## Aviation Self Reporting Scheme report



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.

Australian Transport Safety Bureau

Reporter's details: Mandatory fields  Your name	Today's date	OFFICE USE ONIY: Date report made:
TOUT HATTIE	Today & date	Date received:
Postal address		
	State Code	Receipt number:
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 N	NM west of Bowral, NSW (incl	ude 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		
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	Please en	close additional page/s as necessary
If the contravention involved an aircraft, please supply to the extent practicable, the following information:  Aircraft registration Flight number Aircraft manufacturer and model		
Tright number Allorate manuacturer and m	lodei	
Aircraft operator e.g. company name  Aircraft owner	Aircraft	hirer (if any)
Type of operation:		
Air transport – passenger Flying training – solo Busine	esses Gliding	Sports aviation
Air transport – cargo Flying training – dual Agricu	Iltural Private	Military
Charter Other		
Number of persons on board: Flight rules: Flight c	onditions:	
	MC IMC	
Weather conditions:		
Visibility Wind Cloud Altitude at time of	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 M	anoeuvring Appro	each Landing
Airspace designation		

## **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).