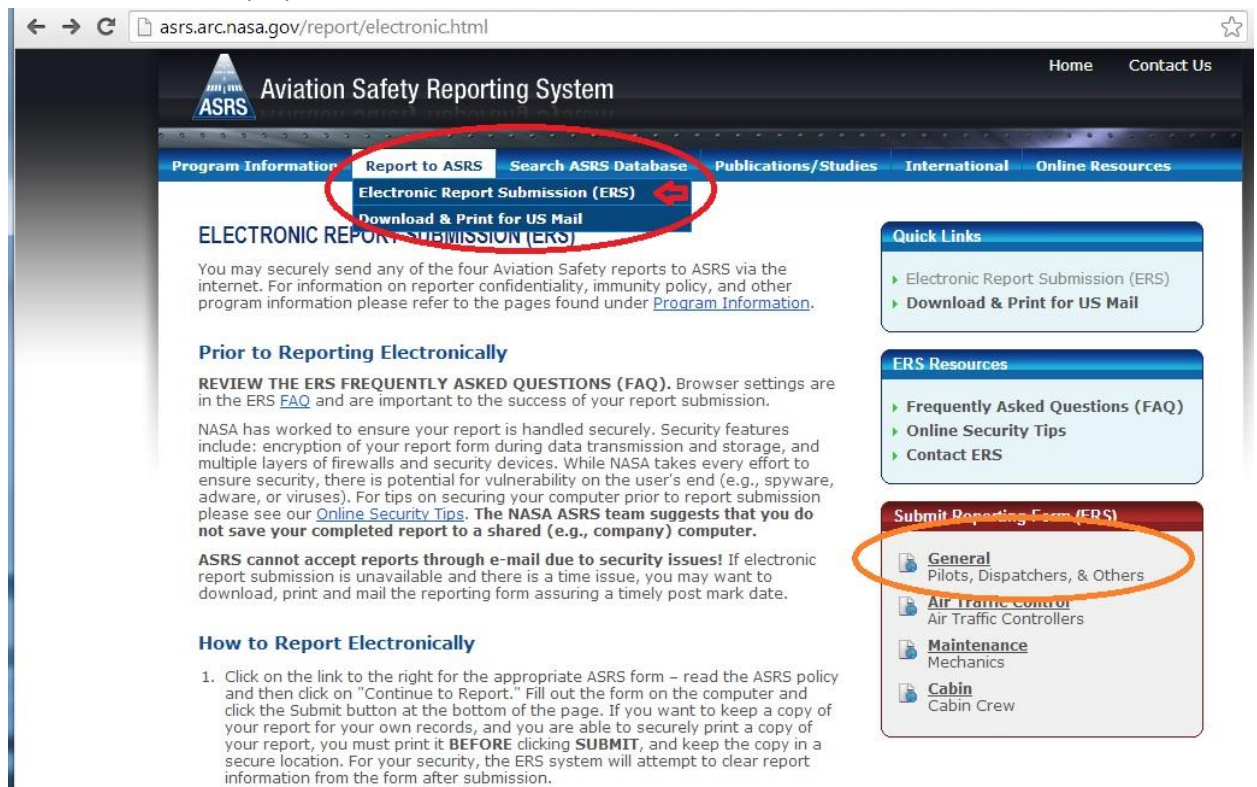


# Filing a NASA ASRS Report

## Filing Electronically

<http://asrs.arc.nasa.gov/report/electronic.html>

1. Browse to the URL listed above
2. The below screen will be displayed



- a.
3. Click on "General" from the "Submit Reporting Form (ERS)" section, as highlighted above
4. Read and accept the agreement by clicking on "Continue to Report"
  - a. The agreement basically states what the NASA ASRS is for, that all information entered is anonymized, and that anything entered CANNOT be used for FAA enforcement purposes.

# The ASRS Form

## Pilot Information

- The form starts by asking for pilot information and contact information. Note that the contact information is *only* in case you need to be contacted for further information. This information will *NOT* be entered into the final report.
- You may enter your best estimate for the flying time, as it is only used for classification purposes.
- Note that most fields are *not* required, so if a field either doesn't apply, you are unsure what to enter, or you don't have the information available, you may still submit the form without filling in those fields.

### GENERAL FORM

DO NOT REPORT AIRCRAFT ACCIDENTS AND CRIMINAL ACTIVITIES ON THIS FORM.  
ACCIDENTS AND CRIMINAL ACTIVITIES ARE NOT INCLUDED IN THE ASRS PROGRAM AND SHOULD NOT BE SUBMITTED TO NASA.  
ALL IDENTITIES CONTAINED IN THIS REPORT WILL BE REMOVED TO ASSURE COMPLETE REPORTER ANONYMITY.

IDENTIFICATION STRIP: Please fill in all blanks to ensure return of strip.  
NO RECORD WILL BE KEPT OF YOUR IDENTITY. This section will be returned to you.

TELEPHONE NUMBERS where we may reach you for further details of this occurrence.

HOME  HOURS

OTHER  HOURS

NAME

ADDRESS/PO BOX

ADDRESS LINE 2

CITY  STATE  ZIP

TYPE OF EVENT/SITUATION

DATE OF OCCURRENCE (MM/DD/YYYY)

LOCAL TIME (24 HR. CLOCK) [HH:MM]

PLEASE FILL IN APPROPRIATE SPACES AND CHECK ALL ITEMS WHICH APPLY TO THIS EVENT OR SITUATION.

| REPORTER                                      | Reset   | FLYING TIME (IN HOURS)                 |
|---|---|--|
| <input type="radio"/> Captain                 | <input checked="" type="radio"/> Single Pilot               | Total Time: <input type="text"/> hrs   |
| <input type="radio"/> First Officer           | <input type="radio"/> Instructor                            | Last 90 Days: <input type="text"/> hrs |
| <input checked="" type="radio"/> Pilot Flying | <input type="radio"/> Dispatcher: <input type="text"/> yrs. | Time in Type: <input type="text"/> hrs |
| <input type="radio"/> Pilot Not Flying        | <input type="radio"/> Other: <input type="text"/>           |  |
| <input type="radio"/> Relief Pilot            |   |  |
| <input type="radio"/> Check Airman            |   |  |

**Estimates are fine**

| CERTIFICATES & RATINGS                               | ATC EXPERIENCE  |
|--|---|
| Private <input type="text"/>                         | <input type="radio"/> FPL <input type="radio"/> Developmental |
| <input type="checkbox"/> Flight Instructor           | Radar <input type="text"/> yrs.                               |
| <input type="checkbox"/> Instrument                  | Supervisory <input type="text"/> yrs.                         |
| <input type="checkbox"/> Multiengine                 | Non-Radar <input type="text"/> yrs.                           |
| <input type="checkbox"/> Flight Engineer             | Military <input type="text"/> yrs.                            |
| <input type="checkbox"/> Other: <input type="text"/> |   |

## Type of Operation

- The next section is used for entering information about the type of operation and when and where the incident occurred.
- As with before, most fields are not required, and estimations (where applicable) are fine.

| AIRSPACE   | CONDITIONS / WEATHER ELEMENTS  | LIGHT / VISIBILITY  | ATC / ADVISORY SVC.   |
|--|--|---|---|
| <input type="checkbox"/> Class A<br><input type="checkbox"/> Class B<br><input type="checkbox"/> Class C<br><input type="checkbox"/> Class D<br><input type="checkbox"/> Class E<br><input type="checkbox"/> Class G<br><input type="checkbox"/> Special Use<br><input type="checkbox"/> TFR | VMC <input type="text"/><br><input type="checkbox"/> Fog<br><input type="checkbox"/> Hail<br><input type="checkbox"/> Haze/Smoke<br><input type="checkbox"/> Icing<br><input type="checkbox"/> Rain<br><input type="checkbox"/> Other: <input type="text"/><br><input type="checkbox"/> Snow<br><input type="checkbox"/> Thunderstorm<br><input type="checkbox"/> Turbulence<br><input type="checkbox"/> Windshear | Daylight <input type="text"/><br>Ceiling: <input type="text"/> feet<br>Visibility: <input type="text"/> miles<br>RVR: <input type="text"/> feet | Tower <input type="text"/><br>ATC Facility Name: <input type="text"/> |

---

### AIRCRAFT 1

Your Aircraft Type:  (enter Model, e.g. B737, NOT N #, Flt #, etc)

Operator FAR Part:  Other:

Operator:  Other:

Mission:  Other:

Flight Plan:

Flight Phase:  Other:

Route in Use  
☐ Direct ☐ Visual Approach ☐ Airway (ID):   
☐ Oceanic ☐ None ☐ STAR (ID):   
☐ Vectors ☐ Other:  ☐ SID (ID):

IF MORE THAN ONE AIRCRAFT WAS INVOLVED, PLEASE ADD AN ADDITIONAL AIRCRAFT.

---

### Distance/Altitude estimates are fine

| LOCATION <input type="button" value="Reset"/>   | CONFLICTS <input type="button" value="Reset"/>   |
|---|--|
| Altitude: <input type="text"/> (single value) <input type="radio"/> MSL <input type="radio"/> AGL<br>Distance: <input type="text"/> and/or Radial: (bearing) <input type="text"/> from:<br><input type="radio"/> Airport <input type="text"/> <input type="radio"/> ATC Fac <input type="text"/><br><input type="radio"/> Intersection <input type="text"/> <input type="radio"/> NAVAID <input type="text"/> | Estimated miss distance in feet:<br>Horizontal <input type="text"/> Vertical <input type="text"/><br>Was evasive action taken? <input type="radio"/> Yes <input checked="" type="radio"/> No<br>Was TCAS a factor? <input type="radio"/> TA <input type="radio"/> RA <input checked="" type="radio"/> No<br>Did terrain warning system activate? <input type="radio"/> Yes <input checked="" type="radio"/> No |



## Event Details

- The final section is where the event details are entered. Be as specific and descriptive as possible to describe what happened. Any specifics that may identify the reporter (you) will be anonymized by NASA before being entered into the final report.
- To make the most use out of ASRS, try to describe what could have been done to prevent the event from happening in the first place.

DESCRIBE EVENT/SITUATION

Keeping in mind the topics shown below, discuss those which you feel are relevant and anything else you think is important. Include what you believe really caused the problem, and what can be done to prevent a recurrence, or correct the situation.

CHAIN OF EVENTS

- How the problem arose

- Contributing factors

- How it was discovered

- Corrective actions

HUMAN PERFORMANCE CONSIDERATIONS

- Perceptions, judgements, decisions

- Factors affecting the quality of human performance

- Actions or inactions

NASA FORM 277B (May 2009)

GENERAL FORM

v0.3.2

Reset Form

View Printable Format

Submit Report

### From the NASA Aviation Safety Reporting System:

NASA has established an Aviation Safety Reporting System (ASRS) to identify issues in the aviation system which need to be addressed. The program of which this system is a part is described in detail in FAA Advisory Circular 00-46D. Your assistance in informing us about such issues is essential to the success of the program. Please fill out this form as completely as possible.

The information you provide on the identity strip will be used only if NASA determines that it is necessary to contact you for further information. THIS IDENTITY STRIP WILL BE RETURNED DIRECTLY TO YOU. The return of the identity strip assures your anonymity.

Section 91.25 of the Federal Aviation Regulations (14 CFR 91.25) prohibits reports filed with NASA from being used for FAA enforcement purposes. This report will not be made available to the FAA for civil penalty or certificate actions for violations of the Federal Air Regulations. Your identity strip, stamped by NASA, is proof that you have submitted a report to the Aviation Safety Reporting System. We can only return the strip to you, however, if you have provided a mailing address. Equally important, we can often obtain additional useful information if our safety analysts can talk with you directly by telephone. For this reason, we have requested telephone numbers where we may reach you.

**NOTE:** Aircraft accidents should not be reported on this form. Such events should be filed with the National Transportation Safety Board as required by NTSB Regulation 830.5 (49CFR830.5).


Thank you for your contribution to aviation safety.

## NASA ASRS “CALLBACK” Newsletter

- The other side of the NASA Aviation Safety Reporting System (ASRS) is the “Callback” newsletter.
- Each issue covers a specific topic, with actual ASRS reports that are relevant to the topic being discussed.

### Subscribing to “CALLBACK”

- From the URL listed on page one, select “CALLBACK” from the “Publications/Studies” drop-down highlighted.
- You can download previous issues and subscribe to the newsletter by filling in your email address in the “Subscribe to CALLBACK” section.



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ASRS's award winning publication *CALLBACK* is a monthly safety newsletter, which includes de-identified ASRS report excerpts with supporting commentary in a popular “lessons learned” format. In addition, *CALLBACK* may contain features on ASRS research studies and related aviation safety information. Editorial use and reproduction of *CALLBACK* articles is encouraged. We would appreciate any appropriate attribution of this information. ASRS thanks the aviation community for its interest in and support of *CALLBACK*.



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### Instructions

*CALLBACK* is available in both HTML and Adobe Acrobat Reader formats.



Click on HTML icon to view *CALLBACK* issue in your browser. Click on Acrobat icon to download and view or print a high quality PDF version.



**KEY:**



 - HTML Icon  - PDF Icon



 Indicates an ASRS report narrative  Indicates clarification made by ASRS



### 2013



 **Issue 406** - November 2013  
Expectation Bias

 **Issue 405** - October 2013  
General Aviation Fuel Management Incidents

 **Issue 404** - September 2013  
Automation Issues

 **Issue 403** - August 2013  
What Would You Have Done?

 **Issue 402** - July 2013  
Crossed Wires In Maintenance Procedures

 **Issue 401** - June 2013  
RNAV Standard Terminal Arrival Route (STAR) Issues

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## Sample ASRS Report

- Excerpt from “Callback Issue 406”

### ***“I Absolutely...Heard Our Callsign”***

*Circumstances confirmed this CRJ900 crew’s expectations to the point where the First Officer “absolutely” believed that their callsign was given with a takeoff clearance. The Captain, also hearing what he expected to hear, started to taxi across the hold short line before a voice from the Tower raised a red flag.*

■ *As we approached the end of the runway, an air carrier flight in front of us was cleared for takeoff. We pulled up to the hold short line and stopped. We were the only aircraft in the Number One position at the end of the runway. There was nobody across the runway waiting to depart from the east side. It was just us and a few aircraft behind us.... I heard Tower clear us to, “Line up and wait” and I read back the clearance on the Tower’s frequency. The Captain called for the line-up checklist and started to advance the thrust levers. As the nose of the aircraft crossed the hold short line, somebody transmitted on the Tower frequency, “Who’s taking the runway?” This immediately raised a red flag and before I could say anything, the Captain brought the aircraft to an abrupt stop.*

*We were barely across the hold short line and the Tower said something to the effect of, “Who is Number One at Runway 32?” I replied with our flight number and stated, “You cleared us to line up and wait on 32.” The Tower Controller replied, “Actually, I cleared another flight (it was behind us) to line up and wait on 32, but if you’re Number One for the runway, line up and wait, Runway 32.” We...departed uneventfully.*

*In retrospect, I can see that expectation bias was clearly in play. I absolutely believed that I heard our call sign being cleared to line up and wait and did not consider the possibility that the Tower had inadvertently cleared the aircraft behind us to line up and wait. Interestingly, both of us were positive that the clearance was for us, so checking with the other pilot would not have yielded a different result. In the words of the Captain, this was a wake-up call for both of us to ensure we are more alert to all clearances and transmissions. Bottom line, I made a mistake and erroneously responded to another aircraft’s clearance.*