



Meeting:	<p>Date: Wednesday, 24 June 2015 Time: 10.00am – 11.30am</p> <p>Address: Easternwell Boardroom</p> <p>10 Russell St, Toowoomba</p>
Attendees:	<p>Arrow: Beck Weaver Easternwell: Luke Smith, Megan Scott, Dan Smith & Nigel Logan Ensign Energy: Ian Nash & Michael Pandolfi Harness Energy: Jay Ramanah High Arctic: Mike Maguire & Steve Lambert Horizon Resources International: Justin Nally Origin: Martin Norvill Santos: Mick Brennan Savanna: Russell Moon</p>
Apologies:	<p>Atlas Drilling: Troy Scheffe & Karen Halliday Ensign Energy: Gene Gaz Grizzly Energy: Craig Vandeborn Nabors: John O'Brien Origin: Brett Gungl Parker Drilling: Bob Wagner QGC: Barton McGrath Santos: Justin Sullivan & Chris Longwell Saxon: Luke Fleming & Jeremy Cosgrove Savanna: Mike Bill, Angelina Badri & Phil Walton Senex: Paul Seamer Weatherford: Andrew McDonald & Johnny Bromage Wild Desert: David Whiley</p>
Chairperson:	Luke Smith
Note Taker:	Megan Scott – IADC-AC Treasurer/Secretary

- **Welcome and introductions** – Luke Smith welcomed those present followed by a round table introduction of all attendees.
- **Minutes** – Approve previous minutes **30.03.2015**, previously emailed to Working Group members. No changes were requested and minutes accepted.

Action List Review:

- **Dropped Object Background – Safer Together (ACTION ITEM 1):**
 Luke Smith again provided a brief background information, due to new attendees present, for why this initiative has been organised. Dropped Objects is a high potential risk for incidents, which the management of needs to be similar, easier and common across the onshore industry. Longer term view for adequate means for DROPS prevention will be to have in place:
 - ✓ Set criteria
 - ✓ System
 - ✓ Inspection program
 - ✓ Drops Champion
 - ✓ Approved audit program
 - ✓ Suitable 3rd Party on board
 - ✓ Licence to operate ticket – 2 years



IADC-AC together with Safer Together Industry Committee will be the over-arching body overseeing and supporting this Safer Together DROPS Working Group, whose aim is to minimise the impacts of Dropped Objects for the Onshore Industry in Queensland initially, then possibly across Australia.

IADC-AC provides the governance via the IADC Antitrust Policy and Guidelines. A copy of Rev 8, dated 6 February 2015 was given to all members via email and at the meeting.

Justin Nally stepped through his Commonality report. The 4 companies who sent in their documents helped to form the common picture and come up with further alignment checklist and ultimately all will operate off a common set of expectations utilising the industry best practice. Discussion around the recommendations and report findings. Discussed the various differences between companies ie zoning, forms, register, inspection frequency, training presentation material and audit tools.

Action 1: 4 x operators submitted Drops activities information to Justin Nally at justin.nally@horizonresourcesintl.com who compiled the Commonality Review-IADC-AC Report was emailed to group for review 19.06.2015. Justin is willing to receive more operators' DROPS information as this will enable additional trend and commonality analysis. Justin would like to step through the process again with the view of refining the process. Action item has been parked for now.

- **Applying DROPS to Australian Land Rigs (ACTION ITEM 2):**

- ✓ Reliable securing DROPS Rev 3

The Drops Guidelines Rev 3 would be used as the basis, therefore we need to obtain the word version from DROPS to make more relevant to Australian onshore rigs.

Editable word version is available, to obtain a copy, send an email request to Megan Scott at mscott1@easternwell.com.au

There is a dedicated DROPS Committee, actively working in Aberdeen, Scotland and their website has resources available which members of the group can access and utilise at any time.

<http://www.dropsonline.org/> new website went live 12/06/2015.

Action 2: Justin Nally provided the DROPS contact to Luke Smith. Editable version available, contact details above. (CLOSED)

- **Implementation – Terms of Reference (ACTION ITEM 3):**

The next step is to develop the Working Groups “Terms of Reference (ToR)”, which will cover the following subjects:

- ✓ Purpose
- ✓ Scope
- ✓ Roles and Responsibilities
- ✓ Milestones/Term
- ✓ Meeting Schedule
- ✓ Cost Analysis
- ✓ Amendment, Variation or Modification



This document will assist with the understanding and will provide the opportunity for all operators to have input and influence the direction, thereby removing personal opinions and setting a workable industry standard for Australian Onshore Industry.
Agreed to the request to amend the ToR to add that the members can send a delegate to the meetings on their behalf.

Action 3: “Terms of Reference” document, to be sent to Working Group for 2nd review and approval. (1st Draft completed and sent to Group for Review 19.06.2015, to be resent after “Delegate changes completed” latest version for review)

Discussed the option of coming under the DROPS umbrella as the Australian Chapter, whether this would be advantageous needs to be investigated further and if it does prove to be beneficial and adds value to the Working group, then we will need obtain the appropriate facts and process from the DROPS Organisation.

Contacted **DROPS Asia Secretary, Joachim van der Meulen**, who replied to the email about the possibility of becoming the DROPS Australasia Chapter or designated Focus Group for DROPS question?

Email reply dated 03.06.2015: “Great to hear about your initiative. DROPS is not a formal organisation like IADC ... you should see it more as a brand that can be used to gather people together towards the collaboration of eliminating dropped objects. In light of that, it is quite easy to setup a local chapter or workgroup. I’d be glad to help you with that....happy to discuss.”

Action 4: IADC-AC Chairman Onshore-Luke Smith has investigated the options/benefits for joining DROPS and determine if beneficial as the DROPS Australian Chapter. As per email above, can set up if we so wish

Discussion Items:

- Review DROPS “The Guidelines” for application to Onshore Operators

The Working Group proceeded step by step through ‘The Guidelines’, discussing how this document will provide the step by step guide to implement the DROPs program and provide the benchmark for the agreed minimum standard which can then be audited against.

- ✓ Advise if your Company willing to adopt
- ✓ Define risk matrix willing to use
- ✓ Advise wording for category definitions
- ✓ 3rd Party acceptance
- ✓ Inclusion of inherent & residual risk ratings
- ✓ Fastening methods to include Primary and Secondary retention devices installed
- ✓ Adoption of common guidelines for inspection frequencies
- ✓ Anything pertinent information missing?

Action 5: All Company Representatives are to review DROPS “The Guidelines” and advise the answers to the items listed above to Megan Scott at msscott1@easternwell.com.au



Discussion about the quality of training material and the need to gather incident data in order to create relevant and pertinent audit questions for the inspection checklist development.

Action 6: All Company Representatives are send their company data for incidents that involved particular incidents that were not a result of primary retention, email information to Justin Nally at dropped.objects@h-r-i.com

Discussion about the requirement to update and ensure the quality of the DROPS training packages. Ensure the material and package is of quality. Recommend that an awareness campaign be conducted, training is to be developed around identification and application of DROPS and the delivery of training to key personnel. This will ensure consistency between rigs and establish a benchmark that can be audited against.

Jay Ramanah from Harness Energy will be the lead for any Training Package Development.

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- Consideration for DROPS Third Party Inspection Contractors to be accredited through NATA?

It was agreed that it is indeed beneficially and worthwhile to be accredited through NATA. It was mentioned that a particular contractor had 2 audit reports submitted and the only one to be accepted was the one with the NATA accreditation.

Closing Time:	11:37 am
Next Meeting:	TBC following the next Safer Together Meeting (3 July 2015)

Action Template

Safer Together DROPS Working Group

Action(s)	Due Date	Responsible Party	Comments
1. Drops activities information of Operators	24.06.2015 ON HOLD	All operators to email information to Justin Nally justin.nally@horizonresourcesintl.com	Commonality report completed. On hold for now. Revisit following review of "The Guidelines" for agreed minimum standardisation
2. DROPS Contact	24.06.2015 CLOSED	Justin Nally to send contact information to Luke Smith	To enable obtaining an editable soft copy of the DROPS Guidelines Rev 3.
3. "Terms of Reference" document	27.08.2015 (To be closed)	Megan Scott to co-ordinate collection of responses, following final review request.	1 st Review completed 24.06.2015 1. Add comments regarding "delegate" (Completed) 2. Each company to nominate one person/delegate.(Completed for contractors) 3. Create Working Group email distribution group (Email Group Set up)
4. DROPS Australasia Chapter Investigation	24.06.2015 CLOSED	IADC-AC – Luke Smith is to contact DROPS	To determine if beneficial to join as the DROPS Australian Chapter.
5. 'DROPS The Guidelines' Review	27.08.2015	All operators to advise if Company is willing to adopt (a-f) to mscott1@easternwell.com.au	<ul style="list-style-type: none"> a) Acceptance of DROPS the Guidelines as the agreed standard; b) Adopt the colour coding and zone breakdown; c) Clearly outlined an equipment fastening method; d) Inventory of equipment for each rig in an agreed format; e) Agreed timeframe for Training program to be developed and implemented and f) Risk matrix: clear structure and process for determining risk scores
6. Data Collection of Incident Alert Information	27.08.2015	All operators to send information regarding Dropped objects incidents and trends via email information to Justin Nally: dropped.objects@h-r-i.com	1. Incident alerts information regarding incidents that were not due to primary retention, send to Justin Nally ASAP for collation and development of audit questions for checklist