# VOCUS®
## BY POLARIS AERO

**ASAP for Frontline Personnel**

## COURSE DESCRIPTION

This training is designed to break down the mystery of the Federal Aviation Administrations' (FAA's) Aviation Safety Action Program (ASAP) and help you become confident at reporting safety issues, hazards, errors, and violations.

You'll learn about how ASAP works, how to write effective reports, and what happens to your report after submitting it. You'll also get the opportunity to apply what you've learned in a quiz.

## LEARNING OBJECTIVES

- *How* to submit ASAP reports and participate effectively in your organization's ASAP program using the VOCUS SMS platform.

- *Why* is ASAP a beneficial program for employees?

- *What* happens to ASAP reports after submission.

## DURATION

Approximately 45 minutes.

## 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

- ASAP 101: The Basics
  - What is ASAP?
  - The history of ASAP
  - ASAP Myths Busted

- ASAP: The People
  - What is the Event Review Committee (ERC)
  - ASAP Documentation

- How To Submit An ASAP Report
  - How to submit an ASAP report in VOCUS SMS
  - The two types of ASAP reports
  - Tips for writing ASAP reports

- Report Outcomes
  - Acceptance and rejection criteria
  - What happens to reports after acceptance or rejection
  - Corrective actions and recommendations

- Report Examples
  - Overview of ERC process
  - Good and bad examples of ASAP reports

- Communicating Insights, And Housekeeping
  - What the company do with insights from ASAP reports
  - How ASAP insights are communicated in VOCUS SMS
  - What feedback that reporters receive
  - ASAP housekeeping - redaction and security

- Quiz

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