| **Location:** |       |
| --- | --- |
| **Date:**MM/DD/YY |       |
| **Respondent:**First, Last |       |
| **Reviewed by:**First, Last |       |

**For the National Preparedness Review, you will need to have the following items available for review:**

| **CHECKLIST ITEM #** | **DOCUMENTATION** |
| --- | --- |
| 3, 16 | Documents referenced |
| 28, 29 | Base Supplement |
| 56 | Retardant Reordering Procedures |
| 65 | Hot loading authorization, training, and procedures (if required) |
| 68 | Security Assessment and Security Plan (if required) |
| 69 | Documentation of safety/security briefings |
| 70 | Facility safety inspection documentation |
| 72 | Documents referenced |
| 73 | Training documentation/Incident Qualification Card |
|  | *NWCG Standards for Airtanker Base Operations* (<https://www.nwcg.gov/publications/508>) |
|  | *NIMS Wildland Fire Qualifications System Guide (PMS 310-1) (*[*https://iqcsweb.nwcg.gov/*](https://iqcsweb.nwcg.gov/)*)* |
|  | *Interagency Standards for Fire and Fire Aviation Operations* (<https://www.nifc.gov/policies/pol_ref_redbook.html>) |

**ADMINISTRATIVE**

**Key Code: E = Exceeds Standard, M = Meets Standard, NI = Needs Improvement, NR = Not Reviewed**

| **ITEM** | **DESCRIPTION** | **CODE** | **REMARKS** |
| --- | --- | --- | --- |
| 1 | Assigned personnel are qualified per the NIMS *Wildland Fire Qualifications System Guide* (PMS 310-1), or the *Federal Wildland Fire Qualifications Supplement* (for MAFFs positions) to perform the positions they fulfill at the airbase.*[NWCG Standards for Airtanker Base Operations (SABO) pg. 4; PMS 310-1]* | Choose an item. |       |
| 2 | Adequate personnel are available to meet the requirements of base staffing, including 7-day coverage when required.*[SABO pg. 11; ABOP]* | Choose an item. |       |
| 3 | Administrative forms such as air operations worksheets, retardant use summary, pilot duty day log, and payment documents are completed and kept on file per policy, local plan, or contract. *[SABO Administration pp. 33-35; NWCG Standards for Single Engine Airtanker Operations (SSEAO) Ch 1* | Choose an item. |       |

**BASE FACILITIES AND COMMUNICATION**

**Key Code: E = Exceeds Standard, M = Meets Standard, NI = Needs Improvement, NR = Not Reviewed**

| **ITEM** | **DESCRIPTION** | **CODE** | **REMARKS** |
| --- | --- | --- | --- |
| 4 | The base’s operations facility is adequate for the number of personnel working there and for intended operations. | Choose an item. |       |
| 5 | The operations room provides adequate visibility of arriving and departing aircraft.*[Interagency Base Planning Guide, p. 46]* | Choose an item. |       |
| 6 | The operations building is well-organized (materials and references accessible and labeled, maps on wall, etc.).*[Interagency Base Planning Guide, p. 46]* | Choose an item. |       |
| 7 | There is a backup power system at the base for the operations office.*[SABO pg. 14; Appendix E]* | Choose an item. |       |
| 8 | There is a backup power system for the retardant plant.*[SABO pg. 14; Appendix J]* | Choose an item. |       |
| 9 | Communications Plan is posted/available in both the operations office and the pilot ready room.*[SABO pg. 15; Appendix M B]* | Choose an item. |       |
| 10 | The base has VHF-AM equipment. Frequencies being used are appropriately authorized and assigned.*[SABO pg. 15]* | Choose an item. |       |
| 11 | Has the ATIM been properly briefed on radio use procedures. *[SABO Appendix M B9]* | Choose an item. |       |
| 12 | The telephone system is adequate for intended activity (numbers of lines and phones).*[SABO pg. 14; Appendix M B10]* | Choose an item. |       |
| 13 | Appropriate phone numbers are clearly posted (local dispatch, crash-rescue, FBO, etc.).*[SABO Appendix M B12]* | Choose an item. |       |
| 14 | There is a public address (PA) system at the base.*[SABO pg. 14; Appendix M B13]* | Choose an item. |       |
| 15 | Pilot ready room standby area is adequate:*[SABO pg. 14; Appendix M B1]* |  |  |
|  | 1. Heating available
 | Choose an item. |       |
|  | 1. Air conditioning available
 | Choose an item. |       |
|  | 1. Hot and cold potable water
 | Choose an item. |       |
|  | 1. Shower
 | Choose an item. |       |
|  | 1. Restroom facilities
 | Choose an item. |       |
|  | 1. Lounge area
 | Choose an item. |       |
|  | 1. Adequate lighting
 | Choose an item. |       |
|  | 1. Lockers
 | Choose an item. |       |
|  | 1. Desks
 | Choose an item. |       |
|  | 1. Telephone line/internet access
 | Choose an item. |       |
|  | 1. Flight planning area
 | Choose an item. |       |
|  | 1. Eating facilities
 | Choose an item. |       |
|  | 1. Sleeping and resting facilities
 | Choose an item. |       |
|  | 1. Refrigerator
 | Choose an item. |       |

**PLANNING AND ADMINISTRATION**

**Key Code: E = Exceeds Standard, M = Meets Standard, NI = Needs Improvement, NR = Not Reviewed**

| **ITEM** | **DESCRIPTION** | **CODE** | **REMARKS** |
| --- | --- | --- | --- |
| 16 | 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:*[NAP; SABO Appendix N; 350 DM 2; OPM 47; RB Ch 16]* |  |  |
|  | 1. 350-354 DMs, aviation management manuals and handbooks of cooperators as appropriate.
 | Choose an item. |       |
|  | 1. Contract administration manual or guide for appropriate agency
 | Choose an item. |       |
|  | 1. *DOI Occupational Safety and Health Program - Field Manual*
 | Choose an item. |       |
|  | 1. Current airtanker and/or SEAT contracts, USFS and DOI
 | Choose an item. |       |
|  | 1. *Interagency Retardant Base Planning Guide*
 | Choose an item. |       |
|  | 1. NFPA 407 *Standards for Aircraft Fuel Servicing*
 | Choose an item. |       |
|  | 1. Geographic area mobilization guide
 | Choose an item. |       |
|  | 1. National, Regional and Unit aviation plans
 | Choose an item. |       |
|  | 1. *Lot Acceptance, Quality Assurance, and Field Quality Control for Fire Retardant Chemicals* and LAQA updates and information found on the Wildland Fire Chemical Systems website (<https://www.fs.fed.us/rm/fire/index.htm>)
 | Choose an item. |       |
|  | 1. *NWCG Standards for Airspace Coordination*
 | Choose an item. |       |
|  | 1. Incident/Accident (Mishap Response Plan) Action Plan
 | Choose an item. |       |
|  | 1. *NWCG Standards for Airtanker Base Operations* (SABO) is available and the latest edition.
 | Choose an item. |       |
|  | 1. *NWCG Standards for Single Engine Airtanker Operations*
 | Choose an item. |       |
|  | 1. *Interagency Helicopter Operations Guide*
 | Choose an item. |       |
|  | 1. *NWCG Standards for Aerial Supervision*
 | Choose an item. |       |
| 17 | Base and local procurement personnel are aware of national policy concerning provision of lunches to contract crews by the government.*[SABO Pg.15; Airtanker Contract; National Long-Term Fire Retardant Contract]* | Choose an item. |       |
| 18 | Base personnel are following national policy concerning airtanker rotation.*[RB Ch 16; SABO pg. 16]* | Choose an item. |       |
| 19 | Aircrews and base personnel are following dispatch requirements as contained in the aircraft contract.*[LAT contract; SABO pg. 16]* | Choose an item. |       |
| 20 | Aircrews and base personnel are following the policies concerning startup/cutoff times and requirements for aerial supervision.*[SABO Pg. 17; Interagency Aerial Supervision Guide (PMS 505); RB Ch 16]* | Choose an item. |       |
| 21 | Sunrise/sunset chart is posted.*[SABO pg. 17; Appendix M]* | Choose an item. |       |
| 22 | Airtanker Base Managers are aware of exemptions in the national policy concerning dropping of retardant in congested areas.*[DOI FAR Part 137; RB Ch 16; FAR 91.119; FSM 5714]* | Choose an item. |       |
| 23 | 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. *[ABOP]* | Choose an item. |       |
| 24 | Aircraft timekeeping procedures are established and reviewed with base personnel and aircrews.*[LAT/SEAT contract; ABOP]* | Choose an item. |       |
| 25 | Local response area map of known flight hazards is posted and accessible to dispatch, pilots and tanker base personnel.*[SABO pg. 29 and Appendix M C11]* | Choose an item. |       |
| 26 | 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.*[SABO pg. 29 and Appendix M C11; RB Ch 16]* | Choose an item. |       |
| 27 | Briefings are held with all aircrews and includes local known hazards, dispatching procedures, etc.*[SABO pg. 3; Appendix D; RB Ch 16]* | Choose an item. |       |
| 28 | The local ABOP has been reviewed and has all the required information. *SABO pg. 3; Appendix C; Appendix D; Appendix E]* |  |  |
|  | 1. A current organization chart for the airtanker base
 | Choose an item. |       |
|  | 1. A current organization chart for the local air attack organization
 | Choose an item. |       |
|  | 1. A current organization chart for the agency’s contracting organizations as pertains to LATs, SEATs, and retardant
 | Choose an item. |       |
|  | 1. A current organization chart for the dispatch organization
 | Choose an item. |       |
|  | 1. A map of the local area with prominent landmarks
 | Choose an item. |       |
|  | 1. A map with zones of influence/exchange/initial attack areas
 | Choose an item. |       |
|  | 1. A map with local airfield hazards/jettison areas
 | Choose an item. |       |
|  | 1. A road map of local area
 | Choose an item. |       |
|  | 1. A list of equipment and parts at the base
 | Choose an item. |       |
|  | 1. Description of fuels and fire behavior common to the area
 | Choose an item. |       |
|  | 1. Agency responsibilities (especially at interagency bases)
 | Choose an item. |       |
|  | 1. Duties and responsibilities of airtanker base personnel (as they differ from those in the SABO)
 | Choose an item. |       |
|  | 1. Local aircraft contract administration procedures
 | Choose an item. |       |
|  | 1. Use of forms and reports (aside from those outlined in the SABO)
 | Choose an item. |       |
|  | 1. Local procedures for payment of landing fees and airport use costs
 | Choose an item. |       |
|  | 1. Procedures for submission of payment documents
 | Choose an item. |       |
|  | 1. Retardant contract administration procedures
 | Choose an item. |       |
|  | 1. Retardant billing procedures
 | Choose an item. |       |
| 29 | The local ABOP depicts or discusses the following:*[SABO Appendix C]* |  |  |
|  | 1. Local airfield management
 | Choose an item. |       |
|  | 1. Use of night lighting equipment
 | Choose an item. |       |
|  | 1. Base electrical system (normal and emergency)
 | Choose an item. |       |
|  | 1. Checklist and timelines for daily activities
 | Choose an item. |       |
|  | 1. Base security plan
 | Choose an item. |       |
| 30 | Wash-down/spill recovery and waste disposal procedures are documented and in place. A hazmat coordinator contact has been identified.*[SABO pg. 36; ABOP; Refer to SWPPP if in place]* | Choose an item. |       |

**RAMP OPERATIONS**

**Key Code: E = Exceeds Standard, M = Meets Standard, NI = Needs Improvement, NR = Not Reviewed**

| **ITEM** | **DESCRIPTION** | **CODE** | **REMARKS** |
| --- | --- | --- | --- |
| 31 | Ramp surface is in good condition.*[9400.53 Facilities]* | Choose an item. |       |
| 32 | Taxi lanes and ramp area is adequately marked and visible.*[9400.53 Facilities; Interagency Retardant Base Planning Guide, pg. 54]* | Choose an item. |       |
| 33 | Wind indicator(s) are properly placed.*[Interagency Retardant Base Planning Guide, pg. 53 and 55; FAA AC150/5300-13]* | Choose an item. |       |
| 34 | Foreign object damage avoidance/dust control measures are in place.*[Interagency Retardant Base Planning Guide, pg. 6 and 61]* | Choose an item. |       |

| **ITEM** | **DESCRIPTION** | **CODE** | **REMARKS** |
| --- | --- | --- | --- |
| 35 | The following warning signs are posted appropriately:*[SABO Appendix M; Interagency Retardant Base Planning Guide, pg. 53]* |  |  |
|  | 1. No smoking
 | Choose an item. |       |
|  | 1. Hazardous areas
 | Choose an item. |       |
|  | 1. Authorized parking signs
 | Choose an item. |       |
|  | 1. Signing and marking for Ramp Security
 | Choose an item. |       |
|  | 1. Vehicle control signs identifying restricted areas
 | Choose an item. |       |
| 36 | Ramp is fenced and the ramp area can be secured. *[SABO Appendix M, D7]* | Choose an item. |       |
| 37 | Fire extinguishers are located at 200’ intervals on the aircraft ramp and are of the proper type, class and indicate inspection is current:*[SABO pg. 30, NFPA 407 and 410 Standards]* |  |  |
|  | 1. Number
 | Choose an item. |       |
|  | 1. Type
 | Choose an item. |       |
|  | 1. Capacity
 | Choose an item. |       |
|  | 1. Condition
 | Choose an item. |       |
|  | 1. Dates of last inspection
 | Choose an item. |       |
| 38 | Airtanker base personnel are trained and current in the use of fire extinguishers.*[SABO pg. 30; Appendix M D10; DM 485 13.3C]* | Choose an item. |       |
| 39 | Airtanker base personnel are aware of the local crash-rescue protocols.*[SABO pg. 30; Appendix M D11; DM 485 13.3C]* | Choose an item. |       |
| 40 | A sufficient/serviceable number of chock blocks for aircraft are available and personnel are trained in their proper use.*[SABO pg. 19; Appendix M, D12]* | Choose an item. |       |
| 41 | Sufficient tie-downs for light aircraft, SEATS, etc., are available.*[SABO pg. 19; Appendix M D15]* | Choose an item. |       |
| 42 | Ramp lighting or night lighting kit is available for night off-loading, mixing, aircraft maintenance, site maintenance, etc.*[SABO pg. 14 (lighting may be provided as necessary)]* | Choose an item. |       |
| 43 | First-aid kit is readily available at the ramp. Kit is complete and regularly inspected.*[SABO Appendix M, D17]* | Choose an item. |       |
| 44 | Aircraft fueling procedures are being followed.*[SABO pg. 21, 9400.48]* | Choose an item. |       |
| 45 | Catwalks and ladders meet OSHA standards.*[SABO pg. 31; Appendix M, D18]* | Choose an item. |       |
| 46 | Walkways on tanks are painted with non-skid type paint.*[SABO pg. 31; Appendix M, D19]* | Choose an item. |       |
| 47 | Pump shafts all have guards.*[SABO pg. 31; Appendix M, D 20]* | Choose an item. |       |
| 48 | All electrical equipment is properly grounded.*[SABO pg. 31]* | Choose an item. |       |
| 49 | Eyewash and emergency shower facilities are provided.*[SABO pg. 32; Appendix M D21]* | Choose an item. |       |
| 50 | Appropriate personal protective equipment is provided and base personnel trained in its use.*[SABO pg. 32; Appendix M D22]* | Choose an item. |       |
| 51 | Base has Parking Tender-to-aircraft communications (push-to-talk headsets or other).*[SABO pg. 14; Appendix M, D23]* | Choose an item. |       |
| 52 | Parking Tenders are trained and knowledgeable in hand signals for airtankers.*[SABO Appendix G; Appendix M D13]* | Choose an item. |       |

**RETARDANT OPERATIONS**

**Key Code: E = Exceeds Standard, M = Meets Standard, NI = Needs Improvement, NR = Not Reviewed**

| **ITEM** | **DESCRIPTION** | **CODE** | **REMARKS** |
| --- | --- | --- | --- |
| 53 | Ownership of the retardant mixing and storage equipment is accurately reflected in the current retardant contract.*[C-5 Contractor-Furnished Equipment and Exhibit J-1]* | Choose an item. |       |
| 54 | There is adequate covered storage area for powered retardant, if applicable. | Choose an item. |       |
| 55 | Supply/storage capability of available retardant is adequate for the level of activity for the base’s zone of influence. | Choose an item. |       |
| 56 | Retardant reordering procedures are documented and personnel are aware of the reordering process.*[Local/Regional guidance; ABOP; Retardant Contract]* | Choose an item. |       |
| 57 | Retardant testing equipment and charts are available and personnel are knowledgeable in their use.*[SABO Appendix M E8]* | Choose an item. |       |
| 58 | Mass flow meter is in use and being used properly. Has been calibrated within the past 24 months.*[SABO pg. 20; Appendix E9; FS 5709.16 (35.24)]* | Choose an item. |       |
| 59 | Aircraft loading capability at the base is adequate for the level of activity for the base’s zone of influence. *[SABO Appendix M E14]* | Choose an item. |       |
| 60 | Base has an adequate water supply for the level of activity for the base’s zone of influence. [*SABO Appendix M E10, E14]* | Choose an item. |       |
| 61 | Base has retardant off-loading capability.*[LAT contract; SABO pg. 20 and Appendix M E11]* | Choose an item. |       |
| 62 | Base has adequate washdown capability and facilities.*[SABO Appendix M E12]* | Choose an item. |       |
| 63 | Retardant spills and washdown areas are properly drained.*[SABO pg. 36 and Appendix M E13]* | Choose an item. |       |
| 64 | Pumping system (hoses, caps, lines, and pumps) are in good condition. [*SABO Appendix M E16]* | Choose an item. |       |
| 65 | 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.*[SABO pg. 22; Appendices C, M E17; ABOP].* | Choose an item. |       |
| 66 | LAQA retardant samples (base opening/base closing/new shipments) are being sent to Missoula, MT, as required and on a timely basis. Fire Chemical Use Reports sent in annually.*[SABO pg. 20 and Appendix M E18; LAQA Guide]* | Choose an item. |       |
| 67 | Results of LAQA samples are being received from Missoula, and corrective actions are taken in a timely manner.*[SABO Appendix M E19; LAQA Guide]* | Choose an item. |       |

**SAFETY AND SECURITY**

**Key Code: E = Exceeds Standard, M = Meets Standard, NI = Needs Improvement, NR = Not Reviewed**

| **ITEM** | **DESCRIPTION** | **CODE** | **REMARKS** |
| --- | --- | --- | --- |
| 68 | Security risk assessment, and if required, a security plan has been completed, updated annually and is on file.*[SABO pg. 38; 352 DM 5; 9400.86]* | Choose an item. |       |
| 69 | Regular safety/security briefings are being conducted and documented.*[SABO pg. 38; Appendix M G2; ABOP]* | Choose an item. |       |
| 70 | Facilities safety inspections are being conducted and documented.*[9400.53 (A) Facilities; SABO Appendix M G3]* | Choose an item. |       |
| 71 | Security-related reporting procedures and contact lists (stolen aircraft, security breaches, etc.) are prominently posted.*[DOI Field Reference Guide for AAF, Section 2]* | Choose an item. |       |
| 72 | Risk assessments are up-to-date and on file. Base has *Interagency SMS Risk Management Workbooks* and pilot read files up-to-date and available.*[H-1112-1; DOI Occupational Safety and Health Program - Field Manual; RAs; NAP for read files*  | Choose an item. |       |
| 73 | Training documentation for base personnel is current (first aid, fire extinguisher, forklift, etc.).*[SABO Appendix M G10; DOI Occupational Safety and Health Program - Field Manual]* | Choose an item. |       |
| 74 | Flammable materials storage lockers in place and being utilized for all flammable material.*SABO Appendix M G11; 29 CFR 1910.106]* | Choose an item. |       |
| 75 | If the Airtanker 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, *Community Right-to Know* reporting process is in place and being completed yearly.*[EPA, 40 CFR 370]* | Choose an item. |       |