

# General Flight Information

A photograph of an offshore wind farm under construction. In the foreground, a large, dark, braided cable is coiled. In the middle ground, a worker in a red suit and white hard hat stands on a blue metal walkway. To the right, a large, rusted metal structure is visible, with a thick black cable extending upwards. The background shows a clear blue sky with a few wispy clouds.

31.07.2020

GFO-O-PM-MLX

# General Flight Information



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# 1. Flight organisation





# 1.1 Generals

All personnel registrations including all certificates have to be sent to [pob-registration@tennet.eu](mailto:pob-registration@tennet.eu) at latest 14 calendar days prior to departure.

The transmittal of external staff certificates must be done via zip-folder containing all documents in PDF-format.

The transmittal of the ID document is not required.

The information of identity card number, the validity of the identity card, the date of birth and the nationality via text file is sufficient.

Furthermore the PDF-files must be named as follows:

*Surname\_First Name\_Boattransfer*

*Surname\_First Name\_Sea Survival*

*Surname\_First Name\_BOSIET*

*Surname\_First Name\_HUET incl. CA-EBS*

*Surname\_First Name\_First Aid*

*Surname\_First Name\_Medical*

*Surname\_First Name\_Offshore Safety Instruction*



# 1.1 Generals

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Flight plans/Transport plans will be provided by [flighttops@tennet.eu](mailto:flighttops@tennet.eu) at least six days ahead. Nevertheless, due to unexpected reasons short-term changes may occur. Please be advised to check your mailbox at least in the evening before departure.

In case of changes to flight times, cancellations, etc., TenneT Offshore Flighttops/Marine Operation Center (MOC) will inform the passengers or passengers' contact person!

At all times of the year, **day guests** must be prepared regarding their personal equipment for unplanned overnight stays on the platforms.



# 1.2 Contacts

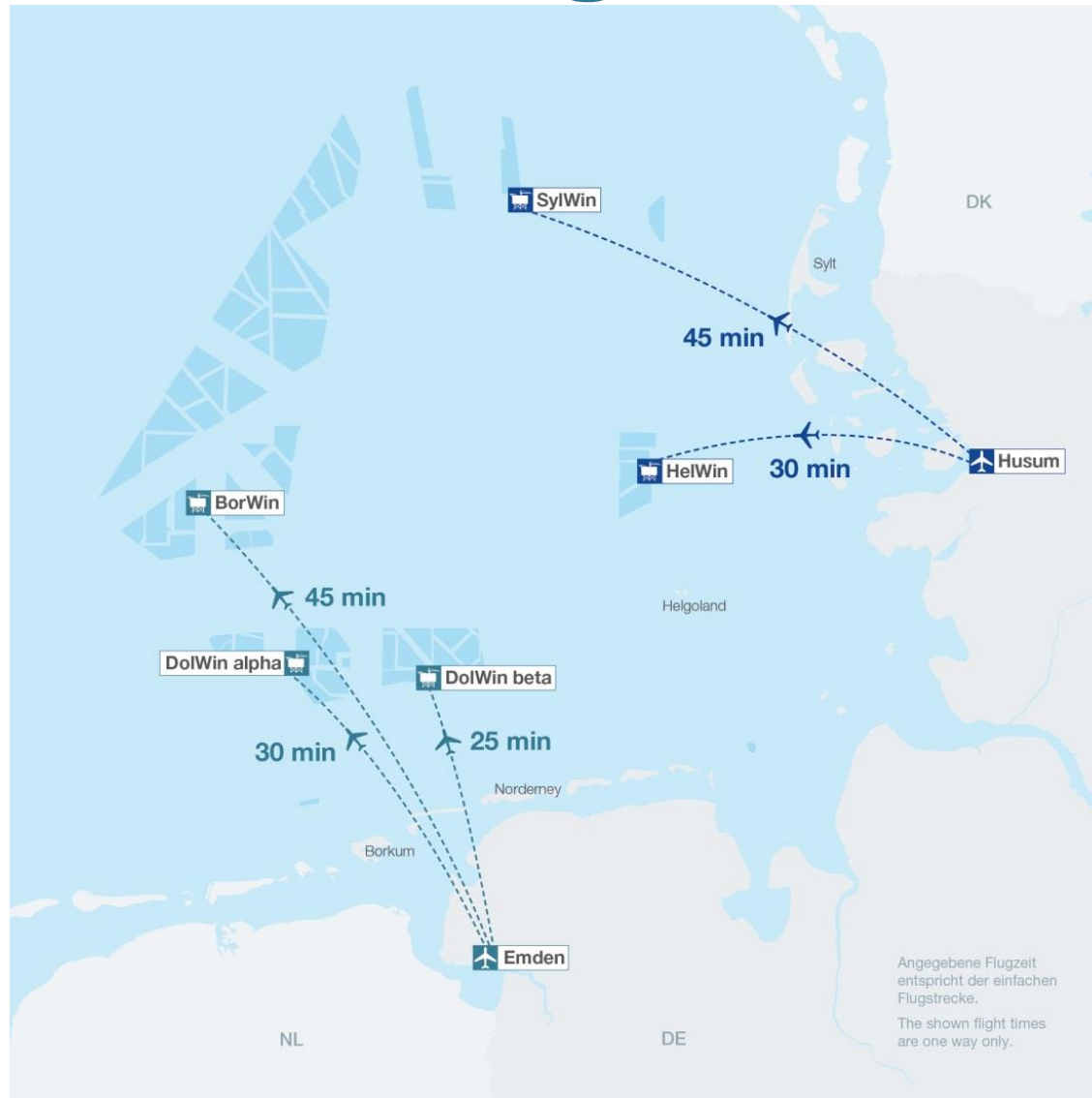
TenneT POB-Registration: [pob-registration@tennet.eu](mailto:pob-registration@tennet.eu)

- **BorWin1/BorWin alpha + BorWin2/BorWin beta:**  
Sascha Jöge (05132 89 – 6184)
- **BorWin3/BorWin gamma:**  
Sascha Himstedt (05132 89 – 2544)
- **DoIWin1/DoIWin alpha:**  
Markus Ernst (05132 89 – 6203)
- **DoIWin2/DoIWin beta:**  
Julia Judas (05132 89 – 2097)
- **HelWin1/HelWin alpha + HelWin2/HelWin beta:**  
Andreas Garvens (05132 89 – 6241)
- **SylWin1/SylWin alpha + Alpha Ventus + Nordergründe + Riffgat:**  
Ivaylo Popov (05132 89 – 2574)

Contact details Flighttops: [flighttops@tennet.eu](mailto:flighttops@tennet.eu)

- Sven Anton Wanner (05132 89 – 5945)
- Tobias Treder (05132 89 – 6430)

# 1.3 Overview flight times



# 2 Required certificates







# 2 Required certificates

14 calendar days before the flight all required certificates have to be sent to POB-registration [pob-registration@tennet.eu](mailto:pob-registration@tennet.eu).

- Required certificates
  - Boat Landing & Crew Transfer
  - Sea Survival/BOSIET
  - HUET incl. CA-EBS
  - Offshore Medical
  - First aid Training
  - Confirmation of the annual safety instruction
  - personal information (date of birth, nationality, passport number and validity)
- name and telephone number of an office contact person

# 2.1 Boat Landing & Crew Transfer



Certificates fulfilling TenneT-requirements:

- GWO “Basic Safety Training”
- GWO “Sea Survival”
- GWO “Boat Transfer”
- (OPITO) “Boat Landing & Crew Transfer Training”

Other certificates have to be checked individually!

# 2.2 Sea Survival/BOSIET



## Certificates fulfilling TenneT-requirements:

- OPITO “Basic Offshore Safety Induction and Emergency Training“ – course code: 5700 / or 5750
- OPITO “FOET – Further Offshore Emergency Training” – course code: 5858
- NOGEPa “Basic Offshore Safety Induction and Emergency Response Training” – NOGEPa 0.5a
- NOGEPa “Refresher Offshore Safety Introduction and Emergency Response Training” – NOGEPa 0.5b
- “Basic Safety and Emergency Preparedness Course” – Norwegian Oil and Gas
- “Basic Safety and Emergency Preparedness Course refresher” – Norwegian Oil and Gas
  
- GWO “Basic Safety Training”
- GWO Sea Survival

Other certificates have to be checked individually!

# 2.3 HUET incl. CA-EBS



## Certificates fulfilling TenneT-requirements:

- OPITO “Basic Offshore Safety Induction and Emergency Training“ – course code: 5700 / or 5750
- OPITO “FOET – Further Offshore Emergency Training” – course code: 5858
- NOGEPa “Basic Offshore Safety Induction and Emergency Response Training” – NOGEPa 0.5a
- NOGEPa “Refresher Offshore Safety Introduction and Emergency Response Training” – NOGEPa 0.5b
- “Basic Safety and Emergency Preparedness Course” – Norwegian Oil and Gas
- “Basic Safety and Emergency Preparedness Course refresher” – Norwegian Oil and Gas
  
- OPITO “Helicopter Underwater Escape Training + CA EBS” – course code: 5095 and 5902 (Only theoretical instruction in CA-EBS)

Other certificates have to be checked individually!

# 2.4 Offshore medical



Certificates fulfilling TenneT-requirements:

## Medical examination according to:

- AWMF
- NOGEPa
- OGUK

## Please note:

- Offshore medical certificates are valid only for 2 years
- Medical examinations of seafarers are insufficient

Other certificates have to be checked individually!



# 2.5 First aid training

## Certificates fulfilling TenneT-requirements:

- GWO „First aid“/GWO „Erste Hilfe“
- NOGEPÄ „Offshore First aid“
- „First aid basic course“ (OFA101) according Norwegian Oil and Gas
- STCW „Elementary first aid“

### In case a person has a different First aid certificate could be accepted as valid if:

- The attended training takes at least 8 study units which equal six time hours and
- The First aid-Training includes at least the topics:
  - cardiopulmonary resuscitation
  - treat wounds and burn injuries

If the mandatory contents have not been noted on the certificate, then the missing information must be submitted additionally.

- The following topics, for example, are covered in a German first aid course:
  - use an AED (automated external defibrillator)
  - free the casualty out of the car or from the floor by rescue grip
  - determine the consciousness
  - control of consciousness and breathing
  - determine the respiratory function
  - use the right breathing techniques and physical positions to make breathing easier.
  - do the recovery position/**cardiopulmonary resuscitation**
  - remove a helmet from the victims head
  - **treat wounds and burn injuries**

### Please note:

- First aid certificates are only accepted for 2 years
- First aid training, which is included in BOSIET is insufficient

Other certificates have to be checked individually!



## 2.6 Confirmation of the annual safety instruction

- Each employee has to be **instructed by his/her employer** on hazards which may occur while performing work activities and on any preventative measures prior to starting work, then subsequently at appropriate time intervals, but at least once per annum.
- Topics of the safety instructions for offshore operations include at least:
  - general rules of conduct and personal requirements
  - activity-based instructions
  - use and handling of personal safety equipment
  - helicopter transfer
  - behaviour in case of distress at sea and sea rescue
  - transfer from ship to the boat landing
- As a confirmation of participation, each employee has to sign the list of participants for the safety instructions

Template for instruction is available on request

# 3 Helicopter transport







# 3.1 General instructions

## **Heliport Emden:**

Wiking Helikopter Service  
Gorch-Fock-Str. 103  
26721 Emden

## **Heliport Husum:**

Wiking Helikopter Service  
Am Flugplatz  
25813 Husum-Schwesing

- Free parking is available at the heliports. Please be advised to park in the second row
- Check-in is always 75 minutes before scheduled departure time
- Check-in and ground handling will be conducted by helicopter operator
- Please follow the instructions of the helicopter operator personnel and pilots during the check-in, boarding and of course during the flight.

## **General check-in process:**





# 3.2 Check-in process

1

## **identity check**

identity checks by means of identity cards or passports

2

## **weighing**

weighing of passengers and luggage

3

## **safety video**

presenting of a safety video about specific safety aspects regarding helicopter transfer, usage of the survival suit and arrival offshore

4

## **picking up survival suit**

Handing out of survival suits and life jacket

survival suits will remain offshore the entire trip

life jackets have to be returned in the Helilounge to the flight crew

every passenger is responsible for his survival suit until returning back onshore

5

## **boarding**

Ground staff will take you to the helicopter

Stowing of all personal items (jacket, laptop, etc.) in the bag provided

# 3.3 Information/Luggage policy

## Luggage:

- Maximum weight of your luggage shall **not exceed 20 kg**
- Maximum dimension 40x75x40 cm (height x width x depth)
- Please announce all exceeds with your personnel registration. The request will be confirmed or rejected.
- Usage of soft, weather-proof bags (for example “Ortlieb Rack-Pack XL”)
- Hard shell cases are not allowed as well as plastic bags



## Bring along:

- Personal protective equipment (see details on next page)
- Proof of identification (passport or identity card)
- Originals or copies of certificates or safety logbook
- Leisure wear; warm, functional wear
- Articles for everyday use (e. g. hygiene products, hairdryer, sunscreen, etc.)
- If applicable, medication in appropriate quantity
- Workout clothes, if using the gym
- Shoes for the flight transfer must be stucked tight and the soles must provide even on wet metal mesh steps non-slip support, f.e. profiled plastic soles

## Provided:

- Towels, bed linen
- Laundry bag (for extended periods, clothes may be washed on-site)
- Internet
- Breakfast, lunch, dinner (mealtimes according to schedule)

## Not allowed:

- Weapons, drugs, alcohol and magnets
- Downloading and streaming of movies and large quantities of data, especially for private use
- Dangerous goods without prior permission



# 3.4 Personal protective equipment for Offshore(PPE)

Helmet with chinstrap  
Eye protection



Work clothes

- work jacket
- work trousers
- or overall



Working gloves



Safety shoes:

- S3 ankle high (EN ISO 20345)
- Non-Slip Sole



Each passenger is responsible to bring their own PPE



# 3.4 Personal protective equipment for the flight (PPE)

## Top:

- fleece jackets
- Sweatshirt

## Trousers:

- wear long trousers
- no shorts

## Shoes:

- Private Shoes are sufficient for the flight (rubber sole)
- S3 ankle high (EN ISO 20345) can also be worn on the flight
- Non-Slip Sole shoes must be worn
- tight shoes must be worn

Ear protection, Survival Suit and CA-EBS Vest will be provided at the heliport



# 3.5 Buddy System/Green Armband

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- A green armband identifies a passenger who flies offshore for the first time.
- The person flying the first time gets help from an experienced “buddy” during the flight.
- Please get in contact with TenneT Offshore Flightops before your flight starts, if you need support during the flight!
- The armband has a number and will be linked with your name in our system.  
Therefore please return the armband to the Check-In reception after your offshore trip.

# 4 Customs & Material



First mean of transport for materials is the platform supply vessel of TenneT. In case of questions regarding platform supply runs please contact [OS-Logistik@tennet.eu](mailto:OS-Logistik@tennet.eu).

For all transports of material the TenneT “General Terms and Conditions for Logistics and Customs” (<https://www.tennet.eu/company/procurement/german-procurement-policy/>) are applicable.

If material transport by helicopter is necessary, please note the further facts:

- Most of TenneT’s Offshore platforms are located outside of the 12-mile zone within in the Exclusive Economic Zone (EEZ). This area is classified as a third country and so all goods traffic must be declared to customs.
- When returning home with tobacco goods purchased on the platform: Due to their professional activities, employees who work in the German Exclusive Economic Zone (EEZ), are regarded as a cross-border worker. At the time of entry / return from the German EEZ to the EU, cross-border worker have only a limited duty-free allowance of 40 single cigarettes! Goods beyond the duty-free allowance, which are not taxed before arrival, are smuggled goods!

# 5. Parking at Emden Airport



New WIKING Check-In office.  
Airport Emden / Gorch-Fock-Str. 103 / 26721 Emden





# 6. Privacy and Data Protection



Please find all information regarding the TenneT **Privacy and Data Protection** under following Links:

- German Version:

[www.tennet.eu/de/datenschutz](http://www.tennet.eu/de/datenschutz)

- English Version:

<https://www.tennet.eu/privacy-and-data-protection/>

For questions on this topic please contact [datenschutz@tennet.eu](mailto:datenschutz@tennet.eu).

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