AIRCRAFT MECHANICS FRATERNAL ASSOCIATION

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AMFA Professional Standards Case Receipt Checklist

Confidential Document

This form must be destroyed within 90 days or when the case is resolved, whichever occurs first.

Name of the Committee member receiving the report_____

Date/Time/How report was received_____

Name of person filing the report_____

Position_____Base_____Line_____Other_____Contact number_____

Date and time of incident_____

At this point go **Confidential**. Get a Two way agreement of **Confidentiality** before proceeding.
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Name of person(s) being reported_____

Position_____Base_____Line_____Other_____Contact number_____

Date and time of incident_____

Get the facts: Who, What, Where, etc.

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Did the reporter try talking with the other party about the problem? Yes/No_____ If so, what was the response? _____

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Is management involved in the problem? Yes/No_____ If so, to what extent? _____

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_____

Is either party a non-AMFA member? Yes/No_____

If yes, does their union or company have a Professional Standards Program? Yes/No_____

Determine urgency:

Is this an imminent problem? Yes/No_____
Are the involved individuals scheduled to work together in the immediate future? _____

_____

_____

Is this a personality conflict situation? Yes/No_____
Is this a substance abuse problem? (drugs, alcohol)? _____
Is this a possible emotional/psychological problem? _____

Is the assistance of the Local Airline (EAP) Representative or AMFA NSSD? _____

Advise the person filling out the report of your probable course of action and time frame for resolution.

_____

_____

Consult with the Local Professional Standards Committee Chairman for Committee coordination, and determine which Professional Standards Committee member will handle the different aspects of the case. _____

_____

_____

Initiate the case investigation. Determine the other individual's interpretation of the events.

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Proposed case resolution suggestions for the involved parties: _____

_____

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Coordinate communication between the parties as appropriate utilizing methods outlined in the Professional Standards Handbook Manual. _____

Is a face to face meeting required? Yes/No _____
If yes, take steps to establish and conduct the meeting following established protocol outlined in the Professional Standards Handbook Manual. _____

_____

_____

Are all parties satisfied with the proposed case resolution? _____

If not, contact the Local Safety and Standards Chairman for assistance. _____

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Were all involved parties notified of case resolution? _____
Date of final case resolution. _____

Notes: _____

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*** Destroy this document and all related case notes within ninety days or as soon as the case is resolved, whichever occurs first.***