



## Heliport Safety Inspector Findings & Heliport Operator Corrective Action Plan (Information to be filled by HSIs/HCPM/Heliport Operator)

### GACAR PART 138 (CERTIFICATION, AUTHORIZATION AND OPERATION OF HELIPORTS)

<b>Heliport Name/ID Code:</b>			
<b>Heliport Reference Point:</b>		<b>Heliport Operator:</b>	
<b>Inspection Type :</b>		<b>Inspection Date:</b>	
<b>Report Number:</b>		<b>Report Date:</b>	
<b>Name of Heliport Safety Inspector:</b>		<b>Signature:</b>	

#### GENERAL INSTRUCTION

1. This form of findings must be completed by GACA Heliport Safety Inspectors (HSIs)/Heliport Certificate Project Manager (HCPM).
2. Wherever, findings are observed during the Technical Inspection, On-site verification, Surveillance and Un-Announced Inspections, same are to be filled in this form by HSIs and HCPM in assigned fields. Any supporting documents may be submitted in Appendix B, if so required.
3. Based on the findings, the Heliport Operator must conduct initial safety risk assessment and develop the mitigation measures. Then finding need to be re-assessed for residual risk considering the mitigation. Heliport operator must develop the corrective action plan as per time line of the finding category and submitted in this form using prescribed space. Any supporting documents may be submitted in Appendix C, if so required.
4. For any clarification, the General Manager (Aerodrome Standards) of General Authority of Civil Aviation, Kingdom of Saudi Arabia, may be contacted.

### SUBPART A TO D – CERTIFICATION, AUTHORIZATION AND DESIGN & ESTABLISHMENT

S. No.	FINDINGS BY GACA HELIPORT SAFETY INSPECTORS				RISK ASSESSMENT AND CORRECTIVE ACTION BY HELIPORT OPERATOR					REMARKS
	GACAR REFERENCE	LOCATION	DESCRIPTION OF ASD-GACA FINDINGS	FINDING LEVEL (L1/ L2/ L3) <i>(Ref-E Book 16)</i>	INITIAL RISK ASSESSMENT <i>(Ref GACAR 5)</i>	(1). MITIGATION MEASURES & (2). CORRECTIVE ACTION PLAN (CAP)	RESIDUAL RISK ASSESSMENT <i>(Ref GACAR 5)</i>	START DATE (CAP)	COMPLETION DATE (CAP)	
1.										
2.										
3.										

### SUBPART E – HELIPORT DATA

S. No.	FINDINGS BY GACA HELIPORT SAFETY INSPECTORS				RISK ASSESSMENT AND CORRECTIVE ACTION BY HELIPORT OPERATOR					REMARKS
	GACAR REFERENCE	LOCATION	DESCRIPTION OF ASD-GACA FINDINGS	FINDING LEVEL (L1/ L2/ L3) <i>(Ref-E Book 16)</i>	INITIAL RISK ASSESSMENT <i>(Ref GACAR 5)</i>	(1). MITIGATION MEASURES & (2). CORRECTIVE ACTION PLAN (CAP)	RESIDUAL RISK ASSESSMENT <i>(Ref GACAR 5)</i>	START DATE (CAP)	COMPLETION DATE (CAP)	
1.										
2.										
3.										

### SUBPART F – PHYSICAL CHARACTERISTICS

S. No.	FINDINGS BY GACA HELIPORT SAFETY INSPECTORS				RISK ASSESSMENT AND CORRECTIVE ACTION BY HELIPORT OPERATOR					REMARKS
	GACAR REFERENCE	LOCATION	DESCRIPTION OF ASD-GACA FINDINGS	FINDING LEVEL (L1/ L2/ L3) <i>(Ref-E Book 16)</i>	INITIAL RISK ASSESSMENT <i>(Ref GACAR 5)</i>	(1). MITIGATION MEASURES & (2). CORRECTIVE ACTION PLAN (CAP)	RESIDUAL RISK ASSESSMENT <i>(Ref GACAR 5)</i>	START DATE (CAP)	COMPLETION DATE (CAP)	
1.										
2.										
3.										

### SUBPART G – OBSTACLE ENVIRONMENT

S. No.	FINDINGS BY GACA HELIPORT SAFETY INSPECTORS				RISK ASSESSMENT AND CORRECTIVE ACTION BY HELIPORT OPERATOR					REMARKS
	GACAR REFERENCE	LOCATION	DESCRIPTION OF ASD-GACA FINDINGS	FINDING LEVEL (L1/ L2/ L3) <i>(Ref-E Book 16)</i>	INITIAL RISK ASSESSMENT <i>(Ref GACAR 5)</i>	(1). MITIGATION MEASURES & (2). CORRECTIVE ACTION PLAN (CAP)	RESIDUAL RISK ASSESSMENT <i>(Ref GACAR 5)</i>	START DATE (CAP)	COMPLETION DATE (CAP)	
1.										
2.										
3.										

### SUBPART H – VISUAL AIDS

S. No.	FINDINGS BY GACA HELIPORT SAFETY INSPECTORS				RISK ASSESSMENT AND CORRECTIVE ACTION BY HELIPORT OPERATOR					REMARKS
	GACAR REFERENCE	LOCATION	DESCRIPTION OF ASD-GACA FINDINGS	FINDING LEVEL (L1/ L2/ L3) <i>(Ref-E Book 16)</i>	INITIAL RISK ASSESSMENT <i>(Ref GACAR 5)</i>	(1). MITIGATION MEASURES & (2). CORRECTIVE ACTION PLAN (CAP)	RESIDUAL RISK ASSESSMENT <i>(Ref GACAR 5)</i>	START DATE (CAP)	COMPLETION DATE (CAP)	
1.										
2.										
3.										

### SUBPART I – HELIPORT EMERGENCY RESPONSE

S. No.	FINDINGS BY GACA HELIPORT SAFETY INSPECTORS				RISK ASSESSMENT AND CORRECTIVE ACTION BY HELIPORT OPERATOR					REMARKS
	GACAR REFERENCE	LOCATION	DESCRIPTION OF ASD-GACA FINDINGS	FINDING LEVEL (L1/ L2/ L3) <i>(Ref-E Book 16)</i>	INITIAL RISK ASSESSMENT <i>(Ref GACAR 5)</i>	(1). MITIGATION MEASURES & (2). CORRECTIVE ACTION PLAN (CAP)	RESIDUAL RISK ASSESSMENT <i>(Ref GACAR 5)</i>	START DATE (CAP)	COMPLETION DATE (CAP)	
1.										
2.										
3.										

### SUBPART J – ELECTRICAL SYSTEMS

S. No.	FINDINGS BY GACA HELIPORT SAFETY INSPECTORS				RISK ASSESSMENT AND CORRECTIVE ACTION BY HELIPORT OPERATOR					REMARKS
	GACAR REFERENCE	LOCATION	DESCRIPTION OF ASD-GACA FINDINGS	FINDING LEVEL (L1/ L2/ L3) <i>(Ref-E Book 16)</i>	INITIAL RISK ASSESSMENT <i>(Ref GACAR 5)</i>	(1). MITIGATION MEASURES & (2). CORRECTIVE ACTION PLAN (CAP)	RESIDUAL RISK ASSESSMENT <i>(Ref GACAR 5)</i>	START DATE (CAP)	COMPLETION DATE (CAP)	
1.										
2.										
3.										

### SUBPART K – HELIPORT OPERATIONAL SERVICES, EQUIPMENT AND INSTALLATIONS

S. No.	FINDINGS BY GACA HELIPORT SAFETY INSPECTORS				RISK ASSESSMENT AND CORRECTIVE ACTION BY HELIPORT OPERATOR					REMARKS
	GACAR REFERENCE	LOCATION	DESCRIPTION OF ASD-GACA FINDINGS	FINDING LEVEL (L1/ L2/ L3) <i>(Ref-E Book 16)</i>	INITIAL RISK ASSESSMENT <i>(Ref GACAR 5)</i>	(1). MITIGATION MEASURES & (2). CORRECTIVE ACTION PLAN (CAP)	RESIDUAL RISK ASSESSMENT <i>(Ref GACAR 5)</i>	START DATE (CAP)	COMPLETION DATE (CAP)	
1.										
2.										
3.										

**SUBPART L – HELIPORT MAINTENANCE**

S. No.	FINDINGS BY GACA HELIPORT SAFETY INSPECTORS				RISK ASSESSMENT AND CORRECTIVE ACTION BY HELIPORT OPERATOR					REMARKS
	GACAR REFERENCE	LOCATION	DESCRIPTION OF ASD-GACA FINDINGS	FINDING LEVEL (L1/ L2/ L3) <i>(Ref-E Book 16)</i>	INITIAL RISK ASSESSMENT <i>(Ref GACAR 5)</i>	(1). MITIGATION MEASURES & (2). CORRECTIVE ACTION PLAN (CAP)	RESIDUAL RISK ASSESSMENT <i>(Ref GACAR 5)</i>	START DATE (CAP)	COMPLETION DATE (CAP)	
1.										
2.										
3.										

**SUBPART APPENDICES A TO N – OTHERS, IF ANY**

S. No.	FINDINGS BY GACA HELIPORT SAFETY INSPECTORS				RISK ASSESSMENT AND CORRECTIVE ACTION BY HELIPORT OPERATOR					REMARKS
	GACAR REFERENCE	LOCATION	DESCRIPTION OF ASD-GACA FINDINGS	FINDING LEVEL (L1/ L2/ L3) <i>(Ref-E Book 16)</i>	INITIAL RISK ASSESSMENT <i>(Ref GACAR 5)</i>	(1). MITIGATION MEASURES & (2). CORRECTIVE ACTION PLAN (CAP)	RESIDUAL RISK ASSESSMENT <i>(Ref GACAR 5)</i>	START DATE (CAP)	COMPLETION DATE (CAP)	
1.										
2.										
3.										

**APPENDIX A – DOCUMENTATION (TO BE FILLED BY GACA HELIPORT SAFETY INSPECTOR)**

GACAR 139 Sub Part	Finding Reference No.	Detail of Document/Evidence Attachment, if applicable
Sub Part A		
Sub Part B		
Sub Part C		
Sub Part D		
Sub Part E		
Sub Part F		
Sub Part G		
Sub Part H		
Sub Part I		
Sub Part J		
Appendices		

DETAILS OF GACA HELIPORT INSPECTORS SAFETY TEAMS			
S. No.	NAME OF THE HELIPORT SAFETY INSPECTORS	SIGNATURE	DATE
1.			
2.			
3.			

APPENDIX B - FINDING LEVEL CHARTS (TO BE FILLED BY GACA HELIPORT CERTIFICATION PROJECT MANAGER)			
GACAR PART 139 SUBPART	Classification of Finding Level		
	Level 1	Level 2	Level 3
SUBPART A –D: CERTIFICATION, AUTHORIZATION AND DESIGN & ESTABLISHMENT			
SUBPART E: HELIPORT DATA			
SUBPART F: PHYSICAL CHARACTERISTICS			
SUBPART G: OBSTACLE ENVIORNMENT			
SUBPART H: VISUAL AIDS			
SUBPART I : HELIPORT EMERGENCY RESPONSE			
SUBPART J: ELECTRICAL SYSTEMS			
SUBPART K: HELIPORT OPERATIONAL SERVICES, EQUIPMENT AND INSTALLATIONS			
SUBPART L: HELIPORT MAINTENANCE			
SUBPART APPENDICES: A TO O – OTHERS, IF ANY			

VERIFICATION BY GACA HELIPORT CERTIFICATE PROJECT MANAGER			
S. No.	NAME OF THE HELIPORT CERTIFICATION PROJECT MANAGER	SIGNATURE	DATE
1.			

APPENDIX C – DOCUMENTATION (TO BE FILLED BY HELIPORT OPERATOR)		
GACAR 139 Sub Part	Finding Reference No.	Detail of Document/Evidence Attachment/Risk assessment and Mitigation
Sub Part A		
Sub Part B		
Sub Part C		
Sub Part D		
Sub Part E		

Sub Part F		
Sub Part G		
Sub Part H		
Sub Part I		
Sub Part J		
Appendices		

DETAILS OF HELIPORT OPERATOR MANAGEMENT PERSONNEL			
S. No.	NAME OF HELIPORT OPERATOR MANAGEMENT PERSONNEL	SIGNATURE	DATE
1.	HEAD OF HELIPORT (ACCOUNTABLE EXECUTIVE)		
2.	HEAD OF OPERATIONS		
3.	HEAD OF MAINTANANCE		
4.	HEAD OF RFF SERVICES		
5.	HEAD OF SAFETY MANAGEMENT		

VERIFICATION BY HELIPORT OPERATOR ACCOUNTABLE EXECECUTIVE			
S. No.	NAME OF THE ACCOUNTABLE EXECUTIVE	SIGNATURE	DATE
1.			

APPENDIX D - FINDING LEVEL (For details explanation and time scale please refer E-Book Volume 16)		
Level	Description	Time scale
Level 1 (Non-Compliance)	- A major regulatory non-compliance with immediate or short-term implications for safety or security.	- The audit team leader (HCPM) shall consider and assess the each finding as immediate safety risk and assign a timescale for closure between IMMEDIATE and 7 days.
Level 2 (Non-Compliance)	- A regulatory non-compliance not defined as Level 1.	- The audit team leader (HCPM) shall consider and assess the each finding, which are not L 1, for associated safety risk and assign a timescale for closure between 8 days and 90 days.
Level 3 (Observation)	- An observed condition which, in the judgment of the heliport safety inspector/team leader (HSI/HCPM), the heliport operator should modify, eliminate or improve in the interests of continuous improvement for safety or security and to avoid such observation getting converted to L 2 finding.	- No timescale for closure shall be assigned but the heliport operator shall be expected to provide a written response to the observation within 90 days. Additional time be considered based on seriousness of finding (observation) and corrective action plan of the operator.

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