



SAFE TRANSFER

GUIDELINES



OFFSHORE PERSONNEL BASKET

Sit down

Type: 1145-4-N

CONTENT

CONTENT	2
GENERAL INFORMATION	3
MANUFACTURER	3
PRODUCT SPECIFICATIONS	3
DESCRIPTION	3
APPROVALS	3
WARNINGS	4
RISK ASSESSEMENT & SAFETY	4
RESPONSIBILITY	4
GENERAL ARRANGEMENT	5
SAFE TRANSFER TYPE: 1145-4-N	5
SAFE TRANSFER PERSONNEL BASKET - SPARE PART LIST	6-7
OPERATION INSTRUCTIONS	8
BASKET EQUIPMENT & GUIDELINES FOR USE	9
LIFTING SLING	9
COMPENSATOR	9
GUIDE ROPES	9
FASTENING OF STRETCHER	9
INSPECTION REQUIREMENTS	9
DAILY VISUAL INSPECTION CHECKLIST	10
INSPECTION AND RE-CERTIFICATION	11
DECLARATION OF CONFORMITY	12

GENERAL INFORMATION

MANUFACTURER

Name: Safe Transfer A/S
Address: Fiskerihavnsgade 30
6700 Esbjerg; Denmark
Telephone number: +45 75 45 70 44
E-mail: sales@safetransfer.dk

PRODUCT SPECIFICATIONS

Name: OFFSHORE PERSONNEL BASKET, SIT DOWN
Type: 1145-4-N

Tare: 670 kg
SWL: 1230 kg
Payload: 560 kg / 4 persons

Total height: 3400 mm
Diameter excl. bumper fender: 2118 mm
Diameter incl. bumper fender: 2600 mm

DESCRIPTION

The OFFSHORE PERSONNEL BASKET, SIT DOWN (1145-4-N) is a rigid and floatable structure, equipped with seats, for the transport of max. four (4) persons between different heights by using an extern lifting device such as a crane or similar machine. The basket is designed to float in an upright position, when immersed into water.

APPROVALS

DNVGL-ST-0378 Type approval certificate
NORSOK R-002:2017 Type examination certificate

WARNINGS

The basket should never be used as work platform or for any other purpose not mentioned in this guideline.

Never use the basket for more than four (4) persons at the same time.

Every passenger must be sitting in a seat with fastened seatbelt.

If seatbelts of a seat, the seat itself or its suspended pedestal has damage, the respective seat may not be used until it is repaired. The repairing person or workshop must be authorized for repairing of Safe Transfer Offshore Personnel Baskets by SAFE TRANSFER A/S.

All unauthorized use of the basket could endanger the personnel in the basket and on the ground or vessel.

RISK ASSESSEMENT & SAFETY

The SAFE TRANSFER Offshore Personnel Basket, sit down, is designed to ensure a safe and comfortable transport for up to 4 persons. The daily visual inspection checklist on page 9, guides the platform supervisor/watch keeper, how to inspect the basket's most important components for damage daily. The annual and every 5-years inspection (page 10) at a SAFE TRANSFER A/S workshop is another inspection to ensure the safe personnel transport and lifespan of the entire basket.

Residual risks that remain despite the inherent safe design measures, safeguarding and complementary protective measures adopted:

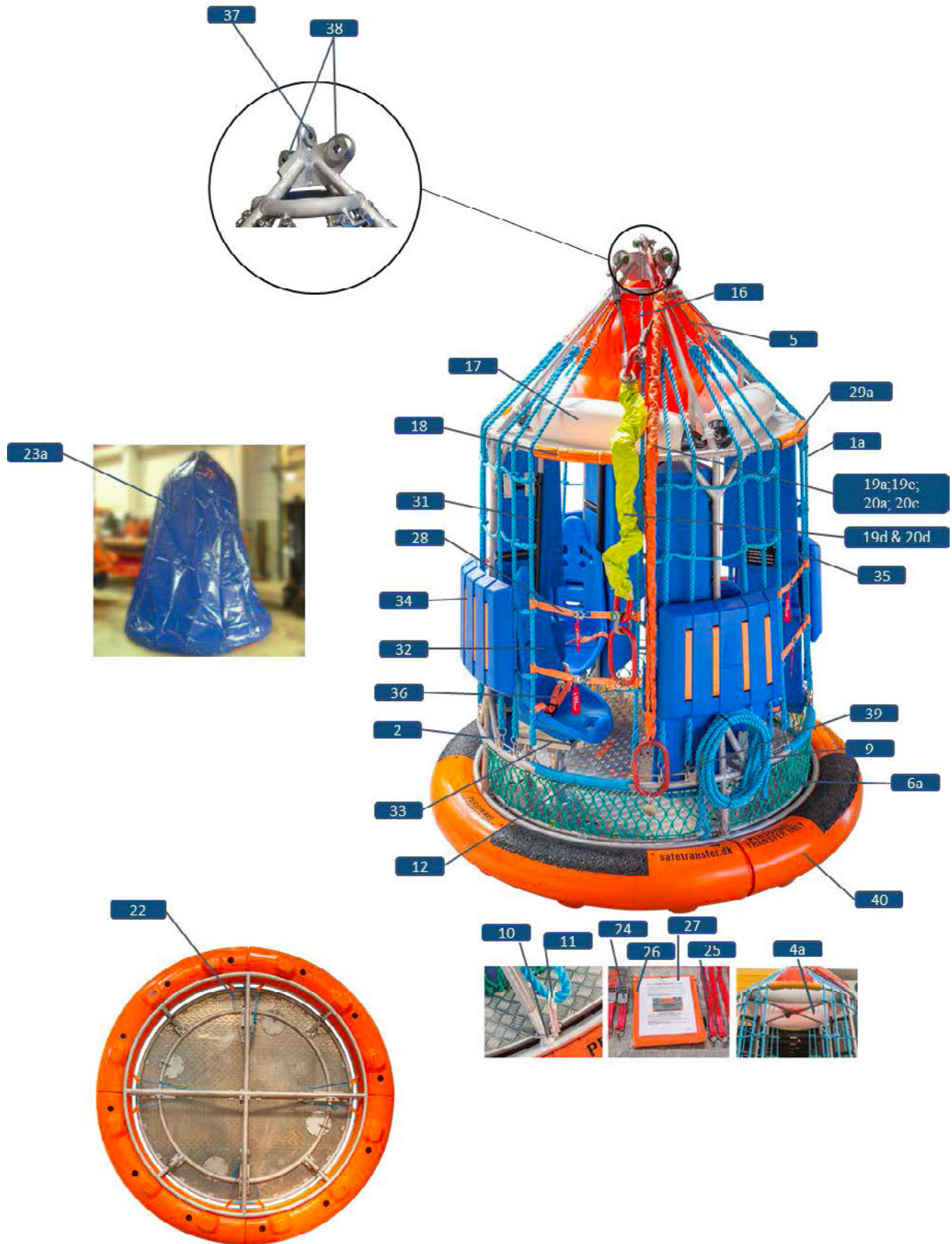
RISK	CAUSE	EFFECT	PRECAUTIONS
Head hit frame while boarding	When stepping on top of high entrance	Head injury	• Head protection
Slippery inside basket	Oil-spill Water	Body injuries	• Use correct PPE
Trip hazard when entering the basket	Entrance is high	Body injuries	• Nonskid alum floorplate is installed on basket
Falling out of the basket	Seatbelt not used Weather conditions Crane operator error	Human injury, in worst case with deadly outcome	• Take care when entering
			• Read user manual and risk assessment before job task start
			• Check PPE
			• Close entrance strap
			• When seated, fasten safety belt
			• Use handlebars during transport
			• Weather conditions - stop the work if mean wind is over 10m/s, and significant wave height is over 3m
Basket immersed into sea	Breakdown of crane Broken sling	Human injury	• Basket is designed to float if immersed
			• Basket is equipped with three independent lifting points one for the chain / wire sling two for the compensator two for the compensator

RESPONSIBILITY

It is the platform supervisor/watch keeper's responsibility that transfer take place in a safe and sound manner and ensure compliance with national legislation. The checklist for daily visual inspection on page 9 must be signed by the platform supervisor/watch keeper before using the basket.

GENERAL ARRANGEMENT

SAFE TRANSFER TYPE: 1145-4-N



SAFE TRANSFER PERSONNEL BASKET - SPARE PART LIST (1/2)

POS.:	ITEM:	ART.NO.:
1A	Rope section for 1145-8 & 1145-4-N	29012
2	P-Link/Quick Link 8 mm, Stainless Steel (Each)	29014
4A	Top net for Basket, 1145-8	29019
5	Turnbuckle/Rigging Screw, 12 mm, (Each)	29020
6A	Net 1145-8	29032
9	Guide Rope Standard 10m (options available) (Each)	29040
10	Wide D-shackle for Guide Rope (Each)	29042
11	Weak Link for Guide Rope with Wide D-shackle (Each)	29044
12	Non-skid Merge Rope in the Entrance (SET)	29046
16	Round Top Buoy Red; B75 for 1145-8 & 1145-4-N	29060
17	Oval Top Fender, White F4/F839 for 1145-8 & 1145-4-N (Each)	29056
18	Rope Nylon 6mm	29072
19	3mtr. Chainsling with Compensator Ring size 32x270x140 (double)	29150
19A	3mtr. Chainsling without Compensator Ring size 32x270x140	29148
19B	3mtr. Wiresling with Compensator Ring size 32x270x140 (double)	29151
19C	3mtr. Wiresling without Compensator Ring size 32x270x140	29147
19D	3mtr. Compensator Ring size (double)	29149
19E	3mtr. Chainsling with Compensator Ring size 32x270x140 (single)	29155
19F	3mtr. Wiresling with Compensator Ring size 32x270x140 (single)	29152
19G	3mtr. Compensator Ring size 32x270x140 (single)	29104
20	5mtr. Chainsling with Compensator Ring size 32x270x140 (double)	29143
20A	5mtr. Chainsling without Compensator Ring size 32x270x140	29140
20B	5mtr. Wiresling with Compensator Ring size 32x270x140 (double)	29144
20C	5mtr. Wiresling without Compensator Ring size 32x270x140	29142
20D	5mtr. Compensator Ring size (double)	29141
20E	5mtr. Chainsling with Compensator Ring size 32x270x140 (single)	29100
20F	5mtr. Wiresling with Compensator Ring size 32x270x140 (single)	29154
20G	5mtr. Compensator Ring size 32x270x140 (single)	29102
22	Set of lashing Straps for bottom fender	29805
23A	Tarpaulin For 1145-8 & 1145-4-N	29310
24	Hook with Strap Tightener for Stretcher (Each)	29425
25	Hook with Strap for Stretcher (Each)	29428
26	Bag for Strap Tightens and Hooks	29430
27	Instruction Page for Fastening the Stretcher	29500



SAFE TRANSFER PERSONNEL BASKET - SPARE PART LIST (2/2)

POS.:	ITEM:	ART.NO.:
28	Closing straps with snap-lock for all basket (SET)	29210
29A	Head Protection for 1145-8 & 1145-4-N (SET)	29450
30A	Handlebar Protection for 1145-8 (SET)	29420
31	Tape for side handlebar, Black (ROLL)	29118
32	Seat incl. Screws	29003
33	Pedestal	29008
34	Outside blue buoyancy	29001
35	Inside blue buoyancy	29002
36	Seat belt for seat	29270
37	Top eye for Chain sling / Wire sling	N/A
38	Top eye for compensator	N/A
39	Oval master link	N/A
40	Orange bumper fender without buoyancy	29203
	Chain sling cover for 3 mtr. (Orange)	29075
	Chain sling cover for 5 mtr. (Orange)	29076
	Sticker for Safe Transfer logo paint (Each)	29198
	Sticker for "Personal Transfer Only" paint (Each)	29199
	Shackle safety pin lock for chain sling and compensator (Each)	29079
	Bag for tarpaulin cover for 1145-8 & 1145-4-N	102-8
	Screw M8 X 20 mm, hexagon socket (200pcs)	29024
	U-Bolt Size M8, SS316 (for bottom frame) (Each)	29027
	U-Bolt Size M10, SS316 (for bottom frame) (Each)	29028
	D-Ring for fastening of fender	29058
	Steel lock ring	29078
	Harness SAFE TRANSFER with Hooks for stretcher (set for two persons)	29600
	Sign for inside buoyancy tank	29262
	Bracket and screws for inside buoyancy tank	29260
	Fasteners for outside buoyancy tank	29268
	Seat bracket for pedestal	29251
	Gasket set for seat	29252
	Basket data plate 1145-4-N	29065
	Seat plate	29255

OPERATION INSTRUCTIONS

TRAINING – PERMIT TO WORK

- Crane operator experience
- Familiarization
- Training
- Correct handling
- Operation
- Evaluation

TRANSFER IS TO TAKE PLACE IN COMPLIANCE WITH THE FOLLOWING

- The control room/bridge must always be advised of the transfer.
- MOB boat available for fast launching from platform or transfer vessel.
- Radio contact between crane operator and vessel's bridge/deck is to be tested and maintained.
- Closing straps in access ways must always be closed before the basket is lifted and remain closed until the basket is securely landed. While lifting always close seatbelts and use handle bars in front of seats.
- Never overload the basket.
- Luggage is to be transferred separately.
- A person, experienced in transfer via personnel basket, must always accompany inexperienced person(s).
- All persons must wear a work life jacket and/or a survival suit with buoyancy.
- Guide ropes must be used at commencement of lift and when landing the basket.

TRANSFER SHOULD ONLY TAKE PLACE WHEN

- Persons to be transferred are on voluntary basis only.
- Subject to weather conditions NLS (non-life saving) and LS (lifesaving).
 - maximum mean wind velocity: 10 m/s (NLS) 17 m/s (LS).
 - operating temperature is -20°C to +70°C.
 - maximum significant wave height: 3 mtr. (NLS) 6 mtr. (LS).
 - visibility: daylight or equivalent.
- Limitations – e.g. deck space and/or local conditions prevails.
- The crane operator can see the personnel basket as well as liftoff and landing area during the entire operation.
- Liftoff and landing area is cleared.
- The platform supervisor and the captain of the transfer vessel have evaluated that transfer can take place in a safe manner.
- Persons to be transferred must receive instructions on where to sit down, how to hold on and how to leave the basket when it lands.
- Injured persons, who are not able to hold on in a normal manner, are to be transferred lying down on a rigid stretcher safely secured to the basket and accompanied by two persons (see instruction, page 8).



BASKET EQUIPMENT & GUIDELINES FOR USE

LIFTING SLING

- The chain sling/wire lifting sling is securely mounted in an independent center lifting point (Pos.37) to the basket.
- The oval master link (Pos.39) is to hook-on to the lifting device 's hook.

COMPENSATOR

- The compensator is securely mounted in two (2) separate independent lifting points (Pos.38).
- Use the oval master link (Pos.39) as hook-on point to the lifting device.
- The compensator is mounted to compensate for wave action during start/ landing on a floating unit and to avoid that the basket rotates during lifting.
- The high visibility material assists the crane operator in centering the crane wire during liftoff.

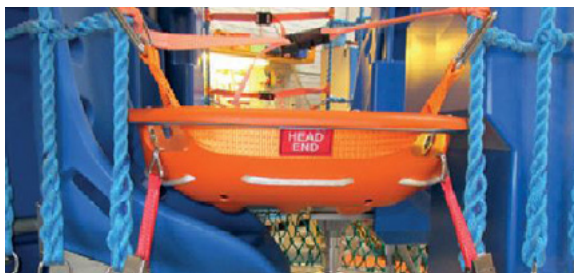
GUIDE ROPES

- Guide ropes are mounted to ensure safe liftoff and landing. Use only manual handling.
- Guide ropes are mounted with a weak link with a break load of 390 kg.

FASTENING OF STRETCHER

1. The stretcher is to be placed over the seats of the basket in normal lifting height and fixed by pulling/pushing the stretcher into place between the rope sections.
2. Head and foot end straps are pulled through the stretcher and fitted on the rope section. As shown in pictures.
3. A "strap-tightener" for tightening the straps in each corner of the stretcher is used. The hooks for the "strap-tightener" are fitted into the outer part of the stretcher.
4. Fastening of the straps onto the basket: The hooks are fitted into the ring to which the net is also fastened.

INSPECTION REQUIREMENTS



HEAD END



FOOT END

INSPECTION REQUIREMENTS

- Visual inspection prior to each operation that the basket, sling and compensator are "fit and safe for use"
- The basket shall be inspected by competent person every 6th month (Training at SAFE TRANSFER A/S)
- Every 6th months, the basket, lifting sling and compensator must be inspected by a competent person. This person must be independent from the line management, which has the responsibility for the equipment. This independent person can be in-house such as "HSE", and the competent person must have appropriate practical and theoretical knowledge and experience of the lifting equipment to be thoroughly examined. These inspections must be registered in a log, which must also include found defects
- Additional inspection points see page 9.



DAILY VISUAL INSPECTION CHECKLIST

FOR 1145-4-N OFFSHORE PERSONNEL BASKET, SIT DOWN

To secure a safe personnel transport in the basket. It is essential, that the platform supervisor makes a visual inspection before any transport takes place. The following checklist describes in 10 steps, what must be checked during the inspection. The position numbers refer to the illustration on page 5. The basket may not be used for personnel transport, if any of these parts has visual damage. The use of a damaged basket endangers the life of personnel in the basket and on the ground or vessel.

CHECKED

- 1 Check visually for damages (bends and cracks) on steel frame.
- 2 Check visually bumper fender (Pos. 40)
- 3 Check visually oval top fenders (Pos.17), round top buoy (pos.16)
- 4 Check visually lifting sling and compensator (Pos.19a;19c;19d;20a;20c;20d), master link (Pos. 39) and pad eyes (Pos.37 & 38)
- 5 Check visually all 4 rope sections (Pos.1a)
- 6 Check visually guide ropes (Pos.9) and weak links (Pos.11)
- 7 Check function of closing straps for basket exits (Pos.28).
- 8 Check visually blue side protection for damage. (Pos.34)
- 9 Check visually seat (Pos.32) Seatbelt (Pos.36) and Pedestal (Pos.33)
- 10 Check visually blue buoyancy tank (Pos.35)

Note:
 Compensator (pos.19d/20d) shall be replaced every 12 months.
 New complete certified lifting sling must be mounted minimum every 5 years

Visual Inspection Checklist performed on (date): _____

Visual Inspection Checklist performed by (signature): _____

INSPECTION AND RE-CERTIFICATION

All inspections must be carried out by a repair shop approved by SAFE TRANSFER or by DNV GL. (List of approved service providers and locations to be found on www.safetransfer.dk)

Annual inspection:

All parts of basket and lifting sling shall be thoroughly examined.

5-year re-certification:

Examination of all lifting appliances and every item of loose gear is to be carried out:

- (a) after any substantial alteration or renewal, or after repair of any stress-bearing part; and
- (b) in the case of lifting appliances at least once in every 5 years.

Annual inspection and 5-year re-certification according to schedule below

		ANNUAL	5 YEAR
1	Basket will be checked visually for damages (bends and cracks) on steel frame. If any damages, then 5-year re-certification must be carried out	X	X
2	Basket will be cleaned with high-pressure cleaner, and markings on floor plate (4 pers.) will be re-painted if found necessary	X	X
3	Oval top fenders (Pos.17) and round top buoy will be replaced	X	X
4	White top net (Pos.4a) will be checked and repaired/replaced if damaged	X	X
5	Rope sections (Pos.1a) will be checked for cuts and damages and tightened by turning the rigging screw/ turnbuckle (Pos.5). If any damages, rope sections will be replaced	X	X
6	Guide ropes (Pos.9) and weak links (Pos.11) will be checked for cuts and damages. If any damages, guide ropes will be replaced	X	X
7	Green net (Pos.6a) will be checked and repaired/replaced if damaged	X	X
8	Entrance rope (Pos.12) will be checked and repaired/replaced if damaged	X	X
9	Bottom ring bumper fender (Pos.40) will be checked for damages and replaced if necessary	X	X
10	Bottom frame will be checked for damages. Bolts and nuts will be checked for damages and replaced if necessary	X	X
11	Lifting sling (Pos.19a; 19c; 20a; 20c) will be checked visually. If any damages or wear and tear sling will be replaced	X	X
11a	Compensator (Pos.19d;20d) shall be replaced every year	X	X
11b	New complete certified lifting sling (Pos.19;19b;20;20b) must be replaced minimum every 5 year		X
12	Visually check that content of bag (Pos.24-27) is intact. Missing or defect parts will be replaced.	X	X
13	Visually check upper head protection (Pos.29a) for damages and replace if necessary	X	X
14	Check closing straps for basket exits (Pos.28), and replace if necessary	X	X
15	Visually check seats (Pos.32), seat pedestals suspension (Pos.33), and seatbelts (Pos.36) for damages, and replaced if necessary	X	X
16	Visually check buoyancy tanks (Pos.35) and side protection fenders (Pos.34) for damages, and replaced if necessary	X	X
17	Load-test and non-destructive testing "NDT" according to demands in valid Type Approval Certificate "TAC" according to DNVGL-ST-0378 or Type Examination Certificate "TEC" according to NORSOK R-002:2017		X
18	Stamping in nameplate: date.month.year as showed in 18a & 18b	X	X
18a	dd.mm.yy-1 (-1 as additional indication for annual inspection)	X	
18b	dd.mm.yy		X



DECLARATION OF CONFORMITY

Manufacturer: **Safe Transfer A/S**
Address: **Fiskerihavnsvej 30, DK-6700 Esbjerg**
Telephone number: **+45 75 45 70 44**
E-Mail-Address: **sales@safetransfer.dk**
Contact: **Carsten Larsen**

Hereby declares that

Machine: **OFFSHORE PERSONNEL BASKET, (SIT DOWN)**
Type: **1145-4-N**
Description: **A rigid and floatable structure, equipped with seats, for the transport of max. four (4) persons between different heights by using an external lifting device such as a crane or similar machine.**

Is in conformity with the regulations of the following listed union harmonization legislation

EC Directive	Title
2006/42/EC Annex1; section 4.1.1	Machinery Directive
2001/95/EC	Product Safety
2009/104/EC	Use of work equipment

The following harmonized standards and technical specifications has been used:

Harmonized Standards	Title
EN 14502-1:2010	Equipment for the lifting of persons. Part 1

Date: 01.01.2024

Signed: 
CEO Safe Transfer A/S