

Macaé, July 28th 2015

**MINUTES OF IADC-BRAZIL HSE COMMITTEE MEETING
HELD ON July 28th 2015 4:00 p.m. TO 6:00 p.m. AT FALCK SAFETY SERVICES IN MACAE**

Present at this meeting were the following:

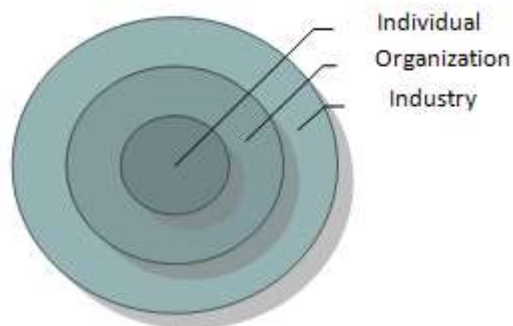
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| - Graham Gall – Falck | - Tony Cox - IADC |
| - Marcio Martins – Transocean | - Ashfaq Ichan – OES |
| - Jose Villanueva – Hydrasun | - Thiago Laender – OES |
| - Barrie Jones-Lloyd – SSE do Brasil | - Matheus Tavares – Petrobras |
| - Thaisa Aleixo – IADC-Brazil | |

The agenda for this meeting followed the same line of the previous meeting's agenda. The focus of the meeting was as follows:

- Review the HSE committee goals for 2015.
- Plan of action for the HSE committee.
- Discuss the Drops Guideline, including how to compile data from members.

The following items were agreed upon

- A Drops workshop was held by BG with participation of companies such as Petrobras, OES, Statoil and Transocean and a document was made containing information about drops. It was agreed by the group to use this document as a template and from that do the IADC's drops guideline which will include a Basic package with drops prevention controls; drops free; inspection; surveys; maintenance among others.
- The plan is to use the material presented at this workshop as a template to create an IADC Drops Prevention Document (set of procedures, best practices, awareness presentation) that will be reviewed and approved by IADC Brazil Chapter Executive Committee prior to distribution to associated members.
- The drops impact is assessed at the individual, organization, and industry levels.



Contribution from Graham Gall



- The committee decided to divide the group in 2 smaller groups to start with and to work on collecting information. The material collected will be shared with the committee at the next meeting. The group was divided as follow:
 - Villanueva, Thiago and Ashfaq
Development and creation of a Drops Prevention Document (use template presented at the meeting and used at BG workshop as a baseline)
 - Marcio, Graham and Petrobras member (Matheus to indicate someone from the HSE area at Petrobras).
Work on collecting and analyzing HSE statistical data to steer the actions and awareness presentation.

The following item was discussed yet it remains open

- It was discussed that on static drops the companies have had a good improvement, although on the dynamic drops it needs more effort put forward as it is still killing people. However, it is necessary to know what and where the industry is related to drops prevention are agree on a definition of dynamic and static drops.
- Some of the best practices to prevent drops are not recognized and/or accepted by the Operators. A suggestion is try to include them as approved practices by IADC and then it would have a higher possibility of being accepted in the industry. This topic is still open for further discussion.
- Falck are working on drops risk training as part of their portfolio however it would be good for a drops summary and focus to be included in the CBSP training. IADC could assist to influence navy from an industry approach to gain approval to include this in the CPSB courses. TC of IADC indicated that it would be necessary to put all their material together and book a meeting with the Navy to start the process.
- There is intent of IADC HSE Committee and Abespetro joining efforts and working together as the objectives and challenges are most likely the same. IADC and Abespetro to set a time for a meeting and review joining venture plan.

Actions

- Marcio is to give a 5 minutes briefing at July's GM about the HSE objectives for this year. In addition, Marcio is to send an email to HSE managers from other companies to invite them to the GM and to ask for support on the committee project for this year (drops guideline).



- The 2 groups will work to collect information for the next meeting including:
 - What has been done to prevent drops. statistics, cause analysis and training analysis are to be included.
 - Review a collision check list.
 - Definition of what counts as a dynamic and static drops.
- Thaísa to send out the GM notice for Petrobras using smaller groups at the time. A test to be made before sending to Matheus's email. If it doesn't work Thaísa will send manually an email for each of the Petrobras's people.
- Marcio will put the BG document available for everybody working on the drops project on the IADC committee and Barrie will lend his hard drive if the document is too big to be sent via email or google drive.

Next Meeting

The next meeting for the HSE committee was agreed to be held on August 19th at 4:00pm. The meeting will be at Falck Safety Services.