



# CUSTOMER CHECK LIST

Erickson Air-Crane wants to do a good job for you. We will appreciate your cooperation in advance of our arrival by complying with this checklist.

## **PREPARATIONS FOR THE LIFT JOB**

- A. **SAFETY:** Customer must review OSHA regulation for helicopter operations and brief all persons involved with the external load operation. All personnel shall use hardhats with chinstraps, eye protection, hearing protection, and gloves. Erickson will conduct a safety briefing on FAA guidelines for helicopter operations before the operation begins.
- B. Customers are encouraged to watch the Erickson safety and set-up information video titled “Helicopter Lift Preparation”. This video can be found at <http://www.ericksonaircrane.com/videos.php>
- C. **PERMITS:** Erickson will obtain the necessary aviation permits from the Federal Aviation Administration (FAA) or other local aviation authorities. Customer will obtain any other required permits for local authorities or agencies, such as road closures, public right of way crossings, etc.
- D. **LOCAL AGENCY CONTACTS:** Obtain applicable contact details including address, name, telephone & fax numbers for all emergency services for local jurisdiction of lift job. Reference “Planning Information List” attached.
- E. **SITE PREPARATIONS:** The wind or rotor wash generated by the helicopter rotors can be strong, the following safety precautions **MUST** be taken **BEFORE** the job can begin:
  - 1. All loose materials of any type within 200 ft of the pick site, set site and roof flight path, **MUST** be **REMOVED OR ADEQUATELY WEIGHTED DOWN**. For example: items that roll or slide easily, loose plastic sheeting or tarps, loose hoods, vents, boards, shingles, windows and other roofing materials must be covered, weighted down, or secured.
  - 2. Notify any other “trades” working in close proximity to the operational area to protect any of their loose materials in a similar manner.
  - 3. Unless a written and signed agreement is reached between Erickson and the customer, all rigging must be steel rigging.
  - 4. Remember when selecting a pick-up site we need an area approximately 200 feet by 200 feet. The site should be at least 75 feet away from the nearest building. When unloading units off the trucks, orient the units as they set on the roof.

5. Try to locate the pick-up site so the helicopter has a clear approach to the roof without having to over fly workers or equipment with the load.
6. Federal regulations prohibit workers not connected with the job from working the floor(s) directly beneath the flight path of the helicopter and areas where units or lifts are to be set.
7. If the pick site is sandy or dusty, the customer must thoroughly wet down the area before and during the lift operation.
8. Customer must notify the local law enforcement agency of the helicopter operation and provide Erickson with official's name and phone number.
9. Customer is responsible for controlling all ground vehicles, workmen, and pedestrian traffic at the job site, and for providing safe working space and conditions for Erickson's ground and flight operations.

#### F. GETTING THE UNITS READY:

1. All crating and packing materials must be removed from the units and the pick-up site prior to our arrival.
2. Be sure units are will clear of overhead obstructions such a power or phone lines, pipes, roof overhangs, or extension arms on transmission or other towers. (Helicopter length from main rotor tip to tail rotor is 88 feet; main rotor is 72 feet in diameter.
3. When units must be precision set: Number the unit (on the top and side) and number the curb or frame on the roof with the same number. Place the number on each (unit and curb) so that when the numbers are lined up, the unit is facing the proper direction for final connection.
4. Fill in the lift schedule as completely as possible and give a copy to the helicopter crew upon arrival.
5. When units must be precision set, the use of "guides" will greatly facilitate the placement of the units. Please contact your Erickson Representative for details.

#### G. ARRIVAL OF HELICOPTER

1. An Erickson Representative will call to advise the Customer of the estimated time of arrival of the helicopter.
2. Our Crew will inspect the pick-up site and setting site for loose materials. Safety dictates the **WE CANNOT WORK UNTIL THESE SITES ARE CLEARED OR SECURED!**

3. Our crew will hold a safety briefing with those persons responsible for attaching, detaching, and directing the loads in place.
4. In order for you to obtain maximum benefit from our helicopter, Erickson will conduct one (or more) briefings relating to the manner in which the helicopter work will be performed. Work will begin only when mutual agreement pertaining to the work is reached. Failure on the part of customer to cooperate with Erickson as provided for by this checklist shall give Erickson the right to (a) stop performance of the work until a safe solution is accepted by Erickson, or (b) leave the job, with Customer liable to Erickson for the mobilization fee as specifically provided for in the Helicopter Services Contract. In either (a) or (b) Erickson shall have no liability for consequential damages resulting there from.
5. A normal flight crew consists of two or three pilots and two signalmen, one at the pick site and one at the set site. Even though they are equipped with headsets and 2-way radios, more effective coordination will take place if both your pick site supervisor and set site supervisor each have a copy of the lift schedule.
6. Please provide the following number of personnel at the locations:  
For HVAC or rooftop units,
  - a) Minimum of four (4) at the hook-up site.
  - b) Minimum of four (4) at the set site if the units weigh 10,000# or less,
  - c) Minimum of six (6) at the set site if the units weigh 10,000# or greater.

Other type of loads or factors such as, use of tag lines, removing loads from the roof, frequent rigging throughout the job, may require/dictate the necessity for a varied number of ground/roof personnel. Please consult with the EAC Project Coordinator to determine the appropriate personnel for your job.

## H. LIFT SCHEDULE

This schedule must be completed and given to the pilot before the operation can begin.

### **HELPFUL HINTS**

- A. When practical, schedule the lighter lifts first to prepare the ground crew for the heavier lifts.
- B. Develop a lift sequence so that your roof crew will move the shortest distance from the last unit set to the next unit. See diagram below.
- C. As the units arrive at the job, number the units on the side and place an arrow on the top and number of the curb (or frame, etc.) with the same number. Unload the units so they are positioned as though they were in place on the roof. Then when units are lifted and the arrows are lined up, the unit is facing the proper direction for final connection, placement, etc.

Lift #	Unit Type	Weight	Type Set Site	Lifting Points	Lift #	Unit Type	Weight	Type Set Site	Lifting Points
1					16				
2					17				
3					18				
4					19				
5					20				
6					21				
7					22				
8					23				
9					24				
10					25				
11					26				
12					27				
13					28				
14					29				
15					30				

	Yes	No
Is the roof clean? (loose materials within 300' secured)		
Is the pick site clean?		
Are the units spaced 10' apart at the pick site?		
Are the pick or set sites dusty? If yes, Erickson requires a water truck to control dust.		
Has your crew been briefed on OSHA regulations regarding helicopter operations?		

Thank you for your attention to these important matters. This will allow your project to be completed as planned.

\_\_\_\_\_  
**Customer Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print Name**