**Helicopter Module (2023)**

**Checklist #12**

| **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** |
| --- | --- |
| 6 | Helicopter load calculations and manifests |
| 9 | HCM-6, HCM-7 |
| 14 | Helicopter/helibase operations plan |
| 15 | Unit aviation plan |
| 16 | State 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 (use record/log, certification, SDS), if applicable |
| 44 | Cargo Letdown approval (where applicable) |
| 45 | Cargo Letdown training |
| 53 | EPAP for each employee |
| 55 | Module members incident qualification cards (red cards) |
| 59 | CDL license for drivers (where applicable) |
| 60 | Form 1112-11 |
| 63-64 | Risk assessment form |
| 65 | Documentation of tailgate safety sessions |
| 67 | DI-105 (Receipt for Property) |
| 68 | Required PPE |
| 71 | Documents listed |
|  | [*BLM Standards for Fire Training and Workforce Development*](https://www.nifc.gov/sites/default/files/blm/training/Stds_Trng_WFD.pdf) |
|  | [*Interagency Standards for Fire and Fire Aviation Operations*](https://www.nifc.gov/standards/guides/red-book) |

| **CHECKLIST ITEM #** | **CHECKLIST REFERENCES** |
| --- | --- |
| 54 | [Employee Orientation Checklist](https://www.nifc.gov/standards/blm-preparedness-review) |

**GENERAL INFORMATION**

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

| **ITEM** | **DESCRIPTION** | **CODE**  **E/M/NI/NR** | **REMARKS** |
| --- | --- | --- | --- |
| 1 | Air crews and helicopter personnel are familiar with the helicopter flight planning sections of the *NWCG Standards for Helicopter Operations* and agency handbook flight planning requirements.  *[NWCG Standards for Helicopter Operations Ch 3]* |  |  |
| 2 | Pilot performs a daily preflight check and documents it in the helicopter logbook.  *[NWCG Standards for Helicopter Operations*  *Ch 14]* |  |  |
| 3 | Pilot obtains flight weather data for mission planning purposes.  *[FAR Part 91.103]* |  |  |
| 4 | Local dispatch office furnishes the helicopter crew with adequate information to accomplish missions safely and effectively, using the Aircraft Flight Request (or equivalent)/resource order.  *[RB Ch 19; NAP 3.17]* |  |  |
| 5 | A preflight briefing is being held prior to every non-fire flight that addresses mission objectives, hazards, etc.  *[RB Ch 16]* |  |  |
| 6 | Load calculations and manifests are being completed as per agency policy.  *[NWCG Standards for Helicopter Operations*  *Ch 7]* |  |  |
| 7 | The base has an established plan for flight dispatch, flight plans, and flight following.  *[RB Ch 16; NAP 5.9]* |  |  |
| 8 | Air crews and helicopter personnel are following dispatch requirements as contained in the aircraft contract.  *[AQD Helicopter Contract]* |  |  |
| 9 | The crew has prepared forms: |  |  |
|  | 1. HCM-6, Helicopter Information Sheet   *[NWCG Standards for Helicopter Operations Appendix A]* |  |  |
|  | 1. HCM-7, Helicopter Crew Information Sheet   *[NWCG Standards for Helicopter Operations Appendix A]* |  |  |
| 10 | A local area aerial hazard map is posted and current.  *[RB Ch 16; NWCG Standards for Helicopter Operations Ch 3]* |  |  |
| 11 | Project aviation safety plans (PASP) are completed for all non-fire special use activities.  *[NAP 4.3.2]* |  |  |
| 12 | Supervisors and unit are familiar with and receive training as appropriate or per agency requirements. |  |  |
|  | 1. Local security requirements and procedures   *[NAP 8.6]* |  |  |
|  | 1. Loading/unloading passengers and cargo   *[NWCG Standards for Helicopter Operations Ch 10]* |  |  |
|  | 1. Hover hook-ups and long line operations   *[NWCG Standards for Helicopter Operations Ch 11]* |  |  |
|  | 1. Aerial ignition   *[NWCG Standards for Aerial Ignition]* |  |  |
|  | 1. Crash-rescue procedures   *[NWCG Standards for Helicopter Operations Ch 12]* |  |  |
|  | 1. Use of fire extinguishers   *[NWCG Standards for Helicopter Operations Ch 12]* |  |  |
| 13 | Module is aware of and meets agency standards, including:  *[Aircraft Procurement Document; RB Ch 16]* |  |  |
|  | 1. Duty limitations (pilot/driver/unit) |  |  |
|  | 1. Transportation of air crews to and from lodging/eating facilities |  |  |
|  | 1. Transportation of air crews/contractors |  |  |
| 14 | The helicopter/helibase operations plan is current and available.  *[NAP 3.3]* |  |  |
| 15 | The unit aviation plan is current and available.  *[NAP 3.3]* |  |  |
| 16 | The state aviation plan is current and available.  *[NAP 3.3]* |  |  |
| 17 | Wind indicators are properly placed.  *[NWCG Standards for Helicopter Operations*  *Ch 15]* |  |  |
| 18 | Hazard avoidance and dust control measures are in place.  *[NWCG Standards for Helicopter Operations*  *Ch 8]* |  |  |
| 19 | Warning signs as required are posted.  *[NWCG Standards for Helicopter Operations*  *Ch 15]* |  |  |
| 20 | Approach/departure paths meetstandards.  *[NWCG Standards for Helicopter Operations*  *Ch 8]* |  |  |
| 21 | Crash rescue and evacuation kits are available at the landing areas.  *[NWCG Standards for Helicopter Operations*  *Ch 9]* |  |  |
| 22 | Lighting for maintenance.  *[NWCG Standards for Helicopter Operations*  *Ch 8]* |  |  |
| 23 | Current approved aircraft type fire extinguishers are located at each landing pad.  *[NWCG Standards for Helicopter Operations*  *Ch 9]* |  |  |
| 24 | Water supply for drinking, utilities, and aircraft maintenance is available.  *[NWCG Standards for Helicopter Operations*  *Ch 8]* |  |  |
| 25 | Facility includes:  *[NWCG Standards for Helicopter Operations*  *Ch 8]* |  |  |
|  | 1. Ready room/rest area |  |  |
|  | 1. Storage area for helicopter equipment and servicing supplies |  |  |
| 26 | Review the local hazard map with all pilots as part of pre-mission planning.  *[NAP 5.8; NWCG Standards for Helicopter Operations Ch 3]* |  |  |
| 27 | Bulletin board is present and includes: |  |  |
|  | 1. Aviation mishap response plan |  |  |
|  | 1. Local/unit search and rescue plan |  |  |
| 28 | Personnel have been briefed on their responsibilities relative to both the aircraft emergency response and the search and rescue plans.  *[NAP 5.12]* |  |  |
| 29 | A mishap response drill (simulation) has been completed this year.  *[NAP 5.12]* |  |  |
| 30 | Helibase will have a permanent programmable FM radio base station and should be provided a VHF-AM base station radio.  *[RB Ch 16]* |  |  |
| 31 | Each office will maintain an aviation reference library and aviation files (these may be paper copies and/or electronic documents).  *[RB Ch 16; NAP 3.2]* |  |  |
| 32 | Required power checks are documented as per contract specifications.  *[NWCG Standards for Helicopter Operations*  *Ch 14]* |  |  |
| 33 | Required maintenance is performed, approved, and documented.  *[NWCG Standards for Helicopter Operations*  *Ch 14]* |  |  |
| 34 | The following documents are aboard each aircraft carrying hazardous materials:  *[NWCG Standards for Helicopter Operations*  *Ch 11]* |  |  |
|  | 1. U.S. Department of Transportation’s Special Permit Authorization *DOT-SP-9198* (DOI & USDA) |  |  |
|  | 1. *NWCG Standards for Aviation Transport of Hazardous Materials* |  |  |
|  | 1. *Emergency Response Guidebook* (*ERG*) |  |  |
|  | 1. Completed hazardous materials manifest |  |  |
| 35 | Timekeeping process is in place for vendor personnel.  *[NWCG Standards for Helicopter Operations*  *Ch 2]* |  |  |
| 36 | The following forms are being completed:  *[NWCG Standards for Helicopter Operations*  *Appendix A]* |  |  |
|  | 1. Aircraft payment forms |  |  |
|  | 1. (HCM-1) Contract Daily Diary |  |  |
|  | 1. (HCM-12) Pilot Flight Time/Duty Day Cumulative Log |  |  |
|  | 1. CIM, Type 1, Type 2 incident forms – Helicopter Daily Use and Cost Summary (HCM-15) |  |  |
| 37 | Interagency aircraft data card is on-board, signed, and current.  *[NWCG Standards for Helicopter Operations*  *Ch 5]* |  |  |
| 38 | Helicopter pilot qualification card is approved for make/model of helicopter being flown, signed and current.  *[NWCG Standards for Helicopter Operations*  *Ch 5]* |  |  |

**AERIAL IGNITION OPERATION**

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

| **ITEM** | **DESCRIPTION** | **CODE**  **E/M/NI/NR** | **REMARKS** |
| --- | --- | --- | --- |
| 39 | Equipment is maintained in accordance with agency and manufacturer specifications.  *[NWCG Standards for Aerial Ignition]* |  |  |
| 40 | Use record/log is completed as appropriate.  *[NWCG Standards for Aerial Ignition]* |  |  |
| 41 | Annual certification is complete for equipment and personnel.  *[NWCG Standards for Aerial Ignition]* |  |  |
| 42 | Storage of all hazardous material meets standards.  *[OSHA 29 CFR1910; NWCG Standards for Aerial Ignition]* |  |  |
| 43 | Safety data sheets (SDS) are present, accessible, and available for all hazardous materials used and stored in the work area.  *[NWCG Standards for Aerial Ignition; RB Ch 2]* |  |  |

**CARGO LETDOWN**

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| **ITEM** | **DESCRIPTION** | **CODE**  **E/M/NI/NR** | **REMARKS** |
| --- | --- | --- | --- |
| 44 | Documented approval from National Aviation Office for cargo letdown (CLD).  *[RB Ch 16]* |  |  |
| 45 | CLD letdown operations initial and recurrent training recorded on the BLM Cargo Letdown Trainee Qualification Record.  *[NAP 5.22.3]* |  |  |

**HOVERFILL**

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| **ITEM** | **DESCRIPTION** | **CODE**  **E/M/NI/NR** | **REMARKS** |
| --- | --- | --- | --- |
| 46 | Hoverfill plan, procedures, and risk management are outlined within their unit aviation/helitack operations plan.  *[NAP 5.22.1]* |  |  |
| 47 | Planned participants and helitack are trained for hoverfill operations, and training is documented.  [*NAP 5.22.1]* |  |  |

**SUPERVISION**

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

| **ITEM** | **DESCRIPTION** | **CODE**  **E/M/NI/NR** | **REMARKS** |
| --- | --- | --- | --- |
| 48 | Module meets agency standards for:  *[RB Ch 16]* |  |  |
|  | 1. Crew supervisor |  |  |
|  | 1. Assistant crew supervisor |  |  |
|  | 1. Squad boss |  |  |
|  | 1. Crew members |  |  |
|  | 1. Minimum crew size |  |  |
| 49 | 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 |  |  |
| 50 | Supervisors are familiar with safety reporting processes as required: |  |  |
|  | 1. Safety Management Information System (SMIS)   *[RB Ch 7]* |  |  |
|  | 1. SAFENET reporting   *[RB Ch 7]* |  |  |
|  | 1. SAFECOM reporting   *[RB Ch 16]* |  |  |
| 51 | Module members are trained in the use of all required PPE. |  |  |
|  | 1. Unit has flight helmet training, inspection and tracking program for helmets used and in stock.   *[351 DM 1.7B, ALSE]* |  |  |
| 52 | 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 Mobilization Guide]* |  |  |
|  | 1. Safe packaging procedures for specialized equipment   [*NWCG Standards for Helicopter Operations Ch 11]* |  |  |
| 53 | Each employee has reviewed and signed an Employee Performance Appraisal Plan (EPAP) for the current season. See page 19 for eligibility requirements for performance ratings.  *[370 DM 430]* |  |  |
| 54 | Employees are provided mandatory safety and health training.  *[Employee Orientation Checklist]* |  |  |

**QUALIFICATIONS AND TRAINING**

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| **ITEM** | **DESCRIPTION** | **CODE**  **E/M/NI/NR** | **REMARKS** |
| --- | --- | --- | --- |
| 55 | The Incident Qualifications and Certification System has produced current red cards for all employees.  *[RB Ch 13]* |  |  |
| 56 | 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. Position task books initiated appropriate to their training needs. |  |  |
|  | 1. Performance evaluations, if required |  |  |
| 57 | Unit has access to training materials and equipment. |  |  |
| 58 | 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   *[RB Ch 2]* |  |  |
|  | 1. Risk assessment (RA)   *[RB Ch 7]* |  |  |
|  | 1. HAZWOPER - Field Awareness   *[RB Ch 2]* |  |  |
|  | 1. BLM Hazard Communications – 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*] |  |  |
| 59 | Unit members possess commercial driver’s license where appropriate.  *[RB Ch 7]* |  |  |
| 60 | Procedures are in place to ensure all drivers who drive a government vehicle or drive private or rental vehicles for government business have a valid current state driver’s license and BLM Form 1112-11 on file.  *[RB Ch 7]* |  |  |
| 61 | All crew personnel have completed Fire Vehicle Driver Orientation (BL-300) once and/or Fire Vehicle Driver Refresher Training (RT-301) annually.  *[RB Ch 2]* |  |  |
| 62 | Unit members participate in the unit’s physical fitness program.  *[RB Ch 2]* |  |  |
| 63 | Unit has risk assessments completed for all suppression work practices/projects that have potential hazards.  *[RB Ch 7]* |  |  |
| 64 | Unit has risk assessments completed for all non-suppression work practices/projects that have potential hazards.  *[RB Ch 7]* |  |  |
| 65 | Unit has participated in a documented tailgate safety sessions weekly or at the beginning of each project. May use “6 Minutes for Safety.”  *[RB Ch 7]* |  |  |
| 66 | The BLM Fire Equipment Improvement and Deficiency Reporting System is used to submit improvement recommendations and deficiency reports for all BLM fire equipment.  *[RB Ch 2]* |  |  |
| 67 | Complies with established property control/management measures.  *[BLM Manual 1520]* |  |  |

**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** |
| --- | --- | --- | --- |
| 68 | 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 5100-601 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 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; RB Erratum]* |  |  |
|  | 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 chaps meeting the USFS Specification 6170-4F, 4G, or newer.  * Swampers wear chaps when the need is demonstrated by a risk analysis considering proximity to the sawyer, slope, fuel type, etc.   *[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]* |  |  |

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

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| **ITEM** | **DESCRIPTION** | **CODE**  **E/M/NI/NR** | **REMARKS** |
| --- | --- | --- | --- |
| 69 | Radio equipment checked/updated annually or as changes occur.  *[MS-1292, Radio Communications Manual]* |  |  |
| 70 | The help desk (REMEDY) system used for reporting/managing radio and radio related issues.  *[MS-1292, Radio Communications Manual]* |  |  |
| 71 | Repeater location maps and channel/frequency plans are provided upon request.  *[MS-1292, Radio Communications Manual]* |  |  |
| 72 | Radio user training provided at least annually.  *[MS-1292, Radio Communications Manual]* |  |  |
|  | a. Radio training includes use and operation of mobile radios. |  |  |
|  | b. Radio trainings includes operation and use of handheld radios. |  |  |
|  | c. Radio training includes channel/frequency plans. |  |  |
|  | d. Radio training includes user guides. |  |  |
| 73 | Knowledge of radio programming (if needed, analog/digital, CTCSS/NAC).  *[RB Ch 15]* |  |  |
| 74 | Frequency authorization and use issues have been explained to the employee.  *[DM 377, MS 1291]* |  |  |
| 75 | Radio User Comments |  |  |

**COMPLETE CHECKLIST #19, VEHICLES**