# Safety Communiqué Form

<table>
<thead>
<tr>
<th>EVENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date: mm/dd/yyyy</td>
</tr>
<tr>
<td>State:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Operational Control:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency:</td>
</tr>
<tr>
<td>Region:</td>
</tr>
<tr>
<td>Unit:</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>MISSION (* see look-up tables)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type: *</td>
</tr>
<tr>
<td>Procurement: *</td>
</tr>
<tr>
<td>Persons Onboard:</td>
</tr>
<tr>
<td>Departure Point:</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>AIRCRAFT (* see look-up tables)</th>
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</thead>
<tbody>
<tr>
<td>Type: *</td>
</tr>
<tr>
<td>Owner/Operator:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NARRATIVE: (A brief explanation of the event)</th>
</tr>
</thead>
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<thead>
<tr>
<th>CORRECTIVE ACTION: (What was done to correct the problem)</th>
</tr>
</thead>
</table>
## AIRCRAFT CONTRACT DAILY DIARY

<table>
<thead>
<tr>
<th>Contract #:</th>
<th>Item:</th>
<th>Page</th>
<th>Of</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Contractor:</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>2. A/C Make/Model &amp; FAA #:</td>
<td></td>
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<tr>
<td>3. Pilot(s) On Duty:</td>
<td></td>
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<tr>
<td>4. Mechanic(s) On Duty:</td>
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<tr>
<td>5. Driver(s) On Duty:</td>
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<tr>
<td>6. Total # of Contractor Personnel:</td>
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<tr>
<td>7. Designated Base:</td>
<td></td>
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<tr>
<td>8. Current Aircraft Location:</td>
<td></td>
<td></td>
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<tr>
<td>9. Activity:</td>
<td>Ferry</td>
<td>Training</td>
<td>Project</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Large Fire Support</td>
<td>Standby</td>
<td>IA</td>
<td></td>
</tr>
<tr>
<td>10. Other Aircraft On Base:</td>
<td></td>
<td></td>
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<tr>
<td>11. Weather:</td>
<td></td>
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<tr>
<td>12. Local Fuel Price:</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>13. Pay Items</td>
<td>Begin</td>
<td>End</td>
<td>Total</td>
<td>EXT</td>
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<tr>
<td></td>
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</tr>
<tr>
<td>Availability</td>
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</tr>
<tr>
<td>Flight Time</td>
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</tr>
<tr>
<td>Service Miles</td>
<td></td>
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</tr>
<tr>
<td>Pilot Duty</td>
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<tr>
<td>Driver Duty</td>
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<tr>
<td>Mechanic Duty</td>
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<tr>
<td>14. Special Equipment</td>
<td>HR/Days</td>
<td>Cost</td>
<td></td>
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<tr>
<td>15. Aircraft Status:</td>
<td>(Maintenance performed, power trend analysis completed, reasons for any unavailability, etc.)</td>
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<tr>
<td>16. Narrative Report:</td>
<td>(Include problems encountered, official visits or inspections, SAFECOMs submitted, etc.)</td>
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<tr>
<td>17. Miscellaneous Costs:</td>
<td>(Contractor purchased permits, fees, travel, etc; to be reimbursed by Govt.)</td>
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<tr>
<td>18. Govt. Representative Name/Title (Print):</td>
<td>Govt. Representative Signature:</td>
<td>Date:</td>
<td></td>
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</tbody>
</table>

NFES #1088

HCM-1 (01/05) REQUIRED
INTERAGENCY HELICOPTER PASSENGER/CARGO MANIFEST

Helicopter #: ___________  Pilot: _______________  Time: _______  Date: _______

Departure: ___________________  Destination: ___________________

Allowable Payload At:  

LBS. FUEL: ___________  PA: _______  OAT: _______

HIGE: _______________  HOGE: _______________  HOGE-J: _______________

Allowable Payload At:  

LBS. FUEL: ___________  PA: _______  OAT: _______

HIGE: _______________  HOGE: _______________  HOGE-J: _______________

<table>
<thead>
<tr>
<th>#</th>
<th>NAME/CARGO</th>
<th>WEIGHT</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

HAZARDOUS MATERIALS  LOCATION

ACTUAL PAYLOAD

MANIFEST PREPARER: ____________________________

HCM-9 (01/05) *Optional