



## AIRBASE BRIEFING CHECKLIST

State Air Desk

August 2018

### 1. INCIDENT DETAILS

Incident 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
<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"/>	Communications Plan
<input type="checkbox"/>	IMT Personnel	<input type="checkbox"/>	Maps
<input type="checkbox"/>	AASs / AOBs	<input type="checkbox"/>	Taskings
<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	First Light:	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 / Separation requirements

#### > ADMINISTRATION

<input type="checkbox"/>	Refuelling / Loading / Mixing locations
<input type="checkbox"/>	Aircraft maintenance times
<input type="checkbox"/>	Key ground locations
<input type="checkbox"/>	F.O.R.s / Other records
<input type="checkbox"/>	Welfare (food & refreshments)
<input type="checkbox"/>	Dip sites
<input type="checkbox"/>	Consumables – Logistics (water, fuel, foam, insecticide, etc)
<input type="checkbox"/>	Accommodation & transport

### 3. BRIEF ITEMS (SMEACS) CONT'D

#### > COMMAND

- Key Personnel Aircraft Unit Chart
- Communications Plan (flight following, frequencies)

#### > SAFETY

- Safety Briefing  
 HSW, 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, agreed hand signals for Hot Refuelling, chemical handling (insecticide, pesticide), appropriate equipment, fatigue
- Identified HAZARDS to aircraft including powerlines / wires / windfarms within fire ground
- Fire Protection, Emergency Action Plan
- I'M SAFER + 12 Questions for Watch Out + 5 Steps to Safe Flight (page 3)

#### NOTES

### 4. STATEMENT

Pilots and Refuellers: "Are you, including your equipment, prepared to proceed with your allocated taskings?"

NAME	REGISTRATION	YES/NO	SIGNATURE


### 5. COMMENTS / FEEDBACK

## Twelve Standard Aviation Questions that shout: “WATCH OUT”

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



Further information regarding the IMP, please contact State Air Desk on **1300 677 723** (1300 OPS SAD) or email [aiops@rfs.nsw.gov](mailto:aiops@rfs.nsw.gov).