



Florida Wing Safety Officer's Handbook

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As of the writing of this document, I have been in CAP for 6 years. I have always been a Safety Officer at some level. Currently I serve as the Safety Officer for a squadron, Group 8 Director of Safety and Florida Wing Deputy Director of Safety. I have held other positions such as medical, Squadron Commander and Finance Officer, but I seem to be drawn to the Safety position the most. Currently I hold the Master Rating in Safety and just recently completed my Level 5 Senior Member Development. Additionally, I am rated as a Mission Safety Officer, an FAA Safety Councilor and have completed the necessary training to be eligible to wear the Safety Badge.

Over the past 6 years I have floundered on occasion while trying to understand the various rules and regulations associated not only with CAP in general, but within the realm of the Safety position. Information is scattered everywhere and it requires many hours of searching to find it. For this reason I have created this manual to try to help others avoid some of the pitfalls that I have encountered.

Many regulations are left to interpretation. Only through my position with Wing have I been able to help set how Florida Wing wants these various regulations interpreted. While I am hoping to be able to cover the vast majority of what is required to be a safety officer, I'm sure there are things that I have not yet experienced that you may have. Further, there may be issues that I haven't talked about that you would like to see explained better. For this reason, I am encouraging every safety officer to review this document and provide feedback as to things that may be missing, or things that you feel I may have misinterpreted. Please feel free to submit any questions, concerns or opinions to me at cfellman@tampabay.rr.com Thank you.

1. INTRODUCTION

A. So you want to be a Florida Wing Safety Officer?

What Does it Mean?

Being a Safety Officer (SE) in Florida Wing (FLWG) is more than just filling a position. To be an SE in this Wing requires a dedication to excellence. Excellence in this case is defined as being dedicated to personnel, assets, mission and reporting.

Being dedicated to **personnel** means having a deep desire to assure that every aspect of CAP involvement; meetings, conferences, missions and activities, has been thoroughly reviewed, and is as safe as it possibly can be. In other words, being the overprotective mom type. You should be constantly reviewing the meeting location and activity sites to make sure there are no obvious hazards. Most importantly though, you need to constantly observe the actions of the personnel within your unit to assure that they are being as safe as possible.

Dedication to **assets** means that the SE stays constantly alert and on top of reviewing both ground and air assets to assure that they are maintained in peak performance for the safety of the members. This requires you to do periodic inspections, utilizing the appropriate forms listed later in this document.

Dedication to **mission** means being one of the first people on sight of any mission assignment or activity to look for potential safety hazards that may impact the success of the mission, by bringing harm to either the member or the assets. Some examples would be reviewing field areas before any tents are set up to look for things such as fire ant mounds or animal dens or nests. Looking overhead for wires. Looking for trip hazards both inside and out. Etc. etc.

And finally, dedication to **reporting**... This means meeting deadlines for the proper submission of required monthly and annual reports. Additionally, it means being thoroughly familiar with the various forms and checklists and how and when to utilize them. While this is the last requirement mentioned, it is probably one of the most important. By knowing how to utilize the various forms and documents provided, the SE in turn makes all of the other issues mentioned above happen.

The FLWG SE will have available to them a multitude of checklists to assure that personnel and assets as well as mission/activity bases are safe. Further, the forms are designed to not always be punitive in nature, but are utilized to document incidents that did occur, so that they can be thoroughly reviewed to identify what went wrong and why, in an effort to avoid this same type of situation in the future.

To this end, this manual has been created to help you as the SE to become familiar with every aspect of your position within Florida Wing. This manual will begin with your first steps as to how and who to notify that you are a new SE. It will take you through a complete and in-depth review of every form and checklist that you could possibly come in contact with. It will conclude with a review of some possible scenarios that you may encounter in your position as an SE.

Three important websites that you will need to become very familiar with are:

National CAP- <http://www.capnhq.gov>

South East Region CAP- http://ser.cap.gov/safety_directorate.htm

Florida Wing CAP- <http://flwg.us>

First however, as with any good organization, you need to be familiar with the goals and policies of your position.

B. Goal:

It is the goal of Florida Wing Safety to provide sufficient training and education to the members of the Wing to achieve zero “reportable” accidents/mishaps within the Wing.

C. Policy:

It is the belief of Florida Wing Civil Air Patrol that our members are our most important asset and the preservation of member Safety and Health must remain a constant consideration in every phase of our organization. We will provide the necessary training and education to manage, control, or eliminate safety and health hazards.

All members are responsible for working safely and should be able to recognize and/or be aware of hazards or potential hazards within the missions and activities conducted by Civil Air Patrol.

It is further believed that our physical assets, such as ground and air support vehicles are an extremely critical part of our purpose and mission. It therefore is also important to utilize these assets in the safest manner possible, for the overall best interest of the organization. With this in mind, only those personnel properly trained, will be qualified to operate these assets, and detailed records will be maintained on those personnel.

It is our belief that any safety and health program must have total member involvement. Therefore, this program has Wing’s highest priority, support and participation.

2. Getting Started

A. What Do I Do First?

Your first step is to make sure you are recorded and recognized as the SE for your unit. To do this requires the following steps:

- Make sure your unit commander properly 2A's you into your position.
- Submit a copy of your 2A and an official Letter of Appointment, OR a copy of your units Personnel Authorization (PA) to the next higher level SE above you. *Squadron submit to Group or Groups submit to Wing.*
- Submit a Florida Wing SE Database questionnaire to Wing. This makes it known to the Wing SE that you are new and gets you on the e-mail group for your monthly newsletters.
- According to CAPR 62-1 you will need to apply to AFIADL for the SE course number 02170. This needs to be completed within 90 days of your appointment as the SE. *Look under AFIADL courses for application process.*

B. Organizational Review

It is very important as a new SE to have a review session with your Commander and Administrative Officer. The purpose of this review is to go over the chain of command structure and review any safety related paperwork from the SE before you.

First look at the organizational chart for your squadron. If the chart shows the SE reporting to anyone other than the commander, point out that this is incorrect. The unit SE reports directly to the Commander in all situations. Any attempts to have the SE report to the Commander through another position such as the Deputy Commander or Operations Officer needs to be changed. If the Commander questions this, you can refer them to CAPR 20-1.

Next, ask the Commander if there are any safety issues of concern to them that they would like you to concentrate on. This will allow you to format future briefings to address these concerns. Additionally, determine if there are any assets such as planes, gliders or vans directly allocated to your squadron. If so this will also determine what type of briefings need to be conducted as well as determining what your overall job duties will require. Units with these type assets require additional safety considerations that will be discussed later.

Request that your Administrative Officer direct you to any files associated with Safety. It will be important for you to incorporate any files from the previous safety officer and be familiar with what is in them. Just as a quick example, the Unit Inspections require you to have the preceding 12 months of records of all of your safety briefings and who was in attendance. If you have an inspection in which you have not been in the position for 12 months, you will need to be able to pull up the records from the previous SE.

Additionally, your predecessor may have kept detailed records on agency contacts for guest speakers for your briefings, or mission related contacts. It is a lot easier to draw from their hard work than to completely recreate the entire program.

Also, you will want to review with the Personnel Officer what qualifications or ratings the members of your squadron may have. Of particular interest to you are:

- Pilots
- CAP certified drivers
- Mission Safety Officers
- Flight Release Officers and,
- FAA Safety Councilors

If you do have pilots, you will also want to know if they have completed any of the phases of the FAA Pilot Proficiency Program (also referred to as the Wings Program). If so what phase have they completed. (There are 20 phases)

You will be requested a couple times each year to update these lists with Wing. So your Personnel Officer will be one of your best friends. Ask them to keep you informed when one of the members submits paperwork to add these qualifications to their records.

C. Know Your Assets

As discussed before, it will be important to know if you have any planes, gliders or vans allocated to your unit. If you have a plane or glider you will be referred to as a flying squadron. Any unit without air assets, who either have or don't have a van, will be known as a ground unit. This will also help determine what type of briefings you should be concentrating on for your monthly presentation.

For the flying units, the pilots are your main focus. However, the needs for safety of your other members should not be overlooked either. Those pilots who are qualified to operate CAP planes must have a safety briefing each month. We will discuss pilot briefings later. As the SE you should become familiar with how to perform a basic plane inspection. One important point: Even if you are a ground unit, if you have a pilot who is qualified to fly the CAP assets, you will need to assure that they also have a monthly briefing.

Another aspect of flying units is knowing who your Flight Release Officers (FRO) are. As the SE, if you have pilots who do not receive the monthly briefing, you will be required to notify the FRO that this individual(s) are not eligible to fly. This is referred to as freezing a pilot. Once the pilot has received their briefing you will then advise the FRO that the pilot is off freeze.

For units with vans, you will need to know how to conduct a basic van inspection. Additionally, briefings geared toward proper driving procedures will be important. While teenagers may be able to drive regular vehicles, only members age 21 and older may apply for a CAP driver's license and drive one of the CAP vans.

3. Briefings

A. Monthly Briefings

The monthly safety briefing is probably the one main focus of the SE's position. Without fail, every month you will be required to provide a briefing during one of the meetings. The scope and content will be determined by the assets and the makeup of the membership as defined in the section above.

While many of the flying squadrons concentrate specifically on topics related to pilots, it should be remembered that every squadron needs to have a good mix of flying, ground and general safety topics.

According to CAPR 62-1, a safety briefing must be conducted every month for a minimum of 15 minutes. However, in FLWG, the Supplement to 62-1 states that the monthly briefing will be 30 minutes in length. This does not mean that the briefing has to be done all at one time. Depending on the number of meetings you have each month, the briefing can be broken down into small sections and done over several meetings. The idea is to have at least 30 minutes of safety presented each month.

It is the Safety Officers' responsibility to make sure that this briefing occurs. While the SE usually conducts these briefings, it is highly recommended to develop a list of guest speakers that you can call on to come in and do the presentations from time to time so that unit personnel do not listen to the same person all of the time.

National puts out a monthly newsletter called the Sentinel. It is required that if a CAP pilot is present at the Safety briefing, then this document must be reviewed. This document can also be posted to a Safety bulletin board or held in a read file that members have access to.

At this time, by the FLWG Supplement to 62-1, pilots are the only classification of membership that **MUST** have a briefing every month. As mentioned earlier, the SE must track and document that every pilot who is authorized by CAP to fly corporate assets, has had their monthly briefing. If they have not, they are required to be suspended or frozen from flying until such time as they have received the missed briefings.

Briefings do not have to be held face to face. The SE can choose to use e-mail to make sure that everyone receives the briefing. When this is done, you will need to get a receipt of some type in order to print it out and file it to show proof that the individual did receive the briefing. This can be something as simple as a return e-mail that says "got it" and shows the senders name or return e-mail address.

Other forms of documentation include posting to a safety bulletin board each month with a sign up sheet, using the meeting sign in sheet from the night the briefing was presented, or using your own special sign in sheet just for the Safety briefing.

Another aspect to consider is that you as the SE in conjunction with your Unit Commander can determine who all is required to have a mandatory monthly briefing. For example in Group 8 FLWG, it is required that not only every pilot, but every CAP driver, Squadron SE and Squadron CC must have a briefing. This places slightly more responsibility on me as the Group SE to tailor a briefing that will cover not only flying, but driving and general safety as well.

In Group 8 FLWG, I write a newsletter every month entitled “SafetyNet” that covers a topic that pertains to each of the three classifications: air, ground and general safety. I send this out by e-mail to the target groups that must receive a briefing. Each individual is required to send back a simple “GOT IT” statement. This is printed out and filed by month. An Excel spreadsheet is used to track who I have and have not received a response from. On the 1st of each month, The list is reviewed and any pilot or driver who has not responded to the previous months briefing is frozen. A memo is sent to the Group CC as well as any FRO’s in the Group. Once these individuals acknowledge the briefing, they are removed from freeze and the Group CC and FRO’s are notified accordingly. I choose to do it this way, as it is very complicated to try to get all of these individuals in one meeting at the same time. This allows them to receive the briefing as they have time and it keeps me from having to do special make-up meetings to get pilots or drivers their briefing.

Regardless of how you choose to conduct your briefings, documentation is the most important aspect. By regulation, you **MUST** be able to show proof of your Safety briefings for the preceding 12 months. This documentation is to include the topic, date and who attended/received the briefing.

Once you have completed your briefing for the month, FLWG requires that you record your briefing on an online database. In this way, FLWG can prove to Region and National, that every unit in the Wing has conducted a safety briefing each month. You will log onto the FLWG website at <http://flwg.us> under safety. How to complete the online form will be discussed later under documents. The important part here is to understand that you have until the 10th of each month to record the previous months briefing. For example, the March briefing must be recorded in the online database by April 10th. However, do not wait until the last minute to do this. If you fail to enter your report by this date, your unit will be frozen by FLWG. This means that the unit cannot meet for regular meetings. No promotions or other paperwork will be processed by Wing until such time as you have entered your report.

So as you can see, there are serious consequences if you should happen to procrastinate and forget to enter your report. The report only takes about two minutes to complete and should be entered within the couple days following the completion of your briefing for the month.

B. Ground vs. Air Briefings

This is simply what it sounds like. Within some of your training to become a Mission Safety Officer, it requires you to prepare a ground briefing and an air briefing. The ground briefing would focus strictly on the ground crew, mission base personnel and even potential civilian personnel that are at the mission base. The topics that would be covered would include but not limited to, terrain issues, weather conditions and vehicle safety. Mission base would include hazards observed within the mission base itself. And topics to cover with civilians would include restricted access areas, vehicle movement in and out of the area and hazards within the mission base area to name a few.

Air crew briefings would include topics such as weather conditions, keeping an eye open for other traffic in the search area, crew rest monitoring, sterile cockpit etc.

4. Training

A. Basic Training

Let's first mention a list of abbreviations that you might see in the following sections:

CAPR = A CAP Regulation

CAPP = A CAP Pamphlet

CAPF = A CAP Form

CAPM = A Cap Manual

AFIADL = Air Force Institute of Advanced Distributive Learning You might see in some of the older regulations that haven't been updated, that the courses may be referred to as ECI Courses.

FAA = Federal Aviation Administration

MSO = Mission Safety Officer

When you first join CAP and go through your Level 1 training, your trainer should be advising you of what is referred to as the Senior Member Professional Development Chart. This can be found in CAPR 50-17 ATCH 1. This chart breaks your progression through CAP into 5 Levels. In order to promote/advance through the ranks, you must complete these various levels. Please note that there are only a couple items on this chart that must be completed in order. You are able to jump around on this chart and complete things as they become available. Consult your Senior Professional Development Officer for your squadron for details on this.

Within Level 1 you will be asked to choose a specialty track. This is basically what position(s) you want to do to help out your unit. Since you are reading this manual, you have obviously chosen to be the Safety Officer for your unit. According to regulations, the SE is not to hold any other positions within CAP. However, it is hard to find a unit that is so rich in senior members that they have the luxury of having one senior member for each position. If you decide to tackle more than one position, you should try to limit positions that can be a conflict with each other. For example, you really should not be the Squadron Commander and the SE at the same time. The idea behind the SE not holding any other position is to keep the SE free to always be vigilant of potential safety hazards.

For each position within CAP, there is a Specialty Track Study Guide.(STSG) Additionally, for each Specialty Track there are 3 levels. They are in order "Technician," "Senior" and "Master." The STSG for Safety is found in CAPP 217. I will tell you that because of the seriousness of your position as an SE, the course is not one of the easier ones to complete.

The new CAPR 62-1 requires that within 90 days of appointment the SE will at least enroll in and complete the AFIADL course 02170. Since you are now required to take this course, there is only one other AFIADL course that has to be taken within the Specialty Track. Therefore, you might as well work through the entire track to get your Master rating.

To complete the various sections of the SE Specialty Track, you will need to work with your Senior Professional Development Officer or whoever your unit Commander advises you to work with.

B. Air Force Institute of Advanced Distributive Learning (AFIADL)

There are two AFIADL courses that pertain to you as the SE. The first one is required by CAPR 62-1 to be completed within 90 days of your appointment to the SE position. This is course 02170 which helps fulfill the requirements to achieve your Technician rating.

The second is AFIADL 1S051 which will help complete the requirements for your Senior rating.

To enroll in an AFIADL course, log on to <http://www.maxwell.af.mil/au/afiadl> Download the AFIADL distance learning application. May also be referred to as the AU IMT 23. AFIADL does not accept faxed or mailed applications. You must register through the website. This requires you to have Adobe Acrobat Reader to run the form. The form will ask you for a shred code. The current shred code can be found at <http://www.maxwell.af.mil/au/afiadl/registrar/tcflisting.xls> AFIADL mails the course material directly to your home.

Work with your Professional Development Officer and your Unit Commander on this. It is important that your Commander approves you taking the course before you register.

Before leaving this section I want to point out a couple tips that I found to be very useful when taking the AFIADL courses. Once you have enrolled in and received your packet of course material in the mail, you will want to immediately order your test for the course. The reason for this is that sometimes your test may be delayed. On one course I waited almost two months for the test. By the time it came, I wasn't prepared as well to take the test. When you order the test, it will be sent to your unit testing officer who keeps it under lock and key until you are ready to take the test. This way the test will be there the day you are ready to take it.

Another tip is to follow the directions in the course concerning highlighting the answers to questions asked throughout the material. You will be asked to highlight certain questions in yellow and others in blue. When you have an overlap where you have to highlight the same answer in both colors, it will become green. The Green questions are very important, but are not the only questions you will see again on the test. However, if after you have gone through all of the course material and completed your highlighting, this will be the information you will want to study in-depth. If you are familiar with all of the yellow, blue and green highlights, you will definitely get a passing grade.

C. 101 Cards

While your Specialty Track is your main focus for your training as an SE, there are other positions within the realm of Safety that you can do to help out the overall organization.

You will hear a lot about getting a 101 card within CAP. This is a card that allows you to go on actual CAP missions. Just like within the overall organization, the mission portion has numerous areas of training that you can complete to enhance your usefulness on missions. The minimum requirement to receive one of these cards is to complete the General Emergency Services (GES) section. Once you have done this, you can apply through your unit Administrative Officer to receive a basic 101 card. Again, check with your Professional Development Officer for information on completing this.

D. Mission Safety Officer (MSO)

Once you have completed the GES portion of the 101 card, you can then begin to take other specialty training that you are interested in. One of these specialties is the MSO. Each specialty has a training guide or task book. Once you obtain a copy of the MSO requirements (Check with your Emergency Services Officer and CAPR 60-3) you will need to work with an individual who already holds the rating of MSO. (This is the same with any of the specialties you choose to try to complete.) The task book contains a checklist that is signed off by your instructor, as well as a manual that describes what is required for each item on the checklist. Once you have completed everything on the checklist, your instructor will sign off and you will submit documentation through your Administrative Officer to have your 101 card updated with your new qualifications.

I can tell you that FLWG is in serious need of MSO's. When you are ready to begin your training as an MSO, contact me and I will get you a list of certified MSO's that you can contact to see if they will be willing to help get you through the course.

E. FAA Safety Councilor

Another area that is needed especially in the flying units are FAA Safety Councilors. If you are interested, please contact your nearest FAA Office.

Introducing the Federal Aviation Administration Safety Team

By Kevin L. Clover

National FAA Safety Team Manager

The FAA Safety Team (FAASTeam) has been created by the Flight Standards Service as part of its continuing efforts to reduce aircraft accidents. The FAASTeam is devoted to reducing aircraft accidents by promoting a cultural change in the aviation community toward a higher level of safety. The Team will be launched on October 1, 2006 coinciding with the sunset of the FAA's Aviation Safety Program (ASP). The ASP's shotgun approach of educating airmen on all types of safety subjects has been successful at reducing accidents in the past. However, the easy to fix accident causes have all been addressed. In other words, the "low hanging fruit" has been harvested.

To further reduce accidents the FAASTeam will use a coordinated effort to focus resources on particularly elusive accident causes. This will be accomplished by data mining/analysis, teamwork, instruction in the use of safety management systems/risk management tools and development/distribution of educational materials.

There's plenty of data available on aircraft accidents. But, it's often difficult to determine exactly what should be done to reduce accidents from the data. The FAASTeam is developing a web-based Data Mart specifically designed to bring each FAASTeam Program Manager (FPM) the correct data for his/her geographic area. This will include accident data for airmen that live in the area but actually had an accident in another area. This is an important new concept. In the past accident data was summarized by where the accidents occurred. Programs to address those accident causes were developed and delivered in that area. But, the airmen that had the problem and others like him/her are not there to receive it. The FAASTeam will reach these airmen in their home areas. We're not likely to catch them hanging around the accident site.

FPMs will be trained to analyze the data and extract systemic and human factors problems to be addressed. The problems identified will be combined with information from the local FAA Inspectors that certify and perform surveillance on airmen and air operators. Together this data and information becomes the FPMs source data. The source data will be used to develop topics and tasks that the FPMs will weave into a business plan of actions each year. Regional FAASTeam Managers (RFM)

will coordinate and prioritize the actions of their FPMs into a cohesive and efficient regional plan. All of this effort is designed to insure that resources are devoted to activities that will have the biggest effect on the safety culture and accident rate.

Teamwork will allow us to multiply our efforts beyond what the FPMs can do alone. The FAASTeam will develop symbiotic relationships with individuals and industry groups that have a vested interest in aviation safety. The individuals, who will be called, FAASTeam Representatives, will work closely with the FPMs to "touch" airmen with our safety message on a local level. The FAASTeam will "team" with the aviation industry to bring aviation safety to airmen on a broader scale. The coordinated effort of all these FAASTeam Members is what will cause the safety culture to "tip" in the right direction.

The FAASTeam will bring System Safety to many segments of the aviation community that have not experienced it before. Aviation operators such as flight/mechanic schools and repair stations identified to have higher risk levels will be provided with training on how to develop their own Safety Management Systems including the tools necessary to set up their own system. Individual airmen will be provided risk management training and tools via live seminars conducted by FAASTeam Members and the web application at FAASafety.gov.

New products for airmen and aviation groups are being developed. Although they cover many aviation topics, they focus on showing airmen how they can change their behavior to be consistent with the new safety culture. Many products will be developed by working with our Industry FAASTeam Members and others will come from our National Resource Center (NRC). The NRC is collocated with the FAA Production Studios in Lakeland, Florida. This facility has the ability to take new product ideas from any of our FAASTeam Members and turn them into safety products in a variety of media. Then, they are duplicated, stored, and shipped (or beamed via satellite) wherever they are needed.

The Flight Standards Service has always been a world leader in aviation safety. Launching the FAASTeam is one more strategic step in supporting the FAA Administrator's goal of having the safest aviation system in the world. Go to FAASafety.gov for more information about the FAASTeam and sign-up to receive important aviation safety information via e-mail. It's the first step to becoming part of the FAASTeam

I also mentioned under the Organizational Review section of this manual about the Pilot Proficiency Program or Wings program. The following information will help you understand this program better.

Pilot Proficiency Award Program (Wings)

About the Pilot Proficiency Award Program

Our Pilot Proficiency Award Program (Wings) encourages general aviation pilots to continue training and provides an opportunity to practice selected maneuvers in a minimum of instruction time. After you've logged three hours of dual instruction under the program and attended at least one FAA-sanctioned safety seminar, you'll be eligible to receive a distinctive set of wings. You'll also earn a certificate of completion. If you successfully complete a phase of the Wings Program within the period specified by [Section 61.56\(e\) of the Federal Aviation Regulations](#), you don't need to accomplish the flight review for that time period.

More Wings to Work For

The program has twenty phases and offers you a twenty-year recurrent training opportunity. You'll be eligible for more wings every year after earning your first set, each added set marking your progress.

Seaplane pilots who specify "seawings" on the proficiency award application get a distinctive set of seawings. It's a great reason to go out and fly with a Flight Instructor!

Wings: The Sign of a Safe Pilot

It's a fact: recurrent training makes a difference. Statistics show that pilots who take part in recurrent training programs have a much better safety record. Earning your wings could have a positive impact on your aviation insurance costs. Be sure to tell your insurance agent of your commitment to the Pilot Proficiency Award Program.

View [Advisory Circular 61-91H: Pilot Proficiency Award Program](#) (PDF) for more information.

Eligibility

To be eligible for the program, you must:

Hold an ultralight/recreational certificate or higher

Hold a current medical certificate if required

Log three hours of dual instruction under the program and attend at least one FAA-sanctioned safety seminar

To Apply

To apply for the Pilot Proficiency Award Program, send your application to your local [FAA Flight Standards District Office \(FSDO\)](#).

Work for your wings. They're worth a lot more than the time it takes to get them!

For more safety information, visit the [FAA Aviation Safety Program](#) website (the home of SPANS!).

F. Safety Badge

Once you have been an SE for at least six months (6), you can apply to wear the Safety Badge on your uniform. To be eligible, you will need to refer to CAPR 62-1.5.g. A checklist is included in CAPR 62-1 as Attachment 2 that will detail everything that you must do.

You should look at this regulation now, as you will need to be completing these items during your first six months.

5. Documents and Forms

A. Documents

Now for the meat of the Safety program. Documents come in two formats, regulations and forms. Both of these items can be found at <http://www.capnhq.gov> If you have never been to this site before, you will be required to establish a user account using your CAP ID # and a password. Once in, you will see a listing along the left side with one of the options being “Publications and Forms.” We will start with the regulations. It is very important that you become familiar with the content of each of these regulations.

For both the regulations and the forms, it would be best if you have a copy of each available as you read the following sections.

1. CAPR 62-1 is the heart of the Safety program. This document was just recently revised in April of 2006. This regulation establishes the entire safety program and is the primary source of information for you. It is important for you to become very familiar with this regulation.

2. CAPR 62-2 details how to handle and or investigate accidents or mishaps. *See the section below on CAP Forms 78 and 79 for detailed information on mishap investigation.*

3. Supplements: Normally the regulations are the so to speak “law.” However, the sub units under National such as Region, Wing, Groups and even the Squadrons can amend the regulation with a supplement. A supplement is used to make a regulation more restrictive or better defined. Supplements are sometimes needed because of certain geographic factors or special situations. Supplements are never written to weaken the overall regulation.

Florida Wing has supplements to both 62-1 and 62-2. They can be found by going to the Wing website at <http://flwg.us> Once there, you will find a tab across the top of the screen entitled “Publications.” Once you are in this tab you will see “Supplements.” It is very important to know what the supplements detail and incorporate them in when reviewing the main regulation.

An example was given earlier in this document of a supplement. The main regulation requires safety briefings to be 15 minutes per month. However, the FLWG Supplement requires the briefings to be 30 minutes per month.

4. CAPR 35-2 deals with notification procedures in the event of a death or serious injury or illness. While you will not be the one tasked with making this notification, it is important for you as the SE who is doing the possible investigation of the incident to know the proper procedures for dealing with this type of situation.

5. CAPR 77-1 is concerned with the operation and maintenance of CAP vehicles. This regulation is of importance to the SE in that it describes who can and cannot use the CAP vehicles. Additionally it discusses the inspections needed of the vehicles before use.

Some of the highlights of this regulation include:

First, any members under the age of 21, even with a CAP driver’s license, are not allowed to drive the CAP vans. The majority of the CAP vans hold 15 people. Section 6 states that any person under 21 years

of age is restricted to 7 passenger vans and or utility vehicles. Persons under 21 may not haul passengers or tow trailers.

Further non-CAP personnel are not allowed to ride in CAP vehicles unless approved in writing by the Wing Commander prior to such incident. CAP personnel will also not drive federally owned vehicles.

Prior to using the van, the driver must use a CAPF 73 to inspect the vehicle. Negative findings must be evaluated to determine if the vehicle is safe to drive. Any serious negative findings should result in the vehicle being grounded until proper repairs can be made. The CAPF 73's **MUST** be left in the van for the transportation/maintenance personnel to review and make appropriate corrections.

Because the vans are 15-passenger vans, there is a higher safety risk to operate them. This is due to a higher center of gravity. Due to this factor, the van can tip over more readily than a regular car or SUV. Only persons experienced with driving larger vehicles should attempt to operate this vehicle.

Drivers must remember to properly distribute the weight inside the vehicle. For example, do not load all of your bivouac equipment in the back of the vehicle. Equipment for a bivouac should be distributed throughout the vehicle. Additionally, make sure the weight of your passengers is evenly distributed. Do not allow all of your larger passengers to sit in one area or on one side of the vehicle. All passengers *must* wear seat belts.

The vans backup alarm should be functioning, but drivers are also encouraged to use back up spotters. Additionally the headlights should remain on anytime the vehicle is being used.

A self-insurance program through CAP covers the van. However, if the driver is at fault, CAP will recover the cost of damage from them. This insurance only pertains to corporate vehicles. At this time, it is my understanding that travels to and from a CAP function in a **private** vehicle are not covered under CAP insurance. Therefore, all members who choose to transport cadets to and from meetings are doing so under their own personal liability. All drivers should thoroughly read the sections of CAPR 77-1 and 900-6 that discuss insurance and liability. You can be held liable in excess of \$5,000 if you are found willfully negligent in an accident involving a CAP vehicle.

In the event of an accident, the driver is permitted to drive the vehicle back to base only. From that point on, the driver is not allowed to drive any CAP vehicle until a full investigation into the accident has been completed. The driver is also responsible to immediately notify the Squadron Commander of any mishap involving the vehicle. Squadron Commanders will then follow the proper procedures for notification of mishaps.

Squadrons are not allowed to own buses that carry more than 16 passengers. The overall use of buses is discouraged. If you wish to use a chartered bus, you must obtain permission from the Wing Commander prior to use.

To obtain a driver's license, personnel must provide a copy of the previous 2 years driving records showing any driving infractions that have occurred during that time period.

Once a person is authorized to drive, the individual must carry their regular vehicle operators' license as well as their CAPF 75 with them when operating a CAP vehicle.

6. CAPR 123-3- CAP Compliance Assessment Program. This regulation details the various types of inspections with the CAP program.

B. Forms

The CAP forms are used to document everything from your monthly briefings to inspections to accident investigations. The forms will be discussed in great detail in this section as some of them tend to get different interpretations depending on the individual completing them. The following detail is what FLWG has interpreted the items on each form to require.

1. FLWG Online Monthly Safety Report- This form is found by logging in to HTTP://FLWG.US/html/se_form.html The monthly report basically creates a record for use by FLWG to assure that every unit has conducted some type of safety briefing during the month. The report takes less than 5 minutes to complete. *Please review monthly briefing section for more information on completion of this report.*

2. FLWG Safety Officer Database- This is a FLWG specific form that is used by Wing Safety to get to know you the unit SE better. This form gives us data on how long you have been in CAP as well as what training and certifications you currently have that pertain to Safety. When you become the SE for your unit, one of these forms will be sent to you to complete.

3. Accident Investigation: The following section will describe how to handle any mishap or accident and will discuss how to use the CAP Forms 78 and 79.

When reading through these regulations, there are terms that tend to become confusing. For example, what is the difference between an accident and an incident? What is substantial damage or serious injury? Let's try to define these.

Aircraft Accident- This relates to any issue that occurs (injury or death to personnel or damage to the plane) from the time personnel board a plane with the intent of flying it, until the time that everyone disembarks from the plane.

Aircraft Incident- Any type of situation other than defined in accident above, which affects or could affect the safe operation of the plane.

These two definitions can also be applied to ground vehicles.

In these two definitions it should be noted that an accident involves both medical as well as damage situations. However, incidents only involve damage situations. Any type of medical only situation that occurs (in other than an accident situation) would fall under a bodily injury category.

Serious Injury- Any injury which;

- ✓ Requires hospitalization for more than 48 hours, commencing within 7 days of the injury.
- ✓ Results in any fracture except for simple fractures of the fingers, toes or nose,
- ✓ Causes severe hemorrhages, nerve, muscle or tendon damage,
- ✓ Involves any internal organ,
- ✓ Or, involves second or third degree burns, or burns affecting more than 5% of the body surface.

Note: Simple fracture is the same as a closed fracture, meaning that the bone does not protrude through the skin. Compound fracture is also known as an open fracture and means that the bone has broken through the skin.

Substantial Damage- Means damage or failure which adversely affects the structural strength, performance or flight characteristics of the aircraft, and which would normally require major repair or replacement of the affected component.

Exceptions not considered substantial damage:

- ✓ *Engine failure or damage limited to an engine if only one engine fails or is damaged.*
- ✓ *Bent fairings or cowling,*
- ✓ *Dented skin,*
- ✓ *Small puncture holes in skin or fabric,*
- ✓ *Ground damage to propeller blades or rotor, and*
- ✓ *Damage to landing gear, wheels, tires, flaps, engine accessories, brakes or wingtips.*

ASSET- I use this term to define either the CAP van or planes. I am not referring to the other assets like computers and radios etc.

What happens when one of these incidents occur?

First and foremost is that the immediate incident/accident is handled. All personnel receive proper medical attention if necessary and any hazard associated with the van or plane is properly dealt with so as to eliminate the hazard.

Next is to determine if the incident is reportable or non-reportable. You will need to refer to CAPR 62-2 for this. In this regulation you will find not only a logic tree to work through, but there is also a chart on reportable bodily injuries. **Remember:** just because a person seeks medical attention at a hospital, doesn't mean that it becomes a reportable injury. For example, a person may have to have x-rays to determine a sprain vs. a fracture. For the most part the fracture would become reportable, while the sprain may not be. These are better defined in the regulation.

Secondly, before getting to the actual paperwork, you need to determine if the incident occurred at the Squadron, Group, Wing etc. etc. level. If you are on a single squadron bivouac/activity, the incident/accident would be considered a squadron event. If there are two or more squadrons at an event, it becomes a Group activity. And then of course if you are supporting a Wing activity such as summer encampment, then it is a Wing event. The Winter Encampment is a Region activity.

a. CAPF 78- Now, you have determined that the incident is **non-reportable**, the logic tree states that no CAPF-78 is required. You may however want to use the CAPF 78 to document the event and keep in your unit files anyhow. If you recall the definition of "Serious Injury" above, if a person is not hospitalized right away, but becomes hospitalized as a result of this injury within 7 days of the event...you must now complete the form 78. Remember, people typically forget almost 70% of the detail of an incident within 24 hours. Therefore, it is better to do the CAP Form 78 and place it into a unit file just in case.

If the event is considered **reportable**...the most important thing is that you only have **48 hours** to submit the paperwork to Wing. This is the CAPF 78. The form for the most part is self-explanatory. The top section deals with the background of the incident/accident. Date, time, location and type of incident

(injury or accident) as well as if it occurred on the ground or in the air. If it was an asset, then what type and description of the asset, as well as damage done and an estimate of repair will be needed. Remember, the estimate is your guess at the damage, not an official appraisal of the damage.

Section A, B and C deal with damage to an asset. (Vehicle or Plane) Section A is the person who was in control of the asset at the time of the incident/accident. Section B and C list contact information of anyone who was in the asset or who witnessed the incident.

Section D is for any reportable injuries not related to an accident involving an asset.

The remainder of the form is for accidents involving assets. This is basic background information. Starting however, at “Weather Conditions at Time of Mishap” Down through “NTSB notified”...the first question about weather deals with both vehicle or plane mishaps. From there on deals with actual mishaps involving the plane with an intent to fly status or flying mishap. This section is evidence of why it is important to maintain your flying log.

And finally the last sections deal with the information of the person completing the form.

Remember: *If it is deemed reportable, you only have 48 hours to complete and submit the CAP Form 78 to Wing. Failure to do so could result in the member being held personally responsible for damages or medical costs incurred and withdrawal of Air Force assigned mission status.*

Just like in a police line of duty shooting, any CAP pilot or driver involved in a mishap during CAP activities, will not participate in any further Cap activities until the completion of an investigation.

b. CAPF 79-CAP Mishap Investigations:

CAP Mishap Investigations will only be done at the request of the Wing, Region or National Commander. The intent of this investigation is not to necessarily affix blame to an individual, but is more important to provide feedback on how to avoid such mishaps in the future. This investigation is done on the CAP Form 79.

The Commander can appoint one person, or a board of 3 persons to do the investigation. These individuals review all of the documentation, including police reports if available, to try to determine the cause and how to correct the situation to keep it from occurring again. The individuals are usually appointed based on their knowledge and background.

4. CAPF 26 and FAA Form 8740-5: This form is designed to strictly document any hazards that you may encounter within your normal operations. If you spot a hazard that you cannot correct immediately, you would complete a Form 26 on the issue and place it into a suspense file. The purpose of this is to remind you of the hazard so you don't forget about it. Once completed, you can either document on the form itself that it was completed and what date, or you can detail what you did to fix the problem on the back side of the form and file it.

This form will also be used to document any problems you note on your annual safety survey.

The FAA 8740-5 form is identical to the Form 26 but is the FAA version and is used to document any hazards you encounter that may be a hazard to flight. This form would be used for example when on airport property and you discover a hazard that would be the responsibility of the airport to correct.

However, you should do a face to face with someone at the airport first as a courtesy before reporting any hazard to the FAA. Give them a chance to fix the problem first.

To obtain copies of this form, do an online search by just typing in FAA 8740-5 into whatever search engine you use. Or simply contact your local FAA Office.

5. CAPF 71 and 73: Both of these documents are for inspection purposes. Before a member uses either a CAP plane or van, the vehicle must be thoroughly inspected. The CAPF 71 is used for the planes and the 73 is for the vans.

If your unit has one of these assets assigned directly to your squadron, you as the SE are responsible for making sure that they are maintained and utilized in a safe manner. Should an accident/mishap occur with the asset, it will go against your units safety record and could possibly cost your unit their safety award for the year.

When I state that it is your responsibility to make sure the vehicle is maintained, this does not mean that it is your job to perform or arrange for maintenance to be performed on the asset. What it means is that if a safety issue is raised concerning the asset, such as say poor tire tread, it is your responsibility to make sure that the problem is being handled and eventually resolved.

The SE should perform routine safety inspections on these assets on a regular basis. CAPR 62-1 states that in flying units, or units with an assigned plane, the SE if at all possible should be a pilot. However, this is not always possible. Therefore, it is your responsibility if you are not a pilot to make arrangements with one or more of your pilots to show you how to do a proper plane inspection using the CAPF 71.

Further, as the SE, you have the authority to ground any of these assets based on your inspections. However, your use of this should strictly be limited to only the most serious of problems found on the inspection checklist. For example, an asset with bald tires that does not meet the penny test should be grounded until new tires can be installed.

For those not familiar with the penny test...take a Lincoln head penny and insert it head first into the tread of the tire. If you can see the top edge of Lincolns head above the tread then the tire needs to be replaced.

6. SE Appointment Letter: The SE is required to be appointed in writing to their position. This can be accomplished in one of two ways. The Commander can complete a PA (Personnel Authorization) document that shows everyone in the unit and what their position is (*refer to CAPR 10-3*). Or, the Commander can do a CAPF 2A and a Letter of Appointment. Whichever way is chosen, copies of these documents must be submitted to the next higher level SE. Wing will be checking with the Group SE's a couple times each year to assure that they have all of their subordinate unit SE's information.

Should you choose to do the Letter of Appointment, the following is a recommended format for the letter.



HEADQUARTERS, CIVIL AIR PATROL
(SQUADRON NAME)
UNITED STATES AIR FORCE AUXILIARY
(ADDRESS)
(CITY, STATE ZIP)

(Date)

This letter is to serve as notice of appointment of *(Name and Rank)* to the position of Director of Safety. *(Name and Rank)* will serve in this capacity until further notice.

(Name and Rank of Commander)
(Squadron Name)

Inspections

A. Sub-Unit Inspection Guide: This document is used as a checklist to assure that units at the Squadron and Group level are doing everything that they are required to do based on the regulations. There is a guide for Wing level that is slightly different. These documents are divided into sections for each position within CAP. You will find a section for Safety, but because of the recent change made to CAPR 62-1 the references to the sections of 62-1 are not accurate. A new Sub-unit inspection guide should be coming out to match the new changes.

TAB C-6: SAFETY (SE)		C-2; Effective 15 Mar 04
	ITEM	REFERENCE
	<p><u>RESPONSIBILITIES:</u> Is someone within the unit designated to monitor, track, and actively manage the safety program? What evidence is there that the unit commander has an accident prevention program (letters, reports, bulletins, directives or operating procedures)?</p>	<p>CAPR 62-1 para 1d CAPR 62-1 para 1b(2) CAPR 62-1 para 1c</p>
	<p><u>MANNING:</u> Is the safety officer appointed in writing? Has a copy been sent to group/wing? To whom is the safety officer directly responsible? Have pilot safety officers or assistants applied to become accident prevention counselors with the local Flight Standards District Office? What qualifications do they have as accident prevention counselors? c. Is the SE progressing in the CAPP 217 Specialty Track?</p>	<p>CAPR 62-1 para 2a CAPR 20-1 CAPR 62-1 para 2a(2) CAPP 217</p>
	<p><u>SAFETY EDUCATION:</u> Is ground and flying safety information briefed monthly at unit meetings? Is a roster of individuals in attendance maintained? Please have previous summaries and attendance rosters covering the past twelve months available for inspection. Is the monthly NHQ Safety Bulletin briefed to all personnel in units with pilots? Is the NHQ Safety Bulletin placed on the safety bulletin board or in a read file? Is there a unit safety bulletin board with current information posted (may be separate area or on general bulletin board)?</p>	<p>CAPR 62-1 para 2b(1) CAPR 62-1 para 2b(1) CAPR 62-1 para 2b(1) CAPR 62-1 para 2b(1) CAPR 62-1 para 2b(3)</p>

	<p>SAFETY IMPROVEMENT/HAZARD REPORTING PROGRAM: Are CAP Forms 26 readily available? Do personnel know what the forms are and how to use them? Are FAA Forms 8740-5, <i>Safety Improvement Report</i>, readily available? Do personnel know what they are and how to use them?</p>	CAPR 62-1 para 2c
	<p>ACCIDENT PREVENTION: Are any local directives or other forms of guidance published in the area of accident prevention?</p>	CAPR 62-1 para 2d
	<p>SAFETY SURVEYS/INSPECTIONS: Has an internal safety survey been scheduled and accomplished annually? Has a suspense system been established to ensure all deficient items are corrected prior to closing out the report? Are copies of completed surveys forwarded to the next higher headquarters? Is the commander reviewing safety surveys?</p>	CAPR 62-1 para 2f
	<p>ACCIDENT REPORTING: Are local accident reporting procedures established? Has a CAP Form 78 been submitted on all applicable accidents?; was it on time? Has a CAP Form 79 been submitted on all applicable accidents?; was it on time?</p>	<p>CAPR 62-2 para 4 CAPR 62-2 para 5 CAPR 62-2 para 6</p>
8.	Does the Group SE maintain a current roster of subordinate SE's ?	Recommended Management Practice

The following is a detailed description of each item on this checklist:

Responsibilities (CAPR 62-1) Section 1

1A. Is someone within the unit designated to monitor, track and actively manage the safety program?

This obviously refers to you. For this particular item, they will be looking to see that you have been properly 2A'd into the position and that you show up on CAPWATCH with a duty assignment of Safety Officer. You can locate your CAPWATCH information by logging on to www.CAPNHQ.gov and looking at the section entitled "Interactive Personnel System." If you don't see yourself listed with the SE as a duty assignment, you need to get with your unit Admin. Officer immediately to get this corrected.

1B. What evidence is there that the unit commander has an accident prevention program? You may recall a question on the Annual Safety Survey that asked if the Unit Commander has published a supplement to 62-1 or other document on safety. In every squadron the Unit Commander should issue a directive that advises the squadron personnel to follow certain safety procedures. It can be a directive as simple as "All personnel are directed to follow the regulations 62-1 and 62-2 as they pertain to Safety." It

can be more complex depending on the Squadron Commanders background with safety. It may refer to a squadron safety manual or include the FLWG Safety Pyramid. In most cases you as the Safety Officer would put together a statement for your commander and then have them read, sign and date it if they are in agreement. This directive should then be shared with all squadron personnel and posted if the unit has a safety bulletin board.

Some squadrons additionally have their own safety briefings, newsletters, PowerPoint presentations, letters or bulletins on safety. You should keep a copy of all of these documents as the SE in files readily available for squadron personnel as well as the IG for the inspection.

Manning: (CAPR 62-1, CAPP 217)

Section 2

2A. Is the SE appointed in writing? 1. Has a copy been sent to Group/Wing? 2. To whom is the SE directly responsible?

The first part of this has been previously discussed and deals with you being properly 2A'd into your unit and a Letter of Appointment or a PA. Then properly submitting these items to the next higher SE.

Finally, as the SE you report directly to the Commander. You do not report through any other person. In an organizational chart, the SE position is a line item directly off of the Commanders box. As such you are referred to as a staff officer and not a line officer. You do not have a roll in the chain of command. This is true for any activity/mission as well if you were to create an organizational chart.

2B. Have pilot SE's or assistants applied to become accident prevention counselors with the local Flight Standards District Office?

This is not a mandatory requirement, however it is strongly encouraged. Further, you do not need to be a pilot to be an FAA Safety Councilor.

2C. Is the SE progressing in the CAPP 217 Specialty Track?

Again, it is not mandatory to progress in the specialty track. However, Col. Levitch has asked that ALL SE's please consider at least taking the AFIADL 02170, Basic Safety Officer Course. And further as stated before, CAPR 62-1 now requires that all members appointed as SE's must complete this course within 90 days of appointment as an SE. This course has a lot of valuable information to help you conduct yourself as an SE.

Safety Education

Section 3

3A. Is ground and flying safety information briefed monthly at unit meetings?

3C. Is the monthly NHQ Safety Bulletin briefed to all personnel in units with pilots?

Please see the section on Safety Briefings discussed earlier.

3B. Is a roster of individuals in attendance maintained? Please have previous summaries and attendance rosters covering the past twelve months available for inspection.

For this section, you should have a copy of the sign-in sheet for the night of your safety briefing as well as copies of anything you used for your briefing. As stated you will need a year's worth of this information for the inspection. Again, these items should be kept in your files to show the inspectors.

3D. *Is the NHQ Safety Bulletin placed on the safety bulletin board or in a read file?*

3E. *Is there a safety bulletin board with current information posted?*

Some squadrons don't have a meeting location where they can post information on a board. In these situations you should have a safety file or the safety book that you can lay out on a table at each meeting for people to be able to look through.

If you do have a board, the inspectors will be looking to see that you have safety information posted on it. You should have the current edition of the Sentinel, the FLWG Safety Pyramid and even articles on safety posted on it. This shows that your squadron is taking a positive approach to safety. Additionally, you would have copies of the Form 26, Safety Hazard reporting Form posted on this board.

Safety Improvement/Hazard Reporting Program ***(CAPR 62-1)***

Section 4

4A. *Are CAP Form 26 readily available?*

4B. *Are FAA Forms 8740-5 Readily available? Do personnel know what they are for and how to use both of these forms?*

Please see the section above on the Form 26 and FAA 8470-5.

If you do not have a current copy of the FAA form, you can go online to whatever search engine you use and type in "FAA FORM 8740-5." I use Google and the form comes right up. It looks just like the Form 26 but has the FAA information on it.

Accident Prevention

(section 5)

5. *Are any Local Directives or other forms of guidance published in the area of accident prevention?*

First, local directives could be used to advise pilots of certain unique features or problems that are inherent to one of the local airports. You may have a particular crosswind problem that is always present on a runway that all pilots need to remember. OR you may have a temporary flight restriction because the President is coming to town and the airspace is being restricted. In this case a local directive should be published to notify all pilots of the situation.

Now just because I used pilot examples does not mean that local directives only apply to flying situations. You may have a situation where there is construction going on next to your squadron building and you publish a local directive to advise the cadets that they need to stay away from this area because of some specific hazards. Or you may be aware of some type of road situation that all of the drivers need to be made aware of. These are all examples of local directives.

Safety Survey/Inspections: ***(section 6)***

6A. Has an internal safety survey been scheduled and accomplished annually? This document covers the period of 1 October through 30 September. This is a set time period for FLWG and cannot be arbitrarily changed by Squadrons or Groups. The earliest that this document can be completed and turned in is 1 October. An advisement that the survey is coming due will be sent out in September.

6B. Has a suspense system been established to ensure all deficient items are corrected prior to closing out the report? When you complete the Annual Safety Survey, if you answered negatively on any of the items, it is your duty as the SE to generate a CAPF 26 on this item and put it into something like a “TO DO” file. Further it is up to you as the SE to work with squadron personnel to assure that this problem is corrected and resolved.

A copy of your completed survey must be turned in to both Group and Wing by October 31st. If you had any problems on your survey, once you have corrected them, notify your Group SE that your squadron is compliant. In turn the Group SE will notify Wing SE that all items have been completed. **Remember:** On your monthly online safety report indicate the number of form 26’s that you generated for the month.

6C. Are copies of completed surveys forwarded to the next higher headquarters? As indicated, you must submit your survey to Group and Wing no later than October 31st of each year.

6D. Is the Commander reviewing safety surveys? This is a matter of courtesy between you and your Commander. You should be discussing all of the findings that you have made with them. Your Commander **must** review and sign the report before you submit it to Group or Wing.

Accident Reporting

(Section 7)

7A. Are local accident reporting procedures established? This is very important. Just like Wing, Region and National all have Safety Reporting Pyramids so should Groups and Squadrons. It is vital that all members of every squadron also know how and who to report accidents to.

Usually when an accident occurs, the Commander or their designee is the first person contacted. Additionally, the unit SE should also be contacted. The Commander is then usually the one to report the incident up to the next higher headquarters.

Remember: Reporting up the chain of command is second in priority to the needs of the individuals who may be injured. Make sure appropriate help is summoned to care for the injured before beginning the reporting requirements.

7B. Has a CAP Form 78 been submitted on all applicable accidents? Was it on time? Please refer to the section on CAPF 78 and 79. What should be considered is this...even if an incident is considered non-reportable, you are still required to document the incident and keep a record of it at the squadron level. Therefore, you might as well get in the habit of completing a Form 78 on **ALL** incidents. Then if it turns out that the incident is non-reportable, you can file the Form 78 away as your squadron level documentation.

If the incident is deemed reportable, you have **48 hours** to submit your Form 78 to Wing. If the incident involves death or serious bodily injury the form 78 must be completed with the coordination of General Counsel **before** it is submitted. The Wing Commander will advise on these situations.

7C. Has a CAP Form 79 been submitted on all applicable accidents? Was it on Time?

Please refer to the section on CAPF 78 and 79 for details. Again the Wing Commander will advise if a Form 79 is to be completed. In the event an investigation is ordered...the investigation as well as the final Form 79 must be concluded and reach National HQ within 35 days of the mishap.

As a side note...members can be held liable for damages in certain situations. Therefore, it is very important that you thoroughly document these incidents to assure complete fairness to the members. In situations where actions are to be taken against members when the damage estimate exceeds \$500, the CAP-USAF Commander will review.

(Section 8)

8. Does the Group SE maintain a current roster of subordinate SE's? It is the responsibility of each squadron to keep the Group SE informed as to any changes in SE's. **It is the responsibility of the Group SE to keep Wing informed as to any changes of SE at the Group or squadron level. This also includes changes of e-mail addresses for the SE.**

B. Staff Assisted Visit (SAV)- Each higher level of the chain of command is required to assist the next lower level in becoming compliant with the requirements for every position within CAP in order to be able to pass the full Air Force Inspection. In order to do this the higher command will schedule a SAV inspection. For example Group will schedule SAV's for the squadrons. The purpose of this type of inspection is not to belittle the unit being inspected, but to assist it in understanding what areas they are not completely compliant in. When the SAV inspectors leave the unit, the unit should either be in compliance or have a better understanding of what they need to do to come into compliance.

C. Air Force Inspection- Since the Air Force supplies a large portion of the funding to CAP, it has the authority to conduct inspections to check to see that their funds are being used correctly and that assets are being maintained properly. Additionally, they will be checking to make sure that all operations are being handled safely.

The Air Force can randomly choose to inspect a Region, Wing, Group or even a Squadron at any time. Typically they will try to schedule these inspections, but it is imperative that you as the Safety Officer have all of your paperwork in order. If you follow all of the items in the Sub-Unit Inspection Guide as well as 62-1 and the FLWG Supplement to 62-1, you will be in good shape. ***The most important thing is documentation. This is one of the main reasons why you will see virtually constant flow of information and requests for updated information coming from Wing Safety. It is important for you to comply with these request from Wing quickly and to carefully read any information sent to you from Wing concerning Safety.***

D. FLWG Annual Safety Survey- As the title indicates this is a once a year survey conducted by the SE in every unit. In FLWG the Survey is conducted to cover the period of Oct 1 through Sept. 30, with a due date of Oct. 31. Further, FLWG does not use the standard Survey that is found as Atch 1 to CAPR 62-1. FLWG has supplemented the National Survey and requires that the FLWG version be completed annually.

The first thing you will notice is that the form is split into three sections.

The green section **MUST** be completed by **every** squadron. This is the basic generic safety section that applies to everyone.

The yellow section is **ONLY** to be completed by those units that have a van assigned to their squadron directly.

The red section is **ONLY** to be completed by those units that have a plane or glider assigned to their squadron directly.

There are only a couple units that will have to complete all three sections of the survey.

Any squadron with less than 3 months since being officially recognized will not need to complete a survey. If they have been papered for over 3 months and are still not formally organized, you need to talk to me about whether they need to do a survey.

As an example, the two squadrons that I am involved with would complete their reports as follows:

- Group 8 HQ- Squadron 153 has a plane, glider and van assigned directly to 153. Therefore, I will be completing all three sections of the report for this squadron. However,
- Squadron 445- Northside Christian does not have any planes, gliders or vans assigned to them. So I will only have to complete the green section for this squadron.

Next you will notice down the left side, the questions are numbered. On the first question in the green area you will notice it listed as “1,H.” The letter designator on this question relates to a question that was asked on the new National Survey. It will be my job to extract the data from each of these questions with the letter designator, from all of your reports to make a final report to Region, who will then report it to National.

You will then notice the questions themselves. Many questions that no longer pertained to us were removed from last years Survey. The questions that are italicized correlate directly to Florida Wing specific safety concerns. For example, question 30 in the red section asks if multiple personnel are being used to hanger the airplane. As a result of a past mishap, this was identified as a problem and was put into the Florida Wing Supplement as a mandate that when you are placing an aircraft into a hangar, you will use multiple personnel to avoid damaging the plane.

The next section is critical: This is where you will answer each question with a YES, NO or NA for Not Applicable. There are very few questions that should be answered as NA. However question number 24 in the green section asks if stairwells are well lighted. Obviously if your squadron facility doesn't have any stairwells then this question would be NA.

Further you will notice that there is a gray shaded section that runs down through the report. If you find yourself answering a question in one of the gray shaded boxes, this is considered a negative answer to the question and requires remediation to fix the problem. For every gray shaded box you check, you will be required to complete a form 26 on the item and follow it through to completion. On your monthly safety report there is a section that asks if you have completed any form 26's this month. Don't forget to include these in that report.

Last year many of you asked what regulation required you to do something that was listed on the Survey. This year I took the liberty of including the reference to the regulation that each question pertains to. Hopefully you will like having this information.

Before sending your report to Wing you must do the following:

- Review it with your squadron commander **before** sending it to anyone. This will assure that it has been double checked and that you have not possibly misinterpreted the way the squadron operates on some issues.
- Once the two of you have reviewed it, you and the Commander should sign and date it at the bottom of the Survey. **Remember, the date on it should not be before October 1, 2006.**
- Send a copy of it to your Group Safety Officer- **Group SE's are required to review each report from their squadrons and help the Squadron SE's to come into compliance as needed.**

Hopefully after reading all of this information you will find that it has been a help to you in performing your duties as a Florida Wing Safety Officer. Welcome aboard, good luck and thanks for assuming one of the most important positions within CAP.