

B.3. OCC Flight Watch on Duty Checklist

OCC FLIGHT WATCH ON DUTY CHECKLIST			
1.	Loss of Radio Contact		
	(Inside ADIA Control Zone)	Time	Initials
	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 or flight following station / ARTCC to try establishing contact.		
	b. If no contact, refer to aircraft overdue procedures.		
2.	Aircraft Overdue		
	a. Contact aircraft destination:		
	b. Offshore Coordinator / Flight Following Station / ARTCC		
	c. Oilfield / Onshore 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.		
3.	Search Action		
	a. Start search action. (if offshore, inform relevant radio room to direct marine vessels in the area to the last known position or area of operation)		
	b. Alert other aircraft in the vicinity.		
	c. Inform the oil company concerned and other oil companies, as applicable.		
4.	Search Action		
	a. Direct available or standby aircraft to the area, as soon as operationally feasible.		
	b. Alert the Engineering Department through EMT		
	c. for requirements as applicable.		
	d. Inform the oil company concerned and other oil companies, as applicable.		
	e. 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 police/military SAR/Hoist equipped aircraft/Marine vessel.		
	2) Land/Desert: An aircraft should maintain a holding pattern overhead to observe and report, while no landing is initiated unless specifically cleared in accordance with site emergency protocols.		
5.	In-flight Emergency		
	a. Alert aircraft in the vicinity, ATC / ARTCC / FSS.		
	b. Inform the oil company concerned and other oil companies, as applicable.		
6.	If Emergency is Declared		
	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.		
	c. Inform ATC / ARTCC / FSS		
Remarks:			
End of Checklist			
Name and Signature:		Date:	