



PROCEDURES FOR REPORTING Aviation Security Incidents

1. Notify the Office of Transport Security (OTS)

OTS must be notified of an aviation security incident as soon as possible. Reports can be made by:

- Submitting an online *Aviation Security Incident Report* via the Department’s website available at infrastructure.gov.au/security/incident-reporting
- Downloading a PDF or word version of the *Aviation Security Incident Report* from the Department’s website and submitting it via:
Email: transport.security@infrastructure.gov.au
Fax: 02 6274 6089
- Making a verbal report to the Transport Security Coordination Team and following up in writing within 24 hours.
Phone: 1300 791 581 (within Australia), + 61 2 6274 8187 (from outside Australia)

2. Notify other responsible organisations

AIRPORT OPERATORS	→	If your airport If another airport involved If aircraft involved If involved	Federal or State/Territory Police Other airport operator Aircraft operator Person with lease or licence For part of airport
AIRCRAFT OPERATORS	→	If your aircraft If airport involved If another aircraft involved If aircraft in flight	Federal or State/Territory Police Airport operator Other aircraft operator Airservices Australia
EMPLOYEES OF AN AIP	→	Always	Employer
AVIATION SECURITY	→	If airport involved	Airport operators
INSPECTOR AIRPORT SECURITY	→	If aircraft involved	Aircraft operators
GUARD SCREENING OFFICER			
AIRSERVICES			
AIPs			

NOTE: Airport operators and other responsible persons are obliged to report aviation security incidents to the Department of Infrastructure and Regional Development - OTS under the *Aviation Transport Security Act 2004*. An incident may be either actual unlawful interference with aviation or the threat of unlawful interference with aviation. OTS also encourages the voluntary reporting of all potential incidents or security concerns that may be held by any individual or organisation within the aviation industry. This includes any suspicious item or activity.