

Minutes of meeting

28-06-2021

Meeting Competence Review Well Expertise
Meeting Date 28-06-2021
Place Teams
Participants Anniken Meisler – QHSE Manager WE
Morten Laget – Drilling Superintendent / BDM WE
Magnus Florvaag – D&W Manager INEOS
Erik Aas- Procurement Manager INEOS
Beathe Magnussen – Project Coordinator INEOS

Background and purpose

To ensure fulfilment of competence requirements for the Well Expertise (WE) supplied personnel to the Fat Canyon project, the WE competence management system and the crew competence were reviewed by INEOS.

For the Fat Canyon Exploration Project, WE supply onshore QHSE support/consultants, offshore Drilling Supervisors, and offshore Wellsite/Logistic Engineers.

Competence Management

WE are ISO-9001 compliant (2015), ISO 14001 compliant (2015) and ISO 45001 compliant (2018).

WE were EPIM JQS audited by Antenor on behalf of NOROG 15.06.21. WE presented the findings from the audit in the meeting. Report/findings including WE answered is available online in EPIM JQS.

WE presented their Management system WEMS and how this is built up with manuals and procedures for Business Management and Service Deliveries.

WE presented their competence process (interview process, induction checklist, competence requirements matrix, job descriptions, MAS, Career development and WEReport training).

The WE management system satisfies INEOS expectation for competence management.

Other

WE also presented an update on development plans for WEReport and Digitalisation.

Offshore personnel from WE will use their WE email during the Fat Canyon operation.

INEOS informed that Anniken Meisler is backup for Åse Kristin Pettersen in case of long-term absence

Actions

Item #	Action	Responsible	Due date
1	WE to send the presentation from the meeting	Anniken Meisler	Closed
2	INEOS to share the Fat Canyon specific Familiarisation matrix and give Drilling Supervisors and Drilling/Logistic Engineers access to SharePoint and all the needed documents	Beathe Magnussen	2-3 weeks before spud
3	WE to confirm that the Drilling Supervisors and the Drilling/Logistic Engineers have received and read the Fat Canyon documents in the familiarisation matrix.	Morten Laget	Before spud
4	WE to send INEOS the latest updated Offshore Personnel schedule.	Morten Laget	01.07.21
5	INEOS to check if Next of Kin information of offshore personnel is required to be registered in INEOS own Next of Kin system.	Beathe Magnussen	01.07.21
6	INEOS to send overview of well control incidents from NOROG	Magnus Florvaag	Closed