



Maritime Helicopters

OPERATIONS MEMO O-15-01

To: All Pilots

From: David A. Jones
Chief Pilot

Date: 6 January 2015

Subject: Single Engine Weight Log/Risk Assessment

As part of the Maritime Helicopters Inc. Safety Management System (SMS) we will continually implement "Best Practices" and as part of this ongoing process we are immediately implementing a Single Engine Weight Log and Risk Assessment (See Attachment 1). Instructions for the Single Engine Weight Log are contained in Attachment 2. Instructions for the Risk Assessment are contained in Attachment 3.

The Single Engine Weight Log documents compliance with Chapter 2 and Chapter 3 of the General Operations Manual (GOM). The Single Engine weight log doesn't need to be completed when a Government Load Calculation Form is required.

The Risk Assessment documents compliance with Hazard Identification, Safety Assurance, Risk Assessment, System Assessment, and Accepting Risk in System and Task Design of our SMS.

These forms demonstrate compliance with our current operational policies and procedures.

If you have any questions contact Dave Jones at (907) 452-1197 or Dave Buzga at (907) 235-7771.

SINGLE ENGINE WEIGHT LOG

REMARKS:

Flight Risk Assessment

PILOT EXPERIENCE

TYPE OF OPERATION TOTAL:

TIER 1 APPROVAL REQUIRED FOR THE FOLLOWING

TIER 1 OPERATIONAL CONTROL APPROVAL BY:



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(ATTACHMENT 2) SINGLE ENGINE WEIGHT LOG

A. Single Engine Weight Log.

The Single Engine Weight Log will be utilized to document the loads carried by the aircraft. At the completion of each days flight activity the completed form should be attached to the daily flight log and turned into operations.

B. Single Engine Weight Log Instructions.

1. DATE: Enter today's date.
2. ACFT TYPE: Enter the aircraft type.
3. ACFT TAIL #: Enter the aircraft "N" number.
4. MAX GROSS WEIGHT: Enter the maximum allowable gross weight.
5. PIC: Enter the name of the pilot in command.
6. A/C OPERATIONAL EMPTY WEIGHT: Enter the aircraft weight + headsets +aircraft paperwork.
7. SURVIVAL GEAR: Enter the weight for AS 02.35.110 required safety equipment + pilot's additional survival gear.
8. PILOT WEIGHT: Enter the pilot's weight.
9. MAX FUEL WEIGHT: Enter the maximum fuel weight.
10. OPERATING WEIGHT: Operating Weight = A/C Operational Empty Weight + Survival Gear + Pilot Weight + Maximum Fuel Weight.
11. ACFT + SURVIVAL + Pilot Wt: Self Explanatory.
12. ALT: Enter the Altitude that was used to calculate the HIGE.
13. TEMP: Enter the Temperature that was used to calculate the HIGE.
14. ALT: Enter the Altitude that was used to calculate the HOGE.
15. TEMP: Enter the Temperature that was used to calculate the HOGE.
16. WEIGHT: Enter the weight from the applicable FMS.
17. WEIGHT: Enter the weight from the applicable FMS.
18. ALLOWABLE PAYLOAD INTERNAL: Enter the maximum allowable internal payload based on HIGE/HOGE as applicable.
19. ALLOWABLE PAYLOAD EXTERNAL: Enter the maximum allowable external payload based on HOGE.
20. POWER CHECK PA: Enter as necessary.
21. POWER CHECK OAT: Enter as necessary.
22. POWER CHECK NI/NG: Enter as necessary.
23. POWER CHECK TOT/MGT: Enter as necessary.
24. ORIGIN: Enter the point of origin.
25. DESTINATION: Enter the destination.
26. NUMBER PAX(S): Enter the number of passengers.
27. TOTAL PAX WT: Enter the weight of all passengers.
28. CARGO WT: Enter the weight of all internal/external cargo.
29. TAKEOFF FUEL WT: Enter the Take Off fuel weight.
30. ACFT GROSS WT: Enter the aircraft gross weight at takeoff.

NOTE 1: The Single Engine Weight Log is designed to give the pilot a continual reference to aircraft performance and aircraft load. It is not necessary to have multiple lines when transporting the same payload from location to location.



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(ATTACHMENT 3 RISK ASSESSMENT)

A. RISK ASSESSMENT.

1. Risk Assessment is a pre-flight tool and will be completed at the beginning of each day. Major changes during the day, such as moving to a different type of aircraft, a major mission change or significant changes in weather or environmental conditions will require the completion of a new risk assessment. The risk assessment does not replace the requirement to continually evaluate weather and operational changes in flight and make the appropriate go or no go decision.
2. The Risk Assessment form is printed on the reverse side of the single engine weight log or will be provided as a stand-alone form for pilots of multi-engine aircraft.
3. All Maritime Helicopters, Inc. aircraft are equipped with a portable Iridium phone for use in remote locations where phone service is not available).

B. RISK ASSESSMENT FORM INSTRUCTIONS.

1. The risk assessment form is divided into three different sections; Section 1 Pilot Experience, Section 2 Weather, and Section 3 Type of Operation.
 - a. Circle all applicable elements in all sections.
 - b. Add all items circled under Pilot Experience.
 - c. Add all items circled under Weather, if the value is 8 or higher –**Tier 1 approval is required.**
 - d. Add all circled items under Type of Operation, if the value is 8 or higher –**Tier 1 approval is required.**
 - e. Add all items circled under Pilot Experience + Weather + Type of Operation, if the value is 15 or higher- **Tier 1 Approval is required.**
 - f. At the completion of each days flight activity the completed form will be attached to the daily flight log and turned into operations.
2. The following operations **will always require Tier 1 approval** from operations. The approval must come from one of the following positions; Director of Operations, Chief Pilot, Base Manager, Lead Pilot and anyone designated as the Assistant Chief Pilot. **(Annotate on the risk assessment form the operations person that approved the flight):**
 - a. Prior to conducting Heli-ski Operations.
 - b. Prior to conducting Night Operations.
 - c. Prior to conducting STEP (Single Skid/Toe In/Hover Exit) operations.
 - d. Prior to conducting Operations when the OAT is <-35 ° F.



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(ATTACHMENT 3 RISK ASSESSMENT)

C. SAMPLE RISK ASSESSMENT.

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Flight Risk Assessment			
<i>Use in Form: Complete all sections during operations. Please write any suggestions on the bottom of the form.</i>			
PILOT EXPERIENCE			
<1 year with Maritime	+1	>30 days since last flight	+2
< 200 hours in Alaska	+1	> 12 hour duty day	+1
< 100 hours in Type	+2	> 8 hours of flight time	+1
> 60 days since last flight in Type	+3	> 14 continuous days of duty	+1
			PILOT EXPERIENCE TOTAL:
WEATHER CONDITIONS			
Visibility < 1 mile Onshore	+3	Precipitation	+1
Visibility < 3 miles Offshore	+2	Ceiling < 600'	+2
Wind Gust >16 Kts	+1	Ceiling < 300'	+3
Wind > 26 Kts	+2	Temperature < -35°F	+1
			WEATHER CONDITIONS TOTAL:
TYPE OF OPERATION			
External Load -Belly Hook	+3	X-C leg< 30 minutes of fuel at landing	+1
External Load- Long Line	+4	Pipeline patrol Operation	+2
Operations above 6000' PA	+2	Vessel Operation	+2
Anticipated white out/Flat light operation	+3	STEP (Single Skid/Toe-In Operation)	+4
Helideck/Confined/Pinnacle Operation	+2		
			TYPE OF OPERATION TOTAL:
RISK FACTOR	TOTAL	IF VALUE IS	ACTION
PILOT EXPERIENCE		> +5	
WEATHER		> +8	REQUIRES TIER 1 APPROVAL
TYPE OF OPERATION		> +8	REQUIRES TIER 1 APPROVAL
TOTAL RISK VALUE		> +15	REQUIRES TIER 1 APPROVAL
TIER 1 APPROVAL REQUIRED FOR THE FOLLOWING			
Prior to conducting Heliski Operations			
Prior to conducting Night Operations			
Prior to conducting STEP Operations (Single Skid/Toe-In/Hover Exit Procedures)			
Prior to conducting Operations when the OAT is < 35°F			
TIER 1 OPERATIONAL CONTROL APPROVAL BY:			
Maritime Helicopters Inc. Original Flight Risk Assessment Form 30 Jan 15			



OPERATIONS MEMO O-15-03

To: All Pilots

From: Dave Jones
Chief Pilot

Date: 8 Sep 2015

Subject: Winter Operations

The winter season is rapidly approaching and with this I want to remind everyone about the hazards associated with operating in this challenging environment. Listed below are company guidelines that all pilots are expected to follow. All Pilots are requested to review Chapter 3 of the SOP for detailed operational guidance.

Preflight:

1. The aircraft must be free of frost, snow or ice.
2. The pitot and static port (if installed) heaters should be checked.
3. The aircraft will not be flown in icing conditions.

Take-Offs:

1. Ensure the skids are not frozen to the ground.
2. Conduct an altitude over airspeed take off to minimize being in a self-induced white out.
3. Pick numerous reference points to be used during take-off.

Enroute:

1. The anti-ice and pitot heat will be utilized when required by the RFM.
2. Ensure that the aircraft can maintain a visual surface reference throughout the flight.
3. When operating in flat light/white out conditions, ensure that a visible horizon can be maintained.

Approaches:

1. The approach should be planned to terminate in an OGE hover, this allows for the loose snow to be blown away from the snow from the intended landing point.
2. Maintain a reference point throughout the descent and landing.

Landings:

1. When landing in deep snow it is important to ensure that the aircraft is securely in contact with the ground, this can be done by pulsing the collective up and down and moving the pedals back and forth to ensure that the toes of the skids are down lower than the tundra pads, this keeps the tail rotor from coming in contact with the snow.
2. Be aware of rotten snow conditions that would allow the aircraft to break through the crust causing the aircraft to roll over. If there is any doubt that the aircraft is not sitting stable do not continue the landing.

If you have any questions contact Dave Jones at (907) 452-1197.