

The 5-Step WESS Process

1. Gather mishap information and complete the worksheets.

- Refer to pages 14-15 for detailed information.

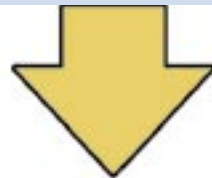


2. Log into WESS and create new report.



3. Determine notifications, endorsements, and chain of command approval.

- Refer to steps 2-11 on the following page.



4. Validate and resolve report errors.

- You cannot submit the report until all errors are resolved.



5. Submit your report to the Naval Safety Center.

- Remember, you must click the “Submit” report button.