

CIVIL AIR PATROL
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IA WING SUPPLEMENT 1
CAPR 62-1
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CIVIL AIR PATROL SAFETY RESPONSIBILITIES AND PROCEDURES

CAPR 62-1, 1 March 1991, Change 1, 1 July 92 is supplemented as follows.



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Commander**

Supersedes previous Iowa Wing Safety Supplement to CAPR 62-1

Distribution : 1 Nat'l HQ, 1 NCR/CC, 1 IA WG/Safety Director, 3 each Unit, 1 IAWG File

IOWA WING OPERATIONAL SAFETY PLAN

Civil Air Patrol regulations require that each unit conduct a meaningful, comprehensive safety program. The attached Iowa Wing Operational Safety Plan was developed to establish requirements and procedures and guide training that enhances **CAPR 62-1**.

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SECTION A - GENERAL

1. RESPONSIBILITIES

- a. It is the responsibility of the Wing Commander and the Director of Safety to insure that the Wing is conducting meaningful safety programs.
- b. The Commander will appoint a Wing Director of Safety to actively administer the Wing Safety Program, provide guidance and assistance to the Wing as necessary, and to report directly to the Commander on all matters concerning safety.
- c. Unit Safety Officers are to be appointed by each Unit Commander on CAP Form 2a, sending a copy to the Wing Director of Safety. Each Unit Safety Officer will be responsible for administering an active and aggressive safety program within their units, and will report directly to their commanders on all matters related to safety. This shall include special emphasis on the protection of CAP Cadets, and especially the elimination of hazing and harassment. The Safety Officer for Units with Pilots shall, if at all possible, be a Certificated Pilot, but does not have to be a current Pilot, as per FAA or CAP requirements.
- d. All Safety Officers must be mindful that they lead by example and make suggestions as may be needed. Safety violations will be reported to the Unit Commander for any action deemed appropriate.
- e. It is the responsibility of each Unit Commander to work closely with, and give full support to, his/her Safety Officer in the establishment of a viable accident prevention safety program within the unit.
- f. Upon certification by the Unit Commander that a member has met all qualifications for the Safety Badge, and advanced Safety Badges, and upon submission of all required documentation through proper channels, the appropriate Safety Badge may be awarded to the member
- g. The Wing Safety Director is to establish and maintain a suitable Safety section on the Wing website, in cooperation with the Wing webmaster. Each Unit Commander must insure that his/her unit members are informed of the website address, and contents, and know how to use those contents.

- h. For the purpose of this section, any Mission Coordinator, Encampment Commander, Project Officer, or Activity Commander will be the "Commander" at such activity, and as such will have command responsibility for the safety of said mission, encampment, or other such activity.

3. Emergency Command Authority.

The Safety Officer position is a staff function. Under normal circumstances, a Safety Officer who observes an unsafe condition will report it to the Unit Commander for action. However, if the Safety Officer becomes aware of an unsafe condition of such magnitude or obvious risk that a real danger exists, said Safety Officer shall exercise command authority and order the activity stopped until corrective measures are taken. Said Safety Officer's order can only be countermanded by the Wing Commander. If, upon review, the Unit Commander believes that the Safety Officer acted improperly, the Unit Commander may submit a written report to the Wing Commander [copy to Wing Director of Safety] asking for an inquiry. Any Safety Officer who exercises command authority shall within 24 hours submit a detailed report describing the incident to the Wing Commander, with a copy being sent to the Wing Safety Director.

SECTION B - ACCIDENT PREVENTION

1. SAFETY EDUCATION

- a. All Safety Officers will have complete knowledge and understanding of CAPR 62-1, 62-2, and 60-1 and related publications and forms CAPF 26, CAPF 78, FAA Form 8740, and NASA Aviation Safety Reporting System Form "NASA ARC 277B". Refer to CAPR 62-1, Attachment 1 for additional information. All such forms are to be maintained on the Safety section of the Wing website. All Safety Officers will be encouraged to complete the Safety Officer Specialty Track [notifying the Wing Director of Safety, accordingly] and possess a Safety Officer Specialty Study Guide.
- b. The active participation of Cadet Safety Officers is to be encouraged and promoted throughout the unit safety program. They are to be given access to all the aforementioned publications and forms, and given all necessary assistance in obtaining a working knowledge of same. Each Unit Commander shall submit a CAP Form 2a, appointing the Cadet Safety Officer, sending a copy to the Wing Director of Safety. The Cadet Safety Officer is to work closely with the Senior Unit Safety Officer, and report

directly to said Senior Safety Officer, and also to the Deputy Commander for Cadets, on matters pertaining to safety.

- c. Units will conduct a minimum of one safety briefing monthly. Topics to be covered include flying and ground related activities, squadron, household, driving, and seasonal safety issues. Each Unit Safety Officer shall maintain a summary of each safety presentation, and a record of those in attendance. This information is to be maintained in the squadron files and included in the quarterly safety report to Wing Director of Safety.
- d. A **PIF (Pilot Information File)** will be maintained by the Safety Officer in cooperation with the Unit Operations Officer. The PIF will contain safety related information that would be of interest to the pilots and conducive to safe flight operation.
- e. The Safety Officer will work closely with the Unit Operations Officer to establish and maintain a **PILOT STATUS BOARD**, and will review the board at least monthly, and will ensure that unit pilots meet current FAA and CAP flying requirements.
- f. Each unit shall have a **SAFETY BULLETIN BOARD**. Displayed on this board will be such items as pending safety topics, CAP Safety publications, upcoming FAA safety seminars, recent AD's for CAP aircraft, pertinent NOTAM's, ATC notices and known hazards.
- g. Each unit is encouraged to adopt the principles of **Operational Risk Management (ORM)** as presented in CAPR 60-3, and as illustrated in the Safety Section of the Iowa Wing Website.

2. SAFETY IMPROVEMENT/HAZARD REPORTING

- a. The Unit Safety Officer will be responsible for maintaining a supply of CAPF 26 and FAA Form 8740-5, and will encourage all members to become familiar with and to make use of them.
- b. A copy of each completed CAPF 26 should be forwarded to Wing Headquarters by the Unit Commander, for evaluation and follow-up as necessary. Include a statement of corrective action that may have been taken.

3. **SAFETY SURVEYS, INSPECTIONS AND REPORTS.**

- a. Each Safety Officer will ensure that periodic safety inspections are conducted within his or her unit, to be accomplished at least annually. The use of a Cadet Safety Officer to assist is encouraged.
- b. Each unit will conduct an **ANNUAL SAFETY SURVEY** using the form provided in CAPR 62-1 Attachment 4, which may be modified to suit local needs. The Safety Survey must be signed by the Officer conducting it and by the Unit's Commander. Any discrepancies indicated on the survey form will be promptly corrected and a copy of the survey will be forwarded to reach the Wing Director of Safety no later than 31 October each year.
- c. Each unit Safety Officer will timely complete and submit to the Wing Safety Director a Quarterly Safety Report [using Iowa Wing Form "QSR", which can be located on the Safety Section of the Iowa Wing Website].
- d. The Iowa Wing Safety Director is responsible for maintaining a copy of all unit and Wing Annual Safety Survey reports and Quarterly Safety Reports for a period of at least three years.

SECTION C - SAFETY OFFICER ACTIVITY

1. **MISSION, ENCAMPMENT, FTX, SAR, etc.**

- a. The Incident Coordinator, Activity Commander, or Project Officer will appoint a Safety Officer for any and all CAP related, organized activities* within the Wing. Flying activities strongly warrant that the appointed Safety Officer be a certificated pilot. However, it is not required that the pilot be current.
- b. Any Civil Air Patrol member who observes any Corporate or member-owned aircraft, while engaged in Civil Air Patrol activity, which is being operated in a hazardous manner, in the air or on the ground, or in violation of CAP or FAA regulations, shall forward a written report to Wing Headquarters [copy to Wing Director of Safety] within 48 hours. Said Report shall contain: [1] date and time; [2] aircraft or vehicle identification number and type; [3] pilots' or driver's name, if possible; [4] location; [5]

description of the unsafe activity or violation of regulations; [6] names and locations of all witnesses, with phone numbers, if possible.

- *At low risk events (classes, meetings, conferences) or low personnel participation (less than 10 members) the Incident Coordinator, Activity Commander, or Project Officer may serve as Safety Officer.
- The person appointed as Safety Officer for the activity should be the one most qualified to observe and report safety hazards, and to encourage others at the activity to act safely.

SECTION D -TRAINING

1. SAFETY REFRESHER SEMINARS

- a. The Iowa Wing will promote the **FAA WINGS** (Pilot Proficiency Program). Each yearly phase consists of one FAA approved Seminar and three instructional flight hours received. The unit Safety Officer shall forward the names of each pilot active in the FAA Wings program, and their level of completion of this program to the Wing Director of Safety, as an addendum to the Unit's Quarterly Safety Reports. Pilots are to be encouraged to attend FAA and other Aviation Safety Seminars, presented in their area.

2. ACTIVITY SAFETY CLINICS

The Iowa Wing will conduct Flight Clinics at least annually, as directed by Standardization and Evaluation.

3. SAFETY EQUIPMENT

- a. Unit safety officers are responsible annually for presenting and reviewing an equipment safety check, as well as teaching Unit members equipment usage if applicable.
- b. The unit safety officer is responsible for seeing that any safety equipment is operational and free of undue hazards. This is interpreted broadly to include any items such as fire extinguishers, radio equipment, generators, glider tow hook, etc. Firefighting personnel and other experts may be consulted.

4. **PERSONAL SAFETY CLINICS**

Unit safety officers are responsible, at least once annually, for presenting and reviewing the subject of personal safety. This could include, but is not restricted to, such subjects as weather protection for the member, coping with disaster, traumatic stress training, first aid kit usage, hazardous materials reaction, blood borne pathogen danger, and survival techniques as applied to outdoor sports, driving, and flight activities. Outside speakers, such as Firefighters, Red Cross trainers, Medical Personnel, etc should be invited to give presentations.

5. **INSPECTION TECHNIQUES**

The Wing should periodically provide training to all units in the conduct of a safety inspection. This could include (but not be restricted to) the following: inspection of squadron facilities and equipment, inspection of airplanes and ground vehicles, glider operations, and risk management [ORM] techniques as applicable to all CAP activities.

6. **SAFETY CULTURE**

- a. Crew Resource Management training and Operational Risk training shall be every Safety Officer's ongoing responsibility.
- b. Air Force, FAA and other Safety resources can be used beneficially.
- c. CAP National Safety Director Annual Mishap Reports are part of the information necessary to inform all pilots on causes and trends of Mishaps, and thus prevent their repetition. Each Safety Officer is to ensure that these Reports are available to all CAP members in their units.