**Smokejumper Unit (2024)**

**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 | IDPs |
| 8 | Employee Orientation Checklist |
| 38, 43-44 | Training documentation |
| 42 | Red Cards |
| 45 | Form 1112-11 |
| 46, 47 | Risk assessments |
| 48 | Documentation of tailgate safety sessions |
| 59 | DI-105 (Receipt for Property) |
|  | [*Interagency Standards for Fire and Fire Aviation Operations*](https://www.nifc.gov/standards/guides/red-book) |

| **CHECKLIST ITEM #** | **CHECKLIST REFERENCES** |
| --- | --- |
| 8 | [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**  **(E/M/NI/NR)** | **REMARKS** |
| --- | --- | --- | --- |
| 1 | Vacant positions are filled in a timely manner. |  |  |
|  | 1. Key supervisory and fireline leadership positions are filled. |  |  |
|  | 1. Current staffing level meets agency expectations. |  |  |
| 2 | The unit reporting system includes the following:  *[RB Ch 2, 7, 16]* |  |  |
|  | 1. Aviation SAFECOM |  |  |
|  | 1. NTDP injury reporting form |  |  |
|  | 1. Agency required forms and documentation |  |  |
|  | 1. Annual reports |  |  |
|  | 1. MARS |  |  |
|  | 1. Safety Management Information System (SMIS) |  |  |
|  | 1. SAFENET reporting |  |  |
|  | 1. MODOC |  |  |
|  | 1. ECOMP |  |  |
|  | 1. DOI Talent |  |  |
|  | 1. IQCS |  |  |
| 3 | A review process is followed which includes:*[RB Ch 2, 18]* |  |  |
|  | 1. National matrix |  |  |
|  | 1. Red Book procedures for serious and non-serious accident reviews and investigations |  |  |
|  | 1. Investigation recommendations |  |  |
|  | 1. Actions taken |  |  |
| 4 | Managers have updated MOUs, operating plans, and agreements with national, state, regional, local cooperators, and smokejumper bases.  *[MOUs; Operating plans; Agreements]* |  |  |
| 5 | 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 (SMIS)/ECOMP |  |  |
|  | 1. Credit card purchases and records |  |  |
|  | 1. Fleet gas cards |  |  |
|  | 1. Risk assessments |  |  |
| 6 | Each employee has an Employee Performance Appraisal Plan (EPAP) in place.  *[370 DM 430]* |  |  |
| 7 | Each subordinate 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]* |  |  |

**FACILITIES**

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| **ITEM** | **DESCRIPTION** | **CODE**  **(E/M/NI/NR)** | **REMARKS** |
| --- | --- | --- | --- |
| 9 | Base facility meets needs of personnel/equipment/ mission, including: |  |  |
|  | 1. Adequate space for classroom training |  |  |
|  | 1. Adequate physical fitness training area |  |  |
|  | 1. Operational coordination and briefings area |  |  |
|  | 1. Smokejumper suit-up area is adequate and provides good access to aircraft |  |  |
|  | 1. Loadmaster/para-cargo area |  |  |
|  | 1. Pilot stand-by area |  |  |
|  | 1. Office space |  |  |
| 10 | Training units are in good condition and serviceable, including: |  |  |
|  | 1. Exit tower |  |  |
|  | 1. Letdown tower |  |  |
|  | 1. PLF simulator |  |  |
|  | 1. Other |  |  |
| 11 | Ramp and taxiway are in good condition; equipment/facilities are provided for power-assist aircraft starts as practical. |  |  |

**AIR OPERATIONS**

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

| **ITEM** | **DESCRIPTION** | **CODE**  **(E/M/NI/NR)** | **REMARKS** |
| --- | --- | --- | --- |
| 12 | All pilots and aircraft are carded and approved for smokejumper operations.  *[ISPOG]* |  |  |
| 13 | 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 |  |  |
|  | 1. Timely maintenance of aircraft that minimizes loss of availability while keeping aircraft in safe working order |  |  |
| 14 | Number and capabilities of aircraft are appropriate for number of smokejumpers and typical mission requirements. |  |  |
| 15 | Aircraft accessories meet agency standards for:  *[ISMOG; SASES]* |  |  |
|  | 1. Anchor cables (primary and emergency) |  |  |
|  | 1. Door and railings |  |  |
|  | 1. In-flight door or strap |  |  |
|  | 1. Door boot and taping |  |  |
|  | 1. Jump step |  |  |
|  | 1. Cutaway knife |  |  |
|  | 1. Fire extinguishers |  |  |
|  | 1. Spotter equipment (headset, tether, tether anchor, etc.) |  |  |
|  | 1. Radios and navigational equipment |  |  |
|  | 1. Jump step ladder (for loading/unloading passengers) |  |  |
|  | 1. Interagency spotter procedures posted |  |  |
| 16 | Seats and personnel restraints are approved for smokejumper operations.  *[ISMOG; SASES]* |  |  |
| 17 | Cargo restraint system is adequate.  *[ISMOG; SASES]* |  |  |
| 18 | Loading diagram on-board.  *[ISMOG]* |  |  |
| 19 | Pilots/spotters know and understand rules regarding hazmat identification and transport compliance.  *[DOT-SP-9198 (expires February 28, 2026); Emergency Response Guidebook]* |  |  |
| 20 | 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 |  |  |
|  | 1. Air transport manifesting |  |  |
|  | 1. Weight limitations |  |  |
|  | 1. Safe packaging procedures for specialized equipment |  |  |
| 21 | Para-cargo Equipment |  |  |
|  | 1. Adequate number of cargo chutes available for standard operations |  |  |
|  | 1. Cargo chute types and sizes adequate to support non-standard cargo needs (if applicable) |  |  |
|  | 1. Adequate number of d-bags, cargo loops, straps, packaging, etc. |  |  |
|  | 1. Cargo weak links or static lines with incorporated weak links are utilized on all cargo systems. |  |  |
| 22 | Written standards or schematics for packing of standard cargo items (fire packs, cubitainers, chainsaws, etc.) are available and current. |  |  |
| 23 | Written instructions, standards, or schematics for packing of non-standard cargo items (fresh food, pumps, hose, fuel cans, etc.) are available and current. |  |  |
| 24 | Load and balance of standard cargo configurations are posted and visible in each aircraft. |  |  |
| 25 | Spotters are familiar with and receive training as appropriate or per agency requirements:  *[BLM Spotter Training Manual; ISMOG]* |  |  |
|  | 1. Crew resource management (CRM) |  |  |
|  | 1. Risk management process |  |  |
|  | 1. Transportation of hazardous materials |  |  |
|  | 1. Aircraft security requirements and procedures |  |  |
|  | 1. Pre-flight passenger briefings |  |  |
|  | 1. Loading/unloading passengers and cargo |  |  |
|  | 1. Crash-rescue procedures |  |  |
|  | 1. Interagency spotter command/briefings |  |  |
|  | 1. Spotting both FS and BLM parachute systems |  |  |
|  | 1. Location/use of fire extinguishers |  |  |
|  | 1. MARS reporting |  |  |
|  | 1. SAFECOM reporting |  |  |
|  | 1. Air space coordination per *NWCG Standards for Aerial Supervision* (PMS 505) |  |  |
| 26 | Inventories for the following items meet agency performance and standardization specs and are in adequate supply: |  |  |
|  | 1. Spotter PPE |  |  |
|  | 1. Spotter harnesses/tethers |  |  |
|  | 1. Headsets |  |  |
|  | 1. Spotter helmets (SPH-5 or David Clark) |  |  |
|  | 1. Emergency parachutes |  |  |
| 27 | Aircraft Readiness |  |  |
|  | 1. Preflight spotter checklist and pilot walk-around done on daily basis |  |  |
|  | 1. Fire ready (fire boxes, saws, beaters, cubitainers, climbers, medical equipment, spare radios and batteries, satellite phone, monitoring kits, ICT3 kits, etc.) |  |  |
|  | 1. Maps (digital, paper) |  |  |
|  | 1. Spotter kit and briefcase |  |  |
|  | 1. Spotter tether and harness |  |  |
|  | 1. Spotter helmet and headset |  |  |
|  | 1. Door boot secured and taped |  |  |
|  | 1. Door strap or in-flight door |  |  |
|  | 1. Correct mix and placement of fire packs, chainsaws, radios, and satellite phones for the plane load |  |  |
|  | 1. Smokejumper action reports and issue forms |  |  |
|  | 1. Satellite phones |  |  |
|  | 1. iPads |  |  |
|  | 1. Exit video camera |  |  |

**OPERATIONS**

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| **ITEM** | **DESCRIPTION** | **CODE**  **(E/M/NI/NR)** | **REMARKS** |
| --- | --- | --- | --- |
| 28 | Operational and safety briefings conducted daily and include: |  |  |
|  | 1. National and GACC situation reports |  |  |
|  | 1. Smokejumper status report |  |  |
|  | 1. Fire weather forecasts |  |  |
|  | 1. Fuel conditions/fire danger ratings |  |  |
|  | 1. Current safety issues/MARS |  |  |
|  | 1. Daily work assignments |  |  |
|  | 1. Relevant NOTAMs and TFRs |  |  |
| 29 | All initial attack-ready plane loads are configured with the intent to provide at least one of each of the following qualified personnel to meet the needs of fire managers. |  |  |
|  | 1. EMT or first responder medical personnel |  |  |
|  | 1. ICT 5/4/3 |  |  |
|  | 1. FAL2, FAL1, or FELB |  |  |
|  | 1. FAA senior/master licensed riggers |  |  |
| 30 | 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 |  |  |
|  | 1. Daily status reporting |  |  |
|  | 1. Coordination of staffing levels and remote base operations |  |  |
|  | 1. Smokejumper operating plan |  |  |
|  | 1. *Smokejumper User Guide* |  |  |
|  | 1. Other |  |  |
| 31 | Written operational guidelines for managing smokejumper personnel are current and available to all smokejumpers.  *[ISMOG]* |  |  |
| 32 | Booster crew briefings prepared to include: *[ISMOG]* |  |  |
|  | 1. Daily routine |  |  |
|  | 1. Facility/lodging/transportation |  |  |
|  | 1. Communications (frequencies and repeaters) |  |  |
|  | 1. Fuels and tactics |  |  |
|  | 1. Local resources and protocols |  |  |
|  | 1. Aircraft familiarity |  |  |
|  | 1. Equipment familiarity (saws, fire box contents, first-aid and trauma kits, cargo and cargo chute rigging) |  |  |
| 33 | Proper documentation and logs are maintained and filed. |  |  |
|  | 1. Liaison officer unit log |  |  |
|  | 1. Action reports and issue forms filed and faxed or emailed |  |  |
|  | 1. Master action |  |  |
|  | 1. Fire reports completed, filed, and delivered to responsible office |  |  |
|  | 1. Resource orders |  |  |
|  | 1. Pilot OAS-23s updated |  |  |
|  | 1. Equipment use/loss reports |  |  |
|  | 1. Copy of current *Interagency Standards for Fire and Fire Aviation Operations* is available for reference |  |  |
|  | 1. Data entry and query of the Master Action Database |  |  |
|  | 1. Procedures and protocol for update of smokejumper status report |  |  |
| 34 | Inventories for the following items meet agency performance and standardization specifications and are in adequate supply. |  |  |
|  | 1. Radios |  |  |
|  | 1. GPS units |  |  |
|  | 1. Nomex pants/shirts |  |  |
|  | 1. Fire shelters |  |  |
|  | 1. Eye/ear protection |  |  |
|  | 1. Cell phones/satellite phones |  |  |
|  | 1. Tents |  |  |
|  | 1. Headlamps |  |  |
| 35 | Vehicle fleet is sufficient to meet needs during normal operations. |  |  |
| 36 | Vehicle references/paperwork available include: |  |  |
|  | 1. Accident report forms |  |  |
|  | 1. Use record current |  |  |
|  | 1. Preventive maintenance records |  |  |
|  | 1. Personnel accident/injury forms |  |  |
|  | 1. Maps |  |  |
|  | 1. Current *Emergency Response Guidebook* |  |  |
|  | 1. Current credit card |  |  |

**TRAINING**

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

| **ITEM** | **DESCRIPTION** | **CODE**  **(E/M/NI/NR)** | **REMARKS** |
| --- | --- | --- | --- |
| 37 | Rookie parachute training requirements follow the BLM *Ram-Air Training Manual* (RATM). |  |  |
| 38 | All necessary training and re-currency jumps are completed prior to experienced smokejumpers’ first call-out RATM. |  |  |
| 39 | Unit members show measurable progress towards attaining “target” qualifications for their positions.  *[RB Ch 2]* |  |  |
| 40 | Unit members participate in an established physical fitness program.  *[RB Ch 2]* |  |  |
| 41 | Established criteria for agency-sponsored physical training incentive program (BLM).  *[RB Ch 2]* |  |  |
| 42 | The Incident Qualifications and Certification System has produced current incident qualification cards (red cards) for all employees.  *[RB Ch 13]* |  |  |
| 43 | Unit members have a documentation file for:  *[RB Ch 13]* |  |  |
|  | 1. Current season training |  |  |
|  | 1. Past season fire training |  |  |
|  | 1. Certifications and experience (hardcopy or electronic) |  |  |
|  | 1. Fire experience |  |  |
|  | 1. Task books initiated appropriate to their training needs |  |  |
|  | 1. Performance evaluations, if required |  |  |
| 44 | 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 assessment (RA)   *[RB Ch 7]* |  |  |
|  | 1. HAZWOPER – Field Awareness (section 6)   *[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 a 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*] |  |  |
| 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]* |  |  |
| 46 | Unit has risk assessments completed for all suppression work practices/projects that have potential hazards.  *[RB Ch 7]* |  |  |
| 47 | Unit has risk assessments completed for all non-suppression work practices/projects that have potential hazards.  *[RB Ch 7]* |  |  |
| 48 | 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]* |  |  |

**EMS AND FIRST AID**

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| **ITEM** | **DESCRIPTION** | **CODE**  **(E/M/NI/NR)** | **REMARKS** |
| --- | --- | --- | --- |
| 49 | Trauma kits are: |  |  |
|  | 1. Standardized |  |  |
|  | 1. Part of standard load on each jumpship in jump configurations |  |  |
|  | 1. Adequate supply available (minimum of one back-up kit available) |  |  |
| 50 | Additional first-aid supplies are in good condition and in adequate supply. |  |  |
| 51 | Jump injuries are mitigated or addressed by: |  |  |
|  | 1. Established injury protocol |  |  |
|  | 1. On-board medical equipment |  |  |
|  | 1. EMT and medical specialist availability |  |  |
|  | 1. Injury notification procedures/calling tree   *[RB Ch 2]* |  |  |
|  | 1. Mission management (pilot, spotter, ground IC) to coordinate: |  |  |
|  | * Jump operations |  |  |
|  | * Communications |  |  |
|  | * Medevac and treatment protocols |  |  |
|  | * Medical equipment and personnel delivery |  |  |

**LOFT SECTION**

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

| **ITEM** | **DESCRIPTION** | **CODE**  **(E/M/NI/NR)** | **REMARKS** |
| --- | --- | --- | --- |
| 52 | Daily supervision of loft activities meets agency standards for: |  |  |
|  | 1. Number, types, and capabilities of sewing machines meet program needs |  |  |
|  | 1. Rigging operations: Supervisors are qualified, trained, and present during field rigging operations.   *[BLM Ram-Air Rigging Manual]* |  |  |
| 53 | Policies, procedures, regulatory circulars, manuals, instruction guides, and technical protocols are available and readily accessible. |  |  |
| 54 | The following certificated personnel are available and meet required standards. A training program is in place for certification: |  |  |
|  | 1. Designated parachute rigger examiners |  |  |
|  | 1. Master riggers |  |  |
|  | 1. Senior riggers |  |  |
| 55 | Parachute inspection, maintenance and rigging controls are performed as required on: |  |  |
|  | 1. Main parachutes |  |  |
|  | 1. Reserve parachutes |  |  |
|  | 1. Emergency parachutes |  |  |
|  | 1. Cargo parachutes |  |  |
|  | 1. Drogues |  |  |
| 56 | Inventories for the following items meet agency performance and standardization specifications and are in adequate supply: |  |  |
|  | 1. Main canopies |  |  |
|  | 1. Reserve canopies |  |  |
|  | 1. AADs |  |  |
|  | 1. Harnesses |  |  |
|  | 1. Gear bags |  |  |
|  | 1. PG bags |  |  |
|  | 1. Helmets |  |  |
|  | 1. Let-down tapes/devices |  |  |
|  | 1. Miscellaneous |  |  |
|  | 1. Drogues |  |  |
|  | 1. Jump suits |  |  |
| 57 | Parachute accessories, equipment, and records/logs are adequate, including: |  |  |
|  | 1. D-bags, static lines and flap containers |  |  |
|  | 1. Tools, supplies and sewing machines |  |  |
|  | 1. Inspection tower, repair and rigging areas |  |  |
|  | 1. Service life data |  |  |
|  | 1. Manufacturing, maintenance, and repair protocols |  |  |
|  | 1. Blueprints |  |  |
|  | 1. First Article Standards |  |  |
|  | 1. Continuity checks |  |  |
|  | 1. Final inspection documentation |  |  |
|  | 1. Tolerance and manufacturing standards for parachute items |  |  |
|  | 1. Field-rigging kits |  |  |
|  | 1. Appropriate tracking and storage of certified materials |  |  |
| 58 | Equipment research and development is controlled according to the MODOC process. |  |  |
| 59 | Complies with established property control/management measures.  *[BLM Manual 1520]* |  |  |

**PERSONAL PROTECTIVE EQUIPMENT (PPE)**

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| **ITEM** | **DESCRIPTION** | **CODE**  **(E/M/NI/NR)** | **REMARKS** |
| --- | --- | --- | --- |
| 60 | 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 sized 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. 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. 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. 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. Smokejumpers are trained in the use of all PPE.   *[RB Ch 7]* |  |  |