# IAGSA Member Self-Assessment Questionnaire

**Introduction:** All IAGSA Active Members (survey companies) are required to complete and submit the Self-Assessment Questionnaire on an annual basis. IAGSA Associate Members such as air service providers, are not required to complete the questionnaire however, they may find it a useful reference as part of their internal audit process. The intent of this self-assessment process is to increase transparency of compliance levels within our membership through the publishing of completed assessments in the members-only area of our website, improve awareness of IAGSA Recommended Practices by requiring members to conduct an annual internal audit, and, in the case of non-conformances or variances, to drive our Notice of Difference process. This program does not replace the in-person audits conducted by IAGSA, but it does shift the focus to that of verification and surveillance.

**Instructions:** The questionnaire is derived from the Recommended Practices contained within the IAGSA Safety Procedures Manual (SPM). It is recommended that the SPM and IAGSA's Safety Management Systems Guideline (available at www.iagsa.ca) be consulted for additional detail when completing the assessment. Members are reminded that IAGSA is available to answer any questions and to aid with completing the questionnaire.

**Completing the Questionnaire**: The questionnaire is intended to assess compliance. It is understood that for many recommendations a simple yes or no answer is not appropriate. In these cases, possible responses include: Always, Sometimes or Never.

**Always** – Indicates that you are fully compliant, and you are required to indicate in the *Explanation of Compliance* column where in your procedures or process this is addressed.

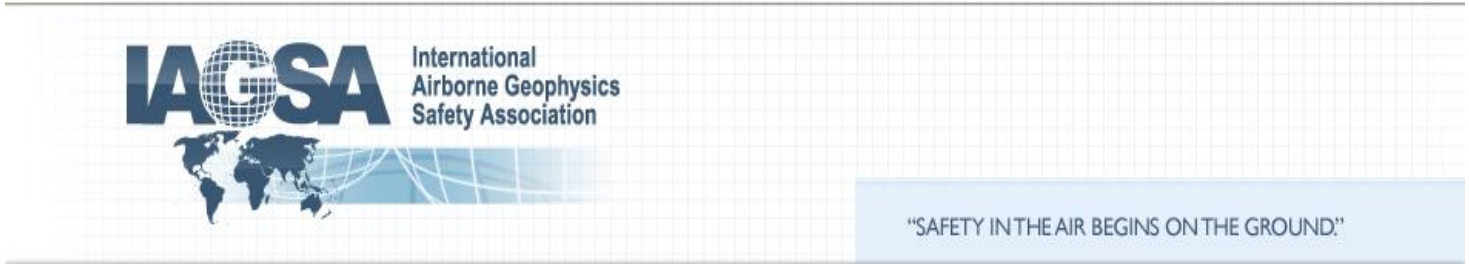
**Sometimes** – Indicates that your compliance is situational dependant. In this case, an explanation is required which will be reviewed by IAGSA and a Notice of Difference may be required.

**Never** – Indicates that you are not compliant with the Recommended Practice. In this case, a Notice of Difference is required to be file with IAGSA.

**Yes** – Indicates that you are fully compliant, and you are required to indicate in the *Explanation of Compliance* column where in your procedures or process this is addressed.

**No** – Indicates that you are not compliant with the Recommended Practice. In this case, a Notice of Difference is required to be file with IAGSA.

**Filing a Notice of Difference**: For items of non-compliance or if an item of partial compliance is deemed to require one, a Notice of Difference must be filed with IAGSA. The item shall be reported using the IAGSA standard Notice of Difference Form and be completed in its entirety including; the specific Recommended Practice being deviated from, an explanation as to why the deviation exists, a risk assessment identifying that the deviation attains an equivalent level of safety and be signed off by the company's Accountable Executive.




# IAGSA Member Self-Assessment Questionnaire

| | | | |
|---|---|---|---|
| **Company Name: UTS GEOPHYSICS a Geotech Company** | | | |
| **Location: AUSTRALIA** | | | **Audit completed by: HAYLEY KELLY** |
| **Date of Audit: 02/2020** | | | |
| **Pre-audit questionnaire completed by: HAYLEY KELLY** | | | |
| **Activity data reported?** | YES | | |
| **All incidents reported?** | YES | | |
| **Key Personnel** | **Name** | **Email** | **Telephone** |
| President | J Morrison | | |
| Director Global Ops | D Yi | | |
| UTSG Ops Resp Man | H Kelly | Hayley.kelly@geotechairborne.com | +61 0 439 982 692 |
| **Total # Employees:** | 6 | | |

## Contents

| Organization – Safety Management Systems | | | |
|---|---|---|---|
| **Title** | **IAGSA Recommendation** | **Compliance Level** | **Explanation of Compliance** |
| **Safety Policy Statement and Objectives** | All IAGSA members shall work towards the implementation of a Safety Management System which includes, as a minimum, the basic components and elements outlined in this section. | | |
| | Do you have a Health and Safety Policy Statement which outlines the accountable manager's commitment to, and responsibility for safety? *(The wording of the policy should reflect the company's philosophy on managing safety and should become the foundation on which the company's SMS is built.)* | ☒ Yes<br>☐ No | UTSG_WHS_PL_001_- UTSG WHS POLICY |
| | Are specific Health and Safety performance goals set and measured? *(examples may include X% reduction in injuries, training completion targets, timeframes for follow up to reported issues, etc.)* | ☒ Yes<br>☐ No | UTSG_WHSE_COR_007_- WHSE PLANNING OBJECTIVES AND TARGETS |
| | Are specific accountabilities defined for those personnel who hold positions of responsibility and/or authority within the organisation that have a direct effect on the safety of the operation? | ☒ Yes<br>☐ No | UTSG_WHSE_COR_001_- LEADERSHIP ACCOUNTABILITY AND RESPONSIBILITIES |
| | Does the SMS identify key personnel responsible for the implementation, maintenance and overall function of the SMS? | ☒ Yes<br>☐ No | UTSG_WHSE_COR_001_- LEADERSHIP ACCOUNTABILITY AND RESPONSIBILITIES |

| | | | |
|---|---|---|---|
| | | | |
| | Is emergency response planning including coordination with clients, emergency services and other organizations defined and documented? | ☒ Yes<br>☐ No | UTSG_WHSE_MP_011_- OPERATIONAL PROJECT EMERGENCY RESPONSE PLAN |
| | Are all safety processes, policies and practices which define the SMS documented? | ☒ Yes<br>☐ No | UTSG_WHSE_REG_001_- UTSG WHSE DOCUMENT REGISTER |
| | Does your SMS documentation identify which records must be retained and the period for which they shall be retained for? | ☒ Yes<br>☐ No | UTSG_WHSE_REG_001_- UTSG WHSE DOCUMENT REGISTER, UTSG_WHS_COR_014_- WHSE DOCUMENT CONTROL |
| | Do you have a drug and alcohol policy including a program to implement that policy? | ☒ Yes<br>☐ No | UTSG_WHSE_PL_015_- FITNESS FOR DUTY - DRUG AND ALCOHOL MANAGEMENT,<br>UTSG_WHSE_PR_008_- FIT FOR WORK WELLBEING - DRUGS AND ALCOHOL |
| **Safety Risk Management** | The process of risk management involves establishing simple systematic methods to identify hazards, to assess their associated risk levels, and to implement risk mitigations. | | |
| | Does your SMS outline a Hazard Identification process for examining each aspect of the company's operations for the purpose of identifying anything (e.g. conditions, | ☒ Yes<br>☐ No | UTSG_WHSE_PR_002_- HAZARD IDENTIFICATION AND RISK MANAGEMENT |

| | | | |
|---|---|---|---|
| | situations, practices, behaviors, etc.) that has the potential to cause harm? | | |
| | Does your SMS define a safety reporting process so that safety hazards / concerns can be identified, and appropriate actions can be taken? | ☒ Yes<br>☐ No | UTSG_WHSE_PR_002_- HAZARD IDENTIFICATION AND RISK MANAGEMENT |
| | Does your SMS define a process for assessing risk (actual and potential) of all reported hazards? | ☒ Yes<br>☐ No | UTSG_WHSE_PR_002_- HAZARD IDENTIFICATION AND RISK MANAGEMENT |
| **Safety Assurance** | Does you SMS outline a process for the measurement of safety performance including progress towards goals and objectives? | ☒ Yes<br>☐ No | UTSG_WHSE_COR_007_- WHSE PLANNING OBJECTIVES AND TARGETS |
| | Does your SMS define a process for internal audits and inspections to provide assurance that the policies and procedures are being followed? | ☒ Yes<br>☐ No | UTSG_WHSE_COR_008_- WHSE INTERNAL AUDITING |
| | Does your SMS define a process for the investigation of safety hazards, incidents and accidents with the aim of identifying root causes? | ☒ Yes<br>☐ No | UTSG_WHSE_PR_003_- INCIDENT MANAGEMENT AND INVESTIGATION REPORTING |
| | Does your SMS define a process to identify and assess the safety impact of any changes that pose a risk to safety? *(examples include introduction of a new aircraft type, a new maintenance procedure, changes to key personnel, etc.)* | ☒ Yes<br>☐ No | UTSG_WHSE_COR_015_- MANAGEMENT OF CHANGE |

| | | | |
|---|---|---|---|
| | Does your SMS define a process for continual improvement? | ☒ Yes<br>☐ No | UTSG_WHSE_COR_007_- WHSE PLANNING OBJECTIVES AND TARGETS |
| | Does the process for continual improvement define who is responsible to assess the effectiveness of the system? | ☒ Yes<br>☐ No | UTSG_WHSE_COR_001_- LEADERSHIP ACCOUNTABILITY AND RESPONSIBILITIES |
| | Does the organization's top management, at planned intervals, review the SMS to ensure its continuing suitability, adequacy and effectiveness? | ☒ Yes<br>☐ No | UTSG_WHSE_COR_013_- CONSULTATION AND PARTICIPATION |
| **Safety Promotion** | Does your SMS include a mechanism through which lessons learned from safety event investigations and other safety-related activities are made available to all affected staff and stakeholders? | ☒ Yes<br>☐ No | UTSG_WHSE_COR_013_- CONSULTATION AND PARTICIPATION |
| | Does your SMS describe the minimum safety promotion applications acceptable to the company? *(The complexity of the company's organisation and facility will determine what types of safety communications are required.)* | ☒ Yes<br>☐ No | UTSG_WHSE_COR_013_- CONSULTATION AND PARTICIPATION |

| Planning – All Operations | | | |
|---|---|---|---|
| **Title** | **IAGSA Recommendation** | **Compliance Level** | **Explanation of Compliance** |
| **Survey Planning** | The following is a list of IAGSA Recommended Practices which all members should take into account when planning airborne survey operations regardless of type of survey or terrain. | | |
| | Prior to commencing a survey, do you conduct a detailed IAGSA risk assessment which identifies the safe survey height? | ☒ Always<br>☐ Sometimes<br>☐ Never | UTSG_WHSE_FM_006_- OPERATIONAL JOB SAFETY ANALYSIS (ROTARY), UTSG_WHSE_REG_004_- RISK REGISTER |
| | Prior to conducting a survey do you establish a crew rotation schedule which considers factors such as remoteness of site, severity of climate, quality of accommodation, food and personal considerations? | ☒ Always<br>☐ Sometimes<br>☐ Never | UTSG_WHSE_FM_006_-OPERATIONAL JOB SAFETY ANALYSIS (ROTARY), UTSG_WHSE_REG_004_- RISK REGISTER |
| | Do you have a minimum temperature limit for cold weather operations? | ☐ Always<br>☐ Sometimes<br>☐ Never<br>☒ N/A | |

| | | | |
|---|---|---|---|
| | Do you limit the use of aircraft heaters or air-conditioning in the interest of "clean" data? | ☐ Always<br>☐ Sometimes<br>☒ Never | UTSG_WHSE_MP_003_- AVIATION OPERATIONS |
| | Do you require the use of oxygen for all aircrew for survey flights or portions thereof conducted above 10,000 feet ASL? | ☐ Always<br>☐ Sometimes<br>☐ Never | N/A |
| | Are aircrew members required to wear long trousers or a flight suit, closed shoes, have gloves available and clothing appropriate for the environmental conditions? | ☒ Always<br>☐ Sometimes<br>☐ Never | UTSG_WHSE_MP_003_- AVIATION OPERATIONS MANAGEMENT PLAN |
| | For fixed wing surveys, is a risk assessment conducted to determine whether or not helmets should be worn by the flight crew members? | ☐ Always<br>☐ Sometimes<br>☐ Never<br>☒ N/A | |

| | | | |
|---|---|---|---|
| | For helicopter surveys, are the flight crew members required to wear a flight helmet? | ☒ Always<br>☐ Sometimes<br>☐ Never | UTSG_WHSE_MP_003_- AVIATION OPERATIONS MANAGEMENT PLAN |
| | Are flight crew members paid or given an incentive based upon hours or kilometers flown? | ☐ Always<br>☐ Sometimes<br>☒ Never | UTSG_WHSE_MP_003_- AVIATION OPERATIONS MANAGEMENT PLAN |
| **Emergency Response Planning** | Do you develop project specific emergency response plans for each project? | ☒ Always<br>☐ Sometimes<br>☐ Never | UTSG_WHSE_MP_011_- OPERATIONAL PROJECT EMERGENCY RESPONSE PLAN |
| | Does your company have an overall crisis management plan? | ☒ Yes<br>☐ No | UTSG_WHSE_MP_002_- EMERGENCY RESPONSE AND CRISIS MANAGEMENT |
| **Flight Following** | Do you operate a satellite tracking system on all aircraft? | ☒ Always<br>☐ Sometimes<br>☐ Never | UTSG_WHSE_PR_031_- ASSET TRACKING (DZM/ROCKFLEET/TRACPLUS) |

| | | | |
|---|---|---|---|
| | Is the position reporting frequency of the tracking system set to 2 minute intervals as a minimum? | ☒ Yes<br>☐ No | UTSG_WHSE_PR_031_- ASSET TRACKING |
| **Single Pilot Only Surveys** | Do you conduct single Pilot Only Surveys (no equipment operator)? | ☒ Always<br>☐ Sometimes<br>☐ Never | UTSG_WHSE_MP_003_- AVIATION OPERATIONS MANAGEMENT PLAN |
| | If so, does the Pilot have equipment operation duties in addition to those normally associated with flying the aircraft? | ☒ Always<br>☐ Sometimes<br>☐ Never<br>☐ N/A | UTSG_WHSE_MP_003_- AVIATION OPERATIONS MANAGEMENT PLAN, UTSG_WHSE_COR_011_- CONTRACTOR WHSE MANAGEMENT |
| | Are additional risks associated with single pilot only operations detailed in the risk assessment? | ☒ Always<br>☐ Sometimes<br>☐ Never<br>☐ N/A | UTSG_WHSE_REG_004_ - RISK REGISTER |

| Operating Standards | | | |
|---|---|---|---|
| **Minimum safe survey speeds** | Are minimum safe survey speeds for single engine aircraft calculated at 130% of clean stall speed (Vs)? | ☒ Always<br>☐ Sometimes<br>☐ Never | UTSG_WHSE_MP_003_- AVIATION OPERATIONS MANAGEMENT PLAN, UTSG_WHSE_COR_011_- CONTRACTOR WHSE MANAGEMENT, AVIATION PROVIDER MANUAL / FLIGHT MANUAL |
| | Are minimum safe survey speeds for Multi-engine aircraft: 110% of best single engine rate of climb speed (Vyse), or minimum safe single engine speed (Vsse, if published)? | ☐ Always<br>☐ Sometimes<br>☐ Never<br>☒ N/A | |
| **Minimum Fuel Standard** | Is fuel planning for survey flights based upon 110% of planned consumption? | ☒ Always<br>☐ Sometimes<br>☐ Never | UTSG_WHSE_MP_003_- AVIATION OPERATIONS MANAGEMENT PLAN, UTSG_WHSE_COR_011_- CONTRACTOR WHSE MANAGEMENT, UTSG_WHS_MP_007_AVIATION FUEL MANAGEMENT, AVIATION PROVIDER OPERATIONS MANUAL FUEL POLICY |
| | Is minimum reserve fuel calculated as 30 minutes for fixed wing and 20 minutes for helicopter at normal cruise consumption rates? | ☒ Always<br>☐ Sometimes<br>☐ Never | UTSG_WHSE_MP_003_- AVIATION OPERATIONS MANAGEMENT PLAN, UTSG_WHSE_COR_011_- CONTRACTOR WHSE MANAGEMENT, UTSG_WHS_MP_007_AVIATION FUEL MANAGEMENT, AVIATION PROVIDER OPERATIONS MANUAL FUEL POLICY |
| | Do planned minimum fuel reserves consider site specific contingencies? | ☒ Always | UTSG_WHSE_MP_003_- AVIATION OPERATIONS MANAGEMENT PLAN, UTSG_WHSE_COR_011_- CONTRACTOR WHSE MANAGEMENT, |

| | | | |
|---|---|---|---|
| | | ☐ Sometimes<br>☐ Never | UTSG_WHS_MP_007_AVIATION FUEL MANAGEMENT, AVIATION PROVIDER OPERATIONS MANUAL FUEL POLICY |
| **Flight and Duty Times** | Are the following Flight & Duty Times adhered to? | | |
| Single Pilot Operation Maximum Flight Times | A maximum of 8 hours flight time per day. | ☒ Always<br>☐ Sometimes<br>☐ Never | UTSG_WHSE_MP_003_- AVIATION OPERATIONS MANAGEMENT PLAN |
| | A maximum of 5 hours flight time on survey per day (excluding transit time) | ☒ Always<br>☐ Sometimes<br>☐ Never | Where, pilot has more than 300 hours of documented geo survey experience, pilot has more than 2000 hours total time as pilot in command, pilot has more than 300 hours on aircraft type and a documented Fatigue Management Plan is implemented maximum of 7 hours per day on survey with a maximum of 5 hours per single flight (transit time excluded). |
| | A maximum of 40 hours flight time in any 7 consecutive day period | ☒ Always<br>☐ Sometimes<br>☐ Never | Where, pilot has more than 300 hours of documented geo survey experience, pilot has more than 2000 hours total time as pilot in command, pilot has more than 300 hours on aircraft type and a documented Fatigue Management Plan is implemented maximum of 7 hours per day on survey with a maximum of<br>45 hours flight time in any consecutive 7-day period. |
| | A maximum of 100 hours flight time in any consecutive 28 day period. | ☒ Always | Where, pilot has more than 300 hours of documented geo survey experience, pilot has more |

| | | | |
|---|---|---|---|
| | | ☐ Sometimes<br>☐ Never | than 2000 hours total time as pilot in command, pilot has more than 300 hours on aircraft type and a documented Fatigue Management Plan is implemented maximum of 7 hours per day on survey with a maximum of 120 hours flight time in any consecutive 28-day period. |
| | A maximum of 1000 hours in any consecutive 365 day period. | ☒ Always<br>☐ Sometimes<br>☐ Never | UTSG_WHSE_MP_003_- AVIATION OPERATIONS MANAGEMENT PLAN |
| | If extensions to the single pilot flight times are used has the extension criteria recommended by IAGSA been met? | ☒ Always<br>☐ Sometimes<br>☐ Never<br>☐ N/A | UTSG_WHSE_MP_003_- AVIATION OPERATIONS MANAGEMENT PLAN |
| Dual Pilot Operations Maximum Flight times | A maximum of 10 hours flight time per day. | ☐ Always<br>☐ Sometimes<br>☐ Never | N/A |
| | A maximum of 8 hours flight time on survey (excluding transit time). | ☐ Always<br>☐ Sometimes<br>☐ Never | N/A |

| | | | |
|---|---|---|---|
| | A maximum of 45 hours flight time in any consecutive 7 day period. | ☐ Always<br>☐ Sometimes<br>☐ Never | N/A |
| | A maximum of 120 hours flight time in any consecutive 28 day period. | ☐ Always<br>☐ Sometimes<br>☐ Never | N/A |
| | A maximum of 1200 hours flight time in any consecutive 365 day period. | ☐ Always<br>☐ Sometimes<br>☐ Never | N/A |
| Maximum Duty Times | The maximum duty time in any one day shall not exceed 14 hours | ☒ Always<br>☐ Sometimes<br>☐ Never | UTSG_WHSE_MP_003_- AVIATION OPERATIONS MANAGEMENT PLAN |
| | The pilot shall have a minimum of 2 days rest within a 14 day period. These may be taken separately or together. If taken separately, one day rest shall be defined as 30 consecutive hours free from duty. | ☒ Always<br>☐ Sometimes<br>☐ Never | UTSG_WHSE_MP_003_- AVIATION OPERATIONS MANAGEMENT PLAN |

| | | | |
|---|---|---|---|
| **Emergency Beacon / Radio** | Is each aircrew member required to carry on their person essential survival items including: a personal locator beacon means to start a fire, knife and a signal mirror? | ☒ Always<br>☐ Sometimes<br>☐ Never | PLB ONLY |
| **Fuel Quality Control – Storage Tanks** | The quality control of the fuel varies considerably at smaller centres. The crew must determine the adequacy of this quality control and take all available means to ensure against boarding contaminated fuel.<br><br>Is there a procedure in place to ensure that the following checks are required anytime a fuel source is unknown or questionable: | | |
| | Check that Fuel Quality Control Check and Delivery documents are current and available. | ☒ Always<br>☐ Sometimes<br>☐ Never | UTSG_WHSE_MP_007_AVIATION FUEL MANAGEMENT, AVIATION PROVIDER OPERATIONS MANUAL FUEL POLICY |
| | Check that the fuel servicing vehicle / facility is identified with the fuel type handled. | ☒ Always<br>☐ Sometimes<br>☐ Never | UTSG_WHSE_MP_007_AVIATION FUEL MANAGEMENT, AVIATION PROVIDER OPERATIONS MANUAL FUEL POLICY |
| | Check that the facility is clean and maintained. | ☒ Always<br>☐ Sometimes<br>☐ Never | UTSG_WHSE_MP_007_AVIATION FUEL MANAGEMENT, AVIATION PROVIDER OPERATIONS MANUAL FUEL POLICY |

| | | | |
|---|---|---|---|
| | Check that bonding wires and connections are in good condition. | ☒ Always<br>☐ Sometimes<br>☐ Never | UTSG_WHSE_MP_007_AVIATION FUEL MANAGEMENT, AVIATION PROVIDER OPERATIONS MANUAL FUEL POLICY |
| | Check that filter systems are in place and date of last element replacement. | ☒ Always<br>☐ Sometimes<br>☐ Never | UTSG_WHSE_MP_007_AVIATION FUEL MANAGEMENT, AVIATION PROVIDER OPERATIONS MANUAL FUEL POLICY |
| | Check that a sample is clear and bright downstream of the filter. | ☒ Always<br>☐ Sometimes<br>☐ Never | UTSG_WHSE_MP_007_AVIATION FUEL MANAGEMENT, AVIATION PROVIDER OPERATIONS MANUAL FUEL POLICY |
| | Request or conduct a water test with paste or syringe and capsules. | ☒ Always<br>☐ Sometimes<br>☐ Never | UTSG_WHSE_MP_007_AVIATION FUEL MANAGEMENT, AVIATION PROVIDER OPERATIONS MANUAL FUEL POLICY |
| | Check that a sample from the low point of the tank is clear bright and free of water. If there is no low point water drain, do a dip of the tank using water paste. | ☒ Always<br>☐ Sometimes<br>☐ Never | UTSG_WHSE_MP_007_AVIATION FUEL MANAGEMENT, AVIATION PROVIDER OPERATIONS MANUAL FUEL POLICY |

| | | | |
|---|---|---|---|
| **Fuel Quality Control - Drums** | When using drummed fuel are there procedures in place to ensure the following requirements? | | |
| | Verify the expiry date of the drums. | ☒ Always<br>☐ Sometimes<br>☐ Never | UTSG_WHSE_MP_007_AVIATION FUEL MANAGEMENT, AVIATION PROVIDER OPERATIONS MANUAL FUEL POLICY |
| | A "go no-go" filter be used for all refueling from drums. | ☒ Always<br>☐ Sometimes<br>☐ Never | UTSG_WHSE_MP_007_AVIATION FUEL MANAGEMENT, AVIATION PROVIDER OPERATIONS MANUAL FUEL POLICY |
| | All drum fuel is visually checked for clarity and color and water tested with paste or fuel syringe and capsules before use. | ☒ Always<br>☐ Sometimes<br>☐ Never | UTSG_WHSE_MP_007_AVIATION FUEL MANAGEMENT, AVIATION PROVIDER OPERATIONS MANUAL FUEL POLICY |
| | Only clearly branded drums with both seals intact are be used unless the pilot knows the "history" of the drum since the seals were broken and retests the fuel for contamination before use. | ☒ Always<br>☐ Sometimes<br>☐ Never | UTSG_WHSE_MP_007_AVIATION FUEL MANAGEMENT, AVIATION PROVIDER OPERATIONS MANUAL FUEL POLICY |

| | | | |
|---|---|---|---|
| | Aircraft sump drains be checked before the first flight of the day and after each refueling. | ☒ Always<br>☐ Sometimes<br>☐ Never | UTSG_WHSE_MP_007_AVIATION FUEL MANAGEMENT, AVIATION PROVIDER OPERATIONS MANUAL FUEL POLICY |
| | | | |
| | Drums are stored on their sides, clear of the ground with bungs horizontal in an area not subject to flooding. Under-cover storage should be considered if drum stock are to be kept for a long time. | ☒ Always<br>☐ Sometimes<br>☐ Never | UTSG_WHSE_MP_007_AVIATION FUEL MANAGEMENT, AVIATION PROVIDER OPERATIONS MANUAL FUEL POLICY |
| | When not in use, fuel pumps are protected from water and other contamination. | ☒ Always<br>☐ Sometimes<br>☐ Never | UTSG_WHSE_MP_007_AVIATION FUEL MANAGEMENT, AVIATION PROVIDER OPERATIONS MANUAL FUEL POLICY |
| | Bungs should be sealed and the drum placed on its side for short term storage (i.e. overnight) of a partially filled drum. | ☒ Always<br>☐ Sometimes<br>☐ Never | UTSG_WHSE_MP_007_AVIATION FUEL MANAGEMENT, AVIATION PROVIDER OPERATIONS MANUAL FUEL POLICY |
| | | | |
| **Night Surveys** | Typically, survey flights are conducted at low heights in day VMC, but if the low height is removed coupled with a smooth air requirement, such as for gravity surveys, it may be desirable to conduct night flights. Such | | |

| | | | |
|---|---|---|---|
| | flights can be conducted safely as long as there are adequate procedures to prevent a "controlled flight into terrain" CFIT accident.<br><br>Are procedures in place to ensure the following requirements: | | |
| | Are night surveys flown at least 1000 feet above all obstacles within the operational area and a 10 nautical mile buffer around the operational area? Does the operational area include the maneuvering area for line turns and lead-ins? | ☐ Always<br>☐ Sometimes<br>☐ Never<br>☒ N/A | |
| | Is a VMC reconnaissance flight performed in each block? | ☐ Always<br>☐ Sometimes<br>☐ Never<br>☒ N/A | |
| **Monitoring of radios** | During survey flights, are radios and transponders turned on and selected to the appropriate ATC or flight service frequencies. Additionally, equipment permitting, common air to air and emergency frequencies (121.5MHz) should also be monitored. | ☒ Always<br>☐ Sometimes<br>☐ Never | |

| | | | |
|---|---|---|---|
| **Turning Radius** | During straight and level flight there may be a significant margin above the stall speed, however in a steep turn the stall speed may be reached quickly with little warning and a stall in the turn at low level will likely result in a fatal accident. | | |
| | Are all turns at low level limited to a maximum angle of bank of 30 degrees and be done at a constant altitude. Are climbs or descents allowed to be carried out during the turn? | ☒ Always<br>☐ Sometimes<br>☐ Never | |
| Towed Geophysical Arrays | | | |
| **Towed Geophysical Arrays – All aircraft types** | This section applies to all airborne surveys utilizing geophysical arrays suspended below and/or towed by rotary or fixed wing aircraft. | | |
| | Do you operate towed geophysical arrays? | ☒ Yes<br>☐ No | |
| | Does the towed array have an STC/LSTC, engineering order or other similar certificate or statement describing array specifications and flight test data? | ☒ Yes<br>☐ No<br>☐ N/A | YES |
| | Is there an Operating Manual for each array? | ☒ Yes<br>☐ No<br>☐ N/A | GEO_VTEM_PR_008_01 - VTEM FLIGHT OPERATIONS & AVIATION PROVIDERS OPERATIONS MANUAL PART 138 SPECIALISED OPERATIONS EXTERNAL SLING LOAD |

| | | | |
|---|---|---|---|
| | Does the Operating manual identify the maximum safe operating airspeed for the array? | ☒ Yes<br>☐ No<br>☐ N/A | GEO_VTEM_PR_008_01 - VTEM FLIGHT OPERATIONS & AVIATION PROVIDERS OPERATIONS MANUAL PART 138 SPECIALISED OPERATIONS EXTERNAL SLING LOAD |
| | Does the Operating Manual contain a parts list and maintenance manual containing the critical design specification for all parts and elements of the array? | ☒ Yes<br>☐ No<br>☐ N/A | GEO_VTEM_PR_008_01 - VTEM FLIGHT OPERATIONS & AVIATION PROVIDERS OPERATIONS MANUAL PART 138 SPECIALISED OPERATIONS EXTERNAL SLING LOAD |
| | Does the Operations Manual contain a pre-flight checklist? | ☒ Yes<br>☐ No<br>☐ N/A | GEO_VTEM_PR_008_01 - VTEM FLIGHT OPERATIONS & AVIATION PROVIDERS OPERATIONS MANUAL PART 138 SPECIALISED OPERATIONS EXTERNAL SLING LOAD & UTSG_WHSE_PR_013_- HELICOPTER EXTERNAL LOAD OPERATIONS |
| | Does the Operations Manual contain a schedule for routine preventative maintenance, recorded inspections and testing? | ☒ Yes<br>☐ No<br>☐ N/A | GEO_VTEM_PR_008_01 - VTEM FLIGHT OPERATIONS & AVIATION PROVIDERS OPERATIONS MANUAL PART 138 SPECIALISED OPERATIONS EXTERNAL SLING LOAD & UTSG_WHSE_PR_013_- HELICOPTER EXTERNAL LOAD OPERATIONS |
| | Is there a procedure in place to ensure that all required maintenance, inspections and testing are up to date prior to job start? | ☒ Yes<br>☐ No | GEO_VTEM_PR_008_01 - VTEM FLIGHT OPERATIONS & AVIATION PROVIDERS OPERATIONS MANUAL PART 138 SPECIALISED OPERATIONS EXTERNAL SLING |

| | | | |
|---|---|---|---|
| | | ☐ N/A | LOAD & UTSG_WHSE_PR_013_- HELICOPTER EXTERNAL LOAD OPERATIONS |
| | Is all maintenance performed by a qualified person endorsed by the manufacturer or operator? | ☒ Yes<br>☐ No<br>☐ N/A | UTSG_WHSE_PR_013_- HELICOPTER EXTERNAL LOAD OPERATIONS |
| **Towed Geophysical Arrays – Rotary Wing Aircraft** | Has the cable weight and length been determined by an aeronautical engineer as to minimize the potential for cable recoil into main and tail rotors following the loss of load? | ☒ Yes<br>☐ No<br>☐ N/A | YES |
| | Is there a weak link incorporated into the load bearing cable? | ☒ Yes<br>☐ No<br>☐ N/A | YES |
| | Is the weak link located as close as possible to the attachment hook of the helicopter? | ☒ Yes<br>☐ No<br>☐ N/A | YES |
| | Has the breaking strain of the weak link been specified by an aeronautical engineer? | ☒ Yes | YES |

| | | | |
|---|---|---|---|
| | | ☐ No<br>☐ N/A | |
| | Is the maximum towed array airspeed and VNE (Velocity Never Exceed) placard placed on the aircraft instrument panel in the Pilot's view? | ☒ Yes<br>☐ No<br>☐ N/A | YES |
| | Does the cargo hook arrangement allow the pilot to jettison the load without removing his/her hands from the flight controls? Do procedures include the requirement to test the helicopter cargo hook release mechanism? | ☒ Yes<br>☐ No<br>☐ N/A | YES |
| **Towed Geophysical Arrays – Fixed Wing** | Is the aircraft fitted with a shearing mechanism which can cut the tow cable when the array needs to be jettisoned? | ☐ Yes<br>☐ No<br>☒ N/A | |

| | | | |
|---|---|---|---|
| | Does the tow cable have a breaking strain which minimizes damage to the aircraft in the event the array snagged with ground objects? | ☐ Yes<br>☐ No<br>☒ N/A | |
| Geophysical Survey Flight Training | | | |
| **Training and Experience – All Operations** | Does your training program contain a syllabus for low level geophysical flight training? | ☒ Yes<br>☐ No | UTSG_WHS_MP_003_- AVIATION OPERATIONS & AVIATION PROVIDER AIRBORNE GEOPHYSICAL SURVEY TRAINING SYLLABUS |
| | Does the Pilot training syllabus reflect the IAGSA training guidelines? | ☒ Yes<br>☐ No | UTSG_WHS_MP_003_- AVIATION OPERATIONS & AVIATION PROVIDER AIRBORNE GEOPHYSICAL SURVEY TRAINING SYLLABUS |
| | Are there documented criteria to assess Pilot competency? | ☒ Yes<br>☐ No | UTSG_WHS_MP_003_- AVIATION OPERATIONS & AVIATION PROVIDER AIRBORNE GEOPHYSICAL SURVEY TRAINING SYLLABUS |
| **Simulator Training** | In addition to the training in the actual aircraft, do pilots, where practical, undergo simulator training in a type specific simulator representing the aircraft being flown on survey? If so, at what frequency? | ☐ Always<br>☐ Sometimes<br>☐ Never | |

| | | | |
|---|---|---|---|
| | | ☒ N/A | |
| **Overwater and Offshore Surveys** | | | |
| **Minimum requirements for Over water and Off Shore Surveys** | The following recommendations apply to all overwater and off shore surveys flown in both fixed wing and rotary wing aircraft. | | |
| **Training – Overwater & Offshore Surveys** | Is Underwater Escape Training completed within the preceding three years before undertaking the over water or offshore survey. | ☒ Always<br>☐ Sometimes<br>☐ Never | N/A |
| | Are Ditching & Emergency Evacuation Procedures reviewed, crew members thoroughly briefed and simulated training to be conducted at the work site prior to the start of all over water or offshore work. This review should include a review of general emergency procedures that could potentially lead to a ditching and a discussion on the significance of sea state/wave height on ditching. | ☐ Always<br>☐ Sometimes<br>☐ Never | N/A |
| **Training - Off Shore Surveys** | In addition to the above items, the following are to be included in offshore training: | | |
| | Does Initial Training consist of a minimum of 10 hours training | ☐ Yes | N/A |

| | | | |
|---|---|---|---|
| | conducted by a pilot who has a minimum of 100 hours Offshore experience? | ☐ No | |
| | Does Recurrent Training consist of a minimum of 5 hours training conducted annually by a pilot with the same qualifications as for the initial training: or prior to the start of an Offshore survey if pilot has completed the initial training but has not flown Offshore for more than 90 days? | ☐ Yes<br>☐ No | N/A |
| | Alternatively, the above experience requirements may be waived if the Operator has in place a competency based training program which includes Offshore operations. | | N/A |
| **Type of Aircraft – Over water / Offshore Operations** | For an over water/offshore survey in an area with harsh conditions where the odds of surviving a ditching or the exposure that would follow are low then the emphasis must be placed on choosing an aircraft that reduces the probability of a ditching. Whereas, the aircraft criteria may be somewhat less stringent in less harsh conditions where the odds of a successful ditching and rescue are good. | | |
| | For any survey that is over water or offshore in an area where rescue is not likely to occur within an anticipated acceptable exposure time and/or where anticipated sea states would make a successful ditching unlikely, is the use of a multi engine | ☐ Always<br>☐ Sometimes | N/A |

| | | | |
|---|---|---|---|
| | aircraft with performance characteristics such that in the event of an engine failure during an over water survey it can climb from survey height to 500 feet and return to shore or during an offshore survey it can climb from survey height and maintain prolonged flight on the remaining engine(s) to return to a suitable airport at the minimum IFR altitude utilized? | ☐ Never | |
| | Are single engine piston aircraft used for over water/offshore surveys? | ☐ Always<br>☐ Sometimes<br>☒ Never | |
| **Aircraft equipment – Offshore** | Are aircraft equipped with at least the following gyroscopic instruments, each of which must be independent of the others:<br>2 x attitude indicator; 2 x heading indicator; 2 x turn and slip indicator or turn coordinator? | ☐ Yes<br>☐ No | N/A |
| | If a second pilot is to be part of the crew, is there a complete second set of basic flight instruments (attitude indicator, gyroscopic heading indicator, turn and slip or turn coordinator airspeed, altimeter, | ☐ Yes<br>☐ No | N/A |

| | | | |
|---|---|---|---|
| | vertical speed) installed at the co-pilot's seating position? | | |
| | Are there at least two (2) independent power sources to drive the gyroscopic instruments?<br>- this may mean two vacuum pumps with all air driven gyroscopes or a mixture of air driven and electric gyroscopes provided loss of one power source leaves operational one set of three gyroscopic instruments (attitude, heading and turn rate indicators) | ☐ Yes<br>☐ No | N/A |
| | Is there a radio or radar altimeter with a means of alerting the crew when height above the water falls below a minimum safety height selected by the crew? Is there a means of testing the alerting device prior to flight? | ☐ Yes<br>☐ No | N/A |
| | Is there a minimum of one instantaneous vertical speed indicator (IVSI) to provide an instant alert of descent | ☐ Yes<br>☐ No | N/A |
| | Do you require the use of weather radar where thunderstorms are present or could be expected? | ☐ Always<br>☐ Sometimes | N/A |

| | | | |
|---|---|---|---|
| | | ☐ Never | |
| | Are Rotary wing aircraft equipped with floatation aids such as "pop-outs floats"? | ☐ Always<br>☐ Sometimes<br>☐ Never | N/A |
| **Emergency Equipment – Offshore Surveys** | An upper torso restraint system, with a preference for a four point harness, for each crew member | ☒ Yes<br>☐ No | |
| | Are aircraft equipped with a 406 MHZ ELT? | ☒ Yes<br>☐ No | |
| | Is the crew provided a covered life raft with a self erecting canopy that is equipped with a 406 MHZ ELT and normal emergency survival equipment? Does raft should include an inflatable floor for cold water operations? | ☐ Yes<br>☐ No | N/A |
| | Are constant wear dual chamber life vests that contain an ELT aELT/EPIRB, flares and a signal mirror, worn by each crew member? | ☐ Yes<br>☐ No | N/A |

| | | | |
|---|---|---|---|
| | | | |
| | Are immersion/exposure suits worn if water and air temperatures warrant? | ☐ Yes<br>☐ No | N/A |
| | Are all helmets and headsets fitted with double disconnect cords? | ☒ Yes<br>☐ No | |
| **Weather – Offshore Surveys** | Are Offshore survey flights conducted under VMC with minimums of 5 miles visibility and 1000 foot ceiling in the survey area? | ☐ Yes<br>☐ No | N/A |
| | Is a thorough weather briefing solicited (if available) and does it should include sea state/wave height and wind maximums in the survey area? | ☐ Yes<br>☐ No | N/A |
| Supplemental Safety Training Requirements | | | |
| Fire Extinguisher Training | Do all crew members on survey flights, including equipment operators, receive annual training in the use of fire extinguishers in fighting in flight fires? | ☒ Yes<br>☐ No | UTSG_WHSE_COR_010_- TRAINING AND COMPETENCY |

| | | | |
|---|---|---|---|
| Survey Crew Resource Management Training | Is Survey Crew Resource Management training provided to all crew members assigned to survey operations including: geophysicists; pilots; equipment operators; maintenance engineers; field technicians and field support staff at intervals not exceeding three years? | ☒ Yes<br>☐ No | UTSG_WHSE_COR_010_- TRAINING AND COMPETENCY |
| Flight Performance Monitoring | | | |
| Performance Monitoring | Are performance parameters, including aircraft speed, height above terrain and drape, periodically reviewed using data collected during surveys? | ☒ Always<br>☐ Sometimes<br>☐ Never | UTSG_WHSE_PR_036_- AIRBORNE SURVEY FLIGHT PERFORMANCE MONITORING |
| | Is the frequency of review such that any discrepancies on a particular survey or by a particular pilot can be identified as early as possible? | ☒ Always<br>☐ Sometimes<br>☐ Never | UTSG_WHSE_PR_036_- AIRBORNE SURVEY FLIGHT PERFORMANCE MONITORING, UTSG_WHSE_REG_018_- FLIGHT PERFORMANCE MONITORING |