

HELIPORT SAFETY INSPECTOR ON-SITE VERIFICATION CHECKLIST

HELIPORT SAFETY INSPECTOR ON-SITE VERIFICATION CHECK LIST

**GACAR PART 138 (CERTIFICATION, AUTHORIZATION AND OPERATION OF HELIPORTS)
 (FOR USE OF HELIPORT SAFETY INSPECTORS)**

Heliport Name:			
Heliport Reference Code:		Heliport Operator:	
Inspection Type :		Inspection Date:	
Report Number:		Report Date:	
Name of Heliport Safety Inspector		Signature:	
Name of Heliport Certification Project Manager		Signature:	

GENERAL INSTRUCTION

1. This form of on-site inspection must be filled by GACA Heliport Safety Inspectors and Heliport Certificate Project Manager.
2. This form shall be used for the on-site verification of various documents and operating procedures during the heliport site visit and process of heliport certification, and thereafter for Surveillance and Un-announced on-site verification inspections.
3. Heliport Safety Inspectors, on completion of on-site verification of documents and operating procedures for area of his/her expertise, shall complete and submit this form to heliport certificate project manager.
4. For any clarification, the General Manager (Aerodrome Standards) of General Authority of Civil Aviation, Kingdom of Saudi Arabia, may be contacted.

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GACAR 138 REFERENCE- APPENDIX A-1	ITEMS FOR ON-SITE VERIFICATION	COMPLIANCE	NON COMPLIANCE	NOT APPLICABLE	NOTES/REMARKS
5.1 Promulgation of aeronautical information					
(a)	Whether service is available to promulgate Aeronautical Information;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(b)	Whether procedures are defined for promulgation of Aeronautical Information;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(c)	Whether defined form is used for promulgating the AIP.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.2 Control of access					
(a)	Whether heliport plan shows all access points in the movement area;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(b)	Whether Procedure for inspection of access points and fence available;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(c)	Whether warning signs are provided at all access points;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(d)	Whether procedures are available for vehicle control at access point for operational area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.3 Emergency planning					
(a)	Whether heliport operator as developed HEP;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(b)	Whether Procedure exists to describe various type of emergency tasks in the HEP;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(c)	Whether updated contact list of organisation and persons are available;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(d)	Whether procedures exist in AEP for appointing of commander and the responsibilities;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(e)	Whether reporting mechanism available in HEP in event of emergency;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(f)	Whether emergency equipment testing and frequency is defined and maintained;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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(g)	Whether frequency of regular exercise is defined in HEP and regularly conducted;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(h)	Check whether trainings are specified in HEP and provided at required RFF staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.4 Rescue and fire fighting (RFF) services					
(a)	Whether RFF policy and Categories are defined in HEP;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(b)	Whether RFF in-charge role and safety accountabilities are defining in heliport operation Manual/Procedures;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(c)	Check whether procedures are available in case of a depletion of heliport RFF category of the heliport;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(d)	Check whether HOM clearly define procedures for operating higher category helicopters than declared RFF category.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(e)	Check extinguishing agents are available as per declared RFF category of the heliport;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(f)	Check operation procedures provide monitoring of helicopter movement and alerting system to RFF;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(g)	Check adequacy of response time are defined for various locations of heliport;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(h)	Check whether service agreements are available where RFF services are provided by external agencies;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(i)	Whether HEP have provision to meet emergency requirements where heliport are in or near water areas;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(j)	Check whether heliport operator maintain competency process for RFF personnel;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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(k)	Whether HEP define arrangements of accident/emergency response in near vicinity of the heliport;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(l)	Whether HEP define RFF procedures for low visibility operations at heliport.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.5 Inspection of the Movement area					
(a)	Check whether frequency for inspection are defined in HOM and reporting systems provided;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(b)	Whether procedures frequency of cleaing/ sweeping of movement area are available;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(c)	Whether inspection of movement area and FOD/Debris removal are provided;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(d)	Whether Procedure exists to assess and report FATO and TLOF surface characteristics when wet or contaminated;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(e)	Check whether Procedure exists to promulgate information to ATS.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.6 Maintenance of the Movement Area					
(a)	Whether procedure exists and implemented to promulgate FATO and TLOF characteristics or facility withdrawal;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(b)	Check Procedure to assess adequacy and action required for maintenance provided;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(c)	Check maintenance plan for Visual aids, lighting, electrical systems implemented;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(d)	Check maintenance plan for fencing, obstacles and its lighting are implemented;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(e)	Check arragements of reporting unsafe occurance are provided.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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5.7 Hazardous meteorological conditions and snow and ice control					
(a)	Whether Procedure are provided. Check implementation;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.8 Visual Aids					
(a)	Check about the responsibility for preventive maintenance of Visual Aids.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(b)	Check about the responsibility for maintenance of Electrical Systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(c)	Check about brilliancy settings and flashing frequencies as applicable;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(d)	Check about the routine and Emergency maintenance tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(e)	Check procedures for routine inspections of various lighting systems;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(f)	Check procedures obstacle lighting maintenance and upkeep;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(g)	Check for maintenance reports and work control in operational area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(h)	Check formal coordination procedure and agreed objective if heliport operator is not in charge of maintenance of Visual Aids and Electrical system.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.9 Apron Management (To be seen when an Apron Management Service is provided)					
(a)	Check the procedure and its implementation to ensure coordination with ATS, if ATS provided;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(b)	Check the the procedure for parking stand allocations, if more the one parking stands;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(c)	Check procedure for engine start and fueling at parking stand.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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5.10 Helicopter Stand/Apron Safety Management (Check where ASM is provided)					
(a)	Check means and procedures for rotor thrust protection.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(b)	Check arrangements of safety precautions during helicopter refuelling operations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(c)	Check arrangements for helicopter stands/apron sweeping and cleaning.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(d)	Check arrangements for reporting incidents and accidents on a helicopter stand/apron.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(e)	Check arrangements for assessing the safety compliance of all personnel working on the helicopter stands/apron.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(f)	Check arrangements for the use of heliport when helicopter stand is part of TLOF.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.11 Vehicles on the movement area					
(a)	Check details of the applicable traffic guidelines for vehicle movements (including speed limits and the means of enforcing the rules).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(b)	Check criteria for drivers to allow and operate vehicles on the movement area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(c)	Check arrangements of communicating with air traffic control, in case ATC is part of heliports.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(d)	Check vehicles provided with two-way communication that operate on the movement area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.12 Wild Life Hazard Management					
(a)	Arrangements and method for dispersal of bird and other wildlife.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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(b)	Check measure to discourage birds and other wildlife.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(c)	Check arrangements for assessing wildlife hazards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(d)	Check arrangements for implementing wildlife control programs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(e)	Check the procedure for monitoring the corrective action to be taken subsequently.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(f)	Check the procedure for reporting of Wildlife incidents to GACA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.13 Obstacles					
(a)	Check arrangements for monitoring the height of buildings or structures within the boundaries of the obstacle limitation surfaces (OLS).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(b)	Check arrangements for controlling new developments in the vicinity of heliports.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(c)	Check the reporting procedure and actions to be taken in the event of the appearance of unauthorized obstacles.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(d)	Check arrangements for removal of an obstacle inside and outside heliport area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.14 Removal of Disabled Helicopters					
(a)	Check details of the capability for removal of a disabled helicopters at heliport and reporting procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.15 Dangerous Goods on Heliport					
(a)	Check arrangement for special areas for dangerous goods on heliport	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(b)	Check RFF staff are trained.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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5.16 Low Visibility Operations					
(a)	Check procedures for obtaining and disseminating meteorological information, including (RVR) and surface visibility.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(b)	Check protection at heliport FATO during LVP if such operations are permitted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(c)	Check the procedure for action to be taken when LVP is in process	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.17 Protection of site for radar, navigation aids and MET equipment					
(a)	Check the procedures for protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
II: ON-SITE VERIFICATION OF THE SAFETY MANAGEMENT SYSTEM					
(a)	Check whether heliport operator has appointed an Accountable Executive and Head of safety;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(b)	Check safety policy is described in SMSM and Safety Procedures;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(c)	Check whether head of safety is independent of operational tasks and report to accountable executive;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(d)	Check Procedure and methods of Training;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(e)	Check Procedures for complying with regulatory requirements relating to accidents, incidents and mandatory occurrence reporting;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(f)	Check hazard analysis and risk assessment procedures;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(g)	Check management of change and change approvals;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(h)	Check internal safety audit system exist;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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(i)	Check whether procedure describes who conducts the analysis, when and how the hazards are monitored, what actions are subsequently taken, and the criteria leading to the analysis.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(j)	Check documentation Management and Reporting;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(k)	Check Safety-related committees are established;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(l)	Check Safety promotion Policy;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(m)	Check responsibility for ensuring and monitoring safety by the contractors and third parties operating on the heliport.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Remarks,if any.

DETAILS OF GACA HELIPORT SAFETY INSPECTORS

S. No.	NAME OF THE HELIPORT SAFETY INSPECTOR	SIGNATURE	DATE
1.			
2.			
3.			

DETAILS OF GACA HELIPORT CERTIFICATION PROJECT MANAGER

S No.	NAME	SIGNATURE	DATE
1.			
