

ROYAL AIR FORCE

GLIDING AND SOARING ASSOCIATION

Sport Safety Management Plan



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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. This is version 5.1 dated Nov 23.

Distribution List

3. Promoted and available online at <https://www.rafgsa.org/documents/> Forwarded in e-format to;

- a. All Nominated Post Holders
- b. All RAFGSA Clubs POCs

INTRODUCTION

4. The Royal Air Force Gliding and Soaring Association (RAFGSA) consists of a central organisation and gliding clubs. This Sport Safety Management Plan combines and documents RAFGSA policy on the safety of aviation in gliders and associated operations. It does not provide a means of compliance with occupational health and safety or environmental legislation. This SSMP compliments the British Gliding Association(BGA) SMS and should be read in conjunction with that. The BGA is the National Governing Body for gliding in the UK. This SSMP also sits below the 22 Gp Sports Safety Management Plan contained in AP3415. The safety management system will monitor operational standards and procedures through a structured audit 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, applicable EASA regulations, BGA regulation and by the RAFGSA's own operational regulations and recommended practices. The RAFGSA is also aware of and takes into account military regulations both from the MAA and at the Stn level. 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 Safety Management System 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 & 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 are as low as reasonably practicable (ALARP). 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 fatal 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. 'Safety is everyone's responsibility'.

RAFGSA CHAIRMAN'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 Air 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 good 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 in order 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 as to be at least ALARP and TOLERABLE.**

Chairman RAFGSA and Responsible Person

SAFETY ORGANISATION

Sport Safety Management Plan – Scope

14. The RAFGSA Sport Safety Management Plan 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. 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. 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 Glider Pilot Licence.

The details of each person participating is to be recorded by clubs and stored on a 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

16. 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

17. The Sport Safety Management Plan Nominated Post Holders are;

- a. **Responsible Person (Chairman RAFGSA).** The Chairman RAFGSA as Responsible Person (RP), appointed by AOC 22 Gp, has overall accountability for the management of safety and compliance and is responsible for;
 - (i). The management organisation, ensuring that all operations, training and maintenance activity can be financed and carried out to a standard acceptable to the regulator.
 - (ii). Ensuring that the Sport Safety Management Plan is effective in identifying hazards and risks and that they are mitigated and documented.
 - (iii). The promotion of safety and compliance within the RAFGSA.

- b. **RAFGSA Safety Member** who is responsible for acting as the safety manager and the implementation and maintenance of the SSMP.
- c. **Operations 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 safety audit on a 3 yearly basis accompanied by another RAFGSA nominated post holder in this SSMP. They will use guidance in AP 3415 and AP 8000 to conduct and report on these audits.
- d. **RAFGSA 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. They buy and sell any RAFGSA assets ensuring that they are in an appropriate condition.
- e. **RAFGSA Chief Engineer.** Provide assurance that aircraft are being maintained in accordance with current regulations. Provides advice to the RP on any aircraft engineering issues.
- f. **Club Chairman(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 in line with BGA guidance;
 - (1) **Chief Flying Instructor.**
 - (2) **Chief Technical Officer.**
 - (3) **Safety Officer.**

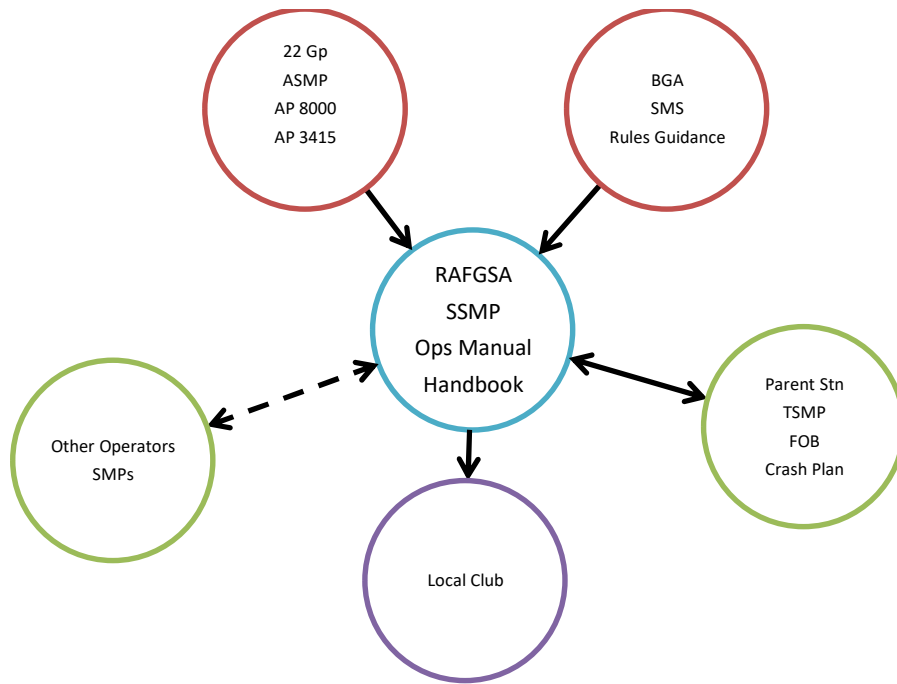
They may also appoint SQEP individuals to complete other operational and safety related duties. All posts within a club will have locally produced TORs.

Nominated Post Holder Review

18. The RP should ensure that a documented review of safety management within the RAFGSA is carried out 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 a review of their safety management process yearly. Examples of items to consider in a club safety review are at Annex A.

SSMP Interaction

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



- a. **BGA.** The RAFGSA sits 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 they have a Sports Safety Management System embedded in AP 3415 which this SSMP is subordinate to. The RAFGSA also attends any safety and assurance meetings directed by 22 Gp.
- c. **RAFGSA.** In addition to this SSMP, the RAFGSA will generate a risk register for aviation sporting activity which is lodged with the RAF Sports Board. They also generate the RAFGSA handbook and the RAFGSA Ops Manual 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) will be the Functional Delivery Duty Holder (FnDDH) in accordance with JSP 375 and the Responsible Person will hold the Sports Safety risk. The local clubs will be integrated with the Stn Crash Plan, Flying Order Book and Total Safety Management Plan.
- e. **Local Clubs.** The RAFGSA club will establish through its own operating procedures and documentation the appropriate level of supporting paperwork; there is no requirement for a separate club SSMP. They will need to capture any non-aviation risks that are owned by the HofE as the FnDDH in compliance with JSP 375.

Training

20. 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

21. **Positive Safety Culture.** A positive culture of Air Safety must be fostered across all involved. The crucial element that drives a Positive Safety Culture is a Questioning Culture which encourages scrutiny and eliminates complacency. It is the responsibility of all involved to develop a Positive and Questioning Safety Culture within their club. A Positive Safety Culture cannot be enforced or directed; it must be accepted and contributed to by everyone. A Positive Safety Culture can only function in an organisation which has an Informed Culture, demonstrable engagement and example.

22. **Informed Culture.** An Informed Culture is one in which an organisation collects and analyses relevant data, and actively disseminates safety information and advice based upon that analysis. Culture is hard to gauge, and thus can be hard to encourage. The 4 elements listed below combine to produce an Informed Culture:

a. **Just Culture.** An atmosphere of trust where people are encouraged, and even rewarded, for providing safety related information where it is clear to everyone what is acceptable and unacceptable behaviour. It is not a blame free culture.

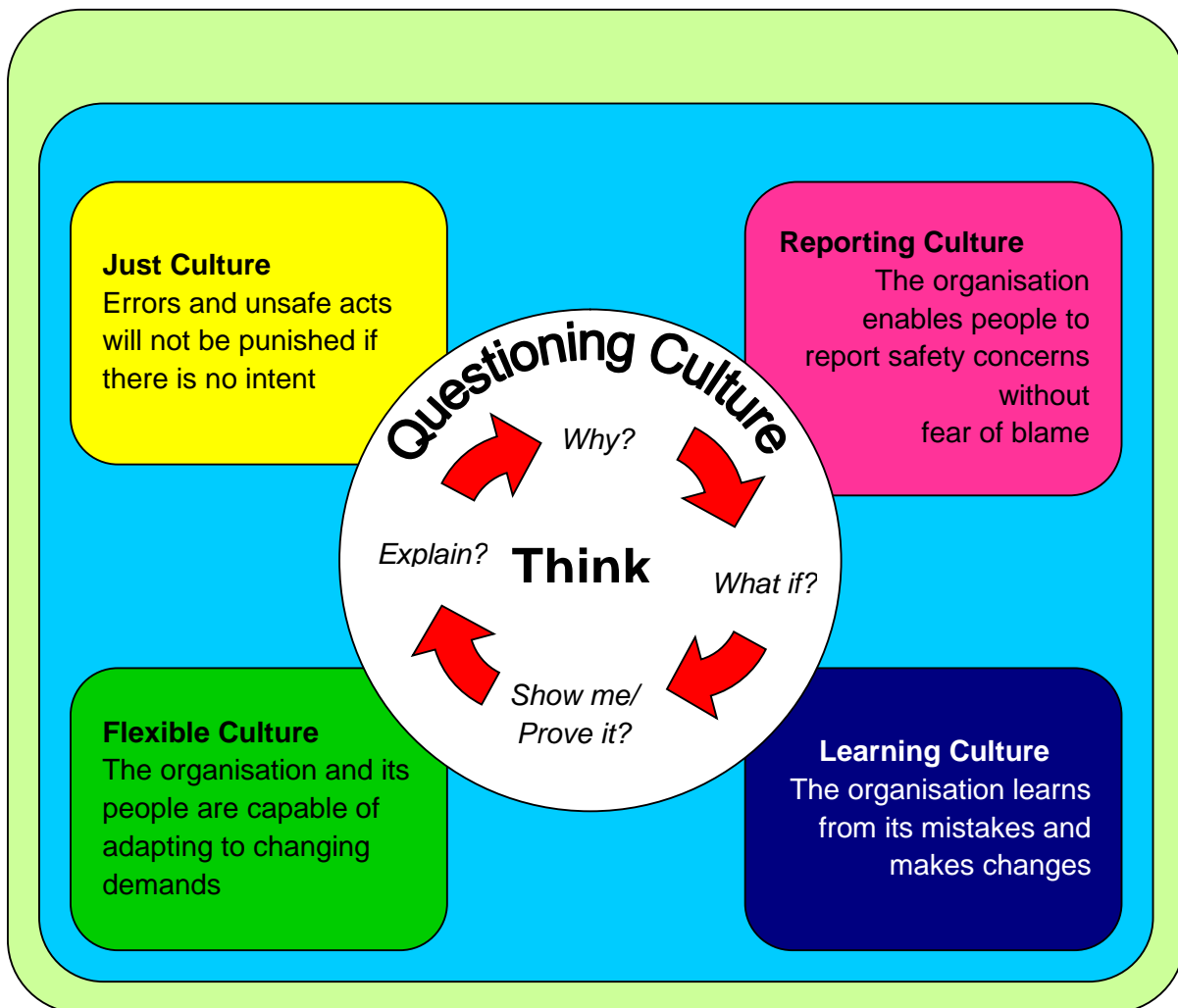
b. **Reporting Culture.** An organizational climate where people readily report problems, errors and near misses.

c. **Learning Culture.** Organizational willingness and competence to draw the right conclusions from its safety information and to take appropriate actions based on those conclusions.

d. **Flexible Culture.** An organization that can adapt to changing circumstances and demands while maintaining its focus on safety.

23. **Questioning Culture.** A culture where people are engaged and ready to ask 'what if?' and 'why?' questions that provide the antidote to assumptions and reduce the possibility of incubated mistakes.

Figure 1 – Elements of a Positive Safety Culture



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 RAFGSA Handbook and the RAFGSA Operations Manual. There are also several BGA publications that are pertinent and members should have knowledge of them.

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

RAFGSA Publication Control

26. RAFGSA publications will be published on the RAFGSA website and is the responsibility of the Responsible Person to ensure they are up to date. It must be clearly marked on the document as to its amendment state. Any changes must be communicated to members in a timely fashion.

Maintenance Records

27. Maintenance records are to be maintained in accordance with the BGA and manufactures 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 direction may be given on how to complete it. Clubs will be periodically inspected by the BGA.

REPORTING, HAZARD IDENTIFICATION AND RISK MANAGEMENT

Reporting

28. **BGA.** RAFGSA clubs will follow the guidance on reporting issued by the BGA 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 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 and if pilots are subject of a DASOR they should be given the opportunity to comment on it. On ASIMS the RAFGSA club will sit under the parent stn who will use their own Occurrence Managers (OM) to manage DASORs generated by clubs. RAFGSA Clubs members with access to ASIMS can be appointed as Local Investigators to complete any investigations deemed appropriate by the OM. **Stns can add comments from the appropriate areas but when DASOR is sent to DDH Review it will go RAFGSA RP to be closed. The RAFGSA RP owns the risk and is therefore the only person who can make the ALARP and tolerable statement.** For those without access to ASIMS a Defence Inform can be used and passed to 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 Safety Manager.

30. **Clubs.** 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 2. These reports are dealt with in house, but any significant lessons should be shared with other clubs.

31. **Aircraft Accidents.** If an Aircraft Accident occurs in accordance MAA RA 1430 it needs to be reported to the CDS Duty Officer (DCDSDO) on 9621 88938 or 030 6788 8938. After notifying the DCDSDO, the unit discovering the incident should inform the AOC via the PSO: 95221 7384 or +44 7740 592657. This action will normally be done through the local Stn's Crash plan. The RAFGSA Chairman as the Responsible Person should also be informed.

32. **Health and Safety.** Non-air related incidents are reported through the parent unit under the HofE responsibilities as the FnDDH. When appropriate F7454 should be completed and sent through the Health and Safety chain. **This will normally be done on FSIMS.**

Safety Investigations and Remedial Action

33. 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 Chairman of the BGA. The BGA Accident Investigation Team terms of reference are detailed in the BGA Committee Terms of Reference publication.

34. 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 other measures.

35. The BGA will cooperate fully 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.

36. In addition to the above there may be occasion when the Service deems that a Service Inquiry is required. The AAIB led enquiry takes primacy to the Service Inquiry. For lower level investigations, an Occurrence Safety Investigation(OSI) might be completed using trained military investigators. When a Stn conducts an OSI it should inform the RAFGSA Responsible Person and afford him the opportunity to comment. The aim of all these investigations is to establish the facts and learn from our mistakes within a Just Culture.

Club Safety Review

37. The RAFGSA will look to conduct an operations and safety assurance visit to each club every 3 years, this activity is led by the RAFGSA Ops Member. Club safety reviews should be carried out annually ideally with the participation of the RAFGSA Safety Member and/or the BGA Regional Safety Officer. A copy of the report of the completed safety review should be sent to the Chairman of the RAFGSA and BGA HQ and maintained on file. Reports will be routinely reviewed by the BGA Safety Committee to assist in identifying trends.

Hazard Identification and Risk Assessment

38. Risk assessments will be completed iaw the guidance in AP3415.

SAFETY ASSURANCE

Safety Assurance through Compliance Management

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

Non-Flying Risks.

40. Non-flying risks are to be recorded in accordance with local procedures through the Stn management system where Stn Cdr as Head of Establishment and FnDDH has ownership. There will be areas of overlap and these are to be negotiated at the local level.

EMERGENCY RESPONSE PLANNING

41. If a Club is located on a military airfield, then they should be incorporated into the Crash Plan for the 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 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

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

Communication of Safety Concerns

43. All members must be able to communicate safety concerns in an open and frank manner. This will normally be done through the club executives, CFI and Safety Member but if there is a perceived conflict the RAFGSA Safety Member or RAFGSA Chairman 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 Communication

44. 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 RAFGSA SSMP.
 - c. Conveys safety-critical information especially that related to assessed risks and hazards.
 - d. Explains why particular actions are taken
 - e. Explains why changes are introduced
 - f. Maximum use should be made of service Safety Education where available.

Annexes:

- A. RAFGSA Annual Club Safety Review (First Party Audit)
- B. Guidance on Club Level Incident Reporting

RAFGSA Annual Club Safety Review (First Party Audit)

Name of Club:

Name(s) of Person(s) carrying out the Club Safety Review:

Date of Club Safety Review:

1. Review previous Club Safety Review findings;

List findings from previous Club Safety Review and their Progress

Ser	Finding	Progress	Open or Closed
a			
b			
c			
d			
e			
f			

2. Club Management Structure

Ser	Question	Answer	Remarks
a	Is the club supervisory structure, as it relates to safety policy, practices and procedures, clearly defined and available to members?		
b	Has the club a nominated safety officer? Does he report to the Chairman		
c	Does the club have a programme to evaluate hazards and promote safety in accordance with BGA SMS requirements?		
d	Are there an adequate number of active and current instructors, and a CFI succession plan?		

3. Information for Pilots

Ser	Question	Answer	Remarks
a	Are flying orders, local flying rules and letters of agreement		

	readily available to members?		
b	Are glider and other club aircraft manuals and BGA manuals readily available to members		
c	Where is safety information on display?		
d	Are current NOTAMs and Met reports available?		
e	How are pilots briefed before flying commences?		

4. Safety Education and Culture

Ser	Question	Answer	Remarks
a	Do club members in general operate to the clubs rules and established BGA requirements and good practices?		
b	How are internal and BGA supplied safety messages routinely passed on to club pilots?		
c	How could club pilot safety education be improved?		
d	How is open dialogue on safety issues encouraged within the club?		
e	How are club members encouraged to change behaviour in respect of identified safety issues?		
f	How often do club instructors collectively discuss safety and standards issues?		
g	How does the club manage the communication and supervision needs of different age groups in the club, eg, senior aged pilots and very young pilots		
h	Has the club hosted a safety event for club pilots in the past 12 months?		

5. Aircraft

Ser	Question	Answer	Remarks
a	Are all club gliders equipped with energy absorbing		

	cushions?		
b	Are energy absorbing cushions encouraged in private gliders?		
c	Are glider ballast weights readily available for club gliders?		
d	How are they secured in the aircraft?		
e	Are all club gliders provided with audio varios?		
f	Are all club aircraft equipped with FLARM?		

6. Winches and other Vehicles

Ser	Question	Answer	Remarks
a	Who is responsible for the maintenance of the equipment in efficient working order		
b	Are winch cables and cable assemblies fit for purpose, used with appropriate weak links and routinely inspected?		
c	Are appropriate ground warning signs provided?		
d	How do people on the airfield know that a winch launch is underway e.g. is there a beacon on the winch?		
e	How are members made aware of the clubs rules and guidance on use of winches and other vehicles?		
f	How is training on the operation of winches and other vehicles delivered and recorded? Is the BGA ground training record card template utilised?		

7. Airfield

Ser	Question	Answer	Remarks
a	How is access controlled?		
b	What safeguards are in place to avoid conflict with other airfield users?		
c	What public rights of way exist on the airfield?		
d	What safeguards are in place to protect the public?		

e	What obstacles or hazards, including rough ground, (temporary or permanent) exist on the airfield? How are these marked?		
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8. Pilots

Ser	Question	Answer	Remarks
a	How is pilot training recorded? Are the BGA training record card templates utilised		
b	Has the club a post-Bronze / post-licence development training programme?		
c	Are visiting pilots given a site briefing?		
d	Are members required to seek CFI approval for ownership of a new type?		
e	Is aircraft conversion advice provided for new owners?		

9. Operations

Ser	Question	Answer	Remarks
a	What supervision is provided at the launch point?		
b	What circuit procedures are employed for both gliders and powered aircraft?		
c	What R/T procedures are employed?		
d	Are aerotow ropes and assemblies fit for the purpose, used with appropriate weak links, and inspected before use?		

10. Visitors

Ser	Question	Answer	Remarks
a	Is there a recognised system for receiving and dealing with visitors?		
b	Are there signs at the airfield entrance guiding visitors safely to a reception area?		
c	Who is responsible for supervising visitors and		

	briefing them regarding appropriate behaviour on the airfield?		
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11. Emergencies

Ser	Question	Answer	Remarks
a	Is the club disaster/accident plan up to date and readily available to club members at both the launch point and at the clubhouse?		
b	Is the emergency equipment checked?		
c	How often and by whom?		
d	Do the emergency services know how to get to the airfield?		
e	Has the club a list of members who are first-aid trained displayed at the launch point and in the clubhouse?		
f	Is a check carried out at the end of flying to ensure that all aircraft are accounted for?		

12. Follow up Actions (if required)

13. Review Findings

GUIDANCE ON 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 incidents 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 a 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	An aircraft component broke or did not operate correctly
Launch failures	Unusual failures; for instance, glider on winch launch hits its own cable, frequent cable/launch equipment failures, tug upset
In flight	Inadvertent stall/spin, near collision with glider or tug, undershot airfield, uncontrolled or heavy landing, exceeded VNE, airbrake/undercarriage control confusion, lost above cloud, unusual weather/canopy misting, death from natural causes in a 2-seat glider
On ground	Winch cable dropping outside the airfield

Club Incident reporting

6. Examples of incidents best handled by the club are indicated below:

Inadequate DI
Potential collision taking off or landing
Hazardous circuit or approach
Poor handling
Ground-loop without damage
Poor parking/ ground collision risk
Hangar rash
Pedestrians on the airfield
Out of date or incomplete paperwork
Airmanship issues

Example Club Incident Reporting Form

7. A very simple form can 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:

MUCH SOARING GC - 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 14	Approaching long on rwy 25 after final glide, J encountered heavy sink and nearly undershot.	A Boggs	<i>Noted, CFI</i>
16 May 14	It was blowing 25kts and J found most of club gliders at the launch point weren't parked properly.	D Jones (K18 Pilot)	<i>Noted. Will be discussed at next instructor meeting, CFI</i>
17 May 14	A K13 experienced a winch launch failure because the winch ran out of fuel. Landed safely.	F Smith (Duty Instructor)	<i>Third occurrence of this type this year. New guidance on refuelling and daily checks now established, CFI.</i>
18 May 14	During a Puchaz DJ, J noticed that the energy absorbent cushions were missing. Found them in the cable tow out vehicle.	Linda Young	<i>Noted, safety Officer.</i>

Clubs should annotate in the follow up actions column if a DASOR or Inform have been submitted.