

This worksheet is provided as a tool to help you prepare to file an ASAP report. It is not necessary to use this form and there is no need to retain it.

The ASAP reporting form contains the following elements:

- Personal Information
- Aircraft Information
- Experience
- Work History
- Summary of Event
- Contributing Factors

Personal Information (Required Entries)

You will need to provide your Name, Employee Number, Home Address and Contact Information.

Work History (Required Entries)

Date of Occurrence _____ Time of event occurrence (24 hr / Local) _____
 Position/Title _____ Station _____ Location _____
 Normal work shift: Days _____ Evenings _____ Graveyard _____ Other _____
 Did event occur on overtime Yes _____ No _____ Hours on duty at time of event _____

Aircraft Information Please provide any relevant information. It is **not** necessary to fill in each blank.

Type of aircraft _____ Nose # _____ Flight # _____
 Engine model _____ ATA Code _____ Other _____
 Component Name _____ M&E P/N _____
 S/N _____ Component Position _____

Summary Of Event (Required Entry)

Experience

You will be asked to provide your qualifications (i.e. A & P, Inspector, and Repairman) and technical experience in years.

Contributing Factors The following categories will be presented. Please provide any relevant information and comments concerning anything you considered may have contributed to the event /violation.

Equipment/Tools , e.g., Unsafe, Unavailable, No instructions, Not used:	Aircraft Design/Configuration/Parts , e.g., Parts unavailable, A/C configuration variability	Technical Data(Work cards, AMM, IPC, etc.) , e.g., Unavailable/inaccessible, Incorrect
Environment , e.g., Weather conditions , High noise levels	Facilities , e.g., Lighting, Hazardous/toxic substances, Power sources, Access (ladders, stands)	Communication , e.g., Between mechanics, flight crews, Shift turn over
Individual Factors , e.g., Time constraints, Fatigue, Complacency, Personal Event		