



Certification of Offshore Access Systems

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**Guidance Note
NI 629 DT R00 E**

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MARINE & OFFSHORE DIVISION

GENERAL CONDITIONS

ARTICLE 1

1.1. - BUREAU VERITAS is a Society the purpose of whose Marine & Offshore Division (the "Society") is the classification ("Classification") of any ship or vessel or offshore unit or structure of any type or part of it or system therein collectively hereinafter referred to as a "Unit" whether linked to shore, river bed or sea bed or not, whether operated or located at sea or in inland waters or partly on land, including submarines, hovercrafts, drilling rigs, offshore installations of any type and of any purpose, their related and ancillary equipment, subsea or not, such as well head and pipelines, mooring legs and mooring points or otherwise as decided by the Society.

The Society:

- "prepares and publishes Rules for classification, Guidance Notes and other documents ("Rules");
- "issues Certificates, Attestations and Reports following its interventions ("Certificates");
- "publishes Registers.

1.2. - The Society also participates in the application of National and International Regulations or Standards, in particular by delegation from different Governments. Those activities are hereafter collectively referred to as "Certification".

1.3. - The Society can also provide services related to Classification and Certification such as ship and company safety management certification; ship and port security certification, training activities; all activities and duties incidental thereto such as documentation on any supporting means, software, instrumentation, measurements, tests and trials on board.

1.4. - The interventions mentioned in 1.1., 1.2. and 1.3. are referred to as "Services". The party and/or its representative requesting the services is hereinafter referred to as the "Client". The Services are prepared and carried out on the assumption that the Clients are aware of the International Maritime and/or Offshore Industry (the "Industry") practices.

1.5. - The Society is neither and may not be considered as an Underwriter, Broker in ship's sale or chartering, Expert in Unit's valuation, Consulting Engineer, Controller, Naval Architect, Manufacturer, Ship-builder, Repair yard, Charterer or Shipowner who are not relieved of any of their expressed or implied obligations by the interventions of the Society.

ARTICLE 2

2.1. - Classification is the appraisalment given by the Society for its Client, at a certain date, following surveys by its Surveyors along the lines specified in Articles 3 and 4 hereafter on the level of compliance of a Unit to its Rules or part of them. This appraisalment is represented by a class entered on the Certificates and periodically transcribed in the Society's Register.

2.2. - Certification is carried out by the Society along the same lines as set out in Articles 3 and 4 hereafter and with reference to the applicable National and International Regulations or Standards.

2.3. - It is incumbent upon the Client to maintain the condition of the Unit after surveys, to present the Unit for surveys and to inform the Society without delay of circumstances which may affect the given appraisalment or cause to modify its scope.

2.4. - The Client is to give to the Society all access and information necessary for the safe and efficient performance of the requested Services. The Client is the sole responsible for the conditions of presentation of the Unit for tests, trials and surveys and the conditions under which tests and trials are carried out.

ARTICLE 3

3.1. - The Rules, procedures and instructions of the Society take into account at the date of their preparation the state of currently available and proven technical knowledge of the Industry. They are a collection of minimum requirements but not a standard or a code of construction neither a guide for maintenance, a safety handbook or a guide of professional practices, all of which are assumed to be known in detail and carefully followed at all times by the Client.

Committees consisting of personalities from the Industry contribute to the development of those documents.

3.2. - The Society only is qualified to apply its Rules and to interpret them. Any reference to them has no effect unless it involves the Society's intervention.

3.3. - The Services of the Society are carried out by professional Surveyors according to the applicable Rules and to the Code of Ethics of the Society. Surveyors have authority to decide locally on matters related to classification and certification of the Units, unless the Rules provide otherwise.

3.4. - The operations of the Society in providing its Services are exclusively conducted by way of random inspections and do not in any circumstances involve monitoring or exhaustive verification.

ARTICLE 4

4.1. - The Society, acting by reference to its Rules:

- "reviews the construction arrangements of the Units as shown on the documents presented by the Client;
- "conducts surveys at the place of their construction;
- "classes Units and enters their class in its Register;
- "surveys periodically the Units in service to note that the requirements for the maintenance of class are met.

The Client is to inform the Society without delay of circumstances which may cause the date or the extent of the surveys to be changed.

ARTICLE 5

5.1. - The Society acts as a provider of services. This cannot be construed as an obligation bearing on the Society to obtain a result or as a warranty.

5.2. - The certificates issued by the Society pursuant to 5.1. here above are a statement on the level of compliance of the Unit to its Rules or to the documents of reference for the Services provided for. In particular, the Society does not engage in any work relating to the design, building, production or repair checks, neither in the operation of the Units or in their trade, neither in any advisory services, and cannot be held liable on those accounts. Its certificates cannot be construed as an implied or express warranty of safety, fitness for the purpose, seaworthiness of the Unit or of its value for sale, insurance or chartering.

5.3. - The Society does not declare the acceptance or commissioning of a Unit, nor of its construction in conformity with its design, that being the exclusive responsibility of its owner or builder.

5.4. - The Services of the Society cannot create any obligation bearing on the Society or constitute any warranty of proper operation, beyond any representation set forth in the Rules, of any Unit, equipment or machinery, computer software of any sort or other comparable concepts that has been subject to any survey by the Society.

ARTICLE 6

6.1. - The Society accepts no responsibility for the use of information related to its Services which was not provided for the purpose by the Society or with its assistance.

6.2. - If the Services of the Society or their omission cause to the Client a damage which is proved to be the direct and reasonably foreseeable consequence of an error or omission of the Society, its liability towards the Client is limited to ten times the amount of fee paid for the Service having caused the damage, provided however that this limit shall be subject to a minimum of eight thousand (8,000) Euro, and to a maximum which is the greater of eight hundred thousand (800,000) Euro and one and a half times the above mentioned fee. These limits apply regardless of fault including breach of contract, breach of warranty, tort, strict liability, breach of statute, etc.

The Society bears no liability for indirect or consequential loss whether arising naturally or not as a consequence of the Services or their omission such as loss of revenue, loss of profit, loss of production, loss relative to other contracts and indemnities for termination of other agreements.

6.3. - All claims are to be presented to the Society in writing within three months of the date when the Services were supplied or (if later) the date when the events which are relied on were first known to the Client, and any claim which is not so presented shall be deemed waived and absolutely barred. Time is to be interrupted thereafter with the same periodicity.

ARTICLE 7

7.1. - Requests for Services are to be in writing.

7.2. - Either the Client or the Society can terminate as of right the requested Services after giving the other party thirty days' written notice, for convenience, and without prejudice to the provisions in Article 8 hereunder.

7.3. - The class granted to the concerned Units and the previously issued certificates remain valid until the date of effect of the notice issued according to 7.2. here above subject to compliance with 2.3. here above and Article 8 hereunder.

7.4. - The contract for classification and/or certification of a Unit cannot be transferred neither assigned.

ARTICLE 8

8.1. - The Services of the Society, whether completed or not, involve, for the part carried out, the payment of fee upon receipt of the invoice and the reimbursement of the expenses incurred.

8.2. - Overdue amounts are increased as of right by interest in accordance with the applicable legislation.

8.3. - The class of a Unit may be suspended in the event of non-payment of fee after a first unfruitful notification to pay.

ARTICLE 9

9.1. - The documents and data provided to or prepared by the Society for its Services, and the information available to the Society, are treated as confidential. However:

- "Clients have access to the data they have provided to the Society and, during the period of classification of the Unit for them, to the classification file consisting of survey reports and certificates which have been prepared at any time by the Society for the classification of the Unit ;
- "copy of the documents made available for the classification of the Unit and of available survey reports can be handed over to another Classification Society, where appropriate, in case of the Unit's transfer of class;
- "the data relative to the evolution of the Register, to the class suspension and to the survey status of the Units, as well as general technical information related to hull and equipment damages, may be passed on to IACS (International Association of Classification Societies) according to the association working rules;
- "the certificates, documents and information relative to the Units classed with the Society may be reviewed during certifying bodies audits and are disclosed upon order of the concerned governmental or inter-governmental authorities or of a Court having jurisdiction.

The documents and data are subject to a file management plan.

ARTICLE 10

10.1. - Any delay or shortcoming in the performance of its Services by the Society arising from an event not reasonably foreseeable by or beyond the control of the Society shall be deemed not to be a breach of contract.

ARTICLE 11

11.1. - In case of diverging opinions during surveys between the Client and the Society's surveyor, the Society may designate another of its surveyors at the request of the Client.

11.2. - Disagreements of a technical nature between the Client and the Society can be submitted by the Society to the advice of its Marine Advisory Committee.

ARTICLE 12

12.1. - Disputes over the Services carried out by delegation of Governments are assessed within the framework of the applicable agreements with the States, international Conventions and national rules.

12.2. - Disputes arising out of the payment of the Society's invoices by the Client are submitted to the Court of Nanterre, France, or to another Court as deemed fit by the Society.

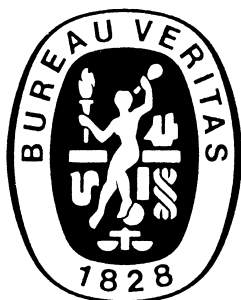
12.3. - Other disputes over the present General Conditions or over the Services of the Society are exclusively submitted to arbitration, by three arbitrators, in London according to the Arbitration Act 1996 or any statutory modification or re-enactment thereof. The contract between the Society and the Client shall be governed by English law.

ARTICLE 13

13.1. - These General Conditions constitute the sole contractual obligations binding together the Society and the Client, to the exclusion of all other representation, statements, terms, conditions whether express or implied. They may be varied in writing by mutual agreement. They are not varied by any purchase order or other document of the Client serving similar purpose.

13.2. - The invalidity of one or more stipulations of the present General Conditions does not affect the validity of the remaining provisions.

13.3. - The definitions herein take precedence over any definitions serving the same purpose which may appear in other documents issued by the Society.



GUIDANCE NOTE NI 629

Certification of Offshore Access Systems

SECTION 1	GENERAL
SECTION 2	SAFETY PRINCIPLES
SECTION 3	DESIGN REQUIREMENTS
SECTION 4	STRUCTURAL ASSESSMENT
SECTION 5	MACHINERY
SECTION 6	ELECTRICAL INSTALLATIONS AND CONTROL SYSTEMS
SECTION 7	INSPECTION AND TESTING
SECTION 8	INTEGRATION ON THE SUPPORTING SHIP
SECTION 9	IN-SERVICE SURVEY
APPENDIX 1	CALCULATION OF FORCES DUE TO WIND

Section 1 **General**

1	General	7
	1.1 Application	
	1.2 Scope	
2	Certification principles	7
	2.1 Applicable rules and standards	
	2.2 Risk assessment	
	2.3 Certification of material and components	
3	Classification principles	9
	3.1 Applicable rules	
	3.2 Additional class notation	
	3.3 Construction marks	
	3.4 Maintenance of the classification	
4	References	10
	4.1 Acronyms	
	4.2 Definitions	
	4.3 Referenced Bureau Veritas Rules, Rule Notes and Guidance Notes	
	4.4 Recognized standards	
5	Documentation to be submitted	11
	5.1 General	
	5.2 Failure modes and effects analysis	
	5.3 General documents	
	5.4 Documents for commissioning	
	5.5 Documents for service and maintenance	

Section 2 **Safety Principles**

1	General	13
	1.1 Application	
	1.2 Functional requirements	
	1.3 Mechanical and machinery systems	
2	Safety features	13
	2.1 Control and monitoring systems	
	2.2 Alarms	
	2.3 Ranking of safety features	
3	Failure modes and effects analysis	14
	3.1 General	

Section 3 **Design Requirements**

1	General	15
	1.1 OAS type	
	1.2 OAS category	
	1.3 Connection type	
	1.4 Marking	

2	Operating envelope	15
2.1	Definitions	
2.2	OAS motions	
2.3	Mechanical limits	
2.4	Alarms	
3	Gangway design	17
3.1	General	
3.2	Effective width	
3.3	Handrail	
4	Operator control station	17
4.1	General	

Section 4 Structural Assessment

1	General	18
1.1	Application	
2	Material	18
2.1	Structural category	
2.2	Steel grades	
2.3	Aluminium grades	
2.4	Bearings and rings	
3	Design loads	18
3.1	General	
3.2	Self-weight of the OAS elements	
3.3	Influence of the OAS self-motions	
3.4	Working loads	
3.5	Wind loads	
3.6	Ice and snow accretions	
3.7	Motions and accelerations of the supporting ship	
3.8	Accidental loads	
4	Loading conditions	20
4.1	Load cases	
4.2	Loading conditions	
5	Structural assessment	20
5.1	Allowable stresses	
5.2	Buckling	
5.3	Fatigue	
6	Gangway local scantlings	21
6.1	General	
6.2	Design loads	
6.3	Allowable stresses	
6.4	Deflection	
7	Special components	22
7.1	Connection system	
7.2	Structural axles and hinges	
7.3	Bolts and nuts	
7.4	Bearings and slewing rings	
7.5	Wire ropes	
7.6	Loose gears	

Section 5 Machinery

1	General	23
1.1	Application	
1.2	Slack rope prevention	
2	Hydraulic and pneumatic systems	23
2.1	General	
2.2	Travelling limits	
2.3	Piping	
2.4	Hoses	
2.5	Reservoir	
2.6	Venting	
2.7	Pressure gauge	
2.8	Pressure limits	
2.9	Stability	
2.10	Fail safe	
2.11	Inert gas storage	

Section 6 Electrical Installations and Control Systems

1	General	25
1.1	Application	
2	Electrical installations	25
2.1	Lighting	
3	Control and monitoring systems	25
3.1	General	
3.2	Alarms	
3.3	Logic controller	
3.4	Quick disconnection device	
3.5	CCTV	
4	Operator control	25
4.1	OAS control station	
4.2	DP control station	

Section 7 Inspection and Testing

1	General	26
1.1	Application	
1.2	Inspection during construction	
1.3	Testing	
2	Component and material testing	26
2.1	General	
2.2	Gangway structure	
2.3	Machinery systems	
2.4	Electrical and control systems	

3	OAS testing at the Manufacturer's workshop	26
3.1	General	
3.2	Functional test with no load	
3.3	Functional test under load	
3.4	Overload test	
4	On-board testing	27
4.1	General	

Section 8 Integration on the Supporting Ship

1	General	28
1.1	Application	
1.2	Documentation to be submitted	
2	Characteristics of the supporting ship	28
2.1	Station keeping	
3	Integration on the supporting ship	28
3.1	Motions and accelerations of the supporting ship	
3.2	Structural foundations	
3.3	Stability	
3.4	Power supply	
4	Inspection and testing	28
4.1	On-board testing	

Section 9 In-Service Survey

1	General	29
1.1	Application	
1.2	Maintenance and repair	
2	Survey of OAS	29
2.1	Annual survey	
2.2	Class renewal survey	
3	Wire and fibre ropes	30
3.1	Rope inspection	
3.2	Rope discard criteria	

Appendix 1 Calculation of Forces due to Wind

1	General	31
1.1	Application	
1.2	Wind pressure	

SECTION 1

GENERAL

1 General

1.1 Application

1.1.1 This Guidance Note provides guidelines for the certification of offshore access systems, based on gangways, and used for the transfer of persons from ships to offshore facilities or from ship to ship.

1.1.2 The principles and requirements developed in this Guidance Note are applicable to active and passive offshore access systems, as defined in [4.2].

1.1.3 This Guidance Note also provides requirements for classification of the offshore access system, i.e its integration on the supporting ship on which it is fitted.

1.2 Scope

1.2.1 Certification

This Guidance Note addresses the requirements regarding the certification of the Offshore Access System (OAS), including:

- safety principles
- design requirements
- structural assessment
- machinery systems
- electrical installations
- control systems
- inspection and testing at Manufacturer’s workshop

The certification of the OAS is irrespective of the supporting ship on which it is installed.

The certification principles are indicated in Article [2].

1.2.2 Classification

The classification concerns the integration of the Offshore Access System (OAS) on the supporting ship on which it is fitted.

This Guidance Note addresses the requirements for the supporting ship and for its interface with the OAS, including:

- characteristics of the supporting ship
- integration on-board
- inspection and testing on-board
- in-service surveys

The classification principles are indicated in Article [3]

2 Certification principles

2.1 Applicable rules and standards

2.1.1 General

The rules applicable for the certification of the offshore access system are listed in Tab 1.

These applicable rules may be extended to conformity assessment in accordance with proprietary specifications or recognized standards as listed in [4.4], upon request made to and agreed by the Society.

Table 1 : Applicable rules

Scope	Description	Applicable requirements
Design assessment	Safety principles	Sec 2
	Design requirements	Sec 3
	Structural assessment	Sec 4 and Offshore Rules (1), NR561 (1) (2)
	Machinery	Sec 5 and NR526 (1)
	Electrical installations and control systems	Sec 6 and NR526 (1)
Construction survey	Materials and welding	NR216 (1)
	Components certification	Sec 1 and NR266 (1)
	Inspection and Non Destructive Testing	NR426 (1)
Testing	Testing at Manufacturer's workshop	Sec 7
	On-board testing	Sec 7 (3)
Integration on-board	Integration and interface with the supporting ship	Sec 8 (3)
In-service inspection	Annual surveys and class renewal surveys	Sec 9 (3)
(1) As applicable, see [4.3]. (2) For aluminium structure. (3) Under the scope of classification.		

2.1.2 Project specifications

Prior to commencement of the review of drawings, the complete list of Rules, Codes and Statutory Requirements to be complied with are to be submitted for information. The following list is to detail the requirements to be complied with:

- International rules
- Flag state requirements
- Coastal state requirements
- Owner standards and procedures
- Industry standards.

2.1.3 Conflict of Rules

In case of conflict between the Rules stated in [2.1] and any statutory requirement as given by Flag state or Coastal State, the latter one is to take precedence over the requirements of the Rules.

2.2 Risk assessment

2.2.1 General

A general risk assessment is to be conducted in accordance with Sec 2, [3].

2.2.2 New technologies

When the OAS presents a novel feature, it is required to conduct a risk assessment in order to assess the new technology in accordance with NI525 (see [4.3]).

2.3 Certification of material and components

2.3.1 The certification procedure and requirements specified in Tab 2 are to be completed by the manufacturer within the scope of the certification of the OAS.

2.3.2 Reference is made to NR266 (see [4.3]) for general requirements on material and component certification.

2.3.3 The Society reserves the right to modify the requirements given in this Guidance Note to formulate new ones or to change their application in order to take into account the particulars of a given construction, as well as local circumstances.

2.3.4 The particular conditions and requirements expressed by National Flag Authorities, owners, shipyards or manufacturers may lead to additional surveys or other services to be specified and agreed in each case by the concerned parties.

2.3.5 Explanatory notes, symbols and abbreviations

The symbols used in Tab 2 have the following meaning:

“C” indicates that a BV product certificate is required with invitation of the Surveyor to attend the tests unless otherwise agreed, in addition to the manufacturer's document stating the results of the tests performed and/or compliance with the approved type as applicable.

“W” indicates that a manufacturer's document is required, stating the results of the tests performed and/or stating compliance with the approved type (as applicable).

“X” indicates that examinations and tests are required.

Where fitted, each additional index (h, ndt) indicates a specific type of test:

- h : Hydraulic pressure test (or equivalent)
- ndt : Non-destructive tests as per Rules.

Note 1: Symbols used in Tab 2 are consistent with the definitions of NR266.

- Column 1 (item code)

Column 1 contains an alpha-numeric code for ease of reference equipment or component.

- Column 2 (item name)

Column 2 contains the name of the equipment or component with, eventually, its sub-systems.

- Column 3 (design assessment / approval index)

Column 3 contains the design assessment / approval index.

The meaning of letters TA and DA is the following:

- TA : Type Approval is required
- TA_{HBV} : Type Approval is required with work's recognition (HBV scheme as per NR320 (see [4.3]))
- DA : Design assessment / Appraisal of the product is required; this one may be carried out as applicable:
 - either for a specific unit, or
 - using the Type Approval procedure.

Note 2: Where nothing is mentioned in column 3, a design assessment / approval of the specific unit is not required.

- Column 4 (raw material certificate)

Column 4 indicates the nature of the document that is to be submitted by the manufacturer or supplier of the concerned raw material. Consistent with the Rules or agreed specifications, this document includes data such as material tests (chemical composition and mechanical properties), non-destructive tests and surface hardness (if hardened).

- Column 5 (examination and testing)

Column 5 indicates that examination and/or testing are required and are to be carried out by the manufacturer. For the type of examination and/or testing required, reference is to be made to the relevant provisions of this Guidance Note.

Note 3: As a general rule, even if a cross “X” is not fitted in a cell under column 5, examination and tests during fabrication may be required with invitation/attendance of the Society's Surveyor.

- Column 6 (product certificate)

Column 6 indicates the nature of the document to be supplied by the manufacturer of the concerned product.

- Column 7 (remarks)

Column 7 indicates the remarks (if any) associated to the concerned equipment or component.

Table 2 : Certification of material and components

No.	Item	Design assessment	Raw material certificate	Examination & testing	Product certificate	Remarks
1.1	Main load bearing structure	DA	C	X ndt	C	
2.1	Mechanical gears		C	X	C	
2.2	Bearings		W	X	W	
2.3	Slewing ring		C	X	C	
2.4	Connection/disconnection device		W	X	W	
2.5	Bolts and nuts				W	
3.1	Hydraulic system components of class I		(1)	X h ndt	C (1)	(1): As per relevant requirements of the Ship Rules, Part C (see [4.3])
3.2	Hydraulic cylinders		C (1)	X h ndt	C	(1): Cylinder shell and piston rod only
3.3	Winches		C	X	C	
4.1	Electric system components	As per relevant requirements of the Ship Rules, Part C, and NR266 (see [4.3])				
4.2	Control and monitoring system	As per relevant requirements of the Ship Rules, Part C, and NR266 (see [4.3])				
4.3	Motion reference unit			X (1)	W / C (2)	(1): Calibration test report, in accordance with an agreed program (2): Product certificate required for active OAS
5.1	Wire ropes			X (1)	C	(1): As per NR216 (see [4.3]) or in compliance with an international standard
5.2	Loose gear and accessories			X (1)	C	(1): Proof load as per NR526 (see [4.3])

3 Classification principles

3.1 Applicable rules

3.1.1 Rules applicable for the classification of the OAS are listed in Tab 1.

3.2 Additional class notation

3.2.1 Ships fitted with an offshore access system certified in accordance with this Guidance Note may be granted the additional class notation **OAS**.

3.3 Construction marks

3.3.1 In accordance with the provisions of Part A, Chapter 1 of the Offshore Rules (see [4.3]) or Part A of the Ship Rules (see [4.3]), and considering the provisions of [3.3.2] to [3.3.4], the construction marks ,  and  are associated with the class notation **OAS**.

3.3.2 The construction mark  is assigned when the access system is surveyed by the Society during its construction and the following requirements are fulfilled:

- approval of drawings and examination of documents required in Article [5]
- survey of materials and components
- survey of construction
- survey of testing.

3.3.3 The construction mark  is assigned when the access system has been surveyed by another IACS Society during construction and is admitted to class after construction, subject to the following requirements being fulfilled:

- examination of drawings and documents required in Article [5]

Note 1: As a rule, the documents are to be marked with the stamps of the organization by which they were approved upon construction.

- examination of materials inspection certificates, construction survey attestations and components test certificates
- survey of the access system.

Note 2: The extent of this survey depends on the existing conditions of certification, on the general maintenance conditions and on the age of the equipment. As a rule, general tests are not required if the existing certification for these tests (tests prior to first use and/or five -ear renewal of tests) is valid.