
**NOTICE
TO
AERODROME
LICENCE
HOLDERS**

IRELAND

SAFETY REGULATION DIVISION
IRISH AVIATION AUTHORITY
AVIATION HOUSE
HAWKINS STREET
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INCIDENT REPORTING

The Irish Aviation Authority (hereinafter referred to as "the Authority") in pursuance of Articles 8 and 23 of the Irish Aviation Authority (Aerodromes and Visual Ground Aids) Order, 2008, (S.I. No. 355 of 2008), hereby directs as follows:-

1. Subject to the provisions of this article, every person who:
 - a) is the licensee or manager of a licensed aerodrome;
 - b) performs a function for which he requires an air traffic controller's licence or aerodrome flight information officer's licence; or
 - c) performs a function connected with the installation, modification, maintenance, repair, overhaul, flight checking or inspection of equipment on the ground which is used or intended to be used for the purpose of or in connection with provision of an air traffic control service or navigational aid of an aircraft, shall:
 - i) make a report to the Authority of any reportable occurrence of which he knows and which is of such a description as may be prescribed; The report shall be made within such time, by such means, and shall contain such information as may be prescribed and it shall be presented in such form as the Authority may in any particular case approve; and
 - ii) make a report to the Authority, within such time, by such means, and containing such information as the Authority may specify in a notice in writing served upon him, being information which is in his possession or control and which relates to a reportable occurrence which has been reported by him or by another person to the Authority in accordance with this article.
2. Subject to paragraph 1, in this article "reportable occurrence" means:
 - i) any occurrence relating to an aircraft being a component, malfunction or defect endangering or which if not corrected would endanger, the aircraft, its components, or any other person; and
 - ii) any defect in or malfunctions of any facility on the ground used or intended to be used for purposes of or in connection with the operation of an aircraft, being a defect or malfunction endangering or which if not corrected would endanger, an aircraft or its occupants.

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3. Subject to sub-paragraph (1)(c)(ii), nothing in this Direction shall require a person to report any occurrence which he has reason to believe has been or will be reported by another person to the Authority in accordance with this Direction.
 4. A person shall not make any report under this article if he knows or has reason to believe that the report is false in any particular.
 5. The licensee of a licensed aerodrome shall, if he has reason to believe that a report has been or will be made in pursuance of this article, preserve any data from an ATC communications recorder or radar video recorder or any recording device, relevant to the reportable occurrence, for 14 days from the date on which a report of that occurrence is made to the Authority or for such longer period as the Authority may in a particular case direct.

E. Brennan,
Chief Executive.