

## APPENDIX E: HELITACK CREW AND HELIBASE PREPAREDNESS REVIEW

### HELITACK CREW AND HELIBASE PREPAREDNESS REVIEW INSTRUCTIONS

- I. **Introduction.** An evaluation of exclusive use helicopter crews and designated helibases should be conducted as part of pre-season readiness. The local unit should have adequate time, as identified by the evaluators, to respond to the evaluation and to identify corrective action planned or already taken.
- II. **Purpose.** The purpose of the Helitack Crew and Helibase Preparedness Review is to evaluate the general readiness of the helicopter module and identify and correct any safety or operational deficiencies related to the helicopter base or crew. It should be stressed that the evaluation process is meant to be a constructive process.
- III. **Applicability.** The format as contained in the Helitack Crew and Helibase Preparedness Review is optional. However, individual agency manual or handbook direction may require completion through reference to the IHOG. If utilized, it should be completed for all contract helicopters and crews stationed at permanent helibases.

You will need to have the following items for the review:

Checklist Item #	Documentation	Checklist Item #	Documentation
D1	Helicopter/Helibase Operations Plan	L5	Documentation for listed items
D1	Unit Aviation Plan	L7	Documentation for listed items
E10	Latest Safety Inspection documentation	L9	CDL license for drivers (where applicable)
K1-K2	Documentation for listed items	L11	Job Hazard Analysis (JHA's)
L4	Red Card for each employee	L11	Documentation of Tailgate Safety Sessions
L5	IDP for each employee		

- IV. **Responsibility and Instructions for Completion.** Aviation management at the State, Regional, or Area Office level is responsible for facilitating the evaluation. Conducting the evaluation can be delegated to the Unit Aviation Manager. Annual evaluations are recommended. The crew and vendor should be allowed sufficient time (for example, 1-2 weeks) between contract start and the evaluation.

Completion of individual items is self-explanatory. The following is recommended as an overall approach:

- The Helitack Manager should utilize the evaluation as a checklist to prepare for the visit by the team. It can also be used as a means of self-evaluation throughout the season.
- In order to cover all functional areas in a reasonable amount of time, it is recommended that each member of the evaluation team cover a separate functional area, with others on the team concurrently completing their assigned area.
- A closeout with local fire and aviation management personnel to review positive aspects of the evaluation as well as deficiencies is essential. The evaluation team should follow this up with written documentation to the local Line Officer.
- A follow-up, either formal or informal, should be made to ensure corrective action has been taken to rectify deficiencies.

- V. **Routing and Filing.** Formal submission to the local line manager is recommended, with follow-up reply from the local unit as to corrective actions planned or already taken. Regional, State or Area aviation management should keep past evaluations on file in order to ensure that items identified in previous visits have been addressed.

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TEAM CONDUCTING THIS EVALUATION**

NAME	AGENCY	PHONE

IMPORTANT NOTE: It is recommended that Section L - Helitack Crew (administration, qualifications, etc.) be addressed LAST in the evaluation. During the course of the inspection, items addressed in the previous sections will provide much of the information needed to make the evaluation of personnel.

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**B. HELIBASE LOCATION AND LANDING AREA**

CODE KEY: E = EXCEEDS STANDARD M = MEETS STANDARD NI = NEEDS IMPROVEMENT NR = NOT REVIEWED			
DESCRIPTION	CODE	REMARKS	
1) Location (Indicate any problems with)			
a) Size and layout of facility			
b) Vehicle access			
c) Touchdown Pad(s) or pad surface			
d) Surrounding topography			
e) Approach/Departure Paths meet Agency standard			
f) Visibility of arriving and departing aircraft			
g) Fuel Truck and vehicle parking			
2) Wind Indicator(s) properly placed			
3) Foreign Object Damage (FOD) and Dust Control Measures in place			
4) Warning signs posted appropriately			
a) No Smoking			
b) Hazardous Areas			
c) Hazardous Materials Storage			
d) Authorized Parking			
e) Deck Security			
f) Designating Restricted Areas			
5) Is DECK fenced and/or can it be secured			
a) Overall adequacy of security			
6) Vendor fueling procedures (Ask for demonstration and to see Vendor's Fuel Servicing Vehicle Record)			
7) Auxiliary Fuel Storage (If Applicable). Ask to see Aircraft Fuel Facility Inspection Log (Form HCM-3)			
a) Capacity			
b) Type fuel stored			
c) Transfer facilities			
d) Ground reels			
e) Adequate Spill Containment			
f) Condition and storage of pumping equipment			
8) Crash-Rescue and Evacuation Kits readily available at the landing area			
9) First-Aid Kit readily available at the landing area			
a) Is the kit well maintained			
b) Date of last inspection			
10) Adequate lighting for night operations (if applicable)			
11) Fire Extinguishers			
a) Number			
b) Type fuel stored			
c) Capacity			
d) Condition			

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**B. HELIBASE LOCATION AND LANDING AREA (continued)**

CODE KEY:    E = EXCEEDS STANDARD    M = MEETS STANDARD    NI = NEEDS IMPROVEMENT    NR = NOT REVIEWED			
	DESCRIPTION	CODE	REMARKS
11) Fire Extinguishers (continued)			
	e) Date(s) of last inspection		
	f) Extinguishers of proper type and current inspection		
	g) Appropriate Fire Extinguishers available at each landing pad		
12) Electrical equipment properly grounded			
13) Water available at Pad(s) for Aircraft Wash Down			
Additional Information			

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**C. BASE FACILITIES AND COMMUNICATIONS**

CODE KEY:	E = EXCEEDS STANDARD	M = MEETS STANDARD	NI = NEEDS IMPROVEMENT	NR = NOT REVIEWED
DESCRIPTION	CODE	REMARKS		
1) Does base have backup Auxiliary Power System				
2) Local-Area Communications Plan posted in both the Office and Ready Room				
a) Are frequencies posted on this plan				
b) Does Base have a Public Address system				
3) Helibase radio operations meet Agency requirements of:				
a) A permanent programmable FM radio Base Station				
b) At a minimum, handheld VHF-AM equipment				
c) Minimum number of handheld radios for the crew				
d) Knowledge of radio programming				
e) Understanding frequency authorization and use issues				
f) Facility radio and speaker system				
g) Appropriate, authorized frequencies assigned and posted				
4) Telephone System adequate for the activity at the Base (numbers of lines for phones, FAX, computers)				
a) Phones in working order				
b) Instructions for use of Phone/Computer System posted, including Vendor use of federal telephone/computer system				
c) Appropriate phone numbers (Dispatch, Crash-Rescue, FBO, etc.) clearly posted				
d) Does Base have adequate computer access for information gathering and operations				
5) First-Aid Kit available and in good condition				
a) Date of last inspection				
6) Office equipment and furniture in acceptable condition				
7) Condition and adequacy of Crew Overnight Quarters (if applicable)				
8) Condition and adequacy of Pilot and Crew Ready Room/Standby Area				
a) Air conditioning				
b) Hot and cold potable water				
c) Rest room facilities				
d) Lighting				
e) Desk(s)				
f) Eating facilities				
g) Refrigerator				
h) Heating				
i) Shower				
J) Lounge area				
k) Lockers				
l) Flight Planning area				
m) Stove/microwave				

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**C. BASE FACILITIES AND COMMUNICATIONS**

CODE KEY:	E = EXCEEDS STANDARD	M = MEETS STANDARD	NI = NEEDS IMPROVEMENT	NR = NOT REVIEWED
DESCRIPTION	CODE	REMARKS		
9) Safety equipment (1st Aid Kits, smoke alarms, fire extinguishers)				
10) Does the Base Office have adequate space (Office and Standby) for the number of personnel working there for the intended purpose				
11) Office well organized (materials and references accessible and labeled, etc.)				
12) Security for Personnel Records				
Additional Information				

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**D. PLANNING AND ADMINISTRATION**

CODE KEY:	E = EXCEEDS STANDARD	M = MEETS STANDARD	NI = NEEDS IMPROVEMENT	NR = NOT REVIEWED
DESCRIPTION	CODE	REMARKS		
1) Helicopter/Helibase Operations and Unit Aviation Plan				
a) Helicopter/Helibase Operations Plan is current, available and follows IHOG standard				
b) Is the Unit Aviation Plan current and available				
c) Has the Crew and the Pilot been briefed on the contents of the Helicopter/Helibase Operations Plan and Unit Aviation Plan				
d) Are both plans readily available to other crews in regular Helicopter Crew's absence				
2) Does the Base Operations Plan depict or discuss the following				
a) A current organization chart for the base				
b) Aircraft contract administration procedures				
c) A current organization chart for the dispatch organization				
d) A current communications plan for phone and radio use				
e) A map of the local area with prominent landmarks				
f) A map with zones of influence, exchange, and initial attack areas				
g) A map of current detection flight routes				
h) A map with local airfield hazards				
i) Local airfield management (procedures/regulations)				
j) Local fuel vendor				
k) A road map of local area				
l) A list of local lodging and eating facilities				
m) Fuels and fire behavior common to the area				
n) Agency responsibilities (especially at interagency bases)				
o) Duties and responsibilities of base personnel				
p) Timekeeping procedures				
q) Use of forms and reports				
r) Pilot standby/availability and dispatch requirements				
s) Procedures for submission of payment documents				
t) Base electrical system (normal and emergency)				
u) Maintenance of base facilities and equipment				
v) Wash down, draining, and spill procedures				
w) Helicopter parking areas and procedures				
x) Fueling areas and procedures				
y) Flight plan and flight following procedures (Local, Geographic Area, and National)				
z) Airspace coordination (local procedures for Temporary Flight Restrictions (FAR 91.137), Special-Use Airspace (MOA's, etc.) And Military Training Routes)				
aa) Location of additional Personal Protective Equipment				
bb) Local crash-rescue organization and procedures				
cc) Hazard, incident, and accident reporting				
dd) Local procedures for payment of landing fees and airport use costs (If Applicable)				
ee) Use of night lighting equipment				



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**D. PLANNING AND ADMINISTRATION (Continued)**

CODE KEY:		E = EXCEEDS STANDARD	M = MEETS STANDARD	NI = NEEDS IMPROVEMENT	NR = NOT REVIEWED
DESCRIPTION	CODE	REMARKS			
3) Are the following references available at the Base					
a) Agency Aviation Management Manuals/Handbooks					
b) NFPA 407 Standard for Aircraft Fuel Servicing					
c) Aviation Transport Of Hazardous Materials Handbook					
d) Interagency Helicopter Operations Guide					
e) Interagency Aerial Ignition Guide					
f) Interagency Airspace Coordination Guide					
g) Interagency Helicopter Rappel Guide (if applicable)					
h) Interagency Helicopter Short-Haul Guide (if applicable)					
i) Agency Contract Administration Manual or Guide					
j) Health and Safety Codes for appropriate Agency					
k) Current Aviation Contract for each assigned aircraft					
l) Aircraft Communications Plan and Frequency Guide					
m) Geographic Area Mobilization Guide and local plans from appropriate agencies					
n) Aircraft Emergency Response Plan					
o) Helicopter Crewmember Training Material					
p) Aircraft Performance and Power Check Charts					
q) Sunrise/Sunset/Civil Twilight Charts for area of local response					
r) Job Task Books as appropriate					
s) Interagency Standards for Fire and Aviation Operations (Redbook)					
4) Vendor and Helitack personnel aware of policy concerning transportation of Vendor personnel in government vehicles					
5) Have timekeeping procedures been established, reviewed with Helitack and Vendor personnel, and are they adequate to ensure accuracy					
6) Duty Roster and schedules posted					
7) Aircraft Payment Forms completed correctly (check past copies)					
8) Helicopter Managers aware of IHOG Required Forms submission on Type I and II Incidents					
9) Contract Daily Diaries (HCM-1) completed with adequate documentation					
10) Pilot Flight and Duty Hours current and posted (HCM-12)					
Additional Information					

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**E. SAFETY AND TRAINING**

CODE KEY: E = EXCEEDS STANDARD M = MEETS STANDARD NI = NEEDS IMPROVEMENT NR = NOT REVIEWED			
DESCRIPTION		CODE	REMARKS
1)	Frequency of Safety Meetings		
a)	Safety Meetings documented		
2)	Safety Bulletin Board established, current/useful information posted		
a)	Unit and Helitack Crew Organizational Charts		
b)	Emergency Notification Procedures		
c)	10 Standard Fire Orders, 18 Watch Out Situations, LCES		
d)	Facility Fire Plan		
e)	Fire danger information		
f)	Fire weather information		
g)	Fire Danger Rating Pocket Card		
h)	Smoking Policy		
i)	Sexual Harassment Policy/EEO Counselors		
j)	Material Safety Data Sheet (MSDS) location		
3)	Helitack and Vendor personnel familiar with SAFECOM reporting system procedures		
a)	Are Hazards/Incidents being properly documented and submitted using SAFECOM's		
4)	Overall Safety Attitude of:		
a)	Helitack Crew		
b)	Vendor Personnel		
5)	Has a Crew Training Plan been established to meet Agency requirements		
6)	Has training been conducted and documented in the Transportation of Hazardous Materials (A-110)		
7)	Has a Physical Fitness Training Program been established		
a)	Is it adequate to the needs of an initial attack crew		
8)	Local map of Known Flight Hazards posted		
a)	Hazard Map accessible to both Helitack Crew and Pilot(s)		
b)	Has the map been updated		
c)	Date of last revision		
d)	Is there a key on the map that identifies types of hazards		
e)	Military Training Routes and Special-Use Airspace (MOA's RA's, etc.) clearly marked		
f)	Are transmission wires and other hazards clearly marked		
g)	Has a Safety Briefing been held with Primary and Relief Pilot(s) concerning known local hazards		
h)	Has a this briefing been documented on the Daily Diary		
i)	Is a smaller scale Hazard Map being carried aboard the aircraft		
9)	Power Checks completed and documented in accordance with the procurement document (check documentation)		
10)	Agency requirement for Safety Officer Inspection current and documented		

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**E. SAFETY AND TRAINING (continued)**

CODE KEY:    E = EXCEEDS STANDARD    M = MEETS STANDARD    NI = NEEDS IMPROVEMENT    NR = NOT REVIEWED			
	DESCRIPTION	CODE	REMARKS
11)	Condition of Personal Protective Equipment (PPE)		
	a) Flight Helmets		
	b) Hardhats		
	c) Eye Protection		
	d) Hearing Protection		
	e) Flight Suits		
	f) Fire pants and shirts		
	g) Flight Gloves		
	h) Work Gloves		
	i) Boots		
	j) Line Packs		
	k) Saw Chaps		
Additional Information			

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**F. PREFLIGHT PLANNING**

CODE KEY:    E = EXCEEDS STANDARD    M = MEETS STANDARD    NI = NEEDS IMPROVEMENT    NR = NOT REVIEWED			
DESCRIPTION	CODE	REMARKS	
1) Are air crews and helicopter personnel familiar with the helicopter flight planning sections of the interagency helicopter operations guide and agency handbook flight planning requirements			
2) Is a helicopter preflight being completed daily and documented			
3) Does the pilot obtain flight weather data for mission planning purposes			
4) Is the dispatch office furnishing the helicopter crew with adequate information to accomplish missions safely and effectively (e.g., form HCM-11, Aircraft Dispatch Form)			
5) Is a preflight briefing being held prior to every non-fire flight that addresses mission objectives, hazards, etc			
6) Are load calculations and manifests being completed properly? (check past flights)			
7) Does the base have an established plan for flight dispatch, flight plans, and flight following? (query base personnel and pilots)			
8) Are air crews and helicopter personnel aware of dispatch requirements as contained in the aircraft contract			
9) Do flight following procedures meet safety requirements			
10) Does the crew have forms HCM-6, Helicopter Information Sheet and HCM-7, Helicopter Crew Information Sheet prepared			
11) Is there a local area jurisdiction map posted and current			
Additional Information			

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**G. CRASH RESCUE**

CODE KEY:    E = EXCEEDS STANDARD    M = MEETS STANDARD    NI = NEEDS IMPROVEMENT    NR = NOT REVIEWED			
	DESCRIPTION	CODE	REMARKS
1)	Have appropriate helibase personnel received training in crash-rescue procedures and use of extinguishers		
2)	Have personnel assignments been made in the event of a crash at the helibase		
3)	Has a crash/rescue drill been conducted this year		
4)	Is the Aircraft Emergency Response Plan clearly posted and/or accessible at the helibase		
5)	Is the Local/Unit Search and Rescue Plan clearly posted and/or accessible at the helibase		
6)	Have all personnel been briefed on their responsibilities relative to both the aircraft emergency response and the district search and rescue plans		
Additional Information			

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**H. CACHE AND EQUIPMENT**

CODE KEY:	E = EXCEEDS STANDARD	M = MEETS STANDARD	NI = NEEDS IMPROVEMENT	NR = NOT REVIEWED
DESCRIPTION	CODE	REMARKS		
1) Is helicopter accessory/equipment storage space adequate				
a) Overall storage facility condition, inside and out				
b) Inventory and use records are available and current				
c) Inventories are posted, dated, signed				
d) Cache is secure				
e) Property is identified by Agency				
f) Items are labeled with NFES reference				
g) NFES kits are complete and meet national standard				
2) Is there adequate equipment for initial and extended attack				
3) Storage of flammable/hazardous materials meets Agency standards				
4) Condition of stored equipment and accessories				
a) Crash/Rescue Kit				
b) Evacuation Kit				
c) PPE				
d) Leadlines and swivels				
e) Weighing scales				
f) Nets				
g) Power equipment				
h) Chainsaws				
i) Hand tools meet maintenance standards (Fire Equipment and Storage and Refurbishing Standards NFES 2249)				
j) Flammable/hazardous materials				
5) Aerial ignition equipment				
a) Condition of aerial ignition equipment				
b) Equipment maintained in accordance with Aerial Ignition Guide				
c) PSD Log is completed as appropriate				
d) Annual certification is complete for equipment and personnel				
e) MSDS information is carried with aerial ignition equipment				
6) Fire extinguisher service is current and location is identified per Agency standard				
Additional Information				

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**I. HELICOPTER**

MAKE/MODEL	FAA REGISTRATION #	CURRENT HOBBS READING

CODE KEY:    E = EXCEEDS STANDARD    M = MEETS STANDARD    NI = NEEDS IMPROVEMENT    NR = NOT REVIEWED			
DESCRIPTION	CODE	REMARKS	
1) Aircraft Data Card			
a) Signed by and date			
2) Is the Transportation of Hazardous Materials Handbook aboard			
a) Is the current DOT exemption aboard			
b) Is the current Emergency Response Guide (ERG) aboard			
c) Is pilot familiar with handbook			
3) Is Flight Manual up-to-date and are appropriate charts being used			
4) Check condition of the following			
a) Emergency Locator Transmitter			
b) Battery date on ELT			
c) Fire extinguisher(s)			
d) Date last inspected			
e) Condition of first aid kit (check components against contract requirements)			
f) Condition of survival kit (check components against contract requirements)			
g) Convex mirror			
h) Seat belts and shoulder harnesses			
i) Pilot's helmet (does it meet requirements)			
j) Radios			
k) FM-1, FM-2 (if required) radio			
l) AM-1, AM-2 (if required) radio			
m) AUX-FM (if required)			
n) Frequency and tone list readily available to the pilot			
o) GPS navigational equipment			
p) Instructional booklets available			
q) Pilot knowledgeable of use			
r) General helicopter condition			
s) Skin and exterior			
t) Windows			
u) Doors			
v) Upholstery			
w) Cargo compartment			
x) Skids/wheels			
y) Fixed tank (if applicable)			
z) Bucket(s)			
aa) Dual Lock-Out Security Measures			
bb) Automated Flight Following (if applicable)			

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**I. HELICOPTER (continued)**

CODE KEY:    E = EXCEEDS STANDARD    M = MEETS STANDARD    NI = NEEDS IMPROVEMENT    NR = NOT REVIEWED		
DESCRIPTION	CODE	REMARKS
5) Any major component changes since arrival on base, or imminent		
6) Required maintenance is performed, approved, and documented		
Additional Information		



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**J. FUEL SERVICING VEHICLE**

<b>VEHICLE MAKE/MODEL</b>	<b>LICENSE #</b>	<b>GVWR RATING</b>
<b>INSPECTED/CARDED BY</b>	<b>TANK CAPACITY</b>	<b>RAPID REFUELING PROVISIONS</b>
		OPEN-PORT
		CLOSED CIRCUIT

CODE KEY:    E = EXCEEDS STANDARD    M = MEETS STANDARD    NI = NEEDS IMPROVEMENT    NR = NOT REVIEWED			
DESCRIPTION	CODE	REMARKS	
1) Does driver have mileage log established			
2) Does driver have a fuel quality control log established			
a) Is log up-to-date			
b) Is sump drained daily (tank and filter)			
c) Fuel sampling bottle condition			
d) Sampling frequency			
3) Does filter system meet specifications and is it properly signed off by maintenance inspector			
4) Does bonding system meet standards, is process understood			
5) Fire extinguishers:			
a) Number			
b) Type			
c) Capacity			
d) Condition			
e) Date(s) of last inspection			
f) Are the extinguishers the proper type and have they been inspected			
6) General mechanical condition of truck			
7) Are necessary hazmat permits required by contract available in the vehicle			
8) Has local map set been furnished (agency transportation system/land status)?			
9) Does driver have all necessary PPE per the Procurement Document			
a) Is he/she aware of requirements for use			
10) Is driver aware of DOT duty day/driving time limitations? (test knowledge)			

Additional Information
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**K. HELICOPTER CREW CHASE TRUCK**

VEHICLE MAKE/MODEL	LICENSE #	GVWR RATING

CODE KEY:    E = EXCEEDS STANDARD    M = MEETS STANDARD    NI = NEEDS IMPROVEMENT    NR = NOT REVIEWED			
DESCRIPTION	CODE	REMARKS	
1) Does truck meet agency standard (GVW; passenger capacity)			
a) Loaded vehicle weight is documented in log book and meets vehicle specifications			
2) Is a truck inventory list posted (specific to compartment/location)			
a) Inventory meets standards found in IHOG Chapter 9			
b) Are all boxes and bags clearly labeled			
3) References/paperwork available include:			
a) Accident Report Forms			
b) Communications Plan			
c) Posted Frequencies			
d) Preventative maintenance checks are documented and current			
e) Use Record current			
f) Vehicle Accident/Personnel Injury Forms			
g) Unit Maps			
h) Current DOT Emergency Response Guide			
i) Current Credit Card			
4) Check condition of accessories and equipment			
a) Initial attack gear			
b) Overnight gear bags (within 35 Lb. limit?)			
c) Leadlines and swivels			
d) Weighing scales			
e) Nets			
f) Pump(s)			
g) Fire hand tools			
h) Chainsaws			
i) Non-skid surface per OSHA 29CFR1910			
j) Fire Extinguisher with current inspection and identified per Agency standard			
k) Hazard Reflectors/Flares			
l) First Aid/Trauma Kit is available, appropriate size and identified per Agency standard			
m) Jack, serviceable and appropriate to GVW			
n) Lug Wrench			
5) Does truck have adequate communications (FM/AM)			

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**L. HELITACK CREW**

CODE KEY: E = EXCEEDS STANDARD M = MEETS STANDARD NI = NEEDS IMPROVEMENT NR = NOT REVIEWED			
DESCRIPTION	CODE	REMARKS	
1) Module meets agency training and experience requirements for:			
a) Agency Minimum crew size			
b) Helitack Crew Supervisor			
c) Assistant Crew Supervisor			
d) Lead Crew Member			
e) Crew Members			
2) Supervisors are familiar with administrative issues and prepare proper documents as required:			
a) Time and Attendance			
b) Crew Time Reports			
c) Fire Time Reports			
d) Travel/Per Diem Vouchers			
e) Accident/Injury Reports			
f) Credit Card purchases and records			
g) Fleet Purchasing Cards			
h) Aircraft Payment Forms			
i) Contract Daily Diaries			
3) Helitack Crew have reviewed and signed an Employee Performance Plan for the current season			
<b>QUALIFICATIONS AND TRAINING</b>			
4) The Incident Qualifications and Certification System is used to produce Red Card qualifications			
a) Helitack Crew have current Red Cards			
5) Helitack Crew have a documentation file for:			
a) Individual Development Plan (IDP)			
b) Current season training			
c) Past season training			
d) Certifications of training (electronic or hardcopy)			
e) Fire experience			
f) Task Books initiated appropriate to training needs			
g) Performance Evaluations			
6) Helitack Crew has access to training materials and equipment			
7) Helitack Crew is current with the following training per agency policy:			
a) Annual fire fighter safety refresher training			
b) Defensive driving for drivers			
c) First Aid			
d) CPR			
e) Blood-Bourne pathogens			
f) Agency medical standards			
g) Hazardous materials awareness			

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**L. HELITACK (continued)**

CODE KEY:	E = EXCEEDS STANDARD	M = MEETS STANDARD	NI = NEEDS IMPROVEMENT	NR = NOT REVIEWED
DESCRIPTION	CODE	REMARKS		
7) Helitack Crew is current with the following training per agency policy: (continued)				
h) S-212 for chainsaw operators				
i) Power tool training				
j) Mutual Respect/Sexual Harassment/Civil Rights/EEO				
k) Fire Extinguisher use				
l) A-110 Transportation of Hazardous Materials				
m) Local resource management issues				
n) Roles and responsibilities/Chain of Command/unit organization				
o) The Risk Management process				
p) S-271/RT-271, S-372/RT-372				
q) Local security requirements and procedures				
r) Hover Hook-up and Long Line Operations				
s) Aerial Ignition				
t) Rappel operations (as needed)				
u) Short-haul operations (as needed)				
v) Crash-Rescue procedures				
w) Accident/Injury reporting (CA1/CA2/CA16/vehicle accidents)				
x) SAFENET reporting				
y) SAFECOM reporting				
8) Helitack Crew is aware of and meets agency standards for:				
a) Duty Limitations (vendor personnel)				
b) Work/Rest requirements				
c) Mobilization and get-away time frames				
d) Transportation of Air Crews/Contractors				
9) Helitack Crew posses Commercial Drivers License where appropriate				
10) Helitack Crew participate in an established physical fitness program				
11) Helitack Crew is aware of and meets agency standards for:				
a) Job Hazard Analysis for project and fire tasks as required				
b) Unit safety plan is available and can be readily accessed				
c) Participation in and documentation of Tailgate Safety Session				
Additional Information				

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Appendix E

**IHOG APPENDIX E - HELITACK CREW AND HELIBASE PREPAREDNESS REVIEW**  
**M. PROFICIENCY CHECKS - OPTIONAL**

CODE KEY: E = EXCEEDS STANDARD M = MEETS STANDARD NI = NEEDS IMPROVEMENT NR = NOT REVIEWED			
DESCRIPTION	CODE	REMARKS	
1) Cargo - net building			
a) Proper packaging			
b) Weights marked			
c) Proper equipment			
d) Load calculations correct			
e) Proper PPE			
2) Hover Hook-Up Operations			
a) Pilot/Crew Briefing			
b) Load Calculations correct			
c) Proper equipment/PPE			
d) Position of Parking Tender/correct hand signals			
e) Hookup procedures			
3) Bucket operations			
a) Position of Parking Tender/correct hand signals			
b) Load Calculations correct			
c) Correct radio directions			
Accuracy of pilot			
d) Out of Fold-A-Tank			
e) Into of Fold-A-Tank			
f) Trail drop on simulated fire			
g) Drop on simulated snag			
h) Hover fill from engine			
4) Fixed-tank operations (if applicable)			
a) Load Calculations correct			
b) Correct fill procedures by crew			
Accuracy of pilot			
c) Trail drop on simulated fire			
d) Drop on simulated snag			
5) Longline operations			
a) Pilot/crew briefing			
b) Load Calculations correct			
c) Proper equipment/PPE			
d) Position of Parking Tender/correct hand signals			
e) Correct fill procedures by crew			
f) Grounding procedures			
g) Proper sling load procedures			

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**IHOG APPENDIX E - HELITACK CREW AND HELIBASE PREPAREDNESS REVIEW**

**M. PROFICIENCY CHECKS - OPTIONAL (continued)**

CODE KEY:	E = EXCEEDS STANDARD	M = MEETS STANDARD	NI = NEEDS IMPROVEMENT	NR = NOT REVIEWED
DESCRIPTION	CODE	REMARKS		
6) Personnel/internal cargo transport operations				
a) Load Calculations correct				
b) Manifesting correct				
c) Personnel safety briefing				
d) Position of Parking Tender/correct hand signals				
e) Personnel safety during entry				
f) Cargo accurately weighed and marked				
g) Internal cargo stowed correctly				
h) External cargo stowed correctly				
i) External cargo removed correctly				
j) Personnel safety during exit				
7) Hazardous Material handling (reference Agency Handbook)				
a) Understanding by crew of material				
b) Proper fuel containers				
c) PProper packaging and marking				
d) Transport procedures				
e) Training completed (date)				
f) Proper manifesting				
g) Proper notification of pilot				
8) Helitorch procedures (reference Interagency Aerial Ignition Guide)				
9) PSD procedures (reference Interagency Aerial Ignition Guide)				
10) Rappelling procedures (reference Interagency Helicopter Rappel Guide)				
a) Equipment to standard				
b) Rappelling procedure				
c) Emergency procedure				
d) Equipment records				
e) Spotter records				
f) Has crew/pilot met currency requirements				
11) Short-haul procedures (reference Interagency Helicopter Short-haul Guide)				
a) Equipment to standard				
b) Short-haul procedure				
c) Emergency procedure				
d) Equipment records				
e) Spotter records				
f) Has crew/pilot met currency requirements				
Additional Information				



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**IHOG APPENDIX E - HELITACK CREW AND HELIBASE PREPAREDNESS REVIEW**

**N. SUMMARY (continued)**

ITEMS WHICH ARE DEFICIENT (continued)	

CORRECTIVE ACTION TO BE TAKEN (continued)	





**IHOA APPENDIX E - HELITACK CREW AND HELIBASE PREPAREDNESS REVIEW**

**O. RECOMMENDATIONS AND FOLLOW-UP REQUIREMENTS (continued)**

DUE DATE	REFERENCE SECTION	REQUIREMENT OR RECOMMENDATION	COMPLETE DATE