



**VIRGINIA WING
OPERATING INSTRUCTION 11-02
15 DECEMBER 2011
SE: Safety
ACTIVITY SAFETY CHECKLIST**

The purpose of this Activity Safety Checklist (ASC) is to ensure that operational risk safety briefings are incorporated into all field training exercises, emergency service missions, encampments and other special activities where VAWG CAP Members face elevated risks and serves as written documentation as proof the briefings were completed Prior to the commencement of the activity.

Additionally, the ASC ensures that during VAWG activities and/or sub-activities: (1) activity specific operational safety briefings are conducted with VAWG members who are about to engage in the activity or sub-activity are accomplished; (2) at the start of each new day, operational risk safety briefings are re-accomplished to ensure participants are included and members present are updated on the hazards of the day; (3) new participants who arrive throughout an activity or sub-activity will receive the same mandatory operational risk safety briefing prior to participation.

This ASC shall be completed prior to the activity and used to meet CAPR 62-1 para 5d written documentation and shall be kept on file at the local unit for a minimum of six months with a copy to Maj. Guy R Butts II, Director of Safety, VAWG CAP at: email Safetytog@yahoo.com; fax 804-743-2223; mail Headquarters Virginia Wing Civil Air Patrol, 7401 Airfield Drive, Richmond, VA. 23237-2250 for review and documentation to prove VAWG is in compliance with CAPR 62-1 para 5d. The activity safety goal shall be zero mishaps (accidents, incidents) and near misses!

The Activity Safety Checklist is attached on page 2 as attachment 1.

Supersedes: NONE
Distribution: VAWG – ALL

SAFETY: SE
Approved by: VAWG/CC



**HEADQUARTERS
CIVIL AIR PATROL VIRGINIA WING
UNITED STATES AIR FORCE AUXILIARY**
7401 Airfield Drive
Richmond, Virginia 23237-2250



Activity Safety Checklist, attachment 1

Date(s) | Activity Description |
 Activity Mission # | OIC Name/Rank.CAP Id # |
 OIC Cell Phone # | Unit Charter #/Commander |
 Vehicle ID# | Aircraft Tail # | Vehicle/Pilot Name |
 Number of Cadets Participating | Number of Seniors Participating |

- Ensure ORM analyses are completed on all required activities and sub-activities.
- Ensure required operational risk safety briefings are completed on all required activities and sub-activities.
- Ensure full-time cadet and senior staff (not students) complete the Basic and Intermediate ORM courses and also complete associated ORM worksheet(s) before the activity officially begins.
- Ensure that on the first day of the activity, the activity staff leads the participants through the Basic ORM course content for familiarization. These participants do not need to complete and pass the written test associated with this course. However, instructors need to facilitate a meaningful discussion about how the course’s lessons relate to the particular activity.
- For activities or sub-activities that involve formal flight instruction, operational flying, or intensive flight line work (excluding CAP or military orientation flights), ensure participants and staff have completed the CAP Aircraft Ground Handling Video and associated quiz.
- For glider program activities or sub-activities that involve actual flight operations, ensure participants and staff have completed the Soaring Safety Foundation’s *Wing Runner Course*.
- For each CAP activity lasting two (2) days or longer, the activity director/commander will appoint a safety officer prior to the start of the activity.
- OIC and/or Senior/Cadet Safety Officer has completed at a minimum online eServices Basic Safety Course
- OIC shall ensure all activity participants have no medical/physical conditions that may place the participant at an elevated risk and the “Buddy System” shall be used with 100% participant accountability at all times
- OIC shall ensure that each participant has completed the” Intro to Safety” and Introductory ORM course prior to participation
- OIC shall ensure that each participant’s “Monthly Safety Education” is current throughout the activity

If Group 1, 2, 3 Staff Members or Wing Staff Members are present at the activity, they will observe the activity and report on briefings and supervision by the activity staff to the Wing Safety Officer.

| |
 OIC Signature | Date

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