

NLGC Accident, Incident and Safety Occurrence Reporting Standard Operating Procedures

The aim of this SOP is to ensure that effective processes are in place to deal with accident and incident reporting and that there is also a process to deal with minor incidents/occurrences and quality improvements.

Safety reporting is the filing of reports and collection of information on actual or potential safety deficiencies.

Safety occurrence is the term used to embrace all events which have, or could have significance in the context of aviation safety, ranging from accidents and serious incidents, through incidents or events that must be reported, to occurrences of lesser severity which, could have safety significance.

Safety occurrence reporting aims to improve safety of aircraft operations by timely detection of operational hazards and system deficiencies. It plays an essential role in accident prevention enabling the identification of appropriate remedial actions by prompt analysis of safety data and by the exchange of safety information.

The reporting of accidents and serious incidents is mandatory.

All Club Members and visiting Pilots must be fully conversant with these procedures to ensure that Club operations run smoothly and safely.

Further refinement of these notes may occur and if so, amended notes will be issued. Should any Club Member wish to raise any points that he/she feels needs changing, the matter should be put to the Committee in writing for consideration.

Accident Reporting

Any accident must be reported immediately to the CFI and to CAA on the 24-hour number **0508 ACCIDENT** (0508 222 433).

Form CA005 must be submitted to CAA within 10 days, along with flight crew statements.

The CFI must report the initial notification to the relevant ROO or NOO as soon as practicable by telephone.

Incident Reporting

The CFI must be notified as soon as practicable by the P in C or other relevant person.

The CFI must report the initial notification to the relevant ROO or NOO as soon as possible by telephone.

The GNZ Ops10 form must be submitted by the P in C/relevant person to the relevant ROO within 14 days.

Safety Occurrence/Quality Improvement Reporting

Safety Occurrence or Quality Improvement reporting of less serious incidents or of practices where improvement would lead to an increase in quality of service or safety is very important to the Nelson Lakes Gliding Club.

By participating in this process, club members are actively involved in both improving quality and in the possible prevention of situations which can lead to serious incidents and accidents.

Club members are asked to fill in a form at any time these objectives may be met. Forms may be filled in and submitted anonymously if wished.

These forms will be dealt with by the CFI/Committee on a no blame basis and information disseminated to members with the intent of improving processes or making it less likely that such situations will arise in the future.

Forms can be filled out by hand or are available in WORD Form on the club website.

NLGC Occurrence/Quality Improvement Form

Date of Event _____ Location _____ Registration _____	Reporter _____ Persons Involved _____ _____ _____
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<input type="checkbox"/> Incident/Accident (Non Aero) <input type="checkbox"/> Incident (Aero) <input type="checkbox"/> Hazard Identification	<input type="checkbox"/> Complaint <input type="checkbox"/> Noncompliance to Rules/SOP's <input type="checkbox"/> Opportunity for Improvement
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Description of Events

Findings (Why did it Occur)

1.
2.
3.
4.
5.

Corrective Actions (CFI/Committee)

1.			
2.			
3.			
4.			
5.			
Person Assigned to Corrective Action		Date Action to be Completed By	
Date Completed		Signed	