



Australian Government

Department of Education, Employment and Workplace Relations

RIIOGF202A Assist in the transfer of passengers and freight during helicopter operations

Release: 1

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Modification History

Not applicable.

Unit Descriptor

This unit covers assisting in the transfer of passengers and freight during helicopter operations in the drilling industry. It includes planning and preparing for the transfer of passengers and freight during helicopter operations, preparing for helicopter loading, loading and unloading helicopters, refuelling, carrying out helicopter 'standby' duties, and preparing for helicopter departure. Licensing, legislative, regulatory and certification requirements that apply to this unit can vary between states, territories, and industry sectors. Relevant information must be sourced prior to application of the unit.

Application of the Unit

This unit is appropriate for those working in an assistant role at worksites within:

- Drilling

Licensing/Regulatory Information

Refer to Unit Descriptor.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Plan and prepare for the transfer of passengers and freight during helicopter operations	1.1. Access, interpret and apply compliance documentation relevant to the work activity 1.2. Obtain, confirm and apply work instructions for the allocated task 1.3. Identify, manage and report all potential hazards 1.4. Resolve coordination requirements with others at the site prior to commencing and during work activities and ensure briefings/handover details are read/passed on 1.5. Confirm availability and status of necessary permits to work in accordance with operational requirements 1.6. Confirm availability of necessary auxiliary equipment in accordance with operational requirements
2. Prepare for helicopter landing	2.1. Conform to safe working practices and operational requirements 2.2. Site equipment for safe and optimum use in accordance with operational instructions 2.3. Assemble freight and baggage for transportation in accordance with operational instructions
3. Load and unload helicopter	3.1. Make helicopter safe in accordance with operational requirements 3.2. Provide assistance in controlling the transfer of passengers in accordance with operational instructions 3.3. Assemble freight and baggage for transportation
4. Refuelling	4.1. Provide assistance during refuelling 4.2. Identify and report faults 4.3. Store refuelling equipment properly after use
5. Carry out helicopter 'standby' duties	5.1. Obtain and wear appropriate personal protective equipment 5.2. Hold correct position on landing helipad 5.3. Monitor landing and take off 5.4. Report faults and take appropriate action within functional responsibility
6. Prepare for helicopter	6.1. Store equipment safely and securely in

departure	designated location in accordance with operational requirements 6.2. Identify and report faults and take appropriate <i>remedial action</i>
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Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

Required skills

Specific skills are required to achieve the Performance Criteria of this unit, particularly for its application in the various circumstances in which this unit may be used. This includes the ability to carry out the following, as required to assist in the transfer of passengers and freight during helicopter operations:

- apply legislative, organisation and site requirements and procedures for assisting in the transfer of passengers and freight during helicopter operations
- understand effects of environmental conditions
- implement cargo handling/weight distribution requirements
- understand air regulations covering carriage of dangerous goods
- understand reasons for clearing away equipment
- apply refuelling procedures for vehicles, drill rigs and ancillary equipment
- apply workplace communication procedures, using:
 - 2-way radio
 - hand signals
 - telephone
 - public address system
 - written work instructions
- apply good housekeeping principals

Required knowledge

Specific knowledge is required to achieve the Performance Criteria of this unit, particularly for its application in the various circumstances in which this unit may be used. This includes knowledge of the following, as required to assist in the transfer of passengers and freight during helicopter operations:

- occupational health, safety and environment requirements and procedures
- company and statutory guidelines, procedures and practices
- safe lifting and handling techniques
- safe handling of passengers
- safe boarding methods
- hazards associated with approaching the aircraft
- cargo handling/weight distribution requirements
- rig maintenance
- normal drilling operations
- non-routine drilling operations
- man management/rig management
- offshore technology

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	The evidence required to demonstrate competency in this unit must be relevant to worksite operations and satisfy all of the requirements of the performance criteria, required skills and knowledge and the range statement of this unit and include evidence of the following: • knowledge of the requirements, procedures and instructions for assisting in the transfer of passengers and freight during helicopter operations • implementation of requirements, procedures and techniques for the safe, effective and efficient completion of assisting in the transfer of passengers and freight during helicopter operations • working with others to undertake and complete the transfer of passengers and freight during helicopter operations that meets all of the required outcomes • consistent timely completion of passenger and freight transfer assistance during helicopter operations that safely, effectively and efficiently meets the required outcomes
Context of and specific resources for assessment	• This unit must be assessed in the context of the work environment. Where personal safety or environmental damage are limiting factors, assessment may occur in a simulated environment provided it is realistic and sufficiently rigorous to cover all aspects of workplace performance, including task skills, task management skills, contingency management skills and job role environment skills. • Assessment of this competency requires typical resources normally used in a resources and infrastructure sector environment. Selection and use of resources for particular worksites may differ due to the site circumstances.

	• The assessment environment should not disadvantage the participant. For example, language, literacy and numeracy demands of assessment should not be greater than those required on the job. • Customisation of assessment and delivery environment to sensitively accommodate cultural diversity. • Aboriginal people and other people from a non English speaking background may have second language issues. • Where applicable, physical resources should include equipment modified for people with disabilities. Access must be provided to appropriate learning and/or assessment support when required.
Method of assessment	This unit may be assessed in a holistic way with other units of competency. The assessment strategy for this unit must verify required knowledge and skill and practical application using more than one of the following assessment methods: • written and/or oral assessment of the candidate's required knowledge • observed, documented and/or first hand testimonial evidence of the candidate's: • implementation of appropriate requirement, procedures and techniques for the safe, effective and efficient achievement of required outcomes • consistent achievement of required outcomes • first hand testimonial evidence of the candidate's: • working with others to undertake and complete assisting with the transfer of passengers and freight during helicopter operations
Guidance information for assessment	Consult the SkillsDMC User Guide for further information on assessment including access and equity issues.

Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Relevant compliance documentation may include:

- legislative, organisational and site requirements and procedures
- manufacturer's guidelines and specifications
- Australian standards
- petroleum regulations
- Petroleum Submerged Lands Act (PSLA)
- code of practice
- Employment and workplace relations legislation
- Equal Employment Opportunity and Disability Discrimination legislation
- safe working practices

Work instructions may come from briefings, handovers, plans and work orders and may be written or verbal, formal or informal and may include:

- nature and scope of tasks
- specifications
- quality of finished works
- achieved targets
- operational conditions
- obtaining of required permits
- site layout
- out of bounds areas
- worksite inspection requirements
- lighting conditions
- plant of equipment defects
- coordination requirements or issues
- contamination control requirements
- environmental control requirements
- barricade and signage requirements
- instructions concerning:
 - passengers
 - baggage
 - freight
 - refuelling
 - shutdown
 - rotors turning

	• helicopter type
Hazards may include:	• working in proximity to drilling rig • sun, rain, wind, storms • hot and cold • calm to severe weather conditions • 24 hour operation
Coordination requirements may include:	• other equipment operators • maintenance personnel • supervisors • site personnel
Briefings/handover details may include:	• safety briefing/induction • pre-tour safety meeting • weekly safety meetings • Job Safety Analysis (JSA) • agreed procedures may include: • company • facility • client • permit to work
Equipment may include:	• fire and safety equipment • chocks • hand tools • nets • power supply
Remedial action may include:	• report • record • rectify • repair • adjust • replace

Unit Sector(s)

Drilling (Oil and Gas)

Competency field

Refer to Unit Sector(s).

Co-requisite units

Not applicable.