

SAFETY

CIVIL AIR PATROL SAFETY RESPONSIBILITIES AND PROCEDURES

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

DIRECTION: Remove and Replace OKWG Supplement 1, 15 June 2005, with this Supplement dated 1 October 2007.

This regulation supplement establishes the Guidance for an effective safety program within the Oklahoma Wing Civil Air Patrol (OKWG-CAP).

SECTION 2 – Responsibilities:

2.f. Added. It is recommended that Oklahoma Groups, Squadrons, and Flights publish a supplement to the OKWG Supplement 1 to CAPR 62-1, addressing; (1) local policy guidelines for accident prevention, (2) their procedures for ensuring unit members have the most recent/current safety meeting information prior to each CAP activity.

SECTION 3 – Required Program Criteria:

3.c. Added. Annual Safety Surveys from the Squadrons/Flights are to be forwarded to Group SE/CCs by the 31st of January. Groups have 30 days to ensure completeness of reports and discrepancy corrections, and forward those Annual Safety Surveys to the Wing Chief of Safety.

3.f. Added. When a CAPF 26 or FAA Form 8740-5 is received at the unit, a copy will be forwarded to Wing/SE.

3.h. Added. All members are required to attend the Annual Safety Day presentations and activities. If a member is unable to attend, they are not to participate in any CAP activity until they have reviewed the presentation and their make-up has been documented in WMU. Members are allowed to attend Squadron meetings for the purpose of reviewing the briefing.

SECTION A- OKLAHOMA WING SAFETY PROGRAM

SECTIONS 7-8 are not used.

9. Fatigue

9.1. To counter the effects of fatigue on non-aircrew members, all OK Wing personnel **will** adhere to the crew duty day and crew rest procedures as published in CAPR 60-1 para 2-15. The intent of this section is to limit members from operating corporate or personally owned vehicles for long durations or after working long hours.

9.1.1. Members **will not** be scheduled for more than 8 hours of driving during a 14 hour day. With two licensed drivers in the same vehicle, this period may be extended to 10 hours with Wing Commander approval.

9.1.2. Members will not operate motor vehicles after 14 hours on duty (this includes work or CAP).

9.1.2. At least 10 hours of crew rest period should be provided between duty days.

9.1.3. The Wing Commander is the Approving Officer for all waivers.

10. Oklahoma Wing Safety Handbook.

10.1. The OKWG-CAP Safety Program Handbook, dated 29 February 2004, will be used at all units within the Oklahoma Wing. It is posted on the Wing Web Page and provides useful information on Safety programs for the Units.

10.2. All OKWG-CAP units should attempt to implement the programs described in the Handbook. The use of the ORM program is mandatory at all CAP activities, functions, and training events.

11. Monthly Safety Reports

11.1. Each unit shall record their monthly safety meeting on the Wing Management Utilities (WMU) web site (<http://wmu.nat.cap.gov/>). In addition to this, they will maintain a paper or electronic copy of the meeting report for inspection purposes. This report shall contain: 1) date of safety briefing 2) safety topics, 3) number in attendance and 4) any mishaps / accidents for the reporting month. Units will immediately report all mishaps or accidents IAW CAPR 62-2 and the Oklahoma Wing Supplement to CAPR 62-2.

11.2. Record safety meeting attendance and topics in WMU by the 5th of the month following the reporting period. Keep paper or electronic records of safety meeting attendance on file for a minimum of 3 years. Keep summaries of meeting topics with attendance rosters for at least one year.

11.2.1. Keep the last 12 months of presenters' notes and the monthly Sentinel for members who need to make up a missed meeting.

11.2.2. Ensure that make-up briefings are documented. Keep a roster for members that have to make up missed safety meetings by reviewing the safety presentation for the monthly briefing. Log these make up sessions in WMU as additional safety briefings.

12. Flight Clothing

12.1. OKWG-CAP recommends the use of Nomex flight suits and gloves for fire protection during flight activities.

13. Commanders' Safety Awareness Program

13.1. In order to increase safety awareness, it is "HIGHLY RECOMMENDED" that Unit Commanders, at ALL levels, complete the Air Force Institute for Advanced Distributed Learning (AFIADL) Course 02170, CAP Safety Officer. Completing this course will give Commanders a better understanding of the CAP Safety Program, and help focus Commanders on the responsibilities of the "Sights on Safety" program and their own unit safety awareness.

13.2. Commanders will encourage ALL members of their Unit to complete course 02170.

14. Safety Milestone Achievement Program

14.1. The Safety Milestone Achievement Program is intended to promote flight safety and recognize those aircrew members with safe flying records.

14.2. CAP aircrew members (pilots, observers, and scanners) with at least 100 mishap/accident free flying hours are authorized to wear a Milestone patch that reflects how many accident free hours they have acquired as a Pilot/Instructor/Evaluator/Observer/Scanner flying in CAP Corporate aircraft. Total CAP flying hours must be verified by the unit commander through physical examination of the applicant's logbook, and approved by the Wing Chief of Safety. Milestone Awards will be awarded for 100, 250, 500, 1,000 hours, and then 1,000 hour increments.

14.3. Aircrew members can achieve Milestone Awards throughout their entire CAP career regardless of breaks in service or flying status, for example, through loss of medical.

14.4. Once the Milestone Achievement is earned, it may be worn at all times, unless the aircrew member is involved in a damaging accident for which they are found to be at fault. Should an aircrew member be involved in an accident, their Accident Free flying time shall be reset to zero. Subsequent Milestone awards will be issued from hours achieved from this point.

15. OKWG-CAP Required Safety Reports

15.1. ALL OKWG Annual safety reports are due to the Wing Safety Officer by 31 January and/or by direction of the Wing Commander.

15.2. The Annual Safety Survey, provided by CAPR 62-1, is amended and replaced by the Oklahoma Wing Annual Safety Survey, located at Attachment 2 of this Supplement.

15.3. Attachments 1 thru 4 must be completed every year and submitted with the Oklahoma Wing Annual Safety Survey. Submit the Safety Officer Information Sheet (attachment 3), whenever there is a change of Safety Officer or Unit Commander.

15.4. Table of Reporting Events and Suspense Dates

REPORT		FREQUENCY	DUE BY
Monthly Safety Meeting	WMU entry	Monthly	5 th of Following Month
OKWG Safety Checklist	Attachment 1	Annually	31 st of January
OKWG Annual Safety Survey	Attachment 2	Annually	31 st of January
OKWG Safety Officer Information Sheet	Attachment 3	Annually & as required	31 st of January
OKWG Pilot Proficiency Reporting	Attachment 4	Annually	31 st of January
CAPF 78, Mishap Report Form		As Required	Within 48 Hours to Wing HQ
CAPF 79, Mishap Investigation Form		As Required	Within 15 days to Wing HQ

16. Paperwork Reduction Procedures

16.1. In keeping with National Headquarters emphasis for paperwork reduction, units are allowed to maintain their safety information electronically.

16.2. Electronically stored information must be backed up, and it must be readily retrievable for inspections and requests for information. Information that cannot be maintained electronically will be filed in the format listed in Attachment 5 of this Supplement.

ROBERT H. CASTLE, Colonel, US CAP,
Commander, Oklahoma Wing

SUMMARY OF CHANGES

Supersedes all previous OKWG Supplements to CAPR 62-1.

Previous Supplements are OBSOLETE

Re-formatted to align with the new CAPR 62-1

Deleted: 1.b., 8.1.-8.2., 10.2., and 13.2.

Added: 2.f., 3.c., 3.f., 3.h.

Added: 9

Add Attachments:

6. Unit Safety Inspection Checklist

(ATTACHMENT 1)**OKLAHOMA WING ANNUAL SAFETY CHECKLIST**

(1 October 2007)

This Checklist is to be used to ensure that all the required information for the Annual Safety Survey is submitted to Wing Headquarters. Complete all requirements and attach this checklist with all the documentation. Complete Attachments 1 thru 4, in order, with associated documentation for each section. This information is due at the next higher echelon by 31 January, each year.

Please initial the blank by each item to indicate that the item has been accomplished.

- _____ 1. Annual Safety Survey Completed.
- Use the Annual Safety Survey revised by OKWG, 62-1 Supplement, Attachment 2
 - Units without aircraft or pilots must still evaluate areas that deal with flying if they have any aircrew members in their unit (Observers, Scanners).
- _____ 2. All areas marked as Unsatisfactory must have a written explanation at the end stating what the problem is and what is being done to fix the discrepancies with and estimated completion date.
- Areas have been re-written as to be yes (or true). Areas marked as No (or False) are discrepancies that must be addressed.
- _____ 3. Write either Satisfactory or Unsatisfactory at the top of page one, under overall grade.
- _____ 4. Have the person conducting the survey, and the Unit Commander sign the last page.
- _____ 5. If all comments will not fit on the last page of the survey, attach a letter at the end. Also include what actions are being taken to correct the discrepancies.
- _____ 6. Attach a completed Safety Officer Information Worksheet, (OKWG 62-1 Supp, Attachment 3)
- _____ 7. Attach a copy of the Unit's Safety Supplement.
- Ensure Commander has reviewed. (CAP Regulations require a YEARLY review)
 - Ensure that the Unit Supplement is posted in Unit Safety Book and on Unit Safety Board
- _____ 8. Attach a completed copy of the FAA Wings Program Worksheet, (OKWG 62-1 Supp, Attachment 4)
- _____ 9. Unit Safety Bulletin Board
- Has current Information
 - Has ONLY safety information on it, and must have **CURRENT** copies of:
 - Unit and Wing Safety Supplements
 - Wing Mishap Reporting, OKWG Supplement to CAPR 62-2
 - Hazard reporting forms
- _____ 10. Unit Safety Book
- Current and In Accordance With (IAW) Attachment 5 of this Supplement.
 - Or, Maintained electronically, with current information that is safeguarded and backed up to prevent loss of information.
- _____ 11. Safety Publications
- The Unit Safety Officer maintains a library of Safety Materials IAW CAPR 62-1, Attachment 1.

(ATTACHMENT 2)

OKLAHOMA WING ANNUAL SAFETY SURVEY

(1 October 2007)

Unit Name: _____ Unit ID #: _____ Date: _____

Persons Contacted: _____

OVERALL RATING: _____

This Safety Survey has been modified from CAPR 62-1, Attachment 4. This was done IAW CAPR 62-1, Attachment 1, Section 3.c.

Instructions: The survey officials should check the column which shows the rating for each item. If an item is rated NO (unsatisfactory), an explanation or comment WILL be made at the end of the report using the same identification of paragraphs and titles as the original item rated. The explanation will state the reason for the discrepancy, what is being done to fix the discrepancy, and an estimated time the discrepancy should be fixed.

Note 1: Units without pilots and/or aircraft must still evaluate the procedures and policies that are in effect if they have any aircrew members in their unit.

Note 2: Not all areas are questions. Some are statements. In these cases, mark the "yes" column for True statements, and the "No" column for false statements.

Identification of Columns: Yes or True (satisfactory), No or False (unsatisfactory), N/A (Not Applicable)

A. COMMAND SECTION

Yes No N/A

- 1. Is the commander advised by key staff officers and the unit safety officer of deficiencies which are creating accident potentials in areas of personnel, logistics, and operations? _____
- 2. Is the commander's follow-up action to correct accident potentials effective? _____
- 3. Does the commander actively support the unit safety program? _____
- 4. Does the commander personally establish policies to emphasize safety? _____
- 5. Is an effective training program established to indoctrinate all personnel on the importance of safety? _____
- 6. Do commanders assure themselves that there is expeditious and effective coordination between key staff and operating agencies in matters pertaining to safety? _____
- 7. Does the Commander require periodic safety reviews in their command? _____
- 8. Has the commander published a supplement to CAPR 62-1 or other document on safety? _____
- 9. Does the commander emphasize safety during Unit meetings? _____
- 10. Does the commander promote and perform the safety pledge at all meetings and Unit Activities? _____
- 11. Does the Commander have a program for verifying member status and participation eligibility before authorizing a participation letter, or allowing members to participate in events? _____
- 12. If the Unit publishes a newsletter, are safety articles included each issue? _____
- 13. Has the Unit Commander completed the Air Force Institute for Advanced Distance Learning course 02170 (CAP safety officer course) under the Commanders Safety Awareness Program? _____
- 14. Does the Unit Commander encourage other members to complete the AFIADL 02170 course? _____
- 15. How many members of the Unit have completed course 02170? (write in answer): _____

B. OPERATIONS AND TRAINING

Yes No N/A

1. Check the following items by reviewing records and directives:

- a. Are procedures in effect to ensure that pilots are aware of latest safety-of-flight information? _____
- b. Are procedures in effect to ensure that pilots have had the latest safety meeting information? _____
- c. Does the unit maintain a current Pilot Information File in accordance with CAPR 60-1? _____
- d. Are checkout requirements for each airplane briefed and enforced? _____
- e. Are pilots encouraged to report hazards to flight and near accidents? _____
- f. Are crosswind landing restrictions posted in the aircraft? _____
- g. Are completed CAPF 5 & 91s reviewed by a responsible supervisor before approval and filed? _____
- h. Are Pilots trained in, and do they use Schedule Master for Aircraft Scheduling? _____
- i. Do Pilots review the FCIF/PIF prior to each flight? _____
- j. Is security of aircraft adequate enough to prevent unauthorized flights? _____
- k. Is the Avionics lock kept on the aircraft, even when locked in a hangar? _____
- l. When the aircraft is not in a hangar, is it properly tied down and chocked? _____
- m. Does the Unit maintain copies of FRO appointment letters? _____
- n. Does the Unit maintain copies of FRO training documentation? _____
- o. Does the Unit have copies of monthly CAPF 99's for each Unit FRO for the preceding year? _____

2. Check these items by actually examining the aircraft and observing operations of aircraft if possible:

- a. Do crews properly plan their flights? _____
- b. Do Pilots file FAA flight plans for flights more than 50 nm away? _____
- c. Are passengers properly briefed? _____
- d. Does the pilot ensure that passengers meet eligibility and uniform requirements? _____
- e. Are aircraft thoroughly inspected prior to each flight? _____
- f. Are checklists used by pilots? _____
- g. When aircraft are parked, are main gear wheels chocked fore and aft and is it tied down? _____
- h. Are aircraft properly grounded before refueling? _____
- i. Do pilots ensure that no one uses the cowling steps? _____
- j. Are fuel tank sumps drained before flight? _____
- k. Is sumped fuel disposed of in a manner approved by the EPA and CAP? _____
- l. Are pilots wearing their shoulder harness in the aircraft? _____
- m. Do planes contain required survival and medical equipment? _____

3. Check these items by actually examining the van and observing operations

- a. Is the vehicle inspected every month? _____
- b. Is the vehicle inspected every day it is driven? _____
- c. Are discrepancies quickly reported for repair? _____
- d. Are large number of discrepancies prevented from compromising safety? _____
- e. Do drivers and passengers wear their seat belts at all times? _____
- f. Are all appropriate warning stickers in place, within full view of the driver? _____

- g. Does the driver ensure that passengers meet eligibility requirements? _____
- h. Do vehicles contain required survival and medical equipment? _____

C. ACCIDENT PREVENTION

Yes No N/A

- 1. Are aircraft thoroughly inspected prior to operation? _____
- 2. Are vehicles thoroughly inspected prior to operation? _____
- 3. Does the safety officer:
 - a. Have a plan in place to respond, report, and investigate a mishap or accident? _____
 - b. Supervise the accident reporting system to assure complete, accurate, and prompt reporting? _____
 - c. Monitor training programs, briefings, events, and critiques for safety considerations? _____
 - d. Receive support from Unit Commander and Unit Staff? _____
 - e. Prevent other duties from detracting from his/her responsibilities related to safety? _____
 - f. Assure compliance with all accident prevention policies? _____
 - g. Cooperate with and exchange ideas with other safety officers and agencies? _____
 - h. Maintain a reference file on safety and associated publications? _____
 - i. Maintain a current and updated Safety bulletin board? _____
 - j. Bring in Non-CAP professionals for safety presentations/demonstrations? _____
 - k. Ensure that Monthly safety meetings are entered into WMU? _____
 - l. Advise the Unit command structure on safety implications? _____
 - m. Communicate with higher level safety officers? _____
 - n. Communicate with other Unit safety officers for sharing of ideas and programs? _____
 - o. Has the Unit Safety Officer completed the AFIADL 02170 CAP Safety Officer Course? _____
- 4. Are safety publications receiving proper distribution? _____
- 5. Are bulletin boards conspicuous, neat, and up-to-date? _____
- 6. Accident/Mishap Records:
 - a. Have all Unit mishaps been reported to the Wing Safety Office? _____
 - b. Are copies of mishap investigations maintained in the safety records? _____
 - c. Are open investigations resolved in a timely manner? _____
 - d. Are all safety hazard reports on file at the Unit? _____
- 7. Are corrective actions accomplished on all hazard reports and mishap reports? _____
- 8. Are adequate fire fighting facilities available near the meeting location? _____
- 9. Are members trained in first aid and fire fighting procedures? _____
- 10. Are sufficient fire extinguishers available for use? _____
- 11. Are fire extinguishers checked monthly for proper pressure and condition? _____
- 12. Are Monthly safety briefings held and documented? _____

D. MAINTENANCE

	Yes	No	N/A
1. Are all aircraft equipped with maintenance forms for documenting discrepancies?	_____	_____	_____
2. Are excessive or delayed discrepancies prevented from compromising safety?	_____	_____	_____
3. Are cockpits and/or flight decks regularly cleaned and kept free of foreign objects?	_____	_____	_____
4. Is the maintenance officer taking an active part in the accident prevention program for pilots?	_____	_____	_____
5. Is overall maintenance adequate and thorough enough to be an effective agent for vehicle/aircraft accident prevention?	_____	_____	_____
6. Are 100-hour, annual, transponder, ELT, Altimeter / Static System inspections being accomplished as appropriate and logged in aircraft logs?	_____	_____	_____
7. Are CAP vehicles equipped with seat belts?	_____	_____	_____
8. Are CAP vehicles equipped with a maintenance form for writing up discrepancies?	_____	_____	_____
9. Are Vehicle discrepancies being corrected in a timely manner?	_____	_____	_____
10. Are operators and members taking care of the vehicle and using it in appropriate operations?	_____	_____	_____

E. FACILITIES

	Yes	No	N/A
1. Are proper lifting rules observed when handling large/bulky materials to avoid muscle strain?	_____	_____	
2. Is electrical equipment properly guarded to prevent possibilities of shock and fire?	_____	_____	
3. Are cords or wires routed so they are not a tripping hazard?	_____	_____	
4. Are steps equipped with non-slip treads or painted with non-slip material?	_____	_____	_____
5. Are stairways well lighted?	_____	_____	_____
6. Are fire extinguishers available and do they have a current inspection?	_____	_____	_____
7. Are flammables, such as paint, thinner, cleaning solvents, stored away from office areas?	_____	_____	_____
8. Are aisles or passageways kept clear?	_____	_____	_____
9. Are sidewalks /pathways free from hazards such as snow, ice, rocks, tripping hazards, etc.?	_____	_____	
10. Are electrical outlets inspected to prevent overloading by multiple plugs?	_____	_____	
11. Has the building wiring been inspected to reveal potential hazards?	_____	_____	
12. Is prompt action taken to repair or remove any reported hazards in the facilities?	_____	_____	
13. Are facilities free of asbestos and other harmful agents typically found in older buildings?	_____	_____	
14. Are stored items arranged so excessive amounts of gear (piles of uniforms, equipment, misc.) are not a hazard?	_____	_____	_____
15. Are all fire exits properly marked with emergency exit signs?	_____	_____	
16. Do stairways all have serviceable handrails?	_____	_____	_____

17. Aircraft Hangars:

- a. Do aircraft hangars have mechanisms on the doors to prevent accidental opening? _____
- b. Do aircraft hangars have secondary locking mechanisms on the doors? _____
- c. Is there sufficient lighting in the aircraft hangar for operations in low light? _____
- d. Was the hangar inspected to ensure flammables are not stored there? _____
- e. Was the hangar inspected to ensure excessive materials, and/or non-aircraft parts are not stored there? _____
- f. Is the aircraft parked in the hangar so no walls, equipment, or other aircraft are within 3 feet? _____

F. SAFETY HANDBOOK

Yes No N/A

1. The OKWG CAP Safety Handbook is being used, and has been incorporated into the Unit Safety Program.

G. NHQ REQUIRED

For the following questions, report on activities for the past year (for your unit). Please include all reportable and recordable incidents/mishaps and include brief details giving date, name (or aircraft/vehicle id) and brief description of what happened and damage/injury occurred.

A. Have any members been injured during CAP activities sponsored by this unit? (include all reportable and recordable with details)

Answer: _____

Comments:

B. Have any unit vehicles, aircraft, or other assigned equipment been damaged during CAP activities?

Answer: _____

Comments:

C. Have mishap reports been submitted in a timely manner and have investigations been thorough with effective corrective items?

Answer: _____

Comments:

D. ORM -- Are hazards promptly identified, risks analyzed, and effective risk controls implemented in the facility and prior to CAP activities?

Answer: _____

Comments:

E. Are aircraft, vehicles, and facilities equipped with appropriate first aid kits and serviceable fire extinguishers?

Answer: _____

Comments:

F. Are flight release procedures, aircraft inspection requirements, and operational checklists rigorously followed?

Answer: _____

Comments:

G. Does the unit have individuals who put themselves or others at increased risk? If yes, has this issue been raised to the commander?

Answer: _____

Comments:

H. Has the unit commander made efforts to ensure the safety of members and the preservation of CAP resources?

Answer: _____

Comments:

EXPLANATIONS AND/OR COMMENTS: List all areas marked "NO" by Topic ID, then Section Reference, and line. (ex. C.3.b. would refer to Accident Prevention {C}, Safety Officer {3}, line {b}) All "NO" areas must be addressed as to what the deficiency is, what is being done to correct it, and an estimated completion date.

Note: all deficiencies must be followed up on and corrected. Send a report to Wing Safety every 60 days, listing what has been done to correct the problems and updates on the remaining item(s). Once all discrepancies are corrected, no further reports are required

Signature of the Unit Safety Officer: _____

Comments by the Unit Commander:

Unit Commander's Name, Rank

Signature and Date

Comments by the Next Higher Echelon Commander:

Commander's Name, Rank and Title

Signature and Date

Comments by Oklahoma Wing Safety Officer:

Comments by the Oklahoma Wing Commander:

Comments by the Oklahoma State Director:

(ATTACHMENT 3)

OKLAHOMA WING CAP
SAFETY OFFICER INFORMATION WORKSHEET
(1 October 2007)

Unit Name: _____ Unit ID #: _____ Unit CC (Name): _____

Unit Safety Officer Information

Name: _____ (Last, First) Rank: _____ CAP ID#: _____

Email Address: _____

Cell #: _____ Home #: _____ Work #: _____ Other #: _____

Safety Program Development

Safety Badge Awarded: _____ Date Achieved _____

Specialty Track Rating, Technician: _____ Date Achieved _____

AFIADL 02170 Safety Officer Course Completion Date: _____

If not completed, are they Enrolled (yes/no): _____ Date Enrolled: _____

Years and Months as Safety Officer: _____

Specialty Track Rating, Senior: _____ Date Achieved _____

Specialty Track Rating, Master: _____ Date Achieved _____

CDC 1900 Supervisor Safety Course Completion Date: _____

If not completed, are they Enrolled (yes/no): _____ Date Enrolled: _____

Appointed in Writing by Current Commander (yes/no): _____

This must be accomplished each time the Unit appoints a new Safety Officer or the Unit gets a new commander.

CAPF 2a or Appointment Letter was sent to Wing SE (Safety): _____

Additional Information

Has the Safety Officer received any formal training in Accident Investigation?

_____ (Air) _____ (Ground) Type of Training: _____

(Mark Applicable areas with "X") Institution of Training: _____

Date of Training: _____

Please attach completion certificates or documentation of training.

Would SE Officer Like to be considered to do mishap investigations for OKWG CAP? _____ (yes/no)

_____ (Signed) _____

Unit Commander Date

1. This worksheet must be accomplished whenever there is a change of Unit Safety Officers, Unit Commanders, or change of information for Unit Safety Officers, AND during the Annual Safety Survey.

2. When Completing dates, use the following format (dd/mmm/yy) ex. 26 JUN 71

(ATTACHMENT 5)**OKLAHOMA WING CAP SAFETY BINDERS**

(1 October 2007)

All OKWG CAP Units will maintain their safety binders utilizing the following format. Additional binders/files may be used to contain additional information as required by CAPR 62-1, Attachment 1. This Index is to ensure that required inspection information is organized and readily available for inspections. This index does not alleviate the requirement for Unit Safety Officers to maintain other information and resources as indicated in CAPR 62-1, Attachment 1.

TAB A. Current Copies of CAPR 62-1 and CAPR 62-2

TAB B. Current Copy of Supplements to CAPR 62-1, SWR, OKWG, Group, and Unit Current Copy of the OKWG CAP Safety Officer Handbook. (There may not be supplements for all Higher echelons)

TAB C. Copies of the last three completed Annual Safety Surveys/Checklists submitted to Wing. (Most current file on top). This will include Attachments 1 thru 4 of this supplement. Include copies of any corrective actions taken to resolve survey discrepancies.

TAB D. Copies of CAPF 2a, Safety Officer Appointment Letters. (Most current file on top)

TAB E. Blank Copies of CAPF 78's, CAPF 79's, CAPF 26's, and other forms used for hazard reporting.

TAB F. Completed forms identified under TAB E. Copies of all accident/mishap investigations that have occurred at that Unit. (Most current file on top)

TAB G. Copies of Inspection Reports, with attached discrepancy corrective actions.

TAB H. List and summary of Safety Event participation. (EG. Drivers training at Watonga) Attach a sign-in sheet.

TAB I. Local procedures for accident reporting and investigating.

TAB J. Non-reportable injuries log. For minor injuries that do not require reporting (CAPF 78) a log must be kept of the date, member info, nature of injuries, and how it happened.

TAB K. List of names (sign in sheets) for all monthly safety meeting attendees for previous 2 years. Should maintain a 3 year file. (Current year will be under monthly TABS)

The Following TABS (L through W) contain the documentation of the monthly safety meetings for the past year. The items listed will be in order, top to bottom, for each month/Tab.

TAB L. THROUGH TAB W. (Jan – Dec)

1. Copy of that months' Sentinel
2. Presenters outline notes of the safety meetings for absent members to review
3. Safety sign in sheet for the meeting.
4. Sign in sheet/log for make up briefings.