

Important Information for the DOC Helicopter Safety online course

– Please read **before** starting any of the DOC Helicopter e-learning modules –

These Department of Conservation (DOC) Helicopter e-learning modules form part of the mandatory Helicopter Competencies required for any DOC staff working in and around helicopters. DOC staff should complete their competencies through docLearn, not here.

The courses below have been made available for DOC volunteers, DOC contractors, and other personnel for whose work DOC have PCBU Health and Safety responsibilities – ie DOC-funded and/or DOC-controlled work.

The courses below are **not** intended to provide any qualification nor indication of any specific level of competency or currency in work with helicopters. The courses **do not** replace any Helicopter Operator’s Health and Safety requirements.

The four courses have been designed and created to meet the requirements for the *DOC / FENZ Operational Service Specifications for Use of Aircraft* which define specific roles and responsibilities for those working with and around helicopters. These role descriptions and the courses recommended to complete for each role are as follows.

<p>Passenger: In relation to an aircraft, passenger means any person carried by the aircraft, other than a crew member.</p>	<p>Complete: Module 1 – Passenger safety</p>
<p>Supplementary Crew: Someone who is essential to the purpose of the flight, and is trained in aviation safety.</p>	<p>Complete: Module 1 – Passenger safety</p>
<p>Ground Crew: Person whose role it is to work around the aircraft (whilst on the ground or hovering) to facilitate operations, conduct loading/unloading/replenishment/refuelling, use of role equipment, assist with helipad or airstrip safety and security, management of passengers etc.</p>	<p>Complete: Module 1 – Passenger safety and Module 2 – Ground crew: Flight preparation</p> <p>If involved in loading cargo, also complete: Module 3 – Ground crew: Cargo</p> <p>If involved in external loads complete: Module 4 – Ground crew: External loads</p>

If you are unsure which courses to complete, check with your team leader or manager. If you will be a trained passenger or supplemental crew, future courses will address these more specialised tasks. A certificate of completion is issued when each course is finished.

For DOC staff, ground crew are required to complete a familiarisation on the topics with a helicopter operator to cover practical aspects of training. For a checklist of topics to be covered in the operator familiarisation record, and combined sign off form, please contact your training manager or local DOC Manager

As these are new competencies, we are eager to have your feedback so that improvements can be made over time. You can email us at helisafety@doc.govt.nz with questions or comments.