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## Boards and Panels of Inquiry Procedure

This form sets out the role of Boards of Inquiry and Panels of Inquiry in the event of a serious accident, incident, or fatality. British Skydiving Form 146 (Incident Procedures) details the actions to be carried out by an affiliated Parachute training Organisation (PTO) and Display Teams in the event of a fatality or serious incident.

All Boards and Panels of inquiry, once formed, will produce a report, which may include (i) recommendations, as appropriate, on matters of safety and training (and/or wider matters for the British Council).

### 1. Fatalities

- 1.1 In the event of a skydiving fatality a Board of Inquiry (BOI) will be convened by the Chief Executive Officer (CEO), Head of Safety, Training & Competitions (HOST&C), and Safety & Training Officer (STO) as per the Safety & Training Committee (STC) Terms of reference (ToR Form 160). The regulatory framework for instigating a Board of Inquiry is laid out in Civil Aviation publication (CAP) 660, Chapter 4, Sub Paragraph 4.19.
- 1.2 The Board of Inquiry will consist of a minimum of two persons who shall be any of the HoSTC or either STO, the Chair of the Safety and Training Committee (STC), the Vice Chair of STC or any British Skydiving Instructor Examiner nominated by them.
- 1.3 The purpose of the Board is to conduct an unbiased and impartial investigation into the fatality, to establish, where possible, the cause of the accident.
- 1.4 The board will gather evidence, interview witnesses, and review documents relevant to the investigation. This may involve conducting site visits and collecting the relevant information. Specific documentation which the Board require and will review are detailed in Form 213, Fatality Check List.
- 1.5 The Board of Inquiry will produce a report, which in turn may be provided to the Police, the Coroner, the British Skydiving STC, the Civil Aviation Authority (CAA) or any other relevant agencies. STC will receive a BOI report resume, with extracts form the report detailing a narrative description and a summary of the report. The report resume will be redacted for confidential purposes. The report resume will be included in the STC minutes.
- 1.6 Following the investigation by the Board of Inquiry, a Panel will be automatically convened unless the Board of Inquiry recommends otherwise. The Board of Inquiry may comment on potential failings or breaches of British Skydiving's rules and/or policies but it does not make recommendations on disciplinary actions or sanctions.

### 2. Investigation and disposal by a Panel of inquiry

- 2.1 A Panel convened shall comprise a minimum of three persons who shall be suitably qualified and appointed by the Chair or Vice Chair of STC, the HoSTC or the CEO. In making the appointments, the appointed Officer must pay due regard to the impartiality of the Panel members, in order to conduct a fair and objective investigation. Members of the Panel should not have been members of the Board.
- 2.2 The appointing officer will produce the terms of reference which outlines the scope and objectives for the Panel's investigation, so that there is a clear understanding of what is expected. The Panel will be briefed by the Board of Enquiry members or Chair of STC (if convened under 1.6 above) or both if applicable.

- 2.3 If necessary due to the nature of any investigation (such as for matters concerning safety procedures), any members of a Panel of Inquiry will be selected for their expertise, knowledge, and lack of direct involvement. The members of the Panel should hold any of the following ratings:
- i. Instructor Examiner.
  - ii. Rigger Examiner.
  - iii. Advanced Instructor.
  - iv. Advanced Rigger.
  - v. Pilot Examiner.
- 2.4 One member must be a current voting member of the Relevant Committee and one other member must have held their rating within the previous five years. One member will be appointed as the Chair of the Panel. The Chair of any Panel may Co-op any member on to the composition of the Panel, if they feel their expertise would benefit their investigation. The Chair of the Panel is responsible for producing the Panel of Inquiry report.
- 2.5 The Panel will conduct its own investigation to decide whether any Breaches of the Operations Manual have taken place and makes recommendations accordingly.
- 2.6 The Panel shall make a decision concerning the appropriate course of action and report their findings to directly to the Chair of STC (if any) as soon as practicable.
- 2.7 In its findings, the Panel may:
- i. decide no further action is necessary as there is no case to answer; or
  - ii. make such recommendations as it sees fit including any remedial or disciplinary actions be taken; or
  - iii. refer an allegation to the right of appeal procedure (See form 256a).

### **3. Disciplinary Measures**

As far as individuals are concerned disciplinary measures may include a written reminder of responsibilities, the suspension or withdrawal of a rating or qualification, the imposition of a fine or compulsion to financial reparation, or expulsion from the Association. As far as Affiliated PTOs and Registered Display Teams are concerned, measures may include the imposition of financial penalties or the withdrawal of Affiliated or Registered status. Other measures include the withdrawal of a recommendation to the CAA for the issue of a Permission.