# Flysafe Manual

# The Flysafe Incident Recording System

Revision 6 April 2025

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Revision	Changes				
1	Initial Issue				
2	Added selection criteria for review and update (section 5 and 6)				
3	Changes for Multi Club Use				
4	Privacy updates				
5 New incident fields and access permissions					
Update button on review screen					
	Duplicate category				
6 Changes to main screen and club selection					
	Removed wording specific to Scottish clubs				
	Clarified some privacy issues and field accessibility				

#### 1. Overview

Flysafe is an incident and accident recording system for Gliding Clubs. It is used to analyse incidents and help to improve the safety of operations by identifying issues with operations.

Flysafe does not replace the requirement to report major incidents and accidents to the BGA. Its main purpose is to record all incidents, even minor ones, so that a club's CFI and Safety Officer can review and analyse incident trends and improve safety at the club.

Flysafe can be used by all members of a gliding club to record an incident. It is accessed using the appropriate link for your club, e.g. <u>https://sgc.scottishgliding.com</u>.

All members are strongly encouraged to record incidents that they are involved in or witness. It is important for the continuing safety of operations at the club that incidents are recorded and analysed. No blame is ever attached to anyone involved in an incident. While the system allows to record incidents anonymously, it is helpful to provide your name when you record an incident, so that the CFI or Safety Officer can follow up on any details of the incident that may not be in the original description. It is also helpful; to register with Flysafe, otherwise you will not be able to see any details of recorded incidents at your club.

Some of the example screenshots used in the following sections show the Scottish Gliding Centre logo and name, but your club's logo and name will show instead.

#### 2. The Main Screen

The main	screen	gives	you the	following	options:
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SCOTTISH GLIDING CENTRE	Scottish Gliding Centre				
Welcome to the Scottish Gliding Centre Incident Recording System					
If Scottish Gliding Centre is not yo	our club, <u>click here</u> to select your club first.				
Anyone can record an incident or accident using this system. You do not need to log in to enter a new incident and you can also get summary reviews of incidents.					
But it is advisable to register and log i	But it is advisable to register and log in, as you will only be able to update an entry when you are logged in.				
Please choose an option					
NEW ENTRY REVIEW ENTRIES LOGIN REGISTER					
Click here for the Flysafe User Guide					

Please note that if the screen does not show your club, click on the link to select your home club.

Once you are registered and when you are logged in, the main screen will change to enable updates to Flysafe entries and review incidents in more detail.

SCOTTISH GLIDING CENTRE	Scottish Gliding Centre					
Welcome to the Scottish Gliding Centre Incident Recording System						
Hello John						
This is the incident and accident logging system of the Scottish Gliding Centre						
Anyone can record an incident or accident using this system. You do not need to log in to enter a new incident and you can also get summary reviews of incidents.						
But it is advisable to register and log in, as you will only be able to update an entry when you are logged in.						
Please choose an option						
NEW ENTRY REVIEW ENTRIES	UPDATE AN ENTRY LOGOUT					
Click here for the Flysafe User Guide						

When you log out, or in some cases when you get to a page and your club affiliation has been lost, you will get to the system's club selection page at scottishgliding.com, which looks something like this (with a button for each registered club).

# Welcome to the Flysafe Incident Report System

This is the incident and accident logging system for Scottish Gliding Clubs

Anyone can record an incident or accident using this system. You do not need to log in to enter a new incident and you can also get summary reviews of incidents.

But it is advisable to register and log in, as you will only be able to update an entry when you are logged in.

First, choose your club

Deeside Gliding Club

Scottish Gliding Centre

Click here for the Flysafe User Guide

Choosing a club gets you back to the main screen.

#### 3. Recording an Incident

Flysafe Incident Database

When you select *New Entry* you will be shown a screen to enter the basic information of the incident, such as date time category and your name and email address. Except for the email address, all these fields are required, but if you do wish to stay anonymous, you can put n/a or unknown in the *Your name* field. However, it is recommended to put your name and email address, so the CFI or SO can contact you for any further questions.

If you have registered and are logged in, the name and email fields will already be filled in. If you are registered, but not logged in, it is important to enter the same name and email address that you registered with otherwise you will not be able to make updates to the incident later.

If you are not logged in, you will see the following message. If this is not your club, click on the link and choose your club first.

If Scottish Gliding Centre is not your club, <u>click here</u> to select your club first.
Your name and email address will only be visible to the CFI and CSO.
Once you have filled in the fields, press <b>NEXT</b> to continue.
Flysafe Incident Database
Please fill in all fields below and select NEXT
The data you enter will be kept in strictest confidence. It is only visible to registered members of your club and the CFIs and CSOs of the clubs using the system. For more information see your clubs's privacy policy. Details at <u>Privacy Policy</u> .
When filling in details of an incident do not enter personal informaton about those involved in the description or prevention fields.
Only the general description and the information how to prevent this from happening will be visible to other registered users. These fields should not include any personal information or information that can be used to determine personal information, such as the pilots name.
Any personal details (pilot, glider, username) will only be visibe to CFI, DCFI and CSO
The date of the incident (yyyy-mm-dd)
The time of the incident (in 24 hour hh:mm format, e.g. '09:25' or '15:10')
Your name
Your email address (optional, in case of followup questions or if you want to make updates later) The email address must match your registered email address to enable you to make updates
Your email address and user name will only be visible to the CFI, DCFI and Safety Officer in case of follow up questions
Please select the category of the incident
HOME NEXT

Another screen will come up to put the actual description of the incident and, if applicable, information about aircraft, pilot(s) and instructor. If multiple aircraft are involved, please only put the main aircraft in the aircraft field.

There is also a field titled "How do you think this could be prevented in the future. Note that this is your recommendation / suggestion and will only be visible to you, the CFI and the CSO. You can also use this field to put information for the CFI and CSO that should not be made public to all registered users. The CFI or CSO will update the recommendations field, which is visible to all users, at a later stage.

For instructors there is an extra field called "Instructor's Notes", which can be filled in immediately if you are logged in as instructor and record the incident. Alternatively, Instructors can update this field for any recorded incident at a later stage.

You can always go back to the previous screen and change any information until you submit the incident.

Once you get to the submission screen, submit the incident.

Flysafe Incident Database				
You are submitting an incident of type <mark>Control of Pedestrians</mark> Date: <mark>2019-07-01</mark> Time: <mark>12:20</mark> Description:				
Something happened				
You can add images or pdf documents as attachments after the incident is submitted				
НОМЕ	ВАСК	SUBMIT		

After it is submitted, and only if you are logged in, you can add attachments, e.g. pictures of damage or a witness statement that has been scanned in. Only images of type .jpg and documents of type .pdf are allowed.

Flysafe Incident Database				
Hello Wolf Rossmann You are adding attachments to the incident that took place on 2020-12-21 13:40:00				
Select an image file or a pdf document to submit as attachment to this incident You can do this multiple times if you have more than 1 image or document Images and documents must be less than 4MB in size				
For privacy reasons, pdf documents will only be visible to the person reporting the incident, CFI/DCFI and CSO If you want the pdf visible to all registered users, then the filename should contain the word "public"				
Select image or pdf to upload: Choose File No file chosen UPLOAD IMAGE				
номе				

There is a size limit of 4MB per attached item.

If you have multiple items, go through the selecting and uploading for each item.

# Note that images are visible to all registered users, but pdf documents are only visible to members if they contain the word "public" in the filename.

That's the incident recorded.

If you want to submit another incident immediately, the system will prefill all your data from the previous entry. So be careful you make all necessary changes.

### 4. Registering and Logging in

You can register with Flysafe with a username, email address and password. Please choose a username that can be recognized by the administrator (usually your safety officer).

Sign Up to Fly	Sign Up to Flysafe			
If Scottish Glidin	g Centre is not your club, <u>click here</u> to	select your club first.		
Please fill this form	to create an account.			
Note that your email address must match the email address you use when entering an incident, otherwise you won't be able to update the incident later.				
Username				
User email				
Password				
Confirm Password				
You will receive an email once your account has been activated. This may take a day or so.				
HOME SUBMIT				
Already have an account? Login here.				

Registering allows you to review details of incidents and to update an incident after it has been entered, e.g. to add additional information or correct something entered in error. A registered user can also add attachments, such as photos of the incident or a pdf document.

When you register, you should use the same name and email address that you use when entering an incident, as you will only be allowed to update your own incidents.

When you first register, an email will be sent to the administrator and they will enable you on the system and send an email back to you. As this is a manual process, it may take a day or so.

If you are a member of multiple clubs using this system, you must choose a different email address and username for each club as these uniquely identify you and associate you with a single gliding club.

There are different categories of users with different permissions. They are assigned by the administrator. You will be one of the following:

- Pilot
- Instructor
- CFI / DCFI
- Admin / Safety Officer (SO)

Pilots can only update their own entries, while Instructors, CFI and Admin can update any entry.

The *Instructor's Notes* field can only be entered or updated by an instructor / CFI and is only visible to them and the person who reported the incident.

## 5. Reviewing Incidents

Flysafe Incident Database					
Select the timeframe and optional reporter and category note that category is not relevant for chart display					
Incidents from	leave it blank to see incidents from the beginning of the year				
Incidents to	leave it blank to see incidents until today				
Reporter	leave blank to select all				
Category	leave blank to select all				
Please select the type of review display					
🔵 Chart	Chart				
Detail					
HOME NEXT					

You can review incidents, especially when you are logged in.

If you are not logged in, only the chart option is available. Select a date interval or leave it blank to see all incidents for the current year.

You can put in a reporter's name if you only want to see incidents from a specific reporter (e.g. your own). You can also select a category to see incidents of a specific category. This will only be taken into account for the detailed view, since the chart view shows incidents by category.

The chart will show a breakdown of incident types such as this:



If You choose the detail, you get a list of incidents, with dates , category and description, such as the following:

Flysafe Incident Database				
НОМЕ ВА	СК			
Incidents during	g the period	from 2019-07	7-01 to 2019-07-06	
Select	Date	Category	Description	
Select	2019-07- 01	Hangar Rash	testing firefox	
Select	2019-07- 01	Control of Pedestrians	some description	
Select	2019-07- 01	Control of Pedestrians	Overflight of Airfield. The FR24 track was calculated and was wrong, the actual track was directly over the airfield at about 1,200ft, just clear of cloud base. I think that it was a Piper Warrior from Tayside Aviation. Blue and white but we did not get the ident from the ground (but from flight radar 24 G-BOVK). It May have	

You can click on the *Select* button to show more detail of a particular incident.

### 6. Updating an Incident Report

You have to be logged in to update an incident report. Pilots can only update incidents they have entered themselves. Instructors, CFIs and Safety Officer can update all incidents.

Once logged in and selecting **UPDATE AN ENTRY** you get a screen similar to the one when reviewing entries. In addition to the timeframe you can also select a reporter. It will be populated automatically with the name you logged in as, but this can be changed or left blank, if you want to see incidents from any reporter. You can also select a specific category to get a list of incidents of a single category.

Flysafe Incident Database					
Select a timeframe and / or a reporter					
Incidents from	n	leave i	t blank to see incidents from the beginning of the year		
Incidents to		leave i	t blank to see incidents until today		
Reporter re	oorter x		leave blank to select all		
Category		•	leave blank to select all		
НОМЕ	NEXT				

Just as when reviewing incidents, you get a list matching your timeframe and other selection criteria and you can select the one you want to update.

The following screen shows all the fields you can update (note that Instructors, CFI and SO have access to additional fields not updateable by pilots), and after updating the relevant items you submit the entry and also get the option to add additional attachments in the same way as when creating a new entry.

## 7. Issues and Troubleshooting

In case you come across an unexpected error or can't do something, please contact the system administrator by email at <u>mailto:safety@scottishglidingcentre.com</u>. If possible provide a screenshot and as much detail of the problem you encountered.

There are certain things that cannot be changed using the system. If you need to change any of these, please contact the system administrator at the email above.

Items that cannot be changed without contacting the system administrator are:

- A user's registered name or email address
- Deleting an incident
- Deleting or changing an attachment