



**WELLESLEY**  
PETROLEUM



## Verification Report Safepath AS

### Service Delivery Process – Marine operations, MTC Surveillance and Vessel Inspections

AUDITEE					
Safepath AS					
AUDIT NO.					
EX-2017-05 / GOAN-WLSLY-S-RA-0002					
APPROVAL					
Rev.no	Date:	Auditor:	QA by:	Auditee:	Comments:
00	01/06/2017	S.Gjøse T.Gravem	M.Simpson H.Hamre	T. Rødahl	Draft for review
01	07/06/2017	S.Gjøse (Well Expertise) T.Gravem (Wellesley)	M.Simpson (Well Expertise) H.Hamre (Wellesley)	T. Rødahl (Safepath)	Issued for use

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# 1. Introduction

Safepath AS plans, implements and manages marine operations for their customers. Their service is a combination of:

- Marine traffic Central (MTC): 24/7 coverage of marine traffic surveillance and oil spill monitoring
- Marine operations: planning and managing marine operations such as prelay and rig move projects.
- Inspections: vessel inspections with reviews of the vessel, relevant documentation and certificates.
- Emergency Preparedness: organise, execute and evaluate training and exercises relating to crisis and emergency situations

## 1.1. Objectives

The following objectives were intended from the Safepath audit:

1. Ensure Safepath's operational performance meets industry standards, Wellesley and Well Expertise expectations. Assure internal Safepath processes behind HSE and operational performance are being actively used as intended.
2. Ensure that Safepath have the capacity, resources and knowledge to provide Well Expertise and Wellesley with the expected service levels and quality, given the current market conditions.
3. Verify Safepath have information required from Well Expertise and Wellesley to plan for 2017 operations.
4. Satisfy verification requirements for Wellesley and Well Expertise project execution

The audit was based on the following documents:

- GOMO: guidelines for marine operations
- Norsk Olje og Gass: Operations manual for offshore service vessels on NCS
- Well Expertise: Marine Operations

The following documentation was received from Safepath prior to the verification meeting:

- Safepath Marine Manual
- Styringssystem for Safepath AS
- Maritime Surveillance and Environmental Monitoring Service
- MTC Operasjonsmanual

## 1.2. Deviations

The verification performed as planned.

## 1.3. Warrant

The verification is warranted in the Well Expertise/Wellesley, Goanna project audit plan for 2017.

## 1.4. Participants

Role	Name	Position	Company
Ops Auditor	Trond Gravem	HSE/Ops Advisor	Wellesley Petroleum
HSE Auditor	Silje Gjøre	HSEQ Manager	Well Expertise
Auditee	Terje Rødahl	Base Manager	Safepath AS

## 1.5. Audit Process

Short description of process:

- Notification – sent 15<sup>th</sup> May 2017
- Verification – Safepath premises, Kristiansund. May 22<sup>nd</sup> 2017. 09.30 – 16.00
- Summary verbal feedback – immediately after audit
- Report – issued 02<sup>st</sup> June 2017

## 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	Clarify scope of Safepath service delivery in planning and operational phase. i.e. Emergency response support; stateboard with area resource overview. OIM support ship on collision course. Drills etc. Assess benefit of introducing kick off meeting with customer as part of planning.		T. Rødahl
2	Clarify and define roles and responsibilities. Assess need for requesting/documenting input/interfaces required from operator as basis for planning operations.		T. Rødahl
3	Enterprise risk register; a risk register was not requested/addressed in the meeting, however the		T. Rødahl

	verification team recommend that a collected overview of risks associated with the company are identified and documented in a company/enterprise risk register (if not already in place.)		
4	Follow up of suppliers. Establish list over suppliers. Define which have an influence on customer/project delivery and assess criticality level. Follow up of suppliers based on criticality level.		T. Rødahl

The reported non-conformances, observations or improvement proposals shall be followed up as soon as possible. All relevant actions and/or mitigating measures shall be identified (including action owner and due date) within 30 days after receipt of report.

## 2.2. Topics & Findings

The topics in **BOLD** were issued as a request to be covered. The responses in *italics* is the feedback registered.

### 1) Introduction to Safepath QHSE system, structure and organisation

*An overview of the QHSE system was provided. Safepath are ISO certified to 9001: 2008 and Achilles registered. The management system manual provided an overview of business support processes and service delivery processes which are further detailed in separate documents, ref. chapter 1.1.*

*Sharepoint is used as platform for storing, sharing and controlling documents that make up the management system, templates and supporting documents. Inventum AS run the Safepath data systems; software, hardware, cloud, services and maintenance.*

*Safepath have 3 fulltime employees, the remaining capacity is based on a resource pool of familiar consultants.*

*Current contract: Faroe, Brasse Appraisal.*

*Ongoing tenders: Total, submitted. Eni, deadline end of May.*

### 2) Regulatory compliance

*Safepath have defined the regulatory requirements and regime which governs their service deliveries and processes. They subscribe to lovdata.no and follow PSA news to keep updated with regulatory changes. Familiarisation with regulations and their application to Safepath's services is an integral part of induction training (especially for MTC operators).*

### 3) Management of non-conformances, deviations and changes

*Safepath have a Sharepoint based system in place for reporting and follow up of non-conformances, deviations and changes.*

*Example of non-conformance follow up are the recent modifications made to the non-conformance reporting template to accommodate requirements in the ISO standard. The same applies for the management review template which was modified based on feedback from ISO auditor.*

*Safepath's MoC procedure is rarely in use as most often the customer's procedure will apply during project related incidents/changes. It may be beneficial for Safepath to have an awareness of situations/circumstances which may require use of internal MoC procedure.*

#### **4) Continual Improvement and follow up**

*Lessons learned are captured by several methods:*

- *The MTC log which is maintained on behalf of the operator during well projects*
- *Monday ops meeting*
- *Daily pre job meetings/pep talks*
- *Formal non-conformance reporting and follow up*
- *End of well reports and debrief*

#### **5) Competence and capacity**

*Capacity – continuous process review resource versus planned activities. Current market is favourable from a manning stand point. Safepath has trained a number of consultants in operations for Safepath and these can be called upon when needed. Currently Safepath is hiring for permanent employment as they see a more stable activity level going forward.*

- *Competence clearance processess*
  - o *Processes defined and templates for familiarisation with equipment, routines and specific project knowledge in place, i.e.*
    - *Radar, VHF, map systems, AIS*
    - *Knowledge and understanding of assignment*
    - *Relevant laws and regulations (hjemmelsgrunnlag) - internal training*
    - *Defined course requirement, i.e. OVID /CMID – offshore vessel inspections*

#### **6) Risk Management**

*A risk assessment template is developed for use in MTC projects. It addresses elements related to rig, vessel and MTC. Risk assessments are further conducted for marine operations such as prelay and rig move operations together with, and on behalf of the operator. An enterprise risk register for internal purposes may also be beneficial; addressing issues such as personnel resources, facilities, IT systems, administration, emergency response etc. Safepath's Management Review document for 2016 was provided and gives a summary of state of affairs as of January 2016.*

#### **7) Supplier management**

*Safepath use suppliers for business and/or facilities support, several of them may have an influence on Safepath's service delivery to customers. An overview of which suppliers are in place and in use will provide a basis for assessing the criticality of their services to Safepath. A criticality assessment will focus on how a supplier's services, and failure to provide quality of service, can affect Safepath itself and its service level to customers.*

#### **8) Tour of the MTC**

*Safepath MTC is equipped with several screens; for real time situation overview, for tactical/planning purposes. Different radar systems are available and they maintain a stateboard with overview of all vessel resources in the area which can be called upon if the situation requires.*

**9) AOB**

*The UPS (emergency power unit) was tested 22.05.17 and all systems in the MTC were functional (checked and tested) when testing was completed.*



### 3. Summary

Wellesley and Well Expertise were impressed at the attention and preparation given to the audit and are grateful to those involved. There were no non-conformances and no observations recorded.

The 2 first improvement suggestions are intended to make Safepath services more clear and visible to customers the second 2 suggestions to make the organisation more robust.

Safepath AS have fit for purpose and clear systems in place for tracking HSE and Operational performance and the systems are being actively used. The performance statistics and track record show that Safepath are up to date with their system requirements.

Significant pride was forthcoming from Safepath about their capabilities, performance and systems. These have been developed over a significant period of time with “hands on personnel” in the management positions. Their pride is justified in the systems and disciplines demonstrated to Wellesley and Well Expertise.

## 4. Appendices

Appendix No.	Description
1	Agenda and Requested Documentation
2	Management Review (output report) 2016 (separate document)
3.	Draft template definition of customer SoW document (separate document)
4.	Draft template bridging document MTC and PSV vessel during ops (separate document)

## Appendix A. Agenda and Requested Documents

- **Oppstartsmøte:**
  - Introduksjon til Wellesley
  - Introduksjon til Safepath
    - Organisasjonsoversikt
    - Ledelse, selskapskultur, HMS
    - Status og planer/aktivitetsportefølje
- **Styringssystem:**
  - Etterlevelse av regelverk og standarder
    - Hvilket regelverk, standarder ligger til grunn for Safepath tjenesteområder?
    - Hvordan dokumenteres etterlevelse?
    - Hvordan holder Safepath seg informert om oppdateringer?
  - Tilsyn, avviks- og endringshåndtering
  - Kontinuerlig forbedring, lukking av aksjoner
    - forbedringspunkter: erfaring fra tidligere operasjoner
    - lærepunkter fra eksterne og interne tilsyn og sertifiseringsprosesser
  - Kapasitet og kompetanse
    - Kompetanse krav, gap og oppfølging
    - Kapasitet, robusthet ift. organisasjon, redundans
  - Styring av risiko (og muligheter)
  - Oppfølging av leverandører
- **Omvisning i MTC operasjonssentral**
- **Tjeneste områder:**
  - Safepath MTC:
    - Grensesnitt, utstyr, avtaler og planer i fm brønnplanlegging (avklaringer som må gjøres mellom operatør, Safepath og riggeier, evt. andre)
    - Rutiner ifm. operasjon; soner, varsling, kommunikasjon
    - Beredskap, øvelser, ressursoversikt
  - Marin rådgiver (Prelay/Rig move)
    - Planlegging
    - Styring av risiko
    - Mobilisering
    - Operasjon
  - Fartøy inspeksjon
    - Dokumentasjonsgrunnlag
    - Inspeksjon
    - Rapportering
  - Håndtering av uforutsette hendelser
- **Etterspurte dokumenter**
  - Oversikt over styringssystemet og organisasjon
  - Styrende dokumenter for tjenestene:
    - Safepath MTC
    - Marin rådgiver (Prelay/Rig move)
    - Fartøy inspeksjon
  - Beskrivelse av system for avvikshåndtering og håndtering av endringer
  - Kompetanse og kapasitet: dokumentasjon for styring av kompetanse
  - Beskrivelse av system for styring av risiko