**STANDARD OPERATING PROCEDURES**

**COMPLIANCE CHECKLIST**

**SPO.SPEC**

**CAA OF LATVIA**

**AIRCRAFT OPERATIONS DIVISION**

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| **Applicant** *(official name, address, telephone number, fax number and e-mail address)*: Click here to enter text. |
| **Type(s) of aircraft, registration(s) and main base:** Click here to enter text. |
| **Helicopter external sling load operations (HESLO)**  **Human external cargo operations (HEC)**  **Parachute operations (PAR)**  **Aerobatic flights (ABF)** |
| **Applicant’s contact person** *(name, surname/position/e-mail address/date)*:Click here to enter text. |

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| --- | --- | --- | --- | --- | --- |
| **LV CAA focal point for all aspects of the authorisation process and coordination of all necessary activity** *(name, surname/position)***:** Click here to enter text. | | | **Intended start date of operation:** Click here to enter text.  **Date when application received by LV CAA:** Click here to enter text. | | |
| The standard operating procedures shall specify: | | | | | |
| 1 | Nature and complexity of the activity: | AMC1 SPO.SPEC.HESLO.100 (b)  AMC1 SPO.SPEC.HEC.100 (b) | |  |  |
|  | * Helicopter flights for the purpose of transporting external loads by different means, e.g. under slung, external pods or racks. These operations are usually performed at a low height. * HEC operations are usually performed at a low height. |  | |  |  |
|  | The complexity of the activity varies with the size and the shape of the load, the length of the rope and characteristics of the pick-up and drop-off zones, the time per load cycle, etc.:   * Complexity of the activity (HESLO 1 to 4) * Complexity of the activity (HEC 1 to 2) |  | |  |  |
|  | * Description of the operational environment and geographical area over which the operation takes place. |  | |  |  |
| 2 | Description of the equipment.  Airworthiness approval for HEC equipment. | AMC1 SPO.SPEC.HESLO.100 (c)  AMC1 SPO.SPEC.HEC.100 (c)  AMC1 SPO.SPEC.HEC.105(b)  SPO.SPEC.PAR.100  SPO.SPEC.ABF.100 | |  |  |
| 3 | Crew members | AMC1 SPO.SPEC.HESLO.100 (d)  AMC1 SPO.SPEC.HEC.100 (d)  SPO.SPEC.PAR.100  SPO.SPEC.ABF.100 | |  |  |
|  | * The crew composition (minimum flight crew (according to the appropriate manual) and additional flight crew. |  | |  |  |
|  | * Pilot initial training | GM1 SPO.SPEC.HESLO.100 | |  |  |
|  | * Pilot experience prior to commencing training and before acting as unsupervised PIC * Pilot recurrent training and checking at least every two years |  | |  |  |
| 4 | Task specialists | AMC1 SPO.SPEC.HESLO.100 (e)  AMC1 SPO.SPEC.HEC.100 (e)  SPO.SPEC.PAR.100  SPO.SPEC.ABF.100 | |  |  |
|  | * Initial training |  | |  |  |
|  | * Annual recurrent training |  | |  |  |
|  | * Briefing of task specialists |  | |  |  |
|  | * Responsibility of task specialists operating on the ground |  | |  |  |
| 5 | HESLO instructor  Conditions of HEC instruction | AMC1 SPO.SPEC.HESLO.100 (f)  AMC1 SPO.SPEC.HEC.100 (d) | |  |  |
|  | * Qualification, minimum experience in HESLO operations and experience in instructing * HESLO instructor qualification and experience for task specialists * Qualification, minimum experience in HEC operations and experience in instructing * HEC instructor qualification and experience for task specialists |  | |  |  |
| 6 | * Detailed specific performance requirements to be applied, in order to ensure an adequate power margin for: * HESLO operations * HEC operations * Performance criteria necessary to be met to conduct parachute operations * Performance criteria necessary to be met to conduct aerobatic flights | AMC1 SPO.SPEC.HESLO.100 (g)  AMC1  SPO.SPEC.HEC.100 (f)  SPO.SPEC.PAR.100  SPO.SPEC.ABF.100 | |  |  |
| 7 | Normal procedures: | AMC1 SPO.SPEC.HESLO.100 (h)  AMC1  SPO.SPEC.HEC.100 (g)  SPO.SPEC.PAR.100  SPO.SPEC.ABF.100 | |  |  |
|  | * HESLO, HEC, PAR, ABF operating procedures should include, for each type of operation:  1. crew individual safety equipment (e.g. helmet, fire retardant suits); 2. crew responsibilities; 3. crew coordination and communication; 4. selection and size of pick-up and drop-off sites; 5. selection of flight routes; 6. fuel management in the air and on the ground; 7. task management; and 8. third party risk management. |  | |  |  |
|  | * The following HESLO, HEC, PAR, ABF ground procedures should be specified:  1. use of ground equipment; 2. load rigging; 3. size and weight assessment of loads; 4. attachment of suitably prepared loads to the helicopter; 5. two-way radio communication procedures; 6. selection of suitable pick-up and drop-off sites; 7. safety instructions for task specialists operating on the ground; 8. helicopter performances information; 9. fuel management on the ground; 10. responsibility, organisation and task management of other personnel on the ground involved in the operation; 11. task management of personnel on the ground involved in the operation 12. third party risk management; and 13. environmental protection |  | |  |  |
| 8 | Abnormal and emergency procedures: | AMC1 SPO.SPEC.HESLO.100 (i)  AMC1  SPO.SPEC.HEC.100 (h)  SPO.SPEC.PAR.100  SPO.SPEC.ABF.100 | |  |  |
|  | * Operating procedures for the flight crew |  | |  |  |
|  | * Ground procedures for the task specialist |  | |  |  |
| 9 | Operator specifies the use of ground equipment, such as fuel trucks, cables, strops etc. in the AFM or OM, including at least: | AMC1 SPO.SPEC.HESLO.100 (j) | |  |  |
|  | 1. minimum size of the operating site; 2. surface condition; 3. positioning of ground equipment on the operating site; 4. fuel handling; 5. environment protection plan; and 6. location and use of fire suppression equipment |  | |  |  |
| 10 | Operator determines which records specific to the flight(s) are to be kept, such as task details, aircraft registration, pilot-in-command, flight times, weather and any remarks, including a record of occurrences affecting flight safety or the safety of persons or property on the ground. | AMC2 SPO.OP.230 (i) | |  |  |
| 11 | Coordination with the competent authority of the place where the cross-border high risk commercial specialised operation is planned to be conducted. | ARO.OPS.150 (f) | |  |  |
| 12 | Verification of compliance | AMC1 ARO.OPS.150(a);(b) | |  |  |
|  | * Audit at the operator’s facilities * Conduct of one or more demonstration flights |  | |  |  |

**INSPECTOR REPORT ON THE REVIEW OF THE OPERATOR’S RISK ASSESSMENT DOCUMENTATION AND SOP**

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NAME/SIGNATURE DATE

**APPLICATION TO THE HEAD OF AIRCRAFT OPERATIONS DIVISION** (if applicable)

Based on positive outcome of the authorisation process it is recommended:

* to issue an authorisation of high risk commercial specialised operation, if applicable  or
* to issue an authorisation of cross-border high risk commercial specialised operation, if applicable

The authorisation could be issued for:

* single event
* defined series of flights
* unlimited duration
* Limited area: Click here to enter text.

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NOMINATED INDIVIDUAL’S NAME/SIGNATURE DATE

**INFORMATION TO THE OPERATOR**

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INSPECTOR’S NAME/SIGNATURE DATE

*Note.*

*The competent authority should inform the applicant of its decision concerning the application. In cases where an application for an authorisation is refused, the applicant should be informed of the right of appeal as exists under national law.*