

X-904 USER MANUAL

X-904 Series Personnel Transfer Device · BPC-MAN-X904

TIER 3 · USER MANUAL

Document no.	BPC-MAN-X904	Revision	Rev. 0
Issue date	29-OCT-2026	Status	Controlled document
Document owner	Quality & Safety Coordinator	Approved by	Chief Operating Officer

This manual is the cover document for the X-904 user documentation. It tells you what ships with the device, what to do when you unwrap it, and which document covers each task. The requirements themselves are in BPC-RP-X904, which governs.



1. WELCOME

Thank you for choosing the Billy Pugh X-904 Personnel Transfer Device. Billy Pugh Company has built personnel transfer devices in Corpus Christi, Texas, for more than 65 years. The X-904-4, X-904-6 and X-904-8 hold American Bureau of Shipping Type Approval under Product Design Assessment 25-0173880-1-PDA.

Read this manual and BPC-RP-X904 before the first transfer, and make sure everyone who uses, inspects or maintains the device has access to them.

2. WHEN YOU UNWRAP THE DEVICE

1. Check the contents against section 3.
2. Record the In Service Date, the date the device is unwrapped, on the certificate. The In Service Date starts the clock for every inspection, refurbishment and the replacement at eight years.
3. Register the device at bpc.myfleet360.net/registrations (BPC-PRO-REG). 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.

4. Assemble the device as described in BPC-RP-X904, section 7, including the prescribed number of turns marked on the top of the frame.

3. WHAT SHIPS WITH THE DEVICE

- Basket: top and bottom platforms joined by the ropes, with netting and safety lanyards fitted.
- Upper and lower center poles, coupling, Teflon bearing, fasteners and two tightening boards.
- Center pole cover pad.
- PTL-1 tangle resistant tag line, 15 ft, with 1/2" safety shackle (X-904-4, -6 and -8).
- Certificate package.
- This manual, BPC-RP-X904, and the pre-use and six-month inspection checklists.

4. WHO DOES WHAT

Task	When	By	Document
Pre-use check	Before each use	Operator	BPC-RP-X904, 5.2; checklist in Appendix A
Six-month inspection	Every 6 months from the In Service Date	Qualified Person	BPC-FRM-6MX904
Refurbishment	At 24, 48 and 72 months	Authorized Refurbishment Technician at an Authorized Service Center	BPC-RP-X904, 5.4
Replacement	At 8 years; no extension	Owner	BPC-RP-X904, section 6

5. THE X-904 DOCUMENT SET

Document	Title	Use it for
BPC-RP-X904	X-904 Recommended Practice and Inspection	The governing document: practices, inspection, refurbishment, service life, assembly and storage
BPC-GUI-X904U	X-904 Safe Use and Care	A short briefing for riders, operators and supervisors
BPC-FRM-6MX904	X-904 6 Month Inspection Checklist	The record of the six-month inspection
BPC-RP-X904S	X-904 Stretcher Procedure	Transferring a person on a stretcher
BPC-GUI-PTW	Offshore Safe Weather Conditions for Personnel Transfer	Setting your own weather limits
BPC-FRM-JSA	Job Safety Analysis, Offshore Crane Personnel Transfer	A starting point for your JSA
BPC-PRO-REG	Product Registration Procedure	Registering the device

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6. CONTACT

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7. REVISION HISTORY

Rev.	Date	Description of change	Issued by
0	29-OCT-2026	First issue under a controlled document number. Replaces the uncontrolled "User Manual X-904 Rev 2025.3" published on billypugh.com, withdrawn October 27th, 2026, which bound together a welcome letter, the X-904 recommended practice and the X-1000 recommended practice. The recommended practice is now BPC-RP-X904 Rev 1 and is not repeated here; the X-1000 content is removed; the welcome letter is rewritten without the certificate fee and the named signatory.	R. Siqueira, CEO

8. APPROVAL

	Name and title	Signature or record	Date
Prepared by	Rodrigo Siqueira, Chief Executive Officer		29-OCT-2026
Approved by	Ray Coleman, Chief Operating Officer	Approved verbally to the CEO	29-OCT-2026