

11 Sep 2003



# **CAWG SUBORDINATE UNIT**

## **INSPECTION**

### **CHECK LIST and**

## **SUPPORT INFORMATION**

**To Be Used For Each Inspection**

# CALIFORNIA WING SUBORDINATE UNIT INSPECTION CHECK LIST

11 Sep 2003

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# CALIFORNIA WING SUBORDINATE UNIT INSPECTION CHECK LIST

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The CAWG Subordinate Unit Inspection Check List is a comprehensive questionnaire pertaining to each major staff function identified by CAPR 20-1 Part II. It is designed to assist in conducting wing/group internal inspections, and as a tool for group and unit self-assessments.

## ROLE OF GROUP AND UNITS OR SQUADRONS

The role of the Group and its commander and staff is to provide pro-active leadership to the Group and the Units within the Group in each area of activity or endeavor. This means each function needs to be staffed by Group personnel who in turn are providing the dynamic leadership of their areas and working closely with each unit or squadron within the Group. Wing Headquarters should be asked for advice or assistance as appropriate.

The role of the Unit and its commander and staff is to follow the lead of the Group Commander and his or her staff and provide meaningful leadership and direction in all areas of endeavor. Group Headquarters should be asked for advice and assistance.

## INSPECTION OF GROUPS AND UNITS

The inspection team is tasked with verifying the information in each section of the inspection. This should include a review of written documentation and unit files. The role of the inspection team is to provide assistance to the Group or Unit whenever possible. Each Group and Unit will be inspected at least once every twenty-four months.

## RATING SYSTEM FOR INDIVIDUAL SECTIONS OF THE INSPECTION

The overall rating of the group or unit in each functional area will be in accordance with the provisions of CAPR 123-3. Each functional area will be rated individually. That rating, along with the ratings of all other functional areas, will be used to determine the overall rating of the inspection.

Questions will be marked either YES, NO or NOT APPLICABLE after the inspector has verified the accuracy of the answer. If a question is "Not Applicable" to the unit being inspected, it should be marked in the Not Applicable column and be fully explained on a separate sheet of paper attached to the Inspection Checklist by the inspector.

Certain sections of the checklist also may not apply, depending on the organization of the unit being inspected. For example, units without corporate aircraft are exempt from inspection of Aircraft Management. Units without a corporate vehicle are exempt from inspection of the Maintenance section.

Responses to the questions requiring detailed written information should be done in a legible form and respond directly to the questions asked. **Each question needs to be verified with actual documents to validate the response.**

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## RATING SYSTEM FOR INDIVIDUAL SECTIONS OF THE INSPECTION - continued

Each section should be completed by the Unit/Group **in advance of the inspection.** Where supporting documents are required, files **must be available during the inspection,** or copies must be provided.

The individual inspecting the section of the Group or Unit should list any comments, observations and findings on the summary page following the checkpoints for the section. Benchmark and Commendable items are also listed on the summary page for each section.

The inspector will then review the responses to the yes, no, not applicable questions and the responses requiring written information or supplemental documentation.

The inspector will assign a rating for the section based upon all the information provided and verified. Comments should be made as to why a certain rating was given.

The inspector shall then give the Inspection Checklist, written comments and any additional documentation to the inspection team leader. The inspection team leader will discuss each section with the inspector of that section along with other members of the inspection team to validate the final grade for the section.

## RATING SYSTEM FOR THE OVERALL INSPECTION

The inspection team leader will determine the overall rating as follows:

- Count the number of sections rated as outstanding, excellent, satisfactory, marginal, unsatisfactory and not applicable. Record these values on the row marked Total Numbers of Outstanding, Excellent, Etc.
- Each grade is assigned a value:
  - Outstanding has a value of 5
  - Excellent has a value of 4
  - Satisfactory has a value of 3
  - Marginal has a value of 2
  - Unsatisfactory has a value of 0
  - The not applicable is not used to calculate a rating
- Multiply the Total Numbers of Outstanding, Excellent, Etc. by the value assigned that grade to arrive at a 'Total Score' for each column
- Add the product for each rating to arrive at a cumulative value. Enter the sum in 'Total Score above of all ratings multiplied by the values - last row'

Example:        There are 19 out of the 20 categories that are applicable

                    Fifteen sections are satisfactory for a total score of 15 times 3 or 45

                    Two sections are marginal for a total score of 2 times 2 or 4

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Two sections are unsatisfactory for a zero score

The total score of all sections would be  $45 + 4 + 0$  or 49

- Count the sections inspected. Enter this count in the 'Number of sections above that are applicable and are part of the inspection.'
- Divide the cumulative value by the number of applicable sections to arrive at a mean average score for all sections.

Example:        There are 19 out of the 20 categories that are applicable

The total score in the above example was 49

The mean average score in the example is 49 divided by 19 categories for a mean average score of 2.57

- Determine the final ratings accordingly:

Outstanding ranges from a mean average score of 4.5 to 5.0

Excellent ranges from a mean average score of 3.5 to 4.4

Satisfactory ranges from a mean average score of 2.5 to 3.4

Marginal ranges from a mean average score of 1.5 to 2.4

Not satisfactory is anything less than a mean average score of 1.5

Example:        The rating in the above example would give the Group or Unit an overall Satisfactory rating.

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## IMPORTANT NOTES:

**UNSATISFACTORY RATING IN SAFETY, AIRCRAFT MANAGEMENT OR FINANCE MEANS AN OVERALL UNSATISFACTORY RATING OF THE GROUP / UNIT REGARDLESS OF THE SCORE.**

**DO NOT BE INFLUENCED BY SCORES OF INSPECTIONS FROM OTHER DEPARTMENTS.**

**This inspection is independent of any other previous inspections. DO NOT BE INFLUENCED BY ANY RATING, COMMENTS OR OBSERVATIONS FROM A PREVIOUS INSPECTION – BE IT AN INSPECTION FROM THE DEPARTMENT OF DEFENSE, AIR FORCE, LIAISON OFFICE, ETC.**

The results of this specific inspection are the result of the Group/Unit providing meaningful information and documentation to support or not to support their activities at the time of the inspection.

## POSSIBLE GRADES & IMPORTANT TERMS

**Outstanding (O):** Performance or operation **far exceeds** mission requirements. Procedures and activities are carried out in a far superior manner. Resources and programs are very efficiently managed and are of exceptional merit. Few, if any, deficiencies exist.

**Excellent (E):** Performance or operation **exceeds** mission requirements. Procedures and activities are carried out in a superior manner. Resources and programs are very efficiently managed and relatively free of deficiencies.

**Satisfactory (S):** Performance or operation meets mission requirements. Procedures and activities are carried out in an effective and competent manner. Resources and programs are efficiently managed. Minor deficiencies may exist, but do not impede or limit mission accomplishment.

**Marginal (M):** Performance or operation does not meet some mission requirements. Procedures and activities are not carried out in an efficient manner. Resources and programs are not efficiently managed. Deficiencies exist that impede or limit mission accomplishment.

**Unsatisfactory (U):** Performance or operation does not meet mission requirements. Procedures and activities are not carried out in an adequate manner. Resources and programs are not adequately managed. Significant deficiencies exist that preclude or seriously limit mission accomplishment, or endanger personnel or resources.

**Benchmark Candidate**--The best of the best processes observed and researched to date by the assessment team to be considered for emulation by other units.

**Commendable Item**--A highly effective concept, technique, or management practice not observed in other units or significantly better than those found in other units.

**Comments**—Details about each specific section as to what they are doing well and what they are not doing well and the justification of the grade itself within the section.

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**Observation**--A minor deficiency documented to place emphasis on the need for resolution before it develops into a more serious problem, to provide cross feed to other units or to act as an indicator of overall unit health.

**Finding**--A significant deficiency that requires specific answers to the next higher command (group or wing) on actions taken to correct the deficiency. In the report, a finding is identified by either a single asterisk (\*) or, if potential for Fraud, Waste and Abuse (FWA) exists, a double asterisk (\*\*). Units must answer findings with enough detail to permit the reviewing staffs to determine the adequacy of corrective actions and provide assistance as required. See CAPR 123-3 and CAP-USAFI 90-201 for details.

**Repeat Finding**--A finding reported in the unit's previous IG inspection report or recent audit agency report, which was subsequently closed, which exists again during the current assessment. Repeat findings are normally answerable findings.

**Open Item**--An answerable finding from a prior assessment in which the unit or group corrective actions are incomplete and the reviewing command has not closed the item. Corrective action progress is evaluated and documented in the report. If corrective actions were complete, but not reported, and the inspector determined the problem or deficiency to be solved, the open item is closed, indicating that no further actions required. If corrective actions are incomplete or inadequate, the item remains open. Open items are not repeat write-ups.

**Higher Headquarters Item** – Any observation or finding that requires action from a higher level to resolve.

## **SPECIAL NOTE**

There are sections such as finance wherein the Group or Unit is either following the program or they are not. That means the ratings would be either satisfactory or unsatisfactory with perhaps a marginal.

By contrast, a Group or Unit could far exceed the requirements in areas like Aerospace Education wherein an excellent or outstanding could be warranted.

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INSPECTION SUMMARY							
CIVIL AIR PATROL GROUP / UNIT:							
DATE:	INSPECTED BY:			DATE/RATING OF LAST INSPECTION:			
COMMANDER:				DATE ASSUMED COMMAND:			
		OUT- STANDING	EXCEL- LENT	SATIS- FACTORY	MAR- GINAL	UNSATIS- FACTORY	NOT RATED
<b>OVERALL GROUP / UNIT RATING</b>							
A-1	Aerospace Education						
B-1	Cadet Programs						
C-1	Emergency Services						
C-2	Counterdrug						
C-3	Operations						
C-4	Aircraft Management						
C-5	Communications						
C-6	Safety						
D-1	Professional Development						
D-2	Chaplain Services						
D-3	Finance						
D-4	Administration						
D-5	Personnel						
D-6	Public Affairs						
D-7	Supply						
D-8	Transportation						
D-9	Real Property						
D-10	Drug Demand Reduction – <b>NOT RATED</b>						<b>X</b>
E-1	Command						
F-1	IG Inspector						
<b>TOTAL NUMBERS OF OUTSTANDINGS, EXCELLENTS, ETC.</b>							
<b>Values by category for each rating</b>		5	4	3	2	0	
<b>Total Scores (Multiply value by number of sections with that particular rating)</b>							

**An Unsatisfactory in either Safety, Aircraft Management or Finance will result in an overall Unsatisfactory Rating**

Total Score above of all ratings multiplied by the values - last row \_\_\_\_\_

Number of sections above that are applicable and are part of the inspection \_\_\_\_\_

Mean Average Score – total score divided by the number of applicable sections \_\_\_\_\_

Outstanding 4.5 to 5.0; Excellent 3.5 to 4.4; Satisfactory 2.5 to 3.4; Marginal 1.5 to 2.4; Unsatisfactory 0 to 1.4.

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**Group / Unit Inspected** \_\_\_\_\_ **Date** \_\_\_\_\_

**Individual(s) interviewed** \_\_\_\_\_

**Individuals conducting the interviews** \_\_\_\_\_

<b>TAB A-1 AEROSPACE EDUCATION</b> This section is required for each group and unit							
<b>ITEM NUM.</b>	<b>ITEM</b>	<b>ANS REQ</b>	<b>GROUP / UNIT OR BOTH</b>	<b>YES</b>	<b>NO</b>	<b>N / A</b>	<b>REFERENCE</b>
<b>1.</b>	<b>Staffing: (CAPR 20-1 Part III)</b>						
a.	Is the Aerospace Education Officer (AEO) appointed by the commander in writing?	SUI	Both				CAPR 280-2 Para 3 CAPR 20-1 page 26
b.	Is a copy of the personnel authorization and/or CAPF 2a filed in the member's personnel file?	OPT	Both				CAPR 35-1, Para 3
c.	Has the AEO completed Level I/CPPT training?	OPT	Both				CAPR 35-1 Para. 2.a & b
d.	Is the AEO progressing in the CAPP 215, <i>Aerospace Education Officer</i> , or has he/she completed the program?	SUI	Both				CAPR 280-2 Para 2a(2)(b)
e.	If the AEO holds a specialty track rating of technician, senior or master, is the Commander's Evaluation and Rating Certification Checklist properly completed and filed in the member's personnel file?	OPT	Both				CAPP 215 T, S, M
f.	Has the AEO successfully completed the Aerospace Education Program for Senior Members (AEPSM)?	SUI	Both				CAPP 215T
g.	Is the AEO familiar with CAPP'S 215T, 215S, and 215M, all CAP directives in the 50, 76, and 280 series, all aerospace education texts described in the CAP Bookstore Catalog, the HQ CAP-USAF/ET publication entitled Aerospace Education Teaching Materials plus CAWGM 11-1, Chapter 11?	OPT	Both				
h.	Does the AEO maintain a current roster of subordinate AEO's?	OPT	Group				Management Item

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ITEM NUM.	ITEM	ANS REQ	GROUP / UNIT OR BOTH	YES	NO	N / A	REFERENCE
i.	Has a Cadet AEO been appointed in each of the subordinate composite and cadet squadrons?	OPT	Both				CAPR 20-1 Page 45
<b>2.</b>	<b>Leadership (CAPR 280-2)</b>						
a.	Are unit personnel participating in the Aerospace Education Program for Senior Members?	OPT	Both				CAPR 280-2 (Para 2.a. (2) (a))
b.	Is the AEO utilizing the "How-To" material included in CAPP 15, Aerospace Education Officer's Handbook?	SUI	Both				CAPP 15 Pages 19-36
c.	Does the AEO maintain an ongoing liaison with the wing and Group AEOS and is it documented?	OPT	Both				Management Item
d.	Does the AEO regularly attend the AE seminars at the national, region or wing conferences?	OPT	Both				Management Item
e.	Are CAPFs 126 promptly forwarded to the Group / wing upon completion of AEPSM exams?	SUI	Both				CAPR 280-2 Para 2a(2)(a)
f.	Is the AEO monitoring subordinate Units to ensure that Unit AEOS are familiar with CAPPs 215T, 215S, 215M., all CAP directives in the 50, 76 and 280 series, all aerospace education texts described in the CAP Bookstore Catalog, the HQ CAP-USAF/ET publication entitled Aerospace Education Teaching Materials plus CAWGM 11-1 Chap. 11?	OPT	Group				Management Item
g.	Is a Unit Aerospace Education Activity Report sent to the wing DAE by 15 January? (Review the Activity Report and the required documentation) NOTE: CAWG units submit CAWGF 82 quarterly.	SUI	Both				CAPR 280-2 and CAPP 15
h.	Is the Unit Aerospace Education Activity Report thorough and well documented?	SUI	Both				CAPR 280-2 and CAPP 15
i.	Are signed copies of the Unit Aerospace Education Activity Report sent to the Unit Commander and Group AEO?	SUI	Both				CAPR 280-2 and CAPP 15
<b>3.</b>	<b>Internal Aerospace Education (CAPR 280-2)</b>						
a.	Is there an AE bulletin board at the Group / Unit?	SUI	Both				CAPR 280-2 Para 3d(1)(e), 3d(2)(f) and/or 3d(3)(b)

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ITEM NUM.	ITEM	ANS REQ	GROUP / UNIT OR BOTH	YES	NO	N / A	REFERENCE
b.	Does the bulletin board have current information?	SUI	Both				CAPR 280-2 Para 3d(1)(e), 3d(2)(f) and/or 3d(3)(b)
c.	Does the Unit maintain a reference library of aerospace publications under the direction of the AEO?	OPT	Both				
d.	Is aerospace education information disseminated to the Unit members?	OPT	Both				Management Item
e.	Does the Group follow-up to insure there is a current and complete bulletin board at each Unit?	OPT	Group				Management Item
f.	Does the AEO insure that each Unit meeting includes a discussion of current aerospace events?	OPT	Unit				Para. 3.d
<b>4.</b>	<b>External Aerospace Education (CAPR 280-2)</b>						
a.	Is the AEO familiar with the aerospace education materials that are available to schools?	OPT	Both				Para. 2.b
b.	Did the AEO or other qualified senior members make any aerospace education presentation to teacher Groups, school boards, civic clubs, fraternal organizations, etc. during the past 12 months? Describe what was done!	OPT	Both				
c.	Are AE records cut off, screened and disposed of or retained as required?	OPT	Both				CAPR 10-2
<b>5.</b>	<b>Aerospace Education Awards</b>						
a.	Did the Unit submit nominations for: 1) Brewer Awards (Cadet, Senior Member, Individual, Organization categories) 2) Scott Crossfield Aerospace Education Teacher of the Year Award 3) Crown Circle Award	SUI	Both				CAPR 280-2 Para 4 and CAPP 15; CAPR 280-2 Para 3c(23) and 4b and CAPR 280-2 Para 3c(10) and 4d CAPR 280-2 Para 3c(10) and 4c
b.	Is the Unit participating in the <u>voluntary</u> Aerospace Education Excellence (AEX) Award Program?	SUI	Unit				CAPP 15 Pages 19-36

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**AEROSPACE EDUCATION  
LIST OF DOCUMENTS AND DETAILED SUPPORT INFORMATION REQUIRED**

	<b>IF DOCUMENTS ARE TO BE ONLY SHOWN TO THE INSPECTION TEAM HAVE THEM READILY AVAILABLE OR PROVIDE COPIES FOR THE TEAM</b>	<b>ANS REQ</b>	<b>GROUP UNIT OR BOTH</b>	<b>Initial when document is provided</b>
1.	List of subordinate AEO'S to include addresses, telephone numbers, E-Mail addresses, etc. for Group AEO.	OPT	Group	
2.	List of Cadet AEO'S by Unit or squadron to include addresses, telephone numbers, E-Mail addresses, etc. for Group AEO.	OPT	Group	
3.	Show AEO's training records for the Unit or Group to support questions in sections one and two to the inspection team.	OPT	Both	
4.	List of goals for the AEO at the Group or Unit level	OPT	Both	
5.	Show copies of Aerospace Education Activity Reports for the past year including supporting documentation.	SUI	Both	
6.	Describe how the group/unit AEO provides aerospace education information to its senior and unit members	OPT	Both	
7.	When was the last cadet current affairs activity at the unit? a. Who conducted the activity? b. What was discussed?	SUI	Unit	
8.	List all the personnel who were nominated during the past year for the various Aerospace Education Awards.	SUI	Both	
9.	Describe the follow-up and coordination by Group to review and oversee the Aerospace Program at each unit.	OPT	Group	
10.	How is the Aerospace Education Program for Senior Members being monitored? Reference -AE Policy letter CAPR 280-2, Para 2a(2)(a), 3d(1), 3d(2) and/or 3d(3) and APP 15 Page 14	SUI	Both	
11.	How many senior members are there in the Unit / Group and how many completed the Aerospace Education Program for Senior Members (AEPSM)? YTD?	SUI	Both	
12.	How many seniors have not completed AEPSM?	SUI	Both	
13.	List of Aerospace Seminars the AEO and members have attended to include CAP national, region and wing conferences. This shall include dates and locations.	OPT	Both	
14.	Describe in detail the Unit's <u>voluntary</u> Aerospace Education Excellence (AEX) Award Program.	SUI	Unit	
15.	Show documentation of the detailed programs for presentations to teacher groups, school boards, civic clubs, fraternal organizations, etc.	OPT	Both	
16.	Describe in detail why the inspection team should consider rating Aerospace Education any higher than Satisfactory?	OPT	Both	
17.	Describe what the "Group / Unit" is doing "above and beyond" to promote AE internally?	SUI	Both	
18.	Describe what the "Group / Unit" is doing "above and beyond" to promote AE externally?	SUI	Both	

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**Group / Unit Inspected** \_\_\_\_\_ **Date** \_\_\_\_\_

**AEROSPACE EDUCATION GRADE, COMMENTS, OBSERVATIONS, FINDINGS, COMMENDABLES, and BENCHMARKS** (Comment on the basis for the grade from all the information collected. Incomplete data and information normally results in a grade less than satisfactory. Record observations and findings while listing any commendable and benchmark items.

**GRADE FOR THIS SECTION** \_\_\_\_\_

**COMMENTS:**

**OBSERVATIONS:**

**FINDINGS:**

**COMMENDABLES and / or BENCHMARKS:**

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**Group / Unit Inspected** \_\_\_\_\_ **Date** \_\_\_\_\_

**Individual(s) interviewed** \_\_\_\_\_

**Individuals conducting the interviews** \_\_\_\_\_

<b>TAB B-1: CADET PROGRAMS</b> This section is required for groups and each cadet and composite unit							
<b>ITEM NUM.</b>	<b>ITEM</b>	<b>ANS REQ</b>	<b>GROUP / UNIT OR BOTH</b>	<b>YES</b>	<b>NO</b>	<b>N / A</b>	<b>REFERENCE</b>
<b>1.</b>	<b>Staffing: (CAPR 20-1 Part III)</b>						
a.	Has a Group cadet programs officer (CP) been appointed in writing?	OPT	Group				CAPR 35-1 Para. 3
b.	Have a cadet program development officer and a cadet special activities officer (for Groups) or deputy commander for cadets (DCC) (for composite squadrons) been appointed to assist the CP?	OPT	Both				CAPR 35-1 Para. 3
c.	Is a copy of the personnel authorization or CAPF 2a filed in the various members' personnel files?	OPT	Both				CAPR 35-1, Para 3
d.	Is the CP or DCC familiar with CAPP 216 and all CAP directives in the 35, 39, 50, 52, 67, 76, 280 and 900 series plus CAWGM 11-1 and the cadet program aerospace education texts and other cadet program materials that are described in the CAP Bookstore Catalog?	OPT	Both				
e.	Has the CP or DCC completed Level I/CPPT training	OPT	Both				CAPR 35-1 Para. 2a
f.	Has the CP or DCC enrolled in or completed the appropriate specialty track training?	OPT	Both				CAPR 35-1 Para. 2b
g.	Does the CP maintain a current roster of subordinate Unit CPS?	OPT	Group				Management Item
h.	Is the CP monitoring subordinate Units to ensure that Unit DCCs are familiar with CAPP 216, CAP directives in the 35, 39, 50, 52, 67, 76, 280, and 900 series plus CAWGM 11-1 and cadet program aerospace education texts and other cadet program materials described in the CAP Bookstore Catalog?	OPT	Group				Management Item

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ITEM NUM.	ITEM	ANS REQ	GROUP / UNIT OR BOTH	YES	NO	N / A	REFERENCE
<b>2.</b>	<b>Implementation of Cadet Programs: (CAPR 52-16)</b>						
a.	Are parents of potential new members invited to the first few meetings?	OPT	Unit				CAPR 52-16 Para 2-2
b.	Are parents briefed and reminded to read and discuss with their children the <i>Cadet Protection Policy for Parents and Leaders</i> ?	OPT	Unit				
c.	Are Spaatz cadets and exceptional Phase III and IV cadets serving as counselors and assistants?	OPT	Both				
d.	Is frequent contact maintained with the Group/Wing director of cadet programs?	OPT	Both				Management Item
e.	Does the CP or a designated representative visit cadet/composite squadrons to provide assistance?	OPT	Group				
<b>3.</b>	<b>Cadet Advisory Council:</b>						
a.	Is the Cadet Advisory Council (CAC) functioning?	OPT	Group				CAPR 52-16 Para 3-3a
b.	Are CAC appointees and alternates designated on CAP Form 2a or on Unit PAs?	OPT	Both				CAPR 52-16 Para 3-3b
c.	Is the cadet programs officer or a designated representative present at each council meeting to provide supervision, assistance, and advice?	OPT	Group				CAPR 52-16 Para 3-3d
d.	Does the CAC meet at least twice annually and are the minutes on file?	OPT	Group				CAPR 52-16 Para 3-3d
e.	Are copies of CAC meeting minutes sent to CAWG/CP within 30 days of council meetings?	OPT	Group				CAPR 52-16 Para 3-2a
<b>4.</b>	<b>Cadet Special Activities:</b>						
a.	Is the CP familiar with activities planned and implemented by HQ CAP/Region/ Wing?	OPT	Group				
<b>5.</b>	<b>Flying Programs (CAPP 52-7)</b>						
a.	Do new cadets receive an orientation flight within the first six months after joining?	OPT	Unit				
b.	Does the Unit mail the CAPF 7 to HQ CAWG HQ on a timely basis?	OPT	Unit				
c.	Is the Cadet Monthly Membership Listing (MML) used to monitor/manage the flight orientation program?	OPT	Unit				
d.	Is the Unit actively supporting the orientation flight program for cadets?	OPT	Unit				

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ITEM NUM.	ITEM	ANS REQ	GROUP / UNIT OR BOTH	YES	NO	N / A	REFERENCE
<b>6.</b>	<b>Testing: (CAPR 50-4)</b>						
a.	Has the Unit commander appointed a Unit testing officer and alternate?	OPT	Unit				Para. 3a
b.	Are test materials properly controlled?	OPT	Unit				Para. 5, 6 & 8
c.	Are answer sheets scored as soon as possible after the examination and the lower portion destroyed after score is recorded on the Senior/Cadet Master Record?	OPT	Unit				Para 10a
<b>7.</b>	<b>General: (CAPR 52-16)</b>						
a.	Are cadets being utilized in all areas of CAP's three missions?	SUI	Both				CAPR 52-16 and 280-2 Para 1c
b.	Do any cadets possess a CAPF 101 Emergency Services card? Do any have advanced ratings?	OPT	Both				CAPR 52-16 Para 1-4g CAPR 60-3, Para 1-9f
c.	Are cadet program personnel and cadets aware of academic scholarship opportunities in CAP?	OPT	Both				Capr 52-16 Para 4-4
<b>1.</b>	<b>Cadet Recruiting:</b>						
a.	Has a recruiting program been established?	OPT	Both				CAPR 20-1
b.	Have the recruiting officer and CP established goals and objectives for membership growth?	OPT	Both				Management Item
<b>8.</b>	<b>Maintenance of Current Records and Directives (CAPR 10-2)</b>						
a..	Are cadet program records cut off, screened and disposed of or retained as required?	OPT	Unit				CAPR 10-2 Table 3

**CALIFORNIA WING SUBORDINATE UNIT INSPECTION CHECK LIST**

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**CADET PROGRAMS**

**LIST OF DOCUMENTS AND DETAILED SUPPORT INFORMATION REQUIRED**

	<p align="center"><b>IF DOCUMENTS ARE TO BE ONLY SHOWN TO THE INSPECTION TEAM HAVE THEM READILY AVAILABLE OR PROVIDE COPIES FOR THE TEAM</b></p>	<p align="center"><b>ANS REQ</b></p>	<p align="center"><b>GROUP UNIT OR BOTH</b></p>	<p align="center"><b>Initial when document is provided</b></p>
1.	List of subordinate Cadet Programs Officer to include addresses, telephone numbers, E-Mail addresses, etc. as it relates to Group activities	OPT	Group	
2.	How are Cadet Program (CP) Elements in CAPR 52-16 Paragraph 1-3 monitored? Reference CAPR 52-16 Para 1-1a and 2-3	SUI	Both	
3.	How is the Physical Fitness Program monitored and where are categories recorded? Reference CAPR 52-16, Para 1-3b and CAPR 52-16, Para 2-3p	SUI	Unit	
4.	<p>Under the Leadership Section of CAPR 52-16, Para 1-3c, what areas are covered in training and where is this training recorded?</p> <p>Who monitors and instructs Cadets on proper wear of the uniform?</p> <p>Reference CAPM 39-1</p>	SUI	Unit	
5.	How is Moral Leadership conducted, when and by whom? Reference CAPR 52-16, Para 1-3e	SUI	Unit	
6.	<p>Who monitors the Cadet Protection Policy?</p> <p>a. Where is this information recorded?</p> <p>b. Have you had any incidents reported?</p> <p>c. If so, how have they been handled?</p> <p>Reference CAPR 52-16, Para 1-4a and 1-4h and CAPR 52-10</p>	SUI	Unit	
7.	<p>How are cadets progressing through the CP?</p> <p>a. How many cadets have received Mitchell, Earhart, Eaker, and/or Spaatz Awards?</p> <p>b. Are milestones presented by appropriate dignitaries? Explain.</p> <p>Reference CAPR 52-16, Para 2-3 and CAPR 52-16, Para 2-9.</p>	SUI	Unit	
8.	<p>What kinds of activities are being made available to cadets within the Unit?</p> <p>a. Are a CAC primary and alternate representative appointed for your Unit in writing? Do the representatives meet the required qualifications?</p> <p>b. How many cadets attended an encampment last year?</p> <p>c. Were any cadets/seniors on staff at encampment?</p> <p>d. How many cadets and seniors attended the CPC?</p> <p>e. How many cadets participated in the the CAWG ILP schools last year? Which Schools?</p> <p>f. How many cadets applied for National / Regional Cadet Special activities at the group / unit level as applicable with the inspection?</p> <p>Provide summary information on the activities and number of cadets that participated in each activity.</p> <p>Reference CAPR 52-16, Chap 4, Chap 5, Para 3-3b and Para 3-3a(3)</p>	<p>SUI</p> <p>SUI</p> <p>SUI</p> <p>OPT</p> <p>OPT</p> <p>SUI</p>	Unit	

## CALIFORNIA WING SUBORDINATE UNIT INSPECTION CHECK LIST

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	<b>IF DOCUMENTS ARE TO BE ONLY SHOWN TO THE INSPECTION TEAM HAVE THEM READILY AVAILABLE OR PROVIDE COPIES FOR THE TEAM</b>	<b>ANS REQ</b>	<b>GROUP UNIT OR BOTH</b>	<b>Initial when document is provided</b>
9.	How many cadets have been given orientation flights this year? a. How many were back seat rides? Reference CAPR 52-16 Para 4-2 b. Do cadets receive several flights on a given day or are the rides spread out over a period of time? Show copies of reports of this activity for the past twelve months.	SUI	Unit	
10.	Show copies of minutes from CAC meetings for the past year	OPT	Group	
11.	How do you promote the Free Cadet Uniforms (FCU) program and how many cadets received a uniform through the FCU program? Reference CAPR 67-1 Para 5-11	SUI	Both	
12.	How many cadets participate in Emergency Services actual and training missions? Include details and dates. Reference CAPR 52-16, Paragraph 1-4g and CAPR 60-3, Paragraph 1-9f	SUI	Both	
13.	How does information on CAP Scholarships listed in CAPR 52-16 get out to the cadets?	SUI	Both	
14.	Describe in detail why the inspection team should consider rating Cadet Programs any higher than satisfactory?	OPT	Both	

**CALIFORNIA WING SUBORDINATE UNIT INSPECTION CHECK LIST**

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**Group / Unit Inspected** \_\_\_\_\_ **Date** \_\_\_\_\_

**CADET PROGRAMS GRADE, COMMENTS, OBSERVATIONS, FINDINGS, COMMENDABLES, and BENCHMARKS** (Comment on the basis for the grade from all the information collected. Incomplete data and information normally results in a grade less than satisfactory. Record observations and findings while listing any commendable and benchmark items.

**GRADE FOR THIS SECTION** \_\_\_\_\_

**COMMENTS:**

**OBSERVATIONS:**

**FINDINGS:**

**COMMENDABLES and / or BENCHMARKS:**

**CALIFORNIA WING SUBORDINATE UNIT INSPECTION CHECK LIST**

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**Group / Unit Inspected** \_\_\_\_\_ **Date** \_\_\_\_\_

**Individual(s) interviewed** \_\_\_\_\_

**Individuals conducting the interviews** \_\_\_\_\_

<b>TAB C-1: EMERGENCY SERVICES</b> This section is required for groups and each senior and composite unit.							
<b>ITEM NUM.</b>	<b>ITEM</b>	<b>ANS REQ</b>	<b>GROUP / UNIT OR BOTH</b>	<b>YES</b>	<b>NO</b>	<b>N / A</b>	<b>REFERENCE</b>
<b>1.</b>	<b>Staffing: (CAPR 20-1 Part III)</b>						
a.	Has a Unit emergency services officer (ESO) been appointed in writing?	SUI	Both				CAPR 20-1 page 27
b.	Is a copy of the personnel authorization or CAPF 2a filed in the member's personnel file?	OPT	Both				CAPR 35-1 Para. 3
c.	Has the ESO completed Level I/CPPT training?	OPT	Both				CAPR 35-1 Para 2
d.	Is the ESO progressing in the CAPP 213 Specialty Track, Emergency Services Officer, or has he/she completed the program?	SUI	Both				
e.	Is the ESO familiar with CAPP'S 2 & 213, CAPR 60-1, 60-2, 60-3, 60-4, 60-5, 62-1, 62-2 and applicable FEMA publications plus CAWG publications?	OPT	Both				
f.	Is the ESO qualified with at least General Emergency Services and hold a current CAPF 101?	OPT	Both				
g.	Does the Group have a sufficient number of ES-qualified personnel to staff a mission base?	OPT	Group				
h.	Does the ESO maintain a current roster of subordinate Unit ESOs?	OPT	Group				
i.	Is the ESO monitoring subordinate Units to ensure that Unit ESOs are familiar with CAPP'S 2 & 213 CAPR 60-1, 60-2, 60-3, 60-4, 60-5, 62-1, 62-2 and applicable FEMA publications plus CAWG publications?	OPT	Group				
<b>2.</b>	<b>Readiness:</b>						
a.	Has the Group established contact with the primary SAR/DR agencies in its area?	SUI	Group				CAPR 60-3 Para 6-2b and 7-4

## CALIFORNIA WING SUBORDINATE UNIT INSPECTION CHECK LIST

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ITEM NUM.	ITEM	ANS REQ	GROUP / UNIT OR BOTH	YES	NO	N / A	REFERENCE
b.	Are the commander and ESO knowledgeable of the responsibilities and capabilities of your primary and secondary SAR/DR agencies?	SUI	Both				CAPR 60-3 Para 6-2a and 7-4
c.	Does the ESO maintain accurate records of the status of Unit and / or Group personnel, vehicles, aircraft, radios and other emergency equipment available for emergency missions?	OPT	Both				
d.	Does the commander/ESO ensure that responsible, qualified, personnel are available to participate in missions any time CAP services may be required?	SUI	Both				CAPR 60-3, Para 1-4c
e.	Has the ESO developed a method to ensure that ES-rated personnel renew their specialty ratings timely?	OPT	Both				Management Item
<b>3.</b>	<b>Alerting Procedures</b>						
a.	Do the Unit / Group Commander ensure that responsible, qualified personnel are available at any time CAP services may be required?	SUI	Both				CAPR 60-3 Paragraph 1-4c.
b.	Does the ESO maintain a current roster of Unit ES-qualified personnel with current telephone numbers, to minimize mission activation times?	OPT	Both				
<b>4.</b>	<b>Ground Team Requirements:</b>						
a.	Are any senior or cadet members qualified as UDF ground team members?	OPT	Both				
b.	Do ground teams have members specifically trained in blood-borne pathogen protection?	OPT	Both				
c.	Do all ground team response vehicles have blood-borne pathogen kits?	OPT	Both				
d.	Are any seniors qualified as ground team leaders?	OPT	Both				Management Item
<b>5.</b>	<b>Aircrew Requirements:</b>						
a.	Are CAPR guidelines followed to ensure that mission pilots, observers, and scanners have attained at least the minimum qualifications listed?	OPT	Both				CAPR 60-3
b.	Are copies of each CAPF 5 and 91 filed in the members' personnel files?	OPT	Both				CAPR 60-1
c.	Were the training forms for scanner, mission pilot and observer from CAPR 60-4, volume 2 fully documented, signed off and in the individual member's file? Long term members grandfathered?	OPT	Both				CAPR 60-3

**CALIFORNIA WING SUBORDINATE UNIT INSPECTION CHECK LIST**

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ITEM NUM.	ITEM	ANS REQ	GROUP / UNIT OR BOTH	YES	NO	N / A	REFERENCE
<b>6.</b>	<b>Emergency Services Training</b>						
a.	Has CAPF 114 been completed and filed in the member's personnel file?	OPT	Both				CAPR 60-4 Page 41
b.	Does the Unit have current documentation on all ES qualified personnel and trainees (CAPF 100 w/supporting documentation)?	SUI	Both				CAPR 60-3 Para 1-4c(2) and 2-2
c.	Does the ESO coordinate with local ES agencies for training, equipment, joint exercises and plans?	OPT	Group				
d.	Are renewals, re-qualifications of expired specialties and transfers from other wings being handled IAW national directives?	SUI	Both				CAPR 60-3 Para 2-4, 2-5 and 2-6
e.	Is a CAP Form 91 used to evaluate each mission pilot during initial checkout and subsequent required evaluations?	SUI	Both				CAPR 60-1 Para 3-9
f.	Have training programs and requirements been coordinated with local SAR/DR agencies as well as the wing?	SUI	Group				CAPR 60-3 Para 1-4c(3) and 3-1
g.	Is the information current in the WMU/FMS for all ES personnel?	OPT	Both				
<b>7.</b>	<b>Maintenance of Current Records and Directives: (CAPR 10-2)</b>						
a.	Are ES records cut off, screened and disposed of or retained as required?	OPT	Both				Table 8
b.	Are requests for reimbursement filed correctly and within a timely manner in accordance with current regulatory requirements?	SUI	Both				CAPR 173-3 Para 2b(1)

# CALIFORNIA WING SUBORDINATE UNIT INSPECTION CHECK LIST

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## EMERGENCY SERVICES PROGRAMS LIST OF DOCUMENTS AND DETAILED SUPPORT INFORMATION REQUIRED

	<b>IF DOCUMENTS ARE TO BE ONLY SHOWN TO THE INSPECTION TEAM HAVE THEM READILY AVAILABLE OR PROVIDE COPIES FOR THE TEAM</b>	<b>ANS REQ</b>	<b>GROUP UNIT OR BOTH</b>	<b>Initial when document is provided</b>
1.	Show the training record of emergency services officer.	OPT	Both	
2.	Show the list of subordinate emergency services officers and support staff to include addresses, telephone numbers, E-Mail addresses, etc.	OPT	Group	
3.	Show the list of qualified emergency services personnel for the Unit / Group to include qualifications of each.	OPT	Both	
4.	Show list of the pilots and aircrew (scanners, observers) in the Unit and their status as to whether they are current or not. List what is not current by individual, if applicable.	OPT	Both	
5.	Show the list of available assets to include vehicles, aircraft, radios and other emergency equipment available at the Unit / Group. This list is to include each asset's status.	SUI	Both	
6.	Describe the method used to alert unit personnel and ensure that accurate mission data is disseminated (i.e. fax, e-mail, voice mail etc)	SUI	Both	
7.	Describe the methods to alert CAP members at the Unit, Group and Wing levels to include but limited to fax, e-mail, voice mail, pagers, etc.	OPT	Both	
8.	Show the list of SAR / DR agencies and their points of contact, addresses, telephone numbers, etc.	SUI	Both	
9.	Describe the method to alert members to renew their training, specialty ratings and records on a timely basis	OPT	Both	
10.	Describe the procedures for keeping the WMU/FMS current	OPT	Both	
11.	Describe in detail why the inspection team should consider rating Emergency Services Programs any higher than satisfactory?	OPT	Both	

**CALIFORNIA WING SUBORDINATE UNIT INSPECTION CHECK LIST**

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**Group / Unit Inspected** \_\_\_\_\_ **Date** \_\_\_\_\_

**EMERGENCY SERVICES GRADE, COMMENTS, OBSERVATIONS, FINDINGS, COMMENDABLES, and BENCHMARKS** (Comment on the basis for the grade from all the information collected. Incomplete data and information normally results in a grade less than satisfactory. Record observations and findings while listing any commendable and benchmark items.

**GRADE FOR THIS SECTION** \_\_\_\_\_

**COMMENTS:**

**OBSERVATIONS:**

**FINDINGS:**

**COMMENDABLES and / or BENCHMARKS:**

**CALIFORNIA WING SUBORDINATE UNIT INSPECTION CHECK LIST**

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**CALIFORNIA WING SUBORDINATE UNIT INSPECTION CHECK LIST**

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**Group / Unit Inspected** \_\_\_\_\_ **Date** \_\_\_\_\_

**Individual(s) interviewed** \_\_\_\_\_

**Individuals conducting the interviews** \_\_\_\_\_

<b>TAB C-2: COUNTERDRUG</b> This section is required for groups and each subordinate unit, if they participate in the CD program.							
<b>ITEM NUM.</b>	<b>ITEM</b>	<b>ANS RE Q</b>	<b>GROUP / UNIT OR BOTH</b>	<b>YES</b>	<b>NO</b>	<b>N / A</b>	<b>REFERENCE</b>
1.	Does the unit participate in Counterdrug (CD) missions?	SUI	Both				
2.	Are non-CAP personnel who fly in CAP aircraft properly authorized?	SUI	Both				CAPR 173-3 Para2b(1) CAPR 60-1 Para 2-6
3.	Are requests for reimbursement filed in a timely manner?	SUI	Both				

**NOTE: California Wing administers this program as compared to groups and units in some other wings.**

**Many questions from the National Headquarters, Civil Air Patrol Subordinate Unit Inspection that normally apply to units and groups in other wings are not applicable for California Wing.**

# CALIFORNIA WING SUBORDINATE UNIT INSPECTION CHECK LIST

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## COUNTERDRUG PROGRAMS LIST OF DOCUMENTS AND DETAILED SUPPORT INFORMATION REQUIRED

	<b>IF DOCUMENTS ARE TO BE ONLY SHOWN TO THE INSPECTION TEAM HAVE THEM READILY AVAILABLE OR PROVIDE COPIES FOR THE TEAM</b>	<b>ANS REQ</b>	<b>GROUP UNIT OR BOTH</b>	<b>Initial when document is provided</b>
1.	Provide a listing of all current CD qualified members in the respective Group/Unit.	OPT	Both	
2.	Describe how many senior members are in the program versus the total number of members who have been CAP members for at least two years and are not in the program. What is being done to recruit existing Non-Qualified Conterdrug Civil Air Patrol members into the Group/Unit?	OPT	Both	
3.	How is the effectiveness and success of the Group's / Unit's CD support measured and tracked?	SUI	Both	
4.	How are prospective CD members selected?	SUI	Both	
5.	Who reviews the CAPFs 83, CAP Counterdrug Application for accuracy prior to submittal to wing?	SUI	Both	
6.	Have all CD personnel been CAP members for at least 2 years or a waiver obtained? (CD Policy letter dated March 1. 2002, paragraph 2b)	SUI	Both	
7.	What steps have you taken to ensure the minimum aircrew requirements are met prior to engaging in a CD mission?	SUI	Both	
8.	Describe the tracking process to insure all members in the Counter Drug Program are spending at least twenty hours per year in the program.	SUI	Both	
9.	Describe in detail why the inspection team should consider rating Counterdrug Programs any higher than satisfactory?	OPT	Both	

**CALIFORNIA WING SUBORDINATE UNIT INSPECTION CHECK LIST**

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**Group / Unit Inspected** \_\_\_\_\_ **Date** \_\_\_\_\_

**COUNTER DRUG GRADE, COMMENTS, OBSERVATIONS, FINDINGS, COMMENDABLES, and BENCHMARKS** (Comment on the basis for the grade from all the information collected. Incomplete data and information normally results in a grade less than satisfactory. Record observations and findings while listing any commendable and benchmark items.

**GRADE FOR THIS SECTION** \_\_\_\_\_

**COMMENTS:**

**OBSERVATIONS:**

**FINDINGS:**

**COMMENDABLES and / or BENCHMARKS:**

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**Group / Unit Inspected** \_\_\_\_\_ **Date** \_\_\_\_\_

**Individual(s) interviewed** \_\_\_\_\_

**Individuals conducting the interviews** \_\_\_\_\_

<b>TAB C-3: OPERATIONS</b> This is a requirement for groups and each senior and composite unit.							
<b>ITEM NUM.</b>	<b>ITEM</b>	<b>ANS REQ</b>	<b>GROUP / UNIT OR BOTH</b>	<b>YES</b>	<b>NO</b>	<b>N / A</b>	<b>REFERENCE</b>
<b>1.</b>	<b>Staffing: (CAPM 20-1 Part II)</b>						
a.	Has a Group / Unit operations officer (DO) been appointed in writing?	OPT	Both				CAPR 35-1 Para 3
b.	Is a copy of the personnel authorization and/or CAPF 2a filed In the member's personnel file?	OPT	Both				CAPR 35-1 Para 3
c.	Has the DO completed Level I/CPPT training	OPT	Both				CAPR 35-1 Para 2
d.	Has the DO enrolled in or completed the appropriate specialty track training?	OPT	Both				CAPR 35-1 Para 2b
e.	Has the DO completed the Technician Rating requirements for Emergency Services, CAPP 213?	OPT	Both				CAPP 211, Tech. Rating
f.	Has the DO completed or is he/she enrolled in ECI Course 02130D, <i>Civil Air Patrol Emergency Services</i> ?	OPT	Both				CAPP 211, Tech Rating
g.	Has the DO completed the Technician Rating requirements for Flight Operations, CAPP 210?	OPT	Both				CAPP 211, Tech. Rating
h.	Is the DO familiar with CAPPs 210, 211, 212 and 213, all CAP directives in the 50, 60, and 62 series, Federal Aviation Regulations, Parts 1, 43, 61, 63, 91 and 92, and CAWGM 11-1?	OPT	Both				(Part III)
i.	Does the DO maintain a current roster of subordinate Unit DOS?	OPT	Group				
j.	Is the DO monitoring subordinate Units to ensure that Unit DOS are familiar with CAPPs 210, 211, 212, all CAP directives in the 50, 60 and 62 series, Federal Aviation Regulations Parts 1, 43, 61, 63, 91 and 92, and CAWGM 11-1?	OPT	Group				
<b>2.</b>	<b>Operations Management: (CAPR 60-1)</b>						
a.	Does the Unit / Group have qualified CAP pilots assigned?	OPT	Group				Management Item

**CALIFORNIA WING SUBORDINATE UNIT INSPECTION CHECK LIST**

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ITEM NUM.	ITEM	ANS REQ	GROUP / UNIT OR BOTH	YES	NO	N / A	REFERENCE
b.	Are all pilots participating in the FAA "Wings" Program?	OPT	Both				Management Item
c.	Have all cadet orientation pilots taken the on-line COT test?	OPT	Both				Management Item
d.	Were cadet orientation flights conducted by the Unit / Group during the last year?	OPT	Both				Management item
e.	Are passenger restrictions enforced on Corporate-owned and member-owned/ furnished aircraft while on authorized CAP flight activities?	SUI	Both				CAPR 60-1 Para 2-6
f.	Are only authorized passengers permitted onboard CAP aircraft and a CAPF 9 accomplished when required?	SUI	Both				CAPR 60-1 Para 2-6n
<b>3.</b>	<b>Standardization/Evaluation: (CAPR 60-1)</b>						
a.	Have all check pilots, instructor pilots, mission check pilots and orientation pilots assigned to the Unit been appointed in writing by the current wing, region or national commander and / or his designee?	OPT	Both				CAPR 60-1 Para 3-2
b.	Are all check pilots and instructor pilots (except mission check pilots) current, certified flight instructors (CFIs) or waived in writing by the Wing / Region Commander?	OPT	Both				CAPR 60-1 Para. 3-2c and d(2)
c.	Are all mission check pilots current and qualified SAR pilots?	OPT	Both				CAPR 60-1 Para. 3-2h
d.	Are all instructor pilots qualified and current in the aircraft in which they are instructing?	OPT	Both				CAPR 60-1 Para 3-2d(3)
e.	Are annual CAPF 5 flight checks administered to all active pilots and properly documented?	OPT	Both				CAPR 60-1 Para. 3-5c
f.	Is a different check pilot administering the Form 5 check rides at least every two years?	OPT	Both				CAPR 60-1 Para 3-5c
g.	Does the Unit / Group have a Mission Crew Certification Board to assess pilots / crew and their proficiency?	OPT	Both				
h.	Has every crew member been evaluated?	OPT	Both				
i.	Have all of the pilots in the Group / Unit attended a flight clinic?	SUI	Both				CAPR 50-11, Para 2
<b>4.</b>	<b>Individual Flight Records: (CAPR 60-1)</b>						
a.	Have individual flight records or files been established for each pilot?	SUI	Both				CAPR 60-1 Para 2-9
	Does each pilot's individual flight record or file contain copies of the following documents:						CAPR 60-1 Para 2-9
b.	FAA Pilot Certificate?	SUI	Both				
c.	Current FAA Medical Certificate?	SUI	Both				

## CALIFORNIA WING SUBORDINATE UNIT INSPECTION CHECK LIST

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ITEM NUM.	ITEM	ANS REQ	GROUP / UNIT OR BOTH	YES	NO	N / A	REFERENCE
d.	Signed Statement of Understanding?	SUI	Both				
e.	Current CAPF 5 and related documents?	SUI	Both				
f.	Initial CAP Form 5s?	SUI	Both				
g.	Documentation of most recent BFR or equivalent?	SUI	Both				
h.	Current Form 91, if applicable?	OPT	Both				
i.	Mountain Qualified Authorization – Form 91?	OPT	Both				
j.	Completed aircraft questionnaires for each aircraft in which qualified with a Form 5?	SUI	Both				
k.	Does each CAP pilot have a 2a in his or her file certifying he or she is a CAP Pilot, Senior Pilot or Command Pilot?	SUI	Both				
l.	Current designation (CAPF 2a or Personnel Authorization by current Wing Commander, Region Commander, or their designees) as cadet orientation pilot, check pilot, instructor and/or mission check pilot, if applicable.	OPT	Both				
	For Check Pilots and Instructors						
m.	Copy of current CFI certificate – both sides?	SUI	Both				CAPR 60-1 Para 3-2e
	For Check Pilots, Mission Check Pilots and Instructors						
n.	Certificate or letter that shows completion of National Check Pilot School within the prescribed time as specified by 60-1?	SUI	Both				
<b>5.</b>	<b>Scheduling and Flight Release: (CAPR 60-1)</b>						
a.	Have flight release officers (FROs) been appointed by the commander if the Unit / Group has CAP flight activities?	OPT	Both				CAPR 60-1 Para. 4-9a
b.	Has the list of current FROs been made available to all active CAP pilots in the area?	OPT	Both				CAPR 60-1 Para. 4-9a(3)
c.	Do FROs meet required qualifications?	SUI	Both				CAPR 60-1, Para 4-5
d.	Are a sufficient number of FROs appointed in writing?	SUI	Both				CAPR 60-1, Para 4-9a(1)
e.	Have all FROs been properly briefed and trained with copies of completion certificates in their files from the on-line FRO test.	OPT	Both				Capr 60-1 Para 4-5b
f.	Is there any continuation training and is the training documented?	SUI	Both				Management Item
h.	Are CAPFs 99 properly filled out at the time of release?	SUI	Both				CAPR 60-1, Para 4-6b and Atch 8
i.	Is the appropriate mission symbol assigned for each CAP flight?	OPT	Both				CAPR 60-1 Para 4-2

## CALIFORNIA WING SUBORDINATE UNIT INSPECTION CHECK LIST

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ITEM NUM.	ITEM	ANS REQ	GROUP / UNIT OR BOTH	YES	NO	N / A	REFERENCE
j.	Are procedures in effect to ensure that only qualified and current CAP pilots operate CAP aircraft and privately owned aircraft during qualified CAP missions?	OPT	Both				
k.	Are there any local supplements for FRO procedures? If so provide copies.	SUI *	Both				* Supplements to CAPR 60-1 are not done below Wing level.
l.	Have any requests for a flight clearance been turned down?	SUI	Both				
m.	Are all Form 99's sent directly to the Group for consolidation which in turn are sent by the fifth day of the month to the State Director?	SUI	Both				
<b>6.</b>	<b>Maintenance of Current Records and Directives: (CAPR 10-2)</b>						
a.	Are Unit reports including backup material maintained for a period of at least one year?	OPT	Both				Table 8
b.	Are operations records disposed of or retained as required?	OPT	Both				
<b>7.</b>	<b>WMU / FMS</b>						
a.	Are all pilots and ground crew listed in the WMU / FMS / MIMS with current information?	OPT	Both				

# CALIFORNIA WING SUBORDINATE UNIT INSPECTION CHECK LIST

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## OPERATIONS PROGRAMS LIST OF DOCUMENTS AND DETAILED SUPPORT INFORMATION REQUIRED

	<b>IF DOCUMENTS ARE TO BE ONLY SHOWN TO THE INSPECTION TEAM HAVE THEM READILY AVAILABLE OR PROVIDE COPIES FOR THE TEAM</b>	<b>ANS REQ</b>	<b>GROU P UNIT OR BOTH</b>	<b>Initial when document is provided</b>
1.	Show the training record of operations officer.	OPT	Both	
2.	Show list of subordinate operations officers to include addresses, telephone numbers, E-Mail addresses, etc.	OPT	Group	
3.	Show list of operations, stan / eval, aircraft managers, and emergency service officers by Unit or squadron to include addresses, telephone numbers, E-Mail addresses, etc.	OPT	Group	
4.	Show listing of pilots and aircrew (scanners, observers) in the Unit and their status as to whether they are current or not.	OPT	Both	
5.	Show documentation of which pilots in the Unit / Group participated in Cadet Orientation Rides. Include how many sorties each pilot flew.	OPT	Both	
6.	<b>FLIGHT RELEASE PROGRAM – provide the details in writing</b> a. Show a listing of the current FRO's in the Group / Unit with copies of their certificates from the on-line FRO test that should be in their files. b. Show copies of Form 99's for the past three months if available. c. If any flight releases have been turned down, please provide reasons	OPT  OPT SUI	Both	
7.	How many qualified tow pilots does the Group / Unit have?	SUI *	Both	
8.	What percentage of your tow pilots has completed the voluntary Soaring Safety Foundation tow pilot on-line course?	SUI *	Both	
9.	How many members of the Unit / Group have completed the voluntary Soaring Safety Foundation Wing Runner course?	SUI *	Both	
10.	Describe in detail why the inspection team should consider rating Operations any higher than satisfactory?	OPT	Both	
11.	Describe how the Unit / Group is promoting the FAA "Wings Program" and what is being done to get all pilots to actively participate.	OPT	Both	

\* Limited to units involved in glider activity

# CALIFORNIA WING SUBORDINATE UNIT INSPECTION CHECK LIST

11 Sep 2003

## SUMMARY INFORMATION

Get Copy of Members from CAP Watch – National Data Base  
And Include in this Section

(Attach Copy of WMU for the Unit / Group with Pilot and Ground Crew Details)

Get a List of Pilots from Unit Commander / Group Commander at the Start of Inspection of all pilots in the Unit or squadron. Include this listing in the Inspection File.

Get a separate list or have identified on the above listing which pilots have all their files up to date and have current Form 5's signed off by operations. Current and complete data approved and signed off in the WMU / FMS will suffice for actual documents in a pilot's file.

Total number of pilots in Unit / Group (with current FAA medicals) \_\_\_\_\_

Total pilots who have not completed Scanner Training \_\_\_\_\_

Total number of pilots in Unit / Group who have not completed Mission Pilot Training \_\_\_\_\_

Total number of pilots in Unit / Group with current Form 5's \_\_\_\_\_

Total number of pilots in Unit / Group with current Form 91's \_\_\_\_\_

Total number of pilot files examined as part of the inspection \_\_\_\_\_

Total number of pilot files with complete information as required By CAP regulations \_\_\_\_\_

Total number of pilot files that were thought to be current but are not \_\_\_\_\_

Total number of pilot's listed in the WMU/FMS with current information listed \_\_\_\_\_

Total number of pilots in Unit / Group HQ without scanner ratings \_\_\_\_\_

Total number of qualified ground personnel in Unit / Group HQ? \_\_\_\_\_

Total number of qualified ground team leaders in Unit / Group HQ? \_\_\_\_\_

What is being done to get all ES rated personnel into the WMU and what is projected completion date?

**CALIFORNIA WING SUBORDINATE UNIT INSPECTION CHECK LIST**

11 Sep 2003

**PILOT RECORDS WORKSHEET**

**Group / Unit Inspected** \_\_\_\_\_ **Date** \_\_\_\_\_

To be completed by the inspector while validating the condition of unit pilot records

<b>Document</b>	<b>Pilot 1 Name</b>	<b>Pilot 2 Name</b>	<b>Pilot 3 Name</b>	<b>Pilot 4 Name</b>	<b>Pilot 5 Name</b>	<b>Pilot 6 Name</b>	<b>Pilot 7 Name</b>
FAA Pilot Certificate							
Current FAA Medical Certificate							
Statement of Understanding							
Current CAPF 5							
Initial CAPF 5							
Most recent BFR or equivalent							
Current CAPF 91, if applicable							
Mountain Qualification							
Aircraft Questionnaires							
Certification as CAP Pilot, Sr Pilot or Cmnd Pilot							
Designation as Orientation, Check, Instructor, or Mission Check Pilot							
For Check and Instructor Pilots:							
Current CFI Certificate							
For Check, Mission Check, and Instructor Pilots:							
National Check Pilot School certificate or letter							

**CALIFORNIA WING SUBORDINATE UNIT INSPECTION CHECK LIST**

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**Group / Unit Inspected** \_\_\_\_\_ **Date** \_\_\_\_\_

**OPERATIONS GRADE, COMMENTS, OBSERVATIONS, FINDINGS, COMMENDABLES, and BENCHMARKS** (Comment on the basis for the grade from all the information collected. Incomplete data and information normally results in a grade less than satisfactory. Record observations and findings while listing any commendable and benchmark items.

**GRADE FOR THIS SECTION** \_\_\_\_\_

**COMMENTS:**

**OBSERVATIONS:**

**FINDINGS:**

**COMMENDABLES and / or BENCHMARKS:**

**CALIFORNIA WING SUBORDINATE UNIT INSPECTION CHECK LIST**

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**Group / Unit Inspected** \_\_\_\_\_ **Date** \_\_\_\_\_

**Individual(s) interviewed** \_\_\_\_\_

**Individuals conducting the interviews** \_\_\_\_\_

<b>TAB C-4: AIRCRAFT MANAGEMENT</b> To be completed by each unit/group assigned an aircraft							
<b>ITEM NUM.</b>	<b>ITEM</b>	<b>ANS RQD</b>	<b>GROUP / UNIT OR BOTH</b>	<b>YES</b>	<b>NO</b>	<b>N / A</b>	<b>REFERENCE</b>
<b>1.</b>	<b>Aircraft Management (CAPR 66-1)</b>						
a.	Does the Unit / Group have an aircraft assigned? If so, please complete the following questions.	SUI	Both				
b.	Has a Director of Aircraft Maintenance (DOAM) been appointed in writing and is the CAPF 2a filed in the member's personnel file?	OPT	Both				CAPR 20-1 CAPR 35-1
c.	Is the additional equipment maintained in each aircraft's baggage compartment accounted for on every flight's weight & balance?	SUI	Both				
d.	Does the Unit / Group have a procedure for grounding unsafe aircraft and ensuring that the aircraft will not fly until the discrepancy is corrected?	OPT	Both				
e.	Is the Commander and Aircraft Manager familiar with CAPR 66-1 and the CAWG Supplement to 66-1	OPT	Both				
f.	Does the Unit / Group comply with CAWG Supplement to CAPR 66-1 and Policy Letter 03-16 <i>Aircraft Flight Charges</i> ?	OPT	Both				CAWG Supplement 1 Policy Letter 03-16
g.	Does the Unit / Group have one bank account for each assigned aircraft or glider?	OPT	Both				CAPR 66-1

# CALIFORNIA WING SUBORDINATE UNIT INSPECTION CHECK LIST

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## AIRCRAFT MANAGEMENT PROGRAMS LIST OF DOCUMENTS AND DETAILED SUPPORT INFORMATION

	<b>IF DOCUMENTS ARE TO BE ONLY SHOWN TO THE INSPECTION TEAM HAVE THEM READILY AVAILABLE OR PROVIDE COPIES FOR THE TEAM</b>	<b>ANS RQD</b>	<b>GROUP UNIT OR BOTH</b>	<b>Initial when document is provided</b>
1.	Show copies of CAP Form 37A, Registration, Airworthiness Certificate and Monthly Form 18 Report to National Headquarters.	SUI	Both	
2.	Show the aircraft and engine logs.	OPT	Both	
3.	Describe how aircraft inspections and routine maintenance such as 100 hour and annual inspections, oil changes, tire changes, corrosion control and routine inspections are tracked and managed.	SUI	Both	
4.	Describe the external appearance of the aircraft to include markings, paint scheme, wash schedule, wax schedule and hangar availability, especially during inclement weather.	SUI	Both	
5.	Describe how equipment requirements such as shoulder harnesses, seat modifications, fire extinguisher, radio and GPS updates, survival kits, flotation devices and oxygen is monitored.	SUI	Both	
6.	Describe how the aircraft is tied down.	SUI	Both	
7.	Describe the procedures followed for squawks pertaining to the aircraft and how they are processed.	OPT	Both	
8.	Describe the procedures for grounding an unsafe aircraft.	OPT	Both	
9.	Show the checkbook, transaction record and a summary statement of the activity for the aircraft bank account(s) for the current year to date and prior year.	OPT	Both	
10.	Show the monthly reconciliation of unfunded flight hours to corresponding income on the aircraft account bank statement.	OPT	Both	
11.	Show the most recent reconciliation of the aircraft bank account(s) to the checkbook.	OPT	Both	
12.	Describe the procedures applied when a current CAP member from another Unit/Group wishes to utilize the CAP aircraft for an approved mission or for proficiency flying.	OPT	Both	
13.	Describe why the inspection team should consider rating Aircraft Management any higher than satisfactory?	OPT	Both	

# CALIFORNIA WING SUBORDINATE UNIT INSPECTION CHECK LIST

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<b>Cap Aircraft Inspection Checklist</b>			
Wing: _____	Date/Tach Time Last 50-Hour Insp/Oil Change: _____		
Tail #: _____	Date/Tach Time @ Last 100-Hour Insp: _____		
Make/Model/Year: _____	Date/Tach Time @ Last Annual Insp: _____		
Tach Time: _____	No. of Hours on Prop _____	No. of Hours on Prop Governor _____	

Inspection Item (Installed/Serviceable/Current <b>P</b> )	Y	N	Remarks / Discrepancy
<b>1. Aircraft Records</b>			
A. Aircraft Logbooks- 50-Hour Insp/Oil Change, 100-Hour Insp, Annual Insp, & Airworthy Directives (AD) Compliance Listing Current (Ref: FAR 91.417)			
B. Equipment List (CAPF 37) Matches Equipment Installed			
C. Instrument Requirements – All are IFR unless there is an equipment failure?			
1) Altimeter System Current – Entry in Logbook (24 Mo. Ref: FAR 91.411)			
2) Pitot / Static System Current – Entry in Logbook (24 Mo. Ref: FAR 91.411)			
3) Transponder Current – Entry in Logbook (24 Mo. Ref: FAR 91.413)			
4) VOR Operational Check – IFR Only (30 Days Ref: FAR 91.171)			
5) ELT Battery Current – Entry in Logbook (Ref: FAR 91.207)			
<b>2. Aircraft Interior</b>			
A. Obvious Defects, Leaks, Corrosion, Cleanliness, and Condition of Interior			
B. “Not for Hire” Placard Displayed (Ref: CAPR 66-1)			
C. “Max Crosswind” Placard Displayed (Ref: CAPR 66-1)			
D. “Cessna Seat Slippage Warning” Placard Displayed (CAPR 66-1)			
E. Operating Limits / Placards (Ref: FAR 91.9)			
F. Avionics and Control Locks Installed (Ref: CAPR 66-1)			
G. Serviceable Fire Extinguisher Installed (Ref: CAPR 66-1)			
H.			
I. Carbon Monoxide Detector – Serviceability, Expiration Date (CAPR 66-1)			
J. Cessna Seat Rails for Cracks & Wear (Ref: AD 87-20-03, Rev 2)			
K. Secondary Seat Stop Installed (All Cessna Aircraft, Excluding 172R)			
L. Cargo Tie-Down Or Net Installed (Ref: FAR 91.525)			
M. Required Documents in Aircraft A-R-O-W			
1) Airworthiness Certificate (Ref: FAR 91.203)			
2) Registration (Ref: FAR 91.203)			
3) Operating Handbook (Ref: FAR 91.9)			
4) Weight & Balance Data (Ref: Acft Flight Manual / POH)			
N. Survival Kit. (Ref CAPR 66-1)			
<b>3. Aircraft Exterior</b>			
A. Aircraft Properly Chocked, Tied Down, and Condition of Ropes			
B. Obvious Defects, Leaks, Corrosion, Cleanliness, and Condition of Paint			

# CALIFORNIA WING SUBORDINATE UNIT INSPECTION CHECK LIST

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C. Condition of Prop – Nicks, Dents, Leaks, Corrosion, Evidence of Prop Strike			
D. External Aircraft Identification Plate (Ref: FAR 45.11)			
E. CAP Seal Installed on Vertical Stabilizer			
F. Brakes for Leaks, Wear, and Obvious Defects (Ref: Acft Service Manual)			
G. Tires for Proper Air Pressure and Serviceability (Ref: Acft Service Manual)			
H. Engine Cowling for Proper Fit And Contour / Fasteners Serviceable and Secure			
I. Cessna Door Hinge Pins Installed			
<b>4. Exterior And Interior Lighting For Proper Operation</b>			
A. Interior Overhead (Flood/Dome)			
B. Landing / Taxi / Pulselite			
C. Anti-Collision Strobe (Ref: FAR 91.209)			
D. Navigation / Position (Ref: FAR 91.209)			
E. Flashing Beacon			
F. Instrument			
<b>Name Of Inspector:</b>	<b>Date:</b>		

**CAPF 71, FEB 00** Previous Editions Will Not Be Used OPR/ROUTING: LGM Instructions for use of the CAP

# CALIFORNIA WING SUBORDINATE UNIT INSPECTION CHECK LIST

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## CAPF 71, FEB 00 (Page 2 of 2)

### Instructions for use of the CAP Aircraft Inspection Checklist

The CAPF 71 is designed to assist the inspector in determining the overall condition of the aircraft, as well as ensuring compliance of FAA and CAP regulations and directives.

#### a. Aircraft Records.

**Item a. Airworthiness Directive Listing in Logbook:** FAR 91.417 requires the aircraft records (logbooks) to contain the current status of applicable airworthiness directives, the method of compliance, the AD number, revision date, and recurring action if required. The A&P / AI should have performed and documented all applicable ADS as part of the 100-hour or annual inspection and updated the compliance listing in the maintenance logs.

**Item b. Equip List (CAPF 37) Matches Installed Equipment:** HQ CAP requires all wings to account for equipment installed in aircraft, such as radios, on a CAPF 37. Confirm the CAPF 37 is complete and matches the type equipment installed in the aircraft. Verification of serial numbers is not required.

**Items c1), c2), and c3). Instrument Requirements:** FAR par 91.411 and 91.413 requires the altimeter, pitot static and transponder to be tested and inspected every 24 months. The inspection dates are annotated in the airframe logbook, which usually are not kept in the aircraft. The maintenance officer or unit commander controlling this aircraft can provide you the records. **Item c4). VOR Check:** The VOR check is required by FAR 91.207 to be accomplished prior to the flight or within the preceding 30 days if the aircraft is to be operated under IFR. The pilot can accomplish this test by checking the VOR against a designated VOR checkpoint on the ground or by flying over a prominent ground point, or if the aircraft has dual VORs by checking them against each other. When performing the check, the pilot should record the date, place, bearing errors and sign the log or record. The aircraft cannot be flown IFR if this check has not been performed or logged!

**Item c5). ELT Battery:** FAR 91-207 requires the expiration date of the ELT battery be legibly marked on the outside of the transmitter and entered in the aircraft logbook. FAR 91-207 requires ELTs to be inspected during the aircraft annual inspection and this inspection annotated in the aircraft logbook.

#### a. Aircraft Interior.

**Item a.** Check for obvious defects, leaks, corrosion, cleanliness, and condition of interior.

**Items b, c, d, and e. Placards: Not for Hire/Maximum Crosswind/ Cessna Seat Slippage Warning/Operating Limits.** Ensure these placards are properly installed and visible. These placards can be ordered through the CAP Supply Depot in Amarillo TX.

**Item f. Avionics and Control Locks Installed:** Assure the avionics and control locks are installed. Aircraft radio & nav equipment are very expensive and can be easily stolen. The hole drilled in the control column for installation of the control lock should be centered to assure the flight controls are locked in the neutral position. On many Piper aircraft, the seat belt is used to hold the flight controls in a static position versus the use of a control lock.

**Item g. Fire Extinguisher:** Check that one is installed and serviceable (in the correct range).

**Item h. Shoulder Harness:** CAPR 66-1 states that all CAP corporate aircraft will have shoulder harnesses for the pilot and co-pilot positions. Newly assigned aircraft have 90 days to have them installed; after 90 days, the aircraft is grounded until they are installed. FAR 91.205 also requires shoulder harnesses on aircraft manufactured after July 18, 1978.

**Item i. Carbon Monoxide Detectors:** For safety, disposable 12- to 18- month carbon monoxide detectors will be installed in all CAP-owned aircraft. Inspect detectors for serviceability (change of indicator color) and valid expiration date. These detectors will be replaced every 12 months

**Item j. Cessna Seat Rail Condition:** The Cessna seat rails must be checked for overall condition. Check specifically for any cracks in the rails or runners. If any cracks or questionable defects are found, have an A&P mechanic inspect it for serviceability. Also, check for elongation of the holes on the rails, seat locking pin rounding and roller washer wear.

**Item k. Secondary Seat Stop Installed (All Cessna Aircraft, Excluding 172R and Older Models):** The secondary seat stop requirement is required for all Cessna aircraft, excluding the 172R and later models. Cessna redesigned the seat rails on this model, eliminating the requirement. The secondary seat stop is installed on the right side of the pilot's seat (left front seat) to prevent it from sliding if the seat pin fails. This is a HQ CAP mandatory equipment requirement.

**Item l. Cargo Tie-down or Cargo Net:** FAR 91.525 requires cargo to be properly secured by a safety belt or other tie-down method having enough strength to eliminate the possibility of shifting during operation. Cargo net is recommended for the cargo compartment.

**Items m1) and m2). Airworthiness Certificate and Registration:** These items are normally kept together and mounted in a pouch attached to a sidewall of the aircraft. The Airworthiness Certificate is issued when the aircraft is manufactured, the registration is issued with a change in ownership (i.e., when HQ CAP purchased it). The Radio License is no longer required for operations inside the US.

**Items m3) and m4). Operating Handbook & Weight & Balance:** FAR 91-9 requires each aircraft to have an operating handbook and displayed operating limits in the form of placards or instrument markings. Ensure the ones required for the specific aircraft you are inspecting are up-to-date (for example, has all the latest equipment added to the aircraft been reflected in the weight & balance data?). Ensure a flight manual, matching the make/model/year of the aircraft, is kept in the aircraft. Check the book for condition, i.e., loose, torn, or missing pages. Ensure the weight and balance data sheets are posted in the book.

**Item n. Survival Kit.** Assure a survival kit has been established and is available during every flight.

#### a. Aircraft Exterior.

**Item a. Properly Chocked, Tie-Down Method/Condition of Ropes:** All aircraft, when not being operated, are required to be properly chocked and secured. The aircraft should also be tied down at 3 points. Chains may be used providing the chain is not directly attached to the ground anchor point. This configuration will damage the wing spars because there is no flexibility during wind gusts. Nylon rope with at least a 3,000 lbs. tensile strength is recommended.

**Item b. Exterior Corrosion:** HQ CAP emphasizes an aggressive aircraft corrosion prevention program and provides ACF-50 corrosion prohibitor, free to CAP units, to be sprayed on the aircraft. Note any corrosion you find. It is expensive to repair; however, it is less expensive to repair if caught early. This is the most important item to check during your inspection. The primary purpose of paint is to prevent corrosion with a secondary purpose of enhancing appearance. Therefore, look closely for corrosion, and missing or chipped paint. Units need to do touch-up painting on their aircraft and not just let them deteriorate. Corrosion can best be checked by removing an access panel on the leading edge area of the wing and visually looking for corrosion or by looking at exposed metal inside the aircraft such as under carpets. Check for cracks in the aircraft skin. If a crack is detected and has a hole drilled at the progressive end of the crack, this is OK. It is a previous repair called "stop drill" and is designed to stop the crack from progressing any further. If, however, the crack has not been stop drilled or the crack has progressed, it should be repaired.

**Item c. Condition of Propeller.** Inspect propeller, paying particular attention to nicks and evidence of stress (blade trailing edge wavy) on the propeller. Also check for excessive rubbing marks between spinner and cowling.

**Item d. External Identification Plate:** FAR 45-11 requires a fireproof plate that is etched, stamped, or engraved with the builder's name, model designation, and serial number. It must be secured to the exterior of the aircraft near the tail surfaces or adjacent or just aft of the rear-most entrance door. If the aircraft was manufactured before March 7, 1988, the plate can be attached to an accessible interior or exterior location near an entrance; however, the model designation and serial number must also be displayed on the aircraft fuselage exterior.

**Item e. CAP Seal.** A CAP seal must be installed on the vertical stabilizer of all CAP aircraft.

**Item f. Brakes.** Check brakes and brake lines for leaks, wear, and obvious defects.

**Item g. Tires.** Check tires for proper air pressure and serviceability.

**Item h. Engine Cowling Fit & Fastener Condition:** Check the cowling for proper fit and contour. Check the condition of the fasteners holding it in place. Loose, improper, or defective fasteners or nutplates could cause the cowling to separate during flight.

**Item i. Door Hinge Pins (Cessna):** Check the door hinges for proper hinge pins. Only authorized Cessna hinge pins will be installed in CAP aircraft. Cotter pins, quick release pins, nails, etc., will not be used and are easily identifiable. For reference only, the correct part numbers are: Cessna 172 upper hinge pin - P/N 0711001-59; Cessna 172 lower hinge pin - P/N 0517019-12; Cessna 182 upper and lower hinge pin - P/N 0711038-1

#### a. Exterior and Interior Lighting for Proper Operation

**Items a, b, c, d, e, and f. Exterior Lighting for Operation:** Check all lights for operation. You may do this by turning on the master switch and all lights.

Most of the items on the checklist are self explanatory. The dates and times for the aircraft is annual, 100-hour inspections, and oil changes should be in the aircraft logbooks. Tach times should be used to determine when maintenance actions are required. POC for this checklist is HQ CAP-USAF/LGM, Maxwell AFB AL (334) 953-6032 or DSN 493-6032.

**CALIFORNIA WING SUBORDINATE UNIT INSPECTION CHECK LIST**

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**ADDITIONAL AIRCRAFT INSPECTION ITEMS**

<b>Inspection Item</b>	<b>Y</b>	<b>N</b>	<b>Remarks/Discrepancy</b>
<b>1. Aircraft Supplemental Items</b>			
A. Keys: Record of Combination or Key Location			
Panel Control Lock, copy at aircraft and Wing HQ			
Copy of Aircraft Key at CAWG			
B. Rosen Products Sun Visors			
C. Iceman Carb Ice Detector			
D. Oxygen Bottle and Attachments			
E. Headset – 2 Sets			
F. Window Sun Shades			
G. GPS:			
Data Card Dated			
Grids Installed			
H. L-Tronics DF Unit			
3 Belly Antennas Installed			
I. CAP FM Radio			
J. Aircraft Management:			
(1) Name of Aircraft Manager & Assistant			
(2) Is Aircraft Manager a Pilot?			
(3) Is any maintenance done by Squadron			
(4) Is aircraft on Progressive Maintenance			
(5) Review FORM 781			
(6) CAP Log Book in Aircraft – Condition			

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**AIRCRAFT RECORDS PORTION OF INSPECTION**

Aircraft Airframe Log Books in order? – Comments \_\_\_\_\_

\_\_\_\_\_

Engine Log Books in order? – Comments \_\_\_\_\_

\_\_\_\_\_

White Binder in Aircraft (Aircraft Information File)– Is the front cover current and all information in the binder as required by CAWG Supplement 1 to CAPR 66-1

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Review records of individual flights for the past year – Do CAWG Form 781 reconcile to CAPF 18 and are they completely filled out and signed by the pilot in command. This includes reconciling to the total time above. Make comments as appropriate.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Other Comments Regarding the Overall Condition and Management of the Aircraft

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# CALIFORNIA WING SUBORDINATE UNIT INSPECTION CHECK LIST

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## GLIDER PREFLIGHT SAFETY INSPECTION GUIDE

Date \_\_\_\_\_ "N" # \_\_\_\_\_ Type \_\_\_\_\_

Year \_\_\_\_\_ Safety Inspector \_\_\_\_\_

Glider Empty Weight \_\_\_\_\_

Items	S / U	Items	S / U
<b>COCKPIT</b>		<b>NOSE AREA</b>	
Airworthiness Certificate		Pitot Tube Condition	
Registration		Static Ports	
Operating Limits		Vents	
Weight & Balance Data		Cable Tow Hook	
Aircraft Flight Manual		Latch Spring Tension – how much?	
Elevator Pulley Cable		Skid & Skid Plate – SW Gliders	
Rudder Cable Connection		Tire & Axle	
Controls Freedom		<b>BOTTOM / TOP SPOILERS</b>	
Rudder Pedal Adjustment		Wing Condition	
Cable Release Linkage		Aileron Push Eye – rods (movement)	
Ballast (In or out as needed)		<b>WING TIPS – LEFT / RIGHT</b>	
Trim Spring – SW not the B. type glider		Shake for Looseness / Rattles	
Open / Close Spoilers		Tip Wheel	
Brake Check		<b>WING ROOT COVER – SW only</b>	
<b>BEHIND REAR PANEL</b>		Secured / Condition	
Spar Bolts & A/C Safety Pins		<b>TAIL</b>	
Aileron clevis Pins & A/C Safety Pins		Fin / Stabilizer Condition	
Spoiler Push Rod Clevis Pin & A / C Safety Pin		Rudder Hinges (3)	
Animals & Trash Inside Fuselage		Rudder Cables	
<b>STRUTS LEFT / RIGHT</b>		Stabilizer Bolts SW only	
Strut Bolts & A/C Safety Pins		Elevator Hinge Pins (3)	
Strut Condition			
<b>AILERONS LEFT / RIGHT</b>		Stabilizer Struts / Bolts - SW Glider	
Piano Hinge Pins		Tail Wheel attachment	
Aileron Gust Block		Rudder Gust Block	
<b>FUSELAGE</b>			
General Condition			

**NOTE:** Any items marked unsatisfactory (U) shall be noted and explained below or on reverse side.

Please note there are differences between the **Blanik** and **Schweizer** Gliders utilized by Civil Air Patrol

**CALIFORNIA WING SUBORDINATE UNIT INSPECTION CHECK LIST**

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**Group / Unit Inspected** \_\_\_\_\_ **Date** \_\_\_\_\_

**AIRCRAFT MANAGEMENT GRADE, COMMENTS, OBSERVATIONS, FINDINGS, COMMENDABLES, and BENCHMARKS** (Comment on the basis for the grade from all the information collected. Incomplete data and information normally results in a grade less than satisfactory. Record observations and findings while listing any commendable and benchmark items.

**GRADE FOR THIS SECTION** \_\_\_\_\_

**COMMENTS:**

**OBSERVATIONS:**

**FINDINGS:**

**COMMENDABLES and / or BENCHMARKS:**

**CALIFORNIA WING SUBORDINATE UNIT INSPECTION CHECK LIST**

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**CALIFORNIA WING SUBORDINATE UNIT INSPECTION CHECK LIST**

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**Group / Unit Inspected** \_\_\_\_\_ **Date** \_\_\_\_\_

**Individual(s) interviewed** \_\_\_\_\_

**Individuals conducting the interviews** \_\_\_\_\_

<b>TAB C-5: COMMUNICATIONS</b>							
<b>ITEM NUM.</b>	<b>ITEM</b>	<b>ANS REQ</b>	<b>GROUP / UNIT OR BOTH</b>	<b>YES</b>	<b>NO</b>	<b>N / A</b>	<b>REFERENCE</b>
<b>1.</b>	<b>Staffing: (CAPM 20-1 Part II)</b>						
a.	Has a Unit communications officer (DC) been appointed in writing?	OPT	Both				CAPR 35-1 Para. 3
b.	Is a copy of the personnel authorization and/or CAPF 2a filed in the member's personnel file?	OPT	Both				CAPR 35-1 Para. 3
c.	Has the DC completed Level I/CPPT training?	OPT	Both				CAPR 35-1 Para. 2a. & 2b, 3
d.	Has the DC enrolled in or completed the appropriate specialty track training?	OPT	Both				CAPR 35-1 Para. 3
e.	Is the DC familiar with CAPP 214 and all CAP directives in the 60-3, 60-4, 67 and 100 Series, plus CAWGM 11-1, and Air Force/NTIA frequency management regulations? (Part III)	OPT	Both				
f.	Does the DC maintain a current roster of subordinate Unit DCS?	OPT	Group				Management item
g.	Is the DC monitoring subordinate Units to ensure that Unit DCS are familiar with CAPP 214 and all CAP directives in the 60-3, 60-4, 67 and 100 Series, plus CAWGM 11-1, and Air Force/NTIA frequency management regulations?	OPT	Group				Management Item
<b>2.</b>	<b>Management: (CAPR 100-1)</b>						
a.	Does the Unit/Group have a copy of the Region / Wing Communications Operations and Training Plan?	OPT	Both				Chapter 2
b.	Does the Unit / Group communications officer review the annual wing communications plan(s)?	SUI	Both				CAPR 100-1 V1 Para2-2
c.	Has the Unit / Group developed and published a <i>Communications Operations and Training Plan</i> as a supplement to the CAWG plan and based on the requirements of said plan.	OPT	Both				CAPR 100-1 Para 2-1
d.	Does local training include information from the communication plan(s) that effect unit members or local operations?	SUI	Group				Wing Policy * * No policy exists
e.	Does the DC regularly participate in region and wing communications exercises?	OPT	Both				
f.	Does the Group hold any communications exercises?	SUI	Group				CAPR 100-1 V1 Para 3-3b
g.	Are these exercises coordinated with the Wing Director of Communications (DC)	SUI	Group				Wing Policy * * No policy exists

## CALIFORNIA WING SUBORDINATE UNIT INSPECTION CHECK LIST

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ITEM NUM.	ITEM	ANS REQ	GROUP / UNIT OR BOTH	YES	NO	N / A	REFERENCE
h.	Does the DC communicate with the Wing DC and/or Group DC?	OPT	Both				
i.	Does the DC or a designated representative participate in the wing communications net?	OPT	Both				
j.	Did the DC attend the last region and wing communications conference(s)?	OPT	Both				
k.	Does the Group hold any meetings specifically for communications?	SUI	Group				Wing Policy * * No policy exists
l.	Does the DC acquire updated and new information from the Wing DC so it can be covered in meetings?	SUI	Both				Wing Policy * * No policy exists
m.	Does each radio operator hold a valid CAP Radio Operator's Authorization	OPT	Both				
n.	Are members instructed in appropriate safety procedures and are such procedures observed at all times?	OPT	Both				
o.	Do operators of HF stations maintain a radio station log?	OPT	Both				
<b>3.</b>	<b>Radio Station Licenses: (CAPR 100-1)</b>						
a.	Does each CAP radio station possess a valid CAP station license for the type of service and purpose for which it will be used?	OPT	Both				Para 6-1
b.	Does the DC maintain an efficient filing system of all radio station licenses issued to the Group and subordinate Units?	OPT	Group				
<b>4.</b>	<b>Reporting and Maintenance of Current Records and Directives: (CAPR 100-1)</b>						
a.	Are communications disposed of or retained as required?	OPT	Both				Para 7-3
b.	Is the Unit filing reports with the wing in a timely fashion?	SUI	Unit				Wing Policy * * No Policy has been established
<b>5.</b>	<b>Resources</b>						
a.	Is the communications officer utilizing the Communications Equipment Management System (CEMS) (assumes Unit has access)?	SUI	Both				NHQ Memo, 16Nov01
b.	Is CAP owned equipment distributed to members for maximum utilization?	OPT	Both				
c.	Is the issue of non-expendable communications equipment to individual members approved and recertified IAW CAP directives?	SUI	Both				CAPR 100-2 Para 3-5b(2)
d.	Can the communications officer show how the current assignment and distribution of corporate equipment supports the communications plan(s)?	SUI	Both				CAPR 100-1 V1 Para 7-9 and CAPR 100-2 Para 1-4a
e.	Does the communications officer ensure equipment is returned when members transfer or do not renew?	SUI	Both				CAPR 100-2 Para 3-5b(4)

# CALIFORNIA WING SUBORDINATE UNIT INSPECTION CHECK LIST

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ITEM NUM.	ITEM	ANS REQ	GROUP / UNIT OR BOTH	YES	NO	N / A	REFERENCE
f.	Does the Communications Officer maintain a database of personnel completing basic and advanced user training?	SUI	Both				Management Item
g.	Has all non-NTIA compliant equipment (HF & VHF) been removed from CAP operation?	SUI	Both				NEC Minutes, Nov98

## COMMUNICATIONS PROGRAMS LIST OF DOCUMENTS AND DETAILED SUPPORT INFORMATION REQUIRED

	IF DOCUMENTS ARE TO BE ONLY SHOWN TO THE INSPECTION TEAM HAVE THEM READILY AVAILABLE OR PROVIDE COPIES FOR THE TEAM	ANS REQ	GROUP UNIT OR BOTH	Initial when document is provided
1.	Show the training records of communications officer	OPT	Both	
2.	Show a list of subordinate communications officers to include addresses, telephone numbers, E-Mail addresses, etc.	OPT	Group	
3.	Show a list of personnel in the Unit / Group with A-Cut and B-Cut Radio Operator Authorizations	OPT	Both	
4.	Show copies of radio station licenses for any equipment held by the Unit / Group	OPT	Both	
5.	Show copies of CAPF 37E demonstrating all CAP communication equipment is controlled and accounted for when members transfer in and out of the Unit / Group.	OPT	Both	
6.	Show a copy of the Unit / Group Communications Operations and Training Plan.	OPT	Both	
7.	Describe the last communications exercise held with the Unit / Group personnel.	OPT	Both	
8.	Describe in detail why the inspection team should consider rating Communications any higher than satisfactory?	OPT	Both	

**CALIFORNIA WING SUBORDINATE UNIT INSPECTION CHECK LIST**

11 Sep 2003

**Group / Unit Inspected** \_\_\_\_\_ **Date** \_\_\_\_\_

**COMMUNICATIONS GRADE, COMMENTS, OBSERVATIONS, FINDINGS, COMMENDABLES, and BENCHMARKS** (Comment on the basis for the grade from all the information collected. Incomplete data and information normally results in a grade less than satisfactory. Record observations and findings while listing any commendable and benchmark items.

**GRADE FOR THIS SECTION** \_\_\_\_\_

**COMMENTS:**

**OBSERVATIONS:**

**FINDINGS:**

**COMMENDABLES and / or BENCHMARKS:**

**CALIFORNIA WING SUBORDINATE UNIT INSPECTION CHECK LIST**

11 Sep 2003

**Group / Unit Inspected** \_\_\_\_\_ **Date** \_\_\_\_\_

**Individual(s) interviewed** \_\_\_\_\_

**Individuals conducting the interviews** \_\_\_\_\_

<b>TAB C-6: SAFETY</b> Required of Every Unit and Group							
<b>ITEM NUM.</b>	<b>ITEM</b>	<b>ANS REQ</b>	<b>GROUP / UNIT OR BOTH</b>	<b>YES</b>	<b>NO</b>	<b>N / A</b>	<b>REFERENCE</b>
<b>1.</b>	<b>Staffing: (CAPM 20-1 Part II)</b>						
a.	Has a Unit/Group safety officer (SE) been appointed in writing and has a copy been sent to Group/Wing?	SUI	Both				CAPR 62-1 Para 2a
b.	Are assistant SEs assigned as needed?	OPT	Both				CAPR 62-1 Para 2a
c.	Has each unit whose members include cadets appointed a cadet safety officer?	OPT	Unit				CAPR 62-1 CAWG Supp 1 Para 2a
d.	Is a copy of the personnel authorization or CAPF 2a filed in the SE and each assistant SE's personnel file?	OPT	Both				CAPR 35-1 Para 3
e.	Is the only duty assignment the SE holds that of SE of this Unit?	OPT	Both				CAPR 62-1, CAWG Supp. 1 Para 1(f)
f.	Has the SE completed Level I/CPPT and enrolled in or completed the appropriate specialty track training?	OPT	Both				CAPR 35-1 Para 2a & b
g.	Is the SE familiar with CAPP 217 and all CAP directives in the 62 series?	OPT	Both				
h.	Has the SE completed or enrolled in AFIADL Course 02170?	OPT	Both				CAPP 217
i.	If the Unit/Group has an aircraft, is the SE or an assistant a pilot?	OPT	Both				CAPR 62-1 Para 2a & CAWG Supp 1 Para 1f
j.	Have pilot safety officers or assistants applied to become Accident Prevention Counselors with the local Flight Standards District Office?	SUI	Both				CAPR 62-1 Para 2a
k.	Does the Unit/Group have more than one Accident Prevention Counselor approved by the FAA?	OPT	Both				Does not have to be a pilot
<b>2.</b>	<b>Responsibilities (CAPR 62-1)</b>						
a.	Is someone within the Unit/Group designated to monitor, track and actively manage the safety program?	SUI	Both				CAPR 62-1 Para 1d

## CALIFORNIA WING SUBORDINATE UNIT INSPECTION CHECK LIST

11 Sep 2003

ITEM NUM.	ITEM	ANS REQ	GROUP / UNIT OR BOTH	YES	NO	N / A	REFERENCE
b.	Does the safety officer report directly to the commander of his Unit/Group?	SUI	Both				CAPR 20-1
c.	Is there any evidence that the unit commander has an accident prevention program (letters, reports, bulletins, regulations, or operating instructions)?	SUI	Both				CAPR 62-1 Para 1
d.	Has CAWG Supplement 1 to CAPR 62-2 containing mishap reporting procedures and special policy guidance been distributed to all subordinate Units?	OPT	Group				
e.	Has the Group published a supplement to CAPR 62-1 containing pilot proficiency program conduct and procedures?	OPT	Group				
f.	Does the SE maintain a current roster of subordinate Unit SEs?	OPT	Group				
g.	Has the list of SEs and cadet safety officers been provided to the Wing SE and the Director of Cadet Programs?	OPT	Group				CAPR 62-1 CAWG Supp 1 Para 2a
h.	Is the SE monitoring subordinate Units to ensure that Unit SEs are qualified and thoroughly familiar with CAPP 217 and all CAP directives in the 62 series?	OPT	Group				
<b>3.</b>	<b>Safety Education (CAPR 62-1)</b>						
a.	Is ground and flying safety information briefed at each Unit and Group meeting?	SUI	Both				CAPR 62-1 Para 2b(1)
b.	Is a roster of individuals in attendance at the safety briefings maintained?	SUI	Both				CAPR 62-1 Para 2b(1)
c.	Are summaries of safety briefing material posted in the reading file, or on a bulletin board?	OPT	Both				
d.	Have guest speakers periodically been used in safety briefings?	OPT	Both				
e.	Has the Unit/Group (with pilots) had speakers from the FAA during the past twelve months?	OPT	Both				
f.	Is there a Unit/Group safety bulletin board with current information posted (may be separate area on general bulletin board)?	SUI	Both				CAPR 62-1 Para 2b(3)
g.	Is the monthly NHQ Safety Bulletin ( <i>The Sentinel</i> ) briefed to all personnel in Units with pilots and then placed on the safety bulletin board or in a read file?	SUI	Both				CAPR 62-1 Para 2b(1)

**CALIFORNIA WING SUBORDINATE UNIT INSPECTION CHECK LIST**

11 Sep 2003

ITEM NUM.	ITEM	ANS REQ	GROUP / UNIT OR BOTH	YES	NO	N / A	REFERENCE
<b>4.</b>	<b>Accident Prevention: (CAPR 62-1)</b>						
a.	Are the recommendations contained in the yearly trend analysis evaluated and action taken at Unit/Group level to prevent similar mishaps? Is the action documented?	OPT	Group				
b.	Is there any evidence of coordinated activity with other safety-oriented organizations, e.g., FAA, law enforcement, transportation or medical?	OPT	Both				
c.	Are any local directives or other forms of guidance published in the area of accident prevention?	SUI	Both				
<b>5.</b>	<b>Accident Reporting: (CAPR 62-2)</b>						
a.	Is the SE familiar with safety, accident and reporting procedures contained in CAPR 62-2, and able to provide quality advice to the Unit commander?	OPT	Both				
b.	Are local accident reporting procedures established?	SUI	Both				CAPR 62-2 Para 4
c.	Have all accidents been reported timely, accurately and completely on CAPF 78 through CAP channels?	SUI	Both				CAPR 62-2 Para 5
d.	Has CAPF 79 been submitted timely, accurately and completely on all applicable accidents?	SUI	Both				CAPR 62-2 Para 6
<b>6.</b>	<b>Safety Surveys/Inspections: (CAPR 62-1)</b>						
a.	Has the commander ensured that an internal safety survey was accomplished annually?	SUI	Both				CAPR 62-1 Para 2f
b.	Has a suspense system been established to ensure all deficient items are corrected prior to close-out of the report?	SUI	Both				CAPR 62-1 Para 2f
c.	Are copies of completed surveys forwarded to the next higher headquarters?	SUI	Both				CAPR 62-1 Para 2f
d.	Is a copy of the last completed survey on file?	OPT	Both				
e.	Is there evidence that the commander is reviewing safety surveys?	SUI	Both				CAPR 62-1 Para 2f
<b>7.</b>	<b>Safety Improvement/Hazard Reporting Program</b>						
a.	Are CAPFS 26 Forms – Safety Improvement or Hazard Improvement and FAA Forms 8740, “Safety Improvement Report,” readily available?	SUI	Both				Units only with pilots for form 8740

**CALIFORNIA WING SUBORDINATE UNIT INSPECTION CHECK LIST**

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ITEM NUM.	ITEM	ANS REQ	GROUP / UNIT OR BOTH	YES	NO	N / A	REFERENCE
b.	Do personnel know what the CAPF 26 – Safety Improvement or Hazard Improvement form and the FAA Form 8740 – Safety Improvement Report are and how to use them? Units with pilots	SUI	Both				CAPR 62-1, Paragraph 2c
c.	Are personnel briefed at least annually regarding the location, use and purpose of the CAPF 26 and Form 8740? (Para. 2.c)	OPT	Both				Units only with pilots for form 8740
<b>8.</b>	<b>Awards: (CAPR 62-1)</b>						
a.	Has the SE developed a system for determining the number pilots who participated in the FAA Pilot Proficiency Program, CAP Flight Safety Seminars and Flight Clinics each year?	OPT	Both				
<b>9.</b>	<b>Maintenance of Current Records and Directives: (CAPR 10-2)</b>						
a.	Are safety program records disposed of or retained as required?	OPT	Both				

**SAFETY PROGRAMS  
LIST OF DOCUMENTS AND DETAILED SUPPORT INFORMATION REQUIRED**

	IF DOCUMENTS ARE TO BE ONLY SHOWN TO THE INSPECTION TEAM HAVE THEM READILY AVAILABLE OR PROVIDE COPIES FOR THE TEAM	ANS REQ	GROUP UNIT OR BOTH	Initial when document is provided
1.	Show the training records of safety officer	OPT	Both	
2.	Show the list of subordinate safety officers to include addresses, telephone numbers, E-Mail addresses, etc.	OPT	Both	
3.	Show copies of the details of each safety meeting along with the specific attendance rosters for the past twelve months.	SUI	Both	
4.	Provide copies of the available safety surveys.	OPT	Both	
5.	List all accidents and incidents for the past year to include the details of each report and what is being done to prevent further recurrences.	OPT	Both	
6.	Describe in detail why the inspection team should consider rating Safety any higher than satisfactory?	OPT	Both	

**CALIFORNIA WING SUBORDINATE UNIT INSPECTION CHECK LIST**

11 Sep 2003

**Group / Unit Inspected** \_\_\_\_\_ **Date** \_\_\_\_\_

**SAFETY GRADE, COMMENTS, OBSERVATIONS, FINDINGS, COMMENDABLES, and BENCHMARKS**

(Comment on the basis for the grade from all the information collected. Incomplete data and information normally results in a grade less than Satisfactory. Record observations and findings while listing any commendable and benchmark items.

**GRADE FOR THIS SECTION** \_\_\_\_\_

**COMMENTS:**

**OBSERVATIONS:**

**FINDINGS:**

**COMMENDABLES and / or BENCHMARKS:**