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Appendix A – Passenger Safety Briefing
Purpose

This document describes the requirements and procedures to be used in the provision of services by Fourchon Launch Services, LLC (FLS).

Scope

This procedure must be followed by all crew members, company representatives and passengers onboard the vessel used by FLS to perform its day-to-day operations.

1 General Vessel Operating Instructions

1.1 Daily Inspection

Inspections at the start and end of each operating day shall be made of the vessel and of its equipment to insure the vessel’s adequacy for service. Checks and inspections within each section of the vessel is the responsibility of the vessel's Captain or designated crew member.

1.2 Technical Log

Daily log entries shall be made in the appropriate logs recording the operational conditions and technical details of the vessel. Logs shall be kept by the Captain onboard the vessel and a copy of the daily log shall be kept inside the FLS office.

1.3 Defects

Any defects and discrepancies shall be noted, recorded and reported by the Captain to the vessel owner, as well as to the FLS representative. It is the Captain’s responsibility to decide the adequacy of the vessel and equipment to provide safe operations. Defects shall be remedied at the direction of the Captain.

1.4 Areas of Responsibility

| Vessel Captain | Total responsibility for the operation of the vessel and the safety of the passengers, crew and the overall condition of the vessel. |
| Deckhand       | Assist with the operation of navigational equipment act as lookout when required and operation of all deck gear. |
1.5 Vessel

The vessel to be used for day-to-day launch operations will be the m/v Capt. Cody. The vessel particulars are listed below.

- Owner: Lin-Bar Marine, Inc.
- Builder: Gulfcraft
- Year: 1976

- Construction: Aluminum
- Official Number: 577551
- Dimensions: 110’ x 25’ x 8’
- Draft: 5’
- Deck: 60’ x 20’
- Deck Load: 45 long tons
- Engines: 4x V-12-71 Detroit Diesel
- Horsepower: 2100 HP
- Speed: 20 knots
- Reduction Gear: Twin Disc: 2 to 1 Ratio
- Generator: 2x 30 KW 3-71 G.M.
- Props: 32” x 32”
- Fuel: 45,000 USG
- Water: 6,000 USG
- Route: 100 miles offshore
- Passengers: 58
- Electronics: GPS, Radar, VHF, Sideband

2 Passenger and Crew Safety

2.1 Safety Plan

The vessel will have a safety plan in place which outlines the procedures to follow in case of an emergency.

2.2 Passenger Safety Briefing

Once all passengers are onboard of the vessel, and prior to the vessel leaving the dock, the Captain and/or his representative will give a Safety Briefing to familiarize all passengers with the safety plan of the vessel. (See Appendix A)

2.3 Safety Gear

The vessel will at all times have USCG approved Personal Floatation Devises (PFD’s) on hand for all passengers and all crew. The location of these vest will be shown to all passengers during the Safety Orientation.
3 Cargo Loading and Unloading Operations

3.1 Preparation for Cargo Operations

The Captain will assure that the cargo deck area is clear of all debris and ready for cargo loading. He will have his crew members prepare the deck and all lashing material prior to the cargo coming onboard. Cargo (pallets, boxes, crates) will be placed on deck of the vessel inside “cargo nets” for easier lifting offshore. Any tanks or cargo boxes loaded on deck will be pre-slung with certified four-part lifting slings and shackles.

3.2 Ship/Shore Communication

The Captain will establish an effective means of communication between his vessel crew and the loading crew. Use of handheld two-way radio will be the preferred means of communication. An agreed STOP cargo operations signal will be established for use by any member of either crew. The Captain will provide the Loading Supervisor with the details of where he would like all cargo placed on the deck of the vessel and the load crew will adhere to these loading details.

3.3 Monitoring Cargo Operations

The Captain will at all times monitor the loading of Cargo from the shore onto his vessel.

3.4 Cargo Lashing

The Captain will determine, based on the distance of the run and the current sea and weather conditions, what, if any lashing will be applied to the cargo. The Captain will give direction to his vessel crew, as well as to the Yard Supervisor, as to what lashing to use. The Captain will monitor and approve the lashing prior to departure.

3.5 Ship/Ship Communication

The Captain will make radio contact with the Tanker prior to coming along side and will take direction from the Tanker Master and/or Deck Officer. If delivery is being made to a Tanker inside the LOOP Safety Zone, then the Captain will make contact with the Tanker, as well as with the LOOP Safety Officer prior to entering the Safety Zone and approaching the Tanker.

3.6 Cargo Discharge/Backloading

Discharge and backloading will be controlled at all times by the Tanker Crane Operator. The Captain will at all times monitor the discharge and backload operations and will stay in radio contact with the Crane Operator. If no backload is expected, the Crane Operator will return the empty cargo nets to the vessel immediately.

3.7 Passenger Transfer

When equipped, the passengers will transit between Vessel to Tanker via the Tanker’s platform and stairs. If Tanker is not equipped with a platform, then the use of a Personnel Basket will be used to transit passengers between Vessel and Tanker.
3.8 Completion of Operations

Once all cargo is discharged/backloaded and/or passengers have transited between Vessel and Tanker, the Captain will communicate with the Tanker that he is departing from along side. The Vessel, unless weather conditions do not allow, will not stay along side a Tanker after operations are complete.