

Online Incident Database Entry

Preamble

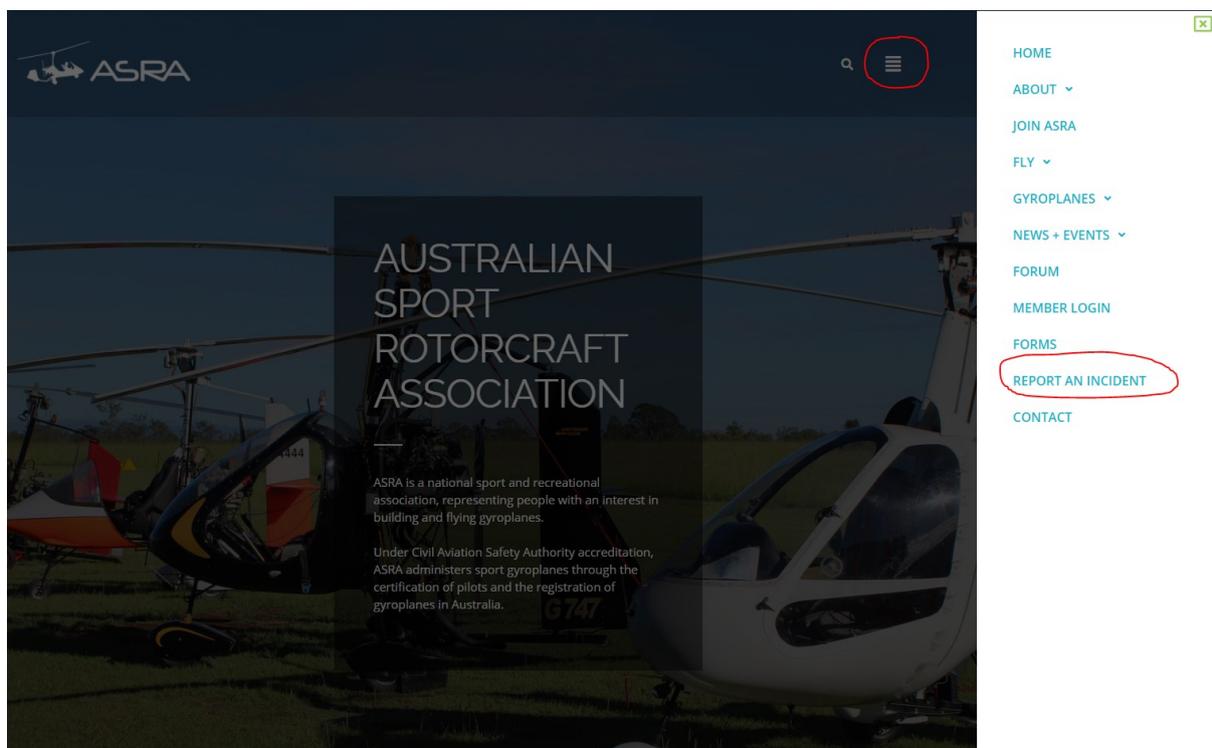
Any person can now enter information directly into the ASRA Incident Database.

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

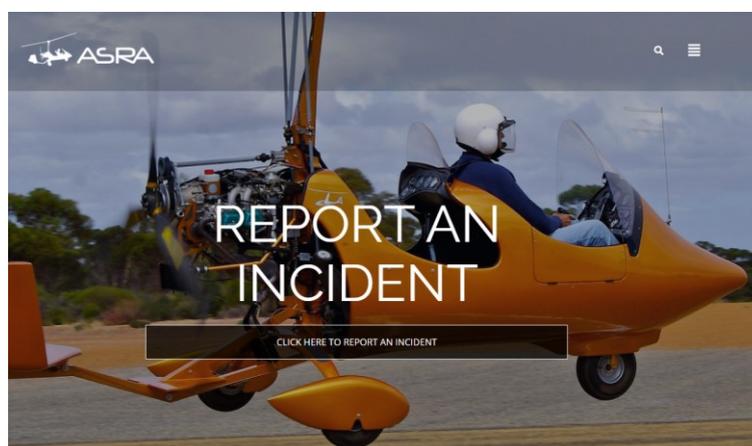
Reporting an Incident/Accident or Defect

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 scrolling down the home page and selecting "REPORT AN INCIDENT" or by selecting the  menu.



You will be taken to the initial page. Click on **CLICK HERE TO REPORT AN INCIDENT.**



1. Here you are able to enter a "Title of the Report" then select **Next**.

NOTE: All fields with an * are mandatory. You can review your entries by selecting the respective TAB at the top of the page.

A  symbol against a menu tab means that the particular page has missing details and therefore incomplete.

Report Incident

* Mandatory entry required

Title of Report *

Next

2. If the reporter is an ASRA member, enter your ASRA Membership number. If the number is valid, you can select it from the drop-down list. No details of the ASRA members are listed for privacy reasons.

Reporters Details

* Mandatory entry required

ASRA Membership Number

A 0490

A0490

Type in membership number and select from drop down. Leave blank if not an ASRA member and fill out details below.

Name *

Contact Address *

Contact Number (Area Code + Number) *

Email

Next

Reporters Details

* Mandatory entry required

ASRA Membership Number

A0490

Remove Member

Next

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

3. Here you are able to enter the Pilots details.

Title **Reporter** **Pilot** Gyroplane ELT **Occurrence**

Pilot Details

*** Mandatory entry required**

Is the Pilot a current ASRA member?

Yes
 No
 Unknown

If a previous or current member, select the member # from the drop down.
Leave blank if never an ASRA member or unknown and fill out the details below.

ASRA Membership Number

Name*

Nationality*

Contact Number*

Email

Date of birth 

Date of last BFR 

Hours in Last 90 days (Hours)

Total Lifetime Hours (Hours)

ADD ADDITIONAL PERSON 

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 the **ADD ADDITIONAL PERSON** field. These people can be selected as student, passenger or witness.

Title
 Reporter
 Pilot
 Gyroplane
 ELT
 Occurance

Pilot Details

* Mandatory entry required

ASRA Membership Number

Total Lifetime Hours (Hours)

Once all additions have been completed, press **Next**.

- 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.

Title
 Reporter
 Pilot
 Gyroplane
 ELT
 Occurance

Gyroplane Details

* Mandatory entry required

Is the Gyroplane currently registered with ASRA? Yes No Unknown

Does the Gyroplane have a known registration number? * Yes No

Enter details below

Manufacturer

Model

ASRA Approval Number

Engine Type

Gyroplane Airframe Hours in Service

Engine Hours in Service

If the gyroplane is registered with ASRA select “Yes” and enter the Gyro registration number.

▲ Title ▲ Reporter ▲ Pilot ▲ Gyroplane ELT ▲ Occu

Gyroplane Details

* Mandatory entry required

Is the Gyroplane currently registered with ASRA? Yes
 No
 Unknown

Does the Gyroplane have a known registration number? * Yes
 No

ASRA Gyro Number * G

Type in registration # then select from drop down.

G0747

Next

▲ Title ▲ Reporter ▲ Pilot ✓ Gyroplane ELT ▲ Occurrence

Gyroplane Details

* Mandatory entry required

Is the Gyroplane currently registered with ASRA? Yes
 No
 Unknown

Does the Gyroplane have a known registration number? * Yes
 No

ASRA Gyro Number *

Type in registration # then select from drop down.

Next

If the number is valid, you can select it from the drop-down list. Once completed, press **Next**.

NOTE: - Only 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 the “No” option should be selected and the details entered manually.

- Here you are able to enter details of any personal emergency beacon (ELT). Fill in as many details as possible. You can skip this step by selecting **Next** if no ELT was fitted.

✔ Title ✔ Reporter ✔ Pilot ✔ Gyroplane ELT ⚠ Occurance

Personal Emergency Beacon (ELT) Information

*** Mandatory entry required**

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

- Here you are able to enter details of the occurrence. Fill in as many details as possible. Once completed press the **Next** button. 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.

✔ Title ✔ Reporter ✔ Pilot ✔ Gyroplane ELT ⚠ Occurance

Occurance Information

*** Mandatory entry required**

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.
 Purpose of Flight *
 Time (24hr format) *
 Occurance Date *
 Time Zone *
 Departure Location *
 Intended/Actual

- Here you are able to enter details of the conditions and weather. Fill in as many details as possible. Once completed press **Next**.

Title
 Reporter
 Pilot
 Gyroplane
 ELT
 Occurance

Conditions and Weather

*** Mandatory entry required**

Wind

Visibility

Precipitation

Cloud Coverage -- Select Cloud Coverage --

Cloud Type -- Select Cloud Type --

Cloud Base (ft)

Temperature (Celsius)

Flight Conditions -- Select Flight Conditions --

Next

- Here you are able to enter details of any wildlife strike. Fill in as many details as possible. Once completed press **Next**.

Title
 Reporter
 Pilot
 Gyroplane
 ELT
 Occurance
 Ci

Wildlife Strike

*** Mandatory entry required**

Bird Species if known

Number of small birds

Number of medium birds

Number of large birds

Animal species

Animal Number

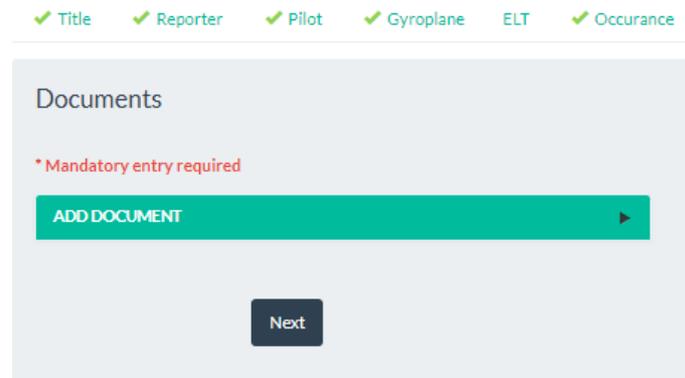
Factors contributing to the occurrence

- 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

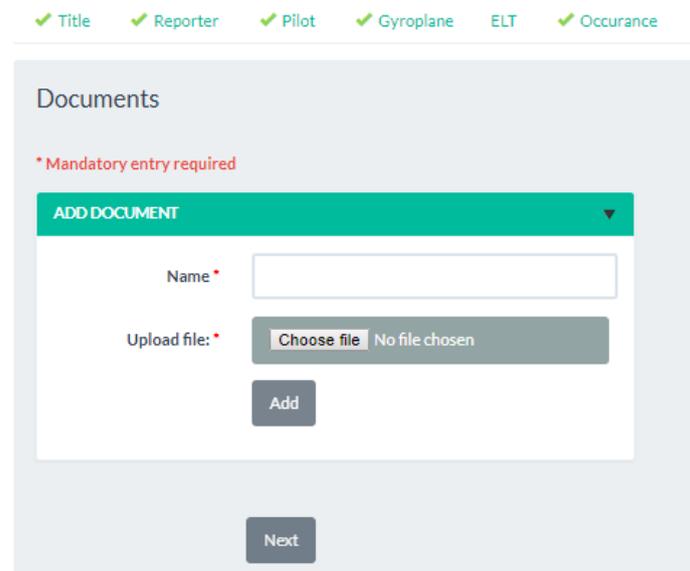
Next

9. Here you are able to upload any supporting evidence such as photos or documents etc.



Uploading a photo or document.

Select **ADD 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** to start the upload process.

Once all files have been added, press **Next**.

- 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 select the respective TAB at the top of the page to go back and change any details.

[Title](#) [Reporter](#) [Pilot](#) [Gyroplane](#) [ELT](#) [Occurance](#) [Conditions](#) [Wildlife](#)
[Documents](#) [Summary](#)

Report Incident

*Mandatory entry required

Title of Report

Reporters Details

*Mandatory entry required

ASRA Membership Number [Remove Member](#)

Pilot Details

*Mandatory entry required

ASRA Membership Number [Remove Member](#)

Total Lifetime Hours (Hours)

[ADD ADDITIONAL PERSON](#)

Gyroplane Details

*Mandatory entry required

Is Gyroplane registered with ASRA? Yes No

ASRA Gyro Number [Remove Gyro](#)

Type in registration # then select from drop down.

Personal Emergency Beacon (ELT) Information

*Mandatory entry required

Manufacturer and Model

Type

Location

Activation

If did not activate, Why?

Occurance Information

*Mandatory entry required

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.

Purpose of Flight

Time (24hr format)

Occurance Date

Time Zone

Departure Location

Intended/Actual Landing Location

Location of occurrence

Occurred During Phase

Airspace Designation