



## COLORADO WING HEADQUARTERS

### CIVIL AIR PATROL

#### OPERATING INSTRUCTION 14-05

10 November 2014

#### Safety

#### Mishap Reporting Procedures

This instruction prescribes the procedures for Mishap Reporting within Colorado Wing, and supersedes COWG Operating Instruction 13-15 dated 25 August 2013. **Note: Shaded areas identify new or revised material.**

1. All mishaps will be reported IAW CAPR 62-2, paragraph 4, dated 12 September 2011. A "Mishap" is defined as any unplanned or undesired, operational occurrence, or series of occurrences, that results in, or has the potential to result in death, injury, or damage to equipment or property.

2. Immediate notification will be made to the Wing Commander and the Wing Safety Officer, or their designated representative, via telephone using the contact numbers in paragraph 4, below. Voice messages do not satisfy the immediate notification requirement. This immediate telephone notification to the Wing Commander and Wing Safety Officer must be made prior to submission of the online mishap report in the eServices Safety Management System (SMS). The Wing Commander will, in turn, immediately notify the Region Commander as well as the RMLR ADO named in paragraph 4 below and, if necessary, the National Operations Center.

a. Aircraft Mishap Reporting: The Pilot in Command (PIC) is responsible for making the immediate telephone notification. The Unit Commander and Unit Safety Officer must also be notified.

b. Vehicle Mishap Reporting: The driver of the vehicle is responsible for making the immediate telephone notification. The Unit Commander and Unit Safety Officer must also be notified.

c. Bodily Injury Reporting: The Senior Member in charge of the activity will make the immediate telephone notification. The Unit Commander and Unit Safety Officer must also be notified.

3. The Wing Safety Officer will provide guidance to assist in preparation of the two-part online Mishap Report in the eServices Safety Management System (SMS). Unit/Activity Commanders

are responsible for ensuring that both parts of the two-part online Mishap Report are completed by a member who has completed the two online safety educations that cover Step 1 and Step 2 of the mishap reporting process. In addition, the Unit/Activity Commander will ensure that both Step 1 and Step 2 of the mishap reporting process are completed within forty-eight (48) hours of a mishap. There are no exceptions to the forty-eight (48) hour requirement for submitting the online Mishap Report in the eServices Safety Management System.

4. Contact Information:

- a. Col William E. Aceves II, Commander – (C) 303-916-3517, (H) 303-805-3611
- b. Maj Stefanie Hudgins, Wing Safety Officer – (C) 719-482-6574
- c. Mr. John Flom, RMLR ADO – 801-201-0467

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