**RETURNING ONSHORE**

You or your Supervisor must confirm your departure time a minimum of 24 hours before departure date by contacting the heli-admin/radio operator.

**Check-in procedure:**
The key points of the check-in procedure are listed below. You must:
- Check-in 60 minutes prior to flight departure
- Freight returning onshore must be duly documented and approved.
- Check you meet the minimum clothing requirement (see previous note)
- Check each luggage item is clearly labelled and does not exceed the permitted baggage weight allowance, which is 11kg per item within the CNNS Asset
- Personal items eg keys, wallet, passport should be carried on person
- No items should be added to baggage after being weighed and checked in
- Mobile phones must be switched off at all times throughout the entire duration of your flight and until inside the terminal building
- You will receive a safety briefing
- Don your survival suit and life jacket

**Boarding Procedure:**
You will be instructed to proceed to the waiting zone. Hand over all luggage to be stowed in the hold by the helicrew
Board the helicopter, sit down and fasten your seat belt. Read in-flight safety leaflets and pay attention to ALL crew announcements

**In-flight Procedure:**
The journey onshore may be via other platforms or rigs. DURING THE FLIGHT, REMAIN SEATED WITH SEAT BELT FASTENED. Obey all instructions from the crew, who will also keep you informed of the route and progress of the flight.

**ARRIVAL PROCEDURES AT ABERDEEN**
Disembark when instructed and collect your luggage. Remove your survival suit and life jacket.
If appropriate, proceed to Customs with your luggage and declare all items purchased offshore. There may also be a random personal and baggage security check and/or manifest check.
At Shetland, when cleared by Customs, check in at the fixed wing desk for onward flight to Aberdeen.

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**HSE GOLDEN RULES**

**YOU & I**

**COMPLY > INTERVENE > RESPECT**

**COMPLY** with the law, Standards and Procedures
**INTERVENE** in Unsafe or Non-Compliant Situations
**RESPECT** our Neighbours

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**The Life-Saving Rules**

- **Comply**
  - Work with a buddy
  - Work posted when required
  - Conduct gas tests when required
  - Notify & inform before work begins and use the specified HSE protective equipment
- **Intervene**
  - Obey all instructions from the crew, who will also keep you informed of the route and progress of the flight.
  - Follow prescribed Journey Management Plan
- **Respect**
  - Do not walk under a suspended hook
  - Do not smoke outside designated smoking areas
  - No alcohol or drugs while waiting or loading

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**ELECTRICAL/ELECTRONIC DEVICES:**
All portable electrical equipment whether personal or otherwise shall be presented for inspection and appropriate testing - (this includes cameras, hairdriers, laptops and hand tools).

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*Graphic Design & Print Services (Aberdeen) RE/FMNI - Ref: 999575*
TRAVELLING ADVICE

INTRODUCTION
This leaflet outlines procedures for travel to/from all Shell offshore CNNS locations.

SHELL SPECIFIC HS&E RULES
The key rules that you will need to know before going offshore are listed below:

**XBR:**
Passengers identified as Extra Broad (XBR) will be issued with a chequered armband and directed to a specific seat on the helicopter.

**Green Arm Band:**
Any person travelling to an installation, for the first time within the CNNS Asset must wear a green armband (this will be issued prior to boarding the helicopter).

**Drug and Alcohol Abuse:**
You are not permitted to travel or work offshore if you are under the influence of alcohol or drugs. Shell operates a “WITH CAUSE” TESTING policy and may also perform searches.

**Medication/Vitamins:**
Medication MUST be declared during the check-in process at the airport/heliport. Passengers may only carry prescribed medication in the appropriate container, clearly labelled with the prescription. The carriage of vitamin supplementary and dietary tablets etc. offshore is approved, providing they are carried in the sealed manufacturers proprietary container.

**Mobile Phones:**
You will not be able to make or receive calls with your mobile phone whilst onboard the aircraft, at all times. Mobile phones can be carried by passengers whilst onboard the aircraft, however they must remain switched off for the entire duration of any flight. Some specific models may be banned for flying and not permitted offshore, check with Shell Logistics if unsure.

**Lighters and Smoking:**
- Lighters/E-cigarettes are not permitted offshore
- Smoking is not permitted on any fixed wing or helicopter flights

**Carriage of Knives:**
Carriage of Knives and blades are not permitted. Chefs/Divers are exempt providing they have prior authorisation to do so.

**Carriage of Dangerous Goods:**
Carriage of dangerous goods is prohibited to be carried on a person or their baggage.

**Minimum Clothing Requirements:**
During the winter months, 1st October – 30th May, all passengers travelling to and from Shell installations by helicopter are required to wear as a minimum the following items of clothing on the upper body:
- T-SHIRT
- LONG SLEEVED JERSEY

During the summer months, 1st June – 30th September, all passengers travelling to and from Shell installations by helicopter are required to wear as a minimum the following items of clothing on the upper body:
- T-SHIRT OR SHIRT
- LONG SLEEVED JERSEY

*Hoodies are not permitted to be worn under a Survival Suit. Open toe footwear, high heels and clogs are not permitted to be worn. Soft soled shoes (e.g. trainers) are recommended. Do not wear anything over your survival suit other than shoes.

TRAVELLING OFFSHORE

TRAVEL REQUIREMENTS
You are required to check and confirm your departure time a minimum of 24 hours before departure date by contacting your contracting company or the Shell Air Ops Team

Check-in procedure:
The key points of the check-in procedure are listed below:
- Carry a valid passport
- Carry a Vantage ID Card
- Check in as per instructions given to you
- Advise check in staff that you are a first-time traveller. You will be issued with a green arm band prior to boarding the helicopter.
- Declare your prescribed medication/vitamins etc.
- Check your personal details in Vantage and advise of any changes.
- Check each luggage item is clearly labelled and does not exceed the permitted baggage weight allowance, which is 11kg per item within the CNNS Asset.
- Hand carried material is limited to reading material only (paperback book or newspaper)

Baggage:
- Only soft sided baggage should be used for offshore travel
- Due to payload restrictions your baggage may not travel with you - if you have more than one bag please prioritise
- Personal baggage must be clearly labelled and not exceed the limit specified previously. If you require more than the allowance, please make appropriate arrangements via your contracting company or the Shell Air Ops Team
- Transportation of goods in plastic bags is not permitted

During the winter months, 1st October – 30th May, all passengers travelling to and from Shell installations by helicopter are required to wear as a minimum the following items of clothing on the upper body:
- T-SHIRT
- SHIRT
- LONG SLEEVED JERSEY

FLIGHTS

FIXED WING DEPARTURES
If travelling to NNS, this could be a variation of Fixed Wing and helicopter transportation. After checking-in at the heliport, your luggage will be examined in your presence then loaded on the aircraft. (You must declare any personal medication you are carrying.) Proceed through security to the departure lounge. The helicopter briefing will be carried out at the heliport. Personnel will have no access to baggage until arrival at installation.

HELIPLANE DEPARTURES
You will be provided with hearing protection prior to departing the briefing lounge. When your aircraft is available for boarding, ground staff will escort you to the helicopter.

Procedures at Sumburgh
Upon arrival at Sumburgh, go directly to the lounge and put on the survival suit and life jacket issued to you.

Procedures at Aberdeen
After checking-in, your luggage will be examined in your presence and then loaded onto the helicopter by heliport staff. (You must declare any personal medication you are carrying.) When your flight is called, proceed to security and onward to the briefing lounge. After watching the helicopter safety briefing, put on the survival suit and life jacket issued to you. ALWAYs PROCEED TO AND FROM A HELICOPTER IN THE EXACT DIRECTION INDICATED BY THE ONSHORE GROUND STAFF AND THE OFFSHORE HELIDECK CREW. WATCH OUT FOR ROTORS, (WHICH MAY BE TURNING), ENGINE INLETS AND EXHAUSTS.

In Flight
During the flight remain seated with seat belt fastened at all times, and read the in-flight safety leaflets. You must contact the crew if there is a problem within the cabin area, or you wish to bring something unusual to their attention. Obey all crew announcements and instructions, who will also keep you informed of the route and progress of the flight. You are required to use the ear protection provided. The journey offshore may be via other locations, therefore you may be asked to disembark during your journey (e.g. for refuelling). In these circumstances you are required to obey all instructions given by the helicopter and helideck crew.

Arrival at Installation
On arrival at your destination await instructions from the helideck crew. Leave your ear defenders on your seat but keep your survival suit and life jacket on and fully fastened. When instructed, release your seatbelt and disembark. As the rotor blades normally remain turning whilst on deck, ensure all reading material is secure and that you leave the aircraft in the direction indicated by the helideck crew. Collect your baggage (offloaded by the helideck crew), and proceed to the Heli-Admin area by following the sign posted route. Keep one hand free at all times to hold the handrail. On entering the accommodation or designated area, remove your life jacket and hand it to a member of the helideck crew, or the next departing passenger. Indicate if you are a “first time” traveller to the installation – you will then receive an induction specific to the installation.

On arrival at Aberdeen the helideck crew will issue a green armband (this will be issued prior to boarding the helicopter).