

AVIATION CHECKLIST FOR AGENCY ADMINISTRATORS

- 1. Current written aviation plan available.
- 2. Aviation positions filled with qualified individuals.
- 3. Trainees being utilized.
- 4. Pilots and aircraft properly carded and approved for the mission.
- 5. Agency aviation special skills are available.
- 6. Guidelines and constraints provided by management.
- 7. Positive safety message issued at the start of operation.
- 8. Risk assessment has been reviewed and approved.
- 9. All flight hazards identified.
- 10. PPE is being worn by crews/ passengers as required.