



# **Civil Air Patrol Safety**

## **Reviewing a Safety Significant Occurrence Action Planning**



This presentation will take you through the basics of action planning to mitigate the risk of a safety significant occurrence (or SSO) and entering the information into CAPSIS.

The action planning process provides the means of determining what actions should be applied by an individual, team, or organization that would eliminate a recurrence or reduce the likelihood and/or severity of a negative safety outcome

The action planning process is not intended to “fix” the causes of an SSO but is intended to identify opportunities for personal and organizational continuous improvement that help us ensure people and resources are reasonably protected when they participate in CAP missions or activities.

This presentation follows the CAPSIS Safety Action Planning Guide.



# Objectives



Explain the steps associated with safety action planning



Become familiar with actions to address non-human and human factors



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The objectives for this learning segment include:

Explaining the steps associated with safety action planning

And becoming familiar with actions to address non-human and human factors



**“Corrective Action”**



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You may notice that throughout this presentation we are not using the phrase “corrective action”. This phrase implies the correction of a problem which is not ideal in our safety culture. Action planning is about identifying opportunities for improving our readiness, reliability, and credibility as individuals and as an organization, not to “fix” people or systems.

With this in mind, let’s cover the general action planning steps.

## Safety Action Planning Steps

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### Step 1. Select actions

- What actions, if taken, have the best potential for reducing the likelihood of a negative outcome?



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Step 1 is...Select Actions. Each causal factor selected during the review process has a set of possible actions associated with it. Select the action with the best potential for reducing the likelihood of a negative safety outcome.

## Safety Action Planning Steps

1

### Step 1. Select actions

- What actions, if taken, have the best potential for reducing the likelihood of a negative outcome?

2

### Step 2. Provide justification

- What is your rationale for selecting this particular action?



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Step 2 is...Provide justification. This step allows you to provide your rationale for the action you've chosen. Doing so, allows the person considering your proposed actions to know more about your reasoning for selecting them.

## Safety Action Planning Steps

1

### Step 1. Select actions

- What actions, if taken, have the best potential for reducing the likelihood of a negative outcome?

2

### Step 2. Provide justification

- What is your rationale for selecting this particular action?

3

### Step 3. Recommend an OPR

- Which part of the organization has the requisite responsibility and authority to implement an action?



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Step 3 is...determine an office of primary responsibility (or OPR). The full range of possible actions that could reduce the likelihood of an SSO may not be the responsibility of the squadron, wing, or region. In some cases, more system-level actions may be needed to mitigate risk. Review officers, safety officers, and commanders can now recommend an action to an OPR outside their area of primary responsibility.

## Safety Action Planning Steps



Lastly, Step 4 is...Accept revise, or decline. Once a mitigation plan is submitted by the review officer, the wing safety officer will review the action plan and may return the plan for additional work. Once the wing director of safety completes their review, the next step is for the wing commander to accept, revise, or decline each recommended action. Once the wing commander completes this process, the region director of safety may elect to recommend region commander approval or return the plan for additional work. The action planning process is completed once the region commander approves the plan.



# Select Actions

**MITIGATION PLAN**

Occurrence: FY22-63      Outcome: "Near Miss" - Near Miss during taxi at OMC



Contributing Factor: Awareness and Vigilance-Fixation

**Causal Factor**  
Procedures/checklists not followed/Followed incorrectly

**Choose a Mitigation Action:**

- Select One--
- Select One--
- Remedial training (ground)
- Remedial training (flight)
- Deliberate act

Submit Mitigation Plan



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The contributing and causal factors you selected previously in the review process will now populate automatically in the Mitigation Plan.

Each causal factor has a defined set of possible mitigating actions to select from. For this causal factor, the possible actions you can select are shown.





# Provide Justification

## Choose a Mitigation Action:

Remedial training (flight) ▼

## Justification:

The pilot should complete a training flight with an instructor other than the one involved in the SSO; the instructor should observe and evaluate the pilot on the following: managing distractions, aeronautical decision-making, situational awareness, and cockpit resource management.



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Remember...the justification provides your rationale for the selected action. In this case, the recommended action was remedial flight training to address not following a procedure or checklist. Your justification might be: The pilot should complete a training flight with an instructor other than the one involved in the SSO; the instructor should observe and evaluate the pilot on the following: managing distractions, aeronautical decision-making, situational awareness, and cockpit resource management.



# Recommend an OPR

**Assign to:**

--Select One--

- Cadet Programs
- Emergency Services
- Aerospace Education
- Command Section
- Inspector General
- Chaplain
- Marketing and Public Affairs
- General Counsel
- Plans and Requirements
- Financial Management
- Safety
- Information Technology
- Administrative
- Government Relations
- Recruiting and Retention

**Organization**

- UNIT
- GROUP
- WING
- REGION

**Submit Mitigation Plan**

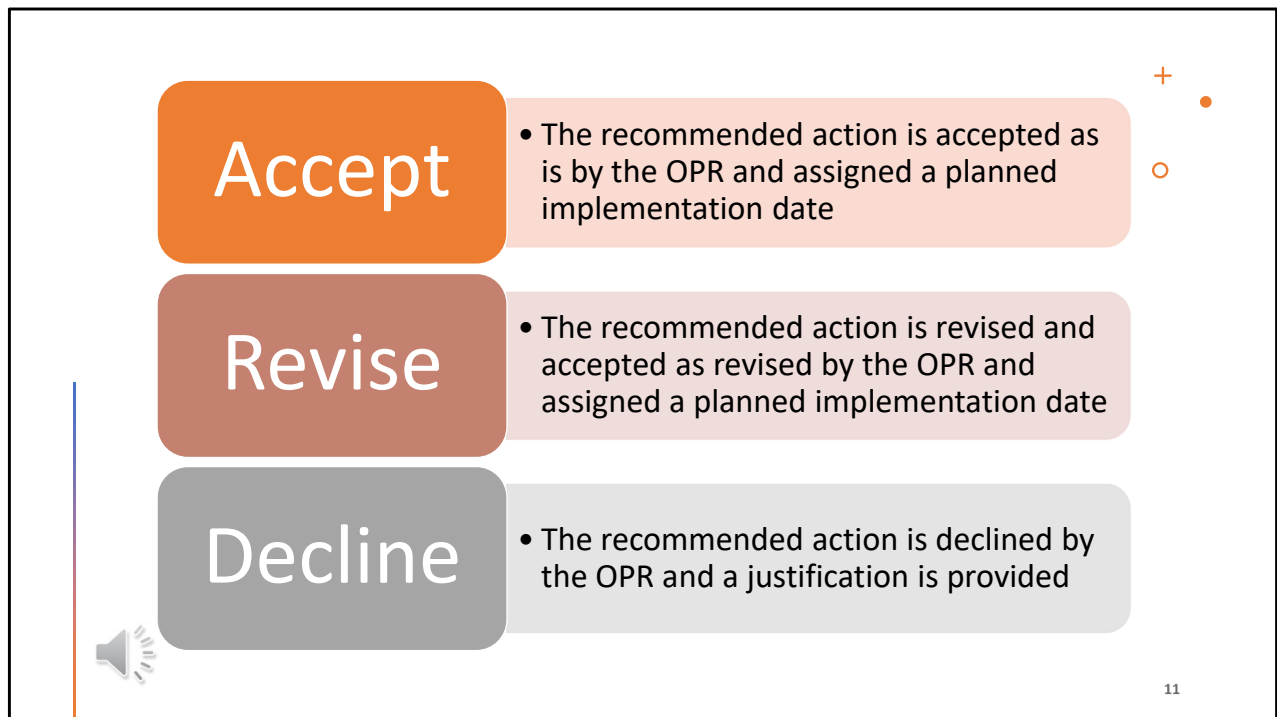


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Once your action is selected and justification provided, select the most appropriate OPR for implementing the recommended action. The recommended remedial flight training would likely best belong to the Wing as they have the requisite responsibility and authority to ensure the action item is completed or to take additional action if the item is not completed.

Once you've addressed each causal factor, you may now submit the mitigation plan. Notifications of your submission will be sent to your unit, wing, and/or region safety officer as applicable. Once they have conducted their review in the sequence required by the system, the unit, wing, and region commanders will be notified to conduct the next step.



The last phase of the action planning process is for the applicable commander and/or other OPR to accept, revise, or decline a recommended action.

Accept means the action is accepted as is and the commander or OPR may immediately assign an implementation date if the action is within their scope of responsibility and authority.

Revise means that the action is accepted as revised by the commander or the OPR and an implementation date is assigned.

Decline means the recommended action is declined and the commander or OPR then provides a rationale.

Commanders and OPRs must select one of these options for each recommended action.

Region and Wing Commanders and Safety Officers also have the ability to “Return” mitigating actions if they need additional information or justification.



# Thank you!



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This concludes the presentation portion of the Action Planning segment of the Reviewing a Safety Significant Occurrence Course. Before taking the knowledge check quiz, you will need to open the CAPSIS Safety Action Planning Guide which is linked in the next element of the course. Keep this guide open as you take the knowledge check quiz. You may now close this presentation.