

GLIDING NEW ZEALAND INCORPORATED

ADVISORY CIRCULAR
2-08

ACCIDENTS AND INCIDENTS

This is an Uncontrolled Document

© **COPYRIGHT 2009 GLIDING NEW ZEALAND Inc.** No part of this Advisory Circular may be used or reproduced in any form by photocopying or otherwise, or incorporated into any information retrieval system without the written consent of the President of Gliding New Zealand Inc.

1 **Introduction**

1.1 This Advisory Circular provides guidance on the following:

- The regulatory requirements concerning the reporting of accidents and incidents.
- Definitions of accidents and incidents.
- Responsibilities for reporting accidents and incidents.
- Reporting accidents and incidents.

2 **Regulatory Requirements**

2.1 The requirements for reporting Accidents and Incidents involving gliders flow from CAR Part 12 and are outlined in the Manual of Approved Procedures (MOAP) Section 2-7, Paragraph 12. The essential requirements are that:

- glider accidents are to be notified to CAA as soon as practicable,
- glider accidents are to be detailed to CAA and the Regional Operations Officer (ROO) on Form CA005 within 10 days of the accident, and
- glider incidents are to be reported to the ROO on Form OPS 10 within 10 days of the incident.

2.2 Complete guidance concerning accident and incident reporting can be found in Civil Aviation Advisory Circular AC12-1 available on website www.caa.govt.nz.

3 **The Purpose of Accident and Incident Reporting**

3.1 The objective of accident and incident information collection is to improve the level of flight safety from the lessons learned during subsequent investigation and follow-up action.

3.2 An effective reporting system enables GNZ to fulfil CAA requirements for accident and incident reporting systems and safety management, thereby minimising CAA involvement in gliding activities. CAR Part 12 exempts glider incident reporting to the CAA on the basis that GNZ has an internal incident reporting system.

4 Definition of Accidents

4.1 The definitions below have been simplified to focus on gliding. For complete definitions, refer to CAR Part 12.

4.2 “Accident” means an occurrence that is associated with the operation of an aircraft and takes place between the time any person boards the aircraft with the intention of flight and such time as all such persons have disembarked and the engine or any propellers come to rest, being an occurrence in which:

(a) A person is fatally or seriously injured as a result of:

(i) Being in the aircraft; or

(ii) Direct contact with any part of the aircraft, including any part that has become detached from the aircraft;

(b) The aircraft sustains damage or structural failure that:

(i) Adversely affects the structural strength, performance, or flight characteristics of the aircraft; and

(ii) Would normally require major repair or replacement of the affected component

(c) The aircraft is missing or is completely inaccessible.

4.3 Substantial damage which occurs between the time any person boards an aircraft with the intention of flight and such time as all persons have disembarked, and the engine or any propellers come to rest, is to be notified and reported as an accident.

5 Definition of Incidents

5.1 “Incident “ means a defective condition or an unsatisfactory behaviour or a procedure which did not immediately affect the safety of aircraft operation, but which if allowed to continue uncorrected or which, if repeated in different, but likely circumstances, would affect the safety of aircraft operations.

5.2 Under these definitions, many gliding occurrences are “incidents” and not “accidents”. If in doubt, report the occurrence as if it is an accident.

5.3 Typical gliding incidents that must be reported include:

- Wheel-up landings, except on such aircraft as the Blanik that land on the mainwheel even when it is retracted.

- Take-off and landing occurrences such as heavy landings and ground loops that require an inspection by an engineer to check for hidden damage before the aircraft can be considered fit for further flight.
- Those that incur minor damage.

5.4 The full range of occurrences that should be reported as incidents is detailed in AC 12-1.

6 Responsibilities

6.1 The Pilot in Command is responsible for ensuring that any accident or incident in which they are involved is notified and reported in accordance with the regulations.

6.2 The Chief Flying Instructor (CFI) of an affiliated club is responsible for:

- Making all club pilots aware of their responsibilities for reporting of accidents and incidents.
- Ensuring that the pilot in command who is involved in an accident or incident is aware of their responsibilities for reporting the accident or incident.
- Completing Form OPS 10 for incidents and submitting it to the nearest ROO.
- Completing relevant parts of Form CA005.

6.3 The Contest Director has the same responsibilities as a CFI for any accident or incident that occurs during a gliding competition.

6.4 The operator of the glider, be it a club, commercial operator or a private owner, is responsible for notifying and reporting an accident if the pilot in command is killed or incapacitated.

6.5 The Regional Operations Officer (ROO) is responsible for

- Encouraging the reporting of Incidents and Accidents.
- Reviewing CA005 and OPS 10 forms, making appropriate comments, and taking appropriate follow-up action.
- Forwarding the CA005 and OPS 10 forms to the National Operations Officer (NOO).

6.6 The National Operations Officer is responsible for maintaining an incident reporting system which includes the dissemination of safety information from incidents and accidents and compiling a Summary of Incidents and Accidents as part of the Annual Operations Committee Report.

7 **Reporting an Accident**

7.1 Follow the procedure below to report an accident:

1. Notify CAA as soon as practicable by ringing the 24 hr toll free number 0508 ACCIDENT (0508 222 433).
2. If the accident is a **fatal accident**, inform the GNZ President and the GNZ National Publicity Coordinator as soon as practicable, so that they can coordinate responses to any media inquiry.
3. Obtain Form CA005. This is available from website www.caa.govt.nz. (Ideally, clubs will have copies readily available).
4. Complete Form CA005 as far as practicable.
5. Forward Form CA005 within 10 days of the accident to:

Safety Investigation Unit
Civil Aviation Authority
PO Box 31 441
Lower Hutt 5040

Fax number 04-566 2525.
6. Forward a copy of the Form CA005 to the nearest GNZ Regional Operations Officer (ROO). (The contact details of ROOs are available at the front of the MOAP)
7. Complete any incomplete parts of Form CA005 as soon as possible, with the help of the CFI or contest director, and forward the completed CA005 to CAA.

8 **Reporting an Incident**

8.1 Follow the procedure below to report an incident:

1. Obtain Form OPS 10. This is available from website www.gliding.co.nz. (Ideally, clubs will have copies readily available).
2. Complete Form OPS 10.
3. Forward the OPS 10 to the CFI or contest director.
4. CFI or contest director forwards Form OPS 10 within 10 days of the accident to the nearest ROO.

9 **Form CA005**

9.1 Appendix B of AC 12-1 gives full details of how to fill in the CA005 form.

9.2 CA005 has been designed to satisfy the full range of accident and incident types and it may, at first sight, seem daunting to the glider pilot.

9.3 Do not delay completing the CA005 just because you are unsure of how to fill it out. When completing the form, relevance is the aspect to be kept in mind and when the information requested is clearly not relevant it may be omitted. Forward it to the CAA within 10 days of the accident giving your contact details. If CAA wishes to have more information, they will ask you for it.

9.4 Normally, a GNZ engineer or LAME would complete the engineering description on page 2. However, for straightforward accidents, the pilot in command or CFI may complete this section. If CAA wants more information, they will ask for it.

9.5 If practicable, the CFI or contest director should complete the investigations for page 3.

10 **Form OPS 10**

10.1 Form OPS 10 has been designed to simplify incident reporting, compared with the CA005.

10.2 If in doubt about whether to use Form CA005 or OPS 10, use CA005 and send a copy to the ROO as well as to CAA.

11 **Records**

11.1 Clubs are to retain copies of CA005 and OPS 10 for a minimum of three years.