



**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 (simplified as relating to gliders – see CAR Part 12 for full definitions)

2.1 “Accident” means an occurrence that is associated with the operation of a glider and takes place between the time any person boards the glider 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 glider 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 glider is missing or is completely inaccessible.

2.2 “Incident” means an incident involving circumstances that an accident nearly occurred.

2.3 Typical gliding incidents that must be reported include:

- Take-off and landing occurrences 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.

## 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 glider incident reporting to the CAA on the basis that GNZ has an internal incident reporting system.

#### 5 Reporting Requirements for Glider Accidents and Incidents

| Occurrence Type   | Reporter                                  | Reporting Requirements   |
|-------------------|---|--|
| Aircraft accident | Pilot in command <sup>1</sup>             | 1. Immediate notification by telephone to:<br>a) CAA <sup>2</sup> and<br>b) The relevant CFI <sup>3</sup> .<br><br>2. Submit form CA005 and flight crew statements to CAA (plus copy to NOO) within 10 days. |
|                   | 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 | 1. Notification as soon as practicable to the relevant CFI <sup>3</sup> .<br><br>2. Submit GNZ form OPS 10 to the relevant ROO within 14 days <sup>4</sup> .   |
|                   | CFI or Contest Director                   | Report initial notification to the relevant ROO or NOO as soon as possible by telephone.   |

<sup>1</sup> Or, if the pilot has been killed or incapacitated, the aircraft operator must notify instead. When a flight crew member is incapacitated, the required flight crew statement must be submitted as soon as that member is able.

<sup>2</sup> 24-hour number **0508 ACCIDENT** (0508 222 433)

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

<sup>4</sup> 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.

## **6 Additional Responsibilities**

- 6.1 The Chief Flying Instructor (CFI) of an affiliated club is responsible for:
- Making all club pilots aware of their responsibilities for reporting of 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.
  - Completing Form OPS 10 for incidents and submitting it to the nearest ROO.
  - Completing relevant parts of Form CA005.
- 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 CA005 and OPS 10 forms, making appropriate comments, and taking appropriate follow-up action.
  - Forwarding the CA005 and 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, inform the GNZ President and the GNZ National Publicity Coordinator 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 Tips on Completing Form CA005**

- 8.1 Appendix B of CAA AC 12-1 gives full details of how to fill in the CA005 form.
- 8.2 CA005 has been designed to satisfy the full range of accident and incident types and it may, at first sight, seem daunting to the glider pilot.
- 8.3 Do not delay completing the CA005 just because you are unsure of how to fill it out. When completing the form, relevance is the aspect to be kept in mind and when the information requested is clearly not relevant it may be omitted. If CAA wishes to have more information, they will ask you for it.

- 8.4 Normally, a GNZ engineer or LAME would complete the engineering description. However, for straightforward accidents, the pilot in command or CFI may complete this section. If CAA wants more information, they will ask for it.
- 8.5 If practicable, the CFI or Contest Director should complete the investigations for page 3.

## **9 Form OPS 10**

- 9.1 Form OPS 10 has been designed to simplify incident reporting, compared with the CA005.
- 9.2 If in doubt about whether to use Form CA005 or OPS 10, use CA005 and send a copy to the ROO as well as to CAA.

## **10 Preservation of Records**

- 10.1 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.
- 10.2 Clubs are to retain copies of completed CA005 and OPS 10 forms for a minimum of three years after the occurrence.