**>Complete this form** by clicking on the **blank** **fields below** and entering the requested information in accordance with the Approval Authority requirements identified for your respective operating region.

**\* NOTE: A variance is required BEFORE FLYING OFFSHORE, even if the passenger’s current HUET is still valid and will not expire until offshore prior to his or her return flight.**

**Notes: 1) For a FIRST variance: the name of your *Operations Manager / Wells Operations Team Lead / Project Manager* shall be entered as the *Final Variance Approval Authority*. (Enter “NA” for the Initial Variance Approval Authority)**

 ***NOTE: Wells Approval Authorities apply ONLY for flights To/From contracted drill rigs*.**

 **2) For ALL SUBSEQUENT variances OR VIP variances:**

 **a. The name of your *Operations Manager / Wells Operations Team Lead / Project Manager* shall be entered as the *Initial Variance Approval Authority*.**

 **b. The name of your *Asset General Manager (Production) / Wells Operations Manager (Drill Ships) / Project General Manager (P&T Support Vessels)* shall be entered as the *Final Variance Approval Authority.***

**>Attach this variance form to an email addressed according to the following:**

 **To:** (**Name of Final Approval Authority); (Name of Initial Approval Authority as applicable)**

 **Cc:** Robert.Jablonski@shell.com; Dan.Verda@shell.com; Dylan.Sanchez@shell.com; Freddie.Hurst@shell.com; E.BroussardIii@shell.com; Christy.Ragas@shell.com; Gerren.Hayes@shell.com; Deja.Stafford@shell.com; Seth.Whiteley@shell.com; Anthony.Vonwrycza@shell.com; Karen.Hernandez@shell.com; Whitney.Hines@Shell.com; Latoya.Nelson@shell.com; (Name of OIM/PIC/Senior Wells Supervisor as desired); any additional names desired.

 **Subject: HUET Time Critical Single Round Trip Passenger Variance (Last Name of Passenger)**

**>Approval/Disapproval Process**: Approval Authority(s), **in order of precedence when applicable**, should respond to subject email via “Reply All” with **Approved or Disapproved**.

|  |
| --- |
| The below listed personnel have **not** complied with the HUET requirements of the **SHELL** **SEAM PERFORMANCE FRAMEWORK AIR TRANSPORT MANUAL/AMERICAS-AIR TRANSPORT CORE DOCUMENT** **prior to flying offshore** to a SEPCO installation and have been granted a **temporary variance** by appropriate management personnel to fly offshore on this date and the corresponding return flight aboard aircraft operated for SEPCO. |
| **Date of Scheduled Flight:** |  |
| **Flight Call Sign**: |  |
| **Destination**: |  |
| **Initial Variance Approval Authority (if applicable):** |  |
| **Final Variance Approval Authority:** |  |

**Passenger Info:**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | **Company** | **# of Previously Approved Variances** | **\* Reason:  -No HUET,  -Expired HUET, -Unaccepted Training** **-No CA-EBS**  |
|  |  |  | Choose an item. |
|  |  |  | Choose an item. |
|  |  |  | **Choose an item.** |