

Safety

CIVIL AIR PATROL SAFETY RESPONSIBILITIES AND PROCEDURES

CAPR 62-1, Change 1,1 July 1992, is supplemented as follows:

Section A-1.

Added: e. Additionally Wing Commanders are to take a command interest in ensuring that a safety conscious culture exists and effective safety programs are implemented within their wings. All commanders at all levels and all appointed project officers for any CAP activities in the Northeast Region must be fully aware of the requirements of CAPR 62-1 and CAPR 62-2, as supplemented.

Section B-2.a.

Added: (3) Wing Safety Officer appointments shall be submitted to the NER Headquarters on a CAPF 2A and include current mailing address, home, work, cellular, fax and pager telephone numbers, radio call sign and e-mail address (if applicable). One copy of the Wing Safety Officer appointment will be sent directly to the NER/SE and one copy forwarded to the NER/DA.

Section B-2.b.

Added: (2) Monthly Activity Reports will be combined and submitted quarterly directly to the region safety officer, to arrive no later than the 15th of each month following the end of the quarter. These quarterly reports and other safety related correspondence to be addressed as follows:

Lt Col David A. Belcher, CAP
220 Shaw Ave.
Abington, MA 02351-1626
Home Tel & Fax: 781-878-7875 (Manual Fax - call first)
E-Mail: dbelcher@ner.cap.gov

A sample Activity Report is included as attachment 8. Attachment 9 is a list of all report suspense dates.

Section B-2.b.

Added: (4) One copy of the Wing Supplements to CAPR 62-1 and CAPR 62-2 will be sent directly to the NER/SE and one forwarded to NER/DA at the region address. (Upper left corner of this page)

Section B-2.f.

Added: (1) Annual Safety surveys will be conducted by all NER wings between January and April of each year. A copy of the wing safety survey report is due to the NER/SE no later than 15 May of each year.

NICHOLAS TAYLOR, Lt Col, CAP
Director of Administration



RICHARD A. GREENHUT, Col, CAP
Commander

- 2 Attachments
- 1. #8 Sample Quarterly Report
- 2. #9 Suspense Dates

QUARTERLY SAFETY ACTIVITY REPORTTo: **NER/SE**

From: _____ Grade: _____ Title: _____

Wing: _____ Date: _____

Re: **Quarterly Safety Activity Report for** (1st, 2nd, 3rd, 4th) Quarter (year)

(Brief summary of safety briefings, with date, location and topic. Include Group or Squadron activity if noteworthy. Note approximate number of attendees. Guest speakers and other relevant information. Indicate any significant written materials generated, such as Wing Safety Supplements, Safety Bulletins etc. Update current status of FAA “Wings” Pilot Proficiency Program in your Wing, including number of participants and their level of achievement. Note any mishaps incurred, and steps taken to prevent repeat occurrences. Document any Staff Assistance Visits you made to units in your Wing, and their purpose. Entire document should be no longer than 1 ½ typewritten pages.)

NER WING SAFETY OFFICER SUSPENSE DATES

15 JAN	4th quarter Wing Safety Activity report due to NER/SE.
15 JAN	Wing list of pilots completing any phase of the FAA Pilot Proficiency Program (FAA “Wings” Program) for previous year due to NER/SE.
15 JAN	Copy of list of Wing units with mishap-free record for previous year due to HQ NAT/SE with copy to NER/SE.
30 JAN	Updated Wing Mishap Notification Roster due to NER/SE.
15 FEB	Wing nomination for Paul W. Turner / Region Safety award due at Region’s Post Office Box.
15 FEB	Wing nomination for Safety Officer of the Year due at Region’s Post Office Box.
15 APR	1st quarter Wing Safety Activity report due to NER/SE.
15 MAY	Annual Wing Safety Survey report due to NER/SE.
30 JUN	Updated Wing Mishap Notification Roster due to NER/SE.
15 JUL	2nd quarter Wing Safety Activity report due to NER/SE.
15 OCT	3rd quarter Wing Safety Activity report due to NER/SE.