

# Common best practice



## Housekeeping

Prepared by the best practice group and based on inputs from the workshop on 28 May 2009



# Introduction

- The best practice group meet and work following inputs from the offshore organisations
- The best practices are always based on needs identified by the offshore organisations
- Each best practice is established by evaluating and using “the best” from each company, ensuring joint understanding
- Best practises established: Radio communication, Leadership, Handover, Falling objects (carried forward in the Working together for Safety initiative), Colour coding of loose drilling equipment (Implemented in the Norwegian Oil Industry Association guidelines) and the latest; Housekeeping

# The process.....



# Workshop method



# Definition

- A *“standard”* for housekeeping in each area shall be established. The standard shall be defined by the offshore management, safety delegate and users jointly.

This includes:

- The area, equipment and tools shall be clean.
- The area, equipment and tools shall be free from damage, significant wear and deterioration.
- Tools, equipment and materials shall at all times be secured at a safe location and returned to the designated storage location after use.
- The area shall be free from unnecessary equipment.

 MAERSK DRILLING



Seadrill  
saipem

 Transocean  
HALLIBURTON

 KCA DEUTAG  
 Stena Drilling

Mi SWACO

 Aker Drilling



DIAMOND  
OFFSHORE



Schlumberger  
SEAWELL



# Work area

- An overview map indicating the housekeeping responsibility within each defined area shall be established. The division and definition of the areas should be based on the main activity or trade skills performed in the specific area. The map should be posted in relevant places such as the coffee shop, driller's cabin, etc.

 MAERSK DRILLING



Seadrill  
saipem

Transocean  
HALLIBURTON

KCA DEUTAG  
Stena Drilling

Mi SWACO

Aker Drilling



DIAMOND  
OFFSHORE

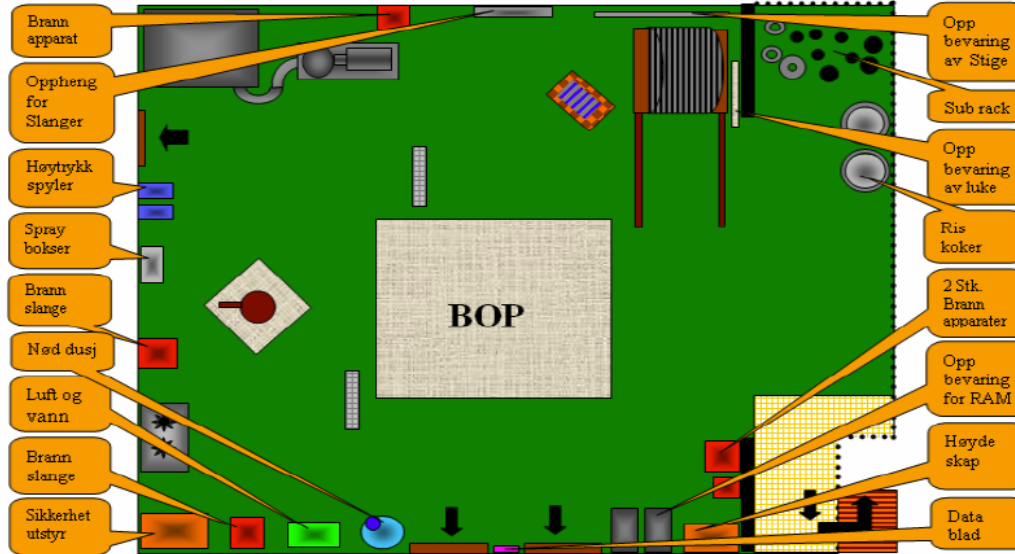


Schlumberger  
SEAWELL



# Work area

- The established housekeeping standard in each area shall be visualised. Pictures or drawings should be used for this purpose and placed in the area where this is useful.



An example of a drawing from Seawell

MAERSK DRILLING



Seadrill  
saipem

Transocean  
HALLIBURTON

KCA DEUTAG  
Stena Drilling

Mi SWACO

Aker Drilling



DIAMOND  
OFFSHORE



Schlumberger  
SEAWELL



# Area responsible for housekeeping

- Each work area shall have a designated person (position for shift work) responsible for following up housekeeping in the area.
- The area responsible shall on a daily basis ensure that the area is in compliance with the area standard for housekeeping.
- The inspection will include but is not limited to the following:
  - Ensure that all temporary stored equipment is labelled with owner information.
  - Ensure that the owner of installed/placed equipment maintains the standard for housekeeping.
  - Ensure that all activities in the area maintain the common standard for housekeeping.
  - Check the area for potentially falling objects and missing tools.
  - Ensure that barriers in the area are maintained (e.g drain, securing of valves, etc)
- The area responsible shall on a daily basis report the housekeeping status to his or her onsite supervisor.





# Area responsible for housekeeping

- The area responsible shall strive to create enthusiasm and engagement in housekeeping activities among the personnel using and working in the area. The area responsible for housekeeping shall point out unacceptable behaviour and aim at strengthening acceptable behaviour by setting a personal example.
- In consultation with his/her onsite supervisor the area responsible can intervene in ongoing work in his/her area that does not comply with the housekeeping standard.
- The area responsible shall report to his/her onsite supervisor all requirements necessary for fulfilling and maintaining the housekeeping standard. For example:
  - Requirements for effective cleaning, storage conditions, etc. Such contributions shall be resolved by the management board.
- The management onboard is responsible for providing adequate resources to maintain the established housekeeping levels.
- The area responsible should on a regular basis evaluate or participate in the evaluation of other areas, when this is agreed.

 MAERSK DRILLING



Seadrill  
saipem

Transocean  
HALLIBURTON

KCA DEUTAG  
Stena Drilling

Mi SWACO

Aker Drilling



DIAMOND  
OFFSHORE



Schlumberger  
SEAWELL



# Assessment and feedback

- As a minimum the defined area standard for housekeeping shall be revised once a year by the offshore management, safety delegate and users jointly.
- The housekeeping quality in the areas should be graded using a simple “approved/not approved” scale. The area should be graded by using common checkpoints described in a checklist or illustrated in a picture.
- On a regular basis, pictures of a specific area or special or specific conditions shall be taken and presented in meetings with the crew. Alternatively they should also be posted in the coffee shop with comments.
- The pictures should visualise both positive and negative conditions.

 MAERSK DRILLING



Seadrill  
saipem

Transocean  
HALLIBURTON

KCA DEUTAG  
Stena Drilling

Mi SWACO

Aker Drilling



DIAMOND  
OFFSHORE



Schlumberger  
SEAWELL



# Introduction on board

- Information about the housekeeping standards in relevant areas and expectations to these shall be presented when personnel arrive on board.
- Established requirements for housekeeping on board shall be a review point in the mentor arrangement.
- There shall be a common understanding and introduction to what to look for when evaluating the housekeeping standard in an area. E.g. group exercises using pictures and/or practical field training.

 MAERSK DRILLING



 Seadrill  
saipem

 Transocean  
HALLIBURTON

 KCA DEUTAG  
Stena Drilling

 MI SWACO

 Aker Drilling



DIAMOND  
OFFSHORE



 Schlumberger  
SEAWELL



# The draft was prepared jointly by:

- Anita Selvik, Halliburton
- Christer Nevøy, Island Offshore Subsea
- Ebbe Ottosen, Schlumberger
- Hanne Ask Vasshus, Dolphin
- Jakob Odgaard, Maersk Drilling
- Jon Arve Jøssang, Aker Drilling
- Ketil Kristiansen, Baker Hughes Norge
- Lars Geir Dommersnes, KCA Deutag
- Ove Benjaminson, KCA Deutag
- Stein Inge Glærum, M-I SWACO Norge
- Svenn Petter Thorsen, Seawell
- Tellef Nygård, Transocean
- Tom Rune Spjell, Odfjell
- Trond H Eilertsen, StatoilHydro
- Tormod Larsen, Stena Drilling
- Åge Langås, Saipem Norwegian Branch

 MAERSK DRILLING



**Seadrill**  
saipem

**Transocean**  
HALLIBURTON

**KCA DEUTAG**  
Stena Drilling

M-I SWACO

**Aker Drilling**  
DIAMOND  
OFFSHORE



**BAKER  
HUGHES**

Schlumberger  
**SEAWELL**



A large offshore oil rig is shown in the middle of a rough sea with white-capped waves. The rig's complex steel structure, including a tall crane, extends across the right side of the frame. In the lower-left foreground, a platform with blue railings holds several workers in orange safety gear. The sky is overcast and grey.

# Thank you

Presentation title: Best practise House keeping

Presenters name: Vetli Tveiten

Presenters title: QHSE engineer

E-mail address: [vtv@statoil.com](mailto:vtv@statoil.com)

[www.statoil.com](http://www.statoil.com)