

X-904 6 MONTH INSPECTION CHECKLIST

X-904 Series offshore personnel transfer device

CARRIED OUT BY A QUALIFIED PERSON • RETAINED BY THE END USER

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Document owner	Quality & Safety Coordinator	Approved by	Chief Executive Officer

Completed at the six month scheduled inspection of an X-904 Series personnel transfer device, by a Qualified Person. A completed copy is a quality record and is held under BPC-PRO-QP02. It is retained by the end user and is not returned to Billy Pugh Company.

An operator's own periodic examination regime satisfies this requirement, provided it is carried out at intervals not exceeding six months, covers the scope at section 2, and is documented and retained. This form is offered, not required.

1. UNIT IDENTIFICATION

Model	
Serial number	
In-service date	
Owner or operator	
Location or vessel	
Date of inspection	

The in-service date is the date the unit was removed from its packaging and put into service. It is the date the inspection intervals and the service life both run from — see BPC-POL-X904SL. If it was never recorded, follow the fallback in BPC-RP-X904 and state here which date was used. If the unit is not registered, register it at bpc.myfleet360.net/registrations.

2. INSPECTION

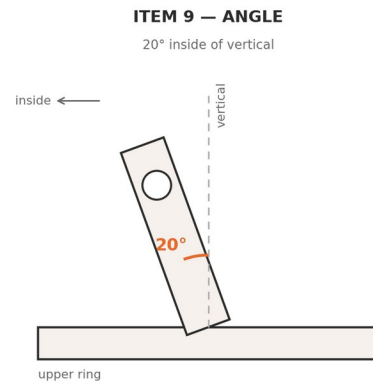
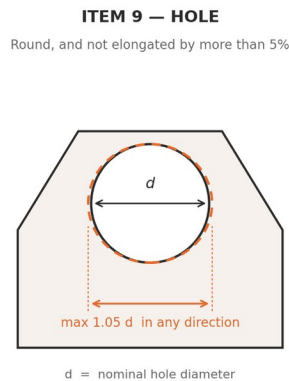
Every item is inspected. Items 5, 9 and 10 are structural. See section 4.

No.	Item	What to check	Pass	Fail
1	Safety load line, four-part sling and all hardware	Visually inspect the safety load line, four-part sling and all hardware, paying close attention to broken wires, flattened sections, crimps and rust. Follow API sling inspection guidelines.		
2	Stabilizer	Inspect the fabric covered stabilizer for tears or excessive wear. Replace if the inner rubber has been damaged or broken, or has lost elasticity.		
3	Vertical grab lines	Inspect the vertical grab lines, and the nuts and bolts that hold them, for sufficient and consistent tension.		
4	Quick release lanyards	Check for missing or damaged quick release lanyards.		
5	Aluminum frames	Inspect both the top and bottom powder coated aluminum frames, including the top and bottom ring, the top expanded metal and the center poles. Some wear of the coating is expected and acceptable. There is to be no excessive wear of the metal.		
6	Mating surfaces and	Check all mating surfaces for damage, and check stencils for		

No.	Item	What to check	Pass	Fail
	stencils	readability.		
7	Cable ties	Check for missing or damaged large cable ties.		
8	Center pole	Turn the center pole at least 3 full turns, loosening and then tightening. Swab the threads with lubricant to prevent seizing.		
9	Pad eyes — hole and angle	Inspect the pad eyes. The hole is to be round and not elongated by more than 5%. The angle of the pad eye from the upper ring is to be 20 degrees inside of vertical. See the specification at section 3.		
10	Pad eye welds	Inspect the pad eyes on the upper ring. There is to be no cracking or damage to the welds.		
11	Defective, worn or non-OEM parts	Inspect for defective or worn parts and for modifications or components not supplied by Billy Pugh Company. Record any found. These are not removed at this inspection — see section 4.		

3. PAD EYE SPECIFICATION

The drawing below is the authority for item 9. The hole is inspected for roundness and for elongation of more than 5%, and the pad eye is inspected for 20 degrees inside of vertical.



Illustrates the acceptance criteria at item 9. Not to scale. Nominal dimensions are stated on the applicable general arrangement and frame detail drawings.

4. WHAT A FAILED ITEM MEANS

A failed replaceable component — items 1 to 4, 6, 7, 8 and 11 — means the unit is taken out of service until the component has been replaced or the non-OEM part removed and the unit made good by an Authorized Refurbishment Technician at a Billy Pugh Authorized Service Center. Modifications and non-OEM components are not removed by the Qualified Person.

A failed structural item — items 5, 9 and 10, the powder coated aluminum frames and the pad eyes and their welds — means the unit is withdrawn from service immediately and is not returned to service. It is not repaired, straightened, welded or painted. Report it to Billy Pugh Company at bpc@billypugh.com within two working days, with photographs and the serial number, on BPC-FRM-X904SF. Billy Pugh Company responds within five working days. Where no determination has been issued, the unit remains out of service.

5. RESULT

Result	☐ Pass ☐ Fail
Items failed	
Remarks and any nonconformance observed	
Structural finding reported	☐ Not applicable ☐ Reported — reference:
Next inspection due	Date of inspection + 6 months
Next refurbishment due	

6. INSPECTED BY

Signed by the Qualified Person who performed the inspection. A Qualified Person is designated by the end user or operator from their own personnel, and has the experience and formalized training to safely operate the crane, rigging and associated lifting devices at the work location. No Billy Pugh training or authorization is required for this role, and Billy Pugh does not appoint or certify Qualified Persons.

Name (printed)	
Company	
Signature	
Date	

7. WHAT HAPPENS NEXT

- The X-904 is refurbished every 24 months, at a Billy Pugh Authorized Service Center, by an Authorized Refurbishment Technician, to BPC-PRO-X904R.
- At refurbishment, every component supplied in the refurbishment kit is replaced by interval, irrespective of condition.
- Service life is eight years from the in-service date. See BPC-POL-X904SL.
- To confirm whether an organization and technician are currently authorized for your device, contact bpc@billypugh.com before releasing the unit.

8. RELATED DOCUMENTS

Reference	Title
BPC-RP-X904	X-904 Recommended Practice and Inspection

Reference	Title
BPC-GUI-X904	X-904 Inspection, Refurbishment and Service Life
BPC-POL-X904SL	X-904 Service Life and Refurbishment Policy
BPC-FRM-PUX904	X-904 Pre-Use Inspection Checklist
BPC-FRM-2YX904	X-904 2 Year Inspection Checklist
BPC-FRM-X904SF	X-904 Structural Finding Report
BPC-PRO-QP02	Control of Records Procedure

REVISION HISTORY

Rev.	Date	Description of change	Issued by
2	27-OCT-2026	Header logo corrected to the approved Billy Pugh Company wordmark. No change to content.	R. Siqueira, CEO
1	11-SEP-2026	First controlled issue. Reconciled with BPC-GUI-X904 Rev 1. The inspection is performed by a Qualified Person; the term "qualified inspector" and the API definition attached to it are removed, and section 6 states that no Billy Pugh training or authorization is required for the role. Section 4 added, distinguishing a failed replaceable component from a failed structural item: a structural failure withdraws the unit and is reported on BPC-FRM-X904SF, and is not repaired at a service center. Item 11 no longer instructs removal of non-OEM components at this inspection. The equivalence clause is added: an operator's own periodic regime satisfies the requirement. The published service center list is no longer referenced; verification is by email. Supersedes the uncontrolled checklist BPC-6M-X-904 Rev 0 of 21-JUL-2025, which is withdrawn.	R. Siqueira
0	10-SEP-2026	Internal draft. Not issued.	R. Siqueira