

Contents

| | | |
|----------|---|------------|
| 3 | Roles and Responsibilities | 3-0 |
| 3.1 | General Responsibilities | 3-0 |
| 3.1.1 | Management | 3-0 |
| 3.1.2 | Operational Responsibilities..... | 3-0 |
| 3.2 | Individual Responsibilities | 3-2 |
| 3.2.1 | Vessel Owner/Manager | 3-2 |
| 3.2.2 | Vessel Masters | 3-2 |
| 3.2.3 | Operating or Logistics Company Managers | 3-3 |
| 3.2.4 | Base Managers | 3-4 |
| 3.2.5 | Facility Manager | 3-4 |
| 3.2.6 | Bridging Document..... | 3-5 |

Revision 1, March 2019

Revision History

| Revision Number | Date | Section | Changes |
|-----------------|----------|-------------------------|---|
| 1 | Mar 2019 | 3.2.6 Bridging Document | Bridging document was only highlighted under emergency and Specific Operational Procedures, and this new section is added |
| | | | |
| | | | |

3 Roles and Responsibilities

3.1 General Responsibilities

Operators, Owners and Managers shall ensure that all personnel working for them are familiar with the relevant contents of these guidelines.

Whilst employers have prime responsibility for ensuring the safety of their worksites, personnel should also take care of both their own safety and that of their colleagues. They must always act to prevent accidents and incidents, and should be empowered to “stop the job” in the event of any safety concerns.

All personnel must participate in relevant safety and working environment training activities.

3.1.1 Management

1. Active involvement of management is key to delivery of satisfactory HSSE performance together with efficient operations. Management comprises the relevant decision makers in the operating company, logistics service provider, base operator and owners of vessels and offshore units.
2. It is a shared management responsibility to make available necessary resources to ensure safe and efficient operations, including:
 - a. Facilitating safe working environment and operations.
 - b. Regular visits to workplaces - as a minimum, at least once per year.
 - c. Participation in events which promote the sharing of best practice for safe and efficient operations.
 - d. Following up lessons learned from incident and non-conformance reports to ensure any remedial measures identified have been implemented and are having the desired outcome.

3.1.2 Operational Responsibilities

Minimum safety requirements that should be identified include, but are not limited to, the following:

3.1.2.1. *Operators and Logistics Companies or Service Providers*

1. Establish quality assurance programme to ensure that all vessels supporting their operations are maintained and operated in accordance with agreed standards.
2. Provide all relevant information regarding facilities which are to be supported.

Typical examples of data cards used to present such information are included in Appendix 3 - A.
3. Clear work specification and scope of service.
4. Assess consequences of simultaneous vessel operations (e.g. tank cleaning vs. deck cargo work).
5. Identified hazards and acceptance criteria.

6. Notification format for non-conformances, accidents, incidents, etc.
7. Operating company's requirements for competence, training and certificates for the workscope the vessel is to perform.
8. Plan for workscope follow-up.
9. Operational manning, as described in Chapter 5.
10. Lines of communication.

3.1.2.2. **Base Operators**

1. Co-ordinate activities between base and vessels.
2. Provide all relevant information regarding the Base facilities which will be used.
Typical examples of data cards used to present such information are included in Appendix 3 - B.
3. Implementation of risk management processes as described in Chapter 4 of these guidelines
4. Clear work specification and scope of service.
5. Risk assessment of interaction between base and vessels.
6. Competence requirements of personnel who plan, coordinate or perform loading or discharging operations.
7. Mechanism and persons responsible for notifying or reporting to the operating company, authorities, etc. for non-conformances, etc.
8. Ensure adequate and appropriate communication between shore base and vessels, as described in Section 8 of these guidelines
9. Ensure that all cargo items to be lifted from the quayside onto any vessel are visually inspected and that all potential dropped objects are removed.

3.1.2.3. **Offshore Facility Operator**

1. If required, preparation of facility-specific safety zone pre-entry check list to be forwarded to Operator for onward transmission to the Charterer.
2. Clear scope of work.
3. Implementation of risk management processes as described in Chapter 4 of these Guidelines.
4. Technical systems requirements needed to prevent fluid discharges from facility (including cooling water and/or solids) drifting towards vessels working within the safety zone.
5. Mechanisms and persons responsible for notifying or reporting non-conformances, etc to operating company and authorities when vessels are within safety zone.
6. Training and competence requirements of personnel responsible for or participating in loading, offloading and other coordinated operations with vessels.
7. Ensuring that local reference systems associated with dynamic positioning arrangements used by any vessel are properly maintained.
8. Plan for workscope follow-up on completion of activity.
9. Ensure adequate and appropriate communication between facility and vessels, as described in Chapter 6 of these guidelines.

10. After commencement of operations, ensure vessels are advised of any subsequent changes to operational circumstances which may have an impact on the continuing workscope.
11. Ensure that all cargo items to be lifted from the facility onto any vessel are visually inspected and that all potential dropped objects are removed.

3.2 Individual Responsibilities

The responsibilities of various individuals involved in offshore marine operations are set out below.

3.2.1 Vessel Owner/Manager

1. Ensure that any non-conformances identified during any inspections associated with a charterer's quality assurance programme are closed out in a timely manner.
2. Communicate the workscope to vessel.
3. Manage vessel operations and manning ensuring:
 - a. A vessel is appropriately and competently manned and equipped for the intended workscope.
 - b. A common working language is used on the vessel.
 - c. An overall operational plan is prepared for all anticipated onboard operations and services provided by the vessel.
 - d. Prepare operational conditions for vessels (define requirements for safe operation of vessels under all conditions, and any vessel limitations due to, e.g. due to a lack of technical redundancy, etc.
 - e. Ensure incidents, accidents and safety observations are recorded, assessed and handled in accordance with an established reporting system.
4. Ensure an up-to-date copy of these Guidelines is kept on board and ensure the Master, officers and crew are familiar with the relevant contents.

3.2.2 Vessel Masters

1. Ensure that all officers, crew and all other personnel onboard are aware of the relevant contents of these guidelines.
2. Are at all times responsible for safety of their crews, vessels and cargo and marine environment protection.
3. In the event of extended operations, either in port or at sea, ensure that all personnel engaged in such operations have adequate rest periods, and that effective arrangements for transfer of responsibilities and operational awareness are implemented.
4. Whilst remaining accountable at all times, delegate appropriate responsibilities to other members of the vessel's complement.
5. Ensure that all onshore personnel, including representatives of the base operators, are aware of the appropriate points of contact on the vessel in relation to any activities being undertaken on board.
6. Approve loading plans before cargo (both bulk and deck cargo) is loaded on board the vessel.

7. Review all dangerous goods declarations before any dangerous goods are loaded in port and offshore.
8. Where relevant, refuse any cargo for which the appropriate MSDS is not provided.
9. Report incidents and non-conformances.
10. Inspect and approve seafastening of cargo.
11. Ensure that berth to berth passage plans are prepared for each voyage.
12. Ensure all applicable field charts and relevant documents are on board.
13. Before entering the safety zone shall obtain permission from the facility manager or authorised representative for maritime operations.
14. Advise facility of any operational limitations due to personnel, plant or environment which may have an impact on intended workscope.
15. Ensure that all cargo items to be lifted from the vessel to the facility or quayside are visually inspected and that all potential dropped objects are removed.
16. After commencement of work, advise facility of any subsequent changes to operational capability which may have an impact on the continuing workscope.
17. When alongside an offshore facility, if extended interruption of operations occurs, shall decide whether to move to a safe position pending resumption. The facility manager must be informed before moving away.

The Master **always** has the authority to stop any operation considered a threat to the safety of the vessel, other assets or any personnel. Other pressures must not interfere with their professional judgement and they must inform any relevant parties of conflicts of interest arising from the actions of others.

3.2.3 Operating or Logistics Company Managers

1. Performs overall supervision of base, vessel and installation activities.
2. Defines job performance requirements.
3. Ensures that everyone performing work on their behalf complies with requirements of the health, safety and environment regulations.
4. Manages non-conformance resolution.
5. Must ensure time is allowed to perform health and safety requirements including meetings.
6. Provides up to date documentation for the Master and Owner including necessary field charts and other relevant documentation.
7. Ensure a current copy of these Guidelines is available at all locations where activities for which they are responsible are undertaken, and on all vessels supporting such operations.
8. Must not pressurise any Master to undertake any action which, in their professional judgement, may compromise the vessel, other assets or any personnel.

3.2.4 Base Managers

1. Ensure time is allowed to perform health and safety requirements including meetings.
2. Before loading prepare required documentation for cargo to be shipped.
3. Ensure that the necessary information is provided to the Master in sufficient time to plan loading and discharging operations, including ensuring that dangerous goods, noxious liquids and other hazardous products are handled according to regulatory requirements.
4. Ensure that Master is provided with sufficient information relating to proposed cargo so that stability calculations can be completed before departure.
5. Ensure that the Master is advised of any intention to load any unusual items onto the deck of the vessel in sufficient time for any potential risks to be adequately assessed.
6. Ensure proposed stowage plan is agreed with Master, particularly when any unusual items are included in the cargo. This plan should be signed off by both parties.
7. Ensure safe passage of all personnel visiting vessels, including security support.
8. Arrange for all outbound cargo to be adequately inspected prior to delivery to the vessel to ensure that it is adequately prepared for marine transportation and is free from any loose items or other potential dropped objects.
9. Issue required documentation to the Master for all cargo loaded on board before the vessel leaves the quayside.
10. Conduct inspection of all load carriers to ensure they are correctly certified and in proper working order before being lifted on board vessels.
11. Ensure that a cargo checklist has been completed.
12. Are responsible for HSSE compliance on the base.
13. Must agree procedures to be used between all relevant parties.
14. Arrange for all inbound cargo received from offshore to be adequately inspected prior to dispatch and onward carriage from the base to its eventual destination to ensure that it is adequately prepared for surface transportation and is free from any loose objects.

3.2.5 Facility Manager

1. Safety of structure and personnel on board, and any operation within the safety zone affecting HSSE performance on facility and overviews of simultaneous operations.
2. Must ensure operations on the facility do not present a hazard to vessels alongside, especially where overside discharges may fall on a vessel in the immediate vicinity.
3. Approves commencement of an operation and has authority to stop any operation.
4. Active involvement in the risk assessment of any non-standard operations involving any vessels supporting the facility.
5. Prepare required documentation before loading is initiated for cargo to be shipped ashore by the vessel.
6. Preparation of documentation for transporting of dangerous goods before loading onto vessel.
7. Submit relevant documentation to the vessel Master.

8. Ensure that the necessary information is provided to the Master in sufficient time to plan loading and discharging operations, including ensuring that dangerous goods, noxious liquids and other hazardous products are handled according to regulatory requirements.
9. Ensure that the Master is advised of any intention to load any unusual items onto the deck of the vessel in sufficient time for any potential risks to be adequately assessed.
10. Ensures optimal turn-around time for performance of planned operations when vessels enter the safety zone.
11. Ensure that vessels are worked in a timely manner whilst alongside the facility so that time in close proximity to it is minimised. If idle, vessels should be asked to stand-by outwith the safety zone.
12. Issue required documentation to the Master for all cargo loaded on board in timely manner before the vessel departs from the facility.
13. In case of an incident or accident within the safety zone the manager must inform the relevant operating company and the Master of the vessel involved as soon as possible.
14. Must ensure there is a good level of communication between the vessel and the facility. However, all communications should take place at appropriate times and not during critical operational phases on the vessel, for example, when setting up to commence work.

The facility manager may delegate these responsibilities as required to other competent persons.

3.2.6 Bridging Document

A bridging document shall be considered established in order to clarify the roles of the parties, their responsibilities and the bridging between the parties' procedures. The contents of a bridging document should include, but not be limited to the following:

- Project title and revision status
- Project overview including dates and contract arrangements
- Combined operation organisation chart
- Identification and allocation of key personnel roles and responsibilities
- Communication contact numbers for key personnel and worksites
- Identification of the relevant work scopes and procedures
- Management of change process, and identification of approval levels
- Emergency and contingency procedures including clarification of primacy
- List of referenced documentation including revision status
- Work control system
- Applicable permit to work system for the intended work
- Combined marine operations
- Field logistics and support
- Circulation list and authorisation signatures