

## SafeGulf Advisory Group 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: February 11, 2014

Host: **BP**  
**Alexis Vitone**

Time: 9 AM – 1:00 PM

Place: BP -Westlake 4 building  
15th Room 1551  
200 Westlake Park Boulevard  
Houston, Texas 77079

Minutes Taken by Alexis Vitone

#### **Attendees:**

Pete Eustis	PEC	985 264-6396	
Terry Coslow	XOM		
Alexis Vitone	BP	973 270-4567	* Chairperson
Rosa Frias	IADC	713 600-1889	
Eric Roan	COS	281 978-4943	(Phone)
Jim Gunter	(GCST)		
Anthony Denome	(Shipcom)		

**Safety Moment/Alert:** Logistics given on Emergency plan.

**Meeting Organization** – Host will print agendas and provide meeting/location logistics to Chairperson. They will also be responsible for meeting minutes.

- Review Antitrust Guidelines All 9:20 – 9:25

*“All meetings must have a written agenda that is circulated and reviewed prior to the meeting. Attendees must strictly follow the agenda. Topics not on the agenda must be deferred until the next meeting. An attendee shall be assigned to record and distribute the minutes of each meeting. The minutes shall include a record of who attended the meeting. Under no circumstances shall attendees discuss: Price, production decisions, marketing decisions, and the person with whom, and the terms on which, each company conducts business. These matters are to be decided unilaterally by each company without agreement or even communication with competitors.”*

- Review of SG program status KPIs Alexis Vitone 9:25 – 9:40  
(Pete) Mentioned that KPI's included number of trained, Issues with instructors, etc.  
PEC is currently scanning test to reside next to student information. Also, instructor's profile to list all qualification with would be a resource for documents need in SEMS audits.

- Operator SG program status update

- BP
- others
- ExxonMobil
- Anadarko

9:40 – 10:00

Operators mentioned they are continuing with endorsing the SAFEGULF program and direction to revamp the program is still under consideration. Additional operators have made a request to be part of the SAFEGULF board. Anticipate more members to be voted in the following months.

Operators must make distinction of Awareness level.

- Eric (COS) will review the Guidelines for training in the next meeting which may be used as a tool or resource.
- Training Organizations SG program status update

**SG Stats** – PEC - 290,236 –

About 500 audits Provider & Instructor audits for 2013 & 2014. No major findings only minor such as missing signature. Continuing to have mystery shoppers, and a 800-tip hotline available for concerns.

IADC – 62,780

50 SafeGulf Provider Audits for 2013 & 2014. No major findings, only minor such as record keeping and missing signatures.

- Adding new members to SGAG – Interested in participating (Marathon, TechNip and Energy21)
- SafeGulf data base issues - Training Validation is not where it needs to be. BP wants to continue to use ISNetwork for SG database, though they will consider other networks as others progress in this effort. A meeting with representatives from IADC and RigSure provided some further insight on this effort however, at this time, BP will continue with existing networks.
- Review of interactive virtual training . A representative from a company shared the potential of using virtual instructors to present the SAFEGULF curriculum.
- Reviewed New Website – SafeGulfweb.com – Reach out letter will be published on the site.
  - If participant can't be present at meetings, must nominate someone to be able to attend or call in!
  - Add COS Guidelines for industry on the website.
  - Add Training Verification link for all accredited bodies.
  - Add updated Syllabus (Will need to be prepared to review in next meeting)
  - Update member listing with Name, Email and a short bio.
- IMIST/SAFEGULF accreditation - Proposing to have one curriculum to apply for both International and Gulf of Mexico. Depending on the audience, to withhold slide or subjects as applicable.

**Sub-Committee** Update – Asked to add Brenda or IADC to Curriculum Committee. Committee needs to finalize syllabus – Will be provided by next meeting.

- New Business – Add a tab of “What’s New” per Participants. Will forward a short update on the new IADC (HUET) Helicopter Underwater Escape Training Program.
- Next meeting to be hosted by PEC in Mandeville on 3/12/14.