ProSafeT Overview

ProSafeT is the platform for safety reporting and Frontier's Safety Management System (SMS). ProSafeT may be accessed by clicking the link on the Inflight page of myfrontier.org or by typing the following address in your web browser's URL: https://fft.prosafet.com/

Navigation

The **Homepage** of ProSafeT is very simple to use and will only display the modules applicable to you such as the **Safety Reporting** module. If the **Safety Reporting** module is the only module available to you, then your screen will default to the **Safety Reporting** homepage and not the ProSafeT modules homepage.

Safety Reporting Module

The **Safety Reporting homepage** displays a dashboard of available forms, news about previous submission's, calendar items assigned, and statistical information.

Options available at the top of the **Safety Reporting Homepage** include:

- **ProSafeT logo** – You may click on the logo at any time to return to the home page.

- **Dashboard** – This option refreshes the **Safety Reporting Homepage** or will take you back to the homepage.
- **Submissions** – All submitted, and in-progress forms may be accessed, or a new form started.
- **Messages** –Within the ProSafeT system, messages may be sent to other users.
- **Your Account (Username)** – Your profile may be viewed; individual modules may be accessed, and a user guide with step-by-step training modules produced by ProSafeT may be retrieved.

Under the **New Submission** section, all forms available to user will display, Current forms include:

- **Fume Event** – This form is intended to document as much information as possible when a fume event is experienced.

- **Inflight ASAP** - ASAP reports should be submitted for non-compliance with FARs, operational deficiencies, SOP Violations, and on-going safety concerns.

- **Inflight Incident Report** – Inflight Incident Reports are intended for informing the company of historical events that are not covered by ASAP.

- **Medical Event** – This is for any Inflight medical occurrences involving passengers that did not involve regulatory or SOP failures.

- **Fatigue Event** - This report is mandatory for any cabin crew member who requests release from duty due to fatigue

To access a form:

1. Click on the blue button with form name.

2. Complete all applicable fields of the form. Each section is expandable, and all required fields are in noted in red. Click on **Expand All** to expand all the sections in the form or click a specific section's grey bar or down-arrow to expand a specific section.

3. When other **Employee Names** need to be added, click on the blue box next to the employee name gray box and enter the name in the search box. Once the name is displayed, click on it to populate the form. Under the **Employee-Duty** drop-down, select the position for each employee listed.

4. The **Narrative** sections are a required field. Please provide the detailed explanation of the event along with the suggestions/recommendations to improve the concern.

5. Under the **Attachments** section, images and documents can be uploaded to submit with the form.

6. The **Save for Later** and **Submit** buttons are available at the bottom of the form. If **Save for Later** is selected, the form will become a **Submission-In Progress** report.

Technical Support

For technical issues, use the Support portal to submit a help ticket. You can access through **Your Account Profile** (username)) or use this link: https://support.prosafet.com

For issues with accessing ProSafeT, contact the Frontier IT Helpdesk at 720-374-4400 (select option 2 twice) or email helpdesk@flyfrontier.com.