



SEPCo Standards, Procedures, and Guidelines Quarterly Newsletter

March 2008

Protecting the health and well being of all employees/contractors and protecting the environment, as detailed in the [EP HSE Commitment & Policy](#), is of utmost concern to Shell Exploration and Production Company (SEPCo). In order to comply with this commitment and policy, SEPCo employees and contractors must meet the requirements communicated in SEPCo controlling documents located on the Standards/Procedures/Guidelines (SPG) web page at [SEPCoContractor.com](http://www.sepcocontractor.com).

NOTE: This newsletter provides information on new and updated SEPCo HSE and Operations documents. Please forward this newsletter to others in your company who might benefit from this information.

SPG Web Page Access

Contractors can access current SEPCo HSE and Operations documents as follows:

- Visit the SEPCo Contractor HSE Home Page (<http://www.sepcocontractor.com/>).
- Click the link to Standards/Procedures/Guidelines (SPG).

A company name and password is required to access the SPG page. If you are not able to access this page, or need a new password, please contact Kevin Hoffman:

- e-mail: Kevin.Hoffman@shell.com
- phone: +1 (504) 728-6099

To ensure that you receive future updates regarding SEPCo contractor standards, procedures, and guidelines, please provide Kevin Hoffman with the following information:

- Company
- Contact name
- E-Mail address
- Phone number

Updated Documents – 2007

Key documents updated in 2007 are detailed below.

Title	Description	Document Custodian
Safe Work Planning & Authorization System (HSE0008)	How work is planned, documented, and communicated, including electronic ISSOW system	Jimmy Schwing +1 (985) 902-5234
Fitness to Work (HSE0096)	Requirements for staff who work at US operating locations (wells, producing), including cold climates	Dr. Marcos Sanchez +1 (713) 241-6178

Updated Documents – 2007 (Continued)

Title	Description	Document Custodian
Personal Protective Equipment (PPE) (HSE0078)	General PPE requirements for anyone visiting or working at US operating (wells, producing) locations	Jeff Walter +1 (713) 728-4826
Electrical Safe Work Practices (HSE0038-PR01)	Electrical safe practice procedures for US operating locations	Keith Gonzales +1 (504) 728-6514
Excavation and Trenching (HSE0041)	Procedures and instructions for US onshore locations	Mando Cantu +1 (281) 544-2394

New/Updated Documents – January-March 2008

New and updated documents published in the first quarter of 2008 are detailed below.

Title	Description	Document Custodian
New		
Electrical Cable Splicing and Repair – Offshore Operations (OPS0183A)	Outlines requirements for installing temporary cable splices at SEPCo's offshore locations.	Keith Gonzales +1 (504) 728-6514
Updated (see awareness presentations on SPG page for revision details)		
Lifting and Hoisting (OPS0055)	SEPCo's requirements for the operation, maintenance, testing, certification, inspection, and design of lifting equipment, and the competency and qualifications of individuals involved with lifting operations.	Jim McClellon +1(504) 728-7132
Welding and Burning on Offshore Production Platforms and Drilling Workover Rigs (OPS0096A-PR01)	Communicates SEPCo and regulatory requirements related to offshore welding and burning operations, including flame cutting, heating, and brazing.	Greg Lear +1 (504) 728-4682
Operation Requirements for Electrical Systems Offshore (OPS0177A)	Establishes minimum safe practices applicable to operation and maintenance of electrical equipment for all offshore locations and provides adequate safe practices to minimize risk associated with electrical sources of ignition threat installed on offshore production facilities.	Keith Gonzales +1 (504) 728-6514

New/Updated Documents – January-March 2008 (Continued)

Title	Description	Document Custodian
Operation Requirements for Electrical Systems Offshore (OPS0177B)	Establishes minimum safe practices applicable to operation and maintenance of electrical equipment for all onshore locations and provides adequate safe practices to minimize risk associated with electrical sources of ignition threat installed on onshore production facilities.	Keith Gonzales +1 (504) 728-6514
Transportation Worker Identification Credential (TWIC) (OPS0189)	Defines SEPCo requirements for identification of personnel through use of a Transportation Worker Identification Credential (TWIC). Use of the TWIC is part of SEPCo's plan for compliance with 33 CFR Part 106, issued by the United States Coast Guard (USCG) for the security of Outer Continental Shelf (OCS) facilities.	Rick Meyer +1 (504) 728-4795
SEPCo HSE Waste Management Procedures for Federal OCS Western GOM (HSE0131)	Updates and consolidates the numerous waste management procedures, contact numbers, and telephone numbers that apply in the OCS Western GOM.	Kristi Trail +1 (504) 728-6378

Contractor HSE Safety Management Process (CSMP) HSE Advisors

For questions regarding a particular document, please contact the Document Custodian. For general contractor related questions, please contact your CSMP HSE Advisor.

Name	Phone Number	Responsibility
Billy Stidham	+1 (281) 544 2902	CSMP Team leader
Greg Hardy	+1 (303) 305-7804	Rockies
Mike McRill	+1 (281) 544-2438	South Texas / Louisiana Onshore
Donald Faucheux	+1 (504) 728-4833	GOM Wells / Louisiana Onshore
Daniel Dupre	+1 (504) 728-7011	GOM Prod./Const./Logistics
Bill Wester	+1 (907) 770-7200	Alaska & Geophysical Operations
Jim Hiebert	+1 (281) 544-5793	Aviation & Legacy & GOM Prod./Const./Logistics support
Damon Buster	+1 (281) 544-3686	Unconventional Resources
Ron Czura	+1 (403) 691 2073	SCAN Production