



Handcrew/Non IHC (2011)

Checklist #17

Location:		Date:	
Respondent:		Reviewed By:	
Key Code: E = Exceeds Standard M = Meets Standard NI = Needs Improvement NR = Not Reviewed			
Description		Code	Remarks
1.	Module meets agency standards for: <i>RB Ch 2</i> a. Crew Supervisor b. Assistant Crew Supervisor c. Lead Crew Member d. Crew Members e. Minimum crew size		a. b. c. d. e.
2.	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.
3.	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 Ch 16</i>		a. b. c.
4.	Module members are trained in the use of all required PPE. <i>RB Ch 7</i>		

5.	Radio operations meet requirements: a. Minimum number of radios. <i>RB Ch 2</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.
6.	Supervisors are familiar with air cargo transport limitations and requirements including: a. Purging of gas receptacles b. Air transport manifesting c. Weight limitations. <i>Nat Mob Guide</i> d. Safe packaging procedures for specialized equipment		a. b. c. d.
7.	Each employee has reviewed and signed an Employee Performance Appraisal Plan (EPAP) for the current season. <i>New Employee Orientation Handbook</i>		
8.	Each employee has attended employee orientation. Orientation included all items found on the orientation checklist at: http://www.blm.gov/nifc/st/en/prog/fire/fireops/preparedness/preparedness_review.html . <i>New Employee Orientation Handbook</i>		
QUALIFICATIONS AND TRAINING			
9.	The Incident Qualifications and Certification System has produced current red cards for all employees. <i>RB Ch 13</i>		<i>Interagency Standards for Fire and Fire Aviation Operations</i> ; Chapter 13.
10.	Unit members have a documentation file for: a. Current season training. <i>RB Ch 13</i> b. Past season fire training. <i>RB Ch 13</i> c. Certifications and experience (Hardcopy or Electronic). <i>RB Ch 13</i> d. Fire experience. <i>RB Ch 13</i> e. Task books initiated appropriate to their training needs. <i>RB Ch 13</i> f. Performance evaluations		a. b. c. d. e. f.
11.	Unit has access to training materials and equipment.		

12.	<p>Employees are being provided the following mandatory training:</p> <ul style="list-style-type: none"> a. Annual Fireline Safety Refresher. <i>RB Ch 13</i> b. Work/rest requirements. <i>RB Ch 7</i> c. Defensive Driving (if applicable). <i>RB Ch 2</i> d. Driver duty limitations. <i>RB Ch 2</i> e. The Risk Management Process. <i>New Employee Orientation Handbook.</i> f. CPR. <i>RB Ch 2</i> g. First Aid. <i>RB Ch 2</i> h. Blood Borne Pathogens (BBP). <i>RB Ch 2</i> i. JHA/RA. <i>RB Ch 2</i> j. Hazardous Materials First Responder Awareness. <i>RB Ch 7</i> k. Hazard Communications. <i>RB Ch 2</i> l. Chainsaw (S-212) for chainsaw operators. <i>RB Ch 13</i> m. Any specific training identified by JHA/RA. <i>RB Ch 13</i> 		<ul style="list-style-type: none"> a. b. c. d. e. f. g. h. i. j. k. l. m.
13.	Unit members possess Commercial Drivers License where appropriate. <i>H 1112-2</i>		
14.	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>		
15.	Unit members participate in an established physical fitness program. <i>RB Ch 13</i>		
16.	Unit has Job Hazard Analysis/RA completed for all suppression work practices/projects that have potential hazards. <i>RB Ch 7</i>		
17.	Unit has Risk Assessment completed for all non-suppression work practices/projects that have potential hazards. <i>RB Ch 7</i>		
18.	Unit has participated in a documented tailgate safety session weekly or at the beginning of each project. May use “Six Minutes For Safety”.		

VEHICLE		
19.	Annual Gross Vehicle Weight (GVW) slip from a certified scale is documented in logbook and meets vehicle specifications. <i>RB Ch 2</i>	<i>Interagency Standards for Fire and Fire Aviation Operations; Chapter 2.</i>
20.	References/paperwork available include: a. Accident report forms. <i>H 1112-2</i> b. Radio Frequencies are posted in the cab c. Inventory (specific to compartment/location) 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 Hbk G-152--3</i>	a. b. c. d. e. f. g. h. i.
21.	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>	
22.	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>	
23.	Equipment for support vehicles meet agency standards. a. Non-skid surface. <i>OSHA 29CFR1910</i> b. Fire extinguisher service is current and location is identified in a highly visible manner. <i>H 1112-2</i> c. Hazard reflectors/flares. <i>H 1112-2</i> d. First aid/trauma kit is available and appropriate size; location is identified in a highly visible manner. <i>H 1112-2</i> e. Jack (serviceable for GVW). <i>H 1112-2</i> f. Lug wrench. <i>H 1112-2</i>	a. b. c. d. e. f.

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

Checklist Item #	Documentation
10	Employee Training Records
16	Job Hazard Analysis's (JHA's)
10-13	Documents referenced
13, 14	CDL license for drivers (where applicable)
16-22	Documents referenced
17	Risk Assessment Form
19, 20	Vehicle log book/maintenance records/annual weight slips
	<i>Interagency Standards for Fire and Fire Aviation Operations</i>