

8.6.2.4 Operational Risk Assessment – Personnel Transfers to/from a PT vessel

SECTION 1: OPERATIONAL RISK ASSESSMENT INFORMATION

PROJECT NAME & NUMBER:		DATE:	
CLIENT/VESSEL:		LOCATION:	
PROJECT MANAGER:		SCHEDULED START:	
MASTER & VESSEL:		SCHEDULED FINISH:	
DESCRIPTION OF ACTIVITY:			

SECTION 1: Pre-start processes – If a “YES” is NOT achieved, the activity must STOP until the problem is rectified & a “YES” is achieved.

Pre-condition	Yes	Pre-condition	Yes	Pre-condition	Yes
Vessel pre-start inspection is completed?	<input type="checkbox"/>	Daily pre-start meeting is completed?	<input type="checkbox"/>	Is all other relevant documentation completed?	<input type="checkbox"/>
Radios are available & working?	<input type="checkbox"/>	Adequate safety equipment is available?	<input type="checkbox"/>	Does the crew hold the relevant maritime ticket & are competent?	<input type="checkbox"/>
Visitor Inductions are completed?	<input type="checkbox"/>	Work activity planned to comply with fatigue management guidelines?	<input type="checkbox"/>	Is the crew Fit for Work?	<input type="checkbox"/>
Is the vessel Traffic Light system tested and operational?	<input type="checkbox"/>	Have the crew and PAX on the PT Transporter been instructed on transfer process including Traffic Light system?	<input type="checkbox"/>	Other.	<input type="checkbox"/>

SECTION 2: VESSEL OPERATIONAL STATUS – If a “YES” is NOT achieved, the activity must STOP until the problem is rectified & a “YES” is achieved.

Pre-Condition	Yes	Pre-Condition	Yes
VHF communication tested & OK.	<input type="checkbox"/>	Engines & generators operational.	<input type="checkbox"/>
Bilge pumps operational.	<input type="checkbox"/>	Steering gear tested in all modes and confirmed operational.	<input type="checkbox"/>
Rear deck side protection covers fixed & in good condition.	<input type="checkbox"/>	Fendering/lines OK & not obstructing activities or access-ways.	<input type="checkbox"/>
PAX seating safe & secured.	<input type="checkbox"/>	Access-ways not slippery, safe & clear.	<input type="checkbox"/>
Bow handrails, gates & latches operational & in good condition.	<input type="checkbox"/>	Other...	<input type="checkbox"/>

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SECTION 3: WEATHER PARAMETERS – Current at activity (transfer) location				
	FACTORS	SAFE OPERATIONS	ACCESS & REVIEW OPERATIONS	STOP OPERATIONS
1.	Wind (Dir x Kts)			
2.	Tide (LOW/HIGH - m)			
3.	Sea waves (Dir / Height m)			
4.	Visibility / Light			
5.	Synoptic / BOM forecast			

Operational control process:

The above operational weather parameters are to be pre-determined through consultation between the CTV Master and the Marine Operations Manager responsible for the operation or project. These parameters cannot be adjusted whilst the vessel is in the Green or Amber status. The operation has to change to the Red status, the CTV stood down from transfer operations and the risk assessment process re-started in consultation with the Marine Operations Manager.

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SECTION 4: TRAFFIC LIGHT ASSESSMENT

GREEN – SAFE OPERATIONS

- Weather/sea conditions within safe operations parameters;
- Sufficient water depth for operations;
- Sufficient work area for operations;
- Sufficient light to conduct the operations;
- Ship sitting comfortably on mooring or operational position;
- All systems operational on PT Vessel;
- All crew capable of normal operations;
- Activity to be completed within fatigue management guidelines (Less than 12hrs).
- **Master has permitted transfer operations to proceed**

YELLOW – ASSESS & REVIEW OPERATIONS

- Weather conditions are exceeding GREEN operations parameters;
- Restricted water depth or limited work area could affect operations;
- Ship has moved causing operational concerns;
- PT Vessel forced to move away from ship due to operational concerns;
- Incident/near-miss occurs or hazard identified;
- Minor equipment issues with PT Vessel not effecting safety.
- Any condition arises causing the Master concern regarding Crew/Pilot.
- Activity duration approaching fatigue management parameters – Over 12hrs requires Manager authorisation.
- Develop & implement contingencies.
- **Master is not permitting further transfer operations**

RED – STOP OPERATIONS IMMEDIATELY

- Immediate weather conditions are exceeding YELLOW operational parameters;
- Any failure of critical systems on PT Vessel;
- Unsafe work conditions;
- Incident causing injury or vessel damage occurs;
- Any condition causing the Master reason to want to depart the ship/vessel/barge.
- Activity duration approaching fatigue management parameters – Over 12hrs requires Manager authorisation - CEO authorisation over 14hrs. Refer to *5.1.2.2 Crew Hours of Rest & Fatigue Management*.
- **Master has cancelled all transfers operations**

NOTE: Restart activity as per REQUIREMENTS TO RESTART OPERATIONS.

REQUIREMENTS TO RESTART OPERATIONS

Prior to attempted restart the Master must ensure:

- The reason for termination of prior operation identified and understood.
- The reason for terminating the prior operation has been rectified.
- This form is re-completed
- The Traffic Light Assessment is confirmed as GREEN for remainder of the operations;
- The Marine Operations Manager has been contacted and advise of “GO” for approach after all confirmed “YES”.
- Permission is provided by Marine Operations Manager after Masters conformation.

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SECTION 5: OPERATIONAL REQUIREMENTS – If a “YES” is NOT achieved, the activity must STOP until the problem is rectified & a “YES” is achieved.

1. Approaching the ship/vessel/barge – Make positive communication prior to arrival	YES
This activity can be done at any stage given current weather conditions;	<input type="checkbox"/>
The PT Transporter is operating to full capacity;	<input type="checkbox"/>
Crew to prepare vessel & PAX to proceed alongside ship / vessel;	<input type="checkbox"/>
Clear positive communications have been made with the ship’s representative;	<input type="checkbox"/>
The ships representative has been instructed & acknowledges his understanding of the PAX transfer process including the Traffic Light system?	<input type="checkbox"/>
The transfer process is communicated to the PAX including the Traffic Light system & is understood;	<input type="checkbox"/>
Safety equipment is available & distributed to PAX;	<input type="checkbox"/>
The ship / vessel is in a suitable position for the activity to proceed.	<input type="checkbox"/>
Other...	<input type="checkbox"/>
CREW ARE PREPARED BUT – NO PAX TRANSFERS TO OCCUR	<input type="checkbox"/>
2. Alongside the ship/vessel/barge	
The PT Vessel can maintain a safe position alongside the ship under the current weather conditions;	<input type="checkbox"/>
The PT Vessel is operating to full capacity;	<input type="checkbox"/>
Positive communications with the crew are maintained;	<input type="checkbox"/>
The ship / vessel / barge is in a suitable position for the activity to proceed;	<input type="checkbox"/>
Access supplied by the ship / vessel is suitable;	<input type="checkbox"/>
Crew/Pilot can leave their seats proceed to the bow of the PT Vessel to depart as directed by the crew;	<input type="checkbox"/>
The PT Vessel can maintain a safe position alongside the ship / vessel / barge until the activity is completed.	<input type="checkbox"/>
Other...	<input type="checkbox"/>
SHIP, VESSEL & CREW ARE PREPARED BUT – NO PAX TRANSFERS TO OCCUR	<input type="checkbox"/>

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SECTION 6: START WORK REVIEW – If a “YES” is NOT achieved, the activity must STOP until the problem is rectified & a “YES” is achieved.

Pre-condition	Yes	Pre-condition	Yes	Pre-condition	Yes
Traffic Light Assessment can be confirmed as in the “GREEN” parameters.	<input type="checkbox"/>	Have any new risks been identified? If YES, add to risk assessment.	<input type="checkbox"/>	Are ALL crew & PAX aware of the activity?	<input type="checkbox"/>
Is the ship & communications OK?	<input type="checkbox"/>	Is crew health and wellbeing OK?	<input type="checkbox"/>	Is PAX’s wellbeing OK?	<input type="checkbox"/>
Is the Vessel operationally, OK?	<input type="checkbox"/>	Is the crew work ready?	<input type="checkbox"/>	Other...	<input type="checkbox"/>

IF ALL “YES”, AT THE MASTERS DIRECTION - TURN THE GREEN LIGHT ON TO START THE ACTIVITY

Notes, general comments, maps, photos or drawings

