

THE PROCESS

- 1** A Safety concern or FAR/Company procedure for non-compliance is noted and an ASAP report is submitted via the Safety Reporting System (SRS).
- 2** The ASAP report is received and deidentified by the Inflight Safety, Regulatory & Compliance.
- 3** Deidentified reports are reviewed monthly by the Event Review Committee (ERC). If further information is required, you may be contacted.
- 4** The ERC will reach a consensus on the outcome of each report. The ERC recommends corrective action(s) to address the safety concern(s) brought to light by the report. Possible outcomes for the F/As include:
 - a. No Action
 - b. Coaching to the submitter
 - c. Remedial training
 - d. Observed line flying
 - e. The ERC may also make recommendations to the company to fix hazards or non-compliance.
- 5** Once assigned corrective action/s are completed, the ASAP report is noted and closed.

FREQUENTLY ASKED QUESTIONS

Are Flight Attendants required to submit ASAP reports?

No, participation in the program is always voluntary. However, it is in the best interest of the Flight Attendant to submit a report and receive the protections afforded by ASAP.

Does an ASAP Report replace a ROR or Safety Report?

It depends. In some cases, both reports may be applicable such as in the case of a medical event involving a portable oxygen bottle that was empty. An ASAP Report should be submitted to address failure to pre-flight the POB and a ROR should be submitted to report the medical incident.

What if the ERC recommends coaching or procedural review as a corrective action?

An ERC representative, most likely your AFA representative will contact the Flight Attendant involved to discuss the ERC's assigned corrective action. Any corrective action must be completed to the satisfaction of the ERC. ERC assigned Corrective Actions are NOT included in the F/As personal file. Failure to comply with any assigned corrective action will result in the report being excluded from the program.

Under what circumstances can an ASAP report be excluded and subject the F/A to action by the FAA or Company?

Reports of events that appear to involve, **reckless conduct, intentional conduct** and the "**Big 5**", criminal activity, substance abuse, controlled substances, alcohol, or intentional falsification are excluded from the program. Reports involving those events will be referred to an appropriate FAA office or the company for further handling.

AVIATION SAFETY ACTION PROGRAM (ASAP)

spirit[®]



www.spiritairsafety.com

What is the Aviation Safety Action Program (ASAP)?

ASAP allows Flight attendants to report safety concerns or their own inadvertent violations of Company Policy/Procedures or FAA regulations through a non-disciplinary, non-punitive system.

It is a voluntary and confidential self-disclosure program that allows the AFA, the Company and the FAA to identify safety hazards surrounding reported events and to develop mitigation strategies for the identification of systemic issues or failures.

ASAP is neither a “get out of jail free” program nor an avenue to “write someone up”. The primary focus of ASAP is to address concerns that reach beyond individuals.

Individual reports are filed for events and these Reports comprise the data that are used to identify the systemic issues so mitigation strategies can be developed to reduce risk at Spirit Airlines. ASAP's contribution to the SMS at Spirit and the airline industry cannot be understated.

HOW ASAP WORKS

- **ASAP** applies to ALL Spirit Airlines Flight Attendants while on duty.
- Examples of events involving apparent non-compliance with 14-CFR may include:
 - Non-compliant Flight Attendant Manual (FAM), missing or broken device, Content/Orlando program/s not updated.
 - Not completing exit seat briefing.
 - Non-safety related duties performed during taxi.
 - Not seated in jumpseat for takeoff / landing
 - Minimum crew not onboard during boarding/deplaning.
- For any apparent non-compliance, F/As must individually submit separate reports in order for all Flight Attendants to be protected.

EXAMPLES OF ASAP

Scenario 1 - Accepted:

“Our flight was extremely busy, and boarding started late. There were several carry-on bags under the seats that were too large, multiple seat duplications and bins to close. The boarding door was closed quickly to help achieve an on-time departure. Later in the flight I realized that I had not briefed the passengers in the exit row.”
Would submitting an ASAP report be to my benefit?

Yes - as long as there was not an intentional violation or disregard for safety, ASAP affords a F/A the opportunity to report a safety violation that could have been caused by a systematic problem and without implicating the F/A specifically.

Scenario 2 - Excluded:

“We arrived late to the gate, and I left the aircraft prior to all the passengers deplaning in order to make my commute home. I know the minimum crew requirements, but I really wanted to get home.” ***Will my ASAP be accepted?***

In this case an ASAP report would be excluded as the F/A intentionally and willfully did not follow policies and procedures.

HOW TO FILE AN ASAP REPORT

- To submit an ASAP report, Flight Attendants should go to www.spiritairsafety.com or the SRS icon on their EFB.
- Log into the Safety Reporting System using their assigned Spirit Network username and password.
- Once logged in, select “New Report” and the electronic submission form will appear.
- Select the ASAP report-type check box, complete the rest of the form and click the Submit button to save and submit the report.
- A notification of successful submission should appear on the screen, and you will receive an email to your company email.



REPORT ACCEPTANCE CRITERIA

- Report must be submitted online via the SRS website and in a timely manner.
- Any non-compliance with 14 CFR disclosed in the report must be inadvertent and not involve:
 - Intentional violation of 14 CFR
 - Reckless disregard for safety or a safety standard.
- Reports involving the “**BIG 5**” are **NOT** accepted into ASAP:
 - **Criminal activity**
 - **Substance abuse**
 - **Controlled substances**
 - **Alcohol**
 - **Intentional Falsification**

SAFETY PROMISE

Safety is Spirit's most important value because we care about the health and safety of one another and our Guests. Every Team Member and Service Provider is responsible for ensuring the highest level of safety at Spirit and committed to:

- Identifying hazards and risks before they become incidents
- Immediately stopping any operation if it is believed safety is being compromised
- Sharing information on all safety issues
- Reporting any condition, action, or process that may affect safety
- Continuously improving our safety processes, performance, and culture

We pledge that no disciplinary action will be taken against any Team Member for reporting a safety concern, except in cases of reckless choices with regard to regulations or company procedures, or when a criminal act has been committed.


Ted Christie
Resident and Chief Executive Officer


John Bendoric
F/A and Chief Operating Officer

