
 PETROBRAS	CLIENT	PETROBRAS [P-XX] PLATFORM	SHEET	1 of 6
	PROJECT	[P-XX] DECOMMISSIONING PROJECT	DATE	31/10/2020
	UNIT	DESC-E&P/IPROJ	OT	
	TITLE	DESCRIPTIVE MEMORANDUM FOR CONTRACTING PLATFORM TOWING SERVICE		


INDEX OF REVISIONS	
REV	DESCRIPTION AND/OR REVISED SHEETS
0	Original Issue

	Original	Rev A	Rev B	Rev C	Rev D	Rev E
DATE	31/10/2020					
PROJECT						
EXECUTION						
CHECK						
APPROVAL						

 PETROBRAS	CLIENT	PETROBRAS [P-XX] PLATFORM	SHEET	2 of 6
	PROJECT	[P-XX] DECOMMISSIONING PROJECT	DATE	31/10/2020
	UNIT	DESC-E&P/IPROJ	OT	
	TITLE	DESCRIPTIVE MEMORANDUM FOR CONTRACTING PLATFORM TOWING SERVICE		

INDEX

1. **CONTRACTUAL OBJECT 3**
2. **DEFINITIONS 3**
3. **REFERENCES 3**
4. **SCOPE 3**
5. **GENERAL CONDITIONS 4**
6. **CONTRACTOR'S OBLIGATIONS AND RESPONSIBILITIES 4**
7. **PETROBRAS' OBLIGATIONS AND RESPONSABILITIES 6**
8. **MEASUREMENT CRITERIA ACCORDING TO UNIT PRICE SHEET 6**

 PETROBRAS	CLIENT	PETROBRAS [P-XX] PLATFORM	SHEET	3 of 6
	PROJECT	[P-XX] DECOMMISSIONING PROJECT	DATE	31/10/2020
	UNIT	DESC-E&P/IPROJ	OT	
	TITLE	DESCRIPTIVE MEMORANDUM FOR CONTRACTING PLATFORM TOWING SERVICE		

1. CONTRACTUAL OBJECT

This descriptive memorandum aims to relate the obligations between PETROBRAS and the CONTRACTOR regarding the oceanic towing of the unit [P-XX] type [FPSO or SS] from its location [port/shipyard name in Brazil, with state and city, or name of the field with its offshore coordinates] to [name of the port/shipyard located abroad with city and country names].

2. DEFINITIONS


- Unit: [FPSO (Floating, Production, Storage and Offloading)/ Semisub] vessel.
- MWS: Marine Warranty Surveyor.
- PETROBRAS: Service hirer and owner of [P-XX] unit.
- CONTRACTOR: Company responsible for executing the scope related to this Descriptive Memorandum.

3. REFERENCES

- Resolution IMO A.949(23) Guidelines on Places of Refuge for Ships in need of Assistance.
- Guideline IMO MSC/Circ.623/Rev.1 Piracy and Armed Robbery against Ships.

4. SCOPE

- Navigation plan;
- Towing plan;
- Ballast Water Management Plan;
- MWS for the towing operation;
- Communication with Maritime and Port Authorities, and radio stations related to the navigation plan in Brazil and abroad as well;
- Custom clearance in Brazil and in the country of destiny, for the CONTRACTOR's oceanic tugs;
- Provision and installation of the towing arrangement and necessary fittings [including on board of the unit, when applicable];
- Interface with mooring, unmooring and harbor tugs;
- At least two (02) oceanic tugs adequate to the service, along with respective crew and fuel, and its operation costs;
- Senior *Tow Master* for the operation;
- Provision for contingencies for the operation.


	CLIENT	PETROBRAS [P-XX] PLATFORM	SHEET	4 of 6
	PROJECT	[P-XX] DECOMMISSIONING PROJECT	DATE	31/10/2020
PETROBRAS	UNIT	DESC-E&P/IPROJ	OT	
	TITLE	DESCRIPTIVE MEMORANDUM FOR CONTRACTING PLATFORM TOWING SERVICE		

5. GENERAL CONDITIONS

- 5.1. The unit will be unmanned during the towing.
- 5.2. The MWS shall be done by a third party (subcontracted).
- 5.3. The CONTRACTOR shall assume that the maximum estimated time from the location [port/shipyard name in Brazil, with state and city, or name of the field with its offshore coordinates] to [name of the port/shipyard located abroad with city and country names] as being [20 (Uruguai)/40 (África)/70 (Turquia)/100 (Ásia)] calendar days of duration, including bad weather contingencies, bunkerstops, ballast water exchange and machinery downtime.
- 5.4. Characteristics and dimensions of [P-XX] are:
 - a) Platform Type: [FPSO or SSI]
 - b) Flag: [Ex.: Ilhas Marshall]
 - c) Port: [Ex.:Majuro]
 - d) Classification Society: [Ex.:Bureau Veritas]
 - e) Floaters Length: [X] m
 - f) External Spam between floaters: [X] m
 - g) Elevation of the Main Deck: [X] m
 - h) Total height from the baseline to the highest elevation point: [X] m
 - i) Floaters spam: [X] m
 - j) Moulded depth of the floater: [X] m
 - k) Operation Draft: [X] m
 - l) Transit Draft: [X] m
 - m) Minimum Draft: [X] m
 - n) Displacement in the Operating Draft: [X] ton
 - o) Displacement in the Transit Draft: [X] ton
 - p) Light Weight: [X] ton
 - q) Minimum Safe Manning: [X] crew members
 - r) Annex I drawings display the dimensions of [P-XX].
[Include as Annexes
- Annex I a) General Arrangement - Frontal
- Annex I b) General Arrangement - Side
- Annex I c) General Arrangement – Pontoon]

6. CONTRACTOR'S OBLIGATIONS AND RESPONSIBILITIES

- 6.1. The CONTRACTOR shall provide a list of the personnel that will be in touch with Petrobras' contract single point.
- 6.2. The CONTRACTOR shall maintain an accredited representative, having an e-mail and cell phone (for contact at any time of the day or night), in a position to expedite all the support necessary for the execution of the contract, such as: support in cases of emergency, administrative troubleshooting, need to apply contingency plan, etc.
- 6.3. Present the documentation and the respective certificates in compliance with the applicable environmental legislation related to the execution of this contract.
- 6.4. Provide proof of insurance documentation for the crew and tugs.

 PETROBRAS	CLIENT	PETROBRAS [P-XX] PLATFORM	SHEET	5 of 6
	PROJECT	[P-XX] DECOMMISSIONING PROJECT	DATE	31/10/2020
	UNIT	DESC-E&P/IPROJ	OT	
	TITLE	DESCRIPTIVE MEMORANDUM FOR CONTRACTING PLATFORM TOWING SERVICE		

6.5. Deflagrate, in the event of an accident, the CONTRACTOR's Contingency Plan, free of charge for PETROBRAS.

6.6. Navigation and Towing Plans:

- Place of Departure: [port/shipyard name in Brazil, with state and city, or name of the field with its offshore coordinates]
- Destination: [name of the port/shipyard located abroad with city and country names]
- Estimated towing departure date: [day/month/year]

6.6.1. The navigation plan must consider the mobilization of the tugs in sufficient time for clearance and departure procedures.

6.6.2. Before the handover of the unit, the CONTRACTOR shall establish the navigation and ballast conditions for the unit with sufficient time for PETROBRAS to make the necessary preparations.

6.6.3. The places of refuge and bunkerstops must be informed together with the proposed route for PETROBRAS approval.

6.6.4. Calculations of bollard pull, towing arrangement, selected tugs, etc. must be submitted for approval by PETROBRAS.

6.6.5. The forecast of weather and currents must be performed by an internationally recognized weather forecasting service.

6.6.6. Tugs must be equipped with a weather forecasting system or software that allows verification of the forecast for the subsequent 3 days, at least twice a day.

6.6.7. The CONTRACTOR must mobilize the tugs, equipment, accessories and crew in seventy (70) days from the notification of the departure of the unit by PETROBRAS.

6.7. Towing execution:

6.7.1. The CONTRACTOR shall provide all equipment and accessories (main and emergency) for towing, such as cables, buoys, moorings, ropes, shackles, slings, etc.. [- including the necessary on-board materials in the unit, when applicable] – and their respective certificates.

6.7.2. The CONTRACTOR shall provide personnel and install the interconnections, equipment and accessories mentioned in the previous item.

6.7.3. The towing must be planned and executed with a Senior Tug Master.


6.7.4. A daily report of the towing must be provided for all interested parties containing at least: (i) noon position; (ii) course; (iii) average speed in the last 24 hours; (iv) current weather conditions; (v) length of the towing line; (vi) distance to the destination and ETA; and (vii) observations on the towing and condition of the tugs.

6.7.5. All non-permanent towing equipment and accessories must be removed from the unit after the towing is finished.

6.8. Contingencies:

6.8.1. The definition of the ports of refuge must meet the requirements of resolution IMO A.949(23) *Guidelines on Places of Refuge for Ships in need of Assistance*.

6.8.2. In case of bad weather, the CONTRACTOR procedure should allow the Tow Master of the leading tug to reduce speed or change the course to a safer condition.

	CLIENT	PETROBRAS [P-XX] PLATFORM	SHEET	6 of 6
	PROJECT	[P-XX] DECOMMISSIONING PROJECT	DATE	31/10/2020
PETROBRAS	UNIT	DESC-E&P/IPROJ	OT	
	TITLE	DESCRIPTIVE MEMORANDUM FOR CONTRACTING PLATFORM TOWING SERVICE		

- 6.8.3. Procedures shall be provided for preventing and oppose pirate attacks, guided by the publication IMO MSC/Circ.623/Rev.1 *Piracy and Armed Robbery against Ships*.
- 6.8.4. Contingencies and procedures must be foreseen in the case of mechanical failure that may remove the tugs from operation. These contingencies must be detailed in the towing plan.
- 6.8.5. In the event of damage of the towed unit, an inspection must be carried out at the earliest opportunity and the results must be transmitted to the CONTRACTOR and PETROBRAS for decision on the measures to be taken. A report on the incident and the measures must be issued by the CONTRACTOR after the decision on how to proceed.
- 6.8.6. The CONTRACTOR must have a ERP (Emergency Response Procedures). After PETROBRAS' evaluation, a Bridging Document may eventually be required to match its philosophy, specifically for the purpose of the towing.

7. PETROBRAS' OBLIGATIONS AND RESPONSABILITIES

- 7.1. Provide unit transportation insurance.
- 7.2. Dispatch with the Brazilian Maritime Authority regarding the liberation of the unit for unmooring and also the exportation of the unit.
- 7.3. Preparation of on-board conditions of the unit for unmanned towing.
- 7.4. Pay the executed items to the CONTRACTOR, in accordance with the Unit Price Sheet (PPU) - Annex to the contract.
- 7.5. Inform the CONTRACTOR, with a minimum of seventy (70) days in advance, the expected date of departure from the unit.
- 7.6. Provide necessary documentation for the towing dimensioning.
- 7.7. Provide Classification Society documentation for towing authorization.
- 7.8. Provide access to the unit for prior inspections and installation of the towing arrangement.

8. MEASUREMENT CRITERIA ACCORDING TO UNIT PRICE SHEET

Item 1 – MWS

A single amount will be paid for the MWS after approval by PETROBRAS. It is also included the costs of preparing the towing plan, navigation and ballast water management, which must be presented together with the MWS documentation for approval.

Item 2 – Towing Execution

The execution of the towing activities, as provided for in the Towing Plan and the Navigation Plan, as well as mobilization, demobilization, the inputs and manpower required to execute the plan, will be measured once and paid after the unit is effectively docked in the destination country.

Item 3 – Maritime Agency Services

The values for the maritime agency services for the entry into the jurisdictional waters of the destination country will be paid after the confirmation of regularity and authorization of all maneuvers until the end of the unit effective docking.