



## M&A Safety Services

512 Viaulet Road  
Youngsville, Louisiana 70592  
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[www.masafetyservices.com](http://www.masafetyservices.com)

# Helicopter Landing Officer (HLO)

## Course Outline

**Prerequisites:** This course shall have no formal pre-requisite.

**Course Length:** 4-6 hours – Course length shall vary depending on the number of delegates.  
Total course time includes breaks.

**Class Size:** The maximum number of delegates that may be trained and tested per instructor shall be thirty-five (35) in the classroom.

### Course Objective

- ) Provide Helicopter Landing Officers with the knowledge, skills, and procedures to safely and efficiently coordinate offshore helicopter operations.
- ) Develop individual competency in employees to perform the variety of activities and duties associated with being a designated Helicopter Landing Officer.
- ) Delegates should be able to demonstrate knowledge during written examination.

### Course Design

- ) Power Point© / Lecture / Audio Video / Visual Aids
- ) Demonstrations

### Successful Course Completion

- ) Requires a minimum score of 75% or better.
- ) Grades shall be calculated by dividing the number of questions answered correctly by the total number of exam questions.
- ) Delegates will have no more than thirty (30) minutes to complete the exam.

### Course Content Summary

- ) Classroom

**Breaks:** 10 minutes (approximately every hour)

**Lunch:** 1 Hour (if applicable)

### Course Outline

About HLO

- ) General Information
  - o HLO Responsibilities
- ) Duties and Requirements
- ) Key Terms & Acronyms



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### ) Chain of Command

#### Common Aircraft

- ) Aircraft Characteristics (Range, Speed, Power, Capacity, Pilots)
  - o Sikorsky S-92
  - o Sikorsky S-76
  - o EC 135
  - o Bell 412
  - o Bell 212
  - o Bell 430
  - o Bell 206L
  - o Bell 407
  - o Bolkow BO-105
  - o AugustaWestland AW-139

#### Helicopter Safety

- ) Pre-flight Briefing
- ) Pre-flight Check In
- ) General Safety
  - o Person in Charge
  - o Cell Phone Use
  - o Smoking
  - o Drugs/Alcohol
- ) Baggage Compartment Requirements
- ) Approaching the Helicopter
- ) Helicopter Float/Life Raft (Apical Systems)
  - o Location
  - o Deployment Techniques
- ) Life Raft Survival Kit Contents
- ) Preparation for Flight
  - o Passenger Aviation PFD
    - Donning Techniques
    - Inflation Techniques
  - o Seatbelts
  - o Onboard Safety Equipment
  - o Operations of Doors/Emergency Exits
  - o Location of ELT
- ) In Flight Responsibilities
- ) Emergency Ditching Overview
  - o Discuss Ditching Procedures
  - o Discuss ELT/PLB



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### Firefighting Safety

- ) Firefighting Procedures
- ) Firefighting Station Examples
  - o Primary, Secondary, etc.

### Helicopter Accidents

- ) Actions to Take
  - o Emergency Shutdown Techniques
  - o Evacuate Passengers
  - o Managing Victims

### Helicopter Refueling

- ) Fuel Testing
- ) First Aid for Fuel Exposure
- ) Refueling Procedures
- ) Refueling Components
  - o Bonding Point
  - o High Level Pre-Check Switch
  - o Pressure Fueling Point
  - o Fill Point Access Door
  - o Fill Cap & Latch
    - Position
    - High Level Warning Indicator
  - o Fuel Ports
- ) Specific Refueling Procedures
  - o Company Specific
- ) Actions to Take if the Helicopter Catches Fire

### Helicopter Transport

- ) Transport of Hazardous Materials
  - o Definition of Hazardous Material
  - o Regulations
  - o Reference Material
  - o General Requirements

### Helideck Requirements

- ) Wind Sock
- ) Safety Fence/Perimeter Barrier
- ) Security Tie Downs
- ) Deck Lighting



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- Obstacle Lighting
- Landing and Walkway Lighting
- ) Notice to Airmen (NOTAM) System
- ) Performing Gun Operations & Radio Silence

### **HLO Actions**

- ) HLO Check List Items
  - Twenty Minutes Before Helicopter Landing/Take Off
  - Ten Minutes Before Helicopter Landing/Take Off
  - Five Minutes Before Helicopter Landing/Take Off
- ) Helicopter Loading Techniques
  - Weight of Passengers
  - Manifest Documentation
  - Balance of Aircraft
- ) Combined Helicopter Operations
- ) Communications
  - Verbal
  - VHF
  - Hand Signals
- ) Standard Hand Signals
  - Move Right
  - Move Left
  - Move Forward
  - Move Rearward
  - Move Upward
  - Move Downward
  - Hold Position/Hover
  - Land
  - Take Off

### **Practical Session**

- ) None

### **Training Center Provided Material**

- ) Course Materials

### **Delegate Requirements**

- ) None

### **Reference Material / Documents**

API RP 2L  
29 CFR 1910.183 (Helicopter Safety)



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National Fire Protection Association (NFPA) 418 Standards for Heliports  
Helicopter Safety Advisory Conference – Recommended Practice (HSAC-RP)

) <http://www.hsac.org>, <http://www.rotor.com>  
49 CFR 107-180 & 397 – Handling Hazardous Materials