

1. Assess Overdue Report

Is aircraft overdue or not accounted for? - the majority of overdue reports are due to a lack of communication between the pilot and those who are looking out for them.

2. Check

- With Club Members
- Car Park
- Trailer Park

3. Collect the following details

AusSAR will ask for them (AusSAR 1800 815257)

Aircraft Call Sign and Type – a photo if you have one	
Number of people on board:	
Name, Age, Mobile phone	
Name, Age, Mobile phone	
Point of Departure	
Time of Departure	
Pilot's Intentions	
Last Known position and time and how derived.	
Survival and communications equipment carried (including GPS trackers)	
Weather at the time of the report	
Current Weather	

AusSAR will take over managing the incident however will required to maintain open lines of communication to cross check and follow-up their intelligence and search planning.

4. Notifications

Refer to Emergency Contact List (Annex D)

- CFI/Chairman of the Training Panel (request that they notify RMO and EMO)
- President/Vice President
- Club Safety Manager.