

[CAP Mishap Reports \(CAP Form 78\)](#)

Use the CAP Form 78 Mishap Report system to report mishaps in accordance with CAP Regulation 62-2, *Mishap Reporting and Investigation*.

Before submitting a CAP Form 78 Mishap Report, follow your unit's mishap reporting procedures. Your unit's mishap reporting procedure provides guidance for making the required contact with the wing commander and wing safety officer. **You have not successfully contacted the wing commander and safety officer until you have actually spoken to them. A text, voice-mail, or email is not contact. Be proactive in making this happen.** This must be done immediately following a mishap and **before** submitting the CAP Form 78. CAP Form 78 mishap reports must be submitted **no later than forty-eight (48) hours after the mishap. There are no exceptions to this!** The requirement is no later than forty-eight (48) hours!

The National Operations Center (NOC) notification is not necessary for all mishaps; only those classified as accidents involving substantial damage, serious injury, or death require NOC notification. The wing commander usually informs the NOC if necessary. Unless told otherwise when contacting the wing commander **do not contact the NOC.**

Submit CAP Form 78 Mishap Reports, online, through eServices as follows:

1. Log into eServices.
2. Click on [Safety Forms](#) under **CAP Utilities** on the left side of the eServices home page.
When the Safety Forms link is selected, the system defaults to the Form 78 Entry Page. **DO NOT** click the check box labeled ***Click Here to Continue** until you are ready to submit the Mishap Report.
3. Before submitting the CAP Form 78 Mishap Report, consider preparing a CAPF 78 Worksheet to aid in gathering all necessary information. Access the worksheet, by clicking on [Tutorials/Worksheets](#) under the **Documentation** heading and then clicking on [Form 78 Worksheet](#). Print and complete the worksheet by hand.
4. When ready to submit the CAP Form 78 Mishap Report, click the check box labeled ***Click Here to Continue** on the Form 78 Entry page.
5. Navigation in this application can be a bit tricky. You will normally move from section to section using the **Continue** button or **Next** button. **Do not click the "Save" button unless you plan to enter part of the required information and complete the form later.** Clicking the "Save" button, will save entered information and **exit the application without submitting the Form 78.**
6. Fill out the Header Information. Select a Wing, the Mishap Date, and Time of Mishap all of which must be unique in order to enter a new mishap.
7. Before entering any information in the Mishap Description box, see the next two pages for some additional information and suggestions.
8. **Do not enter anything in the CAPF 79 Investigator area – you are submitting the report – not investigating it!** This is the wing commander's responsibility if an investigation is necessary. When the Header Information is complete, click "Continue"
9. Enter **all** Detail Information for the mishap to include all people, vehicles, and aircraft involved, one at a time. Add additional "details" by clicking the **Insert Detail** button each time you need to insert a new detail. Do not click the **Next** button until **all** details are entered.
10. After **all** detail information is entered click the **Next** button.
11. This will bring the email list of those that will automatically receive and email notifications. No additional emails need to be selected other than the defaults already checked. Select any optional people you would like emailed about this mishap and Click the **Submit** button.
12. **As you progress through the submission process, you are not done until you see the page listing all of the email addresses and click the Submit button on that page.**

[Additional Information for Submitting Mishap Reports](#)

Do not include names, vehicle or A/C numbers in the "Mishap Description" box of the online Form 78. However, entry of names and other identifying information is required in the "details" section. This is the place to list participants, witnesses, and/or victims, vehicles, and aircraft.

From CAPR 62-2, paragraph 4.d. (1) "The entry in the "*Brief Description of Mishap" block of the online mishap notification (Form 78) has space for a limited number of characters. There is sufficient space to enter a description of the mishap, up to and including a brief initial assessment of injuries and/or property damage. The account of the mishap should not include any reference to fault or blame."

This entry area is limited to 750 characters. This includes punctuation and spaces. Use abbreviations and grammatical shortcuts. Do not include data or information that has been entered elsewhere in the Form 78. **Member names, vehicle or aircraft identification number, and specific named locations should not be entered in the "*Brief Description of Mishap" box.** As a suggestion, draft the account in MS Word or other word processing application and "copy and paste" into the Form 78 "Brief Description of Mishap" box to be certain that you have room. If it doesn't work, go back to the MS Word document and shorten the wording and try again.

From CAPR 62-2, Attachment 5

<u>Inappropriate Account (Mishap Description)</u>	<u>Proper Account (Mishap Description)</u>
Propeller tips damaged. Unknown culprit.	PIC conducted a preflight of AC N####L. During the preflight the PIC identified that there was damage to both propeller tips. Flight canceled, aircraft grounded, maintenance notified.
AC hit hangar door. Bent static tab and a 4" dent to right aileron.	During aircraft parking, the aircraft was pushed into the hangar door resulting in a bent static tab and a 4" dent to the right aileron. Aircraft was grounded, maintenance notified.
Civilian aircraft hit the right wingtip of CAP aircraft.	A civilian aircraft, being hand towed, struck the right wingtip of the CAP aircraft that was parked. No injuries. No damage.
Hurt foot	Cadet was participating in a mile run when he stepped on a curb along the mile course and twisted his ankle. Ace bandage applied by member trained in first aid. No further treatment required.
Cadet J. Jones, CAPID XXXXXX, was walking with 6 other cadets when she suddenly slipped. She later complained that her hip starting hurting. Cadet Jones had recently walked through a large puddle of motor oil at the last convenient stop and the bottoms of her boots were slippery, and that caused her to slip while climbing over a rock.	Cadet (NO PERSONAL INFORMATION HERE) slipped while completing navigation activity and stated that her hip started hurting while walking afterward, but that it did not hurt while sitting still. Sent to emergency room for evaluation. Evaluation resulted in Parents notified.
Cadet injured arm lifting luggage.	Cadet with pre-existing injury re-injured arm lifting luggage upon arrival at activity. Transported to hospital; diagnosed as a sprain.
Driver hit planter/barricade.	Driver hit planter/barricade. Passenger side rear door was dented. No injuries.

Additional Suggestions

Here are some additional “suggestions” for improving Form 78 Mishap Reports. This is not a “how-to” instruction for completing the required report – only some helpful hints for improving the quality of the report.

In all cases, Form 78 Mishap Reports must be submitted within forty-eight (48) hours of any mishap! There are no exceptions to this requirement and nothing in this document is meant to imply that there are exceptions.

Most mishaps require mishap reviews (investigations), however, some others may not. A thorough and detailed Form 78 report may provide most of the answers to questions from NHQ Safety and eliminate the need for a mishap review. If information submitted in a Form 78 is unclear or incomplete, this may trigger a mishap review that, otherwise, may not be needed.

Although the report must be submitted within forty-eight (48) hours, ***there is no rush to complete the Form 78.*** Take the time to make all required notifications, gather all information, obtain follow-up information, and to draft a thorough and accurate mishap description/account.

There is a way to upload photos to a Form 78 mishap report. Almost everyone has a cell phone capable of taking photos. Be certain to take photos of the license plate of any vehicles or aircraft involved in a mishap and photos of damage. Photos can also be useful in bodily injury mishaps. Ask witnesses if they have taken photos and attempt to obtain copies.

When possible, request that witnesses write down their recollection of the mishap. It may be several weeks before they are contacted by a mishap review officer and they may forget important details if they don't write them down. Be certain to obtain phone numbers and other contact information from witnesses.

For bodily injury mishaps, try to follow up with the victim or parents after the victim receives medical attention to get the specific diagnosis and prognosis to include in the report. This is very important and may be the difference between a mishap review and no review. Include a statement in the report if medical follow-up was not done. Be sure to include a statement indicating if an Operational Risk Safety (ORS) briefing was conducted for the activity during which the mishap occurred. For mishaps that may have been caused by a pre-existing condition, include a statement to indicate that a solicitation for disclosure of pre-existing conditions was done prior to the activity. (Hopefully this solicitation was accomplished)

When possible, all mishap reports should include one or more witnesses, preferably senior members.

You will only have the information necessary to complete the Form 78 if you know what you need, in advance, and properly document everything prior to submission of the Form 78 report. Unit mishap reporting procedures should emphasize the need to “acquire” all of the needed information in the event of a mishap. It is too late to learn the process **after** a mishap. Ensure that unit training covers mishap reporting.

The mishap description/account must be planned carefully. Only 750 characters, including spaces and punctuation, are available for use. Use acronyms and abbreviations as much as possible. Do not use separate paragraphs in the description/account. Restrict entries to the facts. “Sanitize” the mishap description/account so that no names, vehicle ID, or aircraft tail numbers are used. You will enter this information as details in the “Details” section of the Form 78, so there is no need to repeat them in the mishap description/account. The mishap description/account is visible to a lot of people, so keep it generic.

When preparing the mishap description/account, use a word processing application such as MS Word. Review and edit this thoroughly and then “copy and paste” into the mishap description/account block of the Form 78. Reports can often exceed the 750 character space. If you try to input the data directly in the block and it is too large, you may have to start over. Copying and pasting from a word processing program allows you to retain the original mishap description/account, re-edit it, and then try again. Remember to include **only** the facts – **do not** make suggestions or recommendations.

TAKE YOUR TIME AND DO IT RIGHT, BUT DO IT WITHIN 48 HOURS!