

Online Incident Database Entry


Preamble

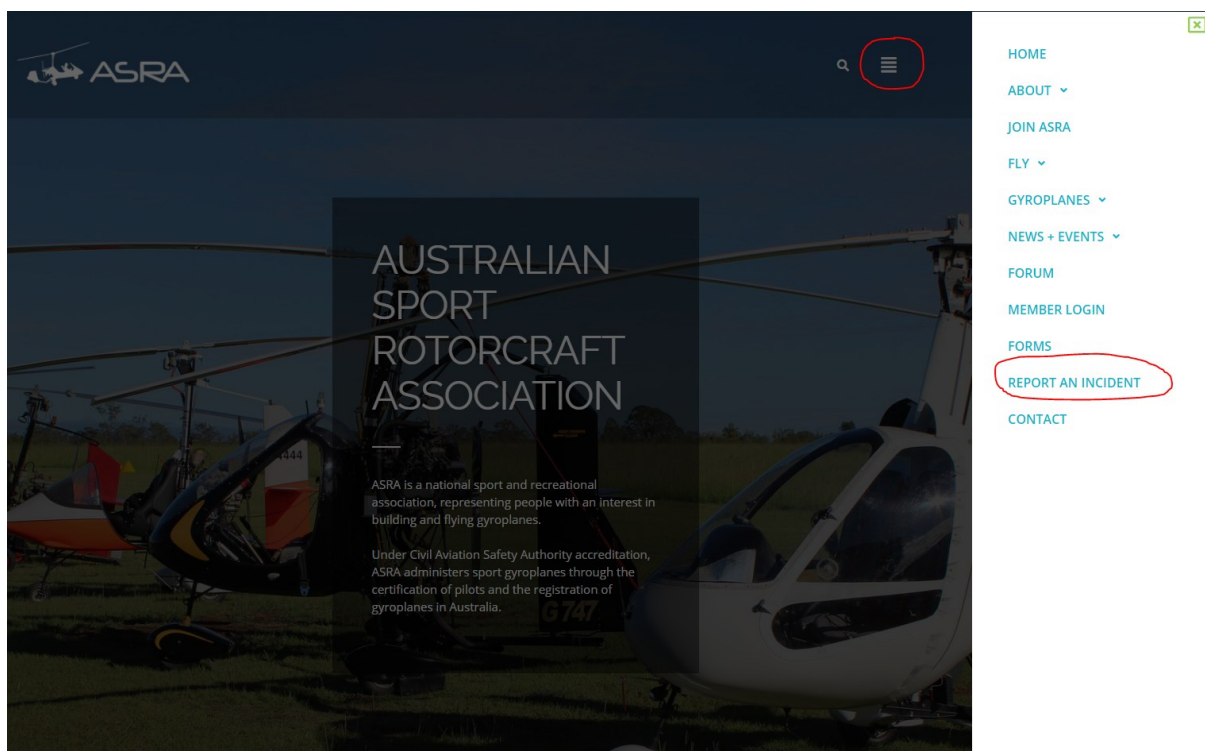
Any person can now enter information directly into the ASRA Incident Database.

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

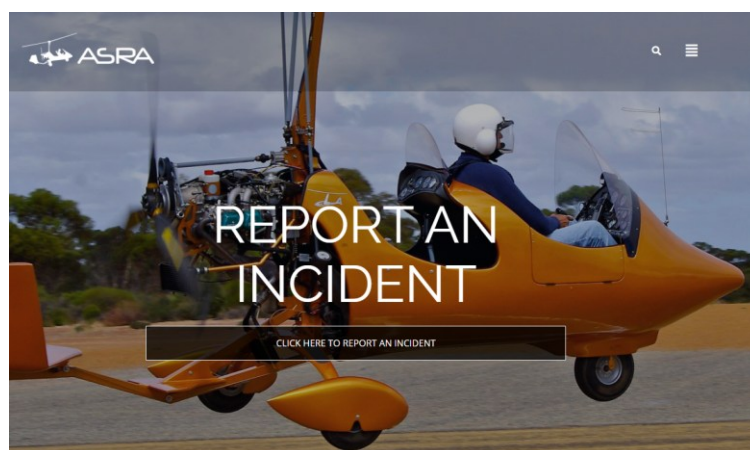
Reporting an Incident/Accident or Defect

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.




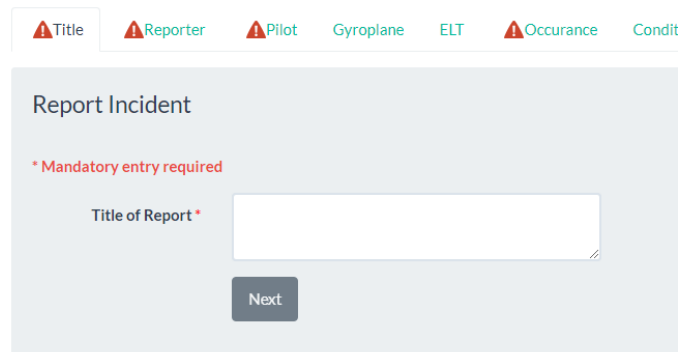
You will be taken to the initial page. Click on **CLICK HERE TO REPORT AN INCIDENT.**



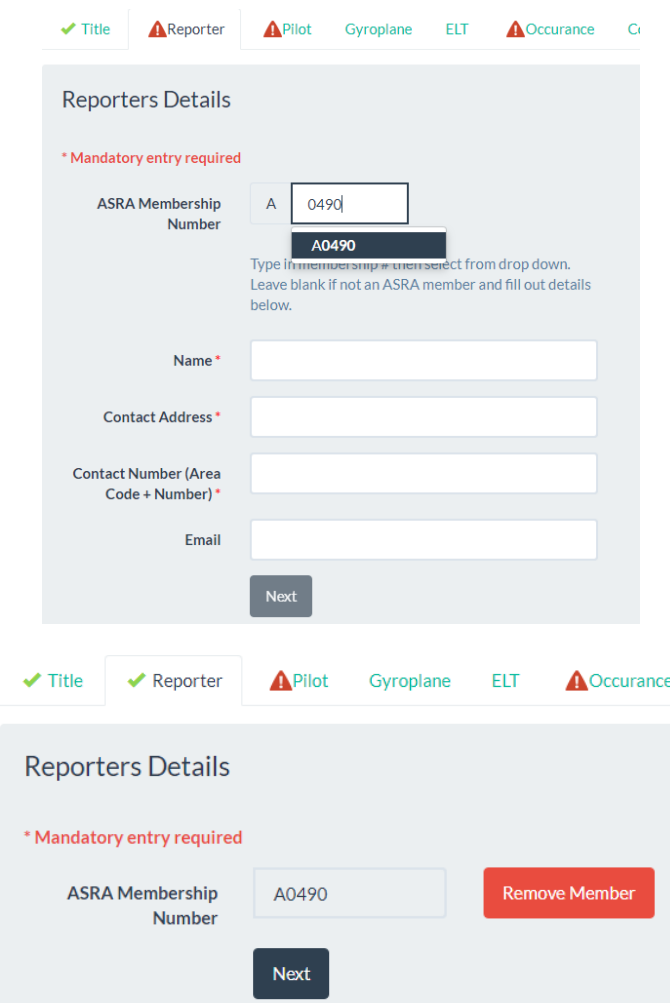
1. Here you are able to enter a "Title of the Report" then select **Next**.

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.



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.



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.

✓ Title ✓ Reporter ✓ Pilot Gyroplane ELT ⚠ Occurrence

Pilot Details

* Mandatory entry required

ASRA Membership Number Remove Member

Total Lifetime Hours (Hours)

ADD ADDITIONAL PERSON

Next

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 ⚠ Occurrence

Gyroplane Details

* Mandatory entry required

Is the Gyroplane Listed in the current calendar year with ASRA? ☐ Yes ☐ No ☒ Unknown

Does the Gyroplane have a known Listing number? * ☐ Yes ☒ No

Enter details below

Manufacturer

Model

ASRA Approval Number

Engine Type

Gyroplane Airframe Hours in Service

Engine Hours in Service

Next

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

Title

Reporter

Pilot

Gyroplane

ELT

Gyroplane Details

*** Mandatory entry required**

Is the Gyroplane Listed in the current calendar year with ASRA?

☒ Yes
☐ No
☐ Unknown

Does the Gyroplane have a known Listing number? *

☒ Yes
☐ No

ASRA Gyro Number *

G

Type in or select from drop down.

G0747

Next

Title

Reporter

Pilot

Gyroplane

ELT

Occurrence

Gyroplane Details

* Mandatory entry required

Is the Gyroplane Listed in the current calendar year with ASRA?

☒ Yes
☐ No
☐ Unknown

Does the Gyroplane have a known Listing number? *

☒ Yes
☐ No

ASRA Gyro Number *

Remove Gyro

Type in Listing # 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.

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 ⚠ Occurrence

Personal Emergency Beacon (ELT) Information

* Mandatory entry required

Manufacturer and Model

Type

Location

Activation

If did not activate, Why?

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 ⚠ Occurrence

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) *

Occurrence Date * 

Time Zone *

Departure Location *

Intended/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 ✓ Occurrence

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

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**.

▲ Title ▲ Reporter ▲ Pilot ✓ Gyroplane ELT ▲ Occurrence Conditions Wildlife & Factors

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 Error
- ☐ Environmental Issues
- ☐ Fatigue
- ☐ Knowledge or Experience
- ☐ Medical Issues
- ☐ High Workload
- ☐ Training Deficiencies
- ☐ Recency
- ☐ Inexperience
- ☐ Passenger behaviour
- ☐ Overloading (weight)
- ☐ Aircraft Design
- ☐ See Comments below

Please select at least 1 option.

Please elaborate on the above factors

Next

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.

The screenshot shows a light gray box titled 'Documents'. Inside, on the left, is a red asterisk followed by the text '* Mandatory entry required'. On the right, there is a line of text: 'Notification required to the Head of Airworthiness & Maintenance (HAM)'. Below the red text is a teal button with the text 'ADD DOCUMENT' and a right-pointing arrow. To the right of this button is another teal button with the text 'Download F019 from website'. At the bottom center of the box is a dark gray button with the text 'Next'.

Uploading a photo or document.

Select **ADD DOCUMENT**

This screenshot shows the 'ADD DOCUMENT' form within the 'Documents' section. At the top, there is a progress bar with several items: 'Title', 'Reporter', 'Pilot', 'Gyroplane', 'ELT', and 'Occurance', each preceded by a green checkmark. Below this, the 'Documents' section header is repeated. The red asterisk and text '* Mandatory entry required' are present. The 'ADD DOCUMENT' button is now a teal dropdown menu. Below it is a form with two fields: 'Name' with a red asterisk and an empty text box, and 'Upload file:' with a red asterisk. The 'Upload file:' field has a 'Choose file' button and the text 'No file chosen'. Below these fields is an 'Add' button. At the bottom of the form is a 'Next' button.

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](#)
[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