

MSF Working Group - Rig Move Procedures Contents

Table of Contents

Introduction

To contain a site specific ,brief summary of the operation, time scale and those involved.

Description of Rig

Information Required Relating to MOU

Chain type and length, numbering of anchor lines and anchor pattern

Anchor type, weight and quantity.

Recommended PCP length, dimension, socket type and any chain tails (both ends)

Fluke angle on anchor – [move to unmooring/mooring section](#)

Towing gear arrangement + SWL

Propulsion systems (size and type of thrusters, DP on MOU)

Crane radius and lifting capacity (single/double whip)

Air draft and freeboard on both locations and during shifting

Arrival and Departure Locations

To contain topographical diagrams of sea bed showing;

Sub sea structures and obstructions

Current and proposed anchor patterns

Water depth

Bottom type

Health Safety and Environmental

As per clients/operators HS&E policy statement and Rig/AHTS Owners SMS document - [see Appendix](#)

Duties and Responsibilities

Client/Operator

Hire in required vessels, survey positioning equipment and personnel , including marine equipment as appropriate.

Brief all involved in the scope of the A/H operation to include planning and risk assessments for the whole operation.

Ensure installations are moored in accordance with the proposed anchor pattern.

Obtain info for site survey for anchor pattern, including soil samples for jack ups.

Seabed infrastructure, conditions, and any obstructions.

Minimum distances horizontal/vertical to installations and pipelines for anchors and anchor lines, including elevated catenary.

HAZOP/SJA/RA – covered by HSE policy

Weather/wave data and tidal streams

SIMOPS

Organise rig move meeting in good time

Determine logistics requirements

Brief their nominated marine reps, survey and warranty surveyors.

Ensure A/h equipment is sourced, certified and shipped

Full clear written procedures for installation move showing key roles and responsibilities.

MODU air drafts/freeboard data to be made available to AHTS vessels

Brief AHTS master prior to leaving port.

MOU Owner

Prepare rig move procedures unless otherwise agreed.(Operator)

Agree anchor patterns supported by satisfactory anchoring analyses

Procure extra personnel, tow master ,winch operators etc

Allocate frequency for helicopter beacon

Notify MCA /local agencies

Ensure fully functional comms between all involved parties (Contacts List in Appendix)

Communicate any changes in scope of work

Identify potential A/H equipment for back load after mooring

Ensure MOU crew rested

Remove drill personnel

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Nov 28th 2007.doc

OIM

Overall responsibility for the safety of the installation. May delegate to suitably qualified Towmaster

Sole point of contact through which all rig move notifications and exterior communications will pass.

Decide when it is safe and practicable to commence operations within the limitations of the installations operating manual.

Ensure correct placement of competent rig personnel to ensure safe deployment of anchors and handling tow gear.

Responsible for pre-rig move meeting and minutes. Plus log book entry.

Responsible for the conduct and safety of the tow, and will give instruction to the towing vessels with regard to tow wire deployment ,passage planning ,courses and speed ,after consultation with Marine reps/Towmaster.(Check fishing areas with SFF/NFFO)

MOC for any significant deviation from the proposed rig move procedure

AHTS Master

See NWEA Guide Lines and Owners SMS

Also covered in [Anchor Handling Manual](#)

Ship Owner

AHTS to be in operational order and in class.

Adequately manned for 24/7 ensuring adequate rest,

4 deck officers with adequate experience

Now covered by [Chartering process](#)

Support

Vessel requirements

Mooring and rigging equipment – see [Appendix](#)

Navigation package – see [Appendix](#)

Weather forecasting services – see [Appendix](#)

Operations

Rig Move Meeting

A/H equipment

Navigation and positioning

Pre-inspection of critical mooring equipment

Advance inspection of AHTS and equipment

HAZOP/SJA/RA for installation and AHTS

Weather limitations and definition of operational criteria

Unmooring plan

Tow route giving minimum CPA's from seabed infrastructures

Area inspection for debris

Charts (electronic/paper)

Pre-installation of anchors

Catenary curves

Anchor pattern, anchor securing and rig move procedures

Main towing and secondary towing arrangements to be agreed by all parties

Vessel requirements ,number and tech spec

Vessel and MODU manning

Communications lines between Tow Master /AHTS /OIM/Marine Reps

Reference Documents

Guide Lines for the Safe Management of Offshore Supply and Anchor Handling Operations (NWEA) – (Section 9 Training, Competency and Manning to be made more robust with emphasis on experience. This section will also be included in Chartering Process.)

Relevant MSN's /MGN's, SI's etc as per clients requirements – should be dropped as vessels now have these onboard

HSE operations Notice #3 & 6

HSE Safety Notice 4/96

HSE OSD 21 for jack ups

Warranty certificate of towage approval

Appendices

List of equipment required – AHTS, mooring equipment, navigation & survey package ,charts

Weather forecasting services

Communication lines

List of Contacts

Drawings and sketches of anchoring equipment – **should be dropped as crews are now familiar with different types of anchors**

Catenary curves

Bottom survey and chart

Anchor running procedures

Tidal information

Certificate of approval for rig

Tow route

Passage plan – to be drawn up by tow master in conjunction with lead AHTS

Master and added as final Appendices