

Rotors Running Refuels – Procedures for Helicopter Operators:

The following restrictions apply when engaged in rotors running refuelling (RRR) at Wolverhampton Halfpenny Green Airport (WHGA):

- 1) RRR is available to licensed pilots only – no students.
- 2) Prior approval will be required; a one year permit will be issued subject to approval by the Operations Manager and SAFO. A fuel account will be required.
- 3) Certain types of helicopter may be excluded.
- 4) Rotors running should be requested in advance; WHGA cannot guarantee to always have enough staff available.
- 5) The WHGA refueller may decline to fuel rotors running for any reason
- 6) RRR will only be done with Jet-A1.
- 7) One suitably qualified pilot must remain, strapped in, at the controls at all times.

The following procedures apply when engaged in rotors running refuelling (RRR) at Wolverhampton Halfpenny Green Airport:

- 1) All passengers to be disembarked (*but see note below*)
- 2) Aircraft doors are to be kept closed where possible
- 3) Strobe lights and mobile phones are to be switched off before fuelling starts
- 4) No smoking
- 5) No naked lights
- 6) No switching on or off of lighting or radio equipment during refuelling.
- 7) No radio transmissions shall be made from the helicopter during refuelling except in an emergency; only intrinsically safe devices may be used.
- 8) If the refueller signals that the helicopter engine(s) should be shut down, this must be done with a minimum of delay.

Refuelling with passengers on board

Exceptionally, passengers may remain on board during refuelling if this is explicitly approved in the operator's Operations Manual; any control procedures in that manual must be followed. Alternatively, the following procedures are acceptable:

- 1) ATS and the airport fire service are to be advised that refuelling will be taking place with passengers on board.
- 2) Passengers are to be briefed to remain seated, but with seat belts/harnesses unfastened, until the refuelling has been completed.
- 3) Door(s) on the refuelling side of the helicopter shall remain closed, where possible;
- 4) Door(s) on the non-refuelling side of the helicopter shall remain open, weather permitting.
- 5) A crew member is to be stationed at the main exit door to assist in the evacuation if an emergency should occur.
- 6) If the presence of fuel vapour is detected inside the helicopter, or any other hazard arises, refuelling must be stopped immediately.