**Aviation Task Checklist**

**Instructions**: This form is for tracking steps in the completion of aviation tasks. All documents relating to this task listed below must include the Task Request number. Documents must be saved on the response drive in LCC Operations Aviation Task Request folder.

| Initiated(ü) | Item | Ref #, Date or N/A | Completed &in response drive (ü) | Comment |
| --- | --- | --- | --- | --- |
|  | Applicable Incident Action Plan |  |  |  |
|  | Task Description, Risk Assessment and Aircraft Operations Plan |  |  |  |
|  | Applicable Task Profile |  |  |  |
|  | Task Request |  |  |  |
|  | NSW RFS Aviation Request form |  |  |  |
|  | Aerial Control Log |  |  |  |
|  | Resources assignment* Requestor notified
* Operator notified
 |  |  |  |
|  | Air Operations Task Brief  |  |  |  |
|  | Passenger Manifest  |  |  |  |
|  | Safety Briefing Checklist |  |  |  |
|  | Flight Following  |  |  |  |
|  | Flight Operations Return (FOR) |  |  |  |
|  | Incident Report |  |  |  |
|  | Incident Investigation Report |  |  |  |
|  | Flight Logs |  |  |  |
|  | Aerial Spray Record |  |  |  |
|  | Air Observation Report |  |  |  |
|  | NSW RFS Aviation Release form |  |  |  |
|  | Air Operations Task Debrief |  |  |  |
|  | Operator Invoice  |  |  |  |

## Completed and recommended for payment by:

| Name |  |
| --- | --- |
| Position |  | Date |  |