

BGA POST ACCIDENT/INCIDENT REPORTING PROCESS AND INVESTIGATION PROTOCOL

POST ACCIDENT/INCIDENT REPORTING PROCESS

The BGA accident and incident reporting requirements are published on the member's website. These requirements are compliant with the UK reporting regulation.

Club accident/incident reports arriving in the BGA office are managed as follows:

1. Reports are allocated a serial number and logged. The BGA office acknowledges receipt of the report and where requested informs the sender of the serial number.
2. The BGA reports are reviewed by the office for;
 - a. *Potential urgent action*. Urgent action is immediately notified to the relevant subject matter expert
 - b. *Completeness*. Where necessary, report submitters, CFI's and Club Safety Officers are contacted by the office for additional detail
 - c. *Potential need for BGA (rather than club) investigation*. The BGA accident investigation protocol below refers. Note – the Chairman of the Safety Committee must be advised of all accidents from trial lessons/introductory flights, involving a 3rd party, or involving a pilot under the age of 18.
3. The ECCAIRS MOR portal is updated by the office as applicable
4. Reports are collated and submitted by the office to a limited circulation of subject matter experts including the BGA safety committee following redaction of personal data.
5. The BGA accident and incident database is updated by a nominated member of the Safety Committee

ACCIDENT INVESTIGATION PROTOCOL

The AAIB investigate all fatal gliding accidents and any accident they may choose to investigate. AAIB may seek BGA expert support. Other accidents are referred by the AAIB to the BGA.

The BGA may choose to investigate an accident as follows:

CLUB: Clubs are encouraged to routinely provide the BGA with a club investigation of an accident the club is reporting, and to include details of follow up action by the CFI and/or Club Safety Officer.

BGA: The aim of BGA investigations is to assist the BGA in managing risk and preventing accidents. BGA accident investigation is guided by two groups of priorities:

1. Investigations into accidents from trial lessons/introductory flights, involving a 3rd

- party, or involving a pilot under the age of 18.
2. Investigations into accidents or incidents which;
 - Had the potential to be fatal
 - Resulted in serious injury
 - Have safety implications for clubs generally
 - May influence BGA safety priorities

The BGA office will inform the Safety Committee Chairman of all Group 1 accidents. All group 1 investigation accidents must be reported on the ECCAIRS MOR portal.

The Safety Committee member who maintains the database will regularly advise the Safety Committee Chairman of all Group 2 accidents, with a copy to all other SC members to provide them with an opportunity to make an input to the SC chairman. In response the Safety Committee Chairman will select accidents for investigation and ensure that:

- The associated club is contacted by a member of the Safety Committee to discuss the incident/accident before an investigator is allocated and an investigation is launched; and
- Club permission and co-operation is sought prior to conducting an investigation at their site; and
- Prior to any investigation, the allocated investigator is briefed by a member of the Safety Committee re the club point of contact, and the aims, scope and principles of the investigation process.

The BGA Safety Committee and those involved will be advised of investigation findings.

To ensure the confidence of personnel in the BGA occurrence reporting system, the information contained in BGA occurrence and investigation reports should be protected appropriately and should not be used for purposes other than maintaining or improving aviation safety. All BGA investigation reports and associated documents including witness statements are to be treated as confidential and should not be made available outside the BGA safety committee other than for accident investigation purposes.

All completed BGA accident investigation reports will be made available to the BGA Executive Committee, and their permission sought prior to publication.

BGA accident investigators can be contacted via the BGA office.

BGA

19th August 2020