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Ref: **Marine Safety, Reliability and Efficiency Process:
Global Upstream – Personnel Transfer 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 safety of personnel can be greatly improved by careful and systematic Job Safety Analysis (JSA). This process details the procedures and precautions to be taken during personnel transfer. All personnel involved in any type of transfers shall be equipped with the required personal protective equipment (PPE).

Personnel Transfer by Basket

Satisfactory radio or hand signal communication between all parties involved in the transfer of personnel shall be clearly established before the operation in the pre-job/Job Safety Analysis (JSA) meeting and maintained throughout the operation.

In addition, the crane operator shall have a line of sight to the Signal person at all times throughout the operation.

[The GoM is transitioning from the collapsible Billy Pugh to the X904 Personnel Transfer Basket.](#)

Personnel Transfer from Vessel to Vessel at Sea

Transfer by Fast Rescue Craft¹ (FRC) or Daughter craft is not permitted for planned or scheduled crew changes. This type of transfer is allowable only for emergencies or unforeseen circumstances, such as medivac², casevac³, compassionate or life threatening occurrence.

No transfer of personnel by FRC or Daughter craft can take place unless the person or persons responsible for both the units between which the transfer is intended have given permission.

Vessel or installation lifeboats or TEMPSC⁴ are not considered suitable for personnel transfer except in emergencies.

Boat Crew

For personnel transfer, the boat crew must be a minimum of 3 persons with at least one member of the crew having undergone training as Coxswain.

Procedure for Boat Transfer

In allowing transfers by FRC or Daughter craft, those responsible shall take into account the weather, boat access, reasons for the transfer and the fitness and marine experience of the persons requiring transfer.



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Except in an emergency no (vessel to vessel) transfer shall take place during the hours of darkness.

Life jackets and safety helmets shall be worn by both crew and passengers during transfer. Where practical a lifeline shall be attached to passengers during embarkation and disembarkation.

¹Fast Rescue Craft (FRC). The 7 meter (23.0 ft) SOLAS approved fast rescue boats are rated under the SOLAS regulations for a capacity of six persons. This refers to the hoisting weight meaning that the boat can be hoisted with six persons on board.

²MEDVAC is a short hand word for a medical evacuation.

³CASEVAC is a shorthand word that means casualty evacuation. This can apply to injured personnel, and is used to denote the emergency patient evacuation of injured people from a combat zone. CASEVAC can be done by both ground and air. CASEVACs by air are almost exclusively done by helicopter. CASEVAC aircraft are not equipped with specific life saving equipment or specially trained medical personnel.

⁴TEMPSC means Totally Enclosed Motor Propelled Survival Craft. This could denote a lifeboat.

Personnel Transfer – Major Capital Projects/Special Operations

Due to the nature of Major Capital Projects / Special Operations, some personnel transfers may require special consideration due to boarding. When such transfers are necessary, they should be performed only after the transfer has been evaluated, the safety of the transfer is considered and a thorough Job Safety Analysis has been completed and reviewed with all affected parties.

Reference is made to GoM Personnel Basket and Swing Rope Safety (Boat to Boat Transfers).

Gangway Transfer of Personnel

Each SBU shall develop and implement a procedure for vessels or installations connected to a Chevron installation or contracted Mobile Offshore Drilling Unit (MODU) by a gangway for gangway control such that at all times a current People on Board (POB) list can be produced.

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

Weather Limit Guidelines

The weather limits for gangway operations shall be determined by the design of the gangway, the installations that it connects and the Offshore Installation Manager(s) (OIM)⁵, vessel master, or delegates, shall be responsible for ensuring that the limitations are not exceeded.

⁵If there is no OIM, then the Facility Person in Charge (PIC) will be responsible.

Gangway Transfer from Vessel to Shore

There is an obligation on the Master of the vessel to ensure that a safe means of access is provided and



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maintained, both between the ship and the shore or another ship alongside which the ship is secured at the dock/quay.

When access equipment is provided from the shore it is still the responsibility of the Master to ensure that this equipment is suitable and meets the following minimum requirements:

- The angles of inclination of a gangway or accommodation ladder shall be kept within the limits for which it is designed. Gangways are not to be used at an angle of inclination greater than 30 degrees from the horizontal.
- When the inboard end of a gangway rests on or is flush with the top of the bulwark, a bulwark ladder shall be provided. Any gap between the bulwark ladder and the gangway is to be adequately fenced to a height of at least 1 meter.
- Gangways shall not be rigged on ship's rails unless the rail has been reinforced for that purpose.
- The means of access shall be checked to ensure that it is safe to use after rigging. Further checks and adjustments are to be made when necessary due to tidal movements or change of trim and freeboard. Guard ropes, chains etc. shall be kept taut at all times and stanchions shall be rigidly secured.
- The means of access shall be located clear of the cargo working area and so positioned that no suspended load passes over it.
- A life buoy with a self-activating light and buoyant safety line attached shall be available adjacent to the gangway location.

Both ends of the gangway shall be suitably illuminated to reduce likelihood of falling or tripping.

Transfer by Swing Rope

In many onshore and offshore areas of operation a swing rope is used to transfer passengers to and from a vessel and an installation. In favorable calm sea conditions this is a routine activity because the vessel can hold station near the installation landing stage and provide a stable platform. However, if the vessel cannot be maneuvered into this position then transfer by swing rope shall not be attempted.

Both Master (and Duty Navigation Officer) and the passenger shall mutually agree to a swing rope transfer before the 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 will be on the vessel landing stage to assist the passenger during transfer
- Crew member will confirm the rope is in good condition and not coated with oil, mud or chemicals. If a defect is observed the rope shall not be used and a hazard observation report will be submitted to relevant marine controller⁶.
- For transfer, a work vest must be worn and fully donned.
- Passenger must use both hands to grasp the rope.
- Light weight hand carries can be passed across from the vessel passenger landing stage to the



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platform, but where there are numerous or heavy items a small basket shall be used.

- Passenger shall not wear heavy back packs nor any tools attached to waist belts.
- Passenger shall not stand on the top of the vessel tire fenders.
- Life ring(s) shall be positioned, readily available for use, near the vessel's passenger landing stage.

⁶The marine controller is the shorebase.

It is expected that Stop Work Authority will be used if these procedures can not be followed. There will be no repercussion to the person(s) who exercises SWA. That is our commitment to contractors and employees.

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

Sincerely,

Roger C. Tucker

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