



GLIDING NEW ZEALAND INCORPORATED

ADVISORY CIRCULAR

2-08

ACCIDENTS AND INCIDENTS

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1 Introduction

This Advisory Circular provides guidance on the following:

- Definitions of accidents and incidents
- The purpose of accident and incident reporting
- Access to aircraft involved in an accident
- The reporting requirements for accidents and incidents
- Additional responsibilities for CFIs, ROOs and the NOO
- Forms and preservation of records.

2 Definitions

2.1 “*Accident*” means an occurrence that is associated with the operation of an aircraft and takes place between the time any person boards the aircraft with the intention of flight and such time as all such persons have disembarked, being an occurrence in which:

- (a) A person is fatally or seriously injured, or
- (b) the aircraft sustains damage or structural failure that:
 - (i) adversely affects its structural strength, performance, or flight characteristics; and
 - (ii) would normally require major repair or replacement of the affected component, or
- (c) the aircraft is missing or is completely inaccessible.

2.2 “*Incident*” means any occurrence, other than an accident, that is associated with the operation of an aircraft and affects or could affect the safety of operation.

2.3 Typical gliding incidents that must be reported include:

- Take-off and landing incidents such as heavy or wheel-up landings and ground loops that require an inspection by an engineer to check for hidden damage before the glider can be considered fit for further flight.
- Those that incur minor damage not requiring repair before further flight.
- Incidents involving glider tow or winch launching operations.

3. Access to Aircraft Involved in an Accident

3.1 CAR Part 12.101 contains strict requirements regarding access to an aircraft involved in an accident. Basically, this says that you don’t touch anything unless you have CAA authorisation, except if it is necessary:

- to remove persons or livestock from the wreckage, or
- to protect the wreckage from further damage, or
- to deactivate any flight data recorder or ELT, or

- to prevent obstruction to the public or to aircraft where no practical alternative is available.

3.2 If you do move the aircraft, it must be moved only so far as necessary and you should make sketches and descriptive notes, and take photographs of the original position and any significant impact marks.

4 The Purpose of Accident and Incident Reporting

- 4.1 The purpose of accident and incident information collection is to improve the level of flight safety from the lessons learned during subsequent investigation and follow-up action.
- 4.2 An effective reporting system enables GNZ to fulfil CAA requirements for accident and incident reporting systems and safety management, thereby minimising CAA involvement in gliding activities. CAR Part 12 exempts reporting of general glider incidents to the CAA on the basis that GNZ has an internal incident reporting system. However, this does not exempt a tow-pilot from having to report incidents involving glider tow operations.

5 Reporting Requirements for Glider Accidents and Incidents

Occurrence Type	Reporter	Reporting Requirements
Aircraft accident	Pilot in command ¹	<ol style="list-style-type: none"> 1. Immediate notification by telephone to: <ol style="list-style-type: none"> a) CAA² and b) The relevant CFI³. 2. Report the occurrence via the CAA Web Form (https://occurrencereporting.services.aviation.govt.nz/). 3. Submit GNZ form OPS 10 to the relevant ROO within 14 days⁴.
	CFI or Contest Director	Report initial notification to the relevant ROO or NOO as soon as practicable by telephone.
Incident	Pilot in command or other relevant person	<ol style="list-style-type: none"> 1. Notification as soon as practicable to the relevant CFI³. 2. Submit GNZ form OPS 10 to the relevant ROO within 14 days⁴.
	CFI or Contest Director	Report initial notification to the relevant ROO or NOO as soon as possible by telephone.

6 Additional Responsibilities

6.1 The Chief Flying Instructor (CFI) of the relevant affiliated club is responsible for:

¹ Or, if the pilot has been killed or incapacitated, the aircraft operator must notify instead.

² 24-hour number **0508 ACCIDENT** (0508 222 433).

³ If the relevant CFI is not available, report to the ROO or NOO. For occurrences during gliding competitions, report to the Contest Director instead.

⁴ If full information is not available within 14 days, a preliminary report should be submitted, and the remaining information supplied as soon as it is available.

- Making all club pilots aware of their responsibilities for reporting accidents and incidents and the rules around access to aircraft involved in an accident.
 - Ensuring that the pilot in command who is involved in an accident or incident is aware of their responsibilities for reporting the accident or incident.
 - Ensuring that tow-pilots are aware of their responsibilities under CAR Part 12 for reporting incidents involving a glider tow operation.
 - Following through to ensure completion of the OPS 10 and the CAA Web Form, as applicable.
- 6.2 The Contest Director has the same responsibilities as a CFI for any accident or incident that occurs during a gliding competition.
- 6.3 The Regional Operations Officer (ROO) is responsible for:
- Encouraging the reporting of incidents and accidents.
 - Reviewing OPS 10 forms received, making appropriate comments, and taking appropriate follow-up action.
 - Forwarding OPS 10 forms to the National Operations Officer (NOO).
- 6.4 The National Operations Officer is responsible for maintaining an incident reporting system which includes the dissemination of safety information from incidents and accidents and compiling a Summary of Incidents and Accidents as part of the Annual Operations Committee Report.

7 Potential Publicity

- 7.1 In the case of a fatal or serious accident involving a glider or a towing aircraft, the GNZ President and the Chairman of the Membership Development Committee should also be advised as soon as practicable, so that they can coordinate responses to any media inquiry.
- 7.2 Never speculate on the possible cause of an accident to media.

8 Form OPS 10

- 8.1 Form OPS 10 has been designed to simplify both accident and incident reporting.
- 8.2 Use an OPS 10 to GNZ in all cases and complete the CAA Web Form if you are dealing with an accident.

9 Preservation of Records

- 9.1 CAR 12.103 requires the holder of a certificate of registration of an aircraft that is involved in a serious incident or accident to preserve all records, including all recording media maintained for the operation and maintenance of the aircraft, for at least 14 days after the serious incident or accident unless otherwise notified by CAA.
- 9.2 Clubs should retain copies of completed OPS 10 forms for a minimum of three years after the occurrence.