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**National Wildfire
Coordinating Group**

Interagency Helicopter Operations Guide

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Table of Contents

Chapter 1
IHOG Introduction

I. Objectives.

The objectives of the Interagency Helicopter Operations Guide (IHOG) are to:

- Promote safe, cost-efficient and effective aviation services in support of agency and interagency goals and objectives.
- Define and standardize national, interagency helicopter management and operational procedures for helicopter users from participating agencies.
- Through standardization, facilitate the ability of personnel from different agencies to work cooperatively on incidents or projects.
- Provide a framework within which areas, regions, states, and local units can provide supplemental, site-specific guidance.

II. Scope.

The procedures contained in this guide apply to helicopter operations conducted by providers and users of helicopters from participating agencies. This guide addresses both incident and resource helicopter operations.

The National Wildfire Coordinating Group (NWCG) National Interagency Aviation Committee (NIAC) has approved the IHOG for interagency use and guidance.

If an agency chooses to incorporate the IHOG as policy within the agency's directives system, it is essential that the user understands the use of language in the IHOG regarding mandatory or optional compliance. The use of the verb "must"" conveys mandatory compliance; use of "should" conveys required compliance except for documented justifiable reasons; and use of "may" and "can" conveys optional compliance.

While it is recognized that field offices from most participating agencies have the authority to issue more restrictive guidance and directives than that contained in the IHOG, they are encouraged not to do so in the interests of the guide's objective to promote interagency standardization of helicopter operations. Exceptions to the IHOG may only be authorized through agency specific procedures.

For aviation operations using Active Duty/Reserve military helicopters, and National Guard units officially "federalized" by the Department of Defense (DoD), refer to Chapter 70 of the *Military Use Handbook* for specific policy and procedural information.

The use of National Guard units for federal firefighting purposes within their state must be outlined in national, regional, state or local agreements and Memorandums of Understanding (MOUs) between federal agencies and the specific National Guard units.

There may be discrepancies between direction found in this guide and applicable helicopter contract language. When discrepancies arise, the current helicopter procurement document should be followed. However, if discrepancies cannot be resolved to the satisfaction of the vendor and government representative, the Contracting Officer should be consulted.

III. Authority.

The aviation directives of the participating agencies contain the authority to require implementation of this guide as policy.

A. Participating Agencies.

- U.S. Department of Agriculture (USDA) Forest Service (USFS).
- U.S. Department of the Interior (DOI) Office of Aviation Services (OAS).

- DOI Bureau of Land Management (BLM).
- DOI Bureau of Indian Affairs (BIA).
- DOI Fish & Wildlife Service (FWS).
- DOI National Park Service (NPS).
- Participating State and Local agencies.

B. Fire Operations.

The IHOG is policy for all participating federal agencies for interagency fire operations.

The target group for distribution includes users and managers of helicopters, helibase management and air operations personnel, and other personnel involved in helicopter operations such as aviation managers, dispatchers, and project managers.

C. Resource Operations.

The USFS, BLM, and NPS have adopted the IHOG as policy for all helicopter resource operations.

IV. Organization.

The chapters of the IHOG are organized to assist the user in obtaining an understanding of standards and requirements for helicopter operations. The appendices provide standard operational and administrative forms, checklists, and other job aids.

A. Review and Revision.

The Interagency Helicopter Operations Guide Unit has revised the IHOG. The IHOG Unit met to review and consolidate proposed revisions to the IHOG that were generated from the field and from user agencies at all levels. Each proposal was analyzed and either approved or rejected. Users are encouraged to recommend changes to this document through their aviation program manager or IHOG representative.

The IHOG Unit is represented as follows:

- Bill Schuster, Chair, States.
- Eric Scholl, Vice Chair, USFS.
- Todd Couture, BIA.
- Patrick Kenny, BLM.
- Reggie Forcine, FWS.
- Carrie Vernon, NPS.
- Cannon Mix, OAS.
- The IHOpS Subcommittee reviewed and approved the revisions.
- Vince Welbaum, Chair, USFS.
- Eric Shambora, USFS.
- Dave Underwood, BIA.
- Bryan Bitting, BLM.
- Anthony Lascano, FWS.
- Meg Gallagher, NPS.
- Arlyn Miller, OAS.
- Brad Koeckeritz, OAS.

- Dan Boyle, States.

The IHOG Unit will conduct a review at least every three years. At that time, appropriate changes will be recommended to the Interagency Helicopter Operations Subcommittee (IHOpS).

It is recognized that interim revisions (those that occur within the revision cycle) may be necessary. Proposed revisions will be considered and, as appropriate, recommended to IHOpS. Interim revisions will then be issued under individual agency directive.

B. Publication.

The IHOG and IHOG forms are available at:
http://www.nwcg.gov/publications/interagency-helicopter-operations-guide

Chapter 2
Personnel

I. Introduction.

This chapter establishes common duties and responsibilities of helicopter or helibase management positions. Roles and responsibilities cover both incident and resource operations.

II. Training, Qualification and Currency Requirements.

An individual must be trained, experienced, current and certified prior to planning or participating in helicopter operations.

Training, experience and currency requirements for the various aviation related positions are found in a variety of agency documents and not entirely herein.

A. Incident Helicopter and Helibase Management Positions.

Training, qualification and currency requirements for helicopter and helibase management positions on incidents are established in the *Wildland Fire Qualification System Guide*, PMS 310-1.

Agencies may require additional training, experience and currency standards of their employees.

B. Resource Helicopter and Helibase Management Positions.

Training, qualification and currency requirements for DOI and USFS helicopter and helibase management positions for resource missions are found in the *Interagency Aviation Training (IAT) Guide*

Agencies may require additional training, experience and currency standards of their employees.

C. Specialized Helicopter Positions.

Training, qualification and currency requirements for helicopter and helibase management positions on incidents are established within interagency guides and handbooks. Examples of these include:

- Law Enforcement Short-Haul Policy.
- Interagency Aerial Ignition Guide, PMS 501.
- Interagency Helicopter Rappel Guide, PMS 511.
- Helicopter Short-Haul Handbook.
- Aerial Capture Eradication and Tagging of Animals (ACETA) Handbook.
- Military Use Handbook.

Agencies may require additional training, experience and currency standards of their employees.

III. Helicopter Staffing Requirements.

Exhibit 2.1— Minimum staffing for helicopter operations.

Helicopter Type	FAA Standard/Transport Category	FAA Standard Category Temporarily Designated for Limited Use	FAA Standard Category Permanently Designated for Limited Use or FAA Restricted Category
Type 1	Helicopter Manager plus 4 Helicopter Crewmembers	Manager only	Manager only
Type 2	Helicopter Manager plus 3 Helicopter Crewmembers	Manager only	Manager only
Type 3	Helicopter Manager plus 2 Helicopter Crewmembers	Manager only	Manager only

- The minimum required staffing levels must be filled with fully qualified personnel. Trainees may be ordered in addition to the minimum staffing levels.
- CWN Helicopter and Module should marry up away from the assigned incident.

IV. Helicopter Minimum Staffing Exceptions.

The types of missions a helicopter may perform using the following exceptions are approved by the state/regional aviation manager by assessing the risks and benefits of the individual request.

An Air Operations Branch Director (AOBD) or Air Support Group Supervisor (ASGS) may request delegated authority to approve the following exceptions from the regional or state aviation manager.

A. Limited Use Exception.

Helicopters designated as “Limited Use” may be staffed with fewer assigned Helicopter Crewmembers than listed in Exhibit 2.1. A Helicopter designated as limited use must be staffed by a fully qualified Helicopter Manager.

Requests for “Limited Use” will be documented using form HBM-14.

Typical missions performed by a limited use helicopter are those which do not require the support of multiple Helicopter Crewmembers.

B. 2 for 1 Exception.

State/Regional aviation managers may allow two (2) helicopters designated as “Limited Use” or FAA Restricted Category or both types to be managed by one qualified Helicopter Manager.

Requests for “2 for 1” will be documented using form HBM-14.

Required elements for approval are:

- An order for another Helicopter Manager for the second helicopter has been placed and is actively trying to be filled.
- Both helicopters are working out of the same helibase and are physically located side-by-side.
- A Helibase Manager is assigned.

C. Alaska Exception.

A Helicopter Manager is assigned to all Exclusive-Use and Call-When-Needed (CWN) helicopters in Alaska. No additional Helicopter Crewmembers are required unless otherwise requested.

V. Helicopter Management Personnel Roles and Responsibilities.

A. Helicopter Manager (HMGB).

The position of Helicopter Manager applies to the following:

- Exclusive-Use contract fire helicopter manager (including Helicopter Managers assigned to agency-owned aircraft).
- CWN fire helicopter manager.
- Exclusive-Use contract helicopter flight manager.
- Resource helicopter manager.

Helicopter Manager duties and responsibilities:

1. Coordinate with scheduling office, pilot, and users on flight planning.
2. Establish work schedule.
3. Complete required administrative and operational forms specified in Appendix A and optional forms as required by local aviation management.
4. Complete required forms as outlined in Appendix B and optional forms as required by the Helibase Manager.
5. Verify that the aircraft and Pilot are approved for the planned missions.
6. Verify the helicopter, Pilot, and support personnel meet the terms of the procurement document (contract) or agency policy (fleet).
7. Ensure required personal protective equipment is available and used correctly.
8. Ensure a preflight briefing is accomplished prior to the flight.
9. Ensure that flight following is performed.
10. Ensure the vendor-provided communications package, i.e., radios, satellite phones, is programmed correctly and performs well, i.e., pre-flight radio check.
11. Review and sign helicopter load calculations.
12. Responsible for the accurate completion of helicopter passenger/cargo manifests.
13. Direct personnel in the conduct of helicopter operations (helispot location and construction, manifesting, loading and unloading of cargo and personnel, marshaling helicopters, rigging of external loads, etc.).
14. Ensure that, except in an emergency, there is no deviation from established flight plan or type of intended use unless such deviation is relayed and/or approved through identified procedures and that any requirements of such a deviation are met.
15. Assist the pilot in aerial hazard identification; ensure a high-level reconnaissance is made prior to flight less than 500'AGL.
16. Perform daily inventory checks and ensure that tool, equipment, and vehicle maintenance and refurbishment are performed; responsible for overall readiness of the helicopter crew.
17. Lead and participate in safety sessions and critiques; present safety topics to crew; maintain awareness of changes in aviation policy, regulations, and procedures; responsible for crew's and other users' welfare and safety in all aspects of job.
18. Complete Aircraft Fuel Facility Inspection Log at helicopter fueling facilities for which the government is responsible or for those located on government land but operated by the vendor.
19. Monitor vendor personnel for compliance with flight time, driving time, and duty day limitations as contained in the procurement document or agency policy.
20. Ensure flight payment documents are accurate and submitted according to direction found in procurement document.
21. Report any condition, observation, act, maintenance problem, or circumstance with personnel or aircraft that has the potential to cause an aviation-related mishap using the SAFECOM system.
22. Function as the contracting officer's representative (COR) or project inspector (PI); monitor and ensure contract compliance by the vendor and vendor personnel.

23. Maintain Daily Diary of helicopter activities.
24. Refer conflicts beyond immediate resolution to the COR if functioning as PI, or to the CO if functioning as COR.

B. Helicopter Flight Manager.

Missions may be supervised by a Helicopter Flight Manager who has been trained and is qualified to conduct helicopter missions. These missions are limited to:

- Point-to-point transport of personnel from one developed heliport/helibase or airport to another developed heliport/helibase or airport.
- Reconnaissance missions both below 500' AGL and above 500' AGL.
- Landings at or takeoffs from improved or unimproved sites.

Helicopter Flight Manager duties and responsibilities.

1. Coordinate with scheduling office, pilot, and users on flight planning.
2. Complete required administrative and operational forms specified in Appendix A and optional forms as required by local aviation management.
3. Ensure required personal protective equipment is available and used correctly.
4. Perform preflight briefing and ensure a preflight passenger briefing by the pilot is accomplished prior to the flight; verification that the aircraft and pilot are approved and authorized for the type operation to be conducted by checking Interagency Helicopter Pilot Qualification Card and Aircraft Data Card.
5. Ensure flight following and resource tracking is performed; perform a preflight radio check.
6. Ensure load calculation and manifests are completed correctly.
7. Ensure, except in an emergency, there is no deviation from established flight plan or type of intended use unless such deviation is relayed and/or approved through identified procedures and that any requirements of such a deviation are met.
8. Assist the pilot in aerial hazard identification; ensure a high-level reconnaissance is made prior to flight less than 500' AGL.
9. Report any deviations from planned flight or normal operations immediately using agency incident/hazard report.
10. When requested, assist pilot in loading and unloading passengers and cargo.
11. Ensure flight payment documents are accurate and submitted according to direction found in procurement document.

C. Helicopter Crewmember (HECM).

The Helicopter Crewmember serves as a trained member of a helicopter crew, assisting the Helicopter Manager and /or the Helibase Manager in the performance and completion of helicopter missions.

Helicopter Crewmember duties and responsibilities.

1. Constructs helispots, manifests, loads, and unloads cargo and personnel, marshals helicopters, rigs external loads.
2. Assists Manager in performing daily inventory checks and in ensuring operational readiness of helicopter unit; performs tool, equipment, and vehicle maintenance and refurbishment; performs facility and cache maintenance.
3. Participates in proficiency checks and drills.
4. Participates in safety sessions and critiques; provides preflight safety briefings to passengers; ensures own and others' safety and welfare in all aspects of job.
5. Completes aviation forms, vehicle reports, and requisitions as required.

VI. Pilot.

The pilot is an essential part of any aviation mission and must be made an integral part of a team effort whose objective is flight safety and efficiency. The pilot is in command of the aircraft and has ultimate responsibility, under both FAA and agency regulations, for the safety of the aircraft and its occupants.

The pilot's decisions and judgment are final. No agency employee must explicitly or implicitly ask or require a Pilot to perform any mission or flight maneuver which compromises flight safety.

Pilot duties and responsibilities.

1. Adheres to Federal Aviation Regulations (FARs), agency regulations (for agency pilots), and the requirements of the procurement document (vendor pilots).
2. As applicable, coordinates with dispatcher, helicopter manager, and/or helibase manager on project or incident planning and logistics; reviews manifests and intended loads to ensure aircraft is capable of performing the mission; is responsible for knowledge of hazards in area of operations.
3. Ensures that all aircraft and communications equipment is in good condition and operable; performs flight following as required by the agency.
4. Carries a current Interagency Helicopter Pilot Qualification Card; ensures the Aircraft Data Card is physically present in the aircraft; presents the card upon request.
5. Military, cooperator and other-government agency aircraft may have non-carded aircraft or pilots but a copy of the approving document must be available.
6. Performs aircraft preflight using an approved checklist and preflight safety briefing of passengers, or delegates the briefing responsibility to qualified personnel.
7. Completes Helicopter Load Calculation using applicable aircraft Flight Manual Performance Chart(s); ensures that payload does not exceed allowable payload.
8. Meets contract requirements for fueling using approved static bonding procedures.
9. Is responsible for the security of the aircraft.
10. Except in an emergency, does not deviate from flight plan without relaying change to appropriate dispatch office or other flight following facility; does not descend below 500 feet above ground level (AGL) unless such flight has been authorized in advance or an in- flight deviation is approved; makes no descent below 500 feet AGL without first performing a high-level reconnaissance of the operations area to identify hazards.
11. Wears personal protective equipment as required by agency directive (agency Pilots) or the procurement document (vendor Pilots).
12. Completes flight payment documents per agency or procurement document direction.
13. Speaks English fluently and communicates clearly.
14. Responsible for transporting hazardous materials in accordance with Federal state and local requirements.
15. Follows FAA-approved company operational specifications.

VII. Helibase/Helispot Management.

Refer to the Glossary for definitions of helibase, helispot, and unimproved landing sites.

Further information on specific requirements for helibase and helispot management can be found in Chapter 15 or other appropriate chapter(s) of this guide.

Unless otherwise specified, the following job descriptions apply to both incident and resource operations.

Subject to the processes and procedures contained in this guide, the duties and responsibilities contained in the *Wildland Fire Incident Management Field Guide*, PMS 210, have been expanded upon and incorporated into the following helibase organization job descriptions.

A. Helibase Manager (HEB1/2).

The Helibase Manager has primary responsibility for managing all activities at the assigned helibase. Within the ICS system, the Helibase Manager is supervised by the Air Support Group Supervisor. On projects, the Helibase Manager may report to an Air Support Group Supervisor or Air Operations Branch Director if these positions are assigned. Otherwise, the Helibase Manager usually reports to the Project Aviation Manager.

Helibase Managers are qualified at two levels: Helibase Manager Type 1 (6 or more helicopters and/or high complexity) (HEB1) and Helibase Manager Type 2 (1--5 helicopters and/or low complexity) (HEB2). Minimum training, qualification and currency requirements of the Helibase Manager position on incidents are outlined in the Wildland Fire Qualification System Guide, PMS 310-1.

The Helibase Management Incident Complexity Analysis is intended to assist a HEB2/ASGS/AOBD/Aviation Manager, in determining if the helibase is Type 1 or Type 2, assessing the current helibase operations and help in determining if a HEB1 should be ordered. This is a risk analysis tool that will help to quantify the complexity of an incident helibase operation and support a decision to request a HEB1 even if the number of assigned helicopters is five or less.

This complexity analysis should be completed by the helibase/aviation manager and routed through their incident supervisor.

Helibase Manager duties and responsibilities.

1. Conducts briefings using the Daily Helicopter Operations Briefing/Debriefing Checklist, HBM-00.
2. Reviews the Helibase Manager's Reminders List, HJA-2.
3. Obtain briefing from supervisor; obtain Incident Action or Project Aviation Safety Plan, Air Operations Summary, ICS 220, if available; plan helicopter missions accordingly; enter missions to the Helibase Mission Request Log.
4. Obtain a flight hazard map of the area of operations from supervisor or from the local unit. Incorporate hazards into the Helibase Facilities, Hazard, and Flight Route Map and the Incident or Project Map.
5. Check the status of any Temporary Flight Restriction (TFR) that has been planned or implemented by the local unit under FAR 91.137 . Request and implement restrictions if necessary. Ensure air traffic control procedures are followed and that requirements for arriving and departing helicopters and procedures for deconfliction of airspace are in effect.
6. Participate in helibase and helispot site selection, or, if already established, evaluate appropriateness of site(s); take necessary action in coordination with supervisor, including any relocation or adjustment; establish helibase facilities and layout.
7. Establish a helibase display board and a communications/operations area.
8. Participate in incident or project aviation planning activities; coordinate frequently with supervisor concerning priorities and conflicts.
9. Ensure that missions are accomplished effectively and according to tactical and logistical priorities.
10. Submit personnel, aircraft, equipment, and supply needs to supervisor; establish an internal tracking system to track status and delivery of ordered resources. Provide for signing and security of helibase.
11. Manage special operations such as aerial ignition, retardant, seeding, spraying, mixing, and loading operations.
12. Ensure load calculations, manifesting, and loading/unloading of personnel and cargo are performed correctly.
13. Provide for helicopter fueling and maintenance services and areas.
14. Ensure dust abatement measures are provided and used; if chemical means are

used, ensure environmental concerns are addressed.

15. Establish crash rescue procedures and manage appropriate services for the helibase and helispots.
16. Establish flight following procedures using the Helibase Flight Following Log.
17. Manage resources (personnel, equipment, supplies and aircraft) assigned to the helibase, to include:
    - Ensuring the safety and welfare of personnel, both agency and contract, assigned to the helibase.
18. Assigning trained and qualified personnel using the Helicopter Crew Information Sheet or other sources of information; ensuring each individual understands his/her responsibility and authority. Individual knowledge and skill levels vary; every effort should be made to assign the most capable person based on the complexity and nature of the assignment.
    - Keeping an up-to-date record using, as needed, the Helibase Aircraft Information Summary.
    - Ensuring required personal protective equipment (PPE) is worn according to requirements.
    - Meeting timekeeping, eating, sleeping, and transportation needs.
    - Conducting briefings for helibase/helispot personnel and Pilots using the Daily Helicopter Operations Briefing/Debriefing Checklist, HBM-00.
19. Monitoring and managing operations using the Helibase Manager's Reminders List, HJA-2.
20. Maintain agency records and reports of helibase activities.
21. Ensure assigned helicopter managers maintain agency records and reports of helicopter activities by ensuring that Helicopter Managers of assigned aircraft complete required helicopter management forms identified in Appendix A.
22. Conduct a debriefing at the end of each day's operation to obtain feedback on day's operations; takes timely corrective action concerning problems identified.
23. Assign Helispot Managers and establish specific duties and responsibilities.
24. Complete performance evaluations of personnel.

B. Helispot Manager.

Helispot Managers are responsible for providing safe and efficient management of all helicopter activities at the assigned helispot. The Helibase Manager assigns the position of Helispot Manager to a person assigned to manage the aviation operations at a location physically separate from the helibase. A Helispot Manager performs under the supervision of the Helibase Manager.

Since helispots are physically separate from the helibase, resulting in the inability of the Helibase Manager to oversee and monitor helispot operations, it is essential that the Helibase Manager assign the most capable person based on the complexity and nature of the assignment.

Minimum training, qualification and currency requirements of the Helispot Manager position on incidents are outlined in the *Wildland Fire Qualification System Guide*, PMS 310-1 , within the position of Helicopter Crewmember.

Prior to the start of operations, the Helibase Manager should extensively review helispot manager duties and responsibilities, as well as the load capability planning forms in Appendices A and B.

Environmental considerations may affect the construction of a helispot. However, at no time will aircraft or personnel safety be compromised. Significant helispot improvements such as the cutting of numerous trees should be cleared by the Helibase Manager with a higher-level authority, for example, the Air Operations Branch Director or Project Aviation Manager in consultation with the Resource Advisor.

Helispot Manager duties and responsibilities.

1. Obtain briefing from Helibase Manager; obtain Incident Action or Project Aviation Safety Plan, Air Operations Summary, ICS-220, and Communications Plan, ICS 205, if available.
2. Ensure that qualified helicopter crew members are assigned to assist in helispot management, providing on-the-job training as necessary; conduct regular briefings with helispot crew; ensure all assigned personnel understand their responsibilities and authority; manage resources/supplies dispatched to helispot.
3. Obtain necessary equipment and supplies for the operation of the helispot (tools, fire extinguishers, wind indicators, etc.)
4. On incidents, ensure that all helispot personnel are capable of and prepared to perform fire suppression duties in and around the helispot; ensure that helispot crew is equipped to remain overnight, even in adverse weather conditions.
5. Obtain allowable payload information for the helispot for each assigned helicopter, utilizing forms outlined in Appendices A and B.
6. Obtain transportation and report to the assigned helispot; establish radio communications with the helibase; provide the Helibase Manager with initial or additional information for the Helispot Information Summary.
7. Ensure that all helispot personnel and personnel to be transported wear required personal protective equipment.
8. Ensure the helispot and landing pad is constructed and prepared properly to ensure safe use of the highest gross weight helicopter and/or helicopter with the largest diameter rotor blades; construct the helispot according to safety standards; if required, obtain approval prior to making improvements.
9. Install wind indicators and sign the area perimeter as necessary; perform any necessary aerial and ground hazard reduction and safety improvements.
10. Anticipate dust abatement needs and provide or request as necessary.
11. Make crash rescue equipment such as fire extinguishers available.
12. Number and map the helispot in coordination with the Helibase Manager.
13. Ensure helispot air traffic control procedures (safe flight patterns inbound and outbound) are in place; ensure that flight routes and area hazards are made known to all Pilots; ensure communications and parking tender(s) are in place.
14. Complete manifests accurately for all flights originating from assigned helispot; perform manifesting, briefing, and loading of personnel and cargo.
15. Return external load equipment (nets, leadlines, and swivels) and excess firefighting equipment to the helibase promptly.
16. Inform Helibase Manager of helispot activities; coordinate activities and requests for air support with the Helibase Manager.
17. If applicable, supervise or perform water or retardant loading at helispot.
18. Maintain records and reports of helicopter activities for later inclusion in the Helicopter Daily Use and Cost Summary.
19. If returned to the helibase, attend the nightly debriefing and provide feedback on day’s operations; otherwise, provide by radio.

C. Deck Coordinator (DECK).

The Deck Coordinator (DECK) is supervised by the Helibase Manager and is responsible for providing coordination at the helibase for personnel and cargo movement. The DECK supervises the Parking Tenders and Loadmasters.

The individual assigned must have a complete knowledge of helibase operations, and especially of helibase layout and setup, passenger and cargo transport, load calculations and manifesting, external load operations, fueling, and helibase air traffic coordination procedures.

Minimum training, qualification and currency requirements of the DECK position on incidents are outlined in the Wildland Fire Qualification System Guide, PMS 310-1.

During complex helibase operations, the assignment of a fully-qualified Helibase Manager to this position is suggested.

Deck Coordinator duties and responsibilities.

Refer to Chapter 15 and Appendix B for specific information on completion of referenced forms.

1. Obtain briefing from the Helibase Manager; obtain Incident Action or Project Aviation Safety Plan, including Air Operations Summary, ICS-220, and Communications Plan, ICS-205, if available.
2. Provide input to and assist the Helibase Manager in completing the Helibase Facilities, Hazard and Flight Route Map; review with all personnel involved, including pilots.
3. Obtain trained and qualified personnel to manage the deck safely and efficiently.
4. Supervise personnel assigned to the deck, to include:
5. Ensure the safety and welfare of personnel (both agency and contract) assigned; ensuring all personnel understand their responsibility and authority; monitoring their actions to ensure duties and responsibilities are correctly performed.
6. Conduct briefings of subordinates.
7. Ensure personal protective equipment is worn by both personnel assigned to the deck and by personnel being transported.
8. Meet timekeeping, eating, sleeping, and transportation needs.
9. Assist the Helibase Manager in completing the Daily Helicopter Operations Briefing/Debriefing Checklist by ensuring that all requirements of the Checklist for the deck are met prior to commencement of operations; review the parts of the Helibase Manager’s Reminders List applicable to the deck.
10. Establish, number, and mark touchdown pads and emergency landing areas. Ensure separation of landing areas for cargo, personnel, fueling and other specialized operations, e.g., retardant, helitorch, etc.
11. Ensure the separation of ground vehicle traffic and parking areas from flight operations and overflight by departing or arriving helicopters.
12. Ensure deck access is restricted to personnel and vehicles by posting of warning signs, flagging, etc.; establish staging areas, ground traffic routes, and cargo and personnel manifesting and weighing areas utilizing flagging or other means.
13. Ensure crash rescue requirements are understood by deck personnel and that personnel are trained and qualified in the use of extinguishers, crash rescue, and evacuation kits; conduct on-the-job training sessions as necessary.
14. Ensure hand signals are mutually understood by Parking Tenders and Pilots; conduct on-the-job training sessions as necessary.
15. Anticipate dust abatement needs and provide or request as necessary.
16. Complete manifests accurately for all flights originating from assigned helispot; perform manifesting, briefing, and loading of personnel and cargo.
17. Ensure helicopter fueling is performed according to requirements and that Parking Tenders provide fire extinguisher protection during refueling.
18. Coordinate with the Takeoff and Landing Coordinator (TOLC) to ensure air traffic coordination; assume the TOLC position if unassigned.
19. Maintain records required for the deck coordination function, including procedures for completing the Helicopter Daily Use and Cost Summary and the Helibase Daily Use and Cost Summary.
21. Coordinate frequently with the Helibase Manager; attend the nightly debriefing and provide feedback on problems encountered; recommend corrective action.
22. Complete performance evaluations of personnel supervised.

D. Parking Tender (PARK).

The Parking Tender is supervised by the DECK and is responsible for ground and air traffic in and around the assigned landing pad and for the landing and parking of helicopters at that pad.

Parking Tenders should be fully briefed regarding responsibility for the landing pad to which each is assigned, as well as the helicopter(s) assigned to the pad. Parking tender should perform the bulk of their duties from outside the safety circle.

Minimum training, qualification and currency requirements of the Parking Tender position on incidents are outlined in the Wildland Fire Qualification System Guide, PMS 310-1.

Parking Tender Duties and Responsibilities.

1. Obtain briefing from the DECK; obtain radio frequencies and other information necessary to perform the job.
2. Supervise activities at the assigned landing pad, including personnel, ground vehicle, and helicopter movement.
3. Know and understand crash rescue procedures; ensure that extinguishers are placed at the landing pad; be responsible for extinguisher operation in the event of fire either on landing, takeoff, or refueling.
4. Ensure touchdown pad is properly prepared, numbered, and maintained.
5. Ensure adequate communications between the pad, Pilot, DECK, and the TOLC.
6. Know and understand helicopter hand signals; provide wind advisories and other landing, takeoff, and holding directions to the Pilot; assist the Pilot as needed when the helicopter is departing, approaching, or is on the landing pad. Communication with the Pilot may be done either through hand signals or by way of radio communication. Positive communication over the radio by the Parking Tender via a patch cord and flight helmet is the preferred method. Parking Tender should be positioned outside the safety circle.
7. Be alert for potential conflicts between inbound and/or outbound aircraft. Coordinate with loadmasters on the loading and unloading of personnel and cargo; ensure that loading personnel check personnel seat belts, cargo restraints, and helicopter doors prior to departing the area.
8. Monitor the fueling of helicopters; report any problems to the Helibase Manager.
9. Wear high visibility clothing to distinguish from other personnel.
10. Coordinate frequently with the DECK; attend the nightly debriefing and provide feedback on problems encountered; recommend corrective action.

E. Loadmaster (Personnel or Cargo).

The Loadmaster is assigned and supervised by the DECK and is responsible for the safe loading and unloading of personnel and/or cargo.

It is essential that all Loadmasters be briefed concerning the characteristics of each make/model helicopter assigned, as well as standard aircraft safety briefing procedures, personnel/cargo weighing.

Loadmaster duties and responsibilities.

1. Obtain briefing from DECK; obtain radio frequencies and other information necessary to perform the job.
2. Ensure designation and signing of crew and cargo staging areas and of egress and ingress routes to the deck.
3. Obtain sufficient personnel resources to load personnel and cargo; supervise personnel assigned to loading positions, to include:
4. Ensure the safety and welfare of personnel (both agency and contract) assigned; ensuring all personnel understand their responsibility and authority; monitoring their actions to ensure duties and responsibilities are correctly performed

5. Conducting briefings of subordinates.
6. Ensuring personal protective equipment is worn by both personnel assigned to the deck and by personnel being transported.
7. Meeting timekeeping, eating, sleeping, and transportation needs.
8. Supervise the manifesting of personnel and cargo according to requirements:
9. Ensure that appropriate hazardous materials regulations are enforced as outlined in the Interagency Aviation Transport of Hazardous Materials handbook/guide.
10. Ensure the Pilot is aware of weight and nature of all loads being transported.
11. Supervise loading and unloading crews.
12. Ensure all passengers receive preflight briefings.
13. Ensure external load equipment is checked for proper operation before use.
14. Know and understand crash rescue procedures; inform personnel of helibase and helicopter crash rescue procedures.
15. Coordinate with TOLC and Parking Tenders.
16. Coordinate frequently with the DECK; attend the nightly debriefing and provide feedback on problems encountered; recommend corrective action.

F. Takeoff and Landing Coordinator (TOLC).

The Takeoff and Landing Coordinator (TOLC) is supervised by the Helibase Manager and is responsible for providing coordination of arriving and departing helicopters and all helicopter movement on and around the helibase. When this position is not filled, the DECK or Aircraft Base Radio Operator (ABRO) will usually assume this function.

The individual assigned must have a complete knowledge of helibase operations, and especially of communications, helibase layout and setup, and helibase air traffic coordination procedures.

Minimum training, qualification and currency requirements of the Takeoff and Landing Coordinator position on incidents are outlined in the Wildland Fire Qualification System Guide, PMS 310-1 .

During complex helibase operations, FAA Air Traffic Control personnel may act as TOLC. Consult the geographic area mobilization guide and the Interagency Airspace Coordination Guide for ordering guidelines and other considerations, e.g., timekeeping, equipment needs. Their effectiveness can be enhanced by providing them with a reconnaissance flight of the incident or project.

The TOLC’s responsibility is to provide advisories on the safe takeoff and landing of helicopters. It is not to be a radio operator for general messages.

Refer to Chapter 15 and Appendix B for specific information on completion of referenced forms.

Takeoff and Landing Coordinator (TOLC) duties and responsibilities.

1. Obtain briefing from the Helibase Manager; obtain Incident Action or Project Aviation Safety Plan, Air Operations Summary, ICS 220, and Communications Plan, ICS 205, if available.
2. Assist in the completion of the Helibase Facilities, Hazard, and Flight Route Map; review with all personnel involved.
3. Coordinate with the ABRO on helicopter flight routes and patterns; establish air traffic control procedures with Pilots; ensure established flight routes and patterns in and out of the helibase are maintained; control movement of helicopters in hover lanes.
4. Establish and maintain discrete communications with all incoming and outgoing helicopters. Maintain constant communications with the ABROs.
5. Coordinate with DECK and Parking Tenders on movement of aircraft when arriving at or departing from the Helibase; provide advisories (traffic, winds, etc.) to landing and departing helicopters.
6. Coordinate frequently with the DECK and the ABRO; attend the nightly debriefing

and provide feedback on problems encountered; recommend corrective action.

G. Aircraft Base Radio Operator (ABRO).

The ABRO is supervised by the Helibase Manager and is responsible for establishing and facilitating communications among incident or project assigned helicopters, helibases, helispots, air operations staff or Resource Aviation Manager, and the TOLC. This individual is key to efficient communications, flight following, and mission assignment.

The ABRO should communicate frequently with the Helibase Manager concerning mission assignments, priorities, etc. The Helibase Manager should review the requirements of Helibase Mission Request Log, HBM-6, and Flight Following Log, HBM-5, with the ABRO(s) prior to the start of operations.

After the morning briefing, the ABRO should review the Incident Action or Project Aviation Plan in depth. The ABRO should post ICS Form 205, Incident Radio Communication Plan, for quick reference. The position is instrumental in recommending and establishing a communication plan for the helibase.

Information from the Communication Plan, ICS-205, should be transferred to the Helibase Organization Chart, which lists aircraft frequencies, and to the Air Operations Communications Plan.

Minimum training, qualification and currency requirements of the Aircraft Base Radio Operator position on incidents are outlined in the *Wildland Fire Qualification System Guide*, PMS 310-1 .

Aircraft Base Radio Operator duties and responsibilities.

1. Obtain briefing from Helibase Manager; obtain Incident Action or Project Aviation Safety Plan, or, at a minimum, Air Operations Summary, ICS-220, Communications Plan,ICS-205, Medical Unit Plan, ICS-206, and Incident or Project Map.
2. Receive orders for support or tactical missions, enter on the Helibase Mission Request Log, and assign these missions in consultation with the Helibase Manager. If conflicts among missions occur, the ABRO should inform the Helibase Manager.
3. ABRO must keep abreast of priority changes, helicopter missions, and incident objectives.
4. Notify TOLC of incoming aircraft.
5. If applicable, receive approval from ATGS or HLCO before directing aircraft for takeoff.
6. Establish procedures for and maintain flight following with all assigned aircraft utilizing the Helibase Flight Following Log.
7. Establish and maintain proper radio procedures.
8. Obtain necessary timekeeping forms and record operational times of assigned helicopters; as needed, track available time (flight and duty day) remaining utilizing the Helibase Flight Time Tracking Record; record other information on the Helibase Aircraft Information Summary.
9. Obtain Helicopter Daily Use and Cost Summaries from Helicopter Managers and complete the Helibase Daily Use and Cost Summary prior to the end of each shift and submit to the Helibase Manager.

11. Understand crash rescue and medevac procedures and notifications; notify supervisor immediately of any overdue, missing, or crashed aircraft; institute emergency response procedures if necessary. Refer to Helibase Emergency Response Plan and Incident Medical Plan, ICS 206.
12. Coordinate with the Helibase Manager, DECK, and TOLC; attend the nightly debriefing and provide feedback on problems encountered; recommend corrective actions.

H. Mixmaster (MXMS) Retardant.

The Mixmaster is supervised by the Helibase Manager and is responsible for preparing fire retardant for helicopters at the rate specified and for the expected duration.

Retardant operations at helibases or other off-airport locations are conducted primarily by commercial vendors using Mobile Retardant Base (MRB) on emergency equipment rental agreements. Most of the Mixmaster duties outlined below are fulfilled by vendor personnel, with government involvement limited to contract administration and verification of payment documents. The duties below are provided as a guideline for what the Helibase Manager supervising an MRB operation may expect from the vendor, and the type of coordination that is required. Duties and responsibilities should be adjusted accordingly, given the vendor-government relationship.

If a portable retardant operation is ordered, it is advisable that the Helibase Manager immediately order a Mixmaster who is knowledgeable and trained in the type of portable retardant operation to be conducted.

Many portable retardant operations come fully staffed by the vendor, it is advisable to order this position to function as the government representative monitoring retardant quality control, reviewing and approving payment documents, and generally overseeing the retardant operation.

Mixmaster Duties and Responsibilities.

1. Obtain briefing from Helibase Manager; obtain Incident Action or Project Aviation Safety Plan, or Air Operations Summary, ICS 220, Communications Plan, ICS 205, and Incident or Project Map.
2. Coordinate mixing and loading activities with the TOLC and DECK.
3. Determine needs and plan for necessary personnel, equipment, facilities, and supplies; ensure supply of retardant is adequate to meet demand.
4. Coordinate with the Helibase Manager or Helispot Manager to plan the retardant site layout and establish a retardant dip point and/or mixing area (this is usually performed in coordination with the retardant vendor).
5. Check accessory equipment such as valves, hoses, and storage tanks.
6. Supervise the mixing crew during setup and operations, to include:
7. Ensure the safety and welfare of personnel (both agency and contract) assigned; assigning qualified retardant mixers and loaders and ensuring all personnel understand their responsibility and authority; monitoring their actions to ensure duties and responsibilities are correctly performed.
8. Ensure required personal protective equipment is worn at all times.
9. Conduct briefings of subordinates.
10. Meet timekeeping, eating, sleeping, and transportation needs.
11. Ensure that preflight inspections of drop equipment (fixed-tanks, buckets) are made prior to operation.
12. Coordinate with Helibase Manager to evaluate efficiency of the retardant operation:
13. Retardant mixture meets specifications.
14. Cost-effectiveness of the operation, to include location of mix site relative to drop points and retardant effectiveness.
15. Type of fill operation.
16. Provide for proper storage and management of supplies and equipment; ensure that all environmental concerns and requirements are met; ensure that cleanup is performed prior to departure; a Resource Advisor should be able to help with local area concerns.
17. Keep required records for water, foam, and retardant use.Aerial Supervision.

I. Helicopter Coordinator (HLCO).

The HLCO is supervised by the ATGS and is responsible for coordinating tactical or logistical helicopter missions(s) at the incident.

Minimum training, qualification and currency requirements of the Helicopter Coordinator position on incidents are outlined in the Wildland Fire Qualification System Guide, PMS 310-1.

Helicopter Coordinator duties and responsibilities.

1. Obtain briefing from ATGS.
2. Survey assigned incident area to determine situation, aircraft hazards, and other potential problems.
3. Coordinate with ASGS and/or Helibase Manager in establishing locations and takeoff and landing patterns for helibase(s) and helispot(s).
4. Coordinate the use of assigned ground-to-air and air-to-air communications frequencies with the ATGS.
5. Ensure that all assigned helicopter Pilots know appropriate operating frequencies. Coordinate geographical areas for helicopter operations with ATGS and make assignments.
6. Inform ATGS when mission is completed and reassign helicopter as directed.
7. Report incidents or accidents to ATGS immediately.
8. Maintain record of activities.
9. Attend a debriefing and provide feedback to the ATGS, ASGS, and Helibase Manager.
10. Make mention of Military Use Handbook (MOU).
11. Make mention of SAR.
12. Make mention of Law enforcement.

VIII. Law Enforcement Helicopter Positions.

Sensitive mission requirements and objectives may require security clearances of personnel participating in the mission. Any individual deemed not suitable for the mission by the law enforcement officer (LEO) must be removed from the operation and documentation of the action taken must be submitted to the unit aviation manager.

All law enforcement aviation operations using helicopters must, depending on the mission profile, be conducted either by a qualified Resource or Incident Helicopter Manager or by a Helicopter Flight Manager.

It is recommended that a qualified LEOs fill the Helicopter Manager position.

The one exception to personnel being required to fulfill the above requirements is when the agency is using other-government agency or military aircraft, and the provider of the aircraft is also providing all helicopter and/or helibase management services, e.g., flight following, loading/unloading of personnel and/or cargo, external load operations., etc.

Any law enforcement personnel participating as a Helicopter Crewmember, and not solely as a passenger being transported, must meet the requirements for a Resource Helicopter Crewmember.

All law enforcement personnel filling helibase positions must meet the training, qualification and currency requirements of the position outlined in the Wildland Fire Qualification System Guide, PMS 310-1.

Pilots from other law enforcement agencies, the National Guard, or DoD must be either approved through a Memorandum of Understanding or similar agreement, or must possess a current Interagency Helicopter Pilot Qualification Card.

Sensitive mission requirements may require security clearances of the Pilot and/or vendor to ensure mission integrity. Law Enforcement Helicopter Managers are responsible for informing the scheduling unit of any such requirements.

IX. Search and Rescue Helicopter and Helibase Personnel.

Helicopter Managers and Crewmembers performing search and rescue missions must meet resource requirements for helicopter or helibase management, as well as associated duties and responsibilities for each position filled.

X. Military Helicopter Personnel.

Refer to Chapter 70 of the Military Use Handbook. for operational procedures regarding personnel associated with the use of military aviation.

XI. Aerial Capture, Eradication, and Tagging Of Animals (ACETA) Helicopter Positions.

Vendors who provide gunners and muggers for ACETA operations are not required to adhere to the agency personnel requirements outlined below.

The Helicopter Manager of an ACETA operation must meet the requirements for a Resource Helicopter Manager.

The Helicopter Manager participating in ACETA operations has mission specific duties and responsibilities as follows:

1. Ensures that Pilot and aircraft are carded and certified for ACETA operations.
2. Ensures dual controls are removed prior to commencement of the ACETA operation.
3. Ensures crew and passengers wear PPE as specified in the ALSE Handbook, as well as in agency specific manuals and handbooks
4. Ensures all cargo is restrained according to requirements.
5. The Gunner of an ACETA operation must:
    - Operate appropriate weapon(s); ensures the weapon is not loaded or cocked unless the muzzle is outside and pointed away from the aircraft.
    - Identify the animals(s) to target.
    - Ensure adequate covering for protection of control mechanism and under seat area to prevent ejected shells, etc., from interfering with controls.
6. The HECM participating on an ACETA operation as a mugger must meet the requirements for a Resource HECM.
7. All agency personnel filling helibase positions on an ACETA project must meet position requirements.
8. ACETA Pilots must be carded for the ACETA mission and specific animals targeted.
9. If single-skid, step-out, or toe-in landings are to be performed, Single-skid Toe-in Exit Procedures (STEP) training is required as well as an approved exemption granted by the appropriate agency aviation manager.

Chapter 3
Operational Planning

This chapter discusses operational areas that must be addressed and actions that must be performed during the project or flight planning and scheduling process including, but not limited to:

- Flight Purpose, Profile and Objective.
- Scheduling, Obtaining and Cost Comparison of Helicopters.
- Hazard Identification and Risk Management.
- Communications.
- Airspace Coordination.
- Equipment, Personnel and PPE.
- Helicopter Capabilities and Limitations.
- Manifests and Briefings.

I. Introduction.

It is essential that aviation operations be planned with consideration given to safety and operational efficiency. Missions can be accomplished safely and efficiently, provided that a high degree of planning, risk analysis and management is applied. The success of a project or flight is affected by the ability to anticipate and influence events before they occur. Standard operating procedures (SOPs) have been developed to help streamline the planning process, incorporate the lessons learned from experience, and use the best practices that balance the demands for safety and efficiency.

The planning process includes several steps as a project or flight is considered. Initial planning tasks include determining objectives, risk assessment and contingency planning. Once these primary tasks are completed the process continues with aircraft selection and mission profile and planning that is more operational in nature.

II. Developing Objectives and Contingency Planning.

A. Objectives.

The objectives for a project or particular flight will affect the planning and decision-making process. To be effective and support the overall goals of the organization, objectives must be clear, concise, achievable, and measurable.

- Achievable does not necessarily mean easy, but expectations should be reasonable.
- Measurable on some quantifiable scale so success can be determined.

B. Contingency Planning.

Preparation is the key to flexibility. Considering multiple options in the planning stage rather than relying on one course of action will lead to success. Options based on “What If?” questions should be considered during the planning phase:

- What if the flight is delayed?
- What if the passengers are late?
- What if the meals for the spike crews aren’t delivered as scheduled?

It is easier to do contingency planning in an air-conditioned room in the company of your teammates instead of later when the rotors are turning and the sun is getting close to the horizon. That’s not the time to brainstorm, but the time to execute based on decisions made in the calm comforts of the planning room. You won’t have time to think things through as thoroughly during the mission.

Contingency planning should be detailed. Projects should be broken down into individual missions and missions should be broken down to their smallest elements. These elements should be ranked according to their importance, such as, “What’s going to stop progress?” or “What elements are essential?” After consideration is given to the ways something can go wrong with each mission element, specific solutions can be developed.

III. Risk Management.

This section is directed toward risk management as it applies to helicopter and helibase field operations. Risk management is an ongoing process.

A. Risk Management Principles.

These basic decision making principles must be applied before any anticipated job, task, or mission is performed:

1. **Accept no unnecessary risk.** The most logical choices for accomplishing a mission are those that meet all the mission requirements while exposing personnel and resources to the lowest possible risk.
2. **Make risk decisions at the appropriate level.** Making risk decisions at the appropriate level establishes clear accountability. Those accountable for the success or failure of a mission must be included in the risk decision process. Supervisors at all levels must ensure subordinates know how much risk they can accept and when they must elevate the decision to a higher level.
3. **Accept risk when benefit outweighs cost.** Weighing risks against opportunities and benefits helps to maximize unit capability. Even high-risk endeavors may be undertaken when there is clear knowledge that the sum of the benefits exceeds the sum of the costs.
4. **Integrate risk management into planning and execution at all levels.** To effectively apply risk management, leaders at all levels must dedicate time and resources to incorporate risk management principles into the planning and execution phases of all operations. Integrating risk management into planning as early as possible provides the decision maker with the greatest opportunity to apply risk management principles.

B. Time Element in Risk Management.

Performing risk management is limited by the amount of time available for planning and requires flexibility and judgment by both Pilots and air operations supervisors.

Risk management can be divided into three categories according to time element.

1. **Time Critical.** This type of risk management is an “on-the-run” mental or verbal review of the situation using the risk management process without necessarily recording the information. The process is used to consider risk while making decisions in a time limited situation. Many of the skills used in this context are applicable to normal mission where deliberate risk management has occurred and crews must manage risk in a dynamic situation.
   Search and rescue missions also fall in this category. Encountering unexpected winds at a helispot is another common occurrence, where the pilot must rapidly assess the risk and determine whether to land, attempt to land at another spot farther from the objective, or abort the mission and return to base.
2. **Deliberate.** This type is used when planning time permits. It involves risk identification, evaluation, consideration of control options and risk decision making, implementation of controls, and supervision. Note that all of these may be applied to time critical risk management; however, the time frame in which the rapid

examination is performed is compressed by the urgency of the situation.

This is the type of risk assessment that should be performed by the AOBD while completing the form ICS 220; by the Helibase Manager while briefing personnel and discussing intended missions, and by project personnel when planning a flight mission days or weeks in advance.

For example, if a Wild Horse and Burro Specialist knows that a census in a certain area is required at a specific time of year, there is ample time to identify and evaluate hazards (wires, military training routes, deep canyons, etc.), develop and implement controls (for example, coordinate with the military to deconflict airspace) and supervise preparations for the mission.

3. **Strategic/In-Depth.** This type should be used in instances where new technology is being proposed, when risks appear high, and time and resources allow thorough assessment. Risk management at this level requires more sophisticated techniques and professional reviews.

   An example would be the Safety Management System testing and implementation of a new aerial firing device, new external load method, or new method of personnel delivery. In these cases, handbooks and operating procedures must also be developed and/or revised.

C. Risk Management Process.

During mission planning, risk decisions should be made at a level of command that corresponds to the degree of risk. For personnel at the field level a general field appraisal may often be sufficient and may be accomplished through the use of one of the risk management tools discussed in Appendix G.

Risk management tools are found in Appendix G.

Medium-risk decisions should be elevated to a higher level (for example, to the AOBD or Project Aviation Manager level). Low-risk decisions can usually be made at the Helibase Manager or Helicopter Manager level. Refer to Appendix G for guidance.

During mission planning, risk decisions should be made at a level of command that corresponds to the degree of risk. The Pilot and/or Helicopter Manager always have the authority to decline the mission.

D. How to Properly Refuse Risk.

Every individual (government and contract) has the obligation to report safety problems affecting his or her safety and has the responsibility to contribute ideas to correct the hazard. In return, supervisors are expected to give these concerns and ideas serious consideration. When an individual feels an assignment is unsafe, he or she also has the obligation to identify, to the degree possible, safe alternatives for completing that assignment. Turning down an assignment is one possible outcome of managing risk.

A “turn down” is a situation where an individual has determined he or she cannot undertake an assignment as given and is unable to negotiate an alternative solution. The turn down of an assignment must be based on assessment of risks and the ability of the individual or organization to control or mitigate those risks. Individuals may turn down an assignment when:

- There is a violation of regulated safe aviation practices.
- Environmental conditions make the work unsafe.
- They lack the necessary training, qualifications or experience.
- Defective or inappropriate equipment is being used.

Individuals will directly inform their supervisor that they are turning down the assignment as given. The most appropriate means of documented turn down criteria is using the Aviation Watch Out Situations.

The supervisor will notify the AOBD immediately upon being informed of a turn down. If there is no AOBD, notification must go to the appropriate Section Chief, the Incident Commander, or the local Aviation Manager. Proper handling of turn downs provides accountability for decisions and initiates communication of safety concerns within the incident organization.

If the assignment has been turned down previously and the supervisor asks another resource to perform the assignment, he or she is responsible to inform the new resource that the assignment has been turned down and the reasons why. Furthermore, the personnel need to realize that a turn-down does not stop the completion of the assigned operation.

The turn-down protocol is an integral element that improves the effective management of risk, and it provides timely identification of hazards within the chain of command, and raises risk awareness for both supervisors and subordinates and promotes accountability.

If an unresolved safety hazard exists, the individual needs to communicate the issue/event/concern immediately to their supervisor and document as appropriate, including filing a SAFECOM.

Aviation Watch Out Situations

- Is this flight necessary?
- Who is in charge?
- Are all hazards identified and have you made them known?
- Should you stop the operation or flight due to change in conditions?
- Communications
- Confusion
- Conflicting Priorities
- Weather
- Turbulence
- Personnel
- Is there a better way to do it?
- Are you driven by an overwhelming sense of urgency?
- Can you justify your actions?
- Are there other aircraft in the area?
- Do you have an escape route?
- Are any rules being broken?
- Are communications getting tense?
- Are you deviating from the assigned operation or flight?

IV. Flight Missions, Profiles and Categories.

Informational needs, flight following methods, requirements for personal protective equipment, aircraft/pilot carding, and required management approvals differ between point-to-point and mission-type flights, and between general use and special use flight. In order to identify the type of flight, the following definitions have been established.

A. Point-to-Point Flight.

Typically, the flight originates at one developed airport or permanent helibase, with flight route being direct to another developed airport or permanent helibase. The flight is conducted solely for the purpose of transportation of persons or cargo or for administrative travel purposes.

When planning to deviate from a direct route for aerial surveillance or other reasons, the deviation must be specified and documented in advance.

Except in an emergency or at the direction of an air traffic control facility, there must be no deviation from the submitted flight plan while enroute unless the agency representative aboard the aircraft reports the amended flight plan to a designated point-of-contact.

All point-to-point flight is considered general use flight. For explanation, refer to general and special use definitions below.

B. Mission Flight.

These flights are defined by exclusion as all flights not meeting the definition of point-to-point flight. As such, mission flight requires work to be performed in the air, for example, retardant or water delivery, reconnaissance, or through a combination of ground and aerial work, for example, delivery of personnel and/or cargo from helibases to helispots or unimproved landing sites, rappelling or cargo letdown, horse herding.

- *Mission flight inherently requires greater planning due to the greater number of hazards and consequent higher degree of risk commonly involved in non-point-to-point flights.*

C. General Use or Special Use Flight.

Flights are also categorized as either “general use” or “special use” activities. Special use flights require additional pilot qualifications, aircraft equipment, and passenger safety equipment. All helicopter flights, including those aboard cooperator, military, and other government agencies’ aircraft, must conform to the requirements as outlined in appropriate agency directives.

During a flight mission, the type of use must not change from a planned “general use” environment to an unplanned “special use” flight environment unless the following conditions have been met:

1. Required personal protective equipment is being worn by both pilot and all passengers.
2. Line manager approval is obtained prior to the change in type of flight activity. Pilot and aircraft are carded for the special-use activity, as verified by either the dispatcher or the Helicopter Manager.
3. The dispatcher or other point-of-contact reviews the unit aerial hazard map and relevant information on area of operations is relayed to the pilot or Helicopter Manager.
4. The Pilot performs a high-level reconnaissance above 500 feet AGL of the area to identify hazards prior to descent to low level.

These requirements are waived when a life-threatening situation exists on the ground, and intervention or surveillance by the occupants of the helicopter will avert the situation. Such situations must be documented by the Helicopter Manager or Flight Manager and a report submitted to the unit aviation manager.

General Use. General Use Flights include point-to-point flights and mission flights conducted at greater than 500 feet AGL, with no descent at any time below 500 feet AGL.

Special Use. Special use activities are described as operations involving helicopters which require special considerations due to their functional use. This may require deviation from normal operating practices when authorized. Special pilot qualifications and techniques, special aircraft equipment, and personal protective equipment are required to enhance the safe transportation of personnel and property. Special use flight includes the following missions:

- Flights conducted below 500 feet AGL.
- Water or retardant application.
- Hover Fill operations. Prior agency authorization and training is required.
- HLCO and ATGS operations.
- Aerial ignition activities.
- Night Vision Goggle operations.
- Offshore vessel or platform landings.
- Single-skid, Toe in, hover Exit/entry Procedures (STEP). Prior authorization or exemption is required.
- Takeoff or landing requiring special techniques due to hazardous terrain, obstacles, pinnacles or surface conditions.

1. Specific Special Use Flights/Missions.
2. Law Enforcement. See Chapter 16 for discussion of law enforcement specific missions and operational requirements.
3. Search and Rescue. See Chapter 17 for discussion of search and rescue specific missions and operational requirements.
4. Aerial Ignition. All aerial ignition operations must be conducted in conformance with the Interagency Aerial Ignition Guide, PMS 501.
5. Rappel. The use of rappel requires agency approval. Training, qualification, and certification must be in accordance with the current *Interagency Helicopter Rappel Guide*, PMS 511. Tactical use of rappelling will be determined by the individual agency.
6. Short-Haul. The use of helicopter short-haul requires agency approval. Training, qualification, and certification must be in accordance with agency policy. Tactical use of helicopter short-haul will be determined by the individual agency.
7. Aerial Capture, Eradication and Tagging of Animals (ACETA). ACETA operations are conducted primarily by DOI bureaus. For these operations, refer to the ACETA Handbook. Bureaus may have additional guidance.
8. Media. Transportation of media personnel may be conducted in government helicopters provided media personnel meet the definition of "official passengers". Refer to agency specific direction concerning level of approval needed to conduct flights with media on board. Media personnel must adhere to all requirements (for example, personal protective equipment). See Chapter 10 for more information.
9. External Load Operations. External load operations include water bucket operations, seeding, sling loads using either lead line/swivel/cargo hook or the swivel/remote electric hook/longline. When planning an operation which will involve external loads, the personnel requirements and operational procedures outlined in Chapter 11 must be followed.

V. Flight Planning and Scheduling Process.

Flight planning involving all participants in the intended mission serves to reduce the risk inherent in any aviation mission to acceptable levels. Levels of aviation safety and efficiency can be significantly improved by comprehensive planning of both one-time and recurrent aviation projects. Individuals who have a need to initiate or participate on a flight mission should consult their agency's manual and handbooks for the specific process and procedures to be followed.

A. Elements of the Scheduling Process.

There are common elements involved in any planning and aircraft scheduling process. This process should consist of:

1. An Aircraft Flight Request/Schedule submitted by the user requesting the mission.
2. A cost-analysis performed by the dispatcher or individual scheduling the flight.
3. OMB Circular A-126 requires a formal cost-analysis only for point-to-point (administrative travel) flights.
4. Performance of a cost-analysis of different makes and models of helicopters, as well as of various vendors or other aircraft sources available, for all flights is recommended.
5. Refer to agency-specific direction concerning requirements for a cost-analysis of mission-type flight. The Interagency Helicopter Approval Performance Index (IHAPI) for Type 1 and 2 CWN helicopters is recommended.
6. A *Dispatch/Aviation Manager Checklist and Hazard Analysis* performed by the requester (assigned Helicopter/Flight Manager), the scheduler (the Dispatcher and/or Aviation Manager), and for complex missions, the Pilot.
7. Appropriate approvals. Higher-level approval may be required.
8. Agency-specific direction may require line manager approval for special use flights.
9. Administrative travel flights with senior federal officials on board require higher approvals and documentation. See OMB Circular A-126 for specific details.
10. Standard Aircraft Safety Briefing completed by the Helicopter Manager or Project Flight Manager and Pilot just prior to the flight.
11. A post-flight evaluation which identifies any problems encountered so that corrective action can be taken on future flights.

B. Frequency of Completion.

One-Time Missions. The elements of the flight planning scheduling process described above should be addressed or completed for each flight mission.

Recurrent Special Use Projects and Operations. For recurrent flight missions of a similar nature in a special use environment, scheduling and approval requirements can be redirected by the completion of a *Project Aviation Safety Plan.*

C. Aircraft Flight Request/Schedule Preparation.

Flight request formats will vary among agencies. See Appendix B, HBM-9A for an example.

For cooperator (civil), other-government agency or National Guard aircraft, refer to agency specific direction and agreements for the approval process. For military aircraft, refer to Military Use Handbook for ordering and approval process. Gaining approval for use of these types of aircraft is the joint responsibility of the Dispatcher, unit Aviation Manager, and the individual requesting the aircraft.

The flight request/schedule must be relayed to all personnel and offices involved in the flight including other dispatch offices, the Pilot, and the Helicopter/Flight Manager. This may be accomplished by automated flight planning and transmission by email, fax or telephone. The Helicopter/Flight Manager is responsible for relaying flight specifics to other passengers.

D. Aircraft Cost Comparison Analysis.

1. Requirements.

OMB Circular A-126 requires that a cost analysis and comparison of different aircraft and vendors be performed for point-to-point administrative travel flights. States may have similar requirements.

If a helicopter flight falls within the point-to-point definition, then a cost-comparison that meets OMB Circular A-126 requirements must be performed.

The majority of helicopter flights involve non-point-to-point, mission-type flight for which this cost comparison may not be required.

It is recommended that a cost comparison be completed for helicopter mission flights. Often a helicopter that has a more expensive hourly rate will prove to be cheaper due to a variety of factors, including higher cruise speed during ferry, greater load-carrying capability, and other factors.

2. Documentation.
The comparison and the reason for selecting any aircraft other than the lowest cost aircraft (for example, safety considerations, cannot meet ordered time frames, etc.) should be documented in writing.

E. Scheduling Aircraft with Vendors.

The following guidance applies primarily to project flights.

1. Documentation of Contacts. Once a preliminary flight plan has been prepared and a cost comparison performed, the scheduling dispatcher may contact a vendor to determine availability. These contacts may be documented on a Resource Order form or other appropriate format.
2. Vendor Review of Flight Request and Preliminary Flight Plan. During the scheduling contact, the preliminary flight plan must always be reviewed with the vendor and preferably the Pilot who will fly the mission. Scheduler should relay an accurate itinerary and manifest along with the desired sequence of events. Flight plans should be amended at this time, subject to aircraft limitations, refueling needs, or other concerns identified by the vendor. More complex projects may require in-person meetings with the vendor to plan the flight or project correctly.

F. Obtaining Approved Pilots and Aircraft.

During the scheduling process, the individual scheduling the aircraft must ensure that the vendor provides approved pilots and aircraft.

Aircraft and Pilots must not be scheduled or dispatched unless it is verified that both are approved and current for the mission. Note that use of other-government agency, military, and civil aircraft requires approval, but not necessarily carding. Initially it is the responsibility of the dispatcher to verify that the equipment and Pilots are carded. This may be done by reference to the agency's vendor source list. The dispatcher should then verify with the vendor that the Pilot(s) and aircraft are approved and that the Pilot is current for the intended mission.

G. Obtaining Necessary Equipment and Personnel.

It is essential that the individual submitting the flight request give sufficient information to ensure any specialized mission equipment requirements are met, especially for equipment which is to be supplied by the vendor. Local operating plans should specify procedures for obtaining agency supplies such as handheld radios, external load equipment and personal protective equipment.

H. Analyzing Known Aerial Hazards.

Known aerial hazards must be identified and analyzed during the flight planning process. Each flight request or resource order for mission-type flights, regardless of altitude, must have known hazards identified or a hazard map attached. Refer to Section VI of this Chapter for more information on hazard maps.

VI. Aviation Project and Mission Planning.

The following is a discussion of recommended procedures for project operations. Most sections are applicable to both resource and incident operations.

A. Identify Hazards and Manage Risks.

The special use flight profile of low altitude flight places people and equipment in a higher risk area of potential wire strikes, mid-air collisions with other low flying aircraft, and impact with obstacles protruding beyond normal surface features.

To mitigate this risk, pilots, helicopter and flight managers, and passengers must be made aware of obstacles which they may encounter during low-level operations. Managers must be made aware of the associated risk and make a risk management decision to accept those risks, provided they are properly mitigated, require the mission to be changed to avoid identified risks, or cancel the flight. Known flight hazards must be identified on the unit's "Known Aerial Hazard Map." Each permanent helibase must obtain and post.

B. Known Aerial Hazard Map.

1. Purpose. The purpose of aerial hazard mapping is to identify aerial hazards within and/or near local administrative boundaries so that flight safety awareness by the pilot, the helicopter manager and passengers is achieved.
2. Applicability. Each unit must maintain a current aerial hazard map in each location where flight planning, flight tracking and aircrew dispatching occur**.**
    - The master map should be located in the office where flight planning and scheduling is accomplished (for example, in the dispatch office).
    - For units without dispatch offices, the hazard map should be located where flights are normally planned and scheduled.
    - Maps must also be maintained at permanent helibases.
3. Responsibility. Unit Aviation Managers are responsible for ensuring the development and update of Known Aerial Hazard Maps. All personnel are responsible for reporting aerial hazards to the designated point-of-contact for inclusion on the Hazard Map.
    - Particular emphasis should be placed on identifying those obstructions not normally indicated on government published flight maps including old mining wires, stream flow gauges, areas of extreme turbulence, etc.
    - Medical facilities (hospitals, clinics, etc.) with landing areas or heliports should be shown on the hazard map. Those with air transport ("life flight") capability should be so indicated.
    - All airports, landing strips and heliports/helibases should be added.
    - Each flight request or resource order for non-point-to-point, mission-type flights, regardless of altitude, must have known hazards identified or a hazard map attached.
    - Instructions for completion. Potential hazards and emergency services as identified above must be marked. Method of marking is optional, but may be determined by agency-specific direction.
    - The following NWCG site will display aviation data standards: http://www.nwcg.gov/pms/stds/standards/av_hazards.htm
    - The following FAA site will display standard symbols in the FAA Aeronautical Chart User's Guide: https://www.faa.gov/air_traffic/flight_info/aeronav/digital_products/aero_guide/

C. Hazard Maps on Large Incidents.

Hazards must be reviewed each morning during the briefing of pilots and helibase personnel.

In-Flight Hazard Identification. To reduce wire strike potential, it is essential that an on-site risk assessment be conducted prior to all low-level flights. All low-level flights require a thorough, high-level reconnaissance of the route to be flown. Transition to an unplanned low-level flight mode should only be conducted when determined to be critical to the safety of the operation. Extreme caution must be exercised.

1. Aviation Manager Responsibility.
Prior to the start of the second full operational period, the dispatcher must furnish the incident air operations staff and all aircraft operating bases with a copy of the current local aerial hazard map for the area surrounding the incident, as well as the areas surrounding any aircraft operating bases.

2. Air Operations Branch Responsibility.
Upon arrival at the incident, the AOBD or designee must make an aerial survey of incident operations airspace and post a detailed aerial hazard map at all aircraft operating bases. This map is usually the one received from dispatch, with any amendments or additional hazards observed added.

During the initial stages of a large incident, the AOBD position may be filled by the Operations Section Chief or by one of the sub-functions of the branch (for example, by a Helibase Manager). It must be the responsibility of that individual to perform the above survey. The local Unit Aviation Manager should ensure compliance.

D. Helicopter Capabilities and Limitations.

To complete any helicopter mission safely and efficiently the aircraft must have passenger/cargo carrying capacity and sufficient power capability for anticipated temperature(s) and elevation(s). This information can be found on a load calculation.

Aviation managers and dispatchers should be familiar with helicopter capabilities and limitations in order to schedule the proper aircraft.

During the scheduling process for project flights, the intended mission must be discussed in depth with the vendor and preferably with the Pilot assigned to the mission.

When selecting helicopters, several factors must be taken into consideration to determine an aircraft appropriate for the mission.

1. Capabilities.
Each aviation management office should maintain a current copy of the specification of helicopters commonly used that summarizes performance capabilities of those aircraft. This data may be used for program planning, but must not be used to perform the actual helicopter load calculation prior to takeoff.

2. Limitations to consider in operational planning may include, but are not limited to:
    - Number of passenger seats.
    - Aircraft performance given the density altitude at takeoff and landing sites.
    - Skid or wheel footprint given the size of landing pad.
    - Cargo-carrying equipment.
    - Cargo hook or remote electric hook/longline equipment, cargo compartment, etc.

3. Anticipated Environmental Conditions.
All environmental factors should be considered when selecting an appropriate helicopter. Temperatures, wind speed and direction, visibility, and local weather anomalies can impact aircraft capabilities, mission profile and fuel burn.

E. Location Coordinates.

The standard format for Latitude and Longitude is Degrees and Decimal Minutes (DDD °MM.MMM') for interagency aviation missions. Helicopter procurement documents specify this format and most aircraft use it as a standard. Some applications may require Degrees-Minutes-Seconds (DMS). For most applications when using helicopters for a project or mission, it is appropriate to give the decimal minutes to the hundredths place (two digits to the right of the decimal point).

To convert from one to the other you either multiply or divide by 60.

- To get DDD °MM.MMM' from DMS, divide the seconds by 60.
- 45° 14' 30" (divide 30 by 60) to get 45° 14.500'.
- To get DMS from DDD °MM.MMM', multiply the decimal portion of the minutes by 60.
- 45° 14.500' (multiply .5 times 60) to get 45° 14' 30".

F. Communication Plan.

Radio frequencies must be designated for Air-to-Air, Air-to-Ground and Ground-to-Ground operations. Identification of the means of flight following and the methods by which it will be accomplished is an essential part of the communication plan.

G. Airspace Coordination.

Personnel involved in helicopter operations must follow all processes and procedures outlined in the Interagency Airspace Coordination Guide.

Positions such as the AOBD, ASGS, ATGS, HLCO, Helibase Manager and Project Aviation Manager are all responsible for evaluating the airspace surrounding the incident to include, but not limited to:

- Identifying military training routes, special-use airspace, visual flight rules (VFR) airways, etc., which may impact air operations.
- Identifying these areas on the Incident or Project Hazard Map.
- Ensuring all Pilots are briefed on these hazards.
- Ensuring that a TFR is in place when appropriate. NOTAMS are advisable for some project work, e.g., horse herding, construction longline, etc.
- Reporting any violations through the SAFECOM reporting system.
- Ensuring the TFR is cancelled when no longer necessary.

H. Obtaining Approved Pilots and Aircraft.

During the scheduling process, the individual scheduling the aircraft must ensure that the vendor provides approved pilots and aircraft.

Aircraft and pilots must not be scheduled or dispatched unless it is verified that both are approved and current for the mission. Note that use of other-government agency, military, and civil aircraft requires approval, but not necessarily carding. Initially it is the responsibility of the dispatcher to verify that the equipment and pilots are carded. This may be done by reference to the agency's vendor source list. The dispatcher should then verify with the vendor that the pilot(s) and aircraft are approved and that the pilot is current for the intended mission.

I. Flight or Driving Time and Duty Day Limitations.

For safety purposes, flight or driving time and duty day limitations must be taken into account when planning flights. Care should be taken that limitations not be exceeded. For contractor personnel, limitations are stated in the procurement document.

J. Personal Protective Equipment and Aviation Life Support Equipment.

Requirements for personal protective equipment are determined by the type of flight and found in the ALSE handbook. The type of ground operation being performed also will determine PPE required, e.g., hover hookup or working around operating helicopters.

K. Pre-Flight/Passenger Safety Briefing.

A briefing covering both the specifics of the intended mission and helicopter safety is required. A standard Aircraft Safety Briefing must be provided to all passengers by the Helicopter Manager or Project Flight Manager and pilot just prior to the flight.

L. Manifest.

All personnel and cargo must be listed on the manifest with their weights. All hazardous materials must be identified on the manifest. All personnel on the manifest must meet the definition of “air crewmember”, “authorized passenger”, or “official passenger.” See Glossary for definitions.

M. Post Flight Evaluation.

Just as the pre-flight briefing is deemed essential to the success of a mission, the post flight evaluation of a flight is likewise important in order to correct problems encountered.

VII. Project Aviation Safety Plans.

A. Purpose.

Ensure that recurrent flights in special use environments (primarily flight below 500 feet AGL) are adequately planned and that management is aware of and has approved flight in the special use environment.

Document the information required on the Aircraft Flight Request form and the Dispatch/Aviation Manager Checklist and Hazard Analysis for successive, similar missions. The Project Aviation Safety Plan can relieve the user from completing repetitive information (hazards, communications, etc.) on the flight request each time a flight is made to the same area(s). For scheduling and manifesting purposes, the Aircraft Flight Request is completed for each use. However, only that information not contained in the Project Aviation Safety Plan is required, such as date/time of flight, manifest, etc.

B. Applicability.

The Project Aviation Safety Plan (PASP) should be completed for all recurrent special-use flights for the same project to the same areas(s). Examples are wild horse counting or herding, bald eagle survey, communication site repair, etc.

C. Responsibilities and Requirements for Completion.

The local Aviation Manager and Project Aviation Manager are jointly responsible for determining the need for a Project Aviation Safety Plan.

Plans are generally completed in the following sequence:

1. Project Aviation Manager or assigned Helicopter/Flight Manager completes the majority of plan information.
2. Dispatcher completes flight following and emergency search and rescue information.
3. An aerial hazard analysis is completed jointly by the Project Aviation Manager, the Helicopter Manager, the Dispatcher, and the Unit Aviation Manager.

4. Unit Aviation Manager reviews and recommends approval.
5. Line Manager or designee reviews and approves. Note that approval is not automatic. The Line Manager may choose to make a risk management decision to not conduct the operation as planned, or to not conduct the mission at all.

D. Routing and Filing.

After approval by line management the plan is maintained in the dispatch office for reference during flight.

E. Annual Review and Update.

The plan should be reviewed annually by the Unit Aviation Manager for currency of information, with at least annual re-approval by line management. Updates should be performed as necessary. More frequent review and update may be necessary if the type of mission, location, etc., change.

F. Content.

As a minimum, the PASP must consist of the following elements:

1. Project Name and Objectives - Provide a brief description of the project and its objectives.
2. Justification - Indicate why the project will require the use of aircraft in special-use flight conditions/environments and list the most practical alternative for completion of the project.
3. Person submitting the PASP - Identify a qualified Project Aviation Manager and/or Helicopter Manager
4. Project Dates - Dates the project will begin and end. These may be approximate, since exact dates of flights may not be known.
5. Location - Enter descriptive location and include a map clearly showing area where flights will be made. Aerial hazards must be clearly indicated.
6. Projected Cost of Aviation Resources - Enter cost coding, projected flight hours and cost, projected miscellaneous expenses (overnight charges, service truck mileage, etc.), and total cost of project.
7. Aircraft - If known, identify company that owns aircraft anticipated to be used, registration number, aircraft type, date of aircraft data card expiration and missions for which aircraft is approved.
8. Participants - List individuals involved in flights, their qualifications (Helicopter Manager, Passenger, Helibase Manager, etc.), dates of last aviation training, and project responsibilities.
9. Communication Plan, Flight Following and Emergency Search and Rescue - Identify the procedures to be used.
10. Aerial Hazard Analysis - The project Aviation Manager develops an aerial hazard analysis with attached map. Flights made in confined areas (e.g. deep, narrow canyons) require that a prior ground and/or aerial survey of hazards be made. A copy of the hazard map must be provided to the Pilot prior to any project flights. The necessary temporary flight restrictions and coordination with the Federal Aviation Administration and, if appropriate, military authorities, must be accomplished prior to project flights.
11. Protective Clothing and Equipment - Identify the protective equipment and clothing necessary for the particular operation. Survival equipment (extra water, flotation devices, sleeping bags, etc.) beyond the normal PPE complement may be required.
12. Load Calculations - The Pilot is responsible for the accurate completion of load calculations. Trained aviation personnel must ensure that aircraft scheduled are capable of performing the mission(s) safely and within the capabilities of the aircraft selected. The Helicopter Manager must ensure that manifests and load calculations are completed properly and are completed daily.

13. Signatures - Appropriate level of approval such as supervisor or line officer.
14. Pilot - If known, identify Pilot(s), type of aircraft qualified in, type of missions qualified for and Pilot card expiration date.

Chapter 4
Communications, Flight Following, Resource Tracking

Flight following, resource tracking and communication systems are key components in promoting employee and aircraft mission safety and efficiency. Flight following and resource tracking are dependent on effective communication systems.

I. Introduction.

Pilots, dispatchers, and Helicopter Managers must be knowledgeable of the differences between flight following and resource tracking and of the different methods and options of flight following and resource tracking. Frequently, the two intermix. For example, a flight following check-in accomplishes resource tracking and vice versa.

II. Flight Following.

Flight following is the knowledge of the aircraft location and condition with a reasonable degree of certainty such that, in the event of mishap, those on board may be rescued. Flight following, whether performed from a dispatch office or other facility, or at a remote location in the field, must be given a high priority by all personnel involved.

The purposes of flight following and resource tracking procedures are to:

- Ensure the safety and welfare of flight crew and passengers.
- Perform resource tracking to promote effective use of aircraft.
- Provide information for the administrative processing of aviation related documents.

Some of the flight following procedures outlined here describe operations from a remote base, project or incident and supplement the procedures contained in the *National Interagency Mobilization Guide*

A. Identification of Flight Following Requirements.

At the time the flight is planned or during morning briefings at incident helibases, flight following requirements should be clearly identified by the dispatcher, unit aviation manager, helicopter or project flight manager, helibase manager or other responsible party.

This individual should identify check-in procedures to include time and locations, dispatch office(s) or other flight following facilities involved, individuals responsible for flight following, frequencies to be used and any special circumstances requiring check-ins (for example, to military facilities within Special Use Airspace).

B. Methods of Flight Following.

There are several methods to accomplish flight following. Some are appropriate for point-to-point flights, some for mission flights and some for special mission flights.

1. Point-to-Point Flights.
   - An Instrument Flight Rules (IFR) flight plan. This method is not usually used for helicopter point-to-point or mission flights.
   - A VFR flight plan with radio/telephone check-in to an FAA facility or agency dispatch office at intervals specified. This method should be used for helicopter point-to- point missions, especially long-distance ferry flights to and from projects or incidents.
   - An agency VFR flight plan with radio/telephone check-in at intervals specified in the flight plan that meets agency policy. Intervals vary for point-to-point and mission flights.
   - Satellite based Automated Flight Following (AFF) system as described in Chapter 20 of the National Interagency Mobilization Guide or the procurement document.
2. Mission Flights.
   - An agency VFR flight plan with radio/telephone check-in at intervals specified in the flight plan that meets agency minimums. Minimums vary for point-to-point and mission flights.
   - Satellite-based Automated Flight Following (AFF) system as described in Chapter 20 of

the National Interagency Mobilization Guide or the procurement document.

- Aerial supervision using ATGS, HLCO or others. This is often the way to maintain communications with aircraft involved in low-level flight operations. The supervising aircraft must have communication procedures established with a ground-based dispatcher.

3. Law Enforcement Flights. For specialized flight following procedures during law enforcement operations, see Chapter 16.

C. Documentation of Flight Following.

The following requirements apply to agency flight following only and are not applicable to flight following performed through the FAA system. In the event of a mishap, the speed and effectiveness of search and rescue is dependent on the accurate transmission and recording of flight following information.

- Dispatch Flight-Following Log for Project Flights. Flight-following is accomplished using local forms and procedures for project missions.
- Helibase Flight Following Log, HBM-9, must be used for all flight following during project or fire helibase operations.

D. Check-in Facilities.

FAA Flight Following. For FAA flight plans, check-ins are made with FAA facilities upon departure, while enroute and upon arrival at destination.

Agency Flight Following. Check-ins may be made with either the dispatcher or with trained personnel or other aircraft at the incident/project site (e.g., helibase, incident commander, etc.). When field (on-site, local) flight following is approved, ground personnel performing the flight following must have contact with dispatch to allow timely reporting of any accidents, incidents, hazards or problems encountered.

E. Check-in Requirements.

Check-in requirements differ between point-to-point and mission flights.

1. Point-to-Point Flight.
   - Check-ins must be made at 60 minute intervals (maximum) and at every fuel stop.
2. Mission Flight. Check-ins must be made as follows:
   - Unless alternative flight following intervals have been identified in advance for areas of incomplete coverage or valid mission requirements, check-ins at intervals not to exceed fifteen (15) minutes are the standard.
   - Prior to and immediately after landing. If it is anticipated that terrain will interfere with check-in at the landing site, call in while still at altitude, giving a reasonable estimate of on ground time. Helicopter managers and pilots should be aware that the dispatcher will expect a check-in at the end of the on ground time identified.
   - Prior to and immediately after takeoff. The takeoff check-in should be made as soon as communications can be established.

Exceptions must be made in Alaska due to long distances and incomplete FAA and agency communications facilities. 60 minute interval check-ins for point-to-point flights and 15 minute interval check-ins for mission flights are not always feasible. It is therefore imperative that FAA and/or agency flight plans be filed for point-to-point flights and that the resource tracking check-in/check-out system is strictly implemented.

Law Enforcement Flights. For specialized flight following procedures during law enforcement operations, see Chapter 16.

F. Check-in Information.

The check-in made by the helicopter manager or pilot for mission flights should consist of:

1. Current location.
2. Use latitude/longitude, if known. This should be in Degrees and Decimal Minutes, DDD° MM. MMM', to the hundredths. Example 47° 14.52' x 92° 23.25'.
3. Legal or geographic descriptions are acceptable.
4. Current direction of flight.
5. Next destination or area to be surveyed.
6. Estimated time on ground (if landing).

G. Failure to Meet Check-in Requirements.

The dispatch or other flight following facility must immediately initiate emergency response procedures for overdue or missing aircraft.

III. Resource Tracking.

In order to facilitate cost-effective use of aircraft and planning of resources, scheduling offices and ordering offices may request pilots or the government representative on board an aircraft to relay flight status information at designated intervals. These notifications are performed to coordinate changes in assignments or update time frames for mission completion. They may be performed via radio or phone calls to dispatch offices.

A. Methods of Resource Tracking.

The need for and method of resource tracking should be planned and documented on the flight request/plan or resource order. The use of aircraft radios for resource tracking is at the discretion of the pilot and must not interfere with air traffic control or the safe operation of the aircraft.

1. Point-to-Point Flights (including ferry flights).
    - Resource tracking may be performed by phone or VHF-FM radio (if the aircraft is equipped).
    - It is required that the Helicopter Manager or Pilot make resource tracking check-ins, usually via telephone, prior to takeoff and at final destination.
    - The Scheduling Dispatcher will specify check-in requirements for each stop enroute and may designate an alternate dispatch to contact with check-ins.
2. Mission Flights. Flight following and resource tracking become the same.
    - An agency VFR flight plan with radio/telephone check-in at intervals specified in the flight plan that meets agency minimums.
    - Satellite based Automated Flight Following (AFF) system.
    - Aerial supervision using ATGS, HLCO or others with radio/telephone check-in at intervals specified in the flight plan that meets agency policy.

IV. Communication Systems.

It is important that a reliable communication system is established and maintained throughout the aviation and dispatch organizations. Effective communications at all levels should be encouraged to resolve issues before they become a problem.

Local units should ensure that the existing communications network is adequate to meet both fire and project flight needs. Unit Aviation Managers or dispatchers should report, through submission of a SAFECOM, any discrepancies in the flight following system. These discrepancies may involve human performance problems (for example, failure to adhere to check-in requirements) or failures or limitations in the system (for example, inoperative equipment, inadequate coverage areas, etc.). Corrective action must be given a high priority.

Personnel must be furnished and aircraft must be equipped with sufficient radio capabilities and maps or navigation systems ensure their location is known and can be relayed to the dispatcher.

The pilot is required to carry sectional aeronautical charts of the area(s) of operations. On all non-point-to-point, mission flights, it is recommended that the Helicopter Manager carry topographic maps of the area(s) of operations.

Contract aircraft, and where possible, local vendor aircraft used on a recurring basis, should be equipped with agency compatible radios.

Special use missions require communications equipment that will allow radio check-ins to be made without removal of the approved flight helmet. Agencies should obtain avionics equipment that provides for this requirement.

If check-ins cannot be made due to equipment failure, the aircraft must return immediately to the departure point or proceed to the closest facility where a check-in can be made via telephone. The flight must not proceed until the problem is corrected and positive communications are established. Dispatchers are instructed to institute "Overdue Aircraft" procedures when check-in requirements are not met.

V. Aircraft Communication Systems.

A. Aircraft VHF-AM Radio.

All agency-owned, contract, and rental aircraft have a VHF-AM radio for communication with FAA facilities. Some VHF-AM radio frequencies are available for incident or project use on either a nationally or regionally assigned basis.

Along with the use of VHF-AM frequencies to perform flight following check-ins with FAA facilities, communication functions of the VHF-AM bandwidth include helicopter takeoff and landing coordination and air-to-air tactics.

With the exception of 122.925, these frequencies must be ordered from the local dispatch facility. The order must specify the function for which the frequency is intended, e.g., TOLC, air-to-ground, air-to-air, etc.

VHF-AM frequency 122.925 is a frequency designated for use by all natural resource agencies. It may be used on both incidents and projects for air-to-air and air-to-ground communications. The hazard in utilizing this frequency for any extended period of time is that anyone can use it. An incident or project cannot restrict its use by others.

B. Aircraft VHF-FM Radio.

Refer to the procurement document for required FM radio equipment.

1. Analog. VHF-FM analog frequencies are narrowband (12.5MHz) with only a few exceptions. Tones (CTCSS or DPL) may be used on receivers and/or transmitters based on local conditions.
2. P-25 (Digital). P-25 uses Network Access Codes (NAC) and Talkgroups (TGID) in the same manner that analog uses CTCSS tones.
3. Discrete analog and P-25 digital communications are incompatible. Aircraft VHF-FM radios must be P-25 compatible to allow both analog and P-25 communications.
4. 800MHz Radios - Many emergency response and law enforcement agencies use 800MHz radio systems. Aircraft may have 800MHz radio capabilities.

C. Satellite and Cell Phones.

This equipment may supplement radio communications in some instances. Their use during flight by the Pilot should be limited to that necessary for the safety of the flight and its occupants.

Distractions and workload in the cockpit increase with the use of specialized equipment such as differential GPS navigation systems, Dataloggers, programmable graphic displays and some radio equipment.

VI. Helibase Communications.

There are two major factors to consider regarding helibase communications:

1. The system itself, consisting of hardware, frequency assignments, and the location at which communications with aircraft are performed; and,

2. The individuals who are responsible for helibase communications.

A good helibase radio communication system, staffed by trained personnel, should result in effective, safe operations.

A. General Considerations.

The following standards should be consistently followed:

1. Operations must not be conducted if flight following requirements cannot be maintained.
2. Communication between the helibase and helispots is required.
3. Helicopters with avionics problems that don’t allow positive communications must return to the helibase (or other directed location) and should be shut down until the problem is corrected.

A review of the Communications Plan must be conducted during the morning review of the Daily Helicopter Operations Briefing/Debriefing Checklist, HBM-00, ensuring that all helibase personnel and pilots are aware of frequencies to be used, flight following requirements, and, most importantly, any changes to the Communications Plan since the last shift. A critique of communications should be conducted at the debriefing.

Frequency changes during a project should be the exception rather than the rule. However, during large, complex incidents, or incidents that are in a transition stage from extended attack to team management, frequency changes may be the rule rather than the exception. Be flexible and ensure that changes are made known to all.

Ensure that problems are brought to the attention of the air operations staff or project aviation manager. The communication unit leader and/or local radio technician are helpful resources in solving communications problems.

One of the difficulties air crews experience in contacting an incident is when frequencies have been changed on the incident, but not on the Aircraft Resource Order. It is incumbent that the AOBD or other staff ensures that dispatchers relay new or changed frequencies and air/ground contacts when ordering additional aircraft for an incident.

B. Organization.

All personnel working at the helibase are affected by how information is exchanged. Communication flow and how it is structured within the helibase organization will differ with each situation, but must be established with and understood by each member of the helibase organization. The two key positions under the helibase manager that directly manage the communication flow are the ABRO and TOLC. See Chapter 2 for a description these positions.

C. Helibase Communications and Flight Following Forms.

The ABRO uses the following forms to accomplish the duties and responsibilities of the position:

1. ICS-220, Air Operations Summary, identifies aviation communications frequencies.
2. ICS-205, Incident Radio Communications Plan, identifies aviation and other communications frequencies and functions.
3. HBM-6, Helibase Mission Request Log, identifies requested missions.
4. HBM-5, Helibase Flight Following Log, enables the ABRO to track and identify current location and intended destination of assigned helicopters.
5. HBM-15, Emergency Rescue Information, identifies primary and secondary medevac helicopters in the event of injuries to personnel or in the event of an aircraft mishap. This becomes part of the Medical Plan.
6. HJA-4b, Emergency Medevac/Medical Transport Request, allows the ABRO to obtain additional information necessary to respond safely and efficiently to a request for Helicopter Emergency Medical Services (EMS) services.

D. Incident Communications Plan and Frequencies.

Refer to Exhibit 4.1 for a diagram of an aviation communications plan.

There is no standard communication plan that will work in all situations for all agencies during complex helicopter operations. For this reason, the following is a general discussion of helicopter communications in terms of communication functions, requirements, options, and radio discipline. These may be adapted to the specific situation encountered.

On an incident or project, the number of helicopter communication functions is dependent upon the complexity of the situation. One may use any number of these functions to meet the need.

Refer to Chapter 15 in the *Interagency Standards for Fire and Fire Aviation Operations* (Red Book) and Exhibit 4.2 for additional information.

1. **Helibase Air Traffic Control.** This function is commonly called the TOLC frequency. It is used to coordinate departing and arriving air traffic at the helibase with other aircraft.
2. **Flight Following.** This function is usually performed by the ABRO. The HLCO or the ATGS can be of assistance with this function, particularly when working the helicopters in remote areas of the incident or project out of VHF-AM, line-of-sight range.
   - A “human repeater” is an effective method of flight following when radio repeaters are unavailable or not working. A Ground/ Aircraft Radio Link system which translates VHF-AM aircraft transmissions to UHF frequencies via a repeater may be established to provide direct communication to the helibase.
3. **Deck Communication and Coordination**. Use of a Logistics Net frequency for ground-to-ground deck communications on large helibases can facilitate communications between the parking tenders, loadmasters, DECK, TOLC, and the ABRO.
4. **Air-to-Air Tactics.** This frequency is used by all aircraft, the HLCO, and the ATGS to coordinate aerial activities. On large incidents or projects, helicopters and airplanes may have separate frequencies.
5. **Air-to-Ground Tactics**. Several frequencies may be used to coordinate aerial activities with ground activities. Helicopters should have frequency compatibility for this function. If the helicopters do not, the HLCO or ATGS must have compatibility with ground units in order to pass on the information to helicopters via the air-to-air frequency.
6. **Command.** There is usually only one Command frequency assigned, although there may be more than one frequency for this function on large incidents assigned as Air- to-Ground Command. This function is used to link the incident commander or project aviation manager, air operations staff members, and the ATGS. Its use should be strictly limited to overhead communications and should not be used for other traffic except in an emergency.
7. **Support/Logistics.** This function is for supply and support requests, status keeping, and general non-tactical, non-command information. The ABRO can be the central point for relaying information that falls within this broad function.
8. **Air Guard.** Air Guard is a national frequency with specific designated uses: emergency contacts, initial contact at an incident by inbound aircraft, and long-range dispatch or rerouting. At no time should Air Guard be an assigned frequency, nor should it be used if other frequencies become overloaded.

E. Communication Requirements and Options.

1. **Frequency Compatibility.** It is essential that all aircraft and ground personnel have compatible radios and frequencies in order to perform necessary communication functions.
2. **Radio Traffic and Radio Discipline.** Radio traffic must be disciplined and concise. If problems are encountered with overloaded radio frequencies, first examine whether radio discipline is being practiced. If not, take corrective action with Pilots, aircraft managers, and helibase personnel. If the frequencies remain overloaded, then an additional frequency or frequencies may be needed.
   - The Air Guard frequency must not be used for any function other than its intended uses which include air-to-air emergency contact and coordination, ground-to-air emergency contact, and initial call, recall, and re-direction of aircraft when no other contact frequency is available.
3. **Radio Traffic.** Use the following guidelines in managing radio traffic.
   - Agency requirements for sterile cockpit procedures must be followed.
   - Use clear text on all operations. Keep messages brief and to the point. If the message is long, stop the transmission periodically to allow for emergency or other short messages to be transmitted. Exhibit 4.3 displays an example of clear text.
   - If a frequency has been designated for a specific function, do not allow radio traffic unrelated to this function on the frequency.
   - On the takeoff and landing control frequency, encourage pilots to actively participate in aircraft coordination on inbound and outbound routes. If the TOLC tries to coordinate all air traffic, the pilots may be lulled into relying on the position excessively. The basic tenet

of VFR flight is “see and avoid.”

- If an individual (for example, the ABRO or TOLC) will be off the frequency or out of the area temporarily, ensure that all Pilots who might try to communicate with that function are aware of the out-of-service condition. The flight-following function must always be staffed when aircraft for which it is responsible are airborne.

- Establish standard procedures for where and/or when helicopters contact the TOLC and ABRO.

- When making a radio call, identify the radio or frequency on which the message is being transmitted. Since pilots and ground personnel are monitoring more than one frequency, this will enable them to identify which radio or frequency to use to respond. “Victor” is an abbreviation for VHF-AM Radio, as opposed to VHF-FM, which may be identified as “Fox-Mike.” For example:

> ***“Blues Helibase, Helicopter 68X on Victor2. Send an additional Type 2 Helicopter with bucket to Division B.”***

- Never use frequencies without prior authorization. Switching to an apparently unused frequency may have serious consequences for FAA air traffic control, other adjacent incidents, etc.

4. **Frequency Monitoring.** Pilots can usually monitor only two frequencies effectively.
    - Experience has proven that the fewer frequencies that need monitoring and the fewer people from whom the pilot is receiving direction, the better the pilot will function: Their understanding will increase and fatigue factors will be reduced.
    - It is essential that the HLCO, ATGS, ABRO, and TOLC monitor all incoming radio traffic directed toward the airborne helicopter operation.
5. **Switching from one frequency to another.** The necessity to manually switch frequencies affects the pilot. Due to the normally short turnaround times of helicopter missions, frequency changes are a source of distraction and increase the already heavy workload. To relieve this, the pilot should be required to monitor only one primary frequency at a time, with a secondary as a backup.
6. **New or Changed Frequencies.** If a new frequency is necessary, or frequencies are changed, coordination between the aviation management positions is essential in getting new information to all ground and air personnel. Frequency additions, changes, and deletions must be coordinated through the Communication Unit Leader (COML) on incidents and with Dispatch on projects. A specific time for the changeover to occur should be established to avoid confusion.
    - If possible, avoid switching frequencies and their functions in the middle of a shift.
7. **Separate or Combined Functions.** On smaller incidents, communication functions can be combined. A common method is to combine helicopter air traffic control, air-to-air traffic control, air-to-air tactics, and flight following on one frequency. Command, air-to- ground tactics, and support are often combined on another frequency.
    - The biggest drawback to combining functions is the resultant increase in radio traffic on each frequency, making this option usually usable only on smaller, less complex incidents or projects.
    - Large helibases with numerous aircraft should have separate frequencies assigned for takeoff and landing control and air-to-air tactics for the entire incident or project. A checkpoint should be established at which the pilot should change frequencies from air-to- air tactics to TOLC, and vice versa.
8. **Issuing Air Traffic Information and Advisories.** Safety is dependent upon adequate air traffic information and advisories being given, and that the information is received and acknowledged. Remember that interpretation can vary. Monitor radio traffic for compliance and ask the pilot to repeat if uncertain.
    - Only certified FAA Air Traffic Controllers can issue “clearances” and “control” the airspace. The function of TOLC and ABRO is to provide information, advisories, and coordination of inbound and outbound aircraft around the helibase.

9. Pilots need to know the following:
    - Which helicopters are affected?
    - Identification of unit issuing the advisory.
    - What type of traffic (helicopter, fixed-wing, etc.) and what the traffic is doing?
    - Location of traffic.
    - Direction of travel.
    - Type, direction, and altitude of pattern. Note that traffic pattern direction must change if wind changes.
    - Recommendations.
10. **Request acknowledgment from each aircraft.** This is critical for safety. Pilots may not receive the information due to being involved in radio traffic on other frequencies, their location, and helicopter noise.
    - Consider this example of a traffic coordination advisory from the ATGS on the Blues Incident.

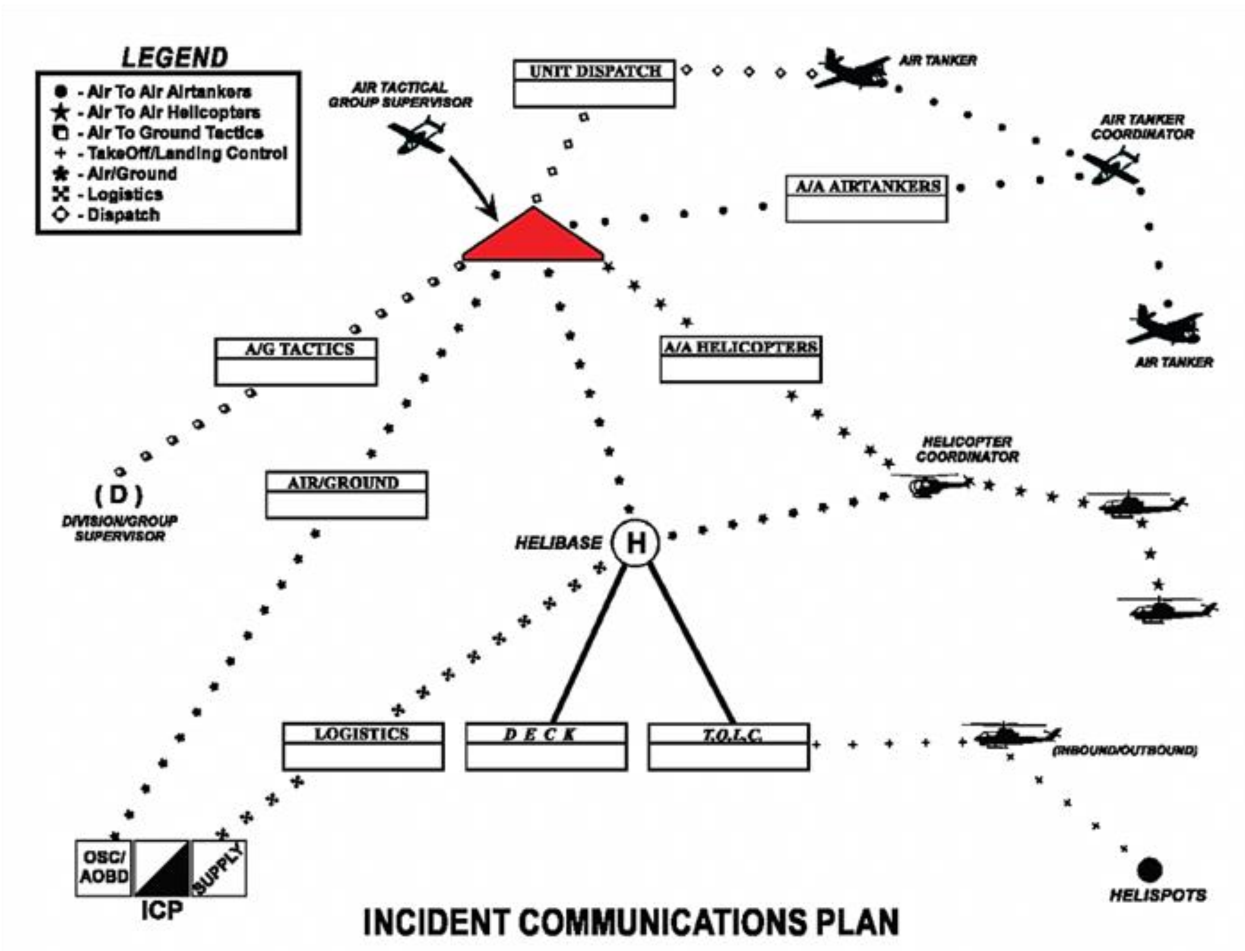
    > ***"All Blues Incident helicopters, Blues Air Tactical, air tankers will be dropping on the ridge running north-south west of Helispot 7. Drops will be from south to north, clockwise pattern. Stay below 4000 feet on the north and east sides of the incident until further notice. Acknowledge."***

11. **Pass on new information.** It is important that the ABRO and/or TOLC and the aircraft on the incident or project relay new information to each other. This is critical on complex operations when there are separate frequencies for air-to-air and helicopter air traffic coordination.
    - Once the message is acknowledged by all airborne helicopter pilots, the ATGS should contact the helibase(s) to ensure that no missions are launched to the area of air tanker operations.

> ***"Blues Helibase, Blues Air Tactics, air tankers will be dropping on the ridge that runs north-south to the west of Helispot 7. Drops will be from south to north, clockwise pattern. Helicopters have been instructed to stay below 4000 feet on the north and east sides of the incident until further notice. Acknowledge."***

12. **Special Operations.** During special operations such as helitorch, plastic sphere dispenser, or rappel, discrete frequencies are often assigned to avoid interference from other operations. In all cases, consult the Communications Unit Leader or local agency communications specialist before using any frequency. Radio signals sometimes "pair up" to produce a signal on a third frequency which may interfere with other services.

Exhibit 4.1—Incident Communications Diagram.



The exhibit below describes options based on the complexity of the air operations. Keep the plan simple by using the fewest frequencies possible while ensuring operations are safe, effective and free of frequency congestion.

Frequency bands (VHF-AM and VHF-FM) are assigned for different functions. The best practice is to use one frequency per band for mission flights.

Communication equipment may not allow use of VHF-AM for flight following due to line of sight. In these cases, VHF-FM or human repeaters may be used instead until required communication hardware can be obtained.

When more than one VHF-AM frequency is assigned, the procedures and responsibilities for flight following and TOLC must be coordinated between Pilots, ATGS, HLCO, TOLC and ABRO.

Exhibit 4.2—Air Operations Communications.

Function	Simple Air Operations	More Complex Air Operations	Most Complex Air Operations
Flight Following	AM #1	AM #1	AM #1
TOLC	AM #1 or FM #1	AM #2	AM #2
Air-Air FW	AM #1	AM #1	AM #1
Air-Air RW	AM #1	AM #1	AM #2
Air-Air Briefing	AM #1	AM #1	AM #3 or FM #6
Air-Ground #1	FM #1	FM #1	FM #1
Air-Ground #2	n/a	FM #3	FM #3
Air-Ground #3	n/a	n/a	FM #4
Special Mission*	FM #3	FM #4	FM #5
Deck	FM #2	FM #2	FM #2
Air Guard	168.625 tx110.9	168.625 tx110.9	168.625 tx110.9

* Employed for discrete communications

Exhibit 4.3—TOLC/ABRO Advisories to Pilots.

WHEN HELICOPTER CONTACTS HELIBASE.

- *Helicopter#_____, _____Helibase.*
- *Winds are ____ MPH from the __________.*
- *Include the following information depending on the situation.*
    - *There is no reported traffic, or*
    - *(List Aircraft) is outbound from ______to______,and/or*
    - *(List Aircraft) is inbound from _______to________.*
- *Be advised of _______ (list pertinent airspace activity).*
- *Land at Pad _____.*

BEFORE A HELICOPTER DEPARTS HELIBASE.

- *Helicopter#_____, _____Helibase, on_______.*
- *Winds are _____MPH from the________.*
- *Include the following information depending on the situation.*
    - *There is no reported traffic, or*
    - *(List Aircraft) is outbound from _____to_______ and/or,*
    - *(List Aircraft) is inbound from _____to________.*
- *Be advised of_______ (list pertinent airspace activity).*
- *Depart at your discretion.*

EXAMPLE:

Helicopter 5NR, Side Lake Helibase on Victor.

Winds are 5 miles per hour from the west.

Helicopter OPA is outbound from the Helibase to H-1.

Be advised of troop shuttle activity from the Helibase to H-1 and air tanker activity in Division A.

Chapter 5
Vendor Personnel and Equipment Approval and Carding

This chapter presents the credential criteria for vendor aircraft and personnel and the resultant documentation or carding.

I. Introduction.

The DOI and the USFS inspect and approve vendor personnel and equipment for interagency use.

With the exception of life-threatening situations or undercover law enforcement missions, personnel must not fly with pilots or in aircraft that have not been approved.

II. Approval and Documentation Process.

DOI and USFS accept and use each other's carded aircraft and pilots.

Each agency must have a contract or memorandum of understanding with the operator of the aircraft or an interagency agreement with the providing government agency before using an aircraft.

A. Interagency Carding.

- Interagency Helicopter Pilot Qualification Card, OAS 30B/FS 5700-3A.
- Helicopter Data Card, OAS-36B/FS 5700-21a.
- Interagency Mechanic Qualification Card*
  *There are differences in the way agencies issue approval for mechanics.
- Helicopter Service Truck Data card.

DOI- and USFS-approved inspectors complete annual inspections of the aircraft, pilots, mechanics, fuel service vehicles and associated equipment. The cards are valid for up to 12 months from the date of inspection. Extensions may be granted on a case-by-case basis.

B. Contingency Planning.

Cooperating aircraft (other-government, military, and cooperator (civil) aircraft) and pilots will be inspected and approved for transporting Federal employees and/or working on interagency projects or fires. Upon approval, these aircraft, pilot, mechanics, and fuel service vehicles will not necessarily be carded, but must have documentation of approval for use. Letters of Approval are issued to cooperators and are approved annually by the appropriate USFS, Regional Aviation Officer or the DOI OAS Regional Director.

Most state and local agencies have a carding and approval process. They may also accept USFS or DOI carding. In certain cases, USFS and DOI accept state agency cards. Documentation and review of these approvals is mandatory prior to use.

III. Interagency and Procurement Document Standards.

Minimum equipment and pilot standards for interagency helicopter operations are incorporated into procurement documents. Some procurement documents require additional equipment and/or pilot standards.

Aircraft, pilots, fuel service vehicles and mechanics may be approved for interagency use if they:

- Meet the current, approved MOU Interagency Fire Helicopter Standards. The MOU may be found at the following site http://www.doi.gov/aviation/library/index.cfm.

- Meet standards set forth in procurement document.
- Possess a current Interagency Helicopter Pilot Qualification Card or Letter of Approval.

IV. Responsibility for Checking Carding or Approval Prior to Use.

Prior to use, the approval documents for the pilot, helicopter, mechanic, and fuel servicing vehicle must be verified.

If any discrepancy is found during this process the flight must not proceed and the helicopter manager must call the scheduling office immediately.

V. Interagency Helicopter Pilot Qualification Card.

Pilots are carded separately for airplane and helicopter operations. To be carded for special use missions, the pilot may be required to meet additional qualification requirements (for example, a specified number of hours in the low-level flight environment). See Exhibit 5.1.

The pilot must have a current interagency card showing qualifications for the mission to be performed.

Field personnel, including the contracting officer's administrative representative (COAR)/COR or PI, do not have the authority to suspend or revoke a pilot's card. Only the agency contracting officer or other agency-designated official may suspend or revoke the card.

Each qualification card has an expiration date which is the primary criteria for use of that pilot. However, this is not the only check necessary.

If the pilot is to be used for a special use mission, then that use must be noted with the inspector's initial on the reverse of the card.

Exhibit 5.1—USDA/USDI Helicopter Pilot Qualification Card.

USDA / USDI
HELICOPTER PILOT
QUALIFICATION CARD

Pilot Name: ______________________________
(Last, First, MI)

Company: ______________________________

Authorized Aircraft: ______________________________

OAS-30B (12/12)
5700-3A

Expiration Date: ____________________

CARD STATUS

Interagency ( ) DOI Only ( ) USFS Only ( )

Initial ( ) Renewal ( ) Re-Issue ( ) Added Skill ( )

Inspector Comments: ______________________________

____

Issued By: ____________________ ____________________
(Printed Last Name) (Agency & Home Unit)

____
(Inspector's Signature)

Issue Date ____________________

Pilot Name *(Last, Initial)*		*Date Expires*	*Flight Evaluation Completed For Inspector Use Only*			
Approved	*Mission*		*Initials*	*DOI*	*USFS*	*Make/Model Evaluated*
	Low Level (Recon & Surv)					
	Helitack/Passenger Transport					
	External Load (belly hook)					
	Water/Retardant Delivery					
	Longline VTR (150')					
	Snorkel VTR ☐ Mirror ☐					
	Mountainous Terrain Flight					
	Aerial Ignition: PSD					
	Aerial Ignition: Torch					
	Rappel Operations					
	Cargo Letdown					
	Snow Operations (deep snow)					

	Designated "Pilot Trainer"					
	"Trainee Only" Pilot					
	Short Haul LE ☐ SAR ☐					
	Float Operations (fixed)					
	Platform Landings, Offshore					
	Vessel Landings					
	Night Vision Goggle Operations					
	ACETA Net Gun (all ACETA)					
	ACETA Eradication					
	ACETA Gathering/Capture (Herding)					
	ACETA Darting/Paintball					
	STEP					
	Hoist					
	Other					

VI. Helicopter Data Card.

The aircraft must have a current interagency card showing that the aircraft has been inspected and approved for the mission(s) to be performed. Remember that use of other government, military, and cooperator (civil) aircraft requires agency approval, but the aircraft may not necessarily be carded.

Exhibit 5.2—Helicopter Data Record.

FS-5700-21a, Part 2 (12/2011)
OMB 0596-0015

USDA - Forest Service **INTERAGENCY FIRE** HELICOPTER DATA RECORD *(Reference FSH 5709.16)*	1. Contract/Rental Agreement No.	
	2. Item No.	
	3. Designated Base	
	4. Region/Area	

SAMPLE

SECTION I - Operator & Aircraft Information (Fill in Blanks)

1. Operator	2. Address (Street, City, State & ZIP Code)			
3. Phone No.	4. Make and Model	5. FAA Registration No.	6. Manufacturer's Serial No.	7. Hobbs Reading
8. Max Gross Weight *(Internal)*	9. Max Gross Weight *(Ext.)*	10. No. of Passengers	11. Type Fuel Jet A	12. Fuel Flow (Cruise) G.P.H

FOR CURRENT EQUIPPED WEIGHT CHECK WEIGHT & BALANCE DATA IN AIRCRAFT FLIGHT MANUAL

13. Authorized Uses (Initial appropriate boxes) (Line Through Unapproved Uses)   Expires (Fill in the Blank) ______ *(Month/Year)*

2015

a. ☐ Passenger & Cargo	h. ☐ *Fire Suppression - Interagency*	o. ☐ Approved for Left Seat Ops
b. ☐ Low Level Reconnaissance	i. ☐ *Fire Suppression - Local*	p. ☐ Approved MEL MMEL *Rev No* ____ (D95)
c. ☐ Cargo Only *(Restricted Category)*	j. ☐ *Water/Retardant Bucket*	q. ☐ Other
d. ☐ External Load *(Sling)*	k. ☐ *Fixed Tank* *Tank No.( )*	r ☐ Other ______
e. ☐ Rappelling	l. ☐ *Longline/Remote Hook*	s. ☐ Other ______
f. ☐ Aerial Ignition	m. ☐ *Rapid Refuel* ☐ *CCR* ☐ Splash	t. ☐ Other ______
g. ☐ Manager May Ride *(Type 1 ONLY)*	n. ☐ Air Attack Type( )	u. ☐ Other ______

14. Approved By *(Signature)*	15. Title Aircraft Inspector	16. Region	17. Date

electronically signed: ← *Card with electronic signature* ***invalid*** *without date stamp* 4.0

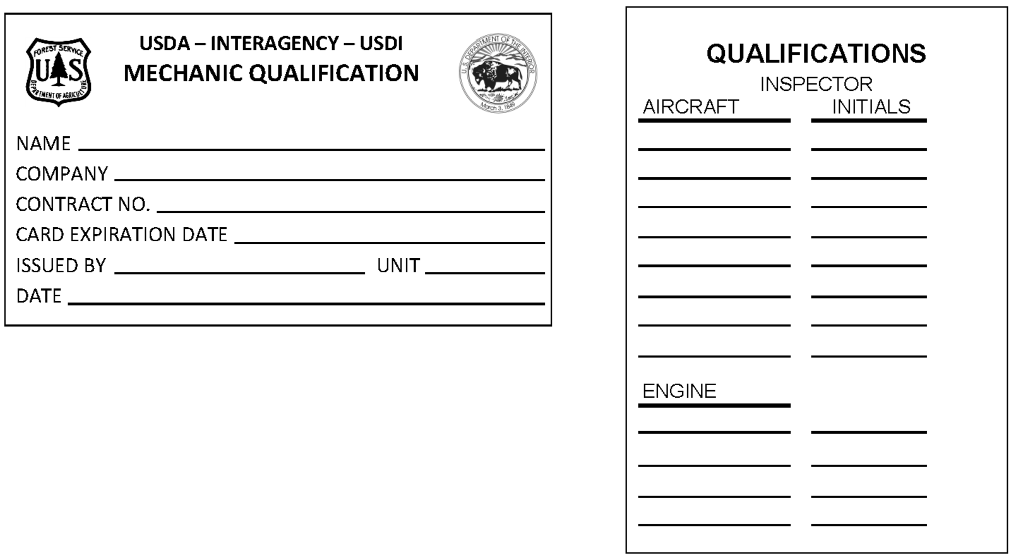
VII. Mechanic Qualification Card.

The mechanic must have a current FAA mechanic certificate with airframe and power plant ratings. DOI and USFS policies differ regarding carding of mechanics.

A. USFS Procedure.

Mechanics on USFS Exclusive-Use and CWN procurement agreements must have an Interagency Mechanic Qualification card.

Exhibit 5.3—Interagency Mechanic Qualification Card.


USDA – INTERAGENCY – USDI

MECHANIC QUALIFICATION

NAME _____

COMPANY _____

CONTRACT NO. _____

CARD EXPIRATION DATE _____

ISSUED BY _____ UNIT _____

DATE _____

QUALIFICATIONS

AIRCRAFT	INSPECTOR INITIALS
ENGINE	

B. DOI Procedure.

Mechanics on DOI exclusive-use procurement agreements are approved by name on an Inspection Report, OAS-68. Depending upon whether or not they have also been approved on a USFS contract, they may or may not possess a Mechanic Card. The lack of a card does not preclude the mechanic from functioning as such on a USFS incident, provided the aircraft is operating under a DOI procurement agreement.

VIII. Service Truck Data Card.

For interagency fire helicopters, helicopter service trucks operating under procurement agreement are inspected and carded by DOI and USFS. The inspection sticker should be located on or in the vehicle in a conspicuous location. It is the Helicopter Manager's or Flight Manager's responsibility to ensure that the service truck has a valid, current inspection sticker. Per the procurement document, the fuel truck driver should perform daily and weekly checks on fuel quality, using vendor formats.

See Chapter 13 for further information. See Appendix B for helpful forms.

Exhibit 5.4—Interagency Data Card Service Truck.

INTERAGENCY DATA CARD
FUEL SERVICE VEHICLE

SAMPLE

CONTRACTOR			
ADDRESS			
TYPE VEHICLE			
LICENSE NO.		UNIT #	
CAPACITY GAL.		FUEL TYPE	Jet A
ARA #		EXP.DATE	
CONTRACT #		EXP.DATE	
CONTRACT #	Any USFS	EXP.DATE	
APPROVED BY			
DATE:		REGION/AREA	

IX. Aircraft Fuel Facility Inspection and Carding.

Helicopter fuel facilities, operated by the government or for which a vendor is responsible but are located on government lands, must be inspected regularly by DOI or USFS personnel. Document the inspection via Aircraft Fuel Facility Inspection Log, HCM-3. See Appendix A and Chapter 13 for additional information.

Depending on agency policy, an inspection sticker for the facility may be issued. The sticker should be located in an area secure from the elements. A copy of the inspection must also be maintained by the local unit responsible for the facility.

Chapter 6
Helicopter Capabilities and Limitations

The brief summary in this chapter should be supplemented by basic helicopter safety training that provides specific information concerning helicopter limitations and operating characteristics.

I. Introduction.

It is essential that non-pilot users of helicopters have a basic knowledge of helicopter capabilities and limitations. Users are encouraged to extend this knowledge further by engaging in conversations with Pilots or other subject matter experts.

On any flight, the Pilot is responsible for the safety of the aircraft and its occupants.

The user should be familiar with terms used in this chapter. Refer to the Glossary for definitions. These terms include:

- Allowable payload.
- Center of gravity.
- Cruise speed.
- Density altitude.
- Equipped weight.
- Fixed weight reduction.
- Fuel consumption/capacity.
- Hover ceiling.
- Hover ceiling-in-ground effect (HIGE).
- Hover ceiling-out-of-ground effect (HOGE).
- Maximum certificated gross weight.
- Maximum computed gross weight.
- Operating weight.
- Pressure altitude.
- Takeoff and landing limitations.
- Weight and balance.

For a basic explanation of the principles of helicopter flight, capabilities, and limitations, the user may want to refer to the Glossary or the *Basic Aviation Safety*, a DOI OAS publication accessed at http://www.iat.gov/docs/2013_Basic_Aviation_Safety.pdf

II. Helicopter Performance and Selection.

In order to safely and successfully complete a mission, the helicopter must be capable of meeting the performance required. Allowable payload, hover ceiling, airspeed, and fuel requirements need to be considered in selecting the proper aircraft.

Chapter 7 addresses the specifics of the helicopter load calculation form, which is the primary planning tool for determining if the helicopter is capable of lifting a load at a given temperature and elevation.

Exhibit 6.1 summarizes the minimum specifications for the typing of helicopters by allowable payload, number of passenger seats, and water or retardant carrying capability. When a helicopter is referred to by type, for example, a Type 2 helicopter, it must have met the minimum specifications outlined in the exhibit for a Type 2 helicopter.

Exhibit 6.1—ICS Type Specifications for Helicopters.

Attributes	Type 1	Type 2	Type 3
Useful load at 59°F at sea level	5,000 pounds	2,500 pounds	1,200 pounds
Passenger seats	15 or more	9—14	4—8
Retardant or water carrying capability	700 gallons	300 gallons	100 gallons
Maximum gross takeoff/landing weight	12,501+ pounds	6,000—12,500 pounds	Up to 6,000 pounds

III. Weight and Balance.

Weight and balance information is kept in each aircraft flight manual or weight and balance book. This information includes:

- Equipped weight of aircraft, as configured.
- Passenger configurations.
- Cargo weight and distribution limits.
- Center of gravity (CG) limits, as configured.
- Maximum takeoff and landing limits.
- Charts for computing weights and CG location.

IV. High Density Altitude.

At high density altitudes, helicopter performance is decreased. The combination of temperature, humidity and pressure altitude formulate the makings of density altitude. The two factors that create concerns for high density altitude performance are high elevations and high temperatures. High density altitude operations include, but are not exclusive of, locations of high elevation.

Performance of the aircraft due to high density altitude will be less than aircraft performance at lower elevations and temperatures. Aircraft capabilities/limitations must be considered when ordering resources for anticipated high density altitude missions. Changes in performance include:

- The allowable payload will be reduced.
- Increased turn-around time for delivery of water/retardant drops.
- With bucket/tank operations, the reduction in water volume may not allow penetration of any significant canopy and reduce drop effectiveness due to wind drift.
- The aircraft's responsiveness will be affected and the Pilot must anticipate (stay

ahead of) the aircraft flight control inputs.

- The high density altitude and variable wind are going to greatly reduce the helicopter's ability to safely slow down to below Effective Translational Lift (ETL) airspeed.
- Hovering spot drops should be avoided.in areas with high density altitude.

V. Day/Night Flight Limitations.

A. Day Visual Flight Rules (VFR) Only.

Except as noted below, or for reasons of life-or-death emergency, single-engine helicopters must be limited to flight during daylight hours and only under VFR conditions (minimum ½ mile visibility). Daylight hours are defined as 30 minutes before official sunrise until 30 minutes after official sunset or, in Alaska, during extended twilight hours when the terrain features are readily distinguishable for a distance of at least one mile.

In mountainous or hilly terrain, compounded by the aspect of the terrain in relationship to the sun's position, one may experience late dawn or early dusk conditions. Flight periods should be adjusted accordingly. Daylight hours may be further limited at the discretion of the Pilot or Helicopter Manager by conditions of visibility caused by smoke, shadows, etc.

B. Authorization for Night Flying Operations.

Night operations are unique and require agency authorizations.

Basic VFR Weather Minimums - FAR 91.155 establishes minimum operating conditions The following operational weather minimums are required for normal night operations and recommended for helicopters performing emergency night operations.

Night in Class G airspace 1,200 feet or less above the surface:

- A helicopter may be operated clear of clouds if operated at a speed that allows the Pilot adequate opportunity to see any air traffic or obstruction in time to avoid a collision.
- FAR Part 135.205 states the visibility must be a minimum of one mile.
- Night in Class G airspace more than 1,200 feet above the surface but less than 10,000 feet MSL:
- Three (3) statute miles flight visibility.
- Distance from clouds: 500 feet below, 1,000 feet above, 2,000 feet horizontal.

C. Tactical Night Operations.

Helicopters may fly during nighttime hours provided they are equipped with approved Night Vision Goggle (NVG) capability and the Pilots are approved for NVG operations. NVG helicopter operations must be conducted within agency NVG operational guidelines.

D. Logistical Operations.

Pilots may operate at night under the following conditions:

1. Agency and contract Pilots may, with agency-specific approval, solo-pilot single-engine helicopters at night for ferry and maintenance purposes.
2. Transportation of passengers at night in a single-engine helicopter is prohibited.
3. Agency and contract Pilots may, with agency-specific approval, fly twin-engine helicopters at night for ferry, transportation of passengers, and maintenance purposes.
4. Conduct all night helicopter operations, other than NVG operations, in one of the following ways:

- To and from airports and heliports having FAA-approved lighting.
- To and from airports and helibases approved by the regional or state aviation manager.

E. Emergency Operations.

The principles and procedures of risk management and analysis outlined in Appendix G must be applied to any decision regarding conducting a nighttime emergency operation, particularly those conducted in adverse conditions of fog, mountainous terrain, etc.

Pilot-in-Command Authority. For single- and twin-engine night operations under emergency life-or-death criteria, final authority for the safety of the flight resides with the Pilot.

VI. Instrument Flight Rules (IFR) Flight Limitations.

IFR operations are authorized in multi-engine helicopters that are certificated for IFR operations when the aircraft and Pilot are approved and carded. Flights into IFR conditions must be conducted only when weather minimums meet or exceed those prescribed in 14 CFR 135 for helicopter IFR operations.

VII. Wind Restrictions.

The capability to fly a helicopter in excessive wind conditions varies considerably with the weight class of the helicopter and the degree of turbulence associated with the wind. If the helicopter flight manual or the helicopter operator's policy does not set lower limits, the limits listed in Exhibit 6.2 must be used. These limits may be further restricted at the discretion of the Pilot or other air operations personnel.

Exhibit 6.2—Flight Permitted in Winds Less Than/Maximum Gust Spread in Knots, by Helicopter Type.

Distance Above Ground Level (AGL)	Type 1 (Heavy) Helicopter	Type 2 (Medium) Helicopter	Type 3 (Light) Helicopter
More than 500' AGL	50/NA	50/NA	50/NA
Less than 500' AGL	40/15	40/15	30/15

VIII. Helicopter Operating in Snow-Covered Areas.

Helicopters may have manufacturer limitations for operating in falling or blowing snow and could require additional equipment to be installed such as engine snow baffles, auto-re-ignition, engine filtration, etc. "Bear paws" or "full length skis" are needed in deep snow. The aircraft flight manual must be reviewed to determine specific requirements and/or limitations. Regardless of snow depth, extra caution is required when operating in areas of freshly fallen snow due to possible whiteout conditions, created by the rotor wash, which could result in the loss of positional awareness.

Special pilot techniques are required for safe operations when landing in 36 inches or more of undisturbed or crusted snow (not hard packed) in most light and medium helicopters that are equipped with high skid gear. Snow depths that are substantially less than 36 inches may require special pilot techniques when operations are conducted in models equipped with standard (low) height skid gear. Failure to use special operating techniques can be catastrophic if the tail rotor contacts the snow surface. Dynamic rollover is also possible. In addition, special passenger entry and exit procedures are required when operating in these conditions.

Pilots are required to have a "deep snow" endorsement on their Interagency Helicopter Pilot Qualification Card when operating over snow-covered areas where the depth and condition of the snow could pose a threat to safe operation during the takeoff and landing phases of flight. If the snow depth is unknown, but suspected to be in excess of 18 inches deep, the Pilot should be approved for deep snow operations.

It is difficult to specify a specific snow depth that defines the need for a deep snow endorsement on an Interagency Helicopter Pilot Qualification Card. If defined as the snow depth at which the entire weight of the helicopter is supported by snow only and no portion of the skids or wheels contacts the ground, the depth of the snow that may create that landing hazard to a Robinson R-44 may be different for a Sikorsky S-64. In addition, snow consistency may impact the need of a deep snow endorsement. For example, although a Pilot may land on 5,000 feet of undisturbed snow on Antarctica's polar cap, he or she would have difficulty having skids penetrate the surface more than a few inches due to hard packed snow, thus not requiring a deep snow endorsement.

To ensure safety, please contact an agency helicopter inspector pilot if there are questions or concerns.

IX. Helicopter Flight Over Congested and Densely Populated Areas.

Whether a helicopter may operate over congested and/or densely populated areas pursuant to the Federal Aviation Regulations (FARs) depends on the type of operation being performed.

With respect to external load operations, the FAA has determined that such operations are in the public interest and do not pose an undue risk to the public, as long as risk management principles are implemented.

Specifically, the FARs permit an operator to conduct external load operations over congested and densely populated areas provided the following conditions are met. Each flight must be conducted at an altitude, and on a route, that will allow a jettisonable external load to be released, and the rotorcraft landed, in an emergency without hazard to persons or property on the surface. However, in the event of an emergency involving the safety of persons or property, a Pilot may deviate from the rules to the extent required to meet that emergency.

Densely populated areas are those areas of a city, town or settlement that contain a large number of structures or a large gathering of persons, such as on a beach, air show, sporting event or roadway. Helicopters may conduct external load operations over roadways as long as the Pilot is able to remain clear of non-participating personnel. Mitigations may include:

- See and avoid.
- Traffic control using road guards (coordinate with appropriate authorities).
- Closure of road.

Ensure that areas for load jettisoning, emergency landings, ingress and egress routes and a means to reduce the threat to the nonparticipating public are communicated. The last item is most important since the presence of a helicopter conducting an external load operation is likely to draw spectators and other unnecessary personnel to the scene.

X. Supplemental Oxygen Requirements.

Supplemental oxygen may be required when operating above 10,000 feet for more than 30 minutes. Consult the procurement document and technical specialists for specific requirements. Reference FAR Part 91.211 or Part 135.89 for, located at http://www.ecfr.gov/cgi-bin/text-idx?node=14:2.0.1.3.10 and http://www.faa.gov/about/office_org/field_offices/fsdo/stl/local_more/presentations/media/Part_135_Airworthiness_Requirements.pdf

XI. Lockdown of Controls.

Specific direction may be provided by the procurement document regarding the lockdown of controls.

In general, when trained ground or aircrew personnel are available to assist in loading and unloading, the Pilot should remain at the controls when the rotors are turning.

When these personnel are not available to assist, whenever practical, the aircraft should be shut down and rotors stopped prior to departure of passengers and Pilot.

It is recognized that there are certain situations when personnel are not available and which may require the Pilot to lock down the controls (flight idle with controls locked). An example is the Pilot needing to check that the doors are secure. In these cases, if allowed in the approved flight manual, the Pilot may lock down the controls but should not leave the area of the rotor arc.

XII. Military Helicopter Limitations.

The use of military aircraft must comply with the requirements established in the *Military Use Handbook*. Military helicopters and flight crews, including National Guard and Coast Guard, must be agency-approved by letter or card. A copy of this letter must be available.

- Military performance planning cards (PPC) may be used, at the discretion of military pilots, in lieu of the load calculation form.
- Helicopter management personnel should be aware that military radios may not be compatible with operation radios and should be checked prior to use.
- Military helicopters might not be configured to carry cargo. If they are, use military external load equipment, provided it meets military safety standards.

For further information, refer to the *Military Use Handbook* or local agreements with military authorities such as the National Guard.

Chapter 7
Helicopter Load Calculations and Manifests

I. Introduction.

Interagency Helicopter Load Calculation form (OAS-67/FS 5700-17) must be completed for all flights to ensure that the helicopter will perform within the limitations established by the helicopter manufacturer, without exceeding the gross weight for the environmental conditions where the helicopter is to be operated. Additionally all loads must be manifested either on the load calculation form or on a manifest form. See Appendix A for examples.

The user needs to become familiar with a number of terms in this section. Refer to the Glossary for definitions. These terms include:

- Allowable payload.
- Center of gravity.
- Cruise speed.
- Density altitude.
- Equipped weight.
- Fuel consumption/capacity.
- Gross weight limitations.
- Hover ceiling.
- Hover ceiling in-ground effect (HIGE).
- Hover ceiling out-of-ground effect (HOGE).
- Maximum certificated gross weight.
- Maximum computed gross weight.
- Operating weight.
- Pressure altitude.
- Takeoff and landing limitations.
- Useful load.
- Weight and balance.
- Weight reduction.
- For a basic explanation of the principles of helicopter flight, capabilities, and limitations, the user may refer to *FAA –H-8083-21 Rotorcraft Flying Handbook*.
- Important points to remember include:
- Environmental conditions aside from those of temperature and altitude may affect allowable payload. One example is the effect of wind on certain Bell models. Some performance charts are designed for no-wind conditions.
- Performance charts are predicated on the helicopter engine(s) meeting the engine manufacturer’s specific torque values as determined by periodic power assurance checks.
- Errors, high or low, may result when plotting the maximum computed gross weight on the helicopter performance chart. Use of enlarged copies of charts is recommended to reduce errors.
- Structural limitations such as maximum skid weight, as opposed to performance

limitations, may cause confusion. Ensure that personnel understand the difference between these limitations.

A. Agencies Not Using the Interagency Helicopter Load Calculation Form.

When aircraft from agencies which do not use the form are operating on an incident or project managed by an agency for which the form is required, then the load calculation must be used for all non-DoD helicopters operating on the incident or project.

Conversely, when helicopters from an agency requiring its use are operating on incidents managed by an agency which does not require the load calculation, the load calculation form must be used for all helicopters operated by or under the control of agencies requiring its use.

Furthermore, agency personnel for whom use of the load calculation is required may not ride aboard helicopters managed or controlled by agencies not using the load calculation unless specifically authorized.

B. Cooperator (Civil) and Other Government Agency Helicopters.

When employees from agencies that mandate use of the load calculation form are riding on civil, corporate or other-government agency aircraft in non-revenue status, the form must be used.

C. Military Helicopters.

When using military helicopters, a similar load calculation system such as the Performance Planning Card (PPC) method is authorized.

For aviation operations using Active Duty/Reserve Military helicopters, and National Guard units officially federalized by the DoD, refer to Chapter 70 of the *Military Use Handbook* for specific policy and procedural information.

The use of National Guard units for federal firefighting purposes within their state must be outlined in national, regional, state or local agreements and MOUs between federal agencies and the specific National Guard units.

D. Restricted Category or Limited Use Helicopters.

Load calculations must be completed for all flights. The same rules apply as those for standard category helicopters regarding omitting the weight reduction for external, jettisonable loads, provided the Pilot concurs.

II. Responsibility for Completion of Load Calculations.

A. Pilot.

It is the Pilot's responsibility to complete the load calculation, including computing the allowable payload.

The Pilot must utilize the applicable charts in the aircraft flight manual, referencing them each time a load calculation is initiated. The Helicopter Manager is responsible for ensuring that the Pilot does this.

The Pilot must check or be informed of any subsequent passenger/cargo manifested weights completed under the initial load calculation to ensure allowable payloads are not exceeded.

B. Government Representative.

The government representative is responsible for providing an accurate passenger/cargo manifest weight that does not exceed the allowable payload based on current conditions. The government representative is responsible for checking the load calculation to ensure accuracy and completeness.

> ***The government representative should participate in the completion of load calculations. However, the Pilot is ultimately responsible for content accuracy.***

C. Mutual Responsibility.

After completion of the Interagency Helicopter Load Calculation form, the Pilot and government representative must sign the form.

III. Determining Load Capability Using Appropriate HIGE/HOGE Aircraft Performance Charts.

A. General Requirements.

With the exception noted for military helicopters, all helicopter flights require a load calculation/performance determination prior to takeoff.

Automated Helicopter Performance Planning may be used with agency approval. If an electronic format is used, the form must be printed, signed by the Pilot and government representative and retained.

Appendix A provides instructions for completion of Form HCM-10, Helicopter Load Capability Planning Summary - Multiple Helispots and Fuel Loads. Use of this format is for planning purposes only.

B. Specific Requirements.

1. Frequency of Completion.
   - A load calculation will be completed daily. One load calculation is valid between points of similar elevation, temperature, and fuel load.
   - Completion of a new load calculation is required when there is a change of:
   - +/- 5 degrees Celsius in temperature, or
   - +/- 1,000 feet change of altitude, or
   - Helicopter Equipped Weight
   - Flight Crew Weight.
   - Other qualified use of load calculations or manifests.
   - A change in the fuel load at the same temperature and elevation changes aircraft performance. In order to use changes in allowable payload resulting from fuel burn, the current fuel load must be communicated from the pilot. This change in fuel load must be documented on either a load calculation or manifest form.
   - The manifest includes a second set of LBS, Fuel, PA, OAT and HIGE/HOGE/HOGE-J as a means to use the fuel burn to adjust allowable payload.
   - Helicopter managers must ensure the actual load does not exceed allowable payload from the load calculation for the HIGE/HOGE/HOGE-J conditions anticipated.
   - Routing and Filing.
   - Incident. The Helicopter Manager is responsible for submitting copies of all load calculations and manifests to the Helibase Manager or Incident Commander. These copies become part of the incident file.

- Project. The Helicopter Manager is responsible for submitting all load calculations and manifests to the Unit Aviation Manager or designee.
- Determining Pressure Altitude.
- Pressure altitude can be determined by using the aircraft altimeter's Kollsman Window. Adjust it to read 29.92 inches of mercury (HG) and read the pressure altitude directly off the altimeter.
- For locations where the helicopter or an altimeter setting is not available, altitude can be estimated by using a GPS, map, bench mark, signs, etc.

If elevation is used to estimate pressure altitude, actual pressure altitude should be obtained as soon as possible.

2. Determining Temperature. Temperature can be determined by:
    - On-site thermometer.Weather stations.Fixed-Base Operator (FBO) or Flight Service Station (FSS).Aircraft outside air temperature (OAT) gauge. The OAT gauge may show a higher than actual temperature due to direct sunlight and radiant heat.Using the standard adiabatic lapse rate of 2° C (or 3½° F) per 1,000 feet from a known temperature and elevation. This is only accurate if it is a standard day. When an atmospheric inversion exists, temperatures may actually increase at higher elevations. Determining helicopter equipped weight.
3. Determining helicopter equipped weight.
    - The helicopter equipped weight is obtained from the Pilot and by checking the aircraft weight and balance form in the approved flight manual.
4. Determining flight crew weight. This is the weight of Pilot(s), plus personal gear and flight gear.
5. Determining Fuel Weight.

The actual weight of a gallon of aircraft fuel may vary slightly. For computation purposes, the following weights should be used.

- AvGas = 6.0 pounds/gallon
- JetFuel = 7.0 pounds/gallon

6. Operating Weight. This is the sum of the helicopter's equipped weight, flight crew weight, and fuel weight.
7. Maximum Computed Gross Weight.

In order to safely operate a helicopter at varying altitudes and temperatures, the helicopter's performance capability must be determined. This is done by referring to the performance charts provided with helicopter flight manuals. The Maximum Computed Gross Weight is obtained from the appropriate performance charts.

A list of the appropriate charts can be obtained from agency aircraft inspectors for all helicopters used by the agency. Helicopter flight manuals often contain many different performance charts. These charts provide HIGE and HOGE information. Care should be taken to ensure Pilot use of the proper chart(s). Charts differ for:

- The specific equipment configuration of the helicopter, such as skid height, particle separators on/off, with/without cargo hook or floats, and other equipment configurations.
- Conditions such as anti-ice on/off, critical wind azimuth, etc.
- Environmental temperature ranges.

Current aircraft configuration and temperature range must match with the correct performance chart.

Performance enhancing data (Power Assurance Checks, fleet average or charts that take advantage of prevailing winds, tec.)shall not be used. Only charts based on manufacturer's minimum specification engine performance shall be used.

With agency approval the operator may use computer programs for performance planning in lieu of flight manual performance charts if the FAA has approved them in the company's operating specifications. Reference the procurement document for specific details.

For helicopters with Weight Altitude Temperature (WAT) charts or other weight reducing limitations listed in the limitations section of the applicable flight manual or supplement:
Line 10 of the Interagency Helicopter Load Calculation Gross Weight Limitation must reflect the applicable limitations as specified in the flight manual or supplement.
For helicopters without applicable flight manual weight limitations:
The applicable performance and associated control margin charts are to be considered limitations for the purpose of Line 10 of the Interagency Load Calculatoin.

For the majority of operations, the manufacturer's performance charts provide the needed information. However, in some unusual circumstances such as hot and high conditions, this may not be the case. It is important to understand that an altitude line may not be extended (that is, extrapolated out) to intersect a temperature line in order to complete a load calculation. Such a practice would allow the helicopter to be operated in an area for which the manufacturer has not provided performance information.

IF PERFORMANCE CAPABILITY CANNOT BE DETERMINED USING MANUFACTURER DATA, THEN THE MISSION MUST NOT BE FLOWN.

HOGE charts should be used to calculate allowable weight for internal loads when the destination is unknown or is known to be a HOGE site. Ground effect will dissipate over rough, sloped, or vegetated ground. Since there is nothing precise about ground effect, power requirements (load capability estimates) should always be conservative. If the helicopter is inadvertently loaded for HIGE and the landing site requires HOGE capability, the aircraft may settle and possibly crash if the Pilot attempts the landing.

Caution should be used when identifying HIGE helispots/helibases. At a minimum the following considerations must be met prior to committing to landing or taking off HIGE. Pilots and flight crew must review load calculations and ensure the environmental parameters are correct. Additionally the crew must be familiar with the criteria in the applicable performance charts for HIGE payload. Typical charts are based on a five foot or less hover over smooth, level, flat surfaces and may require low level flight outside the normal safety circle. Lastly, if there is any doubt as to the suitability for HIGE operations, use HOGE.

8. Fixed Weight Reduction.

The Fixed Weight Reduction is required for all non-jettisonable loads. The Fixed Weight Reduction is optional (mutual agreement between Pilot and Helicopter Manager) when carrying jettisonable loads (HOGE-J) where the Pilot has total jettisonable control. The appropriate weight reduction value for make and model can be found in the current helicopter procurement document.

All internal loads will be downloaded in accordance with the weight reduction chart. For external, jettisonable loads, the government representative may suggest the omission of the fixed-weight reduction. However, the final decision will be made by the Pilot if he or she decides it would be prudent to do so.

If the weight reduction is omitted for external, jettisonable loads, a load calculation reflecting this must be completed.

9. Gross Weight Limitations.

Enter applicable gross weight limit from Limitations Section of the basic Flight Manual or the appropriate Flight Manual Supplement. This may be Maximum Gross Weight Limit for Take-off and Landing, a Weight/Altitude/Temperature (WAT) limitation or a Maximum Gross Weight Limit for External Load (jettisonable). Limitations may vary for HIGE, HOGE and HOGE-J.

Do not use a limitation (for example, maximum skid weight) when determining the computed gross weight.

10. Alternatives when conditions at destination landing site are unknown or found to be different.

Although HOGE should be used to calculate allowable weight the first time flying into an unknown landing site, in certain instances, particularly for initial attack where fuel and allowable load are pre-calculated each day, environmental conditions at the landing site may be more severe than were estimated on the load calculation.

- Examples include a higher altitude or temperature than was anticipated, or a HOGE instead of a HIGE landing site. Another example is where an inversion exists, and the temperature actually increases instead of decreases at higher elevations. This often results in an over-gross-weight condition for the intended landing site. Wind speed and direction may also have a detrimental effect on aircraft controllability.

Takeoffs and landings, as well as external load operations, must never be attempted when the aircraft is not operating within its performance capabilities.

If an over-gross condition is anticipated prior to takeoff or at an intermediate stop, personnel and/or cargo must be off loaded to bring the aircraft to within its performance capabilities.

- There are occasions (for example, fire initial attack dispatches) when a possible over-gross condition cannot be determined due to unknown winds and/or site conditions. After it is determined that conditions are such that performance limitations are exceeded, then a more suitable landing site, usually at a lower elevation, must be selected. A portion of the personnel and/or cargo are offloaded at the lower site, with the remaining load then taken to the original destination.

If a HOGE site is encountered at the destination, and if the aircraft would be in an over gross condition if a landing were attempted at the HOGE site, then either the alternative outlined in the paragraphs above must be chosen, or a HIGE landing site must be found.

11. Managing Helicopter Bucket Payloads.
Helicopter bucket operations require attention to ensure that allowable payloads are not exceeded. Allowable bucket payloads must be calculated for current fuel loads and local environmental conditions. Bucket payloads can only be accurately determined if the bucket is filled to adjusted capacity or an on-board load meter is used.

The following procedures must be used for all bucket operations:

- Determine allowable payload using the load calculation method, appropriate HOGE helicopter performance charts and current local temperature and pressure altitude. Since buckets are external jettisonable loads, the weight reduction may be omitted from the load calculation process with pilot approval.

The following procedures must be used for all bucket operations except those using helicopters equipped with electronic helicopter hook load measuring systems (load cells) that provide cockpit readout of the external load weight and a bucket that is equipped with a gating system that allows partial loading of the bucket.

- At the beginning of the fuel cycle, adjust the bucket capacity so that the actual payload, when the bucket is filled to the adjusted capacity, does not exceed the allowable payload. Use 8.3 pounds per gallon of water. If mixed fire retardants are being delivered by bucket use the appropriate weight per gallon for that mixture. The weight of the empty bucket and any associated suspension hardware (lines, cables, connectors, etc.) must also be included in calculating the actual payload. The calculation of the actual bucket payload must be documented on the load calculation form or separate load manifest.

If the helicopter bucket provided by the contractor cannot be adjusted to the allowable payload for current, local environmental conditions, bucket operations must not be conducted. If this situation occurs, consult with the appropriate Contracting Officer to determine contractual ramifications and necessary actions.

- After the bucket has been adjusted so that the actual payload will be within the allowable payload, bucket operations may begin. The pilot will fill the bucket to the adjusted capacity each time (no partial dips for performance planning purposes).

There are many different manufacturers and designs of helicopter buckets. Capacity adjustments are made in various ways including electronic control from the cockpit, removing plugs, opening zippers or cinching collapsible/foldable buckets. Capacity at each position or adjustment level should be marked on the bucket. Collapsible buckets with cinch straps should only be adjusted to the marked graduations (such as 90 percent or 80 percent). Attempts to establish intermediate graduations or capacities below the manufacturer's minimum graduation (such as tying knots) are prohibited as it results in estimated capacities and may interfere with the release mechanism.

IV. Manifests.

A listing of all passengers and cargo being transported is required for each flight. This may be accomplished on the Interagency Helicopter Passenger/Cargo Manifest, OF-252. Each manifested trip's actual payload must not exceed the allowable payload from the load calculation, unless changes in the fuel load have been communicated by the pilot and documented on the manifest.

Crews may provide a manifest using their own format and this practice is acceptable as long as the information on the form is accurate and verified.

The manifest must include:

- Helicopter #.
- Pilot Name.
- Time and Date.
- Departure and Destination.
- Pressure Altitude.
- Outside Air Temperature.
- Allowable Payload for HIGE/HOGE/HOGE-J.
- Hazardous Materials weight and location.
- Actual payload.
  - Full name of each passenger.
  - Weight of each passenger and personal gear.
  - Weight of additional cargo.
- Current fuel in pounds.

A copy of the manifest must remain at the departure base. If there are no personnel to receive manifests at the departure base and no verbal relay exists, a copy of the manifest must be left in a visible, easily accessible place.

A. Responsibility for Completion.

It is the responsibility of the Helicopter Manager or other authorized individual to complete a manifest prior to each flight leg flown. It is the responsibility of the Pilot to ensure the actual payload on a manifest does not exceed the allowable payload.

Crews may provide a crew manifest using their own format. This practice is acceptable as long as the information on the form is accurate and verified.

B. Routing and Filing.

- Incident. The Helicopter Manager is responsible for submitting copies of all load calculations and manifests to the Helibase Manager or Incident Commander. These copies become part of the incident file.
- Project. The Helicopter Manager is responsible for submitting all load calculations and manifests.

V. Interagency Helicopter Load Calculation, OAS-67/FS 5700-17.

A. Purpose.

The purpose is to ensure that the aircraft is capable of carrying a specified load to an identified elevation at a given density altitude.

B. Applicability.

Refer to Appendix A for further information.

C. Responsibility and Instructions for Completion.

Refer to Appendix A for further information.

D. Routing and Filing.

Refer to Appendix A for further information.

E. Posting.

Refer to Appendix A for further information.

F. Related Forms.

OF-252 is used to document manifest information under one “umbrella” load calculation.

Helicopter Load Capability Summary Multiple Helispots and Fuel Loads, HCM-10, may be used to summarize load calculation information and plan flights. However, data for altitudes, temperatures, and fuel weights indicated must be supported by load calculations completed from the appropriate chart(s).

Allowable Payload Chart, HBM-4, is completed from individual load calculations. Load calculation, manifest, and flight time information is summarized on Helicopter Daily Use and Cost Summary, HCM-15, and is utilized to complete the agency flight payment document.

Exhibit 7.1. -- Interagency Helicopter Load Calculation, OAS-67/FS 5700-17

INTERAGENCY HELICOPTER LOAD CALCULATION AMD-67/FS 5700-17 (10/06)		MODEL
		N#
PILOT(S)		DATE
MISSION		TIME

1 DEPARTURE		PA	OAT	
2 DESTINATION		PA	OAT	
3 HELICOPTER EQUIPPED WEIGHT				
4 FLIGHT CREW WEIGHT				
5 FUEL WT (_____ gallons X _____ lbs per gal)				
6 OPERATING WEIGHT (3 + 4 + 5)				

	Non-Jettisonable		Jettisonable
	HIGE	HOGE	HOGE- J
7a PERFORMANCE REF (List page/chart from FM)			
7b COMP GROSS WT (FM Performance Section)			
8 WT REDUCTION (Req for all Non-Jettisonable)			
9 ADJUSTED WEIGHT (7b minus 8)			
10 GROSS WT LIMIT (FM Limitations Section)			
11 SELECTED WEIGHT (Lowest of 9 or 10)			
12 OPERATING WEIGHT (From Line 6)			
13 ALLOWABLE PAYLOAD (11 minus 12)			

14 PASSENGERS/CARGO MANIFEST	
15 ACTUAL PAYLOAD (Total of all weights listed in item 14) Line 15 must not exceed Line 13 for the intended mission.	
PILOT SIGNATURE	HazMat
MGR SIGNATURE	Yes ___ No ___

INSTRUCTIONS

A load calculation must be completed for all flights. A new calculation is required when operating conditions change (± 1000’ in elevation or ± 5o C in temperature) or when the Helicopter Operating Weight changes (such as changes to the Equipped Weight, changes in flight crew weight or a change in fuel load).

All blocks must be completed. Pilot must complete all header information and Items 1-13. Helicopter Manager completes Items 14 & 15.

1. DEPARTURE – Name of departure location and current Pressure Altitude (PA, read altimeter when set to 29.92) and Outside Air Temperature (OAT, in Celsius) at departure location.

2. DESTINATION – Name of destination location and PA & OAT at destination. If destinationconditions are unknown, use MSL elevation from a map and Standard Lapse Rate of 2o C/1000’ to estimate OAT. Check the box in Line 1 (Departure) or Line 2 (Destination) to indicate the most restrictive values used to obtain Computed Gross Weight in Line 7b.

3. HELICOPTER EQUIPPED WEIGHT – Equipped Weight equals the Empty Weight (as listed in the Weight and Balance Data) plus the weight of lubricants and onboard equipment required by contract (i.e. survival kit, rappel bracket).

4. FLIGHT CREW WEIGHT – Weight of the Pilot and any other assigned flight crewmembers on board (i.e. Co-pilot, flight engineer, navigator) plus the weight of their personal gear.

5. FUEL WEIGHT – Number of gallons onboard X the weight per gallon (Jet Fuel = 7.0 lbs/gal; AvGas = 6.0 lbs/gal).

6. OPERATING WEIGHT – Add items 3, 4 and 5.

7a. PERFORMANCE REFERENCES – List the specific Flight Manual supplement and hover performance charts used to derive Computed Gross Weight for Line 7b. Separate charts may be required to derive HIGE, HOGE and HOGE-J. HIGE: use Hover-In-Ground-Effect, External/Cargo Hook Chart (if available). HOGE & HOGE-J: use Hover-Out-Ground-Effect charts for all HOGE operations.

7b. COMPUTED GROSS WEIGHT - Compute gross weights for HIGE, HOGE and HOGE-J from appropriate Flight Manual hover performance charts using the Pressure Altitude (PA) and temperature (OAT) from the most restrictive location, either Departure or Destination. Check the box in Line 1 (Departure) or Line 2 (Destination) to indicate which values were used to obtain Computed Gross Weight.

8. WEIGHT REDUCTION – The Government Weight Reduction is required for all “nonjettisonable” loads. The Weight Reduction is optional (mutual agreement between Pilot and Helicopter Manager) when carrying jettisonable loads (HOGE-J) where the pilot has total jettison control. The appropriate Weight Reduction value, for make & model, can be found in the current helicopter procurement document (contract).

9. ADJUSTED WEIGHT – Line 7b minus Line 8.

10. GROSS WEIGHT LIMITATION – Enter applicable gross weight limit from Limitations Section of the basic Flight Manual or the appropriate Flight Manual Supplement. This may be Maximum Gross Weight Limit for Take-Off and Landing, a Weight/Altitude/Temperature (WAT) limitation or a Maximum Gross Weight Limit for External Load (jettisonable). Limitations may vary for HIGE, HOGE and HOGE-J.

11. SELECTED WEIGHT – The lowest weight, either line 9 or 10, will be entered for all loads. Applicable limitations in the Flight Manual must not be exceeded.

12. OPERATING WEIGHT – Use the value entered in Line 6.

13. ALLOWABLE PAYLOAD – Line 11 minus Line 12. The maximum allowable weight (passengers and/or cargo) that can be carried for the mission. Allowable Payload may differ for HIGE, HOGE and HOGE-J.

14. PASSENGERS AND/OR CARGO – Enter passenger names and weights and/or type and weights of cargo to be transported. Include mission accessories, tools, gear, baggage, etc. A separate manifest may be used.

15. ACTUAL PAYLOAD – Total of all weights listed in Item 14. Actual payload must not exceed Allowable Payload for the intended mission profile, i.e. HIGE, HOGE or HOGE-J. Both Pilot and Helicopter Manager must review and sign the form. Check if HazMat is being transported. Manager must inform the pilot of type, quantity and location of HazMat onboard.

VI. Interagency Helicopter Passenger/Cargo Manifest, OF-252.

A. Purpose.

Refer to Appendix A for further information.

B. Applicability.

Refer to Appendix A for further information.

C. Routing and Filing.

Refer to Appendix A for further information.

D. Posting.

Refer to Appendix A for further information.

E. Related Forms.

OAS-67/FS 5700-17 is used to document manifest information under one “umbrella” load calculation. Load calculation and manifest totals are collated on HCM-15. Manifests are utilized to complete the agency flight payment.

Chapter 8
Helicopter Landing Areas.

This chapter establishes the requirements and specifications for helibases (permanent or temporary), helispots, and unimproved landing sites. Consult the Glossary for definitions.

I. Introduction.

The proper selection and construction of landing areas is essential to both the safety and efficiency of helicopter operations. Landing areas that are poorly located or constructed may contribute to or be the cause of an accident. At a minimum, inadequate areas heighten risk, increase Pilot workload, and result in inefficient operations.

As clarification for when a helispot should be staffed, managed, and operated as a helibase, the general rule, as applied in this guide, is that when a site is used for more than one day as an operational base for two or more helicopters, it should be classified and operated as a helibase.

An unimproved landing site becomes a helispot when it is used on a recurring basis for the purpose of transporting personnel and/or cargo to or from the site. It should then be managed, improved to the extent necessary, and supplied with the appropriate equipment.

When a potential medical transport/evacuation site is identified, it must be noted as an unimproved landing site until it is improved to helispot standards.

Helibases and helispots are used for both incident and resource missions. There is little or no difference between a helispot serving as a landing area for wildlife biologists and one being used to transport crews and supplies. Similarly, the helibase that serves as the aerial transportation focal point for a 50,000 acre fire could also have functioned as the helibase for a 200,000 acre aerial seeding project the year previous. Requirements for good planning and emphasis on safety and efficiency in operations remain the same.

Regardless of the size or complexity of an operation, there are sequential and logical steps which must be taken to achieve a safe, efficient operation and accomplish incident or project objectives. Items such as site selection, set-up and layout, operational phases, and demobilization must be considered for any helibase operation to be successful. The versatility of helicopters employed in natural resource operations, coupled with the wide variety of missions, adds to the complexity of helibase and helispot management.

The need to be flexible, as well as to anticipate and plan for most reasonable occurrences and contingencies, cannot be overemphasized.

II. Planning.

Good planning prior to the start of a project or during the initial stages of an incident will contribute to safe, efficient operations. Conversely, poor site selection will hinder the management and adversely affect the safety of the operation.

Helibases can be relocated, but usually at great inconvenience and temporary disruption of operations. Good planning will prevent this from becoming necessary. However, do not hesitate to relocate if safety and/or efficiency can be improved.

The Helibase Manager's Reminders List, HJA-2, contains specific criteria to consider when selecting a helibase or helispot site.

- HJA-2 Section I should be reviewed during initial helibase site selection.
- HJA-2 Section II should be reviewed whenever a helispot is established.
- The selection of an area or areas on which to land the helicopter(s) is an

important planning activity. When possible, the Pilot(s) should have input. The following general requirements should always be considered.

- The types of activity and volume of traffic will affect selection, as well as initial and later development of the landing area(s).
- The site should lend itself to economic and environmentally sensitive development to the size which will accommodate the type of helicopters and volume of traffic expected in both the short- and long-term. Anticipate future needs.
- Weather (potential for smoke or fog inversions, winds) plays a significant role in the location of facilities, both short- and long-term.
- Site planning and construction of all sites, both permanent and temporary, must be in accordance with local agency land management policy.

III. Permanent Helibase.

A careful study should be made of local, state, and federal laws, rules and regulations relating to construction of a permanent helibase. Site selection should provide for adequate approach and departure paths which avoid housing areas, schools, churches, and any other facilities that might be disturbed by low-flying helicopters.

A. Accommodation for Different Helicopter Types (Sizes).

All permanent facilities should, at a minimum, be built to accommodate one Type 2 (medium) helicopter.

B. Planning and Construction Specifications.

The planning and construction of permanent helibases must be according to agency-specific and/or FAA policy and specifications, as well as applicable local, state, and federal regulations.

IV. Temporary Helibases and Helispots.

Helibase or helispot construction, especially in wilderness or similarly sensitive areas, can cause a double impact -- the impact of an abrupt or unnatural opening in the landscape, and the impact resulting from cut-faces of stumps and boles of trees or shrubs.

Remember that safety must not be compromised. The area should not be considered as a landing site if it cannot be built to safe standards or negative environmental impacts cannot be mitigated. Minimum Impact Suppression Technique (MIST) guidelines should be reviewed prior to construction in wilderness or sensitive areas. See *Interagency Response Pocket Guide* (IRPG), PMS 461, for more information.

A. Initial Planning.

Project helibases and helispots can be adequately planned in advance of the project start.

Incident helibases and helispots are established and become operational in a very short time frame. The rapidity of incident response does not relieve the Helibase Manager or Helispot Manager from performing basic planning actions.

Upon arrival, the Helibase Manager should gather intelligence by obtaining maps from the dispatch office, talking to local inhabitants, flying a reconnaissance, reading the local aviation plan, etc.

Check with the local Resource Advisor to ensure that the sites for the helibase(s) and helispots are acceptable from an environmental standpoint. Factors to consider include, but are not limited to:

- Impact of construction and aerial activity on threatened and endangered species or on wilderness or similar values.
- Hazardous materials (fuel) handling.

The Helibase Manager should reference the HJA-2 for factors to consider. These include items for both the Helibase Manager and Helicopter Manager to review when initially selecting sites. Even though they should be initially considered, a review at timely intervals (for example, every 5-7 days) is also appropriate.

Good planning for project operations should preclude poor site selection. The rapidity with which incidents occur sometimes results in a poor site being used initially. If a poor site for either the helibase or a helispot has been selected, do not hesitate to relocate if a better site can be established. Do this immediately during the initial stages of the transition from initial or extended attack, or prior to the start of the project. Otherwise, unacceptable delays in operational and logistical support, as well as safety hazards, may result.

Perform an aerial reconnaissance to locate desired helispots. Individuals on this reconnaissance should include the local Resource Advisor, Operation Section Chief (or designee) or Project Aviation Manager, AOBD (or a designee such as the ASGS or Helibase Manager), and, if possible, the Helispot Manager who will be responsible for constructing the spot. Consider the following:

- Where possible, identify natural openings which could be used as a helibase or helispot with little or no improvements.
- What will be the primary function of a helispot (crew shuttle, cargo transport, or both)? If used for cargo transport only, consider designating the spot for longline/ remote hook operations only (referred to as a sling site) in lieu of constructing a helispot.
- If a helispot cannot be constructed due to environmental or other issues, consider designating the spot a sling site.
- Avoid high visitor use areas, especially if construction is necessary.
- Avoid use of schoolyards, parking lots, local parks, etc., unless absolutely necessary and then only if strict security by local authorities can be provided.
- Discuss construction standards relative to the type of helicopters which will be using the helispot. Provide specific instructions (if possible, in writing) for the Helispot Manager assigned. Remember that construction standards must not be compromised.
- If a high environmental impact is anticipated, examine other potential sites some distance away from the ideal location which would result in lower impact and still accomplish intended incident or project objectives.
- Discuss measures to restore the helispot to as natural a condition as possible. Consult the local Resource Advisor for standards.

Crews should not be allowed to construct helispots unless prior approval and specifications have been provided as outlined in the above procedures.

V. Site Ownership and Approval.

It cannot be assumed that any suitable piece of property can be used for a helibase over an extended period of time without first determining ownership. This is often overlooked in the rush to establish a helibase on incidents. It should not happen with the advance planning time available for projects. During the site selection and planning process, site approval issues must be addressed.

Check that the land being considered, whether it be a meadow, field, airport, or airstrip, is owned by an individual or entity that supports the operation being conducted. Do not assume that the land immediately adjacent to an incident or project area is managed by a government agency.

A. Private Ownership.

If the land is owned by an individual or corporation, contact must be established as soon as possible to request permission to continue to use the land. This assumes that initial attack crews have chosen the site as optimal from an operational standpoint and have already established initial helibase operations. Consideration must be given to the following:

- There may be restrictions that the landowner desires. These might include not using certain areas, such as those the landowner planned to irrigate or plow.
- There may be rental costs involved. Notify local administrators of the need for a land use agreement. A Helicopter Manager, Helibase Manager, or other air operations staff member usually does not have the authority to negotiate rental costs.
- Rehabilitation of the land is often an issue.

B. Public Ownership.

If the land is managed by a federal, state, or local agency, the Helicopter Manager must coordinate with the agency's Resource Advisor to determine if use of the site is appropriate and any mitigation measures that must be taken.

If the site is owned by a local municipality, contact the local manager or public official.

C. Role of the Finance Section Chief or Local Agency Administrative Officer.

The Helibase Manager should immediately coordinate with the Finance Section Chief on incidents or the local administrative officer responsible for the project. The Finance Section Chief or local agency administrative officer should establish an agreement with the landowner that includes the following, at a minimum:

- Cost (if any) for use of the land.
- Any restrictions on use of the land such as keeping fuel trucks away from certain areas, use of soil stabilizers, etc.
- Rehabilitation requirements after the incident has ended or the project is completed.

D. Use of Airports and Airstrips.

Use of airports or airstrips requires the permission of the Airport Manager or a responsible agency such as the state aeronautics division. In some cases, closure of the airport or airstrip may be necessary. If so, prior and continued coordination and communication with the applicable authority is essential.

Helibases established at airports or airstrips should be located such that both landing areas and approach/departure paths are segregated from airplane operations. It is recommended that a Fixed Wing Base Manager be ordered to perform this coordination.

E. Helispots.

The same considerations addressed above may apply to the use of helispots, especially those that require improvements.

F. Water Sources.

The same considerations addressed above apply to the location and use of water sources for dipping or bucket/tank fill operations. Do not assume that each pond or lake is managed by the government. Provisions for replenishment of water sources can be made if use of water is an issue. The use of water additives (foam or retardant), as well as invasive aquatic species, are additional issues to discuss with agency Resource Advisors and private landowners.

VI. Selection of and Specifications for Temporary Helibases, Helispots, and Unimproved Landing Sites.

A. Landing at Unimproved Landing Sites.

The Pilot is responsible for making the decision to use unimproved landing sites. The government representative on board may make a recommendation, but must defer to the Pilot's judgment, even if the Pilot's preferred site is at a distance from the desired.

Conversely, the government representative or Pilot has the option to advise that he or she does not feel comfortable landing at a site selected, and may decline to land at the site.

Prior to landing at an unimproved site, the Pilot must make a high-level reconnaissance of the area to determine the location of any aerial hazards in the approach or departure path and to determine wind conditions, slope, ground stability, rotor clearances, ground hazards, and size of touchdown area.

Use of unimproved landing sites on a recurring basis is discouraged. When logistical and environmental concerns allow, the site should be improved to meet helispot standards. The following is recommended:

1. The appropriate authority (agency determined) should identify the level of improvement and approve the extended use of unimproved landing areas.
    - For large fire operations, extended use will be approved by the AOBD or designee.
    - For initial attack operations, the Helicopter Manager must make this determination.

B. Construction and Improvement.

Construction of approach/departure paths for helibases and helispots will conform as closely as possible to the specifications in Exhibit 8.1 and as discussed later in this chapter. A one-way helispot as depicted in Exhibit 8.2 is sometimes unavoidable.

Exhibit 8.1-- Diagram of Two-Way Helispot.

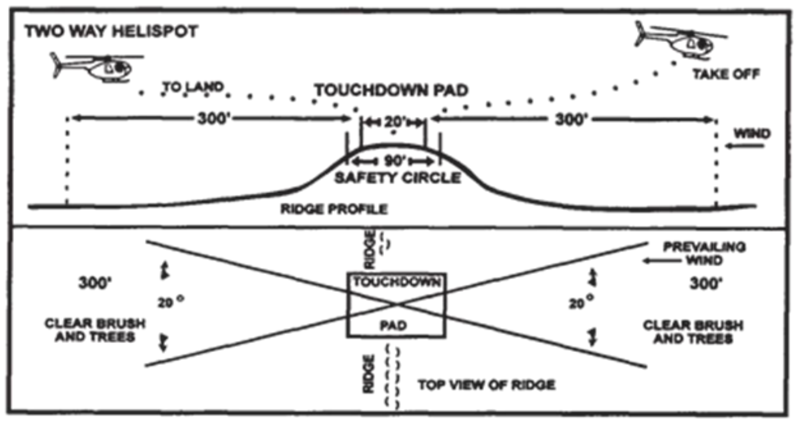
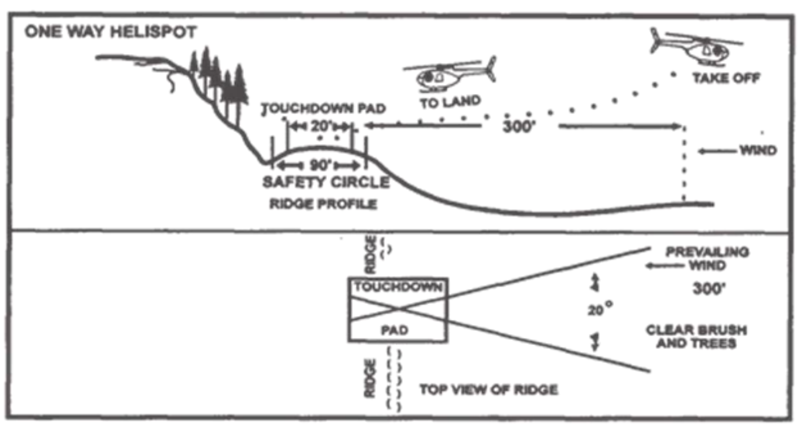


Exhibit 8.2 -- Diagram of One-Way Helispot.



C. Hand Construction.

Hand construction methods are best since there is less ground disturbance than that created by mechanized construction. There are measures which can be implemented during construction of a helibase or helispot that will lessen the workload during rehabilitation and help ensure that the objective of restoration to as close to a natural state as possible is achieved. These include:

Cut trees or snags close to the ground, leaving stump heights of 0-3 inches. It is recognized that this may not always be possible during initial construction. Follow up flush cutting may be necessary.

If possible, and only if it can be performed safely, fell trees or other vegetation so that some cut trees and snags will be in a crisscrossed or natural appearing arrangement.

Buck up only what is necessary to achieve a safe operation in and around the touchdown pad and in the approach/departure path(s). Bucked pieces are unnatural and also increase the workload of camouflaging cuts during helispot rehabilitation.

Limb only what is necessary to achieve a safe operation in and around the touchdown pad and in the approach/departure path(s). If possible, breaking of limbs is preferred to sawing. Excessive limbing results in additional, smooth-cut spots along the boles. It also creates an increased amount of limbs to either dispose of in the timbered area or to arrange in a fashion that resembles a natural ecosystem floor.

D. Mechanized Construction.

Basic requirements are the same as those for hand construction. If large rocks are dislodged, they should be removed and placed in an area where they appear to be natural. Hand work is frequently necessary to cut the fringe of brush left by bulldozers. Dozer constructed landing areas generally have soil that is disturbed, requiring dust abatement procedures. Unless necessary, mechanized construction or improvement is to be avoided.

E. Specification for Planning and Constructing Landing Areas.

The touchdown pad is a designated area, that may have a prepared or improved surface, at a helispot or helibase that is used for takeoff, landing or parking of helicopters.

The safety circle is a zone that provides an obstruction-free area on all sides of the touchdown pad. For helispots and helibases, the only items that should be within the safety circle are a fire extinguisher, a pad marker, and if applicable, external loads awaiting transport. The Parking Tender may also be within the safety circle.

When there are multiple helicopters at a helibase, safety circle dimensions may or may not provide adequate clearance and separation between helicopters when rotors are turning.

Exhibit 8.3 -- Touchdown Pad and Safety Circle Dimensions.

Minimum Dimensions	Helicopter Type 1	Helicopter Type 2	Helicopter Type 3
Touchdown Pad Dimension	30’ x 30’	20’ x 20’	15’ x 15’
Safety Circle Diameter	110’	90’	75’

Exhibit 8.4 -- Recommended Minimum Separation of Helicopters at Helibases.

Minimum Separation	Helicopter Type 1	Helicopter Type 2	Helicopter Type 3
Rotor-to-Rotor	100’	75’	60’
Pad-to-Pad	200’	125’	90’

Use the separation distances listed in Exhibit 8.4 as a guide when laying out a helibase. These recommended distances are not mandatory, but they can be used to provide appropriate separation between helicopters.

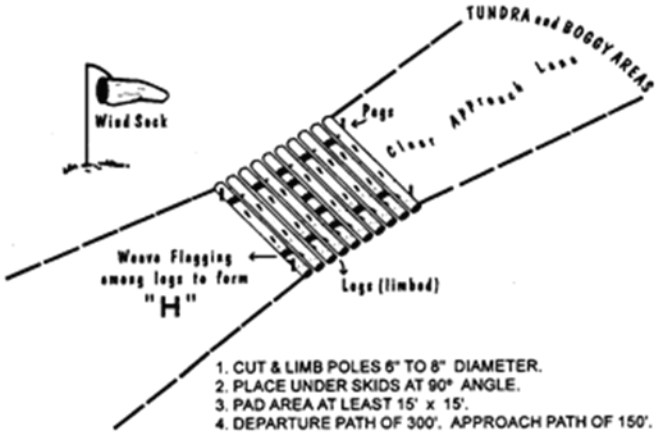
When helicopter makes/models are known, the rotor-to-rotor separation dimensions may be used as a guide to provide adequate separation between helicopters.

When helicopter makes/models are unknown, it is recommended that the pad-to-pad separation dimensions be used as a guide to provide adequate separation between helicopters.

F. General Locations for Helispots and Unimproved Landing Sites.

1. Ridge Tops. An exposed knob on a ridge offers the best location, especially if approach/departure is available from all or several directions. Consider the following.
2. Minimum approach/departure path should be no less than the required safety circle. Avoid cutting timber keyhole helispots visible from scenic roads, towns, rivers etc.
3. Clear brush and trees below the level of the landing area. Jumbled brush and limbs tend to dissipate the ground-effect cushion, resulting in an abrupt transition to out-of-ground-effect flight.
4. Lakes or Rivers. Bodies of water, with their less-than-solid surfaces, may reduce the benefits of ground effect. A helibase or helispot should offer a take-off and landing profile that will not place an aircraft loaded for in-ground-effect over water before sufficient airspeed and lift is achieved. Depth perception can also be a problem for overwater portions of approach/departure paths.
5. Canyon Bottoms. If the canyon is deep, the helicopter will need a long forward run to climb out of the canyon, or a wide spot in the canyon where it can circle to gain altitude.
6. Meadows. Caution should be exercised prior to using meadows with high grass. Grass tends to dissipate the ground-effect cushion. High grass may also hide rocks, logs, and swampy areas which are a hazard to personnel and the helicopter's skids, wheels, or fuselage. Grassy areas are also a potential fire hazard.
7. Snow Areas. Depth perception on snow and glacial ice is often poor. It is important to clearly mark the landing site with objects of contrasting color. To reduce blowing snow, tramp the area thoroughly inside the safety circle. Reference Deep Snow Landings in Chapter 6 for additional information. Helicopters that operate in snow areas are usually equipped with snow pads which function similarly to snowshoes by spreading the weight of the helicopter over a larger load-bearing area. It is the Pilot's responsibility to determine if a landing can be safely made in snow conditions, with or without snow pads.
8. Icy Areas. If surfaces are icy, avoid locations that are over 6° (9:1) slope. Choose a site large enough and flat enough to keep main and tail rotors from striking ice pinnacles or pressure ridges. Test the surface and load-bearing capability of the touchdown pad area to avoid snow bridges, thinly covered crevasses, crusts, and cornices.
9. Tundra and Boggy Areas. Tundra and boggy areas are unstable surfaces. Helicopters that operate in tundra areas are usually equipped with tundra pads that function similarly to snow pads. A log-deck pad may also be used. Cut and limb at least 10 poles, 20 feet long and approximately 6" to 8" in diameter. Use these to build a square touchdown pad. Place at right angles to the helicopter skids. The poles must be able to support the largest helicopter to be used. Secure the outer logs to prevent rolling or separation. Even when equipped with tundra pads, helicopters may sink into boggy tundra. To ensure adequate clearance for the tail rotor, there must be enough pad area and log strength to support the weight of the rear end of the skids. Exercise care when landing on and taking off from log-deck landing pads.

Exhibit 8.5 -- Log-Deck Landing Pad for use in Tundra and Boggy Areas.



G. Surface Features and Requirements.

Level locations are best. The ideal approach/departure path is 300’ long, sloping down and away from the landing site.

1. Slope.
   - Avoid sloped pads that have over 9:1 slope ratio (6° or 11%) or 1.3”/foot slope.
   - Pads must be as level as possible at temporary helibases and helispots.

Exhibit 8.6 -- Slope Conversion Chart.

Slope Ratio	Degree Slope	Percent Slope	Inches/Foot
1:1	45.0	100	12
2:1	26.6	50	6
3:1	18.4	33	4
4:1	14.0	25	3
5:1	11.3	20	2.4
6:1	9.5	16.7	2.0
7:1	8.1	14.3	1.7
8:1	7.1	12.5	1.5
9:1	6.3	11.1	1.3
10:1	5.7	10	1.2

2. Safety Circle.
   - Safety circles should be as level as possible with trees and large brush removed.

- Avoid damaging small bushes and grasses that help to reduce the dust problem. Limit dozer or other mechanical work as much as possible.

3. Touchdown Pad.
   - The pad should be free of brush or other obstructions and large enough to accommodate all wheels or both skids. There must be adequate clearance under the fuselage to clear antennas, cargo hooks, or externally supported accessories.
   - Pads must be firm enough to support the type of helicopter being used at temporary helibases and helispots.
   - Where possible, avoid selection or construction of landing pads on a slope. The pad should be as level or as close to the terrain surface as possible without disturbing the small brush and grass cover.

H. Approach/Departure Path.

Site selection should provide for approaches and departures in several directions. If the site is not located on a ridge top, an approach/ departure path aligned with the prevailing wind should be constructed. If possible, avoid one-way helispots, although these landing sites are not inherently unsafe provided correct piloting techniques are followed.

- Winds. When possible, locate landing areas so that takeoffs and landings may be made into the prevailing winds.
- Full Performance Takeoff and Landing. Almost-vertical approaches and departures are not inherently unsafe, but should be avoided if possible, especially on an extended-use basis. Remember that most small helicopters must be at approximately 400’ AGL at zero airspeed to execute a safe autorotation in the event of an engine failure.

Exhibit 8.7 – Distance from Obstacles.

Distance from edge of safety circle.	Height of obstacle.
80’	10’
160’	20’
240’	30’
320’	40’

4. Minimum Width. The minimum width for an approach/departure path is the diameter of the safety circle. Construction starts at the edge of the safety circle and extends in the takeoff direction far enough to permit normal no-wind takeoffs for the expected density altitudes. Safety is increased if the paths can be widened to a 20^{o} angle from the center of the landing pad. To determine if additional clearing of obstructions is prudent or necessary:
   - Take a compass reading down the center of the approach/departure path.
   - Take a new reading 10^{o} on each side of the centerline to determine the optimal, or 20^{o}- wide path.
   - Obstacles that occur between the point where these lines intersect with the minimum width of the approach/departure path (safety circle diameter) may be removed to increase safety.

5. Approach. The path should be free of obstructions which would prevent a normal approach. If environmental considerations restrict this from being accomplished, the

helispot should not be built.

6. Departure. There should be enough level running space to permit normal acceleration from hover to translational lift and initial climb. If environmental considerations restrict this from being accomplished, the helispot should not be built.
7. Downdraft Areas. Avoid downdraft areas on lee sides of ridges.

VII. Required Equipment and Facilities.

Exhibit 8.9 lists equipment and facility requirements and standards for permanent helibases, temporary helibases, and helispots. Construction should take into account these needs and requirements.

Exhibit 8.9 -- Required and Recommended Facilities for Permanent Helibases, Temporary Helibases, and Helispots.

Requirement	Permanent Helibase	Temporary Helibase	Helispot
Operations office or area for communications + administration.	required	required	n/a
Communications equipment, to include as appropriate, telephone, station-to-station and air-to-ground radios. Where no telephone service is available, a mobile or cellular phone should be installed at site.	required	required	required (hand-held radio only)
Ready room/rest area for vendor personnel, including cots, toilet, desks, and if possible, stove and refrigerator.	required	rest and sanitation facilities only required	n/a
Cache for agency-owned equipment	required	n/a	n/a
Storage area for helicopter equipment and servicing supplies	required	recommended	n/a
Parking and staging areas for vehicles for ground accessible sites	required	required	n/a
Water supply for drinking, utilities, and aircraft maintenance	required	recommended	n/a

Requirement	Permanent Helibase	Temporary Helibase	Helispot
Maintenance lights, including electrical outlets at each touchdown pad	required	n/a	n/a
Security fence at least 150’ from center of the touchdown pad on the approach/departure path	required	n/a	n/a
Safety and warning signs, including “No Smoking”	required	required	recommended
Evacuation and crash rescue kits	required	required	recommended
Fire extinguisher at each pad	required	required	required
Scale for weighing passengers & cargo	required	required	recommended
Wind indicators	required	required	required
Dust abatement, if necessary	required	required	required
Fueling capabilities	required	required	n/a
Identifiable, marked touchdown pads	required	required	required
Hazard map	required	required	n/a
First aid kit	required	required	recommended

VIII. Markings for Aerial Identification.

A. Helibases.

Permanent helibases may use the triangle and “H” marking. The triangle-H design should be placed in the center of the touchdown pad with the solid apex of the triangle pointing to magnetic north. The base name, elevation, and latitude and longitude should also be painted on the pad. Permanent markings for temporary helibases are not required.

B. Helispots.

Incident or project helispots used on a recurrent basis by more than one helicopter should be numbered or identifiable from the air.

1. Log-deck Touchdown Pad.
   - Weave flagging or other colored cloth strips around the logs to form a letter “H”. Ensure cloth strip is secure and cannot unravel. See Exhibit 8.5 for diagram.
   - Snow Areas.
   - Depth perception on snow and glaciers is often poor, so it is important to clearly mark helispots with objects of contrasting color. Wands about 3 feet high with streamers attached, packs, tramping a trench to create shadows, spray painting, colored chalk, and smoke grenades are several methods of marking snow areas.
2. Miscellaneous Markings.
   - Painted rocks or well-secured and weighted signal panels may be used to outline a touchdown pad or landing area.
   - Color markings should provide sufficient contrast with the background area. Reflective material may be used. If paint is to be used, it must be environmentally acceptable (for example, a water-based paint).
   - Known hazards outside the safety circle such as poles, pipes, and high vegetation should be marked with colored ribbon or other means. Known hazards must also be marked on the Known Aerial Hazard Map at helibases and should be noted on form HBM-2, Aviation Locations Summary, which identifies helispot hazards.

> ***Do not use ground panels in loose or rocky soil. Rotor wash will easily pull them out of the ground. If ground panels are used, check the spikes holding down the panels occasionally as they can work loose.***

IX. Dust Abatement.

The potential for dusty conditions usually exists when not operating from turf or pavement. Dust abatement must be accomplished at all helibases and helispots. This may be as simple as the application of water by ground equipment or from helicopter buckets or fixed tanks. A more complicated approach involves the application of chemical products. Their use may be of concern from an environmental standpoint and local authorities must be consulted prior to application. Chemical products are usually more expensive than water, but provide a longer-lasting application.

> ***Hazardous Materials and Materials Safety Data Sheets (MSDS) information for the chemical product or hazardous material should be obtained prior to use. The MSDS information is available from the manufacturer or online. They should be available for the local Resource Advisor to review in determining environmental or ecological impacts.***

A. Water.

1. Most commonly used.
2. Is usually the most economical.
3. Can be applied via ground or aerial delivery.

B. Lignin Sulfonate.

1. The most commonly used chemical for is lignin sulfonate. It is a by-product of the lumber industry, derived from wood pulp in the lumber milling process. The resulting lignin is mixed with ammonia and calcium bases to enhance its fertilizing

characteristics. It has been used successfully on roads for soil stabilization and dust control. The cost, compared to other materials, is reasonable.

2. Application considerations for lignin sulfonate include:
   - Approved on an agency-specific basis. Local Resource Advisor must be consulted prior to use.
   - Not approved for fixed-tank application.
   - No ground preparation is necessary.
   - Availability of commercial sources to travel to the site and apply the chemicals.
   - Lignin sulfonate can be applied by many methods except for helicopter fixed-tank. Methods include using back-pack pumps, pillow tanks, rigid tank/ pump operations, helicopter buckets, and engines.
   - Do not use potable water containers.
3. Lignin sulfonate is mixed with water in ratios of 1:1 to 1:3, depending on temperatures and soil condition. Lignin sulfonate is ready for use 15 to 30 minutes after mixing, depending on the ambient temperature. It can then be applied using any approved method. When the site is ready, apply the lignin sulfonate/water mixture evenly and ensure proper coverage. If the area becomes churned up during operations, apply a small amount of water or more lignin sulfonate/water mixture to make effective again.
4. All equipment must be cleaned with water. If the lignin sulfonate dries, it breaks down with application of water and will wash out of clothing easily.

C. Retardant.

Retardant is the most expensive method of and least desirable due to cost and cleanup factors.

X. Procedures for Landings.

The Pilot and Helicopter Manager are responsible for choosing safe landing sites. The Helicopter Manager or passengers may indicate landing sites that are convenient to their ground work site or drop-off point. However, in no case will safety be compromised for convenience, nor will any passenger implicitly or explicitly attempt to pressure the Pilot into performing a landing, takeoff, or flight maneuver that is unsafe.

A. Load Calculations.

Prior to repetitive flights to and from the same helispot, the Helicopter Manager will consult with the Pilot and designate sites as either HIGE or HOGE. In planning and computing loads for those sites, applicable performance charts will be used.

B. High-Level Reconnaissance.

The Pilot must fly a high-level reconnaissance before descending on the approach path to an unimproved landing site that has not been used before.

C. Areas to Avoid.

Avoid dusty landing areas. A low, slow flyby may be necessary to determine dust conditions. Avoid marshy areas and areas with high grass or shrubs where ground hazards and soil stability cannot be determined.

D. Wind Direction.

Ground personnel, if available, should furnish the Pilot with wind direction indication. This can be accomplished by throwing dirt, attaching flagging to vegetation, radio communication, or hand signal.

E. Reduction of Power.

Care must be taken to ensure that skids or wheels are down on solid ground before reducing power.

F. Pre-Exit Briefing.

The Pilot must ensure that passengers are briefed on proper exit direction, especially when sloping terrain may pose a hazard to personnel exiting the helicopter.

G. Single Skid, Toe-In, Hover Exit/Entry.

See Glossary for definitions. Except in a life threatening emergency, these types of landings are prohibited unless specifically authorized.

H. Tundra or Boggy Areas.

Inform the Pilot if landing gear or skids begin to sink into tundra or boggy area.

I. Snow Landings.

Snow landings may require agency approval. If the snow is suspected to be deeper than 18 inches, check the Interagency Helicopter Pilot Qualification Card for deep snow operations and ensure that the helicopter is equipped appropriately. See Chapter 6 for additional guidance.

Chapter 9
Equipment Requirements and Maintenance

I. Introduction.

The proper use and maintenance of equipment used in helicopter operations by ground, flight, and air crew personnel is essential to safety. Since much of this equipment is of high cost, proper maintenance is also cost effective.

II. Interagency Fire Helicopter Equipment Requirements.

The required items for interagency carded fire helicopters change frequently.

For CWN fire helicopters, use and completion of form HCM-2, Helicopter and Service Truck Pre-Use Checklist, with reference to the procurement document, should ensure that requirements are met. See Appendix A for instructions on completing this form.

III. Personal Protective Equipment (PPE) Requirements for Personnel.

Refer to the Aviation Life Support Equipment handbook (ALSE) for additional information.

A. PPE requirements for helicopter occupants.

PPE is required to be worn on all helicopter flights by all occupants.

PPE consists of fire resistant clothing, e.g., long-sleeved shirt and pants or flight suit; fire resistant or leather gloves; approved aviator flight helmet; and all-leather, over-the ankle boots. Additionally, fire shelters for every occupant are required for missions that take place over active fires.

If any flight crewmember, air crewmember, or passenger refuses to adhere to PPE requirements, the Helicopter Manager must terminate the flight and report the non-compliance to the Unit Aviation Manager and complete a SAFECOM.

Exceptions or additional PPE requirements for all occupants are determined by flight mission and physical location and include:

1. Reconnaissance over water when beyond gliding distance from shore: personal floatation device (PFD) is required. Fire resistant clothing and leather boots not required.
2. Reconnaissance over water-extended: PFD, anti-exposure garment, raft & kit required. Refer to ALSE handbook for exceptions. Fire resistant clothing and leather boots not required.
3. Individual not restrained by installed aircraft restraint system, e.g., spotter, cargo letdown, cargo freefall, ACETA, PSD: approved auxiliary restraint harness/tether required.
4. Extreme environmental conditions, e.g., wet, boggy, extreme cold: specific agency waiver to policy is required and may allow the use of rubber or synthetic footwear and climate-appropriate clothing.
5. Rappel, short-haul, cargo letdown, aerial ignition: refer to agency policy and applicable guide/handbook for specific PPE requirements.
6. Firefighter: may wear a hardhat with chinstrap in lieu of an aviator flight helmet ONLY when being transported as a passenger during fire operations from an established, managed helispot or helibase to another established, managed helispot or helibase.
7. A managed helibase/helispot is established when there is a helicopter crewmember or a helibase manager on the ground at the helibase/helispot before passengers are transported to these locations.

B. PPE requirements for helicopter ground operations.

PPE is required to be worn by all government personnel while working around operating helicopters or when “on the deck” when helicopters are operating. This PPE consists of fire resistant clothing, e.g., long-sleeved shirt and pants; hardhat with chinstrap or approved aviator flight helmet; fire resistant or leather gloves; all-leather boots; and hearing and eye protection.

It is at the discretion of the helibase manager, deck coordinator or helicopter manager to establish the appropriate level of PPE to be worn by ground personnel when no helicopter operations are being conducted or for positions not assigned to the deck.

Consult the specific helicopter procurement document for vendor personnel PPE requirements.

Exceptions or additional PPE requirements for ground personnel working around operating helicopters are determined by duty and include:

1. Longline hook-up personnel and parking tenders: aviator helmet with handheld radio adaptor is recommended. Radio contact with pilot is required.
2. Helitorch mixmaster and crewmembers: refer to the Interagency Aerial Ignition Guide for PPE requirements.
3. Government fuelers: non-static clothing is required; may use rubber gloves in lieu of leather gloves; eye and hearing protection required only when in the vicinity of operating helicopters.

IV. PPE Components.

PPE consists of clothing and equipment that provide protection to an individual in a hazardous environment.

When flying or when working on the ground around operating helicopters, only approved headgear will be worn. The Pilot must always wear an approved flight helmet.

A. Aviator Flight Helmets.

1. The aviator flight helmet, consisting of a one-piece hard shell made of polycarbonate, Kevlar, carbon fiber or fiberglass, must cover the top, sides (including the temple area and to below the ears) and rear of the head. The helmet must be equipped with a chin strap and be adjusted for proper fit. Helmets should be individually fitted for maximum protection.
2. Flight helmets for helicopter usage must conform to a national certifying agency standard such as Department of Transportation (DOT), Snell, SFI to an appropriate military standard, or to an appropriate equivalent standard. See the ALSE handbook for a list of currently approved aviator helmets.
3. The flight helmet should be equipped with avionics compatible with helicopter avionics specifications.
4. Each helmet should be stored in a helmet bag when not in use, and should be kept clean and free of defects. Clean with mild soap and water only. Inspect and maintain the flight helmet in accordance with manufacturer’s specifications.

B. Hardhats.

Hard hats must be equipped and worn with a chin strap securely fastened below the chin prior to entry to the helicopter, at all times during flight, and upon departure from the aircraft.

C. Hearing Protection.

1. Hearing protection is required when inside or around operating helicopters.
2. Approved aviator flight helmets provide the requisite protection; however, the addition of earplugs for frequent users of helicopters is recommended.
3. Earplugs are required for firefighters not required to wear flight helmets.
4. Sound barrier earmuffs may be worn in lieu of earplugs when performing ground operations duties.

D. Eye Protection.

Goggles or other approved safety eyewear must be worn when performing ground operations duties.

An aviator flight helmet with visor down may be used in lieu of a hard hat and goggles when radio communications with the pilot is via a radio connected through the helmet.

E. Fire Resistant Clothing.

The primary purpose of fire-resistant clothing is to provide the wearer with protection from flash fire burns.

The approved material for flight suits and gloves, and recommended for outer garments, garments worn under the flight suit, and undergarments is generically referred to as “fire resistant clothing.” The actual material may be fire resistant cotton, polyamide, aramide, polybenzimidazole, Kevlar, or blends thereof.

All garments must be kept clean. Fuels, grease, oils, and other combustible materials embedded in the fabric will burn at their normal flash points even though the fire resistant clothing will not char until a higher temperature is reached.

Fire resistant clothing may be laundered and tumble dried at temperatures up to 180° F without shrinkage or damage. If line-drying, keep material out of direct sunlight to prevent fading. Dry cleaning is also approved for some material. Starch is not approved, since starch is flammable.

- Flight Suits. Flight suits are fire resistant coveralls that fit loosely and provide trapped airspace that acts as insulation to provide protection in a fire. The proper size flight suit covers the maximum area of skin. This includes sleeves long enough to reach the first knuckle on the thumb before securing snugly over the flight gloves at the wrist. The pant legs must be long enough to completely cover the boot tops while in a seated position. The slide fastener front closure provides coverage high on the neck.
- Shirt/Pants Combination. Use of the wildland firefighter fire resistant shirt and pants is authorized. The shirt sleeves and pant legs must have sufficient length to allow overlap of the glove cuffs and boot tops, respectively. Shirt cuffs shall be worn down and fastened. When wearing two-piece flight suits or the shirt/pants combination, the shirt shall be tucked into the trousers.

When the full complement of PPE is not worn, the government supervisor is required to inform the crew and passengers of the increased personal hazard associated with wearing non-fire resistant clothing.

An example is a search and rescue mission where specialized PPE or clothing necessary for protection against arctic temperatures for extended periods is deemed critical to individual survival.

V. Survival Equipment.

This section covers requirements for survival equipment for overwater missions, survival kits for special use overland missions, and first aid kits for all missions. It is the responsibility of the helicopter manager or project flight manager to ensure that proper and adequate survival equipment for the planned mission is aboard and available for all crewmembers and passengers.

All survival equipment described in this section requires scheduled inspections, testing, and in some instances, timed replacement. Management at the using level must

establish and monitor the appropriate compliance procedures.

A. Overwater Flotation and Survival Equipment.

Flotation and survival gear equipment standards are specified for overwater operations by 14 CFR 91 and 14 CFR 135.

Mission planning for overwater flights requires careful consideration of all elements of risk management and hazard reduction. Aviation life support equipment appropriate for overwater missions must be based on flight time over water, flight following (report frequency and accuracy), water/air temperature, search and rescue availability and response time to the mission area, and the capability of the proposed ALSE to sustain life.

Personal Flotation Devices (PFDs) will be worn by each individual aboard the helicopter when conducting operations beyond gliding distance from shore, operating off of or to water, and during all hovering flights over water sources such as ponds, streams, lakes, and coastal waters.

Emergency equipment must be aboard and easily accessible when conducting extended overwater operations more than 50 nautical miles of nearest shoreline and more than 50 nautical miles from an off-shore heliport structure. Refer to ALSE handbook for more information.

Automatic inflation (water activated) PFDs are not allowed.

Agency personnel must adhere to guidelines outlined by policy when that direction is more restrictive than the above information.

Vendor personnel should reference the procurement document for guidance regarding the use of PFDs.

Users of PFDs must be trained in their proper use.

B. Overland Survival Equipment.

Like overwater missions, planning for overland missions requires careful consideration of all elements of risk management and hazard reduction. On overland flights, personnel may be more likely to possess appropriate garments for the mission area involved. This does not exempt mission planners from assuring that crews and passengers have adequate clothing to survive in the event of a mishap.

Survival kits are required for all special use missions. Refer to the procurement document for a description of required contents. In addition to the required survival kits, personal survival vests or hand-carried survival kits are strongly recommended, but not required.

Aeronautical First Aid Kits are required for all special use missions. Refer to the procurement document for a description of required contents. Equipment must be installed per agency specifications on agency-owned helicopters and per the procurement document on vendor-owned helicopters.

Accident experience has shown survival equipment not attached to the occupants at the time of egress will not be available to the survivors.

C. Recommended Survival Kit – Extreme Environmental Conditions.

1. Year-round items:
   - 1 compass.
   - 1 knife.
   - 1 flashlight with 2 extra batteries.
   - 1 signal mirror.
   - 1 additional signaling device (strobe, smoke bomb, water dye).
   - 1 box matches in waterproof container.
   - 1 individual first aid kit.
   - 40’ length nylon rope.
   - 1 roll toilet paper.
   - 2 candles.
   - 1 trash bag, 50 gallon capacity.
   - 4 quarts water/person.
   - 1 collapsible water bag.
   - 1 whistle.
   - 1 handsaw or wire saw.
   - 1 collapsible shovel.
   - 46 pt. IV tubing.
   - 1 bottle iodine tablets.
   - 1 personal ELT per occupant.
   - 2 signal panels.
   - 1 ax or hatchet.
   - 1 container w/carrying handles or straps.
   - 1 gill net & assorted fishing tackle.
   - Additional items for WINTER missions:
   - 1 arctic sleeping bag/2 person.
   - 1 metal container, for melting snow.
   - 1 set of snow shoes.
   - 1 winter survival manual.
   - 6 meals-ready-to-eat (MREs) per person.
   - Additional items for SUMMER missions:
   - 1 bottle insect repellent.
   - 1 bottle sunscreen.
   - 1 insect head net per occupant.
   - 1 snake bite kit.
   - 4 meals-ready-to-eat (MREs) per person.

VI. Aircraft Equipment.

A. Personnel Restraints, Seat Belts, and Harnesses.

1. General Seat Belt Requirements. The following are required for all helicopter flight activities, including those where doors are open or removed.
   - FAA approved 4 point restraint system that includes a double-strap shoulder restraint with automatic, locking inertia reels for each front seat occupant.
   - Approved 3 or 4 point restraint system for all aft seat passengers. Shoulder restraints must be worn.
   - Shoulder and lap restraints must fasten with one single-point, metal-to-metal, quick release mechanism. Heavy-duty (military style) restraints such as those installed in Bell medium helicopters are acceptable even though they have fabric loops connecting the shoulder restraints to the male portion of the buckle.

> ***Personal equipment may interfere with the operation of the seat belt or cause the seat belt to be accidentally released. An example is a radio chest harness catching on the seat belt release mechanism. DO NOT apply tape to the seat belt release mechanism to prevent it from opening.***

2. Special use activities which may require restraint systems other than approved seat belts include, but are not limited to, helicopter rappelling, aerial ignition, ACETA missions, short-haul, cargo letdown, photography, and infrared sensing.
3. Personnel performing activities while doors are open or removed and who need to be in a location other than seated with an aircraft seatbelt, must wear an approved secondary restraint. The harness must be attached to an approved tether and helicopter hard point. See Exhibit 9-1.

> ***Some missions where doors are open or removed may benefit from the use of a secondary restraint. If aircrew members will be leaning into the shoulder restraint then a secondary restraint provides additional protection in the event that the seat belt release mechanism is accidentally opened.***

4. For additional information on restraint harnesses, refer to the appropriate guide or handbook.

Exhibit 9.1 -- Example of Restraint Harness Configuration.

B. Emergency Locator Transmitter (ELT).

An Emergency Locator Transmitter (ELT) must be installed in the helicopter.

C. Emergency Position Indicator Radio Beacon (EPIRB).

The EPIRB is battery operated, water-resistant, and will float with the attached antenna vertical. An EPIRB will be included in the survival equipment for extended overwater operations.

D. Personal Locator Beacon (PLB) or Personal Trackers

The PLB is available from several manufactures. Typical designations include “Portable Rescue Beacon,” “Personal Downed-Pilot Locator,” or “Human Emergency Locator.” PLB’s communicate as a beacon on 406MHz, similar to an ELT.

Some personal trackers provide a two-way texting feature and some are wireless capable to link with smart phones. These units are not required, but are highly recommended to be included in personal survival vests or float vests.

E. Fire Extinguisher.

A fire extinguisher meeting the requirements of the procurement document must be installed in the helicopter.

VII. Crash Rescue Equipment for Helicopter Landing Sites.

Reference Chapter 12 for additional crash rescue information and discussion.

A. Requirements for Fire Extinguishers, Evacuation Kits, and Crash Rescue Kits at Helicopter Landing Sites.

Personnel must be trained and briefed in the use of crash rescue equipment.

Helibases should have the amount of equipment indicated for the largest operation that could be accommodated at the helibase. In addition, it is recommended that permanent helibases substitute a wheeled, aircraft-type extinguisher for the 20 lb, 40-B:C extinguisher.

See Chapter 8 for helispot requirements. There is no extinguisher requirement for an unimproved landing site unless the site is used on a recurring basis.

Exhibit 9.2 -- Required Quantity of Fire Extinguishers, Evacuation Kits, and Crash Rescue Kits at Helibases.

1—4 Helicopters	5—10 Helicopters	11+ Helicopters
1 fire extinguisher 20 lb , 40-B:C, per landing pad	1 fire extinguisher 20 lb, 40-B:C, per landing pad	1 fire extinguisher 20 lb, 40-B:C, per landing pad
1 crash rescue kit	2 crash rescue kits	1 crash rescue kit per 5 helicopters
1 evacuation kit	2 evacuation kits	1 evacuation kit per 5 helicopters

B. Crash Rescue Kit NFES 001040

- 1 bolt cutter, 24”.
- 1 carrying case and sleeve.
- 1 crash axe, serrated edge.
- 1 crash axe, smooth edge.
- 1 hacksaw frame.
- 1 rescue knife, seatbelt type.
- 11 hacksaw blades.
- 1 door opener with claw tool.
- 1 pliers, 12”, adjustable joint, angle nose.

C. Evacuation Kit, NFES 000650

- 24 AA batteries.
- 3 blankets, disposable, paper, 60" X 90".
- 2 boxes chemical light sticks, 12-hour, yellow.

- 1 carton, fiberboard, 42" X 13 1/2" X 14".
- 4 cold compress.
- 1 cord, cotton braided, 1/8" X 100'.
- 1 first aid kit, type III, 24-person.
- 2 headlamps, single cell, cordless
- 1 litter, S.K.E.D.
- 3 markers, ground, 9" X 10'.
- 1 pliers, 6", slip joint.
- 2 rope, nylon, 1/4" X 100' each.
- 1 screwdriver, 6", flat-tip.
- 1 splint, inflatable, all limbs, 6 pieces.
- 1 splint, spine.

VIII. Standard Equipment for External Loads.

This section addresses external load helicopter accessories for transporting equipment and supplies. This includes swivels, leadlines, buckets, hooks, nets, etc., that are attached to the cargo hook of the helicopter. Equipment must be rated for vertical lifting and must have a working capacity equal to or greater than the load to be carried.

> **Users should check the Aircraft Data Card and Helicopter Pilot Qualification Card to ensure that the aircraft and pilot are current and authorized to perform the external load mission.**

A. Cargo Basket and Rack.

Loads contained in cargo baskets or racks are considered external, non-jettisonable loads. All cargo carried in baskets or racks must be restrained by means of bungee cords or other fastening devices. Chapter 11 outlines correct methods of loading and carrying cargo in external racks.

> ***Bungee cords or other cargo restraint devices must be fastened securely to the rack. Check for tears, rips, or cracks. Do not use if damaged.***

B. Cargo Hook.

The cargo hook is attached to the belly of the helicopter. It must be FAA-approved, self-cocking and automatic locking. It may be loaded and locked in a single motion with one hand. The release must be both manually and electrically operated by the Pilot from the cockpit. See Exhibit 9-2.

The cargo hook also has a manual release on the hook itself that can be operated by the individual performing the hook-up. This release allows the Pilot or hook-up person to check that the hook is functioning properly.

> ***Prior to using the hook, it is important to first test the manual release, then the electrical release to ensure that both function properly. This sequence is important because the manual release may be susceptible to snagging.***

Move the cargo hook to its extreme travel limits to ensure that the manual release will not operate inadvertently. There should be at least ½” slack in the operating cable with the hook in all possible positions.

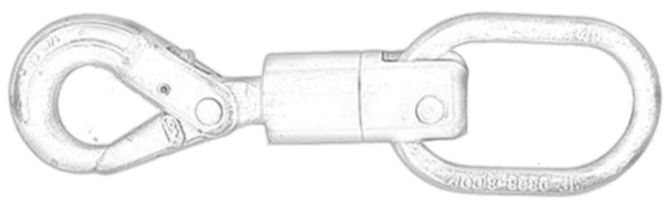
Exhibit 9.3 -- Typical Cargo Hook.

C. Swivel.

A cargo swivel consists of a ring or link on the upper end, a hook on the lower end, and a swivel section in between. The ring or link and hook may be integral with, or detachable from, the swivel body. If detachable, components should be replaceable and attached by bolts secured with self-locking nuts, or some other system that provides equivalent safety.

A swivel allows the load to rotate while in flight. This prevents the load from twisting and binding on the cargo hook, remote hook, or leadline or causing cable damage or an inadvertent release.

Exhibit 9.4. -- Typical Swivel.



1. Capacity of Swivels. Standard swivels are rated at 3000 and 6000 pounds. Swivels must be rated for vertical lifting and must have a working capacity equal to or greater than the load to be carried. Approved swivels may be obtained through the National Fire Cache System.

   Swivels without a capacity stamp must not be used.

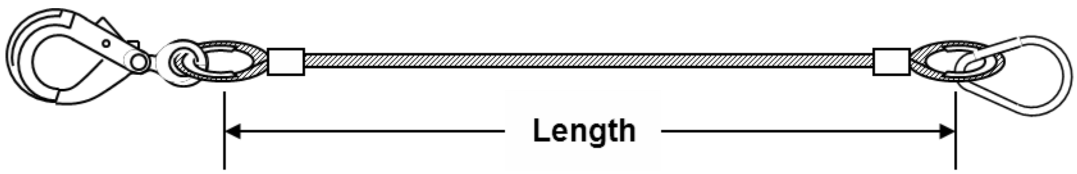
2. Inspection and Maintenance of Swivels. When inspecting swivels, check:
   - Spinning action of the swivel.
   - Condition of the integrated latch system.
   - Bolts on the detachable type of swivel.
   - All serviceable parts.

D. Leadline.

A leadline is an accessory used to connect loads to the helicopter. A leadline is constructed of flexible steel cable with a ring or link on one end and a hook on the other. End loops are formed around heavy metal thimbles and spliced or swaged.

Leadlines are not designed to be used as chokers.

Exhibit 9.5 -- Typical Leadline (12ft.)



The use of synthetic leadlines made of nylon/polypropylene rope or nylon or natural fiber straps is not normally approved due to the potential of these materials to become frayed and fail, or for snapback or streaming back into the tail rotor system. There are missions such as the transport of live animals where the use of non-twisting synthetic or natural fiber ropes or straps is preferred, and is in fact critical to the well-being of the animals. If used, the equipment must be closely inspected.

1. Capacity and Length of Leadlines. Leadlines are rated at 3000 and 6000 pounds. The standard length is 12'. The leadline must have a working capacity equal to or greater than the load to be carried.
2. Inspection and Maintenance of Leadlines. For guidance on the inspection of leadlines please refer to the Interagency Aviation Safety Alert (IASA 12-01). When inspecting leadlines, check:
   - The condition of the keeper gate on the hook at the end of the cable if it is not a latch hook. Keeper gates are the part that generally becomes broken or damaged. If there is significant play in the gate, do not use. If the gate can be moved outside the hook itself, do not use. Be sure to tag damaged leadlines with an explanation of what is wrong with it.
   - Swages are metal sleeves where the end of the cable forms a loop. Ensure they are secured on the cable. Swages are painted for slippage check and should not be covered. Copper swages should have a compression groove from being pressed together. If in doubt, or the cable is kinked, tag the damaged line and do not use.

Leadlines with aluminum swages must not be used.

E. Longline with Remote Electric Hook.

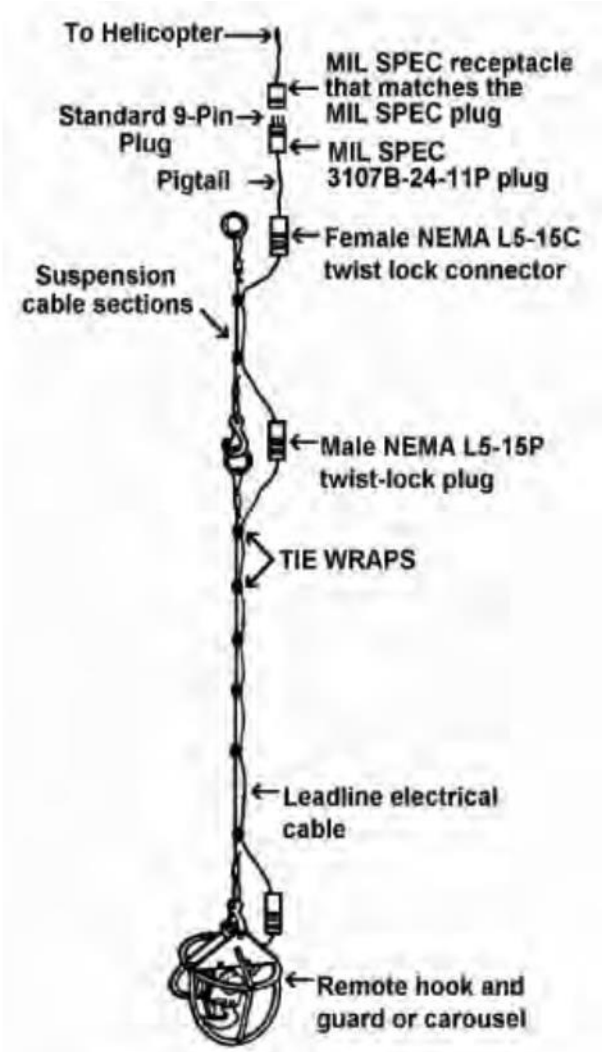
The longline/remote hook system consists of cable or synthetic line sections, a remote cargo hook, a remote hook guard and handgrip, electric cord, appropriate attachment hardware, and electrical pigtail. The Pilot is able to electrically release loads attached to the remote hook when it is operating correctly.

1. Remote Hook. At the end of the line is a remote electric hook similar to the cargo hook on the helicopter. An electrical line runs the length of the line and is plugged into the electrical system of the helicopter. The other end is plugged into the remote hook. The remote hook is self-cocking and automatic locking.
2. Remote Hook Guard. The remote hook guard provides:
   - A way to attach the remote hook to the longline.
   - Protection of the remote hook when the hook is placed on the ground.

- A handle for ground personnel to use when moving the hook.
- Adequate weight to ensure good flying qualities of the remote hook and longline.

3. Cable or Synthetic Line Section. General requirements for the longline are stipulated in the procurement document and include:
    - Sections are in lengths of 50' feet and greater.
    - Longline may be constructed of anti-twist, counter-wound cable or synthetic rope.
    - Longline attaches to the helicopter cargo hook on one end by means of a steel ring. On the other end, it attaches to the remote hook by means of a clevis or hook.
4. Inspection and Maintenance of Longline with Remote Electric Hook. When inspecting longlines with remote hooks and preparing them for use, lay the cables out and check:
    - For kinks or abrasions in the cable or electrical cord.
    - For excessive fraying of synthetic lines.
    - For cracked or broken electrical plugs at each section.
    - For broken or bent keepers on hook connections.
    - The condition of swages at the end of each cable section.
    - That the electrical cord is attached to the line with plastic tie-wraps or duct/ electrical tape placed at 12-inch intervals for the entire length. Some vendors have a sheath for the synthetic line and electrical cord that protects them from damage. The inspection of either cable or synthetic is to ensure that the electrical cord will not separate from the line.
    - That the electric plug to the helicopter is a standard and not a twist-type plug. It must pull free if the longline is jettisoned during an emergency.
    - That there is no swivel between the helicopter and the remote hook unless an inline swivel is incorporated in the longline.
    - After everything has been checked and attached, test to ensure that:
    - The manual and electrical releases are operational on the helicopter cargo hook.
    - The remote hook is functioning.

Exhibit 9.6 -- Drawing of Typical Longline with Remote Hook Configuration.



F. Multiple Remote Cargo Hook System (Carousel Hook).

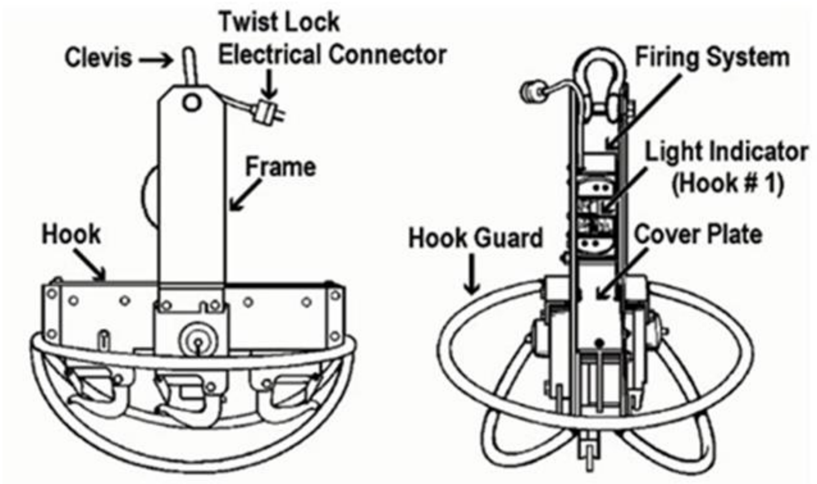
For additional information, see Equip Tips “Four Hook Carousel and Light Cargo Net System,” USDA Forest Service, San Dimas Technology and Development Center, San Dimas, CA 91773.

This system is identical to the remote hook system, except that an integrated multiple remote cargo hook device (carousel) is substituted for the remote hook and remote hook guard. The carousels enhance efficiency by allowing the delivery of various loads to different locations.

A carousel consists of four or more individual hooks mounted together on a single hook guard. The pilot controls the release system from the cockpit.

Inspection of Remote Cargo Hook System (Carousel Hook). Check all components associated with the longline system, plus ensure that all electrical connections in the carousel are protected from dust and impact.

Exhibit 9.7 -- Typical Four-Hook Carousel System.



G. Heavy Cargo Net.

Cargo nets are used to transport cargo suspended beneath the helicopter from the cargo hook, permitting delivery without landing. Nets are usually constructed from braided polypropylene or nylon rope.

Cargo nets come in both round and square configurations.

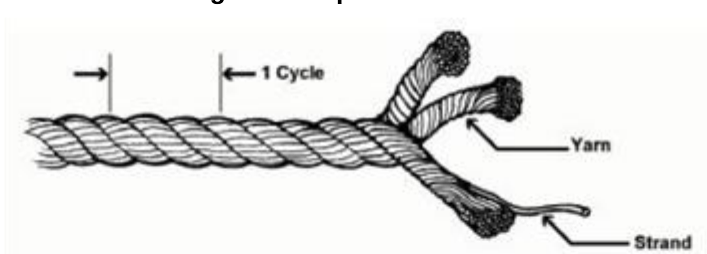
Each net consists of a net mesh and a perimeter rope or ropes with tethering rings connecting the segments of the perimeter rope. The lines are attached to the net by loops with thimbles for reinforcement.

When tension is applied to the lines, during both load preparation and lifting, the net is pulled closed, similar to a drawstring. This type of cargo net is referred to as a purse net.

One or two steel rings are attached to the end of the lines. This is the attachment point to a swivel or leadline.

1. Capacity and Size of Cargo Nets. Nets come in the following commonly available sizes at 3000 and 6000 pound capacities:
    - Square nets: 12’ x 12’ (3000 lb.) or 15’ x 15’ (6000 lb.).
    - Round nets: 12’ (3000 lb.) or 15’ (6000 lb.) diameter.
2. Inspection and Maintenance of Cargo Nets.

Exhibit 9.8 – Cargo Net Rope.



Rope embrittlement is caused by exposure to the sun’s ultraviolet rays and is the most common cause of net failure. Ultraviolet exposure is the most important factor in the degradation of the strength of the cargo nets constructed from polypropylene rope, not use or age. There is no visual or other field inspection technique that will guarantee that a cargo net is free from degradation due to ultraviolet exposure. However, if the net is free of brittleness, has no more than 10 percent broken strands in any two adjacent cycles, and there is no chalking or other visible damage, then the net is probably safe for use. If in doubt, remove from service.

> ***To prevent ultraviolet damage, store cargo nets in bags or boxes. When in the field, stage nets in shaded areas when not in use.***

When inspecting cargo nets, check:

- For broken or worn braids or strands, particularly in the center of the net.
- For rope embrittlement. Bend several areas of the cargo net's rope 180 degrees back upon themselves. If there are brittle strands, they will audibly and visibly break. If more than one or two strands break per bend, do not use the net. Flag it as damaged and discard it, or return it to the manufacturer for repair.
- All rope loop thimbles for cracks, fractures and missing sections. Thimbles can sometimes be replaced by the manufacturer. On some of the heavier cargo nets, the mesh intersections are fixed with molded plastic crosses. These should be visually inspected for cracks and missing parts whenever the thimbles are inspected.
- Polypropylene nets for chalking. Run a hand over several of the ropes in the net, grasping the ropes lightly. If small, white, chalk-like fragments of the rope come off in your hand, then chalking has occurred. If chalking is present, it is likely that the net has received enough ultraviolet damage to cause embrittlement, and the net must be further inspected for broken strands before it is returned to service.

H. Lightweight Cargo Net.

An inexpensive, lightweight cargo net constructed of synthetic cord is desirable for certain operations. Lightweight nets come in round or square configurations and have a minimum 10 foot and a maximum 12 foot diameter or side dimension. These nets usually weigh approximately 1.5 pounds.

The net may have a four-corner pickup instead of a drawstring enclosure. Rope intersections are knotted to prevent slippage. Each corner has a 4.5 inch opening and is knotted and bonded with fiberglass to the mess line. There are also three knotted and fiberglass attachments on each side to ensure rapid and complete deployment.

It is recommended that a metal, locking carabineer or pear ring be placed between the corner loops and the swivel.

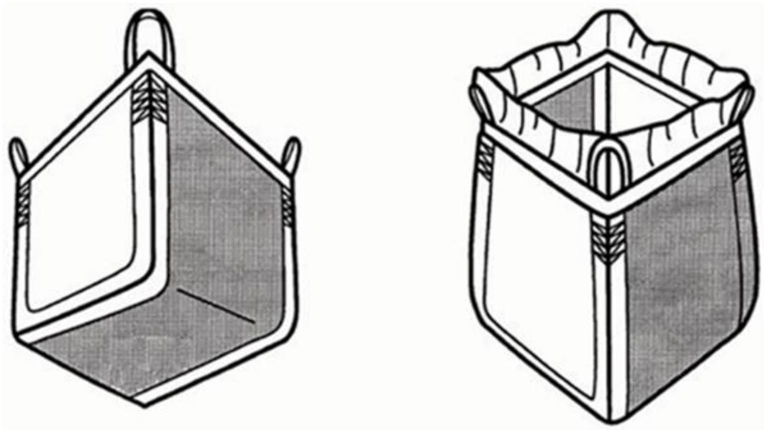
> ***Lightweight cargo nets are rated at 300 pounds only. Do not over load nets.***

I. Cargo Lift Bag.

Cargo lift bags, also known as flexible intermediate bulk containers, are an inexpensive alternative to cargo nets. They are available in standard and custom sizes, are cubic in shape, and are made from an ultraviolet-resistant polypropylene fabric that "breathes." Most styles have a safety band around the perimeter of the bag. Options include different liners, lifting straps, and filling and emptying capability through a bottom chute. A common size is 35" x 35" x 40", which weighs 5 pounds.

Cargo lift bags should not be flown empty due to the potential for tail rotor entanglement. If no cargo is available, 50 pounds of ballast should be placed in the bag. It should be flown at a reduced airspeed. Use according to agency direction.

Exhibit 9.9 -- Typical Cargo Lift Bag.

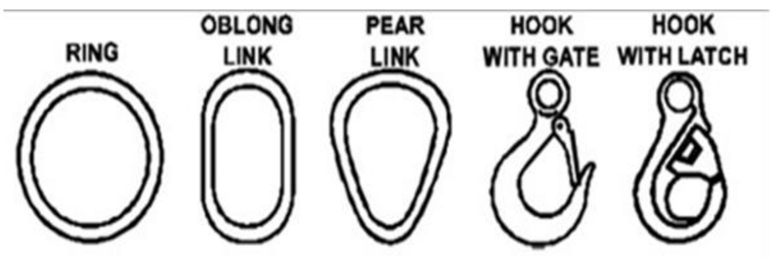


J. Rings, Links and Hooks.

Rings, links and hooks are the connections between swivels, leadlines, cargo hooks, longlines, and remote hooks. The size, both inside and outside dimensions, of rings, links, and hooks is critical, particularly at the cargo hook connection point, due to the potential for inadvertent release or "hung loads." Sizes must conform to the cargo hook manufacturer's recommendations.

See Chapter 11 for a discussion of the importance of the cargo hook/ring interface.

Exhibit 9.10 – Rings, Links and Hooks.



K. Buckets.

Buckets are typically used on fires to dispense liquids such as water, fire retardant, and foam. Buckets used for hauling water may have a foam injection system for adding foam concentrate to the water while in flight.

The Pilot remotely activates the bucket mechanism. Each bucket consists of an open top shell, a bottom discharge door, control mechanism, support cable, and fittings. There are two basic shell designs, collapsible and rigid. A version of the collapsible type is also foldable. A Pilot-operated electrical switch mounted on the collective control must be the only switch to activate the discharge door.

Several methods are used to limit bucket capacity so that the weight of the water is within the allowable payload limit. These include cinch straps, zippers, port caps or plugs. Items used as part of the capacity limiting system should be fastened to the bucket to prevent loss or damage.

The weight of the bucket and capacity at each position or adjustment level must be marked on the bucket.

For other than tandem rotor helicopters, while conducting water bucket operations, airspeed must be limited to 80 KIAS or the airspeed limitation established by the Rotorcraft Flight Manual, whichever is less. Each operator, Pilot and helicopter manager should review the manufacturer's bucket operator's manual and limitations for the applicable bucket prior to use.

Longlines may be used during bucket operations. This allows access to different dip sites as well as reduces the amount of rotor wash experienced at the delivery site.

- If a longline is used for water bucket operations, then the longline must be a minimum of 50 feet in length to reduce the risk of entanglement with the tail rotor or tail boom.
- Pilots using longlines with water buckets must be approved for vertical reference longline operations.
- Lines of less than 50 feet are not authorized and pilots who are not approved for vertical reference longline operations must attach the bucket directly to the cargo (belly) hook for water bucket operations.

Exhibit 9.11 -- Collapsible, Foldable Bucket.

L. Helicopter Fixed Tank.

A helicopter fixed tank is used to transport water, foam, or retardant to the fireline. The tank is attached to the belly of the helicopter. Some tanks require removal of the cargo hook.

Tanks are often filled with water from hoses connected to engines, fixed ground tanks, or other ground sources. When retardant is used, a portable retardant mixing site is located adjacent to the fill site. Tanks may also have on-board foam-injection systems.

Some helicopter fixed tanks have the capability to draw water via an extended nozzle or snorkel while hovering above the water source.

> ***Do not use Lignin Sulfonate in fixed tanks. Dust abatement chemicals may damage the tank.***

IX. Specialized External Load Equipment.

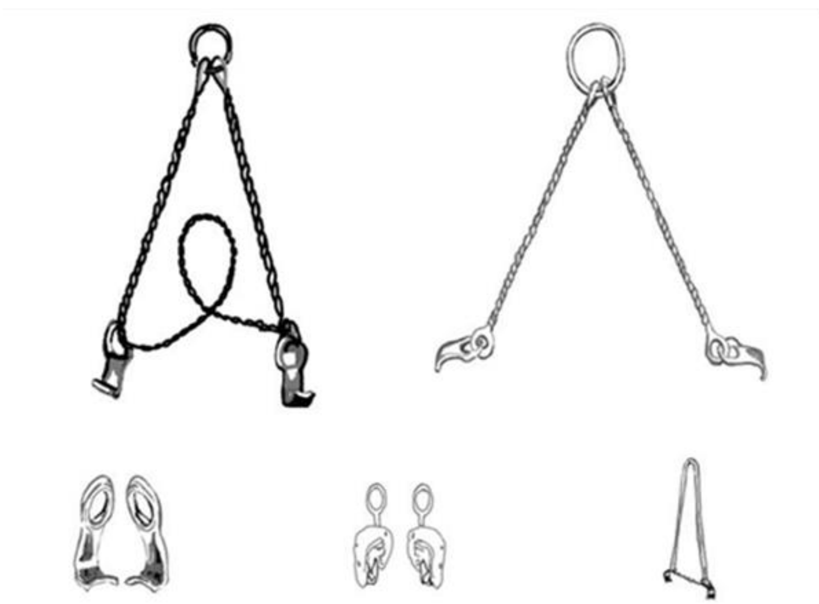
Specialized external load equipment is used to transport items whose dimensions or other characteristics preclude use of cargo nets. These include, but are not limited to:

A. Barrel Hooks/Clamps.

Barrel hooks are made of chain or cable. Two sets are usually used together. A bungee cord with a clip on one end allows the Pilot to hook up loads without ground assistance. Not attaching the bungee allows the hooks to drop off the barrel once on the ground at an unattended site.

> ***Do not fly over persons or structures when using barrel hooks/clamps. To reduce the possibility of an accidental load failure, use of a cargo net is recommended when transporting barrels.***

Exhibit 9.12 – Barrel Hooks/Clamps.

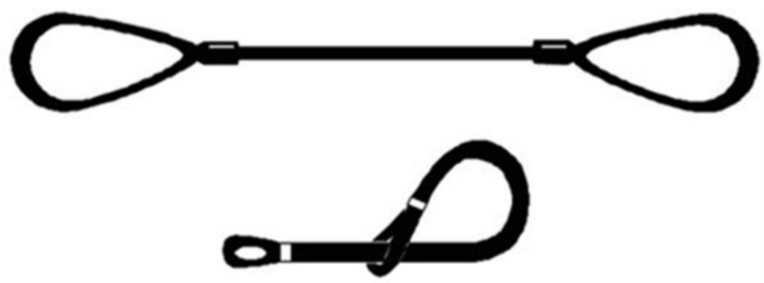


B. Chokers.

Chokers are used primarily to transport logs, lengths of pipe, or other materials that are too long or bulky to be transported in a cargo net. They are made of wire rope, fabric strapping, chain, and other materials. Logging operations use a cable choker with a ball on the end that clips into a sliding catch further up the cable. The result is that the cable "chokes" down on the load when it is under tension. Chokers are rated at different strengths. Ensure that the equipment is rated appropriately and designed for lift work. Tow cables look like chokers, but are not designed for external load work.

Chokers are not to be used as leadlines.

Exhibit 9.13 – Typical Chokers.

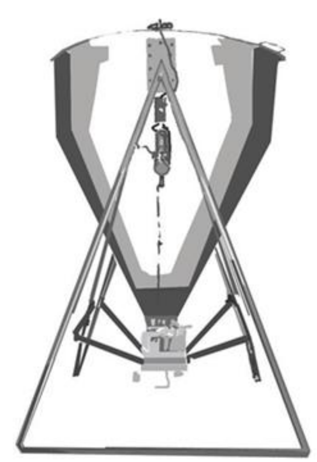


C. Seed and Fertilizer Spreaders.

Spreaders are typically self-contained in that only power and control is required from the helicopter for the device to operate. They are supplied complete with appropriate rigging and lines for connection to the helicopter cargo hook. In some cases, spreaders are supplied with their own internal combustion engine.

See manufacturer's literature for specific operating instructions and weights for load calculations.

Exhibit 9.14 – Typical Seeder Configuration.



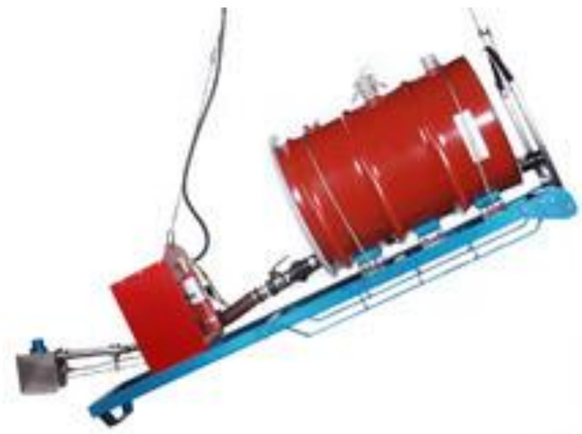
D. Helitorch.

The helitorch is a self-contained unit used for aerial ignition. The torch dispenses gelled gasoline or diesel fuel and provides a hotter, faster, and longer ignition than other methods. The unit is jettisonable in an emergency. It is attached to the helicopter at a line length to give the pilot maximum visibility and control. The unit can be attached to any helicopter with a cargo hook and a 28-volt power supply. A complete helitorch system includes control cables, aluminum mixing paddle, extra barrel, spreader bar and augmented ignition system.

For further information, refer to the *Interagency Aerial Ignition Guide,* PMS 501.

See manufacturer's literature for specific operating instructions and weights for load calculations.

Exhibit 9.15 – Typical Helitorch.



E. Plastic Sphere Dispenser (PSD).

The PSD is an aerial ignition tool. The device functions by injecting glycol into a plastic sphere (“ping-pong ball”) which contains potassium permanganate. An exothermic reaction starts, and the dispenser expels the primed sphere from the aircraft.

The main frame of the dispenser is constructed of welded aluminum. Power is supplied to the machine from the aircraft power supply through a quick-disconnect fitting and internal fusing. A central control panel contains all the electrical components and switches to operate the different stations such as the main drive, glycol pump, slow-fast speed and the emergency water supply.

For further information, refer to the *Interagency Aerial Ignition Guide*, PMS 501.

See manufacturer’s literature for specific operating instructions and weights for load calculations.

Exhibit 9.16 – Typical Plastic Sphere Dispenser.

F. Slingable Water Bags.

Slingable bags are flexible and somewhat self-supporting. They are used to transport and store various liquids such as potable water, water for firefighting, fuel, etc. These bags are designed to be attached to a swivel, which is then attached to the cargo hook or the remote hook/longline, depending on operational needs.

> ***Avoid placing bags on slopes unless there are personnel on the ground to secure the load and prevent it from rolling downhill. When transporting empty water bags, they must be taped into a compact package and attached to the leadline or longline with a swivel.***

Exhibit 9.17 – Typical Slingable Water Bag, Less than 160 Gallons.

Exhibit 9.18 -- Typical Slingable Water Bag, 300 Gallons.

X. Ground-Based Tank Systems for Helicopter Dipping and Filling.

A. Portable Auxiliary Rigid Water Tanks.

Portable auxiliary (rigid) water tanks are designed for water storage during fire suppression or other operations requiring a reserve water supply. Water may be mixed with retardant in the tank using a portable retardant blender. Tanks are available in 600 to 3000 gallon sizes.

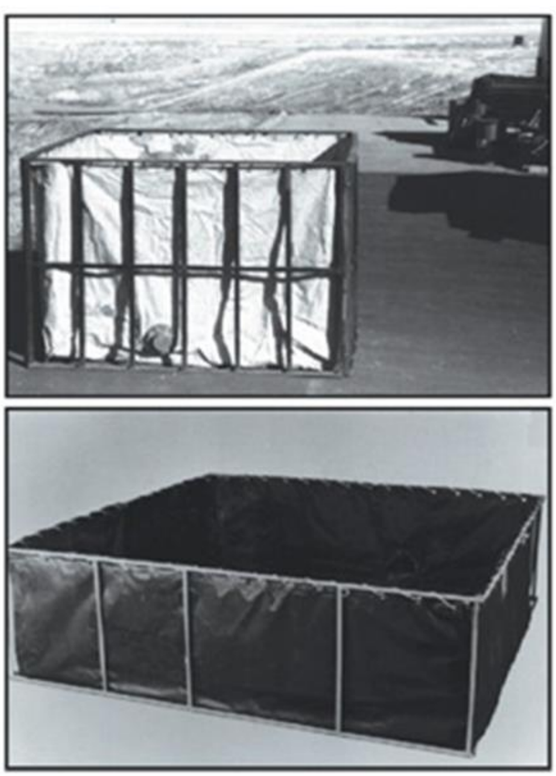
Tanks must be tethered to the ground and rocks placed in the bottom of the tank to prevent them from being displaced by rotor wash.

Inspect all tanks to ensure there are NO rings or protrusions that a snorkel or bucket could catch on. Remove snag hazards or shield them from snorkels or bucket assemblies. If the hazards can't be removed, or otherwise mitigated by shielding or wrapping, remove the tank from service.

Helicopters may dip out of tanks which are filled from either a natural water source such as a stream or from a mobile source such as a water tender.

Helicopters may be used to fill tanks to support fireline operations. This can significantly increase water efficiency, especially during mop up, particularly if tanks are strategically placed.

Exhibit 9.19 -- Typical Portable Rigid Water Tank.



B. Self-Supporting, Open-Top Water Tanks.

Self-supporting, open-top water tanks are also called “pumpkin” tanks because of their bright orange color and pumpkin shape.

Pumpkin tanks come in many sizes and are used to store water or retardant. They may be filled by ground from a water or retardant source for helicopters to dip out of, or they may be supplied by helicopter to support hose lay operations.

Pumpkin tanks are designed to be transportable in a compact, collapsed state. A buoyant collar surrounds the top opening. Hydrostatic pressure supplies the only support.

> ***The top opening of even the largest pumpkin tank may be too small for some buckets to be safely filled.***

Exhibit 9.20 -- Typical Self-Supporting, Open-Top Tank.

XI. Helicopter Manager’s Kit.

The items listed in Appendix B are recommended for a Helicopter Manager’s Kit for both incident and project use. Helicopter managers are responsible for assembling and maintaining a kit. Additional copies of forms may be reproduced locally at the incident.

The items listed in Appendix B are recommended for a Helibase Manager’s Kit for both incident and project use. Helibase Managers are responsible for putting the kit together and maintaining it. Additional copies of forms may be reproduced locally at the incident.

Chapter 10
Personnel Transport

This chapter establishes the standard procedures to transport personnel via helicopter.

I. Introduction.

The safe transport of personnel in helicopters is of the highest priority. Using standard procedures for transport outlined in this chapter will ensure, to the extent possible, that agencies meet their objective of transporting personnel safely and efficiently.

In order for personnel to be transported legally in a government aircraft, each passenger must meet the definition of authorized/official passenger.

Refer to the glossary for definitions of flight crew member, aircrew member, and passenger. Aircrew members may be permitted on board aircraft during certain missions (for example, external loads) on which passengers are prohibited.

A. Aircrew/crewmember.

A person working in and around aircraft and is essential to ensure the safety and successful outcome of the mission. Aircrew members are required to either be on board or attend to the loading and unloading of passengers and cargo at all landings and takeoffs, attend to external loads and ensure that passengers have received a pre-flight safety briefing.

B. Authorized/Official Passengers.

Passengers are any persons aboard an aircraft who does not perform the function of a flight crew/pilot or aircrew member. Passengers may be transported in government aircraft only if they meet the definition of an official passenger.

- Officials and employees of the federal government travelling on official business.
- Members of Congress and employees of congressional committee staffs whose work relates to the agency's programs.
- Non-federal passengers when engaged in missions which enhance accomplishment of an agency program such as personnel of cooperating state, county or local agencies; representatives of foreign governments; and contractor's representatives to include those employed by such agencies; and private citizens.

C. Unauthorized Passengers.

All personnel who are not official passengers must be considered unauthorized passengers and are not authorized to be transported in any aircraft owned or operated by or on behalf of the government. A person who is otherwise an official passenger could become unauthorized by performing a function for which that person is not authorized, e.g. a passenger performing pilot duties without proper authorization.

Government employees may not be passengers or aircrew members aboard helicopters operated as restricted category aircraft.

D. OMB Circular A-126 Requirements.

OMB Circular A-126 establishes approval and reporting requirements for both point-to-point administrative travel cost-comparisons and mission flights involving Senior Federal Officials. Refer to agency specific directives for guidance. The local unit aviation manager is usually responsible for meeting these requirements. State and local agencies may have similar direction.

E. News Media as Passengers.

Flights on government aircraft with news media aboard must be in the interest of the government. No flight release waiver is required. This general guidance may be further restricted by agency local unit policy. The air operations staff should check with the local area to ascertain any additional restrictions or necessary approvals.

Agency officials may authorize members of accredited news organizations to fly in government aircraft subject to the following requirements:

- General. A qualified Helicopter Manager or Flight Manager must be assigned to the mission. All requirements regarding use of personal protective equipment, flight following, load calculations, and hazard analysis must be followed.
- Resource Missions. If the mission is special use, a Project Aviation Safety Plan must be required and approved by line management prior to the flight. It must show that the carriage of news media aboard the aircraft is of an official nature and is advantageous to the agency. Since news media are thereby designated official passengers, no flight release waiver is necessary.
- Incident Missions. As a general rule, the Incident Commander on Type I or II Incident Management Teams may authorize all flights with media on board. On local unit fires, the line manager or their designee is usually the approving authority.

> ***Restricted Category Helicopters. Carriage of news media aboard restricted category aircraft is specifically prohibited.***

F. Aircrew Member on Board during External Load Mission.

As a general rule, only the Pilot must be aboard helicopters when conducting external load operations.

FAR 133 authorizes an aircrew member to be aboard the aircraft when conducting external load operations when:

- The safety of a mission can be substantially enhanced, and
- The capability of the helicopter is not significantly reduced, and
- The helicopter is not in the restricted category.
- Missions where safety and/or effectiveness may be enhanced by an aircrew member being on board during the conduct of external load missions include, but are not limited to:
- Conditions of visibility (smoke, smog) and/or terrain where the Pilot requests an observer aboard to optimize detection of obstacles and other aircraft.
- Complexity of the incident or project and the cockpit workload, to include large numbers of aircraft operating in the vicinity, close and frequent coordination needed with ground personnel, overloaded radio frequencies, etc.
- Areas of airspace complexity (military training areas such as Special Use Airspace or Military Training Routes; high-density civil operations) where the observer could enhance the ability to avoid collisions with other aircraft.
- The Pilot has the final authority regarding carrying an aircrew member during external load operations. Air operations staff should conduct an on-site risk analysis which weighs the benefits of increased safety and efficiency versus the added exposure. The mission(s) must also be adequately planned.
- Individual agency FAA exemptions to the FAR 91.119 Minimum Safe Altitudes may also require an observer on board during specified situations. Consult the

Interagency Airspace Coordination Guide.

II. Qualified Personnel.

Helicopter and helibase management personnel must be qualified to supervise and coordinate passenger transport activities on incidents or projects per the requirements in Chapter 2.

III. Personnel Transport Using Military Helicopters.

A. Incident Operations.

For aviation operations using Active Duty/Reserve Military helicopters, and National Guard units officially "federalized" by DoD, refer to Chapter 70 of the Military Use Handbook for specific policy and procedural information.

The use of National Guard units for federal firefighting purposes within their state must be outlined in national, regional, state or local agreements and Memorandums of Understanding (MOUs) between federal agencies and the specific National Guard units.

B. Project Operations.

It is recommended that an agency HMGB be assigned to any military helicopter ordered for a project. Duties and responsibilities are the same as those for incident operations.

IV. Special Law Enforcement Operations.

See Chapter 16 for differences in passenger transport procedures on special law enforcement missions. Unless specifically authorized in Chapter 16, law enforcement missions must adhere to the procedures outlined in this chapter.

V. Special Search and Rescue Operations.

See Chapter 17 for differences in passenger transport procedures on search and rescue missions. Unless specifically authorized in Chapter 17, search and rescue missions must adhere to the procedures outlined in this chapter.

VI. Load Calculations and Manifests.

At project or incident helibases and helispots, large numbers of personnel are often moved via helicopter(s). To transport personnel via helicopter, the following guidelines apply.

During passenger transport operations, load calculations must be performed prior to any flight activity, in accordance with procedures outlined in Chapter 7. Personnel manifesting procedures are addressed later in this chapter.

A. Arrival of Personnel at the Helibase or Helispot.

1. The person in charge of a group of people needing helicopter transportation (for example, Crew Supervisor, Strike Team Leader, Chief-of-Party) must report to the person in charge of the helibase or helispot and provide a passenger manifest.
2. The person in charge should maintain control of personnel at all times.
3. The person in charge should give the Helicopter Manager, Flight Manager, or Loadmaster a list of the people to be transported so that a manifest can be completed.
4. Passengers should be appropriately clothed (PPE) and ready for transportation.

B. Manifesting Personnel.

The manifesting process tracks personnel being transported and ensures that allowable payload limitations are not exceeded.

The OF-252 or other manifest should have:

- Full name of each person being transported.

- Weight of each person with personal gear.
- Weight of additional tools and equipment.
- Destination of personnel and/or cargo.

> ***Using the crew-provided manifest is acceptable. If a crew provides an accurate manifest, it is not necessary to transfer names to the OF-252.***
>
> ***Weights must be accurate, not estimated. If scales are available, use them. Scales are required at helibases and, if possible, should be provided at helispots.***

C. Other Considerations.

1. The Pilot's knowledge of helispot location, hazards, etc. On helibases, the use of Aviation Locations Summary, HBM-2, to provide a briefing is required by the Helibase and Helicopter Manager.
2. The method of handling and transporting tools, equipment, and supplies (external or internal, hazardous materials requirements, etc.).
3. Emergency procedures to be followed.
4. Stops to be made enroute.
5. Procedures for unloading personnel and/or cargo at destination, with the assurance that:
   - The destination is staffed by trained personnel or,
   - An aircrew or flight crew member is assigned to the flight to assist or,
   - One of the passengers is qualified to assist.

D. Passenger Safety Briefing.

A safety briefing must be given to every passenger prior to flight. The briefing should follow the format in the Helicopter Passenger Briefing Checklist. See Exhibit 10.2.

The safety briefing may be given by the Pilot or (as delegated by the Pilot) authorized and qualified personnel such as a Helicopter Manager, flight manager, HECM, or Loadmaster. The person giving the briefing must:

- Ensure that instructions are clear and understood.
- Ensure in-flight emergency procedures are included.

VII. Loading Procedures.

After the passenger safety briefing has been given, consider the following:

- Helicopter crewmembers or other authorized, trained personnel must assist in the loading operations.
- Personal items carried on board must be adequately secured.
- Prior to approaching the helicopter, remove canteen belts, vests with full pouches, fire shelters, and other items which might impede proper fastening of seat belts/shoulder harnesses. These items must be placed and secured in an appropriate area.
- Stay in safe area prescribed by helicopter crew or other authorized personnel until given the direction to load.
- Wear appropriate head protection. See ALSE Handbook.
- First person into the helicopter passenger compartment should move to center

seat, or seat assigned by Pilot or helicopter crew personnel.

- Find seat belt and fasten; if unable, advise the helicopter crew person who will assist.
- Ensure that personal protective equipment is properly worn (that is, sleeves rolled down and collars up). See ALSE Handbook for PPE requirements.
- Large gear such as fire tools should be handled by helicopter crew personnel.
- Ensure that all personnel understand the instructions given by Pilot or helicopter crew person.

When opening hinged doors to embark or disembark, passengers should keep one hand on the door at all times until the door is secured.

A. In-Flight Precautions.

No smoking during flight.

Keep clear of controls. DO NOT TOUCH controls except in an emergency when, if the Pilot is incapacitated, a passenger may shut down the fuel and electrical supply.

Secure all items, especially when flying with the door(s) off or open.

Be aware of emergency exits and read instructions pertaining to emergency egress. If in doubt, ask questions.

B. Unloading Procedures.

Wait for Pilot, helicopter crewmember, or other authorized personnel to give a clear signal for offloading.

Doors should be opened only by helicopter crewmembers, other authorized personnel, or at the direction of the Pilot when no one is available at the landing site.

Remove seat belts and lay them on the seat. If possible, refasten them before exiting.

Ensure that seat belts are inside the aircraft when closing doors. A loose seat belt can cause major damage when the helicopter becomes airborne.

Maintain control of all personal items. If an item is lost, do not go after it.

Exit the helicopter slowly and use the departure route indicated by the helicopter crew or the Pilot. When large numbers of passengers are being transported, helicopter personnel will normally accompany passengers from the aircraft to the safety zone.

When exiting the aircraft, do not walk toward the tail rotor or uphill. If in doubt, ask the Pilot or helicopter personnel what the approved exit route is.

After leaving the helicopter, move to an area which is not in the departure flight path for the helicopter.

Once shut-down procedures have been initiated by the pilot, passengers should wait to exit until the rotors have come to a complete stop.

Exhibit 10.1 – Standard Helicopter Safety Briefing Checklist.

MANAGER BRIEFING WITH PILOT

Pilot Card: Qualified and current for aircraft type and mission.

Aircraft Card: Aircraft Approved for mission?

Flight Plan/Resource Tracking: FAA or Agency Flight plan filed; Resource Tracking procedures identified.

Flight Following/Radio/AFF Equipment: Flight following procedures in place; radio/AFF equipment is adequate and operational. During takeoffs and landings there should be no radio traffic that might distract the pilot.

Nature of Mission: Pilot briefed on nature and sequence of mission.

Analysis of Known Hazards: Known hazards discussed; high-level recon prior to decent to low-level.

PIC Concept: Pilot must not be pressured into performing missions beyond pilot's capability or that of the aircraft.

Hazardous Materials: Identify any hazardous materials that will be transported and notify the Pilot. Take appropriate actions.

Exhibit 10.2 – Helicopter Passenger Briefing, OAS-84.

Pilot or designated Helitack must brief all passengers prior to flight.

1. Personal Protective Equipment.
    - Nomex Clothing (long-sleeved shirt & pants, or flight suit)
    - Approved Helicopter Flight Helmet or for fire crew transport only, hardhat.
    - All-Leather Boots.
    - Hearing Protection.
    - Nomex and/or Leather Gloves.
    - Survival Equipment as applicable (PFD, etc.).
2. NO Smoking in or around aircraft.
3. Approach and departure.
    - Stay clear of landing area during approach/departure.
    - Always approach/depart from the down slope (lower) side as directed by Pilot/Helitack.
    - Approach/depart helicopter in a crouch position, do not run.
    - Keep in pilot's view at all times.
    - Do not reach up or chase after loose objects.

- Never go near the tail of the helicopter.

4. Tools and Equipment.

- Secure light/loose items awaiting transport.
- Assign personnel for carrying tools/equipment to/from helicopter.
- Carry tools/long objects parallel to the ground, never on shoulder.
- All tools and equipment loaded/unloaded by qualified personnel.
- Portable Radios turned off.

5. Helicopter Doors.

- Location and how to operate.

6. In-Flight Discipline.

- Follow pilot instructions.
- Loose items inside of aircraft secured and manageable.
- All baggage secured in aircraft or cargo compartment.
- No movement inside aircraft once seated.
- Never throw objects from the helicopter.
- Keep clear of the flight controls at all times.
- Unbuckle only when directed to do so by Pilot or Helitack.
- Wait for Helitack personnel to open/close doors.
- Know location of first aid kit, survival kit, fire extinguisher, ELT (Emergency Locator Transmitter), fuel and battery shutoff switch location and operation, radio operation.

7. In-Flight Emergency Procedures.

- Emergency Exits: Location and how to operate.
- Follow instructions of Pilot/Helitack personnel.
- Snug seat belt and shoulder harness; secure gear.
- Emergency Seating Position (three or four point restraint): Press your lower torso firmly against the seatback. Grip the seat edge with your hands or place them under your legs. Do not grasp the restraint harness. Refer to Safety Alert No. IA SA 13-01.
- Forward facing seat lower your chin to chest.
- Rear facing seat place your head back against the head rest or bulkhead.
- Move clear of the aircraft only after rotor blades stop or when instructed by the pilot or helicopter crew.
- Assist injured personnel.
- Assess situation, remove first aid kit, survival kit, radio, ELT and fire extinguisher. Render first aid. Attempt to establish contact.

Chapter 11
Cargo Transport

The chapter provides standard procedures for transporting cargo via helicopters.

I. Introduction.

Use of the standard procedures outlined in this chapter will facilitate a safe and efficient cargo operation.

Risk: The first thing to consider prior to any mission. Complete risk analysis is a must prior to deciding how a mission is to be accomplished, what equipment is to be used, and if the pilot and helicopter are correct for the job.

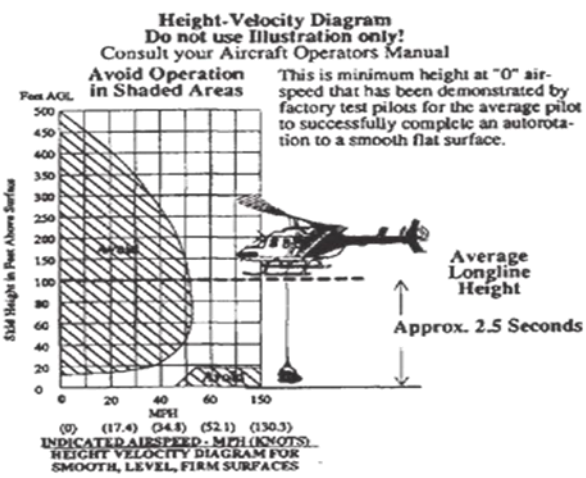
When cargo is transported incorrectly, there is the potential for dropped external loads, hazardous materials spillage in the helicopter, over-grossed aircraft, cargo interference with the rotor systems, or other serious safety hazards. Incorrect methods of rigging and transporting cargo have resulted in catastrophic accidents.

A. Longline Operations.

Height-Velocity Curve: What it means to the Pilot, ground crew and management.

If a helicopter has a catastrophic engine failure while hovering at 100 feet AGL, it will contact the ground in approximately 2.5 seconds at a speed of 50 miles per hour, or 67 feet per second. Keep alert while working under a helicopter doing longline work!

Exhibit 11.1 -- Height-Velocity Diagram.



II. Qualified Personnel.

A. Ground Personnel.

Helicopter and helibase management personnel must be trained and qualified to supervise and coordinate cargo transport activities on incidents or projects per the requirements found in Chapter 2.

Trained personnel should be provided at all loading and unloading sites. Any exceptions (for example, longline with remote electric hook transport) are noted in this chapter.

The following minimums are recommended for handling cargo transport. Note that these recommendations are not related to the minimum fire helicopter staffing level requirements in Chapter 2.

- Four persons for Type 1 and 2 helicopters.

- Three persons per Type 3 helicopter.
- These minimums provide for a PARK, LOAD, and hook-up person.Pilot Qualification.
- The Pilot must be qualified for carriage of external loads and, if applicable, for longline (vertical reference).

III. Load Calculations and Manifests.

During cargo transport operations, load calculations shall be performed prior to any flight activity. Weight of cargo is usually indicated either on the load calculation form or, if manifesting multiple trips under one load calculation, on the manifest form.

Refer to Chapter 7 for detailed information and instructions.

IV. Aircrew Member on Board during External Load Missions.

An aircrew member (for example, the Helicopter Manager) is allowed on board during external load operations, provided certain conditions exist or are met.

See Chapter 10 for further information.

V. Hazardous Materials Transport and Handling.

A list of hazardous materials is contained in 49 CFR 172.101 DOT Hazardous Materials Table.

Some hazardous cargo may be transported via helicopters under special conditions. See 49 CFR 172.

A list of hazardous materials commonly used on incidents, along with the correct transportation procedure for each, can be found in the *Interagency Aviation Transport of Hazardous Materials* guide/ handbook or in local or state agency policy.

A. HazMat Special Permit, DOT SP 9198.

USFS and DOI both have a Special Permit Authorization DOT-SP 9198 granted by the Department of Transportation (DOT). It exempts USFS and DOI from certain CFR regulations, provided that the materials are transported in conformance with the *Interagency Aviation Transport of Hazardous Materials* guide/handbook

If an agency does not have an exemption from DOT, then all materials must be transported in accordance with 49 CFR Parts 171-175.

B. Requirements.

Aviation transport of hazardous materials must conform to procedures contained in the Interagency Aviation Transport of Hazardous Materials guide/handbook.

Personnel, including vendors, who engage in the transport of hazardous materials via aircraft, must have been trained in Hazmat.

Per the OAS Tech Bulletin TB 2015-02, a copy the *Interagency Aviation Transport of Hazardous Materials* handbook/guide, the *Emergency Response Guidebook,* and DOT-SP 9198 must be carried aboard each aircraft transporting hazardous materials.

VI. Cargo Transport with Military Aircraft.

External sling load missions may not be possible or practical for all military helicopters for the following reasons:

- Military helicopters may not be equipped with cargo hooks.
- The sling equipment currently used by civilian fire agencies may not be readily adaptable for use on military equipment.

If military helicopters are tasked to perform external cargo transport, use military sling equipment and qualified military personnel. Military personnel engaged in external load operations must be furnished with and wear personal protective equipment according to the requirements found in Chapter 9.

For aviation operations using Active Duty or Reserve Military helicopters, and National Guard units officially "federalized," refer to Chapter 70 of the *Military Use Handbook* for specific policy and procedural information.

VII. Cargo Preparation.

Correct cargo preparation is essential to safe completion of the mission.

A. Pilot Approval.

Obtain Pilot approval of all cargo to be transported. LOADs and other personnel loading cargo must always inform the Pilot of:

- Hazardous material(s) being transported.
- Packaging of the hazardous material. Has it been correctly packaged and placed in the helicopter in conformance with the Interagency Aviation Transport of Hazardous Materials guide/handbook or 49 CFR Parts 171-175

B. Weighing. and helispots.

Weigh cargo and inform the Pilot of actual weights. DO NOT EXCEED ALLOWABLE PAYLOAD. If possible, have the cargo weighed, packaged, and marked for destination prior to the arrival.

Portable scales can be easily set up at remote helibases of the helicopter.

C. Methods of Identifying Cargo Destinations.

When a cargo transport operation involves multiple drop off locations, each cargo load should be marked with its destination to ensure it reaches the correct location.

The following are suggested methods:

- Lay out separate cargo areas for each helispot. Identify these areas with markers: "H1", "H2", etc. Note that these do not have to be separate cargo pads.
- The LOAD or Supply Unit should mark the destination clearly on the cargo using a heavy marker, or tag each piece.

VIII. Equipment Inspection.

Prior to the operation, the Helicopter Manager, LOAD, or other responsible person should inspect all equipment (e.g., leadlines, swivels, nets, cargo racks, tie-down straps) in accordance with the procedures found in Chapter 9.

IX. Cargo Inspection.

Prior to the operation, the Helicopter Manager, LOAD, or other responsible person should inspect all cargo. Inspection should include, as applicable, the following:

1. Liquid containers should be boxed or secured in an upright position.
2. Boxes should be taped shut and all items tied down or secured, including Sigg™ and other fuel-holding containers.
3. All backhaul garbage should be double bagged in plastic garbage bags to prevent leaks inside the aircraft. Garbage may be hauled externally in cargo lift bags or in a net with protective covers such as a burlap sack.
4. Cargo should be secured by restraining straps or nets constructed of synthetic webbing; straps or nets should be attached to cargo rings or attachments points specifically designed

for restraining purposes.

5. Hazardous materials should be marked and the Pilot aware of the items being transported. Transportation of these materials must comply with the *Interagency Aviation Transport of Hazardous Materials* guide/handbook or 49 CFR Parts 171-175.
6. Avoid transporting liquid hazardous materials, such as gasoline, with food or personal gear.
7. Consider putting personal gear and packs in plastic bags if transporting with other non-hazardous liquid containers and tape the neck of the plastic bags to prevent the plastic from ripping in transit.
8. Ensure that sharp tool edges are covered by tool guards or tape to protect the cargo net or other container.
9. If using the carousel hook system, make sure the Pilot is aware of the destination sequence.

X. Loading and Rigging Procedures.

A. Internal Cargo.

All internal cargo must be properly stored and secured, regardless of whether passengers are being transported with the cargo.

All packs must be secured if carried in the passenger compartment. Packs must not be carried unsecured in a passenger's lap or on the floor. Packs can be stored separately in the cargo compartment, in external cargo racks or transported in an external sling.

Do not exceed the weight limit of the cargo compartment or racks. This weight should be placarded within or outside the compartment, usually on the door. If in doubt, ask the Pilot.

B. External Cargo Racks.

Do not exceed the weight limit for a cargo rack or basket. This weight should be placarded on the rack. With certain makes and models of helicopters with racks on either side, the weight limitation for one may differ from that on the opposite side.

Cargo should be loaded within the center of gravity (CG) of the aircraft as computed by the Pilot.

Inspect tie-down devices for rips, tears or cracks.

When securing cargo in the racks, start at the front of the rack and lace the tie-down strap or bungee cord through pack straps or handles on containers or equipment toward the rear. This will eliminate the possibility of items coming loose from the rack and potentially interfering with the tail or main rotor.

C. Proper Rigging Methods for External Cargo.

The Pilot always has the final say regarding whether or not to conduct the mission. Do not pressure the Pilot, either implicitly or explicitly, into flying a load with which he or she does not feel comfortable.

The importance of inspecting equipment prior to rigging cannot be over-emphasized.

Chapter 9 contains information on both commonly used and specialized external load equipment. See also Lessons Learned Center.

Ground personnel and Pilots should be thoroughly trained and briefed on rigging and hand signals.

Personnel should never stand under a load, or between the load and an immovable object, when working around operating helicopters.

When working with unstable loads, personnel should avoid placing hands in an area where they can be caught in rigging.

EVERY load gets a swivel to avoid line twisting. When building loads using multiple nets, a swivel should be in place for each net.

With loads comprised of multiple nets, the fragile or lighter loads may be rigged above or below the heavier loads. Consult the Pilot regarding rigging preferences.

It is acceptable to use a longline without a remote hook, provided that qualified personnel are available at both ends of the operation and that the cargo is attached at the bottom of the longline using a swivel.

Some specialized loads, such as helitorches or buckets, may be flown without swivels.

Fiber taping or securely strapping rigid water tanks into the closed position will prevent them from opening in flight.

A single-point sling (choker strap) is not normally the best method to carry a load, except for items such as logs.

A two-point sling with less than a 45 degree angle to the hook or longline is a method for most loads that will not fit into a cargo net. See Exhibit 11.2.

Use a four-point sling for box-like loads. See Exhibit 11.2.

A spreader bar is useful for stabilizing a load, or where the sling may catch or damage the load if attached conventionally. See Exhibit 11.2.

Properly rolled and secured, empty cargo nets may be flown on the cargo hook, leadline, or a longline. The forward motion of the helicopter may cause the net to trail and drift up towards the tail, with potential to become caught in the tail rotor. Leadlines with empty cargo nets should be shorter or much longer than the distance between the cargo hook and the tail rotor.

Certain loads such as vehicles, crashed aircraft, and other irregular loads, require special rigging including the use of drogue chutes or spoilers. Never attempt to build such loads without prior training and/or experience.

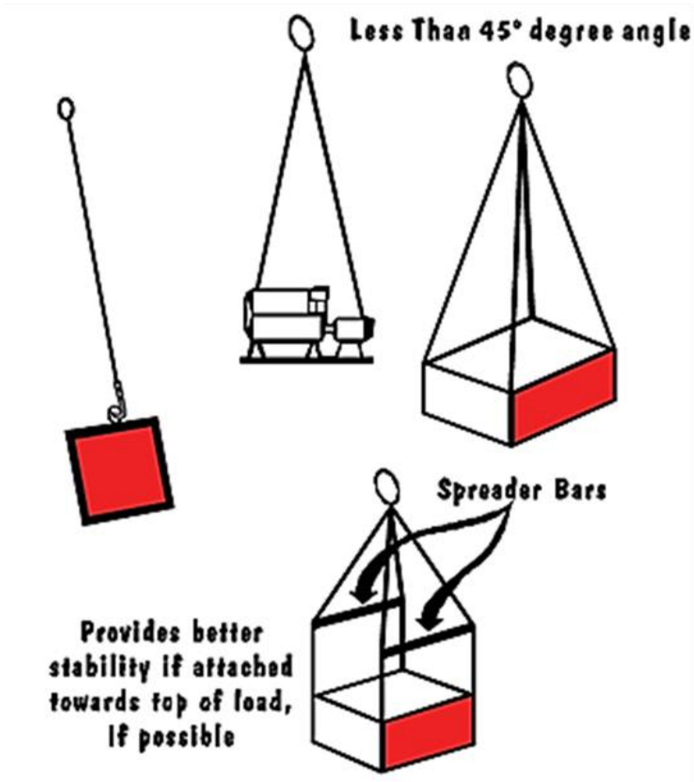
Drogue chutes will only be used on longline loads.

The aerodynamic configuration of a load may cause it to spin and oscillate, which in turn may cause the Pilot to experience control problems with the helicopter. Such difficulties may cause the Pilot to return with the load for re-rigging, or, in extreme cases, to release the load, either intentionally or inadvertently.

There is no way to predict how each load will fly. This is especially true of non-standard loads such as large water guzzlers, cement mixers or pipe. Consult with the helicopter vendor or Pilot, who may be able to supply the necessary expertise and/or equipment.

If a load does not fly well, rig the next load differently and try again, provided there are no safety issues. If safety will be compromised, other means of transportation should be found, such as ground vehicle, pack train or paracargo.

Exhibit 11.2 -- Single-, Two- and Four-Point Loads.



D. Cargo Net.

Use of a net with a tarpaulin spread inside is prohibited due to the potential for the tarpaulin or other covering to slip out and become entangled in the rotor systems or airframe.

Some considerations when working with cargo nets:

1. Center the weight and make the load as symmetrical as possible. Place heavy items in the center of the net first, with light items on top.
2. When using a purse net, do not weave purse strings through the net. The net will not cinch properly and will be exposed to excessive wear.
3. Pull tension on the purse string(s). If the net has two encircling lines, both should be made even in length before attaching the leadline or swivel.
4. The use of fiber tape to gather the purse strings of a net is discouraged.
5. After the net is secured, look for holes or openings where items could slip through.
6. If a leadline is necessary, attach a swivel between the leadline and the cargo hook. See Exhibit 11.12.
7. A swiveling cargo hook may be used in place of a separate swivel on some missions such as bale bombing.
8. The recommended way of carrying multiple nets on one longline is to have one attached to the cargo hook by a leadline (and swivel!) so that it rides below the other. See Exhibit 11.12.
9. Tag each load with destination and total weight of load, including net, swivel and other accessories.

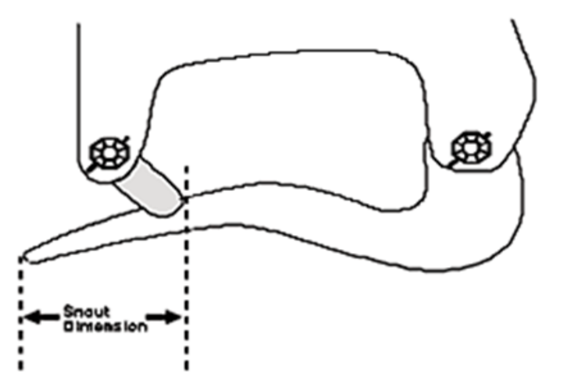
E. Cargo Hook/Ring Interface.

The connection between the cargo hook and the swivel or leadline ring is a critical interface. Loads can be inadvertently dropped, or can be non-releasable, due to incorrect connections.

The size or shape of the ring is a significant factor in inadvertently released loads.

1. When the ring maximum inside diameter is greater than the “snout” dimension on the cargo hook, there exists a small potential for the ring to ride over the load beam and inadvertently release from the cargo hook. See Exhibit 11.3.
2. Ring shapes other than a circle (e.g., oval- or pear-shape) pose the greatest chance of inadvertent release. However, such release is rare for any rings when properly placed on cargo hooks.
3. Use of a swivel reduces the chance of a hung load by limiting the torsional load that can be applied to the ring.

Exhibit 11.3 -- Snout Dimension on a Cargo Hook.



F. Box-like Loads.

Box-like loads usually fly very poorly, as they tend to spin. Use a “tail”, e.g., tree branch. Ensure the tail is well-secured to the bottom of the load. See Exhibit 11.3 for diagram of rope tied to load and branch. The branch is used as the tail of the load.

Exhibit 11.4 -- Rigging a Box-like Load with a Tree Branch as a Tail.

G. Pipe.

Pipe shackles or hooks allow a number of pipes to be carried.

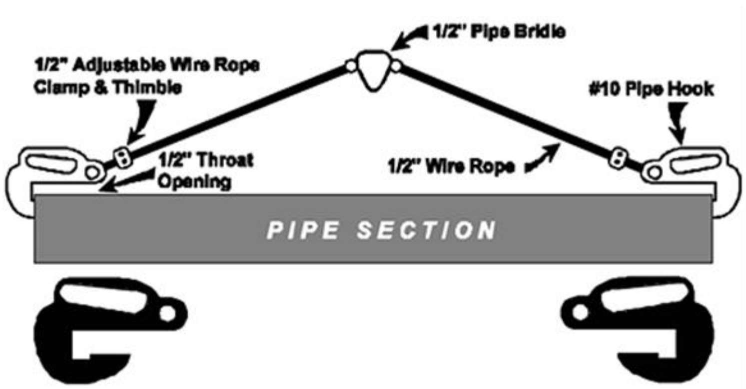
Use of chains as the connecting lines will work for loads of a weight that Type 3 helicopters can carry. Chains are easier to store than cables.

For loads over 1,000 pounds, chains can bind where they cross and fail to tighten, allowing pipes to slip out. This is especially true if the load spins. Cables are better, although they have to be replaced when they become kinked.

Using a leader will require replacement of only a short length rather than the entire cable.

Ensure the shackles are hooked on opposite ends of the same pipe.

Exhibit 11.5 -- Rigging Loads of Pipe.



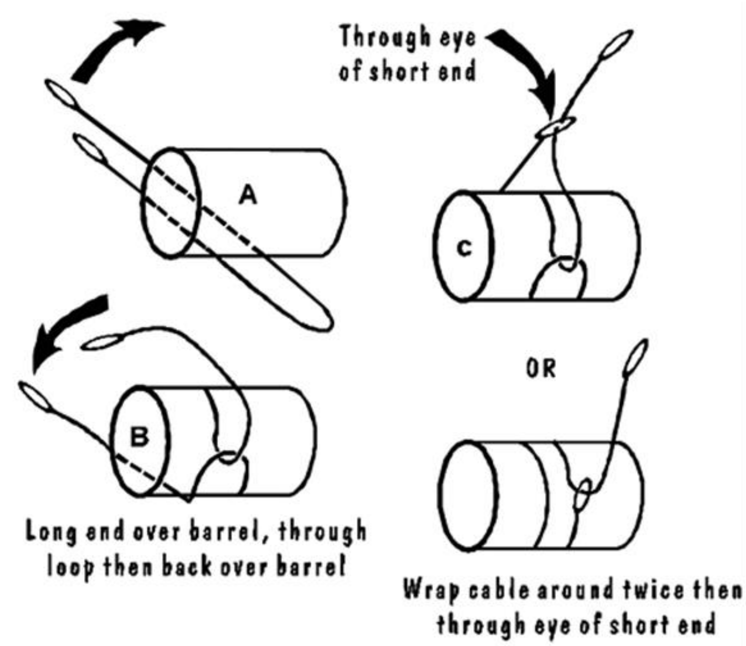
H. Barrels.

Barrels may be rigged by using a choker or by using barrel hooks or clamps designed specifically for that purpose.

Use the method shown below if barrel hooks are not available or are not preferred.

Barrel hooks are made of chain or cable. Two sets are usually used together. A bungee cord with a clip on one end allows the hooks to be dropped off the barrels on touchdown at an unattended landing site.

Exhibit 11.6 -- Rigging Barrels without Barrel Hooks.



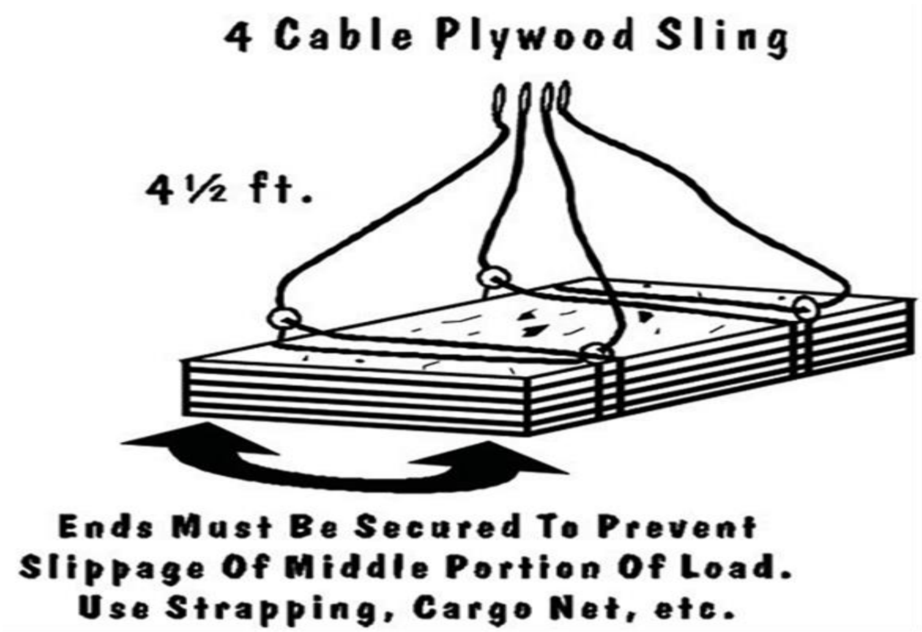
I. Plywood or Lumber.

Plywood and lumber are one of the hardest loads to transport because the load's wing-like shape often causes the load to fly, unfortunately often in a direction independent of the helicopter's intended flight.

As shown in the diagram below, ends must be secured to prevent slippage of middle portion of the load. Use strapping, cargo net, etc., to secure the middle items.

Use an end stop to prevent pieces on the interior of the load from slipping out. Ensure the material is well-secured to the stack itself.

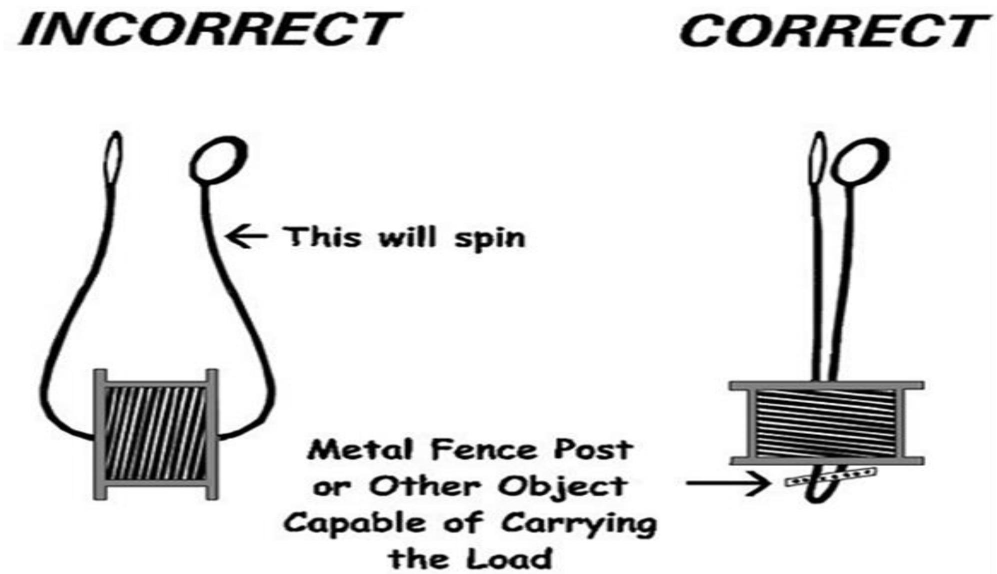
Exhibit 11.7 -- Four Cable Plywood Sling.



J. Wire Spools.

The material shown in the illustration below must be fastened securely to the bottom of the spool, while allowing room through which to loop the choker. It should be dimensionally strong enough to bear the weight of the spool when tension is applied.

Exhibit 11.8 -- Rigging Wire Spools.



K. Poles and Logs.

Logging operations use a cable choker where a ball on the end clips into a sliding catch further up the cable. The cable then “chokes” down on the log when it is under tension. If this equipment is available, use it. See Exhibits 11.8 and 11.9.

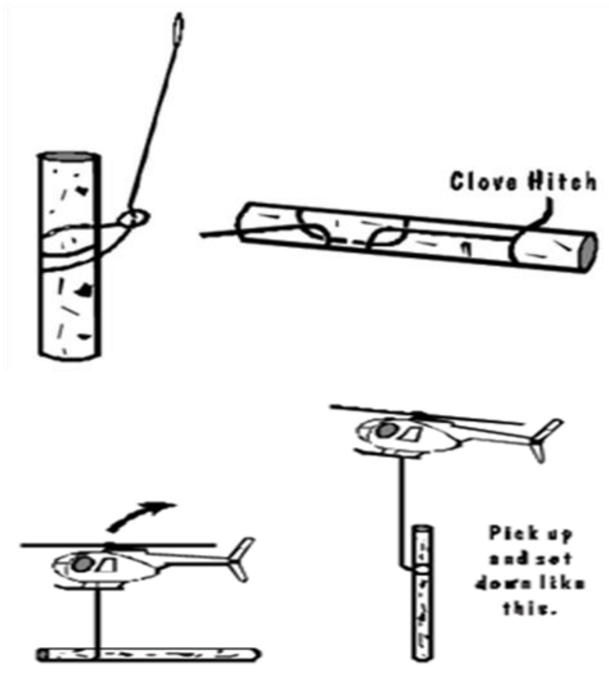
Use of a single choker vertically in a straight line (that is, without one end being looped through the other end), or in a “basket,” U-shaped configuration, is not approved.

For pole setting, a clove hitch can be used (two half-hitches back-to-back) at the bottom of the pole. Run the rope up to the top and make a half-hitch.

When the load is placed on the ground, the sling will loosen and can be easily removed by ground crew. A remote hook can be useful for releasing chokers, or when you want to retain the lead or longline.

To keep the load from slipping out, wrap the rope or chain twice around the end of the pole when carrying a single pole or log.

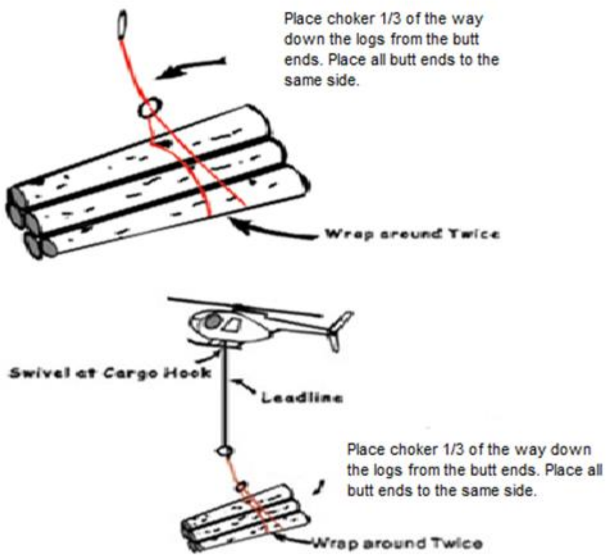
Exhibit 11.9 -- Rigging a Single Pole or Log for Flight.



Multiple poles or logs can be wrapped with heavy wire. Attach the wire to each log with fencing staple and use a choker 1/3 of the way from the end of the logs.

With multiple-log loads, use an end stop to prevent interior logs from slipping out. Ensure the material used is well secured to the stack itself.

Exhibit 11.10 -- Rigging Multiple Poles or Logs for Flight.



XI. Hookup Methods.

There are four methods of hooking up loads to the helicopter for transport. These are:

1. Hookup while the aircraft is on the ground.

2. Hover hookup attaching the rigged load directly to the cargo hook (no leadline).

3. Hover hookup using a leadline.

4. Hookup using a longline with or without a remote electric hook or carousel.

A. Preparation for the Hookup.

Basic tasks should be performed prior to performing any external load operation.

1. Prepare by removing any items from the helicopter that are not essential.
2. If requested, assist the Pilot with the removal of all or any doors and store in a safe location at the Pilot direction.
3. Check both the rigging of the load and the external load equipment according to the requirements and guidelines discussed in Chapter 9.
4. Attach the load to a swivel. Use of a swivel is required in most cases. Attach the swivel to the cargo hook or leadline. If using a longline with remote hook, attach the swivel to the remote hook.

B. Hookup with Helicopter on the Ground.

This method is usually used when the helicopter is shut down so involves the least amount of risk to those involved.

The Pilot should be present when hooking the load to the aircraft. Once the load is ready, perform a two-point hook check.

1. Pilot checks manual release to the cargo hook.
2. Pilot checks the electrical release to the cargo hook.

Check the electrical function of the mission equipment (for example, water bucket release, remote electric hook release, helitorch pump, etc.).

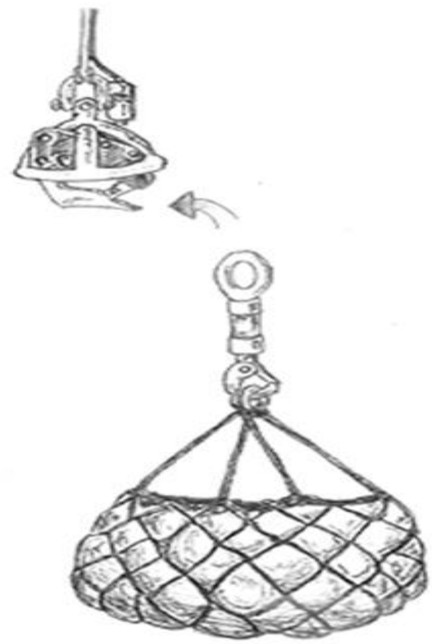
Run the leadline from the load swivel to the cargo hook, ensuring that the line is not near or looped over any skid.

It is important to test the manual release first before the electrical release. This sequence is necessary because the manual release is usually a cable susceptible to snagging or incorrect rigging.

Some operators want to test the manual release only once per day as more checks may put undue wear on the release. If this is the case, those manual releases may be checked one time per day.

After all checks have been performed, visually inspect the cargo hook to ensure the release arm or knob is fully reset.

Exhibit 11.11 -- Attaching Swivel to Hook.



C. Hover Hookup with No Leadline.

This method involves attaching the load directly to the cargo hook.

The method has disadvantages. There may not be enough slack in the net's perimeter lines to allow the hookup person to attach the load on the cargo hook easily. In extreme cases, the helicopter may have to descend almost on top of the load itself.

D. Hover Hookup with Leadline.

Hover hookups with leadline are effective:

- When multiple loads need to be transported in a short time frame.
- When the load destination involves terrain on which the helicopter is unable to land.
- To determine when and how to use a leadline, consider:
- Pilot preference on length of leadline.
- Cargo to be transported.

- Terrain and surrounding vegetation at the destination or takeoff point.
- Additional leadline lengths may be necessary for bulky loads, when doing special projects, or when the hookup person underneath the helicopter may need additional length to perform the hook-up. If the Pilot is not carded for vertical reference, the bottom of the load must not be more than 50’ below the cargo hook.

Exhibit 11.12 -- Performing a Hover Hookup.

E. Hookup with Longline and Remote Electric Hook.

Use of a longline with remote electric hook carousel allows the Pilot to place loads at different locations during the same mission.

Hookups with longline and remote electric hook are effective:

- When multiple loads need to be transported within short time frames.
- When the load is on terrain on which the helicopter is unable to land or take off.
- When the surrounding vegetation and/or terrain is such that the helicopter is unable to perform a hover hookup with a standard length of leadline.
- When ground personnel are not at the receiving site.

Exhibit 11.13 -- Daisy Chain Configuration.

XII. General Requirements for External Load Missions.

A. Required Personnel.

1. Hookup with helicopter on the ground. Only one person is necessary for this type of operation, since the PARK can accomplish the hookup, then exit and perform marshalling duties.
2. Hover hookup. Only trained and qualified personnel must perform hover hookup operations. It is recommended that two individuals perform the operation, a PARK and a hookup person.
3. Longline with remote electric hook. Two people are recommended, a PARK and a hookup person. If circumstances dictate, one person may perform the operation, provided there is positive air-to-ground radio communication between the Pilot and the individual performing the hookup.

B. Radio Communications.

For operations where radio communication is recommended or required, a secure or discrete operating frequency should be established, radios checked during the briefing, and ground contacts identified.

Pilot must receive radio communications from only one person.

1. Hover hookup with or without leadline. For hover hookup operations with or without leadline, it is recommended that the PARK be equipped with a radio. Use of the flight helmet adapter to a handheld radio is optimal, though a headset worn beneath a hard hat, with adapter to a handheld, will work.
2. Hookup with Longline and Remote Electric Hook. Radio communications between the Pilot and PARK or hookup person is required.

C. Briefings.

A pre-mission safety briefing must be conducted with the Pilot, PARK, and hookup person. Hand signals and emergency procedures are an integral part of this briefing.

1. Standard helicopter hand signals should be used.
   - The Pilot should normally receive hand signals from one person.
   - There are rare instances where terrain dictates the need for two people to give hand signals.
2. Ensure that the ground crew and Pilot are thoroughly familiar with standard helicopter hand signals. For hover hookups, these should include:
   - Use the “Move Downward” signal to indicate the helicopter’s height above the hookup person
   - Use the “Hold Hover” signal to indicate that the helicopter should hold while the hookup person leaves the area.
   - Use the “Move Upward” signal to indicate load clearance.
   - Use the “Clear to Take-off” to indicate that it is clear to take off.
3. Emergency Procedures must be established between the Pilot and ground crew prior to external load operations.
   - The emergency briefing is usually presented by the Pilot and addresses procedures in the event of a mechanical failure.
   - The Pilot should indicate that the intent will be to move the helicopter away from the hookup person underneath the aircraft. Generally, this will be to the Pilot’s side of the helicopter, but confirm this with each Pilot.
   - The hookup person should move in the opposite direction from that of the helicopter, or fall flat next to the load and attempt to gain as much protection as possible.

Exhibit 11.14 -- Standard Helicopter Hand Signals.

D. External Load Operations.

The performance of external load missions must be contingent upon proper assessment and preparation of the delivery site by first mitigating hazards.

The selection of dip/snorkel sites may require concurrence of agency personnel such as resource advisors. While it may not be feasible to approve every dip site, check first.

In areas of sloping terrain or with obstacles rising to one or more sides of the cargo pickup/delivery area or dip site, the Pilot must maintain rotor clearance from all obstacles equivalent to the landing area safety circle requirements stated in Chapter 8.

When obstacles present a risk of contact with aircraft or rotor blades, the pilot should decline the mission until hazards are removed, additional line can be added, or a better location can be identified. Pilots have the final say in accepting or declining any mission.

If the helicopter is within ½-rotor diameter of the highest obstacle, the pilot should consider adding another length of line.

E. Personal Protective Equipment.

See Chapter 9.

F. Equipment.

Check equipment according to procedures in Chapter 9.

Check serviceability or general condition of equipment.

Check the load-carrying capacities of nets, leadlines, swivels, etc.

G. Grounding.

Static electricity may present a problem to the hookup person when attaching loads to hovering helicopters. Unfortunately, there is no method that ensures that the hookup person will not receive some amount of electrical shock when the swivel touches the hook.

Ways to reduce static shock:

- Allowing the remote hook to touch the ground.
- Use of rubber gloves.
- Grounding the load to the helicopter skid prior to attaching to the cargo hook. Never touch the skids or any other part of the helicopter without the Pilot's permission.
- Pilot keying the radio prior to the hookup person attaching the load.

XIII. Procedures for Hover Hookups.

A. General.

These are standard procedures for any hover hookup, regardless of whether a leadline is used.

1. The load should be placed in front of the helicopter skids, with no potential for lines to become snagged over the skids.
2. The cargo net's perimeter lines should be drawn over the top of the load and laid so that the lines and leadline are prevented from becoming entangled in the net during liftoff.
3. The PARK should direct the Pilot by radio or standard helicopter hand signals. Placement of loads carried by longline and remote electric hook may be done independently by the Pilot if no ground personnel are available.
4. The PARK should be far enough back of the load to remain visible to the Pilot at all times.
5. The PARK should be slightly to the side of the load so that they can maintain visual contact with the Pilot. For helicopters that are flown from the right seat, the PARK should be approximately at the Pilot's "2 o'clock" position.
6. The PARK should wear a non-flammable, high-visibility vest to distinguish him or her from other personnel on the deck.
7. Measures to prevent static electrical shock may be taken by the hookup person and the Pilot, once agreed upon.
8. After the hookup is completed, the hookup person should exit from underneath the helicopter to the front and in full view of the Pilot and proceed to a position that is not in the departure path of the helicopter. Always keep the load between you and the helicopter.
9. When exiting, the hookup person should take care not to become entangled in either the line or the load. WALK, DO NOT RUN.
10. When the hookup person is clear, the PARK may signal the Pilot to begin moving the load. The PARK must pay close attention as the helicopter lifts and tension is applied to the line. An improperly rigged or placed load can become snagged at any time. If the load becomes snagged or is improperly rigged or hooked, the PARK must communicate this to the Pilot using the radio or hand signals.
11. The hookup person should remain ready to take direction from the PARK should the load or line become snagged.
    - The hookup person should never re-enter the load area beneath the hovering

helicopter unless the PARK directs the hookup person to do so, and the Pilot is aware of the person's movement.

- The hookup person should never attempt to re-rig a load when tension is still applied to the load by the helicopter. Hands, arms, or other parts of the body could become snagged in the load, causing serious injury.

12. Water buckets and longlines should be attached to the helicopter while it is on the ground and not hover hooked or plugged.
13. Appropriate risk management should be applied if the remote electrical hook becomes inoperative during the mission. This may include ground personnel manually releasing the load from the dysfunctional electrical remote hook.
    - Hover hookups to connect electrical power accessories should not be performed. If an electrical connection is loose or not functioning, the pilot should land and rectify the problem.

B. Longline With or Without Remote Electric Hook Procedures.

Considerations and requirements for longline with or without remote electric hook operations include:

1. The sling load should be placed on the ground in the center of the loading area.
2. On approach, the signal person should advise the Pilot on load clearance from trees, load height above the ground, and any problems that might arise in the pickup or drop zones.
3. For safety purposes, the remote hook should be placed next to the load. The hookup person should not be next to the load at the time the Pilot is placing the remote hook.
4. Once the remote hook is placed on the ground, the Pilot should then move the helicopter to the side so the hookup person is not directly beneath the hovering helicopter.
5. When attaching a load to the remote hook, the hookup person should allow the hook to contact the ground before touching it. This grounds the hook and eliminates the possibility of shock from static electricity.
6. When attaching a load to a remote hook, take the remote hook to the swivel rather than taking the swivel to the remote hook. This ensures positive control of the remote hook.
7. The hookup person hooks the load to the remote hook and leaves the area. On approach or departure to the remote hook, the hook-up person must not step over the longline when attaching the load.
8. Helicopter is then positioned above the load and the load is lifted from the ground and flown out.
9. When receiving a load, stay clear of the landing area. Let the Pilot set the load on the ground and release it before entering the area. On approach or departure the hookup person must not step over the longline when detaching the load.

XIV. Cargo Letdown.

Cargo letdown is a system that allows the controlled descent of lighter cargo loads (water containers, chain saws, backpack pumps, etc.) from a hovering helicopter into areas that preclude landing. Refer to agency policy.

XV. Cargo Freefall.

The freefall of cargo from a helicopter is another method of delivering cargo to an area where conventional delivery methods will not work.

Rations and other durable items, as well as more fragile items, can be dropped by freefall when properly packaged. Larger loads can be delivered by releasing the cargo net from the cargo hook at a minimum safe altitude and air speed. Drops must be made a safe distance from personnel on the ground.

A. Required Personnel.

All Helicopters. Minimum aircrew will consist of pilot and spotter (spotter will conduct dropping operations). The spotter should be a qualified Helicopter Manager for freefall cargo operations. Some missions may require additional personnel.

B. Cargo Freefall Use Criteria and Situations.

Freefall of cargo should only be done after the following criteria have been met and in the following situations:

1. The helicopter cannot land safely and the mission has been determined to be tactically essential.
2. Other methods of cargo transportation have been considered and cargo freefall has been determined to be the most efficient and economical method.
3. A helicopter load calculation has been completed using the helicopter hovering out of ground effect chart. Consideration must be given to weight of cargo and maintaining center of gravity limits.
4. There is adequate clearance from obstructions in the flight path and at the drop zone.
5. All personnel involved have been thoroughly briefed. This will include the Pilot, spotter, dropper, and all ground personnel.
6. Positive air-to-ground communications are established.

C. Planning for the Drop.

The operation is conducted in two phases. Planning prior to the drop is the first phase.

1. Compliance with Aircraft Flight Manual. All procedures will comply with the aircraft manual (for example, door removal).
2. Line of Authority. The Pilot and spotter must know the contact at the drop zone. The person at the drop zone must be aware of the mission and have established a drop zone.
3. Selection and Packing of Cargo. Packing will depend largely on what materials are available. Cargo must be selected and packed to prevent undue damage.
4. Little or no packing required. Items that require little or no packing include:
    - Fire hose and sleeping bags. These must be banded with rubber bands, straps, or filament tape. Ends of the hose should be coupled to prevent damage.
    - Hand tools. These should be taped together with heads protected and appropriately packaged (for example, padded with several layers of cardboard).
    - Rations.
5. Packing of fragile or items. Without access to large quantities of packing material, the only fragile items that are practical to drop are water, batteries, and other inexpensive items. Fragile items will have to be appropriately packaged to prevent damage. It is suggested that bases intending to use cargo freefall stock packing material and boxes both at the base and in the helicopter chase truck.
6. Equipment Required. An approved restraint harness fastened to a hard point must be worn by any individual (spotter and/or dropper) who will not be normally restrained by a seatbelt. The tether must be adjusted so that the individual cannot break the plane of the doorway.
7. Selecting the Drop Site. When selecting the drop site, consider the items you are delivering and at what height you will have to release them. Site selection is not as critical for items such as tools or sleeping bags which can withstand more impact.
    - Fragile and breakable items such as radios and power saws require special consideration. Look for areas where a lower drop can be accomplished. If available, a patch of brush serves as a good cushion.

D. Drop Procedure.

The following procedures must be followed.

1. Air-to-ground communications must be established before drop zone is selected.
2. The drop zone must be identified on the ground (marker, ribbon, flagging).
3. Two reconnaissance runs, one high-level and one low-level, must be made over the drop zone.
4. A high-level reconnaissance of the drop zone must be made to determine:
5. If the drop is feasible at the selected site.
6. That ground personnel have moved a safe distance out of the drop zone. Wind conditions, including direction and speed.
7. Location and nature of ground and aerial hazards.
8. A low-level reconnaissance of the drop zone must be made. At this time, the Pilot and dropper must:
9. Reconfirm hazards in the drop zone
10. Determine approach and departure routes.
11. Check for personnel too near the drop zone and/or approach-departure path.
12. Confirm with the ground contact that the area is clear. Make final check of cargo to be delivered.
13. Both agree to proceed.
14. On the drop pass, the cargo will be delivered if there are no changes in conditions.
15. Remember to anticipate the forward speed of the helicopter.
16. Drop cargo laterally out and away from the helicopter and not toward the tail rotor or skids.

Chapter 12
Fire Protection and Crash Rescue Procedures.

This chapter addresses on-site fire protection and crash rescue preparedness. Agency specific policy and directives usually require the local unit to develop an aircraft accident preparedness plan or aircraft emergency response guide. The unit preparedness plan usually addresses the large geographic area of a local unit's administrative boundaries, and is not site-specific.

In the event of a mishap contact your Safety Manager, Regional Aviation Safety Manager, DOI-OAS Safety Office by calling 1-888-4MISHAP.

I. Introduction.

The purpose and objectives of this chapter are to provide safe, cost-efficient, and effective fire protection and crash rescue procedures for incident and project helibase operations. It prescribes minimum firefighting and crash rescue operating requirements. See Appendix C for the Interagency Aircraft Rescue and Firefighting (ARFF) Apparatus, Personal Protective Equipment, and Training Specifications for additional information.

The guidance and requirements in this chapter are not intended to cover every contingency, nor does it detail every rule of crash rescue safety and practice. Specialized, basic aircraft firefighting training should be sought to supplement the information contained herein.

Despite the best efforts of all involved in helicopter operations, it is recognized that accidents can and do occur. Even with the limits inherent in operating at remote helibases, an accident demands an immediate and correct response to prevent serious injury or property damage.

It is not the intent of this guide, or of most agencies involved in helicopter operations, to train helicopter and helibase management personnel to respond to a fully-involved aircraft fire. The intent is to train personnel to respond to small fires within their capability and training, and to be able to rescue survivors of a crash in a safe, efficient manner.

> ***It is essential that employees act within the scope of their training for their protection and that of others.***

To this end, it is recommended that personnel assigned to the positions of Parking Tender or Deck Coordinator be trained in the proper use of fire extinguishers and crash rescue tools for aircraft fires. This training should include practical exercises extinguishing several small Class A and B fires with different types of extinguishers.

> ***Flammable liquids are classified as hazardous materials, so approved training facilities (for example, local fire departments) must be used for practical exercises.***

II. On-Site Accident Preparedness Planning.

Developing an accident preparedness plan for a specific site is not an end in itself, nor is it a guarantee that the emergency response will be effective. Preparedness must go beyond merely having a plan. Preparedness planning must be supplemented with briefings and drills to help reduce the confusion that often exists during crash rescue operations.

Some of the information required for site-specific accident preparedness planning at helibases should be available in the local unit preparedness or accident preparedness plan. Information commonly available in the local unit plan includes:

1. Name and location of hospitals and burn units within or near the unit's administrative boundaries.
2. Name, location, and method of contact for helicopter ambulance services.
3. The effectiveness of crash rescue operations depends on:

- How well the planning for various known and unknown factors in the accident has been performed.
- How well those involved understand the plan.
- How well it is executed.
- As a minimum, the helibase preparedness plan should address:
- Who will respond, by assignment?
- What equipment and other facilities are available.
- When the plan will be implemented.
- Where equipment and medical facilities are located.
- How the plan will be implemented (notification).
- Emergency Rescue Information, HBM-15, will contain much of this information, once it is completed.
- The Helibase Manager or other air operations staff must obtain this information and incorporate it into the site-specific plan. Specific checklists and forms have been developed to assist in on-site planning for emergency response and briefing Pilots on hazards. These include:
- Emergency Rescue Information, HBM-15.
- Emergency Medevac/Medical Transport Request, HJA-1.
- Helibase Diagram, HBM-10.
- Aviation Locations Summary, HBM-2.
- Daily Helicopter Operations Briefing, HBM-00.
- Helibase Manager's Reminders List, HJA-2.

Use of these forms and checklists enhances the ability of the incident or project air operations staff to respond to an accident or other emergency in an organized, coordinated fashion.

The Crash Rescue Plan Checklist shown below guides the user through very specific questions regarding the readiness of helibase and other personnel to respond to a crash rescue situation. It may be used by the Helibase Manager, Pilots, and other personnel, in conjunction with the other job aids mentioned, as a means of ensuring crash rescue preparedness.

Exhibit 12.1 -- Crash Rescue Plan Checklist.

1. Are the crash rescue equipment, fire extinguishers, and tool kits adequate?
2. Has the responsibility for the supervision of crash rescue activities been clearly defined?
3. Are crash rescue personnel assigned specific duties?
4. Can crash rescue equipment readily reach all portions of the helibase area?
5. Are helibase personnel familiar with procedures pertaining to crash rescue activities?
6. Have contacts and plans been made with cooperators for crash rescue assistance if needed?
7. Are crash rescue personnel instructed on the importance of not unnecessarily disturbing the aircraft wreckage for accident investigation purposes?
8. Are crash rescue personnel trained in first aid?
9. Have provisions been made to dispatch a second helicopter to the crash rescue scene for possible air evacuation?

10. Are fire suppression crews instructed to stand by while crash rescue helicopter is landing or taking off?

11. Do helibase personnel understand their specific duties?

12. Are minimum levels of crash rescue training completed for assigned crews? Have the Pilots been informed of the crash rescue plan?

13. Are all helibase personnel briefed on the plan?

> ***All plans must be reviewed and updated daily as conditions, resources, and/or other personnel on the operating base change.***

III. Types of Emergencies.

Consideration must be given to the type of aircraft emergencies that might occur and where they might happen. Experience shows that few helicopter accidents occur on the helibase itself.

The accident preparedness plan must include a comprehensive response to emergencies, regardless of where they happen or who might be involved.

Types of aviation emergencies might include, but are not limited to, the following.

A. In-Flight Emergency.

These types can include engine failure, fuel exhaustion, or dynamic flight component failure (for example, failure of the tail rotor).

Planning to cover these emergencies should include answers to the following:

1. Are passengers being regularly briefed on in-flight emergencies?
2. Have emergency landing areas near the helibase and on the incident or project area been identified and made known in the morning briefing?
3. Are these areas accessible by ground or by the identified medevac aircraft?
4. Are there limitations to ground access (bridges, gates) that will require that the entire response be by air?
5. Has an emergency response team and aircraft been identified?
6. Have helibase ground crews been briefed in the event the helicopter makes an emergency landing at the helibase?
7. Have helispot crews been briefed in the event the helicopter makes an emergency landing at the helispot?

Exhibit 12.2 -- Emergency Seating Positions.

1. Forward Facing Seat:
   - Press your lower torso firmly against the seat back.
   - Lower your chin to chest. Grip the seat edge with your hands or place them under your legs.
   - Do not grasp the restraint harness.
2. Rear Facing Seat:
   - Same as Forward Facing Seat except place your head back against the head rest or bulkhead.
3. Side Facing Seat:
   - Lean toward the front of the aircraft and brace your upper torso and head against whatever might be contacted, or move the head in the direction of impact to reduce flailing.
4. Move clear of the aircraft only after rotor blades stop or when instructed by the pilot or helicopter crew.
5. Assist injured personnel.
6. Assess situation, remove first aid kit, survival kit, radio, ELT and fire extinguisher. Render first aid. Attempt to establish contact.

See Interagency Aviation Safety Alert 13-01 Helicopter Brace for Impact Positions.

B. Fueling Area Emergency.

The most likely emergency in the fueling area involves fuel spills, with the potential hazard of ignition. Prevention measures are discussed in detail in Chapter 13.

Preparedness planning to cover these emergencies should include answers to the following:

1. Are Parking Tenders aware of their responsibilities to have a fire extinguisher readily available during fueling operations?
2. Is there a spill plan in effect for the area of operation, and is it known?
3. Are spill notification procedures known (for example, to the local agency's hazardous materials specialist)?
4. Are resources available to deal with a fuel spill?

C. Helicopter Start-Up Emergency.

The most likely start-up emergencies include failure to untie the main rotor, doors or cowling not secured, or an engine over-temperature condition during start.

Preparedness planning to cover these emergencies should include answers to the following:

1. Are Parking Tenders in position during helicopter start up?
2. Have Parking Tenders been briefed on start-up emergencies and responses?

D. Approach-Departure or External Load Operations Emergency.

Many helicopter accidents occur during approach to or departure from a remote landing area (helispot or unimproved landing site). Usual causes are obstructions to flight (wire, cable, or snag), an engine or dynamic flight control failure, or inadequate clearances.

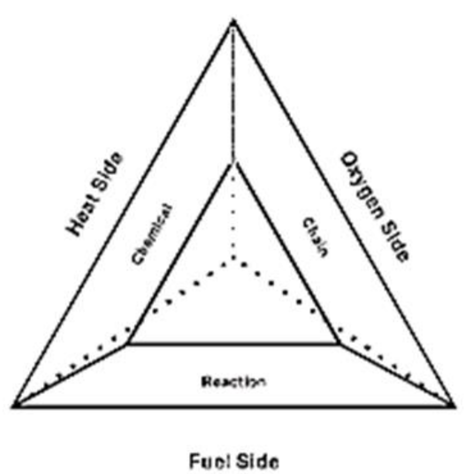
Preparedness planning to cover these emergencies should include answers to the following:

1. Have adequate safeguards been provided to control vehicle and personnel movement on the landing area?
2. Are there warning signs posted?
3. Are Parking Tenders and other deck personnel alert to vehicle and/or personnel movement?
4. Are flight routes and hazards posted on the Helibase Facilities, Hazard, and Flight Route Map?

IV. Classes of Fire.

Fire is a result of a chemical chain reaction between fuel, heat and oxygen. This relationship is known as the fire tetrahedron. Exhibit 12.3 depicts the tetrahedron with the heat side, oxygen side, and fuel side. This combination results in a chemical chain reaction to produce fire.

Exhibit 12.3 – Fire Tetrahedron.



If one interrupts the chemical chain reaction, or takes away any of the other three elements, the fire is extinguished. This is what a fire extinguisher does.

Fire can develop with any number of different fuels, and extinguishers for one type of fuel are not always effective on other types of fuels. Fire is divided into four classifications depending on the type of fuel burning. Extinguishers are available for each type.

A. Class A Fire.

Class A fires involve wood, cloth, paper, rubber, and/or plastics. Water is often used to cool the fuels and extinguish the fire. Extinguishers suitable for Class A fires are identified by a green triangle containing the letter “A”.

B. Class B Fire.

Class B fires involve flammable or combustible liquids such as jet fuel, gasoline, oil, hydraulic fluids, solvents or similar materials. These fires require extinguishers like carbon dioxide (CO_2), foam, dry chemicals, or halon. These extinguishing agents act to deprive the fire of oxygen or interfere with the chemical chain reaction. Extinguishers suitable for Class B fires are identified by a red square containing the letter “B”.

C. Class C Fire.

Class C fires involve energized electrical equipment that may present a shock hazard. These fires require de-energizing the electrical equipment and applying CO_2 or halon. Extinguishers suitable for Class C fires are identified by a blue circle containing the letter “C”.

D. Class D Fire.

Class D fires involve combustible metals such as magnesium or lithium. These fires require a dry powder, which smothers the fire and doesn't react with the burning metal. Extinguishers suitable for Class D fires are identified by a yellow five-point star containing the letter "D".

> ***A dry chemical extinguisher is not the same as a dry powder extinguisher.***

Exhibit 12.4 provides a summary that lists the class of fire based on what type of material is burning and the type of fire extinguisher needed to quench the fire. The last column gives the corresponding symbol that would be on the appropriate fire extinguisher.

Exhibit 12.4 – Class of Fires.

Fire Class	Material Types	Extinguisher Type	Extinguisher Symbol
A	wood, cloth, paper, rubber, plastics	water	letter "A" inside green triangle c
B	flammable or combustible liquids	carbon dioxide, foam, dry chemicals or halon	letter "B" inside red square
C	energized electrical equipment that may present shock hazard	carbon dioxide or halon	letter "C" inside blue circle
D	combustible metals	dry powder	letter "D" inside yellow star

V. Extinguishing Agents.

The grouping of fires into classes is important because the agents used to fight one class of fire may not be effective on fires of other classes. Extinguishers designed for one class of fire may be extremely dangerous when used on other classes of fires. For example, a water extinguisher is not recommended for use on Class B or flammable liquid fires, since it may spread the fire.

While certain extinguishers such as multi-purpose dry chemical extinguishers can be used on Class A, B, and C fires, no extinguisher is effective on all four classes of fire.

Portable fire extinguishers come in a variety of weights and sizes. However, the effectiveness of an extinguisher is not solely determined by its weight or size. It is also determined by the training and knowledge of the person using it. The single most critical element in firefighting is response time. This means the person closest to the accident must know what to do, and do it immediately. Portable fire extinguishers are considered the first line of defense when a fire occurs, and are effective firefighting tools if used properly and on the fires for which they have been designed.

Types of extinguishers most commonly used are:

A. Water.

Water is very effective on Class A fires involving ordinary combustible materials. It may be applied from engines, portable hand pumps, or stored pressure extinguishers.

Water must not be used on Class C fires as water applied to energized electrical equipment presents a hazard from electric shock.

B. Foam or Aqueous Film Forming Foam (AFFF).

AFFF, commonly referred to as “A-Triple F”, should not be confused with Class A wildland fire foams. AFFF is designed to extinguish Class B flammable liquid fires, but can also be effective on Class A fires. The foam creates a blanket which smothers the fire. An aqueous solution from the foam bubbles creates a vapor barrier over the fuel surface, preventing re- ignition of the fuel.

Foam must not be used on Class C fires as foam applied to energized electrical equipment presents a hazard from electric shock.

C. Carbon Dioxide (CO_2)

Carbon dioxide (CO_2) is a gas 12 times heavier than air. It is non-poisonous and will not support combustion nor sustain life. Carbon dioxide extinguishers are suitable for Class B and C fires. It is discharged in a gaseous form and is easily affected by drafts or wind. It is non-corrosive, non-damaging, and leaves no residue.

The danger from CO2 is the possibility of losing consciousness or being suffocated in an enclosed space or low-lying place.

D. Dry Chemical.

Dry chemical extinguishers are normally rated for Class B and C fires, but some are rated A, B, and C.

Dry chemicals consist principally of bicarbonate of soda, potassium bicarbonate or ammonia phosphate and are used to smother the fire. Dry chemical extinguishers are of two basic types. One type is pressurized by dry nitrogen or dry air, and the other type has a cartridge with CO2 under pressure. When the cartridge of the second type is punctured, CO2 pressure expels the agent.

Danger from the dry chemical extinguisher lies in discharging it into an occupied crew or passenger compartment, or directing the stream into the escape path of occupants, causing a visual impairment.

Some dry chemical extinguishers have a tendency to pack solid from their own weight and vibration. They need to be removed periodically and inverted so they may be discharged properly.

E. Halon.

Halon extinguishers are generally rated for Class B and C fires. Some may have a Class A rating as well. Halon, like CO2, is a gas and will be affected by wind. Halon use on fires may produce toxic by-products. Use these extinguishers in well ventilated areas and avoid breathing the gas.

F. Dry Powder.

Two extinguishing agents are listed for use on Class D (combustible metal) fires.

1. G-1 Powder. G-1 Powder is a screened graphitized foundry coke with various phosphates added. The material acts as a heat conductor to lower the temperature of the burning metal. It forms a coating to smother the fire by excluding air, and may be used in magnesium and magnesium alloy fires.
2. Met-L-X Powder. Met-L-X Powder has a sodium chloride base with additives. An additive fuses at high temperatures to aid in forming an air-tight coating. It may be used on magnesium, sodium, potassium, and sodium-potassium alloy fires.

VI. Requirements.

A. Extinguishing Agent for Helicopter Landing Areas.

The required extinguisher for helicopter landing areas is a 20-pound, dry chemical, 40 B:C rated extinguisher.

This size extinguisher is lightweight, portable, self-contained, and highly effective on Class B (flammable liquid) fires. However, its effectiveness will always depend on the training and knowledge of the person using it.

B. Personal Protective Equipment.

Except in rare instances when the Pilot has recognized and/or declared an in-flight emergency, ground support personnel will have no advanced notice of a helicopter emergency. Therefore, personal protective equipment shall be worn at all times by helibase support personnel so as not to delay an immediate response to an accident.

> ***Clothing, either regular or fire resistant, affords little thermal protection from the radiated heat of aviation fuel fires. Extreme caution must be used by personnel approaching a burning aircraft.***
>
> ***Additionally, smoke from aircraft fires may contain toxic gases and/or minute particulates of combustion. Exposure without a self-contained breathing apparatus must be avoided.***
>
> ***Given the limitations and hazards outlined above, personnel must be trained to respond appropriately.***

C. Emergency Tools and Equipment.

Emergency tools and equipment should be prominently positioned adjacent to the landing area(s). All helibase ground support and flight crews should be made aware of these locations. Crash rescue equipment is required at helibases and at helispots which will see continued use over the course of an incident or project. Chapter 8 outlines the minimum requirements for fire extinguishers, evacuation kits, and crash rescue kits at helicopter landing areas.

1. Fire extinguisher. One (1) fire extinguisher per landing pad, located immediately adjacent to the safety circle for that pad.
2. Crash rescue kit. One (1) crash rescue kit or equivalent per every five (5) helicopters using the landing area. The kit contains crash axes, hacksaw with blade, bolt cutter, seat belt cutter, and door opener tool. It is used to gain access to the crew and passenger compartments if normal exits are rendered unusable in the accident.
3. Evacuation kit. One (1) evacuation kit per every five (5) helicopters using the landing area. The kit contains a first aid kit, splints, blanket, ground marker, head lamp, and stretcher to provide for evacuation of injured personnel from the accident scene.

Check kits upon receipt to ensure content, condition, and suitability of tools and equipment.

D. Additional Crash Rescue Resources at Helibases.

The basic extinguisher requirement may be supplemented by foam-equipped engines, a plumbed system, or other methods. Emergency equipment should be placed to allow immediate access, but must not hinder normal flight or ground operations.

Trained personnel and equipment are often available from fire departments and military bases. Air operations staff must weigh the cost of such resources versus the probability of an aircraft emergency occurring. Another factor to consider is the proximity of the helibase to urban development. In this case, ordering fully-equipped crash rescue services may be prudent.

> ***It is not recommended that agency personnel in a (AFFF)foam-equipped engine be assigned helibase crash rescue duties unless they have received advanced aircraft firefighting training and are equipped (turnouts and SCBAs) to respond safely. See Appendix C for training and equipment requirements. Strategy and Tactics.***

E. Strategy.

The primary objective of helicopter or helibase ground support personnel participating in crash rescue activities is to prevent loss of life or property. If needed, firefighting action should provide maximum fuselage integrity and an escape path for occupants. To the extent possible, crash rescue personnel should assist in evacuation of the helicopter using normal or emergency means of egress.

The most important factors involved in effective rescue and firefighting efforts in a survivable helicopter accident are:

- Training received.
- The response time of crash rescue personnel and equipment.
- The effectiveness of crash rescue and extrication equipment.
- All actions taken must be aimed at providing care to survivors as quickly as possible.

F. Tactics.

One of the most important skills in crash rescue is the ability to improvise. Every emergency response is unique, and accident sequences often occur in an unforeseen manner. Being able to adjust the response to fit the situation is an absolute necessity.

The likelihood of the need to improvise is never a valid reason for not learning and drilling in the fundamentals. Without basic skills, the individual or crash rescue team has no foundation upon which to improvise. Without experience in using those skills, they will lack the judgment necessary for safe, effective crash rescue.

Before effective action may be taken, personnel must be familiar with the various characteristics of the helicopter(s) involved in the accident.

1. Helicopter Makes and Models. Crash rescue diagrams of many frequently used helicopters are provided in Appendix I of this guide. These diagrams provide general features of a model of helicopter. Some of the diagrams have emergency procedures information, including the location of fuel and battery shutoffs, attached.
2. Briefings. Since the diagrams provide only information generic to a model, they must be supplemented with a pilot aircraft briefing which addresses the specific features of each helicopter assigned. Briefing material should include, but is not limited to:
    - Door operation.
    - Location of battery and fuel cell.
    - Location of emergency shut offs.
    - Location and operation of emergency exits.
    - Location and operation of the Emergency Locator Transmitter (ELT).
    - Location of the first aid kit and fire extinguisher(s).
    - Operation of crew/passenger restraint devices.

All of the above items are part of the Helicopter Passenger Safety Briefing required to be given to all passengers. Prior to the commencement of operations, it is particularly important that all crash rescue personnel be given a more in-depth briefing on these items.

3. Factors Influencing Tactics. Tactics employed at the accident scene are dependent on many factors, including but not limited to:

- Terrain and obstacles.
- Wind direction.
- Type of helicopter(s) involved.
- Crew stations and passenger locations within the helicopter.

4. If a fire results, its location and the degree of fire involvement.

5. Other mission-specific equipment attached (for example, helitorch, plastic sphere dispenser, external cargo, hazardous materials, etc.).

VII. Sequence of Actions.

Recognizing that accidents are all different, there is a general sequence of actions to follow.

A. Approach.

After an alarm has been received, or a crash has occurred, the most direct route offering the fewest obstacles should be used. The normal precautions on approaching helicopters should be taken.

1. Approach from the front or side.

2. Approach from ground that is lower than that on which the helicopter is resting.

3. Do not approach until the rotors and other moving components are at rest.

> ***It is not unusual during a crash for the rotor blades to strike obstacles or the ground, with debris thrown a considerable distance from the accident site. Evaluate the situation before approaching. It is usually wise to take the nearest available cover, or lie prone, as an accident is occurring.***

The first person responding ("first responder") will need to evaluate the best approach to the helicopter if the rotor blades or other components are still moving. The first responder should consider:

4. Will moving components soon come to rest?

5. Is the pilot or other occupant attempting to shut the helicopter down?

6. Is it a survivable accident?

7. Is a fire or the potential for fire, present?

8. Can the helicopter be approached?

If the decision is made that the first responder will shut down the aircraft, other responders should stand by until that task is accomplished. Do not expose more personnel to a hazard than absolutely necessary.

If a fire is present, the best approach is usually from upwind so that the responder is not hindered by smoke or heat. Extinguishing agents are also more effective when applied from upwind. However, all responder(s) need to evaluate conditions before approaching.

When approaching the helicopter with extinguishers, engines, or other apparatus, do not block the escape path of the occupants. Do not direct streams of extinguishing agents at them which could cause them to become disoriented.

Helicopter structures damaged by fire or impact forces are often very unstable and are subject to collapse or rollover. If these conditions are suspected to exist, precautions in the form of blocking or shoring should begin as soon as possible to ensure the safety of personnel working on evacuation.

B. Entry.

When the helicopter can be safely approached and entered, the first responder should assist the survivors in leaving the aircraft. Depending upon make and model, an entry/exit door or doors may be found on each side of the helicopter.

Smaller helicopters have doors that usually open outward and are hinged on the forward side. The inside is fastened by a latch that is usually operated by pulling the latch mechanism.

Larger helicopters usually have front flight crew doors similar to those on smaller helicopters. However, the doors on the passenger compartment(s) are usually the sliding type. Most often they slide from front to rear.

On most helicopters, an emergency release mechanism is installed at the hinge side and is operated by pulling on the jettison handle.

Escape hatches or escape panels are provided on some helicopters and are made of either plexiglass or metal. The hatches should have an external release handle, with the location and operating procedures marked on the adjacent surface of the fuselage.

If access is hindered for whatever reason, emergency cut-in using a crash axe should be in the area of the doors, windows, or windscreen. Avoid structural areas of the fuselage where use of the axe or other tools might rupture fuel, electrical, or oxygen lines, causing an explosion and/or fire.

Extreme care should be used when cutting into an aircraft. Occupants might be injured by tools penetrating too far into the aircraft. Also be aware that cutting actions may create sparks which might ignite fuel vapors. Evaluate the situation carefully.

C. Rescue of Occupants.

After entrance to the flight and/or passenger compartments is achieved, crash rescue personnel should perform the following, in order:

1. Secure the area.
2. Locate and then determine the condition of the occupants.
3. Evacuate uninjured occupants first, if possible.
4. Evacuate injured occupants.
5. Document and/or photograph the location of any debris that must be disturbed in order to carry out rescue and/or fire suppression activities.

Extreme care must be taken when moving injured personnel to prevent aggravation of existing injuries or causing additional ones. Due to the high vertical deceleration forces experienced in a helicopter hard landing or accident, assume lower back injuries are present. Assistance from trained medical personnel should be obtained before moving injured personnel.

If immediate evacuation is not possible due to wreckage configuration or occupants being trapped within the compartment with fire present, responders should attempt to keep the fire away from the area where personnel are trapped.

All helicopter seats have seat belts that include shoulder harnesses. Both belts and harnesses are constructed of very strong material and are difficult to cut. Crash rescue personnel must be knowledgeable of release procedures.

Release configurations vary among make and model of helicopter, and may even vary among seats in the same helicopter. If the belt or harness cannot be released normally, use the seat belt cutter included in the crash rescue kit. See Exhibit 12.5.

Exhibit 12.5 – Seat Belt Cutter.

VIII. Fatalities.

In an emergency triage situation, common sense dictates that personnel who have been fatally injured receive lower priority for extrication than those still living.

Responders should not attempt to remove a fatally injured individual from an aircraft if they will be at risk from existing fire or other hazards. In an accident involving fatalities, remember:

1. Contact the local Coroner to make the legal determination of death.
2. Do not release the name(s) of the victims.
3. The local agency or IMT Public Information Officer (PIO) should be informed as soon as possible to deal with media inquiries. Follow Mishap response plan.

When bodies are either interfering with operations or are mentally effecting first responders, it is appropriate to move the bodies.

Critical Incident Stress Debriefing (CISD) may be needed after accident.

Fatalities are also discussed at the end of this chapter.

IX. Extrication and Evacuation.

Site safety precautions that should be considered: Aircraft wreckage sites can be hazardous for many reasons other than adverse terrain or climatic conditions. Personnel involved in the recovery, examination, and documentation of wreckage may be exposed to physical hazards such as hazardous cargo, flammable and toxic fluids, sharp or heavy objects, and disease. It's important to exercise good judgment, use available protective devices and clothing, and use extreme caution when working in the wreckage.

After all occupants have been accounted for, medical injuries should be treated to the extent possible and only within the skill level of those present. Injured personnel should be prepared for transport to the appropriate medical facility.

While crash rescue personnel are performing the extrication, it is critical that the helibase ABRO or other individual assigned be making the contacts identified in the Medical Plan, ICS 206 and/or Crash Rescue/Medevac/Evacuation Plan, HJA-4.

Note that for project operations, initial contact is usually made with the local dispatch office, who will implement the unit accident preparedness plan.

If the accident is not at a location with known conditions, the ABRO should use Emergency Medical Services - Helicopter Ambulance Request Information, HJA-1, to obtain and relay information. See Appendix B for further information and discussion. In order to avoid delays in what may be a life- threatening situation, it is essential that the ABRO obtain as much information on this form as possible.

The need for emergency evacuation of injured personnel should be considered before operations begin. It is impossible to detail all possible evacuation situations that could exist. Nonetheless, these situations can be planned for, to some extent.

1. Evaluate all assigned helicopters for evacuation capabilities and designate a primary and, if possible, backup medevac ship.

2. Brief all Pilots, crews, and helibase personnel on roles, responsibilities, and procedures.

3. Coordinate closely with the local dispatch or other responsible office both in preparedness planning and during any evacuation.

4. Inclement conditions (weather, nighttime) may affect aerial medevacs.

Remember the Pilot has the final authority on performing the mission.

X. Preservation of the Accident Scene.

Following extrication and evacuation of the occupants, preservation of the accident scene and documentation of actions taken is vitally important to the accident investigation that will follow.

The accident scene and perimeter should be immediately roped or flagged off. Security should be provided to prevent entry by unauthorized personnel. Any person not actively engaged in the rescue or firefighting operation should be denied entry to the area. The Incident Command Staff or the Project Aviation Manager should be briefed away from the immediate accident scene.

> ***It is essential to an investigation team that personnel involved in an accident, or accident response, not coordinate their statements. Each individual should independently document their experience.***

The Helibase Manager or other official in charge should ensure that crash rescue and other helibase personnel immediately document the following:

1. Condition and position of the aircraft prior to any significant cutting or alteration, including its initial position before the accident, position when it came to rest, and position after evacuation and extrication was performed. Use written statements, sketches, and photos or video. Personnel should document sounds heard, their actions, actions of others, etc.

2. Preserve and secure all helibase documentation for that operational period, including Helibase Mission Request Logs, Flight Following Logs, load calculations, manifests, Unit Logs, Helibase Organization Chart, Daily Helicopter Operations Briefing/Debriefing Checklist, and other relevant material.

3. Removal of the bodies of fatally injured occupants from the wreckage should be accomplished only by, or under the direction of, the responsible medical examiner (coroner). Premature removal can interfere with identification and/or destroy required pathological evidence. If body removal is necessary to prevent further incineration, the original location of the body and the body itself should be tagged or otherwise identified, and the facts reported to the investigation team.

> ***BE AWARE AND BE PREPARED.***
>
> ***SOMEONE’S LIFE MAY DEPEND ON YOUR ACTIONS.***

Chapter 13
Fueling Operations.

I. Introduction.

Fueling operations, whether conducted by government or vendor personnel, could potentially result in environmental damages or catastrophic accidents.

It is the responsibility of all personnel, both vendor and government, to ensure that fueling operations are conducted in accordance with procurement document specifications, agency fueling directives, and all other applicable local, state, and federal regulations. Special attention must be paid to federal, state, and local hazardous materials regulations and to agency-specific fuel spill avoidance requirements.

Remote Fuel Site Reminders List, HJA-3, is a job aid that can be used by Helibase Managers and Fueling Specialists.

II. Responsibilities.

A. Management.

Agency heads are responsible for the management and effective implementation of a Fuel Quality Control Program within their respective agency. Supervisors and managers at all levels are responsible for the safe delivery of fuel during aviation operations under their jurisdiction or control. Within this responsibility is the practical requirement to provide safe working conditions, prevention of injury to persons, and the protection of property.

B. Employees.

To enhance safety, employees of participating agencies who become aware of any fuel-related mishaps (for example, fuel spills, fires, damage to aircraft or fueling facilities or vehicles, incorrect fueling of aircraft, incorrect fuel put in an aircraft, etc.) should report such occurrences using the agency incident/hazard report. In situations where imminent danger exists, the operation should be suspended immediately and reported via SAFECOM.

C. Fuel Vendors.

Vendors conducting business for the transportation, storage or dispensing of aviation fuels, including into-aircraft operations, must adhere to the procurement document provisions and specifications. These operations must be in accordance with the standards and procedures specified in applicable American National Standards Institute (ANSI) or National Fire Protection Association (NFPA) publications.

D. Pilots.

The Pilot is personally responsible for ensuring that the proper type and grade of clean, dry, clear, and bright (uncontaminated) fuel is pumped into the aircraft.

III. Fuel and Oil Pollution Prevention.

Agencies must be informed of the Environmental Protection Agency (EPA) regulations found in 40 CFR 112.

Regardless of the size or location of an operation, it is necessary that an assessment be made to determine whether or not provisions of the regulations are applicable.

The basic criterion is if it can be reasonably expected that a discharge of fuel or oil will enter navigable waters, a facility is subject to the regulations. This requires the preparation and implementation of a Spill Prevention Control and Countermeasure (SPCC) Plan. Exceptions to this requirement are:

1. Above-ground facilities having a total storage capacity of 1,320 gallons or less of fuel, provided no single container has a capacity in excess of 660 gallons.
2. Underground facilities having a total storage capacity of less than 42,000 gallons.

Agencies are encouraged to contact their local EPA office for detailed information concerning these regulations.

A. Fuel Spill Prevention Guidelines and Requirements in Environmentally Sensitive Areas.

Check with the local aviation manager for additional fuel spill prevention guidelines and requirements in place for various geographic locations due to local or national environmental concerns and constraints.

Prior to the start of a project or upon arrival at an incident, the air operations staff should consult with the local READ regarding any restrictions that may apply.

Restrictions may include, but are not limited to:

1. Establishing fueling sites at predetermined locations, occasionally at some distance from the helibase. Since this may have a significant impact on operations, additional planning and helicopters may be required.
2. Prohibitions on fuel vehicles traveling on certain roads (usually adjacent to streams and rivers).
3. Requirements for containment dikes around fueling pads. Proper containment and disposal of fuel samples.

IV. Types of Fuel.

There are currently two categories of aviation fuel in use. These are aviation gasoline, commonly called AVGAS, and turbine or jet fuel.

A. Aviation Gasoline (AVGAS).

Aviation gasoline is used in reciprocating aircraft engines. There are currently three grades of aviation gasoline in use:

- 80/87.
- 100 Low Lead (100 LL).
- 100/130.

B. Turbine (Jet) Fuel.

Aviation turbine fuels are used to power turbofan, turbojet, and turboprop aircraft engines. There are two types of turbine fuel in use:

- Kerosene based (Jet A, Jet A-50, JP-8, and Jet A-1).
- Blends of gasoline and kerosene (Jet B and JP-4).

Most commercial operators use Jet A or Jet A-50. The military normally uses JP-4 and JP-8. The specifications for JP-8 are similar to Jet A except that JP-8 has required additives for anti-icing, anti-corrosion, and anti-static.

V. Identifying Types of Fuel.

A. Fuel Color.

If sample is not the right color, suspend the operation immediately. The following colors are indicative of the type of fuel:

Exhibit 13.1 -- Aviation Gasoline (AVGAS) Color.

Grade	Color
AVGAS 80/87	red
AVGAS 100 LL	blue
AVGAS 100/130	green

The EPA and Internal Revenue Service (IRS) require that certain types of high and low sulfur diesel be colored blue and red. Aviation grade 100 LL and 80/87 fuels are also colored blue and red, respectively. The potential exists for a supplier to furnish diesel fuel instead of 100 LL. The FAA will issue a Notice to Airmen (NOTAM) and a special alert bulletin to pilots warning of the color conflict.

Exhibit 13.2 -- Turbine Fuel (Jet Fuel) Color.

Grade	Color
Jet A, Jet A-50, Jet A-1, Jet B, JP-4, JP-8	clear or straw-colored

B. Fuel Equipment Markings of Fuel Type and Grade.

A marking and coding system has been adopted to identify the various fuel handling facilities, equipment, containers, inlet-outlet joints, and aircraft fuel filler openings according to the type and grade of fuel they contain.

1. Fuel Servicing Vehicles. Each aircraft fuel servicing vehicle must be conspicuously and legibly marked with an identification decal to indicate the product contained in the vehicle. The markings must be on each side and the rear of the vehicle in letters at least 3” high. Decals on vehicles must be marked as follows:

Exhibit 13.3 – Fuel Servicing Vehicle Product Markings.

Grade	Markings
AVGAS 80/87	white letters on red background
AVGAS 100 LL	white letters on blue background
AVGAS 100/130	white letters on green background
Jet A, Jet A-50, Jet A-1, Jet B, JP-4, JP-8	white letters on black background

2. Valves and Piping at Permanent Storage Facilities. Valves, loading and unloading connections, switches, and other control equipment must be color-coded to identify the grade and type of fuel they control. The fuel in piping is identified by name and by painted color bands, or a decal placed around the pipe at intervals along its length.

3. Hose Lines. Hose lines must be marked by decals or labeled adjacent to the nozzle to indicate the type of fuel dispensed.

4. Portable Storage Facilities - Containers.

- Bulk Collapsible Tanks (Bladders and Rollagons). Large fixed collapsible tanking facilities, as well as their accessory fueling lines and equipment, must be marked or decal attached in accordance with the requirements for vehicles in Section V.
- 250 and 500 Gallon Collapsible Rollagons. Each end of a rollagon must be marked in letters at least 4" high with the type and/or grade of fuel in the container.
- 55-Gallon Barrels. The top head or sides of a 55-gallon barrel must be marked in letters no smaller than 3/4" with the type and/or grade of fuel, filling date, vendor, and any other pertinent information.

> ***Agency authorization is required for use of 55-gallon fuel barrels.***

- 5-Gallon and Smaller Containers.
- All containers must be marked with the type and/or grade of fuel contained. In many cases the 5-gallon containers are marked by the fuel manufacturer.

> ***Portable plastic containers should be used only when the fuel grade is JET A and no alternative exists. If using portable plastic containers, an approved funnel capable of separating water and contaminates, along with bonding capabilities, is required. Portable plastic containers are not authorized for JET B and AVGAS in aircraft refueling operations.***

- Aircraft. Various FARs require that aircraft fuel filler openings be marked with the word "FUEL," the minimum fuel grade or designation for the engine(s), and the tank capacity. Markings should be kept clean and legible. Contamination Testing.

The "Clear and Bright" (Dry) Sampling Test should be used by either the vendor or, if government-operated fueling operation, by trained government personnel. This test involves the following steps, in order:

1. Collect fuel sample in a clean, clear 1-quart glass jar. Samples are collected from tank and nozzle.

2. Check color against the background of the sky. If water is present, free water (water not in solution) will separate and lay in the bottom of the jar.

3. Swirl the contents of the jar. Any free water and/or water in solution will cause the color to become cloudy.

> ***If fuel is found or suspected to be contaminated, suspend all operations immediately (including those of other aircraft that may have been fueled from the same source) and contact agency aviation safety representatives.***

4. If water is detected in the tank sample, sump and continue to test until no more water is detected in sample jar. Do not allow helicopter fueling until the sample is free of visible contamination.

5. If water is detected in the nozzle sample, suspend the operation immediately.

6. Particles in the sample can also be visually identified. If particles appear in the tank sample, sump tank until sample is clean.

7. Do not use fuel if any nozzle sample indicates wrong color, not clear or bright.

VI. Fueling Hazard.

When personnel fuel a helicopter, they transfer extremely combustible liquids from a storage or transportation vessel to the fuel tank(s) of a helicopter. Such operations are hazardous if the proper procedures are not followed.

Personnel should follow servicing instructions and use the proper equipment in accordance with established operating procedures.

While fueling aircraft be aware of the potential problems caused by fuel vapors in the presence of ignition sources such as static electricity, certain weather conditions, electromagnetic energy, and open flames.

Be aware of conditions that introduce additional sources of ignition and/or increase the likelihood of fuel or fuel vapors escaping.

A. Fuel Vapors.

Fuel vapors create potentially hazardous situations, so personnel must be sure to follow prescribed procedures.

When fuel is transferred into an aircraft tank, the incoming fuel forces fuel vapors out through tank vents, with an explosive vapor-air mixture formed in the vicinity of the operation. At some point, the escaping fuel vapors will be within explosive limits, depending upon atmospheric conditions and the type of fuel involved.

> ***Because AVGAS has a flash point of about -50° F, sufficient vapors are liberated to produce a flammable vapor-air mixture under almost all conceivable atmospheric conditions. All that is needed to cause a fire or explosion is a source of ignition.***

Additionally, because the rate of vapor generation increases as the temperature of the fuel increases, the risk of fire or explosion increases when atmospheric temperatures rise.

Because fuel vapors are heavier than air, they will settle to the ground and accumulate in ditches, pits, or other depressions and may travel great distances before coming into contact with an ignition source.

B. Ignition Sources.

In any area aircraft are parked or operating, there are numerous ignition sources that may ignite fuel vapors. These sources include static electricity, such as that caused by low-conductivity liquids, refueling vehicles, and clothing; adverse weather conditions (lightning); electromagnetic energy (radar); and open flames.

1. Static Electricity.
   - Static electricity is more difficult to control than any other ignition source. The mechanism responsible for this phenomenon is complex, and there are many variables that may increase and decrease the amount of energy generated. Static charges may exceed 50,000 volts and may produce sufficient energy to cause an explosion above the surface of liquid fuel.
   - When low-conductivity liquids, such as hydrocarbon fuels, flow through a piping system, they tend to become electrostatically charged. Refueling vehicles have developed measurable electrostatic charges exceeding 50,000 volts during filling operations. This high voltage is partially a result of the insulating effect of the

vehicle's rubber tires. To eliminate this insulating effect, the refueling vehicle must be properly bonded to the helicopter during fueling operations.

- During windy conditions, the movement of dust particles and air currents may cause parked helicopters and refueling vehicles to develop larger-than-usual charges of static electricity.

> ***Personnel should exercise caution when there are thunderstorms or electrical storms in the vicinity. The energy generated by these natural phenomena may ignite flammable fuel vapors.***
>
> ***When the atmosphere is unusually dry, certain fabrics are notorious for accumulating a static charge. Therefore, personnel who operate refueling vehicles should avoid wearing materials made of polyester, nylon, rayon, silk, or wool when working in cold, windy weather.***

2. Electromagnetic Energy.
   - Transferring fuels is hazardous within 300 feet of the source of electromagnetic energy such as that created when high-powered radar operates. However, portable and mobile radio equipment may be used safely beyond 10 feet from fuel filler openings and/or vents.
3. Open Flames.

Open flames should be strictly controlled or prohibited in aviation operations areas or within 50 feet of any aircraft fueling operation. Open-flame devices include:

- Lighted smoking materials of any type.
- Exposed-flame heaters whether liquid, solid, or gas-fired devices, including portable and wheeled gasoline or kerosene heaters and open-element electric heaters.
- Welding and cutting torches and blowtorches.
- Grinding equipment, either portable or stationary.
- Flare pots or other open-flame lights.

"No Smoking" signs should be posted at all entrances to fueling areas. At remote sites (off-airport), pennant-type flagging or other barriers should be used when a single-use fueling area is established.

4. There are other normal and accepted fueling operations that are hazardous and may require additional safety precautions. Some of these operations are:
   - Defueling an aircraft that requires fuel to be drained into open drums or containers.
   - Defueling an aircraft that requires an auxiliary power unit or the aircraft engine(s) to be operating during the defueling.
   - Servicing an aircraft fuel system that has undergone maintenance but has not been functionally tested before being serviced.
   - Fueling an aircraft or using systems with which servicing personnel are not thoroughly familiar.
5. Performing other potentially hazardous operations, such as maintenance, power plant operation, and energizing the aircraft electrical system, while the aircraft is being fueled/defueled.

VII. Safety Precautions.

Aircraft batteries, battery chargers, or other electrical equipment should not be connected, disconnected, or operated during fuel servicing. Radios and electronic flash equipment should not be operated with 10 feet of fueling equipment or of the fill or vent points of the aircraft.

A. Grounding Requirements.

The NFPA no longer recommends grounding aircraft during refueling operations. Due to the particular difficulty involved in grounding helicopters at off-airport sites, the NFPA recommendation not to require grounding should be followed by participating agencies.

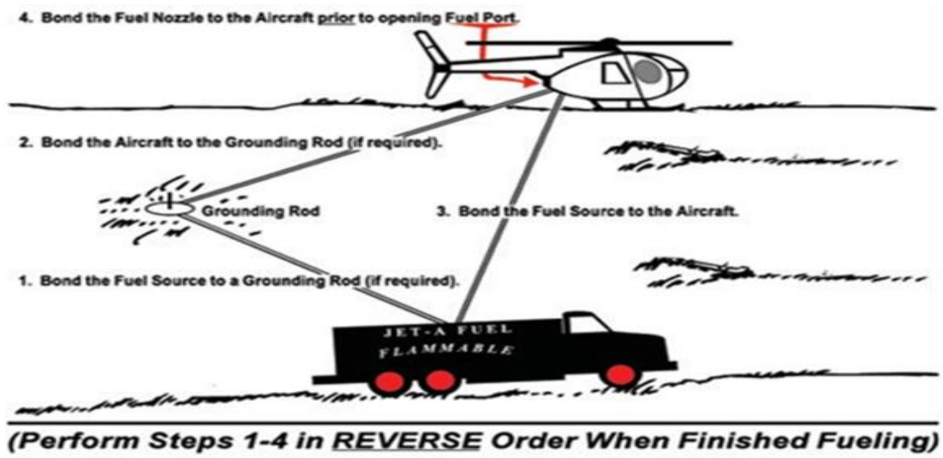
Grounding may be a required procedure at military or civilian airports or by military helicopter crews. Therefore, grounding should be accomplished when required by local regulation.

B. Bonding Requirements.

Bonding involves connecting two or more metallic objects together by means of a conductor that equalizes the electrostatic potential between the objects. Although some fuels being used in aircraft have additives that inhibit static electricity generation, bonding aircraft to the fuel nozzle is a required safe practice.

1. Pre-Bonding Inspection.
    - Check condition of the bonding cable and plug. Procurement document language will usually state required bonding equipment condition.
2. Connecting the Bond. Bonding must be performed as follows, in order (omit grounding steps if not required):
    - Bond the fuel source to a grounding rod (if available and required).
    - Bond the helicopter to the grounding rod (if available and required).
    - Bond the fuel source to the helicopter.
    - Bond the fuel nozzle to the helicopter prior to opening the fuel port.
3. Disconnecting the Bond. Disconnect the bond in reverse order (omit grounding steps if not required):
    - Disconnect the fuel nozzle bond from the helicopter after closing the fuel port.
    - Disconnect the fuel source bond from the helicopter.
    - Disconnect the helicopter from the grounding rod (if used).
    - Disconnect the fuel source from the grounding rod (if used).

Exhibit 13.5 -- Correct Bonding Procedure.



C. Rapid Refueling.

Hot refueling of helicopters is permitted if requested by the government representative. Equipment used for hot refueling operations must meet all NFPA 407 Standard for Aircraft Fuel Servicing requirements.

Review the procurement document for additional requirements prior to any hot refueling operation.

Government personnel must not refuel contract aircraft unless the Pilot requests assistance due to an emergency situation, or when the government provides the fuel servicing system and dispensing personnel.

VIII. Vendor Fueling Operations.

A. Vendor Responsibility.

Vendors are responsible for maintaining equipment and conducting refueling operations in accordance with the procurement document and, when appropriate and when not in conflict with the procurement document, in accordance with the safety procedures stated in this guide.

B. Government Responsibility.

The government representative (for example, Helibase Manager, Helicopter Manager) is responsible for ensuring that:

1. Vendor equipment meets specifications and is correctly maintained in accordance with the procurement document; and
2. Fueling operations are conducted in accordance with the procurement document and, when appropriate and when not in conflict with the procurement document, in accordance with the safety procedures stated in this guide.

C. Government Participation.

The government must not participate in vendor fueling operations. Personnel must maintain a distance of at least 50 feet from the fueling site until such time as the operation is completed. A “fire guard” (for example, a Parking Tender with fire extinguisher) may be posted at the edge of this 50-foot safety circle.

D. Vendor Service Truck Requirements and Specifications.

It is essential that the government representative ensures that all fueling operations involving a service truck are conducted in accordance with the procurement document. The following is provided as a guide only. For specific requirements, each individual procurement document must be consulted. Procurement documents usually contain the following requirements.

1. An approved service truck is provided with each helicopter.
2. The service truck is suitable for and capable of handling the terrain encountered (e.g., mountainous roads).
3. The service truck meets the licensing criteria of each individual state in which they travel. This requirement can result in delays in arrival of the service truck if not anticipated in advance.
4. For fire, the service truck tank capacity is usually required to be able to sustain 8 hours of flight (14 hours when a two or more Pilot crew is required). For projects, this requirement may be adjusted according to local need.
5. The service truck is properly maintained, clean and reliable. Tanks, plumbing, filters, and other required equipment should be free of rust, scale, dirt, and other contaminants. A trailer used for storage and transport of fuel is usually required to have an effective wheel braking system.
6. Spare filters, seals, and other components of the service truck filtering system are stored in a clean, dry area. (A minimum of one set is usually required.)
7. All tanks are securely fastened to the truck bed. Tanks must have a sump or sediment settling area to allow water and particulate accumulation and subsequent removal.
8. A 10-gallon-per-minute filter and pump is usually the minimum size acceptable. Filter and pump system sizes should be compatible with the helicopter being serviced.
9. The filter manufacturer’s Operating, Installation and Service Manual is available with the service truck.
10. Gasoline engine driven pumps must be UL listed for flammable liquid transfer. Physical indicators of UL listed pumps are shielded ignition systems and spark arrestors.
11. Tanks erected for above-ground storage and tanks mounted on trucks are equipped with a sump drain valve at the lowest point.
12. Only hoses meeting procurement document specifications must be used for dispensing aviation fuel. Hoses should be kept in good repair.
13. The fuel nozzle should include a 100-micron or finer screen, a dust protection device and a bonding clip or plug. Except for Wiggin closed-circuit nozzles, no hold-open devices are permitted.

An accurate fuel metering device for registering quantities in U.S. gallons of fuel pumped is provided. The meter must be positioned in full view of the fuel handler while fueling the helicopter.

The service truck has bonding cables, and, when required, grounding cables.

Fire extinguisher is mounted in a manner to make it readily available at all times.

Fire extinguishers should be provided as specified in the procurement document and in accordance with NFPA 10, Standards for Portable Fire Extinguishers.

Each fuel servicing vehicle should have “NO SMOKING” signs with 3-inch minimum letters visible from both sides and rear of truck.

Each vehicle be conspicuously and legibly placarded and marked according to the requirements in procurement document specifications to indicate the nature of the fuel.

The first and third stage elements of a three-stage system and the elements of a single-stage system should be new and installed by the contract start or during the annual inspection; the separator element (teflon screen) of the three-stage system should be inspected and tested as prescribed by the manufacturer during the inspection; and the filter assembly must be placarded with that data.

The bottom of the filter assembly should be mounted to allow room for at least a quart size jar to be inserted under the drain for taking fuel samples. Piping for draining and pressure flushing of the unit must be clear of truck wheels and exhaust systems. Water sight gauge must be visible in filter vessels using them.

Depending on whether it is a single or three-stage (coalescer, water separator, and monitor) system, specific pumps and monitor systems are usually specified. Filters must meet specifications of the procurement document.

E. Fuel Servicing Vehicle Driver Qualifications.

Fuel servicing vehicle drivers must comply with Department of Transportation Safety Regulation Part 390-399, and any duty limitations imposed by the helicopter procurement document. Refer to the appropriate procurement document for specific requirements.

IX. Government Fueling Operations.

There are situations, especially in Alaska, where the government is responsible for supplying fuel and a government-operated fueling operation must be set up to accommodate refueling needs. There may be other situations where the government, though not responsible for supplying fuel, must do so. An example would be an incident so remote, or where helibases have no road access, that the government is supplying fuel via aerial delivery.

A. General Guidance and Requirements.

Prior to the start of operations, the refueling site manager (for example, FUEL) may use the Remote Fuel Site Reminders List, HJA-3, to ensure that operations are set up and conducted correctly. Parts of the HJA-3 may also be used by Helibase Managers to correctly locate fueling pads and to monitor vendor refueling operations.

Minimizing ground time of both the helicopter and of the service truck in close proximity to other helicopters in the refueling area or on the helibase is important to minimize exposure and risk.

Refer to the OAS Aviation Fuel Handling Handbook for additional information.

B. Personnel Requirements at a Government-Operated Fueling Site.

The following personnel are required on a government-operated fueling site:

1. Two people are required to conduct the actual refueling of the aircraft (one may be the Fueling Specialist). One person operates the fuel nozzle; the other is required to be near the emergency fuel shutoff valve.
2. Depending on the size of the operation, the fueling operation may also require an ABRO and a PARK.

C. Personal Protective Equipment.

Government fuelers must wear protective clothing as required in Chapter 9. Vendor fuelers must wear protective clothing as required in the procurement document.

D. Fueling Site Layout.

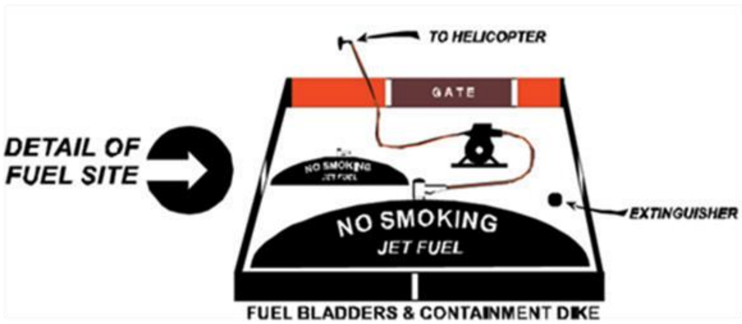
Fueling sites should be laid out according to the following general guidelines. See OAS Aviation Fuel Handling Handbook for additional information.

1. The fueling site should be separate from the main area of helicopter operations.
2. There should be a minimum of 200 feet pad-to-pad separation between Type 1 helicopters.
3. There should be a minimum of 125 feet pad-to-pad separation between Type 2

helicopters.

4. There should be a minimum of 90 feet pad-to-pad separation between Type 3 helicopters.
5. The fueling equipment at a fixed fueling site (pump, fuel source) should be at least 25 feet outside the rotor disk of the nearest helicopter.
6. Wind direction must be considered when setting up refueling points. Landing and takeoff paths must be selected to provide a direct or quartering head wind.
7. Fueling activities generate a considerable amount of vapor. Because the vapor is an explosive hazard, the fueling activity should be situated to allow vapors to be dispersed by the prevailing wind.

Exhibit 13.6 -- Government Fueling Site Layout.



E. Equipment Required.

Equipment at the typical fueling site consists of the following:

1. A fuel source, which may consist of 55-gallon drum(s), 500-gallon collapsible fuel bladders, permanent or temporary tanks, or a fuel tanker.
2. Pump assembly.
3. Filter and separator unit. The filter and the separator must be compatible with the pump assembly.
4. Hoses, fittings, valves and nozzles. Enough equipment must be available to support the refueling setup that is planned; for example a one-point, two-point, three-point or four point set-up.
5. Support equipment. This equipment will include items such as fire extinguishers, grounding rods, waste pans, five gallon containers of water, and absorbent material.
6. Fuel sampling kit.
7. Fire extinguishers should be located at each refueling nozzle and at the pump and filter assembly.
8. A waste fuel pan should be located at each refueling point to wash dirt off the nozzles.
    - The waste fuel pan or barrel is required to limit fuel spillage. Fuel spills should be handled according to the procedures outlined later in this chapter.

F. Equipment Setup.

1. Distances.
    - As stated above, the fueling equipment (pump, fuel source) at a fixed fueling site should be at least 25 feet outside the rotor disk of the nearest helicopter.
    - The fuel source should be downwind of the aircraft exhaust to reduce the fire hazard.
    - Pump Assembly.
    - The pump assembly and filter separator must be properly grounded and checked for leaks before operation.

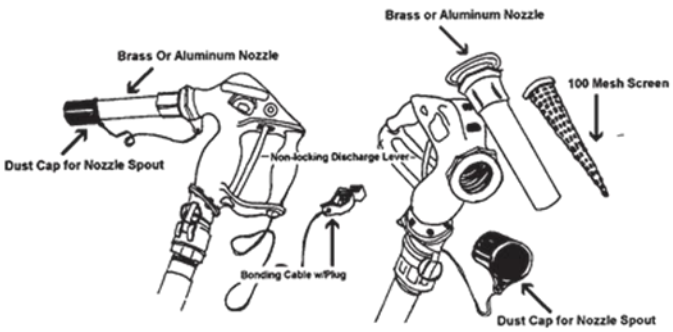
- Fittings should be properly sealed and free of cracks.
- Sandbags should be used to elevate the fittings to facilitate pre-operational checks and detection of fuel leaks.
- Hose clamps should be checked for proper fit.
- All shutoff valves should be serviceable and properly in place.

G. Equipment Checks.

1. Checks should be made for fueling operations conducted by the government. Some, but not all, may be applicable per the procurement document for vendor fueling operations.
2. Aviation Fuel Nozzle Requirements. If all of these items are not present and in good condition, discontinue the operation until corrected:
   - Non-locking discharge lever.
   - Bonding cable with plug.
   - Brass or aluminum nozzle.
   - 100-micron screen in nozzle.
   - Serviceable dust cap for nozzle spout.
3. For government-operated fueling operations, it is advantageous if each nozzle has all fittings needed to conduct both closed-circuit and open-port fueling.
4. Each nozzle has two ground wires (not a procurement document requirement). One wire has an alligator clip on the end of it and the other wire should have a plug. These wires are used to bond the aircraft to a grounded 5-foot grounding rod (if available; not mandatory). The nozzle can be kept off the ground by hanging it on the grounding rod.

> ***As an aircraft moves through the air, static electricity builds up. This also occurs when fuel moves through hoses. The aircraft, fuel nozzle, and pump assembly must be bonded to prevent sparks and explosions. Additionally, static electricity builds up more quickly in cold, dry air than in warm, moist air.***

Exhibit 13.7 -- Fuel Nozzle Requirements.



5. Nozzle Spout Screen. Check for cleanliness by:
    - Unscrewing nozzle spout and removing screen.
    - Tapping screen and collecting contents (if any) for indication of filter by-pass debris or hose deterioration.
6. Portable Fueling Equipment Pressure Differential Gauge(s). When this gauge is installed, check the pressure difference between the inlet side of filter (high PSI) and the outlet side (low PSI). Perform the following test:
    - Re-circulate fuel through the nozzle into the tank at maximum flow rate and note the difference. Some use two gauges, which require that the operator perform mathematical calculations. Others use a single gauge, allowing a direct differential reading.
7. When pressure differentials are at or exceed the manufacturer's recommendations, there is cause for concern. It is a very good indication the filter is holding back water and/or particles. The following should be performed:
    - Sample fuel in tank.
    - Replace the element.
    - Recheck the pressure differential with new element in place.
8. Flow Rate.
    - Per specification on pump rating, determine flow rate in gallons per minute (GPM) by re-circulating fuel through the nozzle into the tank and timing the GPM.
9. Substantially reduced flow rates from the minimum specified may be a good indication of a restriction in the element caused by particulate or water contamination. Consider that the pump may not meet specifications or the filter may need to be changed.
    - Remove the filter element in the single cartridge Velcon or the monitor from a three-stage system (inside the Teflon screen) and replace with new element.
    - Use clean gloves when changing elements; do not touch elements with dirty hands or gloves. Leave new element in package until the last step of placing element in canister.
    - Re-check the GPM flow.
10. While re-circulating, check total system for leaks.

X. Inspections and Quality Control.

Every precaution must be taken to maintain quality assurance for fuel. Items which must be checked and maintained on a daily, weekly, monthly, annual, or as-needed basis are covered in the discussion of Aircraft Fuel Facility Inspection Log, HCM-3. Inspections must be performed on the required basis, unless this is not feasible due to the remote location and infrequent use of a fueling site. In that case, a combination daily, weekly, and monthly inspection must be performed prior to each use of the fueling site.

A. Daily Inspections.

Fuel site and equipment must be visually checked daily for leaks. If found, follow local procedures for hazardous materials spills.

1. Check for water or particulate contamination in the fuel source by:
    - Checking the bottom of storage facility tanks for water, using water draw-off connections (sumps) and a visual test on a water-finding paste (allow the paste to remain in contact with the fuel for 30 seconds). Look for paste to change colors.
    - Checking for and removing any water from fuel vehicle tanks. A water check should also be performed after every reloading of the fuel container, washing of equipment, and after a heavy rain or snowstorm. Use the “clear and bright” test explained earlier in this chapter.
    - Visually checking for particulates.
    - Checking all three-stage and Velcon filter/separator manual water drains for water and other contaminants after each receipt of fuel, as well as on a daily basis. Draw off any accumulation of water.
2. Checking and recording all fixed filter and filter/separator differential pressures while under full flow conditions. A graph-type log may be used in plotting differential pressure daily. Any sudden change or decrease in pressure differential may indicate a ruptured filter.
3. Visually inspecting fuel vehicle and storage facilities, pumps, valves, and pipelines for leaks.
4. Checking and cleaning hose nozzle screens, and if breaks are found, replacing the screens.
5. Inspecting all hoses for abrasions, separations, or soft spots. Weak hoses should be replaced.
6. Drawing off a sample daily from the downstream side of the filter. Sample should be collected in a clean, clear glass container and examined visually. Any visible water, dirt or filter fibers is unacceptable.
7. Checking that dust caps are in place.

B. Weekly Inspections.

1. All of the daily inspections plus:
2. Inspect all fire extinguishers for broken seals, proper pressure, and recharge date. Recharge as necessary.
3. Check fuel flow rate GPM to nearest 1/10 gallon.

C. Monthly Inspections.

1. All of the daily and weekly inspections plus:
2. Check the condition of bonding and grounding wires, grounding clips, jacks and bonds.
3. Check condition of pumps, motors, and valves.
4. Check fuel source and fueling facilities for general condition, safety and appearance.

D. Record Keeping.

The HCM-3 must be used for required record keeping. The individual responsible for fueling and/or the fuel source will keep a record containing the following information:

1. Condition (clean, clear, bright, etc.) of the tank sump sample, filter sump sample and

nozzle sample.
2. Flow rate in gallons per minute to the nearest 1/10 gallon.
3. Filter change, reason and date.

XI. Fuel Spills.

The information in this section is consistent with NFPA 407 Standard for Aircraft Fuel Servicing and should be used for both vendor and government-operated fueling operations. Fuel spills are often the result of improper or careless operation of fueling equipment and lack of preventive maintenance of the fueling equipment. Close attention on the part of every person responsible for fueling is required to prevent fuel spillage. Also refer to Chapter 12 for crash rescue and firefighting procedures regarding fuel spills.

All fuel spills, regardless of size, should be considered a fire hazard.

Personnel must follow the guidelines listed below.

Procedures for handling fuel spills are subject to the regulations and procedures established by the authority having jurisdiction.

Report all spills immediately; do not attempt to hide the fact that a spill occurred. There are severe civil and criminal penalties if a spill is not reported promptly.

Each incident is somewhat unique, but certain general principles apply to all cases. Every fuel spill involves several variables:

- Size of the spill.
- Terrain on which the spill occurred.
- Equipment.
- Weather conditions.
- Type of fuel and its flammability.
- Proximity to aircraft or personnel.
- Aircraft accident involved.
- Emergency equipment and personnel available.

A. Spill Prevention.

Following good spill prevention practices will significantly reduce the chances of one occurring.

1. Devote full attention to the fueling operation.
2. Never leave any fuel nozzle unattended.
3. Never tie or wedge the nozzle trigger in an open position.
4. Frequently check the amount of fuel in the tank to prevent overfilling.
5. Pumps, hand- or power-operated, must be used when aircraft are fueled from drums.
6. Pouring or gravity flow must not be permitted.
7. Kinks and short loops in fueling hose should be avoided.
8. At remote fueling locations using portable fueling equipment, sandbags should be used to elevate the fittings to facilitate pre-operational checks and detection of fuel leaks.
9. At remote fueling locations using portable fueling equipment, construct a berm around the fuel bladder to contain fuel in case of rupture for both temporary and

semi-permanent systems.

B. Spill Mitigation Procedures.

> ***Extreme caution must be exercised to avoid actions that could provide ignition sources to the fuel vapors.***

See Chapter 12 for procedures to follow to avoid ignition of a fuel spill resulting from a crashed aircraft.

Develop, keep current, and post a spill contingency plan. The procedures outlined below, with the addition of specific local material, should suffice.

1. In addition to the plan, absorbent material should be available at the helibase or fueling location.
2. If a fuel leak develops or a fuel spill occurs during aircraft servicing, follow emergency procedures without delay.
3. If the leak continues, or the spill is a large one, all non-essential personnel should leave the area immediately until the hazard is neutralized, repairs are made, and the area is safe. Follow these steps:
4. Alert the airport fire crews or follow established emergency procedures applicable to a remote fueling operation, as outlined below.
5. Stop the flow of fuel and the fueling operation immediately upon discovering leakage or spillage.
6. If fuel is leaking or spilling from a fuel servicing hose or equipment, the emergency fuel shutoff valve must be actuated immediately.
7. If the fuel is leaking or spilling from the helicopter at the filler opening, vent line, or tank seam, fuel delivery must be stopped immediately.
8. If the spill occurs during open port (hot) refueling operations, the Pilot will make the decision on moving or keeping the helicopter in place. If the latter, then all electrical power must be shut down and the helicopter evacuated.
9. Before the helicopter is put back into service, it must be thoroughly checked for damage and for flammable vapors that may have entered fuselage areas.
10. Small spills involving an area of less than 18” normally pose little danger. However, personnel staffing fire extinguishers during start-up procedures should stand by until the helicopter departs the area of the spill because engine exhaust could ignite the spill. These spills contain such a small amount of fuel that they may be absorbed and placed in an approved hazardous materials container to await disposal.

> ***New products to absorb fuel spills are available that reduce or eliminate the need for hazardous material containers. These new products should be considered for most fuel spills.***

11. A fire guard should be posted for other small or medium static spills: a spill not over 10 feet on any side nor over 50 square feet in area. The fire guard should have one or more fire extinguishers with at least a 20 B rating. Local regulations and procedures must be followed, but in most cases absorbent materials or emulsion compounds should be used to absorb the spilled fuel, especially if aviation gasoline (AVGAS) or low flash point fuels are involved. The contaminated absorbent should be placed in an approved container to await disposal.
12. Large spills - over 10 feet on any side or over 50 square feet in area - or smaller spills continuing to enlarge (non-static) should be handled by the fire department or, if in a remote location, by a ground engine. Anyone in the area of a large spill should move upwind of the spill at once.

> ***Aircraft fuels will damage some types of ramp surfaces.***

> ***Spilled fuel should be picked up as quickly as possible if operating from a hard-surfaced ramp.***

13. All fuel spills resulting from an aircraft crash or ground collision should be blanketed with foam, if available, to prevent ignition and to prevent further damage to the equipment.

> ***Wildland fire foams are not adequate suppressants for fuel spills. Foams must be approved for hydrocarbon fuels.***

C. Fuel Spillage on Personnel.

If the fuel handler's clothing becomes soaked with fuel, the individual should:

- Avoid ignition sources.
- Leave the fueling area immediately.
- The act of removing clothing creates static electricity. Wet fuel-soaked clothes with water before removing. If water is not available, the person should be grounded to prevent sparks before removing clothes.
- Wash fuel off skin with soap and water as soon as possible.
- Seek medical attention.

> ***Entering a warm room wearing fuel-soaked clothing can be dangerous. Chances of a fire starting because of static electricity are increased.***

Chapter 14
Helicopter Maintenance.

I. Introduction.

Requirements for contract aircraft maintenance are found in the procurement document.

> ***If questions arise concerning helicopter maintenance, consult with a DOI/USFS approved Maintenance Inspector as soon as possible.***

II. Inspection.

Upon aircraft arrival, the Helicopter Manager/Flight Manager will determine that the following has been accomplished. See Chapter 5.

A. All Contract Aircraft.

The aircraft has been inspected by DOI/USFS approved Maintenance Inspectors according to agency inspection criteria. Inspected aircraft will be issued an aircraft qualification card.

B. Military Aircraft.

Military aircraft are not issued qualification cards.

Military aircraft are used under a Letter of Agreement (LOA) or Memorandum of Understanding (MOU) and are maintained in accordance with the terms of the agreement (usually military or National Guard standards).

C. Cooperator Aircraft.

Cooperator aircraft are approved via Letter of Approval issued by the USFS/DOI-Office of Aviation Services Regional Office.

III. Pilot Functioning as a Mechanic.

A Pilot may function as a mechanic when he or she holds a valid Airframe and Powerplant (A&P) mechanic certificate, meets experience requirements as specified in the procurement document, and the terms of the procurement document do not prohibit this activity. Additionally, some agencies require that mechanics are carded for specific aircraft.

> ***When a Pilot functions as a mechanic, duty day and/or flight time limitations may be affected, per the procurement document or agency directive.***

IV. Pilot Performing Preventative Maintenance.

Note that servicing an aircraft with fuel and oil is not considered to be maintenance.

Pilots who are not certificated mechanics may perform preventative maintenance if they have completed an approved training program and are authorized in writing by the vendor (certificate holder) to perform said maintenance. Each item a Pilot is authorized to perform must be specified in writing. Examples of preventative maintenance which may be authorized include:

- Removal, inspection and reinstallation of magnetic chip detector plugs.
- Removal and installation of passenger seats.

V. Mechanic Approval.

Generally, if the contract requires an on-site mechanic, the contract will require the mechanic meet certain interagency experience standards and possess a current qualification card. Chapter 5 provides additional information regarding mechanic approval.

VI. Maintenance Ferry Flight.

Ferry flights may be necessary to relocate an aircraft to a suitable maintenance location for scheduled or unscheduled maintenance purposes. If the airworthiness of the aircraft is questionable, the vendor must seek authorization from the FAA prior to ferrying the aircraft to a site where repairs may be performed and no government passengers may be on board.

Managers should remember that if maintenance time requirements have been or will be exceeded during flight, government passengers are not allowed on board the helicopter, nor may the vendor perform any government-ordered missions.

The sole purpose of the flight must be to ferry the helicopter to a maintenance facility or location where the work can be performed.

EXAMPLE: A 100-hour inspection is due in 0.5 hours, but it will take 0.8 hours to fly to the vendor's maintenance facility. Although the manufacturer and/or the FAA may allow flight up to 10 hours over the scheduled maintenance timeframe (that is, may fly up to 110 hours since the last 100-hour inspection), flight may be performed only for the purpose of ferrying the helicopter to a maintenance facility.

If the maintenance time limit will not be exceeded during the ferry flight, the helicopter may be used to perform government work as part of the flight. Be aware, however, that it will be a revenue flight, and, as with any government-ordered flight, there should be a justifiable reason for payment.

VII. Scheduled Maintenance.

Helicopters will be maintained in accordance with the vendor's FAA approved Operation Specifications, applicable Federal Aviation Regulations, and the manufacturer's recommendations. Under normal circumstances, scheduled inspections are not to be overflown. Scheduled maintenance should be performed before or after daily standby or as approved by the Contracting Officer or designated representative.

The following inspections are to be performed by authorized personnel and may require a logbook entry:

A. Maintenance Specific Duties Performed by the Pilot.

1. Daily Preflight Check.
    - The Pilot will perform a daily preflight check prior to the first flight of each day. The Pilot may make an entry in the helicopter's logbook or record that such an inspection has been performed.
    - The pre-flight inspection is included in the Pilot's 14-hour duty day.
2. Turbine Engine Power Check.
    - A Helicopter Turbine Engine Power Check will be accomplished on the first day of operation and thereafter within each 10 hour interval of contracted flight operation unless prohibited by environmental factors (e.g. weather, smoke). The Helicopter Turbine Engine Power Check will be accomplished by the vendor in accordance with the Rotorcraft Flight Manual. The results will be recorded and either kept in the helicopter or at the assigned work location. A record of the Helicopter Turbine Engine Power Check will be kept with the aircraft.
    - Helicopters with power output below the minimum published performance charts will be removed from service. The below minimum power condition will be corrected before return to service and contract availability.
    - Helicopter Turbine Engine Power Checks for some aircraft cannot be trended. The reading may be correct or incorrect, or above or below specification, instead

of having a numeric value.

- See procurement document and Appendix A for more specific information on Power Checks.

3. Test Flight.
   - Test flights do not have a specified minimum flight time requirement. Test flights will normally be of sufficient duration to determine that the item repaired, replaced or adjusted operates correctly. The Pilot is required to make an entry in the helicopter's logbook or record to indicate all required functional/operation checks have been satisfactorily completed. Passengers are not permitted to be aboard the aircraft during test flights. Consult agency Maintenance Inspector for specific test flight requirements.

B. Inspections or Maintenance Performed by the Mechanic.

1. 50/100-Hour Inspections.
   - The vendor will usually provide the necessary maintenance personnel and equipment to inspect and service the aircraft in the field. In order to minimize time out of service and under normal circumstances, 50/100-hour inspections should be performed before or after daily standby or as approved by the Contracting Officer or designated representative.
2. Annual Inspection.
   - An annual inspection is required once every 12 calendar months. This inspection is similar to the 100-hour inspection in scope and detail, and must be performed by a qualified Airframe and Powerplant (A&P) mechanic with Inspection Authorization (IA). This inspection will not be overflown.
3. Approved Aircraft Inspection Program (AAIP).
   - In lieu of 100-hour/annual inspections, phase inspections may be authorized by the vendor's maintenance program. Phase inspections can normally be accomplished in a very short period of time, since only a portion of the aircraft is inspected at each phase.
4. Time/Calendar Life Inspections.
   - Various engine and airframe components require hourly or calendar inspections or replacement. These inspections will normally be performed in conjunction with other inspections. These inspections will not be overflown unless the vendor has an FAA-approved extension from the manufacturer.
5. Airworthiness Directives and Service Bulletin Compliance.
   - Special inspections may be required by the FAA or by the manufacturer. These inspections must be accomplished within the timeframes indicated in the directive or bulletin. The vendor is required to provide a compliance list at the designated base.

VIII. Unscheduled Maintenance.

A SAFECOM is used to report any condition, observation, act, maintenance problem, or circumstance with personnel or the aircraft that has the potential to cause an aviation-related mishap. Consultation with a DOI/USFS approved Maintenance Inspector prior to submission is encouraged.

- **USFS:** Do not return aircraft having mechanical or equipment deficiencies to service until the aircraft has been approved by an authorized aircraft inspector.

When any unscheduled maintenance or repairs are performed for mechanical or equipment deficiencies, a DOI/USFS approved Maintenance Inspector and the Contracting Officer will be notified for "return to contract availability", before the aircraft may again be allowed to fly under the contract. Depending on the complexity of the maintenance or repair, "return to contract availability” may be given by electronic or verbal means.

- **DOI:** The vendor must immediately notify the COR and COTR of any change to any engine, power train, flight control or major airframe component or of any major repair following an incident or accident and must describe the circumstances involved.

DOI contracts do not require an aircraft to be returned to availability by a DOI/USFS approved Maintenance Inspector after maintenance. The vendor returns the aircraft to “service” after maintenance is completed with a logbook entry by the mechanic and by the pilot if a test flight was required. The Helicopter Manager returns it to “contract availability” when notified by the vendor that they are back in service.

DOI vendor aircraft operate under Federal Aviation Regulations and are maintained by trained and qualified maintenance professionals. DOI/USFS approved Maintenance Inspectors are available to help the on-site aircraft manager assess the efficacy and appropriateness of corrective actions documented by the vendor mechanic.

Examples where technical assistance from a DOI/USFS approved Maintenance Inspector may prove beneficial are:

- • Any unscheduled maintenance action requiring a post maintenance test flight for the purpose of ensuring discrepancy correction.
- • Anytime the manufacturer requires a Conditional Inspection be performed, e.g., hard landing, blade or prop strike, sudden stoppage, engine or rotor over-speed, engine or transmission over-temp, over-torque, engine compressor stall or surge.
- • Any condition affecting flight control maneuverability or responsiveness.
- • Any un-commanded jettison of external loads.
- • Malfunctioning of vendor provided equipment such as buckets, seeders, torch equipment, etc.
- • Any repair following an incident or accident.

State and local agencies should consult agency directives.

Chapter 15
Helibase and Helispot Management and Operations.

I. Introduction.

Helibase management requires additional personnel, planning, completion of checklists and mandatory forms, and increased controls (vehicle traffic, airspace, communications, etc.).

Prior to reading this chapter, it may be valuable to review the duties and responsibilities of both helicopter and helibase management positions found in Chapter 2.

Useful tools that the Helibase Manager and subordinate positions can use to plan and conduct operations include the:

- Daily Helicopter Operations Briefing/Debriefing Checklist, HBM-00.
- Helibase Manager’s Reminders List, HJA-2.
- It is also essential that the Helibase Manager review:
- Appendix A, Helicopter Management Forms and Checklists. Many of the forms are relevant to helibase operations and may supply information necessary to the completion of helibase management forms.
- Appendix B, Helibase Management Forms and Checklists. These are closely tied to the helibase planning, operational procedures and requirements discussed in this chapter.

II. Coordination with Project Aviation Manager or ASGS and AOBD.

Coordination, communication and cooperation with the Project Aviation Manager, Air Support Group Supervisor, and Air Operations Branch Director are essential to the success of helibase operations.

Correct and timely identification of problems encountered, along with corrective action already taken or to be taken, will do much to gain the support of supervisory air operations personnel. This process is a two-way street. If the Helibase Manager is not getting timely or correct information from supervisors, then this problem must be quickly identified.

III. Helibase Briefing and Debriefing.

The importance of providing complete briefings for all vendor and government helibase/ helispot personnel prior to the start of operations, as well as debriefings at the end of an operational period, cannot be overemphasized.

Two of the best tools available to the Helibase Manager in planning and monitoring all operations are the:

- Helibase Manager’s Reminders List, HJA-2
- Daily Helicopter Operations Briefing/Debriefing Checklist, HBM-00.

These are the primary management tools and job aids of the Helibase Manager. A complete review of checklist items will greatly promote the safety and efficiency of helibase/helispot operations. It should be remembered, however, that completion of forms and checklists does not replace good management and personal communications.

A. Daily Helicopter Operations Briefing/Debriefing Checklist, HBM-00.

The use of the Daily Helicopter Operations Briefing/Debriefing Checklist, HBM-00, is mandatory at all multiple-helicopter bases by the start of the second operational period. It shall be completed on a daily basis thereafter.

Anyone who cannot attend briefings or debriefings must be individually briefed or debriefed by the Helibase Manager or designee, using the Daily Helicopter Operations

Briefing/Debriefing Checklist and other helibase forms (for example, HBM-10, Helispot Information Summary, etc.).

For projects, use of the checklist is mandatory on the first day at all multiple-helicopter bases. It shall be completed on a daily basis thereafter.

The HBM-00 is designed to enable the Helibase Manager to conduct comprehensive briefings and debriefings. Major areas covered are organization and personnel, communications, landing areas, safety, operations, and administration. One checklist may be used for a seven day period, after which a new one must be initiated.

If any item on the HBM-00 has not been accomplished, approval is required from the Incident Commander, Project Aviation Manager, or designee (for example, the AOBD). Detail the deviation on the HBM-00, General Message ICS 213 or other format. A signature from the official approving the deviation is required. This documentation must be attached to the HBM-00.

Pilots are required to sign the HBM-00 on a daily basis.

> ***If the Helibase Manager arrives at an incident where operations are already proceeding, it is advisable, unless life or property is being threatened, to conduct a short briefing to review the HBM-00. The Helibase Manager should make it clear to the air operations staff that there will be a slight operational delay while the initial briefing is accomplished. The time spent accomplishing the initial briefing will result in a smooth transition from initial/extended attack to incident management helibase operations, and should increase safety awareness and efficiency significantly.***

B. Helibase Manager's Reminders List, HJA-2.

The use of the Helibase Manager's Reminders List, HJA-2 is optional. It is recommended that the Helibase Manager review it upon arrival, with additional review at convenient times throughout each day and after nightly debriefings. It is organized in a sequential and logical manner to lead the Helibase Manager and subordinate personnel through all phases of helibase operations:

- Helibase and Helispot Site Selection.
- Personnel and Organization Communications.
- General Planning Information and Organization Needs.
- Operations.
- Demobilization and Rehabilitation.

C. Briefing/Debriefing Schedule.

Briefing and debriefing schedules vary according to incident or project requirements.

Note the necessity for the Helibase Manager and primary staff (DECK, TOLC) to provide for sufficient time to prepare for the morning briefing. Adequate preparation results in concise and comprehensive briefings.

During complex, high-activity operations, briefings and debriefings should be scheduled to fall within the duty day of the majority of incident or project Pilots. Separate briefings or debriefings shall be held with Pilots who may miss the group briefing or debriefing due to a staggered duty day schedule.

If long shifts are encountered, the Helibase Manager should consider shifting out on a rotating basis. For example, one day the Helibase Manager comes on duty late, and the DECK presents the morning briefing. The Helibase Manager conducts the nightly debriefing. This requires coordination and communication between the two individuals, but is effective in reducing fatigue. It should also be considered for other helibase personnel.

1. Briefing Time Frames
    - Depending upon complexity of operations and Pilot duty day requirements, provide for adequate time prior to the “aircraft start” time shown on the Air Operations Summary, ICS-220.
    - Remember, part of this period must be provided for helicopter preflight prior to the “aircraft start” time.
    - Adjust times as necessary, but be prepared to meet “aircraft start” times identified.
    - The Helibase Manager and primary staff should be preparing for the briefing at least 15-30 minutes prior to the scheduled start.
    - All operational and safety problems identified during the previous nightly debriefing should be corrected. Remember to review the HJA-2.
    - Debriefing Time Frames
    - The debriefing should be accomplished as soon as practical after the completion of helibase operations.
    - Remember for next-day planning purposes that vendor personnel are “On Duty” until the debriefing is completed. Notify the AOBD or Project Aviation Manager if completion time affects next day’s plan.
    - At this time, the next day’s plan (if available) should be reviewed.
    - Ensure that feedback is obtained from everyone, including contractor personnel, concerning the day’s activities. Operational and safety problems should be either immediately corrected or brought to the attention of the ASGS/AOBD or Project Aviation Manager.

IV. Helibase Personnel and Organization.

Helibase organizations vary in size and configuration depending upon a variety of factors including incident or project complexity, number of assigned aircraft, range and type of missions, and experience level of personnel assigned.

The assignment of trained and qualified personnel to each helibase function is critical to the safety and effectiveness of operations. Refer to HBM-00 Section I for personnel and organizational items that must be checked prior to the start of operations. Refer also to HJA-2 Section III for similar considerations.

The position of the Helibase Manager is common to all helibase organizations. This individual is responsible for the safety and efficiency of all helibase and helispot operations.

If an operation is not functioning smoothly, the ASGS and/or AOBD should consider:

- Assigning a Deputy Helibase Manager (fully-qualified Helibase Manager).
- Splitting the operation into two or more helibases at different locations to reduce single-location complexity. There are negative aspects of this which may outweigh the advantages.
- Replacing the Helibase Manager. This option should only be considered if it is determined that the Helibase Manager is unable to manage the helibase effectively. Supervisory personnel should also consider that failures at the helibase may be the result of failures in other parts of the Project or Incident

Management Team.

V. Helibase Setup and Layout.

See Exhibit 15.1 for a typical helibase layout. HJA-2 Section I, Helibase Site Selection and Layout should be reviewed during initial site selection.

A. Time Frames.

A Helibase Manager who can manage and delegate responsibilities effectively should have accomplished all of the items discussed in this chapter, plus those specified on the Helibase Manager's Reminders List, HJA-2, by mid-day of the second operational period on incidents. With more lead time available on a project, all items should be implemented or operational prior to commencement of the project.

On incidents, accomplishing all of these tasks may require additional work after the end of the shift on the first day. The Helibase Manager should not attempt to accomplish everything alone. Share the workload among helibase staff. Spending this additional time is well worth the effort in terms of achieving a smooth, safe operation the next day.

B. Obtaining Necessary Equipment.

The Helibase Manager should work with incident supply unit leaders or local aviation managers to obtain required equipment for large incidents or project work.

Commonly needed items include, but are not limited to:

- Radios and radio kits.
- Ground vehicles.
- Crash rescue and evacuation kits.
- Helicopter support kits, plus additional fire extinguishers, wind socks, pad markers, signs, lead lines, swivels and cargo nets.
- Personal protective equipment.
- Portable tanks and water bags.
- Tents.
- Aerial ignition equipment.
- Miscellaneous administrative and office supplies.

> ***At larger helibases with significant cargo transport, assign an Ordering/ Distribution Manager to the helibase. This individual's function is to coordinate the ordering, delivery and distribution of supplies and equipment to the helibase from the supply unit.***

C. Facilities and Layout Consideration.

1. Operations and Communications Area. Refer to Exhibit 15.1 for an example. One of the first priorities is the establishment of a helibase operations and communications area. See Chapter 4 for additional discussion of this area and its needs.
2. Location. This area should command a full view of the helibase operational area.
3. Set up. Set up communications equipment in an area in which the TOLC and ABRO can function effectively and communicate readily with the Helibase Manager and DECK. The following set-ups are usually acceptable:
   - Outside a helicopter-crew chase truck equipped with side compartments to handle communications needs.

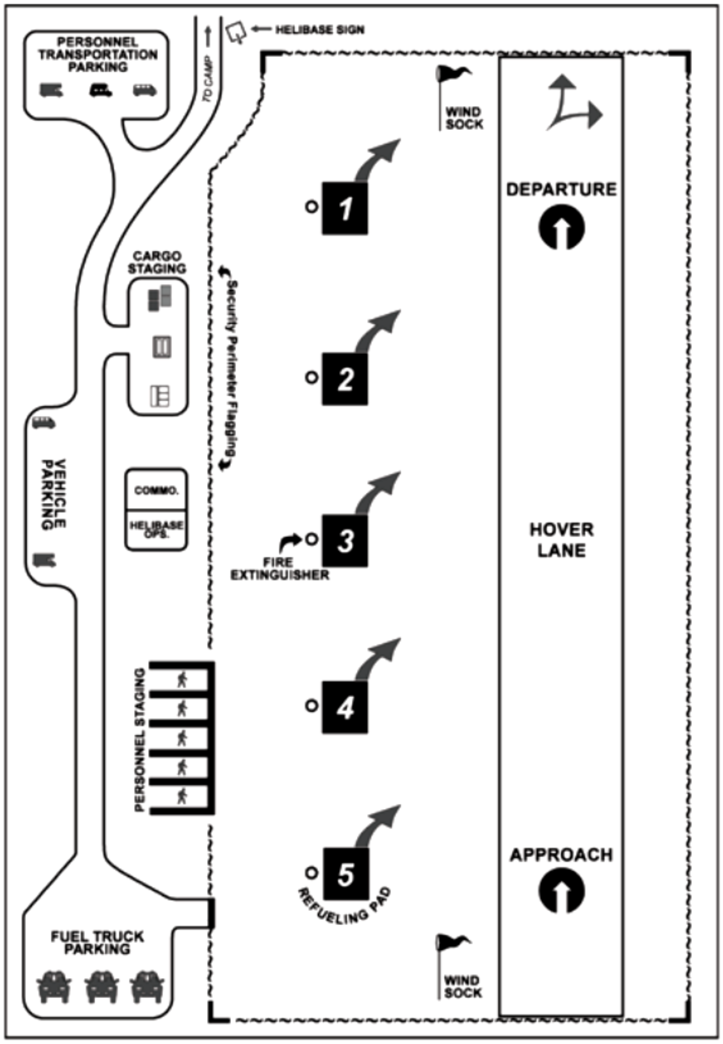
- Inside a tent, with a full view of the helibase.
- In a communications trailer designed for air operations use.

4. Communications Equipment. The use of radio headsets to counter helibase noise is strongly encouraged. Refer to Chapter 4 for a discussion of various communications functions.

   The Helibase Manager should ensure that assigned radio equipment and frequencies meet the needs for ground-to-ground, air- to-ground, and air-to-air functions.

5. Wind Indicators.
   - Set up wind indicator(s) in location(s) visible to all helicopters.
   - Indicators should be placed on both the approach and departure paths.
   - Indicators should be located at sufficient height to give a true indication of wind direction that is not affected by adjacent vegetation or terrain.
   - They should be placed in location(s) that are unaffected by rotor wash.
   - Approach and Departure Paths.
   - Establish approach and departure paths with Pilot input and in conformance with requirements in Chapter 8.
   - Establish hover lanes for access to various areas on the helibase.
   - Enter information on the Helibase Facilities, Hazard, and Flight Route Map, HBM-10. See the following example.

Exhibit 15.1 – Example of the Helibase Facilities, Hazard, and Flight Route Map, HBM-10, Filled Out.



6. Touchdown Pads and Safety Circles.
    - Establish touchdown pads and safety circles in conformance with requirements in Chapter 8.
    - Group pads by helicopter types.
    - Also separate pads, or groups of pads, by type of flight mission (for example, external cargo transport pads separate from personnel transport pads).
    - Establish external load pad(s) to avoid overflights of other pads, helibase, or camp.
    - Establish special pads as necessary for fueling, maintenance, retardant mixing, or aerial ignition. Refer to Chapter 13 for fueling separation requirements.
    - Enter information on the HBM-10.
7. Vehicle Parking and Movement.
    - Establish vehicle parking area for crash rescue vehicle (if assigned), fuel, cargo, personnel transports, visitors, etc.
    - Establish procedures for vehicle movement: access to helibase, refueling,

delivery of cargo, etc.

- Enter information on the HBM-10.

8. Helibase Security.
   - Cordon off the helibase to control vehicle and foot traffic.
   - Request security as needed.
9. Personnel and Cargo Staging Areas.
   - Establish staging areas for personnel and cargo.
   - Use pennant flagging for crew “holding areas,” as well as for entry-egress routes to pads.
   - Establish the cargo loading and external load area(s) so that other helicopters are not overflown, and so that upon either approach or departure with a load, the helicopter does not fly over inhabited areas.
   - If moderately or heavily traveled roads will be overflown on approach or departure, a road guard may need to be posted. Consult with local law enforcement officials on the posting of road guards. If county, state, or federal highways are involved, the appropriate law enforcement agency is responsible for traffic control.
   - Enter information on the HBM-10.
10. Weighing.
    - Set up scales for weighing personnel and cargo.
    - Scales may be set up in both the Food and Supply Units to weigh cargo that will be sent to the helibase for transport to the line. Assigning a Loadmaster from the helibase to ensure cargo arrives properly packaged, weighed, and labeled with destination is highly effective. This system also works well on large projects.
11. Signing.
    - Post warning signs as required, including helibase, speed limit, cargo area, personnel staging, parking, no smoking, etc.
    - Sanitation.
    - Provide an adequate number of portable toilet facilities to meet the needs of helibase personnel and crews in transit through the helibase.
    - Order enough trash barrels or dumpsters to handle both the helibase waste needs and the backhaul from helispots.
    - Establish a separate disposal area for used batteries and other hazardous materials such as saw gas, oil and grease from helicopter maintenance, etc.
12. Display Board.
    - A display board is an essential part of any helibase operation to facilitate information posting, exchange, and briefing requirements. Refer to Exhibit 15.2 for an example.
    - The display board should be located near the helibase operations and communications area for ease of posting and referring to information, conducting briefings and debriefings, etc.
    - 4’ by 8’ sheet(s) of plywood work well. Ensure that the board has adequate support to withstand high winds and rotor wash.
    - Cover with plastic to protect information from adverse weather.
13. For incidents, required information should be completed and posted on the display board no later than mid-day of the second operational period. For projects, it should

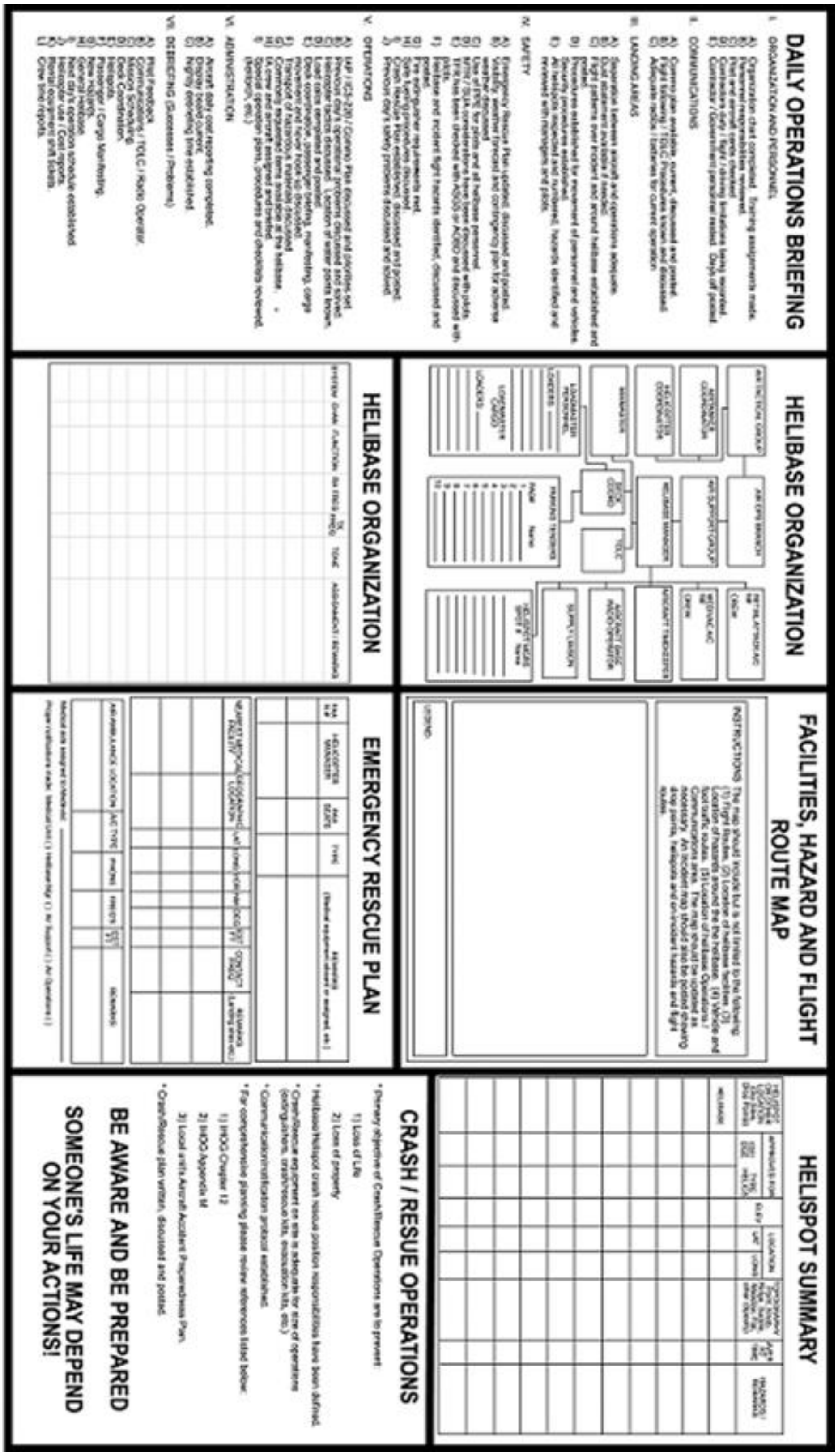
be posted prior to the commencement of operations. Unless noted as optional, the following should be posted on the display board.

- Incident Action Plan (ICS forms 202, 203, 204, and 205 minimum) or Project Aviation Plan.
- Incident or Project Map.
- Air Operations Summary, ICS 220.
- Helibase Facilities, Hazard, and Flight Route Map, HBM-10.
- Helibase Organization Chart, HBM-1.
- Aviation Locations Summary, HBM-2
- Helibase Aircraft Information Summary, HBM-3, optional.
- Helibase Flight Time Tracking Record, HBM-5A, optional.
- Daily Helicopter Operations Briefing Checklist, HBM-00.
- Load calculations for representative elevations and temperatures for all helicopters assigned, or Helicopter Load Capability Summary - Multiple Helispots and Fuel Loads, HCM-10.
- Allowable Payload Chart, HBM-4.
- Emergency Rescue Information, HJA-4A.
- Standard Aircraft Safety Briefing.
- Helibase Eating Area and Arrangements.
- An area for eating meals should be established and posted on the HBM-10.
- The Helibase Manager should coordinate immediately with the Project Aviation Manager or the ASGS regarding meal arrangements.
- Helibase and Vendor Personnel Sleeping Area.
- One or two general sleeping areas for personnel should be immediately designated and posted on the HBM-10. Sleeping areas should be well away from the helibase operational area, hover lanes, and flight paths to avoid the effects of rotor wash.
- The Helibase Manager should make his/her sleeping area known to the ASGS or Project Aviation Manager in case an emergency arises during the night.
- If vendor personnel are required to stay at the incident, then the Helibase Manager is required to ensure that the contractual requirements for adequate rest are met. At a minimum, cots and tents should be ordered.
- To meet aviation safety objectives, the effects of pilot fatigue and inadequate rest facilities must be recognized. It is recommended that pilot fatigue factors be reduced by:
- Allowing Pilots to sleep in motels or other available facilities, provided that such a policy does not significantly interfere with Pilot duty day/flight time limitations.
- Modifying the above by allowing Pilots to sleep in motels or other available facilities on a rotating basis every third night.
- If motels are not ground accessible within a reasonable time, reduce the effect on duty days by flying all Pilots to the rest location in one or two aircraft, instead of allowing each Pilot to fly in.
- In Alaska, helicopter vendors are advised in the procurement document to provide tents for their personnel. Sleeping bags, plastic sheeting and bug nets

are provided at remote helibases. Housing may be available in villages.

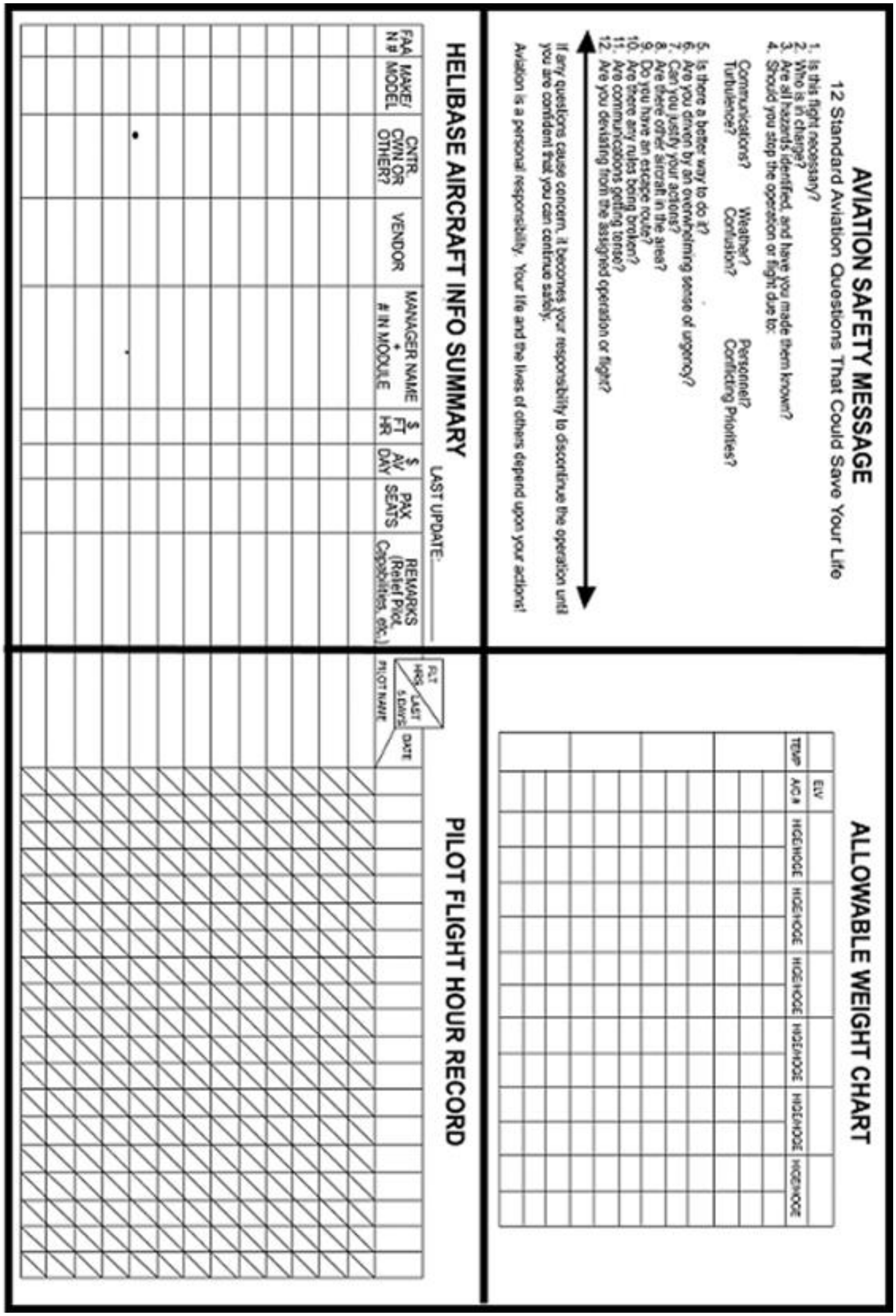
14. All sleeping areas shall be policed prior to the morning briefing and all equipment and supplies secured.

Exhibit 15.2 -- Example of a Helibase Display Board, Part 1 of 2.



NFES 2866 S-371 Helibase Manager, Helibase Display Board Part 1 (2007)

Exhibit 15.2 – Example of a Helibase Display Board, Part 2 of 2.



NFES 2867 S-371 Helibase Manager, Helibase Display Board Part 2 (2007)

VI. Helispot Considerations.

A. Personnel and Organization.

Proper helispot management is essential for safe and efficient operations. The Helibase Manager is responsible for ensuring adequate numbers of personnel are assigned.

Consider assigning more than one helicopter crewmember to busy helispots.

Consider assignment of a Helicopter Manager or Helibase Manager to helispots at large camps.

Helicopter Crewmember who manage helispots need to ensure that their staff understands the responsibilities and authorities of helispot management.

Assignments will normally be made at the helibase briefing prior to the start of the operational period. For helispot personnel who stay at camps or helispots overnight, a briefing on the intended operations for the day should be relayed by radio, and input solicited for the nightly debriefing.

Personnel managing helispots should work and communicate closely with the helibase and incident supervisor for the area on both logistical and tactical needs at the helispot.

At the end of each shift, all those who used the helispot should offer a constructive critique of the operations there.

B. Establishing Helispots.

All helispots must be approved regarding hazards and capability (HIGE or HOGE) by the appropriate incident or resource project authority. Pilots are a good source of input.

The AOBD is responsible for the establishment of all helispots. In the absence of an AOBD, the ASGS is responsible. In the absence of the ASGS, the Helibase Manager is responsible. On resource projects without a full aviation staff, the Helibase Manager or Helicopter Manager is responsible. In any case, close coordination with and authorization by the local Resource Advisor to construct helispots is required.

Refer to Chapter 8 for additional landing area information.

The Aviation Locations Summary, HBM-2, should be initiated and updated as new helispots are established. Its primary use is for Pilot safety briefings.

C. Necessary Equipment.

It is essential that all tools and equipment to perform the job, including initial attack firefighting gear, be obtained by personnel managing the helispot. This equipment includes:

1. One (1) 20-pound, dry chemical, 40 B:C rated fire extinguisher.
2. Pad marker with nails (initial establishment of spot).
3. Radio with extra batteries.
4. Wind indicator(s).
5. Scales (recommended, but not required).
6. Fiber tape.
7. Manifest book(s).
8. Pocket calculator.
9. Passenger Aircraft Safety Briefing cards.
10. A list of allowable payloads for each helicopter assigned to the helibase (HIGE and HOGE) for all helispots, since they may be assigned to another spot during the course of the day. The Single Helicopter Load Capability Planning Summary - Multiple Helispots and Fuel Loads, HCM-10, for each helicopter works well for this purpose
11. Food and water.
12. Initial attack gear.
13. Overnight gear (even if the plan is to return the crew to the helibase).

These items are not required for unimproved landing sites which are used only infrequently. However, if the site is used on a recurrent basis as a personnel or cargo destination, then it becomes a helispot and applicable requirements should be met.

D. Facilities and Layout Considerations.

Helispot personnel are usually the first personnel to be flown to a helispot, both for initial construction and improvement and on a daily basis thereafter in preparation for personnel and cargo transport. The helispot shall not be declared operational (that is, ready to receive personnel or cargo) until the helicopter crewmembers assigned to that helispot have informed the helibase that the spot is ready. Final approval for helispot use rests with appropriate agency authority or delegate.

Some of the considerations regarding facilities and layout of helibases also apply to helispots. Refer to HJA-2 Section II, Helispot Site Selection and Layout, for items which should be checked during the establishment of any helispot. Also refer to Chapter 8 for requirements. Items to consider include, but are not limited to:

- Wind Indicators. Considerations are the same as with helibases.
- Approach and Departure Paths. Establish approach and departure paths with Pilot input in conformance with requirements in Chapter 8.
- Touchdown Pads and Safety Circles. Establish touchdown pads and safety circles in conformance with requirements in Chapter 8.
- Vehicle Parking and Movement. Though road access to a helispot is the exception rather than the rule, the helispot may have road access. If so, consult guidelines for helibases.
- Security. The helispot may have need for security. If so, consult guidelines for helibases. For special security requirements during law enforcement operations, see Chapter 16.
- Personnel and Cargo Staging Areas. Although helispot staging areas do not need to be as elaborate as those for the helibase, establish areas for personnel and cargo well away from the landing pad. If necessary, use pennant flagging for crew “holding areas,” as well as for entry-egress routes to the helispot landing pad.
- Weighing. If scales are available, use them for the accurate weighing of personnel and cargo.
- Signing. Post warning and informational signs (helispot, no smoking, etc.) as appropriate.

VII. Communications.

Communications is one of the most important aspects of helibase operations. A good communications plan and network will greatly increase chances of success. Conversely, a poor plan with inadequate equipment is a guarantee of failure.

Communications problems must be solved immediately. Close coordination with the AOBD or Project Aviation Manager is essential. Refer to Chapter 4 for a discussion of communications concerns.

- HBM-00 Section II, Communications, must be completed on a daily basis prior to the start of operations.
- HJA-2 Section IV, Communications, should be reviewed as needed by the Helibase Manager.

VIII. Safety.

Safety items as specified in HBM-00 Section IV must be reviewed on a daily basis prior to the start of operations. The Helibase Manager should maintain constant awareness of other safety items not on the checklist that need review.

IX. General Planning, Information and Organization Needs.

Appendix B contains guidance and direction concerning both required and optional planning tools available to the Helibase Manager.

The Helibase Manager should review HJA-2 Section V.

X. Operations.

HBM-00 Section V, Operations, must be completed on a daily basis prior to the start of operations.

The Helibase Manager should review HJA-2 Section VI, Operations.

XI. Demobilization of Aircraft and Personnel.

The Helibase Manager should review HJA-2 Section VII, Demobilization, when it is anticipated a helicopter will be demobilized. Although use of Helicopter Demobilization Information Sheet, HBM-09, is optional, it facilitates the orderly demobilization of air and associated ground resources.

XII. Rehabilitation.

The Helibase Manager should review HJA-2 Section VIII, Rehabilitation, whenever a helispot or helibase will be placed in inactive status or will be permanently demobilized. Consult the local Resource Advisor for specific rehabilitation standards.

XIII. Demobilization and Deactivation of the Helibase.

Aside from the physical cleanup considerations of demobilization addressed in HJA-2 Section VIII, Rehabilitation, the Helibase Manager is responsible for ensuring that a complete Helibase File is left with the Documentation Unit Leader on incidents or the Project Manager on projects. This file should consist of the items specified in HJA-2 Section V.

XIV. Additional Considerations.

A. Operations Involving Military Helicopters.

Operations involving use of military helicopters can increase the complexity of a helibase operation. For aviation operations using Active Duty/Reserve Military helicopters or National Guard units officially "federalized" by Department of Defense, refer to Chapter 70 of the Military Use Handbook for specific policy and procedural information.

B. Pilot Informational Needs.

Most Pilot informational needs are provided through use of the HBM-00 at the start of the operational period and by consulting information posted on the helibase display board. All Pilots must be briefed on a daily basis. Individual briefings must be provided for Pilots not in attendance at the group briefing (such as those who may have a later start time due to staggered duty days). In addition, all Pilots shall be provided with a current copy of the following:

- Incident or Project Map marked with hazards, helispots, drop points, dip sites, etc.
- Air Operations Summary, ICS 220.
- Incident Radio Communications Plan, ICS 205.

It is the Helibase Manager's responsibility to communicate hard-copy needs of the above to the ASGS, AOBD or Project Aviation Manager.

C. Helibase Manager Kit.

Helibase Managers should bring the items identified in Appendix B, Exhibit B.18 to all incidents or resource projects.

D. Aviation Safety Assistance Teams/Safety and Technical Aviation Team (ASAT/STAT)

A geographic area (state, area, or region) may request that the Incident Commander accommodate the visit of an Aviation Safety Assistance Team, or the Incident Commander or Project Aviation Manager may request one.

Teams are usually made up of Helicopter Operations Specialists and Maintenance and Avionics Inspectors.

Teams have been instructed not to interfere with operations unless an immediate safety hazard is observed. The ASAT/STAT should close out with both the Helibase Manager, supervisory air operations staff (ASGS/AOBD), and the Incident Commander or Operations Section Chief, or Project Aviation Manager.

Close adherence and attention to the items in the HBM-00 and HJA-2 will usually ensure a positive evaluation. The evaluation team completes the following:

- Reviews the HBM-00 items, checking for compliance.
- Reviews the HJA-2 items, checking for compliance.
- Evaluates management relationships to determine if coordination and communication are occurring.
- Determines if training opportunities are being offered.
- Reviews maintenance and avionics inspectors’ findings.

Chapter 16
Law Enforcement.

This chapter is organized according to the structure and chapter sequence of the guide itself for ease of reference.

All direction in this chapter is provided for the purpose of ensuring safety and efficiency in law enforcement aviation operations. It is essential that law enforcement personnel who use helicopters in the conduct of their missions possess thorough knowledge of all aspects of helicopter operations.

I. Introduction.

Law enforcement aviation operations often have special needs. Some missions are conducted in a higher-than-normal risk environment where the hazards on the ground from potential gunfire and apprehending suspects may be greater than, or compound, the hazards associated with the aviation mission.

Provisions in the procurement document may prohibit use of vendor helicopters for high-risk law enforcement missions. Vendors and Pilots must be informed of any potential hazard to the aircraft or its occupants. This may also apply to the Memorandum of Understanding (MOU) or Letter of Authorization (LOA) being used. The helicopter manager must be familiar with these documents to ensure that the aircraft are being used appropriately.

Agency-specific policy may exempt law enforcement from some standard helicopter operating procedures. An exemption in one area does not automatically exempt law enforcement users from following other standard operating practices and procedures. All activities not covered in this chapter or in agency-specific policy must follow the procedures outlined in previous chapters.

The leader of each law enforcement mission will complete a rapid risk assessment. For examples, refer to Chapter 3.

II. Personnel Duties and Responsibilities, Qualifications, Certification and Training.

All law enforcement aviation operations should be conducted by qualified helicopter managers and crew members in accordance with agency requirements for Resource Helicopter Manager and Resource Helicopter Crew Member.

III. Operational Planning.

Law enforcement aviation missions may be accomplished using agency-owned, contracted, rented, other-government agency or military helicopters. There are numerous agreements between agencies and the military for using the latter’s aircraft and Pilots.

A. Types of Missions.

Specialized law enforcement aviation operations are often conducted in coordination with other-agency law enforcement personnel and aircraft. They may include:

- Counter-narcotics operations.
- Surveillance of suspects or locations.
- Warrant service.
- Reconnaissance.
- Fire Investigation.
- Seizure and removal of evidence, contraband, and other property.

Operations must emphasize safety requirements and considerations. All law enforcement personnel must adhere to all agency policy except those personnel involved in operations defined as covert. Special exemptions granted by the agency will then apply, but only in specific areas defined in the exemption.

When planning law enforcement aviation missions, an Aviation Manager must be consulted to ensure compliance with guidelines and procedures and to assist in planning safe, effective operations.

B. Rappel and Short-Haul Operations.

All rappel and short-haul missions conducted by agency law enforcement personnel must conform to the procedures outlined in the *Interagency Helicopter Rappel Guide*, the Law Enforcement Short Haul Policy or other guides or handbooks that are required by agency policy. Rappellers and short-haulers from other agencies and the military must adhere to their agency requirements.

C. Use of the Incident Command System Aviation Structure.

The use of the Incident Command System is recommended for all law enforcement aviation operations, including incidents-within-incidents.

D. Aerial Supervision/Airspace Coordination.

For operations involving multiple aircraft, it is recommended that an aerial supervisor be assigned (ATGS, HLCO) to perform aerial supervision and airspace coordination duties. This individual may operate from either a fixed-wing aircraft or helicopter.

The requirements of FAR CFR 91.119 regarding maintaining minimum safe altitudes from persons or property on the ground apply.

Also see the *Interagency Airspace Coordination Guide* for specific criteria regarding air space.

IV. Flight Following, Resource Tracking and Communications.

Flight following procedures as described in Chapter 4 must be followed, except for covert operations where the need for secure communications is essential. In those cases, one of the following procedure(s) must be used.

A. Grid Map Reference.

The area where flights will occur is gridded on a map and each grid area is given a code. The flight plan and grid map are placed in a sealed envelope to be opened by the flight following dispatcher only in the event of an aircraft emergency or failure to check in within specified time frames. Flight check-in is performed using coded grid references rather than geographical location descriptors.

B. Flight Following Through Another Agency.

Flight following may be performed by another agency (for example, Department of Defense, National Guard or sheriff's office). Check-in frequency must meet the requirements outlined in Chapter 4.

C. Satellite Flight Following.

Flight following via an automated reporting satellite system is highly recommended, since no voice communication is necessary. The military often has this option available. The helicopter manager can ask for a contact number for the facility that is tracking the aircraft in the event that radio communications with the aircraft are lost.

V. Personnel and Equipment Approval and Carding.

Aircraft of other federal, state, and local agencies, military components, and private industry cooperators used by law enforcement must meet aircraft equipment requirements, conditions, and standards comparable to those required of contractors or in-house aircraft, as established by MOU or LOA.

A. Non-Emergency Operations.

All rented, chartered, contracted or agency-owned aircraft must be flown by Pilots who meet agency standards and possess a current Interagency Helicopter Pilot Qualification Card.

Use of other law enforcement agency, DoD, National Guard, or Coast Guard aircraft flown by that agency's Pilots requires acceptance of that agency's pilot qualifications requirements in an MOU or LOA. In these instances, it is acceptable for agency law enforcement personnel to fly with non-carded Pilots who have been approved under the MOU or LOA.

B. Emergency Operations.

In certain life-threatening emergencies and/or covert operations, it may be necessary for law enforcement personnel to deviate from policy. This may include PPE deviations, seating configurations, and riding in unapproved aircraft and/or with unapproved Pilots. These situations often involve search and rescue or medevac operations being conducted by local authorities using public agency, military, commercial or private aircraft.

1. Authorization must be given on a case-by-case basis by the law enforcement officer in charge or Incident Commander. Verbal approval is acceptable, but should be followed up with written documentation.
2. A written justification statement must be prepared by the law enforcement officer in charge or the Incident Commander and submitted to the appropriate Aviation Manager within 24 hours of the completion of the mission. A SAFECOM should be submitted as soon as practical.

VI. Helicopter Capabilities and Limitations.

Refer to Chapter 6, especially for guidance regarding flying at night during emergency operations.

VII. Helicopter Load Calculations and Manifests.

See Chapter 7 and Appendix A for requirements and procedures.

When using aircraft other than military, load calculations and manifests are required; except, subject to policy exemption, when flying undercover in a suspect's helicopter.

When using military aircraft, use of a Performance Planning Card (PPC) is acceptable.

VIII. Helicopter Landing Areas.

Standards outlined in Chapter 8 must be followed.

It is recognized that landing areas may not always be optimal. Nevertheless, particular care should be exercised in selecting landing sites for law enforcement operations.

IX. Equipment Requirements and Maintenance.

Refer to Chapter 9 for standard requirements and procedures.

Exemptions from aviation PPE requirements are agency-specific and must be used only in emergency situations when the hazards on the ground (for example, from gunfire) are greater than those requiring the use of aviation PPE.

Law enforcement operations may require the use of specialized equipment. In these situations, consult with the local unit Aviation Manager.

X. Personnel Transport.

See Chapter 10 for standard requirements and procedures.

The following specifically applies to law enforcement and should be conducted by law enforcement personnel only.

A. Transport of Injured Officers.

Prior to transporting an officer with serious injuries, all weapons being carried by the injured officer must be secured by another law enforcement officer.

B. Transport of Canines.

All canines should be either muzzled and restrained or contained in a secured portable carrier with Pilot's concurrence. Canines must be transported in the rear of the helicopter and accompanied by a handler.

C. Transport of Prisoners.

When prisoners are transported by aircraft, the following guidelines must be used. These guidelines are not applicable to inmate fire crews.

1. Brief the Pilot on the prisoner, the nature of the crimes and the extent of safety precautions used while transporting a prisoner.
2. Brief the prisoner on aircraft safety using the standard briefing format for all passengers.
3. Search the prisoner for weapons even if the prisoner has been previously searched.
4. Handcuff the prisoner using standard law enforcement policy and procedures. If the prisoner is to be handcuffed in front, ensure that a belly chain or other suitable device is used.
5. Seat and restrain prisoners in the rear of the aircraft opposite the Pilot with the law enforcement officer (LEO) sitting next to the prisoner. It is not advisable to seat a prisoner where the prisoner has access to the Pilot or controls.
6. LEOs at the receiving landing area should be briefed and available for pickup and transportation of the prisoner.

XI. Cargo Transport.

Refer to Chapter 11 for standard requirements and procedures.

The following specifically applies to law enforcement operations.

A. Transport of Evidence.

Transportation of evidence should follow agency guidelines and requirements, but must not compromise aviation safety.

B. Transport of Hazardous Materials.

With the exception of defensive equipment, all transportation of hazardous materials during law enforcement operations must follow the procedures of the *Interagency Aviation Transport of Hazardous Materials* handbook/guide. Weapon control, readiness for use, and method of transport is the responsibility of the LEO.

1. Transport of weapons.

Transportation Security Administration TSA 49 CFR 1544.219 governs LEOs in the transportation of ammunition and compressed gas cylinders contained in weapons, magazines and belt holders.

When LEOs transport weapons in aircraft, the following safety precautions must be taken.

- Brief Pilots on weapons type(s) and safety policy.
- Long guns (shotguns, rifles, etc.) must not have a round in the chamber unless the tactical situation as determined by the LEO dictates, the Pilot has been briefed, and all agency guidelines and requirements are followed.

- Hand guns may be loaded and must be holstered.
- Fully automatic weapons must have an empty chamber and the bolt locked in safe position.
- Keep all weapons pointed in a safe direction as determined by the Pilot during the preflight briefing.

2. Transport of Pyrotechnic Devices.
   - When carrying pyrotechnic devices in the aircraft, follow safety procedures in the Interagency Aviation Transport of Hazardous Materials handbook/guide.
3. Transport of Hazardous Chemicals.

When carrying hazardous chemicals in the aircraft, the following safety precautions must be taken.

- Brief Pilots on material and safety policy.
- All clandestine laboratory paraphernalia must be transported under the direction of a designated hazardous materials response team.

XII. Fire Protection and Crash Rescue.

See Chapter 12 for standard requirements and procedures.

XIII. Fueling Operations.

See Chapter 13 for standard requirements and procedures.

XIV. Helicopter Maintenance.

See Chapter 14 for standard requirements and procedures.

Maintenance requirements for cooperator or military aircraft should be established by MOU or LOA.

It is essential that a thorough preflight check of the aircraft be made to detect sabotage.

XV. Helibase and Helispot Management and Operations.

See Chapter 15 and Appendix F for standard requirements and procedures.

A. Law Enforcement Helibase.

Law enforcement personnel must be at the helibase at all times. If a Helicopter Manager or Helibase Manager is a qualified LEO, he or she may act in this capacity.

B. Law Enforcement Helispots.

Law enforcement must be with the aircraft at all times while it is on site. At no time will the helicopter shut down without an LEO present.

C. Overnight Security.

Unless set forth in the contract, agency law enforcement is not legally responsible for overnight security of the aircraft at an airport or other secured area. At other sites it may be prudent for the agency to provide security.

D. Fuel Truck.

Fuel trucks must be escorted through high risk areas by an LEO. Overnight security must be under the same guidelines as the aircraft.

XVI. Administration.

Appendix D provides guidance on helicopter administration, including Contracting Officer, Contracting Officer’s Representative, and Project Inspector duties and responsibilities; completion of flight payment documents; etc.

Agencies may have specific guidelines for reporting non-revenue use of cooperator and military helicopters.

Chapter 17
Search and Rescue Operations.

This chapter is organized according to the structure and chapter sequence of the guide itself for ease of reference.

The use of aviation assets in search and rescue operations can be highly effective. All direction in this chapter is provided for the purpose of promoting safety and efficiency in search and rescue (SAR) aviation operations.

I. Introduction.

All activities not covered in this chapter must follow the procedures outlined in other parts of this guide, as well as other appropriate agency manuals and handbooks. Due to the high-risk nature of SAR missions, it is critical that SAR personnel possess thorough knowledge of all aspects of helicopter operations.

The leader of each helicopter SAR mission must implement the rapid risk assessment and management techniques discussed in Chapter 3.

> ***It is very easy to become caught up in the urgency of a mission, especially those involving life-threatening situations. Regardless of the emergency, never forget to follow basic helicopter procedures.***

II. Personnel Duties and Responsibilities, Qualifications, Certification and Training.

All SAR aviation operations should be conducted by qualified Helicopter Managers and crew members in accordance with agency requirements for Resource Helicopter Manager and Resource Helicopter Crew Member.

III. Operational Planning.

A. Types of Missions.

- Reconnaissance.
- Low-level flight.
- Short-Haul.
- STEP.
- Rappel.
- Cargo Letdown.
- Support to other agencies.

These types of operations must emphasize safety requirements and considerations. When planning aviation missions, an Aviation Manager must be consulted to ensure compliance with guidelines and procedures and to assist in safe, effective operations.

B. Rappel, Cargo Letdown, STEP and Short-Haul Operations.

The use of rappel, cargo letdown, STEP or short-haul requires approval, training and qualifications in accordance with agency policy.

C. Use of the Incident Command System Aviation Structure.

Use of the Incident Command System (ICS) is recommended for all SAR operations, including incidents-within-incidents.

D. Aerial Supervision and Airspace Coordination.

For operations involving multiple aircraft, it is recommended that an aerial supervisor (ATGS, HLCO) be assigned to perform aerial supervision and airspace coordination duties. This individual may operate from either a fixed-wing aircraft or helicopter.

The requirements of FAR CFR 91.119 regarding maintaining minimum safe altitudes from persons or property on the ground apply.

Additional information is referenced in the *Interagency Airspace Coordination Guide*.

IV. Flight Following and Communications.

Flight following procedures as described in Chapter 4 must be followed.

V. Personnel and Equipment Approval and Carding.

Aircraft of other federal, state, and local agencies, military components, and private industry cooperators used by SAR entities that are not currently under contract or agreement should only be used until approved aircraft and Pilots can be obtained.

> ***The agency managing the SAR operation may have a LOA or MOU that allows use of other-agency or military aircraft that contains standards for Pilot and aircraft approval.***

A. Emergency Operations.

In certain life-threatening emergencies, it may be necessary for personnel to deviate from policy. This may include seating configuration, PPE and riding in unapproved aircraft and/or with unapproved Pilots. A SAFECOM outlining the deviation from policy should be submitted as soon as practical.

> ***Don't become part of the emergency! Choose an aircraft capable of meeting performance requirements for the mission.***

The following must govern emergency situations where deviation from policy occurs:

1. Authorization must be given on a case-by-case basis by the Incident Commander (IC). Verbal approval is acceptable, but should be followed up with written documentation.
2. A written justification statement must be prepared by the Incident Commander (IC) and submitted to the appropriate Aviation Manager within 24 hours of the completion of the mission. A SAFECOM should be completed as soon as practical.

B. Non-Emergency Operations.

All rental, charter, contracted or agency-owned aircraft must be flown by Pilots who meet agency standards and possess a current Interagency Helicopter Pilot Qualifications Card.

VI. Helicopter Capabilities and Limitations.

Refer to Chapter 6, especially for guidance regarding flying at night during emergency operations.

VII. Helicopter Load Calculations and Manifests.

See Chapter 7 and Appendix A for requirements and procedures.

When using aircraft other than military, load calculations and manifests are required.

When using military aircraft, use of a Performance Planning Card (PPC) is acceptable.

VIII. Helicopter Landing Areas.

Standards outlined in Chapter 8 must be followed.

It is recognized that landing areas may not always be optimal. Nevertheless, particular care should be exercised in selecting landing sites for SAR operations.

IX. Equipment Requirements and Maintenance.

Refer to Chapter 9 for standard requirements and procedures.

Exemptions from aviation Personal Protective Equipment (PPE) requirements are agency-specific. These generally apply to the use of alternative PPE for extreme environmental conditions. The IC has the authority to invoke the waiver and this should be documented as specified in the waiver document.

SAR operations may require the use of specialized equipment. In these situations, consult with the local unit Aviation Manager.

High-visibility flight suits for SAR personnel are highly recommended to allow Pilots to more readily locate personnel on the ground.

X. Personnel Transport.

See Chapter 10 for general requirements and procedures.

During emergency operations, some requirements for PPE for personnel transport may not be met. Care must be exercised to prevent additional injury and/or loss of life. If possible, the Helicopter Manager should be on board the helicopter to assist with mission management.

Depending on the situation, the following procedures should be used.

A. Transport of Medical Patients.

3. Secure oxygen tanks.
4. Carry medical gloves for protection from patient body fluids and blood-borne pathogens. Proper body substance precautions should be used in transport of the deceased.
5. Secure the patient to the litter and then secure the litter to the helicopter.
6. The use of PPE for patients is case dependent. Factors to consider include the nature of the injury/illness, urgency of the injury/illness, and the ability to monitor the patient's condition.

B. Transport of Canines.

All canines should be either muzzled and restrained or contained in a secured portable carrier with Pilot's concurrence. Canines must be transported in the rear of the helicopter and accompanied by a handler.

XI. Cargo Transport.

Refer to Chapter 11 for standard requirements and procedures.

XII. Fire Protection and Crash Rescue.

See Chapter 12 for standard requirements and procedures.

XIII. Fueling Operations.

See Chapter 13 for standard requirements and procedures.

XIV. Helicopter Maintenance.

See Chapter 14 for standard requirements and procedures.

Maintenance requirements for cooperator or military aircraft should be established by MOU or LOA.

XV. Helibase and Helispot Management and Operations.

See Chapter 15 for standard requirements and procedures.

Appendix A
Helicopter Management Forms and Checklists.

I. Introduction.

This appendix provides standardized forms for the management and operation of a single helicopter. Such standardization helps to implement common procedures among participating agencies to meet mutual safety, efficiency, fiscal management, and contract administration objectives. The forms also provide a basis for training development and presentation.

II. Applicability.

The forms in this appendix are used by Helicopter Managers, whereas those in Appendix B and Appendix C are to be used in the management of helibases.

However, several of the Helicopter Management (HCM-series) forms contribute to the informational requirements of the Helibase Management (HBM-series) forms. It is therefore essential that Helicopter Managers use these forms as appropriate or required when operating as part of a helibase organization.

Some of the forms are required for all helicopter operations; some are required only for incident operations. Others are optional and may be used at the discretion of the Helicopter Manager or local aviation management staff as part of the unit's helicopter operation. Certain optional forms may be required by the air operations staff at an incident or project due to a specific management informational need.

The use and applicability of other contracting forms such as Contract Instruction, Notice-to-Proceed, etc., are discussed in agency contract administration guides.

Exhibit A.1 on the following pages is a summary listing of the HCM-series forms, including information concerning the purpose of the form, the HCM test form number, whether a form is optional or required for all or only certain situations, responsibility for completion, and frequency of completion. The Helicopter Manager may use this chart as a quick-reference guide to form requirements. The pages following the chart contain a comprehensive discussion of each form.

Helicopter Managers for Exclusive-Use and Call-When-Needed (CWN) should obtain copies sets of all forms so that they may respond to different management requirements encountered.

III. Electronic HCM Forms.

Excel versions are available at http://www.nwcg.gov/publications/510.

The electronic load calculation is available as a training tool or may be used in lieu of the booklet form. The form is an Excel worksheet and makes automatic computations as data is entered by the Pilot or government representative. It is really no different than the paper version; Equipped Weight, Computed Gross Weight and Gross Weight Limitations must be derived by flight manual reference and entered by the pilot.

Please be aware of the following important notes:

- Save to hard drive prior to using.
- The entire worksheet is protected. The format and function cannot be altered. Worksheets can be completed, named and saved individually.
- As the cursor is moved over a field, a Comment Box will appear offering explanation or instruction for that field.
- Information is entered into the yellow fields by the user.
- The blue cells are locked and data cannot be entered by the user. They perform automatic functions.
- If the electronic format is used for actual helicopter operations, the form may be printed out in color or in black & white, signed by the Pilot and Helicopter Manager and retained.
- Full-size, fillable HCM forms are available at http://www.nwcg.gov/publications/510

8. **Exhibit A.1 – Helicopter Management Forms Summary**.

Title	Purpose	Required or Optional	Responsibility of completion	Completion Frequency	Remarks
Aircraft Contract Daily Diary, OAS-137 or HCM-1	Provide daily documentation of contract activities, significant occurrences, deficiencies, actions by the contractor or government, etc.	Required	Pilot and Helicopter Manager	Per helicopter/day	Actions, discrepancies, etc. Should be documented as they occur. Form may be adjusted for specific needs
Call When Needed Pre-use Checklist, HCM-2	Ensure the helicopter and service truck meet requirements and specifications contained in the procurement document.	Required for CWN or ARA	Helicopter Manager	Once prior to use	Discrepancies should be reported to the Contracting Officer and appropriate Aviation Manager. Do not use the aircraft or service truck until discrepancies are corrected and approval is received.
Aircraft Fuel Facility Inspection Log, HCM-3	Provide an inspection format for aircraft fuel facilities.	Required for government fuel facilities	Helicopter Manager	Per local agency policy	All government owned facilities and contractor owned facilities as specified in the procurement document.
Helicopter Turbine Engine Power Assurance Check, HCM-4	Gather engine performance data which when graphed may indicate power fluctuations that may lead to engine failure.	Information required other forms OK.	Pilot or Helicopter Manager	Per contract	Data may be graphed on HCM-5. Information must be recorded. Other formats are acceptable.
Turbine Engine Performance Trend Analysis, HCM-5	Graph information recorded from HCM-4.	Information required other forms OK.	Pilot or Helicopter Manager	Per contract	This information must be trended in some manner. Other formats are accepted.
Helicopter Information Sheet, HCM-6	Provide air operations personnel with information regarding the pilot, ground crew and aircraft.	Required	Helicopter Manager	Once upon arrival at incident or project	Form should be completed before leaving home unit for Exclusive Use Aircraft or at the beginning of CWN use, and presented to Helibase Manager on arrival at incident. Form may be

Title	Purpose	Required or Optional	Responsibility of completion	Completion Frequency	Remarks
					adjusted for specific needs
Helicopter Crew Information Sheet, HCM 7	Provide air operations personnel with information regarding assigned crew and qualifications.	Required	Helicopter Manager	Once upon arrival at incident or project	Form should be completed before leaving home unit for Exclusive Use aircraft or at the beginning of CWN use, and presented to Helibase Manager on arrival at incident. Form may be adjusted for specific needs
Interagency Helicopter Load Calculation, OAS-67/FS5700-17	Ensure helicopter is capable of carrying a specified load to an identified elevation at a given density altitude.	Information required, other forms OK	Pilot and Helicopter Manager	Daily & prior to flight	Complete a new calculation with changes in temperature, altitude, etc. Post appropriately.
Interagency Helicopter Passenger/Cargo Manifest, OF-252	Allow the helicopter manager to track passengers and weights.	Information required, other forms OK	Helicopter Manager	Per flight	A manifest must be completed for each flight. Other formats are acceptable.
Helicopter Load Capability Summary Multiple Helispots and Fuel Loads, HCM-10	Allow the Helicopter manager to plan missions safely and efficiently to different elevations and temperatures at varying fuel loads.	Optional	Helicopter Manager	Incident or projects	Must be based on completed load calculations for all temperatures and elevations shown.
Aircraft Dispatch Form, NIFC 9400-31 or HCM-11	Provide Helicopter Manager and Pilot with information that may be critical to flight safety.	Optional	Helicopter Manager or Aircraft Dispatcher	Per dispatch	Used upon dispatch to an incident. Other formats are acceptable.
Pilot Flight Time/Duty Day Cumulative Log, HCM-12	Track pilot duty and flight time to ensure specification are not exceeded	Required	Helicopter Manager	Per pilot	Required for all pilots.
Fuel Servicing Driver Duty Day Cumulative Log,	Track driver duty time and days off to ensure	Optional	Helicopter Manager	Per driver	This form is used to keep track of extended standby

Title	Purpose	Required or Optional	Responsibility of completion	Completion Frequency	Remarks
HCM-13	specifications are not exceeded				time and days off only. The driver is responsible for tracking DOT duty time.
Mechanic Duty Day Cumulative Log, HCM-14	Track mechanic duty time and days off to ensure specifications are not exceeded.	Required	Helicopter Manager	Per mechanic	This form is used to keep track of extended standby time and days off only.
Helicopter Daily Use and Cost Summary, HCM-15	Summarizes helicopter use and costs for each helicopter on an incident or project.	Required	Helicopter Manager	Per helicopter/day	Must be completed at the end of the operational period.
Helicopter Contractor Performance Assessment Report System, per contract. HCM-16	Enable Helicopter Manager to evaluate the contractor on performance.	Per procurement document	Helicopter Manager	End of assignment	Send a copy to the Contracting Officer at the end of each assignment.

IV. Aircraft Contract Daily Diary, OAS-137 or HCM-1.

A. Purpose.

The purpose is to provide daily documentation of contract activities.

B. Applicability.

The form is required for all Exclusive-Use contract helicopters, fire and project, as well as fire CWN. Its use is also encouraged for rental helicopters utilized for more than one day.

C. Responsibility and Instructions for Completion.

It is the responsibility of the Helicopter Manager to complete the form on a daily basis. The Helicopter Manager should document significant occurrences, deficiencies, actions by the contractor or government, etc.

If nothing of significance occurred, an entry indicating such should be made. Higher levels in the contract administration structure (for example, the Contracting Officer's Representative) are encouraged to utilize a continuous documentation log rather than the single-sheet format shown here.

D. Routing and Filing.

Routing and filing is indicated at the bottom of the form and is as follows:

- White - Project Inspector (PI in DOI) or Contracting Officer's Representative (COR in USFS).
- Yellow - Contracting Officer.
- Pink - Local Air Officer (USFS), State/Regional/Area Air Officer (DOI), or as identified by state/local agencies.
- Copies should be routed to appropriate personnel concurrently with copies of agency

flight payment documents.

E. Posting.

None.

F. Related Forms.

HCM-2, Call When Needed Pre-Use Checklist, is the start of contract documentation for CWN helicopters.

Certain occurrences that are documented on the Aircraft Contract Daily Diary may require submission of an agency incident/hazard report.

Exhibit A.1, – Aircraft Contract Daily Diary, OAS-137.

OAS-137 (09/01)

AIRCRAFT CONTRACT DAILY DIARY

Contract #:	Item:	Page		Of		Date:

1. Contractor:	7. Designated Base:
2. A/C Make/Model & FAA #:	8. Current Aircraft Location:
3. Pilot(s) On Duty:	9. Activity: Ferry [ ] Training [ ] Project [ ] Large Fire Support [ ] Standby [ ] IA [ ]
4. Mechanic(s) On Duty:	10. Other Aircraft On Base:
5. Driver(s) On Duty:	11. Weather:
6. Total # Of Contractor Personnel:	12. Local Fuel Price:

13. Pay Items	Begin	End	Total	EXT.	14. Special Equipment	HR/Days	Cost
Availability							
Flight Time							
Service Miles							
Pilot Duty							
Driver Duty							
Mechanic Duty							

15. Aircraft Status: (Maintenance performed, power trend analysis completed, reasons for any unavailability, etc.)

16. Narrative Report: (Include problems encountered, official visits or inspections, SAFECOMs submitted, etc.)

17. Miscellaneous Costs: (Contractor purchased permits, fees, travel, etc; to be reimbursed by Govt.)

18. Govt. Representative Name/Title (Print):	Govt. Representative Signature:	Date:

NFES #1088 HCM-1 (03/2006) REQUIRED

V. CWN Pre-Use Checklist, HCM-2.

A. Purpose.

The purpose is to ensure fire CWN or fire rental helicopters meet requirements and specifications as contained in the procurement document.

B. Applicability.

The form is required to be completed for all fire CWN or fire rental helicopters prior to use. It may also be utilized for project rental helicopters as a checklist to document the condition of the helicopter. However, not all of the items indicated as required for fire are required for projects.

C. Responsibility and Instructions for Completion.

See Exhibit A.3. Pre-use inspections should be accomplished prior to arrival of the helicopter at the incident by the Helicopter Manager, an agency aircraft inspector, or other authorized aviation management personnel.

The Helicopter Manager is responsible for either ensuring the inspection has been completed (ask for signed copy from vendor), or completing the checklist prior to the utilization of the helicopter.

Discrepancies must be reported immediately to the aircraft contracting organization, as well as to the state, area, or regional aviation officer or his/her representative. Do not use the aircraft until discrepancies have been rectified and/or permission is given to utilize the aircraft.

Completion is self-explanatory.

D. Routing and Filing.

The Helicopter Manager should keep the completed form unless requested to route it differently.

E. Posting.

None.

F. Related Forms.

Aircraft Contract Daily Diary, OAS-137 or HCM-1, should be initiated simultaneously with the CWN Pre-Use Checklist, HCM-2. Discrepancies should be noted on the OAS-137 or HCM-1.

Exhibit A.3 – CWN Pre-Use Checklist, HCM-2, page 1 of 2.

CALL WHEN NEEDED PRE-USE CHECKLIST

Helicopter/Fuel Service Vehicle PRE-USE CHECKLIST **Page 1/2**

		EU			CWN			
							Yes	No
Initial Hiring Agency	USFS		DOI		State	Reassignmnt		
Date		Vendor:			Contract #			
Departure Base			Start Hobbs		Arrive Hobbs			

Pilot(s)

Primary Pilot **(PP)**		Relief Pilot **(RP)**	
Card Expire Date		Card Expire Date	
Last Day Off		Last Day Off	

Carded Missions (√)	**PP**	**RP**		**PP**	**RP**		**PP**	**RP**
Low Level recon			Rappel Ops			Vessel Landing		
Helitack/Pax trans			Cargo Letdown			ACETA Net Gun (All ACETA)		
External Ld (belly hook)			Snow Ops (deep snow)			ACETA Eradication		
H20/Retardant Delivry			Designated Pilot Trainer			ACETA Gathr/Captr (herding)		
Longline VTR (150')			"Trainee Only" Pilot			ACETA Darting/Paintball		
Snorkel VTR/Mirror			Short Haul LE/SAR			STEP		
Mountainous Terrain			Float Ops (fixed)			Hoist		
Aerial Ignite - PSD			Platform Ldng Offshore					
Aerial Ignite - Torch			Nite Vis Goggle Ops					

AIRCRAFT

AC Make		**Model**		**Tail Number**	

Carded Missions (√)

Pax & Cargo		Aerial Ignition		LongLine/Remote Hook	
Low Level Recon		Fire Suppress/Interagency		Rapid Refuel/ClosedCl/Splash	
Cargo Only (Restricted Catagory)		Fire Suppress/Local		Air Attack	
External Ld (sling)		Water/Retard Bucket		Left Seat Ops	
Rappel		Fixed Tank			

Flight Manual

			Charts			**Performance**		
Charts reviewed Y/N	A		B		C		Yes	No
AC equipped wgt				Base Yr: Y/N		Load Calc. complete		
Option yr(s) equipped wgt within 1%: Y/N								
Approved EFB Y/N				Approved MEL Y/N				

REQUIRED Helicopter Equipment Installed and Operative (CONSULT CONTRACT)

ITEM	√	ITEM	√	ITEM	√
Seat Belt & Harnesses		Strobe Lights		Current Aeronautical charts (for area)	
Hi Vis paint-Main Rotor		Survival Kit		Current Contract on-board	
Required FM Radio(s)		*Fire Shelter		*HazMat Guide/Exemption/Revision/ERG	
Required AM Radio(s)		PFD (Personal Floatation Device)		Bucket 1 size	
Auxiliary Radio Adapter		First Aid Kit		Bucket 2 size	
GPS		Fire Extiguisher(s)		Anti-Theft Security Measures	
High Skid Gear		Cargo Hook		1	
Nine Pin Plug -Type II & III		Convex Mirror		2	

*If Government furnished property, property receipt must be signed

NOTES:

HCM-2 (12/2015) REQUIRED

Exhibit A.3 – CWN Pre-Use Checklist, HCM-2, page 2 of 2.

CALL WHEN NEEDED PRE-USE CHECKLIST

Helicopter/Fuel Service Vehicle PRE-USE CHECKLIST **Page 2/2**

AIRCRAFT cont.			
Condition of Helicopter			
ITEM	yes	no	Document Inoperable or Damaged Equipment "not checked OK" (Dents, Tears, Leaks, etc.)
Skin and Exterior			
Windows			
Doors			
Upholstery			
Cargo Compartment			
Skid/Wheels			
Fixed Tank			
Notes:			

MAINTENANCE					
Mechanic Name		**Card Expire Date**			
Logbook				**yes**	**no**
50/100-Hour, Progressive, or Other Inspection Program up-to-date					
Entries Indicating Damage to Aircraft					
Turbine Engine Performance Trend Analysis on board aircraft (Form HCM-5)					
Power Check Completed/Results documented/Results Satisfactory					
Notes:					

FUEL SERVICE VEHICLE				
FSV Driver Name				
Beginning Odometer				
Required Service Vehicle Equipment Installed and Operative (Consult Contract: Exhibit 8)				
ITEM	Yes	No		
Service Vehicle Inspection Card			Inspection Date	
Filter Change Date Placarded			Date Changed	
Fire Extinguishers(s)			Inspection Date	
Spare Set of Filters				
HAZMAT Marking and Placards				
Bonding Cables				
Fuel Quality Control Logs				
Spill Containment Kit/Absorbent Materials				
*Spill Prevention, Control, & Countermeasure Plan (SPCC)				
*Rapid Refueling plan				
***On-board Fuel Service Vehicle**				
Notes:				

SIGNATURES		
Government Representative-Signature	Print Name	Date
Vendor Representative-Signature	Print Name	Date

HCM-2 (12/2015) REQUIRED

VI. Aircraft Fuel Facility Inspection Log, HCM-3.

A. Purpose.

The purpose is to provide an inspection format for aircraft fuel facilities to ensure that fuel quality is maintained and fuel spills do not occur.

B. Applicability.

The information on this form is required for:

1. all fixed or mobile helicopter fueling facilities operated by the government, or,
2. vendor-owned facilities on government land that is operated by a vendor.

C. Responsibility and Instructions for Completion.

The vendor is responsible for inspecting vendor-owned facilities located on government land, or government-owned facilities for which the vendor is contractually responsible. For example, the vendor is required to maintain and fill a remote fuel cache.

The government shall ensure that inspections are performed with the frequency indicated.

A government representative (for example, the Helicopter Manager or local unit Aviation Manager) is responsible for inspecting government-owned facilities.

Items are checked according to the frequency indicated. Refer to Chapter 13, Fueling Operations, for further information.

Remote facilities for which the required frequency of inspection (for example, daily or weekly checklist items) is not feasible must be fully inspected prior to the use of fuel in the facility.

D. Routing and Filing.

For facilities for which the vendor is responsible, the vendor shall provide the government representative (for example, the Helicopter Manager or Project Inspector) with a copy of each monthly inspection. A copy shall be furnished to the Contracting Officer's Representative (COR) in federal agencies, and to an appropriate individual as identified by state and local agencies.

For facilities for which the government is responsible, the contract Project Inspector shall furnish a copy of each monthly inspection to aviation management personnel as identified by the agency.

E. Posting.

None.

F. Related Forms.

Any discrepancies regarding facilities for which the vendor is responsible should be noted on OAS-137. The Helicopter Manager should file an agency incident/hazard report concerning any fuel cache discrepancies, regardless of who has the responsibility for maintaining the site. For fuel spills at the site, other local, state, and federal reporting regulations apply.

Exhibit A.4 -- Aircraft Fuel Facility Inspection Log, HCM-3.

AIRCRAFT FUEL FACILITY INSPECTION LOG

Facility: ____________________ **Grade Fuel:** ______________ **Month:** ______________

Use <u>only</u> for government operated sites, or vendor sites located on government lands. The inspector must note in each block either PASS or FAIL. For remote sites which are not used or cannot be inspected with the frequency indicated, perform a complete inspection at least monthly or at the time the facility is next utilized, whichever is sooner. Document and report discrepancies on an agency incident/hazard report.

Date	Contamination (water, particles)	Diff. Pressure	Leaks	Hoses Nozzles Screens	Strainers	Fire Extinguishers	Fuel Flow Rate	Pumps Motors Valves	Bond/ Ground	Inspector Initials
	DAILY	DAILY	DAILY	DAILY	DAILY	WEEKLY	WEEKLY	MONTHLY	MONTHLY	
1										
2										
3										
4										
5										
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HCM-3 (03/2006) REQUIRED

VII. Helicopter Turbine Engine Power Assurance Check, HCM-4.

A. Purpose.

The purpose is to gather engine performance data which, when graphed with subsequent power checks, may indicate power fluctuations that potentially could lead to engine failure.

B. Applicability.

This form is optional. The vendor or agency Pilot is required to complete the power assurance check every 10 hours of flight for all fire Exclusive-Use and fire CWN helicopters and for project Exclusive-Use contracts. A power assurance check shall be accomplished on the first day of operation, and thereafter within each 10-hour interval of contracted flight operation unless prohibited by environmental conditions, i.e., weather, smoke.

The power assurance check shall be accomplished by the contractor in accordance with the Rotorcraft Flight Manual or approved company performance monitoring program. The results shall be recorded and kept in the helicopter or at the Assigned Work Location. A current record of the power assurance checks will be maintained with the aircraft. Helicopters with power output below the minimum published performance charts shall be removed from service. The below-minimum power condition shall be corrected before return to service and contract availability.

C. Responsibility and Instructions for Completion.

The Pilot is responsible for completing the form and furnishing a copy to the Helicopter Manager.

Since power check procedures differ according to make and model of aircraft, refer to the Flight Manual and record appropriate readings according to procedures specified.

Chart definitions are as follows:

- PA = Pressure Altitude.
- O.A.T = Outside Air Temperature.
- N1 = Gas Producer Speed.
- N2 = Engine RPM.
- T.O.T. = Turbine Outlet Temperature.
- T.P.T. = Tail Pipe Temperature.
- I.T.T. = Inter Turbine Temperature.
- Type of Check = Hover.
- Performance Reading = TOT/ITT values and/or % of RPM from aircraft instruments.
- Chart Reading = TOT/ITT values and/or % of RPM from performance chart.
- Margin Difference = Difference between the aircraft performance and chart values.

D. Routing and Filing.

The Pilot furnishes the Helicopter Manager with a copy of the Power Trend Analysis; it becomes part of the contract file.

E. Posting.

None.

F. Related Forms.

Information may be transferred to Helicopter Turbine Engine Performance Analysis Chart, HCM-5.

Exhibit A.5 -- Helicopter Turbine Engine Power Assurance Check, HCM-4.

HELICOPTER TURBINE ENGINE POWER CHECK

Date:	Aircraft Make/Model:	N#:
Pilot:	Vendor:	
Engine Number:	HOBBS Meter:	

*Item	Value	Type of Check:
OAT:		
PA:		
Torque:		Performance Reading:
Temp:		
N1/NG:		
N2:		Chart Reading:
		Margin Difference:
Correction Factor:		

*Use only items applicable to type of helicopter HCM-4 (03/2006) *OPTIONAL

VIII. Turbine Engine Performance Trend Analysis, HCM-5.

A. Purpose.

The purpose is to graph the data collected every 10 hours from the HCM-4. When graphed with subsequent power checks, power fluctuations that might lead to engine failure may be indicated.

B. Applicability.

This form is optional. The information on this form is required to be maintained in accordance with the procurement document.

C. Responsibility and Instructions for Completion.

The Pilot is responsible for graphing the data.

D. Routing and Filing.

None.

E. Posting.

The graph should be posted at the permanent helibase and taken with the service truck (not the helicopter) on off-unit incidents or projects.

F. Related Forms.

HCM-4 is utilized to record values for input to the HCM-5.

The Helicopter Manager should document discrepancies on the agency incident/ hazard report and note them on OAS-137.

Exhibit A.6 -- Turbine Engine Performance Trend Analysis, HCM-5.

TURBINE ENGINE PERFORMANCE TREND ANALYSIS

Helicopter FAA # :	Make/Model:	Engine # :	

Min Spec

Date:																					
HOBBS:																					
OAT:																					
PA:																					
Torque:																					
Temp:																					
N1/NG:																					
N2:																					
Pilot Initials:																					

HCM-5 (03/2006) *OPTIONAL

IX. Helicopter Information Sheet, HCM-6.

A. Purpose.

The purpose is to provide the Helibase Manager and other operations branch personnel with information concerning the helicopter, the Pilot, and the vendor's ground crew (driver/mechanic) assigned to multiple-aircraft helibases.

It summarizes most, if not all information relating to each individual helicopter operation at a helibase, thus relieving the Helibase Manager from having to obtain this information at various times over the course of the incident or project.

B. Applicability.

The information on this form is required for large fire operations and projects.

C. Responsibility and Instructions for Completion.

The Helicopter Manager for both Exclusive-Use contracts and CWN is responsible for completing the form prior to or immediately after arrival at an incident or project helibase.

The Helibase Manager is responsible for obtaining the HCM-6 immediately upon arrival of a helicopter at an incident or project.

Exclusive-Use Helicopters. All information available at the start of the season should be entered, and multiple copies made for distribution upon arrival at an incident or project. Information concerning incident/project order number, aircraft request number, and maintenance and vendor crew information should be completed upon arrival at an incident or project.

CWN Helicopters. All information should be completed when the CWN crew assembles and joins up with the helicopter.

D. Routing and Filing.

The form is submitted to the Helibase Manager upon arrival at an incident or project. The ASGS or AOBD is responsible for routing an informational copy to the Resources Unit Leader.

E. Posting.

None.

F. Related Forms.

Helicopter Crew Information Sheet, HCM-7, should be submitted concurrently. Information from the HCM-6 is used to complete Helibase Aircraft Information Summary, HBM-3.

Exhibit A.7 -- Helicopter Information Sheet, HCM-6.

HELICOPTER INFORMATION SHEET

Date:	**Incident/Project Order #:**	**Request #:**	**Make/Model:**	**N #:**
		A-		

Check One: Exclusive-Use Contract ☐ Call-When-Needed ☐ Agency-Owned ☐ Other (List) ☐	Check One: Type 1 Helicopter ☐ Type 2 Helicopter ☐ Type 3 Helicopter ☐ Limited/Restricted: YES ☐ NO ☐	Color of A/C: Insured PAX Seats:
Agency and Home Unit:		Phone # :
COR Name:		Phone # :
CO Name:		Phone # :
Vendor Name/Contact:		Phone # :

Type Bucket/Fixed Tank	Capacity	Foam Injection	Specific Capabilities
		YES ☐ NO ☐	Longline/Remote Hook? YES ☐ NO ☐
		YES ☐ NO ☐	Carousel? YES ☐ NO ☐
Other Capabilities, Avionics, ETC:			Cargo Letdown? YES ☐ NO ☐
			Rappel? YES ☐ NO ☐
			Short-Haul Rescue? YES ☐ NO ☐
			Internal Litter Capable? YES ☐ NO ☐
			Aerial Ignition - PSD? YES ☐ NO ☐
			Aerial Ignition - Helitorch? YES ☐ NO ☐

Vendor Fuel Servicing Vehicle	Government Helitender (Crew Chase Truck)	
Make/Model:	Make/Model:	4X4? YES ☐ NO ☐
License # and State:	License # and State:	Trailer? YES ☐ NO ☐
Tank Capacity:	Number of Seats:	Other:

Hourly Flight Rate:	Daily Availability Rate:	Daily Flight Hours Guarantee:	# of Vendor Personnel:

Maintenance and Vendor Crew Information

Current HOBBS:	Next Scheduled Maintenance Due at:		
Name	Position (Pilot/Mechanic/Driver)	Next Day Off	Date Relief Due In
Vendor Personnel Lodging Site:		Phone Number:	
Vendor Personnel Contact Name:		Phone Number:	
GOV Helicopter Manager Name:		Phone Number:	

Remarks

HCM-6 (03/2006) REQUIRED

X. Helicopter Crew Information Sheet, HCM-7.

A. Purpose.

The purpose is to provide the Helibase Manager and other air operations branch personnel with information concerning helicopter crews assigned to helicopters at incident or project helibases. It identifies order numbers for CWN crews, qualifications, training needs, days off, etc.

It relieves the Helibase Manager from having to obtain this information at various times over the course of the incident or project. It is especially valuable for filling helibase positions and training assignments.

B. Applicability.

The information on this form is required for large fire operations and projects.

C. Responsibility and Instructions for Completion.

Individual blocks on the form are self-explanatory.

The Helicopter Manager for both Exclusive-Use contracts and CWN is responsible for completing the form prior to or immediately after arrival at an incident or project.

The Helibase Manager is responsible for obtaining the HCM-7Information Sheet immediately upon arrival of a helicopter at an incident or project.

Exclusive-Use Helicopters. All information available at the start of the season should be entered, and multiple copies made for distribution upon arrival at an incident or project. Information concerning incident/project order number, aircraft request number and last day(s) off is to be completed upon arrival at an incident or project.

Call-When-Needed Helicopters. All information should be completed when the CWN crew assembles and joins up with the helicopter.

D. Routing and Filing.

The form is submitted to the Helibase Manager upon arrival at an incident or project. The ASGS or AOBD is responsible for routing an informational copy to the Resources Unit Leader.

E. Posting.

None.

F. Related Forms.

HCM-6 should be submitted concurrently with HCM-7. Information from HCM-7 is used to complete Helibase Organization Chart, HBM-1, ensuring that only qualified individuals fill helibase positions.

Exhibit A.8 -- Helicopter Crew Information Sheet, HCM-7.

HELICOPTER CREW INFORMATION SHEET

AIRCRAFT INCIDENT/PROJECT ORDER # : ______________________ **AIRCRAFT REQUEST # :** __________

CREW NAME or RESOURCE ID # : ____

TYPE of CREW:

☐ ATTACHED TO CONTRACT HELICOPTER (Enter Aircraft "A" Order/Request and Personnel Subordinate/Roster # (i.e. A-1.1) in the column next to each individual's name

☐ ATTACHED TO CWN HELICOPTER (Enter Overhead "O" Order/Request # in the column next to each Individual's name

Name	Order/ Request #	Travel Method	Return to (City)	Last Day Off	1st Day On Assignment	Qualifications/Special Skills	Training Needs
Helicopter Manager							
Assistant Manager							
Lead Crewperson							
Crewperson							
Crewperson							
Crewperson							
Crewperson							
Crewperson							

HCM-7 (03/2006) REQUIRED

XI. Interagency Helicopter Load Calculation, OAS-67/FS 5700-17.

A. Purpose.

The purpose is to ensure that the aircraft is capable of carrying a specified load to an identified elevation at a given density altitude.

B. Applicability.

Refer to Chapter 7 for further information.

C. Responsibility and Instructions for Completion.

Refer to Chapter 7 for further information.

D. Routing and Filing.

Refer to Chapter 7 for further information.

E. Posting.

Refer to Chapter 7 for further information.

F. Related Forms.

OF-252 is used to document manifest information under one “umbrella” load calculation.

Helicopter Load Capability Summary Multiple Helispots and Fuel Loads, HCM-10, may be used to summarize load calculation information and plan flights. However, data for altitudes, temperatures, and fuel weights indicated must be supported by load calculations completed from the appropriate chart(s). Allowable Payload Chart, HMB-4, is completed from individual load calculations. Load calculation, manifest,and flight time information is summarized on Helicopter Daily Use and Cost Summary, HCM-15, and is utilized to complete the agency flight payment document.

Exhibit A.9 -- Interagency Helicopter Load Calculation, OAS-67/FS 5700-17, page 1 of 2.

INTERAGENCY HELICOPTER LOAD CALCULATION OAS-67/FS 5700-17 (07/13)		MODEL N#
PILOT(S)		DATE
MISSION		TIME

1 DEPARTURE	PA	OAT	
2 DESTINATION	PA	OAT	
3 HELICOPTER EQUIPPED WEIGHT			
4 FLIGHT CREW WEIGHT			
5 FUEL WT (______ gallons X ______lbs per gal)			
6 OPERATING WEIGHT (3 + 4 + 5)			

	Non-Jettisonable		Jettisonable
	HIGE	HOGE	HOGE- J
7a PERFORMANCE REF (List page/chart from FM)			
7b COMP GROSS WT (FM **Performance** Section)			
8 WT REDUCTION (Req for all Non-Jettisonable)			
9 ADJUSTED WEIGHT (7b minus 8)			
10 GROSS WT LIMIT (FM **Limitations** Section)			
11 SELECTED WEIGHT (**Lowest** of 9 or 10)			
12 OPERATING WEIGHT (From Line 6)			
13 ALLOWABLE PAYLOAD (11 minus 12)			

14 PASSENGERS/CARGO MANIFEST	
15 ACTUAL PAYLOAD (Total of all weights listed in Item 14) **Line 15 must not exceed Line 13 for the intended mission.**	
PILOT SIGNATURE	**HazMat**
MGR SIGNATURE	Yes ___ No ___

Exhibit A.9 -- Interagency Helicopter Load Calculation, Instructions, page 2 of 2.

INSTRUCTIONS

A load calculation must be completed for all flights. A new calculation is required when operating conditions change (+/-) 1000' in elevation or +/- 5 degree C in temperature) or when the Helicopter Operating Weight changes (such as to the Equipped Weight, changes in flight crew weight or a change in fuel load).All blocks must be completed.

Pilot must complete all header information and Items 1-13. Helicopter Manager completes Items 14 & 15.

1. DEPARTURE – Name of departure location and current Pressure Altitude (PA, read altimeter when set to 29.92) and Outside Air Temperature (OAT, in Celsius) at departure location.
2. DESTINATION – Name of destination location and PA & OAT at destination. If destination conditions are unknown, use MSL elevation from a map and Standard Lapse Rate of 2 degree C/1000' to estimate OAT. Check the box in Line 1 (Departure) or Line 2 (Destination) to indicate the most restrictive values used to obtain Computed Gross Weight in Line 7b.
3. HELICOPTER EQUIPPED WEIGHT – Equipped Weight equals the Empty Weight (as listed in the Weight and Balance Data) plus the weight of lubricants and onboard equipment required by contract (i.e. survival kit, rappel bracket).
4. FLIGHT CREW WEIGHT – Weight of the Pilot and any other assigned flight crewmembers on board (i.e. Co-pilot, flight engineer, navigator) plus the weight of their personal gear.
5. FUEL WEIGHT – Number of gallons onboard X the weight per gallon (Jet Fuel = 7.0 lbs./gal; AvGas = 6.0 lbs./gal).
6. OPERATING WEIGHT – Add items 3, 4 and 5.
7. PERFORMANCE REFERENCES – List the specific Flight Manual supplement and hover performance charts used to derive Computed Gross Weight for Line 7b. Separate charts may be required to derive HIGE, HOGE and HOGE-J. HIGE: use Hover-In-Ground-Effect, External/Cargo Hook Chart (if available). HOGE & HOGE-J: use Hover-Out-Ground-Effect charts for all HOGE operations.
8. COMPUTED GROSS WEIGHT - Compute gross weights for HIGE, HOGE and HOGE-J from appropriate Flight Manual hover performance charts using the Pressure Altitude (PA) and temperature (OAT) from the most restrictive location, either Departure or Destination. Check the box in Line 1 (Departure) or Line 2 (Destination) to indicate which values were used to obtain Computed Gross Weight.
9. WEIGHT REDUCTION – The Government Weight Reduction is required for all "nonjettisonable" loads. The Weight Reduction is optional (mutual agreement between Pilot and Helicopter Manager) when carrying jettisonable loads (HOGE-J) where the pilot has total jettison control. The appropriate Weight Reduction value, for make & model, can be found in the current helicopter procurement document (contract).
10. ADJUSTED WEIGHT – Line 7b minus Line 8.
11. GROSS WEIGHT LIMITATION – Enter applicable gross weight limit from Limitations Section of the basic Flight Manual or the appropriate Flight Manual Supplement. This may be Maximum Gross Weight Limit for Take-Off and Landing, a Weight/Altitude/Temperature (WAT) limitation or a Maximum Gross Weight Limit for External Load (jettisonable). Limitations may vary for HIGE, HOGE and HOGE-J.
12. SELECTED WEIGHT – The lowest weight, either line 9 or 10, will be entered for all loads. Applicable limitations in the Flight Manual must not be exceeded.
13. OPERATING WEIGHT – Use the value entered in Line 6.
14. ALLOWABLE PAYLOAD – Line 11 minus Line 12. The maximum allowable weight (passengers and/or cargo) that can be carried for the mission. Allowable Payload may differ for HIGE, HOGE and HOGE-J.
15. PASSENGERS AND/OR CARGO – Enter passenger names and weights and/or type and weights of cargo to be transported. Include mission accessories, tools, gear, baggage, etc. A separate manifest may be used.
16. ACTUAL PAYLOAD – Total of all weights listed in Item 14. Actual payload must not exceed Allowable Payload for the intended mission profile, i.e. HIGE, HOGE or HOGE-J. Both Pilot and Helicopter Manager must review and sign the form. Check if HazMat is being transported. Manager must inform the pilot of type, quantity and location of HazMat onboard.

XII. Interagency Helicopter Passenger/Cargo Manifest, OF-252.

A. Purpose.

Refer to Chapter 7 for further information.

B. Applicability.

Refer to Chapter 7 for further information.

C. Responsibility and Instructions for Completion.

Refer to Chapter 7 for further information.

D. Routing and Filing.

Refer to Chapter 7 for further information.

E. Posting.

Refer to Chapter 7 for further information.

F. Related Forms.

OAS-67/FS 5700-17 is used to document manifest information under one “umbrella” load calculation. Load calculation and manifest totals are collated on HCM-15. Manifests are utilized to complete the agency flight payment.

Exhibit A.10 – Interagency Helicopter Passenger/Cargo Manifest, OF-252, page 1 of 2.

ITEM	INSTRUCTIONS
Helicopter #	Enter the FAA registration number of the helicopter.
Pilot	Enter the name of the Pilot In Command of the mission being manifested.
Time	Enter the time that the manifest was prepared.
Date	Enter today's date.
Departure	Enter the name of the location for the departure point.
Destination	Enter the name of the location for the destination point.
Allowable Payload At: (1)	Utilize the first set of "LBS. Fuel, PA, OAT, and HIGE/HOGE/HOGE-J" to record load calculation values
LBS. Fuel	Enter the weight of fuel as indicated on the load calculation form (line 5) calculated for this trip.
PA	Enter the Pressure Altitude that was utilized to obtain Computed Gross Weight as indicated on the load calculation form (line 1 or 2)
OAT	Enter the Outside Air Temperature that was utilized to obtain Computed Gross Weight as indicated on the load calculation form
HIGE/HOGE/ HOGE-J	Enter the Allowable Payloads as indicated on the load calculation form (line 13) calculated for this trip.
Allowable Payload At: (2)	Utilize the second set of "LBS. Fuel, PA, OAT, and HIGE/HOGE/HOGE-J" as a means to utilize fuel burn, or for performance planning for an alternate landing area.
	The weight of fuel consumed during a flight can be "added" to the allowable payload. Pilots and managers must ensure that any
#	Enter the trip or passenger number (optional).
Name/Cargo	Enter individual's name or type/kind of cargo. For external load operations enter the rigging required for the operation (i.e. net,
Weight	Enter passenger's or cargo's weight. Do not estimate. For water, foam, or retardant drops, enter the weight of the load in the bucket
Actual Payload	The actual payload for a trip should be entered in the right-hand column (note that more than one trip may be documented on the
Hazardous Materials/ Location	Enter Hazardous Materials information per the Interagency Aviation Transport of Hazardous Materials Handbook
Manifest Preparer	Individual preparing the manifest signs (Helicopter Manager or designee).

Exhibit A.10 – Interagency Helicopter Passenger/Cargo Manifest, OF-252, page 2 of 2.

INTERAGENCY HELICOPTER PASSENGER/CARGO MANIFEST

Helicopter # : ________ Pilot: ________________ Time: ________ Date: __________

Departure: ________________________ Destination: ________________________

Allowable Payload At: LBS. FUEL: ____________ PA: ________ OAT: ____________

HIGE: ________________ HOGE: ________________ HOGE-J: ____________________

Allowable Payload At: LBS. FUEL: ____________ PA: ________ OAT: ____________

HIGE: ________________ HOGE: ________________ HOGE-J: ____________________

#	NAME/CARGO		WEIGHT
HAZARDOUS MATERIALS		LOCATION	
		ACTUAL PAYLOAD	

MANIFEST PREPARER: ______________________________

OPTIONAL FORM 252 (06/06)
PRESCRIBED BY USDA/USDI

XIII. Helicopter Load Capability Summary Multiple Helispots and Fuel Loads, HCM-10.

A. Purpose.

The purpose is to enable the Helicopter Manager to plan mission loads safely and efficiently to different elevations or helispots at different temperatures with different fuel loads.

B. Applicability.

The form is optional, but should be used on incidents or projects where multiple helispots have been established. It may be required by the incident air operations staff.

C. Responsibility and Instructions for Completion.

The Helicopter Manager is responsible for ensuring the form is completed and updated as new helispots are established.

1. Block 1: Aircraft Information. Enter information as indicated.
2. Block 2: Allowable Payloads. Complete the matrix by calculating allowable payloads, both HIGE and HOGE, with full or working fuel load, to different helispots or elevations for temperatures appropriate to the area.
3. It is essential that the load calculation form and appropriate flight manual performance charts be used to determine allowable payloads. A load calculation form must be completed for every temperature, elevation, and fuel load indicated on the form. However, once a load calculation is completed, the information on HCM-10 may be utilized in conjunction with the OF-252.
4. Block 3: Payload Adjustments. Depending on the size helicopter and fuel capacity, enter increased payload capability in pounds as fuel weight is reduced.
    - Utilizing the load calculation form, HCM-10 should be updated as additional helispots are established.

D. Routing and Filing.

At multiple-aircraft helibases, the Helicopter Manager should submit the form to the Helibase Manager.

E. Posting.

The form should be posted on the helibase display board.

F. Related Forms.

OAS-67/FS 5700-17 is used to calculate information.

Loads are documented on OF-252.

Allowable Payload Chart, HBM-4, Flight Following Log HBM-5; and Resource Capability Planning Chart, may be completed from information supplied on HCM-10.

Exhibit A.11 -- Helicopter Load Capability Summary – Multiple Helispots and Fuel Loads, HCM-10

HELICOPTER LOAD CAPABILITY SUMMARY - MULTIPLE HELISPOTS AND FUEL LOADS

DATE: ______________

N # : ____________________ MAKE/MODEL: ____ A/C EQUIPPED WT: ______________

PILOT(s): __________________________________ __________________________________ FLIGHT CREW WT: ______________

Location:						
Pressure Altitude:						

ALLOWABLE PAYLOAD FOR FOLLOWING FUEL LOAD: [ ] Gallons = [ ] LBS. Fuel

Outside Air Temperature	HIGE / HOGE	HIGE / HOGE	HIGE / HOGE	HIGE / HOGE	HIGE / HOGE	HIGE / HOGE
15C	/	/	/	/	/	/
20C	/	/	/	/	/	/
25C	/	/	/	/	/	/
30C	/	/	/	/	/	/
35C	/	/	/	/	/	/
40C	/	/	/	/	/	/
45C	/	/	/	/	/	/
	/	/	/	/	/	/
	/	/	/	/	/	/

ALLOWABLE PAYLOAD ADJUSTMENTS: Add This Weight to Allowable Payload **ONLY** if On-Board Fuel is **Less Than** the Fuel Load Indicated Above!

IF ________ Gals Fuel, Add ________ LBS IF ________ Gals Fuel, Add ________ LBS IF ________ Gals Fuel, Add ________ LBS

IF ________ Gals Fuel, Add ________ LBS IF ________ Gals Fuel, Add ________ LBS IF ________ Gals Fuel, Add ________ LBS

Pilot Signature: ______________________________ Helicopter Manager Signature: ______________________________

HCM-10 (03/2006) OPTIONAL

XIV. Aircraft Dispatch, NIFC 9400-31.

A. Purpose.

Provide the Helicopter Manager and Pilot with dispatch information critical to flight safety and efficiency (note that block numbers correspond exactly to those on the dispatcher's Resource Order).

Provide accurate information concerning individual incidents during multiple-fire situations.

Provide information (for example, incident number and Hobbs Meter start/end readings) essential for accurate completion of agency payment documents.

B. Applicability.

This form is optional. If utilized, it should be completed for all fire helicopter initial attack missions, both Exclusive-Use contract and CWN. It is not intended to be used for mission dispatch, other than initial attack, at incident helibases.

C. Responsibility and Instructions for Completion.

The Helicopter Manager completes the form.

The Dispatcher provides the information to the Helicopter Manager prior to or immediately after dispatch by phone or by radio.

D. Routing and Filing.

Copies are kept as part of the helicopter crew file.

E. Posting.

None.

F. Related Forms.

Agency flight payment document can be completed from information entered (for example, billing numbers).

Exhibit A.12 – Aircraft Dispatch, NIFC 9400-31.

AIRCRAFT DISPATCH

DATE:	TIME:	SUNSET + 30:
INCIDENT NAME:		INCIDENT # :
DESCRIPTIVE LOCATION: T: R: S: 1/4:		ELEVATION
LAT:	LONG:	
BEARING (DEG):	DISTANCE (SM/NM):	FROM:
FLIGHT FOLLOWING:	F/F FREQUENCY:	TONE:
AIR CONTACT:	A/A FREQUENCY:	TONE:
GROUND CONTACT:	A/G FREQUENCY:	TONE:
OTHER AIRCRAFT:		
HAZARDS:		
MTR/SUA: ☐ YES ☐ NO	TFR: ☐ YES ☐ NO	
COMMENTS:		RELOAD BASE:

NFES #2657 NIFC 9400-31 (5/02) **HCM-11 (03/2006) OPTIONAL**

XV. Pilot Flight Time/Duty Day Cumulative Log, HCM-12.

XVI. Fuel Servicing Driver Duty Day Cumulative Log, HCM-13.

XVII. Mechanic Duty Day Cumulative Log, HCM-14.

A. Purpose.

The purpose of these forms is to enable the Helicopter Manager to track contract or CWN Pilot, Driver, and Mechanic flight time or driving time (as applicable), as well as duty day, so that limitations are not exceeded.

B. Applicability.

HCM-12 and HCM-14 are required for all contract aircraft. It is also mandatory for CWN and rental aircraft used for more than four continuous days. It is advisable to initiate these forms immediately at the start of any incident CWN or rental use.

C. Responsibility and Instructions for Completion.

Helicopter Managers are responsible for making entries to the form on a daily basis for the period of the contract, or for CWN, for the period of use.

If completing the electronic version, refer to electronic help text for correct procedure on entering Pilot day off to ensure cumulative flight time feature works.

It is the responsibility of Helicopter Managers to inform the Helibase Manager of flight time, driving time, or duty day limitations that may interfere with planned operations.

D. Posting.

None at incident helibases. It may be posted at the permanent helibase for exclusive-use contracts crews, but must be taken on off-unit dispatches.

E. Routing and Filing.

No routing is necessary. Completed logs become part of the contract file.

F. Related Forms.

OAS-137.

An agency incident/hazard report is submitted if limitations are exceeded.

Exhibit A.13 -- Pilot Flight Time/Duty Day Cumulative Log, HCM-12.

PILOT FLIGHT TIME/DUTY DAY CUMULATIVE LOG

Pilot Name: ______________________ **Last Date(s) Off-Duty:** ______________

Flight Time or, Off, for the Last 5 Consecutive Days:	Day 5	Day 4	Day 3	Day 2	Day 1

Insert Dates of Next 7 Days:							
Earliest Pilot Can Be On-Duty:							
Actual On-Duty Time (Including Preflight)							
Add 14 Hours For Maximum Duty Day	*+ 14:00*	*+ 14:00*	*+ 14:00*	*+ 14:00*	*+ 14:00*	*+ 14:00*	*+ 14:00*
Must Be Off-Duty At:							
Actual Off-Duty Time:							
Cumulative Flight Time Previous 5 Days:							
Total Flight Time Today:	+	+	+	+	+	+	+
Total Flight Time This 6-Day Period:							

Insert Dates of Next 7 Days:							
Earliest Pilot Can Be On-Duty:							
Actual On-Duty Time (Including Preflight)							
Add 14 Hours For Maximum Duty Day	*+ 14:00*	*+ 14:00*	*+ 14:00*	*+ 14:00*	*+ 14:00*	*+ 14:00*	*+ 14:00*
Must Be Off-Duty At:							
Actual Off-Duty Time:							
Cumulative Flight Time Previous 5 Days:							
Total Flight Time Today:	+	+	+	+	+	+	+
Total Flight Time This 6-Day Period:							

Max Flight Time: 8:00 *Hours **Max Duty Day: 14:00 *Hours** **Min Rest Period: 10:00 *Hours** **Required Days Off: 2 Days in 14***

A Maximum of 42* hours flight time may be flown during any consecutive six-day period. When a pilot accrues 36* or more flight hours in a consecutive six-day period, the pilot will be given the following full calendar day off-duty. Following any day-off, a new six-day cycle begins with 0 cumulative flight time.

*DOI and USFS Standards. Other Agency Standards may vary.

HCM-12 (03/2006) REQUIRED

Exhibit A.14 -- Fuel Servicing Driver Duty Day Cumulative Log, HCM-13.

FUEL SERVICING DRIVER DUTY DAY CUMULATIVE LOG

Driver Name: ______________________________ **Last Date(s) Off-Duty:** ________________

Insert Dates of Next 7 Days:							
Actual On-Duty Time							
Actual Off-Duty Time:							

Insert Dates of Next 7 Days:							
Actual On-Duty Time							
Actual Off-Duty Time:							

Insert Dates of Next 7 Days:							
Actual On-Duty Time							
Actual Off-Duty Time:							

Max Duty Day: Per DOT **Min Rest Period: Per DOT** **Required Days Off: 2 Days in 14***

It is the Contractors' responsibility to insure that employees comply with DOT Safety Regulation 49 CFR Part 390-399, including duty limitations. Fuel servicing vehicle drivers may be removed from duty for fatigue or other causes created by unusually strenuous or severe duty before reaching duty limitations. The fuel servicing vehicle driver will be responsible to keep the Government apprised of their ground duty limitation status. Notwithstanding DOT Safety Regulation 49 CFR Part 390-399, the fuel servicing vehicle driver shall have a minimum of two (2) full calendar days off duty during any 14-day period. Off duty days need not be consecutive.

*DOI and USFS Standards. Other Agency Standards may vary.

HCM-13 (03/2006) OPTIONAL

Exhibit A.15 -- Mechanic Duty Day Cumulative Log, HCM-14.

MECHANIC DUTY DAY CUMULATIVE LOG

Mechanic Name: ______________________________ **Last Date(s) Off-Duty:** ________________

Insert Dates of Next 7 Days:							
Earliest Mechanic Can Be On-Duty:							
Actual On-Duty Time (Including Preflight)							
Add 16 Hours For Maximum Duty Day	*+ 16:00*	*+ 16:00*	*+ 16:00*	*+ 16:00*	*+ 16:00*	*+ 16:00*	*+ 16:00*
Must Be Off-Duty At:							
Actual Off-Duty Time:							

Insert Dates of Next 7 Days:							
Earliest Mechanic Can Be On-Duty:							
Actual On-Duty Time (Including Preflight)							
Add 16 Hours For Maximum Duty Day	*+ 16:00*	*+ 16:00*	*+ 16:00*	*+ 16:00*	*+ 16:00*	*+ 16:00*	*+ 16:00*
Must Be Off-Duty At:							
Actual Off-Duty Time:							

Insert Dates of Next 7 Days:							
Earliest Mechanic Can Be On-Duty:							
Actual On-Duty Time (Including Preflight)							
Add 16 Hours For Maximum Duty Day	*+ 16:00*	*+ 16:00*	*+ 16:00*	*+ 16:00*	*+ 16:00*	*+ 16:00*	*+ 16:00*
Must Be Off-Duty At:							
Actual Off-Duty Time:							

Max Duty Day: 16:00 *Hours **Min Rest Period: 8:00 *Hours** **Required Days Off: 2 Days in 14***

*DOI and USFS Standards. Other Agency Standards may vary.

HCM-14 (03/2006) REQUIRED

XVIII. Helicopter Daily Use and Cost Summary, HCM-15.

A. Purpose.

The purpose is to enable the Helicopter Manager to summarize daily use and costs for the helicopter.

B. Applicability.

The form is required on incidents to which an Incident Management Team (IMT) Type 1 or 2 is assigned. However, the air operations staff on a IMT Type 1 or 2 will usually require that the Helibase Manager(s) submit summaries from the day of initial attack. Helicopter and Helibase Managers should therefore be prepared to furnish this information once an IMT is assigned. It may also be required on projects at the Project Aviation Manager's option.

C. Responsibility and Instructions for Completion.

Each Helicopter Manager is responsible for completing the HCM-15 at the end of each day's operational period. The Helicopter Manager submits it to the Helibase Manager.

Use totals are gathered from load calculations and manifest forms. The Helicopter Manager should ensure:

1. If daily flight guarantees are not met for CWN or rental helicopters, that these costs are included on the summary.
2. If daily/hourly availability or guarantee costs on exclusive-use contract helicopters are already paid from pre-suppression funding, that these costs are not included on the summary.
3. Mobilization costs (for example, ferry time to the incident, service truck miles, etc.) must be included on the first Summary submitted.
4. Demobilization costs should be estimated and a final summary submitted to the Helibase Manager prior to the departure of the helicopter from the incident or project.

D. Posting.

None.

E. Routing and Filing.

The Helicopter Manager gives the summary to the Helibase Manager. A copy of each helicopter's cost summary should be made part of the helibase file.

F. Related Forms.

Helicopter load calculations and manifests forms are used to complete the summary. The Helibase Manager completes Helibase Daily Use and Cost Summary, HBM-11, from helicopter summaries.

Exhibit A.16 -- Helicopter Daily Use and Cost Summary, HCM-15.

HELICOPTER DAILY USE and COST SUMMARY

Activity/Mission: ___ **Large Fire** ___ **Initial Attack** ___ **Project** **Date:** __________

Helibase: ____________________ **Incident:** ____________________ **Agency:** ___________

N #: _________ **Make/Model:** ______________ **Manager's Name:** ____________________

Type: ___ **1** ___ **2** ___ **3** ___ **CWN** ___ **Exclusive Use** ___ **Other (Specify):** _____________

Aircraft Resource Order Number: A- ____

	Quantity	**Rate**	**Cost:**
Revenue Flight Hours:			
*Availability (Hours or Day):			
Pilot Extended Standby:			
Driver Extended Standby:			
Mechanic Extended Standby:			
Per Diem # of Persons:			
Service Truck Miles:			
Additional Cost:			
Additional Cost:			
Additional Cost:			
Additional Cost:			
		Daily Grand Total Cost:	

* Do Not calculate for exclusive use contracts where availability is paid from pre-suppression funds

Use Summary:

Total PAX Transported	Total Pounds Cargo	Total Gallons Water	Total Gallons Retardant	Total Gallons Foam

Aerial Ignition

Acres Treated	PSD Spheres Used	Gallons Helitorch Gel Used

Cost Apportionment (If Applicable)

Agency	Percent	Cost

HCM-15 (03/2006) REQUIRED

XIX. Contractor Performance Assessment Report System (CPARS)

A. Purpose

The purpose of the form is to provide vendor performance information to the contracting official for agencies that utilize it.

B. Applicability

CPARS are mandatory for DOI and Forest Service for CWN and Exclusive Use contract agreements.

C. Responsibility and Instructions for Completion

Government representative is responsible for making entries to the form at the conclusion of any assignment or mandatory availability period. It is the vendor's responsibility to provide the form to the contracting official as identified by procurement document.

D. Posting

None at incident helibases.

E. Routing and Filing

Vendor responsibility to have form completed and submitted to the appropriate contracting official.

F. Related Forms

None

Exhibit A.17 – Contractor Performance Assessment Report System.

☐ U.S. FOREST SERVICE INCIDENT SUPPORT BRANCH 3833 S. DEVELOPMENT AVE BOISE, IDAHO 83705-5354 Phone 208-387-5665 Fax 208-387-5384	☐ U.S. DEPARTMENT OF INTERIOR IBC ACQUISITION SERVICES 300 E MALLARD DR SUITE 200 BOISE, ID 83706 Phone 208-433-5026 Fax 208-433-5030	**EVALUATION REPORT ON** **CONTRACTOR PERFORMANCE** **”””’CPARS Compatible Format”””’** ***SOURCE SELECTION INFORMATION*** ***NOT FOR PUBLIC RELEASE (see FAR 3.104 & 42.1503)***

AGENCY / USER		**CONTRACT NO.**		
ADDRESS		**CONTRACTOR**		
CITY / STATE/ ZIP		**PERIOD OF PERFORMANCE**	FROM	TO
CONTRACT COR		**LOCATION OF PERFORMANCE**		

PROGRAM TITLE	**AIRCRAFT FLIGHT SERVICES**: ☐ AIRPLANE ☐ HELICOPTER ☐AIR TANKER ☐ OTHER – specify	
	AIRCRAFT TYPE	

CONTRACT EFFORT DESCRIPTION *(check all that apply)*	☐ EXCLUSIVE USE	☐ CALL WHEN NEEDED	
	☐ FIRE MANAGEMENT	☐ RESOURCE	☐MAINTENANCE
	☐ OTHER MISSION – specify:		

INSTRUCTIONS: This form can be completed on the computer or printed and completed by hand. Use the mouse to navigate. To check or uncheck a box, **'double click' the box**. If further direction is required on how to complete this evaluation or where to submit it, please contact your Contracting Officer. Comment boxes are formatted to automatically wrap the entered text. Check the box that best describes the level in which the Contractor supported the area described. Comments are essential and must substantiate your rating selection. N/A = not applicable. If additional space is required, use page 2 of the form or attach additional page(s).

SEE PAGE 4 FOR EVALUATION RATINGS DEFINITIONS

1. Quality. Contractor was professional and conformed to contract requirements. Was capable, efficient and effective in supporting the programs of this contract. Provided well maintained equipment and highly qualified personnel.

☐ N/A ☐ Exceptional ☐ Very Good ☐ Satisfactory ☐ Marginal ☐ Unsatisfactory

COMMENTS:

2. Schedule. Contractor was prepared and available to begin work on contract start date and provided daily coverage during the contract period with little to no disruption or unavailability. Contractor kept COR informed of crew exchanges, maintenance issues, etc.

☐ N/A ☐ Exceptional ☐ Very Good ☐ Satisfactory ☐ Marginal ☐ Unsatisfactory

COMMENTS:

Exhibit A.17 – Contractor Performance Assessment Report System.

3. Cost Control. How well does the contractor control operating costs? (Check N/A if this is a Firm Fixed price or Firm Fixed Price with Economic Price Adjustment contract)

☐ N/A	☐ Exceptional	☐ Very Good	☐ Satisfactory	☐ Marginal	☐ Unsatisfactory

COMMENTS:
4. Management. Contractor and on-site representatives were professional, well qualified, and committed to customer satisfaction and safety of operations. Contractor provided necessary support for key personnel and if applicable, took necessary action to correct or replace any personnel.

☐ N/A	☐ Exceptional	☐ Very Good	☐ Satisfactory	☐ Marginal	☐ Unsatisfactory

COMMENTS:	

5. Small Business. How does the contractor support small business? (Check N/A unless this is a large business and a subcontracting plan is required)

☐ N/A	☐ Exceptional	☐ Very Good	☐ Satisfactory	☐ Marginal	☐ Unsatisfactory

COMMENTS:	

6. Regulatory Compliance. How well does the contractor comply with governing regulations such as the Federal Aviation Regulation or others.

Exhibit A.17 – Contractor Performance Assessment Report System.

☐ N/A	☐ Exceptional	☐ Very Good	☐ Satisfactory	☐ Marginal	☐ Unsatisfactory
COMMENTS:					
7. Other – Safety. Contractor and on-site representatives attitude and efforts, as well as actual application, towards aircraft safety and general safety of operations?					
☐ N/A	☐ Exceptional	☐ Very Good	☐ Satisfactory	☐ Marginal	☐ Unsatisfactory
COMMENTS:					
8. Customer Satisfaction. Identify to what level you were satisfied with the services provided under this contract. If given the opportunity, would you hire this contractor again to accomplish a similar project? ☐ yes ☐ No					
☐ N/A	☐ Exceptional	☐ Very Good	☐ Satisfactory	☐ Marginal	☐ Unsatisfactory
COMMENTS:					
9. Other Areas:					
☐ N/A	☐ Exceptional	☐ Very Good	☐ Satisfactory	☐ Marginal	☐ Unsatisfactory
10. Other Areas:					
☐ N/A	☐ Exceptional	☐ Very Good	☐ Satisfactory	☐ Marginal	☐ Unsatisfactory
11. Other Areas:					
☐ N/A	☐ Exceptional	☐ Very Good	☐ Satisfactory	☐ Marginal	☐ Unsatisfactory
12. Other Areas:					
☐ N/A	☐ Exceptional	☐ Very Good	☐ Satisfactory	☐ Marginal	☐ Unsatisfactory
Additional comments to support your response to any item above or other items (will not be posted on CPARS website)					

Exhibit A.17 – Contractor Performance Assessment Report System.

Name, Title of Individual Completing this Form (include agency, phone and electronic address)
Signature

Appendix B
Helibase Management Forms and Checklists.

I. Introduction.

This appendix provides standardized forms for the management and operation of helibases. A discussion of helibase related Incident Command System (ICS) forms, checklists, evaluations, and job aids, is also included.

Such standardization helps to implement common procedures among participating agencies to meet mutual safety, efficiency, fiscal management, and contract administration objectives. The forms also provide a basis for training development and presentation.

II. Applicability.

The forms in this appendix are to be utilized by Helibase Managers, whereas those in Appendix A are utilized by Helicopter Managers in the management and operation of a single helicopter.

However, several of the Helicopter Management (HCM-series) forms contribute to the informational needs of the Helibase Management (HBM-series) forms.

It is therefore essential that Helicopter Managers use these forms as appropriate or required when operating as part of a helibase organization, and that Helibase Managers ensure that appropriate HCM forms are completed timely and accurately.

Some of the forms are required for all helibase operations, and some are required only for incident operations. Others are optional and may be used at the discretion of the Helibase Manager. Certain optional forms may be required by the air operations staff at an incident or project due to a specific management informational need.

Chart B-1 on the following pages is a summary listing of the HBM-series and other checklists and job aids. Included is information concerning the purpose of the form, the HBM form number, whether a form is optional or required for all or only certain situations, responsibility for completion, and frequency of completion. The Helibase Manager may use this chart as a quick- reference guide to form requirements. The pages following the chart contain a comprehensive discussion of each form.

All Helibase Managers should obtain sets of all forms so that they may respond to different management requirements encountered. Recognizing that at most incidents, or prior to a project’s start that copies may be reproduced. Appendix F, Form HJA-2 provides recommendations concerning the number of forms to carry in the Helibase Manager’s Kit.

1 **Exhibit B-1 – Helibase Management Forms Summary.**

Title	Purpose	Required or Optional	Responsibility of Completion	Completion Frequency	Remarks
All required forms must be completed and implemented by the start of the second operational shift when two or more helicopters are assigned to an incident base. On project helibases where two or more helicopters are assigned, they must be completed or implemented at the start of the first operational shift.					
Daily Helicopter Operations Briefing/Debriefing Checklist (HBM-00)	To provide a briefing outline for Helibase Mangers.	Required.	Helibase Manager and Pilots Initial	Per helicopter/day	
Helibase Organization Chart (HBM-1)	To identify by name those persons filling helibase positions.	Required. Data does not have to be documented on this form.	Helibase Manager or Deck Coordinator	Updated daily.	Obtain information on qualifications from HCM-7 Helicopter Crew Information Sheet.
Helibase Complexity Analysis (HBM-1A)	To assist in assessing helibase operations to help determine if an HEB1 should be ordered.	Required for government fuel facilities	Helibase/Aviation Manager	Prior to the start of a project or as needed as complexity changes.	
Aviation Locations Summary (HBM-2)	To provide information on helispots, dipsites, and other locations pertinent to the aviation operation.	Required.	Helibase Manager	Updated daily	Brief all new pilots and mangers as appropriate.
Helibase Aircraft Information Summary (HBM-3)	To provide Air Operations staff with a summary on assigned.	Required	Helibase Manager	Update as new aircraft are assigned.	Copies to Air Support Group Supervisor (ASGS) and Air Operations Branch Director (AOBD).
Allowable Payload Chart (HBM-4)	To provide helibase management personnel a means to plan mission loads safely and efficiently.	Optional	Helibase Manager	Update as new aircraft or aviation locations are assigned.	Use information from Aviation Locations Summary, Load Calculations, and Helicopter Load Capability Summary
Flight Following Log	To enable the Aircraft Base	Optional	Aircraft Base Radio Operator	As needed	Information from the form is

Title	Purpose	Required or Optional	Responsibility of Completion	Completion Frequency	Remarks
(HBM-5)	Radio Operator to record flight following information so the location of an aircraft is known.				required, but other forms may be used.
Flight Hours Tracking-Multiple Helicopters (HBM-5A)	To allow tracking of helicopter flight time over the course of the day	Optional	Aircraft Base Radio Operator or Aircraft Timekeeper	As needed	Ensures there will be sufficient flight time for required missions and enables flight time to be spread equitably over all assigned aircraft
Helibase Mission Request Log (HBM-6)	To establish an orderly mission request process for use by the Helibase Manager in prioritizing and assigning helicopters	Required.	Helibase Manager or Aircraft Timekeeper	At end of operational shift	Copies to Finance Unit and ASGS/AOBD
Helibase Daily Use and Cost Summary (HBM-7)	To track cost and use on an incident or project	Required	Helibase Manager	Incident or projects	Copies to Finance Unit and ASGS/AOBD
Helibase Communications Plan (HBM-8)	To track currently assigned frequencies being used by the helibase	Optional	Helibase Manager	As changes occur	Ensure updates are completed as changes occur
Helicopter Demobilization Information (HBM-9)	Provides information on demob times, routes, stops and layovers	Optional	Helicopter Manager	As helicopters are demobed	Copy to AOBD and Demob Unit
Helicopter Flight Schedule (HBM-9A)	Provides flight itinerary information to dispatch system	Optional	Helicopter Manager	As helicopters are demobed	Copy to AOBD and Demob Unit and applicable dispatch center
Facilities, Hazard, and Flight Route Map (HBM-10)	Provides helibase layout, local flight hazard, and flight route information	Optional	Deck Coordinator	Complete as needed	When used, ensure hazard information and flight routes are depicted
Helibase Cumulative Cost Summary	Allows tracking of helibase costs over the course of an incident or	Optional	Helibase Manager	Update daily	Use information from HBM-7

Title	Purpose	Required or Optional	Responsibility of Completion	Completion Frequency	Remarks
(HBM-11)	project				
Helitack Crew Performance Rating (HBM-12)	Provides a format for rating helitack crews on helicopter/helibase specific missions	Optional	Helibase Manager	At end of assignment	Copy in helibase file and copy sent to crew's home unit
Helibase Personnel Performance Rating (HBM-13)	Provides a format to rate single resource personnel on helicopter/helibase specific missions	Optional	Assigned Supervisor at incident/project	At end of assignment	Copy in helibase file and copy sent to crew's home unit
Two-For-One HMGB and/or Standard to Limited Request (HBM-14)	An approval system to allow a manager to manage two limited or restricted category helicopters, or designate a standard category aircraft as limited use	Optional	State or Regional Aviation Manager	Each occurrence	Other methods of approval may be used, depending on agency policy
Emergency Rescue Information (HBM-15)	To identify primary and secondary medevac helicopters in the event of injuries to personnel or in the event of an aircraft mishap and the locations of medical facilities.	Required	Helibase Manager	Once per incident or project and as updates occur.	Posted on the Helibase Display Board and available to ABRO.

III. Helibase Management (HBM) Forms.

NOTE: The Helibase Management (HBM) forms or checklists that are required must be completed or implemented by the second operational period on incident helibases or helispots to which two or more helicopters are assigned.

On project helibases with two or more helicopters assigned, the required forms must be completed or implemented prior to the start of the first day's operations. The requirement for project helibases is stricter than that for incidents due to the ability of the project's Helibase manger to plan in advance of the operation.

IV. Daily Helicopter Operations Briefing/Debriefing Checklist (HBM-00).

A. Purpose.

The purpose of the Daily Helicopter Operations Briefing/Debriefing Checklist is to provide the Helibase Manager with the means to brief all helibase personnel, including Pilots. The form also provides for feedback from all helibase operational areas and Pilots at the nightly debriefing.

B. Applicability.

The checklist is required and must be implemented by the second operational period on incident helibases, or on helispots to which two or more helicopters are assigned. On project helibases with two or more helicopters assigned, the form must be implemented prior to the start of the first day's operations.

C. Responsibility and Instructions for Completion.

The Helibase Manager is responsible for ensuring the form is initially completed and for completing the checklist on a daily basis thereafter. All personnel assigned to the helibase, including Pilots, must review the checklist. It must also be used for post-operational debriefings. Pilots must sign or initial the checklist daily to indicate that they have received a briefing.

The Briefing Section should be covered with all helibase personnel and Pilots present. All Pilots must initial the checklist to indicate that they have been briefed.

The Debriefing Section should be covered with all helibase personnel and Pilots present.

Anyone not present for either briefing must be briefed individually.

The checklist may be used for a seven-day period, after which a new one must be initiated. Enter the appropriate date(s) below each day on the new checklist.

The blank blocks below each day are for the Helibase Manager to initial, to indicate the item has been completed and/or discussed.

The checklist items themselves are self-explanatory. Further guidance on each item is found in the appropriate chapter of the Interagency Helicopter Operations Guide.

Refer to Appendix H, Helibase Manager's Reminders List, which addresses one-time 'start- up' items (for example, helibase location considerations).

Any deviation from established procedures must be approved by the appropriate higher level of authority.

D. Routing and Filing.

After a checklist has been completely used (that is, after seven days), it should be placed in the helibase file for later inclusion in the incident or project file.

E. Posting.

The current form shall be posted on the helibase display board.

F. Related Forms.

Helibase Management (HBM) forms and Helicopter Management (HCM) forms are not specifically discussed within the checklist. However, many items may be initialed as complete through completion of these forms.

Appendix H, Helibase Manager's Reminders List, may be used by the Helibase Manager as a job aid to ensure that daily checklist items have been addressed. The Helibase Manager may incorporate parts of the Reminders List in the briefing or debriefing as appropriate.

The Interagency Aerial Ignition Guide contains Helitorch and Plastic Sphere Dispenser Operations Checklists. They should be used as a supplement, not in lieu of, the Daily Helicopter Operations Briefing/Debriefing Checklist.

Exhibit B-2 – Daily Helicopter Operations Briefing/Debriefing Checklist (HBM-00)

DAILY HELICOPTER OPERATIONS BRIEFING/DEBRIEFING CHECKLIST

Initial Date:	**Helibase Name:**		**Incident Name:**
Unit (Forest/District/Park/Reservation/etc):		**Latitude:**	**Longitude:**
Helibase Manager Name:	**ASGS Name:**		**AOBD Name:**
OPS Section Chief or Project Aviation Manager Name:			
This checklist initiated on ____ / ____ / ____ **and will be used through** ____ / ____ / ____ **(Start date + 6 days)**			
Remarks:			

Instructions: Enter the Date below each day (for example, 6/30 below Day 1). All items must be checked or initialed daily. Once a 7 day cycle has been completed, a new Checklist must be initiated. Review all one time start up items contained in the IHOG, Appendix H, Section I. The Helispot Site Selection and Layout in Section II of the Reminder List should also be reviewed. Sections I-VI of this checklist are used to brief personnel at the start of the operational areas. Use Section VII, Debriefing, of the Checklist to debrief personnel at the end of the operational period. At the debriefing, the helibase Manager should address any deficiencies in the day's operations, and identify corrective action to be taken prior to the next day. Pilots in particular should be asked for their evaluation of the day's operations.

HBM-00 (12/2015) REQUIRED

DAILY HELICOPTER OPERATIONS BRIEFING/DEBRIEFING CHECKLIST

	Checklist Item	Insert Date for Next 7 Days:						
	I. Organization and Personnel	Check Off Box when Briefing Completed:						
		1	2	3	4	5	6	7
A	Helibase Organization Chart completed, reviewed and posted. Trainee assignments made.							
B	Personnel responsibilities (job descriptions, IHOG Chap 2) reviewed. Personnel are aware of their days assignment.							
C	Pilot flight time is being recorded on the helibase display board.							
D	Contractor and Government personnel are properly rested. Work /rest and length of assignment guidelines being adhered to.							
E	Appropriate personnel have a copy of the Incident Action Plan or Project Plan; all Pilots, Helispot Managers, and Helicopter Managers have a copy of ICS-220, ICS-205 and Incident Map.							
	II. Communications	Check Off Box when Briefing Completed:						
		1	2	3	4	5	6	7
A	Communications plan available, current, discussed , and posted. Frequencies known to all personnel							
B	Flight Following and TOLC procedures known and discussed; communications within helibase, to Incident Command Post or Project Base, and to Helispots are adequate.							
C	Adequate number of radios and batteries available to cover appropriate helibase positions and helispots. All radios (including Aircraft) are tested prior to operations.							
	III. Landing Areas	Check Off Box when Briefing Completed:						
		1	2	3	4	5	6	7
A	Separation between helibase pads is adequate; separate areas are established for different types of helicopters and operations; adequate distance for rotor and fixed wing at active airports.							
B	Dust abatement is available or other measures are taken as necessary; if chemicals are used, a local Resource Advisor is consulted.							
C	Helibase approach and departure paths and hover lanes, incident or project flight routes are established, reviewed and posted on the helibase display board.							
D	Operating procedures established and reviewed for movement of helibase personnel and vehicles. Security procedures are established as appropriate.							
E	All helispots are inspected, approved, numbered, and hazards have been discussed with Pilots.							
	IV. Safety	Check Off Box when Briefing Completed:						
		1	2	3	4	5	6	7
A	Helibase Emergency and Crash Rescue Plan is updated, discussed, and posted. Medevac helicopter is assigned and Manager is aware of assignment.							
B	Helibase Aircraft Rescue and FireFighting(ARFF) is assigned and personnel are aware of assignments. Fire Extinguisher requirements met and personnel are aware of use.							

HBM-00 (12/2015) REQUIRED

DAILY HELICOPTER OPERATIONS BRIEFING/DEBRIEFING CHECKLIST

	Checklist Item	Insert Date for Next 7 Days:						
	IV. Safety (continued)	Check Off Box when Briefing Completed:						
		1	2	3	4	5	6	7
C	Visibility at 1/2 mile minimum; weather forecasts and contingency plans for adverse weather and inversion (smoke, fog) discussed.							
D	Use of Personal Protective Equipment for Pilots and helibase personnel known and discussed. Helispot personnel have firefighting tools, PPE, and overnight gear available at staffed helispots.							
E	Military training routes and special use airspace considerations have been discussed with Pilots and Managers.							
F	Temporary Flight Restriction (if applicable) has been checked by ASGS or AOBD and discussed with Pilots and Managers.							
G	Helibase and on-incident hazards (wires, towers, smoke inversions, other aircraft, etc) are posted on maps and have been discussed.							
H	Previous days safety problems discussed and mitigated.							
	V. Operations	Check Off Box when Briefing Completed:						
		1	2	3	4	5	6	7
A	IAP and ICS-220 discussed. Priorities established and reviewed; Initial missions entered into Mission Request Log. Unscheduled Mission request procedures known.							
B	Previous days operational problems discussed and mitigated.							
C	Helicopter tactics discussed; Supervision/control, role of Air Attack and/or Helicopter Coordinator known. Aviation Locations Information Summary (HBM-2) distributed to all Pilots.							
D	Load calculations for each helicopter posted and disseminated.							
E	Deck coordination Procedures discussed and known: Passenger briefing, manifesting, cargo, hover hookups, movement of personnel and vehicles around helibase.							
F	Transportation of hazardous materials procedures discussed and personnel are aware of packaging requirements.							
G	Commonly requested items (water and rations) are available at the Helibase. Ordering procedures are in place with the Supply Unit.							
H	Initial Attack helicopter and crew is assigned and have been briefed by the local unit as necessary.							
I	Special Operations (helitorch, plastic sphere dispenser, retardant mixing, etc) plans, procedures, and checklists have been reviewed and approved.							
J	Ensure form HCM-4 Helicopter Power Check Turbine Engine and Form HCM-5 Turbine Engine Power Trend Analysis is being completed every 10 hours.							

HBM-00 (12/2015) REQUIRED

1

DAILY HELICOPTER OPERATIONS BRIEFING/DEBRIEFING CHECKLIST

Checklist Item		Insert Date for Next 7 Days:						
VI.	**Administration**	Check Off Box when Briefing Completed: 1	2	3	4	5	6	7
A	Aircraft daily cost reporting procedures are completed by the end of the operational period.							
B	Helibase display board current with updated copies of required maps, charts, and forms.							
C	Nightly debriefing time established if appropriate. All personnel, including Pilots, made aware of requirement for constructive feedback and critique. Provision made for debriefing of pilots and helibase personnel going off-shift early.							
VII.	**Additional Items**	Check Off Box when Briefing Completed: 1	2	3	4	5	6	7

HBM-00 (12/2015) REQUIRED

1

DAILY HELICOPTER OPERATIONS BRIEFING/DEBRIEFING CHECKLIST

	Checklist Item	Insert Date for Next 7 Days:						
	VIII. Daily Debriefing	Check Off Box when Briefing Completed:						
		1	2	3	4	5	6	7
A	Feedback from Pilots.							
B	Communications/TOLC/Radio Operator successes/challenges.							
C	Mission scheduling successes/challenges.							
D	Deck Coordination successes/challenges.							
E	Helispot Manager successes/challenges.							
F	Passenger/cargo manifesting successes/challenges.							
G	New hazards identified.							
H	General Helibase Successes/problems.							
I	Briefing on next days shift plan and missions. Pilot schedule and start time reviewed. Helibase personnel start times reviewed.							
J	Helicopter Daily Use and Cost Summary (HCM-15) submitted.							
K	Equipment rental shift tickets reviewed and approved.							
L	Crew Time Reports reviewed and approved.							
	Additional Items							

HBM-00 (12/2015) REQUIRED

DAILY HELICOPTER OPERATIONS BRIEFING/DEBRIEFING CHECKLIST

IX. Certification (continued)

		Date:						
		Day: **1**	**2**	**3**	**4**	**5**	**6**	**7**
N #	**Pilot Name (print)**	**Pilot Initials**						
Helibase Manager(s) Name(s) (print)		**Helibase Manager Initials**						

Helibase Managers initials certify that all checklist items have been addressed. Any deviation has been documented, and the supervisor has approved the deviation. All pilots operating from the helibase have been briefed on the Checklist items, as represented by their initials above.

HBM-00 (12/2015) REQUIRED

V. Helibase Organization Chart (HBM-1).

A. Purpose.

The purpose is to establish, by name, those positions filled on a helibase, as well as provide other information concerning aircraft and radio frequencies assigned.

B. Applicability.

The form is required and must be initiated by the second operational period on incident helibases or helispots to which two or more helicopters are assigned. On project helibases with two or more helicopters assigned, the form must be completed prior to the start of the first day's operations.

C. Responsibility and Instructions For Completion.

Refer to Exhibit B-1. Refer also to Chapter 15 for further information on making daily assignments. The Helibase Manager is responsible for completion. Names are entered at the start of helibase operations. Position assignments are reviewed daily, and appropriate changes in the chart are made as needed. The Helibase Manager must ensure that personnel assigned to fulfill a function are qualified (see "Related Forms" below).

D. Routing and Filing.

No routing is necessary. The form becomes part of the helibase file.

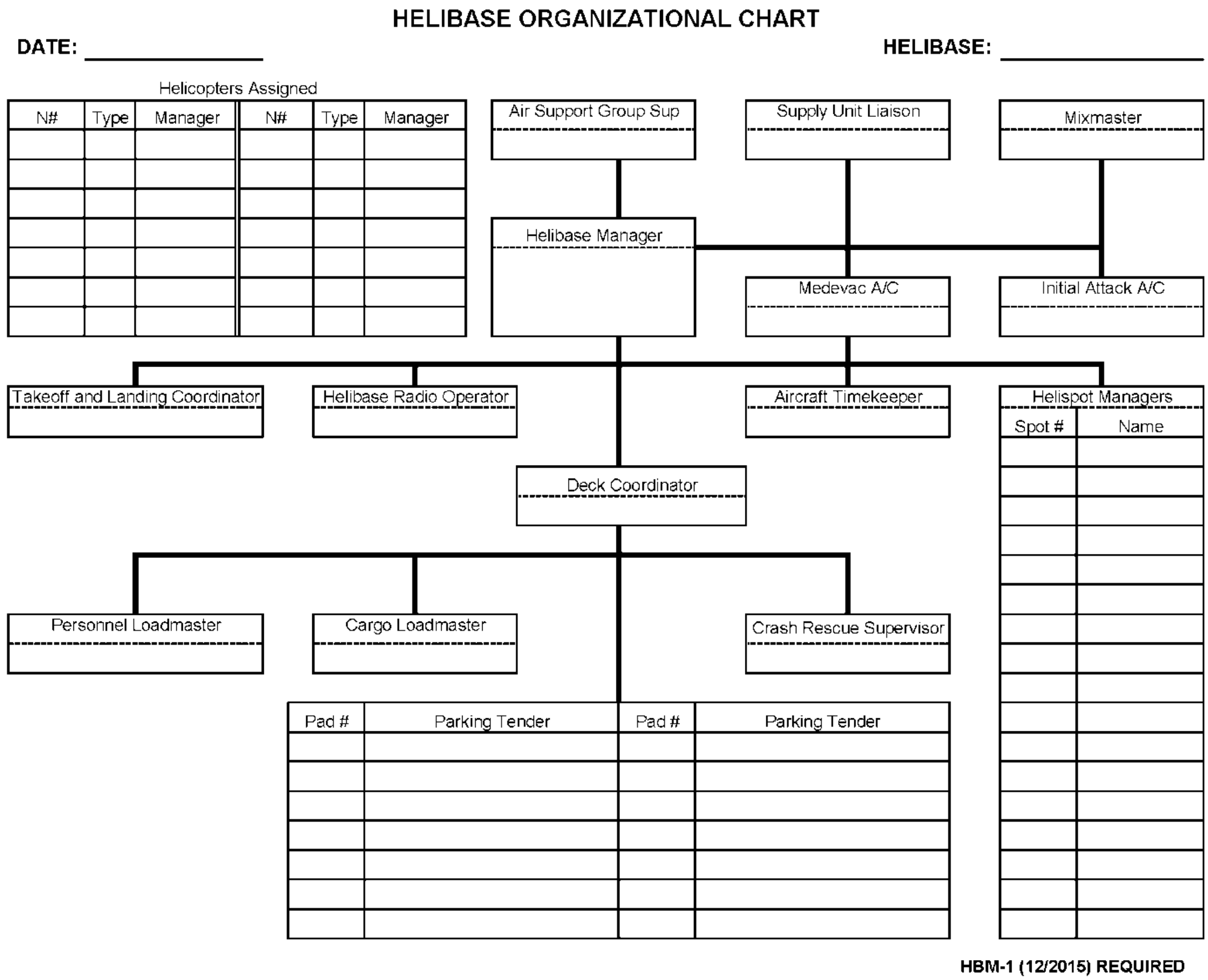
E. Posting.

The form is posted on the helibase display board. Information may also be transferred to an organization board carried by many helicopter crews.

F. Related Forms.

Forms HCM-7, Helicopter Crew Information Sheet, should be consulted prior to making assignments in order to ensure qualified personnel are filling positions. Frequencies are obtained from the day's ICS-220, Air Operations Summary and the ICS-205, Incident Radio Communications Plan.

Exhibit B-3 – Helibase Organization Chart (HBM-1)



VI. Helibase Complexity Analysis (HBM-1A).

A. Purpose.

The Helibase Management Incident Complexity Analysis is intended to assist a HEB2/ AOBD/Unit Aviation Manager in assessing the complexities of operations at their Helibase(s) to help determine if a HEB1 should be ordered. This is a risk analysis tool that would help to quantify the complexity of an incident helibase operation and support a decision to request an HEB1, if the number of assigned helicopters is five or less. Six or more helicopters assigned to the helibase would automatically require a Helibase Manager Type 1.

B. Applicability.

This analysis is applicable to all helibases.

C. Responsibility and Instructions for Completion.

This complexity analysis would be completed by the helibase/aviation manager.

D. Routing and Filing.

This complexity analysis would be routed through the helibase/aviation manager's supervisor. The form becomes part of the helibase file.

E. Posting.

This form is not required to be posted.

F. Related Forms.

This analysis is related to HBM-1 since it is will be used to determine the level of management at a Helibase.

Exhibit B-4 – Helibase Complexity Analysis (HBM-1A)

Helibase Management Incident Complexity Analysis (Type 1, 2)

6 or more helicopters utilizing helibase – Automatic Type 1 Manager required

Incident Name:________________________________Date:_______________

Number of Helicopters & Type (Machine)	Yes	No
4 or more helicopters working out of helibase		
Standard category helicopters comprise more than half of helibase aircraft.		
Multiple separate helibases are assigned to incident		
Incident Management (Man)		
Higher level Aviation management positions are absent (AOBD, ASGS)		
Local unit Aviation Manager is not always available for assistance		
Limited Exclusive Use Helitack personnel assigned to the helibase		
Trainees being used in HEB positions due to shortage of qualified personnel		
Mission profiles (Method)		
Helicopters are the primary method of logistical line support		
Crew shuttles and/or external load cargo operations are the primary missions		
Specialized missions ongoing (Law Enforcement, S&R, Fire-Line-Explosive, Rotor Wing retardant, Aerial Ignition, etc……..)		
Multiple incidents are being supported out of the helibase		
Operational environment (Medium)		
Complex airspace issues (multiple MTRs, MOAs, SUAs, non-typical TFR, etc…..)		
Helibase located at an airport with a moderate amount of GA activity		
Helibase communications questionable, (Flight following, command, etc……..)		
Additional incidents within close proximity		
Frequent smoke inversions or weather complications (morning or afternoon)		
High & Hot environment		
Incident within Wildland Urban Interface (WUI)		
Multiple Jurisdictions land involved in incident (Fed + State lands)		

If you have checked "Yes" on 9 or more of the analysis boxes, consider requesting the next level of helibase management and/or limit aviation flights until mitigations can be made.

Completed By:________________________________ Position:_____________Date:_____________

Management Recipient:__________________________Position:_____________Date:_____________

VII. Aviation Locations Summary (HBM-2).

A. Purpose.

The purpose is to provide information concerning helispots and other landing areas (for example, dip sites) for load planning purposes, hazard identification and safety, and Pilot briefings.

B. Applicability.

The form is required and must be initiated by the second operational period on incident helibases or helispots to which two or more helicopters are assigned. On project helibases with two or more helicopters assigned, the form must be completed prior to the start of the first day's operations.

C. Responsibility and Instructions for Completion.

Refer to Exhibit B-2. Also refer to Chapters 8 and 15 for further information. The initial reconnaissance of the incident for purposes of helispot site selection provides a timely opportunity to initiate the form. The Helibase Manager is responsible for completion. Often the Helispot Managers and Helibase Manager will jointly complete the Summary. Pilots should always be consulted and briefed concerning the information on the Summary. It should be updated as necessary (additional helispots, helispot improvement to accommodate larger helicopters, etc.).

D. Routing and Filing.

The Summary becomes part of the helibase file.

E. Posting.

The Summary is posted on the helibase display board as soon as it is completed.

F. Related Forms.

The Summary is supplemented by a topographic map showing the locations of all helispots, dip sites, hazards, etc.

Exhibit B-5 – Aviation Locations Summary (HBM-2)

AVIATION LOCATIONS SUMMARY

Helibase: ____________________________

Name of Location	Type of Location	Latitude	Longitude	Elevation	HIGE/HOGE	Other Info

HBM-2 (12/2015) REQUIRED

VIII. Helibase Aircraft Information Summary (HBM-3).

A. Purpose.

The purpose is to provide the Helibase Manager and air operations staff with an informational summary on all aircraft assigned to the helibase(s).

B. Applicability.

The form is required for fires with a Type 1 or 2 Incident Management Team assigned, and if requested by project personnel.

C. Responsibility and Instructions For Completion.

Refer to Exhibit B-3. The Helibase Manager is responsible for completion, and usually delegates this responsibility to the Aircraft Timekeeper.Information is obtained from Forms HCM-6, Helicopter Information Sheets, and Forms HCM-7, Helicopter Crew Information Sheets, submitted by Helicopter Managers upon arrival at the incident or project. The form should be updated as additional aircraft arrive.

D. Routing and Filing.

A current copy of the form is routed to the Air Support Group Supervisor and to the Air Operations Branch Director. The form becomes part of the helibase file.

E. Posting.

The Summary is posted on the helibase display board.

F. Related Forms.

Form HCM-6, Helicopter Information Sheet, and Form HCM-7,Helicopter Crew Information Sheet, provide the necessary information.

Exhibit B-6 – Helibase Aircraft Information Summary (HBM-3)

HELIBASE AIRCRAFT INFORMATION SUMMARY

Helibase: ___________________

N#	Contract CWN or	Pilot Name	FT/Hour	Avail/Day	Pax Seats	Check if Available				
Make/Model	Fleet	Manager + # in Module	GT/Day	AV/Hour	Bucket or Tank Capacity	PSD	Longline	Rappel	Litter Kit	Short-Haul
						Other capabilities and comments				
						Other capabilities and comments				
						Other capabilities and comments				
						Other capabilities and comments				
						Other capabilities and comments				
						Other capabilities and comments				
						Other capabilities and comments				
						Other capabilities and comments				

HBM-3 (12/2015) REQUIRED

IX. Allowable Payload Chart (HBM-4).

A. Purpose.

The purpose is to provide helibase management personnel with the means to plan mission loads safely and efficiently. The completed forms can quickly provide the Helibase Manager with information on which aircraft are suitable for different loads to different helispots

B. Applicability.

Information on this form is optional. It may be required for by the Helibase Manager to facilitate planning.

C. Responsibility and Instructions for Completion.

Refer to Exhibit B-4. The Helibase Manager is responsible for ensuring forms are initially completed and updated as new aircraft arrive on the incident or as new helibases/helispots are established. Actual completion is usually performed by the Deck Coordinator or Loadmasters. Enter the allowable IGE/OGE loads for the range of temperatures which may be encountered at the helispot during the day. These figures may be obtained from Form HCM-11, Single Helicopter Load Capability Planning Summary – Multiple Helispots and Fuel Loads. The form should be updated as additional aircraft arrive. A new form should be completed as additional helispots are established.

D. Routing and Filing.

No routing is necessary. The form becomes part of the helibase file.

E. Posting.

The form is posted on the helibase display board.

F. Related Forms.

Form HCM-8, Helicopter Load Calculation; Form HCM-10, Single Helicopter Load Capability Planning Summary - Multiple Helispots and Fuel Loads; Form HBM-4, Allowable Payload Chart.

Exhibit B-7 – Allowable Payload Chart (HBM-4).

ALLOWABLE PAYLOAD CHART

Helispot or Other Location: ____________ **Coordinates:** ____________________ **Elev:** ________

Allowable Payload (HIGE and HOGE) at Various Temperature Ranges											
N # / Make/ Model		5° C or 41° F	10° C or 50° F	15° or 59°	20° or 68°	25° or 77°	30° or 86°	35° or 95°	40° or 104°	45° or 113°	50° or 122°
	IGE										
	OGE										
	IGE										
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HBM-4 (12/2015) OPTIONAL

X. Helibase Flight Following Log (HBM-5).

A. Purpose.

The purpose is to enable the Aircraft Base Radio Operator (ABRO) to perform helicopter flight following quickly and efficiently, with knowledge of where any given helicopter is at any time.

B. Applicability.

The form is optional and should be implemented by the second operational period on incident helibases or helispots to which two or more helicopters are assigned. (It is recommended that the form be implemented on any incident helibase where flight following is being performed on-site, that is, not through the unit dispatch office.) On project helibases with two or more helicopters assigned, the form must be implemented prior to the start of the first day's operations

C. Responsibility and Instructions for Completion.

Refer to Exhibit B-5. The Helibase Manager is responsible for flight following at a helibase. The Helibase Manager usually delegates this responsibility to the Aircraft Base Radio Operator, who becomes responsible for implementing and making entries on the form. The Radio Operator should inform the Helibase Manager immediately if a helicopter fails to meet a required check- in. Completion of individual blocks on the form is self-explanatory.

D. Routing and Filing.

No routing is necessary. The form becomes part of the helibase file.

E. Posting.

None. The Aircraft Base Radio Operator (ABRO) usually keeps the form at the helibase communications area.

F. Related Forms.

The form should be used in conjunction with HBM-5 (Flight Following Log) and HBM-6 (Helibase Mission Request Log).

Exhibit B-8 –Flight Following Log (HBM-5).

FLIGHT FOLLOWING LOG

Date:		Helibase:	
Aircraft N#	Time / Hobbs	Comments / Destination / Location / etc.	

HBM-5 (12/2015) *OPTIONAL

XI. Flight Hour Tracking (Multiple Helicopters) (HBM-5A).

A. Purpose.

The purpose is to enable the Helibase Manager to track cumulative flight hours over the course of a day on multiple-aircraft projects or incidents. It ensures that there will be sufficient flight time for tasks assigned for the end of the operational period, and that flight time is spread fairly evenly among the helicopters available. The primary intent is not to track Pilot flight time/duty day, even though this information can be entered at the top of the form.

B. Applicability.

The form is optional. It may be required by the Helibase Manager or air operations staff to facilitate planning. It is recommended that it be used on helibases with a large number of helicopters where tracking of flight time is more difficult.

C. Responsibility and Instructions for Completion.

Refer to Exhibit B-6. The Helibase Manager is responsible for ensuring completion. Actual completion is usually performed by the Aircraft Timekeeper. Entries are self-explanatory. The Helibase Manager and Helicopter Managers should make entries with whatever frequency (hourly, every four hours, etc.) that is deemed necessary.

D. Routing and Filing.

None.

E. Posting.

None, although it may be posted on the display board. (The Aircraft Timekeeper usually keeps the form in the helibase communications area).

F. Related Forms.

Form HCM-12, Pilot Flight Time/Duty Day Cumulative Log

Exhibit B-9 Flight Hour Tracking (HBM-5A).

FLIGHT HOUR TRACKING (MULTIPLE HELICOPTERS)

Date:	Helibase:

A/C N#:			
		Start Hobbs:	
		Plus:	8.0
		Maximum End Hobbs:	
Hobbs Reading	Hours Left	Hobbs Reading	Hours Left

A/C N#:			
		Start Hobbs:	
		Plus:	8.0
		Maximum End Hobbs:	
Hobbs Reading	Hours Left	Hobbs Reading	Hours Left

A/C N#:			
		Start Hobbs:	
		Plus:	8.0
		Maximum End Hobbs:	
Hobbs Reading	Hours Left	Hobbs Reading	Hours Left

A/C N#:			
		Start Hobbs:	
		Plus:	8.0
		Maximum End Hobbs:	
Hobbs Reading	Hours Left	Hobbs Reading	Hours Left

A/C N#:			
		Start Hobbs:	
		Plus:	8.0
		Maximum End Hobbs:	
Hobbs Reading	Hours Left	Hobbs Reading	Hours Left

A/C N#:			
		Start Hobbs:	
		Plus:	8.0
		Maximum End Hobbs:	
Hobbs Reading	Hours Left	Hobbs Reading	Hours Left

HBM-5A (12/2015) OPTIONAL

XII. Helibase Mission Request Log (HBM-6).

A. Purpose.

The purpose is to establish an orderly and documented mission request process for use by the Helibase Manager in tracking, prioritizing, and assigning helicopter missions.

B. Applicability.

The form is required and must be implemented by the second operational period on incident helibases or helispots to which two or more helicopters are assigned. On project helibases with two or more helicopters assigned, the form must be implemented prior to the start of the first day's operations.

C. Responsibility and Instructions for Completion.

Refer to Exhibit B-7. The Helibase Manager is responsible for entering mission requests as received from personnel authorized to request them (for example, Operations Chief or Project Aviation Manager, Air Operations Branch Director, Air Tactical Group Supervisor, Incident Dispatch, etc.)

This responsibility is usually delegated to the Aircraft Base Radio Operator or Aircraft Timekeeper.

Personnel receiving mission requests should ensure that personnel are authorized to request them, and that the proper chain-of-command is followed.

Initial entries should be made at the morning's briefing from the ICS-220 Air Operations Summary or project plan. If the number or scope of missions conflict with available aircraft, obtain priorities from ASGS or AOBD and enter priority in far left- hand column.

Completion of individual blocks on the form is self-explanatory.

D. Routing and Filing.

No routing is necessary. The form becomes part of the helibase file.

E. Posting.

None.

F. Related Forms.

Form ICS-220, Air Operations Summary.

Exhibit B.10 – Helibase Mission Request Log, HBM-6.

HELIBASE MISSION REQUEST LOG

Helibase: ____________________ **Incident:** ____________________ **Date:** ____________
Page: _____ **of** _______

Priority	Time Received	Requested By	Received By	Mission	Time Needed	Deliver To	Helicopter Assigned	Completed @

HBM-6 (12/2015) REQUIRED

XIII. Helibase Daily Use and Cost Summary (HBM-7).

A. Purpose.

The purpose is to enable the Helibase Manager to meet cost/use reporting requirements of the air operations staff on an incident and of the Project Aviation Manager on a project.

B. Applicability.

The form is required on incidents to which a Type I or II Incident Management Team (IMT) is assigned. However, the air operations staff on a Type I or II Team will usually require that the Helibase Manager(s) submit summaries from the day of initial attack. Helicopter and Helibase Managers should therefore be prepared to furnish this information once an IMT is assigned.

It may also be required on projects where the Project Aviation Manager requires cost summaries.

C. Responsibility and Instructions for Completion.

Refer to Exhibit B-8. The Helibase Manager is responsible for completing this form. This responsibility is usually delegated to the Aircraft Timekeeper.

Entries are made from information provided by Helicopter Managers on Form HCM-15, Helicopter Daily Use and Cost Summary. The Helibase Manager should ensure:

- If daily flight guarantees are not met on ARA helicopters, that these costs are included on the summary.
- If daily/hourly availability or guarantee costs on exclusive-use contract helicopters are already paid from pre-suppression funding, that these costs are not included on the summary.

D. Routing and Filing.

The form is routed to the air operations staff on incidents or to the Project Aviation Manager on projects prior to the end of the day. It becomes part of the helibase file.

E. Posting.

None.

F. Related Forms.

Forms HCM-15, Helicopter Daily Use and Cost Summary, submitted by each Helicopter Manager provide information on individual helicopter costs.

Exhibit B.11 -- Helibase Daily Use and Cost Summary (HBM-7).

HELIBASE DAILY USE and COST SUMMARY

Date:	Helibase Name:	Incident/Project Name:	Helibase Manager:

A #	N #	Make/Model	Type	Contract Type	Total PAX Transported	Total Cargo (lbs)	Total gallons: Water	Total gallons: Retardant	Total gallons: Foam	Flight Hours	Individual Aircraft Cost
					Total Aircraft Use and Cost						

Additional Support Expenses (Itemize Below)	Cost
Total	

Grand Total Cost of Helibase This Operational Period: ______

HBM-7 (12/2015) REQUIRED

XIV. Helibase Communications Plan (HBM-8).

A. Purpose.

The purpose is to provide radio frequency information to pilots and helicopter crews.

B. Applicability.

The form is optional in both incidents and projects, but may be required by air operations staff or Unit Aviation Managers.

C. Responsibility and Instructions for Completion.

Refer to Exhibit B-9. The Helibase Manager is responsible for completing the form. It is essential that the Air Operations Branch Director (AOBD) or Air Support Group Supervisor (ASGS) communicate and coordinate with the Communications Unit Leader (COML) concerning frequency needs and assignments. The frequencies on the ICS-205 must match those identified on the ICS-220 Air Operations Summary and on Form HBM-1, Helibase Organization Chart.

D. Routing and Filing.

The AOBD should ensure that sufficient copies of the ICS-205 are made available for use by the Helibase Manager, Takeoff and Landing Coordinator, Aircraft Base Radio Operator and Pilots.

HINT: To lessen the amount of paperwork the Pilot must deal with in the cockpit, it is helpful if the AOBD requests that applicable aviation radio frequencies be incorporated into a corner of the Incident or Project Map that is distributed each day. This can be accomplished by writing out the frequencies and functions (for example, Air-to-Air 122.925) on a small piece of paper, taping it to the map, and making copies for the Pilot

E. .Posting.

A copy should be posted on the helibase display board.

F. Related Forms.

As stated, frequencies and their functions must match those on the ICS-220 Air Operations Summary and on Form HBM-1 Helibase Organization Chart.

Exhibit B.12 -- Helibase Communications Plan (HBM-8).

HELIBASE COMMUNICATIONS PLAN

Incident: ________________ **Helibase:** __________________ **Date:** ______________

Frequency Name	Receive	Transmit	Tone Rx/Tx	Other Information
Local Unit Dispatch				
Air to Air Fixed Wing				
Air to Air Rotor Wing				
Air to Ground				
Command				
Tactical to Divisions				
Deck				
TOLC				
Helibase Flight Following				

HBM-8 (12/2015) OPTIONAL

XV. Helicopter Demobilization Information Sheet (HBM-9).

A. Purpose.

The purpose is to enable the Helibase Manager to provide demobilization information on air and associated ground resources to the Planning Section so it may be relayed timely and accurately.

B. Applicability.

The form is optional. It may be required by the Helibase Manager or air operations staff to facilitate timely transmittal of helicopter demobilization information..

C. Responsibility and Instructions for Completion.

Refer to Exhibit B-10. The Helibase Manager and Helicopter Manager, along with the Pilot, are mutually responsible for completing the form when a decision to demobilize the resource has been made.

Completion is self-explanatory. Update if travel routes and times change, or decision to hold the resource is made.

D. Routing and Filing.

Route the form to the Air Support Group Supervisor or Air Operations Branch Director, who is responsible for ensuring the information is relayed to the Planning Section and applicable dispatch center.

E. Posting.

None.

F. Related Forms.

None.

Exhibit B.13 -- Helicopter Demobilization Information Sheet (HBM-9).

HELICOPTER DEMOBILIZATION INFORMATION SHEET

Helibase: ____________ **Date:** ____________ **Time:** ____________

I. Aircraft Information

Aircraft FAA N# ____________ Incident Order/Project Number: ____________

Helicopter Manager: ____________

Release Date: ____________ Release Time: ____________ Location: ____________

ETA to Home Base or Other Location Date: ____________ Time: ____________

II. Chase truck Information

Chase Truck ID or Designator: ____________ License #: ____________

Make and Model: ____________ Chief of Party: ____________

Passengers:

Release Date: ____________ Release Time: ____________ Location: ____________

Travel Route: (Indicate in route stops and RON's)

ETA to Home Base or Other Location Date: ____________ Time: ____________

III. Service Truck Information

Driver Name: ____________

License #: ____________ Make and Model: ____________

Travel route:(Indicate enroute stops and RON's. If same as Chase Truck, enter Same)

ETA to Home Base or Other Location Date: ____________ Time: ____________

Submitted By: ____________ **Position** ____________

HBM-9 (12/2015) OPTIONAL

XVI. Helicopter Flight Schedule (HBM-9A).

A. Purpose.

The purpose is to enable the Helibase Manager to provide demobilization information on air and associated ground resources to the Planning Section so it may be relayed timely and accurately.

B. Applicability.

The form is optional. It may be required by the Helibase Manager or air operations staff to facilitate timely transmittal of helicopter demobilization information.

C. Responsibility and Instructions for Completion.

Refer to Exhibit B-11. The Helibase Manager and Helicopter Manager, along with the Pilot, are mutually responsible for completing the form when a decision to demobilize the resource has been made.

Completion is self-explanatory. Update if travel routes and times change, or decision to hold the resource is made.

D. Routing and Filing.

Route the form to the Air Support Group Supervisor or Air Operations Branch Director, who is responsible for ensuring the information is relayed to the Planning Section and applicable dispatch center.

E. Posting.

None.

F. Related Forms.

HBM-9A Helicopter Fight Schedule.

Exhibit B.14 -- Helicopter Flight Schedule (HBM-9A).

HELICOPTER FLIGHT SCHEDULE

Initial Request Information		Charge Code	Aircraft Information
Date	Time		A/C N#
			Flight Schedule Number
To	From		Make/Model
Mission Details			Color
			Vendor
			Telephone Number
			Pilots

Passenger and Cargo Information

Name/Cargo	Weight	Order #	DPT	DST	Name/Cargo	Weight	Order #	DPT	DST

Flight Itinerary

Departure							Arrival			Drop Off			Relayed
Date	PAX	Weight	Airport	ETD	ATD	ETE	Airport	ETA	ATA	PAX	Cargo	Key points	To/From

Flight Following		Radio Frequencies				
		UNIT	Transmit		Receive	
	FAA Flight Plan Filed		Frequency	Tone	Frequency	Tone
	Agency Flight Following					
NICC Flight Following	1-800-994-6312					
Home Unit Phone						

Notes and Comments:

HBM-9A (12/2015) OPTIONAL

XVII. Facilities, Hazard, and Flight Route Map (HBM-10).

A. Purpose.

The purpose is to enable the Helibase Manager to brief Pilots and other personnel on the location of helibase facilities, touchdown pads, and flight routes inbound to and outbound from the helibase.

B. Applicability.

The form is optional and should be completed by the second operational period on incident helibases or helispots to which two or more helicopters are assigned. On project helibases with two or more helicopters assigned, the form should be completed prior to the start of the first day's operations.

C. Responsibility and Instructions for Completion.

Refer to Exhibit B-12. Also refer to Chapters 8 and 15 for further information. The Helibase Manager is responsible for completion. The Helibase Manager may delegate this responsibility to the Takeoff and Landing Coordinator (TOLC) or the Deck Coordinator, who in turn may delegate to the best artist available. Pilots should be consulted regarding flight route, location of facilities, landing pads, etc.

The map should include, but is not limited to, the following:

- Inbound/Outbound Flight routes.
- Location of all landing pads, i.e., personnel, cargo, and fueling.
- Location of hazards on and around the helibase.
- Vehicle parking (fuel, helibase personnel, crews, cargo).
- Location of helibase operations and communications area.

The map should be updated as necessary (realignment of helibase, addition of landing pads, whenever locations change, facilities are added, etc.). A date/time should be indicated on the map.

D. Routing and Filing.

Pilots should be briefed utilizing the latest map. No additional routing is necessary. The map becomes part of the helibase file.

E. Posting.

The map is posted on the helibase display board.

F. Related Forms.

The Incident Map showing helispot locations and incident area hazards is a separate map.

Exhibit B.15– Facilities, Hazard, and Flight Route Map (HBM-10)

FACILITIES, HAZARD, AND FLIGHT ROUTE MAP

Helibase: ______________________________ **Date:** ______________

HBM-10 (12/2015) REQUIRED

XVIII. Helibase Cumulative Cost Summary (HBM-11).

A. Purpose.

The purpose is to ensure accurate cost tracking over the course of an incident or project.

B. Applicability.

The form is optional for fire and project use. Air operations staff will request completion when required.

C. Responsibility and Instructions for Completion.

The Helibase Manager is responsible for completing this form, but may be delegated to other helibase staff. Entries are made from the individual HBM-7 forms

D. .Routing and Filing.

The form should become part of the Helibase documentation fileon large fires, and give to the project manager for projects.

E. Posting.

None.

F. Related Forms.

Forms HBM-7 Helibase Daily Use and Cost Summary.

Exhibit B.16 -- Helibase Cumulative Cost Summary (HBM-11).

HELIBASE CUMULATIVE COST SUMMARY

Helibase: ______________________________

DATE	PAX	Cargo	Water	Retardant	Foam	FT	Support	Total Cost
Totals								

HBM-11 (12/2015) *OPTIONAL

XIX. Helitack Crew Performance Rating (HBM-12) and Helibase Personnel Performance Rating (HBM-13).

A. Purpose.

Utilized to rate crews and single resources in performance of duties on the helibase.

B. Applicability.

The forms are required on all incidents where an incident management team is assigned and optional on projects.

C. Responsibility and Instructions for Completion.

The forms will be completed by the appropriate helibase supervisor.

D. Routing and Filing.

A copy should be mailed to the employees or crews home unit supervisor, and one copy kept for the fire package.

E. Posting.

None.

F. Related Forms.

None.

Exhibit B.17 – Helitack Crew Performance Rating (HBM-12)

HELITACK CREW PERFORMANCE RATING

Instructions: This rating is to be used only for determining an employees firefighting qualifications. Crew will be rated by the immediate supervisor, not the Crew Representative. If deficiencies are indicated for items 9 and 10 , explain in item 13.

1. Crew Name	2. Fire Name and Number	3. Managers Name

4. Crew Home Unit and Address	5. Agency Responsible for Fire

6. Incident Management Type	7. Helibase Type (1 or 2)	8. Dates on Incident
		to

9. Crew Evaluation

Rating Factors	Excellent	Satisfactory	Needs to Improve	Deficient
Physical Condition				
Attitude				
Team Work				
Off Line Conduct				
Use of Safe Practices				
Crew Organization and Equipment				
Helibase Operations				
10. Supervisory Performances				
Crew Supervisor				
Assistant Crew Supervisor				
Squad Leader(s)				
Senior Firefighter(s)				

11. Names of Outstanding Workers

12. Names of Crewmembers Needing Improvement	13. Areas Needing Improvement

14. Remarks

15. Crew Supervisor (signature): This rating has been discussed with me.	16. Date

17. Rated By (signature)	18. Incident Position	19. Home Unit Address	19. Date

HBM-12 (12/2015) OPTIONAL

Exhibit B.18 – Helibase Personnel Performance Rating (HBM-13)

HELIBASE PERSONNEL PERFORMANCE RATING

Instructions: This rating is to be used only for determining an employees firefighting qualifications. The immediate supervisor will rate each employee. If deficiencies are indicated, explain in item 10.

1. Name	**2. Fire Name and Number**
3. Home Unit Address	**4. Agency Responsible for the Fire**

5. Incident Position	**6. Dates on Incident** to	**7. Helibase Type**	**8. Incident Management Type**

9. Evaluation

Enter X under appropriate rating number and proper heading for each category listed.

0 - Deficient - Does not meet the minimum requirements of the individual statement. Deficiencies must be identified in remarks.

1 - Needs to Improve - Meets some or most of the requirements of the individual element. Identify improvement needed in remarks.

2 - Satisfactory - Employee meets all requirements of the individual element

3 - Superior - Employee consistently exceeds the performance requirements.

*** - Not Applicable**

Rating Factors	Helibase Gen				HECM				HMGB				ABRO / TOLC				DECK				HEB1 / HEB2			
	Qual / Trainee				Qual / Trainee				Qual / Trainee				Qual / Trainee				Qual / Trainee				Qual / Trainee			
	0	1	2	3	0	1	2	3	0	1	2	3	0	1	2	3	0	1	2	3	0	1	2	3
Knowledge of the job																								
Ability to obtain performance																								
Attitude																								
Decisions under stress																								
Initiative																								
Consideration for personal welfare																								
Obtain equipment and supplies																								
Physical ability for the job																								
Safety																								
Crash rescue																								
Other																								

10. Remarks

11. Crew Supervisor (signature): This rating has been discussed with me.	**12. Date**

13. Rated By (signature)	**14. Incident Position**	**15. Home Unit Address**	**16. Date**

HBM-13 (12/2015) OPTIONAL

XX. Two for One HMGB and/or Standard to Limited Request (HBM-14).

A. Purpose.

Document authorization from the appropriate State or Regional Aviation Manager to allow one manager to manage two (2) restricted category or limited use designated Helicopter Manager, or to allow a standard category helicopter to be designated for limited use. Refer to Chapter 2 for more information..

B. Applicability.

The form is optional, but authorization by the appropriate Aviation Manager must be documented.

C. Responsibility and Instructions for Completion.

The information must be provided by the AOBD, ASGS, Helibase Manager, Helicopter Manager, or Unit Aviation Manager.

D. Posting.

The Authorization should be held by the requesting official until the request is no longer needed or is no longer valid.

E. Routing and Filing.

No routing is necessary. Completed logs become part of the contract file.

F. Related Forms.

None.

Exhibit B-19 -- Two for One HMGB and/or Standard to Limited Request (HBM-14).

TWO FOR ONE CWN MGT. AND/OR STANDARD TO LIMITED HELICOPTER REQUEST

Date of Request: ____________________

Agency/Unit: ____________________ Incident Name: ____________________

Requesting Official: ____________________ Title: ____________________

One Manager to be Assigned to 2 Restricted Category / Limited Use Helicopters

HMGB Name(1): ____________________ Last day of HMGB assignment: __________ O-# _____

1. Helicopter Make and Model: __________ N-# __________ A-# __________

2. Helicopter Make and Model: __________ N-# __________ A-# __________

Manager is fully qualified and agrees to manage both helicopters:	Yes _____	No _____
A second HMGB is on order with active efforts to fill (2):	Yes _____	No _____
The helicopters are located side by side at the same helibase:	Yes _____	No _____
A fully qualified Helibase Manager is assigned:	Yes _____	No _____

Standard Category Helicopter to be Designated as Limited Use (3)

Helicopter will be used for Buckets, External Cargo, ATGS, HLCO, PSD, IR, or Aerial Mapping only:	Yes _____	No _____

Justification:

____

Helicopter Make and Model: __________ N-# __________ A-# __________

Approved By: ____________________ Title: ____________________ Date: __________

Disapproved By: ____________________ Title: ____________________ Date: __________

Rescinded By: ____________________ Title: ____________________ Date: __________

(1) If either the Manager or Aircraft changes from the original request, a new approval will need to be obtained.

(2) Requestor will notify approving official when 2nd HMGB is filled.

(3) Requestor will notify approving official when helicopter is removed from limited use designation.

HBM-14 (12/2015) OPTIONAL

XXI. Emergency Rescue Information, HBM-15

A. Purpose.

The purpose is to identify primary and secondary medevac helicopters in the event of injuries to personnel or in the event of an aircraft mishap and the locations of medical facilities.

B. Applicability.

The form is required and must be completed by the second operational period on incident helibases or helispots to which two or more helicopters are assigned. On project helibases with two or more helicopters assigned, the form must be implemented prior to the start of the first day's operations.

C. Responsibility and Instructions for Completion

The Helibase Manager is responsible for ensuring the form is completed and for reviewing the Plan on a daily basis during pre-operations briefings.

Most information is available from the local unit dispatch office. Completion of the form is self-explanatory. Update the form as aircraft assignments change. Refer to Chapters 12 and 17 for additional information.

D. Routing and Filing

The form becomes part of the Incident Crash Rescue Plan.

E. Posting

The form is posted on the helibase display board.

F. Related Forms

Form HJA-4, Crash Rescue/Medevac/Evacuation Plan, and HJA-4B, Emergency Medevac/ Medical Transport Request.

The purpose is to provide additional information which is not on a Resource Order or other dispatch request but which is necessary to respond safely and efficiently to a request for Helicopter Emergency Medical Services (EMS) services.

Exhibit B-20. Emergency Rescue Information, HBM-15

EMERGENCY RESCUE INFORMATION

Dedicated Medivac And Medical Transport Aircraft

Aircraft N#	Make / Model	Helicopter Manager	Litter / Rappel / Extraction / Short-Haul Capability	Assigned EMT	Remarks or Other Information

Medical Facility Information

Facility Name	Facility Capabilities (ICU, Burn Unit ,Cardiac Unit Etc)	Geographic Location	Latitude	Longitude	VOR	NM	DEG	Est. FT	Contact Freq.	Remarks

Air Ambulance / Life Flight Information

Helicopter Life Flight Facility Located At	Aircraft Type	Phone Number	Contact frequency	Remarks

HBM-15 (12/2015) *OPTIONAL

Appendix C
Emergency Response.

I. Introduction.

Time is an extremely critical factor in responding to overdue, missing, or crashed aircraft. Personnel responsible for aircraft flight following cannot justify any delay in initiating emergency response procedures based on the possibility that a Pilot or Helicopter Manager has forgotten to perform a check-in. Immediate positive action is necessary: the longer the delay in locating the overdue or missing aircraft, the less chance the occupants have to survive an accident.

"SOMEONE'S LIFE MAY DEPEND ON YOUR ACTIONS."

If fire response vehicles are obtained to provide crash rescue protection on a helibase, standards for equipment, personnel and training are included in the memorandum NWCG #37-2010 Interagency Aircraft Rescue and Firefighting (ARFF) Apparatus, Personal Protective Equipment, and Training Specifications.

II. Emergency Response Preparedness Plan.

A. Local Unit Responsibility.

Each local dispatch or other flight following office should have an Aircraft Accident Preparedness Plan or Aircraft Crash, Search and Rescue Guide. Information in this plan or guide on emergency response procedures should be pre-completed in the event of a mishap. This plan will be reviewed and updated annually or as needed.

1. Purpose.

The purpose of the plan is to establish standard emergency response procedures that local line officers will follow in all cases when an aircraft meets applicable criteria of "Overdue," "Missing," or "Crashed".

2. Applicability.

The plan will be used in situations where an aircraft meets overdue, missing, or crashed criteria.

3. Contents.

Emergency response plans and guides may be formatted in a variety of ways, provided the user (that is, the individual making the initial response to the emergency) can easily reference the appropriate situation and then follow a generic checklist of actions to be taken for that situation.

B. Helibase Manager Responsibility.

Upon arrival at an incident or prior to commencement of a project, the Helibase Manager should acquire information from the local unit's emergency response plan and complete the following forms:

- *HJA-4, Crash Rescue/Medevac/Evacuation Plan.*
- *HBM-15, Emergency Rescue Information.*

Helibase personnel must be prepared to respond to requests for medevac operations. Review of HJA-1, Medical Incident Report (9-Line Form from Incident Response Pocket Guide, PMS 461) should be completed during the helibase emergency response preparedness so a timely, safe and effective response can be achieved.

III. Emergency Response Procedures.

A "Mayday Call" indicates that the Pilot of an aircraft is experiencing an in-flight emergency. The Dispatcher or Aircraft Base Radio Operator must listen closely since the Pilot may be relaying location information essential to dispatch of rescue services.

A Dispatcher or Aircraft Base Radio Operator must always be on duty at the radio during mission-type flights. Helicopter personnel should also closely and continuously track the aircraft's location so that accurate location information can be relayed in an emergency.

After receiving a mayday call, the radio operator should attempt to contact the aircraft to determine the nature of the emergency. If the aircraft has landed safely and there is no need to order emergency services, then the responsible unit Aviation Manager or Helibase Manager should be contacted and appropriate action taken.

> ***During emergency situations involving an overdue, missing, or crashed aircraft, close coordination between the local unit dispatch office and the helibase is critical to the success of the search and rescue operation.***

IV. Medical Incident Report, part of ICS-206WF.

A. Purpose.

This form is part of the ICS-206WF. Use items one through nine to communicate situation to communications/dispatch.

B. Applicability.

The form is optional but should be used for all requests for helicopter emergency medical services (EMS), including “life flight” helicopters and incident helicopters assigned to medevac missions. Completion is not required for medevac transport from established helispots or the helibase.

C. Responsibility and Instructions for Completion.

The Helibase Manager is responsible for ensuring the form is completed when requests for such services are received. This responsibility is usually delegated to the Aircraft Base Radio Operator.

Ensure that as much information is completed as is possible or available. Particular attention should be paid to radio frequencies, particular with “life flight” helicopters, and to the availability of fuel either enroute to the scene or to the medical facility. Completion of specific blocks on the form is self-explanatory.

D. Routing and Filing.

The form becomes part of the Incident Crash Rescue Plan.

E. Posting.

None.

F. Related Forms.

ICS-206, Medical Plan; HJA-4, Crash Rescue/Medevac/Evacuation Plan; HBM-15, Emergency Rescue Information.

Exhibit C.3 –Interagency Rescue and Firefighting (ARFF) Apparatus NWCG Memo037 -2010

Interagency Aircraft Rescue and Firefighting (ARFF) Apparatus, Personal Protective Equipment, and Training Specifications

C-1 SCOPE OF CONTRACT

(a) The intent of this solicitation and any resultant agreement/contract is to obtain services for ARFF apparatus including 3 person crew to support aircraft and other incident operations. ARFF priorities are to provide for life safety, incident stabilization, and property conservation as listed below.

(1) Life Safety: – Capable of safe rescue while providing for safety of all involved personnel.
(2) Incident Stabilization; - Preventing the incident from getting worse – Hazard Mitigation
(3) Property Conservation: Minimize property damage.

(b) Upon arrival at the incident the ARFF will be assigned to an aircraft base operation and receive direction from the designated Government Representative.

C-2 STANDARDS AND REGULATIONS

Applicable National Fire Protection Association (NFPA) standards, Federal Aviation Administration (FAA) regulations, Occupational Safety and Health Administration (OSHA) requirements and National Wildland Coordination Group (NWCG) requirements.

This specification was derived from the pertinent NFPA and NWCG standards and FAA and OSHA regulations. The intent herein is to align this specification with existing, validated industry standards for ARFF apparatus, equipment and trained personnel to the extent possible to meet federally mandated regulations and to assure these specifications are not in conflict with existing federal interagency Aviation policies and guidelines.

C-3 CONTRACTOR OBLIGATIONS

Contractor shall:

(a) Provide qualified, knowledgeable, and skilled ARFF personnel.

(b) The Contractor shall furnish all labor, equipment/tools, transportation, lodging if needed, and incidentals necessary to accomplish the project.

(c) Have required licenses and certifications.

(d) Contractor employees are expected to follow the rules of conduct established at the work site that apply to all (both Government and non-Government) personnel. The Contractor may be required to replace employees who are found to be in noncompliance with Government rules of conduct.

C-4 STAFFING FOR ARFF ENGINE

At a minimum any ARFF apparatus assigned to a aircraft base for ARFF responsibilities must have three fully trained and qualified personnel available and remain <u>on site at all times or as directed by the base manager</u> that meet the following.

(a) One Firefighter trained and qualified in accordance with NFPA 1001.

One Driver Operator trained and qualified in accordance with NFPA 1002.

One Fire Officer I trained and qualified in accordance with NFPA 1021.

(b) Contractor shall provide a manifest of all employees, along with proof of qualifications for each crew member upon arrival to the assigned incident helibase.

C-5 <u>PERSONAL PROTECTIVE EQUIPMENT ENSEMBLE IN ACCORDANCE WITH NFPA 1971</u>

Each crewmember shall have the following serviceable and properly fitted equipment:

(a) Structural Firefighting boots.

(b) Structural Firefighting Helmet with shield or goggles.

(c) Structural Firefighting gloves.

(d) Nomex or other “approved” structural hood.

(e) Structural firefighting turnout coat and pants

(f) Approved federal fire shelter

(g) Personnel are required to wear cotton or Nomex under garments against skin under clothing.

<u>Note</u>: A full compliment of serviceable and properly fitted NFPA standard 1976 *Protective Ensemble for Proximity Fire Fighting* is acceptable as an alternative to the NFPA 1971 standard.

C-6 <u>ARFF PERSONNEL MINIMUM TRAINING AND QUALIFICATIONS</u>

(a) TRAINING:

(1) Hazardous Materials Awareness and Operations – First Responder and re-currency in compliance with CFR1910.120.

(2) S-130 and S-190, Annual Fire Shelter deployment training in accordance with NWCG 310-1, and proof of successful completion of the Work Capacity Test - Arduous.

(3) I-101 and I-200 Incident Command System in accordance with NWCG 310-1

(4) Personnel must meet recurrency training in accordance with NFPA 405, Chapter 12. Documentation of live fire training within the last 2 years must be provided.

(5) One member of the ARFF crew must be currently certified as a EMT/B

(6) Blood borne pathogens training in accordance with OSHA 1910.1030.

(7) Annual SCBA qualitative fit testing and training in accordance with OSHA 1910. Proof must be provided.

(b) <u>QUALIFICATIONS</u> - Driver/Operators must meet current licensing requirements for the state in which the apparatus is licensed.

C-7 <u>APPARATUS SPECIFICATIONS</u>

(a) 500 gallon (minimum) water tank, in accordance with NFPA 1901.

(b) Apparatus must be maintained in accordance with NFPA 1911 and must comply with current U.S.D.O.T. regulations

(c) Off- road capability: The vehicle shall be capable of operating on rough mountainous terrain to include grades of up to 9%

(d) Apparatus shall be able to prime and pump water from a 10 foot lift

(e) 150 GPM at 250 PSI rated capacity pump in accordance with NFPA 1901

(f) Documentation of annual pump service test in accordance with NFPA 1911 by a qualified vendor is required.

(g) High visibility and contrasting markings in accordance with NFPA 1901

(h) Adequate code 3 lighting/warning devices including siren with minimum 120 DB rating, and PA system

(i) Two adjustable cab mounted spot lights

(j) All threaded connections shall be National Hose threads (NH)

(k) One (1) 2 ½ inch valved intake with (NH) threads

(l) 500' double jacket 1.5" or 1.75" synthetic hose, coupled with 1.5" NH in 50 ft. lengths. 300' or 400' of which will be configured as pre-connected attack hose lines in hose trays; immediately available for rapid initial attack.

(m) 300' double jacket, 2.5" or greater supply hose

(n) Ability to refill from static water source

(o) Two universal spanner wrenches

(p) One adjustable hydrant wrench

(q) Assorted adapters, reducers, increasers, double male and double female connectors to facilitate re-filling and inter-engine operations. One (1) 2 ½ "camlock to 2 ½ "NH adapter

(r) One 6 ft. pike pole or trash hook

(s) One Halligan tool or other comparable prying tool

(t) Two wheel chocks

(u) Minimum AFFF foam supply for 500 gallons of water:

(1) 6%: 30 gallons or

(2) 3%: 15 gallons or

(3) 1% : 5 gallons

C-8 APPARATUS EQUIPMENT MINIMUM REQUIREMENTS

(a) Three (3) complete Self Contained Breathing Apparatus (SCBA), meeting NFPA Standard 1981, with one extra air cylinder per pack.

(b) Two (2) 20lb. Aqueous Film Forming Foam (AFFF) compatible dry chemical portable fire extinguishers.

(c) One (1) portable reciprocating saw with power and a minimum of 5 metal cutting blades

(d) One ladder, combination or roof ladder, a minimum of 14 feet in length

ARFF Vehicle Radio

(a) One (1) programmable VHF-AM portable radio.

(b) Two (2) narrow band programmable VHF-FM portable radios.

(c) A VHF-FM two-way mobile radio, with a matched broadband antenna (Antenna Specialists ASPR7490, Maxrad MWB5803, or equivalent), shall be installed in the ARFF unit. The radio's operational bandwidth shall include the 150 MHz to 174 MHz frequency band, with user-programmable channels. Selection of either wideband (25.0 kHz) or narrowband (12.5 kHz) channel spacing is required on each channel. The radio shall be frequency- synthesized, equipped with a CTCSS sub-audible tone encoder having a minimum of 32 selectable tones meeting the current TIA/EIA-603A standard, and develop a minimum of 30 watts carrier output power.

(d) The use of appropriate portable VHF-FM radios (Relm BK EPH/GPH/DPH series; Motorola XTS3000 & XTS5000; Thales Racal 25; EF Johnson 5100; and Datron Guardian 25, or equivalent) with suitable output power booster units is permissible.

(e) Transceivers shall be set to operate in the narrowband mode unless local requirements dictate otherwise. All radios must have the ability to be programmed in the field by the operator without the aid of a computer or radio shop.

(f) The following mobile radios are known to meet the above requirements:

BK Radio	EMH or GMH ("Smartmic" option required)
ICOM	IC-F320*
Kenwood	TK-760H*
Relm	APCO 25*

Note: *Dealer modification required for programmability.

One (1) portable aircraft rescue extrication kit which may be used independently of the CR apparatus. Kit to include as a minimum:

(a) Hack saw w/ 5 spare metal cutting blades

(b) Seatbelt cutter

(c) Serrated fire axe/metal cutting hatchet

(d) 3' Pry bar

(e) Pry Axe

(f) Bolt cutters (30" handle or greater)

(g) One flat head axe

(h) One 8# sledge hammer

(i) One rubber mallet (minimum 2# head)

(j) One round point, long handled shovel

(k) Four (4) step chocks

(l) Two (2) portable battery powered handheld flashlights.

Medical Equipment - minimum

(a) Two (2) long backboard with straps

(b) Various size c-collars

(c) One full D cylinder of oxygen and regulator with (2) non re-breather masks, (1) bag valve mask

(d) Assorted airways

(e) One burn kit

(f) One First Aid kit with BP cuff and stethoscope.

Jumper cables (commercial grade)

Hazardous Materials spill kit – minimum

(a) Equivalent of five gallons of absorbent for spills of hydrocarbon and polar solvents

(b) Twenty (20) sorbent pads

(c) One boom capable of spill containment up to 25 gallons of hydrocarbons or polar solvents.

(d) Two (2) constant flow rated nozzles with manual gallonage adjustment and full-flow waterway ball shutoff valves.

(e) One (1) piercing applicator (nozzle) rated GPM shall match the rated GPM of the eductor.

(f) Complete inventory list for all equipment on the apparatus

C-9 FOAM GENERATING REQUIRMENTS

(a) Pump at a minimum, 95 GPM foam solution for 5 minutes utilizing one 1.5" or 1.75" hose line

(b) Performance is predicated upon deployment of double jacket all polyester hose rated and U.L approved for 300 PSI service test and 600 PSI burst test.

(c) Performance is predicated upon deployment of combination, constant flow rated nozzles with manual gallonage adjustment and full-flow waterway ball shutoff valves.

(d) Performance is predicated upon deployment of in-line or by- pass discharge side eductors or an around-the-pump proportioner designed for flow rates cited and equipped with adjustable metering devices with ball checks located at the venturis.

(e) The use of aspirating nozzles on handlines will not be permitted for initial attack operations.

(f) Only AFFF synthetic foam concentrate is permitted. The use of hydrocarbon / polar solvent combination AFFF (Alcohol Resistant Concentrate (ARC) / Alcohol Type Concentrate (ATC)) is permissible

(g) When utilizing inline or by pass eductors rated at 95 GPM, 1.5 "hose lines may not exceed 100 feet in overall length.

(h) When utilizing inline or by pass eductors rated at 95 GPM, 1.75" hoselines may not exceed 200 feet in overall length

C-10 OPERATIONAL READINESS AND RESPONSE TIME

(a) From time of initial notification contractor shall be operational ready to respond within one (1) minute, unless otherwise authorized by the Helibase Manager.

(b) Contractor personnel shall attend operational briefings as directed by the Government.

C-11 ADDITIONAL REQUIREMENTS

(a) At the Governments request the Contractor may be required to perform periodic training evolutions using suppression agents. The Government will reimburse or replace suppression agents. Training evolution will demonstrate readiness to don PPE with SCBA, engage apparatus, and ability to produce adequate foam.

(b) Contractor or Cooperator must have a signed copy of the EERA or Coop Agreement, Employee qualifications worksheet, apparatus inventory list, and a copy of the apparatus specifications on the apparatus at all times during this contract and provide copy to the helibase manager upon arrival at the helibase.

C-12 Referenced NFPA Standards

NFPA 1852: Standard on Selection, Care, and Maintenance of Open-Circuit SCBA

This standard specifies minimum requirements for the selection, care, and maintenance of open-circuit self-contained breathing apparatus (SCBA) that are used in fire fighting, rescue, and other hazardous duties and that are compliant with NFPA 1981, Standard on Personal Alert Safety Systems, where applicable

NFPA 1971
Standard on Protective Ensemble for Structural Fire Fighting

This standard specifies the minimum design, performance, and certification requirements, and test methods for structural protective ensembles that include protective coats, protective trousers, protective coveralls, helmets, gloves, footwear, and interface components.

This standard applies to the design, manufacturing, and certification of new structural protective ensembles or new individual elements of the structural protective ensemble.

NFPA 1001
Standard for Fire Fighter Professional Qualifications- 2002 Edition

The purpose of this standard is to specify the minimum job performance requirements for fire fighters. It is not the intent of the standard to restrict any jurisdiction from exceeding these requirements.

This standard identifies the minimum job performance requirements for career and volunteer fire fighters whose duties are primarily structural in nature.

NFPA 1002 Standard on Fire Apparatus Driver/Operator Professional Qualifications- 2003 Edition

This standard shall identify the minimum job performance requirements for fire fighters who drive and operate fire apparatus, in both emergency and non-emergency situations.

The purpose of this standard shall be to specify the minimum job performance requirements for service as a fire department emergency vehicle driver, pump operator, aerial operator, tiller operator, wildland apparatus operator, aircraft rescue and fire-fighting apparatus operator, and mobile water supply apparatus operator.

NFPA 1021 Standard for Fire Officer Professional Qualifications- 2003 Edition

This standard shall identify the performance requirements necessary to perform the duties of a fire officer and specifically identifies four levels of progression.

The purpose of this standard shall be to specify the minimum job performance requirements for service as a fire officer.

NFPA 1901 Standard for Automotive Fire Apparatus- 2003 Edition

This standard defines the requirements for new automotive fire apparatus designed to be used under emergency conditions to transport personnel and equipment and to support the suppression of fires and mitigation of other hazardous situations. This standard specifies the minimum requirements for new automotive fire apparatus.

Appendix D
Contract Administration, Agency Flight Payment Documents.

I. Introduction.

Administration of an aircraft contract is a joint responsibility of the unit for which the aircraft has been procured and the office with contracting authority, with ultimate responsibility vested in the Contracting Officer. Administrative functions are generally delegated to the local unit level.

One party to any government aircraft contract is the United States of America, the sovereign political entity on behalf of which the contract is entered into.

All persons involved in making and administering U.S. government contracts act solely as agents of the United States, commonly called Contracting Officers (COs), and have only the authority delegated to them.

A. Contract File.

Contracting Officer's Representatives (COR) and Project Inspectors (PI) should maintain a contract file. At a minimum, this file should consist of:

- A copy of the contract, with all contract modifications.
- Delegations of authority.
- A bid price summary that specifies contract costs for all pay items.
- Copies of all flight payment documents.
- Copies of all contract daily diaries.
- Correspondence from or to the COR/PI and the vendor or CO.

B. Types of Contracts and Ordering Agreements.

- Exclusive Use Contract. Exclusive use contracts are those awarded for a specific time period. During this time period the government has exclusive use of the helicopter. The government may, at its option, release the helicopter for other work for a specified period of time.
- National Call-When-Needed Contract. USFS awards a national contract for Type 1 and 2 helicopters. Vendors are not required to respond unless they accept an order to provide services.
- Type 3 Call-When-Needed Contracts. USFS units (e.g., forests or regions) award Type 3 Call-When-Needed Contracts. Vendors are not required to respond unless they accept an order to provide services.
- On-Call Contracts. AQD awards On-Call Contracts for use on projects as well as fire. Vendors are not required to respond unless they accept and order to provide services.
- Aircraft Rental Agreements. AQD establishes these ordering agreements with terms that are negotiated between AQD and various vendors. Once a vendor is hired, they are bound by the terms of the agreement. Vendors are not required to respond unless they accept an order to provide services.

C. Authority of Government Personnel.

Before any person takes an action on behalf of the United States, he/she needs to ascertain whether authority to take the action has been given.

D. Disputes with Vendors.

Disputes that cannot be readily resolved at the local level by the PI/COR/COAR should be referred to the CO.

E. Generic Duties and Responsibilities of Contracting Personnel.

1. Contracting Officer (CO) or Administrative Contracting Officer (ACO). The CO or ACO (USFS) is responsible for all contracting actions including contracting procedures and methods, contract legality, compliance with existing laws and regulations, contract administration and terminations. The CO may delegate certain contract functions.

In the contract administration function, decisions on claims and disputes are final, appealable only to the Board of Contract Appeals or Court of Claims.

The CO or ACO is the only individual who may modify or change a contract.

- USFS. For all national contracts, the ACO is located in Boise, ID. For other aviation contracts, the ACO is located in the Regional Office.
- AQD. For all aviation contracts, the CO is located in Boise, ID or Anchorage, AK.

2. Contracting Officer's Technical Representative (COTR). The COTR is directly responsible to the Contracting Officer for assuring compliance with the technical provisions of the contract. The COTR conducts initial inspections and approves the vendor's equipment, facilities, and personnel prior to, and periodically during, contract performance. The COTR may discuss changes or modifications in equipment or other requirements of the contract, but may not commit the Government to such changes, modifications, or adjustments without going through the CO.
   - USFS. For all national contracts, the COTR is located in Boise, ID. For other contracts, the COTR may be located in the Regional Office.
   - AQD. For all aviation contracts, the COTR is located in Boise, ID or Anchorage, AK.
3. Contracting Officer's Representative (COR). The COR is directly responsible to the CO for monitoring contract performance. The COR is primarily responsible for assuring compliance with the administrative provisions of the contract. The COR maintains communications with the vendor concerning day-to-day operations, though this may be further delegated to a Project Inspector. The COR may represent the CO in making minor allowances which do not modify the price, or other provisions of the contract. The COR is responsible for verifying the work performed upon which payment is based. The COR may recommend to the CO proposed changes and adjustments to the contract in order to meet the demands of the work. The COR may discuss changes or modifications in equipment or other requirements of the contract, but may not commit the Government to such changes, modifications, or adjustments without going through the CO.
   - USFS. For all national contracts, the COR is assigned at the Agency's option. For other contracts, the COR may be the Helicopter Manager.
   - AQD. For all aviation contracts (except the National CWN contract), and unless otherwise stated by agreement, the COR is assigned at the Bureau's or Office's option. For example, the State Aviation Manager in the Bureau of Land Management is usually the COR. For the National CWN contract, the CO-Project Inspector relationship is direct, with no COR assigned.
4. Project Inspector (PI). The PI is designated by the COR to assist in implementing the COR's instructions, as required. Responsibilities of the PI may include:
   - Verifying services performed by the vendor.
   - Ensuring vendor's compliance with contract specifications and provisions. Discussing daily work requirements and ordering service within the contract provisions.
   - Discussing problems which occur with the vendor and recommending solutions to the COR.
   - Completing Form HCM-1, Aircraft Contract Daily Diary. Any problems of a serious nature are brought immediately to the attention of the COR and CO.
   - USFS. For all national contacts, the Helicopter Manager is the PI. For other contracts, the Helicopter Manager may be the PI.
   - AQD. For all aviation contracts, unless otherwise stated by agreement, the PI is assigned at the Bureau's or Office's option. For example, both the District Aviation Manager and

the Exclusive-Use Helicopter Manager in the Bureau of Land Management may have Project Inspector duties.

Exhibit D.1 – OAS Contract Administration Organization.

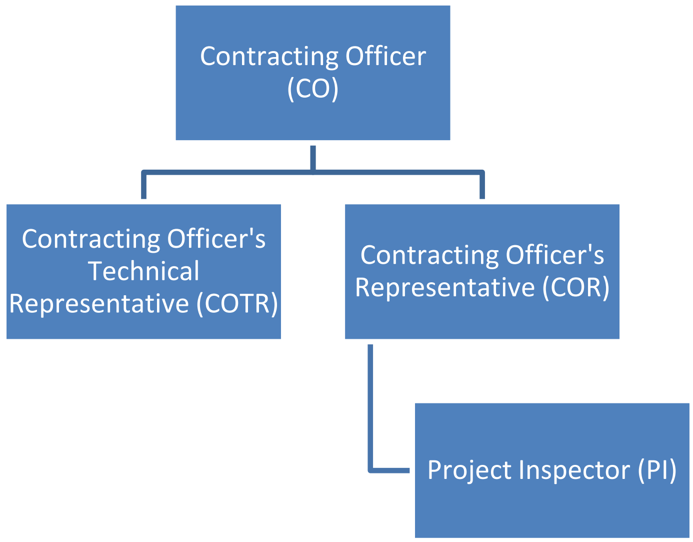
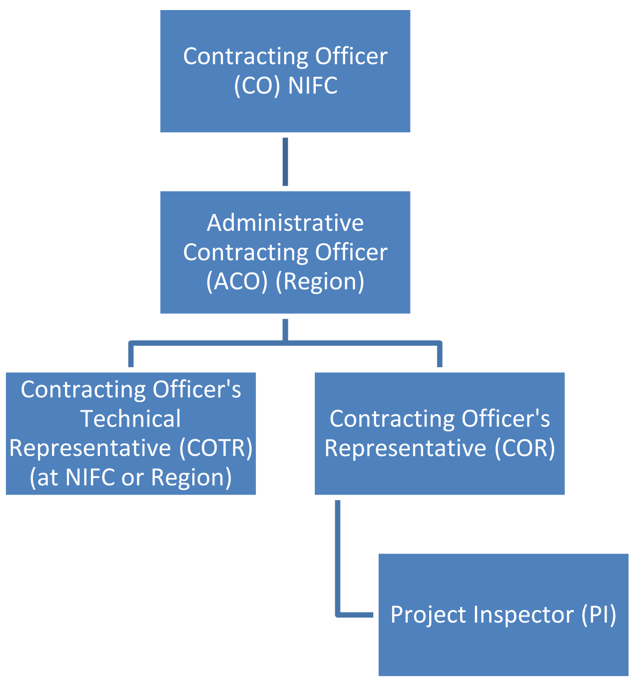


Exhibit D.2 -- USFS Contract Administration Organization.



II. Flight Payment Documents.

The proper completion of flight payment documents is essential to the correct, timely payment of vendors.

To meet OMB Circular A-123, Internal Control Review, and OMB Circular A-126, Improving The Management and Use of Government Aircraft, close attention should be paid to the processes and procedures outlined in Appendix A, Helicopter Management Forms and Checklists, and to the instructions contained in this appendix.

A. Services Ordered and Received by the US Forest Service.

All flight time, daily availability and other authorized charges or deductions shall be recorded on a Flight Use Report in Aviation Business System (ABS). At the end of each day data shall be entered and reviewed by the Government and the Contractor's Representative.

Approved invoices will be packaged electronically for payment on a semi-monthly basis for submission through the ABS process and electronically forwarded to the contractor for review and approval. Corrections shall be returned electronically to the designated representative for resolution. Upon approval, the package will be electronically forwarded to the Albuquerque Service Center (ASC) for payment.

Invoices accumulated during the first half of the month will be processed for payment about the 15th and those accumulated during the last of the month will be processed about the 1st of the following month.

Go to Aviation Business System "Getting Started" for instructions and more information.

B. Services Ordered and Received by AQD.

Vendors shall make electronic payment invoice requests through a controlled electronic invoice and reporting system. All flight time, daily availability and other authorized charges or deductions shall be recorded on an OAS23e. A copy, signed by the Pilot and Government Representative, of the 23e is submitted to the vendor for uploading to the Aviation Management System (AMS). Supporting invoices and/or documentation shall be attached electronically to the report.

Payment invoices are to be submitted no sooner than every two weeks or upon conclusion of a project.

Appendix E
Helitack Crew and Helibase Preparedness Reviews.

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 used, it should be completed for all contract helicopters and crews stationed at permanent helibases.

If the review format is edited to accommodate local or agency needs, care must be taken to ensure the minimum requirements of the review, as set forth in the IHOG, are not diminished.

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

Checklist Item #Documentation

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

IV. Responsibility and Instructions for Completion.

Aviation management at the Regional, State, or Area 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 use the evaluation as a checklist to prepare for the visit by the team. It can also be used for 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 Officer 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.

Helitack Crew and Helibase Preparedness Review Team Conducting This Evaluation.

NAME	AGENCY	PHONE

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

Table of Contents

GENERAL INFORMATION

Base Name:	Agency/Unit:
Geographic Location:	
Phone Number(s):	
Mailing Address:	
Latitude:	Longitude:
TWN: RGE: SEC:	VOR: Radial: Distance: NM
Elevation: Average Midsummer Day Tem: Density Altitude:	
Capable of accommodating how many helicopters: TY 1: TY 2: TY 3:	
Is the Helibase located at an airport: ☐ YES ☐ NO FAA Designator (if applicable): Agency Designator:	Contract COR: Contract PI(s):

Position	Name	Tour	Position	Name	Tour

Company Name:	Company Phone:
Address:	
Pilot Name:	Local Phone Number:
Relief Pilot Name:	Local Phone Number:
Mechanic name:	Local Phone Number:
Relief Mechanic Name:	Local Phone Number:
Driver Name:	Local Phone Number:
Relief Driver Name:	Local Phone Number:

Additional Information

HELIBASE LOCATION AND LANDING AREA

CODE KEY:	E = EXCEEDS STANDARD	M = MEETS STANDARD
N = NEEDS IMPROVEMENT	NR = NOT REVIEWED	

DESCRIPTION	**CODE**	**REMARKS**
Location (Indicate any problems with)		
Size and layout of facility		
Vehicle access		
Touchdown Pad(s) or pad surface		
Surrounding topography		
Approach/Departure Paths meet Agency standard		
Visibility of arriving and departing aircraft		
Fuel Truck and vehicle parking		
Wind Indicator(s) properly placed		
Foreign Object Damage (FOD) and Dust Control Measures in place		
Warning Signs posted appropriately		
No Smoking		
Hazardous Areas		
Hazardous Materials Storage		
Authorized Parking		
Deck Security		
Designating Restricted Areas		
Is DECK fenced and/or can it be secured		
Overall adequacy of security		
Vendor fueling procedures (Ask for demonstration and to see Vendor's Fuel Servicing Vehicle Record)		

DESCRIPTION	CODE	REMARKS
Auxiliary Fuel Storage (If Applicable). Ask to see Aircraft Fuel Facility Inspection Log (Form HCM-3)		
Capacity		
Type fuel stored		
Transfer facilities		
Ground reels		
Adequate Spill Containment		
Condition and storage of pumping equipment		
Crash Rescue and Evacuation Kits readily available at the landing area		
First Aid Kit readily available at the landing area		
Is the kit well maintained		
Date of last inspection		
Adequate lighting for night operations (if applicable)		
Fire Extinguishers		
Number		
Type fuel stored		
Capacity		
Condition		

HELIBASE LOCATION AND LANDING AREA (continued)

CODE KEY:	E = EXCEEDS STANDARD	M = MEETS STANDARD
N = NEEDS IMPROVEMENT	NR = NOT REVIEWED	

DESCRIPTION	CODE	REMARKS
Fire Extinguishers (continued)		
a. Date(s) of last inspection		
b. Extinguishers of proper type and current inspection		
c. Appropriate Fire Extinguishers available at each landing pad		
Electrical equipment properly grounded		
Water available at Pad(s) for Aircraft Wash Down		

Additional Information

BASE FACILITIES AND COMMUNICATIONS

CODE KEY:	E = EXCEEDS STANDARD	M = MEETS STANDARD
N = NEEDS IMPROVEMENT	NR = NOT REVIEWED	

DESCRIPTION	CODE	REMARKS
Does base have backup Auxiliary Power System		
Local Area Communications Plan posted in both the Office and Ready Room		
Are frequencies posted on this plan		
Does Base have a Public Address system		
Helibase radio operations meet Agency requirements of:		
A permanent programmable FM radio Base Station		
At a minimum, handheld VHF-AM equipment		
Minimum number of handheld radios for the crew		
Knowledge of radio programming		
Understanding frequency authorization and use issues		
Facility radio and speaker system		
Appropriate, authorized frequencies assigned and posted		
Telephone System adequate for the activity at the Base (numbers of lines for phones, FAX, computers)		
Phones in working order		
Instructions for use of Phone/Computer System posted, including Vendor use of federal telephone/computer system		
Appropriate phone numbers (Dispatch, Crash-Rescue, FBO, etc.) clearly posted		
Does Base have adequate computer access for information gathering and operation		
First-Aid Kit available and in good condition		

DESCRIPTION	CODE	REMARKS
Date of last inspection		
Office equipment and furniture in acceptable condition		
Condition and adequacy of Crew Overnight Quarters (if applicable)		
Condition and adequacy of Pilot and Crew Ready Room/Standby Area		
Air conditioning		
Hot and cold potable water		
Rest room facilities		
Lighting		
Desk(s)		
Eating facilities		
Refrigerator		
Heating		
Shower		
Lounge area		
Lockers		
Flight Planning area		
Stove/microwave		

1

BASE FACILITIES AND COMMUNICATIONS (continued)

CODE KEY:	E = EXCEEDS STANDARD	M = MEETS STANDARD
N = NEEDS IMPROVEMENT	NR = NOT REVIEWED	

DESCRIPTION	CODE	REMARKS
I. Safety equipment (1st Aid Kits, smoke alarms, fire extinguishers)		
II. Does the Base Office have adequate space (Office and Standby) for the number of personnel working there for the intended purpose		
III. Office well organized (materials and references accessible and labeled, etc.)		
IV. Security for Personnel Records		

Additional Information

PLANNING AND ADMINISTRATION

CODE KEY:	E = EXCEEDS STANDARD	M = MEETS STANDARD
N = 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		

DESCRIPTION	CODE	REMARKS
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)		

PLANNING AND ADMINISTRATION (continued)

CODE KEY: E = EXCEEDS STANDARD M = MEETS STANDARD
N = NEEDS IMPROVEMENT NR = NOT REVIEWED

DESCRIPTION	CODE	REMARKS
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		
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		

DESCRIPTION	CODE	REMARKS
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)		

1

PLANING AND ADMINISTRATION (continued)

Additional Information

SAFETY AND TRAINING

CODE KEY:	E = EXCEEDS STANDARD	M = MEETS STANDARD
N = 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)		

DESCRIPTION	CODE	REMARKS
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		

1

SAFETY AND TRAINING (continued)

CODE KEY:	E = EXCEEDS STANDARD	M = MEETS STANDARD
N = 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

PREFLIGHT PLANNING

CODE KEY: E = EXCEEDS STANDARD M = MEETS STANDARD N = 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

CRASH RESCUE

CODE KEY:	E = EXCEEDS STANDARD	M = MEETS STANDARD
N = 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

CACHE AND EQUIPMENT

CODE KEY:	E = EXCEEDS STANDARD	M = MEETS STANDARD
N = 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		

DESCRIPTION	CODE	REMARKS
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

HELICOPTER

MAKE/MODEL	FAA REGISTRATION #	CURRENT HOBBS READING

CODE KEY: E = EXCEEDS STANDARD M = MEETS STANDARD N = NEEDS IMPROVEMENT NR = NOT REVIEWED

DESCRIPTION	CODE	REMARKS
A. Aircraft Data Card		
a. Signed by and date		
B. 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		
C. Is Flight Manual up-to-date and are appropriate charts being used		
D. 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)		

DESCRIPTION	CODE	REMARKS
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		

HELICOPTER (continued)

CODE KEY:	E = EXCEEDS STANDARD	M = MEETS STANDARD
N = NEEDS IMPROVEMENT	NR = NOT REVIEWED	

DESCRIPTION	CODE	REMARKS
y. Fixed Tank (If applicable)		
z. Bucket(s)		
aa. Dual Lock-Out Security Measures		
bb. Automated Flight Following (if applicable)		
E. Any major component changes since arrival on base, or imminent		
F. Required maintenance is performed, approved, and documented		

Additional Information

FUEL SERVICING VEHICLE

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

CODE KEY: E = EXCEEDS STANDARD M = MEETS STANDARD N = NEEDS IMPROVEMENT NR = NOT REVIEWED

DESCRIPTION	CODE	REMARKS
I. Does driver have mileage log established		
J. 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		
K. Does filter system meet specifications and is it properly signed off by maintenance inspector		
L. Does bonding system meet standards, is process understood		
M. 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		
N. General mechanical condition of truck		

DESCRIPTION	CODE	REMARKS
O. Are necessary hazmat permits required by contract available in the vehicle		
P. Has local map set been furnished (agency transportation system/land status)?		
Q. Does driver have all necessary PPE per the Procurement Document		
a. Is he/she aware of requirements for use		
R. Is driver aware of DOT duty day/driving time limitations? (test knowledge)		

Additional Information

HELICOPTER CREW CHASE TRUCK

VEHICLE MAKE/MODEL	LICENSE #	GVWR RATING

CODE KEY: E = EXCEEDS STANDARD M = MEETS STANDARD
N = NEEDS IMPROVEMENT NR = NOT REVIEWED

DESCRIPTION	CODE	REMARKS
11) Does truck meet agency standard (GVW; passenger capacity)		
a) Loaded vehicle weight is documented in log book and meets vehicle specifications		
12) 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		
13) 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		
14) Check condition of accessories and equipment		
a) Initial attack gear		
b) Overnight gear bags (within 35 Lb. limit?)		

DESCRIPTION	CODE	REMARKS
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 with GVW		
n) Lug Wrench		
15) Does truck have adequate communications (FM/AM)		

Additional Information

HELITACK CREW

CODE KEY:	E = EXCEEDS STANDARD	M = MEETS STANDARD
N = 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		
QUALIFICATIONS AND TRAINING		
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:		

DESCRIPTION	CODE	REMARKS
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		

CODE KEY: E = EXCEEDS STANDARD M = MEETS STANDARD
N = NEEDS IMPROVEMENT NR = NOT REVIEWED

DESCRIPTION	CODE	REMARKS
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		
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		

DESCRIPTION	CODE	REMARKS
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 possess Commercial Driver's 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		

DESCRIPTION	CODE	REMARKS
b) Unit safety plan is available and can be readily accessed		
c) Participation in and documentation of Tailgate Safety Session		

Additional Information

PROFICIENCY CHECKS - OPTIONAL

CODE KEY:	E = EXCEEDS STANDARD	M = MEETS STANDARD
N = 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) Supervisors are familiar with administrative issues and prepare proper documents as required:		
a) Hover Hook-Up Operations		
b) Pilot/Crew Briefing		
c) Load Calculations correct		
d) Proper equipment/PPE		
e) Position of Parking Tender/correct hand signals		
f) 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		

DESCRIPTION	CODE	REMARKS
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 procedure		
g) Proper sling load procedures		

PROFICIENCY CHECKS – OPTIONAL (continued)

CODE KEY: E = EXCEEDS STANDARD M = MEETS STANDARD N = 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) Proper 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)		

DESCRIPTION	CODE	REMARKS
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

SUMMARY

Review with Heltiack Supervisor, Crew and Vendor as appropriate; Closeout with local Fire Management; Submit formal evaluation as soon as possible.

GENERAL READINESS OF THE BASE

ITEMS WHICH ARE DEFICIENT	

CORRECTIVE ACTION TO BE TAKEN	

GENERAL READINESS OF THE BASE	

SUMMARY (continued)

	ITEMS WHICH ARE DEFICIENT (continued)
	CORRECTIVE ACTION TO BE TAKEN (continued)

ITEMS WHICH ARE DEFICIENT (continued)	

RECOMMENDATIONS AND FOLLOW-UP REQUIREMENTS

Review with Heltiack Supervisor, Crew and Vendor as appropriate; Closeout with local Fire Management; Submit formal evaluation as soon as possible.

WE CONCUR WITH THE BELOW OBSERVATIONS, EVALUATION, AND RECOMMENDATIONS

EVALUATOR NAME	SIGNATURE	AGENCY	DATE

DUE DATE	REFERENCE SECTION	REQUIREMENT OR RECOMMENDATION	COMPLETE DATE

RECOMMENDATIONS AND FOLLOW-UP REQUIREMENTS (continued)

DUE DATE	REFERENCE SECTION	REQUIREMENT OR RECOMMENDATION	COMPLETE DATE

Appendix F
IHOG Helibase Job Aids Package.

I. Introduction.

The Job Aids included in this appendix are forms, checklists or worksheets that have been developed to assist Aviation Managers as they perform their duties. These Job Aids help to organize information, thought processes and workload and are a means for standardized documentation. The forms also provide a basis for training development and presentation.

II. Applicability.

These Job Aids have been developed to assist Aviation Managers as they perform their duties. Each of the Job Aids have a specific purpose to assist in four different general topic areas; Emergency Response, Helibase Management, Management of Remote Fuel Sites and Risk Management. These forms are all optional but the information that some of them contain is required to be documented.

Aviation Managers are encouraged to use these forms as appropriate to ensure all items are considered and actions are documented.

Exhibit F-1 is a summary listing of the HJA's. Included is information concerning the purpose of the form, the HJA form number, whether a form is optional or if information is required, responsibility for completion, and frequency of completion. The pages following the chart contain a discussion of each form. Aviation Managers should reproduce sets of these forms so they are available when or as needed.

Exhibit F-1 – HJA Forms Summary

Form Name	Purpose	Form Number – Optional or Required	Individual Responsible for Completion	Frequency	Remarks
Emergency Medevac/Medical Transport Request	To provide additional information for aircraft responding to a medevac or medical transport	HJA-1 Optional	Aircraft Base Radio Operator	As medical incidents occur	See Appendix C for further information
Helibase Manager's Reminders List	Enables the Helibase Manager to review items, systems, and procedures applicable to helibase operations	HJA-2 Optional	Helibase Manager	Daily or as needed	
Remote Fuel Site Reminder List	Enables the Helibase Manager to review items, systems, and procedures applicable to remote fuel site operations	HJA-3 Optional	Helibase Manager	During initial establishment of helibase and updated as necessary	
Crash Rescue/ Medevac/Evacuation Plan	Provides procedures and protocols for crash rescue, medevac and helibase evacuation missions.	HJA-4 Information is Required, can be on another form	Helibase Manager	During initial establishment of helibase and updated as necessary	See Appendix C for further information
Risk Assessment Worksheet	Worksheet to document hazards and mitigations	HJA-5 Optional	Aviation Manager	Pre-operational planning tool	See also Appendix G
Risk Assessment and Mitigation	Worksheet to document pre and post mitigations	HJA-6 Optional	Aviation Manager	Pre-operational planning tool	See also Appendix G
GAR Model Risk Assessment Worksheet	Worksheet to document risk assessment	HJA-7 Optional	Aviation Manager	Pre-operational planning tool	See also Appendix G

III. Emergency Medevac/Medical Transport Request (HJA-1)

A. Purpose.

The purpose is to have a form readily available to Aircraft Base Radio Operators so they can ensure all pertinent information is obtained and relayed during emergencies that involve helicopters.

B. Applicability.

The form is optional but should be used for all requests for helicopter emergency medical services (EMS), including “life flight” helicopters and incident helicopters assigned to medevac missions. Completion is not required for medevac transport from established helispots or the helibase.

C. Responsibility and Instructions for Completion.

The Helibase Manager is responsible for ensuring the form is completed when requests for such services are received. This responsibility is usually delegated to the Aircraft Base Radio Operator.

The information on this form supplements information that is relayed to the Helibase from the Medical Incident Report (9-Line). Ensure that as much information is completed as is possible or available. Particular attention should be paid to radio frequencies, particular with “life flight” helicopters, and to the availability of fuel either enroute to the scene or to the medical facility. Completion of specific blocks on the form is self-explanatory.

D. Posting.

None.

E. Routing and Filing.

The form becomes part of the Incident Crash Rescue Plan.

F. Related Forms.

HJA-4 Crash Rescue/Medevac/Evacuation Plan, and HBM-15 Emergency Rescue Information.

Exhibit F-2. HJA-1 - EMERGENCY MEDEVAC / MEDICAL TRANSPORT REQUEST

EMERGENCY MEDEVAC/MEDICAL TRANSPORT REQUEST

Injury Information

Medivac (Life Threatening) _____ Medical Transport _____

Injury Information

Number of patients to be transported ____________________
Is patient able to walk? ____________________
Explanation (Vitals, type and extent of injury, ETC)
____
____
____

Incident Site Information

Agency ____________________
Location of helispot
Township __________ Range __________ Section __________ 1/4 section __________

Latitude __________ Longitude __________

VOR __________ Distance __________ Bearing __________

Is Helispot Complete __________ If Not, How long to Completion? __________

Conditions of helispot
Wind speed __________ Direction __________ Temperature __________

Elevation (MSL) __________ Visibility __________ Helispot size __________

Terrain factors ____________________

Other Aircraft in the area:
Aircraft # ____________________
Aircraft # ____________________
Aircraft # ____________________
Aircraft # ____________________

Radio Frequency Information

Helispot Frequency ____________________
Incident Frequencies ____________________
Air to Air ____________________
Air to Ground ____________________
Administrative Unit Frequency ____________________
Other Frequency ____________________

Ground Contact Information ____________________
Contact Person at the Helispot ____________________
Is there a qualified helitack person on site? ____________________
Proximity of helispot to injury site? ____________________
Contact person with injured party and radio frequency ____________________

HJA-1 (12/2015) *OPTIONAL

IV. HELIBASE MANAGER'S REMINDERS LIST (HJA-2).

A. Purpose.

The purpose of the Helibase Manager's Reminders List is to provide the Helibase Manager with a comprehensive list of items, procedures and systems required for helibase and helispot management and operations. If items on the Reminders List are adequately covered, then the Daily Helicopter Operations Briefing/Debriefing Checklist should show few, if any, discrepancies.

B. Applicability.

Use of the Helibase Manager's Reminders List is optional, but highly recommended on all multiple aircraft helibases prior to or immediately after the start of air operations. Review of the list at appropriate times during the course of an incident or project is also recommended.

C. Responsibility and Instructions for Completion.

The Helibase Manager should review the Helibase Manager's Reminders List upon arrival at multiple-aircraft operations and should review all or parts of the list on a daily basis thereafter.

One-time "start-up" items, such as helibase location considerations, should be re-evaluated at appropriate times.

The items on the list are self-explanatory. If uncertain, further guidance can be found in the appropriate chapter of this guide.

D. Posting.

None. However, the Helibase Manager may post a copy on the helibase display board.

E. Routing and Filing.

None.

F. Related Forms.

All of the Helibase Management (HBM) forms and several of the Helicopter Management (HCM) forms are discussed. The Daily Helicopter Operations Briefing/Debriefing Checklist (HBM-00) covers some but not all of the items contained in the Reminders List.

Exhibit F-3. HJA-2 - HELIBASE MANAGER REMINDER CHECKLIST, 5 pages

HELIBASE MANAGERS REMINDER LIST (HJA-2)

Initial Date and time:	Helibase name:	Incident name:
Helibase geographic location:		
AOBD and phone number:		
ASGS and phone number:		
Finance Section contact and phone number:		
Supply Unit contact and phone number:		
Local Resource Advisor and phone number:		
Local Aviation Manager and phone number:		
Land owner (if private) and phone number:		

HJA-2 (03/2006) OPTIONAL

HELIBASE MANAGERS REMINDER LIST (HJA-2)

I. Helibase Site Selection and Layout

A. Land ownership

________ If private, Procurement Unit has been notified and a Land Use Agreement is in place.
________ If public, site does not conflict with land use policy and has been approved by local resource advisor.
________ Alternatives sites have been examined, selection factors in B & C below have been considered.

B. Relationship to Base Camp

________ Easy access for personnel and cargo movement.
________ Flight routes are away from base camp and effects of noise and dust on base camp have been considered.
________ Radio and phone communications can be established.
________ Road access for support personnel (fuel and chase trucks) is adequate.
________ If site is unavoidably far from base camp, consider establishing a helispot nearby for recon flights.

C. Location Relative to Incident or Project Site

________ Turn around times are economical; flight exposure of passengers and crews have been reduced to an acceptable level.
________ Fire spread will not affect helibase operations (smoke, potential overrun of helibase etc.).
________ Weather factors (wind, inversion, fog etc.) have been considered and discussed.

D. Site

________ Site is adequate for current and projected number and types of helicopters.
________ Landing pads and safety circles can be established with adequate separation for types of helicopters being used.
________ Pads accessible by fuel trucks; if not, consider separate fuel site or pads.
________ Safe hover lanes and approach-departure paths can be established, given current and expected numbers of helicopters.
________ Separation of cargo and personnel pads.
________ If applicable, separation (300 feet) can be provided for helitorch operations.
________ Cargo and crew manifesting area size is adequate.
________ Adequate parking for fuel and support vehicles.
________ Communications can be established with aircraft, Incident command post , and local Dispatch.
________ Helibase security needs are identified.

E. Hazard Map

________ A flight hazard map covering the entire incident area has been acquired from the local unit and has been posted on the display board. Pilots and other personnel have been instructed to provide additional information as observed

F. Helibase Operations and Communications Area

________ Helibase operations and communications area has been established and deck can be monitored from this area.

HJA-2 (03/2006) OPTIONAL

HELIBASE MANAGERS REMINDER LIST (HJA-2)

I. Helibase Site Selection and Layout (Continued)

G. Helibase Facility Needs (See Appendix K)

________ Helibase display board.
________ Meals (If necessary).
________ Operations area shelter.
________ Sanitary facilities.
________ Garbage cans and/or dumpsters.
________ Sleeping area established.
________ Air Operations Branch Kit.
________ Helibase Support Kit.

H. FAA Portable Tower

________ Need for takeoff and landing coordination considered and ordered if needed.

I. Environment

________ Appropriate environmental constraints will be considered for helibase construction, <u>while still maintaining safety.</u>

II. Helispot Site Selection and Layout (review for each helispot established)

A. Land ownership

________ If site is public, the Procurement Unit has been notified.
________ If the site is public, the site does not conflict with land use policy, and the Resource Advisor has been

B. Location and Site Selection

________ Location is appropriate relative to incident or project site.
________ Smoke/inversion, potential for fire overrunning helispot, winds, etc., have been considered and input received from pilots.
________ Helispot is adequate for current and projected number and types of helicopters utilizing the helispot.
________ Helispot is adequate for current and projected number of personnel who may be transported to and from the helispot.

C. Construction and Inspection

________ Helispot has been built to IHOG standards; Appropriate environmental considerations will be considered for helispot construction, <u>while still maintaining safety.</u>
________ Helispot has been inspected and approved by the AOBD or designee.
________ Helispot is numbered and marked, location has been taken from GPS, recorded on HBM-2 Aviation Locations, and relayed to Plans Section.
________ Hazards identified, recorded and discussed with pilots.
________ Approach and departure paths discussed and established.
________ Helispot furnished with wind indicators).
________ Helispot furnished with adequate number of fire extinguishers.

HJA-2 (03/2006) OPTIONAL

HELIBASE MANAGERS REMINDER LIST (HJA-2)

III. Personnel and Organization

________ Helibase positions have been assigned to and are filled with qualified persons.
________ Trainee positions have been identified and assigned (see HCM-7 Helicopter Crew Information Sheet)
________ Personnel job descriptions have been reviewed and assigned personnel understand the position requirements.
________ Form HBM-1 Helibase Organization Chart has been updated and posted on the display board.
________ Additional Helibase personnel needs have been identified and submitted to ASGS for ordering.
________ Helibase personnel length of assignment and rotation schedule established.
________ Camps are staffed with appropriate personnel.

IV. Communications

________ ICS-205 (Communications Plan) received and posted on the display board, and updated as necessary. Frequency changes known to everyone, and changes have been put in the ICS-220 Air operations Summary and HBM-1 Helibase Organization Chart.
________ Flight following and TOLC procedures known and discussed, Form HBM-5 Helibase Flight Following Log established.
________ Communications within the helibase, to helispots and ICP adequate.
________ Adequate number and types of radios available for personnel and helispots.
________ All radios tested prior to commencement of operations. Spare batteries available.
________ Frequencies not overloaded. Frequency discipline has been discussed with pilots and helibase personnel. If problems persist, discuss with ASGS or Project Aviation Manager

V. General Planning, Information, and Organizational needs

________ HCM-6 (Helicopter Information Sheet) and HCM-7 Helicopter Crew Information Sheet are completed and submitted to Helibase Manager on arrival of helicopter crews.
________ Form HCM-8 Interagency Helicopter Load Calculation are being completed on a daily basis, or form HCM-10 Helicopter Load Capability and Planning Summary has been completed and posted.
________ The Aircraft Base Radio Operator and Aircraft Timekeeper are completing HBM-5 Flight Following Log, HBM-6 Mission Request Log, HBM-7 Helibase Daily Use and Cost Summary.
________ Medivac/Medical Transport Request is available as needed.
________ Helitorch Operations and Plastic Sphere Dispenser Operations Checklists are being completed as necessary.
________ A Helibase File has been established and all required documentation is being filed appropriately.
________ Weather updates are being requested if there is a change in weather from the Incident Action Plan.
________ A Helibase Evacuation plan has been established in the event the helibase is overrun by fire. Adequate measures are in place to provide ground fire protection at the Helibase.

VI. Operations

________ Parking Tenders are providing proper hand signals and are maintaining control and access to the pads. Proper wind direction is being given.
________ Parking areas, travel routes, and procedures for fuel trucks has been established and posted.
________ Adequate fuel supply is available or ordered.
________ Appropriate Fire Extinguishers have been supplied for each fueling pad.
________ Foreign object damage (FOD) control measures have been taken.
________ Cargo area is clean and organized. Cargo is secured appropriately.
________ Crew cleaning and eating areas are clean and maintained. All material secured.
________ Deck has perimeter fencing to prevent drive through and walk through traffic, and is signed appropriately. Measures continue to be effective.

HJA-2 (03/2006) OPTIONAL

HELIBASE MANAGERS REMINDER LIST (HJA-2)

VI. Operations (Continued)

________ Helibase entrance is controlled and signed appropriately.

________ Night security of aircraft and equipment is provided.

VII. Demobilization

________ Form HBM-9 helicopter Demobe information Sheet and HBM-9a Helicopter Flight request are being completed for helicopters and crew being demobed, and copies are being forwarded to Demobilization Unit and Dispatch.

________ Both modules and individuals are or will be sent through the demobilization process.

________ Copies of OAS-23 Aircraft Use Reports or FS-122 Flight Use Reports for CWN aircraft are being given to the local unit as requested.

________ HBM-12 Helitack Crew Performance Rating and HBM-13 Helibase personnel Performance Rating are being completed as needed.

VIII. Helibase and Helispot Rehabilitation

________ Coordinate with Plans Section, Finance Section, and local Resource Advisor concerning any rehabilitation requirements for the helibase and helispots.

HJA-2 (03/2006) OPTIONAL

1

V. REMOTE FUEL SITE REMINDERS LIST (HJA-3).

A. Purpose.

The purpose of the Remote Fuel Site Reminders List is to provide the Helibase Manager and/or Fueling Specialist with a comprehensive list of items, procedures and systems pertaining to remote site fueling operations.

B. Applicability.

Use of the Remote Fuel Site Reminders List is optional but highly recommended for Government-operated fueling operations.

C. Responsibility and Instructions for Completion.

The Helibase Manager should review the list upon arrival at remote site fueling operations and on a daily basis thereafter. The list can be inserted into the Fireline Handbook.

D. Posting.

None. However, the Helibase Manager may post a copy on the helibase display board.

E. Routing and Filing.

None.

F. Related Forms.

The Daily Helicopter Operations Briefing/Debriefing Checklist (HBM-00), requires that fueling operations be conducted safely. Use of this appendix will help meet this objective.

Exhibit F-4. HJA-3 Remote Fuel Site Reminder List, 3 pages.

REMOTE FUEL SITE REMINDER LIST

Initial Date and time:	Fuel Site name:	Incident name:
Fuel Site geographic location:		
AOBD and phone number:		
ASGS and phone number:		
Finance Section contact and phone number:		
Supply Unit contact and phone number:		
Local Resource Advisor and phone number:		
Local Aviation Manager and phone number:		
Land owner (if private) and phone number:		
Emergency Contact and phone number:		

HJA-3 (03/2006) OPTIONAL

REMOTE FUEL SITE REMINDER LIST

I. Site Selection and Layout (1 Time startup)

_____ Site adequate for size of operation. See IHOG Chapter 13
_____ Minimum of 90 ft separation between aircraft for Type 2 and Type 3 helicopters.
_____ Minimum of 140 ft of separation between Type 1 helicopters if parked nose to tail. 200 ft if parked side by side.
_____ Fueling source at least 25 ft outside rotor disc of nearest helicopter.
_____ Fuel source is downwind of aircraft exhaust to reduce the explosion hazard and is located to allow vapors to
_____ disperse in the prevailing wind.
_____ Site is located so that aircraft can approach and depart/land/depart into the wind.
_____ Parking area for each fuel dispensing point is clearly marked.

II. Organization and personnel

_____ Trained and qualified personnel assigned to the operation. (An agency approved Fueling Specialist should manage government operated Fueling sites).
_____ All personnel, including aircrews and other personnel, aware of duties, responsibilities, as well as refueling, fire protection, and crash rescue procedures.
_____ For larger operations, an Aircraft Base Radio Operator and parking Tender should be assigned.

III. Communications

_____ The site has positive radio communications with aircraft before and immediately after refueling.
_____ Fueling personnel are instructed to ensure radios are off (intercom may be left in hot mike position).
_____ Helicopter hand signals understood.

IV. Equipment

_____ The dispensing hose is long enough to allow for the distance between the fuel source and the helicopters.
_____ Fuel source has been set up and checked for leaks.
_____ Each nozzle has the correct bonding cable attached.
_____ Shutoff valves are serviceable and properly in place.
_____ Both open port and closed circuit nozzles are available for use (recommended).
_____ Dust covers are attached to nozzles and are being used.
_____ Pump assembly and filter separator properly grounded and checked for leaks before operation.

_____ Each section of hose has been hydrostatically tested and inspected for blistering, saturation, nicks, and cuts.
_____ Fittings are properly sealed and free of cracks.
_____ Hose nozzles are being cleaned daily.
_____ Entire system (pump, differential pressure indicator, hose, and couplings) has been checked for proper operation.

V. Safety

_____ Area has been cleared of loose sticks, stones, and other debris.
_____ Fuel containment system or berm has been constructed around fuel bladder to contain fuel in case of rupture for both temporary or long term systems
_____ Fire extinguishers meeting minimum requirements are located correctly: One for pump filter assembly, and one for each nozzle.
_____ Sufficient water is available to wash fuel spills from personnel or to wet fuel soaked clothing prior to removing clothing
_____ Fuel handlers are wearing protective clothing according to requirements in IHOG, Chapter 9.
_____ Warning signs such as NO SMOKING, RESTRICTED AREA, AND EMERGENCY SHUTOFF, are posted.
_____ Fuel samples have been taken from each fuel sorce and each nozzle, and checked for contamination.
_____ Passengers, Pilots and Managers are disembarking as required before fueling.
_____ Correct bonding procedures are being followed. See IHOG Chapter 13.

HJA-3 (03/2006) OPTIONAL

REMOTE FUEL SITE REMINDER LIST

VI. Operations

_____ Dust cap is being replaced on each nozzle after refueling.
_____ Nozzles are being laced on a nozzle hanger (If grounding is utilized, use the grounding rod) after each refuel.
_____ Blowing dust is not problem at the refueling site.
_____ Provisions made for resupply of fuel source.

VII. Rapid Refueling- Specific Procedures

_____ Safe refueling with the engines running is the sole responsibility of he vendor. Government personnel shall not participate in any manner, unless the government is operating the refueling site.
_____ Vendor will have a written emergency shutdown and evacuating checklist for the pilot, service truck operator, and other fueling personnel at the site.
_____ Pilot and copilot will remain at the controls of the aircraft. Other personnel shall not be on board the aircraft, and no cargo shall be loaded or unloaded during the actual refueling.
_____ Loading of the retardant tank shall not be accomplished during refueling.
_____ Strobe lights, rotating beacon lights, radios, and other non-essential electrical systems shall be turned off.
_____ Doors and windows on the side adjacent to the fuel port shall be closed. Doors and windows on the opposite side of the aircraft fuel port shall be left open to provide an escape route.
_____ Helicopter is stabilizing at flat pitch and appropriate RPM during hot refueling.
_____ The fuel servicing vehicle shall be parked outside the safety circle.
_____ Upon completion of the fueling operation, the fuel nozzle shall be returned to the service truck, and the fuel hose shall be cleared from the pad. The hose need not be rolled up each time.

HJA-3 (03/2006) OPTIONAL

1

VI. HJA-4 Crash Rescue/Medevac/Evacuation Plan

A. Purpose.

Provides procedures and protocols for crash rescue, medevac and helibase evacuation missions.

Applicability. A Crash Rescue plan is required for all helibases and should be completed by the second operational period. Other versions of this plan may be used.

B. Responsibility and Instructions for Completion.

The Helibase Manager is responsibility for completing an incident specific plan it should also include the local crash rescue Plan, crash rescue diagrams from Appendix M, HJA-4A, and HJA –B. See Exhibit C-2.

Helibase personnel should be informed of information contained in this plan, and a crash rescue drill should be done as practical.

C. Routing and Filing.

The Helibase should retain a copy for the Helibase files, and a copy should be given to incident Medical Unit for familiarization.

D. Posting.

Plan should be posted on Helibase Information Board or other conspicuous location.

E. Related forms.

Emergency Rescue Information (HBM-15) and Emergency Medevac/Medical Transport Request (HJA-1).

Exhibit F-5. HJA-4. Crash Rescue/Medevac/Evacuation Plan. 4 pages

CRASH RESCUE/MEDEVAC/EVACUATION PLAN

Unit (Forest/District/Park/Reservation):	Initial Date and Time:
Fire Name:	Fire Number:
Helibase Name:	Helibase Phone Number:
Helibase Latitude:	Helibase Longitude:
Fixed Wing Base Name	Fixed Wing Base Phone Number:
Fixed Wing Base Latitude:	Fixed Wing Base Longitude:
Local Dispatch Center Name	Local Dispatch Center Phone Number:

The primary objective of the Helibase Medevac, Crash Rescue, and Evacuation Plan is to prevent the loss of life or property due to overdue, missing, or downed aircraft at or away from incident helibases and fixed wing bases. The intent of this plan is not to train personnel to respond to a fully involved aircraft fire. The intent is to train personnel to respond to small fires within their capability and training, and be able to rescue survivors of a crash in a safe, efficient manner.

Use of a Helibase Medevac, Crash Rescue, and Evacuation Plan is mandatory. This plan has been developed as a boiler plate from which location specific plans can be written.

HJA-4 (03/2006) *OPTIONAL

CRASH RESCUE/MEDEVAC/EVACUATION PLAN

I. General Instructions

The Helibase, Medevac, Crash Rescue, and Evacuation Plan will utilize the local agency Crash Rescue Plan and IHOG Chapter 12 for planning and direction. A complete plan will be developed and implemented for the incident.

The Incident Management Team works for the host unit/agency. Once an aircraft is declared missing, the host unit/agency will activate its crash rescue plan.

The host unit/agency plan should be posted and discussed at the helibase, fixed wing base or Airtanker base briefing.

The success of this plan is based on planning, coordination, training and implementation by all personnel involved.

II. Crash Rescue Plan Checklist

________ Is crash rescue equipment adequate to handle anticipated emergencies that may occur?
________ Has the responsibility for the supervision of the Crash rescue activities been clearly defined?
________ Are crash rescue personnel assigned specific duties?
________ Can crash rescue equipment readily reach all portions of the air operations base area?
________ Are air operations base personnel familiar with procedures pertaining to crash rescue activities?
________ Have contacts and plans been made with cooperators for crash rescue assistance if needed?
________ Are crash rescue personnel instructed on the importance of not unnecessarily disturbing the aircraft wreckage for accident investigation purposes?
________ Are crash rescue personnel trained in first aid?
________ Have provisions been made to launch an alert aircraft to the crash rescue scene for possible air evacuation?
________ Are fire suppression crews instructed to standby while crash rescue helicopter is landing or taking off?
________ Do air operations base personnel understand their specific duties?
________ Are minimum levels of crash rescue training completed for assigned crews?
________ Have the pilots been informed of the crash rescue plan?
________ Are all air operations base personnel briefed on the plan?

III. Crash Rescue Crew Briefing

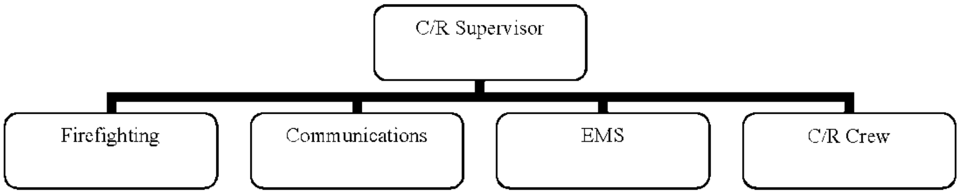
This Briefing should be conducted with the Crash rescue Crew and Helibase Manager or Deck Coordinator as soon as possible after arrival. The briefing should include the following:

Helibase layout including:
________ Crash Rescue Crew Staging Area
________ Pad layout
________ Fueling areas
________ Cargo and passenger staging and loading areas
________ Emergency landing pad
________ LCES
________ Crash Rescue Crew roles and responsibilities
________ Crash Rescue Plan
________ Communications and frequencies
________ Deck procedures
________ Other Resources available in the area
________ Medical Unit responsibilities at the Helibase

HJA-4 (03/2006) *OPTIONAL

CRASH RESCUE/MEDEVAC/EVACUATION PLAN

IV. Air Operations Base Crash Rescue Organizational Chart



Assign primary personnel to each duty above in the organizational chart above and alternates below.

Crash Rescue Supervisor:	
Firefighting:	
Communications:	
EMS:	
Crash Rescue Crew:	

Air Operations Base-draw pads, traffic routes, location of fire extinguishers, hose lays, ARFF equipment, etc.

HJA-4 (03/2006) *OPTIONAL

CRASH RESCUE/MEDEVAC/EVACUATION PLAN

V. Crash Rescue Duties and Responsibilities

All personnel are responsible for responding to small fires within their training and capability and to be able to rescue survivors in a safe and efficient manner. All personnel are responsible for ensuring that their position is filled if they are not available.

Crash Rescue Supervisor-generally should be the Deck Coordinator, Helibase Manager, Helicopter Manager, or Fixed Wing Base Manager.

Responsible for:

________ Safety of the Crash Rescue Crew, aircraft crew and passengers.
________ Supervise any crash rescue incident and provide crash rescue training to base personnel.
________ Ensure personnel involved with Firefighting, Communications, EMS, and Rescue positions know and understand their duties and responsibilities.
________ Prepare Crash Rescue Plan and post on base information board.
________ Daily briefing with assigned crash rescue crew.
________ Daily assignment of emergency response helicopter and backup aircraft.
________ Oversee preparation of fire extinguishers, crash rescue equipment, medical equipment on the helibase.
________ Develop and implement training exercise.

Firefighting - Usually assigned to Parking Tender or Aircraft Rescue/Firefighting Crew if one is assigned

Responsible for:

________ Preparedness of fire extinguishers or other suppression resources.
________ Knowing how to use suppression equipment in the event of an aircraft accident.

Communications-usually assigned to the ABRO, but may be assigned to ICP Communications.

Responsible for:

________ Establishing and maintaining clear and open radio or phone communication with ICP communications.
________ Ensuring only pertinent information is communicated.
________ Accurate documentation of times and events.

Emergency Medical Services-Usually assigned to an EMT from a helicopter module or an EMT/Paramedic assigned to the helibase from the Medical Unit.

Responsible for:

________ Preparedness of medical equipment on the base.
________ Maintaining response readiness by being briefed on all assigned aircraft and having PPE and equipment ready for a response.

Crash Rescue Crew-Assigned to base personnel familiar with aircraft and crash rescue and extraction equipment.

Responsible for:

________ Preparedness of the extraction equipment on the base.
________ Knowing how to properly use equipment in an aircraft crash situation.

HJA-4 (03/2006) *OPTIONAL

VII. Risk Assessment Worksheet

A. Purpose.

The purpose is to provide a standardized description of recognized hazards, Likelihood, Severity and Outcome of proposed Mitigations to identified risks. The form standardizes the risks and potential outcomes of those risks assumed by employees engaged in aviation operations to supervisors and line officers for signature or plan revision.

B. Applicability.

The form will be completed as part of an aviation organizations annual plan. It will also be included as part of a Project Aviation Safety Plan and updated as often as the parameters of the project change. The form should be completed for each mission.

The Information is required. The specific form is not.

C. Routing and Filing.

Routing and filing is indicated at the bottom of the form and is as follows:

D. Posting.

The mission cannot proceed without approval from the appropriate level. The residual risks must be communicated to employees for consideration.

E. Related Forms.

Green Amber Red (GAR) Risk Assessment Worksheet.

Additional Aviation Safety Risk Management information can be found on the BLM and USFS Aviation websites, including Aviation Operational Risk Assessments specific to helicopter programs, with fillable Risk Assessment Worksheets in Word and Excel format.

http://www.blm.gov/nifc/st/en/prog/fire/Aviation/safety.html

http://www.fs.fed.us/fire/av_safety/index.html

Exhibit F-6. HJA-5 Risk Assessment Worksheet

HJA-5 AVIATION RISK ASSESSMENT WORKSHEET

Assess the risks involved with the proposed operation.Use additional sheets if necessary.			
Assignment:	**Date:**		
Describe the Hazard:	**Pre-Mitigation hazard rate out**		
	Likelihood A-E	Severity I-IV	Risk Level
Pre-Mitigation Overal Rating:			
Mitigation Controls:	**Post-Mitigation hazards rate out**		
	Likelihood A-E	Severity I-IV	Risk Level
Post-Mitigation Overal Rating:			
Success Probability/Benefit Statement:			

Operation Approved by:	Title:	Date:

HJA-5 (12/2015)

Exhibit F-7. HJA-6. Risk Assessment and Mitigation Worksheet

RISK ASSESSMENT AND MITIGATION WORKSHEET

HJA-6 Risk Assessment and Mitigation Worksheet											
System											
		Post-Mitigation				Post-Mitigation					
Sub-System	Hazards	Likelihood	Severity	Outcome	Mitigation	Likelihood	Severity	Outdomce	Mitigation Achieved?	Additional Local Mitigation	Post Mitigation Value
Final Assessment Value					**Prepared By**					**Date**	
Approved By					**Title**					**Date**	

HJA-6 (12/2015)

VIII. Operational Risk Assessment - Green-Amber-Red (GAR) Form

A. Purpose.

The mission risk mirrors the colors of a traffic light. If the total risk value falls in the GREEN ZONE (1-35), risk is rated as low. A moderate level of risk is indicated when the total risk value falls in the AMBER ZONE (36-60), and should the total value fall in the RED ZONE (61-80), you should ensure that all effective control measures have been implemented prior to starting the operation. The Amber and Red risk levels must also be evaluated at a higher level in the organization than the helicopter/helibase manager, so that the organizational risk acceptance levels are aligned with the expected benefit of the operation.

The GAR Model provides a general assessment of operations and allows management to set the standard for risk. Any concern for elevated risk levels in one or more of the categories may require an in depth assessment using a more specific assessment.

Assigning numerical values and colors to hazards using the GAR Model is not the most important part of this risk assessment. The importance lies in the team discussions, which lead to an understanding of the threats, how they will be controlled, and what standards management expects personnel to maintain. This allows decision making, and threat and error management, to be properly aligned with the organization.

B. Applicability.

The form is a time critical Safety Risk Management tool that applies to missions/flights.

C. Routing and Filing.

Daily or mission specific risk assessments should be performed. Refer to specific agency policy for documentation, routing and filing requirements.

D. Posting.

No requirement for posting.

E. Related Forms.

Risk Assessment Worksheets.

Category	Level of Risk
Supervision	
Planning	
Team Selection	
Team Fitness	
Communication	
Contingency Resources	
Environment	
Complexity	
Total	

Exhibit F-8. Green Amber Red Form

Operation:		Scheduled Date:
Objective(s):		
Supervision	Label the number as	
Supervisor has perfect knowledge about the mission, personnel, capabilities and limitations, and is able to apply the appropriate control to minimize risk.	<☺1 2 3 45 678910☹ >	Supervisor has little knowledge about the mission, personnel, capabilities and limitations, and lacks skill, knowledge or ability to apply the appropriate control to minimize risk.
Planning		
There is a well-designed plan that is reviewed and revised as needed to meet the demands for safety and efficiency and to account for adaptation. Time is well managed.	<☺1 2 3 45 678910☹ >	There is no plan or the plan doesn't address many current adaptations made in response of demands for efficiency. Time constraints have a strong effect on ability to plan.
Contingency Resources		
Reliable alternative equipment and personnel are available, easily accessed and informed about the mission requirements.	<☺1 2 3 45 678910☹ >	The outcome depends on the equipment and personnel assigned completing the mission perfectly. Failure is not an option.
Communication		
Interpersonal communications are clear and there is a high level of trust in the organization. Adequate personnel and technology are available to relay information accurately to those who make the decisions.	<☺1 2 3 45 678910☹ >	There is low trust in the organization or the personnel/communication equipment is unreliable based on the expected needs for the mission.
Team Selection		
Multiple personnel with skill, knowledge and ability are available to fulfill the requirements of the mission. Selection and preparation are done well in advance so there is time to address personal and job related demands.	<☺1 2 3 45 678910☹ >	Only one person is available and the success of the mission depends on that person juggling many responsibilities to squeeze this mission into the work schedule. Additional time will be donated to keep up with the workload.
Team Fitness		
Personnel are trained, proficient, healthy, and rested prior to starting the mission. Personal issues are addressed and little external stress is being exerted.	<☺1 2 3 45 678910☹ >	Personnel lack one or more critical component in their training. They have many additional duties or social pressures distracting them from their proficiency.
Environment		
Weather and visibility are conducive to the best possible chance for success in the mission. Operational tempo is appropriate for the mission.	<☺1 2 3 45 678910☹ >	Winds are unpredictable, temperature is extreme, low ceilings and visibilities, precipitation, sun angle creates strong shadows, etc. Mission tempo is too low or high.
Mission Complexity		
A single agency is involved with personnel from the same unit who regularly work together. Mission is straight forward and covered by standard operating procedures.	<☺1 2 3 45 678910☹ >	Multiple agencies are involved in a novel or confusing mission. Personnel are new to each other and come from different operational cultures. Many leaders are emerging and working toward different objectives.
	Mission Total Risk Score:	
Risk Score 1-35	**Risk Score (36-60)**	**Risk Score (61-80)**
GREEN ZONE	***AMBER ZONE***	***RED ZONE***
Benefit Statement:		
Operation Approved by:		Date:

Appendix G

Safety Risk Management Process.

I. Introduction.

This appendix introduces concepts and terms and provides tools to assess and manage risks within the interagency helicopter operations community. It is organized to follow the five -step process of risk management beginning with hazard identification.

Properly managing risks allows you to:

- *Protect lives and conserve resources by avoiding unnecessary risks.*
- *Make more informed decisions.*
- *Identify feasible and effective control measures where specific standards do not exist.*

Improve opportunity for successful mission accomplishment.

Safety Risk Management Assumptions

- *Risk is inherent in all aviation missions, operations and activities.*
- *Risk can be effectively mitigated if understood and appropriate action is taken.*
- *Everyone is responsible for utilizing Safety Risk Management concepts, tools and techniques.*

Safety Risk Management Principles

Four principles govern all actions associated with Risk Management. These continuously employed principles are applicable before, during and after all tasks and operations by individuals at all levels of responsibility:

1. Accept no unnecessary risk.

Unnecessary risk comes without a commensurate return in terms of real benefits or available opportunities. Everything involves risk. The most logical choices for accomplishing a mission are those that meet all objectives with the minimal acceptable risk.

2. Make risk decisions at the appropriate level.

Making risk decisions at the appropriate level establishes clear accountability. The appropriate decision maker is the person who allocates resources and implements controls to mitigate or eliminate risks associated with planned operation (i.e., loss of mission effectiveness, normal wear and tear on material).

Risk decisions should be elevated to the next level in the management chain upon determining that controls available to him/her will not reduce residual risk to an acceptable level.

3. Accept risk when benefits outweigh the costs.

All identified benefits should be compared against all identified cost. Even high-risk operations may be undertaken when a clear knowledge that the sum of the benefits exceeds the sum of the cost. Balancing cost and benefits is a subjective process, and ultimately the balance may have to be determined by the appropriate decision maker.

4. Integrate risk management principles into planning at all levels.

Integrate Safety Risk Management into planning at all levels and as early as possible. This provides the greatest opportunity to make well informed risk decisions and implement effective risk controls. Risk assessments of operations and activities are most successful when they are accomplished in the normal sequence of events (the planning of a mission or activity) by individuals directly involved in the event, and not as a last minute or add-on process. Any amount of planning that can be accomplished, even in a time constrained environment, and is better than no planning at all.

If the safety risks are assessed as intolerable, the following questions become relevant:

- *Can the hazards and related safety risk(s) be eliminated? If the answer is yes, then action as appropriate is taken and documented. If the answer is no, the next question is:*
- *Can the safety risk(s) be mitigated? If the answer is no, related activities must be cancelled. If the answer is yes, mitigation action as appropriate is taken and the next question is:*
- *Do any residual safety risks exist? If the answer is yes, then the residual risks must be assessed to determine their level of tolerability as well as whether they can be eliminated or mitigated as necessary to ensure an acceptable level of safety performance.*

II. Terms

Safety Management System (SMS): Is a quality management approach that integrates the practices of controlling risk and safety-related processes into an organized safety culture and business management model. Safety Risk Management is a tool within Safety Management.

Safety Risk Management (SRM): Is a formal system of hazard identification, essential in controlling risk to acceptable levels. It is a formal process that describes the system, identifies the hazards, assesses the risk, analyzes the risk, and controls the risk. The Safety Risk Management process is embedded in the mission planning process and throughout mission operations.
The Safety Risk Management process should be applied to:

- *Initial designs of systems, organizations, and/or products*
- *The development of operational procedures*
- *Identified hazards*
- *Planned changes to operational processes*

Risk is the composite of predicted severity (how bad) and likelihood (how probable) of the potential effect of a hazard in its worst credible (reasonable or believable) system state. Risk is the future impact of a hazard that is not controlled or eliminated. It can be viewed as future uncertainty created by the hazard. If it involves skill sets, the same situation may yield different risks.

Example: If the aircraft is not properly bonded, then static electricity builds which can result in static discharge that may ignite the fuel vapor leading to a potential explosion.

Safety Risk Assessment involves an analysis of identified hazards that includes the following components:

1. The severity of a safety outcome; AND
2. The probability that it will occur. AND
3. The amount of time the hazard will be exposed.

Operational Risk Management (ORM) ORM is a process of identifying and controlling hazards. The goal of ORM is to manage risk so the mission can be accomplished with minimum loss. ORM is also a decision-making tool to systematically help identify operational risks and benefits and determine the best course of action for any given situation.

Hazards: A hazard is a present condition, event, object, or circumstance that could lead to or contribute to an unplanned or undesired event such as an accident. It is a source of danger.

Example: Pilot fatigue is a hazard because the pilot may not realize he or she is too tired to fly until serious errors are made. Humans are very poor monitors of their own mental condition and level of fatigue. Fatigue can be as debilitating as drug usage, according to some studies.

Controls: Policies or devices that work to mitigate or eliminate risk to assets, lives, or mission completion.

Example: Organizations can implement a rule of 12 hours of crew rest prior the start of a duty day that includes flying, and limiting the length of that day to 12 hours.

Likelihood: Sometimes referred to as "vulnerability," the level of possibility of occurrence of something that may impact people, property or resources.

Example: When departing for a flight in weather conditions that are "Ceiling and Visibility (CAV) OK", which is pilot speak for "clear skies" the likelihood of a weather-related incident are low. Conversely departing when the CAV is 1000ft and lightning has been spotted within 10nm has a significantly higher likelihood of a weather related event.

Total Risk: The sum of identified and unidentified risks.

Identified Risk: Risk that has been determined through various analysis techniques. The first task of system safety is to identify, within practical limitations, all possible risks.

Example: The mission requires the helicopter be operated near its performance limit. Exceeding the performance limit may result in a potential failure.

Unidentified Risk: Risk not yet identified. Some unidentified risks are subsequently identified when a mishap occurs. Some risk is never known.

Example: Unforeseen weather changes, clear air turbulence, hazards not properly identified on a hazard map.

Unacceptable Risk: Risk that cannot be tolerated by the managing activity. It is a subset of identified risk that must be eliminated or controlled.

Example: A Visual Flight Rules rated pilot deciding to fly in Instrument Flight Rules conditions.

Acceptable Risk: Acceptable risk is the part of identified risk that is allowed to persist without further engineering or management action. Making a decision to proceed is a difficult yet necessary responsibility of management. This decision is made with full knowledge that it is the user who is exposed to the risk.

Example: Leaving the ground in an aircraft carries with it a certain amount of risk. When the skill and training of the pilot reach a level that sufficiently overcomes the risk, then the level of risk is acceptable.

Residual Risk: Residual risk is the risk remaining after system safety efforts have been fully employed. It is not necessarily the same as acceptable risk. Residual risk is the sum of acceptable risk and unidentified risk. This is the total risk passed on to the user.

Example: Flying carries an amount of known risk, and a certain amount that could arise during the flight that wasn't planned for.

Levels of Safety Risk Management

We categorize Safety Risk Management into three levels:

1. Strategic: Long term planning, usually embedded in policy. An organization's determination of acceptable levels of risk is found in the organization's culture, policy, handbooks, guides and training curriculum.
2. Deliberate: Deliberate Safety Risk Management refers to pre-mission/activity planning and

involves the full formal application of the complete 5-Step Risk Assessment process. Deliberate Safety Risk Management should be implemented in advance of the planned operational mission. Always include the experience, expertise and knowledge of personnel to identify known hazards/risks and strategies to effectively mitigate risks for the specific mission. The Project or Aviation Safety Plan is at the “Deliberate” level.

3. Time Critical: During the execution or tactical phase of operations. It can be an informal, mental risk assessment using basic Safety Risk Management process steps to identify and mitigate hazards in the new or changing situation. A rapid risk assessment or GAR falls into “Time Critical”.

III. The Five-Step Process:

A systematic approach to Safety Risk Management is useful. We use a five step process for managing risk:

1. Identify the hazard

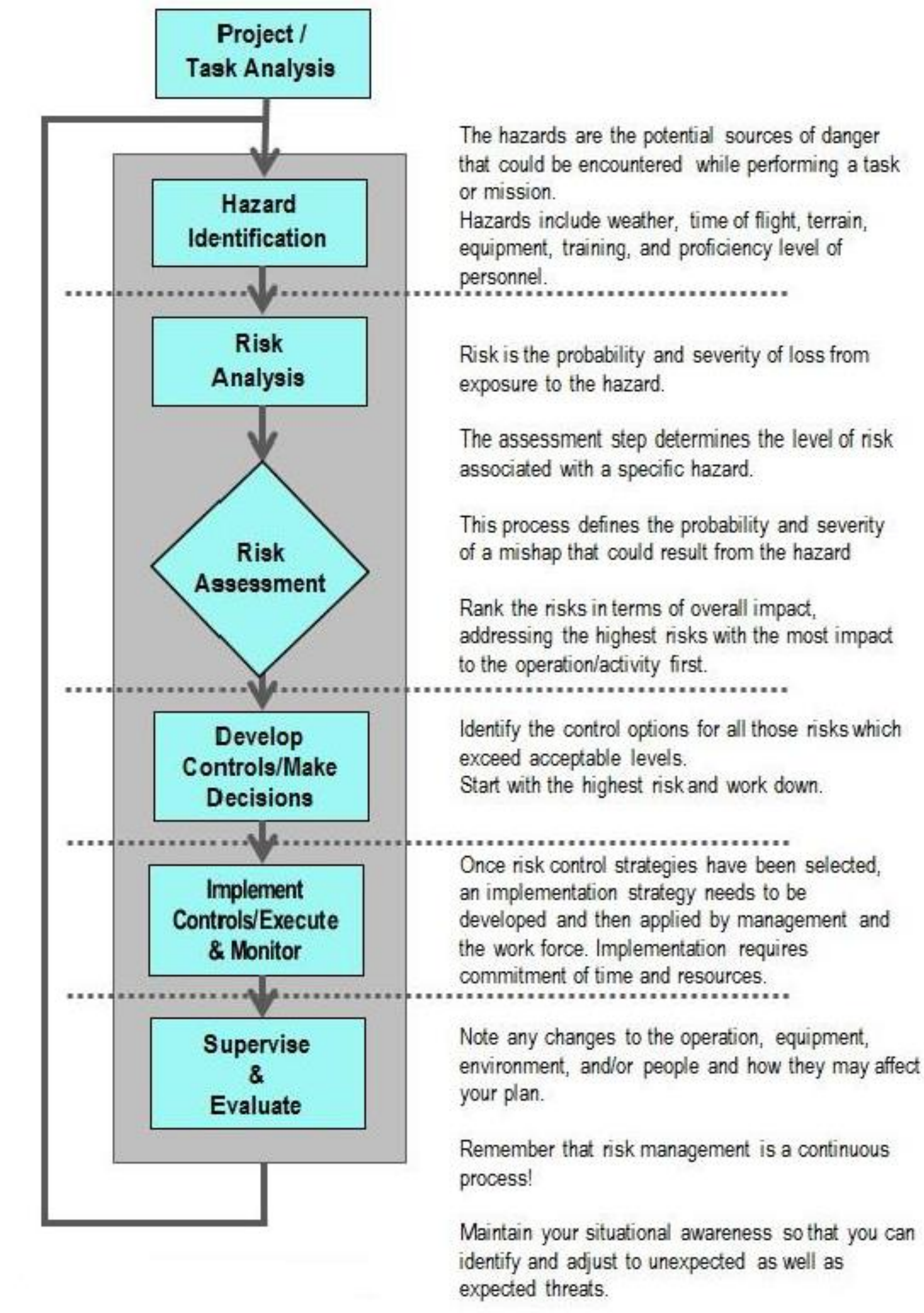
2. Assess the risk

3. Analyze risk control/mitigation measures and make control decisions

4. Implement controls

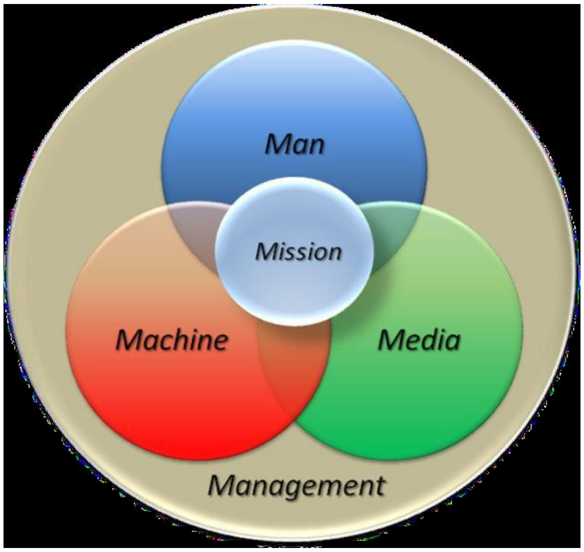
5. Supervise and review

Successful Safety Risk Management relies upon the cyclical nature of the process. At any point, reassessment may require going back through the cycles to address impacts and changes.



Step 1 - Identify Hazards/Risks

Successful missions, or mishaps, do not just happen; they are indicators of how well a system is functioning. The basic cause factors for mishaps fall into the same categories as the contributors to successful missions—Man, Media, Machine, Mission and Management. These are referred to as “The 5 M’s.” The 5 M’s provide a logical approach to categorize and evaluate potential hazard.



1. Mission

The mission is the purpose or central function of the system. This is the reason that all the other elements are brought together. Always ask yourself:

- *Is this flight necessary?*
- *Is there a better way to do it?*

Define the mission objectives, what is the desired outcome. The complexity of the mission should be understood, well defined and obtainable.

2. Man

This is the human element of a system and possibly the area of greatest variability and thus the majority of risks. Identify the hazards of this element by considering the following human elements:

Crew experience

- Flight proficiency
- Knowledge

Crew composition

- Knowledge of each other
- Cohesiveness
- Changes to the crew

Fitness for flight

- Physical state
- Mental state

Selection

- Right person psychologically/physically, trained in event proficiency, procedural guidance, habit pattern

Performance:

- Awareness, perceptions, task saturation, distraction, channelized attention, stress, peer pressure, confidence, insight, adaptive skills, pressure/workload, fatigue (physical, motivational, sleep deprivation, circadian rhythm)

Personal Factors:

- Expectancies, job satisfaction, values, families/friends, command/control, discipline (internal and external), perceived pressure (over tasking) and communication skills

Other considerations may include supervision and cultural norms (national, organizational, professional).

3. Machine

This is the hardware and software. The aircraft and all associated equipment required for the mission. When accessing the hazards related to the machine consider:

- Capabilities and limitations
- Certification
- Reliability
- Support
- Special equipment

Other considerations:

- Machine. Used as intended, limitations, interface with man
- Design: Engineering reliability and performance, ergonomics
- Maintenance: Availability of time, tools, and parts, ease of access
- Logistics: Supply, upkeep, repair
- Tech data: Clear, accurate, usable, and available

4. Management

- Management controls many aspects of our work:
- Policy: CFRs, FARs, agency policy
- Procedures: Manuals and standard operating procedures
- Standards: Company policy
- Controls: Crew standardization, training, and limitations

5. Media

Media is the environment in which the mission will be executed. These are external, largely environmental forces:

- Climate: Ceiling, visibility, temperature, humidity, wind, precipitation,
- Operational environment: Terrain, wildlife, vegetation, manmade obstructions, daylight, darkness. Landing/takeoff areas: Gravel, dirt, ice, mud, dust, snow, etc.
- Hygienic environment: Ventilation/air quality, noise/vibration, dust, contaminants.

Step 2 – Asses the Hazards/Risks

Risk Assessment Tools and Methods – Risk Matrix

There are many models that many be used to assess risk, e.g. the Risk Assessment Matrix (a part of the Safety Management System approach, commonly used with deliberate risk assessment), the Green/Amber/Red (GAR) Model (more commonly used with time-critical risk assessment) or the Severity/Probability/Exposure (SPE) Model (which addresses specific hazards and calculates in exposure as a third factor).

Risk Assessment Matrix

Your organization may use a different list of categories, letters, colors, or numbers for severity, likelihood, and risk assessment codes. However, the purpose and concept are the same in that you are breaking it down into categories from least risk to most risk.

For each hazard identified, determine the associated degree of risk in terms of likelihood and severity. The result of the risk assessment is a prioritized list of hazards, which ensures that controls are first identified for the most serious threat to mission or task accomplishment. The hazard list is intended for use as a guide to the relative priority of risks involved and not as an absolute order to follow.

Severity. This is an assessment of the potential consequence that can occur as a result of a hazard and is defined by the degree of injury, illness, property damage, loss of assets (time, money, personnel), or effect on the mission or task. Consideration must be given to exposure potential. For example, the more resources exposed to a hazard, the greater the potential severity. Severity categories are assigned according to the following criteria:

Table 1: Severity Categories

CATEGORY	DEGREE OF SEVERITY
Category I: Catastrophic	The hazard may cause death, loss of facility/asset or result in grave damage to national interests.
Category II: Critical	The hazard may cause severe injury, illness, property damage, damage to national or service interests, or degradation to efficient use of assets.
Category Ill: Marginal	The hazard may cause minor injury, illness, property damage, damage to national, service or command interests or degradation to efficient use of assets.
Category IV : Negligible	The hazard presents minimal threat to personnel safety or health, property, national, service or command interests, or efficient use of assets.

Likelihood. This is an assessment of the likelihood that a potential consequence may occur as a result of a hazard and is defined by assessment of such factors as location, exposure (cycles or hours of operation), affected populations, experience, or previously established statistical information. Likelihood categories are assigned a letter according to the following criteria:

Table 2: Likelihood Categories

DEGREE OF LIKELIHOOD	DESCRIPTION
Frequent (A)	Continuously or often encountered during each mission.
Probable (B)	Encountered several times during the course of many missions.
Occasional (C)	Encountered sporadically during the course of many missions.
Remote (D)	Encountered infrequently, but changes are remote.
Improbable (E)	Encountered only rarely, chances are possible but unlikely.

Complete a Risk Assessment Matrix. Combine the severity with the likelihood to determine the level of risk for each hazard.

Chart G-1: Risk Assessment Matrix

	Severity			
Likelihood	**IV Negligible**	**III Marginal**	**II Critical**	**I Catastrophic**
Frequent A			**4**	
Probable B		**3**		**High**
Occasional C		**2**	**Serious**	
Remote D	**1**	**Medium**		
Improbable E	**Low**			

Risk Levels: At this stage, you are assigning a level of risk to each hazard, based upon where it falls on the risk assessment matrix.

RISK LEVEL	**DESCRIPTION**
1 Low	The risk involves little or no impact on mission accomplishment. Hazards are those normally associated with flight (possibility of bird strike, mechanical, malfunction, etc.).
2 Medium	Degree of risk is such that the mission can almost certainly be accomplished safely. Hazards exist, but can be mitigated.
3 Serious	Risk is high enough that there is uncertainty as to whether the mission can be accomplished without an accident and/or loss of life or serious injury. Hazards may or may not be able to be mitigated.
4 High	The combination of severity and likelihood indicate the hazard has a greater than 50% chance of exceeding control measures and the result will be critical or worse. Benefit to risk must be carefully weighed and planners ensure that: 1) emergency response resources are positioned for immediate use, 2) approval is made by the highest official in the local organization, and 3) crewmembers are well rested, briefed and aware of the known threats and their controls.

Risk Assessment Pitfalls. The following pitfalls should be avoided during the assessment:

- Over Optimism: Not being totally honest or not looking for root causes.
- Misrepresentation: Individual perspective may distort the data.
- Alarmism: “The sky is falling” or “worst case” estimates are used regardless of their possibility.
- Indiscrimination: All data is given equal weight.

- Prejudice: Subjective or hidden agendas are used vice facts.
- Inaccuracy: Bad or misunderstood data nullify accurate risk assessment.
- Enumeration: Difficulty in assigning a numerical value to human behavior.

Risk Assessment Tools and Methods – Green-Amber-Red (GAR)

This model differs from the Safety Risk Matrix (described above) in several ways. First, it provides a more general analysis of the operational system. Second, it provides a qualitative rating scale for each of the categories that correspond to the identified areas of risk. It is important to remember that Safety Risk Management is a process that continues throughout the mission. Each assessment model provides a method of evaluating risks as they apply to every mission. The following categories comprise the GAR model:

Supervision

A person designated to provide supervision acts as a control for the risk undertaken. This may be as simple as checking that operations are proceeding according to approved standards. Supervisory control considers the experience, training, proficiency, other qualifications of the supervisor; whether that person's situational awareness, leadership, and communication are effective; and if the required supervision is actually taking place. To effectively provide control the supervisor must:

- Know the goals of the operation (planning),
- Be able to affect the system (leadership, communication, decision making),
- Have a model (plan) of the system and
- Be able to ascertain the state of the system (situational awareness).

The higher the degree of risk, the more the supervisor needs to focus on observing and the larger picture. A supervisor who is easily distracted by hands-on tasks is not an effective safety control in high-risk conditions.

Planning

Consider how informed you and other resources are, how accurate the information is, and the amount of time available to plan for and evaluate the existing and emerging conditions.

Team Selection

Evaluate the character and competence of the individuals to be used. If individuals must be replaced during the operation, assess new team members and how they will interact with those already engaged.

Team Fitness

Assess both the physical and mental state of the team. Consider the amount and quality of duty/rest a crewmember has had and their exposure to sources of stress. The stage of team development should also be scrutinized; it will impact the level of complexity the team is able to manage.

Communication

Evaluate the available communication systems according to: their technical capability, infrastructure, reliability, and the organization's culture. Determine how any barriers to effective communication may be bridged, and identify how errors may be rectified.

Contingency Resources

Contingency planning should be a normal part of all operational planning. These resources are activated only under certain predetermined conditions and/or in emergencies. Consider their activation requirements, response time, and how they would be used.

Environment

Consider factors affecting the performance of people as well as the capabilities and limitations of other resources. These may include the time of day, temperature, humidity, precipitation, wind and other dynamic weather conditions. Terrain affects wind and weather patterns and can both provide benefits and hide other hazards from view.

People are affected by the organizational environment as well. The overt culture of an organization may appear to be one thing when below the surface it is actually something else. Be realistic and truthful regarding the culture of the organization; provide goals and expectations that are understood by all.

Event or Incident Complexity

Careful team selection is of key importance in bringing together individuals with the requisite character and competency. Newly developing teams are equipped with a variety of individual skills. Time is needed for them to develop, and leadership must adapt as the team evolves. Often, they must overcome barriers to successfully integrate. They might be capable of handling simple tasks without much preparation. However, the demands of more complex operations may require that time be set aside for training/team interaction, in order for them to develop the necessary trust and competency to function effectively.

Calculating Risk Using GAR Model

To compute the total risk level, assign a number from 0 (No Risk) to 10 (High Risk) for each of the eight previously identified categories. The individual risk category scores are then totaled. This personal estimate is a starting point for the subsequent discussion, which should include as many of the participants as is practical. This discussion is more important than the actual numbers assigned.

Category	Level of Risk
Supervision	
Planning	
Team Selection	
Team Fitness	
Communication	
Contingency Resources	
Environment	
Complexity	
Total	

Color Coding Risk

The mission risk mirrors the colors of a traffic light. If the total risk value falls in the GREEN ZONE (1-35), risk is rated as low. A moderate level of risk is indicated when the total risk value falls in the AMBER ZONE (36-60), and should the total value fall in the RED ZONE (61-80), you should ensure that all effective control measures have been implemented prior to starting the operation. The Amber and Red risk levels must also be evaluated at a higher level in the organization than the helicopter/helibase manager, so that the organizational risk acceptance levels are aligned with the expected benefit of the operation.

The GAR Model provides a general assessment of operations and allows management to set the standard for risk. Any concern for elevated risk levels in one or more of the categories may require an in depth assessment using a more specific assessment.

Assigning numerical values and colors to hazards using the GAR Model is not the most important part of this risk assessment. The importance lies in the team discussions, which lead to an understanding of the threats, how they will be controlled, and what standards management expects personnel to maintain. This allows decision making, and threat and error management, to be properly aligned with the organization.

SPE Model

The SPE Model is used in situations addressing specific hazards, adding in exposure as a factor:

Risk = Severity X Probability (Likelihood) X Exposure

Step 3 – Develop Controls/Make Decisions

It is assumed a list of known or expected hazards associated with the proposed/planned aviation mission has been compiled in Step 1 of the 5-Step Process. Those hazards were analyzed and evaluated until they were characterized as risks during Step 2. Step 3 deals with developing controls—or mitigating strategies—and making decisions on how to implement those controls.

The main ways to control a hazard include:

1. Elimination (including substitution): Remove the hazard from the workplace
2. Engineering Controls:Includes designs or modifications to plants, equipment, ventilation systems, and processes that reduce the source of exposure
3. Administrative Controls: Controls that alter the way the work is done, to include: policies, SOPs, procedures, standards, training, etc.
4. Personal Protective Equipment: Equipment worn by individuals to reduce exposure such as contact with chemicals or exposure to noise. These methods are also known as the "hierarchy of control" because they should be considered in the order presented (it is always best to try to eliminate the hazard first, etc.).

Effectiveness	Type of Control
Most Effective	Elimination or Substitution
	Engineering Controls
	Administrative Controls (Awareness, Training, Procedures)
Least Effective	Personal Protective Equipment

Source: http://www.ccohs.ca/oshanswers/hsprograms/hazard_control.html#_1_4

The STAAR Model

One tool for developing control measures in a Safety Risk Management process is the “STAAR” model. The STAAR model describes the concepts whereby managers and operators attempt to mitigate known or anticipated risks associated with a proposed aviation operation:

- **S**pread…
- **T**ransfer…

- **A**void…
- **A**ccept…
- **R**educe…

A comprehensive listing of all the control measures possible for each identified risk should be honed down to the best/most appropriate controls for each risk based on time, resources, and funds expected to be available to conduct the aviation operation.

The completed Safety Risk Assessment worksheet is reviewed after the mission as part of the debrief/after action review (AAR) (Step 5 of the Safety Risk Management process) to identify ineffective (or overly restrictive) mitigation controls. Once the AAR is completed, the Safety Risk Assessment worksheet can be filed for future use the next time a similar mission is conducted.

Step 4 - Implement Controls

Leaders and staff are responsible to ensure that risk controls (identified in Step 3 of the Safety Risk Management process) are integrated into SOPs, written and verbal orders, mission briefings, and other plans. It is critical that risk controls are understood at all levels. It is important to provide a vision of the end state and describe successful implementation.

Employees are responsible to understand and comply with established risk controls, and to advise leadership when those risk controls are not effective.

Within the Interagency Helicopter Operations community, risk controls can be implemented in:

Departmental Manuals (DMs)

Operational Procedures Memorandums (OPMs) Forest Service Manuals Handbooks & Guides

Checklists: There are numerous checklists that help to implement risk controls (see the Bureau/Agency specific operations checklists, and the Aviation Operations Checklist.

Briefings: Briefings allow leaders to communicate their risk controls and risk tolerance expectations to their employees. Back-briefs involve the employee repeating the risk controls to the leader so that both have the same understanding.

Tailgate Sessions: Tailgate sessions are a commonly used technique in the Interagency community to provide training and to increase communications between leaders and employees.

Rehearsals: Rehearsing the mission or individual elements (i.e. communications plan) is another technique to ensure that the risk controls established in the operations plan (or project aviation safety plan) are properly understood by all participants. Sand table exercises and flight simulators are means of rehearsing a mission.

Training: One common means used to reduce risks in aviation is through training. Some courses such as A-100 (Basic Aviation Safety) provide a broad look at the policies and procedures used to protect our people and accomplish our missions. Other courses such as A-312 (Water Ditching and Survival) are designed to reduce the specific risks faced by personnel who fly over water. Departmental-level training is often supplemented by Bureaus and local units when their missions involve risks that are not adequately covered by Departmental training (i.e. Helicopter Underwater Egress Training (HUET), cold weather survival training for personnel in Arctic environments, etc.).

Equipment: New or specialized equipment can be used to implement risk controls. A bureau/agency responsible for long-range low-level airplane missions may look to a new aircraft that has better performance, better visibility, longer range, etc. to replace an older model aircraft. A bureau/agency that flies offshore may require their aircraft to have externally mounted life rafts with integral EPIRBs (Emergency Position-Indicating Radio Beacon).

Step 5 – Supervise and Evaluate

Supervise

Monitor the operation to ensure the controls are effective and remain in place and changes which require further Safety Risk Management are identified. Supervise to assure action is taken when necessary to correct ineffective risk controls and reinitiate the Safety Risk Management steps in response to new hazards.

Any time the personnel, equipment or tasking change or new operations are anticipated in an environment not covered in the initial Safety Risk Management analysis, the risk control measures should be re-evaluated.

Evaluate

This process should be systematic. Modes of evaluation include internal review, external audit, red teaming, exercises, and after-action reviews. Additionally, for every adopted Safety Risk Management action there is an expectation that the action will create some identifiable positive benefit.
The value of testing the effectiveness of strategies using these methods is that it provides different perspectives on the success of the Safety Risk Management approach and the capabilities of the organization.

When a decision is made to assume risk, the cost/benefit involved should be recorded. If an accident or negative consequence occurs, proper documentation allows for the review of the risk decision process to see where errors might have occurred or if changes in the procedures or tools lead to the consequences.

Both types of monitoring - effectiveness and situational awareness - are essential if Safety Risk Management efforts are to be effective over time.

Feedback

In this step of the Safety Risk Management cycle, consider the following questions:

- How well is my chosen course of action working?
- Has anything changed that requires altering my existing Safety Risk Management measures? (5Ms – Man, Machine, Media (environment i.e. weather), Mission, Management)
- Are there current trends and/or potential future developments that could require altering my existing Safety Risk Management measures?

A review by itself is not enough. A feedback system must be established to ensure that the corrective or preventative action taken was effective and any newly discovered hazards identified during the operation are analyzed and corrective action taken.

Feedback can be in the form of briefings, After Action Reviews (AAR), lessons learned, benchmarking, database reports, etc.

It is unlikely that every risk analysis will be perfect the first time. When risk analyses contain errors of omission or commission, it is important that those errors be identified and corrected. Without this feedback loop, we lack the benefit of knowing if the previous forecasts were accurate, contained minor errors or were completely incorrect.

The overall effectiveness of these implemented controls must also be shared with other organizations that might have similar risks to ensure the greatest possible number of people benefit.

Change Management

Change management is the application of a structured process and set of tools to achieve a desired outcome.

Change is perhaps the most significant factor in managing risks at the operational level. When you think about the variety of flight missions conducted by DOI or the USFS they may seem unique, but in fact they are almost always variations of missions conducted hundreds of times before.

What distinguishes one mission from another--whether it is wildfire, offshore, migratory bird, wild horse capture, or point-to-point--are changes involving Personnel, Equipment, Terrain, Weather, Management and Mission parameters.

When change management is done well, people feel engaged in the change process and work collectively towards a common objective, realizing benefits and delivering results.

After Action Review (AAR)

The AAR is a learning tool and should detail the actions of the crew during the assignment. Technical, operational, and human elements of crew performance should be discussed as appropriate. Both good and sub-standard performance should be addressed and analyzed. The content of each AAR may vary widely, depending upon the events. Crew members benefit from AARs through the acquisition of acquire a more complete knowledge of both the technical and human factors problems that they confront, enabling them to develop plans for doing better in the face of similar problems in the future. (Further guidance for conducting an AAR can be found at http://www.fireleadership.gov/toolbox/after_action_review/aar.pdf)

Guidelines for the AAR

We live in an environment where we know we will have an AAR, and we will have to say out loud what worked and what didn't. That leads to asking tough questions during the planning phase or rehearsals so that you know you have it as right as you can get it. No subordinate will let the boss waffle on something for long before challenging him to say it clearly because it will only come out later in the AAR. As a consequence, AAR meetings create a very honest and critical environment well before they begin.

Begin with a reiteration of the house rules, even if everyone present has already heard them a hundred times: Participate. No thin skins. Leave your rank at the door. Take notes. Focus on our issues, not the issues of those above us. (The participants' supervisor's hold their own AARs to address issues at their level.) Absolute candor is critical. To promote a sense of safety, senior leaders stay focused on improving performance, not on placing blame, and are the first to acknowledge their own mistakes.

Timing the AAR

The AAR is a learning tool. Time it to occur when the crew is ready and able to learn. As a leader or supervisor, you need to plan the AAR so that it can be as effective as possible.

1. End of the day
2. Generally, AARs conducted immediately after the shift will provide the best learning. This is the time when most things are still fresh in the mind both technically and emotionally. Unless the feelings associated with an event are very strong, crew members will not retain an emotional memory of it for long.
3. Split format
4. This format is the second-best choice when a full post-shift AAR cannot be implemented: for example, when you have a tired crew but also have important things to discuss. In the split format, the "What really happened?" part of the AAR is explored at the first opportunity, but the remaining part of the briefing is postponed until later. The "What really happened?" stage requires the most emotional recall and focuses only on recalling the events of the action. Analysis and creative thinking are needed for the latter stages, and a crew with no mental energy will have difficulty with

this format, these stages are delayed until the crew is ready to learn.

5. Start of the day
6. Conducted prior to morning briefing, this type of AAR enables crew members to retain many details from the previous day. Crew members are generally not as interactive or engaged as they would be right after the event. Although better than nothing, an AAR conducted the next morning is hard to get started and to keep moving.
7. End of assignment
8. Unlike the post-shift AAR, this AAR is usually more academic and global in nature because most of the emotional aspect and much of the detail is missing. This type of briefing does not have to be conducted in the four-question AAR format. Since the post-shift AAR is concentrated on daily performance, the post-assignment de-briefing may concentrate more on large events, operational procedures, shelved, or organization-related issues.

AAR Benefits

Crew members acquire a more complete knowledge of both the technical and human factors problems that they confront, enabling them to develop plans for doing better in the face of similar problems in the future. Source: http://www.fireleadership.gov/toolbox/after_action_review/aar.pdf

SAFECOM

The Aviation Safety Communique (SAFECOM) database fulfills the Aviation Mishap Information System (AMIS) requirements for aviation mishap reporting for the Department of Interior agencies and the US Forest Service. Categories of reports include incidents, hazards, maintenance, and airspace. The system uses the SAFECOM Form OAS-34/FS-5700-14 to report any condition, observation, act, maintenance problem, or circumstance with personnel or the aircraft that has the potential to cause an aviation-related mishap. The SAFECOM system is not intended for initiating punitive actions. Submitting a SAFECOM is not a substitute for "on-the-spot" correction(s) to a safety concern. It is a tool used to identify, document, track and correct safety related issues. A SAFECOM does not replace the requirement for initiating an accident or incident report.

References

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DOI OPM-06 https://www.doi.gov/sites/doi.gov/files/migrated/aviation/library/upload/OPM-06.pdf

IV. Safety Risk Management Forms/Tools

See Appendix F

V. After Action Review (AAR)

A. Purpose.

The AAR is a learning tool. Time it to occur when the crew is ready and able to learn. As a leader or supervisor, you need to plan the AAR so that it can be as effective as possible.

B. Applicability.

The information is required. There is no specific form is a time critical Safety Risk Management tool that applies to potential lessons that may be learned subsequent to mission/flight or daily. Refer to specific agency policy for applicability requirements.

C. Routing and Filing.

Refer to Agency or unit specific policy for determining when to conduct an AAR and how the content should be distributed.

D. Posting.

No requirement for posting.

E. Related Forms.

SAFECOM - OAS-34/FS-5700-14

Question	Purpose
What was supposed to happen? **What actually happened?** **Why were there differences?**	These questions establish a common understanding of the work item under review. The facilitator should encourage and promote discussion around these questions. In particular, divergences from the plan should be explored.
What worked? **What didn't?** **Why?**	These questions generate reflection about the successes and failures during the course of the project, activity, event or task. The question 'Why?' generates understanding of the root causes of these successes and failures.
What would you do differently next time?	This question is intended to help identify specific actionable recommendations. The facilitator asks the team members for crisp and clear, achievable and future-oriented recommendations.

Appendix H
Incident, Hazard and Accident Reporting.

I. Introduction.

A significant portion of an effective aviation safety management program is to ensure hazardous situations or unsafe actions are reported in a timely manner. Written reports are analyzed by aviation program managers to determine if and what kind of corrective actions should be taken and to track trends.

II. Situations that Warrant a Written Report.

Some of the definitions below supplement those found in the Glossary and may vary slightly among agencies, but are generally applicable to all agencies.

A. Aviation Hazard.

An aviation hazard is any condition, act, or set of circumstances that compromise the safety of personnel engaged in aviation activities. These hazards may address, but are not limited to, such areas as:

- *Deviations from policies, procedures, regulations and instructions as contained in Manual and Handbook Releases, Interim Directives, standard operating guides, etc.*
- *Hazardous materials handling and/or transport*
- *Flight following*
- *Deviation from planned operations, flight plan, type of use (for example, general to special-use)*
- *Failure to utilize personal protective equipment or Aviation Life Support Equipment (ALSE)*
- *Inadequate training, or failure to meet training requirements*
- *Failure to utilize load calculations and/or manifests correctly*
- *Weather conditions*
- *Ground operations*
- *Pilot procedures*
- *Fuel contamination*
- *Unsafe actions by Pilot, air crew, passengers, or support personnel.*

B. Maintenance Deficiency.

A Maintenance Deficiency is a defect or failure causing mechanical difficulties encountered in aircraft operations, not specifically identified as an incident or aviation hazard.

C. Aircraft Incident.

An aircraft incident is an unplanned event that results in damage which is less than serious aircraft incident criteria, or injury not requiring medical attention. A situation involving an aircraft and/or personnel which has the potential of resulting in an accident is also classified as an aircraft incident. Note that the USFS also has a classification of "Incident with Potential" to cause an accident. Examples of incidents are:

- *Injury to Personnel. Injury requiring only first aid.*
- *Damage to Aircraft. Any damage less than significant (and less than accident criteria) when engines/rotors are turning and there is an intent to fly. When in doubt, respond to the occurrence as if it were an accident. The accident investigators will determine whether the occurrence is classified as an incident or accident.*
- *Forced Landing. A landing necessitated by failure of engines, systems, or components which makes continued flight impossible, and which may or may not result in damage or injury.*
- *Precautionary Landing. A landing necessitated by apparent impending failure of engines, systems, or components or incapacitation of the flight crew which makes continued flight inadvisable.*
- *Aircraft Ground Mishap. A mishap in which there is no intent to fly; however, the power plants and/or rotors are in operation and damage incurred requiring replacement or repair of rotors, propellers, tires, wheels, wing tips, flaps, etc., or an injury is incurred requiring first aid.*
- *Ground Damage to Aircraft. A mishap not specifically addressed as an incident above, where the aircraft or component incurs damage requiring repair or replacement before flight. Powerplants and/or rotors may or may not be in operation.*
- *Near Mid-Air Collision. When airborne aircraft encroaches within 500 feet of another airborne aircraft, or a Pilot or crew member determines that a collision hazard existed between two or more aircraft.*

D. Accident.

The accident definition is lengthy and fairly technical. If in doubt as to whether the occurrence was an incident ("Damage to Aircraft") or an accident, treat it as an accident. The investigation team will make the final determination as to classification.

III. Reports and Forms.

The agency with operational control of the aircraft at the time of the occurrence will complete a written report SAFECOM (incident/hazard form) and submit it through agency channels.

A. USFS or DOI Bureaus/Agencies.

The Aviation Safety Communiqué (SAFECOM), OAS-34 /FS 5700-14. The SAFECOM form, instructions and database is available at https://www.safecom.gov/

The SAFECOM is a confidential safety reporting and feedback system for accident prevention. It is a tool used to encourage the reporting of any condition, observance, act, maintenance problem, or circumstance that has the potential to cause an aviation or aviation-related mishap. Data obtained from the system is monitored to identify emerging hazards, share critical safety information, document and track safety issues and identify training needs. It is also used for reporting positive safety actions and mishap prevention measures.

The SAFECOM system is not intended for initiating punitive or disciplinary actions and is not to be used for claims or contract evaluation /determination purposes. The goal of the SAFECOM system is to create a reporting culture that encourages open and honest reporting that improves the safety of aviation operations. SAFECOMs should be utilized in tailgate safety sessions, after action reviews, and briefings only after they have been properly managed through the system.

Submitting a SAFECOM is not a substitute for “on-the-spot” correction(s) to a safety concern. It is imperative that safety issues be addressed at the local level as well as being documented in a SAFECOM. SAFECOM managers at all levels may have additional corrective actions and input.

SAFECOM managers at all levels are responsible for protecting personal data and sanitizing SAFECOMs prior to any distribution and/or posting to the public. The SAFECOM system contains Personal Identifiable Information (PII) which is to be protected and safeguarded. In the event of an accident, dissemination of accident investigation information must be in accordance with NTSB law.

A SAFECOM does not replace the requirement for initiating a mishap report. Mishaps shall be reported immediately by the most expeditious means available in accordance with the bureau or agency Mishap Response Plan.

In order for SAFECOMs to be effective as an accident prevention tool, they should be reported as soon as possible to the agency with operational control of the aircraft at the time of the event. SAFECOMs can be submitted online at SAFECOM or via phone at 888-464-7427. Hard copies of the OAS-34/FS-5700-14 form can be faxed to OAS at 208-433-5007; USFS at 208-387-5735 or submitted through the Unit/Forest Aviation Officer.

Do not waste time trying to figure out if an event is an accident. If you have an event with an aircraft that results in damage or injury, no matter how slight, REPORT IT to DOI or USFS by calling 1-888-4MISHAP (888-4MISHAP).

B. State and Local Agency Reports.

Reference local formats. Federal personnel managing helibases or engaging in helicopter missions for state or local agencies should complete the state or local format. If none exists, complete a SAFECOM and submit it to the local unit.

Exhibit H.1 – Aviation Safety Communique (SAFECOM), 3 pages.

OAS-34
(12/12)

Safety Communiqué Form

OAS-34 / FS 5700-14

SAFECOM
Aviation Safety Communiqué

REPORTED BY: (optional)
Name:
E-Mail:
Phone:
Cell Phone:
Pager:
Organization:
Organization Other:
Date Submitted: mm/dd/yyyy

EVENT

Date: mm/dd/yyyy	Local Time: hhmm	Injuries: Y/N	Damage: Y/N
State:	Location: (Airport, City, Lat/Long or Fire Name)		

Operational Control:
Agency:
Region:
Unit:

MISSION (* see look-up tables)

Type: *	Other:	
Procurement: *	Other:	
Persons Onboard:	Special Use: Y/N	Hazardous Materials: Y/N
Departure Point:	Destination	

AIRCRAFT (* see look-up tables)

Type: *	Tail #	Manufacturer: *	Model:
Owner/Operator:	Pilot:	Manager:	

NARRATIVE: (A brief explanation of the event)

CORRECTIVE ACTION: (What was done to correct the problem)

Exhibit H.1 – Aviation Safety Communique (SAFECOM), 3 pages.

SAFECOM LOOK-UP TABLES

MISSION TYPE

Accident Investigation
Aerial Photography
Air Quality Monitoring
Cargo Letdown (Non-Fire)
Cargo Transport (Internal) (Non-Fire)
External Load (Longline) (Non-Fire)
Ferry/Repositioning Flight (Non-Fire)
Fire, Aerial Ignition
Fire, Aerial Ignition (Prescribed)
Fire, Air Attack
Fire, Air-Attack (Prescribed)
Fire, Cargo Letdown
Fire, Cargo Transport (Internal)
Fire, Detection
Fire, External Load (Belly Hook)
Fire, External Load (Longline)
Fire, Ferry/Repositioning Flight
Fire, Helitack
Fire, Helitorch
Fire, Infrared Imagery
Fire, Initial Attack
Fire, Leadplane
Fire, Leadplane (Prescribed)
Fire, Medivac
Fire, Other
Fire, Paracargo
Fire, Passenger Transport
Fire, Ping-Pong Ball
Fire, Rappel
Fire, Reconnaissance
Fire, Retardant
Fire, Retardant Drop (Airtanker)
Fire, Retardant Drop (Helicopter)
Fire, Retardant Drop (SEAT)
Fire, Smokejumper
Fire, Water Drop (Fixed Wing)
Fire, Water Drop (Helicopter Bucket)
Fire, Water Drop (Helicopter Fixed-Tank)
Inspection (Aircraft)
Inspection (Pilot Evaluation)
Inspection (Unit)
Law Enforcement
Maintenance Test Flight
Medevac
Offshore
Other
Paracargo (Non-Fire)
Passenger Transport (Non-Fire)
Pipeline Patrol
Powerline Patrol
Proficiency, Pilot
Proficiency, Rappel
Proficiency, Smokejumper
Rappel (Non-Fire)
Reconnaissance (Non-Fire)
Research
Search/Rescue
Seeding/Fertilization
Short Haul
Spraying
Survey/Forest Health Protection (Non-Fire)
Survey/Observation (Non-Fire)
Training, Aircrew
Training, Helitack
Training, Law Enforcement
Training, Other
Training, Pilot
Training, Rappel
Training, Smokejumper
Wildlife, Animal Capturing
Wildlife, Animal Counting
Wildlife, Animal Eradication
Wildlife, Animal Herding
Wildlife, Animal Survey
Wildlife, Animal Tagging
Wildlife, Animal Tracking

MISSION PROCUREMENT

Cooperator
CWN (call when needed)
End product contract
Exclusive use contract
Fleet
Lease
Military
Rental
Other/Unknown
None

Exhibit H.1 – Aviation Safety Communique (SAFECOM), 3 pages.

AIRCRAFT TYPE
Airplane
Airtanker (SEAT)
Airtanker (Multi Engine)
Helicopter
Helitanker
Unmanned Aircraft System (UAS)
N/A

AIRCRAFT MANUFACTURER
Aero Commander
Aeronca
Aerospatiale
Arava
Artic
Atlantic
Ayres
BAC
Banderanti
Beechcraft
Bell
Bellanca
BN-Islander
BN-Trislander
Britannia
Britten-Norman
Boeing
Boeing Vertol
British Aerospace
Brooklands
Canadair
Casa
Cessna
Champion
Christen
Consolidated
Convair
Corvette
Curtis
Dassault
DeHavilland
Dornier
Douglas
Dromader
Enstrom
Ercoupe
Eurocopter
Fairchild
Falcon
Fokker
Gates
General Dynamics
Glasair
Great Lakes
Grumman
Gulfstream
Hawker-Siddeley
Helio
Hiller
Hughes
Hustler
Israel
Kaman
Lake
Lear
Lockheed
Luscombe
Martin
Maule
McDonnell Douglas
Mitsubishi
MBB
MBB-Kawasaki
Mooney
Normad-GAF
North American
Partenavia
Piper
Republic
Riley
Robinson
Rockwell
Saab
Schweitzer
Scottish
Shorts
Sikorsky
Stinson
Swearingen
Taylorcraft
Teal
Trident
Unknown
Varga
Volpar
Vought
Weatherly
(Other)

Exhibit H.2 – SAFECOM Instructions.

SAFECOMS are an accident prevention tool for everyone associated with DOI and U.S. Forest Service aviation operations. Vendors are specifically required by contract to participate.

These instructions and helpful hints are intended to make the process of submitting a SAFECOM as easy as possible. If you need assistance, please don't hesitate to call the Forest Service at (208) 387-5285 or the Aviation Management Directorate, Aviation Safety at (208) 433-5070. After the completion and submission of your SAFECOM, your data will be stored in a central database that is shared on an interagency basis. Therefore, you only have to submit one SAFECOM per event.

The **REPORTED BY** section is associated with the person submitting the SAFECOM. All of these fields are optional. However, this contact information is extremely helpful if it becomes necessary to follow-up with the submitter on a particular issue. This section asks for the name of the person reporting the event, their contact information and the organization they work for. SAFECOMS may be submitted anonymously. If you choose to submit your name or any other information in this section, it will not appear on the SAFECOM that is available to the general public.

The **EVENT** section asks for the "when" and "where" in addition to damage or injuries. Enter the Date in the mm/dd/yyyy format, and then enter the Time using the 24-hour time format hhmm. Note that the date is a required field and both the date and time fields will only accept numeric characters. Were there any Injuries? Yes or No. If you select Yes, please explain in the narrative. Was there any Damage? Yes or No. If you select Yes, please explain in the narrative. The next three selections identify the Agency, Region or State for USDI and the Unit that had operational control of the mission at the time of the event. These selections determine which organization(s) will receive initial notification that a SAFECOM has been entered into the database. From the drop down table select the Agency. From the next drop down table select the Region for USFS or State for USDI. Next, select the Unit from the drop down table if it applies. In the Location field enter the airport, name of the fire or lat and long. The final field in this section is the State, which applies to the state where the event occurred. Note that the State field is a required entry. See examples below:

Agency: Bureau of Land Mgt Region: Alaska State Office Unit: Not available

Agency: Forest Service Region: Region 2 Unit: San Juan NF

The **MISSION** section asks for information that describes the mission at the time of the event. In the Type field, use the drop down table to make a selection that best describes the mission that was being performed. Use the Other field if you need to further identify the mission or if nothing is available from the drop down table that actually describes the mission. In the Procurement Field, enter how the aircraft you were utilizing was procured from the drop down table. Use the Other field to further identify procurement if necessary. Under Persons Onboard, enter the total number of people on the aircraft, which includes the pilot(s), all flight crew personnel and passengers. Was the mission Special Use, Yes or No? Many of our missions are special use. In fact, almost all fire missions are considered special use as well as animal counting, herding, eradication, etc. Were there Hazardous Materials onboard, Yes or No? In Departure Point, enter where you departed from, an airport or helibase for example and under Destination, enter the intended destination, which could be an airport, fire name or helispot.

The **AIRCRAFT** Section generally applies to the aircraft you are utilizing. However, in the event of an airspace intrusion, conflict or near mid-air, enter as much information as possible about the other aircraft. If there are multiple aircraft involved, list the other aircraft in the narrative section. In the Type field, enter the aircraft type from the drop down table. In the Tail # field enter the tail number of the aircraft beginning with N for US Registered and C for Canadian Registered aircraft. Please do not enter the Tanker, Jumper or Helicopter number unless that is all you have. In the Manufacturer field, select the manufacturer from the drop down table. In the Model field, enter the model number without any spaces or hyphens for example, 206L3, DC6, PB4Y2. In the Owner/Operator field, enter the name of the agency if the aircraft is an agency fleet aircraft (ie USFS, USDI, etc) or the name of the vendor operating the aircraft if it is contracted. In the Pilot field enter the pilot's name, first name then last name.

In the **NARRATIVE** section give a brief description of the event with the facts and outcome of the event.

Elaborate on any previous blocks above as necessary.

In the **CORRECTIVE ACTION** section give a brief description of the corrective action that was taken in an effort to prevent the event from reoccurring. Remember, submitting a SAFECOM is not a substitute for resolving the problem and taking on the spot corrective action. SAFECOMS often get the attention of senior management. However, minor or repetitive issues may only be used for tracking and trending purposes and generating SAFETY ALERTS for prevention purposes.

Press the **Review** SAFECOM button. From the Review page, follow the directions at the top of the page to change, print, and finally to **SUBMIT** your SAFECOM.

Accidents and Incidents-With-Potential (IWP) must be reported immediately via the most expeditious method in accordance with the Interagency Aviation Mishap Response Guide and Checklist. A SAFECOM should be completed within 5 days, but it is not to be used as an initial notification method.

While you may choose to file a SAFECOM anonymously, under normal circumstances the SAFECOM should be routed through the local unit aviation officer or can be faxed to Aviation Management Directorate, Aviation Safety at (208) 433-5007 or USFS at (208) 387-5735 ATTN: SAFETY or entered directly on the internet at www.safecom.gov.

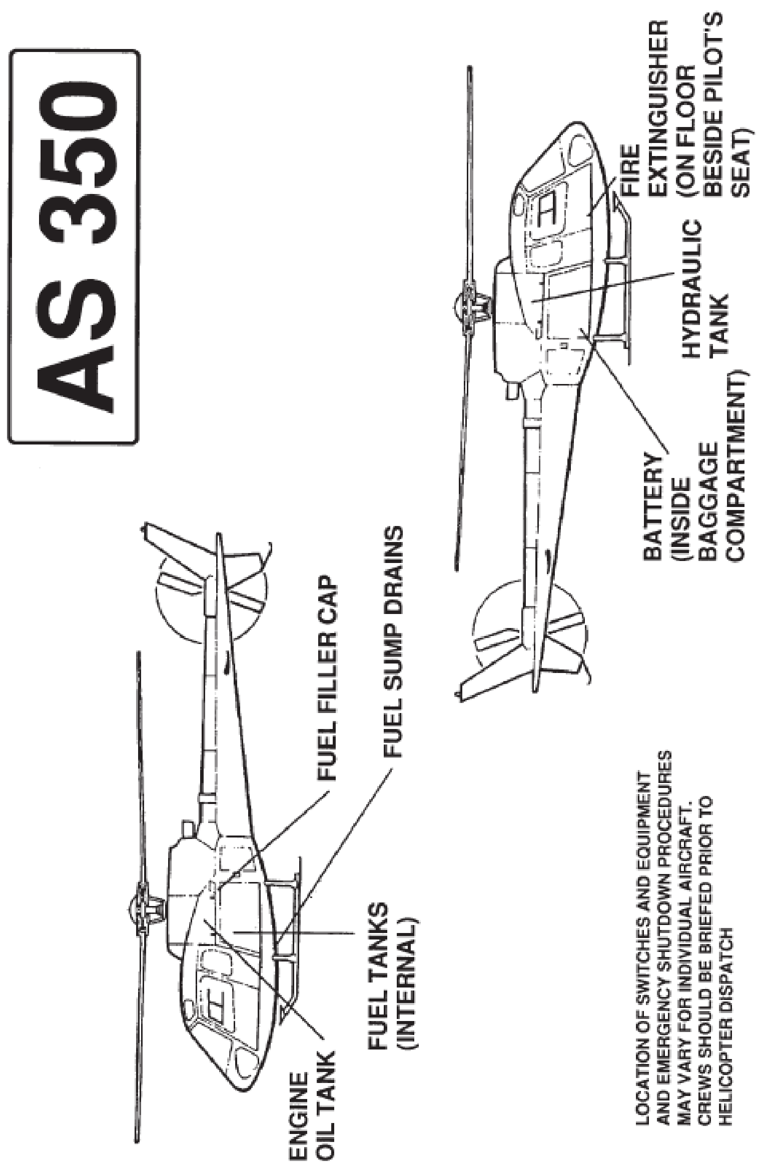
Appendix I
Crash Rescue Diagrams.

I. Introduction.

This appendix provides typical diagrams of various makes and models of helicopters. The intent is to provide crash rescue personnel on helibases or other locations with general information concerning aircraft layout, emergency ingress and egress, and emergency procedures for fuel and electrical power shutoff.

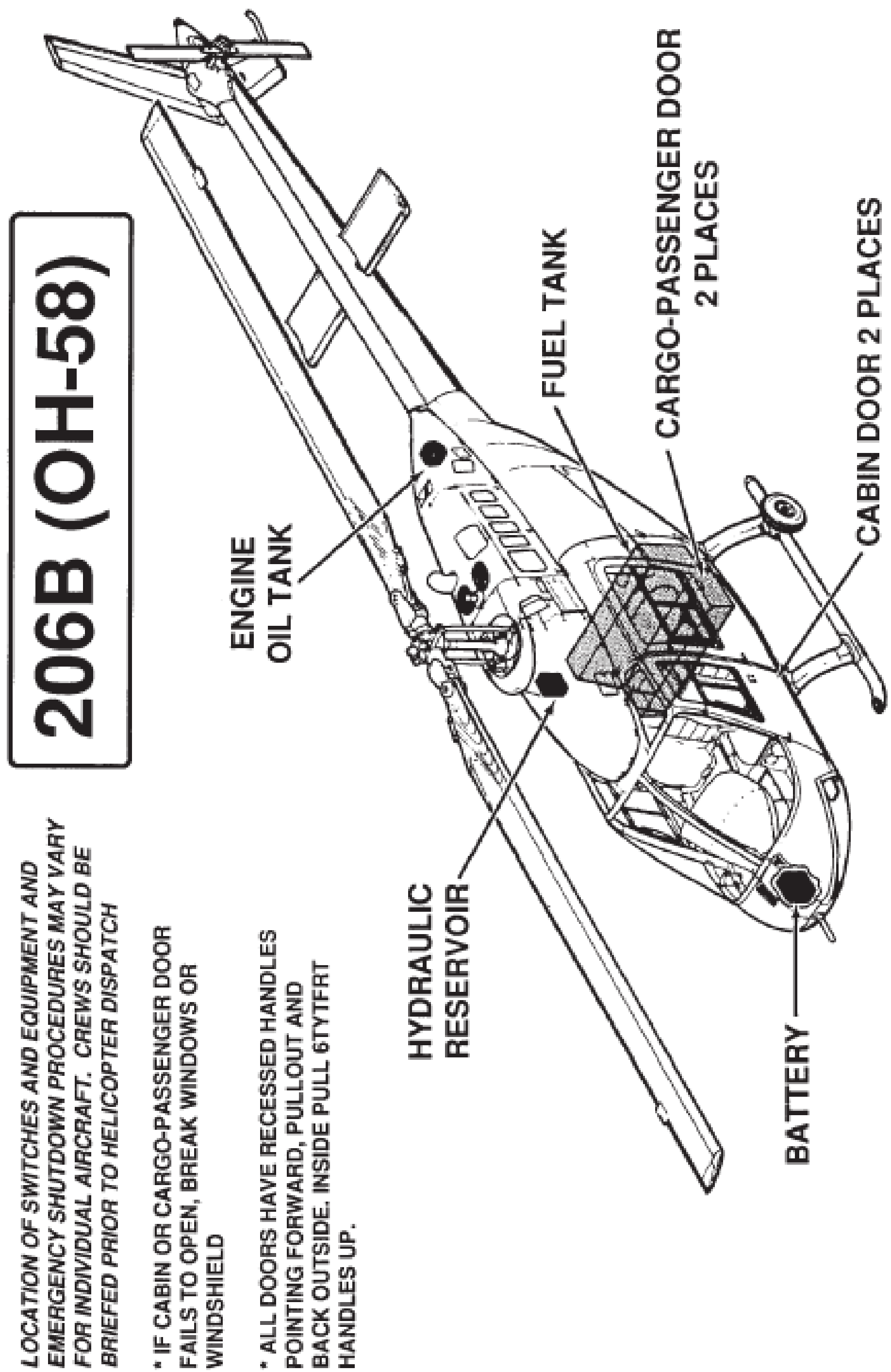
It is essential that helibase and other personnel with crash rescue responsibilities, or who may be assigned such responsibilities, receive a briefing by the Pilot on the specific characteristics of the helicopter with which they are working.

II. Aerospatial AS-350.

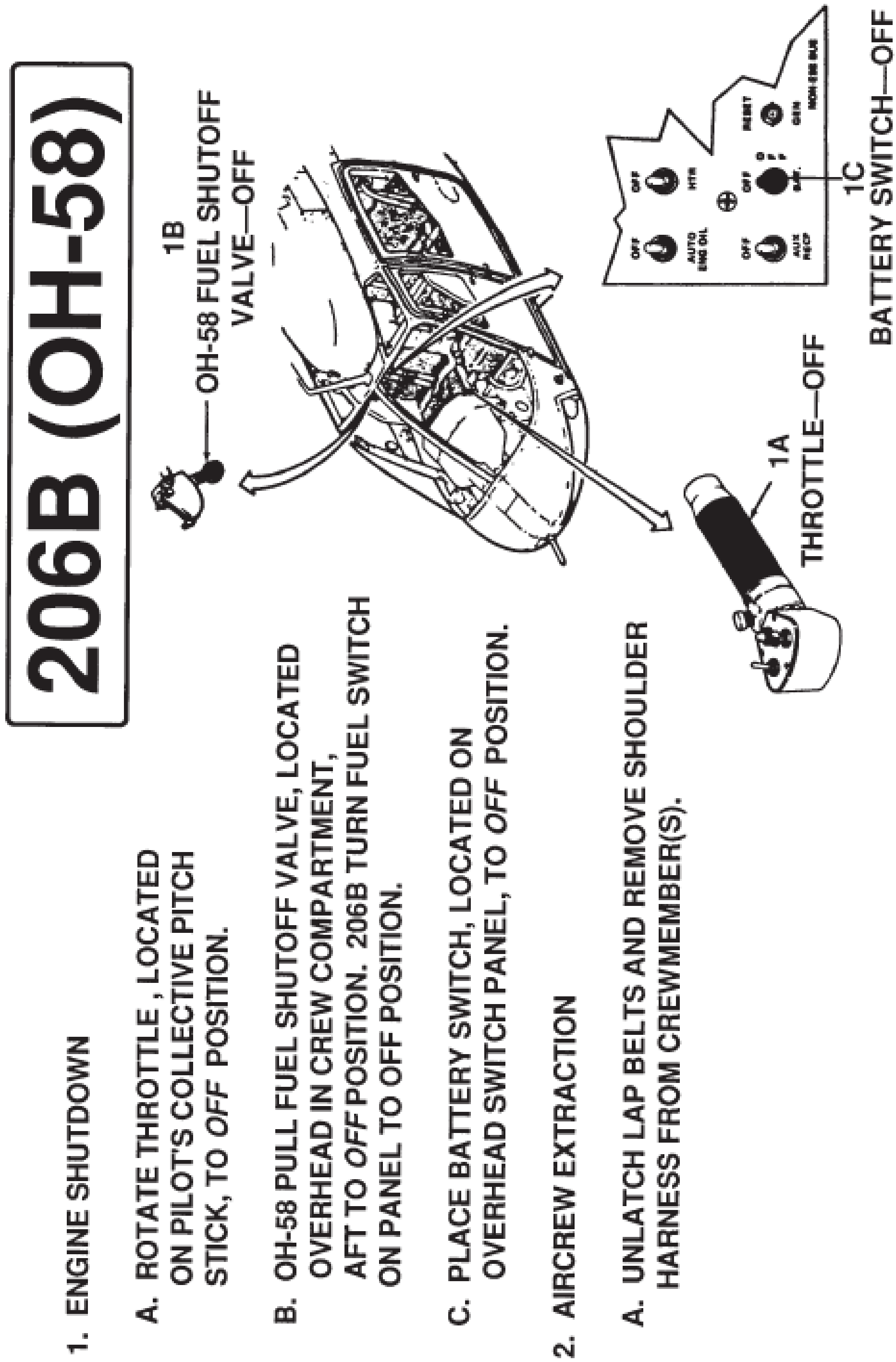


III. Bell 206B (OH-58).

A. Crash Rescue Diagram.



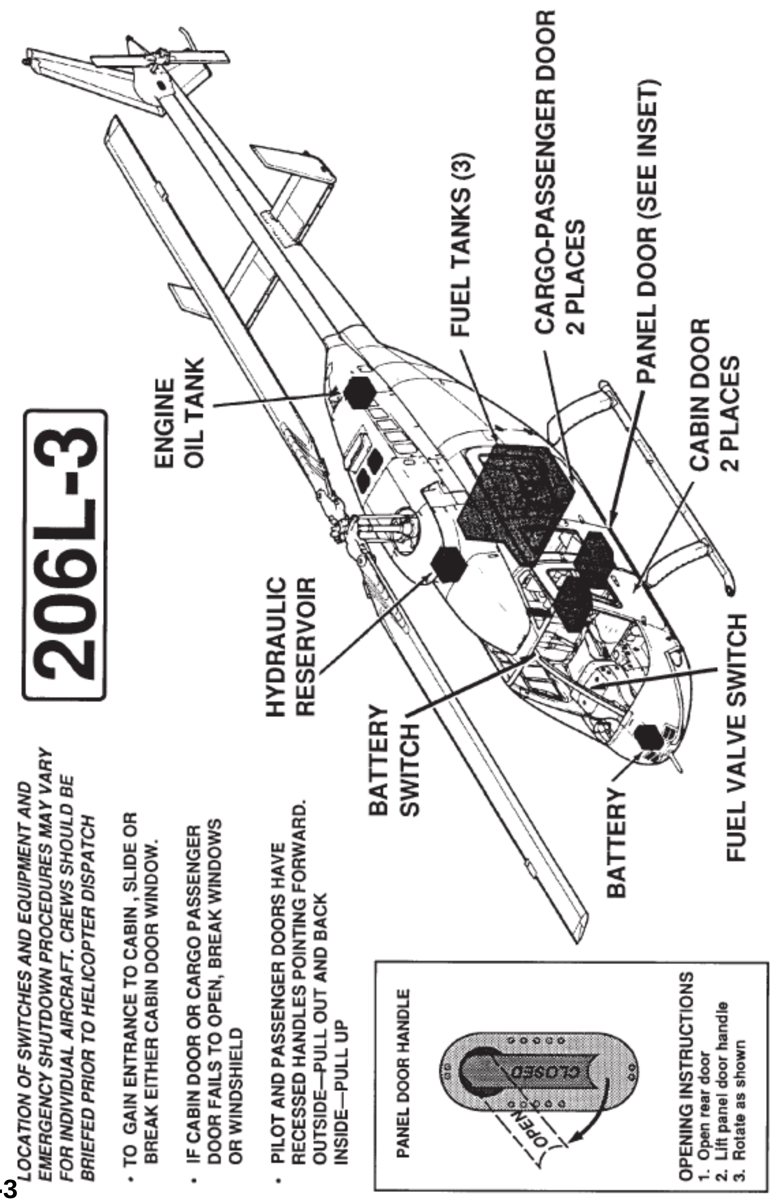
B. Engine Shutdown and Aircrew Extraction.



IV. Bell 206L-3.

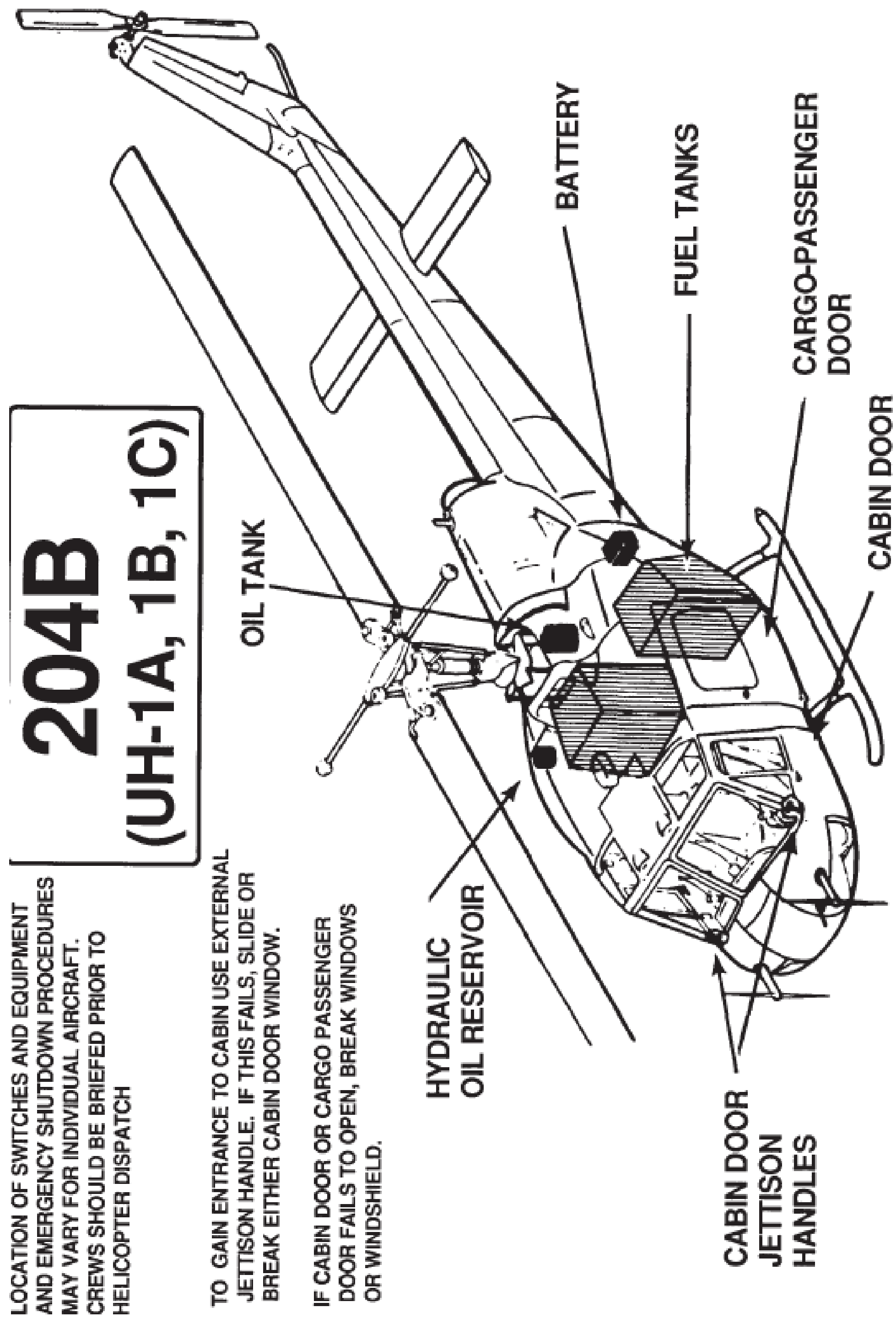
A. Emergency Procedures.

1. Wait until rotors have stopped.
2. Shut off fuel switch located in the instrument panel. It is usually covered by a metal red cover.
3. Disconnect battery located on nose of helicopter. Remove front panel, and rotate knob counterclockwise, and disconnect cable from battery.
4. Evacuate personnel if necessary.
5. Make sure ELT is in the on position, and remove from helicopter. ELT is located in the chin bubble area on the pilot's side.
6. Remove fire extinguisher. It is located between the two front seats at shoulder level.
7. Remove first aid kit. It is located between the two aft facing seats in the rear passenger area.
8. If possible, secure the area from outside interference.

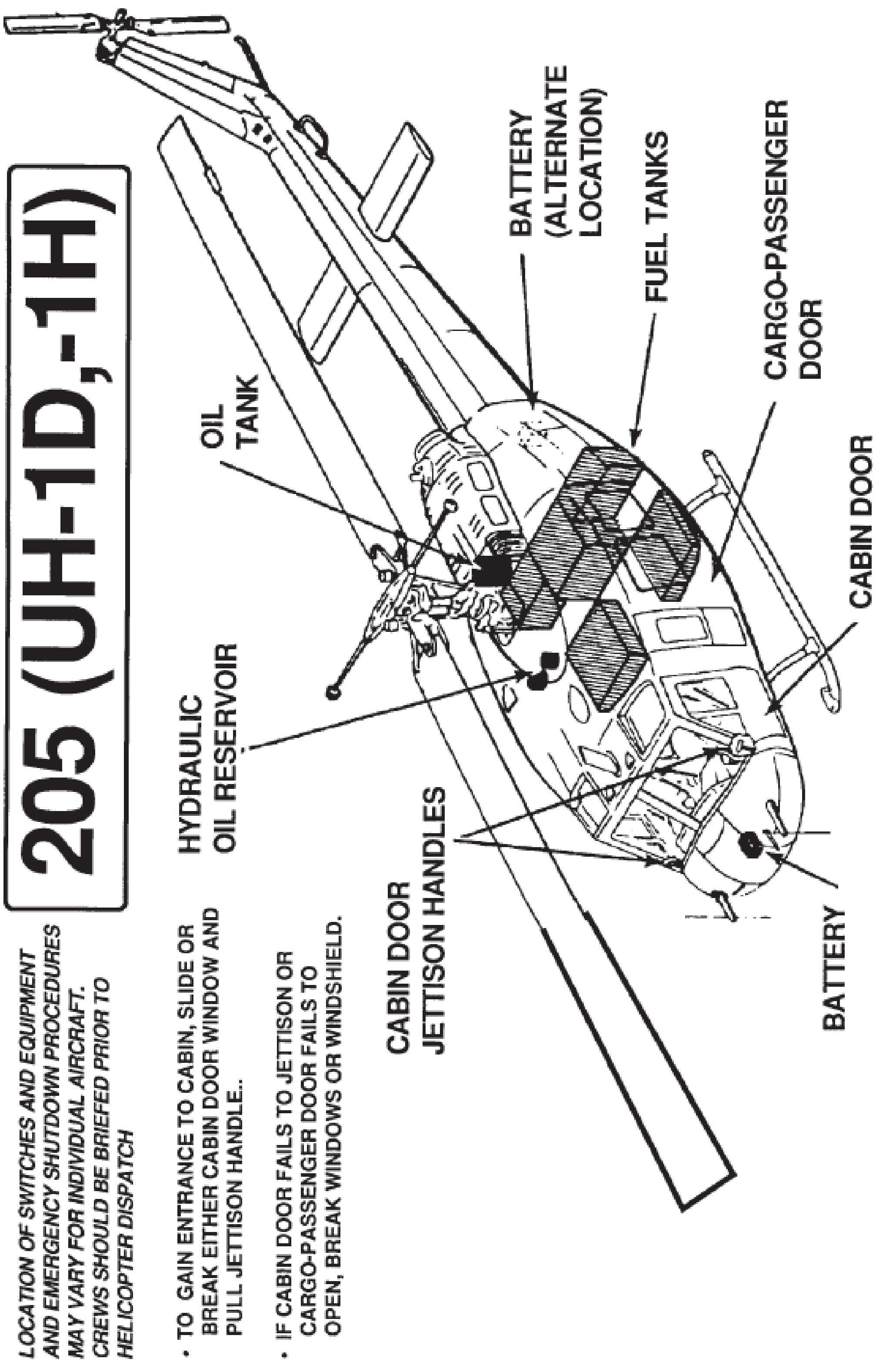


-3

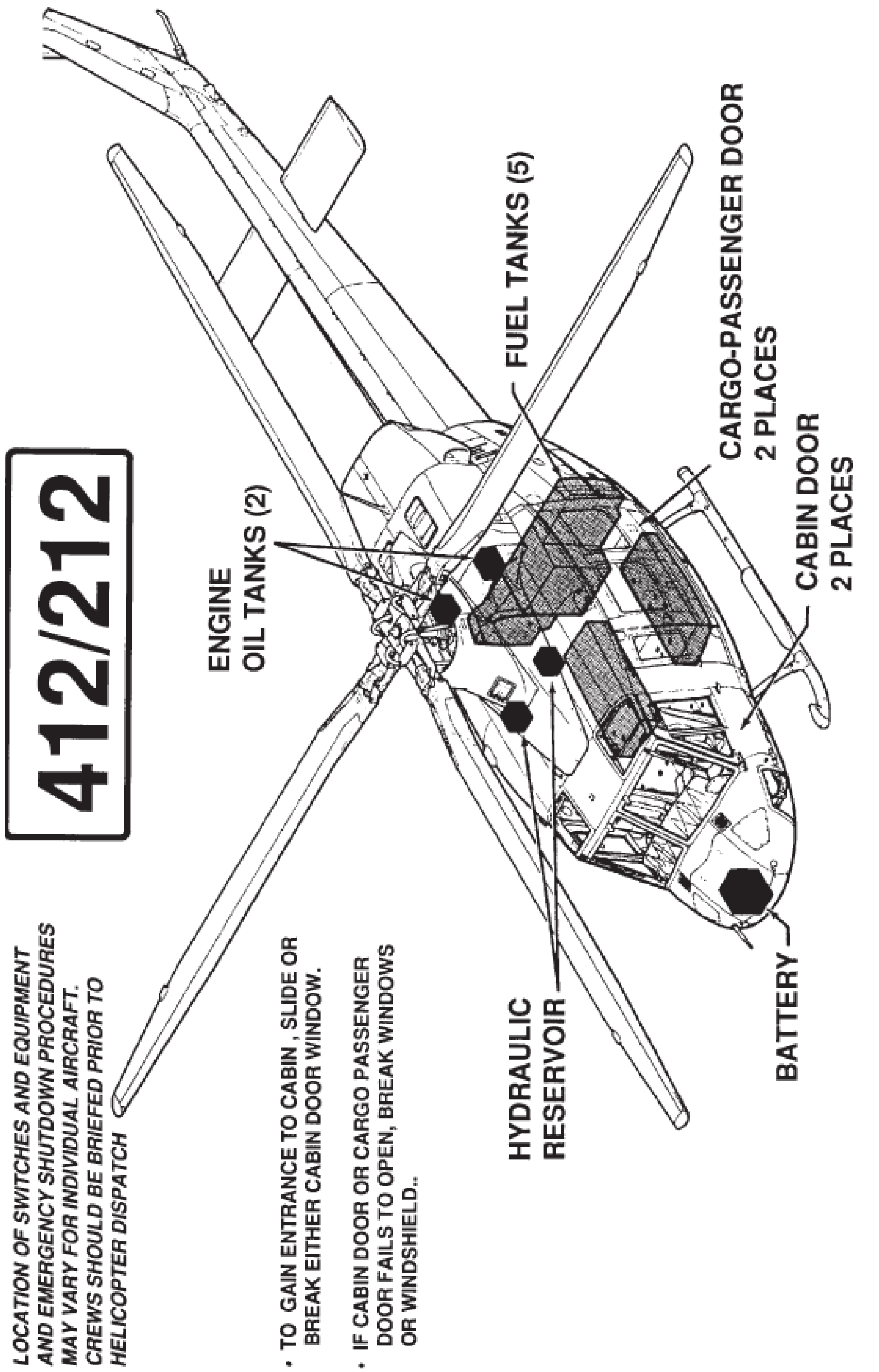
V. Bell 204B (UH-1A, 1B, 1C).



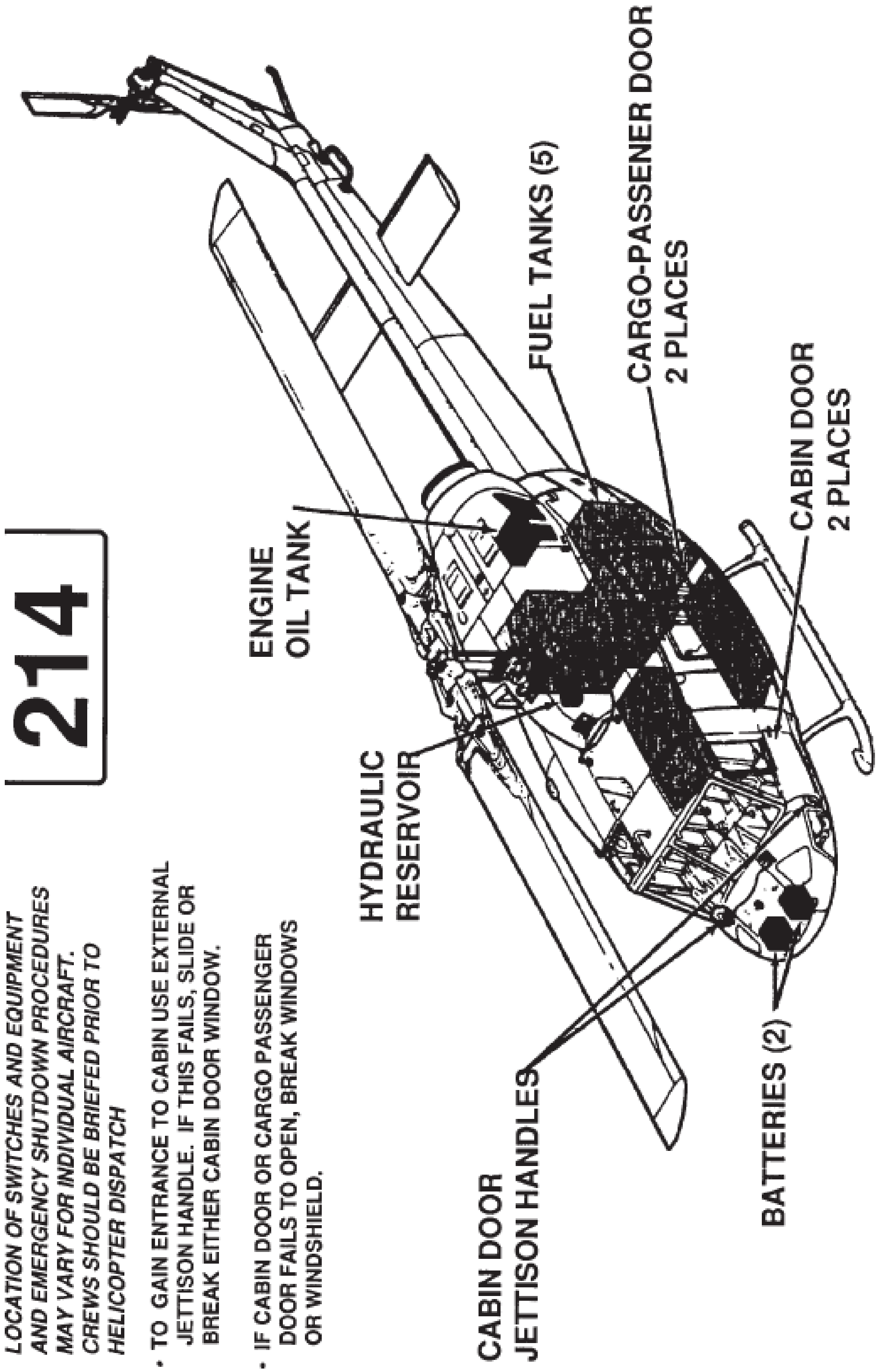
VI. Bell 205 (UH-1D, 1H).



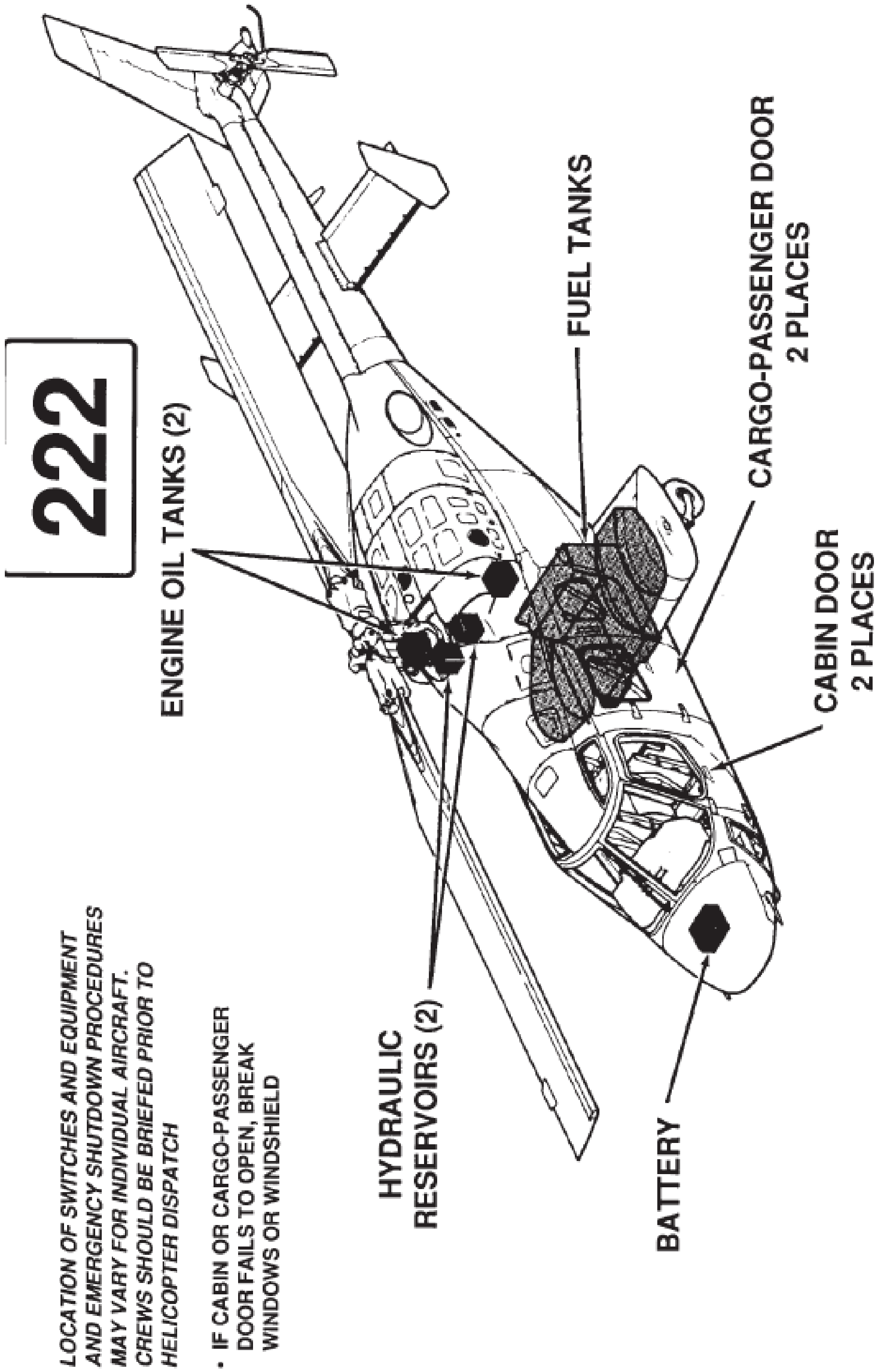
VII. Bell 412/212.



VIII. Bell 214.

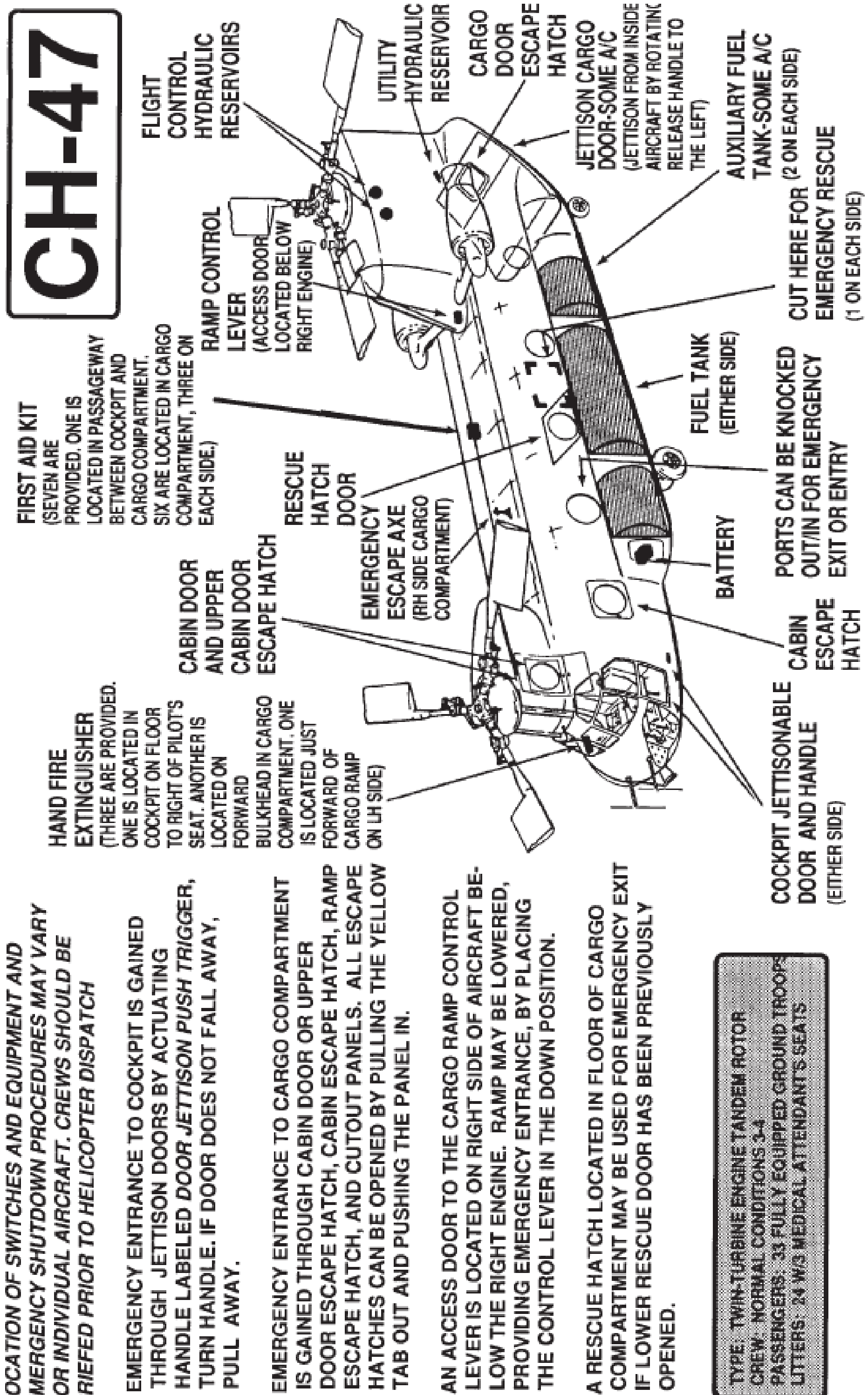


IX. Bell 222.

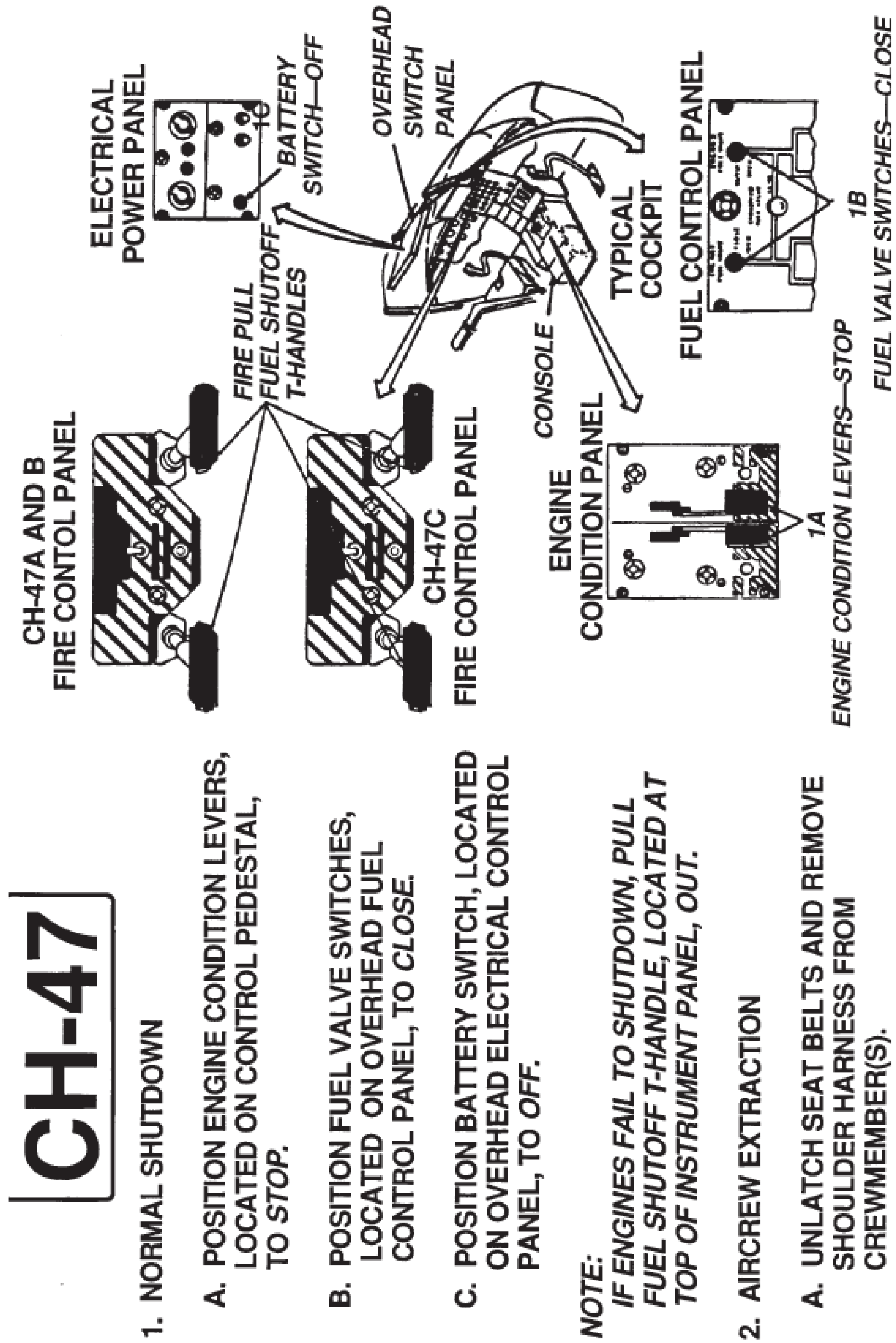

222
ENGINE OIL TANKS (2)
FUEL TANKS
CARGO-PASSENGER DOOR
2 PLACES
CABIN DOOR
2 PLACES
HYDRAULIC
RESERVOIRS (2)
BATTERY
LOCATION OF SWITCHES AND EQUIPMENT AND EMERGENCY SHUTDOWN PROCEDURES MAY VARY FOR INDIVIDUAL AIRCRAFT. CREWS SHOULD BE BRIEFED PRIOR TO HELICOPTER DISPATCH
• IF CABIN OR CARGO-PASSENGER DOOR FAILS TO OPEN, BREAK WINDOWS OR WINDSHIELD

X. Boeing Vertol CH-47.

A. CH-47 Crash Rescue.



B. CH-47 Engine Shutdown and Aircrew Extraction.



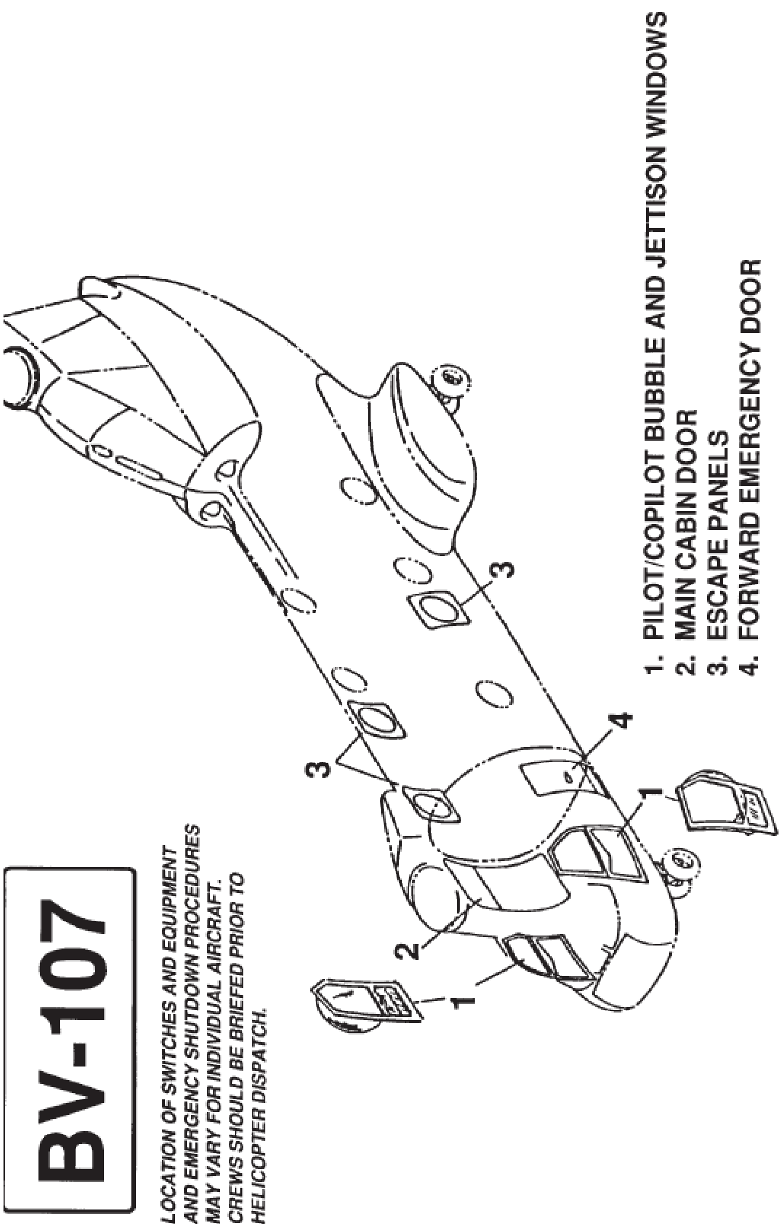
XI. Boeing Vertol BV-107.

A. Emergency Shutdown.

The following procedures will be followed in the event of fire or other emergency during hot refueling.

1. Fuel valves closed.
2. Boost pumps off.
3. Engine condition levels (ECLs) stop.
4. Pilot and co-pilot emergency doors/bubbles jettison. Consider location of fire due to location of refueling point before jettisoning cockpit doors.
5. Aircraft evacuate.
6. Fire extinguisher direct on fire.

B. BV-107 Crash Rescue.

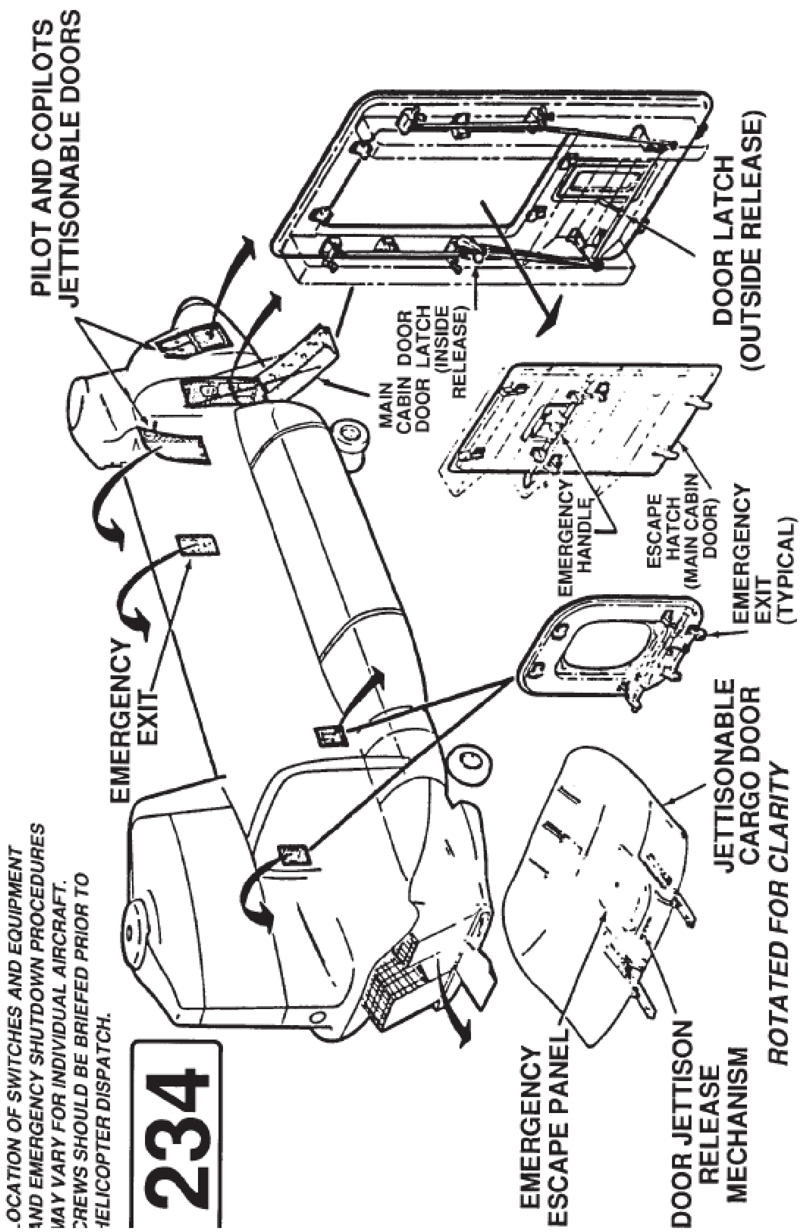


XII. Boeing Vertol 234.

A. BV-234 Emergency Shutdown Procedure.

1. Engine condition levels (ECLs) stop.
2. T-handles pull.
3. Boost Pumps off.
4. Pilot & copilot emergency doors/bubbles jettison. Consider location of fire due to location of refueling point before jettisoning cockpit doors.
5. Aircraft evacuate.
6. Fire extinguisher direct on fire.

B. BV 234 Crash Rescue Diagram.



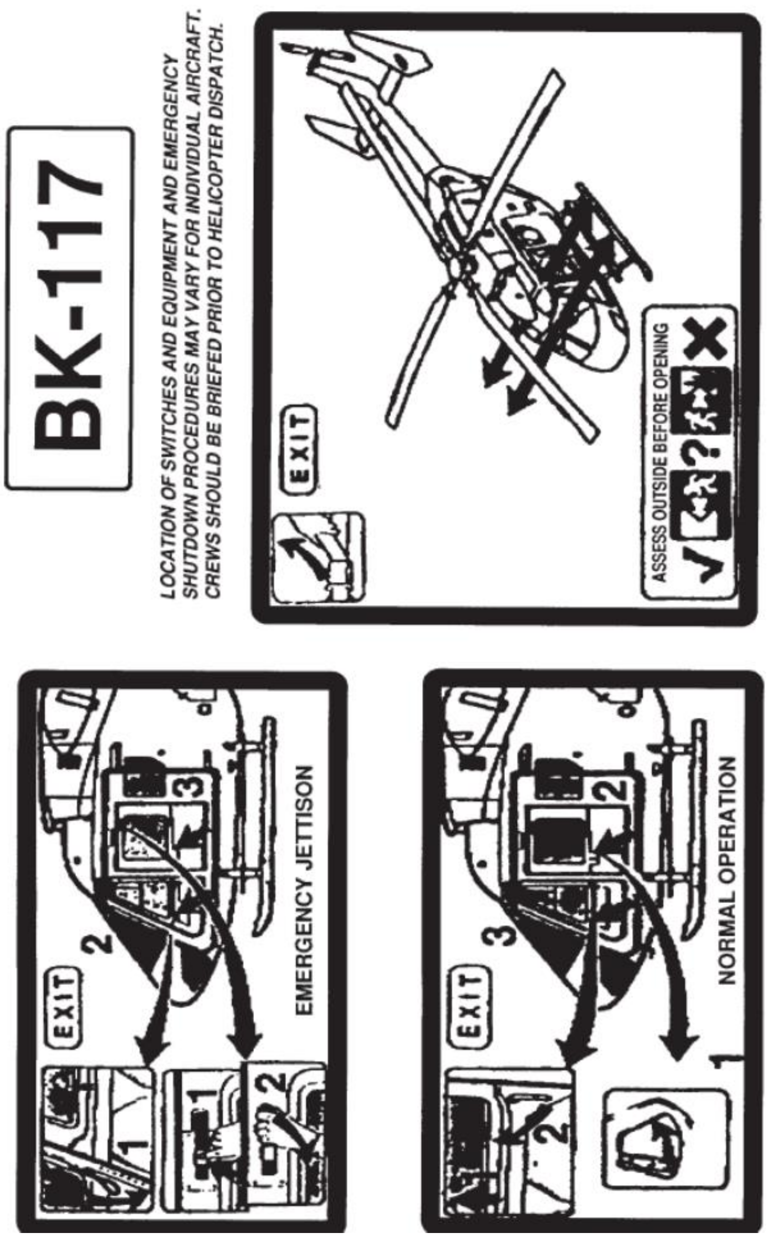
XIII. Eurocopter BK-117.

A. BK-117 Emergency Procedure/Engine Fire on Ground.

1. Passengers alert/evacuate.
2. Both emergency fuel valves close.
3. Both fuel supply pumps off.
4. Both power levers off.
5. Battery and generators off.

Extinguish with hand fire extinguisher.

B. BK-117 Crash Rescue Diagram.



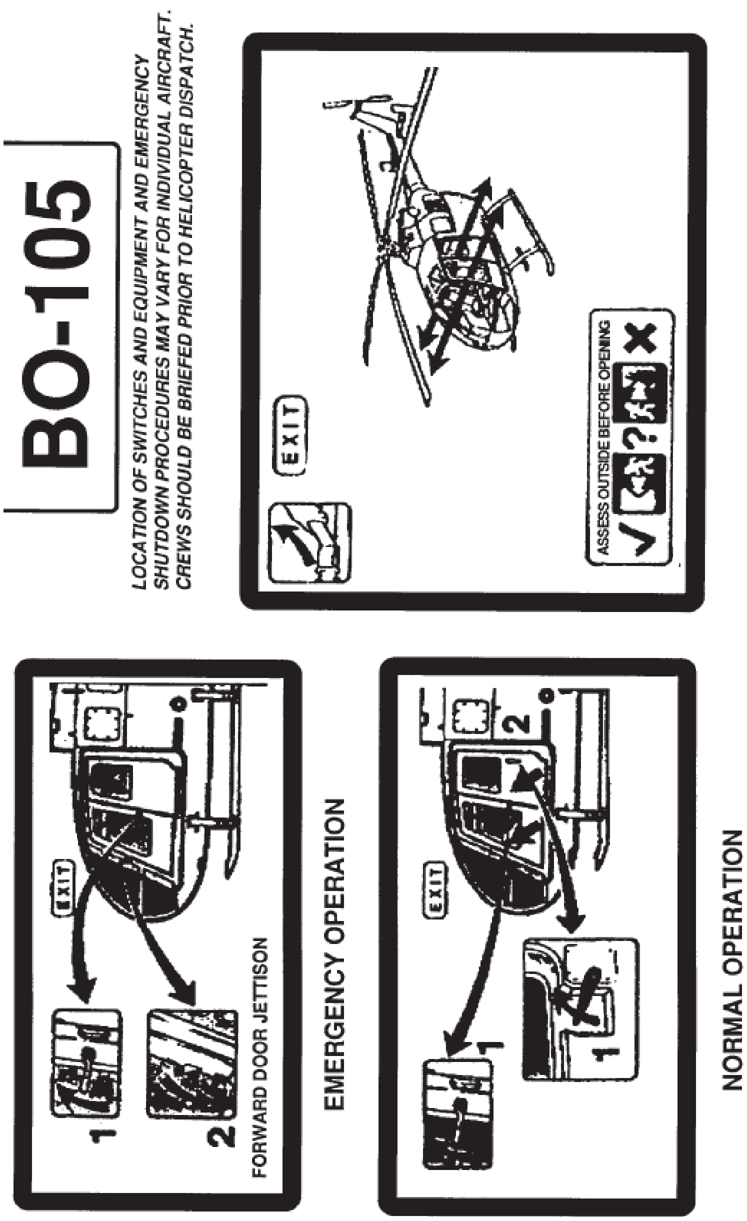
XIV. Eurocopter BO-105.

A. BO-105 Emergency Procedure/Engine Fire on Ground.

1. Passengers alert/evacuate.
2. Both emergency fuel valves close.
3. Both fuel supply pumps off.
4. Both power levers off.
5. Battery and generators off.

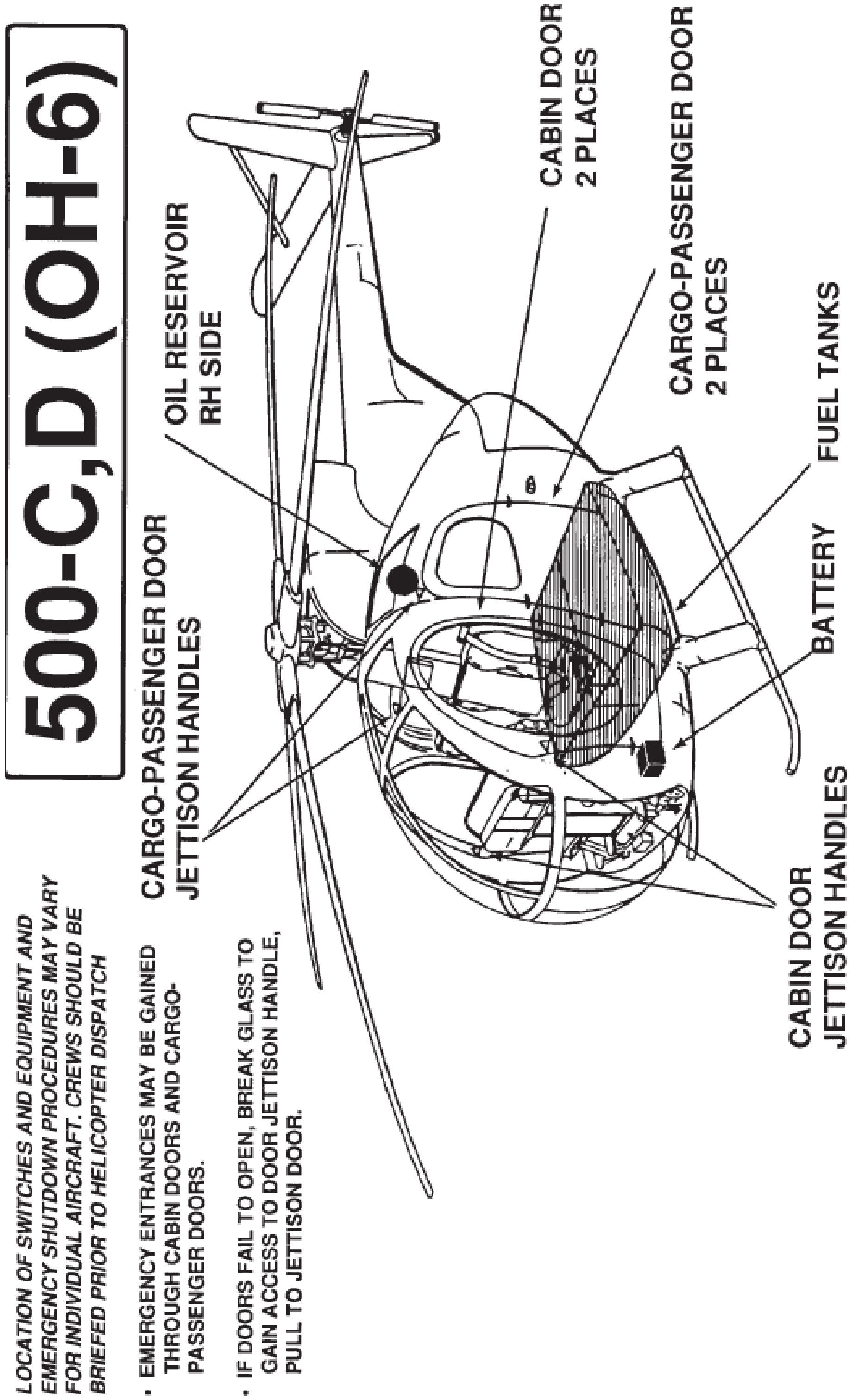
Extinguish fire with hand fire extinguishers.

B. BO-105 Crash Rescue Diagram.

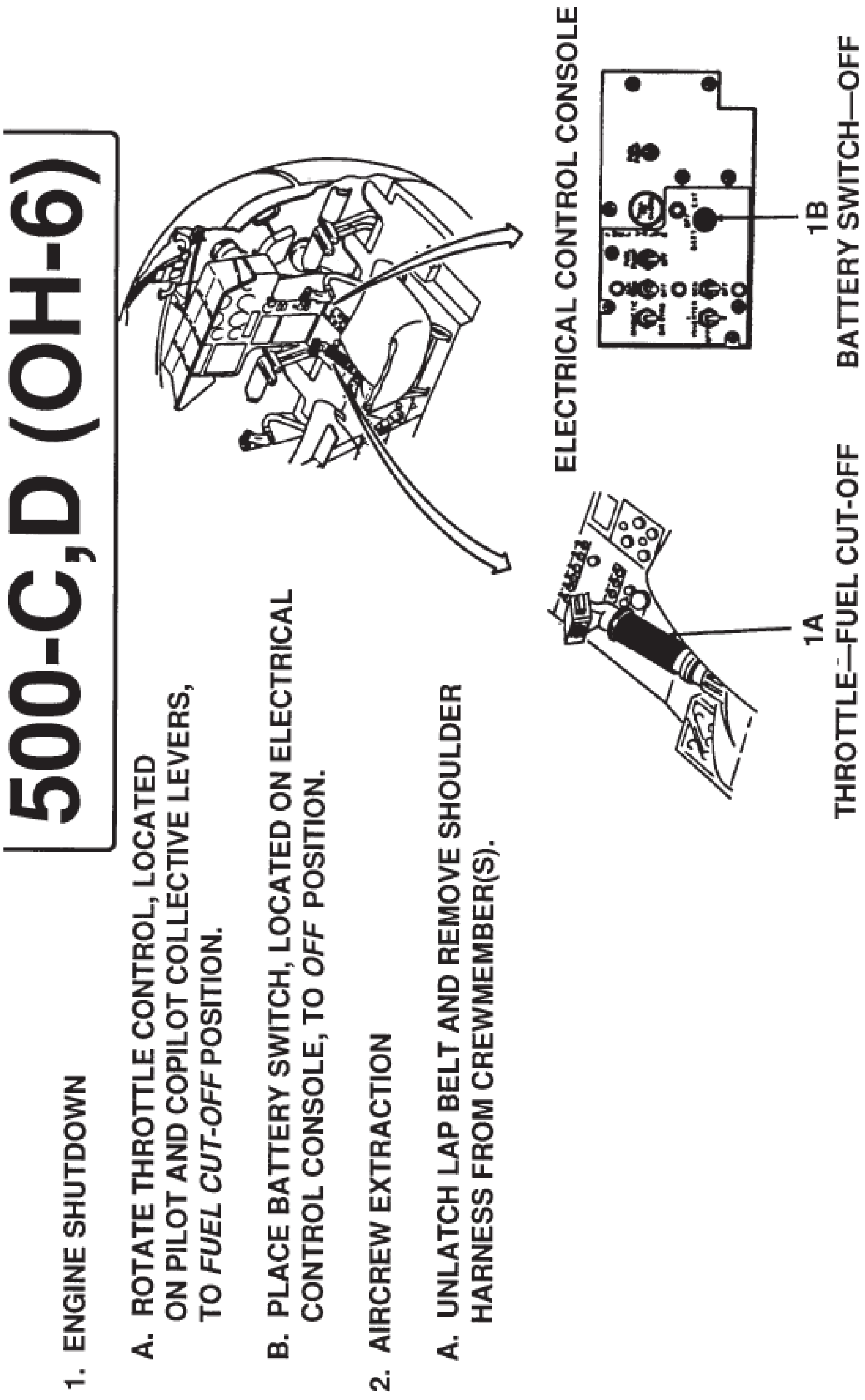


XV. McDonnell Douglas (Hughes) 500-C, D (OH-6).

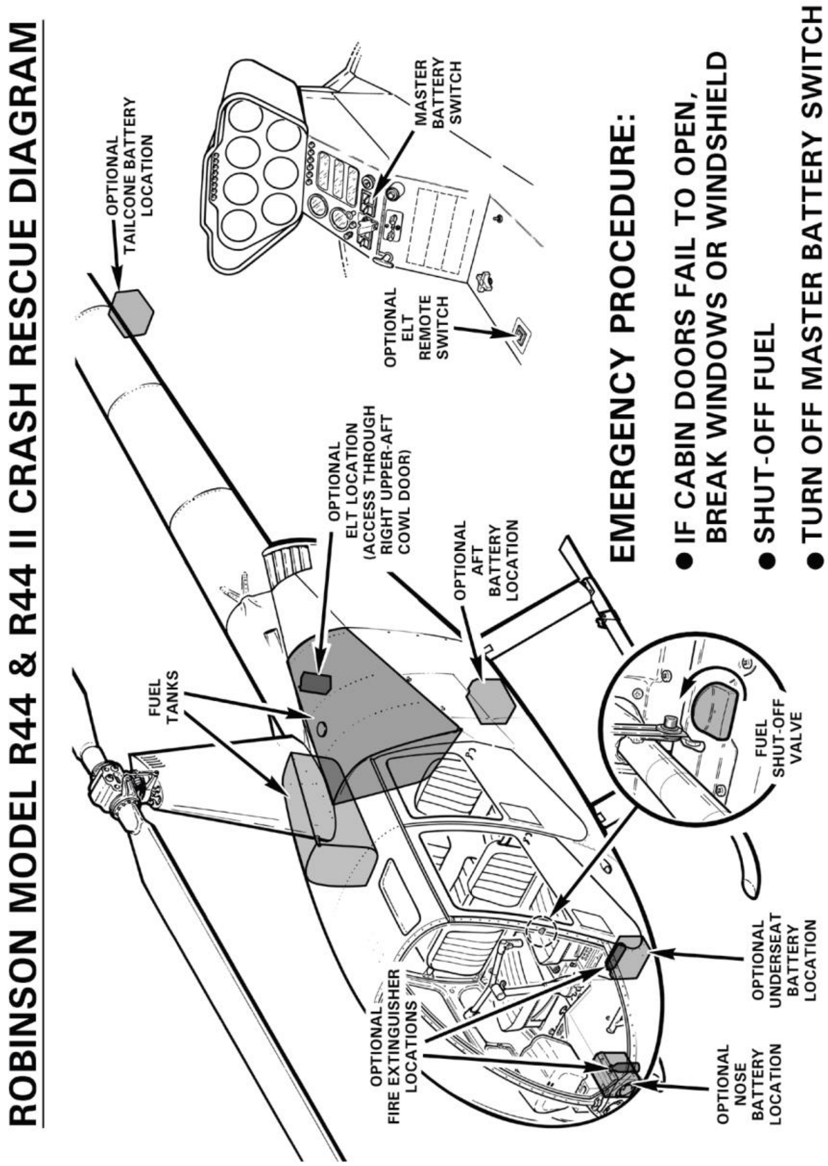
A. Crash Rescue Diagram.



B. Engine Shutdown and Aircrew Extraction.

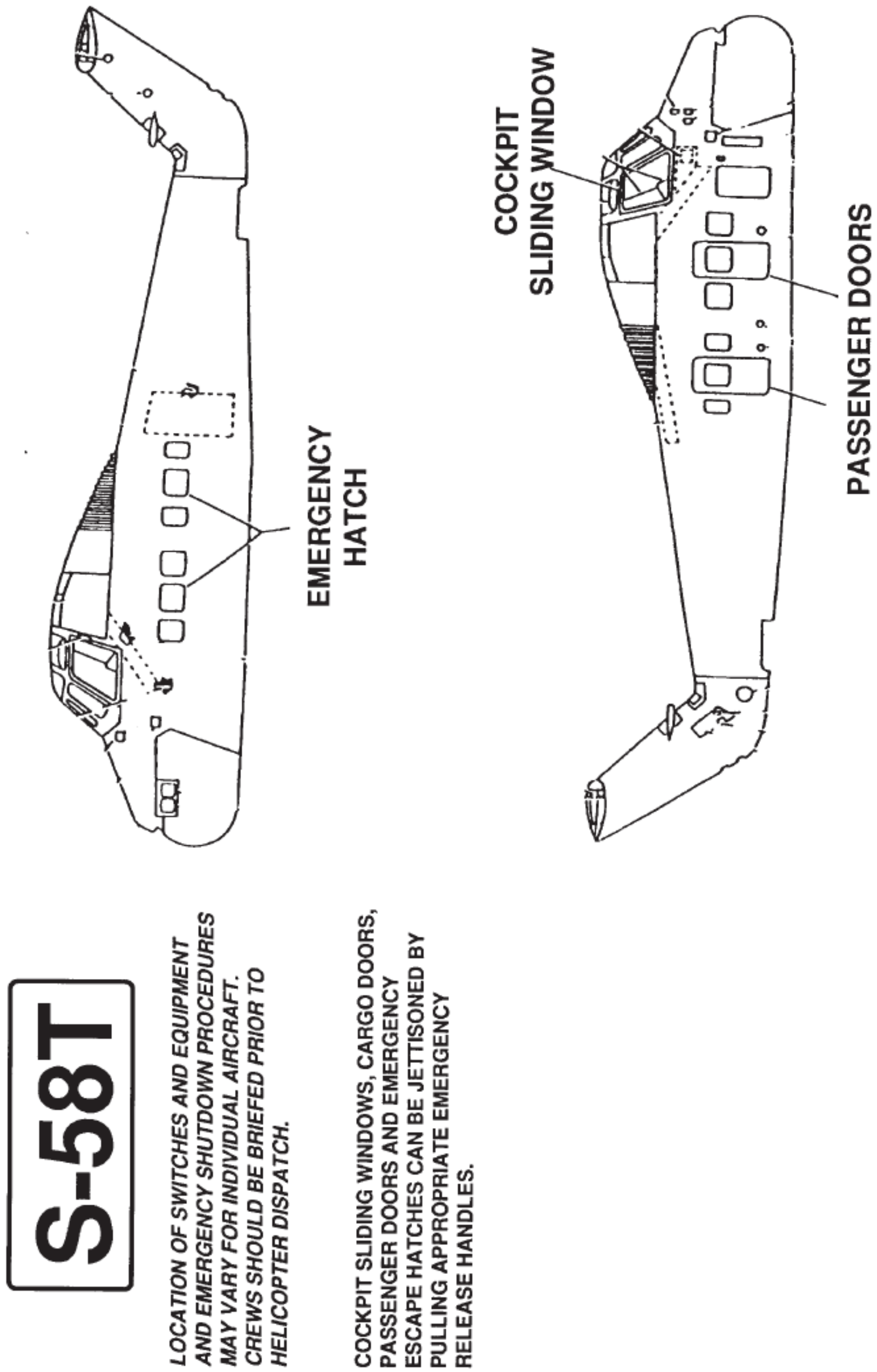


XVI. Robinson R44 & R44II.



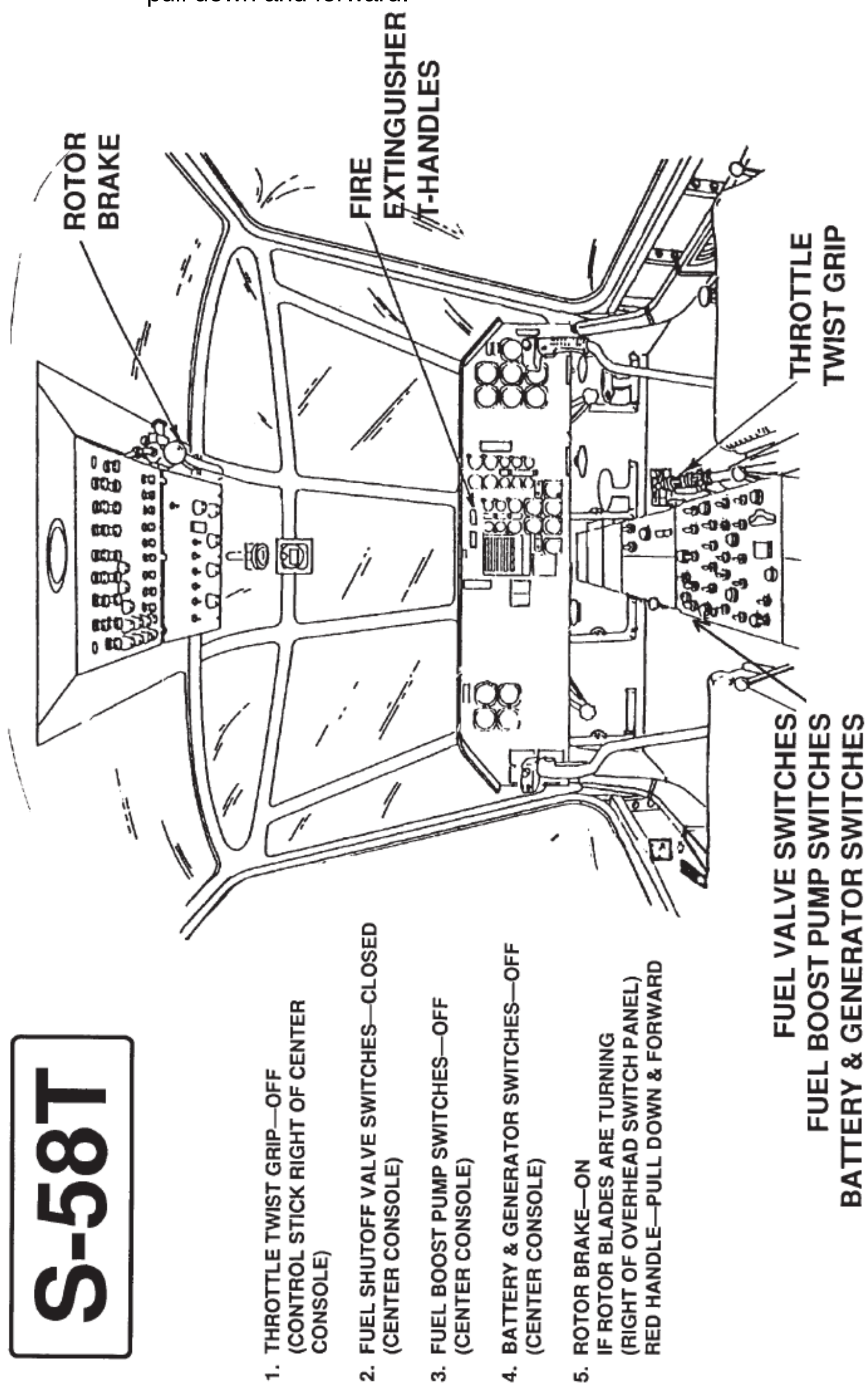
XVII. Sikorsky S-58T.

A. Crash Rescue Diagram.



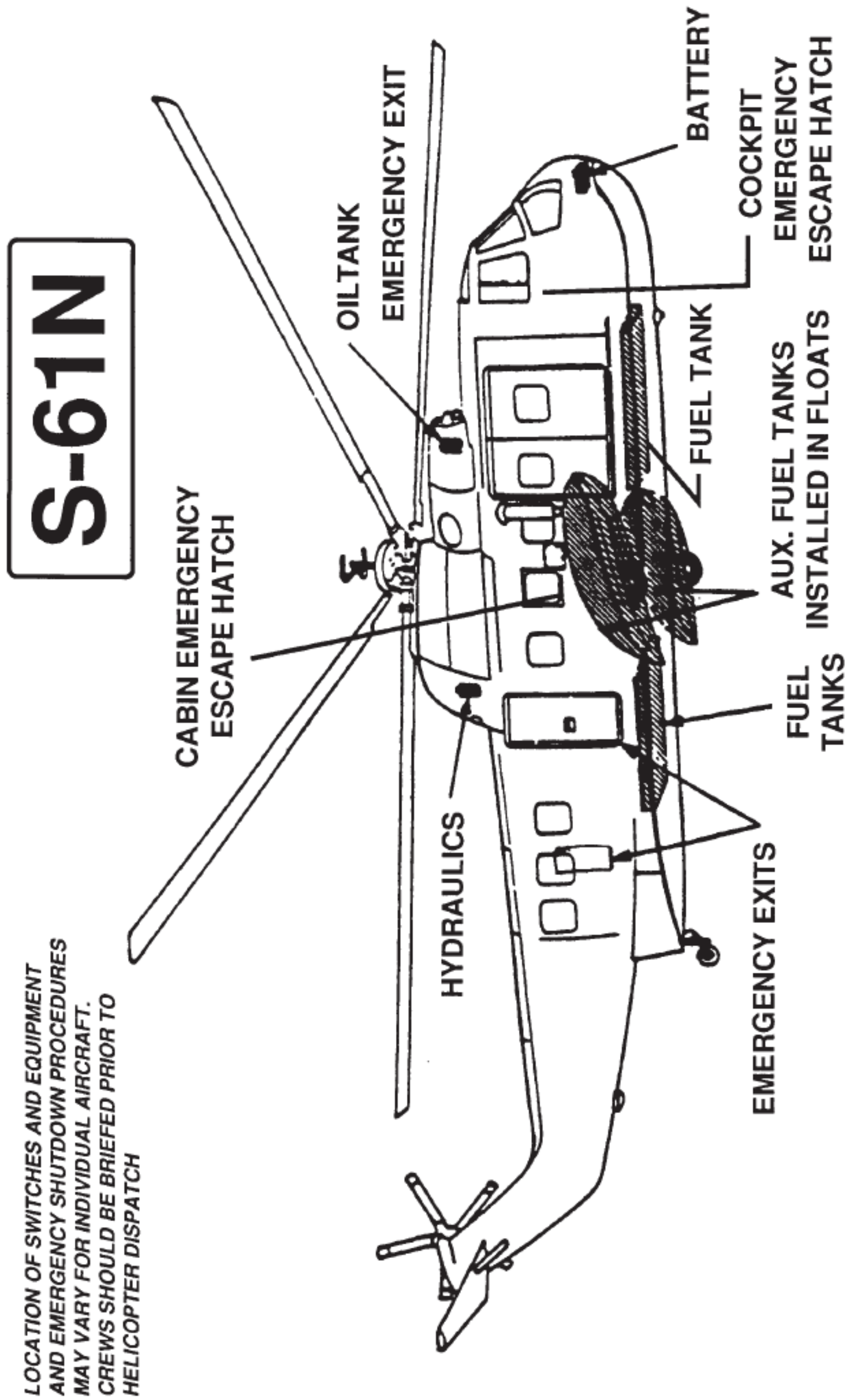
B. Emergency Shutdown Procedure.

1. Throttle twist grip—off (control stick right of center console).
2. Fuel Shutoff valve switches—closed (center console).
3. Fuel boost pump switches—off (center console).
4. Battery & generator switches—off (center console).
5. Rotor brake—on. If rotor blades are turning (right of overhead switch panel). Red handle—pull down and forward.



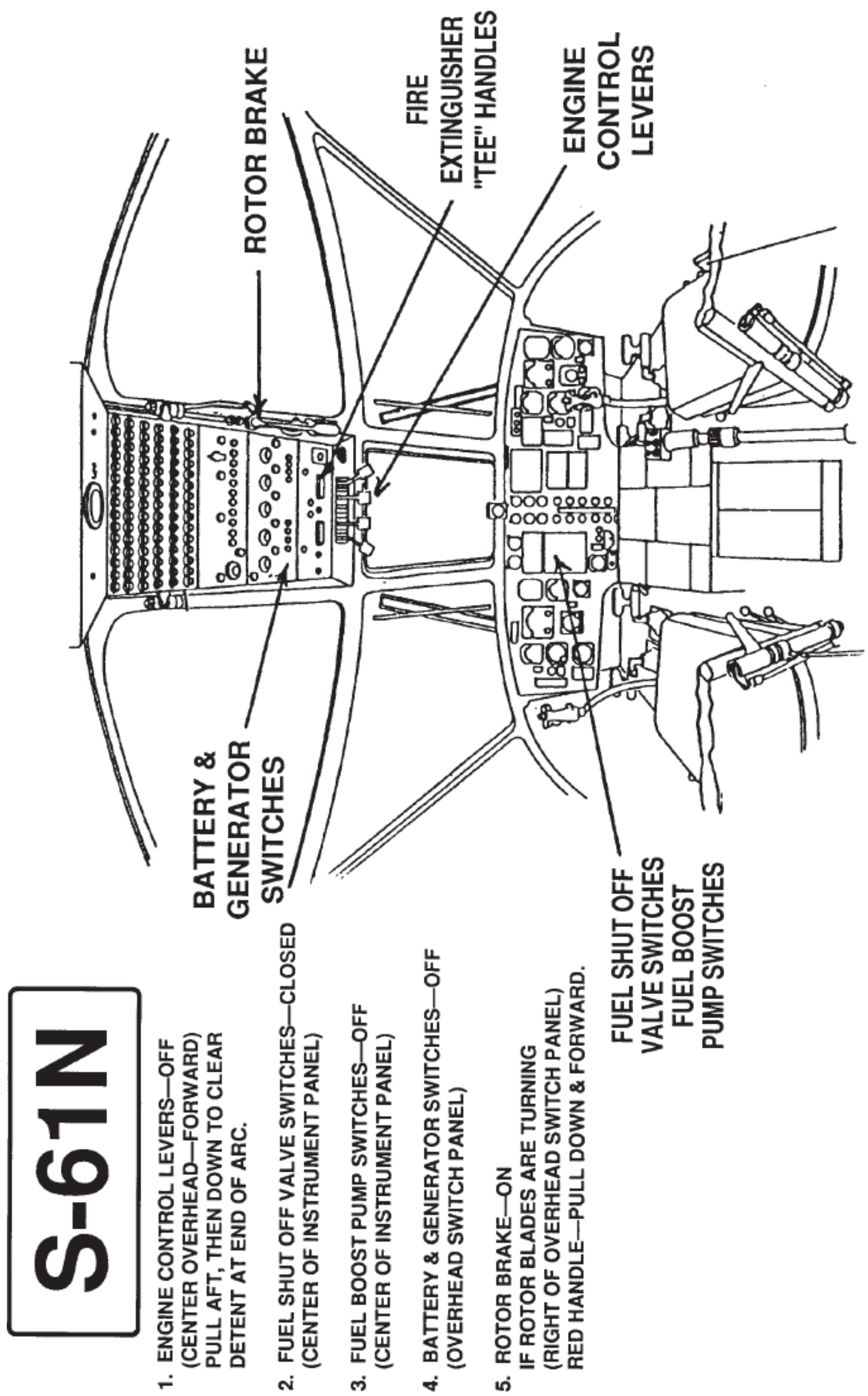
XVIII. Sikorsky S-61N.

A. Crash Rescue Diagram.



B. S-61N Engine Shutdown & Aircrew Extraction.

1. Engine control levers—off. (Center overhead—forward). Pull aft, then down, to clear detent at end of arc.
2. Fuel shut off valve switches—closed (center of instrument panel).
3. Fuel boost pump switches—off (center of instrument panel).
4. Battery & generator switches—off (overhead switch panel).
5. Rotor brake—on if rotor blades are turning (right of overhead switch panel). Red handle—pull down & forward.



XIX. Sikorsky S-64 (CH-54).

Normal entry

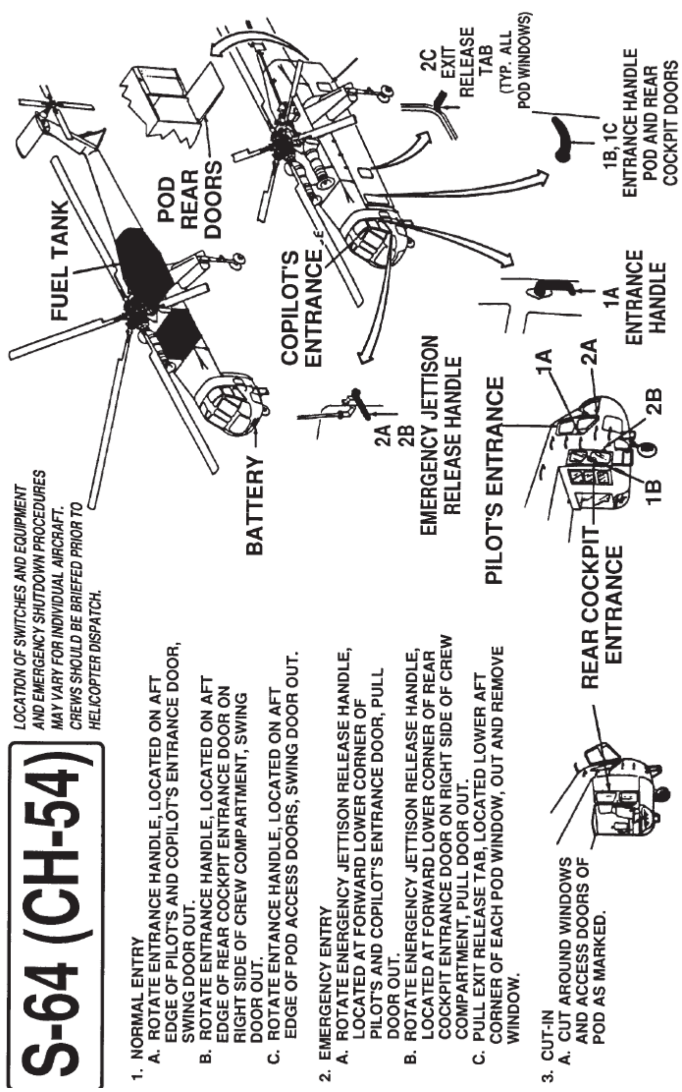
- Rotate entrance handle, located on aft edge of pilot's and copilot's entrance door, swing door out.
- Rotate entrance handle, located on aft edge of rear cockpit entrance door on right side of crew compartment, swing door out.
- Rotate entrance handle, located on aft edge of pod access doors, swing door out.

Emergency Entry

- Rotate emergency jettison release handle, located at forward lower corner of pilot's and copilot's entrance door, pull door out.
- Rotate emergency jettison release handle, located at forward lower corner of rear cockpit entrance door on right side of crew compartment, pull door out.
- Pull exit release tab, located lower aft corner of each pod window, out and remove window.

Cut-in

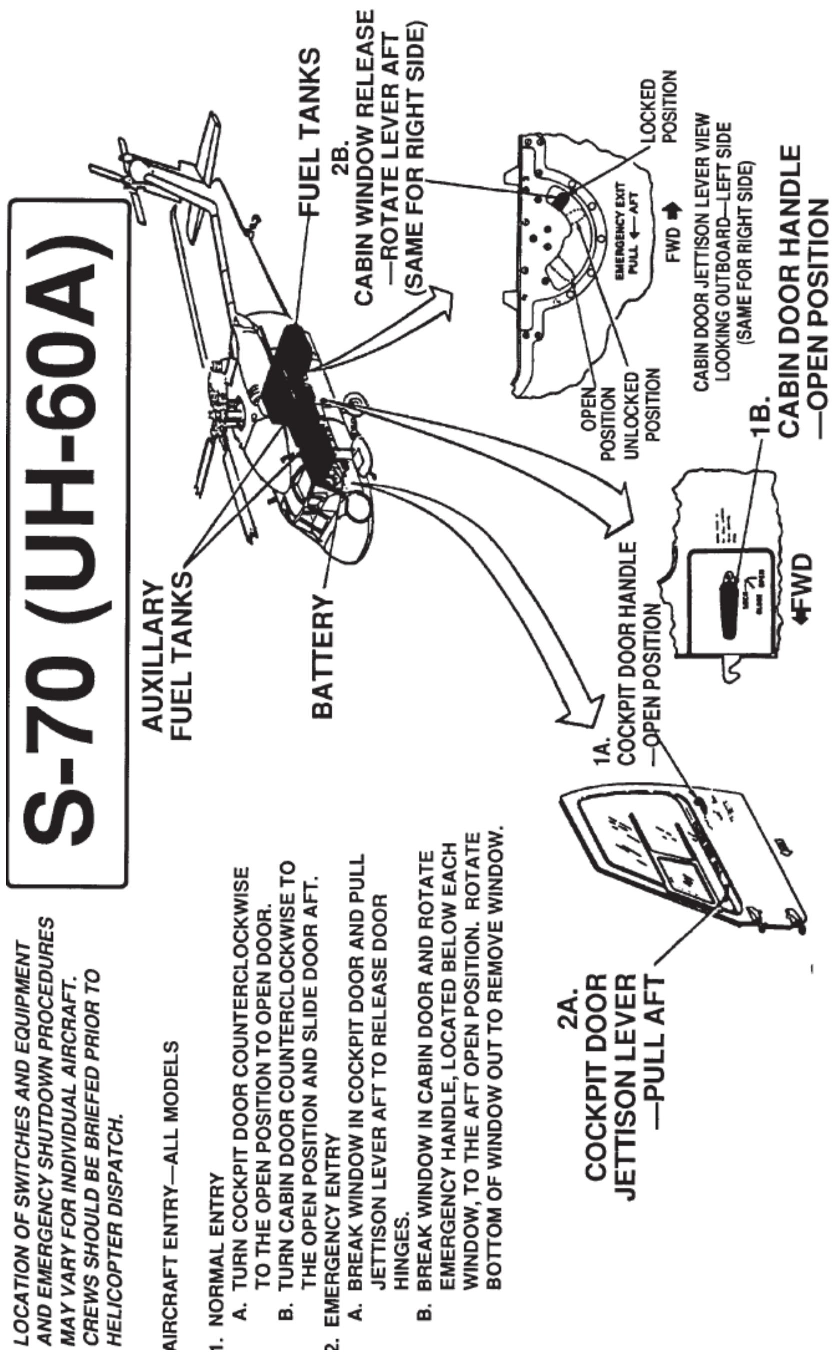
- Cut around windows and access doors of pod as marked.



XX. Sikorsky S-70 (UH-60A).

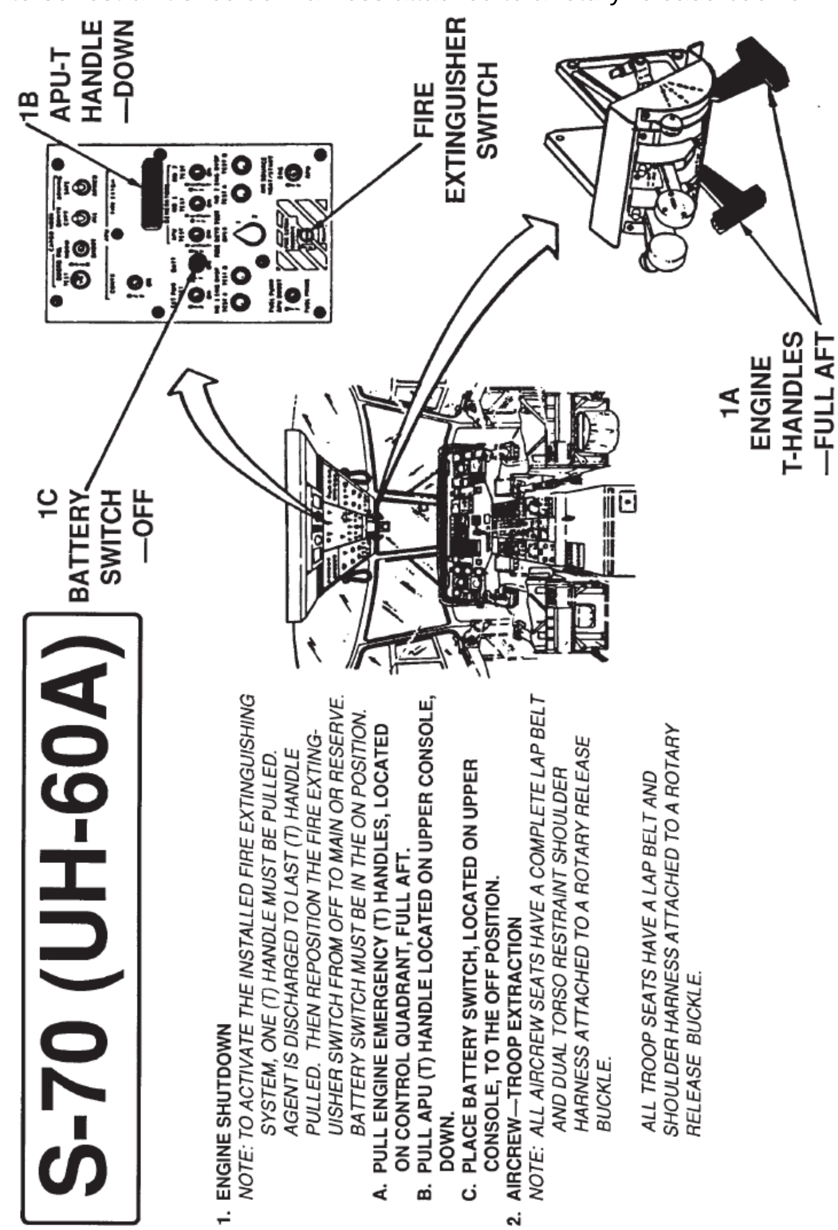
A. Crash Rescue Diagram.

1. Normal entry:
    - Turn cockpit door counterclockwise to the open position and slide door aft.
2. Emergency entry:
    - Break window in cockpit door and pull jettison lever aft to release door hinges.
    - Break window in cabin door and rotate emergency handle, located below each window to the aft open position. Rotate bottom of window out to remove window.



B. **Engine Shutdown and Aircrew Extraction.**

1. Engine shutdown. Note: to activate the installed fire extinguishing system, one T handle must be pulled. Agent is discharged to last T handle pulled. Then reposition the fire extinguisher switch from off to main or reserve. Battery switch must be in the on position.
    - Pull engine emergency T handles, located on control quadrant, full aft.
    - Pull APU T handle located on upper console, down.
    - Place battery switch, located on upper console, to the off position.
2. Aircrew—Troop Extraction. Note: All Aircrew seats have a complete lap belt and dual torso restraint shoulder harness attached to a rotary release buckle.



IHOG Glossary

This document contains terms and definitions commonly used in aviation and in the 2016 Interagency Helicopter Operations Guide.

- *Terms found in the 2015 published NWCG Glossary of Wildland Fire Terminology are annotated with an asterisk (*).*
- *Terms listed and defined on the Federal Aviation Administration website are annotated with two asterisks (**).*

A

**Abeam:	An aircraft is "abeam" a fix, point, or object when that fix, point, or object is approximately 90 degrees to the right or left of the aircraft track. Abeam indicates a general position rather than a precise point.
**Abort:	To terminate a planned aircraft maneuver; e.g., an aborted takeoff.
Above Ground Level (AGL):	The distance between the aircraft and the ground.
Above Sea Level (ASL):	The distance between the aircraft and Mean Sea Level.
Acknowledge:	To confirm that one has received and understood another's message.
*Actual Time En route (ATE):	Term used in flight planning/following to document actual time spent flying between points.
*Actual Time of Arrival (ATA):	Term used in flight planning/following to document the actual time of arrival at a point.
*Actual Time of Departure (ATD):	Term used in flight planning/following to document the actual time of departure from a point.
Adiabatic Lapse Rate:	See Standard Adiabatic Lapse Rate.
**Advisory:	Advice and information provided to assist a Pilot in the safe conduct of flight and aircraft movement.
Aerial Capture, Eradication, and Tagging of Animals (ACETA):	Aerial Capture (net-gunning, darting, chemical, immobilization), Eradication (elimination by use of firearms), Marking (use of paint ball gun or similar device) where a helicopter or airplane is used as a shooting platform. USDI ACETA Handbook: http://www.doi.gov/aviation/library/upload/ACETA_Handbook_1997.pdf
Aeronautical Chart:	A map used in air navigation containing all or part of the following: topographic features, hazards and obstructions, navigation aids, navigation routes, designated airspace, and airports. See Sectional, Aeronautical.
Aeronautical Information Manual (AIM):	A publication containing basic flight information and ATC procedures designed primarily as a Pilot's

instructional manual for the use of the national airspace system. May be called the FAR/AIM when selected Federal Aviation Regulations (FARs) are included.

Affirmative: Yes.

Aft: Rearward; in the back.

Agreement Aircraft: An aircraft that is approved and available for intermittent, short-term use under an ordering or rental agreement. Orders for use of the agreement aircraft are subject to the small purchase limitation established under the Federal Acquisition Regulations unless otherwise authorized by the Contracting Officer.

Air Crewmember: Additional crew member required for accomplishment of the mission such as flight attendant, smokejumper/rappel spotter, cargo loadmaster, helicopter manager, etc. These positions usually do not require any Airman Certificate(s) or a flight physical.
Referred to as a Qualified Non-Crewmember in the CFR.

Air Guard: A common frequency preset into each 9600 channel radio. The air guard frequency is 168.625 MHz with a transmit tone of 110.9.

Air Operations Branch Director (AOBD): The supervisor of the ICS Air Operations staff on an incident or project. The Air Tactical Group Supervisor and Air Support Group Supervisor work for the AOBD; the AOBD works for the Operations Section Chief or Project Manager.

Air Route Traffic Control Center (ARTCC): FAA radar centers established to provide air traffic control service to aircraft operating on IFR (Instrument Flight Rules) flight plans within controlled airspace and principally during the en route phase of flight. Each ARTCC has an assigned geographical area. Refer to the Interagency Airspace Coordination Guide for further discussion of the role ARTCCs play in the National Airspace System.

Air Support Group Supervisor (ASGS): The supervisor of the ICS Air Support staff on an incident or project. The ASGS supervises the Helibase Manager(s) and is also responsible for support of fixed-wing bases; the ASGS works for the Air Operations Branch Director.

Air Tactical Group Supervisor (ATGS): The supervisor of the ICS Air Tactics staff on an incident or project. The ATGS supervises the Air Tanker and Helicopter Coordinators and is responsible for tactical coordination of aircraft; the ATGS works for the Air Operations Branch Director.

Air Traffic Control (ATC): A service operated by appropriate authority to promote the safe, orderly, and expeditious flow of air traffic.

Aircraft: The term used to refer to both airplanes and helicopters.

*Aircraft Accident: An unplanned event that does substantial damage or causes serious injuries when associated with the operation of applicable aircraft. Event occurs between the time the engine(s) is (are) started or rotors turning for the purpose of commencing flight, until the aircraft comes to rest with engines or rotors stopped, and the brakes set or wheel chocks in place and all persons have disembarked.

Aircraft Base Radio Operator (ABRO): The ICS position supervised by the Helibase Manager and responsible for establishing and facilitating communications among incident or project assigned helicopters, helibases, helispots, air operations staff or Project Manager, and the Takeoff and Landing Coordinator. Note that on smaller incidents or projects that this position may be combined with the Aircraft Timekeeper position. See 2016 IHOG Chapter 2.

Aircraft Chief-of-Party: The government representative responsible for coordinating with the Pilot concerning mission planning, needs and conduct. This individual may be a helicopter manager, authorized crew member, rappel spotter, etc.

Aircraft Data Card: “Card” or documentation required to be on-board the aircraft that approves it for use, and the types of use. Example of carding for specific uses include: long line, heli-torch, and passenger transport. Cards are issued by USDI, USDA-Forest Service, and various state agencies.

Aircraft Ground Mishap: An unplanned event in which there is no intent to fly; however, the power plants and/or rotors are in operation and damage incurred requiring replacement or repair of rotors, propellers, wheels, tires, wing tips, flaps, etc., or an injury is incurred requiring first-aid or medical attention.

Aircraft Incident: An unplanned event that results in damage which is less than serious aircraft incident criteria, or injury less than medical attention; i.e., first aid. A situation involving an aircraft and/or personnel which has the potential of resulting in an aircraft accident is also classified as an aircraft incident. Examples include a forced or precautionary landing, an aircraft ground mishap or ground damage to an aircraft, and a near mid-air collision.

Aircraft Rental Agreement (ARA): For USDI, a written instrument of understanding negotiated between an agency, contracting activity, or contracting office and an aircraft vendor, that contains (1) terms and clauses applying to future orders between the parties during its term; (2) a description, as specific as practicable, of supplies or services to be provided; and (3) methods for pricing, issuing, and delivering future orders under the Aircraft Rental Agreement. An Aircraft Rental Agreement is not a contract.

Aircraft Timekeeper (ATIM): The position supervised by the Helibase Manager and

	responsible for keeping time and other information concerning all helicopters assigned to the helibase. Note that on smaller incidents or projects that this position may be combined with the Aircraft Base Radio Operator position.
Aircraft Use Report, OAS-2:	The form used by USDI bureaus to record flight and other payment items for government-owned aircraft.
Aircraft Use Report, OAS-23:	The form used by USDI bureaus to record flight and other payment items for vendor aircraft.
**Airport/Facility Directory (A/FD):	A publication designed primarily as a Pilot's reference manual containing all airports, seaplane bases, and heliports open to the public, including communications data, navigational facilities, and certain special notices and procedures.
**Airspeed:	The speed of an aircraft relative to its surrounding air mass. It may be used to reference: 1. Indicated Airspeed: The speed shown on the aircraft airspeed indicator. This is the speed used in Pilot/controller communications under the general term "airspeed" (refer to FAR 1). 2. True Airspeed: The airspeed of an aircraft relative to undisturbed air. It is used primarily in flight planning and the enroute portion of flight. When used in Pilot/controller communications, it is referred to as "true airspeed" and not shortened to "airspeed."
**Airway:	A control area or portion thereof established in the form of a corridor, the centerline of which is defined by radio navigational aids. See Charted VFR Flyways.
All Hazard:	Term often used interchangeably with All Risk.
All Risk:	Emergency operations of all types; including, but not limited to floods, hurricanes, hazardous materials spills, volcanic eruptions, fires, etc.
*Allowable Payload:	The amount of weight that is available for passengers and/or cargo. On the load calculation form, it is the operating weight subtracted from the selected weight.
*Altimeter Setting:	The barometric pressure reading used to adjust a pressure altimeter for variations in existing atmospheric pressure or to the standard altimeter setting (29.92 inches).
**Altitude:	The height of a level, point or object measured in feet Above Ground Level (AGL) or from Mean Sea Level (MSL). 1. MSL Altitude. Altitude expressed in feet measured from mean sea level. 2. AGL Altitude. Altitude expressed in feet measured above ground level.3. Indicated Altitude: The altitude as shown by an altimeter. On a pressure or barometric altimeter is altitude as shown uncorrected for instrument

error and uncompensated for variation from standard atmospheric conditions.

AMIS: See Aviation Mishap Information System or Aviation Management Information System.

Anti-torque Pedals: Flight controls located at the pilot's feet that are used to control the direction that the nose of the aircraft points. Applying the pedal in a given direction changes the tail rotor blade pitch, increasing or reducing tail rotor thrust and making the nose yaw in the direction of the applied pedal.

Anti-torque Rotor: See Tail Rotor.

Approach-Departure Path: The clear path selected for flight extending upward and outward from the touchdown pad and safety circle. The approach and departure path should not overfly structures, inhabited areas, personnel, and vehicle parking areas.

APU: Auxiliary Power Unit.

Aramid: A brand of flame retardant fabric. See Nomex.

Authorized Passenger: Passengers may be transported in government aircraft only if they meet definition of an Official or an Unofficial Passenger. See Unauthorized Passenger. See Official Passenger.

**Automatic Direction Finder (ADF): An aircraft radio navigation system which senses and indicates the direction to a low/medium frequency non-directional radio beacon (NDB) ground transmitter. Direction is indicated to the pilot as a magnetic bearing or as a relative bearing to the longitudinal axis of the aircraft depending upon the type of indicator installed in the aircraft.

Autorotation: A rotorcraft flight condition in which the lifting rotor is driven entirely by action of the air when the rotorcraft is in motion. No engine power is supplied and lift is created solely from the free turning of the rotor.

Aviation Hazard: Any condition, act or set of circumstances that compromises the safety of personnel or resources engaged in aviation activities. These hazards include inadequacies, deficiencies or unsafe practices pertaining to all aspects of aviation operations and activities.

Aviation Life Support Equipment (ALSE): This includes Personal Protective Equipment (PPE) and other items such as Personal Flotation Devices (PFDs), oxygen units, and survival vests.

Aviation Mishap: An unplanned, unintended event involving aircraft operations that results in damage to aircraft, injuries to personnel, or presents the potential for such. Mishaps include aircraft accidents, serious aircraft incidents, aircraft incidents, aviation hazards, and aircraft maintenance deficiencies.

Aviation Mishap Information System (AMIS): Information system operated by USDI that collects and collates accident, incident, hazard, and maintenance deficiency statistics through submission of SAFECOM reports.

**Azimuth: A magnetic bearing extending from a Microwave Landing System navigation facility. Azimuth bearings are described as magnetic and are referred to as “azimuth” in radio telephone communications. See Bearing.

B

Bailed Aircraft: Aircraft on loan from the Department of Defense (DoD).

**Base Leg: See Traffic Pattern.

**Bearing: The horizontal direction to or from any point, usually measured clockwise from true north, magnetic north, or some other reference point through 360 degrees.

**Below Minimums: Weather conditions below the minimums prescribed by regulation for the particular action involved; e.g., landing minimums, takeoff minimums.

**Blind Spot: An area from which radio transmissions and/or radar echoes cannot be received and/or transmitted.

**Blind Transmission: A transmission from one station to other stations in circumstances where two-way communication cannot be established, but where it is believed that the called stations may be able to receive the transmission.

Blivet: Container for liquids (water, fuel, etc.) that is helicopter- transportable. Also referred to as a water bag.

**Broadcast: Transmission of information for which an acknowledgement is not expected.

Bucket: A rigid, collapsible, or collapsible-foldable container slung below a helicopter, usually to transport water, foam, or retardant.

Bureau: Generic reference to the Offices, Bureaus, Surveys, or Services in USDI.

Bureau of Land Management (BLM): Bureau in the United States Department of the Interior.

C

Call-When-Needed (CWN): See Aircraft Rental Agreement. In this guide, may be used interchangeably with “rental” or “ARA”. A type of Indefinite Date/Indefinite Quantity (IDIQ) contract used by the federal government to procure aircraft services. May also be referred to as On-Call (USDI). See Contract Aircraft.

**Call Up: Initial voice contact between a facility and an aircraft, using the identification of the unit being called and the unit

	initiating the call.
**Cardinal Altitudes:	"Odd" or "Even" thousand-foot altitudes or flight levels; e.g., 5000, 6000.
Cargo Freefall:	Delivery of cargo by dropping it out of the helicopter without a parachute.
Cargo Hook:	Term commonly used to identify the load-carrying device mounted on the belly of the helicopter to which external equipment or cargo is attached. Cargo hooks usually have both manual and electrical quick-release mechanisms operated by the Pilot.
Cargo Letdown:	The method of lowering cargo from a hovering helicopter using a letdown line or rope controlled by a "Figure 8" device.
Cargo Net:	A net used in external load operations.
Cargo Rack or Basket:	A structure attached externally to a helicopter for transport of cargo.
Carousel Hook:	The carousel system is a remote hook attached to the end of a longline. It has four or more individual hooks contained within the carousel. Each hook can be independently opened, allowing the Pilot to release different cargo loads to different locations without landing.
Category:	With respect to the certification of aircraft, a grouping of aircraft based upon intended use or operating limitations. Examples of categories include transport, normal, utility, acrobatic, limited, restricted, and provisional.
**Ceiling:	The heights above the earth's surface of the lowest layer of clouds or obscuring phenomena that is reported as "broken," "overcast," or "obscuration," and not classified as "thin" or "partial."
Center Of Gravity (CG):	The point in a helicopter where all of the weight forces acting upon the fuselage are concentrated and equal. The aircraft is "balanced" if suspended from that point. The aircraft must be balanced fore and aft, as well as laterally (left and right). Limits to the location of the CG are found in the flight manual. The area between these limits is called the CG range of the aircraft. When passengers and cargo are loaded correctly, the aircraft's CG is between these limits and the aircraft is loaded within its CG range. A center of gravity outside of the CG range will make the helicopter difficult to control. The CG shifts during flight due to fuel burn.
Certificated Gross Weight:	See Maximum Certificated Gross Weight.
**Charted VFR Flyways:	Flight paths recommended for use to bypass areas heavily traversed by large turbine-powered aircraft. Pilot compliance with recommended flyways and associated altitudes is strictly voluntary. VFR Flyway Planning charts

are published on the back of existing VFR Terminal Area charts.

Chase Truck: Helicopter crew vehicle, also known as a “helitender,” used to transport gear, supplies, and operational equipment for initial/extended attack and helispot/helibase operations.

Civil Aircraft: Aircraft that are not public aircraft.

Closed Circuit Refueling (CCR): A fueling system designed to prevent spills, minimize fuel contamination, and prevent escape of flammable fuel vapors.

Code of Federal Regulations (CFRs): The body of regulations contained in the United States Code (USC). Federal Aviation Regulations (FARs) are part of the CFRs.

Collective Pitch Control: A flight control normally located on the left side of the pilot's seat with an adjustable friction control to prevent inadvertent movement. The collective changes the pitch angle of all the main rotor blades collectively (i.e., all at the same time) and independent of their position. Therefore, if a collective input is made, all the blades change equally, and the result is the helicopter increases or decreases its total lift derived from the rotor. In level flight this would cause a climb or descent, while with the helicopter pitched forward an increase in total lift would produce acceleration together with a given amount of ascent.

**Common Traffic Advisory Frequency (CTAF): A frequency designed for the purpose of carrying out airport advisory practices while operating to or from an airport without an operating control tower. The CTAF may be a UNICOM, Multicom, FSS, or tower frequency and is identified in appropriate aeronautical publications.

*Compass Rose: A circle, graduated in degrees, printed on some charts or marked on the ground at an airport or heliport. It is used as a reference to either true or magnetic direction.

Computed Gross Weight: See Maximum Computed Gross Weight.

Contact: A request to establish communication with a particular, named facility followed by which frequency to use, as appropriate.

Contract Aircraft: An aircraft that has been approved for use by a formal contract. Generally, there is no monetary limitation on the extent of use of the contract aircraft. Contract aircraft may be either Exclusive-Use, Call-When- Needed or On-Call aircraft.

Exclusive-Use Contract Aircraft: An aircraft contracted for a specified period during which time it is under the exclusive use and control of the government. It may be released from the contract only through authorization by the Contracting Officer.

Call-When-Needed or On-Call Contract Aircraft:

An aircraft contracted for services, but which is not under the exclusive use and control of the government until the time of order (there may be a penalty incurred by the vendor for not meeting the order).

Contracting Officer (CO) or Administrative Contracting Officer (ACO):
The Contracting Officer (CO in USDI) or Administrative Contracting Officer (ACO in USDA-FS) is responsible for all contracting actions including contracting procedures and methods, contract legality, compliance with existing laws and regulations, contract administration and terminations. The CO may delegate certain contract administration functions.

Contracting Officer's Representative: Acronym: COR.
The Contracting Officer's Representative (COR) is directly responsible to the Contracting Officer for monitoring contract performance. The COR is primarily responsible for assuring compliance with the administrative provisions of the contract. The COR maintains communications with the vendor concerning day-to-day operations, though this may be further delegated to a Project Inspector (see last sentence). The COR may represent the CO in making minor allowances which do not modify the price, or other provisions of the contract. The COR is responsible for verifying the work performed upon which payment is based. Responsibilities may be further delegated to a Project Inspector (PI).

Contracting Officer's Technical Representative (COTR):
The Contracting Officer's Technical Representative (COTR) is directly responsible to the Contracting Officer for assuring compliance with the technical provisions of the contract. The COTR conducts initial inspections and approves the vendor's equipment, facilities, and personnel prior to, and periodically during, contract performance.

**Controlled Airspace: An airspace of defined dimensions within which air traffic control service is provided to IFR flights and to VFR flights in accordance with the airspace classification. See FAR 71 and/or the FAR/AIM.

Coordinates: The intersection of lines of reference, usually expressed in degrees/decimal minutes of latitude and longitude, used to determine or report position or location.

Correction: An error has been made in the transmission and the correct version follows.

**Course: The intended direction of flight in the horizontal plane measured in degrees from north.

Crashed Aircraft: A crashed aircraft is one that is known or is suspected of having had an accident.

Crewmember: A person assigned to perform duty in an aircraft during

	flight time. See also Flight Crew Member.
**Crosswind Leg:	See Traffic Pattern.
Cruise Speed:	Air speed, in knots, equivalent to 80 percent of Velocity Never to Exceed (VNE), at 5,000 feet, 80° F (26° C).
CWN Manager:	Individual who manages a CWN aircraft (usually in reference to fire CWN helicopters.)
Cyclic Pitch Control:	A flight control usually located in front of the pilot's seat. The control is called the cyclic because it changes the pitch angle (lift) of individual rotor blades as they pass a particular point in their rotation around the hub (cyclically). The result is to tilt the rotor disk in the direction of cyclic movement, resulting in the helicopter moving in that direction. The cyclic controls the direction of flight, angle of bank, and airspeed of the helicopter.

D

Deck:	That part of the helibase operational area that includes the touchdown pad, safety circle, hover lanes, and external cargo transport area. It is usually roped off with flagging.
Deck Coordinator (DECK):	The ICS position supervised by the Helibase Manager and responsible for providing coordination at the helibase for personnel and cargo movement. The Deck Coordinator supervises the Parking Tenders and Loadmasters.
Deep Snow:	Where the depth of the undisturbed snow is greater than 36" or the depth is unknown.
Density Altitude (DA):	Pressure altitude corrected for temperature and humidity.
Department of the Interior (DOI):	Officially known as USDI (United States Department of the Interior).
Department of Transportation (DOT):	Officially known as US DOT.
Disc Area:	The area swept by the blades of the rotor. This is a circle with its center at the rotor hub axis and a radius of one blade length.
**Discrete Frequency:	A separate radio frequency for use in direct pilot-controller communication in air traffic control which reduces frequency congestion by controlling the number of aircraft operating on a particular frequency at one time.
**Distance Measuring Equipment (DME):	Equipment (airborne and ground) used to measure, in nautical miles, the slant range distance of an aircraft from the DME navigational aid. See VORTAC.
**Distress:	A condition of being threatened by serious and/or imminent danger and requiring immediate assistance.
Download:	See Weight Reduction.
**Downwind Leg:	See Traffic Pattern.

Dual-Function Pilot:	Any person who acts as Pilot-In-Command of an aircraft while on official government business and is not a full-time Pilot (Office of Personnel Management classification 2181), but whose job description does include Pilot duties.
Dual-Rotor Helicopter:	Some helicopters have dual main rotors, mounted in tandem, side by side, or one above the other. Torque compensation is usually achieved by turning the rotors in opposite directions.

E

Effective Translational Lift:	See Translational Lift.
Electric Swivel:	A swivel designed to be installed on a cargo hook and connect to the helicopter longline. The principal function of the Electric Swivel is to provide an electrical connection with the remote cargo hook while allowing the cargo hook to spin to accommodate external load movement.
Emergency:	Emergencies can be classified two ways: 1. Life-Threatening: A situation or occurrence of a serious nature, developing suddenly and unexpectedly and demanding immediate action to prevent loss of life. 2. Operational: An unforeseen combination of circumstances that calls for immediate action, but is not life-threatening.
Emergency Locator Transmitter:	A radio transmitter attached to the aircraft structure which operates from its own power source on 121.5 MHz (TSO-C91a) or 406 MHz (TSO-C126). The TSO-C91a ELT aids in locating downed aircraft by radiating a downward sweeping audio tone, 2-4 times per second. The TSO-C126 ELT transmits an identifier to a satellite to increase the accuracy and timeliness of emergency response. Both are designed to function without human action after an accident.
Empty Weight:	The weight of the helicopter including the structure, power plants, all fixed equipment, all fixed ballast, unusable fuel, un-drained oil, and total quantity of hydraulic fluid.
Equipped Weight:	For load calculations, the equipped weight includes the empty weight of the helicopter, plus oil, and the weight of fixed equipment required by the procurement document. The flight manual may also display an “Equipped Empty Weight” for each possible equipment configuration of the aircraft.
Essential Passenger:	The assigned Aircraft Flight Manager is responsible for ensuring that only passengers essential to the accomplishment of the mission, including trainees, are on board the aircraft.
Estimated Time of Arrival (ETA):	Term used in flight planning and flight following to estimate

	the time of arrival at a given point.
Estimated Time of Departure (ETD):	Term used in flight planning and flight following to estimate the time of departure from a given point.
Estimated Time En route (ETE):	Term used in flight planning and flight following to estimate the time en route from one point to another.
Evacuation:	To remove persons from a place, as a dangerous place or disaster area, for reasons of safety or protection. See Medical Evacuation.
Excess/Surplus Military Aircraft:	Aircraft whose ownership has been transferred to a civilian government agency from the Department of Defense.
Exclusive-Use Contract:	See Contract Aircraft.
Exhaust Gas Temperature:	An exhaust gas temperature gauge measures, in degrees Celsius or Fahrenheit, the temperature of the exhaust gases at the exhaust manifold.
External Load:	A load that is carried outside of the fuselage, normally suspended from a cargo hook.
External Load (Jettisonable):	A load usually associated with being an external load that can be released from the cargo hook. Anything attached to the cargo hook on the belly of the helicopter (cargo, lead lines, longline with remote hook, etc.) should be able to be released by the Pilot at any time, especially in the event of an emergency. A jettisonable load may be classified as Class B, C, or D in accordance with 14 CFR 133. External Load Classes include: Class A Rotorcraft Load: The external load cannot move freely, cannot be jettisoned, and does not extend below the landing gear (e.g., fixed water tank, cargo rack, etc.). Class B Rotorcraft Load: The external load is jettisonable and is lifted free of land or water during the rotorcraft operation (e.g., water bucket, sling load, etc.). Class C Rotorcraft Load: The external load is jettisonable and remains in contact with land or water during the rotorcraft operation (e.g., snow sled). Class D Rotorcraft Load: The external load is other than a Class A, B, or C and has been specifically approved by the FAA for that operation.

F

FAR:	See Federal Aviation Regulations
Federal Aviation Regulations (FAR):	Regulations contained in 14 CFR governing the operation of aircraft in the United States. For public aircraft, FAR Part 47 and Part 91, Subpart B, are the only regulations mandated by the FAA. Agencies gain compliance with other FARs by incorporating them by reference into manual directives and contracts.
FAR/AIM: `	See Aeronautical Information Manual.

Feet Per Minute:	Feet per minute, usually in reference to ascent or descent.
**Final Approach:	See Traffic Pattern.
First Aid:	Any attention that involves no medical bill. If a physician prescribes medical treatment for less than serious injury and makes a charge for this service, that injury becomes Medical Attention. Also see Serious Injury.
Fixed Weight Reduction:	See Weight Reduction.
Flight Crewmember:	An individual holding a valid Federal Aviation Administration (FAA) Airman's Certificate and flight physical as a prerequisite to performance of the duties of the position during flight: e.g., Pilot, co-Pilot, flight engineer, or flight navigator.
Flight Following:	The method(s) and process(es) through which an aircraft is tracked from departure point to destination. Flight following is the knowledge of the aircraft location and condition with a reasonable degree of certainty such that, in the event of mishap, those on board may be rescued. Flight following may be accomplished through filing of flight plans with FAA and/or agency offices, or by an automated satellite reporting system. Though the end result of position check-ins is often the same, flight following should be differentiated from Resource Tracking.
Flight Manager:	See Project Flight Manager.
**Flight Path:	A line, course, or track along which an aircraft is flying or intended to be flown.
Flight Plan:	Specified information relating to the intended flight of an aircraft that is filed with FAA or an agency office.
Flight Service Station (FSS):	An air traffic facility which provides pilot briefings, flight plan processing, en route radio communications, search and rescue services, and assistance to lost aircraft and aircraft in emergency situations. FSS also relays ATC clearances, processes Notices to Airmen, and broadcasts aviation weather and aeronautical information. In addition, at selected locations, FSS provides En Route Flight Advisory Service (Flight Watch), and Airport Advisory Service (AAS) and takes airport weather observations.
Flight Use Report:	USDA FS form FS-6500-122.
Floats:	Landing gear that can be used on land as well as water. There are two types of floats, fixed and pop-out. Pop-outs are inflated only as needed.
Floor Loading:	The pounds-per-square-inch (PSI) maximum load limit on the floor of the helicopter.
Forced Landing:	Landing necessitated by failure of engines, systems, or components which makes continued flight impossible and which may or may not result in damage.

Freewheeling Unit:	A component part of the transmission or power train which automatically disconnects the main rotor from the engine when the engine stops or slows below the equivalent of rotor RPM.
Fuel Capacity:	The maximum amount of fuel that can be carried in the helicopter's fuel tanks.
Fuel Consumption:	Fuel consumption, given in pounds per hour, is computed for 5,000 ft. pressure altitude, 80° F (26° C). Fuel weight is computed at 6 pounds per gallon for AVGAS and seven pounds per gallon for jet fuel.
Fusees:	Highway flares used as handheld ignition devices.

G

General Use:	Point-to-point transportation of personnel and/or cargo, and all other flights not categorized as special use. See Special Use.
**Global Positioning System (GPS):	The world-wide positioning, navigation and timing determination capability available from the U.S. satellite constellation. The service provided by GPS for civil use is defined in the GPS Standard Positioning System Performance Standard. GPS is composed of space, control, and user elements.
Government Aircraft:	Any aircraft owned, leased, chartered or rented and operated by the Government.
Gross Weight:	See Maximum Certificated Gross Weight.
Gross Weight Limit:	A performance limitation on an aircraft that may be the Maximum Weight Limit for takeoff and landing, a Weight/Altitude/ Temperature (WAT) Limit, or a Maximum Gross Weight Limit for External Loads. Limitations may vary for HIGE, HOGE, and HOGE-J. Found in the Limitations section of the flight manual.
Ground Effect:	When a helicopter is operated near the surface, the downwash created by the rotor blades cannot be fully developed due to the proximity to, or interference with, the surface. This restraint of rotor downwash occurs as the helicopter reaches a low altitude. A cushion of air beneath a helicopter hovering or operating near the surface results as air is pushed downward by the main rotor system and semi-compressed against the surface. The result is often reduced power requirements. This ground cushion is normally effective, although diminishing, up to a height above the surface equal to the radius of the main rotor. Ground effect is adversely affected by uneven terrain, including vegetation. See Hover-In-Ground-Effect and Hover-Out-Of-Ground-Effect.
Ground Power Unit:	Ground based unit for powering up all aircraft systems.

Ground Speed:	The speed of an aircraft relative to the surface of the earth.
Grounded:	Refers to an aircraft that is not airworthy, usually due to maintenance problems. It may also refer to a Pilot who is not able to perform Pilot duties due to medical reasons.
Gust Spread:	The difference between the lowest and highest wind speed.

H

Hand Signals:	Standard signals authorized for use by ground crews to direct a helicopter during takeoff, landing, or while in a hover. In some cases, helicopter hand signals differ from those prescribed for airplanes.
Hard Point:	An attachment point designed to carry a load.
*Hazard Map:	Map of the area of operations that shows all of the known aerial hazards; including, but not limited to, power lines, military training areas, hang gliding areas, etc.
*Hazardous Materials:	1. Substances that are identified, classified, and regulated in the Code of Federal Regulations, Title 49 and Hazardous Materials Regulations l75. 2. A substance or material which has been determined by the Secretary of Transportation to be capable of posing an unreasonable risk to health, safety, and property when transported in commerce and which has been so designated.
Heavy Helicopter:	A helicopter with a certified gross weight of over 12,500 pounds. Under the ICS helicopter typing system, a heavy helicopter is a Type 1 helicopter and must have an allowable payload at 59° F. at sea level of 5000 pounds, 16 passenger seats (unless restricted category), and a minimum retardant or water-carrying capability of 700 gallons.
HEB1:	ICS mnemonic for Helibase Manager (Type I).
HEB2:	ICS mnemonic for Helibase Manager (Type II).
HECM:	ICS mnemonic for Helicopter Crewmember.
Height-Velocity Diagram:	A diagram or chart that indicates the combinations of altitude and airspeed needed to ensure a safe autorotation. Each model helicopter has its own height-velocity diagram.
Helibase Job Aids (HJA):	Checklists and forms used in helicopter and helibase management.
Helibase Manager:	Person with primary responsibility for managing all activities at an assigned helibase. The Helibase Manager is supervised by the Air Support Group Supervisor. On projects, the Helibase Manager may report to an Air

	Support Group Supervisor or Air Operations Branch Director, if these positions are assigned; otherwise, they usually report to the Project Manager. There are two types of Helibase Managers: a Type I Helibase Manager is qualified to manage six or more helicopters; a Type II Helibase Manager may manage five or fewer helicopters.
Helibase - Permanent:	A designated, permanent facility for helicopter operations. Permanent helibases should have the facilities and equipment outlined in Chapter 8.
Helibase - Temporary:	A base for helicopter operations established to serve a temporary or intermittent incident or project need. See 2016 IHOG Chapter 15 for differentiation between management and operational requirements for helispots and helibases. Temporary helibases should have the facilities and equipment outlined in Chapter 8.
Helicopter:	A heavier-than-air aircraft supported in flight chiefly by the reactions of the air on one or more power-driven rotors on substantially vertical axes.
Helicopter Coordinator:	An individual responsible for coordinating tactical and logistical helicopter missions at an incident who reports to the Air Tactical Group Supervisor. This position can be airborne or ground-based with one or more assigned to an incident, depending on the number and type of missions to be accomplished.
*Helicopter Crewmember:	An individual assigned to an agency or call-when-needed helicopter to support helicopter operations.
Helicopter Manager:	An individual trained in the management of helicopters. May be assigned to agency, CWN, On-Call, cooperator or military helicopters.
Helipad:	See Touchdown Pad
Heliport:	A permanent facility for the use of helicopters which has been built to FAA standards and which is marked on aeronautical charts. Natural resource agencies refer to agency heliports as Permanent Helibases. See Helibase - Permanent.
Helispot:	A natural or improved takeoff and landing area intended for temporary or occasional helicopter use. It may or may not have road access. In many cases, helispots do not meet the requirements of a helibase and should not be referred to as helibases. See 2016 IHOG Chapter 15 for differentiation between management and operational requirements for helispots and helibases. Helispots should have the facilities and equipment outlined in Chapter 8.
Helispot Manager:	A person supervised by the Helibase Manager who is responsible for providing safe and efficient management of all activities at an assigned helispot. See Chapter 2 for training and experience requirements.

Helitack: Helicopter Initial Attack. The use of helicopters to transport crews, equipment, and fire retardants or suppressants to the fireline during the initial stages of a fire. The term also refers to the crew that performs these activities.

Helitank: A tank attached to a helicopter that is filled with water, foam, or retardant and which is configured to drop the liquid in flight. The tank is fixed, but removable. See Snorkel Tank.

Helitanker: A helicopter equipped with a helitank or bucket.

Helitorch: A device that dispenses ignited gelled gasoline used for lighting backfires, burnouts, or prescribed burns.

Helitender: See Chase Truck.

**Hertz: The standard radio equivalent of frequency in cycles per second of an electromagnetic wave. Kilohertz (KHz) is a frequency of one thousand cycles per second. Megahertz (MHz) is a frequency of one million cycles per second.

**High Frequency (HF): The frequency band between 3 and 30 MHz.

Hobbs Meter: Flight hour recording device that is activated when power is applied.

Hook Person: Ground person who attaches external loads to helicopters.

Hot and High: Term commonly used to mean an increase in the International Standard Atmosphere to 95° at 5000 feet MSL. See Standard Day.

Hover: A condition of flight where the helicopter remains fairly stationary over a given point on the ground, moving neither vertically nor horizontally.

Hover Ceiling: The highest pressure altitude at which a helicopter can hover at various weights, up to and including Maximum Gross Weight. In and out of ground effect hover ceilings are computed in a standard atmosphere and calm air.

Hover Check: Used to describe when a helicopter requires a stabilized hover to conduct a performance/power check prior to hover taxi, air taxi, or takeoff. Altitude of the hover will vary based on the purpose of the check.

Hover Fill: Filling a helicopter water bucket with a hose while the aircraft hovers above. Used when there is no near-by water source for the pilot to dip from.

Hover Hookup: Method of hooking an external load to a cargo-carrying device, usually a cargo hook, beneath a hovering helicopter.

Hover-In-Ground-Effect (HIGE): Operating at such an altitude (usually one-half the rotor diameter above the surface) that the influence of ground effect is realized. See Ground Effect.

Hover-Out-of-Ground-Effect (HOGE): Hovering without the benefit of the ground effect cushion. For any given altitude, hovering out of ground effect requires more power than hovering in ground effect. See Ground Effect.

Hover Taxi: Used to describe a helicopter movement conducted above the surface and in ground effect at airspeeds less than approximately 20 knots. The actual height may vary, and some helicopters may require hover taxi above 25 feet AGL to reduce ground effect turbulence or provide clearance for cargo sling loads.

I

In The Blind: See Blind Transmission.

Incidental Pilot: Any person who acts as Pilot-in-command of an aircraft while on official government business whose job description does not include Pilot duties. An example would be Piloting of private or government aircraft for official government business in lieu of operation of private or government owned/leased automobile.

Indicated Air Speed (IAS): See Airspeed.

Indicated Altitude: See Altitude.

In-Ground- Effect (IGE): See Hover-In-Ground-Effect.

**Instrument Flight Rules (IFR): Rules governing the procedures for conducting instrument flight. Also a term used by Pilots and controllers to indicate type of flight plan. See Visual Flight **Rules and Instrument Meteorological Conditions.

Instrument Meteorological Conditions (IMC): Meteorological conditions expressed in terms of visibility, distance from cloud, and ceiling less than minimums specified for visual meteorological conditions.

Interagency Qualifications and Certifications System (IQCS): A system of information management used to track training and certifications for wildland firefighters and other emergency response personnel.

Internal Load: A load carried inside the fuselage structure.

Internal Load (Non-Jettisonable): An internal, non-jettisonable load is generally associated with cargo being transported inside the helicopter. Freight secured in a cargo compartment is a non- jettisonable internal load. Cargo secured in a basket is also defined as non-jettisonable, although it is also technically classified as a Class A external load under 14 CFR 133.

International Standard Atmosphere (ISA): See Standard Day.

IR Flight: For land managing agencies, a flight where infrared instruments will be used

**IR Route: Military Training Route used by the Department of Defense and associated Reserve and Air Guard units for the purpose of conducting low-altitude navigation and tactical training in both IFR and VFR weather conditions below 10,000 feet MSL at airspeeds in excess of 250 knots IAS. See Interagency Airspace Coordination Guide.

J

Jet-A: A type of fuel most commonly used in natural resource agency turbine helicopter operations. See Chapter 13.

Jettisonable Load: A load that can be jettisoned by the Pilot from his or her normal flight position. See also Non-Jettisonable Load.

K

KIAS: Knots Indicated Air Speed. See Airspeed.

Knot: A measurement of speed (1.151 x knots = statute miles per hour).

Kollsman Window: A small window on the dial face of an aircraft pressure altimeter in which the altimeter setting in inches of mercury is indicated.

L

L.A. Tank: Helicopter fixed tank developed by Los Angeles County.

Landing and Takeoff Area: Contains touchdown pads and safety circles and includes that part of the helibase complex where flight operations are concentrated.

Lapse Rate: See Standard Adiabatic Lapse Rate.

Lead line: A line or set of lines used in external load operations. See 2016 IHOG Chapters 9 and 11.

Life-Threatening Emergency: See Emergency.

Light Helicopter: A helicopter with a certified gross weight of less than 6,000 pounds. Under the ICS helicopter typing system, a light helicopter is a Type 3 helicopter and must have an allowable payload at 59° F. at sea level of 1000 pounds, 2-5 passenger seats, and a retardant or water-carrying capability of 100 gallons.

Limited Use Helicopter: An interagency term used to denote a Restricted category helicopter or a Standard category helicopter that is designated and used in a limited role, e.g., not for passenger transport. Use would typically be external cargo transport, water bucket or retardant missions. See 2016 IHOG Chapter 2 for staffing requirements. See the National Type I & II CWN Helicopter Contract, Section C for further information and requirements.

Line Manager (Line Officer, Agency Administrator):
Agency employee with authority and responsibility for an agency unit who has line item signature authority for policy

decisions; e.g., Park Superintendent, Refuge Manager, Field Manager, etc.

Load Calculation:	Written documentation of a helicopter's lifting capability for a given pressure altitude and temperature. See 2016 IHOG Chapter 7.
Loadmaster:	Position supervised by the Deck Coordinator and responsible for the safe loading and unloading of personnel and/or cargo. See 2016 IHOG Chapter 2.
Longline:	A line or set of lines, usually in 50' increments, used in external load operations that allow the Pilot to place loads in areas where the helicopter could not safely land. See 2016 IHOG Chapters 9 and 11.
**Loran:	An electronic navigational system by which hyperbolic lines of position are determined by measuring the difference in the time of reception of synchronized pulse signals from two fixed transmitters.
**Low Frequency (LF):	The frequency band between 30 and 300 KHz.

M

Main Rotor:	The rotor or rotors that supply the lifting force for the helicopter.
Maintenance Deficiency:	A defect or failure causing mechanical difficulties encountered in flight operations. Not specifically identified as an incident or aviation hazard.
Manifest:	A written list of personnel and/or cargo and their weights to be transported.
Maximum Computed Gross Weight:	Term used in load calculations to describe the maximum that the aircraft can weigh and have sufficient performance to hover in ground (HIGE) or hover out of ground (HOGE) at a given temperature and pressure altitude and therefore, take off or land. This number is "computed" by consulting the appropriate performance charts in the flight manual for the aircraft. See 2016 IHOG Chapter 7.
Maximum Certificated Gross Weight:	The absolute maximum the aircraft can weigh (includes crew, passengers, fuel, oil, fluids, cargo, and special equipment) as established by the manufacturer and approved by the Federal Aviation Administration. Some helicopter models have higher gross weights for jettisonable external loads. If no number appears in the external weight block, the weight is the same as internal. See Maximum Computed Gross Weight. See 2016 IHOG Chapter 7.
**Mayday Call:	International radiotelephony distress signal. When repeated three times, it indicates imminent and grave danger and that immediate assistance is requested.

Mean Sea Level (MSL): The level of the ocean's surface, especially the level halfway between mean high and low tide, used as a standard in reckoning land elevation or sea depths. Commonly used in conjunction with a number of feet, thereby indicating elevation above mean sea level, such as 10,000’ MSL.

Medevac or Medivac: See Medical Evacuation.

Medical Attention: An injury, less than serious, for which a physician prescribes medical treatment and charges for the medical service. Also see First Aid and Serious Injury.

Medical Evacuation: The evacuation of persons (usually by air transportation) to a place where they can receive medical care.

Medium Helicopter: A helicopter with a certified gross weight between 6,000 and 12,500 pounds. Under the ICS helicopter typing system, a medium helicopter is a Type 2 helicopter and must have an allowable payload at 59° F. at sea level of 2500 pounds, 6-10 passenger seats (unless restricted category), and a minimum retardant or water-carrying capability of 300 gallons.

Memorandum of Understanding (MOU): A written agreement between two or more parties.

Military Helicopter Crew Member (MHEC): See Military Use Handbook.

Military Aircraft: An aircraft maintained and operated by an active or reserve component (all Reserve forces, as well as Army and Air National Guard) of the DOD, or by any active or reserve component of the U.S. Coast Guard (USCG). All references to military aircraft include both DOD and USCG aircraft.

Military Operations Area (MOA): See Interagency Airspace Coordination Guide.

Military Training Route (MTR): See Interagency Airspace Coordination Guide.

Minimums: Weather condition requirements established for a particular operation; e.g., landing minimums, takeoff minimums, VFR flight minimums.

Missing Aircraft: A missing aircraft is one that has not made a check-in and which has exceeded the fuel endurance specified on the flight plan or relayed to the flight following facility upon departure.

Mission Flight: Flights not meeting the definition of “point-to-point”. These require work to be performed in the air (retardant or water delivery, reconnaissance, etc.), or through a combination of ground and aerial work (delivery of personnel and/or cargo from helibases to helispots or unimproved landing sites, rappelling or cargo letdown, animal herding, etc.).

Monitor: When used in communications, to listen to a specific frequency and stand by for instructions or communications. Under normal circumstances, a frequency that is being monitored is not being used by the Pilot for communications.

N

**National Airspace System (NAS):	The common network of U.S. airspace; air navigation facilities, equipment, and services, airports or landing areas; aeronautical charts, information, and services; rules, regulations and procedures, technical information, and manpower and material. Included are system components shared jointly with the military.
National Flight Data Center (NFDC):	See Interagency Airspace Coordination Guide.
National Transportation Safety Board (NTSB):	Charged with the responsibility to investigate all civil transportation mishaps including air, ground, water, rail, and pipeline and those public transportation mishaps which have high public interest.
**Navigational Aid (NAVAID):	Any visual or electronic device airborne or on the surface which provides point-to-point guidance information or position data to aircraft in flight.
Negative:	“No”, or “permission not granted,” or “that is not correct.”
*Night:	The time between the end of evening civil twilight and the beginning of morning civil twilight, as published in the American Air Almanac, converted to local time.
Nomex:	Fire resistant synthetic material used in the manufacturing of flight suits and clothing used by firefighters.
**Non-Directional Beacon (NDB):	An L/MF or UHF radio beacon transmitting non-directional signals whereby the Pilot of an aircraft equipped with direction finding equipment can determine his/her bearing to or from the radio beacon and “home” on or track to or from the station. See Automatic Direction Finder (ADF).
Non-Serious Aircraft Incident:	An incident that does not meet Serious Aircraft Incident criteria. See Serious Aircraft Incident.
**Notice to Airmen (NOTAM):	A notice containing information (not known sufficiently in advance to publicize by other means) concerning the establishment, condition, or change in any component (facility, service, or procedure of, or hazard in the National Airspace System) the timely knowledge of which is essential to personnel concerned with flight operations. 1. NOTAM (D): A NOTAM given (in addition to local dissemination) distant dissemination beyond the area of responsibility of the Flight Service Station. These NOTAMs will be stored and available until cancelled. 2. FDC NOTAM: A NOTAM regulatory in nature, transmitted by USNOF and given system-wide dissemination.

O

Official Passenger:	The following categories of personnel are official passengers: Officers and employees of the federal government traveling on official business. Members of Congress and employees of congressional committee staffs whose work relates to the agency's programs. Non-federal passengers when engaged in missions which enhance accomplishment of an agency program such as personnel of cooperating state, county, or local agencies; representatives of foreign governments; and contractors' representatives to include those employed by such agencies; and private citizens.
One-Skid Landing:	The maneuver where one skid of the helicopter is placed on the ground while the other is still above the ground. Used when there are steep changes in terrain, power is still maintained to the rotor system. This requires agency authorization and training.
Operating Weight:	The equipped weight of the aircraft, plus the weight of the crew and fuel.
Operational Procedures Memorandum (OPM):	Temporary or interim directives issued by OAS to permit the timely dissemination of instructional and procedural material. They are published under the issuing authority of the OAS Director. They are consecutively numbered within each calendar year.
Operational Emergency:	See Emergency.
Out-Of-Ground-Effect (OGE):	See Hover-Out-Of-Ground-Effect (HOGE).
Overdue Aircraft:	An aircraft that fails to meet a check-in specified on the flight plan or by policy.

P

Parking Tender:	Position supervised by the Deck Coordinator and responsible for ground and air traffic in and around assigned landing pads and for the landing and parking of helicopters at those pads.
Passenger:	Any person aboard an aircraft who does not perform the function of a flight crewmember or qualified non-crewmember. See Flight Crewmember, Qualified Non-Crewmember, Official Passenger and, Unauthorized Passenger.
Payload:	A term used in contract specifications, not for field operations; it is a number, expressed in pounds, established by subtracting the equipped weight of the helicopter, including two hours of fuel and Pilot weight, from the computed gross weight for a calm day, 5,000'

pressure altitude and 80° F (7,400' density altitude and 26° C). Downloading is not included in this computation.

*Performance Chart:	A chart, table, or graph provided by the manufacturer for use in determining an aspect of helicopter performance.
Performance Planning Card (PPC):	A form used by the military to calculate aircraft performance. It is similar to the Interagency Helicopter Load Calculation form in use.
Personal Flotation Device (PFD):	A life preserver, life jacket, or other device for keeping a person afloat in the water. Specific PFDs are required for aviation use. See the Aviation Life Support Equipment handbook for information and specifications.
Personal Protective Equipment (PPE):	Clothing and equipment that provides protection to an individual on board an aircraft or who is engaged in ground-based aviation support activities.
Ping-Pong Ball Machine:	See Plastic Sphere Dispenser (PSD).
Pilot-in-Command (PIC):	The Pilot responsible for the operation and safety of an aircraft during flight time. The PIC has final authority over any flight mission.
Pilot Qualifications Card:	Card issued by an agency Pilot Inspector and carried by the Pilot documenting the type(s) of helicopter(s) for which the Pilot is approved to operate, as well as the different types of missions that he/she is approved to fly.
Plastic Sphere Dispenser (PSD):	A device that dispenses a sphere of polystyrene containing potassium permanganate after injecting each sphere with ethylene glycol. The exothermic reaction of the two chemicals creates enough heat to ignite the plastic sphere.
Point-To-Point Flight:	Typically, a flight that originates at one developed airport or permanent helibase, with flight route being direct to another developed airport or permanent helibase. The flight is conducted solely for the purpose of transportation of persons or cargo for administrative travel purposes, and does not involve mission-type flight. See Mission Flight.
Porta-tank:	Container, either with a rigid frame or self-supporting, which can be filled with water or retardant and from which helicopters can fill buckets or tanks. Helicopters are also used to transport water to the porta-tank for ground personnel to use.
*Precautionary Landing:	A landing necessitated by apparent impending failure of engines, systems, or components which makes continued flight unadvisable.
Pressure Altitude (PA):	The indicated altitude when an altimeter is set to an agreed baseline pressure setting under certain circumstances where the aircraft's altimeter would be unable to give a useful readout of altitude. The value of 29.92 corresponds to the baseline atmospheric pressure at

	mean sea level used to calculate aircraft performance capability. Pressure altitude for a given location increases or decreases with changes in the air mass, and may result in the need for a new load calculation.
Private Aircraft:	Any aircraft owned by an individual, partnership, or club.
Procurement Document:	Contract or rental agreement.
Project:	A non-incident mission or task which uses aviation assets. Used in this guide to differentiate from fire or other all-risk incident uses.
Project Flight Manager:	The government representative responsible for coordinating with the Pilot concerning mission planning, needs and conduct.
Project Inspector (PI):	The government representative designated by the COR to assist in managing a contract. Responsibilities may include verifying services performed by the vendor; ensuring vendor's compliance with contract specifications and provisions; discussing daily work requirements and ordering service within the contract provisions; discussing problems which occur with the vendor and recommending solutions to the COR; and completing Form HCM-1, Aircraft Contract Daily Diary (Appendix A). Any problems of a serious nature are brought immediately to the attention of the COR and CO. See Contracting Officer, Contracting Officer's Administrative Representative, and Contracting Officer's Technical Representative.
Public Aircraft:	An aircraft used only for the United States Government; an aircraft owned by the Government and operated by any person for purposes related to crew training, equipment development, or demonstration; an aircraft owned and operated by the government of a State, the District of Columbia, or a territory or possession of the United States or a political subdivision of one of these governments; or an aircraft exclusively leased for at least 90 continuous days by the government of a State, the District of Columbia, or a territory or possession of the United States or a political subdivision of one of these governments. Reference PL-106-181.

Q

Qualified Non-Crewmember:	An individual, other than a member of the crew, aboard an aircraft whose presence is required to perform, or is associated with the performance of, a governmental function.

R

**Radio Altimeter:	Aircraft equipment which makes use of the reflection of

	radio waves from the ground to determine the height of the aircraft above the surface.
Rappeller:	Individual who uses the helicopter as a platform to perform rappelling operations for all types of missions to include fire, search and rescue, law enforcement, etc.
Remote Hook:	Cargo hook that is attached to the end of a longline that has both electrical and manual releases.
Rescue and Firefighting (RFF):	Crash-rescue term used to describe those personnel who have been trained to respond to aircraft accidents involving a possible aircraft fire.
Resource Helicopter Manager:	An individual trained in the management of helicopters. A qualification used by some USDI bureaus for non-fire helicopter management with Law Enforcement, SAR and project work. Required training is listed in the Department Manual. Additionally, there may be a taskbook requirement adopted by specific bureau policy.
Resource Tracking:	In order to facilitate cost-effective use of aircraft and planning of resources, scheduling offices and ordering offices may request Pilots or the government representative on board an aircraft (Helicopter or Flight Manager) to relay flight status information at designated intervals.
Restricted Area (RA):	See Interagency Airspace Coordination Guide.
Restricted Category:	Restricted category aircraft do not qualify for certification in other categories due to design, intended use, or because flight tests have not been conducted to qualify for other categories of operation. This category of aircraft is generally used for cargo, retardant dropping, agricultural operations, survey work and other specific projects.
**Roger:	"I have received all of your last transmission." It should not be used to answer a question requiring a yes or no answer. See Affirmative and Negative.
Rotor:	Assembly of airfoils (rotor blades) together with a hub and attachments, that rotates about an axis to provide lift and/or thrust for a helicopter.
Rotor Diameter:	The diameter of the circle described by the path of the rotor tips. Generally twice the length of a main rotor blade.
Rotor Disc:	See Disc Area.

S

Safety Circle:	A zone that provides an obstruction-free area on all sides of the touchdown pad. For helispots and helibases, the only items that should be within the safety circle are a fire extinguisher, a pad marker, and, if applicable, external or internal cargo loads awaiting transport. The Parking Tender may also be within the safety circle. The size of the

	safety circle depends on the size of the helicopter.
Seating:	The number of seats in the helicopter, including Pilot's seat.
Second-In-Command:	Co-pilot of the aircraft.
Sectional, Aeronautical:	1:500,000 scale chart designed for visual navigation of slow or medium speed aircraft. Topographic information on these charts features the portrayal of relief and a judicious selection of visual check points for VFR flight. Aeronautical information includes visual and radio aids to navigation, airports, controlled airspace, restricted areas, obstructions, and related data.
See And Avoid:	When weather conditions permit, pilots operating IFR or VFR are required to observe and maneuver to avoid other aircraft. Right- of-way rules are contained in 14 CFR Part 91. See Instrument Flight Rules; Instrument Meteorological Conditions; Visual Flight Rules; and Visual Meteorological Conditions.
Senior Executive Branch Officials:	Civilian officials appointed by the President with the advice and consent of the Senate, or civilian employees of the Executive Office of the President.
Senior Federal Officials:	Federal employees paid at a rate of pay beyond a GS/GM-15.
Separation:	In air traffic control, the spacing of aircraft to achieve their safe and orderly movement in flight and while landing and taking off.
Serious Aircraft Incident:	An incident or malfunction that could adversely affect the safety of a flight. An unplanned event that results in significant damage to the aircraft, which is less than substantial, rendering the aircraft un-airworthy, and/or causes injury requiring medical attention. See Non-serious Aircraft Incident.
Serious Injury:	An injury incurred that, when determined by a physician: causes death or requires hospitalization for more than 48 hours, commencing within seven days from the date the injury was received; or results in a fracture of any bone (except simple fractures of fingers, toes or nose); or Involves lacerations causing severe hemorrhages, nerve, muscle or tendon damage; or involves injury to any internal organ; or involves second or third-degree burns, or any burns affecting more than 5% of the body surface.
Service Ceiling:	Altitude at which the aircraft can no longer climb at a minimum rate of 100 feet per minute.
Short-haul:	To transport one or more persons externally suspended below a helicopter. The use of a helicopter and an externally attached line (length varies) for the purpose of inserting and/or extracting personnel to areas that are

inaccessible to a normal landing. Used primarily for search and rescue operations or life threatening emergencies.

Single-Rotor Helicopter: The most common design of helicopter uses a single main rotor, which imparts lift and thrust. Except for some helicopters with no tail rotor, torque is countered by a smaller tail rotor.

Skids: Most common type of landing gear used in light and medium helicopters.

Sling Load: An external load supported by a sling, net, bag, choker, or combination of these.

Sling Site: An area designated for external load operations.

*Snorkel Tank: A fixed tank attached to the belly of the helicopter that has a pump-driven snorkel attached. The helicopter hovers over the water source with the end of the snorkel immersed and the pump fills the tank.

Snow Landing Conditions: Conditions in which snow pads are necessary to help support the weight of the helicopter on the snow's surface. There is no specified snow depth or condition which dictates use of pads. It is the responsibility of the Pilot to anticipate and prepare for landings on snow surfaces which will require snow pads.

Special Use: Operations which require special considerations due to the functional use of the aircraft. This may require deviation from normal operating practices where authorized by the agency. Special Pilot qualifications and techniques, special aircraft equipment, and personal protective equipment are required to enhance the safe transportation of personnel and property. See General Use.

Squawk: Activate specific modes/codes/functions on the aircraft transponder; e.g., "Squawk three/alpha, two one zero five, low."

Slow Route (SR): Slow Route flown by military aircraft. See Interagency Airspace Coordination Guide.

Stand By: The controller or Pilot must pause for a few seconds, usually to attend to other duties of a higher priority or to determine information requested. If a delay is lengthy, the caller should re-establish contact.

Standard Adiabatic Lapse Rate: In the lower regions of the atmosphere (up to altitudes of approximately 39,000'), temperature decreases with altitude at a fairly uniform rate. Because the atmosphere is warmed by convection from Earth's surface, this lapse or reduction in temperature is normal with increasing distance from the conductive source. Although the actual atmospheric lapse rate varies, under normal (standard) atmospheric conditions the average atmospheric lapse rate results in a temperature decrease of 3.5° F (2° C) per 1,000' of altitude above ground level.

Standard Day: Properly known as International Standard Atmosphere (ISA). Atmospheric conditions in which:
(1) the air is a dry, perfect gas;
(2) the temperature at sea level is 59° F (15° C);
(3) the pressure at sea level (or reduced to sea level) is 29.92 inches of Hg; and (4) the temperature gradient is approximately 3.5° F (2° C) per 1,000' change in altitude.

Standard Use Helicopter: Helicopter authorized to perform passenger transportation, external and internal cargo missions.

Step-Out Landing: Passengers/ air crew members exit the helicopter while it is at a low hover, stepping off the skid or float. Requires agency authorization and training.

Special Use Airspace (SUA): Special Use Airspace. See Interagency Airspace Coordination Guide.

Substantial Damage: Any damage or structural failure which adversely affects the structural strength, performance, or flight characteristics of the aircraft, or which would normally require major repair or replacement of the affected components.

**Sunset and Sunrise: The mean solar times of sunset and sunrise as published in the Nautical Almanac, converted to local standard time for the locality concerned. Within Alaska, the end of evening civil twilight and the beginning of morning civil twilight, as defined for each locality. See Night.

Supplemental Type Certificate: A document issued by the FAA approving a product (aircraft, engine, or propeller) modification. The STC defines the product design change, states how the modification affects the existing type design, and lists serial number affectivity.

Swivel: Accessory used with external loads that attaches to the cargo or remote hook. The swivel allows the load to spin in flight, preventing the lines from binding. Each load should have a swivel when flying multiple loads on one line (daisy-chain). Some loads that require an electrical device to be operated may not use swivels, e.g., water bucket, seeder, and helitorch.

T

**Tactical Air Navigation (TACAN): Ultra-high frequency electronic rho-theta air navigation aid which provides suitably equipped aircraft a continuous indication of bearing and distance to the TACAN station. See VORTAC.

Takeoff and Landing Coordinator (TOLC):
The position supervised by the Helibase Manager and responsible for providing coordination of arriving and departing helicopters and movement around the helibase. When this position is not filled, the Deck Coordinator or

Aircraft Base Radio Operator will usually assume this function.

Takeoff and Landing Limitations: Limitations to the operation of a helicopter are mandated in the limitations section of the flight manual, and must not be exceeded. This includes a maximum gross weight for each aircraft that is structural in nature. A “Weight/ Altitude/ Temperature” (WAT) Chart may provide limits to take-off and landing configurations.

Tail Rotor: The force that compensates for torque and keeps the fuselage from turning in the direction opposite to the main rotor is produced by an auxiliary rotor called a tail or anti-torque rotor, located on conventional helicopters at the end of the tail boom. The tail rotor produces thrust in the direction opposite to torque reaction produced by the main rotor. Foot pedals in the cockpit permit the Pilot to increase or decrease tail-rotor thrust to neutralize torque effect. Operation of the pedals also provides a measure of directional control. See Torque.

Taxi: The surface movement of helicopters equipped with wheels. See Hover Taxi.

Traffic Collision Avoidance System (TCAS): A communication between aircraft equipped with an appropriate transponder. Each TCAS-equipped aircraft “interrogates” all other aircraft in a determined range about their position, and all other TCAS-equipped aircraft reply to other interrogations. This interrogation-and-response cycle may occur several times per second. Through this constant back-and-forth communication, the TCAS system builds a three dimensional map of aircraft in the airspace, incorporating their bearing, altitude and range. Then, by extrapolating current range and altitude difference to anticipated future values, it determines if a potential collision threat exists.

Technical Standard Order: A minimum performance standard issued by the FAA for specified materials, parts, processes, and appliances used on civil aircraft.

**Temporary Flight Restriction (TFR): A regulatory action issued by the FAA via the U.S. NOTAM System, under the authority of United States Code, Title 49. TFRs are issued within the sovereign airspace of the United States and its territories to restrict certain aircraft from operating within a defined area on a temporary basis to protect persons or property in the air or on the ground. While not all inclusive, TFRs may be issued for disaster or hazard situations such as: toxic gas leaks or spills, fumes from flammable agents, aircraft accident/incident sites, aviation or ground resources engaged in wildfire suppression, or aircraft relief activities following a disaster.

Time Between Overhaul:	Specified period of time for aircraft components at the end of which they must be overhauled or replaced.
Toe-In Landing:	When the front part of the skids (toes) is the only part in contact with a surface, often due to uneven ground or insufficient space for the skids while maintaining rotor clearance. Requires agency authorization and training.
Torque:	A force or combination of forces that tends to produce a counter rotating motion. In a single rotor helicopter where the main rotor turns counterclockwise, the fuselage tends to rotate clockwise. The tail rotor counters the effects of torque produced by the main rotor. Anti-torque pedals control the tail rotor. Pedal movement induces pitch changes to the tail rotor blades, thereby accomplishing heading and directional control in a hover. With forward movement, the Pilot must blend pedal action with other control movements to produce coordinated flight. With dual-rotor helicopters, the problem of torque control is solved through the counter rotation of the dual rotors.
**Touchdown Pad:	A designated area, usually with a prepared or improved surface, on a heliport, airport, takeoff/landing area, apron/ramp, or movement area used for takeoff, landing, or parking of helicopters.
**Traffic Pattern:	The traffic flow that is prescribed for aircraft landing at, taxiing on, or taking off from an airport. The components of a typical traffic pattern are upwind leg, crosswind leg, downwind leg, base leg, and final approach. 1. Upwind Leg: A flight path parallel to the landing area in the direction of landing. 2. Crosswind Leg: A flight path at right angles to the landing area off its upwind end. 3. Downwind Leg: A flight path parallel to the landing area in the direction opposite to landing. The downwind leg normally extends between the crosswind leg and the base leg. 4. Base Leg: A flight path at right angles to the landing area off its approach end. The base leg normally extends from the downwind leg to the intersection of the extended approach path centerline. 5. Final Approach: A flight path in the direction of landing along the extended approach path centerline. The final approach normally extends from the base leg to the approach path centerline. An aircraft making a straight-in approach VFR is also considered to be on final approach.
Translational Lift:	The additional lift obtained through airspeed due to increased efficiency of the rotor system, occurring when transitioning from a hover into horizontal flight or when hovering into a wind. The rotor system produces more lift in forward flight because the higher inflow velocity supplies the rotor disc with a greater mass of air per unit time upon which to work than it receives while hovering. Translational

	lift is present with any horizontal movement, although the increase will not be noticeable until airspeed reaches approximately 15-20 knots. As a result, the tail rotor also becomes more efficient due to the wind bubble that is formed around the helicopter from progressively less turbulent air.
Transmitting In the Blind:	See Blind Transmission.
**Transponder:	The airborne radar beacon receiver/transmitter portion of the Air Traffic Control Radar Beacon System which automatically receives radio signals from interrogators on the ground, and selectively replies with a specific reply pulse or pulse group only to those interrogations being received on the mode to which it is set to respond.
True Airspeed:	See Airspeed.
Types of Helicopters:	The FAA typing of helicopters (heavy, medium, light) denotes maximum takeoff/landing weight. ICS typing (1-3) denotes minimum number of seats, payload, and water/ retardant carrying capability.

U

**Ultra-high Frequency (UHF):	The frequency band between 300 and 3,000 MHz. The bank of radio frequencies used for military air/ground voice communications. In some instances this may go as low as 225 MHz and still be referred to as UHF.
Unauthorized Passenger:	All personnel who are not official or unofficial passengers are considered unauthorized passengers and are not authorized to be transported in any aircraft owned or operated by or on behalf of the government.
Uncontrolled Airspace:	That portion of the airspace that has not been designated as continental control area, control area, control zone, terminal control area, or transition area and within which ATC has neither the authority nor the responsibility for exercising control over air traffic. See Controlled Airspace.
**UNICOM:	A non-government communication facility which may provide airport information at certain airports. Locations and frequencies of UNICOMs are shown on aeronautical charts and publications and in the Airport/Facility Directory.
Unimproved Landing Site or Area:	A landing spot used for the first time at the discretion of the Pilot and to which no improvements (for example, pad leveling, obstruction removal, placement of wind indicator) have been made. If it is to be used on a recurring basis, approval is necessary and improvements should be made.
**Upwind Leg:	See Traffic Pattern.
Useful Load:	The number, expressed in pounds, established by subtracting the average equipped weight of the helicopter from the gross weight.

V

Velocity Never-to-Exceed: A limitation set forth in an aircraft's flight manual for different light configurations such as doors-off or external load configurations.

Vendor: Operator of aircraft who provides aircraft services through a procurement document.

Vertical Separation: Separation of aircraft established by assignment of different altitudes or flight levels. See Separation.

**Very High Frequency (VHF): The frequency band between 30 and 300 MHz. Portions of this band, 108 to 118 MHz are used for certain NAVAIDs; 118 to 136 MHz are used for civil air/ground voice communications.

**Very High Frequency Omnidirectional Range (VOR) Station: A ground-based electronic navigation aid transmitting very high frequency navigation signals, 360 degrees in azimuth, oriented from magnetic north. Used as the basis for navigation in the National Airspace System. The VOR periodically identifies itself by Morse Code and may have an additional voice identification feature. Voice features may be used by ATC or FSS for transmitting instructions/information to Pilots.

**Very High Frequency Omnidirectional Range/Tactical Air Navigation (VORTAC): A navigation aid providing VOR azimuth, TACAN azimuth, and TACAN distance measuring equipment (DME) at one site.

**Visibility: The ability, as determined by atmospheric conditions and expressed in units of distance, to see and identify prominent unlighted objects by day and prominent lighted objects by night. Refer to FAR 91.

**Visual Flight Rules: Rules that govern the procedures for conducting flight under visual conditions. The term "VFR" is also used in the United States to indicate weather conditions that are equal to or greater than minimum VFR requirements. In addition, it is used by Pilots and controllers to indicate type of flight plan.

**Visual Meteorological Conditions: Meteorological conditions expressed in terms of visibility, distance from cloud, and ceiling equal to or better than specified minimums.

VR Route: Military Training Route conducted under VFR See Interagency Airspace Coordination Guide.

W

Weight and Balance: Aircraft weight and balance limitations are set forth in the flight manual. The pilot adds weights of the aircraft, all contents, and fuel, to ensure the aircraft does not exceed the weight limitations. The flight manual also provides calculations, tables, or graphs the pilot can use to calculate the impacts of load placement at various locations in the aircraft and the effect on the Center of Gravity (CG). These calculations will display whether the placement of a load will remain within the CG limitations.

Weight Reduction:

A fixed weight, established by land managing agencies, specific to each make and model of helicopter. When this weight is subtracted from the computed gross weight on the load calculation form, it provides a margin of safety. A list of these weights can be found in most helicopter procurement documents.

IHOG Index