

	<b>DEPARTMENT OF PETROLEUM RESOURCES</b>	Applicable to all Operators and Service Providers
	<b>7, KOFO ABAYOMI STREET VICTORIA ISLAND LAGOS</b>	<b>ORIG DEPT: HEALTH SAFETY ENVIRONMENT DIVISION</b>
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**GUIDELINES AND PROCEDURE  
FOR TRAVEL TO OFFSHORE/SWAMP LOCATION  
AND  
OBTAINMENT OF OFFSHORE SAFETY PERMIT**

# THE DEPARTMENT OF PETROLEUM RESOURCES

2019

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## 1. INTRODUCTION

### 1.1. Purpose

This document describes the requirements for travelling either by helicopter or boat to offshore/swamp facilities; oil and gas platforms, rigs, work barges, marine vessels, work boats owned/operated by Operators and/or Contractors in the Nigerian Oil and Gas industry. It provides explanation for the offshore travel operations requirements as enshrined in the Mineral Oils (Safety) Regulations 1997 and provisions of Section 60 (a) of the Petroleum (Drilling and Production) Regulations 1969, as amended.

### 1.2. Scope

This document defines the different types of Offshore Safety Permits and corresponding training requirements and describes the processes for obtaining these permits as well as the process for requesting an offshore visit.

Offshore Safety Permit is recorded as a barcode strip on an E- Card issued by DPR or its accredited representative. The OSP also records personal details, medical fitness certification, training certification, competence assurance status, etc.

The scope also includes the means of travel by helicopter and boat, and modes of transfer to offshore facilities.

### 1.3. Terminology

Abbreviations, terms and references used in this document are explained hereunder:

Abbreviation	Meaning
AOS	Area Operations Supervisor
API	American Petroleum Institute
BLO	Boat Landing Officer
BOSIET	Basic Offshore Safety Induction and Emergency Training
COC	Certificate of Competency for mariners
CSR	Company Site Representative
DSV	Drilling Supervisor
EBS	Emergency Breathing System
TFOET	Tropical Further Offshore Emergency Training

FOS	Field Operations Supervisor
FOET	Further Offshore Emergency Training.
HIP	Hazard Identification Plan
HLO	Helicopter Landing Officer
HUET	Helicopter Underwater Escape Training.
NCAA	Nigerian Civil Aviation Authority
IADC	International Association of Drilling Contractors
IATA	International Air Transport Association
ICAO	International Civil Aviation Organization
MOPO	Manual of Permitted operations
NOGEPa	Netherlands Oils and Gas Exploration and Production Association.
NSOC-D	North Sea Operators Committee – Denmark.
OLF	Norwegian Oil Industry Association.
OPITO	Offshore Petroleum Industry Training Organization
TBOSIET	Tropical Basic Offshore Safety Induction and Emergency Training
TFOET	Tropical Further Offshore Emergency Training.
THUET	Tropical Helicopter Underwater Escape Training
UKOOA	United Kingdom Offshore Operators Association.
OSP	Offshore Safety Permit
POB	Personnel On board
STCW	Standard Training Certification and Watch keeping
SOLAS	Safety of Life at Sea
SOS	Senior Operations Supervisor
TSbB	Travel Safely by Boat
VIP	Very Important Person E.g. Government Senior Officials, Senior Company Directors and CEO, Foreign Embassy delegates, Stakeholder, Other Senior delegates from various Companies Local and Foreign.

## 2. OFFSHORE/SWAMP LOCATION TRAVEL REQUIREMENTS

### 2.1. Travel to Offshore/Swamp Facility

Any person travelling to an offshore/swamp facility, marine vessel, barge or rig operated in the Nigerian Oil and Gas industry, by either helicopter or boat must:

- I. be authorized by the senior person of the facility, vessel, barge or rig to travel to their destination. Authorisation for personnel from Government Regulatory and Security Agencies shall be from the respective Government Regulatory and Security Agencies in accordance with their statutory mandates;
- II. be trained to possess the relevant competence as applicable and be required to carry out specific and relevant function at the Offshore/Swamp Location. Special consideration and mitigation exist under this guideline for VIP, state dignitaries, same day return visitors e.t.c.;
- III. possess and present a **Valid Offshore Safety Permit (OSP) Card** for admittance at designated desks at embarkation points, on arrival from and departure to offshore locations.

### 3. OSP APPLICATION

#### 3.1. Online Data Submission

To obtain an Offshore Safety Permit, applicants shall complete an “Application for Offshore Safety Permit” on [www.dpr.gov.ng](http://www.dpr.gov.ng). The personnel shall fill all necessary field on the platform and upload/attach all mandatory requirements listed in Section 3.3 to complete the application. Details submitted by applicants are checked by DPR for incomplete or missing information and will be processed subsequently.

#### 3.2. Biometrics Registration

Biometrics of Applicants will be required to complete the application process.

#### 3.3. Mandatory Requirements for Obtaining OSP

Personnel shall meet the following requirements to obtain an OSP: –

- a. Have a valid offshore medical certificate of fitness from designated<sup>1</sup> medical facilities, clinics or hospitals in Nigeria, which shows fitness to travel to an offshore environment. The medical examinations shall be in conformance with the requirements of the “**Occupational Health Guideline and Standards for Medical Assessment of Fitness to Work in the Oil & Gas Industry in Nigeria**”. Medical certificates obtained from facilities outside Nigeria shall need concurrence from a designated medical facility in Nigeria;
- b. Have completed the required mandatory internationally recognized safety survival training as stipulated by DPR for Offshore/Swamp Travel. The training shall be conducted at DPR accredited<sup>2</sup> training centres. Safety survival training obtained from Offshore training centres outside Nigeria shall be validated by DPR prior to its acceptance for OSP registration. Please note that safety survival training (BOSIET, HUET, Firefighting, FOET, TSbB etc.) shall be deemed internationally recognized if the training is accredited by organizations such as IADC, API, OPITO, NOGEP, OLF, UKOOA, NSOC-D and that which may be recognized by the Director of Petroleum Resources in writing.

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<sup>1</sup> **Designated Medical facilities** are centre capable of carrying out the mandatory medical examination stipulated in “Occupational Health Guideline and Standards for Medical Assessment of Fitness to Work in the Oil & Gas industry in Nigeria” and recognized by DPR.

<sup>2</sup> **Accredited Training Center** means a Training center that has a valid DPR Accreditation certificate

- c. Non-Nigerian citizens working offshore must hold a valid work permit visa. A visiting visa is **not** acceptable;
- d. Payment of the applicable fees;

### **3.3.1. Exception Note to the Mandatory Requirements for Obtaining OSP:**

Special Offshore Safety Permit category may be exempted from the requirements of Section 3.3

### **3.4. Types of Offshore Safety Permits**

There are Seven (7) types of offshore safety permits in which personnel intending to travel/work offshore/swamp may apply under. These are listed below: –

<b>S/No.</b>	<b>Permit Type</b>	<b>Colour Strip</b>
1	Full Offshore Safety Permit (For regular offshore workers)	<b>Blue</b>
2	Travel Safely by Boat Offshore Safety Permit (Restricted to boat travel only)	<b>Green</b>
3	Marine Crew Offshore Safety Permit (Restricted to Marine Crew only)	<b>Red</b>
4	Helicopter-only Offshore Safety Permit (Restricted to Helicopter-only travellers only)	<b>Orange</b>
5	Infrequent Offshore Safety Permit (Limited to four (4) return trips in each year)	<b>White</b>
6	One Time Visit Offshore Safety Permit	<b>Yellow</b>
7	Special Offshore Safety Permit (For State Dignitaries and VIP's)	<b>Purple</b>

#### **3.4.1. Full Offshore Safety Permit**

A Full Offshore Safety Permit is required for anyone who makes frequent trips to offshore facilities. To obtain a Full Offshore Safety Permit, the personnel shall satisfy all the requirements listed in 3.3. The accepted valid mandatory internationally recognized safety survival offshore training certificate shall be (T) BOSIET or (T) FOET from a training organization approved by the DPR in line with Section 3.3 of this document.



### **3.4.2. Travel Safely by Boat Offshore Safety Permit**

Travel Safely by Boat Offshore Safety Permit may be issued if a passenger has completed the Travel Safely by Boat (TSbB) training as the mandatory internationally recognized safety survival offshore training. In this instance, the passenger is limited to travel offshore by Boat only. All other requirements outlined in 3.3 apply.

### **3.4.3. Marine Crew Offshore Safety Permit (Restricted to Marine Crew)**

Due to the nature of work of Marine crew, i.e. working and living onboard a vessel; Marine crews are permitted to join the vessel at any of the marine contractors' bases. Any changes to the compliment of the crew must be reported to DPR or its accredited representative for the POB update and the updated crew list must be submitted to DPR for update in the OSP system.

The issuance of Offshore Safety Permit to Marine Crew shall be based on their STCW training and Certificate of Competence. Marine crew are not required to have completed BOSIET training but are restricted to travel by boat **only** i.e. not permitted to travel by helicopter, unless they have undergone HUET training. All other requirements outlined in 3.3 apply

### **3.4.4. Helicopter-only Offshore Safety Permit (Restricted to Helicopter-only travellers).**

The issuance of a Restricted Offshore Safety Permit for Helicopter-only travel is subject to meeting the requirements of 3.3, except that the minimum training requirement for this permit is a valid HUET and that the personnel shall show evidence that his specific role does not require continuous stay at offshore/swamp locations. Example of such roles are Helicopter pilot, onshore standby emergency workers, same day return personnel etc. Personnel with this category of OSP **shall not be permitted** to travel by boat or become regular offshore workers.

### **3.4.5. Infrequent Offshore Traveller Safety Permit**

Infrequent Offshore Traveller Safety Permit is issued to personnel whose nature of work does not require them to work offshore regularly. This category of OSP cannot be used for more than four (4) return trips to offshore/swamp locations within a given year. All requirements outlined in 3.3 apply.

### **3.4.6. One-Time Visit Offshore Safety Permit**

This category of permit is to enable travelling and/or staying at offshore/swamp locations for personnel that may prefer to obtain the permit per visit to offshore/swamp location. All the requirements outlined in 3.3 apply.

### **3.4.7. Special Offshore Safety Permit**

In exceptional circumstances a Special Offshore Safety Permit may be issued, subject to approval of the Director of Petroleum Resources. This is usually for visit to an offshore facility by State Dignitaries, Senior Company Managers and Directors, Government visitors and other VIPs. The application for Special Offshore Safety Permit to the Director shall indicate at the minimum, the name of personnel, designation/role, brief details of intended activity at the offshore/swamp location, intended travel date and travel destination.

The Mitigation and requirements for Special OSP permits are listed below:

- Before the offshore travel, all visitors must be given travel briefing and upon arrival to location, be given site HSE briefing;
- Visitors are to be accompanied always by personnel from the Host Team and ensure the Visitor Helmet policy of licensee or lessee is followed;
- Optimized sitting arrangement (e.g. TBOSIET/TFOET trained passenger to sit next to door/window as well as to be the buddy for non-HUET trained visitor/ passenger).
- The personnel are not permitted to make an overnight stay at offshore/swamp location. Same day return flight must be ensured

**Note: An Operator/Facility Owner can ONLY be issued a maximum of twenty (20) free Special OSP cards with VIP status for any given year. Each of the VIP OSP cards shall be attached to a company and be valid for two (2) return trips in each year. Any additional Special OSP card shall attract the fee for One-time Visit OSP.**

### **3.5. OSP Fees**

The OSP fees and payment procedure are regularly updated and published on [www.dpr.gov.ng](http://www.dpr.gov.ng). For types 1 - 5 of the OSP categories, Initial One-off payment per personnel is required for registration on the OSP platform. Thereafter, renewal of subscription will apply. The replacement of lost OSP shall be at a fee.

### **3.6. Validity of OSP**

- OSP validity will depend on the validity of medical certificate, relevant trainings, and OSP subscription fees, whichever comes first.
- Infrequent Offshore Travelers Offshore Safety Permit fee shall be valid for three (3) years with a maximum of four (4) offshore return trips in each year
- One-time Visit Offshore Safety Permit is valid for a return visit to offshore/swamp location.
- Special Offshore Safety Permit is valid for a maximum of two return trips per year. Subsequent visit will attract the fees applicable to One-Time Visit OSP.

### **3.7. Replacement of Lost Offshore Safety Permit Card**

Replacement of Lost Offshore Safety Permit Card shall be at a fee stipulated in line with Section 3.5. The personnel shall be required to provide a court affidavit and police report when applying for the Card reissuance.

### **3.8. Damaged Offshore Safety Permit Card**

Any OSP card that becomes inadvertently damaged or defaced will be changed by the Department or its accredited representative at no fee to the card holder.

## 4. Final Preparation for Travelling Offshore

### 4.1. Final checks for passengers

Before going offshore, the traveller must:

- be physically fit to travel (i.e. the traveller must not be suffering from any effects of significant illness, injury, influence of alcohol or drugs which may restrict mobility or limit normal responses).
- hold a valid Offshore Safety Permit and present at embarkation points for admittance:
- have approval from the facility intended for visit i.e. AOS or SOS of the facility concerned, DSV for the rigs, Barge Superintendent and CSR for work barge, CSR for the workboat and Vessel Masters for the marine vessels;
- have proper soft-sided luggage (i.e. plastic carrier bag not permitted);
- not be carrying any prohibited items as listed below in Section 4.1.1;
- Wear suitable shoes and clothing (for air travel) in line with relevant NCAA regulations;
- for boat travel, suitable shoes, clothing and SOLAS compliant flotation device must be worn.

Passengers are advised to carry unit baggage not exceeding the limit set by the operating company. Pieces weighing more than the stipulated weights must be brought to the attention of the authorities so they can be manifested.

#### 4.1.1. Prohibited Items

The items listed below are prohibited from being taken offshore by all offshore travellers including visitors: -

- Matches and cigarette lighters;
- Alcohol;
- Non-prescription drugs and accessories;
- Fishing equipment (or fish);
- Flammable substances (paint, thinners, solvent, lighter fuel);
- Non-intrinsically safe electrical equipment (see below);
- Corrosive substances (acids and alkalis);

- Weapons and explosives;
- Pornographic material;
- Open flip flops with no back straps;
- any other items so identified by the carrier or operator.

#### **4.1.2. Exception Note on Prohibited Items:**

The following items cannot be taken offshore unless the noted requirements are met

- Knives - can only be taken offshore if they are required for specific work; a company supervisor must provide a letter stating what the knife is to be used for, before being granted passage. The letter must be shown at the security checkpoint.
- Non-intrinsically safe electrical equipment. This includes mobile phones, pagers, radios, electronic cameras, digital cameras, lap top computers, battery operated torch lights, electric razors. Such items must be declared at check in and at any point when asked to do so.
- Prescription drugs may be taken offshore provided the patient has a valid prescription from a government approved (Medical and Dental Council of Nigeria/Federal Ministry of Health) clinic authorizing their use. On arrival, the patient must report to the offshore medic.

#### **4.2. Embarkation Points**

Travelling to Offshore/Swamp locations are only permitted through established air and marine embarkation points in Nigeria which are recognized by the Department. In exceptional cases where embarkation points outside Nigeria may be used, Operators/Facility owners are to notify and obtain approval from the Department and ensure compliance with the Nigerian Immigration laws. Furthermore, personnel arriving from embarkation points outside Nigeria must have a valid OSP and their itinerary forwarded to the Department in ample time ahead of travel date.

#### **4.3. Maximum Duration of Work at Offshore/Swamp Oil and Gas Handling Facilities and Rigs**

Any person working in any oil and gas handling facility and rigs at offshore/swamp location shall not exceed:

- I. a stay of thirty (30) days concurrently at the location, from the time of arrival to their offshore destination. The minimum duration of 'time off' must be at least half the time of stay offshore.
- II. Twelve (12) hours of work per day. The 'off duty' shall be at least equal the no of hours of work per day.

#### **4.4. Exception Note to the Maximum Duration of Work at Offshore/Swamp Oil and Gas Handling Facilities and Rigs**

In the event of any special circumstance that may require exception to 4.3 above, the Company shall notify the Department in writing with satisfactory reasons and obtain approval from the Director, DPR. Please note that all accruable compensation which is due because of any extension of stay shall be implemented in line with the applicable and governing condition of employment/service for the personnel.

## **5. HELICOPTER TRAVEL**

### **5.1. Check-in**

All check-in procedures shall be in accordance with OSP and NCAA requirements.

Each passenger must have a valid Offshore Safety Permit before being allowed to proceed beyond check-in and security.

#### **5.1.1. Baggage and Security**

All baggage must be examined by security personnel in the passenger terminal prior to check-in and shall be in line with NCAA rules and regulations.

At Check-in, each passenger's name shall be validated against the flight manifest and a boarding card issued. Passengers must pass through a metal detector and proceed for helicopter safety briefing before going offshore.

#### **5.1.2. Helicopter Safety**

The helicopter safety briefing must be carried out before every flight in line with the applicable NCAA regulations. Passengers must follow the directions of the airport staff and have their hearing protection on, prior to exiting the main terminal building and wait for the direction of the Ground crew to direct boarding and collect the boarding card. Passengers must always wear ear protection and life vest during helicopter flights. Whilst onboard the helicopter and on heli-decks, passengers must follow the instructions from pilots, cabin crew or HLO at all times.

#### **5.1.3. Carriage of Dangerous Goods**

The carriage of dangerous goods is subject to the legal requirements contained in the NCAA Technical Instructions. Nigeria also uses the International Air Transport Association (IATA) Dangerous Goods regulations (published annually) as the everyday controlling reference.

### **5.2. Arrival and Departure**

#### **5.2.1. Arrival at Manned Platform**

Passengers must remain in their seats with seat belts fastened until told to release them by the Helicopter Landing Officer (HLO) or a member of the flight

crew. Baggage shall be unloaded from the aircraft by the helideck crew. After collecting their baggage, passengers should leave the helideck when directed by the HLO. Passengers leaving or approaching the helicopter must always stay within the helicopter “safety zones” at all times and in the sight of the helicopter Pilots. They should then go immediately to the Administration office to do the following: -

- **Residents:** - register their arrival, obtain cabin allocation and receive a safety card (**residents only**)
- **Day visitors:** - Receive a visitor pass stating allocated muster station, emergency procedure and telephone numbers.
- **Visitors in transit:** - confirm connecting travel arrangements to any ‘satellite’ platforms with the Transport Scheduler for infield boat if applicable.
- **Health & Safety Briefing:** - passengers visiting an installation for the first time (**or after an absence of more than three months**) must receive a health, security and safety briefing immediately on arrival.

#### 5.2.2. Arrival at Unmanned Platform

There are no helideck crews to unload the helicopter and therefore passengers shall collect their baggage from the cabin attendant. After collecting their baggage, passengers should leave the helideck by the nearest access stairs. Extreme care should be taken to ensure they stay in the sight of the Pilots and are within the helicopter “safety zones” at all times.

Passengers must then check the location of the muster station and familiarize themselves with emergency requirements.

#### 5.2.3. Departure at Manned Platforms

Before leaving an offshore installation to travel to another location or return onshore, all travellers must do the following: -

- Inform their supervisors of their departure;
- Confirm their departure with the administration office;
- Collect a boarding card;
- Return the visitor pass (**day visitors only**);
- Have baggage weighed;
- Passengers who stay offshore for longer than 24hours should be given the necessary safety briefing



When instructed by the Helicopter Landing Officer (HLO), passengers must fit hearing protection and proceed to the helideck with their baggage. Boarding cards shall be collected before passengers move onto the helideck. They must hand their baggage to the helicopter cabin attendant before boarding the helicopter.

#### **5.2.4. Departure at Unmanned Platforms**

At an unmanned installation, there is no Helicopter Landing Officer (HLO) available to coordinate boarding, consequently **passengers must wait below the helideck and not by the stairway for the arrival of the helicopter**. They should have their baggage ready and have their ear protection fitted. After the helicopter has landed, the pilot shall switch off the red anti-collision lights. All passengers are to remain below the helideck until they receive the clearance from the Cabin Attendant who shall alight from the aircraft, walk to the staircase and give clearance to come up to the helideck. The Pilot shall give the “thumbs up” signal indicating passengers can approach the helicopter. The Cabin attendant shall guide the passengers to ensure they approach within the helicopter safety zones. Passengers must hand their baggage to the helicopter cabin attendant before boarding the helicopter.

## **6. BOAT TRAVEL**

### **6.1. Check-in and Boarding Procedure**

All check-in procedures shall be in accordance with OSP system requirements.

Each passenger must have a valid Offshore Safety Permit before being allowed to proceed beyond check-in and security. The check in officer shall check each person against the manifest.

#### **6.1.1. Passenger Safety**

Passengers Must undergo a Safety briefing before travel and adhere strictly to instructions from the boat crew at all times. In the event of an emergency, the crew of the boat will give instructions on what actions to take.

Passengers must remain inside the passenger cabin while the boat is transiting any channel and are only allowed on the boat open deck after the boat has cleared the channel and before entering the 500m-safety zone. When on the boat open deck, passenger must wear their SOLAS compliant floatation device. At least one boat crew must be in attendance at all times on the open deck to

watch over the passengers. Maximum allowable number of passengers on the boat shall not be exceeded.

On arrival at your destination, passengers must remain in the designated area until a member of the crew indicates that passengers may disembark. Passengers must have their SOLAS compliant floatation device securely fastened until they have cleared the boat landing area and in a safe area of the platform.

### **6.1.2. Personnel Transfer to Platforms**

Proper risk assessment approved by the Senior Site Supervisor should be performed in order to determine the maximum number of persons allowed to transfer at the same time taking into account the swell and movement of the vessel. Visitors and personnel unfamiliar with the process must be accompanied. This is to allow the boat crew and the BLO to put more attention on the person(s) and to be ready to give any assistance if required. Standby rescue boat must be ready during all boat transfer operations.

**Note:** The final decision on whether to make the transfer shall be made by the individual

### **6.1.3. Personnel Transfers using Capsules/Basket**

Transfer of personnel by Basket/Capsules should be made under strict PTW system with approval from the Senior Site Supervisor. The requirements listed in applicable statutory lifting guidelines and the Operator's Personnel Lifting Procedure must be met for all personnel transfers.

### **6.1.4. Bridge and Gangway Transfers**

Personnel are sometimes required to cross from a facility using a bridge or gangway. During bridge and gangway crossings, the personnel must wear SOLAS compliant floatation device unless the bridge or gangway is fully enclosed. Gangways must be manned by the gangway watch helper, usually one of the marine crew. Personnel are reminded to adhere strictly to the Operator's transfer procedure.

**Note:** Transfer of personnel from boat to boat (other than barge and workboat) is not permitted. **This is not applicable to Marine crew.**

### 6.1.5. Swing Rope Transfer

This method of transfer is generally not permissible unless as a last resort under emergency situations

## 6.2. Arrival and Departure at Manned Installations.

### 6.2.1. Arrival

After collecting their luggage, passengers should leave the boat landing area and immediately go to the Administration office to do the following: -

- Register their arrival;
- Be allocated a cabin and receive a safety card (**residents only**);
- Receive a visitor pass stating allocated muster station, emergency procedure and telephone numbers (**day visitors only**);

For passengers visiting an installation for the first time (or after an absence of more than three months), Visitor policy applies, and must be accompanied at all times. They must receive a health and safety briefing before commencing work.

### 6.2.2. Departure

Before leaving an offshore installation to travel to another location or return onshore, all travellers must do the following: -

- Inform their supervisors that they are leaving;
- Confirm their departure with the administration office;
- Collect a boarding card;
- Return the visitor pass (day visitors only);
- Have baggage weighed

When instructed by the Boat Landing Officer (BLO), passengers should proceed to the boat landing area with their baggage. Boarding cards shall be collected before boarding the boat.

### **6.3. Arrival and Departure at Unmanned Installations**

#### **6.3.1. Arrival**

After collecting their luggage, passengers should leave the boat landing area. They must then check the location of the muster station and familiarize themselves with emergency requirements.

#### **6.3.2. Departure**

Unmanned installations do not have a Boat Landing Officer. Therefore, Passengers must wait for the arrival of the boat near the boat landing with their luggage ready. Once the boat has arrived, the boat crew shall indicate when it is safe to board.

## **7. Sanctions**

This Guideline provides the requirements to travel and work safely and ensure that safety standards are maintained in the Offshore/Swamp locations in Nigeria.

Noncompliance with the requirements of this guideline shall be deemed as violations to relevant sections of the Petroleum Act 1969 as amended, Petroleum (Drilling and Production) Regulations 1969 & subsequent amendments and Mineral Oils (Safety) Regulation, 1997 regarding the duties of an Operator, Manager or Employee. These violations may summarily lead to travel bans to Offshore/Swamp locations, fines to operators/contractors and/or revocation of Lease, License and Permit.