

TAB C-6: SAFETY		C-1; Effective 15 Feb 03
	ITEM	REFERENCE
1.	<p><u>RESPONSIBILITIES:</u></p> <p>a. Is someone within the unit designated to monitor, track, and actively manage the safety program?</p> <p>b. What evidence is there that the unit commander has an accident prevention program (letters, reports, bulletins, directives or operating procedures)?</p>	<p>CAPR 62-1 Para 1d</p> <p>CAPR 62-1 Para 1b(2)</p> <p>CAPR 62-1 Para 1c</p>
2.	<p><u>MANNING:</u></p> <p>a. Is the safety officer appointed in writing? 1) Has a copy been sent to group/wing? 2) To whom is the safety officer directly responsible?</p> <p>b. Have pilot safety officers or assistants applied to become accident prevention counselors with the local Flight Standards District Office? • What qualifications do they have as accident prevention counselors?</p>	<p>CAPR 62-1 Para 2a</p> <p>CAPR 20-1</p> <p>CAPR 62-1 Para 2a(2)</p>
3.	<p><u>SAFETY EDUCATION:</u></p> <p>a. Is ground and flying safety information briefed monthly at unit meetings?</p> <p>b. Is a roster of individuals in attendance maintained? • Please have previous summaries and attendance rosters covering the past twelve months available for inspection.</p> <p>c. Is the monthly NHQ Safety Bulletin briefed to all personnel in units with pilots?</p> <p>d. Is the NHQ Safety Bulletin placed on the safety bulletin board or in a read file?</p> <p>e. Is there a unit safety bulletin board with current information posted (may be separate area or on general bulletin board)?</p>	<p>CAPR 62-1 Para 2b(1)</p> <p>CAPR 62-1 Para 2b(1)</p> <p>CAPR 62-1 Para 2b(1)</p> <p>CAPR 62-1 Para 2b(1)</p> <p>CAPR 62-1 Para 2b(3)</p>
4.	<p><u>SAFETY IMPROVEMENT/HAZARD REPORTING PROGRAM:</u></p> <p>a. Are CAP Forms 26 readily available? • Do personnel know what the forms are and how to use them?</p>	<p>CAPR 62-1 Para 2c</p>

	<p>b. Are FAA Forms 8740-5, <i>Safety Improvement Report</i>, readily available?</p> <ul style="list-style-type: none"> • Do personnel know what they are and how to use them? 	
5.	<p><u>ACCIDENT PREVENTION:</u> Are any local directives or other forms of guidance published in the area of accident prevention?</p>	CAPR 62-1 Para 2d
6.	<p><u>SAFETY SURVEYS/INSPECTIONS:</u></p> <p>a. Has an internal safety survey been scheduled and accomplished annually?</p> <p>b. Has a suspense system been established to ensure all deficient items are corrected prior to closing out the report?</p> <p>c. Are copies of completed surveys forwarded to the next higher headquarters?</p> <p>d. Is the commander is reviewing safety surveys?</p>	CAPR 62-1 Para 2f
7.	<p><u>ACCIDENT REPORTING:</u></p> <p>a. Are local accident reporting procedures established?</p> <p>b. Has a CAP Form 78 been submitted on all applicable accidents?; was it on time?</p> <p>c. Has a CAP Form 79 been submitted on all applicable accidents?; was it on time?</p>	<p>CAPR 62-2 Para 4</p> <p>CAPR 62-2 Para 5</p> <p>CAPR 62-2 Para 6</p>