



ADDENDUM D: SAFETY AND ENVIRONMENTAL MANAGEMENT SYSTEM CONTRACTOR BRIDGING AGREEMENT AND MATRIX

V1 (January 7, 2018)

Disclaimer

The information contained within this document was captured from the 2017 OOC SEMS Forum held on November 2, 2017. The opinions and information expressed within do not represent any one organization's position, rather the results of open dialogue on the topic. This information should not be utilized out of context or without a clear understanding of the event and topics covered.

**SAFETY AND ENVIRONMENTAL MANAGEMENT SYSTEM
CONTRACTOR BRIDGING AGREEMENT**

Confirmation

Operator has obtained and reviewed Contractor's HSE Management System and related documentation and has found it meets the requirements of Operator's SEMS Plan.

Contractor has read and understands Operator's SEMS Plan, as described in the Bridging Matrix and Contractor Safety Handbook.

Agreement

Contractor confirms:

1. That it is familiar with Operator's SEMS Plan, as described in the Bridging Matrix and Contractor Safety Handbook.
2. That it can and will perform its duties and conform to all pertinent elements of Operator's SEMS Plan.
3. Personnel (and subcontractors, as applicable) used to perform Contractor's scope of work will be knowledgeable and experienced in safe work practices necessary to perform their job in a safe and environmentally sound manner.

Attachment 1 - SEMS Bridging Matrix identifies applicable documentation and programs within the SEMS elements that shall be used when Contractor is performing work at Operator's facilities.

Endorsement

Operator and Contractor subscribe to the principles as provided in API RP 75 and Operator's Safety and Environmental Management System.

By our signatures, we affirm and endorse the content of this bridging document.

Operator REPRESENTATIVE	TITLE	DATE
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Contractor REPRESENTATIVE	TITLE	DATE
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SEMS Bridging Matrix

MANAGEMENT PROGRAM ELEMENTS	COMPANY	REFERENCE	CONTRACTOR	REFERENCE	Comments
1. GENERAL					
Management Commitment Statement					
Objectives & Goals					
2. SAFETY AND ENVIRONMENTAL INFORMATION					
Process and Mechanical design information					
Facility Approvals, Waivers and Government Interaction					
3. HAZARDS ANALYSIS					
Facility Hazard Analysis					
Specific instructions:					
Job Safety Analysis					
Specific instructions:					
4. MANAGEMENT OF CHANGE					
Management of Change (MOC)					
Specific instructions:					
5. OPERATING PROCEDURES					
Written Operating Procedures					
Specific instructions:					
6. SAFE WORK PRACTICES					
Contractor Selection					
Drug and Alcohol Policy					
Specific instructions:					
Simultaneous Operations					
Crane Operations					

SEMS Bridging Matrix

MANAGEMENT PROGRAM ELEMENTS	COMPANY	REFERENCE	CONTRACTOR	REFERENCE	Comments
WORK CONTROL PROCESSES					
Safe Work Controls					
Hazardous Energy Control (Lockout-Tagout)					
Temporary Out-Of-Service Safety Devices					
Hot Work					
Confined Space Entry					
Specific instructions:					
Safe Work Standards	Operator Safe Work Practices		Contractor Safety Procedures		
Hazard Communication					
Personnel Protective Equipment					
Respiratory Protection					
Occupational Noise Exposure					
Fall Protection					
Scaffold					
Ladder Use					
Stop Work Authority					
Temporary Out-Of-Service Safety Devices					
Working on Pressurized Systems					
Asbestos Awareness					
Bloodborne Pathogens					
Electrical Safety					
Fire Prevention					
Housekeeping					
Hydrogen Sulfide					
NORM					
Safe Hand Tool Use					
Safe Lifting					
Sling Use & Inspection					
Mechanical Lifting Devices					
Forklift Truck Operations					
Hazardous Waste Operations (HAZWOPER)					
Specific instructions:					
7. TRAINING					
Production Operations Training					

SEMS Bridging Matrix

MANAGEMENT PROGRAM ELEMENTS	COMPANY	REFERENCE	CONTRACTOR	REFERENCE	Comments
Subpart O Training					
Safety Training					
Operating Procedures					
Safe Work Standards					
Emergency Response					
Crane Training					Must meet API RP 2D requirements.
Specific instructions:					

SEMS Bridging Matrix

MANAGEMENT PROGRAM ELEMENTS	COMPANY	REFERENCE	CONTRACTOR	REFERENCE	Comments
8. QUALITY ASSURANCE AND MECHANICAL INTEGRITY OF CRITICAL EQUIPMENT					
Operator Facilities					
Contractor Equipment					
Specific instructions:					
Critical Equipment Preventative Maintenance					
9. PRE-STARTUP REVIEW					
Operator Platforms & Equipment					
Contractor Equipment					
Specific instructions:					
Government Regulated Reporting					
10. EMERGENCY RESPONSE AND CONTROL					
Oil Spill Response					
Emergency Evacuation					
Hurricane Evacuation					
Emergency Notifications					
Specific instructions:					
11. INCIDENT INVESTIGATION					
Incident Reporting					
Specific instructions:					
12. SEMS AUDITS					
SEMS Audit Program					
Specific instructions:					
13. DOCUMENTATION AND RECORDKEEPING					
API RP-14C equipment inspection records					

SEMS Bridging Matrix

MANAGEMENT PROGRAM ELEMENTS	COMPANY	REFERENCE	CONTRACTOR	REFERENCE	Comments
Personnel training records					
MOC records					
Incident Reports					
SEMS Documents					
Specific instructions:					