

**Safety**

**MISHAP REPORTING AND INVESTIGATION**

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

3.a *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 and NER/SE. Wings are required to follow their own internal procedures.

4.a.4. *Added:* In the case of any aircraft accident, or damage to corporate aircraft within the region, the Northeast Region Commander is to be PERSONALLY notified within 24 hrs and then the NER SE also needs to be notified. If the Region Commander cannot be contacted within 24 hrs, notify one of the Northeast Region Vice Commanders then the NER/SE(see attachment 1). If in doubt on the seriousness of the accident then follow these procedures. This notification is in addition to the procedures specified in CAPR 62-2, which will be followed regardless.

4.a.5 *Added* 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 1).

4.a.6 *Added:* In the case were any aircraft takes off and is required to return to airfield or makes an unscheduled landing due to an in-flight malfunction or maintenance problem, the Northeast Region Commander need only be notified by email within 24 hours. This notification is in addition to the procedures specified in CAPR 62-2, which will be followed regardless.


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.

  
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