



# International Jack-Up Barge Operators Association



## Code of Practice



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## 1. PREAMBLE

The purpose of this Code is to provide an international standard for the safe management and operation of jack-ups and for pollution prevention.

It draws on the International Safety Management Code (ISM), seeking to apply that code, as far as is reasonably practical, to the operation of jack-ups. At the same time it seeks to ensure that there is no confusion between certification of conformance with this voluntary code, and with the documents and certificates required by the ISM. Where the ISM code applies it takes precedence over this code. As yet the provisions for certifying the safety management systems of individual jack-ups have not been emulated; they may be in a later iteration of this Code.

This Code was drawn up by the Association in consultation with its members and with the advice and assistance of the UK Maritime and Coastguard Agency and Health and Safety Executive.

It will be reviewed at the end of the first year following publication. This review will determine the frequency of subsequent reviews.

As companies operating jack-ups of more than 500GT are already required to comply with ISM (unless exempted by the flag state), certification under this code would not be appropriate, except on a voluntary basis. Companies operating jack-ups of more than 500GT, and taking advantage of flag state exemption from full ISM compliance, may seek certification of their jack-up safety management system under this code; and certification would be appropriate for a company which already complies with ISM in respect of other vessels (passenger vessels, for example) but which also operates jack-ups outside the scope of ISM.

It is not intended to stifle initiative, innovation or competition. As companies vary in size, culture and experience, so their solutions to the problems of operating jack-up barges will vary.

It is expressed in broad terms so that it can have a widespread application. Clearly, different levels of management, whether shore-based or at sea, will require varying levels of knowledge and awareness of the items outlined.

The cornerstone of good safety management is commitment from the top. In matters of safety and pollution prevention it is the commitment, competence, attitudes and motivation of individuals at all levels that determines the end result.



## PART A – IMPLEMENTATION

### 2. GENERAL

#### Definitions

"Jack-up" means a ship or barge fitted with legs and jacking machinery providing the capability to self-elevate the vessel above the sea surface.

"Company" means the owner of the jack-up or any other organization or person such as the manager, or the bareboat charterer, who has assumed the responsibility for operation of the jack-up from the owner and who, on assuming such responsibility, has agreed to take over all duties and responsibility imposed by the Code.

"Association" means the International Jack-Up Barge Operators Association.

"Jack-up safety management system" means a structured and documented system enabling Company personnel to implement effectively the Company safety and environmental protection policy.

"Jack-up company certificate of conformity" means a document issued to a Company which complies with the requirements of this Code.

"Objective evidence" means quantitative or qualitative information, records or statements of fact pertaining to safety or to the existence and implementation of a safety management system element, which is based on observation, measurement or test and which can be verified.

"Observation" means a statement of fact made during a safety management audit and substantiated by objective evidence.

"Non-conformity" means an observed situation where objective evidence indicates the non-fulfilment of a specified requirement.

"Major non-conformity" means an identifiable deviation that poses a serious threat to the safety of personnel or the jack-up or a serious risk to the environment that requires immediate corrective action and includes the lack of effective and systematic implementation of a requirement of this Code.

"Anniversary date" means the day and month of each year that corresponds to the date of expiry of the relevant certificate.

#### Objectives

The objectives of the Code are to ensure safety at sea, prevention of human injury or loss of life, and avoidance of damage to the environment, in particular to the marine environment and to property.



Safety management objectives of the Company should, inter alia:

- a. Provide for safe practices in jack-up operation and a safe working environment;
- b. Establish safeguards against all identified risks; and
- c. Continuously improve safety management skills of personnel ashore and on-board, including preparing for emergencies related both to safety and environmental protection.

The jack-up safety management system should ensure:

- a. Compliance with mandatory rules and regulations; and
- b. That applicable codes, guidelines and standards recommended by the association, administrations, classification societies and maritime industry organizations are taken into account.
- c. Functional requirements for a jack-up safety management system

Every company should develop, implement and maintain a jack-up safety management system which includes the following functional requirements:

- a. A safety and environmental-protection policy;
- b. Instructions and procedures to ensure safe operation of jack-ups and protection of the environment in compliance with relevant international and national legislation;
- c. Defined levels of authority and lines of communication between, and amongst, personnel on shore and on-board;
- d. Procedures for reporting accidents and non-conformities with the provisions of this code;
- e. Procedures to prepare for and respond to emergency situations; and
- f. Procedures for internal audits and management reviews.

### **3. SAFETY AND ENVIRONMENTAL-PROTECTION POLICY**

- 3.1 The Company should establish a safety and environmental-protection policy which describes how the objectives given will be achieved.
- 3.2 The Company should ensure that the policy is implemented and maintained at all levels of the organization, both based on shore and on-board.



#### **4. COMPANY RESPONSIBILITIES AND AUTHORITY**

- 4.1 The Company should define and document the responsibility, authority and interrelation of all personnel who manage, perform and verify work relating to and affecting safety and pollution prevention.
- 4.2 The Company is responsible for ensuring that adequate resources and shore-based support are provided to enable the designated person or persons to carry out their functions.

#### **5. DESIGNATED PERSON(S)**

- 5.1 To ensure the safe operation of each jack-up and to provide a link between the Company and those on-board, every Company, as appropriate, should designate a person or persons ashore having direct access to the highest level of management.
- 5.2 The responsibility and authority of the designated person or persons should include monitoring the safety and pollution-prevention aspects of the operation of each jack-up and ensuring that adequate resources and shore-based support are applied, as required.

#### **6. BARGE MASTER'S RESPONSIBILITY AND AUTHORITY**

- 6.1 The Company should clearly define and document the barge master's responsibility with regard to:
  - a. Implementing the safety and environmental-protection policy of the Company;
  - b. Motivating the crew in the observation of that policy;
  - c. Issuing appropriate orders and instructions in a clear and simple manner;
  - d. Verifying that specified requirements are observed; and
  - e. Reviewing the safety management system and reporting its deficiencies to the shore-based management.
- 6.2 The Company should ensure that the jack-up safety management system operating onboard contains a clear statement emphasizing the barge master's authority.
- 6.3 The Company should establish in the jack-up safety management system that the barge master has the overriding authority and the responsibility to make decisions with respect to safety and pollution prevention and to request the Company's assistance as may be necessary.



## **7. RESOURCES AND PERSONNEL**

- 7.1 The Company should ensure that the barge master is:
- a. Properly qualified for command;
  - b. Fully conversant with the company's safety management system; and
  - c. Given the necessary support so that the barge master's duties can be safely performed.
- 7.2 The Company should ensure that each jack-up is manned with competent and fit people.
- 7.3 The Company should establish procedures to ensure that new personnel and personnel transferred to new assignments related to safety and protection of the environment are given proper familiarization with their duties. Instructions which are essential to be provided should be identified, documented and given.
- 7.4 The Company should ensure that all personnel involved in the Company's jack-up safety management system have an adequate understanding of relevant rules, regulations, codes and guidelines.
- 7.5 The Company should establish and maintain procedures for identifying any training which may be required in support of the jack-up safety management system and ensure that such training is provided for all personnel concerned.
- 7.6 The Company should establish procedures by which the jack-up's personnel receive relevant information on the jack-up safety management system in a working language or languages understood by them.
- 7.7 The Company should ensure that the jack-up's personnel are able to communicate effectively in the execution of their duties related to the safety management system.

## **8. ONBOARD OPERATIONS**

- 8.1 The Company should establish procedures for the preparation of plans and instructions, including checklists as appropriate, for key jack-up operations concerning the safety of the jack-up and the prevention of pollution. The various tasks involved should be defined and assigned to qualified personnel.

## **9. EMERGENCY PREPAREDNESS**

- 9.1 The Company should establish procedures to identify, describe and respond to potential emergency onboard situations.
- 9.2 The Company should establish programs for drills and exercises to prepare for emergency actions.
- 9.3 The jack-up safety management system should provide for measures ensuring that



the Company's organization can respond at any time to hazards, accidents and emergency situations involving its jack-ups.

## **10. REPORTS AND ANALYSIS OF NON-CONFORMITIES, ACCIDENTS AND HAZARDOUS OCCURRENCES**

- 10.1 The jack-up safety management system should include procedures ensuring that non-conformities, accidents and hazardous situations are reported to the Company, investigated and analysed with the objective of improving safety and pollution prevention.
- 10.2 The Company should establish procedures for the implementation of corrective action, including measures intended to prevent recurrence.

## **11. MAINTENANCE OF THE JACK-UP AND EQUIPMENT**

- 11.1 The Company should establish procedures to ensure that the jack-up is maintained in conformity with the provisions of the relevant rules and regulations and with any additional requirements which may be established by the Company.
- 11.2 In meeting these requirements the Company should ensure that:
  - a. Inspections are held at appropriate intervals;
  - b. Any non-conformity is reported, with its possible cause, if known;
  - c. Appropriate corrective action is taken; and
  - d. Records of these activities are maintained.
- 11.3 The Company should establish procedures in its jack-up safety management system to identify equipment and technical systems the sudden operational failure of which may result in hazardous situations.
- 11.4 The jack-up safety management system should provide for specific measures aimed at promoting the reliability of such equipment or systems. These measures should include the regular testing of standby arrangements and equipment or technical systems that are not in continuous use.
- 11.5 The inspections mentioned in 10.2 as well as the measures referred to in 10.3 should be integrated into the jack-up's operational maintenance routine.

## **12. DOCUMENTATION**

- 12.1 The Company should establish and maintain procedures to control all documents and data which are relevant to the jack-up safety management system.
- 12.2 The Company should ensure that changes to documents are reviewed and approved by authorized personnel and obsolete documents are promptly removed.
- 12.3 The documents used to describe and implement the jack-up safety management



system may be referred to as the Jack-up Safety Management Manual. Documentation should be kept in a form that the Company considers most effective. Each jack-up should carry on-board all documentation relevant to that jack-up.

### **13. COMPANY VERIFICATION, REVIEW AND EVALUATION**

- 13.1 The Company should carry out internal safety audits to verify whether safety and pollution-prevention activities comply with the jack-up safety management system.
- 13.2 The Company should periodically evaluate the efficiency of and, when needed, review the jack-up safety management system in accordance with procedures established by the Company.
- 13.3 The audits and possible corrective actions should be carried out in accordance with documented procedures.
- 13.4 Personnel carrying out audits should be independent of the areas being audited unless this is impracticable due to the size and the nature of the Company.
- 13.5 The results of the audits and reviews should be brought to the attention of all personnel having responsibility in the area involved.
- 13.6 The management personnel responsible for the area involved should take timely corrective action on deficiencies found.





## **PART B - CERTIFICATION AND VERIFICATION**

### **14. CERTIFICATION AND PERIODICAL VERIFICATION**

- 14.1 The jack-up should be operated by a Company which has been issued with a Jack-up Company Certificate of Conformity.
- 14.2 The Jack-up Company Certificate of Conformity should be issued by an auditor approved by the Association. A copy of the Jack-up Company Certificate of Conformity should be sent to the Association as soon as possible after its award.
- 14.3 The Jack-up Company Certificate of Conformity is only valid for jack-ups.
- 14.4 The validity of a Jack-up Company Certificate of Conformity should be subject to annual verification by an auditor approved by the Association within three months before or after the anniversary date.
- 14.5 Notwithstanding the requirements of paragraphs 13.2, when the renewal verification is completed within three months before the expiry date of the existing Jack-up Company Certificate of Conformity, the new Jack-up Company Certificate of Conformity should be valid from the date of completion of the renewal verification for a period not exceeding five years from the date of expiry of the existing Jack-up Company Certificate.
- 14.6 When the renewal verification is completed more than three months before the expiry date of the existing Jack-up Company Certificate of Conformity, the new Jack-up Company Certificate of Conformity should be valid from the date of completion of the renewal verification for a period not exceeding five years from the date of completion of the renewal verification.

### **15. VERIFICATION**

- 15.1 All verifications required by the provisions of this Code should be carried out in accordance with procedures acceptable to the Association, taking into account and following as closely as circumstances permit, the "Guidelines on implementation of the ISM Code by Administrations."

### **16. FORMS OF CERTIFICATES**

- 16.1 The Jack-up Company Certificate of Conformity should be drawn up in a form corresponding to the model given in the appendix to this Code. If the language used is not English, the text should include a translation into English.