Repsol Vetting Process and Criteria for Offshore Vessel

Scope: Global	Code: 90-00023PR
Owner: D. Planning, Control and Resources	Revision: 1.1

Purpose

This guide identifies the requirements and activities necessary to provide a reliable and efficient Vetting Assessment. All marine units within the scope of application shall comply with the Offshore Vessel Vetting Process, including adherence to all applicable Classification, International, local, Port and Flag State Laws and Regulations.

Compliance of vessels with the requirements described below or vessels being rated as Acceptable in the vetting process do not grant the Owner or Operator any right whatsoever to have the vessel chartered or employed by Repsol, nor imposes on Repsol any duty or obligation to charter or employ the vessel, and does not mean that the vessel is suitable, for contracting.

Scope of application

This Offshore Vessel Vetting Process applies to any vessels/units, where the ship's particulars can be described in the OVPQ format and fall within the scope of the Norm on “Managing safety and environment at sea and inland navigation operations or transport” (code 00-00462NO), with the following exceptions:

- Bunker barge/vessels, or floatable units which are already subject to any other already existing Vetting code such as, but not limited to: 90-00001PR, 90-00002PR, 90-00022GU, 90-00035PR.
- Fitness for purpose analysis -other than Vetting assessment-, including compatibility with the operational limits or Scope of Work definition, which usually are conducted by the E&P Operations departments.
- Compatibility with shore bases, offshore platforms or other offshore fixed or mobile installations.

This procedure is applicable to all contract holders and/or vet requestors of vessels under the scope stated on “Managing safety and environment at sea and river operations or transport (00-00462NO)” norm.

Framework regulations

- Norm on “Managing safety and environment at sea and inland navigation operations or transport” (code 00-00462NO)

Table of contents

1. Definitions and acronyms 3
1.1 Definitions 3
1.2 Acronyms 4
2. Vetting Key Concepts 5
2.1 Stakeholders 5
2.2 Vessel Inspections 6
2.3 The Vet Request 6
2.4 Vessel Certifications 9
2.5 Appeal 10
3. The vetting process 11
3.1 Introduction 11

© Repsol, S.A., 2014-2022.

Repsol Vetting Process and Criteria for Offshore Vessel

Scope: Global	Code: 90-00023PR
Owner: D. Planning, Control and Resources	Revision: 1.1

3.2 Vetting Criteria 12
4. Appendices 27
Appendix I: Repsol Crew Matrix 28
Appendix II: Repsol Crew Matrix for New building Vessels 29
Approval 30

© Repsol, S.A., 2014-2022.

1. Definitions and acronyms

1.1 Definitions

- **Acceptable** means the vessel can be used within the scope above described and requested in the Vet Request (including any conditions of use put in place) and it is the only rating that allows such use. This rating results from a favorable assessment based on information that the Vetting department has deemed positive and sufficient. The rating of the vessel may be affected by any changes concerning safety and operational systems, changes of name, technical operator, crew, flag, etc., as well as any incident, casualty or terminal negative feedback report, PSC detention or Memoranda or condition of Class. (See also “Vetting Assessment”)
- **Appeal:** Process defined in RVMAS to request the lifting of a rejection of a vessel. The appeal process requires the completion of several steps which are clearly defined in the "Information & Conditions" area in the Vet Request result.
- **RVMAS:** Repsol Vetting Marine Assurance System (RVMAS) is a cloud Web Application that enables the request to the Marine Assurance System to provide access to vessel industry information and vessel status, thus providing immediate results regarding their acceptability by the Vetting department. This application is managed by the Vetting Department and it is provided as a service subscription tool to Repsol E&P by means of payment of an annual fee.
- **Repsol Society:** A company duly established under the laws, whichever country applies, with sufficient powers to contract with RTSA the Vetting Services.
- **Accountable:** A person able to sign a contract of Vetting Services acting in his/her capacity as a Representative of a Repsol Society.
- **RVMAS User:** A staff member belonging to a Repsol Society who holds a specific training on RVMAS software, and also submits a copy of Vetting Services contract signed between both counterparties.
- **RVMAS Software contract:** A contract between one Repsol Society and RTSA, intended to, among others, grant access to the RVMAS Software.
- **Vessel Inspections**: There are only two types of valid inspections:
  - Repsol Inspection: Physical inspection of a vessel conducted by a member of the Vetting Department
  - OVID Inspection: Physical inspection of a vessel conducted by an accredited OVID inspector beneath the OVIQ inspection template and commissioned within the OCIMF-OVID program by a Vetting member.
- **Vetting:** The process appointed by Repsol to assess Safety, Security, Environment and Quality aspects of vessels which might be used under Repsol System. This assessment is performed by the members of the Vetting Department.
  The Vetting Department is the only area named as accountable by Repsol on the OCIMF-OVID program.
  Therefore, all the steps as regards OVID such as commissioning, withdrawal and validation of inspections, or the assignment of inspectors will be conducted by the Vetting Department.
- **Repsol Vetting Department:** The technical unit within Repsol responsible for establishing guidelines for safety and environmental evaluation process for each type of vessel used within the Repsol system, that monitors the compliance with the rules applicable to them and manages vetting assessments and physical inspections when required.
- **Vetting Request Result:**
  - YES: Vetting result for an accepted vessel. Under this status the vessel can be used by any Repsol Society.
  - NO: Vetting result for a rejected vessel. Under this status the vessel cannot be used by any Repsol Society.

© Repsol, S.A., 2014-2022.

- **Inspection Company**: A freelance inspector duly established as a company under the laws, whichever country applies, or a pool of inspectors gathered under a third company, who holds the capacity to perform OVID inspections on the location required.
  To this end, Repsol Societies can sign inspection agreements as necessary. However, they are forced to inform the Repsol Vetting Department about the inspector assigned aimed to do duly validations by Vetting on the OCIMF-OVID program regarding both the inspection and the inspector.
- **Incident** means an event, or a sequence of events, that has resulted in any of the following which has occurred directly in connection with the operations of a ship that endangered or, if not corrected, would endanger the safety of the ship, its occupants or any other person or the environment:
  - the death of, or serious injury to, a person.
  - the loss of a person from a ship.
  - the loss, presumed loss or abandonment of a ship.
  - material damage to a ship.
  - the stranding or disabling of a ship, or the involvement of a ship in a collision.
  - material damage to marine infrastructure external to a ship, that could seriously endanger the safety of the ship, another ship or an individual; or
  - severe damage to the environment, or the potential for severe damage to the environment, brought about by the damage of a ship or ships
- **Chief Officer and 2nd. Engineer** terminology considered equivalent to 1st. Officer and 1st. Asst. Engineer for the purpose of these procedures.
- **Class or Classification Society**, a non-governmental organization that establishes and maintains standards for the building and classification of vessels.
- **Small Craft**, for the purpose of this document it is defined as workboats which are used worldwide and are of less than 100 gross of tonnage regardless of any other criteria such as length or distance to/from a safe haven. These are in commercial use and may be used for various appropriate tasks within the Offshore Wind or Oil Industry, other than: oil recovery, surveying, dredging, diving operations, towing operations, or personnel transfer when the capacity required would be for more than 15 passengers, which is regulated by a specific rule in this OVVP. Therefore, they do not require an International Safety Management, an International Ship Security certificate, or compliance with a specific regulation, although the principles outlined in the above codes are worth following.

1.2 Acronyms

- **AHTS** Anchor Handling Tug Supply Vessel
- **AIS** Automatic Identification System
- **BU** Business Unit / **BBUU** Business Units
- **BP** Bollard Pull
- **BRM** Bridge Resources Management
- **CA** Condition of Authorities (Class terminology)
- **CAP** Condition Assessment Programme
- **CMID** Common Marine Inspection Document
- **COA** Contract of Affreightment
- **CSR** Continuous Synopsis Record
- **DP** Dynamic Positioning
- **DPO** Dynamic Positioning Operator
- **ERRV** Emergency Rescue & Response vessel
- **FME(C)A** Failure Modes, Effects and Criticality Analysis
- **FMEA** Failure Mode and Effect Analysis
- **GPS** Global Positioning System
- **HSE** Health, Safety and Environment

© Repsol, S.A., 2014-2022.

- **IACS** International Association of Classification Societies
- **IMCA** International Marine Contractors Association
- **IMO** International Maritime Organization
- **ISM** International Safety Management
- **MARPOL** International Convention for the Prevention of Pollution from Ships
- **MSDS** Material Safety Data Sheet
- **NWEA** North West European Area
- **OCIMF** Oil Companies International Marine Forum (Trade association for major oil companies engaged in marine activities)
- **OSV** Offshore Support Vessel
- **OVID** Offshore Vessel Inspection Database (Sponsored by OCIMF)
- **OVIQ** Offshore Vessel Inspection Questionnaire
- **OVMSA** Offshore Vessel Management Self-Assessment
- **OVPQ** Offshore Vessel Particular Questionnaire
- **OVVP** Repsol Offshore Vessel Vetting Process
- **RVMAS** Repsol Vetting Marine Assurance Software
- **RTSA** Repsol Trading S.A.
- **SIGTTO** Society of International Gas Tanker and Terminal Operators
- **SMS** Safety Management System
- **SOLAS** International Convention for the Safety of Life at Sea (IMO Convention 1974 and as subsequently amended)
- **STCW** International Convention for Standards of Training, Certification and Watchkeeping for Seafarers (IMO Convention 1978 and as subsequently amended)
- **SWL** Safe Working Load
- **TMR** Thickness Measurement Report
- **UKOOA** United Kingdom Offshore Operators Association / UK Oil & Gas

2. Vetting Key Concepts

2.1 Stakeholders

The following stakeholders are identified in the Offshore Vetting Process.

Stakeholder	Role Description
Vetter	A Marine Assurance expert responsible for evaluating the vessel and belonging to the Repsol Vetting staff. It is important to highlight once again that, based on Norm 462 standard 3.2, Repsol Vetting is the accountable area to perform those types of assessments within the Repsol System, hence no assessment conducted out of Vetting could be considered as equivalent to a Vetting acceptance.
Requestor	A user that launches a Vet Request to get clearance to use a vessel in a specific operation. To be a Requestor is it is mandatory to be a RVMAS User.
Inspector	Person tasked to perform an inspection on a vessel using the OVIQ template from OCIMF-OVID, or to perform a Repsol Inspection. On those cases where the inspector is not a Vetting member, he/she must hold a valid OCIMF-OVID inspector accreditation.
Technical Operator	Organization that has the technical ship management of the vessel, including the registration of vessels, operations, service, technical maintenance, as well as the management of the crew.

© Repsol, S.A., 2014-2022.

2.2 Vessel Inspections

A vessel inspection is the main source of information for any vessel assessment. Therefore, a valid inspection must be available at the time of a Vet Request. There can be two types of inspections. The commission of one or the other falls within the Vetting Department competence in a case-by-case basis.

OVID inspection

It is carried out by an OCIMF OVID inspector who may be a freelancer or a member of the Repsol staff, based on OCIMF-OVID protocols and standards of inspection.

Repsol inspection

Vetting inspection (non-OVID) carried out by the Vetting staff that must be performed in compliance with OVVP and that is based on the Repsol Inspection questionnaire which has been designed paying specific attention to Repsol requirements and fundamentals.

Even when the inspection may be carried out by a freelance accredited OVID inspector, it is important to highlight it is not a formal OVID formal inspection, so it will not be published nor be available for other Oil Companies nor under OCIMF-OVID distribution rules.

Inspection validity period

An inspection is considered valid when it meets the following criteria:

- For vessels younger than 15 years, an inspection is valid for 12 months.
- For vessels older than 15 years, an inspection is valid for 6 months.

In rare occasions, an inspection validity period could be extended or reduced depending on the nature of the vessel, operation, industry situation, and can be done only by a Vetting Expert, on a case-by-case basis.

Not having a valid inspection available in the system at the moment of a Vet Request, will amount to a NO result due to lack of information, and can only go through the path of an appeal to commission the inspection.

2.3 The Vet Request

A Vet Request is launched by the Requestor with access to RVMAS. In a Vet Request, the user will fill in the information of the offshore operation and process it. The Profile Rules will check all configured points using the information available in the system at the time of the Vet Request and provide an automatic result to the Requestor.

A Vet Request against a vessel can be for one or more linked operations and a specific period of the operation stated in the Vet Request.

Since offshore vessels are generally multipurpose, a vessel could be approved for one or more operations and not the other(s). However, if one of the linked operations at a single Vet Request fails to meet the safety criteria, the whole Vet Request will fail.

Vet Request structure

It is composed of three main elements:

2.3.1.1 A Decision

That can be YES

Vet Result

YES - You may use this vessel, subject to any CONDITIONS specified. Check restrictions with Terminals.

or NO.

Vet Result

NO - You may not use this vessel. Check INFORMATION & CONDITIONS below if any.

© Repsol, S.A., 2014-2022.

2.3.1.2 A set of Messages: Information & Conditions

Information & Conditions

Message Type	Message Contents
Information	Vetting Assessment is valid only for the operations specified in the CERTIFICATIONS area above that are with status "Granted" or "Granted Conditional", and during the period between Start Date-End Date stated in the Vet Request. There are certificates with conditions in place. Please ensure you follow those conditions
Condition	LIMIT OF APPROVAL: HELICOPTER OPERATIONS were not included in this assessment because the requester didn't include it in the Vet Request

Information & Conditions

Message Type	Message Contents
Information	INCLUDE IN REQUIRED DOCUMENTS SURVEY: OVPQ Update
Information	INCLUDE IN REQUIRED DOCUMENTS SURVEY: OVMSA Distribution List
Information	Our systems do not have this vessel identified as GEOTECHNICAL / SEISMIC SURVEY. If you want to raise an appeal on this vessel, it may not reach the acceptance status due to lack of certificates, or any other specific documentation which could be required for this typology
Information	INCLUDE IN REQUIRED DOCUMENTS SURVEY: Crew Matrix
Information	INCLUDE IN REQUIRED DOCUMENTS SURVEY: Listing of Surveys & Class Status Report
Information	INCLUDE IN REQUIRED DOCUMENTS SURVEY: Port State Control Report
Information	INCLUDE IN REQUIRED DOCUMENTS SURVEY: COI Report
Information	INCLUDE IN REQUIRED DOCUMENTS SURVEY: IOPP Certificate
Information	INCLUDE IN REQUIRED DOCUMENTS SURVEY: DP Annual Trials
Information	INCLUDE IN REQUIRED DOCUMENTS SURVEY: FME(C)A
Condition	There is not enough information available in the system for this vessel to carry out this assessment. If you wish to use this vessel, you must first request a set of documents to the Technical Operator and then Raise an Appeal on this Vet Request. To do so, follow these steps: Note: Keep the VET REQUEST ID at hand, you will need to use it. For a faster process, you can open a different tab to perform the steps. 1. Go to the vessel particulars page, click on Surveys tab -> Create Survey. Then in the Survey Template select "Required Documents" and then click on Save & Open Survey. 2. Mark the documents listed in the messages above "INCLUDE IN REQUIRED DOCUMENTS SURVEY" with a "YES" in the dropdown. When finished, Submit Survey. 3. Go to the REMARKS tab -> Create Remark -> Documentation Request. 4. Select the message recipients email addresses from the suggestions or type in the email address of your Technical Operator contact. 5. Click on Post Comment. 6. You will need to wait until the Technical Operator has responded to the remark post. You will receive a notification. 7. After receiving the response from the Technical Operator, Raise an Appeal to the same Vet Request. To do so go to the vessel page -> Vetting -> Select Vet Request -> Vet Request Actions -> Raise Appeal WARNING: Only one active appeal is allowed in the system. If you have also sent the Inspection Commissioning message, wait until you receive that information from the Technical Operator an then Raise the Appeal

© Repsol, S.A., 2014-2022.

2.3.1.3 Certifications for the operations involved

The exact information about the Certifications is displayed in a separate area, and can have 4 different status (Granted Full, Granted Conditional, Not Granted, or Rejected).

Vet Required Certifications

Required for Operation	Status	Conditional Notes
DYNAMIC POSITIONING	Granted Conditional	On the basis of 2021 Annual DP trials, the vessel is considered capable of carrying out DP operations (as equivalent of IMO Class 2) if operated within the normal operational limits of the vessel and in conditions not exceeding the DP capability after the design and / or identified worst case failure, and while operating in a open bus-tie mode (as per MO30)
HELICOPTER OPERATIONS	Granted Full	
ROV OPERATIONS	Granted Conditional	As per MO40 containers on main deck should not be manned if green sea is expected on deck.
SUBSEA OPERATIONS & WELL SERVICING	Granted Conditional	Based on MO 35, Permit to carry Industrial Personnel, allows the vessel to carry up to a maximum of 80 Industrial Personnel and is issued based on Norwegian circular RSV 17-2016.

The Requestor must **always** observe and consider **all three elements** to determine the result of the Vet Request.

Vet Request result

2.3.2.1 When the result is a YES

The Requestor must check the Information & Conditions that will state the Limits of Approval, Additional Comments related to the Vet Request, and the Certification status of the vessel. The Certifications may have conditions of use in place and must be followed.

The approval is only valid for the linked operations (with Certifications) and the period between Start Date-End Date specified in the Vet Request.

If the operation is extended beyond the accepted period, the Requestor must launch another Vet Request.

During the acceptance period, the vessel could be reassessed by Vetting for any reason (incidents, etc.), and as a result, cancel the acceptance status of the vessel.

There can be two cases of vessel acceptance:

- **After an automatic assessment**. In this case, the vessel does not need to have any Certifications in the system, but could have one from a previous evaluation.
- **After an appeal process**. In this case, only a Vetter can override the initial decision of the Digital tool (RVMAS) and change it into a YES after a thorough evaluation.

2.3.2.2 When the result is a NO

When the result is a NO, the Requestor should check the Information & Conditions messages as the specific reasons of the rejection will be detailed and, in due course, the steps to be followed and the information to be provided. A rejection can be because of two reasons: due to **lack of information available in the system**, or due to **high risk.**

© Repsol, S.A., 2014-2022.

2.3.2.2.1. Lack of Information

There are many points of evaluation based on the Vetting Criteria in a single Vet Request checked by the Rules Profile. In order to check these all of these points, it is required to have a valid information in the system. Depending on the parameters of the vet request, linked operations and time exposed to risk, the rules profile could fail because of lack of information or simply because it needs the expertise of a Vetting expert.

Examples of lack of information:

- Observations at an inspection
- Expired Certificates
- Lack of industry data
- Inspection's validity
- Unverified documentation
- Etc.

When the result is due to lack of information, it means that the **RVMAS cannot provide an automatic assessment** and therefore it needs the input of a Vetting Expert. As such, the only way to get a YES in this Vet Request is to **Raise an Appeal** so that the Vetting Expert assesses the case and overrides or ratifies the decision accordingly.

2.3.2.2.2 High Risk

In this case, the Information & Conditions area will display messages indicating that the vessel has been rejected due to HIGH RISK, meaning that the vessel does not comply with the minimum safety criteria stated by the Vetting Department to perform the operation stated in the Vet Request.

A High-Risk rejection can happen automatically or after an appeal, which ratifies the rejection of the initial vet request assessment.

A High-Risk rejection means that the vessel cannot be used for the operations stated in the vet request and clearance to operate with this vessel is out of the scope of the Vetting Department. In this case, the requestor will need to launch a Management of Change (MOC) as per Repsol Procedure 20-00035PR - HSE Criteria for Marine and River Vessels Contracting.

Example of High-Risk rejection reasons:

- Age criteria
- Class criteria
- Safety Management System
- Dry Dock criteria
- Personnel Transfer criteria (when CREW BOATS operations are involved)
- Blacklisted flag criteria
- PSC detention criteria

2.4 Vessel Certifications

The vessel to operate must be **certified in all operations stated in the Vet Request** and during the whole period between, as the Start Date-End Dated stated in the Vet Request.

Certifications can be granted against a vessel for each operation among the 15 types of operation considered in Repsol.

- Anchor Handling
- Supply
- Crew Boats
- Diving Operations
- ROV Operations
- Towing/Pushing

© Repsol, S.A., 2014-2022.

- ERRV
- Geotechnical / Seismic Survey
- Gravel / Stone Discharge
- Heavy Lift
- Oil Recovery
- Subsea Operations & Well Servicing
- Pipe Laying / Cable Laying
- Small Craft
- Ice Breakers
- Dynamic Positioning (can only be linked to the other 15 operations)
- Helicopter Operations (can only be linked to the other 15 operations)

There are 4 certifications statuses:

- Not held: The vessel has not been given a certificate against the operation. In this situation a vessel can only be accepted automatically if it meets the criteria.
- Granted Full: The vessel was evaluated by a Vetter and granted the certification against an operation.
- Granted Conditional: The vessel was evaluated by a Vetter and granted a certification against an operation, but it has conditions of use. Meaning that the vessel can operate, as long as it complies with those conditions.
- Rejected: The vessel was evaluated by a Vetter and was rejected. The vessel does not comply with the safety criteria for this operation typology.

All certificates' statuses other than Not Held will have a **granted date** and an **expiry date**.

The **expiry date** will be set by the Vetter depending on the situation of the vessel at the time of the evaluation. However, it will never exceed the validity period of the inspection.

A Certification could be revoked at any time after granting it by the result of a new inspection available in the system, or incidents that involved the vessel.

A vessel can get an automatic YES in a Vet Request if it has a certification that is Granted Full or Granted Conditional against the operations requested in that Vet Request and if the validity period of those certificates cover the whole period of the operation being requested.

2.5 Appeal

An Appeal is the method available to the Requestor to ask for a manual assessment on the vessel to override the decision given by the system at a Vet Request.

Raising an Appeal is the Requestor's choice and is not mandatory. So, the Requestor should choose carefully based on the needs of the operation and the initial result of the Vet Request, as the appeal process can take many weeks, especially if the vessel does not have a valid inspection in the system and one must be commissioned.

The result of an Appeal can either be:

- Vessel gets a YES result. In this situation the initial decision is overridden by the Vetter after evaluation.
- Vessel gets a NO result: in this situation the initial NO decision is given a High-Risk rejection and therefore the vessel cannot be used for the operations stated in the Vet Request.

Prior to raising an Appeal, the Requestor must take the steps indicated in the messages area of the Vet Result, which includes requesting a set of documents to the Technical Operator of the vessel, requesting an inspection, amongst others.

All these steps are carried out within the system itself by the means of fulfilling Surveys and sending Hub Messages to the Technical Operator (with surveys attached) to gather the required information for the Appeal.

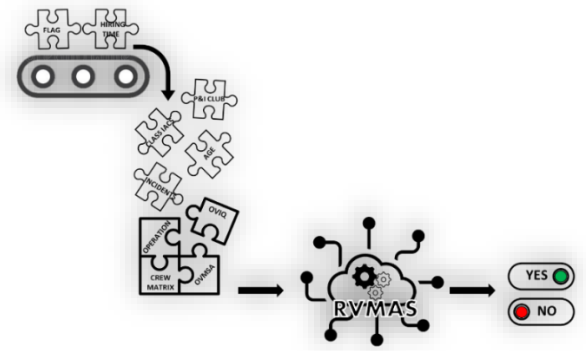
© Repsol, S.A., 2014-2022.

3. The vetting process

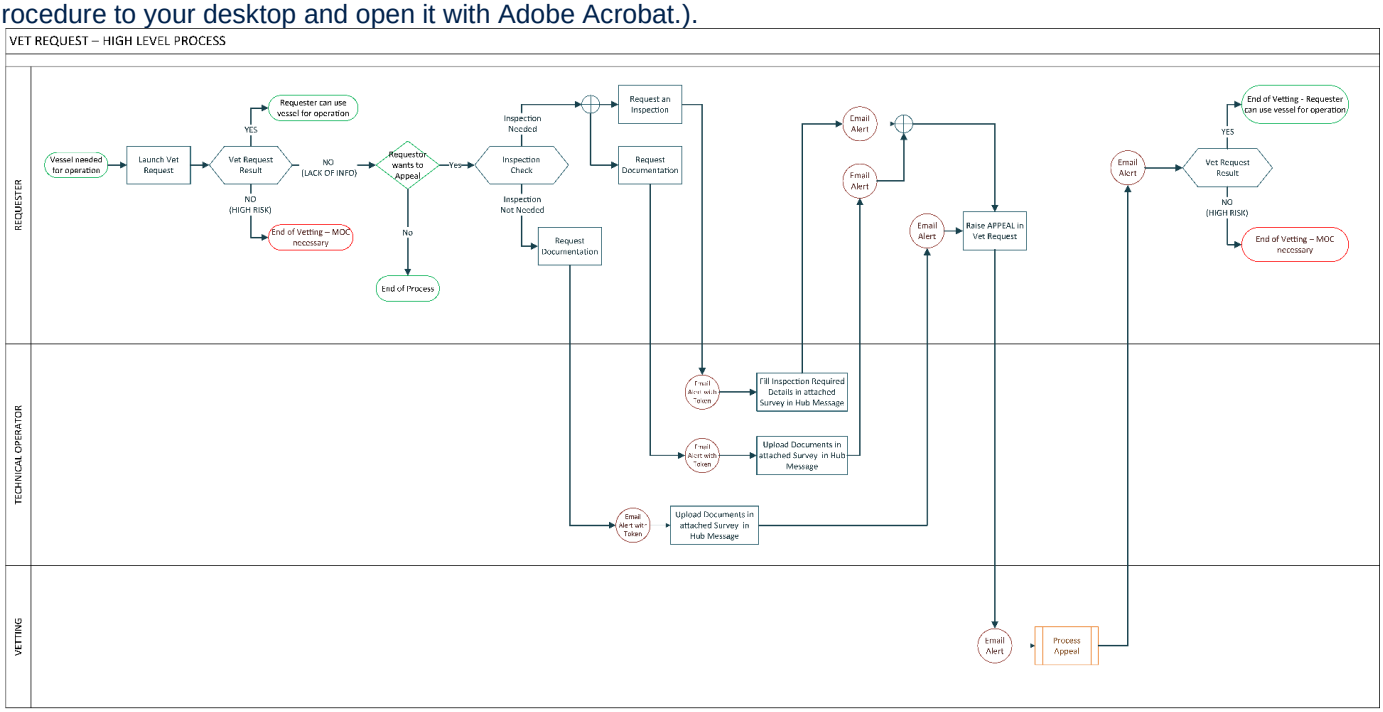
3.1 Introduction

The vetting process includes collating information relating to the ship, its operation and management to assist in the decision-making process. Figure 1 outlines the type of information that may be considered at the RVMAS automatic assessment as part of the vetting process.

Figure 1. Overview of RVMAS automatic assessment



The main process is the Vet Request of a vessel, which has many sub-processes that are done or not depending on the vessel condition. The whole process can be fully described in the flowchart hereunder (You can also find this file attached. In case you are using Google Chrome, in order to view the attached file you need to download this entire Procedure to your desktop and open it with Adobe Acrobat.).



Title	Vet Request High Level Process
Process ID	
Last Update	19/01/2022
Process Expert	
Department	Vetting Offshore

© Repsol, S.A., 2014-2022

3.2 Vetting Criteria

3.2.1 Age

Only vessels with less than 50 years old could be considered as candidates to be evaluated. Therefore, any vessel 50 years old or older will be rated automatically as Not Accepted.

The age of the vessel will be calculated from the first delivery. Rebuilding dates will not be taken into account.

3.2.2 OCIMF-OVID

Only vessels registered under the OCIMF-OVID **program**, will be considered as candidates to be evaluated. To this end, effects owners and technical operators must keep duly registered all fleet, which includes that they must keep OVPQ updated in according to with OCIMF-OVID rules, and to verify that there is an OVMSA available and granted access to Repsol.

While registering a vessel and filling the OVPQ, the owners/Technical Operator staff must be careful, specify details as necessary, and be cautious that if filling the documents with blank spaces, gaps or not updated or poor information their vessels acceptance may be in jeopardy because of lack of information.

3.2.3 OVID inspections

As aforementioned, the OVID inspection is the main source of information, therefore, all vessels must hold a valid inspection available on the OCIMF-OVID program.

To that end, an inspection is considered valid when it meets the following criteria:

- For vessels younger than 15 years, an inspection is valid for 12 months.
- For vessels older than 15 years, an inspection is valid for 6 months.

The date of inspection will be calculated from the published date on the OCIMF-OVID site.

For vessels more than 15 years old, and always based on a Vetting decision, it could be considered to carry out a Repsol Inspection instead an OVID inspection. In such case, the Repsol Inspection will be considered as an equivalent.

3.2.4 OVPQ

An OVPQ shall be available on board the vessel which shall be properly filled-in and which must be completed within the previous 12 months.

The OVPQ is required to be updated following changes in the vessel’s status such as, but not limited to:

- After structural modifications have been carried out.
- After modification or replacement to main machinery items.

3.2.5 OVMSA

- In order to better align with Repsol Vetting expectations and to purposefully drive quality improvement within their management systems, Operators must submit their OVMSA (Offshore Vessel Management and Self-Assessment) evaluation to the OCIMF website as one of the mandatory documents required for the vessel's evaluation for a period of contracts of more than 3 months.
- In order to accurately evaluate the technical operator performance, the OVMSA must be updated at intervals not exceeding twelve months.

© Repsol, S.A., 2014-2022.

3.2.6 New building vessels

For newly built Vessels or Vessels less than twelve (12) months old, the Technical operator will provide the following documents, in addition to the usual documents:

3.2.6.1 For Newly Built Vessels in their Maiden Voyage

a. A Repsol representative appointed by the Vetting Department shall attend Sea Trials.
b. DP testing (if it is a DP capable vessel).
c. An FMEA and valid DP survey in compliance with IMCA M219 'Example specification for a DP FMEA for a new DP vessel' must be available for the vessel before being considered for hiring.
d. Two matrix:
    1. One with the vessel's Senior Officers based on Repsol Crew Matrix Formats (see appendix I).
    2. One with the Site Team Name, Nationality, Qualifications, Years with Company, Years of new build experience, Arrival date signed on. (See appendix II)

3.2.6.2 For Vessels Less than 12 months old but Not on a Maiden Voyage,

Points b, c, and d. 1 above should be applied.

In all cases it will be mandatory to fill in an OVPQ questionnaire and provide all supporting documentation, including a copy of the Interim Class Certificate without conditions of class.

In every case, Repsol's own experience with the Owner/Technical Operator will be duly considered.

3.2.7 Ballast tanks and void spaces

Ballast tanks and void spaces' coating must not be in poor condition and no areas of substantial corrosion must exist.

Under special circumstances of Heavy Lift Vessels, the Technical operator should confirm that the ballast and bilge systems are covered by an FME(C)A, in accordance with OCIMF-OVID requirements.

3.2.8 Incident report

Records of casualties, incidents and investigation reports will be evaluated.

Owners are required to submit an initial communication within the first 24 hours from the casualty event to **offshore.vessel.incident@repsol.com** and send the incident reports to the email as soon as possible.

Subsequently, updates must be sent until the incident report has been closed out which implies among others: root cause duly identified, and corrective actions implemented.

These reports are directly feed into Repsol Vetting´s database daily.

3.2.9 Class IACS & Class recommendations

Vessels classed by Societies which are not full members of IACS will be rejected. Class recommendations and memoranda may result in vessel rejection. Technical Operators are encouraged to close any class recommendations and memoranda before the date fixed by Class.

3.2.9.1 Vessels in shipyard

Vessels in a shipyard could be acceptable when Class reports have been reviewed once the vessel completes/sails from shipyards.

3.2.10 Structural capability

3.2.10.1 Fatigue Analysis

Vessels larger than 150 m in length will need a comprehensive fatigue analysis carried out by an IACS class society.

© Repsol, S.A., 2014-2022.

3.2.10.2 Stack Weight

Information on maximum deck load capacity and deck strength shall be readily available and be in accordance with class requirements and documented by means of a valid class certificate.

3.2.10.3 Hull Design

Hull strength shall be in accordance with the prevailing requirements of classification companies and the authorities.

This must be documented by means of a valid class certificate.

- Vessels carrying crude oil in bulk must always be double hull.
- Vessels of 600 MT SDWT and over, engaged in the carriage of heavy grade oils in bulk must be double hull.

3.2.10.4 Hull Scantlings - TMR Thickness Measurement Report

For vessels 15 years old or more other than fiber or plastic materials, the Hull Thickness measurement carried out during the previous survey will be reviewed.

Every point where the reduction rate will be more than 15% or 20% will be subject of a special scrutiny and the owner/operator's treatment of these points will be assessed.

In those cases where the Owners have subscribed a CAP (Condition Assessment Program), a CAP rating 2 (GOOD) for hull with a validity of 3 years from the last date of CAP survey, could be considered as equivalent of TMR above.

3.2.11 Crew

3.2.11.1 Marine Crew competence

Crew competence will be reviewed based on the below matrix requirements. To this end, only Repsol Crew Matrix template (appendix I) will be accepted to perform this assessment. Owner and Technical Officers are encouraged to fill it up without changes on template or cells format.

(You can also find this file attached. In case you are using Google Chrome, in order to view the attached file you need to download this entire Procedure to your desktop and open it with Adobe Acrobat.).

© Repsol, S.A., 2014-2022.

Repsol Vetting Process and Criteria for Offshore Vessel

Scope: Global	Code: 90-00023PR
Owner: D. Planning, Control and Resources	Revision: 1.1

	Rank	Years in Service with Technical Operator		Years in Rank		Years in Service on Similar Vessel Type		Years in Service All Vessel types		Time on this Tour (Days)	Certificate of Competency as per STCW Code	GMDSS Certificate as per STWC Code	Bridge Resource Management according to STCW	DPO - Certificate issued by NI	OPITO Offshore Crane Operator	OPITO BOSIET	Rigging and Slinging Course	English Proficiency
		Time Aggregated	Time Segregated	Time Aggregated	Time Segregated	Time Aggregated	Time Segregated	Time Aggregated	Time Segregated									
• Anchor Handling	Master & Chief Officer	2		3	1	5	1	5			YES	YES	YES				YES	YES
	Chief Engineer & 2nd Engineer	2		3	1	2		5			YES							YES
	2nd Officer & 3rd Officer	1		2		1		2			YES	YES						YES
• Supply	Master & Chief Officer	2		2		2		2			YES	YES	YES					YES
	Chief Engineer & 2nd Engineer	2		2		1		2			YES							YES
	2nd Officer & 3rd Officer	1									YES	YES						YES
• Crew Boats	Master & Chief Officer	2		2		2		2			YES	YES	YES					YES
	Chief Engineer & 2nd Engineer	2		2		1		2			YES							YES
	2nd Officer & 3rd Officer	1									YES	YES						YES
• Diving Operations	Master & Chief Officer	2		3	1	5	1	5			YES	YES	YES				YES	YES
	Chief Engineer & 2nd Engineer	2		3	1	2		5			YES							YES
	2nd Officer & 3rd Officer	1		2		1		2			YES	YES					YES	YES
• ROV Operations	Master & Chief Officer	2		3	1	5	1	5			YES	YES	YES				YES	YES
	Chief Engineer & 2nd Engineer	2		3	1	2		5			YES							YES
	2nd Officer & 3rd Officer	1		2		1		2			YES	YES					YES	YES
• Towing/Pushing	Master & Chief Officer	1			1	2		2			YES	YES	YES					YES
	Chief Engineer & 2nd Engineer	1			1	2		2			YES							YES
	2nd Officer & 3rd Officer			1							YES	YES						YES
• ERRV	Master & Chief Officer	2		2		2		2		No more than 30	YES	YES	YES					YES
	Chief Engineer & 2nd Engineer	2		2		1		2		No more than 30	YES							YES
	2nd Officer & 3rd Officer	1								No more than 30	YES	YES						YES
• Geotechnical / Seismic Survey	Master & Chief Officer	2		3	1	5	1	5			YES	YES	YES					YES
	Chief Engineer & 2nd Engineer	2		3	1	2		5			YES							YES
	2nd Officer & 3rd Officer	1				1		2			YES	YES						YES
• Gravel / Stone Discharge	Master & Chief Officer	2		3	1	5	1	5			YES	YES	YES					YES
	Chief Engineer & 2nd Engineer	2		3	1	2		5			YES							YES
	2nd Officer & 3rd Officer	1				1		2			YES	YES						YES
• Heavy Lift	Master & Chief Officer	2		3	1	5	1	5			YES	YES	YES				YES	YES
	Chief Engineer & 2nd Engineer	2		3	1	2		5			YES							YES
	Crane Operator	1		2		1		2			YES	YES			YES		YES	YES
• Oil Recovery	Master & Chief Officer	2		2		2		2			YES	YES	YES					YES
	Chief Engineer & 2nd Engineer	2		2		1		2			YES							YES
	2nd Officer & 3rd Officer	1									YES	YES						YES
• Subsea Operations & Well Servicing	Master & Chief Officer	2		3	1	5	1	5			YES	YES	YES					YES
	Chief Engineer & 2nd Engineer	2		3	1	2		5			YES							YES
	2nd Officer & 3rd Officer	1		2		1		2			YES	YES						YES
• Pipe Laying / Cable Laying	Master & Chief Officer	2		3	1	5	1	5			YES	YES	YES					YES
	Chief Engineer & 2nd Engineer	2		3	1	2		5			YES							YES
	2nd Officer & 3rd Officer	1		2		1		2			YES	YES						YES
• Small Craft	Master & Chief Officer	1		1							YES	YES						YES
	Chief Engineer & 2nd Engineer										YES							YES
	2nd Officer & 3rd Officer										YES	YES						YES
• Ice Breakers	Master & Chief Officer	2		3	1	5	1	5			YES	YES	YES					YES
	Chief Engineer & 2nd Engineer	2		3	1	2		5			YES							YES
	2nd Officer & 3rd Officer	1				1		2			YES	YES						YES
• Helicopter Operations (linked to the other 15 operations)	Master & Chief Officer										YES	YES	YES			YES		YES
	Chief Engineer & 2nd Engineer										YES					YES		YES
	2nd Mate & 3rd Mate & DPOs										YES	YES				YES		YES
• Dynamic Positioning (linked to the other 15 operations)	DP Operator mode DP1			3	1	2		2						YES				YES
	DP Operator mode DP2			5	1	5	1	5						YES				YES
	DP Operator mode DP3	1		7	1	5	1	5						YES				YES
	Electro Technical Officer (ETO)		1		1	1		1			YES							YES

© Repsol, S.A., 2014-2022

3.2.11.2 DP Competence

3.2.11.2.1Crew and level of DP Certificates

a) Aimed to warrant that key DP personnel on board is at all times in compliance with MSC Circ.738 and IMCA M117, all DP Operators will be certified as full DP (not limited) as per the Nautical Institute Training scheme (see diagram below). Hence, to the effects of this norm, DPOs without the aforementioned NI certification will not be considered as valid.

Figure 2. The components of the scheme are set out in the following flowchart:

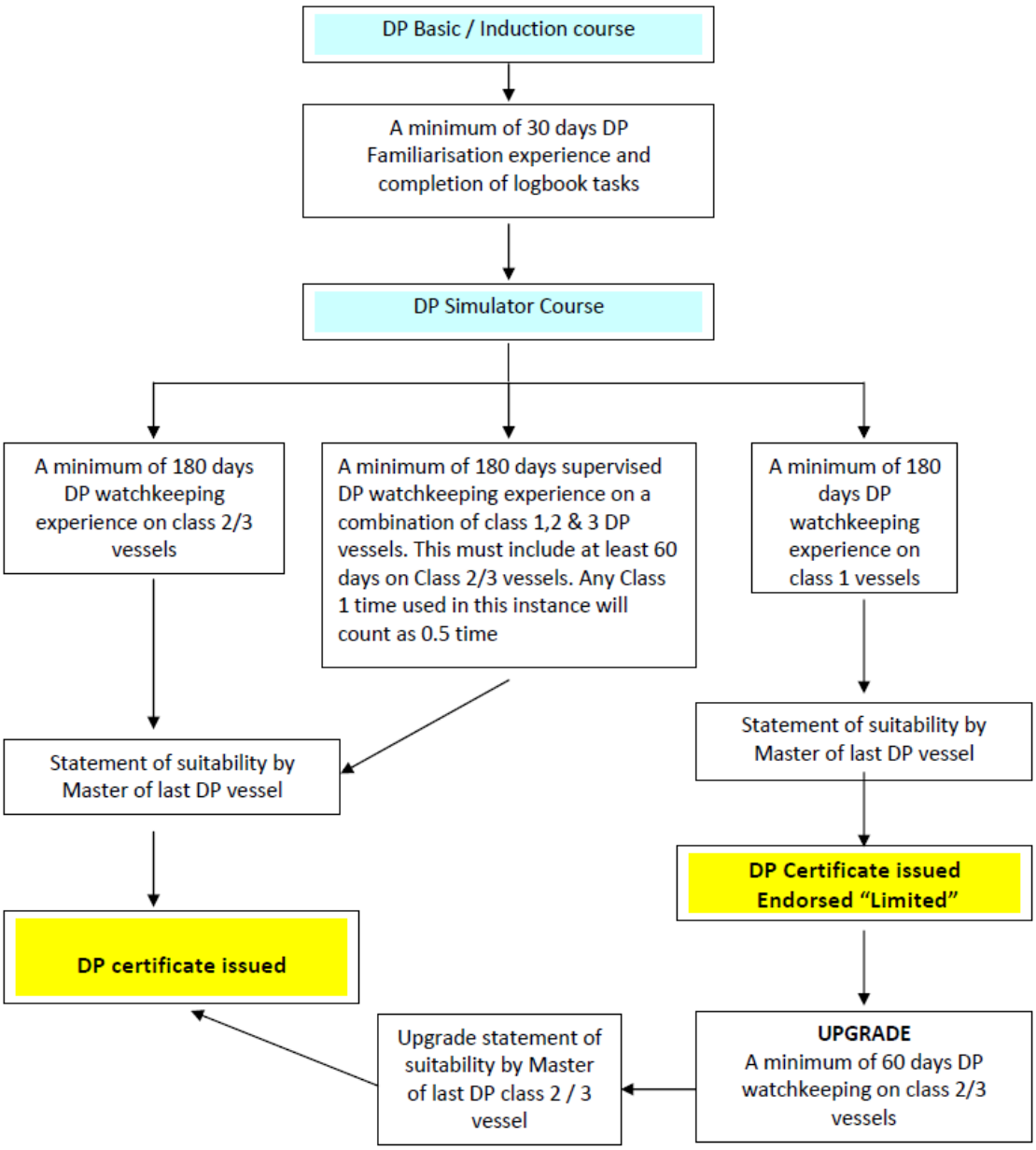


Diagram Ref: From the Nautical Institute in compliance with IMO MSC Circ.738

© Repsol, S.A., 2014-2022

b) All Engineers and Electronic Technicians Onboard (ETO) must hold an approved training on the DP system. For Officers not holding the appropriate special qualification course, the Operator must provide it as soon as practicable.

c) When the vessel is in DP mode, it will be mandatory to have a bridge manning team complying with the requirements below on the basis of the vessel DP class (this also applies to personnel on duty on the bridge):

DP mode[1]	Repsol manning requirements
DP 3	• Two DP operators on duty (captain not included)
DP 2	• Two DP operators on duty
DP modes other than above	• To be evaluated case by case but keeping in mind that a minimum of two personnel capable of maneuvering the vessel away from the installation should be available on the bridge. The best practice should be for both persons to be qualified deck officers.

[1] The DP class referred to here is assigned according to (Guidelines for Vessels with Dynamic Positioning Systems, 1994).

3.2.11.3 Crew Changes

a. Crew changes will take place following this preference:
   - Firstly, in port at a shore facility.
   - Secondly, within of port limits, on anchorage or inside of lee zone.
   - Thirdly, in an Offshore installation. In such case it should be certified for a man riding operations, personnel duly trained and accredited.

b. When a Master, Chief Engineer, or Senior Officer have been newly hired within the last 12 months, Senior Officers will not all be changed out at the same time. At least one Senior Officer in each department, together with the new joining crew members should remain on board.

c. Where the above cannot be applied, it will be necessary that the relieving officer has a handover period of at least one week and an on-board induction course must be carried out. The Induction course must follow the Company expectations and requirements as per OVMSA 3 - Stage 2.3.

d. When a crane has a class approved for Man Riding, crane Operator and DPOs must not be changed at the same time.

e. No rotation periods shall be planned in excess of 30 days for crew members aboard a vessel under ERRV typology or acting as Stand By vessel on the vicinity of an Offshore installation.

To ensure that all vessels in the fleet have a competent crew who fully understand their roles and responsibilities and can work as a team, this process will apply for all Senior Officer in both departments Deck & Engines on all contracted vessels.

To the effect of this norm, Senior Officer are considered as follows:

Deck Department	Master & Chief Officer
Engine Department	Chief Engineer & Second Engineer

3.2.11.4 Drug & Alcohol Policies

- The technical operator will certify that they have an effective Drug and Alcohol Policy in place, complying with the OCIMF-OVID “Guidelines for the Control of Drugs and Alcohol Onboard Ship”, stipulating "zero tolerance".
- This means zero blood alcohol content always when onboard the vessel/unit. Neither drug usage nor being in possession of any drugs at any time is allowed.

© Repsol, S.A., 2014-2022

- The Policy must include an unannounced alcohol and drug test by an external body at intervals not exceeding 12 months.
- While on board the vessel/unit, all personnel must comply with the vessel/unit's D&A policy.

3.2.11.5 Smoking Policy

- The technical operator shall certify that they adhere to a smoking restriction Policy, complying with the OCIMF-OVID Guidelines.
- There must be no smoking in food preparation areas. Common areas such as restrooms, cafeterias or conference rooms shall be designated non-smoking.
- In general, inside cabins, engine spaces and must be Non-smoking during work. Smoking places must be clearly identified and marked even on open decks.
- Restrictions must include specific controls when the vessel/unit is in the 500 m/ safety zone.

3.2.12 Dry docking

Vessels 15 years old, or more, must have been inspected out of water by Class, within the last 36 months.

3.2.13 Flag

Vessels registered with flag states black-listed by the MOU black lists will be rejected.

3.2.14 P&I Club

Owners guarantee that they (and/or Operators) shall maintain full entry of the chartered vessel in a P&I Club which is a member of the International Group of P&I Clubs. A copy of a P&I Certificate of entry of a vessel not insured with a member of the International Group of P&I Clubs will be reviewed by the Repsol Insurance Department on a case by case basis.

Special attention shall be paid to War Risk, and Insurance for Oil Pollution Damage will be included as part of the Operator insurance. Insurance cover for liabilities arising from offshore, specialist vessels and craft charter parties, contracts and operations will include, but will not be limited to:

- Towage
- Special operations
- Submarine diving bells and divers
- Salvage Operations

3.2.15 Technical operator

All vessel´s Technical Operators are requested to submit their OVMSA evaluation to the OCIMF web site at intervals not exceeding twelve months. Comments on how each element/stage is complied with should be recorded in the OVMSA evaluation reports and uploaded onto the OCIMF web site.

3.2.15.1 Changes of Technical Operator

Changes of Technical Operator and/or Owner must be reported at least 30 days in advance. Any change in vessel operational and/ or technical Management will mean a significant change in the vessel's onboard and ashore safety management system which could lead to vessel rejection, unless properly managed.

3.2.15.2 Safety Management System

Safety management system which complies with the ISM code requirements or an equivalent standard must be implemented on board.

© Repsol, S.A., 2014-2022.

The Safety Management Systems of the Technical Operators of the vessels under the scope of the Repsol Vetting Process might be subject to assessments. A negative result in such review will cause that the vessels operated by that Technical Operator will be considered as “non accepted” until the Technical Operator has implemented all the improvements and measures in its procedures indicated by Repsol Vetting and its application has been reassessed.

3.2.16 Dynamic positioning of capable vessels

3.2.16.1 DP Technical requirements

a. The DP vessel/unit must be fitted with a DP Data Recorder in compliance with IMCA M103 Rev1-15 including all DP parameters and operator keystrokes.
b. If a data recorder is not yet available, it should be provided not later than in the next dry dock.
c. An equivalent system may be considered, but it must include a timeframe where data is held for, at least, a limited period.

3.2.16.2 FMEA

On DP capable vessels, the DP-control system should prevent from failures being transferred from one system to another. The essential feature of the DP FMEA is to identify the worst single failure that can occur within the vessel’s total DP system, without loss of station keeping capability????. In compliance with MSC/Circ.645 Guidelines for Vessels with Dynamic Positioning Systems, only 'consequence analysis' is required for DP equipment classes in which redundancy of components???.

Following this basic guideline, Repsol Vetting mandates DP classes two and three, as a minimum requirement, and DP class one would be strongly recommended. The following also applies:

- The FMEA should include analysis of relevant failure modes within any component in accordance with DP class mention of MSC/Circ.645 and as per DP Class notation.
- Operational procedures shall be provided by the Vessel Operator and should be in place to ensure that the set-up and the use of the DP related systems conforms to the system design and redundancy.
- It shall be mandatory to carry out a FMEA before the vessel has been delivered, and in any case, at least every five years (IMO Maritime Safety Committee (MSC) Circular 645, 6 june 1994), or a shorter period when it is determined by a vessel management company assessment included within the SMS or where Annual Trial results indicate that an updated is required. After modifications to/or alteration of the vessel power or propulsion, changes in the software, sensors or hardware upgrades, the FMEA must be renewed. (The International Marine Contractors Association (IMCA M 178), April 2005)
- It is strongly recommended this should form part of the vessel’s SMS, and it is therefore the responsibility of the company’s shore-based and ship-board management to ensure that it is followed and kept up to date. (The International Marine Contractors Association (IMCA M 178), April 2005)

3.2.16.3 Footprints

DP footprints shall be regularly recorded and compared against previous footprints as well as the DP Capability Plots, which shall be developed in place to cover normal and expected operations.

3.2.16.4 Capability Plots

Owners/operators shall place on board a DP Capability Analysis in compliance with the IMCA M 140 Specification for DP capability plots.

3.1.16.5 Annual Trials

A copy of the most recent DP annual trial report shall be available on board as well as the next scheduled ones within a year +/- 3 months of the anniversary date.

© Repsol, S.A., 2014-2022.

Records shall be placed on board as evidence that any recommendations from DP annual trials have been properly addressed and closed out.

It is highly recommended for the annual trials to be performed by competent third-party companies and class witnesses.

3.2.17 Personnel transfer

Whenever personnel transfer operations are under way, reference publications should be available on board and used as guidance:

- Marine Environment Safety Manual (IAGC),
- Guidance on transfer of Personnel to and from Offshore Vessel and structures (IMCA –M202), and
- Guidelines for construction, installation, maintenance, and inspection/survey of means of embarkation and disembarkation (IMO MSC.1/Circ.1331).

On every personnel transfer operation where Repsol's personnel are involved the use of swing ropes are prohibited – this rule is mandatory. Likewise, the use of pilot ladders shall be prohibited for crew changes.

3.2.17.1 Crane

When a personnel transfer operation is to be carried out by means of crane, the methodology used must be approved for Man Riding operations, and in compliance with (LOLER 98) Lifting Operations and Lifting Equipment Regulations.

In addition, the following publications shall be readily available on board and used as guidance:

- OCIMF Guidance; Best Practice for Personnel transfer by Crane,
- Guidance on transfer of Personnel to and from Offshore Vessel (IMCA M202), and
- Guidance on Operational Communications (IMCA M205).

The certification, security, and integrity of the entire lifting system, including wire ropes, rigging, shackles, safety slings and hooks and safety devices should be identified and certified as appropriate for man-riding.

Crane devices and specific requirements that are to be included, but not be limited to are:

- Free-fall capability lock-out
- Hoisting and lowering limiters
- Rated capacity indicator and limiter
- Schedule of daily inspections of the crane or winch and carrier by a competent person
- Adequate instruction for all persons involved – passenger, operator, supervisor, etc.
- Suitable PPE and Personnel Locator Beacons (PLB) should be worn

3.2.17.2 Crane Operator

Crane Operator must have a man-riding endorsement issued by an independent verification body/company.

3.2.17.3 Man-riding Baskets

a. Man riding baskets (Billy Pugh, Esvagt, and Personnel transfer capsule) shall be subjected to an inspection and a certification regime.

b. The following publications shall be readily available onboard and used for reference:

   - IMCA M202 Guidance on the transfer of personnel to and from offshore vessels and structures.
   - OCIMF Guidance; Best Practice for Personnel transfer by Crane.
   - IMCA SEL 08/01 Guidelines on Procedures for Transfer of Personnel by Basket on the UK Continental Shelf.

© Repsol, S.A., 2014-2022.

3.2.17.4 Personnel Gangways

As per MSC.1/Circ.1331 11 June 2009 Guidelines for Construction, Installation, Maintenance and Inspection/Survey of Means of Embarkation and Disembarkation.

Accommodation ladders and gangways for means of embarkation and disembarkation which are provided on board ships constructed on/or after 1 January 2010 should meet applicable international standards such as ISO 5488:1979, Shipbuilding – accommodation ladders, ISO 7061:1993, Shipbuilding – aluminum shore gangways for seagoing vessels and/or national standards and/or other requirements recognized by the Administration. Such accommodation ladders and gangways fitted on ships constructed before 1 January 2010, which are replaced after that date, should, in so far as is reasonable and practicable, comply with these Guidelines.

It is important to highlight that the following items are mandatory by Repsol:

a. Personnel gangways, including motion-compensated hydraulic gangways shall be certified and subject to an inspection program.

b. Bridges should be fitted with an alarm system triggered by a certain amount of movement.

c. In Gangway transfer from Vessel to Shore, the Gangway or accommodation ladder must be marked with angles of inclination limits, and a certificate must be kept on board with the limits for which it was designed.

3.2.18 Cargo systems

Cargo operations shall be in compliance with IMO Resolution A.863 (20) - OSV Code, ‘Code of Safe practice for the Carriage of Cargoes and Persons by Offshore Supply Vessels’. This OSV Code must be followed for any issues pertaining to operations of Offshore Supply Vessels when interfacing with offshore installations, or issues from the carriage of cargoes and personnel, cargo stowage and securing, Port and Offshore installation operations.

Additionally, when hazardous substances are involved, IMO Resolution MSC.236(82) LHNS Guidelines- ‘Guidelines for the transport and handling of limited amounts of hazardous and noxious liquid substances in bulk on offshore support vessels’ must be followed, limiting the amount of hazardous substances in bulk as follows:

a. For the application of the LHNS Guidelines, “limited quantities” means that the aggregate quantity of bulk liquids as identified in Guidelines must not exceed 800cbm or a volume in cubic meters equal to 40% of the vessel’s DWT, whichever is less.

b. For Well-stimulation vessels which are permitted to carry more than the maximum amounts, as specified above, these shall meet the subdivision, intact and damage stability requirements of IMO Res.235(82)/A 469(XII) ‘OSV Guidelines - Guidelines for the design and construction of OSV’, but with damage occurring anywhere in the ship’s length at any transverse watertight bulkhead.

In addition, to be in compliance with the requirements mentioned above, the points listed below shall be checked, including but not limited to:

I. Loading computer, or simplified stability information is to be Class certificated.
II. Tank gauging systems and level alarms. Tanks must be manually sounded at least once per week and compared to remote reading gauges. Discrepancies must be recorded and available to the BCO. Sounding tubes are not blocked and that sounding pipes are marked indicating the tank served and are fitted with a cap should be ensured.
III. A Class-approved cargo securing manual shall be required to be carried on board.
IV. Cargo handling operations shall be evaluated to take into account the following:
    a. Lifting gear used in cargo handling shall be colour coded, at minimum with a 6 months colour coded inspection, and in accordance to the OCIMF recommendations; 'Recommendations for the Tagging/Labelling, Testing and Maintenance, Documentation/Certification for Ship's Lifting Equipment'.

© Repsol, S.A., 2014-2022.

b. All pipes loaded on deck must be rigged with a cap on both sides in order to avoid water entrapment within tubular cargo.
c. All small cargo items and palletised materials for transfer to and from offshore installations shall be containerised preferentially UKOOA - Guidelines for the safe Packing and Handling of Cargo to and from Offshore Locations, could be used as a guidance.
d. All cargo items to be shipped between shore bases and offshore installations shall be pre-slung. Slinging pallets or pallet carriers are deemed as an unsafe practice and must be discouraged. We highly recommend the use of a certified Pallet Lifter with the cargo secured with lashing straps.
e. If it is considered necessary, tag lines shall be used as follows:
   i. They must be attached to the load (not to the sling).
   ii. The use of two tag lines is recommended.
   iii. Tag lines must be retrieved in order to avoid being close to or under the load.

V. All critical/heavy lifts shall require a lifting plan to be developed prior to commencing the operation. To this end, every lift which is equal or greater than 75% of the crane's SWL or 25MT will be considered as a Heavy Lift.

VI. No dangerous goods can be loaded without an MSDS or a laboratory report.

3.2.19 Specific operations

A specific assessment shall be undertaken in accordance to the vessel type and the operational requirements. This must be documented by means of data collected in chapter 8 of the OVIQ questionnaire in accordance to the operations in course and vessel type.

3.3.19.1 Port State Control

a) Records of deficiencies and detentions detected, and corresponding corrections, will be evaluated.
b) Vessels either detained twice or more over the last three years will be rejected.
c) Vessels detained in their last PSC inspection or with serious deficiencies in all PSC inspections in the previous year will not be Acceptable for an automatic assessment on RVMAS.

Port State Control inspection reports are received daily into the Repsol Vetting´s database. Owners are encouraged to send their Port State Control inspection reports to the OCIMF repository data base. These reports are directly fed into the Repsol Vetting´s database, thus suppressing the need to send the reports to Repsol separately.

3.2.20 Small craft

Small craft are defined on section 1.2 Definitions of this document. The criteria to be applied differs depending on the Offshore Industry; Wind or Oil & Gas.

In addition to the items contained at the 'OVIQ 7100 Questionnaire for Small Craft CAT-2', Operators are strongly encouraged to follow the recommendations contained within the publications listed below, as closely as possible:

- The Safe Management of Small Service Vessels Used in the Offshore Wind Industry 2014 [Offshore Wind Health & Safety Association (G9)]
- IMCA M189 Rev-2, Marine Inspection for Small Workboats

3.2.20.1 Small Craft in the Offshore Wind Industry

3.2.20.1. a - Marine Crew Competence

All marine crew must hold valid deck or engine department STCW Certificates of competency as required by the flag administration for the size of the vessel, main propulsion machinery and service restrictions.

© Repsol, S.A., 2014-2022.

If no member of the marine crew is required to hold an engine department COC by the flag administration, then, at least, one crew member must hold a certificate of attendance for a flag administration approved engine course, certificate of proficiency in motor operation or equivalent evidence of competence.

3. 2.20.1. b - Minimum equipment – Navigation safety

Notwithstanding the equipment required by the flag administration or classification society, Operators of service vessels are strongly recommended to provide them with the following equipment:

• A compass providing a true heading

• Speed and distance measuring device capable of measuring the speed through the water

• A 9 GHz radar

• A Receiver for global navigation satellite system

• An echo sounding device; a rudder angle indicator (or direction of steering thrust)

• An RPM Propeller or thrust indicator (if thruster is provided)

• Updated paper Nautical Charts, sufficient for navigation to a Safe Haven, ECDIS or ECS (of a type approved by the flag administration),

• A class A Automatic Identification System (AIS)

• All Vessels must be fitted with radio communications equipment appropriate to the GMDSS Sea Area of operation.

All persons in charge of a navigational watch or assigned duties as part of a navigational watch must have demonstrated competence in the use of such equipment and received training appropriate to the type of equipment and their duties.

3. 2.20.1. c - Management System

All Vessel Operators of this type of craft shall maintain a properly constituted management system, including but not limited to:

• A health, safety and environmental protection policy

• Instructions and procedures to ensure the safe operation of the vessel and protection of the environment in compliance with relevant international, flag State and coastal State requirements

• Defined levels of authority, responsibilities and lines of communication between and among shore Vessel Operator personnel and vessel crew

• Procedures for reporting incidents, hazards and non-conformities with the vessel or wind farm management system

• Procedures to prepare for and respond to emergency situations; and

• Procedures for internal audits and management reviews. The Vessel Operator must establish a schedule of internal audits of the management system, at least bi-annually, and audit reports must be made available on request in order to verify that office managers have visited the boat within the last six months.

A System to implement Risk Assessment and Safe Job Analysis for routine and occasional jobs on board.

A Permit to a Work system with clear procedures for:

- General Permit/Cold Work
- High Voltage
- Isolation certificates
- Working in high seas
- Hot Work

© Repsol, S.A., 2014-2022.

- Enclosed Spaces

Familiarisation with the vessel, safety tours for new personnel must be a priority before people start their shifts on board.

Toolbox talks, Safety Meetings, Monthly Protection and Environmental Committee meetings and Welfare meetings need to be carried out and documented.

Procedures for Hygiene and sanitation inspection and working practices must be implemented in the galley and food preparation area. Fresh water treatment with two barriers for disinfection and Fresh Water analysis program.

3.2.20.2 Small Craft in the Offshore Oil Industry

Defined as a boat which is used either as an FPSO/ AHTS daughter craft capable of being lifted on and off a mother ship or in terminal support operations.

This type of vessel is normally an asymmetric catamaran with a hull shape designed primarily as an in-field line handling boat or for hose handling duties for the "OISS PATROLLER" type or equivalent.

For the purposes of this OVVP, the 'IMCA M189 Rev-2, Marine Inspection for Small Workboats' may be used as guidance.

3. 2.20.2. a – Marine Crew Competence

The same criteria for the Offshore Wind Industry (3.3.19.1.a) are to be applied.

3. 2.20.2. b – Navigation safety

These features must be considered:

• Aft deck to be fitted with a working platform at the stern to facilitate hose/line handling with a hydraulic capstan built into a plinth on the deck and a hose/line handling ramp.

• It is recommended that a towing point with a remotely operated quick release hook is fitted.

• Wheelhouse to be fitted forward together with folding seating for passengers and in addition to a bow access platform for personnel transfers.

• It is recommended that the boat is equipped with a complete arm davit system.

• The fitting of ATEX certified systems is strongly recommended.

3.2.21 Other criteria

3.2.21.1 ERRV and Vessel classed with FiFi notation

a. When a vessel is fitted with a FiFi station it must be done in accordance with the standards and specifications in compliance with the designated class notation.
b. The status of the monitors must be checked periodically, including pumps, water spray, foam concentrate, etc.
c. The Owner/Vessel operator must ensure that the use of FiFi equipment does not render other equipment unusable (i.e.: tunnel thrusters not available, etc.)
d. In Vessels fitted with a FiFi II or higher, the crew must be aware of the potential risks of the incorrect use of the firefighting equipment.
e. Periodical drills must be carried out for proper crew training and there must be a system for training and exercising unless this has already been included and scheduled in the company SMS.
f. In the case of extra machinery on deck, the subcontractor must supply its own firefighting equipment or extinguishers to cover this extra risk.

© Repsol, S.A., 2014-2022.

3.2.21.2 Rescue Gear and Emergency Equipment

a. Emergency equipment, and where applicable, a Rescue Gear must be regularly maintained and ready to be used. Consequently, a planned maintenance programme and a reporting procedure and notice must be established in every unit in accordance with vessel features and specifications.
b. A fixed fire detection and alarm system must be provided, at least in the Engine Room and the Accommodation area. If such installation is not yet available, it must be provided not later than at the next dry dock.
c. Procedures for: Rescue from water, Rescue from enclosed spaces, Rescue from heights are strongly recommended.

3.2.21.3 Lifting Equipment

All lifting materials must be tested and approved by a Certification body/company or of an equivalent standard from a Classification Society. IMCA publication M187 Guidelines for Lifting Operations and OCIMF information paper; “Recommendations for the Tagging/Labelling, Testing and Maintenance, Documentation/Certification for Ships' Lifting Equipment” must be considered as a minimum requirement, including but not limited to the following recommendations:

- Wire rope slings are to be provided with manufacturer standard IWRC Grade 1960 in accordance with BS EN 12385-1(Steel wire ropes. Safety. General requirements) and BS EN 12385-2 (Steel wire ropes. Safety. Definitions, designation and classification)
- Sling assembly, manufactured in accordance with BS EN 13414-1 (Steel wire rope slings. Safety. Slings for general lifting service)
- Complete assembly, tested and certified suitable for SWL from 0° to 90°.
- Sling lengths quoted are from bearing point to bearing point.
- All slings must have a hard stamp on both ferrules with the identification number.
- Shackles to be in accordance with BS EN 13889 (Forged Steel Shackles for General Lifting Purposes. Dee Shackles and Bow Shackles. Grade 6. Safety)
- Steel ferrules only to be used for sling manufacturing.
- Stretchers and lifting straps for stretchers shall be included in the annual inspection of lifting equipment.
- Lifting gear shall be colour coded, inspected at least every 6 months and colour codes changed by a competent third party.
- When cargo may be considered as heavy lift (in accordance with the definitions of this document), a Lifting Plan shall be required for any lifting operation.
- All lifting gear must be certified and inspected periodically; records must be kept on board as evidence.
- Lifting equipment must be subject to a planned maintenance programme and a reporting procedure and notice. To be thoroughly examined in use at periods specified in the Regulations (at least every 6 months for accessories and equipment used for lifting people and, at a minimum, annually for all other equipment) or at intervals laid down in an examination scheme drawn up by a competent person, where these are at least as rigorous as noted above.
- It is strongly recommended to have a copy of the following documents available on board to be used as guidance:
    - LOLER 98, Safe use of lifting equipment. Lifting Operations and Lifting Equipment Regulations 1998.
    - IMCA M187 Guidelines for Lifting Operations.
    - OCIMF information paper; “Recommendations for the Tagging/Labelling, Testing and Maintenance, Documentation/Certification for Ships' Lifting Equipment”.
- Wire Management must be implemented to follow the history and status of all wires on board.

© Repsol, S.A., 2014-2022.

3.2.21.4 Anchor Handling or Towing

AHTS Operators are strongly encouraged to follow the recommendations listed below:

a. A minimum of two crew members, one of them being the Master or duty officer, to be on the bridge throughout anchor handling operations.
b. All mooring equipment shall have a valid certification and must be inventoried. Mooring equipment including, but not limited to winches, wires, swivels, shackles and any additional equipment required.
c. Voltage measurement devices must be provided.
d. Procedures on minimum clearance distances from subsea infrastructure for the positioning or handling of mooring equipment must be available on board, including, as a minimum, clearance distances from the following: Pipeline including pull direction, Horizontal distance, Vertical height, and adjacent mooring. Anchors shall be located in accordance with company and regulatory requirements around all existing wells, subsea valves, structures and magnetic anomalies.
e. Pelican hooks or long bow spelter sockets shall not be used for anchor handling. The use of alloy ferrule terminations is also to be avoided. Pee Wee sockets of standardized type are to be used in Anchor Handling.
f. Minimum Breaking Load (MBL) of towline must follow the IMO Guidelines as follows:
   - Bollard Pull (BP) <40 MBL= 3.0 x BP
   - Bollard Pull (BP) = 40-90 MBL = (3.8-BP/50) BP
   - Bollard Pull (BP) >90 MBL = 2.0 x BP (all numbers in tons)
g. Synthetic shock lines must have the capability to deal with the expected dynamic loads, as follows:
   - For pulls of less than 40 tons: 2 x MBL
   - For pulls greater than 90 tons: 1.5 MBL

   Linear between above limits.
h. Publication from NWEA ‘Guidelines for the Safe Management of Offshore Supply and Rig Move Operations’ is recommended to be used as guidance.

3.2.21.5 Pollution Prevention

a. The engine room and pump room, if applicable, must be fitted with a high-level bilge alarm(s) with, at least, two sensors (dual safety), preferably located at port and starboard side of the spacey, and these are to be regularly tested and maintained fully operational. If such installation is not yet fitted it shall be provided no later than the at the next dry dock.
b. In order to adhere to MARPOL Annex V/9.2 requirements, every ship of 100 gross tonnage and above and every ship which is certified to carry 15 persons or more shall carry a **Garbage Management Plan** which the crew shall follow.
c. Vessels on compliance with MARPOL Annex V9/3, which are not required to use a **Garbage record book**, must enter records in the ship’s official Log Book or elsewhere in the form specified in the Annex.
d. A Garbage segregation culture needs to be visually implemented on board and followed on a daily basis.
e. In the case of extra hydraulic equipment used during projects, Subcontractors must be supplied with extra oil pollution equipment placed close to the machinery in proper containers and ready to be used.

3.2.21.6 Bulk Liquid Transfer & Pumping Operations

a. Storage and service bunker (IFO, MDO, MGO, etc.) tanks must be fitted with high level alarms.
b. No fuel oil with a flashpoint (closed cup) of less than 60°C must be transferred. This represents the current SOLAS limit***;*** many fuel oils transferred offshore do not currently meet this limit, and a reduction to a limit of 55°C is anticipated.
c. Emergency Shut Down (ESD) for cargo pumps must be provided and located in the Cargo Control Room (if fitted), and on the main deck in the manifold area (P/S). If installation is not yet available, it must be provided no later than at the next dry dock.

© Repsol, S.A., 2014-2022.

d. In all cases, vessels carrying drilling mud must be completely aware of the hazards associated to this substance by ensuring that MSDS are available on board and crew members know of their existence. MSDS records from, at least, the last voyage must be kept on board as evidence.
e. All cargo and slop tanks must be fitted with a high-high level alarm (98%).
f. All control equipment, such as reference pressure gauge and thermometer, all other pressure gauges, vacuum gauges, thermometers, alarms, etc., shall be checked annually and the results must be recorded.
    - At least one properly calibrated Tank atmosphere tester device (Oxygen & explosive gases) shall be placed on board, if Tank cleaning operations are likely to take place. Evidence shall be provided by the Operator.
g. All hoses on board must be provided with valid test certificate from the manufacturer. Additionally, they must be routinely tested and results must be recorded as evidence. Routine tests shall consider values for pressure, elongation and conductivity.
    - Any transfer hoses loaded on board must be fitted with lifting saddles and stowed in racks. Loading and backload operations must be carefully supervised by a deck officer verifying that all hoses have been suspended in arrangements that avoid sharp bends and protrusions wherever possible.
    - Where fitted, the saddle and rack arrangement must be a permanent structure with appropriate foundations.
    - All lifting gear used in the hose arrangement must be certified and inspected on a periodic basis.
    - Correct couplings shall be used for the product(s) to be transferred.
h. The "UKOOA Safe Management and Operations of Offshore Support Vessel (BULK TRANSFER OPERATIONS)" and "Bulk Hose Best Practice" guidelines must be followed as a minimum requirement.

3.2.21.7 Other Languages

As identified in section 3.3.11.1 Marine Crew competence - English proficiency is mandatory for all Officers.
Vessels whose common working language is neither English or Spanish language should fill in the Official Log Books in one of these languages, additionally to the flag requirements.

4. Appendices

Appendix I: Repsol Crew Matrix

Appendix II: Repsol Crew Matrix for Newbuilding Vessels (Site Team)

© Repsol, S.A., 2014-2022.

Repsol Vetting Process and Criteria for Offshore Vessel

Scope: Global	Code: 90-00023PR
Owner: D. Planning, Control and Resources	Revision: 1.1

Appendix I: Repsol Crew Matrix

Minimum Safe Manning Document

		Captain	Navigating Officers	Chief Engineer	Engineers	Electrician	Deck ratings	Engine ratings	Steward / Cook
MSM									
Actual									

Rank	First Name	Last Name	Certificate of Competency - Number	Certificate of Competency - Expiry Date	Certificate of Competency - Issuing Country	Nationality (Country)	Medical Expiry Date	Years with vessel operator	Years in rank	Years in this type of vessel	Years on offshore service vessel	Time on this Tour (Days)	Do you have experience in this vessel within 12 month?	DP - Certificate Number	GMDSS and expiry date	Medical Care expiry date	Crane Ops. Certificate	Rigging and Slinging Course	ECDIS	Bridge Resources Management	English Proficiency

(You can also find this file attached. In case you are using Google Chrome, in order to view the attached file you need to download this entire Procedure to your desktop and open it with Adobe Acrobat.).

© Repsol, S.A., 2014-2022

Repsol Vetting Process and Criteria for Offshore Vessel

Scope: Global	Code: 90-00023PR
Owner: D. Planning, Control and Resources	Revision: 1.1

Appendix II: Repsol Crew Matrix for New building Vessels

Rank	Name	Nationality	Years with Company	Years new build experience	Years in this type of vessel	Arrival date sign on

© Repsol, S.A., 2014-2022.

Repsol Vetting Process and Criteria for Offshore Vessel	
Scope: Global	Code: 90-00023PR
Owner: D. Planning, Control and Resources	Revision: 1.1

Approval

Validity

This guide shall become valid on the tenth (10th) working day after the date of its approval.

Revoked regulations

- “Offshore Vessel Vetting Process” (code 90-00023DC, revision 1.0)

General and temporary provisions

Any user of this document who encounters a mistake or confusing entry is requested to notify the Author, as detailed on the Document Control Sheet.

Triggers for further review may include:

- Changing scope of application.
- Reviews or audits which identify shortfalls in an existing procedure.
- Revisions of OVVP requirements sanctioned by Repsol.

Revision 1.1 approved by:

Approval:

J.M. Martín

4/11/2022

D. Planning, Control and Resources

© Repsol, S.A., 2014-2022.