

When to report: participants are expected to report their involvement in any skydiving- or parachuting-related accident, incident or unusual occurrence to NZPIA within seven days (Standards and Procedures Manual (SPM) 7.1). Operations may report on behalf of individuals. Where more than one person is involved, include details of all.

Accidents and CAA: the pilot-in-command of a parachute involved in an accident must also notify the CAA as soon as practicable (CAR Part 12). This can be done through NZPIA using this form (see Part 6) or directly to the CAA on its CA005SKYDIVE form (SPM 7.1).

Part 1 – General Information

Name of person filling out this form			
Contact email and phone	<i>Who should we contact about this occurrence?</i>		
CAA client no.	<i>Only if notifying the CAA via this form (see Part 6)</i>		
Location of occurrence	<i>Drop zone, or nearest landmark</i>	Date and time	<i>Local time</i>

Part 2 – Persons Involved

Classification of person(s) involved: ☐ Individual parachutist ☐ Tandem pair ☐ Tandem master ☐ Tandem passenger ☐ Instructor / jumpmaster ☐ Student ☐ Camera person ☐ Other (e.g. spectator, pilot, PT): _____

Exit weight	<i>All-up exit weight of the parachutist or tandem pair</i>	Type of descent	<i>e.g. student, tandem, FS, freefly, wingsuit, display</i>
Parachutist in command (PIC) – total jumps		PIC – jumps in last 90 days	
PIC – total tandems	<i>or N/A</i>	PIC – tandems in last 90 days	<i>or N/A</i>

Part 3 – About the Occurrence

Classification: ☐ Malfunction / reserve activation ☐ Off-PLA landing ☐ Hard landing ☐ Collision ☐ Equipment fault / failure* ☐ Other: _____

**Equipment fault / failure is for maintenance issues and defective equipment (e.g. an AAD firing when it should not). It does not include normal wear and tear, or packing errors that result in a cutaway (SPM 3.5, 7.2).*

Consequence: ☐ Non-injury ☐ Minor injury ☐ Serious injury ☐ Fatality ☐ Other (e.g. property damage): _____

Flight phase: ☐ Exit ☐ Freefall ☐ Deployment ☐ Canopy flight ☐ Landing ☐ Other (e.g. defect found on the ground): _____

Exit altitude (AMSL)		Camera footage available?	☐ Yes ☐ No
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Part 4 – Equipment Details *(as much detail as possible – helps analysis and statistics)*

Harness / container – make and model		H/C no. of jumps	
Main canopy – make, model, size		Main no. of jumps	
Reserve canopy – make, model, size		Main line-set no. of jumps	
AAD – make and model			

Part 5 – Occurrence Details *(attach extra pages if necessary)*

Describe the event	<i>What happened, in as much detail as possible</i>
Suspected causal factors	<i>Any factors you think may have contributed</i>
Resulting action taken	<i>Any action taken to minimise or mitigate the risk of a similar occurrence</i>

Part 6 – Sharing This Report

Would you like NZPIA to forward this report to the CAA? Information shared with the CAA will NOT be de-identified. If left blank, NZPIA will assume you do not consent.	☐ Yes ☐ No
Would you like this report shared, de-identified, with the wider skydiving community? Sharing contributes to safety; anonymity cannot be guaranteed in a small community (SPM 7.4). If left blank, we will assume you do not consent.	☐ Yes ☐ No

NZPIA applies a just culture approach: complete, accurate and timely self-reports are treated under just culture principles (SPM 7.3). Raw reports are seen only by the CEO and safety director, but disclosure can be legally compelled by an authorised regulatory agency (SPM 7.4). Privacy: NZPIA collects this information to assess your application and to keep the records it must hold as a CAR Part 149 organisation. It is stored securely and handled in accordance with the Privacy Act 2020. You may ask to see or correct the information NZPIA holds about you.

Send this form, with any supporting information (photos, packing card entries), to ceo@nzskydiving.org.

NZPIA use only

Date received		Occurrence tracking no.	
Classification (SPM 7.2)	☐ Accident ☐ Incident ☐ Equipment incident ☐ Serious injury		
Forwarded to CAA (date / ref.)		QIF ref. (if raised)	
Notes / comments			