***Occurrence Report – Skydiving Operations***

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| Information from reporting helps the Civil Aviation Authority (CAA) learn of current and ongoing aviation risks. Reporting gives CAA a better understanding of what improvements will/can help keep people be and feel safe and secure within the aviation system.Because this data is so important, CAA has updated its forms and processes to make it easier for participants to provide this information, including the option to [report online](https://occurrencereporting.services.aviation.govt.nz/).Occurrence reporting is required under [Civil Aviation Rule Part 12](https://www.aviation.govt.nz/rules/rule-part/part-12/). Check the information required for the occurrence is provided within this form as applicable. |
| **Notification of an incident:** |
| To report an accident or serious incident freephone:  | 0508 ACCIDENT (0508 222 433) This number is monitored 24 hours every day of the week.  |
| To report other safety or security concerns freephone:  | 0508 4SAFETY (0508 472 338) This number is available during office hours (voice mail after hours). |
| **Filling in this form:** |
| Before using this form consider submitting your report via the online [occurrence reporting form](https://occurrencereporting.services.aviation.govt.nz/) in the first instance.This form has been designed specifically for skydiving operations. Its purpose is to collect the information important to safety in this sector. When complete, email this form as soon as possible to: triage@caa.govt.nz. |

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| **1. Reporter’s details** |
| Name |       | CAA participant no. |       |
| Organisation |       | Position |       |
| Date |       | Phone |       | Email |       |
| Have you notified any other agencies? | [ ]  No | [ ]  Yes | *If yes, which other agencies have you notified?* |
|       |

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| **2. Occurrence details** |
| Date of occurrence |       | Time |       | [ ]  NZST | [ ]  NZDT | [ ]  UTC | Location |       |
| Pilot ID |       | Pilot name |       |
| No. persons on board |       | Equipment make/model |       |
| No. of injuries | Fatal |       | Serious |       | Minor |       |
| Description of occurrence (*provide an account of what took place)* |
|       |

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| **3. Causal factor 3: Environmental factors –** *Includes conditions that prevailed at the time of the occurrence, eg, weather, light, etc.* |
| Consider the factors below and indicate if any may have contributed to the occurrence |
| [ ] Wind direction | [ ]  Wind speed | [ ]  Light level | [ ]  Sunstrike |
| [ ]  Cloud | [ ]  Rain/drizzle | [ ]  Low-level hazards, eg, wires, trees, poles etc. |
| [ ]  Snow/ice | [ ]  Uneven terrain | [ ]  Turbulence |
| [ ]  Other:       |

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| **4. Operational details** |
| Nature of flight |
| [ ]  Tandem | [ ]  Solo | [ ]  Training | [ ]  Camera |
| Flight phase |
| [ ]  Exit | [ ]  Deployment | [ ]  Descent | [ ]  Landing |
| Incident type |
| [ ]  Tension knots | [ ]  Line twists | [ ]  Line over | [ ]  Other canopy malfunction |
| [ ]  Low turn | [ ]  Equipment failure | [ ]  Collisions |
| [ ]  Hard landing | [ ]  Out landing | [ ]  Stall |
| [ ]  Other:       | Camera footage of incident? | [ ]  Yes | OR | [ ]  No |
| Equipment information |
| Main |       | Lines |       |
| Pilot total no. of jumps/flights |       |
| Pilot total no. of jumps/flights last 90 days |       |

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| **5. Causal factors and resulting action taken** |
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| **Email this form as an attachment to** **triage@caa.govt.nz** |