

THE SOUTH AFRICAN MODEL AIRCRAFT ASSOCIATION



Operations Manual

**POLICY AND PROCEDURE ON INCIDENT AND ACCIDENT
REPORTING**

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PR 01

Management Committee
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**PR 01
POLICY AND PROCEDURE ON INCIDENT AND ACCIDENT
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This document forms part of the SAMAA Manual of Procedures. It is to be used by SAMAA Members and Registered Clubs in all activities associated with the flying of model aircraft in the RSA.

1. Introduction

In today`s society we have almost forgotten that we all have a duty of care for others and that one of our **duties involves trying to reduce accidents and incidents at our model flying field** as these are very counter productive to the hobby and can in many cases be extremely costly.

To try to avoid incidents, which when they occur in the wrong area, become accidents, needs a continuous input from ourselves and others as well as a checklist type system whereby we are constantly doing the checks and the maintenance required to keep our models in an Airworthy Condition, so as to minimize the incidents and accidents which might occur.

Logically, many accidents and incidents are human or pilot error, so to try to ensure that these do not threaten persons or property, rules for the flying of model aircraft are formulated, and enforced, to ensure that flying takes place away from people, spectators or property.

2. Definitions

SAMAA	The South African Model Aircraft Association
Club	A group of model Flyers who have got together and formed a model flying club.
Incident	A event or accident which occurs at a model flying field, which under a different set of circumstances could have had potentially serious consequences.

3. Purpose

The purpose of this policy and procedure is to try to create an awareness and warn the pilots and members who fly model aircraft of the potential types of pit falls and situations, however small, that can lead to a serious occurrence or accidents.

As you are all aware model aircraft are very complex machines, they have, in most cases, many hundreds of parts, each and every one of which is subject to fatigue, wear and damage. They are controlled by electronic devises and

intangible radio waves, which are highly susceptible to interference and finally, and probably the most serious potential failure point, they are operated and maintained by humans and therefore subject to human oversight and error. With a the above potential points of failure, accident and incident will occur, and it is in the interest of trying to minimize these incidents and create an awareness to the pilots that this procedure has been produced.

Accidents / incidents do tend to follow a pattern and although the incident in point may have been caused by a specific item failing, the incident can be classified under the general heading of equipment failure.

4. Policy

1. The SAMAA endeavors to provide a safe environment for its members to pursue the sport of model flying.
2. This policy requires that all accidents and incidents be reported to the club, and subsequently to SAMAA. The details of the accidents / incidents should be detailed on the appropriate report forms, should be finalized and signed off by the club safety officer or secretary and should be forwarded to the General Manager of SAMAA for processing.
3. This policy requires that all Accidents or Incidents, be recorded at club level on the Incident reporting forms F 01, these forms are to be completed by the member / pilot ,and finalized by the club safety officer and sent to SAMAA for processing. In due course the findings will be summarized into a schedule and circulated back to clubs and members to make them aware of the typical types of problems being experienced at flying fields. It is hoped that by creating this "Awareness" will minimize the risks of similar incidents occurring in the future and hence make model flying a safer.
4. The SAMAA requires that all accidents are analysed ,“closed out” and circulated to pilots to reduce the possibility of that type of accident reoccurring.
5. In the case of an event, competition or display not organized by a Club (for example organized by a Special Interest Group or other group within SAMAA) then in the absence of any other specific agreement the Contest/Display Director, shall be the primary person responsible for completing the Incident Forms and sending this to SAMAA to

ensure that the accident is “closed out”. If need be he/she shall liaise with the host Clubs Safety Officer or General Manager in compiling the report/s and “closing out” the incident.

6. If the SAMAA Management Committee considers that the corrective action is applicable to all Clubs they shall publicize the details and give the incident as wide a coverage as possible in the Newsletter.

5. Procedures in the Case of and Accident/Incident

5.1 Collection of Details

- (a) As soon as possible after any accident/incident the Pilot, and the Safety officer should record the details of the incident onto SAMAA forms
- (b) Details of an accident or incident are to be recorded on the “SAMAA /accident/ Incident Report” form.R01. These forms are available from SAMAA General Manager, or on the SAMAA website.
- (c) The information recorded should be as accurate and specific as possible and should where ever possible, give thoughts or advice on how the incident could have been avoided.
- (d) On completion of the form by the pilot it will be given to the club Safety Officer for his input and recommendations, and it will then be forwarded to the SAMAA General Manager for processing.
- (e) In the Case of an incident during a Contest or Display, the organizer or CD for that function will complete the paperwork required and forward this paperwork to the SAMAA General Manager ..

5.2 Close Out of Accident / Incident.

- (a) As soon as possible after the accident / incident the SAMAA Safety Sub Committee should thoroughly investigate the accident / incident and identify ways to minimize the possibility of it occurring again.
- (b) Depending on the type of accident / incident, examples of corrective actions proposed could be, move the car park, have different car park locations for different wind directions, implement better training, run safety training courses, actively promote mechanical aircraft restrainers, promotion of safety checks for aircraft, etc.

- (c) The SAMAA Safety Sub Committee should prepare a report setting out the finding of the investigations and identifying the corrective actions that the Club has /
- (d) Should implement to minimize the possibility of this type of accident / incident reoccurring
- (e) This report together with the “close out report” and the actions identified should be forwarded to the Club / group involved by the General Manager for distribution and circulation.

6. Responsibility

- (a) The Club Secretary and / or Safety Officer is responsible to coordinate the collection of reports and details of the incident.

If a Group is running a contest or event at a club field then that Contest / Display director is responsible to coordinate the collection of report and details of the accident / incident.

The CD is also responsible to ensure that the host Club is kept informed of the investigations and findings.
- (b) The Club Secretary / Contest / Display Director is responsible to obtain the necessary forms and ensure that they are complete.
- (c) The Club Secretary / Contest / Display Director is responsible to send the completed forms and supporting documents to the General Manager of SAMAA as soon as possible after the accident / incident.
- (d) The Club Secretary / Contest / Display Director and / or Club Safety Officer is responsible to investigate the accident / incident with a view to eliminating a reoccurrence.
- (e) Should the incident / accident be serious enough to warrant it, the General Manager will record details of the accident / incident on a database and place details of it on the Management Committee Meeting agenda for information and discussion.
- (f) The General Manager is responsible to inform the Club of any decision made with respect to the “close out” of the accident / incident.
- (g) The General Manager is responsible to inform the Club Secretary/ Contest / Display Director when the accident / incident is considered “closed out”.

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- (h) The Club Secretary, or club representative is responsible to action the production and submittal of incident reports, when so requested by the General Manager.
- (i) The SAMAA General Manager is responsible to publicise any corrective action that is thought to be of benefit to the general membership.

7. Forms

- (a) Incident Report Form F O1

8. Insurance Policy

For details of the Insurance Policy and further applicable information related mainly to 3rd party claims and accidents see Procedure PR. 14 in this document.

Note: The Incident form applicable to this procedure forms a part of the Insurance documentation required, should a claim be lodged with the Insurance through SAMAA.

KFN