| **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** |
| --- | --- |
| 5 | DI-105 (Receipt for Property) |
| 8 | Employee EPAPs |
| 9 | Employee Orientation Checklist |
| 10 | Employee Red Cards |
| 11, 12, 14, 17 | Employee Training Records |
| 15, 16 | CDL license for drivers (where applicable), Motor Vehicle Authorization |
| 19, 20 | Risk assessments (RAs) |
| 21 | Documentation of tailgate safety sessions/Six Minutes for Safety |
|  | *Interagency Standards for Fire and Fire Aviation Operations* (<https://www.nifc.gov/policies/pol_ref_redbook.html>) |

| **CHECKLIST ITEM #** | **CHECKLIST REFERENCES** |
| --- | --- |
| 8, 9 | Employee Orientation Checklist |

**ADMINISTRATION AND READINESS**

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

| **ITEM** | **DESCRIPTION** | **CODE** | **REMARKS** |
| --- | --- | --- | --- |
| 1 | Module meets agency standards for:  *[RB Ch 6, Ch 13]* |  |  |
|  | 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. |  |
| 2 | 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. |  |
| 3 | 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. |  |
| 4 | Module members are trained in the use of all required PPE.  *[RB Ch 7]* | Choose an item. |  |
| 5 | Complies with established property control/management measures.  *[RB Ch 6]* | Choose an item. |  |
| 6 | Radio operations meet requirements: |  |  |
|  | 1. Minimum number of radios   *[RB Ch 6, Ch 13]* | Choose an item. |  |
|  | 1. Knowledge of radio programming (narrowband/wideband/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. |  |
| 7 | Supervisors are familiar with air cargo transport limitations and requirements including:  *[Interagency Aviation Transport of Hazardous Materials Guide (NFES1068); RB Ch 6; IHOG Ch 7]* |  |  |
|  | 1. Purging of gas receptacles | Choose an item. |  |
|  | 1. Air transportation manifesting | Choose an item. |  |
|  | 1. Weight limitations   *[National Mobilization Guide]* | Choose an item. |  |
|  | 1. Safe packaging procedures for specialized equipment | Choose an item. |  |
| 8 | Each employee has an Employee Performance Appraisal Plan (EPAP) in place.  *[Employee Orientation Checklist]* | Choose an item. |  |
| 9 | 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** |
| --- | --- | --- | --- |
| 10 | Each employee has a current Incident Qualification Card printed using the IQCS.  *[RB Ch 13]* | Choose an item. |  |
| 11 | Each employee has a current Incident Qualification Card printed using the IQCS.  *[RB Ch 13]* | Choose an item. |  |
| 12 | Unit members have a documentation file for: |  |  |
|  | 1. Current season training   *[RB Ch 13]* | Choose an item. |  |
|  | 1. Past season fire training   *[RB Ch 13]* | Choose an item. |  |
|  | 1. Certifications and experience (hardcopy or electronic)   *[RB Ch 13]* | Choose an item. |  |
|  | 1. Fire experience   *[RB Ch 13]* | Choose an item. |  |
|  | 1. Position task books initiated appropriate to their training needs   *[RB Ch 13]* | Choose an item. |  |
|  | 1. Performance evaluations | Choose an item. |  |
| 13 | Unit has access to training materials and equipment. | Choose an item. |  |
| 14 | Employees are being provided the following mandatory training: |  |  |
|  | 1. Annual Fireline Safety Refresher   *[RB Ch 13]* | Choose an item. |  |
|  | 1. Work/rest requirements   *[RB Ch 7]* | Choose an item. |  |
|  | 1. Defensive driving (if applicable) | Choose an item. |  |
|  | 1. Driver duty limitations   *[RB Ch 6]* | 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. Bloodborne pathogens (BBP) | Choose an item. |  |
|  | 1. Risk assessments (RA)   *[RB Ch 6]* | Choose an item. |  |
|  | 1. HAZMAT – First Responder Awareness Level | Choose an item. |  |
|  | 1. USGS Hazard Communications – GHS | Choose an item. |  |
|  | 1. Wildland Fire Chain Saws (S-212) for chainsaw operators   *[RB Ch 13]* | Choose an item. |  |
|  | 1. Any specific training identified by RA *[RB Ch 13]* | Choose an item. |  |
| 15 | Unit members possess commercial driver’s license where appropriate. | Choose an item. |  |
| 16 | Each crew member who drives a government vehicle has a current state driver’s appropriate for the vehicle, and Motor Vehicle Authorization in accordance with IAM Part 25, Chapter 4, Motor Vehicle Safety Program.  *[RB Ch 6]* | Choose an item. |  |
| 17 | All crew personnel have completed Fire Vehicle Driver Orientation and/or Fire Vehicle Driver Refresher Training. | Choose an item. |  |
| 18 | Unit members participate in an established physical fitness program.  *[RB Ch 6, Ch 13]* | Choose an item. |  |
| 19 | Unit has risk assessments completed for all suppression work practices/projects that have potential hazards.  *[RB Ch 7]* | Choose an item. |  |
| 20 | Unit has risk assessments completed for all non-suppression work practices/projects that have potential hazards.  *[RB Ch 7]* | Choose an item. |  |
| 21 | 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. |  |

**COMPLETE CHECKLIST #21, VEHICLES**