**FQM LIMITED**

**XXX-OP-034**

**Offshore, Overseas, Lone & Remote Working Procedure**

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| **Revision History** |
| **Rev No.** | **Description of Change** | **Reviewed by** | **Approved By** | **Date** |
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1. **Purpose**

The purpose of this procedure is to describe all the required responsibilities associated with either working offshore, overseas or in lone or remote working conditions for the company.

This procedure should be followed whenever guidance or clarity is required but the fundamental purpose of this document is to ensure the safety of every employee when representing the company offshore, overseas, in a remote location or when working alone.

Working within a [COMPANY NAME] facility will also be covered under separate policies and procedures.

1. **Scope**

This procedure should be applied under the guidance of Health and Safety at Work Act 1974, applicable offshore health and safety law and local/legal legislation.

1. **Relevant Documentation**

Daily Report Template

Mobilisation Checklist

Job Information

Back Load Out list

On Site Safety Inspection Report

Offshore/Site Timesheet

De-Mobilisation Checklist

Incident/Accident Notification Procedure

Health Surveillance Procedure

Offshore Mobilisation and Activities from UK

Valid Offshore Medical & Survival Certification (if applicable)

Inoculation Records (if applicable)

Risk Assessment

Emergency Contact Sheet

1. **Definition**

Offshore Working

When an employee is required to work on a vessel or installation offshore for a period of time. The vessel or installation can be any worldwide location but the principles within the policy will remain the same.

Overseas Working

When an employee is required to work overseas either offshore or remotely. The location can be any worldwide location but the principles within the policy will remain the same.

Remote Working

When an employee is required to work onshore but is either offsite from a [COMPANY NAME] facility or working within a remote part of a [COMPANY NAME] facility. The offsite location can be any worldwide location but the principles within the policy will remain the same.

Lone Working

When an employee is required to work alone onshore but can be either offsite or working within a [COMPANY NAME] facility. NOTE- each individual lone working situation will require different Risk Assessment considerations. A Task Based Risk Assessment document may be required.

1. **Training and Competency**

[COMPANY NAME] to ensure all personnel are fully certified with BOSIET, Medicals, MIST and adapt/add to training requirements of Client as specified.

[COMPANY NAME] employees to have relevant subsea experience and be fully conversant with the client equipment/works to be undertaken.

1. **Responsibilities**

6.1 Employer Responsibilities

When a [COMPANY NAME] employee is required to go offshore or in a remote location the company shall:

* Provide all PPE for working the environment
* Carry out a pre-mob meeting with the technician before mobilisation to ensure the full scope is discussed with the Technician.
* Ensure the Technician selected has the correct skills for the scope work.
* Where applicable provide all the necessary tools and equipment for the scope of work.
* Ensure the safety and wellbeing of the Technician.
* Provide the employee with Emergency Evacuation Plan (if out with UK)
* Provide employee with any additional equipment required to maintain regular communication.
* Ensure any support services are in place to carry out the scope of work.

When a [COMPANY NAME] employee is required to work overseas, the company shall\*:

* Provide flights and accommodation to destination
* Ensure it has checked the Countries security status via the FCO before departure
* Provide any medicines or inoculations for the destination country (if applicable)
* Provide company mobile phone
* Provide Evacuation support via a 3rd party (International Rescue)
* If journey is over 10 hours, Business Class travel will apply.
* Any visa’s or LOI required for entering into the destination country.
* Appropriate meet & greet service.

\*Where applicable, a client or 3rd party may be responsible for these requirements but they will be to standard equal to or better than the above.

When a [COMPANY NAME] employee is required to work alone the company shall:

* Decide whether the task is safe to carry out with a lone worker. Certain tasks may require more than one individual. If it is not safe the operation MUST NOT proceed with only one individual.
* Ensure the employee is both physically and mentally fit to carry out the task by means of health surveillance and monitoring.
* Ensure the competency of the employee before assigning the lone working condition.
* Ensure safe access and egress from any site that the employees is requested to work at.
* Ensure the employee is not subject to increased risk of violence or security breach by the lone working conditions.
* Provide the employee with first aid, fire-fighting and any further emergency equipment such as spill kits, where required, as well as the training and knowledge to use such equipment.
* Provide the worker with periodic visits from a supervisor and/or regular voice contact by means of radio or telephone conversation.
* Check that the lone worker has returned to his/her place or work or home on completion of the task.

6.2 Employee Responsibilities

It is the responsibility of the employee when working offshore or in a remote location, to have:

* Appropriate Offshore Survival Certification
* Appropriate Medical Certification
* Be considered medically fit to travel.
* Act in accordance of the terms and conditions of his employment.
* Carry out the scope of work in accordance with the site rules and regulations.
* Be experienced in working in remote/isolated locations
* Be familiar with all local emergency procedures.
* Follow and be familiar with local security policies.

It is the responsibility of the employee, when working overseas, to have:

* Valid passport
* Appropriate Clothing & PPE
* Up to date Next of Kin details
* Be familiar with the scope of work, destination and country of arrival.
* No prior commitments arranged for overseas working duration.

It is the responsibility of the employee, when asked to work alone, to:

* Report any physical or mental conditions that may add risk to the lone working task.
* Follow all site rules, policies and procedures whilst at the location.
* Communicate regularly with the supervisor throughout the operation.

QHSE & Management Team are responsible for reviewing the above points and will adjust accordingly in line with the FCO travel guidelines or any changes to relevant legislation.