

Safety

MISHAP REPORTING AND INVESTIGATION

CAPR 62-2 C1, 27 November 2007, is supplemented as follows (**This NER Supplement is revised in its entirety**):

3. *Added:* All wings in NER will forward copies of their internal mishap reporting procedures to NER/SE. This will be done no later than 31 Jan of each year, and upon revision. Wings will follow their own internal reporting procedures. NER/SE is authorized to verify each wing's internal processes (if done, this will be accomplished on a non-interference basis with operational tempo).

4. *Added:* In the case of any and **all aircraft accidents, incidents or minor mishaps** resulting in damage to corporate aircraft within the region, the Region Commander is to be IMMEDIATELY and PERSONALLY notified. If he can not be contacted within two hours, notify one of the Northeast Region Vice Commanders (see attachment 7). This notification **is in addition to** the procedures specified in CAPR 62-2. Units will notify the Region Commander, a Vice Commander or Director of Safety immediately upon discovery of any corporate aircraft **mishap or damage**. Use all available modes of contact (e.g. telephone, fax or e-mail) to ensure rapid reporting (i.e. multiple e-mail addresses, voicemail on home and mobile phone, fax, etc - see attachment 7). Confirm receipt of such notification. Do not forward conflicting facts or information.

5.b(4) *Added:* Wings will make every attempt to preserve all possible evidence following a mishap, and display a sense of urgency when responding to mishaps or commencing mishap investigation proceedings. Resources may have to be rearranged, or activities postponed so that the wing can support the mishap investigation. Even if civil authorities prevent CAP control of a mishap scene, due diligence must be exercised to attempt to record mishap evidence to the maximum extent possible.

6. *Added:* Any pilot who discovers existing damage from a previously unreported mishap, prior to boarding the aircraft with the intent for flight, will not be suspended from flying activities providing the damage is reported upon discovery and before flight. This type of mishap report will either be charged to the previous crew that flew the aircraft, or will be reported as a ground mishap, property damage.

6.a. *Added:* Any corporate aircraft with suspected damage will be removed from service until the wing aircraft maintenance officer, in consultation with a licensed FAA A&P mechanic, can attest to the airworthiness of the aircraft. Sometimes structural damage is hidden from view behind seemingly innocent dents and dings. Do not move a damaged aircraft until investigators have collected all possible evidence. EXCEPTION: Comply with requests from airport management, law enforcement, or FAA personnel if aircraft must be moved for other reasons beyond CAP's control. Use common sense.



BRUCE BROWN JR., Lt Col, CAP
Director of Safety



ROBERT DIDUCH, Col, CAP
Commander

Attachment

1. #7 Notification Procedures and Roster

Supersedes NER Supplement 2, 01 September 2006

OPR: SE

DISTRIBUTION: In accordance with CAPR 5-4

NOTIFICATION PROCEDURES AND ROSTER

All CAP Activities under the administration or control of NER Headquarters:

1. NER Supplement 2 to CAPR 62-2 requires that all units maintain a mishap notification roster to specify the procedures to be followed when reporting a mishap and to identify those members to be notified.
2. Personnel assigned to the Northeast Region Headquarters or appointed as a project officer for a Region-sponsored activity are responsible for the safety of all personnel and property at that activity. All NER Headquarters staff will maintain a familiarity with CAPR 62-1 and CAPR 62-2, as supplemented. In the event of a mishap that causes injury or damage to resources, any member that is present and able is required to immediately notify the Region Commander, or in his/her absence, a Vice Commander and the Region Director of Safety.
3. Contact: Region Commander, Col Robert Diduch, CAP, cell phone (609) 731-5600.

Vice Commander – South

Col David Mull, CAP
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 Work Phone: (856) 338-3131
 Cell Phone: (609) 923-8507
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Director of Operations

Col Donald Prouty, CAP
 Home Phone: (508) 362-4983
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 E-Mail: DNProuty@comcast.net
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Chief of Staff

Lt Col Joe Sirois, CAP
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Director of Safety

Lt Col Bruce Brown, CAP
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Vice Commander – North

Col Austyn Granville, CAP
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4. A mishap is defined as an unplanned or unsought event, or series of events, that result in death, injury, occupational illness or damage to or loss of equipment or property.
5. Failure to comply with these notification procedures may result in disciplinary action against the offender.