



Travelling offshore by helicopter?

Equinor's air transport services handles more than 300,000 passenger movements each year. A correct check in procedure is crucial to ensure that our helicopter operations run smoothly and on time.

You as a passenger are responsible to know and follow the applicable requirements set out by Equinor when travelling offshore. The following information will help you to ensure that an effective check in process is achieved.

ARIS

Equinor's management system, ARIS, contains all requirements related to helicopter passenger transport and cargo transport by helicopter. Passengers and companies are required to follow these requirements.

Failure to follow the requirements and regulations may result in you being denied access to your flight and not being able to travel offshore.

Here are some of the most important requirements:

Check in time

Passengers are required to be at the heliport check in minimum 1 hour prior to departure

ID

One of the following proofs of identification must be presented by passengers when travelling offshore:

- Passport with optically variable elements
- Driver's licence with optically variable elements
- National ID card with optically variable elements

Failure to provide valid identification will result in refusal to travel offshore

Certificates

Passengers are required as a minimum to have the following certificates:

- A valid health certificate in accordance with local government requirements.
- Basic offshore safety course

In addition to the above, some offshore installations may require additional certification such as:

- E-learning course, work permits and Safe Job Analysis
- ARIS e-learning course

Medication

A passenger taking a prescription medicine offshore must be able to document that they are the owner/user of the medicine. To enable identification the medicine must be in its original package. Failure to present the medication as described will result in refusal to take the medication offshore.

Vitamins, natural remedies and dietary supplements

Vitamins, natural remedies and dietary supplements must be in sealed packaging. The type and description must be clearly stated on the packaging. Further information on definitions can be found in the ARIS system.

Prohibited items

A complete list of prohibited and regulated items such as, weapons, knives, narcotics etc., can be found in ARIS.

Carry on permit

Passengers must fill out a carry-on permit for any regulated items. This includes medication, vitamins, natural remedies and dietary supplements

Luggage

As a main rule, the luggage weight and size limitation is: 10 Kg and 60x50x30 centimeters in size per item. Different weight and size limitations may be applicable in certain countries. This information is found in ARIS.

Narcotics and alcohol abuse

In the event of suspicion of narcotics or alcohol abuse, the passenger shall be informed and will be offered a breath analyser test. If the passenger accepts, he/she shall be subjected to a breath analyser test. If the passenger refuses to undergo the test the passenger will be refused to travel offshore. If the test indicates an alcohol concentration above the stipulated limit the passenger shall be refused to travel offshore.

If there is a suspicion of narcotics abuse, the contact person from the operating company will be informed and the passenger refused offshore travel until the situation is clarified.

Mobile telephones

Two equivalent alternatives are described; both can be used:

- Telephone is placed in luggage when luggage is checked in. Security guards who inspect luggage must ensure that mobile phones are switched off (Flight mode is not approved) before they are placed in luggage. After the luggage has been checked in, passengers will not have access to the mobile phone until after arrival offshore.
- B) Telephone is carried on the body in helicopter. Security guards who conduct screening of personnel must ensure that mobile phones are switched off (Flight mode is not approved). Gate staff must ensure that everyone has switched off mobile phones stored inside the survival suit.

Mobile telephones must be switched off and carried inside the survival suit during the entire flight, and may not be removed from the suit under any circumstances. Violation of these rules will be reported and addressed.

If the telephone should overheat during flight, the pilot must be contacted regarding further action.

Broken/damaged mobile phones are not permitted on board the helicopter.

Personal electronic equipment may only be used and stored in the living quarters offshore.

Cargo

In general cargo is not to be transported by helicopter. In specific cases after necessary approval, cargo may be accepted. Cargo that has not been approved by Air Transport Services will not be accepted by Equinor at the helicopter terminal.

For approved cargo the following shall apply:

- Cargo must be labelled and packed for helicopter transport in accordance with our criteria.
- Cargo shall be given a specific cargo number
- Cargo shall not contain prohibited items or dangerous goods
- Cargo shall be weighed to ensure that it is accordance with size and weight requirements.
- Weight and size regulations for cargo must be clarified with Equinor in each case to ensure the helicopter's load capacity is sufficient
- Cargo must be delivered at least 2 hours prior to flight departure.

Incorrect packing or incorrect documentation of cargo may result in rejection and return of to the supplier