

# Five Steps to a Safe Flight

1. Pilot/Aircraft Data Card - Approved & Current
2. Flight Plan/Flight Following Initiated
3. PPE in Use When Required
4. Pilot Briefed on Mission & Flight Hazards
5. Crew & Passenger Briefing to include:

- Aircraft Hazards
- Seat Belt & Harness
- ELT & Survival Kit
- First Aid Kit
- Gear & Cargo Security  
(Not Under Seats)
- Fire Extinguisher
- Fuel & Electrical Shutoff
- Oxygen Equipment
- Emergency Egress
- Smoking

# Remember!

To report an aircraft accident call:  
***1-888-4MISHAP (1-888-464-7427)***

File a SAFECOM to report any condition, observance, act, maintenance problem, or circumstance which has potential to cause an aviation-related accident.

Anyone can refuse or curtail a flight when an unsafe condition may exist.

Never let undue pressure (expressed or implied) influence your judgment or decisions. **Avoid mistakes, don't hurry!**

# Twelve Standard Aviation Questions That Shout “Watch Out!”

1. Is this flight necessary?
2. Who is in charge?
3. Are all hazards identified and have you made them known?
4. Should you stop the operation on the flight due to change in conditions?  
 Communications    Weather    Confusion  
 Turbulence    Personnel    Conflicting Priorities
5. Is there a better way to do it?
6. Are you driven by an overwhelming sense of urgency?

7. Can you justify your actions?
8. Are there other aircraft in the area?
9. Do you have an escape route?
10. Are any rules being broken?
11. Are communications getting tense?
12. Are you deviating from the assigned operations of the flight?

Anyone can refuse or curtail a flight when an unsafe condition may exist. Never let undue pressure (expressed or implied) influence your judgment or decisions. Avoid mistakes, don't hurry!

# **SIX STEP Egress Procedures**

- 1. Survivor**
- 2. Unplug**
- 3. Open Door: Brace**
- 4. Wait for violent motion to stop: Sit Up**
- 5. Clear exit: Reference Point**
- 6. Release seat belt: Exit**

*“If you see something, say something”*

# **Flight Preparation**

**Is a flight plan in place?**

**Have you received a mission and aircraft briefing?**

**Do you know the location of the aviation life support equipment? How would you get to it?**

**Are you prepared for extreme weather conditions?**

**Are survival items accessible on your person?**

**Have you planned your primary and secondary egress routes?**

**Are you proficient at opening the door and releasing your seat belt?**



# Aviation Operations Checklist

**IF YOU ANSWER NO TO ANY OF THE FOLLOWING, STOP, RE-EVALUATE**

## Pre-Operation Planning

### Project Aviation Manager and Flight or Helicopter Manager

- Yes **Approved/Signed/Current** Aviation Management Plan?
- Yes **Approved/Signed/Current** Project Aviation Safety Plan (PASP)?
- Yes Operational Risk Assessment completed?
- Yes Flight hazard map reviewed and flight hazards identified?
- Yes **Approved/Signed/Current** Mishap Response Plan?

#### Management Approval:

- Yes Acceptable risk?
- Yes Pilot/crewmembers in compliance with training requirements?
- Yes Aviation Life Support Equipment (ALSE)?

## Operation Briefing and Preflight Plan

### Flight or Helicopter Manager and Pilot/Flight Crew

- Confirm all personnel have introduced themselves by name, qualification and role.
- Confirm all mission objectives, strategies and tactics clear.

#### Is the Weather Forecast Within Limits:

- Yes Winds?
- Yes Visibility within minimums?
- No Icing conditions possible?  Mitigations and equipment planned.

#### Essential Considerations to Manager:

- Yes Aircraft/Pilot approved for each special use mission and current?
- Yes Pilot and crew flight time/duty day requirements within limits?
- Yes Pilot briefed on mission and inherent hazards?
- Yes Performance Planning Complete?

## Operation Briefing and Preflight Plan (continued)

### Essential Considerations To Pilot:

<input type="checkbox"/> Yes	Preflight responsibilities fulfilled?
<input type="checkbox"/> Yes	Flight Following procedures established?
<input type="checkbox"/> Yes	Load calculation/weight and balance calculation completed?
<input type="checkbox"/> Yes	Frequencies obtained?
<input type="checkbox"/> Yes	Flight plan filed?
<input type="checkbox"/> Yes	Pilot expectations communicated?

### All Personnel Review Including Pilot:

<input type="checkbox"/> Yes	Project Aviation Safety Plan (PASP)?
<input type="checkbox"/> Yes	Flight Hazard Map?
<input type="checkbox"/> Yes	Operational Risk Assessment?
<input type="checkbox"/> Yes	Mishap Response Plan?

### Passengers and Cargo:

<input type="checkbox"/> Yes	Hazardous materials properly planned for?	<input type="checkbox"/> N/A
<input type="checkbox"/> Yes	Safety briefing conducted for all passengers?	
<input type="checkbox"/> Yes	Passenger and cargo manifest completed?	
<input type="checkbox"/>	Confirm all users aware that anyone may terminate a flight if an unsafe condition is perceived to exist.	

***IF YOU SEE SOMETHING SAY SOMETHING***

## During Operation

### All Personnel

#### Essential In-Flight Discipline For All Personnel:

<input type="checkbox"/> Yes	Flight Following procedures being conducted?	
<input type="checkbox"/> Yes	PPE and ALSE being utilized and available?	
<input type="checkbox"/> Yes	Flight hazard map being utilized?	
<input type="checkbox"/> Yes	High reconnaissance flight to identify wires/obstacles that are on the flight hazard map.	<input type="checkbox"/> N/A

***IF YOU ANSWERED NO TO ANY OF THE ABOVE, STOP, RE-EVALUATE***



# HELICOPTER PASSENGER BRIEFING

Pilot or designated Helitack must brief all passengers prior to flight

**1. Personal Protective Equipment:** (See IHOG Chart 9-1 for requirements)

- Nomex Clothing (long-sleeved shirt & pants, or flight suit)
- Approved Helicopter Flight Helmet, or (for fire crew transport only, per IHOG chart 9-1) hardhat
- All-Leather Boots
- Hearing Protection
- Nomex and/or Leather Gloves
- Survival Equipment as applicable (PFD, etc.)

**2. NO Smoking:** In or around aircraft

**3. Approach and departure:**

- Stay clear of landing area during approach/departure
- Always approach/depart from the down slope (lower) side as directed by Pilot/Helitack
- Approach/depart helicopter in a crouch position, do not run
- Keep in pilot's view at all times
- Do not reach up or chase after loose objects
- Never go near the tail of the helicopter

**4. Tools and Equipment:**

- Secure light/loose items awaiting transport
- Assign personnel for carrying tools/equipment to/from helicopter
- Carry tools/long objects parallel to the ground, never on shoulder
- All tools and equipment loaded/unloaded by qualified personnel
- Portable Radios turned off
- Never go near the tail of the helicopter

**5. Helicopter Doors:** Location and how to operate

# HELICOPTER PASSENGER BRIEFING (Continued)

## 6. In-Flight Discipline:

- Follow pilot instructions
- Loose items inside of aircraft secured and manageable
- All baggage secured in aircraft or cargo compartment
- No movement inside aircraft once seated
- Never throw any object from the helicopter
- Keep clear of the flight controls at all times
- Unbuckle only when directed to do so by Pilot or Helitack
- Wait for Helitack personnel to open/close doors
- Know location of first aid kit, survival kit, fire extinguisher, ELT (Emergency Locator Transmitter) fuel and battery shut-off switch location and operation, radio operation

## 7. In-Flight Emergency Procedures

- **Emergency Exits:** Location and how to operate
- Follow instructions of Pilot/Helitack personnel
- Snug seat belt and shoulder harness; secure gear
- **Emergency Seating Position WITH SHOULDER HARNESS (four point OR single diagonal strap):** sit in full upright position with head and back pressed against seat and use arms to brace in position. If time permits and so equipped, lock the inertial reel
- **Emergency Seating Position WITH LAP BELT ONLY:** bend over as far as possible and wrap your arms around your legs
- Move clear of the aircraft only after rotor blades stop or when instructed by the pilot or helicopter crew
- Assist injured personnel
- Assess situation, remove first aid kit, survival kit, radio, ELT and fire extinguisher. Render first aid. Attempt to establish contact