**Handcrew/Non-IHC (2022)**

**Checklist #17**

| **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** |
| --- | --- |
| 5 | DI-105 (Receipt for Property)  |
| 8 | Employee EPAPs |
| 10 | Employee incident qualification cards (Red Cards) |
| 11, 13, 16 | Employee training records |
| 14, 15 | CDL license for drivers (where applicable), Form 1112-1 |
| 18, 19 | Risk assessments (RAs) |
| 20 | Documentation of tailgate safety sessions/6 Minutes for Safety |
| 23 | Documents listed |
|  | *Interagency Standards for Fire and Fire Aviation Operations* (<https://www.nifc.gov/standards/guides/red-book>) |

| **CHECKLIST ITEM #** | **CHECKLIST REFERENCES** |
| --- | --- |
| 9 | Employee Orientation Checklist (<https://www.nifc.gov/standards/blm-preparedness-review>) |

**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 2, Ch 13]* |  |  |
|  | 1. Crew supervisor
 | Choose an item. |       |
|  | 1. Assistant crew supervisor
 | Choose an item. |       |
|  | 1. Squad bosses
 | Choose an item. |       |
|  | 1. Crewmembers
 | 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)/ECOMP | 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 2]* | 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.*[BLM Manual 1520]* | Choose an item. |       |
| 6 | Radio operations meet requirements: |  |  |
|  | 1. Minimum number of radios

*[RB Ch 2, 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: |  |  |
|  | 1. Purging of gas receptacles

*[NWCG Standards for Aviation Transport of Hazardous Materials]* | Choose an item. |       |
|  | 1. Air transportation manifesting

*[NWCG Standards for Helicopter Operations Ch 7]* | Choose an item. |       |
|  | 1. Weight limitations

*[National Interagency Mobilization Guide]* | Choose an item. |       |
|  | 1. Safe packaging procedures for specialized equipment

[*NWCG Standards for Helicopter Operations Ch11]* | Choose an item. |       |
| 8 | Each employee has an Employee Performance Appraisal Plan (EPAP) in place.*[370 DM 430]* | Choose an item. |       |
| 9 | Employees are provided mandatory safety and health training.*[H-1112-1; 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 | 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, if required
 | Choose an item. |       |
| 12 | Unit has access to training materials and equipment. | Choose an item. |       |
| 13 | Employees are being provided the following mandatory training: |  |  |
|  | 1. Wildland Fire Safety Training Annual Refresher, RT-130

*[RB Ch 13]* | Choose an item. |       |
|  | 1. Work/rest requirements

*[RB Ch 7]* | Choose an item. |       |
|  | 1. Defensive driving (if applicable)

*[RB Ch 2]* | 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 assessments (RA)

*[RB Ch 2]* | 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. *NWCG Standards for Wildland Fire Chainsaw Operations* (S-212) for chainsaw operators

*[RB Ch 13, PMS 310-1]* | Choose an item. |       |
|  | Any specific training identified by RA*[RB Ch 13]* | Choose an item. |       |
| 14 | Unit members possess commercial driver’s license where appropriate.*[RB Ch 7]* | Choose an item. |       |
| 15 | Each crew member who drives a government vehicle or drives private or rental vehicles for government business has a current state driver’s license and a BLM Form 1112-11on file.*[RB Ch 7]* | Choose an item. |       |
| 16 | All crew personnel have completed Fire Vehicle Driver Orientation (BL-300) once and Fire Vehicle Driver Refresher Training (RT-301) annually.*[RB Ch 2]* | Choose an item. |       |
| 17 | Unit members participate in an established physical fitness program.*[RB Ch 2]* | Choose an item. |       |
| 18 | Unit has risk assessments completed for all suppression work practices/projects that have potential hazards.*[RB Ch 7]* | Choose an item. |       |
| 19 | Unit has risk assessments completed for all non-suppression work practices/projects that have potential hazards.*[RB Ch 7]* | Choose an item. |       |
| 20 | 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. |       |

**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** |
| --- | --- | --- | --- |
| 21 | Radio equipment checked/updated annually or as changes occur.*[MS-1292, Radio Communications Manual]* | Choose an item. |       |
| 22 | The help desk (REMEDY) system used for reporting/managing radio and radio related issues.*[MS-1292, Radio Communications Manual]* | Choose an item. |       |
| 23 | Repeater location maps and channel/frequency plans are provided upon request.*[MS-1292, Radio Communications Manual]* | Choose an item. |       |
| 24 | 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. |       |
| 25 | Knowledge of radio programming (if needed, analog/digital, CTCSS/NAC). *[RB Ch 15]* | Choose an item. |       |
| 26 | Frequency authorization and use issues have been explained to the employee. *[DM 377, MS 1291]* | Choose an item. |       |
| 27 | Radio user comments |  |       |

**COMPLETE CHECKLIST #19, VEHICLES**