

Macaé, February 17<sup>th</sup> 2016

**MINUTES OF IADC-BRAZIL HSE COMMITTEE MEETING  
HELD ON FEBRUARY 17<sup>th</sup> 2016 2:00 p.m. TO 4:00 p.m. AT QGOG'S OFFICE IN MACAE AND  
VIDEO CONFERENCE WITH SEADRILL'S OFFICE IN RIO DE JANEIRO**

**Present at this meeting were the following:**

- |                               |                                    |
|-------------------------------|------------------------------------|
| - Rômulo Adrien Neves – QGOG  | - Marcelo Pombo – Seadrill (Rio)   |
| - Leandro Duarte - QGOG       | - Gisele Dias – Seadrill (Rio)     |
| - Mario Ielago - QGOG         | - Flávio Gentil – Seadrill (Rio)   |
| - Thaisa Aleixo – IADC-Brazil | - Lucas Domingues – Seadrill (Rio) |
| - Shariffe Ghoneim – OES      |                                    |

**The agenda for this meeting was to review the HSE committee goals to achieve results and meet the HSE purposes. The topics of discussion were as follows:**

- Review of previous meeting minutes from 2015
- Review of the first Executive MM from 2016
- Review and select an HSE topic as a goal for 2016
- Discuss the plan of action for the HSE committee.

**The following items were agreed upon**

- The committee is to work together to finalize the drops guideline from 2015. This will be specific for Brazil scenario. The deadline to finish the drops guideline is April 12<sup>th</sup> when it should be presented at the next HSE committee meeting, so that it is possible to start working on a new topic for 2016.
- Leandro will contact some of the companies' member of IADC aiming to increase the attendance for the HSE meetings. The idea is to nominate 3 people for each company to ensure that at least one person from each company will be available to attend to the meeting.
- Once a larger number of companies are attending the meeting it will be possible to discuss common problems that the companies have been facing on a daily bases. So that the IADC HSE committee will be working together to solve those problems.
- Seadrill is putting their office available in Rio for any other company that wants to attend the meeting through videoconference not only for the HSE meeting but also for any other IADC meetings.

**The following items were discussed yet they remain open**

- The following items were suggested as a goal for 2016:
  - Procedures to receive and storage radioactive and explosive materials on the rig.



- Safety barriers management for critical operations.
- Critical operations. The idea is to have a standard critical operations' list for all the rigs so to not have any miscommunication with the ANP.
- High potential incidents (IAP). The idea is to have a standard guideline to be followed.

The companies can still suggest new topics as a goal for 2016. The committee will decide the final topic for 2016 on the next meeting for the committee (April 12<sup>th</sup>).

- It was suggested to monitor HSE aspects (incidents/what they report) by regions so that it would be possible to analyze how Brazil is doing on this general scenario. It's necessary to contact the other IADC's members to check if they agree to share more detailed data from their HSE data.

### **Actions**

- Leandro is to contact members of the IADC-Brazil chapter to invite them to participate in the HSE meetings.
- Thaísa is to create a group on whatsapp to make it easier and quicker for the committee to communicate.
- Leandro is to check QGOG's rigs, to see if the students could possibly visit in 2016.

### **Next Meetings**

The next meeting for the HSE committee was agreed to be held on April 12<sup>th</sup> at 2:00pm. The meeting will be at QGOG's office with video link to Seadrill's Rio office.