

SECTION 4.08 REPORTING IMMEDIATE AND ROUTINE REPORTABLE MATTERS

GENERAL

Recreational aircraft and associated ground or flight operations are required to comply with the reporting requirements of the Transport Safety Investigation Act 2003 (TSI) and the Transport Safety Investigation (TSI) Regulations 2003. Responsible persons such as pilots, operators, aircraft owners and hirers are each required to report IRM and RRM (as defined below) to RAAus using the RAAus online Occurrence Management System (OMS) <https://oms.raa.asn.au/lodge/>.

Completion of a report via the RAAus OMS will also satisfy the responsible persons reporting requirements under the TSI Act (2003). RAAus will forward a copy of incident and accidents reports to the Australian Transport Safety Bureau.

DEFINITIONS

The definitions of **Immediate Reportable Matters** and **Routine Reportable Matters** are defined in **RAAP 2 -2016 Reporting Requirements**.

For RAAus purposes an **Immediate Reportable Matter (IRM)** was previously defined as an **Accident**, and a **Routine Reportable Matter (RRM)** was previously defined as an **Incident**.

NOTIFICATIONS

Notification of an **IRM** must be made as soon as practicable, and in writing within 72 hours, whereas an **RRM** must be notified in writing within 72 hours of the occurrence.

RAAus members will fulfil their written obligations under the TSI Act by submitting an online report via the RAAus website using the online Occurrence Management System (OMS).

A report submitted via the OMS on the RAAus website will automatically be forwarded to the ATSB and fulfil the obligation for written notification of the **IRM** or **RRM**.

As responsible persons, the pilot in command, the owner, the operator and the hirer (as applicable) must each ensure that their IRM and RRM reporting requirements are fulfilled within 72 hours of the occurrence.

Note: A responsible person need not submit a report if they have reasonable grounds to believe another responsible person has already reported the occurrence.

Further detail about **IRM** and **RRM** follow up and investigation processes, along with analysis and information sharing is provided in **RAAP 2 – 2016 Reporting Requirements**

END OF MANUAL