Standard Bridging Document for the Dutch Oil & Gas Industry

(vg-template compliant)

ABC Oil Company Logo

XYZ Drilling Contractor Logo

123 Service Provider Logo

Prepared by

Drilling & Wells Cluster

Document Revisions as per *(Reference applicable document control system)*

Rev. No.	Date	Pages Revised, Description of Change, Reason for Change

Document Approvals

Name, Job Title	Company	Date
Prepared by	ABC Oil Company	
Endorsed by	XYZ Drilling Contractor	
Endorsed by	123 Service Provider	
Approved by	ABC Oil Company	
Approved by	XYZ Drilling Contractor	
Approved by	123 Service Provider	
Approved by	Others as required	

Distribution (Hard Copies)

No	Location/Company	Department/Function
1	ABC Oil Company	MD/Country Manager
2	ABC Oil Company	Asset Manager/Operations Manager
3	ABC Oil Company	HSEQ Manager
4	ABC Oil Company	Drilling/Well Construction Manager or Engineer
5	ABC Oil Company	Drilling Supervisor/Company Man
6	ABC Oil Company	OIM/Production Supervisor
7	ABC Oil Company	ERC
8	ABC Oil Company	Others as required
9	XYZ Drilling Contractor	Onshore Rig Manager/Superintendent
10	XYZ Drilling Contractor	HSEQ Manager
11	XYZ Drilling Contractor	Rig Manager/OIM
12	XYZ Drilling Contractor	Assistant Rig Manager/Toolpusher
13	XYZ Drilling Contractor	ERC
14	XYZ Drilling Contractor	Others as required
15	123 Service Provider	Division Manager
16	123 Service Provider	Onshore Operations Manager/Supervisor
17	123 Service Provider	Field Supervisor
18	123 Service Provider	Others as required
19	Others as required	
etc		
20	Regulatory Authority	Inspector General

Note: Representatives with a less critical role in the operations will receive an electronic copy of the bridging document.

Table of Contents

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 Procedure
SSM	State Supervision of Mines

1. INTRODUCTION

1.1. Introduction

The purpose of the document is to bridge the Safety Management System (SMS) of the main parties coming together to execute an operation on well 00 on Block XX. The main parties are as follows:

Company Name	Service Provided
ABC Oil Company	Oil & Gas Exploration & Production
XYZ Drilling Contractor	MODU
123 Service Provider	Specialist Services
Add others as required	

The bridging document is effectively a gap analysis that identifies the main discrepancies that exist between the above listed 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 the following key aspects necessary to ensure execution of a safe operation:

- Management structure and interface
- Work programme and procedures
- Effective communication
- Key roles and responsibilities
- Personnel training, competence and selection
- Equipment fit for purpose
- Monitoring/audit/review

1.2. Objectives

The objectives of the Bridging Document are to:

- Ensure that the roles and responsibilities of 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.
- 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.

(Define the role of each party, what their legal obligations are and which SMS system is adopted for primary HSE Management control. Explain how the other main parties interface with the main SMS system. For example,)

ABC Oil Company requires XYZ Drilling Contractor to undertake work using the Joe Blogs Mobile Offshore Drilling Unit (MODU) in the Dutch Sector of the Continental Shelf. ABC Oil Company recognises and understands their duty to cooperate with XYZ Drilling Contractor in fulfilling their obligation to conform to the arrangements and procedures set out in the Joe Blogs Health Safety and Environmental Case (HSE Case). Operational interfaces with 123 Service Provider and others as required must also be acknowledged to ensure adequate / proper cooperation, including any additional control measures and supervision.

1.3 Endorsement

This bridging document will be agreed by all main parties involved and categorises the division of responsibilities to ensure a safe operation under the various contracts that exist.

1.4 Legal reference

This document has been prepared in compliance with:

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

A useful cross reference table is provided in the Appendix

2. SCOPE OF WORK

2.1 Scope of Work

(Use the headings provided below to give a brief description of the scope of work and how each main party is involved and include reference to key installations, vessels and any critical services provided. If appropriate include a location map/field layout and indicate if operations are stand-alone or concurrent)

Well Project:

Key Installations:

Other Vessels:

Production Operations:

Critical Services:

Concurrent Operations/SIMOPS:

2.2 Main Parties

(Provide a list of all main parties including their particular area of responsibilities
Note: it is important to include all service provides having a safety critical role as their activity may impact on the environment and the health and safety of others)

ABC Oil Company
XYZ Drilling Contractor
123 Service Provider
Others as required

3. MANAGEMENT SYSTEM

3.1 Management System Overview

(For main parties that have previously worked together and have compatible Safety Management Systems then the example statement below is sufficient and should then proceed to Section 4 – Interface Management however if the main parties are unfamiliar to each other then complete the remainder of Section 3 before proceeding. The remainder of Section 3 drives the main parties towards performing a thorough review of each other's Safety Management Systems)

ABC Oil Company and XYZ Drilling Contractor confirm that they will continue to comply with their respective Health, Safety and Environmental policies during this project. ABC Oil Company and XYZ Drilling Contractor confirm that their Health, Safety and Environmental policies are compatible.

The key elements of the Safety Management System (SMS) for each main party are provided in the appendices.

- *ABC Oil Company*
- *XYZ Drilling Contractor*
- *123 Service Provider*
- *Others as required*

3.2 Bridging Matrix

A review of the HSE standards from each main party was performed and the results are summarized in the "bridging matrix" table provided below. Each party's HSE standard is cross referenced to show where alignment exists and also provides the basis of the gap analysis.

HSE Headline Topic	ABC Oil Company	XYZ Drilling Contractor	123 Service Provider
Policy			
Management			
Organisation			
Risk/Hazard			
Environment			
Health			
Contactors/Suppliers			
Training/Competence			
Equipment			
Emergency			
Incident			
Audit			
Change			
Improvement			

(Note: This review also needs to identify the safe operating practices referenced in Chapter 7 that will be critical to the success of the project and how the main parties are involved and come together in their application.)

3.3 Summary Gap Analysis

This review is designed to provide an assessment of any gaps that exist in the HSE Standards of each main party and how these will be bridged. In summary the following findings came from the review together with the solutions identified to bridge the gaps

Gap	Solution
xxxxxx	xxxxxx
xxxxxx	xxxxxx
xxxxxx	xxxxxx

3.4 Areas of Conflict & Resolution

The review is also designed to identify any areas of conflict and provide resolution. These are also detailed below:

Conflict	Resolution
xxxxxx	xxxxxx
xxxxxx	xxxxxx
xxxxxx	xxxxxx

(This bridging document must also clearly record any new procedures and/or more stringent controls required as a result of the above review.)

(The above together with existing guidelines, procedures etc can be used to collate the required list of reference documentation and also provide input to the control measures given in section 4.)

4. INTERFACE MANAGEMENT

4.1 General

This section addresses in detail the activity interfaces that exist between all parties in the project and explains what control measures have been put in place for the effective management of that interface. Any control measures deemed not sufficient must be identified and an action captured to address the gap.

4.2 Activity Matrix

The following table provides an overview of the parties and their particular responsibilities during each phase of the project. Included is an alphanumeric reference in each cell. This reference is then linked to a control measure that has been put in place to manage that interface (Refer to 4.4)

(Create and populate this table, which provides a guide, to suit your own particular situation)

Stakeholder	Main Activity	Planning	Rig Move	Drilling	Testing	P&A
ABC Oil Company						
	Operator	E1	E1	E1	E1	E1
ABC Oil Company						
	Well Owner	W1		W6	C34	
XYZ Drilling Contractor						
	Drilling	W1	O1 S1	W6 E4 S1	C34 S1	S1
Diving/ROV Specialist						
	Diving/ROV					
Logistics Co. Vessel Co. Helicopter Co. SBV Co. Rig Move Co.						
	Logistics			E4		
	Supply Vessel					
	Helicopters					
	SBV					
	Rig Move		O1			
123 Service Provider Others As Req.						
	Well Testing	W1		E4	C34 S1	
		W1		E4	S1	

Main responsibility

- Environmental
- Well
- Safe Systems
- Critical Elements
- Operations

4.3 Safety Critical Elements

The following is an overview of the many safety critical elements that exist in relation to the various parties. This near exhaustive list is used as a cross reference checklist to ensure all areas of interface that have the potential to impact on a safety critical element

	Safety Critical Elements		Safe Systems of Work
C1	Derrick (inc. hoisting equipment)	S1	Safe Workplace
C2	Mud Systems	S2	Permit to Work (PTW)
C3	BOP & BOP Control System	S3	Lifting & Handling
C4	Choke & Kill System	S4	Hazardous Substances
C5	Cement System	S5	Work on Electrical Systems
C6	Conductor	S6	Work in Confined Spaces
C7	Drilling Instrumentation	S7	Working at Heights
C8	Blowdown & Venting / Pressure Relief	S8	Over the side Working
C9	Emergency Communications	S9	Materials Handling/deck plans
C10	Fire, Smoke & Gas Detection	S10	Third Party Equipment & Personnel
C11	Deluge & Sprinkler Systems	S11	Safety Briefings
C12	Fire Water System	S12	Safety Case
C13	Emergency Shutdown (ESD system)	S13	
C14	Portable Fire Fighting & Rescue Equipment		
C15	Ventilation Systems		Critical Operational Activities
C16	HVAC	O1	Rig Move
C17	Emergency Power	O2	Seabed Survey
C18	Battery Systems / UPS	O3	Shipping Lane/Military Zone
C19	Temporary Refuge	O4	Flowline Installation in Wellhead Area
C20	Emergency Routes (inc. lighting)	O5	Well Sampling (surface)
C21	Lifeboats	O6	Line Pigging
C22	Personal Protective equipment (PPE)	O7	SGS & FGS Maintenance & Repair
C23	Personal Survival Equipment	O8	Wellhead & Xmas Tree Maintenance
C24	Liferafts	O9	Construction/Maintenance Activities
C25	Escape to Sea	O10	Heavy Lifts (Platform Crane)
C26	Escape Routes	O11	Helicopter Operations on Platform
C27	Emergency Response & Recovery Vessel	O12	Intervention Work on an Existing Well
C28	Rescue Facilities	O13	Perforating job on an Existing Well
C29	Hull (inc water tight closures)	O14	Boat Handling Alongside Platform
C30	Diverter System	O15	Hot Work in Combined Hazardous Zones
C31	Mud/Gas Separator	O16	Diving Operations from Rig
C32	Hazardous Area Classification	O17	Diving Operations from DSV
C33	Ignition Prevention	O18	Hydraulic Fracturing Operations
C34	Well Test Equipment	O19	Well Stimulation/Lifting/Acidisation
C35	Hydrocarbon Containment	O20	Well Production
C36	Passive Fire Protection	O21	Flaring
C37	Blast & Fire Protection	O22	Rig/Platform interface
C38	Non-process Hydrocarbon Containment	O23	Simultaneous Operations
C39	Helicopter Facilities	O24	
C40	Foam System (Helideck)		
C41	Gaseous/Dry Chemical Systems		
C42	Fixed Firefighting Systems	C48	Bilge System (inc leak detection)
C43	Internal Communication System	C49	Cranes
C44	External Communication System	C50	Other Lifting Equipment
C45	Alarm System	C51	Ballast System
C46	ROV Systems	C52	Drainage & Bundage
C47	Navigation Aids	C53	
	Environmental Critical Elements		Well Critical Phases/Elements
E1	Emissions to Sea/Spill Response (OSRL)	W1	Basis of Design
E2	Emissions to Air/Hydrocarbon Release	W2	Drilling Programme
E3	Poisonous Gases (H2S, CO, CO2)	W3	Drilling Operation
E4	Waste Management incl. sewage	W4	HPHT/MPD Operation
E5	Use of Chemicals/COSHH	W5	Cementing
E6	Dealing with oil base mud	W6	Well Control/Well Barriers
E7	Radioactive Materials, Sources	W7	Well Completion
E8	Dealing with LSA	W8	Intervention (wireline, coil tubing)
E9	Use and Storage of Explosives	W9	Well Testing/Cleaning
E10	Loading Hoses	W10	Plug & Abandon/Suspension
E11	Standby Vessel/Guard Vessel	W11	
E12			

and/or operational activity or require the use of a safe system of work have been adequately covered.

4.4 Control Measures

(Use this format to create a reference table of all required control measures)

Ref no	Critical Element	Interface Explanation	Ref Docs.	Document Source		
				ABC Oil Company	XYZ Drilling Contractor	123 Service Provider
E. Environmental Critical Elements						
E1	Spill Response	*ABC Oil Company* is responsible for the environment and will provide oil spill response plan and blowout contingency plan	*ABC Oil Company* oil spill response plan *ABC Oil Company* blowout contingency plan	x		
E4	Waste Management	Waste handling is performed by a *specialist waste management contractor* as per *ABC Oil Company* procedure	*ABC Oil Company waste handling procedure* *XYZ Drilling Contractor* waste management operating procedure	x	x	input
W. Well Critical Phases/Elements						
W1	Basis of Design	These companies are required to contribute to the Basis of Design	*ABC Oil Company* basis of design document	x	input	input
W6	Well Control	These companies are required to agree on a Well Control plan	*ABC Oil Company* well control procedure *XYZ Drilling Contractor* well control manual	x	x	
S. Safe Systems of Work						
S1	Safe Workplace	*XYZ Drilling Contractor* is responsible for the safety of all personnel on board *Joe Blogs* and in maintaining a safe place of work.	*XYZ Drilling Contractor Management System*		x	
S1	Safe Workplace	*123 Service Provider* is responsible for the safe execution of their work scope on board *Joe Blogs* according to *123 Service Provider* procedures.	*123 Service Provider Management System*			x
C. Safety Critical Elements						
C34	Well Test Equipment	*123 Service Provider* to provide well test equipment on *Joe Blogs* that can be demonstrated as fit for purpose and meets requirements of *ABC Oil Company* and *XYZ Drilling Contractor*	*XYZ Drilling Contractor Management of Specialist Providers* *123 Service Provider* Well Test Operating Procedures		x	x
O. Critical Operational Activities						
O1	Rig Move	*XYZ Drilling Contractor* together with *Rig move specialist* develop rig move procedures	*XYZ Drilling Contractor* rig move procedure		x	

With the reference table above conduct an interface review to assess if the control measures identified are sufficient. If not formulate an action plan below to close the gap.

4.4 Action Plan

(If the existing control measures identified above are deemed insufficient to control the level of risk then list below any further actions necessary before operations commence.

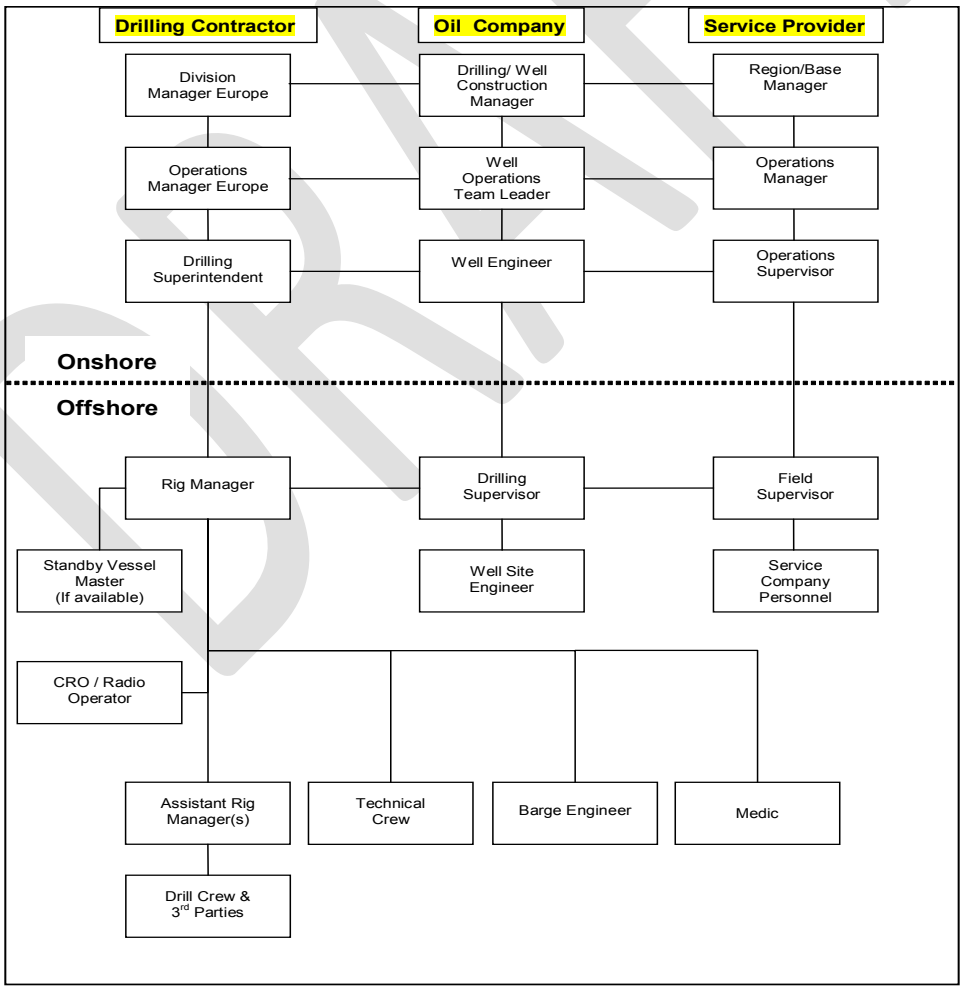
5. ORGANISATION

5.1 General

Management representing the main parties is responsible for ensuring that each company's goals are achieved and that any requirements of the applicable regulatory bodies 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, appropriate procedures and work instructions.

The interface between the main party Management structures is shown below. Detailed organization charts for each party are contained within the respective Management Systems. This includes both onshore and offshore personnel and effectively identifies all the positions instrumental in securing Safety, Health and the Environment. *(Substitute the example organization chart below with the actual, indicating the chain of command during normal operations.)*



5.2 Key Roles & Responsibilities

(Define the person who has overall responsibility for HSE on this operation and who they report to.

Clearly define roles and responsibilities of other key personnel both offshore and onshore included in the interface structure presented above. Define what authority the individual has with respect to the operations covered in this bridging document.

Include reference to support functions, which party would provide them and when would they be required.)

5.2.1 Responsibilities & Authority of Person in Charge

5.2.2 Responsibilities & Authority of ABC Oil Company senior representative

5.2.3 Responsibilities & Authority of XYZ Drilling Contractor senior representative

5.2.4 Responsibilities & Authority of 123 Service Provider senior representative

5.2.5 Responsibilities & Authority of Others as required

6. Communication

6.1 Effective Communication

Effective communication is critical to the success of the operation where different parties interface. The following clearly defines how communication is managed between the interfaces during the following situations.

6.2 Pre Operations

All main parties will be informed of the objectives and timetable of the operation in advance of the operation start. A pre-job meeting will be held with the main parties and subcontractors involved with the operation. The bridging document will be available and presented at this meeting. A Drill the Well on Paper (DWOP) / Complete the Well on Paper (CWOP) or equivalent hazard assessment exercise shall be routinely performed also with the involvement of key service providers.

6.3 Execution of Operations

All main parties shall ensure that their personnel, including all subcontractors, are notified of and are familiar with the ongoing activity programme and abide by all relevant regulations and standards. The following methods shall be used to establish and maintain effective lines of communication between the main parties and subcontractors:

- **Induction** – a nominated representative from one of the main parties is responsible for ensuring that all personnel new to the operation are formally inducted. The induction will include a tour of the facilities for familiarization purposes. A record of these inductions must be kept. Induction will also include a presentation covering key elements of the bridging document, *(Provide other specifics e.g. video)*.
- **Daily report & meeting** – the main parties incl. service providers must provide a combined daily report detailing operational progress and planned programme detailing any critical tasks .This must also be discussed together in a meeting where any actions agreed must be recorded on the report and approved by *(provide nominated position)*.
- **Weekly look ahead** – also reviewed by the main parties in the above meeting and any updates recorded and communicated to all appropriate personnel.
- **Safety tour** – conducted at least once per day by senior representatives of the main parties. For applicable operations subcontractors may also be required to participate. Any findings documented, clearly communicated to all concerned and actioned.
- **Safety meeting** – held regularly involving all personnel on board. Used to communicate findings from safety tour and any other relevant information.
- **Pre-job meeting/tool box talk** – held at the operational job site by all appropriate personnel. Will incorporate job safety analysis/last minute risk assessment. Particular attention given to any programmed changes which must be assessed with a review of the appropriate task risk assessment.
- **Onshore meeting** – held regularly between senior representatives of the main parties, as operations dictate. HSEQ topics to be included on the agenda
- **Other as required**

6.4 Post Operations

All main parties will come together for a close out meeting to assess success or otherwise. Key lessons will be captured at this close out meeting and documented to ensure their follow up on future operations.

6.5 Management of Change

All personnel involved regardless of their employer are required to communicate any changes of material, equipment, personnel or any other deviation in the programme. These changes must be communicated to the person having overall responsibility. Failing to do so puts the safety of all personnel in jeopardy. The responsible person will assess the impact of the change together with the main parties and decide on the required action. If the change requires a review and update of the operational programme this must be done in conjunction with and signed off by the programme originator or designate.

Any programme revisions issued must be reviewed together with representatives from the main parties and appropriate sub contractors before being implemented. This also applies to any changes in manuals, procedures and/or work instructions. Changes must be communicated and reviewed as part of the pre-job meeting/tool box talk. The applicable Management of Change procedure is included in the reference section.

6.6 Well Control

Well Control is the process of monitoring the well and addressing any hydrocarbon influxes that are detected. The document used to govern well control policy is provided in the reference section. The method of well control used in the event of an influx must be known and understood by key personnel. It is the responsibility of the driller for identifying abnormal well conditions and reporting these without delay to *(provide nominated position)*.

6.7 Emergency

Section 9 details the emergency response arrangements in place. This will define who will undertake overall control of the emergency situation and from where. Onshore actions and responsibilities in an emergency situation are detailed in the respective individual company Management Systems.

6.8 HSE Information

Each main party is responsible for ensuring that all relevant HSE information is effectively communicated within their own organisation including alerts, notices, reports etc.

The person with overall responsibility for HSE will ensure that all relevant HSE information is communicated to all persons throughout the onsite operation.

6.9 Accident/Incident Reporting

All personnel have a responsibility to report accidents, incidents and unsafe situations immediately to *(provide nominated position)*.

Reporting of any notifiable accident/incident must be done in accordance with the applicable legislation. The main parties involved need to send the reporting to the authorities in consultation.

All incidents must be thoroughly investigated. Depending on the severity of the incident, ABC Oil Company together with XYZ Drilling Contractor will form an investigation team comprising representatives from the main parties and if appropriate will include a subcontractor representative and will also nominate a responsible party to lead the investigation team.

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

6.10 Monitoring/Audit/Review

HSE performance monitoring will be done in compliance with the main party’s Management Systems. The HSE performance of the combined scope of work involving the main parties and subcontractors will be monitored and reported by *(provide nominated position)*.

Information to measure HSE performance will be taken from, but not limited to: STOP cards, JSA’s/risk assessments, safety alerts, minutes of safety meetings, audits, permits, exercises/drills, hazard & incident reporting.

Auditing and compliance checks will 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 will be performance reviews. Frequency of reviews will largely depend on duration of project. As a minimum there will be one review as part of the project close out.

7. SAFE OPERATING PRACTICES

7.1 Basis of Design

ABC Oil Company is responsible for preparing and submitting the Basis of Design to the Regulatory Authority. It is good practice to involve the main stakeholders early in the project and obtain the necessary input to the basis of design.

7.2 Work Programme

(Provide a summary description of the work performed and list the relevant operational work programmes to cover the complete scope of service. It is imperative that all main parties and subcontractors review and comment on the operational work programmes provided. This can be facilitated via a pre-job meeting involving both onshore and offshore representatives.)

ABC Oil Company is responsible for providing the operational work programme giving the other main parties sufficient time to review and provide feedback.

The work will be carried out in accordance with the written operational work programme. No work shall be performed which in any way conflicts with the main party's policies and procedures, unless prior approval has been obtained. In cases where conflict arises, work shall be stopped and will not recommence until after the work programme has been re-assessed and amended as required.

There is an expectation on all personnel to halt any part or all of an operation they deem to present an unacceptable risk or where they consider hazard management to be inadequate. Both ABC Oil Company and XYZ Drilling Contractor have a STOP Work Authority procedure in place to enable this. Should a situation be identified, the matter must be discussed with the line supervisor and brought to the attention of the person with overall HSE responsibility. Work must not recommence until appropriate controls are in place to manage the hazards and the worksite has been deemed safe.

(The following safe operating practices as a minimum will apply and must be addressed in the bridging document. Others can be added if required:

- *Permit to Work (PTW)*
- *Well Control*
- *Rig Move*
- *Lifting & Handling*
- *Hazardous Substances*
- *Work on Electrical Systems*
- *Work in Confined Spaces*
- *Working at Heights*
- *Simultaneous Operations (SIMOPS) – when applicable*
    - *Rig Move (if locating next to a producing facility)*
    - *System interfaces & connections (between installations)*
    - *Personnel movements (between installations)*
    - *Marine operations*
    - *Helicopter operations*

In addition to the safe operating practices identified a full list of possible operational activities together with safety and environmental critical elements will be reviewed to determine each main party's level of influence and involvement. From that exercise any potential areas of conflict will be identified for further study)

7.3 Permit to Work

(Define which permit to work system will be used for work on the project. If more than one permit to work system is applied clearly state which areas or installations they are confined to)

7.4 Rig Move

(Define how the rig move will be controlled and the impact it will have on other activities. This is particularly relevant for when the rig is moving alongside a production facility)

7.5 Well Control

(Define which well control procedure is to be applied and confirm they have been reviewed by the main stakeholders and agreed upon)

7.6 Competence, Training and Selection of Personnel

All main parties shall ensure their personnel including those provided via subcontractors are assigned to position according their competence, skill and experience and qualified for their work. Communication skill shall also be a requirement in order to prevent misunderstandings that can lead to incidents or accidents.

The following training and certification requirements must be addressed as a minimum in the bridging document. Others can be added if required:

- Medical fitness
- Offshore survival
- Well control

The NOGEPA training matrix (included as a reference) 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 additional specific training requirements.

Each main party must demonstrate an effective system for selection of personnel that clearly links with training and competence requirements.

7.7 Equipment – Safety Critical Items

Any equipment providers must demonstrate that equipment supplied is fully fit for purpose. All necessary certification and verification requirements are complied with and a programme of surveys and inspections is in place to maintain compliance. This also applies to appropriate subcontractors.

The following critical items will 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
- Add to as required

7.8 SIMOPS/Matrix of Permitted Operations

(For concurrent operations, provide in this section a matrix of permitted operations)

7.9 Others as required

8. RISK EVALUATION & MANAGEMENT

All hazards associated with the normal routine operations have already been identified and the risks assessed. Details of these are provided in the reference documentation e.g. HSE Case for Joe Blogs. Additional hazards introduced by the main parties combining their services together are now assessed in collaboration.

(The process for assessing these additional hazards together with the methodology needs to be described with reference made to joint studies performed which would include but not limited to:

- *HAZID analysis*
- *HAZOP analysis*
- *Risk assessment reviews*

Specifically a systematic approach is required for the identification of hazards and the assessment of the associated risk in order to provide information to aid decision making on the need to introduce risk reduction measures. Risk reduction measures need to include those to prevent incidents (i.e. reduce the probability of occurrence), to control incidents (i.e. limit the extent and duration of a hazardous event) and to mitigate the effects (i.e. reduce the consequences). This approach must be done involving suitably qualified representatives from the main parties.

Use of ISO Standard 17776 (Petroleum and natural gas industry – Offshore production installations – Guidelines on tools and techniques for identification and assessment of hazards) would align the main parties in the risk evaluation process.

Particular attention must be given to hazard identification resulting in performing any simultaneous operations (SIMOPS) e.g. combining well operations with production/maintenance operations. The result of this analysis must be clearly detailed including specific restrictions.

The main hazards and controls identified must be documented in this bridging document.)

9. EMERGENCY RESPONSE

9.1 General

This section 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?
- 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

9.2 Emergency Response Arrangements

(If it's not possible to refer to a single Emergency Response Plan then the required details are provided via an Emergency Response Interface Document (included the appendices). Other procedures that may be referred to in an emergency situation include, but not limited to:

- *Fire fighting plan*
- *Oil spill contingency plan*
- *Blowout contingency plan*
- *Medevac procedure)*

10. REFERENCE DOCUMENTATION

The following documents were referred to when compiling this bridging document:

1	**General**
1.1	Dutch Mining legislation
1.2	Dutch Arbo legislation
1.3	NOGEPA Training Handbook – Guideline 01
1.4	NOGEPA Reporting Incidents – Guideline 05
1.5	NOGEPA Standby Vessels – Guideline 06
1.6	NOGEPA Rescue at Sea – Guideline 07
1.7	NOGEPA Medical Evacuation – Guideline 09
etc	

2	**ABC Oil Company**
2.1	Corporate Management System
2.2	Emergency Response Procedure
2.3	Oil Spill Response Plan
2.4	Basis of Design
2.5	Work Programme
2.6	Site Specific Safety Case
2.7	Management of Change Procedure
etc	

3	**XYZ Drilling Contractor**
3.1	HSE Case for Joe Blogs
3.2	Rig Operations Manual
3.3	Rig Work Instruction Manual
3.4	Rig Third Party Equipment Manual
3.5	Emergency Response Plan
3.6	Well Control Procedure
etc	

4	**123 Service Provider**
4.1	Safety Management System
4.2	Quality Management System
etc	

5	**Others as required**
5.1	
etc	

11. APPENDICES

Includes:

A1 Installation(s) data
A2 Work plan
A3 Contact list
A4 Arbo Law/vg-template cross reference
A5 Others as required

APPENDIX 4 – ARBO LAW / vg-TEMPLATE CROSS REFERENCE

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