



CAP BASIC SAFETY COURSE



Introduction to CAP Safety Program



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- ◆ This presentation is intended to be an overview of Civil Air Patrol's Safety program and is meant to be a study guide for those members who wish to attain ratings in the Safety Officer specialty track of the CAP Senior Member Professional Development Program
- ◆ Training in the Safety Officer specialty track is self-paced and intended to take place both on-the-job and through self-study. This presentation and CAP Pamphlet 217, *Specialty Track Study Guide-Safety Officer*, guide senior members through that training and is designed to help them learn to function effectively as safety officers.
- ◆ Specialty tracks are governed by CAPR 50-17, *Senior Member Professional Development Program*
- ◆ CAPP 217, this presentation, on-the-job training and on-line testing are used to move senior members through the specialty track



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Course Outline

- ◆ **This presentation will cover:**
 - Safety Program Background
 - General Responsibilities
 - Safety Program Criteria
 - Mishap Procedures



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Background

- ◆ The CAP Safety program is modeled after the Air Force program delineated in the 91 series of Air Force Instructions (AFI)
- ◆ The 62 series of CAP regulations defines the scope and limitations of the CAP Safety program. It also clearly defines the two distinct duties that safety officers perform for CAP and CAP commanders:
 - Safety Education
 - Accident Prevention



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Background

◆ Essential Readings:

- CAPR 20-1, *Organization of Civil Air Patrol*
- CAPR 62-1, *CAP Safety Responsibilities and Procedures*
- CAPR 62-2, *Mishap Reporting and Investigation*
- Region and Local Safety Policies



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Background

- ◆ Safety is a Mind Set
- ◆ It is everyone's responsibility to promote a Safe environment, but it is the commander's ultimate responsibility that cannot be relinquished

Everyone must take
Safety seriously





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Responsibilities

- ◆ **Chain of Command**
 - National Commander
 - Region Commander
 - Wing Commander
 - Group Commander
 - Squadron Commander
 - Flight Commander



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Responsibilities

◆ National Headquarters

- Develop policies and procedures, and overall management of the Safety program
- Maintain the 62 series of CAP regulations, which defines the scope and limitations of the CAP Safety program and clearly defines the two distinct duties that safety officers perform
- Provide guidance to the organization about Safety Education and Mishap Prevention



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Responsibilities

◆ Region Commander

- Conservation of CAP resources (human, physical and monetary)
- Prevention of mishaps that often result in bodily injury and/or property damage



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Responsibilities

◆ Wing Commander

- Provide guidance and assistance as needed to ensure that there is an active and effective Safety program in all units within the wing
- Personally identify with aims and objectives of the Safety program, while also publishing a dynamic and effective Safety policy



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Responsibilities

- ◆ **Unit Commander** (group, squadron and flight)
 - Establish a viable mishap prevention program within his/her unit to comply with National, region and wing policies
 - Tailor the program established by higher headquarters to meet the needs of the local unit



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Responsibilities

◆ All Commanders

- Cannot delegate their responsibility for the Safety program. However, the staff safety officer position has been established to assist the commander.
- Safety officers are assigned to administer the unit mishap prevention program for their commander



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Safety Officer

- ◆ Safety Officer Appointments
- ◆ Safety Officer Qualifications
- ◆ Duties of the Safety Officer
- ◆ Safety Education
- ◆ Identifying Hazards
- ◆ Safety Surveys
- ◆ Mishap Procedures



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Safety Officer

◆ Appointments

- All safety officer positions are appointed by the commander as outlined in CAP Regulation 20-1, *Organization of Civil Air Patrol*
- Unit safety officer appointments should be assigned in eServices under the Restricted Duty Assignment module to facilitate coordination by higher headquarters safety officers
- Current mailing address, home, work, cellular, fax and pager numbers, radio call sign and e-mail address (if applicable) should be maintained under personal information in eServices



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Safety Officer

◆ Qualifications

- Best qualified personnel available
- Safety officer qualifications should be appropriate to the local risk environment
- Those in command positions should not serve as safety officer
- Whenever possible, and especially in flying units, members with flying experience should be selected



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Safety Officer

◆ Qualifications

- All safety officers must complete this Safety Officer presentation, which applies toward the Technician level of the Safety Officer specialty track
- Within 90 days of appointment, each safety officer shall complete the on-line Basic Safety Course and test



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Safety Officer

◆ Duties - General

- Command responsibility for a safety program cannot be delegated
- Safety officers will be directly responsible to the commander
 - Staff safety officer positions have been established to assist commanders
 - Safety officers will report directly to the commander
- Safety officers assist and advise commanders in developing an overall mishap prevention program
- Safety officers conduct safety studies and recommend corrective action



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Safety Officer

◆ Duties

1. Assist and advise the commander in developing the overall mishap prevention program
2. Direct safety inspections and surveys of the Safety function associated with hazardous areas and operations
3. Direct mishap investigations and prepare safety reports
4. Plan Safety training programs to acquaint all personnel with the responsibility for applying safe practices
5. Make supervisory staff visits to subordinate units, and assist units in solving safety problems



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Safety Officer

◆ Duties

6. Review and analyze mishap investigation reports for findings, trends, and other mishap prevention information
7. Prepare training guides, articles and literature, and arrange for publicity of safety program through such media as bulletin boards, newspapers and billboards
8. Conduct safety studies and recommend corrective action
9. Be familiar with CAP directives in the 62 series



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Safety Officer

◆ Education

- Commanders and safety officers must create Safety awareness among all members of the organization
- Commanders and safety officers must see that unit members receive flying and ground safety briefings at least once a month
- Safety Briefings
 - All active members are to receive a monthly safety briefing
 - Every attempt must be made by safety officers to disseminate the monthly information to all members who could not attend a face-to-face safety briefing
 - Each member will attend at least one face-to-face safety meeting per quarter



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Safety Officer

◆ Education – Briefing procedures

- Unit safety briefings will be performed monthly, documented and filed at the unit. Documentation will be available for inspection.
 - A roster of the individuals who attended the safety briefings will be maintained, recorded and filed at the unit
 - Reports may be in electronic format but must be readily available and must be backed up on a regular basis
- If a member cannot attend a monthly safety briefing, he/she can comply with CAPR 62-1 by making other arrangements with the unit commander or safety officer
 - This can be accomplished according to local policy via paper or electronic format



Safety Officer

◆ Education – Briefing procedures

- **All Current Pilots** must review the monthly *Sentinel* and an aviation safety related article of choice
 - Safety briefings are mandatory for all current pilots
 - Failure to comply will result in flight releases being denied until the pilot complies with the briefing requirement
 - It is the responsibility of each pilot to comply with CAPR 62-1
- Flight release officers (FRO), upon request for a flight release, will determine if the pilot has complied with the monthly Safety brief requirement by asking if they complied for the month



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Safety Officer

◆ **Education – Briefing procedures**

- It is the responsibility of each unit commander to enforce and maintain the safety program
- If at anytime the FRO should determine that there is no entry in the database for the current month the pilot will be grounded until he/she complies and a notice is sent to the wing commander
- The Operations Officer will **suspend** all flight privileges in eServices until the pilot has complied



Safety Officer

◆ Hazards

- Identifying hazards in advance is the best way to prevent mishaps
- The CAPF 26 is used to suggest ways to reduce risk to members
- Operational Risk Management (ORM) is a formal method for identifying potential risks
- At least annually, ORM will be discussed during each unit's monthly safety briefing
- Knowledge and application of ORM principles is part of each level of the Safety Officer specialty track
- ORM training is available [on-line](#)



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Safety Officer

◆ **Safety Surveys**

- Commanders, from squadron through wing, must make sure that a safety survey is conducted each January
 - The unit Safety Survey report is due to the next higher echelon **SE and commander** no later than 31 January each year
- Safety surveys will be performed annually, as well as at other times when hazards or hazardous operations so warrant
- The safety officer and commander at the next higher echelon will review and comment on subordinate unit surveys



Safety Officer

◆ Mishaps

- The overall purpose of mishap reporting and investigation is prevention of future mishaps
- Prompt notification and reporting of all CAP safety mishaps, in accordance with the procedures in the CAP Safety regulations, is mandatory
- Wings will develop local mishap reporting procedures that ensure the region/wing commander and safety officer are promptly notified of all mishaps within the region/wing
 - This procedure will also provide for notification to the CAP-USAF State Director



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Definitions

- ◆ **“Mishap”**

means any unplanned or unsought safety event, or series of events, that result in death, injury, or damage to equipment or property

- ◆ **“Accident”**

means a mishap that results in death, serious bodily injury, or major damage to, or loss of, equipment or property





Definitions

- ◆ **“Incident”**

means a mishap other than an accident that results in bodily injury or damage to equipment or property

- ◆ **“Minor Mishap”**

means a mishap that interrupts normal procedures or activities but is not counted in the tally of accidents and/or incidents



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Definitions

- ◆ **“First Aid”**

Within the Civil Air Patrol Safety Reporting System, means the immediate and temporary physical aid provided to a sick or injured person until a higher level of medical treatment can be provided by a licensed doctor, registered nurse, physician’s assistant, or emergency medical technician, if needed



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Mishap Classification

◆ “Flight”

Mishaps involving aircraft authorized to participate in CAP activities, which take place between the time any person boards the aircraft with the intention of flight until such time as all persons have disembarked



Mishap Classification

◆ **“Ground”**

Mishaps involving aircraft, authorized to participate in CAP activities, with no intent of flight; example of this type mishap may include, but are not limited to, aircraft damaged while being moved after refueling; aircraft run into by a tug while parked; etc.



Mishap Classification

◆ **“Vehicle”**

Mishaps involving corporate vehicles, or pre-approved member-owned vehicles in accordance with CAPR 77-1, *Operation and Maintenance of CAP Vehicles*, during authorized CAP activities, including damage to structures such as buildings, fences, light poles, etc.





Mishap Classification

◆ **“Bodily Injury”**

Mishaps involving personal injuries sustained during authorized CAP activities. This classification of mishap does not include injuries due to aircraft or vehicle accidents or incidents.





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Mishap Classification

- ◆ **“Other”**

Mishaps involving CAP personnel and property (not real property) that do not meet the criteria for one of the previous classifications



Reporting CAP Mishaps

- ◆ Some mishaps may not qualify for statistical reporting purposes; however, there may be lessons to be learned from them or they may help in identifying safety mishap trends. Additionally, some mishaps appear to be minor in nature at first, but that may change with time.
 - For the above reasons, all mishaps (accidents, incidents and minor mishaps) must be reported using the on-line reporting system



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Reporting CAP Mishaps - Accidents

- ◆ In all cases of mishaps arising out of CAP activities that can be classified as an accident, an appropriate CAP member (e.g., activity director/ commander, safety officer, ranking senior member) will:
 - **Immediately notify the CAP National Operations Center (NOC) toll-free at 888-211-1812, ext 300, (24 hrs/day)**
 - For mishaps involving death or bodily injury accidents, **DO NOT fill in the “account”** portion of the on-line Form 78 without prior coordination with a CAP legal officer or the General Counsel’s office. The final responsibility for the timely completion of the on-line Form 78 after coordination rests with the appropriate unit or activity commander.



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Reporting CAP Mishaps - Accidents

- ◆ National Transportation Safety Board (NTSB) Report
 - It is the responsibility of the pilot-in-command (PIC) to immediately report an aircraft accident, as defined by NTSB Part 830, *Accident Reporting*. Wing commanders will ensure that this report occurs in a timely manner.
 - NTSB notifications must be noted on the on-line Form 78



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Safety Mishap Report

- ◆ Unit/activity commanders are responsible for ensuring an on-line Form 78 is accomplished within 48 hours of a mishap. The on-line Form 78 documents all mishaps and is an important legal document that must be completed correctly.
- ◆ Failure to complete an on-line Form 78 could result in the member being held personally responsible for damages or medical expenses incurred, and loss of government or corporate insurance benefits
- ◆ **Failure to report mishaps may result in withdrawal of Air Force mission status**



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Safety Mishap Report

- ◆ All on-line Form 78 reports are to be completed in eServices, but only after notification of the appropriate offices has been made and they have advised the member to complete the Form 78
- ◆ As required by CAPR 62-2, all mishaps will be reported immediately to the region/wing commander or his/her designated representative, and to the wing safety officer, in accordance with the local mishap reporting procedure



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Safety Mishap Report

- If unsure report immediately to the wing commander and wing safety officer and they will notify the appropriate people



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On-Line reporting
System found
In eServices

The screenshot shows a web browser window titled "Log On - Windows Internet Explorer". The address bar displays "https://www.capnhq.gov/CAP.eServices.Web/C". The page content includes a "Civil Air Patrol eServices Login" header, a welcome message, a login form with fields for "User Name or CAPID" and "Password", a "Remember me next time" checkbox, and a "Log On" button. Below the form are sections for "Need Help Logging On?" with links for "Password Assistance" and "click here", and "Looking For Something Else?" with links for "www.cap.gov" and "level2.cap.gov". At the bottom, there are links for "Privacy", "Legal", and "Help Desk", and the text "For Official CAP Use Only".



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Form 78
On-line
Reporting
System, found
in left lower
column in
eServices

All reporting is
to be completed
in this system

Safety Form - Form 78 - Windows Internet Explorer

https://www.capnhq.gov/CAP.SafetyForm.Web/ Live Search

Safety Form - Form 78

Safety Form - Form 78 [eServices](#) [Log Off](#)

About This Page

Enter Form 78 information on this page.

[Form 78 Worksheet](#)

[Form 79 Worksheet](#)

[Instructions](#)

[Form 78 Tutorial](#)

Form 78 Entry

Wing commanders or their designees will immediately notify the National Operations Center (NOC) at (888) 211-1812 of all accidents involving substantial damage, serious injury, or death.

Safety Form - 78 * Click here to continue

[Reports - Disabled](#)

* Denotes Required Fields



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Form 78 Entry

Form 78 Worksheet found on the left side of the entry form can be used prior to submitting the actual on-line report

Form 78 Entry

***Select Wing**
--Select--

***Select Mishap Date**
MM/DD/YYYY

***Local Time of Mishap (Ex. HHMM) 24 Hr**
[]

***Location of Mishap**
 City, State Airport Code

Trip Authorized by CAP Orders/Form 99?
 Yes No N/A

Mishap Resulted from CAP Activities?
 Yes No N/A

Photographs Taken?
 Yes No N/A

***Account of Mishap**
(Be brief and do not include statement or comment about fault or liability. Refer to [CAPR 62-2](#) before completing.)
[]

Weather Conditions at Time of Mishap - If Applicable
 Fog Rain Snow Sleet Ice Tornado

***Temperature (Degrees in F)**
[]

***Visibility (Miles)**
--Select--

***Purpose of Activity (Mission # - If Applicable)**
[]

Form 79 Investigator
CAPID [] First Name [] Last Name [] [Click to Search By Name](#)
Press Tab to search

Continue

The on-line system will report the creation of the Form 78, by e-mail to the appropriate CAP (squadron, group, wing, region) commanders, safety officers, the NHQ CAP staff and the CAP-USAF safety officer.



Safety Mishap Report Worksheet

- The worksheet, which can be found in the left column, is an optional form used to collect safety mishap information when access to the on-line reporting system is not immediately available.
- The information on the worksheet is in the same order as it will be entered into the on-line reporting system. The worksheet is available through the mishap on-line reporting system. Commanders and activity directors should pre-print a supply of the worksheet and place them in their mission/activity planning kits.





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Classifying Mishaps

- ◆ Upon notification that a new on-line Form 78 has been submitted, the HQ CAP Safety Administrator will review the information on the form. The Safety Administrator will determine which Forms 78 meet the criteria to be classified as minor mishaps.
- ◆ When a mishap is classified as a minor mishap, the person filing the report, along with the wing safety officer and wing commander, will be notified by e-mail that no further action (no investigation and no on-line Form 79) is required



Investigating Mishaps

- ◆ **Death or Bodily Injury Accident**
 - When a death or bodily injury accident is involved, there will be no formal or informal investigation conducted by CAP unless authorized by the CAP National Headquarters General Counsel's office



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Investigating Mishaps

- ◆ The primary purpose of mishap investigations should be to determine how to prevent similar mishaps from recurring
- ◆ Region/wing commanders must ensure incidents or accidents that arise out of CAP activities within their regions/wings are investigated. The investigation may be delegated to the group or squadron commander level.
- ◆ The appointment of the investigator(s) must be by a corporate officer's entry on the on-line Form 78



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Investigating Mishaps

- ◆ Investigations will be conducted as quickly as possible and the investigator or board member(s) will use common sense and judgment throughout the process
- ◆ An investigation will determine the sequence of events leading to the mishap (findings), and the events or acts of commission or omission which, if done differently, could have prevented the mishap (causes)
- ◆ Investigations will not involve attempts to determine liability, disciplinary actions or pecuniary assessments, but may recommend remedial training



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Investigating Mishaps

- ◆ The results of the investigation will be documented using the on-line Form 79
- ◆ Should the appropriate commander elect to assess pecuniary damages, that information will be entered in the designated space of the on-line Form 79
- ◆ Completed on-line Forms 79 must reach NHQ within 60 days of the mishap
 - This includes all higher headquarters' approvals



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What's Next

You should review [CAPR 62-1](#) and [CAPR 62-2](#) from the National website

[Complete the Basic Safety Course Test](#)