

# Reporting Of Accidents And Incidents

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## Reporting of Accidents and Incidents in the HGFA's AIRS System

Hello << Test First Name >>,

Please read in conjunction with HGFA Operations Manual V20180427.

- AIRS is the HGFA's Accident and Incident Reporting System. It is used for risk reduction and education purposes.

- All pilots, **regardless of rating or qualification**, have an obligation to create a report for any accident or incident they witness.
- This is especially so if the pilot in charge is obviously injured and unable to submit a report.

## **Background**

Recently there has been a serious accident while a paraglider pilot was attending a cross country clinic, conducted at a flight training facility in NSW. Although witnessed by several other pilots and the instructor engaged for the clinic, no AIRS report was lodged.

In communications with the HGFA Safety Management Officer (SMO), the CFI of the FTF stated: "*As it's not a student accident, the pilot would usually be the one to submit the report with comment from the SSO as required.*"

This is not the first time that this perception has been communicated regarding incident or accidents that occur in clinics, or with instructors in attendance in circumstances other than conducting formal training.

The HGFA believes in and operates a just culture. AIRS reports are used to draw lessons and obtain information that can be shared to reduce the risk of our activities and improve safety. Sanctions are only applied when there is evidence of a conscious violation or intentional reckless or negligent behaviour.

## **When should an accident or incident be reported in AIRS and by whom?**

Regardless of whether you are an Instructor (of any level), a safety officer, or an ordinary pilot, there is a responsibility to report all accidents or incidents that you witness. If a pilot is removed from the scene in an ambulance, and particularly if it is obvious that they have suffered a significant injury, it is reasonable to expect that the last thing on their mind is getting online and lodging an AIRS report.

For instructors, just because the accident or incident happened in a clinic or some other non-instruction circumstance does not mean that you do not have to report. If there is any doubt that the pilot will lodge the report, lodge one yourself. We can deal with multiple reports for the same accident or incident. What we can't deal with is not getting a report. There is a legal requirement for pilots to lodge an accident report in which they are involved or witness. Failure to do so leaves you open to prosecution by CASA or the ATSB. Fines have been handed down in the past. As an example, an RAA pilot was recently handed a \$25,000 fine.

## **Pilot responsibilities as described in the Operations Manual**

The Operations Manual is very clear on the responsibilities of pilots with respect to reporting accidents and incidents:

3.1.1.1 (e) When an accident or incident occurs, the pilot/s involved must report the accident or incident in accordance with section 3.2 of this manual;

Sections 3.2.2 and 3.2.3 provide further guidance:

### 3.2.2 Notification of Accidents

Where an accident occurs, the pilot in command, the owner, and or the operator shall each be responsible for ensuring that notification of the accident is reported to the HGFA Operations Manager and the ATSB by phone or email within 72 hours.

<http://www.atsb.gov.au/mandatory/asair.aspx>

If a pilot witnessing an accident or incident is uncertain as to whether or not the accident or incident has been reported, they should report the accident or incident. It is preferable to receive two accident reports of the same accident than none at all.

A Chief Flying Instructor must notify the Operations Manager of any training accident which occurs under their supervision.

### 3.2.3 Notification of Incidents

Within 72 hours of an incident, the pilot in command, the owner, and the operator (whichever) shall each be responsible for ensuring:

(a) The incident is reported via the HGFA online AIRS system; (See 3.2.5).

(b) The incident is communicated to a Senior Safety Officer or AIRS Manager, of the club controlling the site.

(c) A Chief Flying Instructor must notify the Operations Manager of any training incident which occurs under their supervision.

(d) The incident is reported to the HGFA Operations Manager and the ATSB by phone or email within 72 hours.

<http://www.atsb.gov.au/mandatory/asair.aspx>

And again, in Section 3.2.5:

If a pilot witnessing an accident or incident is uncertain as to whether or not an accident or incident has been reported, he/she should report the accident or incident.

**The responsibilities of safety officers are quite clear:**

3.2.4.1

### **Safety Officers:**

6.4.1 (r) immediately report accidents/incidents as stipulated in section 3.2.

Note: Failure to report accidents/incidents is a breach of the TSI Act 2003. A breach can give cause for disciplinary action, including suspension of ratings.

### **Senior Safety Officers:**

6.4.2 (r) immediately report accidents/incidents as stipulated in section 3.2.

Note: Failure to report accidents/incidents is a breach of the TSI Act 2003. A breach can give cause for disciplinary action, including suspension of ratings.

### **AIRS Managers:**

6.4.4 (f) immediately report accidents/incidents as stipulated in section 3.2.

Similarly, the responsibilities of all instructor certificates include the requirement to report all accidents or incidents.

For example, 7.1.1 Flight Experience Instructor Certificate (HG/PG): Flight Experience Instructors must immediately report any accidents / incidents to their CFI and/or the Operations Manager, and report the accident / incident via the HGFA online AIRS database or HGFA forms: SM-01 and SMS-02 (See HGFA Documents Register in the online member's area).

The above is common for all Instructor Certificates.

The Chief Flight Instructor Certificate has the following responsibility:

Chief Flight Instructors must either ensure that all accidents / incidents reported to them by Instructors under their control have been reported via the HGFA AIRS online reporting system, or that they themselves report the accident / incident via the HGFA AIRS online reporting system or HGFA forms: SM-01 and SMS-02 (See HGFA Documents Register in the online member's area).

Note: Failure to report accidents / incidents during training for certificates or endorsements is considered a breach of duty by instructors and also is a breach of the TSI Act 2003. A breach can give cause for disciplinary action including suspension of instructor ratings pending a disciplinary tribunal.

### **In Conclusion**

If you are unsure that a pilot has reported, generate a report yourself. We can deal with duplicates.

We cannot deal with no reports. This applies to all pilots of all ratings and certification level.

Please work with us to help modernise the way the HGFA deals with accidents, safety and pilot education. This is the first serious review of how we deal with safety in over 20 years.

Thank you.

**Iain Clarke**  
**Safety Management Officer - HGFA**



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