

Aviation Self Reporting Scheme report

To be accepted, the report must contain:

- the name, postal address and daytime telephone number of the holder making the report;
- if applicable – the aviation reference number of the holder;
- the class or classes of civil aviation authorisation held by the holder;
- the time, date, place and nature of the contravention;
- a description of the circumstances of the contravention; and
- so far as is practicable, the regulations contravened by the holder.

If you do not wish us to contact you via one of the means provided or leave a message on an answering machine, please advise us of this. Also include the best times for phone contact.

In addition to providing immunity to the reporter from administrative action, information in an ASRS report may also be used by the Australian Transport Safety Bureau to:

- strengthen the foundation of aviation human factors safety research;
- identify deficiencies and problems in the Australian aviation safety system;
- provide data for planning and improvements to the Australian aviation safety system.

Civil Aviation Safety Regulation 13.325 – Contraventions that are not reportable

Contraventions of the Civil Aviation Regulations 1988 listed below contain contraventions that are not reportable under ASRS.

- 282 (Offences relating to licences, certificates and authorities),
- subregulation 288 (2) (Detention of aircraft),
- 298A (Cheating by examination candidates),
- 298B (Examination misconduct by persons other than examination candidates),
- 298C (Personation at examinations),
- 301 (Surrender of documents),
- 302 (Production of licences etc),
- subregulation 305(1A) (Access of Authorised persons).

Section 30DO of the Civil Aviation Act 1988 also specifies that the following are not reportable matters under ASRS:

- a contravention of the Regulations that is deliberate;
- a contravention of the Regulations that is fraudulent;
- a contravention of the Regulations that causes or contributes to an accident or to a serious incident (whether before or after the contravention is reported).