

Verification ID	853	Contractor	Huracan
Date	18-06-2020	Unit	
Time	06:32 AM	Verification Type	Verification
Auditor	Brett Fraser	Activity	Down Hole Gauge Installation
Team	D&C Operations Risk CSG		
Location	Roma		

No. of Controls Implemented	39	No. of Controls Not Applicable	1
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Hazard: Organisational - Down Hole Gauge Installation						
#	Control	Definition	Example	Observation	Auditor	Status
1	Safety Management Plan	Verify a current copy of the Safety Management Plan is available on location. *QLD Requirement Site Safety Manager appointment letters are posted / available on location	A copy of SMP document and Photo of displayed SSM appointment Letter	Huracan HSMP Rev 2.3 FBFV - Roma provided review date 05/07/2019 Huracan Site safety Appointment Form Jon Hollingworth 05/06/2019 provided	Brett Whalen	Implemented
2	Hazard Management Program	Verify the contractors process for hazard identification has been implemented and all hazards identified by personnel are added to the site hazard observation register and all hazards raised by the Company, either directly or indirectly by audits and inspections completed on behalf of the Company or by Related Works Contractors regarding the Contractor are added to the site hazard observation register	Photo of the Contractor's Hazard Register or Corrective Action Register document	Contractor's Hazard Register and Corrective Action Register document supplied	Brett Whalen	Implemented
3	SOPs / JSAs	Verify that relevant SOPs' / JSA's are available for all activities being performed onsite and have been reviewed by crews prior to carrying out tasks (verify SOP sign-off sheets)	Photo(s) upon observation of Contractor's SOP Index / SOP availability in folder onsite and Photo(s) of SOP Sign Off sheet / template.	Job Hazard Analysis Report Main List provided Huracan Gauge pre Job Safety Meeting Blank and Completed supplied SOP Install Permanent Down Hole Gauges supplied	Brett Whalen	Implemented
4	Significant Hazard Risk Register (SHRR)	Verify a current copy of the SHRR / Risk Register is available on Location including a section identifying control validation and frequency.	A copy of Contractor's Significant Hazard Risk Register or Operations Risk Register document	Huracan Hazard Risk Register supplied Hazard Risk Register - Driving provided Verified additional operations available	Brett Whalen	Implemented

5	Short Services Employee Program	Verify contractor has a program in place to ensure risks associated with Short Service Employees are appropriately managed and implemented.	A copy of the Contractor's Short Service Employee program including Green Hand Policy document	Huracan HSMP Section 5.2 5.2 New and Inexperienced Employee Mentoring System. All new employees to wear a green hat as specified in the program	Brett Whalen	Implemented
Hazard: Emergency Preparedness - Down Hole Gauge Installation						
#	Control	Definition	Example	Observation	Auditor	Status
6	Emergency Response Plan	Verify a current copy of the Emergency Response Plan is available on location (reviewed and signed off) and all personnel have a working knowledge equivalent to their position within the work crew.	A copy of ERP document and Photo(s) of signed off Site Induction Checklist by all work crew or A copy of Training Matrix with completed Site Induction.	Huracan Emergency Management Plan 2019 Roma New Employee Workshop Induction Form provided Huracan Training Matrix Provided (Induction) included	Brett Whalen	Implemented
7	Emergency Response Equipment - First Aid Kits	Verify first aid kits are available and managed by the contractor's Preventative Maintenance System (PMS) or by an inspection schedule as per OEM.	Photo verifying inspections are in-date and tracked in a maintenance system	Huracan First Aid Audit provided 22/05/2020 Roma Fire completed First Aid Inspection list completed 21/05/2020 Vehicle kits inspected and identified by vehicle number plate	Brett Whalen	Implemented
8	Emergency Response Equipment - Fire Response	Verify fire extinguishers, blankets, hose reels are available and managed by the contractor's Preventative Maintenance System (PMS) or by an inspection schedule as per OEM.	Photo verifying inspections are in-date and tracked in a maintenance system	Verified inspections completed by Roma Firefighting Maintenance Record - Fire Safety Equipment completed 22/05/2020 Huracan Audit/Inspection Report provided Examples of in vehicle FE's included	Brett Whalen	Implemented
9	Emergency Shut Down Devices (ESD's)	Verify the contractors Emergency Shut Down process as a minimum includes; (a) ESD's are fitted to plant and equipment / (b) ESD's are connected to remote shutdown device away from hazardous areas / (c) The contractor's ESD routine testing regime is implemented and completed on site / (d) ESD's fitted through engine air inlet for plant located or entering into a hazardous zone (Drilling 50ft / Other operations 25ft)	A copy of Contractor's checklist which includes ESD function checks on all equipment including remote shutdown device and Witness ESD's function test and Observation that ESD's have been fitted as per description requirement	No ESD's on equipment.	Brett Whalen	Not Applicable
Hazard: Occupational - Down Hole Gauge Installation						
#	Control	Definition	Example	Observation	Auditor	Status
10	Working in Hot Environments Program	Verify a current copy the Contractor Heat Stress Management Plan and supporting arrangements / documents are available and implemented on location.	A copy of Heat Stress Management Plan and A photo upon observation of implementation of arrangements / supporting documents onsite. Eg Adequate provision of shade, functioning A/C to buildings and vehicles, access to cool potable water	Huracan Heat Stress Management Plan 2020 Rev 1.1 Heat Stress Flow Chart provided Huracan Training Matrix - Santos Heat Stress Awareness included	Brett Whalen	Implemented
Hazard: Equipment/Unit - Down Hole Gauge Installation						
#	Control	Definition	Example	Observation	Auditor	Status
11	Plant Risk Assessment	Verify plant risk assessment(s) for all relevant equipment that are aligned with the Managing the Risk of Plant in the Workplace Code of Practice are available on location.	A copy of all Contractor's Plant Risk Assessment documents and Observation of Contractor's Plant Risk Assessment availability onsite / accessibility from computer	Huracan HSE-LP-P&E RA-V1.0 PRA TEC Cable Pnuematic Spooling Unit-Asset Tag #03-06 assessment provided.	Brett Whalen	Implemented

12	Banned Items Register	<p>Verify the banned items register which is to be communicated during site inductions includes minsup, r-clips, diaper pins or other safety pins that can fail open are not to be used in overhead equipment. Other items banned on Santos operations is listed below.</p> <ul style="list-style-type: none"> • nine inch grinders -home-made tools • octopus straps • non-engineered tool extensions • utility knives without auto-retractable blades • single action load binders (1.3.1 SMS RISK ST 16 Plant Safety); <p>*Only stainless steel split pins are used for securing items used above head height This is not applicable for registrable plant & Equipment e.g cranes. communicated during site inductions</p>	A copy of the Contractor's Banned Item register document and Observation of completed site induction which include banned items communication.	Huracan New Employee Workshop Induction - banned Items and practice HSE Management System Resource - Banned Items and Practice Register verified	Brett Whalen	Implemented
13	Hand Safety Program	Verify the contractors Hand Safety program including availability of hands free register and implementation of hands free equipment.	A copy of the Contractor's Hand Safety program document and Photo of all types of Hands Free or Hand Safety Tool availability Eg; Push Stick, tag lines, finger saver etc	Hand Safety controls outlined in JSA's/SOP's Manual handling/hand safety procedure provided.	Brett Whalen	Implemented
14	Equipment Gauges	Verify gauges have been calibrated as per OEM and captured in the Companies Maintenance System and contained on a register.	A copy of Contractor's Gauge maintenance register with specific serial numbers. Verify with ticks what items were selected and Photo of Certificates / Certificates of Conformity for gauges	Crystal Gauge SN 465394 Certificate of Calibration 03/06/2020 Crystal Gauge SN 900986 Certificate of Calibration 21/05/2020	Brett Whalen	Implemented
15	Equipment Control Panels	Verify controls on equipment operating panels are clearly labelled.	Observation of clearly labelled control panels	Control Panels clearly labelled and verified.	Brett Whalen	Implemented
Hazard: Manual handling - Down Hole Gauge Installation						
#	Control	Definition	Example	Observation	Auditor	Status
16	Manual Handling Program	Verify the Contractors program implementation to control the risk of manual handling and ergonomic Injuries	A copy of the Contractor's manual handling / ergonomic program document	Huracan Injury Prevention Standard HSE-HIPS-Rev 1.1 Huracan Injury Prevention Guidelines 24/11/2014	Brett Whalen	Implemented
Hazard: Training - Down Hole Gauge Installation						
#	Control	Definition	Example	Observation	Auditor	Status
17	Training - Wellsite Permit to Work Rev 3	Verify Wellsite Permit to Work Rev 3 training has been completed.	A copy of Contractor's completed Training Matrix and Photo(s) of randomly selected certificates confirming completion	Wellsite Permit to Work Wellsite Permit Authority Glen Humphries, Ben Cosgrove, Matthew Auld, Jon Hollingworth, Kurt Rowbotham Wellsite Permit Holder Greg Matson, John Hetherington Huracan Training Matrix supplied - verified	Brett Whalen	Implemented
18	Training - First Aid and CPR Competency	Verify Personnel have received First Aid and CPR training.	A copy of Contractor's completed Training Matrix and Photo(s) of randomly selected certificates confirming completion	Statement of Attainment Provide First Aid / CPR Matthew Auld, Jon Hollingworth, Kurt Rowbotham Huracan Training Matrix supplied - verified	Brett Whalen	Implemented
19	Training - 4WD Training	Verify personnel trained in accredited 4WD competency	A copy of Contractor's completed Training Matrix document	Motor School RII30515 Operate and Maintain a Four Wheel Drive Vehicle Jon Hetherington, Jon Hollingworth, Glen Humphries, Kurt Rowbotham Huracan Training Matrix supplied - verified	Brett Whalen	Implemented

20	Induction - Santos	Verify all personnel working at or visiting a Santos site undergo appropriate EHS inductions that includes (a) Santos Online Onshore Induction / (b) Santos Online Land Access Induction - QLD only / (c) Santos Online Heat Stress Awareness (Oct - March) Note: Heat Stress Awareness (Oct - March of current specific year / to be conducted utilizing contractors Heat Stress Awareness program which includes Santos Online Heat Stress Awareness Presentation and reflected in the respective contractor's Training Matrix)	A copy of Contractor's completed Training Matrix document and A copy of Fusion excel document confirming completion of the required Santos Online Inductions	Santos Induction copies verified for Ben Cosgrove, Glen Humphries, Jon Hollingworth, Kurt Rowbotham, Matt Auld, John Hetherington, Greg Matson	Brett Whalen	Implemented
21	Training - Training Needs Analysis	Verify the development program for the Contractor's Personnel that details the minimum experience required for each stage of career progression is available on location	A copy of Contractor's Training needs analysis which details positional requirements	Training Needs Analysis Job descriptions evaluation program supplied Completed Evaluation Sheets provided for Matt Auld, Kurt Rowbotham	Brett Whalen	Implemented
22	Training - Hazardous Area Awareness	Verify the following: (a) Hazardous Zone Area Awareness training has been completed as per contract requirements / (b) Hazardous Zone areas is covered in the on site induction and records are available on site	A photo of Site Induction sheet which includes Hazardous Zones Areas and Verify crew Hazardous Awareness training via Training Matrix (Sample of crew member competencies)	Hazardous Areas Introduction Certificate of Completion Kurt Rowbotham, Jon Hollingworth, Greg Matson supplied John Hetherington Electrical equipment in hazardous areas. Huracan training matrix supplied	Brett Whalen	Implemented
Hazard: Lifting - Down Hole Gauge Installation						
#	Control	Definition	Example	Observation	Auditor	Status
23	Lifting Operations - Procedure / Standard	Verify the following: (a) Company management procedure / standard is available / at site level (b) SOP or JSA's available at site level regarding lifting operations	Photo of Company standard / procedure available at site and Photo / copy of Contractor's lifting related SOP or JSA documents	Huracan Lifting Management Plan FBFV-Roma, Qld JSA / RA Load, Transport & Unload Trucks JSA / RA Operate Forklift / Telehandler / Loader for Lifting & / or Transporting provided Drops Inspection - Rig up Sheaves SOP Spot Spooling Unit and Rig Up	Brett Whalen	Implemented
24	Lifting Operations - Lifting Equipment Maintenance Management Program	Verify Lifting Equipment on site has been inspected and is documented in a register and has been captured in the Contractor Maintenance Program. (Select 10 items (Slings, shackles, boat winches etc.) but winch line / accessories and three pad eyes must be included in the items)	A copy of Lifting Equipment register and NDT register (pad eyes) with ticks verifying what items were selected and Photo of each Pad Eye NDT Report	Huracan Audit / Inspection Report Annual Lifting Equipment Inspection 26/05/2020 supplied Certificate of Visual Inspection of Lifting / Lifted Equipment - Vertech Group provided. Inspection of sheaves and lifting equipment completed.	Brett Whalen	Implemented
Hazard: Pressure - Down Hole Gauge Installation						
#	Control	Definition	Example	Observation	Auditor	Status
25	Pressure - High Pressure Line Security	Verify the contractors: (a) All surface lines, including choke, kill and diverter lines must be securely fitted with snub lines / (b) Flexible high pressure hoses must be securely restrained / (c) Other suspended hydraulic, air or electrical lines should be appropriately restrained. *CSG Operations must comply with the CSG D&C Line restraint Practice	Observation of high pressure line security practices along rigged up temporary pipework and pressure hoses.	High pressure line security consists of whip checks on air hoses.	Brett Whalen	Implemented
Hazard: Moving or Rotating Equipment - Down Hole Gauge Installation						
#	Control	Definition	Example	Observation	Auditor	Status
26	Machine Guarding	Verify machine / chain guarding is installed on rotating / moving parts.	Observation of machine guarding's for all identified rotating parts onsite.	Verified machine guarding in place on Spooler	Brett Whalen	Implemented
Hazard: Isolations - Down Hole Gauge Installation						
#	Control	Definition	Example	Observation	Auditor	Status

27	Isolation Devices	Verify suitable lock out / tag out devices are available on site	Photo of available Contractor's isolation (lockout tagout) facilities	Huracan Isolation devices supplied and verified.	Brett Whalen	Implemented
28	Isolation Points	Verify that all isolation points have been clearly identified and labelled on the relevant equipment on site.	Observation that all isolations have been clearly identified and labelled	Isolation points are only located on the Medium Rigid trucks. Verified in place on all trucks. No Isolation Points required on Spoolers.	Brett Whalen	Implemented
29	Isolation Procedure	Verify the contractors isolation procedure is available on location and as a minimum it includes; (a) All energy isolations identified and completed by a competent and authorized person under an industry recognised permit to work system / (b) All isolation points have been clearly identified and labelled. / (c) Contractor's personnel who complete isolations are appropriately trained / (d) A proven isolation procedure is completed prior to commencement of the works and is clearly identified in safe systems of work documentation / (e) Equipment is tagged and locked out to prevent inadvertent movement / (f) A retest to confirm isolation is completed after any break or change in conditions and is clearly identified in safe systems of work documentation)	A copy of Contractor's documents which covers description requirement	Huracan Isolation Management Plan HSE_HIMP_Rev 1.0 provided. Section 29 Isolation Procedure - to be completed by competent person under WPTW. Electrical isolations may only be carried out by a licenced Electrician. Only isolation points on Huracan equipment are located on Medium Rigid trucks.	Brett Whalen	Implemented

Hazard: Dropped Objects - Down Hole Gauge Installation

#	Control	Definition	Example	Observation	Auditor	Status
30	Dropped Objects Inspection	Verify that the rigless inspection schedule is available, inspections have been completed as per the schedule which includes (1) On set up of equipment in a methodical manner / (2) Scheduled Weekly * Equipment condition will be visually inspected against the requirement in the DROPS picture book.	Photo(s) Upon Observation of Completed DROPS Inspection onsite and Observe Checklist Weekly / Monthly Drops Inspections are scheduled in Contractors maintenance system	Only Drops Inspection equipment is the sheaves. Drops inspections completed during Gauge pre job safety meetings. Vertech completed lifting inspections May 2020.	Brett Whalen	Implemented
31	Dropped Objects Prevention Picture Book	Verify the picture book corresponds with the current equipment on site and pictures align with current securing mechanism as displayed in book.	Copy of Contractor's DROPS Picture Book, tick off 10 items verifying pictures align with current securing mechanism as displayed in book	SOP provided for rig up of sheaves. Secondary retention to be fitted. Vertech Group have completed equipment inspections May 2020.	Brett Whalen	Implemented
32	Dropped Objects Prevention Equipment	Verify equipment is available on site such as; (a) Tool lanyards (b) Working at heights (WAH) kit (including tools aloft storage arrangements) (c) 4-part shackles (only) being used above head (d) Stainless steel split pins (e) Physical barriers for exclusion zones	Photos of tool lanyards, WAH Kits, sample 4 piece shackles, stainless steel split pins, tools aloft management tool, (overhead) physical barrier tape/chain etc.	Verified lifting certification on all Sheaves, lifting equipment. All sheaves, shackles fitted with stainless steel split pins. Secondary retention fitted to all sheaves.	Brett Whalen	Implemented

Hazard: Electrical - Down Hole Gauge Installation

#	Control	Definition	Example	Observation	Auditor	Status
33	Electrical Appliances	Verify test and tag of electrical equipment and RCD (Residual Current Device) is current and has been captured in a register.	A copy of Contractor's electrical test and tag register and Observation of randomly selected tested and tagged electrical equipment Tick off selected items on register (verify in-date and on register)	Huracan Electrical Test and tag provided and verified.	Brett Whalen	Implemented

34	Electrical Equipment - Hazardous Area	Verify Zone Rated equipment is used inside the hazardous zones as per zone rating. e.g. *Radios are I/S for use in hazardous areas; / *Equipment installed within or taken into hazardous areas are I/S - Lighting, EX rated Pressure Transducers	Observation which covers description requirement	Verified Multimeters have EX rating. Detailed in JSA/SOP's.	Brett Whalen	Implemented
Hazard: Land Transport - Down Hole Gauge Installation						
#	Control	Definition	Example	Observation	Auditor	Status
35	Land Transport - Maintenance Management Program	Verify light vehicles / heavy vehicles and transport equipment trailers have been captured in the Contractor Vehicle Maintenance Program. (a) Pre-start and periodic vehicle inspections have been conducted by drivers / operators / (b) Heavy vehicles and equipment trailers have been captured in a Maintenance Program e.g.: NHVAS	Observation that light and heavy vehicles are contained in a maintenance system	Verified Vehicle maintenance system monitored by Teletrac services.	Brett Whalen	Implemented
36	Land Transport - Procedure / Standard	Verify as available on site and it contains driving at night on field roads will be minimised and where it cannot be avoided will be risk assessed by the Contractor and agreed with the Company prior to commencing the journey	A copy of Contractor's Land Transportation procedure document which covers description requirement	Huracan Local Journey Management Plan provided.	Brett Whalen	Implemented
37	Land Transport - Weed Declarations / Wash-Downs Certificates	Verify Wash-down or Weed Declaration has been completed for the specific vehicle(s) on location (applicable to Eastern Queensland Operations only).	Photo(s) of completed Wash Down / Weed Declarations of all vehicles / trailers	Weed washdown inspectors certificate provided for Katrina Hollingsworth. Huracan Vehicle or Mobile Plant Inspection Report provided (blank) Completed Weed Washdown provided.	Brett Whalen	Implemented
38	Land Transport - Journey Management Procedure	Verify journey management has been performed as per the contractors procedure.	A photo of a completed journey management obtained from contractor's system	Verified evidence of completed Journey Management documents and procedures provided.	Brett Whalen	Implemented
39	Land Transport - Loading / Unloading Exclusion Zones	Verify specific exclusion zones and controls during loading and unloading activities as per LUEZ Guidelines (or equivalent).	Photo of the Contractors procedure or SOP's / JHA's which cover description requirement and Loading / Unloading plan in place and being followed during loading/unloading activities.	Verified SOP/JSA's procedures contains exclusion zones including LUEZ.	Brett Whalen	Implemented
40	Land Transport - Light Vehicle Requirements	Verify contractors vehicles are compliant to Santos Light Vehicle Standards including; (a) Permanent IVMS installed (No portable Units) / (b) Drivers issued with their own individual IVMS key / (c) Anti-lock braking system / (d) Driver's side airbag / (e) Cargo barriers for station wagons / (f) Four wheel drive for off-road driving / (g) Headlights on permanently / (h) Vehicle identification decals / (i) Dune pole fitted to vehicle where travel on narrow roads with crests is required / (j) UHF Radio / (k) vehicle duress button / (l) First Aid Kit / (m) Fire Extinguisher	Observation that Light Vehicles compliant to ST12-Land Transportation Procedure 1.2.1 Light Vehicles / 1.2.2 Heavy Vehicles and Drivers obtain individual IVMS keys	All vehicles fitted with IVMS, drivers have individual IVMS keys. Fire Extinguishers and first aid kits in all vehicles. UHF radios fitted in all vehicles . In Vehicle Duress buttons fitted.	Brett Whalen	Implemented