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## ***HLO - Helicopter Landing Officer - Safety course for the person responsible for the offshore helideck on an offshore installation***

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Helicopter Landing Officer:

Purpose:

To give the student elementary knowledge, skills and attitude within the areas of helicopter handling offshore, so the student will be able to know the duties and responsibility areas which will rest with an HLO, and have knowledge about the fire fighting equipment- and rescue materials which will be found offshore at or in the immediate vicinity of the helideck.

Aim:

*1) The operation of the helideck:*

Have knowledge about

- Opening hours
- Traffic
- Weather criteria for serves
- Fuelling system

*Regulations:*

Know the instructions regarding the helideck and its operation below here

- Inspection and maintenance
- Operation instructions
- Airline services

*2) Instructions for daily management of the services and functions of the helideck:*

Could carry out the daily tasks related to the position of an HLO and could carry out Daily check form before use of the helideck.

*3) Quality system:*

Have knowledge about the structure of the quality system of the helideck, below here

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- Generally
  - Quality control system
  - Recordings

4) *Flight safety system:*

Know the tools which are used to flight safety system, below here

- Scope of application
- AFIS : Aerodrome Flight Information System
- Flight safety politics
- Organization
- Risks assessment & risk management

5) *Regulations:*

The course participant shall have understanding for the special activities at the helideck, below here

- Recommendations regarding work activities compared to BL 3-12
- Safety plan, compared to BL 3-15
- Alarm- and contingency plan compared to BL 3-9
- Handling of dangerous goods compared to BL 5-21

6) *Helideck organization:*

Have knowledge about the different responsibility areas and job functions at the helideck and the education the individual position demands.

- Helicopter Landing Officer (HLO)
- Radio operator/weather operator (HRO)
- Fire guard
- Loading crew
- Fuelling personnel
- Pilot

7) *Protection equipment which are used at the helideck:*

Have knowledge about and could use the personal protection equipment at work on the helideck offshore.

- Fireproof boots
- Fire dress
- Helmet with face shield

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- Release knife
  - Fire-resistant gloves
  - A set of fresh-air bootless shall be available at or close to the helideck

Helicopter Landing Officer shall furthermore be equipped with a:

- Distinctly coloured vest with the inscription "HLO" and letters for the installation
- Portable radio intended for aviation communication

8) *Operation of the helideck:*

Have knowledge and understanding for the preparation of the helideck and report his is ready to the helicopter before landing, below here:

- Helicopter deck- and crane operations
- HLO team shift
- Passenger and luggage
- Stay at the helideck
- Arrival passenger/departing passengers
- Goods

9) *Contingency plan*

Have knowledge and understanding for alarm and preparedness in case of accidents at the helideck or by landing or start of the helicopter, below here:

- Alarms and preparedness
- The duties and function of the standby vessel
- Other ships as external rescue service
- Onshore rescue services
- Limitations at rescue services

Prerequisites: Full filled Fire Team Member - 3 days course

Duration: 2 days