

**Upstream America's
Well's Worksite Instruction Manual**



**Wells Worksite Instruction
Manual for Shell Onsite
Representatives**

November 2012 Revision IV

Upstream America's Well's Worksite Instruction Manual

**Revision
History**

Owner	Onshore Gas HSE Supervisor
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Revisions (Commence revisions at bottom and work up – start with Revision 0)		
Rev	Date	Description (Reason for Revision)
III	June 2012	Rig Move Operations & Critical Tasks For Field Foreman
IV	October 2012	Index page & Wells Process Safety

This Revision Reviewed By:		
Name	Position	Initial/Date
Jeff Oshust / Scott Murray	Onshore Wells HSE Supervisor on behalf of Onshore WDM's	Oct 2012

This Revision Approved by:	
Name	Initial/Date
Onshore Well Delivery Managers	Oct 2012

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1.0 SIMPLIFICATION

This manual contains a summary of key standards that are mandatory requirements for Well's Onsite Shell's Representatives. The standards reflected in this manual are deemed as the most critical to deliver safe, efficient Well operations.

Goal Zero (no incidents) is what we all strive to achieve on our worksites and we can achieve our vision of 'no harm to people' if we all take individual responsibility for our actions. This manual is part of making those responsibilities clear. This coupled with our expected Golden Rules (Comply, Intervene & Respect) and the Lifesaving Rules are key tools in achieving a workplace without harm.

Although there are pockets of safety excellence, over the years there have been a number of trends in major incident root causes within Upstream Americas Wells. The most significant trends are non-compliance and lack of operational consistency in standards, safe systems of work and leadership expectations. These, together with ineffective training, have meant the barriers that enable safe work performance are not well understood nor sufficiently valued as key enablers to keep the workforce safe. This manual addresses these areas by making clear what is expected of front line operational staff around basic Well operations and by simplifying key work standards.

Additionally, the following key initiatives will enable focused efforts:

- The behavioral observation program employed will be the contractor's.
- Proactive efforts will focus on quality, not quantity.
- CSMP focal point will support the Onsite Shell Representative.
- Resources will be readily available to support Road Transport, Lifting and Hoisting, Temporary Pipework, etc.

2.0 EXPECTATIONS

This manual is intended to establish a set of minimum requirements that are non-negotiable and must be implemented, not unlike the Life Saving Rules. Compliance with the content herein is mandatory.

2.1 Contractor

Major contractors working for Shell are expected to utilize their own HSE MS in executing work on our locations. Our contracting process, when correctly followed, ensures contractors performing safety critical work have a verified and complete HSE MS. Where significant gaps exist or where a contractor is not following their own HSE MS we expect the Onsite Shell Representative to intervene and assure compliance. When necessary this should be escalated to their Superintendent. Where significant differences exist between Shell's HSE MS and that of a major contractor a bridging document will be developed to document which HSE MS expectations to follow.

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2.2 Onsite Shell Representative

The Onsite Shell Representative is Shell's senior safety leader on location and is fully accountable for the safety performance. The primary responsibilities of the Onsite Shell Representative are:

Visible safety leadership

- Be a visible, engaged onsite safety leader
- Make Shell's HSE expectations and messages clear
- Know, motivate and coach the onsite workers
- Improve workers understanding of key hazards and critical planning at the worksite
- Positively reinforce compliance behaviors and intervene to hold difficult conversations in the case of non-compliance

Assuring the key safe systems of work

This entails verifying and testing the quality of these systems to be sure they are working effectively. The specific safe systems of work to be assured are:

- Job Safety Analysis
- Permit to Work
- Management of Change

Execute work according to standards

The mandatory requirements are laid out for:

- Life Saving Rules
- Incident Management
- Contractor Management
- DROPS
- Emergency Preparedness
- Fitness to Work
- Lifting and Hoisting
- Short Service Employee
- Temporary Pipework (and Temporary Equipment offshore)
- Well Control

2.3 Shell Superintendents

The Shell Superintendent shall be fully accountable for the following:

- Training of the Onsite Shell Representative with respect to the requirements of this manual
- Provide required resources
- Validate compliance to this manual
- Action any identified gaps

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3.0 TRAINING

As part of the Wells onboarding process, the HSE Supervisor shall train all Onsite Shell Representatives on the mandatory requirements of the WWIM Manual prior to any field assignment. Additionally, the Superintendent shall review the contents of this manual directly to the Onsite Shell Representative, and set expectations.

4.0 DOCUMENT CONTROL

The master copy is controlled as a web based document. All paper copies are uncontrolled. This is an evergreen document and the intent is that it will be updated when required.

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Life Saving Rules

The Life-Saving Rules set out clear and simple “do’s and don’ts” covering activities with the highest potential safety risk. The Life-Saving Rules do not replace or invalidate the Golden Rules (Comply, Intervene & Respect) or any other business, operational, and safety rules in force.

The 12 Life-Saving Rules are:

1. Work with a valid work permit when required.
2. Conduct gas tests when required.
3. Verify isolation before work begins and use the specified life-protecting equipment.
4. Obtain authorization before entering a confined space.
5. Obtain authorization before overriding or disabling safety critical equipment.
6. Protect yourself against a fall when working at height.
7. Do not walk under a suspended load.
8. Do not smoke outside designated smoking areas.
9. No alcohol or drugs while working or driving.
10. While driving, do not use your phone and do not exceed speed limits.
11. Wear your seatbelt when driving or riding in a car.
12. Follow prescribed Journey Management Plan.

Mandatory Requirements for Onsite Shell Representative:

- 1 Review the 12 Life Saving Rules with your Superintendent and know the purpose and application of each Life-Saving Rule and the consequences for non-compliance.
- 2 Verify that a working process is in place so that Shell employees and contractors on your worksite have been briefed on the Life Saving Rules and the consequences for non-compliance by:
 - Verify Life-Saving Rule site orientations are being conducted
 - Routinely discuss the importance of Life-Saving Rule's
- 3 Report all non-compliance or potential violation of the Life Saving Rules to the Superintendent immediately.
- 4 Encourage and support worksite peer-to-peer intervention and observation processes.

Links to Standards / Guidelines / Tools

[Shell's Life-Saving Rules](#)

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Management of Change (MOC)

The direct and underlying cause of many incidents is failure to properly recognize and/or manage change. The purpose of the MOC Standard is to provide guidance for managing change at the worksite.

The MOC Standard shall be used as required for equipment, personnel, procedure and software changes. Changes for equipment owned by Shell but maintained by contractors will use the Shell MOC Standard. Contractors are to be included in the review process for Shell MOC's.

Contractors shall use their MOC process for their equipment, personnel, procedure and software changes. Shell is to be included in the review process for contractors' MOCs.

Types of change requiring an MOC:

1. Physical Change – All changes that are not “replacement in kind” should go through an MOC process regardless of whether the change is temporary or permanent.
2. Procedural Change – Emergency Response, or Medical Emergency Response changes, managed pressure drilling, etc.
3. Personnel Change – All changes to a worksite staffing plan and or personnel roles and responsibilities, including contract personnel. Routine personnel vacancies and replacements, rotations, and shift or tour changes are exempt.
4. Software Change – This includes all modifications to the programming or settings of any computerized systems in Control and Automation Domain.

Mandatory Requirements for Onsite Shell Representative:

1. Be knowledgeable of the contractors MOC process as necessary.
2. Ensure that the contractors follow their MOC process by reviewing the current MOCs.
3. Provide comment on every change when identified as a reviewer.
4. Verify that the contractor executes the MOC and close out according to MOC conditions.
5. Ensure execution and close-out of Shell assigned MOC tasks
6. Do not allow changes that require a MOC to be made without adherence to the appropriate process.

Links to Standards / Guidelines / Tools

[ABC Guide for MOC Overview](#)

[SR.11.12472 – ABC Guide to Wells Management of Change](#)

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Job Safety Analysis (JSA)

A JSA is a systematic analysis of a job that identifies the hazards and mitigating controls for each step of a job and ensures responsible parties understand their roles.

Mandatory Requirements for Onsite Shell Representative:

1. Be knowledgeable of the contractors JSA or equivalent process.
2. Verify JSA preparation to assure quality process implementation. Pay special attention to high risk, non-routine work, new contractors and routine high exposure activities by:
 - Verify that all personnel involved in the job are part of the JSA review prior to starting the task.
 - Verify that the proper sequence of the tasks is described.
 - Verify that the identified hazards are appropriate for the task. Consider using Decision Point or similar tools to help identify hazards.
 - Verify the controls for the hazards and/or personnel assigned to specific tasks.
 - Verify that all participants involved in the task sign-off on the agreed to JSA.
 - Verify JSA compliance by observing the task to ensure that controls are properly executed
 - Consideration is given to SIMOPS.
3. Do not allow work to begin until verifying compliance with the JSA process in use and inform the Superintendent of contractors who do not have or use their JSA process.
4. Communicate expectations to stop work and revise the JSA when the job changes, new personnel join the task or environmental changes occur.
 - Give consideration to incorporation of pre-defined Pauses at critical steps in the JSA or equivalent.

Links to Standards / Guidelines / Tools

[HSE0008B-ON-PRO01 Permit to Work \(PTW\) Requirements](#)

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Permit to Work (PTW)

Permit to Work (PTW) is a job authorization process that includes a systematic approach to identifying task-specific hazards and associated controls, individual responsibilities, and communication to affected personnel. Contractors are expected to have and adhere to a permitting system.

Mandatory Requirements for Onsite Shell Representative:

1. Ensure that a location-list of jobs that require a permit are posted on a “display board” available for all workers.
2. Verify that location-specific list of jobs requiring a permit is discussed during site-specific orientations and that an appropriate filing system is properly maintained and coordinated.
3. For all Shell issued permits, ensure that adequate planning and time are allowed for effective development, review, issue, execution, and closure of work permits.
4. Review and concur with all Contractor issued permits before work begins.
5. As a minimum, Permits must contain:
 - Location where work will be performed
 - Contractor performing the work
 - Supervisor (with company name) responsible for the work group
 - Description for the work to be performed
 - Prerequisites for the work
 - Concurrence and approval for work to start
 - All permits shall have attached Job Safety Analysis (JSA)
 - Pre-job walk thru has taken place prior to the permitted work.
 - Ensure the permits are properly closed out.
6. Verify that permitted activities are conducted as written.
7. Inform the Superintendent of contractors who do not have or use their PTW process.

Links to Standards / Guidelines / Tools

[HSE0008B-ON-PR01 Permit to Work \(PTW\) Requirements](#)

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Contractor Management

Generally, contractors working for Shell are expected to utilize their own HSE MS in executing their safe systems of work on our locations. Our contracting process, when correctly followed, ensures approved contractors have a verified effective HSE MS.

Mandatory Requirements for Onsite Shell Representative:

1. Use only approved contractors from the provided vendor list or utilize High/Medium Risk Contractor Prequalification Variance (Attachment B) Form.
2. Review the approved variance before using any Red Banded contractors.
3. Verify that all contractor personnel complete Shell approved orientations (both general contractor and site specific orientations).
4. Ensure compliance with the SSE requirements.
5. Verify contractor work practices to validate that contractor's HSE MS is effectively being implemented. Stop work authority shall be exercised when significant gaps are observed.
6. Provide contractor performance feedback using the online Supplier Performance Report Form as required.
7. Report significant performance issues to Superintendent.
8. Verify proper equipment certification including third party equipment inspections
9. Verify contractor has a proper Preventative Maintenance system and follows the process

Links to Standards / Guidelines / Tools

[CSMP Homepage Website](#)

[Short Service Employees \(SSE\) Policy](#)

[WWIMS for Contractors Onshore Wells 2012](#)

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Short Service Employee (SSE)

Contractor personnel with less than six (6) months in the same job type or with his/her present employer shall be considered a Short Service Employee (SSE).

Note: Contract personnel pre-approved to temporarily fill job positions for purposes of providing relief shall be managed per the Wells "Out of Position Relief Worker" Recommended Practice (OOPS Guideline- see link below)..

Mandatory Requirements for Onsite Shell Representative:

1. Ensure Contractor submits appropriate SSE forms prior to SSE's arrival at the worksite.
2. Approve SSE compliment before arrival on location:

Crew Members	SSE's in Crew	Required Approvals and Notifications
1	0	Single-person crew shall not be an SSE
≤ 4	1	None
≥ 5	≤ 20% of crew	None
≥ 5	20–30% of crew	Superintendent concurrence
≥ 5	≥ 30% of crew	Written variance approval by the WDM

3. Review and authorize SSE forms.
4. Prepare Contractor SSE Variance Form as required and submit to your Superintendent for approval.
5. Ensure SSE is assigned a competent mentor to closely supervise the SSE and prevent the SSE from performing tasks for which he or she is not properly trained.
6. Ensure SSE is visibly distinguishable from experienced employees (e.g. SSE sticker, color of hard hat).
7. Review recommendations for reduction of the 6-month SSE period for individual crew members and approve if competency demonstrations are met.

Links to Standards / Guidelines / Tools

[Contractor Short Service Employee Form \(formally Attachment I\)](#)
[Contractor Crew SSE Statistics Worksheet \(formally Attachment J\)](#)
[Contractor SSE Variance Form \(formally Attachment K\)](#)
[Short Service Employees \(SSE\) Policy](#)

[Out of Position Relief Worker Policy OOPS Guideline](#)

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Emergency Preparedness

The purpose of Emergency Preparedness is to ensure that plans are in place to respond to and manage emergencies. An emergency is a present or imminent event that requires prompt coordination of actions to protect the health, safety, or welfare of people; limit damage to property and the environment; and minimize impacts on the business and corporate reputation.

Mandatory Requirements for Onsite Shell Representative:

1. Ensure that you know what the required Emergency Response Plans (ERP) are for your site (e.g. well control, H₂S, SPCC, etc).
2. Ensure that the appropriate ERP's are onsite and available to all personnel.
3. Verify that incident responders are familiar with the ERP and are appropriately trained for the role they will play in an emergency.
4. Ensure that routine Emergency Response exercises and drills are conducted and documented.
5. Verify that Medical Response requirements are met at the worksite as detailed in the Medical Emergency Response Plan (MER).
6. Verify that emergency response equipment (ie, well control, fire, eye wash, etc.) is prepared for use and properly maintained in accordance with manufacturer's specifications and regulatory requirements.
7. Activate the ERP, including evacuating the incident area, establishing an Incident Command Post, contacting the necessary support and regulators, and completing an incident report following the emergency.

Links to Standards / Guidelines / Tools

- [Emergency Response Plan](#)
- [Medical Emergency Response Transition page](#)
- [Medical Emergency Response Guidance](#)
- [Emergency Response Plans – Via Wells HSE Webpage](#)

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Incident Management

The main objective of the Incident Management Standard is to ensure that incidents, near misses, and hazardous situations are reported, investigated, and analyzed in order to prevent recurrence. The Onsite Shell Representative shall be considered the incident owner unless otherwise notified.

Mandatory Requirements for Onsite Shell Representative:

1. Immediately notify the Superintendent and HSE Supervisor of possible Recordable or High Potential Incidents (HPI) to ensure proper response and classification.
2. Contractor's senior site representative or designee and/or Shell HSE personnel accompany any injured worker requiring medical attention.
3. Ensure that all First Notice of Incidents are entered into the Fountain Incident Management System (FIM) within 24 hours.
4. Initiate the local Emergency Response Plan (ERP) / Medical Emergency Response (MER) as required.
5. Ensure that an appropriate contractor incident investigation is completed to determine the immediate and basic cause of all incidents.
6. Ensure regulatory reporting as required.

Links to Standards / Guidelines / Tools

[UA Incident Investigation and Learning Page](#)

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Lifting and Hoisting

Lifting and Hoisting (L&H) operations are inherently hazardous and Shell has had numerous incidents resulting in severe injury and/or death. L&H operations should be performed in compliance with OPS0055B Rev.1.1, key requirements summarized below.

Mandatory Requirements for Onsite Shell Representative:

1. Ensure a Local Lifting Focal Point (LLFP) has been assigned for the worksite.
2. Verify that all persons involved in L&H operations are trained and competent per their role.
3. Communicate and verify the following:
 - The Lift Planning Tool is addressed in a pre-lift Toolbox Talk for all lifts.
 - Eg: check that the blocks do not drop during slip and cut operations
 - Eg: check crown-o-matic is reset to prevent blocks from hitting the derrick
 - Applicable lift planning requirements are met for all L&H operations classified as routine, critical, or complex.
 - Uncertified homemade lifting accessories are prohibited.
 - The design requirements and physical condition of lifting appliances, accessories and equipment are appropriate for intended lifting operations.
 - The site Lifting Accessory Register is maintained, including forklift attachments.
 - Lifting Accessories are marked to show the name or trademark of manufacturer, safe working load, proof test date, and an identification number that can be traced back to the Lifting Accessory Register.
 - Lifting Accessories are properly stored.
 - That no personnel walk under suspended loads. Personnel exclusions zones shall be properly barricaded and access controlled.
 - Taglines are used when required.
 - Dedicated man-riding winches are labeled and are only used for man riding. Secondary fall protection must be used when man riding.
 - Man-riding is considered a "Critical" Lift and requires:
 - Rescue from Height Plan
 - Safe Work Permit
 - JSA
 - Aerial work platforms
 - Ensure each proposed personnel lift is the least hazardous, most practical method for performing the work
 - Only qualified personnel to operate personnel lifting devices
 - All personnel lifting devices are within inspection and testing intervals

Links to Standards / Guidelines / Tools

[OPS0055B Lifting and Hoisting Standard](#)

[OPS0055B - Lift Planning Tool](#)

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Temporary Pipework

Temporary Pipework Standard ensures the safe use of temporary pipework in operations that use this equipment and the associated pipework connection interfaces.

Mandatory Requirements for Onsite Shell Representative:

1. Use the Process Flow Diagram and/or Piping and Instrumentation Diagram furnished by the contractor to verify the standard layout for the job being performed.
2. Prior to any pumping or high pressure operations, communicate the following to all crew members in a safety meeting:
 - Test pressures, pressure release hazards, and personnel position during the test (perform a line of fire survey to identify bull, blank plugs and needle valves; ensure the proper position of all personnel).
 - Proper pressure isolation points.
 - Verify that iron or hoses are 100% bled off before hitting any connections.
 - Address the potential need for barrier size to change during the operation in the pre-job safety meeting or Job Safety Analysis before starting work.
3. Before pressure testing, "walk the lines" to ensure conformance to supplied drawings and confirm it is safe to test.
 - Banded to indicate that it is integral or NPST, piping has been inspected, and is within the "in inspection period."
 - Restrained by an engineered restraint system that has been assembled correctly per manufactures recommendations, visually inspected prior to use, and is of ample quantity to cover the job.
 - Incapable of being mismatched with like appearing components.
 - Suitable for service.
4. Verify inspection of all hammer unions is done using a "Go-No-Go" (gauge rings) to assure proper match.
5. Verify that flanged connections are torqued per recommended guidelines.
6. Ensure that personnel exclusion zones are established by physical barriers for pressurized pumping and testing before operations commence, and only removed when rigging down is complete.

Links to Standards / Guidelines / Tools

[EP2006-5393 Shell Global Standard for Temporary Pipework \(Rev 5\)](#)

[ABC Guide to Temporary Pipework \(Rev 4\)](#)

[Hanging by a Thread Video](#)

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Dropped Object Prevention Scheme (DROPS)

The purpose of DROPS is to set out mandatory requirements to prevent harm to personnel and damage to equipment from dropped objects in the execution of Well's activities. The requirements listed below are intended to encompass all elevated operations in addition to derrick operations.

Mandatory Requirements for Onsite Shell Representative:

1. Ensure that a procedure and Job Safety Analysis (JSA) for pre-mast raising, post-mast raising, and pre-mast lowering inspections is documented and strictly followed.
2. Verify that routine DROPS inspections are being carried out.
3. Following jarring of stuck pipe, activities causing excessive vibrations, or severe storms, ensure dropped object inspections are performed.
4. Surface drill screens are prohibited.
5. Ensure that forklifts used for tubular handling are fitted with a pipe clamp to prevent pipe from inadvertently rolling off the forklift.
6. Verify that all equipment that is not an integral part of the structure has a secondary method of retention to the structure (e.g. safety cables).
7. Verify that inventories are maintained for all equipment (temporary and permanent) in the derrick, and substructure (e.g. lights, horns, etc)
8. Ensure personnel exclusion zones and physical barriers are identified and erected.
9. Verify that all hand tools used when working at height are logged and tethered.
10. Verify that the contractors MOC Process is initiated prior to mounting fixtures to existing structures or installing new equipment at height.

Links to Standards / Guidelines / Tools

[EP2009-9039 Prevention of Dropped Objects Manual](#)

[OPS0055B Lifting and Hoisting Standard](#)

[Global Wells DROPS Website](#)

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Well Control

Well control is an integral part of the well planning process for both drilling and well intervention. This standard applies to both operations. Identification and mitigation of risks shall focus on keeping the well under control during all phases of the operation. Note: local regulatory requirements must be adhered to.

Mandatory Requirements for Onsite Shell Representative:

1. Execute Well activities to continuously maintain control as described in the Well drilling or intervention program.
2. Ensure that trip sheets are recorded, signed, and dated.
3. Ensure that blowout preventer (BOP) drills are conducted and documented to validate the competency of the crew.
4. Inform the Driller of anticipated threats and associated corrective actions that may affect the ability to maintain well control.
5. I.e. Know where the tool joints are in reference to ram position
6. Ensure that the shut in procedure for closing in the well (BOP and choke manifold) are accurate and available on the rig floor or doghouse.
7. I.e. Ensure shear ram procedures are in place
8. Inspect and validate that the BOP and the choke manifold are correctly configured.
9. Ensure that all pressure and performance testing of surface wellheads and BOP equipment are conducted, documented and current.
10. Inspect and validate that all drill pipe, tubing and/or casing shut-off devices are correctly configured for all connections.
11. I.e. Be aware of the potential of casing wear during drilling operations
12. Establish at least two muster areas on each worksite.
13. Ensure that all required Well Control Certification is current for all essential staff.

Links to Standards / Guidelines / Tools

[EP2002-1500 Pressure Control Manual for Drilling, Completion and Well Intervention Operations](#)

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Fitness to Work

The purpose of the Fitness to Work Standard is to promote the enhancement of employee health and safety by ensuring that the state of workers' fitness does not pose a threat to themselves, others, the environment, and assets.

Mandatory Requirements for Onsite Shell Representative:

1. Verify worker fitness for duty and notify the Superintendent of situations that indicate an employee is not fit for work (e.g. impaired, sleep deprived, etc).
2. Verify that workers with regulatory-driven fitness requirements and/or those participating in tasks that require medical evaluation of Fitness to Work adhere to required testing (e.g. substance abuse screening, H₂S fit test, etc).
3. Verify that no one is scheduled to work for more than the maximum allowable limits and seek approvals as required for extended work periods.
 - 14 consecutive hours which can be extended to 17 hours, 2 days in a row at the Onsite Shell Representative's discretion
 - 28 consecutive days or where regulatory limits are stricter
4. Verify that the driving duty hours requirements are met for drivers leaving the worksite.
5. Ensure that injured or ill workers returning to duty have appropriate medical clearance.

Links to Standards / Guidelines / Tools

[HSE0096 Fitness to Work](#)

[Journey Management Requirements](#)

[Road Transport Requirements](#)

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Rig Move Operations

Rig move operations are inherently hazardous and Shell has had numerous incidents resulting in severe injury and/or extensive asset damage. Rig move roles & responsibilities are summarized below.

All lifting and hoisting operations conducted in execution of rig move operations should be performed in compliance with OPS 0055B Rev1.1 and WWIMS Lifting & Hoisting requirements.

Mandatory Requirements for Onsite Shell Representative:

1. Ensure that a route assessment has been executed and the route is suitable.
2. Ensure that the transport company follows proper securement practice according to the drilling company's requirements.

Communicate and ensure the following:

- a) Ensure that a rig move plan is in place, that it clearly meets the Lifting & Hoisting requirements for all critical lifts and it is reviewed with all involved .
- b) Changes to the rig move lifting plan instigates a work shut down and a re-evaluation of the associated hazards.
- c) All loads are clearly marked/stamped with the load weight.
- d) Lifting Accessories are marked to show the name or trademark of manufacturer, safe working load, proof test date, and an identification number that can be traced back to the Lifting Accessory Register. Tags showing this information should be on all slings.
- e) The design requirements and physical condition of lifting appliances, accessories and equipment (including pad eyes) are appropriate for intended lifting operations and meet the requirements outlined in OPS 0055B Rev.1.

Links to Standards / Guidelines / Tools

[Lifting and Hoisting WWIM](#)
[OPS0055B Lifting and Hoisting Standard](#)
[OPS0055B - Lift Planning Tool](#)

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Rig Move Responsibilities

Action	Execution	Quality Control
Ensure adherence to highway regulations	Transport Contractor	OSR
Route planning	Transport Contractor/ Drilling Contractor	OSR
Communications	Operator (Comms. Dept)	OSR
Load distribution	Transport Contractor	OSR
Escort and move supervision	Transport Contractor	OSR
High load	Transport Contractor	OSR
Driver fatigue	Transport Contractor	OSR
Reporting incident/accident	Transport Contractor/ Drilling Contractor	OSR

Lifting and Hoisting Responsibilities

Action	Execution	Quality Control
Load Weights clearly marked	Drilling Contractor	OSR/ LLFP
Appropriate Load Lifting Points	Drilling Contractor	OSR/LLFP
Rig move lifting plan is completed	Crane Contractor	OSR/LLFP
Identification of Critical Lifts	Crane Contractor	OSR/LLFP
Lifting & Hoisting operations	Crane Contractor	OSR/LLFP

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Wells Process Safety

Process Safety is about the prevention of major industrial incidents caused by unintended release of energy or hazardous substances. Process Safety is distinct from Personal Safety in that Process Safety incidents may have catastrophic potential such as multiple injuries and fatalities, and massive economic, property and environmental impact. In Wells, Process Safety Incidents (WPSI) are related to **Well control** and **Wellbore integrity**.

A Single Barrier Failure (SBF) is defined as the failure of a well barrier to fulfill its function during well operations even when a second barrier remains intact.

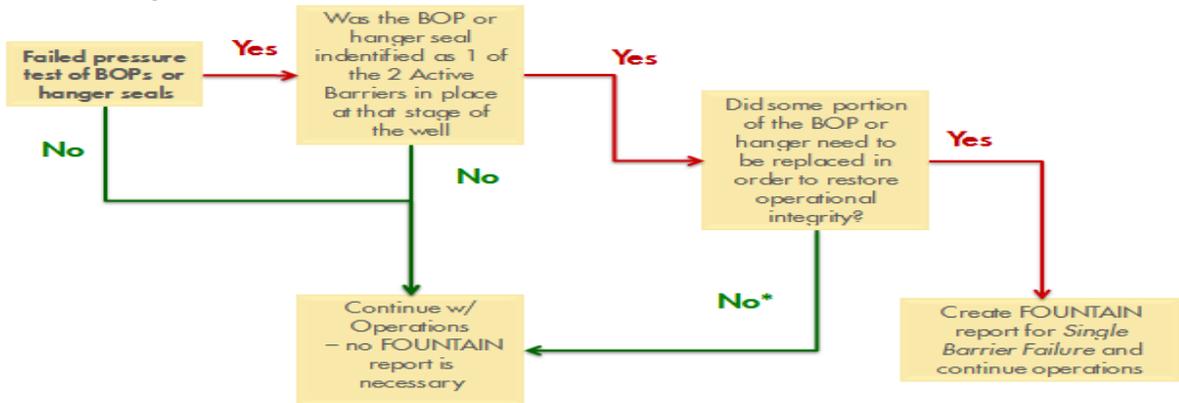
- *A barrier is defined as ...“any tested system or device that can be used to contain pressure within the confines of the well to the surface external environment during construction and intervention operations”.*
- *All **active** barriers (and active barrier elements) will be identified for each well operation by the Well and CWI engineering teams for each asset. Barriers that are not yet active need not be reported as SBFs.*

Mandatory Requirements for Onsite Shell Representative:

1. Ensure the equipment on site is listed correctly in “eWCAT”.
 - Ensure that the Superintendents are aware of any corrections or deficiencies
2. Ensure that each OSR is IWCF or IADC Well Cap certified and have their certifications available. (*refer to Well Control Simplification tab*).
3. Verify that each Driller or Rig Manager has their appropriate IWCF or IADC Well Cap certification.
4. Ensure that for BOP Equipment failures (including BOP Control System) WPSI-SBF reporting will include failures experienced during operating or while pressure and function testing of the equipment once initial integrity has been established on the well (i.e. once they are active barriers).
5. Ensure that a SBF of the BOP system is reported when back up equipment/systems providing equivalent functionality are unavailable.
6. Ensure any reduced functionality of the BOP system should be treated as a change in work scope and the Management of Change (MOC) process should be followed.

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■ What if my BOP test fails?

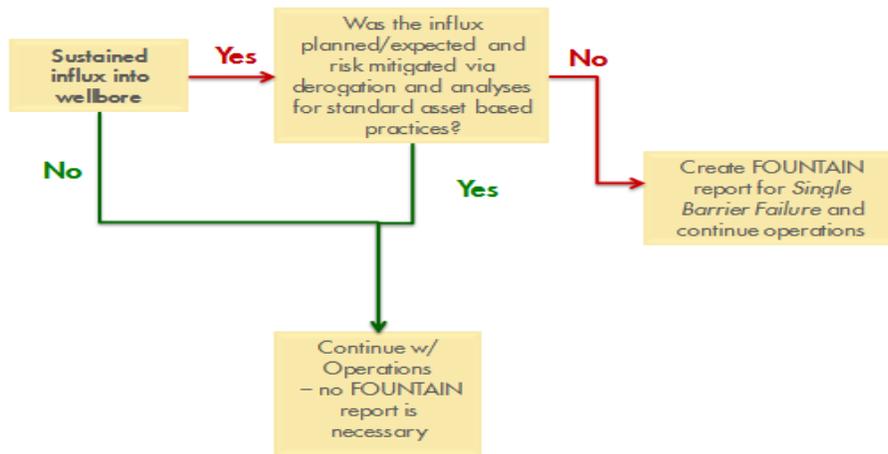


*Example: open and closed rams again and subsequently got a good test

25

RESTRICTED

■ What if I have an influx?



26

RESTRICTED

Making Wells Safer

EP2002-1500 Pressure Control Manual for Drilling, Completion and Well Intervention Operations