

Minutes Of Common Guidelines Meeting

Held At Asco's Offices, Badentoy Avenue,
Portlethen, Aberdeen, AB12 4YB

Wednesday 29 October 2008 0930 Hours

MINUTES

Attendees:

Ole Steiner Andersen	Statoil Hydro
Robert Ashdown	Chamber of Shipping (Chairman & Secretary)
Henry Hendriks	Venture Production Nederland BV
Kjersti Hogestol	NSA
Keith Ricketts	ASCO (Technical Writer)
Loek Sakkers	Petersen Supply Link

Apologies

Ian Aitchison	STEP Change
David Blencowe	Maersk Supply Service
Magnar Gjerde	Farstad Shipping
Derek Hart	Transocean (IADC)
Robert Patterson	Oil & Gas UK
Hans Henrik Petersen	DSA
Fraser John Spencer	Maersk Oil & Gas

1. Welcome & Introduction

A general welcome was given to Asco's new offices along with a safety brief.

2. Matters Arising

2.1 Cargo Handling on Steel Decks

It was noted that additional text had been incorporated in the guidelines which drew attention to the extra care that needed to be taken when handling cargo on steel decks and a brief web-video was shown of the dangers of cargo sliding across the deck. It was also reported that this issue had been raised at OLF and was due to be raised at MSF in the hopes of finding a technical solution.

2.2 Update on Website Development & Costs

The group reviewed the front page of the new website (www.nwea.info) which would be the home of the revised guidelines. It was noted that once the new guidelines were uploaded it would be helpful to have a counter that recorded the number of times a copy of the guidelines was downloaded. In addition, it was suggested that the website contain the contact details for the national focal points so that operating companies had a direct contact point for comments and suggestions on the guidelines.

Action: Ole Steiner Andersen to investigate feasibility of above suggestions.

3. Outcome of Anchor Handling Sub-group Meeting (Bergen, October)

A brief report was given on the meeting of the Anchor Handling sub-group. It was noted that the sub-group had significantly rewritten Chapter 6 of the Common Guidelines and that it now reflected management guidance only. In addition, it was recognised that most of the revised OLF61A was now included and that the order of the chapter had been revised to make it more logical. One specific addition was a section on the responsibilities of the MODU owner as opposed to the OIM and that the approach was now centred more on a rig-move 'plan' rather than 'procedures'.

Given the centrality of Chapter 6 (Anchor Handling) to the document and the need for more robust guidance and procedures resulting from the loss of the Bourbon Dolphin, it was agreed that all participants should give careful scrutiny to the revised chapter 6 (**attached**) and revert with detailed comments.

It was agreed that it would be sensible for the sub-group to try and meet again in accordance with the next MSF all-members meeting and Mr Andersen agreed to contact the sub-group chairman to see if this was possible. It was stressed that this item is key to the successful review of the NWEA guidance and all present were encouraged to ensure that each nation provided at least one ship-operator and one rig-operator so that the discussions would be broad based and well informed.

Action: Ole Steiner Andersen to see if sub-group can meet on 26 November.

3.1 Ship-type Applicability of Adverse Weather Guidelines

The Steering Group agreed that it was not appropriate to determine adverse weather limitations for anchor handling operations. This was largely because of the diversity of vessels involved and the need to assess weather factors against the capabilities of the smallest. It was agreed that this item be deleted from future agendas.

It was also noted that the sub-group should, however, address the issue of competency possibly through some form of matrix which recorded experience, time and number of anchor handling manoeuvres. Although it was recognised that competency assessment should also be performed as part of a companies ISM procedures further guidance in these guidelines was considered beneficial. Furthermore, it was agreed that the sub-group should consider the competency of all involved (including rig-based personnel) in any operations including winch operations etc.

Action: Anchor Handling sub-group to include competency issues within their discussions.

4. Outcome of Dangerous Goods Sub-group Meeting (Bergen, 3rd Sept.)

The minutes of the meeting held in Bergen on 3rd September were discussed and noted. It was also reported that a further meeting had been held in Aberdeen on 14 October but that this had been poorly attended. The Steering

Group noted that three key topics needed to be addressed by the sub-group including:

- Segregation tables (although it was noted that each country representative had been actioned to speak to their national administrations).
- Competency standards (which did not appear to have been addressed at the previous meeting)
- The handling of bulk products offered for transport under their trade names.

Of these, the competency issue was considered to be most problematic.

4.1 Contaminated Backloads

It was considered that the issue was being dealt with under the issue of bulk products shipped under generic headings rather than on basis of scientific analysis and that it no longer needed a separate agenda item

It was agreed that the DG sub-group should look to meet again ahead of the MSF all-members group and in conjunction with the Anchor Handling sub-group. If this could be achieved it was thought a presentation on the progress made in these two areas could usefully be made to the MSF All Members meeting on the 27 November.

Action: Loek Sakkers volunteered to report on progress of the two sub-groups to MSF if those groups drew up slides demonstrating progress made.

5. Suitability of NO6 to be translated into pan-European guidance

A translated version of NO6 on technical redundancy and position keeping was tabled and discussed. It was noted that this table was designed specifically to help assess the position keeping capability of non-DP2 ships but was not a requirement for all ships to be DP2. Given that this was the first time non-Norwegian speakers had had an opportunity to review the document it was agreed that it was premature to comment on its suitability at this stage but that all should seek comments from their national associations.

Action: All Members to circulate translated NO6 to national associations for review and comment as appropriate.

6. Review of MSF Work Groups' Output including Generic Risk Assessment Draft

A report was given on the latest status of the various MSF work groups dealing with anchor handling issues. It was noted that the Health Check (mini-CMID) document was live and being actively used by companies while the Template of Data was also in common currency. It was noted that the Anchor Handling Manual and the Rig Move Planning document would need to dovetail with any of the more detailed guidance that the sub-group might develop and that reference to all these documents should be placed upon the NWEA website in due course.

7. Review of Updates To Common Guidelines Text

It was noted that a definition of 'enclosed spaces' had been included within the text. The group then started at chapter 7 and reviewed changes made by the Technical Author and were able to revise and agree the remaining changes made in the core document although none of the annexes were discussed.

8. Any Other Business

Three items were raised under this item.

The timeline for the completion of the review was discussed at length. It was agreed that the bulk of the text had been reviewed and that the main areas left to be developed were:

- Chapter 6
- Segregation tables
- Handling of DGs (Both bulk and in packaged form)
- Competency (for both anchor handling and dangerous goods)

It was agreed that the sub-groups should be encouraged to meet and provide text as soon as possible so that their outputs could be incorporated into the main guidance. It was thought that, subject to the sub-groups delivering text quickly, the timeline should proceed as follows:

- Sub-groups to meet before 27 November
- Update to be given to MSF All Members on 27 November
- Steering Group to meet 10 December in Oslo to further develop actions arising
- Steering group to meet again on 14 January in Schiphol to finalise draft text
- Revised guidelines to commence six week review by all stakeholders
- Version 2 of NWEA guidelines to be published start of April.

Also under AOB it was reported that the Technical Author had used the initial allocation of sixty hours work. The Steering group professed to be very pleased with the work done to date and it was agreed to date that the Technical Author should continue but submitting detailed timesheets from hereon in.

Finally under AOB, Ole Steiner Andersen reported on work by the OLF Marine Group to develop a Captain's Handbook that would complement the advice and guidance contained in the NWEA guidelines.

9. Date and Place Of Next Meeting(s)

The dates and times of the next Steering Group meetings were confirmed as follows:

10 December – Oslo – Norwegian Shipowners' Association – 0900 start
14 January – Schiphol – Airport Hotel (to be confirmed) – 1000 start.