

## **AIRCRAFT MECHANICS FRATERNAL ASSOCIATION**

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## **AMFA Professional Standards Case Receipt Checklist**

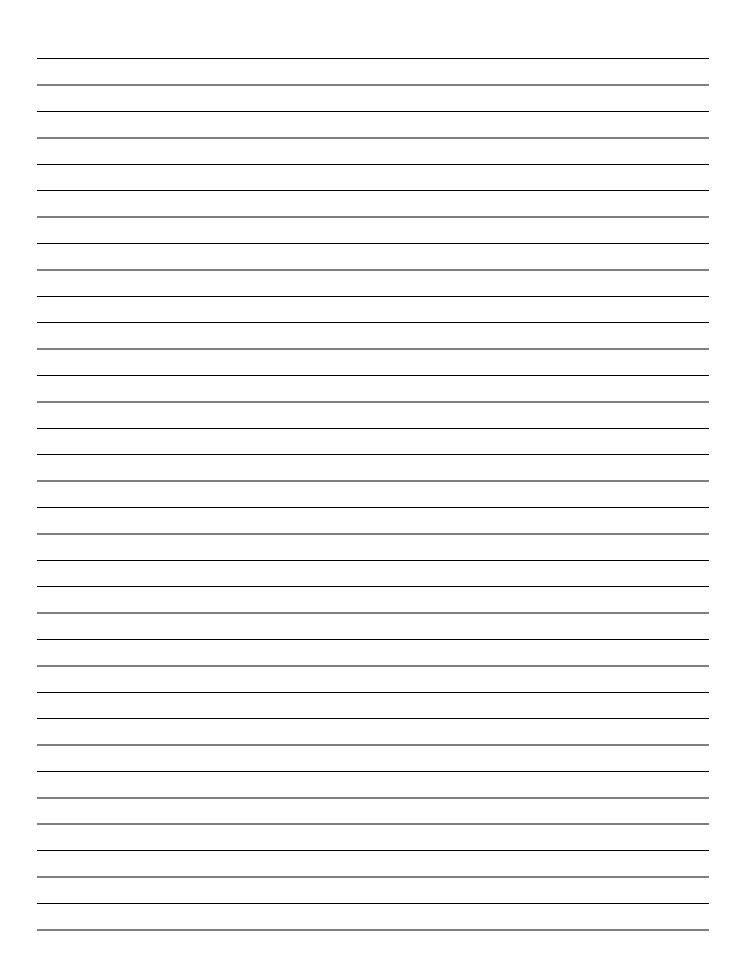
## **Confidential Document**

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						
-				Contact number		
At this poin	t go <b>Confidential</b> .	Get a Two v	vay agreement	of <u>Confidentiality</u> before proce	eding.	
Name of person	n(s) being reported					
Position	Base	Line	Other	Contact number		
Date and time of	of incident					
	Who, What, Where,					
-	•		-	olem? Yes/No If so, what	was the	
,	involved in the pro			to what extent?		

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.						
Proposed case resolution suggestions for the involved parties:						

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?					
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.\*\*\*