

**IADC TRAINING COMMITTEE MEETING**  
**3 August 2011**  
**Transocean – Houston, Texas**



**Agenda Item #1: Welcome, Building Information & IADC Anti-trust Policy & Guidelines**

The IADC Training Committee was called to order by Mike Mathena, Pacific Drilling (Training Committee Co-Chairman). Malcolm Lodge, Transocean, gave a brief building and emergency procedures orientation. Mr. Mathena reviewed the IADC Anti-trust Policy & Guidelines, calling attention to prohibited discussion topics. For a copy of the IADC Anti-trust Policy & Guidelines refer to <http://iadc.org/antitrust/>.

**Agenda Item #2: Attendee Introductions**

**Agenda Item #3: OSHA 10**

Joe Hurt, IADC, updated the group on the status of a revised OSHA 10-hour course being developed by Rocky Mountain Education Center (RMEC). RMEC has received a grant from OSHA to create this course. They have solicited the input of experts throughout the industry. Mr. Hurt, along with IADC's Brenda Kelly and Paul Breaux, will be attending a conference about the new course in Denver 11 and 12 August. They will report on progress at the next Training Committee meeting.

Mr. Hurt also spoke of the ongoing revisions being made to API RP 2D *Recommended Practice for Operation and Maintenance of Offshore Cranes*. Mr. Hurt stated that, throughout the revision process, there was little involvement on the part of IADC members. He urged companies to get involved in the process for this campaign and others. For more information of how to be involved, please contact Roland Goodman, API Representative, at [Goodmanr@api.org](mailto:Goodmanr@api.org).

**Agenda Item #4: Industry Response to SEMS**

Brenda Kelly, IADC reported on the ongoing efforts to assist industry – Operators and Contractors – in preparing for the new SEMS regulation (30 CFR 250, subpart S) going into effect 15 November 2011. Dr. Kelly, along with other IADC staff, has been actively involved in this endeavor being coordinated through the Offshore Operators Committee (OOC).

The main thrust of the OOC initiative has been the development of a tool for contractors to use as they assess their internal policies, procedures and records for SEMS readiness. The tool lists more than 200 sample SEMS audit questions, each with the corresponding SEMS or RP 75 language. The tool is designed so that contractors can review each question, ask whether the subject of the question applies to them, and if "yes" determine if they are prepared to provide evidence of compliance with that portion of the regulation.

A DRAFT copy of this tool accompanies these minutes.

Dr. Kelly and Julia Swindle, IADC, also provided a report on comments made by Mr. Joe Levine of BOEMRE at an OOC meeting held 28 June 2011 in Robert, LA. At this meeting, Mr. Levine reviewed items he stated will be in a forthcoming Notice to Leaseholders (NLT) that will clarify some items in the SEMS regulations:

*Highlights of Mr. Levine's comments:*

- *In language of SEMS regulation, the word "You" can be read as "Operator/Lessee."*
- *Hazards Analyses (HA) are required for all facilities as of 15 November 2011. This does not mean that NEW HA must be done. Companies may use already existing HA if they are current and up-to-date.*
- *If a MODU changes location, but there are no significant changes to the operations carried out, then a new HA is not required for each new location.*

- *A Job Safety Analysis (JSA) should include identified hazards for the job and the steps that will be taken to mitigate those hazards.*
- *MOC for “personnel changes” will not apply to routine tower/shift/rotation changes.*
- *Requirements for “initial start-up” should be read as applying to any “re-start” of a facility also.*
- *The NTL will provide some examples of contractor selection criteria: review of safety records, review of training activities/standards, review of company audits, etc.*
- *It is okay for an operator to adopt a contractor’s Safe Work Practices, however, there needs to be a letter of agreement signed before any work transpires.*
- *Operators need to be able to provide evidence of evaluating the qualifications of individual training instructors. If training is conducted at the contractor level, the contractor will need to provide this evidence to Operators.*
- *SEMS training requirements go beyond those of Subpart O. Therefore, following 15 November 2011, BOEMRE will no longer be conducting Subpart O audits. These will be replaced by SEMS audits.*
- *For Operator conducted audits: Operators are required to do a complete audit of all 13 elements (office/records) PLUS field audits of at least 15% of facilities (a representative sample – not all jewels, not all same types/sizes). Both of these types of audits are required within the first 2 years and then every 3 years ongoing.*
- *BOEMRE conducted audits may take many forms – announced/unannounced, full/partial, office/field, etc.. Following a BOEMRE audit, any INC will typically have a 14 day window to be rectified. Due to the size/severity of the INC, however, there may be some flexibility in that timeframe.*
- *For terms such as “critical” or “significant”, BOEMRE will not be providing definitions. It’s up to Operators and Contractors to determine what that means to them and their operations. [David Dykes, BOEMRE, interjected here to state, “For example, if shutting down a piece of equipment impacts the ability to carry on with the operation, that’s a good indication it’s a critical piece of equipment.”*

Dr. Kelly and Ms. Swindle also reported that Mr. Levine mentioned a few items that are expected to be included in SEMS II when it comes out for review:

- *Ultimate/Stop Work Authority*
- *Rather than “qualified and designated personnel,” use of an independent third party auditor will be required for all internal SEMS audits*

SEMS II has an anticipated release for comment by end of summer 2011.

Dr. Kelly announced the OOC is planning a series of Outreach Conferences to introduce Operators and Contractors to the tools and resources that have been developed to help with planning and implementation of SEMS programs. There are two conferences in the planning stages. Tentative dates are August 30 in The Woodlands at Anadarko, TX and September 1 in Lafayette, LA at the Cajun Dome. Other events may be scheduled.

#### **Agenda Item #5: Regulatory Update**

John Pertgen, IADC, provided the Committee with information on two IADC-published semi-annual reports:

- *International Standards Activities affecting the Offshore Oil and Gas Industries – Posted in April and October.*

This report provides a handy reference to the standards development activities of various organizations (e.g., the International Maritime Organization, International Labor Organization, the International Organization for Standardization, and various international trade associations).

- *Federal Regulatory Actions Impacting the Offshore Industry* – Posted in January and July

This report provides a reference summary that reflects the regulatory actions, announced in the Federal Register by U.S. governmental agencies, which may affect operations in the oil and gas industries.

(Note: Both reports are available at: <http://iadc.org/committees/offshore/index.html>)

The most recent version of the *Federal Regulatory Actions Impacting the Offshore Industry* was posted on 6 July 2011. A few of the items highlighted by Mr. Pertgen are listed below. **(For a complete list, please see the full report at link above.)**

- *Department of Homeland Security*
  - *The deadline to implement new minimum standards for Driver's Licenses and Identification Cards has been extended to 15 January 2013.*
- *Transportation Security Administration*
  - *Effective 23 May 2011, any person reporting a problem, deficiency or vulnerability to transportation security will be issued a receipt.*
- *US Coast Guard*
  - *Gulf of Mexico and Mediterranean Sea have been added as special areas covered under stricter discharge requirements.*
  - *Despite a Final Rule becoming effective 14 February 2011 requiring a Notice of Arrival be communicated to the National Vessel Movement Center prior to engaging in OCS activities, the USCG has said they are unable to enforce at this time due to problems with the current e-NOA form (electronic Notice of Arrival). ". . . the USCG has relented to not enforcing the failure to submit the revised e-NOA form under 33 CFR 146 for the US OCS until it is approved by OMB and the public is informed via the Federal Register."*
  - *The USCG system used to prioritize the inspection of Foreign Flagged MODU has been changed to a Risk-Based Targeting method.*
  - *On 1 August 2011, a Supplemental Notice of Proposed Rulemaking (SNPRM) was issued regarding incorporating the 2010 amendments (Manila Amendments) into the STCW 1995 changes, coming into effect 1 January 2012. There will be a series of public meetings to receive comments: Miami (24 August), New Orleans (24 August), Seattle (26 August) and Washington DC (7 Sept).*
- *Department of Labor*
  - *Injury and Illness Reporting Requirements – a proposed rule ". . . would change the employer reporting requirements, which currently require a report to OSHA within 8 hours of all work-related fatalities and in-patient hospitalizations for three or more employees, to a revised reporting of ALL work-related fatalities and ALL work-related in-patient hospitalizations within 8 hours, plus ALL work-related amputations (defined as: traumatic loss of a limb or other external body part, including fingertip bone) within 24 hours."*

Mike Mathena, Pacific Drilling, came forward at this time to inform the group of recent changes to the Republic of Liberia's Minimum Manning requirements. While not all vessels of IADC members are registered with Liberia, this may indicate a trend of which all should be aware. Mr. Mathena displayed for attendees Pacific's latest minimum manning certificate showing that, in addition to the traditionally required Marine positions, Liberia is now adding the requirement to have an OIM on board, as well as drilling crew with well-control training – specifying a minimum number of Toolpushers, Drillers, Assistant Drillers, etc.

John Pertgen, IADC, then added that the Nautical Institute is planning to add the requirement that enrollees in their Dynamic Positioning Operator training courses must also hold a valid marine license to participate.

## Agenda Item #6: IADC KSA

Mark Denkowski, IADC, lead a discussion of updating/expanding the current set of KSA (Knowledge, Skills, Abilities) available on the IADC website. Currently there are 12 positions posted:

- Basic Roustabout
- Basic Floorman
- Basic Derrickman
- Basic Crane Operator
- Basic Motorman
- Basic Mechanic
- Basic Electrician
- Driller and Assistant Driller
- Toolpusher
- Offshore Installation Manager (OIM)
- Health Safety and Environment (HSE).

Originally published in 2000, these KSA need to be updated, and new positions added.

There are two approaches being considered: 1) do the revisions and updating through the IADC Training Committee/Subcommittee; 2) hire a consultant/project manager to manage the process of seeking, reviewing and finalizing member inputs. The group discussed the pluses and minuses of each approach. The consensus in the room was toward the hiring of a consultant/project manager, with Training Committee member companies contributing toward the expense. Members suggested they would like to see a proposal from IADC outlining costs and benefits to companies that contribute to the effort. Mr. Denkowski agreed to investigate costs and resources.

Mike Mathena made a motion to form a Subcommittee to pursue the hiring out of the KSA project to expedite the process. Motion was seconded and passed. All interested in participating in this project are encouraged to contact Mark Denkowski at [mark.denkowski@iadc.org](mailto:mark.denkowski@iadc.org).

## Agenda Item #7: Qualifying Assessors

Jenni Lewis, Petrofac, gave a presentation about the process of training and qualifying assessors. A few of the highlights from Ms. Lewis' presentation are listed below. **(Please see the full presentation attached to these minutes)**

*An Assessment is:*

- *A systematic and documented review of the effectiveness of implementation of processes, programs and procedures, based on general process criteria and the **professional judgment of experienced assessors.***
- *An evaluation or appraisal of work made by an **authorized assessor** that determines a candidate's competence according to a standard.*

*Assessor Candidates*

- **Vocationally** qualified
- *Competent in areas of the assessment to be performed (Skills & Knowledge)*
- **Completed an Assessor Qualification Training Course**

## Agenda Item #8: Documenting & Verifying Knowledge & Skills

John Goodley, Weatherford, gave a presentation about documenting and verifying knowledge and skills. A few of the highlights from Mr. Goodley's presentation are listed below. **(Please see the full presentation attached to these minutes.)**

*What is Competence?*

- *An employee's ability to consistently apply Skills, Knowledge and Attitude to a given task as measured against a defined global standard.*

*What is a Competence Assurance Process?*

- *A process of assessment, collection and recording of relevant evidence to verify that an employee is competent to perform a specific task to a defined global standard.*
- *It provides an audit trail that shows how the employer has assessed its employees to be competent to carry out their job role.*

*Definition of Assessment*

- *Process of objectively evaluating the employee's application of Skills, Knowledge and Attitude against defined global product-line standards.*

*Role of Internal Verifiers*

- *Works with assessors to ensure the quality and consistency of assessments.*
- *Monitors how assessors conduct assessment.*
- *Provides support and guidance to assessors.*
- *Ensures all appropriate documentation is completed accurately.*

**Agenda Item #9: IADC News**

Brenda Kelly, IADC, stated that the Competence Assurance Accreditation Program is looking for advisory panel members. Interested Training Committee members should send an e-mail to Julia Swindle at [julia.swindle@iadc.org](mailto:julia.swindle@iadc.org). Members are also welcome to nominate others they feel may be suitable candidates.

Dr. Kelly reminded the group that there are 6 Proposed Curriculums currently posted on the IADC website open for comment. The courses proposed are:

- Basic Rigger
- Advanced Rigger
- Basic Hoist Operator
- Advanced Hoist Operator
- Maintenance & Inspection of Cranes
- Gulf of Mexico – HUET

The comment period for these curriculums has been extended through the end of August. These curriculums can be found at: <http://www.iadc.org/committees/training/propcurriculum.htm>. Please review the curriculums and send all comments to [curriculum@iadc.org](mailto:curriculum@iadc.org).

Dr. Kelly also announced that, in response to the new SEMS regulations, a “SEMS Awareness” module is being developed to add to the current SafeGulf curriculum. This brings up the question of whether a similar module should be added to the RigPass requirements. The RigPass Panel is looking at this possibility. The current consensus seems to be to not add it to the core curriculum, but rather only add it for those RigPass providers desiring SafeGulf endorsement. More information will be provided as decisions are finalized.

**Agenda Item #10: Open Discussion/Next Meeting Dates**

**Next meeting dates:**

<b>Training Committee</b>	<b>October 19, 2011</b>	<b>1:00pm</b>	<b>at OCS Group</b>
<b>HSE Committee</b>	<b>October 20, 2011</b>	<b>8:00am</b>	<b>at OCS Group</b>

Thank you to Tony Scott, OCS Group, for volunteering to host the upcoming meetings. Address information and directions will be sent at a later date.

Members may submit suggested topics/speakers for the next meeting to Julia Swindle at [julia.swindle@iadc.org](mailto:julia.swindle@iadc.org), IADC (Training Committee).

**Meeting adjourned at 4:00 p.m.**

**Attendance:**

<b>Name</b>		<b>Company Name</b>
H. Gene	Wilson	<b>Aberdeen Drilling School, Ltd.</b>
Chad	Thomas	<b>Accurate Safety Compliance</b>
Brian	Duffy	<b>ATEC Training &amp; Certification, LLC</b>
Mark	Canada	<b>Atwood Oceanics</b>
James	West	<b>Atwood Oceanics</b>
Dave	Demski	<b>Ensco plc</b>
Andy	Erwin	<b>Falck Alford</b>
George	Schoggin	<b>Falck Nutec</b>
Patrick	Hughley	<b>FMC Technologies</b>
Scott	Rainey	<b>Global Training &amp; Environmental Inc.</b>
Luis	Tellez	<b>GME-Solutions</b>
Wade	Deer	<b>Helmerich &amp; Payne</b>
Brenda	Kelly	<b>IADC</b>
Julia	Swindle	<b>IADC</b>
John	Pertgen	<b>IADC</b>
Joe	Hurt	<b>IADC</b>
Mark	Denkowski	<b>IADC</b>
Mark	Vance	<b>Intertek</b>
Robert	Dowlearn	<b>Knowledge Ops</b>
Scott	Nugent	<b>Lone Star College</b>
Mike	Vasquez	<b>Martinez Occupational Safety &amp; Health Academy</b>
Efrem Nunez	Martinez	<b>Martinez Occupational Safety &amp; Health Academy</b>
Chris	Plaeger	<b>Moxie Media, Inc.</b>
Bob	Stout	<b>Moxie Media, Inc.</b>
John	Portier	<b>Nabors Offshore</b>
John	Clarson	<b>National Oilwell Varco</b>
Christopher	Cruz	<b>National Oilwell Varco</b>
Tavarus	Newsom	<b>National Oilwell Varco</b>
John	Lund	<b>New Tech Global</b>
Bob	Newhouse	<b>Noble Corporation</b>
Christi	Phillips	<b>Noble Drilling Services</b>
Michelle	Behrle	<b>Noble Drilling Services</b>
Travis	Martin	<b>Occupational Safety Training, Inc.</b>
Danny	Riggs	<b>Occupational Safety Training, Inc.</b>
Terry	Pickrel	<b>Occupational Safety Training, Inc.</b>
Tony	Scott	<b>OCS Group</b>
Lauren	Gilbert	<b>Pacific Drilling</b>

Mike	Mathena	<b>Pacific Drilling</b>
Nicole	van Ham	<b>Petrofac Training Services</b>
Jenni	Lewis	<b>Petrofac Training Services</b>
Scott	Randall	<b>PlusAlpha Risk</b>
Mick	Stormonth	<b>Risktec Solutions</b>
Victor	Fleming	<b>Rowan Companies</b>
Rachel	Mallett	<b>Seadrill Americas</b>
Stacey	Bordovsky	<b>Seadrill Americas</b>
Evalyn	Shea	<b>Shea Writing &amp; Training Solutions, Inc.</b>
Jim	Keith	<b>Sidewinder Drilling</b>
Spencer	Colbert	<b>Superior Energy Services</b>
Robert	Mason	<b>Transocean</b>
Malcolm	Lodge	<b>Transocean</b>
Earle	Findley	<b>WCI, Inc.</b>
John M.	Towler	<b>Weatherford</b>
John	Goodly	<b>Weatherford</b>
Barry J.	Cooper	<b>Well Control School</b>