

APPENDIX J - Incident/Project Helicopter Operations and Safety Evaluation

APPENDIX J: INCIDENT/PROJECT HELICOPTER OPERATIONS AND SAFETY EVALUATION

- I. **Purpose.** The purpose of the Incident/Project Helicopter Operations And Safety Evaluation is to identify and correct any safety or efficiency deficiencies.
- II. **Applicability.** Helicopter Operations Specialists and/or Aviation Safety Assistance Teams (ASAT) should use the evaluation as a means of evaluating incident or project air operations.
- III. **Responsibility and Instructions For Completion.** Refer to Appendix J. The agency with responsibility for the incident or project is responsible for conducting the evaluation. Incident Management Teams or Project Aviation Managers may also request an ASAT evaluation.

Completion is self-explanatory. Both the Daily Helicopter Operations Briefing/Debriefing Checklist (see Appendix F) and the Helibase Manager's Reminders List (see Appendix H) are reviewed as part of the evaluation.

If the Team observes unsafe or inefficient operations of a serious nature (that is, not immediately able to be corrected), a followup evaluation should be conducted to ensure corrective action has been taken to rectify deficiencies.

After completion, the evaluator(s) should meet with the air operations staff, the Operations Section Chief or Project Aviation Manager, and, if appropriate, the Incident Commander. The evaluation should be reviewed in its entirety, covering both positive and negative aspects observed. Recommendations for corrective action should be given.

- IV. **Routing and Filing.** A copy of the the Incident/Project Helicopter Operations And Safety Evaluation may be routed to the unit line manager and to the State, Area or Regional Office.
- V. **Posting.** None.
- VI. **Related Forms.** The evaluation team should review the Daily Helicopter Operations Briefing/Debriefing Checklist (see Appendix F) and the Helibase Manager's Reminders List (see Appendix H) to ensure that all items have been adequately addressed or covered. Other Checklists may be reviewed as appropriate (for example, Helitorch or Plastic Sphere Dispenser Operations Checklists, Remote Fuel Site Reminders List, etc.).

The evaluation team should also review the required HBM-series forms to ensure that processes and procedures are being correctly performed.

INTERAGENCY HELICOPTER OPERATIONS GUIDE
 APPENDIX J - Incident/Project Helicopter Operations and Safety Evaluation

INCIDENT/PROJECT HELICOPTER OPERATIONS AND SAFETY EVALUATION

INITIAL DATE:	HELIBASE NAME:	INCIDENT NAME:						
INITIAL TIME:								
AGENCY/UNIT:	LOCATION:							
INCIDENT COMMANDER OR PROJECT AVIATION MANAGER:								
OPERATIONS SC:								
AIR OPERATIONS BRANCH DIRECTOR:								
AIR SUPPORT GROUP SUPERVISOR:								
HELIBASE MANAGER:								
AVIATION SAFETY EVALUATION TEAMMEMBERS: <table style="width: 100%; border: none;"> <thead> <tr> <th style="text-align: left; border: none;"><u>Name</u></th> <th style="text-align: right; border: none;"><u>Agency/Unit</u></th> </tr> </thead> <tbody> <tr> <td style="border: none; height: 20px;"> </td> <td style="border: none;"> </td> </tr> <tr> <td style="border: none; height: 20px;"> </td> <td style="border: none;"> </td> </tr> </tbody> </table>			<u>Name</u>	<u>Agency/Unit</u>				
<u>Name</u>	<u>Agency/Unit</u>							
SPECIAL OPERATIONS BEING CONDUCTED:								
± HELITORCH ± RAPPELLING ± CARGO LETDOWN ± PLASTIC SPHERE DISPENSER ± OTHER:								
REMARKS:								

INSTRUCTIONS: After completion, the evaluator(s) on the Aviation Safety Assistance Team should meet with the Air Operations Director and staff, the Operations Section Chief, and the Incident Commander. The evaluation should be reviewed in its entirety, covering both positive and negative aspects observed. Recommendations for corrective action should be offered. A copy of the evaluation form may be routed to the local unit line manager and to the State, Area or Regional Office.

INTERAGENCY HELICOPTER OPERATIONS GUIDE
 APPENDIX J - Incident/Project Helicopter Operations and Safety Evaluation

III. REVIEW OF MANAGEMENT AND COORDINATION		
<p>Is the Helibase Manager receiving adequate support from the Air Support Group Supervisor?</p> <p>REMARKS:</p>	± YES	± NO
<p>Is the Air Support Group Supervisor receiving adequate support from the Air Operations Branch Director to accomplish Helibase and Helicopter Operations objectives?</p> <p>REMARKS</p>	± YES	± NO
<p>Is the Air Operations Branch Director receiving adequate support from the Operations Section Chief to accomplish Helibase and Helicopter Operations objectives?</p> <p>REMARKS</p>	± YES	± NO
<p>Are tactical helicopter operations being conducted with adequate supervision (for example, Air Tactical Group Supervisor and/or Helicopter Coordinator)?</p> <p>REMARKS:</p>	± YES	± NO
<p>Are helibases receiving adequate support from the Logistics Section to accomplish Helibase objectives?</p> <p>REMARKS</p>	± YES	± NO

INTERAGENCY HELICOPTER OPERATIONS GUIDE
APPENDIX J - Incident/Project Helicopter Operations and Safety Evaluation

VI. OVERALL ASSESSMENT OF OPERATIONS
OR ITEMS REQUIRING SPECIAL ATTENTION

V. CLOSE-OUT WITH INCIDENT MANAGEMENT TEAM

EVALUATION REVIEWED WITH:

- | | |
|----------------------------------|--------------------------------|
| ± INCIDENT COMMANDER | ± OPERATIONS SECTION CHIEF |
| ± AIR OPERATIONS BRANCH DIRECTOR | |
| ± HELIBASE MANAGER | ± AIR SUPPORT GROUP SUPERVISOR |

OTHERS: