☐ | Firmly control the situation and take all necessary action to prevent a further accident' |
| ☐ | In the event of injury, seek medical advice. |
| ☐ | Ensure safe recovery of airborne aircraft. |
| ☐ | Make note of the essential details of the accident. |
| **Notify the following:** | |
| ☐ | Club Chairman: Simon Zielonka Tel: 07834 336491 |
| ☐ | Club Safety Officer: Chris Bessent Tel: 07391 463452 |
| ☐ | Club CFI: Phil Morgan Tel: 07900 995709 |
| **Follow up actions:** | |
| ☐ | Note the names and contact details of all witnesses and ask them to make written statements. Brief a Person to photograph the accident scene and obtain logger trace. |
| ☐ | Provide the material that the Safety Officer requires for the accident report |

## 6. SUPPORTING MATERIAL

### Definitions

**Major Accident:** An Occurrence associated with the flying operations of BGA gliding clubs resulting in death or serious injury or substantial damage to an aircraft.

**Serious Injury:** Means an injury which is sustained by a person in an accident which either:

- Requires a stay in hospital for more than 48 hours commencing within seven days from the date of the accident on which the injury was received: or
- Results in a fracture of any bone (except simple fractures of fingers, toes or nose): or
- lnvolves lacerations which cause nerve, muscle or tendon damage or severe haemorrhage; or
- Involves injury to any internal organ.

**Substantial Damage:** Means damage or structural failure that adversely affects the structural strength, performance or flight characteristics of the aircraft that would normally require major repair or replacement of the affected component(s) and (or) if the damage or failure(s) render the aircraft un-flyable.

**MinorAccident / Incident:** An Occurrence not falling under the definition of major accident / incident but where an accident has taken place or a potential hazard has been identified.

**AAIB reporting requirements**
All accidents in the UK involving gliders, self-launching gliders, microlight gliders, TMGs and tugs resulting in fatal or serious injury and I not substantial aircraft damage, where the accident is associated with the operation of an aircraft from embarkation with the intention of flight to disembarkation must be mimmediately reported to the AAIB (01252 512299) email; investigations@aaib.gov.uk. AAIB permission must be obtained before the aircraft is moved, except for the purposes of rescue.

Accidents resulting from, for example, falling winch cables, runaway tractors, vehicles or towing gliders behind a vehilce shall not be reported to the AAIB even if they are very serious, nor do the AAIB need to be informed about any accidents resulting in minor injurv and (or) minor damage.

**BGA reporting requirements**
A summary of what should be reported to whom and when is available on the BGA website at BGA website at https://members.gliding.co.uk/library/safety/bga-accident-report-form-ms-word/

**BGA accident report form**
Available from the BGA website at https://members.gliding.co.uk/library/safety/bga-accident-report-form-ms-word/

**Accident investigation**

Guidance is available in the club safety officer toolkit at https://members.gliding.co.uk/bga-safety-management/club-safety-officer-toolkit/

BRITISH GLIDING ASSOCIATION

## ACCIDENT AND INCIDENT REPORTING

### Introduction

The BGA accident and incident reporting system helps to reduce the risk in gliding by ensuring that relevant information is reported, collected, analysed and acted upon. The sole objective is the prevention of accidents and incidents, without attribution of blame or liability.

### FATAL AND SERIOUS INJURIES AND SUBSTANTIAL DAMAGE

After an accident involving fatal or serious injury or substantial damage (requires workshop rectification) to a glider, tug, or motor glider, it is a legal requirement that the **Air Accident Investigation Branch** (AAIB) be informed immediately by telephone to **01252 512299**. In cases of fatal or serious injury or material third party damage, the local **Police** must also be informed.

**In such circumstances, the aircraft may not be moved without the permission of the AAIB except for the purpose of rescue.**

### BGA accident reporting

The full BGA accident/incident reporting requirements are published in
**https://members.gliding.co.uk/bga-safety-management**.

All accidents must be reported to the BGA by email to **office@gliding.co.uk** or telephone to **0116 289 2956**. An accident form with the available information must be emailed within 24 hours, or sent by post if email is not available.

Further details, including a commentary from the club CFI and the report of any club investigation, must be sent to the BGA as soon as practicable.

### Accident/incident report forms

There are two versions. The Word form is designed for typing into boxes which will expand as required; the 'tab' key will move from one box to the next; 'shift-tab' moves backwards. Pictures can be pasted into the 'Any further details' section or added at the end of the form. This form can then be sent by email to the BGA office. The PDF form can be printed and completed by hand. Please use the Word form if email is available.

Please complete all relevant entries and include any other pertinent details either within the form or as email attachments. If two aircraft are involved, please complete two forms.

### Incidents

All serious incidents and all incidents with safety implications beyond the originating club 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.

The form should be sent to the BGA as soon as practicable, having completed the 'description of occurrence' and any other entries that are relevant.

### Instructing accidents

An instructor who has an accident whilst flying gliders or motor gliders or whilst instructing in gliders or motor gliders is immediately suspended from instructing at BGA clubs. The suspension is lifted on the authority of the Chairman of the Instructors' Committee and only if requested by the CFI of a BGA club.

It is important that any instructor who has an accident is provided with appropriate support and that any related issues are addressed.

### Engineering/maintenance occurrences

All engineering/maintenance occurrences with safety implications should be reported to the BGA as soon as practicable using this form and including the Date and Description of Occurrence, the Aircraft Type, Registration and Owner, and the Reporter's Name and Contact Details.

BRITISH GLIDING ASSOCIATION

# ACCIDENT/INCIDENT REPORT

| BGA use |
|---|
| Reference: |

## ACCIDENT/INCIDENT INFORMATION

| | | | |
|---|---|---|---|
| Date: | Time: | Reporting club: | Accident location: |
| Object of flight: | | Launch type: | Launch site: |
| Visibility: km | Wind: from ° / speed kt, gusts kt | | Cloud: cover /8ths, base ft |
| Description of occurrence: | | | |

## PILOTS/PASSENGERS/THIRD PARTIES

| | | | |
|---|---|---|---|
| 1st pilot (P1) name: | Age: | Capacity: P1 | Instructor? Yes ☐ No ☐ |
| Home club: | | Injuries: None ☐ | Minor ☐ Serious ☐ Fatal ☐ |
| Description of injuries: | | | |

| | | | |
|---|---|---|---|
| P2/3rd party name: | Age: | Capacity: | Instructor? Yes ☐ No ☐ |
| Home club: | | Injuries: None ☐ | Minor ☐ Serious ☐ Fatal ☐ |
| Description of injuries: | | | |

| FLYING EXPERIENCE | total | **as P1** | previous 12 months | | total | **instructing** | previous 12 months | |
|---|---|---|---|---|---|---|---|---|
| | hours | flights | hours | flights | hours | flights | hours | flights |
| 1st pilot | | | | | | | | |
| 2nd pilot | | | | | | | | |

| **1ST PILOT** | | **(INSTRUCTORS ONLY)** | |
|---|---|---|---|
| Gliding certificates held: | | Rating held: | |
| Date of previous solo flight: | | Date last revalidated: | by |
| Date of last dual check: | | Date of instructors course: | run by |
| Date of last launch failure/practice: | | Date of completion course: | run by |
| Date of last field landing check: | | Medical type: | expiry date: |
| Date of first solo: | Launches to solo: | Where trained: | |
| Has 1st pilot had previous accident? Yes ☐ No ☐ | | Details: | |

## AIRCRAFT

| | | |
|---|---|---|
| Type: | BGA No: | G-Reg: |
| Owner: | Energy-absorbing seat cushions fitted? Yes ☐ | No ☐ |
| | Damage: None ☐ Minor ☐ Substantial ☐ | Destroyed ☐ |
| Description of damage: | | |

## REPORTING STATUS

| | | |
|---|---|---|
| AAIB informed: Yes ☐ No ☐ Time: | Date: | (01252 512299; email) |
| Initial report to BGA Office: Time: | Date: | (0116 289 2956; email) |
| Reported by: | Tel Nos.: | |
| Club responsibility: | Email: | |

| | | | |
|---|---|---|---|
| Pilot/witness statements | Enclosed ☐ To follow ☐ | Maps, diagrams, photos | Enclosed ☐ To follow ☐ |
| Copy of last two pages of 1st pilot's logbook | Enclosed ☐ To follow ☐ | Logger data | Enclosed ☐ To follow ☐ |
| Investigator/CFI's report, analysis, conclusions | Enclosed ☐ To follow ☐ | | |

| |
|---|
| Club action to prevent recurrence: |

| |
|---|
| Any further details: |

## APPENDIX

### 7a ACCIDENT REPORTING

**7a.1 What accidents should be reported to the BGA?**
All accidents and incidents involving gliders, motor gliders or tugs normally based at a BGA club or resulting from the flying operations of BGA gliding clubs.

'All accidents and incidents' includes accidents anywhere in the word resulting in personal injury, and/or damage to gliders, motor gliders, tugs, other aircraft, and 3rd party property.

Injury or damage unconnected with gliding operations is excluded, for example a fall in the club restaurant.

These definitions and a summary of what should be reported to whom and when are available on the BGA website at https://members.gliding.co.uk/bga-safety-management/reporting-an-occurrence/

**7a.2 The BGA Accident Report Form**
The BGA accident form is the vehicle to use for initial reporting of all accidents and incidents and final reporting of many of the less severe accidents and incidents. The following notes offer guidance for completing the BGA accident form. Often it is appropriate to complement the report on the form by a full report. Guidance on the structure and preparation of a full report is included in Section 6 of this document

The form is also vailable from the BGA Website at https://members.gliding.co.uk/library/safety/bga-accident-report-form-ms-word/.

The completed form should be saved and Emailed as directed to the BGA office (office@gliding.co.uk), the AAIB (enquiries@aaib.gov.uk) and your club's Regional Safety Officer. Please complete it legibly.

Completion of the form is relatively self-explanatory, however, in paragraph 8 (ADDITIONAL P1 FLYING EXPERIENCE), it is only necessary to fill out the starred items if relevant, i.e. a winching accident will require launch failure details, a field landing accident will require field landing practice details, etc.

**7a.3 BGA Requirements**
1. All accidents must be reported by telephone to the BGA Office immediately and an Accident/ Incident Report Form, with as much information as possible sent to the BGA Office within 24 hours. Fully completed forms, short lncident report forms and any other paperwork must be delivered within 28 days. N.B. An 'lncident'is defined by the BGA as an occurrence not falling within the definition of an 'Accident' (see below). e.g. ground handling, mis-rigging, etc, or where an actual or potential hazard arising from gliding operations is identified.

2. Confusion often exists over what is minor or substantial damage. Within the BGA, substantial damage may be considered as that which requires workshop rectification before the glider is subsequently allowed to fly. (NB See the AAIB definition below).

3. Accidents/Incidents to aircraft other than gliders (i.e. motor gliders or tugs) are subject to the regulations ('Law') below. The form to be completed is CAA Form CA1673 (Mandatory Occurrence Report). A copy of this form or a BGA Accident /lncident report should also be sent to the BGA.

4. Whilst the legal responsibility for reporting an accident rests with the pilot of the aircraft, the BGA requires that the club from whose site the glider was launched should offer full support and take responsibility for ensuring correct and prompt action is taken.

5. The Club responsibility rests with the Safety Officer or CFI to initiate Accident/Incident Form action. ln their absence the senior instructor or club member present at the time should assume the responsibility.

6. The rating of an instructor who has an accident, whist flying gliders or motor gliders or whilst instructing in gliders or motor gliders, will automaticity be suspended. For details of the BGA Instructor Suspension and Reinstatement Process see:
https://members.gliding.co.uk/laws-rules/instructor-requirements/

**7a.3 The Law and How it Affects BGA Club Officers**
(NB: The Law applies to gliders, motor gliders, and tugs.)

**1. An 'Accident'** is an occurrence associated with the operation of an aircraft which takes place between the time when any person boards the aircraft with the intention of flight and such time as all persons have disembarked therefrom in which:-

(a) any person suffers death or injury while in or upon the aircraft or by direct contact with any part of the aircraft (including any part which has become detached from the aircraft): or (b) the aircraft incurs damage or structural failure.

2. **Reportable Accidents.** The Civil Aviation (Investigation of Air Accidents) Regulations require the notification of accidents direct to the Chief Inspector of Air Accidents, Air Accidents Investigation Branch and the local police when there has been death or serious injury or an aircraft receives substantial damage.

**7a.3 The Law and How it Affects BGA Club Officers (continued)**

3. **Responsibility to the AAIB.** The permission of the AAIB must be obtained before the aircraft is moved or otherwise interfered with except for the purpose of rescue. Copies of the Accident/Incident Report Form must be sent, within 24 hours to:

enquiries@aaib.gov.uk Also notify office@gliding.co.uk

The Department for Transport
Chief lnspector of Air Accidents
Air Accidents lnvestigation Branch
Farnborough House
Berkshire Copse Road
ALDERSHOT
GU11 2HH

**4. 'Serious Injury,'** An injury which is sustained by a person in an accident which either:
(a) requires a stay in hospital for more than 48 hours commencing within seven days from the date of the accident on which the injury was received: or
(b) results in a fracture of any bone (except simple fractures of fingers, toes or nose): or
(c) involves lacerations which cause nerve, muscle or tendon damage or severe haemorrhage. or
(d) involves injury to any internal organ.

**5.'Substantial Damage'.** Damage or structural failure that adversely affects the structural strength, performance, or flight characteristics of the aircraft that requires major repair or replacement of the affected component(s), and/or if the damage or failure(s) renders the aircraft un-flyable and requires more than 48 hours to repair.

## 8a. ACCIDENT INVESTIGATION

### 8a.1 Introduction

It may be necessary to prepare a full accident report to amplify and supplement the details provided in the BGA accident form and its appendices.

Ideally, one person should complete the entire final report. This will usually be the Club Safety Officer. He/she will be responsible for the whole process which will include conducting any necessary investigations and interviews, liaising with the BGA as necessary, gathering together all supporting documents and other material completing the report form and forwarding it to the BGA, writing the investigator's report, and sending that to the BGA. The following are essential points to be observed during this process:

- If possible, walk the ground yourself and try to determine exactly what happened.
- As soon as possible speak to everyone who can usefully contribute to the report and its conclusions in any way, and make sure they understand what it is you want from them. Obtain oral statements initially, followed as soon as possible by written ones.
- Before starting to complete the form:

- Gather all available and applicable material together (reports, witness statements, photographs etc.)

- Examine at material. If necessary, conduct follow-up interviews to clarify discrepancies and provide supplementary written information.

### 8a.2 Format

NB 1: Some of this information will already be recorded on the BGA Accident/Incident Report Form. However, it helps to have all the information pertinent to the investigation in one document.
NB 2: Please use all numbered paragraphs, but if not applicable mark as N/A.
NB 3: *This report must not contain the names of any persons involved except members of the investigating team.*

Title. The final report should begin with a title comprising:

- Manufacturer
- Model
- BGA number
- Fin number
- Place and date of the accident.

Synopsis. Following the title should be a synopsis describing briefly all the relevant information regarding :

- Identification of the authority and composition of the team investigating the accident
- Organisation of the investigation
- The authority releasing the report
- The date of publication.

**Body of the Report.** The body of the final report consists of the following main headings:

**Factual lnformation**

1 History of the Flight:

- A brief narrative giving the following information:

i. Intention of flight, point and time of departure.

ii. Flight preparation, description of the flight and events leading to the accident

iii. including reconstruction of the significant portion of the flight path, if appropriate.

iv. Location and time of the accident, whether full daylight or otherwise if relevant.

2 lnjuries to persons:

- Degree of injury to Pl, P2 or others.

3. Damage to Aircraft:

- Brief statement of the damage sustained by the aircraft in the accident (destroyed, substantially damaged, slightly damaged, no damage).

4. Other Damage:

- Brief description of damage sustained by objects other than the aircraft.

5. Personnel Information:

- Pertinent information concerning pilots and pupils including; age, validity of licences/certificates, medicals pertaining thereto, instructor ratings, recent checks and flying experience (total, on type, and instructing - if pertinent).
- Pertinent information regarding other involved personnel such as passengers, . winch operators, tug pitots, maintenance etc.
- **N.B. No Names.**

6. Aircraft Information:

- Brief statement on airworthiness and maintenance of the aircraft (indication of any deficiencies known prior or during the flight to be included if having any bearing on the accident).
- Brief statement on performance, if relevant, and whether mass and centre of gravity were within prescribed limits at the time of the accident. (If not, and if of any bearing on the accident - give details.)

7. Meteorological Information:

- Brief statement of any meteorological conditions, which maymhave a bearing on the accident.

8. Aids to Navigation:

- Probably not applicable, but if relevant - to be included

9. Communications:

- Probably not applicable, but if relevant - to be included.

10: Site Information:

- Pertinent information associated with the gliding site or field where the accident occurred.

11. Flight Recorders:

- Loggers and han-he1d GPS receivers can contain information useful to investigators, even if quite badly damaged. Include here any information gleaned from such sources.

12. Wreckage and lmpact Information:
- General information on the site of the accident and the distribution pattern of the wreckage, detected material faitures or component malfunctions. Details concerning the location and state of the different pieces of the wreckage are not normally required unless it is necessary to indicate a break-up of the aircraft prior to impact. Diagrams, charts, photographs and videos may be included in this section, but are preferably attached as appendices.

13. Medical and Pathological Information:
- Brief description-of the resuts of the investigation undertaken and pertinent data available therefrom. NB If a full medical report is availabte then this should be attached as an appendix.

14. Fire:
- If fire occurred, information on the nature of the occurrence, and of the firefighting equipment used and its effectiveness.

15, SurvivaI Aspects:
- Brief description of search, evacuation and rescue, location of crew in relation to injuries sustained, availability of parachutes(and operation if used), and failure of structures such as seats or seat belt attachments.

16. Tests and Research:
- Brief statements regarding the results of tests and research.

17. Organisational and Management Information:
- Pertinent information regarding the organisations and their management invotved in influencing the operation of the aircralt. e.g. Flight line organisation, tug management, maintenance etc.

18. Additional Information:
- Relevant information not already included in 1 - 15 above.

19. UsefuI or Effective Investigation Techniques:
- when useful or effective investigation techniques have been used during the investigation, briefly indicate the reason for using them-and refer here to the main features as well as describing the results under the appropriate headings 1 to 18.

**Analysis**
Analyse, as appropriate, only the information documented in the Factual Information section above and which is relevant to the determination of conclusions and causes.

**Conclusions**

Findings

- List the findings of the investigation in a logical and flowing sequence.
- lt is normal to start with an assessment of the pilot, e.g. 'the pilot was medically fit and qualified to carry out the flight.'
- Then the glider, e.g. 'the glider was below maximum permissible weight and within centre of gravity limits.'
- Proceed to list what you found out during the conduct of the investigation. Do not be afraid if this list is long and detailed, but avoid making any individual finding too long and complicated.

**Causes**

- 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.
- NB Good examples of the content of 'findings and causes' canmbe found in any of the A.A.l.B. 'Yellow' accident reports.

**Safety Recommendations**

- Briefly state any recommendations made for the purpose of accident prevention and any resultant corrective action, as appropriate,

**5. Appendices.**

- Include, as appropriate, any pertinent information considered necessary for the understanding of the report.