Instructions to Master

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About this document

Purpose:	This procedure describes minimum operational requirements for Offshore Service Vessels working for, or on behalf of Aker BP ASA
Validity:	This procedure applies to all organizational units and geographical locations
Nonconformity:	If requirements stated in this document are not possible to implement, the processes for *77-03-03 - Handle non-conformity* or *77-03-04 - Handle deviations* apply.

Roles and responsibilities:

Role	Description	Name and function
Owner	Management responsibility for approval of the document and implementation in the business areas.	John Gunnar Vedøy – Marine Manager
Verifier	Controls the professional content of the Document.	Sven Anners Hægeland – Senior Marine Professional
Coordinator	Completes the document. Administration of improvement proposals.	Torleik Emil Haneferd – Senior Marine Professional

History:

Rev.nr.	Date	Changes – short summary
02	2017-08-14	*Changes in Appendix 1. Documentnumber changed from 55-04-000277 to 55-000277 due to changes in BMS numbering structure*
01	2017-06-12	*New document*

Content

1 Responsibility

Aker BP ASA – It is the responsibility of Aker BP ASA to ensure that requirements in this document are included in contracts and in relevant project and operational documentation.

Contractor – It is the responsibility of Contractors to ensure that the requirements in this document are adhered to and that any non-conformance to these requirements are reported to Aker BP ASA without delay.

Nothing in this document or any related Aker BP policies shall relieve the Owner, Manager and Master from their responsibility for the safety and seaworthiness of the vessel, or for the safe operation of the vessel.

2 Vessel requirements

In addition to this procedure, further minimum technical and operational requirements for vessels are described in the following Aker BP ASA documents:

- 55-04-000276 - Minimum Requirements for Dynamic Positioned (DP) Vessels
- 55-04-000278 - Minimum Technical and Operational Requirements for Offshore Service Vessels

3 Guidelines for Offshore Marine Operations (G-OMO)

In general all offshore service vessels working for, or on behalf of Aker BP ASA, shall operate in accordance with “Guidelines for Offshore Marine Operations (G-OMO)”, and “Norwegian Oil & Gas / Norwegian Shipowners’ Association – Operations Manual for Offshore Service Vessels on NCS”.

This procedure gives Aker BP ASA’s additional instructions for the safe and efficient operation of offshore service vessels.

4 Rules and Regulations

Acts and Regulations that are legally binding for Aker BP ASA’s Petroleum Activities on the Norwegian Continental Shelf shall also be followed, where relevant, by Aker BP ASA’s Contractors involved in petroleum activities on the NCS, including, but not limited to, following Acts and Regulations:

- Petroleum Activities Act
- Working Environment Act
- Health Legislation
- Pollution Control Act
- Product Control Act
- Petroleum Safety Authority’s (PSA) regulations

For operations and activities under maritime legislation, relevant maritime rules and regulations shall apply.

5 HSE

All Marine operations carried out for, or on behalf of, Aker BP ASA shall be executed with a high level of focus on safety and the environment. It is expected that all incidents, near misses related to health, safety, environment and non-conformities related to quality is reported to Aker BP ASA in accordance with contracts and Aker BP's instructions.

Vessels and vessel Managers are responsible for the planning and execution of vessel operations, and shall have procedures and routines implemented to ensure safe and efficient operations in accordance with legislations and established industry standards.

All personnel involved in operations for or on behalf of Aker BP ASA have an obligation to 'Stop the Job' at any time they have a safety concern and/or for any reason, the agreed plan is not being followed.

5.1 Emergency response duties

During the transit from shore to offshore location and from leaving the offshore location back to shore, the responsibility for handling all emergency response situations lays with the vessel Owners/Managers.

For activity within Aker BP's owned or operated facilities safety zone, Aker BP is overall responsible. The OIM is Aker BP's representative.

For Manned Underwater Operations, Aker BP is overall responsible. Intersections between Aker BP and Contractor Emergency Response duties will be described in a Bridging Document.

Emergency Response duties for other work in connection with facilities or sites without a safety zone (i.e. some subsea facilities, survey locations, etc.) will be described in a bridging document.

5.2 Emergency notification

The emergency response during an incident shall be according to the established bridging document and/or Emergency Notification Flowchart (ENF).

5.3 Notifications of incidents

All incidents that occur inside the safety zone shall be reported to the OIM at respective installation.

OIM at the respective installation can be contacted by contact details as per Installation Data Card / ENF / Bridging document.

Outside the safety zone, incidents on board the vessel shall be reported as described in bridging document and/or Emergency Notification Flowchart (ENF).

5.4 Personal Protection Equipment

Vessels and vessel Managers are responsible for making sure that proper PPE is available for personnel working on board vessels, and that correct PPE is used as required for the different work tasks.

5.5 NORSOK R-003

NORSOK R-003 shall be used for offshore supply operation, and for other operations where this may be relevant. For operations under marginal weather conditions the Appendix K checklist shall be completed before any operations can commence.

5.6 Hot work within the safety zone

Hot work is in general prohibited within the safety zone. For special projects a dispensation may be given based on a formal risk assessment. In such cases this shall be approved by Aker BP ASA, and shall be handled through the permit to work (PTW) system on the installation. Hot work and use of incinerator should in general be avoided.

5.7 Risk Assessment

In order to achieve safe operations of offshore service vessels, close to or within the Safety Zone, all identified risk areas shall be assessed as appropriate. For such assessments section 4 in G-OMO shall be followed, Ref. /1/

5.8 Safe Job Analysis and Toolbox Talks

Before commencing work with potential risks or hazards, a Safe Job Analysis shall be carried out with the involved parties. “Toolbox Talks” with involved crew shall also be organized before commencing critical or complex operations. This should include:

- Individual roles
- Individual roles
- Tool, methods and procedures to be used
- Review of RA or SJA and PTW

5.9 Permit to Work/SIMOPS

Non routine work within an offshore installations safety zone, or on/near subsea facilities, is subject to the relevant installations SIMOPS procedure and may be subject to the offshore installations permit to work system. In such cases no work is allowed to commence before SIMOPS approval is given and a PTW is received from the offshore installation.

Responsible department in Aker BP ASA shall inform all involved parties and ensure the PTW system and relevant SIMOPS procedure is followed.

6 Vessel management

6.1 Masters Responsibility

It is the responsibility of the Master on offshore service vessels working for, or on behalf of Aker BP ASA, to ensure the vessel complies with, but not limited to, the below:

- G-OMO
- Operations Manual for Offshore Service Vessels – NCS
- NORSOK R-003 – Safe use of lifting equipment
- Contract and instructions from Aker BP ASA
- Statutory requirements, industry guidelines and contractual requirements for crew qualifications
- Relevant procedures provided by Aker BP ASA

6.2 Crew Qualification

The Contractor’s management system shall describe the requirements for qualifications, competence and experience for officers and crew. Procedures shall be in accordance with STCW, and shall include requirements for personnel involved in DP operations at all levels. These requirements shall be based on recognized industry standards as described in e.g. NI, DNV, IMCA, and G-OMO etc. Such procedures must at all times be updated to cover the latest standard in the industry.

6.3 Manning

The manning of the vessel shall always be in accordance with G-OMO section 5 for the different types of operations to be carried out.

When operating inside a safety zone there shall always be 2 navigators on the bridge. For all DP operations inside a safety zone, a minimum of one Senior and one Junior DPO shall always be present on the bridge.

6.4 Mobilization and Demobilization

A mobilization/demobilization form (onhire/offhire statement) shall be issued by Contractor to document consumables to be paid by Aker BP ASA (e.g. bunkers, lube oil, urea etc.).

6.5 Variation Orders

The vessel master shall present a variation order for approval by the client rep or responsible department in Aker BP ASA before commencing any additional services not covered by the hire contract or charterers instructions. For projects and scope of work where such additional services may be applicable, a form for variation orders should be included in the hire contract.

7 Operations

7.1 Entering the Safety Zone

Field and operator specific requirements and procedures shall be followed when entering and working within an Installation’s safety zone. In addition, the general requirements given below shall always be followed:

- The OIM is in charge of all activity within the safety zone. No vessels are allowed to enter the safety zone without permission from the Offshore Installation.
- Only vessels with documented technical redundancy, through a valid "Failure Mode and Effect Analysis" (FMEA), will be allowed to operate within the offshore installation's safety zone.
- Vessels certificated as standby vessels or DP Class II & III are considered as being in compliance with the above-mentioned requirements for redundancy.
- Smoking is prohibited on decks of vessels within the safety zone of the offshore installation.

7.2 Technical pre-checks prior to entering the safety zone

In order to ensure that the vessel is in full technical and operational condition, prior to entering the offshore installation's safety zone, a pre-check of all essential maneuvering functions shall be performed outside of the safety zone.

In addition reference is made to G-OMO Section 8.5. The checklist found in G-OMO Appendix 8-A shall be used prior to entering the safety zone.

Prior to any DP operation, a special pre-check, in accordance with system manufactures recommendations, should be carried out, well outside of the safety zone.

Any deviations are subject to a risk evaluation and approval has to be obtained from the OIM prior to entering the safety zone. The OIM should seek advice from marine authority and handle any deviation as appropriate.

7.3 DP Operations

DP operations shall be in accordance with Aker BP ASA's 55-04-000276 - Minimum Requirements for Dynamic Positioned (DP) Vessels.

Selected DP equipment class shall always be in accordance with "PSA activity regulation § 90". DP operations within an offshore installations safety zone shall only be carried out by vessels operating to minimum DP equipment class II configuration.

Design and operation of DP systems shall be in accordance with the definitions in IMO MSC/Circ.645 and IMCA M103.

DP operations inside the safety zone or while conducting well intervention, construction and/or diving operations the power management configuration shall be set up with open bus-tie configuration.

8 HSEQ Reporting

8.1 General reports

In addition to emergency notification as described in relevant Bridging Documents and/or ENF, the following reports shall be sent:

- HSE reports
- Incidents reports,
- Non-conformity reports
- Other relevant reports

These reports shall be sent to:

marinereports@akerbp.com

8.2 Monthly reports

For vessels on term contracts longer than one month, following monthly reports shall be sent:

- HSEQ Reports including KPIs
- Any suggestions for improvements

Reports shall be sent to: marinereports@akerbp.com

Other email addresses may also be applicable in addition to the one described here. These will be described in project specific documentation.

9 Definitions

Client Rep
Means Aker BP ASA's representative onboard Contractor's vessel

Contractor
Means any company employed by Aker BP ASA to carry out Marine Operations activities according to Hire Contract

Hire Contract
Means the agreement or charter party between Aker BP ASA and the Contractor defining scope of work, terms and conditions, and compensation for the work to be carried out by the Contractor

Offshore Installation
Means Operator's fixed installations and Mobile Offshore Units

Offshore Installation Manager (OIM)
Means the manager onboard the Offshore Installation, ultimately in charge of all operations within the Safety Zone

Operation
Means Marine Operation

Operator
Means the Company responsible for operating the Offshore Installation

Safety Zone
Means an area extending 500m horizontally and vertically from the borders of the Offshore Installation, where the OIM has the full jurisdiction in order to ensure necessary control of activities influencing the Offshore Installation's level of safety

Variation Order
Means a variation to the Hire Contract, agreed between Aker BP ASA and Contractor

Vessel
Means Contractor's vessel hired to perform the work according to the Hire Contract

Vessel Master
Means the officer in charge of the Vessel

10 Abbreviations

DP	Dynamic Positioning
ENF	Emergency Notification Flowchart
ETA	Estimated Time of Arrival
FMEA	Failure Mode and Effect Analysis
G-OMO	Guidelines for Offshore Marine Operations
IMCA	International Maritime Contractors Association
NCS	Norwegian Continental Shelf
OIM	Offshore Installation Manager
PPE	Personal Protection Equipment
PSA	Petroleum Safety Authority Norway
PTW	Permit to Work
RA	Risk Assessment
ROV	Remotely Operated Vehicle
SJA	Safe Job Analysis

11 References

- Guidelines for Offshore Marine Operations (G-OMO) – www.g-omo.info
- DNVGL-ST-N001 Marine operations and marine warranty
- Norwegian Oil and Gas/Norwegian Shipowners' Assosiation – Operations Manual for Offshore Service Vessels on NCS
- Water report 129 - Safe, sufficient and good potable water offshore. A guideline to design and operation of offshore potable water systems

Aker BP ASA Procedures:

Marine Operations

- 55-04-000276 - Minimum Requirements for Dynamic Positioned (DP) Vessels
- 55-04-000278 - Minimum Technical and Operational Requirements for Offshore Service Vessels

12 Appendix 1 - Supply Vessels

This appendix describes additional information and requirements for vessels contracted to perform supply duties to offshore installations.

12.1 Logistics Centre

The Logistics Centre coordinates all logistics for Aker BP ASA and Repsol Norge installations offshore. Vessel instructions will be sent by Vessel Coordinators

12.1.1 Vessel Coordinators

- Office hours weekdays between 08:00 - 16:00
- Duty between 16:00 - 08:00 + weekends and holidays
- Vessel Coordinators (24/7)
    - +47 51 35 80 31 (sleeping duty)
    - E-mail: vessel@akerbp.com

Calls between 22:00 - 08:00 should be kept to a minimum and be related to urgent operational matters only (sleeping duty).

E-mail will normally not be read outside office hours except if agreed by phone with the duty holder.

12.1.2 Daily afternoon phone conference:

A conference call takes place every afternoon for all vessels in port to participate, on working days only.

- @15:00hrs for the southern fields, (dial +47 73 87 50 54, pin. 1234)

12.1.3 Marine Logistics Plan

A Marine Logistics Plan is prepared daily. This will be distributed out by the Vessel Coordinators during the morning.

The plan provides all the necessary details for voyages from the base that day and the plans for the near future. Deviations from the plan must be agreed with the Vessel Coordinators.

12.1.4 Sailing order

Before all departures from the base a sailing order shall be distributed. The vessel shall set best economic speed in order to meet the relevant sailing order and route plan. Deviations to the plan shall be agreed with the Vessel Coordinator.

12.1.5 Deviations from the vessel scheduling:

Deviations from the planned sailing must not take place without permission from Vessel Coordinators. If major delays to the vessel scheduling occur the vessel should inform Vessel Coordinator. In cooperation with the installations, the Vessel Coordinators will consider which actions should be taken to avoid undesirable delays and unacceptable costs.

The following are the criteria for major delays:

- > 60 minutes for offshore activities
- > 30 minutes for quay side activities

12.2 Supply base information

ASCO is the main logistics provider for the Logistics Centre

12.2.1 Before arrival in Port

In due time before arriving the supply base the vessel should call ASCO for berth allocation and berth facilities (water hoses, linesmen, etc).

If a vessel is departing from installation after 22:00, ASCO should be notified the next day at 08:00. If ETA is before 08:00 pleases notify before 22:00.

It is emphasized that no vessel shall commence mooring operations unless there is someone on the jetty to take the mooring lines.

12.2.2 Entering ISPS area

To get access to the ISPS area, the vessel has to call the Port Authority for instructions.

12.2.3 ASCO Tananger supply base

ASCO Marine

- Weekdays between 08:00 - 16:00
- +47 481 63 363 / 64

Duty between 16:00 - 08:00 (sleeping duty)

- +47 911 54 389

Duty between 22:00 - 08:00 Securitas Linesmen)

- +47 918 87 407
- tananger.kai@ascoworld.com

Stavangerregionen Havnedrift (Port Authority at Sola Havn)

- All hours (office hours from 06:30 - 22:00)
- +47 51 50 12 01
- VHF channel during office hours, Ch 12

12.2.4 ASCO Sandnessjøen supply base

ASCO Marine

- Weekdays between 08:00 - 16:00
- +47 75 07 04 12

- Duty between 16:00 - 08:00 + weekend/holidays:
- +47 95 33 66 99

- E-mail: logistics: logistics.sandnessjoen@ascoworld.com

Sandnessjøen vaktselskap (only linesmen)

- Duty between 16:00 - 08:00 + weekend/holidays
- +47 99 29 11 00

Alstahaug Havnevesen (Port Authority at Horvnes)

- All hours (office hours from 08:00 - 16:00)
- +47 75 07 57 00
- VHF channel 12

12.3 General Information

12.3.1 Tank cleaning

The Vessel Coordinator is responsible for booking tank cleaning. Before a contractor can start any cleaning operations on board a vessel, a toolbox meeting shall be held between the vessel master and the supervisor of the cleaning operation. At the meeting a safe job analysis and risk assessment shall be conducted and a work permit prepared. In this connection, GOMO guidelines "Checklist for Tank Cleaning" should be used in accordance with the work permit.

12.3.2 Bulk

Bulk is available at Quay 23 or 24 (Asco Base) and Quay 5 (Norsea) in Tananger and at Quay 1 and 2 at Horvnes in Sandnessjøen. ASCO Supply base is responsible for booking a quay and coordinating with the bulk supplier through bulk orders which is sent to the supplier and the vessel. According to GOMO guidelines a loading meeting must always be held with supplier personnel before bulk is loaded/unloaded to ensure that the operations take place in an entirely safe and controlled manner. It is important to take care of declarations and datasheets for all bulk loaded on the vessels tanks. Depending on the type of cargo, Logistics Centre uses the companies Baker (mud chemicals, return waste/return bulk and tank cleaning), Halliburton (mud chemicals and cement), MI Swaco (mud chemicals) and Statoil Norge (fuel/MGO).

When operating from other supply bases, vessels will get procedures from the Vessel Coordinator.

12.3.3 Loading meeting and loading plan

A loading meeting shall be conducted between the vessel, supply base and dockers before loading commence. At the meeting the planned loading operation is reviewed, taking into account hazardous goods, position of cargo, urgent lifts, communication, risk identification and other important matters. According to GOMO guidelines the vessels shall prepare a deck area map. This map shall be submitted through the WELS client at the earliest convenient time after loading. When the vessel saves the deck map to web (submitted), this image is made available to all affected personnel both onshore and offshore through the WELS system.

12.3.4 Shipping manifest and hazardous goods

The vessels receive a shipping manifest from the ASCO supply base for all outgoing cargo. The vessels shall receive a preliminary manifest or loading list before the installation starts backloading to the vessel. The final manifest is received before the vessel leaves the field. The manifest shall state whether the cargo contains hazardous goods. Documentation (HSE data sheet and IMDG transport documents) for hazardous goods shall be forwarded to the vessel before such cargo is put down on the vessel, also in those cases where the vessel is used for temporary storage or in-field-transfer.

We expect the captain to say NO to cargo with missing documentation, and to contact the Vessel Coordinator.

Reporting of hazardous goods to the Norwegian Coastal Administration (Kystverket) must take place in accordance with the current regulations (1999-06-16 No 727: Forskrift om krav til melding og utfylling av kontrolliste ved fartøyers transport av farlig eller forurensende last). In practice, this is reported by the vessel in SafeSeaNet. See www.shiprep.no for more information.

12.3.5 Backload

The installations report their needs for backload the day before sailing. Pursuant to the GOMO guidelines, at least 10% of the deck area should be reserved for backload. During ongoing loading operations for outbound cargo, the vessels are responsible for notifying ASCO when the 10% limit is reached. This area may only be reduced upon approval from the Vessel Coordinator after they have cleared the situation with the affected installations on the sailing route.

12.3.6 Potable water bunkering

Bunkering of potable water primarily takes place at ASCO supply base (Quay 20-24 in Tananger and Quay 1-3 at Horvnes) or other bases. Capacities for each quay are listed at page 10-11. To avoid late departures from the quay, the vessels are requested to use two hoses if necessary.

Please note that the water hoses use Brass couplings and have to be treated with special care. Do NOT throw them from cargo rail down to the jetty.

If a contracted vessel is to deliver potable water to Aker BP ASAs facilities, the vessel shall have in place procedures and systems for potable water treatment in accordance with Norwegian Institute of Public Health: Water report 129 - Safe, sufficient and good potable water offshore. A guideline to design and operation of offshore potable water systems.

Special attention should be given to Chapter 7 of this guideline.

In addition the following stricter requirements apply:

- Trihalomethanes (THM): Should be below 30 µg/l

In general, vessels are not allowed to deliver potwater to any installation without a written approval from the Vessel Coordinator. Before any potable water delivery, the vessels potable water tanks must be tested and approved.

Due to the risk of potable water contamination at our installations, Logistics Centre has strict water quality requirements. No vessels on a short-term contract are allowed to supply potable water offshore before water samples have been taken and the results show a satisfactory quality. Logistics Centre uses the company Intertek West Lab for all water analysis.

For the vessels set up with water sample Pelicase delivered by Logistics Centre, samples will be taken by vessel crew
and sent to:

Intertek West Lab AS
Oljeveien 2
4056 Tananger

The suitcase will immediately be returned to the vessel with new set of bottles for next periodic sample. The vessels shall implement a routine for monthly water sampling.

The vessel coordinator gives permission to supply potable water once the results have been confirmed to be satisfactory. Potable water on board vessels coming from abroad shall never be supplied to Logistics Centres installations. The tanks must be emptied, flushed and filled with fresh water from supply base and water samples must be taken to make sure the quality is satisfactory.

Please note that due to the risk of contamination of the water tanks, Logistics Centre does not allow potable water to be supplied as drill water offshore. Deviation from this only after approval from the Vessel Coordinator.

12.3.7 Fuel bunkering

Needs for re-fuelling should be communicated to the Vessel Coordinator. Daily ROB qty (m3) should be reported in Wels @23:59hrs each day.

In general vessels are not allowed to deliver fuel to any installations without a written approval from the vessel Coordinator. Before any fuel delivery to installations, the fuel tanks must be tested and approved. Spot vessels are normally not use for bunker supply.

Due to the risk of fuel contamination at the installations, Logistics Centre has stringent fuel quality requirements. No vessels on a short-term contract are allowed to supply fuel offshore before fuel samples have been taken and the results show a satisfactory quality. Logistics Centre uses the company Intertek Westlab for sampling and analysis.

For the vessels set up with fuel sample Pelicase delivered by Logistics, samples will be taken by vessel crew and sent to:

Intertek West Lab AS
Oljeveien 2
4056 Tananger

The suitcase will immediately be returned to the vessel with new set of bottles for next periodic sample.

ASCO checks fuel quality on the quayside plant prior to fuelling of the vessel. If the fuel is of satisfactory quality, fuel is allowed transferred to the vessel tanks.

The vessels maintains monthly fuels samples issued to lab for analysis. Quick tests may be used for spot checks or if suspecting low quality fuel.

Fuel older than a month, shall not be delivered to the installations or mixed with new fuel

Before offloading to an installation, the installation shall sample the fuel. If the fuel is of satisfactory quality, fuel is allowed to be transferred to the installation.

12.3.8 Fuel efficiency

Vessel shall sail with economy speed. The ETA on the siling order and rout plan will determine the speed to be used. Any deviations from this shall be approved by the Vessel Coordinator.

The vessel should consider lower speeds where there is opportunity for it. Examples:

- If the vessel is sailing to a installation with opening hours from 07:00 - 19:00, and estimated arrival is outside working hours. This shall be agreed with the Vessel Coordinator and affected installation.

- If the vessel is finished with last installation on a voyage, and ETA to base is at night time, speed should be adjusted so the arrival to base is in opening hours.

12.3.9 Weather reports

Logistics Centre has access to weather services from MET (Meteorologisk institutt). Everyone can access spot forecasts for Gyda/Ula and Tambar area, Skarv, Valhall, Alvheim, Ivar Aasen and Yme (and temporarily locations when a contracted drilling rig is present) by logging on to:

http://butikk.met.no
Username: AkerBp-Repsol
Password: Ak=BP

If other contracted drilling rigs is not listed at webpage above, please contact the vessel Coordinator for login info.