



Americas-Air Transport

Safe Practices for Aviation Operations

OPS0081 Rev 12.0 / July 1, 2024



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1. INTRODUCTION

1.1. Purpose and Scope

This document standardizes management and execution of Americas-Air Transport activity in accordance with the Shell Performance Framework requirements and the Shell Transport Safety Standard – Air Transport.

This document is intended to implement effective controls and manage the hazards and risks associated with Air Transport operations. It also provides additional material complementary to the mandatory requirements specified in the Americas-Air Transport core content.

Variances to the operating procedures outlined in this document can only be authorized by the Head of Aircraft Services, Americas (or delegate).

1.2. Applicability

This document applies to all Americas-Air Transport activities, aircraft, helidecks, facilities, and associated personnel.

Air Transport activities covered include, but are not limited to, the following:

- planning and execution of onshore flights,
- planning and execution of offshore flights,
- air transportation of personnel and cargo,
- aviation logistics operations,
- offshore helideck operations to include vessels and other transient helidecks,
- onshore aerodromes and helipads,
- remotely piloted aircraft systems (RPAS) operations,
- the interface between aircraft performing covered activities and the facilities supported,
- search and rescue (SAR) and medical evacuation (MEDEVAC) operations.

Personnel who operate, contract, own, or request use of an aircraft must understand and comply with the requirements stated in this document.

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1.3. Regulatory Compliance Requirements

All Air Transport activities must comply with the respective National Aviation Authority (NAA) regulations.

1.4. Implementation and Document Maintenance

This document can be found internally in the Shell DW-GOM Controlling Documents SharePoint Site.

OPS0081 and other Shell internal Air Transport standards are available to Shell contractors externally via the ShellContractor.com website.

2. OPERATIONAL RISK MANAGEMENT

2.1. Stop Work Authority

All personnel have the authority and the responsibility to Stop Work to resolve safety or operational concerns, hazards, or confusion.

Use of Stop Work Authority must be reported immediately to the supervisor.

All parties will discuss safety matters without fear of recrimination or adverse repercussions.

2.2. Risk Management, Assessments, and Mitigation

Where there is a requirement that a Risk Assessment is needed prior to starting a task or job, it may be described as either formal or informal.

In conjunction with each risk assessment, participants in any tasks will identify mitigation steps and implement identified risk-mitigation measures.

Company procedures for risk assessment should be followed.

Risk assessments should identify the following at a minimum:

- All hazards associated with the proposed operation.

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- The probability of a hazard causing harm to personnel, assets, or environment.
- The likely extent of the harm that may be caused.
- Mitigation measures.
- Assessment of the residual risk.

Included with each risk assessment, whether formal or informal, is a requirement for risk mitigation. It is not enough to identify risks; risk assessments must also identify steps to mitigate or reduce those risks to an acceptable level.

The purpose of a risk assessment is to identify and mitigate risks to an acceptable level that is often referred to as "As Low as Reasonably Practicable (ALARP)."

Reducing risks to ALARP means reducing them to the point at which the cost (in time, money, and effort) of further Risk reduction is grossly disproportionate to the Risk reduction achieved.

Shell manages HSSE risks to a level that is ALARP.

3. SAFETY REPORTING

Unsafe Acts, Unsafe Conditions, Near Misses, and Incidents are to be entered into Shell's health, safety, security, and environment (HSSE) reporting tool, Sphera. Details of the event are to be discussed with the responsible business unit Air Transport Technical Authority, Aviation Advisor, or Aviation Focal Point to the maximum extent practicable to identify the root cause and causal factors in order to prevent a future occurrence.

The Pilot-in-Command has final authority and responsibility for the operation and safety of the flight. Pilots who are subject to undue pressure to act in conflict with regulations, company requirements, standard operating procedures, and/or their professional judgment shall refuse and immediately report this through their organization.

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4. PASSENGER TRAINING – HELICOPTER UNDERWATER ESCAPE TRAINING (HUET)

4.1. Helicopter Passengers

HUET with Compressed Air - Emergency Breathing System (CA-EBS) is required for all passengers including visitors flying on Shell-contracted helicopters to all offshore locations. Passengers shall complete an accepted OPITO Course (BOSIET w/ CA-EBS, T-BOSIET w/ CA-EBS, FOET w/ CA-EBS, T-HUET w/ CA-EBS, etc.) regardless of the number of trips taken offshore per year. In accordance with OPITO standards, the refresher training requirement is every four (4) years. Shell employees, core contractors and contractors/subcontractors working under Shell contract flying offshore on non-Shell contracted helicopter flights inside or outside of the Americas operating areas shall also be HUET w/ CA-EBS qualified prior to any flight.

4.2. Fixed Wing Aircraft Passengers

HUET is not required for all fixed wing offshore operations. Businesses conducting offshore fixed wing flights shall conduct a hazard analysis to determine if HUET is required as a recovery measure in case of ditching. Businesses not requiring HUET while conducting fixed wing offshore flights shall also consider training in water survival, life raft orientation, life jacket use, and (where appropriate) exposure suit operation. Orientation training for crash brace positions, aircraft evacuation, life jacket and life raft use, and (where appropriate) exposure suit operation is required prior to fixed wing offshore flights and may be provided by the Aircraft Operator at the operating site.

4.3. HUET with CA-EBS Training Provision

HUET w/ CA-EBS shall be delivered by an OPITO-certified training provider. OPITO-certified training providers are identified at the OPITO website: www.opito.com/training-providers.

OPITO approved CA-EBS Initial Deployment Training (course code: 5902/dry training) is an initial deployment standard only. The intent of this course was to enable ease of initial deployment to get individuals into the OPITO HUET with CA-EBS training framework. This training is considered an interim risk mitigation measure and will only be accepted until an individual's current OPITO HUET certificate expires. Thereafter, an OPITO approved HUET course with CA-EBS shall be required (e.g. BOSIET w/ CA-EBS, T-BOSIET w/ CA-EBS, FOET w/ CA-EBS, T-HUET w/ CA-EBS, etc.).

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4.4. Americas-Air Transport HUET Compliance Procedure

Additional information on HUET requirements to include Untrained Passenger requirements and Variance approval procedures can be found in the current version of the Americas-Air Transport HUET Compliance Procedure.

5. NEW PASSENGER REGISTRATION

New passengers are required to complete a new passenger account request form that includes copies of their government issued identification card and training completion certificates that are required prior to offshore travel (e.g. HUET with CA-EBS). This information will be entered into the respective business unit's flight management system (e.g. Helipass, Star, Vantage, etc.) and will be used to make flight reservations and complete flight manifests. Request forms will not be accepted from any individual other than the Logistics Coordinator, Shell employee, or contractor requesting a passenger profile be entered into the system.

United States (Gulf of Mexico)	All new passenger accounts will be entered into the Helipass flight management system. All passenger account requests require the completion of a "New Pax Account Request Form". Logistics Coordinators and/or Dispatchers will provide the new passenger with the latest revision of the request form. The Logistics Coordinator, Shell employee, or contractor requesting a passenger profile shall complete the New Pax Account Request Form and email it to the following address: NewPaxForm@shell.com
Brazil	All new passenger accounts will be entered into the Star logistics management system. Logistics Coordinators and/or Dispatchers will provide the new passenger with the latest new passenger request form.
Trinidad & Tobago	All new passenger accounts will be entered into the Vantage logistics management system. Logistics Coordinators and/or Dispatchers will provide the new passenger with the latest new passenger request form.

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6. FITNESS TO WORK AND FITNESS TO FLY

6.1. Fitness to Work

Passengers shall meet the respective Shell business unit Fitness to Work requirements prior to travel.

6.2. Fitness to Fly

Passengers assessed as potentially not meeting Fitness to Fly requirements shall notify the offshore facility leadership, offshore medic, or the appropriate Shell line manager as soon as possible. Fitness to Fly will then be assessed per medical protocols and with consultation between the responsible business unit Air Transport Technical Authority, Aviation Advisor, or Aviation Focal Point and the Aircraft Operator. If the passenger is deemed unfit for routine travel by air, then alternative transportation will be arranged as needed.

When assessing Fitness to Fly for offshore passengers, consideration shall be given to the passenger's ability to safely egress from the aircraft by executing helicopter underwater escape techniques and water survival skills in the unlikely event of an aircraft ditching.

Passengers shall be able to easily buckle and unbuckle their seatbelt/four-point harness.

Passengers shall not exceed size and/or weight limitations that are listed in the aircraft flight manual (e.g. emergency exit windows, air stair door, doorstep, etc.).

When assessing Fitness to Fly, compliance with laws that regulate the privacy and security of medical information is required (e.g. U.S. Health Insurance Portability and Accountability Act / HIPAA).

The Dispatcher and Pilot-in-Command have full authority to refuse transport to anyone not seeming able to self-egress from an aircraft in case of an emergency, is not compliant with the Aircraft Operator's medical protocol for flight on a regular passenger transport aircraft, or is acting abnormally or irrationally, as if under the influence of drugs, alcohol, etc., or appears to be in an altered state of mind.

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7. PASSENGER CHECK-IN

7.1. Report Time and Check-in

Report time and check-in is no later than 1 hour 15 minutes prior to the scheduled flight departure. Arrival 90 minutes prior to the scheduled departure is preferred to avoid excessive waiting time and flight departure delays.

United States (SPLC)	Report time and check-in is no later than 0530 for flights scheduled to depart at 0700. Report time for all other flight departure times is no later than 0600.
Brazil	Report time and check-in is no later than 1 hour 30 minutes prior to the scheduled flight departure.
Trinidad & Tobago	Report time and check-in is no later than 1 hour prior to the scheduled flight departure.

7.2. Arriving Late

Passengers arriving late are not guaranteed a seat on the aircraft. The priority is executing the daily flight schedule to meet overall Air Transport requirements.

7.3. Passenger Identification

Passengers shall have a current government picture identification (ID) to check-in and board their flight. Paper copies and digital IDs, including mobile driver's licenses, are not an accepted form of ID.

United States Canada	Acceptable IDs include: <ul style="list-style-type: none">• Government issued passport• U.S. passport card• Department of Homeland Security (DHS) "Trusted Traveler" cards (Global Entry, NEXUS, Senti, FAST)• U.S. Military ID• Permanent Resident Card
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	<ul style="list-style-type: none"> • Border Crossing Card • DHS-designated enhanced driver's license • Driver's license or other state photo ID card issued by the Department of Motor Vehicles or equivalent. Digital IDs are not accepted (e.g. "LA Wallet"). • Native American Tribal Photo ID • Airline or airport-issued ID (if issued under a Transportation Security Agency [TSA] approved security plan) • Foreign government-issued passport (non-U.S. citizens with U.S. documents such as Permanent Resident Cards may carry these instead of passports.) • Canadian provincial driver's license or Indian and Northern Affairs Canada (INAC) card • Transportation Worker Identification Credential (TWIC)
Brazil	Acceptable IDs include: <ul style="list-style-type: none"> • Brazilian passport • Brazilian Identity Card • Foreign government-issued passport (shall include an adequate Visa for offshore work)
Trinidad & Tobago	Acceptable IDs include: <ul style="list-style-type: none"> • Trinidad & Tobago passport • Trinidad & Tobago government ID • Trinidad & Tobago Driver's Permit • Foreign government-issued passport or official government ID (must include photo)

7.4. Safety, Medical, and Currency Requirements

Passengers shall be screened during the check-in process to ensure they meet all required safety and training currency requirements (e.g. Helicopter Underwater Escape Training/HUET).

7.5. Disruptive Behavior

Personnel who are disruptive, combative, and/or abusive towards others shall be reported to facility management. Disruptive passengers shall be denied aircraft boarding. Dispatchers, Aircraft Operator management, or facility management shall immediately inform Shell leadership at the intended destination of the facts and circumstances surrounding the denied aircraft boarding. Details of the

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event are also to be discussed with the responsible business unit Air Transport Technical Authority, Aviation Advisor, or Aviation Focal Point as soon as practicable.

8. SHELL NO FLY/NO ACCESS LIST

8.1. Placement on the No Fly/No Access List

Individuals may be placed on the Shell No Fly/No Access List due to violations of workplace health, safety, and security policies. Business leaders may request that individuals be placed on the No Fly/No Access List by sending a request to the responsible business unit Air Transport Technical Authority and Human Resources representative with the following information:

- Subject: "CONFIDENTIAL - Request for Placement on the Shell No Fly/No Access List"
- Last Name, First Name, Middle Initial
- Company Name
- Date of Incident(s)
- Supervisor/Line Manager's Name
- Summary of the reason for the individual to be placed on the Shell No Fly/No Access List

8.2. Removal from the No Fly/No Access List

An individual may only be considered for removal from the Shell No Fly/No Access List after the completion of a documented investigation into the facts and circumstances surrounding the incident that resulted in the passenger being placed on the list.

After consulting with Shell Human Resources, Shell Corporate Security, and Shell Legal, the decision to remove an individual from the No Fly/No Access List shall be made by the responsible Shell business leader (Asset Manager/General Manager level or above) with concurrence from the senior Shell business leader who is overall accountable for Air Transport risk.

Generally, it is recommended that individuals placed on the No Fly/No Access List remain. This is to ensure consistent and equal application of company policies and to reduce the risk of exposure to a legal claim for unequal treatment.

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However, it is understood that all cases are different and that the facts and circumstances of the case should be reviewed in their entirety and be provided to the business leaders involved in the decision-making process.

The decision to remove an individual from the No Fly/No Access List will be made by the responsible Shell business leader with written concurrence from the senior Shell business leader who is overall accountable for Air Transport risk (typically the Business Unit SVP). The formal approval and concurrence documentation will then be forwarded to the responsible business unit Air Transport Technical Authority and Human Resources representative for appropriate action that results in removal of the individual from the No Fly/No Access List.

9. SECURITY SCREENING AND PROHIBITED ITEMS SEARCH

After check-in and prior to boarding, passengers' name(s) shall be confirmed against the passenger manifest with the acceptable photo identification. Positive control of the passengers shall be maintained after this check.

If for some reason positive control is not maintained, the identification check must be reconfirmed prior to boarding.

Local security screening procedures shall be fit for purpose and in place to identify prohibited items inclusive of Hazardous Materials (Dangerous Goods) on the passenger's person or in baggage/cargo before boarding a flight.

The use of security screening equipment for passengers and personal baggage (e.g. walk-through metal detectors, hand wands, and X-ray equipment) shall be appropriate to the security risk assessment.

Manual baggage screenings that require the overt display and/or removal of contents shall be conducted outside the direct view of other passengers and non-essential personnel to the maximum extent practicable. Passenger consent will be given prior to initiating a manual baggage screening. The manual screening shall be conducted in full view of the passenger and to the maximum extent practicable, one witness.

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Passengers who refuse to complete a security screening and prohibited items search shall be denied transport by air.

Canada (Onshore)	Security screening procedures shall be fit for purpose. The Aircraft Operator will implement random bag screenings and searches as required to meet safety of flight requirements. The senior passenger on the flight (by-role and responsibilities) will be responsible for coordinating and assisting the Aircraft Operator as necessary.
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10. PROHIBITED ITEMS

The items listed below are either prohibited or require special handling. Additional national and local regulations may apply. When in doubt, declare the items during check-in.

- Illegal drugs and/or drug-related paraphernalia
- Unidentifiable drugs or substances
- Prescription medications in another person's name
- Prescription medications without a valid prescription
- Expired medications
- Medications in pill planners or a different bottle (not the original bottle/package)
- Vitamins in pill planners or a different bottle (not the original bottle/package)
- Banned substances, to include, but not limited to:
 - Kratom and Tianeptine
- Explosive devices, explosive device materials, or fireworks
- Weapons
- Alcohol
- Ammunition

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- Beverages/Liquids (except non-hazardous medicinal or small toiletry articles)
- Pornographic material
- Cigarette lighters
- E-Cigarette Fluid (if not sealed or in original packaging)
- Batteries (FAA restrictions on types and quantities)
- Other items as determined by the business unit that could be deemed inappropriate for travel offshore
- See the amplifying information in the sections below

Trinidad & Tobago	<p>In addition to the prohibited items listed above, the following are normally prohibited offshore and shall not be carried by passengers on offshore flights unless specific approval has been granted:</p> <ul style="list-style-type: none"> • Cigarettes (Production facilities) <p>Note: Cigarettes are only authorized for passengers traveling to drill ships that authorize smoking aboard the facility. Contact the Logistics Coordinator prior to offshore travel to confirm the destination facility's policy on cigarettes.</p>
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11. ALCOHOL, DRUGS, AND ILLICIT SUBSTANCES

11.1. Passengers Under the Influence

Personnel under the influence of alcohol or non-prescription drugs are prohibited from boarding any aircraft. Check-in and security staff trained to recognize the signs of substance abuse shall alert facility management for appropriate action to remove the passenger from the flight. Facility management shall immediately inform Shell leadership at the intended destination of the facts and circumstances surrounding the denied aircraft boarding. Details of the event are also to be discussed with the responsible business unit Air Transport Technical Authority, Aviation Advisor, or Aviation Focal Point as soon as practicable.

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11.2. Possession or Transport

Possession or transport of illegal drugs, drug paraphernalia, otherwise legal but illicitly used substances, prescribed or over-the-counter drugs not used for their authorized purpose, and alcoholic beverages are prohibited. Passengers identified with these substances will be referred to the responsible Shell business unit leadership for appropriate disciplinary action, up to and including discharge and possible referral to law enforcement agencies.

11.3. Prescription Drugs

Prescription drugs may be carried in passenger baggage. However, passengers shall have proof of a valid prescription. Prescription medicine must be in its original packaging, with the original label including the passenger's name and, in a quantity congruent with the scheduled period offshore. When a passenger has a pre-existing medical condition where emergency medication may be needed at any time during flight (e.g. heart condition, asthma, etc.), the passenger with the medical condition is allowed to carry the emergency medication onto the helicopter in the cabin to the extent it can be adequately secured on their person.

11.4. Drug and Illicit Substance Testing and Detection

Random drug and illicit substance testing, and detection is authorized in accordance with Shell Human Resources and Substance Abuse Policies. The responsible Shell business unit Human Resources representative shall coordinate random testing and detection activities in advance with the responsible business unit Air Transport Technical Authority, Aviation Advisor, or Aviation Focal Point. The responsible business unit Air Transport Technical Authority, Aviation Advisor, or Aviation Focal Point will then coordinate the planned activities with the Aircraft Operator and/or facility leadership to confirm supportability.

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12. WEAPONS

Weapons are prohibited.

A “weapon” is considered to be an object or item principally designed to cause bodily injury, or that by design, manufacture, or use can cause bodily harm, regardless of whether possession of the item is legal or illegal.

Examples of weapons include, but are not limited to, the following:

- Firearms, or any portion clearly identified as a section or component of a firearm
- Explosives, or any portion clearly identified as a section or component of an explosive implement
- Tear Gas/CS Gas
- Mace
- Pepper Spray
- Tasers
- Clubs
- Martial arts items
- Cutting/chopping tools
- Knives
 - An exception is knives or tools of the trade (e.g. chefs and divers), in which case they shall be declared at check in and stored in checked baggage in a manner whereby the blade is sheathed or securely wrapped and protected to prevent injury to baggage handlers and inspectors. Prior coordination and approval are required.

Prompt and accurate reporting of all violations of the weapons policy as well as all threats of violence and all violent incidents with a weapon is required.

On those rare occasions when the transport of a weapon via personal carry or checked baggage is required to support unique Shell safety, security, and/or other business unit requirements (e.g. law

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enforcement, bear spray, etc.), approval may be granted on a case-by-case basis by the responsible business unit Air Transport Technical Authority (TA1/TA2).

If an unapproved firearm is identified during the passenger security and screening process, the following actions shall be taken:

1. The passenger will be removed from the flight
2. Law enforcement will be notified (as required)
 - e.g. to make a firearm safe and/or escort the passenger off the premises
3. Shell business unit leadership will be notified (e.g. Logistics Coordinator, Line Manager, OIM)
 - Shell business unit leadership will notify Shell Human Resources
4. Shell Air Transport Assurance will be notified
5. For firearms, the passenger will be placed on the Shell No Fly / No Access List

13. ELECTRONIC CIGARETTES (E-CIGARETTES)

E-cigarettes are prohibited in checked baggage. The carriage of e-cigarettes in the aircraft baggage compartment is prohibited.

E-cigarettes may be carried on the passenger's person in the aircraft cabin. E-cigarettes carried in the cabin shall be placed in the OFF position and secured in the passenger's pocket at all times.

E-cigarette refills shall be packed in their original, unopened packaging, or they will be turned away or disposed of at the owner's discretion.

The use of e-cigarettes on the aircraft ramp, the offshore helideck, and/or in the aircraft cabin is prohibited.

The restrictions in the table below apply.

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United States Brazil Canada	Uninstalled, loose, or spare lithium-ion batteries associated with e-cigarettes are prohibited and shall not be packed in checked baggage.
Brazil	E-Cigarettes are not authorized. They are prohibited by the Agência Nacional de Aviação Civil (ANAC) and the Brazilian National Health Surveillance Agency (ANVISA).
Trinidad & Tobago	E-Cigarettes are not authorized aboard Production facilities. Note: E-Cigarettes are only authorized for passengers traveling to drill ships that authorize smoking aboard the facility. Contact the Logistics Coordinator prior to offshore travel to confirm the destination facility's policy on E-Cigarettes.

14. CELL PHONES AND SMALL PORTABLE ELECTRONIC DEVICES (OFFSHORE TRAVEL)

Certain small portable electronic devices (PEDs) such as smart phones (Android, iPhone, etc.) can be carried in the aircraft cabin and may be used during cruise flight conditions only.

The device shall be small enough to allow storage in a passenger clothing pocket.

The device shall be in the OFF position and secured in a clothing pocket during helicopter safety video briefings, both onshore and offshore, and transiting to and from the aircraft at the heliport and offshore helideck.

The device shall be capable of AIRPLANE MODE, and it shall be in the OFF position and secured in a clothing pocket during ground taxi, takeoffs, landings, and in turbulent flight conditions when flight crew direct passengers to shut OFF and secure the PED.

Use of these devices in AIRPLANE MODE will only be permitted during enroute cruise flight conditions and must be properly secured at all times.

If a device is inadvertently dropped inflight, passengers shall not remove their seatbelt/four-point harness to retrieve it or ask anyone else to do so. They shall wait until after landing and are instructed to remove their seatbelt/four-point harness before attempting to recover their device.

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Lost or damaged devices are not the responsibility of Shell or the Aircraft Operator.

Use of wired in-ear headphones is authorized in line with the use of PEDs (only worn when PED use is authorized).

Use of Bluetooth/wireless headphones is prohibited due to the associated hazards related to foreign object debris/foreign object damage.

The PED and complete set of headphone cables shall be secured in a clothing pocket at all times when PED use is not authorized.

Passengers are responsible for maintaining the security of all items carried onto the aircraft.

Caution: Cell phones have resulted in the illumination of false cockpit caution advisory system lights when a call is transmitted to the phone. All phones shall be in the AIRPLANE MODE during flight.

Brazil	Certain small portable electronic devices (PEDs) such as smart phones (Android, iPhone, etc.) can be carried in the aircraft cabin. The device shall always be OFF and secured in a clothing pocket.
Trinidad & Tobago	

15. LAPTOP COMPUTERS, CAMERAS, AND LARGE ELECTRONIC DEVICES (OFFSHORE TRAVEL)

Passengers shall remove laptop computers, cameras, and large electronic devices (e.g. iPads, tablets, etc.) from baggage during the screening process.

Passengers shall demonstrate during the screening process that laptop computers are powered OFF. The screen should not automatically illuminate when the screen is rotated or flipped open. Cameras and large electronic devices shall also be powered OFF. The intent is to minimize the device's use of battery power in order to minimize the risk of the battery overheating, expanding, smoking, or burning.

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Passengers shall pack their laptop computers, cameras, and/or large electronic devices in impact resistant cases designed for air transport, or suitably protected in other type baggage to prevent damage. The placement of "Fragile" or other such tags on baggage is the responsibility of the passenger.

The Dispatcher and/or Aircraft Operator may refuse to transport improperly packed laptop computers, cameras, and/or large electronic devices.

Damages incurred during transit are not the responsibility of Shell or the Aircraft Operator.

Brazil	All electronic items shall be declared with the Dispatcher during check-in.
Trinidad & Tobago	All computers and personal electronic devices shall be declared by serial number with the Dispatcher during check-in.

16. FRAGILE ITEMS

Passengers and shippers shall pack fragile items in impact resistant cases designed for air transport, or suitably protected in other type baggage to prevent damage. The placement of "Fragile" or other such tags on baggage is the responsibility of the passenger or shipper.

The Dispatcher and/or Aircraft Operator may refuse to transport improperly packed items.

Damages incurred during transit are not the responsibility of Shell or the Aircraft Operator.

17. MISCELLANEOUS ITEMS (OFFSHORE TRAVEL)

17.1. Small Toiletry Articles

Personal use toiletry articles in limited size and quantities that are not classified as Hazardous Materials (Dangerous Goods) can be transported in checked baggage (e.g. shampoo, body wash, foot spray). This includes toiletry articles in small aerosol canisters. Aerosol release devices (button/nozzle) must be protected by caps to prevent accidental release. Liquids and gels shall be unopened, in their original packaging, and properly packed to prevent spillage.

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Quantity limits: The total aggregate quantity per person cannot exceed 2 kg (70 oz) or 2 L (68 fl oz). The capacity of each container must not exceed 0.5 kg (18 oz) or 500 ml (17 fl oz).

17.2. Purses and Small Valuable Items

Purses shall not be carried into the passenger cabin. Purses should be suitable for use as baggage or packed inside other baggage. Small valuable items (e.g. watches, wallets, etc.) may be carried by passengers if adequately secured in a clothing pocket or on their person.

17.3. Jackets and Sweaters

Jackets and sweaters shall be worn or placed in baggage; they may not be carried.

17.4. Reading Materials

Reading material may be carried in the passenger cabin if it is bound, compact in size, and able to be secured in a clothing pocket (e.g. small books, day planners, note pads).

Brazil	Reading materials are prohibited by the business unit from being carried in the passenger cabin for offshore flights.
Trinidad	
& Tobago	

18. ACCOMMODATIONS FOR NURSING MOTHERS

Reasonable accommodations can be made to support nursing mothers prior to offshore travel. Since all situations are unique, advance coordination shall be initiated by the nursing mother's offshore business leader to the responsible business unit Air Transport Technical Authority, Aviation Advisor, or Aviation Focal Point.

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19. HAZARDOUS MATERIALS (DANGEROUS GOODS)

19.1. General

Hazardous Materials (Dangerous Goods) are referenced in the International Air Transportation Association (IATA) Dangerous Goods Regulations. National governments enforce regulations that apply to the transport of Hazardous Materials (Dangerous Goods) on aircraft.

Hazardous Materials (Dangerous Goods) may only be transported by air in accordance with national regulations. It shall be properly packaged, labeled, and transported with the required documentation as required by the governing regulations. Unauthorized Hazardous Materials (Dangerous Goods) delivered for shipment will be refused and returned, and the shipper will be reported to the country's National Aviation Authority for action as required by national regulations.

National regulations and enforcement bodies are provided in the table below.

United States	Title 49 U.S. Code of Federal Regulations - Subchapter C (Hazardous Materials Regulations), Parts 171-180 United States Department of Transportation - Federal Aviation Administration
Brazil	Regulamento Brasileiro Da Aviação Civil (RBAC) - 175: Transportation of Dangerous Goods in Civil Aircraft Agência Nacional de Aviação Civil (ANAC)
Canada	Transportation of Dangerous Goods Regulations - Part 12 - Air Transport Canada
Trinidad & Tobago	IATA Dangerous Good Regulations Trinidad and Tobago Civil Aviation Authority (TTCAA)

19.2. Shipper's Responsibility

Shippers shall comply with initial and recurrent Hazardous Materials (Dangerous Goods) training per the applicable national regulations.

Shippers shall comply with all applicable national regulations for shipping Hazardous Materials (Dangerous Goods).

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Shippers shall comply with all applicable national regulations for classification, packaging, labeling, and placarding Hazardous Materials (Dangerous Goods).

Only trained and qualified shippers shall sign the Shipper's Declaration for Dangerous Goods.

19.3. Passenger's Responsibility

National Hazardous Materials (Dangerous Goods) regulations apply whether packages or baggage are carried onboard or checked. Passengers shall declare Hazardous Materials (Dangerous Goods) at check-in. When in doubt, passengers shall declare the contents and request clarification as required.

Passengers shall prepare and pack their own baggage and it shall remain under their control from packing to check-in. Passengers shall not embark items from other individuals in their personal baggage and shall not accept items from other individuals to include Dispatchers and cargo drivers to ensure no Hazardous Materials (Dangerous Goods) or prohibited items are transported on the flight.

19.4. Items that shall be declared

The transportation of the items listed below shall be coordinated in advance between the Logistics Coordinator, Dispatcher, and Aircraft Operator. During check-in, the items listed below shall be declared and processed through the Dispatcher:

- Flammable gases, liquids, and solids
- Corrosives and flammable corrosives
- Poisons and toxic materials
- Paint
- Oxidizers and organic peroxides
- Compressed gas
- Dry ice
- Batteries & battery power banks

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- Magnetic materials
- Radioactive materials
- Oils, greases, paints, or solvents
- Acids
- Adhesives or Epoxy resins
- Self-lighting propane torch
- Mercury
- Aerosols (other than medicinal and small toiletry articles)
- Other items that could potentially be Hazardous Materials (Dangerous Goods). When in doubt, declare the items at check-in.

19.5. Refusal of Shipment / Refusal of Transport by Air

Hazardous Materials (Dangerous Goods) that are not classified, packaged, labeled, placarded, and/or accompanied with a fully and legibly completed Shipper's Declaration for Dangerous Goods in accordance with national regulations shall be refused and returned.

All Hazardous Materials (Dangerous Goods) shall be listed on the manifest and accompanied by the required documentation for the pilot's review and acceptance.

The Aircraft Operator/Pilot-in-Command has final authority on the transportation of all hazardous cargo.

19.6. Violations and Penalties

Violations of national Hazardous Materials (Dangerous Goods) regulations may result in severe civil and criminal penalties to include fines and imprisonment.

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20. HAZARDOUS MATERIALS (DANGEROUS GOODS) – BATTERIES

All battery types to include battery power banks shall be declared during check-in and shall be transported in accordance with national regulations applicable to Hazardous Materials (Dangerous Goods).

20.1. Transport by Air - Checked Baggage

Portable electronic devices containing typical dry cell batteries, lithium metal, or lithium-ion batteries (AA, AAA, C, D, button cell, camera batteries, laptop batteries, etc.) where the battery is in the equipment such as laptop computers, cameras, electronics, data loggers, tablets, drones, etc. are allowed in passenger baggage. These devices shall be properly declared upon check-in and authorized by the Aircraft Operator for flight.

When portable electronic devices powered by lithium batteries are in passenger baggage, they shall be completely powered OFF and protected to prevent unintentional activation or damage. In electronic devices capable of generating extreme heat, the heating elements shall be mitigated by removal of the heating element, battery, or other components.

Unless specifically authorized by Hazardous Materials (Dangerous Goods) regulations and approved by the Aircraft Operator and responsible business unit Air Transport Technical Authority (TA1/TA2), spare (uninstalled) lithium metal and lithium-ion/polymer batteries are prohibited in checked passenger baggage (including external battery packs) due to the risk of thermal runaway. All lithium-ion batteries are capable of overheating and undergoing thermal runaway without warning. This can occur as a result of the battery being damaged, overheated, exposed to water, overcharged, improperly packed, or defective.

Damaged or recalled batteries and battery-powered devices, which are likely to create sparks or generate a dangerous evolution of heat shall not be carried aboard an aircraft.

20.2. Transport by Air – Carry-on Baggage

Helicopters (onshore or offshore)

Carry-on baggage is not authorized on routine helicopter passenger flights.

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On rare occasions when the loading of baggage or cargo in the helicopter cabin is required to support unique Shell business unit requirements, and it can be conducted in compliance with Hazardous Materials (Dangerous Goods) regulations, approval may be granted on a case-by-case basis by the responsible business unit Air Transport Technical Authority (TA1/TA2).

Fixed Wing Aircraft

Limited quantities of spare (uninstalled) lithium-ion and lithium metal batteries, such as cell phone battery charging cases, rechargeable and non-rechargeable lithium batteries, laptop batteries, power banks, external batteries, drone batteries, and portable rechargers; in carry-on baggage provided they are properly declared upon check-in and authorized by the Aircraft Operator for flight.

Any spare lithium batteries permitted to go on the aircraft shall be kept with the passenger in the aircraft cabin and shall be safely secured in the carry-on bag at all times.

Battery terminals (usually the ends) must be protected from short circuit (i.e., the terminals must not come in contact with other metal). To prevent short circuits, keep spare batteries in their original packaging, a battery case, or a separate pouch or pocket. Make sure loose batteries can't move around. Placing tape over the terminals of unpackaged batteries also helps to insulate them from short circuit.

Uninstalled, loose, or spare lithium-ion batteries associated with e-cigarettes are prohibited and shall not be packed in checked baggage or carried by the passenger in the cabin.

Passengers shall notify aircrew immediately if their lithium battery or device is overheating, expanding, smoking, or burning. Fire containment bags are available on Shell-contracted aircraft in the Americas.

Contact an Americas-Air Transport Technical Authority (TA1/TA2) for further guidance regarding the carriage of batteries aboard aircraft.

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21. HAZARDOUS MATERIALS (DANGEROUS GOODS) – MAGNETIC MATERIALS

The carriage of magnetic materials is prohibited for flights under Instrument Flight Rules (IFR).

With prior coordination with the Dispatcher and Aircraft Operator, the carriage of magnetic materials may be authorized under Visual Flight Rules (VFR) in accordance with Hazardous Materials (Dangerous Goods) requirements.

It is the shipper's responsibility to declare all magnetic materials at check-in and provide the required documentation that verifies the magnetic materials comply with Hazardous Materials Regulations (Dangerous Goods Regulations)

When the required documentation, packaging, and labeling has been satisfactorily presented and accepted by the Dispatcher and Aircraft Operator, air transport under VFR may be possible. However, actual and forecasted weather conditions will determine if the flight can be conducted under VFR at the time of scheduled air transport.

United States	<u>49 CFR Hazardous Materials Regulations (173.21 Forbidden materials and packages)</u> For carriage by aircraft, any package which has a magnetic field of more than 0.00525 gauss measured at 4.5 m (15 feet) from any surface of the package is prohibited.
Brazil Canada Trinidad & Tobago	<u>IATA Dangerous Goods Regulations</u> Magnetized material will only be accepted when: <ul style="list-style-type: none">▪ Devices such as magnetrons and light meters have been packed so that the polarities of the individual units oppose one another.▪ Permanent magnets, where possible, have keeper bars installed.▪ The magnetic field strength at a distance of 4.6 m (15 feet) from any point on the surface of the assembled consignment:<ul style="list-style-type: none">▪ Does not exceed 0.418 A/m (0.00525 gauss), or▪ Produces a magnetic compass deflection of 2 degrees or less.

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22. CARGO REQUIREMENTS (GENERAL)

22.1. Coordinating Cargo Shipments

Cargo shipped by air shall be coordinated between the Logistics Coordinator and the appropriate origin/destination airport or heliport Dispatcher before cargo will be accepted for shipment. Cargo shipment priority will be determined by the Logistics Coordinator and the Dispatcher. For all cargo to be transported by air, the Logistics Coordinator will provide the Dispatcher with the appropriate business unit material shipment request form. Once the form is received, the Dispatcher will make cargo reservations for all outbound cargo (onshore to offshore) in the appropriate logistics management system (e.g. Helipass, Star, Vantage, etc.).

For inbound cargo (offshore to onshore), a reservation for that cargo shall be entered into the reservation/manifesting system (e.g. Helipass, Star, Vantage, etc.) by the Logistics Coordinator. No cargo will be released for shipment from the offshore location to the onshore heliport until the appropriate form is received and accepted by the Dispatcher.

Cargo that is not accompanied by the appropriate material shipment request form and has not been previously coordinated will be rejected.

22.2. Agile Cargo or Hot Cargo

All Agile Cargo/Hot Cargo shall be coordinated through the Logistics Coordinator and will necessitate a material shipment request form to be submitted to the Dispatcher. The Agile Cargo/Hot Cargo item shall only be shipped after the appropriate paperwork is filled out completely and the material shipment request form is received and accepted by the Dispatcher.

22.3. Accompanied Cargo

All accompanied cargo will be treated as baggage, and if the accompanying passenger is removed from the flight, then the personal cargo will also be removed from the flight. Personal cargo will not require a completed material shipment request form because it will be treated as baggage. For such cargo, the passenger is personally responsible for proper documentation. Such packages must meet all applicable packaging requirements for transport by air or it will be rejected for air transportation. This includes required Hazardous Material (Dangerous Goods) paperwork and packaging if required.

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22.4. Business Mail and Paperwork

Business mail and paperwork includes official business letters and documents necessary to run and maintain the business. It does not include any personal packages. All business mail and paperwork shipments are exempt from the cargo shipping rules mentioned above and do not require a material shipment request form.

22.5. Personal Mail and Packages

Personnel shall not have personal mail and/or packages sent to the heliport for follow-on transportation by air to an offshore facility. Personal mail and packages will be rejected and returned to the sender (e.g. cigarettes, clothing, shampoo, body wash, Amazon deliveries, etc.).

23. PASSENGER, BAGGAGE, AND CARGO WEIGHTS

23.1. Weigh-in / Actual Weights

For aircraft carrying 19 passengers or fewer, actual weights are used for all passengers, baggage, and cargo.

Previously collected (prior night) weights and declared weights shall not be used on flight manifests.

The final weigh-in of passengers, baggage, and cargo shall take place just prior to flight under the supervision of an assigned responsible party in order to verify accurate weights are manifested.

Note: Facilities that weigh-in passengers, baggage, and cargo the night prior to morning flights for the purposes of estimating available payloads shall re-weigh passengers, baggage, and cargo under the supervision of an assigned responsible party the day of, and just prior to flight, in order to verify that accurate weights are listed on the final flight manifest.

A practice often seen at offshore facilities is a final weigh-in the evening prior to flight and/or an honor system where the passenger writes down the weights without actual weigh-in or supervision. These practices are non-compliant and are prohibited.

Each piece of cargo offered for transport by air shall be weighed separately and recorded on the manifest. The contents of each piece of cargo shall be verified against the manifest by its packing list or by visual inspection.

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Manifested passenger, baggage, and cargo weights may be subject to random post-flight checks to verify and assure weighing procedures are properly completed and weights are precise.

23.2. Baggage Weight Allowances

Passengers are advised to pack light. Combined total baggage weight per person is forty (40) pounds unless otherwise specified by the responsible Shell business unit.

Passengers shall provide accurate baggage and cargo weight information to their respective Shell contact prior to arrival at the passenger terminal to ensure compliance with weight allowances.

Passenger baggage destined for an offshore facility that exceeds the total maximum baggage weight allowance as specified by the Shell business unit can be denied transport by air if the baggage weight exceedance has not been specifically approved by the offshore destination's designated approval authority.

The Dispatcher, HLO, or Pilot-in-Command may require passenger or baggage removal to remain in compliance with aircraft weight, center of gravity (cg), and performance requirements.

Individual bags that weigh over fifty (50) pounds are determined to be heavy in accordance with Shell safety standards and should not be transported offshore via helicopter. To the maximum extent practicable, multiple bags should be used to spread-load and prevent exceeding the 50-pound limit.

Bags that exceed 50-pounds shall be identified with a high visibility sticker or tag indicating its heavy weight status. Heavy individual bags (over 50-pounds) require additional personnel for lifting. Logistics Coordinators (onshore and offshore) shall coordinate with the facility HLOs and/or ground support personnel to ensure the requisite number of personnel are available, and are utilized, to lift the heavy bags being transported to/from the helideck and/or aircraft.

Brazil	Maximum Baggage Weight Allowance (per passenger): 33 lbs (15 kg)
Trinidad & Tobago	Maximum Baggage Weight Allowance (per passenger): 35 lbs (16 kg)

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23.3. Passenger Baggage Type and Condition

Passenger baggage must be suitable for aircraft transport, with minimal wear and tear and no exposed contents. Zippered duffle and travel bags are the preferred types of luggage.

Plastic bags (e.g. trash bags, shopping bags) shall not be used as luggage or for handling clothing and/or cargo near aircraft. They may be used inside luggage to protect contents from moisture to the extent no part of the plastic bag is exposed.

Foreign object debris (FOD) and its corresponding damage is a well-recognized threat to aircraft safety. FOD can lodge in aircraft mechanisms preventing them from operating properly, damage aircraft engines if ingested, and injure people after being propelled by rotor downwash or jet blast. Additionally, loose items from passenger baggage can become a drop hazard on an offshore facility.

Items attached to the outside of baggage are prohibited. All items shall be secured inside baggage or inside a pocket with a sealable closure (Velcro, zipper, buckle, snap, etc.) in order to prevent a dropped object or FOD hazard.

Baggage equipped with lithium batteries (e.g. smart bags) intended to power features designed to make travel easier, such as location tracking, digital weighing, or motors are prohibited.

23.4. Baggage and Cargo in the Passenger Cabin (Helicopters)

Baggage and cargo in helicopter passenger cabins are subject to approval by the responsible business unit Air Transport Technical Authority (TA1/TA2) after consultation with the Aircraft Operator.

On those rare occasions when the loading of personal bags or cargo in the helicopter cabin is required to support unique Shell business unit requirements and/or reduce overall Air Transport risk exposure, approval may be granted on a case-by-case basis by the responsible business unit Air Transport Technical Authority (TA1/TA2). In those instances, the following procedures shall apply:

- 1) A Variance request to transport personal bags and/or cargo in the aircraft cabin should be submitted by the facility Logistics Coordinator to the Dispatcher no later than 10:00 am local time the day prior to the requested date of travel. The Variance request shall include the proposed Passenger & Cargo Manifest for the flight. Requests that have been reviewed and

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accepted by the Dispatcher shall be forwarded to the responsible business unit Air Transport Technical Authority for approval.

- 2) Passengers are seated, and all baggage and cargo are loaded in accordance with the aircraft weight and balance limits.
- 3) All baggage and cargo are loaded in accordance with the aircraft floor loading, baggage/cabin compartment weight, passenger seat, and baggage ramp/door limits.
- 4) Approved baggage and cargo restraints are used to secure these items where required. All baggage and cargo shall be restrained to prevent its movement during flight.
- 5) Aircraft loading/handling equipment (if required) is fit for purpose and approved by the Aircraft Operator.
- 6) Personal bags or cargo in the cabin shall not be secured in a position that obstructs the access to, or use of, any emergency or regular exit which would normally be accessible from the compartment in which the passenger is seated. It shall not be secured in a position that obstructs the use of the aisle between the crew and the passenger compartment, nor secured in a position that obscures any passenger's view of the "seatbelt" sign, "no smoking" sign or any required exit sign.
- 7) Personal bags or cargo in the cabin shall not be stowed under a passenger seat.
- 8) The Pilot-in-Command shall visually inspect and verify the proper security of all personal bags or cargo in the cabin.
- 9) The Pilot-in-Command shall brief the passengers on immediate actions in the event of smoke and/or fumes are observed from personal bags or cargo in the cabin in-flight.
- 10) The Pilot-in-Command is responsible for the supervision and proper loading of all cargo (including checked baggage) and personal bags in the cabin.

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- 11) The pilot-in-command maintains the right to refuse personal bags or cargo in the cabin if conditions do not permit safe flight operations.

23.5. Segregation of Baggage and Cargo

Baggage and cargo shall be segregated or monitored to prevent tampering or changes in weight after final weigh-in to ensure accurate weights are listed on the flight manifest that is used by pilots to calculate aircraft performance requirements.

23.6. Scale Calibration / Verification

Weighing scales are to be calibrated/verified accurate throughout the full range of measurement, as per the manufacturer's recommended intervals. If a manufacturer's interval is not specified/available, then scales are to be calibrated annually. If a certified calibration is not practicable, then a monthly self-calibration/verification using certified weights is also allowed.

24. LOADING AND UNLOADING CARGO

All cargo shall be loaded aboard the aircraft in compliance with the aircraft flight manual.

Pipes, poles, and other long items shall be carried horizontally to avoid rotor blades and aircraft control surfaces. Rotors shall be stopped when loading items more than 4 feet (1.2 meters) long unless members of the helideck team are utilized, and the Pilot-in-Command has specifically authorized hot loading.

The ground support staff or HLO is responsible for proper loading, positioning, and securing of material and equipment inside the aircraft cargo compartment. The Pilot-in-Command is responsible for all pre-flight checks and is ultimately responsible for safety of flight.

Passengers shall not attempt to assist the ground support staff or HLO in the loading and unloading of cargo or personal baggage.

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For heavy and/or large cargo, the pilots shall be notified before flight and should consider shutting down the aircraft before the cargo is loaded/unloaded. There shall be a minimum of two helideck team members to assist in loading/unloading any heavy and/or large cargo.

25. MANIFESTS

A passenger and cargo manifest shall be created for each flight.

Only properly manifested passengers, baggage, and cargo are allowed on flights. The manifest is developed from the published flight schedule and shall contain the following information, at a minimum:

- Aircraft registration
- Flight number / Call-sign
- Passenger name
- Passenger company affiliation
- Passenger actual weight
- Passenger baggage weight
- Cargo weight

The manifest may be generated from a computer-based system (e.g. Helipass, Star, Vantage, etc.), productivity software (Excel, Word), or in very rare instances, it may be hand-written. On those rare occasions that a hand-written manifest is used, a copy shall be left with a responsible person on the ground who retains it until the flight is completed.

Where a flight involves multiple sectors (legs), a single consolidated manifest shall be generated for each sector (leg) and provided to the pilot.

Any last-minute changes shall be incorporated, and the manifest shall be revised accordingly.

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26. PASSENGER HOLDING AREAS

A suitable passenger holding area shall be provided to support the passenger, baggage, and cargo check-in process and security checks. The designated area(s) shall include a display of written and graphic information related to aircraft safety and local procedures, and a viewing room for passenger video safety briefings.

27. PASSENGER SAFETY BRIEFINGS

Passengers shall be briefed on emergency procedures and other safety matters prior to every flight. A video briefing is the preferred delivery method; however, a briefing by the flight crew is acceptable where necessary. The passenger briefing shall be specific to the Aircraft Operator and type of aircraft to be flown.

The safety briefing for the type of aircraft to be flown shall be given prior to the passenger's first flight of the day even if this is less than 24 hours since the last briefing.

Late-notice type aircraft changes require a new passenger safety briefing for the type of aircraft to be flown (e.g. type aircraft change from an S-92 to an AW-139).

28. CLOTHING AND PASSENGER PERSONAL PROTECTIVE EQUIPMENT (OFFSHORE)

28.1. Clothing for Offshore Travel by Air

Passengers shall wear sleeved shirts (long or short sleeve / no tank tops) and long pants at a minimum. Footwear must fully enclose the toes and the heel of the foot.

Headwear (e.g. baseball cap, golf hat, boonie hat, etc.) shall not be carried or worn by passengers on the aircraft parking ramp, helideck, or in the helicopter cabin and shall be stowed in checked baggage.

Survival headwear (brimless, snug-fitting, head-hugging cap intended to retain heat / e.g. knit cap, beanie cap, skull cap) may be worn in the aircraft cabin. Survival headwear shall be secured in the pocket of an outer garment while transiting to/from the aircraft. It shall not be worn on the aircraft parking ramp nor on the helideck.

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United States (Gulf of Mexico)	See the Appendix for additional information on Gulf of Mexico cold weather operations.
Trinidad & Tobago	Passengers may wear safety boots and clean overalls aboard the aircraft while traveling to some Shell offshore facilities. Passengers shall confirm requirements with the facility Logistics Coordinator prior to traveling offshore.

28.2. Life Jackets with Survival Equipment

28.2.1. Proper Wear. All passengers shall be issued and wear a Shell-approved life jacket that includes survival equipment (e.g. signal mirror, whistle, personal locator beacons, CA-EBS, etc.) as appropriate to the area of operations. Life jackets shall be worn with all safety straps securely buckled or snapped. Excess lengths of straps shall be rolled/secured to the maximum extent practicable.

28.2.2. Donning/Doffing. Passengers shall don and doff the life jacket only when instructed to do so by the HLO, pilots, or designated ground crew. While offshore, passengers shall not don or doff the life jacket in the aircraft or on the helideck when the aircraft rotors are running. Donning life jackets inside the aircraft is prohibited.

Trinidad & Tobago	For offshore helicopter operations, all passengers shall wear a TTCAA approved life jacket with CA-EBS.
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28.3. Hearing Protection

Hearing protection is provided and shall be worn before entering the flight line, helideck, and during flight. Earplugs or earmuffs are acceptable forms of hearing protection. Based upon multiple noise studies conducted in both the onshore and offshore environments, double-hearing protection is not required aboard Shell-contracted aircraft.

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29. PASSENGERS TRANSITING TO/FROM THE AIRCRAFT

All passengers shall be escorted to and from the aircraft by trained ground staff or an HLO. Passengers are not permitted on the aircraft ramp or helideck unless they are properly escorted. Passengers shall follow all directions given by ground staff or an HLO.

Be aware of wind, aircraft ramp, and helideck conditions since the surface may be slippery. If an item is blown away by the wind, jet blast, rotor downwash, or wake turbulence, do not chase it.

Passenger baggage will normally be moved to and from the aircraft by ground staff or helideck team members. When asked to carry baggage to or from the aircraft, do not open the baggage on the aircraft ramp or helideck. Hand baggage to the ground staff, HLO, or HDA before entering the aircraft cabin.

Warning: Never walk toward the aircraft's tail or tail rotor.

30. BOARDING AND EXITING THE AIRCRAFT

Passengers shall not enter the aircraft parking ramp, aircraft operating area, or helideck until instructed by the Helideck Landing Officer (HLO), Helideck Assistant (HDA), Flight Attendant, or pilot.

Passengers are required to remain seated in the aircraft with their seatbelt/four-point harness fully buckled until the Helideck Landing Officer (HLO), Helideck Assistant (HDA), Flight Attendant, or pilot instructs them to disembark the aircraft.

31. EXTRA-BROAD (XBR) PASSENGER SEATING

Passengers shall have their shoulders measured prior to traveling offshore in a helicopter to ensure they can fit through helicopter emergency exits.

Passengers are measured to ensure they are allocated a seat nearest to an emergency exit that is compatible with their body size. Those with shoulder widths below 22 inches (55.9cm) are classified as Regular, while passengers whose shoulder width is 22 inches (55.9cm) or greater are classified as Extra-Broad (XBR). XBR passengers shall be clearly identified as such on the manifest.

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Example

Trip	Call Sign	Service Area	Captain	First Officer	Transport Number	ETD	Status		
S3-892-R2	SHELL-3	PHI HOUMA			N929PH		Closed		
Leg 1 of 2: PHI HOUMA to OLYMPUS			ETD: 05/16/2024 10:45		ETA: 05/16/2024 11:40	Lease: MC-807	Destination Lat: 28° 9' 36.00" Long: -89° 14' 20.40"		
IFR / IFR									
Passengers	Name	Company	Seating Consideration	Body Wt.	Bag Cnt.	Bag Wt.	Total Wt.	Origin	Destination
1.		SEPCO		205	3	31	236	PHI HOUMA	OLYMPUS
2.		SHELL		216	2	28	244	PHI HOUMA	OLYMPUS
3.		SHELL		237	2	32	269	PHI HOUMA	OLYMPUS
4.		AIR COMFORT		227	1	17	244	PHI HOUMA	OLYMPUS
5.		SHELL		231	2	27	258	PHI HOUMA	OLYMPUS
6.		SHELL		235	1	17	252	PHI HOUMA	OLYMPUS
7.		ALLIED RELIABILITY		246	2	20	266	PHI HOUMA	OLYMPUS
8.		BILFINGER		169	1	18	187	PHI HOUMA	OLYMPUS
9.		HILLER OFF		186	3	63	249	PHI HOUMA	OLYMPUS
10.		SHELL	XBR	292	1	7	299	PHI HOUMA	OLYMPUS
11.		DANOS		130	1	12	142	PHI HOUMA	OLYMPUS
12.		SHELL		163	1	19	182	PHI HOUMA	OLYMPUS
13.		SEATRAX		247	1	18	265	PHI HOUMA	OLYMPUS
14.		HILLER OFF	XBR	227	2	45	272	PHI HOUMA	OLYMPUS
15.		BILFINGER		244	1	13	257	PHI HOUMA	OLYMPUS
16.		BAKER HUGHES CHEM		241	2	42	283	PHI HOUMA	OLYMPUS
17.		SHELL		214	2	31	245	PHI HOUMA	OLYMPUS
18.		SHELL	XBR	264	1	21	285	PHI HOUMA	OLYMPUS
19.		SOLAR TURBINES		201	1	18	219	PHI HOUMA	OLYMPUS
Leg Summary		Seats: 19 / 19	19 passengers at 4175 lbs.	30 bags at 479 lbs.	0 cargo at 0 lbs.	Total Payload 4654 lbs.	ETA: 56 mins.	Distance: 130 miles	

Logistics Coordinators and Dispatchers shall be aware of the Extra Broad (XBR) passenger aircraft seating requirements and shall ensure seats are allocated accordingly. The number of XBR passengers per flight are not to exceed the number of XBR seats available in the aircraft.

The Aircraft Operator shall clearly mark passenger seats that are prioritized for XBR passengers.

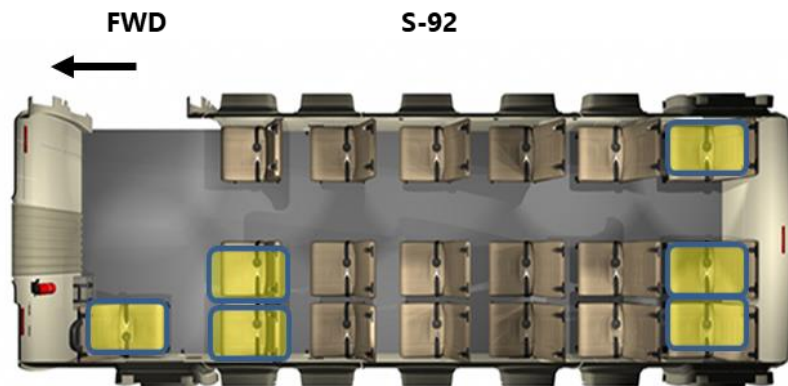
Example



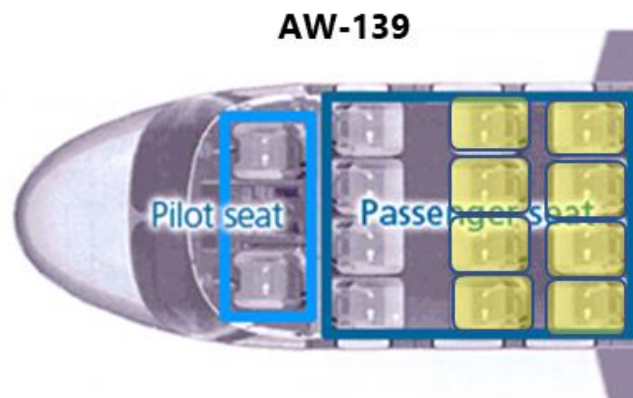
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The ground handling staff, HLO, or HDA will review the completed manifest for any XBR passengers identified with an 'XBR' on the manifest. Any passenger with an 'XBR' on the manifest will be called to the front of the line of passengers before walking to the aircraft. The ground handling staff, HLO, or HDA will direct each XBR passenger to their designated seats. All XBR passengers must sit in one of the seats specifically prioritized for XBR passengers.

For the S-92 helicopter, the seats allocated for XBR passengers are highlighted in yellow below:



For the AW-139 helicopter, the seats allocated for XBR passengers are highlighted in yellow below:



The Airbus H-145 and H-160 windows are considered suitable for egress by all passengers. XBR passengers may sit in any seat aboard these aircraft.

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32. PASSENGER SEATING AND USE OF SEATBELTS/FOUR-POINT HARNESSES

The use of a seat harness/seat belt extension is prohibited.

Passengers shall wear seatbelt/four-point harness from the time they enter the aircraft until directed to unbuckle the seatbelt/four-point harness by the Helideck Landing Officer (HLO), Helideck Assistant (HDA), Flight Attendant, or pilot.

Passengers may be directed by the pilots to change seats in order to comply with aircraft weight and balance requirements.

It is against federal law to tamper with aircraft safety and first-aid equipment.

33. COMMUNICATIONS AND SAFETY CONCERNS INFLIGHT

Passengers should communicate safety concerns to the pilot(s) at any time. No passenger shall release their seatbelt/four-point harness to move around the cabin during flight to communicate to the pilot(s). Non-safety related communications with the pilot(s) during critical phases of flight (take-off and landing) is prohibited.

Passengers shall remain silent while pilots are giving commands and/or providing safety briefings.

Passengers shall not lean against or try to open emergency exits or any windows except in case of emergency. Passengers shall not open the aircraft door unless authorized by the pilot, flight attendant, or HLO.

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United States	Passengers should use the overhead call button and/or the safety communications handset provided in the helicopter cabin to communicate with the pilots. The handset is located next to the most right front row, right seat in an AW-139 and above the rear-facing seat in an S-92. On every passenger flight, the front row, right seat (AW-139) and the rear-facing, front row seat (S-92) shall be occupied by a passenger in aircraft equipped with a safety communications handset.
Brazil	
Trinidad & Tobago	<div data-bbox="443 468 1377 684" data-label="Image"> </div> <p data-bbox="358 764 1463 919">For the AW-139, in order to assure that the passenger is willing and able to use the provided handset in flight to communicate safety related issues directly to flight crew members when deemed necessary, the HLO or pilot can show the following sign to the applicable passenger and obtain an appropriate verbal response:</p> <div data-bbox="436 953 1378 1276" data-label="Text"> <p>You are seated in the front row, right seat of the AW-139 next to the safety communication handset that can be used to directly communicate with flight crew during flight. To use the handset, pick it up and push the button in the handset to talk. Place the handset back after the conversation has ended. Are you willing and able to use the provided handset in flight to communicate safety related issues in the passenger cabin directly to flight crew members when deemed necessary?</p> <p>Please respond verbally with Yes or No</p> </div> <p data-bbox="440 1293 1373 1360">Note: The text of the sign above shall be in the language predominately used in the country in which Air Transport services are being provided.</p>

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	<p>For the S-92, in order to assure that the passenger is willing and able to use the provided handset in flight to communicate safety related issues directly to flight crew members when deemed necessary, the HLO or pilot can show the following sign to the applicable passenger and obtain an appropriate verbal response:</p> <div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 80%;"> <p>You are seated in the rear facing seat of the S-92. The safety communication handset that can be used to directly communicate with flight crew during flight is above you on the left-hand side. To use the handset, pick it up and push the button in the handset to talk. Place the handset back after the conversation has ended. Are you willing and able to use the provided handset in flight to communicate safety related issues in the passenger cabin directly to flight crew members when deemed necessary?</p> <p style="text-align: center;">Please respond verbally with Yes or No</p> </div> <p>Note: The text of the sign above shall be in the language predominately used in the country in which Air Transport services are being provided.</p>
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HELIDECK OPERATIONS

34. SAFEHELIDECK

For the purposes of providing persistent, real-time, helideck management and assurance for offshore helidecks, Americas – Air Transport has implemented the use of SafeHelideck — an online, software-based, digital tool that facilitates the execution and management of helideck programs. SafeHelideck provides helideck team leaders, facility leadership, and assurance providers the ability to track the completion of helideck team training and competence, helideck-related inspections, facility documents, and facilitates the ability to standardize the management of information across numerous facilities throughout the region.

All Shell-owned offshore facilities that conduct helicopter operations shall utilize SafeHelideck for standardization and assurance purposes. Mobile offshore drilling units (MODUs) and other helideck-equipped vessels that are on a long-term, continuous, contract with Shell shall also utilize SafeHelideck.

User access to the SafeHelideck system and information on SafeHelideck training and best-known practices is available through the responsible business unit Air Transport Technical Authority (TA1/TA2) or Aviation Advisor.

35. HELIDECK OPERATIONS MANUAL

All helideck-equipped facilities shall publish a facility-specific helideck operations and procedures manual that clearly outlines helideck operations, procedures, and the roles and responsibilities of HLOs, HDAs, and other supporting staff, including emergency response personnel.

For amplifying information, see the Appendix for the “Helideck Operations Manual (Americas-Air Transport Template)”.

36. HELIDECK INSPECTION REQUIREMENTS

36.1. Daily Fuel Quality & Sampling Inspection

For helidecks equipped with an aviation fuel system capability, complete the “Daily Fuel Quality & Sampling Inspection” prior to the first landing and no later than 0800 daily.

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For expected early morning aircraft arrivals, consideration should be given to completing this inspection prior to the aircraft's expected departure from the onshore heliport in order to provide the pilots adequate notice of any identified system discrepancies prior to their departure.

The facility's onboard fuel quantity (total usable fuel onboard) shall be noted, recorded, and made readily available in the event of any potential emergency response scenario that may require this information.

This inspection shall be completed daily regardless of whether there is a scheduled flight planned for the day in the event of any unexpected emergency response scenario that may require short-notice use of the helideck.

36.2. Daily Helideck Preflight Inspection

Complete the "Daily Helideck Preflight Inspection" prior to the first landing and no later than 0800 daily. Discrepancies related to helideck safety critical equipment shall be recorded and action taken to resolve the discrepancy. Degraded helideck safety critical equipment shall be reported, and a Notice-to-Airmen (NOTAM) released to inform pilots as necessary.

This inspection shall be completed daily regardless of whether there is a scheduled flight planned for the day in the event of any unexpected emergency response scenario that may require short-notice use of the helideck.

36.3. Weekly, Monthly, and Annual Inspections

Required weekly, monthly, and annual inspections are specified in the Shell Group Requirements for Aircraft Operations – Facilities (SGRAO – Facilities) and are also listed in SafeHelideck.

37. NOTICES TO AIRMEN (NOTAM)

A Notice to Airmen (NOTAM) is a notice filed with aviation authorities to alert aircraft pilots of potential hazards along a flight route or at a specific location that could affect the flight. These notices may contain critical information concerning the establishment, condition, or change in any aeronautical facility, service, procedure, or hazard.

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NOTAMs provide information that is essential to personnel concerned with flight operations but that is not known far enough in advance to be publicized by other means.

The Americas-Air Transport Team is responsible for releasing, or coordinated the release of, NOTAMs that are related to Shell Air Transport operations.

NOTAMs related to onshore Shell Air Transport operations are normally released by the responsible National Aviation Authority (e.g. FAA, Transport Canada, TCA, etc.).

NOTAMs related to offshore Shell Air Transport operations are normally released by Shell Air Transport Technical Authorities or Aviation Advisors via a non-federally regulated notification system that is made available to Aircraft Operators since Shell's offshore facilities are most often located in international waters, and the airspace above is considered international airspace.

In the Americas, Shell utilizes the "EZNOTAM" system for offshore Shell Air Transport operations. The EZNOTAM system is available via the following internet link: eznotam.com.

Offshore facilities shall initiate the request for the release or cancellation of a NOTAM via the on-duty Dispatcher (primary) or the responsible business unit Air Transport Technical Authority (TA1/TA2) or Aviation Advisor (secondary). The Dispatchers will work with the facility to draft suitable language for the NOTAM and then enter it into the EZNOTAM system for follow-on review and release by an Air Transport Technical Authority (TA1/TA2) or Aviation Advisor.

38. HELIDECK TEAM MANNING, TRAINING, AND COMPETENCE

Helideck teams shall be manned, trained, and assessed as competent per the requirements specified in the Shell Performance Framework -- Transport Safety Standard-Air Transport -- Shell Group Requirements for Aircraft Operations (SGRAO).

39. PRE-FLIGHT HELIDECK STATUS REPORTS

The latest Helideck Status Report from each facility should be made available and/or sent to the Aircraft Operator one (1) hour prior to take-off. These reports should contain the latest weather information at the facility. For helideck-equipped vessels, the following additional information should also be provided in the Helideck Status Report:

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- Facility Location (Latitude/Longitude)
- Maximum pitch and roll
- Maximum helideck inclination
- Significant heave rate

Automated Weather Observation Systems are available on many Shell-owned or operated facilities. The current weather at these facilities is made available via telephone to assist pilots with pre-flight planning requirements, and/or via VHF radio for real-time enroute weather updates. The telephone numbers and radio frequencies for these facilities are available via the internet at: eznotam.com.

40. AIRCRAFT ARRIVAL PROCEDURES (OFFSHORE)

40.1. 20-Minute Call

Twenty (20) minutes prior to the estimated time of arrival at the facility, the pilots of an arriving aircraft will initiate a "20-minute call". The radio calls should include the following information:

Pilot's Radio Call

- Call-sign
- 20-minutes out from landing
- Number of passengers
- Fuel requirements (if any)
- Request crane status
- Request status of vessels in close proximity
- Request an update on any manifest changes

Facility's Radio call (Control Room, Bridge, Radio Operator, HLO)

- Facility name
- Acknowledge the 20-minute call and information relayed
- Provide updates on any manifest changes
- Provide crane status
- Provide status of vessels in close proximity
- Provide status of the aviation fuel system (if equipped)

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- Provide the facility's current weather
 - Wind speed and direction
 - Visibility
 - Cloud amount and height
 - Present weather (clear, rain, fog, thunderstorms, lightning, etc.)
 - Temperature
 - Dewpoint
 - Barometric pressure
- Provide helideck motion information (MODUs, vessels)
 - Pitch (degrees)
 - Roll (degrees)
 - Helideck Inclination (degrees)
 - Significant Heave Rate (m/s or ft/sec)
 - Sea state

40.2. Helideck Team Actions (Post 20-minute call)

Helideck team musters and conducts a helideck team safety brief that should include, but is not limited to, the following:

Helideck Team Safety Brief

- Helideck team positioning
- Rotor downwash and wake turbulence hazards
- Passenger & cargo manifest review
 - HAZMAT (Dangerous Goods) handling procedures (if required)
- Communications (radios & hand signals)
- Rotors running refueling procedures
- Emergency response actions and duty assignments

Inspect the helideck to ensure it's ready for the helicopter's arrival

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- Remove or secure any loose items that may be impacted by helicopter downwash
- Check handrails are down
- Confirm Helideck Status Light is ON
- Close all doors and hatches that could be blown shut
- Verify the status of all cranes
- Complete any remaining items listed on the facility-specific landing checklist

Verify proper helideck team member personal protective equipment (PPE)

- Hearing protection
- Eye protection
- Gloves
- Steel/composite toe boots
- HLO / HDA high visibility vests

Operationally check each helideck team member's portable radios and headsets

- A portable VHF Air Band hand-held radio with headset shall be required per helideck team member.

HLO acquires the following information using a handheld anemometer while standing on the touchdown positioning marking (TD/PM) circle:

- Wind speed and direction
- Barometric pressure

40.3. 5-Minute Call

Five (5) minutes prior to the estimated time of arrival at the facility, the pilots of an arriving aircraft will initiate a "5-minute call". The radio calls should include the following information:

Pilot's Radio Call

- Call-sign
- 5-minutes out
- Confirm landing gear is down for landing
- Inform facility on the type of approach (360° Orbit or Straight-in)

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HLO's Radio call

- Facility name
- Acknowledge the 5-minute call and information relayed
- Provide updates on any manifest changes
- Provide crane status
- Provide status of vessels in close proximity
- Provide status of the aviation fuel system (if equipped)
- Provide status of any flaring/venting operations
- Provide the facility's weather per the anemometer reading
 - Wind speed and direction
 - Barometric pressure
- Advise approaching aircraft to continue or hold at a safe distance away from the facility

DO NOT give the GREEN DECK at the 5-minute call.

40.4. 360° Orbit or Straight-in Approach

360° Orbit: a helideck reconnaissance approach that includes at a minimum, one (1) 360° orbit around the intended landing area. When orbiting, pilots must be able to see the intended helideck landing area and visually confirm that the helideck environment is clear with no obstructions.

Straight-in: an approach flown in order to reduce the possibility of inadvertent flight into instrument meteorological conditions (IMC). A complete 360° orbit is not required when operating in ceilings and visibility conditions of:

- Day: Less than 800' above sea level and 3 statute miles visibility
- Night: Less than 1,000' above sea level and 5 statute miles visibility

Note: The HLO may not be able to confirm that the aircraft is in sight, nor that the landing gear is down when a straight-in approach is being conducted during the night, or during conditions of low ceiling and/or visibility.

When a 360° orbit is not being conducted, pilots should advise the HLO that they will be conducting a straight-in approach for final landing due to reduced ceilings and/or visibility.

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41. GREEN DECK CALL

When the aircraft is in sight, the landing gear is confirmed down, and the helideck is ready for landing, the HLO will make the following call via the radio:

"Aircraft in Sight, Landing Gear Down, GREEN DECK"

After the GREEN DECK call is transmitted, the Helideck Status Lights will be turned OFF.

Note: In the event an unsafe landing or hazardous condition is identified after the "GREEN DECK" call, the HLO shall make a "WAVE OFF" call to the pilots and take action to turn the Helideck Status Lights ON.

42. LANDING ON THE TOUCHDOWN POSITIONING MARKING (TD/PM) CIRCLE

A critical marking on the helideck is the yellow touchdown/positioning marking (TD/PM) circle which is the aiming point for a normal touchdown (landing). On touchdown, pilots shall land such that the pilot's seat is kept over the marking circle. This will ensure the aircraft remains within the touchdown and liftoff (TLOF) area and all parts of the helicopter are clear of any obstacles. The TD/PM circle also provides the same obstacle clearance area when maneuvering (e.g. hovering pedal turn) on the TLOF providing the pilot's seat remains over the TD/PM circle.

43. HELIDECK STATUS LIGHTS

Helideck Status Lights at manned facilities are used to indicate when the helideck is considered an unsafe landing area (Helideck Status Light = ON) and when the helideck is considered safe for helideck operations (Helideck Status Light = OFF).

Helideck Status Lights shall always be turned ON, indicating the helideck is closed to operations unless the facility is prepared for helicopter operations and the helideck team has provided a "GREEN DECK", at which point the Helideck Status Light(s) will be turned OFF.

This procedure also mitigates wrong deck landings. Since the helideck team turns OFF the Helideck Status Lights in sequence after the GREEN DECK call, the pilots can use this procedure as a visual confirmation of the "GREEN DECK". If the status lights remain ON after the GREEN DECK call, then

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either the helideck team forgot to turn them OFF, or the pilots may be setting up for a wrong deck landing. In either case, the pilots can confirm the helideck's status via radio communications.

44. POST-LANDING PROCEDURES

The HLO is responsible for leading and supervising all helideck team members during normal and emergency response operations on the helideck.

After the aircraft has landed, the HLO proceeds to the helideck and makes visual contact with the pilot(s). The HLO shall remain outside and clear of the rotor arc until the pilot informs the HLO via the radio (primary) or gives the "thumbs-up" (secondary) that it is clear to proceed inside the rotor arc towards the aircraft.

After the Pilot has given verbal approval and/or the "thumbs up" sign, the HLO will then:

- Check for helideck hazards, aircraft leaks and other discrepancies, and informs the pilot by radio as required
- Direct an HDA to insert the wheel chocks on wheeled aircraft
- Check that passengers remain seated with their seatbelt/four-point harness fastened
- Exchange inbound and outbound manifests and Hazardous Materials (Dangerous Goods) paperwork with the pilot
- Confirm the expected helideck activities with the pilot including refueling requirements
- Check if either pilot needs to exit the aircraft

All personnel shall remain clear of the helicopter rotor arc prior to a pilot exiting an aircraft with rotors running. Passengers in the aircraft must remain seated with their seatbelt/four-point harness fastened. Once the area is confirmed to be clear, the HLO shall communicate by radio:

"Area clear, pilot can exit the aircraft."

If the aircraft is shutting down on the helideck, all helideck team members shall stay well clear of the rotor arc until the blades have completely stopped.

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45. CARGO OFFLOAD AND PASSENGER DEBARKATION

To the maximum extent practicable, the HLO will remain outside the helicopter rotor arc and maintain line of sight with the pilot(s) and helideck team members. Communications will be maintained via radios (primary) and, hand and arm signals (secondary). The HLO is responsible for leading and supervising all helideck team members during cargo offload and passenger debarkation.

Passengers shall remain seated with their seatbelt/four-point harness secured until instructed by the HLO or HDA to debark the aircraft.

The cargo and baggage will be offloaded by the HDAs and either staged on the helideck in a line heading towards the designated helideck exit for passengers, or it will be carried by the HDAs to a designated staging area located away from the helideck. Pilots are not responsible for physically removing baggage and cargo from the aircraft cargo compartment.

After the aircraft cargo compartment has been emptied of baggage and cargo destined for that specific facility, the HLO or HDA will instruct the passengers to remove their seatbelt/four-point harness and disembark the aircraft.

Passengers shall debark the aircraft, pick up their baggage that has been staged on the helideck (if applicable), proceed in a single-file line off the helideck and down the helideck access stairwell to the facility's arrival staging area while under the supervision of a helideck team member. Passengers shall maintain three-points of contact while transiting up/down stairwells.

The removal of all baggage and cargo from the helideck is the responsibility of the helideck team. If a passenger is required to make multiple trips to the helideck to remove their personal baggage due to the quantity and/or weight of the bags, they shall be escorted and supervised by an HDA.

Extra life jackets needed for passengers returning to shore (if any) shall be carried by the HDAs to the facility's designated departure staging area to be provided for departing passengers. Care shall be taken to ensure that the life jackets and attached survival equipment are not damaged while transiting to/from the helideck.

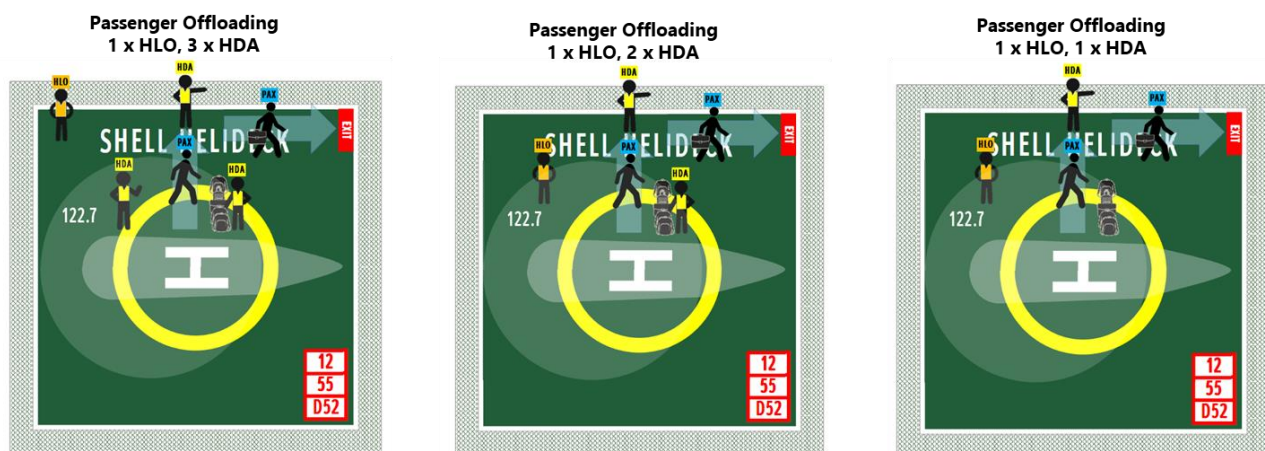
During rotors running crew change operations, personnel shall not remove their life jackets while onboard the aircraft or on the helideck.

Baggage, cargo, and/or life jackets that have a singular or combined weight exceeding 50 lbs (23 kg) shall not be carried by a single person (helideck team member or passenger) at one time to avoid a

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lifting injury. For single items that exceed 50 lbs (23 kg), additional personnel shall be utilized as required. For multiple items with a combined weight exceeding 50 lbs (23 kg), additional personnel shall assist and/or multiple trips made as required.

46. HLO AND HDA POSITIONS FOR PASSENGER OFFLOADING



The staging of baggage and cargo shall start from the aircraft and move outward towards the TD/PM circle. Prior to exceeding the tip of the rotor arc, a second row of baggage shall be formed in the same manner. Repeat this step as necessary until all baggage and cargo have been offloaded and staged on the helideck. The intent is to prevent passengers from walking towards the tail of the aircraft and to safely guide them outside the rotor arc and towards a helideck exit stairwell.

47. OFFSHORE HELICOPTER REFUELING OPERATIONS

47.1. Training

All helideck team members participating in helicopter refueling operations shall be trained and competent in their roles as an HLO or HDA.

47.2. Firefighting Capability

During all aircraft refueling operations, a helideck firefighting foam capability shall be available, and the helideck shall be manned with trained helideck team members (HLO and HDAs).

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47.3. Fuel Quality Checks

Prior to conducting refueling operations, the Daily Fuel Quality & Sampling Inspection shall be completed, and the fuel verified to be “clean, clear, and bright”.

Helideck team members shall be prepared to demonstrate to the pilots prior to cold refueling and rotors running refueling that fuel quality checks have been completed and the fuel is “clean, clear, and bright”. Sample jars shall be clearly labeled such that the sample point from which the sample was taken can be clearly identified (e.g. bulk fuel tank sump, online transportable tank sump(s), fuel filter/water separator sampling points, hose-end nozzle).

47.4. Bonding

Prior to commencing refueling operations, the HLO shall ensure that the aircraft, fuel supply, and fuel hose are properly bonded before removing the fuel cap and inserting the nozzle into the aircraft fuel tank.

47.5. Rotors Running Refueling

During all rotors running refueling operations, a pilot shall be guarding the aircraft controls at all times. Passengers shall completely disembark from the aircraft and shall be positioned well clear of the helideck landing area.

Rotors running refueling with passengers on the aircraft is prohibited.

The Pilot-in-Command will ensure that the appropriate electrical/electronic equipment is placed in the STANDBY or OFF position as required, to preclude the possibility of electrical discharge or other fire hazard (e.g. radar is switched to STANDBY).

Pilots provide the HLO with the expected fuel upload (specify gallons or liters) and request to witness a fuel quality sample (e.g. hose-end nozzle sample) prior to commencing rotors running refueling. Throughout the refueling operation, the pilot shall closely monitor the fuel gauge and direct the helideck team to stop fueling at the appropriate time to avoid overfilling the aircraft and the possibility of a fuel spill on the helideck.

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To preclude the possibility of electrical discharge or other fire hazard, radio transmissions during rotors running refueling should be limited to communicating safety critical information.

After refueling, a member of the helideck team shall advise the flight crew on the quantity of fuel uplifted and confirm that all equipment has been removed, the fuel cap has been replaced securely, and that the aircraft is properly configured for flight.

47.6. Aviation Fuel System Inspection and Maintenance

Aviation fueling systems owned, contracted, or routinely used by Shell shall be inspected at least annually by a Shell Aircraft-designated Facility Inspector and/or the contracted Aircraft Operator supplying the fuel for use in their aircraft. Filter replacement and tank cleaning shall be conducted on the required condition/intervals (at least annually), or the fuel system shall be placed out of service.

48. PASSENGER EMBARKATION AND CARGO LOADING

To the maximum extent practicable, the HLO will remain outside the helicopter rotor arc and maintain line of sight with the pilot(s) and helideck team members. Communications will be maintained via radios (primary) and, hand and arm signals (secondary). The HLO is responsible for leading and supervising all helideck team members during passenger embarkation and cargo onloading.

Prior to passengers being escorted to the helideck by an HDA, the following shall be confirmed:

- Passengers are wearing the clothing required for offshore travel by air
- All passenger headwear is removed and stowed
- Hearing protection is worn
- Small PEDs shall be in the OFF position and secured in the clothing pocket
- No headphones or earphones are worn by passengers. Headphones/earphones and the associated cables/wires shall be secured in a clothing pocket or checked baggage.
- Passenger life jackets shall be correctly worn with all buckles secured and excess straps tucked in
- CA-EBS bottle serviceable and air quantity within limits
- All passengers are correctly matched by-name to the manifest
- XBR passengers identified per the manifest and moved to the front of the line

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- The total passenger, baggage, and cargo count exactly matches the manifest

Donning life jackets inside the aircraft is prohibited.

After the above listed requirements are confirmed, and the HLO and pilot(s) are ready for passenger embarkation, passengers shall be escorted single file to the helideck with their baggage. Passengers shall maintain three-points of contact while transiting stairwells.

Extra life jackets that are not needed for passengers returning to shore (if any) shall be carried by the HDAs to the aircraft. Care shall be taken to ensure that the life jackets and attached survival equipment are not damaged while transiting to the helideck.

Baggage, cargo, and/or life jackets that have a singular or combined weight exceeding 50 lbs (23 kg) shall not be carried by a single person (helideck team member or passenger) at one time to avoid a lifting injury. For single items that exceed 50 lbs (23 kg), additional personnel shall be utilized as required. For multiple items with a combined weight exceeding 50 lbs (23 kg), additional personnel shall assist and/or multiple trips made as required.

Upon reaching the helideck, passengers will continue to be escorted in a single file line to a point outside the rotor arc and at a 90° angle to the aircraft. Passengers shall remain outside the rotor arc until directed to proceed towards the aircraft cabin by the HLO.

Under the supervision of an HDA, passengers shall place their personal baggage on the helideck in a line starting from the aircraft and moving out towards the TD/PM circle and not to exceed the rotor arc. Multiple lines of baggage that remain inside the rotor arc shall be formed as required.

XBR passengers shall be seated in those seats allocated for them. The number of XBR passengers per flight are not to exceed the number of XBR seats available in the aircraft.

Once a passenger is seated, they shall fasten their seatbelt/four-point harness. HDAs will monitor passenger loading and the proper use of the seatbelt/four-point harness.

Once all passengers are fully loaded aboard the aircraft, a helideck team member shall confirm all seatbelts/four-point harnesses are fastened correctly.

The HLO shall verify the number of passengers on the aircraft with the flight manifest. Any discrepancy will be immediately reported to the pilot(s) and resolved prior to proceeding further with the embarkation process.

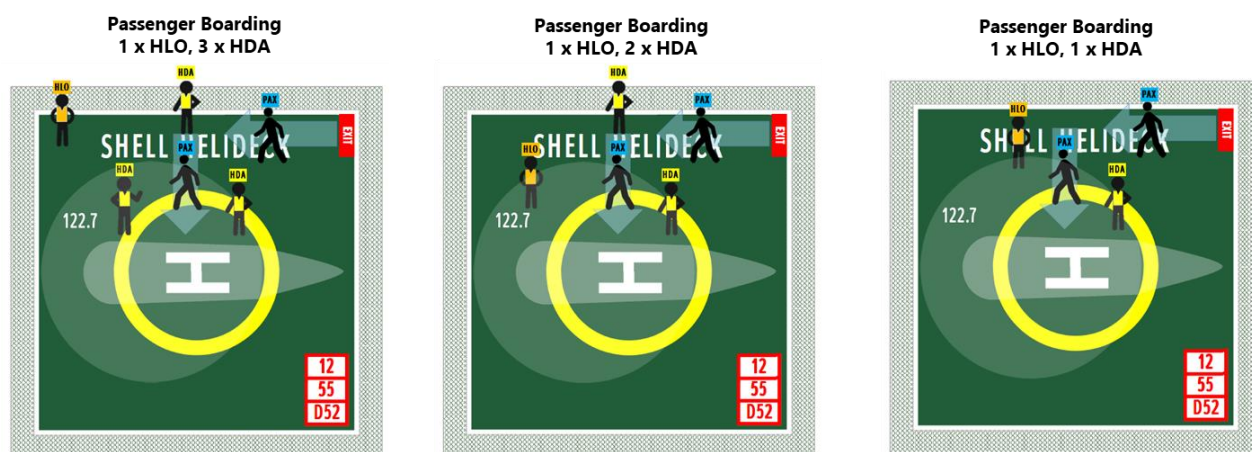
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Baggage and cargo will be loaded in the aircraft cargo compartment by the HDAs. Upon completion of baggage and cargo loading and securement, the aircraft cargo door(s) will be closed and fully latched.

The HLO clears the helideck team members from the helideck and assumes a safe location prior to the pilot re-entering the cockpit. Once the area is confirmed to be clear, the HLO shall communicate by radio:

“Area clear, pilot can enter the aircraft.”

49. HLO AND HDA POSITIONS FOR PASSENGER BOARDING



The staging of baggage and cargo shall start from the aircraft and move outward towards the TD/PM circle. Prior to exceeding the tip of the rotor arc, a second row of baggage shall be formed in the same manner. Repeat this step as necessary until all baggage and cargo has been staged on the helideck. The intent is to prevent passengers from walking towards the tail of the aircraft and to safely guide them inside the rotor arc and towards the aircraft 's passenger cabin.

50. AIRCRAFT DEPARTURE PROCEDURES (OFFSHORE)

The HLO shall confirm that all passengers, baggage, and cargo have been loaded, the aircraft cargo door is fully closed and latched, the pilots are seated in the aircraft, and the helideck is clear.

The HLO shall obtain clearance from the pilot for the HDA to enter the rotor and remove the chocks.

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Once the chocks have been removed, they will be shown to the pilots for a visual confirmation. The pilot(s) shall acknowledge the removal of the chocks via radio (primary) or the "thumbs-up" signal (secondary).

The HLO confirms again that the helideck is clear and then proceeds off the helideck and down the helideck access stairwell. After all handrails are confirmed down, the HLO can provide the GREEN DECK call to the pilots indicating the helideck is safe for takeoff. The pilot(s) shall acknowledge the GREEN DECK call.

The HLO shall maintain radio communications and remain in the vicinity of the helideck until the aircraft has departed and is clear of the facility.

Once the aircraft is clear of the facility, the HLO shall turn the Helideck Status Lights ON.

After the Helideck Status Light is turned ON, the HLO shall inspect the helideck landing area for any excessive fluids and/or foreign object debris (FOD) that may have been left by the aircraft.

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ADDITIONAL ENHANCED OPERATIONAL CONTROLS

51. SAFETY MANAGEMENT SYSTEMS

The Americas-Air Transport (AAT) HSE Case shall be included by reference in all AAT business HSE cases conducting operations with aviation content. There shall be no other standalone aviation HSE cases in the Americas. The best practice bowties contained in the AAT HSE Case shall be used as the basis for local HSE case development. Local aviation hazards specific to a business or operating area shall be referred to the AAT Regional Aviation Manager for inclusion in the AAT HSE Case.

Contractor bridging documents for contracts with aviation content should be prepared using the AAT HSE Case as a reference including the applicable best practice bowties and Hazard and Effects table controls and recovery measures.

52. AIR TRANSPORT CONTRACTS - GENERAL

The cognizant Supply Chain Delivery Manager or Logistics Manager manages aviation activity in their respective region, and unless otherwise agreed with the AAT Regional Aviation Manager, the responsible business unit Air Transport Technical Authority (TA2) shall be the contract holder for any directly contracted aviation services or support.

Where a non-aviation Contractor is approved to subcontract aviation services by the AAT Regional Aviation Manager, those operations shall be overseen, and assurance provided by the responsible business unit Air Transport Technical Authority (TA2).

All Americas aviation activities including Joint Venture and subcontracted operations shall report flight activity to the AAT Regional Aviation Manager or the responsible business unit Air Transport Technical Authority (TA2) using the reporting template provided for consolidation and forwarding to Shell Aircraft.

Requests for the review of potential aviation Contractors shall be submitted to the AAT Regional Aviation Manager or the responsible business unit Air Transport Technical Authority (TA2) who will also schedule recurrent audits as required.

The AAT Regional Aviation Manager shall be consulted for all emergency aviation use:

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- Prior to the inclusion of any aviation support provisions in Emergency Response Plans (ERPs). ERPs shall comply with the SGRAO.
- Prior to activation of an unassessed Aircraft Operator for emergencies not covered under an ERP if time permits.
- During planned or unplanned use in all cases if time permits.
- After use in all cases where the AAT Regional Aviation Manager was not previously consulted.

All contracts for both aviation and non-aviation services which have aviation content either direct or subcontracted shall be based on global aviation contract template language provided by the Global Category Manager – Aviation, supplemented by the responsible business unit Air Transport Technical Authority (TA2).

Initial planning for new Air Transport operations shall be conducted with the AAT Regional Aviation Manager prior to consultation with Shell Aircraft. Consultation with Shell Aircraft shall be made by the AAT Regional Aviation Manager.

All contracts with direct or subcontracted aviation content shall be categorized as High HSSE risk unless otherwise agreed with the AAT Regional Aviation Manager.

AAT business units shall not directly hire out contracted aircraft or seats to third parties. The hiring out or apportionment of seat costs shall be done through the aircraft provider.

Deviations from Contractual Allocation of Risk Framework (CARF) requirements shall be agreed with the respective Americas Contract Management Team.

53. ONE-TIME USE AIR TRANSPORT CHARTER

Requests for One-time approvals shall be submitted to the AAT Regional Aviation Manager or the responsible business unit Air Transport Technical Authority (TA2) for referral to Shell Aircraft.

54. SUBCONTRACTED AIR TRANSPORT

Shell Aircraft conducts audits of non-aviation Contractors, which if successful, will allow the non-aviation Contractor to subcontract for aviation services provided:

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- The Responsible AAT Aviation Manager oversees the aviation operations at the Contractor and subcontractor level to provide the required oversight and assurance, and
- The aviation subcontractor selected successfully completes a Shell Aircraft audit.

If the non-aviation Contractor audit by Shell Aircraft is unsuccessful, or if they cannot meet the SGRAO requirements, they can subcontract for aviation services provided:

- The Responsible AAT Aviation Manager directly oversees the subcontracted aviation service, and
- The aviation subcontractor selected successfully completes a Shell Aircraft audit, and
- The aviation subcontractor makes satisfactory progress with Shell Aircraft audit finding closures and complies with the Shell aviation requirements.

Otherwise, the cognizant Supply Chain Logistics Manager shall directly contract for the aviation services required and the non-aviation Contractor shall schedule their aviation services through the respective Shell Supply Chain activity.

55. JOINT VENTURE HSSE & SP MANAGEMENT

Managers responsible for Joint Venture agreements shall consult with the AAT Regional Aviation Manager and Shell Aircraft to agree the aviation standards adoption in the Joint Venture. Consultation is required for both new and existing Joint Ventures. Where existing Joint Venture agreements cannot be rewritten with appropriate aviation standards adoption, the Business Leader responsible for the Joint Venture shall be notified of the shortfall for further action.

56. PLANNING AND PROCEDURES

Canada – The Americas-Air Transport TA2 Project Checklist and Risk Assessment for each major workstream must be completed prior to the execution of each operation.

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57. EXCEPTIONS TO THE SHELL PERFORMANCE FRAMEWORK

All Exceptions to the Transport Safety - Air Transport Standard and Variances to the SGRAO shall be coordinated through the AAT Regional Aviation Manager who will prepare the necessary hazard analysis prior to submission to Shell Aircraft.

Exceptions to the SGRAO shall be requested using the Shell Performance Framework exception process.

58. FLIGHT OPERATIONS - GENERAL

Requests for airline assessments shall be submitted to the AAT Regional Aviation Manager for processing.

To ensure business continuity in the event of an aviation accident, each Americas business unit shall consider limiting the number of senior executives or members of a single leadership team flying in the same aircraft. The management level for leadership group travel approval shall be the Senior Shell Business Executive whose subordinates are affected or the Senior Shell Business Executive accountable for the air transport exposure.

Employees shall not fly on Contractor or Industry Partner corporate fleet aircraft without an acceptable Shell Aircraft assessment arranged through the responsible business unit Air Transport Technical Authority (TA1/TA2).

Employees and Contractors shall not accept "lifts" on third party aircraft while conducting company business without attempting to consult with AAT Regional Aviation Logistics and obtain an assessment. Line manager approval with concurrence from the business leader of the respective AAT business is required in all cases and if travel is conducted without a Shell Aircraft assessment or consultation with the AAT Regional Aviation Manager, all HSSE risk falls to the business leader of the respective AAT business.

Employees and contractors shall not pilot private or rental aircraft while on company business, or ride in an aircraft piloted by a pilot holding a private or sports license while on company business.

AAT employees shall not fly on military or government aircraft without an acceptable Shell Aircraft assessment which shall be arranged through the responsible business unit Air Transport Technical Authority (TA1/TA2).

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59. FLIGHT CREW FATIGUE MANAGEMENT – FLIGHT DUTY TIMES AND REST PERIODS

59.1. Flight Duty Periods

Flight Duty Periods (FDP) for helicopter flight crews are:

- A Maximum 12 Hour FDP in a single day
- 84 hours in any 7 consecutive day period
- 200 hours in any 28 consecutive day period

Variances to the above listed requirements may be approved by the responsible Air Transport Technical Authority (TA1/TA2) to the extent the Aircraft Operator has an active Fatigue Risk Management System (FRMS) that has been accepted by the AAT Regional Aviation Manager. The maximum Flight Duty Period shall not exceed 14 hours in a single day.

59.2. Work Rotations

Flight crews are authorized to work a customized work schedule if the Aircraft Operator has an active FRMS system that has been accepted by the AAT Regional Aviation Manager.

Flight crews on customized even-length continuous work rotations (e.g. 7 on & 7 off or 14 on & 14 off) in AAT service shall observe the following requirements.

- Crew assignments where regular flying is conducted without days off on site shall not be assigned longer than 14-day duty rotations. Rotations longer than 14 days shall use the normal SGRAO days off scheme.
- Crew assignments for SAR or MEDEVAC standby where only training and currency flights are conducted shall not be assigned longer than 21-day duty rotations without days off on site. Rotations longer than 21 days shall use the normal SGRAO days off scheme.
- Crew training and non-AAT service during the AAT scheduled off work periods shall be conducted in the days immediately following AAT duty. Crew shall have no less than the following number of days off work immediately prior to traveling to report for Company duty.

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Company Work Rotation	Days Off Prior to Reporting for the Company Rotation
7 / 7	5
14 / 14	10
21 / 21	14

Variances to the above listed customized work rotation requirements may be approved by the responsible Air Transport Technical Authority (TA1/TA2).

60. USE OF AIR TRANSPORT IN EMERGENCY RESPONSE

Country emergency aviation evacuation plans for countries or regions of potential political instability shall be coordinated with Shell Aircraft through a request to the AAT Regional Aviation Manager.

Where limited SAR capabilities preclude recovery of survivors offshore at night, flying shall cease early enough in the day to ensure that an acceptable response can be accomplished prior to sunset.

Each offshore operating region shall prepare a SAR ALARP assessment to determine if national SAR provisions are adequate. If the study determines that national SAR provisions are not adequate, a commercial SAR service shall be contracted.

61. AIRCRAFT EQUIPMENT SPECIFICATIONS – HELICOPTERS (ROTOR BRAKE)

Rotor Brake serviceability is required for offshore operations.

In the event of Rotor Brake unserviceability, the following shall apply:

- Direct flights from offshore to the Operating Base are permitted in order to return the helicopter back to base for corrective maintenance actions with approval of the responsible business unit Air Transport Technical Authority (TA1/TA2).
- On rare occasions, flights from the Operating base to offshore and back may be approved by the responsible business unit Air Transport Technical Authority (TA1/TA2) in order to

support unique business unit requirements and/or reduce overall risk exposure. The current and forecast weather shall be considered during the risk assessment process.

62. HELIDECK SIMOPS – SECOND HELIDECK OPERATIONS TO OBSTRUCTED HELIDECKS

The following expanded requirements shall be followed prior to conducting second helicopter operations to obstructed helidecks:

For concurrent maintenance recovery landings (two aircraft on a single helideck with the disabled aircraft outside of a properly sized parking area):

- a. Determine if alternate means of transporting engineers and material can be used such as vessel transport. Use the alternate means of transport where practicable.
- b. Operations shall be daylight only and shall be authorized by the Contractor's Operations Manual.
- c. Only personnel required for the recovery activity may travel on the recovery helicopter and shall meet offshore training requirements (e.g. HUET with CA-EBS) as required. No other passengers may be transported to or from the facility in the recovery helicopter unless the full Obstacle Free Sector is available. Deviations from this requirement requires AAT Regional Aviation Manager approval.
- d. A smaller helicopter shall be used where possible.
- e. Minimum obstruction clearance during landing or take-off shall not be less than the greater of 1/3 rotor diameter or 4 meters (13 feet).
- f. The disabled helicopter shall have all doors, latches, cowlings, etc. closed and shall be fully tied down (including blades) with its landing gear/skids not closer than 3 feet from the helideck perimeter edge.
- g. The combined weight of the landing helicopter and the disabled helicopter shall be checked to ensure it does not exceed the maximum limit for the helideck.
- h. The disabled helicopter Pilot-in-Command and recovery helicopter Pilot-in-Command shall consult prior to conducting the landing.
- i. The Aircraft Operator, Pilot-in-Command of the recovery helicopter, Person-in-Charge of the facility, and responsible business unit Air Transport Technical Authority (TA1/TA2) must all agree that the landing can be safely conducted.

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63. VESSEL MOTION AND RELATIVE WIND CONTROLS

The maximum sustained wind speed for normal helicopter operations shall be 45 knots unless the business or destination has established a lower limit in which case that limit shall be used. The maximum sustained wind speed for normal helicopter operations shall not exceed any wind related SAR limit.

The maximum sustained wind speeds for emergency operations shall be the limit set in the Aircraft Operator's operations manual for landing and ground operations or for hoisting as applicable.

The maximum sea state or wave height for normal offshore helicopter operations shall be the lowest of:

- The float certification limit delineated by aircraft type. If more than one aircraft type float system is in use for a given aircraft type, this limit may be applied according to the individual system certification limit as installed on the helicopter.
- The maximum sea state for personnel vessel recovery if this is the primary means for SAR, including any fast recovery craft (FRC) launch limits.
- The maximum sea state for personnel hoist recovery as established by the helicopter SAR provider if this is the primary means for SAR.

The maximum sea state or wave height for offshore airplane operations shall be the lowest of:

- The maximum sea state for personnel vessel recovery if this is the primary means for SAR, including any FRC launch limits.
- The maximum sea state for personnel hoist recovery as established by the helicopter SAR provider if this is the primary means for SAR.

Maximum vessel motion shall be the lowest of:

- The maximum vessel motion established by the vessel. This limit may be applied vessel by vessel if properly published to the pilots.
- The maximum motion limit established by the Aircraft Operator.
- The limits listed in the Helideck Certification Agency Helideck Limitations List, Part C – Pitch, Roll & Heave which is available from their website download page (www.helidecks.org).

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64. HELIDECK AND HELIDECK SYSTEM MAINTENANCE – FIREFIGHTING FOAM

Helideck-equipped facilities shall commission an annual certification of:

- The helideck firefighting foam production system if fitted.
 - For installation design, commissioning, and annual testing, refer to NFPA 11 and NFPA 16. (Additional guidance is available in Shell DEP 80.47.10.12 – Gen. and Shell DEP 80.47.10.31 – Gen.)
- Foam Proportioner System:
 - Laboratory certified produced foam test:
 - In lieu of a laboratory certified produced foam test, the foam proportioning system shall be permitted to be tested with a listed or approved method that does not require discharge of foam concentrate (NFPA 11, 11.6.3). Testing may be performed using surrogate, nonfoaming, environmentally acceptable, test liquids in lieu of foam discharge to the extent proper proportioning in accordance with the manufacturer’s design specifications can be demonstrated.
 - Laboratory certified foam concentrate test:
 - Refer to Shell DEP 80.47.10.31 – Gen. for requirements pertaining to additional testing requirements for foam concentrate.

Due to health, safety, and environmental hazards associated with fluorinated firefighting foams, a technical expert competent in helideck firefighting foam systems who is familiar with national/local environmental regulations and the specific firefighting foam system used aboard the facility shall be consulted prior to completing any of the foam sampling and testing procedures listed above. Shell-approved, environmentally safe, fluorine-free foams are to be used to the maximum extent practicable.

65. MARINE PILOT TRANSFERS

Vessels may adopt the supporting Aircraft Operator’s published hoisting instruction as a suitable means of compliance for documented hoisting procedures.

The hoisting area inspection may be carried out by AAT approved Aircraft Operator representatives. It shall be documented in an inspection report which shall be maintained in AAT files. Where the

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receiving vessel is arriving from an area where an on-site inspection cannot be conducted, a desktop review is permissible with concurrence from the Aircraft Operator and the AAT Regional Aviation Manager.

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APPENDIX 1. ABBREVIATIONS

The table below contains definitions for commonly used abbreviations.

ABBREVIATION	DEFINITION
AGL	Above Ground Level
ALARP	As Low As Reasonably Practicable
AAT	Americas-Air Transport
AWOS	Automated Weather Observation System
BCO	Ballast Control Operator
BSEE	Bureau of Safety and Environmental Enforcement
CA-EBS	Compressed Air Emergency Breathing System
CBP	Customs and Border Protection / U.S. Customs and Border Protection
DG	Dangerous Goods
EASA	European Aviation Safety Agency
ETA	Estimated Time of Arrival
FAA	Federal Aviation Administration
FATO	Final Approach and Takeoff Area
FOD	Foreign Object Debris / Foreign Object Damage
HAZMAT	Hazardous Material
HCA	Helideck Certification Agency
HDA	Helideck Assistant
HLO	Helideck Landing Officer
HSAC	Helicopter Safety Advisory Conference
HSSE	Health, Safety, Security, and Environment
HUET	Helicopter Underwater Escape Training

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ABBREVIATION	DEFINITION
IAP	Integrated Activity Plan
IATA	International Air Transport Association
ICAO	International Civil Aviation Organization
ICS	Incident Command System
IFR	Instrument Flight Rules
IMC	Instrument Meteorological Conditions
IOGP	International Association of Oil and Gas Producers
LOS	Limited Obstacle Sector
MOC	Management of Change
MODU	Mobile Offshore Drilling Unit
MOPO	Manual of Permitted Operations
MSDS	Material Safety Data Sheets
MTOW	Maximum Take Off Weight
NAA	National Aviation Authority
NM	Nautical Miles
NOTAM	Notice to Airmen
OFS	Obstacle Free Sector (of a helideck)
OFSCS	Offshore Supply Chain Specialists
OIM	Offshore Installation Manager
OLC	Offshore Logistics Coordinator

ABBREVIATION	DEFINITION
ONSCS	Onshore Supply Chain Specialists
OPITO	Offshore Petroleum Industry Training Organization
PIC	Pilot-in-Command
PLB	Personal Locator Beacon
POB	Persons on Board
PPE	Personal Protective Equipment
PRH	Pitch, Roll and Heave
RFM	Rotorcraft Flight Manual
RP	Recommended Practices
RRF	Rotors Running Refuel
SAR	Search and Rescue
SPLC	Shell Pipeline Company
SMS	Safety Management System
SOP	Standard Operating Procedure
TD/PM Circle	Touchdown and Positioning Marking Circle
TLOF	Touchdown and Liftoff Area
TSA	Transportation Security Administration
VFR	Visual Flight Rules
VHF	Very High Frequency
VMC	Visual Meteorological Conditions
XBR	Extra Broad

APPENDIX 2. CONTACT INFORMATION

United States	Barr Air Patrol 10084 Airport Road, Conroe, TX 77303 +1-936-539-2842
	Bristow SAR – MEDEVAC 139 Blackhawk Road, Galliano, LA 70354 <ul style="list-style-type: none"> Bristow Call-out Dispatcher: +1-855-844-2367 (Primary) +1-337-291-1540 (Secondary)
	HeliService USA 150 Airport Street, North Kingstown, RI 02852 +1- 401-373-2935 (Dispatch 24 hrs)
	PHI Aviation - Galveston 2215 Terminal Drive, Galveston, TX 77554 +1-504-425-0668 / 0632 / 0618
	PHI Aviation - Houma 3550 Taxi Road, Houma, LA 70363 +1-504-425-5400 / 5414 / 5416
	Wing Aviation Houston-Hobby Airport 8912 Paul B Koonce Street, Houston, TX 77061 +1-713-645-9464
Brazil	Omni Taxi Aereo S/A Av. Paisagista José Silva de Azevedo Neto, 200, Bloco Evolution II, Sala 307 Barra da Tijuca – RJ - Brazil +55 21 3478-1400 / +55 21 3478-7941
Canada	Blackcomb Helicopters 7850 Alpha Way, Delta, Vancouver, British Columbia V4K 0A7 +1-800-330-4354
	Integrated Sensing and Surveillance (ISS) Red Deer Regional Airport, Hangar 10, 3531 Airport Drive, Springbrook, AB T4S 2E8 +1-888-519-1671

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Trinidad & Tobago	<p>Bristow Caribbean Limited Piarco International Airport (Hangar #4) Piarco, Trinidad & Tobago +1-868-669-8101</p> <p>PHI Americas Piarco International Airport (South Terminal) Golden Grove Road, Piarco, Trinidad & Tobago +1-868-225-4744</p>
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APPENDIX 3. HELICOPTER FLOAT CERTIFICATION LIMITS

The table below lists the helicopter float certification limits as listed in the rotorcraft flight manuals.

Helicopter	Float Certification Limits
S-92	Sea State 5 for passenger aircraft (PHI-Gulf of Mexico) Sea State 6 for SAR-MEDEVAC aircraft (Bristow SAR – Gulf of Mexico)
H-160	Sea State 6
H-145	Sea State 6
AW-139	Sea State 6

FAA Advisory Circular 29-2C (Certification of Transport Category Rotorcraft) states that the source of the sea state definition is the World Meteorological Organization (WMO) Table. The WMO Table and Douglas Sea Scale are aligned.

WMO Sea State Code	Significant Wave Height		Wind Speed (Knots)	Description of Sea
	Meters	Feet		
0	0	0	0 - 3	Calm (Glassy)
1	0 - 0.1	0 - 1/3	4 - 6	Calm (Rippled)
2	0.1 - 0.5	1/3 - 1 2/3	7 - 10	Smooth (Wavelets)
3	0.5 - 1.25	1 2/3 - 4	11 - 16	Slight
4	1.25 - 2.5	4 - 8	17 - 21	Moderate
5	2.5 - 4	8 - 13	22 - 29	Rough
6	4 - 6	13 - 20	28 - 47	Very Rough
7	6 - 9	20 - 30	48 - 55	High

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APPENDIX 4. MULTI-SHIP OPERATIONS (GULF OF MEXICO)

Multi-ship operations are authorized on the following Shell Deep Water – Gulf of Mexico helidecks that are equipped with a Push-in Parking Area upon receipt of final approval by the business unit Air Transport Technical Authority (TA1/TA2):

- MC-437-A (APPOMATTOX)
- GB-426-A (AUGER)
- MC-807-A (MARS)
- MC-807-B (OLYMPUS)
- AC-857 (PERDIDO)
- WR-551 (TURRITELLA FPSO)
- MC-807-B (URSA)
- MC-939-A (VITO)
- AC-773 (WHALE)
- Any drill ship equipped with a compliant parking area on contract with Shell.

Multi-ship operations shall be conducted in accordance with the following criteria:

- 1) Aircraft in the parking area shall be positioned completely within the area bounded by the parking area's white perimeter line.
- 2) The parked aircraft and rotor blades shall be securely tied down.
- 3) The combined weight of both aircraft shall not exceed the maximum allowable combined weight identified in the applicable helideck information plate or engineering drawing.
- 4) The following information shall be sent to the responsible business unit Air Transport Technical Authority for review and final approval:
 - a. Photos of the aircraft securely tied-down and parked clear of the parking transition area foul line. Include the "goal line" photo.
 - b. Weight of the aircraft (with fuel) parked in the push-in parking area.
- 5) Pilots shall be made aware of the other aircraft in the parking area during initial check-in.

Note: The pilot-in-command always maintains the right to refuse landing if an unsafe condition exists.

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APPENDIX 5. COLD WEATHER OPERATIONS (GULF OF MEXICO)

In the Gulf of Mexico, Americas-Air Transport implements enhanced control measures when operating aircraft offshore during cold weather periods to minimize the risks associated with environmental exposure and hypothermia after a controlled ditching scenario.

These enhanced control measures supplement the risk mitigations identified in the ALARP Demonstration Document for U.S. Gulf of Mexico Search and Rescue (SAR) Helicopter Operations.

Survival headwear (brimless, snug-fitting, head-hugging cap intended to retain heat / e.g. knit cap, beanie cap, skull cap) may be worn in the aircraft cabin. Survival headwear shall be secured in the pocket of an outer garment while transiting to/from the aircraft. It shall not be worn on the aircraft parking ramp nor on the helideck.

The control measure below is applicable during the Cold Weather Season, which starts on the first Monday on or after November 15th and ends on the first Sunday on or after April 15th each year.

The hazard criteria threshold that triggers additional action is:

- Local combined air/water temperature below 120°F (48°C)

When the local combined air/water temperature is below 120°F (48°C), passengers and flight crew flying on Shell-contracted helicopters shall have available an appropriate outer garment that shall be worn.

An appropriate outer garment is defined as an additional layer of clothing with long sleeves (jacket or coat) that the passenger or flight crew would wear for protection against cold and wet conditions and to protect against hypothermia.

The passenger or flight crew should ask, and be able to positively answer the question: "Would I wear this outer garment when hunting or boating in the winter?"

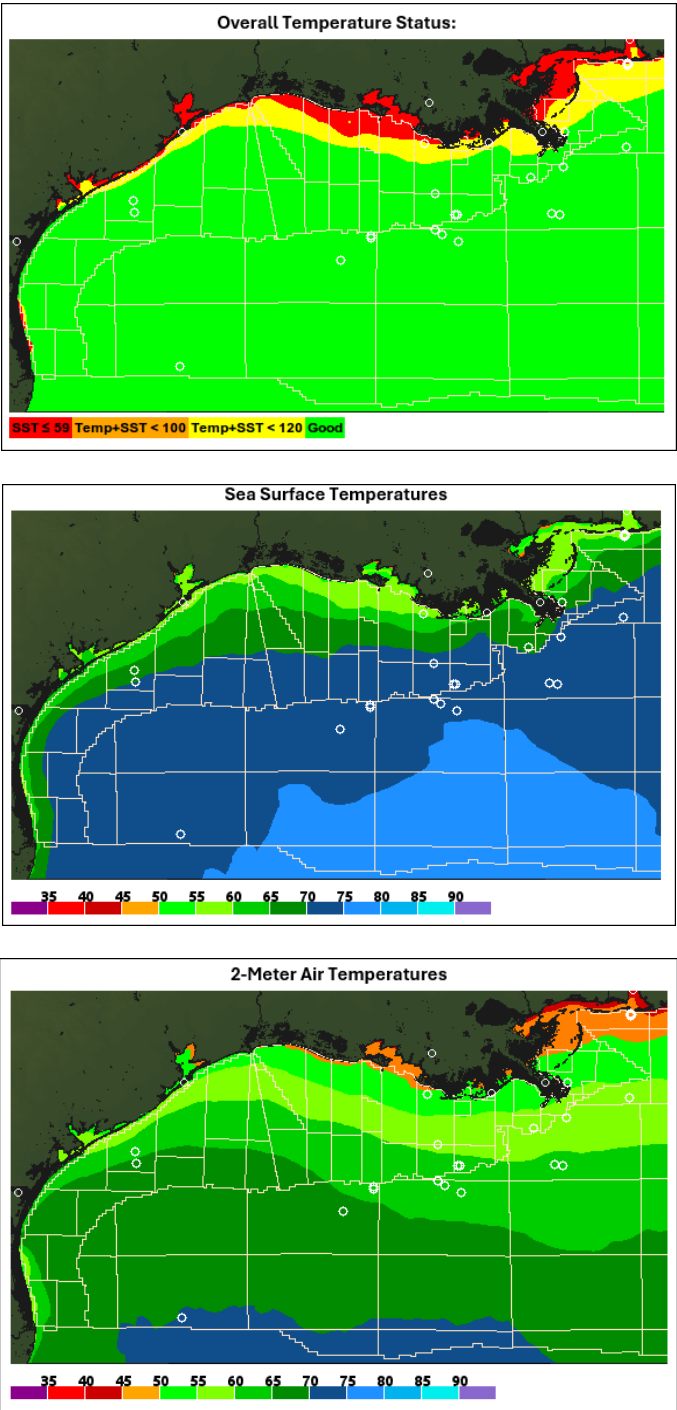
The notification of the requirement to wear an appropriate outer garment shall be displayed at the heliports and communicated to passengers departing to or from offshore facilities no later than flight check-in.

Passengers not wearing appropriate outer garments when required shall be denied air transport.

Tools have been developed in coordination with StormGeo to notify Shell's Gulf of Mexico leaders and Aircraft Operators when air and water temperature thresholds are expected to be exceeded.

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Examples of the products developed and distributed by StormGeo for Shell are provided below.



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APPENDIX 6. ROLES & RESPONSIBILITIES (GULF OF MEXICO)

Role	Responsibilities
Aviation Logistics Planner	<ul style="list-style-type: none"> Serves as the Gatekeeper for planning the use of aviation resources and maximizes aviation capacity based upon the requested demand and adjusts where necessary, working closely with all relevant parties. Plans the utilization of aviation resources in the 2 to 14-day planning window while coordinating with each asset's Offshore Logistics Coordinator (OLC) or Onshore Supply Chain Specialists (ONSCS). Supports the management of senior leadership flight requests to ensure leaders are being transported on already existing flights in the system. Facilitates a daily coordination telecon for Houma at 14:45 and Galveston at 15:00 which includes all relevant OLCs/ONSCS for the purposes of confirming/verifying passenger numbers at least 3-7 days prior to execution. Coordinates all Offshore Supply Vessel and Project Vessel crew change movements. Coordinates with the Aircraft Operator Program Managers to facilitate any requests for extended flight windows or additional aviation resources. Submits requests for "4-stop Approvals" and "Bags in the Passenger Cabin" to the responsible business unit Air Transport Technical Authority (TA2) for review and approval. Generates a 7-day operations plan and adjusts daily as needed (e.g. major weather disruptions impacting flight activity). Facilitates the processing of Agile Requests as required. Communicates real time flight impacts/adjustments along with end of day summary of flight completions and cancellations to the business unit.
Heliport Dispatchers (Lead /	<p><u>Lead Dispatcher (Houma/Galveston)</u></p> <ul style="list-style-type: none"> Executes the daily flight schedule by staying in close coordination with relevant offshore coordinators and base management.

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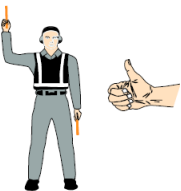

Role	Responsibilities
Compliance / Assistant)	<ul style="list-style-type: none"> • Notifies all relevant parties when any asset and/or aircraft issues occur and updates the daily ops plan as required. • Ensures that helideck-equipped vessels are sending in their daily helideck reports and that the pilots are receiving them for flight planning purposes. • Inputs daily SAR-MEDEVAC flights into Helipass. • Monitors the passenger and cargo check-in process to ensure passenger, baggage, and cargo weights do not exceed the aircraft's available payload. Coordinates required changes/adjustments with the responsible asset OLC/OSCS as needed. • Prints flight manifests 1-hour prior to departure. • Submits for U.S. Customs and Border Protection (CBP) clearances that require U.S. CBP review and approval. • Monitors aircraft radio transmissions to document flight departures and communicates the estimated arrival time (ETA) to assets for every flight. <p><u>Compliance Dispatcher (Houma-based, also supports Galveston)</u></p> <ul style="list-style-type: none"> • Performs Lead Dispatcher duties for Western-based assets flying out of Houma in addition to the below compliance related duties for both Houma and Galveston. • Manages passenger compliance issues prior to, and on the day of the flight (e.g. HUET, TWIC, ISNetwork, etc.). • Monitors the "NewPaxForm@Shell.com" email account and generates passenger profiles in Helipass. • Maintains and distributes the Shell Helideck Status Report as MODUs relocate in the GoM. • Maintains and distributes changes to the AWOS system per asset. <p><u>Assistant Dispatcher (Houma-based)</u></p> <ul style="list-style-type: none"> • Performs as the Assistant to both the Lead and Compliance Dispatchers. • Responsible for receiving all outbound and inbound cargo. Receives, inspects, documents, weighs, and stores in bins by asset, all cargo coming into the heliport via "hotshot", FedEx, USPS, and UPS. Contacts assets for additional paperwork if any is needed (e.g. HAZMAT). For inbound cargo, will receive from the HLO and

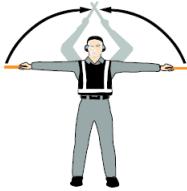


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Role	Responsibilities
	<p>take the necessary actions to comply with cargo special handling instructions (e.g. requirement for refrigeration) and ensures cargo is delivered via the recommended transport method to make it back to the vendor.</p> <ul style="list-style-type: none"> Ensures any forbidden items being shipped as cargo does not make it offshore. Properly manifests the cargo once the flight is identified.
Onshore Supply Chain Specialists (ONSCS)	<ul style="list-style-type: none"> Supports multiple Production assets with completing flight planning and manifesting to ensure the asset remains within Person on Board (POB) limits and Incident Command System (ICS) team requirements to continue safe and effective operations. Generates all flight requests and ensures passengers are compliant for their upcoming flights. Coordinates with the vendor, passenger, and/or Compliance Dispatcher to resolve discrepancies. Ensures each flight reservation is documented with the proper charge code. Maintains full integration into the Integrated Activity Plan (IAP) planning process, all other relevant Supply Chain meetings, and all relevant team leads to assist with managing non-core crew change movements. Assists with supporting hurricane preparedness, readiness, and demobilization/remobilization operations for the assets being supported. Notifies team leads of any flight-related issues and/or adjustments that may be required to ensure passengers are informed of correct check-in times. Assists with the coordination of all Agile movements being requested by their assigned assets. Maintains a working knowledge of the SAR-MEDEVAC emergency response and non-emergency MEDEVAC call-out process. Fully understands the difference in coordination and call-out process requirements between actual SAR-MEDEVAC call-out requirements and those for high priority passengers or cargo which are non-emergency and/or considered business critical.
Offshore Supply Chain Specialists (OFSCS)	<ul style="list-style-type: none"> Manages all passenger bunk, muster, and ICS structure assignments in Helipass. Prints and posts this information at key locations aboard the facility each time the POB changes. Coordinates and facilitates the passenger check-in process aboard the facility and provides arrival sheets.







Role	Responsibilities
	<ul style="list-style-type: none"> Coordinates and facilitates the passenger check-out process aboard the facility to include the manifesting of accurate personnel, baggage, and cargo weights in the Helipass system. The final weigh-out of passengers, baggage, and cargo shall take place just prior to flight under the supervision of an assigned responsible party to verify accurate weights are manifested. <ul style="list-style-type: none"> <i>Note: Facilities that weigh-in passengers, baggage, and cargo the night prior to morning flights for the purposes of estimating available payloads shall re-weigh passengers, baggage, and cargo under the supervision of an assigned responsible party the day of, and just prior to flight, in order to verify that accurate weights are listed on the final flight manifest.</i> Coordinates all cargo shipments with the Assistant Heliport Dispatcher and reinforces the need for other functions to understand and be responsible for their Hazardous Material shipment requirements. Prints and posts at key locations aboard the offshore facility individual flight manifests the night prior to flight for situational awareness for staff. Supports Hurricane Preparedness and Readiness by ensuring the contact list remains updated, and by manifesting those personnel to be flown ashore during hurricane evacuation operations. Supports the execution of the SAR-MEDEVAC call-out process in coordination with the Radio Operator/Control Room. Keeps the ONSCS informed as required. Maintains a working knowledgeable of the SAR-MEDEVAC emergency response and non-emergency MEDEVAC call-out process. Fully understands the difference in coordination and call-out process requirements between actual SAR-MEDEVAC call-out requirements and those for high priority passengers or cargo which are non-emergency and/or considered business critical. If assigned as a Helicopter Landing Officer (HLO) or Helideck Assistant (HDA), maintains training and competence in accordance with the Shell Requirements for Aircraft Operations (note: not all facilities use the OFSCS to fill these roles).

APPENDIX 7. HAND AND ARM SIGNALS

Action	Description	Signal
Chocks inserted	With arms and wands fully extended above head, move wands inward in a "jabbing" motion until wands touch. Ensure acknowledgement is received from flight crew.	
Chocks removed	With arms and wands fully extended above head, move wands outward in a "jabbing" motion. Do not remove chocks until authorized by flight crew.	
Start engine	Raise right arm to head level with wand pointing up and start a circular motion with hand; at the same time, with left arm raised above head level, point to engine to be started.	
Cut engine	Extend arm with wand forward of body at shoulder level; move hand and wand to top of left shoulder and draw wand to top of right shoulder in a slicing motion across throat.	
Affirmative/all clear	Raise right arm to head level with wand pointing up or display hand with "thumbs up"; left arm remains at side by knee.	
Negative	Hold right arm straight out at 90 degrees from shoulder and point wand down to ground or display hand with "thumbs down"; left hand remains at side by knee.	

Action	Description	Signal
Normal stop	Fully extend arms and wands at a 90-degree angle to sides and slowly move to above head until wands cross.	
Emergency stop	Abruptly extend arms and wands to top of head, crossing wands.	
Fire	Move right-hand in a "fanning" motion from shoulder to knee, while at the same time pointing with left hand to area of fire. Night — same with wands.	

APPENDIX 8. TEMPLATES AND TOOLS

1	Vessel Helideck Limited Exposure Assessment Process Flow – V4  Vessel Helideck Limited Exposure As
2	Helideck Operations Manual (Americas-Air Transport Template) – V7  Helideck Operations Manual
3	HLO-HDA Competency Record (Template) – V11  HLO-HDA Competency Record
4	HLO and HDA Competency Assessment Report (Template) – V4   HLO Competency Assessment Report · HDA Competency Assessment Report ·
5	Monthly Helideck Team Drills and Training (Template) - V12  OPS0081 - Monthly Helideck Team Drills
6	Helideck Team Member Formal Training Courses at Shell Robert Training Center <ul style="list-style-type: none"> • Offshore Helicopter Landing Officer (HLO): Initial 3-day Course • Offshore Helideck Assistant (HDA): Initial 2-day Course • Helideck Team Member Refresher (HLO & HDA): Recurrent 1-day Course To register, email: training-history@shell.com

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