

## SafeGulf Advisory Group

**Date: May 10, 2005 9:00 AM to 3:00 PM**

**Location: Greene's Office in Lafayette**

Meeting Facilitator – Jim

Meeting Scribe – Jim

Meeting Time Keeper - Steve

Meeting Parliamentarian - Sonny

### **Mission Statement**

To assist industry in the development and monitoring of training and security minimum protocols for the Gulf of Mexico Oil and Gas operator and contractor community.

### **Order of business**

Attendance

Prior Meeting Minutes

Review of Old Business

Reports of Committees

New Business

Further Meeting Locations and Dates

Next Agenda

**09:00 - 09:10**

### **Anti-Trust Guidelines**

**All meetings must have a written agenda that is circulated and reviewed prior to the meeting.**

**Attendees must strictly follow the agenda. Topics not on the agenda must be deferred until the next meeting. An attendee shall be assigned to record and dist**

**09:10 - 09:20**

### **2. Prior Meeting Minutes**

a. Review Agenda

b. Notes from last meeting

c. Action item (quick) update

d. **Vote on using Roberts Rules of Order to run meetings.**

**09:20 - 10:20**

### **3. Reports of Committees**

- a. John / Ray – Progress on the Review Committee - 15 min
- b. Tim / Sonny – Progress on the Curriculum Committee – 15 min
- c. IT subcommittee update on ISN issues or concerns - 60 min
- d. Operator Subcommittee Progress update - 10 min

**10:20 - 10:30**

**4. Review of Old Business**

- a. Terrebonne Parish efforts - Tim to research the possibility of cards for this customer
- b. OMSA Stauts - SG and OMSA Basic is near compliance, syllabus is with SG Accreditation team

**10:30 – 11:00**

**5. New Business**

- a. Review Communication sessions 15 min
- b. Review the website issues or concerns - 15 min

**11:00- 12:00**

- a. New ISSUES

**1200 - 1215**

**6. Further Meeting Locations and Dates**

- a. Next meeting in

**1215 - 1240**

**7. Next Agenda**

- a. Review action items from this meeting.
- b. List next topics and build next meeting agenda

**SafeGulf Meeting 5/10/05**

No representative for the review committee

Sonny updated the team on the curriculum committee meeting. The team discussed the team's desire to have a rep on the SGAG but felt that they had rep with Steve, Sonny, and Tim.

IT discussions: the team discussed that the specifics of the fonts, ie bar code is in the package with ISN. Julie discussed and will resend to the team. Tim asked Julie to revisit the data sharing portion of the agreement and get back to the team.

Team worked thru the ISN presentation for communication sessions.

OMSA portion of the communication sessions and Ken overviewed the OMSA BSTV vs SafeGulf process.

Sonny discussed the progress made toward meeting the SafeGulf intent.

OMSA members will train employees on the missing parts of the SafeGulf program/syllabus during 2005 calendar year to be in compliance with the SafeGulf requirements. OMSA will audit compliance.

OMSA will remain a voting member of the SGAG. Ken Wells will have the right to nominate a delegate to rep. OMSA.

The team reviewed the viewgraph presentation and finalized the format, material, and presenters.

Evans Hamilton SG accreditation can be best managed by ASC to do desktop or physical audit.

Team voted to empower ASC to make the appropriate the decision on initial audit of contractor accreditation.