



# Safety Newsletter

Ref. Email 10/10/25

Dear Team,

To enhance clarity regarding safety reporting, here's a quick guide to ensure the correct report is filed for each situation:

## 1. ASAP Reports:

- **When to File:** If you were involved in an event where regulatory compliance or company procedures may have been unintentionally compromised. Examples include altitude deviations, checklist oversights, or unstable approaches.
- **Purpose:** These reports are reviewed by the Event Review Committee (ERC) and are designed to encourage voluntary reporting of safety issues and events. The ASAP program aims to enhance aviation safety through the prevention of accidents and incidents.
- **Learn More:** For detailed information, please visit the FAA's page [Aviation Safety Action Program | Federal Aviation Administration](#)

## 2. General Safety Reports:

- **When to File:** Use a Safety Report to document operational hazards, infrastructure issues, or any unsafe conditions not tied to personal performance (e.g., broken equipment, unclear taxiway signage, or gaps in training).
- **Purpose:** These reports help identify and mitigate safety concerns within our operations.
- **Learn More:** For more details on safety reporting, refer to the FAA's [Safety, Safety, Accident, and Hazard Reports](#)

By filing the appropriate report, you are helping us build a safer operation for everyone. The ASAP program, in particular, plays a critical role in creating a culture of trust and accountability. It allows us to learn from mistakes, address potential risks proactively, and improve our safety systems across the board. This program is here to support you, and its success depends on active participation from every pilot.



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If you ever have questions about which report to file, don't hesitate to reach out to me or Zach directly. Together, we can ensure that our workplace remains one of the safest in the industry.

Thank you for your dedication to safety and professionalism.

Best regards,

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<https://www.faasafety.gov/gslac/onlineresources.aspx?masterId=1>