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

It is important that the British Skydiving Tandem Incident/Malfunction/Deployment Problem (TIMDP) Report form is completed correctly, as this helps British Skydiving when compiling statistics, which may help prevent similar problems in the future. It is also important if a claim is made against a PTO, instructor or individual member. TIMDP Reports must be submitted for any malfunction or deployment problem, any incident involving British Skydiving members taking part in Tandem skydiving activities. (British Skydiving Operations Manual, Section 12, Paragraph 3.2.). Reports should be completed and sent to British Skydiving HQ as soon as possible after the incident has occurred. British Skydiving HQ should be notified within three working days of an incident.

When completing Form 118A please ensure that the form is filled in by at least a 'B' Licence skydiver, preferably the Tandem Instructor involved.

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 118A.

**1. INSTRUCTOR'S DETAILS.** Details of the Tandem Instructor involved.

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

**Membership number.** Membership number issued to the instructor.

**Licence number.** Full Licence number.

**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.

**No. of descents.** The total number of descents made, including static line descents (if applicable).

**No. of Tandem descents.** The total number of Tandem descents made since becoming a Tandem Instructor.

**No. of Tandem descents in last 3 months.** Number of Tandem descents made in the 3 months leading up to the incident/malfunction/deployment problem.

**Number of previous Tandem Malfunction/Deployment Problems (if applicable).** Give the number of any previous malfunctions or deployment problems.

**Give the details (including dates).** Give details of any previous problems (e.g. line over), including the dates.

**2. STUDENT'S DETAILS.** Details of the Tandem Student involved.

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

**Address.** Full postal address, including postcode.

**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.

**3. Name/Location of PTO.** Full name of the club and it's location.

**4. Date and time of Malfunction/Deployment Problem.** Date of malfunction or deployment problem and as near to the exact time as possible.

5. **Give description of Incident/Malfunction/Deployment Problem.** This section should be completed giving as much factual information as possible. Details of the type of malfunction/deployment problem. Also, information regarding cutaway/reserve deployment should be noted, including details of exit, free fall position, pull, deployment etc, where relevant.
6. **Give cause (in your opinion) for Incident/Malfunction/Deployment Problem.** This section, as 5 above, should be completed giving as much factual information as possible. Details such as the Tandem pair being unstable during drogue deployment should be included. However, if you do not have an opinion regarding cause, state 'not known'.
7. **Give details of equipment (including main, reserve, container etc).** Give details of make and type of main canopy, reserve canopy, container, AAD and deployment details should be included.
8. **Main canopy serial number.** Include the serial number of the main canopy.
9. **Number of jumps on main canopy.** Total number of jumps the main canopy made.
10. **Type of line stowage & type of elastics.** Give details of the type of line stowage, e.g. mouth-lock and type of elastics, e.g. Tandem Tube Stows.
11. **Packing method.** Give details, e.g. 'flat' or 'Pro'.
12. **Who packed the main canopy?** Include name of packer of main canopy.
13. **Ground Wind Speed.** In m.p.h.
14. **Visibility/Cloud Base.** Give details e.g. 'broken cloud - base at approx. 6,000ft'. 'No cloud - clear skies'.
15. **Temp (hot/cold etc).** Temperature should be classified as; cold, cool, warm or hot, and giving temperature in Centigrade if known.
16. **Name of Jumpmaster.** Give full name of the nominated jumpmaster.
17. **Name of D.Z. Controller.** Give full name of the nominated D.Z. Controller.
18. **Name of Pilot. Type and Registration of aircraft.** Give full name of pilot (include British Skydiving Pilot no. if known). Give type of aircraft e.g. Cessna 206, Turbine Islander etc. and also full registration number.
19. **Name and status of person making report (i.e. CCI, Tandem Instructor 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. the Tandem Instructor. 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 Tandem incident/malfunction/deployment problem).