

**GUIDELINES FOR THE COMPLETION OF FORM 118  
(INCIDENT/MALFUNCTION/DEPLOYMENT PROBLEM REPORT)**

It is important that the BPA Incident/Malfunction/Deployment Problem (IMDP) Report form is completed correctly, as this helps the Association when compiling statistics, which may help prevent similar problems in the future. It is also important if a claim is made against a Parachute Training Organisation (PTO), team or individual member. IMDP Reports must be submitted for any malfunction or deployment problem, any incident involving BPA members taking part in parachuting activities, or any incident involving an aircraft flight for the purpose of parachute dropping, (BPA Operations Manual, Section 12, Paragraph 3.2.). Reports should be completed and sent to the BPA as soon as possible after the incident has occurred. The Association should be notified within three working days of an incident.

When completing BPA Form 118 please ensure that the form is filled in by at least a BPA 'B' Licence parachutist. If the incident involves a Student or 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 118.

**1. JUMPER'S DETAILS.** Details of the parachutist involved.

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

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

**FAI/BPA Licence number.** Full FAI Certificate/BPA Licence 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, or centimetres.

**2. CURRENCY DETAILS.** Details of the parachutist's currency.

**Total descents.** The total number of descents made, including static line descents (if applicable).

**Descents in last 3 months.** Number of descents made in the 3 months leading up to the incident.

**Descents on this system.** Number of descents made using the equipment jumped on the incident concerned.

**No. of previous Malfunctions/Deployment Problems.** If the incident is a malfunction or a deployment problem, state how many malfunctions or deployment problem in the past.

**Number in last year.** Number of malfunctions or deployment problems in the last year.

**Number of years in the sport.** Include number of years (if applicable) in the sport.

**3. NAME OF P.T.O./DISPLAY TEAM.** Full name of the PTO or display team registered with the BPA.

**Location of Incident (D.Z./PLA.).** If at a PTO, put location, e.g. 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.

**Date and time of incident/malfunction/deployment problem.** Date of incident and as near to the exact time as possible.

**Type of Jump (FS, S/L, AFF level, etc).** Give details of the type of jump being carried out, whether it is a Tandem jump, AFF jump, Static line jump, Coaching jump (detailing the type of coaching), Wingsuit etc.

4. **FULL DETAILS OF EQUIPMENT.** Details of equipment used by 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.
  - 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.
5. **Type of line stowage & type of elastics.** Give details of line stowage, e.g. 'stowed on side of deployment bag', also state if 'tube stows' or elastic bands are used.
6. **Packing Method.** State packing method. Pro-packed or flat packed.
7. **Who packed main canopy?** Name of person who packed the canopy.
8. **Wind Speed.** In m.p.h.
9. **Visibility/Cloud Base.** Give details e.g. 'broken cloud - base at approx. 6,000ft'. 'No cloud - clear skies'.
10. **Temp (hot/cold etc).** Temperature should be classified as; cold, cool, warm or hot, and giving temperature in Centigrade if known.
11. **Name of Jumpmaster.** Give full name of the nominated jumpmaster(s).
12. **Name of D.Z. Controller.** Give full name of the nominated D.Z. Controller.
13. **Name of Pilot. Type and Registration of aircraft.** Give full name of pilot (include BPA Pilot no. if known). Give type of aircraft e.g. Cessna Caravan, Turbine Islander etc. and also full registration number.
14. **GIVE FULL DESCRIPTION OF HOW INCIDENT/MALFUNCTION/DEPLOYMENT PROBLEM OCCURED.** This section should be completed giving as much factual information as possible. Details of the type of malfunction/deployment problem, if applicable should be noted, including details of exit, free fall position, pull, deployment etc, were relevant. Also information regarding cutaway/reserve deployment should be included. Full details of any incident should be included in this section (aircraft problems, display misfires, off landings etc.).  
*N.B. Pilots may also report flying incidents on BPA Form 176 (Pilots Voluntary Reporting form).*
15. **FACTORS (IN YOUR OPINION) CONTRIBUTING TO THE INCIDENT/MALFUNCTION/DEPLOYMENT PROBLEM.** This section, as 14 above, should be completed giving as much factual information as possible. Details such as the jumper being unstable during deployment should be included. However, if you do not have an opinion regarding contributing factors, state 'not known'.
16. **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 incident etc. i.e. updated stability lessons have been included in the student-training syllabus. This would also result in the Club Risk Assessment review sheet being suitably endorsed and where appropriate become part of the PTO Safety Management System (SMS). If the incident/malfunction/deployment problem has resulted in no changes being made to PTO/team procedures, then N/A should be inserted.
17. **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 person who was involved should complete the report. e.g. if a display misfire - the team leader/jumpmaster. The dispatching instructor may be the best person to complete the form for a Student Parachutist who has a malfunction etc. A Student or parachutist below BPA 'B' Licence should not complete the form him/herself.
18. 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 incident/malfunction/deployment problem).