

MINIMUM REQUIREMENT

	WP/SEA MINIMUM REQUIREMENTS Offloading/Loading Personnel Baskets (Boat Transfers)	
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MEMORY JOGGERS

- Ensure that the following conditions are met before proceeding. If not met, address on WP/SEA.**
- Communicate the **“RIGHT TO STOP WORK AUTHORITY POLICY”** and is exercised by all crewmembers and other personnel that believe something or some condition has changed. The job is to be stopped and accessed before proceeding. The WP/SEA may need to be modified or a new WP/SEA maybe required before starting the work task again.
 - Visually inspect safety load line when attaching to crane. Inspect crane hook positive locking device for function and physical condition.
 - Check sidewall rigging line splices (top & bottom) for wear, UV degradation (blistering, discoloration, or cracking), and unraveling.
 - Visually inspect stabilizer and safety load line unit for visual damage including external protective cover.
 - Inspect bottom platform ring for deterioration, cracks or distortion.
 - Check cover on bottom platform ring for tears or cuts.
 - Check top and bottom flotation batts for deterioration or damaged closed cell foam.
 - Check expiration date, if out of date do not use.
 - Personnel transfers should be conducted as per **GIS Minimum Requirements** and **Safety Manual**.
 - Crane operators assigned to personnel lifting duties should be certified and competent to perform task.
 - A snag resistant tag line should be affixed to all personnel carriers with **NO KNOTS** added in them.
 - Crane hooks used for personnel transfers must have a positive locking latch.
 - Only approved personnel carriers (Billy Pugh, etc.) should be used for lifting personnel per API RP Spec.
 - Personnel carriers should not be used as a workbasket or cargo net.
 - Personnel carriers should be legibly marked with the maximum number of passengers.
 - Personnel carriers should not be utilized in weather, wind, or sea conditions that the qualified person considers to be unsafe.
 - Before any attempt is made to lift personnel with a carrier, clear instructions should be given to all personnel involved.
 - Any individual has the right to refuse transfer by basket.
 - Personnel carrier shall not transport personnel suffering from acute seasickness or vertigo.

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- 1) Verify **All** conditions identified in the “Memory Joggers” section are met (or are not applicable); if **ANY** are not met, **STOP** and add the necessary step to the WP/SEA to ensure the safest method possible.
- 2) Review personnel lift plan with crew and operator before using the personnel carrier.
- 3) All personnel shall have an approved life vest (Type I illuminated PFD) before mounting the personnel basket.
- 4) Personnel riding on personnel carrier should stand on the outer rim, evenly spaced, and adjacent to a sidewall opening in the netting, facing inward.
- 5) Passenger forearms should be interlocked on inside of sidewall netting.
- 6) Passenger should keep knees slightly bent and be prepared for unexpected moves.
- 7) Never stand under personnel basket.
- 8) If the crane operator’s view of the primary signalman is obstructed, the personnel carrier should not be moved until alternative communications or in place.
- 9) A designated primary landing zone should be marked in a safe area.
- 10) When transferring personnel, the personnel carrier should be lifted only high enough to clear obstructions.
- 11) The personnel basket should be raised and lowered gently.
- 12) A loaded personnel basket should not be raised or lowered directly over a vessel (Boat).
- 13) The crane operator may refuse to lift any person who does not comply with the operator’s instructions.
- 14) An experienced escort should be provided for persons who are not confident performing a personnel transfer
- 15) When disembarking or getting off personnel basket make sure of your footing and move quickly away from basket.

ENSURE MINIMUM REQUIREMENTS NUMBERS ARE RECORDED ON WP/SEA