

# SHELL UPSTREAM AMERICAS GOM HELIDECK CREW COMPLIANCE CHECKLIST

## (Submitted by Aircrew)

Location: \_\_\_\_\_ PIC: \_\_\_\_\_ SIC: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

PRE-ARRIVAL								
ITEM	CHECK*	COMMENT						
20 Minute call	<input type="checkbox"/>							
- Aircraft call sign acknowledged	<input type="checkbox"/>							
- Number of passengers arriving/departing reported	<input type="checkbox"/>							
- Weather information reported to inbound aircraft	<input type="checkbox"/>							
5 Minute call	<input type="checkbox"/>							
- Advised by HLO to continue or circle	<input type="checkbox"/>							
- Weather update provided by HLO	<input type="checkbox"/>							
Green Deck given by HLO (in conjunction with or after visual contact call)	<input type="checkbox"/>							
Confirmed landing gear down by HLO during Green Deck Call	<input type="checkbox"/>							
Hot work suspended	<input type="checkbox"/>							
Cranes secured	<input type="checkbox"/>							
Fuel Installation secured	<input type="checkbox"/>							
Clear of obstructions in 210 degree OFS	<input type="checkbox"/>							
Clear of obstructions in 180 degree sector 5:1 falling gradient	<input type="checkbox"/>							
Deck clear of Items / Personnel	<input type="checkbox"/>							
Hand-rail down	<input type="checkbox"/>							
HELIDECK ACTIVITY								
HELIDECK PERSONNEL				REFUELING				
HLO #		HDA #		<input type="checkbox"/>	Refuel	Y/N	<input type="checkbox"/>	
ITEM	CHECK*	COMMENT						
HLO wearing identifying waistcoat	<input type="checkbox"/>							
HDA's wearing identifying waistcoat	<input type="checkbox"/>							
HLO wears headset/Comms equipment working	<input type="checkbox"/>							
Manual fire monitors manned	<input type="checkbox"/>							
Firefighting team dressed out	<input type="checkbox"/>							
No loose gear on/around the helideck	<input type="checkbox"/>							
HLO cleared by pilot to approach aircraft	<input type="checkbox"/>							
Collapsible hand-rail up	<input type="checkbox"/>							
Chocks in	<input type="checkbox"/>							
Loading / Unloading / Re-Fueling activities	<input type="checkbox"/>							
HLO provide Fuel Quality Test results	<input type="checkbox"/>							
Passengers without hats/mobile phones/electronic devices	<input type="checkbox"/>							
Passengers approach managed and in single file	<input type="checkbox"/>							
Manifest (# pax/weight information) correct	<input type="checkbox"/>							
PRE-DEPARTURE								
ITEM	CHECK*	COMMENT						
Spare life vests in Red Bag / Blue Bag checked	<input type="checkbox"/>							
Passengers with life vests seated and strapped in	<input type="checkbox"/>							
Compartment doors closed	<input type="checkbox"/>							
Deck clear of items /personnel	<input type="checkbox"/>							
Fuel Installation secured	<input type="checkbox"/>							
Cranes secured	<input type="checkbox"/>							
Tie-downs released, shown to pilot, and acknowledged	<input type="checkbox"/>							
Chocks pulled, shown to pilot, and acknowledged	<input type="checkbox"/>							
Collapsible hand-rail down	<input type="checkbox"/>							
Green Deck given by HLO	<input type="checkbox"/>							

*Only check non-compliances and add comment*

**If any non-conformance is noted file this report with completed flight plan**

Please forward a copy to the facility HLO and another copy to [Patrick.p.bosman@shell.com](mailto:Patrick.p.bosman@shell.com)