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)

_____
SIGNATURE OF UNIT SAFETY OFFICER

_____
SIGNATURE OF UNIT COMMANDER

_____
SIGNATURE OF WING SAFETY OFFICER