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

ALLWAYS REFER TO AFM FOR MANUFACTURER PROCEDURES
Cockpit Preparation

1. Outside check ................................................................. completed
2. Helicopter documents ......................................................... checked
3. Seats and pedals ............................................................. adjusted
4. Seat belts ........................................................................ fastened
5. Rotorbrake ........................................................................ forward / released
6. Fuel shut-off lever ............................................................. forward and secured
7. Twist grip .......................................................................... Idle position
8. Hydraulic switch ................................................................. ON
9. Engine starter (overhead switch) ............................................. OFF
10. Battery .............................................................................. ON
11. Gen .................................................................................. OFF
12. Instrument light ................................................................. as necessary
13. GPS (G430) ........................................................................ ON
14. Warning lights (W/LT TST) .................................................. Press to test
   (Check TRQ indicates 100% for 2 seconds)
15. ACCU / HYD TEST ............................................................. press for 2 sec
    (centers pedals to neutral)
16. Warning Pannel

<table>
<thead>
<tr>
<th>GENE</th>
<th>FUEL P</th>
<th>PITOT</th>
<th>HORN</th>
</tr>
</thead>
<tbody>
<tr>
<td>HYDR</td>
<td>ENG P</td>
<td>MGB P</td>
<td>TWT GRIP</td>
</tr>
</tbody>
</table>

   with EPU + BATT

17. VEMD check

   no message/ 2 screens
   Batt > 22 Volts
   Bleed valve opended

18. Control pedals

   free travel

19. Cylclic

   center and friction

20. Collective

   down and locked

21. Heating system ............................................................... OFF

22. Instruments ...................................................................... static or zero

23. Flight time counter/Chrono ................................................ checked

24. COM / NAV / Transponder ................................................ off

25. Switches ........................................................................ all off

26. Cargo hook (electrical + manual) ........... checked and set as required
**Engine Start**

1. Start-up clearance (if necessary) .............................................. received
2. Rotor ................................................................................ free
3. Area .................................................................................. clear
4. CPW .................................................................................. check GOV light is OFF
5. Fuel pump ........................................................................... ON
6. GENE .................................................................................. OFF
7. Starter Selector ...................................................................... ON
8. Check parameters :
   - Ng.............................................................. increase
   - TOT ....................................................... below limits
   - Engine oil pressure ..........checked

When N1 > 60% VEMD switch to FLI MODE  
(FLI MODE)

9. When N1 > 67%  ->  GENE .............................................. ON
10. Warning lights .......... all out, exc. HORN / PITOT / TWT GRIP
11. Pitot ................................................................. ON
12. Fuel Pump ....................................................................... OFF
13. Engine starter selector guard ................................................. closed
14. Avionics ........................................................................... ON
15. All neccessary systems ...................................................... ON
16. Avionic / Gyros (Att ind./D) .................................................. ON
17. FM / COM / NAV / Transponder /GPS .................................... on and set
18. Altimeter ........................................................................ QNH set
19. Hyd. accumulator test .......................................................... checked
20. Hyd. isolation test ............................................................... checked
21. Gyros (Att ind./DG) ............................................................ set
22. Twist grip ........................................................................ flight position
23. Horn ................................................................. ON when RRPM at 340 / check sound
24. NR ................................................................................ check RPM in lower green arc
25. Fire Test ........................................................................ gong + illumination
26. Parameters .......................................................... check NO warning, Voltage and Pressure
27. Landing Light ...................................................................... ON  
   (for in-flight collision avoidance, keep light ON all flight duration)

**CRANKING - after aborted start or maintenance**

1. Engine starting selector ...................................................... OFF
2. Shut OFF Lever ............................................................... forward
3. N1 < 10% ........................................................................... check
4. Crank .............................................................................. press max 20 sec
4.4 TAKEOFF

4.4.1 BEFORE TAKEOFF CHECK
1. Doors ........................................... CLOSED or sliding doors OPEN LOCKED.
2. Cyclic and collective frictions ............. AS REQUIRED.
3. Landing light .................................. AS REQUIRED.
4. Temperatures and pressures ................. NORMAL RANGE.
5. CWP ............................................. All lights OFF.
6. Collective pitch............................. UNLOCK.

NOTE
Adjust collective and cyclic frictions so that friction loads are felt by the pilot when moving the flight controls.

4.4.2 TAKEOFF CHECK AND PROCEDURE

CAUTION
Heating and demisting system can be used during takeoff but this degrades the aircraft hover and climb performance shown in SECTION 5 when operating at engine limits (N1, TOT).

- 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 (74 km/h), then begin to climb so as to clear 40 ft (12 m) at IAS = 50 kt (93 km/h).

<table>
<thead>
<tr>
<th>HIGE</th>
<th>IAS = 40 kt (74 km/h)</th>
<th>IAS = 50 kt (93 km/h)</th>
</tr>
</thead>
<tbody>
<tr>
<td>H = 5 ft (1.5 m)</td>
<td>H = 10 ft (3 m)</td>
<td>H = 40 ft (12 m)</td>
</tr>
</tbody>
</table>

Figure 4-2: Takeoff Procedure

CAUTION
For safe operation, takeoff path should avoid HV diagram (Refer to SECTION 5).
4.5 CLIMB
Above 100 ft (30 m), for maximum climb performance, select Maximum Continuous Power and optimum climbing speed (V\text{y}):
\[
\text{IAS kt} = 65 \text{ kt at 0 Hp} - (1 \text{ kt} / 1000 \text{ ft})
\]
\[
\text{IAS km/h} = 120 \text{ km/h at 0 Hp} - (2 \text{ km/h per 300 m})
\]

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 limits (TRQ, N1, TOT) are indicated by underlined numerical value.
Reduce indicated airspeed in turbulence.

4.7 APPROACH AND LANDING

4.7.1 APPROACH
- Begin approach at V\text{y}.
- At approximately 100 ft (30 m), reduce airspeed down to HIGE at 5 ft (1.5 m).
  - 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.
**Engine Shut Down**

1. Cyclic ................................................................. neutral
2. Collective ............................................................. full down and locked
3. Frictions ............................................................... on
4. Horn ........................................................................... off
5. Landing light ............................................................. off
6. Throttle Idle position (TWT Grip) ............................... for 30 seconds
7. FM / COM 2/ NAV / Transponder................................................. off
8. Pitot heat ...................................................................... off
9. Avionic / Gyros (Att / DG).................................................. off
10. Engine starting selector (overhead switch)...................... off
11. Generator ...................................................................... off
12. Rotor brake................................................................. apply as required below 140 RRPM
13. Rotor ........................................................................ stopped
14. Instrument lights .......................................................... off
15. HYD TEST button ...................................................... press for 1-2 sec. to center pedals

**G430 / GPS must remain ON (error on VEMD)**

16. VEMD ................................................................. report datas for techlog

17. Battery ....................................................................... off
4.9 MISCELLANEOUS PROCEDURES AND DATA

4.9.1. TANK CAPACITY

- Maximum capacity
  540 liters (142.7 US gal - 427 kg - 941 lb).
- Fuel gauge

10 = usable fuel quantity, depending on type of fuel tank
(Refer to § 1.3.4, Section 1).

1 : 15 min. of flight time remains at MCP at the beginning of this range.

NOTE 1

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

NOTE 2

Fuel quantity indication in kg and fuel flow indication in kg/h is based on a fuel density of 0.79 kg/l.
4.10 EXTREME WEATHER OPERATIONS

4.10.1 HIGH WIND OPERATION (WIND ABOVE 30 KT (56 KM/H))

- **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 (74 km/h) the helicopter must be tied down.

- **Start up**
  - When the rotor begins to turn, apply a small cyclic stick input into the wind.
  - As soon as N1 > 67%:
    Twist grip..........................FLIGHT position.

- **Run up check**
  - Perform the hydraulic checks with the twist grip in FLIGHT position and NR at nominal speed.

- **Engine and rotor shutdown**
  - Allow engine oil to cool with twist grip in FLIGHT position.

**NOTE**
Start up and shutdown have been demonstrated up to 40 kt (74 km/h) of wind from any direction and for 50 kt (93 km/h) headwind.

4.10.2 COLD WEATHER OPERATION

Refer to SUP.4 "Instructions for use in cold weather".

**SNOW CONDITIONS**

**FLIGHT UNDER FALLING SNOW IS FORBIDDEN UNLESS FITTED WITH SAND FILTER.**
**HB-ZSY IS NOT FITTED WITH SAND FILTER!**
AS 350 B3 e - EMERGENCY PROCEDURES

ENGINE FAILURE
1. Enter autorotation immediately
2. If altitude permits, attempt engine air restart

ENGINE AIR RESTART
1. Establish steady autorotation
2. Starting selector OFF
3. Generator - OFF
4. Carry out normal starting procedure

SMOKE IN THE CABIN
- Source of smoke identified
  1. Shut off the corresponding system
  2. If necessary use fire extinguisher
  3. Air the cabin
- Source of smoke not identified
  1. Shut off heating/demisting system
  2. Switch off “EMER SHED”, GENE OFF, AVIONICS OFF
  3. When smell has disappeared, set all switches to “OFF”
  4. Reset battery switch to “ON”
  5. Switch on generator, check voltage
  6. Switch on circuits one by one until malfunction is identified or land as soon as possible

NB: VEMD will goes out during procedure -> refer to VEMD failure

YAW SERVO CONTROL MALFUNCTION (BLOCKED PEDALS)
- Hover
  1. If no yaw – land normally
  2. If helicopter is yawing – hydraulic switch on collective OFF

- Forward flight
  1. Reduce speed
  2. Hydraulic switch on collective - OFF
  3. Perform run-on landing if necessary

TAIL ROTOR CONTROL FAILURE
- Complete Loss of Thrust - OGE
  1. Enter autorotation – maintain 65 kt IAS
  2. Shut down engine

- Complete Loss of Thrust - IGE
  1. Reduce collective before yaw rate is too high
- **Fixed Pitch Failure**
  1. Set IAS to 70 kt in level flight
  2. Press hydraulic push-button for 5 seconds
  3. Make shallow approach with run-on landing

**ENGINE OIL TEMPERATURE HIGHER THAN MAX**
- **At Low Speed or in Hover**
  1. Land if possible
  2. Shut down engine
  3. Check that cooler fan is operating

  *If landing is impossible*
  1. Increase speed and reduce power
  2. Fly at approximately 80 kt – temperature should fall rapidly
  3. Check Engine pressure
  3. If cooling can not be obtained – land as soon as possible

- **In Cruise Flight**
  1. Reduce power
  2. Proceed as above (A)

**NG INDICATOR FAILURE**
In the event of an NG indicator failure, do not exceed the maximum authorized TRQ and 842 °C TOT value limits
NB: in this case, maximum TOT displayed is starting limitations

**TORQUEMETER FAILURE**
In the event of a torquemeter failure, do not allow the engine speed to rise above the following limits:

**T4 INDICATOR FAILURE**
1. Comply with the N1 and TRQ limitations
2. Switch off heating and demisting
2. Do not attempt to start the engine
**VEMD FAILURE**

One screen failure:
- OFF 1 or OFF 2 according to failure
- Information will be switch automatically to the not affected screen.
- Fli not available (3 parameters page)
- Use scroll to switch form page to page

Both screen failure:
- IAS: 100 kts minus 2 kts/1'000 ft
- Carry a shallow approach and no hover landing

**COMPLETE ROTOR RPM (NR) INDICATOR FAILURE**

1. Maintain engine torque above 10%. Use Nf needle as reference
2. Land as soon as possible

**FREE TURBINE RPM (Nf) INDICATOR FAILURE**

1. Check that NR reading remains within governed range when collective is changed
2. Keep torque above 0% and continue flight

Note: in case of Nf failure, ECBAU may be not available!

**BLEED VALVE FLAG ON /NG INDICATOR REMAINS ON IN FLIGHT**

1. If possible, increase power to check if bleed valve closes
   - If bleed valve remains open:
     1. Avoid sudden power changes – compressor stall may occur
     2. Make a flat approach be prepared for decreased hover performance

Note: Bleed valve failure result in **GOV**

**ICS INOPERATIVE**

1. ICS OFF
2. COM 1 ON

VHF for RH pilot only via COM 1 and audio warning available via COM 1
Avoid or cancel hoist operations
AS 350 B3e - 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 particable
Powered approach
avoid step 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
BATT: 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)
In flight
Land immediately
Collective pitch: reduce
IAS: Vy (70 kts)
Autorotation procedure: apply
Emergency fuel shut-off lever: AFT
Fuel Pump: OFF
Starting selector: OFF
After landing:
BATT: OFF
Rotor brake: apply (< 170 rpm)
Evacuate aircraft

Keep aircraft in level attitude
Do not use ACCU test button (yaw)
Do not turn twist grip to Idle (load on collective)
Carry a slightly running landing (10 kts)

In Hover
Land normally,
Lock collective on ground / Shut down

In Flight
Immediately:
Reduce speed between 40 to 60 kts MAX
Collective HYD switch off below 60 kts
Land as soon as possible, flat approach and running landing (10 kts)
Lock collective on ground / Shut down

BATT TEMP
BATT -> OFF
check volatge
if normal , land as soon as practicable
if above U normal -> Batt ON
-> GENE OFF
-> Unnecessary equip OFF

TWT GRIP
Turn to flight position
**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 filter level 2 reached  
By-pass open - risk of fuel contamination  

- **land as soon as practicable**

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

**GENE**

Check U voltage 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

**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

**INST LIGHT**

on or both instrument light u/s
forward reading lights can be used (dct batt)

**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
Be prepared of engine loss of power

Restart / take off 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
GENERAL LIMITATIONS - for details refer to AFM

Forbidden:
- aerobatics
- engine start with snow and ice in ou around engine air intake
- flight under falling snow if no sand filter fitted
- flight in freezing /icing conditions
- power reduction using throttle (except training)
- in flight complete shut off VEMD (1+2)

Crew
- minimum 1 pilot right seat / maximum 6 occupants

Maximum weight 2’250kg
Minimum weight 1’310 kg

Max Cargo Weight 2’800 kg

Sliding door manoeuvering:
- opening 110 kt / closing 80 kts
- locked 135 kt

Slopes
- up 10°
- down 6°
- lateral 8°

Max Alt. 23’000ft

AOT -40°C to + 50°C (or ISA +35)

Engine Limitation Markings

- caution range: take off range 0 to 40 kts
- max continuous, safety or take off limitation
- max VNE Power OFF / Autorotation
- max transient (no intentional use)

TRQ 100 to 104% : 5 sec transient

ΔNG 0 to +1% : 20 sec transient

T4 starting: max 750°C / max 840 °C transient 10 sec
in flight: 949 °C to 981 °C : 20 sec transient

N2 413 to 440 max transient : 20 sec

Voltage 31.5 V max / 150 A max continuous

other gauges self explanatory on instruments
PERFORMANCES

5.7 HOVER OUT OF GROUND EFFECT

CONDITIONS
- NO WIND
- HEATING AND DEMISTING SYSTEM OFF
- Hp ≤ 23000 ft and -40°C ≤ OAT ≤ ISA + 35°C
- MAX. TAKEOFF POWER

OGE HOVERING
FLIGHT PERFORMANCE

Figure 5 - 6
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.
- Windshield wiper (if installed) .........Condition.
- MGB – Engine oil cooler air inlet ......Check no obstruction nor debris.
- Side slip indicator ...................Condition.
- Pitot tube ..................................Cover removed - Condition.
- Landing lights .........................Condition.
Station 2

WARNING

ICE OR SNOW ACCUMULATIONS THAT REMAIN IN OR AROUND THE ENGINE AIR INTAKE MAY BE INGESTED AND CAN CAUSE A SUDDEN IN-FLIGHT ENGINE FAILURE.

- Front door........................................ Condition, jettison system check.
- Rear door........................................ Condition, closed or open locked (sliding door).
- 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 leakage at the drain.
- MGB cowl......................................... MGB oil level - Cowl locked.
- All lower fairing panels..................... Locked.
- Static ports..................................... Clear, covers removed.
- OAT sensors, antennas...................... Condition.
- Main rotor head and blades................ Visual inspection, no impact.
- Engine cowl..................................... Locked.
- 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 rotor drive.......... Condition, attachment.
- Tail boom, antennas........................ Condition - Fairing fasteners locked.
- Stabilizer, fin, external lights.......... General condition.
- Tail rotor guard (if fitted)................ Condition, attachment.
- TGB fairing.................................... Secured, fasteners locked.
- TGB oil level.................................. Checked.
- Tail skid....................................... Condition, attachment.
Station 4
- Tail rotor head ........................................... Condition, laminated bearing. Checked for separation, cracks, etc.
- Tail rotor blades ....................................... Visual inspection, no impact.
- Stabilizer, fin, external lights ....................... General condition.
- Tail boom, antennas .................................... Condition - Fairing fasteners locked.
- Heat shield on tail rotor drive ...................... Condition, attachment.

Station 5
- Oil drain ...................................................... No oil under scupper.
- EPU door .................................................... Closed or EPU connected.
- Engine air intake ........................................ Clean - No foreign objects or accumulations of ice or snow in or around the engine air intake and no stagnant water at the drain hole.
- Engine cowl ............................................... Locked.
- Exhaust cover ........................................... Removed.
- 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 objects on transmission deck. Cowl locked.
- Hydraulic oil level ...................................... Check reservoir level.
- Engine oil level ......................................... Check reservoir level.
- All lower fairing panels ................................. Locked.
- Door ......................................................... Condition, jettison system check.
- External mirror (if fitted) .............................. Set to avoid dazzling (night flight).
4.2.2 INTERIOR CHECK
- Cabin ........................................... Clean.
- Fire extinguisher ............................. Secured - Checked.
- Fuses or breakers ............................ All set.
- Loads and objects carried ............... Stowed and secured.
- Front door jettison systems .......... Check - Plastic guard condition.

4.2.3 TURNAROUND CHECK
Overall aspect ................................. Condition, cleanliness.
- Engine / MGB / TGB ................. Oil level.
- Main and tail rotor blades .......... Visual inspection, no impact.
- Loads ........................................ Secured.
- All cowlings ................................ Locked.
- Doors ....................................... Closed or sliding door open-locked.

NOTE
If the aircraft is to be parked for 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.
<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></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- Ambulance</td>
<td></td>
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<td></td>
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<td></td>
<td>- Police</td>
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<td></td>
<td>- Pompiers</td>
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<td>Immédiat</td>
<td>2</td>
<td>Secours</td>
<td>- sécuriser le site de l’accident</td>
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<td></td>
<td></td>
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<td>- actions pour sauver les vies</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>- information aux sauveteurs</td>
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<tr>
<td>Immédiat</td>
<td>3</td>
<td>Information</td>
<td>Communication externe EXCLUSIVEMENT par le management de la COMPAGNIE. Aucune information aux médias ou tiers</td>
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</tr>
<tr>
<td></td>
<td></td>
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<td>- Management compagnie</td>
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<td>- Responsable des opérations</td>
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<td>- Management technique</td>
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<tr>
<td></td>
<td>Protocole</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

**Prohibited**
- 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)

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

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

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

**Prohibited**
- 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 helpfully clear of loose articles – water-bags, ground-sheets, 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.