



**AZERBAIJAN BUSINESS UNIT
(AzBU)**

**Procedure for:
Man Riding Baskets**

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1 INTRODUCTION

1.1 DOCUMENT PURPOSE

The purpose of this Safe System of Work is to provide information and guidance on the safe use of man baskets for transferring personnel between vessels and structures.

Information is provided on individual responsibilities, planning and risk assessment, basket transfer use, and the maintenance and inspection of associated equipment.

1.2 DOCUMENT SCOPE

The contents of this Safe System of Work apply to all BP owned or managed work locations in Azerbaijan and Georgia, especially offshore installations within Azerbaijan and Georgian territorial waters.

The equipment to which this document applies includes, but is not necessarily limited to:

- man baskets
- cranes used for basket transfers
- all associated lifting equipment used during basket transfer (for example, slings, shackles, etc).

1.3 REFERENCES AND RELATED PROCEDURES

This Safe System of Work should be used with the following documents:

- UNIF-HSE-PRO-105 *Task Risk Assessment*
- UNIF-HSE-PRO-109 *Lifting Operations*
- *The International Rigging and Lifting Handbook* © North Sea Lifting Limited 1991 (Revised 2001)

2 RESPONSIBILITIES

2.1 SITE MANAGER

Site managers are responsible for the application of this Safe System of Work at their work site. In particular they shall:

- ensure that all transfers by man basket are subjected to a Risk Assessment
- review all Risk Assessments
- ensure that all equipment associated with basket operations is regularly inspected and maintained and has all relevant up-to-date certification.

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2.2 PERSONNEL SUPERVISING MAN BASKET OPERATIONS

Personnel supervising man basket operations are responsible for ensuring:

- the safety of all personnel involved in the activity
- that all required equipment is suitable for use and is within test date
- that the operation has been risk assessed and properly planned
- that all personnel involved in the operation have been properly briefed on their roles and responsibilities and their required response in an emergency
- that the activity is executed in accordance with the plan
- that basket operations are halted if conditions become, or are likely to become, unsafe
- that transferred personnel are guided to registration and to the person who will provide their induction briefing.

2.3 CRANE OPERATORS

In order to be appointed, all crane operators must satisfy the requirements of Safe System of Work *UNIF-HSE-PRO-206 Lifting Equipment and Lifting Operations*. In addition, in order to operate a crane for man basket operations they must have at least one years operating experience.

During man basket operations, crane drivers are responsible for:

- ensuring that they have a full understanding of their roles and responsibilities for basket operations
- observing absolute care and safety at all times during man basket operations
- not performing any other work or leaving their position at the controls until the basket has been safely landed
- ensuring that they have visual contact with the banksman and the load at all times during the operation
- halting operations and informing the supervisor whenever they consider the activity is unsafe or likely to become unsafe.

2.4 BANKSMAN

Basket transfers shall not take place without a banksman. Banksman are responsible for:

- ensuring that they have a full understanding of their roles and responsibilities for basket operations
- observing absolute care and safety at all times during man basket operations
- maintaining visual contact with the basket and the crane operator at all times during the operation
- adhering to the system of communication with the crane operator that was agreed in the plan, including hand signals

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- assisting the crane operator in ensuring that the transfer is carried out safely
- halting operations and informing the supervisor whenever they consider the activity is unsafe or likely to become unsafe.

2.5 BASKET PASSENGERS

During transfer, basket passengers are responsible for:

- behaving in a safe and responsible manner
- complying with instructions provided by the person supervising the transfer
- attending fully to any passenger safety and instruction briefing provided prior to the transfer
- halting operations and informing the supervisor whenever they consider the activity is unsafe or is likely to become unsafe.

3 MAN BASKET CONSTRUCTION

3.1 CONSTRUCTION

The following guidelines apply to the construction of all man baskets used by BP in Azerbaijan and Georgia:

Passengers must be protected from harm: man baskets should be of sound construction, in good and safe condition, and must be fully enclosed to prevent passengers from falling, being crushed, trapped or struck.

In an emergency, passengers should not be exposed to any further danger: should personnel become trapped in a man basket, they should not be exposed to any further danger and they must be capable of being freed.

The basket must be protected from falling: fall arrest devices must be in place to prevent the basket falling if the primary means of support fails (this can entail suitably rated ropes with independent anchorages).

3.2 BASKET MARKINGS

Man baskets shall be clearly marked as being designed for lifting persons and should also be clearly marked to show the:

- safe working load
- maximum number of personnel allowed on board.

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4 INSPECTION AND MAINTENANCE

Man baskets shall be inspected and maintained by a competent person in accordance with UNIF-HSE-PRO-109 Lifting Operations

In particular, man baskets must be:

- Inspected immediately prior to use
- Thoroughly examined before first use and thereafter every six months
- In possession of all relevant up-to-date certification and have a valid thorough examination record.

In addition to the regular inspections, man baskets shall be thoroughly inspected whenever the integrity of the basket may have been jeopardised or whenever other risks are identified.

5 CRANE SPECIFICATIONS FOR MAN BASKET TRANSFER

5.1 INSPECTION, EXAMINATIONS AND CERTIFICATION

All cranes shall be operated and maintained in accordance with *UNIF-HSE-PRO-206 Lifting Equipment and Lifting Operations*. In particular, the following guidelines apply to all cranes and associated lifting equipment used for lifting personnel:

- All necessary certification for the crane, wire ropes, slings, and other associated equipment must be current
- The crane and associated equipment must have undergone a thorough inspection by a suitably competent person within the previous six months
- The crane must be in good condition and must have a full and complete documented inspection record
- All crane safety systems must be fully functional, including Rated Capacity Indicators, over hoist limiters, emergency stop facilities, etc.

5.2 CRANE OPERATING REQUIREMENTS

Cranes used for man basket transfers must be capable of:

- Maintaining the basket in a safe condition in the event of a power or system failure (for example, primary brake system failure), and of allowing the safe lowering of the basket (manually if necessary) to a safe position for the passengers to be recovered safely
- Preventing free-fall of the basket in the event of a primary brake or transmission system failure
- Preventing inadvertent free-fall when the drive train is in motion or whenever the hook is loaded.

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6 RISK ASSESSMENT AND PLANNING

6.1 RISK ASSESSMENT

All man basket operations must undergo a Risk Assessment in accordance with *UNIF-HSE-PRO-105 Task Risk Assessment*.

The Risk Assessment shall determine:

the nature and degree of all the risks involved

what extra precautions should be taken to mitigate those risks, including increased levels of supervision and the competence of the personnel involved

whether a practicable alternative and safer means of personnel transfer is available.

Note: If an alternative safer and practicable method of transfer is recognised, it shall be used in preference to the use of a man basket.

6.2 PLANNING

Following a Risk Assessment, a procedure shall be produced that addresses:

- All identified risks
- The resources, procedures and responsibilities required to ensure a safe operation
- The contingency plans to be employed in the event of an emergency.

Note: All involved personnel shall be made aware of their function and responsibilities included in the procedure.

7 MAN BASKET OPERATING GUIDELINES

The use of a crane to hoist personnel from one structure or vessel to another is a potentially hazardous operation if not carried out correctly.

The use of a man basket will only be sanctioned after a Formal Risk Assessment and may only proceed if no other means of access is available or practicable.

Note: Any equipment not specifically designated for lifting persons shall not be used in this manner.

7.1 OPERATING CONDITIONS

Transfer of personnel by basket shall only take place in daylight and in good visibility.

The basket shall not be used if wind speed is in excess of 30 knots.

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7.2 TRANSFER PERSONNEL

Personnel to be transferred must receive proper instruction prior to the transfer. In addition, at least one person in each transfer must have previously ridden in a man basket.

Personnel to be transferred over water shall wear approved lifejackets.

Transfer by basket is voluntary.

7.3 CRANE OPERATOR

The crane operator shall have been trained and assessed as competent for basket transfer operations.

In addition, an operator / mechanic, capable of operating the crane, shall be available in case of an emergency.

7.4 PRE-TRANSFER OPERATIONS

Prior to transfer operations:

- a toolbox talk will be held for all relevant personnel
- the basket shall be thoroughly inspected by the person supervising the transfer
- it must be ensured that landing and lifting areas are clear of all obstructions and that there is sufficient space to allow secure and safe operation of the basket
- the standby vessel shall be informed of the impending transfer.

7.5 TRANSFER OPERATIONS

During transfer operations:

- The crane driver shall concentrate completely on the transfer operations
- The banks man shall have visual contact with the crane operator and the basket at all times
- Direct radio contact shall be maintained at all times between the basket, crane operator, and banks man
- All instructions shall be given in metres where radios are employed for communication
- The basket shall only be lifted to a height sufficient to clear any obstacles prior to being lowered.

7.6 POST-TRANSFER OPERATIONS

The person supervising the transfer operation is responsible for guiding transfer personnel to registration and to the person who will provide their induction.