



**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: This regulation is revised in its entirety.**

**SUMMARY OF CHANGES**

This revision adds a program goal statement, deletes requirement for a supplement to this regulation, adds recommended program features, changes the concept of the annual safety survey, deletes the requirement for the safety officer to be a pilot, revises the requirement for all members to receive monthly safety information to those about to participate in CAP activities, recommends an annual CAP Safety Day, changes award deadlines to 15 March, adds a Distinguished Aviator Award, deletes requirement to track participants in the FAA Pilot Proficiency Program, adds Operational Risk Management (ORM) as an emphasis item, revises the time required for the safety badge from 1 year to 6 months.

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OPR: SE

Distribution: In accordance with CAPR 5-4.

**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 accident 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. Punitive measures may range from counseling to the loss of membership.

**e.** The effectiveness of each commander’s safety efforts shall be evaluated yearly through the Annual Safety Survey (Attachment 1) process. The safety officer and commander at the next higher echelon will review and comment on the surveys of all their 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.

**b.** Within 90 days of appointment, each safety officer shall complete the AFIADL Course 02170, entitled “CAP Safety Officer” or equivalent training.

**c.** Each safety officer shall complete an independent comprehensive internal safety survey at least annually. Items to be addressed in this survey shall include, but are not limited to, those listed in attachment 1. This report shall be sent directly to the safety officer and the commander at the next higher echelon.

**d.** Safety Officers shall develop a program of regular safety education and accident prevention training for the unit(s) to which they are assigned. This program shall deliver no less than 15 minutes per month (or 3 hours per year) of face-to-face education and training to the membership. At least once annually, Operational Risk Management (ORM) will be discussed. New members will receive ORM familiarization training. Current members will receive an ORM review. Sample briefings and educational material can be downloaded from the ORM link at <http://level2.cap.gov/index.cfm?nodeID=5182>. Rational flexibility should be used to get the latest safety meeting information to members before they participate in a CAP activity. 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. Emphasize active members participating in CAP activities and document efforts. 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 ("Wings 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 year to NHQ CAP/SE, which must be postmarked 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 accidents.
- (d) Number of vehicle accidents.
- (e) Personnel injuries.
- (f) Adequacy of accident 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 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 emergency. 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) Rank.
- (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 nominees corrective action.

(3) The award 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 not later than 15 March each year. This list will be verified with existing headquarters safety records. Presentation will be made at an appropriate time determined by the wing commander.

**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 and document (attachment 2) 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:

**a. Delegation of authority** is essential in any well-managed organization, but the command responsibility for a safety program cannot be delegated. Therefore, staff safety officer positions have been established to assist and advise commanders. CAPM 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) Directing accident investigations and preparing mishap reports.

(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 accident reports to determine trends and methods for preventing future accidents.

(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.

**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) CAPF 78, CAP Mishap Report Form.
- (b) CAPF 79, CAP Accident Investigation Form.
- (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. Administering the Program:**

(1) 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.

(2) Complete the Safety Survey (Attachment 1) at least annually. When surveys are completed, they should be sent to the next higher echelon for review, comments, and signatures.

(3) Local procedures should be established on accident reporting procedures. This information should include who is notified, how notified, time limits requirements for processing CAPF 78, who will investigate accidents, and requirements for processing CAPF 79. (See CAPR .62-2)

(4) 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. Commanders are urged to use "rational flexibility" in getting safety information to people that don't attend safety meetings. Use any effective means to get the information to your people; especially before they participate in a CAP activity.

(5) 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.

(6) Place an emphasis on Operational Risk Management (ORM). Make risk management a part of every activity.

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 officers must be supported fully by the commander if the safety program is to be effective.

#### **d. 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).

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.

**Attachment 1 – Annual Safety Survey**

Unit Surveyed: \_\_\_\_\_

Date of Survey: \_\_\_\_\_

Safety Officer's Name and Rank: \_\_\_\_\_

Safety Officer's Phone Number and E-mail: \_\_\_\_\_

Instructions: Complete this survey and submit it directly to the next higher level of command not later than 31 January of each year. Each item may be answered (Y) Yes, (N) No, or (U) Unable to Determine. Use the comments area to explain the answers. Once the survey is reviewed and signed by the next higher level safety officer and commander, with comments and/or directions on how deficiencies will be addressed, a copy will be returned to the surveyed unit. This step should be completed within 30 days.

**A. Have any members been injured during CAP activities sponsored by this unit?**

Answer: \_\_\_\_\_

Comments:

**B. Have any unit vehicles, aircraft, or other assigned equipment been damaged during CAP activities?**

Answer: \_\_\_\_\_

Comments:

**C. Have mishap reports been submitted in a timely manner and have investigations been thorough with effective corrective items?**

Answer: \_\_\_\_\_

Comments:

**D. ORM -- Are hazards promptly identified, risks analyzed, and effective risk controls implemented in the facility and prior to CAP activities?**

Answer: \_\_\_\_\_

Comments:

**E. Are aircraft, vehicles, and facilities equipped with appropriate first aid kits and serviceable fire extinguishers?**

Answer: \_\_\_\_\_

Comments:

F. **Are flight release procedures, aircraft inspection requirements, and operational checklists rigorously followed?**

Answer: \_\_\_\_\_

Comments:

G. **Does the unit have individuals who put themselves or others at increased risk? If yes, has this issue been raised to the commander?**

Answer: \_\_\_\_\_

Comments:

H. **Has the unit commander made efforts to ensure the safety of members and the preservation of CAP resources?**

Answer: \_\_\_\_\_

Comments:

Signature of the Safety Officer: \_\_\_\_\_

Comments by the Commander:

\_\_\_\_\_  
Commander's Name, Rank

\_\_\_\_\_  
Signature and Date

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Comments by the Next Higher Echelon Safety Officer:

\_\_\_\_\_  
Safety Officer's Name, Rank

\_\_\_\_\_  
Signature and Date

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Comments by the Next Higher Echelon Commander:

\_\_\_\_\_  
Commander's Name, Rank and Title

\_\_\_\_\_  
Signature and Date

**Attachment 2 – Safety Badge Documentation**

1. Documentation required to be forwarded to the CAP Region Safety Officer with the application for the safety badge:
  - a. A copy of the safety officer’s letter of appointment.
  - b. A copy of the Safety Officer Course Completion Certificate.
2. After completion of Air Force Institute for Advanced Distributed Learning (AFIADL) Course 02170, Civil Air Patrol Safety Officer Course, individuals should forward a copy of the AFIADL Certification of Course Completion to National Headquarters/SE. Upon receipt, a CAPC 49 "CAP Safety Officers Course" certificate will be completed and returned to the wing for presentation.
3. All of the following items will be completed as indicated and certified by the unit commander:

<u>REQUIREMENT</u>	<u>DATE COMPLETED</u>	<u>CERTIFIED BY UNIT COMMANDER</u>
Safety Officer Course	_____	_____
Unit flight clinic or safety seminar	_____	_____
Ground safety meeting (non-flying units)	_____	_____
Safety meeting	_____	_____
Serve as Safety Officer for 6 months	_____	_____

This attachment may be locally reproduced and used as a checklist by the member as requirements are completed. After all criteria are met, a copy of the completed attachment will be forwarded to the Region Safety Officer for review and approval for the award of the safety badge.