

## 3 Responsibility of Pilots, Clubs, Duty Pilots and Safety Officers.

### 3.1 Responsibilities

#### 3.1.1 Pilots

##### 3.1.1.1 Pilot Responsibilities

The responsibilities of individual HGFA pilots are as follows:

- (a) To perform a pre-flight check on their aircraft and flying equipment prior to every flight;
- (b) The safety of their operations, both in the air and on the ground;
- (c) Where the pilot is the holder of a Supervised HG or PG2 Pilot Certificate, before flying, seek advice from a Duty Pilot, Safety Officer or Instructor as to the suitability of the site and prevailing conditions, also confirming appropriate supervision during operations;
- (d) When new to a site or inexperienced in the prevailing conditions, seek advice from a Duty Pilot, Safety Officer or Instructor; and provide proof of qualifications and HGFA membership; and
- (e) When an accident or incident occurs, the pilot/s involved must report the accident or incident in accordance with section 3.2 of this manual;
- (f) To operate within the regulations as set by CASA or approved by CASA in this manual.
- (g) Obey all directions and instructions given by a Chief Flight Instructor, Flight Instructor, Senior Safety Officer, Safety Officers or Duty Pilot.
- (h) Whilst at or participating in an aviation event, obey all directions and instructions given by the Event Organiser or Director.
- (i) Obey all directions, stipulations and instructions given by the HGFA Operations Manager.
- (j) Upon request by an Instructor, Safety Officer, Duty Pilot or Operations Manager of the HGFA or the Operations Managers delegate, valid HGFA Membership and pilot flight log books must be produced.

##### 3.1.1.2 Pilot Briefings

Visiting pilots (whether from overseas or other locations in Australia) MUST ensure they are properly briefed on local requirements and conditions. A valid HGFA Membership and pilot flight log book must be produced upon request of an HGFA Instructor, Safety Officer, Duty Pilot or Operations Manager of the HGFA or the Operations Managers delegate.

##### Safety Officers & Duty Pilots Liability

*While Safety Officers and Duty Pilots will give advice when asked, they accept no responsibility or liability in respect of any advice given.*

*As the role of Safety Officer and Duty Pilot are entirely voluntary, each member of the Federation accepts that they will not hold any Safety Officer or Duty Pilot or liable for any act or omission in the performance of those duties which may cause injury or loss.*

##### 3.1.1.3 Log Book Requirements

Each member of the HGFA (other than non-flying members) shall keep a personal logbook. The personal logbook shall contain the following particulars:

- (a) full name, address and date of birth of the member;
- (b) a record of pilot qualifications; and
- (c) a record of the flights of the member.

Flight information shall include:

- (d) date and duration of flight;
- (e) if under instruction, state dual or solo, the nature of the flight training and the specify the name of the Pilot in Command and the name of the instructor providing the training with entries being signed by both instructor and student;
- (f) particulars of the aircraft flown;

- (g) aircraft registration number (if applicable); and
- (h) route flown (departure and destination).

*Note: HGFA log books which allow members to record details that satisfy these requirements are available from the HGFA Office.*

***Other forms of log book that allow a record of information equivalent in detail to that shown in the HGFA Log book, are acceptable.***

## 3.1.2 HGFA State and Regional Associations and Affiliated Clubs

The establishment, control and management of flying sites is the responsibility of HGFA State and Regional Associations and their affiliated clubs.

### 3.1.2.1 Responsibilities

The responsibilities of an incorporated club or Association are:

- (a) To appoint Safety Officers and Senior Safety Officers;
- (b) Determine when the scale of operations at a site warrant the appointment of a Duty Pilot and arrange for a roster of Duty Pilots or Safety Officers to control operations on the site;
- (c) To formulate and implement emergency management plans for the reduction of hazards to both pilots and members of the public;
- (d) To liaise with landowners to maintain access to sites under control of the club;
- (e) To provide advice to pilots of limited experience regarding sites and the prevailing weather conditions;
- (f) To notify landowners, AirServices Australia, RAAF Briefing Office or other people where operations at a site require such notification;
- (g) To formulate emergency management plans and coordinate with external agencies in the provision of assistance to accident victims at sites and/or operations controlled by the club;
- (h) To assist the club Senior Safety Officer in the compilation and analysis of accident reports;
- (i) To notify the HGFA Operations Manager of incidents which may require HGFA disciplinary action to be taken
- (j) To seek to resolve local member disputes equitably.
- (k) To notify the HGFA Operations Manager of accidents, incidents and such as may attract media scrutiny.

## 3.1.3 Duty Pilots

### 3.1.3.1 Requirements for Nomination

A Duty Pilot shall be nominated when:

- (a) The weather conditions, the number of people flying and or the complexity of the launch and landing point are judged to require it.
- (b) Supervised HG or PG2 Pilot Certificate holders are operating;
- (c) There are other forms of aviation as well as hang gliding, paragliding or weightshift microlighting operating at a site or airstrip – known as “mixed operations”.

### 3.1.3.2 Nomination of a Duty Pilot

A Duty Pilot should be nominated as follows:

- (a) When the weather conditions, the number of people flying and or the complexity of the launch and landing point are judged to require it.
- (b) Where there is no club roster and a Duty Pilot is required, those Safety Officers present should elect a Duty Pilot;
- (c) Where there is no club roster and a Duty Pilot is required and no Safety Officers are present, those experienced pilots present should elect a Duty Pilot.
- (d) Hold an Intermediate HG or PG4 Pilot Certificate of higher with either:
  - (i) a minimum of 80 hours flying experience in hang gliders or paragliders of the type of aircraft being supervised; or

- (ii) a minimum of 50 hours flying experience in hang gliders or paragliders of the type of aircraft being supervised with previous flying experience at the site used on the day.

### 3.1.3.3 Responsibilities

A Duty Pilot shall:

- (a) Provide advice to pilots on request;
- (b) Assist Supervised HG or PG2 Pilot Certificate holders on request;
- (c) Make inquiries of pilots as to their qualifications to fly the particular site, and the currency of their membership of the HGFA;
- (d) Notify the club executive or Senior Safety Officer of dangerous activities or incidents where disciplinary action is recommended, as safety has been or is likely to be compromised;
- (e) Where there are mixed operations, work with the Duty Pilots from other organisations sharing the site to ensure safe operating procedures are established.
- (f) Be present whilst operations are being conducted.

### 3.1.4 Safety Officers

Safety Officer appointments are made as follows:

- (g) Hang Glider Safety Officer
- (h) Paraglider Safety Officer
- (i) Powered Paraglider Safety Officer
- (j) Powered Hang Glider Safety Officer
- (k) Weightshift Microlight Safety Officer

The appointment of Safety Officer is only effective for those sites and operations controlled by the nominating club.

Minimum requirements for appointment and responsibilities, are detailed in Safety Officers, section [6.4.1](#).

### 3.1.5 Senior Safety Officers

Senior Safety Officer appointments are made as follows:

- (a) Hang Glider Safety Officer
- (b) Paraglider Safety Officer
- (c) Powered Paraglider Safety Officer
- (d) Powered Hang Glider Safety Officer
- (e) Weightshift Microlight Safety Officer

One or more Senior Safety Officers are appointed for each club affiliated with the HGFA to assist in the supervision of operations at sites controlled by the club.

Minimum requirements for appointment and responsibilities, are detailed in Senior Safety Officers, section [6.4.2](#).

## 3.2 Accident and Incident Reporting

Pilots operating aircraft-under CAO 95.8, CAO 95.10 and CAO 95.32 are NOT EXEMPT from any of the Air Navigation regulations including TSI (Act 2003), applicable to accident and incident reporting.

The fundamental objective of the accident reporting requirements is the **prevention of accidents and incidents through shared learning**.

This is done by identification of the causal factors of the accident or incident.

The investigations aim to determine the factors involved and to use this information as the basis for enhancing the level of safety.

## 3.2.1 Definition of Accident & Incident

### 3.2.1.1 Accident

**Accident** means a matter involving an aircraft where:

- (a) any person dies or suffers *serious injury* as a result of an occurrence associated with the operation of the aircraft;
- (b) the aircraft incurs damage or structural failure that adversely affects the structural strength, performance or flight characteristics of the aircraft that would normally require major repair or replacement of the affected component(s); or
- (c) any third party property is destroyed or seriously damaged as a result of an occurrence associated with the operation of the aircraft.
- (d) the aircraft becomes lost or inaccessible.

### 3.2.1.2 Incident

**“Incident”** in relation to an aircraft means an occurrence other than an accident, associated with the operation of the aircraft including;

- (a) hard landings or other events where there was potential for serious injury (including near misses);
- (b) use of rescue equipment or crews to extricate Pilot and or aircraft from landing site.

*Note: Injury - means: any injury including fatal or serious injuries.*

- (c) Serious Injury - is defined as any injury, other than fatal which:
  - (i) requires hospitalisation for more than 48 hours commencing within 7 days from the date the injuries were received; or
  - (ii) results in the fracture of any bone (except simple fractures of fingers, toes or nose); or
  - (iii) involves lacerations which cause severe haemorrhage, nerve, muscle or tendon damage; or
  - (iv) involves injury to any internal organ; or
  - (v) involves second or third degree burns, or any burns affecting more than five percent of the body surface.

## 3.2.2 Notification of Accidents

Where an accident occurs, the pilot in command, the owner, and or the operator shall each be responsible for ensuring that notification of the accident is reported to the HGFA Operations Manager and the ATBS by phone or email within 72 hours.

<http://www.atsb.gov.au/mandatory/asair.aspx>

If a pilot witnessing an accident or incident is uncertain as to whether or not the accident or incident has been reported, they should report the accident or incident. It is preferable to receive two accident reports of the same accident than none at all.

A Chief Flying Instructor must notify the Operations Manager of any training accident which occurs under their supervision.

## 3.2.3 Notification of Incidents

Within 72 hours of an incident, the pilot in command, the owner, and the operator (whichever) shall each be responsible for ensuring:

- (a) The incident is reported via the HGFA online AIRS system; (See [3.2.5](#)).
- (b) The incident is communicated to a Senior Safety Officer or AIRS Manager, of the club controlling the site.
- (c) A Chief Flying Instructor must notify the Operations Manager of any training incident which occurs under their supervision.
- (d) The incident is reported to the HGFA Operations Manager and the ATBS by phone or email within 72 hours.

<http://www.atsb.gov.au/mandatory/asair.aspx>

## 3.2.4 Where a Fatality has Occurred

Police must be called as soon as possible and directed to the site of the accident.

Accidents resulting in a fatality **must be**;

- (a) reported immediately and directly to the Operations Manager by phone 0417 644 633, and if the Operations Manager is unavailable, a message must be left with the office providing notification and contact details (03 9336 7155).
- (b) reported as soon as possible by email to [manager.operations@hgfa.asn.au](mailto:manager.operations@hgfa.asn.au) and/or [office@hgfa.asn.au](mailto:office@hgfa.asn.au)
- (c) reported as soon as possible by lodgement in the HGFA AIRS online database (See [3.2.5](#)).

The Operations Manager will report to and engage with the Australian Transport Safety Bureau (ATSB) and the Civil Aviation Safety Authority (CASA). If the Ops Manager is not available, the ATSB should be notified by the reporting person.

<http://www.atsb.gov.au/mandatory/asair.aspx>

### 3.2.4.1 Custody and Removal of Aircraft

When an accident involving death occurs, the aircraft immediately comes into the custody of the ATSB, typically via the local Police.

The aircraft **MUST NOT BE REMOVED** or otherwise interfered with except with permission from the ATSB.

*Note: This provision is waived temporarily when it is necessary to extricate persons from the wreckage or to protect the wreckage from further damage, or to remove it if it presents an obstruction or danger to other aircraft, other transport or to the public.*

The aircraft will be released from custody when authorised by the appropriate authority and the HGFA.

### 3.2.4.2 Investigation of Accidents and Incidents

Investigation of fatal accidents may be conducted by ATSB or other authorities with the assistance of the HGFA Operations Manager.

The HGFA Operations Manager will ensure that a formal investigation of fatal accidents is also conducted by HGFA.

The AIRS Manager &/or Senior Safety Officers with the assistance of any Safety Officers, will investigate accidents and incidents with the SOLE intention of preventing a similar occurrence.

HGFA AIRS Managers, Safety Officers and Senior Safety Officers are honorary people putting in extra time to help us all be safer in the air. They are supplied with forms and guidelines to investigate and report on accidents and incidents. Help them to find the cause of any dangerous occurrences, so that by sharing the FACTS all can benefit and operate safely.

In the case of an accident or incident, investigating ATSB and / or Police Officers shall have access to all relevant areas of the accident site, and all relevant HGFA members shall assist them.

## 3.2.5 Reporting via the HGFA Accident / Incident Report System (AIRS)

The process for notification and reporting is as follows;

- (a) Log into the the HGFA online database at [www.hgfa.asn.au](http://www.hgfa.asn.au)
- (b) Click on the "AIRS - Submit Accident/Incident Report" button - You will be prompted to enter in as much information as possible, including:
  - (i) Factual Information
  - (ii) Pilot Details
  - (iii) Aircraft and Equipment Details
  - (iv) Site and Location Details
  - (v) Weather Conditions
  - (vi) Description
  - (vii) File attachments (eg. photo's)

If a pilot witnessing an accident or incident is uncertain as to whether or not the accident or incident has been reported, he/she should report the accident or incident. Members can view de-identified accident / incident reports online.