

## 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 on all matters concerning safety.

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 SEs appointed should not hold any other position. In units with aircraft, the SE's qualifications must comply with those outlined in CAPR 62-1.

g. (Added) Unit SEs 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 not be countermanded. Command shall ensure that corrective actions are taken. If command believes that the SE acted in haste, he may submit a written report to the CAWG/SE detailing the incident and asking for an inquiry. Any SE exercising command authority shall submit to the CAWG/SE, 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, and the telephone number(s) where he/she can be reached, to the next higher headquarters, ATTN: Safety Officer. The Group Commander shall ensure that the Group SE compiles the subordinate unit information into a SE Roster, and forwards it to the CAWG/SE. The Group SE shall reissue this roster and submit a copy to the CAWG/SE, any time a subordinate Unit SE is replaced. In addition, each unit commander whose members include Cadets shall appoint a Cadet SE and submit a CAP Form 2a to the Group SE. The Group SE shall provide a roster of Cadet SE's in the same format as described above, to the CAWG/SE with a copy to the Director of Cadet Programs. The Cadet SE is to work closely with the Senior SE and report directly to the Deputy Commander for Cadets on matters pertaining to safety.

###### b. Safety Education:

(1) Safety Meetings. Units will devote, at a minimum 30 minutes per month to Safety Meetings. Attendance rosters and a summary of subjects covered will be maintained for each meeting. Both the National HQ safety newsletter, *The Sentinel*, and the quarterly CAWG HQ Safety Newsletter will be briefed upon receipt in accordance with the National Commander's "Sights On Safety" program. Briefings will be documented. Additional subjects of safety meetings are limited only by the imagination and interest of the participants.

(2) Monthly Activity Reports. CAWGF 7, *Quarterly Accident Prevention Program*, documenting the unit's safety program, will be

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Supersedes CAWG Supplement 1, CAPR 62-1, 27 Jan 2002 (See signature page for summary of changes)

OPR: SE

Distribution: In accordance with CAPR 5-4.

forwarded to Group HQ. **NOTE: Units do not send this report directly to HQ/CAWG.** The Group SE shall submit a Group Safety Report (CAWGF 7) which summarizes specific information compiled from the unit reports. The Group SE shall not forward subordinate unit reports to CAWG. Negative reports are unacceptable and shall be returned to the unit by the receiving command for correction. See *CAWG Administrative Procedures Guide*, Chapter 11, for further information regarding this report.

(4) (Added) All SEs will have a thorough knowledge and understanding of CAPR 62-1, CAPR 62-2, CAWG Supplements in the 62 series, and related publications and forms including CAP Form 26, CAP Form 78 and CAP Form 79. All SEs are encouraged to complete ECI Course 2170, *CAP Safety Officer*.

(5) (Added) The active participation of Cadet SEs 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.

(6) (Added) A Pilot's Information File (PIF) 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 operations. An All Personnel File (APF) may be substituted if the SE wants to cover a wider range of subjects. If this is done, the PIF may be integrated into the APF. 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) The Unit Administrative Officer, with the aid of the SE will be responsible for maintaining a supply of CAPF 26. (ordered from HQ CAP on CAPF 8). 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 any completed hazard report shall be forwarded to the CAWG/SE 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. The completed form shall be forwarded to Group Headquarters by subordinate units and filed at Group Headquarters. Surveys from subordinate units shall not be forwarded to HQ CAWG unless there is a major hazard that will require intervention by CAWG/SE or other staff. Group HQ shall forward its survey to CAWG/SE. Any discrepancies noted in the survey shall be promptly corrected and the next higher command SE advised.

**8. Pilot Proficiency Program (PPP).**

The FAA will no longer forward documentation of participation in the FAA/PPP (Pilot Proficiency Program) to the Director of Safety. Units are now required to forward a copy of the Certificate of Completion of the last phase of this program to CAWG/SE, so that HQ CAWG may maintain a permanent record of CAP completers.

**9. Safety Badges:**

**b.** Upon certification by the Unit Commander of all requirements for the Safety Badge and/or advanced Safety Badges and forwarding of all documentation through proper channels, the appropriate Safety Badge may then be awarded.

**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-inspection by a SE does not waive routine pre-flight or vehicle inspections required by other directives.

**b.** The Activity Commander shall appoint a SE for all organized activities within CAWG. This position is to be filled by a Unit SE, whenever possible, but in any case by a mature individual of good judgment, prior to the start of any such activity. If the activity involves flying, the SE must be a pilot.

c. At the conclusion of the activity, if no significant safety issues have occurred, the SE shall advise the Activity Commander of that fact. The Activity Commander shall make an entry to that effect in his activity report. However, if any significant safety issues have occurred during the activity, the SE shall write an after-action report describing those 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 CAWG/SE.

## **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 shall 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, shall NOT be flown until competent authority has deemed it to be airworthy.

b. Any pilot who deliberately flies a grounded Corporate aircraft shall be subject to grounding and possible termination of membership.

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, shall forward a written report to Wing Headquarters 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.**

a. Any Civil Air Patrol member who observes a Corporate vehicle that appears to be unsafe will notify the Commander or SE of the unit having custody of the vehicle and the Wing Transportation Officer. This notification should be in writing. The vehicle shall not be operated until corrective action has been taken and approval of the Unit Commander is obtained.

b. Any Civil Air Patrol member who observes a Corporate vehicle being operated in a hazardous or unsafe manner, shall forward a written report to the Unit Commander to which the vehicle is assigned, if known, with a copy sent to the Wing Transportation Officer, who in turn shall advise the CAWG/SE. This report shall be forwarded within 48 hours of the observation and shall contain the following information:

- (1) Date and time.
- (2) License number/Wing ID number.
- (3) Driver's name (if known).
- (4) Description of unsafe activity.

c. The Unit Commander shall investigate such reports and forward the findings to Wing Headquarters as soon as possible, but not later than 30 days after the event came to light. Requests for additional time to investigate shall be directed to the Inspector General for consideration.

## **SECTION E - INSPECTION FORMS (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. CAWGF 125a, *Aircraft Inspection Clearance* (Attachment 3), is to be issued to the pilot in command only after the aircraft inspection has been successfully completed. The pilot will present this clearance (CAWGF 125a) to the Air Operations Officer (or other responsible officer) prior to being released for the flight.

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, Atch. 4.

d. CAWGF 126, *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 entered on the CAWGF 121a, *Aircraft Mission Register*, and CAWGF 121v, *Vehicle Mission Register*, should be posted on the CAWGF 126 after completion of each aircraft or vehicle safety inspection.

e. CAWGF 125G, *Glider Preflight Safety Inspection Guide* (Attachment 5), shall be used to ensure a thorough CAP glider preflight is performed on the glider prior to the first flight of the day. A copy of the inspection guide will be permanently posted inside the cockpit, available to all users.

OFFICIAL



LARRY F. MYRICK, Colonel, CAP  
Commander

JAMES L. CRUM, Lt. Col., CAP  
Director of Administration

Attachments:

1. CAPF 71, *CAP Aircraft Inspection Checklist*
2. Emergency Survival Equipment List
3. CAWGF 125a, *Aircraft Inspection Clearance*
4. CAWGF 126, *Aircraft/Vehicle Safety Inspection Log*
5. CAWGF 125g, *Glider Preflight Safety Inspection Guide*

SUMMARY OF CHANGES:

Adds requirement for briefing safety newsletters at monthly meetings.

<b>Cap Aircraft Inspection Checklist</b>			
Wing: CA _____		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 <b>P</b> )	Y	N	Remarks / Discrepancy
<b>1. Aircraft Records</b>			
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)			
<b>2. Aircraft Interior</b>			
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: FAR 91.9)			
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 – Serviceability, Expiration Date (CAPR 66-1)			
J. Cessna Seat Rails for Cracks & Wear (Ref: AD 87-20-03, Rev 2)			
K. Secondary Seat Stop Installed (All Cessna Aircraft, Excluding 172R)			
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)			
<b>3. Aircraft Exterior</b>			
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			
<b>4. Exterior And Interior Lighting For Proper Operation</b>			
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			
<b>Name Of Inspector:</b>		<b>Date:</b>	

**CAPF 71, FEB 00**

**Previous Editions Will Not Be Used**

**OPR/ROUTING: LGM**

**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. Road Flares
- 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 tablets
- D. Water filter system
- E. Desert still

**3. FIRE STARTER\***

- A. Matches or cigarette lighter\*
- B. Lifeboat matches
- C. Magnesium firestarter (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
- D. Thermal underwear
- 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. Blade sharpener
- D. Sling shot
- E. Six fishhooks & 50' of fishing line
- F. Light wire for snares
- G. 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

<p style="text-align: center;"><b>AIRCRAFT INSPECTION CLEARANCE</b></p> <p style="text-align: center;">DATE _____</p> <p>FOR AIRCRAFT SAFETY INSPECTION</p> <p>MISSION # _____</p> <p>AIRCRAFT "N" # _____</p> <p>YEAR _____ TYPE _____</p> <p>COLOR _____</p> <p>CORP/PRIVATE _____</p> <p>PILOT _____</p> <p>SAFETY OFCR _____</p> <p><i>CAWG Form 125a, Aug 97 Original Edition</i></p>
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# AIRCRAFT / VEHICLE SAFETY INSPECTION LOG

AIRCRAFT <input type="checkbox"/> VEHICLE <input type="checkbox"/>				Mission Number	Date	Mission Base	Page of Pages	
MEMBER OR CORP	LIC NUMBER	MAKE	MODEL	HOME BASE	NAME OF PILOT OR DRIVER	SAFETY INSPECTOR	yes	no
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								

## GLIDER PREFLIGHT SAFETY INSPECTION GUIDE

Date \_\_\_\_\_ Mission # \_\_\_\_\_ "N" # \_\_\_\_\_ Type: Schweizer 2.33A

Year \_\_\_\_\_ Safety Inspector \_\_\_\_\_

Glider Empty Weight \_\_\_\_\_ Weight & Balance for This Flight Y/N

Items	S/U	Items	S/U
<b>COCKPIT</b>		<b>NOSE AREA</b>	
Airworthiness Certificate		Pitot Tube Condition	
Registration		Static Ports	
Operating Limits		Vents	
Weight & Balance Data		Cable Tow Hook	
Aircraft Flight Manual		Latch Spring Tension	
Elevator Pulley/Cable		Skid & Skid Plate	
Rudder Cable Connection		Tire & Axle	
Controls Freedom		<b>BOTTOM/TOP SPOILERS</b>	
Rudder Pedal Adjustment		Linkage/Hinges	
Cable Release Linkage		<b>BOTTOM/TOP of WING</b>	
Ballast (In or Out as needed)		Wing Condition	
Trim Spring		Aileron Push Eye-rods (movement)	
Open/Close Spoilers		<b>WING TIPS LEFT/RIGHT</b>	
Brake Check		Shake for Looseness/Rattles	
<b>BEHIND REAR PANEL</b>		Tip Wheel	
Spar Bolts & A/C Safety Pins (4)		<b>WING ROOT COVER</b>	
Aileron clevis Pins (2) & A/C Safety Pins (2)		Secured/Condition	
Spoiler Push Rod Clevis Pin (1) & A/C Safety Pin (1)		<b>TAIL</b>	
Animals & Trash Inside Fuselage		Fin/Stabilizer Condition	
<b>STRUTS LEFT/RIGHT</b>		Rudder Hinges (3)	
Strut Bolts & A/C Safety Pins (4)		Rudder Cables	
Strut Condition		Stabilizer Bolts (3)	
<b>AILERONS LEFT/RIGHT</b>		Elevator Hinge Pins (3)	
Piano Hings Pins (6 each)		Elevator Control Horn Belt	
Aileron Gust Block Removal		Stabilizer Struts/Bolts (4)	
<b>FUSELAGE</b>		Tail Wheel Attachment	
General Condition		Rudder Gust Block Removal	
<b>NOTE:</b> Any items marked unsatisfactory (U) shall be noted and explained below or on reverse side.			