



CAPSIS FAQs

What is CAPSIS?

CAPSIS stands for Civil Air Patrol Safety Information System. The system is the upgrade to SIRs, but it's also a more inclusive change to how we manage safety information and communications within CAP's Safety Management System. Basically, CAPSIS is intended to host a consolidated collection of important safety links and applications.

What kind of information will I be able to find in CAPSIS?

Members will be able to access the following from the CAPSIS menu:

Safety Reporting, Regional Reporting Supplements, Safety Report Updates (including adding statements), Make Safety Suggestions, Manage Safety Reports, Safety Worksheets, Risk Assessments, Contributing and Causal Factor Analysis, CAPSIS Guides, Safety Regulations, Safety Pamphlets, Safety Education, and more!

The menu of options will evolve as we monitor feedback and member needs over time.

Will all this functionality be available right away?

CAPSIS "1.0" will feature changes to how safety reports are entered, reviewed, and how action planning and tracking is accomplished. Later iterations of the system will incorporate new functionality for safety education reporting and tracking, as well as safety risk management. CAPSIS "1.0" will also feature more links to safety information and communication without having to switch back and forth between eServices and the CAPSafety website at www.gocivilairpatrol.com.

When will CAPSIS launch?

CAPSIS will launch on 28 Jun 2022. At that time, all safety reporting will be turned off in SIRs and transition to CAPSIS. Safety Reviews and Corrective Action planning can still occur in SIRs reports until they are closed. After all SIRs reports are closed, SIRs will no longer be available.

What if there is a safety significant occurrence (SSO) at an activity that begins before the launch date and does not end until after that?

We expect some activities will begin before 28 Jun 2022, and will not end until after that date. If an SSO occurs at such an event before the launch date, reporting can wait until CAPSIS launched on 28 Jun. **REMEMBER to still report the SSO to your safety officer, commander, and/or National Operations Center, as applicable.**

What new terms are associated with the system?

The one new term we've introduced is Safety Significant Occurrence. This term is intended to encompass damaged equipment, injuries, illnesses, and near misses. We will still retain the term mishap; however, the term will no longer be referenced directly in safety reporting – only in regulations and guidance material. Members making safety reports simply follow the system prompts, make selections, and enter requested information; the system will do the rest.

What will happen to non-mishap reportable events?

Since NMREs most often involve aircraft mechanical malfunctions that do not result in damage, pilots are responsible for entering them into AMRAD. The National Safety Team will review these events along with other safety data to determine if there are trends that may need to be addressed. **If a mechanical malfunction meets the definition of a "Near Miss," these must still be reported in CAPSIS.**

Will there be a revision to any safety regulations associated with the CAPSIS launch?

A comprehensive revision to CAPR 160-2 will be published as soon as possible after 28 Jun 2022.

Will the command team have access to the data being entered?

Every member of the command team will have access to general information about SSOs – such as the number, types of mishaps, and generalized contributing factors. Only the commander and the safety officer will be able to view specific information about SSOs – such as members involved, the review and analysis, and actions planned.

When will training be available on CAPSIS?

We are posting training for CAPSIS on the [CAPSIS webpage](#) and then in AXIS LMS. The [CAPSIS webpage](#) will provide the most current information on training availability.

What is the most significant change in going from SIRS to CAPSIS when it comes to safety reports?




There are three significant changes we've made to the steps in managing safety reports:

1. There is no more Step 2 phase – members making safety reports are responsible for following their region supplement and working with their squadron, wing, or region safety officer (as applicable) to ensure reports contain relevant and adequate information. Following the initial entry, the appropriate level commander or, if delegated, the director of safety, appoints a review officer to begin the safety review process. The review officer continues to fill in needed information to complete the initial reporting and review and analysis processes. The [Safety Reporting Guide](#) is available on the CAPSIS webpage for more information.
2. Human factors analysis – human factors get introduced as part of the review and analysis phase. These factors allow for more accurate identification of contributing factors and their underlying

causes. The descriptions for these factors can be found on the CAPSIS webpage in the [Safety Reviewing Guide](#).

3. Action recommendations to commanders and national headquarters functional directors – to address potential safety concerns at the system level, review officers can select recommended actions that provide notification to applicable national headquarters functional teams who can then review the recommendations to determine if changes to directive or non-directive guidance are needed to address a safety concern. The [Safety Action Planning and Validation Guide](#) is available on the CAPSIS webpage for more information.

What are the phases and steps associated with safety report in CAPSIS?

CAPSIS Safety Reporting, Reviewing, and Action Planning Process		
Phases	Steps	Tools
Reporting 	<ol style="list-style-type: none"> 1. Report safety significant occurrence (SSO) per region supplement 2. Report safety significant occurrence (SSO) in CAPSIS 	<i>Region supplement to CAPR 160-2 Safety Reporting Guide</i>
Reviewing 	<ol style="list-style-type: none"> 3. Determine what happened 4. Define the contributing human and non-human factors 5. Select the cause categories and causal factors 	<i>Safety Reviewing Guide Factors Analysis Worksheet</i>
Action Planning 	<ol style="list-style-type: none"> 6. Select recommended mitigating actions 7. Determine Office of Primary Responsibility (OPR) 8. Provide justification for selected action 9. Submit recommended action plan 10. Accept, revise, or decline recommended action 	<i>Safety Action Planning and Validation Guide</i>
Validating	<ol style="list-style-type: none"> 11. Provide date of implementation for action item 	<i>Safety Action Planning and Validation Guide</i>

