

NOGEPA



Information for

HELICOPTER PASSENGERS

NOGEPA

STEP 1

BEFORE THE FLIGHT

If you wish to travel offshore, as a minimum you must have the following in your possession:

- A valid international travel document. This should still be valid at least one month after returning to Den Helder Airport.
- Medical Fitness Certificate for offshore work (original, copy or entry in Personal Safety Logbook).
- Basic Offshore Safety Training and CA-EBS Training certificates in accordance with NOGEPA Industry Standard 001 Training for the Oil and Gas Industry (original, copy or entry in Personal Safety Logbook).

You cannot travel offshore if you:

- Have a disease or disability that does not allow you to work safely.
- Are under the influence of alcohol, drugs, other narcotics or agents that reduce reaction times.

It is strictly forbidden to take the following with you:

- Alcohol
- Drugs
- Weapons of any kind
- E-cigarettes

Baggage restrictions

Each passenger is allowed a total maximum of 15 kg of baggage.

- This weight limit also includes any laptop and the weight of the bags themselves.
- Excess baggage will not be accepted.
- Your baggage should be suitably packed. Because of limited space, baggage bags are preferred. The transport of items in plastic bags or cardboard boxes is not allowed. Electronic devices should be switched off.
- The transport of dangerous goods such as flammable liquids, explosives or blasting

caps, magnetic materials, pressurised gases, radioactive, corrosive or toxic materials in baggage is not allowed.

- A laptop should be carried in a separate strong padded case (strong plastic or aluminium housing with foam to protect the laptop) and should be switched off. This baggage must be labelled with a "FRAGILE" label. At the Check-in Desk a notification to passengers is available detailing the safe transport of laptop computers.

Accompanied freight

If, due to the nature of your work offshore, you need to take more goods than is possible within the 15kg limit, these goods are regarded as accompanied freight. For accompanied freight, the NOGEPA Standard for Air Freight applies.

Note 1: Different Oil and Gas Operators may have different requirements. Always follow the instructions in the specific Operator Safety Induction.

Note 2: The latest passenger information and your flight specifics can be found on the website of Den Helder Airport:
www.denhelderairport.nl.



STEP 2

AT THE AIRPORT

Flights are closed 45 minutes before scheduled departure time. After this time, check-in is no longer possible.

- Please proceed to the check-in desk after arrival.
- After check-in you will receive a boarding card and baggage labels.
- Attach the labels correctly to your baggage and ensure your baggage is properly closed and undamaged.
- Take your baggage to Airport Security. They will check your baggage and ensure it will be boarded on your helicopter.
- Keep your passport and boarding card with you.
- When your flight is announced, move to the departure hall for the Safety Briefing.
- Turn off your mobile phone, laptop and/or tablet or put the device in 'flight mode'.
- Picking up your survival suit is company dependent. This may occur either directly after check-in, or after watching the Safety Briefing.

Clothing

Please note the following mandatory dress requirements before you hand in your baggage:

Summer: Two layers of clothing.

Winter: Three layers of clothing.

Closed shoes, no boots.

The transition between seasons is indicated by the suit supplier and based on the water temperature. Generally, the summer season is from 1 June to 1 October.

- Once in the departure hall you have to put on your survival suit and the life jacket.
- Always follow the instructions of the airport staff. They will guide you to the helicopter.
- Ensure adequate ear protection before entering the apron.
- The wearing of headgear on the apron is not allowed.
- Upon boarding, give the boarding card to the accompanying airport personnel.

Passengers who are travelling offshore for the first time will be given a green upper-armband. They will be instructed not to sit next to an emergency exit.

STEP 3

IN-FLIGHT

- Carefully read the safety instruction card immediately after boarding and follow these instructions.
- Ensure electronic devices are in 'flight mode' or switched off.
- During the start-up, taxiing, take-off and landing reading is also not allowed and you should stow the reading material. Newspapers are not allowed in the cabin.
- Touching or operating the door handles or locks in flight is prohibited.

- Attracting the attention of the crew without a good reason is not allowed.
- Activating the life jacket in the helicopter is strictly prohibited.



STEP 4

ARRIVAL AT YOUR DESTINATION

- After landing, unfasten your seat belts only when prompted by the crew or the HLO (Helicopter Landing Officer).
- Never try to open the door of the helicopter, leave this to the crew or HLO.
- The HDA (Helideck Assistant) will unload the baggage and place it beside the helicopter ready for collection.
- When instructed by the HLO leave the helicopter and collect your baggage.
- Freight will be unloaded and taken below deck by the HDA.
- Leave the helideck when instructed by the HLO.
- Below the helideck remove your lifejacket and give it to waiting passengers, or the HLO.
- Report to the radio- or control room which will be marked by signs and / or arrows.
- You will then be shown a video presentation on health, safety and environment (HSE). You are obliged to follow these instructions.
- Make sure that when you are on the platform you follow the applicable safety instructions and general rules.



STEP 5

INTERFIELD OR RETURN FLIGHT

All of the above instructions (clothing, weights, etc.) are also fully applicable to the return flights and Interfield operations.



On Interfield specific flights you should take the following into account:

1. Make sure that you know in which type of helicopter you are being transported. Before the start of the flight you need to have seen the safety briefing for this type of helicopter.
2. Some Oil and Gas Operators work with lower standard baggage weights. Check this and adjust your baggage accordingly. If you do take all of your baggage to your next destination, make sure your baggage is weighed and manifested.