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# Aviation Safety Action Program (ASAP)

**Definition:**The Aviation Safety Action Program (ASAP) is a voluntary program in which airlines team up with the FAA to enhance flight safety. The goal of ASAP is to detect problems and negative trends in flight operations before those problems cause an accident.

In the ASAP program, airline employees can submit voluntary reports without fear of being reprimanded by their employer, and without fear of punitive action by the FAA. Reports remain anonymous, and can be paired with data from Maintenance recorders to analyze the entire scope of the situation.

**For example**, if a Technician is involved in installing a tire and after completing the job realizes that he accidentally used the wrong reference/Effectivity, he can submit an ASAP report. The report will include information about the event which could be valuable to the Maintenance operations department. If there are any other similar tire issues that have previously been reported, for example, the FAA can work with the airline to change their policies to reduce the risk of error in the future.

Years ago, before ASAP programs came along, technicians were reluctant to share information like this for fear of being disciplined or penalized for their actions. With many technicians and institutions on board with the ASAP program, safety reports have become common, giving the FAA and the air carrier data needed to assess risk and prevent future incidents/accidents.

**No employee should ever be discouraged from filling out an ASAP report for fear of retaliation.**

**How ASAP Works:**

1. First, safety data collection methods and program details are agreed upon by the FAA, Carrier and the Union involved. An MOU is created to define the scope of the program between each party.
2. The report must be filed within 24 hours of having become aware of a possible non-compliance, or if notified while on duty, the report must be filed within 24 hours after the end of your duty shift, absent extraordinary circumstances.
3. Employees and company personnel are trained in how to best use the system to ensure privacy, anonymity and safety.
4. An event review committee (ERC) is formed, which consists of at least one member from each party (the Carrier, the FAA and the Union, etc.)
5. An ASAP manager will review reports, enter data to be analyzed, and send the reports to the ERC.
6. The ERC will review reports, determine if there was a non-compliance, or other potential problems, and make recommendations.

**Not All Reports Are Accepted into ASAP:**   
Not all ASAP reports are protected from punitive action. The reported event must not appear to involve an intentional disregard for safety, criminal activity, substance abuse, controlled substances, alcohol, or intentional falsification. These types of reports will be excluded from the program. Excluded reports will be referred to the FAA for possible enforcement action as appropriate.

**As of the end of 2013 there were over 100 companies with ASAP programs.**