

How do I file an ASAP?

1. Got to AMT home page
<http://me.aa.com/AMTHome/>
2. Click LAA links
3. Go to the Communications Header (8th Blue header)
4. Click ASAP Link <https://americanairlines-safety.wbat.org/wbat/home/view?parent=-1>

I'm here. What do I do now?

(Overview Box)

1. Click “Add a New Maintenance ASAP Report”
2. Do NOT click on A new Maintenance Safety Concerns report.
3. The first thing you must do is update your information(top left box)
4. You must fill in all the red highlighted areas
5. Your cell number is not highlighted in red, but is our best way to reach you when you file an ASAP. This information is confidential, and will not be seen by anyone not in the ASAP ERC(Event Review Committee)

I'm here. What do I do now? (Overview Box)

5. You're email address will default to your AA email. If you want your email notifications sent somewhere else, change it.
6. Once all information is entered, Click OK, and it will send you back to the ASAP filing page
7. You must then click the " I have reviewed my employee information box(highlighted in red)

Following steps (Overview Box)

8. Immediately to the right of the personal information box, are 2 lines that MUST be filled in, due to the red boxes.
9. The Date/Time when event occurred, then the Aware date and time box. This is important in the case of FAA notification, and a 24 hour clock that starts upon notification
10. Although the tail number is not in red, this helps us in not guessing what type of a/c

Description Box

11. Skip below the other employee area(Those can be added to your narrative)
12. Event Information. You must enter your station(3 Letter code)
13. You must also put in your Duty on time(day of event) and to the right of that, Duty off time(day of event)
14. The rest of the line items with the plus (+) sign, are drop down menus, and the more information, we get, will help us to understand the report

Cause, Detection and Reaction areas

15. These areas will also add to the report, and help the ERC understand further

Narrative boxes

16. This is the area, where you get to tell us exactly what happened. Be clear and concise, and the more information, the better. One line narratives often leave us asking more questions. If there are other people involved, you can also add their names. These will all be deidentified, when the report is processed. Any information you can add, that you think will be of use would help. This is especially important if we need to get an a/c stopped and fixed immediately.

The Bottom of the page

17. There are 4 options at the bottom of the page.

17a. Save and Complete later, if you need to finish later on in shift, or at home

17b. Save and Continue, if your narrative is running long, and you need to think about it further.

17c. Submit. This will let you know if you're missing a required area(a pop up box will tell you), or will generate an asap record number for your records.

17d. Cancel. No explanation needed

What to expect after you file

18. Within 24 hours, you should receive a call from a TWU ASAP representative.

19. If more information is needed from the ERC, you may be called on for an interview with us as well.

20. If there is a CFR violation, you should also expect some type of investigation from the company side.