Instructions to Master

Type: Instruction	Scope: Yme	Code: POP-INS-YME-001
Requirement Owner: Yme Asset	Revision Date: 25.08.2023	Revision: 04
Prepared by: Xavier Domenech	Reviewed by: Geir Hestnes; Camilla Meidell; Øyvind Hebnes, Kay Stian Broen Danielsen, Ann Kristin Pedersen	Approved by: Arvid Sola

Objective

The purpose of this document is to provide ship owners and vessel crews with the information related to the operational requirements supplementing GOMO and the NOROG/NSA “Operations manual for Offshore Service Vessels on NCS” for Offshore Service Vessels, Shuttle Tankers and other vessels working in the vicinity of, and on behalf of the RNAS Norge AS (RNAS), at the Yme field.

Scope of application

This document covers all maritime services conducted by a vessel for the Yme field including all subsea infrastructure and visible assets.

This document is active from the time of mobilization (on hire) of the vessels, throughout the operational phase regardless of location and until such time that demobilization (off hire) is considered complete.

There may be project specific requirements which comes in addition to this document. Such requirements will be conveyed through the project specific contract, scope of work and bridging documents. Without any additional support documentation for a specific project, at least an ENF shall be provided in addition to this document.

Regulatory requirements

- Petroleum Activities Act
- Working Environment Act
- Health Legislation
- Pollution Control Act
- Product Control Act
- Petroleum Safety Authority’s Regulatory Requirements
    - The Framework Regulations
    - The Management Regulations
    - The Activity Regulations
- Offshore Norge Guideline 064 Områdeberedskap
- ROV operations to comply with IMCA R-006 – Standard ROV audit document, Offshore Norge – Operations Manual for Offshore Service Vessels on the Norwegian Continental Shel and NORSOK U-102 – Remotely Operated Vehicle (ROV) Services. In addition, ROV Ship Owner’s procedures and checklists to be followed.

Instructions to Master

Type: Instruction	Scope: Yme	Code: POP-INS-YME-001
Requirement Owner: Yme Asset	Category: 1	Revision: 04

RNAS requirements

- 00-00462NO Managing safety and environment at sea and inland navigation operations or transport
- 20-00035PR HSE Criteria for Marine and River Vessels Contracting
- 90-00023GU Offshore Vessel Vetting Process
- HSE-PRO-REN-016 Handling of HSE events and investigations, Doc.no.
- M-CPH-1171-00837_EN SOPEP manual
- M-CPH-1171-47439_EN System 34–Yme Submerged Loading System Offloading Operations Procedure
- POP-PRO-YME-002 Shuttle Tanker loading procedure doc.no.
- POP-TEC-YME-002 Shuttle Tanker Marine Audit Specification doc.no.
- POP-TEC-YME-003 Training Requirements for Shuttle Tanker Personnel doc.no.
- M-CPH-1171-01004_EN Load/backload from supply vessel, doc.no
- M-CPH-1171-38610_NO Bilge/drain water supply vessel, doc.no.
- EMG-PRO-REN-001 Onshore Emergency Response Plan
- EMG-PRO-REN-005 Business Support Team
- EMG-PRO-REN-007 Emergency Response Communication Plan
- EMG-PRO-REN-008 Oil Spill Contingency Plan, Doc. no.
- EMG-PRO-REN-009 Mottaksplan for evakuerte og pårørende (Norwegian only)
- MAR-PRO-REN-001 Marine Operations, Risk Management and Quality Assurance
- MAR-PRO-REN-002 RNAS Offshore Company Representative
- EMG-PRO-YME-001 Oljevernplan for Yme
- ASS-PRO-REN-027 Subsea Inspection Manual. All vessels contracted by RNAS performing any type of ROV operation shall also comply with the requirements given.
- HSE-PRO-YME-002 Potable water manual

External references

- IMS-SOP-800 Emergency Preparedness Response Procedure
- IMS-SOP-801 Emergency Contact details Procedure
- IMS-SOP-830 Shore based Contingency plan Procedure (GEO ERT-Team)
- Guidelines for Offshore Marine Operations (G-OMO)
- Norwegian Oil & Gas/Norwegian Shipowners' Association – Operations Manual for Offshore Service Vessels on NCS
- IMCA M-103, M-109, M-117, M-116, M-187, M-190, M-203, M-204, M-220, R-004, R-006 and R-011

Instructions to Master

Type: Instruction	Scope: Yme	Code: POP-INS-YME-001
Requirement Owner: Yme Asset	Category: 1	Revision: 04

- IMCA 113 IMO MSC/Circ. 645 and IMCA 245 IMO/Cirk. 1580 “Guidelines for vessels with dynamic positioning systems”
- 182 MSF – International Guidelines for the Safe Operation of Dynamically Positioned Offshore Supply Vessels
- NORSOK R-002 (Lifting equipment), R-003 (Safe use of lifting equipment), S-001(Technical safety), U-100 (Manned underwater operations) and U-102 (ROV services)
- NOROG guideline no. 140 “Guidelines for Offshore Loading Shuttle Tankers”
- ISO 19901 Section 6 (marine operations) and section 7 (Station keeping systems)
- DNVGL’s Marine Operations, Design and Fabrication
- DNVGL’s Marine operations and marine warranty
- DNVGL’s DP systems – operation guidance

Ship Owner requirements

- Ship Owner’s relevant ISM Emergency Preparedness plans
- Ship Owner’s onshore Emergency Response Plan
- Ship Owner’s ENF for this specific scope of work (to be developed by Ship Owner prior to commence work)

Instructions to Master

Type: Instruction	Scope: Yme	Code: POP-INS-YME-001
Requirement Owner: Yme Asset	Category: 1	Revision: 04

Distribution list

Onshore	Role / name	Email	Distribution format
RNAS Emergency Control Room	Sr. ER& Security Analyset/ Camilla Meidell	camilla.meidell@servexternos.repsol.com	Electronic copy (Paper copy in ECR)
Forus Alarm Sentral – RNAS (FAS)		fas@repsol.com	Electronic copy
RNAS Production Services Manager	Geir Hestnes	ghestnes@repsol.com	Electronic copy
HSE Manager	Hebnes, Øyvind	OHEBNES@repsol.com	Electronic copy
Sustaining Facilities	kay stian Broen Danielsen,	kaystian.broen@servexternos.repsol.com	Electronic copy
RNAS Logistics Lead	Xavier Domenech	xavier.domenech@repsol.com	Electronic copy
D&C Logistics Coordinator	Logistics Coordinator	yme.gamma.logco@repsol.com	Electronic copy
Production Logistics Coordinator	Logistics Coordinator	yme.prodlogco@repsol.com	Electronic copy
Emergency preparedness and security Analyst	Camilla Meidell	camilla.meidell@repsol.com	Electronic copy

Offshore	Role / name	Email	Distribution format
D&C Logistics Coordinator	Offshore Logistics Coordinator	offshore.dclogistics.yme@repsol.com	Electronic copy
Production Logistics Coordinator	Offshore Logistics Coordinator	yme.logistics.coordinator@repsol.com	Electronic copy
Yme	OIM	yme_oim@repsol.com	Electronic copy
Yme	PCR/CCR	yme_pcr@repsol.com	Electronic copy

Instructions to Master

Type: Instruction	Scope: Yme	Code: POP-INS-YME-001
Requirement Owner: Yme Asset	Category: 1	Revision: 04

Table of contents

1.1. Definitions 8
1.2. Abbreviations 9
2. Introduction 10
3. RNAS Assets 10
3.1. YME Gamma 10
3.2. YME Beta North 10
4. Emergency Preparedness Interface areas 11
4.1. Emergency response duties 11
4.2. Emergency and Incidents Notification 11
4.3. Roles and responsibilities – Offshore 13
4.3.1. Inside installation 500 m zone 13
4.3.2. Ship Master 13
4.4. Roles and responsibilities – Onshore 13
4.4.1. ResQ 13
4.4.2. RNAS Onshore Emergency Organization 13
4.4.3. RNAS non-operated installations, Onshore Emergency Organization 13
4.5. Ship Owner onshore emergency organization 13
4.6. Limiting incident escalation, rescue and normalization 14
4.6.1. Medical rescue 14
4.6.2. Next of kin / employee reception center 14
4.6.3. Hospitalized personnel 14
4.6.4. Media 14
4.6.5. Normalization 15
4.7. HSE Guidelines 15
4.7.1. Personal Protection Equipment (PPE) 15
4.7.2. NORSOK R-003 15
4.7.3. Hot work within the safety zone 15
4.7.4. Risk Assessment 15
4.7.5. Safe job analysis and toolbox talks 15
4.7.6. Permit to Work/SIMOPS 16
4.7.7. HSEQ reporting 16
5. Logistics Coordination and Operation Support 17
5.1. Logistics Department 17
5.1.1. Contact Information 17
5.1.2. Cargo Coordination 17
5.1.3. Marine Coordination 18
ASCO Marine 18
5.1.4. Stavangerregionen Havnedrift (Port Authority at Sola Havn) 18
5.2. Supply Base information. 18
5.3. Supply Base Operations 19

Instructions to Master

Type: Instruction	Scope: Yme	Code: POP-INS-YME-001
Requirement Owner: Yme Asset	Category: 1	Revision: 04

5.3.1. Before arrival in Port 19
5.3.2. Port Agency and Pilot 19
5.3.3. Entering ISPS area 19
5.3.4. Vessel Crew change 19
5.3.5. Delivery of material to Vessel 19
5.3.6. Logistics Planning System and Voyage Reporting 19
5.3.7. Loading meeting and loading plan 19
5.3.8. Bulk 20
5.3.9. Shipping manifest and hazardous goods 20
5.3.10. Fuel bunkering 20
5.3.11. Potable water bunkering 20
5.3.12. Tank Cleaning 21
6. Management of Vessel 21
6.1. Master's Responsibility 21
6.2. Vessel Inspection 21
6.2.1. Pre-Hire Inspection 21
6.2.2. Off hire 21
6.2.3. Vetting 21
6.3. Mobilization and Demobilization 22
6.4. Offshore Operations 22
6.4.1. Before arriving to Offshore Installation 22
6.4.2. Approaching Yme 22
6.4.3. Entering the safety zone 22
6.4.4. Technical pre-checks prior to entering the safety zone. 23
6.5. Fuel efficiency 23
6.6. Crew qualification 23
6.7. Manning 23
6.8. Variation orders 24
6.9. ISPS 24
6.10. DP operations 24
6.11. ROV operations 24
6.12. Platform Supply Vessel operations 24
6.13. Shuttle tanker operation 25
6.14. Anchor Handling / Pre-lay Operations 25
6.15. Standby services 25
6.16. NOFO services 25
7. Yme Weather Forecast information 26
8. Roles and responsibilities 26
8.1. Ship Owner 26
8.2. Vessel Master 26
8.3. Offshore Project Manager (if applicable) 26
8.4. RNAS Client Representative (if applicable) 26
8.5. Management system 27

Instructions to Master

Type: Instruction	Scope: Yme	Code: POP-INS-YME-001
Requirement Owner: Yme Asset	Category: 1	Revision: 04

Appendix Summary **28**
Appendix A: Telephone / contact list **29**
Appendix B: Emergency notification fax to Repsol Alarm Sentral ResQ **31**
Appendix C: Form for medical evacuation and medical rescue **32**
Appendix D: Bunkering and delivering of diesel oil to Yme **33**
Appendix E: Field location and layout **34**
Appendix F: Transfer of personnel using FROG **37**
Appendix G: Transfer of personnel using MOB boats **38**
Appendix H: YME Installation Data Card and Field Layout **39**
Validity and revisions **42**

Instructions to Master

Type: Instruction	Scope: Yme	Code: POP-INS-YME-001
Requirement Owner: Yme Asset	Category: 1	Revision: 04

Definitions and abbreviations

1.1. Definitions

- **Ship Owner:** A contractor employed by RNAS to carry out Logistics Operations activities according to contract.
- **Logistics Operations:** Logistics for Marine activities defined as:
    - Subsea operations and interventions, such as ROV/ROT
    - Manned underwater operations (Diving)
    - Subsea/Seabed inspection activities and survey activities
    - Seismic operations
    - Platform Supply vessel Operations
    - Standby vessel,
    - Anchor handling, etc. Operations
    - NOFO Oil Spill Response capabilities
    - Offloading by tanker
- **Offshore Installation:** RNAS offshore installations and mobile offshore units
- **Operation:** Logistics activities utilizing ships or other offshore artifacts to provide service to the projects and/or the operated assets.
- **Operator:** RNAS (Repsol Norge AS)
- **Safety Zone:** An area extending 500m horizontally and vertically from the borders of the offshore installation, were the OIM has the full jurisdiction to ensure necessary control of activities influencing the offshore installation's level of safety.
- **Vessel:** Ship Owner vessel hired to perform the marine activity service according to contract
- **Vessel Master:** Captain in charge of the vessel

1.2. Abbreviations

- **CCR:** Central Control Room
- **DP:** Dynamic Positioning
- **DPR:** Daily Progress Report
- **ENF:** Emergency Notification Flowchart
- **ETA:** Estimated Time of Arrival
- **ETD:** Estimated Time of Departure
- **HR:** Human Resources
- **IC:** Incident Commander 2nd line IMT
- **IMCA:** International Maritime Contractors Association
- **IMR:** Inspection, Maintenance and Repair Vessel
- **IMT:** Incident Management Team (2nd line)
- **JRCC/S:** Joint Rescue Co-ordination Centre / Sola
- **MRT:** Media Response Team
- **NCS:** Norwegian Continental Shelf
- **OIM:** Offshore Installation Manager
- **POB:** Personnel on Board
- **PPE:** Personal Protection Equipment
- **PSA:** Petroleum Safety Authority
- **PTW:** Permit to Work
- **RNAS:** Norge AS
- **RCR:** RNAS Client Representative
- **ROV:** Remote Operated Vehicle
- **SJA:** Safe Job Analysis

Instructions to Master

Type: Instruction	Scope: Yme	Code: POP-INS-YME-001
Requirement Owner: Yme Asset	Category: 1	Revision: 04

2. Introduction

Welcome to the Team!

Safety is RNAS's number one priority, and we are dependent on you and your crew to make our operations safe. We encourage and expect all personnel to STOP any job they feel is unsafe or can cause harm to Personnel, Environment. Assets, or Reputation.

For any questions related to RNAS activities, please don't hesitate to contact Logistics, HSE and/or subsea departments. We look forward working with you and your crew!

3. RNAS Assets

3.1. YME Gamma

The Yme Field is located approximately 100 km from the Norwegian coastline, in the Egersund basin in the central part of the North Sea. The water depth is 93m. The field consists of two main structures: Yme Beta (subsea) and Yme Gamma (topside), which are located approximately 12km apart. The YME Inspirer is on the Yme Gamma location as the fields Mobile Drilling and Production Unit. Shuttle tankers are in periods on location for transport of crude oil. The existing wells, storage tank, caisson, pipelines, subsea templates, and offloading system shall be reused. Some repair work is required on existing facilities, most notably a Caisson Permanent Support and SLS.

3.2. YME Beta North

A new subsea development on the Beta North structure was tied into the existing subsea infrastructure. Three (3) new wells were drilled, one (2) producer and one (1) water injector at Beta North.

Coordinates: Longitude: 57° 48`57.462' North, Latitude, 004° 32`07.942" East

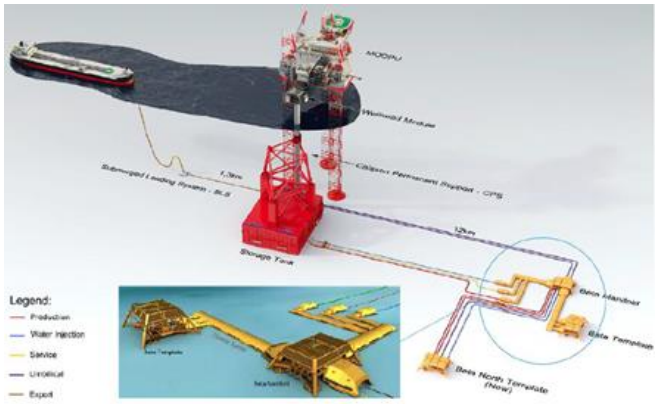


Figure 1 – Yme field layout

4. Emergency Preparedness Interface areas

This section describes the interface areas for emergency response between RNAS, Ship Officers and the operated asset field.

HSE bridging documents will have preference over this section of the Instruction to Master Instruction in case the information differs.

All personnel working on behalf of RNAS are responsible for their own safety, as well as contributing to health, safety, and environmental performance at both the individual and collective levels.

If there is any conflict between safety and operational profit, all personnel are responsible for choosing safety. This choice will always be supported by RNAS.

It is expected that all incidents, near misses related to health, safety, environment, and quality are reported to RNAS.

Ship Crew and Ship Owners are responsible for the execution of vessel operations and shall have procedures and routines implemented to ensure safe and efficient operations in accordance with legislations and established industry standards.

All personnel involved in operations for or on behalf of RNAS are authorized to 'Stop the Job' at any time they have a safety concern and/or for any reason, the agreed plan is not being followed.

4.1. Emergency response duties

During the transit from shore to offshore location and from leaving the offshore location back to shore, the responsibility for handling all emergency response situations lays with the Ship Owners / Officers.

For activity within RNAS' owned or operated facilities safety zone, RNAS is overall responsible. The OIM is RNAS' representative.

For Manned Underwater Operations, RNAS is overall responsible. Intersections between RNAS and Ship Owner Emergency Response duties will be described in a dedicated bridging document.

Emergency Response duties for other work in connection with facilities or sites without a safety zone (survey locations, etc.) will be described in a dedicated bridging document.

4.2. Emergency and Incidents Notification

The emergency response during an incident shall be according to the established bridging document and/or Emergency Notification Flowchart (ENF).

All incidents (potential or real) that occur inside the safety zone shall be reported to the OIM or the respective Offshore Installation Manager, Logistics Manager and to whom may concern in any case, and to offshore.vessel.incident@repsol.com. Further reporting shall be in accordance with the established bridging document and ENF.

For incidents on the vessel, or associated with any work from the vessel, the Ship Owner`s incident reporting will apply. Incident statistics for the worksite shall be compiled, reported in-house and copied to RNAS. Synergy (or a similar system) is the mechanism for reporting all incidents.

Instructions to Master

Type: Instruction	Scope: Yme	Code: POP-INS-YME-001
Requirement Owner: Yme Asset	Category: 1	Revision: 04

All reporting/notification to the authorities shall be in accordance with RNAS procedure for reporting of incidents. The RNAS classification matrix shall be used for reporting to the authorities, ref. HSE-PRO-REN-016.

The installation OIM shall be contacted by contact details as per Installation Data Card / ENF / Bridging document.

A telephone list with relevant contacts at Yme and RNAS is provided in Appendix A

An emergency notification form shall be sent to Repsol Alarm central (ResQ) with specific information as per format in Appendix B

Outside the safety zone, incidents on board the vessel shall be reported as described in bridging document and/or Emergency Notification Flowchart (ENF). The vessel shall also notify to the Logistics Manager and to whom may concern in any case, and to offshore.vessel.incident@repsol.com.

INCIDENTS aboard the vessel must be notified as soon as it is safe to do. Special care must be taken over those incidents in which Personnel, Environment, Assets, Reputation or Management is involved and in this context an incident means, an event, or a sequence of events, that has resulted in any of the following which has occurred directly in connection with the operations of a ship that endangered or, if not corrected, would endanger the safety of the ship, its occupants or any other person or the environment:

- The death of, or serious injury to, a person.
- The loss of a person from a ship.
- The loss presumed loss or abandonment of a ship.
- Material damage to a ship.
- The stranding or disabling of a ship, or the involvement of a ship in a collision.
- Material damage to marine infrastructure external to a ship, that could seriously endanger the safety of the ship, another ship or an individual.
- or severe damage to the environment, or the potential for severe damage to the environment, brought about by the damage of a ship or ships.

Additionally, a more specific defined scope:

- Pollution – any oil spill (to deck or overboard).
- Pollution-unintentional release of cargo vapor to the atmosphere.
- Fire/explosion of any extend.
- Any incident involving cargo loss or affecting performance of the voyage, including cargo operations.
- Touching bottom.
- Any contact/allision with terminals, jetties, piers, SPM’s, vessels, or similar objects.
- Mooring breakdown.
- Failure or breakdown of vessel's equipment including main, auxiliary or cargo handling machinery.
- Unscheduled movements or voyage deviations
- Delays due to any deviation from charterer's instructions.
- Security events, including cyber security.
- flooding.

Any combination of the above incidents, or any other unexpected event not listed above which could affect performance of the vessel as per her design and/voyage orders.

4.3. Roles and responsibilities – Offshore

4.3.1. Inside installation 500 m zone

The Yme OIM will assume 1st line responsibility in the following scenarios:

- An incident on the vessel that has the potential to directly affect the safety or integrity of the installation or asset.
- Any major pollution incident which may arise within the installation 500 m zone.

4.3.2. Ship Master

The Master onboard the vessel is responsible for all activities on the vessel and for handling 1st line emergency response for all incidents except as described above. The Master will notify according to the ENF.

4.4. Roles and responsibilities – Onshore

4.4.1. ResQ

Repsol Alarm central (ResQ) will notify the RNAS Incident Commander. The Incident Manager will decide on further actions according to RNAS Onshore Emergency Response Plan, EMG-PRO-REN-001.

4.4.2. RNAS Onshore Emergency Organization

When working at a RNAS operated installation or asset (inside the 500 m safety zone), RNAS will as responsible operator assume primacy for the onshore management in an emergency.

RNAS' IC is responsible for mobilizing and organizing the RNAS 2nd line support (IMT) to the offshore emergency organization. The RNAS onshore IMT will liaise with all relevant Emergency Response Organizations (ERO) and the authorities.

4.4.3. RNAS non-operated installations, Onshore Emergency Organization

In an emergency inside the 500 m zone of a non-RNAS operated installation the responsible operator will assume primacy for the onshore management.

RNAS emergency Response Organization will mobilize, and support as required. 2nd line emergency response will be handed over to RNAS as agreed between the respective emergency controllers.

4.5. Ship Owner onshore emergency organization

The Ship Owners onshore emergency team will mobilize personnel as required by the situation. Ship Owner will maintain contact with the vessel and provide resources necessary to normalize the situation in cooperation with RNAS 2nd line IMT.

The Ship Owner liaison will meet at the RNAS office in Stavanger upon request.

4.6. Limiting incident escalation, rescue and normalization

4.6.1. Medical rescue

In the event medical evacuation is being required, the following procedure shall be followed:

- The medical responsible on the vessel shall contact the Ship Owner medical support onshore as per bridging document/ENF.
- If the duty doctor recommends that the patient should be sent onshore, the vessel master shall request helicopter transport to shore from JRCC (phone +47 51 51 70 00).
- The vessel master shall ensure that a requisition (Appendix D) is prepared and sent for information to Repsol alarm central FAS (+47) 952 69 500 and/or e-mail: am@resq.no

4.6.2. Next of kin / employee reception center

RNAS as responsible operator will provide appropriate support if required.

Should the need occur, a Next of Kin-/ employee reception center will be established in established Scandic Forus Stavanger Hotel, until Ship Owner and other third-party Ship Owners are able to take over their responsibility as the main employer, ref. EMG-PRO-REN-009.

The RNAS HR representative will treat all personnel as one group, independent of employer, until each Ship Owner is ready to take care of own personnel.

Ship Owners are to coordinate their efforts regarding the reception center with RNAS.

4.6.3. Hospitalized personnel

RNAS as responsible operator will provide appropriate support if required for all personnel until they have been brought to a relevant hospital. After that time, each person is provided for by the public health service.

The RNAS HR representative will treat all personnel as one group, independent of employer, until each Ship Owner is ready to take care of own personnel.

Responsibility for taking care of injured personnel and their Next of Kin, and long-term follow-up, will be handled by the person's employer.

Ship Owners are to coordinate their efforts regarding hospitalized personnel with RNAS.

4.6.4. Media

All information given to the media shall be coordinated and handled by RNAS. The RNAS Media Response Team (MRT) will liaise with other Ship Owners.

All statements to the media given by parties other that RNAS shall be, before statements are given, clarified with the RNAS MRT. All inquiries to Ship Owner regarding the situation shall be forwarded to the RNAS MRT.

4.6.5. Normalization

The normalization process will follow relevant procedures and guidelines established in the Ship Owner Emergency Response Plan and the RNAS Onshore Emergency Response Plan, EMG-PRO-REN-001.

4.7. HSE Guidelines

In all marine operations for RNAS it is mandatory that all activities are carried out with a high level of safety and well in accordance with regulatory requirements and expectations.

4.7.1. Personal Protection Equipment (PPE)

Vessels and vessel Managers are responsible for making sure that proper PPE is available for personnel working on board vessels, and that correct PPE is used as required for the different work tasks.

4.7.2. NORSOK R-003

NORSOK R-003 shall be used for offshore operation, and for other operations where this may be relevant. For operations under marginal weather conditions the NORSOK R-003 Appendix K checklist shall be completed before any operations can commence.

4.7.3. Hot work within the safety zone

Hot work is in general prohibited within the safety zone. For special projects a dispensation may be given based on a formal risk assessment. In such cases this shall be approved by RNAS, -and shall be handled through the permit to work (PTW) system on the installation.

4.7.4. Risk Assessment

To achieve safe operations of the vessels, close to or within the Safety Zone, all identified risk areas shall be assessed as appropriate. For such assessments section 4 in G-OMO shall be followed.

4.7.5. Safe job analysis and toolbox talks

Before commencing work with potential risks or hazards, a Safe Job Analysis shall be carried out with the involved parties. “Toolbox Talks” with involved crew shall also be organized before commencing critical or complex operations. This should include:

- Individual roles
- Tools, methods, and procedures to be used.
- Review of RA or SJA and PTW

4.7.6. Permit to Work/SIMOPS

Work within the Yme safety zone, or on/near subsea facilities, is subject to RNAS' SIMOPS procedure and may be subject to the Yme permit to work system. In such cases no work can commence before SIMOPS approval is given and a PTW is received from Yme

All work activities on the vessel will be controlled in accordance with (Vessel) Ship Owners management system.

Permit to Work shall be issued from the Yme field. The Permit to Work documentation and approval process to be agreed between the vessel /RNAS Client Representative (if present) and the installation OIM/CCR. This should be agreed before the vessel is at the work site to avoid delays.

Simultaneous operations should be conducted in accordance with RNAS requirements and IMCA M-203 "Guidance on Simultaneous Operations."

4.7.7. HSEQ reporting

General reports

The following reports shall be sent:

- HSE reports
- Incidents reports
- Non-conformity reports
- Other relevant reports

These reports shall be sent to: yme.logistics.coordinator@repsol.com

Monthly reports

For vessels on contracts longer than one month, following monthly reports shall be sent:

- HSEQ Reports including KPIs.
- Any suggestions for improvements

Reports shall be sent to: yme.logistics.coordinator@repsol.com

Non-conformances and application for exemption

The reporting and follow up of non-conformance and exemptions on the vessel shall be in accordance with the Ship Owner's management system. In addition, the RNAS Client Representative shall be notified of all non-conformances and exemptions from regulations, procedures, or industry standards.

Man hours

The vessel master shall report total man-hours spent on the vessel for the campaign to HSEREPORTING@repsol.com → Ann Kristin email every month, or by the completion of the campaign if it is shorter than one month.

This requirement is not applicable for supply vessel, shuttle tankers and operations ongoing for less than a week.

Personnel on board list (POB)

The vessel shall provide a POB list and notify all changes to:

- Forus Alarm Sentral– RNAS e-mail: fas@RNAS.com or fax. # (+47) 52 00 10 01.
- Yme OIM since he/she is overall responsible for all activities inside the safety zones.

This requirement is not applicable for supply vessel and shuttle tankers.

5. Logistics Coordination and Operation Support

The logistics department coordinates intake of Offshore Supply Vessels (OSV), mainly Platform Supply Vessels (PSV), Anchor Handling Tug Support vessels (AHTS), Standby Vessels (ERRV), and proportionate support to other departments if this is required.

The vessel instructions will be sent daily by the RNAS Logistics Coordinators. While working in the 500m safety zone offshore, the vessel shall follow instructions received by OIM or the respective installation Offshore Installation Manager.

Supply Base Operations and berth coordination will be performed by Onshore Logistics Coordinator and Shorebase Logistics Manager.

5.1. Logistics Department

5.1.1. Contact Information

Office hours

Weekdays 08:00-16:00, contacts: Phone +47 52 00 16 80

NAME	POSITION	PHONE NUMBER	E-MAIL ADDRESS
Geir Hestnes	RNAS Production Services Manager		ghestnes@repsol.com
Xavier Domenech	RNAS Logistics Lead		xavier.domenech@repsol.com
D&C Onshore Logistics Coordinator	Logistics Coordinator	+47 975 05 483 +47 926 28 488	yme.gamma.logco@repsol.com
Production Onshore Logistics Coordinator	Logistics Coordinator		yme.prodlogco@repsol.com
D&C Offshore Logistics Coordinator	Offshore Logistics Coordinator		offshore.dclogistics.yme@repsol.com
Prod. Offshore Logistics Coordinator	Offshore Logistics Coordinator	+47 529 92 528	yme.logistics.coordinator@repsol.com

Duty 16:00-08:00 + Weekends and Holidays: Phone +47 52 00 16 80

Calls between 22:00 - 08:00 should be kept to a minimum and be related to urgent operational matters only (sleeping duty).

E-mail will normally not be read outside office hours except if agreed by phone with the duty holder.

5.1.2. Cargo Coordination

Supervision and coordination of RNAS cargo at the ASCO supply base is performed by the Shorebase Supervisor. Questions related to cargo coordination and loading operations can be directed to, phone: +47 48 16 34 00 or e-mail: Tananger.RNAS@ascoworld.com.

5.1.3. Marine Coordination

ASCO has direct supervision and control over the quay facility. All questions related to quay, loading and bulk operations shall be directed to:

ASCO Marine

- Weekdays between 08:00 - 16:00. Phone +47 481 63 363 / 64
- Duty between 16:00 - 08:00 (sleeping duty). Phone +47 911 54 389
- Duty between 22:00 - 08:00 (Securitas Linesmen). Phone +47 918 87407
- E-mail: tananger.kai@ascoworld.com.

5.1.4. Stavangerregionen Havnedrift (Port Authority at Sola Havn)

- All hours (office hours from 06:30 - 22:00) Phone +47 51 50 12 01
- VHF channel during office hours, Ch 12.

5.2. Supply Base information.

ASCO Norge AS is RNAS's supply base Ship Owner for supporting offshore operations from the Tananger area. The supply base is in Risavika Tananger and work as a one-stop shop transit base for RNAS logistics activities.

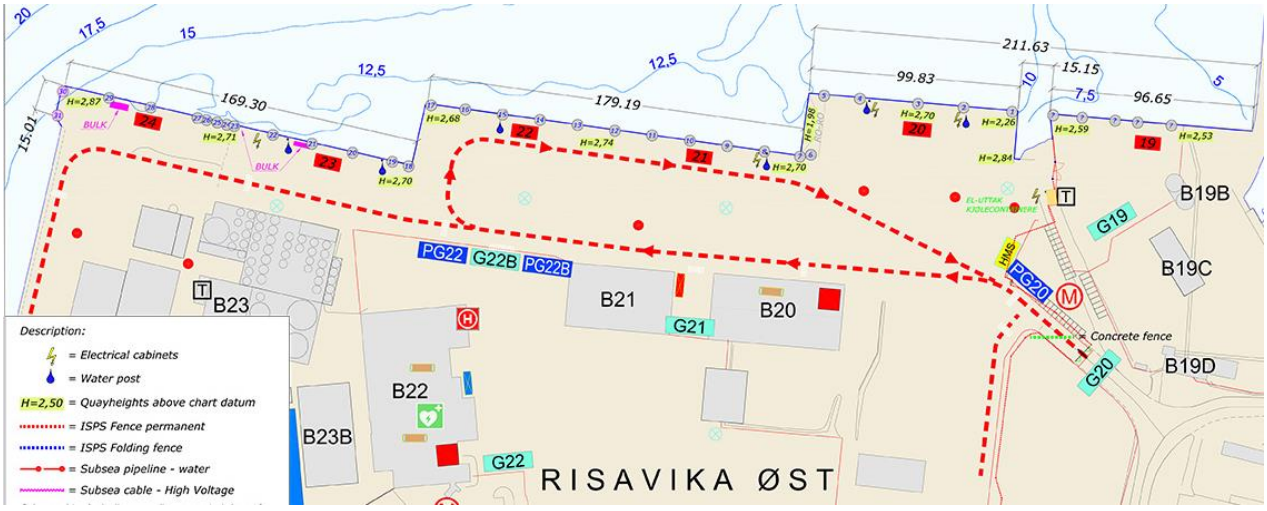


Figure 2 - ASCO Risavika, Supply base quay overview

5.3. Supply Base Operations

5.3.1. Before arrival in Port

In due time before arriving the supply base the vessel shall call the supply base for berth allocation and berth facilities (water hoses, linesmen, etc).

5.3.2. Port Agency and Pilot

Port Agency in Risavika are handled by Stavanger Havn. RNAS do not have any other agreements for port agency.

If vessel needs pilot, they must coordinate this by contacting Stavanger Havn or shipowner preferred agency. It is important that vessel plan such activity well in advance in order not to delay any other operation.

5.3.3. Entering ISPS area

To get access to the ISPS area, the vessel shall call the Port Authority for instructions.

5.3.4. Vessel Crew change

Vessel Crew change will normally be performed at the ASCO supply base. Vessels are instructed to contact RNAS Logistics and ASCO Supply Base to coordinate such activity. In the event of high activity at the Supply Base, vessel may be instructed to perform crew change at quay facilities in Stavanger Harbour or other agreed location.

5.3.5. Delivery of material to Vessel

Vessel supplies must be coordinated through RNAS Logistics and personnel at ASCO supply base. See contact information table (Contact Information).

5.3.6. Logistics Planning System and Voyage Reporting

The Logistics Planning System used in RNAS is WELS, provided by KABAL. Vessels will receive an e-mail with login details and information together with the WELS Reporting Client Handbook. All vessels shall actively use WELS for cargo management, voyage reporting, fluids reporting and update the deck cargo layout map after loading and discharging operations.

Loading meeting and loading plan

A loading meeting shall be conducted between the vessel, supply base and dockers before loading commence. At the meeting the planned loading operation is reviewed, considering hazardous goods, position of cargo, urgent lifts, communication, risk identification and other important matters. According to GOMO guidelines the vessels shall prepare a deck area map. This map shall be submitted through the WELS client at the earliest convenient time after loading. When the vessel saves the deck map to web (submitted), this image is made available to all affected personnel both onshore and offshore through the WELS system.

5.3.8. Bulk

Bulk is available at Asco Base and Quay 5 (Norsea) in Tananger. ASCO Supply base is responsible for booking a quay and coordinating with the bulk supplier through bulk orders which is sent to the supplier and the vessel. According to GOMO guidelines a loading meeting must always be held with supplier personnel before bulk is loaded/unloaded to ensure that the operations take place in an entirely safe and controlled manner. It is important to take care of declarations and datasheets for all bulk loaded on the vessel's tanks.

5.3.9. Shipping manifest and hazardous goods

The vessels receive the shipping manifest electronically from the supply base coordinator for all outbound cargo. RNAS expects the captain to say NO to cargo with missing documentation and to contact ASCO supply base.

The vessels shall receive a preliminary manifest or loading list before the installation starts backloading to the vessel. The final manifest is received before the vessel leaves the field. The manifest shall state whether the cargo contains hazardous goods. Documentation (HSE data sheet and IMDG transport documents) for hazardous goods shall be forwarded to the vessel before such cargo is put down on the vessel, also in those cases where the vessel is used for temporary storage or in-field-transfer.

Reporting of hazardous goods to the Norwegian Coastal Administration (Kystverket) must take place in accordance with the current regulations (1999-06-16 No 727: Forskrift om krav til melding og utfylling av kontrolliste ved fartøyers transport av farlig eller forurensende last). In practice, this is reported by the vessel in SafeSeaNet. See www.shiprep.no for more information.

Vessel shall send an email or update in WELS a deck picture for each voyage/manifest to RNAS Logistics Department.

5.3.10. Fuel bunkering

Needs for re-fueling should be communicated to the RNAS Logistics Department. Daily ROB qty (m3) should be reported in Wels @23:59hrs each day.

Vessel shall send via email to RNAS Logistics department the Fuel documentation generated in the load-offload (Fuel Bunker Delivery Note signed and stamped by all parts, Certificate of Quality,).

In general vessels are not allowed to deliver fuel to any installations without a written approval from the RNAS Logistics Department – OIM - MSL. The vessel fuel tanks must be tested and approved by RNAS prior to any delivery of fuel RNAS's offshore installations.

Vessels on short term contract are by rule of thumb not approved to supply fuel to RNAS installations.

5.3.11. Potable water bunkering

Bunkering of potable water primarily takes place at ASCO supply base, Quay 20-24 in Tananger. To avoid late departures from the quay, the vessels are requested to use two hoses if necessary. Ref. ref. HSE-PRO-REN-016

Please note that the water hoses use Brass couplings and must be treated with special care. Do NOT throw them from cargo rail down to the jetty.

Due to the risk of potable water contamination at our installations, RNAS has strict water quality requirements. No vessels on a short-term contract are allowed to supply potable water offshore before water samples have been taken and the results show a satisfactory quality. RNAS will provide a third party to carry out potential water sample analysis.

5.3.12. Tank Cleaning

Usage of the liquid and dry-bulk tank system onboard vessels chartered from the spot-market shall be kept to a minimum and approved by the RNAS Logistics department The vessel shall proactively flush bulk lines well in advance of any tank cleaning operations. Slops generations must be kept to a minimum.

Prior to commence tank cleaning operations a toolbox meeting shall be held between the vessel master and the supervisor of the cleaning operation. At the meeting a safe job analysis and risk assessment shall be conducted, and a work permit prepared. In this connection, GOMO guidelines "Checklist for Tank Cleaning" should be used in accordance with the work permit.

6. Management of Vessel

6.1. Master's Responsibility

It is the responsibility of the Master on offshore service vessels working for, or on behalf of RNAS, to ensure the vessel complies with, but not limited to, the below:

- G-OMO
- Operations Manual for Offshore Service Vessels – NCS
- NORSOK R-003 – Safe use of lifting equipment
- Contract and instructions from RNAS
- Statutory requirements, industry guidelines and contractual requirements for crew qualifications
- Relevant procedures provided by RNAS

6.2. Vessel Inspection

6.2.1. Pre-Hire Inspection

A pre-hire inspection will be conducted prior to vessel is allowed to start operation. RNAS has an agreement with Global Maritime who will facilitate and perform the inspection. The vessel shall issue an on-hire certificate including evidence of vessel commodity quantity (IB Fuel QTY) when on-hire.

6.2.2. Off hire

When the services have been completed the vessel shall sail towards the location of off-hire, as described in the contract document.

Upon arrival the vessel shall issue an off-hire certificate with evidence of commodity quantity (OB Fuel QTY) and total consumption during the charter.

6.2.3. Vetting

Vetting shall be conducted prior to vessel starts operations and it's mandatory for contract acceptance. Contract can be revoked if vessel is not accepted by vetting. RNAS vetting department is in charge to perform the vetting. If physical inspection is required, Global Maritime will facilitate and perform it. Vessel contract holder will be the responsible to link the vessel owner with vetting department.

6.3. Mobilization and Demobilization

A mobilization/demobilization form (on hire/off hire statement) shall be issued by Ship Owner to document consumables to be paid by RNAS (e.g., bunkers, lube oil, urea etc.).

6.4. Offshore Operations

This section describes the operational interface areas between RNAS, Ship Owner and Yme.

6.4.1. Before arriving to Offshore Installation

Notification of the vessel arrival shall be minimum one hour prior to the ETA.

Prior to entry into safety zones of RNAS operated installations, the following shall be performed:

- The vessel shall, by contacting the installation, request permission to enter the safety zone.
- Installation OIM, or his delegate, shall approve entry into the safety zone.

Upon completion of offshore operation, the vessel will receive instructions from the OIM or his/her delegates. Once confirmed, the vessel will be released from the installation and may start sailing to sail towards the next installation on the sailing route or back to shore.

6.4.2. Approaching Yme

Minimum one hour prior to ETA Yme, Yme Radio shall be notified and details regarding the planned arrival and operation(s) shall be provided and agreed between the vessel and Yme.

The vessel Master shall always ask for permission from Yme to enter and leave the 500m Safety Zone.

When sailing to Yme, the Yme installation shall never be used as a waypoint. Used waypoint and COG shall be set to ensure a CPA of minimum 1 nautical mile.

Master and officers to be familiarized with Yme safety and caution zones prior to arrival at the Yme field.

6.4.3. Entering the safety zone

Field and RNAS specific requirements and procedures shall be followed when entering and working within an Installation's safety zone. In addition, the general requirements given below shall always be followed:

- The OIM oversees all activity within the safety zone. No vessels are allowed to enter the safety zone without permission from Yme.
- DP operations shall be according to Activity Regulation. DP vessels shall have documented technical redundancy, through a valid "Failure Mode and Effect Analysis" (FMEA). DP operations with vessels holding DP equipment class I is not accepted inside the safety zone.
- Smoking is prohibited on decks of vessels within the safety zone of Yme.
- Speed of moves inside 500 m zone (ref: DNVGL-RP-E307):
    - From 500 m to 200m, <= 0.5 m/sec (approx. 1 knot)
    - From 200 m to work location <=0.3 m/sec (approx. 0.6 knot)

6.4.4. Technical pre-checks prior to entering the safety zone.

It is required to test the vessel DP system prior entering an installations 500 m safety zone. It is required that the vessel DP checklist is followed, and that the vessel operates in DP2 mode inside the 500meter exclusion zone. Relevant requirements in the RNAS Marine Procedure MAR-PRO-REN-001 shall be adhered to.

In addition, reference is made to G-OMO Section 8.5. The checklist found in G-OMO Appendix 8-A shall be used prior to entering the safety zone.

Any deviations are subject to a risk evaluation and approval has to be obtained from the Yme OIM prior to entering the safety zone. The Yme OIM should seek advice from marine authority and handle any deviation as appropriate.

6.5. Fuel efficiency

Vessels shall sail in economical speed. Any deviations from this shall be approved by the Logistics Department.

The vessel shall always strive to conduct any operations with lower speeds where there is opportunity for it.

Examples:

- If the vessel is sailing to an installation with opening hours from 07:00 - 19:00, and estimated arrival is outside working hours. This shall be agreed with the Logistics Department and affected installation.
- If the vessel is finished with last installation on a voyage, and ETA to base is at nighttime, speed should be adjusted so the arrival to base is in opening hours.

6.6. Crew qualification

The Ship Owner's management system shall describe the requirements for qualifications, competence and experience for officers and crew. Procedures shall be in accordance with STCW and shall include requirements for personnel involved in DP operations at all levels.

These requirements shall be based on recognized industry standards as described in e.g., NI, DNV, IMCA, and G-OMO etc. Such procedures must always be updated to cover the latest standard in the industry.

Key personnel involved in DP operations shall comply with RNAS "Marine Operations" RMS process.

All OSV vessels chartered by RNAS, shall upon commencement of contract or after crew change submit an updated POB list with crew qualifications (Crew onboard / Crew list) and NOK (next of kind) list to: ghestnes@repsol.com ; xavier.domenech@repsol.com .

It shall be ensured to fulfill competence and experience requirements as per relevant rules/guidelines. In the event of non-conformity situation related to crew competence, the owner shall suggest compensating and/or corrective measures, which shall be presented to RNAS for acceptance.

6.7. Manning

The manning of the vessel shall always be in accordance with G-OMO section 5 for the different types of operations to be carried out. When operating inside a safety zone there shall always be 2 navigators on the bridge. For all DP operations inside a safety zone, a minimum of one Senior and one Junior DPO shall always be present on the bridge (Ref. IMCA M-117).

6.8. Variation orders

The vessel master shall present a variation order for approval by RNAS before commencing any additional services not covered by the hire contract or charterers instructions. For projects and scope of work where such additional services may be applicable, a form for variation orders should be included in the hire contract.

6.9. ISPS

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

6.10. DP operations

Prior to commencing operations inside the 500 m safety zone, the vessel shall complete all relevant checklists and perform operating checks to test the operation of the DP system. These checks are to be completed outside the 500 m zone of any installation.

All vessels shall seek to avoid drift-on scenarios while working within the 500m safety zone. In cases where drift-on cannot be avoided, an assessment towards the field specific requirements and operational procedures shall be done. In addition, a risk assessment shall be completed.

The DP system should be based on open bus tie configuration for all voltage levels. All DP operations shall as base case be conducted in open bus- tie mode. If the FMEA and class allow operations with closed bus this may be considered based on an appropriate risk assessment. Operations with closed bus tie may only be conducted on the shielded side of the installation. DP operations on the weather side shall be with open bus tie breakers.

DP operations shall be in accordance with RNAS “Marine Operations” doc.no.MAR-PRO-REN-001 section 5.3. Please note additional requirements for DP shuttle tankers.

6.11. ROV operations

ROV operations shall be carried out according to ROV Ship Owner’s procedures. In addition, relevant IMCA and NORSOK guidelines shall be followed. Requirements given by RNAS shall also be followed, however if in conflict with ROV Ship Owner’s procedures, IMCA and NORSOK guidelines, this shall be brought to the attention of RNAS for resolution.

Prior to ROV operations a self-assessment according to IMCA R-006 shall be performed.

6.12. Platform Supply Vessel operations

For all types of supply operations to the Yme field a sailing order shall be issued from RNAS logistics department. WELS will be the primary system for logistics and reporting (http://www.wels.no). Vessels are required to report their journey in WELS Reporting Client (using Google Crome). System can be used offline if necessary.

6.13. Shuttle tanker operation

Shuttle tanker operations shall be done according to NOROG guideline 140 and vessels management system in addition to specific Yme offloading procedures. All shuttle tankers for Yme shall have a completed vetting and acceptance for planned operation on Yme.

6.14. Anchor Handling / Pre-lay Operations

AHTS are the main vessels for this type of operations. AHTS can be used as multipurpose work boats. They can perform towing operations, rig moves, execute general supply duties by carrying dry and liquid cargo such as cement, mud, fresh water, fuel oil, etc for the offshore installations as need be. AHTS vessels can also serve as Emergency Response and Rescue Vessels (ERRVs) and as supply transports. Different capabilities must be approved by vetting based on AHTS certifications and documentation provided.

When vessels are chartered for the operation, RNAS will issue an e-mail to all vessel(s) with Scope of Work / Emergency Bridging Document and information regarding briefing and mobilization.

As far as practicable possible, the briefing should be done prior to commencement of mobilization. However, the rig tow master may hold the briefing on rig location prior to operation start-up.

WELS (https://sg1.welsoperator.com/web/apps/f?p=16770:1:13691686926641::NO::PATH::) is the primary system for logistic and reporting, and shall be used. All vessels “on hire” for operation on behalf of RNAS are required to report their journey in WELS Reporting Client.

The vessel shall ensure sufficient fuel and consumables are onboard for the intended operation and crew change shall not be planned during rig-move operation.

6.15. Standby services

RNAS Logistics Department will coordinate and provide Standby vessel with necessary information.

Then on field the vessel shall follow the instructions given by the platform.

The stand-by vessel shall carry relevant and up-to-date procedures describing their tasks an responsibilities. These procedures shall be available to RNAS upon request. These procedures include, but are not limited to:

- Marine traffic surveillance
- Monitoring of the 500m zone including anchor line patterns
- Near stand-by
- Man over board.
- Helicopter to/from the installation
- Medevac from the vessel
- Oil spill

6.16. NOFO services

RNAS Logistics Department will coordinate and provide NOFO vessel with necessary information.

Then on field the vessel shall follow the instructions given by the platform https://www.nofo.no/.

7. Yme Weather Forecast information

Free, available weather forecast is provided by RNAS at the Metrological Institute:

http://luna.met.no/

Username: RNAS

Password: 1Seabreeze@Yme

Link to the Yme weather buoy:

https://www.fugroweather.com/WeatherMonitor.Net/Displays/RNAS/190352/WAVE.aspx

8. Roles and responsibilities

8.1. Ship Owner

Ship Owner shall conduct the activities according to the contractual scope of work, this bridging document, and their own management system.

8.2. Vessel Master

The vessel master is responsible for:

- Overall responsibility for safety, health, and welfare of all personnel on-board
- Vessel safety / maintenance
- Compliance with all relevant legislation and procedures
- All marine activities

8.3. Offshore Project Manager (if applicable)

The Offshore Project Manager (OM) is responsible for:

- To conduct a risk assessment prior to start-up of the operations to identify potential hazards and mitigating measures to be implemented to minimize the risks to people, property, and the environment.
- Ensuring that all necessary Permits to Work are in place prior to start-up of an operation.
- Notify RNAS of all deviations, accidents and near misses.
- Management of Change.

8.4. RNAS Client Representative (if applicable)

The RNAS Client Representative on-board the vessel shall liaise with the vessel Offshore Project Manager, Master and Yme to ensure that the activities are performed in a safe and efficient way, and that results are documented in accordance with Contract requirements between RNAS and Ship Owner. The RNAS Client Representative shall keep the Yme OIM updated on ETA during the campaign.

Instructions to Master

Type: Instruction	Scope: Yme	Code: POP-INS-YME-001
Requirement Owner: Yme Asset	Category: 1	Revision: 04

The RNAS Client Representative shall participate in the daily planning meetings held on-board the vessel and ensure submission of daily progress reports (DPR) according to the agreed distribution list.

The RNAS Client Representative is responsible for issuing Permit to Work requests to Yme and obtain approved permits before start of operation.

The RNAS Client Representative shall ensure that POB list is sent to Yme OIM and Repsol Alarm Sentral – (ResQ).

RCR shall report to the bridge in the event of an emergency.

8.5. Management system

Ship Owner shall have a management system in place which ensures safe and secure working conditions for all personnel on-board, as well as for all personnel interacting with the vessel. The management system shall also ensure that environmental protection is given priority. All work activities on the vessel shall be controlled in accordance with the Ship Owner's management system.

Ship Owner`s HSE policy shall reflect the zero mind-set as a long-term target using risk reducing tools such as Permit to Work, Safe Job Analysis, Toolbox Talks and vessel Observation card systems.

Instructions to Master

Type: Instruction	Scope: Yme	Code: POP-INS-YME-001
Requirement Owner: Yme Asset	Category: 1	Revision: 04

Appendix Summary

Appendix A: Telephone / contact list

Appendix B: Notification fax to Repsol Alarm Central

Appendix C: Form for medical evacuation and medical rescue

Appendix D: Bunkering and delivering of diesel oil to Yme.

Appendix E: Field location and layout

Appendix F: Transfer of personnel using FROG.

Appendix G: Transfer of personnel using MOB boats.

Appendix H: YME Installation Data Card and Field Layout

Instructions to Master

Type: Instruction	Scope: Yme	Code: POP-INS-YME-001
Requirement Owner: Yme Asset	Category: 1	Revision: 04

Appendix A: Telephone / contact list

RNAS	Name	Email	Phone no./ Fax
Repsol Alarm Sentral – (ResQ)	ResQ	am@resq.com	+47 5200 1000 / 1001
Incident Commander	N/A	ecr@repsol.com	+47 924 64 819
Switch Board	RNAS Norge AS	rnas@repsol.com	+47 5200 2000
HSE Manager	Øyvind Hebnes	ohebnes@repsol.com	+47 901 53 562
Logistics duty phone 24/7			+47 520 01 680
Prod. & Maint. Manager	Arvid Sola	asola@repsol.com	+47 982 61 355

Yme Inspirer	Name	Email	Phone no. / VHF
Yme OIM	N/A	yme_oim@repsol.com	+47 52 99 25 10 Mob.:+47 52 99 25 20
Yme PCR	N/A	yme_pcr@repsol.com	+47 52 99 25 70
Yme Medic	N/A	yme_medic@repsol.com	+47 52 99 25 15 Mob.: +47 52 99 25 27

OHS Duty Doctor	Name	Email	Phone no.
Duty Doctor		legestavanger@offshorehealthe.no	+47 954 80 809 (back-up 970 75 892)

Other	Name	Email	Phone no.
JRCC (Sola)	N/A	operations@jrcc-stavanger.no	+47 515 17 000
Next of kin / employee reception centre	Scandic Forus Stavanger	q.stavanger@choice.no	+47 952 69 495

Onshore Operations	Role / name	Email	Phone Number
RNAS Production Services Manager	Geir Hestnes	ghestnes@repsol.com	
RNAS Logistics Lead	Xavier Domenech	xavier.domenech@repsol.com	
D&C Logistics Coordinator	Logistics Coordinator	yme.gamma.logco@repsol.com	
Production Logistics Coordinator	Logistics Coordinator	yme.prodlogco@repsol.com	

Offshore Operations	Role / name	Email	Phone Number
D&C Logistics Coordinator	Offshore Logistics Coordinator	offshore.dclogistics.yme@repsol.com	
Production Logistics Coordinator	Offshore Logistics Coordinator	yme.logistics.coordinator@repsol.com	
PSV Energy Swan	Bridge / Captain	captain.swan@geoff.no	
PSV / ERRV Aurora Galaxy	Bridge / Captain	master@galaxy.auroraoffshore.com	
ERRV Stril Mariner	Bridge / Captain	captain.mariner@mokster.no	
Knutsen Tankers	Bridge / Captain		

Appendix B: Emergency notification fax to Repsol Alarm Sentral ResQ

FIRST NOTIFICATION FROM OFFSHORE

TO BE EMAILED TO ResQ IMMEDIATELY am@resq.com

1	**TIME AND DATE FOR NOTIFICATION**		:	_____
2	**WHO IS CALLING**		:	_____
3	**NAME OF FACILITY**		:	_____
4	**TIME OF EVENT**		:	_____
5	**TYPE OF EVENT** *(What is the potential?)*		:	_____ _____ _____ _____
6	**WEATHER**	**Wind speed** **Wind direction** **Waves**	: : :	_____ _____ _____
7	**MUSTERING INITIATED**		:	YES / NO
8	**EVACUATION INITIATED**		:	YES / NO
9	**SHALL FAS ALERT THE RESCURE CO-ORDINATION CENTRE?** **IF YES:** **TIME OF NOTIFICATION**		:	YES / NO :
10	**OTHER INFORMATION**		:	_____

TO BE FILLED IN BY FAS:

TIME OF NOTIFYING EMERGENCY CONTROLLER : _____

TIME OF NOTIFYING ECR-TEAM : _____

NAME / FAS
(Use capital letters)

Appendix C: Form for medical evacuation and medical rescue

INSTALLATION/VESSEL:		
DATE:		**TIME:**
REPORTED BY:		
MEDIC OFFSHORE:		**TELEPHONE:**
EMPLOYEE NUMBER:	**NAME:**	**COMPANY:**
EVENT: Illness or accident (Delete as appropriate)		
CONDITION OF PASIENT: (Able to walk, stretcher, life-support etc.)		
IF SHIP OWNER, HAVE THEY BEEN NOTIFIED? YES / NO		
NOTIFIED:	**TIME:**	**DUTY OFFICER EVALUATION:**
Emergency Controller:		
HR:		
DOCTOR TO FLY OUT? YES / NO	**MEET AT HELIPORT** YES / NO	**MEET AT HOSPITAL?** YES / NO
FLIGHT NO:	**VESSEL:**	
ETD STAVANGER:	**ETA STAVANGER:**	**HOSPITAL:**
NOTE:		

RECEIVED BY: _____

Name / Repsol Alarm Sentral

Appendix D: Bunkering and delivering of diesel oil to Yme

Diesel deliveries to the Yme field (Inspirer) are done by using supply vessels. Cost allocation for the delivered volumes of diesel is based on the quantities delivered as reported by the vessels on their log forms. To be future auditable to the accuracy of these deliveries (the requirement is plus/minus 1%), the following routines are established for bunkering at the base and for delivery to the facilities.

These routines must be followed by all vessels which deliver diesel:

Procedure for bunkering at the base:

- Before bunkering begins, a reading is taken of the meter at the base and on the vessel, and the result is noted in the log.
- Bunkering is carried out.
- After bunkering is finished, the meter is read at the base and on the vessel and the result is noted in the log.
- Check that the reading of the amount delivered corresponds with the amount stated by the supplier and calculate the base/vessel discrepancy.
- The result is noted in the log and the duty officer in the machine room signs off.
- The discrepancy must be less than 1 [%]. If the discrepancy is greater than 1 [%] the vessel's metering must be repaired.

Procedure for delivery to consumer:

- Before delivery is started, a reading is taken of the meter on the vessel, and the result is noted in the log.
- Clarify with recipient and start delivery.
- After delivery the meter on the vessel is read, and the result is noted in the log.
- Confirm the amount delivered to the consumer and check whether the customer has their own measurements onboard. If they have their own measurements, make a note of this in the log. The result of measurements by the consumer will not affect the cost allocation. These measurements are only for checking variations between different installations.

Appendix E: Field Location and Layout

Location

YME Installation location:

57º 48' 57.92" N

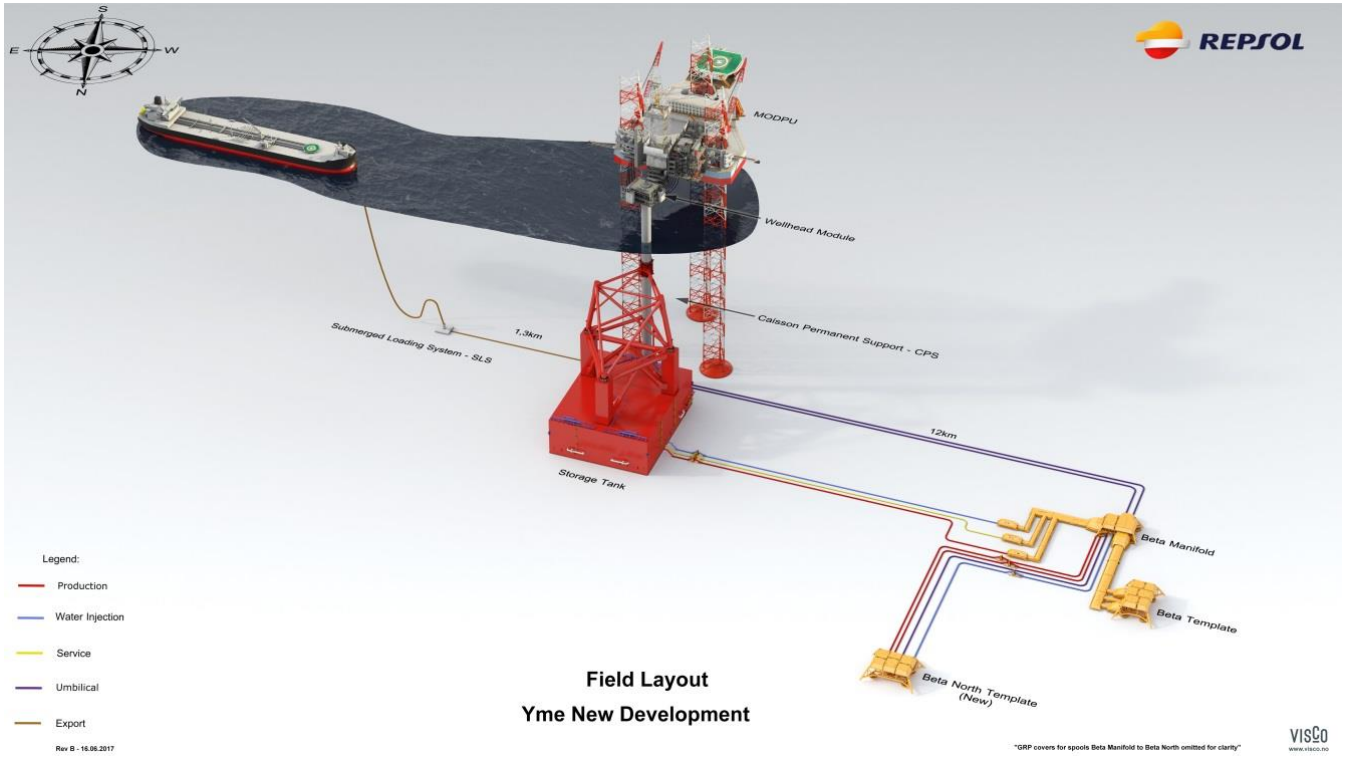
04º 32' 07.56" E

Please, find YME SPS coordinates detail in Field Layout.

Field Layout

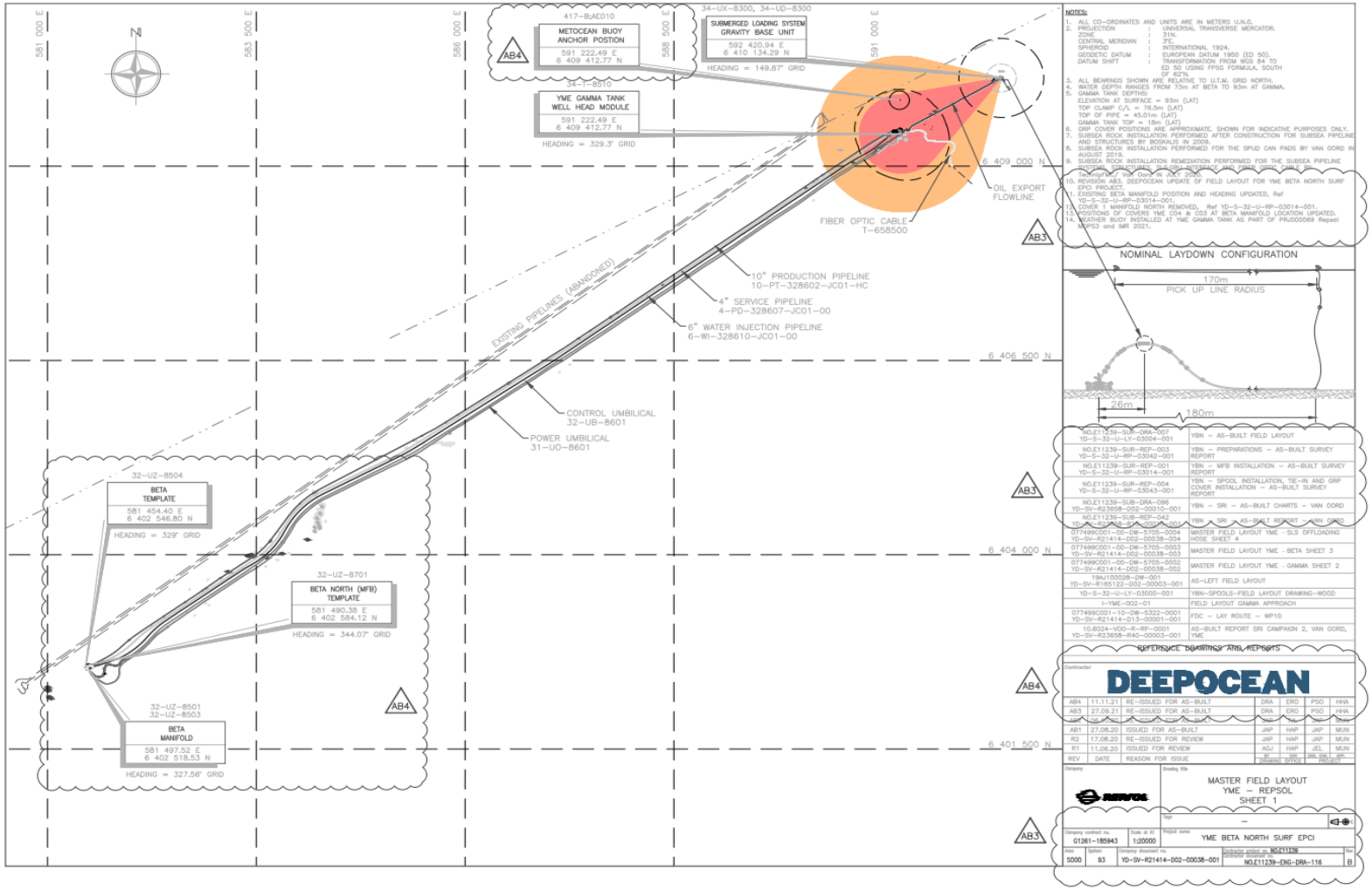
Instructions to Master

Type: Instruction	Scope: Yme	Code: POP-INS-YME-001
Requirement Owner: Yme Asset	Category: 1	Revision: 04



Instructions to Master

Type: Instruction	Scope: Yme	Code: POP-INS-YME-001
Requirement Owner: Yme Asset	Category: 1	Revision: 04



Instructions to Master

Type: Instruction	Scope: Yme	Code: POP-INS-YME-001
Requirement Owner: Yme Asset	Category: 1	Revision: 04

Appendix F: Transfer of personnel using FROG

Transport of passengers to/from the offshore installation can be carried out within the vessel's capacities, with up to twelve passengers for vessels that do not have SPS class, and above twelve passengers for vessels with SPS class.

The vessel must have suitable deck for transferring personnel with FROG with the offshore installation crane. The crane must be certified for personnel transport.

Before the operation starts, it must be carried out a pre-job talk between the crane operator and the ship's crew and it must be operated according to NORSOK R003.

Instructions to Master

Type: Instruction	Scope: Yme	Code: POP-INS-YME-001
Requirement Owner: Yme Asset	Category: 1	Revision: 04

Appendix G: Transfer of personnel using MOB boats

Transfer of personnel between vessels in open sea by MOB boats entails risk for personnel. Such operations are not regarded as an ordinary operation. An exception is crew changes (vessel crew) on standby vessels, where transfer using MOB boats is a planned part of the training activities of the crew.

Personnel transfer using MOB boats in open seas must therefore be limited to situations where there are weighty operational, or personal, considerations. Transfer must only take place after acceptance by the Yme OIM and masters of both vessels. The following criteria shall be met:

- The person(s) to be transferred must give their consent.
- The person(s) must have completed safety training in accordance with the NOROG guidelines for safety and emergency preparedness training (ref. NOROG 002) or equivalent.
- A safe job analysis (SJA) must be conducted before the transfer is carried out, and the masters of both vessels involved must accept the procedure.
- Both vessels must be contracted to RNAS.
- The transfer must take place in daylight.
- The weather conditions must be such that the transfer can be carried out in a safe manner.
- Other means of transportation for person(s) in question are duly considered.

Instructions to Master

Type: Instruction	Scope: Yme	Code: POP-INS-YME-001
Requirement Owner: Yme Asset	Category: 1	Revision: 04

Appendix H: YME Installation Data Card and Field Layout

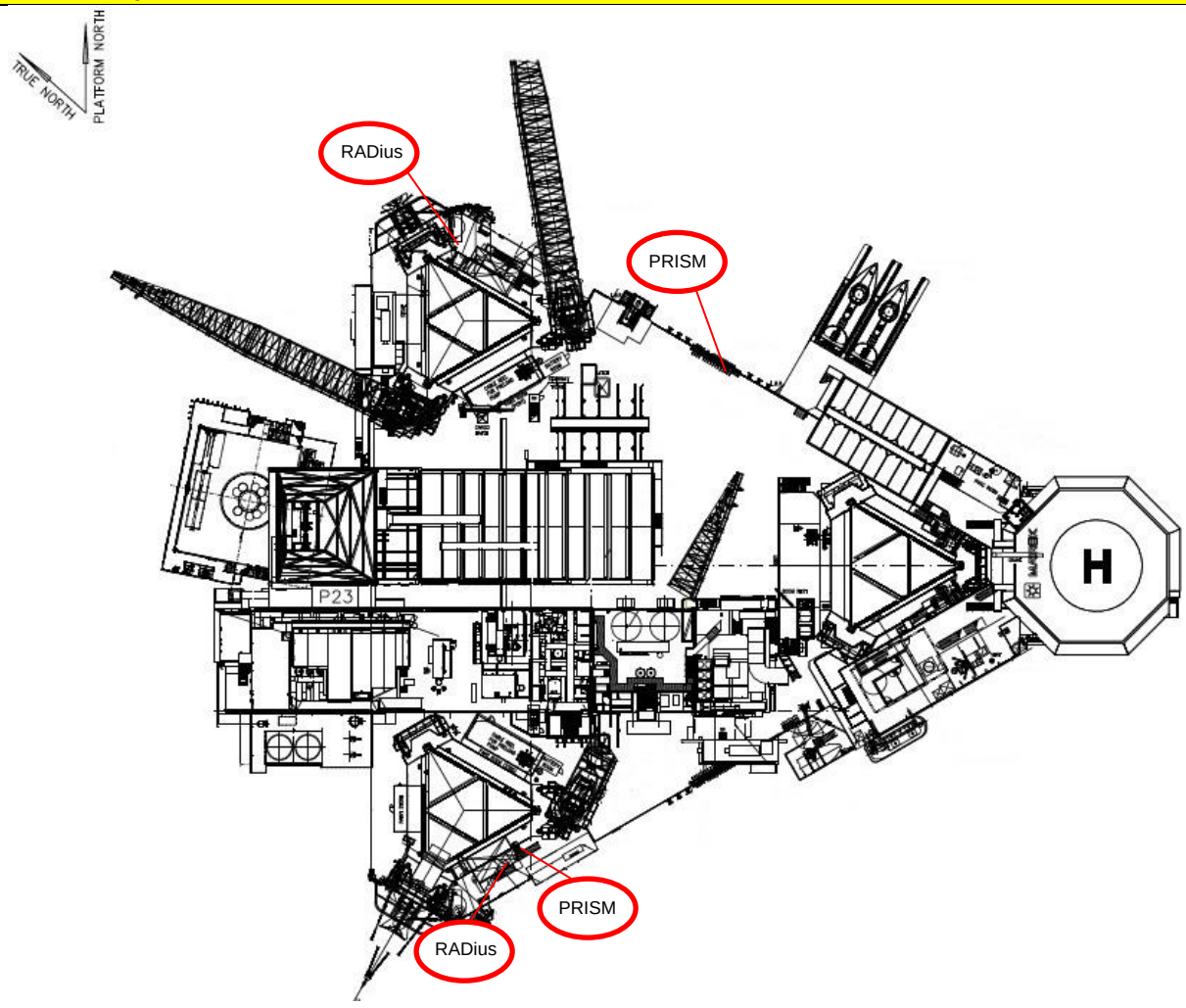
Platform contact information		
Platform Name: Inspirer	VHF Channel: Ch. 17	UHF: Ch 2
Latitude (WGS84): 57° 49.077' N	Email PCR: Yme_pcr@repsol.com	
Longitude (WGS84): 004° 32.162' E	Tlf PCR: +47 5299 2500	
Water depth: 93 meters	Marine Logistics:+47 5200 1680	

Marine operations contact information	
PSV: UHF Ch 2 Marine	Shuttle tanker: UHF Ch 5 Offloading

Marine Hazards

Weather buoy inside 500m zone, approx. 400m to the north of Inspirer.
SLS loading zone and traffic of shuttle tanker.

Overview of Inspirer



Instructions to Master

Type: Instruction	Scope: Yme	Code: POP-INS-YME-001
Requirement Owner: Yme Asset	Category: 1	Revision: 04

Other information
X-Bow vessels are not allowed in close proximity to Yme Gamma

Inspirer UHF radio channels					
Name	Channel info	TX freq. (Mhz)	PL Tx (Hz)	RX freq. (Mhz)	PL Rx (Hz)
Yme Ch 1	Emergency	467.5250	156,7 5A	457,5250	156,7 5A
Yme Ch 2	Marine	467,5375	71,9 XA	457,5375	71,9 XA
Yme Ch 3	Drilling	467,5500	141,3 4A	457,5500	141,3 4A
Yme Ch 4	Production	467.5625	146,2 4B	457,5625	146,2 4B
Yme Ch 5	Offloading	467,5750	167,9 6Z	457,5750	167,9 6Z
Yme Ch 6	Service 1	426,3125	136,5 4Z	426,3125	136,5 4Z
Yme Ch 7	Service 2	426,3625	131,8 3B	426,3625	131,8 3B
Yme Ch 8	Service 3	426,4125	179,9 6B	426,4125	179,9 6B

Bulk connections		**Cargo transfer operations**
Potable water	4" Hammer fig. 100 male	Cargo operations shall be conducted according to GOMO chapter 9 - “Logistics and cargo handling.” Logistics and Cargo Handling Operations
Drill wáter	4" Hammer fig. 100 male	
Diesel	4" quick connect DDC female	
Brine	4" quick connect DDC female	
Cement	4" Hammer fig. 100 male	
Barite	4" Hammer fig. 100 male	
Base oil	4" quick connect DDC female	
OBM	4" quick connect DDC female	
Methanol	4" quick connect DDC female (SB)	
Slurry	4" quick connect DDC female	

Instructions to Master

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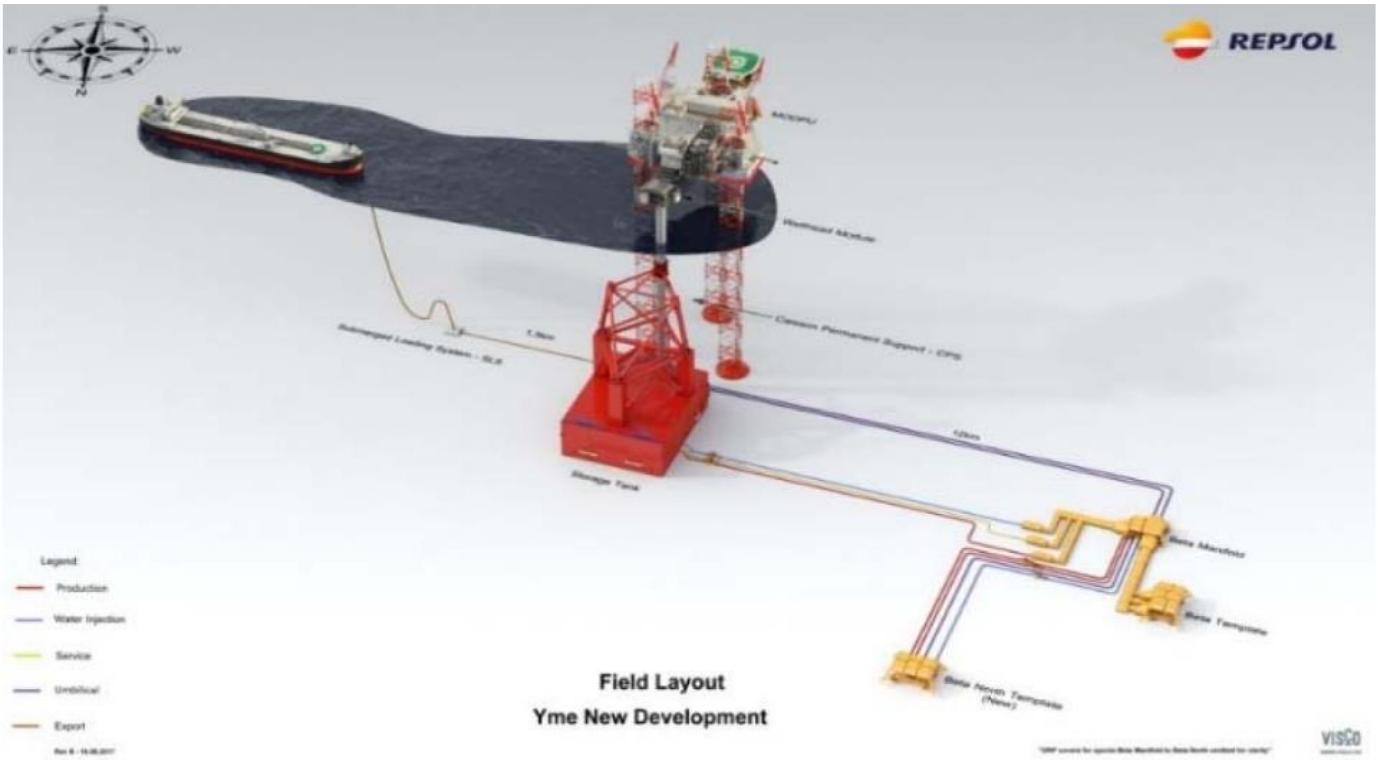
Requirement Owner: Yme Asset	Category: 1	Revision: 04



Revision	Date	Reason for issue
06	09.11.2022	Changed layout, Updated Phone number to PCR, added overview with references

Instructions to Master

Type: Instruction	Scope: Yme	Code: POP-INS-YME-001
Requirement Owner: Yme Asset	Category: 1	Revision: 04

Validity and revisions

Validity

This document will become valid when it signed by all parties and published in RNAS management system.

Revoked regulation.

N/A

General and temporary provisions

N/A

Revision history

Revision	Date	Reason for issue
01	24.12.2021	New document
02	13.05.2022	Minor change, responsible
03	22.03.2023	Minor update of procedure reference
04	25.08.2023	Major update