

SEAT Base (ISOG 2014)

Checklist

Location:		Date:	
Respondent:		Reviewed By:	
Key Code: E = Exceeds Standard M = Meets Standard NI = Needs Improvement NR = Not Reviewed			

Description		Code	Remarks
GENERAL SEAT BASE INFORMATION			
1.	The following information regarding the airport is captured in the SEAT Base Operating Plan. <i>ISOG Ch 6</i> a. Airport Name & FAA Identifier b. Lat/Long/elevation c. Runway Length d. Frequencies: Unicom/Ramp e. Directions To Airport f. Office Phone: g. After Hours Fueling / Type of fuel h. General Operating Hours i. Airport Manager		a. b. c. d. e. f. g. h. i.
2.	Information regarding the SEAT base is accurately reflected in the Interagency Air Tanker Base Directory. <i>ISOG Ch 6</i>		
3.	Primary person designated as a contact for the SEAT operation is identified and posted at the base and local dispatch center. <i>ISOG Ch 6</i>		
4.	Formal Written Agreement or Formal Written MOU identifies and grants permission for SEAT operations at the airport. <i>ISOG Ch 6</i>		
5.	SEAT base Crash Rescue Plan is posted, up-to-date and complete. Personnel at the base and the responsible dispatch center are knowledgeable of the crash rescue plan requirements. <i>ISOG Ch 4</i>		
6.	A Table of Organization Chart is posted at the SEAT base and is up-to-date. <i>SEAT Base Operating Plan (SBOP)</i>		
7.	Communications Plan is posted at the SEAT Base and is available to government and contractor personnel. <i>IATBOG Ch 4</i>		
AIRPORT FUELING			
8.	A description of the fuel ordering procedures for the base is in place. <i>SBOP</i>		

SEAT Base

Checklist

Description		Code	Remarks
9.	Procedures for hot re-fueling operations (if allowed) are identified and known by base personnel. <i>ISOG Ch 8</i>		
JETTISON AREAS			
10.	A jettison area, with description and a lat/long, is established and posted for the base. Permission from the land owner is reflected by an MOU or agreement. <i>ISOG Ch 3</i>		
DISPATCH INFORMATION			
11.	The following information regarding the dispatch office is captured in the SEAT Base Operating Plan. <i>ISOG Ch 2 & 4</i> a. Dispatch call sign b. Office phone c. Office fax d. Aviation dispatcher e. Agency frequencies monitored by the dispatch office f. Aviation frequencies monitored by the dispatch office g. Primary Flight Following frequency h. Name of Flight Following frequency listed above		a. b. c. d. e. f. g. h.
12.	A description of procedures established for flight following are identified. <i>ISOG Ch 2 & 4</i>		
13.	Resource tracking for released aircraft is established and documented. SEAT base personnel and aircraft dispatchers are aware of the requirements. <i>ISOG Ch 4</i>		
ORDERING GENERAL SUPPLIES AND EQUIPMENT			
14.	A description of how the SEMG should document their request for supply/equipment orders are known and in place. <i>SBOP</i>		
15.	A description how the SEMG should keep track of supply & equipment orders is identified in the SEAT Base Operating Plan (SBOP). <i>SBOP</i>		
SEAT BASE FACILITIES			
16.	The SEAT base facilities are properly identified in the SBOP. <i>ISOG Ch 3</i>		
17.	An accurate description of the facility is found in the SBOP. <i>ISOG Ch 3</i>		
18.	SEAT base has identified parking and accommodations for overflow parking during peak operation periods. <i>ISOG Ch 3</i>		
19.	The base's operations facility is adequate for the number of personnel assigned and for intended operations. <i>ISOG Ch 6</i>		

SEAT Base

Checklist

Description		Code	Remarks
20.	The operations area provides adequate visibility of arriving and departing aircraft. <i>2006 Interagency Base Planning Guide, Base Component Design</i>		
21.	The operations area is well organized (materials and references accessible and labeled, maps on wall, etc.) <i>Recommended practice: SEAT Operational Handbook or SEAT Job Aid (2009).</i>		
22.	VHF-AM Radio is available for monitoring ramp frequency. <i>ISOG Ch 6</i>		
23.	The telephone system is adequate for intended activity (numbers of lines and phones). <i>2006 Interagency Base Planning Guide, Base Component Design</i>		
24.	Appropriate phone numbers are clearly posted (local dispatch, crash-rescue, FBO, etc.). <i>Recommended practice: SEAT Operational Handbook or SEAT Job Aid (2009).</i>		
25.	Fall prevention system: catwalks, railing and ladders, if required, meet OSHA standards. <i>OSHA - 29 CFR 1910.24 – 1910.27</i>		
26.	Established base start up, shut down and equipment storage procedures are identified, posted at base and followed. <i>Recommended practice: SEAT Operational Handbook or SEAT Job Aid (2009).</i>		
27.	Eyewash stations are provided. Eyewash station must be flushed at least monthly if it is a plumbed eyewash system. <i>OSHA - 29 CFR 1910.151(c)</i>		
28.	Flammable Materials Storage Lockers in place and being utilized for all flammable material. <i>OSHA - 29 CFR 1910.106</i>		
SEAT BASE FACILITY SECURITY			
29.	A description of the general security measures established for the base are in place and address: <i>SBOP</i> a. Is the SEAT base facility locked up during the night? If locked up: b. Are the SEAT managers issued a key? c. Are the contractors issued a key? d. Primary person responsible for opening up the base facilities. e. Primary person responsible for locking up the base facilities.		a. b. c. d. e.
30.	A description of the type of security in place at the airport (e.g. locked gates, fences, security cards). <i>SBOP</i>		
RAMP OPERATIONS			
31.	A description of the ramp is part of the SEAT Base Operations Plan and includes: <i>SBOP</i> a. Number of pits		a.

SEAT Base

Checklist

Description		Code	Remarks
	<ul style="list-style-type: none"> b. Tie downs in the pit area c. Max number of SEATs the base can load d. Tie down availability outside the ramp space e. Ramp vehicle ingress/egress routes f. Vehicle access on ramp 		<ul style="list-style-type: none"> b. c. d. e. f.
32.	The base has a list of personnel assigned or authorized for ramp operations. <i>SBOP</i>		
33.	The base has a list of authorized personnel allowed to load SEATs. <i>SBOP</i>		
34.	Loading procedures, including hot reloading if allowed, are established and documented. All personnel authorized for loading operations are fully qualified in the procedures established at each base. <i>ISOG Ch 8, SBOP</i>		
35.	Dress code and PPE required for ramp personnel is described in the SEAT Base Operating Plan. <i>SBOP</i>		
36.	<p>A description of ramp operations is in place that includes: <i>SBOP</i></p> <ul style="list-style-type: none"> a. Safety equipment on ramp b. Containment pit or area c. Wash down equipment d. Wash down area e. Ramp / pit drainage f. Designated maintenance or shut down area 		<ul style="list-style-type: none"> a. b. c. d. e. f.
37.	Procedures are established for authorizing the SEAT pilot to enter the pit area. <i>SBOP</i>		
38.	Established procedures for SEATs departing the pit. <i>SBOP</i>		
39.	The flight rotation procedures are established for the base and known to personnel. <i>SBOP</i>		
40.	Ramp surface is in good condition. <i>9400.53 Facilities</i>		
41.	Taxi lanes and ramp area are adequately marked and visible. <i>9400.53 Facilities</i>		
42.	Wind indicator(s) are properly placed. <i>Interagency Retardant Base Planning Guide Feb 2006 pg55 (FAA AC150/5300-13)</i>		
43.	Foreign object damage avoidance/dust control measures are in place. <i>Interagency Retardant Base Planning Guide Base Development Plan</i>		
44.	<p>The following warning signs are posted appropriately: <i>IABOG</i></p> <ul style="list-style-type: none"> a. No smoking 		

SEAT Base

Checklist

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	<ul style="list-style-type: none"> b. Hazardous areas c. Authorized parking signs d. Signing and marking for ramp security e. Vehicle control signs identifying restricted areas 		<ul style="list-style-type: none"> a. b. c. d. e.
45.	Ramp is fenced and the ramp area can be secured. <i>352 DM 10 app A</i>		
46.	First-aid kit is readily available at the ramp. Kit is complete and inspected annually or after each use. <i>IABOG</i>		
47.	Appropriate sized and number of aircraft-type fire extinguishers are located on the ramp. <i>IABOG</i>		
WATER SYSTEM AND SUPPLY			
48.	Water supply method is adequate to meet the peak demand of the SEAT base. Water supply lines are in good condition.		
49.	If water metering is in place, meter is in serviceable condition and the process for recording water use is documented and available to SEAT base personnel.		
50.	<p>The SBOP provides detailed information on the water supply system to include at least the following: <i>SBOP</i></p> <ul style="list-style-type: none"> a. Water valve system <ul style="list-style-type: none"> - Primary shut-off valve - Additional shut-off valve(s) b. Primary water source & capacity c. Back-up water source d. Trigger point for re-ordering water e. Timeline for re-supplying water f. Water ordering procedures 		<ul style="list-style-type: none"> a. b. c. d. e. f.
51.	<p>Back Flow /Air gap prevention device installed on water systems if connected to public water system. <i>OSHA CFR 29 1910.141(b)(1)(v)</i></p> <ul style="list-style-type: none"> a. Backflow prevention device is tested annually by a certified backflow prevention technician if an air gap is not installed. b. SBOP identifies that the backflow preventer device is removed at end of season so it does not freeze. 		<ul style="list-style-type: none"> a. b.
RETARDANT SYSTEM			
52.	Access to the appropriate national fire retardant contract or fire chemical BPA, with contact information for the supplier is		

SEAT Base

Checklist

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	available at the SEAT base.		
53.	<p>A description of the retardant pumping system is part of the SBOP which includes the following: <i>SBOP</i></p> <p>a. A detailed description or diagram of the retardant pumping system</p> <p>b. A process capturing retardant refractometer readings and record keeping.</p> <p>c. Retardant Pumps - # of primary pumps the base has - # of back-up pumps available - Retardant pump maintenance: Who is responsible for supplying fuel, oil, gaskets, etc. for the pumps - Who is responsible for maintaining the pumps</p>		<p>a.</p> <p>b.</p> <p>c.</p>
54.	Pump shafts all have guards. <i>OSHA 3170</i>		
RETARDANT SUPPLY			
55.	<p>Type of fire chemical(s) used at the base is posted and known by assigned personnel. Personnel are knowledgeable of the following: <i>SBOP, National Retardant Contracts/BPA</i></p> <p>a. Mix ratio of retardant at base</p> <p>b. Allowable refractometer and Marsh Funnel readings for the fire chemical(s)</p> <p>c. Re-order trigger point for fire-chemical(s)</p> <p>d. Established procedures for ordering retardant/suppressants</p> <p>e. Delivery timeline for re-supplying fire chemicals</p> <p>f. Number and type of storage tanks at the base (water, concentrate, mixed product)</p> <p>g. Maximum gallons of liquid retardant storage capacity available</p> <p>h. Retardant re-circulation schedule</p> <p>i. Length of time designated for re-circulation</p> <p>j. Primary person designated to re-circulate the retardant.</p> <p>k. Retardant testing equipment and charts (Refractometer/marsh funnel) are available.</p> <p>l. SEAT base personnel are knowledgeable in the use of a Refractometer and Marsh Funnel</p>		<p>a.</p> <p>b.</p> <p>c.</p> <p>d.</p> <p>e.</p> <p>f.</p> <p>g.</p> <p>h.</p> <p>i.</p> <p>j.</p> <p>k.</p> <p>l.</p>

SEAT Base

Checklist

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56.	Wash down/spill recovery and waste disposal procedures are documented and in place. <i>Recommended practice</i>		
57.	LAQA retardant samples (base opening/base closing/new shipments) are being sent to Missoula, MT (WFCS lab) as required and on a timely basis. <i>Retardant Contract (LAQA Program)</i>		
58.	Results of LAQA samples are being received from Missoula; any required corrective actions are taken in a timely manner. <i>LAQA Guide</i>		
59.	<i>SEAT Daily Operations Worksheet</i> documents refractometer readings taken by the contractor and periodic assurance checks taken by SEMG. <i>ISOG Ch 2</i>		
60.	Secondary containment is in place and able to hold, at a minimum, the entire contents of the largest chemical container. <i>40 CFR part 264.175(b)</i>		
61.	SEAT Base Operating Plan must identify impacts and mitigation of retardant spills and ramp wash down areas. <i>SBOP</i>		
62.	Ramp wash down areas are properly drained. If an evaporation pond or sand oil separator is not in use, then development of mitigations and approval by appropriate authorities is documented and on file. <i>Recommended practice unless violating existing EPA standards.</i>		
63.	Retardant storage tanks must meet the following minimum specifications: <i>Recommended practice</i>		
	a. Capability to recirculate entire contents of each retardant tank.	a.	
	b. Minimum retardant storage capability - 5,000 gallons	b.	
64.	Tank locks or appropriate equipment security are in place to prevent unauthorized release of tank contents. A plan and personnel are in place to perform periodic winter checks. <i>ISOG</i>		
65.	Pumps - (2), minimum 150 gpm / minimum 6.5 horsepower, with 3" min. hose diameter. <i>Recommended practice: will be included as policy under Minimum SEAT Base Requirements</i>		
66.	Container is available to capture spillage when retardant hose is disconnected from aircraft. <i>Recommended practice: will be included as policy under Minimum SEAT Base Requirements</i>		
BRIEFINGS/SEAT BASE POLICIES			
67.	The SEAT Base utilizes the Initial Pilot SEAT Briefing Form to incoming pilots and SEMG's to include: <i>ISOG Ch 2</i>		
	a. Primary person designated to provide the initial briefing to incoming pilots	a.	
	b. All critical elements are given to the pilot on their initial briefing.	b.	
	c. Primary person designated to provide the initial briefing to		

SEAT Base

Checklist

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	incoming SEMG. d. Standardized elements are given to the SEMB on their initial briefing.		c. d.
68.	A process to conduct daily morning briefings is in place and is followed to include at a minimum: <i>SEAT Daily Operations Worksheet & recommended practices from the SEAT Operational Handbook or Job Aid (2009)</i> a. A primary person is designated to give the morning briefing b. General time frame for morning briefings The following items are reviewed during the morning briefing: c. Airspace d. Weather e. National Sit Report f. GACC Sit Report g. Local Sit Report h. Aviation Resource Report i. Lightning Map j. ERC / BI k. Fire Status l. Frequencies m. Safecomms		a. b. c. d. e. f. g. h. i. j. k. l. m.
69.	The SEAT Base Operating Plan addresses evening operations, to include: <i>SBOP</i> a. If/when meals are provided, what is the trigger point and process for ordering meals for base personnel b. Who is entitled to meals (i.e. pilots, loaders, ramp, reg. &/or EFF gov. employees, out-of-area fire personnel) c. Base policy on conducting operational debriefs d. Who is responsible for conducting debriefs e. Who is responsible for providing base personnel with the duty day shut down time and next day start time		a. b. c. d. e.
70.	The SEAT Base Operating Plan identifies procedures to dispatch		

SEAT Base

Checklist

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	SEATs. The process is documented and posted at both the SEAT base and dispatch office. <i>SBOP</i>		
71.	Payment procedures and processes are known and completed in a timely manner (Aircraft Use Report). <i>ISOG Ch 2</i>		
72.	Hazard map identifies the type of hazards, including transmission wires, cell towers, Military Training Routes, Special Use Airspace (Military Operations Areas, Restricted Areas, etc.) and other known hazards. Map is updated annually and as needed, with the last revision date posted on the map. <i>RB Ch 16</i>		
73.	Local response area map of known flight hazards is posted and accessible to dispatch, pilots and tanker base personnel. <i>RB Ch 16</i>		
74.	Safety briefings are held with all aircrews concerning local known hazards. <i>RB Ch 16</i>		
75.	Aircrews and base personnel are following policy concerning startup/cutoff times and requirements for aerial supervision. <i>IASG</i>		
76.	Sunrise/sunset is being recorded on the SEAT Daily Ops Worksheet (SEAT-002, Tanker Log). <i>ISOG Ch 2</i>		
77.	Flight times or on/off times are being recorded on the SEAT Daily Ops Worksheet (SEAT-002, Tanker Log). <i>ISOG Ch 2</i>		
78.	Sterile cockpit procedures are in place and being adhered to at the SEAT base. <i>ISOG Ch 4</i>		
ADMINISTRATIVE			
79.	BLM Security Assessment, and if required, a Security Plan, has been completed, updated annually and is on file. <i>NAP, VI. Security, 352 DM 10.5 & 10.6</i>		
80.	Facility safety inspections are being conducted annually and documented. <i>9400.53(A) facilities</i>		
81.	Risk Assessments are up-to-date and on file. Base has Interagency SMS Workbooks available and BLM Aviation System Safety pilot read files up-to-date and posted. <i>MH 1112-2 JHA's, NAP for Read Files, 1112-1 Ch 12</i>		
82.	Training documentation for base personnel is current (First Aid, Fire Extinguisher, Forklift, etc.). <i>MH 1112-1 Ch 5.1</i>		
83.	Security related reporting procedures (stolen aircraft, security breaches, etc.) and contact lists with phone numbers are prominently posted. <i>DOI Field Reference Guide for AAF, Section 2</i>		
84.	If the SEAT base stores over 10,000 lbs. of retardant (813 gal. of liquid concentrate or 1,115 gal. of mixed product) at any time during the year, <i>Community Right-to Know</i> reporting process is in place and being completed yearly. <i>EPA, 40 CFR 370 Emergency Planning and Community Right-to-Know Act (EPCRA) Section 311</i>		