



قطر للبترول
Qatar Petroleum

GUIDELINES FOR PERSONNEL TRANSFER BY VESSELS IN RLC TO AND FROM OFFSHORE WORKPLACES

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1.0 **OBJECTIVE / INTRODUCTION**

This Guideline entitled Transportation of Personnel/Employees by Vessel to or from a Workplace in the Offshore Petroleum Industry, provide guidance in formalities and a consistent practice for the safe transportation of Personnel /Employees by vessels to, and from an Operator's offshore Workplaces. This Guideline is intended to complement an individual's Agencies, Operator's and Employer's procedures, as well as legislative and regulatory requirements, for the transportation of Personnel /Employees to and from a Workplaces by vessels and to make an appropriate contribution towards the achievement of the maritime security outcomes.

2.0 **SCOPE**

This document shall be applicable to all Vessels transferring Personnel from Ras Laffan Port to offshore work places and vice versa.

This guideline includes obligatory practices on the formality process, documentary requirements and procedures which shall be applied upon transfer of Personnel on board all vessels from Ras Laffan Port to offshore work places and vice versa.

Measures and practices imposed by this guideline should be implemented in such a manner to avoid interference with the security procedures and to prevent unnecessary delays to, vessels or personnel.

No statement in this document shall interfere with the requirements of any special or additional rules or regulations that may be introduced by IMO, the State of Qatar, General Directorate of Industrial Security (GDIS), Qatar Petroleum (QP), Ras Laffan Port Authority or Terminal Operator.

This Guideline shall not relieve the Vessel Masters of their respective responsibilities for the safety of operation on the vessel. The Vessel Master and crew shall at all times be familiar with the RLC Port Regulations and Terminal Regulations.

This guideline will not apply on vessels transferring personnel within Ras Laffan Port limits.

3.0 **TERMINOLOGY- DEFINITIONS / ABBREVIATIONS**

3.1 **Definitions**

Terms	Description
Agent	A local third party approved by port authority, appointed by Vessel owner or charterer to deal, on his behalf, with all local authorities.
Employee	Means an individual who, in return for monetary compensation, performs work or services for an employer in respect of a work or activity for which an authorization has been issued, an Employee is considered a Person being transported to or from a Workplace.
Employer	Means the entity that employs or contracts for the services of any individual in respect of a work or activity for which an authorization has been issued, if that entity has the power to exercise direction and control over the individual's work at the workplace.
Marine Installation / Structure	A Marine Installation or Structure includes any vessel used for construction, production or diving or geotechnical or seismic work, any offshore drilling unit, including a mobile offshore drilling unit, any production platform, subsea installation, pumping station, living accommodation, storage structure or loading or landing platform, and



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Terms	Description
	any other work, or work within a class of works including any supply vessel, standby vessel that provides any supply or support services to a vessel, installation, structure.
Offshore Installation Manager (OIM)	The manager responsible for the safety of all personnel onboard the installation, placed in command.
Port Regulations	Regulations published by RLC Port for reference and implementation by Port users
Shall	Mandatory action.
Should	Preferred action.
Vessel Master	The individual in command of the vessel and responsible for its safe and efficient operations and the safety of all personnel on board.
Vessel Owner /Operator	The owner of a vessel or company that is responsible for the safe day to day operations of the vessel. The vessel operator can be the vessel owner.
Work place	Any marine installation or structure where an employee is employed in connection with work or an activity for which an authorization has been issued; any workboat used by an employee, and operated from a marine installation or structure, to perform routine maintenance or repair work in connection with work or an activity for which an authorization has been issued; and any dive site from which, and any underwater area at which, a diving operation is conducted by an employee in connection with work or an activity for which an authorization has been issued.

3.2 Abbreviations

Abbreviation	Definitions
IM(L)	Manager, Ras Laffan Industrial City
IP(L)	Manager, Ras Laffan Port
IPL(L)	Head, Port Logistics and Administration, RLC
IPO(L)	Assistant Manager, Port Operations, RLC
IPR(L)	Head, Port Regulations, RLC
OIM	Offshore Installation Manager
QP	Qatar Petroleum
RLC	Ras Laffan Industrial City



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4.0 **GUIDELINES**

4.1 **Process of Offshore Personnel Transfer**

Offshore Personnel transfer is allowed by Ras Laffan Port Authority provided that the formalities have been fulfilled. The process of personnel transfer between RLC Port and Offshore work place and vice versa have been described in section 7.1 and 7.2.

4.2 **Transfer of Personnel from RLC Port to Offshore Work Place**

The process of transfer of personnel from RLC Port to an offshore work place is described below:

- a. The Vessel Agent shall verify if the personnel to be transferred from RLC Port to Offshore work place have a valid RLC gate pass and offshore pass. If the personnel do not have the relevant valid passes, then the same shall be applied and obtained.
- b. After ensuring that all personnel are holding a valid Ras Laffan Gate Pass and Offshore Pass, two (2) original copies of Personnel transfer list as per form (refer to section 7.3) shall be filled signed and stamped by the Vessel Agent.
- c. The Vessel Agent shall prepare a Personnel transfer list for each offshore work place.
- d. Before boarding the vessel to be transferred to the offshore work place, the Vessel Master shall check if personnel have relevant valid offshore passes.
- e. Any personnel who does not have a valid offshore pass for the particular work place shall not be allowed to board the transfer vessel. In such cases, the Vessel Master shall immediately inform RLC Port Control.
- f. Personnel who have a valid offshore pass shall update and sign on the personnel list forms.
- g. Upon boarding of Personnel, the Vessel Master shall then sign and stamp the copies of personnel list form. One copy shall remain on board the vessel and the other shall be given to the Vessel Agent for records.
- h. Upon disembarkation of Personnel at offshore work place, the Master shall present the Offshore Personnel list to the offshore installation Manager/Master for signature and stamp confirming that Personnel have disembarked.
- i. Personnel List shall be kept in a file on board performing transfer vessel for 1 year.

4.3 **Transfer of Personnel from Offshore Work Place to RLC Port**

The process of transfer of personnel from RLC Port to an offshore work place is described below:

- a. The Offshore Installation Manager/Master shall verify if the personnel to be transferred from offshore work place to RLC Port have a valid RLC gate pass. If the personnel do not have the relevant valid passes, then the same shall be applied and obtained.
- b. After checking that all personnel are holding a valid Ras Laffan Gate Pass, two (2) original copies of Personnel transfer list as per form (refer to section 7.3) shall be filled signed and stamped by the Offshore Installation Manager/Master.
- c. Before boarding the vessel to be transferred to RLC Port, the Vessel Master shall check if personnel have relevant valid RLC passes.
- d. Any personnel who does not have a valid RLC pass shall not be allowed to board the transfer vessel. In such cases, the Vessel Master shall inform RLC Port Control.
- e. Personnel who have a valid RLC pass shall update and sign on the personnel list forms.
- f. Upon boarding of Personnel, the Vessel Master shall then sign and stamp the copies of personnel list form. One copy shall remain on board the vessel and the other shall be given to the Vessel Agent for records.



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- g. Prior to disembarking at RLC Port, the Vessel Agent shall check if the disembarking personnel have a valid RLC Pass.
- h. Any personnel who does not have a valid RLC pass shall not be allowed to disembark the vessel. In such cases, the Vessel Agent shall immediately inform RLC Port Control.
- i. Upon disembarkation of Personnel at RLC Port, the Master shall present the Personnel list to the Vessel Agent for signature and stamp confirming that Personnel have disembarked.
- j. Personnel List shall be kept in a file on board performing transfer vessel for 1 year.

5.0 RESPONSIBILITIES

5.1 Vessel Agent

Agent shall ensure that an Offshore Personnel list is been prepared according to Personnel list Form (refer to section 7.3) filled properly and that the formalities are followed and that all Personnel information provided is true.

Agent shall ensure that all Personnel to be transferred are holding a valid Ras Laffan Gate Pass and a valid Offshore Pass until the date the Personnel will complete their offshore job and exit Ras Laffan Port.

Agent shall not leave the Personnel unattended inside Ras Laffan Port before boarding or after disembarking.

Agent to make sure that all Personnel are wearing the proper PPE, (safety shoes and coverall).

Agent to make sure that all Personnel coming from offshore to disembark in Ras Laffan Port, are as per the Offshore Personnel List, which is to be duly signed and stamped, as per the formality process.

Agent has an obligation to report any breach in the process to the Port Authority and Port Security immediately.

5.2 Offshore Work Place Operators

Operators shall ensure that all operations related to the transportation of Personnel by vessel to or from a work place are conducted in accordance with the applicable formalities, authorization, and legal and regulatory requirements and the Operator's safety management systems.

As part of overall safety planning and management, Operators shall ensure that:

- The applicable vessels are suitable for Personnel transportation and comply with the applicable class, flag and coastal state requirements and the International Convention for the Safety of Life at Sea (SOLAS).
- All equipment and devices used for Personnel transportation are certified by the relevant competent Authority and/or classification society as appropriate for the intended service and suitability for the activity, and all Personnel transfer equipment limitations shall be adhered to.
- The guidelines have been followed and all work authorizations (permits) are prepared and available.
- The carriage of Personnel and dangerous goods will be done in accordance with the vessel's individual passenger carrying certification. In all instances, the carriage of dangerous goods on Personnel transits will be minimized as much as practicable, in accordance with the International Maritime Dangerous Goods Code.
- The decision to transport Personnel to or from a Workplace by vessel will take into consideration the weather for both the outbound and inbound transits, as well as the



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weather at the offshore Workplace. Current sea states and forecasts will be considered and made available to all those involved in planning the Personnel transportation operation.

- The Offshore Installation Manager or his/her designate, in consultation with the Vessel Master and crane operator as applicable, has the ultimate authority on the Marine Installation or Structure, in the field, for the transfer of Personnel between the vessel and the Workplace.
- Otherwise, the Vessel Masters have the ultimate authority for the transfer of Personnel between vessels.
- Consideration is given to having a medic or a first aid attendant onboard the transporting vessel for roundtrip Personnel runs, in accordance with the individual offshore work place Operator's procedures.
- In accordance with the individual Offshore work-place Operator safety management systems regarding managing worker fatigue (and motion sickness), Personnel are assessed by a medic after having arrived onboard the work place and prior to commencing work.

5.3 Employers and Employees

Any Employee has the right to refuse to perform an activity at a Workplace if he/she has reasonable cause to believe that the performance of the activity constitutes a danger to themselves or to another individual. Employers are required to fulfill specific duties to ensure the health and safety of Employees.

Employers are required to meet all regulatory requirements. Employers are responsible for:

- The health and safety of its Employees and other individuals at a Workplace under its control;
- The health and safety of its Employees at a Workplace that is not under its control, to the extent that it controls their activities at the Workplace.
- The health and safety of its Employees while — and immediately before — they are transported on a passenger craft.

Employees While on a vessel transporting Employees to a Workplace, Employees will follow the instructions of the vessel crew and comply with regulatory requirements. Employees are responsible for:

- Notifying the Vessel Master or designate of any safety concerns, injury, or illness, including motion sickness, during the voyage.
- Reporting fatigue or any impediment to performing work safely to their immediate supervisors.
- Participating in the orientation of the vessel provided by the Vessel Master or designate.
- Respecting and following the established procedures, instructions and protocols on the vessel during transfer operations.
- Complying with the Operator's safety management system, policies and programs, including any related to fatigue or impairment management.

5.4 Vessel Owners/Operators

A Vessel Owner/Operator shall operate in full compliance with the requirements of their respective Classification Society and safety management systems. Furthermore, Vessel Owners/Operators shall ensure that their vessels are operated in accordance with the applicable Operator's safety management system. As part of overall safety planning and management, Vessel Owners will ensure that:



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- Each vessel's crew is trained in medical response, as required by the applicable regulations.
- Motion sickness medication is available.
- The guidelines have been followed and all work authorizations (permits) are prepared and available onboard for Port Authority Inspection.

5.5 Vessel Master

The Vessel Master is ultimately responsible, and holds the authority to make decisions, for matters related to the safety of the Vessel, Crew and Personnel to be transferred, and has authority to decide as to whether a transfer between the Workplace and vessel can be safely undertaken. The Vessel Master shall operate the vessel in accordance with applicable laws and regulations, and the Vessel Owner's and applicable Operator's management systems policies and procedures. As part of overall safety planning and management, the Vessel Master will ensure that:

- All Personnel are provided with a safety orientation and vessel overview prior to departure.
- The Operator is promptly notified of any health or safety issues or concerns related to the transport of Personnel.
- Each Personnel is provided with a berth.
- Personnel are provided with an area(s) for rest and relaxation.
- Meals and snacks are provided.
- Bottled water is provided.

6.0 REFERENCE STANDARDS AND CODES

- Offshore Marine Installations and Structures Occupational Health and Safety Transitional Regulations
- Safe Lifting Practice
- Standard Practice for the Training and Qualifications of Offshore Personnel
- Guidance on safety when transferring Personnel at sea
- Ras Laffan Port Information and Regulations guide



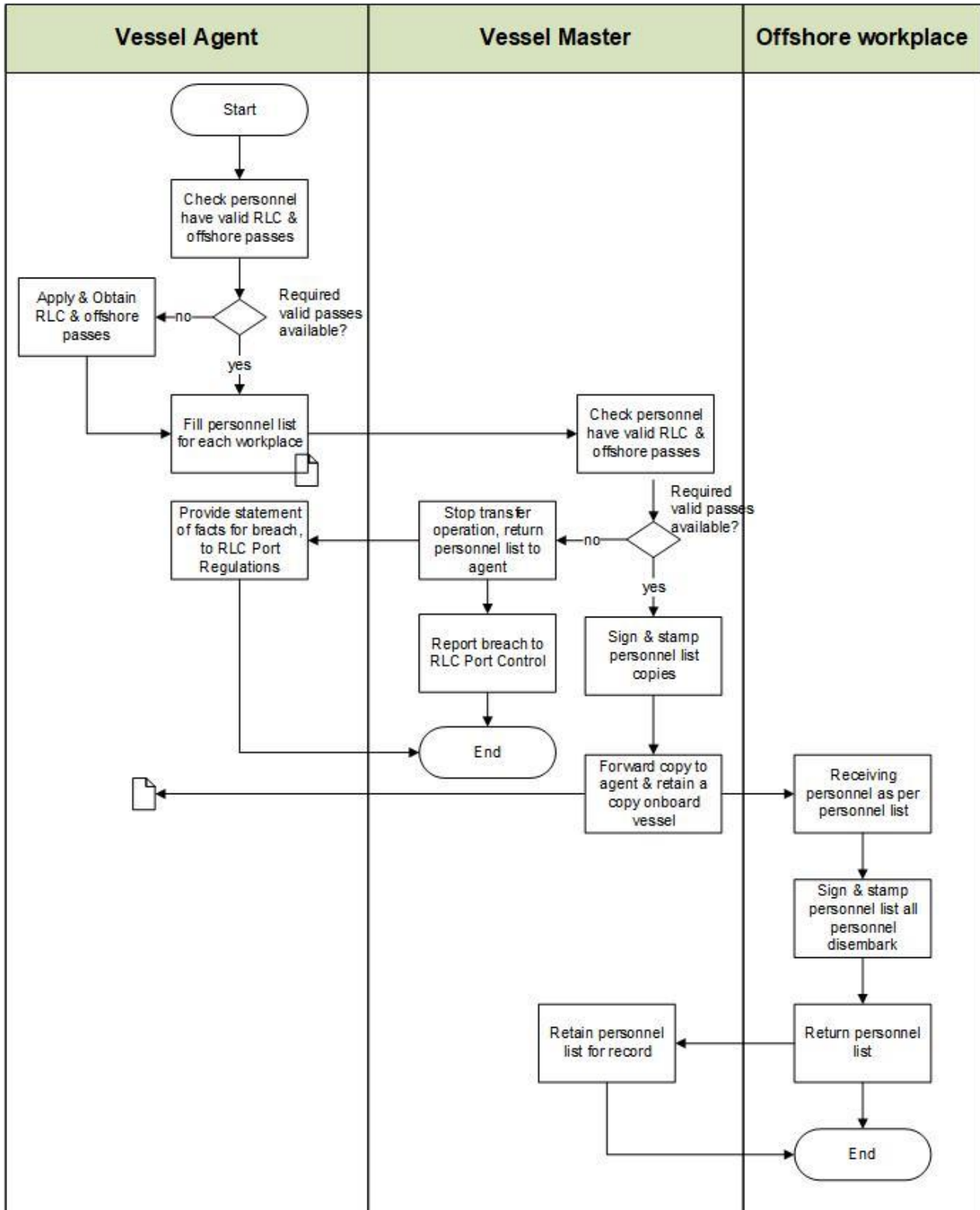
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7.0 APPENDICES

7.1 Process for Personnel transfer from Ras Laffan Port to Offshore Workplace



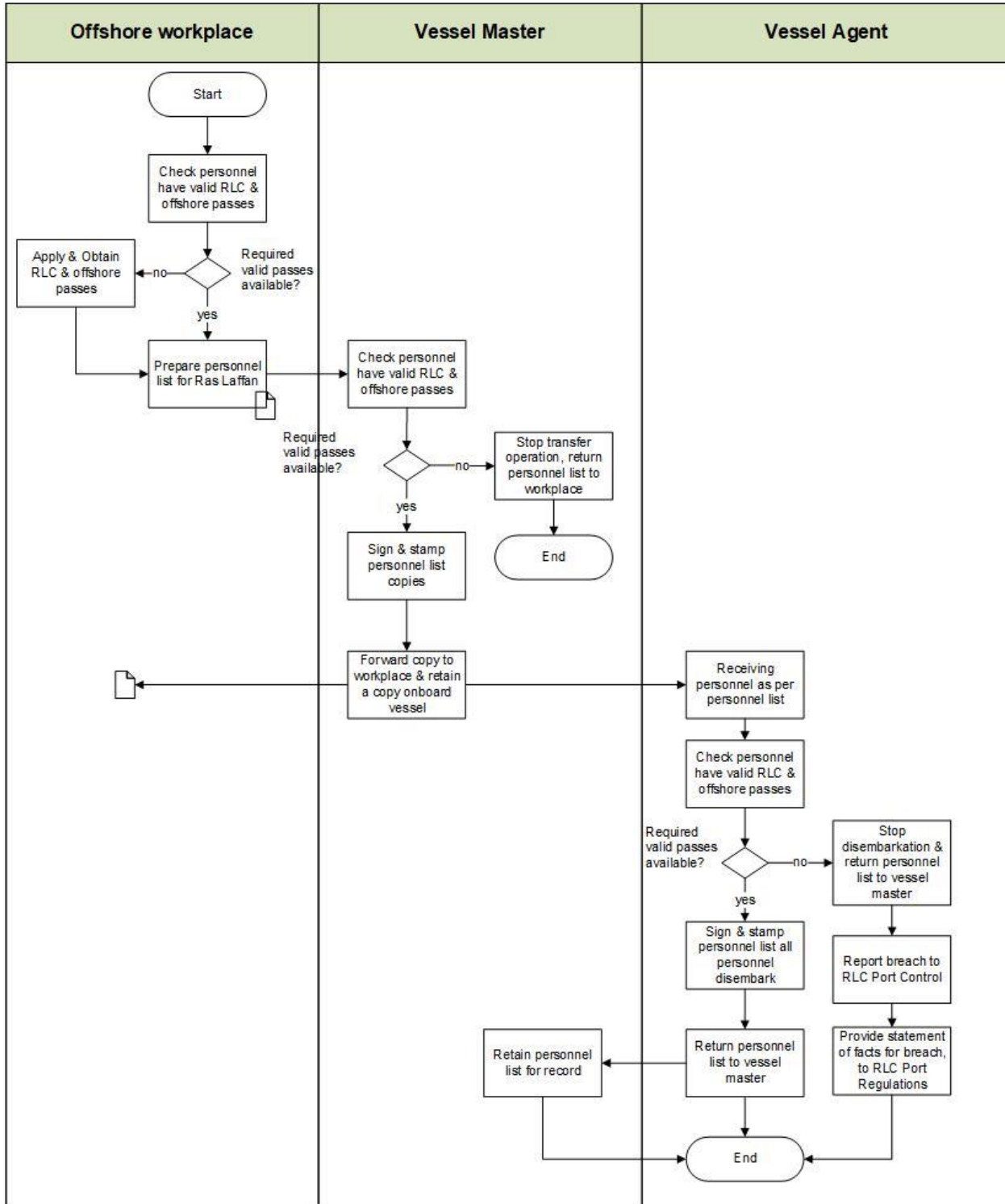


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7.2 Process for Personnel transfer from Offshore Workplace to Ras Laffan Port





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7.5 Sample Supplementary Security Pass

SUPPLEMENTARY SECURITY PASS		
		
App # :	RL 123456789	S. Card # : 1677970
IDNo :	123456789101	
Name :	XXXXXXXXXXXXXX	
This card is only valid when used in conjunction with MOI issued Badge		
Authorised Areas		الأماكن المصرح بدخولها
OF : 1,7 From 24/10/2019 To 27/01/2020		
This card is the property of Qatar Petroleum. If found, please return to Security Pass Office or Call 44526147 / 48		



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