

4. MINOR ACCIDENT / INCIDENT

How many of the following items apply will depend on the severity of the accident.

Tick each box as the actions are completed

Initial Actions

- | | |
|--------------------------|-------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | Firmly control the situation and take all necessary action to prevent a further accident. |
| <input type="checkbox"/> | In the event of injury, seek medical advice |
| <input type="checkbox"/> | Ensure the safe recovery of airborne aircraft. |
| <input type="checkbox"/> | Make notes of the essential details of the accident. |

Notify the following:

- | | | |
|--------------------------|-----------------------------------------------|--------------------------------|
| <input type="checkbox"/> | Club Chairman <i><enter name></i> | Tel: <i><enter here></i> |
| <input type="checkbox"/> | Club Safety Officer <i><enter name></i> | Tel: <i><enter here></i> |
| <input type="checkbox"/> | Club CFI <i><enter name></i> | Tel: <i><enter here></i> |

Follow-Up Actions

- | | |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | Note the names and contact details of all witnesses and ask them to make written statements. Brief a person to photograph the accident scene. |
| <input type="checkbox"/> | Provide the material that the Safety Officer requires for the accident report. |