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	Operations Procedure	Custodian: Alaska Logistics
	<b>Voyage Management Guidance and Protocol</b>	Revision: Effective: July 14, 2009

## OPERATIONS PROTOCOL/GUIDELINE

**Approval**

Approved for the Alaska Asset:

Shell Exploration & Production Company	Signature	Date
Kate Miner / Logistics Manager, Alaska	<i>Approved</i>	<i>July 14, 2009</i>
Dwight Johnston / Operations Services Mgr	<i>Approved</i>	<i>July 14, 2009</i>
Peter Slaiby General Manager, Alaska	<i>Approved</i>	<i>July 14, 2009</i>

**\* Note \* Original signed copy of this procedure is filed**

**Effective**

1 July 2009

**Compliance Date**

1 July 2009

**Expires**

Continuous

**Custodian**

Logistics Department


**Author**

J. Lynn Craddock-Melin

**Reviewers**

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**Purpose/Scope** This document provides a vessel reporting and departure protocol for vessels operating across all projects within the Alaskan Venture. It is intended to standardize voyage-reporting practices and departure condition with respect to:

1. Daily Reporting
2. Pre-Voyage Checklist

This document will also provide guidance for information exchange necessary when vessel accountability shifts from projects within the Alaska Venture with respect to:

3. Voyage Instructions
4. Passage Planning

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**Applies to** This Operations Protocol and Guidance applies to all Alaskan Venture vessels operating in the Alaskan Venture.

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**Primary Responsibility** Logistics shall be responsible for assuring that this protocol and guidance is provided to operators and that operators are instructed to use this procedure prior to mobilization and during daily operations.

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**Secondary Responsibility** Vessel operators are required to perform activities in concurrence with this protocol and guideline.


Shell Representatives or Project Leads are required to perform activities in concurrence with this procedure.

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## Voyage Instructions

**Introduction** The Project Lead or their designee issues voyage Instructions, for the purposes of the Alaskan Venture. These instructions are to be incorporated into the vessel's passage planning.

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A single representative will be designated to issue voyage instructions for a vessel. If this person must allocate his authority to another, the vessel and owner will be notified in writing of the personnel change.

**Content**

Voyage Instructions will be issued prior to a vessel getting underway from a dock. The instructions may include some or all of the following:

1. An estimated time of departure (ETD)
2. A port or location in which to sail.
3. An expected time of arrival at a location (ETA).
4. Specific geographic details, which may include distances off land or locations (i.e. estuaries), specific harbors, etc.
5. Specific geographic details to avoid.
6. Ship speed, i.e. economical or soonest.


If a vessel is already at sea when it comes on hire, the current passage plan may require revision in order to comply with Alaskan Venture permits, standards or operational requirements. Voyage Instructions should still be issued and include appropriate items as indicated above.

It is acceptable for a vessel to depart a port for a defined location and await further instruction. The defined location may be considered the final berth. An amendment to the existing passage plan will occur once further instructions are received. The passage planning procedure that a contracted company has in place will then be repeated.

Sailing instructions are defined in EP2005-0262-SP-01: *Mobilization, Work and Demobilization*. This specification addresses cargo planning with regards to voyage planning.

**Conflict**

If conflict between a captain’s obligation to maintain a safe passage and the Project Lead or logistics manager voyage instructions occurs, the vessel will not proceed with the instructions until the conflict is resolved.

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If the vessel is in port, clarification of the instructions will occur before the vessel departs.

If the vessel is at sea, the captain is obligated to maintain the vessel in a seaworthy state and contact his owners and the Project Manager to resolve the conflict.

The captain of the vessel has the authority to disregard voyage instructions if he/she deems it will put the vessel and its crew in harm's way. The captain must notify the Project Lead as soon as is practical when this situation occurs.

**On-Hire**

A vessel will receive written communication indicating the date and time (including time zone description) and/or location as to when a vessel becomes a Shell contracted asset.

The vessel will make a logbook entry in the deck logbook indicating the date and time and/or location when the changeover occurs.

Notification of understanding by the vessel will be sent to the Alaskan Venture Project Lead indicating that the vessel is now operating as an Alaskan Venture asset.


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**Off-Hire**

A vessel will receive written communication indicating the date and time (including zone description) and/or location as to when a vessel will go off of a Shell contract.

The vessel will make a logbook entry in the deck logbook indicating the date and time and/or location when the changeover occurs.

Notification by the vessel will be sent to the Project Lead indicating that the vessel is no longer operating as an Alaskan Venture asset.

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**On/off Hire daily**

There may be instances when a vessel may go on and off hire several times in a short time period. Upon agreement between the project and the vessel's owners, the vessel may forego daily on/off hire reporting. The agreement will indicate under what conditions or time frame that a vessel remains on hire or goes off hire.

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**Fuel Oils**

A vessel may indicate in its notification message to the Project Lead the type and quantity of fuel aboard including but not limited to heavy oil, lubricating oil, diesel, etc. All tanks will be sounded, if able. If an accurate accounting of the fuel aboard is not possible, estimations of quantity should be indicated, and accurate measurement should be made when conditions permit.

Fuel quantities aboard a vessel should be determined when a vessel goes on and off hire.

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**Passage/Voyage Planning**

**Introduction**

Passage planning or voyage planning is a complete description of a vessel's voyage from start to finish (berth to berth). . A vessel's captain is responsible for the development and implementation of the plan. This responsibility cannot be delegated to any other person.

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**Assurance**

The passage plan is a document created, maintained and managed by the vessel's Captain and/or his/her designee.


The Shell Representative aboard or the Project Lead will maintain a copy of the passage plan. If the passage plan is revised, the Shell Representative will maintain a copy of the revised plan, as well as the original plan. The most recent dated plan is considered to be the current operating plan.

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**Content**

The passage plan will incorporate voyage instructions issued by the Project Lead or logistics manager.

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See voyage instructions (previous section).

The Shell Representative aboard the vessel and/or the Project Lead or logistics manager shall review the passage plan prior to departure or upon assuming operational control (if a vessel is at sea). The review will constitute the incorporation of the voyage instructions and verify that the vessel will not violate permitting, regulatory or Shell standards. This is not an approval process. It is a review process. If the representative has concerns about the application of the voyage instructions into the passage plan, then the conflict should be clarified prior to departure or operational control occurs.

## Pre-Voyage Checklist

**Introduction** The pre-voyage checklist is designed to assist the Shell Representative aboard a contracted Alaskan Venture vessel to verify the Captain and Crew as well as the supernumeraries, contractors and employees, has reviewed items.


This document is designed to assist the Shell Representative aboard and should not be confused with the pre-departure checklist that is required to be completed by the ship's complement prior to departure from a berth or anchorage as indicated in the owner's safety management system and OPS0011 – Marine Transportation Manual (OPS0011-PR01.TO.01).

**Checklist** Appendix A is the Pre-Voyage Checklist.

The following items will be completed and noted:

- Personnel
  - ✓ Assure all are aboard
  - ✓ Assure contact information for supernumeraries is correct
  - ✓ Assure Shell training for all aboard is complete
  - ✓ Assure supernumeraries have received vessel familiarization
- Number and information of Personnel aboard is sent to Marine Logistics.
- Voyage plan has been reviewed and sent to appropriate individuals

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ashore, as applicable (Project Lead, Regulatory Affairs, Aviation Manager, SIMOPS, Communication centers)

- Estimated Time of Departure is sent to Project Lead and SIMOPS
- Verify familiarization of:
  - ✓ MOB
  - ✓ Flooding
  - ✓ Engine Failure
  - ✓ Fire
  - ✓ Towing
  - ✓ Emergency Anchoring
  - ✓ Loss of Containment

**Assurance**

The Shell Representative aboard or the Project Lead will maintain the pre-voyage checklist with the passage plan.

The Shell Representative aboard or the Project Lead will maintain the original Pre-Voyage Checklist.

**Accountability**


The Project Lead for the vessel will verify that the checklist is complete. The vessel operator, Shell Representative and Project Lead should note any items that have not been completed. If needed, a marine contracts manager will be available for assistance.

**Pre-Departure Meeting**

Prior to a vessel's departure, the Shell Representative or Project Lead will conduct a pre-departure meeting. This meeting can be combined with a safety meeting or "pre-spud" meeting held by the project.

The meeting should consist of but not limited to:

- Permitting is complete, aboard and working knowledge exists
- Understanding of Marine Mammal approach
- Knowledge of Exclusion Areas
- Vessel has phone numbers known for SAR, MER, Regulatory Affairs, Marine Contract Manager and Communication Center
- Safety Issues are addressed

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- Check in points and time schedule are received and understood
- Review of casualty and Medical Notification Plan
- All equipment conditions are known; Operating, not operating, planned maintenance
- Voyage Route is plotted
- Weather conditions are evaluated
- Brief on voyage expectations

## Daily Reporting

**Introduction** Alaska Logistics oversees daily positioning and high-level information for all vessels involved in the Alaskan Venture. The intent of this report is to permit logistics to monitor positional and weather criteria as well as HSSE. Format simplicity is the objective.

Project Leads maintain detailed reports with regard to the vessel's program and are likely to be multiple pages and include attachments. The logistics daily reporting should never be more than 12-14 lines on an email.

**Assurance** The vessel master is responsible to submit daily reports.


**Reporting** A vessel will report daily to the Project Lead and Alaska Logistics. These reports are similar but are for different reporting purposes. They are intended to standardize reporting across the Alaska Venture regardless of project.

Specific project reporting will be covered in the project plan. It is not included in this document.

Reporting for logistic purposes will occur daily at a minimum.

At times, when a vessel departs or arrives, two logistic reports may be submitted in a single day.

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**Position Report**

A position report will be submitted as indicated in Appendix B. The report will be at the same time each day at the vessel's discretion. It is expected at times that this report may be delayed but the time of the vessel's position indicated on the report will remain the same time each day.

The report will be created in the email format. Attachments, unless dictated by the Project Lead or requested by Alaska Logistics, should be avoided.

Position reports are to be submitted when a vessel is in port as well as at sea.

When a vessel passes, enters or leaves major geographical areas, the report should include this information in the remarks section. An example of this would be entering Chukchi sea or passing through Bering Straits.

See Appendix B for Position Report format. It is recommended that this format be used.

**Departure Report**

The departure report will be sent within 1 hour of departure, or as soon as practical.

It is likely, unless a vessel departs at the same time as the position report is made, that 2 reports for that day will be submitted. The intent of this report is to verify accurately when a vessel leaves port.

See Appendix B for Departure Report format.


**Arrival Report**

The arrival report will be sent, as soon as practical, once the vessel has arrived and is secure in port.

It is likely that 2 reports for the day of arrival will be submitted. The intent of this report is to verify when a vessel's sea passage ends.

**Deviation**

A deviation occurs when a vessel's captain deems the environmental (i.e.

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**Report**

weather) conditions or vessel operational concerns (i.e. mechanical) cause the vessel to not continue en route to its destination as per the passage plan. The deviation report will be sent within 30 minutes of a vessel deviating from its passage plan.

Once a vessel resumes its intended passage, another deviation report will be submitted indicating the vessel is en route.

See Appendix B for Deviation Report format. It is recommended that this format be used.


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Appendix A  
**Pre-Voyage Checklist for Vessels\***

- **In Transit:** between work locations, or mobilization / de-mobilization.
- **To be attached** to first daily report sent by Shell Representative.

Vessel Master:	Date:		
Shell Rep:	Vessel:		
Departure Port:	Destination:		
	Circle one		Comments
Are appropriate <b>personnel</b> (medic, MMO, etc), supernumeraries and associated equipment <b>aboard</b> ?	Y	N	NA
Has <b>POB</b> been forwarded to Marine Logistics? (Indicate Short Service employees.)	Y	N	NA
Has the <b>Passage Plan</b> been reviewed and sent ashore? (Include review of permit requirements, waypoints anchorages, safe harbors, weather, pilotage, SAR, communications, tides and currents, customs,	Y	N	NA
Is <b>vessel familiarization</b> of all supernumeraries completed? (As applicable, briefing and/or procedures for steering and engine failure, emergency towing and anchoring operations, MOB, fire, flooding, abandon ship, oil spill on deck and in water, etc.)	Y	N	NA
Are appropriate <b>publications</b> with regard to tides, currents, and charts aboard and corrected?	Y	N	NA
Is the vessel crew aware of special requirements for complying with <b>permits</b> and for avoiding marine mammals? Does the vessel have Regulatory Affairs Duty phone number and access to the AK Compliance Manual?	Y	N	NA
Is primary and secondary <b>voice communications</b> verified operational with the AK Venture?	Y	N	NA
Are there any expected communication " <b>dead spots</b> " along the route? If so, is back up communication equipment reliable?	Y	N	NA
Have <b>check in points</b> and/or times been established with the Project Coordinator?	Y	N	NA
Have communication centers and Project Coordinator been advised of <b>estimated time of departure</b> ? (Phone	Y	N	NA

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Vessel Master:	Date:		
Shell Rep:	Vessel:		
Departure Port:	Destination:		
	Circle one		Comments
numbers verified)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is vessel aware of what authorities must be notified should a <b>casualty</b> occur? Contact info available?	Y	N	NA
Is all ship's systems (including mooring) and equipment <b>operational</b> ? If not, please comment.	Y	N	NA
If <b>anchoring</b> becomes necessary along the coast, are special precautions required? (i.e. authorization, circumstances, etc) please indicate	Y	N	NA
Are guidelines aboard for taken a vessel under <b>tow</b> ? Does the vessel have the proper equipment to allow it to be taken under tow in an emergency?	Y	N	NA
Has <b>pre-departure meeting</b> taken place of all vessel' crew and supernumeraries?	Y	N	NA

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### Appendix B Shell Vessel Daily Reporting Requirements

These requirements are *in addition to* the daily calls to Communication Centers.

Reports are sent using email format only. Attachments can be added based on specific project need. Baseline information should be located in body of email as indicated below. Anyone who receives these Reports will be able to receive basic information without opening attachments. Further, the Daily Reports should be at the *same time each day* (24 hr period). Please include the Vessel Name and Daily Report “time (LT or GMT)” in the email subject line to help the recipients identify the source of the Report.


1. **Departure Report** – to be sent within 1 hour of departure from any Port.
2. **Position Report** – can be sent in conjunction with the project daily report
3. **Deviation Report** – to be sent within 30 minutes when deviating from the Vessel’s pre-planned transit and within 30 minutes when returning from the Deviation to the Original Transit Plan (if applicable).
4. **Arrival Report** – to be sent once vessel is in Port.

*At a minimum* the report must be sent to Lynn Craddock-Melin ([Lynn.Craddock-Melin@shell.com](mailto:Lynn.Craddock-Melin@shell.com)), John Kaighin ([John.Kaighin@shell.com](mailto:John.Kaighin@shell.com)) the Respective Project Coordinator, and the Logistics Coordinator to Diane Davis ([D.M.Davis@shell.com](mailto:D.M.Davis@shell.com))

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<i>Departure Report</i>	
	(Sample text)
1. Departure time from Port	0830 LT – 08/01/08
2. Name of Departure Port	Dutch Harbor
3. Course and speed	013/8.3 kts
4. (intentionally left blank)	N/a
5. Fuel Onboard: MDO/ULSF/DO	500 gal HFO/ 235 gal DO
6. (intentionally left blank)	N/a
7. Wind and speed	S-20
8. Distance to go	1124 nm
9. Estimated time of Arrival (ETA)	Deadhorse-1230LT- 08-08-08
10. HSE comments (brief)	None
11. Crew on board / total on board ?	8/10

<i>Deviation Report</i>	
<i>Email w/n 30 minutes of Deviation &amp; when returning to Plan</i>	(Sample text)
1. Time / Distance traveled from last report	23.5 hrs / 165 nm
2. Lat and Long	55.1N/166.3W
3. Current Course and Speed	350/8.6 kts
7. Wind and Speed	S-20
9. Estimated time of Arrival (ETA)	Deadhorse-1200LT-08-08-08
10. HSE Comments (Reason for Deviation and expected length of time)  Please include “who, what, when, where, why, and how” text as <i>applicable to the Deviation.</i>	18 foot seas, Ice accretion, pounding, expected safe harbor - Cold Bay -12 hrs. Comms every 3 hours with Project Lead.
11. Crew on board / total on board	8/10

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<b>Position Report</b>	
<i>Report should be <u>for the same time each day</u></i>	(Sample text)
1. Time/ Distance traveled from last report	23.5 hrs / 165 nm
2. Lat and Long	55.1N/166.3W
3. Current Course and Speed	350/8.6 kts
4. Fuel consumed since last report MDO /ULSF/DO	32 HFO/ 4.5DO
5. Fuel Remaining: MDO /ULSF/DO	468 HFO/230DO
6. Totals: sea time/distance traveled / average speed	23.5hrs / 202nm/ 8.6 kts
7. Wind and Speed	S-20
8. Distance to go	959 nm
9. Estimated time of Arrival (ETA)	Deadhorse-1200LT-08-08-08
10. HSE Comments (brief)	One first aid
11. Crew on board / total on board	8/10

<b>Arrival Report</b>	
	(Sample text)
1. Arrival time / date at Port	1145 LT 08/08/08
2. Name of Arrival Port	Deadhorse
3. (intentionally left blank)	
4. Fuel consumed since last report MDO /ULSF/DO	XXHFO/4.5 DO
5. Fuel Remaining: MDO /ULSF/DO	214 HFO/198 DO
6. Totals: sea time/distance traveled / average speed	171.25hrs / 1124 nm/ 8.6 kts
7. Wind and Speed	S-20
8. (intentionally left blank)	
9. (intentionally left blank)	
10. HSE comments	None
11. Crew on board / total on board	8/10