



**SAFE TRANSFER**

# GUIDELINES



**OFFSHORE PERSONNEL BASKET**

**Sit down**

**Type: 1145-4-N**

# CONTENT

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

# GENERAL INFORMATION

## MANUFACTURER

Name: Safe Transfer A/S  
Adress: 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  
Total weight: 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:

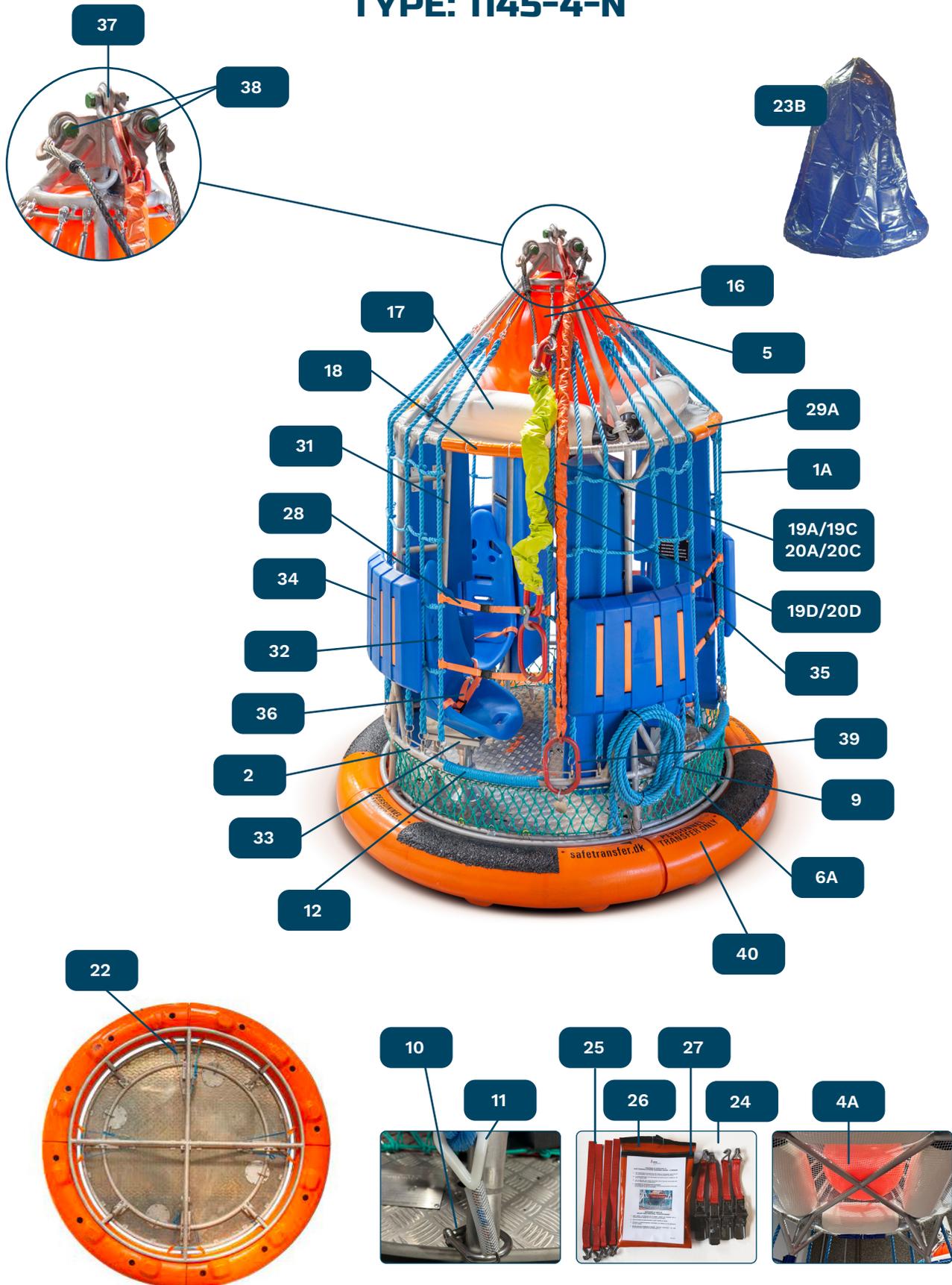
RISK	CAUSE	EFFECT	PRECAUTIONS
Head hit frame while boarding Slippery inside basket	When stepping on top of high entrance Oil-spill Water	Head injury  Body injuries	<ul style="list-style-type: none"> <li>• Head protection</li> <li>• Use correct PPE</li> <li>• Nonskid alum floorplate is installed on basket</li> </ul>
Trip hazard when entering the basket Falling out of the basket	Entrance is high  Seatbelt not used Weather conditions Crane operator error	Body injuries  Human injury, in worst case with deadly outcome	<ul style="list-style-type: none"> <li>• Take care when entering</li> <li>• Read user manual and risk assessment before job task start</li> <li>• Check PPE</li> <li>• Close entrance strap</li> <li>• When seated, fasten safety belt</li> <li>• Use handlebars during transport</li> <li>• Weather conditions - stop the work if mean wind is over 10m/s, and significant wave height is over 3m</li> </ul>
Basket immersed into sea	Breakdown of crane Broken sling	Human injury	<ul style="list-style-type: none"> <li>• Basket is designed to float if immersed</li> <li>• Basket is equipped with three independent lifting points one for the chain / wire sling two for the compensator two for the compensator</li> </ul>

## 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

TYPE: 1145-4-N



## SAFE TRANSFER PERSONNEL BASKET - SPARE PART LIST (1/3)

POS.:	ITEM:		HS CODE:	ART.NO.:
1	Rope section for 1145-4 (med P-link)	(Each)	63061200	29010
1A	Rope section for 1145-8 & 1145-4-N	(Each)	63061200	29012
2	P-Link/Quick Link 8 mm, Stainless Steel	(Each)	73269098	29014
3	P-Link for basket no. 115-144	(Each)	73269098	29016
4	Top net for Basket, 1145-4	(Each)	56081990	29018
4A	Top net for Basket, 1145-8	(Each)	56081990	29019
5	Turnbuckle/Rigging Screw, 12 mm	(Each)	73269098	29020
6	Net 1145-4	(Each)	56081990	29030
6A	Net 1145-8	(Each)	56081990	29032
9	Guide Rope Standard 10m (optional available)	(Each)	63061200	29040
10	Wide D-shackle for Guide Rope	(Each)	73269098	29042
11	Weak Link for Guide Rope with Wide D-shackle	(Each)	84314920	29044
12	Non-skid Merge Rope in the Entrance	(Set)	63061200	29046
13	Round Top Buoy Red; B50 for 1145-4	(Each)	40169400	29050
14	Oval Top Fender. White F3/F827 for 1145-4	(Each)	40169400	29052
15	Oval Bottom Fender, White F1242 for 1145-4 & 1145-8	(Each)	40169400	29055
16	Round Top Buoy Red; B75 for 1145-8 & 1145-4-N	(Each)	40169400	29060
17	Oval Top Fender, White F4/F839 for 1145-8 & 1145-4-N	(Each)	40169400	29056
18	Rope Nylon 6mm	(Roll)	56081990	29072
19	3mtr. Chainsling with Compensator Ring size 26x270x140 (double)	(Each)	84314920	29150
19A	3mtr. Chainsling without Compensator Ring size 26x270x140	(Each)	84314920	29148
19B	3mtr. Wiresling with Compensator Ring size 26x270x140 (double)	(Each)	84314920	29151
19D	3mtr. Compensator Ring size (double)	(Each)	84314920	29149
19E	3mtr. Chainsling with Compensator Ring size 26x270x140 (single)	(Each)	84314920	29155
19F	3mtr. Wiresling with Compensator Ring size 26x270x140 (single)	(Each)	84314920	29152
19G	3mtr. Compensator Ring size 26x270x140 (single)	(Each)	56074990	29104
20	5mtr. Chainsling with Compensator Ring size 26x270x140 (double)	(Each)	84314920	29143
20A	5mtr. Chainsling without Compensator Ring size 26x270x140	(Each)	84314920	29140
20B	5mtr. Wiresling with Compensator Ring size 26x270x140 (double)	(Each)	84314920	29144
20D	5mtr. Compensator Ring size (double)	(Each)	56074990	29141
20E	5mtr. Chainsling with Compensator Ring size 26x270x140 (single)	(Each)	84314920	29100
20F	5mtr. Wiresling with Compensator Ring size 26x270x140 (single)	(Each)	84314920	29154
20G	5mtr. Compensator Ring size 26x270x140 (single)	(Each)	56074990	29102
21	Bottom Bumper Fender with bouyancy for 1145-4 & 1145-8	(Each)	40169400	29200



## SAFE TRANSFER PERSONNEL BASKET - SPARE PART LIST (2/3)

POS.:	ITEM:		HS CODE:	ART.NO.:
22	Set of lashing Straps for bottom fender	(Set)	40169400	29805
23	Tarpaulin For 1145-4	(Each)	63061200	29300
23A	Tarpaulin For 1145-8	(Each)	63061200	29310
23B	Tarpaulin for 1145-4-N	(Each)	63061200	29311
24	Hook with Strap Tightener for Stretcher	(Each)	73269098	29425
25	Hook with Strap for Stretcher	(Each)	73269098	29428
25.1	Straps for Stretcher (set of 2 pcs.)	(Each)	39219060	29265
26	Bag for Strap Tightens and Hooks	(Each)	39269097	29430
27	Instruction Page for Fastening the Stretcher	(Each)	48115100	29500
27.1	Norsok Instruction Page for Fastening the Stretcher	(Each)	48115100	29501
28	Closing straps for basket exit	(Set)	39269097	29210
29	Head Protection for 1145-4	(Set)	39269097	29440
29A	Head Protection for 1145-8 & 1145-4-N	(Set)	39269097	29450
30	Handlebar Protection for 1145-4	(Set)	39269097	29410
30A	Handlebar Protection for 1145-8 Old (70 cm.)	(Set)	39269097	29420
30B	Handlebar Protection for 1145-8 New (164 cm.)	(Set)	39269097	29420-1
32	Seat incl. Screws	(Each)	94039090	29003
33	Pedestal	(Each)	87088099	29008
34	Outside blue buoyancy	(Each)	39269097	29001
35	Inside blue buoyancy	(Each)	39269097	29002
36	Seat belt for seat	(Each)	87082190	29270
37	Top eye for Chain sling/Wire sling	(N/A)	84314920	(N/A)
38	Top eye for compensator	(N/A)	84314920	(N/A)
39	Oval master link	(N/A)	84314920	(N/A)
40	Orange bumper fender without buoyancy for 1145-4-N	(Each)	39269097	29203
	Tape for side handlebar, Black	(Roll)	39191019	29118
	Chain sling cover for 3 mtr. (Orange)	(Each)	63061200	29075
	Chain sling cover for 5 mtr. (Orange)	(Each)	63061200	29076
	Sticker for Safe Transfer logo paint	(Each)	39191080	29198
	Sticker for "Personal Transfer Only" paint	(Each)	39191080	29199
	Shackle safety pin lock for chain sling and compensator	(Each)	39235090	29079
	Bag for tarpaulin cover for 1145-4	(Each)	63061200	102-4
	Bag for tarpaulin cover for 1145-8 & 1145-4-N	(Each)	63061200	102-8
	Screw M8 X 20 mm, hexagon socket (200pcs)	(Pkg.)	73269098	29024



## SAFE TRANSFER PERSONNEL BASKET - SPARE PART LIST (3/3)

POS.:	ITEM:		HS CODE:	ART.NO.:
	U-Bolt Size M8, SS316 (for bottom frame)	(Each)	73269098	29027
	U-Bolt Size M10, SS316 (for bottom frame)	(Each)	73269098	29028
	D-Ring for fastening of fender	(Each)	39269097	29058
	Steel lock ring	(Each)	73269098	29078
	Sign for inside buoyancy tank	(Each)	39191080	29262
	Bracket and screws for inside buoyancy tank	(Each)	73269098	29260
	Fasteners for outside buoyancy tank	(4pcs.)	39269097	29268
	Seat bracket for pedestal	(Each)	73269098	29251
	Gasket set for seat	(Each)	40169300	29252
	Basket data plate 1145-4-N	(Each)	73269098	29065
	Data plates for 4-pers. baskets	(Each)	72124080	29098
	Data plates for 8-pers. baskets	(Each)	72124080	29099
	Seat plate	(Each)	73269098	29255
	Inflation adaptor, set	(Each)	82054000	29007
	Chainsling for Artic Basket - 50 C" with compensator 3 mtr. Long	(Each)	84314920	29081
	Chainsling for Artic Basket - 50 C" with compensator 5 mtr. Long	(Each)	84314920	N/A
	Lashing straps 6mtr. X 25mm blue band	(Each)	N/A	29802
	Weak link for guide rope	(Each)	84314920	29044-1
	Fixer Stretcher	(Each)	94029090	F071
	Cover for pedestal 1145-4-N	(Each)	N/A	29432
	Safety Harness for carry the Stretcher	(Set)	49169400	29600

# 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](http://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: **Fiskerihavnsgade 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*

<b>EC Directive</b>	<b>Title</b>
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:*

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

Date: 01.01.2024

Signed:   
CEO Safe Transfer A/S