

AVIATION PROJECT PLANNING

When planning individual aviation projects every effort should be made to employ “best practices” that ensure the safety of each person and the equipment associated with each flight. Flights may deviate neither from plans nor from Department policy and procedures, except for safety of flight considerations. Project planning includes, as a minimum, the following:

Point to Point Flights

- Review and complete Flight Request Checklist
- Contact Dispatch office to confirm aircraft requests and requirements.

Special Use Flights Greater (Fire Missions are Exempt)

- Completion of **Project Special Use Aviation Safety Plan and a Project Risk Management Analysis**. This worksheet should be completed by the Project Manager. **(Coordination with the Local or State Level Aviation Management is encouraged)** The worksheet should be reviewed by the District Office Manager or delegate, who can make Project Plan and Risk Management decisions based on the available information.
- Copies of the Project Approved **Project Special Use Aviation Safety Plan** and a **Project Risk Management Analysis** **Shall** be forwarded to the appropriate Dispatch Office and State Aviation Office **Prior** to the flight.
- Contact Dispatch office to confirm aircraft requests and requirements.