

Safety

CAP SAFETY RESPONSIBILITIES AND PROCEDURES

This regulation supplement prescribes additional procedures in effect for all Wisconsin Wing CAP units. Full understanding of this supplement may only be obtained by reading it in conjunction with the related paragraphs of CAPR 62-1.

CAPR 62-1, March 1991 (through Change 1, 1 July 1992) is supplemented as follows:

1. Safety Education Program. Each unit is required to discuss a Safety topic at each squadron/unit meeting or training activity conducted. The topic discussed can be at the discretion of the Unit Safety Officer, or the Unit Commander. Each Unit receives CAP Published Safety Bulleting monthly and these can provide the topic for discussion if desired. For the most part, you most likely already include some safety related topic at your meetings, so this should not be anything new, however, you are now being asked to maintain a record of the topic discussed, and provide a report to the WISE.

The Wing Safety Officer is responsible for maintaining a record of the safety topics discussed, and to ensure each unit is in compliance with CAPR 62-1. To accomplish this with the least amount of inconvenience, please follow the following procedures:

1. At each meeting, have all attending members sign in on a roster. Accompanying this memo is a preferred attendance roster you can use, or you can use CAP Form 103 for this purpose.
2. On the sign-in roster, note the safety topic discussed.
3. Retain this roster for at least 24 months, in a location that would permit confirmation by anyone questioning compliance.
4. By 10th day of each calendar quarter, forward to the WISE the following information using the Safety Topic Report, which accompanies this message. The report can be emailed, mailed, or faxed as noted on the report.

The Wing Supplement to CAPR 62-1 lists Safety Topics, which can be used. The safety topic selected and used at each meeting should not require a lengthy or complicated topic. The objective is to promote and encourage a safety oriented mind-set, to minimize or eliminate accidents and/or injuries.

2. Safety Improvement. Civil Air Patrol and the FAA are sincerely interested in suggestions from any CAP member that will help produce a safer environment, on the ground or in the air. To encourage suggestions, and ensure all CAP members can offer suggestions, the following two forms are available:

CAP Form 26 – Use this form for any suggestions specifically directed toward improving safety within Civil Air Patrol operations, whether ground or air based. Forward completed forms as noted, with a copy to the WISE.

FAA Form 8740-5 – Use this form for any suggestions relating to the aviation environment, including aircraft operations, airport operations, or other aviation related functions. A copy of this form should be attached to a CAP Form 26 and submitted to the WISE for Wing records, and possible CAP implementation.

Accompanying this Supplement is a sample of both forms, including instructions for the use of each. Please post a copy of this Supplement and the form samples on your Safety Bulleting Board for all members to review and use.

3. Pilot Proficiency Award Program. CAP's focus on safety includes the encouragement of every CAP member who is a pilot to participate in the FAA Pilot Proficiency Program – Wings. The Wings program is designed to encourage pilots to complete 3 hours of dual instruction each year and to recognize the pilots' achievements.

Attached is a copy of the FAA PPP for reference. All squadron commanders and Unit Safety Officers should encourage their pilot members to participate in the program and to strive to achieve and maintain the highest level of "20".

To encourage participation and to track results, please use the PPP roster attached. On the roster, please list every pilot in your squadron and their respective Wings level. This list should then be posted on your Safety Bulletin board or distributed to all unit members. Please update this list quarterly or more often as appropriate.

Please forward a copy of this roster to the WISE quarterly as noted at the bottom of the roster.

With the availability and affordability of CAP Corporate aircraft and CAP instructors, every pilot in the WI Wing should easily be able to participate in this program. The result will be WI Wings pilots who are more proficient and being more proficient translates into being a safer pilot.

If you have any questions regarding the Wings program, contact your local flight instructor, review the attached FAA PPP details, and/or contact the WISE.

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WIWG Commander

SUMMARY OF CHANGES

Provides specific instruction for maintaining records of safety topics, safety related suggestions, and participation in the FAA Pilot Proficiency Program.