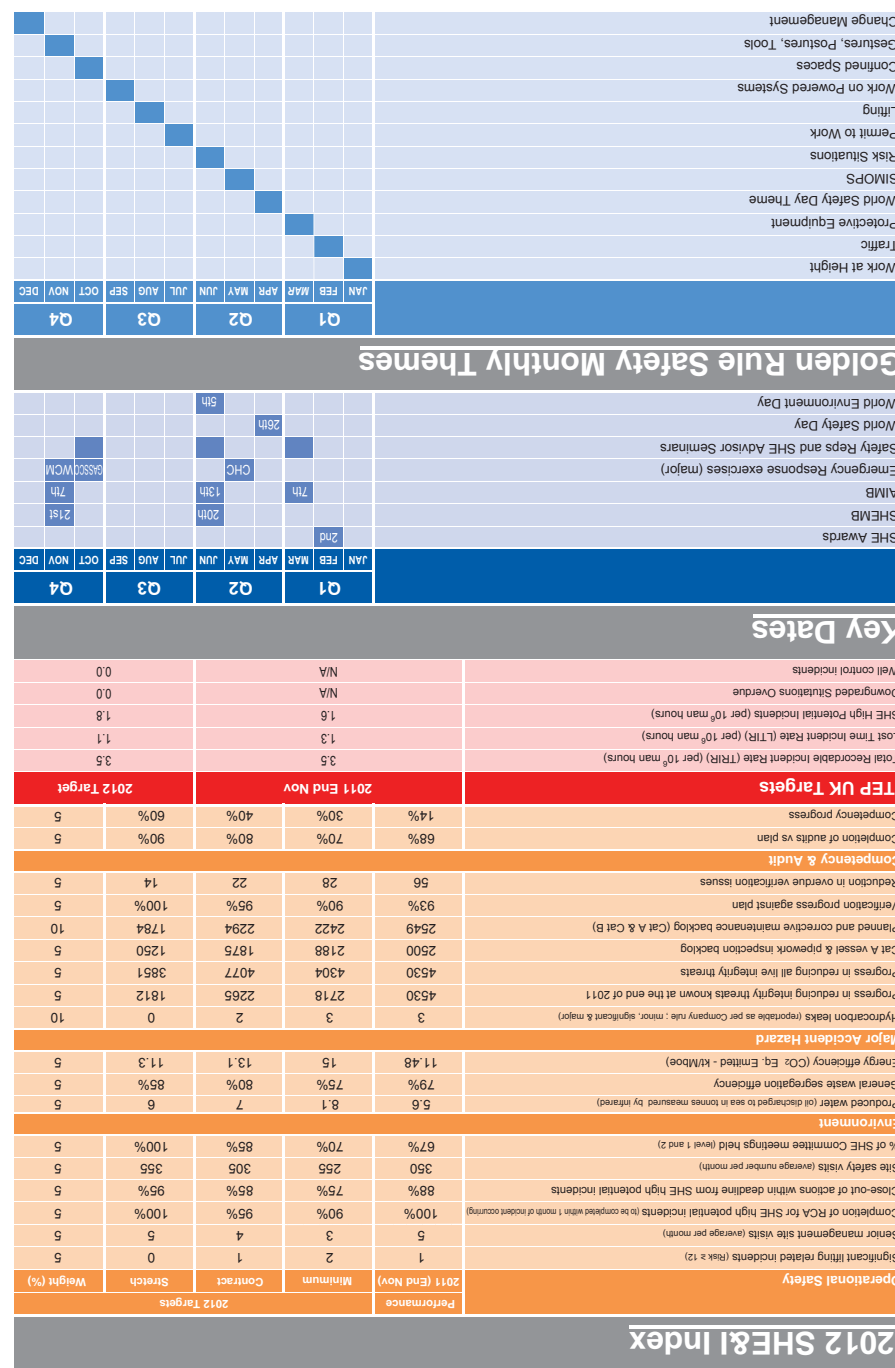




**PEOPLE**  
**PLANT**  
**PROCESSES**  
**PERFORMANCE**

# SHE&I Plan 2012



Philippe Guys  
Managing Director

Happy and healthy New Year to every one of you. Since arriving at TEP UK this Summer I have been struck by two things:

- Everyone's commitment to good SHE&I performance
- The quantity and quality of our exploration and development plan for the forthcoming years

Every year is busy; whether you work in the operations department, drilling, exploration, on a particular project or in a service department, 2011 has been an exceptional year. Our ambitious exploration and development strategy will hopefully continue this trend for many years to come.

We can be proud that over the year we have seen an improvement in total recordable injury rates, HIPO rates, and a reduction in dangerous occurrences. However we have seen a small increase in the total number of LTIs and hydrocarbon releases. There have been several notable and excellent achievements this year, with Albert Quay and the Sedco 714 both reaching four years without LTI. Unfortunately these achievements have to be balanced by a very serious incident on Alwyn which resulted in two LTIs, and two significant hydrocarbon releases at St Fergus. These incidents remind us all to remain vigilant. There has also been a worrying number of HIPOs on the Rowan operated rigs. An improvement plan has been put in place and TEP UK management is actively engaging with Rowan to improve the current performance.

On a more positive note, TEP UK has been very active in ensuring that we and the industry are ready to deal with any potential deepwater blowout in UK waters. The UK now has its own capping device available and TEP UK was the operator for the industry cap deployment exercise which was successfully held in deepwater West of Shetland this summer. We also passed our five yearly, Secretary of State Representative (SOSREP) exercise with flying colours earlier in the year.

2012 will be another very busy year. We have to be ambitious but remain vigilant, not only in our occupational safety but with a special emphasis on major hazard identification, which is always the best means of avoiding a potentially catastrophic event. We all have a part to play in ensuring that we continue to manage all our activities in a safe and environmentally conscious manner. Please take time to read this plan and the KPIs and consider how you can contribute to ensuring the continued success of TEP UK in 2012.

- PEOPLE
- PLANT
- PROCESSES
- PERFORMANCE



David Hainsworth  
Safety Health  
Environment & Integrity  
Manager

*David Hainsworth*

Another busy year! Everyone should be proud of what has been achieved by TEP UK over the last 12 months; successful shutdowns, mobilisation of a fourth rig, construction work on Laggan-Tormore, launch of the West Franklin project, the list goes on. I was recently asked what a perfect year for SHE&I would be; clearly no harm to people, no hydrocarbon leaks or spills to the environment, no unexpected integrity issues, no enforcement action being taken by a regulator, SHE&I index permanently above 80%..... I believe that all these objectives are achievable, but like all such indicators they are not the complete answer. We work in a tough industry, there are hazards, there are risks, so in reality my perfect year would be knowing that each and every person working for TEP UK, in whatever area, understands their role, has been suitably trained and is competent in their work, are aware of the potential hazards around them, and demonstrates every day that safety is their first priority.

## Time to refocus.....

Having listened to our Supervisors, analysed the statistics and considered the feedback we have received from many areas, we can see that if we truly want to have an injury free working environment we still have to make further improvements. Moreover, if TEP UK is going to deliver our ambitious operational and development plans in a safe and efficient manner then we need to have a very clear understanding of how we can all contribute to a safe workplace. We all have a personal responsibility to work safely and ensure that those around us all work to the same high standards.

We have decided to re-focus what we do into four easy to understand themes; the three Ps; PEOPLE, PLANT AND PROCESSES. These will be monitored by a fourth P, PERFORMANCE. Welcome to the new world of TEP UK SHE&I.



## Total's Golden Rules



SHE&I Plan 2012

PEOPLE	EXCOM RESPONSIBILITY	LEAD FOR OBJECTIVE	Progress				Target for Completion
			Q1	Q2	Q3	Q4	
<b>Competency</b> - TEP UK Operations personnel to have completed competency profiles as required by CAMS. Objective is 100% completion for St Fergus, 50% completion for Alwyn, 100% completion for Dunbar and 50% completion for Elgin/Franklin	Sylvain Peytier	Steve Rose, Hugh Tominey, Arthur Crawford					31/12/2012
<b>Competency</b> - Agree competency assessment requirements and implementation plan for key personnel within WCM. i.e. Drilling Manager, Rig Superintendent and Company Man	Jean Claude Choux	Laurent Vervynck					30/09/2012
<b>Competency</b> - Logistics personnel to have completed competency profiles as required by CAMS. Objective is 50% completion for Warehouse	Jean Claude Choux	Stephane Caillau					31/12/2012
<b>Competency</b> - OPERCAP to be implemented on all sites. Objective is 30% completion for Alwyn, 100% completion for Dunbar and 30% completion for Elgin	David Hainsworth	Mike Hawley					31/12/2012
<b>Training</b> - Confirm that all SHE critical positions have been identified across TEP UK and that the training matrices for these positions are correct as per Company Rule and UK legal requirements	Brian Wilkie	Jane Stirling					31/12/2012
<b>Training</b> - Identify CBT training requirements for short term, medium term and long term employees/vendors. Integrate with induction procedure and training matrices	David Hainsworth	Dave Wink					30/06/2012
<b>Training</b> - Review SHE awareness CBTs. Ensure content is up to date and put in place review strategy where CBTs require updating.	David Hainsworth	Dave Wink, Mike Dale					31/12/2012
<b>Training</b> - Standardise job titles and job descriptions for 'SHE' Advisers across operational sites to incorporate all elements of SHE in their role. Identify any further training required	Sylvain Peytier	Steve Rose, Hugh Tominey, Arthur Crawford					31/07/2012
<b>Training</b> - Sites to have attained required competency standards for LOLER Competent Person and fully implement role as per LECOP	Sylvain Peytier	Steve Rose, Hugh Tominey, Arthur Crawford					31/10/2012
<b>Training</b> - Define training requirements for RSES and deputy RSES for Geoscience survey vessels and ensure training completed for 2012 workscopes	Michel Verdier, David Hainsworth	Matthew Rowlands, Dave Wink					31/12/2012
<b>Occupational Health</b> - Engage medics and nurses in the improvement of occupational health control at site (COSHH, Kitry, Noise, Potable Water, Benzene, Mercury, Asbestos)	David Hainsworth	Dave Wink					31/12/2012
<b>Occupational Health</b> - Review Occupational Health Plans for each site to ensure they are fit for purpose.	Brian Wilkie	Laura Cliffe, Dave Wink					31/12/2012
<b>Workforce Engagement</b> - Continue the development of the SHE Adviser / Safety Representative integration both onshore at seminars as well as at site. Integrate the Medics as part of the occupational health improvement program	David Hainsworth	Dave Wink					31/12/2012
<b>Workforce Engagement</b> - Feedback results of STEP Change pilot on Alwyn. Implement improvement plan and actions. Consider extending study across all sites.	Sylvain Peytier	Dave Wink					31/12/2012
<b>SHE&amp;I Leadership</b> - MD Supervisor's Day to be held. Consideration to be given to including main contractors in workshop to discuss TEP UK's SHE&I expectations and how to work together to achieve objectives	David Hainsworth	Dave Wink					30/09/2012
<b>PLANT</b>							<b>Target for Completion</b>
<b>Major accident prevention</b> - Complete Safety Instrumented Function classification for Elgin/Franklin and identify remedial actions for Alwyn, Dunbar and St Fergus	David Hainsworth	Keith Lewis					31/12/2012
<b>Major accident prevention</b> - Finalise long term strategy for St Fergus over pressure protection system	Eric Bonnin	Kim Lees					30/09/2012
<b>Major accident prevention</b> - Upgrade OPPS at St Fergus as per 2012 summer shutdown workscope	David Walton	Alan Stevenson					30/09/2012
<b>Major accident prevention</b> - Define and identify Environmental Critical Elements	David Hainsworth	Mike Dale					31/12/2012
<b>Major accident prevention</b> - Replace 2 out of the 4 fire pumps on Alwyn	David Walton	Roderick Cuthill					31/12/2012
<b>Major accident prevention</b> - Initiate and progress the offshore works for Alwyn Central Control Room move	David Walton	Alan Stevenson					31/12/2012
<b>Major accident prevention</b> - Continue upgrade to St Fergus deluge system. Progress upgrade on one further train.	David Walton	Drew Hendry					31/12/2012
<b>Major accident prevention</b> - Successful completion of inspection by intelligent pigging of the following lines : Elgin Gas Export, Elgin/Franklin Interfield, ALE, Vesterled	Sylvain Peytier	Richard Ficken					30/09/2012
<b>Major accident prevention</b> - Development of long term plan and execution of 2012 vessel inspection	Sylvain Peytier	Joko Hadisubroto					31/12/2012
<b>Major accident prevention</b> - Diagnosis and remediation of Frigg line 1 & 2 defects	Sylvain Peytier	Richard Ficken					30/09/2012
<b>Major accident prevention</b> - Definition of 5 year painting scope on Alwyn & Elgin	Sylvain Peytier	John Thom					31/12/2012
<b>Major accident prevention</b> - Close out of 2011 TEC/COR cathodic potential audit findings	David Hainsworth	David Hillis					31/12/2012
<b>Major accident prevention</b> - Follow up of actions arising from the 2011 hydrocarbon leak reduction initiative. Develop detailed action plan to be owned by Operations and TS	David Hainsworth	Bruce Lawson					31/12/2012
<b>Management of Change</b> - Preparation of St Fergus for Laggan/Tormore. Identify required plant modifications and discuss implementation with Operations	Eric Bonnin	Kim Lees					31/12/2012
<b>Design</b> - Review noise reduction potential for each site in line with noise survey reports and improvement plans	Sylvain Peytier	Steve Rose, Hugh Tominey, Arthur Crawford					31/12/2012
<b>Design</b> - New office block design to demonstrate Best Available Technology in terms of environmental performance and staff well-being	Brian Wilkie	Jane Stirling					31/12/2012
<b>PROCESSES</b>							<b>Target for Completion</b>
<b>Human Factors</b> - Define what is meant by 'Safety Critical Task' and identify these tasks within TEP UK. Initiate update of relevant procedures through Operations and TS	David Hainsworth	Keith Lewis					31/12/2012
<b>Human Factors</b> - Review ISSOW risk assessment process and introduce 'house rules'	Sylvain Peytier	Dave Wink					31/12/2012
<b>Human Factors</b> - Review Induction process (staff and contractors) across TEP UK and implement improvements identified	Brian Wilkie, David Hainsworth	Lesley Smith, Dave Wink					31/12/2012
<b>Human Factors</b> - Finalise TEP UK Human Factors strategy. Agree implementation plan and roll-out (strategy to cover prevention of major accident hazards, behavioural safety and design)	David Hainsworth	Keith Lewis					31/12/2012
<b>SHE&amp;I Leadership</b> - PC and software efficiency review : develop improvement plan based on efficiency survey carried out on Alwyn and extend to other TEP UK operated installations. The aim of this objective is to enhance the efficiency of software tools utilised by TEP UK to free up Supervisor's time.	Christophe Bolis	Adam Flett					31/12/2012
<b>Environmental Improvement</b> - Develop & implement energy efficiency improvement plan (plan to be owned by Operations once prepared)	David Hainsworth	Mike Dale					31/12/2012
<b>Environmental Improvement</b> - Review and roll out revised Environmental Aspect registers for all TEP UK operated assets	David Hainsworth	Mike Dale					31/12/2012
<b>Action prioritisation and close-out</b> - Hold a series of workshops to rationalise actions within STRE@M	David Hainsworth	Bruce Lawson, Dave Wink					30/09/2012
<b>Action prioritisation and close-out</b> - Standardise SO/SSV data collection across TEP UK operated assets	David Hainsworth	Dave Wink					31/03/2012
<b>Action prioritisation and close-out</b> - Review STRE@M design for audit process	David Hainsworth	Mike Hawley					31/12/2012
<b>Major accident prevention</b> - Complete safety case thorough review actions	David Hainsworth	Keith Lewis					31/12/2012
<b>Major accident prevention</b> - Audit well examination scheme as per UK legislation	Jean Claude Choux	Bruce Lawson					31/03/2012
<b>Major accident prevention</b> - Update St Fergus COMAH report in preparation for submission to HSE in 2013	David Hainsworth	Keith Lewis					31/12/2012
<b>Major accident prevention</b> - SCE reporting (completion of available scope)	Sylvain Peytier	Farid Kihal					30/09/2012
<b>Management Systems</b> - Review Company Management System updating strategy. Consideration to be given to improving feedback process for Level 2 documents and on shore review process for Level 4 documents	David Hainsworth	Mike Hawley					31/12/2012
<b>Management Systems</b> - Define 'SHE&I Critical Documentation' and review management processes in place for retention both on and offshore	Christophe Bolis	Ton Ruijgrok					31/12/2012
<b>Management Systems</b> - Maestro : prepare for Group Maestro audit. Ensure that Maestro Champions and Pilots are appointed for each principle and that the actions from the previous audit are being progressed	David Hainsworth	Mike Hawley					30/06/2012
<b>Management Systems</b> - Develop SHE&I dossier for TEP UK operated installations (Alwyn, Dunbar, Elgin/Franklin, St Fergus)	Sylvain Peytier	Steve Rose, Hugh Tominey, Arthur Crawford					31/12/2012
<b>Operational Safety</b> - Dunbar TSV; preparation of SIMOPS and bridging documentation	David Walton	Mark Horn					31/10/2012
<b>Operational Safety</b> - Implement revised Manual Handling procedure on all TEP UK operated installations (Alwyn, Dunbar, Elgin/Franklin, St Fergus, Warehouse and Quay)	Sylvain Peytier, Jean Claude Choux	Steve Rose, Hugh Tominey, Arthur Crawford, Stephane Caillau, Laurent Vervynck					31/08/2012
<b>Operational Safety</b> - Implement ISSOW at the Warehouse and Quay	Jean Claude Choux, David Hainsworth	Tim Varley, Dave Wink					30/06/2012
<b>Emergency Mitigation</b> - Review emergency response documents across Company and develop plan for required updates (to include bridging documentation and project emergency response)	David Hainsworth	Dave Wink					31/12/2012
<b>Planning</b> - Review obsolescence and fabric maintenance strategy in line with corporate planning	Sylvain Peytier	Didier Romane					31/12/2012
<b>Planning</b> - Review 18 month plan entry criteria and TEP UK's review and acceptance process for workpacks	Sylvain Peytier	Steve Rose, Hugh Tominey, Arthur Crawford					31/12/2012
<b>Management of Change</b> - Audit management of change process within WCM and highlight corrective actions	Jean Claude Choux	Herve Drouville					30/06/2012
<b>Modifications</b> - Review and roll-out of new modifications process including red line mark-up	Sylvain Peytier	Malcolm Watt					31/03/2012
<b>PERFORMANCE</b>							
KPIs for 2012 - achieve SHE&I index above 80	Philippe Guys						
Achieve MAESTRO audit score >80%	Philippe Guys						
Successful Occupational Health Audit from HQ	Philippe Guys						
Successful re-certification to ISO14001	Philippe Guys						

Total's Golden Rules

