

**Equinor-specific guidelines
Supplemental to GOMO and Operations manual for OSV
NcS**

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1 General

1.1.1 Purpose

The purpose of this manual is to provide the crews on board offshore service vessels operating for Equinor, 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 (Marine) on the Norwegian Continental Shelf.

It is also valid for other vessels operating for Equinor on order from the principal or Equinor 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/>

Proposals for improvements and comments to these company-specific supplements can be given to ruhmo@equinor.com marked "Equinor 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 Equinor 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 Equinor and/or service provider
 - This specific supplement
 - Information received from Equinor during the contract period.
- Ensure that the vessel follows the requirements and methods which are described for responsible vessel cf. Equinor's management system ARIS
- Follow the sailing orders from LE OPC (Equinor Marin). IMR and survey vessels shall follow the sailing order from Equinor's representative onboard.
- Ensure that the vessel operates at "environmentally 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 Equinor 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@equinor.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.
- If the captain doubts whether he has received enough information about the task to be carried out, LE OPC (Equinor Marin) or the Equinor 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@equinor.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.

Equinor 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 Emergency response operation center (LE OPC) – Equinor Marin**

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

Equinor Marin has responsibility and authority for marine and environmental monitoring, as well as responsibility for resource coordination of area recovery vessels.

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

Equinor Marin are "Single Point of Contact" for vessels at sea. The operation center is staffed 24 hours a day. Contact details are described in Appendix D-01.

Equinor Marin give accesses to VTMISS 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 Equinor Marin.

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.

The vessel shall not enter the safety zone before the offshore installations central control room (CCR) has granted permission to enter. When entering the safety zone, the vessel shall have safe steering speed (3-4 knots, depending on the vessel's propulsion solution) to a position where DP is established. Vessels shall carry out checklists prior to operation start. With this manoeuvre, the vessel must have optimum heading, never heading towards the installation(s), and minimize the risk of exposing the offshore installation with drift-on and drift-on risks. The offshore installation's field information, appendices A, must be used as a basis for operation.

In the case of standby/waiting situations at field (WOW/WOP), the vessel shall be in a drift-off position outside the safety zone, with heading away from the installation(s).

The vessel shall, upon request from the offshore installation, state the current displacement for the vessel upon entering the safety zone.

The minimum distance to the installations is 10 meters.

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 explanation for the nonconformity to the vessel's captain. Together the OIM and the captain shall agree that the planned operation can be conducted in a safe and secure manner.

1.4 Transfer of personnel using MOB boat in open sea

Transportation of personnel between vessels in open sea with MOB boat causes risk for personnel who are not trained in such operations. Except for 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 Equinor representatives on board, the representative will be able to give the company's approval. Please see chapter 8 for details.

1.5 Crew changes 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 at 16:00. For vessels with their own Equinor representative on board, this is to be clarified by the Equinor 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 Equinor without knowing how the tasks are to be carried out, including any hazard and risk issues.

All offshore service vessels on assignment for Equinor and located near pipelines that are carrying oil or gas, are required to report to Equinor Marin or the Equinor representative on board if they observe oil or gas which is likely to come from a leakage from the pipelines.

Procedures for HSE reporting and notification for anchor handling, standby, duty and supply vessels operating for JOS LE MO (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 Equinor representative on board.

3 Field information and special routines on the Shelf

3.1 Permanent installations

3.1.1 *Generic information*

The safety zone extends 500 meters around the installations. Any deviations will be specified in appendix A – 1. Fishing is prohibited within the safety zone.

For operations upwind from the installation, tables in appendix A – 1, with wave heights against displacement, shall be used. Crane capacities depend on wind and wave conditions.

If notified of a possible gas leakage from the seabed or platform, the vessel shall leave the safety zone as quickly as possible, primarily towards the wind direction.

Bunkering at the installations

During normal operation, bulk hoses shall not be disconnected until the crane is ready to return the hose after bunkering is complete. The reason for this is to control that the hose breaks on the weak-link in the middle of the hose if vessel movement creates hose tension. Personell on deck should also be exposed as little as possible.

If the vessel is connected to the installation by a hose upon notification of a possible gas leakage from the seabed or platform, the captain shall, if necessary, not wait for a controlled disconnection, even if this results in hose rupture. If a general alarm is triggered on the platform, the captain shall immediately end bunkering, and prepare for disconnection. Clarify with installation-specific contact point, as defined in appendix A -1, whether the disconnection can be performed controlled, or the vessel should exit the area immediately with subsequent hose rupture.

3.1.2 **Installation specific information (Appendices)**

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

3.2 **Mobile facilities (Appendices)**

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

3.3 **Special conditions**

For information on special conditions, reference is made to the installation-specific Appendices in the preceding section. In addition, special attention is required for all vessels manoeuvring near **loading systems for buoy loader tankers**. (See attachment A-8)

3.4 **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

Now there is some installation that has a Tetra radio (digital) UHF.

3.5 **Helicopter zones**

The installations obstacle-free entry and exit zones for helicopters are displayed in appendix A. A helicopter operator can only use the helicopter deck if:

1. there are no obstacles that extend above the level of the helicopter deck within the 210° helicopter entry and exit zone
2. there are no obstacles from the helicopter deck level and down to the sea surface within the 180° helicopter entry and exit zone

3.6 **Subsequently, all vessel traffic in the sectors shall be cleared with the installation-specific contact, as defined in appendix A, and coordinated in accordance with helicopter flight plan. 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 Equinor are included as separate appendices to this document. This includes the following bases:

- Dusavik (Appendix B-01)
- CCB Ågotnes (Appendix B-02)
- Equinor 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 Equinor 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 Equinor 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 Equinor'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 Equinor'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 Equinor's supply bases are described in these guidelines.

3.7 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, low flashpoint (<60°C) or elevated LEL values.

Gomo 10-F should be used at **all** wet return bulk.

Delivery at the shore base must be cleared by the sender before loading offshore is initiated.

3.8 Bunkering and transportation of diesel oil

When bunkering diesel, Equinor's framework agreements shall be used.

Diesel shall always be ordered from Equinor's supply base. To ensure correct taxation, the next destination shall always be stated on the delivery note.

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

Vessel shall register density according to "Bunker delivery note" at 15°C rounded up to three decimals 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. 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.

Other

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.

3.9 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 there 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 team site 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.

3.10 Cleaning of tanks

Internal tank cleaning

Equinor 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 it should be agreed with base/OPC if they should flush the tanks after they are unloaded. The vessel shall have routines for flushing down tanks that is discharged. If there are 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 Equinor supply base.

External tank cleaning

When it's decided that the vessel shall take off hire tank cleaning, the vessel must always 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 that the operation is 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 number, how long time the tank cleaning machine has been used, how the result is, and how much tank cleaning water that is produced.

3.11 Paperless- electronic transmission of shipment document

Equinor 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.

4 Emergency preparedness service

Equinor 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@equinor.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, Equinor Marin must be informed of the time for departure/arrival.

4.1.1 Emergency preparedness, own vessel

All offshore service vessels in service for Equinor on the Norwegian Shelf shall always notify [RCC](#) (Joint Rescue Coordination Centres) directly of an emergency on their own vessel. The Offshore Installation Manager shall immediately be notified if an emergency 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 Equinor 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 Equinor's reporting procedures. Below is a general description. A detailed overview can be found in Appendix C-07.

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 (Equinor Marin) 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 Equinor, shall be reported as quickly as possible to ruhmo@equinor.com. All reports submitted shall include corrective actions with deadlines.

The shipping companies/vessels can use their own RUH forms, if the form contains the same information as Equinor's specific example.

HSE nonconformities reported will be transferred to Equinor'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 (Equinor Marin).

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 (OIM) 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.

User guide to Vessel Log at VTMS on web, is showing in Appendix C-02 and user access will be given by Equinor Marin (OPC LE).

In case of difference in quantity in connection with loading/unloading of bulk, this shall be noted in vessel log.

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 Equinor. 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.

5.1.5 Fluid discharges from vessel

Vessels within the safety zone are normally not regulated in accordance with the petroleum regulations regarding discharges of oil-containing water. Here, MARPOL's regulations and discharge limits for wastewater apply. Only anchored drilling rigs / drill ships, or vessels carrying out well operations, are regulated in accordance with the petroleum regulations.

6 Anchor handling and rig move operations

Anchor handling and rig move operations shall be planned and executed in accordance GOMO Ch. 11.

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 Equinor 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 Equinor Marin's representative on the rig. Mail addresses to be given in the rig move plan/Scope of Work.

Equinor 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 ended, Equinor 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 Equinor

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 Equinor. 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, Equinor's representative on board must be consulted for clarification.

IMR and survey vessels shall send POB data to POB@equinor.com in agreement with the Equinor 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 Equinor's representative on board. All necessary supplementary information will be given via Equinor Marin.

1.3 Operation at the installations

Before the vessel requests permission to enter the installation's safety zone, the captain shall ensure that Equinor'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:

- Equinor'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 Equinor's representative. Equinor's governing document: WR 0208 provides details on the handling of this. As for handling transponders with large lithium batteries, reference is made to Equinor's governing document WR 1502.

3.1.6 Communication

Equinor'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

Equinor's representative will provide supplementary information regarding mobilisation and demobilisation of the vessel

4.1.3 Bunkering and transportation of diesel oil

Equinor's Representative will inform the captain of where expenses for fuels and consumption oils shall be charged.

5.1.1 Emergency preparedness

Equinor's representative will notify Equinor's onshore organisation in accordance with a separate notification plan

6.1.1 HSE Notification

Equinor's representative will notify Equinor's onshore organisation in accordance with a separate notification plan

6.1.2 HSE reporting

Equinor's representative is responsible for ensuring that incidents reported from the vessel are entered in Equinor's SYNERGI.

6.1.3 Operational nonconformities

Equinor's representative must be notified of any operational nonconformity

6.1.4 Daily operations

The vessel's inventory will be reported to Equinor's Representative

8 Walk to Work – W2W

For vessels that will carry out Walk to Work operations for Equinor, it will meet the additional requirements for these operations that the company establishes. The operation shall be controlled by the Central Control Room (CCR) of the offshore installation that is responsible for the safety zone of the unmanned facility. The following additional requirements will be related to the vessel's operation:

- The vessel shall meet additional requirements that Equinor and authority require. The vessel will operate in SPS mode if there are “industrial passenger” on board.
- Before entering the safety zone, an Safe Job Analyce (SJA) shall be carried out with a focus on interaction between the vessel’s bridge and the gangway operator. In addition, the crane operator from the offshore installation must be included in the SJA, if crane operations are to be carried out between the offshore installation and the vessel.
- SJA should include the following:
 - Review of ASOG’s for both vessel and gangway
 - Training on manual takeover of DP
 - Reviewing “blackout recovery” procedures
- The vessel’s displacement must be within the limits of the data card
- The current weather situation must be reviewed, and the operation must be carried out in accordance with “response forecast” that shall be available
- Vessels shall have updated ASOG for both DP operation and gangway operation
- Operation shall take place with a focus on the drift-off positioning of the vessel
- Positioning must be considered for a tentative gas exposure from the offshore installation, if possible.
- Vessel crew (Bridge and gangway operators) shall be informed about field specific requirements and relevant work on the installation, procedure and emergency procedure, communication and coordination procedures.

- Gangway operators shall satisfy IMCA Guidance on Competence Assurance and Assessment, IMCA C 002 Rev. 3.

9 Transportation of personnel with vessel and FROG

Transport of passengers to/from the offshore installation can be carried out within the vessel's capacities, with up to twelve passengers for vessels that do not have SPS class, and above twelve passengers for vessels with SPS class.

The vessel must have suitable deck for transferring personnel with FROG with the offshore installation crane.

The crane must be certified for personnel transport.

Before the operation starts, it must be carried out a "before job start" interview between the crane operator and the ship's crew and it must be operated according to NORSOK R003.

10 Revision, handling of nonconformities and follow-up

10.1.1 Revision

This supplement will normally be revised one a year.

10.1.2 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 (Equinor Marin), which will forward them to the right authority.

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

All applications for exemption shall include compensating measures.

10.1.3 Log

Rev.	Date	Responsible	Adjustments
16	2020.05.15	Trond Solbakken	1.3 – Operations at the installations 3.1 – Generic information permanent installations
15	2020.02.28	Trond Solbakken	1.3 – Operations at the installations 3.3 – Special Conditions 5.1.5 – Fluid discharge from vessels
14	2020.01.29	Trond Solbakken	8 – Walk to work
13	2019.11.18	Trond Solbakken	3.1 – Generic information permanent installations 3.5 – Helicopter zones