**Hand Crew/Non-IHC (2024)**

**Checklist #17**

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

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

| **CHECKLIST ITEM #** | **DOCUMENTATION** |
| --- | --- |
| 4 | DI-105 (Receipt for Property) |
| 6 | Employee EPAPs |
| 7 | Employee IDPs |
| 9 | Employee incident qualification cards (red cards) |
| 10, 12, 15 | Employee training records |
| 13, 14 | CDL license for drivers (where applicable), Form 1112-1 |
| 17, 18 | Risk assessments (RAs) |
| 19 | Documentation of tailgate safety sessions/6 Minutes for Safety |
| 20 | Required PPE |
|  | [*Interagency Standards for Fire and Fire Aviation Operations*](https://www.nifc.gov/standards/guides/red-book) |

| **CHECKLIST ITEM #** | **CHECKLIST REFERENCES** |
| --- | --- |
| 7 | [Employee Orientation Checklist](https://www.nifc.gov/standards/blm-preparedness-review) |

**ADMINISTRATION AND READINESS**

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

| **ITEM** | **DESCRIPTION** | **CODE**  **(E/M/NI/NR)** | **REMARKS** |
| --- | --- | --- | --- |
| 1 | Module meets agency standards for:  *[RB Ch 2, Ch 13]* |  |  |
|  | 1. Crew supervisor |  |  |
|  | 1. Assistant crew supervisor |  |  |
|  | 1. Squad bosses |  |  |
|  | 1. Crewmembers |  |  |
|  | 1. Minimum crew size |  |  |
| 2 | Supervisors are familiar with administrative issues and prepare proper documents as required: |  |  |
|  | 1. Time and attendance (QuickTime) |  |  |
|  | 1. Crew time reports |  |  |
|  | 1. Fire time reports |  |  |
|  | 1. Travel vouchers/per diem forms (Concur) |  |  |
|  | 1. Accident/injury reporting   (CA1/CA2/CA16)/ECOMP |  |  |
|  | 1. Credit card purchases and records |  |  |
|  | 1. Fleet gas cards |  |  |
| 3 | Supervisors are familiar with safety reporting processes as required: |  |  |
|  | 1. Safety Management Information System   (SMIS)  *[RB Ch 2]* |  |  |
|  | 1. SAFENET reporting   *[RB Ch 7]* |  |  |
|  | 1. SAFECOM reporting   *[RB Ch 16]* |  |  |
| 4 | Complies with established property control/management measures.  *[BLM Manual 1520]* |  |  |
| 5 | Supervisors are familiar with air cargo transport limitations and requirements including: |  |  |
|  | 1. Purging of gas receptacles   *[NWCG Standards for Aviation Transport of Hazardous Materials]* |  |  |
|  | 1. Air transport manifesting   *[NWCG Standards for Helicopter Operations, Ch 7]* |  |  |
|  | 1. Weight limitations   *[National Interagency Standards for Resource Mobilization]* |  |  |
|  | 1. Safe packaging procedures for specialized equipment   [*NWCG Standards for Helicopter Operations, Ch 11]* |  |  |
| 6 | Each employee has an Employee Performance Appraisal Plan (EPAP) in place.  *[370 DM 430]* |  |  |
| 7 | Each employee has a signed individual development plan (IDP) on file.  *[2023.11.02 IDP Requirement Memo; 370 DM 410]* |  |  |
| 8 | Employees are provided mandatory safety and health training.  *[H-1112-1; Employee Orientation Checklist]* |  |  |

**QUALIFICATIONS AND TRAINING**

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

| **ITEM** | **DESCRIPTION** | **CODE**  **(E/M/NI/NR)** | **REMARKS** |
| --- | --- | --- | --- |
| 9 | Each employee has a current incident qualification card printed using the IQCS.  *[RB Ch 13]* |  |  |
| 10 | Unit members have a documentation file for: |  |  |
|  | 1. Current season training |  |  |
|  | 1. Past season fire training |  |  |
|  | 1. Certifications and experience (hardcopy or electronic) |  |  |
|  | 1. Fire experience |  |  |
|  | 1. Position task books initiated appropriate to their training needs |  |  |
|  | 1. Performance evaluations, if required |  |  |
| 11 | Unit has access to training materials and equipment. |  |  |
| 12 | Employees are being provided the following mandatory training: |  |  |
|  | 1. *Wildland Fire Safety Training Annual Refresher*, RT-130   *[RB Ch 13]* |  |  |
|  | 1. Work/rest requirements   *[RB Ch 7]* |  |  |
|  | 1. Defensive driving (if applicable)   *[RB Ch 2]* |  |  |
|  | 1. Driver duty limitations   *[RB Ch 7]* |  |  |
|  | 1. Risk management process   *[RB Ch 7]* |  |  |
|  | 1. CPR   *[RB Ch 2]* |  |  |
|  | 1. First aid   *[RB Ch 2]* |  |  |
|  | 1. Bloodborne pathogens (BBP)   *[RB Ch 2]* |  |  |
|  | 1. Risk assessments (RA)   *[RB Ch 7]* |  |  |
|  | 1. HAZWOPER – Field Awareness   *[RB Ch 2]* |  |  |
|  | 1. BLM Hazard Communications (HAZCOM) – Globally Harmonized System (GHS)   *[RB Ch 2]* |  |  |
|  | 1. *Wildland Fire Chainsaws,* S-212, for chainsaw operators   *[RB Ch 13, PMS 310-1]* |  |  |
|  | 1. Any specific training identified by RA *[RB Ch 13]* |  |  |
|  | 1. [Fuel Transport Hazardous Materials Training](https://www.fs.usda.gov/t-d/fueltran/training/index.html), if applicable.   [*RB Ch 2*] |  |  |
| 13 | Unit members possess commercial driver’s license where appropriate.  *[RB Ch 7]* |  |  |
| 14 | Each crew member who drives a government vehicle or drives private or rental vehicles for government business has a current state driver’s license and a BLM Form 1112-11on file.  *[RB Ch 7]* |  |  |
| 15 | All crew personnel have completed Fire Vehicle Driver Orientation (BL-300) once and Fire Vehicle Driver Refresher Training (RT-301) annually.  *[RB Ch 2]* |  |  |
| 16 | Unit members participate in an established physical fitness program.  *[RB Ch 2]* |  |  |
| 17 | Unit has risk assessments completed for all suppression work practices/projects that have potential hazards.  *[RB Ch 7]* |  |  |
| 18 | Unit has risk assessments completed for all non-suppression work practices/projects that have potential hazards.  *[RB Ch 7]* |  |  |
| 19 | Unit has participated in a documented tailgate safety session weekly or at the beginning of each project. May use “6 Minutes for Safety.”  *[RB Ch 2, 7]* |  |  |

**PERSONAL PROTECTIVE EQUIPMENT (PPE)**

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

| **ITEM** | **DESCRIPTION** | **CODE**  **(E/M/NI/NR)** | **REMARKS** |
| --- | --- | --- | --- |
| 20 | Required Fireline PPE |  |  |
|  | 1. Wildland fire boots are a minimum of 8-inch-high, lace-type, exterior-leather work boots with melt-resistant, lug soles; Alaska is exempt from the lug sole requirement.   *[RB Ch 7]* |  |  |
|  | 1. Fire shelter is M-2002, Forest Service specification 5100-606 compliant.  * Regular size fire shelters are not manufactured prior to 2006.   *[RB Ch 7]* |  |  |
|  | 1. Helmet meets ANSI Z89.1 or equivalent helmet meeting ANSI Z89.1 type 1, class G or NFPA 1977; chinstrap required.   *[RB Ch 7]* |  |  |
|  | 1. Hearing protection is worn by personnel exposed to a noise level in excess of 85db.  * Includes, but is not limited to, chainsaw operators/fallers, pump operators, helibase and aircraft ramp personnel, and wildland fire chemical mixing personnel.   *[RB Ch 7]* |  |  |
|  | 1. Goggles/safety glasses/mesh eyewear  * Positions requiring eye protection are nozzle operator, chainsaw operator/faller, helibase and ramp personnel, wildland fire chemical mixing personnel, and positions and/or activities identified in a JHA/RA and meets ANSI Z87.1 standards. * Eye protection worn during all chainsaw operations including cleaning and fueling (meeting ANSI Z87.1). Steel mesh safety goggles are allowed during falling, bucking, and brushing operations. Face shield is only required where face protection is identified in a JHA/RA and must meet ANSI Z87.1.   *[RB Ch 7]* |  |  |
|  | 1. Long-sleeved, flame-resistant shirt (yellow recommended) is NFPA 1977 compliant.   *[RB Ch 7]* |  |  |
|  | 1. Flame-resistant trousers are NFPA 1977 compliant.   *[RB Ch 7]* |  |  |
|  | 1. Gloves  * Leather or leather/flame-resistant combination. * Flame-resistant flight gloves or NFPA-1977-compliant driving gloves can be used by heavy equipment operators, drivers, and fireline supervisors when not using fireline hand tools. * For helicopter observation flights, flight gloves (type GS/FRP-2), all-leather gloves (without synthetic liners) are acceptable if they provide the wearer with wrist coverage and finger dexterity, or flame-resistant Nomex® and leather design (conforms to Military Specification MIL-DTL-81188C).   *[RB Ch 7, 16]* |  |  |
|  | 1. Chainsaw operators wear leg protection that meets NFPA 1977.  * Swampers wear leg protection when the need is demonstrated by a risk analysis considering the proximity to the sawyer, slope, fuel type, etc. * All other chainsaw leg protection must be removed from service. * Chainsaw leg protection shall be maintained according to manufacturer instructions.   *[RB Ch 7]* |  |  |
|  | 1. Additional PPE as identified by local conditions, Safety Data Sheet, or JHA/RA.   *[RB Ch 7]* |  |  |
|  | 1. Members have required PPE and are trained to use safety equipment effectively.   *[RB Ch 7]* |  |  |

**COMPLETE CHECKLIST #19, VEHICLES**

**COMPLETE CHECKLIST #20, FUEL TRANSPORT**