



## SafeGulf Program Agreement (Form SCO-03SG)

You indicated your intent to operate the HSE RigPass accreditation program in accordance with the SafeGulf requirements. You should be aware that the following additional requirements have been imposed by the SafeGulf Advisory Board:

**I. Additional Course Curriculum Topics Required**—The following additional curriculum topics must be incorporated into to the current HSE Rig Pass syllabus to satisfy the SafeGulf requirements:

**Requirement 1: General Safety**

- a. Fatigue and regulated rest periods (e.g., be rested before going to the rig)
- b. Required credentials, including cards verifying training (TWIC vs non-TWIC, SafeGulf/RigPass cards);  
Consequences of not having the right credentials for the job
- c. Where/How to verify the training records in the IADC database within 30 days

**Requirement 2: Alcohol and Drug Policies**

- a. Supervisor and social responsibilities, training, reasonable suspicion
- b. Reporting of prescription medications, transporting drugs in original container, and consequences of taking another person's prescription drug
- c. Types of drugs, including new drugs
- d. Effects and policies regarding over-the-counter drugs

**Requirement 3: Firearms, Weapons, and Other Prohibited Items**

- a. Firearms, ammunition, clubs, illegal drugs, alcohol, lighters/matches, explosives, and firearm accessories
- b. Transporting in vehicle and on company property
- c. Typical consequences of violations

**Requirement 4: Land Transportation**

- a. Park the vehicle before looking at a map or programming a GPS

**Requirement 5: Hand Protection**

- a. Causes of hand injury (e.g., define and identify pinch points)
- b. Hand Protection PPE- Types (level 3, high-impact, cut-resistant gloves)
- c. Care and use (including awareness of training requirements)

**Requirement 6: Fall Protection**

- a. Fall prevention equipment and stairways (e.g., visual inspection)

**Requirement 7: Other PPE**

- a. Specialty protective clothing, including fire resistant clothing

**Requirement 8: Hazard Communications and Materials Handling-Types of Hazards**

- a. Right to understand
- b. Standard format of SDS
- c. How the SDS applies to their jobs

**Requirement 9: Working at Heights**

- a. Secondary retention requirements
- b. Example of consequences of dropped objects
- c. Fall hazards

**Requirement 10: Materials Handling- Mechanical Equipment**

- a. Never operate a crane or forklift, or perform rigging duties, unless you are certified and authorized to do so

**Requirement 11: Health and Adverse Weather**

- a. Examples of incidents caused by weather (e.g., platform movement)

**Requirement 12: Home Away From Home**

- a. Be prepared for unexpected extended stays, including attention to personal finances (bills paid), responsibilities (pets, legal documents), vehicle maintenance (fuel), court dates and other legal obligations (check your calendar)
- b. Bring sufficient quantities of personal items, including medications (refills) personal items (toiletries)

**Requirement 13: Arrival at Shorebase**

- a. Check in with dispatcher, security, or person in charge (as required by company policy)
- b. Bring credentials/ID
- c. Be advised that you will be required to watch the Transportation Safety video
- d. MARSEC scope and levels

**Requirement 14: Helicopter Transportation**

- a. Helicopter pre-boarding, boarding, landing, and exiting policies and procedures:
  - i. Be aware of site-specific policies, such as weight limits, location of manifest, emergency procedures, seating arrangements, and rules
  - ii. Reason for the weight limits

**Requirement 15: Boat Transportation**

- a. Wear your PPE (e.g., PFD) when boarding or leaving the vessel
- b. Study the vessel station bill and passenger manifest, and know your responsibilities in case of an emergency
- c. Embarking & disembarking
- d. Personal conduct

**Requirement 16: Personnel Baskets**

- a. Procedures (boarding, transfer, and exiting)

**Requirement 17: Arrival at the Rig/Worksite**

- a. Be aware that you should receive a site-specific orientation upon arriving at your work location the first time (topics such as name of PIC, work assignments, current operations, policies, incident reporting procedures, muster areas, evacuation routes)
- b. Take time to perform a self-orientation to familiarize yourself with the work location

**Requirement 18: Marine Debris**

- a. Background, regulations, consequences (e.g., pollution and smoking rules)

**Requirement 19: Emergency Evacuations**

- a. Types of alarms
- b. Lifeboats, life rafts
- c. Types of escape routes
- d. Water-entry best practices and/or policies

## **Requirement 20: SEMS II**

- a. **SEMS II** is a federally mandated performance-based regulation driven by BSEE. You must know how your job relates to SEMS II. Note: Your employer may provide additional training on SEMS II as it pertains to your specific duties.
- b. **The 17 Elements of SEMS II:**
  - i. **General Provisions** – implementation, planning and management review and approval of the SEMS program (Why, What, When and How)
  - ii. **Safety and Environmental Information** – safety and environmental information needed for the facility i.e. Flow diagrams, etc.
  - iii. **Hazards Analysis** – a facility level risk assessment
  - iv. **Management of Change** – MOC – program for addressing any facility or operational changes including management changes, shift changes contractor changes, etc. that are not Like for Like
  - v. **Operating procedures** – evaluation of operations and providing written procedures
  - vi. **Safe Work Practices**- manuals, standards, rules of conduct, examples for the employee (define and provide examples)– Permit to Work, Confined Space, Energy Isolation, Fall Hazard, etc.
  - vii. **Training** – Safe Work Practices and technical training- Introduce them to Skills and Knowledge
  - viii. **Mechanical integrity** – preventive maintenance programs, quality control
  - ix. **Pre-startup review**
  - x. **Emergency Response and Control** – emergency evaluation plans, oil spill contingency plans etc. in place and validated by drills
  - xi. **Investigation of Incidents** – Procedures for investigating incidents, corrective actions and follow-up
  - xii. **Audits** – requiring that the team lead for an audit be an independent and represent an accredited audit service provider
  - xiii. **Records and Documentation** – documentation required that describes all elements of the SEMS program – provide an example that affects the employee i.e. JSA / JHA / JSEA maintained for 2 years
  - xiv. **STOP Work Authority** – creates procedures and authorizes any and all offshore industry personnel who identify and imminent risk or dangerous activity to stop work
  - xv. **Ultimate Work Authority** – requires offshore industry operators to clearly define who has the ultimate work authority on a facility for operational safety and decision-making at any given time – tie how this affects the JSA/JHA/ JSEA
  - xvi. **Employee participation** – a plan that provides an environment that promotes participation by offshore industry employees as well as their management to eliminate or mitigate safety hazards (i.e. hazard hunts, drills, etc.)
  - xvii. **Establishing guideline for reporting unsafe working conditions** – Enabling offshore industry personnel to report possible violations or safety, environmental regulation requirements, and threat of danger directly to BSEE – provide BSEE contact information (BSSE Number)

## **Requirement 21: Safe Gulf Communication to Trainee**

- a. SafeGulf is an “orientation,” not “training.” An orientation provides “awareness-level” information. It introduces you to concepts. It does not qualify you to do a specific task.
- b. The following tasks, roles, and responsibilities require specific training that is not covered in the SafeGulf curriculum:
  - PPE (e.g., respiratory and fall protection)
  - HUET & Water Survival
  - HAZCOM
  - Crane & Rigging

- Fall Protection Competent Person
- Scaffold Competent Person
- Firefighting and First Aid
- Hot work
- Confined Spaces
- HAZWOPER
- Lock Out / Tag Out
- Job-Specific Training

**II. Additional Course Delivery Time**—Additional course delivery time of not less than 20 minutes must be added to the minimum course time to accommodate the additional course content specified in the SEMS Awareness module.

**III. e-Learning Delivery Requirements**—If an e-Learning product is used to deliver 100% of the RigPass–Safe Gulf course, additional requirements apply.

*E-Learning* is “a program wherein a student receives all or part of the required curriculum via a computer, workstation or other means of electronic delivery.”

Examples of *e-Learning*: Computer-based Technology, Web-based Technology, LAN-based or any other electronic means of delivery.

E-learning delivery of IADC-accredited courses is permitted under very specific conditions and requirements but only for accredited programs that permit e-Learning delivery. To qualify for e-Learning delivery, an accredited training provider must implement specific program controls as defined below, adhere to all relevant requirements of the accreditation program, and have a monitored final test administered at a location pre-approved by the accrediting organization. The pre-approved location must be reviewed and approved by IADC at the time of initial application for accreditation.

Requirements for program approval using *e-Learning*:

Course design/software requirements

- The following Disclaimers shall be included in the course:
  - “Disclaimer: This course is self-paced for the average person to complete in 8 hours.”
  - “This course complies with curriculum requirements of International Association of Drilling Contractors’ HSE Rig Pass accreditation program.”
- Knowledge checks (quizzes) with remediation must be included to ensure acceptable learner comprehension (100%) within each module.
- Each module must be completed before the learner can proceed to the next module and the final test.
- Quiz questions shall be randomly selected from a pool of questions, and shall be representative of the course content.
- The ability to skip or fast forward through the training is unacceptable. The “skip” option must be disabled.
- The software must record a “start time” and an “end time” or actual time spent in the course for each learner.
- Software must provide a secure login process (to include a unique password for each learner).
- Training records must be electronically reported to the accredited training company that provided access to the training course or the e-Learning course. Records must include: training completion record, quiz/testing records, start and end time or time spent in training, final test score, completion date, course name, course revision number or date, and student identity.
- The final test must be retained, including test questions and final results.
- All training records (from above) are to be stored by the accredited training provider in either electronic or hardcopy format.
- The e-learning course must be designed to be compliant with an internationally recognized standard for e-learning delivery such as SCORM, ASTD, etc.

### Testing Requirements

To deliver e-Learning, the training provider must:

- Administer a final test as either computer-based or standard test.
- Deliver training and/or testing from only those sites IADC reviewed and approved.
- Provide written procedures to the test proctor.
- Secure test questions and test.
- Retrieve electronic training record and verify the learner's training record before permitting the learner to begin testing.
- Verify learner's identity when registering for the course and when coming to site for testing.
- A proctor must be present and monitor the testing 100% of the time at any approved testing site.
- Provide remediation, regardless of testing format, to ensure acceptable comprehension (70%).

### Administrative Requirements

- The accredited training provider will provide, support, and facilitate the entire e-Learning course. The provider must have a course registration process, to include instructions for learner's log-in procedures.
- The accredited training provider must verify the learner's identity at time of enrolling learner for the course and when permitting learner to sit for the final test. For providers of the SafeGulf program, all SafeGulf requirements governing student identity verification must be following.
- Administrator must retrieve and verify the learner's electronic training record before permitting the learner to begin the final test.
- Accredited training provider will issue a Card of Completion to each learner completing the training. For provider who are SafeGulf approved, the issuance of the credential must follow specific SafeGulf procedures, with a (photo taken and card issued at the time of completing the final test).
- All electronic training records must be retained and be available for auditing.
- Accredited training provider will issue documentation as per accrediting organization's requirements or specifications.
- Accredited training provider must provide technical support in the form of:
  - °Live technical support (available during business hours).
  - °Approved instructor/trainer available should be available to answer questions, otherwise approved instructor's contact information should be provided, if not on site.
  - °List of Frequently Asked Questions available

### Equipment and Facilities Requirements

- Accredited training provider shall provide sufficient equipment and facilities to safely and securely administer the e-Learning curriculum to identified and approved learners.
- An e-Learning course may be delivered electronically at any independent location or at a training provider's facility.
- All test sites must be pre-approved by IADC. The accredited training provider is responsible for administering the test according to the requirements specified above. Internet access is not mandatory at the site unless the test is to be administered via the web. Other forms of e-Learning tests (i.e., computer or paper format) would not require web access.

**IV. Student Testing Process**—Student assessment by written test is required. In meeting this requirement each accredited training organization must have a written Student Assessment Policy and Procedures that governs student assessment processes (including review of missed questions), retesting, records retention, cheating, and the test out option. Specifically the accredited training organization must:

- Provide "test out" option to individuals requesting it—Pre-requisites must be met; the test must contain 100 questions. A 90% score is required to pass the test. An individual failing the test must take the orientation.
- Administer 100-question tests (at a minimum).
- Maintain a pool of 300 test questions from which each test is taken.
- Grade each test and retain the test score in each student's record—Passing score on the test is 70%.
- Secure test questions, tests, and test answer keys.
- Review all missed questions with student who passes the test.
- Assure test or answer sheet has the following written on it: test number, program name, student name, unique ID, test score, Instructor name and date of completion.

**Attach 2 versions of your assessment and any checklist if used.**

**V. Photo Card of Completion**—A Card of Completion containing a photo of the student must be issued to each student completing the course. The card design must contain the SafeGulf logo, student photo, and barcode, and must meet the following specific requirements.

Assure that the photo taken meets all of the following: 1. Subject of photo should be student's head centered within frame, head shot only from top of hair to bottom of chin, full face view and eyes open, natural expression; 2. no hats, caps or sunglasses permitted; 3. blue background used for photo; 4. photo clearly focused and cropped to 300x300 pixels; 5. photo file in .jpg format; 6. Lighting sufficient to allow all details of face to be clearly discernible, no distracting shadows on the back or background permitted; 7. do not retouch or enhance photo.

The accredited training organization must inform each student that he/she must update the photo card whenever the cardholder's appearance changes.

**VI. Facility**—The accredited training organization shall provide a facility that provides an environment conducive to learning, and provide space adequate to conduct instruction, demonstration and hands-on interaction.

**VII. Additional Administrative Requirements**—The accredited training organization shall:

- Have written class registration procedure;
- Retain class records that include attendee's name, identifying number, date of training, and course name and number;
- Require that each student show valid identification at beginning of the course and test;
- Have a process in place to verify Social Security Number or assure that the employer has verified the Social Security Number;
- Provide training and materials in working language of class attendees; safeguard training materials until ready to issue for use.
- Maintain records of training, accreditation, and testing for 5 (five) years.
- Obtain permission for each student to have his/her student training record be uploaded to a 3<sup>rd</sup> Party database; and
- Grant the Accrediting Organization permission to upload student training records to a 3<sup>rd</sup> Party database.

Furthermore, you should be aware that IADC will monitor, on a periodic basis, your company's conduct of the HSE Rig Pass program to ensure your compliance with both the HSE Rig Pass and SafeGulf requirements.

By signing this agreement, you:

- Acknowledge that you are aware of the SafeGulf additional requirements for operation;
- Agree to adhere to each of these additional requirements;
- Grant IADC permission to upload your company's training records to a 3<sup>rd</sup> Party database; and
- Agree to supply IADC appropriate evidence of compliance with the SafeGulf program whenever requested by IADC.

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Signature of Authorizing Official

Date

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Print Name

Company Name