



Accident and incident reporting



WHY REPORTING IS IMPORTANT

Reporting incidents and accidents is not about blame but improving safety. It helps agencies such as the Australian Transport Safety Bureau (ATSB) to conduct investigations. It also helps CASA make education and regulatory improvements to maximise aviation safety. Reporting can be mandatory or voluntary depending on the circumstances.

WHAT NEEDS TO BE REPORTED TO THE ATSB?

Notification to the ATSB depends on both the type of occurrence and operation. This determines whether the occurrence needs to be reported immediately, routinely or not at all.

1. Immediately reportable

- ✔ Must be reported as soon as possible by phoning **1800 011 034**
- ✔ Submit a detailed written report within 72 hours via www.atsb.gov.au/mandatory

Examples include:

- » aircraft accident
- » person suffers fatal or serious aircraft-related injury
- » aircraft sustains damage or structural failure which adversely affects structural strength, performance or flight characteristics
- » aircraft is missing or completely inaccessible
- » loss of separation standard between aircraft
- » declaration of an emergency (passenger transport only)
- » serious property damage incident
- » aircraft accident involving fatal or serious aircraft-related injuries or a missing aircraft
- » serious aircraft incident (passenger transport only).

2. Routine reportable

- ✔ Submit a detailed written report within 72 hours via www.atsb.gov.au/mandatory

Examples include:

- » serious aircraft incident (non-passenger transport only)
- » near collision requiring an avoidance manoeuvre
- » controlled flight into terrain was narrowly avoided
- » multiple malfunctions of one or more aircraft systems seriously affecting the operation of the aircraft
- » declaration of a fuel emergency
- » runway incursion where a collision was narrowly avoided
- » take-off or landing incident such as under shooting or a runway excursion
- » aircraft incident involving passenger transport or results from external source such as bird strike or debris
- » hard landing
- » airframe overspeed
- » stall warning
- » control issues
- » weather event adversely effecting aircraft performance
- » declaration of an emergency.

3. Not reportable

- ✔ Consider reporting the occurrence as part of your safety management system (SMS) or conduct a post-flight review as part of your ongoing risk management.

Examples include:

- » runway congestion resulting in a go-around
- » transmitting on the wrong frequency
- » joining a circuit incorrectly.

WHO MUST REPORT?

Any of the following have a responsibility to report to the ATSB:

- » crew member of the aircraft concerned
- » owner or operator of the aircraft
- » licensed aircraft maintenance engineer performing any work on the aircraft
- » aerodrome operator
- » sport aviation body that administers activities in relation to the aircraft.

WHAT HAPPENS TO MY REPORT?

All reports have the potential to initiate a safety investigation. In any case, all reports are maintained in a database for safety research and analysis.

OTHER OPTIONS FOR REPORTING

REPCON

REPCON is the ATSB's voluntary, confidential reporting scheme for safety concerns. Reports can be made via [**www.atsb.gov.au/voluntary**](http://www.atsb.gov.au/voluntary). It is not an alternative to mandatory reporting.

Aviation Self Reporting Scheme (ASRS)

The ASRS allows pilots to self-report unintentional breaches and seek protection from CASA action once every 5 years. Reports must be submitted within 10 days of the contravention via [**www.atsb.gov.au/aviation-self-reporting-scheme**](http://www.atsb.gov.au/aviation-self-reporting-scheme)

CASA safety reporting

Reports about specific organisations or operators can be made directly to CASA. Reports remain anonymous but must be factual and specific including information such as:

- » operator/organisation's name
- » aircraft registration/location/weather/time
- » any radar or audio data
- » any video or photos of the alleged occurrence if applicable.

Report safety concerns about aviation safety to CASA at [**www.casa.gov.au/about-us/contact-us**](http://www.casa.gov.au/about-us/contact-us)

FURTHER INFORMATION

If you have questions about reporting requirements, call the ATSB on **1800 011 034** (24 hours) or visit [**atsb.gov.au**](http://atsb.gov.au)