

MODEL AERONAUTICAL ASSOCIATION OF AUSTRALIA



ACCIDENT / INCIDENTS REPORTING AND ACTIONS PROCEDURE

MOP001

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This Policy and/or Procedure forms part of the MAAA Manual of Procedures. This entire document is for the use of all classes of members of the MAAA in the conduct of activities associated with the MAAA and is not be used for any other purpose, in whole or in part, without the written approval of the MAAA Executive.

ACCIDENT/INCIDENT REPORTING AND ACTIONS PROCEDURE

1. PURPOSE

This procedure is to ensure that all accidents and incidents that have the potential to result in an insurance claim are reported, recorded and processed in the correct manner. It is also to ensure that accidents are closed out, so as to minimise the recurrence of similar accidents.

2. DEFINITIONS

MAAA	Model Aeronautical Association of Australia Inc.
Close Out	Implement actions, after investigation, designed to prevent recurrence.
Contest Director	The person responsible for the running of, and safety at the contest.
Display Director	The person responsible for the running of, and safety at the display.
On-line Incident Reporting form.....	https://www.maaa.asn.au/club-support/incidents-accidents/incident-report-investigation-form
MAAA010 Incident Form.....	https://www.maaa.asn.au/images/pdfs/forms/Form-010-INCIDENT-REPORT.pdf

3. INTRODUCTION

The current culture of the MAAA, its State Associations, Clubs and members is future proofing of the associations through a duty of care to others within the community as well as every single MAAA member, trying to reduce accidents. This ensures that, not only is the Association taking a responsible attitude, minimise the risk of similar accidents in the future with all that this implies from a personal and insurance view point. The easiest way to achieve this is thorough consideration of the process, consider the risks and to operate in the safest manner possible to prevent an accident/incident where possible.

4. POLICY

- 4.1 The MAAA endeavours to provide a safe environment for our members to pursue the sport of model aviation.
- 4.1 The MAAA Insurance Broker requires that all accidents and incidents having the potential to result in an insurance claim are reported and the specific details recorded on the appropriate MAAA forms. A minor cut or bump etc resulting from a person being struck by an aircraft may not initially look or be considered serious at the time, but medical complications could develop later. Furthermore, the Accident/incident reporting assists the Association in identifying incident trends and positions preventative measures appropriately.

- 4.2 The MAAA requires that all accidents are “closed out” to reduce the possibility of the accident recurring. This action requires consideration and input from the Club and State Association in the ‘close out’.
- 4.3 The Club or, in the absence of any other specific agreement, the Contest/Display Director of an event, competition or display not organised by a Club (for example organised by a Special Interest Group or State Association), shall be the primary person responsible for completing the Accident Forms/on-line Incident Report and for ensuring that the accident is “Closed Out”. If needed, the Contest/Display Director shall liaise with any host Club Safety Officer or Executive in compiling the report/s and “closing out” the accident.

5. PROCEDURE IN THE CASE OF AN ACCIDENT/INCIDENT

5.1 Collection of Details

- 5.1.1 As soon as possible (following any medical assistance required) after any accident/incident the Club/Contest/Display Director should initiate an investigation of the accident/incident to enable details to be recorded and entered on the MAAA forms while details of the incident are clear.
- 5.1.2 Details of an accident or incident are to be recorded on the “MAAA Incident Investigation” Form MAAA010 and the “MAAA Incident Report” Form. The forms are available from the MAAA Secretary, the State Association Secretary or the MAAA web site. The forms are available in hard or electronic copy and MAAA provides an on-line incident reporting form. All forms are satisfactory, however the on-line incident reporting form is the **preferred** method.
<https://www.maaa.asn.au/club-support/incidents-accidents/incident-report-investigation-form>
- 5.1.3 In the case of an accident, naturally the first priority is to the injured person/s. After they have been assisted as required, details of the accident must be recorded and witness statements taken. Common sense is to be exercised - the more serious the accident, then the more detail that should be collected and reported of the incident.
- 5.1.4 If the accident is extremely serious, then it is advisable that the police are called, then the State Association Secretary and then the MAAA Office.
- 5.1.5 At the time of the accident it is most unlikely that the MAAA forms will be available at the site. Therefore, the details should be recorded at the time and later transferred to the appropriate forms for reporting.
- 5.1.6 Names and addresses of witnesses should be noted and witnesses asked to provide statements where thought appropriate.
- 5.1.7 The Club Secretary/Contest/Display Director should be immediately advised of the accident and should then coordinate the necessary actions and reporting. If the Club Secretary is unavailable, then a member of the Club Executive should take over the Secretary’s role in collection information on the incident, reporting and investigation future mitigation/recommendations.
- 5.1.8 The Club Secretary/Contest/Display Director should contact the State Secretary and/or Federal Secretary to advise of the accident/incident and if unable to download or access the online incident reporting, request the

necessary forms. The State Association and Club Executive should also be informed immediately.

- 5.1.9 The MAAA forms must be completed and sent to the State Association and the MAAA Secretary, together with witness statements, photos, plans, maps and other documentation considered necessary. Too much information is better than not enough. Note: if using the On-line incident Reporting tool, the reporting will be instantly and automatically sent to the relevant State Association Secretary and the Federal Secretary Office. - <https://www.maaa.asn.au/club-support/incidents-accidents/incident-report-investigation-form>
- 5.1.10 If there is a delay in obtaining some of the documentation, it is essential that the **forms** are sent to the State Secretary and the MAAA Secretary as soon as possible.
- 5.1.11 The MAAA Secretary is responsible for coordinating the review of the incident reporting forms with the State Association and reporting on the investigation and recommendations identified by the club.
- 5.1.12 Upon receipt of the accident report and forms, the MAAA Secretary shall forward the "Incident Report" form and a copy of the reports to the insurance broker. This formally advises the insurance company of an incident/accident and the potential of a claim. The MAAA Incident Investigation Form and reports are retained by the MAAA for accident investigation and safety improvement as required by the MAAA Deed of Agreement.

5.2 Close Out of Accident/Incident

- 5.2.1 As soon as possible after the accident/incident, the Club/Contest/Display Director should thoroughly investigate the accident/incident and identify ways to minimise the possibility of a repeat incident. Depending on the type of accident/incident, examples of corrective actions could be: move the car park, have different car park locations for different wind directions, implement better training, run safety training courses on starting or arming procedures for models, actively promote mechanical aircraft restraints, promote safety and range checks for aircraft etc.
- 5.2.2 The Club/Contest/Display Director should prepare a report setting out the finding of the investigations and identifying the corrective actions that the Club has/will implement to minimise the possibility of the accident/incident recurring.
- 5.2.3 The report should be sent to the MAAA Secretary requesting that the actions identified in the report "close out" the accident/incident.
- 5.2.4 The MAAA Secretary shall list the Club's/Contest/Display Director's request for the matter to be "closed out" on the agenda of the next MAAA Executive meeting.
- 5.2.5 The MAAA Executive at their meeting will then consider the report and corrective actions, and if they agree with the Club's/Contest/Display Director's action, shall advise the Club/Contest/Display Director and the State Association that the accident/incident has been "closed out" to their satisfaction. The matter is then considered to be "closed out".

- 5.2.6 If the State Association, or the MAAA, considers that the corrective action is applicable to all clubs, they shall publicise the details to give as wide a coverage as possible.
- 5.2.7 If the MAAA Executive does not agree with the corrective action, or considers that more could be done, the MAAA shall advise the Club/Contest/Display Director with a copy sent to the State Association.
- 5.2.8 The Club/Contest/Display Director should then reconsider the matter in the light of the Executive's comments and prepare a further report which shall be sent to the MAAA Secretary. This process shall continue until the matter has been "closed out" to the MAAA Executive's satisfaction.
- 5.2.9 If a Club fails to provide a response to advice given by the MAAA Executive as per 5.2.7 and 5.2.8 after three (3) requests, the last one being by registered mail and copied to the State Association, the MAAA Executive has the authority to advise the Club that coverage by the MAAA Insurance policies of the Club, but not the individual members, has been withdrawn until the Club/Contest/Display Director provides a response and the accident/incident is "closed out".
- 5.2.10 Following the "close out" of an accident, Clubs are expected to implement and enforce agreed effective risk management strategies to reduce the possibility of the accident recurring. In the event that there is substantive evidence that, following an initial insurance claim, there is a significant ongoing risk of third party claims on the MAAA insurance, the MAAA Executive has the authority to withdraw the subsidised insurance excess, in part or in whole, and require the Club and/or its members to pay any claim up to the full amount of the MAAA excess. Any such withdrawal shall be confirmed at the next Council Meeting and then, if needed, be subject to annual Council review.

6. RESPONSIBILITY

- 6.1 The Club Secretary and/or Safety Officer is responsible for coordinating the collection of reports and details of the accident. If a Group is running a contest or event at a Club field then the Contest/Display Director is responsible for coordinating the collection of reports and details of the accident. He/She is also responsible for ensuring that the host Club is kept informed of the investigations and findings.
- 6.2 The Club Secretary/ Contest/Display Director is responsible for immediately contacting the MAAA Federal Secretary and State Association Secretary to advise of the accident/incident, obtaining the necessary forms and ensuring they are complete. On-line incident reporting: <https://www.maaa.asn.au/club-support/incidents-accidents/incident-report-investigation-form>
- 6.3 The Club Secretary/ Contest/Display Director is responsible for sending the completed forms and other documentation to the State Association Secretary and MAAA Secretary as soon as possible after the accident/incident. Using the on-line incident reporting form will coordinate this automatically.
<https://www.maaa.asn.au/club-support/incidents-accidents/incident-report-investigation-form>
- 6.4 The MAAA Secretary is responsible for ensuring that the State Association Secretary is included in distribution of the MAAA Incident reporting.

- 6.5 The Club Secretary/Contest/Display Director and/or Club Safety Officer is responsible for investigating the accident/incident with the view to eliminating its recurrence.
- 6.6 The Club Secretary/ Contest/Display Director and/or Safety Officer is responsible for preparing a report detailing the agreed "Close Out" action and sending it to the MAAA Secretary.
- 6.7 The MAAA Secretary is responsible for sending the appropriate information to the MAAA Insurance Broker.
- 6.8 The MAAA Secretary is responsible for recording details of the accident/incident on a database and placing details of it on the MAAA Executive agenda.
- 6.9 The MAAA Executive is responsible for preparing the "Close Out" action and deciding if it is suitable.
- 6.10 The MAAA Secretary is responsible for informing the Club of the Executive's decision with respect to the "Close Out" of the accident/incident.
- 6.11 The MAAA Secretary is responsible for informing the State Secretary when the accident/incident is considered "closed out".
- 6.12 The State Secretary is responsible, when asked by the MAAA Secretary, for chasing up Clubs that fail to complete the "close out" process.
- 6.13 The MAAA and/or State Secretary is responsible for publicising any corrective action that is thought to be of benefit to the general membership.
- 6.14 The MAAA Secretary is responsible for informing the State Secretary of any MAAA Executive decision to alter the normal Insurance provision to a Club as described in 5.2.9 and 5.2.10.

7. FORMS

7.1 Incident Report Form

Form MAAA010 – See Appendix "A"

7.2 MAAA Incident Investigation Form

Form MAAA011 – See Appendix "B"



MODEL AERONAUTICAL ASSOCIATION OF AUSTRALIA

INCIDENT REPORT FORM

The issue of this form is not an admission of liability and is issued without prejudice

PLEASE COMPLETE IN CAPITAL LETTERS THROUGHOUT

CLUB'S NAME

ADDRESS

POST CODE PHONE MOBILE EMAIL:

NAME OF MEMBER INVOLVED PHONE

MEMBER'S ADDRESS

..... POST CODE MEMBERSHIP NO. AUS

PHONE MOBILE EMAIL

1. PARTICULARS OF INCIDENT: Date Time AM/PM

2. Where did the incident happen?

3. State clearly how the incident happened

.....

.....

4. Have you received any intimation that a Claim will be made upon you?

5. a) Was the incident reported to Police?

b) Name of Officer Police Station notified

6. WITNESSES:

Name Name

Address Address

.....

7. IF DAMAGE CAUSED TO PROPERTY:

a) Owner's Name

Address

b) Description of property damaged

c) Nature of damage Estimated Cost \$

8. INJURY TO PERSONS:

a) Name Age Nature of Injury

.....

Address

ALL COMMUNICATIONS RECEIVED FROM PARTIES IN THIS OCCURRENCE OR THEIR REPRESENTATIVES SHOULD BE IMMEDIATELY FORWARDED TO THE MAAA UNANSWERED. DO NOT ADMIT LIABILITY NOR REVEAL TO THE THIRD PARTY THAT YOU ARE INSURED.

I hereby declare and warrant that the foregoing particulars are true.

DATE CLUB SECRETARY SIGNATURE

Please report on the back of this form if space is insufficient.

**FORM IS TO BE EMAILED TO THE RELEVANT STATE ASSOCIATION
SECRETARY AND THE FEDERAL SECRETARY**

Appendix "A"

Incident Report Form – MAAA010

Note: Do not copy the above form. Use the original which is available on the MAAA web site.

MAAA INCIDENT INVESTIGATION FORM					
To be completed together with all INCIDENT REPORTS and at other times as required by the MAAA					
Date of incident: / /	Time of incident: am/pm	Place of incident:			
Sketch Map: Show North and mark distances. Include: flight line, pit area, car park, buildings, public and private roads, impact points, direction of movements, relative positions of operating transmitters other than those on the flight line and in the pits, wind direction & position of sun at the time of the incident, and all other relevant information.					
If space is insufficient use back of form.					
Details of Model: Wingspan: cm Weight: kg Engine capacity/thrust: Type: Free Flight / Control Line / Radio Control / Built from: ARF / Kit / Plan / Design / Type of Model: (eg Heli /Fixed wing) Description..... Power Plant: (eg : Electric / Internal Combustion (methanol / petrol) / Gas Turbine..... Construction Materials: Brand and Model Number Receiver: Brand and Model Number of Transmitter.....					
Weather conditions:					
Wind strength:	Cloud/Sun:	Visibility:	Wet/Dry:		
Number of flights that day prior to incident:			Total flight time that day prior to incident: min		
Brief description of incident:					
If space is insufficient use back of form.					
Radio frequencies in use: (in model/s involved in incident or otherwise relevant)					
Were batteries charged prior to the first flight of the day? TX RX					
Was a range check carried out prior to the first flight of the day and result?					
Primary cause: (circle one only)			Secondary causes: (circle all relevant)		
Pilot error	Field layout	Other (specify):	Pilot error	Field layout	Other (specify):
Pilot skill	Weather		Pilot skill	Weather	
Inadequate rules	Radio problems		Inadequate rules	Radio problems	
Not following rules	Mechanical failure		Not following rules	Mechanical failure	
What was the result of the post incident investigation of the model/s /equipment:					
Recommended corrective action to prevent re-occurrence: (include What, Who, and When)					
SIGNED:			Print Name:		
Date: / /		Position: Club Safety Officer / Contest Director / Other			
This Form is for information purposes only. The conclusions set out in the Form are as a result of a preliminary investigation by the signatory and do not constitute in any way an admission or acceptance of any liability by or on behalf of the MAAA, its Members, or Affiliate Members.					

**FORM IS TO BE EMAILED TO THE RELEVANT STATE
ASSOCIATION SECRETARY AND THE FEDERAL SECRETARY**

Appendix “B”

Incident Investigation Form – MAAA011

Note: Do not copy the above form. Use the original which is available on the MAAA web site.