

SLOAN HELICOPTERS PERSONS ONBOARD BRIEFING FORM

PERSON ONBOARD BRIEFING	✓	HAZARD CHECK LIST	✓
Procedures and hazards of persons embarking and disembarking during rotors-turning operations. Instructions related to emergency evacuation. Review any external fixtures procedures, ie: basket.		The aircraft is airworthy and all documents, maintenance releases are in order. Daily inspection has been completed and all gear is present and operational.	
Procedures for proper and safe baggage/equipment stowage. When, where, why & how. Emphasis on unloading or loading baggage/equipment with rotors turning.		You are "airworthy". You are fit to fly, not fatigued and are not suffering from any condition that may compromise safety.	
Procedures for fastening, unfastening, tightening, general use of seat belts/shoulder harnesses and instructions that belts/harnesses are fastened at all times until pilot authorizes unfastening. Lap belts must be secured in a low position (at the pant button) and tight across the hips. Shoulder restraint systems, must be snug and securely fastened in the correct position over the shoulder(s). Occupants must sit fully back in their seat (pelvis at the bottom of the seat pan and back against the seat backrest) with their feet on the floor as shown below. Twisting, leaning forward or to the side, and bending must be avoided Ensure belts are inside helicopter when doors are closed.		Helicopter adequate for the job. Weight and balance within limits.	
No smoking in or around the helicopter and/or during refueling operations. Ask if passengers have any DANGEROUS GOODS .		Fuel is sufficient for the trip and additional fuel at the work area if required. Refueling gear is in proper working order.	
Helicopter maneuvering area preparation in reference to FOD and obstacle clearance area. Important to always maintain a clear landing area in case the helicopter returns prior to pick up time.		Weather and forecasted weather checked for the route, work area and destination. NOTAMs checked. Airspace classifications checked.	
Locations and operation/access of doors, equipment, emergency exits, fire extinguishers, first aid kit, survival equipment, Safety Features Card, placards, emergency equipment, sat phone/texting, emergency switches (ELT and Sat Tracking) and ELT.		Special equipment on board, ie: sling gear, cargo nets, if required. Cargo hooks checked for functionality (electrical and manual releases).	
Personnel safety equipment, ie: for external load operations or operation of life preservers, ear and eye protection, properly dressed for the weather conditions.		Wire towers and other obstructions enroute and at the work area.	
Procedures applicable to flight operations, ie: sling loads, aerial photography, etc. including emergency procedures and ditching (if applicable). Location and usage of life preservers if applicable.		Briefing received from the customer regarding the work site and work to be carried out. REMEMBER: You have the right to refuse work if imminent danger is or may be present.	
Requirement to always obey the pilot's instructions. Instructions to NOT embark or disembark the helicopter prior to receiving permission and/or instructions from the pilot.		Flight plan filled including destination and person('s') name(s).	
Procedures for embarking or disembarking on off-slope, unstable ground and hover deplaning.		Any additional hazards, ie: H ₂ S wells, inexperienced crew, etc.	
Instructions and/or restrictions on any applicable portable electronic devices during the flight. See COM for cell phone restrictions during flight. To avoid thermal runaways with lithium batteries, ensure the PEDs are accessible inflight, are not damaged or overheated.		CAUTION: Always complete a walk-around prior to take-off. Check to ensure helicopter is clear of any obstacles, including slings or long-lines.	

SLOAN HELICOPTERS PERSONS ONBOARD BRIEFING FORM**PERSON ONBOARD BRIEFING FORM – COVID-19 REQUIREMENTS**

<p>NOTIFICATION</p> <ul style="list-style-type: none"> • All persons are hereby notified that they: <ul style="list-style-type: none"> • May be subject to a measure to prevent the spread of COVID-19 taken by the provincial or territorial government with jurisdiction where the destination aerodrome for that flight is located or by the federal government. • Will be required to undergo a health check prior to boarding Company aircraft. • Must be in possession of a mask or face covering prior to boarding Company aircraft. • Must wear the mask or face covering: <ul style="list-style-type: none"> • (i) at all times during the boarding process; • (ii) during the flight; and • (iii) while exiting the aircraft until they are inside the air terminal building. • Must comply with any instructions given by a crew member with respect to wearing the mask or face covering. • Will NOT be permitted to board a Company aircraft if they do not meet the requirements outlined in the subsections below. • May be liable to a monetary penalty if they provide false or misleading confirmations with regards to the information requested in the subsections below.
<p>CONFIRMATION</p> <ul style="list-style-type: none"> • Prior to boarding Company aircraft, every person must confirm that: <ul style="list-style-type: none"> • They understand they may be subject to a measure to prevent the spread of COVID-19 taken by the provincial or territorial government with jurisdiction where the destination aerodrome for that flight is located or by the federal government; • They may be subject to a monetary penalty for providing false or misleading confirmations with regards to the information requested; and • They are in possession of a mask or face covering.
<p>HEALTH CHECK</p> <ul style="list-style-type: none"> • <u>Non-application</u> – the following section does not apply to (a) a crew member or (b) a person who provides a medical certificate certifying that any symptoms that they exhibit are not related to COVID-19. • <u>Health Check</u> - an operator must conduct a health check of every person boarding Company aircraft for a flight by asking questions to verify whether they exhibit any of the following symptoms: (a) a fever, (b) a cough, (c) breathing difficulties (refer to page 3 – Health Check Questionnaire). • <u>Additional questions</u> - in addition to the health check, the operator must ask every person boarding Company aircraft for a flight (a) whether they have or suspect they have COVID-19, (b) whether they have been refused boarding in the previous 14 days for a medical reason related to COVID-19 and (c) in the case of a flight departing in Canada, whether they are the subject of a mandatory quarantine order as a result of recent travel or as a result of a local or provincial public health order (refer to page 3 – Health Check Questionnaire). • <u>Notification</u> – an operator must notify every person boarding Company aircraft for a flight that the person may be refused boarding if (a) they exhibit a fever and a cough or a fever and breathing difficulties, unless they provide a medical certificate certifying that their symptoms are not COVID-19 related, (b) they have, or suspect they have, COVID-19, (c) they have been refused boarding in the previous 14 days for a medical reason related to COVID-19, or (d) in the case of a flight departing in Canada, they are the subject of a mandatory quarantine order as a result of recent travel or as a result of a local or provincial public health order. • <u>False Declaration</u> – an operator operating a flight between two points in Canada or a flight to Canada departing from any other country must notify every person boarding the aircraft for the flight that they may be liable to a monetary penalty if they provide a confirmation or information in regards to governmental COVID-19 prevention measures that they know to be false or misleading. • <u>Observations</u> - during the boarding process for a Company flight, the operator must observe whether any person boarding the aircraft is exhibiting any COVID-19 related symptoms. • <u>Prohibition</u> – An operator must NOT permit a person to board an aircraft for a Company flight if (a) the person's answers to the health check questions indicate that they exhibit (i) a fever and cough or (ii) a fever and breathing difficulties, (b) the operator observes that the person exhibits (i) a fever and cough or (ii) a fever and breathing difficulties, (c) the person's answer to any of the additional questions is in the affirmative or (d) the person is a competent adult and refuses to answer any of the health check questions asked of them. • <u>Waiting period of 14 days</u> – under the above circumstances, a person who is denied boarding is not permitted to board another aircraft for the purpose of being transported for a period of 14 days after the refusal, unless they provide a medical certificate certifying that any symptoms that they are exhibiting are not related to COVID-19.

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A person must not provide a confirmation or information that they know to be false or misleading.

“Before answering the following questions on the health check, I would like to advise you that providing a false or misleading answer could result in a maximum fine of \$5,000”.

1. Do you have a fever and a cough? **If YES or passenger refuses to answer, deny boarding.**
2. Do you have a fever and breathing difficulty? **If YES or passenger refuses to answer, deny boarding.**
3. Do you have or suspect that you have COVID-19? **If Yes or passenger refuses to answer, deny boarding.**
4. Have you been refused boarding in the past 14 days due to a medical reason related to COVID-19? **If YES or passenger refuses to answer, deny boarding.**
5. Are you currently under mandatory quarantine, as a result of recent travel or by orders from the provincial, territorial or local public health authorities? **If YES**, has a federal, provincial or territorial health authority given you explicit permission to continue your onward journey by air to reach your self-isolation location? **If No explicit permission, deny boarding. If the passenger refuses to answer the question, deny boarding.**
6. Do you have a removable mask or face covering with which to cover your mouth and nose while moving through the airport and on board the flight? **If NO, or if the passenger refuses to answer, deny boarding. Note: unless a person provides a medical certificate certifying that they are unable to wear a face mask for a medical reason.**
7. Do you confirm that you may be subject to a measure that the provincial, territorial or federal government has put in place to prevent the spread of COVID-19 when you arrive at your destination? **If NO, or if the passenger refuses to answer, deny boarding.**

IF A PASSENGER IS DENIED BOARDING, AIR CREW WILL NOTIFY OPERATIONS AS SOON AS POSSIBLE.

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FACE MASKS

- Non-application – the requirement to wear a face mask does NOT apply to the following persons: (a) an infant, (b) a child who is at least two years of age but less than six years of age who is unable to tolerate wearing a face mask, (c) a person who provides a medical certificate certifying that they are unable to wear a face mask for a medical reason, (d) a person who is unconscious, (e) a person who is unable to remove their face mask without assistance or (f) a crew member.
- Notification – an operator must notify every person who intends to board a Company aircraft for a flight that they must: (a) be in possession of a face mask prior to boarding, (b) wear the face mask at all times during the boarding process, during the flight and from the moment the doors of the aircraft are opened until the person enters the air terminal building, and (c) comply with any instructions given by a crew member with respect to wearing a face mask.
- Obligation to possess a face mask – every person must be in possession of a face mask prior to boarding an aircraft for a flight. The operator will confirm this through visual observation.
- Wearing of face masks persons – an operator must require a person to wear a face mask at all times during the boarding process and during a flight.
- Exceptions persons – the above subsection does NOT apply when: (a) the safety of the person could be endangered by wearing a face mask, (b) the person is drinking, eating or taking oral medications, (c) a crew member authorizes the removal of the face mask to address unforeseen circumstances or the person's special needs or (d) a crew member authorizes the removal of the face mask to verify the person's identity.
- Exceptions flight deck – the above subsection does NOT apply to any of the following persons when they are on the flight deck: (a) a Department of Transport air carrier inspector, (b) an inspector of the civil aviation authority of the state where the aircraft is registered, (c) an employee of the operator who is not a crew member and who is performing their duties, (d) a pilot or flight engineer employed by a wholly owned subsidiary or a code share partner of the operator, (e) a person who has expertise related to the aircraft, its equipment or its crew members and who is required to be on the flight deck to provide a service to the operator.
- Compliance - a person must comply with any instructions given by a crew member with respect to wearing a face mask.
- Prohibition operator – an operator must **NOT** permit a person to board a Company aircraft for a flight if: (a) the person is not in possession of a face mask; or (b) the person refuses to comply with an instruction given by a gate agent or a crew member with respect to wearing a face mask.
- Refusal to comply – if, during a flight, a person refuses to comply with an instruction given by a crew member with respect to wearing a face mask, the operator must: (a) keep a record of (i) the date and flight number, (ii) the person's name, date of birth and contact information and (iii) the circumstances related to the refusal to comply; and (b) inform the Minister as soon as feasible of any record.
- Wearing of a face mask crew member – an operator must require a crew member to wear a face mask at all times during the boarding process and during a Company flight.
- Exceptions crew member – the above subsection does **NOT** apply when: (a) the safety of the crew member could be endangered by wearing a face mask, (b) the wearing of a face mask by the crew member could interfere with operational requirements or the safety of the flight, or (c) the crew member is drinking, eating or taking oral medications.
- Exceptions flight deck – the above subsection does **NOT** apply to a crew member who is a flight crew member when they are on the flight deck.

DEPLANING

- Non-application – the subsection below does not apply to any of the following persons: (a) an infant, (b) a child who is at least two years of age but less than six years of age who is unable to tolerate wearing a face mask, (c) a person who is unconscious, (d) a person who is unable to remove their face mask without assistance, (e) a person who provides a medical certificate certifying that they are unable to wear a face mask for a medical reason, and (f) a person who is on a flight that originates in Canada and is destined to another country.
- Wearing of a face mask person - a person who is on board a Company aircraft must wear a face mask at all times from the moment the doors of the aircraft are opened until the person enters the air terminal building by a passenger loading bridge.