

### B.3. Operations Duty Coordinator Checklist

| OPERATIONS DUTY COORDINATOR CHECKLIST |  |             |                 |
|---------------------------------------|--|-------------|-----------------|
| <b>1.</b>                             | <b>Loss of Radio Contact</b>   |             |                 |
|                                       | (Inside ADIA Control Zone)   | <b>Time</b> | <b>Initials</b> |
|                                       | a. Contact ADIA Control Tower by telephone and relay any flight information received prior to loss of radio contact.                           |             |                 |
|                                       | (Outside ADIA Control Zone)  |             |                 |
|                                       | a. Request offshore coordinator and other helicopter/fixed to try establishing contact.  |             |                 |
|                                       | b. If no contact, refer to aircraft overdue procedures.  |             |                 |
| <b>2.</b>                             | <b>Aircraft Overdue</b>  |             |                 |
|                                       | a. Contact aircraft destination:   |             |                 |
|                                       | b. Offshore Coordinator  |             |                 |
|                                       | c. Oilfield Radio Room   |             |                 |
|                                       | d. If aircraft is no show at ETA plus five (5) minutes, consider overdue.  |             |                 |
|                                       | e. Contact point of departure, other offshore locations (flight route).  |             |                 |
|                                       | f. If no contact after 15 minutes (after original ETA), conduct a search.  |             |                 |
| <b>3.</b>                             | <b>Search Action</b>   |             |                 |
|                                       | a. Start search action.  |             |                 |
|                                       | b. Alert other aircraft in the vicinity.   |             |                 |
|                                       | c. Inform the oil company concerned and other oil companies, as applicable.  |             |                 |
| <b>4.</b>                             | <b>Search Action</b>   |             |                 |
|                                       | a. Direct available or standby aircraft to the area.   |             |                 |
|                                       | b. Alert the Engineering Department for requirements as applicable.  |             |                 |
|                                       | c. Inform the oil company concerned and other oil companies, as applicable.  |             |                 |
|                                       | d. When the downed aircraft is found:  |             |                 |
|                                       | 1) Sea: One aircraft remains overhead until the SOB are transferred to a vessel or picked up by a policy/military SAR/Hoist equipped aircraft. |             |                 |
|                                       | 2) Land/Desert: An aircraft should land to investigate while another aircraft remains overhead.  |             |                 |
| <b>5.</b>                             | <b>In-flight Emergency</b>   |             |                 |
|                                       | a. Alert aircraft in the vicinity.   |             |                 |
|                                       | b. Inform the oil company concerned and other oil companies, as applicable.  |             |                 |
| <b>6.</b>                             | <b>If Emergency is Declared</b>  |             |                 |
|                                       | a. Direct the nearest aircraft to intercept and remain with the aircraft in distress.  |             |                 |
|                                       | b. Inform the oil company concerned and other oil companies, as applicable.  |             |                 |