



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
 - HLO Responsibilities
- Duties and Requirements
- Key Terms & Acronyms
- Chain of Command

Common Aircraft

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

Helicopter Safety

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

Firefighting Safety

- Firefighting Procedures

- Firefighting Station Examples
 - Primary, Secondary, etc.

Helicopter Accidents

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

Helicopter Refueling

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

Helicopter Transport

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

Helideck Requirements

- Wind Sock
- Safety Fence/Perimeter Barrier
- Security Tie Downs
- Deck Lighting
 - Obstacle Lighting
 - Landing and Walkway Lighting
- Notice to Airmen (NOTAM) System
- Perforating Gun Operations & Radio Silence



Helicopter Landing Officer (HLO) Course Outline



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)

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