

**BRIDGE PROCEDURE AND
CHECKLIST FOR OFFSHORE SERVICE
VESSELS' PRE-ENTRY/DEPARTURE
OF 500 M INSTALLATION SAFETY
ZONE ON THE NORWEGIAN
CONTINENTAL SHELF
(Rev 01.02.2006)**



BRIDGE PROCEDURE

Purpose

The purpose of this procedure is to ensure the safety of vessel and installation during operation within the 500 meter safety zone.

Scope

This procedure is applicable to offshore service vessels approaching offshore installation(s) in order to perform loading/discharging operations on the Norwegian continental shelf.

Checklist

The attached pre-entry/departure checklist shall be filled prior to entering/departure the 500 meter safety zone. Date/time for obtained permission shall be recorded in the vessel logbook.

Roles and responsibilities

The functions/responsibilities between the 2 navigators on the bridge, Mate in command and Assisting mate, shall be agreed before entering of the 500 meter safety zone.

The Mate in command shall plan the vessel's entering of the 500 meter safety zone and manoeuvre the vessel. The Assisting mate shall control the Mate in command's plans and manoeuvring performance.

The Assisting mate shall always be ready to take command of the vessel in case the Mate in command should be indisposed.

The Assisting mate shall co-ordinate communication, loading/discharging-operations, keep order of loading plans and manifests, documentation and segregation of dangerous goods, and keep the Mate in command updated with respect to vessel movements in the area, and possible rapid changes in weather conditions.

Procedure for change of roles between Mate in command and Assisting mate shall be established given continuous (long-lasting) operations. The change of roles shall be recorded.

The Master shall take command of the vessel if a critical situation occurs.

OLF Recommended Guidelines for bridge procedure and checklist for offshore service vessels' pre-entry/departure of 500 m installation safety zone on the Norwegian continental shelf

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Safe operation at offshore installation

Wind, sea and current, including any sudden changes in these, shall be continuously monitored to ensure safe operation. If the operation can not be carried out safely it shall be terminated.

The Mate in command shall always be prepared to take on manual control if the vessel is in Joystick or DP mode.

If equipment failure/malfunction occurs during operation within 500 meters safety zone, the Mate in command shall assess if the operation can continue without hampering the safety of the vessel and installation. Termination of the operation, if required, shall immediately be reported to the installation.

PRE-ENTRY/DEPARTURE 500 M INSTALLATION SAFETY ZONE CHECKLIST FOR OFFSHORE SERVICE VESSELS

Vessel		
Field installation		
Date/time	Date:	Time:

CHECKS TO BE CARRIED OUT BEFORE ENTERING 500 M SAFETY ZONE	Status		Comments
	Yes	No	
Sea/weather conditions acceptable for a safe operation			
Limitations due to sea/weather conditions			
Safe direction of approach towards installation evaluated			
Bridge and Engine room manned in accordance with requirements			
Communication established			
<u>No</u> hot work/smoking on deck when inside the 500 m safety zone			
Auto Pilot off			
Manoeuvring system tested			
Emergency manoeuvring system tested			
Working side confirmed with installation			
Load operations (cargo, bulk, fluid) confirmed with installation			
Installation to confirm readiness for vessel arrival and operation (inclusive no overboard discharge)			
Manoeuvring mode during the operation decided? (If DP mode DP checklist to be used in addition)			
Other on-going and/or planned activities within 500 m zone			
Permission for entering the safety zone granted			Date: Time:

CHECKS TO BE CARRIED OUT PRIOR TO DEPARTING INSTALLATION	Status		Comments
	Yes	No	
Vessel to be manoeuvred clear of installation before changing mode			
<u>All</u> controls set to neutral position before changing mode			

HOW TO USE THE CHECKLIST

CHECKS TO BE CARRIED OUT **BEFORE ENTERING** 500 M SAFETY ZONE

Sea/weather conditions acceptable for a safe operation

Before start of operation weather and the weather forecast to be assessed in cooperation with the installation.

The final decision to carry out the operation rests with the vessel.

Limitations due to sea /weather conditions:

- Heavy lifts
- Connections of hoses
- Spills / drainage from installation
- Backload
- Vessel redundancy requirements, ref. OLF 061

Safe direction of approach towards installation evaluated:

- The vessel speed reduced to steering speed.
- The vessel should not head directly onto the installation.
- Observe the weather (wind and current).

In case of an “unexpected” event, the vessel should drift clear of the installation.

Bridge and Engine room manned in accordance with requirements:

- 2 x navigators (Mate in command and Assisting mate) on the bridge
- 1 x Engineer in Engine control-room or Engine room

Communication established:

- Shipboard communication confirmed.
- Communication (UHF/VHF) between installation (control room, crane and deck personnel) and vessel confirmed

No hot work/smoking on deck within the 500 m safety zone:

- All kind of hot work and smoking to stop before entering the 500m safety zone.

Auto pilot off:

- Use manual control (*No autopilot*)

Manoeuvring system tested:

- Thrusters - rudders- propellers to be tested **prior to** entering the 500m safety zone.

Emergency manoeuvring system tested:

- The emergency manoeuvring system to be tested outside of the 500m safety zone and always prior to first call at installations after change of duty.

Working side confirmed with installation:

- Consider a safe position alongside installation due to weather, operations, etc.

Load/discharge operations (cargo, bulk, fluid) confirmed with installation:

- Readiness, sequence of cargo handling and possible limitations to be agreed.

Installation to confirm readiness for vessel arrival and operation

- The installation to confirm that procedures for vessel arrival and operation have been completed.
- Installation checklist to be completed

Manoeuvring mode during the operation to be agreed with installation:

- Manoeuvring mode during the operation to be agreed. Changes of mode to be reported (Manual - joystick - DP). If DP mode is chosen, in addition the DP checklist to be used.

On-going and/or planned activities within 500 m safety zone:

- The installation to inform about other on-going and/or planned operations inside the 500m safety zone. Any conflicts to be sorted out between vessel and installation prior to entering the 500 meter safety zone.

Permission for entering the safety zone granted:

- When the checklist is completed and permission to enter the 500m safety zone is granted, both officers (pilot, co-pilot) to sign the following in the vessel log book:
 - Checklist to enter the 500m safety zone completed
 - Date and time for obtained permission to enter the 500 meter safety zone:.....

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CHECKS TO BE CARRIED OUT PRIOR TO DEPARTING FROM INSTALLATION.

Vessel to be manoeuvred well clear of installation before changing mode:

- If vessel is on joystick or DP mode, manoeuvre the vessel well clear off the installation before changing mode.

All controls set to neutral position before changing mode:

- All propellers and rudders to be set to neutral (zero pitch) before changing mode or manoeuvring position.