



RIGGING ADVISORY CIRCULAR

Initial Issue Date: 01 December 1988

RAC No. 212-E

Rev. E Issued 02 May 2018

SUBJECT: EQUIPMENT REPORTING

STATUS: RECOMMENDED

BACKGROUND: The APF operates an incident reporting system as a means of identifying chronic problems in safety within the sport of parachuting.

The APF Board has given support for a separate reporting system for equipment incidents and defects.

APF POLICY: APF Packers and Riggers who in the course of maintaining parachute equipment observe an equipment issue, defect, malfunction, or incident or failure which could threaten the safety of a parachutist should report the matter.

Where an equipment issue leads to actual injury or other reportable happening, both an Incident Notification and an Equipment Report should be completed.

Form P2 is available from the APF web site www.apf.com.au.

Equipment Reports are to be submitted to the APF within seven days of the occurrence or defect being identified.

Note: Identification of a packing/rigging issue may include any additional time (more than 7 days) it takes to investigate the issue and where necessary, to notify the Packer or Rigger involved and provide them with an opportunity to respond.

Equipment issues of a serious nature should be reported immediately on:

Ph (07) 3457 0100

Fax (07) 3457 0150

Email apf@apf.com.au

Issues which relate to a specific brand of equipment will be directed to the manufacturer of the equipment for corrective action.

All completed forms will be forwarded by the APF Office to the National Rigging Officer for their review.

An APF Service Bulletin may be raised where appropriate to advise Packers and Riggers of chronically recurring problems.

EFFECTIVE DATE: 2 May 2018

AUTHORITY: APF Board, August 1988 (Initial release)

DISTRIBUTION: All APF Packers



AUSTRALIAN PARACHUTE FEDERATION **FORM P2**

PO Box 1440, Springwood QLD 4127 Phone (07) 3457 0100, Fax (07) 3457 0150
www.apf.com.au / apf@apf.com.au

EQUIPMENT REPORT FORM (See Guidelines next page)

Download & save this form before entering data.

After completing this form electronically, email to the APF Office. Attach pictures (small file size) as necessary.

APF OFFICE ONLY: DATE

APF OFFICE ONLY: FILE No.

Name & Details of Person Lodging Report

Name:	APF Rigger or PA or PB ID:	Date:
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1. Effected equipment details

Date issue observed:	Location (DZ/Loft):
Name of Equipment Owner:	
Equipment Owner Contact details:	
Equipment last serviced by:	Date of previous Service:
Identify: Item model, Manufacturer, Serial No. and DoM for each effected equipment item.	
1) Harness:	
2) Reserve:	
3) Main:	
4) AAD:	
5) Other:	

2. Nature & cause of issue

Equipment item effected (Include Manufacturer and DoM if not already identified in Section 1.)	
Description and Cause:	
Were photos and/or video taken? Yes or No:	

3. Identify the action taken, by whom and when, to remedy the issue

Action taken:			
Name:	Packer/Rigger/Instructor No.	Date:	
Specify with an X the Level* of Action allocated:	Level 1:	Level 2:	Level 3:
Was the manufacturer notified?	Yes or No:		
Outcomes of manufacturer notification:			
Was the previous Service Provider notified?	Yes or No:		
Outcomes of notification:			

* Level of Action – See Guidelines for details

Form P2 Guidelines

APF Packers and Riggers who in the course of maintaining parachute equipment observe an equipment issue, defect, malfunction, incident or failure which could threaten the safety of a parachutist should report the matter on an Equipment Report form.

These reports are to be forwarded to the APF Office as per regulations. The APF Office will forward to the National Rigging Officer for review.

Guidelines for the Reporter in regard to follow-through.

Every effort should be made to resolve minor problems through education, remedial action and on an individual basis as suggested in level 1. If the problem is not resolved at the first level or the problem is more serious, then a level 2 plan of action is provided, as stated below. If the attitude of the rigger is such that they are uncooperative or the nature of the problem is of such a serious and life threatening nature, then the level 3 course of action as stated below is suggested.

In all cases accurate documentation is important, especially at a level 3 rigging incident report. The following is a description of the three levels.

Level 1 This level concerns minor rigging incidents that are not serious or life threatening. You should notify the packer/rigger involved to explain what you have found and ask for their explanation of the problem. If a successful resolution of the problem is achieved **report this outcome on the Equipment Report**. If there will be an expense to the owner of the equipment, then they should be notified. They may want their equipment returned to the original packer/rigger for corrective action.

Level 2 This level is for more serious problems that may be life threatening and include defective workmanship, disregard of APF Equipment Standards, Service Bulletins and RACs, and repeat incidents. Not only should the packer/rigger be notified, but the owner and the manufacture of the equipment should be notified for possible violations of the manufacturer's instructions and/or authorizations. **Record all outcomes of the notifications in the Equipment Report.**

Level 3 This level is reserved for the most serious and life-threatening incidents that show persistent recurrence of problems and/or an unrepentant attitude on the part of the rigger/packer.

An Equipment Report must be completed and submitted to the APF Office immediately.

The following are suggested guidelines for the actual documentation of the report.

1. To best protect yourself it is suggested that as soon as a problem is identified, do the following:

- A) Photograph the problem area and submit with any report if that becomes necessary.
- B) Video the problem area if possible. This is a very useful tool in the documentation process.

2. Check to see if the seal is intact or still attached to the ripcord pin. Do not throw it away as the packing data card may be missing or be illegible and the seal may be the only means of identifying the rigger involved. If unable to identify the Rigger/Packer, provide their APF certificate number to the APF Office to request assistance.

3. Notify the rigger involved for their response. If possible, allow them the opportunity to examine the equipment. It is recommended that you have another rigger present at that time.

4. Notify the owner of the equipment and keep them informed. Let them know that the rigger involved was contacted and keep them informed of their response. Tell the owner what corrective action must be taken to return their equipment to service.

5. Decide on what further action must be taken by you and/or the owner of the equipment. Explain to the owner their options.