

# SEMI-ANNUAL WV WING SAFETY SURVEY

Unit Surveyed: \_\_\_\_\_ Date: \_\_\_\_\_

Commander: \_\_\_\_\_ Safety Officer: \_\_\_\_\_

## Instructions

The Unit Commander and the Unit Safety Officer must insure that a Semi-Annual Safety Survey is conducted of their unit using the following Safety Survey Report. If an item is rated **No** or **Unsatisfactory**, an explanation or comment must be made at the end of the report using the same identification of paragraphs and titles as the original item rated. Follow-up action will be taken and documented at the end of this survey on the last page or on an attached sheet until the item is closed out indicating that the unsatisfactory condition has been resolved or corrected. Both the Unit Commander and the Unit Safety Officer will sign the survey, keep the original copy and send a copy to the Wing Safety Officer semi-annually, 6 months after annual is completed.

\*\*\*\* Check Off **Yes** or **No** After Each Question \*\*\*\*.

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 mater pertaining to safety?                        | _____ | _____ |
| 7. Do commanders require periodic safety surveys in their command?   | _____ | _____ |
| 8. Has the commander reviewed the WV Wing and/or MER supplement to CAPR 62-1 or other documents published 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? \_\_\_\_\_
  - 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 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? \_\_\_\_\_
- l. Are flight crew members wearing their shoulder harness that 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? \_\_\_\_\_
- 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 and smoke detectors readily available? \_\_\_\_\_
- 9. Are monthly safety briefings held and documented? Documentation should include all personnel who attended. \_\_\_\_\_

**MAINTENANCE**

- 1. Are all aircraft equipped with a maintenance form for write-ups 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 and vehicles regularly cleaned and kept free of foreign objects or clutter? \_\_\_\_\_
- 4. Is 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? Are they being used? \_\_\_\_\_
- 9. Is there an adequate system for insuring pilots do not fly the aircraft or vehicles are not driven if they are grounded for maintenance? \_\_\_\_\_
- 10. Are monthly vehicle inspections being accomplished? \_\_\_\_\_

**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 such as, paint, thinner, and cleaning solvents stored in proper areas away from office areas? \_\_\_\_\_
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 free being overloaded by multiple plugs? \_\_\_\_\_
11. Are exits free from obstacles and easily opened? \_\_\_\_\_
12. Are smoke alarms working if available? \_\_\_\_\_
13. If there is a kitchen or snack bar area, is it clean and equipment operating properly? \_\_\_\_\_
14. Is lighting throughout the facilities adequate? \_\_\_\_\_
15. Is the overall appearance of facilities neat and clean? \_\_\_\_\_

**EXPLANATION AND/OR COMMENTS:**

EXPLANATION AND/OR COMMENTS: (continued)

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SIGNATURE OF UNIT SAFETY OFFICER

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SIGNATURE OF UNIT COMMANDER

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SIGNATURE OF WING SAFETY OFFICER

WVF 62-3  
OPR/SE

MARCH 2002