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Ref: **Marine Safety, Reliability and Efficiency Process:  
Global Upstream – Vessel and Installation Communication 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.

This procedure describes the communication protocols for vessels when approaching and while in the 500 meter zone. The section "Vessel – Installation Communication" of this procedure has already been implemented through the policy letter dated 24 March 2009 (*Vessel and Installation Communication – 500 Meter Zone*). This letter addresses the entire process with an implementation date of 15 June 2009 and cancels the letter dated 24 March 2009 (*Vessel and Installation Communication – 500 Meter Zone*).

## Introduction

Efficient planning by installations and shore bases are a good way to limit vessel idle time and reduce safety risks.

This process applies to vessels when entering the 500 meter zone with manned platforms, installations, dive vessels engaged in diving operations, liftboats when legs are deployed, and other vessels such as Mobile Offshore Drilling Units (MODUs), construction / intervention vessels and drill ships when engaged in drilling, well testing, hurricane restoration work, etc.

These are the minimum requirements and it is realized that the installation/platform, dive vessel, etc, may have more stringent requirements which shall be followed.

## Vessel – Installation Communication

The installation will know in advance through communications with the Shore Base that a vessel is scheduled to visit. When directly en route to the installation, the vessel master or designate shall communicate with the installation at a minimum as follows:

- One hour prior to arrival, (where practical)
  - To advise the estimated time of arrival (ETA) and request berthing instructions and/or service location.
- Entering the 500 m Zone or Anchor Pattern:
  - To confirm the berthing arrangements and/or service location.
  - Request to make ready linesmen to handle ropes where applicable.
- Secured or at service location
  - To confer on/off loading plan/backload to be received.
  - To advise/confirm vessel/rig communications arrangements.
  - Ensure stability of vessel is maintained at all times.
  - To confirm readiness to begin cargo operations.



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It is recommended that vessels communicate with the installation earlier than the one-hour minimum, to advise the installation of ETA and verify that the installation will be ready to accept them. In the case where installations are located close together, communication with secondary installations shall be conducted as soon as practical.

Prior to entering the 500 meter zone, the vessel's master shall include in the JSA (i.e., crane ops, personnel transfer) and Deck Logbook that communication has been established prior to entering the 500 meter zone, including the name of the person and their title, and agreement on further instructions from the installation.

If communications is not established, vessel is not to enter the 500 meter zone until communications have been established and there is agreement to enter the 500 meter zone. While the vessel is in the 500 meter zone and if communication has been lost and is not re-established within a reasonable amount of time, the vessel should, if possible, move to a safe distance away from the installation until such time communications is re-established.

During diving operations, the vessel shall not enter the 500 meter zone without permission.

### **Vessel – Installation Communication Mitigation**

Should the vessel Master conclude that the communication with the installation is not satisfactory (e.g., holding idle on station for an extended period of time without explanation), the vessel shall contact the marine coordinator ([Logistics Decision Support Center](#)) or shore base to advise that a hazardous situation exists.

If communications is not satisfactory, the vessel shall contact the applicable Shore Base and/or Logistics Decision Support Center.

The Shore Base will enter in SiteSafe a Near Miss report for communication complaints from vessels for evaluation and corrective actions.

### **Marine Safety Awareness**

The U.S. Coast Guard requires a Safety Orientation for Offshore Workers per 46 CFR 131.320.

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

Sincerely,

***Roger C. Tucker***

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