**Okehampton Model Flying Club**

 **OCCURANCE** / **INCIDENT**

 **REPORTING FORM**Page **1**

|  |  |
| --- | --- |
| Date of incident; | Time of incident; |
| Incident reported by; | Signature; |
| Address; |
| Post Code; | Phone No; |
| Witness 1 Name; | Witness 2 Name; |
| Address; | Address; |
|  |  |
| Post Code; | Phone No; | Post Code; | Phone No; |
| Third Party’s Name; |
| Address; |
| Post Code; | Phone No; |
| Full description of incident. Please include a diagram and Photos; |
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|  Continue overleaf … |
| Action taken; |
|  |
|  Continue overleaf or additional sheet … |
| Result of action taken; |
|  |
|  Continue overleaf or additional sheet … |

A model related fatality, serious injury or full-size aircraft collision MUST be reported as soon as possible to the BMFA using their form <https://reporting.co.uk/> **and** the Air Accidents Investigation Branch, (AAIB) **24-hour** reporting line 01252 512299 **and** you must submit this form to the club secretary as soon as possible.

If a third party is involved do not admit liability or responsibility, even a simple thing like an apology may affect insurance liability.

**For official use only;**

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| Date & Time BMFA notified, (or if not notified, why not);  |
|  |
| Date & Time committee action taken and by whom; |
|  |
| Date & Time of result of committee action taken; |
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| Continued from overleaf … Page **2** |
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|  Continue on additional sheet … |