

# ARENA QUICK START



## Operators

### 1 Register

Visit <http://arena.nafc.org.au> and click on “Sign up now >” link  
Select ‘Operator’ as your role and complete the registration form.

### 2 Enter Company Details

Enter details of your business identity, contacts and addresses

 Business Details

### 3 Enter AOC Details

Enter details for each Air Operators Certificate your company will use to deliver fire fighting services

 AOCs

### 4 Enter Service Roles

Select the Service Roles, or fire fighting roles, your company proposed to provide

 Services

### 5 Enter Your Aircraft

Enter the details of each aircraft your company proposes to provide for the service roles you have selected.

 Aircraft


### 6 Enter Vehicles and Equipment

Enter the details of any refuelling truck or retardant / gel mixers your company proposes to provide

 Vehicles / Equipment


### 7 Enter Key Staff

Enter the details of any Key Staff in your company. These must include chief pilot and any fuel truck drivers.  
Other key staff may include may include contract manager, operations manager, head of maintenance, etc.

 Key Staff


### 8 Invite Flight Crew

Invite Pilots and other flight crew to link to your company. This then allows you to sign off on a pilot’s competency and view their data. Pilots must be registered in the system before you can invite them

 Flight Crew


### 9. Enter Related Businesses

Enter the details of any other businesses related to your company in the provision of fire fighting services selected.

 Related Businesses


### 10 Enter Insurance Details

Enter details of insurance policies relevant to providing fire fighting services. These may include third party liability, aircraft hull, hanger keepers, and product insurance

 Insurance


### 11 Enter Occurrences

Enter details any relevant incidents, accident or reportable events that have occurred in your organisation, or related entities in the last 5 years.

 Occurrences

### 11 Add Attachments

Add any further documents related to your company, in addition to the documents you may have attached elsewhere.

 Attachments

# ARENA QUICK START




## Pilots & Flight Crew

### 1 Register

Visit <http://arena.nafc.org.au> and click on “Sign up now >” link  
Select ‘**Flight Crew**’ as your role and complete the registration form.


### 2 Enter personal details

Enter details of your identity, contacts and emergency contacts

 Personal Details

### 3 Enter Service Roles

Select the ServiceRoles, or fire fighting roles, you proposed to undertake

 Services

### 4 Enter your aircrew licences

Enter the details of each licence you hold that is relevant to the fire fighting services you propose to provide.

 Licences


### 5 Enter Endorsements, Ratings and Approvals

Enter details for all Endorsements, Ratings and Approvals relevant to the 'service roles' you are proposing to perform.

 Ratings


### 6 Enter certifications, qualifications, medicals, etc.

Enter details for all certifications, qualifications, medicals, and other approvals relevant to the 'service roles' you are proposing to perform

 Certificates


### 7 Enter your relevant flying experience

Down load and complete the download the NAFC 'Flight Crew Experience' form.  
Scan your log book, or download from your electronic flight log and upload

 Experience

### 8 Approve invitations and view associations with companies

View and approve any invitations to link with aircraft operators.  
View and edit associations with aircraft operators

 Operators

### 9 View your statements of competency

View any chief pilot’s statements of your competency.

 Competence

### 10 Add Attachments

Add any further documents related to you, in addition to the documents you may have attached elsewhere.

 Attachments

# ARENA QUICK START



## Aircraft

+ ADD

### 1 Add new aircraft

Either click on an existing aircraft in the list or click the [+ Add] button and enter Aircraft Registration in the search box. If it is found in the CASA database many data fields will be pre-populated. If not select your airframe type, manufacturer, and model.

### 2 Complete Aircraft Details

These aircraft details are those features of the aircraft that are fundamentally derived from your aircraft's make and model and any performance or design features. Use approved flight manual figures wherever possible. Any pre-populated data comes from the CASA aircraft registry. If required you may edit this data here.

### 3 Enter Aircraft Capabilities

Capabilities are those things that have been added to the basic aircraft to make it capable of performing one or more fire roles.

Some of these capability pages allow you to specify if an optional capability exists (eg 'Has Firebombing System'). For these pages select 'Yes' or 'No' and if yes enter the required data below

Not all aircraft types can have all capabilities (eg Fixed wing aircraft will not show 'Winching')

### 4 Enter Service Roles

Select the Service Roles, or fire fighting roles, you proposed this aircraft can provide. These service roles would normally be a sub set of the roles your organisation proposes to provide. Only include those services your organisation and this aircraft are currently approved to supply / or plan to become approved to supply

### 5 Add Attachments

Add any further documents related to this specific aircraft, in addition to the documents you may have attached elsewhere.

Add at least three photos of your aircraft that clearly show exterior, colour schemes, and markings, and interior, communications equipment and seating.

#### DETAILS

[Identity](#)

[Ownership](#)

[Age](#)

[Engine](#)

[Performance](#)

[Seating](#)

[Design Features](#)

[Dimensions](#)

#### CAPABILITIES

[Firebombing](#)

[Winching](#)

[Rappelling](#)

[Intel Gathering](#)

[Aerial Incendiary](#)

[Sling Loads](#)

[Communications](#)

[Accessories](#)

[GPS & Tracking](#)

#### SERVICES

[ServiceTypes](#)

[Verifications](#)

#### ATTACHMENTS

[Documents](#)

[Images](#)