

X-904 STRETCHER PROCEDURE

BPC-RP-X904S · Billy Pugh Company, LLC

TIER 3 • RECOMMENDED PRACTICE

Document no.	BPC-RP-X904S	Revision	Rev. 1
Issue date	27-OCT-2026	Status	Controlled document
Document owner	Quality & Safety Coordinator	Approved by	Chief Operating Officer

Recommended practice issued to users of the X-904 personnel transfer device. It describes how to carry a stretcher into the device, secure it, and board with it. It does not replace the operator's own procedures, the vessel's permit to work, or the X-904 User Manual.

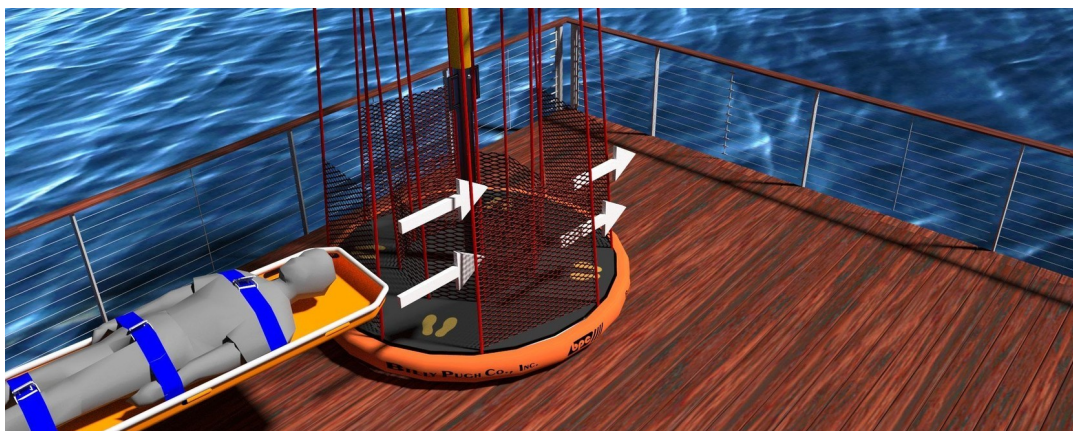
1. SCOPE

This procedure applies to the X-904-4, X-904-6 and X-904-8. A Stokes stretcher, and any stretcher dimensionally smaller, fits these three configurations. A stretcher does not fit the X-904-12, and this procedure does not apply to it.

Before starting, the X-904 must be in the working position and the pre-use check must have been completed by the Operator (see BPC-GUI-X904U, X-904 Safe Use and Care). If the pre-use check finds anything, the device does not go into service.

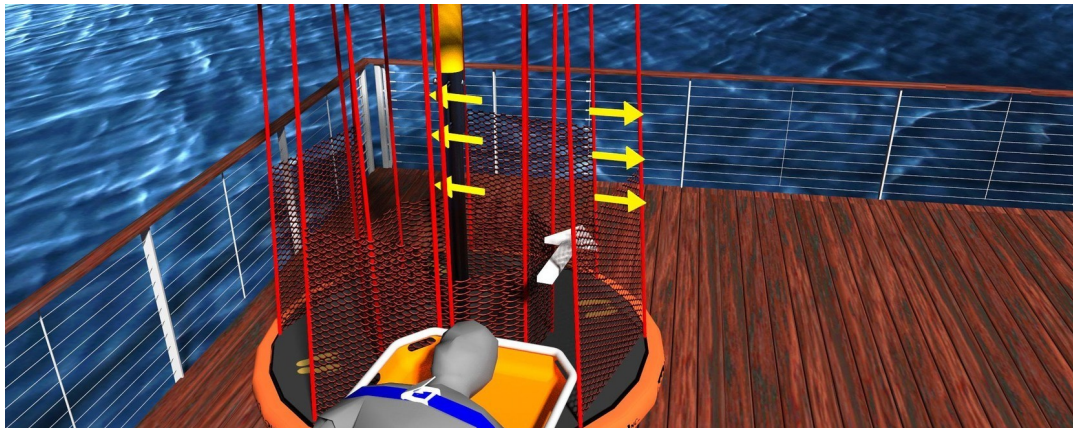
2. STEP 1 - PLACING THE STRETCHER INSIDE THE X-904

1. With the X-904 in the working position, carry one end of the stretcher in through any opening and out through the adjacent opening. With the center of the stretcher inside the X-904, lower the stretcher to the floor.



Carrying the stretcher in through one opening and out through the adjacent opening

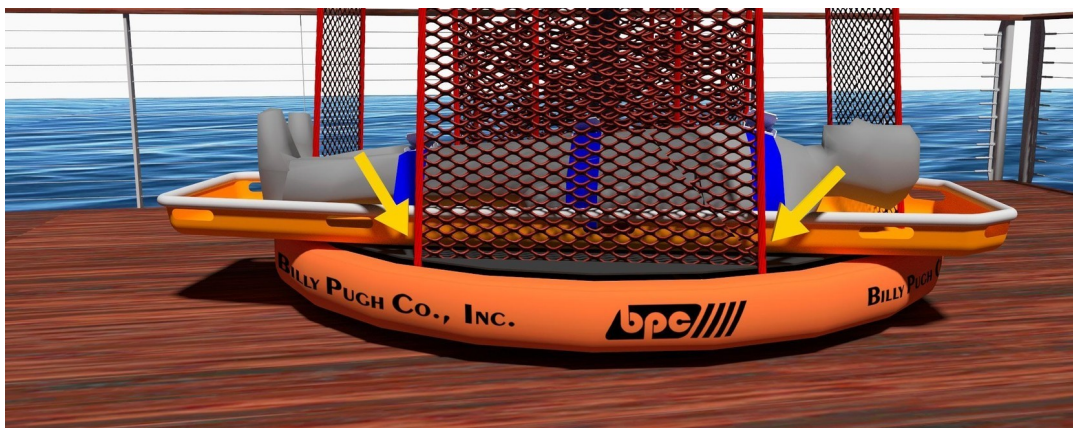
2. The vertical grab lines will expand to accommodate the width of the stretcher.



The vertical grab lines expand as the stretcher is carried through the opening

3. STEP 2 - SECURE THE STRETCHER

1. Tie off the stretcher using the X-904's outer vertical grab lines.



Stretcher tie-off positions



Example using a shackle

4. STEP 3 - BOARDING WITH THE STRETCHER

- Riders may accompany the patient either as passengers, in the standing position, or as attendants, in the kneeling position.



Passengers: standing position



Attendants: kneeling position

5. RELATED DOCUMENTS

Reference	Title
BPC-MAN-X904	X-904 User Manual: operation, assembly and storage. The governing document for operating the device
BPC-RP-X904	X-904 Recommended Practice and Inspection
BPC-GUI-X904U	X-904 Safe Use and Care
X9044 100 r4	X-904-4 general arrangement drawing

This procedure covers the stretcher case only. Everything else about operating the X-904 is in the user manual.

6. REVISION HISTORY

Rev.	Date	Description of change	Issued by
0	02-SEP-2026	First issue under a controlled document number. Source: the three-page "X-904 (4, 6 or 8 man) Stretcher Procedures" extract from the X-904 user manual. Steps, wording and photographs taken from the source; scope section, working-position statement and related documents table added.	R. Coleman, COO
1	27-OCT-2026	Scope settled from the Company's stretcher statement: a Stokes stretcher, or smaller, fits the X-904-4, -6 and -8 and does not fit the larger configurations. Related documents corrected: the superseded BPC-COV-X904RK and the unrelated BPC-RP-X800 removed; BPC-MAN-X904, BPC-RP-X904 and BPC-GUI-X904U added. Pre-use wording aligned with BPC-GUI-X904U. Internal notes on the source removed for public issue. American spelling.	R. Siqueira, CEO

7. APPROVAL

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