

GUIDELINES FOR THE COMPLETION OF FORM 298A
(EQUIPMENT RELATED INCIDENT REPORT)

It is important that the BPA Equipment Related Incident 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. ERI Reports should be submitted for any equipment related incident involving BPA members taking place on the ground. Incidents occurring in the air should be reported on the appropriate Incident/Malfunction/Deployment Problem Report Form (118 or 118a). Forms should be completed and sent to the BPA as soon as possible after the incident has occurred.

Please ensure that the form is completed as fully as possible, 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'.

BRIEF TITLE. Brief description of the Incident. (eg. Stitch Pattern missing, packing error)

DESCRIPTION OF INCIDENT. As fully as possible describe the Occurrence/Mistake/Incident, so that others can recognise the situation for themselves (if appropriate)

RIG TYPE. With date of manufacture and serial number where possible.

CANOPY TYPE. With date of manufacture and serial number where possible

PACKER?RIGGER and NUMBER. So that further information may be gathered.

DATE and LOCATION. Of where the Incident was noticed..

NAME and STATUS. Of the person making the report. So that further information may be gathered.

HAS THE RIGGER/PACKER/MANUFACTURER BEEN INFORMED? (and their response). So the Chairman / Committee knows where to begin any further investigations. Eg a manufacturer may be made aware of an incident by a BPA member, and release a Safety Bulletin, or give that member specific advice or instructions in response to an incident..