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1. General Process

Client

1. SRF Cargo

Logcluster
to: haiti.cluster.cargo@wfp.org

2. Request

4. SRF number assigned

Client

UNHAS
to: haiti.aviation@wfp.org

3. Confirm

5. Pax request

6. Tickets Pax + Cargo
2. Required Paperwork

Step 1. SRF request form

- Required to obtain your Cargo SRF confirmation number
- To be send to: Haiti.clustercargo@wfp.org
2. Required Paperwork

Passenger booking

- Required to obtain your passenger bookings
- To be send to
to: Haiti.aviation@wfp.org
cc: willemjozef.vangoethem@wfp.org
2. Required Paperwork

General: Focal point assignment

• Required to receive your cargo and passenger tickets
• Only to be send once, or when focal person changes
• To be send to
to: Haiti.aviation@wfp.org
cc: willemjozef.vangoethem@wfp.org
3. Use of GPS coordinates

Determine position of the drop zone

Formats (Be careful about notation)
degrees minutes seconds:
40° 26’ 46” N 79° 58’ 56” W
degrees decimal minutes:
40° 26.767’ N 79° 58.933’ W
decimal degrees:
40.446° N 79.982° W
4. Verify your drop zone location

1. Estimate location
   use a DMS grid on map

2. Confirm location
   use Google Earth

3. Be certain
   Use satellite images
5. Safety Safety Safety (Warehouse Operations)

Within the Yellow Safe Area

Safety Rules

1. No Truck or Car Movement within Safe Area when helicopter is landed with Running Engine

2. No Truck or Car Movement within Safe Area when helicopter is hovering overhead the helipad and Cargo Lifting Operations.

3. No Car or Truck Parking or standing within 15 meters of the fence.

4. Everyone is required to stay clear 15 meters away of the fence when Helicopter engine is running. Be aware of flying dust and small debris flying away.

5. At all times, everyone is required to follow safety instructions from Authorized Ground Crew, Flight Crew and Security Staff.
5. Safety Safety Safety (Warehouse Operations)

Within the Red Restricted Area

Safety Rules

1. Do not approach the helicopter after landing; the flight crew or Ground Crew will approach you or signal you to approach when it is safe to do so.
2. Remain clear of the helicopter always unless accompanied by a flight or ground crew member.
3. When approaching the helicopter, always approach from the sides of the aircraft and use the approach and departure routes depicted below.
4. Never walk around the tail rotor area.
5. No unauthorized personnel within the Red Restricted Zone.
6. No vehicle traffic is allowed within the Red Restricted Zone.
7. At all times, everyone is required to follow safety instructions from Authorized Ground Personnel, Flight Crew within the Red Restricted Zone.
5. Safety Safety Safety (Field Operations)

**How to approach the helicopter**

1. Do not approach the helicopter after landing; the flight crew or Air Operations Ground Crew will approach you or signal you to approach when it is safe to do so.

2. Remain clear of the helicopter always unless accompanied by a flight crew member.

3. Always approach from the front of the aircraft and use the approach and departure routes depicted below.

4. When approaching the helicopter on a slope, never approach from the uphill side. Always approach from the downhill side because the main rotor blade to ground clearance is greater. **Always be aware of the blade clearance!**

5. Never walk around the tail rotor area.

6. No unauthorized personnel within the 30 meters of the aircraft.

7. No vehicle traffic is allowed within the 30 meters of the aircraft.

8. At all times, everyone is required to follow safety instructions from Flight Crew within 30 meters of the aircraft.

**Safety Rules**
6. Drop zone security (Field Operations)

Mark your landing/drop zone

Secure your landing drop zone

- Make large **visible marking** on the ground
- Use White Paint
- Use heavy Material (White Rocks)
- **Do Not Use** tarps (fly away with downwash)
- A secured flag (wind direction)
- **Not close to houses**
- Clean up landing site of potentially **flying debris** as much as possible
6. Drop zone security (Field Operations)

Secure your landing drop zone

- Ensure crowd control
- Work with local authorities / village leader / police
- Fence off area 40x40 m (well secured)
- Use heavy material which does not fly away
- Clean up landing site of potentially flying debris as much as possible