

# Expanded Procedures for Flight Planning, Arrival, In Flight, and Departure

<b>A. Definitions</b>	
Term	Definition
<b>Handling Pilot</b>	Pilot remaining at the controls of the helicopter during ground operations on the helideck. May be either the Aircraft PIC or second-in-command (SIC).
<b>Helideck Assistant (HDA)</b>	Person designated by the facility OIM/PIC to act as a helideck team member under the supervision of the HLO.
<b>Helideck Team</b>	The group of people who conduct helideck operations on an offshore facility.
<b>Offshore Helicopter Landing Officer (HLO)</b>	Person designated by the facility OIM/PIC to lead the helideck team. The HLO is responsible for and is in charge of activities on the helideck.
<b>Non-handling Pilot</b>	Pilot who exits the helicopter on the helideck and acts as a member of the helideck team in cooperation with the HLO. May be the Aircraft PIC or SIC.
<b>Pilot in Command (Aircraft PIC)</b>	The Aircraft PIC is responsible for and in charge of all aircraft specific functions.

## B. General Roles and Responsibilities

Role	Responsibilities
<b>Logistics Aviation Planner</b>	<ul style="list-style-type: none"> <li>• Producing and ensuring compliance with the daily flight schedule.</li> <li>• Fielding and requesting special flight requests and working through the heliport dispatchers to ensure the flight schedule is executed.</li> </ul>
<b>Heliport Dispatcher</b>	<ul style="list-style-type: none"> <li>• Work with the offshore logistics clerks to populate and ensure each flight is maximized.</li> <li>• Coordinate special flights with the Logistics Aviation Planner.</li> <li>• Coordinate aircrews to maximize availability and efficiency.</li> <li>• Conduct a morning and afternoon safety and operation meeting with all Shell staff.</li> <li>• Ensure all passengers are checked-in and weighed and baggage checked before entering the designated briefing area.</li> <li>• Ensure all passengers view the safety brief each time they fly offshore.</li> <li>• Ensure passengers have received Helicopter Underwater Egress Training (HUET) within 3 years of their flight or that a variance is requested and approved by the facility management.</li> <li>• Ensure passengers are made aware of the timing and status of their departure flights.</li> </ul>
<b>OIM/PIC</b>	<p>Appoint a person to ensure:</p> <ul style="list-style-type: none"> <li>• All passengers are accurately weighed and manifested.</li> <li>• All passengers view safety “going ashore” video (implementation TBA).</li> </ul>
<b>Offshore HLO</b>	<p>Conduct a brief with the individual manning the base radio before the first helicopter flight to include:</p> <ul style="list-style-type: none"> <li>• Number of flights for the day and scheduled arrival time.</li> <li>• Number of passengers departing and arriving on each flight.</li> </ul>

### C. Arrival

Role	Step	Action
Pilot and Radio Operator	1	Once initial radio contact is made with the pilots, two-way communication shall be continuously maintained.
	2	<p>During the initial <b>20-minute call</b>, the following information shall be relayed:</p> <ul style="list-style-type: none"> <li>• Acknowledge aircraft call sign.</li> <li>• Number of passengers arriving/departing on the flight.</li> <li>• Weather (if weather equipment is available).</li> </ul> <p>Sample radio call:</p> <p>Pilot: "MC 807, Shell 4 is twenty minutes out with X number of pax, MC 807"</p> <p>Radio Operator: "Shell 4, this is MC 807 copy 20 minutes out, winds are XXX degrees and XX knots. We have X pax inbound. Report 5 minutes, MC 807."</p>
Radio Operator (if not the HLO)	3	Relay to the HLO that an aircraft is inbound and positively hand-off radio control to the HLO prior to the 5-minute call.
Pilot	4	Monitor the facility radio frequency once initial radio communication has been established.
HLO	5	<p>During the <b>5-minute call</b>:</p> <ul style="list-style-type: none"> <li>• Advise approaching aircraft to either continue or circle.</li> </ul> <p><b>CAUTION: DO NOT give green deck at 5-minute call.</b></p> <ul style="list-style-type: none"> <li>• Provide any informational updates not relayed during the 20-minute call.</li> </ul> <p>Sample radio call.</p> <p>Pilot: "MC 807, Shell 4 is five minutes out. MC 807"</p> <p>HLO: "Shell 4, MC 807, copy five minutes out continue, MC 807"</p>

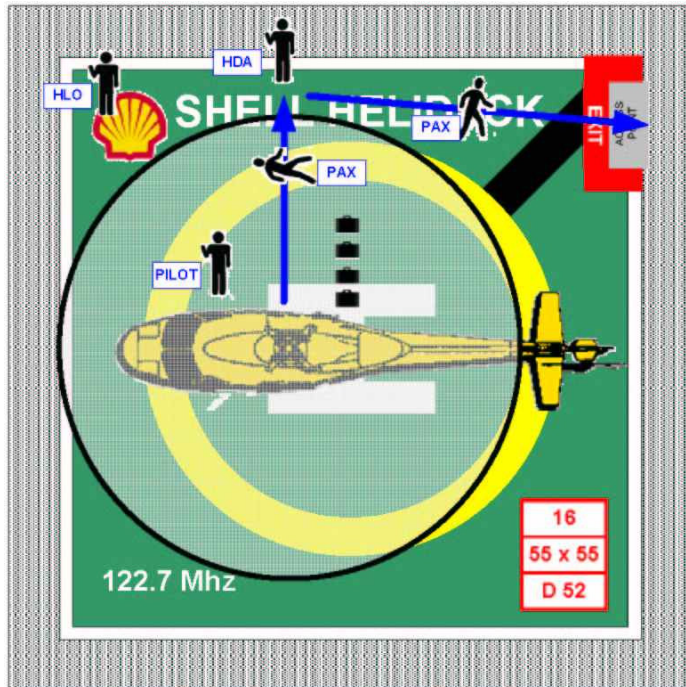
### C. Arrival, Cont.

Role	Step	Action
Landing Team	6	<p>After the 5-minute call, reposition to the Helideck if not already in position and follow these procedures:</p> <ul style="list-style-type: none"><li>• Inspect helideck to ensure it is ready for helicopter arrival. Remove any loose items, which may be on or near the helideck.</li><li>• Reposition off of the helideck but maintain a position where helicopter and helideck operations can be positively controlled.</li><li>• When the aircraft is in sight and the deck is clear and ready for helicopter landing, make an "Aircraft in Sight, Green Deck" call.</li></ul> <p>Sample radio call: HLO: "Shell 4, MC 807 aircraft in sight, green deck, MC 807." Pilot: "MC 807, Shell 4 copy insight, green deck, MC 807."</p> <p><b>NOTES:</b></p> <ul style="list-style-type: none"><li>• <b>This is the final affirmation that the HLO has taken control of the helideck.</b></li><li>• <b>Pilot must respond with an affirmation of the "in-sight/green deck" call or he SHALL NOT LAND.</b></li><li>• <b>The only exception to this rule is if no radio contact has been made prior to the landing and all "no-communication" procedures have been followed.</b></li><li>• <b>The HLO shall wear the radio headset and monitor the radio frequency at all times once he has assumed positive control and while the helicopter is on the helideck.</b></li></ul>

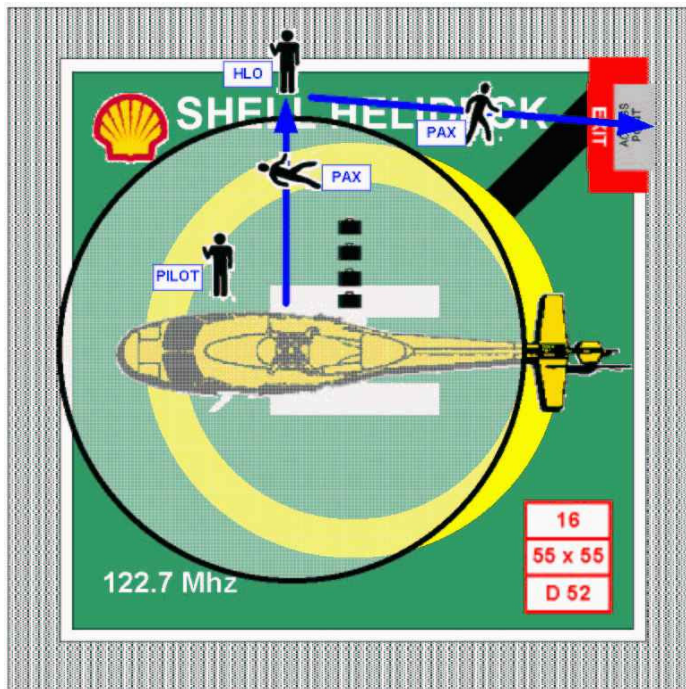
### C. Arrival, Cont.

#### HLO Passenger Movement and Handling Requirements (Figs. 1 and 2)

**Figure 1:** Unloading Under Control of HLO, HDA, and Pilot



**Figure 2:** Unloading Under Control of HLO and Pilot



<b>C. Arrival, Cont.</b>		
Role	Step	Action
Passengers	1	<p><b>Shall NOT:</b></p> <ul style="list-style-type: none"> <li>• unbuckle safety belts or debark the helicopter until under positive control of the non-handling pilot or the HLO.</li> <li>• remove life vests until clear of the helideck and directed by HLO.</li> </ul>
HLO/HDA	2	<p><b><u>WARNING: Do not enter helideck until signaled by pilot. If aircraft is shutting down - DO NOT ENTER HELIDECK UNTIL BLADES HAVE COMPLETELY STOPPED.</u></b></p> <p>Prior to any helideck activity, chock the tires closest to the baggage compartment on the side of the aircraft closest to the exit.</p>
Non-handling Pilot	3	If the helicopter lands at a non-Shell facility, chock the aircraft before any activity begins.
HLO	4	<p>Only after the wheels are chocked, establish positive communication with the non-flying pilot and deliver the outbound manifest to the pilot. Communication with the pilot shall include:</p> <ul style="list-style-type: none"> <li>• Intended exit point</li> <li>• Intended order of business (procedure for baggage handling, how the non-handling pilot will assist in directing passengers, who will lead the passengers to exit, etc.)</li> </ul> <p><b>CAUTION: The non-handling pilot shall not be asked to work with or assist in the handling of any baggage.</b></p>
HLO/HDA	5	Prior to passengers debarking the helicopter, empty the cargo compartment and either line the baggage toward the designated exit for passenger pick up or transport the cargo to a staging area.
<i>If more than one HLO/HDA</i>	6	One tends to the baggage while the other tends to the helicopter door and passengers.
<i>If both an HLO and HDA</i>	7	During inclement weather, HLO may stand outside the rotor arc and await the passengers while the HDA hands the passengers their bags as they depart the aircraft.
Non-handling Pilot	8	<p>Man the door during inclement weather.</p> <p><b>CAUTION: This may not be done if there is only an HLO and a Non-handling Pilot.</b></p>
Helideck Team Member Manning the Cabin Door	9	Only after the baggage compartment is empty, open the door and allow passenger movement to occur.
	10	Stand between the passengers and the 12 O'clock position and direct the passengers, in a single-file line, at a 90-degree angle to the helicopter to the HLO/HDA.

**C. Arrival, Cont.**

Role	Step	Action
HLO/ HDA	11	Stand outside of the rotor-arc at a 90-degree angle to the helicopter, collect the passengers, and direct them in a single-file line to the designated exit.
Helideck Team Member Manning the Cabin Door	12	Collect any extra life vests needed for the next flight and pass them to the HLO/HDA standing outside the rotor-arc once all passengers have passed.
HLO	13	Once below the helideck or a safe distance from the helideck, ensure all life vests are redistributed between the passengers debarking and embarking.
	14	Ensure all extra life vests are securely stored in the cabin.  <b>CAUTION: When using MK-28 vests, ensure that the crotch strap is fastened prior to any passenger movement to avoid tripping/entanglement hazard.</b>

<b>D. Departure</b>		
<b>Prior to escorting passengers to the helideck:</b>		
Role	Step	Action
HLO	1	Ensure passengers remove all headgear.
	2	Ensure all passengers have correctly donned and fastened life vests.
	3	Form passengers into a single file line.
	4	Make radio call informing the pilot of passenger movement to the helideck.
<b>Escorting passengers to helicopter: <i>Heliports with at least one HLO and one HDA</i></b>		
Role	Step	Action
HLO	1	Ensure passengers remain in single-file line and lead passengers to a point outside the rotor arc at a ninety-degree angle to the helicopter. At that point, direct the passengers to the non-handling pilot monitoring the cabin door.
Passengers	2	Hand baggage to helideck team member (this may not be the Pilot) standing adjacent to the baggage compartment (between the passengers and the tail) upon entering the helicopter. This may be omitted if the baggage has been previously transported to the helicopter.
Non-handling pilot at the door	3	Monitor passenger loading and proper usage of restraint harnesses.
HLO	4	When all passengers are properly loaded and restrained, secure any loose items in the cabin and close and secure the cabin door.
<b>Escorting passengers to helicopter: <i>Helidecks with only an HLO and the Non-handling Pilot</i></b>		
Role	Step	Action
HLO	1	Ensure passengers remain in single file line and lead passengers to the helicopter door from a point outside the rotor arc at a 90-degree angle to the non-handling pilot monitoring the door of helicopter.
Non-handling Pilot	2	Ensure passengers maintain a straight line to the door.
Passengers	3	Hand baggage to the HLO upon entering the cabin of the helicopter.
HLO	4	Load baggage.
Non-handling Pilot		Ensure the passengers are properly loaded and securely fastened in.
HLO	5	When all passengers are properly loaded and restrained, secure any loose items in the cabin and close and secure the cabin door.

## D. Departure, Cont.

### Prior to aircraft take off

Role	Step	Action
HLO	1	Ensure Non-handling Pilot is in aircraft.
	2	Confirm the deck is still clear.
	3	Remove and physically show chocks to the pilot. Wait for "thumbs up" reply from one of the pilots.
	4	Give "Green Deck" call only after chocks have been visually presented, the thumbs up confirmed, and chocks and all remaining helideck team members have cleared the helideck.  Sample radio call: HLO: "Shell 4, MC 807 you have a green deck for take off, MC 807." Pilot: "MC807, Shell 4, copy green deck, MC 807."
	5	Maintain radio communications and stay within the vicinity of the helideck until the helicopter has completely departed the helideck.



## F. IN FLIGHT

Role	Step	Action
Flying Pilot	1	Ensure all flight operations are conducted in a safe and efficient manner.
	2	Observe all Shell standards and requirements for flight operations to include: <ul style="list-style-type: none"><li>• Duty hour limits</li><li>• Flight time limits</li></ul>
	3	Review daily flight schedule with dispatcher.
	4	Compute weight and balance limits for each leg based on flight schedule and preliminary manifests.
	5	Observe the following Shell required flight operations requirements: <ul style="list-style-type: none"><li>• Transmit a 20-minute call to the facility indicating the helicopter is 20 minutes from landing.</li><li>• Transmit another call five minutes from the platform.</li><li>• Maintain 1,000 ft above ground level (weather permitting) while circling the platform to ensure all cranes are stowed, the helideck is clear, and the facility is visually verified.</li><li>• Return “Green deck, clear to land” radio call prior to landing on any facility.</li></ul>