AN AIPA GUIDE TO SUBMITTING A FATIGUE REPORT VIA THE INTELEX MOBILE APP

The Intelex Mobile App icon is blue with a white X on it. This app can be downloaded from the Comp Portal site if you do not already have it.

The site link address is: **https://global.intelex.com/login/Qantas/**

When first setting up the app and after a certain period of inactivity, you will need to use your staff number and Webcis password to login and authenticate the sign on using MFA (like you do when signing in to Webcis). Your initial login to the app, will also require you to create a four-digit pin.

If you have any issues installing or opening the Intelex app, contact Mobility Support on +61 2 9691 1296 or email: **fltopsmobility@qantas.com.au**

If you require more information regarding creating and submitting a Fatigue Report, visit the QF Flight Crew website, select the Safety & Wellbeing tab and choose the first option: Submit an Intelex Report. This contains links to various information on regarding all types of reporting.

Once you are logged into the app and have reached the Home page, the following guide will help you to submit an Fatigue Report.

Note: where the guide advises NOT APPLICABLE – you can leave that field blank

- From the Home page select the "Fatigue" tab
- Select Fatigue Report (bottom option). (Note: some versions of the Intelex on the iPad don't provide a "Fatigue" option on the Home page. If this occurs, select the Incidents tab and then the Fatigue Report tab to get started).
- Option to add photos: If applicable
- Select Hazard/Incident/Near Miss as appropriate (mandatory field): to aid your selection, please refer to *FAM Reference 3.2.4.1 A hazard is a situation or condition which, if unchecked, could lead to a negative outcome. A hazard is not the negative outcome itself, i.e., it is not an incident or accident.*
- Reported by: Input name (optional)
- Input date and time of when you submitted the fatigue report (mandatory field)
- In the Report Title field (mandatory field) add: "Fatigue Report"
- Flight Related (mandatory field): Select Yes/No as applicable. As a guide, if you select Yes, three additional mandatory fields appear: Flight Number (self-explanatory), Flight Segment (tick N/A box) and Phase of Flight (choose appropriate selection), so if your Fatigue report can be linked directly to a specific sector and phase of flight, select Yes, otherwise select No.
- Aircraft Registration: Only applicable and mandatory if you selected Yes to earlier Flight Related question.

- Incident Location (mandatory field): select the most appropriate location from the list
- Facility-Site: Not applicable
- Detailed Description (mandatory field): up to 4000 letter characters are available to provide a detailed description of your Fatigue report. Includes Pattern details, flight numbers, slip times as required. Provide as much information as possible.
- Actions Taken: Can be left blank or provide a summary as appropriate.
- Suggestions: Optional, but you are free to list any suggestions to rectify the issue if applicable.
- Is there a serious risk to people etc. (mandatory field)? Yes/No as applicable. If you select Yes, an additional field appears for you to provide more details of the perceived risks. That is a judgement call made by you based on the specific situation.
- Confidential Report (mandatory field)? Yes/No. *As per FAM reference 3.2.2.1, if a Fatigue Report is ticked as confidential the report content CANNOT be reviewed and actioned by FSAG (Fatigue Safety Action Group).*
- Where were you when you felt fatigued (mandatory field)? Select appropriate location.
- When did you feel fatigued (mandatory field)? Select appropriate time.
- What was the impact of being fatigued on your rostered duty (mandatory field)? Select appropriate option.
- What was the primary/significant contributor to your fatigue (mandatory field)? Select appropriate option.
- Which of the following additional factors contributed to your fatigue? Select from options if applicable.
- Specify other contributing factors: complete field if applicable.
- Select the option that best describes how you felt (mandatory field)? Select appropriate description.
- Provide details if this fatigue report is in relation to a specific duty/patter/roster? Complete field if applicable.
- How long had you been awake when you felt fatigued (mandatory field)? (in whole hours): Provide relevant information.
- If applicable, how long had you been on duty when you felt fatigued? Complete if applicable.
- Prior to feeling fatigued, how many hours did you sleep in the previous 24 hours (mandatory field)? Provide relevant information.
- Prior to feeling fatigued, how many hours did you sleep in the previous 48 hours (mandatory field)? Provide relevant information.
- If applicable, how many hours of sleep did you obtain during duty (eg crew rest)? Complete if applicable.

You can save the report if you wish to submit it later or if you filled out the report without access to the internet. The save button is bottom left. If you save the report for submission later, saved reports can be retrieved from the "Home" page, by selecting the "Incidents" tab and selecting the dark blue "My Draft Incidents" tab at bottom of the screen.

If you decide to submit your report immediately after completion, select the "Submit" button at the bottom right of the screen. If any mandatory fields have not been completed, the form will highlight those missing fields in red.

Following a successful submission of your report, a green strip will momentarily appear along the bottom of the home page, but most importantly an email will be sent to your Qantas email address summarising your submitted report. This email is the best way to tell if your report has been submitted successfully.

AIPA does not automatically receive fatigue reports submitted via Intelex. For AIPA to be able to best advocate for fatigue mitigation measures, it is essential that you forward the report confirmation email to frms@aipa.org.au to allow us to follow up all issues raised.