



SHELL AMERICAS-AIR TRANSPORT HELIDECK TEAM COMPLIANCE CHECKLIST (Submitted by Aircrew)

Location: _____ Call-sign: _____ Date: _____ Time: _____ # Pax Out: _____ # Pax In: _____

| PRE-ARRIVAL | | | | | | | |
|--|-------|--------------------------|----------|--------------------------|--|--|--|
| ITEM | | CHECK* | COMMENTS | | | | |
| 20 Minute call | | <input type="checkbox"/> | | | | | |
| - Aircraft call-sign acknowledged | | <input type="checkbox"/> | | | | | |
| - Number of passengers departing and cargo 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 (Wx dependent) | | <input type="checkbox"/> | | | | | |
| - Weather update provided by HLO | | <input type="checkbox"/> | | | | | |
| - Vessels clear of the 180° Falling Gradient Sector | | <input type="checkbox"/> | | | | | |
| Green Deck given by HLO ("aircraft in sight, landing gear down, Green Deck") | | <input type="checkbox"/> | | | | | |
| Proper use of Helideck Status Light (if helideck is equipped with HSL) | | <input type="checkbox"/> | | | | | |
| Hot work suspended | | <input type="checkbox"/> | | | | | |
| Cranes secured | | <input type="checkbox"/> | | | | | |
| Clear of obstructions in 210° Obstacle Free Sector (OFS) | | <input type="checkbox"/> | | | | | |
| Clear of obstructions in 180° Falling Gradient Sector | | <input type="checkbox"/> | | | | | |
| Rotor Downwash Hazards: No loose gear on/around the helideck | | <input type="checkbox"/> | | | | | |
| No unauthorized personnel in the vicinity of the helideck | | <input type="checkbox"/> | | | | | |
| Hand-rail down | | <input type="checkbox"/> | | | | | |
| HELIDECK ACTIVITY | | | | | | | |
| HELIDECK PERSONNEL | | | | REFUELING | | | |
| HLO # | HDA # | | Refuel | Y/N | | | |
| | | <input type="checkbox"/> | | <input type="checkbox"/> | | | |
| ITEM | | CHECK* | COMMENTS | | | | |
| HLO wearing identifying waistcoat | | <input type="checkbox"/> | | | | | |
| HDA's wearing identifying waistcoat | | <input type="checkbox"/> | | | | | |
| HLO & HDA's wearing headsets/comms equipment working | | <input type="checkbox"/> | | | | | |
| - Proper hand & arm signals used (if applicable) | | <input type="checkbox"/> | | | | | |
| Manual fire monitors manned/personnel dressed-out (Vessels) | | <input type="checkbox"/> | | | | | |
| Rotor Downwash Hazards: 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 used | | <input type="checkbox"/> | | | | | |
| Loading / Unloading / Re-Fueling activities | | <input type="checkbox"/> | | | | | |
| HLO provided Fuel Quality Test results | | <input type="checkbox"/> | | | | | |
| Passengers with hats/personal electronic devices stowed in pocket | | <input type="checkbox"/> | | | | | |
| Passengers approach managed and in single file | | <input type="checkbox"/> | | | | | |
| Manifest (# pax/weight/cargo information) correct | | <input type="checkbox"/> | | | | | |
| PRE-DEPARTURE | | | | | | | |
| ITEM | | CHECK* | COMMENTS | | | | |
| HLO remained visible and in control of the helideck team at all times | | <input type="checkbox"/> | | | | | |
| Passengers with life vests seated and strapped in | | <input type="checkbox"/> | | | | | |
| Compartment doors closed | | <input type="checkbox"/> | | | | | |
| Rotor Downwash Hazards: No loose gear on/around the helideck | | <input type="checkbox"/> | | | | | |
| Fuel Installation secured | | <input type="checkbox"/> | | | | | |
| Cranes secured | | <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 amplifying comments. Observed positive safety behaviors may also be provided in the "Comments" section.

Please file this report with the completed flight plan when non-compliances and/or positive safety behaviors are noted.

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