



**Civil Aviation  
Directive  
(CAD)**

Civil Aviation Directive – 1406 Vol. III

# **Helideck Inspection Company**

**HIC**

Civil Aviation Authority of Malaysia

**Issue 01**

Revision 00 – 18<sup>th</sup> March 2026

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## Introduction

In exercise of the power conferred by Section 24O of the Civil Aviation Act 1969 [Act 3], the Chief Executive Officer makes this Civil Aviation Directive 1406 Volume III – Helideck Inspection Company (“CAD 1406 Vol. III – HIC”), pursuant to Regulation 65 of the Civil Aviation (Aerodrome Operations) Regulations (CAR(AO)) 2016 and Regulation 81 (2) of the Civil Aviation Regulations (CAR) 2016.

This CAD contains the requirements and procedures pertaining to the provisions of the Helideck Inspection Company issued by the CAAM.

This Civil Aviation Directive 1406 Volume III – Helideck Inspection Company (“CAD 1406 Vol. III – HIC”) is published by the Chief Executive Officer under Section 24O of the Civil Aviation Act 1969 [Act 3] and comes into operation on 18 March 2026.

### Non-compliance with this CAD

Any person who contravenes any provision in this CAD commits an offence and shall on conviction be liable to the punishments under Section 24O (2) of the Civil Aviation Act 1969 [Act 3] and/or under Malaysia Civil Aviation Regulation 2016.



**(Dato' Captain Norazman Bin Mahmud)**  
Chief Executive Officer  
Civil Aviation Authority of Malaysia

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## Civil Aviation Directive Components and Editorial Practices

This Civil Aviation Directive is made up of the following components and are defined as follows:

**Standards:** Usually preceded by words such as “*shall*” or “*must*”, are any specification for physical characteristics, configuration, performance, personnel or procedure, where uniform application is necessary for the safety or regularity of air navigation and to which Operators must conform. In the event of impossibility of compliance, notification to CAAM is compulsory.

**Recommended Practices:** Usually preceded by the words such as “*should*” or “*may*”, are any specification for physical characteristics, configuration, performance, personnel or procedure, where the uniform application is desirable in the interest of safety, regularity or efficiency of air navigation, and to which Operators will endeavour to conform.

**Appendices:** Material grouped separately for convenience but forms part of the Standards and Recommended Practices stipulated by CAAM.

**Definitions:** Terms used in the Standards and Recommended Practices which are not self-explanatory in that they do not have accepted dictionary meanings. A definition does not have an independent status but is an essential part of each Standard and Recommended Practice in which the term is used, since a change in the meaning of the term would affect the specification.

**Tables and Figures:** These add to or illustrate a Standard or Recommended Practice and which are referred to therein, form part of the associated Standard or Recommended Practice and have the same status.

**Notes:** Included in the text, where appropriate, Notes give factual information or references bearing on the Standards or Recommended Practices in question but not constituting part of the Standards or Recommended Practices;

**Attachments:** Material supplementary to the Standards and Recommended Practices or included as a guide to their application.

It is to be noted that some Standards in this Civil Aviation Directive incorporates, by reference, other specifications having the status of Recommended Practices. In such cases, the text of the Recommended Practice becomes part of the Standard.

The units of measurement used in this document are in accordance with the International System of Units (SI) as specified in CAD 5. Where CAD 5 permits the use of non-SI alternative units, these are shown in parentheses following the basic units. Where two sets of units are quoted it must not be assumed that the pairs of values are equal and interchangeable. It may, however, be inferred that an equivalent level of safety is achieved when either set of units is used exclusively.

Any reference to a portion of this document, which is identified by a number and/or title, includes all subdivisions of that portion.

Throughout this Civil Aviation Directive, the use of the male gender should be understood to include male and female persons.





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## **1 General**

### **1.1 Citation**

1.1.1 This Directive is the Civil Aviation Directives 1406 Volume III – Helideck Inspection Company (CAD 1406 Vol. III - HIC), Issue 01/Revision 00, and comes into operation on 18<sup>th</sup> March 2026.

1.1.2 This Directive will remain current until withdrawn or superseded.

### **1.2 Applicability**

1.2.1 The Requirements and Procedure in this CAD are applicable to Helideck Inspection Company and Helideck Inspector. In this publication, the term ‘helideck’ refers to a heliport located on a fixed or floating offshore facility such as an exploration and/or production unit used for the exploitation of oil or gas.

1.2.2 Helideck Inspection Company (HIC) shall be accountable for the safety oversight of helideck operating companies in Malaysia, while CAAM will have safety oversight of all approved HIC. All HIC are required to be approved by CAAM before carrying out certification and surveillance duties.

### **1.3 Revocation**

1.3.1 This CAD revokes the Civil Aviation Directive 1406 – Helidecks Standards and Requirements (CAD 1406), Issue 01/Revision 00, dated 15<sup>th</sup> May 2022.

### **1.4 Definitions, Abbreviations and Symbols**

1.4.1 For the definitions of this Directive, refer to CAD 14 Vol. I – Aerodrome Design and Operations, CAD 14 Vol. II – Heliports and CAD 1406 Vol. II – Helideck Standards and Requirements.

## **2 Helideck Inspection Company**

### **2.1 General**

2.1.1 Helideck Inspection Company (HIC) shall have an aviation focused safety management organisation structure in place to enable an effective safety oversight of the helideck for which the company is responsible.

2.1.2 HIC is the primary accountable company for the safety oversight of helideck operator.

2.1.3 The HIC shall be required to provide access to the helideck for CAAM Inspector.

2.1.4 The HIC shall be required to provide access to all safety related documents for the purpose of regulatory oversight to the CAAM.

## **2.2 Requirements for a Safety Management Organisation Structure**

2.2.1 The safety management and quality assurance systems shall be documented and shall include the following:

- a) Clearly defined lines of responsibility and accountability throughout the company, including a direct accountability for safety on the part of senior management.
- b) A statement of accountabilities – with named responsible persons: Accountable Manager, and those responsible for Safety and Quality Assurance; Operations; Maintenance.
- c) A safety assessment: The HIC shall develop, implement and maintain a process that ensures analysis, assessment, and acceptable control of the safety risks associated with identified hazards.
- d) A description of the overall philosophies and principles of the organisation with regard to aviation safety, referred to as the “Safety Policy”, signed by the Accountable Manager; this shall include a clear statement about the provision of the necessary resources for the implementation of the safety policy and achievement of the safety objectives.
- e) A policy statement and documented agreement between the HIC and the named helideck operators for the system of safety oversight.
- f) A policy to ensure that the HIC’s audit team are sufficiently trained and qualified for the planned tasks and activities to be performed.
- g) The means to verify the safety performance of the organisation in reference to the safety performance indicators and safety performance targets of the safety management system, and to validate the effectiveness of safety risk controls.
- h) A formal process to review the safety management system, identify the causes of substandard performance of the management system, determine the implications of such substandard performance in operations, and eliminate or mitigate such causes.

2.2.2 Policy and procedures for the oversight of helideck shall be documented and shall include the following:

- a) A current list of helideck operators and data for each fixed facility, detailing: helideck name, type, owner, limitations, validity of certificate and location.

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- b) A policy and procedure for the audit process and content, (i.e. audit scope, audit periodicity; audit plan; audit programme; definition of findings).
  - c) A policy and procedure for the follow-up process on audit findings, (i.e. actions to be taken for safety critical issues; identifying causal factors and corrective actions; agreement on action plans; agreement on timescales).
  - d) A policy and procedure for notification of safety critical issues / findings to stakeholders and the CAAM.
  - e) A policy and procedure for document control of audits, reports and records.
  - f) A policy and procedure for investigations (safety incidents and accidents).
  - g) A policy and procedure for communicating with the CAAM.
  - h) An Audit Programme.
  - i) An Audit Plan.

*Note. – the audit programme must contain surveillance audit(s) carried out on helideck operators. It is recommended to conduct at least one surveillance audit annually.*

2.2.3 The audit team or person shall include the following:

- a) Demonstration impartiality from helideck operators. This shall be achieved through separation, at functional level between the HIC and the helideck operators.
- b) To be of sufficient number of qualified personnel to perform their allocated tasks and have the necessary knowledge, experience, initial, on-the-job and recurrent training to ensure continuing competence.
- c) That the person responsible for the compliance monitoring and quality assurance may perform all audits and inspections himself/herself, or appoint one or more auditors by choosing personnel having the related competence.

2.2.4 The HIC shall establish a training programme for its helideck inspectors, and a plan for its implementation.

2.2.5 HIC shall ensure that training records for helideck inspectors are to be retained and available for the CAAM audit.

## **2.3 Required Communication with the CAAM**

2.3.1 The HIC shall provide the CAAM with following, on request:

- a) a current list of helideck operators' companies and data for each fixed facility.
- b) the Annual Audit Programme.

- c) Safety assessment of non-compliant, including all safety critical issues with actions and mitigations.
- d) Any other information required from time to time.

## **2.4 Application for Helideck Inspection Company Approval**

- 2.4.1 The application for helideck inspection company approval shall be submitted to the CAAM. To apply, the applicant shall fill up the Helideck Inspection Company Approval Form (CAAM/ANSA/HICAF/01) and send it to:

### **CIVIL AVIATION AUTHORITY OF MALAYSIA**

No. 27, Persiaran Perdana, Presint 4,  
Aras 1-4, Blok Podium,  
62618 Putrajaya,  
Wilayah Persekutuan Putrajaya,  
Malaysia.

## **2.5 Approval of Helideck Inspection Company**

- 2.5.1 After successful completion of the processing of the application and the evaluation of the helideck inspection company, the CAAM when granting the approval, will endorse the conditions for the helideck inspection company and other details as shown in the approval.
- 2.5.2 The approval of helideck inspection company shall be valid for two (2) years or as may be determined by the CAAM, until it is suspended, revoked or cancelled, whichever is earlier.
- 2.5.3 An application to renew an approval of helideck inspection company shall be made in writing to the CAAM and shall be made not less than sixty (60) days before the date of expiration and shall be in accordance set forth by the CAAM.
- 2.5.4 The approval shall not be transferable to any other person.
- 2.5.5 The CAAM may change or vary the approval when:
- a) There is a change in the condition of the approval;
  - b) There is a change in the particulars of helideck inspection company; or
  - c) Upon request by the helideck inspection company.

## **2.6 Surveillance of Approved Helideck Inspection Company**

- 2.6.1 The CAAM shall conduct surveillance audit/inspection for the purpose to ensure that the helideck inspection company continues to comply with relevant Directives or Guidance from time to time.

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- 2.6.2 The surveillance process shall comprise but not limited to:
- a) Announced Scheduled audit/inspection;
  - b) Announced Non-scheduled audit/inspection;
  - c) Unannounced Scheduled audit/inspection; or
  - d) Unannounced Non-scheduled audit/inspection.
- 2.6.3 The helideck inspection company shall cooperate and facilitate with the CAAM Inspector in surveillance audit, and all documentation and records relevant to the helideck inspector shall be made available to facilitate the audit/inspection.
- 2.6.4 The helideck inspection company shall ensure that training records are to be retained and available for the audit/inspection.
- 2.6.5 The CAAM may suspend or revoke the approval of helideck inspection company granted at any time where the helideck inspection company fails to comply with the provisions set forth in the Civil Aviation Act, Civil Aviation Regulations 2016, Civil Aviation (Aerodrome Operations) Regulations 2016, Civil Aviation Directives or for other grounds as set by the CAAM.
- 2.6.6 The CAAM may suspend or revoke the certificate where there is evidence of violation to the conditions set forth in the approval or due to the negligence of the helideck inspection company.
- 2.6.7 A warning or reminder may be issued prior to suspension or revocation of the approval of helideck inspection company.
- 2.6.8 The organisation is to obtain the up-to-date application form (CAAM/ANSA/HICAF/1) in CAAM website [www.caam.gov.my](http://www.caam.gov.my).

## **2.7 Obligation of Helideck Inspection Company**

- 2.7.1 The obligations of helideck inspection company are as follows:
- a) The helideck inspection company must ensure that helideck inspections conducted comply with relevant regulations and CADs.
  - b) The helideck inspection company must ensure that helideck comply with the specific design and safety criteria.
  - c) The helideck inspection company must assess and report on the safety of the helideck. This includes checking the structural integrity, lighting, markings, signs, firefighting equipment, obstacle environment, turbulence, personnel competency and other safety features.

- d) The helideck inspection company is responsible for documenting the findings of inspections and providing unbiased detailed reports to the helideck owner or operator. These reports should include any non-compliance issues, recommendations for improvements, and a clear assessment of the helideck's overall condition.
- e) The helideck inspection company needs to participate in conducting risk assessments, which is often part of the inspection process. Identifying potential hazards and recommending mitigating measures is crucial for ensuring the safety of helicopter operations on the helideck.
- f) The helideck inspection company may have obligations regarding the frequency of inspections. Regular inspections are necessary to identify and address issues promptly and to ensure ongoing compliance with regulations and standards
- g) The helideck inspection company must ensure the personnel conducting helideck inspections should be appropriately trained and certified. This ensures that they have the necessary knowledge and skills to perform thorough and accurate inspections.
- h) Depending on the jurisdiction, the helideck inspection company may need to coordinate with relevant aviation or maritime authorities to ensure that inspections align with regulatory requirements.
- i) Helideck inspection companies may be involved in emergency response planning, ensuring that the helideck has appropriate measures in place to handle emergencies during helicopter operations.
- j) The inspection company may have an obligation to support continuous improvement efforts by providing feedback on best practices, emerging trends, and technological advancements that could enhance helideck safety.

### **3 Helideck Inspector**

#### **3.1 Obligations of Helideck Inspector**

3.1.1 The obligations of helideck inspector are as follows:

- a) conduct certification audit or inspection;
  - 1) on-site checking and testing of helideck facilities and equipment;
  - 2) on site checking and testing of rescue and fire-fighting services;
  - 3) on-site verification of helideck operating procedures; and
  - 4) evaluate the competency of helideck personnel.
- b) verification of the aerodrome data in the helideck manual;
- c) evaluate aeronautical studies or safety risk assessment;

- d) assessment of helideck emergency plans and associated testing;
- e) evaluate related documents submitted by the helideck operator for approval and/or acceptance;
- f) prepare audit or inspection reports;
- g) promptly inform the CAAM and the certificate holder of any deficiency observed or the certificate holder has failed, unable to meet or maintain the required standards;
- h) recommend to the CAAM on the timelines for corrective action to be taken once the cause of deficiency is determined;
- i) review corrective actions if timely, and initiate follow-up to determine the effectiveness of the corrective action;
- j) immediately inform the CAAM if the certificate holder does not correct the deficiency within the established deadlines, with recommendation to be taken;
- k) recommend enforcement action with regard to non-compliances to provisions of Civil Aviation Directive 14 Vol II (CAD 14 Vol II) and related directives; and
- l) comply with any requirements stipulated in CAD 14 Vol II.

### **3.2 Qualifications of Helideck Inspector**

3.2.1 The helideck inspector shall have the following qualifications:

- a) Possess academic degree/diploma/equivalent certificate commensurate with their job responsibilities or helicopter pilot/aviation professional that has in-depth knowledge in helicopter operation on helideck;
- b) Experience with the problems of operating or maintaining a helideck;
- c) Proficient in technical writing and implementing regulations, directives and manuals relating to helideck certification;
- d) Experience in reviewing and/or preparing Safety Management System, aeronautical studies, helideck emergency response plans and other related helideck safety and operations manuals; and
- e) A good knowledge in CAD 14 Vol II especially on helideck standards.

3.2.2 The helideck inspector also shall have undergone the trainings as below but not limited to:

- a) Helideck Inspector Course (HIC);
- b) Safety Management System (SMS);
- c) Audit Techniques or any relevant training.

### 3.3 Application for Helideck Inspector Approval

3.3.1 The application for helideck inspector approval shall be submitted to CAAM. The applicant shall conduct a minimum of three (3) helideck inspections as on-the-job training (OJT). OJT conducted in accordance with the requirements of Civil Aviation Publication (CAP) 437 issued by the United Kingdom Civil Aviation Authority (UK CAA) is also accepted.

3.3.2 To apply, the applicant shall fill up the Helideck Inspector Approval Form (CAAM/ANSA/HIAF/1) and send it to:

**CIVIL AVIATION AUTHORITY OF MALAYSIA**

No. 27, Persiaran Perdana, Presint 4,  
Aras 1-4, Blok Podium,  
62618 Putrajaya,  
Wilayah Persekutuan Putrajaya,  
Malaysia.

3.3.3 Suitable candidate who meets the requirement shall be called for an interview by the CAAM.

### 3.4 Approval of Helideck Inspector

3.4.1 After successful completion of the processing of the application and the evaluation of the helideck inspector, the CAAM when granting the approval, will endorse the conditions for the helideck inspector and other details as shown in the approval.

3.4.2 CAAM may impose additional terms and conditions on the issuance of the approval if the candidate does not meet minimum requirements during the interview.

3.4.3 The approval of the helideck inspector shall be valid for two (2) years or as may be determined by the CAAM, until it is suspended, revoked or cancelled, whichever is earlier.

3.4.4 An application to renew an approval of helideck inspector shall be made in writing to the CAAM and shall be made not less than sixty (60) days before the date of expiration and shall be in accordance set forth by the CAAM.

3.4.5 The approval shall not be transferable to any other person.

3.4.6 The CAAM may change or vary the approval when:

- a) there is a change in the condition of the approval;
- b) there is a change in the particulars of the helideck inspector.

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### 3.6 Surveillance of Helideck Inspector

- 3.6.1 The CAAM shall conduct surveillance audit/inspection for the purpose to ensure that the helideck inspector continues to comply with relevant Directives or Guidance from time to time.
- 3.6.2 The surveillance process shall comprise, but not limited to:
- a) Announced Scheduled audit/inspection;
  - b) Announced Non-scheduled audit/inspection;
  - c) Unannounced Scheduled audit/inspection; or
  - d) Unannounced Non-scheduled audit/inspection.
- 3.6.3 The helideck inspector shall cooperate and facilitate with the CAAM Inspector in surveillance audit, and all documentation and records relevant to the helideck inspector shall be made available to facilitate the audit.
- 3.6.4 The helideck inspector shall ensure that training records are to be retained and available for the audit/inspection.
- 3.6.5 The CAAM may suspend or revoke the approval of helideck inspector granted at any time where the helideck inspector fails to comply with the provisions set forth in the Civil Aviation Act, Civil Aviation Regulations 2016, Civil Aviation (Aerodrome Operations) Regulations 2016, Civil Aviation Directives or for other grounds as set by the CAAM.
- 3.6.6 The CAAM may suspend or revoke the certificate where there is evidence of violation to the conditions set forth in the approval or due to the negligence of the helideck inspector.
- 3.6.7 A warning or reminder may be issued prior to suspension or revocation of the approval of the helideck inspector.
- 3.6.8 The applicant is to obtain the up-to-date application form (CAAM/ANSA/HIAF/1) in CAAM website [www.caam.gov.my](http://www.caam.gov.my).



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