



# HSAC-RP

No. 88-1 Rev. 1

12 May 2010

HELICOPTER SAFETY ADVISORY CONFERENCE-RECOMMENDED PRACTICE

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## **Passenger Management on Offshore Helideck Facilities**

### **Background**

Passenger management at offshore helideck facilities has been and continues to be a safety critical activity that could potentially result in a serious incident and or accident if not managed properly. The following practices will minimize the risks to passengers and others involved in offshore helideck operations.

### **Recommended Practice**

1. Whenever possible the aircraft should be shut down prior to debarkation or embarkation of passengers and cargo. (AC 91-42D)
2. Helicopters should be loaded and unloaded from the center of the helideck landing circle. (AC 91-42D)
3. Helideck facilities should have a designated and posted passenger waiting area, which is clear of the helideck, helideck access points and stairways. Considerations should be given to separation of arriving/departing passengers and the transfer of life vest.
4. If the helideck is subject to a long term dedicated operation, written and graphic material should be displayed in those areas relative to aircraft safety and localized procedures.
5. Passengers should be briefed on loading procedures including; access points, hand signals, weighing of baggage & passengers, hearing protection and aircraft specific safety information and danger areas. For all helicopters regardless of MGTOW, actual body weights verified with a scale (including hand carried baggage, and cargo) should be used whenever possible.
6. A passenger manifest should be raised for each flight from the helideck and should have the following minimum information recorded: Name of each passenger, passenger's company affiliation, and passenger weight and that of personal baggage, the aircraft registration, and the weight of cargo. A computer-based manifesting system may be used, provided the pilot can be given the information

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7. If feasible, a copy of the manifest should be retained on the facility or relayed to a responsible party, prior to departure of the helicopter, with instructions to retain it until the trip is completed
8. Designated facility employees, properly trained to facilitate the movement of passengers and cargo into and around aircraft should assist with loading/unloading, if feasible designated facility employees, properly trained to facilitate the movement of passengers and cargo into and around aircraft should assist with loading/unloading, if feasible.
9. When offloading or loading passengers with the rotors turning, the pilot at the controls should engage in essential cockpit duties only. Not included in essential cockpit duties are the following: manifesting, weight and balance calculations or customer paperwork. Primary attention will be given to the aircraft controls and identification of hazards and passenger movement in the vicinity of the aircraft
10. In high winds or other adverse weather conditions, it may be necessary to have additional passenger and handling procedures in place for passenger movements.
11. Where a flight crew consists of more than one pilot, one crewmember should supervise the unloading/loading process from outside the aircraft, unless alternate procedures are available for that facility/vessel.

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