

Meeting Minutes

SafeGulf Review Committee

Tuesday, January 25, 2005 – 10:15 AM

Those in attendance:

John Auth	- Chairman -	Diamond Offshore Drilling – Representing IADC
Ray Britt	-	BP
Pete Eustis	-	PEC
Sonny Hedges	-	GNOIEC (on telephone conference)
Ken Parris	-	OMSA (on telephone conference)

Old Business:

As this was the first meeting of the Committee, there was no Old Business to report.

New Business:

John Auth opened the meeting by describing the purpose of the Committee. That is to deliver a set of audit benchmarks that can be used by the certifying organizations to provide assurances of the proper conduct of their own programs as performed by their members and to verify the integrity of the members' training data bases for SafeGulf approved courses.

Ray Britt added that it was not the intent of the Committee to force a complicated audit protocol on the organizations, but to develop audit benchmarks that provide the minimum amount of audit procedures to get the job done.

The Committee members discussed gathering training audit protocols from a number of sources to see if we could define some common basic elements. Sonny Hedges agreed to supply the ASC protocols, Ray Britt volunteered to obtain the ASSE and API protocols, John Auth will provide the SEMP protocols and Ken Parris will research and provide the USCG protocols. These members will provide the documents electronically to John Auth and he will distribute them to the other members for review.

The Committee discussed the requirement for audit frequency. It was decided that we couldn't set this requirement until we had an idea of how many separate training schools there are under each organization that would be seeking the SafeGulf umbrella designation. Each of the organizations represented promised to provide this data to John Auth so he might lay them out for review.

During this discussion Ken Parris raised the question of schools that were accredited by more than one of the organizations. The Committee decided that we should look into an efficient manner of accepting the other organizations' audits in lieu of conducting

multiple audits. This might even apply to the use of outside auditors such as the USCG or ABS.

Once the data has been received and disseminated to Committee membership, the Chairman will set a date for the next meeting.

The Committee decided to postpone discussion to database integrity until the database manager is chosen by SafeGulf and more information is available.

There being no further business presented, the meeting was adjourned at 11:10 AM