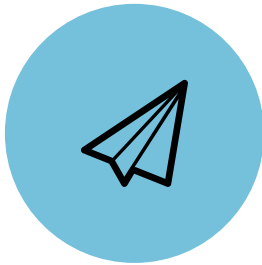


HOW TO REPORT FATIGUE



There are some ways to fill in fatigue reports. And ways to be avoided. Here are some practical hints!



DOs

Always use factual information only. Less is more: be factual, to the point, and (if possible) avoid using long texts.

Make sure you provide:

- » an accurate assessment of your alertness level prior to an event (use the 1-9 score of the scientific 'Karolinska Sleepiness Scale'); and if you provide 'Fatigue Details', use again identical terms from that scale – e.g. "... during the approach I was sleepy, it was an effort to stay awake (Karolinska 8), and ...").
- » previous sleep periods & length/s (as best as possible). As the only real effective way to mitigate/lessen any onset of fatigue is to have adequate sleep, it is important to have information on what your sleep length and quality was prior to any event.
- » the main reason for the fatigue event (e.g. "flight departure delayed and subsequent duties after long period of wakefulness, a series of night duties, hotel room not able to obtain quality sleep, roster change and was not able to plan adequate rest");
- » accurate data of changed/light duties (if applicable).

When to report

- » Always report fatigue before, during and even after the completion of a fatiguing duty if you feel it is appropriate. Do so especially if your fatigue scores are high (7-9).
- » The fatigue report must be used if you requested / required additional sleep / rest at layover hotel or home base, to ensure the next duty/duties can be performed safely.
- » It must be used after you reviewed your next duty / duties and are concerned that the fatigue level (potentially) impacts your ability to perform your flights safely.
- » If in doubt, fill in the report. Each fatigue event merits being reported!



DON'Ts

- » Refrain from using subjective (personal) opinions or assumptions, rather than facts.
- » Avoid using wording open to interpretation.
- » Never use language against company procedures, personnel, processes and / or language that gives an indication of personal feelings / emotions such as: frustration, anger, low morale, etc.