



Smokejumper Unit (2011)

Checklist #14

Location:		Date:	
Respondent:		Reviewed By:	
Key Code: E = Exceeds Standard M = Meets Standard NI = Needs Improvement NR = Not Reviewed			
Description		Code	Remarks
MANAGEMENT AND ADMINISTRATION			
1.	Organization utilizes appropriate Position Descriptions and meets national guidelines for: <ul style="list-style-type: none"> a. Base manager/assistant b. Foreman positions/Dept. Managers c. Assistant Foreman positions/ Asst. Dept. Mgrs. d. Spotters e. Fire Operations Specialists f. Squad leaders/ g. GS-5/6 Smokejumper positions h. Ratio of overhead to smokejumpers (span of control does not exceed 1:5) i. Ratio of Permanent Full Time and Permanent Seasonal Employees to Temporaries j. Ratio of Spotters to Aircraft k. Adequate number of Check Spotters 	<ul style="list-style-type: none"> a. b. c. d. e. f. g. h. i. j. k. 	
2.	Specialized programs have identified coordinators or leads and are actively managed: <ul style="list-style-type: none"> a. First Aid/EMT b. Chainsaw/Crosscut c. Tree Climbing d. Fuels/Prescribed Fire e. Safety f. Fire Line Explosives g. Other 	<ul style="list-style-type: none"> a. b. c. d. e. f. g. 	

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3.	Pilot & Maintenance organization meets the units' needs for: a. Adequate staffing of all available aircraft during normal operations with mission qualified pilots b. Timely maintenance of aircraft that minimizes loss of availability while keeping aircraft in safe working order		a. b.
4.	Vacant positions are filled in a timely manner a. Key supervisory and fireline leadership positions are filled. b. Current staffing level meets agency expectations		a. b.
FACILITIES			
5.	Base facility meets needs of personnel/equipment/mission, including: a. Adequate space for classroom training b. Adequate physical fitness training area c. Operational coordination and briefings d. Smokejumper suit-up area is adequate and provides good access to aircraft e. Parachute loft meets 14 CFR Subpart F Subsection 65.127 f. Loadmaster/para-cargo area g. Pilot Stand-by area h. Office support		a. b. c. d. e. f. g. h.
6.	Training units are in good condition and serviceable, including: a. Exit tower b. Letdown tower c. PLF simulator d. Other		a. b. c. d.
7.	Ramp and taxiway is in good condition; equipment/facilities are provided for power-assist aircraft starts as practical.		
AIRCRAFT			
8.	All pilots and aircraft are carded and approved for smokejumper operations.		

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9.	Number and capabilities of aircraft are appropriate for number of smokejumpers and typical mission requirements.		
10.	Aircraft Accessories meet agency standards for: a. Anchor cables (primary and emergency) b. Door & railings c. In-flight door or strap d. Door boot and taping e. Jump Step f. Cutaway knife g. Fire extinguishers h. Spotter equipment (Headset, tether, tether anchor, etc.) i. Radio's and navigational equipment j. Jump step ladder (for loading/unloading passengers) k. Interagency Spotter procedures posted		a. b. c. d. e. f. g. h. i. j. k.
11.	Seats and personnel restraints are approved for smokejumper operations.		
12.	Cargo restraint system is adequate.		
13.	Loading diagram on-board.		
14.	Pilots/spotters know and understand rules regarding hazmat identification and transport compliance.		
15.	Predicted useful service life of each platform exceeds 10 years; if not, then a plan for replacement has been initiated.		
EQUIPMENT			
16.	Trauma kits are: a. Standardized and attachable to all interagency harnesses b. In adequate supply (approx 1 per every 8-12 jumpers)		a. b.
17.	Additional first-aid supplies are in good condition and in adequate supply.		

18.	Inventories for the following items meet agency performance and standardization specs and are in adequate supply: a. Jump Suits b. Helmets c. Harnesses d. Letdown ropes/devices e. P.G. bags f. Radios g. GPS units h. Nomex pants/shirts i. Fire Shelters j. Eye/ear protection k. Spotter PPE (nomex, harness, boots, helmets, emergency parachutes, etc) l. Main Canopies m. Reserve Canopies n. AADs		a. b. c. d. e. f. g. h. i. j. k. l. m. n.
OPERATIONS SECTION			
19.	Operational and safety briefings conducted daily and include: a. National and GACC situation reports b. Smokejumper Status Report c. Fire weather forecasts d. Fuel conditions/Fire Danger Ratings e. Current safety issues/near misses f. Daily work assignments		a. b. c. d. e. f.
20.	Personnel are trained in: a. Data entry and query of the Master Action Database b. Procedures & protocol for update of Smokejumper Status Report		a. b.

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21.	<p>Standard procedures are in place for coordination with Local dispatch office(s) and/or GACC(s):</p> <ul style="list-style-type: none"> a. Receipt/creation of resource orders b. Daily status reporting c. Coordination of staffing levels and remote base operations d. Smokejumper Operating Plan e. Smokejumper User Guide f. Other 		<ul style="list-style-type: none"> a. b. c. d. e. f.
22.	<p>Written operational guidelines for managing smokejumper personnel are current and available to all smokejumpers.</p>		
23.	<p>Booster crew briefings prepared to include:</p> <ul style="list-style-type: none"> a. Daily routine b. Facility/lodging/transportation c. Communications (frequencies and repeaters) d. Fuels and tactics e. Local resources and protocols f. Aircraft familiarity g. Equipment Familiarity (saws, fire box contents, first-aid and trauma kits, cargo and cargo chute rigging) 		<ul style="list-style-type: none"> a. b. c. d. e. f. g.

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24.	<p>Proper documentation, filing, and logs are maintained and filed:</p> <ul style="list-style-type: none"> a. Liaison Officer Unit log b. Action reports and issue forms filed and faxed c. Master Action d. Fire reports completed, filed, and delivered to responsible office e. Resource orders f. Pilots OAS-23 updated g. Equipment use/loss reports h. Copy of current <i>Interagency Standards for Fire and Fire Aviation Operations</i> is available for reference 		<ul style="list-style-type: none"> a. b. c. d. e. f. g. h.
TRAINING SECTION			
25.	<p>Rookie training meets agency training guide requirements for:</p> <ul style="list-style-type: none"> a. Scheduled duration b. Mandatory topics c. Minimum number of training jumps d. Standard of performance 		<ul style="list-style-type: none"> a. b. c. d.
26.	<p>All necessary training and re-currency jumps are completed prior to experienced smokejumpers' first call-out.</p>		

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27.	<p>Unit members meet the agency qualifications required for each of the following positions:</p> <ul style="list-style-type: none"> a. Base Manager/Assistant b. Loft Manager c. Operations Manager d. Training Manager e. Loadmaster/Aircraft Manager f. Assistant Managers g. Spotters h. Fire Operations Specialists i. Squad leaders j. Smokejumpers 		<ul style="list-style-type: none"> a. b. c. d. e. f. g. h. i. j.
28.	<p>Unit members show measurable progress towards attaining “target” qualifications for their positions (<i>Red Book Ch. 13 and Ch. 2 for BLM</i>).</p>		

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29.	<p>Spotters are familiar with and receive training as appropriate or per agency requirements on:</p> <ul style="list-style-type: none"> a. Crew Resource Management b. The Risk Management Process c. Transportation of hazardous materials d. Purging of gas receptacles e. Air transport manifesting f. Aircraft weight limitations g. Safe packaging procedures for specialized equipment h. Aircraft security requirements and procedures i. Pre-flight passenger briefings j. Loading/unloading passengers and cargo k. Crash-rescue procedures l. Interagency Spotter Command/Briefings m. Spotting both FS and BLM parachute systems n. Location/Use of fire extinguishers o. MARS reporting p. Parachute Injury Form (BLM)/MTDC Parachute Injury Data Form (FS) q. Smokejumper Mission Incident Worksheet protocol 		<ul style="list-style-type: none"> a. b. c. d. e. f. g. h. i. j. k. l. m. n. o. p. q.
30.	<p>Per agency standards unit members participate in an established physical fitness program.</p>		
31.	<p>Established criteria for agency sponsored P.T. Incentive Program (BLM).</p>		

LOADMASTER SECTION			
32.	Para-cargo Equipment: a. Adequate number of cargo chutes available for standard operations b. Cargo chute types and sizes adequate to support non-standard cargo needs (if applicable) c. Adequate number of d-bags, cargo loops, straps, packaging, etc. etc d. Weak links on static lines		a. b. c. d.
33.	Written standards or schematics for packing of standard cargo items (fire packs, cubies, chainsaws, etc.).		
34.	Written instructions, standards or schematics for packing of non-standard cargo items (fresh food, pumps, hose, fuel cans, etc.) are available and current.		
35.	Ramp management plan is completed as appropriate and ramp controls are implemented as needed.		
36.	Load & balance of standard cargo configurations are posted and visible in each aircraft.		
LOFT SECTION			
37.	Daily supervision of loft activities meets agency standards for: a. Permanent Paraloft: meets 14 CFR. Subpart F b. Field Rigging Operations: Supervisors are qualified, trained, and present during field rigging operations		a. b.
38.	Policies, procedures, regulatory circulars, manuals, instruction guides, and technical protocols are available and readily accessible.		
39.	The following certificated personnel are available and meet required standards. A training program is in place for certification: a. Designated rigger examiners b. Master riggers c. Senior riggers		a. b. c.

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40.	Parachute inspection, maintenance and rigging controls are performed as required on: a. Main parachutes b. Emergency parachutes c. Cargo parachutes		a. b. c.
41.	Parachute accessories, equipment, and records/logs are adequate, including: a. D-bags, static lines and flap containers b. Tools, supplies and sewing machines c. Inspection tower, repair and rigging areas d. Service life data e. Manufacturing, maintenance and repair protocols f. Blueprints g. First Article Standards h. Continuity checks i. Final Inspection Documentation j. Tolerance and manufacturing standards for parachute items. k. Field-rigging kits l. Appropriate tracking and storage of certified materials		a. b. c. d. e. f. g. h. i. j. k. l.
42.	Equipment research & development is controlled according to agency policies and standards.		
UNIT MISSION PREPAREDNESS			
43.	All I.A. ready plane loads are configured to meet agency standards for the following: a. EMT or First Responder medical personnel b. ICT5/4/3 c. FALB, FALC, or FELB d. FAA senior/master licensed riggers		a. b. c. d.

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44.	<p>Aircraft readiness:</p> <ul style="list-style-type: none"> a. Preflight spotter checklist and pilot walk-around done on daily basis b. Fire ready (Fire boxes, saws, beaters, cubies, climbers, medical equipment, spare radios and batteries, cell phones, satellite phone, monitoring kits, ICT3 Kits, etc.) c. Maps d. Spotter kit & briefcase e. Spotter tether & harness f. Spotter helmet and headset g. Door boot secured and taped h. Door strap or in flight door i. Correct mix and placement according to of fire packs, saw numbers, radio and cell phone numbers for the plane load j. Smokejumper action reports and issue forms 		<ul style="list-style-type: none"> a. b. c. d. e. f. g. h. i. j.
45.	<p>Fire response procedures are followed as per interagency guidelines, including:</p> <ul style="list-style-type: none"> a. Request from dispatch and jumper alert process b. Suit-up and equipment check c. Spotter check and A/C boarding procedures d. Ramp control and engine start procedures e. Pre-flight checks and procedures 		<ul style="list-style-type: none"> a. b. c. d. e.
46.	<p>En-route procedures follow established guidelines, including:</p> <ul style="list-style-type: none"> a. Communications and flight following b. Navigation and mission control c. In-flight and emergency procedures d. Parachute and cargo load management e. Spotter administration procedures 		<ul style="list-style-type: none"> a. b. c. d. e.

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47.	<p>On-scene procedures follow established guidelines for:</p> <ul style="list-style-type: none"> a. Fire Traffic Area - 12nm no-com; 7nm no enter b. Coordinate airspace with Lead plane or Air Attack c. Facilitate airspace coordination in lieu of Lead plane or Air Attack d. Establish contact with ground resources as appropriate 		<ul style="list-style-type: none"> a. b. c. d.
48.	<p>Spotter and jump procedures follow established guidelines, including:</p> <ul style="list-style-type: none"> a. IC selection policy b. Spotter/assistant spotter protocols c. Spotter equipment available d. Communication: requesting unit and other air resources e. Jump spot selection f. Low pass policy/procedures g. Flight patterns and streamer procedures h. Adherence to Interagency Spotter Commands Jump Door Check-list i. Emergency procedures j. Aircraft and load management k. Air to ground communications l. Pilot procedures including coordination with spotter, drop pattern, drop speed and altitude m. Mixed load checklist and procedures 		<ul style="list-style-type: none"> a. b. c. d. e. f. g. h. i. j. k. l. m.

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49.	<p>Cargo delivery procedures follow established guidelines, including:</p> <ul style="list-style-type: none"> a. Spot and pattern selection b. Communications: pilot, spotter, and ground control c. Flight safety procedures (PPE, tether, etc.) d. Delivery procedures and efficiency to minimize number of passes e. Emergency procedures f. Ground safety procedures g. Load control and management 		<ul style="list-style-type: none"> a. b. c. d. e. f. g.
50.	<p>Jump injuries are mitigated by:</p> <ul style="list-style-type: none"> a. Established injury protocol b. On-board medical equipment c. EMT and medical specialist availability d. Injury notification procedures/calling tree. e. Mission management (pilot, spotter, ground IC) to coordinate: f. Jump operations g. Communications h. Medivac and treatment protocols i. Equipment and personnel delivery 		<ul style="list-style-type: none"> a. b. c. d. e. f. g. h. i.
51.	<p>Adheres to aircraft departure policy per agency standard (e.g. hold on scene until ground resources have established contact with dispatch and have released the aircraft or until re-fuel is required).</p>		

INDIVIDUAL MISSION PREPAREDNESS			
52.	Personal fire equipment and jump gear meets the following standards: a. Personal gear bag ready (contains required PPE, straps stowed and no protruding items) b. Fireline PPE meets agency standards and is in good condition c. Smokejumping equipment meets agency standards and is in good condition d. All equipment meets weight and size standard and is labeled properly: (pg bag...25 lbs, travel bag + small "wing" bag...45 lbs) e. Equipment is properly stowed and ready for rapid deployment		a. b. c. d. e.
ACCIDENTS, INCIDENTS, AND MALFUNCTIONS			
53.	The unit reporting system includes the following: a. Aviation SAFECOM b. MTDC injury reporting form c. Agency required forms and documentation d. Annual reports e. Frequency rates f. MARS		a. b. c. d. e. f.
54.	A review process is followed which includes: a. National matrix b. Red Book procedures for serious and non-serious accident reviews and investigations c. Investigation recommendations d. Actions taken		a. b. c. d.
VEHICLES			
55.	Vehicle fleet is sufficient to meet needs during normal operations.		
MISCELLANEOUS REVIEW ITEMS			
56.	Recruitment, hiring, retention, development and placement of employees.		
57.	Employee attitude and commitment to the agencies mission.		

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58.	Efficiency and utilization of the smokejumper resource.		
59.	Customer relations, quality of service provided by the smokejumper resource.		
60.	National, Regional, Local support of the smokejumper program.		
BASIC CHECKLIST			
61.	Module meets agency standards for: a. Crew Supervisor b. Assistant Crew Supervisor c. Lead Crew Member d. Crew Members e. Minimum crew size		a. b. c. d. e.
62.	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.
63.	Supervisors are familiar with safety reporting processes as required: a. Safety Management Information System (SMIS) b. SAFENET reporting c. SAFECOM reporting		a. b. c.
64.	Module members are trained in the use of all required PPE.		

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65.	Radio operations meet requirements: a. Minimum number of radios b. Knowledge of radio programming(Narrow/Wide Band/Frequencies) c. Understand frequency authorization and use issues d. Approved local radio frequencies are posted		a. b. c. d.
66.	Supervisors are familiar with air cargo transport limitations and requirements including: a. Purging of gas receptacles b. Air transport manifesting c. Weight limitations d. Safe packaging procedures for specialized equipment		a. b. c. d.
67.	Each employee has reviewed and signed an Employee Performance Appraisal Plan (EPAP) for the current season.		
68.	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		
QUALIFICATIONS AND TRAINING			
69.	The Incident Qualifications and Certification System has produced current red cards for all employees.		
70.	Unit members have a documentation file for: a. Current season training b. Past season fire training c. Certifications and experience (Hardcopy or Electronic) d. Fire experience e. Task books initiated appropriate to their training needs. f. Performance evaluations		a. b. c. d. e. f.
71.	Unit has access to training materials and equipment.		

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72.	<p>Employees are being provided the following mandatory training:</p> <ul style="list-style-type: none"> a. Annual Fireline Safety Refresher b. Work/rest requirements c. Defensive Driving (if applicable) d. Driver duty limitations e. The Risk Management Process f. CPR g. First Aid h. Blood Borne Pathogens (BBP) i. JHA/RA j. Hazardous Materials First Responder Awareness. k. Hazard Communications l. Chainsaw (S-212) for chainsaw operators m. Any specific training identified by JHA/RA 		<ul style="list-style-type: none"> a. b. c. d. e. f. g. h. i. j. k. l. m.
73.	Unit members possess Commercial Drivers License where appropriate.		
74.	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.		
75.	Unit members participate in an established physical fitness program.		
76.	Unit has Job Hazard Analysis/RA completed for all suppression work practices/projects that have potential hazards.		
77.	Unit has Risk Assessment completed for all non-suppression work practices/projects that have potential hazards.		
78.	Unit has participated in a documented tailgate safety session weekly or at the beginning of each project. May use “Six Minutes For Safety”.		
VEHICLE			
79.	Annual Gross Vehicle Weight (GVW) slip from a certified scale is documented in logbook and meets vehicle specifications.		

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80.	<p>References/paperwork available include:</p> <ul style="list-style-type: none"> a. Accident report forms b. Radio Frequencies are posted in the cab c. Inventory (specific to compartment/location) d. Use record current e. Preventive maintenance records f. Personnel accident/injury forms g. Unit maps h. <i>Current North American Emergency Response Guide Book</i> i. Current credit card 		<ul style="list-style-type: none"> a. b. c. d. e. f. g. h. i.
81.	<p>Equipment for support vehicles meet agency standards.</p> <ul style="list-style-type: none"> a. Non-skid surface. b. Fire extinguisher service is current and location is identified in a highly visible manner. c. Hazard reflectors/flares d. First aid/trauma kit is available and appropriate size; location is identified in a highly visible manner. e. Jack (serviceable for GVW) f. Lug wrench 		<ul style="list-style-type: none"> a. b. c. d. e. f.