

Appendix C. Forms

Equipment records and Rappeller/Spotter Unit Logs shall be documented in either hard copy forms provided below or in RAPREC. For initial certification and recertification documentation, the forms provided below will be completed and maintained. The following are forms to be used for rappel program documentation purposes. The forms will allow individual rappel programs to organize and document to histories of equipment and training. They were designed to contain all of the pertinent information that has been described in detail in the Interagency Helicopter Rappel Guide.

BC. Harness Log

ID#: _____

Date Put Into Service: _____

Date Retired: _____

Rappeller / Spotter Issued To: _____

Date of Issue: _____

Inspection Date	Inspector Signature	Remarks/Problems
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Individual Rappel Record –Initial Rappeller Training

Rappel Crewmember Training Record		Initial Rappeller Training		Page 1
Name:		Location		Date
Refer to training elements in the Interagency Helicopter Rappel Guide, Appendix D, Lesson 2 – Equipment Orientation, Issue, and Fit.				
1. Rappel Equipment Orientation and Use <i>The trainee will demonstrate proper use and care of equipment.</i>				
Task		<i>Pass</i>	<i>Fail</i>	Comments
1. Helmet				
2. Eye Protection				
3. Fire Resistant Clothing				
4. Boots				
5. Gloves				
6. BD Bag				
7. Harness				
8. Knife				
9. Descent Device				
10. Rope				
11. Carabiner				
12. Snub Strap				
13. Gunner Strap				
14. Attentiveness to spotter				
<i>The trainee has demonstrated the proper use and care of rappel equipment. The trainee is ready to progress to Buddy Checks.</i>				
Instructor Signature		Instructor (print name)		Date

Rappel Crewmember Training Record		Initial Rappeller Training		Page 2
Name:		Location		Date
<i>Refer to training elements in the Interagency Helicopter Rappel Guide, Appendix D, Lesson 3 – Buddy Checks.</i>				
2. Buddy Checks <i>The trainee will demonstrate proper donning of rappel equipment and proper Buddy Check.</i>				
Task	Pass	Fail	Comments	
			Ensure trainee checks <u>tactilely</u> where appropriate (visor/mic boom/rappel gloves/harness/hardware/BD bag/knife).	
1. Flight Helmet				
2. Eye Protection				
3. Nomex				
4. Rappel Gloves				
5. Harness				
6. BD Bag				
7. Leg Straps				
8. Knife				
9. Nomex & Boots				
10. Back side (helmet/harness/nomex)				
11. Thumbs-up (“I agree, I am OK”)				
12. Rope/Device (aircraft specific)				
<i>The trainee has demonstrated proper donning of rappel equipment and Buddy Checks. The trainee is ready to progress to Ground Training.</i>				
Instructor Signature		Instructor (Print Name)		Date

Rappel Crewmember Training Record		Initial Rappel Training		Page 3
Name:		Location		Date
Refer to training elements in the Interagency Helicopter Rappel Guide, Appendix D, Lesson 4 – Ground Training				
3. Ground Training <i>The trainee will demonstrate a basic relationship between rappel equipment, and proficiency in handling the decent device and rope and with lock off procedures.</i>				
Task		Pass	Fail	Comments
1. Equipment Inspection				
2. Equipment Care				
3. Identify Decent Device Parts				
4. Rigging of Decent Device				
5. Decent Device Orientation				
6. Hook-up				
7. Lock-Off				
8. Smooth Unlock				
9. Proper Hand Placement				
10. Head Position/ Visual				
13. Braking				
14. Smooth Un-hook				
15. Verbalization				
16. Attentiveness to spotter				
The trainee has demonstrated a basic relationship between rappel equipment, and proficiency in handling the decent device and rope and with lock off procedures. Trainee has demonstrated Emergency Procedures The trainee is ready to progress to Tower Training.				
Instructor Signature		Instructor (print name)		Date

Rappel Crewmember Training Record																Initial Rappeller Training				Page 4				
Name:																Location				Date				
<p>4. Tower Training The trainee will demonstrate proficiency in exit from simulator. Demonstrate controlled descent. Perform 3 weighted re-entries. Perform 3 weighted knots. Perform 3 weighted Emergency Tie- Offs. Trainee will complete a minimum of 20 rappels between the High and Low Tower. A system of penalties is incorporated into rappel training starting at the tower (IHRG, Appendix D – performed based training).</p>																								
If there is a deficiency in one of the areas below, it should be marked unsatisfactory (u) in the appropriate box and a comment made.																Check when completed				Comments:				
Rappel #	Equipment Care	Buddy Check	Spotter Check	Rigging inspection	Seatbelts/ Gunner Strap	Response to Spotter Signals	Orient Descent Device	Hook up / Lock-off	Transition to Skid	Clearing of Rope	Unlock	Exit Off Skid	Situational Awareness	Speed Control	Braking	Landing	Clearing of LZ	Weighted	Reentry	Knot	Tie-Off	No Errors *	<p>* If no boxes are marked unsatisfactory, place an “x” in the no errors box. Items with grey high-light are specific to high tower only. Unsatisfactory items must be addressed by a spotter. Penalties (major/minor) will not be applied until after the 5th tower rappel. 3 minors constitute a major.</p>	
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Minors: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9																				Majors: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3				
The trainee has demonstrated proficiency in exiting from the simulator and controlled descent. Performed 3 weighted reentries, 3 weighted knots and 3 weighted Emergency Tie Offs. Completed a minimum of 20 rappels between the High and Low Towers. The trainee is ready to progress to Helicopter mock-ups.																								
Instructor Signature												Instructor (print name)						Date						

Rappel Crewmember Training Record	Initial Rappeller Training	Page 5
Name:	Location	Date

Refer to training elements in the Interagency Helicopter Rappel Guide, Appendix D, Lesson 8 – Helicopter Mock-up’s

5. Mock-Ups

Familiarize the trainee with the procedures in the helicopter to be used. Demonstrate ability to go through mock-up procedures without hesitation and or error.

A system of penalties is incorporated into rappel training starting at the tower (IHRG, Appendix D – performed based training).

If there is a deficiency in one of the areas below, it should be marked unsatisfactory (u) in the appropriate box and a comment made.

Rappel #	Equipment Care	Buddy Check	Spotter Check	Rigging Inspection	Seatbelts/ Gunner Strap	Response to Spotter Signals	Orient descent Device	Hook up / Lock-off	Transition to Skid	Clearing of rope	Unlock	Exit Off Skid	Re-Entry *	No Errors **	Comments
1.															<u>Comments</u> * A Re-entry must be performed from the left and right side of the aircraft. ** If no boxes are marked unsatisfactory, place an “x” in the no errors box. ***Unsatisfactory items must be addressed by a spotter. ****Assessed penalties (major/minor) carry over from tower training. When a penalty is given by a spotter, mark the appropriate minor/major box below. 3 minors constitute a major.
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****Minors: 1 2 3 4 5 6 7 8 9

****Majors: 1 2 3

The trainee is familiarized with the procedures in the helicopter to be used. Demonstrated the ability to go through mock-up procedures without hesitation and or error. The trainee is ready to progress to Live Rappels

Instructor Signature	Instructor (print name)	Make/Model	Date
Instructor Signature	Instructor (print name)	Make/Model	Date

Individual Rappel Record –Returning Rappeller Training

Rappel Crewmember Training Record																Returning Rappeller Training				Page 1			
Name:																Location				Date			
1. Rappeller has completed Equipment and Procedures Review <i>Refer to training elements in the Interagency Helicopter Guide, Chapter 2 – Annual Certification</i>																Instructor				Date			
2. Tower Training The rappeller will demonstrate proficiency in exit from simulator. Demonstrate controlled descent. Perform 3 weighted re-entries. Perform 3 weighted knots. Perform 3 weighted Emergency Tie- Offs. Rappeller shall complete tower work as stated in the Interagency Helicopter Rappel Guide, Chapter 2 – Annual Certification (performed based requirements) A system of penalties is incorporated into annual rappel certification starting at the tower (IHRG, Appendix D – performed based training).																							
If there is a deficiency in one of the areas below, it should be marked unsatisfactory (u) in the appropriate box and a comment made.																Check when completed				Comments:			
Rappel #	Equipment Care	Buddy Check	Spotter Check	Rigging inspection	Seatbelts/ Gunner Strap	Response to Spotter Signals	Orient Descent Device	Hook up / Lock-off	Transition to Skid	Clearing of Rope	Unlock	Exit Off Skid	Situational Awareness	Speed Control	Braking	Landing	Clearing of LZ	Weighted	Reentry	Knot	Tie-Off	No Errors *	
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Minors: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9																						Majors: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	
The rappeller has demonstrated proficiency in exiting from the simulator and controlled descent. Performed 3 weighted reentries, 3 weighted knots and 3 weighted Emergency Tie Offs. The Rappeller is ready to progress to mock-ups.																							
Instructor Signature												Instructor (print name)								Date			

Rappel Crewmember Training Record	Returning Rappel Training	Page 2
Name:	Location	Date

Refer to training elements in the Interagency Helicopter Guide, Chapter 2 – Annual Certification

3. Mock-Ups

Familiarize the Rappel with the procedures in the helicopter to be used. Demonstrate ability to go through mock-up procedures without hesitation and or error.

A system of penalties is incorporated into annual rappel certification starting at the tower (IHRG, Appendix D – performance based training).

If there is a deficiency in one of the areas below, it should be marked unsatisfactory (u) in the appropriate box and a comment made.

Rappel #	Equipment Care	Buddy Check	Spotter Check	Rigging Inspection	Seatbelts/ Gunner Strap	Response to Spotter Signals	Orient descent Device	Hook up / Lock-off	Transition to Skid	Clearing of rope	Unlock	Exit Off Skid	Re-Entry *	No Errors **	Comments
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16															

***Minors: 1 2 3 4 5 6 7 8 9

***Majors: 1 2 3

The rappeller is familiar with the procedures in the helicopter to be used. Demonstrated the ability to go through mock-up procedures without hesitation and or error. The rappeller is ready to progress to Live Rappels

Instructor Signature	Instructor (print name)	Make/Model	Date
Instructor Signature	Instructor (print name)	Make/Model	Date

Individual Rappel Record –Returning Spotter Training

Spotter Annual Recertification Record					Returning Spotter Training Record					Page 1	
Name					Location					Date	
<p>Returning Spotter Task List: Spotter must be evaluated by a qualified spotter in each make and model of helicopter that will be utilized as an operating platform. Spotter evaluators must be current in the make and model of helicopter being utilized.</p>											
					Pass	Fail	Comments				
1. Meet fitness standards											
2. Attend and / or participate as an instructor at annual helicopter rappel training. This shall include re-qualifying as a rappeller											
3. Attend RT-271 Helicopter Safety Refresher											
4. Demonstrate Knowledge of Rappel Spotter Principals including emergency procedures, mission planning, and hazards.											
5. <i>Complete deployment of three loads of Rappellers with cargo from helicopter to the satisfaction of a qualified spotter with experience in make and model being used. Typical terrain shall be utilized for at least one of the three loads.</i>											
Returning Spotter has met the above standards											
Instructor						Date					
1. High Tower Training for Returning Spotter											
Demonstrate proficiency in the simulator.											
Spot #	Tower Rigging	Rappeller equipment check	Seating arrangement for Rappellers and spotter	Rappel anchor, and equipment check	Pre Lift off Procedures	In-Flight Procedures	Hand signals, exit procedures, sequence	Emergency procedures	ETO Sequence	Comments:	
1.											
2.											
3.											
4.											
5.											
Returning Spotter has demonstrated proficiency in spotting from the simulator. The returning Spotter is ready to progress to mockups.											
Instructor Signature						Date:					

Spotter Annual Recertification Record	Returning Spotter Training Record	Page 2
Name	Location	Date

2. Mock-Ups for Returning Spotter

Re-Familiarize the Returning Spotter with the procedures in the helicopter to be used. Demonstrate ability to go through mock-up procedures without hesitation or error.

Mock- up #	Helicopter Rigging	Rappeller equipment check	Boarding	Rappel anchor, and equipment	Pre Lift off	In Flight Procedures	Hand signals, exit procedures,	Cargo rigging and deployment	Emergency procedures	Communications w/ pilot or	Comments
1.											
2.											
3.											
4.											
5.											
6.											

Returning Spotter is familiarized with the procedures in the helicopter to be used. Demonstrated ability to go through mock-up procedures without hesitation and or error. The Returning Spotter is ready to progress to live rappels.

Instructor Signature		Make/Model	Date
Instructor Signature		Make/Model	Date
Instructor Signature		Make/Model	Date
Comments			

Spotter Annual Recertification Record	Returning Spotter Training Record	Page 3
Name	Location	Date

3. Live Helicopter Rappels for Returning Spotter

Returning Spotter will complete 3 rappels w/ cargo without procedural error. At least one of the rappels will be in typical terrain.

Rappel #	Briefing w/ Pilot mission planning	Review Load calculations to include W&B	Prepare helicopter for mission	Helicopter Rigging	Rappeller equipment	Boarding sequence	Rappel anchor, and equipment check	Pre Lift off Procedures	In Flight Procedures	Hand signals, exit procedures, sequence	Cargo rigging and	Communications w/ pilot	Comments
1.													
2.													
3.													
4.													
5.													

Returning Spotter is Recertified to be a Fully Qualified Helicopter Spotter

Instructor Signature		Make/Model	Date
Instructor Signature		Make/Model	Date
Instructor Signature		Make/Model	Date
Comments			

Helicopter Rappel Spotter

**Qualification Record
(N9046)**

Assigned to:

Trainee's Name

Duty Station

Phone Number

Initiated by:

Official's Name & Title

Duty Station

Phone Number

Make and Models

Helicopter Rappel Check Spotter or Agency Equivalent

___/___/___
Date

Qualification Record for Helicopter Rappel Spotter

Instructions for Completing Qualification Records

Each requirement or task for each qualification record shall be signed and dated by the evaluating spotter. Comments should be included in the space provided to ensure appropriate documentation of performance and to provide feedback to trainees. Each requirement of the Spotter Trainee Qualification Record should only be signed off once the trainee demonstrates adequate knowledge and understanding of the standards or receives the appropriate training.

The evaluating spotter should also indicate under what performance code the spotter trainee completed the task. Task can be completed in a variety of situations per the following requirements.

T=Performed during training, simulator, and mock-up operations

P=Performed during training, proficiency, or project operations with helicopter

W=Performed during wildfire or incident operations with helicopter

Tasks do not need to be completed in sequential order, but must be completed to the indicated standard.

The Spotter Trainee should be evaluated on multiple occasions and by more than one evaluator. The number of evaluations of each task is not limited to the number of signature lines provided within the Evaluator/Date column.

Spotter Re-Certification

Spotters must have documentation on all past qualifications. Inability to produce this documentation will result in starting over as a Spotter Trainee

Spotter Trainee Re-Certification

Spotter Trainees must have documentation on the completion of tasks. Inability to produce this documentation will result in starting over as a Spotter Trainee. If no documentation is available a qualified check spotter will evaluate the spotter trainee and make a determination as to what tasks the trainee can show completed.

Direct Supervision

Direct supervision is defined as qualified spotter presence onboard the helicopter during the rappel operation. The spotter may be a rappeller if the trainee has shown competency as a spotter trainee.

Indirect Supervision

Indirect supervision is defined as a qualified Helicopter Rappel Spotter (HERS) at the base of operation for the departure and return of the helicopter, not onboard the helicopter.

Helicopter Rappel Spotter

Upon finalization of the Spotter Qualification Record and successful completion of the Final Evaluation, the individual will be recommended for certification by a check spotter as a HERS to the local unit certifying official. This is a fully certified spotter qualification without limitation.

Re-Evaluation

Any task performed in the Final Evaluation rated as **Fail** shall require a period of further training followed by a re-evaluation. Task marked as fail shall be documented in the notes section with additional training requirements. Trainee will be re-evaluated on all demonstrated competencies not just those marked as fail. Once all tasks have been rated as **Pass**, the trainee may then be recommended for full qualification.

Position: Helicopter Rappel Spotter Trainee

Pre-Requisites	Completed Date
One Year Helicopter Rappelling	
Completion of S-372	
Initiated HMGB Taskbook	
Completion of 20 Live Helicopter Rappels	
IS-700	

Recommended Training	Completed Date
Basic Supervision for First Line Supervisors	
M-410 or equivalent	
COR Level 1	
CRM	
Risk Awareness (A-205)	
Ride along on rappel and/or cargo missions	

Qualification Record

Task one (1) thru six (6) will be conducted under the direct supervision of a qualified Helicopter Rappel Spotter.

Task 1	Evaluator /Date	Comments
Ground School Code: T		
Lead and assist spotter during instructional phase of rappel training as per rappel guide.		

Task 2	Evaluator /Date	Comments
Tower/Simulator Code: T		
Give Tower and simulator briefing		
Cabin configuration (Model Specific)		
Proper Equipment Checks		
Verbalization with Pilot/Trainer (Emergency Procedures)		
Deploy Rappellers Using proper hand signals/procedures		
Emergency Procedures		
Cargo Configuration		
Cargo Equipment Orientation		

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Task 2 (Continued)	Evaluator /Date	Comments
Tower/Simulator Code: T		
Cargo Equipment Checks		
Rigging and Deploying Cargo		
Complete 20 rappel cycles from the high tower, five (5) consecutive loads without procedural error with cargo.		

Task 3	Evaluator /Date	Comments Make and Model of Helicopter
Communications, Size Up, Risk Management, with direct Supervision Code: W (Fire/Incident)		
Flight follow with appropriate authorities.		
Maintain flight navigation.		
Establish communications and coordinate, with IA resources.		
Identify flight hazards.		
Provide fire size-up to appropriate authority.		
Identify escape routes and safety zones		

Identify rappel or landing site and alternate sites.		
Assess helicopter performance capabilities.		
Task 3 (Continued)	Evaluator /Date	Comments
Communications, Size Up, Risk Management, with direct Supervision Code: W (Fire/Incident)		Make and Model of Helicopter
Establish communications with rappellers and provides further LCES Information		

Task 4	Evaluator /Date	Comments
Mock-up Rappellers and Cargo Code: T/P		
Proper briefing crew/pilot.		
Proper configuration of cargo (model specific.)		
Proper checks on cargo.		
Proper rappel configuration (model specific.)		
Re-configure helicopter for multiple sticks of rappellers (model specific)		
Proper verbalization.		
Proper signals		
Emergency Procedures		

Complete minimum of eight (8) cycles without procedural error.		

Task 5	Evaluator /Date	Comments Make sure to enter Spot-on Tracking Sheet
Live spotting of cargo under direct supervision of a rappel spotter Code: P/W		
Proper briefing crew/pilot.		
Proper configuration (model specific.)		
Proper equipment checks.		
Proper verbalization.		
Ensure OGE Power Check is completed.		
Select adequate cargo site.		
Maintain helicopter and rotor clearance throughout cargo letdown sequence.		
Maintain visual on cargo		
Maintain focus and control of mission.		
Complete a minimum of ten (10) cycles without procedural error at low, medium and high heights. Five (5) in typical terrains.		

The items in this task can be completed concurrently with Task 6.

Task 6	Evaluator /Date	Comments Make sure to enter Spot-on Tracking Sheet
Live spotting of rappellers under direct supervision of a rappel spotter Code: P/W		
Proper configuration (model specific.)		
Proper briefing crew/pilot.		
Proper equipment checks.		
Proper verbalization.		
Proper hand signals.		
Ensure OGE Power Check completed.		
Select adequate rappel/cargo and alternative site.		
Maintain helicopter and rotor clearance throughout rappel/cargo sequence.		
Maintain visual on ropes, rappellers, and cargo.		
Re-configure helicopter in flight between deliveries of multiple sticks of rappellers (model specific)		
Maintain focus and control of mission.		

Complete a minimum of ten (10) live cycles without procedural error. Five (5) typical terrain, three (3) with cargo, and one (1) emergency tie off.		

Once spotter trainee has completed Tasks 1-6, demonstrating understanding and competence in all aspects of tower, mock-up, cargo delivery, and rappeller delivery procedures, supervisor and check spotter shall authorize trainee to conduct live spotting of cargo and rappellers under indirect supervision.

Spotting may occur during proficiency and fire/incident operations.

Authorization to spot under indirect supervision is conditional upon certification as a Helicopter Manager and ICT4 and completion of the documentation review and Demonstrated Competency under the evaluation of a Check Spotter.

Documentation Review

Review of Spotter Records:	Yes	No
1. Spotter Trainee Qualification Records complete	_____	_____
2. Qualified as Helicopter Manager	_____	_____
3. Qualified as a ICT4	_____	_____
4. Completion of four (4) operational rappels.	_____	_____

Check spotter will utilize the following demonstrated competency check list for evaluating trainee spotters.

Demonstrated Competency

Rating Definitions and Requirements:

P=Pass

F=Fail

Spotter Trainee must achieve a Pass rating in all tasks to be eligible for approval to a Helicopter Rappel Spotter. A Fail rating for any task may end the evaluation at that point. Re-evaluation by a check spotter may occur at a later date once HERS (T) has received corrective training from a qualified rappel spotter.

Helicopter Mock-Ups

		Pass	Fail
1	Brief pilot and rappellers of helicopter mock-up operations.		
2	Properly configure helicopter, per model specific requirements, with rappel and cargo equipment.		
3	Demonstrate proper spotting techniques and sequence including equipment checks, hand signals, verbage with pilot without procedural error. Communication with pilot must be clear, effective, and concise.		
4	Exhibit comprehensive knowledge of possible emergency situations and demonstrate appropriate response and action.		
5	Exhibit proper cargo deployment techniques and proficiency from grounded helicopter using proper verbage with pilot.		
6	Demonstrate command of all aspects of the rappel and cargo operation making prompt decisions and giving appropriate directions as needed.		
7	Provide adequate and accurate feedback to rappellers and pilot post mock-up sequence.		

Helicopter Spotting

		Pass	Fail
1	Perform pre-flight risk assessment and mitigation to include manifests, load calculation, weather, fuel quantity, flight hazards, and communications.		
2	Conduct comprehensive and appropriate pre-flight briefing with crew and pilot to review operations, risk management, and communications.		
3	Properly configure helicopter, per model specific requirements, with rappel and cargo equipment.		
4	Demonstrate ability to operate radios and effectively communicate with dispatch or appropriate flight following authority and with ground and air resources (if present.)		
5	Perform proper high and low level reconnaissance of rappel area. Assure helicopter capabilities and limitations under given altitude, temperatures, weather conditions, and payload.		
6	Select primary and alternate rappel sites considering terrain, obstacles, winds, fire behavior and hazards.		
7	Demonstrate proper spotting techniques and sequence including equipment checks, hand signals, and berbage with pilot without procedural error. Communication with pilot must be clear, effective, and concise.		
8	Demonstrate proper cargo configuration and deployment procedures.		
9	During rappel and cargo deployment, keep pilot/helicopter over rappel site with <u>minimal</u> movement.		
10	Deliver rappellers and cargo within plus or minus 10 feet from target, clear of trees and obstacles.		
11	Demonstrate command of all aspects of the rappel and cargo operation, making prompt decisions, and giving appropriate directions as needed.		
12	Conduct post rappel debriefing with crew and pilot emphasizing planned and actual events and what to reinforce or improve for next time.		

Notes: _____

HERS Trainee has met all requirements and performed all aspects of the evaluation to the satisfaction of the evaluating check spotter.

Yes _____ No _____

Authorization to Spot under Indirect Supervision

Date Certified as Helicopter Manager: _____

Date Certified as ICT4: _____

Supervisor: _____ Date: __/__/__

Check Spotter: _____ Date: __/__/__

Task 7	Evaluator /Date	Comments Make sure to enter Spot-on Tracking Sheet
Live spotting of rappellers and cargo under indirect supervision by a Rappel Spotter. Code: P/W		
Proper configuration (model specific.)		
Proper briefing crew/pilot		
Proper equipment checks.		
Proper verbalization.		
Proper hand signals.		
Ensure OGE Power Check completed.		
Select adequate rappel/cargo and alternative site.		
Maintain helicopter and rotor clearance throughout rappel/cargo sequence.		

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HERS Final Evaluation

HERS (T) Name Duty Station Phone Number

Name of Check Spotter Duty Station Phone Number

Or Agency Equivalent

Check spotter will utilize the following demonstrated competency check list for evaluating trainee spotters.

The final evaluation will include a minimum of three (3) cycles with cargo at low, medium and high altitudes in typical terrain. Evaluation may occur in simulated or incident operations.

Demonstrated Competency

Rating Definitions and Requirements:

P=Pass

F=Fail

Spotter Trainee must achieve a **Pass** rating in all tasks to be eligible for approval to a Helicopter Rappel Spotter. A **Fail** rating for any task may end the evaluation at that point. Re-evaluation by a check spotter may occur at a later date once HERS (T) has received corrective training from a qualified rappel spotter.

Helicopter Spotting

		Pass	Fail
1	Perform pre-flight risk assessment and mitigation to include manifests, load calculation, weather, fuel quantity, flight hazards, and communications.		
2	Conduct comprehensive and appropriate pre-flight briefing with crew and pilot to review operations, risk management, and communications.		
3	Properly configure helicopter, per model specific requirements, with rappel and cargo equipment.		
4	Demonstrate ability to operate radios and effectively communicate with dispatch or appropriate flight following authority and with ground and air resources (if present.)		
5	Perform proper high and low level reconnaissance of rappel area. Assure helicopter capabilities and limitations under given altitude, temperatures, weather conditions,		

	and payload.		
6	Select primary and alternate rappel sites considering terrain, obstacles, winds, fire behavior and hazards.		
7	Demonstrate proper spotting techniques and sequence including equipment checks, hand signals, and verbage with pilot without procedural error. Communication with pilot must be clear, effective, and concise.		
8	Demonstrate proper cargo configuration and deployment procedures.		
9	During rappel and cargo deployment, keep pilot/helicopter over rappel site with <u>minimal</u> movement.		
10	Deliver rappellers and cargo within plus or minus 10 feet from target, clear of trees and obstacles.		
11	Demonstrate command of all aspects of the rappel and cargo operation, making prompt decisions, and giving appropriate directions as needed.		
12	Conduct post rappel debriefing with crew and pilot emphasizing planned and actual events and what to reinforce or improve for next time.		

Notes: _____

HERS Trainee has met all requirments and performed all aspects of the evaluation to the satisfaction of the evaluating check spotter.

Yes _____ No _____

Recommendation: _____

Recommended By Rappel Check Spotter or Agency Equivalent

___/___/___
Date

Reviewed By Regional Helicopter Operations Specialist or Agency Equivalent

___/___/___
Date

Certified By Certifying Official or Agency Equivalent

___/___/___
Date

Example Tower inspection Forms

**RAPPEL TOWER
ANNUAL PRE-USE CONDITION ASSESSMENT
CHECKLIST FORM**

(To be completed by the Base Manager or Designee)

Tower Name _____
Date of Inspection _____
Inspected By _____

	Yes	No	Remarks
Tower and Simulator - Overall Condition			
Is the tower or simulator leaning or twisted?			If the tower or simulator is leaning or twisted, it should not be used and engineering should be contacted immediately.
Are there any broken or hanging members?			Any broken or hanging member will be required to be fixed before the tower can be used. Fixing major members may require a special inspection by the Regional Bridge Engineer or a qualified representative.
Are there any obvious missing parts?			Any missing parts will have to be replaced before the tower can be used.
Are all "X" bracing rods straight?			If any rod is bent or curved, this is an indication of a problem and the tower should not be used until the reason for the bent rod is found and corrected.
Is the lightning protection system intact and functional?			Lightning protection system must be functional before the tower can be used.
Is the aircraft warning light system working?			The warning light system must function at all times and the tower may be not used when they are not functional.
Tower			
Are all faying surfaces at all connections in firm contact?			If faying surfaces are not in firm contact, this may be an indication of movement of the tower or twisting or bending of a beam.
Are all grating properly installed with adequate attachment to supporting framework?			Any loose grating must be secured to the supporting framework before the tower can be used.
Are all anchor rods and bolts snug and tightened to 200 ft-lbs torque?			If any rod is bent or curved, this is an indication of a problem and the tower should

			not be used until the reason for the bent rod is found and corrected.
Is at least one full thread for all bolts and anchor rods projected beyond the face of the nut?			If at least one full thread does not project beyond the face of the nut, this could be an indication of a problem and the tower should not be used until the reason is found and corrected.
Are "X" bracing rods installed under tension with no detectable sag?			If any rod is bent or curved, this is an indication of a problem and the tower should not be used until the reason for the bent rod is found and corrected.
Is the tower plumb and free from twisting or racking?			If the tower or simulator is leaning or twisted, it should not be used and engineering should be contacted immediately.
Are all members in good repair, checked for missing, cracked or broken parts?			Any broken or hanging member will be required to be fixed before the tower can be used. Fixing major members may require a special inspection by the Regional Bridge Engineer or a qualified representative.
Do all gates have properly working closing mechanisms and latches?			All gates must work and provide protect from entering areas where falling can occur before the tower can be used.
Are all handrails present to provide fall protection?			Any missing parts will have to be replaced before the tower can be used.
Have all the anchor points for rappellers and spotters been removed and NDT'd or replaced and been installed per manufacturer's recommendations?			This can be done by tapping on the bolts with a carabineer and if they are loose, they will rattle or checked with a torque wrench.
Has all damaged paint been repaired?			Damaged paint should be repaired as soon as possible to help increase longevity of the tower.

Simulator			
Are all faying surfaces at all connections in firm contact?			If faying surfaces are not in firm contact, this may be an indication of movement of the simulator or twisting or bending of a beam.
Are all grating properly fastened to supporting framework?			Any loose grating must be secured to the supporting framework before the tower can be used.
Are all members square, true and plum?			If members are not square and plum for the simulator, it should not be used and engineering should be contacted immediately.
Do all gates and doors work properly and have properly working closing mechanisms and latches?			The doors must slide easily, latch and provide safety when closed.
Have all weep holes been cleaned out?			Weep holes need to be open to allow any moisture that gets into the HSS to drip out.
Have all the anchor points for rappellers and spotters been removed and NDT'd or replaced and installed per manufacturer's recommendations?			This can be done by tapping on the bolts with a carabineer and if they are loose, they will rattle or checked with a torque wrench.
Have all long and short plates, skid and J step been inspected? Include non-destructive testing method to identify cracks (minimum to be liquid dye penetration testing), check for bend, twist and racking.			All plates must be checked each year before the tower can be used.
Has all damaged paint been repaired?			Damaged paint should be repaired as soon as possible to help increase longevity of the simulator.

If any of the questions have been answered with a **“No”**, the problem **must be fixed** before any training is allowed on the tower.

RAPPEL TOWER
DAILY PRE-USE CONDITION ASSESSMENT
CHECKLIST FORM

(To be completed by Base Manager or Designee)

Tower Name _____

Date of Inspection _____

Inspected By _____

Conditions	Yes	No	Remarks
<p>The tower and simulator will require a daily condition assessment for the overall appearance of the tower. At a minimum, it should consist of the following questions:</p>			
Is the tower or simulator leaning or twisted?			If the tower or simulator is leaning or twisted, it should not be used and engineering should be contacted immediately.
Are there any broken or hanging members?			Any broken or hanging member will be required to be fixed before the tower can be used. Fixing major members may require a special inspection by the Regional Bridge Engineer or a qualified representative.
Are there any obvious missing parts?			Any missing parts will have to be replaced before the tower can be used.
Are all "X" bracing rods straight?			If any rod is bent or curved, this is an indication of a problem and the tower should not be used until the reason for the bent rod is found and corrected.
Have the tower and simulator been assessed for rough edges, burrs or other aspects that may cause damage to ropes before use?			All rough edges, burrs or other aspects that may cause damage to ropes and equipment must be removed or mitigated before the tower can be used.
Is the landing area free of obstructions and hazards?			The landing area must be free of obstructions and hazards before the tower can be used.

Has the landing area been loosened up prior to use?		No rappelling will be allowed if the rappel landing area is too hard and may cause knee and ankle injuries.
Is lightning protection system intact and functional?		Lightning protection system must be functional before the tower can be used. THE TOWER CANNOT BE USED DURING ANY KIND OF STORM.
Is the aircraft warning light system working?		The warning light system must function at all times and the tower may be not used when they are not functional.
<p>The tower will require a daily hands-on inspection by the Base Manager. At a minimum, it should consist of the following questions:</p>		
Are stairs, walkways and landings clear of snow, ice and debris and in good condition?		All snow, ice and debris must be removed before any training is allowed on the tower.
Are all landings and tower decks free of trip/slip hazards (e.g., water, protruding bolts)?		All hazards will have to be removed or mitigated before the tower can be used.
Is the railing system complete and in good condition?		Any missing parts will have to be replaced before the tower can be used.
Are toe boards installed in all areas where personnel could pass underneath?		Any missing parts will have to be replaced before the tower can be used.
Are all areas that pose a tripping or head hazard marked in yellow?		All areas that pose a tripping or head hazard must be marked with yellow paint or tape before the tower can be used.
Are the access control gates and latches present, functional and in good working condition?		All gates must work and provide protect from entering areas where falling can occur before the tower can be used.
Have the rope anchors been checked for distortion and tightness of bolts?		This can be done by tapping on the bolts with a carabineer and if the bolts are loose, they will rattle or can be checked with a torque wrench.
Have all required anchors for rappellers and spotters been installed?		The lower platform should be setup before rappellers are allowed on the lower platform.

Is the tower plumb and free from twisting or racking?			If the tower is leaning or twisted, it should not be used and engineering should be contacted immediately.
Are all members in good repair - check for missing, cracked or broken parts?			Any broken or hanging member will be required to be fixed before the tower can be used. Fixing major members may require a special inspection by the Regional Bridge Engineer or a qualified representative.
Are all grating properly attached to supporting framework?			Any loose grating must be secured to the supporting framework before the tower can be used.
Have the past day's use been reviewed and any high wind speeds, seismic events, falls during training and any other unusual events been noted?			The previous day's paper work must be reviewed. Any problems from the day before must be fixed before the tower can be used.
<p>The simulator will require a daily hands-on inspection by the Base Manager. At a minimum, it should consist of the following questions:</p>			
Is the simulator clear of snow, ice and debris and in good condition?			All snow, ice and debris should be removed before any training is allowed on the tower.
Is the railing system complete and in good condition?			Any missing parts will have to be replaced before the tower can be used.
Are all grating properly attached to supporting framework?			Any loose grating must be secured to the supporting framework before the tower can be used.
Are the access control gates and latches present, functional and in good working condition?			The gates must control access to the simulator; if they do function correctly the tower should not be used until fixed.
Have the rope anchors been checked for distortion and tightness of bolts?			This can be done by tapping on the bolts with a carabineer and if they are loose, they will rattle or checked with a torque wrench.
Have the simulator doors and latches been checked that they function correctly and are in good working condition?			The doors must slide easily, latch and provide safety when closed.

Have all required anchors for rappellers and spotters been installed?			The simulator should be setup before rappellers are allowed in the simulator.
Have the long and short plates, skid and J-step inspected for signs of distortion?			The plates may not be used if they show and signs of distress until they have been inspected by a qualified engineer.
Other Items Noted:			

If any of the questions have been answered with a **“No”**, the problem **must be fixed** before any training is allowed on the tower.