

S.O.P: Submitting an Incident/Accident Report

This procedural flow has been prepared to provide guidance in submitting an Incident report into Flight School Manager (FSM).

Incident and Accident reports should be submitted to FSM whenever an RRM or IRM has been submitted to the ATSB. If an ATSB report is not required but a 'Consequence' of a Hazard has eventuated, then notification to SFC is required via submission of an FSM Incident or Accident Report.

Note: Consider other required reporting such as endorsement of the Maintenance Release and notification of SFC personnel.

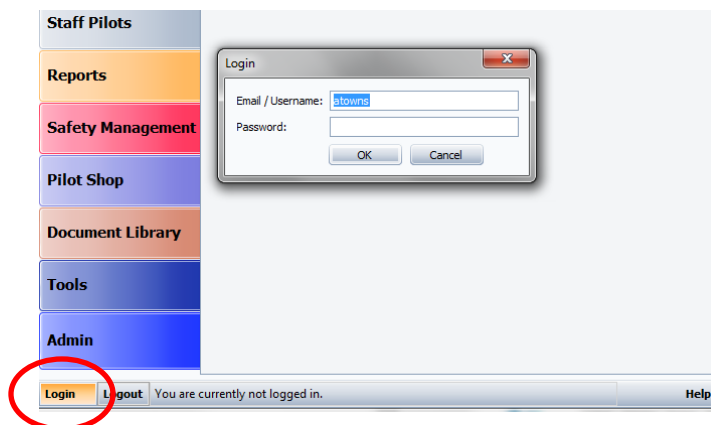
Note: Refer to the ERP if an emergency exists.

The example used below is to submit an Incident report for a flat tyre on landing at Bankstown airport.

Note: The reporter may not be the PIC. It is preferable to have the PIC submit the report.

Procedure

Step 1: Login to FSM using one of the laptops provided at SFC.



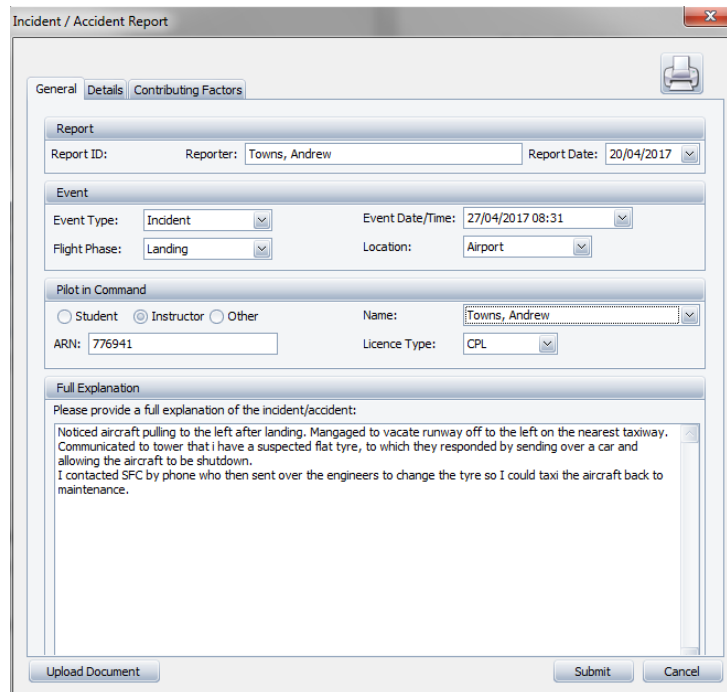
Step 2: Click on 'Safety Management' then 'Incident/Accident Report'



Step 3: The Incident Report Form opens in the General tab.

- The Reporter and Report Date are populated automatically.
- Insert Event Type; Incident or Accident, using the drop-down menu.
- Insert Flight Phase; using the drop-down menu scroll up and down to ensure all options are assessed. Select the correct option.
- Insert correct Event Date/Time of the event. Note that the indicated date and time defaults to current time. The drop-down menu provides a calendar for date selection. Time needs to be manually overwritten.
- Insert Location; Airport or Enroute using the drop-down menu.
- Insert details relating to the Pilot in Command. The PIC's name requires a free text entry if the "Other" button is selected.
- Provide a full explanation in the box at the bottom of the page. Be factual, concise and to the point. Specific details such as aircraft registration and weather etc. are included in the next step and are therefore not required in this section unless necessary for clarity.

Note: Photographs and other relevant documents can be uploaded at any time prior to submission using the 'Upload Document' button at the bottom left of the form.



Incident / Accident Report

General Details Contributing Factors

Report

Report ID: Reporter: Towns, Andrew Report Date: 20/04/2017

Event

Event Type: Incident Event Date/Time: 27/04/2017 08:31

Flight Phase: Landing Location: Airport

Pilot in Command

Student Instructor Other Name: Towns, Andrew

ARN: 776941 Licence Type: CPL

Full Explanation

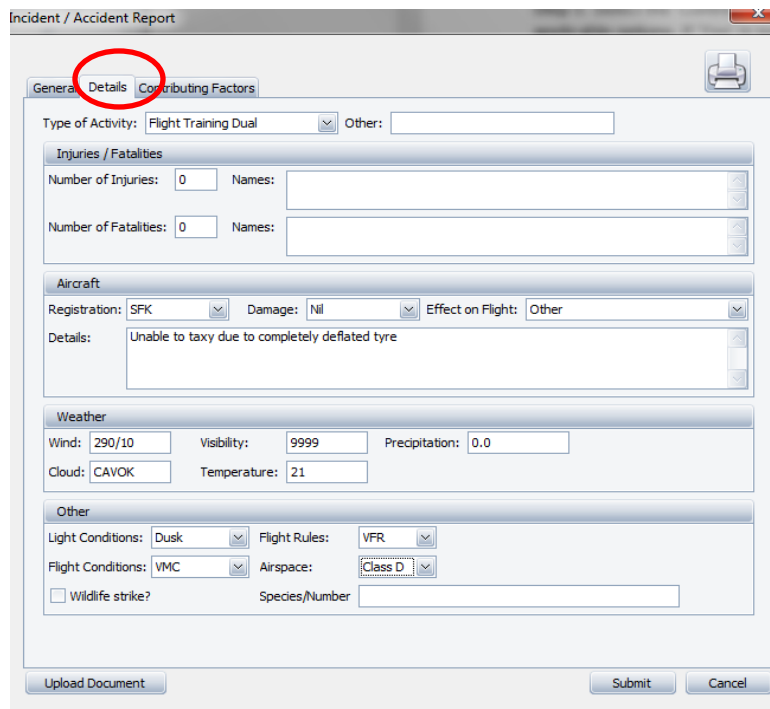
Please provide a full explanation of the incident/accident:

Noticed aircraft pulling to the left after landing. Mangaged to vacate runway off to the left on the nearest taxiway. Communicated to tower that i have a suspected flat tyre, to which they responded by sending over a car and allowing the aircraft to be shutdown. I contacted SFC by phone who then sent over the engineers to change the tyre so I could taxi the aircraft back to maintenance.

Upload Document Submit Cancel

Step 4: Select 'Details' on the tab at the top of the page and insert details as required by prompts on dropdown boxes.

Note: in the event of a Wildlife Strike on a Certified or Registered aerodrome, an RRM must be submitted.



Incident / Accident Report

General **Details** Contributing Factors

Type of Activity: Flight Training Dual Other:

Injuries / Fatalities

Number of Injuries: 0 Names:

Number of Fatalities: 0 Names:

Aircraft

Registration: SFK Damage: Nil Effect on Flight: Other

Details: Unable to taxi due to completely deflated tyre

Weather

Wind: 290/10 Visibility: 9999 Precipitation: 0.0

Cloud: CAVOK Temperature: 21

Other

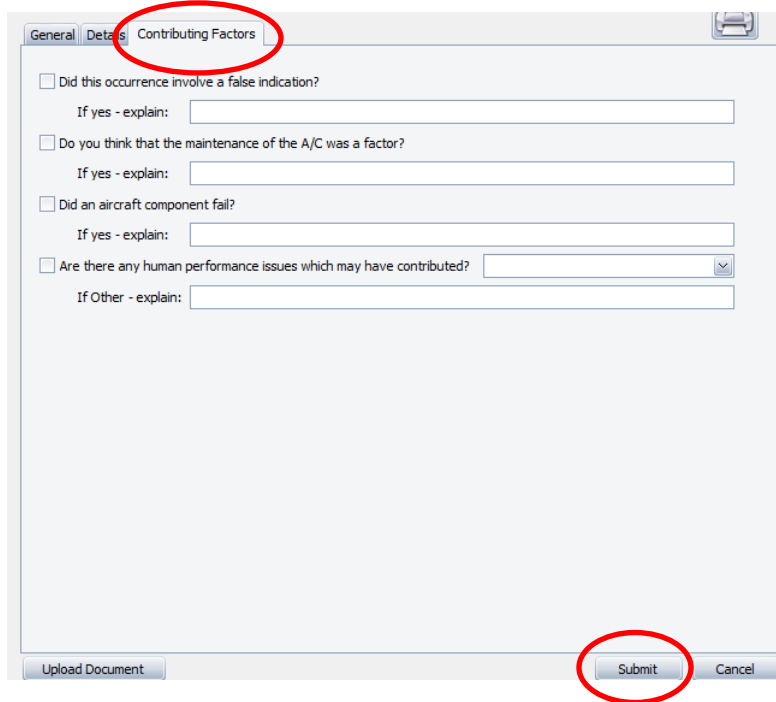
Light Conditions: Dusk Flight Rules: VFR

Flight Conditions: VMC Airspace: Class D

Wildlife strike? Species/Number

Upload Document Submit Cancel

Step 5: Select the 'Contributing Factors' tab on the tab at the top of the page and select any applicable options. If 'Yes' is selected provide a brief explanation. When satisfied that report is correctly filled in, Select the 'Submit' button at bottom right of form.



The screenshot shows a web form with three tabs: 'General', 'Details', and 'Contributing Factors'. The 'Contributing Factors' tab is selected and circled in red. The form contains four questions, each with a checkbox and an 'If yes - explain:' text box:

- Did this occurrence involve a false indication?
If yes - explain:
- Do you think that the maintenance of the A/C was a factor?
If yes - explain:
- Did an aircraft component fail?
If yes - explain:
- Are there any human performance issues which may have contributed?
If Other - explain:

At the bottom of the form, there are three buttons: 'Upload Document', 'Submit', and 'Cancel'. The 'Submit' button is circled in red.

Step 6: Due to the concept that a Hazard has caused a consequence, a prompt will appear for Hazard Report entry. This can be submitted using the Hazard Report SOP. If unable to fill in this form, a Safety Department member will assist at a later time.

Note: a member of the Safety Department may subsequently make contact in accordance with the SFC internal investigation of the Incident/Accident.