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Subject	Offshore work, offshore crew transport and underwater work procedure

Offshore work, crew transport and underwater work

How Telic engineers prepare for, travel to, work on and leave an offshore installation.

Revision history: rev 0, 28 October 2026, superseded C10082. Rev 1, 4 November 2026: sections aligned with the GE Vernova program requirements for work type SE14; content extended.

GE Vernova program requirements, Offshore Crew Transport and Underwater Work (SE14). Where each requirement is covered in this document:

1	Risk assessments	Section 1
2	Pre-job briefing (meeting)	Section 2
3	Offshore transfer procedure	Section 3
4	Underwater diving plan (if applicable)	Section 4
5	Emergency evacuation procedure	Section 5
6	Audit and inspections	Section 6
7	Training	Section 7

PURPOSE AND SCOPE

Telic Engineering B.V. carries out controls, instrumentation and commissioning work on gas turbine and compressor packages on offshore platforms, FPSOs and vessels in the North Sea and elsewhere. This procedure applies to the director, engineers from our network and subcontractors on an offshore Telic assignment, from mobilisation to return onshore. It implements the EHS policy (TE-POL-01) and works alongside the safety management system of the installation operator, which always leads offshore. Where the operator's rules are stricter, they apply.

1. RISK ASSESSMENTS

- Before mobilisation the director reviews the scope and installation with the client: known hazards (H2S, hazardous areas, SIMOPS, live turbine testing, enclosure entry, dropped objects, weather, transfer method) and the site certificate requirements. These go into the assignment brief.
- Telic's risk assessment for this work type is TE-RA-01 section 5, with a completed example in TE-RA-03 (offshore assignment). It covers helicopter and vessel transfer, work on the installation, gas release, dropped objects and emergencies, each with engineering, procedural and PPE controls.
- On board, the installation's risk assessments and permits for the task are reviewed and acknowledged before work starts. Where no risk assessment exists for a task, a task risk assessment is prepared with the area authority (TE-PRC-01, form as TE-RA-03).
- A last-minute risk assessment is done before each task and at every change of conditions (weather, SIMOPS, change of permit).

2. PRE-JOB BRIEFING (MEETING)

- Installation induction attended on arrival, before any work: alarms, muster, escape routes, permit system, lifeboat station, personal location card.
- Toolbox talk or pre-job meeting attended at the start of every shift and before every non-routine task: scope, permit, isolations, hazards, communication with the control room, stop-work authority (TE-PRC-09), emergency actions.

- Live-system tests (start-ups, trip tests, valve stroking) are only started after a briefing with the control room operator and area authority, with the test sequence, hold points and abort criteria agreed.
- Attendance is recorded on the installation's forms and noted in the Telic daily report.

3. OFFSHORE TRANSFER PROCEDURE

Stage	Telic requirement
Before travel	Valid offshore survival certificate (OPITO BOSIET/FOET with CA-EBS, or NOGEPA 0.5A/0.5B for the Dutch sector), offshore medical, MIST where required and the client's vantage or booking confirmation. Certificates checked by the director against TE-TRN-01: no valid certificate, no mobilisation. Baggage within the weight limit, no dangerous goods, no lithium batteries in hold baggage, tools and test equipment shipped as freight with a manifest.
Helicopter	Check-in and safety briefing and video attended. Survival suit, lifejacket and CA-EBS worn and fitted as instructed, hearing protection in the cabin, instructions of the HLO and helideck crew followed at all times. No approach to the helicopter until signalled.
Vessel, crew transfer vessel, walk-to-work	Transfers only within the weather limits set by the vessel master and the installation. Transfer briefing attended, lifejacket worn, three points of contact on gangways and ladders, instructions of the deck crew followed. Personnel transfer by basket or crane only when it is the installation's approved method and after the specific briefing.
Arrival	Report to the OIM or radio room, induction (section 2), cabin and lifeboat allocation, personal location card collected.
Departure	Permit closed and work handed back (section 6), tools and waste removed, radio room informed, check-out through the heli-admin or vessel coordinator. Director informed when back onshore.

4. UNDERWATER DIVING PLAN (IF APPLICABLE)

> **Not applicable.** Underwater work and diving are not part of Telic's scope of services. Telic engineers are not trained, certified or authorised for diving and do not perform, supervise or support any underwater activity. Telic therefore has no diving plan. Should a task turn out to require underwater work, the engineer stops the work, informs the area authority and the director, and the work is left to the operator's appointed diving contractor working under that contractor's diving plan and the operator's permit. Telic only interfaces with such work through the installation's SIMOPS and permit system.

5. EMERGENCY EVACUATION PROCEDURE

- At induction every Telic engineer learns the alarm signals (general platform alarm, prepare to abandon, toxic gas), the muster point, the lifeboat or TEMPSC station, escape routes from the work area and the use of the personal location card. Drills are attended as required by the installation.
- On alarm: stop work, make the equipment safe only if this can be done without delay, take the personal gas detector and escape set where issued, muster by the designated route and report at the muster checker. Follow the instructions of the offshore emergency response team and OIM. Never return to the work area until the all-clear.
- Medical emergency: raise the alarm by radio or the nearest alarm point, give first aid within competence, assist the medic. Man overboard: raise the alarm, keep visual contact, throw a lifebuoy, do not enter the water.
- Full actions per situation, onshore contact tree and next-of-kin arrangements are in the emergency response plan TE-PRC-03. The director keeps the engineer's emergency contacts and is informed the same day of any emergency, incident or near miss (TE-PRC-08).

6. AUDIT AND INSPECTIONS

- Tools and test equipment taken offshore are inspected before shipping, calibrated where applicable, certified for the hazardous-area zone when used there, and secured against dropped objects (tool tethers, closed tool bags, register of items taken in and out of an enclosure).
- Personal worksite inspection before starting work and at the end of each shift (housekeeping, open edges, isolations, tools accounted for).

- Participation in the installation's safety walks, inspections and audits when requested; Telic cooperates fully with client and GE Vernova EHS audits.
- Findings concerning Telic's work are recorded in the daily report with the corrective action and its close-out. The director reviews offshore findings after every assignment and in the annual HSE review (TE-HSE-01), and audits this procedure yearly.

7. TRAINING

Training	Required for	Frequency
OPITO BOSIET or FOET, with CA-EBS (HUET, sea survival, firefighting)	Every helicopter transfer, UK and Norwegian sector	4 years
NOGEPA 0.5A / 0.5B, incl. escape chute	Dutch sector installations	4 years
Offshore medical (Energy UK / OGUK or NOGEPA equivalent)	Every offshore assignment	2 years
MIST (Minimum Industry Safety Training)	UK sector; recognised elsewhere as basic offshore safety	4 years
H2S awareness (OPITO)	Installations with H2S risk	2 years
VCA-VOL (safety for operational supervisors)	Director: risk assessment, permits, incident investigation	10 years
Installation induction and client-specific courses	Every installation, per the operator's requirements	Per visit
Briefing on this procedure, TE-RA-01/03 and TE-PRC-03	Every engineer on an offshore Telic assignment	Before first assignment, yearly

All of the above applies to both job categories (director / field engineer and subcontracted engineer) and is listed in the training plan TE-TRN-01. Certificates are checked against expiry dates before every mobilisation. No valid certificate, no mobilisation.

RESPONSIBILITIES

Director: owns this procedure, prepares the assignment brief and risk assessment, checks certificates before mobilisation, reviews offshore findings and incidents, audits this procedure yearly.
Every engineer offshore: follows this procedure and the installation's rules, attends all briefings and drills, inspects the worksite, and reports hazards, incidents and near misses immediately.

Signed on behalf of Telic Engineering B.V. (digitally signed)
Remco Petersen, Director · 4 November 2026

Digitally signed by Remco Petersen
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