

Safety Officer

Specialty Track Study Guide



CAP Pamphlet 217
NATIONAL HEADQUARTERS CIVIL AIR PATROL
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Summary of Changes

Pending a complete update of the Safety Specialty Track, this pamphlet has been updated to reflect newly released CAP safety regulations and related pamphlets, forms and training. Important note: *Read carefully; several small requirements have been added to each rating which must be completed prior to award of the rating.*

PREFACE

This pamphlet is your study guide outlining the requirements to attain technician, senior and master ratings in the safety officer specialty track. Training is self-paced and completed primarily through on-the-job training and self-study.

Achieving each rating not only provides the knowledge necessary to perform your duties but is also instrumental in professional development progression and promotion. See [CAPR 50-17](#), *Senior Member Professional Development Program* for further information.

This edition of CAPP 217 is completely revised. Levels achieved prior to the publication date of this edition remain in effect. Any achievements submitted for approval after the publication date must meet the requirements of this edition.

OVERVIEW

The Civil Air Patrol (CAP) safety program is modeled somewhat after the Air Force (AFI 91-Series). [CAPR 160-1](#) defines the roles and responsibilities of CAP safety officers at all levels (see the reading list). Progressively mastering the material in each section of this pamphlet will prepare you for the corresponding rating and positions of increasing responsibility within your unit and CAP. You will be assigned a senior or master level rated on-the-job (OJT) mentor. In those units without an appropriately rated mentor, the Wing or Region Director of Safety, the CAP Assistant Chief of Safety (CAP/SEA), or the CAP Chief of Safety (CAP/SE) can provide guidance.

This study guide does not limit the role students may take as safety officers, but it presumes that students' levels of responsibility will begin modestly and increase as they advance in the program.

TRAINING OBJECTIVES

Each pamphlet section contains knowledge, academic and service requirements that must be completed in order to attain a rating.

Knowledge requirements are objectives describing what the student is expected to know and be able to demonstrate before attaining the rating.

Academic requirements are on-line courses associated with the rating being sought, located on the safety section of the CAP eServices website. After viewing and understanding the course material, the student will take the on-line test. Passing score for the technician, senior and master ratings is 80%.

Service requirements are completed through active participation.

Reading List

The successful safety officer will become as knowledgeable as possible about the essential readings and understand the additional readings well enough to be able to use them to research any issue.

Essential Program Readings:

[CAPR 160-1](#) *Civil Air Patrol Safety Program*

[CAPR 160-2](#) *Safety Reporting and Review*

[CAPP 163](#) *Safety Assurance and Continuous Improvement*

Additional Readings:

Federal Aviation Administration (FAA) [AC 120-92B](#) *Safety Management Systems for Aviation Service Providers*

[FAA-H-8083-2](#) *Risk Management Handbook*

CAP [Safety Beacon](#)

FAA [Safety Briefing](#)

[US Air Force Safety Center](#)

National Safety Council [Safety + Health Magazine](#)

Other organizational safety publications as suggested by your mentor

All CAP regulations are available at: [CAP Forms, Publications & Regulations](#)

RECORDING RATINGS AND EARNING AWARDS

Once you have completed the requirements for a rating and received the necessary approvals, you are eligible to wear the Leadership Award ribbon (and applicable devices for senior and master levels) and the safety officer badge (for the level achieved). For more information, see [CAPR 39-3](#), *Award of CAP Medals, Ribbons and Certificates*, and CAPR 39-1, *Civil Air Patrol Uniform Regulation*.

INSTRUCTIONS FOR STUDENTS

Self-Study & On-the-Job Procedures (Read, Discuss, Shadow, Perform, Review)

Training in the safety officer specialty track may formally begin once you complete Level I of the Senior Member Professional Development Program. Your unit commander or professional development officer will enroll you through eServices. While much of the training

is conducted at your own pace through self-study, you will be assigned a senior or master level rated on-the-job (OJT) trainer to help you fulfill the knowledge and service requirements and to serve as your mentor.

Follow the procedures listed below to ensure your training is successful:

1. Study the publications on the reading list. Focus on the sections pertaining to the knowledge requirements.
2. Discuss the readings with your trainer to ensure your general understanding is accurate.
3. Shadow the trainer and watch how he/she performs tasks related to the knowledge requirements.
4. Perform tasks that are related to the knowledge and service requirements, under the trainer's guidance.
5. Review the knowledge and service requirements with your trainer to ensure that you have fulfilled each requirement.
6. It's your responsibility to ensure that the completion of each requirement is properly documented as they are accomplished. Be sure to provide these documents along with the completed checklist for the appropriate level being sought.

Note for master level candidates: Achieving the master level in the safety specialty track comes with certain responsibilities which include mentoring other CAP members through the technician and senior levels and potentially being asked to serve on national level safety committees working on safety related projects.

TRAINING VERIFICATION

When you feel confident you are proficient in the requirements and tasks in a section, contact your mentor or another appropriately rated safety officer at wing level or above. That safety officer will determine your proficiency through personal knowledge of your participation in the safety officer program and/or oral discussion and will complete the skill level checklist (Attachments 1, 2 or 3, as appropriate to the level sought).

Your proficiency will be verified by his/her signature on the skill level checklist. Once the evaluator has signed off on each task, submit the completed checklist **along with the required supporting documents** to your commander for approval. **Note: The master level requires approval of the CAP/SE prior to award.**

The commander or unit professional development officer will update your member record and eServices. You are then eligible to wear the Leadership Award ribbon and safety officer device corresponding with the level achieved.

Summary for Earning Specialty Track Ratings Process

1. Complete the self-study: Read, discuss, shadow, perform, and review, as described above.

2. Fulfill the rating's service requirements.
3. Be evaluated by your OJT trainer or another qualified safety officer using the skill level checklist.
4. Record the new rating in eServices.

INSTRUCTIONS FOR OJT TRAINERS

It is the OJT trainer who makes the specialty track training program work best. You are a mentor, ready to guide your senior member student(s) through the duties of the position, always relating the job to the knowledge requirements corresponding to the rating. [CAPP 50-7](#), *MENTORING: Building Our Members*, provides an excellent overview of being an effective mentor.

The OJT Environment

Familiarize yourself with the student five-step self-study and OJT procedures. Use the demonstration/performance method (described below) to teach students how to complete job duties.

During the demonstration phase, allow the student to shadow you as you perform job duties related to the student's knowledge requirements. Point out the task's sequence of events and standards of performance.

During the performance phase, have the student complete job duties related to the knowledge and service requirements of the rating they are pursuing. Provide constructive feedback to let them know what they did correctly and what areas need improvement.

Students pursuing the senior and master ratings will likely hold staff positions of their own. In such instances, explain how the subject matter relates to the student's current position as well as your own.

Student / Trainer Ratio

OJT is best conducted with a low student to trainer ratio (3:1 or better is recommended).

Levels of Training

Familiarize yourself with the knowledge and service requirements throughout this guide. This will help you provide the right training at the right time, versus overwhelming the student with knowledge that may be valuable but is not yet needed.

Training Accuracy

Avoid the easy tendency of always relying on your memory when explaining job procedures to students. By reviewing the applicable CAP publications before beginning an OJT program, you will be sure to teach the current policies and procedures. In the process, you will benefit from refreshing your own knowledge and your student will learn how to find where the information is located and develop the habit of referring to written guidance rather than relying on recall or word of mouth.

TECHNICIAN RATING

INTRODUCTION

The safety officer technician rating involves implementing safety programs for education and mishap prevention. A technician rating prepares a safety officer for duty as a safety staff officer or support member at the squadron level. To enroll in the safety officer specialty track, the student must have completed Level I of the Senior Member Professional Development Program.

KNOWLEDGE REQUIREMENTS

To achieve the technician rating, the student must demonstrate knowledge of the CAP Safety Management System and procedures used in administration of the unit safety program. As a minimum, a safety technician must:

1. Explain the basic concepts of the CAP safety program as described in CAPR 160-1, including the four pillars of the Safety Management System.
2. Explain the duties, responsibilities and scope of authority of a unit safety officer.
3. Explain the 5 steps and the loop of risk management (RM).
4. Create a written safety plan for a squadron meeting or activity that encompasses the principles of risk management.
5. Explain the procedures for the proper reporting of mishaps as described in CAPR 160-2 as supplemented by region headquarters.
6. Become familiar with:
 - a. [CAPR 160-1](#), *Civil Air Patrol Safety Program*
 - b. [CAPR 160-2](#), *Safety Reporting and Review*
 - c. [CAPR 77-1](#), *Operation and Maintenance of CAP Vehicles*
 - d. [CAPF 73](#), *Vehicle Inspection Guide and Usage Data*
7. Review the most recent Annual Safety Risk Management Day training materials found on the gocivilairpatrol.com/safety pages.

ACADEMIC REQUIREMENTS

1. Successfully complete the on-line CAP technician rating safety course and pass the on-line test with a minimum grade of 80%.
2. Successfully complete the Basic Risk Management course and pass the on-line test with a minimum grade of 80%.

SERVICE REQUIREMENTS

1. Complete a minimum 6-month internship as a unit safety officer or assistant safety officer.
2. Conduct at a minimum six safety briefings/meetings for the unit IAW CAPR 160-1.
3. Complete a Mishap Entry with all appropriate information (this may be entered as a “test entry” if no mishap has occurred).
4. Complete at least one eServices Improvement Suggestion/Hazard Report Entry (this may be entered as a “test entry” if no identifiable hazard exists).
5. Completion of the technician level requirements must be evaluated and certified using Attachment 1, *Safety Officer Technician Level Checklist*, by a senior or master rated safety officer and processed in accordance with CAPR 50-17.
6. Qualify in General Emergency Services (GES).
7. Successfully complete Initial Communications User Training (I-CUT).
8. Begin training as a Mission Safety Officer (MSO). This will be reflected as “MSO Trainee” in the member’s list of achievements in the member record.

SENIOR RATING

INTRODUCTION

The safety officer senior rating involves developing safety programs for education and mishap prevention. This differs from the technician who implements programs that have already been established. A senior rating prepares a safety officer for duty at the group (if applicable) or wing level. To achieve the senior rating, the student must have earned the technician rating.

KNOWLEDGE REQUIREMENTS

To achieve the senior rating, the student must demonstrate an advanced knowledge of CAP's safety programs by participation in educational and accident prevention activities; a basic knowledge of the CAP wing's functional working areas (see CAPR 20-1 for a listing of functional areas); and be prepared to operate as a supervisor and mentor to safety officers at subordinate levels. As a minimum, the senior rated safety officer must:

1. Explain the safety issues associated with each staff directorate at the member's unit.
2. Explain the requirements and definitions associated with reporting of mishaps and non-mishap reportable events.
3. Explain how to conduct a risk assessment for a Cadet Program activity or an Emergency Services (ES) ground mission sortie using the [CAPF 160](#).
4. Explain how to identify hazards and implement risk controls for squadron and group level activities.
5. Become familiar with:
 - a. [CAPR 66-1](#), *Civil Air Patrol Aircraft Maintenance Management*
 - b. [CAPF 71](#), *CAP Aircraft Inspection Checklist*
6. Demonstrate an understanding of:
 - a. [CAPR 70-1](#), *CAP Flight Management*
 - b. [CAPR 77-1](#), *Operation and Maintenance of CAP Vehicles*
 - c. [CAPR 160-1](#), *Civil Air Patrol Safety Program*
 - d. [CAPR 160-2](#), *Safety Reporting and Review*
7. Know how to successfully complete and submit the following:
 - a. [CAPF 73](#), *Vehicle Inspection Guide and Usage Data*
 - b. [CAPF 160](#), *Deliberate Risk Assessment Worksheet*

ACADEMIC REQUIREMENTS

1. Successfully complete the on-line CAP Senior Rating Safety course and pass the on-line test with a minimum grade of 80%.
2. Successfully complete the Intermediate Risk Management course and pass the on-line test with a minimum grade of 80%.

3. Successfully complete the Activity Safety Officer course and pass the on-line test with a minimum grade of 80%.
4. Successfully complete the Mishap Review Officer course and pass the on-line test with a minimum grade of 80%.

SERVICE REQUIREMENTS

1. Serve on at least a squadron or group staff as a technician rated safety officer for a minimum of 12 months.
2. Organize and implement at least one safety day in the course of a year which may be the unit's Annual Safety Risk Management Day **or** conduct at least three RM familiarization training sessions for new members.
3. Conduct, under supervision of a qualified senior or higher rated safety officer **or** unit transportation officer, three vehicle safety inspections using the CAPF 73, *Vehicle Inspection Guide and Usage Data*. Include how discrepancies are documented and corrected. Explain the appropriate actions for any grounding discrepancies found.
4. Conduct, under supervision of a qualified senior or higher rated safety officer **or** a CAP instructor pilot, check pilot or maintenance officer, three aircraft safety inspections using the CAPF 71, *CAP Aircraft Inspection Checklist*. Include how discrepancies are documented and corrected.
5. Completion of the senior level requirements must be evaluated and approved using Attachment 2, Safety Officer Senior Level Checklist, by a master rated safety officer and be processed in accordance with CAPR 50-17.
6. Become a qualified Mission Safety Officer.

MASTER RATING

INTRODUCTION

The safety officer master rating involves developing and managing safety programs throughout CAP's three mission areas. It provides commanders, other staff offices and subordinate safety officers with technical and non-technical assistance and guidance concerning flight, ground and bodily injury mishap prevention. A master rating qualifies you for duty at the wing, region or national level. To achieve the master rating, the student must have earned the senior rating.

KNOWLEDGE REQUIREMENTS

1. To achieve the master rating, the student must demonstrate advanced performance and thorough knowledge of CAP's safety program.
2. Demonstrate a thorough understanding of the safety aspects of these references as part of a safety library (paper or electronic).
 - a. [CAPR 60-1](#), *Cadet Program Management*
 - b. [CAPP 60-50](#), *Active Cadet Fitness Guide*
 - c. [CAPF 54](#), *Civil Air Patrol High Adventure Activity (HAA) Request*
 - d. [CAPR 70-1](#), *CAP Flight Management*
 - e. [CAPR 60-3](#), *CAP Emergency Services Training and Operational Missions*
 - f. [CAPR 66-1](#), *CAP Aircraft Maintenance Management*
 - g. [CAPR 77-1](#), *Operation and Maintenance of CAP Vehicles*
 - h. [CAPR 160-1](#), *Civil Air Patrol Safety Program*
 - i. [CAPR 160-2](#), *Safety Reporting and Review*
 - j. Title 49, Transportation, Chapter VIII, Part 830, *Notification and Reporting of Aircraft Accidents or Incidents and Overdue Aircraft* (read only; not required in the library).
3. Demonstrate an understanding of what is expected when answering questions in CAP wing or subordinate unit inspection guides.

ACADEMIC REQUIREMENTS

To earn a master rating the student must complete the following academic requirements:

1. Successfully complete the Master Level Safety Course and pass the on-line test with a minimum grade of 80%.
2. Successfully complete the Advanced Risk Management Course and pass the on-line test with a minimum grade of 80%.

3. Successfully complete the CAP National Safety Officer College **or** possess one of the following equivalencies:
 - a. Associate degree or higher from a regionally-accredited college or university in Aviation Safety, Occupational Safety or Industrial Hygiene.
 - b. Certified Safety Engineer (CSE) or Certified Safety Professional (CSP)
 - c. Federal employment with job series 0018 (Occupational Safety and Health Manager) or 0019 (Occupational Safety and Health Manager) or 0019 (Occupational Safety and Health Technician).
 - d. Federal or State Government job title as “Safety Manager” or “Safety Inspector”.
 - e. U.S. military occupational code in safety at the journeyman or master-level (i.e. AFSC, MOS, NEC).
 - f. U.S. military officer with a performance report/evaluation that reflects “flight safety officer” or “aviation safety officer” as the duty title or a safety Special Experience Identifier to the AFSC (e.g. S11AXX).
 - g. Industrial experience of at least one year as a “chief of safety” or “director of safety” for a company site or business unit.

SERVICE REQUIREMENTS

1. Serve on staff as a senior rated safety officer for a minimum of 12 months.
2. Serve as the safety officer on staff at a group or higher level activity lasting longer than two consecutive days. To meet this requirement, the member must perform as the primary activity safety officer with no additional duties. This requirement may have been met at any time during the candidate’s CAP career.
3. Conduct at least two deliberate risk assessments prior to a unit, squadron, group, wing or national level activity (such as a Search and Rescue Exercise (SAREX), Encampment, National Cadet Special Activity, High Adventure Activity, Squadron Leadership School, Corporate Learning Course, etc.); list all hazards, assess and assign risk levels, select appropriate risk controls, and brief the activity director or incident commander on the plan.
4. Completion of the master level requirements must be evaluated and certified by a master rated safety officer at higher echelon using Attachment 3, Safety Officer Master Level Checklist. After approval by the wing commander, the Safety Officer Master Rating Checklist will be forwarded to the CAP assistant chief of safety, with supporting documentation, prior to being forwarded to CAP/SE (or designee) for final approval.
5. Become a qualified Mission Safety Officer Skills Evaluation Trainer (SET).

Attachment 1, Safety Officer Technician Level Checklist

Member Information

Name: _____ CAP Grade: _____
CAPID: _____ Unit Charter No.: _____

Knowledge Requirements

- Explain the basic concepts of the CAP Safety Program as described in CAPR 160-1
- Explain the duties, responsibilities and scope of authority of a unit safety officer
- Explain the five steps and the loop of Risk Management (RM)
- Create a written safety plan for a squadron meeting or activity that encompasses the principles of RM
- Explain the procedures for the proper reporting of mishaps as described in CAPR 160-2 as supplemented by region HQ
- Familiar with required regulations, and the four pillars of the Safety Management System

Evaluator's Grade, Name, Charter No. and date when this section complete.

Academic Requirements

- Complete the on-line Technician Rating Safety Course and pass the on-line test with a minimum grade of 80%
- Successfully complete the Basic Risk Management Course and pass the on-line test with a minimum grade of 80%

Evaluator's Grade, Name, Charter No. and date when this section complete.

Service Requirements

- Complete a minimum 6-month internship as a unit safety officer or assistant safety officer
- Conduct at a minimum six safety briefings/meetings for the unit IAW CAPR 160-1
- Complete at least one eServices Safety Management System Mishap Entry (this may be entered as a "test entry" if no mishap has occurred)
- Complete at least one eServices Improvement Suggestion/Hazard Report Entry (this may be entered as a "test entry" if no identifiable hazard exists)
- Qualify in General Emergency Services: date: _____
- Successfully complete Initial Communications User Training (I-CUT): date: _____
- Begin training as a Mission Safety Officer: date: _____

Evaluator's Comments:

Certification of Completion of Technician Skill Level Rating

Commander's Grade, Name, Charter No. and date

Attachment 2, Safety Officer Senior Level Checklist

Member Information

Name: _____ CAP Grade: _____
CAPID: _____ Unit Charter No.: _____

Knowledge Requirements

- Explain the safety issues associated with each staff directorate at the member's unit
- Explain the requirements and definitions associated with reporting of mishaps and non-mishap reportable events.

- Explain how to conduct a risk assessment for a Cadet Activity or for an ES ground mission sortie
Explain how to identify hazards and create a risk control plan using the CAPF 160 for squadron and group level activities.
- Familiar with:
 - a. CAPR 66-1
 - b. CAPF 71
- Demonstrate an understanding of:
 - a. CAPR 70-1
 - b. CAPR 160-1
 - c. CAPR 160-2
 - d. CAPR 77-1
- Know how to successfully complete and submit the following:
 - a. eServices Safety Mishap Report in SIRS
 - b. eServices Safety Mishap Review.
 - c. CAPF 160, *Deliberate Risk Assessment Worksheet*
 - d. CAPF 73, *Vehicle Inspection Guide and Usage Data*

Evaluator's Grade, Name, Charter No. and date when this section complete.

Academic Requirements

- Complete the on-line Senior Rating Safety Course and pass the on-line test with a minimum grade of 80%
- Successfully complete the Intermediate Risk Management Course and pass the on-line test with a minimum grade of 80%
- Complete the Mishap Review and the Activity Safety Officer courses with minimum grade of 80% in each

Evaluator's Grade, Name, Charter No. and date when this section complete.

Service Requirements

- Serve on at least a squadron or group staff as a Technician rated safety officer for a minimum of 12 months
- Organize and implement at least one safety day in the course of a year which may be the unit's Annual Safety Risk Management Day **or** conduct at least three RM familiarization training sessions for new members
- Conduct, under supervision of a qualified senior or higher rated safety officer or Unit Transportation Officer, three vehicle safety inspections using the CAPF 73. Include how discrepancies are documented and corrected.
- Conduct, under supervision of a qualified senior or higher rated safety officer or a CAP Instructor Pilot, Check Pilot or Maintenance Officer, three aircraft safety inspections using the CAPF 71. Include how discrepancies are documented and corrected.
- Completion of the senior level requirements must be evaluated and approved using Attachment 1, Evaluation & Rating Certification for Safety Officer, by a master rated safety officer and processed in accordance with CAPR 50-17.

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Service Requirements

Become a qualified Mission Safety Officer: date: _____

Evaluator's Comments:

Certification of Completion of Senior Skill Level Rating

Commander's Grade, Name, Charter No. and date

Attachment 3, Safety Officer Master Level Checklist

Member Information

Name: _____ CAP Grade: _____
CAPID: _____ Unit Charter No.: _____

Knowledge Requirements

- Demonstrate advanced performance and thorough knowledge of CAP's safety program
- Demonstrate a thorough understanding of the safety aspects of these references as part of a safety library (paper or electronic).
 - a. CAPR 60-1, *Cadet Program Management*
 - b. CAPP 60-50, *Active Cadet Fitness Guide*
 - c. CAPF 54, *Civil Air Patrol High Adventure Activity (HAA) Request*
 - d. CAPR 70-1, *CAP Flight Management*
 - e. CAPR 60-3, *CAP Emergency Services Training and Operational Missions*
 - f. CAPR 66-1, *CAP Aircraft Maintenance Management*
 - g. CAPR 77-1, *Operation and Maintenance of CAP Vehicles*
 - h. CAPR 160-1, *Civil Air Patrol Safety Program*
 - i. CAPR 160-2, *Safety Reporting and Review*
 - j. Title 49, Transportation, Chapter VIII, Part 830, (read only; not required in the library).

- Demonstrate an understanding of what is expected when answering questions in CAP wing or subordinate unit inspection guides.

Evaluator's Grade, Name, Charter No. and date when this section complete.

Academic Requirements

- Complete the on-line Master Level Safety Course and pass the on-line test with a minimum grade of 80%
- Successfully complete the Advanced Risk Management Course and pass the on-line test with a minimum grade of 80%
- Successfully complete the CAP National Safety Officer College or possess one of the following equivalencies:
 - a. Associate's Degree or higher from a regionally-accredited college or university in Aviation Safety, Occupational Safety or Industrial Hygiene.
 - b. Certified Safety Engineer (CSE) or Certified Safety Professional (CSP)
 - c. Federal employment with job series 0018 (Occupational Safety and Health Manager) or 0019 (Occupational Safety and Health Technician).
 - d. Federal or State Government job title as "Safety Manager" or "Safety Inspector".
 - e. U.S. military occupational code in safety at the journeyman or master-level (i.e. AFSC, MOS, NEC).
 - f. U.S. military officer with a performance report/evaluation that reflects "flight safety officer" or "aviation safety officer" as the duty title or a safety Special Experience Identifier to the AFSC (e.g. S11AXX).
 - g. Industrial experience of at least one year as a "chief of safety" or "director of safety" for a company site or business unit.

Evaluator's Grade, Name, Charter No. and date when this section complete.

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Service Requirements

- Serve on staff as a senior rated safety officer for a minimum of 12 months.
 - Serve as the safety officer on staff at a group level or higher level activity lasting longer than two consecutive days. To meet this requirement, the member must perform as the primary activity safety officer with no additional duties. This requirement may have been met at any time during the candidate's CAP career.
 - Conduct at least two deliberate risk assessments of a mission base prior to a unit, group, wing or joint training exercise; list all hazards, assess and assign risk levels, select appropriate risk controls, and brief the activity director or incident commander on the plan.
-
- Become a qualified Mission Safety Officer trainer: date: _____
 - Completion of the master level requirements must be documented, evaluated and approved by a master rated safety officer at higher echelon using this attachment. Supporting documentation of all requirements will be collated and presented to the Wing Commander.
 - After approval by the Wing Commander, the Safety Officer Master Rating Checklist **AND ALL SUPPORTING DOCUMENTATION** will be forwarded to the CAP Assistant Chief of Safety, at safety@capnhq.gov, who will review and make a recommendation to CAP/SE.

Evaluator's Comments:

Certification of Completion of Master Skill Level Rating

Wing Commander's Grade, Name, Charter No. and date

CAP/SEA Approval and date

CAP/SE Approval and date