

## Attachment B: Checklist for Administrative Oversight Review

	* Refers to Requirements and Guidelines as defined in the Fire Management Manual. R1 = Requirement #1	NA	Yes/No/Partial	If No, is exemption in place?	Comments
R1*	Wildfires turned over to suppression authorities? <i>or</i> MOU or other document signed to allow TNC to participate with or lead suppression of wildfires?				
R2	Review of Laws and Regulations complete for every site burned?				
R3	Burn Unit Plans completed for all rx burns?				
R3	Burn Unit Plans properly reviewed and approved? w/ signatures, and if authored by Fire Manager then Technical Review completed.				
R3	Burn Unit Plans include all required elements?				
R3	Non-broadcast burns in compliance with standards?				
R4	All individuals participating on burns are trained at required levels?				
R4	Volunteers signed liability waiver forms?				
R4	Every burn is led by an RxB1, RxB2 or RxB3?				
R4	All personnel conducting training meet FMCG requirements?				
R4	Training records for local staff are on file? Documentation for IQCS entry; IQCS entry for those required to be in the database				
R4	Burn Boss qualifications records to FMC office?				
R4	Burn Boss(es) have a signed letter of designation?				
R5	Is PPE in good condition?				
R6	All active personnel have annual safety refresher?				
R6	All active personnel screened for physical fitness?				

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R7	All incidents on burns have been properly reported?				
R7	A review has occurred for incidents involving injury requiring medical attention?				
R8	Program has submitted annual fire management summaries?				
R9	All burns led on non-TNC land with permission and waiver forms (or MOU)?				
G1	Fire shelters are in use or exempted in Burn Plans?				
G2	Is Communications equipment adequate (number/condition)?				
G3	Mechanized Equipment condition/function?				
G4	WX forecasts documented?				
G5	Burn operations after dark are stated in the Burn Plans?				
G6	On-site weather monitoring conducted and documented?				
G7	Minimum burn crew sizes are reasonable?				
G8	Urban burns do not exceed 100 acres, or are justified and properly mitigated for smoke?				
G9 G10 G11	Briefings- test fires- AAR's are conducted & documented?				
G12	Post burn monitoring is conducted and documented?				
Planning	Wildfire Plans in use for sites under active fire management?				
Planning	Site Fire Management Plans or equivalent documents are complete for sites under active fire management?				
Admin-Special Situations	Written agreement and Fire Manager approvals in place for all burns conducted by others for TNC?				
Admin-Special Situations	Written agreement, MOU or Mutual Aid agreement in place for burning with partners?				
Additional Comments:					