

**Safety and Environmentally Critical Tasks**

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**11.06  
Safety and Environmentally  
Critical Tasks**

The Safety and Environmentally Critical Tasks were determined during development of the bowties and responsible parties for execution/implementation of the tasks were assigned. A list of the Safety & Environmentally Critical Tasks by responsible party is presented in the tables below where also references to the source bowties are included.

The first table below lists the identified Safety and Environmentally Critical Tasks and links each to the relevant bowties with a unique Task ID reference. The activities are grouped as follows:

- Planning
  - Well/Operations Design
  
- Operate
  - Drilling
  - Marine
  - Logistics
  - Third Parties
  
- Maintain
  - Drilling Equipment
  - Marine Equipment
  - Electrical/ESD
  - Emergency Equipment
  
- Manage
  - HSE-MS Activities
  - Training & Competency
  - Emergency Response
  - Third Parties

**Safety and Environmentally Critical Tasks**

Tasks listed according to operational phase with reference to relevant bowties:

| Task ID        | Task Name                                    | Bowtie / DSHA      |
|----------------|--|--------------------|
| <b>A-01</b>    | <b>Planning</b>                              |                    |
| <b>A-01.02</b> | <b>Well/Operations Design</b>                |                    |
| A-01.02.01     | Review Drilling Program & Well Design        | 1,2,13,15,16       |
| A-01.02.02     | Provision of Attending Vessels               | 11                 |
| A-01.02.03     | Prepare Well Design & Drilling Program       | 1,2,13             |
| A-01.02.04     | Drilling Location Surveys                    | 1,14,15,16         |
| A-01.02.05     | Rig Location                                 | 14,16              |
| A-01.02.06     | H <sub>2</sub> S Wells                       | 13,22              |
| A-01.02.07     | Set Well Specific Operating Criteria         | 1                  |
| A-01.02.08     | Well Testing Operations                      | 4,13               |
| <b>A-02</b>    | <b>Operate</b>                               |                    |
| <b>A-02.01</b> | <b>Drilling</b>                              |                    |
| A-02.01.01     | Operate Mud Circulating/Conditioning Systems | 2,5                |
| A-02.01.04     | Monitor & Control Well                       | 1,2,4,5            |
| A-02.01.05     | Manage Drilling Operations                   | 1,2,4,5            |
| A-02.01.06     | Control of Drilling Operations               | 1,2                |
| A-02.01.07     | Bubble Watch                                 | 1                  |
| A-02.01.08     | Monitor Mud Properties                       | 1,2                |
| A-02.01.09     | Conduct Mud Logging Operations               | 2,5,13             |
| A-02.01.10     | Monitoring Mud Systems                       | 2,5                |
| A-02.01.11     | Monitoring Drilling Systems - Driller        | 1,5                |
| A-02.01.15     | Perform Casing Pressure Test                 | 4                  |
| A-02.01.16     | Monitor Weighting Material Consumption       | 1,2                |
| A-02.01.18     | Monitoring of Shakers                        | 5,13               |
| A-02.01.19     | Shallow Gas Procedures                       | 1                  |
| <b>A-02.02</b> | <b>Marine</b>                                |                    |
| A-02.02.01     | Deck Operations & Marine Integrity           | 6,7,11,16,22       |
| A-02.02.02     | Marine Operations/Watchkeeping               | 15                 |
| A-02.02.03     | Hot Work Operations                          | 1,5,7              |
| A-02.02.04     | Laundry System                               | 7                  |
| A-02.02.07     | Watertight Integrity & Stability             | 14,16              |
| A-02.02.08     | Supply Vessel Operations                     | 13                 |
| A-02.02.09     | Monitor Environmental Conditions             | 11                 |
| A-02.02.12     | Control Room Operations                      | 1,2,4,6,7,11,13,22 |
| A-02.02.13     | Engine Room Duties                           | 6,                 |
| <b>A-02.03</b> | <b>Logistics</b>                             |                    |
| A-02.03.02     | Provide Helicopter Services                  | 11                 |
| A-02.03.03     | Perform Helicopter Operations                | 11                 |

**Safety and Environmentally Critical Tasks**

|                |  |                       |
|----------------|--|-----------------------|
| A-02.03.04     | Helifuel Checks  | 11                    |
| A-02.03.05     | Helicopter Pilot Responsibilities  | 11,22                 |
| A-02.03.06     | HLO Responsibilities   | 11                    |
| A-02.03.07     | Manage Helicopter Operations   | 11                    |
| A-02.03.08     | Passenger Actions During Helicopter Travel                                       | 11                    |
| A-02.03.09     | Rig Helicopter Operations  | 22                    |
| A-02.03.11     | Monitor Helicopter Operations  | 11                    |
| A-02.03.12     | Rig Move   | 14,16                 |
| A-02.03.13     | Rig Jack-Up  | 14,16                 |
| <b>A-02.04</b> | <b>Third Parties</b>   |                       |
| A-02.04.01     | ROV Operations   | 1,16                  |
| A-02.04.02     | Approve Third Party Equipment & Personnel  | 4                     |
| A-02.04.03     | Perform Well Testing   | 13                    |
| A-02.05        | Crane Operations & Cargo Handling  | 22                    |
| A-02.05.03     | Cargo Placement  | 22                    |
| A-02.05.04     | Crane Operations   | 4                     |
| A-02.05.05     | Safe Practices During Crane Operations   | 4                     |
| A-02.05.06     | Helicopter Restrictions on Crane Operations                                      | 11                    |
| <b>A-03</b>    | <b>Maintain</b>  |                       |
| <b>A-03.01</b> | <b>Drilling Equipment</b>  |                       |
| A-03.01.01     | Maintain & Inspect Drilling Systems  | 1,2,5                 |
| A-03.01.02     | BOP Functionality Checks & Tests   | 2                     |
| A-03.01.10     | Diverter & Degasser System Maintenance   | 2                     |
| A-03.01.11     | Well Test Equipment  | 4                     |
| <b>A-03.02</b> | <b>Marine Equipment</b>  |                       |
| A-03.02.03     | Maintenance of Marine Systems  | 6,7,11,14,15          |
| A-03.02.04     | Maintenance of Mechanical Systems  | 6,7,15                |
| A-03.02.07     | Maintenance of Navigation Aids   | 11                    |
| A-03.02.08     | Maintenance of HVAC Louvres, Dampers & Inlet Filters                             | 5,6,7,22              |
| A-03.02.09     | Fuel Transfer & Sampling   | 11                    |
| A-03.02.10     | Maintenance of Main Engines  | 6                     |
| A-03.02.11     | Checks on Navigation Aids  | 11                    |
| A-03.02.12     | Engine Room Checks   | 6                     |
| <b>A-03.03</b> | <b>Electrical/ESD</b>  |                       |
| A-03.03.01     | Maintenance & Testing of Critical Instrumentation                                | 1,2,4,5,6,7,11,13,22  |
| A-03.03.02     | Maintenance of Electrical Equipment & Protective Devices                         | 1,2,4,6,7,11,13,19,22 |
| A-03.03.03     | Blackship Functional Test  | 22                    |
| A-03.03.04     | Registration, Maintenance & Action of EX Rated Equipment (Including Electrician) | 22                    |
| A-03.04        | Third Parties  | 1,2,4,5               |
| A-03.04.01     | Approve Third Party Equipment & Personnel  | 4,13                  |
| A-03.04.02     | Review third party Equipment Installation  | 4                     |

**Safety and Environmentally Critical Tasks**

|                |  |                    |
|----------------|--|--------------------|
| A-03.04.03     | Functional Testing of Well Test Package                  | 4,13               |
| A-03.04.04     | Electrical Checks on third party equipment               | 1,2,4              |
| A-03.04.05     | Placement of third party Equipment                       | 22                 |
| <b>A-03.05</b> | <b>Emergency Equipment</b>                               |                    |
| A-03.05.01     | Maintain Rig Fire Fighting Systems                       | 1,2,4,5,6,7,11     |
| A-03.05.02     | Maintenance of Emergency Systems                         | 5,22               |
| A-03.05.03     | Inspection & Maintenance of Emergency Equipment          | 1,2,4,5,6,11,13,22 |
| A-03.05.04     | Gas Testing  | 13                 |
| A-03.05.05     | Maintenance of FRC & Lifeboats                           | 22                 |
| A-03.05.06     | Precautions in Event of H2S                              | 13,22              |
| A-03.05.07     | Davit Inspections  | 22                 |
| <b>A-04</b>    | <b>Manage</b>  |                    |
| <b>A-04.01</b> | <b>HSE-MS Activities</b>                                 |                    |
| A-04.01.01     | Housekeeping Standards                                   | 5,6,7,11,22        |
| A-04.01.02     | Housekeeping Standards & Inspections - Camp Boss & Medic | 7                  |
| A-04.01.03     | Weather Restrictions                                     | 1,11,14            |
| A-04.01.04     | Posting of Information - All Crew                        | 5,6,22             |
| A-04.01.05     | Posting of Information - Medic                           | 5                  |
| A-04.01.06     | Regulatory & third party Inspections                     | 6,11,15            |
| A-04.01.07     | Produce Permit to Work (PTW)                             | 4,5,6,7,13         |
| A-04.01.08     | Management of Change (MOC)                               | 2,14               |
| A-04.01.09     | Safe Systems of Work                                     | 4,6,7,11,13,14,22  |
| A-04.01.10     | Confined Space Entry Operations                          | 13                 |
| A-04.01.11     | Maintenance Management & Supplies                        | 1,5,6,22           |
| A-04.01.12     | Operation & Management of Planned Maintenance System     | 2,4,5,6,13         |
| A-04.01.13     | Rig Design & Management of Change                        | 1                  |
| A-04.01.14     | Bridging Documentation                                   | 2,13,14            |
| A-04.01.15     | Rig Inspection & Audit                                   | 5,6,7              |
| A-04.01.16     | Deliver Rig Induction & Orientation                      | 7,13,22            |
| A-04.01.17     | Safety Meetings  | 1,14               |
| A-04.01.18     | Workplace Audits   | 5,6,7              |
| A-04.01.19     | POB Records  | 22                 |
| A-04.01.20     | General Workplace Safety                                 | 5,6,7,22           |
| A-04.01.21     | Workplace Supervision                                    | 1,2,4,5,6,7        |
| A-04.01.22     | Accommodation Operations                                 | 5,7,22             |
| A-04.01.23     | Incident Reporting & Investigation                       | 7                  |
| A-04.01.24     | Corrective Action Tracking, Review & Close Out           | 22                 |
| A-04.01.25     | Crew Work Requirements & Environment                     | 2,4,11,22          |
| A-04.01.26     | Purchasing New Equipment                                 | 2,7                |
| <b>A-04.02</b> | <b>Training &amp; Competency</b>                         |                    |
| A-04.02.01     | Ownership of Training Requirements                       | 2                  |

**Safety and Environmentally Critical Tasks**

|                |   |                  |
|----------------|---|------------------|
| A-04.02.02     | Ensure Personnel Training & Competency              | 1,2,6,7,11,16,22 |
| A-04.02.03     | Manage & Review Personnel Training Requirements     | 6,7              |
| A-04.02.04     | Training & Competency of Drill Crew                 | 1,2,5,13         |
| A-04.02.05     | Perform Pit & Kick Drills                           | 1,2              |
| A-04.02.06     | Training & Competency of Marine Crew                | 13,22            |
| A-04.02.07     | Licensed Marine Crew                                | 15               |
| <b>A-04.03</b> | <b>Emergency Response</b>                           | <b>15</b>        |
| A-04.03.01     | Arrange for Training & Emergency Response Drills    | 1,2,11,13,22     |
| A-04.03.02     | Perform Emergency Response Roles & Responsibilities | 1,2,4,11,15,22   |
| A-04.03.03     | Medical Emergency Response                          | 13,22            |
| A-04.03.04     | Shore Based Emergency Response                      | 22               |
| A-04.03.05     | Launching of Lifeboats                              | 22               |
| A-04.03.06     | Assist With Emergency Response Drills               | 11,13,22         |
| A-04.03.07     | Take Action on Alarms                               | 5,6,22           |
| A-04.03.08     | Actions on Discovering Emergency Situation          | 1,2,4,22         |
| A-04.03.09     | Provide Onshore Emergency Support                   | 22               |
| A-04.03.10     | Maintain Emergency Response Manual & Station Bill   | 22               |
| A-04.03.11     | Actions on Suspected H2S                            | 13,22            |
| A-04.03.12     | Provide Marine Emergency Response Support           | 11,22            |
| A-04.03.13     | Emergency Response to Indications of Flooding       | 14               |
| A-04.03.14     | Monitor Emergency Response Drills                   | 11,13,22         |
| A-04.03.15     | Muster Control & Checking                           | 13,22            |
| A-04.03.16     | Emergency Response Command                          | 1,2,5,6,15,22    |
| <b>A-04.04</b> | <b>Third Parties</b>                                |                  |
| A-04.04.01     | Contractor Operations Safe Systems of Work          | 4                |
| A-04.04.02     | Third Party Contractors                             | 4,11             |

**Safety and Environmentally Critical Tasks**

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The following tables further detail the Safety and Environmentally Critical Tasks for each type of job position and include the verification activities defined for each task. (These should not be confused with the verification/assurance activities in the performance standards described in section 12 which only addresses technical barrier element related activities).

- Tasks for the following job positions are listed:
- All crew
- All Section Leaders (DSL, MSL, TSL)
- Operator Technical
- Area Technician System
- Area Technician System, Permit Holding Person
- Camp Boss
- Camp Boss, Medic
- Client Oil Company
- Crane Operator
- Crane Operator, HLO
- Driller
- Driller, DSL
- Drilling Section Leader (DSL)
- Electrician
- Electrician, ET
- Electronic Technician (ET)
- Floorhand, Roustabout
- H<sub>2</sub>S Supervisor
- Helicopter Operating Company
- Helicopter Landing Officer (HLO)
- HR, MSL
- Lifeboat Captain
- Logistics Coordinator
- Medic
- Operator Technical
- Marine Section Leader (MSL)
- Mud Engineer
- Offshore Installation Manager (OIM)
- OIM, Rig Manager
- Onshore EMT, Senior Shore Management
- Purchasing Department
- CCR, Operators
- Rig Manager
- ROV Operator
- SCO
- Standby Vessel Captain
- Towmaster
- Technical Section Leader (TSL)
- Third Party
- Mud Logger.

**Safety and Environmentally Critical Tasks**

**Tasks listed by Job Positions with further details and verification activities.**

**All Crew:**

| Task ID    | Name                                       | Description of Task   | Verification   |
|------------|--|---|--|
| A-02.03.08 | Passenger Actions During Helicopter Travel | <ul style="list-style-type: none"> <li>• Passenger responsibilities for helicopter travel include:               <ul style="list-style-type: none"> <li>• Attending pre-flight safety briefing; Observing restrictions on baggage contents;</li> <li>• Ensuring that own (and others) seat belt correctly fastened;</li> <li>• Wearing correctly fitted lifevest.</li> </ul> </li> <li>• In event of emergency situation, observe all instructions given by pilot.</li> </ul>   | <ul style="list-style-type: none"> <li>• Visual inspection by HLO.</li> </ul>  |
| A-02.05.05 | Safe Practices During Crane Operations     | <ul style="list-style-type: none"> <li>• Follow safe working practices during crane operations and cargo handling.</li> <li>• Confirm signals to be used during crane and winch operations and ensure aware of location of overhead loads/crane position at all times.</li> <li>• Ensure that appropriate PPE is worn for the operation.</li> </ul>   | <ul style="list-style-type: none"> <li>• Visual checks by supervisors and Crane Operator;</li> <li>• PDO checks after work on the crane;</li> <li>• Working aloft tools;</li> <li>• Work aloft tool log.</li> </ul>            |
| A-04.01.04 | Posting of Information - All Crew          | <ul style="list-style-type: none"> <li>• Ensure that all relevant information is current, approved where required (e.g. sign off on Hazardous area drawing), freely available to all personnel and clearly posted. This includes:               <ul style="list-style-type: none"> <li>• Station Bill;</li> <li>• Fire Control Plans and Egress Plans;</li> <li>• Clear marking of escape routes;</li> <li>• Emergency Procedures;</li> <li>• Hazardous Area Arrangements;</li> <li>• MSDS.</li> </ul> </li> <li>• Changes to escape routes are recorded and posted.</li> </ul>   | <ul style="list-style-type: none"> <li>• Posted information.</li> </ul>  |
| A-04.01.20 | General Workplace Safety                   | <ul style="list-style-type: none"> <li>• Take all required precautions to maintain a safe workplace at all times.</li> <li>• Ensure good housekeeping standards are maintained throughout the rig, report any defective safety equipment to supervisors and complete Active Card.</li> <li>• Ensure watertight doors are closed when not in use, intervene when observing unsafe acts, refuse any work not considered to be safe.</li> <li>• Request and use all required PPE for required task and perform regular checks to confirm PPE fit for purpose.</li> <li>• Make checks on condition of ladders (permanent and temporary) and handrails prior to use and quarantine any unfit items.</li> <li>• Ensure barricades erected whenever</li> </ul> | <ul style="list-style-type: none"> <li>• Audit reports;</li> <li>• Training records;</li> <li>• Formal inspections, housekeeping;</li> <li>• Risk assessment;</li> <li>• Active Card system;</li> <li>• 5S project.</li> </ul> |

**Safety and Environmentally Critical Tasks**

| Task ID    | Name                                       | Description of Task   | Verification  |
|------------|--|---|---|
|            |  | <p>openings created e.g. hatch removed.</p> <ul style="list-style-type: none"> <li>• Understand requirements of and actively participate in risk management programs onboard e.g. SJA, PTW and Active Card.</li> <li>• Observe all restrictions on the use of chemicals and solvents as required by rig policies and MSDS information.</li> <li>• Return all chemicals, solvents, paints etc. to appropriate storage locations after use.</li> <li>• Clean up spills immediately and dispose of materials to HAZMAT drum.</li> <li>• Inspect all tools/hoses/cables prior to use, follow correct routing and securing procedures for power cables, air hoses etc.</li> <li>• Ensure that equipment operated within safe operating limits at all times.</li> <li>• Obtain and use locks and keys required for isolation of equipment.</li> </ul> |   |
| A-04.02.01 | Ownership of Training Requirements         | <ul style="list-style-type: none"> <li>• All personnel required to have ownership of training requirements and to be proactive in ensuring that required training needs are identified and that all training is repeated/recertified as required.</li> </ul>  | <ul style="list-style-type: none"> <li>• Individual training records.</li> </ul>  |
| A-04.03.07 | Take Action on Alarms                      | <ul style="list-style-type: none"> <li>• Initiate emergency response procedures for rig evacuation, alerting personnel via PAGA, mustering and accounting for all personnel. Also, if appropriate, initiate evacuation by lifeboats or liferafts.</li> <li>• On rig alarms, immediately stop work and secure workplace, shut down electric tools/welding equipment and any other ignition sources and proceed to designated muster point or as directed by PA.</li> <li>• When vacating cabins to attend muster, where possible doors left open, lights turned on and curtains drawn back to aid room/bed checking.</li> <li>• If on platform, attempt to return to rig if safe to do so, otherwise proceed to platform emergency facilities.</li> </ul>  | <ul style="list-style-type: none"> <li>• Emergency exercise reports;</li> <li>• SCF-EP-NC-01 Emergency Drill Report.</li> </ul> |
| A-04.03.08 | Actions on Discovering Emergency Situation | <ul style="list-style-type: none"> <li>• On discovering an emergency situation cease operations, immediately activate the PAGA system via a manual alarm call point and inform Bridge of emergency location.</li> <li>• If safe to do so fight any fires using portable fire extinguishers or fixed fire protection. For man overboard, deploy lifebuoys and maintain visual contact with man overboard at all times.</li> <li>• Isolate energy sources (such as electrical, pressure, rotating etc) if safe to do so.</li> </ul>   | -   |



**Safety and Environmentally Critical Tasks**

**All Section Leaders (DSL,  
MSL, TSL):**

| Task ID    | Name   | Description of Task   | Verification   |
|------------|--|---|--|
| A-04.01.12 | Operation & Management of Planned Maintenance System | <ul style="list-style-type: none"> <li>• Manage and supervise operation of rig Planned Maintenance System to ensure that all equipment is available for use and functional when required.</li> <li>• Perform checks on backlogs to ensure equipment is being maintained and review spares holdings to confirm adequate stocks held onboard.</li> <li>• Obtain and distribute safety alerts, bulletins and recalls relating to the operation of equipment.</li> <li>• Make regular checks to confirm work is performed in accordance with Maersk and manufacturer's requirements and that all personnel are aware of permit to work system and requirements.</li> <li>• Provide training for personnel on operation of emergency shutdown systems.</li> <li>• Perform audits to confirm rig standards of housekeeping maintained and make checks to confirm that oils, greases etc. are only stored in designated containers.</li> <li>• Arrange for quarantining of any items known to have failed inspections or otherwise known to be unsafe to use.</li> <li>• Develop &amp; Implement Preventive Maintenance System: Establish, implement and maintain up to date a rig-wide preventive maintenance system, using the Computer Aided Maintenance Management (CAMM) system, to generate work orders for preventive maintenance activities and to provide an auditable, retrievable system of maintenance records.</li> <li>• Co-ordinate with the various discipline heads.</li> </ul> | <ul style="list-style-type: none"> <li>• SAP records;</li> <li>• Fully operational CAMM system.</li> </ul> |
| A-04.01.21 | Workplace Supervision                                | <ul style="list-style-type: none"> <li>• Perform all necessary steps to ensure that workplace activities are performed safely.</li> <li>• Perform pre-job meetings and ensure all parties participate in SJAs and permit meetings, that risk assessments are effective and complete and that required PPE is identified and available.</li> <li>• Where known problems exist e.g. from previous incidents, ensure that these are brought to personnel attention.</li> <li>• Make personnel aware of MSDS system and information and review MSDSs in safety/pre-job meetings whenever a new material is being used.</li> <li>• Participate in work planning, DWOP etc. meetings.</li> <li>• Review knowledge of rig hazardous area drawings to confirm all operations do not introduce additional ignition sources.</li> <li>• Make workplace checks to confirm that PPE is being worn, that personnel are suitably experienced for duties and that effective communication exists across all</li> </ul>   | <ul style="list-style-type: none"> <li>• Completed SJAs and permits.</li> </ul>                            |

**Safety and Environmentally Critical Tasks**

| Task ID | Name | Description of Task   | Verification |
|---------|------|---|--------------|
|         |      | <p>activities.</p> <ul style="list-style-type: none"> <li>• Perform inspections on ladders, scaffolding etc. to confirm fit for use, tagged and that all necessary permits are in place prior to and during use.</li> <li>• Make sure that personnel are aware of requirements to inspect tools and equipment prior to use and that tools, winches, lifting devices etc. are used appropriately, within ratings, with guards etc. in place and that damaged equipment is withdrawn from service.</li> </ul> |              |

**Safety and Environmentally Critical Tasks**
**Operator Technical:**

| Task ID    | Name                | Description of Task   | Verification  |
|------------|---------------------|---|---|
| A-02.02.03 | Hot Work Operations | <ul style="list-style-type: none"> <li>• Ensure Permit to Work system is utilised for burning, cutting, grinding, welding and other spark producing operations in or outside of the designated safe welding and burning area.</li> <li>• Make sure that:               <ul style="list-style-type: none"> <li>• Location of hot work is free of oil saturations/combustible contaminants by washing down/cleaning surfaces and that atmosphere is tested;</li> <li>• All piping, tanks, and or spaces to be welded/cut that have contained flammable liquids are chemically cleaned, isolated (blanked off) and certified to be gas free;</li> <li>• Gas cylinders are inspected for leaks;</li> <li>• There is adequate ventilation during welding/cutting operation;</li> <li>• There is a "fire watchstander" assigned during welding/cutting operations who remains outside the designated safe welding area and also for a safe period after the job is complete;</li> <li>• The firewatch is performed on both sides of a bulkhead where required;</li> <li>• All welding/cutting operations are only performed by trained and certified welders;</li> <li>• All firefighting equipment in vicinity of hot work is available/operational;</li> <li>• All hot work is prohibited when drilling in a potential shallow gas area and permits may be issued or withdrawn relative to gas levels;</li> <li>• All gas bottles e.g. oxygen, acetylene, propane, are stored in correct areas and are only transported using transport trolleys.</li> </ul> </li> <li>• Perform checks on hot work operations in line with requirements of SJA and PTW.</li> <li>• Ensure that all fire precautions have been observed and that gas testing is performed as required.</li> </ul> | <ul style="list-style-type: none"> <li>• Completed SJA;</li> <li>• Completed PTW forms;</li> <li>• Training records.</li> </ul> |

**Safety and Environmentally Critical Tasks**

| Task ID    | Name                      | Description of Task  | Verification   |
|------------|---------------------------|--|--|
| A-04.01.18 | Workplace Audits          | <ul style="list-style-type: none"> <li>• Make checks on workplaces (including third party) to confirm personnel working to required standards e.g. on use of power tools, working at height, operation of galley/laundry equipment, trip hazard audits.</li> <li>• Make checks on equipment condition e.g. securing of air hoses.</li> <li>• Perform spot checks on all PTW activities to verify adherence to precautions specified on the Permit to Work e.g. make checks during confined space entries on adequacy of gas testing, lock-out/tag-out, emergency provisions; make checks on SJA, gas testing and emergency provisions during hot work.</li> </ul>  | <ul style="list-style-type: none"> <li>• Completed PTW forms;</li> <li>• Audit forms.</li> </ul> |
| A-04.03.15 | Muster Control & Checking | <ul style="list-style-type: none"> <li>• All POB are assigned a muster station and lifeboat on arrival on the rig.</li> <li>• Muster according to safe area as directed by PA (including announcing alternate locations if required).</li> <li>• Muster stations provided (one port, one starboard and one bow) with diverse routing of escape routes throughout rig.</li> <li>• The Responsible Person (primary and back-up defined on Station Bill and muster cards) performs a head count at assigned muster station and informs control room of personnel numbers present and any missing personnel.</li> <li>• Coordinate the reports from muster stations of numbers of personnel present and missing and advise Person in Charge of status.</li> <li>• Communication to head counter at muster point can be made via telephone or radio.</li> </ul> | <ul style="list-style-type: none"> <li>• SCF-EP-NC-01 Emergency Drill Report.</li> </ul>         |

**Technical: Area Technician  
System:**

| Task ID    | Name        | Description of Task   | Verification  |
|------------|-------------|---|---|
| A-03.05.04 | Gas Testing | <ul style="list-style-type: none"> <li>• Ensure all portable gas testers are accurately calibrated in line with manufacturers requirements and that functional checks are performed before each use.</li> <li>• Perform gas testing of areas when required e.g. prior to hot work, confined space entries.</li> <li>• Perform gas checks prior to and during confined space entry including pre-transfer tests of tank air space for H2S (if present).</li> </ul> | <ul style="list-style-type: none"> <li>• Equipment maintenance records;</li> <li>• Completed PTW forms;</li> <li>• Gas free certificate.</li> </ul> |

Safety and Environmentally Critical Tasks

Area Technician System,  
Permit Holding Person:

| Task ID    | Name                            | Description of Task   | Verification   |
|------------|---------------------------------|---|--|
| A-04.01.07 | Produce Permit to Work (PTW)    | <ul style="list-style-type: none"> <li>All Departmental Supervisors (i.e. OIM, MSL, DSL, TSL) are responsible for the production of PTWs for work performed by personnel under their authority, including third parties where applicable. The MSL is responsible for any PTW which may affect watertight stability.</li> <li>They shall ensure that: <ul style="list-style-type: none"> <li>All hazards associated with the proposed job have been identified;</li> <li>All safety measures required for the job have been identified;</li> <li>The work site is examined, the safety measures are in place, and remain in effect for the duration of the job;</li> <li>Ensuring that a copy of the PTW is posted on the conflict board (TBC HOLD);</li> <li>The persons conducting the work are aware of the precautions to be taken, the PPE and safety equipment to be used, and the procedures to be applied during the period of the permit;</li> <li>That no work will commence until the permit has been approved in writing by the OIM and the Company Man;</li> <li>The work site is inspected prior to work commencing, at any time work is suspended or re-started, and on completion of the job to verify that it is left in a safe condition;</li> <li>Before permit cancellation or closeout that all precautions or isolations required to be withdrawn are completed, and any associated systems are returned to normal operating condition;</li> <li>Confirming that in the event of a rig emergency and/or general suspension of permits, that the work has been safely shutdown.</li> </ul> </li> <li>Implement rig permit to work (PTW) system to co-ordinate and manage potentially hazardous activities.</li> <li>Ensure all personnel who need to be trained in its use receive appropriate training.</li> </ul> | <ul style="list-style-type: none"> <li>Completed PTW</li> <li>PTW records;</li> <li>Training records.</li> </ul>                   |
| A-04.01.10 | Confined Space Entry Operations | <ul style="list-style-type: none"> <li>Monitor and supervise performance of confined space entry operations and ensure that all required controls e.g. correct lock-out/tag-out, ventilation, communications, emergency provisions, egress routes, planning meetings and permits are in place prior to work commencing and throughout operation.</li> <li>Make regular workplace inspections during entry to confirm all permit controls continue to be applied, that emergency provisions are in place and that work site is made safe at completion.</li> <li>Prepare Confined Space Certificate, Cold Work Permit and SJA prior to entry. Ensure that SJA is reviewed at pre-entry safety meeting with all personnel involved in operation.</li> <li>Provide ongoing training for all personnel on confined space hazards.</li> <li>Ensure all equipment inspected prior to use and that all equipment and materials are removed at completion of job.</li> </ul>  | <ul style="list-style-type: none"> <li>Completed planning process;</li> <li>Completed confined space entry certificate.</li> </ul> |

**Safety and Environmentally Critical Tasks**

| Task ID | Name | Description of Task   | Verification |
|---------|------|---|--------------|
|         |      | <ul style="list-style-type: none"> <li>Perform gas checks/tests of atmosphere in confined space prior to entry by working party. Tanks and confined spaces ventilated prior to and during operation. Self diagnosing portable gas detectors are used by the working party. Calibrate gas tester prior to use. Take readings starting at the top of the vessel and every 4 feet (1.2 meters) thereafter. Record results on Confined Space Gas Certificate and Gas test Certificate.</li> <li>If H2S is present, tank contents are treated with the H2S scavenger.</li> </ul> |              |

**Camp Boss:**

| Task ID    | Name                     | Description of Task   | Verification   |
|------------|--------------------------|---|--|
| A-02.02.04 | Laundry System           | <ul style="list-style-type: none"> <li>Ensure correct operation, loading and general housekeeping of laundry dryer including cleaning of dryer filters after each load.</li> </ul>  | -  |
| A-04.01.22 | Accommodation Operations | <ul style="list-style-type: none"> <li>Ensure that all galley personnel maintain good standards of housekeeping within galley and food storage areas.</li> <li>Ensure that only authorised personnel are permitted access to laundry and galley areas and equipment and that all equipment is maintained clean and fit for purpose including regular cleaning of extraction hood filters.</li> <li>Make sure that all galley and domestic staff are appropriately trained.</li> </ul> | <ul style="list-style-type: none"> <li>Completed housekeeping audits.</li> </ul> |

**Camp Boss, Medic::**

| Task ID    | Name   | Description of Task   | Verification  |
|------------|--|---|---|
| A-04.01.02 | Housekeeping Standards & Inspections - Camp Boss & Medic | <ul style="list-style-type: none"> <li>Perform weekly inspections of accommodation areas including laundry and galley. Includes:                             <ul style="list-style-type: none"> <li>General cleanliness standards and personal hygiene;</li> <li>Inappropriate items being stored or used;</li> <li>Housekeeping of laundry;</li> <li>Signs of smoking outside of designated areas;</li> <li>Overloaded electrical sockets;</li> <li>Dirty coveralls present in accommodation;</li> <li>Segregation and checking of coveralls before being sent to laundry - oil, tools, flammables etc.</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>Housekeeping audits;</li> <li>Supervisor inspections;</li> <li>Training records;</li> <li>Handover notes;</li> <li>Log books.</li> </ul> |

**Safety and Environmentally Critical Tasks**
**Client Oil Company:**

| Task ID    | Name                                   | Description of Task  | Verification   |
|------------|--|--|--|
| A-01.02.02 | Provision of Attending Vessels         | <ul style="list-style-type: none"> <li>Ensure that supply boats/standby vessels (where present) and towing vessels contracted to support rig are fit for purpose, suitably equipped, able to hold position and that crew are competent to perform required duties.</li> <li>Ensure there are a sufficient number of vessels provided to carry out required operations safely.</li> </ul>   | <ul style="list-style-type: none"> <li>Supply vessel contracts;</li> <li>Coastguard inspections.</li> </ul>                              |
| A-01.02.03 | Prepare Well Design & Drilling Program | <ul style="list-style-type: none"> <li>Prepare well design and formal drilling program for wells to be drilled in line with company policy, including existing knowledge from existing wells, previous mud logs and boreholes where present.</li> <li>Issue well design and program to Maersk for review and operational planning purposes. Key issues should be raised (e.g. shallow gas, sour gas, poor formation integrity, adjacent wells) where applicable to allow the appropriate contingency measures to be planned and implemented by Maersk. System designed in accordance with alarms philosophy.</li> <li>Conduct Drill the well on paper (DWOP) meeting onshore prior to rig on new location or design.</li> <li>Review any changes to the well plan in accordance with MOC.</li> </ul> | <ul style="list-style-type: none"> <li>Review of drilling program/well design by Maersk Drilling;</li> <li>Bridging Document.</li> </ul> |
| A-01.02.04 | Drilling Location Surveys              | <ul style="list-style-type: none"> <li>Perform the appropriate location specific surveys (e.g. seismic, seabed, metocean, subsea infrastructure) that meet the legal requirements for seismic surveys (NCS). Soil analysis carried out by third party (includes previous footprints). These can also be used to assess the potential for washaway, identified as part of site approval.</li> <li>Ensure that survey reports are passed to Maersk for review and relevant information incorporated into operational planning (e.g. logistics operations, shallow or sour gas contingency plans (if required), rig move etc.).</li> <li>Ensure charts are produced and made available as required by procedures and that they are updated prior to rig move.</li> </ul>                                | <ul style="list-style-type: none"> <li>Review of survey data by Maersk shore personnel.</li> </ul>                                       |
| A-01.02.05 | Rig Location                           | <ul style="list-style-type: none"> <li>Arrange for sufficient surveys (third party) to be performed to confirm correct location of rig and well prior to spudding.</li> </ul>  | <ul style="list-style-type: none"> <li>Survey report;</li> <li>IADC reports.</li> </ul>  |
| A-01.02.06 | H2S Wells                              | <ul style="list-style-type: none"> <li>A HAZID and risk assessment must be carried out prior to working on an expected H2S rich well.</li> <li>Provide additional specialist equipment and controls will be provided e.g. SCBAs, windsocks, cascade air systems, gas detection etc. together with specialist personnel for inspection and maintenance.</li> <li>Ensure that H2S specialists are onboard to advise and aid to coordinate response.</li> <li>Ensure personnel onboard are trained and competent in emergency response for H2S specific events. This will include specific protocol in the event of H2S release – such as any attending vessels will be placed upwind if H2S release suspected.</li> </ul>  | <ul style="list-style-type: none"> <li>Contract.</li> </ul>  |
| A-01.02.07 | Set Well Specific Operating Criteria   | <ul style="list-style-type: none"> <li>Develop well specific operating criteria.</li> </ul>  | <ul style="list-style-type: none"> <li>Completed operating criteria.</li> </ul>  |

**Safety and Environmentally Critical Tasks**

| Task ID    | Name                                      | Description of Task  | Verification   |
|------------|---|--|--|
| A-01.02.08 | Well Testing Operations                   | <ul style="list-style-type: none"> <li>• Ensure that well testing package provided to the rig is fit for purpose considering the expected duties e.g. pressure rating and throughput of equipment is consistent with well conditions and all connections are compatible.</li> <li>• Ensure Well test ESD switches and valve status boards are located strategically around the rig as per well test scope of work.</li> <li>• Perform inspection of all well test package records prior to shipping to rig to ensure that all relevant certification is up-to-date and correct. Prior to utilisation.</li> <li>• Ensure a risk assessment of well testing equipment is carried out.</li> <li>• Make checks on competency and training records of personnel performing well test onboard.</li> <li>• Ensure that the quantity of methanol held onboard is minimised where possible and that plastic streamers are used around the methanol skid.</li> </ul> | <ul style="list-style-type: none"> <li>• Certification packages;</li> <li>• Personnel training records.</li> </ul> |
| A-02.03.02 | Provide Helicopter Services               | <ul style="list-style-type: none"> <li>• Provide appropriate helicopter services including periodic safety audits of operations to ensure that: <ul style="list-style-type: none"> <li>• The helicopter proposed is appropriate (e.g. twin engines, range, capacity etc.) and has a certificate of air worthiness;</li> <li>• Helicopters are appropriately maintained;</li> <li>• Helicopters are provided with sufficient survival equipment e.g. life vests, life rafts, locator beacons;</li> <li>• Helicopter personnel (e.g. pilots, maintenance crew etc.) are qualified and competent to perform their roles.</li> </ul> </li> </ul>   | <ul style="list-style-type: none"> <li>• Helicopter maintenance logs.</li> </ul>                                   |
| A-02.04.02 | Approve Third Party Equipment & Personnel | <ul style="list-style-type: none"> <li>• Ensure that third party equipment and packages (e.g. explosives, well test, cementing unit) to be used on rig are functional, compatible, fit for purpose and have been inspected and maintained in line with regulations and standards and the company vetting procedure.</li> <li>• Pre-inspection of all third party equipment includes ventilation paths and pressure ratings for relief valves.</li> <li>• Perform checks on equipment certificates to ensure all are within date and ensure that MSDS are provided with all chemicals brought onboard. This includes ensuring that a checklist is completed by the supplier prior to shipping.</li> <li>• Confirm third party crew are sufficiently trained and competent and that operating procedures are current and fit for purpose.</li> </ul>   | <ul style="list-style-type: none"> <li>• Retained copies of inspection/certificate records.</li> </ul>             |
| A-04.04.02 | Third Party Contractors                   | <ul style="list-style-type: none"> <li>• Ensure that all third party contractors sent to rig are suitably qualified and experienced for the required role.</li> <li>• Confirm that contractors have been assessed as part of Approved Vendors List.</li> <li>• Regular inspections of third party equipment should be carried out pre-use and during operation.</li> </ul>   | <ul style="list-style-type: none"> <li>• Electrician contract.</li> </ul>  |



Safety and Environmentally Critical Tasks

Crane Operator:

| Task ID    | Name             | Description of Task   | Verification   |
|------------|------------------|---|--|
| A-02.05.04 | Crane Operations | <ul style="list-style-type: none"> <li>• Manage the crane operations for all lifting operations in accordance with Maersk standards and procedures.</li> <li>• Manage the deck crew - Roustabouts, deck and assistants. Ensure that persons designated as Flagger are competent to perform role.</li> <li>• All items to be lifted are to be provided with appropriate lifting points and correctly rigged/slung and weights known.</li> <li>• All loads should be controlled (via tag line except where unsafe to do so) and 'hands free' policy enforced, with direct communication maintained between Crane Operator, Flagger and supply vessel personnel.</li> <li>• Loads should only be laid down in designated areas.</li> <li>• Check details of manifest prior to supply vessel departure as part of pre-planning process for lifting loads onto the rig.</li> <li>• Crane operations to be co-ordinated and restricted according to requirements of other rig operations (e.g. drilling, well testing, helicopter operations, rig move, etc.).</li> <li>• Lifts to be conducted during appropriate weather/sea conditions and advise OIM if operations should cease.</li> <li>• Ensure Flagger makes other personnel aware of lifting operations being conducted and that areas are clear and barriered off where required.</li> <li>• Conduct scheduled checks (daily/weekly/monthly/quarterly/semi-annual) of crane functionality, structure, boom and wires for damage; perform functional checks on protective devices (e.g. weight indicators, boom angle indicators, zone management sectors) and notify ETs of any required repairs, ensure load charts are available. Discard and quarantine any damaged lifting gear.</li> <li>• Monitor and control access to crane booms and ensure that all tools etc. taken onto booms are logged in/out and are appropriately held e.g. lanyards.</li> <li>• Perform regular inspections for loose objects on booms that may represent falling object hazards.</li> <li>• Initiate Critical Lift Permit process where required.</li> <li>• Perform inspection of personnel basket prior to each use and ensure that appropriate permits are in place for overside work. Complete a personnel transfer checklist.</li> </ul> | <ul style="list-style-type: none"> <li>• Crane Operator logs;</li> <li>• Completed daily and weekly crane check sheets;</li> <li>• Completed SAP work orders.</li> </ul> |

**Safety and Environmentally Critical Tasks**
**Crane Operator, HLO:**

| Task ID    | Name  | Description of Task   | Verification  |
|------------|---|---|---|
| A-02.05.06 | Helicopter Restrictions on Crane Operations | <ul style="list-style-type: none"> <li>Helideck and crane operations are coordinated. Ensure that crane booms are lowered whenever helicopter operations are planned or in progress or if boom up, shutdown operations and stand outside of cab. Crane (and other structures) are provided with obstruction lights – confirm correct functioning of obstruction light.</li> </ul> | <ul style="list-style-type: none"> <li>Visual inspection by HLO.</li> </ul> |

**Driller:**

| Task ID    | Name                                  | Description of Task   | Verification  |
|------------|---------------------------------------|---|---|
| A-02.01.04 | Monitor & Control Well                | <ul style="list-style-type: none"> <li>All well parameters should be continually monitored and logged in accordance with the drilling program, IADC requirements and Maersk well control manual.</li> <li>Perform checks on well integrity e.g. casing checks, as required. Confirm kick tolerance remains appropriate for conditions.</li> <li>Verify downhole data with Crane Operators and maintain communications with Mud Engineer on well conditions.</li> <li>Arrange for circulation of choke and kill lines every tour and confirm correct line-up of diverter when installed.</li> <li>Ensure that drilling operations are conducted within posted limits and provide supervision of drill crew.</li> <li>Enforce use of correct PPE and require use of mud bucket to allow for HSE aspects of drilling operations to be effectively managed.</li> <li>Ensure ROV is at seabed throughout drilling of tophole section to provide early indication of any shallow gas release.</li> <li>In the event that conditions deviate from the norm/expected the well should be managed, controlled and secured in accordance with Maersk procedures.</li> <li>During special operations e.g. working stuck pipe, jarring, ensure that all non-essential personnel are cleared from the drill floor.</li> </ul> | <ul style="list-style-type: none"> <li>IADC reports;</li> <li>Daily reports;</li> <li>Well control incident record;</li> <li>Driller's report;</li> <li>Data sheets.</li> </ul> |
| A-02.01.07 | Bubble Watch                          | <ul style="list-style-type: none"> <li>Ensure personnel in place performing bubble watch during drilling of areas where potential for shallow gas has been identified.</li> <li>Establish and maintain communications throughout drilling.</li> </ul>   | <ul style="list-style-type: none"> <li>Daily report.</li> </ul>   |
| A-02.01.11 | Monitoring Drilling Systems - Driller | <ul style="list-style-type: none"> <li>Monitor operation of all drilling systems, perform regular derrick inspections. Monitor flow and pit volumes and drilling parameters.</li> <li>Make daily checks on dead man anchors at end of drill line (position, torquing) and number of wraps of drill line on drawworks.</li> <li>Ensure handover between Driller's takes place at each handover.</li> </ul>   | <ul style="list-style-type: none"> <li>Driller's handover notes;</li> <li>Training records.</li> </ul>  |

**Safety and Environmentally Critical Tasks**

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**Driller, DSL:**

| <b>Task ID</b> | <b>Name</b>                            | <b>Description of Task</b>  | <b>Verification</b>  |
|----------------|--|---|--|
| A-03.01.10     | Diverter & Degasser System Maintenance | <ul style="list-style-type: none"><li>• Ensure inspections and maintenance are performed of the diverter system including correct function of valves, hydraulic systems etc.</li><li>• Confirm remote access panels for diverter system are functional.</li><li>• Ensure maintenance checks are carried out as required and conduct wall thickness gauging in critical areas after diverter event.</li><li>• Arrange for inspections as required of integrity of degasser system.</li></ul> | <ul style="list-style-type: none"><li>• Completed maintenance records.</li></ul> |

Safety and Environmentally Critical Tasks

**Drilling Section Leader  
(DSL):**

| Task ID    | Name                       | Description of Task  | Verification   |
|------------|----------------------------|--|--|
| A-02.01.05 | Manage Drilling Operations | <ul style="list-style-type: none"> <li>• Manage and co-ordinate drill floor operations in accordance with the drilling program, drilling contract, operating company policies and Maersk standards.</li> <li>• Ensure drill crew personnel have completed appropriate training in use of rig systems e.g. pipe handling, mud conditioning systems and are competent to perform roles.</li> <li>• Ensure regular pit/kick drills are performed together with testing of other emergency scenarios.</li> <li>• Make sure all essential equipment and sufficient quantities of materials are available, e.g. arrange for barite and cement to be provided by Client and for MOS to monitor stock levels.</li> <li>• Define maximum drill line weights and establish slip and cut program.</li> <li>• Provide extra supervision on the drill floor during critical operations e.g. tripping, well control.</li> <li>• In event of well control situation, ensure communications are open between all parties and keep Client apprised of situation and well prognosis.</li> <li>• Approve dispensations for deferral of maintenance items if required.</li> <li>• Ensure that maintenance routines are completed as soon as is possible.</li> <li>• Review drilling program and well design.</li> <li>• Post maximum pull limits for drill pipe in at the drill floor.</li> <li>• Provide daily report on all rig operations (IADC, cost, inventories etc.) and updates as required to inform Drilling Supervisor and Rig Manager of drilling operation status.</li> <li>• In consultation with operating company Company Man review current progress and planned activities to prepare daily drilling instructions for distribution to drill crew. Ensure all well control calculations are carried out and verify that pit and kick drills are undertaken.</li> <li>• Perform initial well control response as required, in conjunction with others (e.g. Rig Manager, Driller, Company Man).</li> </ul> | <ul style="list-style-type: none"> <li>• Daily reports;</li> <li>• Daily inventories;</li> <li>• Review by Drilling Superintendent;</li> <li>• Training records;</li> <li>• Completed SAP work orders;</li> <li>• Data sheets;</li> <li>• IADC report;</li> <li>• Standing instructions to Driller;</li> <li>• Well control incident record;</li> <li>• Completed deviation requests.</li> </ul> |

**Safety and Environmentally Critical Tasks**

| Task ID    | Name                           | Description of Task   | Verification  |
|------------|--------------------------------|---|---|
| A-02.01.06 | Control of Drilling Operations | <ul style="list-style-type: none"> <li>• Take all necessary steps to monitor drilling operations in accordance with Client Oil Company expectations.</li> <li>• Ensure well prognosis, offset history and geological data is made available to Maersk and participate in well reviews.</li> <li>• Make sure that sufficient stocks of lost circulation material, kill weight or barite weight mud are available, including ordering of more stocks when required.</li> <li>• Confirm rig equipment is compatible with geological data.</li> <li>• Attend pre-spud meeting to confirm all personnel are aware of well specific requirements including tripping speeds.</li> <li>• Monitor performance of drilling (including directional drilling) operations, maintenance of critical equipment, personnel supervision and performance and attend daily meetings to review well plan. Monitor drill crew performance during routine operations and emergency drills (e.g. pit, kick).</li> <li>• Arrange for current reports, weather monitoring etc. to be sent to rig as required.</li> <li>• Confirm casing meets well plan requirements.</li> <li>• Ensure drilling program provides for sufficient allowance for rig crew to perform housekeeping, cleaning duties.</li> <li>• Ensure required well control inspections are performed and apply for waiver or suspend drilling operations if unable to perform inspection within 72 hours.</li> <li>• Confirm sufficient stocks of weighting material are held onboard.</li> </ul> | <ul style="list-style-type: none"> <li>• IADC reports;</li> <li>• Company logs/reports.</li> </ul>  |
| A-02.01.19 | Shallow Gas Procedures         | <ul style="list-style-type: none"> <li>• Aid in the development and implementation of location specific top hole drilling procedures and precautions including: <ul style="list-style-type: none"> <li>• Pilot hole drilling;</li> <li>• Restricted rate of penetration;</li> <li>• Sufficient mud volume;</li> <li>• Additional portable gas detectors if required.</li> </ul> </li> <li>• Verify that shallow gas contingency plans are in place if shallow gas indicated from site data.</li> <li>• Ensure (via pre-spud meeting, shallow gas drills etc.) that all personnel are aware of controls required and emergency actions to be taken in the event of a gas release.</li> <li>• Ensure ROV is present to visually identify shallow gas.</li> </ul>  | <ul style="list-style-type: none"> <li>• Daily reports;</li> <li>• Emergency drill reports;</li> <li>• Location specific top hole drilling procedures.</li> </ul> |

**Safety and Environmentally Critical Tasks**

| Task ID    | Name                                | Description of Task  | Verification   |
|------------|-------------------------------------|--|--|
| A-03.01.01 | Maintain & Inspect Drilling Systems | <ul style="list-style-type: none"> <li>• Ensure that critical drilling, well control and mud systems (hydraulic pumps, diverter, kooomey, mud circulating/conditioning/degassing/tripping systems etc.) associated equipment (including hydraulic systems) and protective systems are maintained, inspected and tested to the appropriate standards to ensure functionality during onboard.</li> <li>• ensure drawworks braking system pad wear is inspected at each slip and cut.</li> <li>• ensure regular checks on spares holding to ensure sufficient numbers held onboard.</li> <li>• Confirm inspection, testing and certification of drill pipe on receipt from manufacturers.</li> <li>• Ensure change out of hydraulic hoses (e.g. cantilever hydraulics, Texas deck hydraulics) in accordance with hose management system.</li> <li>• Undertake initial inspections of drilling equipment (including draw works, brake systems, load path equipment) prior to operation.</li> </ul>   | <ul style="list-style-type: none"> <li>• Completed SAP work orders;</li> <li>• Equipment certification;</li> <li>• Inspection certificates;</li> <li>• Function test reports.</li> </ul> |
| A-03.01.02 | BOP Functionality Checks & Tests    | <ul style="list-style-type: none"> <li>• Be present at inspection, maintenance and testing of BOP and associated control systems/monitoring devices (including redundancy and ROV stab) to ensure functionality. Includes full function test prior to running BOP, functional check when offline and function test every 7-14 days (maximum) thereafter.</li> <li>• Ensure that Test of functionality of all control panels (Driller's cabin, DSL office and subsea office).</li> <li>• Ensure daily checks on accumulator pressures.</li> <li>• Ensure that sufficient spares held onboard.</li> <li>• Ensure function test of Well Control and Emergency Disconnect System has been performed onshore prior to operation in accordance with IADC Rules.</li> <li>• Ensure that periodic hydrotest of BOP in accordance with Maersk maintenance and HSE Procedures and OEM Instructions onboard rig is conducted.</li> <li>• Confirm correct line up and function test of BOP prior to run.</li> <li>• Confirm daily checks of BOP system including pressures and control panels.</li> <li>• Monitor correct functioning of BOP during regular function tests (~7 days) including logging of fluid counts.</li> </ul> | <ul style="list-style-type: none"> <li>• Test reports;</li> <li>• Daily reports;</li> <li>• SAP records.</li> </ul>  |
| A-04.02.04 | Training & Competency of Drill Crew | <ul style="list-style-type: none"> <li>• Take actions to ensure that all drill crew are trained and competent to perform necessary role including appropriate certification/ re-certification, on the job training and training for operation of specific systems and scenarios.</li> <li>• Ensure that all members of the drill crew are fully competent in carrying out their duties, have relevant qualifications and are aware of and are trained in their routine and emergency responsibilities.</li> <li>• As appropriate, develop and implement training programs, on the job training and performance reviews.</li> <li>• Establish and maintain training records.</li> </ul>   | <ul style="list-style-type: none"> <li>• Training records;</li> <li>• Review by OIM;</li> <li>• Certification.</li> </ul>  |

**Safety and Environmentally Critical Tasks**

| Task ID    | Name                      | Description of Task  | Verification  |
|------------|---------------------------|--|---|
| A-04.02.05 | Perform Pit & Kick Drills | <ul style="list-style-type: none"> <li>Carry out regular (and unannounced) well control/pit/kick/choke drills in accordance with the drilling program, drilling contract and operating company requirements. The drills should involve all relevant drill floor/drilling operations personnel and should be formally documented and reviewed.</li> </ul> | <ul style="list-style-type: none"> <li>IADC reports;</li> <li>Kick drill record;</li> <li>Daily reports.</li> </ul> |

**Electrician:**

| Task ID    | Name   | Description of Task   | Verification   |
|------------|--|---|--|
| A-03.03.02 | Maintenance of Electrical Equipment & Protective Devices | <ul style="list-style-type: none"> <li>Ensure maintenance and testing of critical rig electrical systems (including hand held/portable systems) and all associated equipment and protective systems is performed in accordance with Maersk maintenance procedures. Arrange for periodic third party inspections of equipment as required. This includes: <ul style="list-style-type: none"> <li>Fire, smoke and gas detection system;</li> <li>Power side of mud, ballast pumps etc;</li> <li>Intrinsically safe and explosion proof equipment;</li> <li>HVAC and HVAC isolation; Emergency generator;</li> <li>Ballast control battery back-up system;</li> <li>Obstruction lights;</li> <li>Rig locator beacon;</li> <li>Power tools (e.g. condition, guards, shields);</li> <li>Ground fault interrupters;</li> <li>Grounding systems including checks on third party equipment.</li> </ul> </li> <li>In event of emergency, take actions to isolate power to affected equipment or rooms (e.g. in event of fire).</li> <li>Conduct thermographic inspection switchboard room (fixed electrical equipment).</li> </ul> | <ul style="list-style-type: none"> <li>Completed maintenance records.</li> </ul> |

**Safety and Environmentally Critical Tasks**
**Electrician, ET:**

| Task ID    | Name   | Description of Task   | Verification   |
|------------|--|---|--|
| A-03.02.07 | Maintenance of Navigation Aids   | <ul style="list-style-type: none"> <li>Perform maintenance/repairs of navigation aids (e.g. lights, foghorn, beacons) in accordance with maintenance schedule and manufacturers guidance.</li> </ul>  | <ul style="list-style-type: none"> <li>Completed SAP work orders.</li> </ul>                             |
| A-03.02.11 | Checks on Navigation Aids  | <ul style="list-style-type: none"> <li>Perform weekly checks on correct functioning of navigation aids e.g. lights, beacons etc. Ensure there are sufficient means of visual communications with other marine vessels on the rig, including flares and spotlights, and that these are maintained in good safe working order.</li> </ul> | <ul style="list-style-type: none"> <li>Completed checklist.</li> </ul>                                   |
| A-03.03.03 | Blackship Functional Test  | <ul style="list-style-type: none"> <li>Arrange for third party to attend and witness full blackout drill functional test of restarting rig from blackship conditions.</li> </ul>  | <ul style="list-style-type: none"> <li>third party report;</li> <li>Completed NMS work order.</li> </ul> |
| A-03.03.04 | Registration, Maintenance & Action of EX Rated Equipment (Including Electrician) | <ul style="list-style-type: none"> <li>Ensure that EX equipment in hazardous areas is registered and maintained in accordance with codes and standards.</li> </ul>  | <ul style="list-style-type: none"> <li>Inspection reports;</li> <li>Completed PTW forms.</li> </ul>      |
| A-03.04.04 | Electrical Checks on third party equipment                                       | <ul style="list-style-type: none"> <li>Make required checks on third party equipment (e.g. condition, grounding) to ensure that electrical systems do not represent additional ignition hazard and can be connected to rig systems.</li> </ul>  | <ul style="list-style-type: none"> <li>Inspection reports.</li> </ul>                                    |

**Electronic Technician (ET):**

| Task ID    | Name  | Description of Task  | Verification   |
|------------|---|--|--|
| A-03.03.01 | Maintenance & Testing of Critical Instrumentation | <ul style="list-style-type: none"> <li>Perform maintenance, testing and calibration of critical rig instrumentation systems (including hand held/portable systems) and all associated equipment and protective systems in accordance with Maersk maintenance procedures.</li> </ul> <p>Includes:</p> <ul style="list-style-type: none"> <li>Drilling system instrumentation e.g. level indicators, pressure gauges, string weight indicators, zone management system etc;</li> <li>Marine systems e.g. navigation, radar, consoles and control stations, current monitors, anemometers;</li> <li>Watertight door indicators, bilge sensors;</li> <li>Crane boom angle and weight indicators;</li> <li>Crane AOPS and MOPS systems;</li> <li>Bulk storage system level gauges and alarms;</li> <li>Fire, smoke, heat and gas detectors and fire and gas panel alarms;</li> <li>Emergency shutdown systems;</li> <li>Communications systems, including PAGA;</li> <li>CCTV;</li> <li>UPS systems;</li> <li>Manifest scales.</li> </ul> | <ul style="list-style-type: none"> <li>Completed maintenance records.</li> </ul> |



**Safety and Environmentally Critical Tasks**
**Floorhand, Roustabout:**

| Task ID    | Name                     | Description of Task  | Verification  |
|------------|--------------------------|--|---|
| A-03.02.09 | Fuel Transfer & Sampling | <ul style="list-style-type: none"> <li>• Line up and transfer fuel between storage, settling and day tanks.</li> <li>• Perform sampling of diesel during transfer operations and regularly from storage, day and settling tanks.</li> <li>• Ensure regular maintenance of fuel purification systems.</li> <li>• Maintain accurate log of diesel tank contents and levels.</li> </ul> | <ul style="list-style-type: none"> <li>• Sample records;</li> <li>• Completed SAP work orders.</li> </ul> |

**H2S Supervisor:**

| Task ID    | Name                                  | Description of Task   | Verification  |
|------------|---------------------------------------|---|---|
| A-04.03.11 | Actions on Suspected H <sub>2</sub> S | <ul style="list-style-type: none"> <li>• Be onboard during known H<sub>2</sub>S situations to provide guidance to crew on all matters related to H<sub>2</sub>S.</li> <li>• Inspect and maintain H<sub>2</sub>S related equipment.</li> </ul> | <ul style="list-style-type: none"> <li>• Daily report.</li> </ul> |

Safety and Environmentally Critical Tasks

Helicopter Operating  
Company:

| Task ID    | Name                          | Description of Task   | Verification  |
|------------|-------------------------------|---|---|
| A-02.03.03 | Perform Helicopter Operations | <ul style="list-style-type: none"> <li>Perform activities required for safe management of helicopter onboard. Includes:               <ul style="list-style-type: none"> <li>Ensuring sufficient fuel is carried for flight to and from rig including provision for diverting to alternate heliport;</li> <li>Ensure that all passengers have valid HUET/BOSIET certificates in accordance with local regulations;</li> <li>Obtaining weather information prior to and during flight;</li> <li>Performing baggage inspections prior to travel offshore and on return from offshore;</li> <li>Perform helicopter operations under visual flight rules;</li> <li>Ensuring helicopter fully equipped for emergency situations;</li> <li>Updating departure and arrival time information and notifying onboard logistics personnel;</li> <li>Initiate emergency response on loss of contact or delayed arrival.</li> </ul> </li> </ul>  | <ul style="list-style-type: none"> <li>Audits by Client Oil Company.</li> </ul>   |
| A-02.03.07 | Manage Helicopter Operations  | <ul style="list-style-type: none"> <li>Perform activities required for safe management of helicopter operations by third party contractor for both on and offshore locations. Includes:               <ul style="list-style-type: none"> <li>HLO training and regular refresher;</li> <li>Pre-flight tests of helicopter equipment;</li> <li>Preparing accurate manifest of all weights - passenger and cargo;</li> <li>Providing all personnel with safety briefings at heliport and on rig;</li> <li>Providing appropriate Medical support;</li> <li>Confirming all passengers have valid HUET/BOSIET certificates in accordance with local regulations;</li> <li>Obtaining weather information prior to and during flight;</li> <li>Safety margin of allowable weight taken on helicopter;</li> <li>Updating departure and arrival time information and notifying heliport;</li> <li>Ensuring any loads to be transported by helicopter are appropriately packaged and complete with documentation;</li> <li>Initiate emergency response on loss of contact or delayed arrival.</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>Completed manifests;</li> <li>Flight logs;</li> <li>Bridging Document;</li> <li>Exercise and drill reports.</li> </ul> |

Safety and Environmentally Critical Tasks

Helicopter Pilot:

| Task ID    | Name                              | Description of Task   | Verification   |
|------------|-----------------------------------|---|--|
| A-02.03.05 | Helicopter Pilot Responsibilities | <ul style="list-style-type: none"> <li>• Confirm airworthiness of helicopter prior to all take-offs.</li> <li>• Perform weight and balance calculations for all inbound and outbound flights based on manifest provided by HLO or shore base.</li> <li>• Carry out a pre-flight safety briefing.</li> <li>• Ensure sufficient fuel load onboard to permit outward and return flight with provision for diversion to alternate heliport, taking into account total load and anticipated environmental conditions.</li> <li>• Verify fuel samples prior to refuelling.</li> <li>• In the event that there is insufficient safety margin, inform the HLO and remove passengers and baggage/freight.</li> <li>• Establish radio communication with rig on entry into rig's zone of control and obtain updated environmental conditions.</li> <li>• Ensure communications are maintained with rig throughout approach, landing and take-off.</li> <li>• Request specific fuel volume once on deck and monitor refuelling operation.</li> <li>• Helicopter pilot has final say on acceptability of approach.</li> <li>• Observe requirements of zone of approach markings on helideck.</li> </ul> | <ul style="list-style-type: none"> <li>• Flight logs.</li> </ul> |

**Safety and Environmentally Critical Tasks**

**Helicopter Landing Officer  
(HLO):**

| Task ID    | Name                 | Description of Task   | Verification  |
|------------|----------------------|---|---|
| A-02.03.04 | Helifuel Checks      | <ul style="list-style-type: none"> <li>• Provide volume of fuel as Helicopter pilot requests specific volume of helifuel, based on gauge and pilot's judgement (flight time, weight etc).</li> <li>• Fuel arrives onboard with compliance certificates.</li> <li>• Pre-use inspection and periodic change out of refuelling hose.</li> <li>• Ensure Grounding cable is connected before fuel cap removed.</li> <li>• Perform daily checks of helicopter refuelling system, including filters and test for water presence. Water drained daily from helifuel tanks.</li> <li>• Perform pre-use check of refuelling system and emergency stops prior to each refuelling operation.</li> <li>• Equipment maintained in accordance with maintenance system.</li> </ul>  | <ul style="list-style-type: none"> <li>• Daily check sheet returned to Client.</li> </ul>                                     |
| A-02.03.06 | HLO Responsibilities | <ul style="list-style-type: none"> <li>• Ensure that the helideck is clear of all obstructions, weather conditions are acceptable, inspect helideck, surrounding areas for debris and icing of legs and instruct the Pilot to land if safe to do so.</li> <li>• Maintain direct communications with the Pilot during approach, landing and take-off.</li> <li>• Perform SJA before first flight of each day and regular inspection of the helideck to ensure that all markings, safety netting, lighting are in good working order and that obstruction lights are functional.</li> <li>• Obtain fuel sample for pilot during each refuelling.</li> <li>• Ensure that all crane operations are shut down before helicopter approach; crane booms are lowered and Crane Operators have left cranes.</li> <li>• Confirm accurate manifest prepared and communicated to pilot for all flights leaving rig.</li> <li>• Perform random checks on baggage.</li> <li>• Ensure that helicopter crash team are present, suitably dressed and equipped and that foam monitors are manned during all landings and take offs. Perform check for water flow from each foam monitor daily.</li> <li>• Make visual check of helicopter whilst on deck and inform pilot of potential problems.</li> <li>• Ensure all potential collision items (cranes, mast, derrick) have appropriate warning lights and that these are in good working order.</li> <li>• Ensure all passengers have received pre-flight induction and video briefing prior to helicopter take-off from rig.</li> <li>• Ensure distribution of weight on onboard in accordance with weight balance calculation.</li> <li>• Ensure all personnel are wearing lifejackets and seatbelts prior to helicopter departing rig.</li> <li>• Raise general alarm in event of helicopter problems (e.g. fire, crash). Confirm competency of all personnel assigned as part of helideck crew.</li> <li>• Confirm competency of all personnel assigned as part of helideck crew.</li> </ul> | <ul style="list-style-type: none"> <li>• Fuel usage log;</li> <li>• Completed SJA;</li> <li>• Completed manifests.</li> </ul> |

**Safety and Environmentally Critical Tasks**

| Task ID    | Name                      | Description of Task  | Verification   |
|------------|---------------------------|--|--|
| A-02.03.09 | Rig Helicopter Operations | <ul style="list-style-type: none"> <li>Monitor helicopter operations including expected arrival times, provide local weather updates to pilot as required and notify shore base of helicopter departure from rig and ETA.</li> </ul> | <ul style="list-style-type: none"> <li>Radio operators log.</li> </ul> |

**HR, MSL:**

| Task ID    | Name                 | Description of Task   | Verification   |
|------------|----------------------|---|--|
| A-04.02.07 | Licensed Marine Crew | <ul style="list-style-type: none"> <li>Ensure the MSL and team are licensed marine personnel in accordance with STCW requirements and that licenses are valid and up-to-date.</li> <li>Perform regular review of marine licenses to ensure refresher training and certification is conducted to maintain valid licenses.</li> </ul> | <ul style="list-style-type: none"> <li>Training records;</li> <li>Certificates.</li> </ul> |

**Lifeboat Captain:**

| Task ID    | Name                   | Description of Task  | Verification   |
|------------|------------------------|--|--|
| A-04.03.05 | Launching of Lifeboats | <ul style="list-style-type: none"> <li>Take actions to ensure the safety of all persons boarding and while in the lifeboat.</li> <li>Check with the Muster Checker that all persons allocated to the lifeboat are present, confirm emergency radios embarked and confirm that the OIM has given the instruction to launch the lifeboat.</li> <li>Launch lifeboats only after receiving express instruction of the OIM, unless it is obvious that there is no other alternative to escape.</li> </ul> | <ul style="list-style-type: none"> <li>Emergency drill reports and logs;</li> <li>Training records.</li> </ul> |

**Logistics Coordinator:**

| Task ID    | Name                                   | Description of Task   | Verification   |
|------------|--|---|--|
| A-02.01.16 | Monitor Weighting Material Consumption | <ul style="list-style-type: none"> <li>Monitor consumption of mud weighting material against stock holdings and expected usage (including obtaining soundings from bulk tanks).</li> <li>Ensure timely notification of Mud Engineer and Assistant Rig Manager.</li> <li>Ensure timely notification of Logistics Coordinator and Company Man of any requirements for ordering new stocks.</li> </ul> | <ul style="list-style-type: none"> <li>Ships log;</li> <li>Stock holdings;</li> <li>Daily consumables report.</li> </ul> |

**Safety and Environmentally Critical Tasks**
**Medic:**

| Task ID    | Name                                | Description of Task   | Verification  |
|------------|-------------------------------------|---|---|
| A-04.01.05 | Posting of Information - Medic      | <ul style="list-style-type: none"> <li>Ensure that all required information for health and wellbeing is posted at correct location for use by all crew. This includes MSDS's at chemical storage sites.</li> </ul>  | <ul style="list-style-type: none"> <li>Weekly inspections.</li> </ul>   |
| A-04.01.16 | Deliver Rig Induction & Orientation | <ul style="list-style-type: none"> <li>Ensure that on arrival on the rig, all POB are assigned a lifeboat station and lifeboat according to cabin assignment. Ensure all personnel understand their lifeboat assignment.</li> <li>Provide general instructions relating to living quarters, emergency exits, emergency signals, location of first aid stations etc. prior to POB commencing work on the rig. This information shall include, but not be limited to:                             <ul style="list-style-type: none"> <li>Fire and emergency station assignments and escape routes;</li> <li>Lifeboat stations and assignments;</li> <li>Room assignment, including checks on emergency information posted in cabin;</li> <li>Review of any rig specific safety policies;</li> <li>Orientation check list;</li> <li>Rig Safety Handbook;</li> <li>H2S (if applicable).</li> </ul> </li> <li>Conduct a tour of the rig with all new employees/visitors explaining emergency procedures, evacuation routes and muster points.</li> <li>Ensure all personnel have undergone rig orientation so:                             <ul style="list-style-type: none"> <li>Fire extinguisher locations are known to all personnel;</li> <li>Personnel are instructed to sound alarm immediately upon seeing any fire regardless of how small;</li> <li>Station Bills posted on rig and all personnel familiar with the Station Bill and with the responsibilities and instructions for their particular job classifications in the event of fire or other emergencies and the implications of this assignment (evacuation etc.);</li> <li>All fire exits are clearly marked and all personnel familiar with the Safety Plan, including escape routes from their normal work areas;</li> <li>That all personnel keep fire doors, fire exits, and fire stairs clear of materials and equipment;</li> <li>That fire exits should only be used in emergency.</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>Personnel training records;</li> <li>Completed orientation review sheets.</li> </ul> |

**Safety and Environmentally Critical Tasks**

| Task ID    | Name                       | Description of Task  | Verification  |
|------------|----------------------------|--|---|
| A-04.03.03 | Medical Emergency Response | <ul style="list-style-type: none"> <li>• Ensure rig is operated in compliance with Maersk Medical protocols and Safety Policy Manual, and that Medical emergency plans are in place and exercised and that personnel are trained to perform required duties.</li> <li>• Perform weekly updates of personnel on-call list and make for regular reviews and updates of Medical protocols and procedures.</li> <li>• In event of Medical emergency onboard, initiate emergency response, ensure that affected person is stabilised and evacuated (where required) in a timely fashion. Triage plans developed for prioritisation of casualties.</li> <li>• Notify First Report of Injury to shore and arrange for timely initiation of the claims control process.</li> </ul> | <ul style="list-style-type: none"> <li>• Maersk Medical protocols;</li> <li>• Safety Policy Manual;</li> <li>• Qualification certificates;</li> <li>• Patient treatment records;</li> <li>• Medical audit reports;</li> <li>• Medical treatment logbook.</li> </ul> |

**Operator Technical:**

| Task ID    | Name                        | Description of Task   | Verification  |
|------------|-----------------------------|---|---|
| A-02.02.13 | Engine Room Duties          | <ul style="list-style-type: none"> <li>• Perform duties as required in Engine Control Room, including monitoring performance of main engines and others ships systems including ballast and bilge system operation. Respond to alarms/pager and indications of adverse running conditions.</li> </ul> | <ul style="list-style-type: none"> <li>• Engine control room log.</li> </ul>                          |
| A-03.02.10 | Maintenance of Main Engines | <ul style="list-style-type: none"> <li>• Perform scheduled inspection, maintenance and testing of main engines and emergency generator in accordance with planned maintenance schedule.</li> <li>• Perform regular checks of quick closing valves in diesel and lube oil systems.</li> </ul>          | <ul style="list-style-type: none"> <li>• Completed SAP work orders.</li> </ul>                        |
| A-03.02.12 | Engine Room Checks          | <ul style="list-style-type: none"> <li>• Perform regular checks on functioning of all engine room equipment. Report any leaks, spills, exposed pipework etc., and arrange for recovery measures.</li> </ul>   | <ul style="list-style-type: none"> <li>• Completed checklist;</li> <li>• Engine room logs.</li> </ul> |

**Safety and Environmentally Critical Tasks**
**Marine Section Leader  
(MSL):**

| Task ID    | Name                               | Description of Task  | Verification   |
|------------|------------------------------------|--|--|
| A-02.02.01 | Deck Operations & Marine Integrity | <ul style="list-style-type: none"> <li>Ensure that all deck operations are performed in a timely manner and that rig integrity is maintained. Includes:                             <ul style="list-style-type: none"> <li>Inspection of workplaces to confirm adherence to SJA and permit controls including safe working practices, firewatch, working at height, use of personnel basket;</li> <li>Maintenance/replacement of damaged or missing ladders, stairs and handrails;</li> <li>Inspection of scaffolding to confirm fit for use, assembled correctly and is tagged and inspected in line with Maersk requirements. Arrange for third party inspection of scaffolding where required (e.g. overside working);</li> <li>Application and maintenance of non-skid paint and all deck markings (e.g. egress routes);</li> <li>Performing rounds and inspections to assure watertight integrity;</li> <li>Correct placement and storage of flammable gas cylinders;</li> <li>Check condition of windsocks;</li> <li>Act as an advisor during lowering and raising onboard;</li> <li>Calculate maximum pull based on cantilever loading, skidded distance and offset.</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>Completed inspection reports;</li> <li>Completed SAP work orders;</li> <li>Completed work permits.</li> </ul> |
| A-02.02.02 | Marine Operations/Watchkeeping     | <ul style="list-style-type: none"> <li>Perform all necessary operations to support rig stability including:                             <ul style="list-style-type: none"> <li>Perform daily calculation of variable deck load;</li> <li>Obtain information to allow for daily running of load case (e.g. cement/barite levels, setback (from Driller), mud tanks (derrick hand));</li> <li>Perform manual soundings of tanks to compare against sensor levels;</li> <li>Arrange for daily visual inspection of all piping external to tanks;</li> <li>Management of lightship changes.</li> </ul> </li> </ul>   | <ul style="list-style-type: none"> <li>Ships log;</li> <li>Pontoon log;</li> <li>Stability program records.</li> </ul>                               |
| A-02.05.03 | Cargo Placement                    | <ul style="list-style-type: none"> <li>Plan and supervise all cargo handling operations, including development of loading plan.</li> <li>Ensure that sufficient deck space is maintained and that cargo is loaded in accordance with Deck Storage Plan and secured using appropriate padeyes.</li> <li>Confirm that all cargo is correctly placed and tied down when severe weather warnings received.</li> <li>Perform checks on ballast calculations performed and maintain running total of additions to light ship.</li> </ul>   | <ul style="list-style-type: none"> <li>Ships log.</li> </ul>   |



**Safety and Environmentally Critical Tasks**

| Task ID    | Name                               | Description of Task   | Verification   |
|------------|------------------------------------|---|--|
| A-03.02.03 | Maintenance of Marine Systems      | <ul style="list-style-type: none"> <li>• Perform regular inspection, test and maintenance of marine systems in accordance with required schedule. Includes:               <ul style="list-style-type: none"> <li>• Ballast and bilge system control panels;</li> <li>• Fuel transfer pumps;</li> <li>• Yearly change out of flexible fuel hoses, six monthly inspection;</li> <li>• Watertight doors/seals and other areas of watertight integrity;</li> <li>• Door/hatch monitoring systems;</li> <li>• Bulk "Wet" Fluid/Hazardous Material Transfer System piping, valves, storage tanks and storage tank flow meters;</li> <li>• Anchor systems;</li> <li>• Hellfuel system (including yearly Electrician inspection);</li> <li>• Ensure software systems (e.g. stability computer) are functional and updated where required;</li> <li>• Arrange for yearly and five yearly third party inspections;</li> <li>• Helideck safety netting, markings etc;</li> <li>• Perform visual inspection of legs during rig move.</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>• Completed SAP work orders;</li> <li>• Weekly auxiliary hose report;</li> <li>• Hose record book.</li> </ul> |
| A-03.04.05 | Placement of third party Equipment | <ul style="list-style-type: none"> <li>• Inspect and confirm that any third party equipment is correctly placed in accordance with rig requirements (e.g. hazardous area classification, stability requirements, PRV location).</li> <li>• Methanol placed inside bunded area limits spread of pool and possible ignition source contact.</li> </ul>  | <ul style="list-style-type: none"> <li>• Inspection reports.</li> </ul>  |
| A-03.05.01 | Maintain Rig Fire Fighting Systems | <ul style="list-style-type: none"> <li>• Ensure regular testing and maintenance of rig fire fighting systems including fire pumps, hoses, pipework, deluge foam monitor systems and extinguishers are performed.</li> <li>• Ensure sufficient foam stocks are held on board.</li> <li>• Arrange for third party inspection/recertification as required.</li> <li>• Perform inspections of water mist/inert gas fire suppression system (e.g. cylinders, pull stations) and arrange for annual Electrician inspection.</li> <li>• Specific fire fighting arrangements are in place for dealing with methanol release.</li> </ul>   | <ul style="list-style-type: none"> <li>• Completed SAP work orders;</li> <li>• third party inspection/certification reports.</li> </ul>              |

**Safety and Environmentally Critical Tasks**

| Task ID    | Name                                  | Description of Task   | Verification  |
|------------|---------------------------------------|---|---|
| A-03.05.05 | Maintenance of FRC & Lifeboats        | <ul style="list-style-type: none"> <li>• Ensure all activities are performed as required for maintenance of lifeboat and fast rescue boat and associated equipment, including weekly engine test runs and maintenance/testing of davits.</li> <li>• Arrange for in water tests as required. Arrange for third party inspections as required i.e. yearly SOLAS certification and five yearly inspection by manufacturers representative.</li> <li>• Arrange for Class surveyor to be present to witness annual and five yearly inspections and tests.</li> <li>• Ensure release cable is secured during maintenance in the lifeboat.</li> <li>• Confirm correct engagement of release hook cam on each weekly check.</li> <li>• Ensure that hanging-off pennants are removed after maintenance activities so that lifeboat is ready for launch.</li> <li>• Check that operation instructions are readily available at each station.</li> </ul> | <ul style="list-style-type: none"> <li>• Completed NMS work orders;</li> <li>• Ships log.</li> </ul>  |
| A-03.05.07 | Davit Inspections                     | <ul style="list-style-type: none"> <li>• Arrange for yearly third party inspection and certification of davits.</li> </ul>  | <ul style="list-style-type: none"> <li>• Completed inspection reports.</li> </ul>   |
| A-04.01.19 | POB Records                           | <ul style="list-style-type: none"> <li>• Manning levels are determined in accordance with the "Vessel Flag State Classification &amp; Station Bill".</li> <li>• Ensure that accurate POB listings are maintained onboard at all times. Update records at each crew change and whenever any other personnel (e.g. visitors) arrive/depart the rig.</li> <li>• Ensure that accurate records at maintained at each muster point T Card station of numbers of personnel onboard rig and assigned lifeboats.</li> </ul>  | <ul style="list-style-type: none"> <li>• Current POB listing.</li> </ul>  |
| A-04.02.06 | Training & Competency of Marine Crew  | <ul style="list-style-type: none"> <li>• Take actions to ensure that all marine crew for which responsible are trained and competent to perform necessary role including appropriate certification/re-certification, on the job training and training for operation of specific rig systems.</li> </ul>   | <ul style="list-style-type: none"> <li>• Training records;</li> <li>• Certification.</li> </ul>   |
| A-04.03.06 | Assist With Emergency Response Drills | <ul style="list-style-type: none"> <li>• Assist with emergency response drills in accordance with schedule.</li> <li>• Ensure that all personnel performing emergency response roles possess current training certificates (where applicable), update training records where required.</li> <li>• Record progress of drills and participate in reviews to ensure that emergency response procedures and personnel are fit for purpose.</li> </ul>   | <ul style="list-style-type: none"> <li>• Records of emergency drills;</li> <li>• Training records;</li> <li>• SCF-EP-NC-01 Emergency Drill Report.</li> </ul> |

**Safety and Environmentally Critical Tasks**
**Mud Engineer:**

| Task ID    | Name   | Description of Task   | Verification   |
|------------|--|---|--|
| A-02.01.01 | Operate Mud Circulating/Conditioning Systems | <ul style="list-style-type: none"> <li>• Continually monitor, record and report relevant mud parameters (usage, density, pit volume/gains, in and out flows etc.).</li> <li>• Perform regular inspections and pressure testing of the mud circulating/conditioning system (mud pumps, shakers, degassers, pits, trip tank pumps etc.) and maintain accurate log of running hours and availability of redundant equipment.</li> <li>• Perform change out of hoses in accordance with the hose management system.</li> <li>• Perform calibration of mud scales as required.</li> <li>• Give daily updates of mud tank levels to MSL.</li> <li>• Ensure sufficient spares for mud systems kept onboard.</li> <li>• Perform pre-mixing of kill weight mud in reserve tanks where required by well prognosis.</li> <li>• Maintain communication with drill floor at all times and alert Driller to any changes.</li> <li>• Ensure good housekeeping in sack store at all times.</li> </ul> | <ul style="list-style-type: none"> <li>• Pump hours log;</li> <li>• Derrickman's log;</li> <li>• Barite and chemicals usage log;</li> <li>• Training records.</li> </ul> |
| A-02.01.08 | Monitor Mud Properties                       | <ul style="list-style-type: none"> <li>• Monitor mud returns and properties (e.g. density) and make adjustments to mud weight as required, alert drill crew to any issue with mud circulating systems.</li> <li>• Advise Driller and Company Man of any major deviations from expected program.</li> <li>• Ensure sufficient stocks of bulk material and drilling chemicals held onboard including loss control material.</li> <li>• Perform look ahead based on current consumption and perform timely notification of Company Man to allow for resupply.</li> </ul>   | <ul style="list-style-type: none"> <li>• Mud Engineer's records.</li> </ul>  |
| A-02.01.10 | Monitoring Mud Systems                       | <ul style="list-style-type: none"> <li>• Perform monitoring and supervisory checks for operation of mud and circulation systems. Includes;               <ul style="list-style-type: none"> <li>• Checks on pumphours log;</li> <li>• Checks on barite and chemicals usage log;</li> <li>• Completion of daily kick sheet;</li> <li>• Tourly checks on choke and kill manifold valve positions;</li> <li>• Perform supervision of drill crew.</li> </ul> </li> </ul>  | <ul style="list-style-type: none"> <li>• Completed logs and checklists.</li> </ul>   |

**Safety and Environmentally Critical Tasks**
**Offshore Installation  
Manager (OIM):**

| Task ID    | Name                                      | Description of Task   | Verification  |
|------------|---|---|---|
| A-02.01.15 | Perform Casing Pressure Test              | <ul style="list-style-type: none"> <li>Perform casing pressure test every 30 days.</li> </ul>   | <ul style="list-style-type: none"> <li>Completed pressure test.</li> </ul>          |
| A-02.03.11 | Monitor Helicopter Operations             | <ul style="list-style-type: none"> <li>Monitor performance of helicopter operations to ensure that all required controls are in place e.g. weather conditions, flight tracking, stopping of lifting operations, control of supply vessels, PA announcements etc.</li> </ul>   | <ul style="list-style-type: none"> <li>Ships log.</li> </ul>                        |
| A-03.04.01 | Approve Third Party Equipment & Personnel | <ul style="list-style-type: none"> <li>Ensure that third party equipment and packages (e.g. well test, cementing unit) to be used on rig are fit for purpose and have been inspected and maintained in line with regulations and standards.</li> <li>Ensure that third party equipment and packages (e.g. explosives, well test, cementing unit) to be used on rig are functional, fit for purpose and have been inspected and maintained in line with regulations and standards.</li> <li>Perform checks on equipment certificates to ensure all are within date and that MSDS are provided with all chemicals brought onboard.</li> <li>Confirm third party crew are sufficiently trained and competent and that operating procedures are current and fit for purpose.</li> <li>Confirm via maintenance system that third party maintenance is undertaken for long term equipment.</li> </ul> | <ul style="list-style-type: none"> <li>Completed third party checklists.</li> </ul> |
| A-03.04.02 | Review third party Equipment Installation | <ul style="list-style-type: none"> <li>Perform checks and reviews as required to confirm that all third party equipment brought onboard is fit for purpose, correctly installed and safe to use.</li> <li>Review the provided documentation and verify it conforms to the equipment received and that operating procedures and checklists are fit for purpose.</li> <li>Appoint Mechanic/Electrician/Other Supervisor to survey the equipment for obvious external and internal damage and overall condition.</li> <li>Agree placement/location of the equipment with the MSL, TSL etc. and identify obvious hazards of such placement and assess any risks created, reducing such risks as far as practical.</li> <li>Bring any concerns to attention of Company Man for resolution.</li> </ul>  | <ul style="list-style-type: none"> <li>Audit records.</li> </ul>                    |
| A-03.05.02 | Maintenance of Emergency Systems          | <ul style="list-style-type: none"> <li>Ensure regular checks, inspection and maintenance are performed on rig emergency systems. Includes: <ul style="list-style-type: none"> <li>Fuel cut-off valves at day tanks;</li> <li>Emergency escape equipment;</li> <li>Fire pumps.</li> </ul> </li> </ul>  | <ul style="list-style-type: none"> <li>Completed SAP work orders.</li> </ul>        |
| A-03.05.06 | Precautions in Event of H2S               | <ul style="list-style-type: none"> <li>H2S supervisor is only onboard if H2S is expected. If unexpected H2S is released the OIM will be in charge of the emergency protocol. All crew will be trained in H2S protocol.</li> <li>If H2S presence is suspected, ensure that all personnel receive H2S training and that personal gas monitors are issued.</li> <li>Additional controls will be put in place if drilling in a suspected H2S well.</li> </ul>   | <ul style="list-style-type: none"> <li>Training records.</li> </ul>                 |

**Safety and Environmentally Critical Tasks**

| Task ID    | Name                   | Description of Task   | Verification  |
|------------|------------------------|---|---|
| A-04.01.01 | Housekeeping Standards | <ul style="list-style-type: none"> <li>• Promote effective housekeeping standards amongst crew and perform regular housekeeping inspections of areas of responsibility to ensure that rig housekeeping standards maintained. Ensure good housekeeping standards maintained throughout all areas of the rig, includes:               <ul style="list-style-type: none"> <li>• Maintaining clean and tidy workplaces;</li> <li>• Minimising risks from slips, trips and falls e.g. cleaning up spills, removing tripping hazards;</li> <li>• Keeping emergency exit routes clear of obstructions;</li> <li>• Correct storage/segregation of rags;</li> <li>• Correct storage of flammable materials e.g. solvents;</li> <li>• Use of change rooms, no dirty coveralls in accommodation;</li> <li>• Remove all hazardous materials from clothing and overalls before sending to laundry;</li> <li>• Ensure paint locker is used in compliance with the chemical management process (i.e. that only paint related items stored in paint locker);</li> <li>• Ensure that cardboard is compacted into cubes;</li> <li>• Segregate waste before disposal;</li> <li>• Record unsafe housekeeping using the active card system;</li> <li>• Checks on any third part equipment in area of supervision;</li> <li>• Correct use of Environmental Affairs Guidebook to minimise environmental damage from rig operations;</li> <li>• Docking plugs in place to prevent deck drainage;</li> <li>• Loose objects at height;</li> <li>• Good order with use of storage baskets;</li> <li>• Correct layout and securing of cargo;</li> <li>• All escape routes maintained free of obstruction.</li> </ul> </li> <li>• whilst working alongside a platform include the platform in formal house keeping inspections.</li> </ul> | <ul style="list-style-type: none"> <li>• Housekeeping audits;</li> <li>• Supervisor inspections;</li> <li>• Training records;</li> <li>• 5S project;</li> <li>• Active Card log.</li> </ul> |
| A-04.01.03 | Weather Restrictions   | <ul style="list-style-type: none"> <li>• Ensure adverse weather procedures are followed, including:               <ul style="list-style-type: none"> <li>• That the rig is only operated within weather limits and downmanning is considered if necessary;</li> <li>• Multiple means are in place for rig to receive weather forecasts and updates and are communicated to all crew;</li> <li>• Follow CAA guidelines on how weather conditions are reported to helicopter pilots;</li> <li>• Personnel are trained and competent in interpretation of information;</li> <li>• Ensure rig is operated in compliance with requirements of Maersk Operations Manual and Severe Weather Manual;</li> <li>• Cease operations in event of severe weather warnings (including helicopter operations);</li> <li>• Rig move will not take place during adverse weather;</li> <li>• Severe weather inspections are carried out as part of site approval to ensure that the rig can withstand the 100 year storm.</li> </ul> </li> </ul>  | -   |

**Safety and Environmentally Critical Tasks**

| Task ID    | Name                                 | Description of Task  | Verification  |
|------------|--------------------------------------|--|---|
| A-04.01.06 | Regulatory & third party Inspections | <ul style="list-style-type: none"> <li>• Ensure that regulatory and class inspections are performed and that certifications are maintained onboard. Includes:               <ul style="list-style-type: none"> <li>• Classification certification;</li> <li>• Regulatory inspections of fire suppression systems;</li> <li>• Regulatory and third party inspections of emergency escape equipment;</li> <li>• Intrinsically safe equipment;</li> <li>• third party crane inspections;</li> <li>• Annual crane surveys;</li> <li>• Personnel baskets;</li> <li>• Annual certification of hydraulic systems;</li> <li>• Marine Department certification of ballast systems;</li> <li>• Certification of helideck;</li> <li>• third party calibration of weather measurement equipment.</li> </ul> </li> </ul>  | <ul style="list-style-type: none"> <li>• Current copies of certificates.</li> </ul>                     |
| A-04.01.09 | Safe Systems of Work                 | <ul style="list-style-type: none"> <li>• Take all necessary actions to promote safe systems of work amongst all rig personnel and third parties.</li> <li>• Ensure that all personnel have access to required procedures and that SJA, Active Card and work permit systems are understood and used appropriately by all personnel (including numbering of individual permits).</li> <li>• Perform a thorough review of completed PTWs (10% check) to ensure that the safety precautions and written instructions are sufficient and will be communicated to all personnel.</li> <li>• Ensure that all manuals and procedures held onboard are current and contain sufficient information to enable personnel to adequately assess risks and to perform the required operations safely.</li> <li>• Control, monitor and approve use of any controlled keys e.g. for override of systems.</li> <li>• Ensure that additional safety reviews are performed and that extra supervision is in place whenever safety systems are overridden.</li> <li>• Lead by example with respect to safe systems of work promoting a positive and questioning attitude towards working safely.</li> <li>• Establish effective mentoring and supervision programs onboard and allow for rewards for positive feedback on personnel abilities and actions.</li> <li>• Provide for effective communication between all departments onboard, including use of regular planning and scheduling meetings.</li> <li>• Promote and monitor use of pre-job/pre-tour planning meetings for all personnel.</li> <li>• Perform regular inspections and audits to monitor compliance with rules and procedures and that work is being performed by competent personnel (e.g. lock-out/tag-out).</li> <li>• Ensure that all regular check lists are being completed.</li> <li>• Take such disciplinary action as may be required for non-compliance with Maersk policies, procedures and standards.</li> <li>• Review approach for easy monitoring of personnel locations, especially whilst alongside a platform.</li> </ul> | <ul style="list-style-type: none"> <li>• Rig audit findings;</li> <li>• Completed PTW forms.</li> </ul> |

**Safety and Environmentally Critical Tasks**

| Task ID    | Name  | Description of Task  | Verification   |
|------------|---|--|--|
| A-04.01.15 | Rig Inspection & Audit                          | <ul style="list-style-type: none"> <li>Perform regular inspections and audits of rig to ensure that Maersk standards are being maintained. Includes:               <ul style="list-style-type: none"> <li>Housekeeping;</li> <li>Safe systems of work;</li> <li>Catering standards;</li> <li>Planned maintenance system.</li> </ul> </li> <li>Whilst working alongside platform, include platform in inspections.</li> <li>Arrange for any third party inspections (including class inspections) to be undertaken.</li> </ul>  | <ul style="list-style-type: none"> <li>Audit reports.</li> </ul>   |
| A-04.01.17 | Safety Meetings                                 | <ul style="list-style-type: none"> <li>Ensure that regular safety meetings are held onboard and that all personnel attend meetings. This includes mandatory pre-job /tour /flight meetings and tool box talks.</li> <li>Make sure safety alerts are read out and discussed by all personnel and provide additional safety topics e.g. environmental awareness, use of grinding discs etc. as appropriate to rig onboard.</li> <li>Where new items of equipment, chemicals/muds etc. are being used onboard, ensure that safety meeting is aware of requirements for use and required protective measures.</li> <li>Monitoring of watertight integrity will be highlighted at pre-move meeting.</li> <li>Attend daily departmental safety meetings; make checks that information discussed is current and in line with latest Maersk procedures.</li> </ul> | <ul style="list-style-type: none"> <li>Minutes of safety meetings.</li> </ul>                            |
| A-04.01.23 | Incident Reporting & Investigation              | <ul style="list-style-type: none"> <li>Report and investigate incidents on the rig in accordance with the roles and responsibilities detailed in the "Incident Investigation &amp; Reporting Policy" .</li> <li>Ensure that incidents are reported to the appropriate parties (e.g. overside spills should be reported to the authorities as required).</li> <li>Ensure that disciplinary procedures are carried out.</li> </ul>   | <ul style="list-style-type: none"> <li>Incident reports.</li> </ul>                                      |
| A-04.01.24 | Corrective Action Tracking, Review & Close Out  | <ul style="list-style-type: none"> <li>Use of Rig Action Plan (RAP) to review completeness and capture, track and close out actions arising from the following:               <ul style="list-style-type: none"> <li>Audit, inspection or rig visit;</li> <li>Investigation;</li> <li>Alerts (including safety, product, or maintenance);</li> <li>Active Card unsafe conditions;</li> <li>Safety concerns raised at pre and post tour meetings;</li> <li>Actions from approved Managements of Change (MOC);</li> <li>Changes to Regulatory requirements.</li> </ul> </li> </ul>   | <ul style="list-style-type: none"> <li>Rig Action Plan (RAP).</li> </ul>                                 |
| A-04.02.03 | Manage & Review Personnel Training Requirements | <ul style="list-style-type: none"> <li>Monitor and manage training records of all personnel onboard to ensure that all have received required training (including on-the-job training) to perform their duties in a competent manner e.g. fire watch, respiratory protection, dryer operation, use of MSDS, right to know, survival, use of fall arrest equipment, working at height, use of ladders, use of man-riders and winches, PTW system, SJA, use of personnel basket, use of power tools, selection and use of PPE.</li> <li>Ensure all training materials and manuals held on-board are current.</li> <li>Review training records to identify where individuals require e.g. refresher and/or additional training both for their post and any additional duties that may be required e.g. fire crew, emergency response.</li> </ul>              | <ul style="list-style-type: none"> <li>Individual training records;</li> <li>Training matrix.</li> </ul> |

Safety and Environmentally Critical Tasks

| Task ID    | Name  | Description of Task  | Verification  |
|------------|---|--|---|
| A-04.03.01 | Arrange for Training & Emergency Response Drills    | <ul style="list-style-type: none"> <li>Develop schedule of training, departmental and emergency response drills covering all credible scenarios (e.g. fire, well control, poor weather, confined space rescue, pollution, helicopter crash) that may affect rig and ensure that these are exercised when required.</li> <li>Perform additional drills as required (e.g. H2S or when handling explosives).</li> <li>Ensure any third parties onboard rig are trained in emergency response required for their role.</li> <li>Conduct reviews of results to ensure that lessons learnt are incorporated and that emergency response plans and personnel are fit for purpose.</li> <li>Provide feedback on performance of emergency drills to weekly safety meetings.</li> <li>Ensure all POB are assigned a muster station and lifeboat on arrival on the rig.</li> </ul>  | <ul style="list-style-type: none"> <li>Records of emergency response drills;</li> <li>Ships log;</li> <li>IADC reports;</li> <li>SCF-EP-NC-01 Emergency Drill Report.</li> </ul>    |
| A-04.03.02 | Perform Emergency Response Roles & Responsibilities | <ul style="list-style-type: none"> <li>Perform duties in the event of an emergency on the rig in accordance with the roles and responsibilities detailed in the Emergency Response Manual, rig-specific emergency response procedures and plans and Maersk Operations Manual. Includes: <ul style="list-style-type: none"> <li>Monitoring of well control situations;</li> <li>Securing emergency scenes;</li> <li>PA announcements to inform all personnel of emergency situation;</li> <li>Isolation of HVAC systems if risk of smoke or gas ingress to manned areas;</li> <li>PA announcements for suspension of all work permits and operations where required;</li> <li>Timely initiation of rig abandon;</li> <li>Implementation of environmental hazard mitigation measures (SOPEP kits).</li> </ul> </li> </ul>  | <ul style="list-style-type: none"> <li>Station Bill;</li> <li>Emergency drill reports and logs;</li> <li>Incident reports;</li> <li>SCF-EP-NC-01 Emergency Drill Report.</li> </ul> |
| A-04.03.10 | Maintain Emergency Response Manual & Station Bill   | <ul style="list-style-type: none"> <li>Maintain up-to-date rig-specific Emergency Response Manual and Station Bill including emergency response procedures/plans defining the appropriate emergency response actions, roles and responsibilities in response to major accidents including: <ul style="list-style-type: none"> <li>Operational Emergencies ;</li> <li>Equipment/Structural Emergencies;</li> <li>Medical Emergencies;</li> <li>Security Emergencies;</li> <li>Weather Emergencies;</li> <li>Pollution Emergencies.</li> </ul> </li> <li>The procedures should define roles and responsibilities, escape, evacuation and rescue arrangements the formal chain of command, communications arrangements and interfaces with operating company. Key actions such as the role of the fire team and isolation/control of ignition sources should be identified.</li> <li>All personnel shall receive the appropriate emergency response training and be made aware of the various alarms and expected responses.</li> </ul> | <ul style="list-style-type: none"> <li>Up to date ER Manual;</li> <li>Station Bill;</li> <li>Emergency drill reports and logs.</li> </ul>   |
| A-04.03.14 | Monitor Emergency Response Drills                   | <ul style="list-style-type: none"> <li>Conduct reviews of results to ensure that lessons learnt are incorporated and that emergency response plans and personnel are fit for purpose.</li> <li>Provide feedback on performance of emergency drills to weekly safety meetings. Regular Medevac drills carried out.</li> </ul>   | <ul style="list-style-type: none"> <li>SCF-EP-NC-01 Emergency Drill Report.</li> </ul>  |



**Safety and Environmentally Critical Tasks**

| Task ID    | Name                                       | Description of Task  | Verification  |
|------------|--|--|---|
| A-04.03.16 | Emergency Response Command                 | <ul style="list-style-type: none"> <li>Act as person in charge in event of emergency situation. Use contingency manual, procedures and ops manual to make required decisions on best course of action (e.g. rig evacuation, muster location, evacuate to platform).</li> <li>Ensure that the satellite phone is collected and taken to lifeboat.</li> </ul>  | -   |
| A-04.04.01 | Contractor Operations Safe Systems of Work | <ul style="list-style-type: none"> <li>Ensure the necessary safe systems of work are implemented on the rig during contractor operations (well testing, coring) (e.g. PTW, SJA, safety briefings, operating procedures, Driller's instructions).</li> <li>Make sure rig personnel are aware of the nature and duration of the planned activities and the associated hazards and precautions to be taken.</li> <li>Review third party operations documentation before start of onboard.</li> <li>Ensure access to the contractor area is restricted to essential personnel only and that spill prevention kits are readily available.</li> <li>Restrict other activities which may interfere with well testing or result in additional hazards e.g. no lifting over live well test equipment while well flowing, no hot work during well testing, minimise supply boat activity.</li> <li>Arrange for well to be shut in if rig activities require e.g. critical lift.</li> <li>Ensure that fire and abandon drills are held within 24 hours prior to commencement of well test.</li> </ul> | <ul style="list-style-type: none"> <li>Meeting records;</li> <li>PTW records;</li> <li>Manoeuvring limitations;</li> <li>Daily drilling reports.</li> </ul> |

**OIM, Rig Manager:**

| Task ID    | Name                                 | Description of Task  | Verification   |
|------------|--------------------------------------|--|--|
| A-04.01.08 | Management of Change (MOC)           | <ul style="list-style-type: none"> <li>Monitor operation of MOC procedures onboard rig and ensure that all proposed changes are adequately assessed prior to implementation.</li> </ul>  | <ul style="list-style-type: none"> <li>Completed MOC assessments.</li> </ul> |
| A-04.01.11 | Maintenance Management & Supplies    | <ul style="list-style-type: none"> <li>Take actions to ensure that safety critical equipment is inspected and maintained in accordance with Maersk, regulatory and manufacturers requirements. Includes: <ul style="list-style-type: none"> <li>BOP;</li> <li>Intrinsically safe equipment;</li> <li>Permanent ladders, scaffolding;</li> <li>Cranes;</li> <li>Mud weighting stocks;</li> <li>Fire fighting agents.</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>Maintenance backlog.</li> </ul>       |
| A-04.01.25 | Crew Work Requirements & Environment | <ul style="list-style-type: none"> <li>Ensure correct manning levels/resourcing are identified and adhered to ensure an appropriate work environment is provided to minimise distractions during operations.</li> </ul>  | -  |

**Safety and Environmentally Critical Tasks**
**Onshore EMT, Senior Shore Management:**

| Task ID    | Name                              | Description of Task   | Verification   |
|------------|-----------------------------------|---|--|
| A-04.03.04 | Shore Based Emergency Response    | <ul style="list-style-type: none"> <li>Perform duties in the event of an emergency on the rig in accordance with the roles and responsibilities detailed in the Emergency Response Manual, rig-specific emergency response procedures and plans and Maersk Operations Manual. This will also involve performing actions as required to initiate shore based emergency support from operating company in event of emergency beyond rig capabilities e.g. major fire or explosion, and for all sea pollution events.</li> </ul>   | <ul style="list-style-type: none"> <li>Emergency drill reports and logs;</li> <li>Incident reports;</li> <li>Incident logs.</li> </ul>             |
| A-04.03.09 | Provide Onshore Emergency Support | <ul style="list-style-type: none"> <li>Develop and implement formal, location specific Emergency Response Plan and provide onshore support in the event of an emergency offshore.</li> <li>Maintain current Emergency Response Plan including procedures/plans defining appropriate actions, roles and responsibilities in response to major accidents including: <ul style="list-style-type: none"> <li>Operational Emergencies;</li> <li>Equipment/Structural Emergencies;</li> <li>Medical Emergencies;</li> <li>Security Emergencies;</li> <li>Weather Emergencies;</li> <li>Pollution Emergencies (including maintaining contracts with specialist oil spill response contractors).</li> </ul> </li> <li>Ensure the Company Man on the rig has a call-out list for use in an emergency.</li> <li>In the event of an emergency, activate the emergency response plan and provide/procure the necessary resources (e.g. onshore emergency response room, additional well control equipment (e.g. mud stocks), Medical facilities, vessels, oil spill response resources etc.).</li> <li>Conduct Emergency Response Drills in accordance with the frequency outlined in the Emergency Response Manual.</li> <li>Perform regular Pollution Drills involving Drilling Contractor and specialist Spill Response Contractors.</li> <li>Onshore response committee conducts emergency response in accordance with manual.</li> </ul> | <ul style="list-style-type: none"> <li>Up to date Emergency Response Plan;</li> <li>Emergency drill reports;</li> <li>Incident reports.</li> </ul> |

**Safety and Environmentally Critical Tasks**
**Purchasing Department:**

| Task ID    | Name                     | Description of Task   | Verification |
|------------|--------------------------|---|--------------|
| A-04.01.26 | Purchasing New Equipment | <ul style="list-style-type: none"> <li>Ensure that all new equipment sent to rig meets recognised standards for safety and is purchased through approved supplier.</li> </ul> | -            |

**CCR Operators:**

| Task ID    | Name                             | Description of Task  | Verification   |
|------------|----------------------------------|--|--|
| A-02.02.08 | Supply Vessel Operations         | <ul style="list-style-type: none"> <li>Manage operations of supply vessels on close approach to rig.</li> <li>Establish communications with vessel and perform visual observations of vessel condition and ability to hold station prior to allowing close approach. Perform drift test on each occasion vessel entering 500yd zone</li> <li>Monitor operation of supply vessel and advise control room if concerns about ability of vessel to hold station.</li> <li>Determine best side for approach based on weather forecast.</li> </ul>   | <ul style="list-style-type: none"> <li>Ships log.</li> </ul>   |
| A-02.02.09 | Monitor Environmental Conditions | <ul style="list-style-type: none"> <li>Continuously monitor environmental conditions on the rig to ensure it is operated within environmental regulations and weather limits via radar, internet, satellite imaging, radio communications, facsimile, anemometer, windsocks etc.</li> <li>Provide environmental conditions to relevant Rig personnel (e.g. RM, ARM, Driller, Company Man).</li> </ul>  | <ul style="list-style-type: none"> <li>DPO daily reports;</li> <li>Ships log.</li> </ul>                   |
| A-02.02.12 | Control Room Operations          | <ul style="list-style-type: none"> <li>Monitor available radio channels and make regular checks on radio systems to ensure correct radio functioning. Perform weekly checks on radio systems to ensure continued availability. Other responsibilities include carrying out regular PA announcements and announcing standing daily instructions (POA) to Driller's (as part of the Rig Action Plan). Monitor nearby third party operations and ensure communication of rig operations and emergency situations.</li> <li>Monitor Fire and Gas Detection system fire F&amp;G panel, respond to alerts and alarms in prescribed time, alert required personnel to possible incident, take required actions to raise alarm.</li> </ul> | <ul style="list-style-type: none"> <li>Radio operators log;</li> <li>Completed SAP work orders.</li> </ul> |

**Safety and Environmentally Critical Tasks**
**Rig Manager:**

| Task ID    | Name                                  | Description of Task  | Verification   |
|------------|---------------------------------------|--|--|
| A-01.02.01 | Review Drilling Program & Well Design | <ul style="list-style-type: none"> <li>Perform review of operating company supplied drilling program and well design to ensure acceptability to Maersk. Confirm no inconsistencies with Maersk Policies &amp; Procedures (including the Maersk Well Control Manual) and provide copies to the Drilling Supervisor and Rig Crew.</li> <li>Review any changes to program during course of well for continued acceptability.</li> <li>Review information supplied by Operating Company e.g. seismic and seabed surveys, information from adjacent wells (mud logs, boreholes), drilling program, well design etc. Ensure that appropriate contingency plans are in place for indicated hazards e.g. H2S, shallow gas, uneven seabed etc.</li> <li>Participate in preparing HSE MS interface documentation.</li> <li>Ensure additional rig modifications as required by Client (e.g. casing rams, accumulator banks) are implemented.</li> </ul> | <ul style="list-style-type: none"> <li>Completed review;</li> <li>Bridging Document.</li> </ul>                  |
| A-04.01.13 | Rig Design & Management of Change     | <ul style="list-style-type: none"> <li>Ensure rig is operated within design limitations and Maersk design standards and the well programme is approved and distributed to the relevant personnel.</li> <li>Ensure that the rig has full equipment redundancy (including provision of emergency equipment) in accordance with requirements.</li> <li>Ensure that required surveys e.g. third party inspection of riser are performed to maintain Classification Society approval.</li> <li>Monitor operation of Management of Change procedures onboard rig and ensure that all proposed changes are adequately assessed e.g. engineering analysis, prior to implementation.</li> </ul>   | <ul style="list-style-type: none"> <li>Completed MOC assessments;</li> <li>Completed SAP work orders.</li> </ul> |
| A-04.01.14 | Bridging Documentation                | <ul style="list-style-type: none"> <li>Work with the Client representative to prepare Bridging Documentation for each location/well and ensure that document contents are distributed and understood by all relevant personnel. Bridging Document contents to include:               <ul style="list-style-type: none"> <li>Client's spill response plan;</li> <li>Client's QA process and MOC (including vetting of third parties and integration with their procedures);</li> <li>Accepted well test programme;</li> <li>Emergency response plan;</li> <li>Equipment certification requirements;</li> <li>Severe weather contingency plans;</li> <li>Kill weight material required onboard;</li> <li>Cargo space requirements;</li> <li>Platform inspection and maintenance arrangements.</li> </ul> </li> </ul>   | <ul style="list-style-type: none"> <li>Bridging Document.</li> </ul>   |

**Safety and Environmentally Critical Tasks**

| Task ID    | Name                                   | Description of Task   | Verification   |
|------------|--|---|--|
| A-04.02.02 | Ensure Personnel Training & Competency | <ul style="list-style-type: none"> <li>• Ensure that all members of the rig crew receive necessary training to allow performing of duties in competent manner.</li> <li>• Ensure that all personnel have valid HUET/BOSIET certificates in accordance with local regulations.</li> <li>• Review training records to identify where individuals require e.g. refresher and/or additional training both for their post and any additional duties that may be required e.g. fire crew, emergency response.</li> <li>• All personnel should be suitably experienced, trained and competent and can carry out all the routine and non-routine duties expected of them.</li> <li>• Promote the use of the OJT training program for all personnel to ensure that competencies are maintained onboard.</li> <li>• Ensure that personnel assigned to supervisory positions are suitably trained and competent (including regular appraisals) to perform their duties effectively.</li> </ul> | <ul style="list-style-type: none"> <li>• Individual training records.</li> </ul> |

**ROV Operator:**

| Task ID    | Name           | Description of Task  | Verification   |
|------------|----------------|--|--|
| A-02.04.01 | ROV Operations | <ul style="list-style-type: none"> <li>• Provide ROV services including inspection and emergency response in accordance with operating company standards and procedures and the drilling program.</li> <li>• Ensure provision of ROV with adequate design limits and suitable crew experience.</li> <li>• Monitor ROV crew performance to ensure that maintenance and inspection routines carried out.</li> <li>• Use ROV for daily inspection of subsea equipment. Ensure ROV is monitoring the well whenever drilling without BOP; in event that ROV is unavailable suspend drilling onboard.</li> <li>• Participate in planning meetings and emergency drills as required.</li> </ul> | <ul style="list-style-type: none"> <li>• Company logs/reports;</li> <li>• Performance review by Client Oil Company.</li> </ul> |

**Safety and Environmentally Critical Tasks**
**SCO:**

| Task ID    | Name                  | Description of Task  | Verification  |
|------------|-----------------------|--|---|
| A-02.01.18 | Monitoring of Shakers | <ul style="list-style-type: none"> <li>Perform monitoring of shakers including checks on mud density, pit gains, ditch magnet (casing wear).</li> <li>Notify Driller of any issues.</li> </ul> | <ul style="list-style-type: none"> <li>Derrickman's log.</li> </ul> |

**Standby Vessel Captain:**

| Task ID    | Name                                      | Description of Task  | Verification   |
|------------|---|--|--|
| A-04.03.12 | Provide Marine Emergency Response Support | <ul style="list-style-type: none"> <li>Standby vessel must have up-to-date Emergency Response plans and procedures with personnel appropriately trained and exercised to respond to an incident when working on location.</li> <li>Standby vessel to provide support to rig in the event of an emergency (e.g. fire on rig, spill to sea). Perform weekly fast rescue craft drills.</li> </ul> | <ul style="list-style-type: none"> <li>Incident logs;</li> <li>Audits by Client Oil Company;</li> <li>Weekly FRC tests.</li> </ul> |

**Safety and Environmentally Critical Tasks**

**Towmaster:**

| Task ID    | Name                             | Description of Task   | Verification |
|------------|----------------------------------|---|--------------|
| A-02.02.07 | Watertight Integrity & Stability | <ul style="list-style-type: none"> <li>• Take all necessary actions to ensure that rig integrity and stability is maintained in accordance with requirements of Operations Manual, including ballast control, reballasting and damaged stability criteria.</li> <li>• Ensure that communications are always maintained from jacking control room.</li> <li>• Ensure written scenarios and drills are conducted for completion of manual load sheets.</li> </ul>   | -            |
| A-02.03.12 | Rig Move                         | <ul style="list-style-type: none"> <li>• Rig moves should be operated under safe and approved conditions, this includes:               <ul style="list-style-type: none"> <li>• Follow all rig move procedures that are approved at the highest corporate level and consider subsea hazards. Risk assessment developed and reviewed for agreement. Approval from Maersk CEO is required to deviate from these procedures;</li> <li>• Latest notice to mariners is produced and made available to all relevant parties;</li> <li>• Hosting platform OIM (for manned platform) or Asset Manager (for unmanned platform) will sign off permission for final approach;</li> <li>• Manoeuvring only done when weather appropriate with two independent matching forecasts required to approve the move;</li> <li>• Maersk marine department and warranty provider vets towing vessels with the minimum capacities for towing vessels stipulated. All vessels have to meet classification and maritime regulations;</li> <li>• More than one vessel used for field moves;</li> <li>• Tow vessels are attached to separate attachment points;</li> <li>• Inspections prior to rig move – including inspecting all towing gear, rig and tow vessels;</li> <li>• Pre rig move meeting and planning process;</li> <li>• Watertight integrity will be monitored (including walkdowns) during rig move;</li> <li>• Up-to-date charts are available – allowing to develop a rig move plan to determine route of move and nominate emergency standby locations nominated;</li> <li>• Multiple methods used to confirm rig position and accordance with passage plan (e.g. Navtex and GPS);</li> <li>• Rig should be downmanned for the rig move;</li> <li>• Additional towing pennants and spare tow wires are available;</li> <li>• Rig move announced on NAVTEX prior to start and on VHF during rig move by lead tug;</li> <li>• Spring buoys are used to keeping cable off the seabed during approach.</li> </ul> </li> </ul> | -            |

Safety and Environmentally Critical Tasks

| Task ID    | Name        | Description of Task  | Verification |
|------------|-------------|--|--------------|
|            |             | <ul style="list-style-type: none"> <li>• If the rig becomes out of control during the rig move:               <ul style="list-style-type: none"> <li>• Contact platform manager to shut down platform in jeopardy;</li> <li>• Follow the "Convention on the International Regulations for Prevention of Collision at Sea" - including information on signals for informing parties when out of control;</li> <li>• Navigation warnings will be broadcast for drifting vessel;</li> <li>• Emergency equipment can be used such as a pre-rigged emergency towing pennant and emergency towing wire;</li> <li>• If required, unit could be stabilized by lowering legs if water shallow enough.</li> </ul> </li> <li>• If there are severe problems with rig location or weather, moving location should be considered.</li> </ul>  |              |
| A-02.03.13 | Rig Jack-Up | <ul style="list-style-type: none"> <li>• Dedicated Maersk Towmasters used as part of the rig move and rig jack-up. The site specific procedures are developed (including a risk assessment) and then approved at the highest corporate level (by the Maersk CEO). The operations will only take place when weather appropriate with two independent matching forecasts required.</li> <li>• Ensure all jacking gear must be tested before rig move. A competent person with the appropriate training is in charge of the pre-load procedures.</li> <li>• Ensure a TBT/jacking meeting and pre-rig move meeting will ensure all personnel involved understand their responsibilities. This covers the confirmation of draft prior to movement (includes manual leg height). Meetings are held prior to the jackup where the procedures, responsibilities and emergency response plans are discussed.</li> <li>• Ensure latest charts are used for tow to identify locations where subsea infrastructure is positioned. An approved passage plan is in place. Rig position is communicated in notices to mariners and navigation warning. The ROV survey frequency is determined by location approval. Surveyors and third party positioning equipment are onboard along with multiple methods to confirm position for rig move and jack-up.</li> <li>• Pre-loading should be carried out with:               <ul style="list-style-type: none"> <li>• The rack phase differential in defined window prior to operations;</li> <li>• A minimum air gap;</li> <li>• Watertight integrity maintained – walkdowns include watertight integrity checks.</li> </ul> </li> </ul> |              |



Safety and Environmentally Critical Tasks

| Task ID    | Name  | Description of Task   | Verification   |
|------------|---|---|--|
|            |   | <ul style="list-style-type: none"> <li>• Procedures for monitoring the jackup are followed, this includes:               <ul style="list-style-type: none"> <li>• Monitoring stability electronically with inclinometers on the stability computer located in the Jackup Control Centre (JCC);</li> <li>• Tracking RPD readings in jacking control room and take manual readings;</li> <li>• Carrying out manual stability calculations;</li> <li>• Comparison between estimated and actual penetration – Maersk head office should be consulted and procedure in place followed in the event of a differential greater than 60 mm;</li> <li>• If required, deploying ROV for measurement of spudcan penetration.</li> </ul> </li> <li>• In the event of an emergency (e.g. rig adrift) conduct operations in line numerous procedures in place.</li> <li>• Use the "Convention on the International Regulations for Prevention of Collision at Sea" should be followed, including information on signals for informing parties when out of control.</li> <li>• Other actions in the event of an emergency include:               <ul style="list-style-type: none"> <li>• Drop anchors and/or lower legs to halt drifting and position rig;</li> <li>• Emergency standby locations nominated as part of rig move plan to provide shelter and/or pinning of legs;</li> </ul> </li> <li>• Use of pre-rigged emergency towing equipment (e.g. pennant, tow wire).</li> <li>• Ensure that once jacking has been completed, ROV inspections are carried out.</li> </ul> |  |
| A-04.03.13 | Emergency Response to Indications of Flooding | <ul style="list-style-type: none"> <li>• On indications/alarms showing damage, loss of stability or flooding of compartments, investigate areas and obtain required damage stability calculations, limit extent of flooding by isolating using watertight doors, and reballast where possible.</li> </ul>   | <ul style="list-style-type: none"> <li>• Ships log.</li> </ul> |

**Safety and Environmentally Critical Tasks**
**Technical Section Leader  
(TSL):**

| Task ID    | Name   | Description of Task  | Verification  |
|------------|--|--|---|
| A-03.01.11 | Well Test Equipment                                  | <ul style="list-style-type: none"> <li>Maintain and Monitor well test equipment permanently fitted to Rig, including flare booms, fixed pipework. deluge/water curtains etc.</li> </ul>  |   |
| A-03.02.04 | Maintenance of Mechanical Systems                    | <ul style="list-style-type: none"> <li>Perform regular inspection, test and maintenance of mechanical systems in accordance with required schedule. Includes:                             <ul style="list-style-type: none"> <li>Ballast and bilge system pumps and valves (including weekly function checks);</li> <li>Exhaust blankets, mufflers and spark arrestors;</li> <li>Air regulators;</li> <li>Potable water systems;</li> <li>Yearly cleaning of galley extract ducts;</li> <li>Maintenance of pressurised systems and bottles.</li> </ul> </li> </ul>   | <ul style="list-style-type: none"> <li>Completed SAP work orders.</li> </ul>  |
| A-03.02.08 | Maintenance of HVAC Louvres, Dampers & Inlet Filters | <ul style="list-style-type: none"> <li>Ensure regular inspection, test and maintenance of HVAC louvres, dampers and inlet filters in accordance with required schedule.</li> </ul>   | <ul style="list-style-type: none"> <li>Completed SAP work orders.</li> </ul>  |
| A-03.05.03 | Inspection & Maintenance of Emergency Equipment      | <ul style="list-style-type: none"> <li>Perform inspection and maintenance of emergency equipment to ensure functional, easily accessible and available for use. Confirm that maintenance management entries have been completed for all emergency equipment. Includes:                             <ul style="list-style-type: none"> <li>Spill kits;</li> <li>Fire extinguishers and fire fighting stocks including yearly third party inspections of extinguishers;</li> <li>Helideck crash box contents;</li> <li>Operating instructions for Novec systems;</li> <li>Correct marking of all containers;</li> <li>Escape routes clearly marked and unobstructed with the fire and egress plan clearly posted;</li> <li>Weekly testing of fire and smoke detection systems;</li> <li>Monthly testing of portable gas detectors;</li> <li>Cabin emergency equipment;</li> <li>Lifeboat supplies – lifejackets and immersion suits;</li> <li>Emergency flares;</li> <li>Emergency tow package.</li> </ul> </li> <li>Arrange for third party checks as required. Perform weekly checks of the general alarm, PA systems (and visual alarms where fitted) and emergency lighting to confirm correct operation.</li> <li>Ensure that all departments report correct functioning for all compartments under their control.</li> <li>Ensure SCBA equipment is regularly checked to confirm fully charged and fit for use.</li> </ul> | <ul style="list-style-type: none"> <li>Completed SAP work orders;</li> <li>third party inspection/certification reports;</li> <li>Lifesaving equipment report;</li> <li>Ships log.</li> </ul> |

**Safety and Environmentally Critical Tasks**

**Third Party:**

| Task ID    | Name                                    | Description of Task   | Verification   |
|------------|---|---|--|
| A-02.04.03 | Perform Well Testing                    | <ul style="list-style-type: none"> <li>• Provide well testing services in accordance with Operating Company requirements and the well test program. Prior to well test operations commencing:               <ul style="list-style-type: none"> <li>• Participate in all relevant well test planning activities, pre-job assessments and meetings, Job Risk Assessments and Toolbox Talks;</li> <li>• Ensure that equipment is correctly installed and assembled and conduct all necessary equipment checks and tests;</li> <li>• Function test ESD systems.</li> </ul> </li> <li>• During well test operations:               <ul style="list-style-type: none"> <li>• Ensure that initial flow is performed during daylight hours to permit easy observation of any leaks;</li> <li>• Comply with the rig Permit to Work system and other relevant rig safety systems;</li> <li>• Ensure there is continual communication between the well test crew and the drill crew;</li> <li>• Conduct/participate in regular rig safety briefings;</li> <li>• Arrange for a firewatch and ensure that all well test activities are manned 24 hours by competent personnel with adequate levels of supervision;</li> <li>• Provide for access to breathing air supplies if H2S suspected;</li> <li>• Conduct routine inspection and monitoring of equipment and conditions including passing from PRVs;</li> <li>• Make sure there are no lifts over live well test equipment;</li> <li>• Restrict access to the well test area to essential personnel only.</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>• Rig audits;</li> <li>• Well test logs.</li> </ul>                               |
| A-03.04.03 | Functional Testing of Well Test Package | <ul style="list-style-type: none"> <li>• Ensure that all testing certificates and operating procedures for well test package are current and that well test crew are competent to perform assigned duties.</li> <li>• Perform pressure test of well testing package on completion of installation on rig and ensure that flow paths from PRVS are clear and vent to safe areas.</li> <li>• Perform functional checks of ESD systems including correct operation from all locations (local and remote). Perform functional test on Sub Surface Safety Valve prior to running.</li> </ul>   | <ul style="list-style-type: none"> <li>• Test records;</li> <li>• Witnessed by Company Man and rig personnel.</li> </ul> |

**Safety and Environmentally Critical Tasks**

**Mud Logger:**

| Task ID    | Name                           | Description of Task  | Verification  |
|------------|--------------------------------|--|---|
| A-02.01.09 | Conduct Mud Logging Operations | <ul style="list-style-type: none"> <li>• Provide mud logging services in accordance with operating company requirements and the drilling program.</li> <li>• Provide back up warning of changes in mud condition e.g. temperature, pressure, gas or H2S presence to the Driller. Make checks on ditch magnet to identify signs of casing wear.</li> <li>• Provide feedback to Mud Engineer of any requirements to change mud properties.</li> <li>• Ensure all mud logging equipment /systems are maintained in working order, including calibration of gas detectors and other instrumentation (on installation and regularly thereafter).</li> <li>• Participate in planning meetings and emergency drills as required.</li> <li>• Maintain, inspect, test and calibrate all mud logging equipment.</li> </ul> | <ul style="list-style-type: none"> <li>• Crane Operator's records;</li> <li>• Daily reports.</li> </ul> |