

MINIMUM REQUIREMENT



WP/SEA MINIMUM REQUIREMENTS Boarding and Departing Helicopter



MEMORY JOGGERS

Ensure that the following conditions are met before proceeding. If not met, address on WP/SEA.

- Communicate the **“RIGHT TO STOP WORK AUTHORITY POLICY”** and is exercised by all crewmembers and other personnel that believe something or some condition has changed. The job is to be stopped and accessed before proceeding. The WP/SEA may need to be modified or a new WP/SEA maybe required before starting the work task again.
- Passengers shall inform the dispatcher if it is their first time on a helicopter so appropriate briefing will be given.
- Verify your personal body weight and baggage before boarding helicopter.
- Stow loose articles and hats in your luggage bag. (It is against GIS Policy to wear headgear when flying by helicopter.)
- All personnel must wear a life jacket when flying in a helicopter.
- Do not inflate your life vest or inflatable raft while inside the helicopter.
- Supplemental briefing cards are supplied in the helicopter and should be reviewed.
- Do not throw any objects outside of the windows at any time.
- Emergency exits are marked with operational instructions and must be used only in an emergency.
- Life rafts and other survival equipment are located on the aircraft. The pilot will go over their operations during the on flight briefing.
- Portable fire extinguishers are available in case of fire and should be used only when instructed to do so by the pilot.
- Verify door operations and safety locks before flight.
- Verify that the baggage door is closed.
- Always approach and depart the helicopter from the front or forward sides.
- Always approach the helicopter in a stooped position.
- Seat belts are to be worn at all times in flight until the pilot gives his approval to remove them.
- After landing seat belts should be place on the seat along with the life jacket.

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- 1) Verify **All** conditions identified in the “Memory Joggers” section are met (or are not applicable); if **ANY** are not met, **STOP** and add the necessary step to the WP/SEA to ensure the safest method possible.
- 2) Weigh your luggage, yourself and fill in the information on the proper manifest.
- 3) Go to the viewing area and watch the Helicopter Flight Safety Film if required.
- 4) When your flight is announced you will assemble in a waiting area, be prepared to show your ID card.
- 5) The pilot or a crewmember will instruct you to follow him to the helicopter where you will receive a final briefing before takeoff.
- 6) Crouch low to avoid being struck by the main rotor.
- 7) Wear secured safety PPE while boarding and during the flight.
- 8) Make sure your ear plugs fit properly.
- 9) If suddenly blinded by dust or other foreign objects crouch down or sit on the ground and do not move around
- 10) Emergency personnel will respond and assist you to a safe area and will assess the situation before proceeding.
- 11) Once you have entered the aircraft try and fill the aircraft from the back seats to the forward seats.
- 12) Put on your seat belt and relax.
- 13) The pilot will go over a quick safety briefing and location of stops.
- 14) During the flight do not lean against doors or windows.
- 15) Upon arriving at your location the pilot may or may not shut down the helicopter. Wait until instructed to disembark.
- 16) Remove seat belts and exit the aircraft slowly paying close attention to your footing.
- 17) Remove your life vest and set it on your seat.
- 18) Remove your baggage and take to the next level. (Make more trips if necessary while descending with luggage.)
- 19) When descending down the stairs always keep one hand on the handrail and both feet on the steps to secure your footing.
- 20) Report to the logistics coordinator upon arrival for platform safety orientation.

ENSURE MINIMUM REQUIREMENTS NUMBERS ARE RECORDED ON WP/SEA