

Marine

Personnel Transfer - Barrier verification

BA-MAR-007

Purpose: Completed where people are transferred between vessels, or between a vessel and a structure, by any means - basket, gangway, swing rope or small craft.

Frequency: Before personnel transfer operations, and weekly during them | **Applies to:** Marine | **Response set:** Yes / Partial / No / N/A, with a note and evidence against each item

Basis: publicly available industry guidance, principally IMCA and IOGP. This framework does not replace the diving contractor's safety management system, the client's own risk assessment, or applicable national legislation. | **Complete online at** barrierassurance.com

#	Question	Guidance and reference	Y / P / N / NA
1	Is the transfer method appropriate to the conditions, and has the alternative been defined?	Every method has a sea state beyond which it stops being reasonable. Confirm the number and the fallback. Ref: IMCA M202 (transfer of personnel to and from offshore vessels and structures)	
2	Has a transfer procedure been approved for this specific combination of vessel and structure?	Freeboard, motion and approach differ by pairing. Generic procedures are not adequate here. Ref: IMCA M202; IMCA M125	
3	Where a motion-compensated gangway is used, is it certified, maintained and operated by trained personnel?	Confirm the operating envelope and what happens on loss of compensation. Ref: IMCA M254 (walk to work operations)	
4	Are personnel briefed before transfer, including those transferring for the first time?	First-timers are the highest risk group. Confirm the briefing is given, not offered. Ref: IMCA M202	
5	Is appropriate personal protective equipment worn, including flotation where required?	Check what is actually worn during a transfer rather than what the procedure requires. Ref: IMCA M202; SOLAS	
6	Is a man overboard response ready and immediately available during transfers?	Rescue craft crewed or ready, lookout posted, and recovery method understood. Ref: IMO SOLAS; IMCA M226	
7	Are transfers suspended in darkness or restricted visibility unless specifically assessed and lit?	Confirm the lighting assessment exists where night transfers are carried out. Ref: IMCA M202	
8	Is the number of people transferred at one time within the limits of the method?	Basket and gangway limits are routinely exceeded when a crew change runs late. Ref: IMCA M202	
9	Has the vessel's station keeping capability been confirmed for the duration of the transfer?	Where on DP, the transfer should sit inside the post-failure capability, not the intact capability. Ref: IMCA M103; IMCA M254	