



# Helicopter Orientation - Transportation of Personnel

Standard  
Operating  
Procedure

## Table of Contents

TABLE OF CONTENTS	1
1.0 PERSONS AFFECTED	2
2.0 PURPOSE	2
3.0 RATIONALE	2
4.0 SCOPE	2
5.0 POLICIES AND REGULATORY REQUIREMENTS	2
6.0 ROLES, RESPONSIBILITIES AND PREREQUISITES	3
7.0 TOOLS AND EQUIPMENT	3
8.0 PLANNING AND PREPARATION CHECKLIST	3
9.0 PROCEDURE	4
10.0 ACRONYMS, DEFINITIONS AND SYMBOLS	7
11.0 COMPONENTS	7
12.0 OWNER	7
13.0 REFERENCES	8



# Helicopter Orientation - Transportation of Personnel

Standard  
Operating  
Procedure

## 1.0 Persons Affected

This Standard Operating Procedure (SOP) affects:

- Personnel requiring transportation via helicopter for the purpose of power line construction, maintenance, patrolling/inspection and other related operations.

## 2.0 Purpose

This SOP provides:

- A standard procedure to follow for mitigating the risks involved when transportation by helicopter is required.

## 3.0 Rationale

This SOP ensures the following:

- Personnel are competent in the helicopter procedures put in place to eliminate hazards that can cause injury to personnel and damage to equipment.

## 4.0 Scope

### In-the-Scope of the Procedure

- The procedure includes the following:
  - Safety Briefing
  - Approaching/Exiting Helicopters
  - Flying in Helicopters
  - Loading and Unloading Helicopters
  - Emergency Equipment and Procedures

## 5.0 Policies and Regulatory Requirements

This SOP is a result of the following regulations, policies, industry standards, and corporate directives and standards:

### Regulatory Requirement(s)

- Transportation Canada Regulations and Policies
- Canadian Aviation Regulations



# Helicopter Orientation - Transportation of Personnel

Standard Operating Procedure

## Policies

- None

## Standards

- None

## Other

- None

## 6.0 Roles, Responsibilities and Prerequisites

In-the-Scope of the Procedure Role(s)	Quantity Required	Responsibilities	Prerequisites
Pilot	1	<ol style="list-style-type: none"> <li>1. Provide personnel with a safety briefing.</li> <li>2. Discuss emergency procedures with personnel.</li> </ol>	<ol style="list-style-type: none"> <li>1. Qualified Pilot</li> <li>2. Contractor Orientation Handbook</li> <li>3. Minimum requirements in a wire environment</li> </ol>
Personnel	1 or more	<ol style="list-style-type: none"> <li>1. Adhere to helicopter approaching/exiting procedures.</li> <li>2. Adhere to conduct expectations while in flight.</li> <li>3. Adhere to helicopter loading/unloading procedure.</li> </ol>	<ol style="list-style-type: none"> <li>1. Qualified Personnel</li> </ol>

## 7.0 Tools and Equipment

### Minimum Tools and Equipment Required:

- Required Personal Protective Equipment

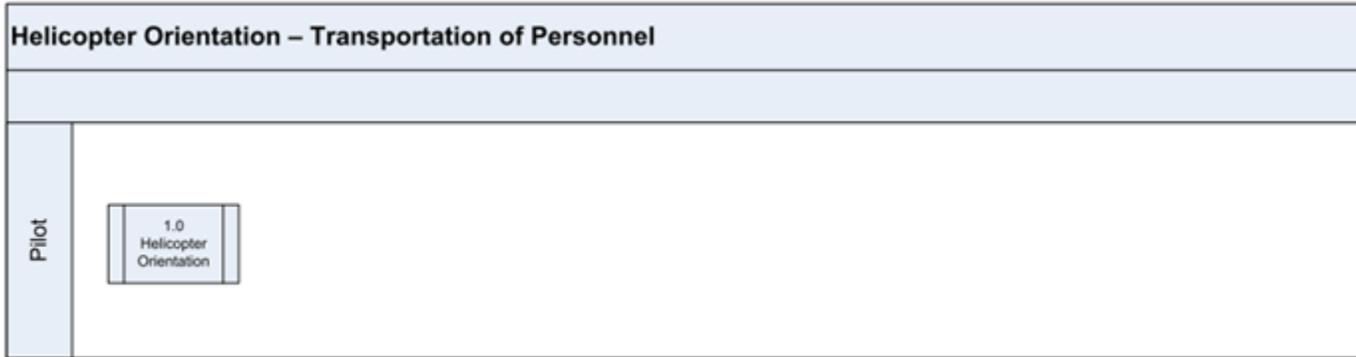
## 8.0 Planning and Preparation Checklist

### Things to Check before Starting the Procedure:

- Complete Hazard and Risk Assessment

## 9.0 Procedure

### High Level Flowchart



### The Procedure

#### 1.0 Helicopter Orientation

##### 1.1 Formal Safety Briefing

1.1.1 The pilot shall provide an equipment and in flight briefing to all personnel prior to helicopter operations commencing. Points to be covered must include:

- *Safe movement around the helicopter*
- *Seatbelt operation and requirement for use*
- *Emergency exits*
- *Life jacket placement and use (if operating over or near water)*
- *Fire extinguisher location, use and limitations*
- *Use of headsets and communications*
- *Emergency procedures*
- *Location and use of the emergency locator transmitter (ELT)*
- *Location of survival equipment*
- *Non-smoking rules around or in the aircraft*
- *Location of First Aid Kit*
- *Location of Passenger Briefing Cards*

**NOTE:** Helicopter operators should provide passengers with cabin intercom facilities. When headsets are not available for each passenger, ear protection shall be supplied and used.

##### 1.2 Approaching/Exiting a Helicopter

1.2.1 Personnel shall adhere to the following:

- *Keep within the pilot's view at all times.*

- *Approach or exit from the front or side of the helicopter in the pilot's field of vision, only after the pilot has motioned that it is safe to approach.*
- *Always approach or exit a helicopter in a crouched position, to provide your head with clearance from the rotor blades.*
- *Never approach or exit toward the rear of a helicopter as the tail rotor is invisible when the machine is running.*
- *Never walk uphill when exiting a helicopter or downhill when entering a helicopter.*
- *When the helicopter is resting on a slope, make certain to approach or exit on the downhill side.*
- *Do not approach or exit if the rotor blades are moving slowly. Blades will dip as the motor slows, and will also dip unpredictably if it is windy.*
- *If the helicopter is taking off immediately or ground clearances are questionable, move at least 10 metres (30 feet) away with your gear and crouch down. Remain there while the helicopter lifts off. Turn your head away from the helicopter and protect your eyes.*
- *When you are approaching or exiting a helicopter while the engine is running, eye protection is mandatory.*
- *Do not approach a helicopter when visibility is reduced with blowing sand, dust or snow from the downdraft of the rotors. Wait until visibility is clear or until the helicopter shuts down.*
- *Take special care that personal belongings such as hard hats, hats and light articles are secured to prevent prop wash blowing things away or into rotor blades.*
- *When approaching/exiting the helicopter, be aware of ground conditions.*
- *Prior to exiting the helicopter, refasten seat belts so they don't flap around inside the pilot/passenger compartment or hang out the door.*

### 1.3 Flying in Helicopters

#### 1.3.1 Personnel shall adhere to the following:

- *Seat belts shall be secured at all times during the flight. If provided, shoulder harnesses and ear protection (ear defenders or headsets) shall be worn.*
- *Ensure all items inside the cabin are secured and that no objects are hanging outside. As well, ensure cabin doors are fastened and locked.*
- *Do not distract the pilot's attention during takeoff and landing.*
- *Avoid obscuring the instruments or the pilot's view when map reading.*
- *Instruments or controls are not to be touched by passengers.*
- *Do not upset the balance of the helicopter with sudden or unpredictable movements during take-off, landing or other maneuvers.*



## Helicopter Orientation - Transportation of Personnel

Standard  
Operating  
Procedure

- *When a helicopter is landing, passengers shall not release seat belts or open doors until the pilot has given a definite verbal or visual "ok" signal.*

### 1.4 Loading and Unloading the Helicopter

#### 1.4.1 Personnel shall adhere to the following when loading or unloading a helicopter:

- *Never throw any object in the vicinity of the helicopter as it may contact the rotor blades or be sucked into the engines.*
- *Equipment shall be carefully unloaded and placed on the ground.*
- *Never carry equipment vertically or over the shoulder as it could hit the main rotor blades. Carry long objects parallel to the ground.*
- *Assure that all light objects are handled in a secure manner. All items should be in a containment device whenever possible, e.g. duffle bags.*
- *Keep light loose objects away from the landing/takeoff areas (lunch buckets, packing material, plywood sheets, etc.).*

**NOTE:** After unloading the equipment, ensure that all doors, including passenger doors, are closed and the latches secure.

### 1.5 Emergency Equipment and Procedures

#### 1.5.1 The pilot shall adhere to the following:

- *All helicopters shall carry emergency equipment as required by Canadian Aviation Regulations and emergency regulations shall be understood by personnel. The emergency procedures should also include how to load a stretcher.*
- *Every helicopter shall be equipped with an emergency locator transmitter (ELT).*
  - The location and operating instructions of this unit shall be verified by personnel.
  - In the "ARM" position, the ELT should activate automatically on impact; however, as an added insurance, it shall be switched to the "ON" position after impact.
- *Regulation 722.20 - Aircraft Operating Over Water states: Authorization to operate a land aircraft over water beyond a point where the land aircraft could reach shore in event of an engine failure pursuant to section 702.20 of the Canadian Aviation Regulations is available for helicopters only.*
  - (2) A helicopter may be operated over water configured as a land aircraft without the helicopter being equipped with an emergency flotation kit provided:
    - (a) the helicopter is being operated for the purpose of fire suppression, fish stocking or power line inspection and surveillance (amended 2000/06/01; previous version);
    - (b) only persons essential during flight are carried and have been instructed in water ditching procedures and evacuation;



## Helicopter Orientation - Transportation of Personnel

Standard Operating Procedure

- (c) life preservers/personal flotation device are carried for each person on board and stowed within reach of each person carried when seated with his or her seat belt fastened; and
- (d) the air operator's Company Operations Manual content includes procedures and restrictions.
- *A helicopter shall carry emergency equipment sufficient for the number of persons on board consisting of:*
  - First aid kit
  - Emergency food rations and survival gear
  - A flotation device or life jacket for any operations taking place near or over water

## 10.0 Acronyms, Definitions and Symbols

### Acronyms and Abbreviations

**ELT** - Emergency Locator Transmitter

### Definitions

N/A

### Symbols

N/A

## 11.0 Components

The following is a list of components for this SOP which can be accessed through the SOP System:

Component Name	Component Type	Component Description	Location of Component
Helicopter Orientation - Transportation of Personnel - Flowchart	Flowchart	The high and mid-level flowchart for this Standard Operating Procedure.	SOP Online - SOP Bundle: Helicopter Orientation - Transportation of Personnel

## 12.0 Owner

### Owner

Manager, Transmission Services Construction and Maintenance



# Helicopter Orientation - Transportation of Personnel

Standard  
Operating  
Procedure

## 13.0 References

References	Location of Resource
Transport Canada Approved Company Operations Manual	<a href="http://www.tc.gc.ca">www.tc.gc.ca</a>
Canadian Aviation Regulations	<a href="http://www.tc.gc.ca">www.tc.gc.ca</a>