



NCR Briefing Item of the Month, June 2025

# What is a Mishap/SSO? When must we report?

- An SSO is a *Safety Significant Occurrence*. That's an event where something was broken, someone was hurt, or someone got ill.
- It's reportable if it happens at a CAP mission, meeting, or activity, to CAP members or non-members.
- Wait, *what's* reportable?
  - Damage to any aircraft.
  - Damage to any vehicle.
  - Damage to any facility.
  - Any injury or illness.
- *Why* do we report SSOs?
  - So we can learn from them and mitigate future occurrences. SSOs are *NOT* the basis for punitive action!
- *When* do we report SSOs?
  - Routine SSOs must be entered in CAPSIS within 48 hours of the event, or the discovery of damage.
  - Serious events may require telephone notification up the chain of command and or the CAP NOC! See [CAPR160-2](#) and your [region supplement](#).
- *How* do we report SSOs?
  - In eServices, via the CAPSIS app. Use the left-hand pull-down menu and click on "Safety".
  - Consult the [CAPSIS Safety Reporting Guide](#), or take the training available in Absorb.
- Is *anything* else reportable?
  - Yes! Near misses. Anything that makes you say "Whew, that was close!" See [160-2](#)!