



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

July-August-September 2012

Onshore Contractor Orientation Requirements Available Online

All new contractors performing work on behalf of Onshore Wells must review and abide by BOTH the UA HSE Contractor Handbook and the Minimum HSE Expectations.

As of July 2012, there is a new online Orientation (Blue Book Training) that is available for all Production, Projects and Wells contractors to take. It is mandatory to complete the online version PRIOR to going to any of the UA sites.

Please go to the UA Contractor Orientation webpage (<http://www.uacontractor.com/orientation/index.php>) for details and resources.

Flame Retardant Clothing (FRC) Policy - Effective Date 12/1/2012

Highlighted in last quarter's newsletter, 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 FRC policy will be effective on December 1, 2012.

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

New Scotford Upgrader HSE Library

Contractors working at the Scotford Upgrader facility can now access HSE documentation on line via the new Scotford Upgrader 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.

Reorganization of Onshore Documents

The limited list of documents for use in Onshore Gas previously available on the UAContractor.com Standards, Procedures, Guidelines index has been replaced by a new portal providing access to an extended library of documents. HSSE, Operations, and Wells documents in use in Onshore Gas are now available here, along with one-page Wells Worksite Instruction Manuals (WWIMs) for quick reference on critical topics like Lifting and Hoisting and Management of Change.

Revised/Emerging Documents – July - September 2012

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

Title	Description	Document Custodian
Revised (see awareness presentations on SPG page for details)		
UAD Operating Instructions for Use of Diaphragm Pumps (OPS0001A-PR01 - SPM 1.12, Rev. 2.0)	This Procedure sets forth actions and precautions required when using diaphragm pumps.	John Bertucci (504) 728 7389
UPS Specifications (ENG0122SP Rev 1.0)	This DEP specifies requirements and gives recommendations for design, fabrication, inspection, testing, shipment, and documentation for AC Uninterruptible Power Supplies (UPS) for application in North America. Also included in this specification are the requirements for the stationary batteries.	Keith Gonzales (504) 728-6514
Corrosion Management (HSE0101 Rev 3.1)	The purpose of this document is to define the requirements of a Corrosion Management System to ensure that detrimental effects of corrosion are managed within the HSE-MS asset integrity process and provide a template for how corrosion control and surveillance can be managed.	Hang Nguyen (281) 544-3946
Critical Equipment Spares (OPS0187 Rev. 0.1)	This standard is designed to ensure that adequate spares for critical equipment are maintained for immediate availability via storage location when needed by the asset.	Tim Connolly (504) 728-0310
Personal Protective Equipment (PPE) (HSE0078 Rev. 2.1)	This UAD document suite sets requirements for the identification and management of routine work place hazards through the use of Hazard Identification, Hazard Controls, and the use of Personal Protective Equipment.	Ragini Isham (504) 728-7434
Fall Prevention and Protection (HSE0044-PR01 Rev. 3.0 & 3.1)	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

Revised/Emerging Documents – July - September 2012, continued

Revised (see awareness presentations on SPG page for details)		
Record Keeping Requirements for Offshore Production (HSE0138 Rev. 0.1)	This Procedure 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
Respiratory Protection (HSE0005 Rev 1.0)	This Standard sets requirements for respiratory protection at all UAD-GoM locations where employees are required to use respirators, or use respirators voluntarily.	Nancy Knapp (504) 728-4755
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

Revised/Emerging Documents – July - September 2012, continued

New (see awareness presentations/change logs on SPG page for details)		
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 Filed 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 shutdown.	Lloyd Hartmann (504) 728-4495

Contractor HSE Safety Management Process (CSMP) CSM Specialists

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

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