



3 January 2023

MEMORANDUM FOR Wyoming Wing Commander

FROM: WYWG/SE (CAP)

SUBJECT: SMS Review for 2023

References:

CAPP 163 Safety Assurance and Continuous Improvement
CAPR 160-1 Civil Air Patrol Safety Program

Following the suggested items in CAPP 163, here is the 2023 SMS Review in preparation for the 2023 Compliance Inspection.

1. Summary of Reportable Events.

The Wing had 4 reported Safety Significant Occurrences (SSOs) in the past year. One was for first aid only, when a Cadet tripped and fell while running at night to respond to a first aid assistance request.

We have three active SSOs. One of them was an accident that occurred while a vehicle was backing up, one was regarding a cadet who cut his finger during food preparation, and the third is the continuing failure of an autopilot to disconnect.

Two of the active SSOs should have been cleared, but we have difficulties with the CAPSIS system itself. I have contacted National about this, and they acknowledged difficulties with the program.

There are no real trends in the reports. However, at the two recent Encampments, cut fingers and striking objects while backing up are frustratingly consistent. For the former, I have suggested that we provide Encampment staff with cut-proof gloves, and for the second I have emphasized the adherence to regulations, and I have strongly recommended that even Cadets have the opportunity and responsibility to speak up and offer to spot for the driver. This is an important part of learning to lead.

2. Safety Surveys

We have not had any Safety Surveys in the last year.

3. Safety Program Assistance to Subordinate Units

Due to travel costs, and travel complications of Covid, I have not traveled to Squadrons to meet with their respective SE.

I am tracking the training and advancement of SEs in the Squadrons. As of March 2023 we have the following:

Master Rated	2
Senior Rated	2
Technician Rated	4
Not Rated	10

Of the 10 non-rated assigned SEs, two are recent appointees, and in situations that have a high CAP workload. For them, becoming Tech rated is not high on their workload at the moment. I will be working with the others starting in the near future to determine what hurdles they are facing in getting rated, and encouraging them to do so.

However, I am actively mentoring an SE from the Wing and an SE from a Squadron to complete their advancement to the next SE Specialty Track level. One has completed the work and received the Senior SE level, the other is still in progress.

4. Previous Command Emphasis Items

I had planned to travel to each squadron during the year to meet with them and their Safety staff. Due to costs and restrictions, this did not happen. I dislike online meetings, but will try to accomplish these meetings in that manner in the future. This is a CI item as well.

Of nine squadrons and the Wing, 5 have an assigned SE with at least a Technician rating, and 5 have an SE with no rating. One squadron is new and gathering speed, the others have been in this condition for an extended time. While I have mentioned this in the past at Wing meetings, I will push to see this improved during the coming year.

5. New Command Emphasis Items

The aforementioned lack of Rated Squadron Safety Officers needs to improve. We are currently 5 of 10; it should be 10 of 10.

I will put extreme emphasis on using spotters while backing up. This has been mentioned many times, and is a CAP wide problem. It *should* be easy to correct. This should be a zero-occurrence category.

6. Miscellaneous

Currently, each Squadron and the Wing individually prepares monthly safety education presentations. I know these vary in quality and effectiveness. I have advanced the idea of having each squadron having an assigned month to prepare a written safety education item

which will be presented to every unit in the Wing, for that month. A calendar of topics could be prepared for the coming year, with the assigned/volunteered units specified. This would have several advantages:

1. It allows the Wing to present a unified curriculum of safety education.
2. I would expect a superior effort for each "class" because it is going Wing-wide and will reflect on the Squadron preparing the material.
3. Though I expect some units will complain about the extra workload, that effort is higher only for the month that the squadron is responsible for the presentation.

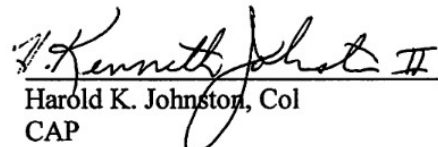
Assuming each squadron uses the material prepared by the other squadrons, in effect the squadrons then do not have to prepare "classes" for the other 9 months.

Obviously, individual units could augment the scheduled training with additional items if they so choose.

Submitted:

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Approved:


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