



International
Civil Aviation
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Международная
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منظمة الطيران
المدني الدولي

国际民用
航空组织

Ref.: T 11/4 – AP008/16 (AGA)

18 January 2016

Subject: ICAO Regional Workshop on Annex 14,
Volume II – Heliports (Bangkok, Thailand 18 to 22
April 2016)

Actions Required: Reply at your earliest convenience,
preferably not later than 1 April 2016 for submission
of Nomination Form

Sir/Madam,

I have the honour to inform you that ICAO APAC Office in cooperation with Airports of Thailand Public Company Limited have scheduled a Workshop on “ICAO Annex 14, Volume II – Heliports” to be held at ICAO APAC Office in Bangkok from 18 to 22 April 2016.

ICAO Annex 14, Volume II to the 1944 Chicago Convention contains the Standards and Recommended Practices (specifications) that define the physical and operational characteristics which have to be provided at heliports. Participating in this Workshop enables the attendants to construe and implement the Annex 14 Volume II specifications related to surface-level heliports and elevated heliports. Based on best practices, the participants will gain knowledge on how to configure, dimension and design the fundamental infrastructural elements of these types of heliports. Thus, they will learn how to fulfil ICAO requirements.

Targeted audience: airport operations staff, planning engineers, Aviation Authorities inspectors and aerodrome auditing staff in charge of monitoring the compliance of the aerodrome infrastructure with the applicable regulations.

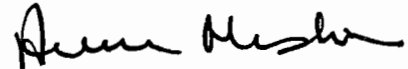
The Workshop will be run over a five day period and would be focused on ICAO Annex 14, Volume II – Heliport Standards and Recommended Practices. The Workshop will be convened at 0830 hours from 18 to 22 April 2016 and will be conducted in English. The detailed Workshop Programme is shown in **Attachment A**. A Bulletin containing information about the arrangements for the Workshop and other information of interest for the participants is summarized in **Attachment B**.

Air travel, hotel accommodation, health insurance to cover sickness and medical emergency and other miscellaneous costs will be borne by the respective Administration.

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I invite you to inform ICAO Regional Office of the participants from your State/Administration who will be attending this Workshop by returning the completed Nomination Form (**Attachment C**) by e-mail: apac@icao.int preferably **by 1 April 2016**.

Accept, Sir/Madam, the assurances of my highest consideration.



Arun Mishra
Regional Director

Enclosures:

- A — Workshop Programme
- B — Workshop Bulletin
- C — Nomination Form

ICAO – Annex 14 Volume II – Heliports
International Standards and Recommended Practices – Workshop 2015

This will be a practical interactive workshop reviewing the elements of Annex 14 Volume II, Heliports SARPS. The review will include the *description; applicability* - whether it is a standard or recommendation, looking at the “when” and “why”; the *characteristics; guidance* material where available; *inspection* and audits; and *alternate means of compliance* where applicable. Explanations will include many diagrams and actual heliport photographs to help demonstrate means of compliance.

Day 1

- Introductions
- Overview of Annex 14 Volume II; Heliport Manual (Doc 9261); and relationship to Annex 14 Volume I
- Definitions, terminology
- **Applicability, Certification & Safety Management** (Annex 19)
 - Difference between applicability and certification
 - Establishing a certification program
 - Heliport Operations Manual
- Heliport Data – Annex 15 – Aeronautical Information Services, Appendix 1, part 3 Aerodromes (AD)
- Surface-level versus Elevated (rooftop) heliports – Advantages & disadvantages

- **Chapter 3 – Physical Characteristics**
 - **Surface-level Heliports**
 - FATO
 - TLOF
 - Safety Area
 - Taxiways & taxi-routes, stands (parking)

 - **Elevated Heliports**
 - FATO
 - TLOF
 - Safety Area
 - Taxiways & taxi routes

 - Clearways, air taxiways & air taxi-routes

Day 2 (con't chapter 3 if not completed)

- **Chapter 4 – Obstacle Environment**
 - Approach surface – description, dimensions
 - Transition surface – description, dimensions
 - Take-off climb surface – description, dimensions
 - Curved approach & take-off surfaces – description & dimensions
 - How slopes relate to performance class operations (Annex 6, Part 3 – Helicopter operations)

Day 3

- **Chapter 5 – Visual Aids**
 - Wind direction indicators
 - **Markings & markers**
 - Heliport identification marking
 - Maximum allowable mass marking, D-value marking, FATO dimension markings
 - FATO perimeter markings or markers (surface-level heliport)
 - Aiming point markings
 - TLOF perimeter markings
 - Touchdown/positioning marking
 - Ground taxiway markings
 - Air taxiway markings
 - Helicopter stand (parking) markings
 - **Lights (Night-time operations)**
 - Heliport Beacon
 - Approach lighting system
 - Alignment Guidance systems
 - Approach slope indicators
 - FATO lighting systems (surface-level heliport)
 - Aiming point lights
 - TLOF lighting system

Day 4 (con't chapter 5 if not completed)

- **Chapter 6 – Heliport Emergency Response** (Revised chapter not yet printed)
 - Heliport Emergency Response Plan
 - Rescue and fire fighting
 - Level of Protection
 - Extinguishing agents – surface-level & elevated
 - Rescue arrangements, Response times, Communications, Personnel
 - Means of escape
- **Questions & any outstanding issues**

Day 5 (Optional)

- **Offshore facilities (Helidecks)**
 - FATO & TLOF dimensions, load bearing (chapter 3)
 - Obstacle Free Sector (chapter 4), Obstacle Limitation Sectors (chapter 4)
 - Helideck markings & Helideck lights (chapter 5)
 - Rescue & Fire fighting – Level of protection, Response time
 - Fixed Foam Application Systems – Monitors, DIFFS & Ring-main systems
- **Instrument Heliports** (Appendix 2, Annex 14 Volume II)
 - Physical characteristics, Obstacle Environment, Visual Aids
 - Precision & Non-precision approaches
- **Point-in-space (PinS) GNSS helicopter approaches to visual heliports** (PANSOPS & Annex 14 Volume II)



WORKSHOP BULLETIN

1. Schedule of workshop

1.1 The opening session of the workshop will be held at 0900 hours on Monday, 18 April 2016, at the Conference Room, second floor at the “Kotaite Wing” of the ICAO Regional Office, Bangkok.

2. Registration of participants

2.1 Participants are requested to register at the Registration Desk between 0830 and 0900 hours on the opening day of the Meeting. Participants are also requested to wear the identification badge at all the times inside the ICAO premise.

3. Officers and Secretariat concerned with the Meeting

3.1 Mr. N. C. Sekhar Regional Officer/AGA ICAO APAC Office will act as the ICAO coordinator for the Workshop. The daily workshop services are the responsibility of Administrative Officer, and Ms. Mantana, Programme Assistant to the AGA Section.

3.3 Any inquiries related to the workshop should be addressed to:

Fax: +66 (2) 537-8199
E-mail: apac@icao.int
Cc: nsekhar@icao.int

4. Wireless Network

4.1 The general policy of the Regional Office is towards environmentally friendly and efficient “paperless meetings”. To facilitate this policy, the Conference Room is equipped with wireless network and internet access.

5. Location of the ICAO Regional Office

5.1 The ICAO Bangkok Regional Office is located at 252/1 Vibhavadi-Rangsit Road, Chatuchak, next to the Petroleum Authority of Thailand (PTT) Headquarters and opposite the Sofitel Central Plaza Bangkok. It is about 35 km. away from the Suvarnabhumi International Airport and about 12 km. from the Sukhumvit Road, where most of the recommended hotels are located. Location of the Regional Office and the route map of the Bangkok Mass Transit System (BTS, also known as the *Sky train*) and MRTA Sub-way system (the *Underground Metro*) are published on the APAC website <http://www.icao.int/APAC/Pages/default.aspx> under the heading “Information for Visitors”.

5.2 The nearest BTS (*Sky train*) station to the Office is **MOR Chit** and the nearest MRTA station to the Office is **Phahon Yothin**. Detailed routing instructions are provided on the web site.

6. Passport, visa and customs

6.1 All foreign nationals entering Thailand must possess valid passports or other valid documents for travel. Participants from certain countries are not required to obtain visas for a temporary visit not exceeding 15 days. It should, however, be noted that the temporary visas issued upon arrival at the Airport cannot be extended beyond the period of 15 days except under extraordinary circumstances. It is, therefore, suggested that all participants consider obtaining official visas from the Royal Thai Embassy or Consulate prior to their arrival in Thailand.

6.2 International certificates of vaccination against yellow fever are required if arriving within 6 days after leaving or transiting an infected area.

6.3 Following items can be brought in duty free:

- a) Personal effects such as clothing etc.
- b) 200 cigarettes or 250 grams of cigar or tobacco.
- c) 1 litre alcoholic beverages.
- d) Perfume for personal use.

6.4 There are no restrictions on import of foreign currency. However, if the amount exceeds US\$10,000 it must be declared on entry. Foreign currencies may be taken out of the country up to the amount imported and declared. (Current exchange rate US\$1 = Baht 30.00 approx).

7. Hotel reservations, arrival and departure

7.1 Participants may contact recommended Hotels listed in APAC website directly. Participants are advised to make reservation as soon as possible. The Regional Office would be pleased to assist participants in making hotel reservation, if required. **While making reservations, participants should mention that they are attending ICAO Meetings to get the special room rate.**

7.2 Participants are requested to make their own arrangements for transportation from the Airport to the city.

7.2.1 Thai Airways International and Airport Taxi Services operate private limousine services from the Airport to downtown Bangkok, at about Baht 1000-1200 per vehicle. Public taxi meter service is also available at the Airport. In addition to the fare indicated in the taximeter, 50 Baht extra surcharge is required to be paid for hiring a taxi from Airport to city plus express way toll charges if any. The Bangkok Mass Transit Authority operates Airport Bus service to the city centre.

7.2.2 When departing, the hotel can arrange for transportation to the airport. Public taxis, which are less expensive than hotel taxis, are also available. Most taxis have a fare meter.

7.2.3 Participants are requested to ensure that their return bookings are confirmed as required.

7.2.4 Participants are requested to make their own arrangements for transportation from their hotels to the venue of the Meeting.

8. Other Useful Information

8.1 Time in Thailand is 7 hours ahead of Co-ordinated Universal Time (UTC+7).

8.2 International credit cards such as American Express, Diners Club, Visa, Master Card, etc. are normally accepted at major hotels and department stores.

8.3 All commercial banks exchange major foreign currencies and are open from 0830 to 1530 hours from Monday through Friday and some keep the foreign exchange counter open until 2000 hours during weekdays. Foreign exchange counters operated by various commercial banks are located at several places in the city and are also open during Saturdays and Sundays and on public holidays from 1000 to 2000 hours. To change travellers' cheques you are required to show your passport.

8.4 Information about Bangkok climate could be found on the ICAO APAC website. More weather information including 5-day forecasts can be obtained from the web site of the Thai Meteorological Department: www.tmd.go.th.

8.5 Tropical or lightweight and washable cotton clothing's/dresses will suffice.

8.6 Most hotels add a 10% service charge to the room rate in addition to the government tax of 7%. Baggage boys at hotel expect a tip of at least Baht 20. At restaurants, a tip of about 10% is expected unless a service charge has been added to the bill.

8.7 Although the tap water in Bangkok is chemically treated, it is, however, recommended that participants drink only bottled water and beverages.

— END —



INTERNATIONAL CIVIL AVIATION ORGANIZATION

ICAO REGIONAL WORKSHOP ON ANNEX 14, VOLUME II – HELIPORTS

Bangkok, Thailand 18 to 22 April 2016

Nomination Form [Please Type]				
State/ Organization				
Name	Title	Family name (capitals)	First name	Middle initial
	Mr./ Ms/ Mrs.			
Preferred Name on Attendance Certificate				
Official Position				
Mailing Address				
Telephone (office)				
Fax				
e-mail (1)				
e-mail (2)				
Hotel				

Note: Participants are expected to make their own visa/travel/hotel arrangements

Date

Signature

After completing, please send to: ICAO Regional Office for Asia and Pacific, Bangkok, Thailand, at Fax: 66 (2) 537 8199 or E-mail: apac@icao.int