

SECTION 13.2 IMMEDIATELY REPORTABLE MATTER (IRM) AND ROUTINE REPORTABLE MATTER – TSI Act (2003)

13.2.1 NOTIFICATIONS

The TSI Act (2003) sets the requirements for the notification of an **Immediately Reportable Matter (IRM)** and a **Routine Reportable Matter (RRM)** by a responsible person. This section sets out the requirements of RAAus as a CASA Part 149 approved ASAO, and the RAAus authorised maintainer of a RAAus listed aircraft. For the purposes of this Section a responsible person is:

- a) the aircraft owner.
- b) the aircraft operator.
- c) the pilot in command.
- d) the hirer.
- e) the maintainer.

Notification of an **Immediately Reportable Matter (IRM)** must be made via phone to RAAus as soon as reasonably practicable, and in writing within 72 hours.

A **Routinely Reportable Matter (RRM)** must be notified in writing to RAAus within 72 hours of the occurrence. The RAAus online Occurrence Management System (OMS) must be used for this purpose.

RAAus members will fulfil their reporting obligations under the TSI Act (2003) and to RAAus by submitting an online report via the RAAus website using the Occurrence Management System (OMS). A report submitted via the RAAus OMS will be automatically forwarded to the ATSB.

Further guidance for RAAus members about **IRM** and **RRM** responsibilities, reportable matters, follow up and investigation processes, along with analysis and information sharing is provided in **RAAP 2 – Reporting Requirements**

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