



## Procedure for the shipment of Dangerous Goods from Offshore Installations & Vessels to Onshore by Helicopter

### Introduction

Dangerous Goods are articles or substances, which are capable of posing a risk to health, safety, property or the environment. They can be safely transported by helicopter providing certain principles are strictly followed. The procedures detailed below aim to set out the requirements to achieve this.

Please note however that whilst the legislation governing the carriage of Dangerous Goods is laid down in the “ICAO Technical Instructions for the Carriage of Dangerous Goods by Air” it is recognised that the great majority of shippers use the “IATA Dangerous Goods Regulations” as their working document; for this reason the procedures detailed below refer only to the Dangerous Goods Regulations (DGR’s). The DGR’s contain all the requirements of the Technical Instructions and also include additional requirements, which may be more restrictive than the Technical Instructions or reflect industry standard practices.

For all helicopter operations in support of the Oil & Gas industry on the UKCS, the shipment of all Dangerous Goods by Air is carried on a **Prior Permission Only** basis.

### Documentation required

The following books and documentation are required:

- Up-to-date copy of IATA Dangerous Goods Regulations
- Copies of the Shippers Declaration.
- Copies of the checklists for both non-radioactive & radioactive shipments
- Copies of the Notification to Captains (NOTOC)
- Additional Dangerous Goods labels.

In addition to the above, the installation should make provision, in the appropriate procedures manual, for:

- The storage & security of packages, prior to loading/after unloading, from the helicopter.
- The emergency response steps required in the event of a damaged or leaking package being discovered.
- Retention of the paperwork as per DGR 9.8



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### Division of Responsibilities & Training required

The legislation governing the carriage of Dangerous Goods by Air requires that all staff involved with this process, be properly trained. DGR Table 1.5.A details the training required according to the specific duties of the staff involved. Onshore, the shipper delivers his consignment to the airline operator, who double checks (using an appropriate checklist) that the article has been properly packaged; all the requirements of the DGRs have been complied with and the package is in all respects fit to fly. Offshore, 'best practise' suggests that wherever possible, this procedure should be followed to avoid undeclared or mis-declared dangerous goods being loaded on the helicopter. There are 3 main areas that need to be addressed in the offshore environment. These are:

- **The Shipper's duties.** Who is the Shipper and is he/she qualified to pack the shipment and sign the declaration?
- **The Acceptance staff.** Who is accepting the package for carriage on behalf of the helicopter operator and is he/she qualified to sign the checklist?
- **The Loading staff.** Who will be loading the shipment onto the helicopter and is he/she qualified to sign the NOTOC.

Due to the limitations on manpower offshore, the same person may carry out some, or all of these functions. Consequently there is a greater risk of undeclared or mis-declared dangerous goods packages being loaded on the helicopter. Therefore, **for the purposes of these procedures only**, the responsibilities of the offshore staff are broken down as follows:

- **The SHIPPER and ACCEPTANCE STAFF** is regarded as the Store man, Materials Coordinator or other nominated person, for packing and presenting the package for transport and signing the shipper's declaration and the check list on behalf of the helicopter operator.
- The **LOADING Staff** are deemed to be the HLO and Helideck crew.

The minimum training requirements will be as follows:

- **SHIPPERS / ACCEPTANCE STAFF** (Storemen/Materials Controllers etc): Shall undergo 'Full' Dangerous Goods Training as detailed in DGR Table 1.5A for Shippers and Acceptance staff. Such training shall be conducted at a CAA approved Dangerous Goods Training School and will include certification that the student has passed an examination to assess his/her level of knowledge in the subject. He/She will hold ultimate responsibility for ensuring that all packages for shipment by air are packed, marked and labelled i.a.w the DGRs. He/she will be available to advise the helideck crew as required.
- **LOADERS** (HLOs and Helideck Crews): Shall undergo 'awareness' training appropriate to the 'Loading' of said packages in an offshore helicopter. Such training will include an element of Emergency Response to equip helideck crews with sufficient knowledge to deal with damaged or leaking packages found, either in the helicopter hold, or prior to loading.



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Wherever possible at least one member of the team will be trained to “check” the packages and the shipper’s declaration, using an approved checklist to ensure as closely as possible that they comply with the requirements. This is to comply with the best practise culture mentioned earlier.

*Note columns 7 & 8 of Table 1.5.A, which requires that, staff accepting cargo **other than Dangerous Goods** and those handling, storing and loading of cargo and baggage; also require training to be able to recognise dangerous goods packages. Thus all offshore helideck crews require training regardless of whether their installation intends to ship dangerous goods by air or not.*

### Facilities Required

It is not acceptable to leave dangerous goods packages on the helideck or on access routes to/from the helideck where they could contribute to any incident on the helideck; present a tripping hazard on access stairs or be exposed to damage by the weather. Therefore provision should be made for the ‘**temporary storage**’ of all dangerous goods packages prior to loading and after unloading from helicopters. Where temporary storage is not provided arrangements should be made for the immediate removal of dangerous goods packages from the helideck area.

In addition, a ‘**spill kit**’ is to be made available to HLO’s to deal with the unlikely event of a damaged and leaking package being discovered either on the helicopter or immediately before loading.

### Procedure for shipping Dangerous Goods

1. The shipment should be packaged and documented in the normal way in accordance with the IATA Dangerous Goods Regulations.
2. Notification of intention to ship dangerous goods must be faxed or e-mailed to the helicopter operator. The notification must include:
  - The Proper Shipping name of the dangerous goods
  - The UN Number
  - The Packing Group
  - The net quantity
  - The gross weight and dimensions of the package.

*(Faxing or e-mailing the shippers declaration is a simple and effective means of achieving this)*

The helicopter operator will acknowledge receipt of this notification. This acknowledgement does NOT constitute ACCEPTANCE of the Dangerous Goods, but merely indicates that appropriate staff will be ready to receive the goods on arrival at the heliport.

3. The package and documentation should then be checked for accuracy using the appropriate checklist. Ideally, a member of the helideck crew who has been appropriately trained in this



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function will do this. However, in extremis; the Stores person/Shipper may do it. On completion, the acceptance checklist must be signed on behalf of the helicopter operator and a copy of the training certificate of the signatory attached.

4. Upon satisfactory completion of the checklist the package should be stored prior to loading and 2 copies of the Notification to Captain (NOTOC) prepared, but not signed. *Note: The NOTOC requires the exact loading position to be detailed therefore it may not be possible to complete this until after loading.*
5. On arrival of the helicopter and immediately before loading, the package should be visually inspected for signs of damage and leaking. If any such signs are found, the package must not be loaded.
6. The stowage location for the Dangerous Goods should be agreed with the aircraft commander. The package can then be loaded.  
*Note: where more than one dangerous goods package is involved, consideration must be given to the segregation of incompatible dangerous goods i.a.w DGR Table 9.3A.*
7. Note the stowage position of the dangerous goods on the NOTOC. The HLO or other trained member of the deck crew should sign the NOTOC.
8. The following paperwork should then be presented to the pilot.
  - 2 copies of the Shippers Declaration
  - 1 copy of the completed checklist
  - 2 copies of the signed NOTOC
  - A copy of the Dangerous Goods Certificate for the person signing the Checklist.
9. The pilot will sign both copies of the NOTOC and retain 1 copy. The HLO will keep the other copy, to be retained on the installation.
10. On departure of the helicopter, **all** stations en route and the final destination must be notified that there are Dangerous Goods onboard. This will be done by either faxing or e-mailing the NOTOC to all destinations. *Note: an e-mail containing all the relevant details found on the NOTOC will also suffice.*



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### **Retention of Paperwork**

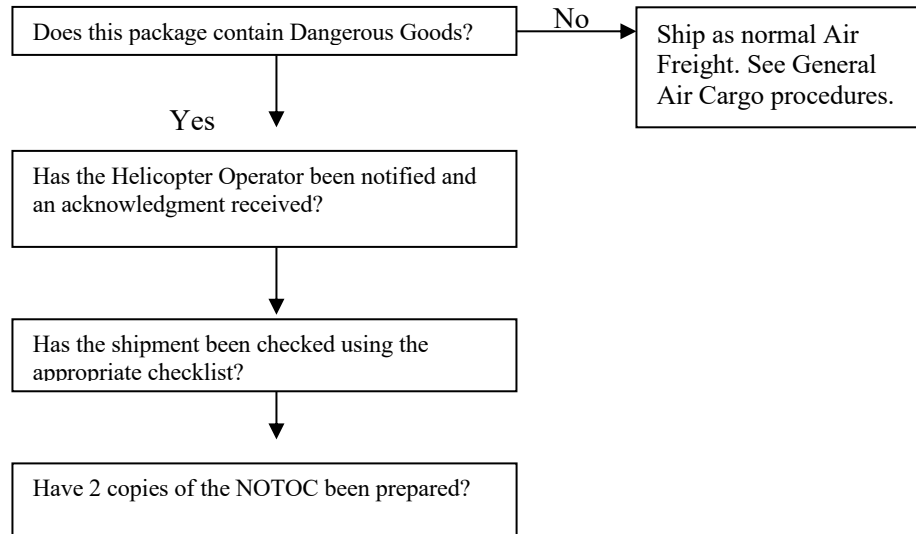
DGR 9.8 requires that all paperwork be retained for a minimum period of 3 months. As a minimum the following documentation will be retained:

- 1 copy of the Shippers Declaration
- 1 copy of the signed Checklist
- 1 copy of the NOTOC signed by both HLO (or other trained person) and Pilot.



## Procedure for the shipment of Dangerous Goods from Offshore Installations & Vessels to Onshore by Helicopter

### Dangerous Goods by Air Shipping Procedure:



### On Arrival of Helicopter:

