

# CONNECT Cards

*“Providing the link between the HSE Case its understanding and acceptance”*



# The CONNECT Card Outline

## ■ What are CONNECT Cards ?

- CONNECT cards are designed to provide **all personnel** with a brief guide and prompt to the established HSE Case and any identified accountabilities as part of the company overall HSE Case education programme and rollout

## ■ How do they work ?

- The cards provide a quick reference and guidance on the HSE Case structure and content identifying by colour coding the importance of the various parts to that person with regard to accountabilities and responsibilities
- The cards do not substitute the HSE Case but is aimed at focusing on key areas as well as ensuring the fullness of the HSE Case is understood
- The cards are issued to personnel following successful completion of the HSE Case training modules

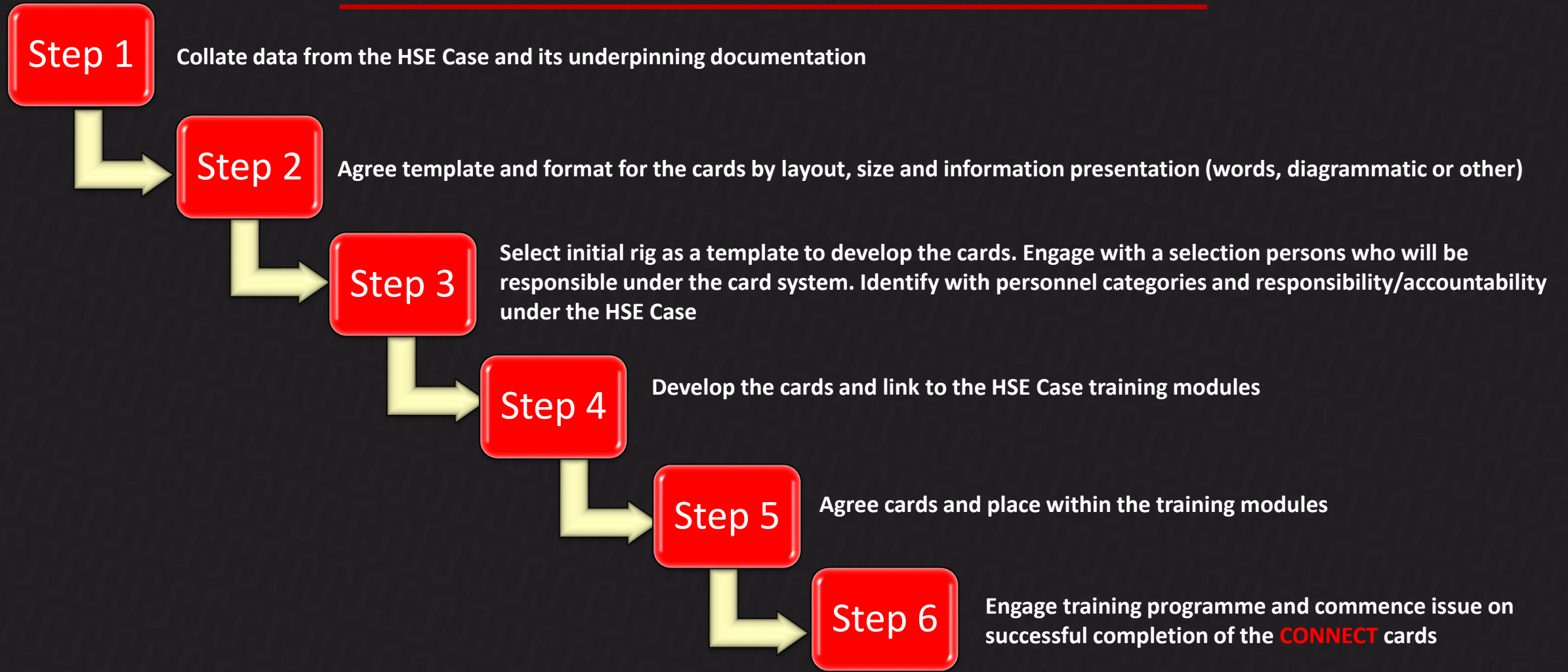
## ■ Why are they needed ?

- To assist in the education process of the HSE Case and to ensure worker involvement and understanding in this process

## ■ Who is involved ?

- All personnel

# The CONNECT Card Process



# The CONNECT Card Deliverables

## ■ What will they look like?

- Several formats can be used which are usually either in the form of:
  - T Cards
  - Rolla Disk
  - Booklets
- Key to the deliverable process is that they are easily understood, concise in their “First Point” guidance and easily accessible and carried.

## ■ How will they be delivered and accepted?

- The cards will be a key part of the HSE Case education process and as such will be issued as part of the HSE Case training module
- Acceptance is via the successful completion of the training modules

## ■ Are they static or will they need updating?

- The **CONNECT** cards are part of the Company HSE Case Lifecycle Management process as such will be reviewed and updated accordingly
- Promotions and job description changes will be subject to review and if applicable **CONNECT** Cards revised to reflect new accountabilities under the BowTie barriers

# CONNECT Card Example

- **T Card Version 1**

- Basic T Card presentation which would be tailored to meet examples already in place for a Company such as PROMPT or START Cards

- **Card Version 2**

- Basic card presentation as an alternative to T Card

# The CONNECT Card (T Card Version 1 - Front)

**HSE Case CONNECT CARD**  
Rig Name.....



Rig Name entered here

**Toolpusher**




Position of the accountable person

HSE Case	Key Knowledge
Part 1 General Introduction	Basic understanding on the part only no key notations
Part 2 Drilling Contractors HSE Management System	Detailed understanding required in this section as listed on the rear of this card. Covers responsibilities and Safety Critical Activity requirements
Part 3 Rig description and supporting information	Detailed understanding required in this section as listed on the rear of this card. Covers equipment details, maintenance and inspection and Safety Critical Activity requirements
Part 4 Risk Management	Detailed understanding required in this section as listed on the rear of this card. Covers MAH events, their management and consequence recovery
Part 5 Emergency Response	Detailed understanding required in this section as listed on the rear of this card. Covers MAH events, response to emergencies and recovery
Part 6 Performance Monitoring	Knowledge on processes and procedures supporting Company audit and monitoring functions as listed on the rear of this card



This part of the **CONNECT** Card lists:

- Parts of the HSE Case
- Knowledge requirement of the particular holder
- Colour coding of level of knowledge required

 General Understanding

 Good Knowledge or understanding

 Detailed Knowledge or understanding

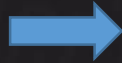
- Detail on knowledge retention
- Support information to rear of the card

# The CONNECT Card (T Card Version 1 - Back)

## HSE Case CONNECT CARD

Rig Name.....

**Toolpusher**



Rig name entered here



Position of the accountable person

HSE Case	PROMPTS
Part 2 Drilling Contractors HSE Management System	Competency Job Description Standards and Procedures Safety Critical Activities
Part 3 Rig description and supporting information	Equipment descriptions for drill floor, lifting arrangements and well working
Part 4 Risk Management	MAH Event understanding MAH event barriers for control and recovery MAH and Hazard Management strategies understood
Part 5 Emergency Response	Detail of actions required in an emergency linked back to the ERP in place
Part 6 Performance Monitoring	Details of current performance and audit functions of the company and external authorities



This part of the **CONNECT** Card lists:

- Parts of the HSE Case
- Key prompts on the information applicable to the holder
- Guidance on accountabilities
- Reference guide to relevant HSE Case sections

The above prompt information is aimed at providing the holder with some direction to key aspects of the HSE Case and further information to support operational and non operational (emergency) conditions.  
This card is issued following the HSE Case training package as confirmation that the HSE Case is understood and personal accountabilities accepted. The HSE Case education process is an ongoing programme.

# The CONNECT Card (Card Version 2 - Front)

CONNECT CARD – HSE CASE	
<b>Position: Toolpusher</b> <b>Rig: XYZ</b> <b>HSE Case : XYZ</b>	
<span style="color: green;">●</span> General Understanding Only <span style="color: yellow;">●</span> Good Knowledge Required <span style="color: red;">●</span> Detailed Knowledge required	
HSE Case	Knowledge Requirement
Part 1 General Introduction	Basic understanding on the part only no key notations
Part 2 Drilling Contractors HSE Management System	Detailed understanding required in this section as listed on the rear of this card. Covers responsibilities and Safety Critical Activity requirements
Part 3 Rig description and supporting information	Detailed understanding required in this section as listed on the rear of this card. Covers equipment details, maintenance and inspection and Safety Critical Activity requirements
Part 4 Risk Management	Detailed understanding required in this section as listed on the rear of this card. Covers MAH events, their management and consequence recovery
Part 5 Emergency Response	Detailed understanding required in this section as listed on the rear of this card. Covers MAH events, response to emergencies and recovery
Part 6 Performance Monitoring	Knowledge on processes and procedures supporting Company audit and monitoring functions as listed on the rear of this card
<b>Notes</b> 1. This card is intended to provide summary guidance to assist the holder in the identification and understanding of key aspects of the HSE Case relating to his/her activity management and its importance to the lifecycle integrity of the HSE Case 2. This card is a substitute for the HSE Case or associated documentation which should be consulted at all times	



Position of the accountable person, applicable asset and HSE Case document reference and location on the asset



This part of the **CONNECT** Card lists:

- Parts of the HSE Case
- Knowledge requirement of the particular holder
- Colour coding of level of knowledge required

- General Understanding
- Good Knowledge or understanding
- Detailed Knowledge or understanding

- Detail on knowledge retention
- Support information to rear of the card



General listing of key notations and acceptations



# The CONNECT Card (Card Version 2 - Back)

CONNECT CARD		
PROMPT INFORMATION		
HSE Case	Key Prompt	Additional Information
Part 2 HSEMS	Competency Job Description Standards and Procedures Safety Critical Activities	Responsibilities for SCA's and assurance of drill floor staff competencies sand that of contracted services
Part 3 - Description	Equipment descriptions for drill floor, lifting arrangements and well working	Responsibilities for SCE's with regard to inspection, maintenance and testing
Part 4 Risk Management	MAH Event understanding MAH event barriers for control and recovery MAH and Hazard Management strategies understood	Cascade responsibility for MAH event understanding to drill floor crew and contractors Accountability under both control and recovery barriers for MAH events Link to issued CARE Card
Part 5 Emergency Response	Detail of actions required in an emergency linked back to the ERP in place	Actions linked to the MAH events and Bowtie barriers Link to issued CARE Card
Part 6 Performance Monitoring	Details of current performance and audit functions of the company and external authorities	Accountabilities for the audit and KPI process Key input to SCE certification and testing requirements (API, etc)
<p>The above prompt information is aimed at providing the holder with some direction to key aspects of the HSE Case and further information to support operational and non operational (emergency) conditions.</p> <p>This card is issued following the HSE Case training package as confirmation that the HSE Case is understood and personal accountabilities accepted. The HSE Case education process is an ongoing programme.</p>		

This part of the **CONNECT** Card lists:

- Parts of the HSE Case
- Key prompts of the information applicable to the holder
- Guidance on accountabilities
- Reference guide to relevant HSE Case sections

General listing of key notations and acceptations

# CONNECT Card Summary

## ■ **Benefit**

- The main benefit of the introduction of the **CONNECT** card system is to provide:
  - A simple and effective tool to support the understanding of the HSE Case and supporting documentation
  - Accountabilities and responsibilities
  - Key part in the requirement under the IADC HSE Case process to provide workforce involvement

## ■ **Lifecycle Assistance**

- Assists in the ongoing education of the IADC Guidance on HSE Cases and the Company drive into Hazard Management

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