

**Gulf**of**Mexico**



## **Operations: HSE**

### **Helicopter Safety Safe Work Practice**

## AMENDMENT RECORD

Amendment Date	Revision Number	Amender Initials	Amendment
1-May-15	5	TL	Reformatted document to meet new GoM document control template. Added key to Figure 1. Added requirement that zippo type lighters and matches are not allowed in checked baggage or allowed to be carried on the aircraft. Section 3 - added requirement that E-cigarettes cannot be carried in baggage. Section 4.1 - added callout requirements for HLO so personnel can secure area, added requirement for HLO to develop/utilize checklist based on Helideck Procedure Guidelines. Section 4.4 - removed requirements and referenced pilot and preflight briefing.
15-Jun-12	4		Reformatted document to meet new GoM document control template standardization guidelines.
1-Jun-08	3		New figure showing boarding zones and danger zones around the helicopter Six new requirements in regards DOT's Hazardous Materials Regulations, FAA approved inflatable personal floatation devices, housekeeping on heliport, Helicopter Underwater Egress Training (HUET) and emergency procedures.
3-Mar-06	2	MB	No content changes. Changed CD # from 10,040 to UPS-US-SW-GOM-HSE-DOC-00111-2 to conform to new numbering nomenclature in the GoM HSSE doc base. Changed 1 custodian and 3 authorities. Changed picture of helicopter in section 5.1.
25-Jan-02	1	RB	Initial issue as controlled document. Prior revision history located in hard-copy consolidated manual.
1-Jun-08	0		New figure showing boarding zones and danger zones around the helicopter Six new requirements in regards DOT's Hazardous Materials Regulations, FAA approved inflatable personal floatation devices, housekeeping on heliport,

			Helicopter Underwater Egress Training (HUET) and emergency procedures.
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## 1 Purpose / Scope

The purpose of this Safe Work Practice (SWP) is to outline helicopter passenger safety procedures.

## 2 Key Responsibilities

### 2.1 Operating Supervisors

Supervisors are responsible for confirming communication of Helicopter Safety procedures to all company and contract personnel who are affected by helicopter operations.

## 3 General Requirements

The [GoM Contract Aircraft Guidelines](#) shall be adhered to for helicopter operations and should be referred to for additional details. Helicopter safety procedures outlined herein shall be followed by all personnel who fly or ride in helicopters and by personnel who work near helicopter equipment.

- A. Passengers shall wear long pants, sleeved shirts, and closed-toed and closed-heeled shoes when traveling offshore. The shoe will remain on the foot by either a fully enclosed heel, a strap made of leather, durable rubber or other quality material that wraps around the heel area.
- B. Caps/hats shall not be worn while boarding, departing, or traveling on a helicopter. Personnel shall remain in the passenger staging area until the helicopter has safely landed.
- C. Personnel shall use caution when boarding or departing the helicopter and shall take care to avoid the helicopter tail rotor.
- D. Personnel shall not leave items on the heliport deck when loading or unloading the helicopter. Baggage shall be stored in such a manner that leaves egress routes clear.
- E. Personnel shall not carry E-cigarettes in their baggage per FAA due to potential fire hazards.

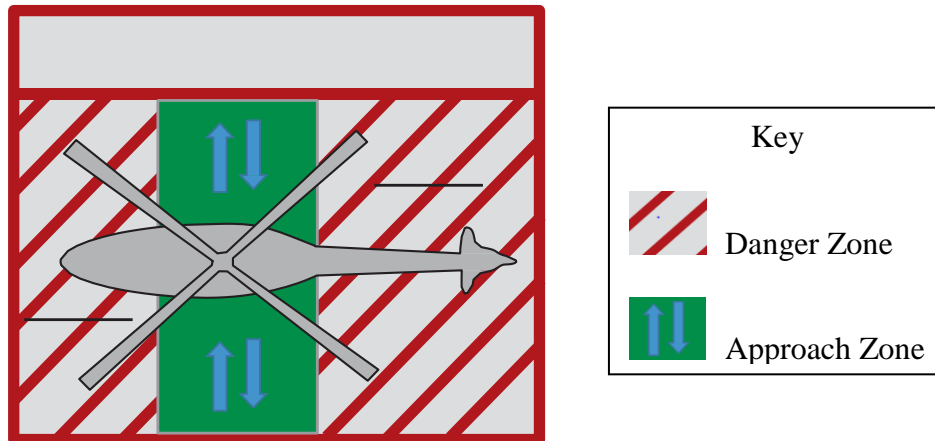
## 4 Procedures

### 4.1 Heliports, Boarding, Internal Cargo Handling, Disembarking

Personnel shall adhere to the following for helicopter safety:

- A. Helicopter landing areas shall be kept clear of paper, boxes and other debris.
- B. Always approach the helicopter from the side and in full view of the pilot or co-pilot. Never approach the helicopter from the rear or walk behind it due to potentially hazardous conditions created by the tail rotor. See Figure 1.

**Figure 1. Helicopter Boarding Zone**



- C. Never pass under the tail boom. Keep clear of rotors.
- D. Any equipment being carried shall not extend into the air or to the rear of the aircraft in a manner that could cause contact with the main or tail rotor blades.
- E. Zippo -type lighters and matches are not allowed in checked baggage or to be carried on the aircraft.
- F. Never run when approaching or leaving a helicopter.
- G. Maintain a safe, firm grip on hand-carried items and all belongings while boarding or leaving the helicopter.
- H. Hearing protection shall be worn in and around operating helicopters and when approaching or departing operating helicopters.
- I. For flights over water, passengers shall wear an FAA approved inflatable personal flotation device which shall be provided by the helicopter company.
- J. Exit only after the pilot has the aircraft firmly set on the heliport, throttled down, and has given permission to exit. Do not jump from the helicopter.
- K. Disembarking passengers shall exit the heliport immediately.
- L. Hazardous material shall be handled in accordance with DOT regulations.
- M. Freight shall be carried, packed, or moved at the discretion of the pilot. Special cargo runs may be needed. All cargo shall be stowed in FAA-approved baggage compartments or the tail boom.
- N. Cargo shall not be carried in the passenger compartment if passengers are on board.
- O. Heavy objects may cause damage to the aircraft. Ask permission from the pilot before placing any cargo in the helicopter.
- P. If the helicopter is damaged while loading or unloading freight, the pilot shall be informed immediately. Failure to notify him may endanger the lives of all passengers and crew.
- Q. When meeting the helicopter on an offshore platform, passengers shall remain below the heliport and off the stairway. Do not proceed up the stairs until after the helicopter has throttled down and the HLO has given instructions to proceed.

- R. On an offshore platform, after all passengers are on board the helicopter and the area is clear for departure, the HLO coordinating the helideck operations shall:
  - 1) First check to see that:
    - i. No materials are on the floats or loose on the heliport,
    - ii. All doors are secured,
    - iii. All personnel are clear,
    - iv. Nothing is hanging out or on the aircraft, and
    - v. No aircraft fluids (such as oil) are on the helideck.
  - 2) Then communicate "all clear for takeoff" to the pilot.
- S. Keep heliports clear of unneeded items. Material that can be moved by rotor turbulence is to be kept clear of heliports. Luggage and other items should be stored below the heliport deck until the pilot signals approval.
- T. [The HLO shall develop / utilize a site specific checklist based on Helideck Procedure Guidelines 11.10.1 Helicopter Arrival. The HLO will make a 20 minute and 5 minute call out for personnel to secure their work areas.](#)
- U. The heliport deck shall be kept clean. Oil or grease spills shall be cleaned up as soon as possible.
- V. Whenever it is necessary to close the heliport due to extended crane operations, wire line operations, well testing, bleeding gas, etc., a warning "X" should be placed on the heliport to signal the pilot not to land. Refer to GoM Contract Aircraft Guidelines for details.
- W. Visitors are required to sign in so that an accurate count of personnel on board is maintained.

## 4.2 Passenger Training and Briefing Requirements

Passengers are required to:

- A. Have completed Helicopter Underwater Egress Training (HUET) before traveling offshore.
- B. Receive a video passenger briefing covering safety information and aircraft operations prior to boarding the helicopter at the Heliport. [It is recommended that the HLO show a helicopter briefing before departure from the platform/rig.](#)
- C. Receive a pilot safety briefing before each flight ([verbal and or recorded message](#)).

## 4.3 Flight Safety Requirements

Passengers shall adhere to the flight safety requirements below:

- A. Seat belts and shoulder harnesses shall be worn at all times.
- B. Smoking and the use of tobacco products are not permitted in the passenger area [or on the aircraft](#).
- C. Do not change seats during flight.
- D. Keep clear of all controls.

- E. Do not open doors or throw any objects from the aircraft at any time.
- F. Advise the pilot of any unusual occurrences you may observe.
- G. Obey all instructions or orders given by the pilot.

## 4.4 Emergency Procedures

Passengers shall adhere to emergency procedures addressed in preflight briefing and by the pilot.

## 5 Key Documents / Tools / References

- A. [GoM Contract Aircraft Guidelines](#)
- B. [Helideck Procedure Guidelines](#)
- C. [Federal Aviation Administration Regulations, Part 129](#)
- D. [Federal Aviation Administration Regulations, Part 135](#)
- E. [Federal Aviation Administration SAFO #15003](#)