

	DEPARTMENT OF PETROLEUM RESOURCES 7, KOFO ABAYOMI STREET VICTORIA ISLAND LAGOS	Applicable to all Operators and Service Providers
		ORIG DEPT: SAFETY HEALTH ENVIRONMENT DIVISION
		ORIGINAL DOCUMENT ; 2011
	DPR TECHNICAL SAFETY STANDARDS	REVISION – 1; 2017

GUIDELINES AND PROCEDURE

FOR TRAVEL TO OFFSHORE/SWAMP LOCATION

AND

OBTAINMENT OF OFFSHORE SAFETY PERMIT

THE DEPARTMENT OF PETROLEUM RESOURCES

2017

Contents

1.	INTRODUCTION	4
1.1.	Purpose	4
1.2.	Scope.....	4
1.3.	Terminology.....	4
2.	OFFSHORE/SWAMP LOCATION TRAVEL REQUIREMENTS	7
2.1.	Travel to Offshore/Swamp Facility	7
2.2.	Mandatory Requirements for Obtaining OSP.....	7
2.3.	Types of Offshore Safety Permits.....	8
2.3.1.	Full Offshore Safety Permit.....	8
2.3.2.	Travel Safely by Boat Safety Permit	9
2.3.3.	Restricted Offshore Safety Permit for Marine Crew	9
2.3.4.	Restricted Offshore Safety Permit for Helicopter-only travelers.	9
2.3.5.	Infrequent Offshore Traveler Safety Permit.....	9
2.3.6.	Special Offshore Safety Permit.....	10
2.4.	Validity of OSP Card.....	10
2.5.	Loss of Offshore Safety Permit Card	10
2.6.	Damaged Offshore Safety Permit Card.....	11
3.	OSP APPLICATION	12
3.1.	Online Data Submission	12
3.2.	Biometrics Registration.....	12
3.3.	Embarkation Points from Outside Nigeria	12
3.4.	Final Preparation for Travelling Offshore.....	12
3.5.	Prohibited Items	13
4.	HELICOPTER TRAVEL.....	15
4.1.	Check-in	15
4.1.1.	Baggage and Security	15
4.1.2.	Helicopter Safety	15
4.1.3.	Carriage of dangerous goods.....	15
4.2.	Arrival and Departure	15

4.2.1.	Arrival at Manned Platform.....	15
4.2.2.	Arrival at Unmanned Platform.....	16
4.2.3.	Departure at manned platforms.....	16
4.2.4.	Departure at unmanned platforms	17
5.	BOAT TRAVEL	17
5.1.	Check-in and Boarding Procedure	17
5.2.	Passenger Safety	17
5.3.	Personnel Transfer to Platforms.....	18
5.3.1.	Personnel Transfers using Capsules/Basket.....	18
5.3.2.	Bridge and Gangway Transfers	18
5.3.3.	Swing Rope Transfer	19
5.4.	Arrival and Departure at Manned Installations.....	19
5.4.1.	Arrival	19
5.4.2.	Departure	19
5.5.	Arrival and Departure at Unmanned Installations	19
5.5.1.	Arrival	20
5.5.2	Departure	20

1. INTRODUCTION

1.1. Purpose

This document describes the requirements for travelling either by helicopter or boat to offshore/swamp facilities; oil and gas platforms, rigs, work barges, marine vessels, work boats owned/operated by Operators and/or Contractors in the Nigerian Oil and Gas industry. It provides explanation for the offshore travel operations requirements as enshrined in the Mineral Oils (Safety) Regulations 1997 and provisions of Section 60 (a) of the Petroleum (Drilling and Production) Regulations 1969, as amended.

1.2. Scope

This document defines the different types of Offshore Safety Permits and corresponding training requirements, and describes the processes for obtaining these permits as well as the process for requesting an offshore visit.

Offshore Safety Permit is recorded as a barcode strip on an E- Card issued by DPR or its accredited representative. The OSP also records personal details, medical fitness certification, training certification, competence assurance status, etc.

The scope also includes the means of travel by helicopter and boat, and modes of transfer to offshore facilities.

1.3. Terminology

Abbreviations, terms and references used in this document are explained hereunder:

Abbreviation	Meaning
AOS	Area Operations Supervisor
API	American Petroleum Institute
BLO	Boat Landing Officer
BOSIET	Basic Offshore Safety Induction and Emergency Training
COC	Certificate of Competency for mariners

CSR	Company Site Representative
DSV	Drilling Supervisor
EBS	Emergency Breathing System
TFOET	Tropical Further Offshore Emergency Training
FOS	Field Operations Supervisor
FOET	Further Offshore Emergency Training.
HIP	Hazard Identification Plan
HLO	Helicopter Landing Officer
HUET	Helicopter Underwater Escape Training.
NCAA	Nigerian Civil Aviation Authority
IADC	International Association of Drilling Contractors
IATA	International Air Transport Association
ICAO	International Civil Aviation Organization
MOPO	Manual of Permitted operations
NOGEP	Netherlands Oils and Gas Exploration and Production Association.
NSOC-D	North Sea Operators Committee – Denmark.
OLF	Norwegian Oil Industry Association.
OPITO	Offshore Petroleum Industry Training Organization
TBOSIET	Tropical Basic Offshore Safety Induction and Emergency Training
TFOET	Tropical Further Offshore Emergency Training.
THUET	Tropical Helicopter Underwater Escape Training
UKOOA	United Kingdom Offshore Operators Association.
OSP	Offshore Safety Permit
POB	Personnel On board
STCW	Standard Training Certification and Watch keeping

SOLAS	Safety of Life at Sea
SOS	Senior Operations Supervisor
TSbB	Travel Safely by Boat
VIP	Very Important Person e.g. Government Senior Officials, Senior Company Directors and CEO, Foreign Embassy delegates, Stakeholder, Other Senior delegates from various Companies Local and Foreign.

2. OFFSHORE/SWAMP LOCATION TRAVEL REQUIREMENTS

2.1. Travel to Offshore/Swamp Facility

Any person travelling to an offshore/swamp facility, marine vessel, barge or rig operated in the Nigerian Oil and Gas industry, by either helicopter or boat must:

- I. be authorized by the senior person of the facility, vessel, barge or rig to travel to their destination. Authorisation for personnel from Government Regulatory and Security Agencies shall be from the respective Government Regulatory and Security Agencies in accordance with their statutory mandates
- II. be trained in accordance with the company's Training Matrix which details the relevant mandatory professional training requirements for an individual and the required safety permit.
- III. not exceed a stay of thirty (30) days from the time of arrival to their offshore destination and the minimum duration of 'time off' must be at least half the time of stay offshore.
- IV. not exceed 12 hours work time per day and shall also have equal time for rest.
- V. possess and present a valid Offshore Safety Permit (OSP) Card for admittance; at designated desks at embarkation points, on arrival from and departure to offshore locations.

Note: In the event of special circumstances that may require exception to above, Company must notify the Department with satisfactory reason and obtain approval from the Director, DPR.

2.2. Mandatory Requirements for Obtaining OSP

Personnel shall meet the following requirements to obtain an OSP: –

- a. Have a valid offshore medical certificate of fitness from a Government (Medical and Dental Council of Nigeria/Federal Ministry of Health) approved medical clinic or hospital to show fitness to travel to an offshore environment;
- b. Have completed the required mandatory internationally recognized HSE

training as stipulated and approved by DPR at approved training centers for offshore travel by boat or helicopter as applicable. Please note that HSE training (BOSIET, HUET, Firefighting, etc.) shall be deemed internationally recognized if the training is accredited by organizations such as IADC, API, OPITO, NOGEP, OLF, UKOOA, NSOC-D and that which may be recognized by the Director of Petroleum Resources in writing;

- c. Non-Nigerian citizens working offshore must hold a valid work permit visa. A visiting visa is **not** acceptable;
- d. Payment of the applicable fees;
- e. State Dignitaries and VIPs visiting an offshore facility, who for practical reasons cannot comply with the above, must obtain a Special Offshore Safety Permit in accordance with the provisions of these guidelines.

2.3. Types of Offshore Safety Permits

There are six (6) types of offshore safety permits and these are listed below: –

S/No.	Permit Type	Colour
1	Full Offshore Safety Permit (For regular offshore workers)	Blue
2	Travel Safely by Boat (Restricted to boat travel only)	Green
3	Restricted Offshore Safety Permit (For Marine Crew)	Red
4	Restricted Offshore Safety Permit (for Helicopter-only travelers)	Orange
5	Infrequent Offshore Safety Permit (Limited to 4 return trips in each year)	White
6	Special Offshore Safety Permit (For State Dignitaries and VIP's)	Purple

2.3.1. Full Offshore Safety Permit

A Full Offshore Safety Permit is required for anyone who makes frequent trips to offshore facilities. To obtain a Full Offshore Safety Permit, the requirements is listed in 2.2 of this document

- A valid medical certificate of fitness from a Government (Medical and

Dental Council of Nigeria/Federal Ministry of Health) approved medical clinic or hospital;

- Work visa for non-Nigerian citizens issued by the relevant authorities;
- Valid offshore training certificate, (T) BOSIET or (T) FOET from a training organization approved by the DPR in line with Section 2.2 of this document;
- Payment of the applicable fees;

2.3.2. Travel Safely by Boat Safety Permit

Travel Safely by Boat Safety Permit may be issued if a passenger has completed the Travel Safely by Boat (TSbB) training but has not completed the HUET. In this instance the passenger is limited to travel offshore by Boat only. All other requirements outlined in 2.2 apply

2.3.3. Restricted Offshore Safety Permit for Marine Crew

Due to the nature of work of Marine crew, i.e. working and living onboard a vessel, Marine crews are permitted to join the vessel at any of the marine contractors' bases. Any changes to the compliment of the crew must be reported to DPR or its accredited representative for the POB update and the updated crew list must be submitted to DPR for update in the OSP system.

The issuance of Offshore Safety Permit to Marine Crew shall be based on their STCW training and Certificate of Competence. Marine crew are not required to have completed BOSIET training but are restricted to travel by boat **only** i.e. not permitted to travel by helicopter, unless they have undergone HUET training. All other requirements outlined in 2.2 apply

2.3.4. Restricted Offshore Safety Permit for Helicopter-only travelers.

The issuance of a Restricted Offshore Safety Permit for Helicopter-only travel is subject to meeting the requirements of 2.2, except that the minimum training requirement for this permit is a valid HUET approved by the DPR

The travelers who meet the above requirements are not required to undertake the Travel Safely by Boat training and, as such, **shall not be permitted** to travel by boat.

2.3.5. Infrequent Offshore Traveler Safety Permit

Infrequent Offshore Traveler Safety Permit is issued to personnel whose nature

of work does not require them to work offshore regularly. Infrequent Offshore Traveler Safety Permit can be used for not more than four (4) return trips offshore within a given year. All requirements outlined in 2.2 apply. Refer to 2.4 for validity;

2.3.6. Special Offshore Safety Permit

In exceptional circumstances a Special Offshore Safety Permit may be issued, subject to approval of the Director of Petroleum Resources. This is usually for visit to an offshore facility by State Dignitaries, Senior Company Managers and Directors, Government visitors and other VIPs.

Mitigation and requirements for Special Traveler permits are listed below:

- Before the offshore travel, all visitors must be given travel briefing and upon arrival to location, be given site HSE briefing;
- Visitors are to be accompanied always by personnel from the Host Team and ensure the Visitor Helmet policy of licensee or lessee is followed;
- Optimized sitting arrangement (e.g. TBOSIET/TFOET trained passenger to sit next to door/window as well as to be the buddy for non-HUET trained visitor/ passenger).

Note: An Operator can ONLY be issued a maximum of twenty (20) free OSP cards with VIP status for any given year. Each of the VIP OSP cards shall be attached to a company and be valid for two (2) return trips in each year. Any additional OSP VIP card shall attract the fees for Full Offshore Safety Permit.

2.4. Validity of OSP Card

- OSP Card validity will depend on the validity of medical certificate, relevant trainings, and OSP fees, whichever comes first.
- Infrequent Offshore Travelers Offshore Safety Permit fee shall be valid for 3 years with a maximum of 4 offshore return trips in each year

Note: Offshore survival training will be valid for a period of 4 years. Refresher training must be completed within the 4-year period. If the validity of a certificate runs out, the holder will undertake the full course again. There shall be no grace period.

2.5. Loss of Offshore Safety Permit Card

Loss of Offshore Safety Permit Card must be reported to the Department of Petroleum Resources. The loss must also be reported to the Nigeria Police and a statement obtained. A letter of Application for reissuance will be required

from the licensee, lessee or his contractor and evidence of payment for reissuance presented before a new permit can be issued. The fee for reissuance shall be half of the fee for OSP annual renewal.

2.6. Damaged Offshore Safety Permit Card

Any OSP card that becomes inadvertently damaged or defaced will be changed by the Department or its accredited representative at no fee to the card holder.

3. OSP APPLICATION

3.1. Online Data Submission

To obtain an Offshore Safety Permit, applicants must first complete an “Application for Offshore Safety Permit” on www.dpr.gov.ng. The completed application must be verified for correctness against the supporting documents;

- Supporting documents as follows:
 - Valid training certificate in line with Section 2.3, of this document;
 - Applicant’s Valid medical certificate of fitness from a Government (Medical and Dental Council of Nigeria/Federal Ministry of Health) approved medical clinic or hospital;
 - Permit To Work (PTW) visa and company’s expatriate quota approval for non-Nigerian citizens;

3.2. Biometrics Registration

Applicants Biometrics will be required to complete the application process.

3.3. Embarkation Points from Outside Nigeria

Embarkation points in Nigeria should always be used except in extreme cases where approval must be sought from the Department. Personnel arriving from embarkation points outside Nigeria must have a valid OSP card. Their itinerary must be sent to the Department in ample time ahead of travel date.

3.4. Final Preparation for Travelling Offshore

Before going offshore, the traveler must:

- be physically fit to travel (i.e. the traveler must not be suffering from any effects of significant illness, injury, influence of alcohol or drugs which may restrict mobility or limit normal responses).
- hold a valid Offshore Safety Permit:
- have approval from the facility intended for visit i.e. AOS or SOS of the facility concerned, DSV for the rigs, Barge Superintendent and CSR for work barge, CSR for the workboat and Vessel Masters for the marine vessels;
- have proper soft-sided luggage (i.e. plastic carrier bag not permitted);
- not be carrying any prohibited items as listed below in section 3.4;
- Wear suitable shoes and clothing (for air travel) in line with relevant

NCAA regulations

- for boat travel, suitable shoes, clothing and SOLAS compliant flotation device must be worn.

Passengers are advised to carry unit baggage not exceeding the limit set by the operating company. Pieces weighing more than the stipulated weights must be brought to the attention of the authorities so they can be manifested

3.5. Prohibited Items

The items listed below are prohibited from being taken offshore by all offshore travelers including visitors: -

- Matches and cigarette lighters;
- Alcohol;
- Non-prescription drugs and accessories;
- Fishing equipment (or fish);
- Flammable substances (paint, thinners, solvent, lighter fuel);
- Non-intrinsically safe electrical equipment (see below);
- Corrosive substances (acids and alkalis);
- Weapons and explosives;
- Pornographic material;
- Open flip flops with no back straps;
- any other items so identified by the carrier or operator.

Note: The following items cannot be taken offshore unless the noted requirements are met

- Knives - can only be taken offshore if they are required for specific work; a company supervisor must provide a letter stating what the knife is to be used for, before being granted passage. The letter must be shown at the security checkpoint.
- Non-intrinsically safe electrical equipment. This includes mobile phones, pagers, radios, electronic cameras, digital cameras, lap top computers, battery operated torch lights, electric razors. Such items must be declared at check in and at any point when asked to do so.

- Prescription drugs may be taken offshore provided the patient has a valid prescription from a government approved (Medical and Dental Council of Nigeria/Federal Ministry of Health) clinic authorizing their use. On arrival, the patient must report to the offshore medic.

4. HELICOPTER TRAVEL

4.1. Check-in

All check in procedures shall be in accordance with OSP system requirements.

Each passenger must have a valid Offshore Safety Permit before being allowed to proceed beyond check-in and security.

4.1.1. Baggage and Security

All baggage must be examined by security personnel in the passenger terminal prior to check-in and shall be in line with NCAA rules and regulations.

At Check-in, each passenger's name shall be checked against the flight manifest and a boarding card issued. Passengers must pass through a metal detector and proceed for helicopter safety briefing before going offshore.

4.1.2. Helicopter Safety

The helicopter safety briefing must be carried out before every flight in line with the applicable NCAA regulations. Passengers must follow the directions of the airport staff and have their hearing protection on, prior to exiting the main terminal building and wait for the direction of the Ground crew to direct boarding and collect the boarding card. Passengers must always wear ear protection and life vest during helicopter flights. Whilst onboard the helicopter and on heli-decks, passengers must follow the instructions from pilots, cabin crew or HLO at all times.

4.1.3. Carriage of dangerous goods

The carriage of dangerous goods is subject to the legal requirements contained in the NCAA Technical Instructions. Nigeria also uses the International Air Transport Association (IATA) Dangerous Goods regulations (published annually) as the everyday controlling reference.

4.2. Arrival and Departure

4.2.1. Arrival at Manned Platform

Passengers must remain in their seats with seat belts fastened until told to release them by the Helicopter Landing Officer (HLO) or a member of the flight

crew. Baggage shall be unloaded from the aircraft by the helideck crew. After collecting their baggage, passengers should leave the helideck when directed by the HLO. Passengers leaving or approaching the helicopter must always stay within the helicopter “safety zones” at all times and in the sight of the helicopter Pilots. They should then go immediately to the Administration office to do the following: -

- **Residents:** - register their arrival, obtain cabin allocation and receive a safety card (**residents only**)
- **Day visitors:** - Receive a visitor pass stating allocated muster station, emergency procedure and telephone numbers.
- **Visitors in transit:** - confirm connecting travel arrangements to any ‘satellite’ platforms with the Transport Scheduler for infield boat if applicable.
- **Health & Safety Briefing:** - passengers visiting an installation for the first time (**or after an absence of more than three months**) must receive a health, security and safety briefing immediately on arrival.

4.2.2. Arrival at Unmanned Platform

There are no helideck crews to unload the helicopter and therefore passengers shall collect their baggage from the cabin attendant. After collecting their baggage, passengers should leave the helideck by the nearest access stairs. Extreme care should be taken to ensure they stay in the sight of the Pilots and are within the helicopter “safety zones” at all times.

Passengers must then check the location of the muster station and familiarize themselves with emergency requirements.

4.2.3. Departure at manned platforms

Before leaving an offshore installation to travel to another location or return onshore, all travelers must do the following: -

- Inform their supervisors of their departure;
- Confirm their departure with the administration office;
- Collect a boarding card;
- Return the visitor pass (**day visitors only**);
- Have baggage weighed
- Passengers who stay offshore for longer than 24hours should be given the necessary safety briefing

When instructed by the Helicopter Landing Officer (HLO), passengers must fit hearing protection and proceed to the helideck with their baggage. Boarding cards shall be collected before passengers move onto the helideck. They must hand their baggage to the helicopter cabin attendant before boarding the helicopter.

4.2.4. Departure at unmanned platforms

At an unmanned installation, there is no Helicopter Landing Officer (HLO) available to coordinate boarding, consequently **passengers must wait below the helideck and not by the stairway for the arrival of the helicopter**. They should have their baggage ready and have their ear protection fitted. After the helicopter has landed, the pilot shall switch off the red anti-collision lights. All passengers are to remain below the helideck until they receive the clearance from the Cabin Attendant who shall alight from the aircraft, walk to the staircase and give clearance to come up to the helideck. The Pilot shall give the “thumbs up” signal indicating passengers can approach the helicopter. The Cabin attendant shall guide the passengers to ensure they approach within the helicopter safety zones. Passengers must hand their baggage to the helicopter cabin attendant before boarding the helicopter.

5. BOAT TRAVEL

5.1. Check-in and Boarding Procedure

All check in procedures shall be in accordance with OSP system requirements.

Each passenger must have a valid Offshore Safety Permit before being allowed to proceed beyond check-in and security. The check in officer shall check each person against the manifest.

5.2. Passenger Safety

Passengers Must undergo a Safety briefing before travel and adhere strictly to instructions from the boat crew at all times. In the event of an emergency, the crew of the boat will give instructions on what actions to take.

Passengers must remain inside the passenger cabin while the boat is transiting any channel and are only allowed on the boat open deck after the boat has cleared the channel and before entering the 500m-safety zone. When on the boat open deck, passenger must wear their SOLAS compliant floatation device.

At least one boat crew must be in attendance at all times on the open deck to watch over the passengers. Maximum allowable number of passengers on the boat shall not be exceeded.

On arrival at your destination, passengers must remain in the designated area until a member of the crew indicates that passengers may disembark. Passengers must have their SOLAS compliant floatation device securely fastened until they have cleared the boat landing area and in a safe area of the platform.

5.3. Personnel Transfer to Platforms

Proper risk assessment approved by the Senior Site Supervisor should be performed in order to determine the maximum number of persons allowed to transfer at the same time taking into account the swell and movement of the vessel. Visitors and personnel unfamiliar with the process must be accompanied. This is to allow the boat crew and the BLO to put more attention on the person(s) and to be ready to give any assistance if required. Standby rescue boat must be ready during all boat transfer operations.

Note: The final decision on whether to make the transfer shall be made by the individual

5.3.1. Personnel Transfers using Capsules/Basket

Transfer of personnel by Basket/Capsules should be made under strict PTW system with approval from the Senior Site Supervisor. The requirements listed in applicable statutory lifting guidelines and the Operator's Personnel Lifting Procedure must be met for all personnel transfers.

5.3.2. Bridge and Gangway Transfers

Personnel are sometimes required to cross from a facility using a bridge or gangway. During bridge and gangway crossings, the personnel must wear SOLAS compliant floatation device unless the bridge or gangway is fully enclosed. Gangways must be manned by the gangway watch helper, usually one of the marine crew. Personnel are reminded to adhere strictly to the Operator's transfer procedure.

Note: Transfer of personnel from boat to boat (other than barge and workboat) is not permitted. **This is not applicable to Marine crew.**

5.3.3. Swing Rope Transfer

This method of transfer is generally not permissible unless as a last resort under emergency situations

5.4. Arrival and Departure at Manned Installations.

5.4.1. Arrival

After collecting their luggage, passengers should leave the boat landing area and immediately go to the Administration office to do the following: -

- Register their arrival;
- Be allocated a cabin and receive a safety card (**residents only**);
- Receive a visitor pass stating allocated muster station, emergency procedure and telephone numbers (**day visitors only**);

For passengers visiting an installation for the first time (or after an absence of more than three months), Visitor policy applies, and must be accompanied at all times. They must receive a health and safety briefing before commencing work.

5.4.2. Departure

Before leaving an offshore installation to travel to another location or return onshore, all travelers must do the following:-

- Inform their supervisors that they are leaving;
- Confirm their departure with the administration office;
- Collect a boarding card;
- Return the visitor pass (day visitors only);
- Have baggage weighed

When instructed by the Boat Landing Officer (BLO), passengers should proceed to the boat landing area with their baggage. Boarding cards shall be collected before boarding the boat.

5.5. Arrival and Departure at Unmanned Installations

5.5.1. Arrival

After collecting their luggage, passengers should leave the boat landing area. They must then check the location of the muster station and familiarize themselves with emergency requirements.

5.5.2 Departure

Unmanned installations do not have a Boat Landing Officer. Therefore, Passengers must wait for the arrival of the boat near the boat landing with their luggage ready. Once the boat has arrived, the boat crew shall indicate when it is safe to board.