

GUIDELINES FOR THE COMPLETION OF FORM 117 (INJURY REPORT FORM)

It is important that the BPA Injury Report form is completed correctly, as this helps the Association when compiling statistics, which may help prevent similar injuries in the future. It is also important if a claim is made against a PTO, team or individual member. Injury Reports must be submitted for any parachutist requiring professional medical treatment whilst taking part in any parachuting activity, including training, (BPA Operations Manual, Section 12, Paragraph 3.2.). It is also recommended that reports are submitted for all injuries, even minor ones. Reports should be completed and sent to the BPA as soon as possible after the injury has occurred. The Association should be notified within three working days of an incident.

When completing BPA Form 117 please ensure that the form is filled in by at least a BPA Licenced parachutist. If the injury involves a Student or a parachutist below BPA 'B' Licence, an instructor should ideally complete the form.

Please ensure that the form is fully completed and in BLOCK CAPITALS. If the person filling in the form is unable to obtain the information required for any section of the form, then 'Not known' should be inserted, or if a section does not apply to the incident, insert 'N/A'. The guidelines (below) are numbered as per the numbered sections on Form 117.

1. JUMPER'S DETAILS. Details of the parachutist injured.

Name. First name(s), followed by surname.

Address. Full postal address, including postcode.

BPA number. BPA number issued to the parachutist. All parachutists will have a BPA number, even a Student Parachutist injured during training.

BPA/FAI Licence number. Full BPA Licence or FAI Certificate number, if the parachutist involved has been issued with one. If not, insert: 'N/A'.

Telephone number(s). Home telephone number and/or other contact number(s).

E-mail address. Personal e-mail address.

Sex. Male or Female. M or F is acceptable. **Age.** Age in years.

Weight. Weight in pounds, or kilos. **Height.** Height in inches, metres.

Category. Please check carefully, i.e. If injured during training, insert 'Training'. If the injury occurred on the parachutist's first static line jump, insert '1', if Tandem Student insert 'Tandem', if AFF Student, insert which Level. If a licenced parachutist insert '8' or the parachutist's Grading, e.g. FS1.

Number of descents (S/L). The number of static line descents should be stated, if any have been completed. If not, 'N/A' should be inserted.

Number of descents (F/F). The number of free fall descents should be stated, if any have been completed. If not, 'N/A' should be inserted. For a Tandem Student insert 'Tandem'.

2. NAME OF PTO/DISPLAY TEAM. Full name of the PTO or display team registered with the BPA.

Location of Incident (D.Z.). If at a PTO, put location, i.e. on PLA/near PLA etc. if the PTO has more than one PLA, state which. If on a display, put the location of the display that was as notified to AUS/BPA.

3. EQUIPMENT. Details of equipment used by injured parachutist.

Container. Give details of make and type of container.

Deployment device. Give details of type of main canopy deployment, e.g. leg strap mounted ripcord, or base of container (BOC) throwaway, or static line.

Main (type, size). Give details of make, size, number of cells etc.

Reserve (type, size). Give details of make, size, number of cells etc.

AAD. State whether or not and make of AAD.

Student Harness Manufacturer (if Tandem). Give details of make of Tandem Student harness.

4. Date/time of Injury. Date of injury and as near to exact time as possible.

5. Wind Speed. In m.p.h.

6. Visibility/Cloud Base. Give details e.g. 'broken cloud - base at approx. 6,000ft'. 'No cloud - clear skies'.

7. **Temp** (hot/cold etc). Temperature should be classified as; cold, cool, warm or hot, and giving temperature in Centigrade if known.
8. **Type and altitude of descent (S/L, Student FF, AFF, F.S, WS, etc)**. Full details should be included, e.g. a 'Tandem descent from 12,000ft', a static line descent from 3,500ft' etc.
9. **IF TANDEM JUMP (Tandem Instructor's Details). Name of Instructor**. The Tandem Instructor's full name.
Weight. Instructor's weight in pounds, or kilos. **Height**. Instructor's Height in inches, metres.
Total number of Tandem Jumps. Give details of the instructor's total number of Tandem descents.
Number of Tandem jumps in: Last twelve months. Give details. **Last three months**. Give details.
10. **DETAILS OF INJURY/SUSPECTED INJURY**. If injury is known give details. e.g. Fracture tib & fib. If not put what the suspected injury is.
11. **First Aid given? (if so by whom)**. Give details of any first-aid administered on site and by whom. e.g Name of Club first-aider, paramedic etc.
12. **Did the injured go to hospital? (if so by what method)**. Did the injured refuse to go to hospital, or it was not felt necessary? If the injured did go, was it by ambulance, or car. Give full details
13. **GIVE FULL DESCRIPTION OF HOW INJURY OCCURED**. This section should be completed giving as much factual information as possible, but without speculating as to the cause of the injury. If, for instance a Student Parachutist opens his/her legs and puts them forward prior to landing, so that he/she lands in that position, then this type of information should be included, as it may be relevant. Even if an actual landing is not observed, this should be stated and the circumstances for the non-observation included. Just inserting; 'on landing' in this section is not acceptable.
14. **FACTORS (IN YOUR OPINION) CONTRIBUTING TO THE INJURY**. This section, as 8 above, should be completed giving as much factual information as possible. Details such as a Student Parachutists not responding to radio instructions should be included. However, if you do not have an opinion regarding contributing factors, state 'not known'.
15. **Action taken (if appropriate) to help prevent a similar occurrence in the future**. This section should contain details of what action the CI/Team Leader has taken because of the injury. i.e. an extra landing lesson has been included in the student training syllabus. This would also result in the Club Safety Management (SMS) documentation being updated. If the injury has resulted in no changes being made to PTO/team procedures, then N/A should be inserted.
16. **Type of surface landed on**. Give clear information. e.g. grass, crop (3ft high wheat), concrete, hedge etc. or long or short, wet or dry grass (if Tandem).
17. **Type of footwear**. State whether; Trainers, Boots or Trainer/boot.
18. **Was landing videoed?** If so give details of type, e.g by handy-cam (Tandem) of videoed on or near PLA.
19. **Name of Person talking down (if applicable)**. Give details of the person carrying out the Student talk-down if the injured person is a Student with a radio fitted.
20. **Name of Jumpmaster**. Give full name of the nominated jumpmaster.
21. **Name of Instructor (if Tandem)**. If this was a Tandem injury, give name of the Tandem Instructor, otherwise insert N/A, or if instructor same as jumpmaster, state; 'as J/M.
22. **Name of D.Z. Controller**. Give full name of the nominated D.Z. Controller.
23. **Name of Pilot**. Give full name of pilot (include BPA Pilot no. if known).
24. **Type and Registration of aircraft**. Give type of aircraft e.g. Cessna 208 (Caravan), Turbine Islander etc. and also full registration number.
25. **Name and status of person making report (i.e. CI, Instructor, Team Leader, Jumpmaster etc.)**. Give the full name and the status of the person completing the form. A responsible person who was involved should complete the report. e.g. if a training injury - the instructor carrying out the training. The D.Z. Controller may be the best person to complete the form for a landing injury. An injured Student or parachutist below BPA 'B' Licence should not complete the form him/herself.
26. The form should be signed by the person completing it, then be dated on the day it was completed (preferably the same day as the injury).