

The following information expands upon InFO 10017.

Information for Operators (InFOs) are posted at:

http://www.faa.gov/other_visit/aviation_industry/airline_operators/airline_safety/InFO/

FATIGUE RISK MANAGEMENT PLAN (FRMP) CHECKLIST

FATIGUE RISK MANAGEMENT PLAN (FRMP) CHECKLIST		
Air Carrier:		Date:
Air Carrier Certificate Number:		
	ELEMENT AND TASK	REFERENCED IN FRMP
A.	Senior Level Management Commitment to Reducing Fatigue and Improving Flightcrew Alertness	
	i. Does the FRMP have a letter from senior level management describing their acknowledgement and commitment to managing and mitigating fatigue and improving flightcrew alertness?	
	ii. Does the corporate policy define how an event is evaluated for potential fatigue involvement as well as define an overview of the methodology for conducting a detailed root cause analysis?	
	iii. Does the FRMP define their "Just Culture" or "Safety Culture?"	
	iv. Does the FRMP have an open communications policy for reporting fatigue-related issues?	
	v. Does the FRMP have a fatigue reporting system?	
B.	FRMP Scope and the Organization's Fatigue Management Policy and Procedures.	
	i. Are the scope and objectives of the organization's FRMP clearly defined?	
	ii. Are the organization's policies and procedures adequate to mitigate and manage the effects of fatigue and improve flightcrew alertness?	
	iii. Is each element of the FRMP clearly defined?	

	iv. Are the organization’s FRMP safety objectives and expectations clearly defined?	
C.	Flight Time and Duty Period Limitations.	
	i. Does the FRMP contain the current flight time and duty limits that will be used by the organization based upon their kind of operations? These limitations can be either the CFR limitations or the hours of service limitations observed in the pilot’s collective bargaining agreement.	

	ELEMENT AND TASK	REFERENCED IN FRMP
D.	Rest Scheme Consistent with such Limitations that Enable Fatigue Mitigation.	
	i. Does the FRMP incorporate the organization’s rest scheme consistent with the kinds of operations and the type of operations conducted by the air carrier?	
	ii. Does the rest scheme consider the length of rest periods required to mitigate the effects of fatigue for scheduled vs. unscheduled operations, domestic and international operations, day vs. night operations, and operations through multiple time zones, etc.?	
	iii. Is there a rest scheme for those flightcrew members assigned or scheduled for reserve assignments?	
	iv. If applicable, is there a rest scheme for augmented flightcrew operations to mitigate fatigue and improve flightcrew member alertness.	
E.	Fatigue Reporting Policy	
	i. Does the FRMP have a fatigue reporting system that encourages the reporting of fatigue related events as part of the overall FRMP?	
	ii. Does the fatigue reporting system permit crewmembers and other employees to report subjective fatigue and, from time to time, request relief from duties because of chronic fatigue?	

	iii. Are there provisions in the FRMP for these reports being used as data sources by the organization in developing new and amended fatigue mitigation strategies?	
F.	Fatigue Education and Awareness Training Program	
	The education and awareness training program should be comprehensive educational program essential for providing the foundation in the management and mitigation of fatigue.	

	ELEMENT AND TASK	REFERENCED IN FRMP
	i. The frequency of the Fatigue Education and Awareness training program is every twelve (12) calendar months.	
	ii. A review of FAA flight, duty and rest, regulatory requirements.	
	iii. Awareness of the FRMP program itself, including fatigue related policies and procedures, and the responsibilities of management and employees to mitigate or management the effects of fatigue and improve flightcrew member flight deck alertness.	
	iv. The basics of fatigue, including sleep fundamentals and circadian rhythms.	
	v. The causes and awareness of fatigue.	
	vi. The effects of fatigue relative to flightcrew member performance.	
	vii. Fatigue countermeasures, prevention, and mitigation.	
	viii. The influence of lifestyle, including nutrition, exercise, and family life, on fatigue.	
	ix. Familiarity with sleep disorders.	
	x. The effects of fatigue as a result of commuting.	
	xi. Flightcrew member responsibility for ensuring adequate rest and fitness for duty.	
	xii. The effects of operating through multiple time zones.	
	xiii. Operational procedures to follow when one identifies, or suspects, fatigue risk in	

	oneself or others.	
	xiv. Incorporate lessons learned regarding the effects of fatigue and mitigation initiatives relative to the air carrier's operations, and	
	xv. Use a methodology that continually assesses the effectiveness of the training program.	

	ELEMENT AND TASK	REFERENCED IN FRMP
G.	Fatigue Incident Reporting Process	
	i. Does the FRMP have detailed procedures for reviewing and acting upon reports of events that may be attributable wholly or in part to fatigue are similar to crew reports, and can serve as a mechanism for obtaining all relevant data regarding fatigue contributions to the incident?	
	ii. Does the FRMP consider other data sources such procedural errors, flightcrew member deviations, flight exceedances, Aviation Safety Action Program (ASAP) or Aviation Safety Reporting System (ASRS) reports and flight operational quality assurance (FOQA) data may help the air carrier to objectively document fatigue?	
H.	System for Monitoring Flightcrew Fatigue	
	i. Does the FRMP have a process to capture all relevant information, such as the schedule leading up to the fatigue event, the actions of the employee to obtain rest, subjective and objective evidence of fatigue, environmental conditions that may have contributed to fatigue, relevant health or medical conditions, specific actions related to the incident, and communications prior to and during the event?	
	ii. Does the FRMP have a corporate policy for the protection of privacy and methods to protect the employee from adverse actions that would discourage reports of fatigue?	

	iii. Does the FRMP define how an event is evaluated for potential fatigue involvement as well as defining the methodology used for conducting a detailed root cause analysis?	
	iv. Does the FRMP contain operational procedures to follow when one identifies, or suspects, fatigue risk in oneself or others?	

	ELEMENT AND TASK	REFERENCED IN FRMP
I.	The Organization's FRMP Evaluation Program	
	i. Does the FRMP have a systematic process for evaluating the effectiveness of the organization's FRMP?	
	ii. Does the FRMP define use of a methodology that continually assesses the effectiveness of the FRMP, including the effectiveness of the FRMP to improve alertness, and to mitigate performance errors?	
	iii. Does the FRMP have a process for determining the need for amending their FRMP, as appropriate, when it is determined that the FRMP a policy or procedure is no longer effective in managing a fatigue event?	