



Civil Air Patrol Safety

Reviewing a Safety Significant Occurrence

Basic Steps





Objective



Familiarize you with the steps of the review process





Reviewing an SSO is not a formal investigation. The review is accomplished by volunteer members to the best of their ability and is intended solely for the internal use of the Civil Air Patrol for process improvement and prevention. Any opinions or summaries offered by the review officer(s) are for those purposes only and are not intended to be factual evidence in any civil or criminal proceeding, potential CAP disciplinary action, or in the determination of liability.





Review Officers

Review officers fulfill an important role in our Safety Management System by determining what happened, what the contributing factors were, and what may have caused a safety significant occurrence. The safety review process is intended to help CAP and our members learn from those factors to maintain the best possible state of readiness, reliability, and credibility. Your commitment of time and talent in this important work is appreciated. The following resources will help guide you through the review process. Please reach out to your wing or region safety officer if you need assistance. Thank you for supporting CAP's Safety Management System. and your fellow members.





Safety Reviewing Phases

1

Step 1. Collect information

- Ensure reported info is complete and accurate
- Statements, interviews
- Records, documents
- Photos
- Non-member contact information

Initial Report is Accurate





Safety Reviewing Steps

1

Step 1. Collect information

- Statements, interviews
- Records, documents
- Photos
- Non-member contact information

2

Step 2. Construct the event chain

- Outcome
- Series of events that led to the outcome





Safety Reviewing Steps

1

Step 1. Collect information

- Statements, interviews
- Records, documents
- Photos
- Non-member contact information

2

Step 2. Construct the event chain

- Outcome
- Series of events that led to the outcome

3

Determine contributing and causal factors

- Non-human and human factors
- Cause categories and factors





Finalizing the Initial Report

The account of the SSO is brief and contains no proper names or identifying information

The date and location of the SSO are accurate

The individuals involved or witnessed the SSO are listed, and that contact for any non-CAP members who were involved or who witnessed the SSO is referenced in the "Attachments" tab.

Check to see if individuals have provided statements

Verify that illness and injury information, as applicable are entered and accurate

Ensure that witnesses are accurately labeled as such in the list of individuals

Verify the mission and/or activity information is accurate and that any "Other" selections are appropriate

Verify the resources involved is complete, if applicable, and that any damage accurately described

Ensure persons involved are listed in the resource fields and their role(s) are accurately depicted

Review the attachment tabs for photographs or other documents, as applicable





Collecting information

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			





Statements and Interviews

Individuals involved in SSO

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

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





Event Chain

Outcome: Member sustained a concussion after fainting.

Add an event

Event Name



Event

1

Event Description

Member fainted



Event

2

Event Description

Member standing



Event

3

Event Description

Member arrived on site



Event

4

Event Description

Member ate large meal





Contributing and Causal Factors

! Causal Factors

CONTRIBUTING AND CAUSAL FACTORS

Occurrence: FY22-68

Outcome: Member sustained a concussion after fainting.

Contributing Group

--Select One--

Contributing Factor Group

Contributing Factor

Causal Factors

Justification





Contributing Group

Physiological State



Contributing Group Question

Did a non-optimal physiological condition contribute to actions or behaviors that led to damage or injury/illness?

Contributing Factor

Nutrition/Diet/Hydration



Contributing Factor Question

Fatigue - Did diminished physical/mental capability resulting from chronic or acute periods of prolonged wakefulness, sleep deprivation, jet lag, shift work or poor sleep habits interfere with performance?

Nutrition/Diet/Hydration - Did an individual's nutritional, hydration state, or dietary practices result in degraded performance?

Physical Strength and Coordination - Was the relative physical strength and/or coordination of the individual not adequate to support task demands?

Substance Effects - Did an individual uses legal or illegal drugs, supplements, energy drinks or any other substance with measurable effect that interfered with performance?

Causal Factors

Communication content or clarity inadequate ✕

Communication frequency inadequate ✕



Justification

Communications regarding heat/humidity conditions and adequate hydration did not reach member

Add Factors





Contributing Factor Group	Contributing Factor	Causal Factors	Justification
Physiological State	Nutrition/Diet/Hydration	Communication distribution inadequate	Communications regarding heat/humidity conditions and adequate hydration did not reach member
Physical Environment	Heat/Cold Stress	Communication frequency inadequate	Communications regarding heat/humidity and the need for adequate hydration were not repeated frequently enough





Thank you!

