

FSDO TEAM MEETING & EQUIPMENT CHECKLIST (ver.10042018)

The IIC conducts a team meeting for the ASIs assigned to monitor the event. At the team meeting, the IIC generally:

Yes/No	Description of Task
	Assigns and briefs each ASI on his or her duties and responsibilities
	Discusses the scope of workloads
	Reviews FAA Form 7711-1, including the special provisions, SOE, waived regulations, and Balloon Event Manual, if applicable
	Discusses possible issues related to weather or emergencies
	Reviews information and equipment needed to conduct surveillance of the event
	Discusses FAA team response in the event of an accident or other emergency
	Reviews the ERP and security plan
	Review IIC role in referring media to public affairs or the person designated by the responsible person in the ERP. Ensure that the name and contact information for FAA Public Affairs is available and, if the military is involved, that the branch's information is available
	Discusses chain of command and delegation of authority for monitoring the event
	No sooner than 48 hours before the event, contact the appropriate Flight Service Station to ensure that a Class B or TFR NOTAM has been issued as required by the CoW/A.

What to Bring to Surveillance

At a minimum, assemble the following information to bring to an event:

Yes/No	Description of item/equipment
	A copy of the FAA Form 7711-1 and attachments issued for this aviation event
	<ul style="list-style-type: none"> • A copy of all maneuvers packages and LOAs, as required
	<ul style="list-style-type: none"> • Information and documents for accident or incident investigation
	<ul style="list-style-type: none"> • Applicable policy or guidance (use hand-held devices)

Yes/No	Description of item/equipment
	<ul style="list-style-type: none"> • List of contact information for the surveillance team members, responsible person, AES, NAES, and public affairs personnel
	<ul style="list-style-type: none"> • VHF radio and list of ATC frequencies appropriate for the aviation event
	<ul style="list-style-type: none"> • Two-way radio or access through the event organizer
	<ul style="list-style-type: none"> • Cell phone
	<ul style="list-style-type: none"> • Camera
	<ul style="list-style-type: none"> • Hand-held GPS
	<ul style="list-style-type: none"> • Laser measuring tool
	<ul style="list-style-type: none"> • Binoculars
	<ul style="list-style-type: none"> • Accident investigation kit (TOX-BOX)
	<ul style="list-style-type: none"> • Method of transportation to monitor the event
	<ul style="list-style-type: none"> <ul style="list-style-type: none"> ○ Golf cart exclusively for FAA use (arrangements must be made in advance for access or rental)
	<ul style="list-style-type: none"> <ul style="list-style-type: none"> ○ Car (e.g., personal car, G-car) that is immediately accessible (arrangements must be made in advance for parking at the control point)
	<ul style="list-style-type: none"> <ul style="list-style-type: none"> ○ Bicycle
	<ul style="list-style-type: none"> • All access passes (aviation event credentials, parking passes)
	<ul style="list-style-type: none"> • Personal items (e.g., sunscreen, hat, umbrella, sunglasses, water, food, raincoat, extra shoes/clothing)
	<ul style="list-style-type: none"> • Temporary Airmen Certificate, Temporary Airworthiness Certificate, Condition Notices (for replacement purposes)
	<ul style="list-style-type: none"> • Laptop or mobile device and a means of connecting to the internet (e.g., my-fi)
	<ul style="list-style-type: none"> • Rotating beacon

Yes/No	Description of item/equipment
	<ul style="list-style-type: none">• Any other equipment or information considered necessary (e.g., FAA vehicle signs)