

7 JANUARY 2004

Safety

CIVIL AIR PATROL SAFETY RESPONSIBILITIES AND PROCEDURES

CAPR 62-1, 1 March 1991, is supplemented as follows:

1. b. (Added) Wing SEs will have ready reference to all subordinate unit CAPR 62-1 supplements. Wing supplements to 62-1 will preferably be available to all members within the wing and region via internet (e.g. Wing Web Site). If the supplement is not available on a web site, the wing/SE will forward a copy to the RMR/SE.

1. e. (Added) Wing commanders shall take a command interest in ensuring that a safety conscious culture exists throughout the organization. Added emphasis will be placed on ensuring personnel placed in key leadership positions, e.g. staff oversight and those actually leading or evaluating operational activities, exercise diligent safety awareness and appropriate safety oriented decision making while conducting those activities.

2. a. (2) (Added) Wing commanders issuing waivers must do so in writing. Waivers will be limited to one year and renewed if necessary.

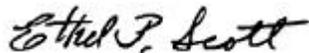
2. b. (2) (Added) Each wing SE shall submit monthly activity reports to the Rocky Mountain Region/SE by the 20th of the following month. The preferred format will be as outlined in Attachment 1; however, RMR/SE may approve modifications. The preferred method of transmission will be e-mail, with a courtesy copy provided to each wing/SE within Rocky Mountain Region.

2. f. (Added) The monthly activity report shall highlight any unit within the wing that has not conducted the required annual safety survey and corrective action underway.

8. (Added) The FAA Pilot Proficiency program is outlined in FAA Advisory Circular 61-91H and currently includes 20 phases. Monthly reports should indicate the number of members completing a new phase that month or those that have completed all 20 phases.

OFFICIAL

LYNDA ROBINSON, Colonel, CAP
Commander



ETHEL P. SCOTT, Capt, CAP
Director of Administration

EXAMPLE MONTHLY SAFETY REPORT

MEMORANDUM FOR RMR/SE

FROM: xxxxxWNG/SE

SUBJECT: Monthly Safety Report (1 – 31 Oct 03)

1. Safety Officer Name and Contact Information (Include assistants if applicable):

a. Captain John Doe, 1234 27th Ave, Telluride CO 80123, (H) 719-222-1234, (W) 719-333-4444, (C) 719 555-4444, jdoe@supercom.net.

b. Lieutenant Jane Smith (Assistant Safety), 4321 28th Ave, Rifle CO 80111, (H) 719-888-1234, (C) 719 555-4444, jsmith@myemail.com.

2. Number of units in Wing (Indicate Group/Squadron/Flights): 3 / 16 / 1

3. Unit Reporting Status (Provide detailed summary of units NOT complying with National/Region/Wing reporting): All unit reports received on time.

4. Mishap Report Summary:

a. Cadet fell while running to formation on snow covered walkway during Wright Brothers Composite Squadron weekly meeting resulting in sprained left wrist.

b. Senior member cut finger while preparing meal during SAREX at ABC airport requiring 3 stitches.

5. Mishap Investigation Summary: None

6. Safety Survey Status (Provide detailed summary of units NOT in compliance):

a. All xxxx Wing units in compliance except as noted.

b. Wright Brothers Composite Squadron (RMR-XX-1234) safety survey was due by the end of this month. Wing Commander formally placed unit on notice that all activities will be suspended if report is not received by 15 Nov 03.

7. FAA Pilot Proficiency Program Accomplishments: 4 personnel completed a new level of the PPP this month.

8. Safety Improvement of Hazard Report Summary: None

9. Special Safety Topics / Initiatives / Concerns Summary

a. Bear River Senior Squadron hosted an FAA wings safety seminar this month for unit members and local pilots. Over 55 people attended this seminar given by Mr. D. Jones of the local FSDO and received their Wings participation card.

b. Lt Col Wilbur Wright, High Mountain Composite Squadron safety officer, has been appointed an Aviation Safety Counselor.

/s/

JOHN DOE, Capt, CAP
COWG/SE

Notes: 1. Use simple memorandum format 2. If a paragraph doesn't apply, include N/A or None 3. E-Mail directly to RMR/SE, with "cc" copies to each RMR Wing/SE
Attachment 1