Statoil-specific guidelines
Supplemental to GOMO and Operations manual for OSV NcS
Title: Statoil-specific guidelines
Supplemental to GOMO and Operations manual for OSV NcS

<table>
<thead>
<tr>
<th>Classification:</th>
<th>Distribution:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open</td>
<td>Free distribution</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expiry Date:</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017.06.01</td>
<td>final</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date of publication:</th>
<th>Rev No:</th>
<th>Copy no.:</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010-03-01</td>
<td>10</td>
<td></td>
</tr>
</tbody>
</table>

**Author(s)/Source(s):**
Marine

**Relates to (specific discipline/catchwords):**
Statoil-specific part of the Operations Manual for OSV’s Ncs

**Notes:**

<table>
<thead>
<tr>
<th>Enters into force:</th>
<th>Update:</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010-03-01</td>
<td>2016.07.04</td>
</tr>
</tbody>
</table>

**Responsible for publishing:**
Marine

**Authority to approve nonconformities:**
Marine

<table>
<thead>
<tr>
<th>Discipline Leader (Organizational unit):</th>
<th>Discipline Leader (name):</th>
<th>Date/Signature:</th>
</tr>
</thead>
<tbody>
<tr>
<td>JOS LE MOP</td>
<td>Frode Glesnes</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Prepared (Organizational unit):</th>
<th>Prepared (name):</th>
<th>Date/Signature:</th>
</tr>
</thead>
<tbody>
<tr>
<td>JO LE MOP</td>
<td>Marine</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Recommended (organizational unit):</th>
<th>Recommended (name):</th>
<th>Date/Signature:</th>
</tr>
</thead>
<tbody>
<tr>
<td>JO LE MOP</td>
<td>Ole Steinar Anderssen</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Authorised (organizational units):</th>
<th>Authorised (name):</th>
<th>Date/Signature:</th>
</tr>
</thead>
<tbody>
<tr>
<td>JO LE MOP</td>
<td>Frida Eklöf Monstad</td>
<td></td>
</tr>
</tbody>
</table>
Table of Contents:

1 General.................................................................................................................. 4
  1.1.1 Purpose........................................................................................................... 4
  1.1.2 Validity........................................................................................................... 4
  1.1.3 The captain's responsibility ........................................................................... 4
  1.1.4 The crew's qualifications .............................................................................. 5
  1.2 Logistic and contingency operation center (LE OPC) ........................................ 5
  1.3 Operation at the installations .......................................................................... 5
  1.4 Transfer of personnel using MOB boat in open sea ........................................ 6
  1.5 Crew change at the quay ................................................................................... 6

2 HSE......................................................................................................................... 6

3 Field information and special routines on the Shelf .................................................. 7
  3.1.1 Permanent installations (Appendices) ......................................................... 7
  3.1.2 Mobile facilities (Appendices) ...................................................................... 7
  3.1.3 Special conditions .......................................................................................... 7
  3.1.4 ISPS Form (Appendix) ................................................................................ 8
  3.1.5 Communication ............................................................................................ 8
  3.1.6 Base information ........................................................................................... 9
  3.1.7 Special care when carrying noxious and hazardous products in bulk .......... 9
  3.1.8 Bunkering and transportation of diesel oil .................................................... 10
  3.1.9 Transport of freshwater to offshore installations .......................................... 11
  3.1.10 Cleaning of tanks ....................................................................................... 11
  3.1.11 Paperless - electronic transmission of shipment document ....................... 12
  3.1.12 Aris ............................................................................................................. 12

4 Emergency preparedness service ............................................................................ 12
  4.1.1 Emergency preparedness, own vessel ......................................................... 13

5 Notification & Reporting ....................................................................................... 13
  5.1.1 HSE Notification ......................................................................................... 13
  5.1.2 HSE reporting ............................................................................................. 13
  5.1.3 Operational nonconformities ........................................................................ 14
  5.1.4 Daily operations – Vessel log – delivery/redelivery .................................... 14

6 Anchor handling and rig move operations ............................................................... 14

7 IMR and survey operations .................................................................................... 14

8 Revision, handling of nonconformities and follow-up .......................................... 16
  8.1.1 Revision ........................................................................................................ 16
  8.1.2 Handling of nonconformities ....................................................................... 16
  8.1.3 Log ................................................................................................................. 16
1 General

1.1.1 Purpose

The purpose of this manual is to provide the crews on board offshore service vessels operating for Statoil with information related to the functions the vessels shall perform. The supplement must be seen in the context of GOMO's and Operations manual for OSV NcS. A drawing illustrating how this is to be read and understood can be seen in Chapter 1 of Operations manual for OSV NcS.

1.1.2 Validity

This supplement to Operations manual for OSV NcS is applicable for anchor handling, standby, guard and supply vessels operating for JOS LE MOP (Marin) on the Norwegian Continental Shelf.

It is also valid for other vessels operating for Statoil on order from the principal or Statoil representative onboard the vessel. This has been more described in more detail for IMR and survey vessels in chapter 8.

A valid version of the document will always be available on: [http://operasjonsmanual.norog.no/](http://operasjonsmanual.norog.no/)

Proposals for improvements and comments to these company-specific supplements can be given to ruhmo@statoil.com marked “Statoil specific guidelines”

1.1.3 The captain’s responsibility

Nothing in these guidelines limits the responsibilities of the captain under national and/or international statutes, regulations and conventions.

The responsibilities of a captain on an offshore service vessel in service for Statoil are the following:

- Ensure that the vessel complies with the routines as described in:
  - GOMO
  - Norsok R-003
  - Operations manual for OSV NcS
  - The vessel’s contract with Statoil and/or service provider
  - This specific supplement
  - Information received from Statoil during the contract period.

- Ensure that the vessel follows the requirements and methods which are described for responsible vessel cf. Statoil's management system ARIS

- Follow the sailing orders from LE OPC. IMR and survey vessels shall follow the sailing order from Statoil's representative onboard.

- Ensure that the vessel operates at “environmental friendly speed” unless other instructions have been given.

- Be proactive, and continuously evaluate nonconformities in relation to the sailing order.

- Ensure that no alcohol or other illegal drug substances are used by the crew during the contract period.
- Ensure that the crew's qualifications are in accordance with statutory requirements, industry guidelines, as well as the vessel's specific contract.
- Ensure that all third party costs which Statoil shall pay according to the contract are paid by the shipping company for re-invoicing, unless otherwise specifically agreed.
- Before the vessel leave base/berth, shall the vessel send updated POB list to POB@statoil.com that includes all extra personnel on board. (Extra personnel is everyone on board except the vessel crew) When the POB changes a updated list to be forwarded. (Valid from 01.08.2016)

If the captain doubts whether he has received sufficient information about the task to be carried out LE OPC or the Statoil representative on board must be informed.

### 1.1.4 The crew's qualifications

Anchor handling, standby, guard and supply vessels operating for JO LE MOP, shall upon each crew change (3-4 days) submit the crew's qualifications to sjotran@statoil.com

In the event of a nonconformity situation regarding crew competence, the shipping company must describe the compensating and/or corrective measures to be implemented. The shipping company shall handle potential non-conformities.

Statoil must be familiar with how the shipping companies handle such matters, and may in special cases request the shipping companies to consider further actions to be implemented.

### 1.2 Logistic and contingency operation center (LE OPC)

Operationcenter has responsibility and authority to ensure 24/7 operational resource coordination and optimization of the vessel or helicopter operations on behalf of the LE.

OPC Monitoring and contingency has responsibility and authority for marine and environmental monitoring, as well as responsibility for resource coordination of area recovery vessels.

OPC Vessel and Supply has responsibility and authority for resource coordination and optimization of LE their vessels portfolio, coordination of extra supply and deviation of vessel plans.

OPC Monitoring and preparedness and Vessels and Supply are "Single Point of Contact" for vessels at sea. Center is staffed 24 hours a day. Contact details are described in Appendix D-01.

OPC Vessels and Supply give access to VTMIS and "fartøylogg" on web. To get access to the weather services contact: offshore@stormgeo.com

### 1.3 Operation at the installations

Vessels on their way to offshore installations shall not use these as "way points" or steer courses across safety zones, unless clarified by Statoil Marin.

Vessels must not enter the safety zone until the checklist for entering has been reviewed.
Statoil has also prepared separate operational limitations for vessels without technical redundancy. These are covered in Appendix D-06.

Officer on duty shall be familiar with all prohibited zones and area inside safety zone which requires special awareness. Special caution must be shown to anchor lines for Mobile units.

Special cases:
If a situation arises which requires operations to be carried out, exceptions can be made concerning minimum distance and weather criteria, provided that a qualified safe job analysis has been conducted. The Offshore Installation Manager (OIM) shall send a written justification for the nonconformity to the vessel's captain. Together the OIM and the captain shall review the check list for handling of nonconformity, safe distance operation at installations (Appendix C-C-06 Checklist for nonconformity in relation to minimum requirement for distance), and agree that the planned operation can be conducted.

1.4 Transfer of personnel using MOB boat in open sea

Transportation of personnel between vessels in open sea with MOB boat entails risk for personnel who are not trained in such operations. With the exception of crew change on standby vessels, where transfer with MOB boat is a scheduled part of the crew's drilling activity, transfer of personnel with MOB boat in open sea should therefore be limited.

Criteria for this and the application procedure are described in detail in Appendix D-05.

In the event of transfer between vessels with their own Statoil representatives on board, the representative will be able to give the company's approval. Please see chapter 8 for details.

1.5 Crew change at the quay

Crew change shall, as far as possible, take place in accordance with the rotation plan. Any service work that may delay normal time of departure shall always be clarified in advance. Normal time of departure is 1600.

For vessels with their own Statoil representative on board, this is to be clarified by the Statoil representative.

2 HSE

The shipping company and the vessel's management are responsible for planning, conducting and following up all processes related to the deliveries in such a way that safety and efficiency is handled in a satisfactory manner. It is the captain's responsibility to ensure that none of the crew participates in operations for Statoil without knowing how the tasks are to be carried out, including any hazard and risk issues.

All offshore service vessels on assignment for Statoil which are in the vicinity of pipelines carrying oil or gas, are required to report to Statoil Marin or the Statoil representative on board if they observe oil or gas which is likely to come from a leakage on the pipeline network.

Procedures for HSE reporting and notification for anchor handling, standby, duty and supply vessels operating for JOS LE MOP (Marin) are described in detail in Chapter 6.
In their performance of the task, IMR and survey vessels shall follow the detailed orders from the Statoil representative on board.

3 Field information and special routines on the Shelf

3.1.1 Permanent installations (Appendices)

Specific data charts/maps from the permanent installations are available as separate Appendices. (A-1)

3.1.2 Mobile facilities (Appendices)

Specific data card from the mobile facilities are available as separate Appendices. (A-2)

3.1.3 Special conditions

The following are conditions to pay special attention to. For general information and data card, reference is made to the installation-specific Appendices in the preceding section.

In addition to the issues described below, special attention is required for all vessels manoeuvring in the vicinity of loading systems for buoy loaders. (See attachment A-8)

Troll A:
There is occasionally a strong ocean current in the Troll A area. Therefore, extra attention is required in this connection, particularly in loading/unloading operations along the platform. The current varies with the meteorological and oceanographic conditions in the rest of the North Sea, but it usually has a north-easterly direction. In combination with winds, this may periodically reduce the manoeuvrability along the platform more than for other fields. Operating on the south side in southerly winds combined with current is therefore very unfavourable.

Gullfaks:
On Gullfaks there are sensitive detectors installed which may be affected by welding flashes. Consequently, welding on deck, etc. must not take place on vessels within a radius of 1000 m (one thousand metres) from the above mentioned platforms.

Snorre A:
Complicated pattern of movement: Snorre A is an installation constructed according to the tension leg principle. The platform is therefore in constant motion. It is important that vessels servicing Snorre A are aware that there is no known symmetry in the platform's pattern of movement; there is no apparent connection between the platform's movements and the weather/sea condition.

Restricted zones: On the east and west side of Snorre A, drop zones of 200 and 250 metres have been established for free fall lifeboats. Vessels are not allowed to enter these zones without checking with the platform. Also when moving from north to south and vice versa, the vessel must keep clear.

Snorre B:
Unprotected risers on the east side.
Power line to Snorre A on the west side.
The east side of Snorre B is a prohibited zone for vessels. This applies within a sector from 060 to 120 degrees and 250 m outside the platform. For safety reasons all loading and unloading must take place on the north or south side of the platform. Movements north/south - south/north must take place on the leeward side of the platform, outside the prohibited zone and at a good distance from the power line. Vessels shall not wait on the east or windward side of the platform.

**Heidrun:**
Loading buoy type STL with position N 65° 20.70' and E 007° 18.475'.
Subsea buoy DSL 1 (dir. 107°) and DSL 2 (dir. 050°) 1.7 nautical mile from Heidrun TLP.
The platform moves in a figure of 8. Consequently extra attention is required for vessels that carry out operations at the platform.
The safety zone around Heidrun is 550 metres and 580 metres around the loading buoys DSL 1 and 2, compared with the normal 500 metres.

**Njord**
No vessels must stay within the safety zone in a sector between NE and SE without special permission. Supply vessels and other vessels dedicated to Njord A shall wait on the leeward side of the installation.

**Visund**
Visund has restricted zones to the west and to the east (045 degrees to 135 degrees). These extend to the outskirts of the safety zone. See data map in Appendix A-1.29 for detailed description

**Oseberg East/ Sout and Kvitebjørn**
Planned vessel calls at Oseberg East / South (OSO / OSS) and Kvitebjørn shall include only vessels with a height of below 21 meters. The measurement is from the waterline up to the fixed structure. This applies to vessels on regular scheduled services as well as extra vessel (stock). Other vessels arrivals of vessels over 21 meters may exceptionally be allowed. Arrivals should then be treated individually.
Clearance for entering the safety zone will always be made by CCR. This also includes object / operation based on weather conditions, correct passage the agreed position and heading of the vessel in the zone.

### 3.1.4 ISPS Form (Appendix)

The ISPS declaration form must be used in connection with interaction between vessels and installations which are not certified according to the ISPS code. Appendix (A-5).

### 3.1.5 Communication

Installation-specific contact information, as well as a UHF ship frequency plan is enclosed as an appendix. The UHF ship frequency plan is revised as required every sixth month. See Appendix (D-02), (D-07.01) and (D-07.02) Communication requirements when interacting with an installation in a lifting operation, as described in NORSOK R-003

At the moment there is some installation that has a Tetra radio (digital) UHF. (Valemon and Gina Krog)
3.1.6 **Base information**

The vessels' personnel must follow the established safety procedures which apply to the various bases they call at.

The different bases are all ISPS-certified. All vessels are required to familiarise themselves with and follow the applicable procedures for calling at the different bases.

Contact details and general information on the various supply bases used by Statoil are included as separate appendices to this document. This includes the following bases:

- Dusavik (Appendix B-01)
- CCB Ågotnes (Appendix B-02)
- Statoil base Mongstad (Appendix B-03)
- Fjordbase Florø (Appendix B-04)
- Vestbase Kristiansund (Appendix B-05)
- Supply base Sandnessjøen (Appendix B-06)
- Polarbase Hammerfest (Appendix B-07)

Total overviews of duty telephone numbers for the various Statoil supply bases are included in Appendix B-08.

More base-specific information than what is described in these appendixes may be obtained in connection with port calls or operations at the various Statoil supply bases. These may include, but are not limited, to the following:

- Location and date/time of cargo meetings
- Routines for water filling and sampling
- UHF frequency overview at the base
- Limitations on carrying out hot work on the vessel
- Expanded contact information
- Limitation on carrying out vessel washdown

Routines for mooring at Statoil's supply bases are described in detail in Appendix B-09.

Routines for loading operations are described in GOMO and Chapter 6 of Operations manual for OSV NcS.

During loading operations at Statoil's supply base, the cargo officer designated to monitor the loading must maintain radio communication with the people carrying out the loading, i.e. the crane operator and slinger.

No other harbours than Statoil's supply bases are described in these guidelines.

3.1.7 **Special care when carrying noxious and hazardous products in bulk.**

We emphasise that the routines described in GOMO, for carrying noxious and hazardous products in bulk, including wet return bulk from the installations, must be followed. To minimise the risk of H2S development, wet return bulk must not be loaded in tanks which already contain other fluids.

**Documentation:**
Upon return of **contaminated** wet return bulk shall GOMO Form 10-F be used.
For determined not polluted wet return bulk, documentation / confirmation issued basis of device where it is demonstrated and documented that the product is not contaminated / polluted. It must be confirmed that the product does not contain H2S or elevated LEL values.

Gomo 10-F should be used only for polluted wet return bulk.

### 3.1.8 Bunkering and transportation of diesel oil

When bunkering diesel, Statoil’s framework agreements shall be used. Diesel shall always be ordered from Statoil’s supply base. In order to ensure correct taxation, the next destination shall always be stated on the delivery note.

If next destination is other than Statoil offshore installation, invoice for bunkering is to be sent to ship-owner.

Vessel shall register density according to “Bunker delivery note” at 15 degrees C in Vessel log when bunkering / delivering MGO.

If loading UREA, this shall be filled into vessel log with time and quantum. The use of UREA to be offset at delivery / redelivery.

All sections handling oil products must have routines implemented to safeguard the quality of the product. Supply vessels are responsible for diesel oil from bunkering at the quay until delivery at the installation. In order to meet the quality requirements, vessels must have a “quality plan for diesel” established and implemented, describing how the vessel will meet and document the quality requirements.

The design and arrangement of storage tanks for diesel oil often entail that
- Efficient drainage of water from tanks is difficult, and the cause of microbiological growth can therefore not be removed.
- Sampling becomes random and unreliable, and the samples taken are not representative.

This means that good procedures are essential to control microbiological growth in diesel. Such procedures must therefore be established and implemented to ensure and document the quality of the transportation element which the vessel constitutes.

The vessel’s quality plan must, as a minimum, describe requirements related to the following:

#### Quality objective
Objective to be reached in connection with transport of diesel.

#### Operating routines
Routines relating to bunkering and delivery.
- Drainage of water from storage tanks.
- Shifting of diesel or circulation of diesel to avoid “old” diesel from remaining in some of the diesel tanks.
- Routines for inspection/cleaning frequency of tanks.

#### Sampling of diesel oil
All samples must be collected into clean and dry containers suitable for the purpose. When bunkering, a representative sample must be taken from the loading line. The sample container shall be kept on board in accordance with IMO’s requirements.

After loading, samples must be taken from the vessel’s tanks and inspected visually.
Monthly samples: For tanks used for delivering diesel oil to installations, samples must be taken of the bottom deposits in the tank for testing of microbes once a month. For such tests, a test kit of the type Microb Monitor 2 is recommended. The samples must be examined visually.

Logging and documentation
All data related to the product control shall be logged. - Date of the amount bunkered/delivered (incl. transfer) between tanks. - Date of sampling and result of the control for each sample.

Misc.
It’s not allowed to add biocides for diesel that should be delivered to installation when biocide is added into the diesel the quality guarantee from the diesel supplier is no longer valid
When diesel oil is delivered to offshore installations, the quantity delivered must be measured. The counter on the vessel is used to determine delivered quantity. Documentation that the counter system is calibrated and maintained must be available in the vessel's maintenance system.
See Appendix D-08.01 to D-08.04 for more information and routines regarding diesel.

3.1.9 Transport of freshwater to offshore installations

It is the responsibility of the vessel to establish and implement procedures and barriers to ensure that the quality of the potable water delivered to offshore installations is not reduced on the supply vessel, from bunkering at the quay until delivery on the installation.

For pool vessel that should deliver drinking water to installation the shall be a monthly test. The vessel must take samples of the water and forward this to a laboratory for check. The result from the sample shall be forwarded to the relevant supply base. The supply base will then add the result from the test into a teamsite where the installations have access. For vessel that not normally are in pool traffic, this test must be taken prior delivering water to the installation.
Reference is also made to the general requirements described in Operations manual for OSV NcS.

3.1.10 Cleaning of tanks

Internal tank cleaning
Statoil would like to minimise the use of external tank cleaning to reduce the exposure and reduce the cost. When the vessel shall load wet bulk is should be agreed with base/OPC if they should flush the tanks after they at unloaded. The vessel shall have routines for flushing down tanks that is discharged. If there is several tanks with the same product the tank cleaning water shall be collected on tank, or on the slop tank. Delivery of tank cleaning water shall be agreed with Statoil supply base.

External tank cleaning
When it’s decided that the vessel shall off hire, the vessel must clean/flush lines for the tanks in advance of external tank cleaning, and pump all residue to one tank( if the product is compatible) and drain the lines. It must be used as little as possible water to flush the lines. When the vessel is moored the tanks/hatches must be opened for venting with the first opportunity.
If external companies are used for tank cleaning the master on board has the overall responsibility for that the operation in conducted in a safe manner. Ref GOMO, 10.14 The vessel safety management system shall be used for work permits.
Internal Tank cleaning
Cleaning of diesel and FW tanks to be arranged by the vessel.

The vessel shall log the internal tank cleaning. The log shall as a minimum include tank no, how long time the tank cleaning machine has been used, how the result is, and how much tank cleaning water that is produced.

3.1.11 Paperless-electronic transmission of shipment document

Statoil have electronic transmission of shipment documents from supply base to the vessel and from the installation to vessel. The vessel will receive shipping documents on email before starting loading. Other documents Multimodal dangerous good form, Analysis Sheet for Slop (Oil contaminated cargoes), etc. will be linked as an e-mail. Hazardous waste must be sent with paper version to the vessels, ref the national rules apply.

It will be some installation that are not using "paperless" fully yet and they will use manifest on in paper version as earlier.

This will be in force from March 2016

3.1.12 Statoil Management system (Aris)

ARIS Work process oriented management (ARIS) is Statoil’s management system describing roles, work flow, requirements and methods for the various activities. The logistics process, including a more detailed visualization of it, is described in Appendix E-01. Anchor handling, standby, duty and supply vessels operating for Statoil must familiarize themselves with relevant activities, requirements and methods based on the service the vessel carries out.

4 Emergency preparedness service

Statoil shall ensure that the vessel carries relevant emergency preparedness plans on board for the service it will conduct. The captain is obliged to study and inform the crew of these plans.

Vessels which are used for connection to tankers and for emergency towing preparedness, shall have specific routines on board related to this, and the crew should be familiar with such routines.

Vessels holding Standby certificate/class must conduct drills related to the emergency preparedness function, and report these on the enclosed form (C-03) to sjotran@statoil.com at the end of each shift.

All vessels must inform the affected installation(s) of the time for taking over the emergency preparedness service. Contact information (VHF and telephone) for the various installations is given in Appendix D-02. In addition, Statoil Marin must be informed of the time for departure/arrival.
4.1.1 Emergency preparedness, own vessel

All offshore service vessels in service for Statoil on the Norwegian Shelf shall always notify RCC directly of an emergency situation on their own vessel. The Offshore Installation Manager shall immediately be notified if an emergency situation represents a risk for the installation.

The vessel must maintain emergency preparedness with its own competent resources (first line). The ship owner is responsible for second and third line emergency preparedness, i.e. organisation onshore, extra resources beyond RCC's contribution, personnel care, media contact, etc. The ship owner must handle personnel care for his own and contractor employees on-board.

5 Notification & Reporting

The reporting routines in this chapter do not apply to IMR and survey vessels. They will follow more detailed orders from the Statoil representative on-board. See chapter 8"IMR and Survey operations" for detailed description.

Anchor handling, standby, duty and supply vessels are required to report their movements in accordance with Statoil's reporting procedures. Below is a general description. A detailed overview can be found in Appendix C-07. Vessel that have access to “fartøylogg på web” shall use this and don't have to use C-02 form.

5.1.1 HSE Notification

Reportable undesirable incidents, such as personal injuries, potential injuries, serious HSE incidents, discharges and incidents with a serious potential, must be reported immediately to LE OPC on tel. no.(+47) 55 14 20 90 or on the VHF channel for the relevant field. If the incident represents a risk to the installation, the Offshore Installation Manager must be informed of the incident without delay.

5.1.2 HSE reporting

All incidents, actual as well as potential, related to health, safety, the environment and nonconformities related to quality, which occur on-board an anchor handling, standby, duty and supply vessel during service for Statoil, shall be reported as quickly as possible to ruhmo@statoil.com. All reports submitted shall include corrective actions with deadlines.

The shipping companies/vessels can use their own RUH forms, assuming that the form contains the same information as Statoil's specific example. This is enclosed as Appendix (C-05). HSE nonconformities reported will be transferred to Statoil's own reporting system, SYNERGI. The vessel/shipping company must report when measures have been closed within the deadline, or request a postponed deadline and stating the reason for this.

When reporting potential incidents, incidents and nonconformities inside the safety zone, the installation shall also be verbally informed that an RUH report will be submitted afterwards.
5.1.3 **Operational nonconformities**

Operational nonconformities with an impact on the operational ability of the vessel must be reported immediately to LE OPC.

If the operational nonconformity occurs inside the safety zone of an installation, the vessel must immediately abort operation, and leave the safety zone. The Offshore Installation Manager must also be informed without delay, with information on the consequences of the nonconformity. Routines for this are described in detail in the table in Appendix C-07.

5.1.4 **Daily operations – Vessel log – delivery/redelivery**

Anchor handling, standby, duty and supply vessels shall report their daily movements as indicated in Appendix C-07.

Vessel Log (Appendix C-02) to be sent to fartøylogg@statoil.com daily. See appendix C-02 for more information. Vessel that have access to the web based “fartøylogg” shall use this and not the C-02 form.

When the vessel starts/ends a contract, or is returned to the shipping company for repair or other conditions, an overview of the inventory shall be sent to Statoil. The example in Appendix C-04 describes what should be included in such a statement.

Documentation of fuel on board at delivery / redelivery to be attached. Accepted documentation is a print screen of the fuel sounding system. This shall include date & time

6 **Anchor handling and rig move operations**

Anchor handling and rig move operations shall be planned and executed in accordance GOMO ch 10

Prior to a rig move operation, a briefing must be held for the vessels to be involved in the operation.

After the briefing and mobilisation of equipment, the vessels will be called to the field by Statoil Marin.

Upon arrival on the field, a checklist for after the briefing, report after the Safe Job Analysis, Stability calculation and a rotation plan for the vessel must be submitted to Statoil Marin's representative on the rig. Mail addresses to be given in the rig move plan/Scope of Work.

Statoil Marin's representative will be the contact on the rig as regards the allocation of the vessel and general information regarding the operation. Matters directly pertaining to the operation shall also be addressed to the OIM on the rig.

Once the operation is concluded, Statoil Marin will give a final notification/information concerning sailing to the base for demobilisation or another activity. When departing from the field, a notification will be sent to the base and other players, cf. list provided in SoW, where the vessel will be demobilised, with information on time of arrival, cargo lists for equipment to be demobilised, as well as other requirements from the vessel to the base.

7 **IMR and survey operations**

This chapter applies to IMR and survey vessels in service for Statoil
The captain and vessel management must act in accordance with the contractual requirements applicable for the service that the offshore service vessel shall perform for Statoil. In the event of any nonconformity between this document and the contractual requirements, the wording of the contract shall take precedence. In case of doubt, Statoil's representative on board must be consulted for clarification.

IMR and survey vessels shall send POB data to POB@Statoil.com in agreement with the Statoil representative on board.

IMR and survey vessels use NMO as described in OM01.14 collecting WPs and bridging with the installations. A daily status report describes the vessel's movements during the last 24 hours and for the next 48.

**Identified nonconformities:**

1.1.3 The captain's responsibility
Sailing order will be given by Statoil's representative on board. All necessary supplementary information will be given via Statoil OPC.

1.3 Operation at the installations
Before the vessel requests permission to enter the installation's safety zone, the captain shall ensure that Statoil's representative has acquired the formal consent to carry out the task.

1.4 Personnel transfer using MOB boat

Crew change should preferably take place when the vessel is near land. For vessels with a helicopter deck, the crew change may take place using a helicopter, provided that the crew has the necessary training, cf. applicable NOROG guidelines.

Any crew change with MOB boat shall be approved by the shipping company, vessel and operator. Risk assessments must have been conducted, and the weather conditions must be acceptable for safe operation.

Regardless of scheduled crew changes, the MOB boat can, for important or personal reasons, be used to transfer individual crew members in open sea. This is conditional upon the following:
- Statoil's representatives shall be informed and give their approval.
- The person(s) involved must have undergone safety training, cf. NOROG/NR's guidelines.
- A safe job analysis must be conducted and the captains of the two vessels involved must accept the procedure, including the weather conditions.

2. HSE

When transporting LRA and equipment containing isotopes, the captain will be notified by Statoil's representative. Statoil's governing document: WR 0208 provides details on the handling of this. As for handling transponders with large lithium batteries, reference is made to Statoil's governing document WR 1502.

3.1.6 Communication
Statoil's representative will agree with the installation which VHF or UHF channels will be used for communication with installations in the operational stage. Upon entering the safety zone, the captain of the vessel shall seek permission from the person authorised by the OIM to grant such permission. Special attention should be paid to simultaneous operations inside the safety zone.
4.1.1 Base information
Statoil's representative will provide supplementary information regarding mobilisation and demobilisation of the vessel

4.1.3 Bunkering and transportation of diesel oil
Statoil's Representative will inform the captain of where expenses for fuels and consumption oils shall be charged.

5.1.1 Emergency preparedness
Statoil's representative will notify Statoil's onshore organisation in accordance with a separate notification plan

6.1.1 HSE Notification
Statoil's representative will notify Statoil's onshore organisation in accordance with a separate notification plan

6.1.2 HSE reporting
Statoil's representative is responsible for ensuring that incidents reported from the vessel are entered in Statoil's SYNERGI.

6.1.3 Operational nonconformities
Statoil's representative must be notified of any operational nonconformity

6.1.4 Daily operations
The vessel's inventory will be reported to Statoil's Representative

8  Revision, handling of nonconformities and follow-up

8.1.1 Revision
This supplement will normally be revised one a year.

8.1.2 Handling of nonconformities
Application for exemption in relation to the guidelines which includes interaction with the installation must be directed to the relevant installation. Other exemption applications should be submitted to LE OPC, which will forward them to the right authority.

For IMR and survey vessels, applications for exemption should be submitted to the Statoil representative on board.

All applications for exemption shall include compensating measures.

8.1.3 Log
Changes for the last 2 years are registered below:
01.06.2014  Update manual to GOMO
19.12.2014 Update text in 1.1-1.2-3.1, removed reference to routines to hose handling. Changed text from Statoil Marin to LE OPC
22.12.2015 Added in information on tank cleaning and other minor changes.
20.06.2016 Update 1.1.3 Masters responsible (POB), 3.1.3 included Kvitbjørn 3.1.5 Communication, 3.1.10 draining of lines, 5.1.4 Electronic “fartylogg”