

**GENERAL INSTRUCTION MANUAL**

1851.001

ISSUING ORG. DRILLING &amp; WORKOVER OPERATIONS ORGANIZATION

ISSUE DATE

08/12/2009

REPLACES

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SUBJECT OFFSHORE WELLSITE EMERGENCY RESPONSE OPERATIONS ROLES &amp; RESPONSIBILITIES

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**CONTENT**

This General Instruction outlines the emergency response operations roles & responsibilities for any Offshore wellsite during drilling or workover operations, or when a Producing Organization has turned over responsibility for well control operations to the Drilling & Workover Operations Organization. This document specifically addresses the following Offshore Wellsite Emergency Response Operations Management Elements:

1. OBJECTIVE
2. IMPLEMENTATION
3. ORGANIZATION
4. WELL CONTROL
5. RESTORATION OR ABANDONMENT OPERATIONS
6. COST ACCOUNTING
7. SUPPORT SERVICES
8. DOCUMENTING AND CRITIQUE
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APPENDIX I ROLES AND RESPONSIBILITIES

APPENDIX II ROLES AND RESPONSIBILITIES OF SUPPORT ORGANIZATIONS

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**1.0 OBJECTIVE:**

The objective of this General Instruction (GI) is to define the emergency response operations roles & responsibilities for any Offshore Wellsite Emergency involving D&WOO activities, or when a Producing Organization has turned over responsibility for well control operations to D&WOO.

This GI will serve as the basis for the development of a D&WOO Offshore Wellsite Emergency Response Plan, which complies with the applicable requirements of the Saudi Aramco Safety Management System Element-8 and the Saudi Aramco Corporate Contingency Plan (SACCP).

**2.0 IMPLEMENTATION:****2.1 Well Control Operations Emergency During Production Operations**

If a well control operations emergency occurs while the well is under the responsibility of one of the Producing Organizations, notification that a well control operations emergency exists will be made through the normal chain of command. The Area Producing Vice President or Ex. Director or Gen. Manager (if the Vice President cannot be reached) may request Drilling and Workover to take over well control operations by contacting (by priority):

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- VP / Executive Director of Drilling & Workover Organization
- General Manager of Drilling Operations
- Manager relevant area Drilling / Workover

**D&WOO's Wellsite Emergency Response Operations Responsibilities when a Producing Organization turns over well control operations or during routine / scheduled drilling or workover operations will be strictly limited to coordinating / conducting, safe & effective well control operations at wellsite or platform until the well is returned back to Area Producing Dept. The respective Producing Organization will retain sole responsibility for all other aspects of a safe & effective emergency response operation beyond the specific site.**

## 2.2 Well Emergency during Drilling or Workover Operations

If a wellsite emergency occurs during any drilling or workover operations, the situation will be reported by dialing the 110 Incident Notification System, utilizing the seven digit local area emergency number and contacting the relevant Manager of Drilling & Workover Dept. or the General Manager, Drilling Operations. The D&W Organization will be solely responsible for the safe & effective management of all aspects of the wellsite emergency.

## 2.3 Reporting of Emergency during Drilling or Workover Operations

2.3.1 The Saudi Aramco D&WOO Liaison-man or Senior D&WOO representative will report any emergencies or selected drills by dialing the appropriate ISO Control Center's 110 Incident Notification System Equivalent Number (seven digit).

2.3.2 The appropriate method for reporting **selected drills** requires that the person reporting speaks slowly, calmly, and distinctly in a clear voice and give the following sequential information:

- a Clearly state: "This is a **drill**, this is a **drill**, this is a **drill** at Rig \_\_\_\_\_ on Well # \_\_\_\_\_, Platform # \_\_\_\_\_ at \_\_\_\_\_ area".
- b Identify yourself by name & badge number.
- c Give your wellsite location [Latitude (N) & Longitude (E)], wind direction & Velocity (knots).
- d Briefly describe the **training exercise** scenario (i.e. H2S Release, Fire, etc)
- e State the **simulated** number of injured persons
- f Repeat the above information
- g Request the ISO person receiving the call to repeat the information to ensure it is clearly understood to be a **drill**.

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2.3.3 The appropriate method for reporting **wellsite emergency** requires that the person reporting speaks slowly, calmly, and distinctly in a clear voice and give the following sequential information:

- a Clearly state: "This is a **wellsite emergency** at Rig \_\_\_\_ on Well # Platform # \_\_\_\_ at \_\_\_\_ area
- b Identify yourself by name & badge number.
- c Give your wellsite location [Latitude (N) & Longitude (E)], wind direction & Velocity (knots).
- d Briefly describe the wellsite emergency (i.e. H2S Release, Fire, etc)
- e State the number of killed or injured persons
- f Repeat the above information
- g Request the ISO person receiving the call to repeat the information to ensure it is clearly & accurately understood to be a **wellsite emergency**

2.3.4 The D&WOO Liaison-man will also contact the respective D&WOO Superintendent or the respective D&WOO Manager, if the respective superintendent cannot be reached, in order to inform them of the nature & severity of the wellsite emergency. Also notify any nearby Oil or Gas Operations facility of any potential associated risk to their facility.

## 2.4 Order of Priorities

### 2.4.1 Rescue and Protection of Personnel

- 2.4.1.1 The first objective of this plan is the preservation and protection of human life. In the event that there are any injured or dead, the drilling or workover foreman on the rig, or the Production Superintendent of the area, if no rig is involved, will be responsible for obtaining emergency treatment and helicopter / marine transportation. This will be done by notifying medical services when calling the emergency number 110. He should state the number of injuries and/or deaths. Search and rescue efforts will be coordinated between the Rig Foreman, the Marine Rig Move Coordinator, Offshore Industrial Security and Aviation.
- In addition, the Rig Foreman should contact the Marine Rig Move Coordinator for any advice and assistance not covered by this instruction.

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2.4.1.2 The rig standby vessel(s) will receive instructions directly from the rig. If a major problem on the rig is obvious, the vessel master(s) shall prepare to render immediate assistance by maintaining an appropriate position upwind of the rig with all available engines running, unless specifically ordered otherwise by the rig.

2.4.1.3 Helicopters and boats will be dispatched for assistance and deployment in search and rescue efforts as required.

2.4.1.4 Concurrent with the dispatch of helicopters/boats, the Medical Chief for Emergency Services will be alerted to dispatch Medical Evacuation Team(s) to assist in transporting and to prepare for handling the injured.

2.4.1.5 Next of kin of the deceased, missing or injured will be notified by the Personnel Department, with the assistance, if required, of the Manager, Drilling and Workover Operations if the deceased, missing or injured person is a Drilling and Workover Operations employee.

2.4.1.6 The D&WOO Liaison-man shall contact the Tanajib Toolhouse to begin coordination of supply vessels and materials.

2.4.2 A "Notice to Mariners" should be broadcast immediately by the Marine Shift Coordinator.

2.4.3 The D&WOO Liaison-man or senior drilling representative will designate a team to immediately begin monitoring the area for flammable gas and hydrogen sulfide (H<sub>2</sub>S) or other potential hazards.

2.4.4 The Producing Department, working closely with the Security & Marine Departments, will be responsible for establishing and maintaining a vessel exclusion zone and alerting / evacuating any potentially exposed production facilities or platforms. The D&WOO Liaison-man is responsible only, for personnel on the rig while the rig is working on a well.

## 2.5 Safeguarding of Company Property

2.5.1 Global Oil Spill Response will dispatch pollution control boats as quickly as possible.

2.5.2 Tanajib Marine Operation Division will dispatch fire fighting (FIFI) vessels when called up on. Large volumes of seawater will be sprayed to reduce the ignition potentials (if the platform / well is not on fire) or to cool the platform and protect wellheads of other wells if the blowout should ignite. Dispersant may be added to the water streams if necessary.

2.5.3 Aviation Department may be requested to provide an Air Tractor to assist in containing the oil spill if the need arises.

2.5.4 Forecasts of tide, wind and other weather conditions that will affect the direction of spread of hazardous discharges can be obtained from the Saudi Aramco Intranet on a 24- hour basis. The Emergency Control Center will provide up- to-date weather forecast information to the site leader or commander.

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**2.6 Well Control**

The Site Leader of the Well Control Team (with rig on well) or Special Well Action Team (without rig on well) will take charge of the on-site well control operations. No other leader or site commander, designated by a different organization, will have the authority to interfere or take charge.

**2.7 Ignition**

Should uncontrolled flow from a well occur without being accidentally ignited, the decision to ignite will be made on a case-by-case basis after evaluating the incident hazards.

Since the impact of intentional ignition on an offshore platform can be significant, it is imperative that the decision to ignite be made by Management of Drilling and Producing Organizations.

**3.0 D&WOO Offshore Wellsite Emergency Response Operations Organization**

The D&WOO Offshore Wellsite Emergency Response Operations Organization is described in Appendix III. Personnel assigned to the organization will be relieved of current responsibilities by other personnel who will carry on regular company business.

3.1 In the event that the well has a drilling or workover rig on it, the D&WOO Incident Manager will be responsible for all wellsite emergency response operations. He will appoint the Incident Commander & Well Control Team Site Leader. The Well Control Team will consist of designated D&WOO & contractor personnel as deemed appropriate by the Well Control Team's Site Leader, in consultation with the Incident Commander.

3.2 In the event that a Producing Organization turns over a well to D&WOO, The VP / Exe. Director of D&WOO or General Manager, will appoint a D&WOO Well Control Team Site Leader. The Well Control Team's Site Leader will be solely responsible for all well control operations.

The D&WOO Well Control Team will consist of designated D&WOO & contractor personnel deemed appropriate by the Well Control Team's Site Leader, in consultation with the Producing Organization Incident Commander.

3.3 Prior to any rig move to drill or workover a well, the Drilling or Workover Manager, Superintendent or D&WOO Liaison-man will contact the respective Producing counterpart and others that may have interest in the area in order to:

Ensure that the concerned Organizations are familiar with the responsibilities described in the D&WOO Offshore Wellsite Emergency Response Plan.

Establish appropriate contact point(s) in case the D&WOO Offshore Wellsite Emergency

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Response Plan is activated. This will serve as the information pipeline to keep Producing Operations abreast of the latest developments and to request for assistance, if required.

**4.0 WELL CONTROL OPERATIONS:**

The D&WOO Well Control Team Site Leader will define an appropriate well control operations strategy for the respective Incident Commander. The Incident Commander will assist the D&WOO Well Control Team Site Leader with the coordination of well control operations support service resources at the wellsite.

**5.0 RESTORATION OR ABANDONMENT OPERATIONS:**

As a well is brought under control, safety equipment will be installed. Debris must be removed and construction plans will be implemented to repair the site and return the well to its previous operating status. If necessary, the well maybe abandoned.

**6.0 COST ACCOUNTING:**

Drilling and Workover's, Planning & Accounting Services Group, will obtain a special project number from the Finance and Insurance Claims Administrator, Treasurers Department, Dhahran, to accumulate costs related to the emergency. The Treasurers Department will determine the proper disposition of the costs accumulated in the SP.

The Planning and Accounting Services Group of the Drilling and Workover will review the charges and make corrections or adjustments as necessary and issue a final financial cost report if required.

**7.0 SUPPORT SERVICES:**

Support services provided by various departments as well as those performed by service companies will be coordinated by the Incident Commander and the Manager, Drilling and Workover Services. Each department providing a support service will be responsible for adequate preparation to provide prompt and efficient service during the emergency.

**8.0 DOCUMENTING AND CRITIQUE:**

Complete daily logs of all critical wellsite emergency response operations will be maintained in the respective ECC and continuously updated on the Emergency Message Board System (EMBS) as warranted. Designated D&W/O-ECC personnel assigned by the Incident Manager will act as liaison with all of the various groups to maintain continuous documentation of the wellsite emergency



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operations including (but not limited to) any fatalities, injuries and environmental impact. A complete factual report of each day's activities will be maintained by the ECC as a permanent record. The final report shall be prepared by the Incident Manager and shall contain a complete record of facilities and wells involved, planning, decisions, photographs, etc. Upon completion of the final report, a critique will be held to evaluate all the causes, actions and reactions of the various phases up to the final restoration or disposition.

**9.0 DRILLS / TRAINING EXERCISES**

- 9.1 Drilling and Workover will conduct a "Primary" rig emergency drill to better prepare for unexpected well disasters when they occur. This drill will be coordinated with the emergency response drills of Northern Area Producing, Marine Department and other operating organizations so that all concerned parties will become familiar with the respective responsibilities and response plans. By conducting joint drills, the response time to activate the emergency response plan for a blowout will decrease, resulting in rapid control of the well. This Primary drill will require full mobilization of equipment and personnel.
- 9.2 Drilling and Workover will also conduct annual "Secondary" rig emergency drills with each division of a Producing area. The "Secondary" drills will evaluate readiness & effectiveness to respond to a disaster and will require minimal mobilization of equipment and personnel.

**Recommended by:**

Sr. Consultant, Drilling &amp; Workover

**Concurred by:**

General Manager, Drilling

Vice President, N. A. Oil Operations

Vice President, Gas Operations

Executive Director, Industrial Services

Executive Director, PE &amp; D

Executive Director, Safety and Industrial Security

**Approved by:**

Vice President, Drilling &amp; Workover

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## Appendix I

**ROLES & RESPONSIBILITIES**

Selected critical roles and responsibilities of designated participants in the D&WOO Offshore Wellsite Emergency Response Operations Plan organization are defined in this appendix, in order to clarify the crucial operations functions. This list is not intended to describe all the actions potentially required to safely & effectively respond to any specific wellsite emergency.

**VP / Exe. Director Drilling and Workover Organization**

1. Initially assume the D&WO Incident Manager role and may join the SACCP Crisis Management Team, depending upon the nature & severity of the incident
2. Update the SACCP Crisis Management Team on emergency response operations as warranted
3. Appoint an Incident Commander, Well Control Team Site Leader, and Investigating Committee.

**General Manager Drilling & Workover Operations**

1. Assume the D&WO Incident Manager role at the discretion of the VP / Executive Director, D&WO
2. Appoint a Well Control Team Site Leader for Producing Organization Well Control Operations
3. Authorize voluntary ignition of well effluent, as warranted.
4. Assist the D&WO Incident Manager as warranted

**Manager, Drilling or Workover Department**

1. Assume Incident Command responsibilities for well control operations on wells involving drilling or workover rigs.
2. Implement the operations segment of the D&WOO Offshore Wellsite Emergency Response Operations Plan.
3. Appoint a Well Control Team Site Leader at the discretion of the Incident Manager or General Manager.
4. Appoint an Engineering General Supervisor to take charge of engineering support.
5. Provide logistical support and operational assistance to the Well Control Team Site Leader
6. Arrange for on-site inspection by VP / Executive Director & General Manager, Drilling & Workover as warranted.

**Superintendent Drilling or Workover operations**

1. Notify respective Department Manager(s) of the wellsite emergency.
2. May initially assume Incident Command or Well Control Team Site Leader role at the discretion of the Incident Manager
3. Insure that the SA Liaison man or senior drilling representative has designated a team to initially monitor area for flammable gas and hydrogen sulfide or other hazards.
4. Coordinate support service provided by other designated department at the discretion of the Incident Commander.



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1. Notify Government Affairs Representative.
2. If necessary call
 

Boots & Coots	(281)931-8884	Fax No. (281) 931-8302
Or Wild Well Control	(281) 784-4700	Fax No. (281) 784-4750
Or Alert Disaster(UAE)	(9714)883-2343	Fax No. (9714) 883-2395
3. Notify Department Managers of designated support services departments.
4. Implement the services segment of the D&WOO Offshore Wellsite Emergency Response Operation Plan.
5. Provide equipment, material, and logistical support to the Well Control Team Site Leader.
6. Coordinate mobilization of Emergency Response Operations or Support Services provided by designated Contractors.

Superintendent, Drilling Rig Equipment Maintenance Division

1. Send emergency well control equipment to Tanajib Pier or other destination as required /directed.
2. Provide personnel to work in the various locations as required.
3. Maintain the SWAT Well Control Operation Equipment & Personnel in a continuous emergency preparedness.
4. Mobilize and arrange deployment to any Offshore wellsite emergency location. Specific SWAT equipment designated for Offshore use only, should be stored and maintained at Tanajib D&W/C facility.

Site Leader, Well Control Team

1. Participate in formulation of immediate plans to control the well.
2. Advise D&WOO Liaison-man (if a rig on the well) of immediate action to be taken.
3. Assist with evacuation and rescue operation if needed.
4. Advise staff that Offshore Emergency Response Plan has been activated.
5. Proceed to location and take the position of Site Leader.
6. Conduct Well Control Operations and keep Incident Commander advised of any significant changes in hazard conditions.
7. Set up Industrial Security as required.

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1. Maintain a record of costs incurred and appropriate documentation as directed.
2. Maintain inventory of all Equipment & Materials delivered to emergency site.

Superintendent, Drilling Rig Support Division

1. Obtains all materials and equipment needed for use at the emergency site.
2. Coordinates with Transportation / Marine to ensure prompt delivery of materials & equipment.

Government Affairs Representative

Notify Government officials of situation. All external communications will be cleared through the VP / Executive Director, Drilling & Workover.

General Supervisor., Drilling or Workover Engineering

1. Inform Manager, Area Reservoir Engineering Department of situation and conditions. Obtain relevant well data including:
  - (a) Bottom-hole pressure, productivity index, water cut and oil-water contact.
  - (b) Preferred relief well drilling locations subject to prevailing wind conditions.
  - (c) Preferred intercept interval.
  - (d). Contour dip and strike.
2. Request computer flow rate and pressure profile-calculations to be run (computer) for given conditions.
3. Transmit copies of well configuration sketch, wellhead drawing, Morning Reports, and other pertinent documentation to the D&WOO ECC and SACCP CMT as warranted.
4. Assemble well data and distribute copies as required. Include drilling program, well cross-sectional sketch, reports, known information - formation tops, final elevation etc.
5. Have large-scale sketch (flip chart size) of well configuration prepared for use in review meetings. Denote casing sizes/depths, drill string configuration, formation tops, hole problems encountered and other relevant information which may be of use.
6. Designate qualified and experienced engineer(s) to go to the wellsite to:
  - (a) Keep accurate log of wellsite operations and well/environmental/weather conditions.
  - (b) Assist the Well Control Team Site Leader as warranted.
7. Prepare kill program including fluid type, density and pumping rates.

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8. Review available rig(s) to drill relief well(s). Recommend rig(s) from optimum technical viewpoint.
9. Once survey location(s) for relief well(s) are received, prepare directional drilling program.
10. Monitor drilling progress on relief well(s) and provide technical liaison among engineering services group(s) and operations.
11. Prepare relief well kill program(s).
12. Prepare management reviews of progress as required.

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## Appendix II

**ROLES AND RESPONSIBILITIES OF SUPPORT SERVICES DEPARTMENTS**Marine

1. Provide open sea search & rescue, H2S release mitigation, rig and well platform cooling, oil spill mitigation assistance, emergency communication assistance, marine transportation and related marine operations support services

Communications

1. Implement communications system at Emergency Control Center.
2. Provide support for maintenance of system on the scene and at control center.
3. Monitor system to see that it is functioning properly.

Aviation

1. Provide emergency transportation for evacuation.
2. Aerial surveillance for security and well conditions.
3. Provide transportation for movement of authorized personnel and materials.

Land Transportation

1. Provide logistic support for movement of materials and equipment.

Industrial Security

1. Assist in the marine evacuation of personnel using Security Patrol Boats as directed by the

Emergency Control Center.

2. Assist in the marine search and rescue operations as directed by the Disaster Control Center.
3. Keep the Emergency area clear of any Saudi Aramco, Contractor or local fishing boats.
4. Coordinate with Northern Area Government Affairs and other Government Agencies.

Medical

1. Provide emergency medical services as required on-scene and at clinic(s).

Community Services

1. Provide accommodation and food services as needed.

Producing

1. Handle all liaison with oil dispatcher, plants pipelines and other groups concerned with oil movements.
2. Coordinate with the Site Leader of the Well Control Team on all activities within the Site.
3. Supervise all shut-in and start-up activities of nearby wells when the need arises.

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## Appendix III

