

**HELICOPTER OPERATIONS SUPPORT UNIT INCIDENT COMPLIANCE CHECKLIST**

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**INCIDENT NAME:** \_\_\_\_\_ **INCIDENT NUMBER:** \_\_\_\_\_ **RESOURCE #:** E- \_\_\_\_\_

**COMPANY/CONTRACTOR:** \_\_\_\_\_

**AGREEMENT NUMBER:** \_\_\_\_\_

**EQUIPMENT MAKE:** \_\_\_\_\_ **MODEL:** \_\_\_\_\_

**VIN/SERIAL #:** \_\_\_\_\_

**TECHNICIAN / OPERATOR NAME(S):** \_\_\_\_\_

**EQUIPMENT and OPERATOR REQUIREMENTS  
HELICOPTER OPERATIONS SUPPORT UNIT**

**Minimum Requirements**

*Not all inclusive; for additional clarification refer to agreement (SF-1449 section D)*

**Yes No**

			Yes	No
1	<b>Equipment VIN/Serial # matches Resource Order</b> (Schedule of Items)	D.6.3.1		
2	<b>Check-In Process Completed</b>	D.6.5.3		
3	<b>OF-296 Vehicle/Heavy Equipment Pre-use Inspection Checklist completed</b>	D.17		
4	<b>Agreement</b> (One complete copy)	D.8		
5	<b>Unit:</b> Minimum 26' length X 8' wide (Max 8'6" wide) excluding tongue. Two rooms w/forced air separated by door. Radio room w/180-degree windows	D.2.1.1		
6	<b>Pull down shades or mini blinds:</b> Reflective shades and reflective window tint is not allowed	D.2.1.1		
7	<b>Window Screens:</b> Undamaged screen is required on any windows that can open	D.2.1.1		
8	<b>Qualified Technician:</b> Qualified to maintain and program equipment	D.2.1.1		
9	<b>Air Conditioning:</b> Units are self-contained, climate-controlled units with air conditioning to maintain 70 - 75 F degrees temperature in the unit	D.2.1.1		
10	<b>Heating system:</b> Commensurate w/internal dimensions, no free-standing heaters	D.2.1.1		
11	<b>All necessary fuel and power,</b> (self-sustained)	D.2.1.1		
12	<b>Unit Stabilizer:</b> If unit is configured as a trailer, it shall be equipped with trailer stabilizers	D.2.1.1		
13	<b>Hand tool kit</b> (for general use)	D.2.1.1		
14	<b>White Boards:</b> 36"x 24" (3 each). 1 is installed in the radio room, and 2 are installed on each wall of the general work area room	D.2.1.1		
15	<b>Cork Boards:</b> 36"x 24" (3 each). 1 is installed in the radio room, and 2 are installed on each wall of the general work area room	D.2.1.1		
16	<b>Fax, Copier, Scanner:</b> Arrived with 2 reams of paper for start-up	D.2.1.1		
17	<b>One (1) high capacity printer</b> (min. 28 pages per minute)	D.2.1.1		

**Minimum Requirements (continued)****YES NO**

18	<b>Internal Lighting:</b> Adequate light for nighttime operations. Minimum 1 AC lighting fixture over each work area, (florescent lighting is acceptable)	D.2.1.1		
19	<b>Exterior Lighting:</b> Sufficient to provide adequate light for night time operations around the unit and briefing area	D.2.1.1		
20	<b>Steps (stairs):</b> No steep steps. Access shall allow safe entry/exit from the unit	D.2.1.1		
21	<b>Wind Sock:</b> 15 Knot wind sock (1 each). Capable of rotating without touching any obstacles.	D.2.1.1		
22	<b>Fire Extinguishers:</b> 2A 10BC securely mounted to vehicle/equipment, accessible to operator and with current annual inspection Tag	D.2.1.1		
<b>Workspace</b>				
23	<b>Workstations:</b> Three each desktop/countertop workstations in radio room, four more in work area, seven rolling chairs.	D.2.1.2		
24	<b>Minimum individual desk top workspace:</b> 18" deep X 36" long per workstation.	D.2.1.2		
25	<b>Minimum of one AC lighting fixture over each work area</b>	D.2.1.2		

**Electrical Power requirements**

26	<b>Min. 120 Volt, 50 AMP AC service entrance w/disconnect switch to master breaker</b>	D.2.1.3		
27	<b>Electrical:</b> AC receptacles at all workstations/areas	D.2.1.3		
28	<b>Electrical:</b> 20-foot, 50-amp, AC service extension cable: 1 each	D.2.1.3		
29	<b>Electrical:</b> AC three pin twist-lock to standard 3 pin adapters (min. 20 amp)	D.2.1.3		
30	<b>Battery Backup:</b> Minimum of 100 AH capacity fir initial start-up and power outages. Capacity to power all radio equipment for at least one operational period. a. Battery shall have a master disconnect or breaker switch. b. Physically isolated from work area. c. Sealed, non-ventilating type such as gel-cell	D.2.1.3		
31	<b>Charging System:</b> DC charging system to maintain battery backup (a small generator may be substituted for battery back-up that will support all radio equipment)	D.2.1.3		
32	<b>Auxiliary Connection:</b> Auxiliary 12 volt connection power points near radio equipment (2 each)	D.2.1.3		
33	<b>External Generator:</b> AC generator kit that includes; 1 quiet style generator with a minimum output capacity of 6,000 watts (6kw). Capable of operating for one operational period without running out of fuel. (65dB @ 23')	D.2.1.3		
34	<b>External Generator:</b> Generator positioned away from unit. Has sound dampening material around generator.	D.2.1.3		

**Electrical Power requirements (continued)****YES NO**

35	<p><b>VHF-FM P25 Digital Base Station:</b> VHF-FM mobile radios (3 each, each radio has a desk mic or handheld mic with adjustable volume controls. Each radio shall have:</p> <ul style="list-style-type: none"> <li>a. VHF-FM P25 Digital Base Station: Two-way mobile radio (1 each), P25 Digital VHF-FM compliant. Equipped with a matched broadband antenna. Provides selections for: Analog Narrowband, and P25 Digital Narrowband. Radio is Frequency synthesized, with a minimum of 32 selectable tones</li> <li>b. Transceivers shall be set to operate in analog narrowband unless otherwise dictated.</li> <li>c. All P25 digital radios will operate with current software</li> </ul>	D.2.1.3		
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**Radio Equipment P25 compliant****YES NO**

36	<p><b>UHF-FM Base Station:</b> UHF-FM mobile radios (2 each). Capability for a minimum of 10 preset channels. User programmable without the need of a computer. Each radio has a desk mic or handheld mic with adjustable volume</p>	D.2.1.4		
37	<p><b>VHF-AM Base Station:</b> VHF-AM fixed (mobile or base) radios (2 each). User programmable instructions will be available. Each radio has a desk mic or handheld mic with adjustable volume controls</p>	D.2.1.4		
38	<p><b>Radio Equipment:</b> All radio equipment ready for immediate use upon arrival at the helibase, pending frequency programming</p>	D.2.1.4		
39	<p><b>Laptop:</b> The vendor shall provide a laptop, preloaded with radio programming software, and all hardware necessary to program those radios that are capable of programming channel information via a computer.</p>	D.2.1.4		
40	<p><b>Two Handheld Radios:</b> VHF-AM handheld radios. Field (user) programmable Battery packs, i.e. clamshells (2 each)</p>	D.2.1.4		
41	<p><b>Two Handheld Radios: P25 Digital VHF-FM handheld radios</b></p> <ul style="list-style-type: none"> <li>a. Provides selections for: Analog Narrowband, and P25 Digital Narrowband. Radio is Frequency synthesized, with a minimum of 32 selectable tones. Field (user) programmable . Battery packs, i.e. clamshells (2 each)</li> <li>b. Transceivers shall be set to operate in analog narrowband unless otherwise dictated.</li> <li>c. Battery packs, i.e. clamshells (2 each)</li> <li>d. All P25 digital radios will operate with current software</li> </ul>	D.2.1.4		
42	<p><b>Base Station Antennas:</b> Antennas tuned to proper frequency bands and cover required MHz spectrum for each base station radio</p> <ul style="list-style-type: none"> <li>a. VHF-AM broadband antenna (2 ea min.)</li> <li>b. VHF-FM broadband antenna (3 ea. min)</li> <li>c. UHF broadband antenna (2 ea. min)</li> <li>d. At least two magnetic mounted antennas with an 8' (min) RF cable for both VHF-FM and UHF-FM frequency bands.</li> <li>e. Antennas mounted on masts or mounted on unit</li> </ul>	D.2.1.4		

**Radio Equipment P25 compliant (continued)**

**YES NO**

43	<b>RF Cables:</b> Accessible inside and outside. UHF cables terminated with “N” connectors. Additional VHF cable from each work position to an outside jack box. Cables shall be RG-213, RG-8 or better cable	D.2.1.4		
44	<b>Public Address System (PA):</b> 30 watt (minimum). Operated from the dispatch area, providing audio 360 degrees around external area	D.2.1.4		
45	<b>Timer or other time tracking device:</b> (10 each)	D.2.1.4		
46	<b>Digital Weather Station:</b> shall be able to measure wind speed, wind direction, and temperature, at a minimum.	D.2.1.4		
47	<b>Computer Monitor:</b> A computer monitor 19" or larger, securely mounted to either an interior wall or surface area via a vertically and horizontally adjustable monitor arm.	D.2.1.4		

**Telephone/Internet Services/Access**

48	<b>One (1) telephone service/customer entrance panel that accommodates a minimum of three (3) telephone lines within the unit</b>	D.2.1.5		
49	<b>Four (4) Pre-wired RJ-11 phone jacks,</b> connected to RJ-66 block punch down	D.2.1.5		
50	<b>Four (4) Prewired RJ-45 wall jacks, with CAT 5E cable</b>	D.2.1.5		
51	<b>Three (3) Telephone Handsets:</b> Near each work area	D.2.1.5		
52	<b>Satellite or High-Speed Internet; including Service Provider:</b> Internet capability (to establish a minimum level of service for satellite internet access and is for government use only) is required.	D.2.1.5		
53	<b>Wireless LAN</b> (recommended ports-3)	D.2.1.5		

Equipment meets agreement specifications       Equipment does not meet agreement specifications

Inspector: \_\_\_\_\_ Date: \_\_\_\_\_  
(Print and sign)

Contractor: \_\_\_\_\_ Date: \_\_\_\_\_  
(Print and sign)

Contractor given the opportunity to correct noted deficiencies (*See Remarks*)

Contactor successfully corrected noted deficiencies

Inspector: \_\_\_\_\_ Date: \_\_\_\_\_

**REMARKS:** \_\_\_\_\_  
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