

Personnel transfer by crane plan

- Blue fields** to be completed by the active vessel (the vessel operating the crane)
- Grey fields** to be completed by the passive vessel
- Yellow fields** to be completed by the vessel providing the PTB
- White fields** to be agreed between both vessels before the transfer – this can be done over VHF

Name of active vessel	Name of passive vessel
Date of transfer	Location of transfer

Risk assessment

Environmental conditions

Winds	Direction ° True	Speed kn	Seas	Direction ° True	Height M
Swell	Direction ° True	Height M	2nd swell	Direction ° True	Height M
	Swell period sec.			Swell period sec.	

Visibility

Day Night Restricted visibility Other _____

Taking into account environmental conditions and the vessel characteristics, is it safest to transfer:

Via crane Via pilot ladder Via accommodation ladder Await safer conditions

Confirm there is sufficient sea room to complete the personnel transfer

The passive vessel is better designed and equipped for transfer by: Crane Pilot ladder Accommodation ladder

Taking into account environmental conditions and the vessel characteristics, is it safest to transfer:

At anchor Underway but stopped Underway making way

Taking into account environmental conditions and available sea room, the active ship will provide a lee:

Optimal heading to best provide a lee: ° True to ° True

Taking into account environmental conditions and the vessel characteristics, is it safest to transfer:

Bow to bow Bow to stern

Permit to work for transfer by crane

Crane **Derricks should not be used for personnel transfers**

For the personnel transfer the crane will be rated T This is equal to or less than 50% of the crane's SWL.

Date of last crane inspection by Class Wire replaced End-for-end

Date of last shipboard inspection

The following items were checked:

Hoist wire Blocks Sheaves Drums
 Wire terminations Hydraulics Hook Swivel

All in good order?

Hook fitted with a safety latch? Additional slings removed?

Ship staff last tested the operation of the crane on

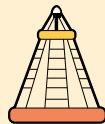
The following were tested and are functioning properly:

Topping lift to maximum and minimum extent Runner lifted to maximum height
 Limit switch Crane slewed 90° clockwise and anti-clockwise
 Brakes Fall arrestor (if fitted)

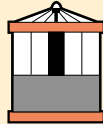
ADVISORY Dirty or excessively lubricated wires cannot be inspected effectively. Spot cleaning at random intervals should be performed for a proper inspection to take place.

Personnel Transfer Basket (PTB)

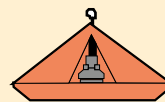
Type of PTB



Collapsible



Rigid



Canopy



Capsule

PTB supplied by: Active vessel Passive vessel

Date of manufacture

Certificate date

PTB last certified on (if applicable)

Last shipboard inspection

The following were inspected:

Base ring Lift sling Tensioner Netting
 Top ring Lift ring Tag lines All in good order?

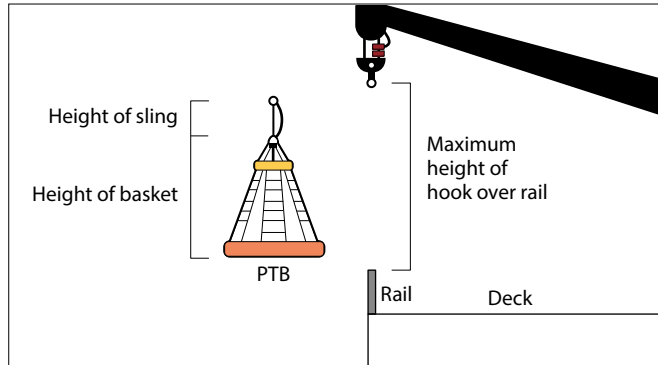
Comments

Compatibility analysis

Number of personnel being transferred	Capacity of PTB: SWL <input type="text"/> or number of people <input type="text"/>
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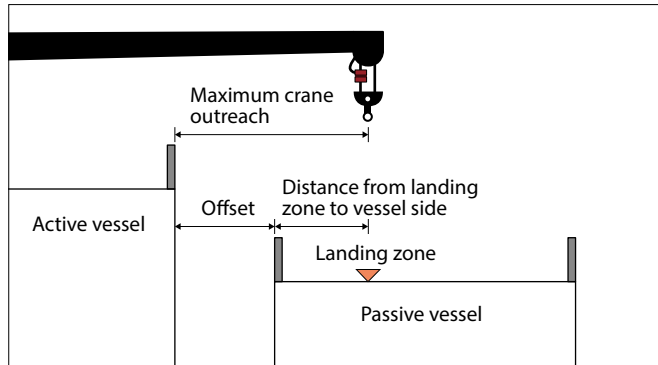
Number of transfers	Confirm the active vessel's freeboard is greater than the passive vessel's freeboard <input type="checkbox"/>
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Height of basket	+	<input type="text"/> m
Height of lifting sling		<input type="text"/> m
Overall PTB height		<input type="text"/> m



Maximum height of hook	-	<input type="text"/> m
Overall PTB height		<input type="text"/> m
Available clearance		<input type="text"/> m

Will the PTB safely clear the rail? Yes No



Is there sufficient crane outreach so the PTB can be landed or lifted safely without having to pull the PTB out of vertical alignment with the crane hook? Yes No

Are there any obstructions on the deck of the active vessel? Yes No

Please describe

Are there any obstructions on the deck of the passive vessel? Yes No

Please describe

Transfer by crane plan

Radio communications have been established and the following plan has been agreed.

The active vessel will be underway <input type="checkbox"/> at anchor <input type="checkbox"/>	on heading <input type="checkbox"/> ° True	and speed <input type="checkbox"/> kn
The port <input type="checkbox"/> stbd <input type="checkbox"/> midship's crane shall be used to transfer	number of people <input type="checkbox"/>	number of transfers <input type="checkbox"/>
The passive vessel will approach bow to bow <input type="checkbox"/> bow to stern <input type="checkbox"/> alongside the active vessel		
A test load will be conducted to test the plan. Luggage will <input type="checkbox"/> will not <input type="checkbox"/> be transferred during this test		
On the active vessel the responsible person will be (Title) _____	The signaller will be (Title) _____	
On the passive vessel the responsible person will be (Title) _____	The signaller will be (Title) _____	
Number of personnel attending on the active vessel <input type="checkbox"/>	Number of personnel attending on the passive vessel <input type="checkbox"/>	
Personnel being transferred will wear the following Personal Protective Equipment (PPE): Personal Flotation Device (PFD) <input type="checkbox"/> Safety shoes <input type="checkbox"/> Hard hats <input type="checkbox"/> Strobe light <input type="checkbox"/> Other (specify) _____		
In an emergency the following lifesaving equipment is available: Life rings <input type="checkbox"/> Smoke signalling buoy <input type="checkbox"/> Rapid rescue craft <input type="checkbox"/> Additional lighting <input type="checkbox"/> Other (specify) _____		
Permits to work have been completed: Active vessel <input type="checkbox"/> Passive vessel <input type="checkbox"/>		
All personnel with responsibilities described above have been found competent. They have been briefed, understand and agree to this transfer plan. Active vessel <input type="checkbox"/> Personnel being transferred <input type="checkbox"/> Passive vessel <input type="checkbox"/>		
It is understood and agreed that both vessels and the personnel being transferred have the authority to stop the transfer if conditions are unsafe or if they have become unsafe. <input type="checkbox"/>		
The contents of this transfer plan have been exchanged between responsible persons on each vessel and with personnel being transferred. All parties have agreed to this plan. _____ Signature _____ Rank _____ Time (zone description) _____ Date		