



# IGO GROUP SAFETY STANDARD 29 - AVIATION

INDEPENDENCE GROUP NL





## DOCUMENT APPROVAL FOR USE

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No amendments to this document may be made without the approval of the document owner.



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## 1. INTENT

This standard details the requirements for the management of charter aviation services, aviation facilities at IGO sites and general commercial aviation travel.

## 2. APPLICATION

This standard shall apply to all IGO sites and projects (exploration, construction and development), to all IGO employees using aviation providers or travelling by air, and to all contractors (including sub-contractors) providing services to IGO. It is explicitly intended that this standard apply to contractors where they use third-party charter aviation services.

## 3. COMPETENT AVIATION SPECIALIST

IGO shall appoint one or more *Competent Aviation Specialist(s)* who can assist IGO in the selection of appropriate operators and the management of aviation risk.

## 4. IGO'S AVIATION SERVICE PROVIDER SELECTION PROCESS

In addition to the IGO's normal contractor selection processes, when selecting an aviation service provider, it is incumbent on the IGO Manager engaging the service provider to ensure that:

- scheduled commercial air-travel only occurs on airlines that are subject to an independent IATA Operational Safety Audit (i.e. the provider is a recognized commercial airline);
- any other proposed service provider is subject to an IGO Aviation Safety Audit by a Competent Aviation Specialist (see Section 6); and
- consideration is given to the audits findings prior to selecting a provider.

Where a contractor (e.g. a shut-down or drilling contractor) intends to sub-contract the services of an aviation service provider, it is incumbent of the contractor to adhere to the same selection process, and provide IGO with any and all of the resultant documentation as requested by their IGO representative.

Aviation service providers who successfully pass the Aviation Safety Audit shall be listed in the Register of Preferred (Approved) Aviation Service Providers (Section 16).

## 5. IGO AVIATION SAFETY AUDIT

IGO's Aviation Service Provider selection process requires the completion of an IGO Aviation Safety Audit. Further, where an Aviation Service Provider provides an ongoing service for a period of greater than one year, the Aviation Service Provider shall be subject to ongoing annual Aviation Safety Audits.

The scope of audit shall be determined by the Competent Aviation Specialist in consultation with IGO's representative and shall be documented in IGO GSG 3 – Aviation.

## 6. OPERATIONAL AVIATION RISK ASSESSMENT

IGO requires that the Aviation Service Provider produce an Operational Aviation Risk Assessment

prior to the commencement of services. The risk assessment must address any specific hazards and controls associated with the scope of work. Where an Aviation Service Provider provides an ongoing service for a period of greater than one year, the Aviation Service Provider shall annually update the Aviation Risk Assessment.

## 7. REGISTER OF PREFERRED SERVICE PROVIDERS

IGO shall maintain, with the assistance of a Competent Aviation Specialist, a current Register of Preferred Aviation Service Providers to enable the prompt selection and engagement of providers.

To remain on the Register of Preferred (Approved) Aviation Service Providers, the Aviation Service Provider must:

- Have passed an Aviation Safety Audit in the past 24 months (for IGO or any other organisation);
- Hold all required government approvals to operate in the country or state of operation; and
- Diligently seek to conform with the relevant requirements of this standard and IGO GSG 3 – Aviation.

## 8. AVIATION CONTRACTS

The provision of aviation services shall be governed by a written contract specifying the scope of aviation activities and contract conditions. All aviation contracts shall be classified as Major Contracts under **CMS ST-09 Contractor Management and Procurement**.

## 9. AVIATION GUIDELINE

IGO shall maintain a guideline that sets out the minimum requirements for:

- AIRCRAFT SELECTION
- AIRCREW REQUIREMENTS
- PILOT FLIGHT AND DUTY TIME LIMITATIONS
- HELICOPTERS & ASSOCIATED OPERATIONS
- AIRBOURNE GEOPHYSICAL SURVEY
- MAINTENANCE MANAGEMENT
- FUEL MANAGEMENT
- PASSENGER MANAGEMENT
- AERODROMES & HELIPADS MANAGEMENT
- DANGEROUS GOODS TRANSPORT
- INCIDENT, ACCIDENT AND HAZARD REPORTING
- AVIATION EMERGENCY RESPONSE PLAN

This guideline shall be known as **IGO GSG 3 – Aviation**. The guideline shall be prepared and maintained in consultation with the Competent Aviation Specialist.

**Note:** Whilst this document is entitled a guideline, some components are mandatory (as indicated using the words: will, shall, must).

## 10. USE OF NON-CONFORMING AVIATION SERVICE PROVIDERS

Compliance with this standard is mandatory. IGO reserves the right to terminate a contract with an Aviation Service Provider who fails to comply with this standard.

However, given the nature and location of IGO's operations, and offshore exploration activities, it may not in all cases be possible to select an aviation service provider who is 100% compliant with IGO GSG 3 – Aviation. In such circumstances, given a need to use the non-conforming provider, a risk assessment must be completed with the assistance of a Competent Aviation Specialist.

The use of a non-conforming Aviation Service Providers may only be approved by a member of IGO's ExCo Team.

## 11. PRIVATE FLYING

Private flying on company business is prohibited (ie IGO personnel flying a private plane or privately chartering a plane).

## 12. RESTRICTIONS ON STAFF TRAVELLING TOGETHER

The following restrictions shall apply to personnel travelling together on any flight for IGO business:

- no more than one half of IGO Directors (including the Executive Director) can travel together on the same aircraft;
- the Chairman and CEO cannot travel together on the same aircraft;
- provided the above is followed, the number of ExCo members that can travel together on the same aircraft must not exceed one half.

## 13. HAZARDOUS SUBSTANCES

Systems shall be in place to specify the conditions under which items or materials classified as Dangerous Goods under recognised Dangerous Goods Codes (IATA/ICAO), or that may be reasonably expected to be hazardous, may be transported by air.

## 14. PASSENGER SAFETY – RESTRICTED ARTICLES AND BRIEFINGS

Personnel travelling on aircraft contracted by IGO shall comply with all safety and security arrangements required by the aircraft operator and relevant Civil Aviation legislation. Systems shall be in place to ensure that passengers on IGO charter flights are:

- Made aware of restricted articles not permitted to be carried on board the aircraft
- Briefed by a crew member before each flight in a language understood by the passengers

- Provided with emergency briefing cards in a language understood by the passengers. The briefing cards shall be specific to the type and cabin configuration of aircraft used.
- IGO always reserves the right to prevent people boarding IGO chartered flights in the event of concerns about an individual's conduct or wellbeing.

## 15. AERODROME FACILITIES

All IGO managed aerodromes used for scheduled commercial air-travel must maintain and adhere to a documented safety management system developed in accordance with CASA Advisory AC 139-16(1), or the equivalent in international jurisdictions.

## 16. AIRCRAFT AND AVIATION FACILITY SECURITY

IGO shall maintain a site Security Standard (**IGOGXS1–Site Security**). This standard addresses the security of aircraft and associated ground facilities, including fuel installations. These standards shall meet the minimum regulatory requirements in the country of operation.

## 17. EMERGENCY PROCEDURES

Each site that uses air charter operations shall develop an *Aviation Emergency Response Plan*. Refer to *IGO GSS8 Emergency Management & Response Plans*.

## 18. HELICOPTER TRAINING

Personnel flying offshore in helicopters shall complete a competency based Helicopter Underwater Escape Training (HUET) course by a recognised provider (OPITO) prior to travel. This competency shall remain valid for a maximum period of three years.

## 19. PERFORMANCE MEASURES

Conformance with this standard will be assessed through regular audits and assessments by IGO's Competent Aviation Specialist.