

CHAPTER 5
AVIATION SAFETY
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CHAPTER 5

AVIATION SAFETY

1. GENERAL. The Department's aviation safety program is a Safety Management System (SMS)-based program. This system is integrated into every facet of the Air Operations Program (AOP) and establishes safety as the first priority. The SMS defines the safety culture to include every member of the program and their responsibility to operate in the safest manner possible in their day-to-day operations.

a. An SMS is a quality management approach to controlling risk. It provides the organizational framework to construct and support a sound safety culture that actively manages risk exposure. The Department's SMS employs safety strategies and practices by developing and implementing a structured management system to control risk and meet legal responsibilities in aviation operations.

b. Objective. The objective of the SMS is to prevent injury and property damage. The SMS shall comprehensively examine the functions of the AOP and the operational environment to identify hazards and analyze associated risks. These functions include the organizational structure and processes and procedures, as well as the people, equipment, and facilities used to accomplish the mission of the AOP. Every member of the AOP has the right to expect a safe workplace and to be provided with an aircraft and equipment to do the job safely.

c. Authority. The Office of Air Operations (OAO) safety coordinator, with the concurrence of the OAO Assistant Chief, has the authority to suspend departmental or air unit flight operations due to unsafe environments or conditions. Flight operations shall not resume without the approval of Assistant Commissioner, Field (ACF), with the recommendation of the OAO Assistant Chief.

d. Structure and Organization. There are four components comprising the SMS for the AOP; each is an essential piece of a comprehensive safety-oriented management system. All SMS requirements and activities within the AOP will have a relationship to these four components:

- (1) Safety policy.
- (2) Safety risk management.
- (3) Safety assurance.
- (4) Safety promotion.

2. SAFETY POLICY. The Department's AOP will support the mission of the CHP while operating in a manner that continuously promotes safety as the highest priority. The AOP is committed to providing safe, healthful, and secure working conditions with the objective of preventing injuries and state property damage. The AOP is committed to the implementation and continuous improvement of an effective SMS. The Department's SMS shall be in compliance with Federal Aviation Regulations and/or public law where applicable and aligned with applicable airborne law enforcement standards. The program shall follow the principles of a just culture—a fair environment in which hazard reporting is vital to safety and efficiency. This encourages open reporting of all hazards where management should not initiate disciplinary action against any personnel who, in good faith, disclose a hazard or safety occurrence which could jeopardize safety. Familiarity and prolonged exposure without a mishap leads to a loss of appreciation of risk. Accordingly, the following principles shall be embraced: always operate in the safest manner possible, never take unnecessary risks, safe does not mean risk-free, and everyone is accountable and responsible for the identification and management of risk. Finally, no mission is so critical that it would necessitate acceptance of unnecessary risks or require deviation from safety policies, procedures, training standards, or the prudent judgment of the aircrew.

3. SAFETY RISK MANAGEMENT. Throughout the risk management process, hazards are identified; risks are analyzed, assessed, and prioritized; and results are documented for decision-making. The safety risk management process shall not preclude AOP personnel from taking immediate action to eliminate or mitigate existing risk when urgent action is required.

a. Hazard Identification and Analysis. From a reporting perspective, a hazard is anything that the employee feels is a threat to the safety of people or resources of the Department. When hazards and events are reported, safety is enhanced.

(1) All members of the AOP are responsible for reporting any safety observation (hazards) or incident (events) they experience. Reporting safety observations and incidents facilitates the collection of event data to help identify underlying problems, allowing for the implementation of appropriate measures such as training and/or establishment or modification of procedures.

(2) No reprisal or discriminatory actions will be brought against any employee who communicates safety observations or incidents. The AOP fosters a philosophy of a just culture; however, any reported event that has the reasonable appearance of criminal activity, intentional misconduct, or willful negligence will be investigated in accordance with the provisions outlined in Highway Patrol Manual (HPM) 10.2, Internal Investigations Manual. To formalize safety observation and incident reporting, the following requirements are established for the AOP:

- (a) Reports shall be submitted using the AOP's online SMS software, as authorized by the OAO commander.
- (b) Reports should be clear, concise, and contain all necessary information.
- (c) Reports may be submitted anonymously, but employees are encouraged to include their name on the reports to allow for follow-up questions and feedback.
- (d) Safety observation and incident reports submitted via the online SMS software will be automatically routed to the aerial supervisor and the air unit safety officer for appropriate action.
- (e) Reported observations and incidents should be evaluated by the aerial supervisor or air unit safety officer within 72 hours. For reports of a severe nature, it is expected employees will notify their supervisor that immediate action may be required.
- (f) A safety investigation shall be conducted for all serious safety observation and incident reports. The purpose of the investigation will be to determine the root cause and implement appropriate corrective actions.

b. Safety Risk Assessment and Mitigation. In keeping with departmental policy and ensuring the highest level of safety is maintained, safety risk assessment and mitigation is an essential element of the primary goal of the SMS. To determine and analyze the risk factors related to the severity and probability of potential events associated with known hazards and identify appropriate risk mitigation strategies, the AOP shall use the following tools:

(1) Risk Assessment Tool. The Risk Assessment Tool (RAT) is the formal process to identify, assess, and calculate an overall level of risk associated with a reported or potential hazard. The RAT uses a risk assessment matrix to identify the severity and probability of a reported or potential hazard and determines when to elevate the decision for risk acceptance to a higher level.

- (a) Analysis from the RAT assists crew members in determining whether the risk is acceptable or unacceptable. This process also provides direction in developing mitigation measures to keep risks as low as reasonably practical.

NOTE: A crew member is defined as a qualified person performing duties in a departmental aircraft as either a pilot or flight officer.

(b) The RAT, which articulates mitigation measures and corrective actions, will be tracked through the AOP's online SMS software. To ensure the effectiveness of the mitigation measures and corrective actions, they should be discussed during the OAO Safety Committee (OAOSC) and Air Unit Safety Committee (AUSC) meetings, as appropriate.

(2) Flight Risk Analysis Tool. All flight operations conducted by the AOP have potential hazards and some level of risk associated with them. The Flight Risk Analysis Tool (FRAT) is a tool to be used by crew members to bring an awareness of the risks faced while operating departmental aircraft. It is critical that crew members use a FRAT to analyze proposed mission risks in advance.

(3) The following procedures formalize risk analysis procedures and documentation:

(a) The OAO commander is responsible for the drafting and standardization of the FRAT.

(b) Only authorized FRATs will be used by the AOP.

(c) It is expected the FRAT will require modification. To ensure its effectiveness, the FRAT should be reviewed quarterly, or more frequently as necessary.

(d) Crew members shall complete a FRAT at the beginning of their shift as part of the preflight briefing for the first flight.

(e) Crew members should complete additional FRATs during their shift when conditions and/or missions significantly change, and time and circumstances allow the completion of the FRAT.

4. SAFETY ASSURANCE. Safety assurance provides a structured process to ensure risk controls remain relevant and effective, and that safety practices are continuously improved upon.

a. Safety Performance Monitoring and Measurement. Safety management within the AOP requires feedback on safety performance to complete the safety management cycle. To ensure the effectiveness of safety risk controls and assess system performance, the OAO commander shall ensure the following occur:

(1) Track and measure the accomplishment of the AOP safety objectives at least quarterly and ensure they are current.

(2) Track and measure the accomplishment of each mitigation method.

(3) Conduct an annual safety audit of the AOP. This audit should be a systems analysis to determine if all areas of the program are functioning properly and the SMS is effective. The safety audit may be accomplished in conjunction with air unit evaluations as described in Chapter 2, Operations, of this manual. Safety audit findings and corrective actions will be documented, shared with the OAO commander and safety committee, and made available for all personnel to review.

(4) Quarterly safety inspections are conducted by air units.

(a) Air unit safety officers shall conduct quarterly safety inspections using the CHP 93P, Air Unit Safety Inspection.

(b) The results of these inspections shall be forwarded to the OAO safety coordinator, with any necessary corrective actions taken, by the 15th of the month following the end of the previous quarter.

(5) Contractor activities in air units should be monitored on a regular basis and inspected annually to ensure compliance with the expected standard. Refer to Chapter 6, Inspection and Maintenance, of this manual.

b. Management of Change. Evolution within law enforcement aviation is inevitable. Therefore, it is incumbent upon the Department to establish a process for managing changes within the AOP to identify and mitigate risks, and ensure the overall effectiveness and safety of the program are not compromised. When the OAO commander implements a significant change to operational procedures, processes, training, documentation, or equipment, the following shall be adhered to:

(1) A CHP 51, Memorandum, shall be used to document change. (Refer to Annex F.)

(2) Individuals affected by the change will be notified and may provide input regarding the change.

(3) The appropriate risk assessments of the recommended changes shall be conducted if required.

(4) The OAO commander, with the concurrence of the OAO Assistant Chief, is responsible for approving the change.

NOTE: This section does not apply to the movement of existing aircraft between air units for the needs of the Department, provided the appropriate training is conducted as required.

c. Continuous Improvement of the Safety Management Systems. The AOP promotes the continual improvement of its SMS through the recurring application of Safety Risk Management and Safety Assurance, and by communicating safety lessons learned to all personnel. To accomplish this, an annual SMS evaluation shall be conducted. The SMS evaluation shall include, but not be limited to:

(1) Safety audits.

(2) Safety inspections.

(3) Air unit safety officers in conjunction with the OAO safety coordinator shall provide the OAO commander with an annual update on the achievements of the SMS. This can include:

(a) Accomplishment of performance objectives.

(b) Accomplishment of actions taken following the annual safety audit.

(c) Accomplishment of actions taken following routine safety inspections.

5. SAFETY PROMOTION. A safety program cannot be successful if it only includes mandates and strict implementation of policy. A successful safety program is achieved through effective training, education, and communication. Safety promotion provides a sense of purpose and direction, helping to facilitate a positive safety culture within the AOP. In order to ensure the highest level of health and safety in the workplace environment, all members of the AOP will be thoroughly and properly trained. The following will be utilized to facilitate the promotion of safety in the AOP:

a. Safety Meetings. The air unit safety officer shall conduct quarterly safety meetings on aviation safety, ground operations, and related matters. Safety meeting minutes shall be recorded on a CHP 51 and distributed to all members within the air unit. The CHP 51 shall then be forwarded to the OAO safety coordinator within ten days of the completion of the meeting. When operations allow, the air unit safety officer is encouraged to attend other air unit safety meetings.

b. Annual Safety Conference. The OAO commander, with the concurrence of the OAO Assistant Chief, may coordinate a biennial program-wide safety conference for the AOP.

c. Safety Communication. Communicating the program's SMS objectives and procedures to all personnel is critical to the operation's overall success. Safety communication ensures staff are fully aware of the SMS, conveys safety-critical information, provides the rationale for taking specific actions or changing safety procedures. Members of the AOP should be promptly notified of all safety-related

issues relative to the AOP via e-mail and the online SMS software authorized by the OAO commander. The safety communications system shall include, but not be limited to:

- (1) Safety bulletins.
- (2) Safety reading file.
- (3) Safety committee meeting minutes.
- (4) Safety library.
- (5) Safety bulletin board.
- (6) Hazard board.
- (7) Hazardous material list.

d. Safety Management Systems Indoctrination and New Employee Safety Orientation Training. Safety indoctrination training shall be provided to all members of the air unit and shall address the purpose of the SMS, individual responsibilities, and general hazards associated with air unit operations. This training shall also be provided to new personnel prior to completing their appropriate phase training and assuming their official duties. This training for all members shall be documented and kept on file at the air unit level.

6. DUTIES AND RESPONSIBILITIES. Accident prevention rests with each member of the AOP, air unit safety officers, and departmental management. However, the OAO commander, OAO safety coordinator, aerial supervisors, and air unit safety officers are specifically tasked with developing, implementing, and evaluating the safety program.

a. Aerial Supervisor/Management Responsibilities. Consistent with the provisions of National Transportation Safety Board, Part 830.2, aerial supervisors and departmental managers who cause or authorize a departmental aircraft flight or are tasked with supervising air units wherein flight operations are being conducted, are by definition an operator of the aircraft. Aerial supervisors and managers are responsible for ensuring compliance with Federal Aviation Administration (FAA) regulations, SMS principles, and the policies and procedures outlined in this manual.

b. Air Unit Safety Officer. The air unit safety officer is responsible for monitoring the air unit for unsafe practices or conditions, promoting an environment where operational safety is the primary consideration, and consulting with aerial supervisors and the OAO commander on aviation safety matters. The air unit safety officer has direct communication with the OAO safety coordinator.

- (1) The air unit safety officer shall:
 - (a) Successfully complete formal SMS training.
 - (b) Report directly to the aerial supervisor.
 - (c) Manage the air unit's hazard reporting program.
 - (d) Coordinate safety training for members of the air unit.
 - (e) Identify and evaluate safety problems within the air unit.
 - (f) Review occupational safety and health administration notices and disseminate information.
 - (g) Provide technical guidance for program operations and training when safety is a factor.
 - (h) Review the hazards submitted via the SMS and assist aerial supervisors in determining appropriate corrective actions.
 - (i) Conduct periodic safety inspections of air units.
 - (j) Conduct quarterly air unit safety meetings, AUSC meetings, and safety briefings.
 - (k) Review incident and accident reports to mitigate operational risks.
 - (l) Assist aerial supervisors in formulating safe operating practices and policies.
 - (m) Develop risk control measures (interventions) based on the SMS process.
 - (n) Work with air unit instructor pilots to develop training programs consistent with risk control measures.
- (2) Selection. Air unit safety officer positions will be appointed by the OAO commander; this should be the only ancillary duty held by the individual. Newly appointed air unit safety officers shall have a minimum of two years' experience within the AOP. A waiver to the minimum two years' experience shall be considered and approved only with the concurrence of the OAO commander.
- (3) Air Unit Safety Officer Training. Each air unit shall have at least one air unit safety officer. The air unit safety officer will receive specialized training in

aviation safety and human factors in aviation, coordinated through the OAO commander.

7. THE OFFICE OF AIR OPERATIONS SAFETY COMMITTEE. The purpose of the OAOSC is to provide recommendations to the OAO commander on operational and safety issues. Specifically, the committee works toward an accident-free operation by formulating annual goals and objectives for the AOP. The committee shall meet at least quarterly, have a written agenda, and keep and disseminate meeting minutes.

a. Safety Committee Members. The OAOSC shall be comprised of the following:

- (1) The OAO commander.
- (2) Sector lieutenants.
- (3) Safety coordinator.
- (4) Accreditation officer.
- (5) Airplane chief pilot.
- (6) Helicopter chief pilot.
- (7) Chief flight officer.
- (8) Airplane maintenance officer.
- (9) Helicopter maintenance officer.
- (10) Paramedic coordinator.
- (11) Other members, as needed.

b. Responsibilities. The OAOSC shall be responsible for the following:

- (1) Develop annual goals and objectives for the AOP.
 - (a) The goals and objectives shall be reviewed and updated quarterly or as they are accomplished.
 - (b) The goals and objective shall be documented on a CHP 51 and disseminated to members of the OAOSC.
- (2) Utilize the AOP's SMS safety incident and safety observation reports, FRATs, risk assessments, etc., to identify hazards and mitigate risks.

- (3) Review AOP procedures to ensure they effectively support aviation safety.
- (4) Review incident and accident reports and provide recommendations to the OAO commander.
- (5) Other duties as assigned by the OAO commander.

8. AIR UNIT SAFETY COMMITTEE. The purpose of the AUSC is to provide recommendations to the OAOSC on operational and safety issues. The committee is responsible for formulating specific annual safety goals and objectives for the air unit, including incorporating applicable annual safety goals and objectives published by the OAOSC. The AUSC shall meet at least quarterly, have a written agenda, and keep and disseminate meeting minutes.

a. Safety Committee Members. The AUSC shall be comprised of the following:

- (1) Sector lieutenants.
- (2) Aerial supervisors.
- (3) Safety officer.
- (4) Airplane training pilot.
- (5) Helicopter training pilot.
- (6) Airplane training flight officer.
- (7) Helicopter training flight officer.
- (8) Airplane maintenance officer.
- (9) Helicopter maintenance officer.
- (10) Emergency medical services officer.
- (11) Other members, as needed.

b. Responsibilities. The AUSC shall be responsible for the following:

- (1) Develop safety goals and objectives for the air unit on an annual basis.
 - (a) The safety goals and objectives shall be reviewed and updated quarterly or as they are accomplished.

(b) The safety goals and objectives shall be documented on a CHP 51, published in the air unit's SMS safety folder, and disseminated to the following:

- 1 The AUSC members.
- 2 The OAO safety coordinator.

(2) Use the AOP's SMS safety incident and safety observation reports, FRATs, risk assessments, etc., to identify hazards and mitigate risks.

(3) Evaluate OAO Standard Operating Procedures (SOP) for aviation safety effectiveness.

(4) Review incident and accident reports and provide recommendations to the OAOSC.

(5) Perform other duties as assigned by the sector lieutenants.

9. SAFETY EQUIPMENT. The air unit safety officer, Aviation Life Support Equipment (ALSE) officer, crew members, and aerial supervisors shall ensure all required safety equipment and ALSE are utilized during flight operations.

10. AVIATION LIFE SUPPORT EQUIPMENT.

a. Air Unit Aviation Life Support Equipment Officer. The air unit ALSE officer is appointed by the OAO commander. The ALSE officer shall be responsible for maintaining and inspecting ALSE, including ordering ALSE, maintaining accountability of the items, inspecting/maintaining equipment as needed, and acting as the liaison with the OAO Emergency Medical Services (EMS) coordinator.

b. Aviation Life Support Equipment Requests/Ordering. Aviation Life Support Equipment shall be issued to all crew members to enhance safety during both routine operations and emergencies. Requests for the following ALSE will be coordinated through the OAO EMS coordinator:

- (1) Flight suits and flight jackets.
- (2) Flight helmets.
- (3) Miscellaneous ALSE.

c. Aviation Life Support Equipment Assignment (Crew Members). The following ALSE is to be issued to each crew member (pilot and flight officer) upon final completion of all phase training as outlined in Chapter 4, Training, of this manual:

- (1) Three flight suits.
- (2) One flight jacket.
- (3) One flight helmet.
- (4) Two pairs of flight gloves.
- (5) Two name tags.
- (6) One helmet bag.
- (7) Two skull caps.
- (8) One lip light.
- (9) One Leatherman tool.
- (10) One small survival pouch.
- (11) One small signal mirror.
- (12) One survival blanket.
- (13) One container of survival matches.

d. Aviation Life Support Equipment Assignment (Non-Crew Members). The following ALSE may be issued to personnel not on flight status (e.g., sector lieutenants, nonflying aerial supervisor). The minimum ALSE issued will consist of the following:

- (1) One flight suit.
- (2) One flight jacket.
- (3) One pair of flight gloves.
- (4) One name tag.

e. The following ALSE shall be worn during flight operations by all crew members except when otherwise authorized by the OAO commander:

- (1) Flame-resistant flight suit. Sleeves shall be secured at the wrist with hook-and-pile material. The flame-resistant flight jacket shall be worn in the same manner when weather conditions require its use.
- (2) Cold weather jumpsuit. The optional cold weather jumpsuit shall be worn over the flame-resistant flight suit when weather conditions require its use.
- (3) Flame-resistant flight gloves.
 - (a) Helicopter. Crew members may wear flame-resistant gloves as the mission requires. Flame-resistant gloves shall be worn during hot refueling operations.
 - (b) Airplane. Crew members may wear flame-resistant flight gloves as the mission requires.
- (4) Flight boots.
- (5) Name tag.
- (6) Flight helmet.
 - (a) Helicopter. All helicopter crew members shall wear a flight helmet during flight operations. When a helmet is worn, the visor should be down.
 - (b) Airplane. Crew members shall wear either a flight helmet or a headset during flight operations. When a helmet is worn, the visor should be down.
 - 1 Airplane crew members may wear a helmet or a headset as appropriate for the mission.
 - 2 Airplane crew members should wear a flight helmet during low level missions requiring flight below 1,000 feet above ground level and during moderate-to-severe turbulence.
- (7) The OAO-approved in-ear protection.
- (8) Flotation equipment while engaged in operations over significant bodies of water.
- (9) Small survival pouch. The pouch shall be worn in the leg pocket of the flight suit and contain a small signal mirror, a survival blanket, and matches. Additionally, a Leatherman tool shall be carried by each crew member.

- f. Air units may need to supplement this equipment to meet the specific needs of their operational environment.
- g. No alterations, additions, or substitutions may be made to any ALSE without the prior approval of the OAO commander.
- h. Short-Term Operations. Certain short-term operations may dictate the removal or addition of portions of the required equipment but should not be considered a means to avoid the proper wearing of required equipment during routine operations. An example of this is flight officers removing their helmets and gloves while performing emergency medical services in the helicopter.
- i. The OAO SOP should clearly identify those missions which permit the removal of ALSE and what required ALSE item(s) can be removed.
- j. Each crew member shall carry an aviation flotation vest (AFV) on board the aircraft. Any exceptions to carrying the AFV on board the aircraft shall be incorporated into the OAO SOP.
 - (1) Aviation flotation vest equipment location should be standardized within the air unit.
 - (2) Aviation flotation vests shall be manually inflated and inspected semiannually.
 - (3) Aviation flotation vests shall be inspected during quarterly safety meetings.
 - (4) Helicopter emergency egress device (HEED) bottles shall be inspected annually.
- k. Replacement and Inventory. Replacement and inventory of standard-fitting (non-custom) ALSE is as follows:
 - (1) Items should be issued on an as-needed basis. The OAO EMS coordinator will requisition equipment issued to the air unit and individual crew members.
 - (2) The ALSE inventory database will function as a permanent record for each item of equipment issued to the air unit and to each crew member.
 - (3) The air unit ALSE officer shall establish and maintain a file for each air unit crew member. This record should indicate ALSE item dates of issue and deletion. This information shall be forwarded to the OAO EMS coordinator.

(4) Inspection checklist forms for the CHP 390, Flight Helmet Inspection Checklist; CHP 399, Aviation Flotation Vest Inspection Checklist; and CHP 419, HEED Bottle Inspection Checklist, are to be retained by the air unit ALSE officer. (Refer to Annexes A, B, and C.)

(5) All ALSE assigned to crew and non-crew members will be inventoried and returned to the air unit at the time of separation from the AOP.

I. Flight Helmets.

(1) Aviation life support equipment officers will coordinate the purchases of helmets for new personnel with the OAO EMS coordinator. Only approved helmets will be issued to crew members.

(2) The air unit ALSE officer will confer with the OAO EMS coordinator to determine if a helmet needs refurbishment.

(3) All flight helmets will be inventoried and returned to the air unit at the time of separation from the AOP.

(4) All flight helmets shall be inspected every six months using the CHP 390. (Refer to Annex A.)

(5) The following modifications are authorized. All other modifications to flight helmets, to include unauthorized markings/stickers, are prohibited unless approved by the OAO commander.

(a) United States flag decal.

(b) Sticker with crew member name.

(c) State property tag.

(d) Marking tape in a plus (+) sign for external load operations as indicated in Chapter 11, Helicopter Special Operations, of this manual.

(e) Night vision goggles (NVG) and mounts. The neck cord attached to the NVG shall be used as designed by the manufacturer.

(f) Microphone lip light.

(g) Maxillofacial shield with mounting hardware for external load operations as indicated in Chapter 11 of this manual.

(h) Camera designed for rugged outdoor use (e.g., GoPro™ brand).

- 1 Camera use and mounting shall be approved by the OAO commander.
- 2 The respective sector lieutenant and aerial supervisor are responsible for ensuring air units adhere to applicable policy.
- 3 At a minimum, the use and retention of footage shall be governed by General Order 110.8, Processing and Storage of Digital Media, paragraph 4.c.
 - a The OAO may establish stricter policies regarding use and retention of video footage within the SOP.
- 4 Cameras shall be secured exclusively via an approved NVG mounting plate permanently or semi-permanently fastened to the helmet. Clip-on adapters designed to replace NVGs are prohibited. No other mounting systems are authorized. See Figure 1 example:



Figure 1

- 6 Cameras shall be secured by a secondary attachment point, such as a lanyard or tether, to reduce the risk of the camera falling and ensure equipment retention.
 - m. Survival Packs. Survival packs shall be inspected annually to ensure batteries and outdated equipment are replaced.
 - n. Flight Boots. Refer to HPM 73.5, Uniform/Grooming and Equipment Standards, Chapter 7, Regulations for Specialized Uniform Items, for specifications and purchasing.
 - o. Undergarments. Crew members shall wear 100 percent cotton undergarments while performing flight duties. The use of synthetic materials are prohibited.

p. External Load/Rescue Harness. Harnesses shall be approved prior to deployment. The air unit external load officer shall be responsible for inventory and maintenance of all external load/rescue equipment. (Refer to Chapter 11 of this manual.)

q. Aviation Flotation/Survival Vest. The wearing of the aviation flotation vest shall take precedence over the wearing of a survival vest.

11. REQUIRED SAFETY TRAINING. All crew members shall complete the following required training:

a. Helicopter Emergency Egress Device Training. Requirements shall be met as outlined in Chapter 4 of this manual.

(1) The HEED training is to be completed during the first year of pilot/flight officer phase assignment and every five years thereafter. This training is designed to educate and familiarize both helicopter and airplane crews in the procedures and techniques used in surviving water-based forced landings. The course will specifically demonstrate and provide guidance for the use of HEED or “spare air” as it is known in the civilian diving community.

(2) Flight crews are required to successfully complete this training by participating in a classroom and pool exercise. The pool participation encompasses five evolutions utilizing the aquatic survival simulator. Successful completion of all five evolutions is required for initial certification, while successful completion of evolutions one, two, and three is required for recertification.

(3) The HEED training will be coordinated through the OAO Chief Flight Officer, and assignment to a class will be made prior to the five-year expiration date of each crew member. Any exemption to attending an assigned training require OAO commander approval. Individuals exempted from an assigned course will be rostered for the next available training and will be notified via e-mail to include the OAO commander notification. Failure to successfully complete the training within six months of the initial or recertification expiration may result in removal for cause from the AOP. Removal for cause will be determined on a case-by-case basis.

b. Physiological Training (Altitude). The purpose of this training is to familiarize crew members with the physiological effects of the aviation environment, specifically as they relate to the impact of atmospheric changes at altitude. This training is coordinated through the OAO Chief Flight Officer and shall be completed during pilot/flight officer training and every five years thereafter.

NOTE: The high-altitude chamber portion is no longer a mandatory requirement for AOP personnel.

c. Survival Training. This training is coordinated by each individual air unit with concurrence of the OAO commander. Survival training shall be completed at least once every five years. The OAO commander shall be notified via e-mail with the list of attendees, type of survival training, and date accomplished.

12. FLIGHT RESTRICTIONS.

a. Operational Flight Restrictions. Operational flight restrictions (e.g., restricted from off-airport landings, density altitude limitations) shall be posted on the crew status board in the air unit. Aerial supervisors are to review, at least quarterly, any operational flight restrictions imposed upon crew members within their air unit. Questions concerning restrictions should be directed to the appropriate chief pilot.

b. Flight Restrictions Due to Outside Factors.

(1) General.

(a) Department pilots are expected to maintain physiological and psychological fitness in order to perform their duties. A current FAA Class II medical certificate is required to maintain flight status.

(b) In addition to pathological conditions, fitness may be adversely affected by various outside factors. While these effects may be hardly perceptible during everyday activities, they may have a considerable impact on crew efficiency.

(2) Responsibility.

(a) Crew members who have received medical treatment by a physician shall immediately notify their aerial supervisor. If there is any question regarding the crew member's ability to safely perform flight duties, the aerial supervisor shall withhold the crew member from flight duties until a written clearance from an FAA-approved medical examiner is obtained.

(b) Crew members who have taken medication, received immunizations, donated blood, or been involved in a decompression experience, as specified in this chapter, shall not be permitted to perform flight duties in departmental aircraft until the minimum time frames and/or conditions noted in paragraph 12.b.(4) have been met.

(3) Crew members are responsible for ensuring all medications used are approved by the FAA for use while serving as a flight crew member.

(4) Outside Factors.

(a) Drugs. Crew members using drugs with systemic effects will be restricted from flight duties until recovery and/or rehabilitation is completed. If there is any question regarding the suitability of a drug for flight duties, the crew member or aerial supervisor should consult an FAA-approved medical examiner. Individuals using the following substances or types of drugs will be restricted from flight duties as indicated:

1 Alcohol. Personnel are prohibited from serving as crew members on any departmental aircraft within 12 hours of consuming alcohol.

2 Barbiturates. Applies to the period of use and for 24 hours after the cessation of use, or until all aftereffects have subsided, whichever is longer.

3 Mood Enhancing, Tranquilizing, or Calming Drug. Applies to the period of use and for four weeks after the cessation of use. When medications are utilized for non-mind-affecting reasons (e.g., relief of vomiting or muscle spasms), the restriction will apply for the duration of the acute illness and for 72 hours after cessation of medication. If there are any questions related to the use of such drugs, the crew member or aerial supervisor should consult an FAA-approved medical examiner.

c. Medical Restrictions. Medical restrictions from flight duty shall be for a minimum of 12 hours following all immunizations, except for smallpox, and for the duration of any symptomatic or severe local reactions.

d. Blood Donations. Crew members should not regularly donate blood. Following a blood donation of 200cc or more, crew members shall be restricted from flight duties for 72 hours.

e. Scuba Diving/Decompressed Air Dives. The risk of decompression sickness during flight increases considerably after exposure to any environment above atmospheric pressure, such as scuba diving. Crew members shall not perform flight duties within 24 hours of scuba diving or compressed air dives. Any onset of decompression sickness symptoms, whether during or after a dive, results in a ban on flying until cleared for duty by an FAA-approved medical examiner.

f. Fatigue/Illness. Crew members experiencing excessive fatigue or illness shall not perform flight duties until they have fully recovered from the condition.

NOTE: Crew members are responsible for reporting any condition—as listed above or otherwise—that may impair flight safety to an aerial supervisor or the air unit safety officer. If the air unit safety officer is notified first, they shall notify the aerial supervisor.

13. DUTY HOURS AND REST REQUIREMENTS.

- a. Flight Crew Member. A crew member is defined as a qualified person performing duties in a departmental aircraft as either a pilot or flight officer.
- b. Rest Period. A rest period shall consist of ten consecutive hours, uninterrupted by the Department, from the end of a crew member's shift to the beginning of the crew member's next shift. This requirement is established to minimize the likelihood of aircrew fatigue during aviation operations.
- c. Duty Time. Crew members are generally limited to 12 hours of on-duty time in a workday period. A "workday," as defined in HPM 10.3, Personnel Transactions Manual, Chapter 28, Attendance Reporting, shall commence at the start of the employee's work shift and end 24 hours later. Due to operational necessity, it may become necessary for a crew member to work in excess of 12 hours of duty time in a workday. Crew members shall obtain approval from an aerial supervisor when exceeding 12 hours of duty time. **Every effort should be made to ensure that total duty time does not exceed 14 hours in a single workday.**
- d. Flight Time. Crew members shall not exceed eight hours of actual flight time in a same workday period.
- e. Call Out. A workday and on-duty time resulting from a call out begins at the time the employee leaves their residence. If a crew member is called back to work within the same workday, the total duty hours, rest periods, and flight time limitations apply.
- f. Unscheduled Overtime. If a crew is required to work unscheduled overtime and the total shift will exceed 12 hours of on-duty time, they shall obtain **approval from an aerial supervisor to extend up to a maximum of 14 hours.** Total flight time shall be limited to eight hours.
- g. Shift Scheduling. During scheduling, aerial supervisors should minimize shift changes and try to keep crew members on the same shift start time for the entire scheduling period. Crew members shall not be scheduled for shift changes (e.g., evening or night shift to day shift) that require the crew member to perform flight duties within ten hours from the end of the previous shift.

h. Voluntary/Assigned Overtime. If a crew member works an assigned or voluntary overtime detail, the crew member shall comply with duty time, flight time, and rest requirements.

i. Crew members unable to comply with the provisions of this policy shall immediately notify their aerial supervisor.

14. CREW ENDURANCE. The stress and fatigue associated with flight operations are dependent upon the conditions and type of flying being performed (e.g., day, night, instrument, or NVG), and will vary from each air unit. To quantify this impact, actual time flown is multiplied by the Environmental Relative Factor. The chart below defines the Environmental Relative Factor associated with various flying conditions and serves as an informational guide.

a. Environmental Relative Factor.

Condition	Time (Hours)
Day	1.0
Night	1.4
Instrument	1.4
NVG	2.0

Example: If a crew flies 1 hour during a day instrument flight, that flight is equivalent to 1.4 hours of normal flight (day visual flight rules). If the crew flies 1 hour using NVGs, that flight is equivalent to 2.0 hours of normal flight.

b. Crew Endurance Guide. Crew endurance is an integral part of the overall risk management program. It is used to control risks due to fatigue or sleep deprivation, while establishing the mandatory thresholds to trigger command-level risk-acceptance decisions.

Time Period (Hours)	Maximum Duty Time	Maximum Flight Time
24	14	8
48	28	16
72	42	24
168 (7 days)	98	56

15. EXTENDED AIRCRAFT DEPLOYMENT.

- a. The aircraft deployment matrix is established to track crew member duty and flight times during extended-duration deployment operations involving multiple departmental aircraft and crews (e.g., natural disasters, riots, conventions). The matrix also monitors the crew's endurance to prevent the risk of fatigue.
- b. This procedure shall be used and maintained by the designated air unit safety officer using the CHP 409A, Extended Aircraft Deployment Matrix. (Refer to Annex D.) Times depicted in Annex D represent maximum flight and duty times for a consecutive 15-day extended aircraft deployment. The cumulative flight and duty times in the matrix have been adjusted downward in an attempt to reduce potential long-term accumulation of fatigue factors associated with an extended deployment.
- c. The OAO commander and air unit safety officer shall work in concert to maintain integrity of the program. Crew members should not work in excess of seven consecutive 12-hour shifts without a full 24-hour rest and recovery period. Refer to Chapter 7, Disaster and Emergency Operations, of this manual.

16. HEARING CONSERVATION PROGRAM.

- a. Purpose. The Hearing Conservation Program establishes departmental policies and procedures to protect all employees from the effects of noise exposure as much as practicable.
- b. Authority. Title 8, General Industry Safety Orders 5095 through 5100 of the California Code of Regulations, mandate the control of noise exposure and the establishment of a continuing, effective Hearing Conservation Program for employees exposed to noise levels which equal or exceed 85 decibels. (Refer to HPM 10.6, Occupational Safety Manual, Chapter 9, Hazardous Conditions and Substances Exposure Control Programs, Annex B.)
- c. Audiometric Testing. Each air unit shall conduct annual audiometric testing during the same period each year. The air unit safety officer is responsible for scheduling these tests and processing all associated vendor documentation.
- d. Procedures for Testing.
 - (1) The air unit safety officer schedules testing with the specified vendor and forwards the information to the OAO safety coordinator.
 - (2) The vendor will conduct the hearing test at the air unit's location.

(3) At the conclusion of the test, the vendor will submit an invoice to the air unit for their services.

(4) The OAO commander will approve the invoice.

(5) Upon approval by the OAO commander, the invoice shall be forwarded to the Administrative Services Division, Accounts Payable Unit, for processing and payment.

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ANNEX A

CHP 390, FLIGHT HELMET INSPECTION CHECKLIST

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL FLIGHT HELMET INSPECTION CHECKLIST CHP 390 (Rev. 3-26) OPI 018																						
NAME (FIRST, M.I., LAST) <hr/> John L. Smith	SERIAL NUMBER <hr/> HGU84-001																					
LOCATION <hr/> Office of Air Operations	LOCATION CODE <hr/> 018	INSPECTION DATE <hr/> MM/DD/YYYY																				
<table style="width: 100%; border: none;"> <tr> <td style="width: 60%; padding: 5px;">1. Inspect outer shell for cracks or damage.</td> <td style="width: 40%; padding: 5px; text-align: right;"> <input checked="" type="checkbox"/> ACCEPTABLE <input type="checkbox"/> UNACCEPTABLE </td> </tr> <tr> <td style="padding: 5px;">2. Check and hand tighten all screws and/or bolts.</td> <td style="text-align: right;"> <input checked="" type="checkbox"/> ACCEPTABLE <input type="checkbox"/> UNACCEPTABLE </td> </tr> <tr> <td style="padding: 5px;">3. Check operation of clear and dark lens.</td> <td style="text-align: right;"> <input checked="" type="checkbox"/> ACCEPTABLE <input type="checkbox"/> UNACCEPTABLE </td> </tr> <tr> <td style="padding: 5px;">4. Check clear and dark lens for severe scratches or damage.</td> <td style="text-align: right;"> <input type="checkbox"/> ACCEPTABLE <input checked="" type="checkbox"/> UNACCEPTABLE </td> </tr> <tr> <td style="padding: 5px;">5. Inspect chin strap and pad for wear.</td> <td style="text-align: right;"> <input checked="" type="checkbox"/> ACCEPTABLE <input type="checkbox"/> UNACCEPTABLE </td> </tr> <tr> <td style="padding: 5px;">6. Check operation of boom microphone and connections.</td> <td style="text-align: right;"> <input checked="" type="checkbox"/> ACCEPTABLE <input type="checkbox"/> UNACCEPTABLE </td> </tr> <tr> <td style="padding: 5px;">7. Inspect nape strap and pad for wear.</td> <td style="text-align: right;"> <input checked="" type="checkbox"/> ACCEPTABLE <input type="checkbox"/> UNACCEPTABLE </td> </tr> <tr> <td style="padding: 5px;">8. Inspect cord assembly.</td> <td style="text-align: right;"> <input checked="" type="checkbox"/> ACCEPTABLE <input type="checkbox"/> UNACCEPTABLE </td> </tr> <tr> <td style="padding: 5px;">9. Inspect ear cups (L & R) for wear.</td> <td style="text-align: right;"> <input checked="" type="checkbox"/> ACCEPTABLE <input type="checkbox"/> UNACCEPTABLE </td> </tr> <tr> <td style="padding: 5px;">10. Inspect interior lining for wear.</td> <td style="text-align: right;"> <input checked="" type="checkbox"/> ACCEPTABLE <input type="checkbox"/> UNACCEPTABLE </td> </tr> </table>			1. Inspect outer shell for cracks or damage.	<input checked="" type="checkbox"/> ACCEPTABLE <input type="checkbox"/> UNACCEPTABLE	2. Check and hand tighten all screws and/or bolts.	<input checked="" type="checkbox"/> ACCEPTABLE <input type="checkbox"/> UNACCEPTABLE	3. Check operation of clear and dark lens.	<input checked="" type="checkbox"/> ACCEPTABLE <input type="checkbox"/> UNACCEPTABLE	4. Check clear and dark lens for severe scratches or damage.	<input type="checkbox"/> ACCEPTABLE <input checked="" type="checkbox"/> UNACCEPTABLE	5. Inspect chin strap and pad for wear.	<input checked="" type="checkbox"/> ACCEPTABLE <input type="checkbox"/> UNACCEPTABLE	6. Check operation of boom microphone and connections.	<input checked="" type="checkbox"/> ACCEPTABLE <input type="checkbox"/> UNACCEPTABLE	7. Inspect nape strap and pad for wear.	<input checked="" type="checkbox"/> ACCEPTABLE <input type="checkbox"/> UNACCEPTABLE	8. Inspect cord assembly.	<input checked="" type="checkbox"/> ACCEPTABLE <input type="checkbox"/> UNACCEPTABLE	9. Inspect ear cups (L & R) for wear.	<input checked="" type="checkbox"/> ACCEPTABLE <input type="checkbox"/> UNACCEPTABLE	10. Inspect interior lining for wear.	<input checked="" type="checkbox"/> ACCEPTABLE <input type="checkbox"/> UNACCEPTABLE
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Remarks: Noted deep scratches to dark lens. Replace dark lens and mole skin on inner visor cover.																						
<hr/> INSPECTED BY (FIRST, M.I., LAST) <hr/> Robert D. Jones																						

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ANNEX B

CHP 399, AVIATION FLOTATION VEST INSPECTION CHECKLIST

LOCATION	LOCATION CODE	VEST NUMBER	INSPECTION DATE
Office of Air Operations	018	018-01	MM/DD/YYYY
<p>1. Inspect outer surface for wear and fraying of thread. <input checked="" type="checkbox"/> ACCEPTABLE <input type="checkbox"/> UNACCEPTABLE</p> <p>2. Check fire-resistant collar for wear. <input type="checkbox"/> ACCEPTABLE <input checked="" type="checkbox"/> UNACCEPTABLE</p> <p>3. Check fading and wear due to ultraviolet exposure. <input checked="" type="checkbox"/> ACCEPTABLE <input type="checkbox"/> UNACCEPTABLE</p> <p>4. Open vest to ensure operation of Velcro fasteners. <input checked="" type="checkbox"/> ACCEPTABLE <input type="checkbox"/> UNACCEPTABLE</p> <p>5. Check operation of inflation mechanism and integrity of CO² cartridge. <input checked="" type="checkbox"/> ACCEPTABLE <input type="checkbox"/> UNACCEPTABLE</p> <p>6. Check operation of manual inflation valves (<i>left and right</i>). <input checked="" type="checkbox"/> ACCEPTABLE <input type="checkbox"/> UNACCEPTABLE</p> <p>7. Inflate vest manually. <input checked="" type="checkbox"/> ACCEPTABLE <input type="checkbox"/> UNACCEPTABLE</p> <p>8. Check integrity of rescue strobe. <input type="checkbox"/> ACCEPTABLE <input checked="" type="checkbox"/> UNACCEPTABLE</p> <p>Remarks: Replace fire-resistant collar due to operational wear.</p>			
<hr/> <p style="font-size: x-small; margin: 0;">INSPECTED BY (FIRST, MI., LAST)</p> <p style="margin: 0;">John L. Smith</p> <hr/>			

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ANNEX C

CHP 419, HEED BOTTLE INSPECTION CHECKLIST

<small>STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL</small> H.E.E.D. BOTTLE INSPECTION CHECKLIST <small>CHP 419 (New 6-02) OPI 018</small>		
<small>SERIAL NUMBER</small>	<small>INSPECTION DATE</small>	<small>LOCATION</small>
H-001	MM/DD/YYYY	Office of Air Operations-018
1) Visually inspect the device for evidence of malfunction or external damage.	<input checked="" type="checkbox"/> Acceptable	<input type="checkbox"/> Unacceptable
2) Inspect the mouthpiece and second-stage assembly for cuts, cracks, cleanliness, and overall integrity.	<input type="checkbox"/> Acceptable	<input checked="" type="checkbox"/> Unacceptable
3) Carefully inspect the low pressure hose to ensure it is securely connected to both the first and second-stage regulators. Inspect the hose for cuts, cracks, blisters, abrasions or other damage, and inspect the fittings for corrosion.	<input checked="" type="checkbox"/> Acceptable	<input type="checkbox"/> Unacceptable
4) Prior to pressurizing unit, with the ON/OFF in the OFF position, place regulator mouthpiece in the mouth and proceed to inhale. No air should flow through the mouthpiece. If air flow is detected, return unit and report discrepancies to the AOS ALSE coordinator.	<input type="checkbox"/> Acceptable	<input type="checkbox"/> Unacceptable
5) While holding the first-stage regulator securely, slowly turn the cylinder counter-clockwise until the ON/OFF indicator pin can be sighted through the small aperture marked ON. Listen for any obvious signs of leakage from the system, including free flow from the second-stage regulator. Again, report any discrepancies to the AOS ALSE coordinator. The bottle shall be topped-off at 2700 psi.	<input checked="" type="checkbox"/> Acceptable	<input type="checkbox"/> Unacceptable
<small>REMARKS</small> Helicopter emergency egress device bottle placed out of service and returned to manufacturer for repair of defective low pressure hose.		
<small>INSPECTED BY</small> John L. Smith		
<small>c419_307.pdf</small>		

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ANNEX D

CHP 409A, EXTENDED AIRCRAFT DEPLOYMENT MATRIX

STATE OF CALIFORNIA
 DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
EXTENDED AIRCRAFT DEPLOYMENT MATRIX
 CHP 409A (New 11-05) OPI 018

The following chart represents a consecutive fifteen day aircraft and aircrew deployment. Maximum flight times and maximum on-duty times are indicated. The intent of this matrix is to monitor an aircrew so they do not exceed these limits. Each flight crew personnel shall have a completed matrix during deployment which is maintained by the designated Safety Officer.

DAY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
MAX FLIGHT TIME	8	15	22	27	31	34	37	41	45	49	53	57	61	65	69
MAX ON-DUTY TIME	14	28	42	54	66	78	90	102	114	126	138	150	162	178	186

NAME										I.D. NUMBER		DATE			
John Smith										1234		MM/DD/YYYY			
DAY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
FLIGHT TODAY	5.30	6.00	5.50	6.00	5.20	4.00	5.00	0.00	6.00	6.00	4.00	0.00	8.00	4.00	4.00
TOTAL FLIGHT	5.30	11.30	16.80	22.80	28.00	32.00	37.00	37.00	37.00	43.00	19.00	53.00	61.00	65.00	69.00
FLIGHT TOMORROW	8.00	8.00	8.00	8.00	6.00	5.00	4.00	8.00	6.00	4.00	4.00	8.00	4.00	4.00	0.00
DUTY TODAY	12.00	12.00	12.00	14.00	14.00	12.00	14.00	12.00	10.00	14.00	12.00	12.00	12.00	12.00	12.00
TOTAL DUTY	12.00	24.00	36.00	50.00	64.00	76.00	90.00	102.00	112.00	126.00	138.00	150.00	162.00	178.00	186.00
DUTY TOMORROW	14.00	14.00	14.00	14.00	14.00	14.00	12.00	12.00	14.00	12.00	12.00	12.00	12.00	12.00	0.00

COMMENTS

SAFETY OFFICER	DATE REVIEWED
Gerry Perez	MM/DD/YYYY

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ANNEX E

CHP 93P, AIR UNIT SAFETY INSPECTION

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AIR UNIT SAFETY INSPECTION CHP 93P (Rev. 3-26) OPI 018		Indicate "OK" if item inspected is satisfactory. Use comments section to document any action taken as a result of the inspection.	YEAR 26	QUARTER <input checked="" type="checkbox"/> First <input type="checkbox"/> Third <input type="checkbox"/> Second <input type="checkbox"/> Fourth
OFFICE		Fuel inspection (continued)		
1. Tops of lockers clear	OK	Leaks	OK	
2. Fire extinguishers	OK	Filters due	OK	
Date fire extinguishers inspected	OK	Fire extinguishers	OK	
3. Flight planning organized and current	OK	Date fire extinguishers inspected	OK	
4. Safety board OHR's, files, follow-up	OK	Fuel use logs	OK	
5. Stairs	OK	Engine oil and fuel	OK	
6. Cords	OK	Engine security	OK	
Computer	OK	Padlock operation	OK	
Telephone	OK	Overall condition of fuel cell	OK	
Electric	OK	8. Emergency shut-off posted	OK	
7. File cabinets	OK	9. Date satellite fuel cell(s) last inspected:	OK	
8. Restrictions posted and current	OK	HANGAR		
9. "ALSE" records	OK	1. Tops of cabinets clear	OK	
10. Hazard map current	OK	2. Tools clean and stored	OK	
11. Aircraft status board current	OK	3. Fire extinguisher	OK	
12. Evacuation routes posted	OK	Date fire extinguisher inspected	OK	
13. Emergency notification roster current	OK	4. Jet oil	OK	
14. Safety bulletin board current	OK	5. Floor clean	OK	
OUTSIDE		6. Dispensable items picked up	OK	
1. Fire extinguishers	OK	7. Airplane oil dated	OK	
Date fire extinguishers inspected	OK	8. Rags available for clean up	OK	
2. Lights	OK	9. Water available for hazardous material spills	OK	
Perimeter	OK	10. Overall cleanliness	OK	
Wind sock	OK	11. Doors operate freely	OK	
Antenna	OK	12. Hangar security	OK	
Hangar	OK	13. Aircraft parking lines visible	OK	
Helipad	OK	14. Proper water drainage	OK	
3. Taxi lines	OK	15. Oxygen storage	OK	
4. Parking identified	OK	16. Flammable liquid storage	OK	
5. Fod	OK	17. Weapons clearing tube	OK	
6. Fuel island	OK	18. Condition/safety of inspection ladders	OK	
Fire extinguisher	OK	AIRCRAFT		
Date fire extinguisher inspected	OK	1. Fire extinguishers	OK	
Leaks	OK	Date fire extinguishers inspected	OK	
7. Fuel inspection	OK	2. Charts current	OK	
Hoses and nozzles	OK	3. Maintenance inspections current	OK	
COMMENTS				
INSPECTED BY Sergeant John Smith			DATE INSPECTED MM/DD/YYYY	

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ANNEX F

MANAGEMENT OF CHANGE MEMORANDUM

State of California

Transportation Agency

Memorandum

Date: March 5, 2026

To: Office of Air Operations

From: DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
Office of Air Operations

File No.: 018.15364.19609

Subject: MANAGEMENT OF CHANGE

Change:

Describe the change clearly and briefly, including what is changing, why the change is necessary, and the implementation date or timeline.

Approval and Implementation:

Identify who approved the change and who is responsible for implementing it.

Affected Personnel or Air Units:

Identify the personnel, air unit(s), or functions affected by the change.

Risk Assessment:

Summarize any identified safety issues, hazards, or operational risks associated with the change.

Mitigation Measures:

Summarize the actions taken to reduce or control identified risks.

Follow-Up and Safety Assurance:

Identify any follow-up action needed to ensure the change is effective and does not create unintended safety or operational issues. This may include training, review, inspection, or audit.

E. M. REYES, Captain
Commander

Safety, Service, and Security
CHP 51 (Rev. 08/2013) OPI 078



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