



## Shell EP US/Canada Standards, Procedures, and Guidelines Quarterly Newsletter

July 2009

### EP HSE Commitment and Policy

No harm to people and protecting the environment, as detailed in the [EP HSE Commitment & Policy](#), is a deeply held value to Shell EP US/Canada.

In order to comply with this commitment and policy, Shell EP US/Canada employees and contractors must meet the requirements communicated in SEPCo controlling documents located on the Standards/Procedures/Guidelines (SPG) web page at [SEPCoContractor.com](http://SEPCoContractor.com).

NOTE: This newsletter provides information on new and updated EPW HSE and Operations documents. Please forward this newsletter to others in your company who might benefit from this information.

### SPG web page access

Contractors can access current Shell EP US/Canada HSE and Operations documents as follows:

- Visit the Shell EP US/Canada Contractor HSE Home Page (<http://www.sepcocontractor.com/>).
- Click the link to Standards/Procedures/Guidelines (SPG).

A company name and password is required to access the SPG page. If you are not able to access this page or need a new password, please contact Kevin Hoffman:

- e-mail: [Kevin.Hoffman@shell.com](mailto:Kevin.Hoffman@shell.com)
- phone: +1 (504) 728-6099

To ensure that you receive future updates regarding Shell EP US/Canada contractor standards, procedures, and guidelines, please provide Kevin Hoffman with the following information:

- Company
- Contact name
- E-Mail address
- Phone number

### New tool for Shell EP US/Canada drilling/production contractors

Contractors who provide services for Shell EP US/Canada drilling and production projects are now able to access the new Drilling and Production Matrix on the SPG page. In the matrix, job titles are associated with controlling documents, making it easier for the end user to find the documents associated with his/her job. Each document referenced in the matrix is linked directly to the document file.

A similar matrix for production projects is in progress.



## Standards, Procedures, and Guidelines

This is a secure area of the CSMP site.

The table below is intended to clarify what Shell documentation is typically pertinent and the level of compliance typically required for contractors providing services in the job categories listed. For each job category, pertinent documents are marked as follows:

A = Document typically requires action on the part of the contractor and must be reviewed and complied with.  
I = Document contains helpful information but typically requires no action.

(D) = Applicable only to contractors involved in drilling operations.  
(P) = Applicable only to contractors involved in production operations.

This information is not all inclusive. Additional documentation may apply for non-typical work, and contractors not providing the documented services may be exempt from compliance with specific documents. Therefore, this table is for quick reference only, and is not intended to supersede project requirements as stated in the contract.

If the document you need is not in this matrix, refer to the [SEPCo Reference Matrix](#) or contact the [Content Owner](#).  
Return to the [SEPCo Contractor's Library](#) for standards, procedures and guidelines of general relevance to all SEPCo Contractors.

Find job category, then find associated documents. Click link to open each document

Job Categories	<a href="#">EP2002-1500</a> Pressure Control Manual for Drilling and Workover Operations <a href="#">Summary/Contacts</a>	<a href="#">EP2005-0110</a> Contractor HSE Management <a href="#">Summary/Contacts</a>	<a href="#">EP2005-0151</a> Medical Emergency Response (MER) <a href="#">Summary/Contacts</a>	<a href="#">EP2005-0170</a> Incident Reporting and Follow Up <a href="#">Summary/Contacts</a>	<a href="#">EP2005-0180</a> HSE Auditing <a href="#">Summary/Contacts</a>	<a href="#">EP2005-0261</a> Manage Logistics - Road Transport HSE <a href="#">Summary/Contacts</a>	<a href="#">EP2006-5393</a> Shell Global Standard for Temporary Pipework <a href="#">Summary/Contacts</a>
Bits	I	I	I	I	I	I	I
Catering		I	I	I	I	I	I
Casing Accessories	I	I	I	I	I	I	I
Casing Crews	I	I	I	I	I	I	I
Cementing	I	I	I	I	I	I	I
Clerks & Consultants	I (D)	I	I	I	I	I	I
Coil Tubing	I	I	I	I	I	I	I
Completion Equipment	I	I	I	I	I	I	I
Completion Fluid	I	I	I	I	I	I	I
Crane Maintenance		I	I	I	I	I	I
DD/MWD/LWD-Conv	I	I	I	I	I	I	I
DD/MWD/LWD-Non Conv	I	I	I	I	I	I	I
Down Hole Pressure Gauges	I	I	I	I	I	I	I

Content Owner: Billy Stidham

Last updated by Danny Paschall on 08/18/2009 11:10:59  
If you're not seeing what you think you should be seeing ... please refresh your screen!

## Shell introduces twelve Life Saving Rules

Shell is going to fully enforce 12 Life-Saving Rules Group-wide from July 1 this year.

All contractors working for Shell need to understand these Rules and to ensure full compliance with them. Refer to [SEPCoContractor.com](http://SEPCoContractor.com) for details.

## HUET update

Here's a summary of some recent and upcoming changes to the HUET process.

- A HUET standard revision is being developed in which the "3 Flight Rule" will no longer be recognized. Starting January 1, 2010 All Shell and core contractor passengers will be required to have Shell-accepted HUET to fly – even for a first or single flight. Third party contractor passengers will be required to have Shell-accepted HUET to fly starting Jan 1, 2011.
- Specific Shell-accepted providers have been identified that are strategically and geographically located. The list of Shell-accepted HUET providers currently maintained on the contractor website ([WWW.SEPCocontractor.com](http://WWW.SEPCocontractor.com)).

## Personal mail restrictions

Effective **1 June 2009**, SEPCo and SIEP, Inc. will refuse receipt of, and “return to sender”, personal mail packages intended for delivery to personnel offshore at all heliports and marine terminals. Contractor companies including subcontractor companies, that perform any field operations for SEPCo and SIEP, Inc., should inform their employees of the change in security protocol. Contractor employees and subcontractors requiring personal items including, but not limited to medications, clothing, tobacco, toiletries, and other misc. items should pack sufficient supplies for the duration of their stay offshore.

Terminals will continue to accept mail packages of a business critical nature provided:

- Packages are marked “business critical” AND approved in advance by the Facility Security Officer (FSO)
- Packages are X-rayed at the terminal
- Packages are sent offshore in care of the location FSO
- Upon receipt, packages are opened in presence of the FSO

In cases of medical necessity or emergency, exceptions will be granted using the following protocol:

Heliports and marine terminals will accept personal mail packages marked “medical” **AND** approved in advance by the location FSO. Heliport/Terminal Staff will send the packages offshore in care of the location Medic and/or FSO. Upon receipt, personnel will open packages in the presence of the Medic (FSO where a medic is not on location), and the Medic will validate medication. To qualify for the exception, medications must be:

- a) Medically necessary (insulin, blood pressure, etc)
- b) Valid prescriptions (current within 1 calendar year, written for the person receiving, in the prescribed bottle and properly labeled for the prescription received).

Locations will refuse receipt of all over the counter medications as well as other commonly used remedies readily available from the Medic.

We believe the restriction on receipt of personal mail is a crucial step in managing asset security, reducing contraband, and achieving a workplace free of drug and alcohol abuse.

We appreciate your cooperation on this important initiative. If you have any questions or concerns, please contact your appropriate Shell buyer or James Preston, SEPCo Human Resources at [james.preston@shell.com](mailto:james.preston@shell.com).

## Update to driving and road transport requirements

Effective August 1, 2009, if you are traveling to a Shell location or transporting cargo for Shell business (i.e. being reimbursed by Shell or using Shell provided transport) that exceeds 4.5 hours or 250 miles (402 km), there is a new Journey Management Plan (JMP) you must familiarize yourself with before driving. Complete JMP guidance should be read and can be found at [www.sepcocontractor.com](http://www.sepcocontractor.com) under standards, procedures, and guidelines. Most aspects are already covered if you operate via a central dispatch, but familiarize yourself with this guidance. If you have questions, please contact your Shell Road Transport focal point or email me at [bryon.rodriquez@shell.com](mailto:bryon.rodriquez@shell.com).

The plan's simple requirements clearly specify the actions you need to take before your trip. The new JMP requires that you fill out a 1-page e-mail form, which includes the following:

- Has Employee/traveler been informed of driving Life Saving Rules (seatbelt use, no speeding/cell phone use while driving, no alcohol/drugs while on company time, following this JM plan) (Yes/No)
- Trip Description
- Employee Name
- Department
- Origin
- If "other" origin please specify
- Destination
- Departure Date (mm/dd/yy)
- Departure time
- Return Date (mm/dd/yy)
- Return time
- Business Purpose
- Vehicle Type
- Vehicle Owner
- List Passengers
- Route Briefly describe route (hwy, airport, etc)
- Return Trip
- Expected travel time (Hours)
- Expected road conditions/other known hazards
- Defensive driver training complete?
- Is vehicle equipped with a monitoring system (IVMS)?
- Driver's cell number
- Phone number at destination
- Driver's Emergency contact number

Once the form is complete, it must be sent to your destination host for approval. The host is responsible for including any site-specific Journey Management requirements such as specific routing requirements, or special weather preparation, etc. The traveler then must close out the JMP with the host and dispatcher when they arrive at their destination.

It is important to note that the new JMP applies to all Road Transport travel over the limits listed above. Road transport travel requires Shell approval. Non-compliance with the new JMP will be a violation of the Life-Saving Rule that states that you must "Follow prescribed Journey Management Plan".

Contact your Shell focal point for any Shell location specific Journey Management requirements.

## Revised Documents – April-June 2009

Revised Shell EP US/Canada documents published in the second quarter of 2009 are detailed below. To review content updated in revisions, refer to the awareness presentations associated with each document on the SPG page.

Title	Description	Document Custodian
<b>Revised (see awareness presentations on SPG page for revision details)</b>		
<b>Contractor HSE Management EPW Tools Rev 1.2 (EP2005-0110 / HSE0021-WI01)</b>	Ensures that contractor employees with less than 6 months experience are identified, adequately supervised, trained, and managed so as to prevent injury to themselves or others, property damage, or environmental harm.	Damon Buster +1 (281) 544 3686
<b>SEPCo Hurricane Response Plan (HSE0037) Rev. 8.0</b>	Provide maximum safety for all onshore and offshore Operating employees in the event that any installation is threatened by a storm.	Tommy Hutto +1 (504) 728 4369
<b>Occupational Health Management (HSE0046) Rev. 2.0</b>	Focuses on occupational health hazards that: <ul style="list-style-type: none"> <li>• are recognized as associated with EPW operations and workplaces, and</li> <li>• are not covered by other EPW documentation, in order to help protect the health of EPW US and Contractor employees.</li> </ul>	Chris Daigle +1 (504) 728 6072
<b>Pre-Startup Safety Review (HSE099) Rev. 1.0</b>	Verifies that projects have been executed in accordance with the Project HSE Plan and EPW HSE Management System (HSE-MS).	Douglas Detman +1 (281) 544 2806
<b>EPW Technical Integrity Management System (HSE0100) Rev. 3.1</b>	Governs the management of hardware-related barriers built into HSE Cases to help prevent incidents that could harm people, the environment, or the asset.	Jim Kepper +1 (504) 728 4352
<b>Corrosion Management (HSE0101) Rev. 2.0</b>	Defines the requirements of a Corrosion Management System to ensure that detrimental effects of corrosion are managed within the EPW HSE-MS asset integrity process and provides a template for how corrosion control and surveillance can be managed.	Hang Nguyen +1 (281) 544 3946
<b>Occupied Portable Buildings (HSE0149) Rev. 0.0</b>	Controls the design and siting of offshore occupied portable buildings so that occupants are protected: <ul style="list-style-type: none"> <li>• from the initial effects of an external fire, explosion, or toxic gas release, and</li> <li>• from the effects of an external fire, explosion, or toxic gas release for a sufficient period so they have the ability to muster if necessary.</li> </ul>	Douglas Detman +1 (281) 544 2806

## Contractor HSE Safety Management Process (CSMP) HSE Advisors

For questions regarding a particular document, please contact the Document Custodian listed on [SEPCoContractor.com](http://SEPCoContractor.com). For general contractor-related questions, please contact your CSMP HSE Advisor.

<b>Name</b>	<b>Phone Number</b>	<b>Responsibility</b>
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