

To file an ASAP report, go to the Safety and Security section of the Flight Service page on Jetnet.

- Click on **Cabin Aviation Safety Action (ASAP)** report.
- Prompts will lead you through the report.

The three person Event Review Team (ERT) reads every report submitted into the ASAP reporting system and responds to the submitter. The Cabin ASAP program receives, on average, 100 reports each month. The ERT is comprised of one member of each of the participating parties:

- APFA Safety Department
- FAA
- Flight Service Safety Management System (SMS) Department

After submitting an ASAP report, the ASAP Event Review Team (ERT) will send you an email once your report has been closed out. This email will be sent to your aa.com email address unless you enter another email address at the time of submitting your report. The email you receive from the ERT will contain a link that will take you into the ASAP reporting system, where you will find a message waiting for you.

After reading your submitted ASAP report, should the ERT have questions or need more information, they will call you at the phone number on your HI1, or the phone number you have entered on your ASAP report.

Your ASAP report, as well as any conversation you may have with the ERT is confidential; the information is NOT shared with flight service or the FAA. Should the ERT share data that is learned from your report/event, that data will be deidentified.

If your event is known to the company, and your ASAP report is accepted into the ASAP program, it is suggested that you contact your FSM after you receive the message from the ERT stating that your report has been accepted. APFA and the Company have a LOA attached to the ASAP Memorandum of Understanding that states no punitive action will be issued to flight attendant whose event is accepted into the ASAP program.

Some of the ways in which an accepted ASAP report is closed out:

An electronic response is sent to the fa via email

The ERT, or a member of, may contact you to discuss the event and lessons learned

In some cases, skill enhancement may be recommended by the ERT. While participating in the skill enhancement is not mandatory, participation IS required if you wish to have your event accepted into the ASAP program.

The Memorandum of Understanding (MOU) is the agreement signed by all three participating parties (APFA, AA and FAA) of the program. The MOU outlines and dictates the details of the American Airlines Cabin ASAP program, and may be found in its entirety on the Safety and Security page of the APFA website.

Questions? Contact CabinASAP@apfa.org