The pilot is responsible for correct operation of the helicopter according the AFM. This summary is provided only as additional material for preflight preparation. Heli-Lausanne declines all responsibility in case of non respect of any official manufacturer limitations(AFM).

**ALLWAYS REFER TO AFM FOR MANUFACTURER PROCEDURES**
4.3 START UP

4.3.1 ENGINE PRESTART CHECK

- Seats and control pedals................. ADJUSTED.
- Seat belts.......................... FASTENED.

Copilot seat belts shall be fastened in all cases.

1. Rotor brake .................................. RELEASED, fully forward.
2. Fuel shut-off lever.......................... FORWARD, plastic guard condition.
3. Twist grip .................................... IDLE detent.
4. [EMER SW] (if fitted)......................... ON, LOCK WIRED.
5. Starting selector........................... OFF.
6. [SCU TEST] (if fitted)...................... COMPLETE.
7. [EXT PWR BATT.] or [BAT/EPU]
   [DIRECT BATT.] or [DCT BAT]
   [GEN] or [GENE].......................... ON.
8. ICS and GPS nav.system (if fitted)....... ON.
9. Lighting circuits 1 and 2 test.............. COMPLETE.(night flight intended).
10. Electrical mirror (if fitted)............... SET to avoid dazzling (night flight).
11. [W/LT TEST] or [W/LT TST]................. COMPLETE.
12. [FIRE/TEST] or [FIRE TST]................ COMPLETE.
13. [SERVO/TEST] or [SERVO TST].......... SERVO when depressed.
14. CWP lights ................................ CHECK:
   - With battery power ...................... GENE PITOT ENG P
   - FUEL P HORN MGB P
   - SERVO HYDR TWT GRP
   - With EPU power....................... Same light as above + BATT

15. VEMD ........................................

16. Control pedals.............................
17. Cyclic pitch..............................
18. Collective pitch..........................
19. Heating, demisting,
   air conditioning (if fitted) .......
20. Sand filter .............................. ON, check P2 flag, then OFF

- 3-data page DISPLAYED,
- Vehicle page DISPLAYED,
- Battery voltage > 22 V
- Bleed valve open flag DISPLAYED.
  Freedom of travel, then NEUTRAL.
  CENTER, friction adjusted.
  LOCKED.

Version 31/01/2014 2/16

Eurocopter EC 130 HB-ZJC

EC 130 B NORMAL PROCEDURES / CHECKLISTS

FUEL TANK CAP................................ CLOSED & SECURED
4.3.2 ENGINE STARTING

1. CWP ................................................. CHECK GOV.
2. [FUEL PUMP] or [FUEL P] .......... ON.
3. [A/COL LT] ......................................... ON.
   - After 30 sec.
4. Starting selector......................... ON position.
5. Engine parameters....................... CHECK:
   - Ng increases,
   - T4 remains below its limits,
   - Rotor is turning at Ng ≥ 25 %,
   - Engine oil pressure increases.
6. CWP ................................................. CHECK:
   - ENG P, MGB P, HYDR.
   - SERVO.
7. [PITOT] or [PITOTS] ......................... ON, PITOT.
8. [FUEL PUMP] or [FUEL P] .......... OFF, CHECK FUEL P.
10. Starting selector guard ............... SET.
11. All necessary systems ................. ON - TESTED. (Master avionic switch, lights, etc.)

NOTE 1
In strong wind apply little cyclic into wind.

NOTE 2
If the starting procedure has to be aborted, return the starting selector to OFF, switch off the fuel pump and the generator.

NOTE 3
At Ng > 60 % the VEMD upper screen automatically switches to FLI display.

12. EPU (if fitted) ...................... DISCONNECT, Make sure EPU door is closed and locked.
13. CWP ......................................... CHECK, GENE, BATT.
NOTE

Unless otherwise specified in applicable operational rules, one pilot should be at the controls as soon as the rotors turn until flight ends and the rotors are fully stopped.

4.3.3 RUN-UP CHECK

1. Twist grip ................. FLIGHT detent.
   - When NR ≥ 340 rpm
2. [HORN] ......... ON, [HORN]
   CHECK aural warning :
   . ON for NR ≤ 360 rpm and
   . OFF for NR > 360 rpm.
3. NR indication ............. CHECK in lower green range.
4. Check ...................... No warning light illuminated,
   Electrical system voltage and current,
   Engine oil pressure.

4.3.4 CRANKING

The cranking procedure can be performed after an aborted start or for check or maintenance purposes.

Proceed as follows :

1. Start selector .............. OFF.
2. Emergency fuel
   shut-off lever ............... FORWARD.
3. Ng .......................... CHECK ≤ 10 %.
4. [FUEL PUMP] or [FUEL P] .... ON.
6. [CRANK] .................... OFF.
7. [FUEL PUMP] or [FUEL P] .... OFF.

CAUTION

Do not crank the engine with the emergency fuel shut-off valve closed or with the fuel pump off as this could damage the engine high pressure fuel pump.
4.4 TAKEOFF

4.4.1 BEFORE TAKEOFF CHECK

1. Doors .................................................. CLOSED or OPEN LOCKED
2. Cyclic and collective frictions ........ AS REQUIRED.
3. Landing light ....................................... AS REQUIRED.
4. Temperatures and pressures .......... NORMAL RANGE.
5. Warning panel ...................................... All lights OFF.
6. Collective pitch ................................. UNLOCK.

Adjust collective and cyclic friction

4.4.2 TAKEOFF CHECK AND PROCEDURE

**CAUTION**

Use of P2 air bleeds is forbidden above engine maximum continuous rating (Ng or T4).
- Gradually increase collective pitch to hover at 5 ft (1.5 m). Check engine and mechanical control instruments, no warning light.
- Increase airspeed with HIGE power until IAS = 40 kt, then begin to climb so as to clear 20 ft (6 m) at IAS = 50 kt.

<table>
<thead>
<tr>
<th>HIGE</th>
<th>IAS = 40 kt</th>
<th>IAS = 50 kt</th>
</tr>
</thead>
<tbody>
<tr>
<td>H = 5 ft (1.5 m)</td>
<td>H = 10 ft (3 m)</td>
<td>H = 20 ft (6 m)</td>
</tr>
</tbody>
</table>

4.5 CLIMB

Above 100 ft (30 m), for maximum climb performance, select Maximum Continuous Power and optimum climbing speed (Vy):

\[ \text{IAS} = 70 \text{ kt} - 1 \text{ kt per 1000 ft} \]

4.6 CRUISE

Fast cruise is obtained by the first limitation reached corresponding to the beginning of the FLI amber area:
Corresponding mechanical or engine limit (Tq, Ng, T4) are pointed out with underlined numerical value.

Economic cruise : set Tq to 10% less than MCP Tq.
Reduce indicated airspeed in turbulence.

4.7 APPROACH AND LANDING

4.7.1 APPROACH

- Begin approach at Vy.
  - Approach check:
    1. Landing light ................ AS REQUIRED.
    2. All parameters ................. CHECK.

4.7.2 LANDING

- In hover, gradually reduce collective pitch until touchdown, then fully reduce collective pitch.

**Use of P2 air bleeds is forbidden above engine maximum continuous rating (Ng or T4).**
4.8 ENGINE AND ROTOR SHUTDOWN

1. Cyclic stick .......................................................... NEUTRAL.
2. Collective pitch ........................................................ LOCK.
3. Twist grip ............................................................... IDLE detent.
4. Engine oil cooling ...................................................... WAIT for 30 sec.
5. [PITOT] or [PITOTS], [HORN], Landing light ........... OFF.
6. Non-required systems,
   [MASTER AVIONICS] or [AVIONIC] ......................... OFF.
7. Starting selector ...................................................... OFF position.
8. [GEN] or [GENE] ....................................................... OFF.
   • For NR ≤ 140 rpm. Normal NR, 170 rpm. Maximum NR (in strong wind operations).
9. Rotor brake .............................................................. APPLY.
   • When rotor is stopped ;
10. GPS navigation system (if fitted) ....... OFF.
11. [A/COL LT] .............................................................. OFF.

• BEFORE LEAVING HELICOPTER

12. VEMD ................................................................. CHECK for Flight Report page data :
    . Operating time (counted from Ng > 60 % until Ng < 50 %).
    . Ng and Nf cycles ....................... CHECK (written in white characters and above 0).
    . Advisory messages of FAILURE or OVERLIMIT DETECTED.
13. VEMD ................................................................. CHECK bleed valve open flag displayed.
14. [DIRECT BATT.] or [DCT BAT],
    [EXT PWR BAT] 1 or [BAT/EPU] ...... OFF.

VEMD

FLIGHT NUMBER ...................................................... REPORT ON TECHLOG
NG & NF CYCLES ....................................................... REPORT ON TECHLOG

FAILURES ............................................................... CHECK & REPORT AS REQUIRED
OVERLIMITS .......................................................... CHECK & REPORT AS REQUIRED

POWERCHECK ..................... NOTE IF PERFORMED DURING FLIGHT

OVERNIGHT

BATTERY ................................................................. DISCONNECT (rear compartment)
COVERS .............................................................. AS REQUIRED
DOORS ................................................................. LOCKED
WIND > 40 KTS ....................................................... HELICOPTER MUST BE TIED DOWN
SLIPPERY GROUND ................................................... HELICOPTER MUST BE TIED DOWN
4.9.1 TANK CAPACITY

- Maximum capacity
  540 litres (427 kg) (142.7 US gal) (941 lb).

- Fuel gauge

![Fuel Gauge Image]

10 = 538.7 litres (426 kg) (142.3 US gal) (938 lb) usable fuel quantity.

: 15 min of flight time remains at MCP at the beginning of this range.

The unusable fuel quantity is reached when zero is indicated on the fuel gauge.

HIGH WIND OPERATION (WIND ABOVE 30 KT)

- Parking
  - Park the helicopter head into the wind. Maintain rotor brake applied with one blade at 12 o’clock. Keep blade socks until start up.
  - For wind above 40 kt the helicopter must be tied down.

- Start up
  - When the rotor begins to turn, push the cyclic stick slightly into wind.
  - As soon as Ng > 67 % :
    Twist grip ............................................ FLIGHT detent.

- Engine and rotor shutdown
  - Perform engine oil cooling with twist grip in FLIGHT position.

Start up and shut down have been demonstrated up to 40 kt of wind from any directions and for 50 kt-headwinds.
COLD WEATHER OPERATION

Same procedure as normal (see § 4.3.2) except:
- Engine oil temperature ................. MONITOR temperature
  - When Engine oil temperature ≥ 0°C
- CWP .................................................. CHECK ENG P.
- Twist grip ......................................... FLIGHT detent.

Operation in Snow

Flight under snow condition is forbidden, except is sand filter is fitted (active or not)

Sand Filter

- Falling snow: if fitted, may be activated or not
- Sand: must be activated

Activation:
- press button on SCU [SAND FILT]
- P2 message on VEMD
- Heating & demisting: off

Performance:
- hover performance is reduced by 40kg
- activation / T4 rise 10°C

Check:
- before starting engine
- press [SAND FILT] button
- check P2 flag on VEMD
- off, P2 flag goes out
GENERAL LIMITATIONS

Forbidden:  
aerobatics  
flight under falling snown if no sand filter fitted  
flight in freezing /icing conditions  
power reduction using throttle  
in flight complete shut off  VEMD (1+2)

Crew  
minimum 1 pilot

Maximum weight  
2'427 kg

Minimum weight  
1'500 kg

Max Cargo Weight  
2'800 kg

Sliding door  
manoeuvering 70 kt  
locked 90 kt

Slopes  
up 6°  
down 6°  
lateral 8°

Max Alt.  
23'000ft

AOT  
- 40°C to +50°C (or ISA +35)

Engine Limitation Markings

<table>
<thead>
<tr>
<th>Mark</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>✅</td>
<td>caution range : take off range 0 to 40 kts</td>
</tr>
<tr>
<td>🔴</td>
<td>max continuous</td>
</tr>
<tr>
<td>🔺</td>
<td>max transient (no intentional use)</td>
</tr>
</tbody>
</table>

TRQ  
100 to 104% : 5 sec transient

△NG  
0 to +1% : 5 sec transient

T4  
starting : max 750°C  
in flight: 915 °C to941 °C : 5 sec transient

Voltage  
31.5 V max / 150 A max continuous

other gauges  
self explanatory on instruments
EC 130 - EMERGENCY PROCEDURES - WARNINGS

ENG P
Check gauge
if pressure low or nil: Land immediately
and be prepared to autorotate
if pressure normal: Land as soon as practicable

MGB P
Land as soon as possible
Collective: reduce
if landing not possible, proceed to suitable
landing place at minimum power speed / Vy
(55' test bench)

GOV
Major governor fail - emerg. mode self engaged
Flight parameters: check

avoid abrupt changes
Hp< 20'000ft maintain Ng > 80 %
Hp> 20'000ft maintain Ng > 85 %

Land as soon as practicable

Powered approach
avoid sttep angle
slowly down collective

GOV failure can occur if loss of NG and torque on VEMD

During start: shut down immediately

ENG FIRE

at start up
Starting selector: OFF
Fuel shut-off lever: AFT
Booster pump: OFF
Crank depress 10s
Master SW or emrg SW: Shut-off
Rotor brake: apply (< 170 rpm)
Evacuate aircraft

at hover, takeoff, final
Land immediately
Carry out a no hover powered landing,
then apply same procedure as above (start)
**ENG FIRE**

**in flight**
- **Land immediately**
- collective pitch : reduce
- IAS : Vy (70 kts)
- Autorotation procedure : apply
- Emergency fuel shut-off lever : AFT
- Starting selector : OFF
- After landing:
  - Master SW or emrg SW : Shut-off
  - Rotor brake : apply (< 170 rpm)
  - Evacuate aircraft

**FUEL**

**Land as soon as possible**
- Fuel Quantity less than < 48 kg
- Max 15 minutes flight remaining at MCP
- Avoid large attitude changes

**FUEL P**

**Land as soon as possible**
- Low Fuel Pressure
- Collective pitch : reduce
- Fuel Booster Pump ON
- Be prepared to autorotate in case of flame out

**FUEL FLT**

Fuel filt by-pass open - risk of fuel pollution
- **Collective pitch : reduce**
- if light goes out : continue flight and land as soon as practicable
- if light stays : land as soon as possible

Monitor NG
- if NG oscilliation NG : **land immediately** and be prepared to autorotate

**GENE**

Check U bus on VEMD
- Check push button GENE is ON [press]
  - if light goes out : continue flight
  - if light stays : press GENE RESET button
  - if light goes out : continue flight
  - if light stays: unnecessary equip OFF
    - land as soon as practicable

Note : if batt fails, VEMD goes out. NR stays
Max time on battery: day 50 min
night 20 min
**BATT**

EXT BATT or BATT: check ON

- if light goes out: continue flight
- if light stays: check voltage on VEMD: land as soon as practicable

**PITOT**

Continue flight

Check push button: PITOT / ON

- if light goes out: continue flight
- if light stays: monitor IAS

**HORN**

Continue flight

Check push button: HORN / ON

if light goes out: continue flight
if light stays: aural warning failure

**LIMIT**

Collective: reduce power
Cyclic: reduce speed/load factor
Main servo Unit Max Load reached

at rearward speed / hover high tail wind:
Reduce rearward wind component

then continue flight

**MGB TEMP**

IAS set to Vy / 70 kts
CPW, check

- if light goes out: land as soon as practicable
- if light stays: land as soon as possible

**DOOR**

Land as soon as practicable

1 or 2 cargo doors open
Reduce speed to 70 kts
Low sink rate approach

**GOV**

Land as soon as practicable

Minor governor failure
Collective: avoid abrupt change
IAS, maintain below PowerOff VNE

**Do not restart**

Flashing at idle or startin & shut down:
Start up: abort procedure, ref to Maint Manuel
AR training: abort training
**ENG CHIP**

**Land as soon as possible**
Reduce power
Restart prohibited before engine maint.agreement

**MGB CHIP**

**Land as soon as possible**
Reduce power
Monitor MGB P and MGB TEMP

**TGB CHIP**

**Continue flight or land as soon as practicable**
Avoid prolonged hovering

**SERVO**

**Land as soon as practicable**
Main servo distributor valve jamming

**HYDR + SERVO**

**Land as soon as practicable**
One circuit allows continued safe flight and landing
Keep aircraft level attitude
Avoid abrupt manouevers (bank < 30°)
IAS below 110 kt (or VNE if lower)
Normal approach and landing

**LIMIT** light maybe on if LH circuit failed during or during load factor manouevers
PERFORMANCES OGE / SAND FILTER INSTALLED

Replace Figure 3 page 9-14-6 by the following:

<table>
<thead>
<tr>
<th>CONDITIONS</th>
<th>OGE HOVERING FLIGHT PERFORMANCE WITH SAND FILTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>- SAND FILTER NOT OPERATING</td>
<td></td>
</tr>
<tr>
<td>- NO HEATING AND DEMISTING</td>
<td></td>
</tr>
<tr>
<td>- NO WIND</td>
<td></td>
</tr>
<tr>
<td>- 40 °C ≤ OAT ≤ ISA + 35 °C</td>
<td></td>
</tr>
<tr>
<td>- SAND FILTER OPERATING</td>
<td></td>
</tr>
<tr>
<td>PERFORMANCE IS REDUCED BY 40 kg</td>
<td></td>
</tr>
</tbody>
</table>

This area with external and jettisonable load only

MAX. DEMONSTRATED HP 19000 ft

MAX WEIGHT 2427 lb (1100 kg)
4.2 PREFLIGHT CHECK

- Make sure that all flightworthiness-required corrective maintenance operations have been performed.
- These preflight checks can be done without opening any cowlings unless the helicopter had been parked for more than 2 days or in case of any visible leak or doubt.
- Check that the aircraft area is clean and unobstructed.
- Remove all picketing items if applicable
- Carry out the following checks:

4.2.1 EXTERIOR CHECK

Figure 4-1: Sequence of checks

Station 1
- Transparent panels ................................ Condition – Cleanliness
- MGB – Engine oil cooler air inlet .............. Check no obstruction nor debris.
- Side slip indicator ................................ Condition
- Pitot tube ......................................... Cover removed - Condition.
- Landing lights .................................. Condition

EASA APPROVED
REVISION 9
Station 2
- Front door Condition, jettison system check.
- Sliding door Condition, closed or open-locked.
- Left cargo door Open.
- Loads and objects carried Secured.
- Left cargo door Closed, locked.
- Fuel tank filler plug Closed, locked.
- Fuel tank Drained (before the first flight, if OAT ≥ 0°C), absence of leaks (at the level of the drain).
- MGB cowl MGB oil level - Cowl locked.
- Hydraulic oil level Check reservoir level.
- All lower fairing panels Locked.
- Static ports Clear, covers removed.
- OAT sensors, antennas Condition.
- Main rotor head and blades Visual inspection, no impact.
- Engine air intake Clear (no water, snow, foreign object).
- Engine cowl Locked.
- Exhaust cover Removed.
- Rear cargo door Open.
- Loads and objects carried Secured.
- ELT Check ARMED.
- Rear cargo door Closed, locked.
- Oil drain No oil under scupper.

Station 3
- Heat shield on tail drive Condition, attachment.
- Tail boom, antennas Condition - Fairings fasteners locked.
- Tail boom door Locked
- Stabiliser, fin, external lights General condition.
- Tail rotor duct and blades Condition, no impact.
- Tail rotor head fairing No rotation (paint marks).
- Keel and tail skid Condition, attachment.
**FLIGHT MANUAL**
EC 130 B4

Station 4
- Yaw control rod ................ Secured.
- TGB .................................. Oil level.
- Stabiliser, fin, external lights ... General condition.
- Tail boom, antennas .............. Condition - Fairings fasteners locked
- Heat shield on tail drive .......... Condition, attachment

Station 5
- Oil drain .......................... No oil under scupper.
- EPU door ........................... Closed or EPU plugged-in.
- Engine cowl ....................... Locked.
- Right cargo door .................. Open.
- Loads and objects carried ....... Secured.
- Right cargo door .................. Locked.
- Main rotor head and blades ...... Visual inspection, no impact.
- MGB cowl .......................... No foreign object on transmission
dock. Cowl locked.
- Hydraulic oil level ............... Check reservoir level.
- Engine oil level .................... Check reservoir level
- All lower fairing panels .......... Locked.
- Door ................................. Condition, jettison system check.

4.2.2 INTERIOR CHECK
- Cabin ............................... Clean.
- Fire extinguisher ................ Secured - Checked.
- Fuses/breakers ..................... All set.
- Loads and objects carried ....... Stowed and secured.
- Front doors jettison system ...... Checked - Plastic guard condition.
4.2.3 TURNAROUND CHECK

- Overall aspect .................................. Condition, cleanliness.
- Engine / MGB / TGB ........................... Oil level.
- Hydraulic oil level.............................. Check reservoir level.
- Main and tail rotor blades .......... Condition.
  (from ground)
- Loads ............................................. Secured.
- All cowlings .................................... Locked.
- Doors .............................................. Closed or open-locked (sliding door).

NOTE
If the aircraft is to be parked some time between flights, temporary picketing is recommended by fitting blanks, covers, and blade socks in winds above 40 kt (74 km/h).
In this case, perform a complete pre-flight check.
# ALERT CHECKLISTE

<table>
<thead>
<tr>
<th>QUI</th>
<th>QUAND</th>
<th>QUOI</th>
<th>COMMENT</th>
<th>CONTACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Immédiat</td>
<td>1</td>
<td>Alerte</td>
<td>- REGA</td>
<td>1414</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- Ambulance</td>
<td>canal K/R</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- Police</td>
<td>144</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- Pompiers</td>
<td>117</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>118</td>
</tr>
<tr>
<td>Immédiat</td>
<td>2</td>
<td>Secours</td>
<td>- sécuriser le site de l’accident</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- actions pour sauver les vies</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- information aux sauveteurs</td>
<td></td>
</tr>
<tr>
<td>Immédiat</td>
<td>3</td>
<td>Information</td>
<td>Communication externe EXCLUSIVEMENT par le management de la COMPAGNIE.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Aucune information aux médias ou tiers</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Protocolle</td>
<td>- Management compagnie</td>
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<td>- Responsable des opérations</td>
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<td></td>
<td></td>
<td></td>
<td>- Management technique</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>- noter tous les appels et messages</td>
<td></td>
</tr>
</tbody>
</table>

**Les principes les plus importants lors de l’alerte**

**Alerte**
- Que s’est-il passé
- Où cela s’est-il passé (lieu, rue, montagne, altitude, coordonnées, etc.)
- Quand cela s’est-il passé
- Qui est concerné (nombres personnes, blessés, décès, etc.)
- Hélicoptère et immatriculation
- Quelles mesures ont été prises
- Tous les appels, messages et mesures prises ont été enregistrées jusqu’à ce que le management prenne le relais

**Proches**
- Les proches sont informées exclusivement par le management ou une personne autorisée par le management

**Information**
- L’information à des tiers et aux médias est effectuée exclusivement par le management ou une personne autorisée par le management
**Safety Around Helicopters**

**Approaching or Leaving a Helicopter**

- Do not approach or leave without the pilot's visual knowledge. Keep in pilot's field of vision at all times. Observe Helicopter Safety Zones (see diagram right).

- On sloping ground, always approach or leave on the downslope side for maximum rotor clearance.

- If blinded by swirling dust or grit, STOP — crouch lower, or sit down and await assistance.

- If disembarking while helicopter is at the hover, get out and off in a smooth unhurried manner.

- Do not approach or leave a helicopter when the engine and rotors are running down or starting up.

**Landing, Take-Off and Loading Operations**

- Keep helpid clear of loose articles — water-bags, ground-sheets, ties, etc. Secure other gear from effects of rotor wash.

- When transporting personnel, loading staff should ensure that:
  - Passengers are briefed as above
  - They are grouped together and well back at side of landing zone
  - They face away from helicopter during take-off and landing
  - Each person looks after their own gear
  - They are paired off and ready to board in turn as soon as the pilot gives the signal

- When directing pilot for landing, stand with back to wind and arms upraised.

- After hooking up cargo sling, move forward and to the side to signal pilot. Ensure sling is not across skid. Never ride on sling.

- When directing pilot by radio, remember that he or she may be too busy to give an acknowledgment.

- Fasten and adjust seat belt on entering helicopter and leave it fastened until pilot signals to get out.

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Safety Education & Publishing Unit, Civil Aviation Authority of New Zealand. July 2002.