

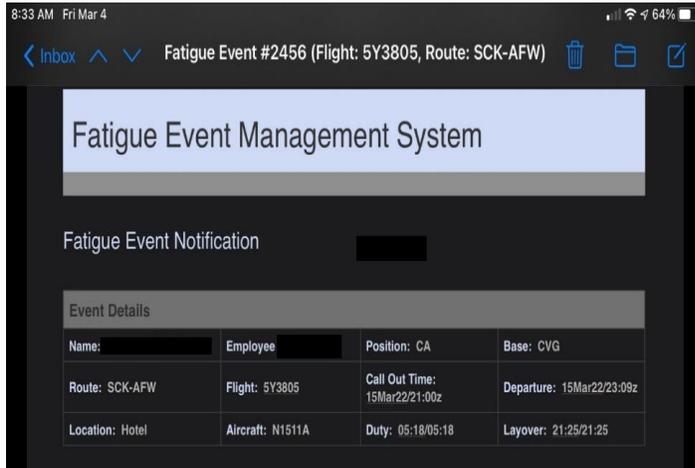
AlertSafe Crewmember Fatigue Report Guide

There are two types of fatigue reports:

1. A fatigue report you submit after you make a fatigue call. [See guide Part 1.](#)
2. A fatigue report you submit on its own (standalone fatigue report). [See guide Part 2.](#)

PART 1 – Report following a fatigue call

Step 1: Look in your company email inbox for a ‘Fatigue Event Notification’ email (shown below) and click the link within checklist item 1 ‘Fatigue Report Link’ (see red arrow below).



Follow ‘Fatigue Report link’

[To assist the Fatigue Risk Management Committee (FRMC) and the Company in identifying, understanding, and applying corrective actions for your recent fatigue call, submit your fatigue report after you have completed your rest period and are no longer fatigued.

Pilots are required to submit a fatigue report within 48 hours after their rest period through this [Fatigue Report link](#), or by visiting <https://fatigue.atlasair.com> and selecting your specific event under ‘My Fatigue Reporting’.

If you have any questions or technical issues while attempting to submit your fatigue report, contact the Atlas Air Ops Improvement Team at fatigue@atlasair.com.

Crewmember involvement in this process is vital to mitigating future instances of fatigue. We appreciate your cooperation in this process.

Sincerely,

Fatigue Risk Management Committee

Step 2: Make sure you are viewing the My Fatigue Reporting page

Top Right – My Fatigue Reporting tab

Here you will find all past reports and any fatigue events created after a fatigue call.

On the dark blue bar, under 'Type', you will see Event or Report. It will show 'Report' for standalone fatigue report submissions and 'Event' for events created after a fatigue call.

The screenshot shows the 'My Fatigue Reporting' page. At the top right, the 'My Fatigue Reporting' tab is highlighted with a red box. Below the navigation bar, there are buttons for 'Create Report' and 'User Guide'. The main content area displays a table titled 'Events (4)'. The table has columns for ID#, CrewMember Report, Event Date, Type, Base, Equip, Flight#, Dep-Arr, and Status. The 'Type' column is highlighted with a red box. The table contains four rows of data:

ID#	CrewMember Report	Event Date	Type	Base	Equip	Flight#	Dep-Arr	Status
2456	Fill Out Report	03/15/2022 21:00z	Event	CVG	76	5Y3805	SCK - AFW	InReview
2453	Fill Out Report	02/28/2022 17:39z	Report	CVG	76	PO384	EMA - CVG	InReview
2452	Fill Out Report	02/28/2022 17:38z	Report	CVG	76	PO384	EMA - CVG	InReview
2454	Fill Out Report	02/03/2022 12:55z	Report	CVG	76	PO384	EMA - CVG	InReview

At the bottom of the table, there is a 'Records#' dropdown set to 10 and a pagination control showing '1'.

Step 3: Find the fatigue event that correlates with you recent fatigue call and click 'Fill out Report'.

The screenshot shows the 'My Fatigue Reporting' page. The 'My Fatigue Reporting' tab is highlighted. Below the navigation bar, there are buttons for 'Create Report' and 'User Guide'. The main content area displays a table titled 'Events (4)'. The table has columns for ID#, CrewMember Report, Event Date, Type, Base, Equip, Flight#, Dep-Arr, and Status. The 'Fill Out Report' button for the first event (ID# 2456) is highlighted with a red circle. The table contains four rows of data:

ID#	CrewMember Report	Event Date	Type	Base	Equip	Flight#	Dep-Arr	Status
2456	Fill Out Report	03/15/2022 21:00z	Event	CVG	76	5Y3805	SCK - AFW	InReview
2453	Fill Out Report	02/28/2022 17:39z	Report	CVG	76	PO384	EMA - CVG	InReview
2452	Fill Out Report	02/28/2022 17:38z	Report	CVG	76	PO384	EMA - CVG	InReview
2454	Fill Out Report	02/03/2022 12:55z	Report	CVG	76	PO384	EMA - CVG	InReview

At the bottom of the table, there is a 'Records#' dropdown set to 10 and a pagination control showing '1'.

A report will pop up that links directly to your schedule in AIMS. The following fields will be filled out automatically – Employee Information, Position, Date/Time when event occurred, Flight Number, Departure Airport, and Arrival Airport

ATLAS AIR
Fatigue Event Management

Home Events My Fatigue Reporting

Crewmember Fatigue Reporting Form

Simpletext

Overview

Employee Information

Position CA

Date/Time when event occurred 03/15/2022 21:00z

Schedule Snapshot

UTC CVG View By Hours Filter card Add Card List cards

Mar 15, 2022 Mar 16, 2022

22	23	00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	00	01	02	03	04	05	06	07	08	09	10	11
18	19	20	21	22	23	00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	00	01	02	03	04	05	06	07

7 SCK SCK 5Y3805 AFW

Event Information

Flight Number 5Y3805

Departure Airport SCK

Arrival Airport AFW

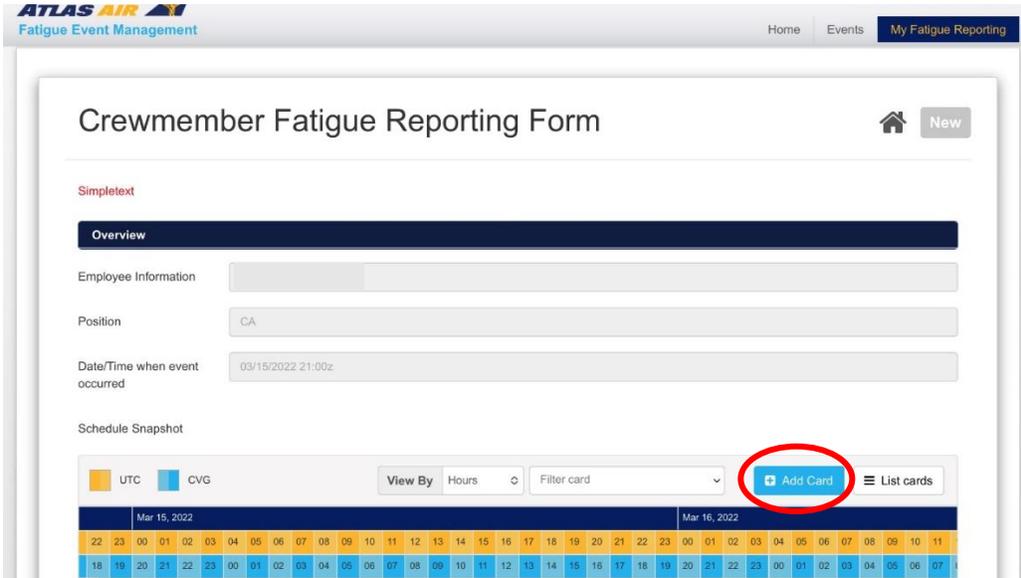
Level of Fatigue Extremely Tired

Narrative: Please provide a detailed narrative of the event *

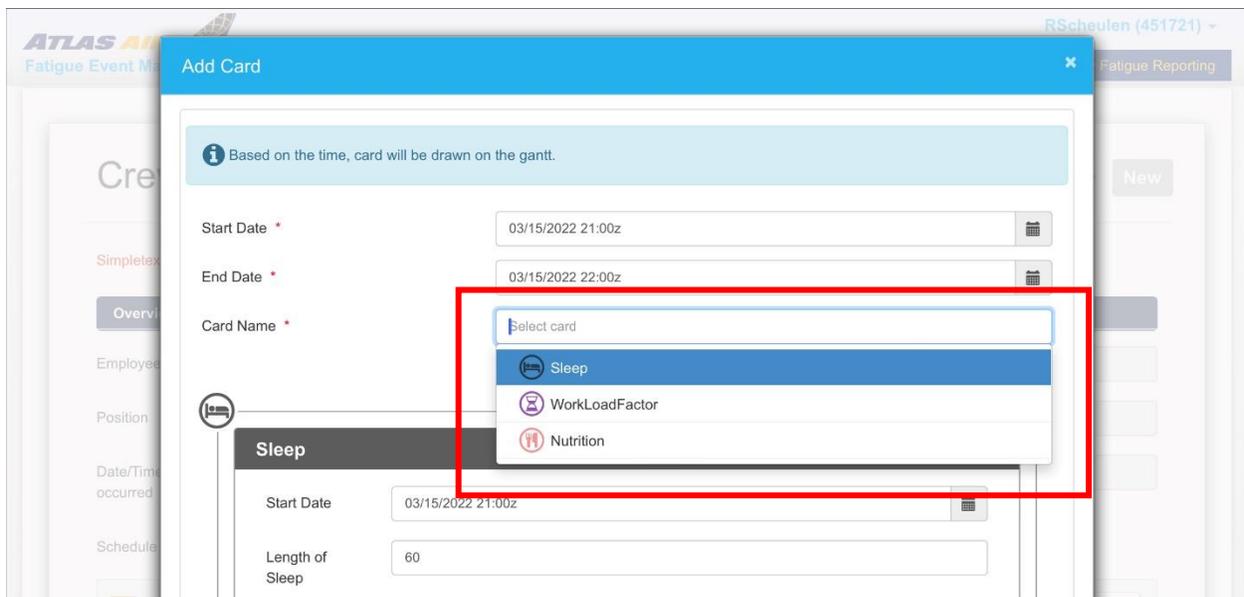
I was unable to fall asleep because I was acclimated to a different time zone. The...

Suggestion: Please provide a narrative outlining suggestions for avoiding fatigue event

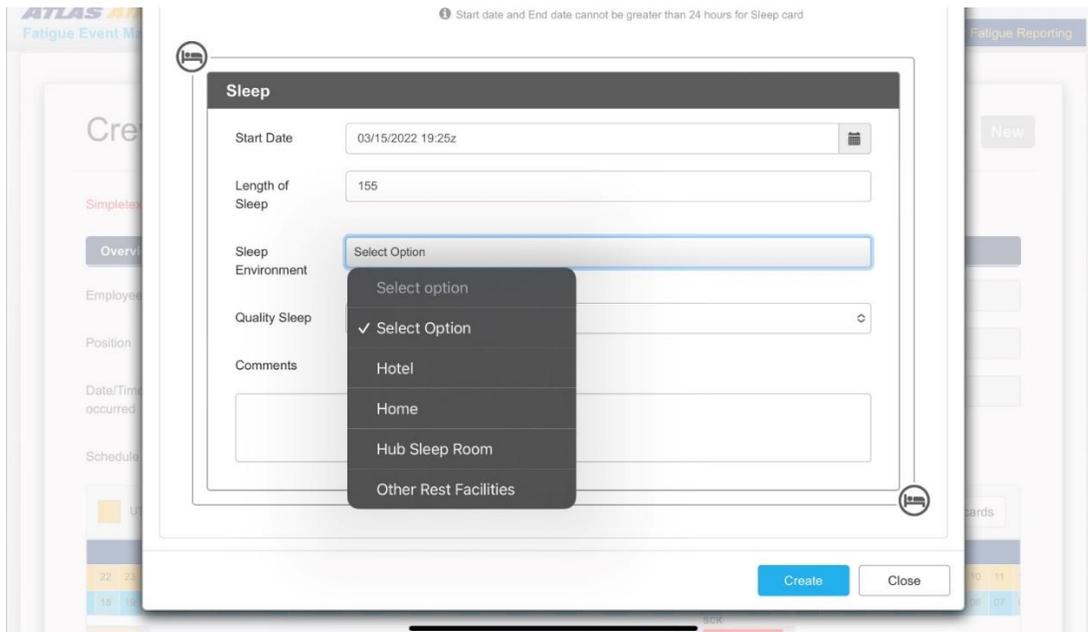
Step 4: Before filling out the rest of the form, you'll need to add your sleep, meals, and workload to the model. Click the blue  button seen below.



Step 5: A menu will pop up. Select 'Sleep' from the dropdown.

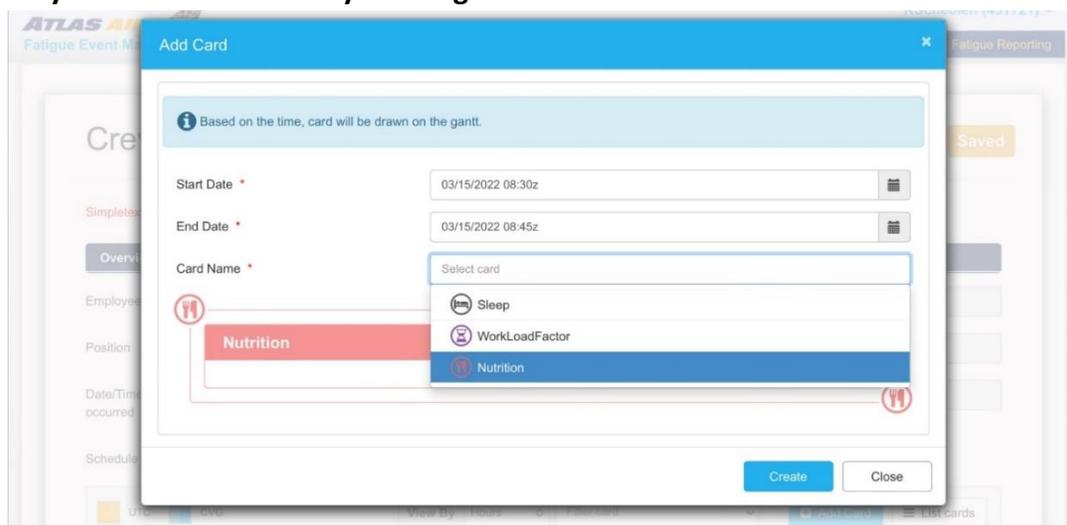


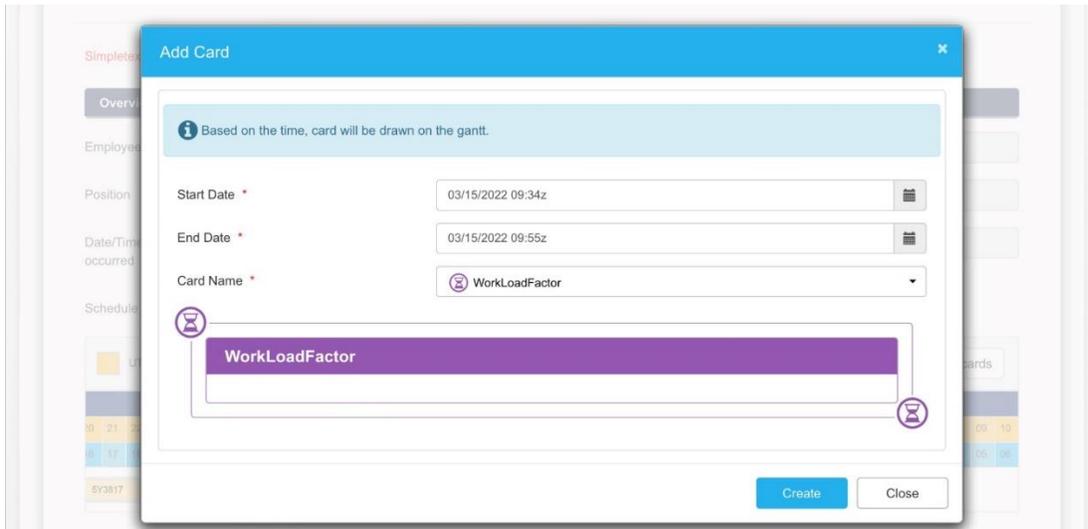
Step 6: You will then have the option to enter the date/time of a sleep period, length of sleep, sleep environment (hotel, home, hub, other), quality of sleep, and any additional comments. You should create a sleep card, filling one of these out, for each block of rest you had in the days prior to the fatigue call/event (typically 3+ days). Be sure to hit the 'Create' button.



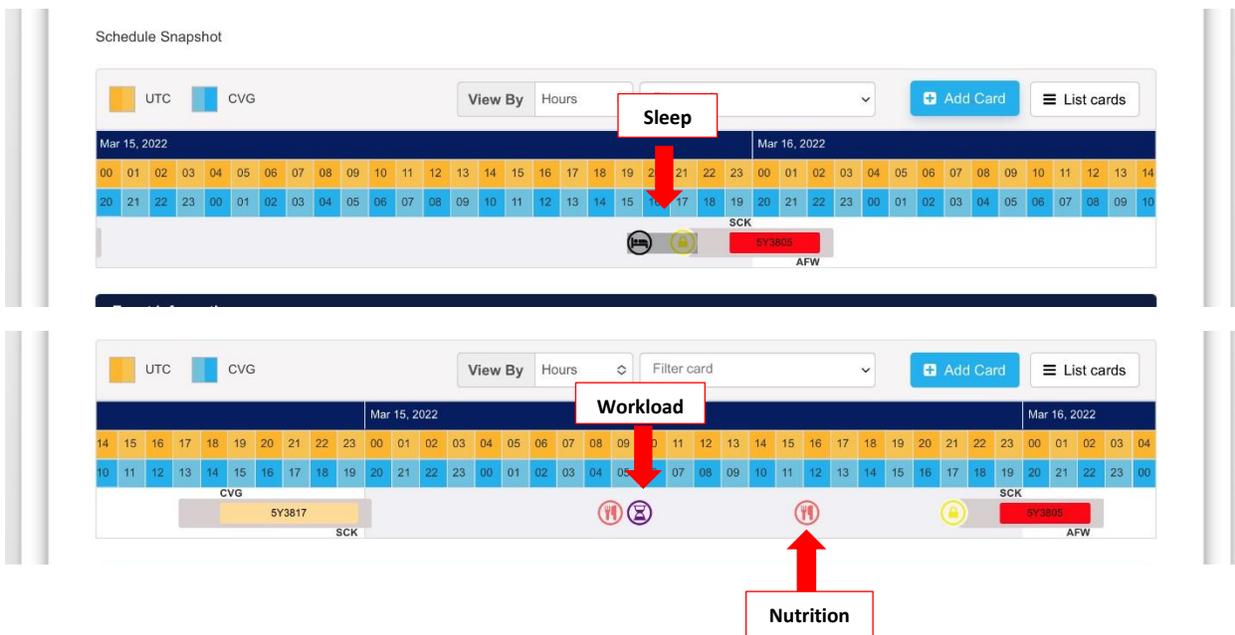
Step 7: Add additional cards for workload or meals.

- **Nutrition** – Add start and end times to account for the meals you were able to eat in the days prior.
- **Workload Factor** – Add start and end times when there was additional workload that may have contributed to your fatigue.





All cards will show up on the Gantt chart once created.



Step 8: Select your 'Level of Fatigue' from the dropdown menu. This means your level of fatigue at the time of the fatigue call.

The screenshot shows a web form titled "Event Information". At the top, there are two tabs: "SCK" (selected) and "AFW". Below the tabs, the form contains several input fields: "Flight Number" with the value "5Y3805", "Departure Airport" with "SCK", and "Arrival Airport" with "AFW". The "Level of Fatigue" dropdown menu is highlighted with a red border and shows "Extremely Tired" as the selected option. Below the dropdown, there are two text input areas. The first is labeled "Narrative: Please provide a detailed narrative of the event *" and contains the text "I was unable to fall asleep because I was acclimated to a different time zone. The...". The second is labeled "Suggestion: Please provide a narrative outlining suggestions for avoiding fatigue event" and is currently empty.

Step 9: Provide a narrative describing what happened in the days leading up to the fatigue call. This is your chance to provide us the who, what, when, where, and why behind how you came to be fatigued.

This screenshot shows the same "Event Information" form as in Step 8. The "Level of Fatigue" dropdown is now set to "Extremely Tired". The "Narrative: Please provide a detailed narrative of the event *" text area is highlighted with a red border and contains the text "I was unable to fall asleep because I was acclimated to a different time zone. The...". The "Suggestion" text area remains empty.

Step 10: Provide any suggestions on what could have been done differently, on your part or the company's part, to prevent or reduce the risk of fatigue.

Event Information

Flight Number: 5Y3805

Departure Airport: SCK

Arrival Airport: AFW

Level of Fatigue: Extremely Tired

Narrative: Please provide a detailed narrative of the event *

I was unable to fall asleep because I was acclimated to a different time zone. The...

Suggestion: Please provide a narrative outlining suggestions for avoiding fatigue event

Step 11: Answer YES (Y) or NO (N) on whether you commuted as scheduled in AIMS.

Commute Information

Did you commute as scheduled in AIMS? *

Select option

✓ Select option

Y

N

Contributing Factors

Training Revision

StandBy

Duty Length

Personal

Rest Facilities

Nap Availability

Weather

Multiple TZD

MX

Hotel

Circadian Swap

Step 12: Check any of the 'contributing factors' that increased your fatigue. If you stayed at a hotel, add the hotel room and room number in this section.

Contributing Factors

- Pairing Revision
- Duty Length
- Rest Facilities
- Weather
- MX
- Circadian Swap
- Extended Duty
- Late Departure
- StandBy
- Personal
- Nap Availability
- Multiple TZD
- Hotel

Other Contributing Factors:

Hotel name and room number:

Step 13: Check any of the mitigations listed that you tried to reduce fatigue.

Mitigation Attempted

- Caffeine
- Nutrition
- Exercise
- Nap
- None

Save Submit

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Step 14: Click SUBMIT once you have finished.

Mitigation Attempted

- Caffeine
- Nutrition
- Exercise
- Nap
- None

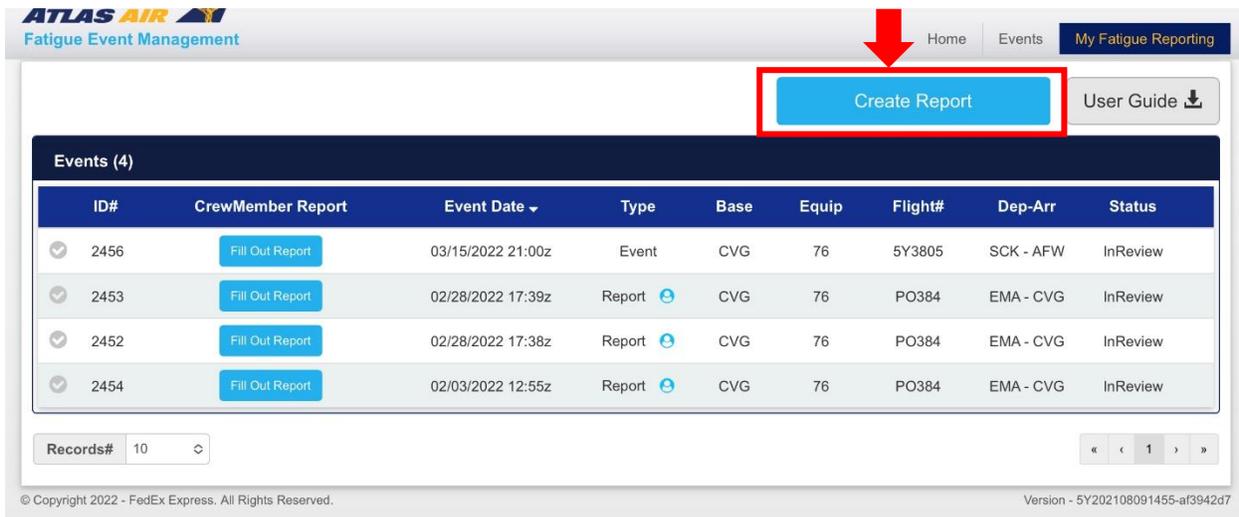
Save Submit

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PART 2 – Standalone Fatigue Report

Step 1: Go to <http://fatigue.atlasair.com> and use your Atlas GlobalNet credentials to log in.

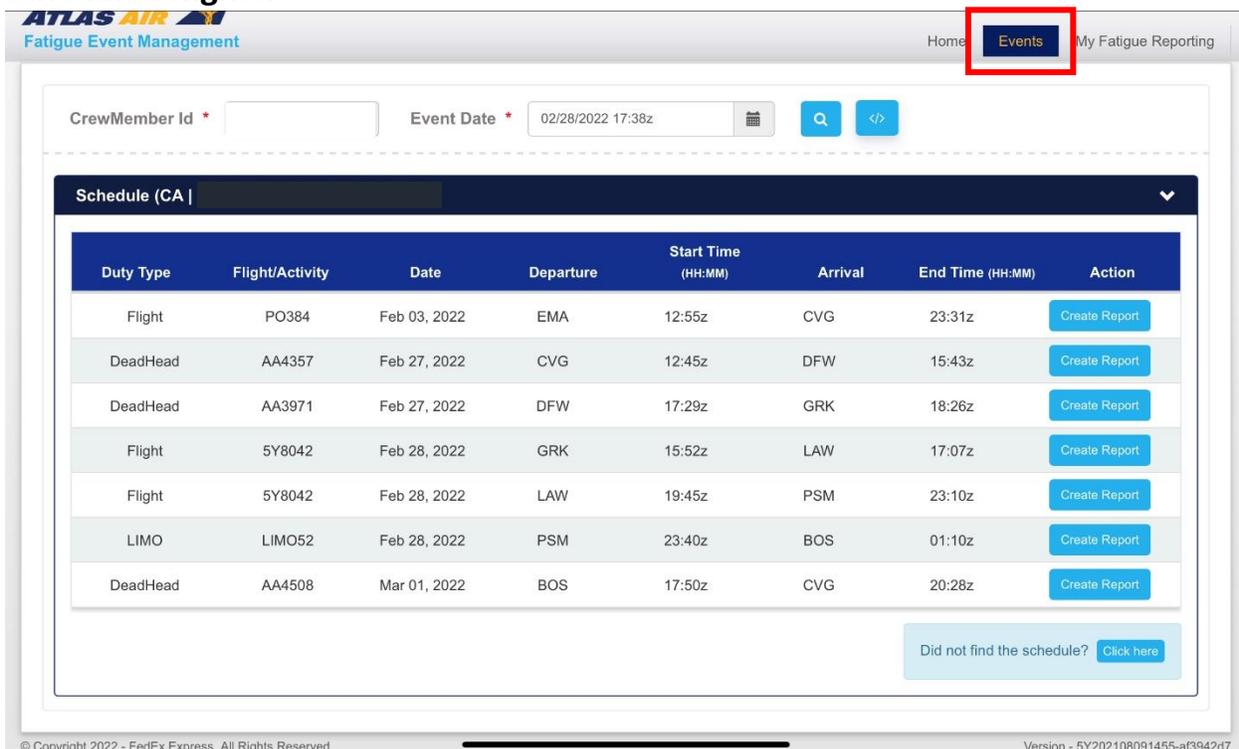
Step 2: Under the 'My Fatigue Reporting' tab, click the blue 'Create Report' button.



The screenshot shows the Atlas Air Fatigue Event Management interface. The 'My Fatigue Reporting' tab is selected in the top navigation bar. A red arrow points to a blue 'Create Report' button, which is highlighted with a red box. Below the navigation bar, there is a table titled 'Events (4)' with columns: ID#, CrewMember Report, Event Date, Type, Base, Equip, Flight#, Dep-Arr, and Status. The table contains four rows of event data. At the bottom of the page, there is a copyright notice: '© Copyright 2022 - FedEx Express. All Rights Reserved.' and a version number: 'Version - 5Y202108091455-af3942d7'.

ID#	CrewMember Report	Event Date	Type	Base	Equip	Flight#	Dep-Arr	Status
2456	Fill Out Report	03/15/2022 21:00z	Event	CVG	76	5Y3805	SCK - AFW	InReview
2453	Fill Out Report	02/28/2022 17:39z	Report	CVG	76	PO384	EMA - CVG	InReview
2452	Fill Out Report	02/28/2022 17:38z	Report	CVG	76	PO384	EMA - CVG	InReview
2454	Fill Out Report	02/03/2022 12:55z	Report	CVG	76	PO384	EMA - CVG	InReview

Step 3: It should take you to the 'Events' tab, where you will find a list of your scheduled flights.



The screenshot shows the Atlas Air Fatigue Event Management interface with the 'Events' tab selected in the top navigation bar. The 'Events' tab is highlighted with a red box. Below the navigation bar, there is a search bar with 'CrewMember Id' and 'Event Date' fields. The 'Event Date' field is populated with '02/28/2022 17:38z'. Below the search bar, there is a table titled 'Schedule (CA |)' with columns: Duty Type, Flight/Activity, Date, Departure, Start Time (HH:MM), Arrival, End Time (HH:MM), and Action. The table contains seven rows of flight data. At the bottom of the page, there is a copyright notice: '© Copyright 2022 - FedEx Express. All Rights Reserved.' and a version number: 'Version - 5Y202108091455-af3942d7'.

Duty Type	Flight/Activity	Date	Departure	Start Time (HH:MM)	Arrival	End Time (HH:MM)	Action
Flight	PO384	Feb 03, 2022	EMA	12:55z	CVG	23:31z	Create Report
DeadHead	AA4357	Feb 27, 2022	CVG	12:45z	DFW	15:43z	Create Report
DeadHead	AA3971	Feb 27, 2022	DFW	17:29z	GRK	18:26z	Create Report
Flight	5Y8042	Feb 28, 2022	GRK	15:52z	LAW	17:07z	Create Report
Flight	5Y8042	Feb 28, 2022	LAW	19:45z	PSM	23:10z	Create Report
LIMO	LIMO52	Feb 28, 2022	PSM	23:40z	BOS	01:10z	Create Report
DeadHead	AA4508	Mar 01, 2022	BOS	17:50z	CVG	20:28z	Create Report

Step 4: Find the flight closest to the fatigue risk you want to report and click the blue 'Create Report' button next to it.

The screenshot shows the ATLAS AIR Fatigue Event Management interface. At the top, there is a navigation bar with 'Home', 'Events', and 'My Fatigue Reporting'. Below this, there are search filters for 'CrewMember Id' and 'Event Date' (02/28/2022 17:38z). The main content area is titled 'Schedule (CA)' and contains a table with the following columns: Duty Type, Flight/Activity, Date, Departure, Start Time (HH:MM), Arrival, End Time (HH:MM), and Action. The table lists several flights and deadhead activities. The flight '5Y8042' on Feb 28, 2022, from GRK to LAW, is highlighted with a red box, and a red arrow points to its 'Create Report' button. At the bottom right of the table area, there is a link: 'Did not find the schedule? [Click here](#)'. The footer contains copyright information: '© Copyright 2022 - FedEx Express. All Rights Reserved.' and 'Version - 5Y202108091455-af3942d7'.

Duty Type	Flight/Activity	Date	Departure	Start Time (HH:MM)	Arrival	End Time (HH:MM)	Action
Flight	PO384	Feb 03, 2022	EMA	12:55z	CVG	23:31z	Create Report
DeadHead	AA4357	Feb 27, 2022	CVG	12:45z	DFW	15:43z	Create Report
DeadHead	AA3971	Feb 27, 2022	DFW	17:29z	GRK	18:26z	Create Report
Flight	5Y8042	Feb 28, 2022	GRK	15:52z	LAW	17:07z	Create Report
Flight	5Y8042	Feb 28, 2022	LAW	19:45z	PSM	23:10z	Create Report
LIMO	LIMO52	Feb 28, 2022	PSM	23:40z	BOS	01:10z	Create Report
DeadHead	AA4508	Mar 01, 2022	BOS	17:50z	CVG	20:28z	Create Report

Step 5: Complete the same steps as the process for submitting a fatigue report after a fatigue call (Steps 9-15). **NOTE for now, the Sleep/Workload/Nutrition cards may be unavailable for standalone reports & our team is working on a fix.

If you experience technical issues or need help submitting a report, please reach out to the FRMC at fatigue@atlasair.com or fatigue@iap2750.org.