**Exclusive Use Air Attack (2023)**

**Checklist #21**

| **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** |
| --- | --- |
| 13 | Unit aviation plan |
| 14 | State aviation plan |
| 4, 10 | National Aviation Plan |
| 16 | Emergency Response and Search and Rescue Plan |
| 6, 8, 17-22 | Exclusive Use Air Attack Contract |
| 18 | Documents aboard aircraft carrying hazardous materials |
| 28 | Required training |
| 29 | Form 1112-11 |
|  | [*Interagency Standards for Fire and Fire Aviation Operations*](https://www.nifc.gov/standards/guides/red-book) |
|  | [*BLM Standards for Fire Training and Workforce Development*](https://www.nifc.gov/sites/default/files/blm/training/Stds_Trng_WFD.pdf) |

| **CHECKLIST ITEM #** | **CHECKLIST REFERENCES** |
| --- | --- |
| 25 | [Employee Orientation Checklist](https://www.nifc.gov/standards/blm-preparedness-review) |
|  | [*NWCG Standards for Aerial Supervision*](https://www.nwcg.gov/publications/505) (PMS 505), NFES 002544 |

**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 are familiar with the flight planning sections of the *Standards for Aerial Supervision.*  *[NWCG Standards for Aerial Supervision, Ch 6]* |  |  |
| 2 | Pilot performs a daily preflight check and documents it in the aircraft logbook.  *[NWCG Standards for Aerial Supervision, Ch 6]* |  |  |
| 3 | Pilot obtains flight weather data for mission planning purposes.  *[FAR Part 91.103]* |  |  |
| 4 | Local dispatch office furnishes the ATGS with adequate information to accomplish missions safely and effectively using the Aircraft Dispatch Form/Resource Order.  *[RB Ch 19; NAP 3.17]* |  |  |
| 5 | A preflight briefing is being held prior to every flight that addresses mission objectives, hazards, etc.  *[RB Ch 16]* |  |  |
| 6 | Weight and balance are being completed as per agency policy.  *[EU Air Attack Contract, p. 34]* |  |  |
| 7 | The base has an established plan for flight dispatch, flight plans, and flight following.  *[RB Ch 16; NAP 5.9]* |  |  |
| 8 | Air crew personnel are following dispatch requirements as contained in the aircraft contract.  *[EU Air Attack Contract]* |  |  |
| 9 | A local area aerial hazard map is posted and current.  *[RB Ch 16]* |  |  |
| 10 | Supervisors and unit are familiar with and receive training as appropriate or per agency requirements. |  |  |
|  | 1. Local security requirements and procedures   *[NAP 8.6]* |  |  |
| 11 | ATGS is aware of and meets agency standards, including: |  |  |
|  | 1. Duty limitations |  |  |
|  | 1. Transportation of air crews to and from lodging/eating facilities |  |  |
|  | 1. Transportation of air crews/contractors |  |  |
| 12 | Air base operations plan is current and available.  *[NAP 3.3]* |  |  |
| 13 | The unit aviation plan is current and available.  *[NAP 3.3]* |  |  |
| 14 | The state aviation plan is current and available.  *[NAP 3.3]* |  |  |
| 15 | Facility includes:  *[NWCG Standards for Aerial Supervision]* |  |  |
|  | * 1. Ready room/rest area/lavatory |  |  |
|  | * 1. Gear lockers/personal equipment storage area |  |  |
|  | * 1. Internet access and computer stations to accomplish administrative duties |  |  |
|  | 1. Adequate connectivity/Wi-Fi for downloading necessary flight information and/or updates |  |  |
| 16 | Personnel have been briefed on their responsibilities relative to both the aircraft emergency response and the search and rescue plans.  *[NAP 5.12]* |  |  |
| 17 | Required maintenance is performed, approved, and documented.  *[EU Air Attack Contract]* |  |  |
| 18 | The following documents are aboard each aircraft:  *[EU Air Attack Contract, p. 27]* |  |  |
|  | 1. U.S. Department of Transportation’s *Special Permit Authorization* *DOT-SP-9198* (DOI & USDA) |  |  |
|  | 1. Title 14 of the *Code of Federal Regulations* (CFR) air carrier certificate or operating certificate |  |  |
|  | 1. *Emergency Response Guidebook* (*ERG*) |  |  |
|  | 1. Standard air worthiness certification |  |  |
| 19 | Pay documents and tracking systems are in place. Appropriate personnel are familiar with contract specifications.  *[EU Air Attack Contract]* |  |  |
| 20 | Exclusive use contract is signed and available for review.  *[EU Air Attack Contract]* |  |  |
|  | 1. Maintenance schedule and specifications |  |  |
|  | 1. Avionics |  |  |
|  | 1. Navigation |  |  |
|  | 1. Pilot carding and qualifications |  |  |
| 21 | Interagency aircraft data card is on-board, signed, and current.  *[EU Air Attack Contract]* |  |  |
| 22 | Air attack pilot qualification card is approved for make/model of aircraft being flown, signed and current.  *[EU Air Attack Contract]* |  |  |

**SUPERVISION**

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| **ITEM** | **DESCRIPTION** | **CODE**  **E/M/NI/NR** | **REMARKS** |
| --- | --- | --- | --- |
| 23 | 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 |  |  |
| 24 | 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]* |  |  |
| 25 | 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** |
| --- | --- | --- | --- |
| 26 | The Incident Qualifications and Certification System has produced current red cards for all employees.  *[RB Ch 13]* |  |  |
| 27 | 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 |  |  |
| 28 | 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 assessments (RA)   *[RB Ch 2]* |  |  |
|  | 1. HAZWOPER – Field Awareness   *[RB Ch 2]* |  |  |
|  | 1. BLM Hazard Communications – GHS   *[RB Ch 2]* |  |  |
|  | 1. Any specific training identified by RA   *[RB Ch 13]* |  |  |
| 29 | 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]* |  |  |