

CIVIL AIR PATROL  
Iowa Wing  
Headquarters  
P.O. Box 909  
Bettendorf, Iowa 52722-0909

IA WING SUPPLEMENT 1  
CAPR 62-2  
02 October 2002

## **SAFETY RESPONSIBILITIES AND PROCEDURES**

CAPR 62-2 (E), 15 September 1999, is supplemented in Iowa Wing as follows.

A handwritten signature in cursive script that reads "Russell E. Smith". The signature is written in black ink on a white background.

---

**Russell Smith, Colonel, CAP  
Commander**

---

Supersedes all previous Iowa Wing Supplement 1, CAPR 62-2

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

## **PURPOSE**

Civil Air Patrol regulations require that each unit conduct a meaningful, comprehensive safety program. Safety is one of the few programs that each unit **MUST** conduct. This Supplement to the Safety Regulations is intended to establish requirements and procedures and guide training that enhances **CAPR 62-2**, NCR policies, and National directives, and is further intended to assist in meeting the specific needs of the Iowa Wing.

## **CONTENTS**

- A. GENERAL**
  - 1. RESPONSIBILITIES**
  
- B. MISHAP PROCEDURES**
  - 1. MISHAP NOTIFICATION**
  - 2. MISHAP REPORTING**
  - 3. MISHAP INVESTIGATION**
  - 4. PRESERVATION OF RECORDS**
  - 5. TREATMENT OF INJURED MEMBERS/CADETS**
  
- C. AIRCRAFT/VEHICLES INVOLVED IN MISHAPS--PROCEDURES**
  - 1. AIRCRAFT**
  - 2. VEHICLES**

## **SECTION A - GENERAL**

### **1. RESPONSIBILITIES**

- a. It is the responsibility of the Wing Commander and the Director of Safety to insure that any and all Mishaps, as defined by CAPR 62-2, Par.2. are properly documented and reported to Region and National CAP Headquarters. This can only be accomplished by immediate and accurate notification of said officers, by the Unit or Activity Commander where the Mishap occurred.
  
- b. All procedures, per CAPR 62-2 should be strictly adhered to, and specified Forms used.

## **SECTION B - MISHAP PROCEDURES**

### **1. MISHAP NOTIFICATION**

- a. Unit Commanders, Incident Coordinators, Project Officers and Activity Commanders will notify immediately, by the best possible means, the Wing Commander or designated representative, and the Wing Director of Safety, when a Mishap occurs that involves CAP Corporate or Member provided aircraft, vehicles or equipment, and/or when CAP personnel are injured while participating in a CAP activity of any type. The initial information should provide the “who, what, when, where”, type and Registration Number of the involved aircraft/vehicle, damages, and injuries and names of Personnel involved. **PROMPT and ACCURATE DELIVERY OF RELEVANT INFORMATION IS CRUCIAL.**
  
- b. Unit Commander, Incident Coordinator, and Activity Commanders will notify immediately the Wing Commander or designated representative and the Wing Director of Safety of any CAP related accident that did or could result in a fatality to a CAP member or non-member, or that could result in adverse publicity to any Civil Air Patrol unit. Document preservation is important in all accidents resulting in death or grave bodily injury, such as

motor vehicle or other serious accidents. Important documents in non-aircraft accidents include release forms, vehicle data forms, and CAP driver's licenses.

## 2. MISHAP REPORTING

- a. Unit or Activity Commander is responsible for reporting all Mishaps, no matter how minor, to Wing Headquarters and the Wing Director of Safety on CAP Form 78 within 48 hours following such mishap. Wing Headquarters will immediately notify the USAF/CAP State Director and National Headquarters.
- b. Mishap reporting procedures as outlined in CAP 62-2 will be followed without exception. Failure to comply with these procedures can be very harmful to CAP and result in disciplinary action.

## 3. MISHAP INVESTIGATION

- a. **PROMPT** delivery of correct information is crucial to determine if an investigation team should respond and to determine the composition of such team. The State Director [previously "Liaison Officer"] represents the Air Force at aircraft accident/incident scenes until the arrival of CAP-USA/SE, JA or Liaison region personnel. During the first stages of the Mishap investigation, assisting the Wing Commander in obtaining the required records is crucial. The following is a list which covers the kinds of items the Commander will need; and this information should be gathered immediately after all Mishaps.
  1. All aircraft records (Corporate aircraft only)
    - a. Registration
    - b. Airworthiness certificate
    - c. Engine records
    - d. Airframe records
  2. CAP and pilot records
    - a. CAP personnel folder
    - b. Pilot's personal flight log\*
    - c. Pilot's FAA and medical certificates\*
    - d. Pilot annual/biannual flight checks

\*Items b. and c. may be reviewed, but no personal logs or certificates may be taken from the pilot

3. Flight release documentation
  - a. CAPF 99/104
  - b. CAPF 84
  - c. CAPF 9
  - d. CAPF 107
  - e. Any Wing or local form used to brief aircrew before flight.

4. **PRESERVATION OF RECORDS**

In the event of an aircraft Mishap, the preservation of records is an important task required by the NTSB (National Transportation Safety Board) in Part 830.10, Title 49, Chapter VIII. The operator of an aircraft involved in an accident or incident requiring NTSB notification is responsible for preserving all aircraft records, personnel records, and any other records or reports pertaining to the mishap until otherwise advised by the Board of Inquiry.

5. **TREATMENT OF INJURED MEMBERS/CADETS**

The Commander or other senior members present at the scene of a Mishap or an injury during a CAP activity shall assure immediate medical care for any injured person(s), to be administered by professional medical personnel. In cases of special circumstances, when professional medical help is not available, first aid can be administered by knowledgeable persons. No injured persons [with the exception of those with minor, superficial injuries] may be moved or transported without the direction of medical professionals, EXCEPT TO SAVE A LIFE, OR TO PREVENT SUBSTANTIAL FURTHER INJURY. Any injury, no matter how minor, requires prompt professional medical evaluation and treatment.

6. **AIRCRAFT INVOLVED IN MISHAPS**

- a. Any Corporate Aircraft involved in a Mishap of any magnitude, shall be immediately grounded pending inspection by an FAA Certificated Mechanic to determine and document the aircraft's airworthiness status in writing including a statement if an FAA Ferry Permit will be required to deliver the aircraft to a repair shop or storage place. Under no conditions shall the Pilot decide contrary to the above, and should be aware, that

under the FAA Ferry Permit, only the Pilot is allowed to be in the aircraft being so transported.

b. In the case of a Member-owned aircraft, that aircraft is grounded after any Mishap for any further CAP Operations. The disposition of that aircraft is left to the owner's decision. Refer to FAR parts 91 and 43. The Member's Aircraft may only be accepted for participation in CAP activities, when documented by an FAA approved person for return to service.

c. In the case of a Corporate Aircraft Mishap, an immediate contact should be made to the Wing Director of Maintenance or his/her designated representative, who will direct the further care of the aircraft. In all cases, prudent steps should be taken to assure the interim security of the aircraft and it's contents.

## **2. VEHICLES**

Vehicles damaged in a mishap shall only be used if in a safe and legal condition for travel. There may be a legal requirement to leave the vehicle at the scene of an accident, and only the Authorities may release it. In all cases, the Wing Director of Transportation, the Wing Director of Safety, and the Wing Commander shall be notified promptly.

## **3. Pilot in Command**

The P.I.C. of CAP Aircraft (Corporate or Member owned) involved as such in any Aircraft Mishap, shall be grounded for any CAP flight activities, as per CAPR 60-1, pending disposition by the Wing Commander and Wing Standardization/ Evaluation Chief Check Pilot.