



human energy®

short service employee (SSE) program

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Short Service Employee (SSE) Program

In Scope:

Short Service Employees (SSE) are any Chevron employee and contractor personnel who have any of the following:

- Less than six months experience in industry, for example new to oil & gas industry, new to offshore, new to gulf of Thailand, new to rig, new contractor company during first mobilization
- Less than six months experience in the same trade/craft/job type and vessel type
- Return to work in their trade/craft after break in services in the industry for more than one year. For drilling operation, return to work in their trade/craft after break in services in the industry for more than 180 days or 3 hitches



Exception:

- Visitors are not included in this program. Requirement for visitors are included in the facility orientation procedure.
- Individual personnel who are promoted in the same trade/craft
- Newly promoted/transferred facility management or personnel whose jobs do not involve “Physical Work” unless their direct supervisor see a need to place them in the program
- Experienced personnel who are not in scope moving to new Chevron location e.g. roving contractors, on call contractor unless facility manager or their direct supervisor see a need to place them in the program
 - First time onboarding at Chevron locations are included in the facility orientation procedure.
 - Facility familiarization will be required for employee or HOL contractor (production/maintenance/crane operator) who move to new Chevron location.
- Where the requirements of this SSE procedure cannot be achieved (e.g. MCP, turnaround) a SSE Risk Reduction Plan will be required or SSE risk reduction strategies will be included in existing Mitigation Plans.

Short Service Employee (SSE) Program

Summary of SSE program

1. SSE Notification and Identification

- Employee/HOL – Chevron Supervisor is responsible to manage his/her SSE personnel according to SSE program.
- Contractors - Contractor representative shall notify Contract Owner/Project Owner when the SSE personnel are identified before job mobilization/crew change by submitting the completed SSE form. This form is required to receive approval from authorized personnel onsite. For example:-
 - O&M OIM, AI Supervisor
 - FE FEOCC
 - D&C DSM, Field Manager
- SSE personnel must be visibly identifiable e.g. green hard hat, or other visible article depending on contract agreement.

2. Crew Makeup Restrictions

- Single Person crew/lone worker is not permitted to be an SSE.
- Crew size of less than five personnel will have no more than one SSE.
- Crew size in excess of 5 personnel shall not more than 20% SSEs.
- Variances to the crew makeup requirements will be documented on the Chevron Thailand SSE Form. This form serves as a risk mitigation plan and must be approved by authorized personnel

Crew Size	No. of SSE
1 person crew	0
2 to 5 person crew	1
6 or more person crew	no more than 20% SSE(s) per crew

3. Training and Mentoring

- Required training must be provided based on hazards at each location and the tasks that individual is expected to perform.
- Mentor must be assigned and be present at the job site. The mentor shall provide feedback (positive and negative) throughout the SSE period

4. SSE Monitoring

- Closely monitor the SSE for HES awareness and job competency for 12-working week/6 month period.

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Summary of SSE program

5. SSE Completion

- The SSE Program duration is 12-working week/6-month period depend on which period is due first for both onshore and offshore personnel.
- A final sign off meeting shall be held for each SSE individual at end of the SSE period for the purpose of making a formal determination whether the SSE can work without posing a hazard to themselves or others.
- Early release of SSE (before 12-working week/6 month period) requires Chevron notification and approval by Facility Manager / Chevron supervisor / Chevron Representative

6. Contractor SSE program

- Contractor shall have a program in place to manage their SSEs in accordance with Chevron Expectations.
- The primary contractor is required to manage their subcontractors in alignment with this process.
- The Facility Manager / Chevron supervisor / Chevron Representative is responsible for on-site validation of crew makeup and experience level. If the SSE arrives on a Chevron location for which an SSE form has not been submitted, the Facility Manager / Chevron supervisor / Chevron Representative may elect to send the SSE away from the workplace, at the contractor's expense if provided for in the applicable of contract.

Short Service Employee (SSE) Program

1. [Chevron Thailand Short Service Employee \(SSE\) Form](#) - for individual SSE
2. [Chevron Thailand SSE Risk Reduction Plan Form](#) – where the requirements of this SSE procedure cannot be achieved (e.g. MCP, turnaround, new contractors)

