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Ref: **Marine Safety, Reliability and Efficiency Process:
Global Upstream – Cargo Handling Procedure**

The Marine Safety, Reliability and Efficiency Process, identifies the requirements and activities necessary to deliver world class marine services in Chevron's Global Upstream operations throughout the world.

The loading, stowing and discharging of cargo to and from a vessel are activities that pose risk of injury and damage to cargo and vessel equipment. This MSRE procedure is intended to help mitigate these risks. The vessel Captain has the responsibility for acceptance of cargo to and from the vessel, the stowage and separation of cargo both on deck and below deck.

Introduction

The Gulf of Mexico's Crane Program will be used to provide guidance and reference to the MSRE Cargo Handling Process.

Note: Reference is made to the Contractor's Handbook which can be found on the Chevron's Gulf of Mexico Contractor's Safety website [Chevron GoM Contractor's Safety](#).

Containers

All small cargo items and palletized materials for transfer to and from offshore installations shall be containerized. Where offshore installations/facilities cannot accept containerized cargoes due to design limitations and/or abnormal conditions, a facility-specific exception request stating the reasons for non-compliance shall be approved by the Supply Chain/HES Manager¹ and the receiving facility manager prior to non-containerized material being shipped.

The contract owner/sponsor shall ensure that all cargo containers:

- are permanently and clearly marked with maximum design gross weight capacity, net empty weight and other relevant information, and
- shall have a time bound inspection process in place.

The designed limitation of some structures may not allow the use of containers. Palletized cargo may be the only method for transfer for certain operations. For these structures, the Operations Supervisor (OS), Offshore Installation Manager (OIM), Well Site Manager (WSM), Drill Site Manager (DSM) and/or delegated person in charge will be required to request a waiver for non-compliance from the Manager, GoM Shorebase and Marine Transportation¹. This can be done on a one time basis as it is recognized this is a re-occurring event.

The JSA will address the lifting of palletized cargo and shall be approved by the Operations Supervisor (OS), Offshore Installation Manager (OIM), Well Site Manager (WSM), Drill Site Manager (DSM) and/or delegated person in charge.

¹In the GoM BU, the HES Manager has delegated the granting of non-compliance to the GoM Manager Shorebases and Marine Transportation who coordinates the marine activities.

Pre-Slung Cargo



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The contract owner/sponsor shall ensure that all cargo items to be shipped between shore bases and offshore installations shall be pre-slung. Any deviations shall require a facility-specific exception request stating the reasons for non-compliance shall be approved by the Supply Chain/HES Manager² and the receiving facility manager prior to material that is not pre-slung being shipped.

The slinging of pallets or the use of pallet carriers should be avoided. The shipment of palletized cargo should be in metal containers or baskets appropriate for the need, however due to limited lay-down space on some small platforms the use of pallet carriers may have to continue.

The physical size and shape of a lift may be such that leaving the slings connected to it after landing may interfere with other cargo handling and/or safe access/egress to and from any of the cargo. In this case, the slings may be removed from the lift which will require a lift plan with a JSA prior to re-connecting of the slings and lifting that cargo again. This lift plan shall be approved by the OS, OIM, WSM, DSM and/or delegated person in charge. The OS, OIM, WSM, DSM and/or delegated person in charge will be required to request a waiver for non-compliance from the Manager, GoM Shorebase and Marine Transportation². This can be done on a one time basis as it is recognized this is a re-occurring event.

The use of field modified or non-Certified lifting and hoisting equipment is prohibited. Field modified or non-certified lifting equipment must be removed from service immediately and reported to your supervisor. Speak with your supervisor if you have any questions.

When using shipping containers (also known as conex boxes), reference is made to the “Interim Guidelines for ISO Shipping Containers”, issued 25 June 2009. These guidelines are required to ensure safe lifting and transport when using these containers.

²In the GoM BU, the HES Manager has delegated the granting of non-compliance to the GoM Manager Shorebases and Marine Transportation who coordinates the marine activities.

Special / Heavy Lifts

All special/heavy lifts³ shall require a lifting plan to be developed prior to commencing the operation. This plan will include a Job Safety Analysis (JSA) involving the relevant personnel for both loading and discharging.

³Heavy lifts are defined as any lift of 75% or more of the lifting cranes capacity at lifting boom angle. Special lifts are defined as any lift that due to cargo shape, size, weight (that may not meet heavy lift definition), proximity to other equipment and/or weather conditions present an increased risk.

Tag Lines

The use of Tag Lines is not recommended by the International Marine Contractors Association (IMCA)⁴. However, where a JSA has been conducted and taglines are identified by exception for long or fragile lifts the follow shall be adhered to:

- Purpose made tag lines shall be used on all lifts.
- Tag lines are to be of sufficient length to permit personnel handling cargo to work in a position located clear of the immediate vicinity of the load.
- Tag lines shall be made of a single length of rope with no knots.



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The recommended practice in the GoM with tag lines is that the tag line should be made from ¼ inch diameter hemp, or manila rope, and should extend between 15 to 20 feet from the load.

⁴Although the International Marine Contractors Association had recommended against the use of tag lines when lifting because of the risk of fouling limbs or clothing or being in an unsafe position. Gulf of Mexico Business Unit has elected to use them and included such direction in both the Gulf of Mexico Chevron Crane Program and Contractor Handbook. Additional warnings on the potential hazards associated with the use of tag lines have been included in the Crane Program, JSAs and Contractor Handbook.

Cargo Securing

The Master shall be responsible for securing cargo; however, the boomer/stored energy type of chain binders shall not be utilized for cargo securing. Ratchet type chain binders are recommended. Where required, all vessels shall carry a Class-approved cargo securing manual⁵ which shall be recognized in the audit process.

In the GoM, ratchet type binders are the only acceptable chain binders.

⁵In the United States, the Code of Federal Regulations governs Flag State requirements which are enforced by the U.S. Coast Guard. Vessels that are under 500 Gross Registered Tons (GRT) and vessels engaged solely in domestic trade are not required to have a Class approved Cargo Securing Manual. Reference is made to 46 CFR 125.180 ([Title46 - Shipping](#)) for off-shore supply vessels that come under Sub-Chapter L (46 CFR Parts 125 through 135); and USCG Navigation and Vessel Inspection Circular (NVIC) 10-97 ([NVIC10-97](#)).

Selective Unloading (Cherry Picking)

Selective unloading shall not be allowed. Reference is made to the UKOOA⁶ “Guidelines for the Safe Management of Offshore Supply Vessels and Anchor Handling operations (NWEA) ⁷”, Section 3.3.6.3. The Master shall monitor any unloading to ensure selective unloading does not occur.

Selective unloading or “cherry picking” is when it is required for riggers/deck crew to climb on top of lifts (i.e. cargo containers, boxes, containers, etc.) or entering into unsafe deck areas (where confinement does not allow easy access to cargo and the opportunity for safe evacuation of this area, i.e. when cargo is secured closely to bulwarks not allowing sufficient access by riggers/deck crew).

A cargo plan should be produced jointly by the Captain and the Decision Support Center/Shore Base. Consideration should also be given for backload space requirements. The cargo plan is to be developed to avoid selective unloading or what is commonly referred to as "cherry picking". In the case of infield moves where the Decision Support Center/Shore Base are currently not involved in cargo planning, the vessel Captain and Lift Team Leader shall incorporate into the Pre-Lift JSA a plan to avoid selective unloading (cherry picking).

When there is a departure from the agreed sequence of deck cargo offload (also known as cherry picking) then STOP WORK AUTHORITY must be exercised and the cargo plan is to be discussed, revised, and agreed upon with the Lift Team (Captain, Crane Operator and Riggers), the Person in Charge of the facility (or delegate), and other persons involved in the operation. A JSA which specifically addresses the hazards associated with the revised cargo plan must be completed and documented and a copy retained by the vessel crew. The JSA cannot be of a checklist version and must include an assessment of current weather, sea conditions, cargo on board and any other considerations particular to the situation.



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Vessel Captains are to report incidents of selective unloading and confirm the JSA process has been completed to the Logistics Decision Support Center and Shore Base.

⁶UKOAA is the United Kingdom Offshore Operators Association

⁷NWEA is the Northwest European Area

Back-Loading Liquid Cargoes from Offshore

When back-loading any liquid product (e.g., drill stem contents or surplus liquids such as oil based mud or slops) from an offshore installation, the Masters of vessels shall obtain a Material Safety Data Sheet (MSDS) or laboratory report from the offshore installation before commencement of loading. No dangerous goods can be loaded without an MSDS or laboratory report.

In general, most of the above procedures have already been in place in the GoM.

Questions regarding the above procedures should be directed to the Marine Expert/Advisor. Thank you for your cooperation.

Sincerely,

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