

**Safety**

**MISHAP REPORTING AND INVESTIGATION**

CAPR 62-2, 27 November 2007, is supplemented as follows:

3.b.1.a. *Added:* All mishaps involving aircraft will be reported regardless of severity. The distinction between accident and incident is for NTSB reporting purposes only.

4.e. *Added:* In the case of any and all aircraft accidents, or damage to corporate aircraft within the region, the Northeast 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, which will be followed regardless. The Northeast Region designee to receive notification of mishaps is the NER Director of Safety. Units will notify the NER/SE within 24 hours of all reportable mishaps by telephone, fax and e-mail. Use all available modes of contact to ensure rapid reporting (i.e. multiple e-mail addresses, voicemail on home and mobile phone, fax, etc - see attachment 7).

4.e. *Added:* Wings will maintain a mishap notification roster, with instructions on how to make notification of any mishaps. A copy of the current wing notification roster will be provided 30 January each year, and also at the time of any out-of-cycle updates, to the NER/CC. Wings are required to follow their own internal procedures.

6.b.3. *Added:* Wings will 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.

7. *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.

7a. *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.

Reminder: All CAPF 79's must be forwarded via Wing for CC comments and concurrence then to Region for CC comments and concurrence before being forwarded to NHQ.

  
PAUL E MONDOUX MAJ, CAP  
Director of Safety



  
CHRISTOPHER HAYDEN, Col, CAP  
Commander

Attachment 1. #7 Notification Procedures and Roster

DISTRIBUTION: In accordance with CAPR 5-4

### NOTIFICATION PROCEDURES AND ROSTER

#### All CAP Activities Under the Administration 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 Christopher Hayden, CAP, phone (800) 554-9259.

|                                    |  |                            |
|------------------------------------|--|----------------------------|
| Vice Commander – North (Iterim)    |  | Director of Operations     |
| Maj Merrie Knightly CAP            |  | Lt Col Joseph Abegg, CAP   |
| Cell Phone: (207)279-0692          |  | Home Phone: (609) 605-0607 |
| Home Phone: (207)943-5672          |  | Cell Phone                 |
| Work Phone: (207)990-9000          |  | Pager:                     |
| E-Mail: mknightly@mewg.cap.gov     |  | Radio:                     |
| (H)E-Mail: mknightly@mainstream.us |  | E-Mail: JoeAbegg@aol.com   |
|                                    |  |                            |

|                                |  |                                     |
|--------------------------------|--|-------------------------------------|
| Vice Commander – South         |  | Director of Safety                  |
| Col Joeseeph Sirois, CAP       |  | Maj Paul Mondoux, CAP               |
| Home Phone: (908)722-6567      |  | Primary Phone: (603) 759-0178       |
| Emergency Phone: (908)722-6567 |  | Home Phone: (603) 424-3019          |
| Cell Phone: (908)599-1888      |  | Work Phone: (603) 429-1238          |
| Radio:                         |  | Home Fax: (866) 287-7274            |
| E-Mail: joe@sirois.me          |  | E-Mail: pmondoux@ner.cap.gov        |
|                                |  | E-Mail (W): Paul.e.mondoux@lmco.com |

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.

---

In accordance with CAPR 62-2, NER Supplement 2, 01 Sep 2006

OPR: SE

DISTRIBUTION: In accordance with CAPR 5-4