



## POLICIES & PROCEDURES



Address :	Nexen Petroleum UK Limited Scott House Hareness Road Altens Industrial Estate Aberdeen AB12 3LE  Switchboard: 01224 371100 Fax: 01224 371101
CHC Scotia Heliport :	Buchan Road Dyce Aberdeen AB21 7BZ  Check-in desks : 01224 846334/5/6
Bristow Heliport:	Forties Road Aberdeen Airport Dyce Aberdeen AB21 ONT  Check-in desks : 01224 756234
Logistics Contact Details  <b>PLEASE NOTE THESE NUMBERS ARE NOT VALID UNTIL 01/03/09</b>	Ann Tester / Sharon Lewis-Dalby  Hours: 0600 – 1800 Monday to Friday  0800 – 1200 Saturday CLOSED Sunday  Telephone: 01224 762360 / 61 Fax : 01224 762363  E-Mail: <a href="mailto:nexen@dgm.co.uk">nexen@dgm.co.uk</a>  Out of office hours emergency contact : <b>07764 379913</b>

### Heli Freight

ACE Freight Management	Unit 1 Site 4 Howe Moss Drive Kirkhill Industrial Estate Dyce Aberdeen AB21 OGL  Telephone Direct: 01224 762344 Switch Board: 01224 773776 Fax: 01224 762350  E-Mail: <a href="mailto:logistics@dgm.co.uk">logistics@dgm.co.uk</a>
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ACE Freight Management	<b>Supervisor: Ray Reaper</b>  <b>Tel: 01224 773776</b>  <b>E-Mail: ray@dgm.co.uk</b>
ACE Freight Management	<b>Opening Hours</b>  <b>Monday to Friday: 05:00 to 18:00 hrs</b>  <b>Saturday: 05:00 to 12:00 hrs</b>  <b>Additional Opening: To be arranged</b>

### TRAVEL/CHECK-IN PROCEDURES

<b>Check-in :</b>	<p>Passengers are required to arrive at the heliport a <u>minimum</u> of one hour prior to departure of their flight.</p>
<b>ID Requirements :</b>	<p>A valid Passport must be carried along with a Vantage Card (if a Vantage card is not held this can be supplied at check-in). A photocopy of passport is not acceptable unless original is away for visa or renewal.</p> <p>It is also recommended that a copy of survival and medical certificates be carried.</p>
<b>Clothing Policy :</b>	<p>Mandatory 2 layers but it is a recommendation by UKOOA that 3 layers of clothing be worn :</p> <p>1<sup>st</sup> layer : vest or t-shirt          2<sup>nd</sup> layer : shirt/t-shirt/jumper (one to be long sleeved if only 2 layers worn)          3<sup>rd</sup> layer : Thermal Suit Liner</p> <p>Casual trousers and socks with a full shoe (no sandals, heels or open toes)</p>
<b>Medication :</b>	<p>As per UKOOA guidelines, all medication including "over the counter" medicine must be declared at check-in/security. Medication is bagged and then returned to the individual who must declare it to the medic upon arrival offshore</p>
<b>Knives/Blades :</b>	<p>Personnel travelling to a Nexen installation are not permitted to carry knives/blades when travelling offshore. Only those required for diving or chefs knives are permitted without prior consent.</p>



<p><b>Mobile Phones / Wireless Transmitting Devices :</b></p> <p><b>MP3 / iPods / Laptops:</b></p> <p><b>Cameras :</b></p>	<p>Mobile phones are not permitted on any Nexen installation. Mobile Phones are to be handed in to security at the heliport prior to departure.</p> <p>MP3's and iPod's are permitted offshore, however must be declared to security and returned to individual's baggage. Under no circumstances should these items be transported with the individual.</p> <p>Laptops are permitted offshore.</p> <p>Personnel wishing to take a camera offshore should seek permission from the OIM. If permission has not been granted the item will be removed at the heliport and can be collected on return.</p>
<p><b>Prohibited Items :</b></p>	<p>As per CHC/Bristow Standards. For example fire arms, explosives, alcohol, Class A drugs, aerosols, fireworks, flammable gas liquids etc.</p> <p>Foods stuffs are also prohibited unless sealed in original packet.</p>
<p><b>Baggage and Freight :</b></p>	<p>Baggage weight should be restricted to 12kg per item.</p> <p>Maximum of 2 bags plus laptop/rucksack type bag per individual to be carried (it is recommended that soft bags, ie. holdalls be carried).</p> <p>If however the 3rd (or more) bag is another kitbag then will advised of the Nexen Baggage Policy and shown the appropriate notice.</p> <p>No "hand carried" freight is permitted.</p> <p>The maximum weight of any single item of freight loaded in the hold should be restricted to 25kg.</p> <p>Cabin loaded freight should be avoided where possible, however permission should be sought from passengers, aircraft crew and OIM if required. No freight is ever allowed that can block any exit or escape route. Manual handling procedures should also be considered.</p> <p>Dangerous goods freight is <b><i>NOT</i></b> permitted in the cabin with passengers.</p> <p>Outbound airfreight authorisation forms are to be sent to ACE Freight and Logistics Co-Ordinators.</p>



<p><b>Electrical Equipment &amp; Tool Boxes :</b></p>	<p>Wherever possible the carrying of toolboxes etc. by passengers should be avoided.</p> <p>If a passenger carries the item to the heliport the item will be taken from the passenger and a receipt issued they will then be put through ACE Freight Management and manifested for the next available flight.</p> <p>If required to hand carry then prior notification should be given to heliport logistics team.</p>
<p><b>Alcohol Breathalyser :</b></p>	<p>CHC/Bristow will advise Nexen Logistics Co-Ordinator of any individual they suspect of being under the influence of alcohol before they are breathalysed.</p> <p><b>The Nexen chosen limit is 10µg (20mg (0.02) of alcohol per 100ml of blood)</b></p>
<p><b>Passenger Delays :</b></p>	<p>All passenger delays will be communicated via the tannoy system. If the delays are for a long period of time, eg. weather or technical, depending on the duration and time of day, food vouchers will be issued accordingly. If a flight is cancelled altogether a revised check-in time will be relayed to all passengers.</p>
<p><b>Bottled Water :</b></p>	<p>Bottled water is available to all passengers in departure gates and within the passenger terminal.</p>
<p><b>Unscheduled Flight Authorisation Forms :</b></p>	<p>The attached form is to be completed and sent to Logistics Co-Ordinators at the heliport as soon as possible.</p>
<p><b>Flight Closure :</b></p>	<p>Offshore (heli admin) are contacted by Logistics Co-Ordinators prior to the closure of a flight.</p>