

High Wycombe & District Model Aircraft Club

Guide To Completing Incident Report Form

It is a legal requirement to report the following incidents during flight:

- any serious injury,
- high probability of serious injury,
- incidents involving full size aircraft,
- incidents too close to uninvolved people,
- model aircraft flying beyond visual line of sight,

Any of the above must be reported to one or more of the Civil Aviation Authority (CAA), Air Accident Investigation Bureau (AAIB) or BMFA.

For serious injuries call emergency services 999. The nearest postcode for the gate HP14 3PQ and the what 3 words locator for the gate is: searcher.arranges.crouching

If the above flying incidents apply to you report to the:

BMFA <http://reporting.bmfa.uk/> and the AAIB 01252 512299

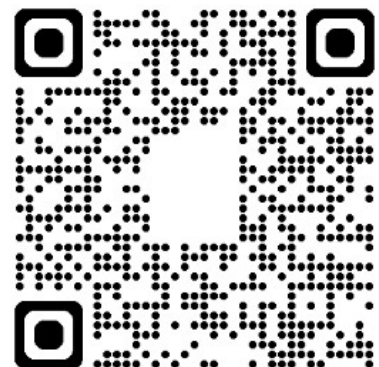
Club Reporting

Club members are encouraged to use the form attached to report any issues at the club which they feel were/are unsafe and/or require improving. This does not only apply to flying issues but also ground based procedures.

If the incident requires reporting to one or more authorities as above, do this first. Note that some accidents attended by the police/AAIB cannot be disturbed until they have all the information they require.

You can submit the report to any committee member who will distribute to all committee members so it can be discussed at next committee meeting or immediately if the incident is serious. The form can be submitted anonymously but a name on it will help the committee if they need more information.

Download a copy of the form by scanning this QR code:



Forms may be submitted by email to: HWModelflying@gmail.com
or by post to: HWDMAC, 38 White Close, High Wycombe, HP13 5NG

HWDMAC INCIDENT REPORT FORM

Part A. To be completed by the person identifying the safety issue or hazard.

Date and time of event/incident: _____ Location: _____

Name of Reporter (optional – you can report anonymously): _____

Please fully describe the event or hazard identified. Include your suggestion on how prevent similar occurrences:

In your opinion, please circle the likelihood of such an event or similar happening again:

LIKELIHOOD OF OCCURRENCE	
Likely to occur many times (Several times a year)	5
Likely to occur sometimes (Once or twice a year)	4
Unlikely to occur but possible (no more than once a year)	3
Very unlikely to occur	2
Almost inconceivable that it will occur again	1

What do you consider could be the worst possible consequence if this event did happen again?

SEVERITY OF RISK		
Catastrophic	Death or destruction of equipment	5
Hazardous	Serious injury or major equipment damage	4
Major	Serious incident or injury	3
Minor	Minor incident or injury	2
Negligible	Nuisance of little consequence	1

Part B. To be completed by a representative of the committee:

The report has been logged

Reference no: _____

Date: _____

Signature: _____

Name: _____