



UAD PERMIT TO WORK MATRIX





AGENDA

Report out on Ram/Powell Pilot

Current Status of Report Out

Where should I be able to find this on an asset?



PtW Matrix



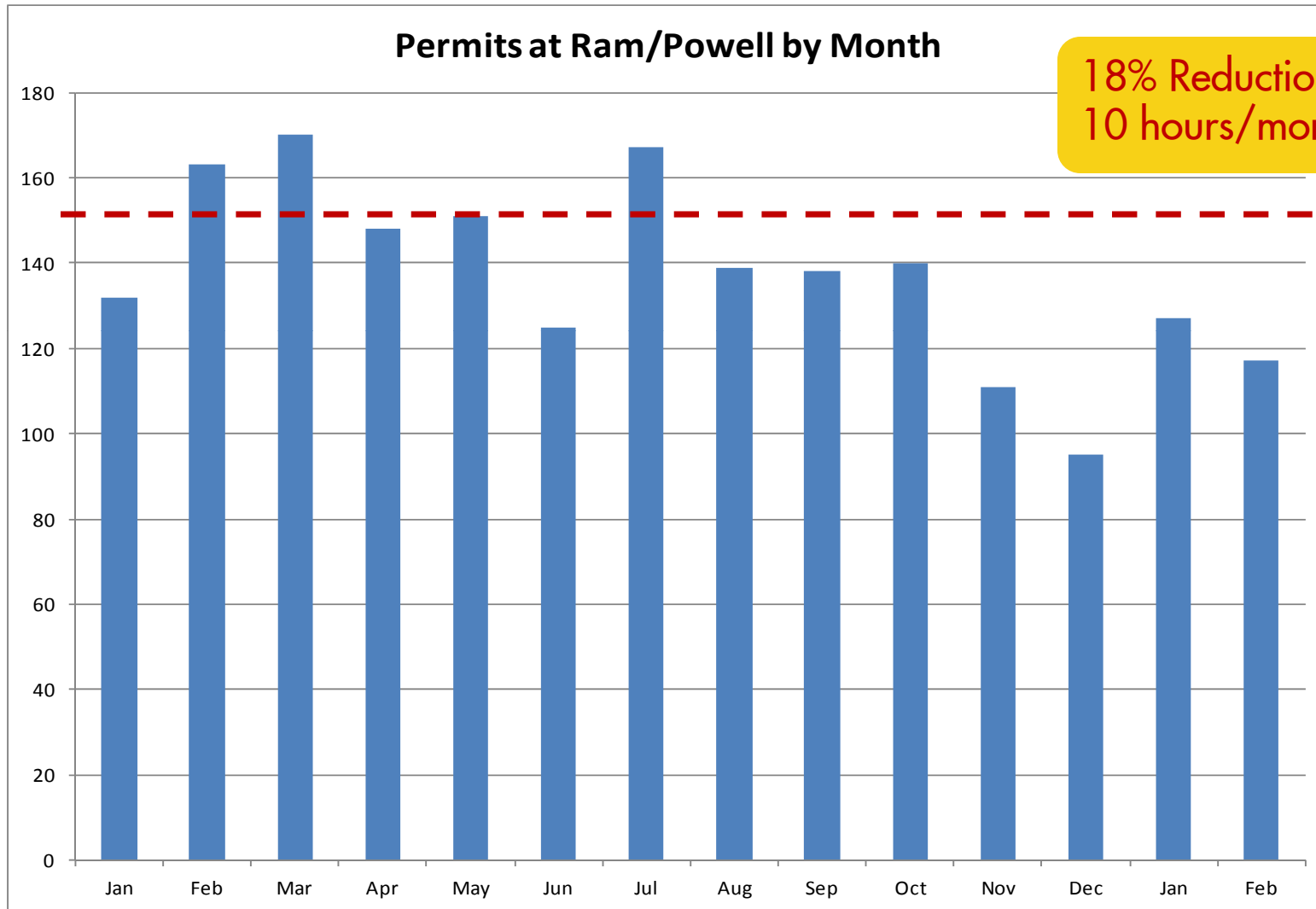
DW3 PERMIT TO WORK MATRIX- CASE FOR CHANGE

Case for change:

- Wait time and Non-value added permitting identified as offender of decreasing capacity of workforce
- UAD averages 24-26K permits annually with an average of 2500 monthly per month (does not include tasks that require only JSA)
 - Average time to create (not copy) permit: 15- 60+ minutes
 - Do the math: 20 mins X 2500 permits = **50K MINUTES (833 HRS)** spent creating permits **PER MONTH**
- Inconsistent application of Permit to Work from asset-to-asset; crew-to-crew



RAM/POWELL PILOT RESULTS



18% Reduction in PtW
10 hours/month less

Advisor/Job Sponsor/Construction Inspector Job Aid (Standard Work) – PtW Matrix

Initial Job Review

- Verify the Safe Work Documentation against PtW Matrix
 - What documentation is required? Is it in place?
 - Is there a third-party JSA that is relevant? Review requirements for feasibility.
- Verify the appropriate elements are included in ISSOW. Where third-party JSAs are being used, ensure they are referenced correctly.

SIMOPS Meeting (if required)

- Bring all Safe Work Documentation (PtW and JSAs) for job for discussion.

Job Sponsorship

- Perform Job Sponsorship Role per HSE0008 (PR02-TO.02) and Job Sponsor training

Break-In Work

- Assess if job requires review outside the normal PtW approval process (eg – immediate threat to life or production upset)
 - What documentation is required? Is it in place?
 - Is there a third-party JSA that is relevant? Review requirements for feasibility.
- Verify the appropriate elements are included in ISSOW. Where third-party JSAs are being used, ensure they are referenced correctly.
- Route Safe Work Documentation for review and approval.



ROLL OUT/ TRAINING- ASSET LIST W/ DATES

Asset	Round 1 date	Round 2 date
Auger	February 24th	March 10 th
Ursa	February 24th	March 10 th
Cognac	February 25th	March 11 th
WD-143	February 25th	March 11 th
Enchilada/ Salsa	February 26th	March 12 th
ST-300	February 26th	March 12 th
Brutus	February 27th	March 13 th
Mars	February 27th	March 13 th
Olympus	February 28th	March 14 th
Perdido	February 28th	March 14 th
Abandonment	TBD	TBD












Roll Out/ Training sessions are virtual session to discuss the Matrix:

- The Permit to Work Matrix (background work to now)
- How to use
- Application
- Location
- Evergreen/ reconciliation process
- Q&A

Anyone else we need to schedule??



ROLL OUT PLAN

November	December	January-February	March-April
<p>-Pilot @ Ram Powell to understand gaps (if any) </p>	<p>-Connect w/ Ram Powell to understand any changes or obstacles </p> <p>-Ensure Matrix is complete </p> <p>-Vet to PLT for final approval </p>	<p>-Schedule roll-out communication of matrix (2/13) </p> <p>-Training w/ each asset (2/24- 3/14) </p> <p>-Begin using Matrix once trained </p> <p>-Ongoing comms with field/ Partners in Safety </p>	<p>-Training w/ each asset (2/24- 3/14) </p> <p>-Begin using Matrix once trained </p> <p>-Roll out SWPA standard updates including PtW matrix (March) </p>
May-June	July-August	September-October	November-December
<p>-Ongoing comms with field/ Partners in Safety</p> <p>-(June) Reconcile any added/ revised content from each asset; compare for additions to matrix as well as any changes needed to current content</p>	<p>-Constantly scour for incidents that may effect activity rankings</p> <p>-Ongoing comms with field/ Partners in Safety</p>	<p>-Ongoing comms with field/ Partners in Safety</p> <p>-Run & maintain</p>	<p>-Begin reconciliation process with assets for any additions or revisions to current content (to include in new E-PtW tool)</p> <p>-Ongoing comms with field/ Partners in Safety</p>

 Completed

 In Progress



WHERE CAN I FIND THIS MATRIX?

Intent is to have copies of the Matrix on the asset in a number of places:

- Each asset will have a copy of the Matrix in a binder(s) in each team leaders office, to include OIM/PIC office
- Intent is to have a poster sized version of the Matrix posted in conspicuous areas (i.e. main hallways, Permit creation/ issuance points, evening permit meeting conference rooms, etc...)
- Matrix will also be electronic: stored on asset's OWE space (in PTWS folder)
- Master copy of Matrix will be located in SWPA standard (PR02-TO.06)

Q&A



BACK-UP SLIDES



PILOT (RAM POWELL) YEARLY COMPARISON

Without Rig

Jan-13 Feb-13

Permit	132	163
Pre-Appr	10	12
CSE	1	3
TSJSA	0	16
"Pre-Planned"	70	74
Issued	116	132
%Planned	60.3%	56.1%
CW	71	78
HW-1	4	6
HW-2	39	64
BreakCont	28	27
EnergElec	1	1

Noticeable decrease in Permit

Significant increase in JSAs

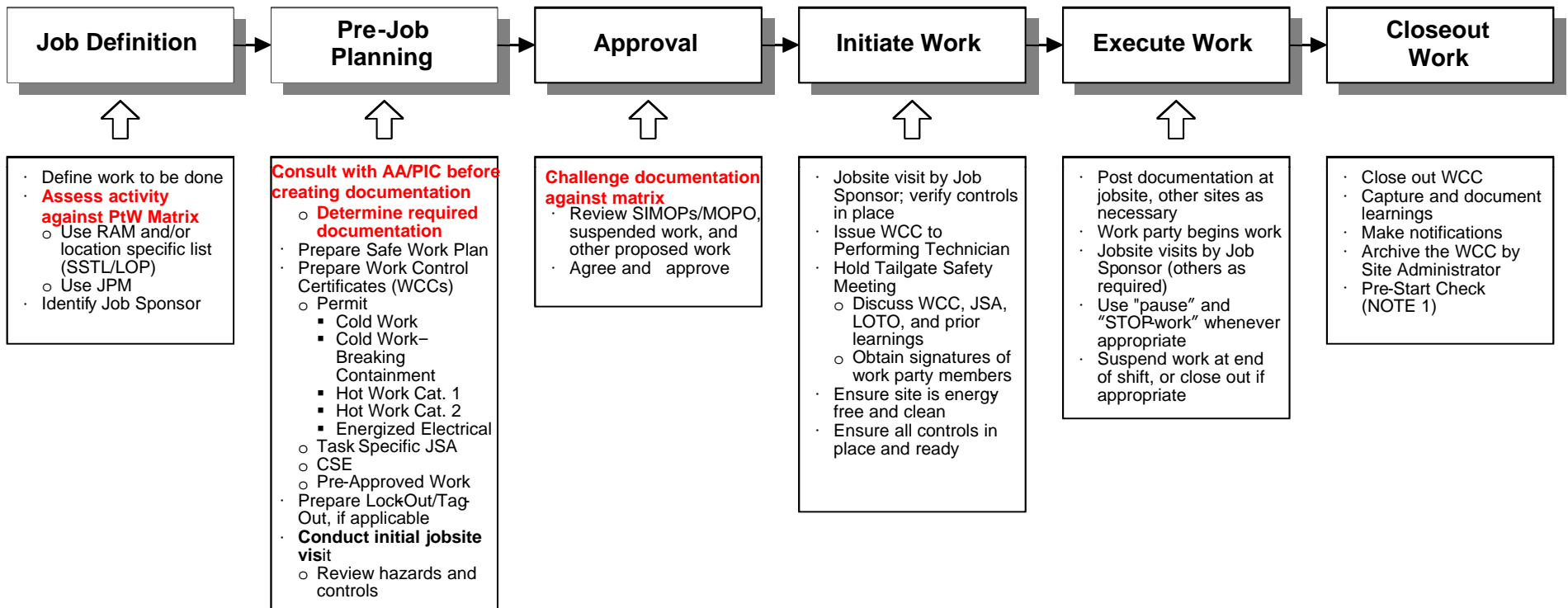
Decrease throughout all WCC types

With Rig

Jan-14 Feb-14

Permit	127	77
Pre-Appr	3	4
CSE	6	3
TSJSA	23	17
"Pre-Planned"	65	30
Issued	101	59
%Planned	64.4%	50.8%
CW	62	44
HW-1	5	5
HW-2	48	23
BreakCont	15	9
EnergElec	1	1

Permit to Work Process- Revised





WHAT'S HOLDING BACK CHANGE

LSR # 1. Work with a valid Work Permit when required. Im not losing my job because I didn't have a permit:

- Here's an explanation (page 3)



LSR Guide

- *First thing you must do is always check whether a permit is required for this work at this site and time as specified in the Permit to Work (PTW) Procedure*

BRIDGING DOCUMENT

Guidance

Shell HSSE Control Framework



Rule 1. Work with a valid Work Permit when required

Explanation: A work permit describes what you must do to keep safe.

1.1 Permit Requestor

- Always check whether a permit is required for this work at this site and time as specified in the **Permit to Work (PTW) Procedure**; and
- Communicate to the **Permit Issuer** the nature and scope of the work and special equipment required.



WHAT'S HOLDING BACK CHANGE (CONT.)

I feel more secure under a permit because the OIM/PIC signs it:

- As per SEMS II final rule (implemented June 4, 2013), Part 3- Hazard Analysis (250.1911) states: *The individual designated as being in charge of the facility by the operator must approve and sign all JSAs.*

- (1) You must ensure that your JSA identifies, analyzes, and records:
 - (i) The steps involved in performing a specific job;
 - (ii) The existing or potential safety, health, and environmental hazards associated with each step; and
 - (iii) The recommended action(s) and/or procedure(s) that will eliminate or reduce these hazards, the risk of a workplace injury or illness, or environmental impacts.
- (2) The immediate supervisor of the crew performing the job onsite must conduct the JSA, sign the JSA, and ensure that all personnel participating in the job understand and sign the JSA.
- (3) The individual you designate as being in charge of the facility must approve and sign all JSAs before personnel start the job.
- (4) If a particular job is conducted on a recurring basis, and if the parameters of these recurring jobs do not change

There is no oversight lost. Due to this rule, now all JSAs, both Shell and Partners in Safety, must be signed and approved by the person in charge.



CHANGE MANAGEMENT FOR PERMIT MATRIX

There are a number of changes that will take effect with Permit matrix:

- ***Requirement that all non-core (third party) contractors must work under a permit***
 - PtW documentation is based on activity risk, SIMOPs, impact to production, etc...
 - Aligns with connotation of “Partner” in Partner in Safety
 - Partners in Safety engaged and communicated to ensure understanding
- Some activities that were permitted before may not be permitted now (and vice versa due to incidents within Shell and industry)
 - Activity requirements have been vetted and approved by respective TAs/ SMEs and BCD custodians
- Some assets did not have an LOP matrix in past, so this matrix is complete change from previous

Matrix will be owned by asset and the master copy housed in SWPA standard, with local hard copy poster located near permit generation areas (i.e. quarters, offices, hallways, etc...)

OIM/PIC Job Aid (Standard Work) – PtW Matrix

SIMOPS Meeting

- Spot check ~10% of the Permits against PtW Matrix
 - What documentation is required? Is it in place? If not – do not approve PtW and review additional Permit Documentation.
 - Is the JSA linked to other jobs with similar exposures? Can they be bundled into a single PtW? If JSAs are all ready bundled, are they appropriate?
- Authorize all permits and JSAs
- Evaluate SIMOPS concerns for following day
- Countersign all TS-JSAs to comply with SEMS II requirement

Deck Time

- Once a day, go to a work site and check the Safe Work Documentation
 - Is the JSA being followed and all barriers and controls in place?
 - Have all people at the job site signed the permit?
 - Is there adequate interaction with Job Sponsor/Operations?

Break-In Work (outside the SIMOPS Meetings)

- Is it critical that this job be authorized outside the normal process? If not, it can wait until 5:00.
- Has the appropriate Team Lead and Job Sponsor reviewed the Documentation? If not, send the documentation to the appropriate Team Lead.
- Check documentation against the requirements in the Matrix. Are additional controls required?
- Determine if the JSA can be bundled with other JSAs in a single Permit.

Team Lead Job Aid (Standard Work) – PtW Matrix

Prior to SIMOPS Meeting

- Verify the Permits for your area against PtW Matrix
 - What documentation is required? Is it in place? If not – do not move PtW to approval step and review additional Permit Documentation.
 - Is the JSA linked to other jobs with similar exposures? Can they be bundled into a single PtW?
- Verify the appropriate elements are included in ISSOW. Where third-party JSAs are being used, ensure they are referenced correctly.
- Determine if the JSA can be bundled with other JSAs in a single Permit. If JSAs are bundled, are they appropriate?

SIMOPS Meeting

- Evaluate SIMOPS concerns for following day

Break-In Work (outside the SIMOPS Meetings)

- Is it critical (eg – immediate HSE threat or equipment break downs) that this job be authorized outside the normal process? If not, it can wait until 5:00.
- Check documentation against the requirements in the Matrix. Are additional controls required?
- Determine if the JSA can be bundled with other JSAs in a single Permit prior to putting it in ISSOW.

Deck Time

- Once a day, go to a work site and check the Safe Work Documentation (as part off the PtW Effectiveness Audit)
 - Is the JSA being followed and all barriers and controls in place?
 - Have all people at the job site signed the permit?
 - Is there adequate interaction with Job Sponsor/Operations?