

ADDENDUM B: INTERFACE DOCUMENT GUIDANCE TOOL

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Disclaimer

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OFFSHORE OPERATORS COMMITTEE INTERFACE DOCUMENT GUIDANCE TOOL

INTRODUCTION

This document provides guidance for documentation of a company's agreement to performing work in a safe and environmentally sound manner. This document also describes how a company may achieve its regulatory obligations for the protection of Health, Safety and the Environment within the context of the bridging process.

This Bridging Guidance Tool (BridgeGuide) will be an interface method for the clear demarcation and documentation of HSE expectations between companies.

Where interfaces are required between a Company, its contractors / sub-contractors / suppliers (companies) associated with offshore activities on the Outer Continental Shelf (OCS), then these will be defined and appropriate actions will be taken to ensure effective controls are managed throughout operations.

The BridgeGuide and its appendices address the activities that are relevant to offshore activities and outlines the relationship between applicable management policies, HSE management systems, and procedures. The BridgeGuide also describes how companies meet the following requirements:

REQUIREMENT

30 CFR 250.1914:

"...Operators must ensure that contractors have their own written safe work practices. Contractors may adopt appropriate sections of the operator's SEMS Program. Operator and contractor must document their agreement on appropriate contractor safety and environmental policies and practices before the contractor begins work at the operator's facility."

30 CFR 250.1914(b):

"You must document that your contracted employees are knowledgeable and experienced in the work practices necessary to perform their job in a safe and environmentally sound manner. Documentation of each

contracted employee's expertise to perform his/her job and *a copy of the contractor's safety policies and procedures must be made available to the operator and BOEMRE upon request.*"

The process below is a typical example of the process that may require use of the BridgeGuide:

CONTRACTING PROCESS:

1. Notification/Scope of Work is drafted.
2. Notification/Scope of Work is approved.
3. Company verifies that a Bridging Document is current, executed, and on file.
4. If Bridging Document is in place, work is scheduled.
5. If a Bridging Document is not on file, the Company is responsible for scheduling and conducting a Bridging Session with the company.
6. The Company will ensure that the approved documents are readily accessible for documentation and recordkeeping (control, distribution, approval, and / or maintenance) requirements.
7. Only companies with approved Bridging Documents should be scheduled for work.
8. The process for work that is not planned and on short notice is addressed the Emergency Work section.

BRIDGING DOCUMENT PROCESS

The purpose of the Bridging Document is to communicate a Company's HSE expectations to contractors. The BridgeGuide describes how companies may draft and implement a Bridging Document:

1. Company will conduct a hazard analysis of the work and contractor's HSE management system to determine the appropriate type of bridging document.
2. During the bridging process, the work activity to be conducted will be communicated to the



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contractor by the Company. The Company and the contractor must agree on which policies and procedures apply to the work activity to be conducted and which policies and procedures [Company's or the contractor's] will be used while on site.

3. The agreed upon policies and procedures shall be listed in the Bridging Document.
4. Completed Bridging Documents should be signed by both the company and the contractor.
5. The approved Bridging Documents should be distributed to the person with Ultimate Work Authority on the asset who is responsible for communicating the agreement to affected personnel.
6. All contractors conducting planned offshore work activities must have an executed Bridging Document in place prior to traveling to a Company site, unless approved for travel by the person with Ultimate Work Authority (UWA) and bridged on-site, per the emergency section of this document.
7. Bridging should be facilitated by those with appropriate authority and responsibility of the bridging process.

1. A Bridging Document must be completed prior to the commencement of work. Bridging Documents created on site are to be signed by the UWA as the Company representative and by an authorized company officer or manager, either on the facility or onshore.
2. The completed Bridging Document should be reviewed and ensure that the approved documents are readily accessible for documentation and recordkeeping (control, distribution, approval, and / or maintenance) requirements.
3. Any verifications or forms completed on site should be documented and readily accessible for documentation and recordkeeping requirements.

EMERGENCY WORK

It is understood that all work cannot be planned for and there may be occasions when contract employees are needed on short notice.

In the event that a contract or sub-contract company is needed under short notice and they have not submitted Company required documentation and/or a Bridging Document; they are only allowed on a Company facility at the discretion of the UWA.

By allowing a contractor on a Company facility without the required documents listed above, the UWA is agreeing to complete the required documents on site and in this manner.



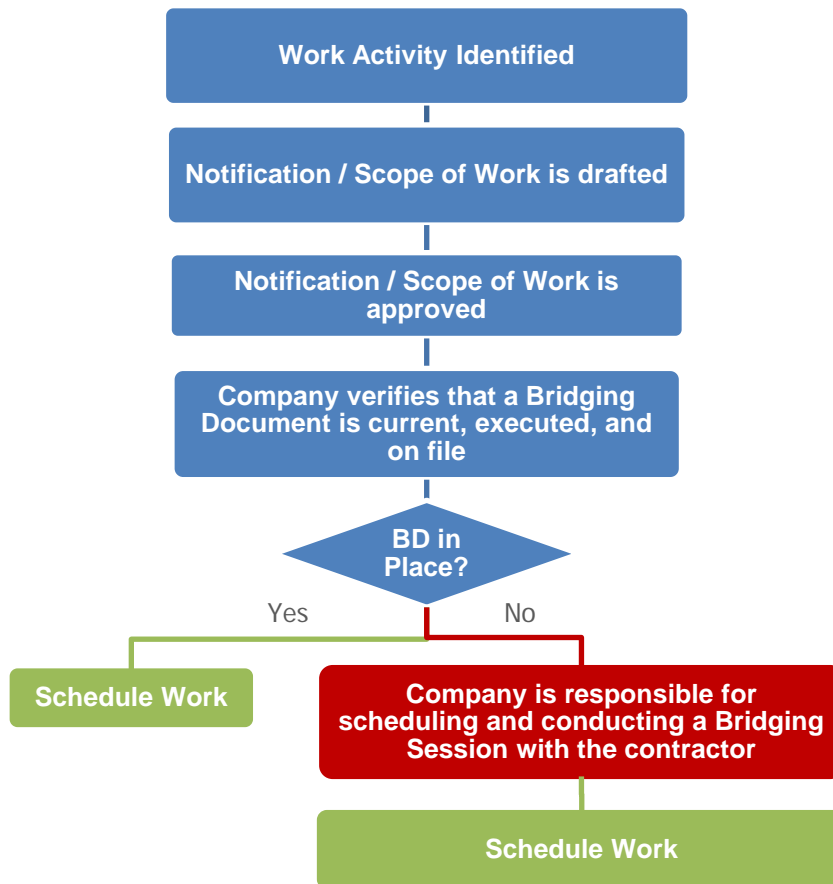
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BRIDGEGUIDE FLOW DIAGRAM



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Appendix A





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