



RECREATIONAL
AVIATION AUSTRALIA

RAAP 2

Occurrences

Defining reporting requirements for RAAus members

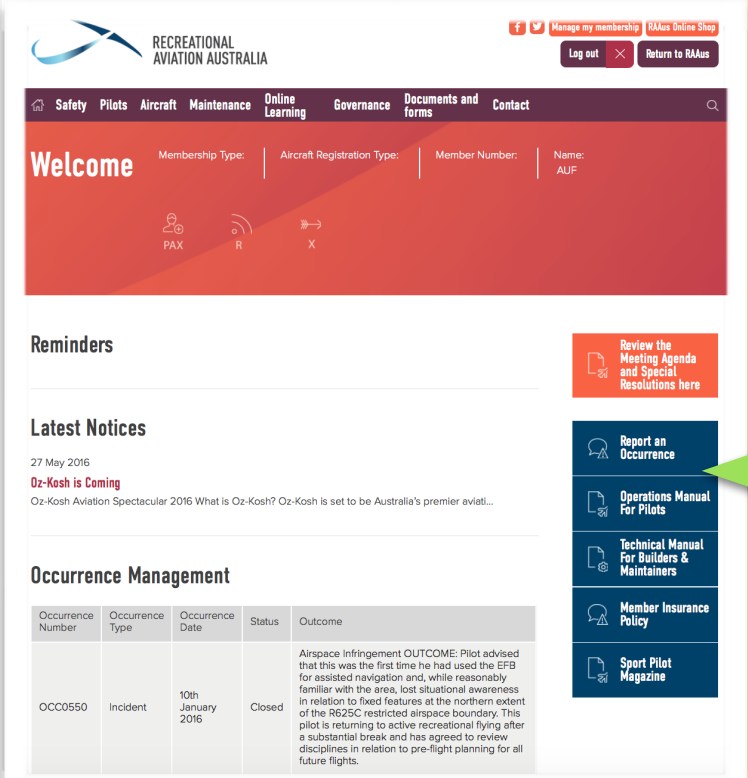
A Must Read

Safety is everyone's concern and **RAAus members have obligations to report occurrences.** As part of the safety commitment for RAAus it relies on the reporting of occurrences to communicate safety related statistics and initiatives to all stakeholders of the company.

Occurrences is the term that collectively describes the RAAus reporting of accidents, hazards, defects and confidential complaints.

The Occurrence Management System (OMS) is an online reporting system that allows members to submit these reports and is found on the RAAus website in various locations as orange buttons "Report an Occurrence" or using the following link
<http://oms.raa.asn.au>

RAAus operates within a culture of **Open and Fair Reporting** and this philosophy is outlined at
<https://www.raa.asn.au/safety/open-and-fair-reporting-philosophy/>



RECREATIONAL AVIATION AUSTRALIA

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Safety Pilots Aircraft Maintenance Online Learning Governance Documents and forms Contact

Welcome Membership Type: Aircraft Registration Type: Member Number: Name: AUF

PAX R X

Reminders

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27 May 2016
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Occurrence Management

Occurrence Number	Occurrence Type	Occurrence Date	Status	Outcome
OCC0550	Incident	10th January 2016	Closed	Airspace Infringement OUTCOME: Pilot advised that this was the first time he had used the EFB for assisted navigation and, while reasonably familiar with the area, lost situational awareness in relation to fixed features at the northern extent of the R625C restricted airspace boundary. This pilot is returning to active recreational flying after a substantial break and has agreed to review disciplines in relation to pre-flight planning for all future flights.

Review the Meeting Agenda and Special Resolutions here

Report an Occurrence

Operations Manual For Pilots

Technical Manual For Builders & Maintainers

Member Insurance Policy

Sport Pilot Magazine



OCCURRENCES

COMPLAINTS

HAZARDS

ACCIDENTS

DEFECTS



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Background

RAAus members are obliged to report various occurrences in accordance with the following regulations and manuals:

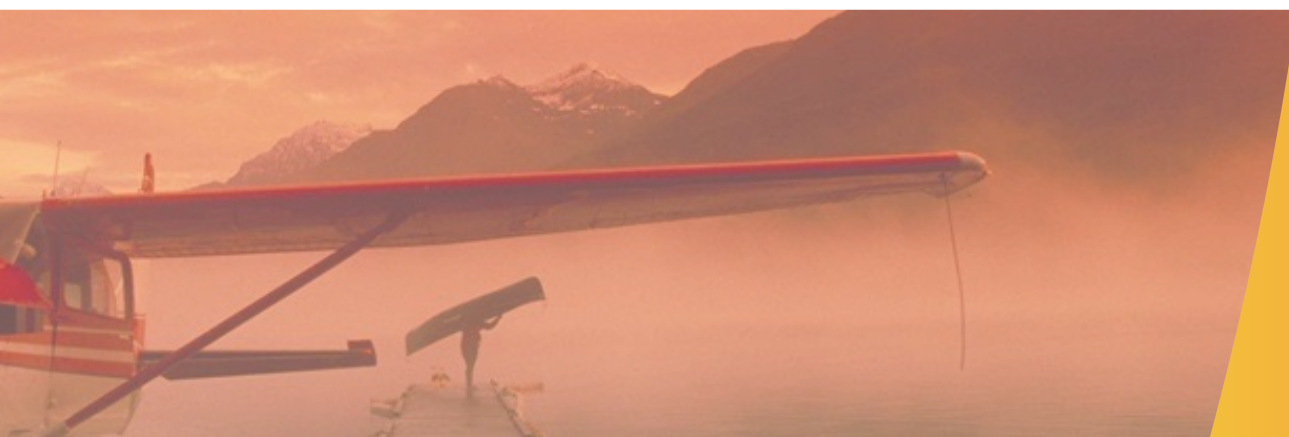
- Transport Safety Act (TSI) 2003
- Transport Safety Investigation (TSI) Regulations 2003
- Operations Manual Issue 7 Section 4.08
- Technical Manual Issue 4 Section 13.1
- Safety Management Manual (Draft)
- Complaint Management Policy and Process (Draft)

The four different RAAus occurrence reporting and their definitions are:

1. Accident Report

In accordance with the TSI Act 2003 an accident means an investigable matter involving an aircraft where;

- a person dies or suffers serious injury as a result of an occurrence associated with the operation of the aircraft; or
- the aircraft is destroyed or seriously damaged as a result of an occurrence associated with the operation of the aircraft; or
- any property is destroyed or seriously damaged as a result of an occurrence associated with the operation of the aircraft.



There are two types of reporting required for accidents being immediately reportable matters and routine reportable matters:

Immediately Reportable Matter - a serious transport safety matter that covers occurrences such as accidents or serious incidents involving death, serious injury, destruction of, or serious damage to vehicles or property or when an accident nearly occurred. Under section 18 of the TSI Act, immediately reportable matters must be reported to a nominated official by a responsible person as soon as is reasonably practical.

The list of immediately reportable matters for each mode of transport is contained in the TSI Regulations. RAAus RAAP 2-1/2016 details the definitions from the Act as they relate to RAAus members.

Routine Reportable Matter - is a transport safety matter that has not had a serious outcome and does not require an immediate report but transport safety was affected or could have been affected. Under section 19 of the TSI Act a responsible person who has knowledge of a routine reportable matter must report it within 72 hours with a written report to a nominated official.

The list of routine reportable matters are contained in the TSI Regulations. Routine reportable matters include a non-serious injury or the aircraft suffered minor damage or structural failure that does not significantly affect the structural integrity, performance characteristics of the aircraft and does not require major repair or replacement of the affected components. RAAus RAAP 2.1/2016 details the definitions from the Act as they relate to RAAus members.

(ATSB (2016). TSI Act 2003. Retrieved from https://www.atsb.gov.au/about_atsb/legislation/trans_safety/tsi_qa.aspx#9)

2. Defect Reports

A defect is any fault in the design, function or qualitative characteristic of an item fitted to an aircraft which differs from the specification, the drawing or recognised standard of good workmanship for the item other than that classified as fair wear and tear within manufacturer's limits.

When a defect is found or where a maintenance schedule or flight manual is considered to be deficient, then a defect report is to be prepared.

Defect reports are raised to identify potential technical issues found in aircraft in order to **reduce the chance of recurrence**. **RAAus RAAP 2-2/2016** details more information about defects and how to report them to RAAus.

3. Hazard Reports

A hazard is anything with the potential to cause damage to people, the environment, property, plant or equipment. Hazards can cause or contribute to unsafe operations of aircraft or aviation safety-related equipment, products and services.

If you identify a hazard and you cannot fix it quickly, you should report it.

As part of organisational safety please assist members by completing this report if you have identified hazards associated with the organisation. Every event is an opportunity to **learn valuable safety lessons**. **RAAus RAAP 2.3/2016** details more information about Hazards and how to report them to RAAus.

"There is no sport equal to that which aviators enjoy while being carried through the air on great white wings."

Wilbur Wright

4. Confidential Complaint Reports

Reporting a complaint allows any person who has an aviation safety concern to report it to RAAus confidentially. Personal information will not be disclosed unless permission is granted by the individual concerned. Only de-identified information will be used for safety action.

Confidential reporting is not an alternative to the reporting requirements detailed in the TSI Regulations 2003.

Each of the following concerns (**reportable safety concerns**) in relation to the safety of aircraft operations are examples of what may be reported under a confidential report. The list is not exhaustive:

- an incident or circumstance that affects or might affect the safety of aircraft operations;
- a procedure, practice or condition that a reasonable person would consider endangers, or, if not corrected, would endanger, the safety of air navigation or aircraft operations, for example;
 - poor training, behavior or attitude displayed by an aircraft operator, airport operator or air traffic control service provider; or
 - insufficient qualifications or experience of employees of the aircraft operator, airport operator or air traffic control service provider; or
 - scheduling or rostering that contributes to the fatigue of employees of the aircraft operator, airport operator or air traffic control service provider; or
 - an aircraft operator, airport operator or air traffic control service provider bypassing safety procedures because of operational or commercial pressures; or
 - inadequate airport facilities for safe operations; or
 - unsafe passenger, baggage or cargo management; or
 - inadequate traffic or weather information;
- any other matter that affects, or might affect the safety of or aircraft operations not reportable under a mandatory reporting scheme.

Definitions

Accident - means an investigable matter involving an aircraft where:

- a person dies or suffers serious injury as a result of an occurrence associated with the operation of the aircraft: or
- the aircraft is destroyed or seriously damaged as a result of an occurrence associated with the operation of the aircraft: or
- any property is destroyed or seriously damaged as a result of an occurrence associated with the operation of the aircraft.

Confidential complaints – a report that allows any person who has an aviation safety concern to report it to RAAus confidentially.

Defect - any fault in the design, function or qualitative characteristic of an item fitted to an aircraft which differs from the specification, the drawing or recognised standard of good workmanship for the item other than that classified as fair wear and tear within manufacturer's limits.

Hazard - anything with the potential to cause damage to people, the environment, property, plant or equipment. Hazards can cause or contribute to unsafe operations of aircraft or aviation safety-related equipment, products and services.

Immediately reportable Matter - a serious transport safety matter that covers occurrences such as accidents or serious incidents involving death, serious injury, destruction of, or serious damage to vehicles or property or when an accident nearly occurred.

Reportable matter - means an immediately reportable matter or a routine reportable matter.

Routine reportable matter - is a transport safety matter that has not had a serious outcome and does not require an immediate report but transport safety was affected or could have been affected.

Safety Commitment – the safety policy developed by RAAus' for its members to improve safety across the company.

Occurrences - is the term that collectively describes the RAAus reporting of accidents, hazards, defects and confidential complaints.

Occurrence Management System (OMS) - is an online reporting system found on the RAAus website for members to lodge reports to meet their reporting obligations in accordance with the regulations.

Open and fair reporting philosophy - RAAus operates an open and fair reporting culture and believe that educating our members provides better outcomes than punishing them.

Transport Safety Investigation (TSI) Act 2003 - contains a scheme for the mandatory reporting of occurrences that are classified as Immediately Reportable Matters (accidents and serious incidents) and Routine Reportable Matters (incidents). It is from these initial reports that the ATSB makes a decision on whether or not to investigate. The decision is based on factors such as safety value to be obtained from the investigation and where resources may best be targeted.

TSI Regulations 2003 - set out the occurrences that need to be reported for each mode of transport.



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References

ATSB (2016), Aviation Safety. Retrieved from <https://www.atsb.gov.au/aviation/aviation-safety/>

ATSB (2016). TSI Act 2003. Retrieved from https://www.atsb.gov.au/about_atsb/legislation/trans_safety/tsi_qa.aspx#9

RAAus (2016). Open and Fair reporting philosophy. Retrieved from <https://www.raa.asn.au/safety/open-and-fair-reporting-philosophy/>

RAAus (2016). Occurrence Management System. Retrieved from <https://oms.raa.asn.au>

RAAus (2016). Our Safety Commitment. Retrieved from <https://www.raa.asn.au/safety/our-safety-commitment/>

“One of the greatest safety devices in the world is a free state of mind, a happy state of mind on the part of those at the controls”

Eddie Rickenbacker
Flying Magazine, 1973

About RAAP



RECREATIONAL AVIATION AUSTRALIA

RAAus has developed advisory publications to provide clear plain English guidance for members to conduct safe, professional and compliant operations consistent with RAAus manuals and policies.

These publications provide interpretive information for members to better understand and conduct flight or ground operations whether they fly or maintain an aircraft, or teach other members to fly or maintain an aircraft.

RAAPs DO NOT replace specific requirements contained in the Operations or Technical Manuals or Operations Bulletins, Service Bulletins or Technical Advisories that may be issued.

THAT'S A WRAP

