



Dienststelle Schiffssicherheit BG Verkehr

ISM-Circular Nr.: 05/2010

- Subject:** Recommendations for the safe operation of German flagged Special Purpose Ships and other ships in service as self elevating units in Offshore-operations
- Rule reference:** ISM-Code 1.2.3
- Remark:** This circular should be carried on board of ships concerned.
- Date:** 01.11.2010

Because of the increasing number of vessels intended for the special employment in offshore projects, special requirements for the safety management system for the safe operation of ships and environmental protection are necessary.

The following recommendations should be taken into account by Companies who operate the respective ships, which are subject to the ISM-Code or which are certified according to the ISM-Code on a voluntary basis.

Overriding authority and responsibility

According to the ISM-Code companies, who are responsible for the operation of the ship, have to ensure that the master has the overriding authority and responsibility to make decisions with respect to safety and pollution prevention. This also applies to working processes and activities concerning ship safety and pollution prevention that are carried out by contract or third party personnel, that is not a part of the regular manning of the vessel. In these cases a close co-ordination between the master and the managing personnel, carrying out these processes and activities (e.g. construction management), is to be made.

On vessels that are not manned according to a safe manning certificate, and thus no master is or has to be on board, a person provided with the overriding authority and responsibility has to be designated by the responsible company.

The person in charge has to be well acquainted with the characteristics, capabilities and limitations of the vessel. This person should be fully aware of this responsibility for emergency organization, for conducting emergency drills and training, and for keeping records of such drills.

Personnel

The communication line on board of the vessel should be illustrated in an organization chart. Interaction and interface between regular manning of the vessel and the personnel of the contract or third party, especially the managing personnel, should be considered.

Operating requirements

Following operational procedures should be included in the safety management system in addition to the general procedures for the safe operation of the vessel:

- Ensuring of stability considering different modes of operation and loading conditions, including damage stability
- Positioning of the vessel in the area of operation (e.g. wind park), including limiting conditions
- preparation for heavy weather conditions, heavy weather operations including limiting conditions,
- Safe use of jack-up equipment (setting and retraction of legs under consideration of sea bed conditions and extreme weather conditions, securing of legs while in transit considering extreme weather conditions)
- Safe towing operation
- Anchoring and mooring, and in particular receiving vessels alongside
- Personnel transfer
- Handling of cargo, material and equipment
- Securing of arrival, departure and fuelling of helicopters
- Crane operations and limiting conditions (e.g. limits for wind velocity, swell)
- Identification and classification of hazardous areas on the vessel (e.g. hydraulic engine-rooms for jack-up equipment)
- Watch-keeping arrangements in the area of operation

All procedures have to be developed considering responsibilities, the type of vessel and operating conditions to keep the hazards for ship, personnel and environment as well as for participating vessels and personnel of third parties as low as possible. If other vessels or personnel of third parties are involved, activities and emergency preparedness have to be co-ordinated in advance.

Emergency preparedness

Due to the nature of operating these vessels, further emergency procedures are necessary. Among the common procedures (e.g. Fire on board, damage to ship, abandon ship, pollution, personnel accidents, cargo-related accidents) the following emergency procedures, inter alia, should be established:

- Sudden instability, loss of strength in jacked-up mode
- Emergency preparedness during helicopter operations
- Use of life saving appliance and fire fighting equipment in jacked-up mode

The common emergency procedures have to be assessed considering their practicability and should be adapted to the requirements (risk assessment)

recognising the different operational conditions (e.g. floating mode, jacked-up mode, weather conditions, qualification of personnel, personnel of third parties, etc.). Responsibilities of personnel of contract or third parties, involved in emergency operations, should be described in the procedures and communicated to the personnel concerned. It should be ensured that the personnel concerned is well trained with respect to their responsible duties.

Muster list

The muster list has to be set up according to SOLAS Chapter III, Reg. 37. The muster list should also include duties assigned to crew members in relation to evacuation of personnel of contract or third parties in case of an emergency.

Training

The company has to ensure that the crew has the appropriate qualification and training to ensure safe handling of the vessel, its equipment and devices on board and to manage specific duties, especially

- operation of dynamic positioning systems
- helicopter operations
- handling of jack-up equipment

Instruction and safety-training

Familiarisation and training in relation to emergency situations have to be carried out according to SOLAS Chapter III, Reg. 19.

Beside the required familiarisation of the ship's crew it has to be ensured that familiarisation are given to contract or third party personnel directly after embarkation. These safety briefings should contain at least:

- Location of muster stations
- Alarm signals
- Location of life-rafts /-boats
- Storage and use of lifejackets / immersion suits
- Location and use of fire extinguishers, location of fire alarms
- No smoking-areas
- Location of emergency exits
- Behaviour in case of "Man over Board", "Abandon ship"- and "Fire on Board"-alarms

The periodical safety drills should be arranged in such a way, that participation of the personnel of a contract or third party is ensured.

In addition the familiarisation should include shipboard procedures for the protection of the maritime environment.

Familiarisations and safety trainings have to be documented.

Maintenance and critical equipment

SOLAS Chapter III, Regulation 20 and SOLAS Chapter II-2, Regulation 14 apply to operational readiness, maintenance and inspection of life-saving appliances and fire-fighting systems.

Special equipment of the vessel (e.g. crane, jack-up equipment, equipment for starting and landing of helicopters) should be assessed concerning critical equipment. This should be integrated in maintenance plans. The responsibilities for maintenance work should be described.

Occupational health and safety on board

All activities that may affect ship safety and health of crew and personnel of a contract or third party have to be assessed in regard to hazards. Appropriate preventive measures and measures for emergency preparedness have to be implemented.

Activities and work processes have to be clearly named and agreed between the parties before these works are started by crew or personnel of a contract or third party.

Furthermore it has to be ensured that the master or the designated responsible person will be informed about every hazard concerning health and safety caused by work process, as well as measures to avoid hazards.

It has to be ensured that passageways, working areas and emergency exits are kept clear while working on deck and equipment and material is secured against shifting.

The vessel's crew and personnel of contract or third parties on board have to be informed about hazards, safety instructions, standards and emergency preparedness.

Action required:

Companies concerned are requested to review and up-date their safety management system according to above mentioned requirements.

A copy of this ISM Circular can be found on our website

<http://www.bg-verkehr.de/service/downloads/dienststelle-schiffssicherheit/ism-international-safety-management>

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