Helideck Operations Initial Training Standard (HLO and HDA Initial Training)

OPITO STANDARDS

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The contents of this document were developed by an industry workgroup facilitated and supported by OPITO. The workgroup consisted of representation from a cross section of oil and gas industry employers, discipline experts working within the industry and members of the OPITO Approved Training network.

This standard has been verified and accepted through the governance and integrity management model for OPITO standards.

Guidance on this standard is available by contacting OPITO at: Standards Enquiries

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This standard has been designed to accommodate global variations in national legislation and regulations. In the absence of relevant national legislation and regulations, OPITO approved centres should use legislative and regulatory criteria specified within this Standard

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AMENDMENTS					
Amendment and date		**Pages**	**Changes made by**	**Checked by**	**Approved by**
	Revision 0 released July 2017 following formal Industry Work Group review during 2016 and 2017	All	SA	SM	SAA
	06/11/2017 – Amended A2 to read, "As a minimum, delegates must complete an IATA, HCA, CAA or state aviation approved dangerous goods awareness training course, to avoid any ambiguity around requirements.	Page 7	SC	SD	
1	04/12/2017 – BP animated downdraft video has been included within the Standard for the delivery of Element 2.3.20	Page 16	Standards Coordinator	Regional Approval Manager	Standards and QA Director
2	05/11/2018 – Updated reference document table to link to correct hyperlinks and also included hyperlink to Helideck FAQ document that provides information on Helideck Grandfather Rights within section A2	Pages 7 and 27	Standards Coordinator	Director (Standards and QA)	
	Revision 1 2019 Industry Review completed. Standard Released 22nd April 2019. Introduction and A2 updated.	All	Standards Coordinator	Director (Standards and QA)	IWG
1	26/11/2019 – Amended A2 Prerequisites to state Part 1, Chapter 4 of the ICAO Technical Instructions.	Page 7	Standards Coordinator		Director (Standards and QA)

2	Amendment 2 – January 2020. Removal of Appendix 1 Addition of HLO and HDA Initial Training in Standard title to aid clarity of understanding	28	LB	SD	EH

Any amendments made to this standard by OPITO will be recorded above.

Contents

Introduction

This Helideck Operations Initial Training Standard (HLO and HDA Initial Training) has been developed by an Industry Work Group comprising representatives from key oil and gas industry stakeholders including regulatory bodies, trade associations, Operator/Duty Holder organisations, drilling organisations, contractor organisations, Aviation Operator, specialist assessment providers and OPITO-approved Training Providers.

Training and competence assessment of OPITO-approved Helicopter Landing Officers (HLOs) and Helideck Assistants (HDAs) will comprise both onshore training and offshore workplace training and assessment.

This Helideck Operations Initial Training Standard forms part of a wider industry Helideck Training and Competence Framework including helideck operations initial training, helideck emergency response team member and team leader initial/further training and associated helideck role workplace competence assessment standards. Further information on the wider industry Helideck Training and Competence Framework is depicted in Figure 1 below. Detailed information on OPITO-certified helideck related standards can be located in the OPITO Standards Library at http://www.opito.com/standards-library

Figure 1: Helideck Training and Competence Framework
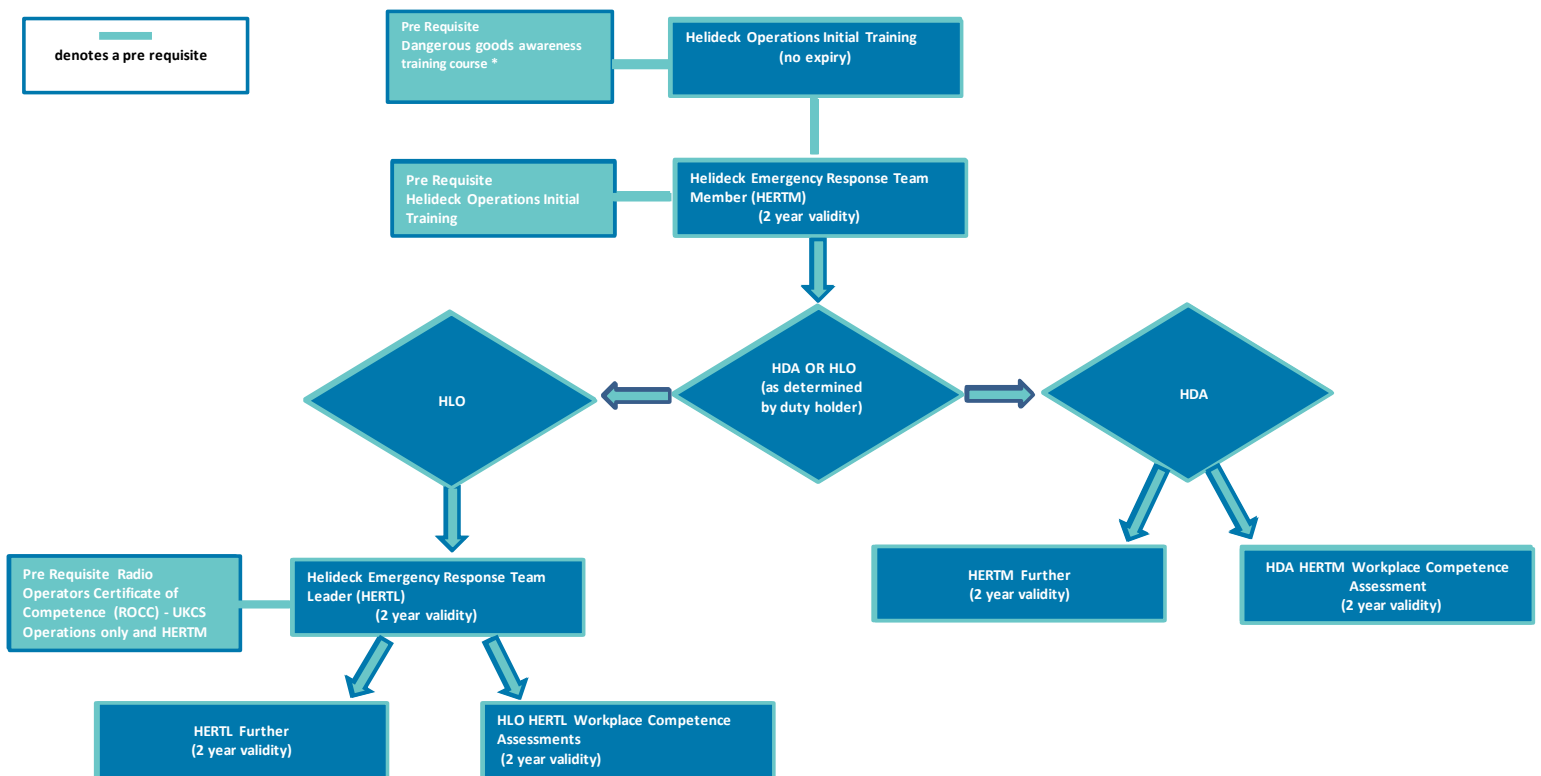
* As a minimum, delegates must have completed Dangerous Goods by Air training course in accordance with Part 1, Chapter 1.4 of the ICAO Technical Instructions and sub section 1.5 of the IATA Dangerous Goods Regulations, Category 7, 8 or 9 or state aviation approved dangerous goods awareness training course

If a delegate holds a valid Helideck Emergency Response Team Member (HERTM), Helideck Emergency Response Team Member Further (HERTM – F), Helideck Emergency Response Team Leader (HERTL) or Helideck Emergency Response Team Leader Further (HERTL – F) certificate then there will be no requirement to complete the Helideck Operations Initial Training Standard

Appointment of HLOs and HDAs

*The Installation, MODU or vessel Duty Holder is responsible for ensuring that personnel **appointed** to Helicopter Landing Officer (HLO) and Helideck Assistant (HDA) roles have received sufficient training and gained relevant experience to undertake the role competently and safely.*

The Duty Holder must ensure that, apart from the provision of onshore training:

   a) *Workplace training is provided and workplace competence assessment is conducted, AND*

   b) *Additional Training - e.g. radio operator's certificate of competence (HLO only), helicopter refueling (where required) and meteorological/weather reporting training (where required by duty holder) is provided **before** the HLO or HDA is appointed to the role.*

SECTION A Helideck Operations Initial Training (HLO & HDA Initial)

A.1 Helideck Operations Initial Training (HLO & HDA) Target Group

The target group for Offshore Helideck Operations Initial Training programme is personnel who are to be appointed to the role of an Offshore Helicopter Landing Officer (HLO) and/or Offshore Helideck Assistant (HDA).

A.2 Helideck Operations Initial Training (HLO & HDA)Delegate Pre-requisites

As a minimum, delegates must have completed Dangerous Goods by Air training course in accordance with Part 1, Chapter 4 of the ICAO Technical Instructions and sub section 1.5 of the IATA Dangerous Goods Regulations, Category 7, 8 or 9 or state aviation approved dangerous goods awareness training course

A.3 Helideck Operations Initial Training (HLO & HDA) Physical and Stressful Demands

Training and/or assessment activities contained within this Standard may include physically demanding and potentially stressful elements. All personnel who participate in such activities must be capable of participating fully.

Delegates require some form of medical and/or fitness screening to ascertain that they are fit to undertake this type of training.

Therefore OPITO-approved training centres are required, as a minimum, to ensure that prior to participating in practical exercises, the delegate must:

a) Possess a valid, current offshore medical certificate **or**

b) Possess an operator approved medical certificate,

and

c) Undergo medical screening by completing an appropriate medical screening form provided by the OPITO-approved centre (a list of medical conditions which could be included in a medical screening form is available from OPITO).

The OPITO-approved Centre shall keep a record of the delegate's/candidate's declaration of fitness in accordance with their document control policy(s) or procedures.

This information, along with summary details of the type of physical activities the delegate/candidate will be asked to perform, will be given to delegates/candidates by the OPITO-approved Centre and, if applicable, to their sponsoring company as part of the joining instructions. The responsibility for declaring any current or pre-existing medical conditions that could have adverse effects to the individual's state of health while undertaking the training and/or assessment activities lies with the delegate/candidate and/or company sponsoring the delegate.

Where doubt exists regarding the fitness of any delegate/candidate, the OPITO-approved Centre should direct the individual to consult a medical officer familiar with the nature and extent of the training.

Note: Practical exercises should be designed and delivered solely to meet this standard, and must not place on the delegates any demands other than those required to meet the Standard

A.4 Helideck Operations Initial Training (HLO & HDA) Aim and Objectives

The aim and objectives of the Helideck Operations Initial Training Programme are to equip the delegate with the initial knowledge, understanding and skills required to perform the roles of Offshore Helicopter Landing Officer (HLO) and Offshore Helideck Assistant (HDA) safely and effectively.

Note: Additional training, as determined by the Duty Holder, in offshore site-specific elements is required before appointment to the HLO and/or HDA role.

Duty Holders will need to check the statutory, regulatory and company-specific HLO and HDA training requirement for the particular region of operations, so that the HLO and/or HDA candidate receives all of the required training for the HLO and/or HDA role.

A.5   **Helideck Operations Initial Training (HLO & HDA) Learning Outcomes**

The delegate's learning outcomes are set out below:

To successfully complete this training programme, delegates must be able to **know** and **understand**:

(1) Key parts of relevant helideck operations regulations and guidelines
(2) Helideck physical characteristics
(3) Helideck obstacle-free requirements
(4) Helideck equipment and systems
(5) Meteorological requirements for offshore helicopter operations
(6) Typical hazards associated with offshore helideck operations.
(7) The role and key responsibilities of the offshore HLO and HDA
(8) Main Helideck team responsibilities and required actions, including:

   (a) 30 minutes before helicopter ETA
   (b) 10 minutes before helicopter ETA
   (c) Immediately before helicopter lands
   (d) After landing: rotors running turnaround
   (e) After landing - engines shut down and rotors not running
   (f) Helicopter tie-down, engine blanks and covers fitted
   (g) Helicopter start-up

(9) The structure and terms in a typical pre-flight weather report and floating installation (or vessel) data required by helicopter pilot.
(10) Typical Helideck team requirements for Normally Unattended Installations (NUIs).
(11) Correct use of handheld radios and radio checks, complying with radio communications protocol and correct use of appropriate hand signals if radio communications are ineffective

To successfully complete this training programme, delegates must be able to **perform**:

(12) Helideck checks for contamination, debris or damage before and after take-off.
(13) Communication checks, checking helideck equipment status, safety nets, security and stowage of helideck equipment.
(14) Helideck team brief prior to helicopter landing at appropriate times during helicopter operations.
(15) Wearing of appropriate PPE during helicopter operations
(16) Ensure helideck team are in required locations during helicopter operations.
(17) Participate in the use of handheld radios and radio checks
(18) Conduct and respond to required helideck protocols during helicopter operations, to include: safe-to-approach, helicopter anti-collision lights switched off and 'thumbs-up' from pilot (as agreed by operating company).
(19) Check passenger and freight manifests.
(20) As HLO, effectively supervise HDAs during passenger, freight and baggage handling
(21) Under direction from the HLO:

   (a) Loading, unloading and securing of life saving equipment
   (b) Load and unload passenger baggage correctly

(c) Load and unload helicopter freight correctly – using correct manual handling techniques and within helicopter freight loading limitations and requirements.

(d) Identify dangerous goods during helicopter loading and unloading

(e) Assist with passenger safe egress and access on the helideck, to and from the helicopter

(22) Comply with helideck protocols and procedures during helicopter operations

(23) Comply with helicopter danger areas rules.

Learning Outcomes 12 through 23 are to be assessed during practical exercises.

A.6   **Helideck Operations Initial Training (HLO & HDA) Delegate Performance Assessment**

Delegates will be assessed against the learning outcomes specified in section A.5 using direct observation and oral and/or written questions as appropriate. Debriefs must be conducted with participating delegates on the completion of practical exercises.

A.7   **Helideck Operations Initial Training (HLO & HDA) Duration and Timing**

The optimum *contact time for this OPITO programme is **18 hours**, which is to be delivered over consecutive days. An approximate ratio of 60% theory to 40% practical is appropriate for this training programme.

The contact time is based on the maximum number of delegates/candidates undertaking the programme.
Individual module/unit/element timings that are specified within the standard must be adhered to.

The contact time must not exceed 8 hours in any one day and the **total programme day must not exceed 10 hours.
Practical and theory sessions must contain adequate breaks for delegate welfare.

***Contact time** includes the delivery of the theoretical and practical training/assessment programme.

****The **total programme day** includes the delegate enrolment and certification process, contact time, welfare breaks, meal breaks and where applicable, travel between sites.

A.8 **Helideck Operations (HLO & HDA) Initial Training Programme**

The Helideck Operations Initial Training Programme specified below is designed to help delegates achieve the stated learning outcomes specified in Section A.5.

To make efficient use of time and ensure effective learning, there should, wherever practicable, be an integration of the three phases of explanation, demonstration and practice. Full use should be made of audio aids, visual aids and course handout material.

Prior to the start of each module, the following must be included as part of the introduction by training staff:

(a)	**Aim**	The main purpose of the module
(b)	**Learning Outcomes**	What the delegates are expected to learn
(c)	**Timetable**	Training module duration and timing
(d)	**Assessment**	How delegates will be assessed and what they will be assessed against
(e)	**Staff**	Who will be delivering the training and roles of training support staff.

The Helideck Operations Initial Training Programme comprises the following **modules** and **elements**:

Module 1 **Offshore Helideck Regulations and Guidelines**
Element 1.1   Regulations and Guidelines

Module 2 **Helicopter and Helideck Hazards and Management Systems**
Element 2.1   Offshore Helideck Landing Areas
Element 2.2   Helicopters, Helideck Equipment and Systems
Element 2.3   Helicopter and Helideck Hazards
Element 2.4   Helicopter Refuelling Equipment

Module 3 **HLO and HDA Responsibilities during Helicopter Landing and Departure**
Element 3.1   The roles and key responsibilities of HLOs and HDAs
Element 3.2   HLO and HDA checks, procedures and communications during helicopter operations

Module 4 **Cargo and Passenger Handling**
Element 4.1   Cargo Handling
Element 4.2   Passenger Handling

Module 5 **HLO and HDA: Normally Unattended Installations**
Element 5.1   HLO and HDA responsibilities on an NUI

MODULE 1   Offshore Helideck Regulations and Guidelines

ELEMENT 1.1   Regulations and guidelines

Training staff to **explain** key sections of the following (overview only required):

1.1.1   Relevant Guidelines for Management of Aviation Operations
1.1.2   Offshore Helicopter Landing Area guidance documentation (CAP 437)
1.1.3   ICAO Standards for recommended practices relating to offshore helidecks
1.1.4   ICAO/IATA dangerous goods regulations (DGR TABLE 11)
1.1.5   Offshore emergency response requirements (PFEER/Station Bill)
1.1.6   OPITO Helicopter Landing Officer's Handbook
1.1.7   OPITO Helicopter Refuelling Handbook.
1.1.8   Helicopter Operator and Duty-Holder specific Helideck Operating Procedures
1.1.9   Helideck certification criteria

MODULE 2   Helicopter and Helideck Hazards and Management Systems

ELEMENT 2.1   Offshore helideck landing areas

Training staff to **explain**:

2.1.1   Helideck physical characteristics, to include: 'D value', MTOW, access and escape routes, friction properties across the helideck
2.1.2   Helideck visual aids, marking and lights, to include: Helideck landing lights are fully serviceable and emergency power back-up is operational, installation obstacle lighting
2.1.3   Obstacle-protected surfaces, to include:

(a)   210 degree Obstacle-Free Sector
(b)   150 degree Limited Obstacle Sector
(c)   Clear Zone below Helideck Level - 5:1 falling gradient
(d)   Maximum height limit across the entire helideck

2.1.4   Helideck landing and perimeter safety nets – purpose and requirements
2.1.5   Landing areas and winching areas on vessels.

ELEMENT 2.2   Helicopters, helideck equipment and systems

Training staff to **explain**:

2.2.1   Main aircraft types used in region of operations including:

(a)   Emergency exits
(b)   Seat configurations
(c)   Types of door and hold openings

2.2.2   Helideck systems, to include:

(a)   Visual aids (markings and lighting systems)
(b)   Wave-off and status lights.
(c)   TD/PM lighting

2.2.3   Helideck location and motion characteristics (floating installations)
2.2.4   Helideck certification limitations: (Helideck Limitation List [HLL]).
2.2.5   Helideck standard plant and equipment - and uses; to include:

(a)   Plant and equipment for routine and non-emergency response operations
(b)   Fire Fighting Equipment – guidance on when and where to use various media
(c)   Primary Media requirements: foam type, delivery and testing
(d)   Complimentary media requirements
(e)   Deck Integrated Firefighting System (DIFFS): overview-only required.
(f)   Tie-down points. Prohibited landing marker

2.2.6   Meteorological systems and minimum meteorological equipment requirement for region of operations.
2.2.7   Typical helideck systems routine checks.
2.2.8   Reporting helideck and systems defects to appropriate authority e.g. OIM, Helicopter Operator

ELEMENT 2.3   Helicopter and helideck hazards

Training staff to **explain**:

2.3.1   Human factors that may affect the safety of heli-operations, to include the following categories: the job/task, the individual and the organisation.
2.3.2   Helicopter danger areas.
2.3.3   Rotors running – personnel contact with main or tail rotors while on deck.
2.3.4   Adverse weather effect on helicopter operations, to include: excessive wind turbulence, wave height, trigger lightning
2.3.5   Poor visibility effect on helideck operations.
2.3.6   Process thermal affects e.g. turbine exhausts and normal or emergency process venting.
2.3.7   Helicopter engine or cabin fire.

2.3.8   Electrical hazards.

2.3.9   Mobile installations stability hazards during landing and take-off.

2.3.10   Dangerous goods transfer to/from helicopter by the helideck team.

2.3.11   Refuelling operations: fuel spillages, faulty equipment.

2.3.12   Loose items (baggage, freight, netting etc.) being sucked into rotor area or air intake.

2.3.13   Flying debris e.g. disintegrating rotor hitting personnel following a crash.

2.3.14   Crane operations: crane work to cease during helicopter operations.

2.3.15   Obstacles on deck.

2.3.16   Noise hazard – ear protection requirement.

2.3.17   Aircraft shutdown and startup hazards

2.3.18   Unfamiliarity with helicopter type

2.3.19   Wrong deck landing

2.3.20   Downdraft forces an aircraft creates in and around the helideck areas (For video link Click here)

ELEMENT 2.4   Helicopter refuelling equipment

Note: *Due to the technical nature of managing and quality assurance of helicopter refuelling, Helicopter refuelling training and certification is provided through specialist training*. This element provides a simple overview of the equipment a delegate may find onboard their offshore unit used for the purpose of helicopter refuelling.

Training staff to **explain**:

2.4.1   Typical hazards during helicopter refuelling, including:

(a)   Fuel spillage and ignition

(b)   Vapours

(c)   Hoses

(d)   Fuel handling

2.4.2   Typical helicopter refuelling equipment, including:

(a)   Tanks

(b)   Dispensing Unit

(c)   Hose

(d)   Delivery nozzle types

(d)   Bonding

2.4.3   Key roles and responsibilities relating to maintenance and quality checks, including:

(a)   Quality Checks and record keeping – (Person who has been trained, certified and competent in the task of helicopter refuelling offshore).

(b)   Maintenance (Appropriately trained and competent maintenance technicians)

MODULE 3   HLO and HDA Responsibilities during Helicopter Landing and Departure

ELEMENT 3.1   The roles and key responsibilities of HLOs and HDAs

Training staff to **explain**:

3.1.1   The role, key responsibilities and accountabilities of the Offshore Helicopter landing Officer (HLO) during routine helicopter operations

3.1.2   The role, key responsibilities and accountabilities of an Offshore Helideck Assistant (HDA) during routine helicopter operations.

ELEMENT 3.2   HLO and HDA checks, procedures and communications during helicopter operations

Training staff to **explain**:

3.2.1   How the HLO is identifiable to the helicopter crew.

3.2.2   Typical helicopter operational procedures prior to landing, helicopter-on-deck and take off (for region of operations), to include:

(a) 30 minutes before helicopter ETA
(b) 10 minutes before helicopter ETA
(c) Immediately before landing
(d) After landing - rotors running turnaround
(e) After landing - engines shut down and rotors not running
(f) Helicopter tie-down, engine blanks and covers fitted - under the direction of the helicopter crew.
(g) Helicopter start-up.

3.2.3   Pre-flight weather report templates (typical) and standard weather report terms.

3.2.4   Adverse weather helicopter operation limits.

3.2.5   Floating installations and vessels data request by pilot, to include: inclination, heave-rate and heading.

Following **explanation** and **demonstration** by Training staff, delegates to **practice** (in the role of HLO):

3.2.6   Ensuring HDA duties and responsibilities are clearly understood during helicopter landing and departure.

3.2.7   Briefing the HDAs prior to helideck operations, to include a 'tool-box-talk'.

3.2.8   Ensuring the HDAs are in the correct location and helideck stations during helicopter landing, take-off and preparing for helicopter emergencies.

3.2.9   Ensuring HLO and HDAs are equipped with appropriate PPE.

3.2.10   Helideck protocols e.g. safe-to-approach, helicopter anti-collision lights switched off and 'thumbs-up' from pilot (as agreed by operating company).

3.2.11   Effective communications, to include:

(a)   Communications with all relevant personnel e.g. heli-admin personnel, pilot, crane operator, standby vessel, fire crews, HDAs, loaders and passengers (simulated)

(b)   HLO and flight crew radio transmissions restricted to essential dialogue.

(c)   Using standard radio comms protocols, to include HDAs radios set to 'receive-only' (HDAs should only transmit in the event of an emergency)

(d)   How to ensure that the correct and agreed protocol for "clear to lift" signal to the pilot is understood on the specific fixed or mobile installation the HLO is operating on.

(e)   HLO-to-pilot comms protocols are conducted correctly, to include 'deck available' or 'do not land' call to pilot.

(f)   Handover procedure to installation radio operators

(g)   Limitation of radio comms and correct use of hand signals

3.2.12   Helicopter type identification.

3.2.13   Monitoring of environmental conditions and change in conditions

3.2.14   Radio communications system checks, to include two-way radio checks between HLO and radio operator and/or heli-admin.

3.2.15   Checking helideck equipment availability.

3.2.16   HLO to ensure that the helideck surface is free from any contamination, debris or damage after take-off.

Following **explanation** and **demonstration** by Training staff, delegates to **practice** (in the role of HDA):

3.2.17   Identifying and reporting hazards that the HLO may not be aware of.

3.2.18   Effective communications, to include:

      (a)   Confirming completion of tasks to the HLO

      (b)   Using standard radio protocols

      (c)   Limitation of radio comms and correct use of hand signals - HDAs radios set to 'receive-only' during helicopter operations (HDAs should only transmit in the event of an emergency)

      (d)   Radio communication protocols during helicopter operations.

3.2.19   Helicopter type identification prior to landing – for helicopter-specific passenger, cargo loading and emergency response requirements.

3.2.20   Assisting with monitoring of weather and environmental conditions.

3.2.21   Assisting HLO with communications system checks.

3.2.22   Assisting HLO with checking helideck equipment status and safety nets.

3.2.23   Assisting HLO with security and stowage of equipment - helicopter and helideck.

3.2.24   HDAs are in a safe location adjacent to the helideck during helicopter landing, take-off and preparing for helicopter emergencies.

3.2.25   Ensuring appropriate HDA PPE is worn during helicopter operations.

MODULE 4   Cargo and Passenger Handling

ELEMENT 4.1   Cargo Handling

Training staff to **explain**:

4.1.1   Helicopter freight loading limitations and requirements and how these will vary for different types of helicopters.

4.1.2   Underslung loads: hazards and typical procedures including risk assessment requirements.

4.1.3   Importance of understanding and complying with company helideck-operations procedures.

4.1.4   Helideck protocols including 'safe to approach the helicopter', anti-collision lights switched off and 'thumbs-up' from pilot.

Following **explanation** and **demonstration** by Training staff, delegates to **practice** (in the role of HLO):

4.1.5   Checking freight manifests (inbound and outbound)

4.1.6   Preparing for, and supervising, correct loading and unloading of freight and baggage. (HLOs should not become involved in manual activity, such as carrying bags, at the expense of their supervisory role).

4.1.7   Supervising correct manual handling techniques during freight loading and unloading.

4.1.8   Supervising passenger baggage reclamation from helideck or designated area

4.1.9   Dangerous goods identification.

4.1.10   Dangerous goods management; preparing for, and correct handling of dangerous goods according to IATA and ICAO regulations.

4.1.11   'Notification to Captain' of dangerous goods - NOTOC

Following **explanation** and **demonstration** by Training staff, delegates to **practice** (in the role of HDA):

4.1.12   Responding to 'safe to approach the helicopter' from the HLO.

4.1.13   Complying with helicopter danger areas rules

4.1.14   Assisting with preparations for, and correct handling of, freight and baggage.

4.1.15   Correct manual handling techniques during freight loading and unloading.

4.1.16   Asking for assistance from other HDAs with heavy cargo.

4.1.17   Dangerous goods identification.

ELEMENT 4.2   Passenger Handling

Following **explanation** and **demonstration** by Training staff, delegates to **practice** (in the role of HLO):

4.2.1   Checking and interpreting information on passenger manifest and routing plans

4.2.2   Receiving incoming manifest from pilot and handing over outgoing manifest to pilot.

4.2.3   Supervising passenger safe access and egress on helideck.

4.2.4   Supervising passenger entry into helicopter.

4.2.5   Supervising passenger exit from helicopter.

4.2.6   Conducting passenger checks, to include: checking that passengers are wearing required transit suits and lifejackets for region of operations, ear protection and seat belt harnesses are secure.

Following **explanation** and **demonstration** by Training staff, delegates to **practice** (in the role of HDA):

4.2.7   Interpreting information on passenger manifests.

4.2.8   Assisting with passenger safe egress and access on helideck

4.2.9   Assisting with passenger entry into helicopter.

4.2.10 Assisting with passenger exit from helicopter.

4.2.11 Being alert to changing events and conditions while assisting passengers.

MODULE 5   HLO and HDA: Normally Unattended Installations

ELEMENT 5.1   HLO and HDA responsibilities on an NUI

This element is about briefly explaining to the delegates how HLO and HDA responsibilities on an NUI differ from those on the main installation or vessel.

Training staff to **explain**:

5.1.1   Types of NUIs

5.1.2   Typical NUI-specific hazards, to include guano infestation

5.1.3   HLO first to disembark from helicopter.

5.1.4   Disembarkation: NUI status check by HLO and decision to disembark helicopter passengers.

5.1.5   Embarkation: HLO responsible for ensuring that all passengers have boarded the helicopter prior to take-off and HDA to assist HLO in ensuring that all passengers have boarded the helicopter prior to take-off.

5.1.6   HDA to assist HLO with the following, (where applicable):

(a)   Bird exclusion devices are switched on

(b)   All equipment (fire extinguishers, firefighting clothing, chocks etc.) positioned on the helideck and surrounding areas is correctly stored and secured.

5.1.7   The importance of understanding and following individual company procedures for individual NUIs.

SECTION B   RESOURCES

In order that a training programme may be delivered successfully it is essential that appropriately qualified and experienced people are there to deliver and support the programme and that the appropriate facilities and equipment are in place.

B.1   Staff

Instructional staff must:

(a)   Fully understand the requirements of this industry standard.
(b)   Have been trained in training delivery and training assessment techniques.
(c)   Hold an industry-recognised assessor qualification.
(d)   Participate in an ongoing training and development programme which ensures that they are aware and knowledgeable of relevant industry requirements and changes to requirements.
(e)   Possess occupational expertise in offshore helicopter operations or have practical experience related to offshore helicopter operations.

All staff will have the appropriate competencies to conduct or assist (as appropriate) with the element of training being undertaken.

OPITO Centres must have an auditable training programme in place to ensure instructors keep up-to-date with relevant current offshore practices and changes. The programme must include at least two of the following: visits to offshore fixed or mobile installations, visits to heliports, visits to dry-docked rigs that have helidecks.

B.2   Trainer/Delegate Ratios

The **minimum** number of delegates attending this programme is **six** and the **maximum** number of delegates attending this programme is **twelve**.

The following ratios specify the maximum number of delegates that must be supervised by one instructor at any one time during each training event.

Theory   1:12
Demonstration   1:12
Practical Exercises   1:6

B.3   Facilities

It is important to ensure that the full range of facilities is made available to ensure delegates get the most out of their training. The following facilities criteria must be adhered to:

Administration arrangements appropriate for enrolment and certification of delegates and all aspects of the delivery of training in accordance with this standard.

Theory training area(s) so designed to enable each delegate to view, hear and participate fully in the subject matter being taught.

Practical training areas so designed to enable each delegate to individually, or as part of a team, to view, hear and practise the training requirement:

For details of facility and equipment requirement follow the link on the OPITO website below:

OPITO Standards Heli-training Facility and Equipment Technical Specification Document

First Aid Facilities
Appropriate first aid facilities and equipment as specified in the training centre's risk assessments, and sufficient staff trained in the use of the facilities and equipment.

All facilities must be maintained and where appropriate, inspected and tested in accordance with current standards/legislation and manufacturers recommendations.
Risk assessments must be conducted and documented for all training facilities and equipment.

B.4   Equipment

Equipment used during practical exercises must be of a type in use regionally on offshore oil and gas installation/vessel helidecks.

For details of facility and equipment requirement follow the link on the OPITO website below:

OPITO Standards Heli-training Facility and Equipment Technical Specification Document

All equipment must be maintained, and where appropriate, inspected and tested in accordance with current standards/legislation, guidance and manufacturers recommendations.

SECTION C   Administration and Certification

C.1   Joining Instructions

Where applicable, all joining instructions must contain information which indicates that certain aspects of the course are of a physical nature.

Where applicable, prior to each course commencing, delegates must sign a declaration indicating they have read and understood a written statement regarding the physical nature of the programme and the need for delegates to be in good health.

C.2   Periodicity

The **Helideck Operations Initial Training Certificate** has no formal expiry date.

C.3   Certification

Training Centres are responsible for issuing a certificate direct to the delegate successfully completing the programme and to the sponsoring company (when required). Each certificate must indicate that the delegate has been assessed against, and met the required learning outcomes.

The certificate must also contain the following:

a) Training Establishment name
b) Full OPITO course title stating that it is OPITO approved
c) OPITO Registration Code
d) Delegate's name
e) Course dates
f) Unique Certificate Number (UCN) – Refer to OPITO UCN Guidance doc. for details
g) Training Establishment Signatory.

C.4   Course Administration

Each delegate attending any OPITO-approved programme must be registered with the Central Register (CR) operated by OPITO. Registration must be made by the training centre to OPITO within one week following the course.

OPITO confirms that information on the registration form will be contained in a computerised register which will be available to employers, prospective employers and training providers in the oil and gas industry to verify training records. At all times, use of this data will be strictly in accordance with principles laid down in relevant data protection legislation.

Glossary of Terms and Abbreviations

Terms

Duty Holder In relation to a fixed installation: the Duty Holder will typically be the Operator And in relation to a mobile installation: the Duty Holder will typically be the Owner.

Additional training Training which must be completed before the delegate is appointed to their nominated helideck role e.g.

- Dangerous Goods by Air (DGbA)
- Radio operator competence
- Helicopter refuelling (where required) and any region-specific training.
- Meteorological observation/weather reporting (where required by duty holder).

Valid Certificate An authentic certificate which is in-date i.e. has not expired

Abbreviations

CAA	Civil Aviation Authority
CR	Central Register
ER	Emergency Response
ETA	Estimated Time of Arrival
HCA	Helideck Certification Agency
HDA	Helideck Assistant
HERTL	Helideck Emergency Response Team Leader
HERTM	Helideck Emergency Response Team Member
HLO	Helicopter Landing Officer
IATA	International Air Transport Association
ICAO	International Civil Aviation Organization
MODU	Mobile Offshore Drilling Unit
MTOW	Maximum Takeoff Weight
NOTOC	Notification to Captain (dangerous goods)
NUI	Normally Unattended Installation
PFEER	Prevention of Fire, Explosion and Emergency Response (UK oilfield regulations)
PPE	Personal Protective Equipment
TBT	Tool Box Talk
TD/PM	Touch Down/ Positioning Markings
IATA	International Air Transport Association

Reference Documents

Reference Doc	Title	Region	Web-Link
ICAO Annex 14 Vol. II	Helideck Design & Operations	International	https://store.icao.int/annex-14-aerodromes-volume-ii-heliports-4th-edition-july-2013-volume-2-english-printed.html
CAP 437	Standards for Offshore Helicopter Landing Areas	UK CAA Utilized in Angola and Azerbaijan	http://publicapps.caa.co.uk/modalapplication.aspx?appid=11&mode=detail&id=523
BSL D5-1	Offshore Helidecks	Norway	https://www.norskoljeoggass.no/contentassets/8925fa2f287f498a9210f1204205bf45/helideck-manual-norway-2017.pdf
IOGP AMG Report 590	Aircraft Management Guidelines	International	https://www.iogp.org/bookstore/product/aircraft-management-guidelines-2/
NORMAM 27	Maritime Regulation Offshore Helidecks	Brazil	https://wenku.baidu.com/view/7a8a384de45c3b3567ec8be8.html
API RP2L	Offshore Helideck Landing & Parking Areas	FAA / USA	HSAC RP 2016-2