**SHIP-TO-SHIP CARGO OPERATION CHECKLIST**

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| **SHIP TO SHIP TRANSFER**  **CHECKLIST 7 - PERSONNEL TRANSFER BY CRANE CHECKS** | |
| Ship’s Name: |  |
| Date and Location of Transfer: |  |

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| **A. Prior to Arrival at STS Position – Crane** | | | | **Checked** |
| 1. | A visual inspection has been undertaken by a qualified person of all operating parts, including runner wire, sheaves, cargo block/hook, hydraulic piping, etc.  (Wires are lubricated with no signs of kinks, rust or nips. Wires are evenly stowed on the winch drum with no tangles or loops. Check hook swivel. Check wire rope terminations at hook and winch drum are in place and secure. Also refer to manufacturer’s inspection recommendations) | | |  |
| 2. | A full functional operating check has been performed, in accordance with the manufacturer’s instruction manual, and all controls have been confirmed as operating satisfactorily.  (Wind speed and vessel movement suitable to perform operation?) | | |  |
| 3. | All crane safety devices have been tested. The operation of limit switches, hook safety latch, brakes, etc has been checked.  (Cranes must be fitted with hoisting upper and lower limits, luffing upper and lower limits) | | |  |
| 4. | The emergency mode of operation has been tested.  (Does the hoisting winch have an alternative means of lowering if the crane loses primary power? This can include emergency sources of power or manual operation (hand pump)) | | |  |
| 5. | State date wire last replaced |  | State date of last load test |  |

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| **B. Prior to Arrival at STS Location - Personnel Transfer Basket (PTB)** | | **Checked** |
| 1. | The PTB is certified for use |  |
| 2. | A complete visual check has been performed of all components of the PTB in accordance with manufacturer's guidance  (Checks should include the lifting ring, load line, safety load line, lifting sling and shock cords, aluminum rings, ultra line rigging line, splices, etc)) |  |
| 3. | Steel components have been inspected for deterioration, cracks, distortion, weld integrity, rust etc |  |
| 4. | Tag lines are attached to the bottom outside of the basket in accordance with manufacturer's guidelines |  |
| 5. | The condition of personal flotation devices (PFDs) has been checked and there are sufficient to ensure their availability for all personnel being transported  (The PFD should be suitable for basket transfer, taking into consideration the height above sea level) |  |

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| **C. Pre-Personnel Transfer Operation** | | **Checked** |
| 1. | All participants have been properly briefed to ensure that transfer procedures are understood |  |
| 2. | All persons in direct control of the crane have completed on board training as per owner's requirements  (The person operating the crane for personnel transfers should be an experienced crane operator and be fully familiar with the international crane hand signals). |  |
| 3. | The officer in charge has confirmed that the personnel basket and crane have been inspected and tested before use, as per owner's instructions and manufacturer's guidance |  |
| 4. | Sufficient personnel are available to perform the transfer safely  (Cranes must only be operated by trained and certified personnel) |  |
| 5. | A pre-transfer safety meeting has been held and the transfer plan has been agreed  (Discussions should include method of communications, use of standard crane signals, etc) |  |
| 6. | Site conditions, including sea state, currents, wind speed and direction and weather, have been assessed to ensure that the transfer can be conducted safely  (If the transfer is to take place at night, check availability of search lights and flood lights) |  |
| 7. | The deck area is clear of obstruction to safely land the basket |  |
| 8. | A simulated transfer has been undertaken prior to first transfer of personnel |  |
| 9. | Radio contact has been established between the two vessels and the responsible person in charge of the transfer arrangements on deck |  |
| 10. | Where possible, raising and lowering of the basket will be mainly carried out above the sea and not above the vessel |  |
| 11. | The reach of the lifting equipment extends sufficiently far enough to ensure that the basket will not be pulled over excessively during the transfer |  |
| 12. | A lifebuoy with light and line is available at the transfer location |  |

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| **D. Personnel Being Transferred** | | **Checked** |
| 1. | Personnel understand the transfer procedure and transfer sequence and have been instructed to hold on at all times and observe all instructions from those in charge of the operation |  |
| 2. | Personnel have agreed to be transferred |  |
| 3. | The correct PPE is being worn  (Minimum PPE requirements are a PFD and a safety helmet) |  |

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| Name : | |
| Rank : | |
| Signature : | Date : |

**Other considerations:**

1. Both vessels have clear authority to stop the transfer if conditions are considered unsafe.

2. Individuals being transferred should wear a PFD and a safety helmet. All PFDs should be equipped with suitable means of illumination during night time transfers.

3. A rescue boat should be available for immediate launching in the event that a person falls into the sea during the transfer.

4. The limitations associated with the minimum or maximum angles of crane booms should be considered. It is recommended that the minimum outboard reach should be five metres at the lowest jib angle.