

Online Incident Database Entry

Preamble

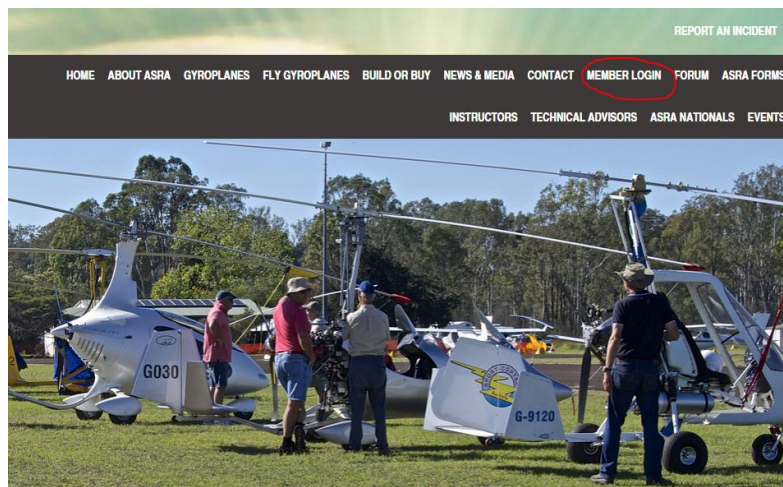
Any person can now enter information directly into the ASRA Incident Database.

The following section explains the procedures for reporting an incident/accident.

Reporting an Incident/Accident or Defect

Any web browser should work. If you encounter problems contact the registrar@asra.org.au

Access is through the ASRA website home page www.asra.org.au by selecting "REPORT AN INCIDENT" on the top right hand side of the page. You can also select the option from the NEWS & MEDIA drop down menu.



ADD INCIDENT STEP 1 OF 8 PAGE

Here you are able to enter a Title of the report and enter the reporters' details.

Australian Sports Rotorcraft Association

Add Incident Step 1 of 8

Report Title _____
Title of Report

Reporters Details _____

Select ASRA Member

ASRA Membership Number (Blank if not an ASRA member)

Name

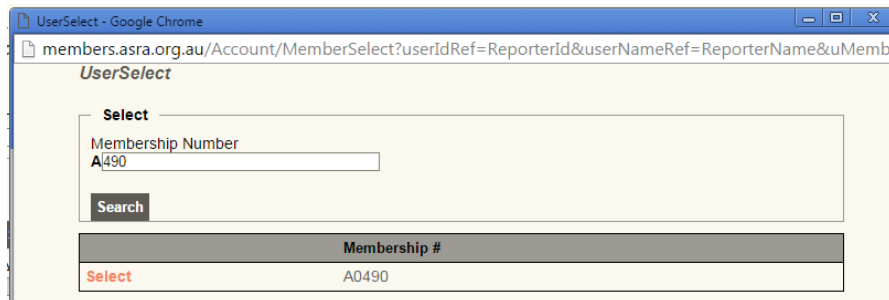
Contact Address

Contact Number (Area Code + Number - no spaces)

Email

Next >

If the reporter is an ASRA member you can select the **Select ASRA Member** button and enter your ASRA Membership number on the pop up page and press the Search function. If the number is valid, you can **select** it from the list. No details of the ASRA member are listed for privacy reasons.

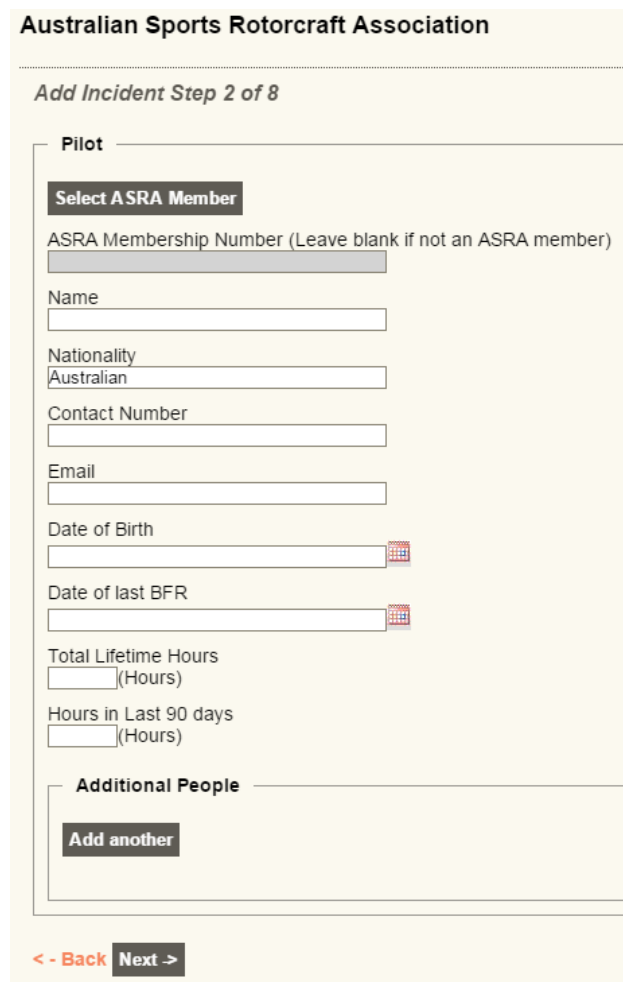


| Membership # |
|--------------|
| A0490 |

If the reporter is a non ASRA member, enter as many details as you can. Press **NEXT** to proceed.

ADD INCIDENT STEP 2 OF 8 PAGE

Here you are able to enter the Pilots details.



Australian Sports Rotorcraft Association

Add Incident Step 2 of 8

Pilot

Select ASRA Member

ASRA Membership Number (Leave blank if not an ASRA member)

Name

Nationality
Australian

Contact Number

Email

Date of Birth

Date of last BFR

Total Lifetime Hours
(Hours)

Hours in Last 90 days
(Hours)

Additional People

Add another

< - Back Next >

As described prior, the same process is available for an ASRA member. If the pilot was a non ASRA member, enter as many details as possible. If there are other people involved you can enter their details by selecting **Add another** from the Additional People field. These people can be selected as student, passenger or witness. Once completed, press the **Next** button. You can review your entries by selecting **<Back** at any time.

ADD INCIDENT STEP 3 OF 8 PAGE

Here you are able to enter the gyroplane details. If the gyroplane is not registered with ASRA, select No and fill in as many details as possible.

Australian Sports Rotorcraft Association

Add Incident Step 3 of 8

Gyroplane Details

Is Gyroplane registered with ASRA?
 Yes No

Registration Number (Blank if no registration number found)

Manufacturer

Model

ASRA Approval Number

Engine Type

Gyroplane Airframe Hours in Service
 (Hours)

Engine Hours in Service
 (Hours)

< - Back **Next** >

If the gyroplane is registered with ASRA select “Yes” and press the **Select ASRA Gyro** button.

Australian Sports Rotorcraft Association

Add Incident Step 3 of 8

Gyroplane Details

Is Gyroplane registered with ASRA?
 Yes No

Select ASRA Gyro (ASRA Gyro must be selected)

Registration Number (Blank if no registration number found)
 Clear ASRA Gyro

< - Back

A valid registered gyro will appear on the list once a search of the number is performed. Press **Select** to add the gyroplane to the report.

Member Select - Google Chrome
members.asra.org.au/Gyro/GyroSelect?gid=GyroId&gRego=Gyro&gManufacturer=GyroManufacturer&gMod

Gyro Select

Search
Rego
G2175
Search

| Rego |
|-------|
| G2175 |

Select

NOTE:- Only registered Gyroplanes on the ASRA database will appear in the list. If the gyroplane has a registration number on the tail and does not appear on the list, then it must be unregistered and the No option should be selected at the top of the form and the details entered manually.

Once completed press the **Next** button. You can review your entries by selecting **<Back** at any time.

ADD INCIDENT STEP 4 OF 8 PAGE

Here you are able to enter details of any ELT (Emergency Locator Transmitter). Fill in as many details as possible. Once completed press the **Next** button. You can review your entries by selecting **<Back** at any time.

Australian Sports Rotorcraft Association

Add Incident Step 4 of 8

ELT Information

Manufacturer and Model

Type
-- Select Type -- ▾

Location
-- Select Location -- ▾

Activation
-- Select Activation -- ▾

If did not activate, Why?

< - Back **Next >**

ADD INCIDENT STEP 5 OF 8 PAGE

Here you are able to enter details of the occurrence. Fill in as many details as possible. Once completed press the **Next** button. You can review your entries by selecting **<Back** at any time. Many of these fields are mandatory. In the Altitude/Height field, enter "0" if the occurrence happened on the ground (take-off or landing) regardless of the elevation of the airfield.

Australian Sports Rotorcraft Association

Add Incident Step 5 of 8

Occurrence

Type of Occurrence
NOTE: An accident is an occurrence involving fatalities or serious injury to persons in
Accident ▾

Purpose of Flight
Pleasure ▾

Time (24hr format) and Date Occurrence
1638 (1638 = 4:38pm) 01/07/2016 (23/03/2016)

Time Zone
UTC-Coordinated Universal Time ▾

Departure Location (if applicable)
Cabo

Intended/Actual Landing Location (if applicable)
Cabo

Location of occurrence
Cabo

Occurred during Phase
Landing ▾

Airspace Designation
G ▾

Location of Occurrence Height/Altitude
0 (ft)

< - Back **Next >**

ADD INCIDENT STEP 6 OF 8 PAGE

Here you are able to enter details of the Flight rules, conditions and weather. Fill in as many details as possible. Once completed press the **Next** button. You can review your entries by selecting **<Back** at any time. Use the details areas to expand on any information you wish to add.

Australian Sports Rotorcraft Association**Add Incident Step 6 of 8****Flight rules, conditions and weather**

Wind

Visibility

Precipitation

Cloud (Type and Amount)

Temperature (Celsius)

 (C)

Flight Conditions

-- Select Flight Conditions -- ▾

Description of Occurrence

Effect on Flight

-- Select Effect on Flight -- ▾

Did any damage occur?

 Yes No

Details

Were there any injuries?

 Yes No

Fatalities number

Serious injury number

Minor injury number

Details

< - Back **Next ->**

ADD INCIDENT STEP 7 OF 8 PAGE

Here you are able to enter details of any wildlife strike. Fill in as many details as possible. Once completed press the **Next>** button. You can review your entries by selecting **<Back** at any time.

Australian Sports Rotorcraft Association

Add Incident Step 7 of 8

Wildlife Strike

Bird Species if known

Number of small birds

Number of medium birds

Number of large birds

Animal species

Animal Number

Factors contributing to the occurrence

- Wild Life Strike
- False Indication
- Gyroplane Maintenance
- Component Failure
- Design Deficiency
- Pilot Distraction
- Environmental Issues
- Fatigue
- Knowledge or Experience
- Medical Issues
- High Workload
- Training Deficiencies
- Recency

Please elaborate on the above factors

< - Back **Next >**

ADD INCIDENT STEP 8 OF 8 PAGE

Here you are able to upload any supporting evidence such as photos or documents etc. Once completed press the **Next>** button. You can review your entries by selecting **<Back** at any time.

Australian Sports Rotorcraft Association

Add Incident Step 8 of 8

Documents - Please upload any photos/documents related to the Incident

| Name |
|------|
| |

Add New Document

Document: No file chosen

Add Document

< - Back **Next >**

Uploading a photo or document.

Scan and save the respective file to a folder on your PC. Select **Choose File** and navigate to the file you wish to upload from the PC. Select **Add Document** to start the upload process.

The last page allows you review and submit the report to the Incident Manager. Scroll to the bottom of the page and press **Submit** to send the report or **Back** to review/change any details.

Australian Sports Rotocraft Association

Add Incident Review and Submit

Report Title

Status
Open
Title of Report
Text Report

Reporters Details

ASHA Membership Number (Blank if not an ASHA member)
A0400

Pilot

ASHA Membership Number (Blank if not an ASHA member)
A0400

Additional People

Gyroplane Details

Is Gyroplane registered with ASHA?
No
Registration Number (Leave blank if no registration number found)
Manufacturer
Model
ASHA Approval Number
Engine Type
Gyroplane Airframe Hours in Service
Engine Hours in Service

ELT Information

Manufacturer and Model
Type
Location
Activation
If did not activate, Why?

Occurrence

Type of Occurrence
NOTE: An accident is an occurrence involving fatalities or serious injury to persons in the gyroplane or on the ground, OR the gyroplane suffers substantial damage or is destroyed.
Accident
Purpose of Flight
Pleasure
Time (24hr format) and Date Occurrence
1630 - 01 Jul 2016
Time Zone
UTC
Departure Location (if applicable)
Cairo
Intended/Actual Landing Location (if applicable)
Cairo
Location of occurrence
Cairo
Occurred during Phase
Landing
Airspace Designation
G
Height/Altitude
0ft

Flight rules, conditions and weather

Wind
Visibility
Precipitation
Cloud (Type and Amount)
Temperature
Flight Conditions
Description of Occurrence
Effect on Flight
Did any damage occur?
No
Details
Were there any injuries?
No
Details

Wildlife Strikes

Bird Species if known
Number of small birds
Number of medium birds
Number of large birds
Animal species
Animal Number
Factors contributing to the occurrence
Wild Life Strike No
False Indication No
Gyroplane Maintenance No
Component Failure No
Design Deficiency No
Pilot Distraction No
Environmental Issues No
Fatigue No
Knowledge or Experience No
Medical Issues No
High Workload No
Training Deficiencies No
Procedural No
Please elaborate on the above factors

Documents

Administration

Reference Number
Findings and Safety Recommendations

< - **Back** **Submit**