



SafeGulf Advisory Group July 23, 2015 Draft Meeting Minutes

MISSION STATEMENT

*To assist industry in the development and monitoring of training and security minimum protocols
for the Gulf of Mexico Oil and Gas operator and contractor community.*

Date: July 23, 2015

Host: SMS

Time: 10:00 am – 1:45 pm

Scribe: Lisa Spears

Place: Lafayette, LA

Timekeeper: Alexis Vitone

Attendees:

Alexis Vitone, BP, SafeGulf Chairperson

Gary Lopiccolo, Dynamic Energy

Wendell Cheek, Chevron

Chuck Simpson, WorkSafe

Scott Arnold, ExxonMobil (phone)

Alma Roberts, IADC (phone)

Jim Gunter, Gulf Coast Safety and Training
Group

Lisa Spears, PEC

Jim Lina, PEC

Pete Eustis, PEC

Mike Farris (phone)

Laurie Knape, Apache

Rosa Frias, IADC (phone)

Tyler Simpson, WorkSafe

Albert Skiba, OPITA

Chris Grossi, SMS

Austa McKendrick, Atlas (phone)

ACTION ITEMS:

The June 23rd meeting minutes will be revised based on corrections and/or additions identified through today's discussion. Once revised, the June 23rd minutes will be recirculated to all. If members do not receive meeting agendas and prior meeting minutes in advance, advise Ms. Vitone. If there are errors in the draft meeting minutes, advise Ms. Spears. The board will not vote on the June 23rd meeting minutes today due to corrections needed. Once corrections are made, Ms. Spears will provide the draft June 23rd meeting minutes to all for review, in advance of the August SafeGulf Advisory Group meeting.

Ms. Vitone reported that the SafeGulf Board and Curriculum Committee will provide guidance as needed concerning the process used to meet the newly defined objectives, including the number of test questions, videos, etc. The Curriculum Committee will review the processes by which the accrediting providers have met the new objectives, and the Accreditation Committee will then vote on the newly refreshed programs.

Refreshed Curriculum review & approval phased approach: Accrediting organizations provide any questions or concerns to the SafeGulf Advisory board in August, make changes to its curriculum, and have its modified program curriculum reviewed by the board by October 1st so that the curriculum could be forwarded to the Curriculum Committee for additional review and comments. Each accredited provider should pose their questions and concerns to the SafeGulf Advisory group in August, including questions associated with test questions and program delivery. Additionally, the Accredited Organizations should be prepared to present its proposed delivery methods, including number of test questions, to the full board during the August SafeGulf Advisory Group meeting.

January 1, 2016 was established as the final deadline date for all accrediting training organizations to rollout their SafeGulf Accredited program(s). The board and Curriculum Committee will provide guidance to the Accrediting Organizations so that they might meet all objectives and rollout their programs no later than January 1st.

SafeGulf members are needed to serve a SafeGulf Guidelines and Bylaws Revision Committee, to review, discuss and approve proposed draft(s) of revised SafeGulf guidelines. Chair Vitone asked Alma Roberts to find out if IADC would assist in this capacity.

IADC and PEC with assistance by Chuck Simpson, to begin drafting revised guidelines and bylaws and bring the revision draft(s) to the August SafeGulf Advisory Group meeting.

All agreed to discuss the topic of a SafeGulf name change during the August SafeGulf Advisory Group meeting. This item will be added to the August meeting agenda.

Ms. Roberts requested a copy of the agreement where IADC agreed to provide ISNET with their SafeGulf data. Mr. Eustis agreed to provide the agreement. Ms. Vitone asked Ms. Spears to distribute the agreement to all SafeGulf Accrediting providers.

Call to Order, Welcome, Introductions & Safety Moment

Alexis Vitone called the meeting to order and thanked SMS for hosting the meeting. Chris Grossi reported SMS emergency evacuation protocol. Ms. Vitone reported a recent breach of security at BP Corporate offices. Someone entered the BP campus after business hours and was able to reach offices on the twentieth floor. The breach was not evident until someone reported missing documentation from their 20th floor office. Security tapes confirmed the presence of an unidentified person had entered offices located on the twentieth floor. BHP is reviewing and considering the company's after-hours security measures. Ms. Vitone encouraged all to elevate safety awareness, during business hours and after hours, and notify security personnel when working after regular business hours.

Agenda Review

Alexis Vitone reported the meeting agenda topics, as presented on the July 23, 2015, meeting agenda that was distributed to all in advance.

Review Antitrust Guidelines

Alexis Vitone read the SafeGulf Advisory Group's Mission Statement, Antitrust Guidelines and Bylaws.

Discussion regarding review of SafeGulf Guidelines and Bylaws

Alexis Vitone reported. The SafeGulf Bylaws need to be revisited, adding that the SafeGulf Advisory Group would look to volunteers for assistance with this future task. SafeLandUSA Advisory Group is in the process of modifying its Bylaws at the present time. This topic will not be addressed until the SafeGulf program refresh is complete. Now that the SafeGulf program refresh has progressed, it is a good time to look at the Guidelines and the number of voting members. The website lacks clarity regarding the voting process. Gabe is no longer with Weatherford, but has expressed interest in continuing to serve the Advisory Board. And, Janette with Weatherford will be representing Weatherford on the Board. The SafeGulf Advisory Group will look to the Audit/Accreditation Committee for assistance in refreshing the Guidelines and Bylaws. Jim Gunter stated that when individuals request voting membership on the SafeGulf Advisory Board, a formal notice should be submitted to all SafeGulf members in advance of the next meeting so that all may be aware of the request. Ms. Vitone stated that when individuals present an interest in serving as a voting member of the SafeGulf Advisory Group, they must contact her, as the Chairperson. Ms. Vitone may then require the individual's bio and other information, which will then be distributed to the board members for review and consideration. The Guidelines are overdue for refresh. One item that should be included in the refreshed Guidelines is the requirement for members to attend a certain number of meetings in

order to have voting privileges. Chuck Simpson motioned to include in the Guidelines/Bylaws a requirement for all SafeGulf members to complete a SafeGulf accredited program. Jim Gunter seconded the motion, none opposed, motion carried. Ms. Vitone reported that SafeGulf members are needed to serve a SafeGulf Guidelines and Bylaws Revision Committee, to review, discuss and approve proposed draft(s) of revised SafeGulf guidelines. She asked Ms. Roberts to find out if IADC would assist in this capacity. Chuck Simpson reported he will work with PEC to present a draft revision of SafeGulf Guidelines. Ms. Vitone asked IADC and PEC, Chuck Simpson, to begin drafting revised guidelines and bylaws and bring the revision draft(s) to the August SafeGulf Advisory Group meeting.

Prior Meeting Minutes

Alexis Vitone reported. The meeting minutes of the June 25th SafeGulf Advisory Group meeting are in draft form. Once voted upon and approved, the minutes will be circulated to all and uploaded to the SafeGulf website. During the June 25th meeting, Tamala Johnson of Cameron was approved as a new SafeGulf Advisory Group board member. This action was not noted in the draft June 25th meeting minutes, and will be added to the modified minutes prior to final distribution. Gary Lopicollo asked if a quorum of voting members was obtained during the June 25th meeting. Ms. Vitone advised that a quorum was met – Wendell Cheek, Alexis Viton, Laurie Knappe and Mike Farris were in attendance in-person or by phone. Mike Farris's participation was not noted on the draft June 25th meeting minutes; his name will be added to those minutes as being present. Wendell Cheek noted a needed correction on the June 25th minutes – Chevron does not have a kiosk available on platforms at the present time; Chevron is still working to establish a kiosk at onshore bases. Future meeting minutes will be drafted in a new format, including a header that reflects action taken, and 'no activity' if no action was taken.

Review of SG program status KPI's

This item was not addressed due to time constraints.

Pulse check with Providers on meeting timelines

Pete Eustis noted a requirement reflected in the draft June 25th meeting minutes that requires all SafeGulf accredited providers refresh their programs, receive approval by the SafeGulf Advisory Group and rollout their refreshed programs by October 2015. Mr. Eustis asked if this ninety (90) day requirement was voted on and approved during the June 25th meeting, and asked for clarification of the ninety (90) day timeline. Ms. Vitone stated that the October 2015 date was identified as a date for which the accrediting organizations should strive to meet, but was not intended to be a mandate. If the accrediting organizations have problems in meeting this date, the SafeGulf Advisory Group Operators are willing to hear and consider any concerns as stated by the accrediting organizations. The new refreshed SafeGulf curriculum lists all objectives that must be met by the accrediting organizations. If program videos, online learning, or other visual components that are included in refreshed programs help to meet the required objectives, they will be accepted. The methodology by which accrediting providers

meet new curriculum objectives is not mandated by the SafeGulf Advisory Group. Mr. Eustis stated that if the refreshed SafeGulf accreditation curriculum no longer requires that video be included, PEC, as an accrediting organization, must ensure that all PEC certified SafeGulf Training Providers are aware of this change. Mr. Cheek stated the SafeGulf Curriculum Committee was responsible originally for establishing the number of test questions and other required program elements that were included in the original SafeGulf curriculum for auditing purposes. Ms. Vitone stated the accrediting organizations should submit their new objectives to the full board for review, followed by forwarding the new refreshed program to the SafeGulf Curriculum Committee for review. Mr. Eustis asked that the Board have clearly defined audit elements in place so that a systematic approach might be in place. Ms. Vitone clarified that the objectives were created to provide guidelines for accrediting providers so that they may ensure the new objectives are met, and not a guideline for how long the approved program is to be delivered. Face-to-face instruction was required in the prior curriculum, but with technology, the curriculum allows E-Learning with a proctor, the accrediting provider chooses to implement that option in their refreshed curriculum, as long as the delivery method ensures learners obtain the knowledge. Chuck Simpson said providers need ambiguity regarding program delivery, adding that the course delivery requirements have not been clearly identified. Providers need consistency and a systematic approach for delivery. Ms. Vitone said the Curriculum Committee needs to meet and identify delivery processes. Albert Skiba recommended accrediting providers look at OPITO's IMist stated learning objectives and standards as a template for delivery. Ms. Vitone said it would be beneficial for all three Accrediting Providers meet and discuss delivery strategies. Alma Roberts stated that IADC is actively looking at Rig Pass objectives to ensure providers meet the new SafeGulf objectives. Jim Gunter added that it is up to the accrediting providers to rollout the new objectives and curriculum within ninety days. Ms. Roberts said that it is IADC's understanding that the accrediting providers relay the new curriculum objectives to third party training providers so that they may refresh their accredited programs to meet the new requirements. Mr. Eustis asked for clarification of the number of test questions required. The requirement originally was one-hundred test questions, and that the test questions must be arranged so that learners could not cheat by looking at the answers of other learners. Ms. Roberts suggested that accrediting providers make changes to their test questions, based on the new curriculum. Ms. Vitone said the Board and Curriculum Committee would provide guidance as needed concerning the process used to meet the newly defined objectives, including the number of test questions, videos, etc. The Curriculum Committee will review the processes by which the accrediting providers have met the new objectives, and the Accreditation Committee will then vote on the newly refreshed programs. Scott Arnold suggested the current board members reach out to the prior SafeGulf Chairperson, Milton Bell, for questions concerning the processes and requirements that were established by the SafeGulf board originally. Ms. Vitone asked for Milton Bell's contact information so that she could visit with him and invite him to the SafeGulf meetings. Jim Gunter said that his perception of the processes for refreshed curriculum approval is that IADC, PEC and OMSA request feedback from the Board and Curriculum Committee, and present their refreshed programs, delivery methods and processes for individual review, discussion and approval by the Accreditation Committee; All of these steps

should be met no later than October 1. Ms. Vitone said that the providers can present their refreshed program before or after October 1, and that the October 1 is not the final deadline, but instead, is a goal for providers. Jim Lina stated that PEC has incorporated all changes into its draft programs, and that the new curriculum objectives are met throughout PEC's existing programs. PEC will now ensure any and all new objectives will be incorporated into its SafeGulf programs. Ms. Vitone reminded all that the new curriculum reduces the topics and amount of content, and that all new program requirements must be clearly defined and presented for auditing purposes. Mr. Gunter suggested that questions by the accrediting organizations should be posed in advance by email, adding that he did not receive the June 23rd SafeGulf minutes until June 23rd and was not able to review them prior to the meeting, adding that meeting minutes, agenda and invitations be submitted in advance of each meeting. Ms. Vitone said she uses Microsoft Outlook to invite members to the meetings, and that all Outlook invitations include prior meeting minutes and meeting agenda, embedded in the Outlook invitation. The June 23rd meeting minutes will be revised based on corrections and/or additions identified through today's discussion. Once revised, the June 23rd minutes will be recirculated to all. If members do not receive meeting agendas and prior meeting minutes in advance, advise Ms. Vitone. If there are errors in the draft meeting minutes, advise Ms. Spears. The board will not vote on the June 23rd meeting minutes today due to corrections needed. Once corrections are made, Ms. Spears will provide the draft June 23rd meeting minutes to all for review, in advance of the August SafeGulf Advisory Group meeting. Ms. Knappe said it is her understanding that the concerns with the refreshed curriculum are not the curriculum itself, but is with other burdens associated with the refreshed curriculum, including the huge financial burden for some of the accredited providers to print new materials. This financial burden will be passed along to some certified SafeGulf training providers who will be required to discard outdated SafeGulf program materials and purchase new materials. Ms. Knappe suggested tiered timelines to assist SafeGulf Accrediting Providers and ensure no interference with their operations. Mr. Gunter requested the board establish January 1, 2016 as the final deadline date for all accrediting training organizations to rollout their SafeGulf Accredited program(s). Ms. Vitone agreed, stating the board and Curriculum Committee would provide guidance to the Accrediting Organizations so that they might meet all objectives and rollout their programs no later than January 1st. Scott Arnold suggested an approach driven by the individual Operator and their predominant provider. Since ExxonMobil primarily use PEC's SafeLand/SafeGulf programs, Mr. Arnold suggested allowing the operators to decide if they will allow the current materials stock to be used first, before purchasing the new refreshed program materials. Ms. Vitone said once the rollout date is agreed upon, all must begin using the refreshed curriculum, and that it is the Contractor's privilege to choose the SafeGulf accredited program provider they wish to use. Furthermore, the SafeGulf Advisory Group is not requiring the new refreshed program curriculum be instructed within any time limits. Mr. Gunter suggested the phased approach include: Accrediting organizations provide any questions or concerns to the SafeGulf Advisory board in August, make changes to its curriculum, have its modified program curriculum reviewed by the board by October 1st so that the curriculum could be forwarded to the Curriculum Committee for additional review and comments. Ms. Vitone agreed to this phased approach. Gary Lopiccolo suggested that the accredited providers present their

questions and concerns to the board during the August SafeGulf Advisory Group meeting, including questions associated with test questions and program delivery. Ms. Vitone agreed, adding the accredited providers should also be prepared to present their suggestions regarding program delivery at the August meeting, including the number of test questions and delivery methods proposed by that Accrediting Organization.

Break

Ms. Vitone announced lunch break at 11:40 am. Thanks to SMS for providing lunch.

Reconvene

The meeting was reconvened at 12:18 pm.

Training Organizations SafeGulf program status update

Alma Roberts reported IADC recently submitted to PEC its SafeGulf training data for upload. IADC's June data reflects that 5,374 individuals completed an IADC accredited SafeGulf program in June; IADC's year to date data reflects 62,501. Pete Eustis reported that 2,902 individuals completed a PEC SafeGulf accredited course in June; PEC's year to date SafeGulf completions is 345,195.

Mr. Eustis reported that PEC has revoked three licenses from certified instructors, eleven instructors are under review, and twenty-nine instructor audits are scheduled to take place in July. Ms. Roberts reported that IADC declined one accreditation application due to the fact that the training provider wanted to instruct SafeGulf only, not SafeLand and SafeGulf. Some IADC training providers have asked to have their programs placed on hold so that their annual fees could be waived, but IADC cannot place programs on hold.

Operator SafeGulf program status update

Laurie Knape stated Apache has no program update report to present.

Discussion of Operator Task Force Initiative

Ms. Vitone reported the Operator Taskforce, chaired by Ms. Vitone, was created in April following operator requests to better align training vs. orientation. The taskforce is comprised of representatives of major operators, BSEE and COS. OOC did not express an interest in serving on the taskforce. The taskforce also assists in aligning the operators with regulatory agencies. Mike Farris recommended bringing new curriculum to ISNET. ISNET is reviewing the curriculum core requirements and identifying any redundancies. The purpose of the group is to perform the ground work so that all operators could agree to the topics and a general training matrices so that all will ultimately use the same matrices. The operators want to determine the training requirements, and having BSEE and COS on the taskforce helps to open these discussions. Mr. Simpson suggested reaching out to all operators and providing them with an opportunity to serve the Operator Taskforce, not only the major operators. Mr. Gunter

suggested that if the taskforce meets with industry contractors, it might help to better align the SafeGulf programs and operator training matrices. Ms. Vitone reported BP's training matrix simplification process works well and is recognized by other operators and contractors. The group plans to survey operators industry-wide, not only the operators who serve on the taskforce.

Ancillary Discussion

Following the rollout of the refreshed curriculum in January, 2016, Chair Vitone asked if a name change should still be considered. Ms. Roberts reported that IADC is interested in changing the name of the SafeGulf Orientation because SafeGulf is owned by PEC. Ms. Vitone said this item can be discussed during the August SafeGulf Advisory Group meeting. The Safe Waters and Safe Waters names are already in use. The SafeGulf board should determine if they want to expend the energy to review, discuss and act on changing the name of the SafeGulf orientation. She added that, when the change of name topic was initially discussed, there were reported concerns that the new name might confuse operators and contractors; Some might think it is a new requirement or a SafeGulf refresher requirement. Ms. Vitone asked for a consensus of members: Should the group vote today concerning the name change, or bring this topic back for discussion during the August meeting? All agreed to discuss this topic during the August SafeGulf Advisory Group meeting. This item will be added to the August meeting agenda.

Ms. Roberts requested a copy of the agreement where IADC agreed to provide ISNET with their SafeGulf data. Mr. Eustis agreed to provide the agreement. Ms. Vitone asked Ms. Spears to communicate the agreement to all SafeGulf Accrediting providers.

Upcoming Meeting Information

The August SafeGulf meeting is tentatively scheduled to take place on August 27th. There is a potential schedule conflict that day with the Shell Symposium. Ms. Vitone will coordinate a vote for all members to vote on preferred meeting schedule. The meeting location is undetermined. Options at the present time are Anadarko, PEC's Houston offices of PEC's Mandeville, LA corporate offices. Scott Arnold said that ExxonMobil can host the meeting at its Greenspoint Houston location.

The August meeting will begin at 10:00 am. More details on the meeting location once votes are tallied and a consensus is reached.

Meeting Adjourn

Chair Vitone motioned to adjourn the meeting at 1:45 pm, seconded by Chuck Simpson, motion carried.