



WELLESLEY
PETROLEUM

Verification Report- Well Expertise

Well Incident Team – Organisation and Resources

AUDITEE					
Well Expertise					
AUDIT NO.					
KALL-WLSLY-S-RA-0108					
APPROVAL					
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00	01/03/2018	T.Gravem	Callum Smyth	Stig Seland/ Karen Maria Thaule Pedersen	Draft for review
01	06/03/2018	T.Gravem (Wellesley) <i>T. Gravem</i>	Callum Smyth (Wellesley) <i>CS</i>	Stig Seland/ Karen Maria Thaule Pedersen (Well Expertise)	Issued for use

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1. Introduction

The role of the Well Incident Team (WIT) is to plan and manage well related operations in the event of any well incident that occurs be it a technical incident or a well control incident. Overall responsibility for the preparation of plans and execution of operations remains with Wellesley but skilled resources are provided via the WIT.

The structure of the service is a 24/7 call off service with duty personnel mobilised within 1 hrs and subsequent additional technical resources mobilised as required. During the acute phase of any incident or well control incident the duty personnel called in are able to work 3 x 8 hr shifts.

Well Expertise have over the last months further defined and refined organisation of the Well Incident Team and WIT resources.

This verification was conducted to ensure that Wellesley have access to robust technical, organisational and operational resources in a well incident (including a long lasting incident).

1.1. Objectives

The following objectives were intended from the Well Expertise verification:

1. Ensure Wellesley have access to robust technical, organisational and operational resources in a well incident (including a long lasting incident).

The audit was based on the following documents:

- Well Expertise Management System Process 'WE-M-PDP-MA-03 How WE Manage Well Incidents Rev 1 Final'
- Well Expertise Well Incident Team induction course material 'WIT Induction Course Material 2018 - Copy for Verification'

1.2. Deviations

The verification performed as planned.

1.3. Warrant

The verification is warranted in the Wellesley, KSGW project audit plan for 2018.

1.4. Participants

Role	Name	Position	Company
Ops&HSE Auditor	Trond Gravem	HSE/Ops Advisor	Wellesley Petroleum
Ops Auditor	Callum Smyth	Ops&HSEQ Manager	Wellesley Petroleum
Auditee	Stig Seland	COO	Well Expertise
Auditee	Mike Simpson	CEO	Well Expertise
Auditee	Karen Maria Thaulé-Pedersen	HSEQ Advisor	Well Expertise
Auditee	Silje Gjølse	HSEQ Manager	Well Expertise
Auditee	Linn Bjørnstad	Lead Drilling Engineer	Well Expertise

1.5. Audit Process

Short description of process:

- Notification – sent Jan 2018
- Verification Meeting – Wellesley Office Stavanger Feb 14th 2018 09:00 – 11:00
- Summary verbal feedback – immediately after audit
- Report – issued 1st 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

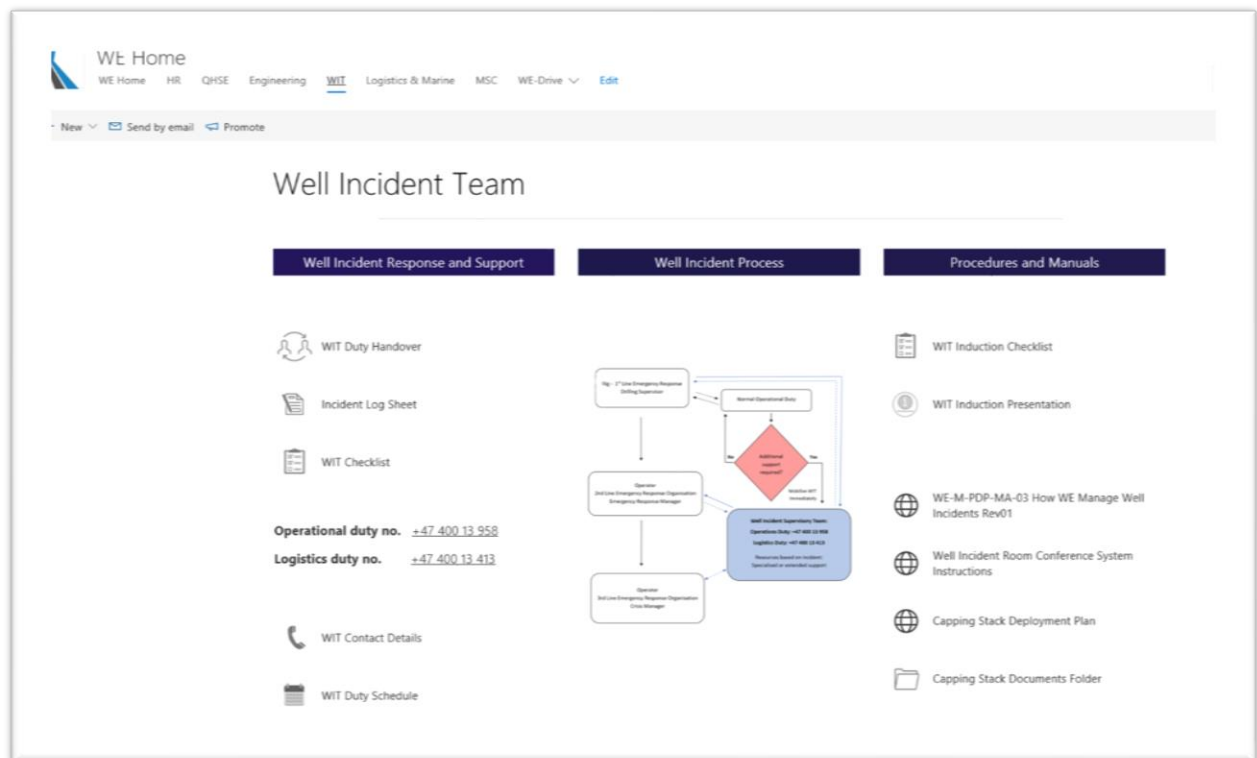
Imp. No.	Description	Ref.	Responsible
1	None, minor suggestions conveyed in verification meeting		

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.

3. Summary

Good overall system in place describing the role of the well incident team, interfaces with the emergency response organisation, its members, their role, training requirements, etc

All well incident team related information are available and accessible independently of location (web-based access to all procedures, training documents, checklists and support documentation).



Roles, responsibilities and expectations to well incident team members are clearly defined.

A defined list of all WIT members with contact details are available. Names for all operational and logistical duty personnel on rotation and extended WIT support personnel are included. For operational duty personnel this is 3 on rotation and additional 10 on the extended WIT operational support list. And for the logistical duty personnel this is 3 on rotation and an additional 6 on the extended WIT logistical support list.

An induction course is made and training requirements for operational and logistical duty personnel are defined. All the personnel listed as extended WIT support will have received the required induction and training prior to operational start.

The resource pool available (13 operations personnel and 9 Logistics personnel) have been selected from both Well Expertise staff and associated consultants who have both a minimum defined relevant competence and who will have been through, prior to operations start-up, the Well Expertise WIT training process that ensures they are trained in the use the PSW capping stack / debris removal equipment, familiar with the typical operations, and familiar the Wellesley Petroleum Emergency Response system. In the case of a long lasting well control incident the WIT will be instrumental in the execution of the capping operations and planning of a relief well in accordance with the Relief Well and Capping Plan. Resources for these activities will be coordinated and managed by the WIT reporting to the Wellesley Operations Manager / Incident Command Leader.

For logging and documentation of actions in a well incident, a simplified version of CIM software will be used.


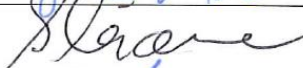
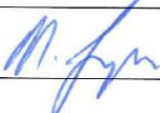
The verification objective 'Ensure Wellesley have access to robust technical, organisational and operational resources in a well incident (including a long lasting incident)' has been met.

4. Appendices

Appendix No.	Description
1	WE-M-PDP-MA-03 How WE Manage Well Incidents Rev 1 Final
2	WIT Induction Course Material 2018 - Copy for Verification



How WE Manage Well Incidents

Document Control			
File:	WE-M-PDP-MA-03	Document classification:	Internal use
Rev No	Date	Modification Details	
01	01.12.2017	Annual Management System Review	
Approval			
	Name	Date	Signature
Prepared by:	S. Seland	01.12.2017	
Reviewed by:	S. Gjøse	01.12.2017	
Approved by:	M. Simpson	01.12.2017	

Controlled Online Document

This document remains controlled whilst it resides within the Well Expertise online document system. If you are using a copy of this document, it is your responsibility to ensure you are using the current version.

1. Revision history

Revision	Date	Chapter	Reason for revision
01	01.12.17	All	Annual Management System Review
00	01.12.16	All	First issue for use

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1. Introduction

This document applies in the event of well incidents related to drilling, workover and production operations for which Well Expertise provide well management services or a well incident support team. It explains the mechanisms to activate the Well Incident Team and resources available if required. In the event of an incident reaching emergency response status, it explains how the Well Incident Team may be called upon and interface with the Emergency Response Organisation.

1.1 Definition of Well Incident

An offshore well incident requiring sustained 24/7 onshore support beyond which the normal Operational Duty Team can provide. The incident may be related to high levels of exposure for technical, cost and operational reasons or may be a well control situation requiring the re-establishment of primary barriers.

1.2 Roles and Responsibilities

The Well Expertise Operations Manager is responsible for allocating resources to the Well Incident Team ensuring that the team is adequately resourced according to operational requirements and to the extent explained in this document.

Roles and responsibilities will be defined based on incident circumstances. Communication with the operator and emergency response organisation is the responsibility of the Well Expertise supervisory personnel.

1.3 Referenced Documents

The following documents are for reference in the event of a well incident.

- Emergency Response Bridging Document
- Duty Instructions (WE-S-QHSE-P-10)
- Drilling Program and associated duty contact information for 3rd party suppliers
- 3rd Party Contracts register for additional resources
- Capping Stack Call Out & Deployment Plan (WE-P-PDP-P-01)
- Oil Spill Contingency Plan
- Relief Well and Capping Plan
- Staff Resource and Robustness Strategy (WE-M-QHSE-F-06)
- WIT Competence Requirement Matrix (WE-S-HR-R-01)
- Vacation Schedule
- WIT Induction Checklist

The internal documents are filed in SharePoint within in the Governing Documents folder. The external documents can be found in the relevant Projectplace folders. A binder stored in the Well Expertise Well Incident Team Room contains some of these documents, see **subchapter 5.1**.

2. Normal Duty Team

Operational challenges related to the well are typically covered by the normal duty team consisting of one operational duty and one logistics duty. Ref. Duty Instructions. The normal duty team is intended to provide 24/7 operational and logistical support for day to day operations.

Based on the initial alert from the operator's 1st line (Drilling Supervisor), the person on operational duty shall assess the situation together with the relevant (onshore) operator representative. If the circumstances are assessed to be manageable, the well incident will be managed and resolved by the normal duty team in dialogue with the operator.

Operational Duty number: +47 40013958

Logistics Duty number: +47 40013413

3. Well Incident Team (WIT) Call Out

The Well Incident Team (WIT) is called upon when the operational or logistical challenge is of such severity or potential that it requires resources beyond the normal duty team.

If a well incident is, or has the potential of, escalating into an emergency response situation, the normal duty team shall mobilise immediately to the Well Expertise office in Randaberg, or to a location specified by the operator. They shall then provide support to the incident for the first 8 hours, rolling into the Well Incident Team's 24/7 rotational schedule. Ref. **Appendix A WIT Contact details**.

Once the 24/7 rotation is established the well incident support can be sustained for extended periods. The team may elect to call out additional support based on type and severity of the incident such as Environmental Advisor or discipline specialists (i.e. completion, intervention or blow out). Mobilising additional support services are subject to operator approval.

As illustrated in Figure 3-1 below, the Well Incident Team may have a function serving all 3 levels of the operator's emergency response organisation:

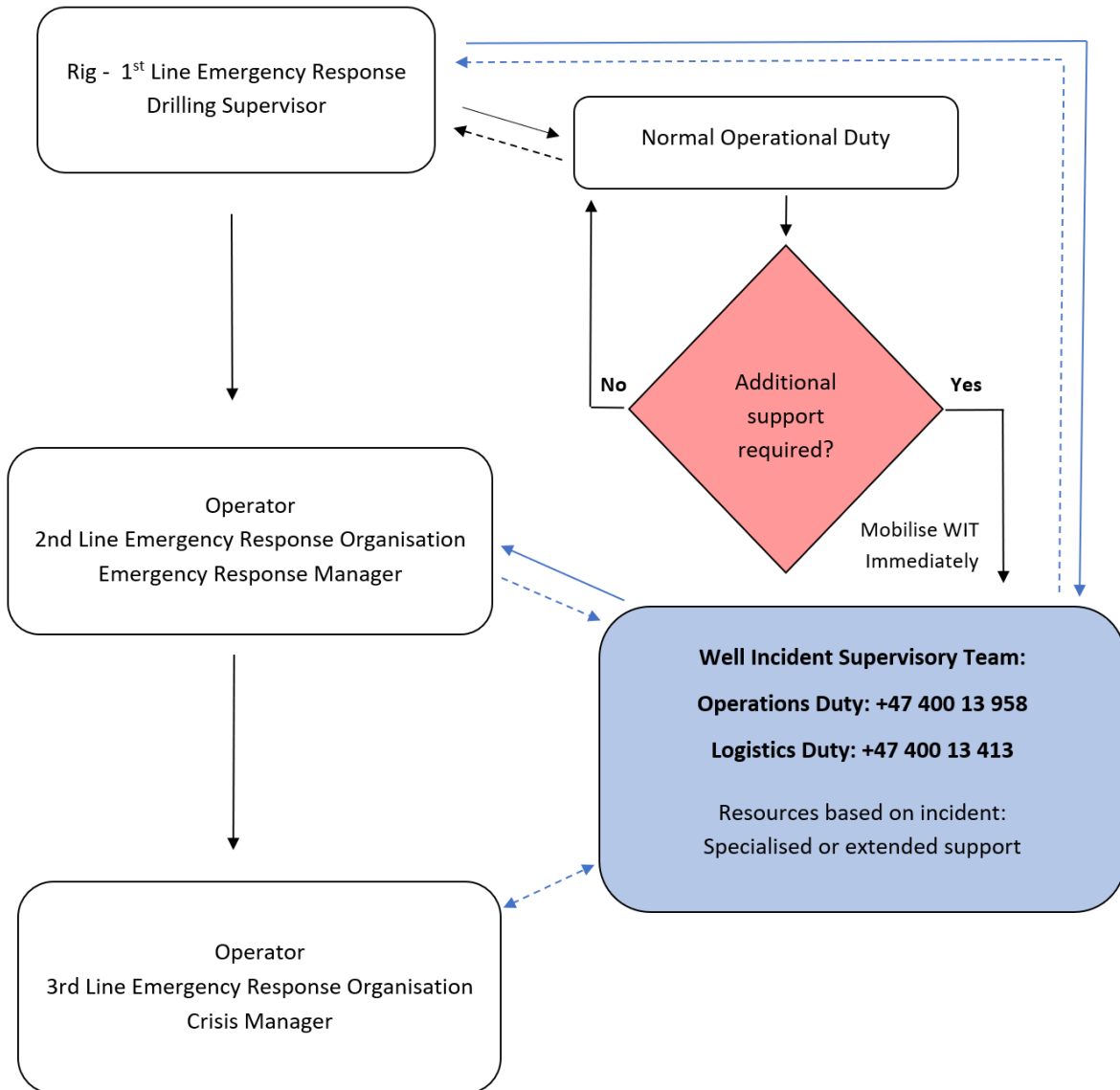


Figure 3-1: Process for managing well incidents – initiation, escalation and extended WIT support

Available WIT support to operator emergency response organisation:

1st line support – Drilling Supervisor support

2nd line support – advising on well specific aspects of an emergency response situation, keeping 2nd line informed of likelihood of events and actions required. Depending on situation the WIT may move into 2nd line offices.

3rd line support – support the Operators strategic emergency response organisation, keeping them informed on status of the well and likelihood of events.

NOTE: The Well Incident Team provided by Well Expertise is intended to give 24/7 coverage for an extended period. As responsible for the management of the incident, the Operator may elect to replace or supplement with their own staff subject to the nature of the incident. See also next chapter regarding lines of communication during long lasting incidents.

3.1 Long- Lasting Incidents

When an incident protracts into “A long-lasting incident”, typically a blow-out scenario extending beyond 72 hours, the lines of communication will change. 1st line will be evacuated, 2nd line will stand down, and the operator will organize a new team structure where the WIT becomes an optional technical support function. The operator will notify the WIT on how this shall be organised. Many operators will rely on the following organisation structure in a long-lasting incident, since this structure is similar to for instance NOFO’s organisational structure during incidents. This organisational setup is based on a structure termed “Incident Command Structure”, ICS. Example shown under:

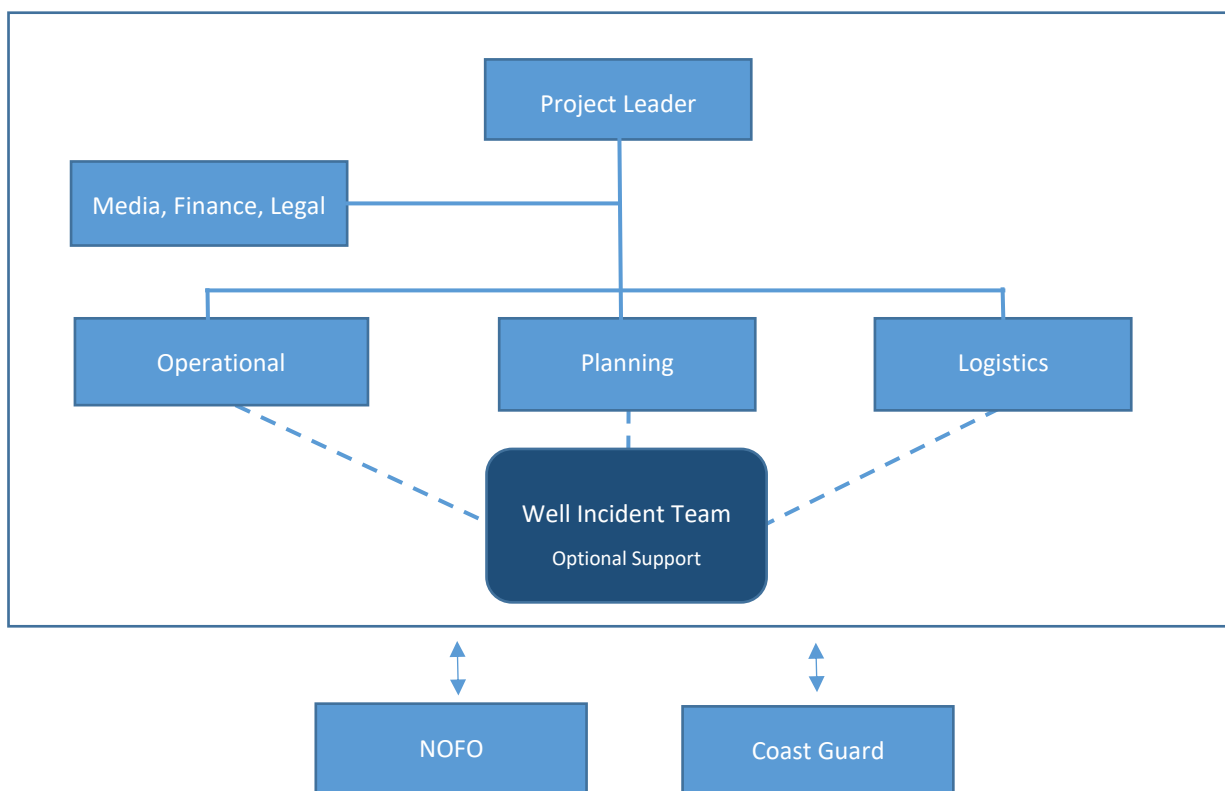


Figure 3-2 Incident Command Structure (ICS)

3.2 Well Expertise WIT Competence Requirements

Well Expertise supervisory WIT personnel shall be trained and educated according to the WIT Competence ref. WE-S-HR-R-01 and includes the following criteria:

Operational Duty Competence:

- IWCF certified level 4
- WE WIT Induction Course
- WE WIT Training (Including familiarisation with Emergency Response systems of the Operator)
- Capping Stack Familiarisation Course
- Drilling Supervisor experience

Logistics Duty Competence:

- Logistics Coordinator Experience
- WELLS and Dawinci
- WE WIT Induction Course
- WE WIT Training (Including familiarisation with Emergency Response systems of the Operator)

For further details ref. WE-S-HR-R-01 Competence requirements matrix.

4. Well Incident Contact Information

The Well Incident Team shall retain the same Operational and Logistics Duty Numbers as for the normal duty team, but duty personnel shall be rotated every 8 hrs.

- **Operational Duty number: +47 40013958**
- **Logistics Duty number: +47 40013413**

5. Well Incident Room

The well incident room has a dedicated video conference system in the event of an incident. Instructions on how to operate this system as well as the phone conference system is available on conference table in the incident room. In the event the Randaberg office is not accessible, the WIT will be able to set up facilities in any location providing there is internet access.

5.1 Well Incident Binder

A binder is stored in the WIT Room, and this contains the following documents:

- How WE Manage Well Incidents (this procedure)
- Duty Instructions
- Emergency Response Bridging Document
- Oil Spill Contingency Plan
- Contractor Contact List
- Relief Well and Capping Plan
- Capping Stack Call Out & Deployment Plan
- PSW Capping Stack Procedures
- Marine Operations Related to Capping Stack
- CIM instructions
- WIT Induction course

5.2 Logging of incident

The person on operational duty shall log the reported incident in the attached incident register log sheet in **Appendix C**. Incident handling shall be documented during the entire event. A handover document shall be prepared by the team going off shift to ensure efficient and safe transfer of responsibility to the team going on duty, ref. **Appendix E** - WIT Duty Handover Document. WE shall use the software tool CIM to document actions related to the incident handling. Log- in details for CIM to be found in the WIT binder in the WIT room.

5.3 Extended Supervisory WIT Support

If the event escalates to a level which requires more personnel, an immediate call off option for additional supervisory personnel is available from WE's DSV pool, Exceed, NorSea and Optional Consultant Pool. ref. **Appendix A** WIT Contact Details and **Appendix B** Staff and contracted resources for extended support. This is also an option if the incident extends over weeks/ months.

5.4 Specialised Support Service

Additional support may be called out based on the circumstances of the incident. Personnel from our well control contract with Boot and Coots (through Halliburton) can be called on if deemed necessary. Our frame agreement with Add Wellflow ensures immediate support for kill modelling if required. Specialised personnel in Exceed may also be called upon if required Ref. **Appendix B** Staff and contracted resources for extended support.

Specialists in service companies and the ability to pull on equipment and materials are provided for in the suite of Well Expertise service contracts.

5.5 Lesson Learned Reporting

Once the incident has been handled and the operation is back to normal, a debrief and lessons learned session will be held with the involved team in order to capture learnings. If important learnings are made, the relevant documents shall be updated accordingly as soon as possible.

Appendix A. WIT Contact Details

Supervisory personnel - Operational duty:

Name	Phone	Email
Mike Simpson	480 99 841	mike@wellexpertise.com
Stig Seland	970 66 458	stig@wellexpertise.com
Morten Laget	474 50 823	morten@wellexpertise.com
Extended WIT support		
Carsten Jepsen	454 23 580	carsten_jepsen@hotmail.com
Ronny Bjørk Skaflestad	924 50 705	rskaf@getmail.no
Arnt Graskopf	900 84 188	arnt-g@inbox.com
Robert Banbury	+44-7815-736-525	rob_banbury@hotmail.com
Al Brockie	+441224594100 (Exceed duty)	N/A
Wayne Cleal	+441224594100 (Exceed duty)	N/A
David Craig	+441224594100 (Exceed duty)	N/A
Bart van de Laar	+441224594100 (Exceed duty)	N/A
Huib Attema	+441224594100 (Exceed duty)	N/A
Paul Marseveen	+441224594100 (Exceed duty)	N/A
Call Off Option- Operational Consultant Pool		
TBD - Will be selected based on required competence and trained accordingly prior to inclusion in WIT.		

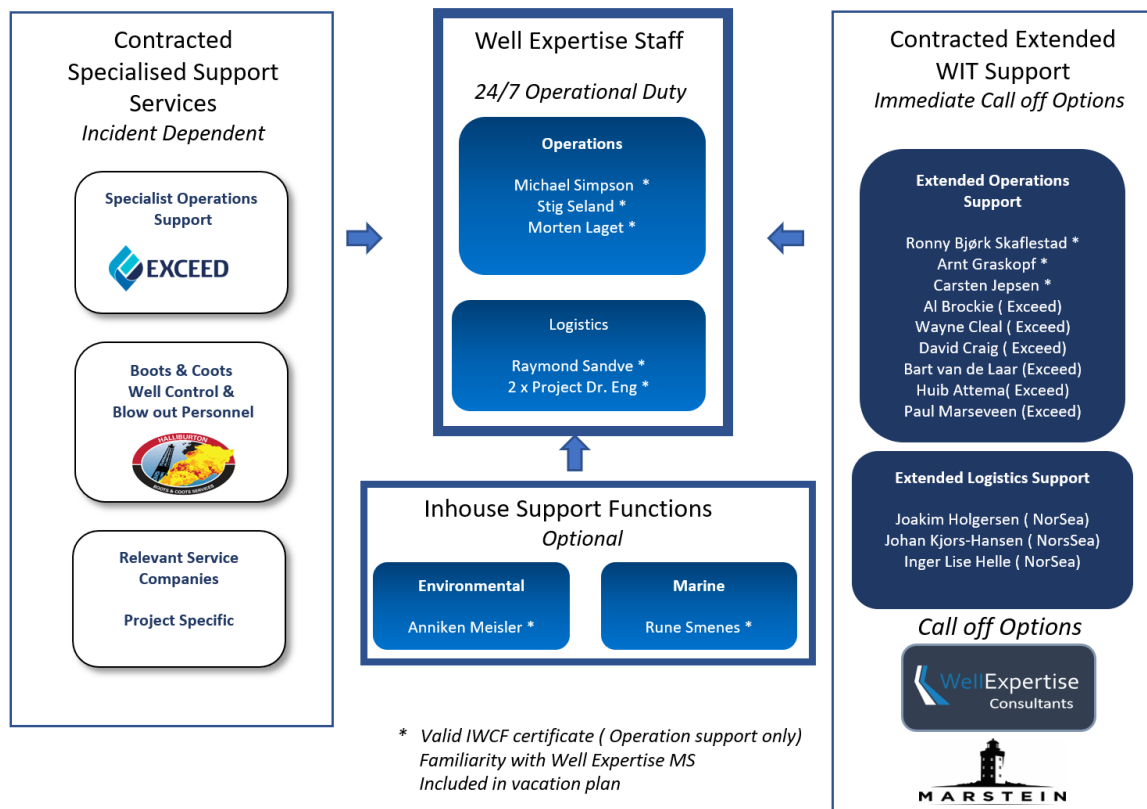
Supervisory personnel – Logistical duty:

Name	Phone	Email
Raymond Sandve	916 60 259	raymond@wellexpertise.com
Kjetil Vastveit	928 99 763	kjetil@wellexpertise.com
Linn Bjørnstad	424 14 817	linn@wellexpertise.com
Extended WIT Support		
Øystein Prytz	948 30 844	oystein@wellexpertise.com
Richard Mollison	454 18 742	richard@wellexpertise.com
Arian Tofighi	930 00 137	arian@wellexpertise.com
Joakim Holgersen (Norsea)	+47 51 85 32 22 (NorSea duty)	N/A
Johan Kjos-Hansen (Norsea)	+47 51 85 32 22 (NorSea duty)	N/A
Inger Lise Helle (Norsea)	+47 51 85 32 22 (NorSea duty)	N/A
Call Off Option- Logistics Consultant Pool		
TBD - Will be selected based on required competence and trained accordingly prior to inclusion in WIT.		

Specialised support services:

Name	Phone	Email
Exceed Duty	+441224594100	info@xcd.com
Boots & Coots Duty	+1 281 931 8884 1-800-256 9688	N/A
PSW Capping Stack	+47 55 70 70 90	N/A
Environmental - Anniken Meisler	+47 476 67 507	anniken@wellexpertise.com
Marine – Rune Smenes	+47 915 95 929	rune@wellexpertise.com

Appendix B. Staff and contracted resources for extended support



Appendix C. WIT Induction Checklist



WIT Duty Personnel Induction Checklist

Name of person inducted:	
--------------------------	--

Qualification	Yes/No	Comments
IWCF certified level 4		
WE WIT Induction Course		
WE WIT Training (Including familiarisation with Emergency Response systems of the Operator)		
Capping Stack Familiarisation Course		
Drilling Supervisor experience		

Familiarisation	Yes/No	Comments
ID card have been issued to operator		
Emergency exits		
Office facilities//		
Duty Phone System		
WIT room		
Computer system		
CIM		
Video Conference		
Rig Specific Information		
Bridging document		
WIT Binder including procedures		
Contact details support personnel/ companies		

Approval	Yes/No	Date	Sign
Have duty personnel been approved by Operations Manager			

Date:

Signature WIT Inducted Person:


Appendix D. WIT Action Checklist

No	Items		Comments	Sign.
1	Incident alert logged on the incident log sheet?	<input type="checkbox"/> YES <input type="checkbox"/> NO	For distribution to WIT and 2 nd line.	
2	Alerted and mobilised logistics duty?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
3	Opened CIM and ready to log actions?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
4	Established point of contact with 1 st line and agreed minimum update frequency?	<input type="checkbox"/> YES <input type="checkbox"/> NO	Default DSV, but may be nominated personnel	
5	Communication established with Chief of Staff in Operator's 2 nd line?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
6	Communication established with Crisis Manager in Operator's 3 rd line?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
7	Informed Well Expertise CEO about the incident?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
8	Established 8 hr shifts, informed the next 2 WIT teams of the incident and when to mobilise?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
9	Informed relevant service providers to standby for support?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
10	Prepared Handover Document for the next shift?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
	Complete?			

Appendix E. Incident Register Log Sheet

Time/Date:					
Who is calling/ Client:					
Name of facility/vessel:					
Location/position					
Time of incident:					
What has happened:			What has been done:		
Worst case potential:			1st Line Focus:		
Well Status:			Production Status Shutdown: Depressurized:		
POB STATUS		Notification:		Weather:	<div>With</div> <div>Against</div>
POB:		2 nd Line		Wind:	
				Wave height	
Mustered:		SAR (eta)		Visibility:	
Missing:		JRCC /HRS		Temperature:	
Injured:		Others:		Current:	
				Heading:	
Agreement between 1st Line (DSV) and Operational Duty Person:					

Appendix F. WIT Duty Handover Document

WIT Shift Handover	<i>Well:</i>	<i>Date: dd/mm-yy</i>	
<i>Shift: #X</i>	Ending 8 hr shift Name	Starting 8 hr shift Name	Rig: Name
Ongoing activities			
Activities last 8 hours			
Activities next 8 hours			
Operational hazards/ special attn./ HSE			
Procedure			
Change in planned program			
Reporting			
Logistic			
Personnel			
Follow up/actions lesson learned			
Special tasks to discuss with Rig (1 st line)			
2 nd line			
3 rd line			
Third party			
Info			

Appendix G. 3rd Party Support Services & Duty Contact

Well specific information filed on Projectplace (Search “Contact” on PP).



Well Incident Team Induction Course

It's how we deliver

HSE & Practical Information

(Insert location specific HSE and practical information; emergency exits,
muster point, planned drills, etc.)

Agenda

Time	Subject	Responsible
	Introduction	
	Emergency Preparedness on the Norwegian Continental Shelf (NCS)	
	Emergency Preparedness Levels	
	Well Expertise Well Incident Team (WIT)	
	The Proactive Emergency Preparedness Strategy	
	Practical Emergency Preparedness Handling	

Introduction

This Well Incident Induction Course shall provide:

- Knowledge about the Norwegian system and strategy of Emergency Preparedness Handling in general.
- Knowledge about the WE way of handling well incidents.

Emergency Preparedness on the NCS

It is the operators responsibility to ensure that sufficient emergency response resources are in place for the planned operations offshore.

"The operator shall lead and coordinate the use of emergency preparedness resources in the event of hazard and accident situations, until a public authority assumes this responsibility, if applicable".

(PSA, The Framework Regulations. Section 20)



Emergency Preparedness on the NCS

- Public resources like the Joint Rescue Coordination Centres (JRCC) cannot be regarded as contracted resources to rely on in emergencies offshore.
- They support if they can with public helicopters and their Coordination Centres.
- In special cases the JRCC or the Norwegian Coastal Administration (NCA) might take over the responsibility for handling the situation.



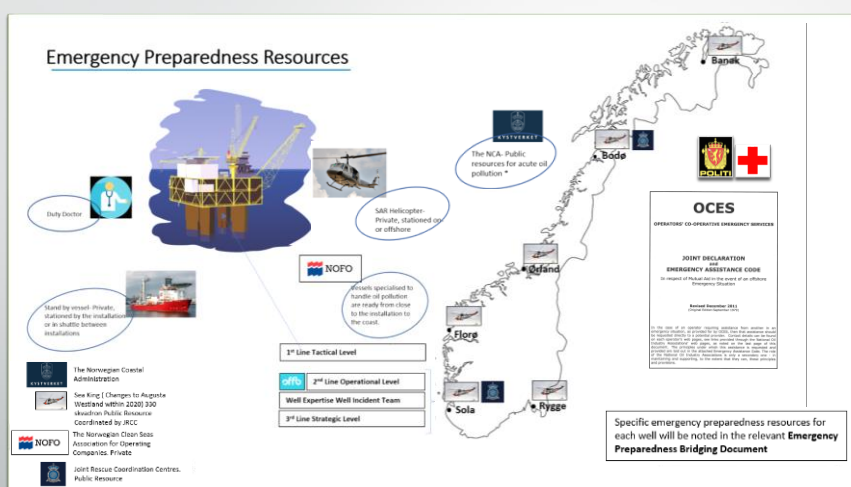
Emergency Preparedness on the NCS

The Operator shall cooperate with other operators on the NCS regarding Area Emergency Preparedness, and have contracted appropriate Emergency Preparedness Resources.

Examples:

- NOFO- Environmental support
- Marine Surveillance (Ship collision risk)
- Standby Vessels
- Operators Co-operated Emergency Services (OCES)

Emergency Preparedness on the NCS



Emergency Preparedness Levels

The operators emergency preparedness organisation is divided into three levels:

- 1st Line- The Tactical Level- Offshore
- 2nd Line- The Operational Level- Onshore
- 3rd Line- The Strategic Level- Onshore

NOTE: If the Operating Company is based abroad, the strategic level there is termed 4th Line. The rig company also has its own 2nd and 3rd line onshore, and so does the service companies. However, it is the operators responsibility to handle the emergency preparedness situation and coordinate all private resources involved and to cooperate with the public ones.

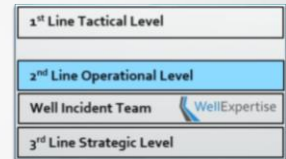
1st Line- The Tactical Level- Offshore

- The emergency preparedness organisation at the installation.
- Mainly the rig company`s personnel.
- The “tactical” force, handling the emergency locally, ie. providing first aid, fighting fires, handling the well etc.



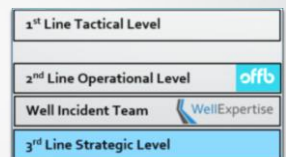
2nd Line- The Operational Level- Onshore

- Operators own personnel or personnel contracted by the operator to handle the 2nd line responsibilities (Offb, ResQ).
- Mobilises and coordinates resources.
- Provides information to public agencies (Like the PSA, JRCC) and the operators 3rd line.
- The WIT may be regarded as a part of the operational level, 2nd line, if called upon.
- [2nd line movie](#)



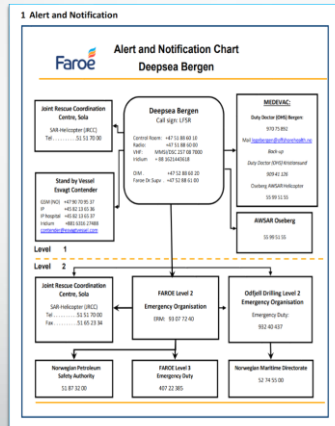
3rd Line- The Strategic Level- Onshore

- Normally the operators own personnel at a management level in the organisation.
- Responsible for handling the media, public agencies and informing the internal employees about the situation.
- Taking strategic decisions involving company risk exposure related to the incident.
- WIT is a default 3rd line support and advice resource.



Interaction between Levels- Emergency Preparedness Bridging Document

- Emergency Preparedness Resources for a specific well location.
- Interactions between Emergency Preparedness Levels.
- Alert and notification chart.
- Contact details.



Faroe

Faroe - Deepsea Bergen
Emergency Preparedness Bridging Document
Well 337/2-5 Brasse Appraisal, PL740

Revision	Date	Revised by	Revised for	Revised by	Revised for
01	10.05.17	Initial version			
02	02.05.17	Revised for use			
03	24.05.17	Update			

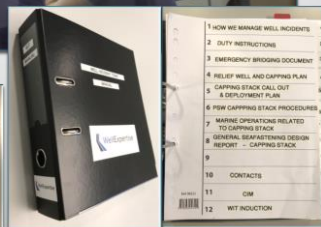
Signature: [Signature]

Project code: [Project code] | Revision code: [Revision code] | Document code: [Document code] | Response code: [Response code]


Well Incident Team



Dedicated room for the Well Incident Team containing phone/ video conference and well specific information.




WIT Procedure & Supporting Documentation




How WE Manage Well Incidents

Document Control			
File:	WE-M-FOP-MA-03	Document classification:	Internal use
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G1	01.12.2017	Annual Management Systems Review	
Approval			
	Name	Date	Signature
Prepared by:	S. Jeland	01.12.2017	<i>[Signature]</i>
Reviewed by:	S. Jijse	01.12.2017	<i>[Signature]</i>
Approved by:	M. Simpson	01.12.2017	<i>[Signature]</i>




Marine Operations Related to Capping Stack

Document Control			
File:	WE-M-FOP-02	Document classification:	Internal use
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Approval			
	Name	Date	Signature
Prepared by:	Kate A. Smith	01.12.2017	<i>[Signature]</i>
Reviewed by:	S. Jijse	01.12.2017	<i>[Signature]</i>
Approved by:	S. A. Jijse	01.12.2017	<i>[Signature]</i>



Capping Stack Call Out & Deployment Plan


Document Control			
File:	WE-M-FOP-01	Document classification:	Internal use
Rev No	Date	Modification Details	
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	Name	Date	Signature
Prepared by:	Angela H. Smith	01.12.2017	<i>[Signature]</i>
Reviewed by:	M. Jijse	01.12.2017	<i>[Signature]</i>
Approved by:	M. Jijse	01.12.2017	<i>[Signature]</i>



Duty Instructions

Document Control			
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Reviewed by:	M. Jijse	01.12.2017	<i>[Signature]</i>
Approved by:	M. Jijse	01.12.2017	<i>[Signature]</i>

WIT Induction Checklist



WIT Duty Personnel Induction Checklist

Name of person inducted: _____

Qualification	Yes/No	Comments
IWCF certified level 4		
WE WIT Induction Course		
WE WIT Training (Including familiarisation with Emergency Response systems of the Operator)		
Capping Stack Familiarisation Course		
Drilling Supervisor experience		

Familiarisation	Yes/No	Comments
ID card have been issued to operator		
Emergency exits		
Office facilities//		
Duty Phone System		
WIT room		
Computer system		
CIM		
Video Conference		
Rig Specific Information		
Bridging document		
WIT Binder including procedures		
Contact details support personnel/ companies		

Approval	Yes/No	Date	Sign
Have duty personnel been approved by Operations Manager			

Date: _____

Signature WIT Inducted Person: _____

WIT on Intranet

Well Incident Team

What is a well incident?

"An offshore well incident requiring sustained 24/7 onshore support beyond which the normal Operational Duty Team can provide. The incident may be related to high levels of exposure for technical, cost and operational reasons or may be a well control situation requiring the re-establishment of primary barrier".

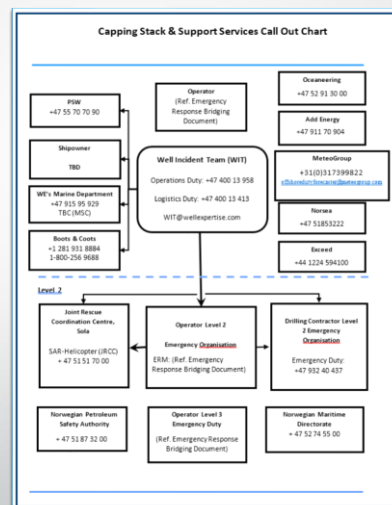
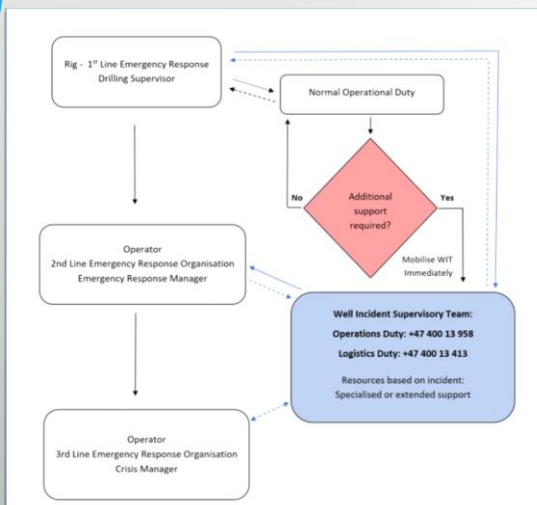
[Ref. WE-M-PDP-MA-03 How WE Manage Well Incidents](#)

Well Incident Team

- WIT is called upon when the operational or logistical challenge is of such severity or potential that it requires resources beyond the normal duty team.
- If a well incident is, or has the potential of, escalating into an emergency response situation, the normal duty team shall mobilise immediately to the Well Expertise office in Randaberg, or to a location specified by the operator.
- They shall then provide support to the incident for the first 8 hours, rolling into the WIT's 24/7 rotational schedule.

[Ref. WE-M-PDP-MA-03 How WE Manage Well Incidents](#)

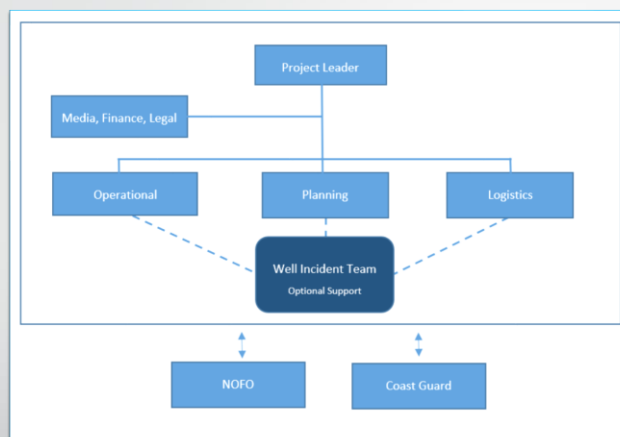
WIT Alert Matrix & Call Out Options



WIT Communication During Long- Lasting Incident

- In cases where an incident protracts, typically more than 72 hours, lines of communication will change.
- 2nd line might stand down, and the operator might reorganize its resources into a structure called "Incident Command Structure"(ICS).
- The WIT will remain as a support function, and be part of the ICS if required by the operator.

Organisational Structure in a Long- Lasting Incident



Example of Incident Command Organisational Structure

Well Incident Team

Supervisory personnel - Operational Duty Pool

Name	Phone	Email
Mike Simpson	480 99 841	mike@wellexpertise.com
Stig Seland	970 66 458	stig@wellexpertise.com
Morten Laget	474 50 823	morten@wellexpertise.com
Extended WIT support		
Carsten Jepsen	454 23 580	carsten_jepsen@hotmail.com
Ronny Bjørk Skaffestad	924 50 705	rskaf@gmail.no
Arnt Graskopf	900 84 188	arnt-g@inbox.com
Robert Banbury	+44-7815-736-525	rob_banbury@hotmail.com
Al Brockie	+441224594100 (Exceed duty)	N/A
Wayne Cleal	+441224594100 (Exceed duty)	N/A
David Craig	+441224594100 (Exceed duty)	N/A
Bart van de Laar	+441224594100 (Exceed duty)	N/A
Huib Attema	+441224594100 (Exceed duty)	N/A
Paul Marseveen	+441224594100 (Exceed duty)	N/A
Call Off Option- Operational Consultant Pool		
TBD - Will be selected based on required competence and trained accordingly prior to inclusion in WIT.		

Supervisory personnel - Logistics Duty Pool:

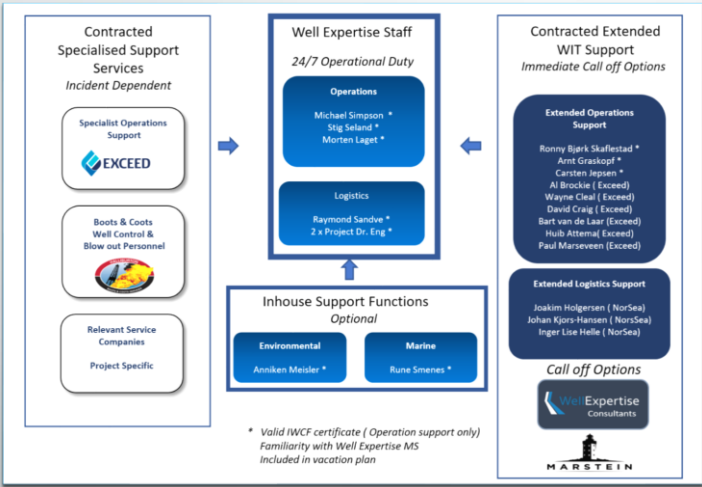
Name	Phone	Email
Raymond Sandve	916 60 259	raymond@wellexpertise.com
Kjetil Vastveit	928 99 763	kjetil@wellexpertise.com
Linn Bjørnstad	424 14 817	linn@wellexpertise.com
Extended WIT Support		
Øystein Prytz	948 30 844	oystein@wellexpertise.com
Richard Mollison	454 18 742	richard@wellexpertise.com
Arian Tofighi	930 00 137	arian@wellexpertise.com
Joakim Holgersen (Norsea)	+47 51 85 32 22 (NorSea duty)	N/A
Johan Kjos-Hansen (Norsea)	+47 51 85 32 22 (NorSea duty)	N/A
Inger Lise Helle (Norsea)	+47 51 85 32 22 (NorSea duty)	N/A
Call Off Option- Logistics Consultant Pool		
TBD - Will be selected based on required competence and trained accordingly prior to inclusion in WIT.		

Well Incident Team

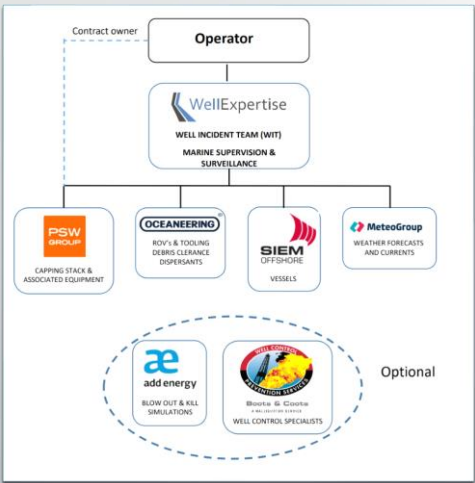
Competence Requirements

Requirement	Competence	Project Mgr/ Drilling sup.	Eng. Mgr	Sr Drilling Eng.	Drilling Eng.	Logistic	Sr Drilling Supervisor	Drilling Supervisor	Marine Ops Coordinator	Description/ comments	Means of Training
Operational Duty	Drilling Supervisor Experience	1	1	1			1	1			
	IWCF Level 4*	1	1	1			1	1			ET
	Well Expertise WIT Induction	1	1	1			1	1	1	4 hrs Internal induction	IT
	Familiar with Emergency Response Exercise	1	1	1			1	1	1	See description below	IT/ET
	Capping Stack 2 day training	1	1	2			2	2		See description below	ET
	Capping stack familiarisation			1	2	2	1	1	2	See description below	IT/ET
Logistics Duty	Logistics Coordinator Experience				1	1					
	Well Expertise WIT Induction				1	1				4 hrs Internal induction	IT
	Familiar with Wells/ Dawinci	2	2	1	1	1	2	2			IT/ET
	Familiar with Emergency Response Exercise				2	1				See description below	IT/ET
Technical Requirements: Familiar with Emergency response Exercise: Knowledge of Emergency preparedness including 1 st and 2 nd line Capping Stack Training: 2 day session at the PSW workshop Capping Stack Familiarisation: Reviewed 2 day Capping stack course material 1 Required 2 Optional * Valid certificate required during operational phase ET External training IT Internal training											

Additional Support Services



Capping Stack & Relief Well Support Package



Capping Stack Mobilisation & Deployment

Separate 2 day Capping Stack Training Course at the PSW's facilities at Mongstad Base.



Capping Stack Mobilisation & Deployment

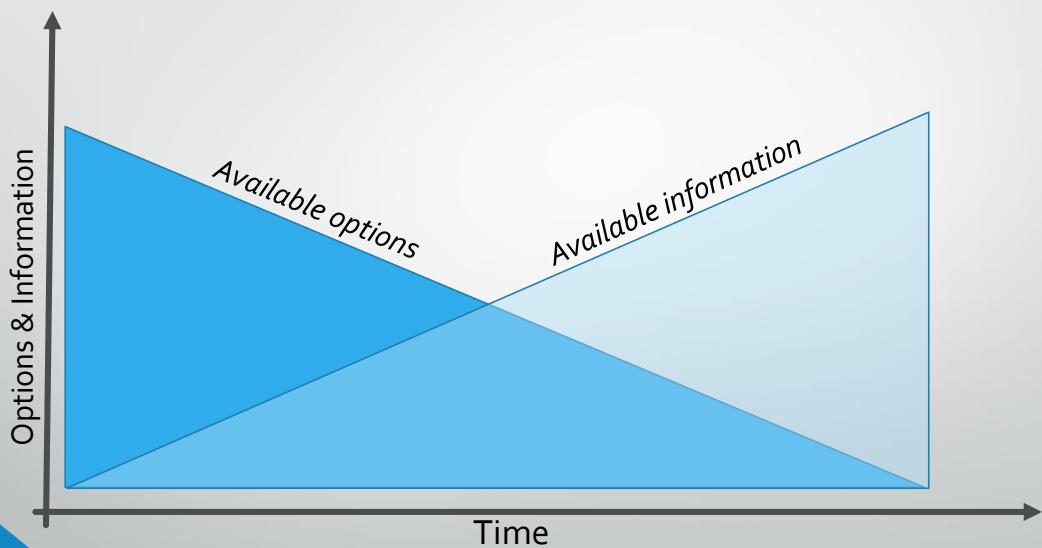


Proactive Emergency Preparedness

"The one who thinks emergency preparedness is expensive, should try an accident".

Unknown

Proactive Emergency Preparedness Mindset



Proactive Emergency Preparedness Mindset

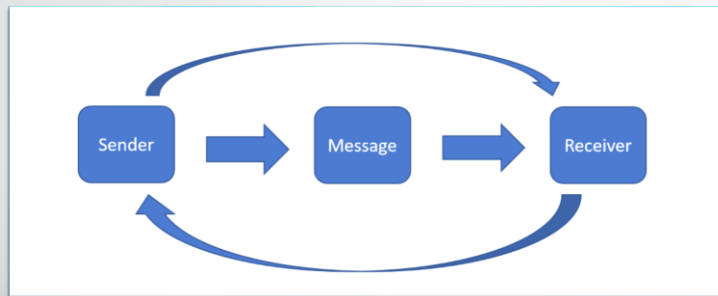
- A proactive strategy means to act on initial and limited information.
- Actions to be based on the POTENTIAL of the event.
- Being prepared for “Worst Case Scenario”.
- Always communicate and consult with 2nd and 3rd line.

Practical Handling of Emergency Preparedness Situations

- Communication
- Logging
 - Initial logging sheet
 - Checklist
 - Handover Sheet
 - CIM

Communication

Closed Loop Communication



The receiver reports back his/ hers interpretation of the message, and the sender confirms whether it was correctly received or not.

Incident Logging

An emergency preparedness situation will always be subject to both internal and external investigation afterwards for learning and/ or liability reasons. Logging is therefore very important.

Logging

Incident Register Log Sheet

Time/Date:			
Who is calling/ Client:			
Name of facility/vessel:			
Location/position:			
Time of incident:			
What has happened:		What has been done:	
Worst case potential:		1 st Line Focus:	
Well Status:		Production Status Shut-in: Depressurized:	
FOR STATUS:		Weather: With Coast	
FOR:		Wind:	
Mustered:		Wave height:	
Missing:		Visibility:	
Injured:		Temperature:	
Others:		Current:	
		Heading:	
Agreement between 1 st Line (DGV) and Operational Duty Person:			

WIT Action Checklist

No	Items		Comments	Sign.
1	Incident alert logged on the incident log sheet?	<input type="checkbox"/> YES <input type="checkbox"/> NO	For distribution to WIT and 2 nd line.	
2	Opened CIM and ready to log actions?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
3	Established point of contact with 1 st line and agreed minimum update frequency?	<input type="checkbox"/> YES <input type="checkbox"/> NO	Default DSV, but may be nominated personnel	
4	Communication established with Chief of Staff in Operator's 2 nd line?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
5	Communication established with Crisis Manager in Operator's 3 rd line?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
6	Informed Well Expertise CEO about the incident?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
7	Informed the next 2 WIT teams of the incident and to mobilise?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
8	Informed relevant service providers to standby for support?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
9	Prepared Handover Document for the next shift?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
Complete?				



Logging

Handover Sheet

WIT Shift Handover	Well:	Date: dd/mm-yy	WellExpertise
Shift: #X	Ending 8 hr shift Name	Starting 8 hr shift Name	Rig: Name
Ongoing activities			
Activities last 8 hours			
Activities next 8 hours			
Operational hazards/ special attn/ HSE			
Procedure			
Change in planned program			
Reporting			
Logistic			
Personnel			
Follow up/actions lesson learned			
Special tasks to discuss with Rig (1 st line)			
2 nd line			
3 rd line			
Third party			
Info			



CIM

- CIM is WE's Incident Logging Software.
- Used by PSW (Capping Stack Supplier) and some operators.
- Used by the 2nd line service Offb.

