



Training Officer (2011)

Checklist #07

Location:		Date:	
Respondent:		Reviewed By:	
Key Code: E = Exceeds Standard M = Meets Standard NI = Needs Improvement NR = Not Reviewed			
Description		Code	Remarks
Unit Non-Fire Personnel			
1.	Individuals meet the agency qualifications and certifications for duties assigned in wildland fire and aviation operations.		
2.	An employee file is maintained for: Experience, Evaluations, Training, Position Task Books, annual IQCS Updates, and Master File Report from IQCS. <i>RB Ch 13</i>		
3.	Employees have training documented for: <i>RB Ch 2</i> a. Defensive driving for drivers. (3 years) b. First aid. (3 years) c. Current CPR	a. b. c.	
4.	Each employee has completed Annual Fireline Safety Refresher training and Work Capacity Test (WCT) documentation is on file. <i>RB Ch 13</i>		
PROGRAM LEVEL			
5.	A designated Fire Qualifications Administrator updates incident experience, training, and Position Task Books for employees using the Incident Qualifications and Certification System (IQCS). <i>RB Ch 13</i>		
6.	A qualification and certification procedure is established to provide management oversight and review of wildland fire and aviation positions. <i>RB Ch 13</i>		
7.	Handbooks and guides appropriate to specific positions are available: e.g. <i>Incident Response Pocket Guide, Fireline Handbook, Interagency Standards for Fire and Fire Aviation Operations.</i>		
8.	Work Capacity Test and associated medical records are maintained annually and appropriately filed. <i>RB Ch 13</i>		

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9.	Training is conducted for personnel in accordance with the <i>Wildland and Prescribed Fire Qualification System Guide PMS 310-1. RB Ch 13</i> a. Training materials are available. b. Instructors are qualified per Course Coordinators Guide. (<i>PMS 907</i>) c. Adequate Training Equipment		a. b. c.
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For the National Preparedness Review you will need to have the following items available for review.

Checklist Item #	Documentation
2	Employee training and experience files
4	Documentation of listed items
5	Documentation of listed items
	<i>Interagency Standards for Fire and Fire Aviation Management</i>