



MISSISSIPPI WING HEADQUARTERS  
CIVIL AIR PATROL  
UNITED STATES AIR FORCE AUXILIARY  
1635 Airport Drive  
JACKSON, MISSISSIPPI 39209



1/21/2024

## MSWG MISHAP REPORTING POLICY

Pursuant to CAPR 160-2, 4 Mishap and Hazard Reporting, all members of the Mississippi Wing will comply with the following procedures when reporting a mishap:

**4.4. Mishap and Hazard Reporting and Review.** One of the most crucial means of assessing the effectiveness of risk controls is the consistent reporting and review of mishaps, near-misses, deviations and hazards. The analysis of mishap causes and contributing factors is an essential part of determining how CAP programs and processes could be improved. Refer to CAPR 160-2, Safety Reporting and Review, and the safety pages of [gocivilairpatrol.com](http://gocivilairpatrol.com) for additional guidance on the reporting of mishaps and hazards, and the requisite review of each.

4.4.1. Commander Responsibility. Commanders at all levels must remain informed of the mishaps which have occurred and the hazards which have been reported within their command. This should include a review of causes of the mishaps, the factors which may have contributed to the mishap(s), and recommended revisions to plans, programs or processes to address the contributing factors.

4.4.2. Director of Safety Responsibility. Region and wing SEs will regularly (no less than annually) provide their commanders with summaries of the mishaps that occurred in their area

of responsibility. This summary of mishaps should include, but is not limited to:

4.4.2.1. Overall summary of mishaps, including an overview of each type of mishap (i.e., aircraft, vehicle, bodily injury, etc.).

4.4.2.2. Trends. Any trend, or multiple occurrences, of a particular type of mishap or a particular hazard or contributing factor could indicate a higher than expected risk based on the demonstrated probability of that risk causing a mishap. This may indicate the need to analyze the existing processes, programs, and risk controls through a PDCA process.

4.4.2.3. Significant mishaps. On occasion, a single mishap may stand out due to its severity, the complexity of the circumstances, or because it reveals a previously unknown risk or hazard. These unique mishaps should be independently reviewed to determine the need for additional risk controls or process improvements. Do not wait for a trend to develop.

4.4.3. PDCA. Based on the summary of mishaps, commanders are encouraged to use a PDCA process to determine and document the plan for addressing those risks which can reasonably be reduced. A summary of these risk reduction efforts should be provided to the next higher echelon of command as part of the Annual SMS Program Review (see paragraph 4.8.).

In addition, in the event of **any** mishap involving Mississippi Wing aircraft, vehicles, personnel or property, immediately notify the following individuals:

- MSWG Commander (MSWG/CC)
- MSWG Safety Officer (MSWG/SE)

Thereafter and in accordance with the MSWG Mishap Reporting Pyramid, the following individuals must receive notification:

- CAP-USAF Representative (ADO)
- Wing Vice Commander (MSWG/CV)
- Chief of Staff (MSWG/CS)
- Deputy Chiefs of Staff (MSWG/DepCS)

2. The Wing Commander or his designee will also notify the Region Commander and/or the Region Safety Officer in the event of a mishap.

3. The Wing Commander or his designee will immediately notify the CAP National Operations Center of all mishaps that can be classified as an accident (per CAPR 160-1 and 160-2) at: **National Operations Center (NOC) 1-888-211-1812, Ext 300**

4. Unit/activity commanders are responsible for ensuring an on line reporting via the CAP Safety Information System (CAPSIS) is accomplished within 48 hours following a mishap.

This policy rescinds and replaces all previous supplements and policies on the subject.

Robert P. Mims, Colonel, CAP Commander