

Americas-Air Transport

HUET Roles and Responsibilities	Mandatory
Owner: Steve Simpson	Restricted
	Revision 3.0 8 Aug 2022

Role	Responsibilities
Offshore Location Supervisor	<p>Ensure all individuals flying to or from a location under Supervisor's control comply with the HUET Compliance procedure.</p> <p>Designate a responsible individual to verify compliance with the requirements of this Standard for daily flight operations.</p>
Logistics Coordinators (or appropriate individual initiating flight reservation process)	<p>For Land-based Flight Departures</p> <p>Verify compliance with regional HUET requirements for each scheduled passenger using flight reservation system data or visual confirmation of HUET completion documentation during flight check-in process.</p> <p>If passengers have not completed HUET with CA-EBS or training has expired <u>or will expire prior to the end of his or her hitch and subsequent return flight</u>, verify prior to day of flight, when possible, if passengers will complete the required HUET training prior to flight.</p> <p>If compliance cannot be verified or passengers are unable to complete HUET prior to flight:</p> <ul style="list-style-type: none"> Identify a replacement or Initiate a Time Critical Temporary Passenger Variance request. <p>Ensure land-based Dispatcher has received an approved variance prior to flight check-in.</p>
	<p>For Offshore Flight Departures</p> <p>In the event subject passenger did not arrive at offshore location via helicopter, verify compliance with regional HUET requirements using flight reservation system data or visual confirmation of HUET completion documentation during the flight check-in process. For passengers who require a variance but did not receive one for outbound travel, initiate the Time Critical Temporary Passenger Variance process.</p> <p>Ensure land-based Dispatcher has received an approved single round-trip variance prior to final flight manifesting.</p> <p>Comply with additional requirements for passengers with HUET variances.</p>
	<p>Aviation Dispatcher at Land-Based Heliports/ Pilot</p> <p>Verify passenger HUET data is either in compliance with applicable regional Standard or approved variance.</p> <p>If no compliance or variance, contact flight reservation personnel and advise of requirement for variance before manifesting passenger for flight.</p> <p>Comply with additional requirements for passengers with HUET variances.</p>

Role	Responsibilities
Regional Logistics Manager	<p>Monitor single round-trip HUET variances.</p> <p>Notify appropriate management of repeat variances.</p>
Local Aviation Contract Manager	<p>Ensure that approved single round-trip HUET variances are being completed properly and in possession of Dispatcher prior to flight by untrained personnel.</p> <p>Ensure process is in place to update HUET completion data obtained during flight manifesting process in the appropriate regional flight reservation system or HUET tracking system.</p> <p>Ensure that approved copies of single round-trip variances are kept on file for three (3) years.</p>
Contractor Safety Management Process Team	<p>Post Standard defining HUET requirements on the Shell Contractor Resource Website.</p> <p>Post listing of accepted HUET providers on the Shell Contractor Resource Website.</p>