Please consult the asset’s HSE instructions for potential installation specific requirements
1 GENERAL

Purpose
The purpose of this directive is to ensure that all offshore helicopter transport is performed safely and in accordance with applicable laws and regulations.

Scope
The directive applies to:
- all helicopter transport carried out for current installations
- helicopter operations on all current installations and contracted installations on the Norwegian continental shelf

Guidelines and Regulations
- Norwegian Oil and Gas 066 Guidelines for flights to and from petroleum installations
- Norwegian Oil and Gas 074 Guidelines for helideck personnel (Helideck Manual)
- Norwegian Oil and Gas 003 Guidelines for check-in and security checks at helicopter terminals
- EASA OPS
- 1.63.063 Bridging Document – Area preparedness Southern Field Operating Alliance
- WR0333 Area preparedness Haltenbanken
- 1.75.046 (LOS-AVN-02-E001) Procedure for Aviation and Personnel Coordination
- Helicopter contractors’ relevant procedures for current installations
- HSE Directive no. 33 – HSE training
- Additional requirements to the Norwegian Oil and Gas helideck manual with attachments for current installations
- Field and facility specific instructions
- 1.75.049 (LOS-AVN-02-E004) Norway Aviation Operations Manual
- 1.75.055 Emergency Response Bridging Document For Helicopter Operations

Definitions and abbreviations
- **SAR (Search and Rescue)** entails search and rescue missions carried out by helicopter, normally at sea where speciality resources are provided to aid personnel in distress.
- **Medical evacuation (Medevac)** entails immediate medical transport where the patient’s condition requires immediate air transport and scheduled flight is not acceptable.
- **Immediate Transport** does not necessitate the use of SAR or Medevac. May be conducted using scheduled flight, or a dedicated helicopter from shore.
- **FeBS** - Felt Beredskaps Sentral Ekofisk
2 RESPONSIBILITY

**Aviation Team Lead**
Is overall responsible for
- all helicopter operations on current installations are carried out in accordance with the prevailing regulations, guidelines, procedures and HSE requirements

**Offshore Installation Manager (OIM)**
Is responsible for
- ensuring that all helicopter operations are carried out safely and in accordance with current regulations and HSE directives
- ensuring that emergency plans are in place for handling helicopter incidents taking place within 500 metres from the installations
- approving all helicopter traffic to and from the helideck in the event of an alarm situation

**Helicopter responsible offshore**
Is responsible for
- ensuring that all helicopter transport on the field is carried out in accordance with current procedures
- being present in the radio/operation room 20 minutes prior, and until 20 minutes after all helicopter operations
- informing pilots of any crane operations taking place
- informing standby vessels prior to any helicopter landing and take-off
- informing the pilots in the event of cold flaring

**Aviation Logistics Coordinator**
Is responsible for
- secure safe, reliable helicopter operations through short and long term planning.
- function as single point of contact for coordination and optimization of helicopter resources.
- coordinate offshore POB, bookings, allocate emergency response, bed and lifeboat assignments
- notify offshore installation manager and other relevant personnel when emergency preparedness for helicopter operations is reduced.

**Helideck restriction on unmanned installations**
The unmanned installations Tambar, Hod, Valhall Flanke North and Valhall Flank South have limitations on S-92 landings.

**Helideck crew (HLO, heliguard)**
Comply with Norwegian Oil and Gas 074 Guidelines for helideck personnel
Communication with the helicopter
Helicopter responsible offshore, must inform the helicopter crew:
• about the weather offshore 1 hour and 15 minutes before estimated time of departure onshore
• significant changes in weather
• any decision to temporarily close the helideck due to changes in weather.

Current installations requirements in addition to Norwegian Oil and Gas 074 Guidelines for helideck personnel and the Helideck Manual
• Passengers who are waiting to board the helicopter must remain in a safe indoor area until they get the signal to board. Waiting outside below the helideck is not permitted. On unmanned installations where it is not possible to wait indoors, the helideck crew will show the passengers where to wait
• When the helicopter is on the helideck, all access to the helideck is prohibited except for helideck crew and passengers to and from the helicopter

Regulations for outbound and inbound helicopter transport
• Comply with Norwegian Oil and Gas 003 recommended guidelines for check-in and security checks at the helicopter terminals
• Passengers shall not be in contact with their luggage after it has been x-rayed.
• All operators at Sola Heliport expect offshore travelers to create a MinDawinci-profile and perform a pre-check in to ensure that all passengers will be eligible to use the self-service check-in kiosks.

Prioritised preventive measures
• All electronic devices SHALL be turned off prior to helicopter transport – Hibernate or standby mode is not acceptable.
• All luggage must comply with Norwegian Oil and Gas 003. Maximum 60x50x30 cm and maximum 10 kg per luggage.
• Zipper on survival suit shall be closed completely during take off and landing offshore in addition to flight below 500 feet. Flight crew will inform passengers.
• Abandoned luggage at heliport may lead to confiscation and safety report

Handling baggage and freight in winds 40 knots and above
The combination high winds and rotor downwash combined with large baggage form drag and high density contents of 3-5 kg may lead to potential HIPO situations if dropped outside the helideck. The following procedure apply with winds at or above 40 knots, responsibility rests with the HLO:
• pre arrival helideck crew risk awareness conversation will be conducted
• high friction gloves will be used
• transfer of items must be positive from one handler to the next before placed into the trolley, utilizing dedicated grip properties if available.
• the helideck crew will not chase baggage/freight dropped, but rather wait until helicopter has shut down or departed. This is even more crucial during night and inclement weather conditions due to limited visual cues of tail rotor and other downwind threats

3 EMERGENCY PREPAREDNESS

Emergency preparedness measures

Aviation Logistics Coordinator must:
• In the event of reduced preparedness (capacity): notify the offshore installation manager and other relevant personnel to ensure that steps are taken (e.g. stop the flight, reduce no. of passengers, reorganise activities, etc.)
• In the event the primary emergency response is not available (SAR): notify the offshore installation manager and other relevant personnel to ensure that alternative preparedness is available in order to meet the emergency response requirement at the estimated time of arrival, e.g. that MOB boat emergency preparedness or SAR helicopter is back and available with the necessary capacity.

Preparations for helicopter operations
When a SAR helicopter constitutes the primary emergency response
  o Ula and Valhall shall act according to area preparedness 1.63.063 – Southern Field Operating Alliance
  o Skarv shall act according to area preparedness, Haltenbanken - WR0333.

When a MOB boat constitutes the primary emergency response:
  o Person responsible shall notify the MOB crew and crane operator in advance prior to helicopter operations.
  o Ula/Valhall: if significant wave height close to 4,5 meter, the MOB boat on stand by boat shall ensuire emergency response. If significant wave hight exceeds 4,5 meter, installation manager shall conduct a risk assessment with the stand by boat captain and determine whether or not the MOB boat can be deployd.
  o Skarv: if significant wave height close to 3 meter the MOB boat on Skarv FPSO shall ensuire emergency response. If significant wave height exceeds 3 meter, installation manager shall conduct a risk assessment and determine wheteher or not the MOB boat can be deployed.

REFERENCE IS MADE TO NORWEGIAN OIL AND GAS ASSOCIATION’S HELIDECK MANUAL APPENDICIES TO THE DIRECTIVE AND TO THE FIELD- AND INSTALLATION-SPECIFIC INSTRUCTIONS.