



Shell Upstream Americas Contractor Standards, Procedures, and Guidelines Quarterly Newsletter

April-May-June 2012

New Albion Sands HSE Library

Contractors working at the Shell Albion Sands facility can now access HSE documentation on line via the new Albion Sands Document Library on UAContractor.com. The new library can be found in the Standards, Procedures, and Guidelines (password protected) space under Heavy Oil.

Please continue to monitor UAContractor.com as more documents are added to serve more businesses within Upstream Americas.

Flame Retardant Clothing (FRC) Policy

We are striving to reduce the exposure at our assets and create an environment that allows us to work safely: Every Task, Every Day, Everywhere. We also realize that the potential for flash fires continues to exist whenever hydrocarbons gases or liquids are handled in certain operations. The use of **Flame Retardant Clothing (FRC)** has proven to be effective in reducing the severity of burns and to save lives. In light of this, please be informed that UAD-GoM is in the process of implementing a FRC policy that applies to all employees, contractors, and visitors. The current Personal Protective Equipment (PPE) standard, HSE0078 Rev 1, has been updated to add the requirement for FRC.

The policy indicates that FRC coveralls or a FRC pant/FRC long sleeve shirt combination must be worn at all times when outside of PPE exempt areas such as living quarters, the galley and gym. FRCs can be purchased through normal procurement channels such as a retail supplier or FRC vendor of your choosing, however, the garments must be NFPA 2112 certified (certified at the garment level, not just at the fabric level).

New Health Effect Finding Regarding Benzene Exposure

The results of an external study of the health effects of benzene, referred to as the Benzene Pooled Analysis Study, will become publicly available soon. For contractors with employees engaged in jobs/tasks where benzene may be present and Managers/Supervisors of employees in these jobs/tasks please review the information regarding this study at www.uacontractor.com/spg/benzene_contractor_letter.pdf. Please communicate this information to your workers who work at one or more of our sites and are engaged in jobs/tasks where benzene may be present.

Review of Shell Subcontractor Requirements

In order for a contractor to use a sub-contractor for Shell business they must have the following system in place to manage those sub-contractors:

1. Evaluation of subcontractor past and current HSE performance.
 - HSE statistics are collected (Medical Aid, Modified Duty, Lost Work Cases, Fatalities, TRF).
 - Proof of Workers Compensation coverage and rate comparison with industry.
 - Post job performance reviews conducted.
 - Subcontractor HSE performance is re-evaluated and documented on a scheduled basis.
2. Procedures and work instructions relevant to the work scope are in place.
 - If procedures of the subcontractor, these are reviewed, approved and monitored. Subcontractor employees are knowledgeable of procedures (those of the primary vendor and/or subcontractor).
 - Tools and equipment are regularly inspected; deemed suitable and safe. Documents retained.
 - Roles and responsibilities of subcontractor are defined throughout the HSE MS to address key policies: JSA, safety meetings, journey management, incident and near miss reporting, drug and alcohol, BBSM. Compliance is monitored and documented.
 - Process to address subcontractor hiring another subcontractor
3. Competency Assurance
 - Employees of the subcontractor evaluated for relevant tasks or role by subcontractor or primary vendor
 - Short Service Employee program; review program of subcontractor and relevant employees provided. Primary vendor manages within context of own policy.
4. Training
 - Training records of subcontract employees are reviewed and deemed acceptable for work performed.
 - Subcontractor orientation performed by primary vendor, communicates expectations and relevant HSE MS policies
5. Fitness to Work program of the subcontractor is reviewed and acceptable or program of primary vendor is used.

Revised/Emerging Documents – April-June 2012

Revised and emerging documents published in the second quarter of 2012 are detailed below.

Title	Description	Document Custodian
Revised (see awareness presentations on SPG page for details)		
UAD Document Management (HSE0001 Rev. 5.0)	This procedure defines the design, development, communication, and sustainability processes for managing Upstream Americas Deepwater (UAD) documents.	Ernie Winslett (504) 728-7607
Hurricane Response Plan (HSE0037 Rev 11.0)	The purpose of this document is to provide maximum safety for all Operating employees in the event that any installation is threatened by a storm.	Tommy Hutto (504) 728-4369

Revised/Emerging Documents – April-June 2012, continued

Revised (see awareness presentations on SPG page for details)		
Fall Prevention and Protection (HSE0044-PR01 Rev. 2.4 & 2.5)	This Procedure describes the policies, guidelines, and regulatory requirements that shall be followed to mitigate the risks associated with personnel working at heights, including confined spaces and welding habitats. Specifications for fall protection and equipment construction, inspection, and use are also included.	Kim Biggs (504) 728-4638
Personal Protective Equipment (PPE) (HSE0078 Rev. 2.0)	This DEP specifies requirements and gives recommendations for the design and performance of an offshore Temporary Refuge and the associated means of escape and evacuation.	Ragini Isham (504) 728-7434
Incident Investigation and Learning (HSE0152-PR01 Rev. 1.2)	The process by which UAD complies with Mandatory Manual requirements for Incident Investigation and Learning (IIL).	Ernie Winslett (504) 728-7607
Diving Standard (OPS0184 Rev 1.0)	This Standard establishes procedures and requirements for performing diving activities at Upstream Americas Deep Water (UAD) locations and supplements the federal and local regulatory requirements that govern diving operations.	Randy Abadie (504) 728-4755
Safe Practices for Aviation Operations (OPS0081 Rev. 2.3)	This standard describes the policies for the air transport of Shell employees.	Travis Allen (504) 728-4595
Electrical Engineering Specification (ENG0113SP Rev. 4)	This DEP specifies requirements and gives recommendations for the design, engineering and installation of electrical facilities, which comprise all fixed electrical installations for power and lighting up to and including main supply facilities for instrument and process control equipment and safeguarding systems, cathodic protection equipment, telecommunication equipment, fire-fighting and alarm equipment, etc.	Keith Gonzales (504) 728-6514

Revised/Emerging Documents – April-June 2012, continued

Revised (see awareness presentations on SPG page for details)		
Low Voltage MCC (ENG0117SP Rev. 1.1)	This specification defines the requirements for fabrication, assembly, inspection, testing, and preparation for shipment of low voltage (600 volt class) Motor Control Centers for use by Shell.	Keith Gonzales (504) 728-6514
Building HVAC Systems (ENG0140SP Rev 1.2)	This specification, together with attachments, covers the requirements for a complete air conditioning system for use by Shell Exploration and Production Company	Keith Gonzales (504) 728-6514
New (see awareness presentations/change logs on SPG page for details)		
Recordkeeping Requirements for Offshore Production Facilities (HSE0138-PR01)	Defines how UAD manages records related to Offshore Production activities in compliance with API RP 75 recommendations and Group Records Management.	Karen Terral (504) 728-6426
DC UPS Specification (ENG0124SP)	Specifies requirements and gives recommendations for design, fabrication, inspection, testing, shipment, and documentation for DC Uninterruptible Power Supplies (UPS) for application in North America.	Keith Gonzales (504) 728-6514
Carbon Steel Corrosion Engineering Manual (ENG0135SP)	Specifies the requirements for corrosion control of carbon steel in Upstream facilities, including downhole, surface, plant, and pipelines.	Hang Nguyen (281) 544-3946
Control Valves – Selection, Sizing and Specification (ENG0142SP)	Specifies requirements and gives recommendations for the selection and specification of control valves, their actuators and accessories, using the latest industry practices and international standards where applicable.	Lloyd Hartmann (504) 728-4495
Design of Seawater Systems for Offshore and Onshore (ENG0143SP)	Specifies requirements and gives recommendations for the design of seawater systems for both offshore and onshore applications.	David Lemonier (504) 728-7023
Shop and Field Pressure Testing of Piping Systems (ENG0144SP)	Specifies requirements and gives recommendations for performing shop and field pressure testing of piping systems to establish integrity.	David Lemonier (504) 728-7023
Inspection and Functional Testing of Instruments (ENG0150SP)	Specifies requirements and gives recommendations for inspection and testing of instruments, before and after installation, during the construction and start-up phases of new plants, or after planned	Lloyd Hartmann (504) 728-4495

	shutdown.	
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Contractor HSE Safety Management Process (CSMP) HSE Advisors

For questions regarding a particular document, please contact the Document Custodian listed on UAContractor.com. For general contractor-related questions, please contact your CSMP HSE Advisor.

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