



**Maritec Tanker Management Pvt Ltd**  
Lotus Corporate Park, G wing – 501, 5<sup>th</sup> Floor,  
Graham Firth Compound,  
Goregaon (E) Mumbai – 400063.  
Email: [qhse@maritectankers.com](mailto:qhse@maritectankers.com)

## ***SAFETY CIRCULAR***

***05<sup>th</sup> Feb 2019***

TO: FLEET

### **SUBJECT: Personnel Transfer – Via Small Boat or Launch**

One of the activities specific to offshore operations is the transfer of personnel at sea. Such transfers can include movements of personnel at crew change, Pilots embarking / disembarking the vessel, Repairs Gangs, Technicians or Superintendents visiting the vessel. Though transfer of personnel at sea can be carried out by various methods, the purpose of this Circular is to enhance the Safety Practices involved, while using Gangways, Pilot Ladders and Service Launches for such transfer.

We had an unfortunate incident on board one of our vessel where a shore representative after having disembarked from the ship using the combination ladder onto the Launch, fell into the sea while making his way to the inside of the Launch from its Stern.

The result of our investigation into the cause of above incident can be summarized to below:

- Loss of Grip due to rolling & pitching of Service Launch.
- Transfer of personnel attempted in slight moderate weather conditions.

The above incident had the potential to cause following serious consequences

- Physical Injury
- Loss of Life

For your guidance the following list of actions are to be taken by the vessel & its crew to avoid any further repetition of similar incidents:

- ❖ Weather and sea state should be assessed by the Master so as to determine if it is suitable for the use of a small boat and to allow close approach and safe transfer even making a lee.

- ❖ The transfer should be attempted preferably during daytime. If transfer of specific personnel is unavoidable during hours of darkness then the place to be adequately illuminated.
  
- ❖ One of the main reasons for slips and falls is loss of grip. Hence following points to be remembered at all times while at sea, be it climbing up or down the ladders, stairs, and alleyways or while transiting using the Service Launch.
  - Three point of contact
  - Do not run or jump
  - Wear suitable footwear
  - Wear suitable gloves
  
- ❖ Life Vests to be worn. Not only during embarkation or disembarkation but also during the entire transit duration while on the Service Launch.
  
- ❖ LSA equipment to be kept standby on the vessel.

On receipt of this Circular kindly carry out a Risk Assessment on board and forward the same for our review. Also ensure the same is displayed at personnel transfer locations.

Kindly discuss the above Circular with all crew during next Safety Meeting on board.

**QHSE**  
**Maritec Tanker Management Pvt. Ltd.**