Training Committee Meeting
17 April 2013

Location: IADC, 10370 Richmond Ave., Suite 760, Crown Center 1 and 2
Houston, TX 77079

MINUTES

13:00 – 13:05	**Facility Orientation, Safety Briefing, & IADC Antitrust Policy** IADC staff
13:05 – 13:15	**Welcome & Attendee Introductions** Bob Burnett, Hercules Offshore – Training Committee Chairman
13:15 – 13:45	**Operational Readiness – Lessons Learned from Rig Audits** John Finch, DUCO Energy Services Tyler Pitzer (President of DUCO) presented (in place of John Finch) on operational readiness, more formerly called rig audits. His experience is in deepwater drilling. Operational readiness requires auditors to verify/audit assets coming onto a company's location. The audit, which now employs a risk-based approach, involves people, process, and equipment. Most companies seem to be proficient at controlling smaller hazards but can lose track of more serious issues. DUCO's efforts are directed toward capturing and verifying the bigger hazards. They look at the approach (how to stop these events from happening) by assessing risks and by verifying compliance and competence of personnel. Their goal is to move from a tribal knowledge to corporate understanding of these risks. DUCO sees an imbalance between risk reduction and risk management. They focus on how risk management affects, or is affected by, day-to-day operations. Risk management starts with hazard identification—analyzing the hazards and finding barriers. Then, using the Bowtie Model to check operational integrity, the risk assessment finds how failed barriers can affect risk escalation. This is where the human factor exists. Employees must know their responsibilities, their role in preventing hazards. When the auditors identify HSE-critical tasks, they record them in a catalog. Then, they identify competencies for those tasks. They build the job roles/responsibilities. Then, they determine accountability and assess the employees against those requirements. There is no magic bullet. It is a tedious process. Everything ties into maintenance management.

	The auditors rank the risks and decide which ones must be focused on.
	Organizations can't rely on regulations to keep them safe. They must embrace the ideology of safety. The "Swiss cheese" model will lead to a major accident. Checklists are great, but we need to find out HOW the tests are being conducted. Keep asking questions. Peel back the layers.
	Experience does not equal competence necessarily. They may have just been doing it the wrong way all along.
	In an extreme example of the audit process, Tyler led a 4-week audit involving 9 specialized auditors on a 5th generation, deepwater rig (very complex). Before starting the audit, Tyler's company reviews all the management procedures and requested all the operations procedures and training documents. When they left, the operator had a better, safer operation because of responsiveness to the audit findings.
	Although they can be beneficial if used properly, safety cases are not used by many people. They usually look good but don't hold up to the test.
13:45 – 14:15	**ISNetworld Workgroup Report** Scott Maddox, IADC IADC is moving forward with development of a new database to house safety and training records for the oil and gas industry. Operator and drilling contractor companies alike are very supportive of this effort. The workgroup is developing a white paper. (See OID [Operational Integrity Database] slide showing the database template.) OID Workgroup will begin developing the database, and will need representatives throughout industry to participate in developing the content. This information should remain within IADC members for now. ISNetworld is charging the O&G industry $127 million/year. Our OID will cost about 95% less. It will be a 4-tiered program: One will be for smaller companies that just need to be able to store their information. Next is for service companies and will be more in-depth. Next is for contractors. Finally is for producers. No producer will be able to see the contractor's information unless they specifically request it from the contractor's administrator. Question: With ISN, there was a lot of overlap (e.g., contractors had to audit subcontractors before allowing them to go out to location). Will this system allow for one master list so that each contractor will not have to audit the subcontractors on their location separately? Scott: We have not set up the content yet. We are just writing the white paper. We strongly recommend that everyone gets involved in helping to design this database. Question: Is there a list of operators supporting this? Answer: Marathon, BP, Chevron, Shell, Hess, Chesapeake. Maybe Apache. Meeting with all the big players. Next workgroup is April 26 (last Friday of the month). Question: Will there be a way to get the contractor's information in

	spreadsheet format from existing database services, and transfer it when the IADC database is running, or will the content have to be entered manually? Answer: Don't know yet, but ISN is not going to volunteer their information. Each contractor will have their own spreadsheet of information that they could submit. Question: Who is meeting with the operators? Answer: President Stephen Colville and Scott Maddox mostly plus a few select people. This endeavor is still in the exploratory phase. The database will eventually roll out to land rigs, not just offshore and may become an international standard. **This needs to be a packed committee to get this done.**
14:15 – 14:30	**New Helicopter Underwater Egress Training (HUET) Accreditation Program** Brenda Kelly, IADC The new HUET Accreditation Program is making progress. The development team is meeting every 2 weeks until the draft proposal is ready for comment. Two operators and 3 drilling contractors are participating. A Special Review Team is forming because of complexity of training, specialized simulators, certified personnel, etc. There is a need for the involvement of training providers who are experienced with HUET-type training. The Review Team will review and have input into the Development Team's work. We have decided the program will focus on Gulf of Mexico, warm water. We will consider cold-water U.S. at a later date. This first program will identify content that can be applicable for both (i.e., core content). We have thoroughly reviewed the proposed curriculum and are now looking at regulatory requirements and other standards to ensure that they are considered in the curriculum (BSEE, SEMS, USCG, OSHA, etc.). Goal is to make it multi-purpose. Targeted completion date is end of June 2013. IADC has a cold-water standard developed for Europe (North Sea) that will also be consider. All the material will be posted on the website, so everyone can comment. Question: When will cold-water be implemented? (No timeline yet) Fewer personnel affected by that standard, therefore we perceive that there is less urgency for a U.S. cold water HUET standard. IADC will not be adopting BOSIET for tropical, warm-water standard. The history of the HUET Program development, how it started, etc. was reviewed. Once the new HUET standard is approved by IADC members, training providers and instructors can be approved to deliver the training. Whether Certificates of Completion will be issued has not yet been determined. As with all IADC accredited providers, the HUET accredited training providers will be listed on the IADC website. IADC members are encouraged to provide comments when IADC puts

	something up on the website for comments. An email will be sent out when the curriculum is posted. **Contact Brenda Kelly if you want to be involved: Brenda.Kelly@iadc.org.**
14:30 – 14:45	**BREAK**
14:45 – 15:15	**Competence Assurance – Proposed Accreditation Program Changes** - Competence Webinar - Competence Definitions - Competence Guidelines Workgroup Brooke Comeaux, IADC IADC recently conducted a webinar on Competency, with the webinar available to members at the Training Committee (TC) website. The link to the webinar is: http://www.drillingcontractor.org/webinar-register. The webinar focuses on the challenges of developing a competence assurance program. In discussing updates to the CAA Handbook, Ms. Comeaux elaborated on the definitions, requirements, and other refinements to the CAA-01 Handbook of Accreditation for the Competence Assurance Accreditation Program. Among the changes to CAA-01 are: • Definitions for key terms are provided -- Everyone has had different versions of the definitions. We all need to come together and use the terms consistently. Most debate will be about the "abilities." Members can have input into these definitions if they join the subcommittee. • Programs need to be fully implemented before applying for accreditation • Remediation for employees who are deemed not yet to be competent need to be addressed; training and remediation systems requirement • Management commitment needs to be adequately addressed (because the program won't work if management is not committed to the program). • Feedback provided to the employee so he or she knows the outcome of the assessment • Assessment -- Questioning is usually not documented, and it must be. What are the questions, and how did the employee respond? What did you do if the employee did not respond appropriately? The management piece is what is most often missing from a program. The CAA Program is slightly different because it has a yearly audit cycle. Five years between audits is too long. Renewal applications will not be required if the site visit goes well. Burnett: Made some comments about the management commitment. He doesn't think a driller, e.g., will be able to define their management's

	commitment. Concern that everyone couldn't be assessed before applying.
	BC: Explained that "fully implemented" means someone from each job position (and is still working for the company) has been assessed and that the program has made enough progress to be able to notice problems with the program and made adjustments. Because of turnover, there is obviously no way that everyone has been assessed at any one point in time.
	Comment from member: From experience, explained some more about Bloom's and assessments and how they work. Challenge is to make it work for the guys in the field to get the training developed that meets the needs and is applicable.
	KSA Update slides (See the PPT.): Looking at the database spreadsheet handout, noting that all 73 rig positions are provided along with the KSAs needed. The core competencies that we recommend are provided. KSAs will be customizable. The purpose of the project is to set a bare core minimum that can be accepted no matter where you work and at what level (e.g., roustabout). When the database goes live, IADC members will be able to comment. This is a big task and needs comments, so **please go into the wiki site and let us know if you have any suggestions or concerns**. Trial test for the database will occur in June (TC will test it first.) Flowchart was shown to depict how the database will be mapped. Once you select your criteria, it will generate your KSAs. The core competencies can be removed from the search criteria by unchecking a checked box. It is all customizable. Employees can also look up what competencies they need to have in order to be promoted.
	Reestablishing the Competence Workgroup was discussed. This is a good way of reassuring our operators that we are competent to do the work. The major players all have something already out there. IADC's work in this regard will be audited again, so it behooves us all to join the effort.
	There is a gap between the application that's online and what is now in the new handbook. When the auditors show up, that will be an issue, so we need to get drilling-contractor input to bridge the gap. Could use representatives from all throughout the industry.
	Contact Brooke if you want to participate in the Workgroup: Brooke.Comeaux@iadc.org.
15:15 – 15:30	**Committee Chairman Nominations** Bob Burnett, Hercules Offshore
	BB has chaired this committee for 3 or 4 years now, so it's someone else's turn to lead. To chair the committee, you have to work for a drilling contractor. If you don't work for one, you can be a member and vote (obviously), but you can't be the chair.
	Victor was nominated by Paul Sullivan. Victor says JP Moot (not present) offered to be a co-chair. Agreed that we should give people time to think about it first. Go back to your respective companies and discuss who would be good as the chair/co-chair for this committee. The kind of work required (making the agenda, recruiting speakers, etc.) and the time commitment of

	were discussed, with BB explaining that 3 or 4 hours required to make an agenda, time in quarterly meetings, and occasional speaking engagements at conferences (speaking about the committee's work) is required. Next meeting is July 24th, 1 – 5 at IADC.
15:30 – 15:45	**IADC News** - Committee renamed - Competence Panel reconvened - Other Brooke Comeaux, IADC Announcement: Training Committee will now be called the "Workforce Development Committee" because it has moved beyond "training." President Colville made this decision. The new name broadens the scope of the committee and focuses more on the learning/learners rather than the training/trainers. Reestablishing the Competence Review Panel – additional members are needed for the Competence Assurance Accreditation Advisory Panel, which decides which programs can be accredited. The current members are: • Michael McKraig with Shell Expro/BP on the Eagle platform • Jim Thatcher with EnCana Oil & Gas • Paul Brightman with Derrick Services (UK) Limited At least three additional members are needed. Nominations were requested. Email Brooke within 2 weeks some more names for the Advisory Panel (3 – 5 would be best). The panel will have quarterly meetings of a few hours. Brooke will send out the ballot in 2 weeks. Question: Can they be on this committee through the web? Yes, Webex. Question: Do we want 2 contractors, 2 operators, etc? Yes, we would like a good mix. Question: And this is to evaluate curriculum? Not exactly, it is to review the applications for program accreditation. Question: When does the review occur? Before the audit? See the handout. The Panel is the last step in the accreditation process. Audit will occur before the Panel votes on the accreditation. Question: What is the workload? One application is pending right now. There were six applications in the last year. We expect more will apply once we get the handbook distributed. Quarterly meetings would probably be sufficient. Question: About accreditation renewal? There is no expiration for a program as long as the company is passing the audits. The auditor is already scheduling audits for 2014 when he does the 2013 audit. The Panel will only play a role in the initial accreditation process. The Panel won't have to meet to discuss future audits, only the initial accreditation, unless unresolvable issues arise. Other news: WellCAP changes are coming out soon. Training curriculums

	are currently defined for 3 levels. In the near future we will move from 3 levels to 5. Additional positions are being recognized as needing training. Shifting to more of a WellCAP Plus type of training. Once everything is approved, they will roll out a bulletin that provides the timeframe and the new guidelines.
	Changes to the RigPass program are also anticipated. BP will no longer allow employees on the rig unless they have the required safety orientation. BP is accepting SafeLandUSA and SafeGulf. RigPass is recognized and endorsed by both organizations.
15:45 – 16:00	**Open Discussions & Future Meeting Topics** Should IADC have a specific, dedicated conference for competence? Should it be in lieu of or in addition to the HSE&T conference? Or should we piggyback off the Asia/Europe Conferences? Would we have enough people to justify a conference (300+)? Burnett believes it is worthwhile (motions for it). We could put out a call for papers. If we were to receive enough abstracts, then we could go ahead and have the conference. Don Caffey (Latshaw Drilling) agrees (seconds the motion) that a dedicated conference is a good idea. A vote of attendees indicated that the group is in favor of the dedicated conference. This will now go back to Brenda Kelly and Leesa Teel to discuss how to proceed. Don Caffey: Could we get a guest speaker to come in and talk about how they developed their CAA program? Rowan has someone who might be able to do it. Mike McKraig would be good. Ensco (Eliot Doyle) would be happy to speak on the integration of two programs. Action items reviewed: • Need members for the competence panel and workgroup. • Need a new chair for this committee. Members will submit ideas to Brooke. • Competence speaker for the next meeting
16:00	**Adjournment**

Action Items Only

Responsible Party	Timeline (on or before)	Action Item
All	Before next meeting	Submit names/nominations for a new Committee Chair.
Brooke	ASAP	Speak to Brenda and Leesa about a conference dedicated to Competence. Discuss sending out a call for papers.
All	5/1/13	Email Brooke nominations for the Competence Review Panel.
Brooke	ASAP after nominees received and screened	Send out a ballot for the Review Panel vote.
Brooke	As needed	If no one submits a nomination for the Review Panel, ask Brenda about sending a reminder out to the whole committee.
All	ASAP	Contact Brooke if you want to participate in the Competence Workgroup.
All	Estimated: June 2013	When the KSA database goes live, everyone needs to leave comments about it (both positive and negative) on the wiki provided.
Brenda	ASAP	Establish a HUET Review Team, which will contribute to the work of the Development Team.
HUET trainers	ASAP	Let Brenda know if you are a HUET Training Provider and want to be on the HUET Review Team.
All	Anticipated end of June	Review the HUET curriculum that will be posted on the IADC website. A notice will be sent out when it is available. Leave a comment on the wiki (positive AND negative).
All	ASAP	Email Scott Maddox if you want to participate in the Operational Integrity Database Workgroup.
Brenda	June	Identify a competence speaker for the next TC meeting

Attendance:

Name		Company Name
Ludmila	Paul	**BassDrill Management (US) Inc**
Jason	Sasarak	**BP America**
David	Wilber	**Check-6**
Sean	Sullivan	**Ensco plc**
Eliot	Doyle	**Ensco plc**
Andy	Erwin	**Falck Alford**
Nolan	Habegger	**GE Oil & Gas**
Luis	Tellez	**GME Solutions**
William (Bill)	Waldroop	**Gulf Coast Training Technologies**
Bret	Parks	**Helmerich & Payne**
Patty	Tydings	**IADC**
Brooke	Comeaux	**IADC**
Elfriede	Neidert	**IADC**
Don	Caffey	**Latshaw Drilling**
Mike	Hunley	**Lonestar College**
Mac	Shavers	**Murphy Exploration & Production Co**
John	Deshler	**National Oilwell Varco**
Robert	Hall	**National Oilwell Varco**
John	Lund	**New Tech Global Ventures**
Mick	Stormonth	**Risktec Solutions Inc**
Victor	Fleming	**Rowan Companies**
Jeff	Kenney	**SBM Offshore**
Stacey	Bordovsky	**Seadrill Americas Inc**
Rachel	Mallett	**Seadrill Americas Inc**