Defect Reporting Manual

An Addendum to the Flysafe Incident Recording System

Revision 1
July 2024

Contents

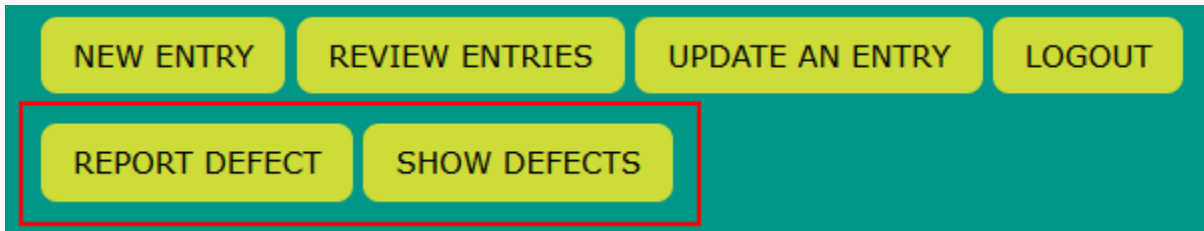| Revision	Changes
1	Initial Issue

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:

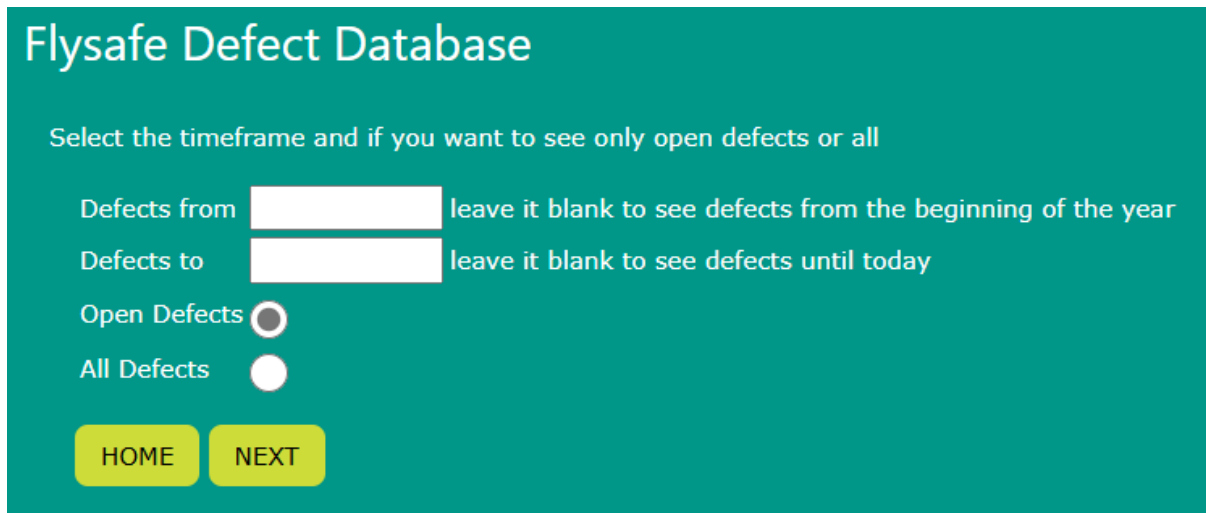Select **REPORT DEFECT** and you will see the following screen:

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.
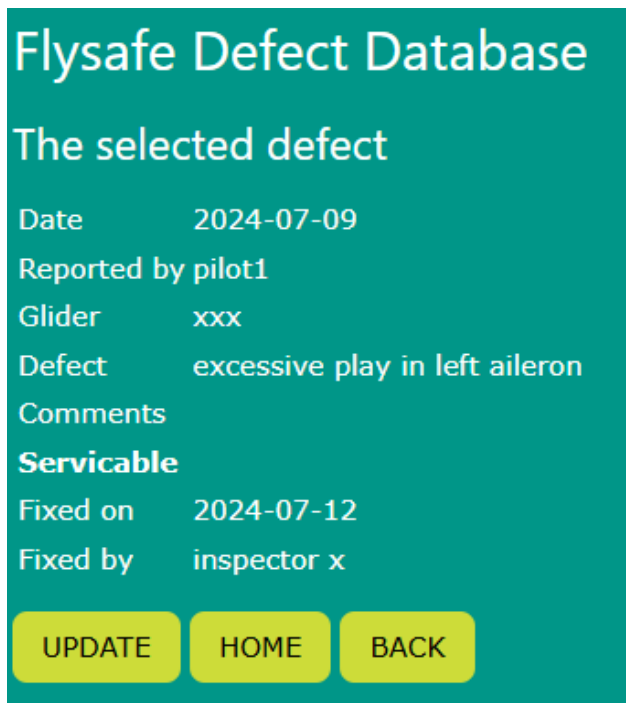
3. Viewing Defects

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

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:

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	2024-07-08
Reported By	pilot2
Glider Registration	xxx
Defect	another test, modified defect description

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

Commments	
Fixed on	
FixedBy	
US	SERVICABLE

HOME   BACK   SUBMIT   *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	2024-07-08
Reported By	pilot2
Glider Registration	xxx
Defect	another test, modified defect description

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

Commments	
Fixed on	
FixedBy	
US	☐

HOME   BACK   SUBMIT   *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.