

## SafeLandUSA Minutes November 29, 2007

Time: 9:00am until Noon

Place: IADC Office: 10370 Richmond Ave., Suite 760, Houston, TX 77042 (713-292-1945)

Present:

Arthur Washington, ExxonMobil (Facilitator)

Joseph Hurt, IADC

Brenda Kelly, IADC

Larry Jones, Highmount E&P

John Vidrine, AESC

Marie Martin, TEEX (Scribe)

Pete Eustis, PEC

Maria Pacheco, Rosetta

Damon Buster, Shell E&P

### Minutes

- Mission reading and facility safety moment
- Review/Acceptance of last meeting minutes
  - Approval of accrediting organizations and reciprocal program: Tabled.
- Update from Operators
  - Took place Tuesday 11/27 from 8-9. Arthur Washington, Jennifer Koutny (Marathon), Damon Buster, Angelo Pinheiro (Marathon), Roosevelt Smith (Tetra), Dustin Hoffpauir (Anadarko), Jack Amberg (BP), Donald Faucheux (Shell), Rick Ingram (BP). Note made to include Rosetta and Highmount for the next meeting.
  - Some agreements and some research teams to come back in weeks.
  - Instructor led program vs. CBT
    - Some operators were very vocal: Many see CBT as a need for the land situation. Answer is not yet, but there is support for it. Structured, with someone there qualified to answer questions.
    - Action item: Donald Faucheux and Angelo Pinheiro will visit with SafeGulf to verify whether SafeGulf will accept individuals that receive SafeLandUSA training through CBT. (SafeGulf requires practical demonstration.) SafeGulf has a meeting December 18. There is some support for CBT even if SafeGulf chooses not to accept it. Note that many contractors do not do both. **We can add to our documentation (letter to contractors, accreditation requirements, and other places) to say that if people are intending to go offshore, they may need to take instructor-led training.** This will be decided once the decision is finalized, depending on what SafeGulf and the operator committee decide. PEC has records on who does onshore and offshore work.
    - On CBT proctor: follow-up is necessary to make sure instructor-qualified proctors continue to be involved on the basis agreed upon. IADC, for example, already has

monitoring built into their system. This requirement will need to be written in the final agreements. Two parts of proctor responsibility: Answer questions and ensure that the right person is taking the right test at the right time. Someone reviewing a missed question will help to defend what the student has learned. Remember that instructor-led training also requires some trust in the training provider and ongoing monitoring.

Question: Who designs CBT? Not the SafeLandUSA group. But we can specify requirements. There is someone already asking John Vidrine to review SafeLandUSA curriculum.

Action item: Joe Hurt, Angelo Pinheiro, and Donald Faucheux will work toward proposing security and instructional requirements for CBT.

(One example at [noexcusessafetytraining.com?](http://noexcusessafetytraining.com?))

- Accreditation Document

Document reviewed by operators.

Overview paragraph: First sentence: “training” was removed.

Accreditation organizations should have their own section, which **could be a separate document**. Proposed: minimal application and site visit, with criteria.

Roosevelt Smith, Jack Amberg, and Angelo Pinheiro will review the accreditation document in detail. Brenda Kelly and Marie Martin will work with them to develop a section for the relationship between SafeLandUSA accreditation committee and accrediting organizations.

Possibility of an OSHA alliance... this group will approach OSHA.

- Legal review before posting?

Operators’ own lawyers will likely want to look at it. Nothing formal.

- SafeLandUSA Advisory Group Guidance Document

Document reviewed. Members:

Contractor representative at large: Tetra

Operators: ExxonMobil, Anadarko, BP, Shell, Marathon, 1 open position.

IADC, PEC, AESC, ASC remain.

Concern: Someone who attends meetings should be there.

Jennifer Koutny, Damon Buster, and Rick Ingram were assigned to review the document in detail to make sure it is workable and acceptable, especially requirements of members and order of business. Conference call Monday December 10. Note: SafeGulf structure allows operator liaison position on the board to represent the rest of the operators; this could solve the issue of one opening for 2 operators.

- Power Point acceptance

No action – already accepted, and CBT is still being discussed in productive ways.

Syllabus criteria changed to accreditation guidelines on slide 13, last bullet changed and names spelled out.

Revision date added to master slide footer.

- Finance Committee update

Tabled until next meeting.

- Recap of 2007

- Future meeting dates

January 17 at Tetra

February 21 at ExxonMobil  
March 13 proposed

Agenda items for January 2008 meeting:

- Marie Martin / John Vidrine - 2007 recap and current status of major goals
- Roosevelt Smith - Establish goals and timeline for 2008
- Mechanism and/or team for approval of accrediting organizations and reciprocal program
- Rollout date (ready for use)
  - Minimum documents, process, tasks that need to be accomplished by rollout
  - Timeline for tasks before and after official rollout
- Operator committee/SafeGulf database discussion

Action items:

- Arthur Washington will put out a memo to committees about who is being added to the committees evaluating individual documents.
- Damon Buster will ensure that Rosetta and Highmount can be brought in as operators in operator committee and SLAG.
- Marie will send out revised documents.
- Anadarko and John Vidrine will attend a SafeGulf meeting to discuss database.
- Marie will update rearview and decision summary and send to John Vidrine for feedback.
- Marie will create and propose the 2007 summary in a version suitable for Web posting

## **Mission Statement**

**To monitor and continuously improve training standards for the US Land contractor community.**

“All meetings must have a written agenda that is circulated and reviewed prior to the meeting. Attendees must strictly follow the agenda. Topics not on the agenda must be deferred until the next meeting. An attendee shall be assigned to record and distribute the minutes of each meeting. The minutes shall include a record of who attended the meeting. Under no circumstances shall attendees discuss: Price, production decisions, marketing decisions, and the person with whom, and the terms on which, each company conducts business. These matters are to be decided unilaterally by each company without agreement or even communication with competitors.”