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| **Member Information** | | |
| **Name** | **CAPID** | **Unit Charter No.** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

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| **Service Requirements** | | |
| **Date completed** | **Mentor CAPID** | **Requirement** |
| Click or tap to enter a date. | Click or tap here to enter text. | Complete a minimum 6-month internship as a unit safety officer or assistant safety officer |
| Click or tap to enter a date. | Click or tap here to enter text. | Serve as Activity Safety Officer for a Unit Activity, other than a regular unit meeting, completing all required risk assessments |

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| **Training Requirements** | | |
| **Date completed** | **Mentor CAPID** | **Requirement** |
| Click or tap to enter a date. | Click or tap here to enter text. | Complete the Activity Safety Officer Course in eServices AXIS (verify in eServices) |
| Click or tap to enter a date. | Click or tap here to enter text. | Complete the “Creating a Safety Education Briefing” course in AXIS (verify in eServices) |
| Click or tap to enter a date. | Click or tap here to enter text. | Complete the “CAPSIS – Reporting a Safety Significant Occurrence” course in AXIS (verify in eServices) |
| Click or tap to enter a date. | Click or tap here to enter text. | Complete the “CAPSIS – Reviewing a Safety Significant Occurrence” course in AXIS (verify in eServices) |
| Click or tap to enter a date. | Click or tap here to enter text. | Complete the “How to Validate Non-CAP Safety Education” course in LMS (verify in eServices) |
| Click or tap to enter a date. | Click or tap here to enter text. | Successfully complete the Aircraft Ground Handling Course in AXIS (verify in eServices) |
| Click or tap to enter a date. | Click or tap here to enter text. | Successfully complete IS-100 Introduction to the Incident Command System at the FEMA Emergency Management Institute (verify in eServices) |

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| **Activities Requirements** | | |
| **Date completed** | **Mentor CAPID** | **Requirement** |
| Click or tap to enter a date. | Click or tap here to enter text. | Write a Safety Education briefing for a unit incorporating the five steps of Risk Management |
| Click or tap to enter a date. | Click or tap here to enter text. | Conduct three safety briefings/meetings for the unit IAW CAPR 160-1 5.2.1.1 (four or more members/guests in attendance). |
| Click or tap to enter a date. | Click or tap here to enter text. | Complete a CAPF 160 Deliberate Risk Assessment Worksheet for a unit event and discuss with mentor the different uses of the CAPF 160 and CAPF 160S for various unit activities. |
| Click or tap to enter a date. | Click or tap here to enter text. | Complete an actual or simulated safety report in the CAP Safety Information Reporting System (CAPSIS). One for each type (Damage, Injury-Illness, and Near Miss) |
| Click or tap to enter a date. | Click or tap here to enter text. | Complete one CAPSIS Improvement Suggestion/Hazard Report Entry (this may be entered as a “test entry” if no identifiable hazard exists). |

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| **Knowledge Requirements** | | |
| **Date completed** | **Mentor CAPID** | **Requirement** |
| Click or tap to enter a date. | Click or tap here to enter text. | Verify completion of all required knowledge quizzes in eServices |
| Click or tap to enter a date. | Click or tap here to enter text. | Verify completion of Safety Technician end-of-level test in eServices |

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| **Mentor Comments** |
| Click or tap here to enter text. |

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| **Mentor Certification** | |
| **CAPID:** Click or tap here to enter text. | **Name:** Click or tap here to enter text. |
| I certify that I have reviewed the candidate’s records and that the requirements for this rating are met. | **Signature:** |

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| **Commander Certification** | |
| **CAPID:** Click or tap here to enter text. | **Name:** Click or tap here to enter text. |
| I certify that the candidate meets the requirements for this rating. | **Signature:** |