NOGEPA
NEDERLANDSE OLIE EN GAS EXPLORATIE EN PRODUCTIE ASSOCIATIE

Industry Guideline 45

Standard Bridging Document for the Dutch Oil & Gas Industry

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Document Control Sheet

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Document Review	Timeframe for document review – C3	
C1 - 12 Months	C2 - 24 Months	**C3 – 36 Months**

Revision History

Rev	Date	Description	Author	Reviewed	Approved
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This document will be controlled by the NOGEPA Secretary.

This document will be submitted to the NOGEPA Executive Committee for approval if:
- A new NOGEPA Guideline is issued.
- Significant changes are made to the content of a particular NOGEPA Guideline

All other changes and revisions will be approved by the Health and Safety Committee.

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Standard Bridging Document for the Dutch Oil & Gas Industry

The purpose of the bridging document is to bridge the Safety Management System (SMS) of the main parties coming together to execute an operation which may involve several parties with many interfaces.

The bridging document is effectively a gap analysis that identifies the main discrepancies that exist between each party's management systems and clarifies which rules and procedures will be enforced on the operations to bridge the gaps and create a seamless process to safely execute the work programme.

The bridging document will ensure that the operation is managed using the highest set of standards available to the main parties and all required obligations are fulfilled to meet local legislation. This document is guided by current industry practice and details key aspects necessary to ensure the execution of a safe operation:

The objectives of the Bridging Document should include~~are to~~:

- Ensure that the roles and responsibilities of those~~all~~ persons in charge of activities are clearly defined, communicated and understood.
- Ensure that all key personnel are aware of the work tasks to be undertaken in a safe manner.
- Ensure that all health and safety hazards and risks associated with the operation are assessed, controlled and communicated to all ~~personnel~~involved.
- Ensure that all personnel are competent for the work tasks to be undertaken and that all supervisors are competent to supervise and direct subordinates in a safe manner.
- Ensure that all personnel involved in the operation are aware of the appropriate means of communication and they are well defined and understood by all involved.
- Ensure that the appropriate procedures are properly integrated and understood by key personnel for the duration of the operation.
- Ensure that a fully aligned management of change process exists and is clearly communicated and understood.
- Ensure that effective emergency response arrangements are in place and relevant persons are fully aware of their responsibilities in an emergency situation.

It is important in the first instance to define the role of each main party, the location where the activity will take place and the key services provided. NOGEPA supports the involvement of service companies, who will be providing a safety critical service, in the development of the bridging document.

There must be recognition that management representing the main parties is responsible for ensuring that each company's goals are achieved and that any requirements of the applicable regulatory body are satisfied.

All personnel involved regardless of their employer are required to take responsibility for their own safety and those working with them.

All personnel are required to work to documented Safety, Health and Environmental practices,

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An endorsement process must be in place to ensure the bridging document is agreed by all main parties involved and categorises the division of responsibilities to ensure a safe operation under the various contracts that exist.
The bridging document should be prepared in compliance with:

- Dutch Arbo (Labour) Legislation
- SSM vg (safety case) template

Notes

1. A useful cross reference table is provided as part of this guideline.
2. A standard bridging document template has been developed and is available on the NOGEPA member page.
3. The bridging document does not replace, but complements the Site Specific Safety and Health Document as per requirements of Dutch Arbo (Labour) Legislation.

The standard bridging document is guided by current industry practice and should include the following sections, as a minimum.

Section	Expectations
Introduction	Defines the purpose of the bridging document and sets the scene for the parties coming together. Names the main parties involved in executing the operation including the services they will provide. Lists the objectives of the bridging document. Defines the role of each main party and how they will interface together.
Scope of Work	Provide a brief description of the scope of work and how each main party is involved. If appropriate provide location map/field layout. Include References to key installations, vessels and any critical services provided may be included. Indicate if operations are stand-alone or concurrent e.g. with production facility. Provide a list of parties including their particular area of responsibility Note: it is important to include all service providers having a safety critical role as their activity may impact on the environment and the health and safety of others.
Management System	It is especially important for main parties that have not worked together previously that they perform a review of each other's Safety Management System (SMS). This is necessary in order to identify any gaps that exist in the HSE Standards of each main party and how these will be bridged. The review should also be used to identify any areas of conflict between the standards used by the main parties and provide a means of resolution. The bridging document should clearly record any new procedures and/or more stringent controls required as a result of the above review.
Interface Management	There should be a section in the bridging document that details the activity interfaces that exist between all parties in the project performing a safety critical role and explains what control measures have been put in place for the effective management of the interface. Any control measures deemed not sufficient must be identified and an action captured to address the gap. NOGEPA suggest the use of a matrix format as an effective means of presenting this information.

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Organisation	A diagram should be included in the bridging document that shows the interface between the main party management structures, including both onshore and offshore. This diagram should be further supported with clearly defined roles and responsibilities for key personnel identified. The person having overall authority must be clearly identified.
Communication	Effective communication is critical to the success of the operation where different parties interface. This section of the bridging document should clearly define how communication is managed between the main parties during the following phases of the project or situations that may arise: Pre-Operations Define how the bridging document is prepared involving the main parties and how it is communicated to all parties involved. NOGEPA support the use of Drill the Well on Paper (DWOP) / Complete the Well on Paper (CWOP) or equivalent hazard assessment exercise involving key service providers. Execution of Operations Define the use of the following methods as a means of maintaining effective lines of communication between the main parties and subcontractors: • Induction • Daily report & meeting • Look ahead • Safety tour • Safety meeting • Pre-job meeting/tool box talk • Onshore meeting Post Operations Should describe the main parties coming together ~~for a close out meeting~~ to ass~~cc~~ess success or otherwise. Should include capturing of key lessons and their follow up on future operations. Management of Change A statement on Management of Change must be included which clearly defines what changes are communicated, how they are communicated and the process used to effectively manage the change involving the relevant parties. Provide a reference to the Management of Change procedure used. Well Control Give basic information on the document used to govern well control policy and provide in the reference section. The method of well control used in the event of an influx must be known and understood by key personnel. Emergency There should be a combined emergency response arrangement in place and provided with the bridging document. This will also define who will undertake

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	overall control of the emergency situation and from where. HSE Information Define the person with overall responsibility for HSE and how relevant HSE information is communicated to all persons throughout the onsite operation. Accident/Incident Reporting Reporting of any notifiable accident/incident must be done in accordance with the applicable legislation however the main parties involved need to send the reporting to the authorities in consultation. The incident reporting procedure should comply with the following guidelines: For the oil company: NOGEPA guideline nr 5 "reporting incidents" (www.nogepa.nl) For the drilling contractor: IADC reporting guidelines (www.iadc.org) 2008 ASP program rig official rules and guidelines. Monitoring/Audit/Review Define the means used to monitor performance of the combined scope of work. Auditing and compliance checks should be done as per a pre-defined schedule to be included in the bridging document. The focus needs to be on having a combined audit and compliance plan covering the main parties and subcontractors where appropriate. Included in the schedule should be performance reviews. Frequency of reviews will largely depend on duration of project. As a minimum there should be one review as part of the project close out.
Safe Operating Practices	The following safe operating practices should be listed as a minimum in the bridging document identifying the responsible party and a description of how the other main parties interface. • Basis of Design • Work Programme • Permit to Work • Rig Move • Well Control • Lifting & Handling • Hazardous Substances • Work on Electrical Systems • Work in Confined Spaces • Working at Heights In addition the following should be addressed: Simultaneous Operations (SIMOPS)/Matrix of Permitted Operations Particular attention must be given to any SIMOPS and the need for controls to be in place. This could include: • Rig move (if locating next to a producing facility)

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	• System interfaces & connections (between installations) • Personnel movements (between installations) • Marine and helicopter operations This could either be integrated into the bridging document or referenced as a separate SIMOPS document. <u>Competence, Training and Selection of Personnel</u> The following training and certification requirements must be specified as a minimum in the bridging document. Others can be added if required: • Medical fitness • Offshore survival • Well control The NOGEPA training matrix requirements for operations in the Dutch sector will serve as a minimum requirement with the main parties reviewing requirements when considering the scope of work and assessing the major risks involved. This may result in listing additional training requirements. There should be reference to an effective system for selection of personnel that clearly links with training and competence requirements. <u>Equipment – Safety Critical Items</u> Define the steps in place to ensure equipment supplied is fully fit for purpose. The following critical items, as a minimum, should be subject to audit and follow-up report highlighting any actions needed prior to their use: Note: All major audit findings will be closed out prior to operations starting. • Drilling Unit including Well Control Equipment (BOP's etc) • Other Safety Critical Elements included with above • Pressure Control / Pressure Retaining Temporary Equipment • Explosive Services • Radioactive Services • Services requiring use of other hazardous substances
Risk Evaluation & Mangement	All hazards associated with the normal routine operations have already been identified and the risks assessed. Details of these should be provided in the reference documentation. Additional hazards introduced by the main parties combining their services together should be assessed in collaboration with the results including control measures referenced in the bridging document. Specific attention should be given to risks to persons, although these should be largely covered by the PTW and other management systems.
Emergency Response	A section should be included in the bridging document that details the emergency response arrangements in place and defines: • What response plan is used to carry out the necessary actions in the event of an emergency situation?

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	• Which main party assumes overall responsibility for coordinating the emergency response and from where? • What role do the other main parties play in responding to the emergency situation? • How the main parties have bridged the emergency response arrangements If it's not possible to refer to a single Emergency Response Plan then the required details should be provided via an Emergency Response Interface Document (included the appendices). Other procedures that should be referred to in an emergency situation include, but not limited to: • Fire fighting plan • Oil spill contingency plan • Blowout contingency plan • Medevac procedure
Reference Documentation	Include a section where all applicable documentation can be listed and would typically include: • Dutch mining legislation • Dutch Arbo legislation • Applicable NOGEPA guidelines • Safety Management System(s) • Emergency Response Procedure • Oil Spill Response Plan • Basis of Design • Work Programme • Site Specific Safety Case • Management of Change Procedure • Rig HSE Case • Rig Operations Manual • Well Control Procedure
Appendices	The following appendices are recommended as a minimum: • Installation data • Work plan • Contact list • Arbo Law/vg-template cross reference (included with this guideline)
Distribution	Define the distribution system in place to ensure all involved persons receive a copy of the bridging document, including subsequent revisions.
Document Control	Define the document control system used to ensure document revisions are made and issued.

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Chapter bridging document	Chapter/ paragraph from the vg-template	Article in Arbo Law
	1 Samenvatting aan uitvoerenden	
	2 Algemene aspecten	
1	2.1 Doel en toepassingsgebied van het vgdocument	ABB 2.42 lid 1, 2e
5	voor bijzondere werkzaamheden	ABB 2.42f lid 1c
1		ABR 3.7
7	2.2 Referentie documenten	ABR 3.12 lid 2
Cover page	2.3 Revisies en actualisatie	ABB 2.42 lid 4
	3 Organisatie	
	3.1 Werkgevers	
1	3.2 Samenwerking	ABW 19
5		ABB 2.42 lid 2d
1		ABB 2.42f lid 3
3	3.3 Beschrijving van de organisatie	
3	3.4 Taken, bevoegdheden en verantwoordelijkheden	
3	3.5 Individuele verantwoordelijkheid	
3	3.6 Coördinatie	ABB 2.42 lid 3
4		ABB 2.42f lid 2
	3.7 Communicatie	
	4 Risico inventarisatie, risico evaluatie en beheersing	
	4.1 Gevaren identificatie	
5	4.1.1 Toegepaste studies	ABR 3.10 lid 1d
5	4.1.2 Hoofdgevaren	ABB 2.42 lid 2a
5		ABR 3.10 lid 1c
5	4.1.3 Gevaren op de arbeidsplaats	ABB 2.42 lid 2a
5		ABR 3.10 lid 1c
5	4.1.4 Interactie van gevaren	ABB 2.42 lid 2a
5		ABR 3.10 lid 1c, 2
	4.2 Risicoanalyse	
5	4.2.1 Risicoanalyse methode	ABB 2.42f lid 1c
5		ABR 3.10 lid 1c
5	4.2.2 Kwalitatieve risicoanalyse	ABB 2.42f lid 1b
5		ABR 3.10 lid 1c
	4.3 Risico eliminatie en reductie: beheersmaatregelen	
5	4.3.1 Acceptatie criteria	ABR 3.10 lid 1b
5	4.3.2 Risico evaluatie en reductie	ABB 2.42 lid 2b, 2c
5		ABB 2.42f lid 1b
5		ABR 3.10 lid 1c, 1e,1f, 1h
	4.4 Prestatienormen	
4	4.4.1 Opgave en toetsing aan prestatienormen	ABR 3.10 lid 1g, 1i
	5 Calamiteitenbeheersing	
2	5.1 Toetsing tegen en aanpassing van het	ABB 2.42h, 3.37n en 3.37q t/m 3.37u
2	brandbestrijdingsplan	ABR 3.10 lid 1a, ABR 3.12 lid 3
2		ABR Bijlage IIIB
2	5.2 Toetsing tegen en aanpassing van het	ABB 2.42h, 3.37n en 3.37q t/m 3.37v
2	noodplan	ABR 3.14 en ABR Bijlage IIIE
6	5.3 Afstemmen van meerdere	ABR 3.10 lid 1a en lid 2
6	calamiteitensystemen	ABR 3.12 lid 3
6		ABR 3.14
6		ABR Bijlage IIIB, IIIE

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Abbreviations

BOP	-	Blow Out Preventer
CWOP	-	Complete the Well on Paper
DWOP	-	Drilling the Well on Paper
ECC	-	Emergency Control Centre
ER	-	Emergency Response
ERT	-	Emergency Response Team
ESD	-	Emergency Shutdown
HAZID	-	Hazard Identification Study
HAZOP	-	Hazard and Operability Study
HSEQ	-	Health, Safety, Environment, Quality
IADC	-	International Association of Drilling Contractors
MOC	-	Management of Change
MODU	-	Mobile Offshore Drilling Unit
NOGEPA	-	Netherlands Oil & Gas Exploration and Production Association
POB	-	Persons on Board
PTW	-	Permit to Work
SIMOPS	-	Simultaneous Operations
SMS	-	Safety Management System
SOP	-	Standard Operating Procedures
SSM	-	State Supervision of Mines

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