



CREW BRIEFING
FROG-XT RANGE



PRE-TRANSFER

- Risk Assessments
- Pre-Use Checks
- Briefings
- PPE

Pre-Use Check

When

- » Before every use of the equipment

What

- » All items on the pre-use checklist in the user manual

Who

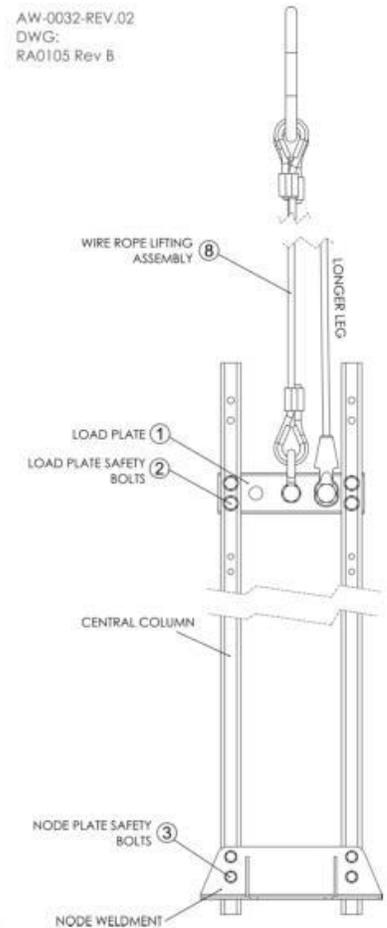
- » To be completed by a competent person



PRE-OPERATIONAL VISUAL CHECK

1	Check LOAD PLATE is fully engaged and secure.
2	Check the LOAD PLATE SAFETY BOLTS are secure and nuts, split pins and tamper-proof seals are in position.
3	Check the NODE PLATE SAFETY BOLTS are secure and nuts, split pins and tamper-proof seals are in position.
4	Check all FITTINGS, FRAME, and BUOYANCY are in good order.
5	Check SEAT HARNESSES operate properly and attachment points are secure.
6	Check SUSPENSION SYSTEM operates properly and springs are pre-compressed. SLIDING SLEEVES must be in contact with the stoppers at the top.
7	Check INSPECTION DATA PLATE and all CERTIFICATION are in order.
8	Check WIRE ROPE LIFTING ASSEMBLY is correctly attached and in good order. Check SHACKLE and SPELTER SOCKET safety bolts are fitted with SPLIT PINS . Lifting Assembly should be in the HIGH VISIBILITY COVER .

AW-0032-REV.02
DWG:
RA0105 Rev B



Original Instructions

Drawing No: RP0108

reflexmarine

ECN 186

Revision: C

Page 1 of 1

Issued: 07/08/2014

Briefings

Delivered to

- » All personnel involved in transfer operations must be fully briefed pre-transfer
- » Passengers

Contents

- » Potential hazards
- » Safety features of the carrier
- » Exit and entry procedures
- » PPE requirements
- » Signals and communications
- » Location specific considerations
- » Emergency procedures

Delivered by

- » Appropriately qualified and experienced staff who conduct transfer operations
- » Video or verbal briefing



Personal Floatation Devices

Type	Image	Recommended	Comments
Manual inflatable lifejacket			275N min rating Automatically inflatable may also be used
Yoke Style Lifejacket			Can interfere with operation of seat harness

Head Protection

Type	Image	Recommended	Comments
Working at Height Helmet			Chin strap for secure fit Back of helmet should not interfere with seat
Hard Hat			Insecure fit Can interfere with seat

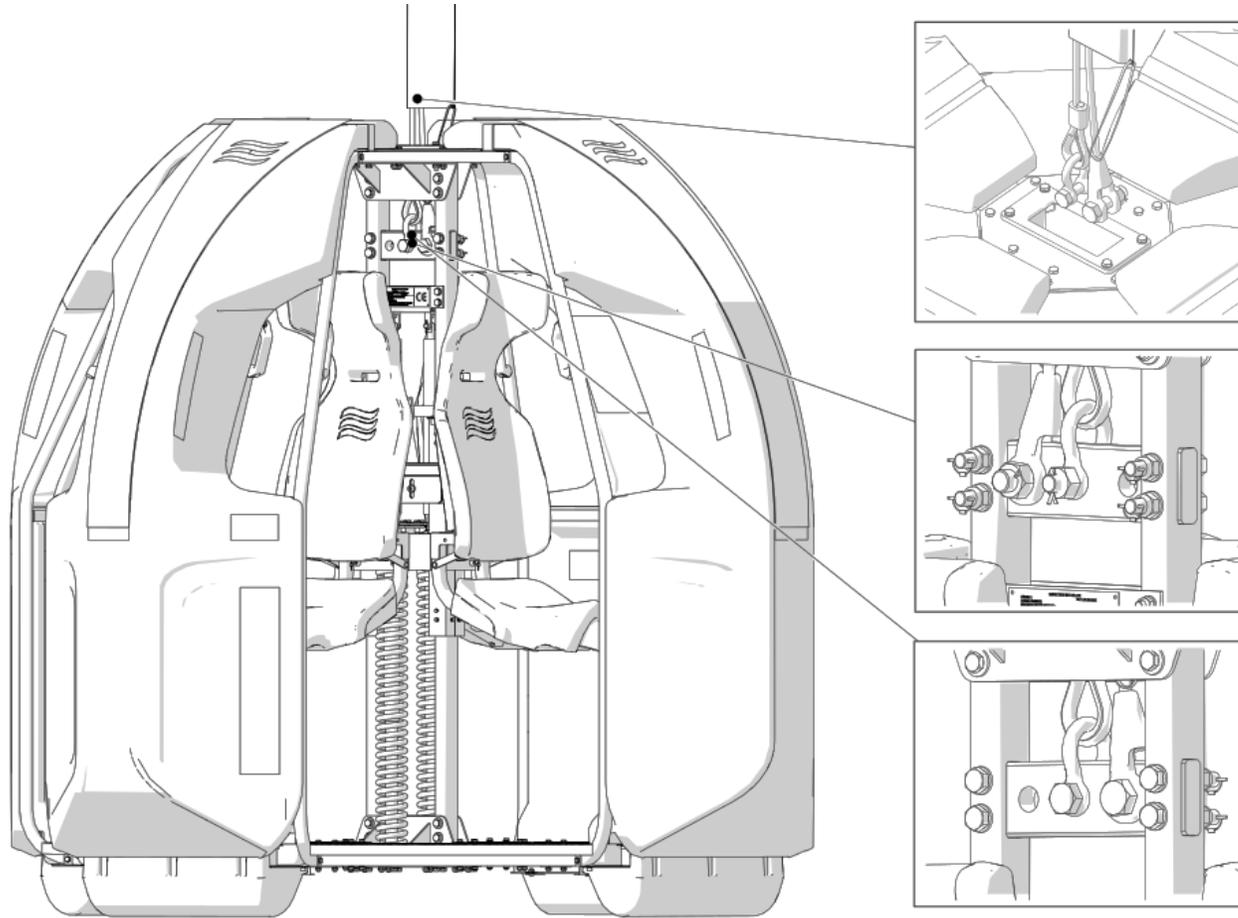


DURING TRANSFER

- Lifting Assembly Connection
- Sling Slack
- Sling Motion Hazards
- Trial Runs
- Passenger Loading
- Transferring Luggage
- Take Off & Landing Areas
- Waiting Areas
- Night Time Transfers

Lifting Assembly Connection

FROG-XT4 & XT6



Lifting assembly is fitted to the FROG-XT4 by initially lowering it through the letter box opening at the top of the carrier.

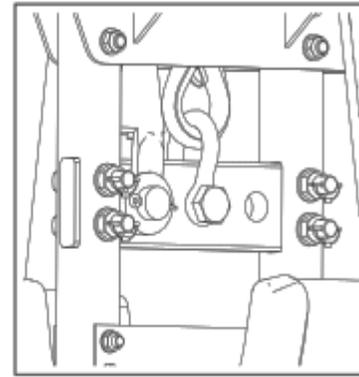
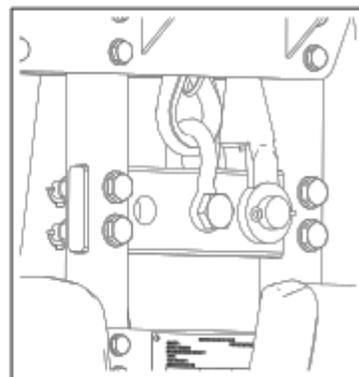
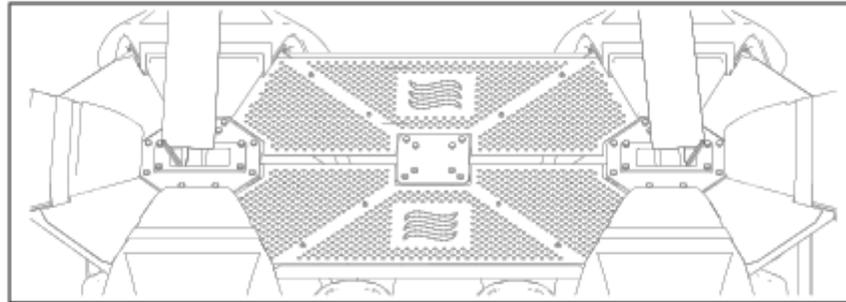
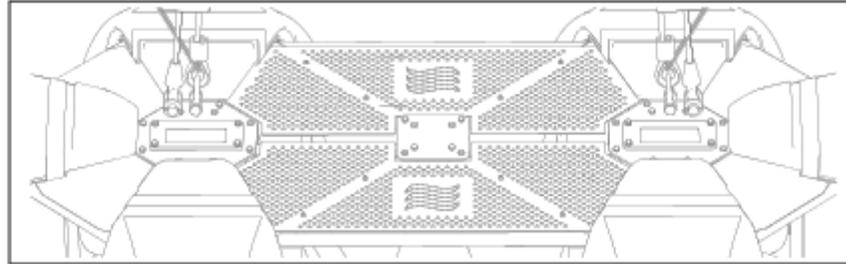
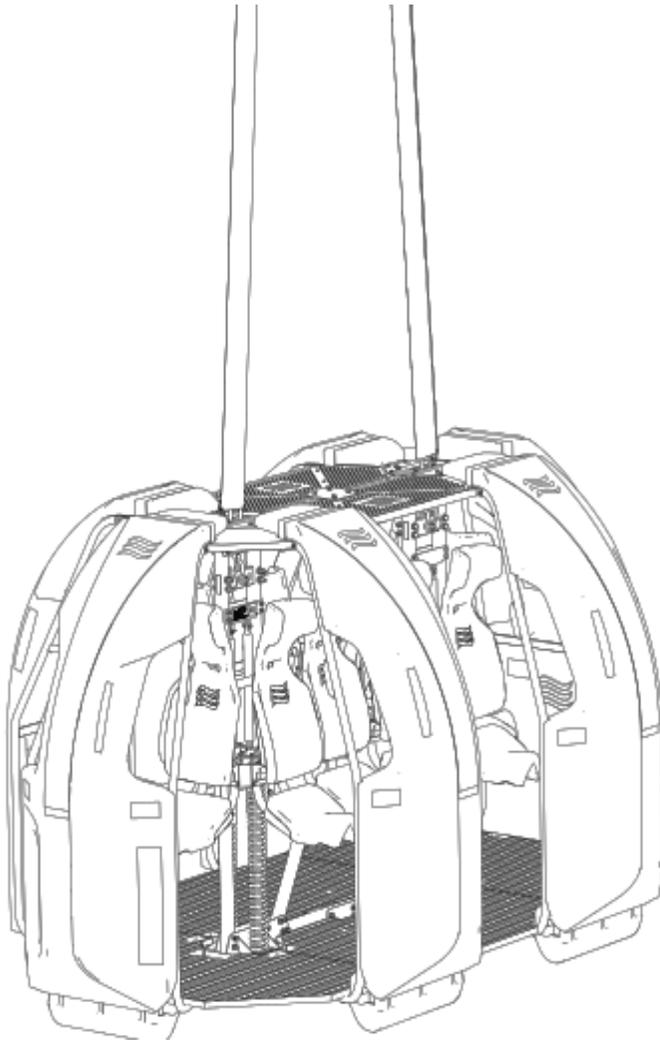
The lifting assembly is fitted with two different terminations. The main leg is fitted with a bow shackle and the back-up leg is fitted with a spelter socket.

The main leg connects to the centre hole in the load plate and the backup leg connects to either the far right or far left hole.

A handling line can then be fitted to the other free hole in the load plate

Lifting Assembly Connection

FROG-XT10



Lifting assembly is fitted to the FROG-XT by initially lowering it through the letter box openings at the top of the carrier.

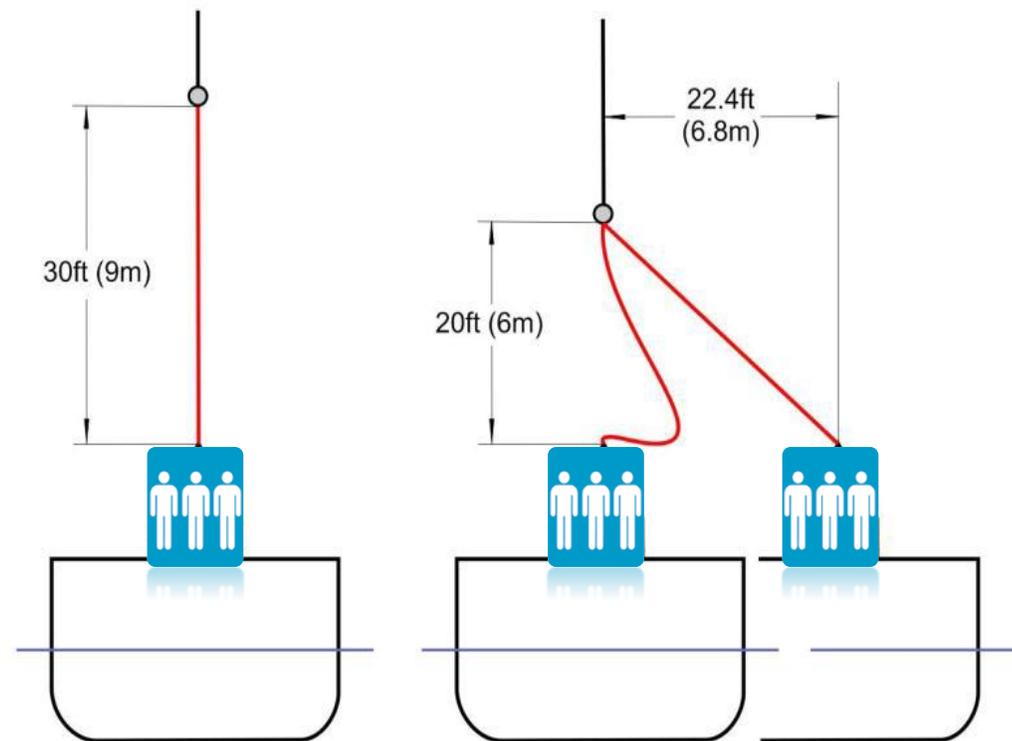
As there are two pairs of legs, one pair needs to go into each of the letterbox openings at the top of the unit.

The main leg connects to the centre hole on each load plate and the backup leg connects to the outside hole. This leaves the two inside holes spare. They can then be used for handling purposes.

Sling Slack

The FROG-XT is designed to stay firmly on the deck of the vessel whilst passengers are entering or leaving the carrier. The crane operator must maintain slack in the line upon landing to allow for the vessel movement.

Sling Length	Recommended Slack	Allowable Drift	Distance to the Crane Hook
30 ft	10 ft	22.4 ft	20 ft
20 ft	10 ft	17.3 ft	10 ft
10 ft	8 ft	9.8 ft	2 ft



Sling Motion Hazards

- » Once landed on deck, the Crane Operator will slacken the lifting assembly
- » During heavy vessel motions a moving sling may present a hazard to passengers – caution is required
- » Deck crew will monitor, remove or advise of this hazard to all passengers
- » Do not take hold of the sling at anytime



Trial Runs

Trial runs should be completed prior to the start of any transfers.

Benefits:

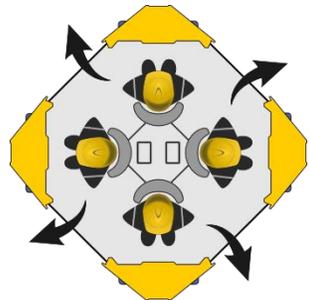
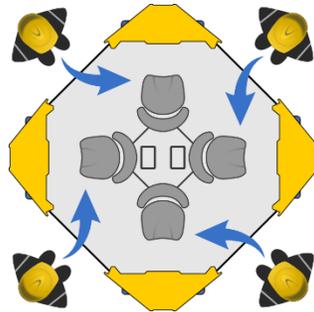
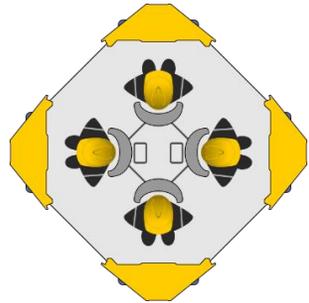
- » Assess conditions
- » Highlight any potential risks
- » Experience for crews
- » Proves vessel suitability
- » Can be used for training

Trial runs are important in situations where crane transfer is not the standard means of transferring personnel.

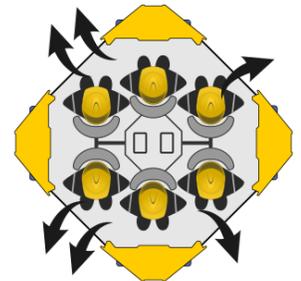
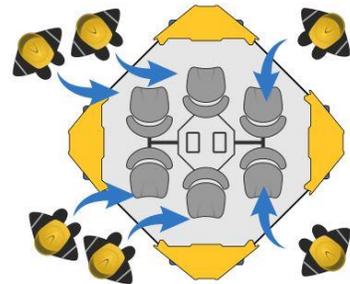
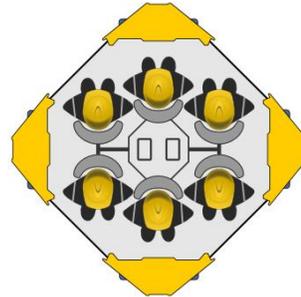


Passenger Loading

FROG-XT4



FROG-XT6



Only allow passenger entry and exit, when the carrier is in a stable position.

Entry

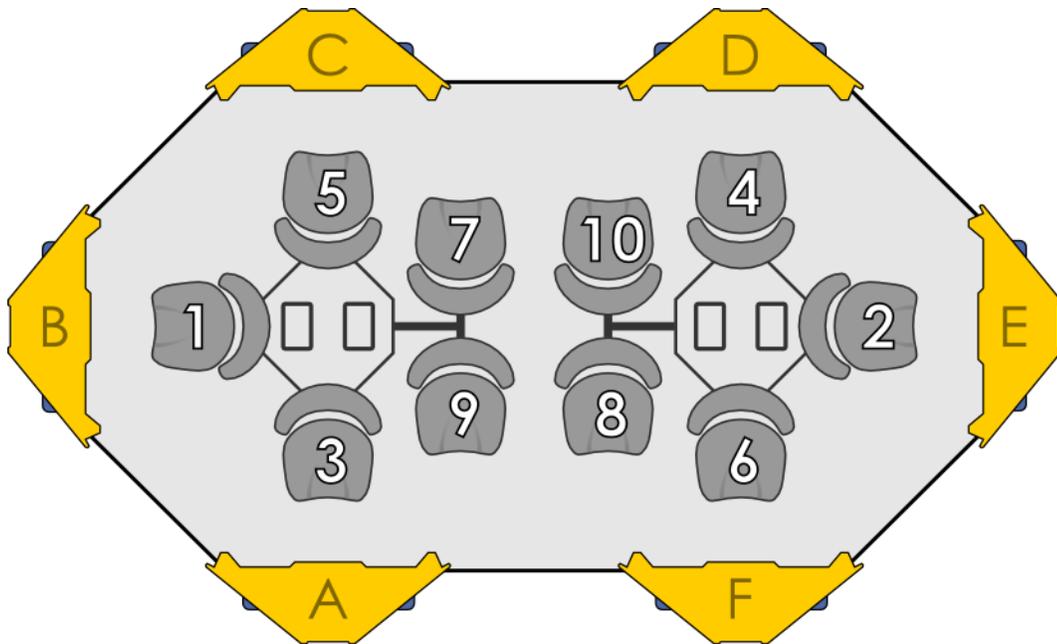
1. Assign each passenger a seat
2. Instruct passengers to enter the carrier
3. Direct passengers to one of the four entry points
4. Check passengers have securely fastened their seat harness

Exit

1. Instruct passengers to exit the carrier
2. Guide passengers to a safe area
3. Remain clear of the lifting assembly

Passenger Loading

FROG-XT10



1. Organise the passengers into groups of 10 (see note).
2. Confirm that passenger and luggage weight does not exceed the SWL of the carrier.
3. Split the passengers into three groups and assign each passenger a seat number

Group A: 1, 2, 3, 4, 5 and 6

Group B: 7 and 8

Group C: 9 and 10

4. Firstly load Group A then B, then C

Note: For less than 10 passengers, follow the loading procedure above for as many passengers as possible.

Transferring Luggage

- » Luggage is ideally be transferred in a separate container, however limited capacity available
- » Provide instructions on luggage loading procedure to passengers
- » Luggage should be loaded prior to passenger entry

On floor under seat:

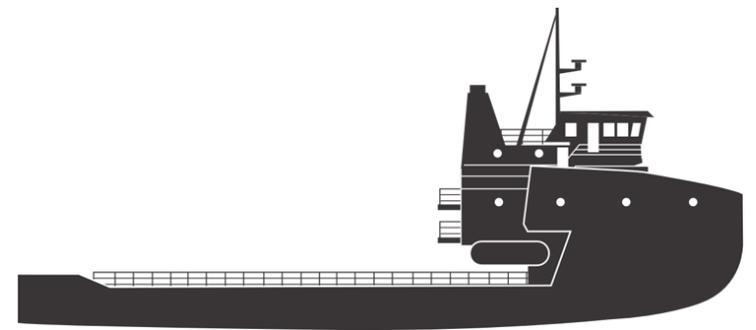
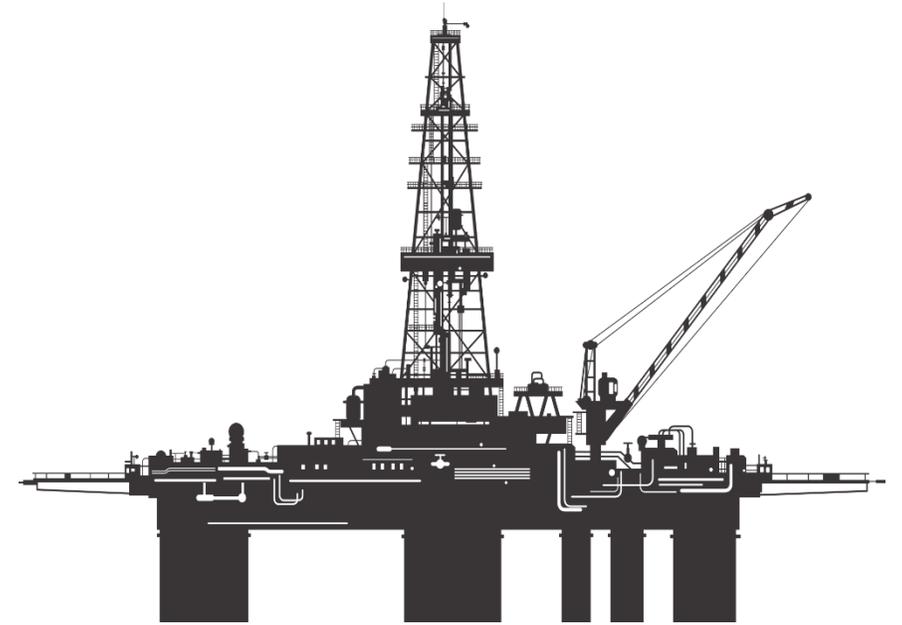


In under-seat tray:



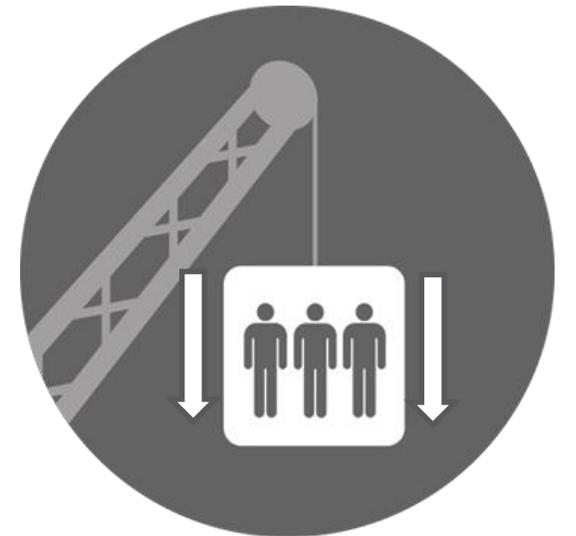
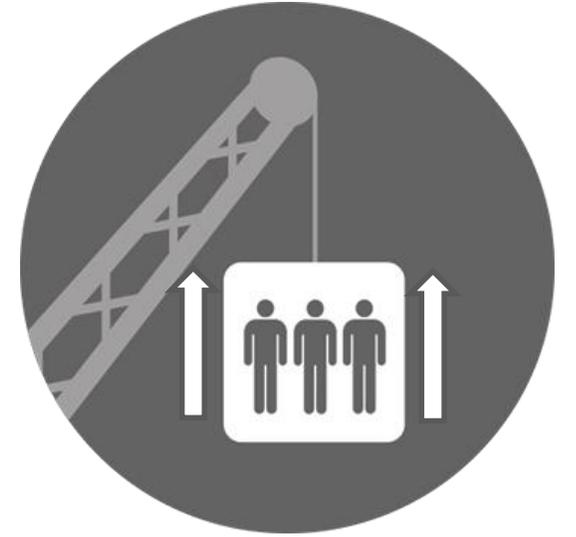
Take off & Landing Areas

- » Check user manuals for recommended deck space
- » Keep take off and landing areas clear
- » Deck areas should be verified by using trial runs
- » Smaller take off and landing areas may be used, but should be tested



Waiting Areas

- » Should be created at both ends of the transfer
- » Details should be included in the briefings
- » There should be a clear route to the waiting areas



Night Time Transfers

- » Crane operator should have clear line of sight
- » Illuminate the take off and landing areas
- » Complete a dry run prior to first transfer
- » Fit and test a strobe light
- » The strobe light is fitted to the top of the carrier





POST TRANSFER

- Records & Reporting
- Storage

Records & Reporting

The details about every transfer should be recorded. The following information is important:

- » Installation / Vessel name
- » Numbers of people to be transferred – vessel to installation / installation to vessel
- » Key personnel on installation / vessel
- » Crane hoist speed & suitability
- » Completion of pre-use inspections of equipment
- » Vessel position and station keeping limits
- » Current and forecast weather conditions
- » All transfer operations must be properly supervised and recorded (Transfer Log)

Report all incidents and near misses



Date	13/01/2014
Time	
Reason for Transfer	

Pre-Transfer Checklist

Notes:

- Below are a list of questions, some simply require a selection from the drop down list, blank cells require manual entry.
- Where a response is "no", changes should be made to the operation before continuing. If changes cannot be made an entry should be made on the risk assessment stating mitigating actions.
- This is not a comprehensive list and there may be additional factors which should be included in the risk assessment.

Met-Ocean		Vessel		Crane		Installation	
Wind Speed (knts)	Please Select	Designated Landing Area	Please Select	Crane Type		Designated Landing Area	Please Select
Wind Direction	Please Select	Vessel Name		Lift Type	Please Select	Installation Name	
Sea State (H)	Please Select	Vessel Position		Crane Position		Installation Type	Please Select
Visibility	Please Select	DP System Type		Man-riding	Please Select	Line of Sight Between Installation & Vessel	Please Select

Passengers		Crew		Crane Operator		Carrier	
Number of Passengers	Please Select	Vessel Crew Briefing Complete	Please Select	Briefing Complete	Please Select	Pre-use check complete	Please Select
Number of Lifts	Please Select	Installation Crew Briefing Complete	Please Select	Suitable Experience	Please Select	Carrier	Please Select
Passenger Briefing Complete	Please Select	Trial Run Complete	Please Select	Crane Pre-use Check Complete	Please Select	Lifting Assembly Length	

MedEvac		Night Time Transfer	
Has the carrier been converted into MedEvac mode	Please Select	Is a strobe light fitted	Please Select
Has a pre use inspection been carried out post conversion	Please Select	Take Off / Landing Areas Lighting	Please Select
Stretcher Test FR Complete	Please Select	Crane Boom Flood Lights	Please Select

Storage

Correct storage of is important and there are a few considerations listed below:

Cover

Use of a cover will protect from UV light degradation and dirt and extend the life of your carrier

Chocking

The carrier should be stored off its feet, by means of chocks. This will stop the feet from becoming compressed and extend the life of the feet

Replacement Parts

Replacement parts should also be kept in a clean and dry environment

Extended period of storage

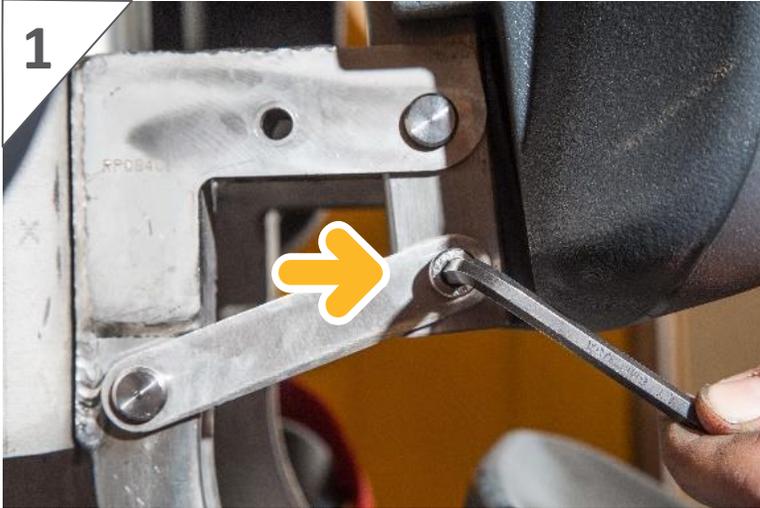
Slings must be kept in a clean dry safe place where they are not exposed to damage





MEDEVAC MODE

Converting **FROG-XT** to MedEvac Mode



Fold down the seats
Remove and refit the seating fixings



Load the stretcher head first



Secure the stretcher with securing straps



Accompanying passenger to take any seat

Note: Comprehensive instructions are contained within the product user manuals