

# Defect Reporting Manual

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## An Addendum to the Flysafe Incident Recording System

Revision 1  
July 2024

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Revision	Changes
1	Initial Issue

## **1. Overview**

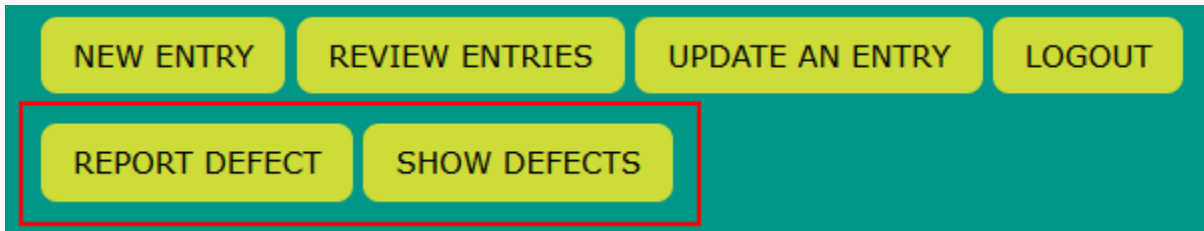
Reporting of defects to club gliders (or other club owned property) is an addition to the Flysafe incident recording system that can be enabled for individual clubs as an option.

It allows registered users to report defects found and these defects can be closed by inspectors once rectified. Defects can be reported with the option to mark the glider unserviceable. Whenever a defect is reported, an email will be sent to the technical officer of the club and any inspectors that have been nominated to receive defect emails.

To enable the defect reporting system please email the Flysafe system administrator with a list of users (including their emails) that should receive the defect emails.

## 2. Reporting a Defect

Once logged in you will see 2 additional buttons on the main screen:



Select **REPORT DEFECT** and you will see the following screen:

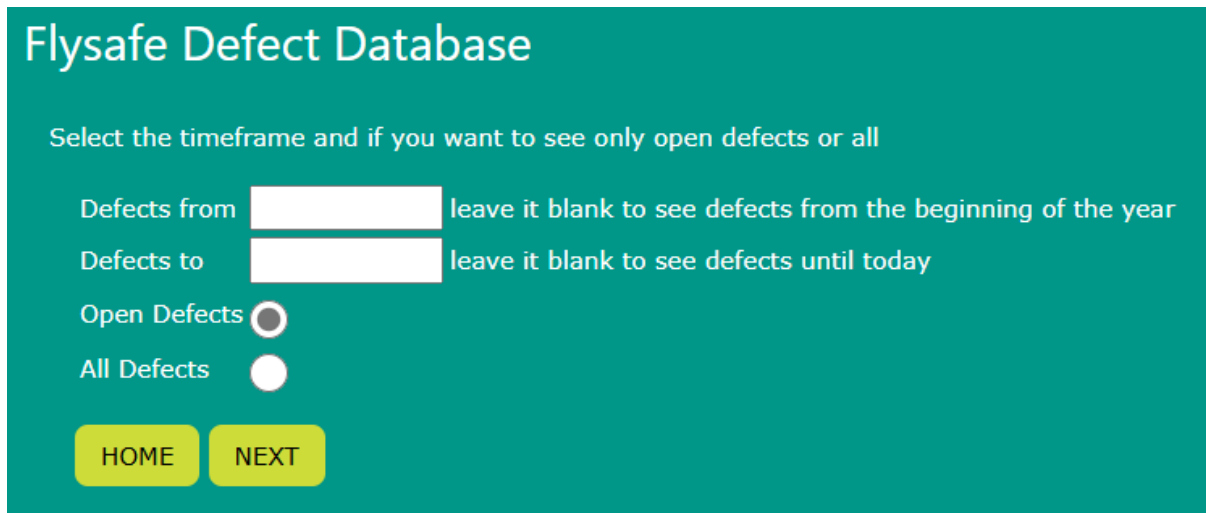
A teal-colored form titled 'Defect Database'. Below the title is a subtitle: 'When reporting a defect, please fill in the fields below and click on Submit'. The form contains several input fields: 'The date the defect was found (yyyy-mm-dd)' with a date picker, 'Your name' with a text input, and 'Aircraft Registration or N/A' with a text input. Below these is a large text area labeled 'Describe the defect'. At the bottom, there is a checkbox labeled 'Tick this box if the glider is marked U/S'. At the very bottom are two yellow buttons: 'HOME' and 'SUBMIT', followed by the text 'You can add images after submitting this'.

Your name will be entered automatically with your registered username, but please enter your full name if that is not recognisable by an inspector for any follow up questions. If the defect is not about an aircraft give the details in the description box. If the defect renders the aircraft unserviceable, check the U/S box.

When all details have been entered click **SUBMIT**. You will have the option of adding one or more pictures on the next screen.

### 3. Viewing Defects

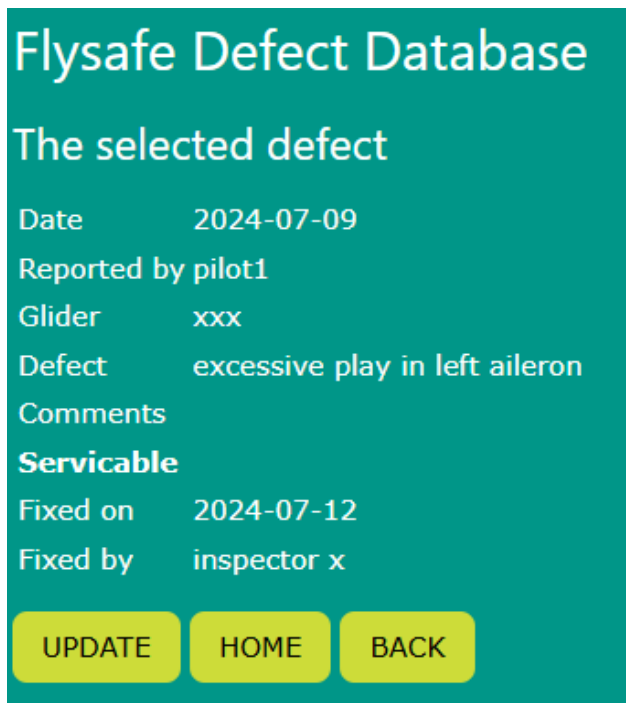
To view a defect, click on **SHOW DEFECTS**.



The screenshot shows the 'Flysafe Defect Database' search page. It features a teal header with the title 'Flysafe Defect Database'. Below the header, there is a prompt: 'Select the timeframe and if you want to see only open defects or all'. There are two input fields for 'Defects from' and 'Defects to', each with a placeholder text: 'leave it blank to see defects from the beginning of the year' and 'leave it blank to see defects until today' respectively. Below these fields are two radio buttons: 'Open Defects' (selected) and 'All Defects'. At the bottom of the form are two yellow buttons: 'HOME' and 'NEXT'.

You can select a date range and whether you want to see all defects or only open defects.

You will see a list of defects based on your choices and can select one of them to show more detail:



The screenshot shows the 'Flysafe Defect Database' detail view for a selected defect. The header is 'Flysafe Defect Database' and the sub-header is 'The selected defect'. The defect details are as follows:

Date	2024-07-09
Reported by	pilot1
Glider	xxx
Defect	excessive play in left aileron
Comments	
<b>Servicable</b>	
Fixed on	2024-07-12
Fixed by	inspector x

At the bottom of the form are three yellow buttons: 'UPDATE', 'HOME', and 'BACK'.

If images have been uploaded with the defect you will see those as well.

If you select **UPLOAD** you can make changes to the reported defect. While anyone can change the defect description, only inspectors can add additional comments and mark a defect as fixed.

To update you would normally see a screen like the following. Note that only the Glider registration and the defect description can be modified. All other fields are read only.

The selected Defect

Date

Reported By

Glider Registration

Defect

The following fields can only be updated by an Inspector  
**When a defect is fixed, please make sure both Fix Date and FixedBy are entered and uncheck US**

Comments

Fixed on

FixedBy

US

*You can add images after submitting this*

If you are set up as inspector, your screen looks as follows and you can update all fields, xcept the date and reporter:

The selected Defect

Date

Reported By

Glider Registration

Defect

The following fields can only be updated by an Inspector  
**When a defect is fixed, please make sure both Fix Date and FixedBy are entered and uncheck US**

Comments

Fixed on

FixedBy

US

*You can add images after submitting this*

As an inspector, when you mark a defect as fixed, please make sure you enter both date and who you are. And untick the US box if it was marked U/S.

After an update, you can add more images if required.