Air Charter Safety Foundation Aviation Safety Action Program

Information Sheet

Introduction

The Air Charter Safety Foundation (ACSF) is a non-profit aviation safety organization that provides programs to enable on-demand charter providers and fractional program managers to achieve the highest levels of safety in the aviation industry. To achieve this goal, the ACSF has entered an agreement with the Federal Aviation Administration (FAA) to enhance safety by providing a systematic approach for employees of on-demand charter operators and fractional program managers to promptly identify and correct potential safety hazards.

ASAP Program

- 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 determined based on a non-disciplinary approach to flight safety.

Program Benefits

- 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. This information is analyzed, and corrective action is developed, to help resolve safety issues and possibly eliminate deviations from the federal aviation regulations (FARs).
- When a report is accepted under ASAP, no FAA enforcement/administrative action will result.
- A report will not be accepted into ASAP when 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 FAA Flight Standards District Office (FSDO) responsible for oversight of your operation, and inform them that you would like to participate in the ACSF/FAA ASAP program.

- If your FSDO is not familiar with ASAP and needs more information, ACSF can provide contact information for other FSDOs that already participate in this joint ACSF/FAA program.

- The FSDO will need to contact the FAA regional flight standards office and 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 FAA 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.

What is the Cost to Participate?
There is no cost to your company for participating in the ACSF ASAP program. Whereas, starting an ASAP program on your own requires a substantial commitment of staff and resources. It has been estimated that the value of staff time required to implement an ASAP program can easily exceed $60,000.

**For Additional Information**

For additional information or questions, contact Russ Lawton, ACSF ASAP Program Manager: rlawton@acsf.aero or 703-575-2053.