

Clearheart Construction Co., Inc.

Marine Transportation

MARINE TRANSPORTATION

API RP T-1 Orientation Programs for Personnel Going Offshore for the First Time

All employees whose job duties require that they engage in offshore work will receive initial water survival and offshore orientation training prior to any offshore activities. Additionally, they will receive annual refresher training.

This training will be given in-house by competent persons. Training will be documented by utilizing training sign-in sheets. The Safety Director is responsible for maintenance of training records and these records will be maintained at a local location, specifically, the Safety Director's office. Documentation of training will be furnished on those employees whose work location varies.

Training will fulfill the requirements of the U.S. Department of Interior Material Management Service as well as the above reference API documents which may be purchased from the [API web site](#).

Training will include:

- a. A description of the appropriate work cloths and PPE for specific jobs and locations. Consideration will be given to protection of skin, head, eyes, hands, feet, and respiratory and auditory systems. All PPE will be supplied by the company.
- b. An explanation of the requirement that firearms, illegal drugs and alcoholic beverages are prohibited on vessels.
 1. Vessel captains may refuse to transport or board persons judged to be under the influence of drugs or alcohol.
- c. A review of Chapter 5 of API RP T-1, *Orientation Programs for Personnel Going Offshore for the First Time*, October 1995, Reaffirmed March 2007. This chapter addresses normal and emergency operations for vessel transportation.

Vessel Transportation – Normal Operations

Note: All vessel captains must possess current licenses, issued by the proper authority, to navigate any vessel. Only properly licensed vessel captains will navigate vessels.

Follow the captain's instructions. The captain is in complete charge of the boat, its cargo, and its passengers. The vessel captain has full authority

during boarding, loading, when underway, and disembarking procedures. The vessel captain has the authority to refuse passage to anyone considered an unsafe passenger.

The captain has the authority to require that seatbelts be worn when available.

The captain has the authority to refuse to allow persons to board the vessel who do not adhere to the Personal Flotation Device (PFD) rules.

All hazardous materials must be properly identified, classified, named, packaged, marked, labeled, and manifested. If these requirements are not met, the captain has the full authority to refuse transportation of hazardous materials.

Provide the captain (or dispatcher) all requested information before boarding which may include your name, total weight including gear, company affiliation, and destination.

Follow the captain's instruction as to the loading procedures, storage of luggage and cargo, eating arrangements, and smoking restrictions.

Disembarking from a boat to a platform in open water is dangerous. If two-tier ropes are provided, always swing from the rope farthest from you. Always wear a PFD snugly fitted and securely fastened.

If transferring by swing rope, have both hand and arms free, catch the knotted rope when the boat is on top of a swell, and swing to the platform by pushing off from the boat with your feet. Do not let the swing rope get between your legs. After landing on the platform, release the rope for the next person and be ready to help the next person on their landing.

Transfer your luggage and material by material basket and crane or by hand them from the boat to personnel on the platform.

If you transfer by personnel basket, position yourself on the deck of the boat, clear the descending basket as directed by the captain. The basket will be lowered onto the deck from the structure above. When it is on the deck, place your luggage in the bottom center of the basket. Then stand on the outside rim of the basket, facing and leaning slightly toward the center and grasp the basket ropes securely. Keep your knees bent and be prepared for unexpected moves.

Read emergency procedure instructions and follow the captain's instruction in the event of an emergency.

Vessel Transportation – Emergency Operations

The captain and crew have emergency drills on how to don a PFD, fire, man overboard, and abandon ship. You should participate in these drills.

Know, before hand, emergency exits, fire extinguisher locations, and evacuation routes so you are prepared in case of a real emergency.

If someone falls in the water, inform the captain by shouting “Man overboard” and assist in the rescue as directed by the captain.

Do not release any gear from the boat unless directed by the captain.

If it become necessary to abandon ship, stay near the boat and prepare to use the survival kit signaling devices.

Always follow the captains instructions.

Items that may Damage Outer Continental Shelf (OCS) Fishing Devices:

All employees must be aware of the materials, equipment, tools, containers, and other items used in the OCS that are of such shape or configuration that they are likely to snag or damage fishing devices. These items must not be allowed to enter the water.

Employee will follow the below guidelines:

- a. all loose materials, small tools, and other small objects will be kept in a suitable storage area or a marked container when not in use.
- b. all cable, chain, or wire segments will be recovered after use and securely stored until suitable disposal is accomplished.
- c. skid-mounted equipment, portable containers, spools, reels, and drums will be marked with the owner’s name before use or transport over offshore waters.

Note: all marking must clearly identify the owner and must be durable enough to resist the effects of the environmental conditions to which they may be exposed.

MMS PINC G-252 stipulates that the above markings cannot be made with chalk, grease pencil or crayon, marking pens, non-waterproof decals, or water based paints.