



NATIONAL HEADQUARTERS CIVIL AIR PATROL

CAP REGULATION 62-1

DRAFT

Safety

CIVIL AIR PATROL SAFETY RESPONSIBILITIES AND PROCEDURES

This regulation establishes the requirements for an effective safety program within the Civil Air Patrol (CAP). This regulation guides CAP components in implementing effective safety programs.

SUMMARY OF CHANGES.

Revises policies for monthly and quarterly safety education briefings and requirements for safety programs at CAP activities. Adds the requirements and definitions of safety vests and safety apparel. **Note: Shaded areas identify new or revised material.**

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Notice: CAP publications and forms are available digitally on the CAP National website at:
http://members.gocivilairpatrol.com/forms_publications_regulations/.

1. Program Goal. The underlying goal of the CAP Safety Program is to minimize the risks faced by our membership in the performance of their volunteer duties.

2. Program Elements.

a. Staffing.

(1) Each level of command, starting at the squadron level and up, shall formally appoint a safety officer with qualifications appropriate to the local risk environment. Members in command positions should not simultaneously serve as that unit's safety officer. Whenever possible, and especially in flying units, members with flying experience should be selected as safety officer. Safety officers will report directly to the commander (reference CAPR 20-1, *Organization of Civil Air Patrol*).

(2) For each CAP activity lasting 2 days or longer, the activity director/commander will appoint a safety officer prior to the start of the activity.

b. Education.

(1) All active CAP members (seniors, cadets, cadet sponsors, 50 year, and life members) must participate in a monthly safety education briefing in order to participate in any CAP functions, including unit meetings (members may attend a unit meeting for the purpose of completing the safety education briefing requirement). The monthly requirement expires at the end of the month following its completion (e.g., a briefing attended or completed on 15 June 2010 will carry currency through to 31 July 2010). Currency will be maintained in a Safety qualification database within eServices.

(2) The monthly safety education briefing requirement may be met by completing an on-line safety education briefing and quiz on the National CAP website, attending an in-person or live safety education briefing at a CAP unit meeting or activity (including group, region, or National level activities), or receiving an authorized alternative safety education briefing.

(a) National Headquarters (NHQ) will post an on-line safety education briefing and quiz monthly on a topic relevant to CAP operational safety.

(b) Units should present a live safety meeting for its members each month. Presentations should be oriented for local conditions/issues. If unable, units can easily use one of the NHQ presentations available on the National CAP website. Documentation of attendance may be destroyed after entry into the on-line safety management system.

(c) Authorized alternative safety education briefings include, but are not limited to: a safety education briefing conducted by a DoD safety officer, a FAA Safety Team (FAAST) presentation (limit 2 per year), an AOPA Air Safety Foundation on-line safety course (limit 2 per year), completing any FAA Safety approved on-line safety course that includes a quiz or the signature of a FAAST member or FAA certified instructor to document completion (limit 2 per year), or conducting an in-person or live safety education briefing. **Note:** Commanders at any level may approve any non-CAP meeting or course as an authorized alternative monthly safety education briefing if, in the opinion of the commander, the meeting is relevant to the member's safe performance of CAP duties. Examples might include occupational safety professional meetings or work-related HAZMAT briefings. Proof of attendance must be provided to the applicable safety officer or commander and must be documented within the on-line safety management system for credit.

(3) All active CAP members (seniors, cadets, cadet sponsors, 50 year, and life members) shall attend an in-person or live safety education briefing at least once per rolling calendar quarter. Quarterly in-person or live safety education briefings meet the requirement for the monthly safety education briefing in the month they are attended. The quarterly requirement expires at the end of the third month following its completion (e.g., a briefing attended or completed on 15 May 2010 will carry currency through to 31 August 2010).

(a) The quarterly, in-person safety education briefing requirement may be met by attending an in-person or live safety education briefing at a CAP unit meeting or activity, attending a CAP designated in-person or live safety meeting at a group, region, or National level activity, or attending an in-person or live safety education briefing conducted by a DoD safety officer, attending an in-person or live FAAST presentation (limit 2 per year) or conducting an in-person or live safety education briefing.

(b) National Headquarters will post a quarterly safety education briefing on the National CAP website. These briefings may be downloaded to be presented at in-person unit briefings or other training opportunities.

(c) Commanders at any level may approve any non-CAP meeting as an authorized alternative quarterly safety education briefing if, in the opinion of the commander, the meeting is relevant to the member's safe performance of CAP duties. Examples might include occupational safety professional meetings or work-related HAZMAT education training.

(4) Commanders at any level may waive all safety meeting requirements for meetings or activities which do not require a General Emergency Services (GES) rating if, in the opinion of the commander, such waiver serves the best interests of CAP. Example of a situation which might justify such a waiver include meeting attendance by legislators or distinguished visitors who happen to be CAP members. However, regularly scheduled meetings, whether or not they require GES ratings (see above), still require regular safety awareness under this regulation, since fire prevention and general housekeeping, warehouse (storage) and hazard communication are valid safety requirements for regularly scheduled meetings and unit facilities.

(5) New members will receive initial ORM familiarization training.

(6) At least once annually, Operational Risk Management (ORM) will be discussed during a unit safety meeting.

(7) Sample briefings and educational material are available on the Safety pages of the National CAP website (www.capmembers.com).

(8) Brief reports of topics covered and total members attending shall be entered into the electronic database to be available for review by the next higher echelon of command.

(9) Safety education briefings shall be incorporated into all field training exercises, encampments, and other special activities where members face risk.

(10) An annual Safety Down Day will be held in all active units during the month of October to focus on improving safety knowledge and attitudes during the new fiscal year. This will require a day of no flight training or ground team training operations with focus entirely on safety subjects applicable to the unit. The Safety training to meet this requirement may take place at a regularly scheduled unit meeting providing the entire academic training for that meeting is devoted to Safety.

(11) Additional recommended educational elements include, but are not limited to:

- (a) Placement of a bulletin board in the unit meeting area devoted to safety issues.
- (b) Participation or partnership in activities sponsored by other safety oriented organizations.
- (c) Use of special safety seminars, discussions, or focus groups to address specific issues.
- (d) Participation by pilots in the FAA's Pilot Proficiency Program.
- (e) Adding safety messages to other routine communications.

c. Mishap Prevention.

(1) **Safety Surveys.** Each unit shall complete the on-line Safety Survey available to safety officers and commanders as an eServices application between 1 October and 31 January of each fiscal year. Items to be addressed in this survey shall include, but are not limited to, those listed in the on-line Safety Survey found in eServices. Once completed, this report will be sent automatically to the safety officer and the commander at the next higher echelon. The commander at the next higher echelon, or his/her designee, will review and/or comment on the surveys of all subordinate units. The effectiveness of each commander's safety efforts shall be evaluated yearly through the on-line Safety Survey process to be completed by the next level commander.

(2) **Hazard Reporting.** *The Hazard Report*, available online at eServices, and/or FAA Form 8740-5, *Safety Improvement Report*, shall be used to report hazards or suggest ways to reduce operational risk to members.

(3) Operational Risk Management (ORM).

(a) ORM is a logic-based, common sense approach to making calculated decisions on human, material and environmental factors associated with any type of activity. It is a methodical, six-step process to manage inherent risk.

(b) An extensive list of Operational Risk Management tables for CAP activities will be available on the National Safety web page. CAP leaders are encouraged to use these forms to quantify and mitigate risk during CAP activities.

(c) CAP Members involved in all aspects of the CAP program are encouraged to submit new or modified ORM tables to the National Safety page. Members should submit ORM tables in those areas where they have Subject Matter expertise.

(4) Safety Apparel.

(a) Every CAP member will wear appropriate safety vests or safety apparel as outlined below when participating in CAP ground functions during all times, day or night. Safety vests or safety apparel may be orange or lime green and may be worn with or without the CAP logo.

1 Examples of applicable ground functions are, but not limited to:

- a** All ground functions of emergency services
- b** Road guards around formation movements of CAP members
- c** Performing volunteer activities near any location where motorized vehicle operate, including flight line support

d At night when walking during any ground activity, other than to and from personal vehicles at the beginning and end of CAP functions.

2 Safety vests are approved for wear over the outermost garment of military style uniform or corporate uniform and may or may not be ANSI compliant as defined in **4a & b** below.

3 Safety apparel is approved for wear over the corporate uniform only and must meet ANSI Class 2 or 3 standards as noted on the ANSI classification tag which must be affixed to the garment. Examples of safety apparel are insulated safety vests, coats, jackets, rainwear, and may include orange or lime green reflective pants in conjunction with upper-body wear.

4 ANSI and non-ANSI compliance standards are as follows:

a ANSI compliant – Safety Vests or Safety Apparel must meet the American National Standards Institute, Inc (ANSI) Class 2 or Class 3 requirements. Required anytime a member’s duties may place them within the right-of-way of Federal-aid highways; such as directing traffic, investigating crashes, handling lane closures, obstructed roadways, and disasters within the right-of-way of a Federal-aid highway.

b Non-ANSI compliant – Safety Vests only, require reflectivity front and back. Required anytime a members duties do not require ANSI compliant vests in accordance with the definition of ANSI compliant requirements above. By October 1, 2012, all safety vests and safety apparel will be required to meet ANSI Class 2 or 3 visibility and reflectivity standards.

(b) Qualified safety officers working in an official safety capacity are authorized to wear ANSI Class 2 or 3 safety vests or safety apparel with the words “safety” or “safety officer” logoed on their safety vests or safety apparel to ensure identity during CAP sponsored events. This is an optional authorization for qualified safety officers only.

(5) Mishap Reporting. All mishaps will be promptly reported and investigated in accordance with CAPR 62-2, *Mishap Reporting and Investigation*. Special attention will be given to any contributing factors that can be promptly corrected.

3. Responsibilities.

a. National Safety Officer.

(1) Provide advice and assistance on safety and risk management to the National Commander.

(2) Be the primary point of contact/coordination between Civil Air Patrol National leadership and region and wing commanders and safety officers for safety related matters.

(3) Provide mentorship to region and wing safety officers.

(4) Provide direction to the NHQ Executive Assistant for Safety on content and changes to CAP safety programs and publications.

(5) Advise and assist the NHQ Executive Assistant for Safety in the publications of the national safety newsletter.

(6) Coordinate with the NHQ Executive Assistant for Safety on education and training programs.

(7) Be the primary agent for creating a positive safety culture throughout CAP.

b. Corporate Officers.

(1) Within 180 days of appointment or by 1 July 2010, whichever occurs later, wing and region commanders are required to complete the Basic, Senior and Master Safety Course and tests.

(2) All current National Board members are encouraged to complete the academic requirements for a Technician rating in the Safety Officer specialty track.

c. Commanders.

(1) Prior to assuming command, applicants for wing or region commanders are strongly encouraged to earn a Technician rating in the Safety Officer specialty track and serve as a Safety officer at the squadron level or higher for at least 1 year.

(2) Appoint a safety officer IAW para 2a(1) above.

(3) All levels of command shall work in partnership to develop effective safety education and mishap prevention measures to safeguard CAP members and preserve CAP physical resources.

(4) All levels of command shall seek to instill a culture of safety that guides the planning and execution of every CAP activity.

(5) Commanders at all levels carry the responsibility of taking immediate action regarding any CAP member who places a fellow member at unnecessary risk.

(6) Review and/or comment on the on-line Safety Surveys of all subordinate units.

d. Unit Safety Officers. Delegation of authority is essential in any well-managed organization, but the command responsibility for a safety program cannot be delegated. Unit (region, wing, group, squadron and flight) safety officer positions have been established to assist and advise commanders. CAPR 20-1, *Organization of CAP*, outlines the responsibilities of the safety officer in assisting and advising the commander in the management of the overall CAP Safety Program. Safety officers shall:

(1) Perform on-line safety surveys annually in accordance with para 2c(1) (see above).

(2) Prepare mishap reports and conduct mishap investigations when assigned.

(3) Develop training guides and arrange for publicity of safety programs through such media as bulletin boards, newsletters, websites, press releases, etc.

(4) Develop a program of regular safety education and mishap prevention training for the unit(s) to which they are assigned and shall deliver no less than 15 minutes per month of face-to-face safety education and training to membership in attendance at unit meetings.

(a) Establish a file of safety educational material. This may include safety guides, magazine articles, FAA Advisory Circulars, posters, articles for bulletin boards, newspaper clippings, the monthly safety bulletins, or a list of safety-related websites. This file should also include a list of safety meeting resources, i.e., nearby military safety personnel, safety websites (including CAP) for different topics, videos, guest speakers, subject matter experts, etc.

(b) Be encouraged to prepare presentations that are pertinent to local conditions, environmental, geographic, and community needs and to submit new or updated presentation materials to NHQ for posting on the National CAP website.

(5) Conduct staff visits to subordinate units to assist them in identifying and solving safety problems.

(6) Review reports of safety education briefings from subordinate units.

(7) Maintain a roster of subordinate unit safety officers.

(8) Ensure that safety reporting is completed as required by CAPR 62-2.

(9) Establish local mishap reporting procedures as required by CAPR 62-2.

(10) Establish a schedule of events. This schedule should include safety inspections and surveys, safety presentations, staff visits, and publicity of seasonal safety hazard items, i.e. thunderstorms, snow/ice, heatstroke, etc.

(11) Within 90 days of appointment, complete the on-line Basic Safety Course and test, located on the National CAP website.

e. Activity Directors/Commanders will appoint a qualified safety officer, prior to the start of the activity, to conduct the activity's safety program. Activity approval authorities will not approve any activity expected to last 2 days or longer unless a qualified safety officer has been identified and formally appointed.

f. Activity Safety Officers shall:

(1) Conduct a daily safety briefing. All safety briefings will be conducted using CAPF 62, *Standard Safety Briefing Card*. Activity safety briefings will also include an ORM table appropriate to the activity of the day. These briefings will identify known risks and methods of mitigation, and will include an opportunity for all members to identify additional safety concerns.

(2) Ensure "full-time" cadet and senior staff (not students) complete the Basic and Intermediate ORM courses and also complete associated ORM worksheet(s) before the activity officially begins.

(3) Ensure that on the first day of the activity, the activity staff leads the students through the Basic ORM Course. These students do not need to complete and pass the written test associated with this course. However, instructors need to facilitate a meaningful discussion about how the course's lessons relate to the particular activity.

(4) For activities that involve formal flight instruction, operational flying, or intensive flight line work (excluding CAP or military orientation flights), ensure students and staff have viewed the CAP Aircraft Ground Handling Video.

(5) For glider programs, ensure students and staff have viewed the Soaring Safety Foundation's *Wing Runner Course*.

g. Members.

(1) Individual members will live the CAP motto of "Always Vigilant" in planning, conducting, and participating in all CAP activities. Hazards and potentially unsafe behavior will be addressed immediately and then reported to higher authority.

(2) Within 90 days of joining CAP, or NLT ## XXX ####, whichever occurs later, every active CAP member (seniors, cadets, cadet sponsors, 50 year, and life members) who attends CAP meetings, participates in any flight, vehicle operation, cadet activities, or any ES missions, shall complete the on-line Basic Safety Course and test prior to participation. Members who do not complete the Basic Safety Course will not be allowed to participate in CAP activities until such time as the course is complete.

(3) Every CAP member will wear appropriate safety vests or safety apparel as outlined in paragraph 2c(4), above, when participating in CAP events.

4. Recognition.

a. **Paul W. Turner Safety Award** - An annual award presented to the CAP wing with the most outstanding safety program and safety record. The award consists of a plaque and includes the wing's name being placed on the CAP safety scroll at National Headquarters. Each region commander may submit one nomination for the previous calendar year to the Chief, Personnel and Member Actions (NHQ CAP/DP), which must be postmarked (dated in the case of e-mail) not later than 15 March. The award will be presented to the wing commander at the annual National Conference. Nominations that are late, or that have not been coordinated through the region commander, will not be considered for the award.

(1) The region commander's letter of nomination should include, but not be limited to, the following:

- (a) Safety program and its implementation.
- (b) Public Affairs (PA) support of the safety program.
- (c) Safety officer manning.
- (d) Hazards faced by the wing that were successfully mitigated.
- (e) Outstanding facts.
- (f) Comments on mission accomplishment.

(2) Also considered will be other information available at National Headquarters, such as:

- (a) Aircraft utilization rates.
- (b) Aircraft condition and quality of maintenance.
- (c) Number of reportable aircraft mishaps.
- (d) Number of reportable vehicle mishaps.
- (e) Personnel injuries.
- (f) Adequacy of mishap reports.

b. **Region Safety Award** - A plaque presented annually to one wing from each region. This selection is made by the region commander and is based on the same criteria as the Paul W. Turner Award. Wings nominated for the Paul W. Turner Award automatically receive the region award. Presentation will be made by the region commander at an appropriate function.

c. **Safety Officer of the Year Award** - An annual award presented to the safety officer who has contributed most to the CAP safety program. Each wing may submit a nomination to region. The region commander will review all nominations submitted and will select one nominee believed to be the most deserving of the award. The region commander will forward the nomination to NHQ CAP/DP for final selection. All nominations must be forwarded by the

region to National Headquarters postmarked (dated in the case of e-mail) not later than 15 March. Nominations that are late, or that have not been coordinated through the region commander, will not be considered for the award.

d. Distinguished Aviator Award - This award recognizes outstanding airmanship by a CAP pilot while performing flight duties for CAP. The pilot must demonstrate heroic measures or an extraordinary level of skill, alertness, ingenuity, or proficiency in averting or minimizing the seriousness of a flight mishap. NHQ CAP/SE will convene an Awards Board to review the nomination and evaluate the seriousness of the incident as well as the nominee's action in coping with the situation.

- (1) The emergency must have resulted from any of these situations:
 - (a) Mechanical difficulty with the aircraft while in flight or on the ground.
 - (b) Errors made by others, in the air or on the ground.
 - (c) Environmental factors beyond the nominee's control.

Note: Members who prevented a potential mishap that they caused by their own misdeeds, lack of judgment, or foolhardy/excessive risk-taking are ineligible.

(2) Nominations must be initiated by the unit commander following the flight mishap. Nomination packages will then be forwarded and endorsed through the chain of command to NHQ CAP/SE for review by the Awards Board. The nomination must include as a minimum:

- (a) The nominee's name.
- (b) Grade.
- (c) Unit name and charter number.
- (d) Date of the event.
- (e) Aircraft type and N-number.
- (f) A description of the event, detailed enough to allow the Awards Board to accurately evaluate the seriousness of the event and determine the extent of the nominee's corrective action.

(3) Approved awards will be sent to the respective region commander for presentation at an appropriate function.

e. Certificate of Achievement - A certificate presented annually to CAP units that have operated without a mishap for 1 calendar year. Wing commanders will submit a list of units by name and charter number eligible for this award to NHQ CAP/SE postmarked (dated in the case of e-mail) not later than 15 March. This list will be verified with existing headquarters safety records. Presentation will be made at an appropriate time determined by the wing commander. Submissions that are late will not be considered for the certificates.

f. Pilot Proficiency Program - Wing safety officers will encourage pilot members to participate in the FAA Pilot Proficiency Program. Members who complete the first phase of this program will be eligible to wear the CAP FAA Proficient Pilot patch on flight clothing.

g. Safety Badge - A safety specialty badge is approved for wear with the Civil Air Patrol uniform. To qualify for the basic Safety Badge, the member must complete the specialty track requirements for the Technician rating as described in CAPP 217. The Senior Safety Specialty Badge requires completion of the Senior rating and the Master Safety Specialty Badge requires completion of the Master rating.