



Aviation Base (2011)

Checklist #08

Location:				Date:			
Respondent and Title:				Reviewed By:			
Resource Being Reviewed:		SEAT BASE		AIR TANKER BASE		FIXED WING AVIATION	
Key Code:		E = Exceeds		M = Meets Standard		NI = Needs Improvement NR = Not Reviewed	
Description				Code		Remarks	
General Staffing Information							
1.	Assigned personnel are qualified per the IATBOG and BLM policy to perform the positions they fulfill at the airbase. <i>IATBOG, chp2 pg15(C), IM -2008-024</i>						
2.	Adequate personnel are available to meet the requirements of base staffing, including 7-day coverage when required. <i>IATBOG, Ch2 pg 5 (1)</i>						
3.	A process is established to ensure a qualified Base Manager is in place during base operations. <i>IATBOG, Ch2 pg 5 (1)</i>						
Base Facilities and Communications							
4.	The base's operations facility is adequate for the number of personnel working there and for intended operations.						
5.	The operations area provides adequate visibility of arriving and departing aircraft. <i>Int Base Planning Guide (2006)</i>						
6.	The operations area is well organized (materials and references accessible and labeled, maps on wall, etc).						
7.	There a backup power system at the base for the operations office. <i>IATBOG, Ch4 pg 39 (4)</i>						
8.	There is a backup power system for the retardant plant. <i>IATBOG, Ch4 pg 39 (4)</i>						
9.	Communications Plan is posted in both the Operations Office and the Pilot Ready Room. <i>IATBOG, Ch4 pg 38 2.(a)</i>						
10.	The base has VHF-AM equipment. Frequencies being used are appropriately authorized & assigned. <i>IATBOG, Ch4 pg 38 2.(b)</i>						
11.	The radio operator has been properly briefed on radio use procedures. <i>IATBOG, Ch2 pg 11 (6)</i>						
12.	The telephone system is adequate for intended activity (numbers of lines and phones). <i>IATBOG, Ch4 pg 39 (c)</i>						
13.	Appropriate phone numbers are clearly posted (local dispatch, crash-rescue, FBO, etc.). <i>IATBOG, Ch5 pg 60 (E)(1)</i>						

14.	There is a public address (PA) system at the base. <i>IATBOG, Ch4 pg 39 (d)</i>		
15.	Pilot Ready Room Standby area is adequate: a. Heating available b. Air conditioning available c. Hot and cold potable water d. Shower e. Restroom facilities f. Lounge area g. Adequate lighting h. Lockers i. Desks j. Telephone line/internet access k. Flight planning area l. Eating facilities m. Sleeping and resting facilities n. Refrigerator		a. b. c. d. e. f. g. h. i. j. k. l. m. n.

Planning and Administration			
16.	<p>The following reference material is available at the base and easily accessible. This reference material can be available in hardcopy or electronic formats and not requiring the web for access: <i>NAP, IATBOG Ch 4 pg 41, RB Ch 16</i></p> <ul style="list-style-type: none"> a. <i>350-354 DMs, BLM 9400 Handbook</i>, Aviation Management Manuals and Handbooks of cooperators as appropriate. b. Contract Administration Manual or Guide for appropriate agency c. <i>Safety and Health for Field Operations</i> (BLM 1112-1 and 112-2) d. Current Airtanker Contracts, USFS and DOI e. <i>Interagency Retardant Base Planning Guide - NFES # 1259</i> f. <i>NFPA 407 Standards for Aircraft Fuel Servicing</i> g. Geographic Area Mobilization Guide h. National, State & Unit Aviation Plans i. <i>Lot Acceptance, Quality Assurance, and Field Quality Control for Fire Retardant Chemicals (May 2000, NFES # 1245)</i> & LAQA updates & info found on the Wildland Fire Chemical Systems website j. <i>Interagency Airspace Coordination Guide</i> k. Incident/Accident (Mishap Response Plan) Action Plan 		<ul style="list-style-type: none"> a. b. c. d. e. f. g. h. i. j. k.
17.	<p>Training course material (including applicable videos)</p> <ul style="list-style-type: none"> a. <i>Interagency SEAT Operations Guide</i> b. <i>Interagency Helicopter Operations Guide</i> c. <i>Aerial Supervision Guide</i> 		<ul style="list-style-type: none"> a. b. c.
18.	<p><i>Interagency Airtanker Base Operations Guide (IABOG)</i> is available and the latest edition. <i>IATBOG, Ch4 pg 41 (8)</i></p>		

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19.	Base and local Procurement personnel are aware of national policy concerning provision of lunches to contract crews by the government. <i>LAT contract pg 28 G7 (c) & ITABOG Ch4 pg 40 (7)</i>		
20.	Local Leadplane, ASM and ATGS policy and procedures have been discussed with aircrews. <i>IATBOG, Ch4 pg 52 (7), RB Ch 16</i>		
21.	Base personnel are following national policy concerning airtanker rotation. <i>IATBOG, Ch4 pg 51 (6), FS 5709.16 (35.31)</i>		
22.	Aircrews and base personnel are following dispatch requirements as contained in the aircraft contract. <i>LAT contract pg 13 C-8 & pg 25 F-3 B.</i>		
23.	Aircrews and base personnel are following the policies concerning startup/cutoff times and requirements for aerial supervision. <i>IATBOG, Ch4 pg 53 (7), Int Aerial Sup guide (NFES 2544)</i>		
24.	Sunrise/Sunset chart is posted. <i>IATBOG Ch4 pg 53 (c)</i>		
25.	Airtanker Base Managers are aware of exemptions in the national policy concerning dropping of retardant in congested areas. <i>DOI FAR Part 137, RB Ch 16</i>		
26.	Personnel are following local policy concerning transportation of aircrews to and from lodging and eating facilities. Base provides adequately for transportation of aircrews to and from lodging/eating facilities. <i>IATBOG, Ch4 pg 40 & Base Supp. IATBOG Ch4 pg 40 (7)(a)</i>		
27.	Aircraft timekeeping procedures are established and reviewed with base personnel and aircrews. <i>IATBOG App. L & H, LAT contract & Base Supp.</i>		
28.	Base Supplement outlines dispatching procedures for briefing flight crews. <i>Nat Mob Guide 24.3, IATBOG App. L & Base Supp.</i>		
29.	Local response area map of known flight hazards is posted. <i>IATBOG, Ch5 pg 59 (c), App. L & Base Supp.</i>		
30.	Hazard map is accessible to both dispatch and pilots. <i>RB Ch 16</i>		
31.	Hazard map identifies the type of hazards and is updated annually and as needed, with the last revision date posted on the map. <i>IATBOG, Ch5 pg 59 (c), RB Ch 16</i>		
32.	Military Training Routes and Special Use Airspace (Military Operations Areas, Restricted Areas, etc.) are clearly marked. <i>IATBOG, Ch5 pg 59 (c), RB Ch 16</i>		

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33.	Transmission wires and other hazards are clearly marked. <i>IATBOG, Ch5 pg 59 (c), RB Ch 16</i>		
34.	Safety briefings are held with all aircrews concerning local known hazards. <i>IATBOG, Ch5 pg 59 (c), RB Ch 16</i>		
35.	Airbase has the required Local Airbase Supplement. Local Supplement has been updated this year and signed by a line officer. <i>IATBOG, Ch1 pg 1 (A) & pg 2 (E)(1), 9400.33 G</i>		

36.	<p>The Local Supplement to the units aviation plan depicts or discuss' the following: <i>IATBOG App H, NAP 3.3</i></p> <ul style="list-style-type: none"> a. A current organization chart for the airtanker base. b. A current organization chart for the local air attack organization. c. A current organization chart for the agency's contracting organizations as pertains to LATs, SEATs & Retardant. d. A current organization chart for the dispatch organization. e. A map of the local area with prominent landmarks. f. A map with zones of influence/exchange/initial attack areas. g. A map with local airfield hazards/jettison areas. h. A road map of local area. i. A list of equipment and parts at the base. j. Description of fuels and fire behavior common to the area. k. Agency responsibilities (especially at interagency bases). l. Duties and responsibilities of airtanker base personnel (as they differ from those in the Interagency Guide). m. Local aircraft contract administration procedures. n. Use of forms and reports (aside from those outlined in the IABOG). o. Local procedures for payment of landing fees and airport use costs. p. Procedures for submission of payment documents. q. Retardant contract administration procedures. r. Retardant billing procedures. 		<ul style="list-style-type: none"> a. b. c. d. e. f. g. h. i. j. k. l. m. n. o. p. q. r.
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37.	The Local Supplement to the units aviation plan depicts or discuss' the following: <i>IATBOG App H, NAP 3.3</i> a. Local airfield management b. (procedures/regulations). c. Use of night lighting equipment. d. Base electrical system (normal and emergency). e. Check list and timelines for daily activities. f. Base security plan.		a. b. c. d. e. f.
38.	Wash down/spill recovery and waste disposal procedures are documented and in place. <i>IATBOG, Ch4 pg 44 (2)(a)</i>		
Ramp Operations			
39.	Ramp surface is in good condition. <i>9400. 53 Facilities</i>		
40.	Taxi lanes and ramp area is adequately marked and visible. <i>9400. 53 Facilities</i>		
41.	Wind indicator(s) are properly placed. <i>Interagency Retardant Base Planning Guide (2006) pg55, (FAA AC150/5300-13)</i>		
42.	Foreign object damage avoidance/dust control measures are in place. <i>Interagency Retardant Base Planning Guide (2006) pg 6</i>		
43.	The following warning signs are posted appropriately: <i>IATBOG, Ch5 pg 63 (I)(5) & App D pg 118</i> a. No Smoking b. Hazardous Areas c. Authorized Parking Signs d. Signing and marking for Ramp Security e. Vehicle control signs identifying restricted areas		a. b. c. d. e.
44.	Ramp is fenced and the ramp area can be secured. <i>IATBOG, Ch 5 pg 72 (A) 352 DM 10 app A</i>		
45.	Aircraft-type fire extinguishers are located at intervals of 200' on the aircraft ramp. <i>IATBOG, Ch5 pg 60 (2c)</i>		

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46.	<p>Fire extinguishers are of the proper type, class and indicate inspection is current: <i>IATBOG, Ch5 pg 60,61</i></p> <p>a. Number</p> <p>b. Type</p> <p>c. Capacity</p> <p>d. Condition</p> <p>e. Dates of last inspection</p>		<p>a.</p> <p>b.</p> <p>c.</p> <p>d.</p> <p>e.</p>
47.	<p>Airtanker base personnel are trained and current in the use of fire extinguishers. <i>IATBOG, Ch5 pg 60 (d) & (3), DM 485 13.3C</i></p>		
48.	<p>Airtanker base personnel are aware of the local crash-rescue protocols. <i>IATBOG, Ch5 pg 60 (d) & (3), DM 485 13.3C</i></p>		
49.	<p>A sufficient/serviceable number of chock blocks for aircraft are available and personnel are trained in their proper use. <i>IATBOG, Ch4 pg 46 (4)(a) & App D pg 118</i></p>		
50.	<p>Sufficient tie-downs for light aircraft, SEATS, etc is available. <i>IATBOG, Ch4 pg 46 (4)(a) & App D pg 118</i></p>		
51.	<p>Ramp Lighting or night lighting kit is available for night off-loading, mixing, aircraft maintenance, site maintenance, etc. <i>IATBOG, Ch4 pg 39 (3) (lighting may be provided as necessary)</i></p>		
52.	<p>First-aid kit is readily available at the ramp. Kit is complete and regularly inspected. <i>IATBOG, App D pg 118</i></p>		
53.	<p>Aircraft fueling procedures are being followed. <i>IATBOG, Ch4 pg 47 (8), 9400.48</i></p>		
54.	<p>Catwalks and ladders meet OSHA standards. <i>IATBOG, Ch5 pg 63 (I)</i></p>		
55.	<p>Walkways on tanks are painted with non-skid type paint. <i>IATBOG, Ch5 pg 63 (I)</i></p>		
56.	<p>Pump shafts all have guards. <i>IATBOG, Ch5 pg 63 (I)</i></p>		
57.	<p>All electrical equipment is properly grounded. <i>IATBOG, Ch5 pg 63 (I)</i></p>		
58.	<p>Eyewash and emergency shower facilities are provided. <i>IATBOG, Ch5 pg 63 (I)</i></p>		
59.	<p>Appropriate personal protective equipment is provided and base personnel trained in its use. <i>IATBOG, Ch5 pg 64 (J)</i></p>		

60.	Base has Parking Tender-to-Aircraft communications (push-to-talk headsets or other). <i>IATBOG, Ch4 pg 39 (e)</i>		
61.	Parking Tenders are trained and knowledgeable in hand signals for airtankers. <i>IATBOG, Ch4 pg 46 (4)(c) & App A</i>		
Retardant Operations			
62.	Ownership of the retardant mixing and storage equipment is accurately reflected in the current Pink Book. <i>Pink Book, Exhibit J-1</i>		
63.	There is adequate covered storage area for powered retardant, if applicable.		
64.	Supply/storage capability of available retardant is adequate for the level of activity for the base's zone of influence.		
65.	Retardant reordering procedures are documented and personnel are aware of the reordering process. <i>local/state guidance, Retardant Contract</i>		
66.	Retardant testing equipment and charts are available and personnel are knowledgeable in their use. <i>IATBOG, Ch 4 pg 45 (3)</i>		
67.	Mass flow meter is in use and being used properly. Has been calibrated within the past 12 months. <i>IATBOG, Ch4 pg 46, FS 5709.16 (35.24)</i>		
68.	Aircraft loading capability at the base is adequate for the level of activity for the base's zone of influence.		
69.	Base has an adequate water supply for the level of activity for the base's zone of influence.		
70.	Base has retardant off-loading capability. <i>LAT contract pg 13 C-8 (G)</i>		
71.	Base has adequate washdown capability and facilities. <i>IATBOG, Ch 4 pg 44 (2)(a)</i>		
72.	Retardant spills and washdown areas are properly drained. <i>IATBOG, Ch 4 pg 44 (2)(a)</i>		
73.	Pumping system (hoses, caps, lines and pumps) are in good condition.		
74.	Does the base "hot-load" airtankers? If yes, there is supporting documentation of the hot-loading authorization, training and procedures. All personnel have received the required training for hot-loading. <i>IATBOG, Ch 4 pg 47 (7)(e) & App E, Base Supp.</i>		
75.	LAQA Retardant samples (base opening/base closing/new shipments) are being sent to Missoula, MT as required and on a timely basis. <i>IATBOG, Ch 4 pg 45 (3)(a), Retardant Contract (LAQA Program)</i>		

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76.	Results of LAQA samples are being received from Missoula, and corrective actions are taken in a timely manner. <i>IATBOG, Ch 4 pg 45 (3)(a), LAQA Guide</i>		
Safety and Security			
77.	BLM Security Assessment, and if required, a Security Plan has been completed, updated annually and is on file. <i>IATBOG, Ch 6 pg 72, NAP 8.0</i>		
78.	Regular safety/security briefings are being conducted and documented. <i>IATBOG App. J pg 178, Base Supp</i>		
79.	Facilities safety inspections are being conducted and documented. <i>9400 .53 (A) facilities, NAP 9.4</i>		
80.	Security related reporting procedures and contact lists (stolen aircraft, security breaches, etc.) are prominently posted. <i>IATBOG, Ch 6 pg 72 (B & C), DOI Field Reference Guide for AAF sec 2 pg 7</i>		
81.	Risk Assessments are up-to-date and on file. Base has BLM Aviation System Safety pilot read files up-to-date and posted. <i>1112-1, H 1112-2 JHA's, NAP for Read Files</i>		
82.	Training documentation for base personnel is current (First Aid, Fire Extinguisher, Forklift, etc). <i>IATBOG, Ch5 (A) dialog box, 1112-1</i>		
83.	Flammable Materials Storage Lockers in place and being utilized for all flammable material. <i>IATBOG App D pg 118, 29 CFR 1910.106</i>		