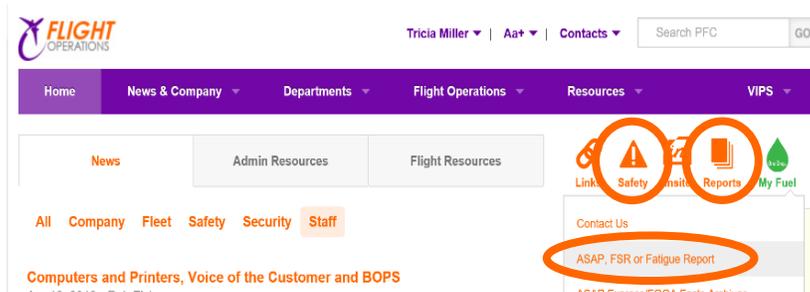




Flight Crew ASAP & Flight Safety Reporting System User Guide

INTRODUCTION

This guide describes how to submit an ASAP, Flight Safety or Fatigue Report in the Pilots' **Safety Reporting System (SRS)**. If you have any questions about reporting or ASAP, contact the FedEx Express Flight Safety Office at 901-224-5911 or read the Flight Crew Safety Reporting User Guide or ASAP Memorandum of Understanding (MOU) that are available on PFC. Dispatchers and AMTs have similar reporting systems.

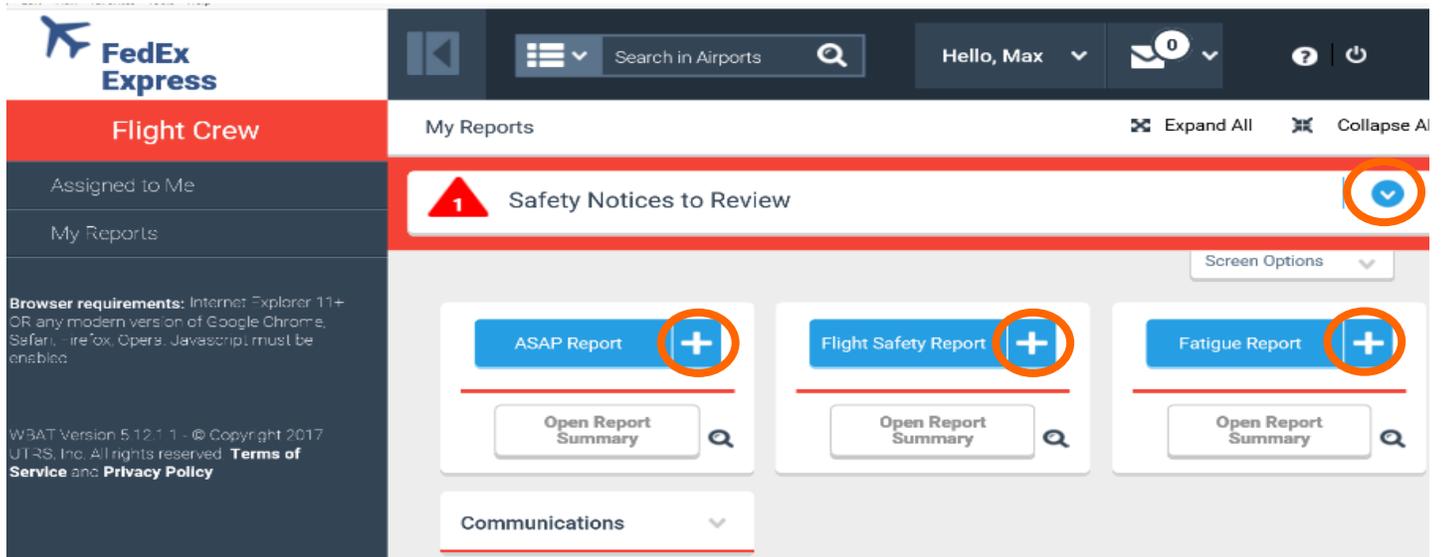


SRS ACCESS

Sign on to pilot.fedex.com (PFC):

- Click “Safety” or “Reports”
- Then click “ASAP, FSR or Fatigue Report”

Your PFC login will automatically log you on to the Safety Reporting home page.



SRS HOME PAGE

The Home Page appears after logging in and has options for submitting an **ASAP Report**, **Flight Safety Report**, and **Fatigue Report**.

- View “Safety Notices” by clicking the [blue down arrow](#).
- Each section contains an **Add Report** icon, **Open Report Summary** button, and **Search** icon.
- To review a previously submitted report, click on “Open Report Summary” (ex. ASAP or FSR).
- For a new report, click on **Add Report** to the right of the report type (ASAP, FSR or Fatigue).
- “Communications” section may contain alerts or newsletters.
- The Log Out Icon is in the upper right corner.
- To return to the SRS homepage, click on the airplane logo on the top left of the page.



SUBMITTING A NEW REPORT:

1. Review your personal information
 - a. Make any necessary changes.
 - b. Check ✓ the box “**I have reviewed my Employee Information**”.
2. Enter your event information
 - a. Complete applicable fields using check boxes, drop down choices and text.
 - b. Narratives rich in detail ensure a clear understanding of the event, contributing factors, suggestions, and even lessons learned.
 - c. Fields in **Red text** are **mandatory** for report submission.
3. Click on Down arrows to open sections or Up arrows to hide sections that don't apply.
 - a. Once your report is complete, Click “**Submit**” at the bottom (or top) of the form.

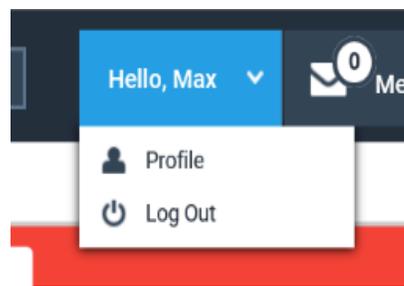
The image displays three sequential screenshots of the 'New Flight Crew ASAP Report' form. The first screenshot shows the 'GENERAL INFORMATION' section, including fields for employee name, ID, and contact information, along with a table for listing other employees involved. The second screenshot shows the 'FLIGHT INFORMATION' section, with fields for flight number, aircraft type, and ATIS information. The third screenshot shows the 'HOW DID YOU BECOME AWARE OF THIS EVENT?' section, featuring several checkboxes for awareness and reaction, and a 'Submit' button circled in red at the bottom.

MODIFY A PREVIOUSLY SUBMITTED REPORT:

- Navigate to the SRS Home page.
- Click the “Open Report Summary” link under “ASAP Report”, “Flight Safety Report” or “Fatigue Report as appropriate.
- Click the report’s ID # link that you want to view or modify.
- Scroll down to the section in the report that you want to modify and click on “Update.”
- Type the new information and click “OK”.

UPDATE YOUR PROFILE:

- Navigate to the SRS Home page.
- Hover over “Hello, “Your Name” on the top row and click “Profile.”
- Update any required information (red text is required).



ACCESS YOUR MESSAGES:

The ASAP Event Review Committee sends messages to update you on the status of your ASAP reports. To access those messages,

- Navigate to the SRS Home page.
- Hover cursor over “Messages” on the top row.
 - *The Envelope icon shows the number of new, unread messages.*
- Select “View Unread Messages” for example.

The list of messages includes the Sender’s Name, Subject, and Date/Time the message was sent.

To view a message,

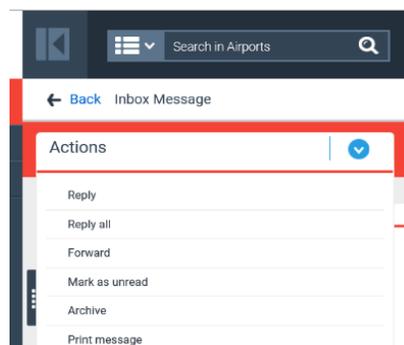
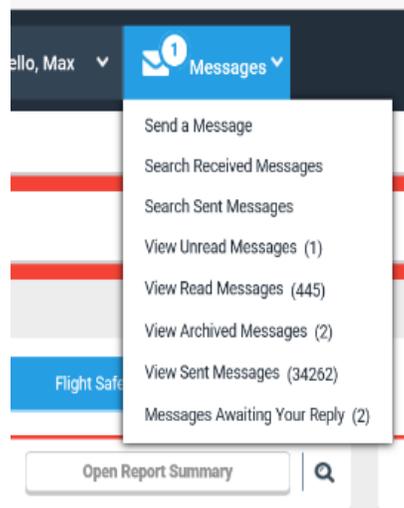
- Click on the sender’s name to view that message. Messages within SRS look similar to normal email.

After viewing the message,

- Hover over “Actions” to Reply, Forward, Mark as Unread, or Print the Message.

Once finished reviewing the message,

- Click “Back” in the second row to return to the list of messages.



To return to the SRS homepage, click on the airplane logo  on the top left of the page.

Aviation Safety Action Program (ASAP)

Fast Facts & Rumor Busters

Read the ASAP Memorandum of Understanding:

Know the purpose of ASAP, acceptance criteria, and protections which are detailed in the MOU ...
Go to PFC... "Departments"... "Safety"... and see the MOU listed under "ASAP Help"

One Report Won't Cover All Pilots! (MOU Paragraph 6b & c)

To be eligible to receive ASAP protections, each flight crew member must submit a separate ASAP report.
(FedEx reporting does not permit crewmembers to "sign" one report. Separate reports are required.)

Submit Your Report on Time – Don't Wait and See! (MOU Paragraph 6a-c)

Per the MOU's Acceptance Criteria, ASAP reports must be submitted within a specified time to be accepted.
If excluded, the crew member won't get certificate protection.

Details Make the Difference: (MOU Paragraph 6)

Include detailed narratives which explain your role, perspective, contributing factors, and lessons learned.

Read ASAP Express

For in depth analysis of notable events chosen by the ASAP Event Review Committee.

Go to PFC... "Departments" & "Safety." ASAP Express are under Safety News or Safety News Archives

Flight Safety Report FAQs

Do I need to file a Flight Safety Report?

Yes, if your event / situation is listed in FOM 2.15, you believe there is something to be learned from your event, something needs to be investigated, or you have identified a risk that may be new or inadequately mitigated in our system.

Which Type of Report Should I Submit?

- Personal fatigue or a fatiguing pairing, without any untoward event or situation. >> **Fatigue Report.**
- Malfunction or situation in which no pilot errors could possibly have occurred. >> **Flight Safety Report.**
- Any event or situation in which any action or inaction on the part of one of the certificated humans involved with the flight may have had an impact. This includes all pilots, AMTs, Dispatchers and ATC Controllers >> **ASAP Report**

Remember, an ASAP report fulfills the FOM 2.15 requirement for reporting so you don't need to submit both an ASAP and an FSR. HOWEVER, the reverse is not true, an FSR doesn't provide the protections of the ASAP program