

On the Rig: Daily Meetings

Multiple Opportunities for Information Sharing

EVERY DAY ON THE RIG			
Time	Event	Attendees	Topics Discussed
11:30 pm	Pre-Tour Meeting	OIM, Toolpusher, WSL, all rig personnel starting next shift (including third party contractors)	Operations upcoming for next shift, safety issues, Q&A for operations and any concerns
12:00 am	Transocean Rig Personnel Shift Change		
7:30 am	Daily Meeting	On rig: WSL, OIM, Sr. Toolpusher, Transocean Department Heads, Transocean Captain, Specialty Contractors on Rig (Halliburton, Swaco) On shore: WTL, drilling engineers, geologist and pore pressure prediction team, in house Halliburton consultant, in house Swaco consultant, Transocean rig manager	safety issues, previous 12 hours of operations, operations upcoming for next day, Q&A for operations and any concerns
8:30 am	Contractor Maintenance Meeting	OIM, Toolpusher, Head of Transocean maintenance, electrical, subsea departments; Transocean crane operator; WSL, as appropriate	Maintenance performed previous day, upcoming maintenance, status on parts ordered
11:30 am	Pre-Tour Meeting	OIM, Toolpusher, WSL, all rig personnel starting next shift	Operations upcoming for next shift, safety issues, Q&A for operations and any concerns
12:00 pm	Transocean Rig Personnel Shift Change		
Throughout the Day	Pre-Operations THINK Drills	Anyone participating in the operation	Steps required to perform upcoming operation, potential hazards and risks to look out for, Q&A
5:00 pm	WSL Handover		