**Mishap Review Questions**

**Minor Vehicle Mishaps**

This worksheet will help you use the Five M method to gather data when reviewing a minor vehicle mishap. These may include minor fender-benders, backing a vehicle into an obstacle or other vehicle, or other slow-maneuvering mishaps. Every mishap is unique and represents one or more risks that need to be addressed. These questions are just a starting point to gather data before filling out the Mishap Review Template. Look at all factors and how they might have influenced this mishap.

**Members** – *Review all the ways the member(s) might have influenced the mishap*

*- Was the driver experienced in this type of vehicle? This type of maneuver?*

*-- Consider specialty vehicles, trailers, large vans, etc.*

*- Did the driver have the appropriate CAP license?*

*- Was the driver fatigued? Distracted? Pre-occupied with phone? Radio? Other?*

*- Were other passengers quiet? Distracting? Helping?*

*- If it was a parking, backing or maneuvering mishap, consider the following:*

*-- Was a spotter used? If not, why not?*

*-- If a spotter was not used, did the member survey the area for clearance before*

*beginning to drive? If not, why not?*

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**Media** – *Were weather or roads a factor in the mishap?*

*- Were the roads wet? Dry? Gravel? Paved?*

*- Was it raining? Snowing? Glare from sun? Night? Well lit?*

*- Was traffic heavy? Parking lot full? Maneuvering space limited? Obstacles?*

*- Was view obscured by objects inside or outside of vehicle?*

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**Machine** – *How did the vehicle affect the mishap?*

*- What was the general condition of the vehicle prior to the mishap? Well maintained?*

*-- Obtain the Form 73 to include in review? When was it accomplished last?*

*- Any mechanical issues that affected the mishap?*

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**Mission/Activity** – *Consider the overall mission, but also the task being performed at the time of the mishap.*

*- Was a risk assessment conducted for this vehicle movement? Consider what could go wrong?*

*-- Was a risk control plan developed and used? Where did it break down?*

*- How long was the member driving or operating the vehicle?*

*- Were there sufficient rest stops, or other drivers if needed?*

*- Did the driver brief the other passengers on what was expected of them?*

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**Management** – *Review all applicable guidance for the activity and vehicle operations*

*- Is there any wing/region/national guidance that addresses this mishap situation?*

*-- Was the guidance followed?*

*-- If not, was the guidance unclear, confusing, or not known by the driver?*

*- Is there a need for guidance or training to address this situation?*

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**Mishap Summary** -- *Summarize the sequence of events that led up to and resulted in the mishap. Describe how each factor included in your Data Summary may have contributed to the mishap*

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**Causal Factors** -- *List the one or more causal factors; if not for these one or two specific events, the mishap would not have occurred. See CAPR 160-2, paragraph 6.8.3.1.*

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**Contributing Factors** -- *Contributing factors are preconditions or situations, found in your review of the Five Ms, which set the stage for the causal factor and the mishap or increased the severity or scope of the mishap. These are the areas where improvements or additional risk controls may be directed.*

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**Non-Factor Worthy of Discussion (NFWOD)** -- *List other issues or weaknesses that were discovered during the review process. These may not have contributed to this mishap but could be targets for improvement or new risk controls.*

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**Recommendations** – *As the Review Officer, you are very familiar with this mishap. Make recommendations on how to address contributing factors and help prevent similar mishaps.*

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