E-2 SAFETY

Staffing

Position - Safety Officer (SE) held position: 0 Year(s) 0 Month(s)
Safety Officer Specialty Track:

List SE name, CAP ID, Phone number and email address

Questions

Type	#	Topic/Detailed Question	How to verify compliance	Discrepancy Write up	How to Clear
CI N/A	09	Was the Wing SE a graduate of NSOC when appointed, or graduate from NSOC, within 1 year after appointment as Wing/SE.	Verify compliance in eServices or present evidence of a waiver from CAP/SE.	(Discrepancy): [xx] (E2 Question 09) Wing SE is not a graduate of NSOC nor waived by CAP/SE IAW CAPR 160-1 para 2.6.3.1.2.	Attend next available NSOC, or comply with specific guidance from CAP/SE.
CI N/A	10	Did the Wing SE possess the Technician rating or higher in the Safety Specialty Track prior to being appointed to the position or was it waived by Region Commander?	Verify Technician rating in eServices. If not completed, present evidence of a waiver from Region Commander.	(Discrepancy): [xx] (E2 Question 10) Wing SE had not completed the Technician rating in the Safety Specialty Track when appointed and did not have a waiver from Region Commander IAW CAPR 160-1 para 2.6.3.1.3.	Complete the required training or receive a signed waiver from Region Commander.

Export Import

CI N/A	11	Is the Wing SE or Assistant Wing SE a current or previously qualified CAP pilot, or have experience as a General Aviation pilot outside of CAP?	Verify CAP pilot status in eServices or verify GA pilot experience.	(Discrepancy): [xx] (E2 Question 11) Neither Wing SE nor Assistant SE had the pilot experience required in CAPR 160-1, 2.6.3.1.5.	Wing will appoint a SE or Assistant SE with the prescribed pilot experience.
CI N/A	12	Did Wing complete an Annual SMS Program Review for the previous year.	Verify Program Review completed and sent to Region.	(Discrepancy): [xx] (E2 Question 12) Wing did not complete an Annual SMS Program Review required in CAPR 160-1, 4.8.	Wing will show a plan for complying with the requirements in 4.8.
N/A	13	Was a deliberate RM CAPF 160 used in planning the most recent Wing encampment?	Wing will provide a completed, signed and dated, CAPF 160 for most recent Wing encampment.	(Discrepancy): [xx] (E2 Question 13) The Wing did not ensure that deliberate RM was used for the most recent Wing encampment IAW CAPR 160-1 para 3.3.1.1.1.	Wing will develop plan for ensuring compliance with RM planning requirements for Wing events.

CI N/A	14	Did all active units (not including Flights) in the Wing conduct the Annual Safety RM Day during the months of January, February, or March?	Verify compliance in eServices.	(Discrepancy): [xx] (E2 Question 14) Not all units in the Wing held an Annual Safety RM Day at some point during the months of January, February, or March as required by CAPR 160-1 para 5.2.1.4.	Complete the required training at the next annual opportunity and submit plan for ensuring future compliance.
CI N/A	15	Did Wing SE have an up-to-date annual plan for providing assistance to SEs in subordinate units for the current year?	Review plan submitted by Wing.	(Discrepancy): [xx] (E2 Question 15) Wing SE did not have a current year plan for assisting subordinate units as required by CAPR 160-1 para 4.5.3.	Develop and submit annual plan for assistance to subordinate units.
CI N/A	16	Was the Wing 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 16) Wing SE was not knowledgeable in the use of the SIRS Hazard Reporting / Safety Suggestion module, in accordance with CAPR 160-2, para 6.7	Verify knowledge of the system by entering, resolving and closing a safety suggestion or hazard report.

CI N/A	17	Does the region have a current, approved safety reporting supplement as required by CAPR 160-2, section 3.3?	Current, approved region supplement is available in the “Approved Supplements, Operating Instructions, and Waivers” section of www.gocivilairpatrol.com	(Discrepancy): [xx] (E2 Question 17) Current, approved region supplement is not available in the “Approved Supplements, Operating Instructions, and Waivers” section of www.gocivilairpatrol.com.	Region submits a safety reporting supplement and receives approval from CAP/SE.
CI N/A	18	Can the region SE determine if there are any overdue mitigating actions in accordance with CAPR 160-2, paragraph 8.2.1?	Region SE can locate the CAPSIS dashboard and can identify actions with any past due implementation dates in accordance with CAPR 160-2, paragraph 8.2.1.	(Discrepancy): [xx] (E2 Question 18) Region SE cannot locate the CAPSIS dashboard or cannot identify actions with any past due implementation dates in accordance with CAPR 160-2, paragraph 8.2.1.	Region SE reaches out to another region SE or to CAP/SE for guidance on locating CAPSIS dashboard or for identifying past due implementation dates for mitigating actions.
CI N/A	19	Can the region SE determine whether any review timelines are longer than 60 days in accordance with CAPR 160-2, paragraph 7.4?	Region SE can locate the CAPSIS dashboard and identify any reports with review timelines longer than 60 days in accordance with CAPR 160-2, paragraph 7.4	(Discrepancy): [xx] (E2 Question 19) Region SE cannot locate the CAPSIS dashboard or cannot identify reports with review timelines longer than 60 days in accordance with CAPR 160-2, paragraph 7.4	Region SE reaches out to another region SE or to CAP/SE for guidance on locating the CAPSIS dashboard or for identifying reports with review timelines longer than 60 days.

CI N/A	20	Can the Wing SE locate the region's most current safety reporting supplement required by CAPR 160-2, section 3.3?	Wing SE locates the region's most current supplement in the "Approved Supplements, Operating Instructions, and Waivers" section of www.gocivilairpatrol.com and	(Discrepancy): [xx] (E2 Question 20) Wing SE cannot locate the current region safety reporting supplement from the www.gocivilairpatrol.com website.	Wing SE reaches out to region SE to determine status and location of region safety reporting supplement.
CI N/A	21	Can the wing SE determine if there are any overdue mitigating actions in accordance with CAPR 160-2, paragraph 8.2.1?	Wing SE can locate the CAPSIS dashboard and can identify actions with any past due implementation dates in accordance with CAPR 160-2, paragraph 8.2.1.	(Discrepancy): [xx] (E2 Question 21) Wing SE cannot locate the CAPSIS dashboard or cannot identify actions with any past due implementation dates in accordance with CAPR 160-2, paragraph 8.2.1	Wing SE reaches out to region SE for guidance on locating CAPSIS dashboard or for identifying past due implementation dates for mitigating actions.
CI N/A	22	Can the Wing SE determine whether any review timelines are longer than 60 days in accordance with CAPR 160-2, paragraph 7.4?	Wing SE can locate the CAPSIS dashboard and identify any reports with review timelines longer than 60 days in accordance with CAPR 160-2, paragraph 7.4	(Discrepancy): [xx] (E2 Question 22) Wing SE cannot locate the CAPSIS dashboard or cannot identify reports with review timelines longer than 60 days in accordance with CAPR 160-2, paragraph 7.4	Wing SE reaches out to region SE for guidance on locating the CAPSIS dashboard or for identifying reports with review timelines longer than 60 days.

Identified Strengths:
(Commendable):

Identified Weaknesses:
(Discrepancies):

(HHQ - Issues):

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.

3. A Commendable indicates a highly effective process implemented over a sufficient period of time that results in exceeding mission requirements. Commendables must apply directly to a mission critical compliance question. A commendable must be process oriented; it should save money, manpower and have a benefit for the members and/or mission. The unit must provide supporting documentation to verify that their process does in fact save money, man-hours and present benefits to members and/or mission.

4. Should a discrepancy be closed on-site prior to the inspectors leaving, the discrepancy should be written up followed by this bullet point.
This discrepancy was verified corrected - discrepancy closed, no further action required.