| **Location:** |  |
| --- | --- |
| **Date:**  MM/DD/YY |  |
| **Respondent:**  First, Last |  |
| **Reviewed by:**  First, Last |  |

**For Agency Preparedness Review, you will need to have the following items available for review:**

| **CHECKLIST ITEM #** | **DOCUMENTATION** |
| --- | --- |
| 6 | Helicopter Load Calculations and Manifests |
| 9 | HCM-6, HCM-7 |
| 14 | Helicopter/Helibase Operations Plan |
| 15 | Agency Aviation Plan |
| 16 | Regional Aviation Plan |
| 27, 28 | Aviation Mishap Response Plan |
| 31 | Aviation reference library (current edition) |
| 32 | Power checks documentation |
| 34 | Documents aboard aircraft carrying hazardous materials |
| 36 | HCM-1, HCM-12 |
| 40-43 | Aerial Ignition documentation (PSD log, certification, MSDS), if applicable |
| 45 | Cargo Letdown Supplement (where applicable) |
| 47 | Cargo Letdown Spotter Trainee Qualification Record (where applicable) |
| 56 | EPAP for each employee |
| 58 | Module members Red Cards |
| 62 | Valid Driver’s License (where applicable) and Motor Vehicle Authorization |
| 66, 67 | Risk Assessment form |
| 68 | Documentation of tailgate safety sessions |
| 70 | DI-105 (Receipt for Property) and/or DI-934 (Property Pass) |
|  | *Interagency Standards for Fire and Fire Aviation Operations* (<https://www.nifc.gov/policies/pol_ref_redbook.html>) |

| **CHECKLIST ITEM #** | **CHECKLIST REFERENCES** |
| --- | --- |
| 56, 57 | Employee Orientation Checklist |

**GENERAL HELIBASE INFORMATION**

**Key Code: E = Exceeds Standard, M = Meets Standard, NI = Needs Improvement, NR = Not Reviewed**

| **ITEM** | **DESCRIPTION** | **CODE** | **REMARKS** |
| --- | --- | --- | --- |
| 1 | Air crews and helicopter personnel are familiar with the helicopter flight planning sections of the Interagency Helicopter Operations Guide and agency handbook flight planning requirements. | Choose an item. |  |
| 2 | Pilot performs a daily preflight check and documents it in the helicopter logbook.  *[IHOG Ch 14, VII.A.1]* | Choose an item. |  |
| 3 | Pilot obtains flight weather data for mission planning purposes. *[FAR Part 91.103]* | Choose an item. |  |
| 4 | Local dispatch office furnishes the helicopter crew with adequate information to accomplish missions safely and effectively, using either:  *[RB Ch 19; IHOG Ch 3, VI]* |  |  |
|  | 1. Aircraft Flight Request/Resource Order | Choose an item. |  |
| 5 | A preflight briefing is being held prior to every non-fire flight that addresses mission objectives, hazards, etc.  *[RB Ch 16; IHOG Ch 3, VIII]* | Choose an item. |  |
| 6 | Load calculations and manifests are being completed as per agency policy.  *[IHOG Ch 3]* | Choose an item. |  |
| 7 | The base has an established plan for flight dispatch, flight plans, and flight following.  *[RB Ch 16]* | Choose an item. |  |
| 8 | Air crews and helicopter personnel are following dispatch requirements as contained in the aircraft contract.  *[Helicopter Contract]* | Choose an item. |  |
| 9 | The crew has prepared forms: |  |  |
|  | 1. HCM-6, Helicopter Information Sheet   *[IHOG Appendix A, III.F]* | Choose an item. |  |
|  | 1. HCM-7, Helicopter Crew Information Sheet   *[IHOG Appendix A, III.G]* | Choose an item. |  |
| 10 | A local area aerial hazard map is posted and current.  *[RB Ch 16; IHOG Ch 3, V.J.1]* | Choose an item. |  |
| 11 | Project Aviation Safety Plans (PASP) are completed for all non-fire special use flights. | Choose an item. |  |
| 12 | Supervisors and unit are familiar with and receive training as appropriate or per agency requirements. |  |  |
|  | 1. Local security requirements and procedures | Choose an item. |  |
|  | 1. Loading/unloading passengers and cargo   *[IHOG Ch 10]* | Choose an item. |  |
|  | 1. Hover hook-ups and long line operations   *[IHOG Ch 11]* | Choose an item. |  |
|  | 1. Aerial ignition   *[Interagency Aerial Ignition Guide]* | Choose an item. |  |
|  | 1. Crash-rescue procedures   *[IHOG Ch 12]* | Choose an item. |  |
|  | 1. Use of fire extinguishers   *[IHOG Ch 12]* | Choose an item. |  |
| 13 | Module is aware of and meets agency standards, including:  *[Aircraft Procurement Document; RB Ch 16]* |  |  |
|  | 1. Duty limitations (pilot/driver/unit) | Choose an item. |  |
|  | 1. Transportation of air crews to and from lodging/eating facilities | Choose an item. |  |
|  | 1. Transportation of air crews/contractors | Choose an item. |  |
| 14 | The Helicopter/Helibase Operations Plan is current and available. | Choose an item. |  |
| 15 | The Agency Aviation Plan is current and available. | Choose an item. |  |
| 16 | The Regional Aviation Plan is current and available. | Choose an item. |  |
| 17 | Wind indicators are properly placed.  *[IHOG Chart 8-2]* | Choose an item. |  |
| 18 | Foreign object damage avoidance and dust control measures are in place.  *[IHOG Chart 8-2, Appendix E B.3]* | Choose an item. |  |
| 19 | Warning signs as required in *IHOG* are posted.  *[IHOG Chart 8-2, Exhibit 15-2.9]* | Choose an item. |  |
| 20 | Approach/departure paths meet *IHOG* standards.  *[IHOG Ch 8, III.E.4]* | Choose an item. |  |
| 21 | Crash rescue and evacuation kits as required in *IHOG* are available at the landing areas.  *[IHOG Ch 9, VI]* | Choose an item. |  |
| 22 | Lighting for night maintenance.  *[IHOG 8-2, Appendix E B.10]* | Choose an item. |  |
| 23 | Current approved aircraft type fire extinguishers are located at each landing pad.  *[IHOG Chart 9-4]* | Choose an item. |  |
| 24 | Water supply for drinking, utilities, and aircraft maintenance is available.  *[IHOG Exhibit 8.9]* | Choose an item. |  |
| 25 | Facility includes:  *[IHOG 8-2, Appendix E C.8]* |  |  |
|  | 1. Pilot lounge | Choose an item. |  |
|  | 1. Gear lockers/personal equipment storage area | Choose an item. |  |
| 26 | Review the local hazard map with all pilots as part of pre-mission planning.  *[IHOG Exhibit A-1]* | Choose an item. |  |
| 27 | Bulletin board is present and includes: |  |  |
|  | 1. Aviation Mishap Response Plan | Choose an item. |  |
|  | 1. Local/unit Search and Rescue Plan | Choose an item. |  |
| 28 | Personnel have been briefed on their responsibilities relative to both the aircraft emergency response and the search and rescue plans. | Choose an item. |  |
| 29 | A crash-rescue drill has been completed this year. | Choose an item. |  |
| 30 | Helibase will have a permanent programmable FM radio base station and handheld AM capability.  *[RB Ch 16]* | Choose an item. |  |
| 31 | Aviation reference library is complete, current, and available at the base in hardcopy or non-internet electronic format.  *[RB Ch 16]* | Choose an item. |  |
| 32 | Required power checks are documented as per contract specifications.  *[IHOG Ch 14, VII.A.2]* | Choose an item. |  |
| 33 | Required maintenance is performed, approved, and documented.  *[IHOG Ch 14, VII.B]* | Choose an item. |  |
| 34 | The following documents are aboard each aircraft carrying hazardous materials:  *[IHOG Ch 11, V]* |  |  |
|  | 1. U.S. Department of Transportation’s Special Permit Authorization DOT-SP 9198 (DOI & USDA) | Choose an item. |  |
|  | 1. *Interagency Aviation Transport of Hazardous Materials* (*IATHM*) *Handbook/Guide* | Choose an item. |  |
|  | 1. *Emergency Response Guidebook* (*ERG*) | Choose an item. |  |
|  | 1. Completed Hazardous Materials Manifest | Choose an item. |  |
| 35 | Timekeeping process is in place for vendor personnel.  *[IHOG Ch 2, III.A.16, Appendix E]* | Choose an item. |  |
| 36 | The following forms are being completed:  *[IHOG Appendix A, Chart A-1]* |  |  |
|  | 1. Aircraft payment forms | Choose an item. |  |
|  | 1. (HCM-1) Contract Daily Diaries | Choose an item. |  |
|  | 1. (HCM-12) Pilot Flight and Duty Hours | Choose an item. |  |
|  | 1. Type 1 and 2 incident forms – Helicopter Daily Use and Cost Summary (HCM-15) | Choose an item. |  |
| 37 | Interagency Aircraft Data Card is on-board, signed, and current.  *[IHOG Ch 5, VI]* | Choose an item. |  |
| 38 | Helicopter Pilot Qualification Card is approved for make/model of helicopter being flown, signed and current.  *[IHOG Ch 5, V]* | Choose an item. |  |

**AERIAL IGNITION OPERATION**

**Key Code: E = Exceeds Standard, M = Meets Standard, NI = Needs Improvement, NR = Not Reviewed**

| **ITEM** | **DESCRIPTION** | **CODE** | **REMARKS** |
| --- | --- | --- | --- |
| 39 | Equipment is maintained in accordance with agency and manufacturer specifications.  *[Interagency Aerial Ignition Guide (IAIG)]* | Choose an item. |  |
| 40 | Plastic sphere dispenser (PSD) log is completed as appropriate.  *[IAIG]* | Choose an item. |  |
| 41 | Annual certification is complete for equipment and personnel.  *[IAIG]* | Choose an item. |  |
| 42 | Storage of all hazardous material meets standards.  *[OSHA 29 CFR1910; IAIG]* | Choose an item. |  |
| 43 | MSDS information is carried with each aerial ignition device.  *[IAIG]* | Choose an item. |  |

**SUPERVISION**

**Key Code: E = Exceeds Standard, M = Meets Standard, NI = Needs Improvement, NR = Not Reviewed**

| **ITEM** | **DESCRIPTION** | **CODE** | **REMARKS** |
| --- | --- | --- | --- |
| 50 | Module meets agency standards for:  *[RB Ch 16]* |  |  |
|  | 1. Crew Supervisor | Choose an item. |  |
|  | 1. Assistant Crew Supervisor | Choose an item. |  |
|  | 1. Squad Boss | Choose an item. |  |
|  | 1. Crew members | Choose an item. |  |
|  | 1. Minimum crew size | Choose an item. |  |
| 51 | Supervisors are familiar with administrative issues and prepare proper documents as required: |  |  |
|  | 1. Time and Attendance (Quicktime) | Choose an item. |  |
|  | 1. Crew time reports | Choose an item. |  |
|  | 1. Fire time reports | Choose an item. |  |
|  | 1. Travel vouchers/per diem forms (Concur) | Choose an item. |  |
|  | 1. Accident/injury reporting (CA1/CA2/CA16) through SMIS | Choose an item. |  |
|  | 1. Credit card purchases and records | Choose an item. |  |
|  | 1. Fleet gas cards | Choose an item. |  |
| 52 | Supervisors are familiar with safety reporting processes as required: |  |  |
|  | 1. Safety Management Information System (SMIS)   *[RB Ch 7]* | Choose an item. |  |
|  | 1. SAFENET reporting   *[RB Ch 7]* | Choose an item. |  |
|  | 1. SAFECOM reporting   *[RB Ch 16]* | Choose an item. |  |
| 53 | Module members are trained in the use of all required PPE.  *[RB Ch 7]* | Choose an item. |  |
| 54 | Radio operations meet requirements: |  |  |
|  | 1. Minimum number of radios   *[RB Ch 16]* | Choose an item. |  |
|  | 1. Knowledge of radio programming (narrow/wide band/frequencies) | Choose an item. |  |
|  | 1. Understand frequency authorization and use issues   *[RB Ch 15]* | Choose an item. |  |
|  | 1. Approved local radio frequencies are posted. | Choose an item. |  |
| 55 | Supervisors are familiar with air cargo transport limitations and requirements including: |  |  |
|  | 1. Purging of gas receptacles   *[Interagency Aviation Transportation of Hazardous Materials Handbook]* | Choose an item. |  |
|  | 1. Air transport manifesting   *[IHOG Ch 7, IV]* | Choose an item. |  |
|  | 1. Weight limitations   *[National Mobilization Guide]* | Choose an item. |  |
|  | 1. Safe packaging procedures for specialized equipment | Choose an item. |  |
| 56 | Each employee has reviewed and signed an Employee Performance Appraisal Plan (EPAP) for the current season.  *[Employee Orientation Checklist]* | Choose an item. |  |
| 57 | Employees are provided mandatory safety and health training.  *[Employee Orientation Checklist]* | Choose an item. |  |

**QUALIFICATIONS AND TRAINING**

**Key Code: E = Exceeds Standard, M = Meets Standard, NI = Needs Improvement, NR = Not Reviewed**

| **ITEM** | **DESCRIPTION** | **CODE** | **REMARKS** |
| --- | --- | --- | --- |
| 58 | The Incident Qualifications and Certification System has produced current Red Cards for all employees.  *[RB Ch 13]* | Choose an item. |  |
| 59 | Unit members have a documentation file for:  [*RB Ch 13*] |  |  |
|  | 1. Current season training | Choose an item. |  |
|  | 1. Past season fire training | Choose an item. |  |
|  | 1. Certifications and experience (hardcopy or electronic) | Choose an item. |  |
|  | 1. Fire experience | Choose an item. |  |
|  | 1. Task books initiated appropriate to their training needs. | Choose an item. |  |
|  | 1. Performance evaluations | Choose an item. |  |
| 60 | Unit has access to training materials and equipment. | Choose an item. |  |
| 61 | Employees are being provided the following mandatory training: |  |  |
|  | 1. Annual Fireline Safety Refresher   *[RB Ch 16]* | Choose an item. |  |
|  | 1. Work/rest requirements   *[RB Ch 6]* | Choose an item. |  |
|  | 1. Defensive Driving (if applicable)   *[RB Ch 6]* | Choose an item. |  |
|  | 1. Driver duty limitations   *[RB Ch 7]* | Choose an item. |  |
|  | 1. Risk Management Process   [*RB Ch 7; IRPG]* | Choose an item. |  |
|  | 1. CPR | Choose an item. |  |
|  | 1. First Aid | Choose an item. |  |
|  | 1. Blood Borne Pathogens (BBP) | Choose an item. |  |
|  | 1. Risk Assessment (RA) | Choose an item. |  |
|  | 1. HAZMAT First Responder Awareness Level | Choose an item. |  |
|  | 1. USGS Hazard Communications – GHS | Choose an item. |  |
|  | 1. Wildland Fire Chain Saw (S-212) for chainsaw operators   *[RB Ch 13]* | Choose an item. |  |
|  | 1. Any specific training identified by RA   *[RB Ch 13]* | Choose an item. |  |
| 62 | Unit members licensed appropriately for the motor vehicles they may operate.  *[RB Ch 6]* | Choose an item. |  |
| 63 | Motor Vehicle Authorization issued in accordance with IAM Part 25, Chapter 4, Motor Vehicle Safety Program.  *[RB Ch 6]* | Choose an item. |  |
| 64 | All crew personnel have completed Fire Vehicle Driver Orientation. | Choose an item. |  |
| 65 | Unit members participate in an established physical fitness program.  *[RB Ch 13]* | Choose an item. |  |
| 66 | Unit has risk Assessments completed for all suppression work practices/projects that have potential hazards.  *[RB Ch 7]* | Choose an item. |  |
| 67 | Unit has risk assessments completed for all non-suppression work practices/projects that have potential hazards.  *[RB Ch 7]* | Choose an item. |  |
| 68 | Unit has participated in a documented tailgate safety session weekly or at the beginning of each project. May use “Six Minutes for Safety.” | Choose an item. |  |
| 69 | Complies with established property control/management measures. | Choose an item. |  |

**COMPLETE CHECKLIST #21, VEHICLES**