

## Air Charter Safety Foundation Aviation Safety Action Program

The Air Charter Safety Foundation (ACSF) is a non-profit aviation safety organization that provides programs to aid charter and business aviation operators in achieving the highest levels of safety possible. The ACSF has entered an agreement with the Federal Aviation Administration (FAA) to enhance safety by providing a systematic approach for employees within aviation organizations to promptly identify, report, and correct potential safety hazards.

### ASAP Program Overview

- The ACSF, in cooperation with the FAA, has established an Aviation Safety Action Program (ASAP).
- ASAP is a voluntary, self-reporting program that identifies and reduces possible flight safety concerns, and mitigates risk.
- ASAP uses employee input to identify significant safety concerns and issues; operational deficiencies; non-compliance with regulations; deviations from company policies and procedures; and unusual events.
- Each report is investigated and corrective actions are determined based on a non-disciplinary approach to flight safety.
- ASAP fosters a voluntary, cooperative, non-punitive environment for the open reporting of safety-of-flight concerns.
- All participants have access to valuable safety information that might not otherwise be obtainable. Information is analyzed, and corrective action is developed to help resolve safety issues and possibly eliminate deviations from the federal aviation regulations (FARs).
- Operators gain standardized, timely, unbiased, and systematic handling of employee safety reports without the need to build those processes in-house; freeing the organization to encourage safety reporting secure in the knowledge that a dependable analysis and feedback protocol is in place.
- When a report is accepted under ASAP, no FAA enforcement/administrative action will result.
- A report will *not* be accepted into ASAP if the event involves any of the following:
  - 1 Intentional noncompliance with the FARs
  - 2 Intentional disregard for safety
  - 3 Criminal activity
  - 4 Substance abuse, controlled substances, alcohol or
  - 5 Intentional falsification

### Applicability

- The ACSF ASAP program applies to all covered employees of a participating company, and only to events that occur while acting in that capacity.
- A memorandum of understanding (MOU) must be signed in order to participate in ASAP.
- The MOU is a signed agreement between the participating company, the ACSF, and the FAA that outlines the conditions for participating in the ASAP program. (A sample MOU can be obtained from the ACSF).

## Getting Started

- The first step is to contact the Air Charter Safety Foundation (ACSF) and inform them of your interest in participating in the ACSF/FAA ASAP program.
- Enroll in USAIG Performance Vector selecting the ACSF ASAP as your program option.
- ACSF will provide you FSDO contact information in order to inform them that your company wants to participate.
- The FAA regional office must first sign an MOU with the ACSF, after which your company and your FSDO co-sign the MOU in order to confirm your participation.
- An ACSF representative will travel to your location and conduct training for both your company and FSDO regarding the ASAP process.
- You will need to train your employees who will participate in ASAP regarding the program rules and how to submit a report.

## Company Resources

When an employee submits a report to ASAP, the report is processed and reviewed by an event review committee (ERC), which decides on the appropriate course of action in response to the event. The ERC is comprised of an FAA representative, a company management representative, and a representative from the participating employee group (pilot, mechanic, etc.).

- Your company will need to designate a primary company management representative, and a primary employee group representative to participate on the ERC. (A back-up representative should also be designated in the event the primary representative cannot be available for the ERC).
- The ERC meets as needed to review and process any reports submitted. For most companies, the ERC meets every six to eight weeks, depending on report volume. ERC meetings can be conducted either in-person or via the web, depending on the nature of the report(s).
- All ASAP reports are submitted and processed using a web-based software tool that is supplied and maintained by the FAA.

## Requirements to Become an ASAP Participating Organization

- Be an ACSF member (annual organizational membership dues apply)
- Pay an annual ASAP administrative fee
- Execute an ASAP Memorandum of Understanding (MOU) with ACSF and FAA

Fees for ACSF membership and ASAP participation are predicated on the operators' fleet and workforce size, respectively. For policyholders with 25 or fewer employees and/or fleets up to 6 total aircraft, selection of this Performance Vector option results in USAIG covering both the annual ACSF membership dues and the annual ASAP administrative fee. Policyholder organizations larger than that can still utilize this offer, but in that case USAIG covers only the annual ACSF membership dues and the operator must self-fund its ASAP fee.