

#### HELIPORT SAFETY INSPECTOR - HELIPORT OPERATIONAL MANUAL CHECK LIST

(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.)

		Compliance Check Status			Remarks/	
S. No.	Description of Items in HOM	Yes	No	N/A	HOM Page Ref.	Reasons, if No
1.0	Introduction				•	
1.1	Purpose of the heliport operation manual					
1.2	Legal position regarding heliport certification as contained in					
1.2	the applicable regulation					
1.3	Distribution of the heliport operation manual to the identities listed in manual					
1.4	Procedures for distributing and amending the heliport operation 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 Helicopter Stands					
3.3	Helicopter 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					
0.0	upon the standard protection surfaces, whether lighted or not.					
3.6	Procedures for ensuring that the heliport plans are up to date					
2.0	and accurate.					
3.7	Data for, and the method used to calculate, declared distances					
	and elevations of each declared distances i.e. TODAH;					
	RTODAH; LDAH					
3.8	Details of the surfaces, dimensions and bearing strengths 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			I	l	
4.1	Check the list of authorised/exempted deviations have been					
7.1	provided in the heliport operation manual, in any.					
5.0	Operational Procedures					
5.1	Promulgation of aeronautical information					
5.1.1	System of aeronautical information service available and the					
5.1.1	system of actomatical mormation service available and the system that the certificate holder uses to promulgate AIP					
	requirements. For Authorization, if applicable.					
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5.2	Control of access					
5.2.1	Control of access to the heliport and its operational areas,					
	including the location of notice boards, 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			1		
	in emergencies, including the frequency of those tests.					
5.3.7	Details of the exercises to test emergency plans, including the			İ		
	frequency of those exercises.					
5.3.8	Arrangements for personnel training and preparation for					
	dealing with emergencies.					
5.4	Rescue and Fire-fighting (RFF)Services					
5.4.1	Policy statement on the RFF categories to be provided.					
5.4.2	Where the heliport fire officer or designated fire watch					
	officers have specific safety accountabilities, these should be					
	included in the relevant chapter of the heliport operation					
	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	Heliports where a higher category of RFF is available by prior					
	arrangement, the heliport operation 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					
	amounts of extinguishing agents provided; discharge rates;					
	foam-producing appliances; and manning levels etc.					
5.4.6	Procedures for monitoring the helicopter movement areas for					
	the purpose of alerting RFF personnel.					
5.4.7	Procedures for indicating how the adequacy of the response			1		
	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			İ		
	extraneous duties are managed to ensure that response					
	capability is not affected					
5.4.9	Check where the heliport provides specialist equipment such					
	as rescue boats, emergency tenders, hose layers, and					
	appliances for which details has been included in the heliport					
	operation manual.					



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S. No.	Description of Items in ADM	Yes	No	N/A	HOM Page Ref.	Remarks/ Reasons, if No
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 of FATO, TLOF, ground taxiways					
5.5.2	and parking stands.					
5.5.3	Inspecting the parking stands, FATO, TLOF and ground					
5.5.5	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.					
5.6.5	Arrangements for maintaining heliport drainage.					
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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						
5.7.1	Check that heliport operation manual, if applicable, describe						
	the procedure for handling hazardous metrological, 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, taxing 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						
	refuelling 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						
2.10.0	personnel working on the helicopter stands/apron.						
5.10.6	Arrangements for the use of heliport when helicopter stand is			<u> </u>	1		
5.10.0	part of TLOF.						
5.11	Vehicles on the Movement Area						
5.11.1	Details of the applicable traffic guidelines for vehicle						
5.11.1	movements in operational area (including speed limits and the						
	means of enforcing the rules for access control)						
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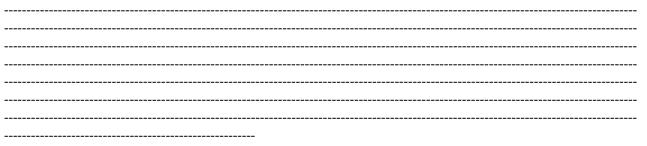
S. No.  Description of Items in ADM  Yes  No.  N/A  HOM Page Ref.  Remons, if No    5.11.2  Criteria for drivers to allow and operate vehicles on the movement area.  Image Ref.			Co	mplia	nce Che	eck Status	Remarks/
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# HELIPORT SAFETY INSPECTOR – HELIPORT OPERATIONAL MANUAL CHECK LIST

S. No.	Description of Items in ADM			Compliance Check		Remarks/
		Yes	No	N/A	Page Ref.	Reasons, if No
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 GACA HELIPORT SAFETY INSPECTORS							
S No.	NAME	SIGNATURE	DATE				
1.							
2.							
3.							

DETAILS OF GACA HELIPORT CERTIFICATION PROJECT MANAGER								
S No.	S NO. NAME SIGNATURE DATE							
1.								

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