

Trinidad and Tobago  
Civil Aviation Authority



# TTCAA Advisory Circular

**Subject:** PROCEDURES FOR THE CERTIFICATION INSPECTION OF HELIPORTS AND HELIDECKS  
**Reference:** TAC-AD009  
**Effective Date:** 11-March-2020

**1. Purpose**

This TTCAA Advisory Circular (TAC) provides information and guidance for owners and operators of Heliports and Helidecks in Trinidad and Tobago. It provides information on the procedures that shall be followed for the inspection of Heliports and Helidecks. The Authority shall certify all Heliports and Helidecks within Trinidad and Tobago before helicopter operations can be allowed.

APPROVED BY:

Francis Regis  
**Director General of Civil Aviation**

  
**Signature**

10<sup>th</sup> July 2020  
**Date**

**2. Background**

Trinidad and Tobago's active oil and gas industry comprises of numerous offshore installations that are equipped with helicopter landing areas called helidecks. These are required to ferry workers and equipment to and from the installations on a regular basis as well as for medivac operations. There are also numerous onshore helicopter landing areas called heliports. Heliports and helidecks are considered aerodromes by definition. Therefore, in accordance with the Trinidad and Tobago Civil Aviation Regulations (TTCARs), these aerodromes shall be certified for helicopter operations.

**3. Related Regulation(s)**

TTCAR No. 12

**4. Definitions**

- (a) **Aerodrome.** An aerodrome means any area of land or water designed or equipped, set apart or commonly used for affording facilities for landing and departure of aircraft and includes any area or space, whether on the ground, on the roof of a building or elsewhere which is designed, equipped or set apart for affording facilities for the landing and departure of aircraft, capable of descending and climbing vertically and also includes an airport which has the meaning given to it under the Airports Authority of Trinidad and Tobago Act and licenced under regulation 6.
- (b) **Heliport.** An aerodrome or a defined area on a structure intended to be used wholly or in part for the arrival, departure and surface movement of helicopters.
- (c) **Helideck.** A heliport located on a fixed or floating offshore facility such as an exploration and/or production unit used for the exploitation of oil or gas.
- (d) **Shipboard heliport.** A heliport located on a ship that may be purpose-built or non-purpose-built. A purpose built shipboard heliport is one designed specifically for helicopter operations. A non-purpose-built shipboard is one that utilizes an area of the ship that is capable of supporting a helicopter but is not designed specifically for it.

**5. Procedures**

- (a) Application form TF-PEL-033, *Application for the Inspection of a Heliport/Helideck in the Republic of Trinidad and Tobago*, shall be completed and submitted to the TTCAA. This form can be submitted physically and/or electronically via email address [ttcaalicensing@caa.gov.tt](mailto:ttcaalicensing@caa.gov.tt). See Appendix A.
- (b) This application shall be submitted at least one (1) month in advance of the expiry date of the current heliport/helideck certificate. For initial certification inspections, the application form shall also be submitted at least one (1) month prior to the desired inspection date.
- (c) Upon receipt of application, the TTCAA may require additional documents from the applicant for initial certification inspections. This may include, but is not limited to, heliport/helideck drawings, fire extinguisher/foam application system certificates and structural strength reports.

- (d) Payment to the TTCAA for the inspection of the heliport/helideck shall be made prior to the inspection. The TTCAA's schedule of fees shall apply.
- (e) The applicant shall provide transportation for the inspector to and from the helideck. Once the inspection is completed, transportation from the helideck to onshore shall be provided within two (2) hours of the completed inspection.
- (f) In the case of a failed inspection, the applicant shall be responsible for making arrangements for the re-inspection based on the availability of an inspector. The TTCAA's schedule of fees shall apply.
- (g) If there are no findings/non-compliances from the inspection, a Heliport/Helideck Approval Certificate will be issued to the applicant within five (5) working days. In cases where helicopter operations on the heliport/helideck is required immediately, a Temporary Approval Certificate can be issued immediately following the successful inspection at the discretion of the inspector. This Temporary Approval Certificate is valid until the Heliport/Helideck Approval Certificate is issued.
- (h) Heliport/Helideck Approval Certificate shall be valid for twelve (12) months from the date of issue unless otherwise surrendered, suspended, revoked, cancelled or varied.
- (i) If there are findings/non-compliances from the inspection, a report detailing such will be issued to the applicant within five (5) working days. Should the inspector not deem these findings/non-compliances as significant safety hazards to helicopter operations, a Temporary Approval Certificate may be issued. This will be valid for a specified period within which the applicant must rectify the findings/non-compliances.  
  
*Note: Examples of findings/non-compliances that can be deemed as not a significant safety hazard are one or two (out of a total of 15) unserviceable TLOF/FATO lights, rescue equipment box missing a tool, TLOF perimeter marking having a thickness of 27cm instead of 30cm. These are just a few examples of many different possibilities.*
- (j) The applicant shall submit evidence of rectification of findings/non-compliances to the TTCAA upon completion. Once satisfied, the inspector will issue a Heliport/Helideck Approval Certificate. The inspector may require a re-inspection before such Certificate is issued.
- (k) The TTCAA will send copies of issued Heliport/Helideck Approval Certificates to Helicopter Air Operator Certificate holders. They will also be notified in cases of Temporary Approval Certificates.

**6. Other related Heliport/Helideck material**

- (a) ICAO Annex 14, Volume II – Heliports
- (b) ICAO Doc 9261 – Heliport Manual

**7. Attachment(s)**

- (a) Appendix A - Application form TF-PEL-033, *Application for the Inspection of a Heliport/Helideck in the Republic of Trinidad and Tobago*



# TRINIDAD AND TOBAGO CIVIL AVIATION AUTHORITY

## APPLICATION FOR THE INSPECTION OF A HELIPORT/HELIDECK IN THE REPUBLIC OF TRINIDAD AND TOBAGO

**TO: DIRECTOR GENERAL OF TRINIDAD AND TOBAGO  
CIVIL AVIATION AUTHORITY**

A request is being made for the Trinidad and Tobago Civil Aviation Authority to inspect

heliport/helideck .....  
(Name of Heliport/Helideck)

on/or around **(date)** .....  
Day/ Month/ Year

Current Approval expires .....  
Day/ Month/ Year

Form of payment  Linx  Credit Card  Cheques  Other

Total payment \$ ..... (Vat Inclusive) for the initial /renewal inspection.

Applicant's Name .....  
(Block Letters)

Signature ..... Date .....

Designation and Company .....

Billing Info:  
Company Address .....

.....

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### For Official Use Only

Fees Paid ..... Date ..... Receipt # ..... File # .....

