

## 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 & EVENTS drop down menu.



You will be taken to the initial page. Click on [CLICK HERE TO REPORT AN INCIDENT](#)

### REPORT AN INCIDENT

[CLICK HERE TO REPORT AN INCIDENT](#)

It is very important that all incidents and accidents are reported to ASRA so we can improve the safety of gyroplane flying and manufacturer. ASRA follows CASA's lead and uses this information to improve safety rather than penalise the pilots involved so please report every incident.

This reporting is best completed via the [ASRA Reporting system](#).

Download the [ASRA User Handbook](#) here. If you cannot access the ASRA system contact the [ASRA Incidents Manager](#).

Note: All people can report occurrences.

### CONTACT

Postal  
The Secretary ASRA Inc  
PO Box 1304  
Kenmore QLD 4069

General Information  
[secretary@asra.org.au](mailto:secretary@asra.org.au)

Membership and Gyro Registration  
[registrar@asra.org.au](mailto:registrar@asra.org.au)

Webmaster  
[webmaster@asra.org.au](mailto:webmaster@asra.org.au)

Gyro Incidents  
[incidents@asra.org.au](mailto:incidents@asra.org.au)

- 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.

Report Incident

\* Mandatory entry required

Title of Report \*

Next

- 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.

Reporters Details

\* Mandatory entry required

ASRA Membership Number

A 0490

A0490

Type in membership # then select from drop down. Leave blank if not an ASRA member and fill out details below.

Name \*

Contact Address \*

Contact Number (Area Code + Number) \*

Email

Next

Reporters Details

\* Mandatory entry required

ASRA Membership Number

A0490

Remove Member

Next

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

3. Here you are able to enter the Pilots details.

Title   
  Reporter   
  Pilot   
 Gyroplane   
 ELT   
  Occurance

### Pilot Details

**\* Mandatory entry required**

ASRA Membership Number

Type in membership # then select from drop down.  
Leave blank if not an ASRA member and fill out details below.

Name\*

Nationality

Contact Number\*

Email

Date of birth

Date of last BFR

Hours in Last 90 days (Hours)

Total Lifetime Hours (Hours)

**ADD ADDITIONAL PERSON**

**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 the **ADD ADDITIONAL PERSON** field. These people can be selected as student, passenger or witness.

Title   
  Reporter   
  Pilot   
 Gyroplane   
 ELT   
  Occurance

### Pilot Details

**\* Mandatory entry required**

ASRA Membership Number

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.

The screenshot shows the 'Gyroplane Details' form. At the top, there are navigation tabs: Title, Reporter, Pilot, Gyroplane, ELT, and Occurrence. The 'Gyroplane' tab is active. Below the tabs, the form is titled 'Gyroplane Details' and includes a red asterisk indicating mandatory entry. The question 'Is Gyroplane registered with ASRA?' has 'No' selected. Below this are input fields for Manufacturer, Model, ASRA Approval Number, Engine Type, Gyroplane Airframe Hours in Service, and Engine Hours in Service. A 'Next' button is at the bottom.

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

This screenshot shows the 'Gyroplane Details' form with 'Yes' selected for 'Is Gyroplane registered with ASRA?'. The 'ASRA Gyro Number' field contains 'G 747'. A dropdown menu is open below the field, showing 'G0747' as a suggestion. A 'Next' button is visible at the bottom.

This screenshot shows the 'Gyroplane Details' form with 'Yes' selected for 'Is Gyroplane registered with ASRA?'. The 'ASRA Gyro Number' field now contains 'G0747'. A red 'Remove Gyro' button is present to the right of the field. A 'Next' button is at the bottom.

If the number is valid, you can select it from the drop-down list. Once completed, press **Next**.

**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.**

- 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 ⚠ Occurance

### Personal Emergency Beacon (ELT) Information

**\* Mandatory entry required**

**Manufacturer and Model**

**Type**

**Location**

**Activation**

**If did not activate, Why?**

**Next**

- 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 ⚠ Occurance

### 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**

- 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

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### Conditions and Weather

**\* Mandatory entry required**

Wind

Visibility

Precipitation

Cloud Coverage

Cloud Type

Cloud Base (ft)

Temperature (Celsius)

Flight Conditions

**Next**

- Here you are able to enter details of any wildlife strike. Fill in as many details as possible. Once completed press **Next**.

Title  
  Reporter  
  Pilot  
  Gyroplane  
 ELT  
  Occurrence  
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### 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

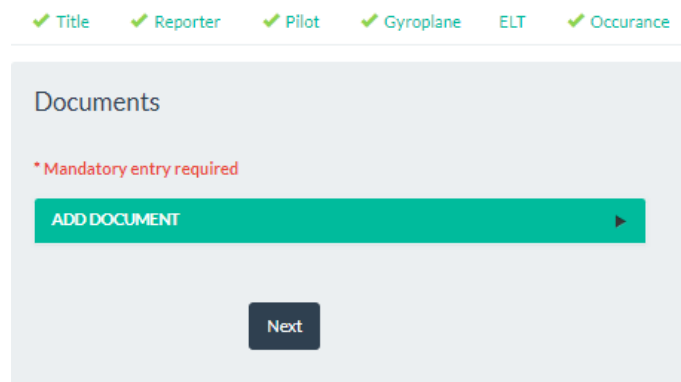
Factors contributing to the occurrence

- Wild Life Strike
- False Indication
- Gyroplane Maintenance
- Component Failure
- Design Deficiency
- Pilot Distraction
- Environmental Issues
- Fatigue
- Knowledge or Experience
- Medical Issues
- High Workload
- Training Deficiencies
- Recency

Please elaborate on the above factors

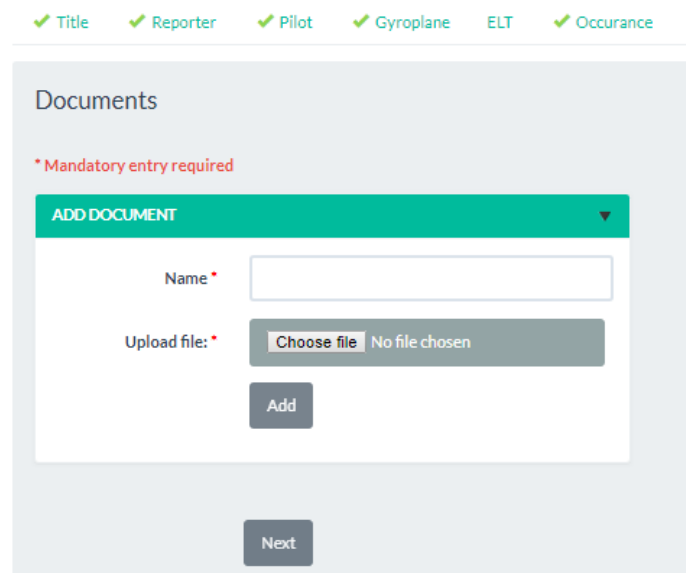
**Next**

9. Here you are able to upload any supporting evidence such as photos or documents etc.



### Uploading a photo or document.

Select **ADD 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** to start the upload process.

Once all files have been added, press **Next**.

- 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](#)

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**Report Incident**

\* Mandatory entry required

Title of Report

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**Reporters Details**

\* Mandatory entry required

ASRA Membership Number  [Remove Member](#)

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**Pilot Details**

\* Mandatory entry required

ASRA Membership Number  [Remove Member](#)

Total Lifetime Hours (Hour)

[ADD ADDITIONAL PERSON](#)

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**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.

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**Personal Emergency Beacon (ELT) Information**

\* Mandatory entry required

Manufacturer and Model

Type

Location

Activation

If did not activate, Why?

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**Occurance Information**

\* Mandatory entry required

Type of Occurance

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