



# ST. VINCENT AND THE GRENADINES

MARITIME ADMINISTRATION

## CIRCULAR N° GEN 020

### GUIDELINES FOR ST. VINCENT AND THE GRENADINES' NON-PROPELLED SELF-ELEVATING PLATFORMS

**TO:** **RECOGNIZED ORGANIZATIONS (RO), FLAG STATE INSPECTORS, SHIP OWNERS, SHIPS' OPERATORS, SHIPS' MANAGERS AND MASTERS**

**APPLICABLE TO:** **ALL NON-PROPELLED SELF-ELEVATING PLATFORMS**

**EFFECTIVE AS FROM:** Date of this Circular

30<sup>th</sup> June 2016

#### **1. General**

These guidelines apply to non-propelled self-elevating platforms (the units) of all types. For the purpose of these guidelines a self-elevating platform is defined as any non-propelled marine vessel that is fitted with legs and a jacking system that provides the vessel with the capability to elevate the hull above the surface of the sea.

The units should operate within a specific trading area or limited distance from a safe haven as indicated in the Classification Certificate and in the statutory documents.

In addition, the units should comply with regulations issued by local port or river authorities and Harbour Masters whenever they are in transit or engaged in elevated operations in waters controlled by such authorities.

The units generally arrive on location in the floating mode. The transportation to the site may be undertaken either as a wet or dry (piggy-back) tow. Once on the location the platform operates in elevated mode.

#### **2. Manning**

A Minimum Safe Manning Document is not required for unmanned units:

- which are not fitted with certified accommodation
- which do not carry permanent crew accommodated on board; and on
- which the crew and project workers are routinely transported at the end of each shift.

“Certified Accommodation” means permanent or temporary certified crew accommodation comprising sleeping cabins with sanitary facilities, galley, mess room and recreation spaces intended for occupation by the crew and project workers. This specifically excludes temporary or permanent containerised or modular accommodation units installed on the units to provide limited shelter, feeding and sanitary facilities for personnel that are not routinely accommodated on board.

A Minimum Safe Manning Document is not required for units of less than 24m.

A Master does not have to be on board units which are not required to have a Minimum Safe Manning Document. The operating company should designate **a person in charge** provided with the overriding authority and responsibility. The operating company is also responsible for the person in charge to be fully aware of the characteristics, capabilities and limitations of the unit. This person should be also fully aware of the responsibility for emergency organization, for conducting emergency drills and training as required by Section 4 of this Circular.

Companies which are responsible for the operation of the unit should ensure that the person in charge has the overriding authority and responsibility to take decisions related to safety and pollution prevention. Accordingly a close co-ordination between the person in charge and third party personnel carrying activities concerning ship safety and pollution prevention should be made.

Furthermore, when these units are in floating mode under tow, they may carry a riding crew. Provisions should be made for embarking and disembarking riding crews whenever necessary, and sufficient means of escape, fire fighting appliances and lifesaving equipment for the riding crew should be available and ready for deployment.

### **2.1 Familiarization, basic safety training and instruction and competences for all personnel on board**

Notwithstanding the lack of a statutory requirement, Masters serving on permanently manned units should be in possession of STCW 95 certification **OR** relevant training in accordance with IMO Resolution A.891 (21) and, in addition, should have received formal training in operations of the units.

Crane operators should be in possession of a Crane Operator’s Certificate appropriate for the operation of the equipment installed.

Seafarers on the permanently manned units should be in possession of valid Certificates of training of the type provided in the course of induction for personnel engaged in the offshore oil and gas industry, for example, UK OPITO Basic Offshore Safety Induction and Emergency Training (BOSIET) or similar.

The persons in charge mentioned in Section 2 of this Circular serving on the unmanned units are recommended to have relevant training in accordance with IMO Resolution A.891 (21).

Before being assigned to duties related to the regular operations of the unit, all personnel on the units should be familiarized in accordance with paragraph 5.2 of IMO Resolution A.891 (21).

### **3. Class and Statutory**

The units should be classed and class maintained in accordance with the rules of a recognized Classification Society.

Permanently manned units should be certified in compliance with the IMO MODU Code or IMO SPS Code. The latter may be applicable to units which are used neither for the exploration and operation of offshore oil and gas fields nor for servicing fixed platforms.

Unmanned units should, at least, be provided with a Classification Certificate and a statement of facts or similar documents, issued by the vessel’s Classification Society, verifying the provision of adequate safety equipment taking into account operating area and the number of temporary personnel on board.

Original certificates, documents, publications and drawings should be carried on board the units. Certificates for the units not fitted with permanent superstructures, enclosed control rooms or accommodation may be kept on board the towing vessel or at the owner's office, and should be made available for inspection prior to vessel's deployment.

#### **4. Emergency procedures, instructions training and drills**

Permanently manned units should comply with the relevant provisions concerning emergency procedures, instructions training and drills contained in the IMO MODU Code.

The units which comply with the SPS Code should adhere to SPS Code/SOLAS for the similar provisions.

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

The person in charge for unmanned units should be responsible for the following:

- To ensure that Emergency Muster Lists, Safety Equipment Plans, Evacuation and Escape Route Signs are posted to the relevant locations on board;
- To ensure that Emergency Muster Points are properly marked;
- To organize and record trainings and drills according to the plan.

#### **Modular (Temporary) Accommodation**

Installation of modular (temporary) accommodation should be approved by the unit's Classification Society.