Billy Pugh Company

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PRODUCT REGISTRATION PROCEDURE

BPC-PRO-REG · Billy Pugh Company, LLC

TIER 3 · PROCEDURE · FOR END USERS AND DISTRIBUTORS

Document no.	BPC-PRO-REG	**Revision**	Rev. 0
Issue date	27-OCT-2026	**Status**	Controlled document
Document owner	Inside Sales	**Approved by**	Chief Operating Officer

How to register a Billy Pugh personnel transfer device in the Billy Pugh registration portal. Supersedes BPC-RP-100 Rev. 0 (30-OCT-2024).

1. WHY REGISTER, AND WHEN

Register the device when you unwrap it. The In Service Date is the date the device is unwrapped, not the date of manufacture or purchase, and every inspection interval and the eight-year X-904 service life run from it.

> An unregistered device gets no refurbishment scheduling, no notice before it reaches end of life, and cannot be reached if a safety notice is ever issued.

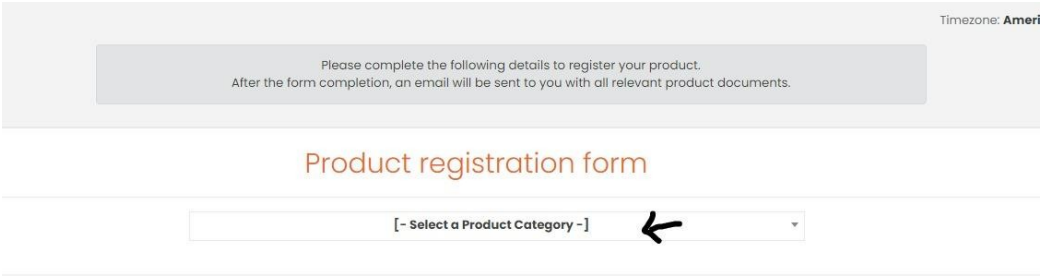
The end user registers the device. A distributor or service center may submit the registration on the end user's behalf, but the registration must record the end user and where the device is in service.

2. WHAT YOU NEED

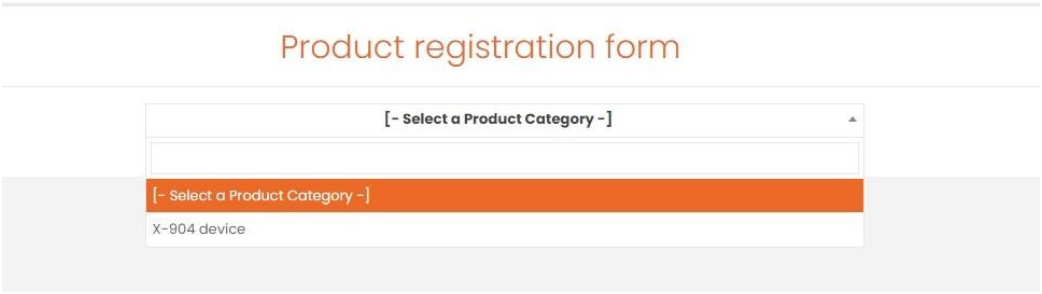
- The model and the serial number, as shown on the label plate on the device
- The In Service Date: the date the device was unwrapped and put into service
- Who it was purchased from, and the purchase date
- Your name, company, email address and phone number
- The rig or vessel name and country where the device is in service

3. PROCEDURE

1. Go to bpc.myfleet360.net/registrations.
2. Click "Select a Product Category" and select your product category.



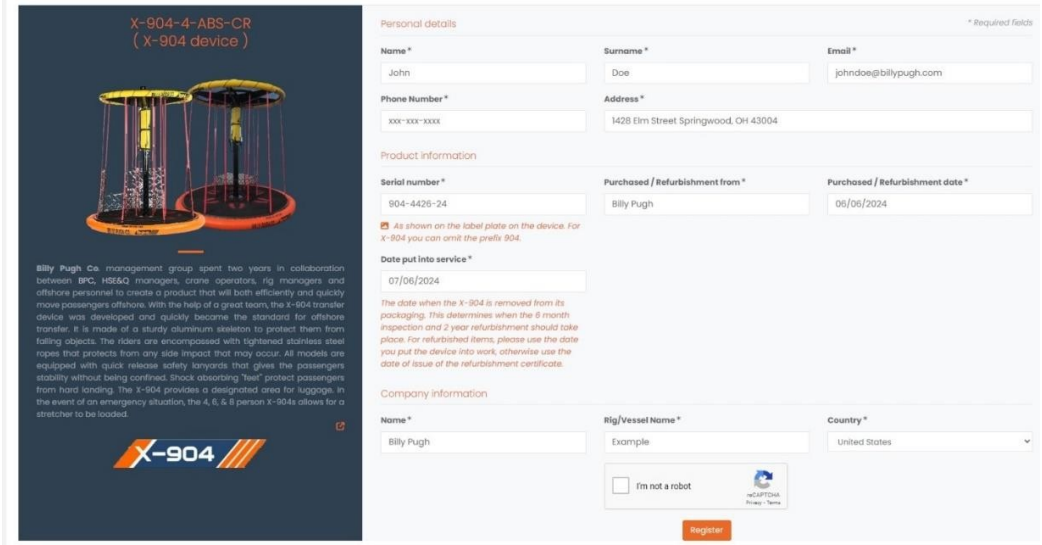
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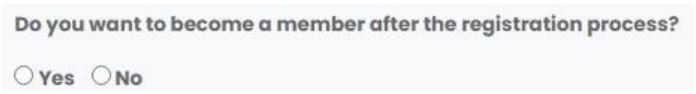
3. Click "Select Model", scroll through the list and select the model you are registering.



4. Complete the form: Personal Details (name, email, address, phone number), Product Information (serial number, purchased from, purchase date and the date put into service) and Company Information (company, rig or vessel, country).



5. At the bottom of the form, before the CAPTCHA, answer "Do you want to become a member after the registration process?" with "Yes". Membership lets you log in later to manage your units and download their documents.

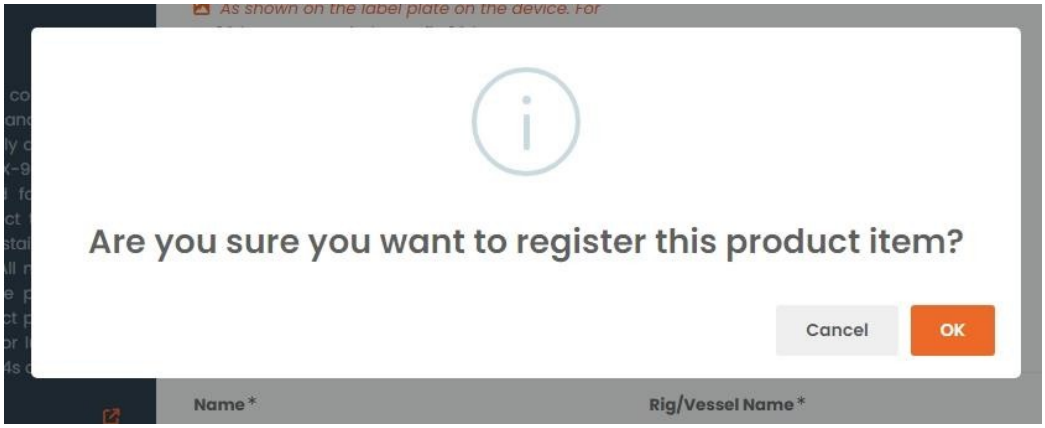


6. Complete the CAPTCHA and click "Register".

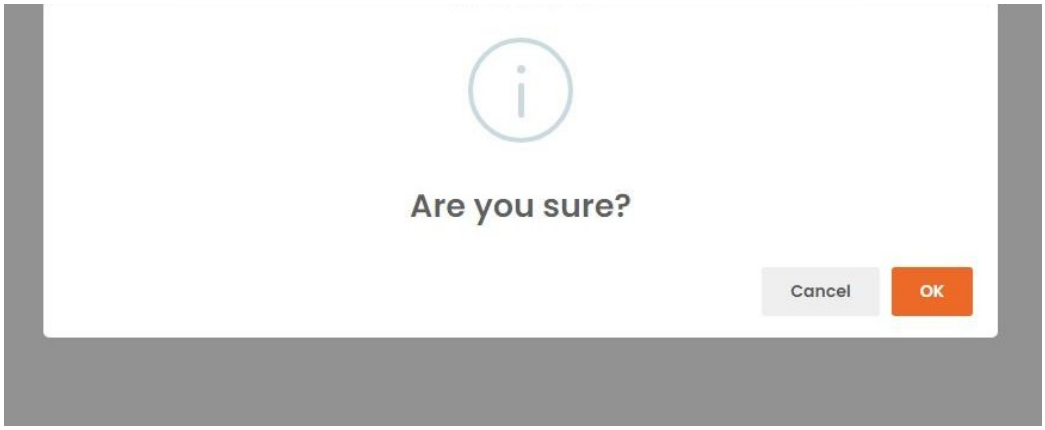
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7. A box asks whether you are sure you want to register this product. Click "OK".



8. Enter the confirmation code sent to the email address you used on the form, complete the CAPTCHA and click "Confirm". The page is active for 15 minutes.
9. When asked "Are you sure?", click "OK".



10. A confirmation message shows the serial number registered, and an email is sent to you with the product documents.
11. To register more than one device, repeat the steps from step 1. Each device is registered individually.

4. HELP

If the portal does not load, or you cannot complete a registration, email bpc@billypugh.com with the model, serial number, In Service Date and where the device is in service.

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5. REVISION HISTORY

Rev.	Date	Description of change	Issued by
Prior	30-OCT-2024	Issued as BPC-RP-100 Rev. 0, Product Registration Procedure.	Billy Pugh Company
0	27-OCT-2026	Reissued under BPC-PRO-REG to the house template, superseding BPC-RP-100 (a procedure, not a recommended practice). Added: why and when to register, the In Service Date, who registers, and what you need. Steps unchanged; the model-list screenshot omitted and one screenshot cropped so no serial number is shown.	R. Siqueira, CEO

6. APPROVAL

	Name and title	Signature	Date
Prepared by	Rodrigo Siqueira, Chief Executive Officer		27-OCT-2026
Approved by	Ray Coleman, Chief Operating Officer		