



Verification Report

Saga Fjordbase and CHC, 2018

AUDITEE					
Saga Fjordbase and CHC					
AUDIT NO.					
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APPROVAL					
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1. Introduction

Wellesley are planning 3 wells in 2018 and will be using CHC for helicopter transport and Saga Fjordbase as supply base and logistics for the drilling campaign. CHC and Saga Fjordbase are both familiar suppliers to Wellesley from the 2017 Goanna well project. Quality of delivery was very good for both services.

For Saga Fjordbase a verification was performed in 2017. The report was issued with no non-conformances, one observation and 4 suggestions for improvement. No critical issues were identified and actions from last year's verification are closed out.

Wellesley participate in the joint industry audit of CHC (and Bristow) and use Bjørn Stein (Offb) as competent person for follow up of helicopter services. The 2017 JIA showed high standards in service delivery, improvements in management of risk and changes. Findings from the audit is followed up by Statoil as joint audit lead.

This year's visit to CHC and Saga Fjordbase is considered a means to further and continue the successful operations delivered in 2017; focusing on what went well and how we keep deliveries at the same level, complemented with a positive atmosphere.

1.1. Objectives

The following objectives were intended from the CHC and Saga Fjordbase verification/follow up meeting:
"Ensure framework is in place to deliver high level services for Wellesley's 2018 drilling campaign".

Saga Fjordbase

A questionnaire was sent to Saga Fjordbase as basis for the verification and the following agenda was used in the verification meeting, 12.02.18:

- HSEQ plan for 2018 (focus, activities, reasoning behind)
- 2017 success – what was the main contributing factors, how can we repeat it in 2018?
- Description of facilities and organisation – ref. questionnaire
- Activity and capacity – ref questionnaire
- 3rd party services – management of, verification/audits, significant changes

The verification was based on the following documents:

- Saga Fjordbase verification report from 2017
- Questionnaire sent to Saga Fjordbase
- Frame agreement with Saga Fjordbase
- NOG-guidelines 091 (Securing supplies and material) and 093 (Waste Management)

CHC

For CHC a tour of the Flesland heliport, CHC and supporting service facilities was the foundation of the verification, in addition a separate questionnaire was sent to CHC. The following agenda was followed at Flesland, 12.02.18.

- Check-in
- Security control
- Cargo
- Facilities / maintenance
- AOB

The verification was based on the following documents:

- Joint industry audit, CHC, 2017
- Questionnaire sent to CHC
- Frame agreement with CHC
- NOG-guideline 066
- NOG-guideline 003

1.2. Deviations

The verification performed as planned.

1.3. Warrant

The verifications are warranted in the Audit and Verification plan for Wellesley's Drilling campaign 2018 and Well Expertise's ARV plan.

1.4. Participants

Role	Name	Position	Company
Ops&HSE Lead	Trond Gravem	HSE/Ops Advisor	Wellesley Petroleum
Ops. Auditor	Callum Smyth	HSE/Ops Manager	Wellesley Petroleum
Logistics Auditor	Raymond Sandve	Logistics Advisor	Well Expertise
HSE Auditor	Silje Gjose	HSEQ Advisor	Well Expertise
Aviation Auditor	Bjørn Stein	Aviation Advisor	Offb
Bergen, CHC			
Auditee	Jan Erik Price	OCC Manager	CHC
Florø, Saga Fjordbase			
Auditee	Leif Stavøstrand	Managing Director	Saga Fjordbase
Auditee	Beate S. Grønnevik	Marketing	Saga Fjordbase
Auditee	Geir Johannesen	New Managing Director	Saga Fjordbase
Auditee	Jan Ove Grindheim	Material Coordinator	Saga Fjordbase
Auditee	Ingvild Hovland	HSEQ	Saga Fjordbase

1.5. Audit Process

Short description of process:

- Notification + Questionnaire – sent Jan 26th 2018
- Verification Meeting – CHC, Flesland heliport, Bergen Feb 12th 2018 09:00 – 12:00
- Verification Meeting – Saga Fjordbase, Florø, Feb 12th 2018 14:00 – 17:00
- Summary verbal feedback – immediately after verification
- Report – issued 6th March 2018

2. Findings

2.1. Categories of findings

Findings are categorised as:

- Non Conformance (NC)
- Observation (O)
- Improvement Suggestion (IMP)

Non conformances are classified as:

- Major (MA)
- Significant (S)
- Minor (M)

Identified non-conformances, observations and improvement suggestions are presented in the tables below.

Table 1 Non Conformances

NC No.	Description	Ref.	Responsible	Classification
	None			

Table 2 Observations

Obs. No.	Description	Ref.	Responsible
	None		

Table 3 Improvement Proposals

Imp. No.	Description	Ref.	Responsible
1	None, minor suggestions conveyed in verification meeting		
2			
3			
4			

2.2. Topics & Finding

2.2.1. Saga Fjordbase

Familiarity with rig

Saga Fjordbase are familiar with rig at Wellesley take over. Currently working with TOA on the AkerBP, Raudåsen well.

Improvement points identified after Goanna 2017; advice having storekeeper 24/7, manifests cleared and ready prior to PSV sailing.

Saga Fjordbase Coordinators for Wellesley

5 coordinators identified, primary contact will be Jan Olav Grindheim, CVs to be sent to Wellesley. All coordinators should be proficient in using Wels base.

Certification updates

ISO certified for 2015 standard; 9001:2015 and 14001:2015. Better communication between board and operations consequence of adaption to 2015 ISO standards, risk-based management.

Saga Fjordbase initiative, Lean and Green

Project to increase communication and interaction between suppliers on the base. Objective: to increase collaboration and efficiency. Lean and green is a collaboration between 15 companies working on the base. Through bi-weekly meetings, risk assessments and increased communication the base has achieved noticeable improvements relating to cost efficiency, emissions, communication and collaboration.

- Increased efficiency on pipe flow and vessel turnaround
 - o 30% reduction turnaround time
- less use of vessel fuel and less traffic on the base,
 - o CO2 emission reduced 5% in 2017 relative to volume
- Improved collaboration/working environment.

HSE

Annual wheel of activities, quarterly meetings for all personnel, agenda according to current topics. Risk assessment conducted of risk exposed groups and identification of mitigations to reduce associated risks.

Update post verification meeting

Saga Fjordbase has appointed a new Managing Director who will join and lead the organisation from October 1st 2018. In the intermediate phase from April 1st until October, Geir Johannessen will manage the base.

2.2.1. CHC

Details for Wellesley operations

Flight times:

Flight schedule currently reserved for 11:00 Mon – Fri. Schedule will be locked away after meetings with Transocean.

Operations Control Centre

CHC operations control centre is now located in Stavanger with 24/7 watch, includes technical staff (maintenance) and crew coordinator for efficient coordination and decision making. Will keep customers informed of any irregularities.

Cargo and Personnel handling

During the tour of the heliport, CHC gave a step by step description of routines for handling cargo from arrival at heliport to rig departure, backload and return from rig. The same for managing personnel transport; emphasis was placed on situations with personnel bringing medication (normal procedures), drugs or showing signs of intoxication or drug use at heliport.

Daily inspections

Regime for daily inspections was described; Daily Maintenance Check (DMC), Before Flight Inspection (BFI) and Pre-flight check (PFC).

CHC Support Services:

Securitas:

- Freight/cargo
- Passenger handling
- Loading/unloading luggage/cargo
- Handling of survival suits on behalf of Hansen Protection

Hansen Protection:

- Supply and maintenance of survival suits

NOKAS:

- Security control

AFSN (Aviation Fuelling Services Norway):

- Fuel supplier

3. Summary

The follow up meetings with CHC and Saga Fjordbase in preparations for Wellesely's Drilling Campaign 2018 confirm status as both organisations having the infrastructure, personnel, organisation and framework to supply services as per defined scope.

No significant issues have been identified and further planning for the wells will continue as per project plan.