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1 Introduction

1.1 Acknowledgements

The Steering Group would like to thank those who participated or assisted in the preparation of these Guidelines, details of which are included in Appendix 1 - A.

1.2 Purpose & Use

The objective of this document is to provide guidance in the best practices which should be adopted to ensure the safety of personnel on board all vessels servicing and supporting offshore facilities, and to reduce the risks associated with such operations.

It particularly relates to the following activities:

1. Operations of offshore facilities.
2. Operations of vessels.

Whilst the best practices summarised in this document primarily reflect those adopted in the North West European Area the authors recognise that its predecessor was becoming widely used outwith this region and that many, if not all, of the recommendations included do indeed have global relevance.

Where it has been possible to make recommendations relating to operations outwith its core area without diluting the original objectives these have been included.

It is recognised, however, that in certain circumstances local or company-specific requirements may exist. In this event this document should be read in the context of such requirements and interpreted accordingly.

To facilitate common practices on a global basis, where necessary, this document, together with included reporting forms, should be used as the basis for preparing procedures for local practices.

1.3 Document Style and Structure

The principles used in preparing this document, together with the numbering conventions adopted are described in Appendix 1 - B.

As described in this Appendix general information relating to all activities are included in the early part of the text following which, where possible, the information flow should follow that of a typical voyage to and from an offshore facility.

This is summarised in Figure 1.
1.4 Protocols

The protocols used in the preparation of this document are described below.

1.4.1 Delegation of Authorities

Any references in this document to Facility Manager, OIM, Master, Base Manager or any other person in authority should be interpreted as also including their nominated deputies.

1.4.2 Terminology

In the context of this document “Operator” refers to the party responsible for the management of petroleum activities on behalf of the licensees.

In the context of this document “Owner” relates to the party responsible for the management of one or more offshore support vessels and includes those operating tonnage managed on behalf of others.

1.4.3 Verification of Information

Some information included in the main body of this document has been prepared by the various work groups and subsequently verified by the steering group.

Information included in the appendices to this document has been prepared by others. Where such information has been subject of an independent peer review it has been accepted as accurate and has not been subject of any further assessment prior to inclusion in these Guidelines.

1.4.4 Inclusion of Reference Material

References to further information from a wide range of sources, both public and private, have been included in this document.

In identifying any references to be included the following principles have been adopted:

1. The information included is generally accepted to represent best industrial practice.

2. The information included may be used from time to time as basis of design or in marine operations manuals.

3. The information included may be referred to from time to time in contracts relating to marine operations.

4. The information included is subject to regular and rigorous peer review, being updated as required.

5. The information is included in the public domain, preferably in an electronic format and free of charge.
6. There is no commercial benefit to the source of the information as a result of its inclusion in this document.

1.4.5 Gender Equality

Any references in this document to the masculine gender relate equally to the feminine gender and should be interpreted accordingly.

1.5 Hierarchy of Authorities

The context of these Guidelines in the legislative and contractual environment in which marine operations are conducted is described in Appendix 1 - C.

1.6 Document “Ownership” & Management

The “ownership” of the document, together with the process of its on-going management are described in Appendix 1 - D.

1.7 Regional or Local Supplements

It has been identified that in some instances the preparation of regional or local supplements to provide further guidance on specific circumstances or requirements within a particular area may be required.

Any guidance of this nature will not be prepared by the authors of this document, but to promote consistency and ease of use some common principles for the preparation of such regional or local guidance has been developed.

These are described in Appendix 1 - E.

1.8 Summary of Contents

A summary of the contents of this document and how these relate to those of “NWEA Guidelines for the Safe Management of Offshore Supply and Rig Move Operations, Version 2” is included in Appendix 1 - F.

This sub-section and the Appendix will be deleted on the next revision of this document.
GOMO CONTENTS IN RELATION TO TYPICAL OFFSHORE VOYAGE

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Figure 1: Summary of Contents in Relation to Typical Voyage
2 Abbreviations and Definitions

Abbreviations and terminology which may be used in this document are defined below.

2.1 Abbreviations

24/7 24 hours per day, 7 days per week
A/H Anchor handling
ABS American Bureau of Shipping
AHTS Anchor Handling Tug Supply Vessel
AHV Anchor handling vessel
BP Bollard Pull
CBP Continuous Bollard Pull
CMID Common Marine Inspection Document (Sponsored by IMCA)
COLREGS International Regulations for Prevention of Collisions at Sea, 1972
CoS Chamber of Shipping (Trade association representing owners and operators of UK-based shipping companies)
COSHH Control Of Substances Hazardous to Health
DC Daughter Craft
DGPS Differential Global Positioning System
DMA Danish Maritime Authority
DNMI Det Norske Meteorologiske Institutt
DNV Det Norske Veritas
DP Dynamic Positioning
DPO Dynamic Positioning Operator (As defined by IMCA, MTS etc.)
DSA Danish Shipowners’ Association
DSV Diving Support Vessel
ERRV Emergency Response & Rescue Vessel
ERRVA Emergency Response & Rescue Vessel Owners’ Association
ETA Estimated/Expected Time of Arrival ETD Estimated Time of Departure FMEA Failure mode and effect analysis
FPSO Floating production, storage and offloading unit
FRC  Fast Rescue Craft
GLND  GL Noble Denton
GOMO  Guidelines for Offshore Marine Operations (This document)
GPS  Global Positioning System
HAZID  Hazard Identification
HAZOP  Hazardous Operations (Assessment)
HF  High Frequency (Radio)
HIRA  Hazard Identification & Risk Assessment
HSSE  Health, Safety, Security and Environment
Hs, Hs  Significant Wave Height
HSE  Health & Safety Executive (UK Government Agency)
HSSE  Health, Safety Environmental and Quality (Management) (Generic term used throughout this document)
JAG/TI  Joint Action Group / Temperature Indices
IACS  International Association of Classification Societies
IADC  International Association of Drilling Contractors
IBC  International Code for the Construction and Equipment of Ships carrying Dangerous Chemicals (IBC Code)
ICS  International Chamber of Shipping
ILO  International Labour Organisation
IMCA  International Marine Contractors Association (Trade association for marine contractors engaged in supporting offshore industry or similar bodies)
IMDG  International Maritime Dangerous Goods Code
IMO  International Maritime Organization
IMPA  International Marine Pilots’ Association
INLS  International Noxious Liquid Substances Code
ISM  International Safety Management Code
ISPS  International Ship and Port Facility Security Code
JSA  Job Safety Analysis
KATE  Knowledge, Ability, Training and Experience
LRS  Lloyds Register of Shipping
MARPOL  International Convention for the Prevention of Pollution from Ships (MARPOL) (IMO Convention 1973 and as subsequently amended)
MBL Minimum Breaking Load
MCA Maritime and Coastguard Agency
MF Medium Frequency (Radio)
MGN Marine Guidance Note (Issued by the MCA)
MLC Maritime Labour Convention (ILO Convention 2006)
MOC Management of Change (Process)
MODU Mobile Offshore Drilling Unit
MOU Mobile Offshore Unit
MSC Maritime Safety Committee (IMO Committee)
MSDS Material Safety Data Sheet
MSN Merchant Shipping Notice (Issued by the MCA)
MTS Marine Technology Society
MWS Marine Warranty Surveyor
NMA Norwegian Maritime Authority (Replaces NMD)
NMD Norwegian Maritime Directorate
NOGEPA Netherlands Oil and Gas Exploration and Production Association
NOROGA Norwegian Oil & Gas Association (Replaces OLF)
NSA Norwegian Shipowners’ Association
NWEA North West European Area
O&GUK Oil and Gas UK (Trade association for UK Offshore operators and support contractors)
OCIMF Oil Companies’ Industry Marine Forum (Trade association for major oil companies engaged in marine activities)
OIM Offshore Installation Manager
OLF Oljeindustriens Landsforening (Norwegian oil industry association. Replaced by NOROGA)
OMHEC Offshore Mechanical Handling Equipment Committee
OOW Officer of the Watch
OSV Offshore Support Vessel
OVID Offshore Vessel Inspection Database (Sponsored by OCIMF)
PCP Permanent Chaser Pendant / Pennant
PIC Person In Charge (of MOU)
PLB Personal Locator Beacon
PM Planned Maintenance (System)
Revision: 0611-1401

PMS  Power Management System  
PPE  Personal Protective Equipment  
PSA  Petroleum Safety Authority  
PSV  Platform Supply Vessel  
PTW  Permit to Work  
RA  Risk Assessment  
ROV  Remotely Operated Vehicle  
SBV  Stand-By Vessel  
SCV  Small Commercial Vessel Code  
SDPO  Senior Dynamic Positioning Operator (As defined by IMCA, MTS etc.)  
SIMOPS  Simultaneous Operations  
SJA  Safe Job Analysis  
SMC  Safe Manning Certificate  
SMPEP  Shipboard Marine Pollution Emergency Plan  
SOLAS  International Convention for the Safety of Life at Sea (SOLAS) (IMO Convention 1974 and as subsequently amended)  
SSV  "Safety Stand-By Vessel" or "Stand-By Safety Vessel"  
STCW  International Convention for Standards of Training, Certification and Watchkeeping for Seafarers (IMO Convention 1978 and as subsequently amended)  
SWL  Safe Working Load  
TBT  Tool Box Talk  
TMS  Tug Management System  
UHF  Ultra High Frequency  
UKCS  United Kingdom Continental Shelf  
UKOOA  United Kingdom Offshore Operators’ Association (Now Oil & Gas UK)  
VHF  Very High Frequency
2.2 Terminology Definitions

**Accident:** Undesired event resulting harm to persons, environmental pollution or damage to physical assets.

**Adverse Weather:** Environmental conditions requiring precautionary measures to safe guard the facility or maintain safe working.

**Asset(s):** Any infrastructure or equipment associated with offshore production.

**Banksman:** Person on installation or vessel guiding the Crane Operator May also be referred to as "Flagman" or "Dogman".

**Base:** Quay facilities with logistics support dedicated to petroleum activities.

**Base Company or Operator:** Owner or operator of a base.

**Base Manager:** Person responsible for operations on the base.

**Blow Off:** See "Drift Off".

**Blow On:** See "Drift On".

**Bollard pull:** The towing vessel’s pull normally specified as maximum continuous pull.

**Bridle towing arrangement:** Two wires or chains of equal length arranged as a triangle that connects the towed object to the vessel towing it.

**Catenary curves:** Specification of towline and anchor line curvature for various loads.

**Chafe Chain:** Short length of chain in way of fairleads to minimise wear on wire or rope bridle components.

**Chain tail:** A short length of chain consisting of two or more links.

**Charterer:** Party hiring marine vessel either on behalf of itself or other interests.

**Cherry-picking:** Selective discharge of cargo from within the stow.

**Competence:** Acquisition of knowledge, skills and abilities at a level of expertise sufficient to be able to perform a task to a required standard.

**Confined Space:** A free entry, non-dangerous space where the relevant risk assessment has identified that under exceptional circumstances there would remain a (remote) possibility for the atmosphere to be adversely affected.

Entry and egress routes to such spaces likely to be restricted and controlled by permit.

**Coxswain:** Generic term for person in charge of a small craft.

**Dangerous Space:** Enclosed or confined space in which it is foreseeable that the atmosphere may at some stage contain toxic or flammable gases or vapours, or to be deficient in oxygen, to the extent that it may endanger the life or health of any person(s) entering that space.

**Daughter Craft:** Larger fast rescue craft of semi-rigid construction and typically up to 11 metres in length, provided with fixed protection from elements for crew and recovered survivors, capable of being deployed from host vessel for periods of up to 6 hours.

**Dogman:** See "Banksman"

**Down Weather:** A position on the lee side of an offshore facility or vessel.

**Dynamic Positioning:** Dynamically positioned vessel (DP-vessel) means a unit or a vessel which automatically maintains its po-
sition (fixed location or predetermined track) exclusively by means of thruster force.

**Drift Off:** Circumstances whereby, in the event of loss of power, environmental forces would result in a vessel moving away from an offshore facility or other navigational hazard.

**Drift On:** Circumstances whereby, in the event of loss of power, environmental forces would result in a vessel moving towards an offshore facility or other navigational hazard.

**Duty Holder:** In relation to a fixed installation, this is the Operator. In relation to a mobile installation it is the Owner.

**Emergency Situation:** Any unplanned event which may result in harm to persons, environmental pollution or damage to physical assets.

**Facility, Offshore:** In the context of this document any physical structure on or above the surface of the sea in the vicinity of which marine operations are undertaken. This term includes bottom supported and floating installations, drilling units of all types and other vessels engaged in offshore support operations.

**Flag State:** Jurisdiction where a vessel is registered.

**Flagman:** See "Banksman".

**Gog (or Gob) Wire:** Wire used to control movement of main tow line when vessel is engaged in towing operations.

**Gypsy:** Wheel with machined pockets for hoisting chains fitted on a winch.

**Hold Point:** Stage in any operation at which progress will be assessed to ensure that anticipated objectives at that point have been achieved and that all conditions are favourable for safe continuation of activities. Proceeding past each hold point may require formal acknowledgement in procedures or operational logs.

**Hot Work:** Welding, burning or flame producing operations.

**Incident:** Undesired event resulting in damage to assets, equipment or the environment.

**Installation, Offshore:** Installation, plant and equipment for petroleum activities, excluding supply & standby vessels or ships for bulk petroleum transport. Includes pipelines and cables unless otherwise provided. A structure for exploration or exploitation of mineral resources or related purposes that is, will be, or has been used whilst standing or stationed in water, or on the foreshore or land intermittently submerged.

**Interfield Operations:** Operations carried out by vessels between offshore facilities.

**J-chaser:** Hook used by anchor handling vessels to "fish" the installation’s anchor lines.

**Kenter link:** Device for linking two chain lengths.

**Lee Side:** That side of an offshore facility (or vessel) away from which wind is currently blowing.

**Logistics Company:** Organisation which, on behalf of its clients, arranges for the transportation of cargo to or from offshore facilities.

**Logistics Service Provider:** See Logistics Company.

**Master:** Nominated person having command or charge of a vessel. Does not include any pilot.

**Mechanical Means of Rescue (Recovery):** Arrangements installed on a Stand-By Vessel to facilitate rescue of survivors from the sea in circumstances where rescue craft cannot safely be deployed or recovered.
Proprietary designs include the Dacon Scoop and Sealift Basket.

**Mechanical Recovery Device:** As for "Mechanical Means of Recovery".

**Mechanical Stopper:** Device for temporarily securing chains or wires to facilitate safe connection or release. Proprietary designs include the Karm Forks and Triplex Stopper.

**Near-miss:** Undesired circumstance with the potential to cause harm, injury, ill health, damage to equipment or the environment.

**Nominated Manager:** Nominated persons "in charge" of a specified area or task to be performed.

**Non-conformity/Non-compliance:** A circumstance where guidelines, regulation or legislation have not been followed.

**North West European Area:** Area which includes the north west European continental shelf and extending 200 miles from any coast-line.

**Offshore Installation Manager:** Person in charge of an Offshore Installation, also known as Facility Manager.

**Offshore Support Vessel:** Any vessel involved in supporting offshore activities which is not a mobile offshore unit.

**Operating Company/Operator:** Party that carries out the management of petroleum activities on behalf of licensees.

**Owner:** In the context of this document refers to the owner of an offshore support vessel. This term may also refer to vessel managers responsible for operating tonnage on behalf of others.

**Pear link:** Device for linking two different chain dimensions.

**Pendant:** Wire hanging permanently attached to the installation used for chasing out anchors.

**Pennant wire:** Buoy wire; wire from the seabed up to a buoy on the surface.

**Permanent chaser:** Collar through which an anchor chain runs, to which recovery pendant wire is attached.

**Personnel Transfer Basket:** Equipment utilised for transferring personnel by crane. May also be referred to as Personnel Carrier.

**Piggyback anchor:** Any additional anchor connected to the primary when the latter anchor has insufficient holding capacity.

**Pigtail:** Short chain or wire with open end links.

**Port State:** State having jurisdiction over activities in its ports and territorial waters.

**Radio Silence:** Restrictions of limitations to radio transmissions whilst with a safety zone, usually relating to handling of explosives on the facility.

**Recognised classification society:** Classification society recognised by IACS to approve vessel design, construction, outfitting and operations.

**Redundancy:** The ability or possibility of a component or system to maintain or reestablish its function following a failure.

**Risk Assessment:** A process of assessing risk in any operation.

**Safety Delegate:** Nominated representative for crew or part of crew or group of workers with regard to health, safety and environmental matters. May also be referred to as Safety Representative.
**Safety Zone:** Established within a radius extending to distance determined by the relevant legislations beyond the outline of any installation, excluding submarine pipelines.

**Sector State:** State having special rights and jurisdiction over the development of marine resources within its exclusive economic zone.

**Shark’s Jaws:** See "Mechanical Stopper" above.

**Ship Owner:** Those responsible for normal vessel management and operation.

**Shipper:** A person who, as principal or agent for another, consigns goods for carriage by sea.

**Significant Wave Height:** Average height of the highest one third of the waves over a period of 20 minutes.

**Simultaneous Operations:** In the context of this document two or more vessels supporting the same or different operations within the safety zone around an offshore facility.

**Socket, Wire Rope:** Any manufactured end termination fitted to the end of a wire rope to facilitate the connection of other rigging elements.

**Spooling gear:** Arrangement to guide wire onto drum.

**Standby Vessel:** Older term for Emergency Response and Rescue Vessel.

**Stand-By Vessel:** Any vessel mobilised to provide response and rescue support at one or more offshore facilities. Such support will primarily involve the rescue of personnel from the sea and their subsequent care. It may also include fire fighting. May also be referred to as "Emergency Response and Rescue Vessel", "Safety Stand-By Vessel" or "Stand-By Safety Vessel".

**Stern roller:** Large roller on the stern of an anchor handling vessel to facilitate the recovery or deployment of moorings or other equipment.

**Stinger:** In the context of this document the pennant installed on the crane’s hook to facilitate the safe connection and release of the lifting rigging on any item of cargo. A suitable safety hook will be fitted to the lower end of the pennant.

**Supply chain:** Base or base company - vessel or Ship Owner - installation or operating company.

**Supply service:** Supply and/or receipt of goods to or from offshore facilities.

**Surfer:** Small or medium sized high speed craft used for transportation of personnel or light cargoes in benign areas of operations. Foredeck design is such that craft can be docked into "surfer landing" to facilitate safe transfer of personnel.

**Surfer Landing (or Ladder):** Docking arrangements installed on offshore facilities or vessels to facilitate access and transfer of personnel using "surfer"-type craft.

**Swivel:** Connecting link or device used to prevent development of twists in wire or chain cables.

**Tension control:** Control facility to enable winch to be set to pull in or pay out at a specified tension.

**Toolbox Talk:** A meeting of the individuals due to be involved in an imminent task to review the task, individual responsibilities, equipment required, competency of the individuals, hazards, any Safe Job Analysis or Risk Assessment and/or Permit to Work in place, simultaneous tasks ongoing which may affect the task and any other relevant subject.
**Tow eye/Towline guide:** Arrangement for keeping towline in centre line or midship area.

**Towing pins/guide pins:** Device for guiding towline or pennant wire.

**Towing winch:** Similar to a working winch, often geared differently. Newer towing winches have drums smaller than working winches.

**Towline:** Wire on towing winch used for towing.

**Trigger Point:** Threshold, generally relating to environmental conditions, prompting review and/or risk assessment relating to the continuation or suspension of present operations.

**Tug Management System:** Navigation equipment on board an anchor handling vessel for an anchoring operation functioning as an interface with the installation’s (MOU) main navigation equipment.

**Tugger winch:** Winch provided to move items laterally on the deck of an offshore support vessel. May also be used to secure such items whilst in transit. May have remote control on newer vessels, or may be controlled from the bridge on some vessels.

**Tugger wire:** Steel or fibre wire used for tugger winch.

**Up Weather:** A position on the weather side of an offshore facility or vessel.

**Weak link:** Component in any load-bearing system which is designed to fail at a predetermined load to protect the other components in the system.

**Weather criteria:** Specification of maximum allowed weather (wind, waves, etc.) when performing the operation.

**Weather Side:** That side of an offshore facility (or vessel) towards which the prevailing environmental forces are acting.

**Weather window:** The nominated duration of specific weather criteria required to undertake a particular operation, or critical phase of same, including an allowance for any contingencies.

**Working at Height:** Any work undertaking where those performing it are not standing on level ground, at deck level or in other circumstances where there is a risk of injury should the worker fall (adapted from CoSWP).

**Working winch:** Winch for hoisting and setting anchors. Power, length, width and diameter set the application area of the working winch.

**Working wire:** Wire in working winch including termination, for example socket.