

SafeLandUSA Advisory Group Guidance Document

Mission Statement

Monitor and continuously improve the HSE orientation standards for the US Land contractor community.

Method

Foster reciprocal agreements between Operating Companies, Industry Associations, Contractors, and Training Providers.

Section 1: Membership

The SafeLandUSA Advisory Group will be comprised of industry representatives engaged in or supporting the Oil and Gas Exploration, Production or Transmission Industry. SafeLandUSA Advisory Group (SLAG) as of January 1, 2008:

Voting Members:

- Operator- Anadarko
- Operator- BP- NAG
- Operator- Exxon Mobil- USP
- Operator- Highmount E&P
- Operator- Marathon Oil
- Operator- Rosetta Resources
- Operator- Shell E&P
- Contractor Representative - TETRA
- Contractor Representative – Open Position

Advising Members:

- Association of Energy Service Companies
- Associated Safety Councils (ASC)
- Association of Reciprocal Safety Councils
- Energy Training Council
- International Association of Drilling Contractors
- Petroleum Education Council
- Texas Engineering Extension Service

Each member listed above will select one representative to participate on the SLAG. The SLAG will be comprised of seven Operator and two Contractor Members for a total of nine voting members. In addition to voting members, Representatives of Federal and State agencies and Industry Associations will serve as advising members. SafeLandUSA is a volunteer organization. Members of SLAG will serve with no monetary compensation.

Section 2: Meetings

The SLAG will meet monthly or as necessary.

Date and Location of SLAG Meetings: To be determined and communicated to SLAG Membership at the earliest possible time. Teleconference option shall be made available to those members not able to attend in person.

Order of Business:

- Attendance
- Review of Antitrust Statement
- Safety Moment
- Unfinished Business
- Agenda Review
- Reports of Committees
- New Business
- Next Meeting Date, Time, Location, Sponsor and Agenda

Notice of special SLAG Meetings open to all SafeLandUSA membership will be scheduled as needed. Written notice by e-mail of open SLAG meetings shall be provided no less than twenty-five days before the date of the meeting to all SLAG and SafeLandUSA membership.

Section 3: Voting

Each voting member company (association) is entitled to one vote, in person or by proxy on SafeLandUSA matters. Topics requiring a vote must be submitted fourteen working days prior to the scheduled SLAG meeting. Voting shall be by voice or written proxy unless any SLAG member requests a confidential ballot vote. Request for a ballot vote must be made prior to the vote.

Quorum: There shall be a presence of a simple majority of the SLAG voting membership in person, by Proxy or by telephone to conduct the vote.

Proxy: At SLAG meetings, a SLAG member may vote by proxy executed in writing (Formal letter or Email). Such proxy will be received and kept confidential by the meeting Facilitator or Co-Facilitator and cast with other ballots at the meeting.

Section 4: Member Roles and Responsibilities

Facilitator: Coordinate with each meeting host to assure adequate meeting facilities, lead meeting attendees through the agenda and facilitate the voting process in a fair manner.

Co- Facilitator: Assist Facilitator, and assume duties, as necessary, if Facilitator is not available. Serve as meeting timekeeper or appoint one as necessary.

Scribe: Record and distribute minutes, meeting notices and prepare agendas.

Section 5: Liaison Roles and Responsibilities

Contractor Liaison: Answer questions and provide a voice to interested contractors who are without a representative on the SLAG. This position will provide continuity to contractors and act as a point of contact for questions involving past SLAG decisions, etc.

Operator Liaison: Answer questions and provide a voice to other operators endorsing SafeLandUSA that are not represented on SLAG. This position will provide continuity to operators and act as a point of contact for questions involving past SLAG decisions, etc.

Curriculum Committee Liaison: Work with Curriculum Committee to ensure alignment and provide updates to SLAG

Section 6: Committee Roles and Responsibilities

All committees will be selected by SLAG. Members who have a conflict of interest for any individual decision shall serve in an advisory role and recuse themselves from voting.

Curriculum Committee: This committee will be comprised of volunteers from industry as approved by the SLAG and shall not exceed 15 members. This committee will evaluate the current SafeLandUSA syllabus and make recommendations to the SLAG on any updates, upgrades to the syllabus. Any proposals made by this committee must go to the SLAG for approval.

Communication and Outreach Committee: This committee will support the liaisons and provide information to industry through other industry networks, such as, STEPS, Etc.

Endorsement Committee: Develop/review/update endorsement process and requirements for accrediting organizations. This committee will be selected by SLAG and will not include accrediting organizations or any other advising members. One member of this committee will be assigned to liaison with the endorsed accrediting organizations.

IT Committee: Responsible for the SafeLandUSA database, recordkeeping, and website.

Finance Committee: Responsible for bringing information to SLAG to inform decisions on financial matters.

Section 7: Amendments

This Guidance Document may be amended by a two thirds vote of the SLAG. The vote may be satisfied as described in Section 3 above.

Section 8: Revisions

This Draft was last revised March 27th, 2008. MM per March 27 2008 SafeLand group discussion.