

HELIPORT SAFETY INSPECTOR - HELIPORT OPERATIONAL MANUAL CHECKLIST (GACAR PART 138)

(Heliport Safety Inspector Guidance - This checklist will be used by Heliport Safety Inspectors to examine sufficiency of the Heliport Operation Manual (HOM). Heliport Certificate Project Manager (HCPM) must submit his recommendation to Manager and General Manager for internal approval before acceptance of Heliport Operation Manual.)

No.	Description of Items HOM	Compliance Check Status				Remarks/ Reasons, if No
		Yes	No	N/A	HOM Page Ref.	
1.0	Introduction					
1.1	Purpose of the heliport operation manual	☐	☐	☐		
1.2	Legal position regarding heliport certification as contained in the applicable regulation.	☐	☐	☐		
1.3	Distribution of the heliport manual to the identities listed in the heliport manual.	☐	☐	☐		
1.4	Procedures for distributing and amending the heliport manual and the circumstances in which amendments may be needed.	☐	☐	☐		
1.5	Checklist of pages	☐	☐	☐		
1.6	Preface by heliport certificate holder (heliport operator)	☐	☐	☐		
1.7	Table of contents	☐	☐	☐		
1.8	Glossary of terms	☐	☐	☐		
2.0	Technical Administration					
2.1	Name and address of the heliport	☐	☐	☐		
2.2	Name and address of the heliport operator	☐	☐	☐		
2.3	Name and contact details of the accountable executive and heliport management personnel.	☐	☐	☐		
2.4	Heliport Operator organization chart	☐	☐	☐		
3.0	Description of Heliport (Heliport Characteristics)					
3.1	Latitude and longitude of the heliport reference point in World Geodetic System — 1984 (WGS-84) format.	☐	☐	☐		
3.2	Elevations of Heliport and Heliport Stands	☐	☐	☐		
3.3	Heliport dimensions and related information	☐	☐	☐		
3.4	Heliport Layout Plan showing heliport reference point and layout of FATO, TLOF, ground/air taxiways, parking stands etc. and heliport markings, lighting etc.	☐	☐	☐		
3.5	Description of height and location of obstacles that infringe upon the standard protection surfaces, whether lighted or not.	☐	☐	☐		
3.6	Procedures for ensuring that the plans are up to date and accurate.	☐	☐	☐		
3.7	Data for, and the method used to calculate, declared distances and elevations of each declared distance i.e. TODAH; RTODAH; LDAH.	☐	☐	☐		
3.8	Details of the surfaces, dimensions and bearing strength of FATO, TLOF and Parking Stands	☐	☐	☐		
3.9	Check for details of 3.1 to 3.8 are provided in AIP along with other data information for certificated heliports.	☐	☐	☐		
4.0	List of authorized/exempted deviations					
4.1	Check the list of authorized/exempted deviations that have been provided in the heliport operation manual, in any.	☐	☐	☐		

HELIPORT SAFETY INSPECTOR - HELIPORT OPERATIONAL MANUAL CHECKLIST (GACAR PART 138)

5.0	Operational Procedures					
5.1	Promulgation of aeronautical information	☐	☐	☐		
5.1.1	System of aeronautical information service available and the system that the certificate holder uses to promulgate AIP requirements. For Authorization, if applicable.	☐	☐	☐		
5.2	Control of access					
5.2.1	Control of access to the heliport and its operational areas, including the location of noticeboards, and the control of vehicles in the operational area.	☐	☐	☐		
5.3	Emergency Planning					
5.3.1	Heliport operator's arrangements in response to an emergency.	☐	☐	☐		
5.3.2	Description of actions to be taken by the heliport operator as part of plans for dealing with different emergencies occurring at the heliport or in its vicinity.	☐	☐	☐		
5.3.3	Contact list of organizations, agencies and persons of authority.	☐	☐	☐		
5.3.4	Procedures for the appointment of an on-scene commander for the overall emergency operation and description of responsibilities for each type of emergency.	☐	☐	☐		
5.3.5	Reporting mechanism in the event of emergency	☐	☐	☐		
5.3.6	Details of tests of heliport facilities and equipment to be used in emergencies, including the frequency of those tests.	☐	☐	☐		
5.3.7	Details of the exercises to test emergency plans, including the frequency of those exercises.	☐	☐	☐		
5.3.8	Arrangements for personnel training and preparation for dealing with emergencies.	☐	☐	☐		
5.4	Rescue and Firefighting (RFF) Services					
5.4.1	Policy statement on the RFF categories to be provided.	☐	☐	☐		
5.4.2	Where the senior heliport fire officer or designated fire watch officers have specific safety accountabilities, these should be included in the relevant chapter of the heliport manual.	☐	☐	☐		
5.4.3	Policy and procedures indicating how depletion of the RFF service is to be managed. This should include the extent to which operations are to be restricted, duration, and procedures to notify pilots etc.	☐	☐	☐		
5.4.4	At heliports where a higher category of RFF is available by prior arrangement, the heliport manual should clearly state the actions necessary to upgrade the facility.	☐	☐	☐		
5.4.5	Heliport operator's objectives for each RFF category provided should be defined, including a brief description of the amounts of extinguishing agents provided; discharge rates; foam-producing appliances; and manning levels; etc.	☐	☐	☐		
5.4.6	Procedures for monitoring the aircraft movement areas for the purpose of alerting RFF personnel.	☐	☐	☐		
5.4.7	Procedures for indicating how the adequacy of the response time capability of the RFF services throughout their functions and locations is monitored and maintained.	☐	☐	☐		
5.4.8	Procedures for indicating how RFF personnel engaged in extraneous duties are managed to ensure that response capability is not affected	☐	☐	☐		

HELIPORT SAFETY INSPECTOR - HELIPORT OPERATIONAL MANUAL CHECKLIST

(GACAR PART 138)

5.4.9	Check where the heliport provides specialist equipment such as rescue boats, emergency tenders, hose layers, and appliances for which details have been included in the heliport operation manual.	☐	☐	☐		
5.4.10	Check where the heliport is reliant upon other organizations to provide equipment which is essential for ensuring the safe operation of the heliport, the policies or letters of agreement are included in the heliport operation manual.	☐	☐	☐		
5.4.11	Check that statement describing the process by which heliport operators ensure the initial and continued competence of their RFF personnel is provided in the heliport operation manual i.e. LVP, First Aid, training etc.	☐	☐	☐		
5.4.12	Procedures indicating how accidents in the immediate vicinity of the heliport are to be accessed.	☐	☐	☐		
5.4.13	Check if heliport operator expects the RFF facility to respond to domestic fires or special services, procedures for managing their impact upon normal helicopter RFF responses are included in heliport operation manual.	☐	☐	☐		
5.4.14	Check in case heliport operator expects the RFF facility to respond to helicopters accidents landside, the policy describes, and include procedures to manage effects on continued helicopter operations.	☐	☐	☐		
5.4.15	Check availability of additional water supplies are described in heliport operation manual.	☐	☐	☐		
5.4.16	Check heliport operator's arrangements for ensuring the adequacy of responses in abnormal conditions, i.e. LVP are described in heliport operation manual.	☐	☐	☐		
5.5	Inspection of the Movement Area					
5.5.1	Routine heliport inspections, including lighting inspections, and reporting, including the nature and frequency of these inspections.	☐	☐	☐		
5.5.2	Procedures for sweeping FATO, TLOF, ground taxiways and parking stands.	☐	☐	☐		
5.5.3	Inspecting the parking stands, FATO, TLOF and ground taxiways following a report of debris on the movement area, an abandoned take-off due to engine, tire or wheel failure, or any incident likely to result in debris being left in a hazardous position.	☐	☐	☐		
5.5.4	Measurement and promulgation of water, slush and other contaminants including depths on FATO, TLOF and ground taxiways.	☐	☐	☐		
5.5.5	Check heliport operation manual has procedures for assessment and promulgation of FATO, TLOF surface conditions, inspections and its frequency, FODs, Lighting, logbooks, communication with air traffic control, if available etc.	☐	☐	☐		
5.6	Maintenance of the Movement Area					
5.6.1	Promulgation of information on the heliport operational state, temporary withdrawals of facilities etc.	☐	☐	☐		
5.6.2	Arrangements for maintaining the paved areas, including the cracks in pavements etc.	☐	☐	☐		
5.6.3	Arrangements for maintaining the unpaved safety and clearways.	☐	☐	☐		
5.6.4	Arrangements for maintaining the markings and ground taxiway strips.	☐	☐	☐		

HELIPORT SAFETY INSPECTOR - HELIPORT OPERATIONAL MANUAL CHECKLIST

(GACAR PART 138)

5.6.5	Arrangements for maintaining heliport drainage.	☐	☐	☐		
5.6.6	Arrangements for maintaining lighting aids, including measurement of intensity, beam spread, orientation of lights.	☐	☐	☐		
5.6.7	Arrangements for maintaining the obstacle lighting.	☐	☐	☐		
5.6.8	Arrangements for reporting and action taken in the event of failure or unsafe occurrence.	☐	☐	☐		
5.7	Hazardous meteorological conditions etc.					
5.7.1	Check that heliport operation manual, if applicable, describe the procedure for handling hazardous meteorological, snow or ice controls.	☐	☐	☐		
5.8	Visual Aids					
5.8.1	Responsibilities with respect to heliport marking & lighting.	☐	☐	☐		
5.8.2	A full description of all visual aids available on each approach, FATO, TLOF, taxiways and parking stands, including signs, markings and signals	☐	☐	☐		
5.8.3	Procedures for operational use and brilliancy settings for the applicable lighting system.	☐	☐	☐		
5.8.4	Standby and emergency power arrangements, including operating procedures both in LVP and during main power failure situations.	☐	☐	☐		
5.8.5	Procedures for routine inspection and photometric testing of approach lights, FATO and TLOF lights, HAPIs/PAPIs.	☐	☐	☐		
5.8.6	The location of and responsibility for obstacle lighting on and off the heliport.	☐	☐	☐		
5.8.7	Procedures for recording inspection and maintenance of visual aids and actions to be taken in the event of failures.	☐	☐	☐		
5.8.8	The control of work, including trenching and agricultural activity, which may affect the safety of the helicopter.	☐	☐	☐		
5.9	Helicopter Stands and Apron Management					
5.9.1	Arrangements between air traffic control, the heliport operator and the apron management unit, as applicable.	☐	☐	☐		
5.9.2	Procedures for landing, take-off, taxiing and arrangements for allocating helicopter stands, particularly at airports.	☐	☐	☐		
5.9.3	Arrangements for initiating engine start and ensuring clearance of helicopter pushback.	☐	☐	☐		
5.10	Helicopter Stand and Apron Safety Management					
5.10.1	Means and procedures for rotor thrust protection.	☐	☐	☐		
5.10.2	Arrangements of safety precautions during helicopter refueling operations.	☐	☐	☐		
5.10.3	Arrangements for helicopter stands sweeping and cleaning.	☐	☐	☐		
5.10.4	Arrangements for reporting incidents and accidents on a helicopter stand/apron.	☐	☐	☐		
5.10.5	Arrangements for assessing the safety compliance of all personnel working on the helicopter stands/apron.	☐	☐	☐		
5.10.6	Arrangements for the use of heliport when helicopter stand is part of TLOF.	☐	☐	☐		
5.11	Vehicles on the Movement Area					
5.11.1	Details of the applicable traffic guidelines for vehicle movements in operational area (including speed	☐	☐	☐		

HELIPORT SAFETY INSPECTOR - HELIPORT OPERATIONAL MANUAL CHECKLIST (GACAR PART 138)

	limits and the means of enforcing the rules for access control)					
5.11.2	Criteria for drivers to allow and operate vehicles on the movement area.	☐	☐	☐		
5.11.3	Arrangements of communicating with air traffic control, in case ATC is part of heliports.	☐	☐	☐		
5.11.4	Details of the equipment needed in vehicles that operate on the movement area.	☐	☐	☐		
5.12	Wildlife Hazard Management					
5.12.1	Arrangements and methods for dispersal birds and other wildlife.	☐	☐	☐		
5.12.2	Measure to discourage birds and other wildlife.	☐	☐	☐		
5.12.3	Arrangements for assessing wildlife hazards.	☐	☐	☐		
5.12.4	Arrangements for implementing wildlife control programs.	☐	☐	☐		
5.13	Obstacles					
5.13.1	Arrangements for monitoring the height of buildings or structures within the boundaries of the obstacle limitation surfaces (OLS).	☐	☐	☐		
5.13.2	Arrangements for controlling new developments in the vicinity of heliports.	☐	☐	☐		
5.13.3	The reporting procedure and actions to be taken in the event of the appearance of unauthorized obstacles.	☐	☐	☐		
5.13.4	Arrangements for removal of an obstacle inside and outside heliport area.	☐	☐	☐		
5.14	Removal of Disabled Helicopter					
5.14.1	Details of the capability for removal of a disabled helicopter in certified heliports.	☐	☐	☐		
5.14.2	Arrangements for removing a disabled helicopters including reporting procedures.	☐	☐	☐		
5.15	Dangerous Goods					
5.15.1	Arrangements for special areas on the heliport to be set up for the storage of dangerous goods.	☐	☐	☐		
5.16	Low Visibility Operations					
5.16.1	Obtaining and disseminating meteorological information, including (RVR) and surface visibility.	☐	☐	☐		
5.16.2	Protection of heliport FATO during LVP if such operations are permitted.	☐	☐	☐		
5.16.3	Arrangement and rules before, during and after low visibility operations, including applicable rules for vehicles and personnel operating in the movement area	☐	☐	☐		
5.17	Protection of sites for navigation aids and meteorological equipment, if provided.					
5.17.1	Description of the areas to be protected and procedures for their protection, if such equipment are provided on heliports.	☐	☐	☐		
6.0	Safety Management System (SMS) (HPCM must take report from SMD department and fill data)					
6.1	Check that Safety policy has been described in the SMS Manual.	☐	☐	☐		
6.2	Operator's structure and responsibility-of accountable executive, management personnel, operational staff, organizational chart supporting the commitment to the safe operation of the heliport etc.	☐	☐	☐		
6.3	Procedure and methods of Training.	☐	☐	☐		

HELIPORT SAFETY INSPECTOR - HELIPORT OPERATIONAL MANUAL CHECKLIST (GACAR PART 138)

6.4	Procedures for complying with regulatory requirements relating to accidents, incidents and mandatory occurrence reporting.	☐	☐	☐		
6.5	Hazard analysis and risk assessment procedures.	☐	☐	☐		
6.6	Management of change and change approvals.	☐	☐	☐		
6.7	Safety audits.	☐	☐	☐		
6.8	Documentation Management.	☐	☐	☐		
6.9	Safety-related committees.	☐	☐	☐		
6.10	Safety promotion.	☐	☐	☐		
6.11	Responsibility for ensuring and monitoring safety by the contractors and third parties operating on the heliport.	☐	☐	☐		

Additional Information, if any: Heliport Safety Inspector shall write any additional information/findings observed during the HOM check in the space given below.

DETAILS OF HELIPORT SAFETY INSPECTORS

Name	Signature	Date

DETAILS OF GACA HELIPORT CERTIFICATION PROJECT MANAGER

Name	Signature	Date