








# ODL Consultancy and Document Mapping Experience

CLIENT	SUMMARY OF SCOPE OF WORK
	<p><b>EI Paso, Brazil</b></p> <p>ODL were retained by EI Paso to provide Document Definition, Mapping, Tracking and Operational Consultancy to support the Pinauna Field offshore Brazil.</p> <p>The overall Scope of Requirement was as follows:</p> <ul style="list-style-type: none"> <li>• Identify all of the Regulatory Authorities for whom documentation requirements are to be scoped and included on the Map and Tracking Sheet, including, but not limited to IBAMA, ANP, the Brazilian Navy etc.</li> <li>• Define the specific milestones and dates when specific submissions have to be made, (e.g. the different License submissions to IBAMA, etc)</li> <li>• Identify what specific documents require to be presented at each of the defined milestones for each Regulatory Agency.</li> <li>• Identify the party within the Project assigned responsibility to develop the documents and identify any potential shortfalls or gaps.</li> <li>• Establish the current development status of each document.</li> <li>• Prepare and issue an initial Functional Operational Documentation map to illustrate the documentation that we would expect to be available to support the operation of the Pinauna Field following handover from Project to Operations, as a preliminary benchmark.</li> <li>• Establish, review and evaluate what Operational Documentation / Procedures / Processes and Systems currently exist, are under development and / or are planned to be developed to support the start-up and steady-state operation of the Pinauna Field.</li> <li>• Define the specific timeline within the Project that these documents require to be available to meet relevant Project Milestones (i.e. installation, commissioning, first oil etc.)</li> <li>• Identify who is responsible to deliver what documentation and when across all the operational functions, and establish the current development status of each document.</li> <li>• Monitor / Track the development and delivery of all Regulatory submission documentation and establish the Operational Management System.</li> <li>• Operations Consultancy Support to review / assess specific requirements, scopes, specifications, philosophies, guidelines and reports.</li> </ul>
	<p><b>Murphy Oil, Azurite FDPSO, Congo</b></p> <p>ODL were awarded a contract by Murphy Oil West Africa to implement a Document Definition Study for the Operational Documentation for the Azurite FDPSO (Floating, Drilling, Production, Storage and Offloading). Principal aim of the exercise was to ensure all the Pre-Operations activities for each of the principal contractors (Prosafe and Nabors) were being addressed and co-ordinated to ensure key milestones such as Sailaway, Integration, Commissioning and First Oil were achieved.</p> <p>Operational Documentation / Systems Workshops were facilitated by ODL that included all major contractors.</p> <p>This project / study was implemented in Aberdeen, Houston, Singapore and Congo.</p>



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	<p><b>Seadrill, Houston GoM</b></p> <p>ODL were retained by Seadrill Americas to implement a review and assessment of current Seadrill Corporate, departmental and vessel documentation in order to confirm that it meets US Federal Standards and to determine and establish any gaps and shortfalls.</p> <p>This project was carried out in 2 distinct phases;</p> <p>Phase 1 – Review and Assessment which involved the identification, and mapping of all the existing documentation followed by an assessment against US requirements. The Gap Analysis was to confirm compliance with US Federal OCS Regulations;</p> <ul style="list-style-type: none"> <li>• Mineral Resources</li> <li>• Navigation and Navigable Waters</li> <li>• Protection of Environment</li> <li>• Shipping</li> </ul> <p>This Document Mapping Process was based on the SEMP (Safety, Environmental, Management Program) concept as defined by the US Minerals Management Service.</p> <p>Phase 2 – Document Development to address all / any agreed shortfalls.</p>
	<p><b>Harvest Natural Resources, Houston, USA</b></p> <p>ODL were retained by HNR to design and develop a Corporate HSE Management System to provide guidance and direction to all HNR Operating regions/sites on how HSE requirement must be managed.</p> <p>This initial Scope of Work comprised the design and development:</p> <ul style="list-style-type: none"> <li>• HSE Policy and HSE Management System Framework</li> <li>• Initial Roll-out of the Corporate HSE Management System with HNR</li> <li>• Scoping/Definition of the Corporate HSE Management System documentation requirements</li> </ul>
	<p><b>BP Trinidad and Tobago</b></p> <p>ODL were retained by <b>bpTT</b> to implement a Document Mapping and Definition study for all its on and offshore facilities in Trinidad and Tobago.</p> <p>The primary objective of this Document Definition and Mapping exercise was to verify and demonstrate that <b>bpTT</b> has established, or is in the process of establishing the documentation, procedures, processes and systems it requires to effectively manage and operate its business in a safe, efficient and environmentally responsible manner, in accordance with all / any legislative and Corporate requirements, in particular the bp Group Standard for Integrity Management.</p> <p>The Scope of Work revolve &amp; around identifying the specific documentation / procedures / processes and systems required to support the steady-state operation of all <b>bpTT</b> facilities. This addressed the following operational areas, addressed</p> <ul style="list-style-type: none"> <li>• Operational Management</li> <li>• Operations (Process, Marine, Pipeline, Well, Drilling)</li> <li>• Maintenance and Technical Integrity</li> <li>• Health, Safety, and Environment (HSE)</li> <li>• Logistics and Warehousing</li> <li>• Training and Competency</li> </ul>




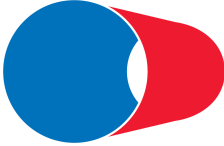





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	<p><b>BP Clair Development, North Sea</b></p> <p>ODL carried out a detailed Documentation Definition and Mapping study for the BP Clair Development with regard to defining all of the operational documentation required to support the operation of the Clair Platform, and to define the scope of work requirements associated with developing this documentation.</p>
	<p><b>Cairn Energy India</b></p> <p>ODL have been engaged by Cairn Energy of India to carry out a Document Mapping and definition study on their new Rajasthan Development in Northern India.</p> <p>The study is to define the specific Operational Documentation, Processes, Procedures and Systems required to be in place to support the Start Up and Steady State Operations of this new development and to Map the Operational documentation currently in place on the existing two operations in India.</p> <p>This included identifying what CEIL already have in place currently to support existing facilities, Assessment of suitability of that documentation, assess the scope, completeness and timing of documentation from the Engineering contractors and to establish a defined Scope of Requirement for the development of Operational Documentation for the Rajasthan development.</p>
	<p><b>AGIP Kazakhstan North Caspian Operating Company</b></p> <p>ODL were retained by Agip KCO to undertake a comprehensive Document Definition and Mapping Study to define the operational documentation required to support the steady state operation of their operational in Kazakhstan.</p> <p>The primary objective was to verify and demonstrate that Agip KCO has established, or is in the process of establishing, the documentation and information required to manage and operate its facilities in a safe, efficient and environmentally responsible manner, in accordance with RoK Legislative and Company Corporate requirements.</p>
	<p><b>Modec – Americas</b></p> <p>ODL were retained by Modec LLC in Houston to implement a Document Mapping exercise across two of their current FPSOs (Brazil and Vietnam).</p> <p>The principal objectives of the study was to clearly define what documentation is in place to support their new HSEMS at all levels and map against the Modec Corporate Standards.</p> <p>This study also identified the potential shortfalls / gaps in the current documentation, identify and scope potential improvements and rationalization and to develop a detailed scope of requirement to mitigate these shortfalls and establish the processes and procedures necessary to fully implement the corporate HSEMS throughout Modec's global operations.</p>
	<p><b>BHPBilliton Americas Operations and Development Asset Team (AODAT)</b></p> <p>ODL carried out a detailed Document Definition and Mapping Study for BHP in Houston in preparation for the start-up and operation of new deep water Assets in the Gulf of Mexico (Neptune and Shenzi).</p>
	<p><b>Hess, Equatorial Guinea (AHEG)</b></p> <p>Document Definition and Mapping Study to define the Operational documentation requirements in preparation for the start-up and steady state operation of the new Okume Field Development offshore Equatorial Guinea. This included 2 TLPs, 3 offshore Satellite platforms, a Production Complex and an FPSO.</p>
	<p><b>Hess, South East Asia Operations</b></p> <p>Document Mapping Study to define the operational documentation requirements for the operation and maintenance of the Phu Horm Development in Thailand and the Ujung Pangkah Development in Indonesia.</p>







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	<p><b>Hess A/S, Denmark</b></p> <p>ODL carried out a detailed Needs Analysis and Document Mapping for Hess A / S in Denmark to address all the Operations, Maintenance, HS&amp;E, Training and Systems documentation and information requirements for the South Arne Offshore Development.</p> <p>On Completion a detailed Needs Analysis Report was developed and submitted to Hess A / S Senior Management for review and consideration of all recommendations and the detailed Implementation programs. This included the development a Document Map providing a Graphic illustration of all the document/Information 'Hierarchy'.</p>
	<p><b>Brunei Shell (BSP)</b></p> <p>ODL undertook a comprehensive Document Review and Mapping study of BSP's Operations, Well Services and HS&amp;E documentation / information and to evaluate the existing Document Management and control procedures and systems.</p> <p>On completion of the on-site study a detailed Needs Analysis Report was prepared and submitted for review by BSP Senior Management. This contained all conclusions, recommendations and a comprehensive methodology and schedule for subsequent work phases to implement the recommendations, including budgetary estimates.</p>
	<p><b>Burlington Resources Algeria Limited, Algeria</b></p> <p>ODL carried out a detailed Document Definition Exercise and defined the scope of work requirements for the development of the policies and procedures required to support the implementation of the BR HSE-MS throughout its new Algerian Operation.</p>
	<p><b>Caspian Pipeline Consortium, Russia</b></p> <p>ODL carried out a Document Mapping and Operational Documentation Evaluation exercise for the Caspian Pipeline Consortium to address all the facilities associated with a 1700km Pipeline from the Caspian Sera through Russia to the Black Sea. This included all Pump Stations, the Marine Terminal and SBMs.</p>
	<p><b>Dolphin Energy Qatar Operations Group, Qatar</b></p> <p>ODL has recently completed a comprehensive Document Definition and Mapping Study to determine the operational documentation requirements for DEL's Qatar operation, establish development status, identify shortfalls and recommend improvements.</p> <p>The Project involves offshore Installations, an Onshore Processing Facility and export pipelines to the UAE.</p>
	<p><b>Dolphin Energy HSEQ Group, UAE</b></p> <p>ODL was retained to carry out the definition and mapping of the Dolphin Energy Corporate Health, Safety, Environmental and Quality Management System.</p>
	<p><b>EnCana Corporation, East Coast Region, Nova Scotia, Canada</b></p> <p>ODL Nova Scotia carried out a detailed documentation definition exercise to define the scope of work requirements for the development of the procedures required to support all EnCana Corporation East Coast Region activities.</p> <p>This included the definition and scoping of the HSE management procedures required to support the implementation of the EnCana Corporation Operational Risk Management System (ORMS) within the Canadian East Coast Region.</p>






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 <p>Nexen Petroleum U.K. Limited</p>	<p><b>EnCana UK (Nexen Petroleum), Aberdeen</b></p> <p>ODL was retained by EnCana (subsequently Nexen Petroleum) to carry out a detailed Document Mapping study to ascertain the existence, status and applicability of the documentation, pertaining the North Sea Assets which the took over from Hess Limited, etc, and to assess how this documentation interface with their HSE Management System etc.</p>
	<p><b>Shell Exploration and Production International, Houston, USA</b></p> <p>ODL were retained by Shell E &amp; P (Houston USA) to provide Technical and Specialist assistance to support the implementation of their Project-to-Asset (P2A) Handover and Acceptance Process. This is one of the defined Shell EPP Operational Readiness and Assurance (OR &amp; A) Topics ODL's Scope of Work / Terms of reference were as follows;</p> <ul style="list-style-type: none"> <li>• Definition and Development of the P2A Topic Delivery Map</li> <li>• Development of the Activity Narrative Sheets to support the P2A Topic Delivery Map</li> <li>• Development of a P2A Handover and Acceptance Guide</li> <li>• Identification and development of other supporting documents, as appropriate</li> </ul>
	<p><b>ExxonMobil, UK</b></p> <p>ODL was retained by Exxon-Mobil to implement a significant Document Mapping exercise to cover all of Mobil's UK Offshore Installations and Onshore Plants. The principal objective of the mapping was to:</p> <ul style="list-style-type: none"> <li>• Review and Evaluate Mobil's current Documentation, both at Corporate and Operational level, to ensure compliance with Exxon's OIMS (Operations Integrity Management System)</li> <li>• Development of Interface Matrices to illustrate the relationship between the current documentation and appropriate elements of the OIMS</li> <li>• Carry out a review of their Document Management Systems and techniques</li> </ul> <p>On completion, a detailed report was submitted to ExxonMobil Senior Management on findings of the mapping exercise and our recommendations for the long-term management and maintenance of the documentation.</p>
	<p><b>Maersk Contractors Canada Limited, Newfoundland, Canada</b></p> <p>ODL carried out a detailed review, analysis and mapping study of the Operations, Maintenance, HSE and Training documentation requirements for Maersk Contractors Canada Limited for insertion within their Tender submission to Husky Oil for the Whiterose FPSO Development</p>









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	<p><b>Inpex - Azadegan Development, Iran</b></p> <p>ODL was retained by Inpex Corporation of Japan to provide development and support activities for the definition and implementation of all aspects of their Pre-Operations / Operations Readiness requirements for the Azadegan onshore development in Southern Iran. This entailed / addressed Operations, Maintenance and Training / Competency.</p> <p>Principal activities as follows</p> <ul style="list-style-type: none"><li>• Development of Initial Operations Readiness Plan</li><li>• Development of Documentation Hierarchy Map</li><li>• Research &amp; Development of Philosophy Documents - Operations, Maintenance, Commissioning, Start-Up, Training, Documentation and Handover</li><li>• Development of Handover Procedure for both Facilities and Documentation</li><li>• Concurrent Operations Manual</li><li>• Production Test Procedure</li><li>• Asset Management System</li><li>• Training Program and Costs for approval by NIOC</li><li>• Development of Organization and Manning Philosophy</li><li>• Development of Technical Specification for Operational Documentation</li><li>• Development of FATs Procedure</li><li>• Guidelines for Spare Parts Lists (SPILS)</li><li>• Development of CMMS Development Plan</li></ul>
	<p><b>Petro Canada, Canada (Newfoundland)</b></p> <p>ODL carried out a detailed Document Mapping exercise on behalf of Petro-Canada for the Terra Nova FPSO development. This exercise consisted of the detailed review and analysis of all Operations, Maintenance, HSE, IT / Systems and Training documentation and information requirements necessary to carry out safe and efficient operations both onshore and offshore.</p> <p>The exercise also entailed the detailed evaluation of local (Canadian) legislation and statutory requirements and providing recommendations to Petro-Canada to ensure compliance across all areas of operations. On completion, a detailed Needs Analysis Report and Scope of Work were compiled.</p>
	<p><b>Shell Exploration &amp; Production International, Netherlands</b></p> <p>ODL were contracted by shell E &amp; P (Netherlands) to provide technical and specialist support to issue a suite of 25 Global Technical Processes for on-line access by Shell Operating Groups world-wide</p> <p>ODL's scope of work consisted of the:</p> <ul style="list-style-type: none"><li>• Review, Rationalization and Standardization of Technical Content</li><li>• Definition and Design of an On-Line Delivery System</li><li>• Implementation and Roll-out of fully populated On-Line Deliver System</li></ul>




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	<p><b>Shell Exploration &amp; Production International, Netherlands</b></p> <p>ODL were retained by Shell E &amp; P (Netherlands) to provide technical and specialist support to assist Shell E &amp; P to finalize and publish an on-line web front-end and documentation to support the implementation of their Commissioning and Flawless Start-up Process</p> <p>The overall ODL scope of service consisted of:</p> <ul style="list-style-type: none"><li>• Development of Commissioning and Start-up Best Practice Guide</li><li>• Web-delivery of Commissioning and Start-up Process</li><li>• Web-delivery of Supporting Screens for Flawless Start-up Database</li><li>• Web-delivery of Flawless Start-up Management Process</li></ul>
	<p><b>SNEPCO Bonga FPSO Project, Nigeria</b></p> <p>ODL was brought in to assist the Bonga Development Project to establish, maintain and handover to SNEPCO Operations all of the operational documentation required to support safe and efficient operation of the Bonga FPSO, and its related facilities.</p> <p>A Document Review and Mapping Study was carried out to define the overall documentation requirements, and establish a plan to ensure that all the documents would be available for start-up.</p> <p>In addition, we have developed an on-line Operations Management System (OMS) for Shell Nigeria (SNEPCO) that includes an electronic version of the overall document Hierarchy Map with electronic links to the various documents.</p>
	<p><b>Shell Iran, Nowrooz and Soroosh Project, Iran</b></p> <p>ODL was retained by Shell to carry out a study on the Information Handover requirements for the project. A detailed Report was prepared and issued to Shell defining the overall Information handover requirements for the project identifying a number of findings and recommendations.</p>
	<p><b>Shell Philippines, Manila</b></p> <p>ODL carried out a detailed Document Definition Study to identify and evaluate the operational documentation that was available to support the safe and efficient operation of the SPEX Malampaya Field Development and to identify and define any potential documents gaps.</p> <p>A detailed Findings and Recommendations Report was prepared and presented to SPEX Senior Management with a comprehensive listing of the recommended operational documentation and the optimum timeline for its review and development.</p>
	<p><b>Sakhalin Energy Investment Company, Russian Federation</b></p> <p>ODL undertook a comprehensive Document Definition and mapping study for SEIC in Sakhalin Island which involved the definition of all documentation required to support the operation of three Offshore Installations, an Onshore Processing Facility an integrated Pipeline Network, and LNG Plant and an Oil Export Terminal.</p>
	<p><b>Sakhalin Energy Investment Company, Russian Federation</b></p> <p>ODL assisted SEIC to develop their Production Directorate Management Manual in line with the Shell E &amp; P Group Management Systems Model.</p>



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	<p><b>Sable Island, Nova Scotia, Canada</b></p> <p>Following the development of all the Operating Procedures for SOEI's onshore and offshore facilities, ODL Canada were requested to carry out a Document Mapping exercise to identify all the documentation that had been developed by various parts of the project, documentation that should have been developed, and documentation that was required for Regulatory Compliance.</p>
	<p><b>Trenergy FPSO Sdn Bhd, Malaysia</b></p> <p>ODL undertook a detailed mapping study to evaluate the existing documentation requirements of this small Offshore Operator with a view to recommending on how they need to improve their documentation to enable them to expand their operational activities on a world-wide basis.</p>
	<p><b>Shell, Nigeria</b></p> <p>ODL seconded a specialist to support the HSE department in the development of Emergency Response and Oil Spill Contingency Capabilities.</p>
	<p><b>ExxonMobil, UK</b></p> <p>Operation Integrity Management System (OIMS)</p> <ul style="list-style-type: none"><li>• Following completion of Document Mapping project, ODL provided the services of a Documentation Consultant to develop an Information Management System and associated procedures to meet the requirements fo OIMS Element 4-1.</li><li>• ODL Editors and Technical Authors also worked in MNSL offices on the development of procedures to meet all OIMS requirements.</li></ul> <p>Much of the finalisation of this documentation has been carried out by ODL Electronic Publishers, Editors and Graphics personnel in ODL's offices. ODL Technical Authors continue to provide on site support for OIMS documentation.</p>