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 <u>www.asra.org.au</u> 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.

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

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

Title	Reporter	▲ Pilot	Gyroplane	ELT	Occurance	Condit
Report	Incident					
* Mandato	ory entry required					
т	itle 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.

	🗸 Title	Reporter	APilot	Gyroplane	ELT		nce Cr
	Report	ers Details					
	* Mandato	ory entry required					
	ASR.	A Membership Number	A 049 Type in mem Leave blank below.	490 Uppersnip # thems if not an ASRA n	erect from	n drop down. nd fill out deta	ails
		Name*					
	Cor	ntact Address *					
	Contact Co	Number (Area de + Number) *					
		Email					
			Next				
•	Title	✓ Reporter	APilot	Gyropla	ine	ELT	
R	eporter	rs Details					
* N	Aandatory	entry required	I				
	ASRA N	Aembership Number	A0490			Remove I	Member
		Humber	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.

A Title	A Reporter	APilot	Gyroplane	e ELT	
Pilot D	etails				
* Mandato	ry entry required				
Is the A	Pilot a current SRA member?	 Yes No Unknown If a previous from the dro Leave blank fill out the do 	or current m op down. if never an A! etails below.	ember, selec SRA member	t the member # • or unknown and
ASR/	A Membership Number	A Me	mber #		
	Name*				
	Nationality*	Australiar	ı		
Con	tact Number *				
	Email				
	Date of birth	DD/MM/	YYYY		i
Di	ate of last BFR	DD/MM/			iii
Hours i	n Last 90 days (Hours)				
Total L	ifetime Hours (Hours)				
ADD AD	DITIONAL PERSO	N			•
		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 D	etails				
* Mandato	ry entry required				
ASR/	A Membership Number	A1050		Remo	ove Member
Total L	ifetime Hours (Hours)				
ADD AD	DITIONAL PERSO	N			•
		Next			

Once all additions have been completed, press Next.

4. 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	A Reporter	APilot	Gyroplane	ELT	
Gyropl	ane Details				
* Mandato	ry entry required	ł			
ls currer	the Gyroplane ntly registered with ASRA?	O Yes O No Inknown	1		
Does registrat	the Gyroplane have a known tion number? *	O Yes No Enter details	below		
		Enter details	, Delow		
	Manufacturer				
	Model				
ASRA App	roval Number				
	Engine Type				
Gyrop He	olane Airframe ours in Service				
Engine He	ours in Service	Next			

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

A Title	A Reporte	er 🛕 Pilot	A Gyro	plane	ELT	▲ Occu
Gyropl	ane Detai	ls				
* Mandato	ry entry requi	red				
ls t currer	the Gyroplane otly registered with ASRA	e 🖲 Yes O No O Unknown	ı			
Does registrat	the Gyroplane have a knowr ion number? '	e 🖲 Yes O No				
ASRA C	Gyro Number '	G 74	1			
		Type in G) 747		from dro	p down.
		Next				
A Title	A Reporter	APilot 🗸	Gyroplane	ELT	AOccur	rrence (
Gyropla	ne Details					
* Mandatory	entry required					
Is th current	e Gyroplane ly registered with ASRA?	O Yes ● No O Unknown				
Does th h registratio	e Gyroplane ave a known on number? *	Yes O No				
ASRA Gy	ro Number *	G0747			Remo	ve Gyro
		Type in registratio	n # then selec	t from dro	p down.	

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.

5. 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
Person	al Emergenc	y Beacon	(ELT) Inform	ation	
* Mandato	ry entry required				
Man	nufacturer and Model				
	Туре	Select 1	Гуре		Y
	Location	Select L	ocation		Y
	Activation	Select A	Activation		•
If did not a	activate, Why?				11
		Next			

6. 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
Occuran	ce Informa	tion			
* Mandatory	entry required				
Type of O	ccurrence*	Select (Occurrence		•
		NOTE: An ac or serious in ground; OR i or is destroy	cident is an occurr jury to persons in the gyroplane suff ed.	rence invol the gyropla ers substar	ving fatalities ine or on the ntial damage
Purpos	se of Flight *	Select F	Purpose		T
Time (24	hr format) *	HHMM			
Occurr	ence Date *	DD/MM/	YYYY		i
	Time Zone *	Select 1	lime Zone		٣
Departur	e Location *				1
Inter	nded/Actual				

7. 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
Condit	ions and We	ather			
* Mandato	ory entry required				
	Wind				
	Visibility				
	Precipitation				
C	loud Coverage	Select	Cloud Coverage		¥
	Cloud Type	Select	Cloud Type		•
(Cloud Base (ft)				
Temper	ature (Celsius)				
Flig	ght Conditions	Select	Flight Conditions		•
		Next			

8. 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 	C
Wildlif	e Strike					
* Mandato	ory entry required					
Bird Sp	ecies if known					
Numbe	r of small birds					
Num	ber of medium birds					
Numbe	r of large birds					
,	Animal species					
A	nimal Number					
Factors of t	contributing to the occurrence	 Wild Life False Ind Gyroplan Compone Design D Pilot Dist Environm Fatigue Knowled, Medical I High Wool Training I Recency 	Strike ication e Maintenance ent Failure feficiency raction iental Issues ge or Experience ssues sues Adad Deficiencies			
Please el	aborate on the above factors	Next			h	

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



Uploading a photo or document.

Select ADD DOCUME	NT						
	🗸 Title	🗸 Reporter	🗸 Pilot	🗸 Gyroplane	ELT	 Occurance 	(
	Docum	ents					
	* Mandato	ry entry required					
	ADD DO	CUMENT				•	
		Name *					
		Upload file: *	Choose	file No file choser	1		
			Add				
			Next				

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.

10. 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 * Pliot * Gyropiane ELT * Occurance Conditions Wildlife * Documents * Summary
Report Incident Mandatory entry required
Title of Report Johnvikedingbv/nmabm
Reporters Details
AGRA A0490 Remove Member Membership Number
Filet Details
* Mandatory entry required
ASRA A 6000 Remove Member Memberahp Number
Total Lifetime Hours (Hours)
ADD ADDITIONAL PERSON
Gyropiane Details
* Mandatory entry required
is Gyropiane " Yes registered " No with ASSA"
ASRA Gyro G0747 Remove Gyro
Type in registration 4 then select from drop down.
Personal Emergency Season (ELT) Information
* Mandatory entry required
Manufacturer and Model
Type Celert Time V
Location Calact Investore.
Activition - Select Activition - T
activata, Why?
Occurance Information
* Mandatory entry required
Type of Institut T 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 Teatlan V
Time (34hr 1300 format) *
Occurrance 24/09/2013
Time Zone 1 UTC-Constrained Links
Departure gr(id)
Intended(Actual jot) Landing //
Location of all
Occurred Anomalia
During Phase *
Alrapace 7 T Designation*