| **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**