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HSE audit report  
Saga Fjordbase AS  
Achilles JQS ref no: 24879

**Date of audit:** 09.12.2015

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## 1. Preface

This document contains the audit report to assist Achilles Joint Qualification System (JQS) participants in assessing their supply chain. That is achieved through the review and assessment of the HSE management systems used by the organisations making up the chain. The participants will be companies ordering services for the oil and gas industry in Norway and Denmark.

The audit report is intended to verify the self-assessment submitted by contractors on the basis of Norsok S-006, revision 2, when registering in the Achilles JQS. Auditors and contractor are required to familiarise themselves with the content of the audit and its requirements before the audit begins.

The scope of the items audited accords with the applicability listed under the different categories in the standard unless the company has entered additional items in its self-assessment. In that case, the additional items will also be subject to audit.

## 2. Introduction

The contractor audited is Saga Fjordbase AS. The company is an integrated logistics provider to the offshore and onshore industry, including warehousing, OCTG, subsea- and offshore base operations with focus on offshore piping.

Saga Fjordbase is situated outside of Florø, in Sogn og Fjordane, on the west coast of Norway.

Saga Fjordbase has approximately 64 employees. The company is fully owned by INC invest and Fjordbase. Approximately 14 companies are part of this group. The base houses 60-70 different companies, serving the oil and gas industry, employing approx. 500 employees, with plans for expansion.

Saga Fjordbase is certified ISO 9001 and ISO 14001 by Dovre Certification.

Based on the information given from the company they have defined themselves as a Category 1 contractor, and this was confirmed during the opening meeting.

### 3. Agenda

09.00-09.30 Introduction by Achilles JQS

09.30-11.30 Interview with the General Manager, HSE Manager, Quality Coordinator and the management team.

11.30-12.00 Lunch

12.00-15.00 Interview with the HSE Manager, Quality Coordinator and the management team.

15.00-15.30 Internal meeting

15.30-16.00 Summing up and conclusion

### 4. Assessment dates, locations and assessors

**Date of audit:** 09.12.2015

**Location:** Botnaneset, 6902 FLORØ

**Auditor name(s):** Bjørn Garlimo, Lead Auditor  
Kathinka Pettersen, Auditor

**Observer:** n/a

**Auditee name(s):** Alse Hammerseth – Manager OCTG  
Geir Johannessen – General Manager SF  
Leif Stavøstrand – Vice president  
Dag Eikeland – Manager Logistics Senter  
Anne Marie E. Heimtun – HR Advisor  
Steinar Krokene – Main Safety Delegate  
Jan Kåre Rognaldsen – Manager Material Flow  
Ingvild Hovland – Quality Coordinator  
Danckert Dankertsen – HMK Manager

## 5. Executive summary

The company uses a web-based documented Quality and HSE system, named Input Process. The system includes non-conformance system, QHSE manuals, procedures, checklists and job descriptions.

Saga Fjordbase uses their intranet page actively for communication with the employees a.o. information on HSE related topics and experience transfer. The company has established a process for Open Safety Dialogues, as well as regular (daily) management visits. Saga Fjordbase has implemented A-standard in all projects and has established a documented procedure for this. Job descriptions are prepared for different positions, including HSE requirements and training requirements.

The company has established the HSE organisation, including HSE Manager, QA Coordinator, 2 Safety Delegates and a Main Safety Delegate, Working Environment Committee and an external Occupational Health Services (Stamina). The company also has established an Industrial Safety Group consisting of 25 persons, serving the whole base.

Saga Fjordbase has established an area of the base which is ISPS and OLF approved and controlled.

The audit was carried out in a positive mode and all relevant documentation was available for the audit team.

All items in NORSOK S-006 have been reviewed.

Findings in the verification are listed below and the company has been upgraded in 6 elements (2.1, 3.2, 3.4, 3.6, 3.8, 7.1) and downgraded in 1 element (6.2) in the JQS Self-assessment according to NORSOK S-006.

Executive summary of findings:

No	Ref to item in Norsok S-006	Findings
1	2.1	<p>Saga Fjordbase has developed an HSE policy, describing the Health, Safety and Environment commitment of the company. The policy communicates a zero mind-set philosophy and remains unaltered over time.</p> <p>Score upgraded from C to D</p>
2	3.2	<p>The company actively uses the intranet for communicating information. Management performs regular (daily) management visits, and the A standard is implemented for all operations. Regular canteen meetings are held, and documentation is published on the intranet.</p> <p>Score upgraded from C to D</p>
3	3.4	<p>The company has established a process for introduction of new employees, including a documented process for training. The company has arranged mentorship arrangements for new employees.</p> <p>Score upgraded from C to D</p>
4	3.6	<p>Saga Fjordbase has developed formal HSE training programmes, containing several discipline-specific training programmes, e.g. machine operator, crane operator, pipe-boat training, A standard training, Open Safety talks(ÅSS), first aid, use of fire extinguishers etc</p> <p>Score upgraded from C to D</p>
5	3.8	<p>The company has adopted the NORSOK S-006 standard for assessment of subcontractors. Saga Fjordbase has developed an audit scheme, including the critical suppliers. Feed-back is given to suppliers' management and employees with documented findings in an audit report.</p> <p>Score upgraded from C to D</p>
6	6.2	<p>Saga Fjordbase has had a notifiable event in the summer of 2015. During an riser handling operation an operator broke his leg. The case was reported to the Norwegian authorities.</p> <p>Score downgraded from C to B</p>

7	7.1	<p>The company has established routines for auditing and reviewing. There are regular management inspections. Findings from the audits are reported and followed-up by management.</p> <p>Score upgraded from C to D</p>
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Table 1 – List of findings

## 6.Scores

Item in Norsok S-006	Score in contractor's self-assessment	Audited score	Symbol
1.1 Commitment to HSE through leadership	D	D	
2.1 HSE policy, access and responsibility	C	D	X
2.2 Contractor's policy on accidents and losses	D	D	
3.1 Employee contribution	D	D	
3.2 Organisation and communication	C	D	X
3.3 HSE training of managers and supervisors	D	D	
3.4 Personnel HSE induction programme	C	D	X
3.5 HSE training programme	D	D	
3.6 Specialised training	C	D	X
3.7 Rules, regulations, standards and requirements	C	C	
3.8 Assessing the suitability of subcontractors	C	D	X
4.1 Risk assessment	C	C	
4.2 Security management	C	C	
4.3 Sickness absence	D	D	
4.4 Work-related illness	D	D	
4.5 Working environment surveys	D	D	
4.6 Use of overtime	C	C	
4.7 Chemicals	C	C	
4.8 HSE data sheets	C	C	
4.9 Personal protective equipment	C	C	
4.10 Environmental management system	D	D	
4.11 Environmental impact assessment and monitoring	D	D	
4.12 Selection of environmentally optimal solutions	C	C	
4.13 The environment and management documentation	D	D	
4.14 Waste management	D	D	
4.15 Environmental properties of chemicals due to be discharged	C	C	
4.16 Use of potentially environmentally harmful chemicals	D	D	
4.17 Safety delegates	D	D	
5.1 HSE working practices	C	C	
5.2 HSE programme	D	D	
5.3 Equipment control and maintenance	D	D	
5.4 Emergency preparedness	D	D	
6.1 Supervision and monitoring of work activities	D	D	
6.2 History of undesirable events/hazardous conditions	C	B	X
6.3 Reporting events with a high loss potential	D	D	
6.4 Reporting personnel injuries	D	D	
6.5 Incident follow-up systems	D	D	
6.6 Occupational health	D	D	
6.7 HSE performance indicators	C	C	
6.8 Handling nonconformities	D	D	
6.9 Experience transfer	D	D	
6.10 Investigation and reporting of major incidents	D	D	
7.1 Auditing and reviewing	C	D	X

Table 2 – Listing of scores



## **6.1 Explanation of symbols**

The "X" symbol is used to illustrate where the audit team has identified that the applicable score varies from the contractor's self-assessment score.

## **6.2 Close-out of findings**

The supplier should be encouraged to prepare an improvement plan for closing-out findings marked with the Verify symbol in Table 2. The plan will provide details of

- actions to be implemented to ensure compliance with the requirements of Norsok S006
- the due date when all the improvements are to be implemented.

The improvement plan must be sent to the following recipient within 10 working days from the date when the audit report is received: [aida.brune@achilles.no](mailto:aida.brune@achilles.no)

At the due date for implementing all the improvements, documentation that this has been done must be sent to the recipient mentioned above. The Achilles JQS will evaluate the improvements implemented and update the contractor's Achilles profile with details of the improvements accepted.

The Verify report will be available to the Verify participant in the Achilles JQS from the date when the final report is issued to the contractor. The constantly updated details in the report will form the basis for the qualification of the contractor's HSE management system by the participant.

After the improvements have been implemented, the contractor is recommended to update its self-assessment in the Achilles JQS.

## 7. Supplementary details

The supplementary details are the auditor's comments and observations.

### **Item 2.1 - HSE policy, access and responsibility:**

**Auditor's observations and comments** – Saga Fjordbase has developed an HSE policy, describing the Health, Safety and Environment commitment of the company. The policy has been developed with- and has the support of all employees. The policy is evaluated yearly in the Management Review, and the central message remains constant over time. The policy communicates a zero mind-set philosophy.

Score upgraded from C to D

### **Item 3.2 - Organisation and communication:**

**Auditor's observations and comments** – The top management in Saga Fjordbase actively communicates HSE related issues with the employees in the company. The company actively uses the intranet for communicating information. Management performs regular (daily) management visits, and the A standard is implemented for all operations. Regular canteen meetings are held, and documentation is published on the intranet.

Score upgraded from C to D

### **Item 3.4 - Personnel HSE induction programme:**

**Auditor's observations and comments** – The company has established a process for introduction of new employees, including a documented process for training. The company has arranged mentorship arrangements for new employees. The results of the training are documented, and documentation of the induction process is kept.

Score upgraded from C to D

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**Item 3.6 - Specialised training:**

**Auditor's observations and comments** – Saga Fjordbase has developed formal HSE training programmes. The company provides discipline-specific training beyond basic levels e.g. machine operator, crane operator, pipe-boat training, A standard training, Open Safety talks(ÅSS), first aid, use of fire extinguishers etc

Score upgraded from C to D

**Item 3.8 - Assessing the suitability of subcontractors:**

**Auditor's observations and comments** – The company has adopted the NORSOK S-006 standard for assessment of subcontractors. Saga Fjordbase has developed an audit scheme, including the critical suppliers. Feed-back is given to suppliers' management and employees with documented findings in an audit report. Records are kept and followed-up in the company's HSEQ system.

Score upgraded from C to D

**Item 6.2 – History of undesirable events/hazardous conditions:**

**Auditor's observations and comments** – Saga Fjordbase has had a notifiable event in the summer of 2015. During an riser handling operation an operator broke his leg. The case was reported to the Norwegian authorities.

Score downgraded from C to B

**Item 7.1 - Auditing and reviewing:**

**Auditor's observations and comments** – Saga Fjordbase has established routines for auditing and reviewing which are published on the company's QHSE system. Saga Fjordbase has also developed a yearly audit programme, including internal audits, audits of suppliers and third party audits. Regular management inspections are performed, documented and KPI's are connected to this. Findings from the audits are reported and followed-up by management.

Score upgraded from C to D