Summary

Discrepancies	Repeats
0	0

Staffing

Position - Safety Officer (SE) held position: Year(s) Month(s)
Safety Officer Specialty Track:

Mission and Staffing Notes

Y/N/R/NA	Topic/ Detailed Question	How to verify compliance	Discrepancy Write up	Notes
07	Was the squadron SE Technician rated or higher in the Safety Specialty Track, or at a minimum, was the SE enrolled in the Safety Specialty Track when appointed?	Verify compliance in eServices.	(Discrepancy): [xx] (E2 Question 07) When appointed, the squadron SE had not achieved Technician rating, or wasn't enrolled in the Safety Specialty Track as required by CAPR 160-1 para 2.6.5.1.1.	
08	Did the Squadron SE provide and log a safety education topic every month for the 12-month period immediately prior to the SUI?	Verify compliance in eServices.	(Discrepancy): [xx] (E2 Question 08) The Squadron SE did not provide safety education every month as required in CAPR 160-1 para 5.2.1.1.1.	

09	Did the unit conduct the Annual Safety RM Day during the months of January, February, or March?	Verify compliance in eServices.	(Discrepancy): [xx] (E2 Question 09) Unit did not hold an Annual Safety RM Day at some point during the month January, February, or March as required by CAPR 160-1 para 5.2.2.2.	
10	Was the Unit SE knowledgeable in the use of the Hazard Reporting / Safety Suggestion portion of SIRS?	SE will show open and closed suggestions / hazards for their unit/wing. If none in the system, SE will demonstrate usage of the module.	(Discrepancy): [xx] (E2 Question 10) Unit SE was not knowledgeable in the use of the SIRS Hazard Reporting / Safety Suggestion module, in accordance with CAPR 160-2, para 5.12.	

Identified Strengths:
(Commendable):

Identified Weaknesses:
(Discrepancies):
(HHQ - Issues):
- This discrepancy was verified corrected - discrepancy closed, no further action required.

Instructions for writing a Commendable and closing a discrepancy on site

1. List “Identified Strengths or Weaknesses”, if any.

2. Delete all of these instructions.

2. A Commendable must:
   a. Apply directly to one or more of the already vetted mission-critical worksheet questions
   b. Be process oriented i.e. based on a fully implemented continuous improvement-type cycle (ex: PDCA)
   c. Include results over time from designated process points (ex: input-output; before-after) that are measurable and quantifiable (i.e. performance metrics)
   d. Clearly substantiate the improvements made by instituting the process in terms of money, manpower/man-hours saved and present benefits to members and/or mission

3. Should a discrepancy be closed on-site prior to the inspectors leaving, the discrepancy should be written up followed by this bullet point

a. This discrepancy was verified corrected - discrepancy closed, no further action required.