



MO WING SUPPLEMENT 1

CAPR 62-1

22 JANUARY 2008

Safety

CIVIL AIR PATROL SAFETY RESPONSIBILITIES AND PROCEDURES

CAPR 62-1, 14 April 2006, is supplemented as follows:

Section A. General:

Definitions:

Administrative Suspension

No administrative actions such as promotions, awards, or transfers will be processed by Wing HQ. All such requests will be returned to the unit submitting the request. The Wing Commander will notify units in writing when placed on suspension and when removed from suspension.

Operational Suspension

Unit members will not participate in any Civil Air Patrol missions, other than AFRCC or AFNSEP missions, or any Civil Air Patrol activities, other than regular weekly unit meetings. Aircraft and/or vehicles will not be used by the unit for any purpose. Aircraft and/or vehicles may be reassigned for repeated occurrences. The Wing Commander will notify units in writing when placed on suspension and when removed from suspension.

Required Documentation

Supporting materials are to be attached to monthly safety reports. This includes, but is not limited to, attendance rosters and proof that members who missed a safety briefing have read the material covered.

Whistleblower Protection

The command staff of the Missouri Wing is committed to the safety of its membership and therefore actively promotes the reporting of unsafe actions or conditions. Members who report hazards are protected from adverse personnel actions resulting from their reporting of hazards. Any member who believes that he or she has been harassed or otherwise discouraged from promoting unit safety should bring these concerns to the attention of the chain of command.

Section B. Supplemental Paragraphs

2a. Vehicle drivers will not be scheduled for more than 8 hours and will not, under any circumstances, exceed 10 hours driving time during a 14 hour crew duty day. The crew duty day begins when reporting for work or CAP duty (whichever occurred first) and ends upon engine shutdown at the completion of the activity. At least a 10 hour crew rest period should be provided between duty days. Exceptions to the crew duty day limitation will be considered for

life-saving missions only and will be requested by the driver through the incident commander or appropriate officer to the wing commander. Approval for up to 16 hours crew duty day may be granted by the wing commander only after all appropriate Operational Risk Management (ORM) considerations have been evaluated.

2b. Units shall insure that all safety requirements for their meeting facilities are followed. Safety requirements shall include, but not be limited to, fire extinguishers, electrical equipment, heating and air conditioning equipment and general maintenance. Deficiencies will be corrected or will be reported immediately to the proper authority for correction. If any delay is encountered in correcting an unsafe condition or the hazard cannot be eliminated, appropriate warning signs will be installed.

Each unit will publish an Accident Prevention Plan (APP) document. The APP will be reviewed at least annually for any needed updates, and will be submitted to MO WG/SE and MO WG/HQ no later than 31 Mar of each year. The APP will also be reviewed by any new unit commanders, with any needed corrections, and forwarded to MO WG/SE and MO WG/HQ within 30 days of assuming command.

3a. No later than 15 Jan of each year, each unit commander will submit to MO WG/SE and MO WG/CC a personnel authorization designating the unit safety officer. Failure to do so will result in the unit being placed on administrative suspension until the personnel authorization is received at MO WG HQ. Any new unit commanders will also submit to MO WG/SE and MO WG/HQ a new personnel authorization within 30 days of assuming command.

3b. Unit SE shall forward documentation of completion of the AFIADL Course 02170 to Wing SE within 30 days of completion of the course.

3c. Reference Paragraph 6c(2) for Safety Officer Responsibilities. Each unit will conduct an annual safety survey during the month of January, using MO WG Form 62-B Safety Survey, to be forwarded through the next higher echelon to the MO WG/SE and MO WG HQ no later than 31 Jan of each year. Failure to do so will result in the unit being placed on operational suspension until the MO WG/SE and MO WG HQ receive the safety survey. Unit commanders and the MO WG/CC, with the assistance of MO WG/SE, shall establish a suspense file to track necessary corrective actions that need to be taken. The MO WG/SE will forward these surveys with necessary corrective action to NCR HQ no later than 1 Mar of each year.

Any new unit commanders will also complete the Safety Survey (MO WG Form 62-B) as part of a change of unit commander. The Safety Survey must be completed by the incoming unit CC and unit SE, and forwarded to MO WG/SE and MO WG/HQ within 30 days of assuming command.

3d. A Monthly Safety Report (MO WG Form 62) is due by the 15th of the month following the month being reported. For example, January reporting is due no later than 15 February. These monthly reports are due to MO WG/SE and MO WG HQ. The unit commander will ensure that the unit safety officer completes this report. Reference Supplement to paragraph 6a(10) for information on the Safety briefing. An attendance roster/safety meeting minutes form (MO WG Form 62-A) of the individuals in the unit with initials of those receiving the briefing will be forwarded with the Monthly Safety Report. Failure to do so will result in the

unit being operationally suspended until the report and required documentation is received by the MO WG/SE. Filing of the Safety Report can be accomplished through, FAX, E-Mail or Postal Mail. A Monthly Safety Report will be considered incomplete if the necessary attachments are not included by the due date. Incomplete reports will result in the unit being operationally suspended until the required documentation is received by the MO WG/SE.

5c. All Unit Safety Officer of the Year nominations are due at MO WG HQ no later than 15 Aug of each year.

5f. No later than 15 January of each year, unit safety officers will submit to the MO WG/SE a list of all current CAPF 5 pilots in their unit, their participation/non-participation and progress made in the FAA Proficient Pilot Program. Appropriate documentation will be included with the lists. The MO WG/SE will forward a compilation of these lists to the MO WG/CC no later than 1 February of each year.

6a. It is the responsibility of the unit commander or the CAP member operating the vehicle to insure the vehicle is safe and in an operable condition. It shall be the responsibility of the unit safety officer to insure that all CAP vehicles assigned to the unit are maintained in a safe operating condition.

6a(8). MOWG Mishap Reporting Procedure. Always follow the CAPR 62-2 Reporting Requirements. It is responsibility of an appropriate CAP member (i.e. activity director/commander, safety officer, ranking senior member) to notify the distribution lists below.

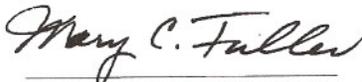
- Any **accident**:
 - o MOWG CC
 - o MOWG SE
 - Notification can be via phone or email. 2-way communication MUST be established within 6 hours of the mishap.
 - The above will communicate to the Region CC, Region SE, and State Director.
- Any **mishap requiring a CAPF79**:
 - o MOWG CC
 - o MOWG SE
 - Notification can be via email or phone. 2-way communication MUST be established within 12 hours of the mishap.
- Any **mishap NOT requiring a CAPF79**:
 - o MOWG CC
 - o MOWG SE
 - Notification will be accomplished via the automatic email from NHQ once the CAPF78 has been completed.

6a(10). Unit safety officers will keep members of their unit informed of any newly published safety regulations or supplements and will conduct periodic safety regulation reviews,

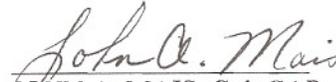
to include a review of the unit accident prevention program, with members of the unit. Safety briefings will be conducted on at least a monthly basis. These briefings shall include both ground and flight information. Flying units are required to brief the Sentinel. At least once per year they will include Operational Risk Management, Duty Day, and CAPF 26/FAA 8740-5 information. Unit commanders and unit SE shall establish a system by which absent members will receive the briefings prior to participating in any operational activity. This system may be a read and initial file, e-mail notification and response, mail back cards or a similar system that guarantees receipt by absent members.

6c(2). Reference Supplement to paragraph 3c for information concerning Safety Survey.

6c(4). Safety Reading File will contain a copy of the Monthly Safety Report, the Safety Briefing for the month and the Briefing Attendance Roster (MO Form 62-A) for the past 12 months.



MARY C. FULLER, Lt Col, CAP
Administrative Officer



JOHN A. MAIS, Col, CAP
Commander