

# Offshore Norge Training curriculum

Basic helicopter landing officer (HLO) course

Version no: 4

Date: 1 October 2025

#### **FOREWORD**

This training curriculum has been compiled for course providers approved by Offshore Norge to provide the basic HLO course.

The training is intended to provide competence in the HLO function.

In this context, competence means the ability to perform tasks and master complex challenges.

The contact for this training curriculum in Offshore Norge is the manager, expertise development.

Offshore Norge training curricula are owned by Offshore Norge.

See Offshore Norge 002 Recommended guidelines for safety and emergency preparedness training and requirements for safety and emergency response training.

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#### 1 INTRODUCTION

#### 1.1 Purpose

This training curriculum describes requirements for the content and execution of the basic helicopter landing officer (HLO) course.

The training is designed to provide competence on:

- organisation of emergency response
- legislation and statutory regulations
- weather reporting, communication and routines
- helideck regulations and guidelines
- dangerous goods
- aviation fuel
- normal operations on the helideck
- emergency operations on the helideck
- helicopter knowledge
- fire theory
- · extinguishing agent theory
- fire-fighting practice
- protective equipment

### 1.2 Learning outcomes

After completing the training, the participant must be able to:

- describe the organisation of emergency preparedness on offshore facilities and the purpose of such organisation
- use the helideck manual
- communicate with and provide weather reports to helicopters
- describe helideck regulations and guidelines
- handle dangerous goods
- describe and supervise the fuel system
- perform the HLO's duties in emergencies and in normal operations on the helideck
- outline helicopter types
- apply their knowledge about fires and extinguishing agents to put out a fire
- · use the correct extinguishing agent to put out a fire
- use personal and respiratory protective equipment

# 1.3 Target group

The target group for the training is personnel who are to exercise the helideck crew function.

#### 2 CONTENT

# 2.1 Parameters for conducting the course

Teaching at the course centres must reflect a good safety culture.

Theory: one instructor per 24 course participants.

Practical exercises: one instructor per six course participants.

#### Protective equipment

The protective equipment module takes two hours

Duration of the course is four days, including the protective equipment module.

- One course day is eight hours with a minimum of six hours of effective training
- One hour is 60 minutes

A minimum of 14 hours of practical exercises.

During practical exercises, the challenges and degree of difficulty must be increased in line with the rising level of mastery.

During practical exercises, the instructor will observe the participants and give immediate feedback, and time must be allotted for feedback and guidance after the exercise is over.

# 2.2 Teaching materials

The Offshore Norge Recommended guidelines 074 - Helideck manual must be used as a teaching tool, other teaching materials used during the course must be tailored to the competence objectives specified in this training curriculum.

# 2.3 Prior knowledge

Basic safety and emergency preparedness training. VHF/ SRC certificate.

# 2.4 Instructor competence

Experienced HLO<sup>1</sup> is required for teaching subjects 2, 4, 6, 7, 8 and 9. Offshore helicopter pilot ss required for teaching subject 3. Personnel with firefighting experience ss required for teaching subjects 10 - 13.

<sup>&</sup>lt;sup>1</sup> Experienced HLO here means a minimum of 5 years of experience from helideck with regular traffic and experience with fuel systems.

# 2.5 Facilities and equipment

The training can be conducted through classroom teaching, e-learning, simulator use and use of other appropriate facilities and equipment.

# 2.6 Training curriculum

Participants must be given an introduction before the course starts which reviews the purpose of the course, assessments, the timetable and safety measures.

See the training curriculum set out in table 1 below.

# Table 1: Training curriculum

Topic	1.0 ORGANISATION OF EMERGENCY RESPONSE				
Competence objectives  After completing the training, the participant will be able to:		Specification of competence objectives	Method	Learning environment	References
1.1 Outline a typical emergence organisation	y response	The participant must be able to outline:  the structure of an emergency response organisation and explain the HLO's role and responsibility in it  the purpose of lines of command in an emergency response organisation	Theory lesson(s)	Classroom E-learning	
1.2 Outline the commonest be	havioural	<ul> <li>other emergency response teams on the facility, their roles and responsibilities</li> <li>The participant must be able to outline:</li> <li>the commonest behavioural patterns in an emergency</li> </ul>	Theory lesson(s)	Classroom	
patterns in emergencies, an affect these.		<ul> <li>examples of stress factors which could influence their own level of performance and that of others</li> <li>measures for mastering their own stress</li> </ul>		E-learning	
1.3 Outline terms and expressi emergency response	ons related to	The participant must be able to outline:	Theory lesson(s)	Classroom E-learning	

Topic	2.0 LEGISLATION AND STATUTORY REGULATIONS					
Competence objectives  After completing the training, the participant will be able to:		Specification of competence objectives	Method	Learning environment	References	
2.1 Describe necessary legislat statutory regulations	ion and	The participant must be able to describe those parts of the Norwegian Petroleum Act which regulate the heliguard service.  The participant must be able to describe those parts of the Norwegian regulations for civil aviation (BSL) which regulate the heliguard service.	Theory lesson(s)	Classroom E-learning	BSL D 5-1 BSL A 1-3	
2.2 Outline the helideck manua	al	The participant must be able to outline the main elements in the helideck manual.  The participant must be able to use the manual as a reference work, with the emphasis on:  • chapter 3 through chapter 7  • appendix A through H and appendix L	Theory lesson(s)	Classroom E-learning	074 - Offshore Norge recommended guidelines - Helideck manual	

Topic	Topic 3.0 WEATHER REPORTING, COMMUNICATION AND ROUTINES				
Competence objectives  After completing the training, the participant will be able to:		Specification of competence objectives	Method	Learning environment	References
3.1 Outline an offshore flight		The participant must be able to outline the planning and execution of an offshore flight, including the normal procedure for landing and take-off.	Theory lesson(s)	Classroom E-learning	074 - Offshore Norge recommended guidelines - Helideck manual animated film
3.2 Describe weather factors risk during landing and ta		The participant must be able to convey a general weather report to the helicopter pilot:  • wind  • turbulence  • visibility  • cloud base  • temperature differences  • pressure	Theory lesson(s)	Classroom E-learning	074 - Offshore Norge recommended guidelines - Helideck manual (chapter 3.7)
3.3 Carry out relevant common helicopter	unication with the	The participant must be able to communicate with the helicopter:	Theory lesson(s) Practical exercises	Classroom	074 - Offshore Norge recommended guidelines - Helideck manual (appendix F & H)

Topic	3.0 WEATHER REPORTING, COMMUNICATION AND ROUTINES				
Competence objectives After completing the trainiparticipant will be able to:		Specification of competence objectives	Method	Learning environment	References
3.4 Outline human factors which influence helideck crew below performance in various circulate helideck	haviour/	The participant must be able to outline:	Theory lesson(s) Group discussions	Classroom	

Topic 4.0 HELID	ECK REGULATIONS AND GUIDELINES			
Competence objectives  After completing the training, the participant will be able to:	Specification of competence objectives	Method	Learning environment	References
4.1 Describe official requirements for the helideck's specifications	The participant must be able to describe requirements for the helideck:  • 210° obstacle free entry and exit sector  • 180° obstacle free sector  • 150° sector med begrensede with limited obstacles  • location  • size  • load  • labeling and visual aids	Theory lesson(s)	Classroom E-learning	BSL D 5-1 074 - Offshore Norge recommended guidelines - Helideck manual
4.2 Describe official requirements for equipment associated with the helidech	The participant must be able to describe requirements for equipment associated with the helideck:	Theory lesson(s) Group discussions	Classroom E-learning	074 - Offshore Norge recommended guidelines - Helideck manual (chapter 3.7)
4.3  Describe the organisation and division or responsibility between of the helideck of	The participant must be able to outline:  official requirements on staffing	Theory lesson(s)	Classroom E-learning	BSL D 5-1 074 - Offshore Norge recommended guidelines - Helideck manual
4.4 Describe requirements for dress on the helideck	The participant must be able to describe requirements for:	Theory lesson(s)	Classroom E-learning	074 - Offshore Norge recommended guidelines - Helideck manual (chapter 3.5)

Topic	ic 4.0 HELIDECK REGULATIONS AND GUIDELINES					
Competence objectives After completing the train participant will be able to:		Specification of competence objectives	Method	Learning environment	References	
4.5 Perform helicopter handlin	g on deck	The participant must be able to:	Practical exercises Group discussions	Helideck Classroom	074 - Offshore Norge recommended guidelines - Helideck manual (chapter 5 and appendix F)	

Topic	5.0 DANGEROUS GOODS					
Competence objectives  After completing the training, the participant will be able to:		Specification of competence objectives	Method	Learning environment	References	
5.1 Identify and outline dangero	ous goods	The participant must be able to identify and outline for dangerous goods in accordance with the regulations, by completing the "Dangerous goods awareness" course that includes the following:  • regulations  • identification  • concealed dangerous goods  • dangerous goods in the possession of passengers and crew  • classification  • marking  • emergency procedures  • reporting	Theory lesson(s)	Classroom E-learning	BSL D 1-7 IATA DGR	

Topic	6.0 AVIATION FUEL				
Competence objectives  After completing the training, the participant will be able to:		Specification of competence objectives	Method	Learning environment	References
6.1  Describe guidelines for fuel on the facility	and fuel system	The participant must be able to describe the guidelines for fuel and fuel system on the facility.	Theory lesson(s)	Classroom E-learning	074 - Offshore Norge recommended guidelines - Helideck manual (chapter 6)
6.2 Outline certification require fuel system	ements for the	The participant must be able to outline certification requirements for the fuel system:  • annual certification by external company  • report errors and deficiencies to fuel supplier	Theory lesson(s)	Classroom E-learning	074 - Offshore Norge recommended guidelines - Helideck manual (appendix I)
6.3  Describe responsibilities for maintaining the fuel system		The participant must be able to describe:  the HLO's responsibility  the oil company/rig contractor's responsibility  the pilot's responsibility	Theory lesson(s) Group discussions	Classroom E-learning	074 - Offshore Norge recommended guidelines - Helideck manual (chapter 6)
6.4 Outline the risks and factor main functions of the fuel s		<ul> <li>The participant must be able to outline the risk factors:         <ul> <li>risk factors (fire, water, particles, microorganisms)</li> <li>health hazards and protective equipment used in connection with fuel handling</li> <li>the main elements of the system (tank, pumps, filter, hose and filling guns)</li> <li>challenges with the static electricity grounding of the facility</li> </ul> </li> </ul>	Theory lesson(s)	Classroom E-learning	074 - Offshore Norge recommended guidelines - Helideck manual (chapter 6)

Topic	6.0 AVIATION	I FUEL			
Competence objectives  After completing the training, the participant will be able to:		Specification of competence objectives	Method	Learning environment	References
6.5 Perform inspection and cothe fuel system	ntrol of fuel and	The participant must be able to outline:	Theory lesson(s) Practical troubleshooting of the fuel system	Classroom  Fuel system simulator that reflects relevant design requirements in 074 - Offshore Norge recommended guidelines - Helideck manual (appendix I)	074 - Offshore Norge recommended guidelines - Helideck manual (chapter 6 and appendix C)

Topic	7.0 NORMAL OPERATIONS ON THE HELIDECK					
Competence objectives  After completing the trainin participant will be able to:	g, the	Specification of competence objectives	Method	Learning environment	References	
7.1 Outline the responsibilities a the HLO in connection with a departure		The participant must be able to outline:	Theory lesson(s) Group discussions	Classroom E-learning	074 - Offshore Norge recommended guidelines - Helideck manual (chapter 3)	
7.2 Perform preparations before arrives	the helicopter	The participant must be able to outline preparatory tasks from 30 minutes before arrival and until helicopter departure.	Theory lesson(s)	Classroom E-learning	074 - Offshore Norge recommended guidelines - Helideck manual (appendix F)	
7.3 Assess dangers in normal ope	erations	The participant must be able to assess hazardous areas:  • rotor disc  • tail rotor  • noise  • wind  • passengers/unauthorised persons on deck  • helicopter in motion  • downdraft	Theory lesson(s)	Classroom E-learning		

Topic 8.	8.0 EMERGENCY OPERATIONS ON THE HELIDECK				
Competence objectives  After completing the training, participant will be able to:	, the	Specification of competence objectives	Method	Learning environment	References
8.1 Outline the helideck crew's du preparing for the arrival of a howith a notified emergency		The participant must be able to outline the roles and duties of the helideck crew:  • who does what • notification • measures • review of equipment  The participant must be able to outline: • relevant abnormal incidents • relevant emergencies	Theory lesson(s) Group discussions	Classroom E-learning	
8.2 Use emergency procedures in a crash on the helideck	the event of	The participant must be able to:  • open emergency exits on the helicopter types most commonly used offshore  • windows and doors  • use emergency equipment/tools for helicopter evacuation  • equipment and tools as described in the helideck manual  • perform an emergency stop of helicopter engines	Theory lesson(s) Practical exercises	Classroom/ training field Simulator for emergency evacuation	
8.3 Evacuate injured people from the helicopter in an emergency	the	The participant must be able to evacuate injured people from the helicopter in an emergency (helicopter standing and lying down).	Practical exercises	Helicopter/ training module	

Topic	9.0 HELICOPTER KNOWLEDGE				
Competence objectives  After completing the training, the participant will be able to:		Specification of competence objectives	Method	Learning environment	References
9.1 Outline doors, cargo holds, a exits on the types of helicop the Norwegian continental s	ters in use on	<ul> <li>The participant must be able to outline:         <ul> <li>opening and closing of entry doors on relevant helicopter types</li> <li>opening and closing of cargo holds on relevant helicopter types</li> <li>refueling and grounding on relevant helicopter types</li> <li>anchoring points of relevant helicopter types</li> <li>hazardous areas and other details that may be dangerous on relevant helicopter types</li> </ul> </li> </ul>	Demonstration	Classroom	074 - Offshore Norge recommended guidelines - Helideck manual (appendix E)

Topic	10.0 FIRE THEORY				
Competence objectives  After completing the training, the participant will be able to:		Specification of competence objectives	Method	Learning environment	References
10.1 Describe relevant fire hazai	rds	The participant must be able to describe the dangers and properties of fires in different media:	Theory lesson(s)	Classroom E-learning	
10.2 Describe hazards in the even helicopter fire	ent of a	The participant must be able to describe:  • the toxicity of the fire smoke • the combustibility of the fire smoke • explosion • development of a volume fire • temperature escalation.	Theory lesson(s)	Classroom E-learning	

Topic 11.0 EXTING	EXTINGUISHING AGENT THEORY				
Competence objectives  After completing the training, the participant will be able to:	Specification of competence objectives	Method	Learning environment	References	
11.1 Outline requirements for firefighting equipment on helideck according to BSL	The participant must be able to outline the requirements for firefighting equipment on helideck according to BSL.	Theory lesson(s)	Classroom E-learning	BSL D 5-1 § 45	
Outline the use of water as an extinguishing agent	The participant must be able to outline:	Theory lesson(s)	Classroom E-learning		
11.3 Outline the use of powder as an extinguishing agent	The participant must be able to outline:	Theory lesson(s)	Classroom E-learning		
11.4 Outline the use of foam as an extinguishin agent	The participant must be able to outline:	Theory lesson(s)	Classroom E-learning		

Topic	12.0 FIRE-FIGHTING PRACTICE				
Competence objectives  After completing the training, the participant will be able to:		Specification of competence objectives	Method	Learning environment	References
12.1 Use powder on the helideck		The participant must be able to use powder as an extinguishing agent:  • practical exercises in using the equipment	Practical exercises	Fire drill field	
12.2 Use water/powder in combination on the helideck		The participant must be able to use water/powder in combination as an extinguishing agent:  • practical exercises in using the equipment	Practical exercises	Fire drill field	
12.3 Use foam on the helideck		The participant must be able to use foam as an extinguishing agent:  • practical exercises in using the equipment	Practical exercises	Fire drill field	
12.4 Ventilate the helicopter ca	bin	The participant must be able to ventilate the helicopter cabin for fire gases.	Practical exercises	Fire drill field	

Topic	13.0 PROTECTIVE EQUIPMENT				
Competence objectives After completing the train participant will be able to		Specification of competence objectives	Method	Learning environment	References
13.1 Use personal and respirate equipment (PPE/RPE), and checks and emergency prothis equipment	carry out safety	The participant must be able to:  • describe the difference and distinction between complete and partial RPE  • clarify, use and check PPE/RPE  • reset PPE/RPE to zero  • outline requirements for and limitations of fire-fighter clothing  The participant must be able to carry out safety checks:  • installation check  • usage check  • buddy check  The participant must be able to demonstrate the use of emergency procedures:  • failure of breathing apparatus  • air cylinder valve stuck  • mask clips loosened	Theory lesson(s) Practical exercises Demonstration	Fire drill field	

#### 3 ASSESSMENT AND DOCUMENTATION OF TRAINING

# 3.1 Assessment

The participant must be assessed during all practical exercises. Should the participant fail the practical exercise, they must be given a reason.

Once the course has been completed, the participant must be tested on theory.

Should the participant be assessed as falling short of the competence objectives, the participant must be failed.

# 3.2 Documentation

A course certificate must be issued on passing the course.

# 4 REVISIONS

The following revisions have been made to this document:

Revisions:	Date:
Version 4	1 October 2025
<u>Chapt. 1.1:</u>	
Bullet points changed according to subject headings in 2.6.	
<u>Chapt. 2.1:</u>	
Minimum hours of practical exercises changed from 10 to 14 hours.	
<u>Chapt 2.3:</u>	
Added "VHF/ SRC certificate".	
<u>Chapt. 2.4:</u>	
Changed from "A helicopter pilot or technician with offshore experience is required for teaching competence objectives 3.1, 3.2 and 3.3". Added footnote about experienced HLO.	
<u>Chapt. 2.6:</u>	
Topic 2.0 Legislation and statutory regulations:	
Competence objective 2.1 under specification removed "the participant must be able to describe those parts of the Norwegian Petroleum Act which regulate the heliguard service."	
Competence objective 2.2 "describe the responsible regulators" is removed.	
Previous competence objective 2.3 "outline the helideck manual" Is changed to 2.2. Under specification changed bullet point in the last paragraph from "responsibilities and requirements and operational regulations". Added reference.	
Topic 3.0 Weather reporting, communication and routines:	
Competence objective 3.1 added reference.	
Competence objective 3.2 removed group discussions as method.  Added reference.	

Competence objective 3.3 under specification changed bullet point from "through the use of radio discipline, through the use of emergency signals". Removed e-learning as learning environment. Added reference.

Competence objective 3.4 removed e-learning as learning environment.

#### Topic 4.0 Helideck regulations and guidelines:

Competence objective 4.1 under specification changed bullet point from "location and design, size, obstacle-free obstacles sector, obstacles, helideck's ID marking, D value". Added reference.

Competence objective 4.2 changed from "Describe official requirements for helideck outfitting". Specification changed from "the participant must be able to describe requirements for helideck outfitting: meteorological equipment, windsock, emergency response equipment". Added group discussions as method. Added reference.

Competence objective 4.3 changed from "Describe the organisation, division of responsibility between, and duties of the helideck crew". Added reference.

Competence objective 4.4 specification changed from "The participant must be able to describe requirements for dress and clothing norms". Added reference.

Competence objective 4.5 added as new competence objective.

# <u>Topic 5.0 Dangerous goods:</u>

Competence objective 5.1 changed from "outline requirements for carriage of dangerous goods". Specification changed from "the participant must be able to outline the IATA (ICAO) requirements for carriage of dangerous goods by taking the dangerous goods awareness course: identification, reception, storage, loading/unloading, inspection, checking documents, emergency procedures". Removed group discussions and added theory lesson(s) as method. Added learning environment and reference.

#### **Topic 6.0 Aviation fuel:**

Competence objective 6.1 changed from "describe the regulations". Specification changed from "the participant must be able to

describe the regulations which are normative for fuel and fuel system on the facility". Added reference.

Competence objective 6.2 "outline certification requirements for the fuel system" added as new competence objective.

Previous competence objective 6.2 changed to 6.3. Added group discussions as method. Added reference.

Previous competence objective 6.3 "outline the risk factors for fuel and the fuel system" changed to 6.4 "outline the risks and factors of fuel and the main functions of the fuel system". Specification changed from "the participant must be able to outline the risk factors: fire (static electricity), water, particles, microorganisms". Added reference.

Previous competence objective 6.4 changed to 6.5. Specification changed from "The participant must be able to: conduct daily, weekly and monthly inspections, undertake light troubleshooting of filters, measure pressure variations in and pollution of fuel, fill out logs and check certificates. The participant must be able to verify that the system is certified and operational." Added theory lesson(s) as method. Added learning environment and reference.

#### Topic 7.0 Normal operations on the helideck:

Title of topic changed from "emergency and normal operations on the helideck".

Previous competence objective 7.1 "outline the helideck crew's duties when preparing for the arrival of a helicopter with a notified emergency" has been moved to topic 8 (competence objective 8.1).

Competence objective 7.1 "outline the responsibilities and duties of the HLO In connection with arrival and departure" added as new competence objective.

Previous competence objective 7.2 "use emergency procedure in the event of a crash on the helideck" has been moved to topic 8 (competence objective 8.2).

Competence objective 7.2 "perform preparations before the helicopter arrives" added as new competence objective.

Previous competence objective 7.3 "outline the helideck crew's

responsibilities and duties during normal operations" removed.

Previous competence objective 7.4 "assess dangers in normal operations" changed to 7.3.

Previous competence objective 7.5 "evacuate Injured people from the helicopter in an emergency" has been moved to topic 8 (competence objective 8.3).

#### <u>Topic 8.0 Emergency operations on the helideck:</u>

Added as a new topic (formerly part of topic 7).

Competence objective 8.1 "outline the helideck crew's duties when preparing for the arrival of a helicopter with a notified emergency" is previous competence objective 7.1.

Competence objective 8.2 "use emergency procedure in the event of a crash on the helideck" is previous competence objective 7.2.

Previous competence objective 8.3 "evacuate Injured people from the helicopter in an emergency" is previous competence objective 7.5.

# Topic 9.0 Helicopter knowledge:

Previous topic 8.0 Helicopter types.

Previous competence objective 8.1 "distinguish between the various helicopter types used offshore today" removed.

Competence objective 9.1 "outline doors, cargo holds, and emergency exits on the types of helicopters in use on the Norwegian continental shelf" added as new competence objective.

#### <u>Topic 10.0 Fire theory:</u>

Previous topic 9.0 fire theory.

Previous competence objective 9.1 changed to 10.1.

Previous competence objective 9.2 changed to 10.2.

#### <u>Topic 11.0 Extinguishing agent theory:</u>

Previous topic 10.0 extinguishing agent theory.

Competence objective 11.1 "outline requirements for firefighting

equipment on helideck according to BSL" added as new competence objective.

Previous competence objective 10.1 changed to 11.2.

Previous competence objective 10.2 changed to 11.3.

Previous competence objective 10.3 changed to 11.4.

#### Topic 12.0 Fire-fighting practice:

Previous topic 11.0 fire-fighting practice.

Previous competence objective 11.1 changed to 12.1.

Previous competence objective 11.2 changed to 12.2.

Previous competence objective 11.3 changed to 12.3.

Competence objective 12.4 "ventilate the helicopter cabin" added as new competence objective.

#### <u>Topic 13.0 Protective equipment:</u>

Previous topic 12.0 protective equipment.

Previous competence objective 12.1 changed to 13.1.

Version 3 30 January 2020

#### Chapt. 1.1:

Removed (for personnel who require this competence)

#### Chapt. 1.2:

Removed (for personnel who require this competence)

# Chapt. 1.3:

Removed sentence:

Protective equipment is a <u>separate module</u> taken only by personnel who require this competence.

#### Chapt. 2.1:

Removed:

Protective equipment

The protective equipment module takes two hours.

#### Chap. 2.2:

Added: The Offshore Norge Recommended guidelines 074 - Helideck manual

# <u>Topic 2.0 Legislation and statutory regulations:</u>

Competence objective 2.2 changed: Norwegian Petroleum Directorate to Petroleum Safety Authority.

# Topic 7.0 Emergencies and normal operations on the helideck:

Competence objective 7.3 added bulletpoint:

- Daily inspections
- Planning
- Helicopter departure
- Transport of sick and injured (MEDEVAC) including immobility and infections.

Competence objective 7.4 added bulletpoint:

downdraft

Version 2: March 2017

# Chapt. 2.4:

"A helicopter pilot or technician with offshore experience is required for teaching competence objectives 3.1, 3.2 and 3.4." changed to "A helicopter pilot or technician with offshore experience is required for teaching competence objectives 3.1, 3.2 and 3.3.".