<u>Online Incident Database Entry</u>

<u>Preamble</u>

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

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

<u>Reporting an Incident/Accident or Defect</u>

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.
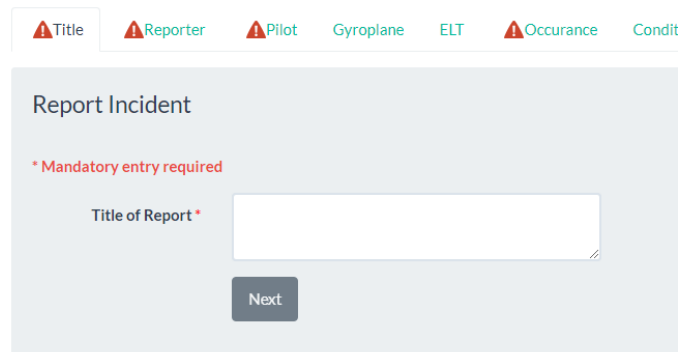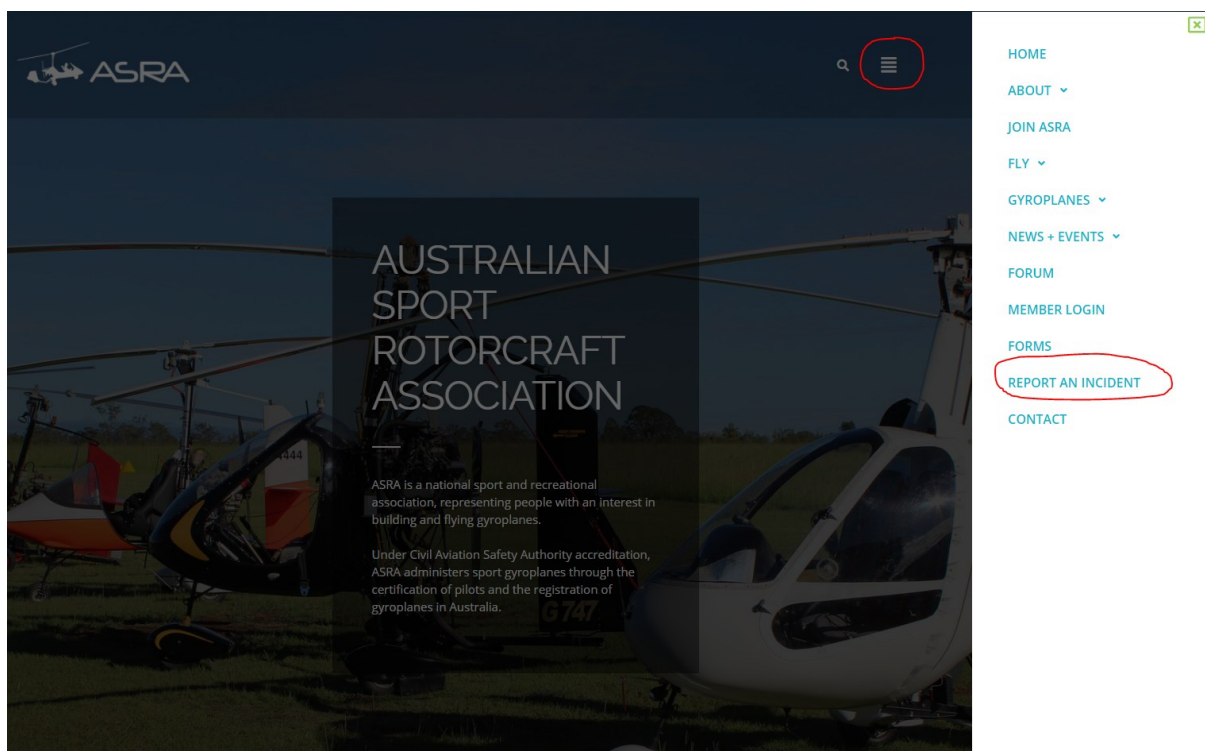

You will be taken to the initial page. Click on CLICK HERE TO REPORT AN INCIDENT.
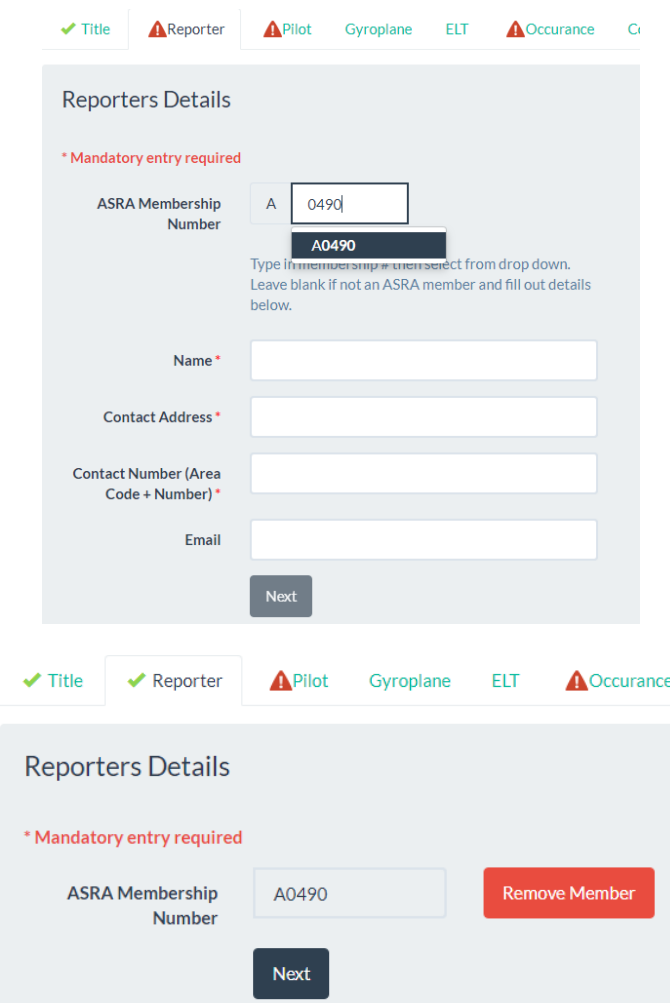
Top of document
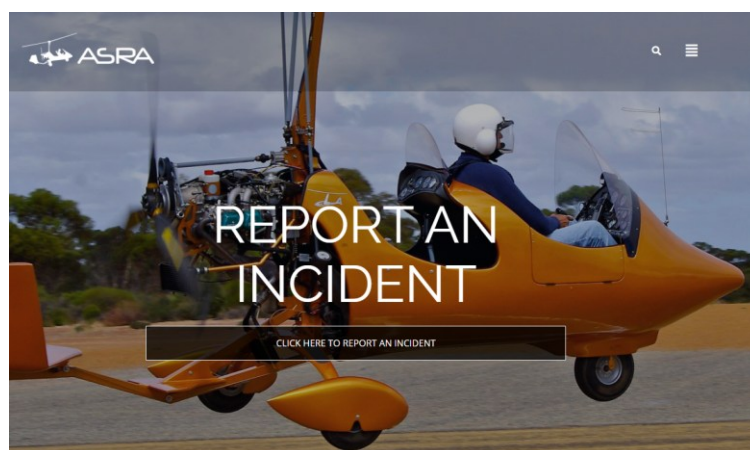
1. Here you are able to enter a "Title of the Report" then select Next.

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.

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.

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.

 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.

Top of document

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.

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

Top of document

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.

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.

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

8. Here you are able to enter details of any wildlife strike and factors contributing to the incident. Fill in as many details as possible. Once completed press Next.

Top of document

9. Here you are able to upload any supporting evidence such as photos or documents etc. If the gyroplane has substantial damage a link to the ASRA Form F019 is provided.

Documents

* Mandatory entry required

Notification required to the Head of Airworthiness & Maintenance (HAM).

| ADD DOCUMENT ▶ | Download F019 from website |

Next

Uploading a photo or document.

Select ADD DOCUMENT

✔ Title   ✔ Reporter   ✔ Pilot   ✔ Gyroplane   ELT   ✔ Occurance

Documents

* Mandatory entry required

ADD DOCUMENT ▼

Name * [   ]

Upload file: * Choose file   No file chosen

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.

Top of document

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.