**Smokejumper Unit (2021)**

**Checklist #13**

| **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 | MOUs, Operating Plans, Agreements |
| 6 | EPAPs |
| 7 | Employee Orientation Checklist |
| 38, 43, 44 | Training documentation |
| 42 | Red Cards |
| 45 | CDL license for drivers (where applicable), Form 1112-11 |
| 47, 48 | Risk Assessments |
| 49 | Documentation of tailgate safety sessions |
| 60 | DI-105 (Receipt for Property) |
| 63 | Documents listed |
|  | *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>) |

**MANAGEMENT AND ADMINISTRATION**

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

| **ITEM** | **DESCRIPTION** | **CODE** | **REMARKS** |
| --- | --- | --- | --- |
| 1 | Vacant positions are filled in a timely manner. |  |  |
|  | 1. Key supervisory and fireline leadership positions are filled. | Choose an item. |  |
|  | 1. Current staffing level meets agency expectations. | Choose an item. |  |
| 2 | The unit reporting system includes the following:  *[RB Ch 2, Ch 7, Ch 16]* |  |  |
|  | 1. Aviation SAFECOM | Choose an item. |  |
|  | 1. NTDP injury reporting form | Choose an item. |  |
|  | 1. Agency required forms and documentation | Choose an item. |  |
|  | 1. Annual reports | Choose an item. |  |
|  | 1. MARS | Choose an item. |  |
|  | 1. Safety Management Information System (SMIS) | Choose an item. |  |
|  | 1. SAFENET reporting | Choose an item. |  |
| 3 | A review process is followed which includes:*[RB Ch 2, Ch 18]* |  |  |
|  | 1. National matrix | Choose an item. |  |
|  | 1. Red Book procedures for serious and non-serious accident reviews and investigations | Choose an item. |  |
|  | 1. Investigation recommendations | Choose an item. |  |
|  | 1. Actions taken | Choose an item. |  |
| 4 | Managers have updated MOUs, operating plans, and agreements with national, state, regional, local cooperators, and smokejumper bases.  *[MOUs; Operating Plans; Agreements]* | Choose an item. |  |
| 5 | 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 (SMIS) | Choose an item. |  |
|  | 1. Credit card purchases and records | Choose an item. |  |
|  | 1. Fleet gas cards | Choose an item. |  |
|  | 1. Risk assessments | Choose an item. |  |
| 6 | Each employee has an Employee Performance Appraisal Plan (EPAP) in place.  *[370 DM 430]* | Choose an item. |  |
| 7 | Employees are provided mandatory safety and health training.  *[H-1112-1; Employee Orientation Checklist]* | Choose an item. |  |

**FACILITIES**

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| **ITEM** | **DESCRIPTION** | **CODE** | **REMARKS** |
| --- | --- | --- | --- |
| 8 | Base facility meets needs of personnel/equipment/ mission, including: |  |  |
|  | 1. Adequate space for classroom training | Choose an item. |  |
|  | 1. Adequate physical fitness training area | Choose an item. |  |
|  | 1. Operational coordination and briefings area | Choose an item. |  |
|  | 1. Smokejumper suit-up area is adequate and provides good access to aircraft | Choose an item. |  |
|  | 1. Loadmaster/para-cargo area | Choose an item. |  |
|  | 1. Pilot stand-by area | Choose an item. |  |
|  | 1. Office space | Choose an item. |  |
| 9 | Training units are in good condition and serviceable, including: |  |  |
|  | 1. Exit tower | Choose an item. |  |
|  | 1. Letdown tower | Choose an item. |  |
|  | 1. PLF simulator | Choose an item. |  |
|  | 1. Other | Choose an item. |  |
| 10 | Ramp and taxiway are in good condition; equipment/facilities are provided for power-assist aircraft starts as practical. | Choose an item. |  |

**AIR OPERATIONS**

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

| **ITEM** | **DESCRIPTION** | **CODE** | **REMARKS** |
| --- | --- | --- | --- |
| 11 | All pilots and aircraft are carded and approved for smokejumper operations.  *[ISPOG]* | Choose an item. |  |
| 12 | Pilot and maintenance organization meets the unit’s needs for:  *[ISMOG]* |  |  |
|  | 1. Adequate staffing of all available aircraft during normal operations with mission-qualified pilots | Choose an item. |  |
|  | 1. Timely maintenance of aircraft that minimizes loss of availability while keeping aircraft in safe working order | Choose an item. |  |
| 13 | Number and capabilities of aircraft are appropriate for number of smokejumpers and typical mission requirements. | Choose an item. |  |
| 14 | Aircraft accessories meet agency standards for:  *[ISMOG; SASES]* |  |  |
|  | 1. Anchor cables (primary and emergency) | Choose an item. |  |
|  | 1. Door and railings | Choose an item. |  |
|  | 1. In-flight door or strap | Choose an item. |  |
|  | 1. Door boot and taping | Choose an item. |  |
|  | 1. Jump step | Choose an item. |  |
|  | 1. Cutaway knife | Choose an item. |  |
|  | 1. Fire extinguishers | Choose an item. |  |
|  | 1. Spotter equipment (headset, tether, tether anchor, etc.) | Choose an item. |  |
|  | 1. Radios and navigational equipment | Choose an item. |  |
|  | 1. Jump step ladder (for loading/unloading passengers) | Choose an item. |  |
|  | 1. Interagency Spotter procedures posted | Choose an item. |  |
| 15 | Seats and personnel restraints are approved for smokejumper operations.  *[ISMOG; SASES]* | Choose an item. |  |
| 16 | Cargo restraint system is adequate.  *[ISMOG; SASES]* | Choose an item. |  |
| 17 | Loading diagram on-board.  *[ISMOG]* | Choose an item. |  |
| 18 | Pilots/Spotters know and understand rules regarding hazmat identification and transport compliance.  *[DOT-SP-9198 (expires June 30, 2022); Emergency Response Handbook]* | Choose an item. |  |
| 19 | Supervisors are familiar with air cargo transport limitations and requirements including:  *[NWCG Standards for Aviation Transport of Hazardous Materials (PMS 513)]* |  |  |
|  | 1. Purging of gas receptacles | Choose an item. |  |
|  | 1. Air transport manifesting | Choose an item. |  |
|  | 1. Weight limitations | Choose an item. |  |
|  | 1. Safe packaging procedures for specialized equipment | Choose an item. |  |
| 20 | Para-cargo equipment: | Choose an item. |  |
|  | 1. Adequate number of cargo chutes available for standard operations | Choose an item. |  |
|  | 1. Cargo chute types and sizes adequate to support non-standard cargo needs (if applicable) | Choose an item. |  |
|  | 1. Adequate number of d-bags, cargo loops, straps, packaging, etc. | Choose an item. |  |
|  | 1. Weak links on static lines | Choose an item. |  |
| 21 | Written standards or schematics for packing of standard cargo items (fire packs, cubitainers, chainsaws, etc.) are available and current. | Choose an item. |  |
| 22 | Written instructions, standards or schematics for packing of non-standard cargo items (fresh food, pumps, hose, fuel cans, etc.) are available and current. | Choose an item. |  |
| 23 | Load and balance of standard cargo configurations are posted and visible in each aircraft. | Choose an item. |  |
| 24 | Spotters are familiar with and receive training as appropriate or per agency requirements:  *[BLM Spotter Training Manual; ISMOG]* |  |  |
|  | 1. Crew Resource Management | Choose an item. |  |
|  | 1. Risk Management Process | Choose an item. |  |
|  | 1. Transportation of hazardous materials | Choose an item. |  |
|  | 1. Aircraft security requirements and procedures | Choose an item. |  |
|  | 1. Pre-flight passenger briefings | Choose an item. |  |
|  | 1. Loading/unloading passengers and cargo | Choose an item. |  |
|  | 1. Crash-rescue procedures | Choose an item. |  |
|  | 1. Interagency Spotter command/briefings | Choose an item. |  |
|  | 1. Spotting both FS and BLM parachute systems | Choose an item. |  |
|  | 1. Location/Use of fire extinguishers | Choose an item. |  |
|  | 1. MARS reporting | Choose an item. |  |
|  | 1. SAFECOM reporting | Choose an item. |  |
| 25 | Inventories for the following items meet agency performance and standardization specs and are in adequate supply: |  |  |
|  | 1. Spotter PPE | Choose an item. |  |
|  | 1. Spotter harnesses/tethers | Choose an item. |  |
|  | 1. Headsets | Choose an item. |  |
|  | 1. Spotter helmets (SPH-5 or David Clark) | Choose an item. |  |
|  | 1. Emergency parachutes | Choose an item. |  |
| 26 | Aircraft readiness: |  |  |
|  | 1. Preflight spotter checklist and pilot walk-around done on daily basis | Choose an item. |  |
|  | 1. Fire ready (fire boxes, saws, beaters, cubitainers, climbers, medical equipment, spare radios and batteries, satellite phone, monitoring kits, ICT3 kits, etc.) | Choose an item. |  |
|  | 1. Maps (digital, paper) | Choose an item. |  |
|  | 1. Spotter kit and briefcase | Choose an item. |  |
|  | 1. Spotter tether and harness | Choose an item. |  |
|  | 1. Spotter helmet and headset | Choose an item. |  |
|  | 1. Door boot secured and taped | Choose an item. |  |
|  | 1. Door strap or in-flight door | Choose an item. |  |
|  | 1. Correct mix and placement of fire packs, chainsaws, radios and satellite phones for the plane load | Choose an item. |  |
|  | 1. Smokejumper action reports and issue forms | Choose an item. |  |

**OPERATIONS**

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| **ITEM** | **DESCRIPTION** | **CODE** | **REMARKS** |
| --- | --- | --- | --- |
| 27 | Operational and safety briefings conducted daily and include: |  |  |
|  | 1. National and GACC situation reports | Choose an item. |  |
|  | 1. Smokejumper Status Report | Choose an item. |  |
|  | 1. Fire weather forecasts | Choose an item. |  |
|  | 1. Fuel conditions/Fire Danger Ratings | Choose an item. |  |
|  | 1. Current safety issues/near misses | Choose an item. |  |
|  | 1. Daily work assignments | Choose an item. |  |
|  | 1. Relevant NOTAMs and TFRs | Choose an item. |  |
| 28 | All initial attack-ready plane loads are configured with the intent to provide at least one of each of the following qualified personnel in order to meet the needs of fire managers: |  |  |
|  | 1. EMT or First Responder medical personnel | Choose an item. |  |
|  | 1. ICT 5/4/3 | Choose an item. |  |
|  | 1. FAL2, FAL1, or FELB | Choose an item. |  |
|  | 1. FAA senior/master licensed riggers | Choose an item. |  |
| 29 | Standard procedures are in place for coordination with local dispatch office(s) and/or GACC(s) national and geographic area mobilization guides: |  |  |
|  | 1. Receipt/creation of resource orders | Choose an item. |  |
|  | 1. Daily status reporting | Choose an item. |  |
|  | 1. Coordination of staffing levels and remote base operations | Choose an item. |  |
|  | 1. Smokejumper Operating Plan | Choose an item. |  |
|  | 1. Smokejumper User Guide | Choose an item. |  |
|  | 1. Other | Choose an item. |  |
| 30 | Written operational guidelines for managing smokejumper personnel are current and available to all smokejumpers.  *[ISMOG]* | Choose an item. |  |
| 31 | Booster crew briefings prepared to include: *[ISMOG]* |  |  |
|  | 1. Daily routine | Choose an item. |  |
|  | 1. Facility/lodging/transportation | Choose an item. |  |
|  | 1. Communications (frequencies and repeaters) | Choose an item. |  |
|  | 1. Fuels and tactics | Choose an item. |  |
|  | 1. Local resources and protocols | Choose an item. |  |
|  | 1. Aircraft familiarity | Choose an item. |  |
|  | 1. Equipment familiarity (saws, fire box contents, first-aid and trauma kits, cargo and cargo chute rigging) | Choose an item. |  |
| 32 | Proper documentation and logs are maintained and filed: |  |  |
|  | 1. Liaison Officer Unit log | Choose an item. |  |
|  | 1. Action reports and issue forms filed and faxed or emailed | Choose an item. |  |
|  | 1. Master Action | Choose an item. |  |
|  | 1. Fire reports completed, filed, and delivered to responsible office | Choose an item. |  |
|  | 1. Resource orders | Choose an item. |  |
|  | 1. Pilot OAS-23s updated | Choose an item. |  |
|  | 1. Equipment use/loss reports | Choose an item. |  |
|  | 1. Copy of current *Interagency Standards for Fire and Fire Aviation Operations* is available for reference | Choose an item. |  |
|  | 1. Data entry and query of the Master Action Database | Choose an item. |  |
|  | 1. Procedures and protocol for update of Smokejumper Status Report | Choose an item. |  |
| 33 | Inventories for the following items meet agency performance and standardization specifications and are in adequate supply: |  |  |
|  | 1. Radios | Choose an item. |  |
|  | 1. GPS units | Choose an item. |  |
|  | 1. Nomex pants/shirts | Choose an item. |  |
|  | 1. Fire shelters | Choose an item. |  |
|  | 1. Eye/ear protection | Choose an item. |  |
|  | 1. Cell phones/satellite phones | Choose an item. |  |
|  | 1. Tents | Choose an item. |  |
|  | 1. Headlamps | Choose an item. |  |
| 34 | Vehicle fleet is sufficient to meet needs during normal operations. | Choose an item. |  |
| 35 | Vehicle references/paperwork available include: |  |  |
|  | 1. Accident report forms | Choose an item. |  |
|  | 1. Use record current | Choose an item. |  |
|  | 1. Preventive maintenance records | Choose an item. |  |
|  | 1. Personnel accident/injury forms | Choose an item. |  |
|  | 1. Maps | Choose an item. |  |
|  | 1. Current *Emergency Response Guidebook* | Choose an item. |  |
|  | 1. Current credit card | Choose an item. |  |
| 36 | Radio operations meet requirements:  *[RB Ch 15]* |  |  |
|  | 1. Minimum number of radios | Choose an item. |  |
|  | 1. Knowledge of radio programming (narrow/wide band/frequencies) | Choose an item. |  |
|  | 1. Understand frequency authorization and use issues | Choose an item. |  |

**TRAINING**

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| **ITEM** | **DESCRIPTION** | **CODE** | **REMARKS** |
| --- | --- | --- | --- |
| 37 | Rookie training meets agency training guide requirements for RATM: |  |  |
|  | 1. Scheduled duration | Choose an item. |  |
|  | 1. Mandatory topics | Choose an item. |  |
|  | 1. Minimum number of training jumps | Choose an item. |  |
|  | 1. Standard of performance | Choose an item. |  |
| 38 | All necessary training and re-currency jumps are completed prior to experienced smokejumpers’ first call-out *RATM*. | Choose an item. |  |
| 39 | Unit members show measurable progress towards attaining “target” qualifications for their positions.  *[RB Ch 2]* | Choose an item. |  |
| 40 | Per agency standards, unit members participate in an established physical fitness program.  *[RB Ch 2]* | Choose an item. |  |
| 41 | Established criteria for agency-sponsored physical training incentive program (BLM).  *[RB Ch 2]* | Choose an item. |  |
| 42 | The Incident Qualifications and Certification System has produced current red cards for all employees.  *[RB Ch 13]* | Choose an item. |  |
| 43 | 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, if required | Choose an item. |  |
| 44 | Employees are being provided the following mandatory training: |  |  |
|  | 1. Wildland Fire Safety Training Annual Refresher   *[RB Ch 13]* | Choose an item. |  |
|  | 1. Work/rest requirements   *[RB Ch 7]* | Choose an item. |  |
|  | 1. Defensive driving (if applicable)   *[RB Ch 2, Ch 7]* | 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   *[RB Ch 2]* | Choose an item. |  |
|  | 1. First Aid   *[RB Ch 2]* | Choose an item. |  |
|  | 1. Bloodborne Pathogens (BBP)   *[RB Ch 2]* | Choose an item. |  |
|  | 1. Risk Assessment (RA)   *[RB Ch 7]* | Choose an item. |  |
|  | 1. HAZMAT – First Responder Awareness Level   *[RB Ch 2]* | Choose an item. |  |
|  | 1. USGS Hazard Communications – GHS   *[RB Ch 2]* | 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 a RA   *[RB Ch 13]* | Choose an item. |  |
| 45 | Each crew member who drives a government vehicle or drives private or rental vehicles for government business has a valid current state driver’s license and *BLM Form 1112-11* on file.  *[RB Ch 7]* | Choose an item. |  |
| 46 | Smokejumpers are trained in the use of all required PPE.  *[RB Ch 7]* | Choose an item. |  |
| 47 | Unit has risk assessments completed for all suppression work practices/projects that have potential hazards.  *[RB Ch 7]* | Choose an item. |  |
| 48 | Unit has risk assessments completed for all non-suppression work practices/projects that have potential hazards.  *[RB Ch 7]* | Choose an item. |  |
| 49 | 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 7]* | Choose an item. |  |

**EMS AND FIRST AID**

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| **ITEM** | **DESCRIPTION** | **CODE** | **REMARKS** |
| --- | --- | --- | --- |
| 50 | Trauma kits are: |  |  |
|  | 1. Standardized | Choose an item. |  |
|  | 1. Part of standard load on each jumpship in jump configurations | Choose an item. |  |
|  | 1. Adequate supply available (minimum of one back-up kit available) | Choose an item. |  |
| 51 | Additional first-aid supplies are in good condition and in adequate supply. | Choose an item. |  |
| 52 | Jump injuries are mitigated or addressed by: |  |  |
|  | 1. Established injury protocol | Choose an item. |  |
|  | 1. On-board medical equipment | Choose an item. |  |
|  | 1. EMT and medical specialist availability | Choose an item. |  |
|  | 1. Injury notification procedures/calling tree   *[RB Ch 2]* | Choose an item. |  |
|  | 1. Mission management (pilot, spotter, ground IC) to coordinate: |  |  |
|  | * Jump operations | Choose an item. |  |
|  | * Communications | Choose an item. |  |
|  | * Medevac and treatment protocols | Choose an item. |  |
|  | * Medical equipment and personnel delivery | Choose an item. |  |

**LOFT SECTION**

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| **ITEM** | **DESCRIPTION** | **CODE** | **REMARKS** |
| --- | --- | --- | --- |
| 53 | Daily supervision of loft activities meets agency standards for: |  |  |
|  | 1. Number, types, and capabilities of sewing machines meet program needs | Choose an item. |  |
|  | 1. Rigging Operations: Supervisors are qualified, trained, and present during field rigging operations.   *[BLM Ram-Air Rigging Manual]* | Choose an item. |  |
| 54 | Policies, procedures, regulatory circulars, manuals, instruction guides, and technical protocols are available and readily accessible. | Choose an item. |  |
| 55 | The following certificated personnel are available and meet required standards. A training program is in place for certification: |  |  |
|  | 1. Designated parachute rigger examiners | Choose an item. |  |
|  | 1. Master riggers | Choose an item. |  |
|  | 1. Senior riggers | Choose an item. |  |
| 56 | Parachute inspection, maintenance and rigging controls are performed as required on: |  |  |
|  | 1. Main parachutes | Choose an item. |  |
|  | 1. Reserve parachutes | Choose an item. |  |
|  | 1. Emergency parachutes | Choose an item. |  |
|  | 1. Cargo parachutes | Choose an item. |  |
| 57 | Inventories for the following items meet agency performance and standardization specifications and are in adequate supply: |  |  |
|  | 1. Main canopies | Choose an item. |  |
|  | 1. Reserve canopies | Choose an item. |  |
|  | 1. AADs | Choose an item. |  |
|  | 1. Harnesses | Choose an item. |  |
|  | 1. Gear bags | Choose an item. |  |
|  | 1. PG bags | Choose an item. |  |
|  | 1. Helmets | Choose an item. |  |
|  | 1. Let-down tapes | Choose an item. |  |
|  | 1. Miscellaneous | Choose an item. |  |
| 58 | Parachute accessories, equipment, and records/logs are adequate, including: |  |  |
|  | 1. D-bags, static lines and flap containers | Choose an item. |  |
|  | 1. Tools, supplies and sewing machines | Choose an item. |  |
|  | 1. Inspection tower, repair and rigging areas | Choose an item. |  |
|  | 1. Service life data | Choose an item. |  |
|  | 1. Manufacturing, maintenance and repair protocols | Choose an item. |  |
|  | 1. Blueprints | Choose an item. |  |
|  | 1. First Article Standards | Choose an item. |  |
|  | 1. Continuity checks | Choose an item. |  |
|  | 1. Final inspection documentation | Choose an item. |  |
|  | 1. Tolerance and manufacturing standards for parachute items | Choose an item. |  |
|  | 1. Field-rigging kits | Choose an item. |  |
|  | 1. Appropriate tracking and storage of certified materials | Choose an item. |  |
| 59 | Equipment research and development is controlled according to the MODOC process. | Choose an item. |  |
| 60 | Complies with established property control/management measures.  *[BLM Manual 1520]* | Choose an item. |  |

**RADIO USERS (Law Enforcement, Field-going Personnel)**

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

| **ITEM** | **DESCRIPTION** | **CODE** | **REMARKS** |
| --- | --- | --- | --- |
| 61 | Radio equipment checked/updated annually or as changes occur.  *[MS-1292, Radio Communications Manual]* | Choose an item. |  |
| 62 | The help desk (REMEDY) system used for reporting/managing radio and radio related issues.  *[MS-1292, Radio Communications Manual]* | Choose an item. |  |
| 63 | Repeater location maps and channel/frequency plans are provided upon request.  *[MS-1292, Radio Communications Manual]* | Choose an item. |  |
| 64 | Radio user training provided at least annually.  *[MS-1292, Radio Communications Manual]* |  |  |
| a. Radio training includes use and operation of mobile radios | Choose an item. |  |
| b. Radio trainings includes operation and use of handheld radios | Choose an item. |  |
| c. Radio training includes channel/frequency plans | Choose an item. |  |
| d. Radio training includes user guides | Choose an item. |  |
| 65 | Knowledge of radio programming (if needed, narrow/wide band/frequencies).  *[RB Ch 15]* | Choose an item. |  |
| 66 | Frequency authorization and use issues have been explained to the employee.  *[DM 377, MS 1291]* | Choose an item. |  |
| 67 | Radio User Comments |  |  |