

**Check List – AIR SUPPORT GROUP SUPERVISOR**

- 1. **Obtain briefing** from the Logistics Section Chief.
- 2. **Survey airport for hazards, unique procedures, etc.,** and report them to the Safety Officer and/or the Air Branch Director or Operations Section Chief to ensure hazards are briefed to aircrews.
- 3. **Determine best parking areas and taxi routes.**
- 4. **Identify taxi routes and parking areas on a chart** for use by the Air Branch Director or Operations Section Chief.
- 5. **Brief flight line personnel on duties and responsibilities.** Ensure all personnel are familiar with the safety considerations.
- 6. **Supervise flight line assistants** who may assist with parking aircraft and standing fire guard during starting (Prior training of these personnel is required.)
- 7. **Obtain adequate wheel chocks and aircraft tie-downs** and ensure aircraft are properly secured between sorties.
- 8. **Establish procedures for reporting departure and return times** to the Air Branch Director or Operations Section Chief.
- 9. **Complete arrangements for fueling.** Monitor fueling procedures conducted by airport.
- 10. **Report take-off and landing times** to Air Branch Director.
- 11. **Monitor flight line operations.**
- 12. **Report any hazards or unsafe practices** to Safety Officer for section.