



# Helicopter Module (2011)

# Checklist #15

<b>Location:</b>		<b>Date:</b>	
<b>Respondent:</b>		<b>Reviewed By:</b>	
<b>The IHOG helicopter crew and base readiness evaluation may be used in lieu of this checklist.</b>			
<b>Key Code: E = Exceeds Standard M = Meets Standard NI = Needs Improvement NR = Not Reviewed</b>			
Description		Code	Remarks
1.	Air crews and helicopter personnel are familiar with the helicopter flight planning sections of the <i>Interagency Helicopter Operations Guide</i> and agency handbook flight planning requirements. <i>NAP 5.22</i>		
2.	A helicopter preflight being is being completed daily and documented. <i>IHOG Ch 14.VII.A.1</i>		
3.	Pilot obtains flight weather data for mission planning purposes. <i>FAR Part 91.103</i>		
4.	Local dispatch office furnish the helicopter crew with adequate information to accomplish missions safely and effectively, using either: <i>RB Ch 8, IHOG Ch 3.VI, NAP 3.12.1</i> a. Aircraft Dispatch form (HCM-11) b. Aircraft Flight Request/Resource Order.		a. b.
5.	A preflight briefing is being held prior to every non-fire flight that addresses mission objectives, hazards, etc. <i>RB Ch 16, IHOG Ch 3.VII</i>		
6.	Load calculations and manifests are being completed as per agency policy. <i>NAP 5.22</i>		
7.	The base has an established plan for flight dispatch, flight plans, and flight following. <i>RB Ch 16, NAP 3.3</i>		
8.	Air crews and helicopter personnel are following dispatch requirements as contained in the aircraft contract. <i>AMD Helicopter Contract</i>		
9.	The crew has prepared forms: a. HCM-6, Helicopter Information Sheet. <i>IHOG A-16 F</i> b. HCM-7, Helicopter Crew Information Sheet. <i>IHOG A-17 G</i>		a. b.
10.	A local area aerial hazard map is posted and current. <i>RB Ch 16, IHOG Ch 3.V.J.1</i>		
11.	Project Aviation Safety Plans (PASP) are completed for all non-fire special use flights. <i>NAP 4.3.2</i>		

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12.	Supervisors and unit are familiar with and receive training as appropriate or per agency requirements. a. Local security requirements and procedures <i>NAP 8.9</i> b. Loading/unloading passengers and cargo <i>IHOG Ch 10</i> c. Hover hook-ups and long line operations <i>IHOG Ch 11</i> d. Aerial ignition <i>IAIG</i> e. Crash-rescue procedures <i>IHOG Ch 12</i> f. Use of fire extinguishers <i>IHOG Ch 12</i>		a. b. c. d. e. f.
13.	Unit is aware of and meets agency standards, including: <i>Aircraft Procurement Document, RB Ch 16</i> a. Duty limitations (pilot/driver/unit) b. Transportation of air crews to and from lodging/eating facilities c. Transportation of air crews/contractors		a. b. c.
14.	The Helicopter/Helibase Operations Plan is current and available. <i>NAP 3.3</i>		
15.	The Unit Aviation Plan is current and available. <i>NAP 3.3</i>		
16.	The State Aviation Plan is current and available. <i>NAP 3.3</i>		
17.	Wind indicator(s) is properly placed. <i>IHOG Chart 8-2</i>		
18.	Foreign object damage avoidance and dust control measures are in place. <i>IHOG Chart 8-2</i>		
19.	Warning signs as required in <i>IHOG</i> are posted. <i>IHOG Chart 8-2</i>		
20.	Approach/departure paths meet <i>IHOG</i> standards. <i>IHOG Chart 8-1, 8-2</i>		
21.	Crash rescue and evacuation kits as required in <i>IHOG</i> are available at the landing areas. <i>IHOG Ch 9-VI</i>		
22.	Lighting for night maintenance. <i>IHOG 8-2</i>		
23.	Current approved aircraft type fire extinguishers are located at each landing pad. <i>IHOG Chart 9-4</i>		
24.	Water is available at pad(s) for aircraft wash down. <i>IHOG 8-2</i>		

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25.	Facility includes: <i>IHOG 8-2</i> a. Pilot lounge b. Gear lockers/Personal equipment storage area		a. b.
26.	A review of the local hazard map with all pilots is documented in the daily diary. <i>NAP 5-8</i>		
27.	Bulletin board is present and includes: <i>IHOG</i> a. Mishap Response Plan b. Local/unit Search and Rescue Plan		a. b.
28.	The Mishap Response Plan is clearly posted and/or accessible at the helibase. Personnel have been briefed on their responsibilities relative to both the aircraft emergency response and the search and rescue plans. <i>NAP 5.12</i>		
29.	A crash rescue drill has been completed this year. <i>NAP 5.12</i>		
30.	Helibase will have a permanent programmable FM radio base station and handheld AM capability. <i>RB Ch 16</i>		
31.	Aviation reference library is complete, current and available at the base in hardcopy or non- internet electronic format. <i>RB Ch 16</i>		
32.	Required power checks are documented as per contract specifications. <i>IHOG Ch 14-2 VII.A.2</i>		
33.	Required maintenance is performed, approved, and documented. <i>IHOG Ch 14-3 VII.B</i>		
34.	Timekeeping process is in place for vendor personnel. <i>IHOG Ch 2 III.A.16</i>		
35.	The following forms are being completed: <i>IHOG App. A Chart A-1</i> a. Aircraft Payment Forms b. (HCM-1) Contract Daily Diaries c. (HCM-12) Pilot Flight and Duty Hours d. Type 1 & 2 Incident Forms		a. b. c. d.
36.	Interagency Aircraft Data Card is on-board, signed and current. <i>IHOG Ch 5 IV</i>		
37.	Helicopter Pilot Qualification Card is approved for make/model of helicopter being flown, signed and current. <i>IHOG Ch 5 III</i>		

<b>AERIAL IGNITION OPERATION</b>			
38.	Equipment is maintained in accordance with agency and manufacturer specifications. <i>IAIG</i>		
39.	Plastic Sphere Dispenser (PSD) log is completed as appropriate. <i>IAIG</i>		
40.	Annual certification is complete for equipment and personnel. <i>IAIG</i>		
41.	Storage of all hazardous material meets standards ( <i>OSHA 29CFR1910</i> ). <i>IAIG</i>		
42.	MSDS information is carried with each aerial ignition device. <i>IAIG</i>		
<b>CARGO LETDOWN</b>			
43.	Documented approval from National Aviation Office. <i>NAP App. 8&amp;9</i>		
44.	CLD supplement in the Helibase Operations Plan Any deviations approved in writing from the State Aviation Manager. <i>NAP App. 8&amp;9</i>		
45.	CLD Spotter Trainee Qualification Record being utilized for each spotter. <i>NAP App. 8&amp;9</i>		
46.	Pilot and aircraft carded for CLD. <i>NAP App. 8&amp;9</i>		
<b>SUPERVISION</b>			
47.	Module meets agency standards for: <i>RB Ch 16</i> a. Crew Supervisor  b. Assistant Crew Supervisor  c. Lead Crew Member  d. Crew Members  e. Minimum crew size		a.  b.  c.  d.  e.
48.	Supervisors are familiar with administrative issues and prepare proper documents as required: a. T&As  b. Crew time reports  c. Fire time reports  d. Travel vouchers/Per Diem forms  e. Accident/injury reporting (CA1/CA2/CA16)  f. Credit card purchases and records  g. Fleet gas cards		a.  b.  c.  d.  e.  f.  g.

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49.	Supervisors are familiar with safety reporting processes as required: a. Safety Management Information System (SMIS) <i>RB Ch 7</i>  b. SAFENET reporting <i>RB Ch 7</i>  c. SAFECOM reporting <i>RB 16</i>		a.  b.  c.
50.	Module members are trained in the use of all required PPE.		
51.	Radio operations meet requirements: a. Minimum number of radios <i>RB Ch 6</i>  b. Knowledge of radio programming(Narrow/Wide Band/Frequencies)  c. Understand frequency authorization and use issues <i>RB Ch 15</i>  d. Approved local radio frequencies are posted		a.  b.  c.  d.
52.	Supervisors are familiar with air cargo transport limitations and requirements including: a. Purging of gas receptacles <i>Int. Av. Trans. Of Haz Mat (IATHZ)</i>  b. Air transport manifesting <i>IHOG Ch 7 IV</i>  c. Weight limitations <i>Nat Mob Guide</i>  d. Safe packaging procedures for specialized equipment		a.  b.  c.  d.
53.	Each employee has reviewed and signed an Employee Performance Appraisal Plan (EPAP) for the current season. <i>New Employee Orientation Handbook</i>		
54.	Each employee has attended employee orientation. Orientation included all items found on the orientation checklist at : <a href="http://www.blm.gov/nifc/st/en/prog/fire/fireops/preparedness/preparedness_review.html">http://www.blm.gov/nifc/st/en/prog/fire/fireops/preparedness/preparedness_review.html</a> <i>New Employee Orientation Handbook</i>		
<b>QUALIFICATIONS AND TRAINING</b>			
55.	The Incident Qualifications and Certification System has produced current red cards for all employees. <i>RB Ch 13</i>		

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56.	<p>Unit members have a documentation file for:</p> <ul style="list-style-type: none"> <li>a. Current season training <i>RB Ch 13</i></li> <li>b. Past season fire training <i>RB Ch 13</i></li> <li>c. Certifications and experience (Hardcopy or Electronic) <i>RB Ch 13</i></li> <li>d. Fire experience <i>RB Ch 13</i></li> <li>e. Task books initiated appropriate to their training needs. <i>RB Ch 13</i></li> <li>f. Performance evaluations</li> </ul>		<ul style="list-style-type: none"> <li>a.</li> <li>b.</li> <li>c.</li> <li>d.</li> <li>e.</li> <li>f.</li> </ul>
57.	<p>Unit has access to training materials and equipment.</p>		
58.	<p>Employees are being provided the following mandatory training:</p> <ul style="list-style-type: none"> <li>a. Annual Fireline Safety Refresher <i>RB Ch 13</i></li> <li>b. Work/rest requirements <i>RB Ch 7</i></li> <li>c. Defensive Driving (if applicable) <i>RB Ch 2</i></li> <li>d. Driver duty limitations <i>RB Ch 7</i></li> <li>e. The Risk Management Process <i>RB Ch 7</i></li> <li>f. CPR <i>RB Ch 2</i></li> <li>g. First Aid <i>RB Ch 2</i></li> <li>h. Blood Borne Pathogens (BBP) <i>RB Ch 2</i></li> <li>i. JHA/RA <i>RB Ch 2</i></li> <li>j. Hazardous Materials First Responder Awareness. <i>RB Ch 2</i></li> <li>k. Hazard Communications <i>RB Ch 2</i></li> <li>l. Chainsaw (S-212) for chainsaw operators <i>RB Ch 13</i></li> <li>m. Any specific training identified by JHA/RA <i>RB Ch 13</i></li> </ul>		<ul style="list-style-type: none"> <li>a.</li> <li>b.</li> <li>c.</li> <li>d.</li> <li>e.</li> <li>f.</li> <li>g.</li> <li>h.</li> <li>i.</li> <li>j.</li> <li>k.</li> <li>l.</li> <li>m.</li> </ul>
59.	<p>Unit members possess Commercial Drivers License where appropriate. <i>H 1112-2</i></p>		

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60.	Each crew member who drives a government vehicle has a current state driver's license and an <i>Application for U.S. Government Vehicle Operator's Identification Card</i> (Form DI-131) and <i>Physical Fitness for Motor Vehicle Operator</i> (Form OF-345), or local equivalent on file. <i>RB Ch 7</i>		
61.	Unit members participate in an established physical fitness program. <i>RB Ch 13</i>		
62.	Unit has Job Hazard Analysis/RA completed for all suppression work practices/projects that have potential hazards. <i>RB Ch 2, RB Ch 7</i>		
63.	Unit has Risk Assessment completed for all non-suppression work practices/projects that have potential hazards. <i>RB Ch 2, RB Ch 7</i>		
64.	Unit has participated in a documented tailgate safety session weekly or at the beginning of each project. May use "Six Minutes For Safety". <i>RB Ch 2</i>		
<b>VEHICLE</b>			
65.	Annual Gross Vehicle Weight (GVW) slip from a certified scale is documented in logbook and meets vehicle specifications. <i>RB Ch 2</i>		
66.	References/paperwork available include: a. Accident report forms <i>H 1112-2</i> b. Radio Frequencies are posted in the cab c. Inventory <i>IHOG Ch 9 XIII</i> d. Use record current e. Preventive maintenance records <i>H 1112-2</i> f. Personnel accident/injury forms <i>H 1112-2</i> g. Unit maps <i>H 1112-2</i> h. <i>Current North American Emergency Response Guide Book</i> i. Current credit card <i>Fleet Mgmt Handbook G-1520-3</i>		a. b. c. d. e. f. g. h. i.
67.	Fusees and other similar ignition devices, are not worn or degraded, are stored properly, and not stored with flammable liquids and fuels in the same vehicle compartment. <i>Interagency Transportation Guide for Gasoline, Mixed Gas, Drip Torch Fuel, and Diesel (PMS 442)</i>		

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68.	All fuel containers (including SIGG™ bottles, Dolmar™ containers, etc.) should be stored in the upright position. <i>Interagency Transportation Guide for Gasoline, Mixed Gas, Drip Torch Fuel, and Diesel (PMS 442)</i>		
69.	<p>Equipment for support vehicles meet agency standards.</p> <p>a. Non-skid surface. <i>OSHA 29CFR1910</i></p> <p>b. Fire extinguisher service is current and location is identified in a highly visible manner. <i>H 1112-2</i></p> <p>c. Hazard reflectors/flares. <i>H 1112-2</i></p> <p>d. First aid/trauma kit is available and appropriate size; location is identified in a highly visible manner. <i>H 1112-2</i></p> <p>e. Jack (serviceable for GVW). <i>H 1112-2</i></p> <p>f. Lug wrench. <i>H 1112-2</i></p>		<p>a.</p> <p>b.</p> <p>c.</p> <p>d.</p> <p>e.</p> <p>f.</p>

For the National Preparedness Review you will need to have the following items available for review.

Checklist Item #	Documentation
6	Helicopter Load Calculations & Manifests
9	HCM-6, HCM-7
14	Helicopter/Helibase Operations Plan
15	Unit Aviation Plan
16	State Aviation Plan
27,28	Aircraft Mishap Response Plan
31	Aviation reference library (current editions)
35	HCM-1, HCM-12
37	HCM-2
39	Aerial Ignition documentation (PSD log, certification, MSDS) if applicable
44	Cargo Letdown Spotter Trainee Qualification Record (where applicable)
45	Cargo Letdown supplement (where applicable)
53	EPAP for each employee
55	Module members Red Cards
59	CDL license for drivers. (where applicable)
62,63	Risk Assessment Form
62,63	Job Hazard Analysis's (JHA's)
64	Documentation of Tailgate safety sessions
	<i>Interagency Standards For Fire and Fire Aviation Operations</i>