

Royal Air Force

Gliding and Soaring Association



Sport Safety Management Plan

Issue 6 Change 1

Dated 13 Jun 25

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Amendment Procedures, Record of Amendment and Distribution

Amendment Procedures

1. Amendments will be promulgated by the Responsible Person in conjunction with the Safety Manager and will be published online as a complete revised document. All nominated post holders will be advised of published revisions.

Record of Amendment

2. The following table details the current amendment state:

Table 1 – SSMP Amendment State

Issue and Change No	Issuing Authority	Change Incorporated by	Signature	Date Incorporated
Issue 6 Change 0	Chair RAFGSA	ASM RAFGSA	Signed Electronically	7 Mar 25
Issue 6 Change 1	Chair RAFGSA	ASM RAFGSA		13 Jun 25

Distribution List

3. Promoted and available online at <https://www.rafgsa.org/documents/>; forwarded in e-format to:
- All Nominated Post Holders.
 - All RAFGSA Clubs POCs.

Introduction

4. The Royal Air Force Gliding and Soaring Association (RAFGSA) consists of a central organisation and gliding clubs spread across the UK. This Sport Safety Management Plan combines and documents RAFGSA policy on the safety of aviation in gliders and associated operations and details the auditable facets of an Air Safety Management System. It does not provide a means of compliance with occupational health and safety or environmental legislation. This SSMP compliments the British Gliding Association (BGA) Safety Management System (SMS) which is the National Governing Body (NGB) for gliding in the UK. This SSMP also sits below the 22 Gp Sports Safety Management Plan contained in AP3415, and 22 Group Air Staff Orders (GASOs). The safety management system will monitor operational standards and procedures through a structured audit (1PA and 2PA) and reporting schedule to ensure compliance where required with BGA and legislative requirements.

5. As a non-complex, non-commercial air sport activity, gliding within the RAFGSA and its member clubs is regulated by the UK Air Navigation Order, BGA regulation and by the RAFGSA's own operational regulations and recommended practices. The RAFGSA also acknowledges and will comply with military regulations both from the MAA and at the Stn level, e.g. reporting via ASIMS / DASORs. The overall responsibility for the RAFGSA organisations policy guidelines in respect of the RAFGSA Safety Management System

rests with the RAFGSA Executive Committee. The responsibility for implementing the SMS is delegated to the Responsible Person and the Nominated Post Holders, including those at clubs, who ensure that an integrated approach to all operating standards is achieved and that all necessary regulatory and legal requirements are satisfied.

6. Proposed amendments may be initiated by any part of the RAFGSA but must be submitted through the Responsible Person, who is responsible for the amendment and production of the plan. Drafting of amendment proposals will be delegated to the relevant Nominated Post Holder. This publication will be reviewed bi-annually by the Responsible Person and RAFGSA Safety Manager or within 6 months of a change of the Responsible Person.

Safety Policy and Objectives

7. The RAFGSA, which includes all member clubs, is committed to safe practices with the objective of facilitating a sport gliding environment where the levels of Risk to Life are As Low As Reasonably Practicable (ALARP) and Tolerable. This will be achieved through the implementation of an effective Safety Management System and a process of Continuous Improvement.

8. The Responsible Person has the responsibility to provide adequate resources to ensure that the RAFGSA organisation can support and assist clubs and members to comply with all applicable legislation and procedural requirements to satisfy this policy. The procedures necessary to achieve these aims are fundamental to this policy and apply to members, staff, and contractors. The RAFGSA gives priority to continuing to reduce the accident rate, to not harming any third parties and to avoiding any airspace infringements.

9. The RAFGSA has an Engaged Air Safety Culture that encourages free and frank reporting; however, it is important to stress that Safety is everyone's responsibility.

RAFGSA Chairperson's Statement

10. The aim of the RAFGSA is to provide the opportunity for RAF personnel to participate in the exhilarating sport of gliding, encouraging personal development and participation in competitive gliding. Thus, enhancing the efficiency of the RAF through the development of mental and physical resilience and airmindedness among its members.

11. This Safety Management Plan sets out the way in which we will deliver our aims safely. It requires all RAFGSA members to play their role in both Air and Functional Safety, understanding and managing the risks we hold at every level. The maintenance of an engaged air safety culture will be key to our success. We should continue to question, learn and adapt, and we should foster and engender a culture where everyone is confident to report errors in the knowledge that genuine errors will not be punished and where open and honest reporting will be acknowledged as best practice and rewarded where appropriate. Leadership and effective communication are key if we are to succeed in this.

12 I am fully committed to a positive, proactive and engaged Air Safety culture across the RAFGSA. I encourage you to play your part to the full to get the best out of the opportunities we have as an organisation.

Risk Statement

13. **When conducted in accordance with both NGB and RAFGSA guidance, sports gliding within the RAFGSA is assessed to be ALARP and TOLERABLE.**

Gp Capt C Peters – Chair RAFGSA and Responsible Person

Safety Organisation

Sport Safety Management Plan – Scope

14. The RAFGSA Sport Safety Management Plan (SSMP) is designed to support safe operations by RAFGSA clubs and members. Some risks potentially impact upon all members, visitors and other third parties, and need management by clubs and the RAFGSA. These risks include those associated with airworthiness of aircraft, launching operations, and navigation to avoid controlled airspace.

15. Gliding is first and foremost an air sport activity and is governed by the National Governing Body (NGB) the British Gliding Association (BGA). The appetite for risk from flying gliders varies among the sports participants. This aspect of risk is managed at three levels:

- a. **Third party visitors.** Through training and risk-averse operational policies the risk is eliminated as far as is practicable.
- b. **Unqualified pilots.** Flights by unqualified pilots who are therefore not equipped to effectively manage the risk for themselves. These risks include those associated with flight training and solo supervision.
- c. **Qualified pilots.** Flights by qualified pilots who can control the risk for themselves based on knowledge, the available information and experience. A Qualified Pilot is defined by the BGA as someone who holds either Bronze C & Cross-Country Endorsement or a recognised Sailplane Glider Pilot Licence.

16. The details of each person participating is to be recorded by individual clubs and stored on their club database. Fitness to participate in the activity will follow BGA guidelines. Clubs will maintain a record of which members have read and understood the mandatory orders / regulations before being allowed to operate as Qualified Pilots.

Safety Management Accountabilities and Responsibilities

17. The responsibility for implementing the safety and quality systems is delegated to the Nominated Post Holders who ensure that an integrated approach to all operating standards is achieved and that all necessary regulatory and legal requirements are satisfied.

Nominated Post Holders

18. The Sport Safety Management Plan Nominated Post Holders are:

- a. **Responsible Person (Chairperson RAFGSA).** The RAFGSA Chairperson as Responsible Person (RP), appointed by AOC 22 Gp, has overall accountability for the management of safety and compliance and is responsible for:
- (1). The management organisation, ensuring that all operations, training and maintenance activity can be financed and carried out to a standard acceptable to the regulator.
 - (2). Ensuring that the Sport Safety Management Plan is effective in identifying hazards and risks and that they are mitigated and documented.
 - (3). The promotion of safety and compliance within the RAFGSA.
- b. **Safety Member.** The Safety Member is responsible for acting as the Air Safety Manager (ASM) and the implementation and maintenance of the SSMP.
- c. **Operations Member.** The Ops Member is responsible to the RP for ensuring that the SSMP is implemented by clubs. They are to ensure that operations are conducted within current regulations. They provide guidance to club officials and gives dispensations to operate outside normal operations as detailed in the RAFGSA Ops Manual. They approve any club activity that takes place away from the club's normal base. They will visit each club and conduct a Second Party Audit (2PA) on a 3 yearly basis accompanied by the ASM. They will use guidance in AP 3415 and AP 8000, to conduct and report on these audits.
- d. **Fleet Manager.** The Fleet Manager is responsible for ensuring that the aircraft fleet is appropriately managed and adequately insured. The insurance cover is also to provide appropriate liability insurance for risk outside of the glider. The Fleet Manager will buy and sell RAFGSA assets ensuring that they are in an appropriate condition and fit-for-purpose.
- e. **Chief Engineer.** The Chief Engineer provides assurance that aircraft are being maintained in accordance with current regulations. Provides advice to the RP on any aircraft engineering issues.
- f. **Club Chairperson (OIC)** has responsibility for the effective safe management of operations at their club sites. This includes ensuring that hazards and risk relating to their club sites are identified, reasonably mitigated and documented. They are also responsible for the maintenance and airworthiness of their delegated fleet of aircraft. All other safety critical items will be maintained in line with BGA guidance. They will ensure that the following are appointed at a club level iaw with BGA guidance:
- (1) **Chief Flying Instructor.**
 - (2) **Chief Technical Officer.**
 - (3) **Safety Officer.**
- g. They may also appoint SQEP individuals to complete other operational and safety related duties. All posts within a club will have locally produced TORs.

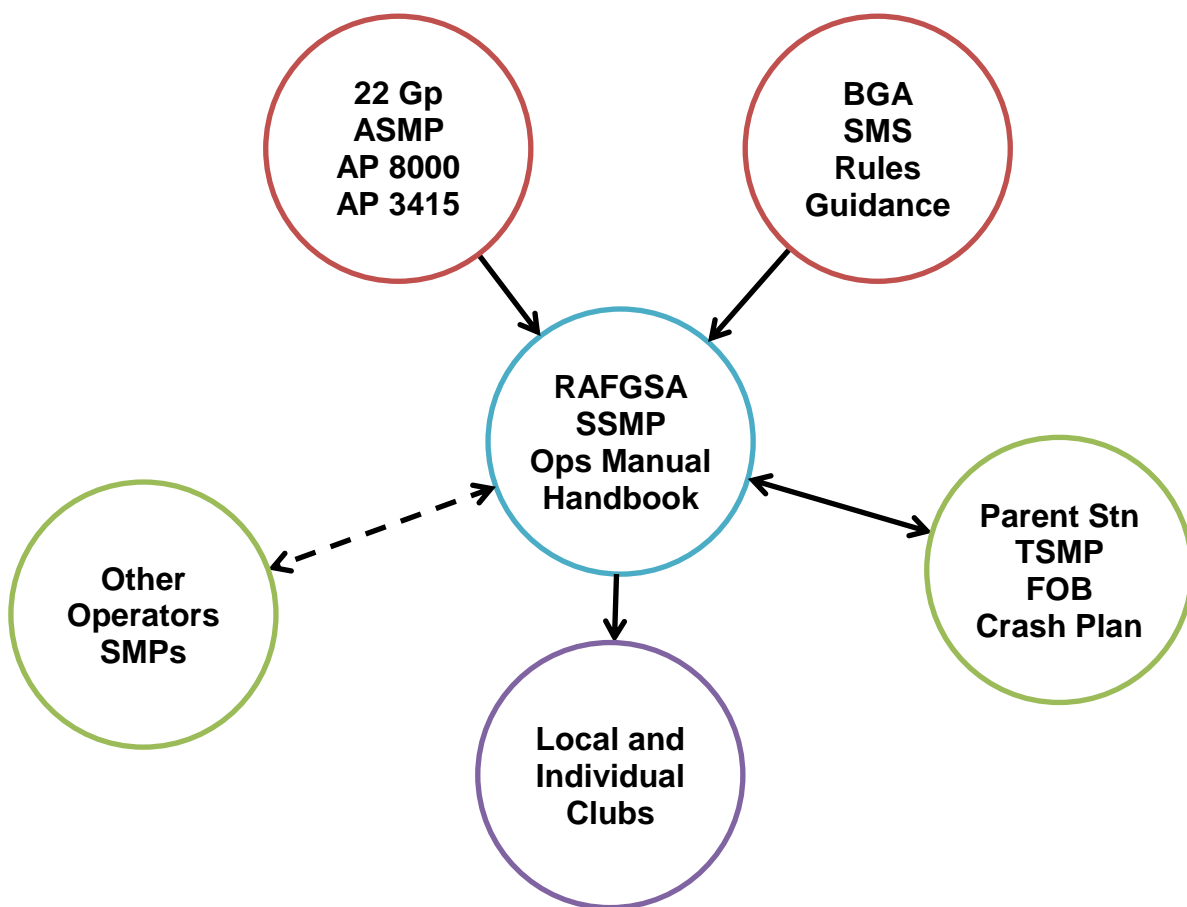
Nominated Post Holder Review

19. The RP should ensure that a documented review of safety management within the RAFGSA is conducted every 2 years. The aim of the documented review is to ensure the system remains fit for purpose. The RP review will normally result in a re-issue of the SSMP and the risk register / bowties. Each club should complete an annual First Party Audit (1PA) and conduct a review of their safety management processes. A 1PA template is held / amended by the ASM.

SSMP Interaction

20. Each RAFGSA club will have interactions with local SMPs applicable to their unique operating environment; below is broad representation of those interactions:

Figure 1 – SMS Interactions



a. **BGA.** The RAFGSA operates under the BGA as its NGB and works to its rules and guidance and has consideration of its SMS. All pilot qualifications are delivered through and ratified by the BGA. The RAFGSA also uses the BGA's operating procedures.

b. **22 Gp.** 22 Gp own the risk for Sport Safety within the RAF and have a Sports Safety Management System embedded in AP 3415, of which this SSMP is subordinate. The RAFGSA also attends any safety and assurance meetings directed by 22 Gp.

c. **RAFGSA.** In addition to this SSMP, the RAFGSA will maintain a risk register for aviation sporting activity which is assured by the RAF Directorate of RAF Sport. The RAFGSA also produce the Operations Manual and handbook, which are complimentary to BGA and 22 Gp direction and guidance.

d. **Parent Stn.** At Stn level the RAFGSA club will interact with other users and the Stn and therefore comply with any orders promulgated. The Head of Establishment (HofE) is appointed as the Functional Safety (FnS) Duty Holder (FnSDH)¹ in accordance with JSP 375, whilst the Responsible Person is responsible for Air and Sports Safety risk. Individual clubs should be integrated into the Stn Crash & Disaster Plan, Flying Order Book and Total Safety Management Plan. The following table defines individual clubs and their parenting relationships.

Table 2 – Parent Station Responsibilities

Individual Club	Location	Parent Station
Chilterns	RAF Halton	RAF Halton
Fulmar (Highlands)	Easterton Airfield	RAF Lossiemouth
Kestrel	RAF Odiham	RAF Odiham
RAF Brize Norton	Keevil Airfield	RAF Brize Norton
RAF Cranwell	RAF Cranwell	RAF Cranwell
RAF Shawbury	RAF Shawbury	RAF Shawbury
Bannerdown: Operations from Keevil Airfield paused	Gliders stored at Middle Wallop alongside a RN Gliding Club. Club members flying with the Army Gliding Association.	Aspiration to become RAF Brize Norton Gliding Club, re-establishing previous Station ties

e. **Individual Clubs.** The RAFGSA will develop the appropriate level of supporting paperwork, established through its own operating procedures and documentation, as such there is no requirement for separate club SSMPs; however, individual clubs will need to capture any non-aviation risks that are owned by the HoE / FnSDH.

Training

21. All members of the RAFGSA do so on a volunteer basis; but safety nominated members should be appropriately trained. Where possible, Service delivered courses should be used to ensure that safety nominated staffs have received training appropriate to their position. When available, members should be given training in Human Factors and Error Management to ensure that a Just Culture is understood and implemented.

Positive and Questioning Safety Culture

22. **Engaged Air Safety Culture.** A positive and engaged Air Safety Culture must be at the forefront of all RAFGSA activities. A crucial element of which is a Questioning Culture which encourages scrutiny and eliminates complacency. It is the responsibility of all RAFGSA personnel to develop a Positive and Questioning Safety Culture within their individual club. An Air Safety Culture cannot be enforced or directed; it must be accepted

¹ law JSP 375.

and contributed to by everyone, only then can it function in an organisation which has demonstrable engagement and healthy interaction.

Figure 2 – Components of an Engaged Air Safety Culture



23. The individual components of an Engaged Safety Culture are as follows:

- a. **Just Culture.** An atmosphere of trust where people are encouraged to provide safety related information and where it is clear to everyone what is, and what is not acceptable behaviour; it is not a blame free culture.
- b. **Reporting Culture.** Errors, occurrences and near-misses should be reported to identify interventions and defences that would minimise the likelihood and severity of an accident or incident.
- c. **Learning Culture.** Organisational willingness and competence to draw the right conclusions from safety information. Lessons identified should be promulgated and implemented so the organisation can learn from mistakes and make changes.
- d. **Flexible Culture.** An organization that can adapt to changing circumstances and demands while maintaining its focus on safety.
- e. **Questioning Culture.** A culture where individuals are empowered to ask “why?” and “what if?” questions to challenge assumption norms.

Publications

Procedures and Guidance

24. The procedures and guidance that apply to RAFGSA operations are a fundamental element of safety management. As well as this SSMP, members should be familiar with both the Operations Manual and the Handbook. There are also several other BGA publications that are pertinent which members should have knowledge of, e.g. BGA Laws and Rules².

25. Individual Clubs may also have their own publications, including Flying Order Books, Constitutions, Local Rules and Procedures, that members should be familiar with as they all have an impact on Air Safety.

RAFGSA Publication Control

26. RAFGSA publications will be published on the RAFGSA website.³ Each document will be clearly marked with its amendment date; any changes must be communicated to members as soon as they become live.

Maintenance Records

27. Maintenance records are to be maintained in accordance with the BGA and aircraft manufacturers guidance. Each club is to maintain a record of those qualified to conduct both maintenance and daily use inspection. If it is a complex task further direction should be sought. Clubs will be periodically inspected by the BGA.

Reporting, Hazard Identification and Risk Management

Reporting

28. **BGA.** RAFGSA clubs will follow the BGA guidance on reporting, which gives the UK minimum legal requirement; these are described in the BGA Laws and Rules. In the case of accidents on a gliding club site, the Club on the site (usually by delegation to the club CFI or Safety Officer) must ensure the necessary report has been submitted to the AAIB / BGA. In all other cases, the pilot in command involved in the accident must ensure reporting is undertaken. Incident and accidents reported to the BGA are recorded on the BGA incidents and accidents database.

29. **RAFGSA.** In addition to the BGA mandated reporting, reports are also raised as a Defence Air Safety Occurrence Report (DASOR) on the Air Safety Information Management System (ASIMS). This is an MOD web-based reporting system, which pilots should be given the opportunity to comment on. Within ASIMS, the individual Club will sit under the parent Stn structure, who will use their own Occurrence Managers (OM) to manage DASORs generated by RAFGSA clubs. Individual Club members with access to ASIMS can be appointed as Local Investigators to complete any investigations deemed appropriate by the OM. When DASORs are presented for DDH Review and closure, the RAFGSA RP will provide an appropriate risk acceptance statement before the DASOR is closed. For those without access to ASIMS a Defence Inform can be used and passed to

² <https://members.gliding.co.uk/laws-rules/>.

³ <https://www.rafgsa.org/>.

the Club Safety Officer who will raise a DASOR if appropriate. All incidents that give rise to a DASOR should be reported to the RAFGSA RP, Ops Member and Air Safety Manager.

30. **Clubs.** Individual Clubs are to establish a Club incident reporting system that proactively encourages reporting and includes a review and follow up process. Guidance is detailed at Annex A. These reports are dealt with locally, but any significant lessons should be shared with other clubs.

31. **Aircraft Accidents.** If an Aircraft Accident occurs, IAW the definitions within MAA RA 1410⁴, the incident needs to be reported to the Deputy Chief of the Defence Staff Duty Officer (DCDSDO) iaw the MAA Manual of Aircraft Post Crash and Incident Management⁵ (MAPCIM), who can be contacted on 020 7218 8938. After notifying the DCDSDO, the Unit discovering the incident should follow their Unit / Stn Crash and Disaster plan to ensure all other notifiable parties are contacted. This should also include the RAFGSA RP.

32. **Health and Safety.** Non-air related incidents should be reported through the parent Unit under their HoE / FnSDH responsibilities. When appropriate, a RAF F7454 should be completed and sent through the FnS chain.

33. **Climatic injury.** All RAFGSA personnel are to ensure the direction given in JSP375 Chapters 41 and 42, 'Heat Illness Prevention and Cold Injury Prevention' are adhered to. For personnel involved in command duties – event OICs, Instructors or similar JSP375 Annex A 'Guidance for Commanders' should be studied. All RAFGA members are to be aware of the risk of Climatic Illness and should take all necessary precautions to protect themselves in both hot and cold competition conditions. This will include, but is not limited to, the provision of suitable amounts of liquid refreshments, suitable cold / wet / hot weather attire including hats, long sleeved clothing, and the application of sunscreen.

34. When planning an activity, a Wet Bulb Globe Temperature (WBGT) forecast should be obtained via MOMIDS or [Meteologix](#), and the Work Rest tables in JSP 375 Vol 1 Chap 41 Annex C should be used to inform the risk assessment.

35. **Heat illness.** The risk of heat illness must be considered in the risk assessment for all Defence activities. The risk assessment must as a minimum consider the following heat illness risk factors and control measures; medical planning, acclimatisation, clothing and equipment, expected work rate, education and training, environment, fluid requirements, individual risk factors, body-worn heat illness monitoring equipment. Assistance on these factors can be found in JSP375 Vol 1 Chap 41 Annex A.

36. **Cold injury.** The risk of cold injury must be considered in the risk assessment for all Defence activities in cold environments, for example 'in 15°C or lower ambient temperature' JSP 375 Chap 42. Risk Assessments are to include consideration of the following: medical planning, environmental factors, individual risk factors, clothing and equipment, activity. Assistance on these factors can be found in JSP375 Vol 1 Chap 42 Annex A.

37. **Medical planning – Air TLB requirements.** Consideration of medical planning for UK activities designated as sport is to be conducted at least annually, as part of the 1LoD process. Where events are being hosted by the Service, or significant numbers of

⁴ https://assets.publishing.service.gov.uk/media/6706665892bb81fcdbe7b57b/RA1410_Issue_12.pdf.

⁵ https://assets.publishing.service.gov.uk/media/66fa5e20e84ae1fd8592eaf7/MAPCIM_Issue_7.pdf.

spectators who are the responsibility of the Service are expected, the entire Population at Risk (PAR) is to be considered in this planning.

38. RAF Sport Medical Planning Considerations must be detailed in all Event and / or Admin Orders relating to fixture authority. Routinely no Service medical support is available for sporting events, in the UK all emergency medical support is provided by the emergency services by dialling 999. Emergency call handlers and Paramedics will dictate the best local or regional hospital to evacuate injured persons to. For remote venues, Event Leads are to consider additional protection measures in their medical planning. Risk Assessments must assess and mitigate the risk of Climatic Injury and should be informed by any hosting venue resources

39. For Overseas Visits, Air Med Ops require 90 days' notice to consider medical plans for Overseas activities and a Medical Plan must be submitted iaw HQ Air Medical Planning Guidance.

Safety Investigations and Remedial Action

40. The purpose of an investigation of any accident or incident is to establish the facts and cause and thereby prevent further occurrence. The purpose is not to apportion blame or liability. The BGA has an Accident Investigation Team led by the Chief Accident Investigator, who reports to the Chairperson of the BGA. The BGA Accident Investigation Team Terms of Reference are detailed in the BGA Committee Terms of Reference publication.

41. Depending on the outcome of a reported incident or accident, the investigation will be conducted by either the relevant club Chief Flying Instructor, Safety Officer, BGA Accident Investigator or the AAIB. In each case, the investigator shall determine as quickly as possible the facts of the incident to initiate any changes to procedures, operating or engineering standards, modifications of equipment or any other measures.

42. The BGA may collaborate with Investigators from appropriate State Authorities when a formal investigation is being carried out. The Chief Accident Investigator will be the primary point of contact with the State Investigators.

43. In addition to the above there may be occasion when the Service deems that a Service Inquiry is required; however, the AAIB led enquiry will take primacy. For non-statutory investigations, an Occurrence Safety Investigation (OSI) may be convened, which will be completed using trained Military investigators. When a Stn conducts an OSI, it should inform the RAFGSA RP and afford them the opportunity to comment. The results OSIs will be recorded within ASIMS. It is important to stress that the aim of any investigations is to establish the facts and learn from our mistakes within a Just Culture.

Club Safety Review

44. The RAFGSA will look to conduct an 2nd Party Operations and Air Safety assurance visit to each individual club every 3 years, this activity is led by the RAFGSA Ops Member and ASM. Individual 1st Party Club safety reviews⁶ should be carried out annually, ideally with the participation of the RAFGSA ASM. A copy of the report of the completed safety review should be sent to the ASM and maintained on file.

⁶ A template can be provided by the ASM.

Hazard Identification and Risk Assessment

45. Risk assessments will be completed iaw AP 3415.

Safety Assurance

Compliance Management

46. RAFGSA clubs will be subject to BGA Compliance management in accordance with the BGA SMS.

Non-Flying Risks

47. Non-flying risks are to be recorded in accordance with local procedures through the SMS where HoE as FnSDH has ownership. There will inevitably be areas of overlap and these are to be discussed at the local level.

Emergency Response Planning

48. If a Club is located on a Military airfield, then they should be incorporated into the Crash and Disaster Plan for that airfield. The Club must ensure that appropriate provision is established for when Ops are reduced or Military flying stops. Club members must be aware of the contents of the Unit's Crash and Disaster Plan and Club duty members should be aware of their role. If a club is not on a Military establishment, they must follow the guidance issued in the BGA SMS.

Communication

49. The promotion of safety and quality within the RAFGSA is a responsibility of the RP. Internal and external communication tools will be used to ensure relevant and timely safety education and promotion. Club safety members should make use of both BGA and Service publications to raise awareness of safety issues and details of previous occurrences.

Safety Concerns

50. All members must be able to communicate safety concerns in an open and honest environment. This will normally be done through the Club executives, CFI and Safety Member, but if there is a perceived conflict the RAFGSA RP can be approached directly. Members can also access the RAF Safety organisation if required. Ultimately, they can contact the BGA as the sport's NGB.

Safety Education

51. The RAFGSA shall maintain and develop its safety communication such that it:

- a. Ensures that clubs are properly consulted and informed on safety related matters.
- b. Ensures that all key post holders throughout the RAFGSA are aware of the SSMP.

- c. Conveys safety-critical information, especially that relate to Risk to Life and assessed hazards.
- d. Explains why particular actions are taken.
- e. Explains why changes are introduced.
- f. Ensures maximum use of Service Safety Education where available.

Annex:

- A. Guidance on Individual Club Level Incident Reporting.

Guidance on individual Club Level incident reporting

1. All accidents and incidents involving gliders, self-launching gliders, microlight gliders, TMGs and tugs normally based at a BGA club or resulting from the flying operations of BGA gliding clubs, including those foreign registered, must be reported to the BGA. This includes accidents also reported to the AAIB, flying accidents resulting in minor injury and / or minor damage, and accidents unconnected with flight, for example encounters with moving winch cables, towed gliders hitting an object, glider damage from livestock or wind.
2. An 'incident' is an unusual event which takes place in connection with the aviation activities of the club, but with no injury to persons and no damage to aircraft or property.
3. All serious incidents and all those with safety implications beyond the originating Club should be reported to the BGA.
4. All other incidents should be documented locally and managed by the Club. As such, clubs are to establish an individual Club incident reporting system that proactively encourages reporting.

Incident reporting to the BGA

5. Examples of incidents that should be reported to the BGA are indicated below:

Examples	
Preparation for flight	Rigging errors; glider incorrectly configured for flight
Technical	A broken aircraft component, or something that did not operate correctly
Launch failures	Unusual failures, such as, collision between glider and its own winch cable, frequent cable / launch equipment failures, Tug upset
In-flight	Inadvertent stall / spin, near collision with glider or tug, landing outside of the airfield / designated runway, uncontrolled or heavy landing, exceedance of VNE, airbrake / undercarriage control confusion, lost above cloud, unusual weather / canopy misting, death from natural causes in a 2-seat glider
Ground incidents	Winch cable dropping outside the airfield

Club incident reporting

6. Examples of incidents that should be documented within an individual Club incident reporting system are detailed below:

Supervision failings or Airmanship issues
Potential collision taking off or landing
Hazardous circuit or approach
Poor aircraft handling
Ground-loop without damage
Inappropriate parking / ground collision risk
Hangar rash
Airfield incursions
Out of date or incomplete paperwork

Example Club incident reporting form

7. A very simple form will suffice for club incident reporting. The important activities are to document the incident, to regularly review reported incidents, and to document any action taken, as indicated below:

Example Gliding Club – Incident Reporting			
Club members are encouraged to report any incident that they believe had a safety implication.			
Date	Event	Reported by	Follow up actions
28 Apr 24	<i>Approaching long on Rwy 25 after final glide, I encountered heavy sink and nearly undershot the airfield.</i>	<i>A Bloggs</i>	<i>Noted. CFI</i>
16 Jun 24	<i>It was blowing 25kts and I found most of club gliders at the launch point were parked incorrectly.</i>	<i>D Jones (K18 Pilot)</i>	<i>Noted. Will be discussed at next instructor meeting. CFI</i>
17 Jul 24	<i>A K13 experienced a winch launch failure because the winch ran out of fuel. Landed safely.</i>	<i>F Smith (Duty Instructor)</i>	<i>Third occurrence of this type this year. New guidance on refuelling and daily checks now established. CFI</i>
13 Feb 25	<i>During the DI of a Puchaz, I noticed that the energy absorbent cushions were missing. They were subsequently found in the cable tow out vehicle.</i>	<i>Linda Young</i>	<i>Noted. Safety Officer</i>

8. Clubs should annotate in the 'follow up actions' column, if a DASOR or In-Form have been submitted.