

ATTACHMENT 4 – SAFETY SURVEY

Unit Surveyed: _____ Date: _____

Persons Contacted: _____

OVERALL RATING: _____

Instructions: The survey officials should place their initials in the column which shows the rating for each item. Normally if an item is rated NO (*unsatisfactory*), an explanation or comment should be made at the end of the report using the same identification of paragraphs and titles as the original item rated. The survey official should sign one copy and leave it with the unit commander after having discussed it with unit commander, if appropriate. If the survey was conducted by a wing staff representative, the unit commander should acknowledge the receipt of the survey and indicate in writing any necessary corrective action taken. A reference copy may be retained by the surveying activity. The rater should add any comments which will provide a clear and concise picture of the situation at the time of the survey.

Identification of Columns: Yes (satisfactory), No (unsatisfactory)

COMMAND SECTION

Yes No

- 1. Is the commander advised by key staff officers and the unit safety officer of deficiencies which are creating accident potentials in areas of personnel, logistics, and operations? _____ _____
- 2. Is the commander's follow-up action to correct accident potentials effective? _____ _____
- 3. Does the commander actively support the unit safety program? _____ _____
- 4. Does the commander personally establish policies to emphasize safety? _____ _____
- 5. Is an effective training program established to indoctrinate all personnel on the importance of safety? _____ _____
- 6. Do commanders assure themselves that there is expeditious and effective coordination between key staff and operating agencies in matters pertaining to safety? _____ _____
- 7. Do commanders require periodic safety surveys in their command? _____ _____
- 8. Has the commander published a supplement to CAPR 62-1 or other document on safety? _____ _____

OPERATIONS AND TRAINING

- 1. Check the following items by reviewing records and directives: _____ _____
 - a. Are procedures in effect to insure that pilots are aware of latest safety-of-flight information? _____ _____
 - b. Do checkout questionnaires require pilots to demonstrate a thorough knowledge of aircraft systems and operating procedures? _____ _____
 - c. Does the unit maintain a current Pilot Information File in accordance with CAPR 60-1? _____ _____
 - d. Are checkout requirements for each airplane specified in Writing with regard to hours, missions, and maneuvers required? (Day? Night?) _____ _____
 - e. Are pilots encouraged to report hazards to flight and near accidents? _____ _____
 - f. Are Go/No Go, Wind/Cross-wind values established for takeoffs and landings? _____ _____
 - g. Are crosswind landing restrictions posted in the aircraft? _____ _____

	<u>Yes</u>	<u>No</u>
h. Are CAP-conducted checkouts, rechecks, proficiency, standardization, instrument, instructor pilot checks, etc., adequate in accordance with CAPR 60-1?	_____	_____
i. Are completed checks reviewed by a responsible supervisor before finally approved and filed?	_____	_____
j. Is a system established to ensure that pilots do not fly unless they have met the minimum CAPR 60-1 requirements?	_____	_____
k. Is a system established to ensure that the aircraft is not released for flight unless it is airworthy?	_____	_____
l. Do all pilots review the PIF before each flight?	_____	_____
m. Do all taildragger aircraft have shoulder harness installed?	_____	_____
n. Is security of aircraft adequate enough to prevent unauthorized flights?	_____	_____
o. Are unprepared taxiways clear of any holes or depressions?	_____	_____
2. Check these items by actually examining the aircraft and observing operations of aircraft if possible:		
a. Do crews properly plan their flights?	_____	_____
b. Are passengers properly briefed?	_____	_____
c. Are flight plans filed for all flights outside of local area?	_____	_____
d. Are aircraft thoroughly inspected prior to each flight?	_____	_____
e. Are current checklists used?	_____	_____
f. Are periodic no-notice spot checks administered to the pilots?	_____	_____
g. Are standard hand signals used in directing aircraft?	_____	_____
h. When aircraft are parked, are main gear wheels chocked for and aft?	_____	_____
i. Are aircraft tied down after each day's flight?	_____	_____
j. Are aircraft properly grounded before refueling?	_____	_____
k. Are fuel tank sumps drained before flight?	_____	_____
1. Are pilots wearing their shoulder harness is installed in the aircraft?	_____	_____

ACCIDENT PREVENTION

1. Are aircraft and vehicles thoroughly inspected prior to operation?	_____	_____
2. Does the safety officer:	_____	_____
a. Supervise the accident investigating and reporting system. to assure complete, accurate, and prompt reporting?	_____	_____
b. Monitor training programs, briefings, and critiques for safety considerations?	_____	_____
c. Receive command support?	_____	_____
d. Perform duties not related to safety?	_____	_____
e. Assure compliance with all accident prevention policies?	_____	_____
f. Cooperate with and exchange ideas with other safety officers and agencies?	_____	_____
g. Maintain a reference file on safety and associated publications?	_____	_____

- | | <u>Yes</u> | <u>No</u> |
|---|------------|-----------|
| 3. Are safety publications receiving proper distribution? | _____ | _____ |
| 4. Are bulletin boards conspicuous, neat, and up-to-date? | _____ | _____ |
| 5. Are records maintained on all accidents? Are safety hazards reports on file? | _____ | _____ |
| 6. Is corrective action accomplished on all recommendations submitted by the activity as a result of accidents-and safety hazard reports? | _____ | _____ |
| 7. Are adequate fire fighting facilities available? (If not, have personnel been trained in first aid and crash-fire procedures?) | _____ | _____ |
| 8. Are sufficient fire extinguishers readily available for emergency use? | _____ | _____ |
| 9. Are monthly safety briefings held and documented? Documentation should include all personnel who attend. | _____ | _____ |

MAINTENANCE

- | | | |
|---|-------|-------|
| 1. Are all aircraft equipped with a maintenance form for writeups after each flight? | _____ | _____ |
| 2. Are aircraft being flown with excessive number of delayed discrepancies to the extent that safety may be compromised? | _____ | _____ |
| 3. Are cockpits and/or flight decks regularly cleaned and kept free of foreign objects? | _____ | _____ |
| 4. Is the maintenance officer taking an active part in the accident prevention program for pilots? | _____ | _____ |
| 5. Does aircraft cannibalization have an adverse effect on safety of flight? | _____ | _____ |
| 6. Is overall maintenance adequate and thorough enough to be an effective agent for vehicle/aircraft accident prevention? | _____ | _____ |
| 7. Are 100-hour, annual, transponder, ELT, Altimeter / Static System inspections being accomplished as appropriate and logged in aircraft logs? | _____ | _____ |
| 8. Are CAP vehicles equipped with seat belts? | _____ | _____ |
| 9. Is there an adequate system for insuring pilots do not fly the aircraft if it is grounded for maintenance? | _____ | _____ |

FACILITIES

- | | | |
|--|-------|-------|
| 1. Are proper lifting rules observed when handling large/bulky materials to avoid muscle strain? | _____ | _____ |
| 2. Is electrical equipment properly guarded to prevent possibilities of shock and fire? | _____ | _____ |
| 3. Are cords or wires strung across floors? | _____ | _____ |
| 4. Are steps equipped with non-slip treads or painted with non-slip material? | _____ | _____ |
| 5. Are stairways well lighted? | _____ | _____ |
| 6. Are fire extinguishers available and do they have a current inspection? | _____ | _____ |
| 7. Are flammables stored in office areas, that is, paint, thinner, cleaning solvent? | _____ | _____ |
| 8. Are aisles or passageways kept clear? | _____ | _____ |
| 9. Are sidewalks /pathways free from hazards such as snow, ice, rocks, tripping hazards, etc.? | _____ | _____ |
| 10. Are electrical outlets overloaded by multiple plugs? | _____ | _____ |

EXPLANATIONS AND/OR COMMENTS:

SIGNATURE AND TITLE OF SURVEY OFFICIAL

SIGNATURE OF UNIT COMMANDER