E-2 SAFETY

Staffing

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

Safety Officer Specialty Track:

List Name	Date Appointed	CAP ID	Phone Number	E-Mail

Notes

Y/N/R/NA, OB	Topic/ Detailed Question	How to verify compliance	Discrepancy Write up	How to Clear
	07 Was the Squadron, or Group 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, or Group SE had not achieved Technician rating, or wasn't enrolled in the Safety Specialty Track as required by CAPR 160-1 para 2.6.4, 2.6.5.1.1.	Ensure the Squadron, or Group SE is enrolled in Safety Specialty Track.
	08 Did the Squadron (or Group) 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 (or Group) SE did not provide safety education every month as required in CAPR 160-1 para 5.2.1.1.1.	Squadron (or Group) will develop a plan to ensure compliance. Provide a Plan of Action to upload unit DTS

09	Did the unit, or Group conduct the Annual Safety RM Day during the months of January, February, or March?	Verify compliance in eServices.	(Discrepancy): [xx] (E2 Question 09) Unit, or Group 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 5.2.1.4	Complete the required training at the next annual opportunity and submit plan for ensuring future compliance.
11	Is the Unit or Group SE knowledgeable of how to report a safety significant occurrence in CAPSIS in accordance with CAPR 160-2, section 6.6?	Unit or Group SE logs into eServices and locates the "Report an Occurrence" menu option in CAPSIS and demonstrates entering an actual or fictional safety significant occurrence in accordance with CAPR 160-2, section 6.6.	(Discrepancy): [xx] (E2 Question 11) Unit or Group SE was unable to locate the "Report an Occurrence" menu option or was unable to demonstrate the steps for entering an SSO in accordance with CAPR 160-2, section 6.6.	Unit or Group SE completes the "Reporting a Safety Significant Occurrence" course in ABSORB LMS.
12	Is the Unit or Group SE knowledgeable of required reporting in accordance with CAPR 160-2, section 6.1.	Unit or Group SE recites or locates the list of required safety reporting in CAPR 160-2, section 6.1.	(Discrepancy): [xx] (E2 Question 12) Unit or Group SE cannot locate the list of required safety reporting in CAPR 160-2, section 6.1.	Unit or Group SE reaches out to another unit SE or to the wing SE for guidance on locating the list of required safety reporting in CAPR 160-2, section 6.1.

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 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

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.