# Joint Rig Committee

# Rig Location & Move Code of Practice,Rig Location & Move Warranty Survey Scope of Work andRig Location and Move Certificate of Approval Requirements and Examples

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| --- | --- | --- | --- |
| Name | Date of issue | Version | Changes |
| JR2012/003 | 27 January 2012 | 1 | Original |
| JR2016/012 | 20 December 2016 | 2 | Update to COP & SOW and introduction of JR2012A |
| JR2019-005 | 03 September 2019 | 3 | Update to COP & SOW |

**Joint Rig Committee**

**Rig Location & Move Code of Practice (COP)**

The purpose of this COP is to:

1. clarify the roles of the Marine Warranty Surveyor (MWS), assured and underwriters in the performance and specification of a Marine Warranty survey;
2. establish agreed standards for the attending MWS when conducting a survey;
3. define the lines of communication between underwriters and the MWS;
4. establish agreed qualifications for the attending MWS when conducting a survey;
5. where applicable, outline the basic requirements for the Certificate(s) of Approval (COA).

**Nothing in this COP shall relieve any party of any legal obligations existing in the absence of this document and nothing contained in this COP shall take precedence over any provisions of the Policy.**

This Code of Practice has been produced to accompany the attached Joint Rig Committee Scope of Work (SOW). A tailored Project Specific Scope of Work (PSSOW) may be substituted with the explicit prior agreement of underwriter(s).

1. **The Role of the MWS**

1.1 The fundamental objective of the MWS is to make reasonable endeavours to ensure that the risks associated with the warranted operations to which a Marine Warranty Surveyor is appointed are reduced to an acceptable level, in accordance with best industry practice.

* 1. The MWS Company will ensure that any individual MWS appointed with respect to the performance of activities being undertaken in accordance with the SOW:
		1. is appropriately accredited by the Society of Offshore Marine Warranty Surveyors (SOMWS); or
		2. can demonstrate competence by completing document JRC MWS Information Form (JR2019-009 or latest version available in the Technical Documents tab of JRC webpage ([www.lmalloyds.com/jointrig](http://www.lmalloyds.com/jointrig))) to the satisfaction of underwriters;

prior to commencing the activities.

* 1. The Marine Warranty Surveyor will issue a COA for each critical operation as defined in the relevant scope of work, provided they are satisfied, so far as possible, that the operations are conducted in accordance with:
		1. recognised codes of practice for design and operations;
		2. best industry practice appropriate for the vessel(s), equipment and location(s);
		3. vessel(s) and equipment being used within defined safe operating limits;
		4. current Marine Operations Manual. When an operation is conducted outside the Marine Operations Manual, this is subject to a formal management of change process, with senior leadership, technical authority and MWS approval
	2. Upon request the MWS shall propose an MWS plan to be agreed by the assured and underwriters which indicates, as a minimum, each activity, milestones, attendances and issuance of COA(s) for the project.
	3. Upon request the MWS will make available to underwriters:
		1. an opinion on the adequacy of the SOW – any gaps or omissions should be communicated to the Assured and the SOW updated accordingly;
		2. a schedule of actual and proposed site attendances;
		3. a schedule of COAs to be issued.
	4. The MWS will:
		1. advise underwriters when a confidentiality agreement with the assured is in place which would preclude the exchange of information or communication with underwriters;
		2. notify underwriters of any conflicts of interest. Examples of services that could present a conflict of interest with the Marine Warranty work, include:
			1. Marine or Design Consultant (or equivalent) involved in:
1. Design of project components to be used in a marine operation, the failure of which could compromise the integrity of a project asset (for example a lift beam or padeye);
2. Primary analysis of structures, hulls or component parts thereof. Note: the Marine Warranty Surveyor is, however, expected to review a design by others where this has a direct bearing on the marine risk e.g. check of the strength of launch frames on a launch jacket, or assessment of a lift analysis of a deck;
3. The production of procedures, project standards, risk assessments and other management documentation which influences how a marine operation is conducted and which has a direct bearing on the risk of a particular marine operation e.g. loadout, launch, lift of a jacket.
	* + 1. Loss Adjuster
			2. Verification services associated with the operation
			3. Rig Mover
	1. The MWS will immediately advise underwriters, with a copy to the assured:
		1. if any COA is withheld, or a Non-Conformance Certificate issued. Reasons for this should be clearly stated. Examples include:
			1. failings of the documentation provided;
			2. failings in the preparations made;
			3. unacceptable change of circumstances which depart from the approved procedures and preparations;
			4. a proposed operation that is considered too dangerous to be considered as acceptable good practice from the outset or as preparations proceed, e.g. weather conditions deteriorate to the point where they exceed the limits for a defined safe operation as agreed by the MWS;
		2. if the assured fails to comply with any recommendations made by the MWS.
		3. of any proposed changes to relevant key personnel employed by the MWS company.
	2. The MWS shall inform underwriters of any:
		1. access restrictions to a site or work place of any item or activity to be warrantied;
		2. continued lack of information for a warrantied event that cannot or will not be resolved on site but which may prevent the eventual approval of an operation;
	3. The MWS shall agree suitable lead times for attendance at vessel / site and documentation release with the assured.
	4. The MWS shall perform a review of the relevant documentation in accordance with the requirements of Item 1.3 above relating to the proposed operations within the Marine Warranty SOW including (as applicable), but not limited to:
* calculations;
* drawings;
* procedures;
* certificates;
* manuals;
* relevant reports;
* routing plans;
* site specific metocean and geotechnical data;
* tow route metocean criteria;
* Classification status, including Conditions of Class, results from previous survey, and timing of next;
* MOU specific requirements for number of vessels and bollard pull.
	1. The MWS shall carry out suitability surveys of the insured unit, equipment and vessels to conduct the operation prior to each operation, including any required follow up “close out” inspections unless otherwise defined in the SOW contained herein, and shall:
* establish that the relevant items are suitable for the proposed operations;
* make known, in clear terms, in writing to the Assured the recommendations to be implemented prior to commencement of the proposed operations;
* review Meteorological and Oceanographic (metocean) conditions and, where appropriate, incorporate requirements as to metocean conditions in the recommendations in the COA;
* review the data acquisition, test and analysis plans and/or reports (especially soil testing) for the proposed operations. MWS to advise on adequacy and report concerns to Contract Leader;
* observe and record the preparations for the proposed operations;
* attend and witness critical function tests or relevant assurance tests;
* review the (MOU) history at the site location.
	1. Subject to the MWS being satisfied that the objectives and principles outlined in Items 1.1 up to and including 1.11 above have been met, the MWS shall issue a COA. The COA shall clearly identify:
* the operation to be carried out;
* the vessel(s) to be used;
* any recommendations to be satisfied during the period of the proposed operations within the Marine Warranty SOW. Recommendations issued for the Assured’s implementation should be targeted to reduce risk to Underwriters and worded in a clear and explicit manner and should be capable of being objectively verified.
	1. All equipment and vessels associated with the MOU move activities shall be fully operational and used within their safe working limits, which shall be agreed by the Marine Warranty Surveyor. The MWS shall review documentation and certifications and shall confirm that each vessel is fit for the purposes of the intended operation.
	2. All vessels (including HLV’s and transportation barges) shall be Classed by an IACS member Classification Society and Class maintained for the duration of the operation in question. The Marine Warranty Surveyor shall agree all outstanding Conditions of Class as not being material to the intended operations.

1.15 The MWS shall agree limiting metocean criteria, and weather windows for all marine operations. Return period (design environmental criteria) defaults to be used are 50 years for Location Approvals, and 10 years for Marine Operations, unless otherwise justified with reference to recognised industry standards (e.g. the relevant section(s) of ISO 19905-1 and ISO 19901-6).

1.16 The MWS may use information available from verifiable resources to assist with the conduct of the Marine Warranty activities. Where such information is relied upon by the MWS it should be clearly evidenced within the MWS Progress Report.

1. **Role of the Assured**
	1. The Assured must ensure that the selected MWS Company is suitably qualified to perform Marine Warranty activities in accordance with this COP and associated SOW (or PSSOW as applicable). Qualification of the MWS company shall be as per the MWS Good Practice Guideline (JR2016/014 or latest version available in the Technical Documents tab of JRC webpage ([www.lmalloyds.com/jointrig](http://www.lmalloyds.com/jointrig))) or an equivalent process demonstrated by the assured to underwriters.
	2. Once appointed on the project, the MWS Company shall not be changed without the express and prior agreement of underwriters.
	3. The assured shall:
		1. provide the MWS with a point of contact for underwriters and an appropriate point of contact in the assured’s organisation to assist with the resolution of queries within 14 working days following the appointment of the MWS or prior to commencement of operations, whichever is sooner;
		2. provide underwriters with the contact details of the MWS within 14 working days following the appointment of the same;
		3. procure MWS participation at all relevant project management meetings, including the marine operations HAZOP / HAZID / SIMOP, contingency planning and assurance / testing plans, and at JSA (job safety analysis) meetings before the commencement of each marine operation;
		4. contract the MWS company directly (without the involvement of any contractor or intermediary) unless required to enable compliance with the law in the jurisdiction or government regulations;
		5. provide reasonable access and transportation facilities to the MWS to allow him to carry out the necessary work;
		6. formally acknowledge receipt of all recommendations from the MWS;
		7. maintain a record of compliance with and deviations from such recommendations;
		8. obtain written approval from the MWS for any such deviation(s).
		9. agree and comply with suitable lead times agreed with the MWS, in conjunction with item 1.10.
2. **Role of the Underwriter**
	1. The Panel of MWSs is to be agreed by underwriters in conjunction with the MWS Good Practice Guideline (JR2016/014 or latest version available in the Technical Documents tab of JRC webpage ([www.lmalloyds.com/jointrig](http://www.lmalloyds.com/jointrig))).
	2. Other additions to the panel will need to demonstrate their capability / experience of similar projects and water depths, and to be agreed by underwriters.
	3. On each project, underwriters will specify whether a “kick off” meeting is required between underwriters, the assured and the MWS. The assured, underwriters and MWS shall agree key risk milestones and date(s) for a joint review of the project scope and development and the MWS SOW should be updated to reflect any agreed changes and disseminated.
	4. At the request of the MWS, underwriters will make available:
		1. relevant applicable policy terms and conditions including, in particular, any warranty provisions or conditions precedent;
		2. identity and contact details (including telephone, e–mail, fax and out of hours numbers) of the nominated underwriter to receive communications from the MWS.
3. **MWS Progress Report**
	1. Where requested, the MWS shall issue a monthly report to underwriters directly.
	2. The MWS’s report shall:
		1. include the name of the individual performing the survey;
		2. make, where necessary, recommendations which are required for the issuance of any COAs, expressed in writing in a clear and explicit manner and capable of verifiable implementation.
	3. The report shall include the following contents:
		1. Introduction (executive summary; report No.; project start date; project end date; and name of individual performing the survey);
		2. Progress (activities performed in the last period; and activities to be performed in the next period);
		3. Summary of documentation reviewed (table showing number of documents reviewed in the last period, number approved, number on hold and documents reviewed for information only. The document register can be attached showing document status as an appendix);
		4. Attendances (meetings (date, location, purpose); and surveys (date, vessels, location, MWS (name)); and site attendances (date, location, purpose); and all COAs issued since the previous report);
		5. Invoicing (progress against CTR (Cost, Time, Resource) sheets with value of work done to report date and latest estimate of expenditure to the end of activities together with a commentary on significant deviations from the original estimates; variation orders; and the total invoiced);
		6. Areas of concern (technical, project management and invoicing);
		7. Safety (incidents reported, lost time incidents, statistics, etc.).

#  Joint Rig Committee

# Rig Location & Move Warranty Survey Scope of Work (SOW)

#  (Mobile Offshore Unit Location & Move Warranty Survey)

This document contains the Scope of Work (SOW) intended to be used with the JRC Rig Move Warranty Survey Endorsement (JR2019-005A).

The SOW is to be applied for each discrete activity as per the table below:

|  |  |  |
| --- | --- | --- |
| **Activity** | **Criteria** | **Scope of Work (SOW)** |
| 1. **Jack-Up Location Approval**

1A - Site Specific Assessment (SSA); or1B - Jack-Up Location Suitability Assessment | Full SSA or jack-up location suitability assessment, as appropriate as defined in the Jack-Up Location Approval table, section 1. | SOW 1 |
| 1. **Wet Tows of Jack-Up Rigs inclusive of:**
* Jacking Down/Coming Off Location
* Tow and Positioning
* Going On Location / Jacking Up
 | All rig moves (irrespective of duration) on the basis that jacking down and jacking up are significant risk activities and should be evaluated on each occasion.  | SOW 2 |
| 1. **Wet Tows of Semi-Submersible and Submersible (MODUs)/Drill Ships/Tender Rigs (excluding Jack-Up Rigs)**
 | Tows, where the original Tow Plan exceeds 72 hrs duration (being consistent with the duration of an accurate good weather forecast) | SOW 3 |
| 1. **Dry Transportation / Heavy Lift Vessel (HLV) Transportation of Jack-Up Rigsi)/ Semi-Submersible and Submersible MODUs (and other MOUs of similar configuration)**
 | All activities (irrespective of duration). Key risk activities are loading and offloading the MODU and are independent of the tow duration.  | SOW 4 |
| 1. **Transits of /Semi-Submersible and Submersible MODUs and tender rigs under their own power, other than in respect of self-propelled drill ships**
 | Exceeding 72 hrs duration where the original Transit Plan exceeds 72 hours duration | No specific scope for this activity. To be recommended by MWS on a risk assessed basis and agreed by underwriters |

Notes:

1. In the case of a dry tow of a Jack-Up Rig, SOW 2 may also apply with reference to the jacking up and jacking down operations.

Scope of Work (SOW) 1A & 1B

### Jack Up Location Approval

The following principles are applicable with the key premise of ‘right rig at right location’. It shall be demonstrated that the jack-up:

1. has sufficient air gap to safeguard its operation, requiring a leg penetration assessment, from calculations using site specific environmental data and rig details. The MWS shall comment on the adequacy of the supplied environmental data; and
2. has sufficient preload capacity to safeguard its operation; and
3. Marine Operating Manual is the latest version and reflects the current rig operating status accounting for any post-construction modifications.

It is emphasized that any loss of station keeping and/or stability could have implications for drilling operations, well integrity and possible loss of containment.

| **Activity** | **Review & Approve Procedures / Drawings /** **Design Calculations** | **Attend** | **Issue Certificate of Approval (COA)** |
| --- | --- | --- | --- |
| **Data Gathering ii)** **The following minimum data is required for both 1A & 1B*** Geophysical data
* Metocean data for the site
* Geotechnical data – borehole with adequate site specific soil sampling Bathymetry (including previous spud can depressions/footprints) and debris survey data
* Operator location data (assets)
* Rig data - including dimensions, capabilities and the RPD limit
* Rig / asset interface drawing (if applicable)
* The spudcan load and spudcan bearing pressure considering both self-weight and pre-load or pre-drive operations
 | X |  |  |
| **1) Jack-Up Location Approval** The full Scope 1A SSA shall be carried out unless **ALL** of the following statements can be shown to be true (as assessed by the MWS) in which case the approach outlined in SOW 1B Suitability Assessment should be adopted]:1. Site criteria (environmental criteria i.e. waves, wind and current) all fall well within (i.e. no more than 80% of) the limits stated in the current approved Marine Operations Manual
2. Site location is not in a TRS area
3. Site location 50 year return period (1 minute mean) wind speed is less than 70 knots
4. Soils show no potential concerns with regards to settlement or punch-through
5. Well known current and adequate geology at the site location (geotechnical and geophysical)

A written Suitability Assessment or Site Specific Assessment shall be issued for each location that the jack-up rig is to be sited upon, including safe-havens that have been identified for any sea voyage, stand-off and drilling locations, and final destinations such as ports, yards and stacking locations.Storm metocean criteria shall be based on the omni-directional 50 year environmental return period independent extremes, unless otherwise justified with reference to recognised industry standards (e.g. the relevant section(s) of ISO 19905-1). Both seasonality and directionality can be used with adequate justificationThe MWS should advise the Rig Operator of the potential impact of spudcans in close proximity to platform piles. | X |  |  |
| **1A) The SSA should follow either one of the following documentsiii):*** ISO 19905-1 Petroleum and Natural Gas Industries – Site Specific Assessment of Mobile Offshore Units – Part 1 Jack-Ups; or
* SNAME T&RB 5-5 Guideline for the Site Specific Assessment of Mobile Jack-Up Units

**or*** A recognised industry equivalent standard

**Soils data collection and interpretation should follow the INSAFE JIP document. iv)**  | X |  | X |
| Evaluate Jack-up Site Specific integrity (including dynamic response) during both Storm and Operating conditions**).**  |  |  |  |
| Minimum output for the SSA should include the following elements:* Spudcan penetrations
* Reserve leg length
* Overturning stability
* Foundation bearing and leg sliding
* Leg strength – chords and braces
* Chock strength
* Pinion strength
* Hull sidesway (m)

A recognised industry standard for a SSA should be used (e.g. Annex G of ISO 19905-1) |  |  |  |
| **1B) Jack-Up Location Suitability Assessment**The rig integrity assessment by comparison of the location with the rig Marine Operating Manual should have the following:* + Spudcan penetration (MN v metres), demonstrated on a leg penetration curve
	+ Reserve leg length
	+ Preload capacity
	+ Air-gap adequacy

Additionally the assessment must confirm that the location specific data is less onerous than that used as the design basis in the rig Marine Operating Manual, so that leg, chock and pinion strength is adequate.Further, where leg extraction problems are predicted, a warning should be included as part of the assessment. | X |  | X |

X denotes activity to be performed.

Notes for SOW 1A & 1B:

1. Data gathering shall be in accordance with recognised industry standards (e.g. the relevant section(s) of ISO 19905-1 or SNAME T&RB 5-5).
2. All documents used should be appropriately referenced in the MWS Progress Report.
3. RPS Energy, Improved Guidelines for the Prediction of Geotechnical Performance of Spudcan Foundations During Installation and Removal of Jack-Up Units. InSafe JIP, EOG0574 Rev 1b, 18th November 2010.

**Scope of Work (SOW) 2:**

### Wet Tows of Jack-Up Rigs (inclusive of Jacking Down & Up)

| **Activity** | **Review & Approve Procedures / Drawings /** **Design Calculations** | **Attend** | **Issue Certificate of Approval (COA)** |
| --- | --- | --- | --- |
| * 1. **Jacking Down Operations/Coming Off Location (from commencing jacking down to disengaging legs from the seabed and moving off under tow until outside the 500m zone)**
 | X | X | XCOA for Jacking Down to be incorporated within Tow COA |
| * + Pre-jacking down readiness
	+ Weather/sea state conditions
	+ Jacking – down operations
	+ Leg extraction and jetting operations
	+ Mooring up operations
	+ Tow commencement
	+ Adequacy of communications
	+ Stability
	+ Manning levels justified
	+ Towline connection
 |  |  |  |
| * 1. **Tow and Positioning**
 |  |  |  |
| **General** |  |  |  |
| Review and agree meteorological criteria for the tow | X |  |  |
| Review and agree limiting sea states, including seasonal restrictions, for all marine operations, with a default of a 10 year return period for a tow over 72 hours (i.e. outside of reliable weather forecastable periods) unless otherwise justified with reference to a recognised industry standard (e.g. the relevant section(s) of ISO 19901-6) | X |  |  |
| Review and approve weather forecasting procedures | X |  |  |
| Review and approve tow routes, weather windows and safe havens, using a suitable marine transportation methodology or software appropriate to the length of tow  | X |  |  |
| Review and approve criteria for tow including bollard pull requirements | X |  |  |
| **Tug Suitability Survey**  | X | X |  |
| * + Tug (including manoeuvring tugs) suitability survey and approval
	+ Confirm valid Class certificate, with no outstanding Conditions of Class (or agree all outstanding Conditions of Class as not being material to the intended operations.)
	+ Change of tug shall require reissue of certificate of approval
	+ Valid bollard pull certificate
	+ Redundancy of systems
	+ Crew competency proven and valid training records
	+ Communications
 |  |  |  |
| **Tow Equipment Suitability Survey** | X | X |  |
| * + Towing equipment certificates validity prior to tow
	+ Current towing equipment NDT inspection (comment on adequacy & frequency)
	+ Tow wire certification validity prior to tow
	+ Tow arrangement (equipment & wire) design and installation
	+ Design of towing systems for anticipated environmental forces shall be in accordance with a recognised industry standard (e.g. the relevant section(s) of ISO19901-6)
 |  |  |  |
| **Towage or Transportation Manual / Towmaster Instructions** | X |  |  |
| * + Bollard pull requirements
	+ Configuration of tugs
	+ Vessel strength
	+ Intact and damaged stability
	+ Voyage details
	+ Contact information
	+ Pre-voyage Tow Plan and Risk Assessment
	+ Route Planning (incl. sea room, safe havens and refuelling)
	+ Hazard identification
	+ Trim & stability - ability to withstand environmental forces (wind, wave, current)
	+ Weather routing
	+ Confirm that the MODU has a valid Class certification without Conditions of Class (or agree all outstanding Conditions of Class as not being material to the intended operations.)
	+ Valid loadline certificate
	+ Relevant valid ISM & SOLAS certification
	+ Fuel requirements (contingency)
	+ Communications (Reporting Protocols) & language restrictions
	+ Manning levels justified
	+ Riding crew (including Towmaster) competency proven and valid training records
	+ Navigational Aids (Navaids)
	+ Tow routes / passage plans and safe havens
	+ Checking underkeel clearances
	+ Side and overhead clearances for all movements
	+ Planned contingency movements
	+ Review of surveys of final and contingency locations
 |  |  |  |
| **Contingency Planning for Emergencies** | X |  |  |
| * + Bunkering
	+ Line parting, availability of spare tow line, rigged reconnection equipment and adequate sea room
	+ Emergency survival anchor and deployment method in event of tow failure close to shore
	+ Availability of additional vessels
	+ Tug equipment failure
	+ Engine failure
	+ Heavy weather/storm approach, including safe approach to shore/safe haven
	+ Grounding
	+ Collision
	+ Fire and explosion
	+ Damage stability
	+ Water ingress through valves
	+ Structural failure
	+ Key equipment breakdown (critical spares)
	+ Riding crew evacuation
 |  |  |  |
| **Tow Operation v)** | X | X | XIssue COA for Jacking Down operation and Tow commencement based on receipt of a good weather forecast and including recommendations on weather routing and the possible avoidance of certain sea states |
| * + Rig Marine Operating Manual & Tow Contractor’s specific rig move procedures
	+ Trim and stability manual
	+ Rig Stability during all phases of move, ballasting arrangements
	+ Tow equipment
	+ Confirm adequacy (Engineering & Installation) of Sea fastenings /Stowing of critical and major moveable items (especially BOPs and Drill Pipe)
	+ Confirm that the position of major moveable equipment and cargo(s) are in accordance with the trim and stability manual
	+ In the case of a long wet tow assess the allowable leg bending moments /leg length and fatigue considerations vi)
	+ Confirm seaworthiness and water tightness for tow
	+ Management of water tight doors
	+ Piloting arrangements as applicable
	+ Hook up tugs and commence tow
 |  |  |  |
| * 1. **Going On Location/Jacking Up Operations (from entering the 500m zone at the location until at final elevated air gap)**
 | X | X | XIssue COA for the commencement of the Jacking Up operation |
| * + **PUNCH THROUGH RISK MITIGATION – KEY ACTIVITY REQUIRING CLOSE MONITORING THROUGHOUT THE OPERATION - Confirm leg penetrations during pre-load follow expectations – or if deviated follow pre-agreed contingency plans**
	+ Review Side Scan Sonar/Debris survey by divers or ROV
	+ Review seabed topography, including existing spudcan depressions and scour around jacket legs
	+ Review pipeline and subsea equipment clearances
	+ Review pipeline/riser and well shutdown and blowdown plan during rig moves, with the purpose of minimising risk
	+ Confirmation of clear sea bed
	+ Approve Pre-Load and Jacking Procedures (individual or simultaneous leg pre-loading)
	+ Approve pre-load sequence
	+ Approve air gap / jack-up draft during pre-loading operation
	+ Approve leg penetration check proposals prior to and after pre-loading
	+ Review rig positioning tolerances as defined by Oil company
	+ Approve clearances between the rig and existing assets (platforms and pipelines) containing hydrocarbons for the purpose of risk mitigation, assess for rig move and final position, including positioning methodology and equipment. Make recommendations as necessary.
	+ Monitoring of RPD
	+ Jack-up manoeuvring and positioning within the 500m zone
	+ Adequacy of attending tugs & confirmation of correct tow equipment
	+ Adequacy of anchoring / mooring systems
	+ Approve pre-jacking up preparations (including jacking equipment full function testing)
	+ Confirm adequacy of communications throughout going on location operations
	+ Soft pin and elevate to pre-load condition
	+ Pre-load operations
	+ Jack-up to final elevation
 |   |  |  |

X denotes activity to be performed.

Notes for SOW 2:

1. Conduct a study of met-ocean conditions that the MODU is likely to encounter based on the exact route and time of year during the wet towage.  Make a determination if the unit is capable of surviving these metocean conditions and remaining in compliance with the approved Marine Operations Manual.
2. Make a determination of the allowable leg length to be carried. For Mat units Marine Warranty Surveyor to review Ultrasonic/NDT/ inspection of legs in vicinity of leg jacking holes and incorporate into technical assessment. For all independent trussed leg and braced units, MWS to review the results of testing of critical structural areas. Typically, this should include the areas of legs from just below the lower guides to 2 bays above the upper guides, with the legs in any proposed transport condition. The testing should also include the guide connections, and the jack-house connections to the deck.

**Scope of Work (SOW) 3:**

### Wet Tows of Semi-Submersibles and Submersible MODUs/ Drill Ships / Tender Rigs (excluding Jack-Up Rigs)

| **Activity** | **Review & Approve Procedures / Drawings /****Design Calculations** | **Attend** | **Issue Certificate of Approval (COA)** |
| --- | --- | --- | --- |
| General |  |  |  |
| Review and agree meteorological criteria for the tow | X |  |  |
| Review and agree limiting sea states, including seasonal restrictions, for all marine operations, with a default of a 10 year return period for a tow over 72 hours (i.e. outside of reliable weather forecasting periods) unless otherwise justified with reference recognised industry standards (e.g. the relevant section(s) of ISO 19901-6)  | X |  |  |
| Review and approve weather forecasting procedures | X |  |  |
| Review and approve tow routes, weather windows and safe havens using a suitable marine transportation method or software appropriate to the length of voyage  | X |  |  |
| Review and approve criteria for tow including bollard pull requirements. | X |  |  |
| Tug Suitability Survey | X | X |  |
| * + Tug (including manoeuvring tugs) suitability survey and approval
	+ Change of tug shall require reissue of certificate of approval
	+ Confirm valid Class certificate, with no outstanding Conditions of Class (or agree all outstanding Conditions of Class as not being material to the intended operations.)
	+ Valid bollard pull test certificate
	+ Redundancy of systems
	+ Crew competency proven and valid training records
	+ Communications
 |  |  |  |
| Towing Equipment Suitability Survey | X | X |  |
| * + Towing equipment certificates validity prior to tow
	+ Current towing equipment NDT inspection (comment on adequacy & frequency)
	+ Tow wire certification validity prior to tow
	+ Tow arrangement (equipment & wire) design and installation
	+ Design of towing systems for anticipated environmental forces shall be in accordance with recognised industry standards (e.g. the relevant section(s) of ISO19901-6)
 |  |  |  |
| Voyage Manual/Towmaster Instructions | X |  |  |
| * + Bollard pull requirements
	+ Configuration of tugs
	+ Vessel strength
	+ Intact and damaged stability
	+ Voyage details
	+ Contact information
	+ Pre-voyage Tow Plan and Risk Assessment
	+ Route Planning (incl. sea room, safe havens and refuelling)
	+ Clearances – Underkeel, Overhead and Side
	+ Hazard identification
	+ Trim and stability - ability to withstand environmental loading (wind, wave, current)
	+ Weather routing
	+ Confirm that the MODU has a valid Class certification without any Conditions of Class (or agree all outstanding Conditions of Class as not being material to the intended operations.)
	+ Valid loadline certificate
	+ Relevant valid ISM & SOLAS certification
	+ Fuel requirements (contingency)
	+ Communications (Reporting Protocols) & language restrictions
	+ Manning levels justified
	+ Riding crew (including Towmaster) competency proven and valid training records
	+ Navigational Aids (Navaids)
 |  |  |  |
| Contingency Planning for Emergencies | X |  |  |
| * + Bunkering
	+ Line parting, availability of spare tow line, rigged connection equipment and adequate sea room
	+ Emergency survival anchor and deployment method in event of tow failure close to shore
	+ Availability of additional vessels
	+ Tug equipment failure
	+ Engine failure
	+ Heavy weather/storm approach, including safe approach to shore/safe haven
	+ Grounding
	+ Collision
	+ Fire and explosion
	+ Damage stability
	+ Water ingress through valves
	+ Structural failure
	+ Key equipment breakdown (critical spares)
	+ Riding crew evacuation
 |  |  |  |
| 1. **Tow Operations vii)**
 | X | X | XIssue COA for Tow commencement based on receipt of a good weather forecast and including recommendations on weather routing and the possible avoidance of certain sea states |
| * + Rig Marine Operating Manual & Towing Contractor’s specific rig move procedures
	+ Trim and stability manual
	+ Rig Stability during all phases of move, ballasting arrangements
	+ Towing equipment
	+ Confirm that the position of major moveable equipment and cargo(s) are in accordance with the trim and stability manual
	+ Confirm seaworthiness and water tightness for tow
	+ Piloting arrangements as applicable
	+ Hook up tugs and commence tow
	+ Proposed final positioning methodology, equipment and manning
 |  |  |  |

**X** denotes activity to be performed.

Notes for SOW 3:

1. Conduct a study of met-ocean conditions that the MOU is likely to encounter based on the exact route and time of year during the wet towage.  Make a determination if the unit is capable of surviving the metocean condition and remaining in compliance with the approved Marine Operations Manual.

### Scope of Work (SOW) 4:

### Dry transportations, by Barge or HLV, of Jack-up Rigs, Semi-Submersible and Submersible MODUs

### (and other MOUs of similar configuration)

| **Activity** | **Review & Approve Procedures / Drawings /****Design Calculations** | **Attend** | **Issue Certificate of Approval (COA)** |
| --- | --- | --- | --- |
| General |  |  |  |
| Review and agree meteorological criteria for the transportation | X |  |  |
| Review and agree limiting sea states, including seasonal restrictions, for all marine operations, with a default of a 10 year return period for a tow over 72 hours (i.e. outside of reliable weather forecastable periods) unless otherwise justified with reference to a recognised industry standard (e.g. the relevant section(s) of ISO 19901-6) | X |  |  |
| Review and approve weather forecasting procedures | X |  |  |
| Review and approve routes, weather windows and safe havens using a suitable marine transportation methodology or software appropriate to the length of tow | X |  |  |
| Review and approve criteria for tow including bollard pull requirements | X |  |  |
| Tug Suitability Survey | X | X |  |
| * + Tug (including manoeuvring tugs) suitability survey and approval
	+ Change of tug shall require reissue of certificate of approval
	+ Confirm valid Class certificate, with no outstanding Conditions of Class (or agree all outstanding Conditions of Class as not being material to the intended operations.)
	+ Valid bollard pull test certificate
	+ Redundancy of systems
	+ Crew competency proven and valid training records
	+ Communications
 |  |  |  |
| Towage Equipment Suitability Survey | X | X |  |
| * + Towing equipment certificates validity prior to tow
	+ Current towing equipment NDT inspection (comment on adequacy & frequency)
	+ Tow wire certification validity prior to tow
	+ Tow arrangement (equipment & wire) design and installation
	+ Design of towing systems for anticipated environmental forces shall be in accordance with recognised industry standards (e.g. the relevant section(s) of ISO19901-6)
 |  |  |  |
| Transportation Vessel/ Loading & Unloading Equipment | X | X |  |
| * + Confirmation of suitability of Transportation Vessel
	+ Confirmation that the Transportation Vessel has a valid IACS Class certificate, and is class maintained (with no Conditions of Class) (or agree all outstanding Conditions of Class as not being material to the intended operations.)
	+ Valid loadline certificate
	+ Relevant valid ISM & SOLAS certification
	+ Verification of the adequacy and structural strength of the cribbing and sea fastenings
	+ Confirmation good working order of all operational equipment and machinery required for loading and unloading operations (including contingency items)
	+ Seaworthiness and water-tight integrity
 |  |  |  |
| Loading and Unloading Operations | X | X | XIssue COA for the commencement of both the Loading and Unloading operations |
| * + Confirmation that the insured unit(s) have been suitably seafastened (and that weld checks have been carried out) and that load-on draught has been achieved without excessive heel or trim
	+ Confirmation of suitability of loading and unloading areas in respect of water depths, shelter etc.
	+ Pre-check cribbing is in correct position relative to guide post
	+ Ensure adequacy of guide post and catcher position
	+ Ensure MODU is accurately positioned on cribbing and adequately supported
	+ Ballasting and Deballasting plans and operations
	+ Check MODU leg position is correct for transportation and if appropriate, shimming or chocks are applied
	+ Check final condition of vessel and MODU (seaworthiness and water tightness) for voyage and hence stability
	+ Ensure that water is pumped out of spudcans once the rig has been loaded
	+ Ensure that the tank conditions for offloading are close to that for when the rig was loaded (or that differences have been taken into account in the procedures)
	+ Certificate of Approval for loading/unloading to be issued on receipt of good weather forecast
	+ Ensure fire main connected from ship to rig and fully operational
 |  |  |  |
| Towage or transportation Manual/Towmaster Instructions | X |  |  |
| * + Pre-voyage Tow Plan and Risk Assessment
	+ Route Planning (incl. sea room, safe havens and refuelling)
	+ Clearances – Underkeel, Overhead and Side
	+ Hazard identification
	+ Trim and stability: ability to withstand environmental forces (wind, wave, current)
	+ Weather routing
	+ Confirm that the MODU has a valid Class certificate without Conditions of Class **viii)** (or agree all outstanding Conditions of Class as not being material to the intended operations.)
	+ Valid loadline certificate
	+ Relevant ISM & SOLAS certification
	+ Fuel requirements (contingency)
	+ Communications (Reporting Protocols) & language restrictions
	+ Manning levels justified
	+ Riding crew (including Towmaster). Competency proven and valid training records
	+ Navigational Aids (Navaids)
 |  |  |  |
| Contingency Planning for Emergencies | X |  |  |
| * + Bunkering
	+ Line parting, availability of spare tow line, rigged connection equipment and adequate sea room
	+ Availability of additional vessels
	+ Tug equipment failure
	+ Engine failure
	+ Heavy weather/storm approach. Including safe approach to shore/safe haven
	+ Grounding
	+ Collision
	+ Fire and explosion
	+ Damage stability
	+ Water ingress through valves
	+ Structural failure
	+ Key equipment breakdown (critical spares)
	+ Riding crew evacuation
 |  |  |  |
| 1. **Voyage Commencement**
 | X | X | XIssue COA for Tow commencement based on the receipt of a good weather forecast and including recommendations on weather routing and the possible avoidance of certain sea states |
| * + MOU Marine Operating Manual & Tow Transportation Contractor’s manual and basic design parameters
	+ Independent Verification of Rig and Transportation Vessel stability during all phases of move (loadout, voyage and discharge)
	+ Independent verification of Transportation Vessel’s motion responses
	+ Independent derivation of the sea fastening and cribbing loads
	+ Confirm that the position of the vessel and cargo(s) are in accordance with the trim and stability manual
	+ Verification that the cribbing layouts are acceptable. This includes a check on the strength of the rig’s bottom plating and stiffening
	+ Verification that the sea fastening design is adequate and that the rig has sufficient capacity at the points that the sea fastening loads are being transferred
	+ Tow equipment compliance with design drawings and procedures
	+ Confirm adequacy of sea fastening/stowing of critical and major moveable items on the MOU (especially BOPs and Drill Pipe)
	+ Allowable leg bending moments /leg length and fatigue considerations **ix)**
	+ Confirm seaworthiness and water tightness for the tow
	+ Piloting arrangements as applicable
	+ Hook up tugs and commence tow
	+ Proposed final positioning methodology, equipment and manning
 |  |  |  |

X denotes activity to be performed.

Notes for SOW 4:

1. If the MODU(s) being transported have had their class certificates suspended then either a) a temporary class certificate is required from the expiring class society, or b) a review and approval by the MWS of the water-tightness and leg integrity of the MODU.
2. Make a determination of the allowable leg length to be carried. For Mat units Marine Warranty Surveyor to review Ultrasonic/NDT/inspection of legs in vicinity of leg jacking holes and incorporate into technical assessment. For all independent trussed leg and braced units, MWS to review the results of testing of critical structural areas. Typically, this should include the areas of legs from just below the lower guides to 2 bays above the upper guides, with the legs in any proposed transport condition. The testing should also include the guide connections, the jack-house connections to the deck and connections of the spud-cans to the leg chords.

# Abbreviations

BOP Blow-out Preventer

COA Certificate of Approval

COP Code of Practice

HLV Heavy Lift Vessel

HazId Hazard Identification

HazOp Hazard and Operability

IACS International Association of Classification Societie*s*

IMO International Maritime Organisation

ISM International Safety Management

ISO International Organisation for Standardization

JRC Joint Rig Committee

MODU Mobile Offshore Drilling Unit

MOU Mobile Offshore Unit

MWS Marine Warranty Survey (or Surveyor*)*

NDT Non Destructive Testing

ROV Remotely Operated Vehicle

RPD Rack Phase Difference

SIMOPS Simultaneous Operations

SOLAS Safety of Life at Sea

SOW Scope of Work

SSA Site Specific Assessment

TRS Tropical Revolving Storm

**JRC MWS Certificate of Approval (COA) Requirements**

The Certificate of Approval (COA) is the final document in an approval process that includes numerous activities such as:

- Survey attendances for suitability and/or condition of a vessel

- Site assessment and vessel surveys

- Document reviews and re-reviews

- Site attendance to review preparations

As a result the COA is not a stand-alone document and the above activities must be referenced to ensure the whole process is completed to the attending surveyor’s satisfaction with its signing.

**Basic Requirements**

1. A COA must only be issued if the surveyor signing the COA has witnessed the preparations for the operation and is in attendance at the site. It should be issued immediately prior to the commencement of the operation.

Exception: Location approvals of MOUs where the COA is issued by the approving office.

 The COA should also be signed by the Assured’s person in authority on site to acknowledge receipt of the COA and acceptance of the recommendations.

1. To assure validity of the COA, approval documentation from the office that has performed the desk top reviews of the operation confirming the acceptability of the documents reviewed (plans, procedures, calculations etc.) shall be provided to the attending surveyor.
2. Each COA shall have a unique number.
3. The title on the COA must be sufficient to identify the operation being approved.
4. The surveyor’s name shall be printed underneath the signature.
5. The time at which the issuing of the COA has been approved shall be recorded and a period of validity for the COA must also be recorded.
6. The original COA shall be given or sent to the Assured with copies retained by the MWS company.
7. Traceability of the COA is required by reference to the principal document(s) approved for the operation.
8. Where appropriate vessel capacity (bollard pull, dwt., GRT, displacement etc.) is to be documented to help define a vessel’s suitability for an operation.
9. For any COAs issued for the “first in series only” this shall be clearly stated on the COA.
10. Checklists may be appended to the issued COA if required to clarify the scope of the approval.
11. All recommendations related to the operation should be complied with prior to the issue of the COA and the COA should not be subject to any outstanding recommendations. However, any recommendations intended to be complied with after the issue of the COA, as mandated by the MWS, for example to cover some activity after a tow departs or compliance with a procedures document, shall be specific, measureable, achievable, reasonable, time-bound and clearly listed, attached to and referenced in the COA .
12. A UMR (Unique Market Reference) number is to be provided on all COA’s. This number is available through the insurer. A UMR is a unique number allocated to each individual risk. The UMR will enable clear traceability as to the Policy to which the COA pertains.

**Notes:**

1. **COA for the “first in series only”:**

When approval for a repeated operation is required, for instance, to approve twenty shipments of pipe, then the operations approved must be identical in all material respects to the first operation otherwise individual COA’s are required for each operation. For instance, the quantity, securing arrangements, vessel ballasting and trim condition and limiting weather criteria must all be the same. No additional cargo, change of securing practices, change of route, change of tug or other alteration, compared to the initially approved condition, may be permitted without reference to the MWS. Where the change(s) are acceptable the MWS must endorse the original COA or issue a new COA.

1. **Failure to Issue COA:**

If the processes required for approval are incomplete then the COA must not be issued. For example, if approved documentation from the MWS office performing the desk-top reviews has not been received or if recommendations issued by the MWS Office or attending MWS surveyor have not been completed or implemented.

1. **COAs which, after issuing, no longer conform to the operation originally approved:**

If, after issuing the COA, the attending MWS surveyor notes any non-compliance with the basis on which the COA approval was provided or with any recommendation, intended to be completed after the issue of the COA, the attending MWS surveyor shall issue a document of non-compliance formally identifying how the terms, conditions and any recommendations of the COA have been contravened. In such circumstances, subject to confidentiality undertakings of the MWS company, the Lead Underwriter is to be informed of this and the surrounding circumstances at the first opportunity. In all cases the MWS company must ensure that the Assured’s representative is made aware of the situation.

**Suggested Certificate of Approval format for a Towage**

MWS Company name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project No: \_\_\_\_\_\_\_\_\_\_ Certificate No: \_\_\_\_\_\_\_\_\_\_\_\_ UMR No: \_\_\_\_\_\_\_\_\_\_\_\_

**Project Title**

**Towage of the \_\_\_\_\_\_\_\_\_\_\_ on the barge \_\_\_\_\_ by the tug(s) \_\_\_\_\_**

**From \_\_\_\_\_**

**To \_\_\_\_\_**

**This is to Certify** that this office, acting on behalf of (the MWS Client) has reviewed the procedures for the above operation in the document(s):

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Doc. No: \_\_\_\_\_\_\_\_\_

Rev. No. \_\_\_\_\_\_\_\_\_

The undersigned has also witnessed the preparations for the towage of the \_\_\_\_\_\_\_\_ on the barge \_\_\_\_\_\_ from \_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_.

Towage by the tug “vessel name” owned by \_\_\_\_\_\_\_\_\_\_\_\_ is hereby approved based on

\* a bollard pull of \_\_\_\_ tonnes as stated in the Certificate issued by company name on date

\* an estimated realistic bollard pull of \_\_\_\_\_\_ tonnes

*\* Delete as applicable*

 and that it is generally fit to undertake the tow.

No responsibility is accepted by this office for the way in which the towage is undertaken following departure.

Any alterations in the surveyed items and/or deviations from the approved procedures after the issue of this Certificate of Approval may render this Certificate invalid unless approved by this office (prior to commencement of the operation).

This Certificate is issued in accordance with (terms and conditions, service contract, variation order etc.) dated \_\_\_\_\_\_\_\_. It is issued solely for the purposes of the proposed operation and is based upon external conditions observed by the undersigned of the hull, machinery and equipment without removal, exposure, operating or testing of parts. This Certificate shall not be deemed or considered to be a general Certificate of Seaworthiness.

For and on behalf of: Receipt of this COA is hereby acknowledged by:

MWS Company name Client company name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print surveyor’s name Print name

Time: \_\_\_\_\_ \_\_\_\_\_\_

Date: \_\_\_\_\_ \_\_\_\_\_\_

Location: \_\_\_\_\_ (port/town and country)

**Recommendations:**

**(Note: Recommendations are to be specific, measureable, achievable, reasonable, clearly listed and state the time by which the recommendation is to be completed)**

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Suggested Certificate of Approval format for a Loadout**

MWS Company name:­­­‑\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project No: \_\_\_\_\_\_\_\_\_\_ Certificate No: \_\_\_\_\_\_\_\_\_\_\_\_

 UMR No: \_\_\_\_\_\_\_\_\_\_\_\_

**Project Title**

**Loadout of the \_\_\_\_\_\_\_\_\_\_\_ on the barge by (lifting/skidding/SPMT)**

**at \_\_\_\_\_**

**This is to Certify** that this office, acting on behalf of (the MWS Client) has reviewed the procedures for the above operation in the document(s):

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Doc. No: \_\_\_\_\_\_\_\_\_

Rev. No. \_\_\_\_\_\_\_\_\_

The undersigned has also witnessed the preparations for the loadout of the \_\_\_\_\_\_\_\_ on the barge at \_\_\_\_\_ in \_\_\_\_\_\_\_\_.

The referenced loadout procedure is satisfactory, and the proposed loadout is within the stated capacity of the crane/spmt/equipment to be used and barge.

Subject to compliance with the stated procedures and any additional recommendations submitted by this office the loadout of the \_\_\_\_\_\_\_\_ onto the barge \_\_\_\_\_\_\_\_\_\_ is hereby approved.

Any alterations in the surveyed items after the issue of this Certificate of Approval may render this Certificate invalid unless approved by this office (prior to commencement of the operation).

This Certificate is issued in accordance with (terms and conditions, service contract, variation order etc.) dated \_\_\_\_\_\_\_\_. It is issued solely for the purposes of the proposed operation and is based upon external conditions observed by the undersigned of the hull, machinery and equipment without removal, exposure, operating or testing of parts.

For and on behalf of: Receipt of this COA is hereby acknowledged by:

MWS Company name Client company name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print surveyor’s name Print name

Time: \_\_\_\_\_ \_\_\_\_\_\_

Date: \_\_\_\_\_ \_\_\_\_\_\_

Location: \_\_\_\_\_ (port/town and country)

**Recommendations:**

**(Note: Recommendations are to be specific, measureable, achievable, reasonable, clearly listed and state the time by which the recommendation is to be completed)**

* + - 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
			2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
			3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
			4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
			5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
			6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Suggested Certificate of Approval format for an Offshore Installation**

MWS Company name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project No: \_\_\_\_\_\_\_\_\_\_ Certificate No: \_\_\_\_\_\_\_\_\_\_\_\_

 UMR No: \_\_\_\_\_\_\_\_\_\_\_\_

**Project Title**

**Installation of the \_\_\_\_\_\_\_\_\_\_\_ on the platform by (crane vessel/HLV)**

**at \_\_\_\_\_\_\_\_ field located at \_\_\_\_\_\_\_\_\_\_\_**

**This is to Certify** that this office, acting on behalf of (the MWS Client) has reviewed the procedures for the above operation in the document(s):

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Doc. No: \_\_\_\_\_\_\_\_\_

Rev. No. \_\_\_\_\_\_\_\_\_

The undersigned has also witnessed the preparations for the installation of the \_\_\_\_\_\_\_ module in the \_\_\_\_\_\_ field.

The referenced installation procedure is satisfactory and the proposed installation is within the stated capacity of the crane/HLV/equipment to be used.

Subject to compliance with the stated procedures and any additional recommendations submitted by this office the installation of the \_\_\_\_\_\_\_\_ onto the \_\_\_\_\_\_\_\_ is hereby approved.

Any alterations in the surveyed items after the issue of this Certificate of Approval may render this Certificate invalid unless approved by this office (prior to commencement of the operation).

This Certificate is issued in accordance with (terms and conditions, service contract, variation order etc.) dated \_\_\_\_\_\_\_\_\_. It is issued solely for the purposes of the proposed operation and is based upon external conditions observed by the undersigned of the hull, machinery and equipment without removal, exposure, operating or testing of parts.

For and on behalf of: Receipt of this COA is hereby acknowledged by:

MWS Company name Client company name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print surveyor’s name Print name

Time: \_\_\_\_\_ \_\_\_\_\_\_

Date: \_\_\_\_\_ \_\_\_\_\_\_

Location: \_\_\_\_\_ (port/town and country)

Append Recommendations and Checklist to each COA referring to the unique number of the Certificate of Approval on each page so that the documents can be associated with each other.

**Recommendations:**

**(Note: Recommendations are to be specific, measureable, achievable, reasonable, clearly listed and state the time by which the recommendation is to be completed)**

* + - 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
			2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Suggested Certificate of Non-compliance**

MWS Company name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project No: \_\_\_\_\_\_\_\_\_\_ Certificate No: \_\_\_\_\_\_\_\_\_\_\_\_

 UMR No: \_\_\_\_\_\_\_\_\_\_\_\_

**Project Title**

**Details of activity copied from the COA affected by this note of non-compliance.**

On \_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_, a Certificate of Approval (Certificate Number \_\_\_\_\_\_\_\_\_ ) approving the activity or procedure subject to compliance with the Recommendations was issued.

This Certificate of Non-compliance confirms that, on the date(s) and at the time(s) set out below the following events were observed which, in the opinion of the undersigned amount to non-compliance with the Recommendations in the Certificate of Approval or procedures in the following respects:

1. Recommendation ( \_\_\_ ). (Insert full details with dates, times, evidence relied on, photographs etc, emails etc.)
2. Provisions of (procedures) not complied with. (Insert full details with dates, times, evidence relied on, photographs etc., emails etc.)

For and on behalf of

MWS Company name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print surveyor’s name

Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (port/town and country)

**Receipt of this Certificate of Non-compliance is hereby acknowledged**

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_