



**HEADQUARTERS
CIVIL AIR PATROL NEW HAMPSHIRE WING**
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CAPR 62-1
01 January 2009

POLICY LETTER # 1 – CAPR 62-1

**Safety
CIVIL AIR PATROL SAFETY RESPONSIBILITIES AND PROCEDURES**

CAPR 62-1, 4 JUNE 2008, is supplemented with this Policy Letter as follows:

1. Unit Safety Officer Appointments will be submitted using the on-line Duty Assignments in eServices. In addition, Commanders will review and update the Duty Assignment status in eServices yearly with current information for the unit's Safety Officer.
2. Squadron safety briefings will be conducted monthly and a record of such maintained by the Squadron. The record will include the topic(s) discussed and signatures of attendees, and must be available for review during inspections. Additionally, squadrons must report the monthly safety briefings through the on-line Wing Management Utility, <http://wmu.nat.cap.gov> . The reports may be submitted by the Squadron Safety Officer, Squadron Commander or other person designated by the Squadron Commander.
3. If any NH Wing unit fails to comply with the monthly safety briefing requirements, including reporting, that unit will have all CAP privileges suspended until it comes into compliance. Unit commanders are responsible to ensure that a credible safety program is maintained within their units.
4. All NH Wing members are expected to attend the monthly safety briefing within their squadron. However, if occasionally unable to attend members may comply by completing the Safety Brief Verification document found on the NH Wing website, Safety Page, Members Monthly Compliance Form @ <http://nhwgcap.org/>
5. All NH Wing pilots must review The Sentinel, the official safety newsletter of the Civil Air Patrol, each month as it is posted on-line. Pilots will acknowledge this by completing the Pilot Safety Brief Verification Form, available on the NH Wing website, Safety page, Pilot Monthly Compliance Form. At the same time, enter the safety topic from the Squadron monthly safety briefing. If unable to attend that month's briefing, pilots may comply by reading an article related to aviation safety and entering that topic on the form (<http://www.nhwgcap.org/safety/>)

6. Flight Release Officers (FRO), when contacted for a flight release, will ask the requesting pilot whether he/she has complied with the monthly safety-briefing requirement, and has confirmed this by completing the Pilot Monthly Compliance Form, above. The FRO may accept the requester's statement that the requirement has been met. Should it later be determined (<http://www.nhwgcap.org/safety/phpforms/pilots1/forms/admin/>) that this was incorrect, the pilot will be grounded until the requirement has been satisfied, and the Wing Commander will be advised of the incident.
7. For the Annual Safety Down Day required to be conducted within all units during the month of October, NHW/SE will provide topics to be covered. Units will report completing this requirement through the Wing Management Utility, <http://wmu.nat.cap.gov>.
8. An Annual Safety Survey of each NH Wing unit will be completed in January each year, by either the Safety Officer or Commander. The survey will be submitted on-line, by 31 January, through the CAP National website, eServices, Safety Forms, Safety Survey. Copies of the completed form will automatically be sent to the unit commander and NHW/SE. NHW/SE will advise NHW/CC when all surveys have been completed, and of any related discrepancies.
9. Nominations for the Paul W. Turner Safety Award, annually presented to the CA wing having the most outstanding safety program and safety record, must be submitted to NH Wing headquarters not later than 01 FEBRUARY of each year.

CARROLL BEWLEY, LtCol, CAP
Director of Safety

DONALD C. DAVIDSON, Sr., Col, CAP
Commander

Attachments: #1 – Safety program suspense dates

Supersedes: NH Wing POLICY LETTER # 1 – CAPR 62-1 dated: 1-Jan-2008

DISTRIBUTION: 2 Ea. NHW Sqd., 1 ea NHW Individual, 1 Ea NHW pilot, NH / SD, NER / SE, NHW
Vehicle and aircraft, file

Attachment #1

NH WING SAFETY SUSPENSE DATES

Quarterly Safety Reports

End of each month: on-line Safety meeting attendance

<http://wmu.nat.cap.gov>

30 JANUARY: On-line Annual Unit Safety Survey report due to NHW / SE

<http://wmu.nat.cap.gov>

30 OCTOBER: On-Line Safety Down Day to be completed due to NHW / SE

<http://wmu.nat.cap.gov>