

E-2 SAFETY

Questions

Type	#	Topic/Detailed Question	How to verify compliance	Discrepancy Write up	How to Clear
SUI	01	Has the SE completed the on-line Safety Technician Lesson and Exam (previously called basic safety course and test)?	Compare eServices appointment date with completion of on-line Basic or Technician Safety Course and test. If not previously accomplished must be completed within 90 days after appointment	(Discrepancy): [xx] (E2 Question 1) Unit SE did not complete Basic or Technician Safety Course and test within 90 days after assignment as Unit SE IAW CAPR 62-1 para 3d(15).	Complete the on-line Technician Safety Course and test. Attach a copy the Individual Safety Training record to the discrepancy in the Discrepancy Tracking System (DTS).
CI	01	Has the SE completed the on-line Safety Technician Lesson and Exam (previously called basic safety course and test)?	Compare eServices appointment date with completion of on-line Safety Technician Lesson and Exam (Individual Safety Training Record). NOTE: For individuals who completed the course before it was in electronic format or if someone has never completed the training, they should complete the on-line lesson and exam. If not previously accomplished must be completed within 90 days after appointment	(Discrepancy): [xx] (E2 Question 1) Wing SE did not complete Safety Technician Lesson and Exam after assignment as Wing SE IAW CAPR 62-1 para 3d(15).	Complete the on-line Technician Lesson and Exam. Attach a copy the Individual Safety Training record to the discrepancy in the Discrepancy Tracking System (DTS).
SUI	05	Is an annual Safety Day held during the months of January, February, or March each year?	Check eServices (SIRS) Safety Day/ORM Report.	(Discrepancy): [xx] (E2 Question 5) Unit did not complete annual Safety Day IAW CAPR 62-1 para 4l.	Complete annual safety day, upload the dates to SMS and attach a screen shot showing the unit has completed the annual safety day to the discrepancy in the DTS. Attach a plan of action, approved by Unit/CC, to prevent reoccurrence to the

CI	05	Is an annual Safety Day held in all active units during the months of January, February, or March each year?	Check eServices (SIRS) Safety Day/ORM Report.	(Discrepancy): [xx] (E2 Question 5) Wing did not complete annual Safety Day IAW CAPR 62-1 para 4l.	discrepancy in the DTS. Complete annual safety day, upload the dates to SMS and attach a screen shot showing that all units have completed the annual safety day to the discrepancy in the Discrepancy Tracking System (DTS). Attach a plan of action, approved by Wing/CC, to prevent reoccurrence to the discrepancy in the DTS.
SUI	06	Is the on-line CAP Hazard Report, used to suggest ways to reduce operational risk to members and does the unit close the loop on all reported hazards?	Check recent hazard reports and the action taken in the journal notes. If there are no hazard reports, have the SE describe/demonstrate the methods for hazard reporting.	(Discrepancy): [xx] (E2 Question 6) Unit did not use the on-line CAP Hazard Report system to suggest ways to reduce operational risk or report all hazards IAW CAPR 62-1 para 6b.	Attach a screen shot of SMS Hazard Report for the unit showing the unit has no open hazard reports or a copy documenting mitigation efforts and/or an approved plan for closure for any long term projects to the discrepancy in the DTS. If there are no open hazard reports, but the procedure seems unclear, have the Unit SE develop a training plan for unit personnel on how to report hazards and attach the training plan to the discrepancy in the DTS.
CI	06	Does the SE visit subordinate units to assist them in identifying and solving safety concerns?	Provide a copy of safety schedule of events for last year. Note: The requirement is to visit subordinate units “to assist them in identifying and solving safety problems.” This requirement doesn’t say “all” units and it doesn’t mandate a timeframe for visits. The intent of the program,	(Discrepancy): [xx] (E2 Question 6) Wing SE did not visit any subordinate units to assist in identifying and solving safety concerns IAW CAPR 62-1 para 3d(9).	Attach a schedule detailing the timeframe in which subordinate units will be contacted to the discrepancy in the Discrepancy Tracking System (DTS).

as written now, is for the SE to have a plan on how to determine who to visit, how to visit, and when to visit subordinate units. If they have reached out to some units and have a plan for doing that, they are compliant.

CI	08	Have internal mishap reporting procedures been established and published in a supplement IAW CAPR 62-2 para 3 and ICL dated 20 February 2018?	Verify that the wing established and published internal reporting procedures IAW CAPR 62-2 para 3 and ICL dated 20 February 2018.	(Discrepancy): [xx] (E2 Question 8) Wing did not establish and publish mishap reporting procedures in a supplement to IAW CAPR 62-2 para 3 and ICL dated 20 February 2018.	Develop a wing supplement to CAPR 62-2 that establishes local internal mishap-reporting procedures, attach copy to the discrepancy in the Discrepancy Tracking System (DTS).
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