



ASAP for Event Review Committee (ERC) Members

COURSE DESCRIPTION

This course will demystify the Aviation Safety Action Program (ASAP) and give flight departments the confidence to self-govern their ASAP program(s). This course aims to enable you to become a confident participating member of your organization's Event Review Committee (ERC).

You'll also learn about what ASAP is, how to maintain the program, review ASAP reports, and make meaningful improvements to aviation safety. After the course, you'll have the opportunity to apply what you've learned in a few interactive exercises.

LEARNING OBJECTIVES

- **What** benefits does ASAP provides to the organization, personnel, and safety in general.
- **How** to interact with other members of the ERC and run an ASAP program in-house.
- **How** to submit and process ASAP reports using the VOCUS SMS platform.

DURATION

Approximately 2 hours.

REQUIREMENTS

- Mobile device or personal computer with internet access.
- Access to the VOCUS platform.
- Assigned a training license in VOCUS.

COMPLETION STANDARDS

At the end of the course, the learner will be directed to take a short 10-question quiz. To receive a completion certificate, the learner must receive a quiz grade of at least 80%.



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COURSE CONTENT

- Introduction to ASAP
 - ASAP 101: The history of ASAP, how ASAP works, myths busted
 - The People: Event Review Committee Roles and Responsibilities
 - Documentation: MOU, procedures manual and external reference documents.

- ASAP: Step By Step
 - ASAP Submissions: Barriers to reporting, sole source and non-sole source reports
 - How to Submit an ASAP report using VOCUS SMS, reporting best practices
 - Gathering Data: Supporting evidence, investigations, biases
 - Analysing Reports: Root Cause Analysis

- ASAP Reporting: Possible Outcomes
 - Accepting and Rejecting Reports, Rejection Criteria, VOCUS Acceptance Wizard
 - Coming up with corrective Actions and Recommendations, tracking corrective actions in VOCUS SMS
 - Building Consensus: Having diplomatic discussions and resolving conflicts
 - What Would You Do?: Examples of working through good and bad reports from start to finish

- Communicating Insights and Housekeeping
 - Communicating lessons learned and publishing reports in VOCUS SMS
 - Basic communication to the reporter: what is automated in VOCUS SMS
 - ASIAS Overview
 - Security and Redaction
 - Meetings and Attendance

- Quiz