

THE SOUTH AFRICAN MODEL AIRCRAFT ASSOCIATION



Operations Manual

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

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PR 01

To Management Committee
for Approval

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THE SOUTH AFRICAN MODEL AIRCRAFT ASSOCIATION

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 to ourselves and to 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 expensive.

To try to avoid accidents and incidents needs continued input from ourselves as well as a checklist-type system whereby we are constantly doing the checks and maintenance required to keep our model aircraft in an airworthy condition and to minimize the incidents which are constantly occurring.

2. Definitions

SAMAA	The South African Model Aircraft Association
Club	A group of model fliers
Incident	An occurrence 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 pitfalls and circumstances, however small, that can lead to a serious occurrence.

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 and wear and then they are controlled by electronic devices and fictitious and intangible radio waves, which are highly susceptible to interference and finally, and probably the most serious potential failure points, they are operated and maintained by homo sapiens and exposed to human error.

With the above potential points of failure, accidents and incident will occur, and it is in the interest of trying to minimize these incidents and create an awareness, 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 endeavours 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 finalised 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 PR 01, be completed by the member/pilot, finalised by the club safety officer, and sent to SAMAA for processing and in due course the results summarized into a format and circulated back to clubs and members to make them aware of the typical types of problems being experienced at flying fields, and by creating this "Awareness" minimize the risks of similar incidents occurring in the future and hence make model flying safer.
4. The SAMAA requires that all accidents are analysed and "closed out" to reduce the possibility of the 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 groups 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 to ensure that the accident is "closed out". If needed he/she shall liaise with any host Club Safety Officer or General Manager in compiling the report/s and "closing out" the incident.

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

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 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 view to eliminating its recurrence.
- (e) Should the incident / accident warrant it the General Manager is responsible to 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 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 is responsible, when asked by the General Manager, to motivate and expedite Clubs that fail to complete the incident / accident report and follow the process.
- (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

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.