

**If the Cabin ASAP Event Review Committee (ERC) arranges a debrief to discuss your event, here's some helpful info:**

**About the ASAP Debrief meeting:**

The Cabin ASAP Program is an FAA program that is administered by the AA Safety Department. It is NOT a flight service program.

The ASAP ERC consists of a representative from:

The APFA Safety Department      FAA Certificate Management Office  
American Airlines Cabin Safety and Compliance Department

These members represent the three organizations of the Cabin ASAP program, and are the three-person team that investigates the submitted safety event. The ERC's focus is solely to determine the factors of 'why' an event occurred- it is not about finding or placing blame.

Just as with your ASAP report, everything said in the ASAP debrief is confidential; nothing is shared with Flight Service or the FAA. Any lessons learned as a takeaway from your report/debrief will be used in a de-identified manner. During the debrief, the ERC will ask questions and take notes, and you are invited to ask any questions that you have regarding the event or the ASAP program.

This debrief is one part of the event investigation; often there are other crewmembers or other operating departments involved in the event. This debrief is the beginning of the ASAP process to determine if the event meets the acceptance criteria of the ASAP program.

The participating flight attendant is strongly encouraged to be truthful and forthcoming regarding the event. If through the ERC's investigation, it is discovered that the flight attendant has not been truthful, the event cannot be accepted into the ASAP program, as directed by the Memorandum of Understanding (MOU) that governs the ASAP program.

**Once the event investigation is complete, you will receive an email from the ERC letting you know the outcome of the investigation, including if it has been accepted into the ASAP program.** Please refer to the Cabin ASAP MOU for information regarding acceptance criteria\* **If you did not enter a personal email address when you submitted your ASAP report, the email will be sent to your aa.com email address.**

For more specifics about the Cabin ASAP Program, please refer to:

- **The Flight Attendant Manual**
- **The APFA website**

The Cabin ASAP MOU, as well as, the Cabin ASAP Non-Discipline Letter of Agreement between APFA/AA can be found by clicking on the Cabin ASAP link found under "Other Resources" on the APFA Safety and Security Department page.