PROJECT TITLE:	**EA field & OGGS Pipeline Survey**
DOCUMENT TITLE:	**Fast Rescue Craft Procedure**
DOCUMENT NUMBER:	**23-0022-OPS-PR-004**
CURRENT REVISION:	**Issued For Use 1.0**
DATE:	**04/07/2024**

REVIEW	**PREPARED**	**AB**		**PAGES** 13
	CHECKED	**DPL**		
	APPROVED	**RAL**		

Document Revision Record

Revision	Date	Description of Change	Page No(s)
0.0	20.06.2024	Document created	All
0.1	02.07.2024	Issued for internal review	All
1.0	04.07.2024	Issued for use	All

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ABBREVIATIONS

Abbreviation	Definition
COLREGS	Collision Regulations
FRC	Fast Rescue Craft
HAUV	Hybrid Autonomous Underwater Vehicle
HSEQ	Health, Safety, Environment & Quality
OM	Offshore Manager
OOW	Officer Of the Watch

Abbreviation	Definition
PPE	Personal Protective Equipment
PTW	Permit to Work
SOLAS	Safety of Life at Sea
TBT	Tool Box Talk
TRA	Task Risk Assessment
VM	Vessel Manager

REFERENCE DOCUMENTS

Ref No.	Document Title	Document Number
[101]	Management of Change Procedure	HS-PR-009
[102]	Permit to Work System Isolation Requirements	HS-PR-015
[103]	Risk Identification and Management procedure	HS-PR-005
[104]	Tool Box Talk	HS-FM-001
[105]	COLREGS 1972	N/A
[106]	SOLAS Regulations 1974	N/A
[107]	HAUV3 Emergency Recovery Procedure	23-0022-OPS-PR-004

1 PURPOSE AND SCOPE

1.1 PURPOSE

This document is to provide a comprehensive procedure for the safe deployment, operation, and recovery of the Fast Rescue Craft (FRC) during offshore energy operations. The goal is to ensure the safety of personnel and efficient conduct of FRC activities.

For the OGGS Pipeline & EA Field Project, the responsibility of ensuring that the FRC procedure is carried out correctly is that of Fadfae Engineering, however, Modus personnel must be aware of the procedure and must abide by the guidelines set out within.

1.2 SCOPE

This procedure outlines the guidelines for the deployment, operation, and recovery of an FRC in offshore operations. It ensures the safety of personnel and efficiency of operations across various offshore environments. The scope includes routine operations, emergency responses, and maintenance activities, emphasising adherence to safety protocols, regulatory compliance, and risk management. All personnel involved in FRC operations are required to follow this procedure.

Key aspects covered include:

- **Routine Operations:** Daily inspections, crew transfers, and equipment deliveries.
- **Emergency Situations:** Medical emergencies, evacuations, and search and rescue missions.
- **Maintenance and Inspections:** Regular maintenance checks and documentation to ensure FRC readiness and safety.

All involved personnel, including deck supervisors, FRC operators, crew members, and HSEQ officers, must adhere to these guidelines. The procedure emphasises compliance with international maritime safety regulations, local laws, and company policies, and includes provisions for risk assessment and mitigation to handle potential hazards effectively.

For Modus personnel, this document is intended to be used as a Guidance Document as Fadfae will ultimately be responsible for developing a site/ project specific protocol for FRC utilisation. This document is to used in conjunction with HAUV3 Emergency Recovery Procedure [107] when carrying out emergency recovery operations.

1.3 KEY RESPONSIBILITIES

The successful deployment, operation, and recovery of FRC's in offshore operations require the coordinated efforts of various stakeholders. Each group has specific roles and responsibilities to ensure safety, compliance, and efficiency.

1.3.1 OFFSHORE MANAGERS/ VESSEL MANAGER

Responsibilities:

- Oversee all FRC operations and ensure they align with safety protocols and operational guidelines.
- Coordinate with various departments to facilitate seamless operations and address any issues promptly.
- Approve risk assessments and emergency response plans.

1.3.2 DECK SUPERVISORS

Responsibilities:

- Supervise the preparation, launching, and recovery of the FRC.
- Ensure all safety equipment is in place and functional.
- Conduct pre-launch briefings and ensure all crew members understand their roles and responsibilities.

1.3.3 HAUV SUPERVISOR

Responsibilities:

- Ensure Modus offshore Crew have read and understand the FRC procedure.
- Support Deck Supervisor with preparation, launch and recovery of the FRC.

1.3.4 FRC OPERATORS

Responsibilities:

- Safely navigate and operate the FRC during all missions adhering to all COLREGS (1972) [105].
- Perform checks on navigational and communication equipment before departure.
- Execute tasks such as inspections, rescues, and crew transfers with precision and adherence to safety standards.

1.3.5 FRC CREW MEMBERS

Responsibilities:

- Assist the FRC operator with navigation and mission-specific tasks.
- Ensure the readiness of PPE and other safety gear.
- Conduct routine checks and maintenance of onboard equipment.

1.3.6 HSEQ Officers

Responsibilities:

- Monitor compliance with health, safety, and environmental regulations during FRC operations.
- Conduct safety briefings, risk assessments, and regular safety drills.
- Investigate any incidents or near-misses and implement corrective actions.

1.3.7 Technical Support Teams

Responsibilities:

- Provide technical assistance and maintenance for the FRC and associated equipment.
- Ensure that all technical aspects are in optimal condition to support safe and efficient operations.
- Update and manage documentation related to equipment maintenance and safety checks.

1.3.8 Emergency Response Teams

Responsibilities:

- Coordinate with FRC operators during emergency situations to provide support and guidance.
- Ensure readiness to respond to emergencies, including medical evacuations and search and rescue operations.
- Conduct regular training and joint exercises with FRC crews to maintain preparedness.

1.3.9 Regulatory Compliance Officers

Responsibilities:

- Ensure that all FRC operations comply with international, national, and local maritime safety regulations.
- Ensure that all FRC's comply with the current SOLAS Regulations [106].
- Keep up to date with changes in regulations and standards and communicate these to relevant stakeholders.
- Conduct regular audits and inspections to ensure ongoing compliance.

1.3.10 OOW

Responsibilities:

- Coordinate the movement of any support vessel used to provide support to the FRC.
- The OOW is to monitor communications and maintain communications with the FRC.

By clearly defining the roles and responsibilities of each stakeholder group, the FRC procedure ensures a coordinated approach to offshore operations, prioritising safety, efficiency, and regulatory compliance.

2 HSEQ

2.1 HSEQ - General

All activities described within this document shall be performed in accordance with requirements given in the Modus Business Management System (BMS) which is accredited in line the ISO:9001, ISO:14001 and OSHAS:45001 Standards.

All internal documents for the project relating to HSEQ are referenced in the referenced documents section and should be read in conjunction with this procedure. Any additional task related safety awareness that needs to be highlighted regarding FRC operations will be addressed in the body of this document.

2.2 Risk Assessments

All offshore operations will be executed in accordance with the Risk Identification & Management Procedure, HS-PR-003, (Ref. [103]).

The Modus specific Risk Assessment identifies the risks associated with specific elements of Modus operational activities. The Risk Assessment also identifies the controls required, which also consider the different human behaviour traits that are exhibited performing the same task under different conditions. The Risk Assessment has been completed by the Team Leader/Chairman with a minimum of two experienced personnel in the activity.

An FRC risk assessment will be completed by the Deck Supervisor and supported by the HAUV supervisor prior to any FRC operations offshore.

2.3 Management of Change

In the event of any unplanned circumstances which affect this procedure, then this procedure can be changed to ensure the safety and efficiency of the operation. Any change to this procedure will be performed in accordance with the Management of Change Procedure, HS-PR-009, (Ref. [101]), and in clear understanding between the involved parties.

2.4 Toolbox Talks

Toolbox Talks will be conducted at the start of each shift and/or during shift if required. These will be repeated at shift handovers, and on any change in the operating situation. TBT's, ref [104]: HS-FM-001 Toolbox Talks, are identified within Procedure Task Plans.

Relevant operating procedures, such as the FRC procedure and associated risk assessments must be reviewed during the TBT.

2.5 Permit to Work

All vessel-controlled operations and related work will be controlled and co-ordinated using the vessel PTW system, as required. The implementation of the vessel PTW is the responsibility of the Vessel Captain. Modus will ensure that all applicable works undertaken are conducted in full compliance with the vessel PTW system.

The need to conform to these requirements should be clearly highlighted within the vessel induction, which will be undertaken by all Modus personnel embarking on the support vessel.

3 PROCEDURE

The procedures required for deployment, operation, and recovery of the FRC will be dependent on many factors, including the task to be performed, resources, parent vessel, weather conditions, and location. Therefore, the examples and procedures in this document are guidelines for preparation of Site-Specific Procedures and cannot always be used directly as Worksite Procedures. The HAUV Manager/Supervisor shall ensure the preparation and issue of Site and System Specific Procedures, using these procedures as a guideline.

3.1 PREPARATION

3.1.1 CREW BRIEFING

- Conduct a pre-operation briefing covering objectives, roles, weather conditions, and safety measures.
- Review emergency procedures and communication protocols.

3.1.2 EQUIPMENT CHECK

- Inspect the FRC for any mechanical issues, fuel levels, and safety equipment.
- Ensure all necessary equipment is onboard and in good working condition.

3.1.3 PPE

- Ensure all crew members wear appropriate PPE, including life jackets, helmets, gloves, and suitable clothing.

3.2 LAUNCHING THE FRC

3.2.1 WEATHER ASSESSMENT

- Check weather conditions and forecasts to ensure safe operation.
- Postpone or cancel the launch if conditions are unfavourable.

3.2.2 COMMUNICATION

- Establish communication with the offshore installation and maintain continuous contact.
- Perform a radio check before launching.

3.2.3 LAUNCHING PROCEDURE

- Board the FRC when instructed to do so
- Ensure crew members are seated and secured before lowering.
- Securely lower the FRC into the water using the davit or crane system.
- Release the FRC from the lifting hooks once it is safely in the water.

3.3 Operating the FRC

3.3.1 Navigation

- Navigate carefully, maintaining a safe distance from other vessels and offshore installations.
- Use navigational aids and charts to follow the planned route.

3.3.2 Safety Protocols

- Maintain a lookout for potential hazards such as floating debris or marine traffic.
- Adhere to speed limits and operational guidelines.
- Ensure all crew members remain seated and secured while the FRC is in motion.

3.3.3 Emergency Situations

- In case of an emergency, follow the predefined emergency response plan.
- Communicate immediately with the offshore installation to report the situation and receive instructions.

3.4 Recovery of the FRC

3.4.1 Preparation for Recovery

- Inform the vessel of the FRC's return and prepare for recovery.
- Secure all loose equipment and ensure crew members are ready for lifting.

3.4.2 Recovery Procedure

- Approach the recovery point slowly and with caution.
- Attach the lifting hooks to the FRC and secure it for hoisting.
- Carefully lift the FRC out of the water using the davit or crane system.

3.4.3 Post-Operation Checklist

- Conduct a debriefing to discuss the operation and any issues encountered.
- Perform a post-operation inspection of the FRC and report any maintenance needs.
- Replenish fuel and restock equipment as necessary.

3.5 Documentation and Reporting

Proper documentation and reporting are critical components of the FRC procedure, ensuring accountability, traceability, and continuous improvement. This section outlines the types of documentation required, the reporting protocols, and the responsibilities of various stakeholders in maintaining accurate records.

3.5.1 Types of Documentation

3.5.1.1 Operational Logs

- **Daily Logbook:** Records daily activities, including crew lists, weather conditions, and mission details.
- **Mission Reports:** Detailed reports for each mission, including objectives, outcomes, and any incidents encountered.

3.5.1.2 Maintenance Records

- **Inspection Checklists:** Pre- and post-operation checklists to ensure the FRC is in good working condition.
- **Maintenance Logs:** Records of routine maintenance, repairs, and upgrades performed on the FRC and its equipment.

3.5.1.3 Safety Documentation

- **Risk Assessments:** Detailed assessments identifying potential hazards and mitigation measures for each operation.
- **Safety Briefings**: Records of safety briefings conducted before each mission, including topics covered and attendees.
- **Emergency Drills:** Documentation of emergency drills, including scenarios practiced, participants, and outcomes.

3.5.1.4 Regulatory Compliance

- **Certificates and Permits:** Copies of all required certificates, permits, and licenses for FRC operations.
- **Audit Reports:** Results of internal and external audits, including findings and corrective actions taken.

3.5.1.5 Incident Reports

- **Accident and Near-Miss Reports:** Detailed accounts of any accidents or near-misses, including causes, actions taken, and preventive measures.
- **Incident Investigation Reports:** Comprehensive investigations of significant incidents, outlining root causes and recommended improvements.

3.5.1.6 Training Records

- **Training Logs:** Documentation of all training sessions attended by FRC crew members, including dates, topics, and certifications earned.
- **Competency Assessments:** Records of assessments evaluating the competency of crew members in FRC operations.

3.5.2 Reporting Protocols

3.5.2.1 Routine Reporting

- **Daily Reports:** Submitted by the FRC operator to the OM/VM summarising the day's activities and any issues.
- **Weekly Summaries:** Compiled by the Deck Supervisor, summarising FRC operations, maintenance activities, and safety briefings.

3.5.2.2 Incident Reporting

- **Immediate Notification:** Any accidents, near-misses, or significant issues must be reported immediately to the OM/VM and HSEQ Officer.
- **Incident Report Submission:** A formal incident report must be submitted within 24 hours, detailing the incident and initial response actions.
- **Follow-Up Reports:** Additional reports may be required to document the outcomes of investigations and the implementation of corrective measures.

3.5.2.3 Regulatory Reporting

- **Compliance Reports:** Regular submissions to regulatory authorities, as required, to demonstrate compliance with maritime safety regulations.
- **Audit Findings:** Reporting the results of audits to senior management and relevant authorities, along with action plans for addressing any deficiencies.

By maintaining comprehensive and accurate documentation, the FRC procedure ensures transparency, facilitates continuous improvement, and upholds the highest standards of safety and regulatory compliance in offshore operations.