

Manual Section 5	Issue Date 03/17/16	Revision Date 01/01/24	Policy Number LLCP-047
	Motor Vessel Safety & Transportation		

Scope

All LLC Companies including, Blanchard Industrial, LLC, GIS Engineering, LLC, Grand Isle Shipyard, Inc., and GWIS, Mack Steel, NuWave, Sun Industries, Valvemax, Discovery Industries, Inc.; hereafter identified as “Company”.

Motor Vessels

Only properly licensed captains shall operate and navigate any vessel that is contracted or owned by the Company. The Captain of the vessel has full authority during boarding, loading, when underway, and disembarking procedures. The vessel captain has the authority to refuse passage to anyone considered an unsafe passenger. The captain has the authority to require that seatbelts and PFDs be worn when available.

Materials, equipment, tools, containers, and other items used in the OCS that are of such shape or configuration that they are likely to snag or damage fishing devices shall be handled and marked as follows:

- all loose materials, small tools, and other small objects shall be kept in a suitable storage area or a marked container when not in use,
- all cable, chain, or wire segments shall be recovered after use and securely stored until suitable disposal is accomplished,
- skid-mounted equipment, portable containers, spools, reels, and drums shall be marked with the owner's name before use or transport over offshore waters,
- all markings must clearly identify the owner and must be durable enough to resist the effects of the environmental conditions to which they may be exposed, and
- MMS PINC G-252 stipulates that the above markings cannot be made with chalk, grease pencil or crayon, parking pens, non-waterproof decals, or water based paints.

Any hazardous materials must be properly identified, classified, named, packaged, marked, labeled, and manifested. If these requirements are not met the vessel captain has the full authority to refuse transportation of hazardous materials.

Pre Departure

It is MANDATORY that prior to any departure ALL Company CAPTAINS complete the Pre-Departure Checklist. All completed checklists shall be sent to the office for tracking, filing and data base completion purposes. A copy of the checklist shall remain on the vessel as well.

All items that fail inspection must be reported to the Port Captain immediately in order to repair item or make the corrections necessary. (See [Appendix A](#))

Emergency Drills

It is the responsibility of the Captain to ensure the safety and well-being of everyone onboard. The must make everyone on the vessel aware of the potential hazards on the vessel, as well as the hazards associated with their job duties. All Company Captains are responsible to perform an Emergency Drill (Rough Weather at Sea, Man Overboard, Abandon Ship or Fire) weekly. Performing these drills on a regular basis will be beneficial to your safety and the safety of everyone onboard the vessel.

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Because these individuals may not be familiar with the vessel, you must familiarized new personnel immediately. Our Company's slogan is "Putting People First" so keeping everyone safe is paramount. A person must know what to do in an emergency situation to prevent personnel injury or death. (See [Appendix B](#))

Because fire can be extremely dangerous and in some cases deadly, personnel are expected to be familiarized immediately with the following:

1. Starting of Fire Pumps
2. Using the foam nozzle (When applicable)
3. Location of Fire Extinguishers
4. Types of fire extinguishers. USE CAUTION when using the CO2 fire extinguishers in air-restricted areas.
5. Location of electrical shut offs to blowers, stove, AC and fuel. All shutoffs shall be checked on a regular basis in order to prevent malfunction.
6. Exits
7. Any other hazard associated with the vessel and operations.

Emergency Broadcasting Instructions

Captains are to ensure that every crew member knows how to perform an Emergency Broadcast in preparation of an unfortunate event. Captains must demonstrate to crew members of how to make an emergency call.

Emergency Broadcast Instructions:

1. Select VHF channel 16 on VHF and/or SSB frequency 2182 kHz.
2. Press the microphone button... speaking calmly, clearly and slowly saying MAYDAY-MAYDAY-MAYDAY. The term MAYDAY is used for situations involving immediate danger to life or property or if there has been a collision or if the vessel is sinking. Say PAN-PAN-PAN for urgent situations with no immediate danger to life or property.
3. Say your vessel's name 4 times followed by your vessel's call sign.
4. Release microphone button and listen for an answer. If no one answers, repeat steps 3 & 4.
5. If the Coast Guard or another vessel responds, say... MAYDAY or PAN (pending on the situation) and you vessel name.
6. Give your position. Longitude & Latitude from GPS or range and bearing from known point or block description and number.
7. State the nature of distress.
8. Give the number of persons on board and the nature of any injuries.

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9. Estimate the present seaworthiness of your vessel.
10. Briefly describe your vessel: Color, Length and Distinguishing Features.
11. Say: I will be listening on channel 16 VHF / 2182 SSB.
12. End message by saying the vessel's name and call sign the OVER.

If you must, stay by the radio for further communication with the Coast Guard or another vessel. If no answer, repeat then try another channel.

Motor Vessel Passenger Safety

- Follow the captain's instructions. The captain is in complete charge of all cargo and passengers.
- All passengers shall be orientated and an orientation form shall be completed prior to departure. (See [Appendix C](#))
- Provide the captain or dispatcher with all information requested at boarding. This information includes your name, affiliation and destination.
- Follow the captain's instructions as to the proper loading procedures, storage of luggage and cargo, seating arrangements and smoking restrictions.
- Passengers shall sit only in the passenger section and avoid sitting and visiting the wheelhouse.
- Read the emergency procedure instructions posted on the motor vessel and follow the captain's instructions in the event of an emergency.
- When making transfers between boats and structures, always wear a life jacket, snugly fitted and securely fastened. In the event of a man falling into the water, inform the captain immediately by shouting "Man Overboard". Assist in rescue as directed by the captain.

Personal Floatation Devices (PFD'S)

- Only U.S. Coast Guard approved PFD's Type I, III – IV life preserver or Type V work vest shall be worn.
- PFD's shall be securely fastened, snugly fitted and in good condition.
- PFD's shall be worn:
 - When transferring to or from any watercraft (Type I, III-V or Type V)
 - When working on over-water locations that do not provide handrail protection on all sides (Type I or Type V).
 - When below the main work deck of an offshore structure work areas completely enclosed by handrail protection are exempt.
 - When outside the cabin or wheelhouse of a watercraft (Type I, III-V, or V).
 - When riding in an open or semi-open watercraft (Type I or Type V).
 - When operating a small watercraft alone such as jo-boats, flat boats, etc. (Type I, III-V or V).
 - When fire and/or emergency drills are being conducted (Type I).

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- When traveling in helicopters over open waters (vest provided in helicopter).
- At any other time deemed necessary by the boat captain, supervisor, pusher, pilot or HSE Department (fog, haze, rough seas, etc.).
- When entering the water voluntarily to perform work (diving operations excluded). Personnel shall not enter the water for recreational purposes.

Swing Rope Transfers

To transfer from the boat to the structure by swing rope, follow this procedure:

- Have both hands and feet free. Insure that the catwalk and area of the vessel you intend to swing from and to is clear of obstructions. Do not crowd the rear of the boat or the catwalk.
- Grab the knotted rope high enough to clear the catwalk on the structure when the boat is on top of a swell. In most cases, grab the rope just above the middle knot or at eye level, you should clear the catwalk.
- Just as the boat dips down from the highest point in the wave, swing to the platform by pushing off the boat with your feet. Do not let the rope get between legs. It may interfere with your landing.
- Keep legs and feet clear of the boat bumper! This is where the boat bumps against the structure.
- After you have landed on the platform, release the rope for the next person. Stay and assist the next person as he/she swings.
- When transferring material to and from the boat, use good judgment. Small, light items can be handed over safely. If there is heavy or bulky material, use the crane.
- To transfer from the structure to the boat, the procedure is reversed. Timing is critical in both cases, especially when trying to land on a moving target. Follow this procedure:
 - Swing from the catwalk as the boat is beginning to rise from the bottom of the wave.
 - Time your swing so that feet land on the boat deck as it completes its rise. Before you swing, watch the boat as it rises with the wave, setting your timing action.
 - If your timing is off and you miss the boat, continue to hold onto the rope. You will automatically swing back to the catwalk. Land on the platform catwalk, establish your timing and try again.

Personnel transfers between two vessels in open water are prohibited except in emergencies. If a vessel to vessel must take place an MOC must be completed and be accepted by Management.

NOTE: If for any reason you feel you cannot transfer safely, you should not attempt to do so. Never let the boat captain, deckhand or other personnel influence your decision or rush you to swing.

Personnel Basket Transfers

- Wear approved life jacket/work vest tightly fitted and securely fastened.
- Designate signal man.
- Load only baggage, not cargo.

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- Do not ride inside the basket.
- Stand between openings in basket with feet apart.
- Maintain a firm grip.
- Maintain a knot-free tag line on basket at all times of appropriate length.
- Maintain clear lift and landing area.
- Use the buddy system.
- Have someone on the tag line at all times during lift and landings.
- Keep knees bent and prepared for jolting.
- Avoid transfers in high seas.
- **If you feel you cannot transfer safely – don't transfer!!!**
- Limited to the capacity of the basket and sometimes their luggage.
- Keep one foot on deck and one on basket until lifting.
- Do not jump from basket prior to landing.
- Personnel shall stand on the outside rim of the personnel basket and securely grasp the upright basket ropes. Keep knees slightly bent and be prepared for unexpected moves particularly in rough seas.

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Fuel Transfer

Prior to Performing any Fuel Transfers the following must be completed:

- Ensure weather and sea conditions are favorable for the transfer of fuel.
- Perform a Hazard Analysis and a JSEA.
- Ensure hoses, fittings and all other transfer equipment is inspected prior to transfer.
- Ensure moorings are strong enough to hold during all expected conditions of surge, current and weather.
- Ensure that moorings are long enough to allow adjustments for changes in the vessels draft, drift and tide during the transfer operation.
- Ensure transfer hoses are of sufficient length to allow the vessel to move to the limits of it's mooring without placing a strain on the hose or other transfer operation.
- Ensure that each hose is supported to prevent kinking or other damage to the hose and/or strain on its coupling.
- Ensure that each part of the transfer system is aligned to allow the flow of fuel.
- Ensure the transfer system that is not necessary for transfer operations is securely blanked, blinded or shut off.
- Take all necessary safety precautions to protect all persons and the environment.

Vessel to Vessel / Facility Moored Fuel Transfer

- A minimum of three employees are to be on duty during all fuel transfers. The Captain will assign appropriate responsibilities.
- Open all fills, discharges and sounds slowly to prevent spills.
- The captain will sound tanks, communicate with the dock/facility, communicate with the engineer/deckhand on when to open or close valves on the fuel manifold assembly.
- The Engineer/deckhand will keep continual communications with the captain on the managing fuel manifold and piping valve assemblies.
- Dock and/or facility personnel will manage the dock fuel transferring system and be stationed next to the emergency stop button.
- When tanks are near full, discharge/fill valve shall be throttled down to slow transferring until tanks are full.
- After transferring operations are complete, inspect all valves within the fuel piping and manifold assembly to ensure all valves have been closed.
- After tanks are filled or sounded, replace cap/plug and tighten to prevent leaks.

TO BE COMPLETED

_____ Captain's Signature	_____ Engineer's Signature	_____ Deckhand's Signature
Date: _____	Time: _____	Location: _____
Fuel Transferor: _____	Fuel Receiver: _____	

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Emergency Spills

In the event of oil, fuel, and/or a chemical spill from a Company Vessel, the steps below must be followed:

1. Secure the source of the spill in order to prevent further contamination to the environment and/or harm to human life.
2. Notify HSE IMMEDIATELY so we can contact the proper authorities and provide them with the proper information they may request.
3. Follow the instructions of the on-scene Supervisor or the Company Supervisor in charge of cleaning up the spill.
4. These steps shall NOT be altered unless there is a potential for loss of life. Failure to follow these steps will result in disciplinary action/or fines issued directly to the vessel crew.

If you should have any questions relating to the above steps, contact the Corporate HSE Department.

**HOTLINE
(855) 543-5163**

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Appendix A

Pre-Departure Checklist

Captain: _____

Date: _____

Time: _____

Dock/Location: _____

Customer: _____

	Pass	Fail	N/A
Steering Rams			
Steering Motor			
Steering Fluid Levels			
Steering Control Switches			
Water Tight Doors			
Rubber Gaskets			
Door Dogs			
Dogging Pipe			
Hatches			
Port Navigation Light			
Starboard Navigation Light			
Stern Navigation Light			
Master Head			
Condition of Ropes / Lines			
EPIRB			
Life Rafts			
Life Vests			
Fire Hoses			

	Pass	Fail	N/A
Fire Pump			
Foam Bucket & Nozzle			
Fire Extinguisher			
Emergency Fuel Shutdowns			
VHF			
AIS			
SSB			
Phone			
Radar			
GPS			
Jump Deck Safety Equipment			
Air Compressors			
Charts			
Packing			
Chains			
Binders			
Cargo Binded Down			
Deck Plates Secured			

Port Captain must be notified of all failed items in order to make corrections as soon as possible!

List Fail Items and reason of failure: _____

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Appendix B
Emergency Drill Log

Date: _____

Time: _____

Vessel: _____

Check the Drill Performed

<input type="checkbox"/> Man Overboard <input type="checkbox"/> Rough Weather at Sea <input type="checkbox"/> Fire <input type="checkbox"/> Abandon Ship <input type="checkbox"/> Other: _____

Crew Members / Persons Involved

	Print	Sign
1.		
2.		
3.		
4.		
5.		

By signing below, I verify that personnel onboard above mentioned vessel are aware of their duties and responsibilities regarding the emergency drill performed.

Captain: _____

Captain: _____

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Appendix C

Marine Vessel Passenger Orientation

The following shall be communicated with all passengers aboard a Company vessel prior to any departure. Failure to comply with the following rules, that individual/s will be denied access to the vessel and/or will be removed from the vessel at the first available opportunity. Report the non-compliant individual/s to the Corporate HSE Department.

1. Embarking / Disembarking the Vessel – All passengers are to remain inside the vessel until the captain of the vessel gives the order to exit. When docking, the vessel must be completely stopped, secured, and the gangway deployed before embarking / disembarking. A PFD must be properly worn to embark / disembark any Company vessel.
2. Jump Deck – No one is allowed on the jump deck of any Company vessel unless a Company employee is present. PFD must be worn properly while on the jump deck.
3. Smoking – Smoking is allowed in designated smoking areas only.
4. Restricted Areas – The Wheel House, Engine Room, Captain’s Quarters, and/or Hazardous Materials Storage are all considered Restricted Areas.
5. PPE – All Proper PPE must be worn while outside of any Company vessel. Proper PPE consist of Hard Hat, Safety Glasses, Steel-Toe Footwear, Long Pants, PFD, and/or Shirt.
6. Accident Reporting – Any accident must be reported to the Captain immediately.
7. Alcohol/Drugs – The use of alcohol and/or drugs on any Company vessel is strictly prohibited. Anyone under the influence of alcohol and/or drugs will not be allowed on any Company vessel.
8. Emergency Procedures – All Emergency Procedures are to be communicated to all passengers by the Captain. (Fire, Abandon Ship, Man Overboard, All Life Saving Equipment)
9. Fishing Policy – Fishing from any Company vessel is strictly prohibited.
10. Stop Work Authority – It is the responsibility of anyone / everyone to use Stop Work Authority when something unsafe is noticed.

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Appendix C

Marine Vessel Passenger Orientation

Captain: _____ Vessel: _____

Customer: _____ Total Persons Onboard: _____

By printing and signing below, on this ____ day in the month of _____ of the year _____, I acknowledge that I have been advised, I understand and I will obey the rules set forth the Company. I also understand that if I would break a rule or create a safety hazard aboard this vessel I will be removed at the first available opportunity.

	Print	Sign
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		