



Exploration & Production

GENERAL SPECIFICATION

Logistics and Operational Support

GS EP LSO 112

**Training for HLO
"Helicopter Landing Officer" personnel**

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Owner: OPS/LSO

Managing entity: OPS/LSO



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1. Scope

This General Specification is applicable to every TEP entities or contractors in charge to provide HLO service from/to locations where helicopter operations are planned.

2. Reference documents

The reference documents listed below form an integral part of this General Specification. Unless otherwise stipulated, the applicable version of these documents, including relevant appendices and supplements, is the latest revision published at the EFFECTIVE DATE of the CONTRACT.

Standards

Reference	Title
ICAO Annex 14 Vol II	Heliport
ICAO Doc 9261-AN/903	Heliport Manual

Professional Documents

Reference	Title
OPITO	Offshore Petroleum Industry Training Organization
CAP 437	Offshore Helicopter Landing Areas. Guidance on Standards

Regulations

Reference	Title
Not applicable	

Codes

Reference	Title
Not applicable	

Other documents

Reference	Title
OGP Report n°390	Aircraft Management Guidelines
UKOOA	Guidelines for Management of Offshore Helideck Operations



Total General Specifications

Reference	Title
Not applicable	

3. General

This document defines the training to be given to the personnel in charge of safety for helicopter movements over the sea on helidecks or on shore on helipads. It is applicable for every HLO contracted by a TEP entity or third entity when contractual frame includes HLO service provision.

4. Role of HLO

The role of HLO and associated personnel is essentially the safety of the passengers and the helicopter. This role shall be ensured thanks to knowledge and competencies acquired during initial training but also developed during the exercise of his function and refreshed during recurrent training session. This is the reason why each HLO shall be trained initially and on a regular basis under specific conditions defined hereafter.

5. Training approval

As mentioned in **OGP report 390**, Training as specified in paragraph 4 shall be carried out through a Training Organization:

- a) Certified according to **OPITO** standards, or
- b) Approved by OPS/LSO when not **OPITO** certified.

In case b), a list of training organizations approved by LSO is available on request. Such an approval list shall be renewed on a two year basis. As a minimum, criteria of approval defined by LSO are listed in appendix1.

6. Validity of HLO training

The trainees will be given a certificate at the end of each training course issued by the Training Organization. Its validity (initial or recurrent) is three years.

7. Training follow-up

7.1 TEP entity

The follow-up of due dates for HLO recurrent courses comes under the responsibility of the subsidiary HSE department.

7.2 Contractor

The application of this general specification including follow-up of due dates for HLO recurrent training remains under the responsibility of the relevant entity/department of the Contractor.

Appendix 1 Criteria for HLO Training Organization approval

- Such approval is mainly based on evaluation of means put in place by the organization as:
 - o Facilities and teaching tools (classrooms, software, simulator, documentation....)
 - o Organization and Personnel (quality system, experience of the teaching staff,...)
 - o Program content (syllabus of theoretical and practical program)
- LSO considers requirements defined hereafter as a minimum for HLO training:

General requirements

- o Minimum duration : 3 days including theory and practice
- o Definition of prerequisites to start such a training
- o Implementation of a individual final evaluation validating the course
- o Issue of certificate mentioning its validity period
- o Individual documentary support (manual, check lists,...)

Program content (non exhaustive list)

- o Regulatory frame
 - CAP437, ICAO Annex 14, ICAO Doc 9261, UKOOA
- o HLO and HDA responsibility and tasks
 - Documentary structure (helideck manual, passenger manifest, passenger weighing)
 - Normal & emergency procedures, model of check lists can be used
- o Passenger and cargo handling procedures
 - HDA & HLO coordination
 - Boarding/disembarking while turning rotor (doors, seat belts, cargo stowing,...)
 - External load transport
 - Procedures on Normally Unattended Installation (NUI)
- o Meteorology
 - Wind, visibility, pressure, ceiling, atmospheric phenomena (rain, drizzle,...)
 - Dangerous phenomena, weather last minute change
- o Equipment
 - Personnel equipment
 - Crash box



- o Helideck and helipad
 - Design
 - Marking
 - Equipment (lighting, netting, Fire fighting devices, tie down points,...)
 - Obstacles environment
- o Communication rules
 - Relations with Radio-room
 - Aeronautical language
 - Helicopter flight following
 - Communication by signs (standard gestural)
- o Principles for dangerous good transportation
- o Rules and procedures for refueling
 - Refueling station design
 - Periodic inspection
 - Fuel testing
 - Refueling procedure (hot refueling included)