

## Online Incident Database Entry

### Preamble

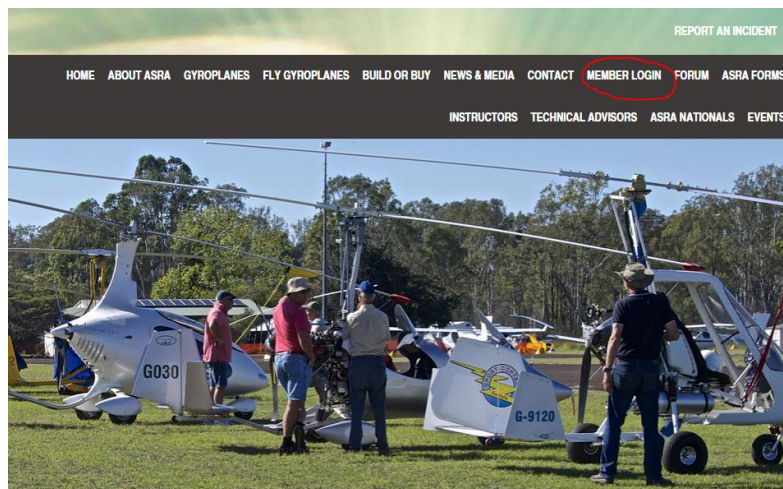
Any person can now enter information directly into the ASRA Incident Database.

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](mailto:registrar@asra.org.au)

Access is through the ASRA website home page [www.asra.org.au](http://www.asra.org.au) by selecting "REPORT AN INCIDENT" on the top right hand side of the page. You can also select the option from the NEWS & MEDIA drop down menu.



### ADD INCIDENT STEP 1 OF 8 PAGE

Here you are able to enter a Title of the report and enter the reporters' details.

**Australian Sports Rotorcraft Association**

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*Add Incident Step 1 of 8*

**Report Title** \_\_\_\_\_  
Title of Report

**Reporters Details** \_\_\_\_\_

**Select ASRA Member**

ASRA Membership Number (Blank if not an ASRA member)

Name

Contact Address

Contact Number (Area Code + Number - no spaces)

Email

**Next** →

If the reporter is an ASRA member you can select the **Select ASRA Member** button and enter your ASRA Membership number on the pop up page and press the Search function. If the number is valid, you can **select** it from the list. No details of the ASRA member are listed for privacy reasons.

Membership #
<b>Select</b> A0490

If the reporter is a non ASRA member, enter as many details as you can. Press **NEXT** to proceed.

### **ADD INCIDENT STEP 2 OF 8 PAGE**

Here you are able to enter the Pilots details.

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*Add Incident Step 2 of 8*

**Pilot**

**Select ASRA Member**

ASRA Membership Number (Leave blank if not an ASRA member)

Name

Nationality  
Australian

Contact Number

Email

Date of Birth

Date of last BFR

Total Lifetime Hours  
(Hours)

Hours in Last 90 days  
(Hours)

**Additional People**

**Add another**

< - Back **Next** >

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 **Add another** from the Additional People field. These people can be selected as student, passenger or witness. Once completed, press the **Next** button. You can review your entries by selecting **<Back** at any time.

**ADD INCIDENT STEP 3 OF 8 PAGE**

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.

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Add Incident Step 3 of 8

**Gyroplane Details**

Is Gyroplane registered with ASRA?  
 Yes  No

Registration Number (Blank if no registration number found)

Manufacturer

Model

ASRA Approval Number

Engine Type

Gyroplane Airframe Hours in Service  
 (Hours)

Engine Hours in Service  
 (Hours)

< - Back **Next** >

If the gyroplane is registered with ASRA select “Yes” and press the **Select ASRA Gyro** button.

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Add Incident Step 3 of 8

**Gyroplane Details**

Is Gyroplane registered with ASRA?  
 Yes  No

**Select ASRA Gyro** (ASRA Gyro must be selected)

Registration Number (Blank if no registration number found)  
 **Clear ASRA Gyro**

< - Back

A valid registered gyro will appear on the list once a search of the number is performed. Press **Select** to add the gyroplane to the report.

Member Select - Google Chrome  
members.asra.org.au/Gyro/GyroSelect?gId=GyroId&gRego=Gyro&gManufacturer=GyroManufacturer&gMod

Gyro Select

Search  
Rego  
G2175  
Search

Rego
G2175

Select

**NOTE:- Only registered 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 it must be unregistered and the No option should be selected at the top of the form and the details entered manually.**

Once completed press the **Next** button. You can review your entries by selecting **<Back** at any time.

**ADD INCIDENT STEP 4 OF 8 PAGE**

Here you are able to enter details of any personal emergency beacon (ELT). Fill in as many details as possible. Once completed press the **Next** button. You can review your entries by selecting **<Back** at any time.

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*Add Incident Step 4 of 8*

**Personal Emergency Beacon (ELT) Information**

Manufacturer and Model

Type  
 -- Select Type -- ▾

Location  
 -- Select Location -- ▾

Activation  
 -- Select Activation -- ▾

If did not activate, Why?

**< - Back** **Next ->**

**ADD INCIDENT STEP 5 OF 8 PAGE**

Here you are able to enter details of the occurrence. Fill in as many details as possible. Once completed press the **Next** button. You can review your entries by selecting **<Back** at any time. 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.


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*Add Incident Step 5 of 8*

**Occurrence**

Type of Occurance  
 NOTE: An accident is an occurrence involving fatalities or serious injury to persons in  
 Accident ▾

Purpose of Flight  
 Pleasure ▾

Time (24hr format) and Date Occurrence  
 (1638 = 4:38pm)   (23/03/2016)

Time Zone  
 UTC-Coordinated Universal Time ▾

Departure Location (if applicable)

Intended/Actual Landing Location (if applicable)

Location of occurrence

Occurred during Phase  
 Landing ▾

Airspace Designation

Location of Occurrence Height/Altitude  
 (ft)

**< - Back** **Next ->**

**ADD INCIDENT STEP 6 OF 8 PAGE**

Here you are able to enter details of the Flight rules, conditions and weather. Fill in as many details as possible. Once completed press the **Next** button. You can review your entries by selecting **<Back** at any time. Use the details areas to expand on any information you wish to add.

**Australian Sports Rotorcraft Association***Add Incident Step 6 of 8***Flight rules, conditions and weather**

Wind

Visibility

Precipitation

Cloud Coverage

-- Select Cloud Coverage -- ▼

Cloud Type

-- Select Cloud Type -- ▼

Cloud Base (ft)

 (ft)

Temperature (Celsius)

 (C)

Flight Conditions

-- Select Flight Conditions -- ▼

Description of Occurrence

Effect on Flight

-- Select Effect on Flight -- ▼

Did any damage occur?

 Yes  No

Details

Were there any injuries?

 Yes  No

Fatalities number

Serious injury number

Minor injury number

Details

< - Back **Next** ->

**ADD INCIDENT STEP 7 OF 8 PAGE**

Here you are able to enter details of any wildlife strike. Fill in as many details as possible. Once completed press the **Next** button. You can review your entries by selecting **<Back** at any time.

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*Add Incident Step 7 of 8*

**Wildlife Strike**

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 Distraction
- Environmental Issues
- Fatigue
- Knowledge or Experience
- Medical Issues
- High Workload
- Training Deficiencies
- Recency

Please elaborate on the above factors

**< - Back** **Next ->**

**ADD INCIDENT STEP 8 OF 8 PAGE**

Here you are able to upload any supporting evidence such as photos or documents etc. Once completed press the **Next** button. You can review your entries by selecting **<Back** at any time.

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*Add Incident Step 8 of 8*

*Documents - Please upload any photos/documents related to the Incident*

Name

**Add New Document**

Document:  No file chosen

**Add Document**

**< - Back** **Next ->**

**Uploading a photo or document.**

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 Document** to start the upload process.

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 **Back** to review/change any details.

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Add Incident Review and Submit

**Report Title**

Status  
Open  
Title of Report  
Text Report

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**Reporters Details**

ASHA Membership Number (Blank if not an ASHA member)  
A0400

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**Pilot**

ASHA Membership Number (Blank if not an ASHA member)  
A0400

Additional People

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**Gyroplane Details**

Is Gyroplane registered with ASHA?  
No  
Registration Number (Leave blank if no registration number found)  
Manufacturer  
Model  
ASHA Approval Number  
Engine Type  
Gyroplane Airframe Hours in Service  
Engine Hours in Service

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**ELT Information**

Manufacturer and Model  
Type  
Location  
Activation  
If did not activate, Why?

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**Occurrence**

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.  
Accident  
Purpose of Flight  
Pleasure  
Time (24hr format) and Date Occurrence  
1630 - 01 Jul 2016  
Time Zone  
UTC  
Departure Location (if applicable)  
Cairo  
Intended/Actual Landing Location (if applicable)  
Cairo  
Location of occurrence  
Cairo  
Occurred during Phase  
Landing  
Aerospce Destination  
G  
Height/Altitude  
0ft

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**Flight rules, conditions and weather**

Wind  
Visibility  
Precipitation  
Cloud (Type and Amount)  
Temperature  
Flight Conditions  
Description of Occurrence  
Effect on Flight  
Did any damage occur?  
No  
Details  
Were there any injuries?  
No  
Details

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**Wildlife Strikes**

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 No  
False Indication No  
Gyroplane Maintenance No  
Component Failure No  
Design Deficiency No  
Pilot Distraction No  
Environmental Issues No  
Fatigue No  
Knowledge or Experience No  
Medical Issues No  
High Workload No  
Training Deficiencies No  
Pecorancy No  
Please elaborate on the above factors

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**Documents**

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**Administration**

Reference Number  
Findings and Safety Recommendations

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< - **Back** **Submit**