



Exploration & Production

GENERAL SPECIFICATION

LOGISTICS AND OPERATIONAL SUPPORT

GS EP LSO 202

**Personnel transfer between watercrafts
and between watercrafts and offshore structures**

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1. Scope

This General Specification defines the conditions and methods required by Company for the transfer of personnel between watercrafts and/or fixed offshore structures.

This General Specification defines the conditions and methods required by the Company for transfer personnel at sea. This document defines the minimum requirements for the watercrafts access. It covers the design, preparation, performance, limit and procedure of the transfer system during marine operations.

2. Reference documents

The reference documents listed below form an integral part of this General Specification. Unless otherwise stipulated, the applicable version of these documents, including relevant appendices and supplements, is the latest revision published at the EFFECTIVE DATE of the CONTRACT.

Standards

Reference	Title
Not applicable	

Professional Documents

Reference	Title
Not applicable	

Regulations

Reference	Title
IMO - SOLAS	International Convention for the Safety of Life at Sea (SOLAS).

Codes

Reference	Title
Not applicable	

Other documents

Reference	Title
Not applicable	



Total General Specifications

Reference	Title
GS EP STR 901	Design rules and construction standards for ancillary structures of offshore installations.
GS EP STR 105	Boat landings and bumpers

3. Personnel transfer

For the transfer of personnel to offshore installation usage is made of:

- Helicopters
- Watercraft.

Direct transfers between watercraft and/or installations are not allowed, except where DGEP-approved transfer supports are provided (Personnel baskets, boat landings, pilot ladders or swing ropes).

For personnel transfer between watercraft and / or installations different supports are used:

- swing rope
- gangway
- boat landing
- personnel baskets (Billy Pugh or FROG type).

If there is any doubt about the safety of the transfer procedure the transfer shall not go ahead.

3.1 Transfer by swing rope

In some offshore operation, a swing rope is used to transfer personnel to and from a watercraft and an installation. In favorable calm sea conditions, as the watercraft can hold station near the installation landing stage, this is a routine activity. The watercraft provides a stable platform allowing the easy and safe transfer of the personnel

However, if the watercraft cannot be maneuvered safely into the position then transfer by swing rope shall not be attempted.

A swing rope shall only to be used after permission of the Site Manager (RSES) or the Marine representative on board of the installation as might be the case.

Both the Master of the vessel and the personnel to be transferred shall mutually agree to a swing rope transfer before any action takes place.

When a transfer is imminent, the Master shall ensure that the following is adhered to:

- Crew member, fully equipped with appropriate and properly donned PPE, shall be on the watercraft landing stage to assist the personnel during transfer
- Crew member shall confirm the rope is in good apparent condition and not coated with oil, mud, chemicals or dirt. If a deficiency is observed the rope shall not be used and a hazard observation report should be submitted to relevant marine controller

- For transfer, the personnel to be transferred shall wear a fully donned work vest or life jacket of an approved type
- Personnel must use both hands to grasp the rope
- Light weight hand carries may be passed across from the watercraft personnel landing stage to the platform, but where there are numerous or heavy items need to be transferred a small basket shall be used
- Personnel to be transferred shall not wear back packs nor any tools attached to waist belts
- Personnel to be transferred shall not stand on the top of the watercraft tire fenders
- Life ring(s) shall be positioned, readily available for use, near the watercraft's personnel landing stage.

3.2 Transfer by gangway

3.2.1 Types of gangways

Different types of gangways are available in the market for the transfer between a watercraft and an offshore installation such as but not limited to:

- Fixed light weight gangways
- Telescopic gangways
- Active heave compensated gangways
- Offshore transfer Systems (OTS)
- Offshore Access Systems for heavy seas (OAS)

All personnel who intend to use the gangway facility shall have a full understanding of the transfer control system in use and its importance prior to transferring across the gangway. They should also have a full understanding of the procedures to be followed in an emergency situation.

Where gangways are used for the personnel transfer between installations life buoys with self-igniting lights shall be placed at both ends.

3.2.2 P.O.B. control at gangways

Each installation or watercraft connected by a gangway shall develop and implement a procedure to control People on Board (POB) on board. At all times both the installation and the watercraft shall be able to produce an up-dated POB list.

3.2.3 Weather Limit Guidelines

The weather limits for gangway operations shall be determined by the design of the gangway and the type of the installations that it connects. The Offshore Installation Manager(s) (OIM/RSES), watercraft master, or delegates, shall be responsible for ensuring that the limitations are respected.



3.3 Transfer by boat landing

3.3.1 General

Where personnel has to be transferred between watercrafts or between a watercraft and an installation/floating unit fitted with a boat landing, only crew boats with purpose fitted boat landing facilities shall be used.

Personnel shall be briefed prior to the transfer and the crew shall be standing by to assist with the transfer on both watercraft/installation.

Boat landings and it's equipment shall be designed and certified in accordance with rule **GS EP STR 105** and **GS EP STR 901**

Analysis of accidents/events occurred during boarding/landing/transferring of personnel at boat landings shows that the key factors contributing to the incidents are weather conditions, actual condition of the boat landing , fast crew boats conditions and personnel behavior.

It recommended that a graduated painted marking is applied to the side of the boat landing; this graduated marling will assist to estimate the significant height of the swell/waves.

3.3.2 Boat landing Officer

All manned installations/floating unit or watercraft, carrying out personnel transfers by crew boat via a boat landing shall designate a boat landing officer.

The Boat Landing Officer (BLO) is the designated person on the installation/floating unit or watercraft supervising personnel transfer via crew boats. He will ensure that all conditions are fulfilled to allow a safe transfer from and to the crew boat.

The BLO will give brief instruction to the personnel to be transferred and the crew boat about the prevalent weather conditions the boat landing condition and on the Fast crew boat..He supervises in close collaboration and coordination with the crew boat crew the transfer of personnel and their luggage..With the help of the painted graduations on the boat landing side, the BLO estimates the significant height of the swell/waves and determines the limit to allow access on the boat landing Ladder .The BLO shall be in radio contact with the crew boat and agree with the crew boat captain about the procedure to be followed during the personnel transfer.

In case no radio contact can be established with the crew boat a sign/flag shall be posted by the BLO at boat landing to inform the crew boat Captain about the accessibility of the boat landing. A green flag or sign shall be used to indicate that all conditions are fulfilled for a safe personnel transfer. A red flag/sign shall be used to indicate that the conditions are such that a safe transfer cannot be done and the transfer needs to be postponed until all conditions are fulfilled to allow a safe transfer of personnel.

3.3.3 Decisional matrix for Personnel Transfer

In order to facilitate the decision making a "decision Making Matrix" should be prepared and implemented.

The "Decisional Matrix" is to guide, help and assist the crew boat Captain decisions. It's not intended to be a 'stand-alone' direction. The Captain has the over-riding authority and responsibility to make all decisions as seen fit related to the safety of personnel, assets and the environment.