








Well Expertise Verification Report

Soiltech Service Delivery Process – Well Management

AUDITEE						
Soiltech						
AUDIT NO.						
EA-2020-4						
APPROVAL						
Rev. no:	Date:	Auditor:	QA by:	Approved by:	Auditee:	Comments:
1.0	11.06.2020	A. B. Meisler 	S. Seland  L. Bjørnstad  C. S. Rødne 	M. Laget 	E. Røvde	

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1. Introduction

1.1. Scope and Objectives

The objective of the audit was to ensure high level of quality and to deliver a safe and efficient operation for the upcoming Schweinsteiger well for Wellesley Petroleum, and as stakeholder review for Well Expertise (WE). The verification was conducted 28th May 2020 at Soiltech premises with some attending via Teams.

The verification was based on the following documents received from Soiltech:

- Organization charts
- 2020 KPIs
- Competence and training (extracted from IQS)
- Nonconformities, improvements, and corrective actions. Doc. no. 12-000501.
- Risk management procedure. Doc. no. 13-002968
- Offshore Operational Procedure (extracted from IQS)
- Environmental aspects ISO 14001
- Capricorn/Cairn Audit Report 2020
- DNV GL Audit Reports 2018, 2019 and 2020
- IQS Audit Report 2017

1.2. Deviations

The verification was performed according to plan.

1.3. Foundation

The verification is embedded in WE's Audit, Review and Verification Plan for 2020, and the Schweinsteiger ARV Plan.

1.4. Verification Process

A notification letter ([Appendix 1](#)) was sent to Soiltech 28th April 2020. The verification date was accepted, and relevant documentation sent to Well Expertise before the verification meeting.

The meeting was held on Teams, and relevant personnel from Soiltech Management, Wellesley and WE were present (see [Chapter 1.5](#) and "Signatures" in [Appendix 2](#)).

At the end of the meeting, an action list was presented to Soiltech with the findings from the verification. This was also sent to Soiltech after the meeting. The verification team identified no (0) non-conformances, six (6) improvement points and two (2) observations. They are presented in this report and will be followed up through WE and Wellesley's ARV Registers.

1.5. Participants

Role	Name	Position	Company
Lead Auditor	Anniken B. Meisler	QHSE Coordinator	Well Expertise
Auditor	Lars Lilledal	Sr. Drilling Advisor	Wellesley
Auditor	Linn Bjørnstad	Sr. Drilling Engineer	Well Expertise
Auditor	Christina S. Rødne	Environmental Coordinator	Well Expertise
Observer	Morten Laget	Drilling Superintendent	Well Expertise
Observer	Stig Seland	Rig Intake Lead	Well Expertise
Auditee	Erik Røvde	Operations Manager	Soiltech
Auditee	Patrick Åsland	Project Manager	Soiltech
Auditee	Bente Skogen	HR Manager	Soiltech

1.6. Abbreviations

ARV	Audit, Review, and Verification
DNV GL	Det Norske Veritas Germanischer Lloyd
HR	Human Resources
HSEQ	Health, Safety, Environment and Quality
IMP	Improvement Point
ISO	International Organization for Standardization
JQS	Joint Qualification System
KPI	Key Performance Indicator
N/A	Not applicable
NC	Non-Conformance
O	Observation
QHSE	Quality, Health, Safety, and Environment
VP	Vice President
WE	Well Expertise

1.7. Definitions

Improvement point	Non-fulfilment of a requirement related to an intended or specified use (opportunities for improvement)
Non-Conformance	Non-fulfilment of a requirement
Verification	Systematic, independent, and documented process for obtaining evidence and evaluating it objectively to determine the extent to which given criteria are fulfilled

2. Findings

2.1. Categories of findings

Findings are categorised as:

- Non-conformance (NC)
- Improvement Suggestion (IMP)
- Observation (O)

Non-conformances are classified as:

- Major (MA)
- Significant (S)
- Minor (M)

The reported non-conformances, improvement suggestions and observations shall be followed up as soon as possible. All relevant actions and/or mitigating measures shall be identified (including action owner and due date) **within 14 days** after receipt of this report.

2.2. Non-conformances

There were no non-conformances found during the verification.

2.3. Improvement suggestions

Identified improvement suggestions are presented in Table 2-1. The references are listed in [Chapter 3](#).

Table 2-1 Improvement suggestions

IMP No.	Description	Ref.	Responsible
1	Soiltech to consider implementing a point regarding evaluations/ lessons learned as part of the "Offshore operational procedure"	/1/	E. Røvde
2	Versions handling in procedures comes out in other versions than in IQS. E.g. pdf version of Procedure "Nonconformities, improvements and corrective actions" is dated 2012, rev. 1.1. Regarding IQS the newest revision is 14. The verification team propose that Soiltech do go through other procedures.	/2/	B. Skogen
3	Include reference to SF5029 in reference list in the procedure "Nonconformities, improvements and corrective actions"	/2/	B. Skogen
4	Update website should reflect that Soiltech is ISO 45001 certified. It states OHSAS 18001. <i>Post verification comment: The website is updated. But the ISO 45001 certificate is not available under the HSEQ tab.</i>	/3/	E. Røvde
5	VP HSEQ to be removed as responsible for Risk procedure as this position is not present in Soiltech at the moment. The verification team recommends that Soiltech update the procedure to reflect today's organisation.	/4/	E. Røvde
6	Environmental aspect. As Soiltech's units discharge oily water to sea, the Verification team recommend that oil to sea is implemented as an environmental aspect. The fact that no chemicals are used under slop treatment should also be implemented as a positive aspect/opportunity.	/5/	E. Røvde

2.4. Observations

Identified observations are presented in Table 2-2. The references are listed in [Chapter 3](#).

Table 2-2 Observations

O No.	Description	Ref.	Responsible
1	The organisation chart does not reflect staffed and hired personnel. Soiltech should consider updating.	/6/	E. Røvde
2	The environmental Aspect no. 5 "Waste handling for customers offshore" comes out as negative "9". But this is a positive aspects/opportunity. In fact, the essence of Soiltech's delivery. The verification team challenge Soiltech to try to find another way of reflecting opportunities/positive aspects.	/5/	E. Røvde

2.5. Other Actions

During the verification, some actions were identified, presented in Table 2-3.

Table 2-3 Actions

Action	Description	Sender	Receiver
1	Soiltech to send list of names over who will go onboard Borgland for preparing unit – for e-learning HSE. The same before operation.	B. Skogen	A. Meisler
2	Soiltech send over installation plan to Wellesley.	E. Røvde	A. Meisler
3	Wellesley follow up Halliburton/Dolphin support for hard piping	N/A	N/A
4	Soiltech to send EPIM JQS certificate	B. Skogen	A. Meisler

3. References

Ref. No	Doc. Name
1	Soiltech. Offshore Operational Procedure, rev. 9.0
2	Soiltech. Nonconformities, improvements and corrective actions. Doc. no. 12-000501. Rev. 1.1, 2012 (rev. 14)
3	https://soiltech.no/
4	Soiltech. Risk management procedure. Doc. no. 13-002968. Rev. 14.
5	Soiltech. ISO 14001 Environmental aspect
6	Soiltech Organization charts 2020 – Management Team and Operations

4. Appendices

Appendix No.	Description
1	Notification Letter
2	"Signature list"

Appendix 1 – Notification letter

Verification notification



DATE and TIME : 28.05 2020, at 09:00-12:00
WHERE : Soiltech premises or alternatively online on Teams
TO : Soiltech slop treatment
ATT. : Erik Røvde
E-MAIL : erik.rovde@soiltech.no
OUR REF. : Well delivery verification
COPY TO : Patrick Åsland, Lars Lilledal, Trond Gravem, Callum Smyth, Morten Laget,
Sigve K. Næsheim, Linn Bjørnstad, Stig Seland, Christina S. Rødne.
FROM : Anniken B. Meisler
E-MAIL : anniken@wellexpertise.com
MOBILE : +47 476 67 507

NOTIFICATION OF WELL DELIVERY VERIFICATION SOILTECH SLOP TREATMENT AT BORGLAND DOLPHIN

Dear Erik.

With reference to the Audit, Review and Verification Plan for the Schweinsteiger operation and information given in supplier Kick-off meeting 3rd April 2020, Wellesley Petroleum AS is planning to perform a verification of Soiltech related to QHSE management system, resources, readiness and reporting for slop treatment services.

We plan to perform the verification 28th May 2020 according to scope and timing given below.

Scope

Soiltech is asked to present information to cover the topics listed below. The verification team will ask questions and may require checks of records and documentation during or after the presentation.

1. Short company information/presentation (Wellesley, Soiltech)
2. Introduction to Soiltech Management system
 - a. Safety statistics
 - b. Non-conformance reporting and follow up
 - c. Incident / accident follow up system (Notification/Emergency Response)
 - d. Environmental procedures & monitoring
 - e. HSE goals for 2020
 - f. Audit plan 2020 and system for following up findings
 - g. Roles and responsibilities
3. Functionality of the slop treatment unit. Securing ppm, volumes to sea. Installation scope and timing.
4. Corona/Covid-19 risk assessment(s)
5. Project personnel and follow up in operation. Offshore crew and workload.
6. New developments



Verification notification

Timing

28th May at Soiltech's premises if possible, or online via Teams.

Indicative time plan:

- 09.00 - 09.15 Presentation of attendees, Wellesley introduction to the Schweinsteiger project
- 09.15 – 10:30 Presentation of Management System
- 10:30 – 10:45 Short break
- 10:45 – 11:45 Presentation of equipment/unit, handling Covid-19, operational preparation and execution, new developments
- 11:45 – 12:00 Verification summing up

Please invite relevant Soiltech personnel.

Request for information

Prior to the verification, and within 21st May, the verification team would like to receive the following documentation:

- Relevant QHSE procedures (related to scope)
- Verification reports
 - External audits done by 3rd parties (last 3 years)
- Overview of significant environmental aspects
- Objectives /HSE plan for 2020
- Environmental risk assessment for the external environment
- Organogram
- Competence and training documentation

The verification team

Anniken B. Meisler	QHSE Coordinator (WE)	Verification Team Lead
Trond Gravem	Sr. Operations & HSEQ Advisor (Wellesley)	QHSE Auditor
Linn Bjørnstad	Lead Drilling Engineer (WE)	Assistant/Auditor
Christina S. Rødne	Environmental Coordinator (WE)	Environmental Auditor
Morten Laget	Drilling Superintendent (WE)	Observer
Stig Seland	Rig Intake Lead (WE)	Observer

Reporting

The verification team will present a summary with observations and/or improvement items in a closing meeting at the end of the verification. The formal report will be issued within two (2) weeks after the verification.

Please confirm by e-mail (anniken@wellexpertise.com) that date and timing for this verification is OK for required Soiltech personnel.

If need for clarifications related to this notification or the verification activity, please contact the undersigned. We look forward to meeting the Soiltech personnel and hope that this verification will be to our mutual benefit.



Verification notification



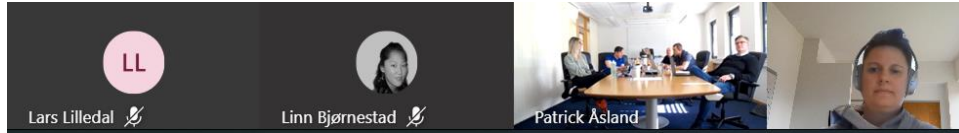
Kind Regards



Anniken B. Meisler
Verification Team Leader
Well Expertise AS
anniken@wellexpertise.com
476 67 507

Appendix 2 – “Signature List”

As some of the verification team members were present on Teams, a screenshot of the persons present was taken to document presence.



At Soiltech premises (“Patrick Åsland”):

Erik Røvde
Patrick Åsland
Bente Skogen
Stig Seland
Morten Laget
Christina S. Rødne

Others (on Teams):

Linn Bjørnstad
Lars Lilledal
Anniken B. Meisler