



دستورالعمل های هواپیمایی کشوری  
Civil Aviation Directives (CAD)

چک لیست ۸۶۱۴  
CAD 8614

# Heliport Inspection/Audit Checklist

## Heliport Certification

---

### چک لیست بازرسی / ممیزی هلی پورت: گواهینامه هلی پورت

Heliport Name: .....

Inspector/Auditor Name: .....

Inspection/Audit Date: ..... / ..... / ..... to ..... / ..... / ..... (dd/mm/yy)

Operator Name: .....

Last Aerodrome Certificate Date: .....

Heliport Classification (Code): .....

Type of Inspection (Initial Verification / Periodic Oversight Inspection)



**AERONAUTICAL OPERATION SUPERVISORY DEPARTMENT (AOSD)**

**CAD 8614 (AGA)**

# **Aerodrome Inspection Checklist**

## **Heliport Certification**

### **Documents & Procedures:**

Description	State of Implementation			Follow up Action		Remark
	Satisfactory	Not Satisfactory	N.A	Satisfactory	Not Satisfactory	
Helideck Manual						
Procedure for preparing Heliport						
Internal Audit procedure						
Maintenance Checklist						
Refueling procedure (Availability, Safety procedure)						
Flight procedures (Availability, SID, STAR, IAP,...)						
Accident report form (Availability, To whom, procedure, Helicopter Lost, RCC, Coast guard)						
Training list (HUET, Rescue, Firefighting, Safety)						
Briefing room						
Emergency procedures (Availability, Real)						
Emergency condition practical						
HLO Certificate						
FF Certificate						
Radio Man Certificate						

**- Is there any Evidence?**

**No**

**Yes, Refer to Attachment No. ....**



**Aerodrome Inspection Checklist**

**Heliport Certification**

**Structure - PAD Surface**

Description	State of Implementation			Fallow up Action		Remark
	Satisfactory	Not Satisfactory	N.A	Satisfactory	Not Satisfactory	
Pitting & Damages						
Deformation						
Welding Cracks						
Corrosion						
Roughness						
Anti-slipping						
Adequate Surface Friction						
Pavement						
Emergency Access Road						

**Structure - Truss & Pillars**

Description	State of Implementation			Fallow up Action		Remark
	Satisfactory	Not Satisfactory	N.A	Satisfactory	Not Satisfactory	
Pitting & Damage						
Deformation						
Welding Cracks						
Corrosion						
Structure Color (Trusses, Pillars, Ladder, Welding Point, Steps)						
Color Resistance (Against Salt, Water, Oil Production, Acetone)						

**- Is there any Evidence?**                      **No**                      **Yes, Refer to Attachment No. ....**



# Aerodrome Inspection Checklist

## Heliport Certification

### Marking - Helideck Prohibited Landing Sector Marking

Description	State of Implementation			Fallow up Action		Remark
	Satisfactory	Not Satisfactory	N.A	Satisfactory	Not Satisfactory	
Color (Red – Hatching)						
Location						
Dimension						
Anti-slipping						
Corrosion						
Resistance						
Correctness						

### Marking - TLOF/FATO Marking

Description	State of Implementation			Fallow up Action		Remark
	Satisfactory	Not Satisfactory	N.A	Satisfactory	Not Satisfactory	
TLOF/FATO line color						
Location						
Width						
Length (m) (As Standard Annex 14II)						
Anti-Slipping						
Corrosion						
Resistance						

### Marking - Touchdown/Positioning Marking

Description	State of Implementation			Fallow up Action		Remark
	Satisfactory	Not Satisfactory	N.A	Satisfactory	Not Satisfactory	
Touchdown Line color						
Location (Diameter)						
Width						
Anti-slipping						
Corrosion						
Resistance						



# Aerodrome Inspection Checklist

## Heliport Certification

### Marking - Aiming Point Marking

Description	State of Implementation			Fallow up Action		Remark
	Satisfactory	Not Satisfactory	N.A	Satisfactory	Not Satisfactory	
Aiming point						
Location						
Dimension						
Anti-slipping						
Corrosion						
Resistance						

### Marking - Heliport D.V Marking

Description	State of Implementation			Fallow up Action		Remark
	Satisfactory	Not Satisfactory	N.A	Satisfactory	Not Satisfactory	
D.V						
Location						
Dimension						
Anti-slipping						
Corrosion						
Correctness						
Resistance						

### Marking - Heliport "H" Marking

Description	State of Implementation			Fallow up Action		Remark
	Satisfactory	Not Satisfactory	N.A	Satisfactory	Not Satisfactory	
H						
H Orientation						
H Dimension						
Location						
Anti-slipping						
Corrosion						
Resistance						



**Aerodrome Inspection Checklist**

**Heliport Certification**

**Marking - Heliport Bearing Strength Marking**

Description	State of Implementation			Fallow up Action		Remark
	Satisfactory	Not Satisfactory	N.A	Satisfactory	Not Satisfactory	
HEL Bearing Strength						
Location						
Dimension						
MAX Allowable MASS						
Anti-slipping						
Corrosion						
Correctness						
Resistance						

**Marking - Heliport Name Marking**

Description	State of Implementation			Fallow up Action		Remark
	Satisfactory	Not Satisfactory	N.A	Satisfactory	Not Satisfactory	
Radio Telephony call sign compatibility						
Helideck name						
Location						
Dimension (As ICAS 114II)						
Anti-slipping						
Corrosion						
Resistance						
Paint layer thickness						
Correctness						



**AERONAUTICAL OPERATION SUPERVISORY DEPARTMENT (AOSD)**

**CAD 8614 (AGA)**

# **Aerodrome Inspection Checklist**

## **Heliport Certification**

### **Marking - Heliport Surface Marking**

Description	State of Implementation			Fallow up Action		Remark
	Satisfactory	Not Satisfactory	N.A	Satisfactory	Not Satisfactory	
Surface Color						
Anti-slipping						
Corrosion						
Resistance						

**- Is there any Evidence?                      No                      Yes, Refer to Attachment No. ....**



**Aerodrome Inspection Checklist**

**Heliport Certification**

**Lighting - TLOF/FATO Perimeter Lighting**

Description	State of Implementation			Fallow up Action		Remark
	Satisfactory	Not Satisfactory	N.A	Satisfactory	Not Satisfactory	
Location						
Working						
Number						
Brightness						
Correctness						
Angle						
Power supply						
Obstruction						
Corrosion / Clean and wash						

**Lighting - LOF/FATO Flood Lighting**

Description	State of Implementation			Fallow up Action		Remark
	Satisfactory	Not Satisfactory	N.A	Satisfactory	Not Satisfactory	
Location						
Working						
Number						
Brightness						
Correctness						
Power supply						
Obstruction						
Corrosion / Clean and wash						





# Aerodrome Inspection Checklist

## Heliport Certification

### Lighting - Touchdown/Positioning Lighting (IFR)

Description	State of Implementation			Follow up Action		Remark
	Satisfactory	Not Satisfactory	N.A	Satisfactory	Not Satisfactory	
Location						
Working						
Brightness						
Correctness						
Clean, wash, Corrosion						
Power supply						
Approach lighting system						

### Lighting - Aiming Point Lighting (IFR)

Description	State of Implementation			Follow up Action		Remark
	Satisfactory	Not Satisfactory	N.A	Satisfactory	Not Satisfactory	
Location						
Working						
Brightness						
Correctness						
Clean and wash						
Corrosion						
Power supply						



# Aerodrome Inspection Checklist

## Heliport Certification

### Lighting - Emergency Supply & UPS (For Lighting & NAVIADS)

Description	State of Implementation			Follow up Action		Remark
	Satisfactory	Not Satisfactory	N.A	Satisfactory	Not Satisfactory	
Emergency power supply availability						
Response time						
UPS Availability						
UPS time duration						
Switching condition						
Working						

### Lighting - Obstruction Lighting

Description	State of Implementation			Follow up Action		Remark
	Satisfactory	Not Satisfactory	N.A	Satisfactory	Not Satisfactory	
Correctness						
Photo cell						

- Is there any Evidence?                      No                      Yes, Refer to Attachment No. ....

### Perimeter Safety Net

Description	State of Implementation			Follow up Action		Remark
	Satisfactory	Not Satisfactory	N.A	Satisfactory	Not Satisfactory	
Safety net rupture						
Deformation						
Adequate slope						
Safety net connection to Helideck						
Color Type, Marking						
Welding cracks						
Max tonnage						

- Is there any Evidence?                      No                      Yes, Refer to Attachment No. ....



# Aerodrome Inspection Checklist

## Heliport Certification

### Fire Protection System - General

Description	State of Implementation		Follow up Action		Remark
	Satisfactory	Not Satisfactory	Satisfactory	Not Satisfactory	
Protective clothing					
List of personnel used for HRFF duti					
Emergency access road					
Crash box condition					
RFF Equipment in Crash Box					
Alarm system condition					
Head Set for HFF					
Response time					
Signing					

### Crash box

Rescue Equipment in Crash Box	Figure	No.	No.& situation/ Availability
Adjustable wrench		1	
Axes, rescue ,non-wedge or Aircraft type		1	
Cutters, bolt, 60cm		1	
Crowbar,105cm		1	
Metal Hook, grab or Salving Hook (on a 3m long metal handle)		1	
Hacksaw, Heavy duty complete with 6 spare blades		1	
Blanket, fire resistant		1	
Ladder, length appropriate to HEL in use may be 3m (Only for Heliport FF CAT H3).		1	
Life line,5cm diameter,15m in length		1	
Pliers, side cutting		1	
Set of assorted screwdrivers		1	
Harness knife complete with sheath or Non corrosive knives (for cutting seat belts)		1	
Gloves ,fire resistant (3 Pairs for H3)		2 Pairs	
Power cutting tool (Only for Heliport FF CAT H3).		1	
Hammer		1	
Cutting chisel		1	
Sheet metal shears		1	
Jack for minimum lift of ½ tone (Only for Heliport FF CAT H3).		1	
Flashlights (Explosion proof)		2	
Respiratory masks		2	
SCBA (Self-Contained Breathing Apparatus)		2	
Close Proximity Fire Suit		2	



**Aerodrome Inspection Checklist**

**Heliport Certification**

**Fire Protection System - Foam**

Description	State of Implementation			Fallow up Action		Remark
	Satisfactory	Not Satisfactory	N.A	Satisfactory	Not Satisfactory	
Foam Capacity Compatibility						
Type of Foam						
Total volume (with regard CAT)						
Availability & Location						
Rate of Discharge solution						
Expire Date						
Charging Program						
Fire-Fighting compatibility to Helicopter classification						
Hydrant Nozzle condition						

**Fire Protection System - CO2 Fire Extinguisher**

Description	State of Implementation			Fallow up Action		Remark
	Satisfactory	Not Satisfactory	N.A	Satisfactory	Not Satisfactory	
Co2 capacity Compatibility						
Availability & Location						
Total volume						
Rate of Discharge						
Last Check						
Charging Program						
Fire-Fighting compatibility to Helicopter classification						
Hydrant Nozzle condition						



# **Aerodrome Inspection Checklist**

## **Heliport Certification**

### **Fire Protection System - Dry Powder**

Description	State of Implementation			Follow up Action		Remark
	Satisfactory	Not Satisfactory	N.A	Satisfactory	Not Satisfactory	
Dry powder capacity Compatibility						
Availability & Location						
Total volume						
Rate of Discharge						
Date of charge						
Last Check						
Charging Program						
Fire-Fighting compatibility to Helicopter classification						
Hydrant Nozzle condition						

### **Fire Protection System - Water**

Description	State of Implementation			Follow up Action		Remark
	Satisfactory	Not Satisfactory	N.A	Satisfactory	Not Satisfactory	
Water capacity Compatibility						
Total volume						
Availability & Monitor location						
Rate of Discharge						
Monitor No						
Hydrant Nozzle condition						
Fire-Fighting compatibility to Helicopter classification						
Pressure of monitors (Bar)						
Monitors Distance Throwing						
Monitors Angle Throwing						



**AERONAUTICAL OPERATION SUPERVISORY DEPARTMENT (AOSD)**

**CAD 8614 (AGA)**

# **Aerodrome Inspection Checklist**

## **Heliport Certification**

### **Drainage System**

Description	State of Implementation			Follow up Action		Remark
	Satisfactory	Not Satisfactory	N.A	Satisfactory	Not Satisfactory	
Storage& Discharging tank Condition						
Drainage Valve & Debris Filters condition						
No.						
Piping condition						

- Is there any Evidence?

No

Yes, Refer to Attachment No. ....



**AERONAUTICAL OPERATION SUPERVISORY DEPARTMENT (AOSD)**

**CAD 8614 (AGA)**

# **Aerodrome Inspection Checklist**

## **Heliport Certification**

### **Wind Direction Indicator System (WDI)**

Description	State of Implementation			Follow up Action		Remark
	Satisfactory	Not Satisfactory	N.A	Satisfactory	Not Satisfactory	
Wind Socks						
Anemometer						
Anemometer calibration date						
Precision barometer						
Barometer calibration date						
Precision Altimeter						
Altimeter calibration date						
Correctness						
Location						
Lighted						

- Is there any Evidence?                      **No**                      **Yes, Refer to Attachment No. ....**



**AERONAUTICAL OPERATION SUPERVISORY DEPARTMENT (AOSD)**

**CAD 8614 (AGA)**

***Aerodrome Inspection Checklist***  
***Heliport Certification***

***Tie Down System***

Description	State of Implementation			Follow up Action		Remark
	Satisfactory	Not Satisfactory	N.A	Satisfactory	Not Satisfactory	
Damage						
Cracks & corrosion						
Ropes & straps condition						
Drainage						
No.						

**- Is there any Evidence?                      No                      Yes, Refer to Attachment No. ....**





**AERONAUTICAL OPERATION SUPERVISORY DEPARTMENT (AOSD)**

**CAD 8614 (AGA)**

# **Aerodrome Inspection Checklist**

## **Heliport Certification**

### **NAVAIDs System**

Description	State of Implementation			Follow up Action		Remark
	Satisfactory	Not Satisfactory	N.A	Satisfactory	Not Satisfactory	
None Directional Beacon						
Location						
Frequency						
Frequency Coverage						
Ident.						
Standby power						
Flight procedure						
NAVAIDs maintenance table						

**- Is there any Evidence?**

**No**

**Yes, Refer to Attachment No. ....**



**AERONAUTICAL OPERATION SUPERVISORY DEPARTMENT (AOSD)**

**CAD 8614 (AGA)**

# **Aerodrome Inspection Checklist**

## **Heliport Certification**

### **Visual & Audible Warning System – Flashing red lights & Horns**

Description	State of Implementation			Follow up Action		Remark
	Satisfactory	Not Satisfactory	N.A	Satisfactory	Not Satisfactory	
Flashing red light						
Horns						

- Is there any Evidence?                      No                      Yes, Refer to Attachment No. ....



**AERONAUTICAL OPERATION SUPERVISORY DEPARTMENT (AOSD)**

**CAD 8614 (AGA)**

# **Aerodrome Inspection Checklist**

## **Heliport Certification**

### **Communication Equipment's**

Description	State of Implementation			Follow up Action		Remark
	Satisfactory	Not Satisfactory	N.A	Satisfactory	Not Satisfactory	
Aeronautical / Marine VHF						
HLO mobile radio						
Head Set (for HLO)						
Frequency						
Transmitter Output Power						
Frequency Coverage						

- Is there any Evidence?

No

Yes, Refer to Attachment No. ....



**Aerodrome Inspection Checklist**

**Heliport Certification**

**Snow & Ice Control**

Description	State of Implementation			Follow up Action		Remark
	Satisfactory	Not Satisfactory	N.A	Satisfactory	Not Satisfactory	
Prepare/main/execute plan						
Plan addresses prompt removal or control						
Plan addresses positioning snow for clearance						
Plan addresses use of approved materials						
Plan Addresses Timely Commencement						
Plan addresses prompt notification to NOTAM office						

- Is there any Evidence?                      No                      Yes, Refer to Attachment No. ....



**AERONAUTICAL OPERATION SUPERVISORY DEPARTMENT (AOSD)**

**CAD 8614 (AGA)**

# **Aerodrome Inspection Checklist**

## **Heliport Certification**

### **Access Roads**

Description	State of Implementation			Fallow up Action		Remark
	Satisfactory	Not Satisfactory	N.A	Satisfactory	Not Satisfactory	
Stair ways						
Handrails						
Safety protectors						
Free of kinds of materials						
Free of FOD						
Clean & Wash						

**- Is there any Evidence?**

**No**

**Yes, Refer to Attachment No. ....**



# **Aerodrome Inspection Checklist**

## **Heliport Certification**

### **Audit Intervals for Helideck Maintenance**

- Is there any Evidence?                      No                      Yes, Refer to Attachment No. ....

<b>Equipments</b>	<b>Maintenance intervals</b>	<b>Recommended Jobs</b>	<b>Assigned to</b>
Structure	Every 6 Month		HSE & HLO
Markings and paintings	Every 6 Month		HSE & HLO
Lighting (FATO, TLOF, Approach, Aiming point, Flood light & Perimeter lights)	Weekly		HSE & HLO
	Monthly		
Obstruction light (Flare, Pedestal crane, Obstructions, Warning lights)	Daily		HSE & HLO
	Monthly		
	Annually		
UPS for navigation AIDs & lighting	Monthly		HSE & HLO
	Annually		
	Every 2 Years		
Perimeter safety net	Every 3 Month		HSE & HLO
Fire protection system (Extinguishers, Hose reel, Monitor, Twin agent system, Crash box)	Monthly		HSE & HLO
	Every 6 Month		
	Annually		
	Every 10 Years		
Drainage system	Monthly		HSE & HLO
Tie down system	Every 3 Month		HSE & HLO
NAVAIDs	Every 6 Month		HSE & HLO
COMM	Monthly		HSE & HLO
Access roads & Surface	Weekly		HSE & HLO
Wind Direction Indicator	Every 3 Month		HSE & HLO
Snow & Ice Equipment	Annually		HSE & HLO
Charger 28 V DC	Monthly		HSE & HLO
Visual & Audible Warning System	Monthly		HSE & HLO

