

## READINESS TO SAIL AWAY CHECKLIST

**OPERATOR:**  
**FACILITY / LOCATION:**  
**INSPECTION DATE:**

No.	Prompt	Remarks	Comments /Status
<b>1.0</b>	<b>Sailaway Policy and Strategy</b>		<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> Tick one (✓)
1.1	Would the FPSO/FSO ever sailaway?	Does the FPSO operator and other interested parties have disconnect policies?  Expected policy/procedures would be in relation to cyclone threat.	
1.2	Are there any other circumstances when the FPSO would disconnect and sail away? What about other emergencies?	Possibly certain types of repairs, surveys or modifications as well as for cyclones or ER.  Potential collision, flow line damage etc.. or others? Unlikely as the time from first alert to sailaway would be too long.	
<b>2.0</b>	<b>Planning and Implementation</b>		<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> Tick one (✓)
2.1	What procedures or guidelines are there to make unambiguous decisions to disconnect and sail away?	Emergency response or contingency procedure for dealing with disconnection and sailaway for cyclones. Where there is more than 1 interested party are the policies the same? Is there a common understanding. If other than cyclone are there procedures for these as well?	
2.2	If weather data is used to inform the decision, where is the data from?	Data from Met service, (eg BoM, WNI etc) Local ships weather station? Other data wave rider buoy etc Weather station elsewhere?	

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2.2	<p>Does the cyclone response plan incorporate variable or fixed radii for alert categories?</p> <p>What is the criteria for disconnection?</p>	<p>Usually cyclone alert systems incorporate threat levels – blue, yellow and red. These are can be based on fixed distances to the cyclone location or may be based on radius to gales from the facility.</p> <p>Variable radii require continual monitoring and re-calculation based on weather information.</p>	
2.3	<p>What environmental / metocean parameters are used in the decision to disconnect (both the FPSO itself, and perhaps a separate disconnect of any connected shuttle tanker?)</p>	<p>Examples:</p> <ul style="list-style-type: none"> <li>• Significant wave height of 'x' m</li> <li>• Gusting winds of 'x' knots,</li> <li>• Wave period</li> <li>• Mooring hawser tensions</li> <li>• Anchor line tensions etc.</li> </ul> <p>Are these documented / used? If not, what criteria are used?</p>	
2.4	<p>Who is/are the person(s) that make that decision?</p>	<p>OIM/Operations supervisor. (or person who is to act as Ship's Master and Chief Engineer? The expectation is that they will be consulted if they are not part of the facility's senior management team.)</p>	
2.5	<p>What is required to be in place for a successful sailaway?</p> <p>What is the soonest time the vessel could depart from notice to leave?</p>	<ul style="list-style-type: none"> <li>• Adequate weather information</li> <li>• Process shutdown</li> <li>• Re-arrange shifts</li> <li>• Extra crew/</li> <li>• Engine available</li> <li>• Vessel information (hull state, recent sea trials)</li> </ul> <p>Number of hours to make ready to depart location.</p>	
2.6	<p>Is there a requirement for training the responsible personnel to make the decision and implement the sail away?</p>	<p>Is this defined in procedures?</p>	

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3.0	<b>Monitoring and Evaluation</b>		<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> Tick one (✓)
3.1	<p>Is the requirement for maintenance of systems (engine, navigation systems etc..) that affect the readiness of the vessel to sail away assessed and planned for?</p> <p>When undertaking such maintenance are alternative control measures or actions identified?</p>	<p>What is the longest time equipment would be down? Is it always a requirement to be ready to sail? (In the cyclone season, certain maintenance may be disallowed, if it means main propulsion would be compromised for a 'qucik exit') Frequency of engine testing maybe increased during cyclone season.</p> <p>Use of standby vessel etc..</p>	
3.2	<p>Should the need arise what assurances are there in place that the vessel is ready to sail away?</p> <p>For moving off location, will full power/speed be available?</p> <p>How do the required personnel know the capability of the vessel for sail away?</p>	<ul style="list-style-type: none"> <li>• Engine readiness – maintenance,</li> <li>• Steerage gear</li> <li>• Navigational aids</li> <li>• Hull capability – effects of marine growth, recent sea trials</li> <li>• Management of floating hose to effect safe operations</li> <li>• Required personnel available</li> <li>• Ability to disconnect in a timely manner</li> </ul>	
3.3	<p>Have the arrangements for moving off location been successfully exercised and timed.</p>	<p>This data is necessary to determine when the series of actions need to be initiated. When did the FPSO last sail away from the mooring – DD- MMM-YYY?</p>	
3.4	<p>How is the competency of the responsible personnel in making and implementing the decision to sail away determined by the operator?</p>	<p>What is the evidence to support this? Is the training of personnel competency based?</p>	

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3.5	What has changed as a result of reviews, operational experience, drills, incidents etc..	Have there been any lessons learnt from: Incidents (here or elsewhere?)	
<b>4.0</b>	<b>Manning &amp; Competency</b>		<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> Tick one (✓)
4.1	Is there a Safe Manning Document issued by AMSA	Verify the organisation structure is clarified in the Safety Case and; Verify the actual personnel onboard to meet the organisational marine roles	
4.2	Do the personnel fulfilling the organisational marine roles hold current AMSA STCW95 Endorsment (STCW = Standard of Training, Certification and Watchkeeping)	Verify the actual personnel onboard have current STCW95 endorsements for their particular organisational marine role. Verify status of endorsements.	
4.3	How is the competency of the responsible personnel in making and implementing the decision to sail away determined by the operator?	What is the evidence to support this? Is the training of personnel competency based?	
4.4	Is there a clear understanding of the organisational structure when connected to the production riser and when disconnected?  Are additional crew required for sailing away?	View organisational charts.	

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4.5	Where additional marine crew are required to meet marine manning requirements: has this contract arrangement been tested?	Review commitments made in the safety case, if relevant.	
<b>5.0</b>	<b>Auditing</b>		<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> Tick one (✓)
5.1	How do you know that the above items are being addressed satisfactorily?	Is there any additional scrutiny applied to maintenance reporting during cyclone season. Are relevant (HODs) replacement personnel trained in this aspect of facility operation prior to going offshore. Reports?	
5.2	Is the above system for sailaway part of the auditing program by corporate / 3rd parties.	View reports	
5.3	What changes were made following audits?	Are actions on the tracking databse/system? Are recommendations/actions implemented?	

Legend:

- complies    
 - partially complies (incomplete system)    
 - non compliance (major failing) or Key elements missing    
 - not tested/no evidence

INSPECTION CARRIED OUT BY

Name:

Signature:.

Date: