

COGODO5 - SQA Unit Code F222 04

Contribute to helicopter handling operations



Overview

This unit has four elements and is about your competence in safely preparing the helideck prior to the arrival of a helicopter, securing the area when it has arrived, dealing with freight, baggage and passengers, and then preparing for the departure.

- 1 Prepare For Helicopter Landing
- 2 Unload And Load Baggage, Passengers And Freight
- 3 Prepare Freight For Loading
- 4 Carry Out Post-Departure Operations

During this work you must take account of the relevant worksite operational requirements, procedures and safe working practices AS THEY APPLY TO YOU.

Unit-wide Knowledge

1. Approved procedures and practices in the context of the operations, the work activity
2. Responsibilities under the Health and Safety Statutory Requirements
3. The appropriate sections of the relevant regulations, working practices and procedures
4. How to use 'Safe Systems of Work' processes to identify hazards and mitigate or reduce risks to as low as reasonably practicable (ALARP)

Performance criteria

Prepare For Helicopter Landing

You must be able to:

- P1 ensured that all personal safety equipment is used
- P2 contributed to **operations and conditions**, and updated the HLO at specified times.
- P3 briefed the HLO on the status of equipment in the **helideck area**
- P4 confirmed that Emergency Response equipment is available and appropriately **manned**
- P5 taken prompt corrective action in response to actual or **potential** deviations from plans/**procedures** or **hazardous situations**
- P6 promptly **communicated** corrective action to an **appropriate person**
- P7 worked safely in accordance with operational requirements and associated **Safe Systems of Work**

Unload And Load Baggage, Passengers And Freight

You must be able to:

- P8 off-loaded baggage and **freight** and placed it in an appropriate location
- P9 disembarked passengers and ensured their safe exit from the aircraft and helideck
- P10 prepared the helicopter to receive baggage, passengers and freight
- P11 effectively applied the relevant embarkation procedures
- P12 embarked passengers, stow baggage and loaded freight in accordance with instruction
- P13 taken prompt corrective action in response to actual or **potentially hazardous situations** in accordance with **procedures**
- P14 promptly communicated corrective action to an **appropriate person**
- P15 worked safely in accordance with operational requirements and associated **Safe Systems of Work**

Prepare Freight For Loading

You must be able to:

- P16 safely moved **freight** to the helideck area, and then to the helicopter
- P17 completed **loading preparations** in accordance with specification
- P18 taken prompt corrective action, in response to actual or potentially hazardous situations
- P19 promptly communicated corrective action to an appropriate person
- P20 worked safely in accordance with operational requirements and associated **Safe Systems of Work**

Carry Out Post-Departure Operations

You must be able to:

- P21 secured and stowed **helicopter equipment**
- P22 confirmed that Emergency Response equipment is available and

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- appropriately manned
- P23 **observed helicopter operations**, and taken prompt corrective action in response to actual or potentially hazardous situations
- P24 promptly communicated corrective action to an appropriate person
- P25 worked safely in accordance with operational requirements and associated **Safe Systems of Work**

Knowledge and understanding

You need to know and understand:

Prepare For Helicopter Landing

- K1 uses and limitations of equipment
- K2 duties and tasks allocated
- K3 methods and channels of communication
- K4 the benefits and importance of effective team-working
- K5 the appropriate sections of the relevant regulations, working practices and procedures
- K6 safe working practices
- K7 physical characteristics of helideck and aircraft types
- K8 identification and reporting of defects

Unload And Load Baggage, Passengers And Freight

You need to know and understand:

- K9 actual and potential dangers when transferring to and from the helicopter
- K10 loading arrangements for passengers, baggage, freight
- K11 safe working practices
- K12 correct embarkation procedures for order of loading, wearing of personal protective clothing and correct fitting and security of lifejackets and seat harnesses

Prepare Freight For Loading

You need to know and understand:

- K13 how to identify and deal with Dangerous Goods
- K14 floor loading restrictions
- K15 COSHH regulations
- K16 helicopter types

Carry Out Post-Departure Operations

You need to know and understand:

- K17 uses and limitations of equipment
- K18 duties and tasks to be allocated
- K19 methods and channels of effective communications
- K20 the benefits and importance of effective team-working
- K21 where and how to secure and stow equipment
- K22 safe working practices
- K23 physical characteristics of the helideck and aircraft types
- K24 identification and recording of defects

Additional Information

Scope/range related to performance criteria

The terms used in the scope relate directly to those shown in **bold** in the Performance Statements.

- 1 **Operations and Conditions** must include helicopter landing on deck, vessel or crane movements, weather, deck and airspace is clear
- 2 **Helideck area equipment** must include lights, rescue and firefighting, wind sock, chocks, baggage handling, equipment, helideck life line, portable fire extinguishers, external power supply
- 3 **Manned equipment** must include rescue and fire-fighting, chocks, baggage handling equipment
- 4 **Procedures** may include full equipment confirmation, communication, helideck equipment, advising HLO, confirming helicopter safety, cargo, passenger movement winching, casualty handling, positioning, underslung loads
- 5 **Actual or Potentially Hazardous Situations** may include fuel leaks, oil leaks, fire, smoke, abnormal noise, other abnormalities, weather conditions, rotor hazards, winching and underslung load, static discharge, long items, dangerous goods
- 6 **Methods of Communication** may include personal radio, oral, visual, telephone
- 7 **Appropriate persons** may include HLO, RO, other helideck crew-member, crane operator, helicopter crew
- 8 **Safe Systems of Work** must include processes or systems that incorporate Hazard Identification, Risk Assessment, Permit to Work and any other associated systems
- 9 **Freight** may include large, small, long, heavy, light, bulky
- 10 **Loading Preparations** may include freight, pallets, spreader boards, loading equipment
- 11 **Helicopter Equipment** must include doors, panels, fuel caps
- 12 **Observed Helicopter Operations** must include helicopter on-deck, weather, deck

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