



JOB DESCRIPTION

JD No.:	OPS.JD.001
Rev. No.:	0
Rev. Date:	NA

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Job Title:	Rig Manager / Tool Pusher	
	Functionally Reporting to:	DRILLING SUPERINTENDENT
	Administratively Reporting to:	NA
Line of Authority:	Supervises:	Night ToolPusher Driller Sr. Mechanic Sr. Electrician Medic (Rig Administrator) Crane Operator Forklift Operator Drivers

Job Description:

The Rig Manager / ToolPusher is primarily responsible for using independent judgment and discretion in supervising and coordinating activities of workers in the rig. He is responsible for the compliance with all relevant Company and Client BMS Procedures and HSE Standards in his rig in relation to all personnel (employees, service hands and sub-contractor staff) and for the safety and integrity of all Plant, Equipment and tools deployed on his location. Plans, manages, supervises and controls the day to day activities in the rig. He liaises with the Client's Rig Representative on all operational and HSE related aspects as stated in respective Drilling Contract or as contained in client instruction given from time to time in conjunction with this contract. He reports to the Drilling Superintendent daily and shall report any non-routine matter that arises that is beyond the scope of Company's documented procedures and instruction.

Job Functions:

- Responsible for the full implementation and appropriate application of all documented Procedures and Instructions as documented in Company's Business Management Systems (BMS) pertaining to his rig, especially for the full application of all communication, inspection, training and Emergency Drill requirements.
- Directs and supervises work of area personnel; determines work priorities and schedules work assignments; interviews and recommends candidates; evaluates, orients, counsels, and trains subordinate personnel and recommends associated personnel action.
- Defines projects objectives; develops operating plan; including manpower requirements, in compliance with senior management decisions. Develops programs to comply with organization requirements.
- Analyzes and oversees drilling operations including safety and recommends changes in procedures to meet goals and objectives.
- Identifies, develops, and recommends revision of standards, operating procedures, and new programs to improve efficiency; provides staff with clear and concise written and verbal guidelines.
- Investigates accidents and injuries and submits reports.
- Directs workers to erect, dismantle, and move drilling rigs.
- Plans delivery of drilling tools, fuel, water, and other supplies for use at drill site.
- Inspects rig and submits rig condition reports.
- Monitors the conditions of drilling rigs and equipment to ensure preventive maintenance procedures are followed.
- Prepares reports for managerial review concerning drilling progress, operational problems, and equipment requirements.
- Instructs the Night Pusher, Driller, Sr. Mechanic and Sr. Electrician in daily held Operations Meeting/ ensures that work to be carried are discussed during the pre-tour meeting with the incoming shift prior to start of work and during work.
- Responsible to ensure compliance and monitoring of all training requirements of rig based staff.
- Responsible for implementing training and instruction as assigned by management on his rig site.

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- Responsible for the correct crew manning requirements on his site to ensure safe and continued operations.
- Ensures that all the documentations or records as required in the Company's BMS is correct and checked/verified for work carried out on the site.
- Shall ensure that service companies, third parties are in compliance with the Company's and Client's operations procedures and HSE standards to ensure efficient and safe operation at the site.

Job Competency:

- Shall have at least Ten (10) Years of Drilling Industry experience in Oil & Gas well drilling.
- Shall have a minimum two (2) Year experience as a Rig Manager.
- Shall hold a valid Well Control Training and Competency Certificate – Supervisory Level (from either IWCF or IADC WellCap)
- Shall have a thorough theoretical and practical knowledge of Drilling Operations and all equipment used on the rigs. Where necessary his experience shall be supplemented to include the operation of pipe handling and drilling equipment.
- Shall be able to communicate fluently in written and verbal English.
- Shall have the ability to apply common sense to carry out detailed but uninvolves written or oral instructions and to deal with problems involving a few concrete variables in standardized situations.
- Shall have completed the required trainings as specified in Company BMS and Client contractual requirements.

Accepted by:

Name of Employee:		
Signature:		Date:

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Job Title:	NIGHT TOOLPUSHER	
	Functionally Reporting to:	RIG MANAGER
Line of Authority:	Administratively Reporting to:	NA
	Supervises:	Driller and Night Shift Personnel

Job Description:

The Night ToolPusher (NTP) is primarily responsible for supervising and coordinating activities of workers in the rig during his turn of duty. He shall ensure that rig operations are carried out in compliance with well programme and with the instructions given during shift handover by Rig Manager or as instructed by the Client Rig Representative during his shift. He is responsible for the compliance with all relevant Company and Client BMS Procedures and HSE Standards in his rig in relation to all personnel (employees, service hands and subcontractor staff) and for the safety and integrity of all Plant, Equipment and tools deployed on rig location. He reports to the Rig Manager any non-routine matter that arises that is beyond the scope of Company's documented procedures and instruction.

Job Functions:

- Responsible for the safe and efficient operation of the rig in accordance with Company and Client's requirements during his turn on duty.
- Reports any operational restraints, malfunction of plant and equipment which can or could result in down time or contravene with the safety and efficiency of staff and operation immediately to Rig Manager and initiates corrective measures as instructed by RM.
- Attends to all administrative duties as defined in Company's Business Management System (BMS) and as delegated to him by Rig Manager.
- Attends and plays an active role in HSE Meetings, Pre-Tour Meetings, TBT's or Pre-Job Safety Meeting and Emergency Drills as detailed in respective Company Procedures and Standards.
- Ensures that good housekeeping practice is established and maintained during his turn of duty.
- Shall ensure that his staff is inducted/trained in all aspects of Company's Business Management System (BMS), as far as applicable to them in compliance with procedures and standards.
- Shall be responsible to keep himself informed of any new HSE Alerts, Management Directives, or any revised Company Procedures and Instructions.

Job Competency:

- Shall have at least eight (8) Years of Drilling Industry experience in Oil & Gas well drilling.
- Shall have a minimum two (2) Year experience as a Night ToolPusher.
- Shall hold a valid Well Control Training and Competency Certificate – Supervisory Level (from either IWCf or IADC WellCap)
- Shall have a thorough theoretical and practical knowledge of Drilling Operations and all equipment used on the rigs. Where necessary his experience shall be supplemented to include the operation of pipe handling and drilling equipment.
- Shall be able to communicate fluently in written and verbal English.
- Shall have the ability to apply common sense to carry out detailed but uninvolved written or oral instructions and to deal with problems involving a few concrete variables in standardized situations.
- Shall have completed the required trainings as specified in Company BMS and Client contractual requirements.

Accepted by:

Name of Employee:	
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JOB DESCRIPTION	
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JD No.:	OPS.JD.002
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JOB DESCRIPTION	
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JD No.:	OPS.JD.003
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Job Title:	DRILLER
Line of Authority:	Functionally Reporting to: RIG MANAGER / NIGHT TOOLPUSHER
	Administratively Reporting to: NA
	Supervises: Assistant Driller Derrickmen Floormen

Job Description:

The Driller is primarily responsible for operating and repairing drilling equipment and providing guidance to work crews. He controls the safe and efficient operation of the rig in compliance with drilling Parameter set in Well Programme or as advised by Rig Manager or Night ToolPusher. He continuously monitors all drilling parameter to ensure the safety and Integrity of the well and trouble free operation of rig machinery and equipment, reports any deviation from set requirements immediately to Rig Manager or Night ToolPusher and initiates corrective measures in accordance with Company BMS documented requirements and/or RM or NTP's specific Instructions.

Job Functions:

- Conducts all rig operations in accordance with Company's Procedures and Standards defined in BMS, HSE Standards and Standard Operating Procedure (SOP) Manual and good drilling practice requirements as contained in IADC and Client Drilling Manuals.
- Initiates and controls the execution of all daily inspections, maintenance routines and repairs of rig machinery as dedicated to him.
- Attends to all administrative duties as specified for him in Company's Business Management System.
- Ensures that good housekeeping practice is established and maintained on and around the rig.
- Prepares and submits written drilling operations reports.
- Monitors and records parameters and required data in the Drillers Shift Log, BHA Worksheet, DP Tally Sheet, Trip Sheet, Kill Sheet, IADC Tour Sheet, and Driller's Shift Handover Report.
- Ensures that the Daily Rig Floor inspections are done in his shift.
- Provides guidance and training for work crew personnel regarding rigging up or rigging down, day to day operations, and company policies and procedures.
- Oversees operations to ensure compliance with safety guidelines and established procedures by his assigned rig crew.
- Maintains safety equipment in proper working order and in the appropriate locations.
- Operates rig hoisting system from control panel; raises and lowers drilling tubulars using hoisting system.
- Keeps himself informed of all BMS procedures and HSE standards, and other Requirements.
- Ensures that all company disseminated information applicable to his staff is communicated to them in TBT's, Safety Meetings or by means of Procedure/Instruction training and that execution of such communication/training is appropriately recorded as defined in respective Procedures.
- Carries out TBT's (Pre-job Safety Meeting) at the beginning of each shift and on change of operation/task and supervises all work under his control to an extend as is necessary to ensure the safety and integrity of staff and plant at all times.

Job Competency:

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- Shall have at least seven (7) Years of Drilling Industry experience in Oil & Gas well drilling.
- Shall have a minimum two (2) Year experience as a Driller.
- Shall hold a valid Well Control Training and Competency Certificate – Supervisory Level (from either IWCF or IADC WellCap)
- Shall have a thorough theoretical and practical knowledge of Drilling Operations and all equipment used on the rigs. Where necessary his experience shall be supplemented to include the operation of pipe handling and drilling equipment.
- Shall be able to communicate fluently in written and verbal English.
- Shall have the ability to apply common sense to carry out detailed but uninvolved written or oral instructions and to deal with problems involving a few concrete variables in standardized situations.
- Shall have completed the required trainings as specified in Company BMS and Client contractual requirements.

Accepted by:

Name of Employee:	
Signature:	Date:

	JOB DESCRIPTION	JD No.: OPS.JD.004
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		Rev. Date: NA

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Job Title:	ASSISTANT DRILLER
Line of Authority:	Functionally Reporting to: RIG MANAGER / NIGHT TOOLPUSHER
Administratively Reporting to:	NA
Supervises:	Derrickmen Floormen Roustabout

Job Description:

The Assistant Driller is primarily responsible for operating and repairing drilling equipment. He assists the Driller in the coordination and supervision of all work activities in the rig. He maintains all drilling tools and equipment dedicated to his care, reports any deficiency without delay to Driller or Rig Manager and thoroughly checks all equipment /tools for correct specification and fitness for job before putting them into use.

Job Functions:

- Conducts all rig operations in compliance with Company's BMS Procedures, HSE Standards and Standard Operating Procedures (SOP), and in accordance with good drilling practice requirements as contained in IADC and Client's Drilling Manuals.
- Ensures that good housekeeping on and around the rig is practiced and maintained.
- Carries out Rig Induction training – Operations Section for all staff dedicated to his supervision in accordance with Company Requirements.
- Assists Derrickman, as necessary, in the preparation and conditioning of mud in liaison with the Mud Engineer, prepares slugs and ensures good housekeeping is maintained in Mud Treatment Area.
- Measures Drill pipe and maintain Drill Pipe and Bottom Hole Assembly records.
- Checks casing tools, stabbing board, prepares cementing water, flush lines to cement unit and attend to general preparatory work before running of casing.
- Attends and actively partakes in all Emergency Drills, and HSE Meetings.
- Shall relieve Driller temporarily only after demonstrating appropriate theoretical/practical skills and after approval from Rig Manager.
- Ensures that his subordinates are inducted/trained in all aspects of Company's BMS and HSE Standards, as far as applicable to them.
- Ensures that all company disseminated information applicable to his subordinates is communicated to them in TBT's, Safety Meetings or by means of Procedure/Instruction training and that execution of such communication/training is appropriately recorded as defined in respective BMS Procedures.
- He carries out TBT's at the beginning of each shift and on change of operation/task and supervises all work of his staff to an extent, as necessary, to ensure the safety and integrity of staff and plant at all times.

Job Competency:

- Shall have at least five (5) Years of Drilling Industry experience in Oil & Gas well drilling.
- Shall have a minimum two (2) Year experience as an Assistant Driller.
- Shall hold a valid Well Control Training and Competency Certificate – Driller Level (from either IWCF or IADC WellCap)
- Shall have a thorough theoretical and practical knowledge of Drilling Operations and all equipment used on the rigs. Where necessary his experience shall be supplemented to include the operation of pipe handling and drilling equipment.
- Shall be able to communicate fluently in written and verbal English.
- Shall have the ability to apply common sense to carry out detailed but uninvolved written or oral instructions and to deal with problems involving a few concrete variables in standardized situations.
- Shall have completed the required trainings as specified in Company BMS and Client contractual requirements.

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JD No.:	OPS.JD.004
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Accepted by:		
Name of Employee:		
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JD No.:	OPS.JD.005
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Rev. Date:	NA

Job Title:	DERRICKMAN
	Functionally Reporting to: DRILLER
Line of Authority:	Administratively Reporting to: NA
	Supervises: Floormen Roustabout

Job Description:

The Derrickman works in the derrick, handling all tubulars when pulling out and running in the hole. When not working in the derrick, will work on the mud tanks for the preparation and conditioning of drilling fluids.

Job Functions:

- Work in the derrick, handling all tubulars when pulling out and running in the hole.
- Responsible for the implementation of the requirements of the Company's HSE standards and Standard Operating Procedures.
- If not working in the derrick, will work on the mud tanks for the preparation and conditioning of drilling fluids.
- Carry out such other work around the rig as is required by the Driller or Assistant Driller.
- Responsible for implementation of the preventive maintenance programme as it applies to the complete mud system with the exception of the shale shakers.
- Responsible for the preventive maintenance programme as it applies to the crown block, travelling block and all other equipment in the derrick.
- On shift, he should find out the desirable viscosity and weight of mud and promptly report to Driller any changes in mud properties or any change in mud pit level.
- Maintain periodic check on mud weight and viscosity and add mud or chemical as directed by the Mud Engineer.
- Maintain and report to the Driller the amount of mud chemicals used on his tour. Perform other activities as directed by the Driller.
- Perform necessary maintenance on desander and desilter. Responsible for maintaining and keeping mud pump area, clean and orderly.
- Shall undertake any task assigned to him by his immediate supervisors or by the company and as directed by the company.

Job Competency:

- Shall have at least four (4) Years of Drilling Industry experience in Oil & Gas well drilling.
- Shall have a minimum two (2) Year experience as an Derrickman.
- Shall be able to communicate fluently in written and verbal English.
- Shall have the ability to apply common sense to carry out detailed but uninvolved written or oral instructions and to deal with problems involving a few concrete variables in standardized situations.
- Shall have completed the required trainings as specified in Company BMS and Client contractual requirements.

Accepted by:

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JOB DESCRIPTION	
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JD No.:	OPS.JD.008
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Job Title:	SR. MECHANIC	
	Functionally Reporting to:	RIG MANAGER
Line of Authority:	Administratively Reporting to:	NA
	Supervises: MECHANIC / ELECTRICIAN HELPER	

Job Description:

Sr. Mechanic is one of the most essential crew in the rig. He makes sure that the all rig mechanical equipment is in good working condition by conducting inspections and preventive maintenance on the equipment; especially on rig critical equipment. He should be competent enough to diagnose any problem arising from any rig equipment and rectify the problem. He shall also be able to advise the Rig Manager to any abnormalities observed during his inspections or based on his analysis of trends from the parameters taken from the equipment.

Sr. Mechanic is required to perform most work while standing and walking. It is a physically demanding job and requires a good mobility and physical health.

This is considered as a senior position and requires good analysis skills, and a good working attitude and persistence since the job most of the times demands quick action to rectify equipment issues. Sr. Mechanic shall supervise the Mechanic / Electrician Helper.

Sr. Mechanic work twelve hour shifts on a 28 / 28 rotation cycle, and are expected to perform all duties per SD LLP / Action Drilling HSE Standards while ensuring work involving themselves and others is carried out in a safe, effective and responsible manner.

Job Functions:

- Plans, controls and coordinates all Rig and Camp mechanical maintenance requirements.
- Is responsible for the full application of the mechanical section of the preventative maintenance programme.
- Monitors and assesses existing scheduled preventative maintenance routines and initiates changes in accordance with BMS Procedures in order to achieve constant improvement.
- Executes stock control of all mechanical spare parts kept on the Rig and ensures that sufficient spares are available at the rig site to adequately support the day to day maintenance routines and operations critical maintenance requirements.
- Ensures that good housekeeping practice is established and maintained in his department.
- Ensures that his staff is inducted/trained in all aspects of Company's BMS procedures and HSE Standards, as far as applicable to them in compliance with Procedures and Instructions.
- Ensures that all company disseminated information applicable to his staff is communicated to him in TBTs, Safety Meetings or by means of Procedure/Instruction training and that execution of such communication/training is appropriately recorded as defined in respective Procedures.
- Carries out TBT's at the beginning of each shift and on change of operation/task and supervises all work of his staff to an extent, as is necessary, to ensure the safety and integrity of staff and plant at all times.
- Carries out such on the job training as is necessary to ensure the appropriate application of all aspects of PMS and the safe and competent use of all equipment and tools pertaining to the safe execution of all mechanical maintenance requirements.

Job Competency:

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- Minimum Seven (7) Years of Mechanical Maintenance experience in Drilling Industry. Experience in top drive, drilling equipment, and automated control systems.
- Shall be able to communicate fluently in written and verbal English.
- Shall have the ability to apply common sense to carry out detailed but uninvolves written or oral instructions.
- Shall have completed the required trainings as specified in Company BMS and Client contractual requirements.

Accepted by:

Name of Employee:		
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JOB DESCRIPTION	
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JD No.:	OPS.JD.009
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Rev. Date:	NA

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Job Title:	SR. ELECTRICIAN	
	Functionally Reporting to:	RIG MANAGER
Line of Authority:	Administratively Reporting to:	NA
	Supervises:	MECHANIC / ELECTRICIAN HELPER

Job Description:

Sr. Electrician is one of the most essential crew in the rig. He makes sure that the all rig equipment is in good working condition in electrical side by conducting inspections and preventive maintenance on the equipment; especially on rig critical equipment. He should be competent enough to diagnose any problem arising from any rig equipment and rectify the problem. He shall also be able to advise the Rig Manager to any abnormalities observed during his inspections or based on his analysis of trends from the parameters taken from the equipment.

Sr. Electrician is required to perform most work while standing and walking. It is a physically demanding job and requires a good mobility and physical health.

This is considered as a senior position and requires good analysis skills, and a good working attitude and persistence since the job most of the times demands quick action to rectify equipment issues. Sr. Electrician shall supervise the Mechanic / Electrician Helper.

Sr. Electrician work twelve hour shifts on a 28 / 28 rotation cycle, and are expected to perform all duties per SD LLP / Action Drilling HSE Standards while ensuring work involving themselves and others is carried out in a safe, effective and responsible manner.

Job Functions:

- Plans, controls and coordinates all Rig and Camp mechanical maintenance requirements.
- Is responsible for the full application of the electrical section of the preventative maintenance programme.
- Monitors and assesses existing scheduled preventative maintenance routines and initiates changes in accordance with BMS Procedures in order to achieve constant improvement.
- Executes stock control of all electrical spare parts kept on the Rig and ensures that sufficient spares are available at the rig site to adequately support the day to day maintenance routines and operations critical maintenance requirements.
- Ensures that good housekeeping practice is established and maintained in his department.
- Ensures that his staff is inducted/trained in all aspects of Company's BMS procedures and HSE Standards, as far as applicable to them in compliance with Procedures and Instructions.
- Ensures that all company disseminated information applicable to his staff is communicated to him in TBTs, Safety Meetings or by means of Procedure/Instruction training and that execution of such communication/training is appropriately recorded as defined in respective Procedures.
- Carries out TBT's at the beginning of each shift and on change of operation/task and supervises all work of his staff to an extent, as is necessary, to ensure the safety and integrity of staff and plant at all times.
- Carries out such on the job training as is necessary to ensure the appropriate application of all aspects of PMS and the safe and competent use of all equipment and tools pertaining to the safe execution of all mechanical maintenance requirements.

Job Competency:

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- Minimum Seven (7) Years of Electrical Maintenance experience in Drilling Industry. Experience in AC driven systems and automated electrical control systems.
- Shall be able to communicate fluently in written and verbal English.
- Shall have the ability to apply common sense to carry out detailed but uninvolves written or oral instructions.
- Shall have completed the required trainings as specified in Company BMS and Client contractual requirements.

Accepted by:

Name of Employee:	
Signature:	Date:

	JOB DESCRIPTION	

Job Title:	MECHANICAL / ELECTRICIAN HELPER	
	Functionally Reporting to:	SR. MECHANIC / SR. ELECTRICIAN
Line of Authority:	Administratively Reporting to:	NA
	Supervises:	NONE

Job Description:

Mechanical / Electrician Helper shall assist the Sr. Mechanic and Sr. Electrician in doing their inspection and preventive maintenance on the equipment. He shall report any abnormalities observed on the equipment to Sr. Mechanic or Sr. Electrician so that appropriate actions can be done.

Mechanical / Electrician Helper is a physically demanding job since it is required to perform most work while standing and walking. It requires good mobility and physical health.

Even though this position is in a junior level, with good persistence, work attitude, willing to learn attitude and gaining the right skills and competency, the worker can be a Sr. Mechanic or Sr. Electrician.

Mechanical / Electrician Helper work twelve hour shifts on a 56 / 28 rotation cycle, and are expected to perform all duties per SD LLP / Action Drilling HSE Standards while ensuring work involving themselves and others is carried out in a safe, effective and responsible manner.

Job Functions:

- Assist Sr. Mechanic / Sr. Electrician with Rig and Camp mechanical maintenance requirements.
- Carry out duties assigned by Sr. Mechanic / Sr. Electrician.
- Follow all BMS procedures and HSE Standards and instructions as instructed by Sr. Mechanic / Sr. Electrician.
- Assist Sr. Mechanic and Sr. Electrician in stock control of all mechanical and electrical spare parts kept in the rig.
- Monitor appropriate functioning of rig and camp mechanical equipment while working independently on night shift.
- Carry out duties assigned by Rig Manager or Night ToolPusher.
- Stand in for Mechanic or Electrician in their absence.
- Attend all HSE related meetings and TBTs and strictly comply with the instructions given by Supervisor.
- Execute duties as Rig/camp Fire Team member as instructed by Tool Pusher or Sr. Mechanic.

Job Competency:

- Shall have Diploma / Industrial Training in Mechanical and Electrical Trade.
- Shall have a theoretical knowledge of diesel engines, different type of fluid pumps, hydraulic pumps and motors, pneumatic compressors and control system, mechanical drive gears, clutches, basic instrumentation, basic electricity, and AC motors.
- Shall be able to communicate fluently in written and verbal English.
- Shall have the ability to apply common sense to carry out detailed but uninvolved written or oral instructions.
- Shall have completed the required trainings as specified in Company BMS and Client contractual requirements.

Accepted by:

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JOB DESCRIPTION	
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JD No.:	OPS.JD.011
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Job Title:	RIG MEDIC / RIG ADMINISTRATOR	
	Functionally Reporting to:	RIG MANAGER
Line of Authority:	Administratively Reporting to:	NA
	Supervises:	NONE

Job Description:

Rig Medic / Rig Administrator carries out all routine and first aid medical treatment for the rig and service contractor's personnel on site. He shall maintain the necessary stocks of drugs and medical supplies in the rig, as well as monitoring its shelf life. He shall conduct environmental, health and hygiene inspection both at the Rig and Camp, and ensure that appropriate actions are taken for any deficiencies observed.

Rig Medic / Rig Administrator shall maintain the files and records in the rig. He shall make sure that is up to date and placed on the appropriate files. He is the Journey Manager of the rig; coordinates and monitors trips of vehicles. He shall liaise with Company's HR Department regarding hotel booking, personnel mobilization, and shortage of personnel in coordination and advise from the Rig Manager.

Rig Medic / Rig Administrator work twelve hour shifts on a 56 / 28 rotation cycle, and are expected to perform all duties per SD LLP / Action Drilling HSE Standards while ensuring work involving themselves and others is carried out in a safe, effective and responsible manner.

Job Functions:

- Attend and treat casualties of accidents and arrange further treatment as required.
- Activates the rig medical transport to mobilize seriously ill or injured patients to the nearest hospital for treatment.
- Responsible for ordering and maintaining adequate stocks of drugs and medical supply maintaining inventory of same. Also for monitoring shelf life of all drugs and medical supplies.
- Maintain accurate records of medical treatment and of drugs prescribed.
- Responsible for the implementation of the requirements of the company's current Health and Safety Policy.
- Monitors environmental health and hygienic at camp and rig, especially inspections of all food preparation areas and food stores.
- Make sure that all catering staff are fit to serve food and that they have the necessary hygiene certificates.
- Monitors quality of food in both junior and senior staff mess and at rig site.
- Must make regular inspection of all sanitary arrangements, all bathrooms including junior staff, bathroom, ensuring that they are maintained in good condition.
- Makes sure that all waste is being disposed of correctly and regularly, and coordinates the removal of wastes from the site.
- Carries out potable water quality tests at camp and at rig, collects water samples and dispatches to base for analysis.
- Ensure that pest control is carried out as required.
- Carries out all routine administration duties on the Rig and at Camp including emails, document transmittals, and receipt. General typing and correspondence.
- Makes arrangements for all Senior and Junior Staff transport between the rig, camp and airport, and reserve all hotel accommodation, for arriving and departing staff.
- Coordinates the air ticket of the employees with Company's HR Department.
- Responsible for the implementation of the requirements of the Company's Filing System.
- Journey Manager for rig location, and notifies Rig Manager for any discrepancy observed on Journey Plan.
- Coordinates the trip of the drivers and monitoring their trips in the Journey Log and Journey Management.

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- Prepares monthly time sheets and time sheets analysis for all staff.
- Responsible for Junior Staff crew scheduling and in conjunction with Rig Manager to take action to ensure that crew shortages are promptly identified and action is taken to resolve the shortage.
- Maintains time records and personnel records. Resolves payroll problems of staff.
- Keeps Rig Manager updated on daily basis on crew movements and shortages by proper briefs and communications.
- Maintains all the files of records in the Rig Manager and Workroom.

Job Competency:

- Certified Nurse practitioner course from a recognized and reputed institution.
- Minimum 2-year experience in industrial sector.
- Shall be able to communicate fluently in written and verbal English.
- Shall have the ability to apply common sense to carry out detailed but uninvolved written or oral instructions.
- Shall have completed the required trainings as specified in Company BMS and Client contractual requirements.

Accepted by:

Name of Employee:		
Signature:	Date:	



JOB DESCRIPTION

JD No.:	OPS.JD.016
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Job Title:	HSE OFFICER
Line of Authority:	Functionally Reporting to: HSE MANAGER
	Administratively Reporting to: RIG MANAGER
	Supervises: NONE

Job Description:

HSE Officer shall be able to advise the Rig Manager of the Company and Client's procedure and HSE standards to ensure that the rig is always in compliance to any applicable HSE requirements. He shall be able to identify any non-conformances in the rig in order to be corrected in a timely manner to prevent it from resulting to an undesirable incident. He shall oversee the overall compliance of the rig on the different HSE processes based on Company BMS and HSE Standards, and identify areas for improvement.

HSE Officer requires to be involved in the rig activities; especially the critical activities. His visibility and interventions shall make a difference in setting a higher safety standard in performing the activities. He should be well versed of the Company's BMS procedures and HSE Standards, Client's standards and requirements, HSE Requirements specified in the Drilling Contract and also applicable Drilling Industry HSE Standards and Practices.

HSE Officer works twelve hour shifts on a 28 / 28 rotation cycle, and are expected to perform all duties per SD LLP / Action Drilling HSE Standards while ensuring work involving themselves and others is carried out in a safe, effective and responsible manner.

Job Functions:

- Advise Company Rig Staff on all aspects of HSE requirements as documented in Company's BMS and HSE Standards.
- Carry out BMS and HSE Procedure and Instruction Training with all staff of all applicable provisions, and ensure record of this training is available in the rig.
- Observe compliance of all Rig Staff and Equipment deployed on the rigs (including Service and Sub Contractor Staff/Equipment), with all HSE Requirements as defined in Company's BMS and HSE Standards. Raise Nonconformance Advises (NCA) as necessary, define Corrective and Preventive Actions as appropriate to remedy non-compliances and send NCAs to HSE Manager for registration and action control.
- Observe working practice of all working parties especially Kuwaiti staff but also service and sub-contractor staff, on Safety Walkthroughs executed on a regular basis (twice a day when stationed on the Rig) to ensure that it is safe. Correct any unsafe working practice, record observations and submit copy to HSE Department at Head Office.
- Monitor full compliance and correct execution of all inspection requirements to be carried out on Rig and Camp Locations by accompanying inspection parties during Inspection from time to time. Correct substandard practices observed and ensure that findings are recorded, actioned and correctly and timely closed out.
- Participate actively in HSE Meeting, assisting TP in the translation and presentation of agenda items. Monitor all aspects of HSE Meeting to ensure that Meeting Procedure is fully complied with.
- Ensure full compliance with toolbox talk requirements by observing regularly TBT's held by Supervisors. Advice on aspects to be improved, putting special emphasis on appropriate work preparation, supervision of work to be carried out and that it is executed as instructed in TBT.
- Check on an ongoing basis that good housekeeping standards are applied and waste management requirements are fully complied with.
- Accompany HSEM and Senior Managers on execution of Audits and Inspections and take up any queries they or you may have.
- Assist TPs and Supervisors in Accident Investigations and interviewing of staff.

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JOB DESCRIPTION

- Keep in close contact with HSE Department at Head Office by initiating telephone reports on a regular basis (min. twice a week) to HSEM and whenever special occurrences or requests are to be reported.
- Report to HSEM before and after completion of each hitch in order to discuss actual topics.
- Monitor compliance with time table of Emergency Drills to be executed on rig and camp locations and raise NCA on any contraventions observed.
- Monitor compliance with PTW System by execution of regular spot checks in order to verify that all requirements are fully adhered to.
- Ensure that all required records of inspections, drills, audits, inspection certificates and other related HSE documentations are properly filed in the rig.
- Ensure that Lifting Equipment and Gears Register, Incident / Accident Register, DROPS Object Survey Register, Pinch Point Management Register, Fall Protection Equipment Register, Safety Equipment Register are properly maintained and updated.
- Carry out any additional HSE related task as delegated by HSEM.

Job Competency:

- Minimum 2-year experience in oil and gas drilling industry as HSE Officer.
- Possess a HSE Competency certificate (i.e. NEBOSH or equivalent)
- Ability to conduct HSE audits and trainings.
- Ability to conduct incident investigations and identify underlying causes.
- Knowledge of health requirements, rules and regulations and ability to monitor compliance.
- Knowledge of environmental requirements, rules and regulations and ability to monitor compliance and identify ways of reducing environmental impact;
- Be fully conversant with techniques used in the management of hazards and advising on suitable measures which can be used for preventing and ultimately recovering from accident situations;
- Be fully conversant with Client documents and emergency procedures
- Shall be able to communicate fluently in written and verbal English.
- Shall have completed the required trainings as specified in Company BMS and Client contractual requirements.

Accepted by:

Name of Employee:		
Signature:		Date: