

## 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)

1. 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

2. 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  
  Occurrence

**Pilot Details**

\* Mandatory entry required

ASRA Membership Number:  Remove Member

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.

Title  
  Reporter  
  Pilot  
 Gyroplane  
 ELT  
  Occurrence

**Gyroplane Details**

\* Mandatory entry required

Is Gyroplane registered with ASRA? \*  Yes  No

Manufacturer:

Model:

ASRA Approval Number:

Engine Type:

Gyroplane Airframe Hours in Service:

Engine Hours in Service:

Next

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

Title  
  Reporter  
  Pilot  
  Gyroplane  
 ELT  
  Occurrence

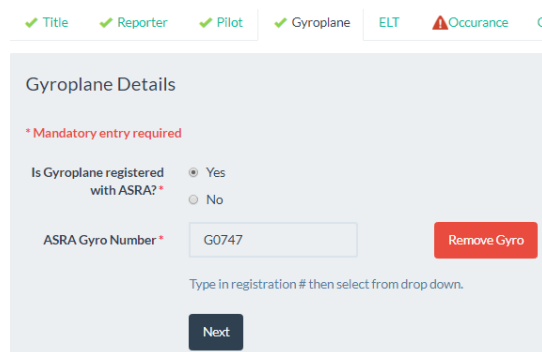
**Gyroplane Details**

\* Mandatory entry required

Is Gyroplane registered with ASRA? \*  Yes  No

ASRA Gyro Number \*  Type it or select from drop down.

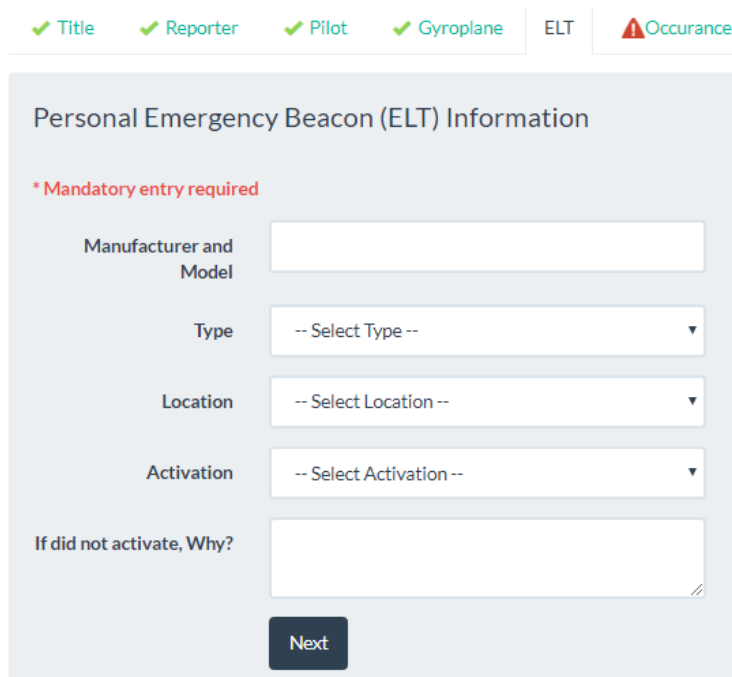
Next



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.



- 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
⚠ Occurrence

### 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) \*

Occurrence 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

### Conditions and Weather

**\* Mandatory entry required**

Wind

Visibility

Precipitation

Cloud Coverage

Cloud Type

Cloud Base (ft)

Temperature (Celsius)

Flight Conditions

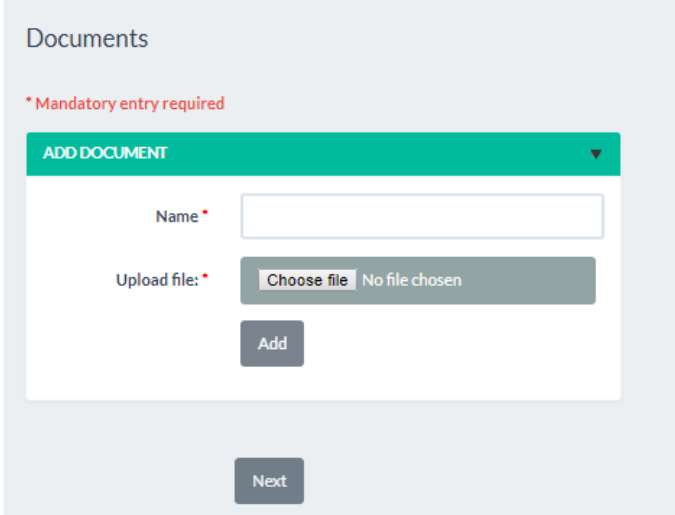
**Next**

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

The screenshot shows a web form titled "Wildlife Strike". At the top, there is a progress bar with green checkmarks for "Title", "Reporter", "Pilot", "Gyroplane", "ELT", and "Occurance", followed by a "C" icon. Below the title, a red asterisk indicates that the following fields are mandatory. The form includes several input fields: "Bird Species if known", "Number of small birds", "Number of medium birds", "Number of large birds", "Animal species", and "Animal Number". There is also a section for "Factors contributing to the occurrence" with a list of checkboxes: 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, and Recency. At the bottom, there is a text area labeled "Please elaborate on the above factors" and a "Next" button.

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

The screenshot shows a web form titled "Documents". At the top, there is a progress bar with green checkmarks for "Title", "Reporter", "Pilot", "Gyroplane", "ELT", and "Occurance". Below the title, a red asterisk indicates that the following field is mandatory. The form features a large green button labeled "ADD DOCUMENT" with a right-pointing arrow. At the bottom, there is a "Next" button.

**Uploading a photo or document.**Select **ADD DOCUMENT**

The screenshot shows a web interface for uploading documents. At the top, there is a progress bar with several items: 'Title', 'Reporter', 'Pilot', 'Gyroplane', 'ELT', and 'Occurance', each with a green checkmark. Below this is a 'Documents' section with a red asterisk and the text '\* Mandatory entry required'. A green button labeled 'ADD DOCUMENT' is positioned at the top of the form. Below it is a text input field for 'Name' with a red asterisk. Underneath is an 'Upload file' section with a red asterisk, containing a 'Choose file' button and the text 'No file chosen'. Below the upload section is an 'Add' button. At the bottom of the form is a 'Next' button.

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](#)

**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 (Hours)

[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