

## SafeGulf Advisory Group

**Date:** April 12, 2005 9:00 AM to 3:00 PM

**Location:** Diamond Offshore Office in Houston

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 distribute the minutes of each meeting. The minutes shall include a record of who attended the meeting. Under no circumstances shall attendees discuss: Prices, production decisions, marketing decisions, and the persons with whom, and the terms on which, each company conducts business. THESE MATTERS ARE TO BE DECIDED UNILATERALLY BY EACH COMPANY WITHOUT AGREEMENT OR EVEN COMMUNICATION WITH COMPETITORS.**

**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. Team voted to use this technique.**

**09:20 - 10:20**

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

- a. John / Ray – Progress on the Review Committee - 15 min

Team reviewed the committee meeting minutes, John discussed. Motion that all the accredited organizations will be audited by the appropriate review group, IADC, ASC, PEC, OMSA, Audit time frame is 100% every three years. PEC will maintain a database of audit done to coordinate the audits, the team voted Yes to allow PEC to maintain the worksheet. The audit worksheet will be kept on the SG website.

- b. Tim / Sonny – Progress on the Curriculum Committee – 15 min

Sonny updated the team on the meeting, BP, ExxonMobil, Shell, ChevronTexaco, and Total Tal will accept any card which proves the employee has received a SafeGulf equivalent program. There will be 2 slides added to cover GOM specific security issues.

- c. IT subcommittee update on ISN issues or concerns - 60 min

Time reviewed the IT subcommittee and outcomes.

- d. Operator Subcommittee Progress update - 10 min

**10:20 - 10:30**

### **4. Review of Old Business**

- a. Terrebonne Parish efforts (Sonny sent package and policy agreement. Jim Right is the contact)

Website changes are updated as per Jim and Sonny's efforts

Milton not getting assistance from ExxonMobil on signing the letter

Bill Walker updated on the operator subcommittee.

Chad Comeaux is the voting member representing contractors at large

Communication sessions are Lafayette May 11th CXT, May 17th New Orleans CXT, May 25, Houston ASC. (9:00 AM session and 1:00 PM session each day)

OMSA update: OMSA working on the bridging document between OMSA and SafeGulf. OMSA will not be a voting member until the OMSA program is consistent with the SafeGulf expectations.

ISN managing website, Team voted for ISN to place a link on the ISN website but keep the SafeGulf website.

ADCI - is not going to participate in SafeGulf. SafeGulf members will need to deal with each contractor individually. Mike Brown will continue to participate in the curriculum committee.

Send out the ISN letter to the team for distribution via each operator and place on the SG website.

**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.

**1215 - 1240**

**7. Next Agenda**

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