
003 – Norwegian Oil and Gas Recommended guidelines for check-in and security checks at helicopter terminals

Translated version

FOREWORD

These guidelines are recommended by the Norwegian Oil and Gas Security Forum and Operations Committee. They are also approved by the director general.

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1 INTRODUCTION

1.1 Purpose

The purpose of these guidelines is to establish a harmonised and uniform practice for security and check-in/security checks required by the companies at helicopter terminals/heliports before flights to the Norwegian continental shelf (NCS).

They will help to prevent unauthorised personnel and materials from reaching facilities on the NCS, and to ensure that the helicopters used for flights to the industry's facilities meet a satisfactory security standard.

The guidelines describe requirements for passengers on departure and for the dispatch of freight from helicopter terminals. Furthermore, they outline requirements for security checks and emergency preparedness when escalating the level of security.

The guidelines also apply to transport services provided by vessels in those cases where helicopters cannot be used

1.2 Definitions and abbreviations

HUC:	Helicopter terminals' user committee
ICAO:	International Civil Aviation Organisation
NCAA	Norwegian Civil Aviation Authority
NCS	Norwegian continental shelf

1.3 References

- 002 – Recommended guidelines for safety and emergency preparedness training
- 098 – Recommended guidelines for reaction forms at helicopter terminals when suspecting influence or possession of intoxicating substances

Provisions of the Norwegian Road Traffic Act:

<https://lovdata.no/dokument/NL/lov/1965-06-18-4>

Regulations of the Norwegian Civil Aviation Authority (NCAA)

Framework HSE regulations from the Petroleum Safety Authority Norway (PSA)

2 SCOPE

The guidelines have been developed for use at helicopter terminals utilised by member companies for flights to the NCS. They describe check-in routines and security control measures for departures. Security checks are the first in a series of steps taken to ensure a prudent level of safety on the facilities and during actual helicopter transport.

Security checks will:

- safeguard activities at the helicopter terminals
- prevent unwanted people gaining access to helicopters, facilities and vessels
- prevent unauthorised freight and illegal substances being flown out/in.

3 ORGANISATION AND COORDINATION OF SECURITY WORK FOR FLIGHTS TO/FROM THE NCS

3.1 Operator company

The terms “operator company” and “operator” in these guidelines refer to the oil company responsible for the day-to-day management of petroleum activities. See section 6 of the framework HSE regulations.

3.1.1 General information

Helicopter flights are not subject to official requirements for security checks. Operator companies must coordinate and implement necessary security measures within the framework of applicable legislation. These measures are coordinated with the authorities.

3.1.2 Personnel follow-up system

With reference to its own management system, the operator is responsible for maintaining the personnel follow-up system used for helicopter operations with the following information and documentation:

- personal details of the passenger flying by helicopter
- the passenger’s location
- contact information for the passenger’s next of kin
- the company assigned the work which the passenger is to perform
- emergency response contact for the employer
- internal company requirements
- basic safety course
- health certificate.

3.1.3 Freight

Tools and other equipment accompanying a passenger are to be regarded as freight and must be checked in with the freight department. The passenger must show a valid ID card when handing in such freight.

Freight not accompanying a passenger must be cleared in advance by the responsible person in the operator company, and dispatched moreover in accordance with the operator company's own procedures.

Freight must weigh less than 15kg per package. Any package exceeding 15kg must be approved by the receiving facility.

A manifest and possible HSE data sheets must be submitted for consignments to be sent offshore by helicopter. As a minimum, the manifest must include the sender, the recipient and a description of the contents.

All freight must be checked by security personnel in order to prevent transport of prohibited and/or controlled items to offshore facilities.

The person responsible for security checks must ensure that an approved procedure exists for day-to-day operations which deals with security checks for freight.

3.1.4 Arrival checks

With reference to its own management system, the operator can institute arrival checks on suspicion of criminal acts or breaches of its internal requirements.

3.2 Helicopter company

Contractual terms specify requirements for the helicopter company. The latter must ensure that a security risk analysis has been prepared for the areas where the helicopter operates from and/or is parked. Based on this analysis, the helicopter company must prepare and implement a security plan with associated measures and organisation.

The security risk analysis and security plan must be kept updated at all times.

3.3 HUC

A helicopter terminals' user committee (HUC) has been established where the operators coordinate their relationships with service providers at the terminals. The purpose is to ensure that security is handled uniformly at each terminal. The HUC falls outside the Norwegian Oil and Gas committee structure and reporting lines.

3.3.1 Operations committee

A dedicated “operations committee” can be established at each helicopter terminal, where operators and other players at the terminal reach agreement on local operating and security issues. These committees fall outside the Norwegian Oil and Gas committee structure and reporting lines. Issues which cannot be resolved in the operations committee can be passed up to the HUC. The minutes of operations committee meetings must be submitted to the chair of the HUC.

3.4 Norwegian Civil Aviation Authority (NCAA)

The NCAA is an independent regulator with official responsibility for civil aviation in Norway, but directly subject and reporting to the Ministry of Transport and Communications.

It is responsible for implementing and adapting national and international regulations as well as for drawing up regulations for Norwegian civil aviation. The NCAA supervises players in Norwegian civil aviation to ensure compliance with applicable legislation, rules and regulations.

3.5 Security companies

Security checks at the helicopter terminals are carried out by security companies on behalf of the operators.

The contract with the security company is normally handled by one operator on behalf of the other operators.

The security service will implement security checks in line with their contract. Certain details concerning security checks are reproduced from the contracts in these guidelines. The security company must ensure that an approved procedure exists for day-to-day security checks of luggage and passengers at the terminal.

Security checks must be conducted in accordance with Norwegian law, the decisions of the NCAA and Avinor, these guidelines and the requirements of each operator.

3.6 Avinor

Avinor is a state-owned company and Norway’s largest airport owner. It operates 46 airports, including 12 owned by the armed forces. In addition come various safety installations such as radar, radar beacons, remotely operated base stations for air-ground communication and control centres. Ownership is exercised by the Ministry of Transport and Communication.

Avinor was previously an agency known as the Civil Aviation Administration. The NCAA was established in 1 January 2000 and took over all supervisory and

administrative functions of the former agency, while operational duties remained with what later became Avinor.

Avinor has overall operational responsibility for safety at airports owned by central government and local authorities. It is also responsible for the security of the buildings at the helicopter terminals.

3.7 Outline of security at helicopter terminals

Terminals must be organised to ensure efficient logistics and adequate security.

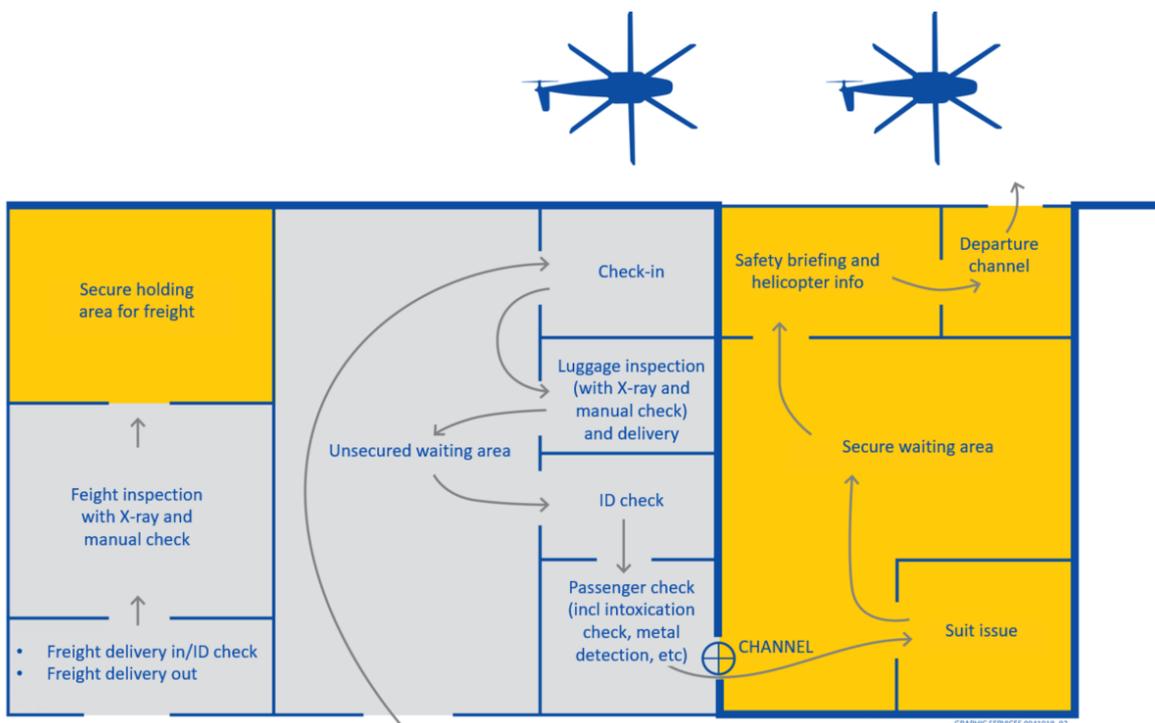
The diagram below illustrates how passengers, freight and luggage checks at a terminal can be organised in open and secure (checked) areas.

The grey zone is defined as an open (unsecured) area, holding people, freight and luggage before they pass through security to either the secure waiting area for passengers or the secure holding area for freight.

The yellow zone is defined as secure areas where passengers and freight can be held once they have passed through security.

After passing through the channel from the grey zone to the yellow zone, passengers are ready for departure and must remain in the defined yellow area shown in the diagram.

Freight and luggage which has passed through security is ready for dispatch.



4 REQUIREMENTS FOR PASSENGERS

4.1 Arrival

The passenger is responsible for arriving at the helicopter terminal no later than 60 minutes before the helicopter's departure time. On arrival at the terminal, the passenger must check in, deliver their luggage and otherwise comply with the information provided at the specific location.

4.2 Valid identification at check-in

The following identity documents apply for Norwegian nationals:

- valid passport (optically variable elements)
- valid Norwegian driving licence of the latest model (EEA driving licence (debit card size) with optically variable elements)
- official service pass for police and armed forces personnel
- national ID card.

The following identity documents apply for foreign nationals:

- valid passport (optically variable elements)
- national ID card (optically variable elements)
- driving licence with optically variable elements from a country in the Schengen area.

4.3 Documentation

People travelling offshore must be able to present documentation on:

- valid safety training pursuant to the Norwegian Oil and Gas guidelines on safety and emergency preparedness training (002)
- valid certificate of medical fitness for persons working in offshore petroleum activities (Norwegian Directorate of Health)
- operator-specific courses, expertise requirements which must be met before departure
- carry-on permit from the operator for an otherwise controlled or prohibited item
- carry-on permit from the operator's medical officer for pharmaceuticals which form part of regular medication, or a completed medication form if no permit is available
- medication form, when relevant.

4.4 Information on passenger and next of kin

When checking in manually, the passenger will receive a form containing personal information, including next of kin, as well as contact information for their employer. The passenger is responsible for checking this information and making any necessary

corrections. After correcting or confirming correct information, the passenger must hand the form to the helicopter company's check-in personnel.

If the passenger checks in electronically in advance, possible corrections must be made and approved before arrival at the helicopter terminal.

4.5 Boarding pass

After check-in but before departure for the offshore facility, the passenger will receive a boarding pass. Passengers must be able to present both valid identification and their boarding pass throughout their stay at the helicopter terminal.

4.6 Luggage

The size of bags or other items categorised as personal luggage on outbound/return flights by helicopter must not exceed 60x50x30cm or weigh more than 10kg. Hand luggage is not permitted in the cabin.

Luggage must be labelled with flight number, destination, weight and name. This applies in both directions. Luggage must be name-tagged during the stay offshore.

Before luggage is checked in, it must be prepared by removing toilet bag, tablets, laptop and other electronic equipment (not shavers) and placing them in a tray.

Once luggage has been checked in, the passenger must have no contact with it until arrival at the destination.

Accompanying tools/equipment are to be regarded as freight and treated in accordance with the rules for freight.

5 PROVISIONS ON PROHIBITED AND CONTROLLED ITEMS

5.1 Prohibited and controlled items

“Prohibited items” mean items which may not be brought into security-restricted areas of an airport pursuant to the NCAA's regulations in force at any given time.

“Controlled items” mean items defined by the individual operator, or by these guidelines, as unwanted on offshore installations.

5.2 Alcohol

A passenger suspected of being under the influence of alcohol at the time of departure will not be permitted to travel offshore.

Should the person have an alcohol concentration greater than 0.2 parts per thousand in their blood, a quantity of alcohol in their body which could produce such an alcohol concentration in their blood, or an alcohol concentration greater than 0.1mg per litre of air in their breath when breathing out, they will be considered in all circumstances to be under the influence of the alcohol. See the provisions of the Norwegian Road Traffic Act.

If there are reasons to suspect that a person is under the influence of alcohol, they must be offered a test. Suspicions and testing must conform with recommended guidelines for reaction forms at helicopter terminals when suspecting influence or possession of intoxicating substances (098).

Liquids containing alcohol are prohibited on the flight. The passenger is personally responsible for their collection, deposition or pouring away. Should liquid containing alcohol be found on the passenger or in their luggage, and the passenger then disposes of the liquid, they will be allowed to travel, but the circumstances must nevertheless be reported to the operator company.

An immediate verbal report of the circumstances described above must be made to the operator company's contact person, and the details must be reported in writing to the operator company by the end of the next working day.

5.3 Narcotics and other intoxicants

Passengers suspected of being under the influence of narcotics, intoxicants or other medications at the time of departure will not be permitted to travel offshore.

If there are reasons to suspect that a person is under the influence of narcotics and/or other intoxicants, they must be tested. Suspicions and testing must conform with recommended guidelines for reaction forms at helicopter terminals when suspecting influence or possession of intoxicating substances (098).

Narcotics, user paraphernalia (syringes, pipes, etc) or other intoxicants are prohibited. Passengers in possession of such items must not be permitted to travel until the operator has given written permission that they may do so.

An immediate verbal report of the circumstances described above must be made to the operator company's contact, and the details must be reported in writing to the operator company by the end of the next working day.

5.4 Medications

Non-prescription medication must be in a sealed package. An unbroken blister in a pack is considered sealed packaging.

Prescription medication (medicines) must be in the original packaging and labelled with the passenger's name (prescription sticker).

A medication form must be filled out if the passenger does not have a permanent carry-on permit. This form is available at the helicopter terminal.

The medication must be placed in a medication envelope, which is available at the helicopter terminal.

When checking in luggage, the medication envelope and form must be delivered to the security staff, who send a copy of the form separately to the offshore nurse.

The medication must be sent in the medication envelope in the passenger's luggage.

Medication brought offshore must be handled on arrival in accordance with internal company routines. Unless otherwise agreed, the medication or the envelope, with attached form, must be delivered to the nurse. Seals on the medication packaging and envelope must be unbroken. If the seals are broken, this must be reported to the offshore installation manager. The same applies if the medication or the envelope are not delivered to the nurse. Medication not listed on the form will be dealt with in accordance with the operator's internal routines.

Security staff at the helicopter terminal are not responsible for determining whether a specific medication is permitted offshore, provided these regulations are observed.

The discovery of medications not being carried in accordance with these regulations must be reported to the operator company and the person concerned will not be allowed to bring these medications with them.

5.5 Vitamins, dietary supplements and natural remedies

Vitamins, natural remedies and dietary supplements must be in sealed packaging. Natural remedies must be approved by the relevant authorities in the European Union/European Economic Area (EU/EEA), such as the Norwegian Medicines Agency. Dietary supplements must not contain substances which are illegal in Norway.

Dietary supplements in unsealed packaging may not be taken on the flight, but must be disposed of by the passenger. Findings must be reported to the operating company.

Dietary supplements must be placed in a medication envelope, which is available at the helicopter terminal together with the medication form.

When checking in luggage, the medication envelope and form must be delivered to the security staff, who send a copy of the form separately to the offshore nurse.

Dietary supplements must be sent in the medication envelope in the passenger's luggage.

Dietary supplements taken offshore must be handled on arrival in accordance with internal company routines. Unless otherwise agreed, the supplements or the envelope, with attached form, must be delivered to the nurse. The seals on the

medication packaging and envelope must be unbroken. If the seals are broken, this must be reported to the offshore installation manager. The same applies if the supplement or the envelope are not delivered to the nurse. Supplements not listed on the form will be dealt with in accordance with the operator's internal routines.

Security staff at the helicopter terminal are not responsible for determining whether a specific supplement is permitted offshore, provided these regulations are observed.

5.6 Weapons, weapon components and explosives

Weapons (including both functional and deactivated firearms, replicas, etc), weapon components, ammunition, explosives, knives and other items which could be considered or perceived to be weapons must not be allowed to be brought along.

If such items are found on passengers or in their luggage, immediate verbal notice must be given to the operator company's contact person and the position reported in writing to the company. It and the employer will take over further follow-up.

5.7 Screening for explosives

Luggage and freight must be screened for traces of explosives. This search will be conducted by random screening unless otherwise agreed with the operator companies. Checks must cover at least 20 per cent of the luggage/freight per month on average. Particle detectors must not be used to search for explosives on passengers. Screening for explosives will be conducted in accordance with appendix 2.

5.8 ICAO-controlled items

Items controlled by the International Civil Aviation Organisation (ICAO) can be sent in accordance with the ICAO's provisions. See <http://www.icao.int/>. Passengers must ensure collection/disposal themselves if an item is rejected.

5.9 Other controlled or prohibited items

Other controlled or prohibited items could include e-cigarettes, lighters, photographic equipment and mobile communication equipment.

Exemptions can be made by the operator company. Before making such exemptions, the operator company must make sure that bringing the item on the helicopter is permitted by the helicopter company.

If the passenger is in doubt over whether they can bring the item, they must contact the operator in good time before departure for clarification.

Possible finds which represent a breach of the rules on controlled or prohibited items must be reported to the operator company.

APPENDIX 1: LEVEL OF SECURITY AND EMERGENCY PREPAREDNESS MEASURES

When escalating the level of security, the plan for further escalation is expected to be reviewed and measures prepared.

Green	Normal operation.
Blue	Initiated in the event of a general threat of sabotage or threatening acts directed at helicopter operations or oil and gas activities, when the nature and scope of the threat cannot be predicted in greater detail and when circumstances otherwise do not indicate a higher state of alert. Measures must be sustainable for an indefinite period and without affecting offshore personnel transport.
Yellow	Initiated in the event of an elevated and more specific threat of sabotage or terrorist actions directed at the targets mentioned above. Measures must be sustainable for several weeks and have no significant effect on offshore personnel transport.
Orange	Initiated when an incident or information received indicates that sabotage or threatening acts directed at helicopter operations or oil and gas activities are an imminent possibility. Measures will normally impose delays and additional burdens on the people affected, but personnel transport should be maintainable for a limited period.
Red	Initiated when a terrorist act has been committed against helicopter operations or oil and gas activities, or when information has been received which indicates that terrorist actions against such a target is imminent. At this level, priority areas of helicopter operation at priority terminals will be maintained.

The local duty officer in the security department at the helicopter terminal has the authorisations required to initiate the measures considered to be necessary.

State of alert	Green	Blue	Yellow	Orange	Red
Threat					
Terrorist attack or armed assault	<p>Basic security measures as in normal operation.</p>	<p>Review of security and emergency preparedness plans</p> <p>Ensure personnel involved are well informed about measures initiated</p> <p>Increased focus on alertness over activities and clear routines for reporting suspicious observations</p> <p>Inspection tours every two hours during terminal opening times, with particular attention to doors, gates, fences, windows, etc</p> <p>Check that physical measures are operational (lights, cameras, gates, access control, etc)</p> <p>Lock off areas not in everyday use</p> <p>Check that escape routes are unblocked</p> <p>Limit number of visitors</p> <p>Increase use of particle detectors (explosives) on personnel, luggage and freight to 40%</p> <p>Review plans for initiating next level of security</p> <p>Increase surveillance of unattended luggage</p>	<p>Assumes that all measures at earlier levels have been implemented</p> <p>Avoid large meetings/gatherings at the terminal and assess shutting the cafe</p> <p>No visitors to secured area</p> <p>Limit access points to buildings (involve Avinor)</p> <p>Limit entry points to airside (involve Avinor)</p> <p>Increase manual checks and use of particle detectors with passengers and luggage to 50%</p> <p>Increase use of particle detectors (explosives) for freight to 100%</p> <p>Increase inspection tours to every hour, with particular attention to doors, gates, fences, windows, etc</p> <p>All personnel going airside must pass through ID check</p> <p>X-ray checks of consumer goods being delivered to and used at the terminal</p> <p>Remove all vehicles, rubbish bins and containers along the facades</p>	<p>Assumes that all measures at earlier levels have been implemented</p> <p>Increase manual checks and use of particle detectors for passengers and luggage to 100%</p> <p>All functions involving checks of passengers, luggage and freight must be verified with at least two security officers present</p> <p>Assess closure of the terminal and evacuation in consultation with the police and Avinor</p>	<p>Assumes that all measures at earlier levels have been implemented</p> <p>Comply with possible orders from the police</p> <p>Close the terminal</p>

State of alert	Green	Blue	Yellow	Orange	Red
Threat					
Cyber attack		<p>Enhanced alertness</p> <p>In the event of unusual IT problems, involve Tieto, the operator company, Avinor, helicopter companies and possibly others depending on the position. Personnel made available for daily security tours – check IT equipment</p>	As at blue level	As at blue level	Further measures in consultation with Tieto, the operator company and Avinor

State of alert	Green	Blue	Yellow	Orange	Red
Threat					
Actions by non governmental organisations (NGOs)		<p>Enhanced alertness</p> <p>Clear routines for reporting suspicious observations – collaboration with Avinor</p> <p>Ensure parties involved are well informed about measures initiated</p> <p>Review the security plan and assess measures in consultation with Avinor</p>	As at blue level	Further measures in consultation with the police and Avinor	As at orange level

APPENDIX 2: SEARCHING FOR EXPLOSIVES

When searching luggage for explosives, the swab must be rubbed on handles, over the keyboard of a PC and outside other electronic equipment and large items. All items with cavities which cannot be inspected visually must be investigated externally.

The probability of detection will normally be low. The same swab can therefore be used to check a number of packages for the same helicopter to save time. In the event of detection, luggage items must be rechecked individually to identify the source(s).

When searching freight for explosives, priority must be given to boxes, crates and the like with contents which cannot be inspected visually, as well as to freight with cavities which cannot be inspected visually. The same swab can be used to check a number of freight items for the same helicopter to save time.

In the event of detection, the items must be rechecked individually in order to identify the source(s).

Agreement on increased checks can apply generally or for specific destinations. No special information must be given to passengers if increased checks are instituted.

Luggage and freight which are likely to be legally contaminated with traces of explosives must not be checked with a particle detector. Manual checks will be conducted instead. The security officer must wear disposable gloves.

Documentation presented must be checked. Documentation concerning possible contamination of a person and their luggage must be issued by the employer. Documentation of possible contamination of freight must be issued by the responsible sender.

APPENDIX 3: CLARIFICATION OF CHANGES

The guidelines have been substantially restructured and simplified.

Specific changes are as follows.

- Sub-section 3.2 introduces a new responsibility for the helicopter company. It must ensure that a security risk analysis is prepared for the areas of the airport where helicopters operate from and/or are parked. Based on this analysis, the helicopter company will prepare and implement a security plan with associated measures and organisation.
- The helicopter terminals' user committee (HUC) is described in sub-section 3.3. This now makes it clearer that the HUC is not part of Norwegian Oil and Gas but an independent committee established by, composed of and operated by the operators on the NCS. Because the HUC's mandate therefore falls outside the Norwegian Oil and Gas guidelines, it has been removed from these guidelines.
- Sub-section 3.3.1 describes an operations committee established at each helicopter terminals. Its purpose is to ensure good local coordination and entrenchment of security-related challenges. It receives a mandate which falls outside the Norwegian Oil and Gas guidelines.
- Sub-section 3.4 briefly describes the role and function of the Norwegian Civil Aviation Authority (NCAA). This is to clarify its role to the operators.
- Sub-section 3.5 briefly specifies that security companies must ensure the presence of an approved procedure for day-to-day operation which covers security checks of equipment and passengers at the helicopter terminal. This is to clarify roles for the operators. Qualifications for security officers at the terminals was previously described in guidelines 003. This has been removed and will be covered by the contract between security company and operator.
- Sub-section 3.6 briefly describes Avinor's role and responsibilities. This is to clarify roles for the operators.
- Sub-section 3.7 describes the principles for organising the helicopter terminal's space efficiently and securely.
- Sub-section 4.2 specifies that valid identification is required at check-in. The earlier opportunity to accept confirmation by fellow passengers and the operator's own ID card as acceptable identification has been removed.
- Sub-section 4.5 now specifies that the passenger must possess both a boarding pass and valid ID throughout their stay in the helicopter terminal's "yellow zone".
- Sub-sections 5.4 and 5.5 clarify routines for bringing and packing medications, vitamins, dietary supplements and so forth.
- Appendix 1: Escalation of the state of alert, emergency preparedness measures and notification procedures are changed to conform with the corresponding appendix for guidelines 091, and replaces the appendix on preparedness routines in the event of elevated threat level and special incidents.

- Earlier versions of guidelines 003 provided guidance in appendices on testing if a person was suspected of being under the influence of alcohol and/or narcotics. This guidance has now been removed from the guidelines following a decision to describe this subject in the recommended guidelines for reaction forms at helicopter terminals when suspecting influence or possession of intoxicating substances (098).