

Aviation Self Reporting Scheme report



Australian Government

Australian Transport Safety Bureau

Note: A report under the ASRS does not satisfy the reporting obligations under the Transport Safety Investigation Act 2003 for Immediately or Routine Reportable Matters. These must be made to the Chief Commissioner of Transport Safety Investigation through the ATSB's open reporting scheme.

Reporter's details: Mandatory fields

Your name Today's date

Postal address
State Code

Telephone (daytime) Facsimile Email

ARN (Aviation Reference Number) Your position (e.g. pilot, ATS, LAME, FA) Pilot. Your total hours Non-pilot experience yr/mth

Licences (class/es of civil aviation authorisation) Current ratings (if applicable)

Date of contravention Local time Location e.g. name of airport or 27 NM west of Bowral, NSW (include latitude & longitude if possible)

Fully describe the contravention and surrounding circumstances:

All relevant documentation should be forwarded to ASRS. Include your suggestions on how to avoid similar contraventions

Please enclose additional page/s as necessary

To the extent practicable, nominate the regulation of the Civil Aviation Regulations 1988 or Civil Aviation Safety Regulations 1998 contravened

If the contravention involved an aircraft, please supply to the extent practicable, the following information:

Aircraft registration Flight number Aircraft manufacturer and model

Aircraft operator e.g. company name Aircraft owner Aircraft hirer (if any)

Type of operation:

Air transport - passenger Flying training - solo Businesses Gliding Sports aviation
 Air transport - cargo Flying training - dual Agricultural Private Military
 Charter Other

Number of persons on board: Crew Passengers
Flight rules: VFR IFR
Flight conditions: VMC IMC

Weather conditions:

Visibility Wind Cloud Altitude at time of contravention

Last departure point of flight Time of departure Next intended point of landing
Local

Indicate the phase in which the contravention happened:

Aircraft standing Taxiing Takeoff En-route Manoeuvring Approach Landing

Airspace designation

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Your original report will be returned to you with a stamp indicating the date the report was received and a receipt number.

A separate receipt will be sent which the reporter may use to claim protection from administrative action.

When complete, post to: Reply Paid 600, The Manager, PO Box 600, Civic Square, ACT 2608. No postage stamp required.

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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).