



Civil Air Patrol Safety

***CAPSafety Information System (CAPSIS)
Safety Reporting***





Objectives



Introduce the terms associated with safety reporting



Review the information that reporting members can provide





Terms

Safety Significant Occurrence (SSO)





Terms

Safety Significant Occurrence (SSO)

Damage





Terms

Safety Significant Occurrence (SSO)

Damage

Injury





Terms

Safety Significant Occurrence (SSO)

Damage

Injury

Illness





Terms

Safety Significant Occurrence (SSO)

Damage

Injury

Illness

Near Miss





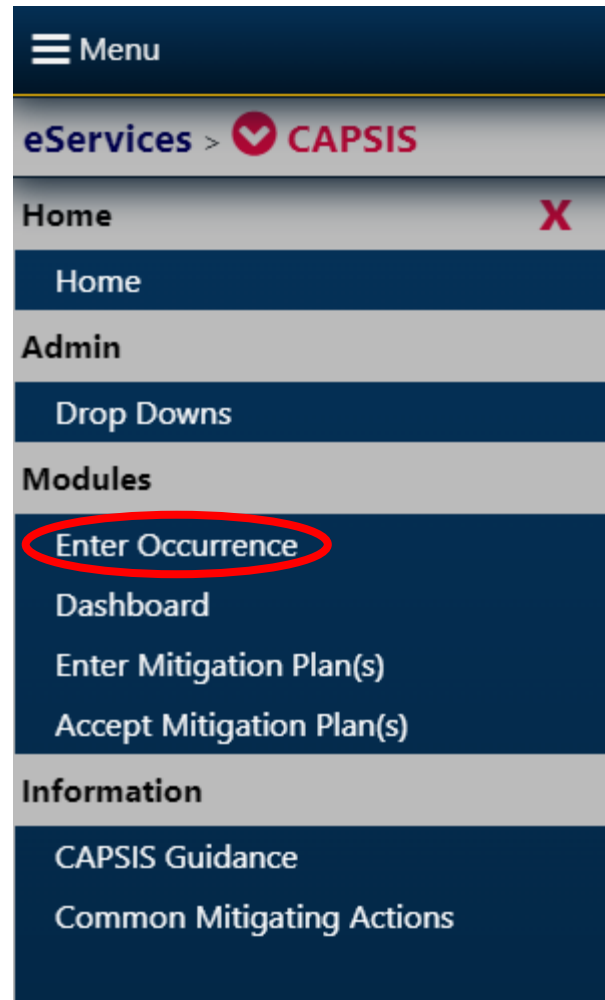
Terms

NTSB Reportable Accident or Incident





Safety Reporting Steps





Safety Reporting Steps

1

Step 1. Follow your region supplement

- Your region supplement outlines your internal requirements for safety reporting.
- [Approved Supplements and OIs by Region | Civil Air Patrol National Headquarters \(gocivilairpatrol.com\)](https://www.gocivilairpatrol.com)





Safety Reporting Steps

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2

Step 2. Talk with your Safety Officer

- Your safety officer can help you report relevant information
- Relevant reporting reduces workload





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3

Input information in CAPSIS

- Follow the guidance in the Safety Reporting Guide and the reporting prompts
- Fill in as much information as known within 48 hours





What should members report?

General Activity Individuals Resources Attachments

General

This entry is used for Specialty track or for Training

General Information

Account – (Briefly describe what happened)

Was this a near miss?

Date and Local Time Unknown

mm/dd/yyyy --:-- --

Location Information Unknown

State: --Select One-- City:

Airport:





General

This entry is used for Specialty track or for Training





Account – (Briefly describe what happened)

A large, empty rectangular text box with a thin grey border, intended for the user to provide a brief account of the incident. It is located within a larger yellow-bordered frame.





Date and Local Time **Unknown**

mm/dd/yyyy --:-- --





Location Information ■ Unknown

State

City

Airport





General **Activity** Individuals Resources Attachments

Activity

Activity Type

--Select--

Responsible Wing/Unit

Which Wing/Unit had responsibility for the mission or activity in which the SSO happened?

--Select One--





Activity Type

--Select--



Activity Type

NFA



NCSA/NESA/NFA Event

--Select One--



Mission/Sortie

Mission # Search

Sortie



Activity Type

WMIRS - Mission/Sortie



Mission/Sortie

Mission # Search

Sortie





Responsible Wing/Unit

Which Wing/Unit had responsibility for the mission or activity in which the SSO happened?

--Select One--





General Activity **Individuals** Resources Attachments

Individuals

Individual

CAP Member? Search for User (CAPID or Name)

Yes No

Enter CAPID or Name

First Name

Last Name

Individuals involved in SSO

-Injured -Illness -Witness -Follow Up -Witness Statement

Name and CAPID





Individual

CAP Member?
Yes No

Search for User (CAPID or Name)

First Name

Last Name





John Doe Indi	What was the nature of the injury (select all that apply)
	--Select--
Did This Perso	What was injured? (select all that apply)
--Select--	--Select--
Did this perso	Did this person experience an illness?
--Select--	--Select--
Was this perso	What was the person doing when they experienced the illness or injury?
--Select--	--Select--





Was this person a Witness to the SSO?

--Select--



Follow Up

--Select--





Individuals involved in SSO

-Injured
 -Illness
 -Witness
 -Follow Up
 -Witness Statement

Name and CAPID	Remove?
John Doe (N/A)	





General Activity Individuals **Resources** Attachments

Resources

Resource

Resource Type

--Select--

Add Resource to SSO

Resources involved in SSO

Resource Type	Owner





Resource

Resource Type

--Select--

Add Resource to SSO





Who owns the aircraft?

--Select--



Who was onboard or operating the aircraft?

Person

--Select--



Role

--Select--



Name

Role

What type of aircraft was involved?

--Select--



Registration

Type





General

Activity

Individuals

Resources

Attachments

Attachments

Select Files (3MB max file size each)

Or drag files into dashed area.

Search:

File Name

Description

Date Submitted

Uploaded By

No data available in table





Thank you!

