GOMO Chapter 7

Operational Best Practice

Revision History

Revision Number	Date	Section	Changes
1	February 2020	7.1; Safe Access to Vessels	Additional guidance / good practice added
		7.5.2; Siting, Care & Maintenance of Local Reference Systems	Additional note added on consultation with vessels if any doubt exists regarding siting or positioning of equipment
		7.9.2.11; Personal Protective Equipment & Effects	Reference to SOLAS added at point 3
1.1	December 2022	7.9.1; Requirements	Reference to IMCA M 254 “Guidelines for Walk to Work Operations” added in support of existing wording

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7 Operational Best Practice

7.1 Safe Access to Vessels

Masters have a prime responsibility to ensure safe means of access to the vessel for which they are responsible.

This implies a "duty of care" for all personnel seeking access to or egress from the vessel.

Good practices for rigging and use of gangways include:

1. The gangway must be properly rigged and deployed
2. It must be safe to use and adjusted as necessary to maintain safe access to the vessel
3. Area must be adequately lit at all times
4. A lifebuoy with self-activating light and buoyant line posted adjacent to the gangway
5. The gangway MUST NOT be used at an angle greater than 30° above the horizontal plane unless it is specifically designed for operation at greater angles
6. Where necessary a bulwark ladder must be provided, safety fenced to a minimum height of 1m
7. Guard ropes must be kept taut at all times and stanchions must be rigidly secured
8. The gangway must be kept clear of cargo operations and quayside obstructions
9. The gangway must be kept clear of any materials or obstructions likely to cause a person to slip or trip
10. A safety net should be mounted where a person may fall from the gangway, ships deck or quayside. The aim of the safety net is to minimise the risk of injury arising from falling between the ship and the quay or falling onto the quay or deck and as far as reasonably practicable the whole length of the gangway should be covered. Safety nets should be surely rigged, with use being made of securing points on the quayside where appropriate.
11. All access equipment should be inspected by a competent person or a regular basis

Where vessels are berthed alongside each other this guideline places the responsibility for ensuring safe means of access between them on the outboard vessel, but both should co-operate to ensure that personnel may transfer from one to the other in safety.

The provision of a safe means of access to ALL vessels, whether alongside the quay or "2nd, 3rd (or more) off" is of the highest importance.

Failure to provide safe means of access will result in a dangerous situation with significant risk of serious injury or death.

Good practices for ensuring safe access to vessels alongside others include:

1. Same level of safety for all accesses to vessels
2. Change in height between vessels to be minimised
3. Gangways and landing areas are to be adequately illuminated and free of trip / slip hazards
4. Adequately supported handrails or ropes are to be provided

5. ALL arrangements to be stable and adequately secured
6. Nets are to be provided and adequately secured
7. Lifebuoy to be on hand in vicinity to the access

Note: In addition to this it should be noted that users of gangways are responsible for risk assessing conditions prior to use, and where necessary consideration should be given to turning and facing the gangway and bulwark ladder whilst ascending or descending.

Personnel should be instructed not to use any unsafe means of access.

7.2 Vessel Operational Capability

At all times, it is the responsibility of the Master to assess the risks associated with any particular activity the vessel may be requested to support. Where necessary, the Chief Engineer and other responsible parties must also be consulted in making such assessment.

This assessment should include an assessment of any likely degradation in the vessel's manoeuvring and station-keeping capability in the event of a failure of any safety critical system(s) or component(s), particularly in relation to the vessel's ability to safely cease cargo operations and exit the immediate vicinity of the facility should any such failure occur during the anticipated activities.

Any outcomes of this assessment must be advised to the Facility Manager prior to the commencement of operations.

Factors to be taken into account in making this assessment may include, but are not limited to:

1. Environmental criteria

   Thresholds/trigger points at which continuing operations will be further reviewed to be agreed with the Facility Manager.
2. The position that the vessel will be required to take up during proposed operation in relation to the current environmental conditions at the facility.

   Operations which will require a vessel to take up and maintain station on the up-weather side of an offshore facility will most likely involve additional risk factors which must be taken into account when undertaking this assessment.
3. The competency of the OOW to manoeuvre the vessel manually in the prevailing circumstances should this become necessary.
4. Exit route from working location to open water clear of the facility and all adjacent structures.
5. Power distribution configuration, particularly relating to vessels with diesel-electric (or similar) propulsion and manoeuvring arrangements
6. Power utilisation of critical manoeuvring arrangements when in the vicinity of offshore facilities.

   Where a vessel is required to take up and maintain station close to and on the weather side of a facility the power utilisation of any manoeuvring thruster (including main propellers) should not exceed 45%
7. Operations in the vicinity of assets considered to be at particular risk or where ability to safely manoeuvre clear of the facility may be restricted.

   Such operations may include, but are not limited to:

a. Requirement for vessel to maintain station adjacent to assets containing hydrocarbons which have no or minimal protection
b. Requirement for vessel to maintain station close to multiple facilities located in close proximity to each other. Typically, this would include offshore facilities where additional drilling and/or accommodation units have been established to support particular requirements.

Subsequent to the commencement of operations the Master must continuously monitor all factors relating to the vessel's station keeping capability. Should any of these change, such that the station keeping capability of the vessel changes, the Facility Manager should be advised without delay, particularly if bulk transfers are in progress or are planned.

If, during the course of operations, the vessel is required to move from one face of an offshore facility to another the circumstances should be re-assessed taking into account the factors summarised above.

If at any time circumstances change to the extent that maintaining station in the current position relative to the facility represents an unacceptable risk the current operation should be suspended forthwith and the facility manager advised accordingly, the objective being at all times to minimise the risk of contact between the vessel and the facility.

Any concerns should also be communicated to the Owner and the Charterer's representative.

Longer term concerns relating to station keeping at any offshore facility should also be communicated to its Manager and also the vessel Owner.

7.3 Non-Routine Operations

From time to time a requirement may exist for vessels to support operations which, by their nature, may be unusual or outwith the range of activities normally supported.

These Guidelines do not advocate that such operations should be curtailed or restricted but seek to draw attention to the additional risks which may be involved and to recommend that, when proposed, appropriate specific task-based risk assessments, as described in Chapter 4 of this document are undertaken by the personnel involved.

Operations which may be considered non-routine include, but are not limited to, the following:

7.3.1 Weather Side Working

Reference should be made to Section 8.11 for guidance relating to procedures if requested to take up station on the up-weather side of an offshore facility.

If supporting operations at offshore complexes consisting of several structures located in close proximity to each other, which may or may not be linked by bridges and may also include mobile offshore units, Masters should be conscious of potential "drift on" situations developing in relation to platforms or other units apart from that at which the vessel is presently located.

7.3.2 Certain Lifting Operations

Certain lifting operations involving the transfer of cargo between a vessel and an offshore facility should not be considered as routine but should be the subject of a separate specific risk assessment.

These include, but are not limited to, the following:

1. Operations requiring the use of a crane's main block
2. Operations involving the lifting of long cargo items, particularly where it is necessary to use two stinger pennants from the crane's hook.
3. Operations which require personnel on the vessel to connect or release lifting rigging using any means other than safety hooks.
4. Operations involving the lifting of cargo items where rigging has not been pre-installed.

7.4 Software Management & Maintenance

The operation of a wide variety of equipment, some of which may be safety critical, on modern facilities (including vessels) is dependent on software-based control arrangements.

It is therefore essential that the management and maintenance of all such control arrangements is subject to the same rigour as any other critical system installed on the facility or vessel.

Any subsequent changes or updates should then be controlled and recorded in the PM system as they occur in order that a full audit trail of such amendments can be maintained, as happens in the case of modifications or repairs to other equipment.

7.5 Dynamic Positioning Arrangements

7.5.1 General Requirements

Any vessel chartered and approved to maintain station by means of dynamic positioning within the safety zone around any offshore facility, should observe and comply with the guidelines published by IMO and supplemented by further guidance published by IMCA, MTS or similar trade associations, as updated from time to time.

It is the responsibility of any Owner responsible for operating any DP vessel within the safety zone of any offshore facility to ensure that these requirements are understood and complied with.

7.5.2 Siting, Care & Maintenance of Local Reference Systems

It is the responsibility of the "owner" of any local, radar or optically based reference system used to support vessels maintaining station by means of dynamic positioning to ensure that it is correctly sited on the facility and that suitable arrangements have been established for its care and maintenance.

Where any component of a reference system which forms part of a vessel's inventory is passed to an offshore facility to support operations at that location a document package including information regarding preferred siting of the component and its care and maintenance should be transferred at the same time.

Where practical, reflectors used with optically based reference systems should be sited clear of commonly used walkways or decks where containers are stored since the presence of retro-reflective material on cargo items or PPE may result in false signals being returned to the sensor arrangements on the vessel.

Note: If doubt exists relating to the siting and or positioning of equipment, this information should be readily conveyed and discussed between the vessel and the offshore facility.

7.5.3 Optical Reference Systems, Environmental Degradation

In fog, mist, falling snow, heavy rainstorms or other conditions similarly restricting visibility the performance of optically based systems may be seriously degraded. Depending on wind direction discharges from the facility may have a similar effect.

If selected as one of the position reference systems for a vessel maintaining station by means of dynamic positioning the personnel responsible for monitoring and operation of these arrangements should be aware of the potential for their degradation in such circumstances.

7.6 Simultaneous Operations (SIMOPS)

Simultaneous operations in this context refer to circumstances where two or more vessels are supporting activities within a facility's safety zone at the same time or operating elsewhere in circumstances whereby actions undertaken by one may have an effect on the other(s).

Any hazards likely to arise during such operations should be addressed using the risk management process, as described in Chapter 4 of these Guidelines.

7.7 Towing Operations

Please refer to Chapters 11 & 12 for further information relating to towing operations.

7.8 Discharges from Facilities

Masters must cease operations and move clear of the facility if at any time there is any concern whatsoever that discharges from any facility are posing a threat to the wellbeing of any personnel on the vessel, affecting visibility or compromising the performance of optical reference systems.

Any such concerns must be reported immediately to the Facility's Manager where it should be followed up as a matter of urgency.

Some facilities may be fitted with "auto-dump" or "auto-vent" arrangements designed to automatically empty tanks to sea or purge pressurised systems to atmosphere if certain threshold values are exceeded. Wherever practical such arrangements must be disabled whenever vessels are approaching or working alongside the facility, and their status advised to the vessel as part of the pre-operational checks.

Where this is not practical, the status of all relevant systems must be checked by the facility prior to giving the vessel permission to enter the safety zone to assess the likelihood and

consequences of such an event occurring. The vessel must be advised of the outcome of this check and the Master, at their sole discretion, will decide whether the facility can be safely supported in the prevailing circumstances.

These arrangements should continue to be checked at frequent intervals whilst the vessel remains alongside.

7.9 Offshore Transfer of Personnel to or from Vessels

7.9.1 Requirements

Circumstances may arise where it is necessary to transfer personnel to or from a vessel whilst it is offshore. These may include requirements for personnel to be moved between an offshore facility and the vessel involved, or between it and another in the vicinity.

The preferred means of effecting such transfers will normally be by helicopter or, where conditions are suitable, by specialised small craft subject to the facilities and / or vessels involved being suitably equipped and personnel having had the correct training. Alternatively, where the vessel is providing accommodation support in close proximity to an offshore facility a gangway or bridge link between the two will normally be provided.

Such transfer methods will be the subject of specific risk assessments and particular requirements, precautions, procedures and, where appropriate, combined operations safety cases will have been developed. These are therefore seen as being planned activities, consideration of which is outwith the scope of these Guidelines.

A requirement to transfer personnel may arise, however, when the methods described above are not available, necessitating the use of other arrangements. The equipment used for this purpose may include:

1. Transfer baskets or other forms of carrier lifted by a crane on the facility.
2. Other small craft where no such arrangements exist.

The remainder of this sub-section relates to the preparations required and procedures to be observed when using such equipment.

Increasingly Walk to Work (W2W) motion compensated gangways are being used as a means of access to offshore assets. IMCA M 254 – Guidelines for Walk to Work Operations provides a standard reference guideline covering walk to work motion compensated gangway operations for the offshore energy industry.

7.9.2 General Preparations, Precautions & Procedures to be Observed

7.9.2.1. *Risk Management*

The risk management process, as described in Chapter 4 of these Guidelines, should be complied with whenever transfers of personnel are being contemplated.

In some instances, transfers by means other than helicopter may take place on a regular basis, being considered the safest or most practical means of moving personnel from one location to another. Typically, such operations will involve the use of small craft specifically designed for the

purpose to move personnel between offshore facilities and / or vessels, all of which have been provided with docking arrangements designed and constructed for that purpose and compatible with those on the craft in use. Typical examples are the “surfer” ladders in use in many benign areas of operations, where the bow of the craft is engaged into the guides of the landing which hold it in place allowing personnel to safely step from one to the other. Similar arrangements are utilised on many small offshore structures, including wind turbines.

In such circumstances, whilst the full risk management process should be complied with prior to the commencement of operations, it should not be necessary to undertake this exercise before each transfer. However, arrangements should be in place to ensure that prior to each transfer the personnel are properly briefed as to the precautions to be observed.

Furthermore, the original risk assessment should be reviewed at frequent intervals to ensure that the outcomes remain valid. If, for any reason, this is no longer the case the entire process should be repeated.

Where other equipment or arrangements are proposed, including the use of lifted transfer baskets or the use of small craft not specifically designed for the purpose it is unlikely that such a generic approach will be acceptable. The full risk management process may therefore be required before each operation, though a series of transfers involving the same equipment and principal personnel may be considered as a single operation.

7.9.2.2. *Authorisation for Personnel Transfers*

The personnel transfers described in this section of these Guidelines should be the subject of approval by the persons in charge of the offshore facilities and/or the vessel(s) involved.

Where transfers by means other than helicopter take place on a regular basis and are considered the safest or most practical means of moving personnel from one location to another authorisation for each such activity is unlikely to be required. However, as described above, the original risk assessment should be reviewed at frequent intervals to ensure that the outcomes remain valid. If, for any reason, it is considered prudent to repeat the entire risk management process further transfers using the method involved should be the subject of renewed authorisation.

Where other equipment or arrangements are proposed it is unlikely that such a generic approach will be acceptable. Each operation should be individually authorised, though a series of transfers involving the same equipment and principal personnel may be considered as a single operation.

7.9.2.3. *Consent for Transfer*

Personnel requested to transfer between offshore facilities and / or vessels by the methods described in this section of these Guidelines should be made aware of the risks involved, together with precautions and procedures to be observed.

On having received the relevant briefing personnel should positively indicate their willingness to be transferred by means of the method proposed, or, alternatively, refuse without sanction.

7.9.2.4. *Suitability of Equipment*

All equipment utilised to transfer personnel between offshore facilities and / or vessels by the methods described in this section of these Guidelines should be fully fit for purpose and in compliance with the regulations of the jurisdiction in which the operation takes place.

Further recommendations relating to specific items of equipment are included in the relevant sections below.

7.9.2.5. *Storage & Maintenance of Equipment*

All equipment utilised to transfer personnel between offshore facilities and / or vessels by the methods described in this section of these Guidelines should be maintained and stored in accordance with the manufacturer's instructions.

7.9.2.6. *Experience & Competency of Supervisors & Operators*

Overseeing supervisors and operators of equipment involved in the transfer of personnel between offshore facilities and / or vessels by the methods described in this section of these Guidelines should have had previous experience of the operations involved and have been assessed as competent to undertake the tasks assigned to them.

This includes, but is not limited to the following functions:

1. Supervisors of operations.
2. Crane Drivers, where transfer is by basket or carrier.
3. Coxswains, where transfer is by small craft.
4. Attendant personnel, including deck or craft crews.

7.9.2.7. *Access to & Egress from Transfer Areas*

Access and egress routes to or from the transfer area on the offshore facility or vessel should be clearly marked, dry, and clear of all obstructions or trip hazards. Where necessary, a non- slip coating should be applied to steel decks or other alternative arrangements put in place.

7.9.2.8. *Communications*

The means of communication between the various personnel involved in the transfer operations will have been identified during the risk management process.

All such means of communication should be in place and their correct operation verified prior to the commencement of any transfer activities.

7.9.2.9. *Clear View of Transfer Area*

Wherever possible personnel supervising the activities described in this section of these Guidelines should have a clear view of all phases of the entire transfer operation.

Further recommendations relating to specific transfer methods are included in the relevant sections below.

7.9.2.10. *Capacity of Basket, Carrier or Craft*

The capacity of any basket, carrier or craft used in the course of the activities described in this section of these Guidelines will be determined by the manufacturer of the equipment.

This capacity should not be exceeded at any time.

7.9.2.11. *Personal Protective Equipment & Effects*

Personnel being transferred by any of the methods described in this section of these Guidelines should be provided with appropriate personal protective equipment.

Dependent on the area where the transfer takes place such equipment may include:

1. Watertight immersion suit.
2. Thermal protection.
3. Lifejacket or Buoyancy Aid.

   Inflatable lifejackets or buoyancy aids are normally to be preferred, to relevant SOLAS standard.

   Inherently buoyant marine lifejackets provided to comply with SOLAS requirements are bulky and likely to obstruct movement.
4. Personal Locator Beacon, where detection and tracking facilities available

Personnel should be given a briefing regarding the correct donning and use of the equipment. Before boarding the basket, carrier or craft it should be checked by the person supervising the transfer.

Personnel should not wear any clothing or carry any items which could restrict their mobility or interfere with the correct operation of any protective equipment.

In some cases, a small quantity of personal effects may be included with the transfer of personnel. However, this will involve additional space and/or weight requirements which should be taken into account when assessing the available capacity of the basket, carrier or craft.

If carried, such effects should be stowed and secured in such a manner that escape routes are not obstructed.

Where the simultaneous carriage of personnel and their effects would compromise the capacity of or obstruct escape from the basket, carrier or craft arrangements should be made for each to be transferred separately.

In general, the policies, practices and equipment relating to the transportation of personnel by helicopter are also relevant to the transfers described in this section of these Guidelines.

7.9.2.12. *Compliance with Supervisor's Directions*

Personnel being transferred by any of the methods described in this section of these Guide- lines should comply with the directions of the Supervisor overseeing the operation.

7.9.2.13. *Availability of Rescue Facilities*

Whilst personnel are being transferred by any of the methods described in this section of these Guidelines suitable rescue facilities should be available at immediate notice.

Where a stand-by vessel is in attendance, if not directly involved in the transfer operation, its Master should be advised and requested to bring their rescue facilities to an immediate state of readiness.

If no such vessel is in attendance, or is itself involved in the transfer operation, alternative arrangements, which may involve fast rescue boats or craft installed on other vessels, should be identified and agreed before the persons in charge give the necessary authorisation.

7.9.2.14. *Environmental Restrictions*

The transfer of personnel by the methods described in this section of the Guidelines should not be undertaken where the environmental conditions were such that increased risk would be incurred.

Typically, such operations should not proceed where the prevailing conditions include one or more of the following:

1. Wind speeds in excess of 20 knots (10 metres / second) at height of 10 metres above sea level.
2. Significant wave heights in excess of 2.5 metres.
3. Horizontal visibility of less than 500 metres.
4. Heavy accumulations of snow or ice on landing areas, access and egress routes, etc.

Further restrictions relating to specific transfer methods are included in the relevant sections below.

Furthermore, these operations should not normally take place in hours of darkness. Where this is deemed essential by the relevant persons in charge additional precautions are likely to be required, which may include, but are not limited to, the following:

1. Ensuring that illumination of all transfer areas in adequate.
2. Ensuring that lifejackets or buoyancy aids are fitted with high intensity strobe lights.
3. Ensuring that retro-reflective tape on overalls or immersion suits is not obscured.

Transfer operations undertaken outwith environmental limits or in the hours of darkness should be the subject of a full risk assessment process and specifically authorised by the persons in charge on the relevant offshore facility and/or vessel(s).

7.9.2.15. *Record Keeping*

The persons in charge on the offshore facility and/or vessel(s) should ensure that full particulars of any transfers as described in this section of these Guidelines is recorded in the relevant log-books and that the register of personnel on board the facility or vessel(s) is revised as soon as possible.

7.9.3 Particular Preparations, Precautions & Procedures

Recommendations relating to specific preparations required together with the precautions and procedures to be observed relating to each of the means for effecting personnel transfers described in this section of these Guidelines are as follows:

7.9.3.1. *Use of Transfer Baskets or Carriers Lifted by Facility Crane*

This sub-section relates to the use of baskets or other carriers lifted by the cranes on an offshore facility to transfer personnel between it and a vessel close alongside.

Recommendations which should be observed include:

1. Any cranes to be used for this purpose should comply with rules or codes in force within the jurisdiction where the operation will be undertaken.

   These may vary from area to area but particular attention should be paid to hoisting and braking arrangements.

2. Baskets or carriers to be used for this purpose should also comply with the rules or codes in force within the jurisdiction where the operation will be undertaken.

3. All equipment to be used for this purpose should be thoroughly inspected by competent persons at periodic intervals, as required by the rules or codes of the jurisdiction within which they will be used.

4. In general, baskets or carriers incorporating a rigid frame which provides protection for occupants are preferable.

   Baskets or carriers which do not incorporate this feature may only be acceptable for emergency use in some jurisdictions.

5. Baskets or carriers should be rigged or otherwise fitted out in accordance with manufacturer's instructions.

6. A basket or carrier should be fitted with sufficient buoyancy to support the unit itself and its occupants in the event of entering the water.

   Buoyancy should be distributed to prevent inversion should such an event occur.

7. Baskets or carriers should be visually inspected by a competent person before each operation to ensure that all rigging, fixtures and fittings remain fit for purpose and secure.

8. Clear lift-off and landing areas should be identified on facility and vessel. Such areas should as a minimum:

   a. Within a radius from centre of 1.5 x basket diameter be free of obstructions or trip hazards.

   b. Outwith the lift-off / landing area there should be no obstructions extending more than 4 metres above the deck within 8 metres of its centre and beyond this, within a distance of 20 metres from the centre within an arc of 180º.

9. Appropriately briefed personnel should be in attendance for both lift-off and landing to assist in controlling the movement of the basket or carrier at these critical phases of the operation.

   In particular, such personnel should be briefed in the use of the attached tag lines.

10. Any other work in the vicinity of the lift-off and landing areas should be suspended whilst the transfer is in progress.

11. In addition to the environmental restrictions referred to above, transfers of personnel using baskets or carriers should not proceed when the prevailing conditions include:

    a. Vertical visibility of less than 100 metres

    b. Air temperature of -10º Celsius, particularly if wind is also present.

12. Prior to the commencement of the transfer the Master should confirm that the vessel is stationary and that its station keeping arrangements are fully operational.

13. Throughout the course of the transfer the crane driver should have a clear and unobstructed view or the carrier or basket and its occupants.

    If, for any reason, this is not possible an experienced banksman should direct the crane

driver. The banksman should be clearly identified and visible to the crane driver at all times.

14. The route of the transfer should be planned so that the basket or carrier is always well clear of any exhausts, discharges or obstructions.
15. After the basket or carrier is lifted from the deck of the facility the crane should be slewed so that it is over the water, whereupon it is lowered to a height of approximately 2 metres above the vessel's cargo rail. The basket or carrier should then be moved to a position over the designated landing area on the vessel before being finally lowered onto its deck.

    Transfers from the vessel to the installation should follow the reverse route.
16. The basket or carrier should always be lowered with the hoisting mechanism engaged.

    Free-fall or non-powered lowering should not be used except where the hoisting mechanism fails whilst the basket or carrier is occupied.
17. If considered necessary, a person experienced in this method of transfer may accompany other personnel who may be less familiar with it.
18. A small quantity of personal effects can be carried in some types of baskets or carriers, but not in others.

    If carried, such items should be stowed and secured in such a way that escape routes from the basket or carrier are not obstructed.
19. Personnel to be transferred should only approach and board the basket when instructed by the supervisor.

    On boarding, personnel should secure themselves in the basket or carrier as instructed during the preparatory briefing.
20. On landing on the deck of the facility or vessel personnel should release themselves and disembark the basket only when directed by the supervisor.

    They should then clear the immediate area using the route indicated.
21. Personnel not directly involved in the transfer should remain in a safe haven well clear of the operation, except as otherwise directed by the supervisor.

7.9.3.2. *Use of Small Craft*

This sub-section relates primarily to the use of other small craft deployed from a larger host vessel to transfer of personnel between vessels. Such craft may typically include the following:

1. Fast rescue boats mobilised on vessels in compliance with SOLAS requirements.
2. Fast rescue craft or daughter craft mobilised on stand-by vessels.
3. Small work-boats mobilised on a variety of vessels.

Recommendations which should be observed include:

1. Personnel transfers involving only vessels should not take place within the safety zone around any offshore facility.
2. The relevant facility management teams should be advised of the intention to undertake any such transfer, together with the Masters of any attendant response and rescue vessel, if itself is not directly involved in the operation.

3. Any craft to be used for this purpose should comply with rules or codes of the host vessel's flag state or those of the jurisdiction where the operation will be undertaken.
4. Any craft to be used for this purpose should be thoroughly inspected by competent persons at periodic intervals, as required by rules or codes of the host vessel's flag state or those of the jurisdiction where the operation will be undertaken.
5. Any craft used for this purpose should be constructed with a rigid or semi-rigid hull. Fully inflatable craft are not normally acceptable for this purpose.
6. If permanent fendering or similar arrangements are not incorporated into the hull design suitable portable fenders should be provided.
7. Sufficient buoyancy to support the craft itself and its occupants in the event of swamping should be installed.
8. Craft fitted with self-righting arrangements are to be preferred.
9. If practical, where the principal propulsion consists of a single engine and drive train an auxiliary system should be provided, for use should the principal arrangements fail.
10. Where the vessels involved are equipped with identical craft, with the same means of deployment and recovery being installed on both, "davit to davit" transfers are to be preferred.
11. Where fitted, permanent rigid ladders should be used, subject to their being in good condition. Typically, such arrangements are fitted on cargo barges and similar units.
12. Where such ladders are not fitted or are in poor condition portable ladders may be provided. Portable ladders supplied for this purpose should comply with IMPA requirements.
13. Stanchions, hand-holds and other arrangements to facilitate the safe transit of personnel from the ladder to the deck of the vessel and vice versa should comply with IMPA requirements.
14. Personnel to be transferred should only board the craft when instructed by the supervisor. On boarding, personnel should take their seats and secure themselves as instructed during the preparatory briefing or as directed by the Coxswain.
15. Whilst in transit personnel being transferred should remain seated or move around with caution.
16. On arrival at facility or vessel personnel should disembark the craft only when directed by the Coxswain. They should then follow the directions of the supervisor.
17. Personnel not directly involved in the transfer should remain clear of the operation, except as otherwise directed by the supervisor.

Whilst the recommendations above relate principally to small craft deployed from a larger host vessel, they may also be appropriate for other craft capable of autonomous operation.

7.9.4 Further Guidance

Further guidance relating to the transfer of personnel between offshore facilities and / or vessels may be found in the documents listed in Table 1.

Table 1: Further Guidance

SOURCE	DOCUMENT PARTICULARS	
	NUMBER (If Known)	TITLE
IMCA	M202	Transfer of Personnel to and from Offshore Vessels

7.10 Security

The vessel and / or facility is to comply with ISPS where there is a requirement and any additional coastal or flag state requirements.

7.11 Operations in Environmentally Extreme Conditions

Guidance on operations in environmentally extreme conditions is included in Appendix 7 - A.