| **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**