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Ministry of Transport
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دولة ليبيا
الحكومة الليبية
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ADVISORY CIRCULAR
LYCAA-AC-AGA 06

GUIDELINES FOR APPROVAL OF HELIDECKS TRAINING PROVIDERS (AHTP)

Published by Libyan Civil Aviation Authority

Approved on 26th March 2019, BY:



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CAPT./ NASEREDDIN SHAEBELAIN

Director General

1. Applicability

- 1.1. This Advisory circular applicable to the applicant for Approval of Helidecks Training Providers (AHTP).

2. PURPOSE

- 2.1. This Advisory Circular provides guidance for the process of Approval of Helidecks Training Providers (AHTP).

3. REFERENCE

- 3.1. Civil Aviation Law No 6 of (2005)
- 3.2. Executive Regulations of Civil Aviation Law No 6 (2005)
- 3.3. Libyan Civil Aviation Regulations, – LYCAR Part 139.

4. Effectivity

This Advisory Circular comes enforce from the date of signature

5. Requirements for Approval

- 5.1. An organization responsible for the training on helideck requirements shall demonstrate its capability to provide training by holding a Helideck Training Provider approval certificate, issued by the Libyan Civil Aviation Authority.
- 5.2. A Helideck Training Provider shall be an institution staffed, equipped and operated in a suitable environment offering Helideck related training of specific curricula and supervision, including theoretical and operational instructions approved by the LYCAA.
- 5.3. Any organization intending to conduct Helideck related training, shall apply for approval as a Helideck Approved Training Provider. The application shall be submit to LYCAA using Form LYCAA/DASS/HLD-ATO1 as attached herewith in Appendix A.

6. Training Exposition/Manual

- 6.1. the training provider seeking such approval shall submit a written exposition detailing how its organization, facilities, equipment, accommodation, staffing, assessment processes and quality management system will enable it to provide Helideck training of professional standards. An example of a suitable exposition layout is shown in Appendix B.
- 6.2. The exposition shall include an organization chart and a functional chart, documenting key personnel's responsibilities and accountabilities.

7. Organisation Staff

- 7.1. The training organization shall nominate a Principal who shall have administrative authority to ensure that all training commitments are carried out in accordance with ICAO standards. A Standards Officer shall be appointed who shall have sound knowledge and experiences in helideck requirement and standards.
- 7.2. The training organization shall have relevant Instructor manual and training hand-outs
- 7.3. A focal point for coordination with the LYCAA shall be nominated by the training organization.
- 7.4. The training organization shall demonstrate that it has sufficient qualified personnel to plan and carry out theoretical and practical training, as well as associated assessments in accordance with this Approval.

8. Facility

- 8.1. The training provider shall have adequate classroom, synthetic trainer (e.g. helideck mock-up, radio communications equipment.... etc), office and rest accommodation to satisfactorily carry out and support all planned training programmes. Optionally, If the training provider decides to organize a course in a different venue, the classroom shall be adequate and satisfactory helideck mock-up shall be made available near the course venue.
- 8.2. Helideck model and mock-up shall be appropriate for the type of training it is intended for and the mock-up shall replicate as close as possible, a real-time environment.
- 8.3. Helideck Structure
- (a) Helideck elevation from ground level must be no less than 2.5m from ground level.
 - (b) The helideck must be typical of a type used offshore i.e. have two stair-access wide enough for heli-teams to maneuver fire and rescue equipment to and from the helideck.
 - (c) Helideck Area: Minimum 'D Value' of the helideck will be 12m.
 - (d) The structure must contain at least two heli-wells
 - (e) The Heli-wells must:
 - i. Be of sufficient depth below the helideck so that helideck team personnel can take cover from flying debris in the event of a helicopter crash on deck.
 - ii. Have sufficient space to allow at least two people to move freely
 - iii. Have a safety rail around the heli-well
 - iv. House a fully-operational *fixed fire monitor typical of the type used on offshore helidecks.
 - v. Be accessible by grated walkways and /or stairs
 - vi. Have stair (with floodable handrails) access to the helideck.

9. Training syllabus

9.1. HLO Course

- 9.1.1. The syllabus of the Helicopter Landing Officer (HLO) Course shall include but not limited to:

	MODULES	Remarks
1	Helideck Regulations and Standards	
2	Helicopter Operational Hazard, Danger Zone, Access & Engine Controls	
3	Helicopter Landing & Departure Preparation	
4	Standards Operating Procedures / Radio Telephony	
5	Helideck Emergency Response Procedures	

	MODULES	Remarks
6	Cargo Handling & Dangerous Goods Regulations	
7	Offshore Helicopter Refueling	
8	Helicopter Practical Session	
9	Helideck Practical Session	
10	Theoretical Assessment & Basic RFF	

9.1.2. Validity of HLO Course shall be for two (2) years.

9.2. Helideck Assistant HDA Course

9.2.1. The Syllabus shall include but not limited to:

	MODULES	Remarks
1	Helideck Regulations and Standards	
2	Helicopter Operational Hazard, Danger Zone, Access & Engine Controls	
3	Helicopter Landing & Departure Preparation	
4	Standards Operating Procedures	
5	Helideck Emergency Response Procedures	
6	Cargo Handling & Dangerous Goods	
7	Offshore Helicopter Refueling	
8	Helicopter Practical Session & Assessment	
9	Helideck Practical Session & Assessment	
10	Theoretical Assessment & basic RFF	

9.2.2. validity of HDA Course shall be for two (2) years.

9.3. Helideck operations initial (HOIT) Course

9.3.1. The syllabus of the Helideck operations initial (HOIT) Course shall include but not limited to:

	MODULES	Remarks
1	Key part of relevant helideck operations regulations.	
2	Helideck physical characteristics	
3	Helideck obstacle –free requirements	
4	Helideck equipment and systems	

	MODULES	Remarks
5	Meteorological requirements for offshore helidecks	
6	The role and key responsibilities for the HLO & HDA	
7	Main helideck team responsibilities and required action	
8	Typical hazards associated with offshore helicopter operations	
9	The structure and in a typical pre-flight weather report and floating installation.	

9.3.2. The validity of HOIT Course shall be two (2) years.

9.4. Helideck Inspection Awareness (HIAC) Course

9.4.1. The syllabus of the Helideck Inspection Awareness Course (HIAC) shall include but not limited to:

	MODULES	REMRKS
1	Helideck Regulations & Standards	
2	Helideck Environment & Equipment	
3	The Inspector – Requirements, Certificates and Equipment	
4	Components of Helideck Inspection	
5	Helicopter Performances & Operations	
6	Helideck Standards	
7	Communication & Meteorological Equipment	
8	RFF & Crash Rescue Equipment	
9	Helideck Inspection Report	

9.4.2. The validity of HIAC shall be two (2) years.

9.5. The syllabus of the Helideck Firefighting (HRFF) course shall include but not limited to:

	MODULES	Remarks
1	The role of a fire-fighting and rescue team.	
2	Reacting to alarms e.g. proceeding to the muster station.	
3	Principles and procedures of a fire-fighting and rescue team	
4	Principles and procedures in working with breathing equipment	
5	Rescuing victims	
6	Use of fire-fighting equipment e.g. hoses and branch pipes, hose reels, portable .	
7	Fire-fighting.	
8	Assistance at incidents, e.g. gas escapes, oil and chemicals spills, as well as incidents with injured victims etc.	
9	Cleaning and maintenance of used equipment.	
10	Frist aid	

9.5.1. The validity of HRFF shall not be more than two (2) years.

10. Instructors

10.1. Instructors and Practical Assessors shall meet the qualification requirements to ensure an appropriate standard of training in compliance with ICAO standards.

10.2. Instructors and Practical Assessors shall have relevant background qualification and working experience for a minimum of five (5) years.

10.3. The training provider shall establish documentation procedures, all written, oral and practical performance assessments of the trainees.

10.4. All assessment shall be carried out by suitably qualified personnel.

11. A Quality Management System (QMS)

11.1. shall be designed, operated and maintained to manage, develop, deliver and sustain Helideck training in accordance with ICAO Standard and Recommended Practices.

11.2. The QMS shall also include but not limited to:

- (a) a requirement for an independent external audit to monitor training standards;
- (b) the integrity of theory and practical assessments;
- (c) adequacy of procedures.
- (d) the audit shall allow feedback of the audit findings to the accountable executive to ensure necessary corrective actions.

12. Approval Renewal

- 12.1. Application for renewal of Approval shall be submit to LYCAA prior two months.
- 12.2. A representative(s) from LYCAA shall attend the course provided by the Training Provider as observer/reviewer to ensure the implementation in current requirement being taught in the courses, instructors competent, training facilities, and classroom are adequate.
- 12.3. Once approved, Training Provider shall inform LYCAA every time if intends to conduct changing or adding a new course, Failure to do so may result in the course will not be recognized by LYCAA.

APPENDIX A - LYCAA/DASS/HLD-ATO1



LIBYAN CIVIL AVIATION AUTHORITY

Application for Approval of
Helideck - Training Organization (AHTO)

1	APPLICANT	
1.1	Organization	
1.2	Address	
1.3	Contact Person	
1.4	Telephone	
1.5	Fax	
1.6	Email	
1.7	Location	
2	TRAINING SCOPE	
2.1	Helideck Courses :	
1.		
2.		
3.		
4.		
5.		
6.		
2.2	Non-Helideck Courses :	
1.		
2.		

3.		
4.		
5.		
3.	HUMAN RESOURCE (Please attach list of names)	
3.1	Instructors	
3.2	Administrative personnel	
3.3	Training Assistants	
3.4	Others	
4	Signature	
	Date	Signature

Appendix B - Training Organization Exposition Layout

In order to obtain the Helideck Approved Training Provider Approval, a training organization shall submit an exposition containing the information as specified below. The exposition shall be typed, with paragraphs and pages numbered, following the specified sequence:

1. Cover Page

- a. Name of training organization;
- b. Revision & Amendments .
- c. Date of document.

2. Administrative Information

- a. Name and address of the training organization and, if different, name and address of the training center to which this application refers;
- b. The names, telephone and fax numbers, and email addresses of the following:
 - i) the Director & Accountable Executive;
 - ii) title and name of person(s) nominated by the training organization as the focal point for communication with the LYCAA.
- c. A statement signed by the Accountable Executive, describing the extent of compliance of the organization with this Guidelines;
- d. An organization chart showing associated chains of responsibility of accountable executive and other key personnel; and
- e. A list of instructors and simulator personnel with supporting documents verifying each individual's qualifications and experience.

3. Facilities, Equipment, Material and Records

In this section, the training organization shall show how it complies with the requirements of this Directive in terms of these items.

4. Training Courses