



NATIONAL HEADQUARTERS CIVIL AIR PATROL

CAP REGULATION 62-1

4 JUNE 2008

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. Note: Shaded areas identify new or revised material.

SUMMARY OF CHANGES.

The Civil Air Patrol on-line Basic Safety Course and test supersedes the AFIADL Course 02170. On-line Safety Survey supersedes paper Safety Survey.

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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. Responsibilities.

a. All levels of command shall work in partnership to develop effective safety education and mishap prevention measures to safeguard our members and preserve our physical resources.

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

c. 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.

d. Commanders at all levels carry the responsibility of taking immediate action against any CAP member who places a fellow member at unnecessary risk. Measures may range from counseling to the loss of membership in accordance with appropriate CAP directives.

e. The effectiveness of each commander’s safety efforts shall be evaluated yearly through the on-line Safety Survey process. The commander at the next higher echelon, or his/her designee, will review and comment on the surveys of all subordinate units.

3. Required Program Criteria.

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

b. Within 90 days of appointment, each safety officer shall complete the on-line Basic Safety Course and test, located on the Safety page of the National CAP website.

c. Each safety officer shall complete the on-line Safety Survey not later than 31 January of each 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 e-Services. Once completed, this report will be sent automatically to the safety officer and the commander at the next higher echelon.

d. Safety Officers shall develop a program of regular safety education and mishap prevention training for the unit(s) to which they are assigned. This program shall deliver no less than 15 minutes per month of face-to-face safety education and training to the membership. Members who missed the face-to-face safety meeting will review the information presented at the meeting before they participate in any CAP activity (including unit meetings). Rational flexibility should be used to get the latest safety meeting information to those members who miss the unit safety meeting. Any system that gets the message to the member is acceptable – e-mail with read receipt, videotaping the presentation for later playback, audio taping, read file or any other method that works. Due to the educational benefits gained from the interaction during face-to-face meetings, each member must attend at least one face-to-face meeting per calendar quarter.

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

(2) New members will receive ORM familiarization training, which is included in the Level One Foundations Course.

(3) Sample briefings and educational material are available on the Safety pages of the National CAP website.

(4) Brief reports of topics covered and total members attending shall be forwarded to the next higher echelon of command. These reports shall be factored into the annual program assessment (Safety Survey).

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

f. *The Civil Air Patrol Safety Improvement or Hazard Report, CAPF 26, and/or FAA Form 8740-5, Safety Improvement Report*, shall be used to suggest ways to reduce operational risk to members.

g. 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.

h. An annual Safety Day will be held in all units sometime during the month of October to focus on improving safety knowledge and attitudes during the new fiscal year.

4. Recommended Program Features.

a. Review of safety newsletters published by the Civil Air Patrol and other safety oriented organizations.

b. Placement of a bulletin board devoted to safety issues.

c. Participation or partnership in activities sponsored by other safety oriented organizations.

d. Use of special safety seminars, discussions, or focus groups to address specific issues.

e. Participation by pilots in the FAA's Pilot Proficiency Program.

f. Adding safety messages to other routine communications.

g. Use of the optional safety award program authorized in this directive.

5. Recognizing Safety Excellence.

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 NHQ CAP/SE, 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/SE 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. 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 PPP patch on flight clothing.

g. Safety Badge - A safety badge has been 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 Badge requires completion of the Senior rating and the Master Safety Badge requires completion of the Master rating.

6. Safety Officer Responsibilities. Delegation of authority is essential in any well-managed organization, but the command responsibility for a safety program cannot be delegated.

a. Staff 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. These responsibilities include:

(1) Performing safety surveys both annually and at other times when hazards or hazardous operations so warrant.

(2) Preparing mishap reports and conducting mishap investigations.

(3) Planning safety training programs to include guest speakers to acquaint all personnel with their responsibility for applying safe practices.

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

(5) Maintaining a roster of subordinate unit safety officers.

(6) Reviewing and analyzing findings of mishap reports to determine trends and methods for preventing future mishaps.

(7) Developing training guides and arranging for publicity of safety programs through such media as bulletin boards, newsletters, websites, press releases, etc.

(8) Establishing a safety hazard reporting program.

(9) Performing safety reporting as required by the region director of safety.

(10) Ensuring unit compliance with this regulation and CAPR 62-2.

(11) 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.

(12) Establish local mishap reporting procedures in accordance with CAPR 62-2.

(13) Establish a safety meeting file. This file should contain safety lecture outlines for topics to be covered in safety presentations plus a list of safety meeting resources, i.e. nearby military safety personnel, safety websites for different topics, videos, guest speakers, subject matter experts, etc. Summaries of safety meeting topics and attendance records should also be kept in this file.

(14) 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.

Note: The above guidelines are provided to give safety officer a starting point for establishing a viable program within their unit. It is not complete. Selling safety requires complete dedication and never-ending attention. The safety officer must be supported fully by the commander if the safety program is to be effective.

b. Suggested Reference Material.

(1) Publications:

(a) CAP Regulations 60-1, 62-1, 62-2, 66-1, 76-1, and 77-1.

(b) Title 49, Transportation, Chapter VIII, National Transportation Safety Board (NTSB), Part 830, Notification and reporting of Aircraft Accidents, Incidents, and Overdue Aircraft.

(c) State Driver's Handbook.

(d) Supplemental safety directives established by higher headquarters.

(e) FAA Advisory Circulars.

(f) Federal Aviation Regulations and Aeronautical Information Manual (FAR/AIM).

(g) Monthly Safety Newsletters.

(2) Forms.

(a) On-line Form 78, *Safety Mishap Report*.

(b) On-line Form 79, *Safety Mishap Report of Investigation*.

(c) Pertinent CAP wing forms, safety reports, inspection reports, etc.

(d) CAPF 26, *CAP Safety Improvement or Hazard Report*.

(e) FAA Form 8740-5, FAA Safety Improvement Report

c. Suggested Topics for Safety Presentations.

FLIGHT

Sterile Cockpit Procedures - How/when the aircrew will minimize extraneous conversations during critical phases of ground and flight operations.

Aircraft Emergency Procedures - Complete engine failure, partial engine failure, electrical system failure, radio failures, lost procedures, hazardous weather, instrument failures, etc.

Takeoff and Landing Techniques - Normal, variable flap, short/soft field, x-wind, gusty conditions; takeoff and landing characteristics of different CAP aircraft.

Aircraft Performance - Power settings, fuel consumption, range airspeeds, useful load, weight and balance.

Seasonal Flying:

Winter- Cold weather procedures during conditions of frost, ice, and rain.

Summer-How temperatures and density altitude affect aircraft performance, thunderstorms.

Spring/Fall- Winds, visibility.

Night Flying - Physical factors, lights, airports, etc.

FAA and CAP Currency Requirements - Minimum requirements don't necessarily guarantee proficiency in takeoffs, landings, and instruments for all pilots.

Wake Turbulence - Where and how wake turbulence is generated.

Aircraft Ground Handling and Servicing - (FAA Advisory Circular 00-34) Taxiing, fueling, proper grounding of aircraft during fueling.

Aircraft Tie-Down - (FAA Advisory Circular 2-35B) - Procedures for proper tie-down of aircraft and the proper materials to use – (Also see CAPR 66-1)

Medical Aspects of Aviation - Fatigue, alcohol, drugs.

Ditching

In-flight fires

Mountain flying

Use of Oxygen

Scuba diving and flying

Taxi Procedures - Are unprepared taxi areas surveyed for holes, soft areas, and depressions?

Aircraft Inspection Requirements - FAA inspection requirements - 100 Hr, transponder, VOR, pitot static system, ELT, and annual.

GROUND

CAP Drivers License Requirement - (See CAPR 77-1).

Defensive Driving - The hazards created by the other guy.

Use of Seatbelts – Why it needs to be a habit.

The Problem of Alcohol and Drugs - How they affect the individual: delayed reactions, thought process, etc. and the combined effects of drugs and alcohol.

Hidden Safety Hazards of Home and Office - Flammables, slipping/tripping hazards, storage, etc.

Water Safety - Swimming and boating hazards - Buddy system.

Adjusting Speeds to Road Conditions - Fog, rain, obstruction to vision, or slippery roads.

Inspection and Maintenance – How these can affect vehicle safety.

Fire Prevention - Fire Prevention campaign (normally in October).

Note: This is by no means a complete list. All of the different ways that someone can be injured or hardware can be damaged has an associated lesson to be learned in the way of a safety message. Highlight as many of these risks to your people as you can. Discuss ways to control these risks and highlight the need to watch out for each other. CAP should be fun but, the fun stops when someone is injured.