

4. Storage of equipment, parts, and tools is orderly and clear of fire hazards and in compliance with national health and safety standards i.e., OSHA and Environmental Protection Agency (EPA) regulations.
5. There is a system to periodically track timed parts and expiration dates on shelf items.
 - a. All parts are properly tagged and environmentally protected.
 - Parts are wrapped or boxed in a manner that prevents damage or contamination.
 - Open ends of fabricated and bulk lines and hoses are capped or covered.
 - Serviceable parts are kept in a separate area from unserviceable parts.
 - b. Parts received are inspected to ensure an approved vendor provided them and that the required certification documentation is provided.
6. Airworthiness directives and service bulletins are coordinated to ensure they are accomplished on time.
7. There is a method to track all deferred maintenance items and coordinate all requirements to support closure.
8. There is a method to track tool calibration status.
 - a. Tools requiring calibration have documentation or tags on the tools that list the last calibration date and the next due date.
 - b. If employee-owned tools are permitted on the premises, there is a system to ensure that these tools are currently calibrated.

05.09.04 Maintenance Distractions—A policy must be written and implemented to reduce the likelihood of interruptions and distractions to the mechanic, such as:

1. The mechanic's phone must have voice mail or messaging.
2. Aircraft tours, public relations events, janitorial services, etc., must be postponed or canceled if involving the aircraft while maintenance is being performed.
3. Mechanic's work site (hangar-helipad) must not be used as a gathering place/social area by the flight team while maintenance is being performed.
4. All calls and inquiries regarding the aircraft status will be screened.

05.10.00 HELIPAD

05.10.01 Primary and receiving hospital helipad(s) must :

1. Be marked (with a painted H or similar landing designation) using A.C 150/5390-2C as a guide
2. Be identified by a strobelight or heliport beacon. A beacon may not be necessary when the location of the hospital can be readily determined by the lights(s) on a prominent building or landmark near the helipad

3. Have perimeter lighting for night operations
4. Have a device to identify wind direction and velocity (i.e., windsock) with the wind indicator located in an illuminated area or lighted for night operations
5. Have at least one clear final approach and takeoff area (FATO) according to the FAA Advisory Circular entitled Heliport Design Advisory Circular includes: using A.C 150/5390-2C as a guide
 - a. Takeoff and landing area length and width, or diameter, must be 1.5 times the overall length of the helicopters that utilize the helipad.
 - b. Surface of the helipad must be clear of objects, including parked helicopters.
 - c. A parking area must be provided if more than one helicopter at a time is to be accommodated.
6. Have at least two approach and takeoff paths, oriented to be 90-180degrees apart
7. Have adequate fire retardant chemicals readily available – at least one portable fire extinguisher shall be provided for each takeoff and landing area, parking area, and fuel storage area
8. Helipad is designed so that fuel spills shall be directed away from access/egress points
9. Helipad has two access points at least 90 degrees from each other and fences do not prevent access by fire-fighting personnel
10. Smoking is not permitted within 50 feet of the landing pad edge
11. No smoking signs and helipad warning signs shall be posted at access/egress points to the helipad
12. Have an emergency response plan
13. Have documented, ongoing safety programs for those personnel responsible for loading and unloading patients or working around the helicopter on the helipad
 - a. Annual training includes:
 - The emergency response plan
 - Operations of the heliport
 - Safety procedures around the helicopter
 - Communication systems
 - Operation of the fire protection system
14. Have evidence of adequate security— a minimum of one person to prevent bystanders from approaching the helicopter as it lands or lifts off, or perimeter security such as fencing, roof top, etc. A means must exist to monitor the primary helipad if accessible to the public, i.e., through direct visual monitoring or closed circuit TV.

15. There must be a policy to address more than one running aircraft at any one time and a policy to address permission to land or take off from the helipad.

a. Communications policies will include:

- Procedures that coordinate arrivals and departures with referring and receiving hospital helipads - specific contact arrangements are pre-arranged for each frequently used location
- Procedures that coordinate arrivals and departures from hospital helipads with other air medical services in the region
- Staging if more than one aircraft is expected
- Air to air communications
- Hosting common frequencies
- Procedures that require communications specialists to ask if more than one aircraft is incoming to the same hospital helipad or scene
- Written agreements with local, regional or state agencies that incoming aircraft will announce in the blind on a common frequency when operating into a hospital and scenes where no common frequency has been pre-established - At 10 minutes from ETA, any inbound aircraft must communicate on 123.025 or commonly agreed upon frequency.

b. Crew Coordination:

- Strict enforcement of sterile cockpit
- One medical crewmember taking active part in watching for obstructions during the critical stages of flight
- Before departing from a scene or a sending institution, the medical crew and the pilot must discuss any alternative hospitals that they might need to divert to if the patient's condition changes. The pilot and medical crew are encouraged to pre-program any radios or navigation equipment for this alternative destination to minimize the workload required to effect this change, should the need arise as coordinated with the communications center.

c. It is strongly encouraged that the program develops pre-determined landing sites for scene coordination with ground agencies where possible.

16. There is limited distance from the helipad to the hospital (positioned at the closest, safe location) in order to minimize the effects to the patient.

a. Patient monitoring must continue without interruption between the helipad and the hospital.

b. The medical crew is continuously supplied and equipped so that emergent patient interventions can be performed as needed between helipad and hospital.

17. Hearing protection is provided for and used by all personnel who assist with patient rapid loading/ unloading.

18. Evidence of a system to communicate changes (construction, additions, obstructions, etc.) to the helipad for users of the primary helipad(s) must be available and may include a pilot's memo book or a database in the communications center. A system to record acknowledgment must be in place.

a. There is a system of photos used to familiarize pilots with helipad locations and conditions as a baseline for noting changes in conditions as well as providing a training aid for new pilots.

b. There is an FAA form 5010-5 on hand (for programs that own or operate their own helipad) for the helipad.

05.10.02 For Rooftop Helipads

a. Two means of egress at least 30' apart that are not located on the same side of the rooftop heliport.

05.10.03 Occasional or episodic use helipad. Helipads used occasionally (such as at referring or receiving hospitals):

1. Evidence of a system to communicate changes to the occasionally used helipads (at referring or receiving facilities, predesignated helistops, fueling pads, etc.) must be available to users of the helipads and may include a pilot's memo book or a database in the communications center.

2. Helipads used occasionally must be reviewed periodically or during normal operations for the following, and changes are noted in the database or in other means of communications to describe:

a. Obstructions and hazards

b. Lighting for night operations

c. Approach and departure obstacles and/or routes

d. Special procedures or considerations, i.e., noise abatement

e. Adequate security to prevent bystanders from approaching the helicopter as it lands and lifts off

f. Communications requirements

g. Adequate fire retardant chemicals are readily available which must include:

- A minimum of one portable fire extinguisher with a minimum range of 80-B:C.(See References)

05.10.03 Temporary scene landings must be:

1. Secured

2. Lit at the perimeter with handheld floodlights, emergency vehicles or other lighting source to define the designated landing area at night

3. Free of obstructions and ground debris