



Personnel Transfer at Sea Policy

1 Purpose

ABU Marine and their contractor, Svitzer Terminals Australia provide Pilotage and Towage operations in support of Chevron Australia's LNG and Condensate Export Terminals, the scope of which requires the transfer of a person to/from vessels at sea. There may be occasional requirements to transfer personnel who are not normally engaged in these operations and this Policy provides guidance as to the necessary steps to consider before such personnel can carry out a transfer at sea.

2 Risk Assessment

Personnel transfer at sea has been risk ranked at level 5 and is considered one of the ABU's highest ranking risks. This risk is very carefully controlled by ABU Marine and Svitzer Procedures and permissions to allow non-competent personnel to transfer at sea is therefore restricted. This Policy serves to describe the additional steps required in order to conduct a personnel transfer at sea for non-competent personnel.

3 Scope

This Policy is in addition but not limited to contractual requirements, statutory requirements, operational procedures, risk assessments, checklists, processes etc, and shall not prejudice those documents or processes. Those documents and processes will take precedence to the extent of any conflict with this Policy.

Under this Policy:

- All transfer vessels must comply with the Chevron Marine Safety, Reliability and Efficiency (MSRE) processes.
- ABU Marine Pilots and Marine/Port Superintendents are experienced and highly trained maritime professionals who regularly carry out transfer at sea operations and are considered as competent personnel under this Policy.
- All other personnel required to transfer at sea in support of ABU Marine's operations ("transferees") shall be considered not competent in this regard.
- Permission to allow transfer of non-competent personnel is strictly limited. Consideration will only be given for the below transferee roles:
 - ABU Trainee Marine Pilots until deemed competent personnel (see below)
 - Government Officials (Harbour Master, AMSA, ABF, Customs, Police, etc)
 - Classification Society personnel
 - Technical personnel
 - Ship's crew or technical / supervisory management
 - Emergency services
 - Chevron employees who may require occasional oversight of marine operations (e.g. management, auditors, competency assessors, etc)

Document Approvals	Signature / Date
Author	
Reviewer	
Approver	

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- Any other personnel whose business, and where the need to transfer personnel at sea is deemed appropriate, is approved by ABU Marine Management.

4 Pre-transfer formalities

Transferees will be given instruction and overview as to the transfer process by a competent person. Key information will include:

- Applicable policies, procedures, personnel transfer video and induction processes to follow for the transfer.
 - Personal Protective Equipment (PPE) requirements and operation.
 - man-overboard procedures.
 - movement onboard vessel(s) procedures e.g. Pilot Vessel or ship.
 - the requirement to transfer to/from a high-speed Pilot Vessel and a ship's SOLAS approved pilot ladder and/or combination pilot ladder arrangement at a remote location offshore
 - associated weather, lighting and vessel motions that can be expected.
- Transferees shall complete a questionnaire and acknowledgement to confirm that they are willing and able to carry out the personnel transfer. This questionnaire and acknowledgement will be administered and signed off by a competent person. A transferee will not be transferred if the questionnaire and acknowledgement is not completed to the satisfaction of competent personnel. A blank copy of this questionnaire and acknowledgement is appended below.
 - Transferees must be deemed fit for work by their employer, shall not be in a fatigued state and shall not be under the influence of drugs and/or alcohol.
 - Transferees must comply with all onboard induction and instruction processes, as delivered by competent personnel and all transfers will be done under close escort and direction of a competent person.
 - A transferee will not be transferred if competent personnel do not consider that the transferee is physically and mentally prepared to carry out the transfer.
 - Transferees (other than Trainee Marine Pilots) must complete the above pre-transfer formalities for each transfer undertaken.
 - Transferees who are Trainee Marine Pilots will carry out regular transfers at sea during their training and will quickly gain the necessary skills to be exempted from these pre-transfer formalities. Trainee Marine Pilots will be deemed competent once a sufficient number of transfers has been executed to the satisfaction of competent personnel.



5 Transfer at sea

Transfer at sea for Transferees will only occur when:

- All pre-transfer formalities are completed to the satisfaction of competent personnel.
- Attending competent personnel are satisfied that it is safe to conduct the transfer in the prevailing conditions.
- Transferee gives a final confirmation that they understand their required actions and are physically and mentally prepared to conduct a safe transfer.
- Transferee remains under constant close escort and direction from a competent person.

6 Stop Work Authority

All personnel involved in any proposed personnel transfer at sea, including the transferee, have the power to exercise their Stop Work Authority and to decline the transfer for unresolved safety concerns.



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Appendix - Pre-Transfer Questionnaire and Acknowledgement

ABU Marine Personnel Transfer at Sea		
Pre-Transfer Questionnaire and Acknowledgement		
Ref:		Initial
1.	Transferee confirms that they have watched the personnel transfer video	
2.	Transferee agrees to undertake a transfer between vessels at sea, using a SOLAS approved Pilot ladder transfer arrangement and understands the assessed risks and prescribed procedures in place to ensure a transfer at sea is conducted safely	
3.	Transferee understands the pre transfer induction and understands requirements onboard both Pilot Vessel and Ship, including requirements when moving around the Pilot Vessel and use of hook on/off safety rail	
4.	Transferee confirms that they are physically fit for the task	
5.	Transferee confirms that they are not in a fatigued state	
6.	Transferee confirms that they are not under the influence of drugs and/or alcohol	
7.	Transferee confirms that they will be under close escort and will follow all directions from their escorting competent person(s) with respect to the transfer process	
8.	Transferee confirms that they understand the correct donning and operation of their Personal Protective Equipment (PPE) in particular their Personal Floatation Device (PFD)	
9.	Transferee understands the procedures and actions in the event of manoverboard	
10.	Transferee understands that they can exercise their Stop Work Authority at any time where safety concerns prevent them from conducting the transfer	
11.	Transferee understands that they will not be transferred if competent personnel do not consider that the transferee is physically and mentally prepared to carry out the transfer	
Transferee sign off		
The undersigned acknowledges that they have answered affirmatively to each of the questions in the above questionnaire		
Name	Signature	
Competent Person sign off		
The undersigned competent person has confirmed Transferee's affirmative responses above and is satisfied that they are prepared to make the personnel transfer at sea		
Name / Role	Signature	
	Date	