

Safety

CIVIL AIR PATROL SAFETY RESPONSIBILITIES AND PROCEDURES

CAPR 62-1, 1 March 1991, is supplemented as follows:

SECTION A-GENERAL

1. Responsibilities:

e. (Added) The Wing Commander will appoint a Director of Safety (SE) to actively administer the Wing Safety Program, provide guidance and assistance to the Wing as necessary, and report directly to the Commander.

f. (Added) Unit Commanders are responsible for conducting an active and comprehensive safety program in their units and must appoint a SE to administer the program. All SE's appointed should not hold any other position. In units with aircraft, the SE's qualifications must comply with those outlined in CAPR 62-1, Sec B para. 2a.

g. (Added) Unit SE's will be responsible for conducting an active and aggressive safety program within their unit, and will report directly to their Commander on all matters relating to safety.

h. (Added) The SE position is a staff function. Under normal circumstances, a SE observing an unsafe condition will report it to the Unit Commander for action. However, if a SE becomes aware of an unsafe condition of such magnitude or obvious risk

that a real danger exists, that SE shall exercise command authority and order the activity stopped until corrective measures are taken. The SE's order shall only be countermanded by the unit/activity commander or higher authority, and the unit/activity commander will be notified as soon as practical. Command shall ensure that corrective actions are taken. If command believes that the SE acted in haste, he/she shall submit a written report to the INCC and INSE detailing the incident and asking for an inquiry. Any SE exercising command authority shall submit to the INSE a detailed report describing the incident and his/her actions.

SECTION B-ACCIDENT PREVENTION

2. Safety Program Criteria

a. Manning

Each Unit Commander will submit a CAP Form 2a appointing the Unit SE, with an attachment showing rank, name, mailing address, residence address, email address, and the telephone number(s) where he/she can be reached, to the INWG, ATTN: Safety Officer. The unit commander will submit any changes to the INSE, any time a Unit SE is replaced or his contact information changes. In addition, each unit commander whose members include Cadets shall appoint a Cadet SE and submit a CAP Form 2a to the INSE. The Cadet SE is to work closely with the Senior SE and report directly to the unit SE on matters pertaining to safety. The active participation of Cadet SE's is to be encouraged and promoted throughout the unit safety program. They are to be given access to all safety related publications and forms, and provided with all necessary assistance in gaining a working knowledge of Safety. If there is no change annually, a new 2a for the unit SE and the cadet assistant is required to be submitted by January 15th of each year.

b. Safety Education:

(1) Safety Meetings. Units will devote, at a minimum; **30 minutes** per month to Safety Meetings. The subjects of said meetings are limited only by the imagination and interest of the participants, but must meet the minimum requirements listed in CAPR 62-1 Section B para. b. (1).

(2) **Monthly Activity Reports.** INWGF 62-1A (Atch 5), monthly safety report, documenting the unit's safety program, will be forwarded to INSE by the 5th day of each month. On the 6th day of each month, if the required reports have not been received by the INSE, the unit will be suspended by INCC until all reports are submitted. The suspension includes any flying, any ground activities, and meetings. If you are unable to attend the monthly safety meeting, on a case by case basis, you must read the latest copy of 'The Sentinel' available from the National HQ website. Then provide a short written synopsis of the Sentinel to the unit Safety Officer and the listed Flight Release Officers of your unit. This is to verify that you have read the safety newsletter and to receive any other pertinent safety information. This written report is due by the 1st day of each month to the unit SE. The unit SE will submit this written document with the INWG62-1A by the 5th day of each month to the INSE.

(4) (Added) All SE's will have a thorough knowledge and understanding of CAPR 62 series, INWG Supplements in the 62 series, related publications, and forms including CAP Form 26, CAP Form 78 and CAP Form 79 & INWG forms. All SE's are encouraged to complete ECI Course 2170, *CAP Safety Officer*.

(5) (Added) An All Personnel File (APF) shall be maintained by the Unit SE in cooperation with the Operations Officer. It will contain any safety-related information of interest to Pilots, as well as information conducive to safe flight and ground operations. A squadron roster will be attached to the file so that readers may initial the roster for record keeping purposes.

c. Civil Air Patrol Safety Improvement or Hazard Report, CAP Form 26.

(1) (Added) Each unit shall ensure an adequate supply of CAPF 26 is available. Members shall be encouraged to become familiar with this form and use it as appropriate. The forms shall be kept in an open visual file, accessible to anyone who needs a copy.

(2) (Added) A copy of all completed hazard reports shall be forwarded to the INSE with a statement of corrective action taken. After evaluation, any necessary follow-up action will be taken.

f. Safety Surveys.

Each unit will conduct an annual safety survey using the form found in CAPR 62-1 Atch. 4. This survey will be conducted during the second quarter of the calendar year (Apr-Jun). The unit commander shall forward the completed form to the INSE, after review. If the safety survey is not received by the INSE by the 15th day of July, the unit will be suspended by the INCC. The suspension will include any flying, ground activities, and meetings.

8. Pilot Proficiency Program (PPP).

The Program will be managed by the INWG/DOV. By the 15th day of the first month of each quarter (Jan, Apr, Jul, Oct), the DOV will forward to the INSE a report containing, at a minimum, the name of each pilot that has participated in the FAA Wings program, the individuals CAPID, which phase each member has completed, the date of the last phase completion, and percentage of the wing that is in compliance with at least the first Wings level.

10. Aircraft Rotation: (Added) Any high risk aircraft such as the C-182s and M7-235 (if acquired) will be made available to all flying units upon request by a flying unit commander for the purpose of maintaining pilot currency in all category aircraft. This will allow all pilots to maintain currency in all categories of aircraft and prevent an accident due to the lack of low currency problems. This will raise Wing effectiveness, and prevent the likely accident that will occur when a low currency pilot flies an aircraft at an actual or practice SAR mission. This will also enable Wing Check Pilots to maintain currency and qualify other active pilots in the Wing in all category aircraft.

11. Data Base Requirements (Added) The Wing will utilize a database program to the full extent. This will assure that there are no non-current pilots, aircraft, ground teams, or vehicles being sent on missions that are not currently safe for use. FRO's are required to release flights with all information available from the database designated for use by the Wing Commander.

SECTION C – Activity Safety Officer**(Added)****10. Missions, Encampments, and Other Operational Activities.**

a. In order to promote safety consciousness, aircraft and vehicles participating in organized activities will be subject to pre-inspection. The Incident Commander may waive this requirement for actual ES and CD missions where it is determined to be impractical. Waiver of formal pre-inspections by an incident commander does not waive routine pre-flight or vehicle inspections required by other directives.

b. The Incident Commander shall appoint a SE for all missions in INWG. This position is to be filled by a qualified SE. **If the activity involves flying, the SE must be a pilot whenever possible.** The incident commander may not act as the safety officer for the incident. However, if the incident is an actual, the IC may fulfill the duty of SE until one can be appointed. During all squadron activities the unit safety officer will be assigned to ensure the activity is conducted safely. In all activities involving more than one unit (i.e. Encampments, cadet competitions, etc) a safety officer shall be appointed to oversee the safe operation of the activity. This position is to be filled by a qualified SE. the activity safety officer will not be assigned any other duties. The SE may stop any portion of the activity, or the entire activity, if the situation warrants. His order may be countermanded only by the INSE or the INCC.

c. At the conclusion of the activity, the SE shall write an after-action report including any safety issues and how they were resolved. That report shall be included with the other

reports written on the activity and a copy of the after-action report shall be forwarded to the INSE.

SECTION D – AIRCRAFT/VEHICLE OPERATION (Added)**11. Aircraft.**

a. Any Incident Commander, Safety Officer, Operations Officer or Civil Air Patrol Pilot shall ground any Corporate or member-owned aircraft observed to be unsafe at any time, when being used in any Civil Air Patrol flight activity. In such cases, grounding any aircraft shall only be done with rational judgment, significant and reasonable cause. A "GROUNDED" tag will be attached to the pilot's control yoke/stick and if it is a corporate aircraft, an entry will be made in the aircraft flight record. For Corporate aircraft, the Wing Aircraft Manager will be notified as soon as possible. Any Corporate aircraft so grounded, will NOT be flown until competent authority has deemed it to be safe for flight. A member-owned aircraft that is grounded shall not be used in any CAP function until it is re-inspected and found safe for flight

b. Any pilot who deliberately flies a grounded corporate aircraft (or member owned aircraft in a CAP function) shall be grounded and subject to possible suspension and/or termination by the wing commander.

c. Any Civil Air Patrol member who observes any corporate or member-owned aircraft, while engaged in Civil Air Patrol flight activity, which is being operated in a hazardous manner in the air or on the ground, or in violation of CAP or FAA regulations will report it immediately to the IC or activity commander and INCC and forward a written report to INCC and INSE within 48 hours. The report shall contain:

- (1) Date and time.
- (2) Aircraft identification number and type.
- (3) Pilot's name (if possible).
- (4) Location (be specific).
- (5) Description of the unsafe activity or violation of regulations.
- (6) Names and unit affiliation of witnesses, if any, with addresses and telephone numbers if possible.

12. Vehicles.

Any Incident Commander, Safety Officer, Operations Officer or Civil Air Patrol Driver shall ground any Corporate or member-owned Vehicle observed to be unsafe at any time, when being used in any Civil Air Patrol activity. In such cases, grounding any vehicle shall only be done with rational judgment, significant and reasonable cause. A "GROUNDED" tag will be attached to the driver's steering wheel and if it is a corporate vehicle, an entry will be made in the vehicle logs. For Corporate vehicle's, the Wing Transportation Officer will be notified as soon as possible. Any Corporate vehicle so grounded, will NOT be driven until competent authority has deemed it to be safe for operation. A member-owned vehicle that is grounded shall not be used in any CAP function until it is re-inspected and found safe for operation

b. Any member who deliberately operates a grounded corporate vehicle (or member owned vehicle in a CAP function) shall be grounded and subject to possible suspension and/or termination by the wing commander.

c. Any Civil Air Patrol member who observes any corporate or member-owned vehicle, while engaged in Civil Air Patrol activity, which is being operated in a hazardous manner or in violation of CAP or state vehicle regulations will report it immediately to the IC or activity commander and INCC and forward a written report to INCC and INSE within 48 hours. The report shall contain:

- (1) Date and time.
- (2) License number/Wing ID number.
- (3) Operator's name (if possible).
- (4) Location (be specific).
- (5) Description of the unsafe activity or violation of regulations.
- (6) Names and unit affiliation of witnesses, if any, with addresses and telephone numbers if possible.

SECTION E - INSPECTION FORMS



TONYA L. ASHCRAFT, 1LT, CAP
IN Director of Administration

(Added)

13. Aircraft/Vehicle Inspections.

The following forms will be utilized for formal pre-launch inspections described in Paragraph 10, above.

a. CAPF 71, *CAP Aircraft Inspection Checklist* (Attachment 1), is to be used by the SE (or a designated, responsible officer) to conduct a comprehensive preflight aircraft inspection. Recommended Survival Equipment is listed in Attachment 2.

b. INWGF 62-1C, *Aircraft/Vehicle Inspection Clearance* (Attachment 3), is to be issued to the Air/Ground Operations Officer prior to being released for operations.

c. All vehicles participating in an activity will be inspected by the SE utilizing CAPF 73, *Daily CAP Vehicle Inspection Report* as described in CAPR 77-1, Attachment 4 and/or appropriate region form.

d. INWGF 62-1D, *Aircraft/Vehicle Safety Inspection Log* (Attachment 4), will be used by the SE as a record of aircraft or vehicles that have been inspected. All aircraft and vehicles will be posted on the INWGF 62-1D after completion of each aircraft or vehicle safety inspection.

CHARLES GREENWOOD, Colonel, CAP
Commander

Attachments:

1. CAPF 71, *CAP Aircraft Inspection Checklist*
2. Emergency Survival Equipment List
3. INWGF 62-1C, *Aircraft/Vehicle Inspection Clearance*
4. INWGF 62-1D, *Aircraft/Vehicle Safety Inspection Log*
5. INWGF 62-1A, *Unit Safety Meeting Attendance Record*

SUMMARY OF CHANGES: Distribution changed to 1 each unit and 1 to Great Lakes Region.

Cap Aircraft Inspection Checklist			
Wing: _____	Date/Tach Time Last 50-Hour Insp/Oil Change: _____		
Tail #: _____	Date/Tach Time @ Last 100-Hour Insp: _____		
Make/Model/Year: _____	Date/Tach Time @ Last Annual Insp: _____		
Tach Time: _____			
Inspection Item (Installed/Serviceable/Current =>)	Y	N	Remarks / Discrepancy
1. Aircraft Records			
A. Aircraft Logbooks- 50-Hour Insp/Oil Change, 100-Hour Insp, Annual Insp, & Airworthy Directives (AD) Compliance Listing Current (Ref: FAR 91.417)			
B. Equipment List (CAPF 37) Matches Equipment Installed			
C. Instrument Requirements			
1) Altimeter System Current – Entry in Logbook (24 Mo. Ref: FAR 91.411)			
2) Pitot / Static System Current – Entry in Logbook (24 Mo. Ref: FAR 91.411)			
3) Transponder Current – Entry in Logbook (24 Mo. Ref: FAR 91.413)			
4) VOR Operational Check – IFR Only (30 Days Ref: FAR 91.171)			
5) ELT Battery Current – Entry in Logbook (Ref: FAR 91.207)			
2. Aircraft Interior			
A. Obvious Defects, Leaks, Corrosion, Cleanliness, and Condition of Interior			
B. "Not for Hire" Placard Displayed (Ref: CAPR 66-1)			
C. "Max Crosswind" Placard Displayed (Ref: CAPR 66-1)			
D. "Cessna Seat Slippage Warning" Placard Displayed (CAPR 66-1)			
E. Operating Limits / Placards (Ref: CAPR 66-1)			
F. Avionics and Control Locks Installed (Ref: CAPR 66-1)			
G. Serviceable Fire Extinguisher Installed (Ref: CAPR 66-1)			
H. Shoulder Harnesses Installed (Ref: FAR 91.205)			
I. Carbon Monoxide Detector – Serviceable (Ref: CAPR 66-1)			
J. Cessna Seat Rails for Crew Seats (Ref: CAPR 66-1)			
K. Secondary Seat Stop In Cessna (Ref: CAPR 66-1)			
L. Cargo Tie-Down Or Net Installed (Ref: FAR 91.525)			
M. Required Documents in Aircraft (A-R-O-W)			
1) Airworthiness Certificate (Ref: FAR 91.203)			
2) Registration (Ref: FAR 91.203)			
3) Operating Handbook (Ref: FAR 91.9)			
4) Weight & Balance Data (Ref: Acft Flight Manual / POH)			
N. Survival Kit. (Ref CAPR 66-1)			
3. Aircraft Exterior			
A. Aircraft Properly Chocked, Tied Down, and Condition of Ropes			
B. Obvious Defects, Leaks, Corrosion, Cleanliness, and Condition of Paint			
C. Condition of Prop – Nicks, Dents, Leaks, Corrosion, Evidence of Prop Strike			
D. External Aircraft Identification Plate (Ref: FAR 45.11)			
E. CAP Seal Installed on Vertical Stabilizer			
F. Brakes for Leaks, Wear, and Obvious Defects (Ref: Acft Service Manual)			
G. Tires for Proper Air Pressure and Serviceability (Ref: Acft Service Manual)			
H. Engine Cowling for Proper Fit And Contour / Fasteners Serviceable and Secure			
I. Cessna Door Hinge Pins Installed			
4. Exterior And Interior Lighting For Proper Operation			
A. Interior Overhead (Flood/Dome)			
B. Landing / Taxi / Pulselite			
C. Anti-Collision Strobe (Ref: FAR 91.209)			
D. Navigation / Position (Ref: FAR 91.209)			
E. Flashing Beacon			
F. Instrument			
Name Of Inspector: _____		Date: _____	

SAMPLE

EMERGENCY SURVIVAL EQUIPMENT:
Items with an asterisk (*) are mandatory; the rest are optional.

1. SIGNALING DEVICE*

- A. Emergency signaling mirror *
- B. Flashlight and spare batteries
- C. Blade sharpener
- D. Orange signal cloth
- E. Strobe rescue light
- F. Handheld radio
- G. Signal pistol and spare meteor flares
- H. Colored smoke bombs

2. WATER*

- A. Plastic containers filled with water*
- B. Packets of survival water (temp to -40'
- C. Water purification
- D. Water filter system
- E. Desert still

3. FIRE STARTER*

- A. Matches or cigarette lighter*
- B. Lifeboat matches
- C. Magnesium fire starter (Army issue)
- D. Strike force spark igniter (Air Force issue)

4. WEATHER PROTECTION*

- A. Appropriate clothing for terrain flown*
- B. Metal coated survival blanket (space blanket)
- C. Sleeping bag E. Dried meals
- D. Thermal underwear F. Hard candy
- E. Plastic cover
- F. Tube tent
- G. Sunscreen
- H. Blanket (wool)

5. TOOLS*

- A. Survival knife, hatchet, machete or similar*
- B. Multipurpose combination tool
- C. Sling Shot
- D. Six fishhooks & 50' of fishing line
- E. Light wire for snares
- F. Cable or wire saw
- H. Hatchet
- I. Compass

6. FIRST AID KIT

- A. Handbook
- B. Bandages and dressing
- C. Antiseptic ointment
- D. Tape
- E. Wire Splints
- F. Pain relievers
- G. Ammonia inhalers
- H. Insect repellent

7. FOOD

- A. Dry Soups
- B. Granola bars
- C. Chocolate bars
- D. Dried fruit packs
- E. Dried meals
- F. Hard candy

**INDIANA WING
AIRCRAFT/VEHICLE INSPECTION CLEARANCE**

DATE _____

MISSION# _____

AIRCRAFT/VEHICLE# _____

YEAR _____ **TYPE** _____

COLOR _____

CORP/PRIVATE _____

PILOT/DRIVER _____

SAFETY OFFICER _____

INWG Form 62-1C, Dec 02 Original Edition



Aircraft/Vehicle Safety Inspection Log

Aircraft _____ Vehicle _____					Mission #	Date	Mission Base	Page of pages ____	
	Memb. or Corp	N or lic. Number	Make	Model	Home Base	Name of Pilot or Driver	Name of Safety Inspector	Clearance	
								Yes	No
1								<input type="checkbox"/>	<input type="checkbox"/>
2								<input type="checkbox"/>	<input type="checkbox"/>
3								<input type="checkbox"/>	<input type="checkbox"/>
4								<input type="checkbox"/>	<input type="checkbox"/>
5								<input type="checkbox"/>	<input type="checkbox"/>
6								<input type="checkbox"/>	<input type="checkbox"/>
7								<input type="checkbox"/>	<input type="checkbox"/>
8								<input type="checkbox"/>	<input type="checkbox"/>
9								<input type="checkbox"/>	<input type="checkbox"/>
10								<input type="checkbox"/>	<input type="checkbox"/>
11								<input type="checkbox"/>	<input type="checkbox"/>
12								<input type="checkbox"/>	<input type="checkbox"/>
13								<input type="checkbox"/>	<input type="checkbox"/>
14								<input type="checkbox"/>	<input type="checkbox"/>
15								<input type="checkbox"/>	<input type="checkbox"/>
16								<input type="checkbox"/>	<input type="checkbox"/>
17								<input type="checkbox"/>	<input type="checkbox"/>



Unit Safety Meeting Attendance Record

Unit #:

Unit Name:

Calendar Year:

Meeting Date:

Safety Topic Discussed:

	Member Name (Last, First)	Rank	CAPID
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			

Retain for 24 months from the date of the meeting, then discard.

Unit CC or SE Signature:

Date:

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