



# Offshore Travel Checklist



GOM-OMA-OXY-HE-CHK-00001  
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**It is not required to submit this checklist, it is for your reference and preparation prior to travel.** This checklist is intended as a quick-reference guide for use when preparing for an offshore visit and is not intended to replace OXY’s policies and procedures relating to our offshore operations. Specific questions regarding anything contained in this checklist should be directed to your supervisor or OXY’s HSE department *before* arriving at the heliport.

CHECKLIST (Prior to Travel to the Heliport)	Yes / No
Is your status Green in ISN? i.e., all your certificates are up to date.	
Do you have the minimum PPE? Hardhat, long-sleeved FRC clothing, safety boots with a heel, safety glasses (recommend both clear and dark), gloves (specific for work to be performed, i.e., impact, chemical, leather, etc.). (Double hearing protection <u>may</u> be required – check in advance) (Personal Fall Arrest system if working from heights)	
Do you have the minimum clothing for travel to/from the facility and off duty time? Not permitted: Tank tops, short pants, ripped or torn clothing, flip flops, closed toed shoes are required on helicopters.	
Do you know the name and position of the offshore person you will be reporting to?	
Do you know the work location/platform/vessel you will be travelling to?	
Are you aware of OXY’s “no jewelry” policy? No rings, no metal bands on watch, no chains or earrings (use breakaway rings if required)	
Do you have your belongings in a soft bag not exceeding 50 pounds? Hard shelled suitcases are only permitted for tool and material handling and those should be considered for vessel transport – discuss tooling transport with your offshore trip sponsor	
Oxy has taken the position to not fly any hazardous material unless it is necessary (example: lithium batteries, flammable liquids, corrosive material, etc.) If you have any hazardous material that is needed for work offshore, you should plan to move that material via marine vessel to the offshore location. If you are transporting any DOT regulated hazardous material, you should contact Oxy Logistics for guidance before travelling to the heliport to be sure the material can be flown and what paperwork is required. All DOT regulated material, if approved by Oxy Logistics to fly, must fly as cargo and should generally not be in your personal baggage. Note: the restrictions on lithium batteries does not extend to personnel electronic devices (laptops, cell phones, toothbrushes, razors, etc.) but if the device is to be used to perform work at the facility it should be shipped via vessel.	
Do you have any required special equipment passes, e.g., for battery operated devices (Camera, Radio, Personal Mobile Phone, etc.)? Some batteries and devices are forbidden and might be DOT regulated (see above). Contact Oxy Logistics for guidance before travelling to the heliport.	
Do you have a valid driver’s license, state issued ID or passport for check in and it is <b>not</b> set to expire while you’re offshore?	

At The Heliport:	Arrival at Destination:
Arrive on time for your check-in	Do not unbuckle your seat belt until instructed to do so
You may be screened for drug testing at the Heliport	Follow the Helideck Landing Officer’s instructions
Be sure to declare all DOT regulated hazardous material at check in	Do not remove the lifejacket until told to do so and clear of the helicopter
Treat the Security and Bristow Helicopter personnel with respect	Wait where told until it is clear to pick up baggage
Pay attention during the safety briefing – no cell phones & no sleeping	Attend facility orientation if required and as instructed
Do not carry items in your hands while boarding or offloading	All personnel are expected to register any medication with the Medic. Use sharps containers for sharps disposal (needles, syringes, etc.)
No hats or loose-fitting headgear while boarding	Confirm your arrival to the offshore person you report to
Follow the directions of the pilot both before and during the flight	<b>Stop Work Authority</b> – Every OXY GOM Employee and Contractor has the right, obligation, authority, and responsibility to stop any unsafe work without repercussion. You have the right to refuse unsafe work.
Electronic Devices must be put in airplane mode if carried on helicopter or must be switched off if put in baggage	

Notable Prohibited Items:	
Pressurized lighters and electronic cigarettes are prohibited	Firearms, ammunition, or associated accessories
Alcohol	Martial art self-defense items or other weapons
Personal narcotic drugs	Personal Pocket knives are prohibited offshore. Cutting tools designed for specific tasks are permitted and must be included as part of the JSA and permit. Boker Plus Rescom Knife or equivalent are permitted and available but can only be used for emergency response without an approved JSA and Permit.
Any explosive material except as supplied by a licensed vendor	
Controlled drugs that have not been prescribed by a doctor <u>Drugs must be in original packaging for that person.</u>	

**Note: Non-compliance with any of the above prohibited items may result in disciplinary action or removal from flight and facility. Where the non-compliance is with state law, criminal charges may apply.**