



8.04.12 AIRBASE BRIEFING CHECKLIST

1. INCIDENT DETAILS

Fire Name:	Location:
Date:	Time:
Airbase Manager:	Briefing By:

2. BRIEFING ORGANISATION

ATTENDEES	ITEMS REQUIRED
<input type="checkbox"/> Pilots	<input type="checkbox"/> Airbase Briefing Banner
<input type="checkbox"/> Airbase Operators	<input type="checkbox"/> Aviation Weather (Pilot Supplied)
<input type="checkbox"/> Refuellers	<input type="checkbox"/> IMT Weather
<input type="checkbox"/> Fire Protection Crew	<input type="checkbox"/> Incident Action Plan (IAP)
<input type="checkbox"/> Company Engineers	<input type="checkbox"/> Fuel Sample from Fuel Suppliers
<input type="checkbox"/> Security Personnel	<input type="checkbox"/> Radio Plan
<input type="checkbox"/> IMT Personnel	<input type="checkbox"/> Maps
<input type="checkbox"/> AASs / AOBs	<input type="checkbox"/> Taskings
<input type="checkbox"/> Aviation Representative (if available)	
<input type="checkbox"/> Aviation Radio Operators	

3. BRIEF ITEMS (SMEACS)

SITUATION	
<input type="checkbox"/> Incident Details – Current and Predicted (summary IAP) Maps	
<input type="checkbox"/> Aircraft en route or available on base for tasking	
<input type="checkbox"/> Fire weather Forecast	Last Light:
MISSION	
<input type="checkbox"/> Proposed strategic objectives	
<input type="checkbox"/> Containment	
EXECUTION	
<input type="checkbox"/> Tasking (General and Specific)	
<input type="checkbox"/> Flight restrictions / Flight and duty times / Notams	
<input type="checkbox"/> Aircraft maintenance times	
ADMINISTRATION	
<input type="checkbox"/> Refuelling / Loading / Mixing locations	
<input type="checkbox"/> Emergency Plan	
<input type="checkbox"/> Key fire ground locations	
<input type="checkbox"/> F.O.R.s	
<input type="checkbox"/> Welfare (food & refreshments)	
<input type="checkbox"/> Dip sites	
<input type="checkbox"/> Consumables – Logistics (water, fuel, foam, etc)	
<input type="checkbox"/> Accommodation & transport	

Workflow:

ABM → AOM → IC – State Air Desk → File

3. BRIEF ITEMS (SMEACS) CONT'D

COMMAND	
<input type="checkbox"/>	Key Personnel Aircraft Unit Chart
<input type="checkbox"/>	Communications Plan (flight following, frequencies)
SAFETY	
<input type="checkbox"/>	Safety Briefing
	OHS, Hot deck – full PPE, sun screen, hydration, first aid, fire over run base, air side / land side, operating environment (no fly areas), dust abatement, smoking, other aircraft, marshalling, hot refuelling, minimum 5% power margin, agreed hand signals for Hot Refuelling
<input type="checkbox"/>	Identified HAZARDS to aircraft
<input type="checkbox"/>	Fire Protection, Emergency Action Plan
<input type="checkbox"/>	I'M SAFE + 12 Questions for Watch Out + 5 Steps to Safe Flight (page 3)
NOTES	

4. STATEMENT

Pilots and Refuellers: "Are you prepared to proceed with your allocated taskings?"		
NAME	REGISTRATION	SIGNATURE

5. COMMENTS / FEEDBACK

Twelve Standard Aviation Questions that shout: “WATCH OUT”

1. Is this flight necessary?
2. Who is in charge?
3. Are all hazards identified and have you made them known?
4. Should you stop the operation on the flight due to change in conditions?
 - Communications
 - Weather
 - Confusion
 - Turbulence
 - Personnel
 - Conflicting Priorities
5. Is there a better way to do it?
6. Are you driven by an overwhelming sense of urgency?
7. Can you justify your actions?
8. Are there other aircraft in the area?
9. Do you have an escape route?
10. Are any rules being broken?
11. Are Communications getting tense?
12. Are you deviating from the assigned operations of Flight?

Five Steps to a Safe Flight

1. Pilot/Aircraft Hours and Maintenance Release – Approved and current
2. Flight Plan/Flight Following Initiated
3. PPE in Use When Required
4. Pilot Briefed on mission and Flight Hazards
5. Crew and Passenger Briefing to include:
 - Aircraft Hazards
 - Seat Belt and Harness
 - ELT and Survival Kit
 - Gear and Cargo Storage
 - Smoking
 - Fire Extinguisher
 - Fuel and Electrical Shut-Off
 - First Aid Kit
 - Emergency Egress
 - Emergency Brace Position

Safety Messages

- Stop, Think, Act
- Take 5