



## **REQUIREMENTS FOR HELIDECK OPERATIONS MANUAL**

This Manual is mandatory for Certification of Helideck. It shall be formulated to include but not limited to the following subjects:

### **1. INTRODUCTION/GENERAL**

General information, including the following:

- 1.1 Name of helideck owner/operator, and address, telephone number[s] and email at which the owner/operator can always be contacted;
- 1.2 Name of Helideck Manager / Accountable Manager
- 1.3 Purpose and scope of the Helideck Operations Manual
- 1.4 The condition for use of the helideck, including operational limitation and restriction.

### **2. PARTICULARS OF THE HELIDECK**

(The detail information of individual helideck could be described at Appendix A to the Helideck Operations Manual)

### **3. ROLES, RESPONSIBILITIES AND COMPETENCY REQUIREMENTS.**

### **4. HELICOPTER AND HELIDECK OPERATIONS**

- 4.1 Introduction
- 4.2 Helideck Manning Level
- 4.3 Communication Equipment
- 4.4 Navigation Equipment
- 4.5 Flight Flow
- 4.6 Communication Procedures
- 4.7 Radio Silence Procedures
- 4.8 Crane Operations
- 4.9 Passengers Management
- 4.10 Cargo Management

## **5. HELIDECK REGULATIONS**

- 5.1 Physical Aspects
- 5.2 Visual Aids
- 5.3 Fire-Fighting and Rescue Facilities
- 5.4 Personal Protective Equipment (PPE)

## **6. HELIDECK LIMITATION LIST**

Contents shall include:

- 6.1 Details of Non-compliance (with photo when available)
- 6.2 Mitigation
- 6.3 Restriction or penalty

## **7. EMERGENCY RESPONSE PROCEDURE**

- 7.1 Action during Emergency
- 7.2 Guidance on Emergency Actions:
  - 7.2.1 Crash on the Helideck
  - 7.2.2 Crash on the Helideck, Major Spillage with No Fire
  - 7.2.3 Significant Fuel spillage, Rotor Turning
  - 7.2.4 Evacuation by Helicopter
  - 7.2.5 Man Overboard
  - 7.2.6 Emergency or Precautionary Landing
  - 7.2.7 Inadvertent Wheel-up Landing
  - 7.2.8 Helicopter Incident on Landing
  - 7.2.9 Wrong Deck Landing
  - 7.2.10 Fire on the Helideck/in the Helicopter
  - 7.2.11 Helicopter Crash into the Water
  - 7.2.12 Emergency Landing

## **8. INSPECTION AND MAINTENANCE OF HELIDECK AREA**

Particulars of procedures for the inspection and maintenance of helideck area:

- 8.1 arrangements for routine maintenance and inspection;
- 8.2 maintenance of surface areas, markings and drainage;
- 8.3 details of inspection intervals and times;
- 8.4 inspection checklist and logbook; and
- 8.5 reporting of inspection findings and correction actions;

## **9. HELIDECK ADMINISTRATION**

Particulars of the helideck administration, including:

- 9.1 the helideck organizational chart showing the name and position of key personnel;
- 9.2 the duty-list and responsibilities of key personnel, Offshore Installation Manager (OIM/PIC/Master)
- 9.3 Helideck Landing Officer (HLO), Helideck Inspector, Medic and Helideck Radio Operator (HRO)
- 9.4 the name and telephone number of the OIM