

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 to be used for any other purpose, in whole or in part, without the written approval of the MAAA Executive.

Glossary

Acronyms and abbreviations

Acronym / abbreviation	Description
CASA	Civil Aviation Safety Authority
CASR	Civil Aviation Safety Regulations
HLS	Helicopter Landing Site
MAAA	Model Aeronautical Association of Australia Inc.
MOS	Manual of Standards
NM	Nautical Miles
RPA	Remotely Piloted Aircraft (same meaning as UAV)
UAV	Unmanned Aerial Vehicle (same meaning as RPA)
VLOS	Visual Line of Sight

Definitions

Term	Definition
Close out	Implement actions, after investigation, designed to prevent recurrence.
controlled aerodrome	an aerodrome to which a determination under regulation 5(1)(b) of the Airspace Regulations 2007 has been made.
documented practices and procedures	for a certified RPA operator, means the written practices and procedures of the operator, as existing or in force from time to time, that have been approved in writing by CASA.
Display Director	The person responsible for the running of, and safety at the display.
movement area	That part of the aerodrome to be used for take-off, landing and taxiing of aircraft, consisting of the manoeuvring area and the aprons.
relevant airspace	each of the following: <ul style="list-style-type: none"> • the no-fly zone of a non-controlled aerodrome 3 NM from the movement area • the no-fly zone of an HLS 1.5 NM diameter.

Reference material

Document type	Title
Regulations	<i>Civil Aviation Safety Regulations 1998</i>
Part 101 of CASR	Part 101 of the <i>Civil Aviation Safety Regulations 1998 (CASR)</i>
Part 101 MOS	Manual of Standards to Part 101 of the CASR 1998

Forms

Form no.	Title
On-line Incident Reporting form	https://www.maaa.asn.au/club-support/incidents-accidents/incident-report-investigation-form
MAAA010 Incident Form	https://maaa.asn.au/images/pdfs/forms/Form-010-INCIDENT-REPORT.pdf See Appendix A
MAAA011 Incident Investigation Form	https://maaa.asn.au/images/pdfs/forms/Form-011-MAAA-INCIDENT-INVESTIGATION.pdf See Appendix B

Revision history

Revisions to this manual are recorded below in order of most recent first.

Version no.	Date	Parts / sections	Details
1.0			First Issue
2.0	14 October 2024	All	Major Revision

1. PURPOSE

This document outlines the requirements for the reporting of model aircraft related accidents and incidents to the MAAA. Information provided to the MAAA forms part of the accident and incident reporting requirements to the Civil Aviation Safety Authority (CASA).

2. INTRODUCTION

All persons under the authority of the MAAA must report any accident or incident to the MAAA. The MAAA is responsible for notifying CASA of these events. If a model aircraft operation results in an accident or incident, reasonable steps must be taken to obtain relevant information, including preservation of model aircraft components which may assist in validating the cause of the incident.

3. POLICY

- 3.1 It is a requirement, all accidents and incidents having the potential to result in an MAAA insurance claim are reported on the appropriate MAAA forms.
- 3.2 All incidents, no matter the severity must be reported, due to the unlikely event future medical complications develop.
- 3.3 The MAAA will use accident and incident information to:
 - identify incident trends; and
 - develop appropriate procedures to ensure the likelihood of the event reoccurring is as low as possible.
- 3.4 The MAAA requires that all accidents/incidents are “closed out” to reduce the possibility of the accident/incident recurring. This action requires consideration and input from the Club and State Association in the ‘close out’.
- 3.5 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 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.

4. ACCIDENT OR INCIDENT REPORTING PROCEDURE

4.1 Collection of Details

- 4.1.1 As soon as possible (following any medical assistance required) after the responsible person should initiate an investigation of the accident/incident to enable details to be recorded and entered on the MAAA forms.
- 4.1.2 Details of an accident or incident are to be recorded on the “MAAA Incident Investigation” Form MAAA010 and the “MAAA Incident Report” Form MAAA011. 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. The **preferred** reporting method is via electronic submission to <https://www.maaa.asn.au/club-support/incidents-accidents/incident-report-investigation-form>.
- 4.1.3 In the case of an accident/incident, the first priority is to the injured person/s. After they are assisted as required, details of the accident/incident must be recorded and witness statements taken.
- 4.1.4 If the accident is serious, emergency services must be called, by dialing 000 and asking for the appropriate emergency service responder. The State Association Secretary, and then the MAAA Office must be contacted.
- 4.1.5 At the time of the accident, it is most unlikely that the MAAA forms will be available at the site. Therefore, detailed information should be recorded at the time and later transferred to the appropriate forms for reporting.
- 4.1.6 Involved people – contact details of witnesses should be recorded, and if they are prepared to provide information where appropriate.
- 4.1.7 The Club Secretary or Contest/Display Director must be promptly informed of the accident/incident and will coordinate the required actions and reporting. If the Club Secretary is unavailable, a member of the Club Executive should assume the Secretary's responsibilities, including gathering information about the accident/incident, reporting, and investigating future mitigation strategies and recommendations.
- 4.1.8 The Club Secretary/Contest/Display Director should contact the State Secretary and/or Federal Secretary to advise the accident/incident has occurred and if access to the online incident reporting is unavailable, request the necessary forms. The State Association and Club Executive should also be informed immediately.

- 4.1.9 The MAAA forms must be completed and sent to the State Association and the MAAA Secretary. Supporting information (but not limited to), witness statements, photos, plans, maps and other documentation considered necessary must also be provided with the submission.

If there is any uncertainty as to the relevance of the information, provide the information rather than omit details.

Note: if using the On-line incident Reporting tool

(<https://www.maaa.asn.au/club-support/incidents-accidents/incident-report-investigation-form>), the report will be instantly and automatically sent to the relevant State Association Secretary and the Federal Secretary Office.

- 4.1.10 If there is a delay in obtaining some of the documentation, it is essential that the MAAA010/011 forms are submitted to the State Secretary and MAAA Secretary as soon as possible.
- 4.1.11 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.
- 4.1.12 Upon receipt of the accident report and forms, the MAAA Executive will consider and if deemed necessary forward the "Incident Report" form and a copy of the reports to the insurance broker. This formally advises the insurance company of an accident/incident 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.

4.2 Close Out of Accident/Incident

Following the accident or incident, the responsible club should perform a post event *Root Cause* analysis. The purpose of this exercise is to:

- 4.2.1. Root Cause - Identify the possible root cause that contributed to the accident or incident.
- 4.2.2. Immediate Action – What steps are performed immediately to reduce the likelihood of the event reoccurring.
- 4.2.3. Remedial Action – What measures are put in place to ensure:
- a) The information is conveyed to all club members and where relevant, the greater MAAA membership.
 - b) Review - Where appropriate, review the effectiveness of the measures to ensure they are fit for purpose and achieve an ongoing desired outcome. If the outcome of the review shows the actions in place are not suitable, the club should implement appropriate changes
 - c) Threat and Error awareness – through lessons learnt, raise awareness to club members and visitors of the potential for unwanted outcomes leading to accidents and incidents.

- 4.2.4. The Club/Contest/Display Director should prepare the report containing the results of the root cause analysis and send to the MAAA Secretary requesting “close out” of the accident/incident citing the actions identified in the report..
- 4.2.5. 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.
- 4.2.6. The MAAA Executive at their meeting will consider the report and corrective actions, and if they agree with the action taken by the Club’s/Contest/Display Director’s, 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”.
- 4.2.7. If the State Association, or the MAAA executive, considers the corrective action is applicable to all clubs, they will communicate the details to give as wide a coverage as possible to the MAAA membership for education and safety awareness.
- 4.2.8. 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.
- 4.2.9. When advised of the MAAA Executive decision, the Club/Contest/Display Director should reconsider the matter in the light of the Executive’s comments and prepare a further report which will be sent to the MAAA Secretary. This process will continue until the matter has been “closed out” to the MAAA Executive’s satisfaction.
- 4.2.10. If a Club fails to provide a response to advice given by the MAAA Executive after three (3) requests, the MAAA Executive has the authority to advise the Club that coverage by the MAAA Club Insurance policies, but not the individual members, is withdrawn until the Club/Contest/Display Director provides a response and the accident/ incident is “closed out”.
- 4.2.11. Following the “close out” of an accident/incident, clubs are expected to implement and enforce agreed effective risk management strategies to reduce the possibility of the accident/incident recurring. In the event 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 wholly, 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.

5. RESPONSIBILITY

- 5.1 The club Secretary and/or Safety Officer is responsible for coordinating the collection of reports and details of the accident/incident. 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/incident..
- 5.2 The club Secretary/Contest/Display Director is responsible for immediately contacting the MAAA Federal Secretary to advise of the accident/incident, obtaining the necessary forms and ensuring they are complete. On-line incident reporting can be accessed from the MAAA website at <https://www.maaa.asn.au/club-support/incidents-accidents/incident-report-investigation-form>
- 5.3 The club Secretary/Contest/Display Director is responsible for sending the completed forms and other documentation to the MAAA Secretary as soon as possible after the accident/incident. Using the on-line incident reporting form located online at <https://www.maaa.asn.au/club-support/incidents-accidents/incident-report-investigation-form> will coordinate this automatically.
- 5.4 The MAAA Secretary is responsible for ensuring that the MAAA Accident/Incident report is distributed to the State Association Secretary.
- 5.5 The club Secretary/Contest/Display Director and/or Safety Officer is responsible for investigating the accident/incident with the view to eliminating its recurrence.
- 5.6 The club Secretary/ Contest/Display Director and/or Safety Officer is responsible for preparing and sending a report detailing the agreed “Close Out” action to the MAAA Secretary.
- 5.7 The MAAA Secretary is responsible for:
 - a) sending the appropriate information to the MAAA Insurance Broker.
 - b) recording details of the accident/incident on a database and placing the details on the MAAA Executive agenda.
 - c) informing the Club of the Executive’s decision with respect to the “Close Out” of the accident/incident.
 - d) informing the State Secretary when the accident/incident is considered “closed out”.
- 5.8 The MAAA Executive is responsible for:
 - a) considering the “Close Out” action and deciding if it is suitable.
- 5.9 When asked by the MAAA Secretary, the State Secretary is responsible for follow up of Clubs that fail to complete the “close out” process.
- 5.10 The MAAA is responsible for communicating any corrective action that is thought to be of benefit to the general membership.

5.11 The MAAA Secretary is responsible for informing the State Secretary of decisions made by the MAAA Executive to alter the normal Insurance provision of a Club as described in this document.

APPENDIX A – Form MAAA010



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 State

6. WITNESSES:

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 B – Form MAAA011

MAAA INCIDENT INVESTIGATION FORM					
<small>To be completed together with all INCIDENT REPORTS and at other times as required by the MAAA</small>					
Date of incident: / /		Time of incident: am/pm		Place of incident:	
<p>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.</p> <p>If space is insufficient use back of form.</p>					
<p>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:.....</p> <p>Power Plant: (eg : Electric / Internal Combustion (methanol / petrol) / Gas Turbine..... Construction Materials:..... Brand and Model Number Receiver:..... Brand and Model Number Transmitter.....</p>					
<p>Weather conditions: Wind strength: Cloud/Sun: Visibility: Wet/Dry:</p>					
Number of flights that day prior to incident:			Total flights that day prior to incident: min		
<p>Brief description of incident:</p> <p>If space is insufficient use back of form.</p>					
<p>Radio frequencies in use: (in model/s involved in incident or otherwise relevant)</p> <p>Were batteries charged prior to the first flight of the day? TX RX</p> <p>Was a range check carried out prior to the first flight of the day and result?</p>					
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	
<p>What was the result of the post incident investigation of the model/s /equipment:</p>					
<p>Recommended corrective action to prevent re-occurrence: (include What, Who, and When)</p>					
SIGNED:			Print Name:		
Date: / /		Position: Club Safety Officer / Contest Director / Other			
<p><small>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.</small></p>					

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

Note: A copy of the form is available from the MAAA website for download. See the link in the 'Forms' section of this document.