|  |
| --- |
| **Statement of Compliance – Helicopter Emergency Medical Services (HEMS)** |
| The line items referenced in this compliance matrix have been derived from CAAT as the minimum maintenance compliance requirements for an application for  the Initial application, renewal and variation existing of an AOC.  A completed statement of compliance must be submitted by the applicant for Initial application, renewal and variation existing. Additionally, the certificate holder should maintain an up-to-date compliance matrix to assist with on-going compliance and to support certificate amendment requests.  The purpose of the statement of compliance is to speed up the certification process, ensure every applicable requirement has been addressed in the exposition and reduce the cost of certification by the quick location of required policies or procedures in the applicant’s exposition manual suite.  **All requirements have to be complied with**, but not every requirement has to be addressed in the exposition. At least the following Requirements must be included unless they are not applicable to the operation, in which case they should be annotated N/A. The intention of this statement of compliance is to assist rather than instruct the applicant in an Initial application, renewal and variation existing. If for your operation, compliance is required with a Regulation not listed in the statement of compliance, please add it to the list and identify the exposition reference.  This statement of compliance needs to be completed by every applicant for an AOC and show the exposition pages and paragraph numbers that satisfy CAATRequirements in the ***Manual References / Applicant’s Comments*** column. Where the applicant does not meet the CAAT Requirement or deems it not applicable, an explanation should be given in this column. **Please note that ticks ( √ ) are not acceptable.**  The completed statement of compliance should accompany the exposition documents and preferably be included as a component of the exposition. The applicant may submit a completed statement of compliance in a different format as long as it includes all the Requirements references identified below; however, there may be additional processing time required by the CAAT in cross-referencing requirements.  **General Manual Layout**  Electronic exposition: Is the statement of compliance included as part of the file(s)/disc? If so, is it up to date? Have you considered the methods for distributing to the CAAT and how you will manage amendments? |

|  |  |  |
| --- | --- | --- |
| **Details of Applicant / AOC Holder(s)** | | |
| **Instruction:** The operator shall indicate the references in the Operations Manual where the requirements are met. | | |
| **Name of Applicant / AOC holder(s):** | Click or tap here to enter text. | |
| **Date of Submission:** | Click or tap here to enter text. | |
| **List of Manuals Submitted:**  Click or tap here to enter text. | | |
| **Administration and Control of Manual** | **Manual References / Applicant’s Comments** | **CAAT Notes** |
| A statement that the manual complies with all applicable regulations and with the terms and conditions of the applicable air operator certificate (AOC). | Click or tap here to enter text. | Click or tap here to enter text. |
| Explanations and definitions of terms and words needed for the use of the manual. | Click or tap here to enter text. | Click or tap here to enter text. |
| Details of the person(s) responsible for the issuance and insertion of amendments and revisions. | Click or tap here to enter text. | Click or tap here to enter text. |
| A record of amendments and revisions with insertion dates and effective dates. | Click or tap here to enter text. | Click or tap here to enter text. |
| A statement that handwritten amendments and revisions are not permitted, except in situations requiring immediate amendment or revision in the interest of safety. | Click or tap here to enter text. | Click or tap here to enter text. |
| A list of effective pages or paragraphs. | Click or tap here to enter text. | Click or tap here to enter text. |
| A description of the distribution system for the manuals, amendments and revisions. | Click or tap here to enter text. | Click or tap here to enter text. |
| On every page, headers and/or footers to include:   1. Company name 2. Name of the manual 3. Effective revision and date of the page 4. page number | Click or tap here to enter text. | Click or tap here to enter text. |
| Index (not mandatory but desirable) | Click or tap here to enter text. | Click or tap here to enter text. |

| **CAAT Requirement** | **Manual References / Applicant’s Comments** | **CAAT Notes** |
| --- | --- | --- |
| **1 HELICOPTER EMERGENCY MEDICAL SERVICES (HEMS) OPERATIONS** | | |
| 1.1 Helicopters shall only be operated for the purpose of HEMS operations if the operator has been approved by CAAT. | Click or tap here to enter text. | Click or tap here to enter text. |
| 1.2 To obtain such approval by CAAT, the operator shall: | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. operate in CAT and hold a CAT AOC in accordance with AOCR and HOR. | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. demonstrate to CAAT compliance with the requirements contained in this chapter. | Click or tap here to enter text. | Click or tap here to enter text. |
| 1.3 The guidelines for HEMS operations is described in appendix D.   1. Acceptable Risk (App.D, 1.3) 2. Risk Management (App.D, 1.4) 3. Air Ambulance (App.D, 1.5) 4. Operating Under a HEMS Approval (App.D, 1.6) 5. HEMS Operational Sites (App.D, 1.7) 6. HEMS Operating Minima Reduced Visibility (App.D, 2) | Click or tap here to enter text. | Click or tap here to enter text. |

| **CAAT Requirement** | Click or tap here to enter text. | Click or tap here to enter text. |
| --- | --- | --- |
| **2 EQUIPMENT REQUIREMENTS FOR HEMS OPERATIONS** | | |
| 2.1 The installation of all helicopter dedicated medical equipment and any subsequent modifications and, where appropriate, its operation shall be approved by CAAT. | Click or tap here to enter text. | Click or tap here to enter text. |
| 2.2 Aircraft tracking system which is a ground based process to maintain and update at standardized intervals, a record of the four dimensional position of the aircraft in flight so that aviation security and air traffic concerns can be mitigated. | Click or tap here to enter text. | Click or tap here to enter text. |
| 2.3 HEMS adapted interiors with as far as practicable gapless paneling to prevent leakage of fluids into interior spaces with flame retardant moisture-resistant interior panels. | Click or tap here to enter text. | Click or tap here to enter text. |
| 2.4 HEMS operator must demonstrate that the medical equipment is electro-magnetic compatible and test report with source matrix is established. | Click or tap here to enter text. | Click or tap here to enter text. |
| 2.5 Articles and substances which would otherwise be classified as dangerous goods shall be exempted from approval for HEMS flight when it is carried for the purpose of medical aid and to the extent specified in the ICAO Technical Instructions. | Click or tap here to enter text. | Click or tap here to enter text. |

| **CAAT Requirement** | **Manual References / Applicant’s Comments** | **CAAT Notes** |
| --- | --- | --- |
| **3 COMMUNICATION** | | |
| In addition to that required by CAAT announcement subject: Aircraft equipment, instrument and flight document, helicopters conducting HEMS flights shall have communication equipment capable of conducting two-way communication with the organization for which the HEMS is being conducted including flight following system for the duration of the HEMS mission and, where possible, to communicate with ground emergency service personnel. | Click or tap here to enter text. | Click or tap here to enter text. |

| **CAAT Requirement** | **Manual References / Applicant’s Comments** | **CAAT Notes** |
| --- | --- | --- |
| **4 HEMS OPERATING MINIMA** | | |
| 4.1 HEMS flights operated in performance class 1 and 2 shall comply with the weather minima in Table 1 for dispatch and en-route phase of the HEMS flight. In the event that during the en-route phase the weather conditions fall below the cloud base or visibility minima shown, helicopters certified for flights only under VMC shall abandon the flight or return to base. Helicopters equipped and certified for instrument meteorological conditions (IMC) operations may abandon the flight, return to base or convert in all respects to a flight conducted under instrument flight rules (IFR), provided the flight crew are suitably qualified.   |  |  | | --- | --- | | HEMS operating minima | | | 2 PILOTS | | | DAY | | | Ceiling | Visibility | | 500 ft and above | As defined by the applicable airspace  VFR minima | | 499 - 400 ft | 1000 m(\*) | | 399 - 300 ft | 2000 m |   (\*) During the en-route phase visibility may be reduced to 800 m for short periods when in sight of land if the helicopter is maneuvered at a speed that will give adequate opportunity to observe any obstacles in time to avoid a collision. | Click or tap here to enter text. | Click or tap here to enter text. |
| 4.2 The weather minima for the dispatch and en-route phase of a HEMS flight operated in performance class 3 shall be a cloud ceiling of 600 ft and a visibility of 1500 m. Visibility may be reduced to 800 m for short periods when in sight of land if the helicopter is manoeuvred at a speed that will give adequate opportunity to observe any obstacle and avoid a collision. | Click or tap here to enter text. | Click or tap here to enter text. |

| **CAAT Requirement** | **Manual References / Applicant’s Comments** | **CAAT Notes** |
| --- | --- | --- |
| **5 PERFORMANCE REQUIREMENTS FOR HEMS OPERATIONS** | | |
| 5.1 Performance class 3 operations shall not be conducted over a hostile environment. | Click or tap here to enter text. | Click or tap here to enter text. |
| 5.2 Take-off and landing |  |  |
| 1. Helicopters conducting operations to/from a final approach and take-off area (FATO) at a hospital that is located in a congested hostile environment and that is used as a HEMS operating base shall be operated in accordance with performance class 1. | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Helicopters conducting operations to/from a FATO at a hospital that is located in a congested hostile environment and that is not a HEMS operating base shall be operated in accordance with performance class 1. | Click or tap here to enter text. | Click or tap here to enter text. |
| 5.3 Helicopters conducting operations to/from a HEMS operating site located in a hostile environment shall be operated in accordance with performance class 2 and provide compliance is shown implement set conditions: | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. conduct a risk assessment, specifying: 2. the type of helicopter; and 3. the type of operations; | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. validity of the risk assessment. The operator should periodically review and update the procedures and associated risk assessments to ensure that they are adequate and remain relevant for the operation 2. Attain and maintain the helicopter/engine modification standard defined by the manufacturer; 3. Conduct the preventive maintenance actions recommended by the helicopter or engine manufacturer; 4. Include take-off and landing procedures in the operations manual, where they do not already exist in the AFM; 5. specify training for flight crew; and 6. provide a system for reporting to the manufacturer loss of power, engine shutdown or engine failure events; and 7. implement a usage monitoring system (UMS) | Click or tap here to enter text. | Click or tap here to enter text. |
| 5.4 The HEMS operating site shall be big enough to provide adequate clearance from all obstructions and should have a minimum dimension of at least 2 x D (the largest dimensions of the helicopter when the rotors are turning). | Click or tap here to enter text. | Click or tap here to enter text. |

| **CAAT Requirement** | **Manual References / Applicant’s Comments** | **CAAT Notes** |
| --- | --- | --- |
| **6 CREW REQUIREMENTS** | | |
| 6.1 Selection.  The operator shall establish criteria for the selection of flight crew members for the HEMS task, taking previous experience into account. | Click or tap here to enter text. | Click or tap here to enter text. |
| 6.2 Experience.  The minimum experience level for the commander conducting HEMS flights shall not be less than: | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. 1,000 hours as pilot-in-command/commander of aircraft of which 500 hours are as pilot-in-command/commander on helicopters. | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. 500 hours’ operating experience in helicopters, gained in an operational environment similar to the intended operation sea, mountain, big cities with heavy traffic, etc*.* | Click or tap here to enter text. | Click or tap here to enter text. |
| 6.2.1 The minimum experience level for the co-pilot conducting HEMS flights shall not be less than 500 hours on helicopters. | Click or tap here to enter text. | Click or tap here to enter text. |
| 6.3 Operational training.  Successful completion of operational training in accordance with the HEMS procedures contained in the operations manual. | Click or tap here to enter text. | Click or tap here to enter text. |
| 6.4 Recency.  All pilots conducting HEMS operations shall have completed a minimum of 30 minutes’ flight by sole reference to instruments in a helicopter or in an FSTD within the last six months. The recency may be obtained in a visual flight rules (VFR) helicopter using vision limiting devices such as goggles or screens, or in an FSTD. | Click or tap here to enter text. | Click or tap here to enter text. |
| 6.5 The minimum crew shall be two pilots. | Click or tap here to enter text. | Click or tap here to enter text. |
| 6.6 Crew training and checking | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Training and checking shall be conducted in accordance with a detailed syllabus approved by CAAT and included in the operations manual. | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Crew members 2. Crew training programmes shall: improve knowledge of the HEMS working environment and equipment; improve crew coordination; and include measures to minimize the risks associated with en-route transit in low visibility conditions, selection of HEMS operating sites and approach and departure profiles. 3. The measures referred to in (1) shall be assessed during operator proficiency checks and line checks. | Click or tap here to enter text. | Click or tap here to enter text. |
| 6.7 Training and checking syllabus | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. The flight crew training syllabus should include the following items: 2. meteorological training concentrating on the understanding and interpretation of available weather information; 3. preparing the helicopter and specialist medical equipment for   subsequent HEMS departure;   1. practice of HEMS departures; 2. the assessment from the air of the suitability of HEMS operating sites; and 3. the medical effects air transport may have on the patient. | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. The flight crew checking syllabus should include: 2. proficiency checks, which should include landing and take- off profiles likely to be used at HEMS operating sites; and 3. line checks, with special emphasis on the following:    1. local area meteorology;    2. HEMS flight planning;    3. HEMS departures;    4. the selection from the air of HEMS operating sites;    5. low level flight in poor weather; and    6. familiarity with established HEMS operating sites in the   operator’s local area register. | Click or tap here to enter text. | Click or tap here to enter text. |
| 6.8 LINE CHECKS  Where due to the size, the configuration, or the performance of the helicopter, the line check cannot be conducted on an operational flight, it may be conducted on a specially arranged representative flight. This flight may be immediately adjacent to, but not simultaneous with, one of the biannual proficiency checks. | Click or tap here to enter text. | Click or tap here to enter text. |
| 6.9 HEMS medical passenger and other personnel briefing |  |  |
| 1. Medical passenger. Prior to any HEMS flight, or series of flights, medical passengers shall have been briefed to ensure that they are familiar with the HEMS working environment and equipment, can operate on- board medical and emergency equipment and can take part in normal and emergency entry and exit procedures. | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Ground emergency service personnel. The operator shall take all reasonable measures to ensure that ground emergency service personnel are familiar with the HEMS working environment and equipment and the risks associated with ground operations at a HEMS operating site. | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Medical patient, a briefing shall only be conducted if the medical condition makes this practicable. | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. The briefing should ensure that the medical passenger understands his/ her role in the operation, which includes: 2. familiarization with the helicopter type(s) operated; 3. entry and exit under normal and emergency conditions both for self and patients; 4. use of the relevant on-board specialist medical equipment; 5. the need for the commander’s approval prior to use of specialized equipment; 6. method of supervision of other medical staff; 7. the use of helicopter inter-communication systems; 8. location and use of on-board fire extinguishers; and 9. the operator’s crew coordination concept including relevant elements of crew resource management. 10. Another means of complying with the rule as compared to that contained in AOCR Chapter 7 Para 3 | Click or tap here to enter text. | Click or tap here to enter text. |

| **CAAT Requirement** | **Manual References / Applicant’s Comments** | **CAAT Notes** |
| --- | --- | --- |
| **7 GROUND EMERGENCY SERVICE PERSONNEL** | | |
| 7.1 The task of training large numbers of emergency service personnel is formidable. Wherever possible, helicopter operators should afford every assistance to those persons responsible for training emergency service personnel in HEMS support. This can be achieved by various means, such as, but not limited to, the production of flyers, publication of relevant information on the operator’ s web site and provision of extracts from the operations manual. | Click or tap here to enter text. | Click or tap here to enter text. |
| 7.2 The elements that should be covered include: | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. two-way radio communication procedures with helicopters; | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. the selection of suitable HEMS operating sites for HEMS flights; | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. the physical danger areas of helicopters; | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. crowd control in respect of helicopter operations; and | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. the evacuation of helicopter occupants following an on- site helicopter accident. | Click or tap here to enter text. | Click or tap here to enter text. |

| **CAAT Requirement** | **Manual References / Applicant’s Comments** | **CAAT Notes** |
| --- | --- | --- |
| **8 INFORMATION AND DOCUMENTATION** | | |
| 8.1 The operator shall ensure that, as part of its risk analysis and management process, risks associated with the HEMS environment are minimized by specifying in the operations manual: selection, composition and training of crews; levels of equipment and dispatch criteria; and operating procedures and minima, such that normal and likely abnormal operations are described and adequately mitigated. | Click or tap here to enter text. | Click or tap here to enter text. |
| 8.2 Relevant extracts from the operations manual shall be made available to the organization for which the HEMS is being provided. | Click or tap here to enter text. | Click or tap here to enter text. |
| 8.3 OPERATIONS MANUAL  The operations manual should include: | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. the use of portable equipment on board; | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. guidance on take-off and landing procedures at previously unsurveyed HEMS operating sites; | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. the final reserve fuel; | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. operating minima; | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. recommended routes for regular flights to surveyed sites, including the minimum flight altitude; | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. guidance for the selection of the HEMS operating site in case of a flight to an unsurveyed site; | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. the safety altitude for the area overflown; and | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. procedures to be followed in case of inadvertent entry into cloud; | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. obstacle clearance procedure to be followed in HEMS operations; | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. a directory of pre-surveyed landing sites within its intended area of operations this information shall contain timely recording and identification of obstructions. |  |  |

| **CAAT Requirement** | Click or tap here to enter text. | Click or tap here to enter text. |
| --- | --- | --- |
| **9 HEMS OPERATING BASE FACILITIES** | | |
| 9.1 If crew members are required to be on standby with a reaction time of less than 45 minutes, dedicated suitable accommodation shall be provided close to each operating base. | Click or tap here to enter text. | Click or tap here to enter text. |
| 9.2 At each operating base the pilots shall be provided with facilities for obtaining current and forecast weather information and shall be provided with satisfactory communications with the appropriate air traffic services (ATS) unit. Adequate facilities shall be available for the planning of all tasks. | Click or tap here to enter text. | Click or tap here to enter text. |
| 9.3 Every operating base shall have a system of obtaining current and reliable weather forecast information and shall be provided with satisfactory communications with the appropriate air traffic services (ATS) unit along with full communication link with HEMS dispatch center, in case it is not co-located. | Click or tap here to enter text. | Click or tap here to enter text. |

| **CAAT Requirement** | Click or tap here to enter text. | Click or tap here to enter text. |
| --- | --- | --- |
| **10 FUEL SUPPLY** | | |
| 10.1 When the HEMS mission is conducted under VFR within a local and defined geographical area, standard fuel planning can be employed provided the operator establishes final reserve fuel to ensure that, on completion of the mission the fuel remaining is not less than an amount of fuel sufficient for: | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. 30 minutes of flying time at normal cruising conditions; or | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. when operating within an area providing continuous and suitable   precautionary landing sites, 20 minutes of flying time at normal cruising speed. | Click or tap here to enter text. | Click or tap here to enter text. |
| 10.2 Refueling with passengers embarking, on board or disembarking  When the commander considers refueling with passengers on board to be necessary, it can be undertaken either rotors stopped or rotors turning provided the following requirements are met: | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. door(s) on the refueling side of the helicopter shall remain closed; | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. door(s) on the non-refueling side of the helicopter shall remain open, weather permitting; | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. firefighting facilities of the appropriate scale shall be positioned so as to be immediately available in the event of a fire; and | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. sufficient personnel shall be immediately available to move patients clear of the helicopter in the event of a fire. | Click or tap here to enter text. | Click or tap here to enter text. |

|  |  |  |  |
| --- | --- | --- | --- |
| **Applicant / AOC Holder(s) Declaration** | | | |
| I declare the information given in this submission is true in every respect. | | | |
| Signature | Click or tap here to enter text.  Name | Click or tap here to enter text.  Position in company | Click or tap to enter a date.  Date (Day / Month / Year) |

|  |  |  |  |
| --- | --- | --- | --- |
| **CAAT Assessment Use** | | | |
| **CAAT’s Comments, Notes and Recommendations:** | | | |
| Click or tap to enter a date.  Date received | Click or tap here to enter text.  Assessed by (Name/Signature) | Click or tap here to enter text.  CAAT Inspector Function | Click or tap to enter a date.  Assessment Date (Day / Month / Year) |