

GENERAL SPECIFICATION

Geosciences

GS EP GSR 013

Preparing and managing Geoscience and Reservoir field activities

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1. Scope

This General Specification defines the HSE requirements, best practices and points of vigilance to be applied when preparing, carrying out and providing feedback on a field activity for Geoscience & Reservoir.

Its main objective is to ensure the safety and security of the participants by making certain that the appropriate preventive and planning measures are implemented.

It applies to all Company or Contractor employees in E&P entities who organize or take part in a field activity for Geoscience & Reservoir, whether it is:

- Organized by the Company.
- Organized by a partner in the context of a contract (cooperation, collaboration, service, other, etc.) signed between the partner(s) (university, institute, training organization, etc.) and the Company.
- Organized by a third party, and open to Company employees.

This GS examines the issue under two angles:

- The main players: roles and responsibilities (section 5).
- The project: the detailed activities in each of its phases (section 5).

2. Reference documents

The reference documents listed below form an integral part of this General Specification.

External Documents

Unless otherwise stipulated, the applicable version of these documents, including relevant appendices and addendums, is the latest revision published at the effective date of this document.

Reference	Title
Not applicable	

Total General Specifications

Unless otherwise stipulated, the applicable version of these documents, including relevant appendices and addendums, is the latest revision published.

Reference	Title
GS EP MED 061	Medical support for E&P sites

3. Definitions

For the purposes of this document, the following terms and definitions apply.

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3.1 Types of activities

In this GS, the word "activity" replaces the generic term "field activity".

TPO (third-party organized) activities under contract are activities organized on behalf of the Company as part of collaboration, cooperation and partnership contracts.

TPO activities on invitation are activities organized by third parties to which Company employees are invited.

Note: in TPO activities, the organizing third party remains responsible for HSE aspects.

Activities are divided into three categories that have specific HSE requirements for each phase of the activity.

3.1.1 Field school

- Activity organized regularly (every year or several times a year), according to an established schedule, with listed observation sites: in-house training courses, induction courses for engineering schools, etc.
- Generally organized in-house, under the responsibility of the entity in charge of organizing training for the Exploration division. It concern Company employees (internships) and/or outside participants (engineering schools).

3.1.2 Field trip

- Occasional geological field activity, organized in the context of team building, promotional activities with partners, research programs organized in-house or in partnership with others (JIP, collaboration, convention, etc.) or conferences and seminars (professional associations).
- Organized in-house, with or without outside participants, or by a third party (TPO).
- They are frequently located in "remote areas" and therefore require special attention in terms of logistics and medical support.

3.1.3 Field work

- "Operational" activity for reconnaissance or exploration purposes, such as field scouting in geophysics or geological fieldwork.
- They are frequently located in "remote areas" or in "sensitive" countries or zones and therefore require special attention in terms of logistics and medical support.

3.2 Glossary

For the purposes of this document, the following terms and definitions apply.

Affiliate: Company entity (if there is one) in the country where the activity is organized.

CPE: Collective Protective Equipment.

CPR: Risk Awareness and Prevention course (internal code 4997).

DMI: Company International Medical Department.

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Entity: any unit of the E&P branch. The E&P branch itself, its functional divisions, the Exploration division, affiliates and project groups are also considered as entities.

Field activity plan: summary document that gathers all the information and recommendations useful for the activity and particularly all the key documents. It is also the key document in terms of HSE.

JIP: Joint Industry-funded Project, project involving collaboration with a research organization or another oil Company.

Medical support: medical facility, doctors, ambulances, pharmacy.

NORM: Naturally Occurring Radioactive Materials.

OMP: Onboard Medical Personnel, emergency doctor or anesthetist nurse or paramedic for remote areas (**GS EP MED 061**).

OSL: Operational Safety Leader in an affiliate

OVID: Offshore Vessel Inspection Database.

PMIT: Preparation for Remote Onshore Assignments course (*Préparation des missions isolées à terre*, internal code 4399).

PPE: Personal Protective Equipment.

PSC1 : First Aid Course (*Prévention et Secours Civiques de niveau 1*).

Remote area: area at least 4 hours' travel from any medical facility.

REX: feedback report.

RFH: Risk and Human Factors (*Risques et facteurs humains*, internal code 4995).

"Sensitive" country or zone: any country (or part of a country) classified "orange" by the Group Security division.

TPO under contract: "Third-Party Organized" activity on behalf of the Company.

TPO on invitation: "Third-Party Organized" activity on invitation.

4. HSE training and competencies

Company employees are required to follow the applicable rules as regards HSE training required for field operations.

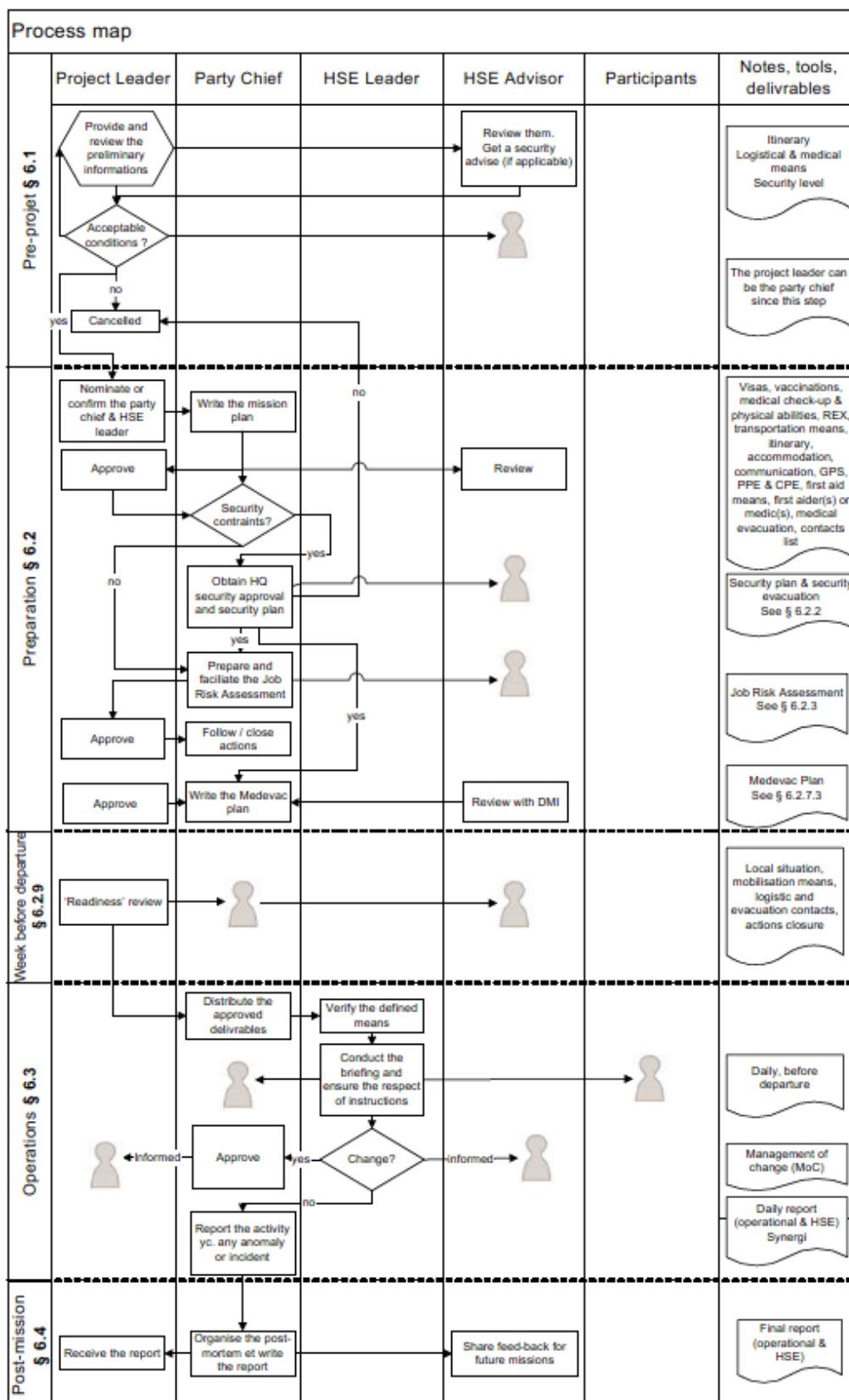
For TPO activities under contract, external employees are strongly recommended to have at least the following HSE competencies:

- Security: issues related to the different security risks possibly encountered on site, information on managing risk situations.
- HSE:
 - Reinforced behavior for isolated onshore assignments (PMIT).
 - CPR as regards field operations.
 - Human behavior (RFH): be able to identify and analyze potential risk perception deviations and unsafe behaviors.

- First Aid certification (PSC1) or equivalent for all types of activities, to be able to provide first-aid assistance to any victim of accident or discomfort.
- It is preferable to select drivers who have experience driving the type of vehicle used and knowledge of the terrain, as well as training in defensive driving.

5. Roles and responsibilities

The main players are: the project manager, the activity leader, the HSE leader, the HSE contact called HSE advisor in this document.



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5.1 Project manager

If the activity is organized in-house, this is the person supervising the activity project. If the activity is organized by a third-party under contract, this person is selected by the partner(s).

The project manager is:

- In charge of the general framework in which the activity is planned, especially as regards the contractual aspects (administrative and budget issues).
- Necessarily a Company representative for all activities organized in-house.
- Possibly the activity leader for activities organized in-house.

Pre-project phase

- Validates and authorizes the activity or participation in a TPO activity.
- May designate the activity leader or instructors/facilitators as early as this phase.
- Ensures direct contact with:
 - The HSE advisor (first contact).
 - Counterpart(s) in the other external bodies in the context of collaborative, partnership or service projects.
 - The activity leader or instructors/facilitators as defined below.

Preparation phase

- Validates the deliverables: "field activity plan", risk assessment, MEDEVAC plan.
- At the readiness review before departure, decides to hold or postpone/cancel the activity.

Operations phase

- Is informed of any change of plans in the activity (change management), of the daily activities and possible incidents.

Post-activity phase

- Is the recipient of the end-of-activity report.
- Takes recommendations into account to benefit from experience gained and limit residual risks in future activities.

5.2 Activity leader

- Person present throughout the entire expected duration of the activity: either a Company representative or, for TPO activities, a person from the third-party organization, or a person from an organization or Company contractually bound to the Company for the activity.
- Is responsible for the technical, logistical and HSE aspects of the activity and for overall supervision of activities in the field, with the assistance of the following players:
 - The project manager.
 - The HSE advisor.

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- Group support entities such as the DMI, logistics (air or sea) and security.
- E&P contacts in the affiliate, if there is one in the country where the activity is taking place.
- If there are no E&P contacts, contacts from other Company branches in the country where the activity is taking place.
- Identified contacts from third-party organizations.
- Local administrative authorities, if necessary.
- The French embassy and/or consulate, if necessary.

Pre-project phase

- The activity leader can be designated by the project manager as early as this phase.
- Is responsible for collecting the preliminary information required, with the assistance of the HSE advisor.

Preparation phase

- Is designated or confirmed by the project manager at the beginning of this phase.
- Examines the REX from similar activities.
- Prepares the activity as early as possible, and at the latest four weeks before it is due to start.
- Relies on Company representatives in the affiliate, if there is an affiliate in the country.
- If there are security constraints (see section 6.2.2), submits the project to the approval of the Company entity in charge of security and takes part in drafting a security plan.
- Is in charge of the HSE risk assessment and drafts it with the assistance of all the relevant people, including the HSE advisor.
- Is in charge of preparing and drafting the MEDEVAC plan with the assistance of the HSE advisor.
- If there is no Company representative in the country, contacts the local authorities to obtain all the administrative authorizations needed and/or required. Contacts French State representatives in the country, if necessary.
- Formalizes all the preparations in the "field activity plan", if required (see section 6.2.7.5).
- Makes sure that all the provisions set out in the "field activity plan" are available for the operations phase.
- Makes sure that all the documents specified in Appendix 1 have been completed.
- Ensures that the "field activity validation sheets" have been filled out and sent to the HSE advisor for confirmation, and subsequently to the project manager for signature.