

# PROJECT ENQUIRY GUIDELINES



Vessel/Rig Name: \_\_\_\_\_ CRM No. \_\_\_\_\_

Quay/Anchorage: \_\_\_\_\_

Expected Draft: \_\_\_\_\_

Date of Arrival: \_\_\_\_\_

Date of Departure: \_\_\_\_\_

PRIOR TO PRE-ARRIVAL MEETING		Date Sent	Date Acknowledged
1	Relevant POCF Rig Move Procedure and Associated Information (Pre Lay)		
2	PoCF Draft Mooring Plan and Mooring Analysis (DNV approved)		
3	POCF Documentation <ul style="list-style-type: none"> <li>• Port Passage Guidance</li> <li>• Towing Guidelines</li> <li>• Minimum Towing Guidelines</li> <li>• Pilot Boarding Arrangements</li> </ul>		
4	Licence to Occupy with Addendums <ul style="list-style-type: none"> <li>• Transfer of Ownership (i.e. Arrested Rigs)</li> <li>• Insurances</li> <li>• Weekly Checks (i.e. Caissons)</li> <li>• Requirements (i.e. Tug on standby)</li> </ul>		
5	HSE Guidelines for All Facility Users (ID311-01) & MODU's at anchor.		
6	Safety Information - Site Rules (ID430-10) Invergordon Service Base Access Procedures		
7	Indicative Cost Estimate		
8	POCF Terms & Conditions of Business ( <b>Website</b> )		

PRE-ARRIVAL		Date Received
9	Final Rig Move Procedure and Pre Lay Procedure.	
10	Completed Licence to Occupy with Addendums	
11	Signed Acknowledgement - HSE Guidelines For All Facility Users (ID311-01)	

POST-ARRIVAL		Date Received
12	PoCF Rig Move Data Sheet (on completion of mooring ops)	
13	As-laid Mooring Plan (on completion of mooring ops)	
14	Yard Stay/Interface Document (if requested)	

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*Rig operator must inform MCA/Port State Control 14 days prior to departure.*

24 hours PRE-DEPARTURE		Date Received
15	POCF Documentation <ul style="list-style-type: none"><li>• Port Passage Guidance</li><li>• Towing Guidelines</li><li>• Minimum Towing Guidelines</li><li>• Pilot Boarding Arrangements</li></ul>	
16	Rig Move and Anchor Recovery Procedure	

POST-DEPARTURE		Date Received
17	As-Left Survey	