



wintershall dea

## ‘Instructions to Master’

Supplement to GOMO and Operations manual for  
offshore vessels working on NCS

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## Revision Updates

Revision	Changes from previous version
02M	New doc owner
03M	From NWEA to GOMO. Change in marine duty. Other minor changes.
04M	Change of Doc.Owner
05M	Updated standards, rules and regulations and other minor changes.
06M	Update after legal merger to Wintershall Dea.+ miscellaneous adjustments
07M	Periodical revision, adjustments, new document template.

## Security Classification

Security	Description of Security Classification
Public	Information that has already been published (e.g. on the Internet or in brochures) or released for publication by the competent unit shall be classed 'Public'.
Internal	Information that may be disclosed to all employees of Wintershall Dea shall be classed 'Internal'.
Confidential	Information that may only be disclosed to those employees who require such information for performing their tasks (e.g. department, project group) shall be classed 'Confidential'.
Strictly Confidential	Information to which only employees identified by name in a distribution list may have access shall be classed 'Strictly confidential'.



## Specific Terms, Definitions, Acronyms and Abbreviations

Abbreviation	Definition
<b>AB</b>	Able Bodied Seaman / Able Seaman
<b>AHV</b>	Anchor Handling Vessel
<b>AIS</b>	Automatic ship Identification System
<b>ARPA</b>	Automatic Radar Plotting Aid
<b>COG</b>	Course Over Ground
<b>CPA</b>	Closest Point of Approach
<b>DP</b>	Dynamic Positioning
<b>DOS</b>	Declaration Of Security
<b>DPO</b>	DP Operator
<b>FME(C)A</b>	Failure Mode, Effect and Criticality Analysis
<b>FRC</b>	Fast Rescue Craft
<b>GOMO</b>	Guidelines for Offshore Marine Operations ( <a href="http://www.g-omo.info">www.g-omo.info</a> )
<b>HSE</b>	Health, Safety and Environmental
<b>IMCA</b>	International Marine Contractors Association
<b>IMO</b>	International Maritime Organization
<b>IMR</b>	Inspection, Maintenance and Repair
<b>JRCC</b>	Joint Rescue Coordination Centre
<b>Marine Asset</b>	Any vessel, barge, rig (MOU/MODU/SSDR), FPSO, FSO, tanker or similar which is afloat and used as platform for performing any marine operation(s).
<b>MOU / MODU / SSDR</b>	MobileOffshoreUnit / MobileOffshoreDrillingUnit / SemiSubmersibleDrillingRig
<b>FSO / FPSO</b>	Floating Storage and Offloading / Floating Production Storage and Offloading
<b>NCS</b>	Norwegian Continental Shelf
<b>Offshore Norge</b>	Former; Norwegian Oil & Gas Association (Norsk Olje & Gass)
<b>OIM</b>	Offshore Installation Manager
<b>OLST</b>	Offshore Loading Shuttle Tanker
<b>PSV</b>	Platform Supply Vessel
<b>PTW</b>	Permit Work Permit
<b>ROV</b>	Remotely Operated Vehicle
<b>KABAL</b>	Logistics System
<b>WDNO</b>	Wintershall Dea Norge AS

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## 1 PURPOSE

The purpose of this supplement is to describe the additions to GOMO and the Operations Manual for Offshore Service Vessels on NCS (issued by Offshore Norge) for marine assets operating for Wintershall Dea Norge AS (WDNO).

## 2 VALIDITY

This supplement is valid to all marine assets operating for Wintershall Dea on the Norwegian Continental Shelf (NCS).

There may be project specific requirements etc which comes in addition to these instructions.

Comments and improvement suggestions to the company specified supplement to be sent [marine.wdno@wintershalldea.com](mailto:marine.wdno@wintershalldea.com) Please write 'Instructions to Master' in subject field.

## 3 HEALTH SAFETY AND ENVIRONMENTAL

### 3.1 General

In all marine operations for WDNO it is stated clearly that the activities shall be characterized by a high level of HSE and carried out in accordance with regulatory requirements for the activities.

The paramount objective for WDNO is that the activities are carried out as planned without any harm to life, health and the environment. Controlling the risk of major incidents is prioritized in all phases from planning to completion of the activities.

WDNO has a continuous focus on improvement of our operations with regards to both safe and efficient operations. To achieve this, it is believed that good reporting routines from all parties are vital.

### 3.2 HSEQ Reporting

All reports related to health, safety, environment, quality or security which is issued during charter/service for WDNO, shall be sent in pdf format without delay to:

[marinehseqreporting.wdno@wintershalldea.com](mailto:marinehseqreporting.wdno@wintershalldea.com)

[marine.wdno@wintershalldea.com](mailto:marine.wdno@wintershalldea.com)

The vessel may use the vessel owner's internal format for reporting, if not project specific bridging document or similar states otherwise.

All serious incidents, discharges to sea, medical treatment incidents, incidents with potential for LTI or worse shall immediately be reported (by phone and followed up with e-mail) according to the **instructions given in emergency preparedness bridging document** (project specific instructions for the operation) and by calling the Marine Duty on +47 905 36 522.

If an incident occurs when performing work on behalf of or within the safety zone of any marine asset/installation or at base the OIM/Master or base duty officer shall be informed without any delay.

Note: Irregularities, e.g. equipment failure, which may affect the operation, shall also be reported without delay to WDNO (by phone and followed up with e-mail).

### **Emergency Notification**

An emergency preparedness bridging document and/or emergency notification flowchart will be issued for each vessel for the relevant operation. The captain of the vessel is to confirm compliance with this plan prior to commencement of the operation.

#### **Note:**

All offshore vessels in service for WDNO on the Norwegian Shelf shall always notify RCC directly of an emergency situation on their own vessel.

### **3.3 Manning**

There shall always be 2 Navigational watchkeeping qualified officers (to current STCW Convention standard or flag state equivalent) on the bridge when the vessel is inside the safety zone (500m), regardless of operation.

All DP operations within 500m of any installation/vessel shall be done with two officers on the bridge. The manning should as minimum be one Senior DPO (ref IMCA M 117) and one Junior DPO (ref IMCA M 117). See \* & \*\*.

The ECR / engine room shall always be manned by competent personnel when vessels are within 500m of any installation/vessel. As minimum one engine officer to be always on duty when departure/arrival harbour and inside any installations Safety Zone (500m)

Extra requirements may apply in connection with certain operations and contracts.

\* Junior DPO shall as minimum have completed a 'DP Basic / Induction Course' (Nautical Institute) and a 'DP Advanced / Simulator Course' (Nautical Institute) before he/she is accepted to fulfill the role as DPO.

\*\* For OSTL, Oil & Gas UK Crew competence matrix shall also apply.

#### **3.3.1 Masters Responsibility**

These company specified supplement do not limit the Master's responsibility given by national and International legislations, regulations and conventions or Ship Owners instructions.

Additional responsibility when operating for WDNO:

- ✓ Ensure that the vessel comply with routines and instructions as given in;
  - GOMO guidelines
  - Offshore Norge- Operations Manual for Offshore Service Vessels Norwegian Continental Shelf
  - Agreement between vessel and WDNO
  - This WDNO specific supplement including reference documents.
  - Information and instruction given by WDNO during charter period.
  
- ✓ Ensure that the vessel follow the demand and methods described by WDNO, including;
  - Follow the given sailing order from WDNO.
  - Vessel to sail with economic speed if no other instructions given.
  - Always high focus on fuel economy and proactively give suggestions to WDNO.
  - Be proactive and evaluate/suggest deviation from sailing order.
  - Ensure that the crew is not under influence of drugs or alcohol.
  - Ensure that crew qualification is in line with Port State demands, industry standards and vessel specific contract including WDNO specific supplement.

- Ensure that all third-party costs for WDNO account during contract period is paid by the vessel operator, and re-invoiced to WDNO if no other agreement.

If the Master is in doubt of the received information is sufficient to execute the orders or assignment in safe manners, WDNO or their Company Representative on board to be contacted.

### 3.3.2 POB (crew list) / NOK (next of kind) / Crew Qualifications

All marine assets operating for WDNO, shall upon start of contract and after each crew change submit updated POB (personnel onboard / crew list) and NOK(next of kin) list to [marine.wdno@wintershalldea.com](mailto:marine.wdno@wintershalldea.com)

It shall be ensured to comply with competence and experience requirements in this document and as per relevant rules/guidelines listed in section 5.

This will be in addition to any project specific requirements which also need to be adhered to.

In the event of a non-conformity situation regarding crew competence, the owner/manager of the marine asset shall suggest compensating and/or corrective measures to be implemented which shall be presented to WDNO Marine Authority for acceptance.

## 4 MARINE OPERATIONS

### 4.1 General

This guideline should ensure that marine operations are prepared with the necessary safety and quality.

All marine assets to follow owner/manager procedures and checklists for marine operations.  
In addition, ensure to follow rules/guidelines given in section 5.

Minimum one hour prior to the ETA to the marine asset/installation the control room shall be notified and details regarding the planned arrival and operation(s) to be agreed between the parties.

For special conditions/operations and project related work there may be a need for Work Permit (WP) and/or Safe Job Analysis (SJA). Master should, if in doubt, ask the arriving marine asset/installation for guidance.

The vessel master shall always ask for permission from the asset/installation to enter the safety zone or to leave the location (relieved from duties).

**When sailing to/from any location it should be ensured to never use any fixed or floating object as waypoint. Used waypoint and COG shall be set to ensure a CPA of minimum 1nm. This can be reduced to 0,5nm after the arrival has been duly communicated to the arriving marine asset/installation.**

Master and officers to familiarize themselves with any exclusion zone(s) and other locations specific details which may be important for their arrival/stay/departure at any marine assets they will call on. For exclusion zones, see additional info/requirements in 4.6.2 and 4.6.3 and info found on <https://offshorenorge.no/retningslinjer/arkiv/om/wintershall-dea/>

#### 4.1.1 SIMOPS

Simultaneous operations should be done according to guideline:  
 IMCA M203 – Guidance on Simultaneous Operations.

#### 4.1.2 ISPS

Prior to loading and unloading operations between vessel and installation, the ISPS declaration form (DOS) shall be filled out and sent to the installation to obtain the necessary signatures.

#### 4.1.3 DP operations

DP (Dynamic Positioning) shall in principle be done according to the marine asset's procedures/checklists for this type of operations. Additionally, it shall be ensured that the IMCA guidelines are followed for DP operations (see reference documents – section 5).

All dynamically positioned marine assets shall have a valid IMCA annual DP trial performed annually (valid for 12 months +/- 3 months). FME(C)A analysis should be revised regularly and at least every 5 years, or whenever relevant changes, conversions or similar occur.

All DP operations within 500mz of any installation/marine asset shall be done with two officers on the bridge. The bridge manning should as minimum be one Senior DPO (ref definition in IMCA M 117) and one Junior DPO (ref definition in IMCA M 117). See \* & \*\*.

The ECR / engine room area shall always be manned by competent person(s) when the marine asset is within the 500mz of any installation/marine asset.

\* Junior DPO shall as minimum have completed:

Basic / DP Induction Course (Nautical Institute) & Advanced / DP Simulator Course (Nautical Institute) before he/she is accepted to fulfill the role as DPO.

\*\* For OSTL, Requirement set in Oil & Gas UK (now OEUK) Crew competence matrix shall apply.

The DP requirements related to vessels for various marine operations are as follows:

Activity	Equipment class* (DPclass)
Manned underwater operations	3**
Manned underwater operations conducted from a work boat (the requirement applies for the support vessel)	2
Lifting operations between vessel and installation conducted with the vessel's crane (heavy lifts)	3
Pipe-laying and riser installation within the safety zone***	3
All other DP operations within safety zones or on, over or close to subsea infrastructures or similar.	2
Simple, non-critical marine operations outside safety zone(s) and not involving work on, over or close to subsea infrastructure or similar.	1
Inshore survey and offshore Metocean data collection outside the safety zone	-





\* For definition of equipment class, see IMCA - International Guidelines for The Safe Operation of Dynamically Positioned Offshore Supply Vessels (Ref section 5)

\*\*On a case-by-case evaluation and after being duly risk assessed this may be evaluated reduced to DP class 2 if in compliance with relevant NCS petroleum acts/regulations etc.

\*\*\*For pipe-laying activities and riser installation within the safety zone, DP class 2 is accepted if the following measures are implemented as a minimum:

- Extra fire watch routine
- Extra watch in the engine room
- All systems shall be de-pressurized.

#### **4.1.4 ROV Operations**

ROV operations shall in principal be done according to ROV contractors procedures/checklists. In addition it shall be ensured that relevant IMCA/NORSOK guidelines are followed (see reference documents in section 5).

All ROV spreads (including LARS and associated systems) working for WDNO should, when being mobilized and in regular intervals or whenever found necessary, perform a self-assessment according to IMCA R-006 - Standard ROV audit document. Minimum within every 12 months. It shall be ensured that relevant NDT and load testing has been performed when installed and that relevant certificates/documentation for ROV, LARS and associated systems are available onboard.

All ROV operations done on behalf of WDNO should be done either from a fixed or anchored asset or by means of DP(dynamically positioned).

If a DP marine asset (vessel, rig, barge or similar) is used this should, as minimum, be according to IMO equipment class 1. Nevertheless, the table in 4.1.3 to be adhered to.

#### **4.1.5 Lifting Operations**

In general, all marine assets (vessels, rigs, barges or similar) working for WDNO, should use their own procedures/checklists for planning and executing lifting operations.

In addition, the marine assets shall ensure compliance to rules/guidelines in section 5 where and whenever relevant for them.

#### **4.1.6 Personnel transfer in open waters**

Transportation of personnel between vessels in open sea with FRC (Fast rescue Craft) entails risk for personnel, especially those who are not trained in such operations. This type of operations should in general be avoided, but under certain circumstances this can be done. If to be performed this should be cleared with the WDNO marine authority onshore, this can be done by contacting Marine at the following e-mail: [wino.marine@wintershalldea.com](mailto:wino.marine@wintershalldea.com)

In the event of transfer between vessels with their own WDNO representative onboard, the representative will be able to give WDNO's consent, but nevertheless, the operations shall always be done according to the below criteria.

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Weather criteria for this type of operations described below:

1.

Crew change operations in conditions above significant wave heights of 3m should in general be avoided. But in situations where the weather conditions range between significant wave heights of between 3-4m, and still evaluated to be acceptable due to local conditions, a case-by-case written and documented additional risk assessment of the site-specific conditions may be done.

If this additional risk assessment finds the risks involved acceptable by both vessels/parties involved, the masters of both vessels may mutually agree to perform a crew change.

crew change operations in conditions above 4m significant wave height shall not be performed.

2.

Crew change during darkness should in general be avoided.

But during fair weather conditions and after being duly risk assessed, documented and found acceptable onboard both involved vessels this may be performed.

In marginal weather conditions as stated above this shall not be performed.

All crew change operations done in open waters shall be duly logged in the deck logbook with weather conditions clearly stated.

If additional risk assessment is done, as per above, this and any mutually agreed decisions shall also be logged and documented.

## **4.2 Platform Supply Operations (PSV)**

### **4.2.1 General**

PSV operations shall in principle be done according to vessel owner/managers procedures and checklists. In addition, it shall be ensured that GOMO and other relevant rules/guidelines are followed (see reference documents in section 5).

For all types of PSV operations WDNO vessels to follow sailing orders given by logistics and/or base coordinator. Primary contact for logistics will outside office hours and in weekends/holidays:

**Logistics Duty +47 41 25 89 96**

KABAL will be the primary system for logistic and reporting. (<https://kabal.com> )

All PSV's on hire for operation on behalf of Wintershall Dea are required to report their journey in KABAL Reporting Client.

Required reporting:

**Voyage:** Is used to log all events during a voyage.

**Deck:** is used to show how deck is loaded and should be updated after every load/off-loading operation.

**Bulk:** Is used to report current status and all movements to/from/between bulk tanks.

**ROB:** Is used to report the daily ROB figures on specific consumables.

Fuel loading and offloading event and upload signed BDN

Training for new vessels will be given organized by WDNO.

Vessel must share deck state information (GA drawing) and tank plan.

For vessels where KABAL is not implemented please use as described as below in 4.2.2

#### 4.2.2 DPR and status reporting

For vessels not included in KABAL, each voyage schedule and sailing orders will be issued to the vessel by the respective logistic/ base coordinator.

DPR shall include:

Position, ROB's, info about the last 24 hrs (00.00-23.59) and a short summary from midnight until time of report. Logistics or Marine will issue a template for DPR to be used when going on hire.

The DPR shall be issued before 07:00 to the following addresses:

[marine.wdno@wintershalldea.no](mailto:marine.wdno@wintershalldea.no)

In addition, departure/arrival and any deviation reports shall be reported to the logistic/ base coordinator primarily by e-mail or alternatively by phone.

WDNO Logistics will issue a well/project/location specific logistics plan.

#### 4.2.3 Special care when carrying noxious and hazardous products in bulk.

We emphasize that the routines described in GOMO, for carrying noxious and hazardous products in bulk, including wet return bulk from the installations, must be followed.

To minimize the risk of H<sub>2</sub>S development, wet return bulk must not be loaded in tanks which already contain other fluids. The vessel must also have procedures for all types of bulk operations. The procedures shall *as a minimum* describe:

- Safe method
- Precautions for loading and unloading incl. communication and requirements related to documentation
- Risk of harmful evaporation from tank ventilation must be considered. Based on this risk, routines for regular measuring, recommended to at least every 6th hour and the establishment of safe zone must be conducted.
- Use of personal protective equipment
- Notification and emergency preparedness routines related to personal exposure, harmful evaporation and/or spill onboard, or discharge to the external environment.

#### 4.3 Stand by and rescue operations (St.by)

##### 4.3.1 General

For all types of operations WDNO vessels to follow sailing orders given by logistics and/or base coordinator.

When on location the St.by vessel **shall** follow the instructions given by the OIM.

In situations where close standby is needed from the rig, the vessel can be used as a resource for MOB readiness. Such situations can be:

- Work over open sea
- Transport helicopter flights and unavailable AWSAR helicopter
- Other critical situations as requested by the OIM

The MOB boat teams will have to be at higher state of readiness during such situations. E.g. the supply vessel shall not perform other tasks at the same time, as hose and loading operations if this can interfere with the level of readiness.

Relevant assessment and documents for close standby operations (e.g. work permit and instructions) shall be shared between rig and vessel upfront of the work and radio communication shall be established.

Additional information and instructions may be found in project specific bridging documents or similar.

#### 4.4 Anchor Handling / Pre-lay Operations

##### 4.4.1 General

For anchor handling operations, a 1st Notice e-mail will be issued to all involved parties/vessels with scope of work / emergency bridging document and information on location and time for vessel brief and mobilization. This e-mail will be issued as soon as the vessels are committed.

Prior to start-up of the anchor handling operation the captain of the vessel **shall** confirm, by e-mail to [marine.wdno@wintershalldea.com](mailto:marine.wdno@wintershalldea.com) and additional e-mail addresses as per instructions in the 1<sup>st</sup> notice, that the Scope of Work (SOW) / Guideline is within the capacities of the vessel, and that the described tasks can be performed by qualified and rested crew.

An operational briefing will be held with relevant crew on all anchor handling vessels. The brief should include a presentation of the SOW, the Risk Assessment from the rig move meeting and a general safety briefing. The briefing should as far as practicable possible be done prior to commencement of the mobilization.

AHV Master to perform SJA for all phases of the planned operations based on but not limited to the operation Risk Assessment presented during briefing.

Call-out of vessels will be ensured by WDNO Offshore Marine Rep.

All fuel figures must be noted at on/off-hire between licenses.

##### 4.4.2 Vessel DPR and status reporting

For vessels on short term contracts a report shall be sent to [marine.wdno@wintershalldea.com](mailto:marine.wdno@wintershalldea.com) and additional e-mail addresses as per instructions in the 1<sup>st</sup> notice  
The report shall be given on AHV DPR template issued in 1<sup>st</sup> notice and should be issued at midnight.

##### 4.4.3 AHV Bunkering

Request for bunker shall be done as per instructions given in 1<sup>st</sup> notice, and always in CC to: [marine.wdno@wintershalldea.com](mailto:marine.wdno@wintershalldea.com)  
The request shall also be confirmed by the base coordinator as applicable.  
Any fuel loaded must be noted in the on/off-hire certificates and daily vessel reports.

#### 4.5 Shuttle tanker operations

##### 4.5.1 General

Shuttle tanker operations shall be done according to Offshore Norge guideline 140, latest revision and according to vessels management system and site-specific field operational procedures and requirements. Contract specific (CoA, TC, Spot or similar) requirements may come in addition.



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No shuttle tanker operations shall be performed without having completed vetting and having acceptance for each individual operation (cargo) by WDNO and any other involved party.

## **4.6 Other Marine Operations**

### **4.6.1 General**

This part of the guideline applies to preparations for marine operations of a project nature and similar. With project nature and similar we mean operations for which operational guidelines/procedures must be developed each time. For such operations, the overall management and requirements related to projects will come in addition.

Operations shall in principal be done according to the marine assets owner/managers procedures and checklists. In addition, it shall be ensured that GOMO and other relevant rules/guidelines are followed (see reference documents in section 5).

#### **Typical operations, but not limited to:**

- Subsea construction work
- Subsea repair work
- Pipe-laying
- Installation or replacement of risers, umbilical's, cables and anchor lines (including components in anchor lines. But excluding work as per 5.5 Anchor handling / Pre-lay operations)
- Lifts from vessel with vessel crane\*
- Seabed interventions
- Removal work
- Pipeline commissioning (RFO)
- Geotechnical Soil Investigation\*
- All marine operations involving diving
- All marine operations that involve entering the exclusion zone
- IMR operations
- IMR operations restricted to visual inspection only \*
- Seismic, survey and metocean operations\*

This type of operations will normally need a WP and SJA to be in place before start of operations.

This may be deviated from for some operations marked \* above, but only if duly planned and risk assessed and clearly stated in project documentation. Relevant marine asset/installation/infrastructure owner and /or operator must be informed of same.

If the work is to be done towards a marine asset/installation/infrastructure the approval of WP shall be done by Master, OIM or infrastructure owner/operator as applicable. For diving operations, the Company Representative onboard shall approve the WP.

There may be rules, guidelines and project specific documents that are not mentioned in this guideline that needs to be adhered to.

#### 4.6.2 Marine operation in the installation's exclusion zone

For facilities with an exclusion zone for vessels, vessel activity inside the exclusion zone is in general prohibited. If the exclusion zone must be entered, an approved dispensation with mitigating actions shall be obtained before entering the exclusion zone.

**See WIN-WR-0039-Marine Operations in Exclusion Zone(s).**

*Dispensation for carrying out a marine operation in the exclusion zone shall be based on a risk assessment and risk-reducing measures. The dispensation shall be approved by the facilities OIM and onshore marine authority.*

#### 4.6.3 Depressurise risers in connection with marine operation in exclusion zones

In connection with marine operations in the installation's exclusion zone, hydrocarbon production through risers which may be exposed to possible impacts from the vessel or equipment shall be shut down, and the riser depressurised to an acceptable risk level.

In order to define what an acceptable risk level is, the following professionals shall be involved:

- Installation manager
- Representative Marine
- Technical safety
- Person responsible for marine systems
- Technical advisor for flexible risers

#### 4.6.4 Marine operation at another operator's installation or subsea installation

In connection with marine operations at another operator's installation, or over another operator's subsea installation, it shall be clarified with the relevant operator which operational conditions and communications routines to comply with.

Necessary bridging documents, proximity agreement, work permit and/or similar to be in place before start of operations.

#### 4.6.5 Emergency Preparedness Bridging Document / Operational Bridging Document

Emergency Preparedness Bridging Document and/or Emergency Notification Flowchart including notification/contact plan of emergency situations relating to marine operation shall be in place for all planned operations.

If found necessary additional operational bridging document or equal shall be available for vessel master.

Notification and reporting of emergency situations relating to marine operations shall be done according to the applicable bridging document(s)/flowchart/notification plan/contact plan which has been issued for the specific operation.



## 5 REQUIREMENTS / GOVERNING DOCUMENTS - REFERENCES AND LINKS

Unless specifically designated by date, the latest edition of each publication shall be used, together with any amendments/supplements/revisions thereto.

**All Marine Asset's shall comply with NMA, NPD and/or PSA rules/regulations, relevant IMCA, NORSOK, Offshore Norge, DNV-GL (or other relevant class society), ISO or IMO guidelines/standards/rules/regulation, where and whenever relevant related to the specific type of asset and/or the operation it has been nominated for.**

Reference list below shall not be reckoned as a complete list but as minimum – not limited to (ref. above in bold).

Ref.	Document Number / Link	Title, revision number, issue date
1.	<a href="http://www.g-omo.info">www.g-omo.info</a>	GOMO (Guidelines for Offshore Marine Operations)
2.	<a href="https://offshore norge.no/operasjonsmanual/">https://offshore norge.no/operasjonsmanual/</a>	Operations Manual for Offshore Service Vessels on Norwegian Continental Shelf
3.	WIN-GL-0016	Instructions to Master (this document)
4.	WD-FR-0062	Marine Assurance and Verification
5.	WD-INS-0001	Marine Assurance
6.	WIN-WR-039	Marine Operations in Exclusion Zone(s)
7.	IMCA M 103	The Design and Operation of Dynamically Positioned Vessels
8.	182 MSF	International Guidelines for the Safe Operation of Dynamically Positioned Offshore Supply Vessels
9.	IMCA M 117	The Training and Experience of Key DP Personnel
10.	IMCA R-006	Standard ROV audit document
11.	IMCA R-004	Guidance for the safe and efficient operation of ROV's
12.	IMCA R-011	Guidance for the Initial and Periodic Examination, Testing and Certification of ROV Launch and Recovery System
13.	IMCA R-021	Guidance for Remotely Operated Vehicle Load Testing and Inspection
14.	IMCA M 182	International guidelines for the safe operation of dynamically positioned offshore supply vessels
15.	IMCA M 187	Guidelines for Lifting Operations
16.	IMCA M 190	Guidance for developing and Conduction DP Annual Trials program
17.	IMCA M 191	Code of Practice for Annual DP Trials for DP Mobile Offshore Drilling Units

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18.	IMCA M 166	Guidance on failure modes and effects analyses (FMEA)
19.	IMCA M 109	DP-Related Documentation for DP Vessels
20.	IMCA M 203	Guidance on Simultaneous Operations (SIMPOPS)
21.	IMCA M 204	Vessel Assurance
22.	IMCA M 220	Guidance on operational activity planning
23.	NORSOK U-102	Remotely Operated Vehicle (ROV) Services
24.	NORSOK U-100	Manned Underwater Operations
25.	NORSOK R-003	Safe use of lifting equipment
26.	NORSOK R-002	Lifting Equipment
27.	NORSOK S-001N	Technical Safety
28.	Offshore Norge	Guidelines for Offshore Loading Shuttle Tankers No. 140
29.	OEUK	Offshore Energies UK – (former Oil & Gas UK) - crew matrix shuttle tankers
30.	DNV	Marine Operations, Design and Fabrication
31.	DNV	Marine Operations and Marine warranty
32.	DNV	Dynamic Positioning systems – Operation Guidance
33.	DNV-RU-OU-0300	Appendix D Mooring equipment acceptance standard guidance – mobile mooring
34.	ISO 19901 Section 6	Marine Operations*
35.	ISO 19901-Section 7	Station keeping systems for floating offshore structures and mobile offshore units*
36.	IMCA 113 IMO MSC/Circ.645	Guidelines for vessels with dynamic positioning systems
37.	IMCA 245 IMO/ Circ.1580	Guidelines for vessels with dynamic positioning systems

**See also relevant documentation/processes from the WDNO management system which can be found in the WDNO specific info on the following web page:**

**<https://offshorenorge.no/retningslinjer/arkiv/om/wintershall-dea/>**

**Latest issued revisions to be followed.**

\*ISO is the paramount standard and DNV supplementary. In case of non-conforming requirements, ISO will apply.

In addition, relevant Bridging Documents and/or operational instructions to be followed as applicable.



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## APPENDIX A.

### A.1 Contact info

Name/function	Phone numbers	E-mail
Wintershall Dea - Marine		
Arve Børseth Bjørnsen Marine Lead	+47 90 10 52 62	<a href="mailto:arve.bjornsen@wintershalldea.com">arve.bjornsen@wintershalldea.com</a>
Harald Aske Marine Specialist	+47 91 88 71 44	<a href="mailto:harald.aske@wintershalldea.com">harald.aske@wintershalldea.com</a>
Simon Hinna Marine Specialist	+47 91 13 70 11	<a href="mailto:simon.hinna@wintershalldea.com">simon.hinna@wintershalldea.com</a>
Hector Blank Marine Specialist	+47 92 06 67 55	<a href="mailto:hector.blank.partner@wintershalldea.com">hector.blank.partner@wintershalldea.com</a>
<b>WDNO Marine</b>	<b>+47 905 36 522 (24-7-365)</b>	<a href="mailto:marine.wdno@wintershalldea.com">marine.wdno@wintershalldea.com</a> (not 24/7)
Wintershall Dea - Logistics		
<b>WDNO Logistics (after office hours and weekends/holidays)</b>	<b>+47 41 25 89 96</b>	
Wintershall Dea 2nd line Emergency Response Centre		
Emergency Response Manager (ERM) on Duty	+47 930 77 240 +47 51 96 51 10/20	<a href="mailto:beredskapsleder@offb.no">beredskapsleder@offb.no</a>
Wintershall Dea 3rd line		
Duty Manager (Ledelsesvakt)	+47 957 04 111	

Other relevant info on drilling rigs, vessels etc will be given prior to start of operations. Contact Wintershall Dea Logistics & Marine for further info/guidance.