

Introduction

The purpose of this document is to assist Suppliers (3rd Party Contractors / Contractors / Sub-Contractors / Vendors) attending WOUK (Helix Well Ops (UK) Ltd) vessels by highlighting our expectations and requirements, and to advise the responsibilities of the attending parties.

Time should be taken to read this document as failure to comply could lead to removal from the vessel, and it should be communicated to the actual personnel attending.

Safety

Safety is very important to WOUK and Suppliers have an integral part to play in ensuring that injuries are kept to a minimum. As part of the Induction process a safety briefing will detail our minimum expectations and site standards and it is MANDATORY to comply with all WOUK HSE policies.

The WOUK vessels operate an 'All Stop' policy and a Safety Observation Reporting system and to maintain a safe working environment, Suppliers are expected to get involved in both.

Personnel

It is the responsibility of the Supplier to ensure that all persons assigned to complete tasks onboard are suitably trained and experienced to do so. It is the responsibility of the Supplier to highlight inexperienced personnel before arriving. Personnel may be required to undergo a safety induction onboard, and is MANDATORY for personnel new to the vessel and for personnel who have not been onboard for a period of more than 12 months.

- WOUK reserves the right to deny access, or remove from the vessel any person/s deemed to be unsuitable.
- No costs incurred by the Supplier following a denial of access will be entertained by WOUK.
- Any costs incurred by WOUK through removal of personnel from a vessel due to failure to comply with WOUK policies may be charged to the account of the Supplier.

Security

All Suppliers must provide a list of persons attending the vessel at least 24 hours in advance.

All attending personnel must provide a satisfactory photographic ID, currently deemed to be either a valid Passport or UK Driving License. This must be retained on the person for inspection if challenged during the period they are in attendance.

Personal Protective Equipment (PPE)

All Suppliers must bring with them the correct PPE, to accepted UK Standards, for the tasks they plan to undertake. The PPE for Maintenance or Inspection tasks onboard a Helix Well Ops UK vessel will be as a minimum: Coveralls, Hard Hat, Steel Toe Capped Protective Footwear, Safety Glasses, Gloves and Hearing Protection.

Permit to Work (PTW)

Compliance to the WOUK PTW and Risk Assessment is mandatory (awareness in the use of the WOUK PTW and TBRA system are part of the Induction process). PTW and Risk Assessment systems already in place with Suppliers may supplement this.

The Supplier, depending on job sponsor, must report in the first instance to the Chief Engineers office or Project office, or if not available to the Bridge. The WOUK Responsible Person will discuss the Task to be undertaken and the Supplier must then report to the PTW Issuing office, complete the PTW and associated Task Based Risk Assessment (TBRA) for the task. Additional Permits for Isolation, Hot Work, Enclosed entry etc will be issued.

For tasks requiring access over the side or at height, then a cherry picker must be utilised or scaffolding erected by a certified Scaffolding erector prior to the task being commenced.

Any hazardous materials or chemicals that the Supplier may be bringing onto the vessel for their work scopes, must have all required COSHH or MSDS sheets attached and copies of these must be presented to the Permit issuer before commencement of any work aboard WOUK vessels.

Supplier Equipment

Where a Supplier uses their own equipment aboard a WOUK vessel, it is the responsibility of the Supplier to ensure that the equipment supplied meets all current UK legislation and is of suitable quality for the task to be undertaken.

If the equipment supplied requires that it is certified, the certification period should allow for any reasonable extension in the period of usage onboard, and a copy of the valid certificate should be available for inspection if requested.

Hazardous materials or chemicals sent direct to the vessel by the Supplier for use during their time onboard must have all required COSHH or MSDS sheets attached or be accompanied by them.

If reading this document leaves you with any questions, ambiguity or doubts, please discuss with your WOUK contact in the first instance, as further job or task specific documents may be forwarded under separate cover by them.