WesCEF Aviation Procedure

Exploration Procedure

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LEVEL OF USE

RISK LEVEL: INSERT

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1. Introduction

1.1 Purpose Statement

The purpose of this procedure is to eliminate the potential of fatalities and serious incidents associated with aircraft operations at Wesfarmers Chemicals, Energy & Fertilisers' (WesCEF). This procedure should be read in conjunction with the Basic Aviation Risk Standard (BARS), and International Civil Aviation Organisation (ICAO) Standards and recommended practices.

1.2 Scope

This procedure applies to WesCEF and subsidiaries, Employees, Contractors and Visitors, for aviation activities undertaken on all WesCEF owned, controlled, and occupied premises and workplaces and/or where activities are being carried out on behalf of WesCEF.

The scope covers:

- The use of domestic commercial airlines;
- The use of charter aircraft for the transport of passengers and cargo;
- The use of charter aircraft in specialised aviation operations;
- Fixed and rotor wing operations;
- Remotely piloted aircraft operations; and
- Emergency / contingency considerations.

This procedure does not cover:

- International commercial aviation;
- Offshore helicopter operations; or
- Helicopter slung loads.
- RPAS Operations.

Note: The requirements of this Aviation Procedure do not apply when an independent freight service provider handles freight for WesCEF, unless operating from a WesCEF controlled facility.

2. Responsibilities

2.1 Summary of Responsibilities

The roles identified in this table hold specific responsibilities in relation to this activity.

Role title	Summary of Responsibilities
WesCEF Responsible Officer	Ensure that:

Role title	Summary of Responsibilities
	• This standard is implemented across each WesCEF Exploration operational site. • This procedure is included in all aviation services contracts.
WesCEF Production Manager (or equivalent)	Ensure that: • Aviation critical risk controls are identified and audited as part of an aviation operation. • Aviation critical risks are embedded into the project risk assessments and risk registers. • Approve aviation operations in accordance with this procedure.
Aviation Contractor	Ensure that: • The requirements stipulated within this aviation standard are taken into account when tendering for work with WesCEF. • The requirements stipulated within this standard are adhered to. • Aviation events are reported to the WesCEF Responsible Officer.
Aviation Safety Consultant (External)	• Provide specialist aviation safety advice to the WesCEF Responsible Officer, as required.

3. General Requirements

These activities need to be completed as documented to achieve the agreed activity outcome.

3.1 Planning Aviation Operations

3.1.1 Commercial and Charter Aviation Services

- Commercial aviation services are to be utilised as a primary means of transport before engaging chartered aviation services
- If commercial airline services are not available, or if there are over-riding safety concerns regarding the available commercial airline service, charter companies shall be used
- Aviation Service Providers engaged by WesCEF must meet the requirements of the BARS Framework and be approved by their country aviation regulator.
- Charter or privately-owned aircraft: Before employees or contractors conduct business travel on behalf of WesCEF using privately-owned or charter aircraft contracted by third-party entities, approval for the flight must be obtained via consultation with the Aviation Safety Consultant (external) and the relevant WesCEF Production Manager.

3.1.2 Aviation Assurance

- All chartered aviation service providers and aircraft, as well as company owned fixed wing aircraft and helicopter operations must pass a risk-based audit prior to use.
- Subsequent audits must be done on an annual basis. (Commercial or scheduled services are excluded from this requirement).

Aviation audits must be conducted or facilitated by one of the below entities:

- Flight Safety Foundation - Basic Aviation Risk Standard (In the case of a BARS audit it must be completed in accordance with the “Comprehensive Audit Protocol”).
- An aviation auditing service provider approved by the Local Aviation Regulatory Authority (LARA)

Aviation audits (e.g., aircraft, airfields, helipads helidecks and operators) must be:

- Conducted in accordance with the Flight Safety Foundation’s BARS or BARS-referenced audit protocol,
- Or an equivalent, as determined and/or approved by the Consultant Aviation Specialist.

3.1.3 Aircraft Selection

The following order of preference shall be used when selecting aircraft (aeroplane and helicopters) for charter flight transportation of passengers:

- Multi engine, turbine powered, multi crewed.
- Multi engine, piston powered (except helicopters), multi crewed.
- Single engine, turbine powered, multi crewed.
- Single engine, turbine powered, single pilot.

- Single engine, piston powered, single pilot (except helicopters).

3.1.4 Prohibited aircraft

- Piston - powered helicopters
- Gyrocopters.
- Micro - and ultra - light aircraft.
- Hot air balloons.
- Experimental aircraft.

3.1.5 Use of Helicopters

- Helicopters used for passenger transport shall be turbine powered and multi crewed. If this is not possible, a note to this effect must be included in the request for approval sent to the WesCEF Production Manager in accordance with Section 3.1.5.
- Helicopters used for other than passenger transport shall be turbine powered.
- All Helicopter Operations, including Specialised Helicopter Operations, must be authorised by the relevant WesCEF Production Manager or above.

Notes:

1. Aviation Service Providers shall not subcontract aircraft from third parties unless approved by WesCEF.
2. Contracted aviation services shall be approved by the relevant WesCEF Production Manager.
3. WesCEF personnel shall not conduct private flying on company business.

3.1.6 Engaging Aviation Service Providers

- The process of engaging the services of aviation service providers will be in accordance with the WesCEF Supplier Management User Guide (WCEF-GM-SUP-0007) and WesCEF Supplier Site Instructions (WCEF-GM-SUP-0003).
- All operational reviews shall be conducted by the Aviation Safety Consultant (External), considering BARS requirements.

3.2 Risk Management

3.2.1 Risk Mitigation

- The risks to personnel and property associated with aviation operations shall be minimised by ensuring sufficient time is allowed to fully define the requirements, to establish necessary infrastructure and to arrange appropriate contracts. Safe and economically viable alternatives to the use of air operations shall be considered.

- Risk management (assessment and control) on aviation activities shall be applied in a manner commensurate with the level of accountability, responsibility, and influence faced by WesCEF.
- Risk assessments related to aviation shall be conducted with consideration of alternatives to air travel, and use of commercial airlines where possible
- Aviation Service Providers are required to participate in a Team Based Risk Assessment (TBRA) process prior to operations commencing, in accordance with the Hazard and Risk Management procedure (WCEF-GM-OHS-040-01).
- The TBRA process will encompass the following operation aspects:
  - Description of the area of operations including an area map showing local hazards including Terrain relief and elevation, Manmade obstructions
  - Aircraft type and performance
  - Aircrew experience and recency
  - Aircrew flight and duty times
  - Weather conditions, including operational weather limits
  - Emergency response capability including Search and Rescue procedures
  - Roles and responsibilities of groups and individuals
  - Provision and management of ground support for the aircraft operation
  - Communication procedures
  - Airstrips to be used and available within the area of operations
  - Health and safety management

The process should result in the adoption of control measures which will mitigate the risks to personnel and equipment involved in the operation

3.3 Aviation Event Management

- Aviation events must be reported and investigated in accordance with the localised WesCEF Incident Reporting and Classification procedure (WCEF-PD-OHS-070-01) and the applicable regulatory requirements.
- Aviation events must be investigated by a person(s) with appropriate technical knowledge and qualifications.
- Investigation teams for aviation events with an actual or potential risk of level 4 (Major) or 5 (Extreme) (WesCEF Risk Matrix levels) must include the WesCEF Production Manager, WesCEF Health & Safety Superintendent or WesCEF Safety and Quality Manager, and the Aviation Safety Consultant (External).

4. Specific Requirements

4.1 Rotor Wing Aviation (Helicopter) Specialised Operations

- Hot or rotors running refuelling of helicopters shall not be permitted unless there is an over-riding operational necessity to do so. Where hot refuelling is required by operational necessity:
  - Detailed written procedures for the operation shall be in place
  - The procedures shall be specific to the type of helicopter and operational conditions
  - Personnel involved in the operation shall have received formal training in the refuelling procedures
- Class 1 rotary-wing aircraft must conduct operations in accordance with BARS:
  - Night or IFR flights should meet Class 1 performance during take-off, landing, and at the chosen cruise altitude.
  - Passenger-carrying flights over hostile territory must meet Class 1 performance.
  - For cargo flights, Class 2 performance is allowed only during daytime visual flight rule (VFR) conditions.
  - Class 2 and 3 rotary-wing aircraft must only operate below 90% of the maximum permissible take-off weight for all anticipated conditions of altitude and temperature along the planned flight route.
- When the water temperature is below 10 degrees Celsius (50 degrees Fahrenheit), both crew and passengers must wear personal floatation devices (PFDs) or immersion suits during flights over open bodies of water if the nearest safe landing site is beyond the autorotative and single-engine performance distance of the aircraft. Additionally, all passengers and crew must undergo training and possess a valid helicopter underwater egress training (HUET) certification.
- Helicopters used for transporting personnel over bodies of water where a safe landing site is beyond the autorotative, and single engine performance distance of the aircraft must be equipped with appropriate flotation devices.
- All helicopter covers, tags and pins must be engineered (e.g., linked) to restrict pilot access to the aircraft unless removed.
- During all helicopter operations “toe landings” are strictly prohibited for routine work. They must only be employed under exceptional and limited circumstances, and then only with prior approval from the WesCEF Business Aviation Representative.
- Aviation service providers must provide Loadmasters for all slinging operations unless an accredited operator is provided by the respective business.
- Prior to flying within, or working in proximity to, a rotary-wing aircraft, personnel must complete helicopter safety induction training.
- Personnel conducting dogging or slinging and rigging for helicopter slinging operations must:
  - Hold an appropriate industry qualification.
  - Be assessed as competent by the relevant training authority.

- No personnel / passengers are to be transported during flights where slinging, surveying, medical evacuation, cargo carrying, and hoisting operations are conducted. (Non-flying personnel performing onboard duties are defined as part of the crew).
- All lifting equipment attached to the helicopter (ropes, slings, wireline, chains, shackles etc) must be managed in compliance with the relevant regulatory lifting standards.
- Loadmasters must wear earmuffs with an integrated radio for communication with the pilot.
- The loadmaster must wear a hi-visibility vest and gloves that are visually (colour) different from other ground personnel to make them easily identifiable from the air.
- Single-engine turbine powered rotary-wing aircraft/helicopters must only be used with pre-approval from the GM Joint Ventures, following consultation with the Aviation Safety Consultant (External). They may only be used in a non-hostile environment in day visual flight rule (VFR) conditions. The following conditions must be met:
  - No compliant twin turbine engine helicopter is available.
  - After completion of a risk assessment, the use of a single turbine powered helicopter is identified as the safest option.
  - The operation is business critical.
  - If the helicopter is specially modified to perform a specialised task with no twin turbine engine helicopter available or equipped to perform the same task.

4.2 Fixed Wing Aviation Specialised Operations

Fixed wing aircraft must comply with the following operational requirements:

- Aircraft capable of sustaining a 1% net climb gradient above a route's lowest safe altitude, or 500 feet above terrain in the operating area, with one engine inoperable (OEI) must be used whenever:
  - Operating in a hostile environment (specifically characterised as terrain without identifiable emergency landing sites at appropriate intervals along the planned or anticipated flight route, or without the support of recognised search and rescue services).
  - Any portion of a flight will be in instrument (non-visual) or night conditions.
  - Operating on extended over water flight routes.
- Single-engine turbine powered, fixed wing aircraft must only be used following advice from the Aviation Safety Consultant (External) and approval from the GM Joint Ventures, and then only used in a non-hostile environment in day visual flight rule (VFR) conditions. This will only be considered under the following conditions:
  - If no compliant twin turbine engine aircraft are available.
  - If, after completion of a risk assessment, the use of a single turbine powered aircraft is identified as the safest option.
  - The operation is business critical.
  - If the aircraft is specially modified to perform a specialised task with no twin turbine engine aircraft available or equipped to perform the same task.

4.3 Airborne Geophysical Surveys

In addition to the International Airborne Geophysics Safety Association (IAGSA) & BARS Appendix 6 - Airborne Geophysical Survey Operations requirements, the following is to be in place.

- The aircraft operator must nominate the supervisory personnel accountable for providing oversight of the survey activity (not necessarily onsite) and specify the manner and frequency of contact with field-based personnel.
- Prior to commencing any new project, a pre-survey reconnaissance flight (or flights) must be conducted at a safe altitude, with the aim of confirming the planned estimate of canopy height, identifying legal and illegal wire constructions, towers, structures and any objects and activities that could be considered a hazard to aircraft operating in the low-level flight regime.
- The information gained must be used to validate the safety case and risk assessment. Changes to flight operations must be made where necessary.
- Flight data must be reviewed daily for compliance with flight height deviations. Stop work if a No-Go height is encountered.
- The survey height must be defined as the height above obstacle level, such as the top of a jungle canopy, height of treetops or ground level in desert or arid conditions. It must always be predicated on the highest obstacle or tree height known.
- Where the survey height is nominated below 100 meters for fixed wing, 60 meters for helicopters, or 50 meters for a towed object, the following must be documented:
  - Assurance by the Business setting the survey height, minimum lower limit and No-Go height that these are supported by a risk assessment and evaluated by an aviation subject matter expert prior to issuing a tender for services.
  - Final approval to proceed, based on a risk assessment and agreed by the Business, survey company and aircraft operator.
- Use data from the following to determine the safe flying height:
  - Reconnaissance flights.
  - Drape analysis.
  - High definition (HD) imagery.
  - Maximum flight deviations.
- The Business must model what is the highest altitude possible for the target and use this figure for planning and tendering purposes.
- Radios and transponders must always remain ON during survey flights, and the appropriate air traffic control (ATC) or area frequencies selected.
- Develop an emergency response plan for each survey and include it in the safety case and risk assessment process.
- Complete a daily operational checklist and share this with all relevant parties.
- Atmospheric monitoring and weather monitoring capability must be implemented, covering the exploration area.

- To make sure that all risks associated with geophysical operations are analysed, minimised, and accepted, the aircraft operator must complete the IAGSA risk assessment which addresses all controls contained within this Standard:
  - Hazards and obstacles are to be reported.
  - The risk assessment is to be updated in accordance with findings.
  - Any necessary changes to the aviation safety case (ASC), such as safe flight height, are to be incorporated before final sign-off.

4.4 Dangerous Goods Transport

Items or materials classified as Dangerous Goods (DG) shall not be transported by air except in accordance with:

- International Air Transport Association (IATA) Regulations, or
- Local Aviation Regulatory Authority

5. References

5.1 Reference Documents

These documents were used to develop this procedure:

Title	Document Number
Flight Safety Foundation (FSF) Basic Aviation Risk Standard (BARS) Member Organisation (BMO).	Basic Aviation Risk Standard
International Civil Aviation Organisation (ICAO) Standards	ICAO Standards

5.2 Key Terms and Definitions

This table provides a summary of the key terms used in this procedure:

Term	Meaning
BARS	Basic Aviation Risk Standard
ICAO	International Civil Aviation Organisation
Long - Term charter contract	A contract which should be used when there is a foreseeable need for a frequent and regular charter service of a particular type, such as for fly in - fly out services, or where a dedicated charter service is required for continuous support for a particular operation
NOTAMs	Notice to Air Missions

Term	Meaning
Populous areas	An area in relation to the operation of an unmanned aircraft that has a sufficient density of population for some aspect of the operation, or some event that might happen during the operation (in particular, a fault in, or failure of, the RPA) to pose an unreasonable risk to the life, safety or property of somebody who is in the area, but is not connected with the operation)
Remotely Piloted Aviation System (RPAS) Operations	The use of Drones, UAV's and other unpiloted aircraft.
Short - Term charter contract	A short form of contract which should be used when there is a foreseeable need for occasional charter services over a period but not necessarily on a continuous basis, or a need for a one-off flight.
Specialised aviation operations	Includes airborne geophysical surveys, aerial pipeline, powerline or environmental inspection, travelling at low altitude / low speed etc.
Specialised helicopter operations	As above but utilising a helicopter

6. Related Documents

This procedure should be read in conjunction with the following related documents:

- WesCEF Supplier Site Instructions (WCEF-GM-SUP-0003)
- WesCEF Supplier Management User Guide (WCEF-GM-SUP-0007)
- WesCEF Incident Reporting and Classification procedure (WCEF-PD-OHS-070-01)
- Hazard and Risk Management procedure (WCEF-GM-OHS-040-01)
- Team Based Risk Assessment (WCEF-GM-OHS-040-02)