



NATIONAL HEADQUARTERS CIVIL AIR PATROL

CAP REGULATION 160-2

28 December 2022

Safety

SAFETY REPORTING, REVIEWING, AND ACTION PLANNING

This regulation supports the Civil Air Patrol Safety Management System and prescribes the process of reporting, reviewing, and planning actions pertaining to safety significant occurrences. Commanders have the overall responsibility for compliance with the requirements outlined in this regulation.

SUMMARY OF CHANGES.

This revision to CAPR 160-2 is extensive, representing a virtually new regulation which eliminates non-directive content, adds clarifying language throughout, and updates terms and references based on the launch of the CAP Safety Information System. This revision also incorporates portions of CAPR 35-2, *Notification Procedures in Case of Death, Injury, or Serious Illness*. Upon this regulation's publication, CAPR 35-2 is rescinded with portions not included here addressed in other directives or non-directive guidance provided by Member Services, Personnel and Actions.

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1. Overview. Safety reporting, reviewing, and action planning are key activities that primarily support the Safety Risk Management and Safety Assurance pillars of CAP's Safety Management System (SMS). Through the safety reporting process, CAP receives important information about safety significant occurrences (SSO) that lead to, or could lead to damage, injury, or illness which negatively impact individual and organizational readiness, reliability, and credibility. Safety reviewing focuses on determining contributing and causal factors that led to an SSO and leads to Safety action planning, which identifies mitigating actions that are expected to reduce the future likelihood of a similar SSO recurrence.

2. Waivers.

2.1. CAP Chief of Safety (CAP/SE) is the approval authority for all waivers to this regulation in coordination with CAP-USAF Director of Safety (CAP-USAF/SE).

2.2. Waiver requests must be coordinated through the applicable wing commander, region commander, and CAP-USAF liaison region before submitting to CAP/SE.

3. Operating Instructions, Supplements, and Pamphlets.

3.1. Operating instructions and supplements pertaining to this regulation will not be approved below the region level.

3.2. CAP/SE is the approval authority for all safety-related operating instructions (OI) and supplements pertaining to this regulation in coordination with CAP-USAF/SE.

3.3. Each region must maintain a current safety reporting supplement coordinated and approved in accordance with [Section 3](#) of this regulation. The following requirements apply:

3.3.1. Region commanders must ensure supplements are coordinated with each wing commander within the region and the CAP-USAF liaison region prior to submission for approval.

3.3.2. The supplement must not include any Personally Identifiable Information (PII) as defined by CAPR 1-2(I), *Personally Identifiable Information*. Phone numbers and CAP email addresses can be provided for key personnel.

3.3.3. The supplement must contain, at a minimum, the process and means by which notification of an SSO is provided to wing and region commanders, wing and region directors of safety, and the CAP National Operations Center.

3.3.4. CAPSIS must not be identified nor used as the initial or primary means of providing or receiving initial notification of an SSO.

3.4. Pamphlets may be developed to provide local non-directive guidance but must not contradict the requirements of this regulation nor the applicable region supplement.

4. Terms and Definitions. The terms and definitions that apply throughout this regulation and any supporting guidance and documents can be found in [Attachment 2: Terms and Definitions](#). Additional information on some terms can be found in [Attachment 4: Safety Reporting, Reviewing, and Action Planning Resources](#).

5. Roles and Responsibilities. The following roles and responsibilities apply to the safety reporting, reviewing, and action planning requirements of this regulation.

5.1. Commander. Commanders are responsible for:

- 5.1.1. Ensuring members actively support, participate in, and comply with the safety reporting, reviewing, and action planning requirements of this regulation.
- 5.1.2. Providing adequate resources for accomplishing the responsibilities and tasks associated with this regulation.
- 5.1.3. Ensuring applicable safety reporting, reviewing, and action planning information is entered into the CAP Safety Information System (CAPSIS) and is as accurate as possible.
- 5.1.4. Implementing accepted mitigating actions applicable to their scope of responsibility or seeking assistance from higher headquarters, when necessary, and ensuring members complete assigned mitigating actions.
- 5.1.5. Ensuring members within their scope of responsibility receive information about applicable mitigating actions.
- 5.1.6. Assign review officers in accordance with [Section 7.1](#).
- 5.1.7. Delegating authority, but not responsibility, for accomplishing the requirements of this section.

5.2. CAP Chief of Safety. The Chief of Safety (CAP/SE) is responsible for the following:

- 5.2.1. Reporting aircraft accidents and incidents as defined in [49 CFR Part 830](#) or [14 CFR Part 107.9](#) to the National Transportation Safety Board (NTSB), Federal Aviation Administration (FAA), or other government entity, as applicable.
- 5.2.2. Conducting, or designating the conduct of safety reviewing and action planning for any SSO meeting the definition of accident or incident in accordance with [49 CFR Part 830](#) or [14 CFR Part 107.9](#).
- 5.2.3. Conducting, or designating the conduct of safety reviewing and action planning for any SSO with national interest or implications.
- 5.2.4. Coordination with NHQ functional directorates to develop, implement/complete, and evaluate the effectiveness of mitigating actions with national interest.
- 5.2.5. Review and approve region supplements to this regulation.
- 5.2.6. Assign review officers in accordance with [Section 7.1](#).
- 5.2.7. Ensuring the National Operations Center (NOC) mishap notification email list is updated.

5.3. NHQ Functional Directorates. Each NHQ functional directorate is responsible for the following:

- 5.3.1. Incorporating references to applicable portions of this regulation in their directive and non-directive guidance for members in roles with a nexus to safety.
- 5.3.2. Accepting, revising, or declining recommended mitigating actions within the scope of their responsibilities in accordance with this regulation.

5.3.3. Implementing/completing accepted and revised mitigating actions applicable to their area of responsibility and authority

5.4. Safety Officers. Safety Officers (SE) in a duty assignment are responsible for:

5.4.1. Assisting members in safety notification and reporting to ensure all required information is provided to appropriate leadership and properly recorded in CAPSIS.

5.4.2. Assisting assigned review officers in conducting safety reviews and properly recording the information in CAPSIS.

5.4.3. Assisting commanders and other functional leadership (DO, AMO, CP, etc.) in implementing/completing mitigating actions.

5.4.4. Monitoring the implementation/completion status of mitigating actions where their region or wing is identified as the OPR.

5.4.5. Assign review officers in accordance with [Section 7.1](#).

5.5. Other Safety Roles. Members assigned to fulfill other safety roles, such as, but not limited to, activity directors, encampment commanders, activity safety officers, incident commanders, and mission safety officers, are responsible for:

5.5.1. Ensuring safety notification and recording is accomplished for missions, activities, or other events to which they are assigned.

5.5.2. Collecting information about an SSO occurring during their assigned mission, activity, or other event and reporting it to the member assigned overall responsibility (i.e., activity director, incident commander, encampment commander, etc.). [See Attachment 3: Safety Significant Occurrence Notification Guidelines.](#)

5.6. Review Officers. Review Officers (RO) are responsible for:

5.6.1. Verifying information recorded in CAPSIS is complete and accurate.

5.6.2. Conducting an assigned review of an SSO, including the following:

5.6.2.1. Collecting and evaluating information and/or conducting interviews as necessary that lead to constructing an event chain that describes the outcome and the events that led to it.

5.6.2.2. Identifying contributing and causal factors that led to an SSO.

5.6.3. Entering or uploading all review related information in CAPSIS.

5.6.4. Recommending mitigating actions and an OPR to address contributing and causal factors.

5.7. Member Responsibilities.

5.7.1. All members are responsible for cooperating with members assigned responsibilities for safety reporting, reviewing, and action planning.

5.7.2. Senior Members are responsible for actively participating in the safety reporting, reviewing, and action planning processes.

5.7.3. Senior members are responsible for providing notification of SSOs and non-SSO hazards in accordance with this regulation and any applicable supplement or operating instruction.

6. Safety Reporting. Refer to the definition for [Safety Reporting](#) which includes both notification and recording of SSOs and [Attachment 4: Safety Reporting, Reviewing, and Action Planning](#) for additional supporting guidance.

6.1. Required Reporting. Except as excluded under [Section 6.2](#), the following SSOs must be reported when occurring or were suspected to have occurred during a CAP mission, activity, or other event and involving either a CAP member or non-member:

6.1.1. Report damage to any aircraft

6.1.2. Report damage to any vehicle.

6.1.3. Report damage to any facility.

6.1.4. Report any injury or illness.

6.1.5. Report the following near misses. Please note that region commanders must ensure notification of the following near miss occurrences to the National Operations Center via phone call (1-888-211-1812) using the guidance in [Attachment 3: Safety Significant Occurrence Notification Guidelines](#) of this regulation:

6.1.5.1. Report all engine-related malfunctions or failures occurring from the beginning of the takeoff roll until the airplane has cleared the runway following landing.

6.1.5.2. Report any instance of an airplane or glider making an off-airport landing regardless of the cause.

6.1.5.3. Report a near mid-air collision (NMAC) anytime another aircraft's, including sUAS, in-flight proximity created a potential collision hazard.

6.1.5.4. Report all situations where a person attempted to inflict self-harm or attempted to harm another person.

6.1.5.5. Report any dropped objects that were attached to an aircraft or vehicle (e.g., camera, sensor pod, etc.).

6.1.5.6. Report any occurrence where an airplane or glider unintentionally departs a runway surface.

6.1.5.7. Report all instances where a pilot declared an emergency, whether actual or precautionary, because of an aircraft-related malfunction.

6.1.5.8. Report any instance where a vehicle unintentionally departed a roadway surface, regardless of the cause.

6.2. Safety Reporting Exclusions. The following may be excluded from the safety reporting requirements outlined in [Section 6.1](#).

6.2.1. Damage to STEM-kit drones is not subject to safety reporting requirements.

6.2.2. sUAS propeller damage is not subject to safety reporting requirements.

6.2.3. Minor damage (i.e., scratches, small dents, etc.) caused by bird or other wildlife strikes involving aircraft or vehicles is not subject to safety reporting requirements, except if resulting in a reportable aircraft accident or incident in accordance with [Section 6.5](#), or resulting in an injury to a person.

6.2.4. Aircraft or vehicle mechanical discrepancies that do not meet the near miss reporting requirements of [Section 6.1.5](#).

6.3. Initial Safety Notification Requirements.

6.3.1. **CAPSIS must not be identified nor used as the initial or primary means of providing or receiving initial notification of an SSO.**

6.3.2. Members who discovered, observed, or were involved in an SSO must notify the member responsible for the mission, activity, or other event during which the SSO occurred (i.e., activity commander/director, encampment commander, incident commander, unit/wing commander).

6.3.3. Members discovering an SSO where the mission, activity, or other event in which it occurred is not known, must notify their unit/wing commander in accordance with the applicable region supplement to this regulation.

6.3.4. Activity directors, encampment commanders, and incident commanders must provide notification of any SSO occurring during a mission or activity to which they are assigned to the unit or wing commander(s) of the members and/or equipment involved.

6.3.5. Activity directors, encampment commanders, and incident commanders must provide immediate notification to a member's emergency contact (CAPF 161) when that member is seriously injured, becomes seriously ill, or is otherwise incapacitated.

6.3.6. For missions, activities, or other events that do not require the assignment of an activity director, encampment commander, or incident commander, the unit, wing, or region commander is responsible for immediate notification to a member's emergency contact when that member is seriously injured, becomes seriously ill, becomes otherwise incapacitated, is involved in a reportable aircraft accident, or is involved in a vehicle accident.

6.3.7. Unit or wing commanders receiving notification of an SSO from a member must provide notification to their next level commander per that region's supplement to this regulation.

6.4. Notifications Pertaining to Death, Serious Injury, or Serious Illness. Region commanders are responsible for ensuring immediate notification to the National Operations Center (NOC) via phone call (1-888-211-1812) of death, serious injury, or serious illness occurring during a CAP mission, activity, or other CAP event using the guidance in [Attachment 3: Safety Significant Occurrence Notification Guidelines](#) of this regulation.

6.4.1. **In-Person Visit/Notification Upon Member Death.** Unless expressly declined by surviving next of kin, a commander or a designee accompanied by another key member (usually a chaplain) must conduct an in-person visit to the next of kin upon a member death occurring during a CAP mission, activity, or other event.

6.5. Notifications Pertaining to Aircraft Accidents and Incidents. Region commanders are responsible for ensuring immediate notification to the NOC via phone call (1-888-211-1812) of all SSOs defined as

an accident or incident in accordance with [49 CFR Part 830](#), or that meet the small, unmanned aircraft (sUAS) accident reporting requirements of [14 CFR Part 107.9](#), using the guidance in [Attachment 3: Safety Significant Occurrence Notification Guidelines](#) of this regulation. The following requirements also apply:

6.5.1. The Civil Air Patrol is the owner/operator of all CAP aircraft. CAP/SE or their designee, as a primary representative for CAP, has sole responsibility for reporting CAP aircraft accidents and incidents to the NTSB, FAA, or other government entities, as applicable.

6.5.2. Members involved in an SSO while participating in a CAP mission or activity must not self-notify a government entity regarding any accident or incident without coordinating with CAP/SE.

6.5.3. Members should fully cooperate with NTSB and FAA representatives if they are contacted and must provide those representatives with contact information for CAP/SE as the official CAP point of contact.

6.5.4. CAP members must not speak to the media on behalf of CAP or speculate as to the nature or cause of an accident or incident and must refer all media inquiries to CAP/SE or CAP Marketing and Communications.

6.5.5. Posting information pertaining to CAP SSOs on any social media or similar platform is prohibited.

6.6. CAPSIS Occurrence Entry. All SSOs as defined by [Section 6.1](#) of this regulation must be recorded in CAPSIS as soon as possible but not more than 48 hours after the SSO or after discovering evidence of an SSO.

6.7. Non-SSO Hazard Reporting. Members are encouraged to record non-SSO hazards or make safety suggestions in the “Make a Suggestion / Report a Hazard” menu item in CAPSIS.

6.7.1. **Disposition of Recorded Non-SSO Hazards.** Commanders must ensure that all non-SSO hazard recorded for their area of responsibility are evaluated and then accepted, revised, or declined with rationale recorded in the appropriate application in CAPSIS.

6.8. Other Notifications. The following safety-related notifications should be made by a commander via phone call to CAP’s National Operations Center (1-888-211-1812) but should not be recorded in CAPSIS unless they also meet the criteria in [Section 6.1](#) of this regulation.

6.8.1. **Media Attention.** Any event that could receive widespread visibility or media attention, especially if it could bring negative attention to CAP.

6.8.2. **Safety Stand Downs.** Anytime a wing or region commander decides to suspend operations of a type of CAP mission, or suspend the operations of CAP aircraft or vehicles, based on SSOs or any safety concerns.

6.8.3. **Government Inquiries.** Anytime there is a non-routine safety-related inquiry from a Federal, state, or local government official regarding a specific CAP activity or occurrence.

6.8.4. **Military or Uniformed Service Inquiries.** Anytime there is an inquiry from a General Officer or equivalent civilian (e.g., member of the Federal Senior Executive Service) of any military or other uniformed service, including the National Guard, Coast Guard and Public Health Service, related to any CAP SSO or other safety concern.

6.8.5. Lost Link or Fly Away. Any sUAS lost link or fly away when the airframe cannot be recovered.

7. Safety Reviewing. Safety reviews are required on all SSOs meeting the criteria in [Section 6.1](#) of this regulation except those that are closed as “First Aid Only” by the responsible region or wing commander or director of safety. Refer to [Attachment 4: Safety Reporting, Reviewing, and Action Planning](#) for additional supporting guidance for safety reviewing.

7.1. Review Officer Assignment. Responsibilities for assigning review officers are as follows:

7.1.1. Wing. Except as defined in Paragraph 7.1.3. of this section, wing commanders or their directors of safety must assign at least a primary review officer for SSOs occurring during missions, activities, accredited programs (see [CAPR 60-1](#), Section 8.5.), or other events for which the wing is responsible or is hosting regardless of the members in attendance or the geographic location where it is held.

7.1.1.1. When an SSO involves members or equipment from a wing other than the one responsible for the mission, activity, accredited program, or other event, a review officer from those wings may be assigned to support review and analysis of the SSO following coordination with the applicable wing commander or their director of safety.

7.1.2. Region. Except as defined in Section 7.1.3. of this regulation, region commanders or their directors of safety must assign at least a primary review officer for SSOs occurring during missions, activities, accredited programs (see [CAPR 60-1](#), Section 8.5.), or other events for which the region is responsible or is hosting regardless of the members in attendance or the geographic location where it is held.

7.1.2.1. When an SSO involves members or equipment from a region other than the one responsible for the mission, activity, accredited program, or other event, a review officer from those regions may be assigned to support review and analysis of the SSO following coordination with the applicable region commander or their director of safety.

7.1.3. CAP/SE. CAP/SE, or a delegated staff member, assigns review officers for SSOs occurring under the following conditions:

7.1.3.1. National Cadet Special Activities or National Emergency Services Activities regardless of the members and equipment involved or the geographic location where it is held.

7.1.3.2. Any accident or incident that is reportable to the NTSB, FAA, or other regulatory or law enforcement agency.

7.1.3.3. Any SSO involving a wing or region commander.

7.1.3.4. Any SSO involving volunteer members of the national staff.

7.1.4. In the event of an SSO beyond the scope of the conditions of this section, CAP/SE, in consultation with the affected region commander and director of safety, will determine the review officer assignment responsibility.

7.2. First Aid Exception. SSOs involving an injury or illness for which first aid is the only treatment received may be closed by the region or wing commander or director of safety without conducting a

full safety review. Examples of what constitutes first aid can be found in [OSHA Regulation 1904.7\(b\)\(5\)\(ii\) A through N](#).

7.3. Review Officer Requirements. Review officers must complete CAP Safety's "Reviewing a Safety Significant Occurrence" course in AXIS prior to being assigned to review an SSO. **Other than when they were strictly a witness, review officers are prohibited from reviewing an SSO in which they were involved.**

7.4. Review Process Time Limits. Unless an extension with justification is requested from and approved in writing by the primary review officer's commander, safety reviews must be completed within 60 days of the SSO or within 60 days of the date when evidence of an SSO was discovered.

7.5. Use of Review Information. The safety review process is *not* a formal investigation. Any opinions or summaries offered by the review officer(s) are for those purposes only and are not intended to be factual evidence in any civil or criminal proceeding, potential CAP disciplinary action, or in the determination of liability.

7.6. Protection of Review Information. Information collected and used in the review of SSOs is sensitive in nature and must be protected from inadvertent release. The following guidelines apply:

7.6.1. All information entered or uploaded into CAPSIS is considered confidential as defined in [CAPR 1-3, Disclosure of Confidential Information by Volunteer Members](#), and for the sole purpose of reviewing CAP SSOs and reducing their likelihood. All other uses are prohibited and must be reported to CAP/SE if observed.

7.6.2. Information downloaded from CAPSIS is subject to Personally Identifiable Information (PII) protection standards as outlined in [CAPR 1-2\(I\), Personally Identifiable Information](#).

7.6.3. Safety officers at all levels, review officers assigned to an SSO, and members providing technical or subject-matter-expert support for an SSO review are prohibited from serving in a role as an investigator for a related Report of Survey.

7.6.4. Safety officers at all levels and review officers assigned to an SSO are prohibited from sharing the following in connection with a Report of Survey investigation: any verbal or written statements from members involved or witnesses, event chain information, contributing or causal factors, and/or mitigating actions and their justifications associated with an SSO.

7.6.5. Members serving in a role pertaining to a Report of Survey investigation, including commanders, are prohibited from using information obtained during an SSO review to determine the outcome of a Report of Survey.

7.6.6. Commanders may provide factual information associated with [Attachment 3: Safety Significant Occurrence Notification Guidelines](#): Items 1 through 5, in the initiation of a Report of Survey investigation.

7.6.7. All requests for release of safety information must be referred to CAP/SE for approval.

7.7. Secure Digital Data Cards. Data from Secure Digital (SD) Cards, such as those of the G1000, is not permitted to be used as information in a safety review or report of survey without written consent from CAP/SE in coordination with CAP/DO, CAP/LG, and CAP/GC.

8. Safety Action Planning. Once contributing and causal factors for an SSO have been identified, review officers will recommend mitigating actions intended to address those factors and select an office of primary responsibility (OPR) with the decision-making authority for implementation/completion of each action. At least one mitigating action must be recommended for each causal factor. Refer to [Attachment 4: Safety Reporting, Reviewing, and Action Planning](#) for additional supporting guidance for safety action planning.

8.1. Mitigation Acceptance. Once the review officer has submitted recommended actions, commanders and identified NHQ OPRs must accept, return, revise, or decline recommended actions using the process in CAPSIS.

8.1.1. Wing and region commanders may delegate authority for accepting, returning, revising, or declining mitigating actions to their director of safety.

8.1.2. For actions that are returned, revised, or declined, justification must be provided in CAPSIS.

8.1.3. Region or wing commanders, directors of safety, and CAP/SE may return action plans if additional information is needed from the review officer.

8.2. Mitigation Implementation. Once mitigating actions are accepted or revised, commanders and identified NHQ OPRs are responsible for entering planned and actual implementation/completion dates in CAPSIS for those recommended actions accepted or revised by them. Refer to [Attachment 4: Safety Reporting, Reviewing, and Action Planning](#) for additional supporting guidance for safety action planning and validation.

8.2.1. Implementation/completion dates associated with mitigating actions must not extend beyond 120 days after the SSO or from the date evidence of the SSO was discovered unless approved in writing by the region commander or the region director of safety

8.2.2. Implementation/completion dates associated with mitigating actions for SSOs with national interest or implications accepted/revised by an NHQ functional directorate must not extend beyond 120 days after the SSO or from the date evidence of the SSO was discovered unless approved in writing by CAP/SE.

Edward D. Phelka
Major General, CAP
Commander

Attachment 1: Compliance Elements

Checklist and Tab	#	Compliance Question	How to Verify Compliance	Discrepancy Write-up	How to Clear Discrepancy
CI E-2	01	Does the region have a current, approved safety reporting supplement as required by CAPR 160-2, section 3.3	Current, approved region supplement is available in the “Approved Supplements, Operating Instructions, and Waivers” section of www.gocivilairpatrol.com	Current, approved region supplement is not available in the “Approved Supplements, Operating Instructions, and Waivers” section of www.gocivilairpatrol.com .	Region submits a safety reporting supplement and receives approval from CAP/SE.
CI E-2	02	Can the region SE determine if there are any overdue mitigating actions in accordance with CAPR 160-2, paragraph 8.2.1?	Region SE can locate the CAPSIS dashboard and can identify actions with any past due implementation dates in accordance with CAPR 160-2, paragraph 8.2.1.	Region SE cannot locate the CAPSIS dashboard or cannot identify actions with any past due implementation dates in accordance with CAPR 160-2, paragraph 8.2.1.	Region SE reaches out to another region SE or to CAP/SE for guidance on locating CAPSIS dashboard or for identifying past due implementation dates for mitigating.
CI E-2	03	Can the region SE determine whether any review timelines are longer than 60 days in accordance with CAPR 160-2, paragraph 7.4?	Region SE can locate the CAPSIS dashboard and identify any reports with review timelines longer than 60 days in accordance with CAPR 160-2, paragraph 7.4	Region SE cannot locate the CAPSIS dashboard or cannot identify reports with review timelines longer than 60 days in accordance with CAPR 160-2, paragraph 7.4	Region SE reaches to another region SE or to CAP/SE for guidance on locating the CAPSIS dashboard or for identifying reports with review timelines longer than 60 days.

CI E-2	04	Can the Wing SE locate the region's most current safety reporting supplement required by CAPR 160-2, section 3.3?	Wing SE locates the region's most current supplement in the "Approved Supplements, Operating Instructions, and Waivers" section of www.gocivilairpatrol.com and	Wing SE cannot locate the current region safety reporting supplement from the www.gocivilairpatrol.com website.	Wing SE reaches out to region SE to determine status and location of region safety reporting supplement.
CI E-2	05	Can the wing SE determine if there are any overdue mitigating actions in accordance with CAPR 160-2, paragraph 8.2.1?	Wing SE can locate the CAPSIS dashboard and can identify actions with any past due implementation dates in accordance with CAPR 160-2, paragraph 8.2.1.	Wing SE cannot locate the CAPSIS dashboard or cannot identify actions with any past due implementation dates in accordance with CAPR 160-2, paragraph 8.2.1.	Wing SE reaches out to region SE for guidance on locating CAPSIS dashboard or for identifying past due implementation dates for mitigating actions.
CI E-2	06	Can the wing SE determine whether any review timelines are longer than 60 days in accordance with CAPR 160-2, paragraph 7.4?	Wing SE can locate the CAPSIS dashboard and identify any reports with review timelines longer than 60 days in accordance with CAPR 160-2, paragraph 7.4	Wing SE cannot locate the CAPSIS dashboard or cannot identify reports with review timelines longer than 60 days in accordance with CAPR 160-2, paragraph 7.4	Wing SE reaches region SE for guidance on locating the CAPSIS dashboard or for identifying reports with review timelines longer than 60 days.
SUI E-2	01	Is the Unit SE knowledgeable of how to report a safety significant occurrence in CAPSIS in accordance with CAPR 160-2, section 6.6.?	Unit SE logs into eServices and locates the "Report an Occurrence" menu option in CAPSIS and demonstrates entering an actual or fictional safety significant occurrence in accordance with CAPR 160-2, section 6.6..	Unit SE was unable to locate the "Report an Occurrence" menu option or was unable to demonstrate the steps for entering an SSO in accordance with CAPR 160-2, section 6.6..	Unit SE completes the "Reporting a Safety Significant Occurrence" course in AXIS LMS.

SUI E-2	02	Is the Unit SE knowledgeable of required reporting in accordance with <u>CAPR 160-2, section 6.1.</u>	Unit SE recites or locates the list of required safety reporting in <u>CAPR 160-2, section 6.1.</u>	Unit SE cannot locate the list of required safety reporting in <u>CAPR 160-2, section 6.1.</u>	Unit SE reaches out to another unit SE or to the wing SE for guidance on locating the list of required safety reporting in <u>CAPR 160-2, section 6.1.</u>
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Attachment 2: Terms and Definitions

1. **Action Planning.** The process of recommending, accepting, or revising a specific action or set of actions to address contributing and causal factors associated with a safety significant occurrence (SSO).
2. **Causal Factor.** The factor or factors that primarily led to an SSO and, if addressed, could reduce its likelihood in the future.
3. **Commander.** A member assigned or delegated leadership responsibility and authority for a chartered unit.
4. **Contributing Factor.** The human, non-human factors, and/or other factors that contributed to an SSO.
5. **Damage.** Any physical harm, breakage, marring, or unintended change to a vehicle, aircraft, facility, or any other piece of real or personal property. This includes any damage to CAP property or damage to non-CAP property that occurred during a CAP activity or mission.
6. **Event Chain.** A series of events culminating in an SSO. Events are observable snapshots reflecting facts that describe actions, inactions, or other events that led to an SSO.
7. **First Aid Only.** An SSO report designation where a member was injured or became ill but did not receive medical treatment beyond the immediate first aid care following the injury or illness. The actual location at which the first aid was provided is not a factor, whether on site or at a medical facility.
8. **Hazard.** Source of damage, injury, or illness.
9. **Human Factor.** Factors that contributed to an SSO which relate to interactions between humans and the elements of a system.
10. **Illness.** Evidence of an acute or chronic disease or sickness or aggravated pre-existing illness that occurred during a CAP activity or mission.
 - a. **Serious Illness.** Illness resulting in hospitalization.
11. **Injury.** Evidence of internal or external physical trauma or damage to the body and/or evidence of an aggravated pre-existing injury that occurred during a CAP activity or mission.
 - a. **Serious Injury.** Injury resulting in hospitalization.
12. **Mitigating Action.** A defined task or change expected to reduce the future likelihood of an SSO.
13. **Near Miss.** An SSO that did not, but could have resulted in damage to an aircraft, vehicle, or facility, and/or injury or illness to a person.
14. **Non-human Factor.** Factors beyond human control that contributed to or caused an SSO.
15. **Non-SSO Hazard.** Potential source of damage, illness, or injury that is not associated with an observed outcome. [See Paragraph 6.8.](#)

16. **Office of Primary Responsibility (OPR).** The region, wing, or NHQ functional directorate with the responsibility and authority to implement a mitigating action.
17. **Safety Reporting.** The notification and recording processes of safety significant occurrences, observed hazards, and other hazard-revealing events.
 - a. **Notification.** An action to quickly bring awareness of an SSO to a government entity, CAP leadership, or to a member with overall responsibility for a mission, activity or other event. Notification usually occurs through the chain of command and, when applicable, the National Operations Center and then to CAP-USAF.
 - b. **Recording.** The process of entering SSO information into the CAP Safety Information System (CAPSIS). **CAPSIS does not serve as a means of notification in accordance with the above definition.**
18. **Safety Review.** A thorough analysis of reported SSOs to ensure hazards are identified, risks are assessed, and mitigating actions are recommended.
19. **Safety Significant Occurrence.** Any observed outcome occurring during a CAP mission, activity, or other event that resulted in or could have resulted in damage to equipment or a facility, injury to a member, and/or a member's illness.

Attachment 3: Safety Significant Occurrence Notification Guidelines

1. **Who:** List of CAP members and CAPIDs and names of non-members involved in the mishap, including persons affected, any injuries sustained, illnesses experienced, witnesses, pilot and all individuals onboard an aircraft, or driver and all passengers in a vehicle.
2. **What:** Brief synopsis of what occurred, equipment involved, damage sustained, vehicle ID, aircraft tail number, and region, wing, or NHQ directorate responsible for the equipment. Confirm whether operation was a CAP Air Force Assigned Mission or Corporate Mission (mission number and/or mission symbol), if applicable
3. **When:** Date, approximate local time, and time zone in which the event occurred.
4. **Where:** Where did the mishap occur? Airport identifier or cardinal direction and distance from nearest airport, intersection/highway and town/city, or physical addresses. Provide the specific name of the CSA, NCSA, NFA, or Encampment.
5. Local or national media attention, if known.
6. A brief synopsis of any significant mission impact to the CAP Region/Wing or operational mission.

Attachment 4: Safety Reporting, Reviewing, and Action Planning Resources

The following non-directive guidance materials are available on the [CAPSIS Webpage](#) to support the roles and responsibilities of this regulation. Training is also available in AXIS LMS.

Safety Reporting Checklists and Worksheets

- Encampment and Activity Safety Reporting Checklist
- Emergency Services Mission Safety Reporting Checklist
- Other Event or Mission Safety Reporting Checklist
- SSO Information Collection Worksheet

[Safety Reporting Guide](#) contains information pertaining to the following

- Where should safety reports be made?
- Who should make safety reports?
- What if I need to enter a report for training or specialty track purposes?
- When should reports be made in CAPSIS?
- What terms are associated with safety reporting?
- What information should members report?

[Safety Reviewing Guide](#) contains information pertaining to the following:

- What terms are associated with safety reviewing?
- Who should review safety significant occurrences?
- Is the initial report complete and accurate?
- How should a safety review be conducted?
- Contributing factors
- Causal factors

[Safety Action Planning Guide](#) contains information pertaining to the following:

- Action to address non-human factors
- Actions to address human factors
- Determine the office of primary responsibility
- Justification
- Accepting, revising, or declining recommended actions
- Implementing/completing accepted or revised actions

[Review Officer Guide](#) contains information pertaining to the following:

- CAP's safety culture
- Terms and definitions
- Verifying the initial report
- Collecting information
- Constructing the event chain
- Analyzing the information
- Recommending mitigating actions