

ASAP Development Considerations

Developing and implementing an Aviation Safety Action Program (ASAP) requires a structured approach across distinct phases:

Section 1: Program Development & Implementation Flow

1. Cultural Foundation & Stakeholder Engagement

- First, the certificate holder, employee group, and the FAA must build a culture that supports the ASAP concept.
- It is recommended that all parties to an ASAP understand the program provisions in FAA Order 8900.1, Volume 11, Chapter 2, Section 1, and FAA Advisory Circular (AC) 120-66C before beginning the development process.
- Establish cultural change, if necessary, for all parties involved in the ASAP process.
- Include all stakeholders in program development discussions.
- Encourage open conversations about potentially divisive issues.
- Integrate the ASAP into the organization's overall safety culture.

2. Resource & Framework Planning

- Plan for the required resources.
- Create a safety risk matrix that best reflects your operational environment.
- Select appropriate individuals to serve on the ERC.
- Develop a processes and procedures manual.

3. System & Process Design

- Outline the ASAP report review process in detail.
- Outline the processes for safety data collection, analysis, and retention.
- Consider employee needs when designing the submission process.
- Choose a method for sharing and distributing ASAP information.
- Ensure the Event Review Committee (ERC) assigns responsibilities for event investigation tasks.

4. Training & Communication

- Develop a comprehensive education program for employees and management before implementing the ASAP.
- Use a standardized approach for ASAP training.
- Train all stakeholders on the content of the Memorandum of Understanding (MOU).

Section 2: ERC Operations & Decision-Making Guidelines

1. Committee Composition & Empowerment

- Maintaining consistent ERC members during early program implementation helps build a strong partnership.
- ASAP participants should select highly experienced personnel as ERC representatives.
- To work effectively, each ERC representative must have full authority to make decisions during ERC report discussions.
- Senior management and supervisors must not override or limit their ERC representative's decision-making authority for reported events.

2. Escalation, Briefings, and Confidentiality

- ERC members should communicate with FAA management, certificate holder management, and labor group management (if applicable) when reviewing high-profile or controversial reports.
- The ERC may brief stakeholders on safety events and investigation results to help them better understand the event and its resolution.
- Protect all confidential report details during these communication and briefing processes.