

CBU HSE Passport

Type: Procedure	Scope: CBU	Code: HSE-PRO-CBU-003
Functional Owner: CBU: Safety & Environment	Revision Date: 21 September 2020	Revision: 0
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Purpose

The purpose of this document is to establish the HSE Passport process in the CBU.

Scope of Application

This local document applies to all personnel (employees and main contractors) working in the CBU. For non-operated or co-operated assets and projects, every reasonable attempt must be made to influence partners to implement this procedure.

Framework Regulations

- HSE Passport (20-00191PR)

CBU HSE Passport

Type: Procedure	Scope: CBU	Code: HSE-PRO-CBU-003
Owner: CBU: Safety & Environment		Revision: 0

Table of contents

1. Acronyms	3
1.1. Definitions	3
2. Description and Content	3
2.1. Description	3
2.2. Content	3
3. CBU HSE Passport procedure	6
3.1. Basic steps:	6
3.2. Training	6
3.3. Passport Centres	6
3.4. Replacement and Destruction of Passports	6
3.5. Photographs	7
3.6. Usage	7
4. Travel between BUs/OUTs	7
4.1. CBU Intra-Asset travel	7
When travelling away from home asset, employee will coordinate with destination asset S&E to ensure HSE Passport requirements are met.	7
4.2. CBU employees moving to another BU	7
4.3. Employees from another BU coming to CBU	7
5. HSE Passport Supply	8
6. Administration	8
7. Exemptions	8
Approval	9
Appendices	10
Appendix I: CBU Training	11
Appendix II: CBU HSE Passport Process Flow	14
Appendix III: HSE Passport Codes/Numbers	15

CBU HSE Passport

Type: Procedure	Scope: CBU	Code: HSE-PRO-CBU-003
Owner: CBU: Safety & Environment		Revision: 0

1. Acronyms

- **CBU:** Canada Business Unit
- **E&P:** Exploration and Production
- **FTW:** Fitness to work
- **HSE:** Health, Safety and Environment
- **S&E:** Safety and Environment

1.1. Definitions

Company: Repsol Oil & Gas Canada Inc.

Company Main Contractor: A directly contracted service provider operating under Mode 1 or Mode 2 who provides continuous onsite, HSE Critical Rubro, services for at least six months.

Critical HSE Item or “rubro”: The one whose poor execution of the service can have “disastrous” consequences (at least two fatalities) according to Company 2D matrix for risk assessment defined in “Safety and Environment Risk Management” norm (00-00353NO).

HSE Critical Process: Definition as per “Hazard Management (20-00139PR)” procedure.

HSE critical task: Definition as per “Hazard Management (20-00139PR)” procedure.

Management system orientation: Training focused on basic knowledge about the E&P S&E Management System of any specific OU, asset or project. This basic training covers essential HSE elements to prepare the personnel to perform his or her work in a safely manner.

OU: A generic term used to designate an organization in the Repsol E&P Business. The OUs considered in this procedure include: Executive Divisions (including Regional Units) and Business Units

Rubro: Corporate classification of goods and services/work, according to “Procurement and Contracts (02-00015PR)” Procedure.

2. Description and Content

2.1. Description

The HSE Passport is a personal document for employees and main contractors in the Repsol E&P Business. The HSE Passport compiles HSE Training, HSE certifications and fitness to work.

2.2. Content

The main content of the HSE Passport is:

- Personal information
- HSE Training/certificates

CBU HSE Passport

Type: Procedure	Scope: CBU	Code: HSE-PRO-CBU-003
Owner: CBU: Safety & Environment		Revision: 0

- Fitness to work
- Vaccinations
- Additional Information

2.2.1. Personal Information

All personal information entered into the HSE Passport must be reasonably required for management of the employment relationship and comply with all applicable privacy legislation.

The HSE Passport must have the following basic personal information of the holder:

- Given name,
- Surname
- the type/class of driving license
- photo of the holder.

The photo must be partially covered by a Repsol E&P stamp.

The HSE passport holder shall be solely responsible for providing accurate information and shall be responsible for preserving and maintaining all information contained in the HSE passport in the most secure manner, including personal information.

The following personal information will **not** be entered into the HSE Passport and these sections are to be marked "N/A" prior to issuance:

- Driver Licence number
- Driver licence expiry date
- Nationality
- Any information unrelated to the employment relationship, including highly personal and sensitive information such as race, religion, sexual orientation, marital status, etc.
- Information about personal contact in case of emergency

2.2.2. HSE Training and Certificates

Managers must ensure a training and competence matrix is available for their teams that identifies required, optional, type and refresher frequency of training and competencies for their team. Workers are responsible for uploading their training and certificates into Workday.

Training requirements are available in Appendix I.

The following are the minimum training and certifications that must be entered into Workday (for Company employees) and the HSE Passport:

- Training and certificates associated if the worker has responsibilities in the implementation of an HSE critical process
- Training and certificates associated if the worker is responsible of performing a specific HSE critical task identified at any given working site.
- Specific HSE training requirements set or defined by any given OU depending on operations, activities, critical

CBU HSE Passport

Type: Procedure	Scope: CBU	Code: HSE-PRO-CBU-003
Owner: CBU: Safety & Environment		Revision: 0

processes, critical tasks and local regulatory requirements.

Main contractors must have their own digital program for storing and tracking training and certificates for contractors' personnel, unless the CBU provides access to such a platform.

2.2.3. Fitness to Work

Personnel working for Repsol must be fit to safely complete their work. A Fit to Work assessment and clearance specific to an employee's job, per CBU Fitness to Work program (expected launch 2021+). **Until the program is launched, this section of the HSE Passport will be left blank.**

The Fitness to Work information entered into the HSE Passport must be strictly limited and comply with privacy legislation. It is expected that only an acknowledgement that the worker is fit to perform their duties per CBU Fitness to Work program will be entered into the passport. Any specific activities that the employee is not cleared to participate in may also be entered.

Contractors are responsible for their own Fitness to Work program.

2.2.4. Vaccinations

Vaccinations are not required to work in Canada. **This section is to be left blank.**

2.2.5. Additional Information

Additional information is optional in the HSE Passport. It may be used to collect information such as allergies to specific medications that the holder, in a voluntary manner, requests to register it in his or her HSE Passport.

CBU HSE Passport

Type: Procedure	Scope: CBU	Code: HSE-PRO-CBU-003
Owner: CBU: Safety & Environment		Revision: 0

3. CBU HSE Passport procedure

Contract holder is responsible for HSE Passport compliance of contractors.

3.1. Basic steps:

1. Worker receives training or certification
2. Worker enters training or certification details into Workday and uploads copy of certificate (if required)
3. Manager/Supervisor validates training in Workday, informs S&E of validation
4. S&E signs and stamps physical passport
5. Medical certificate uploaded by Medical Services/P&O (**not applicable until Fitness to Work program completed**)
6. Worker keeps Passport with them while working

3.2. Training

All new hires/transfers from another OU, must complete the basic office training (Appendix 1) within 30 days of hire. All workers must complete the basic field training (Appendix 1) prior to entering a field location. Additional site, asset or job specific training must be completed per CBU training matrix .

3.3. Passport Centres

The CBU will have centres where HSE Passports can be signed and stamped by S&E in the following locations:

- Calgary
- Chauvin
- Edson
- Edson Gas Plant

Medical Services/P&O are only available in Calgary. All Fitness to Work validations will be performed through the Calgary office.

3.4. Replacement and Destruction of Passports

When an HSE Passport is full or has been lost/damaged, a new one must be requested following the same process as for a new HSE Passport.

When an employee leaves the employ of Repsol, the HSE Passport must be returned to Repsol for proper disposal/destruction in accordance with applicable Information Asset norms and procedures. Contractors' are responsible for the destruction of HSE Passport when workers leave their employ. Contractors must inform Repsol when a Passport is inactivated or destroyed.

CBU HSE Passport

Type: Procedure	Scope: CBU	Code: HSE-PRO-CBU-003
Owner: CBU: Safety & Environment		Revision: 0

3.5. Photographs

Repsol employees will use their Workday/Badge photos/ID photo as their HSE Passport photo.

Contractors will be responsible for their own photos.

3.6. Usage

The following is a non-exhaustive list of how the HSE Passport will be used to enhance the safety culture within the CBU:

- The holders must be able to show their HSE Passport when entering an operational site /facility and/or when requested by a S&E, Logistics, Asset or Security representative.
- When performing a specific work or activity, it is not mandatory to have the HSE Passport on the employee's person, especially in sites where the integrity of the document can be affected (i.e. the HSE passport could be damaged or destroyed). It must be kept in a suitable, secure and accessible place.
- When the HSE Passport has no longer any available free space to register information, the HSE Passport holder must request a new one from the local CBU S&E team member.
- In case the HSE Passport is lost, the holder must notify the S&E team member and request a new HSE Passport where all included information must be updated.
- When a worker is task observed, he or she should also be able to show his or her HSE Passport to demonstrate if he or she has received the HSE training or certification required to do any specific critical task
- When moving a person to a different position with different responsibilities, his or her HSE Passport should be verified to ensure that he or she has the HSE training and certifications required for the new position or role.

4. Travel between BUs/OUTS

4.1. CBU Intra-Asset travel

When travelling away from home asset, employee will coordinate with destination asset S&E to ensure HSE Passport requirements are met.

4.2. CBU employees moving to another BU

When a CBU employee travels to another BU/OU the destination OU's HSE Passport Procedure will apply. The employee, their supervisor, PyO, Medical Services, S&E and destination OU must work together to identify the HSE Requirements and ensure they are in place prior to leaving the CBU.

4.3. Employees from another BU coming to CBU

When a non-CBU employee travels to the CBU the CBU HSE Passport Procedure will apply. The incoming employee must coordinate with their supervisor and CBU PyO and S&E to ensure all HSE Passport requirements are met prior to working in the CBU.

CBU HSE Passport

Type: Procedure	Scope: CBU	Code: HSE-PRO-CBU-003
Owner: CBU: Safety & Environment		Revision: 0

5. HSE Passport Supply

Repsol Madrid will supply HSE Passports for Repsol employees. S&E will manage the local supply of HSE Passports based on the projections of local Managers. Contractors, including contingent workers, are required to supply their own HSE Passports following the Repsol HSE Passport template.

6. Administration

The following table outlines the expected HSE Passport program responsibilities:

Requirement	Responsible Party
Complete Training	Worker
Enter Training into Workday (worker profile)	Worker
Validate Workday training entry	Supervisor/Manager
Notify S&E of valid training entry	Supervisor/Manager
Enter training record onto Passport	Worker
Stamp/sign Passport (employee and contractors)	S&E
Report in CoP	S&E
FTW Assessment	Qualified Medical Professional
FTW Workday Entry	Medical Services / PyO
FTW Passport entry and validation	Medical Services / PyO
Report lost/stolen HSE Passport	Worker
Responsible for Passport safe keeping	Worker
Repsol HSE Passport supply	Madrid
Contractor HSE Passport supply and completion.	Contractor
Contractor Compliance with requirements	Contract Holder

7. Exemptions

External visitors such as local government representatives, insurers, students, employees from other Repsol Business and Areas outside E&P, etc., will not be required to be part of the HSE Passport process.

Any deviation of compliance from this procedure requires a Management of Change process according to "Management of Change in E&P (20-00138PR)" procedure.

CBU HSE Passport

Type: Procedure	Scope: CBU	Code: HSE-PRO-CBU-003
Owner: CBU: Safety & Environment		Revision: 0

Approval

Validity

This procedure shall become valid on the tenth (10th) working day after the date of its approval.

Revoked regulations

None.

Area/Business regulatory development

Each Asset and manager shall have a Training and Competence Matrix prepared for staff in their reporting structure.

General and temporary provisions

Implementation of this procedure for Repsol staff shall be completed by December 31, 2020. Implementation for Contractor's shall be completed before December 31, 2021.

Revision 1.0 approved by:

Approval:

Validation:

Peter Medlam
Director, Canada BU

Khrista Kellett
Technical Services and S&E Sr.
Manager, CBU

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CBU HSE Passport

Type: Procedure	Scope: CBU	Code: HSE-PRO-CBU-003
Owner: CBU: Safety & Environment		Revision: 0

Appendices

Appendix I: CBU HSE Training

Appendix II: CBU HSE Passport Process Flow

Appendix III: HSE Passport codes/numbers

CBU HSE Passport

Type: Procedure	Scope: CBU	Code: HSE-PRO-CBU-003
Owner: CBU: Safety & Environment		Revision: 0

Appendix I: CBU Training

M: Mandatory

O: Optional, depending on job responsibilities and/or requirements from Organizational Unit

- Local Orientation or Onboarding (M)
- E&P Safety and Environmental Management System (M)
- 10 Basic Safety Rules (M)
- Hazard Management & Process Safety (O)
- Bow Tie Methodology (O)
- Occupational Safety (O)
- Incident Investigation (O)
- Tripod Beta Practitioner Course (O)
- Taproot Investigator (O)
- BOSIET (M for offshore)
- HUET (M for offshore)
- Safety Leap (M for Leaders)
- Crew Resource Management / Human Factor (O)
- SMARt Leadership (O)
- Safety Awareness (O)
- Introduction to Environmental Management (O)
- Basic Quality and Environment (O)
- Environmental Management for E&P Onshore Operations Introduction module (O)
- Environmental Management for E&P Onshore Operations- Seismic module (O)
- Environmental Management for E&P Onshore Operations- Well construction and Well Test module (O)
- Environmental Management for E&P Onshore Operations- Asset Production module(O)

Critical processes

- Fitness to Work
- Health Management
- Operational Discipline
- Operational Procedures and Manual (procedures specific to the assets)
- Process Design
- Hazard Identification
- Risk Assessment
- Hazard Management
- Competences and Training Management
- Crew Management
- S&E Preventive Observations and STOP Work authority
- Risk Assessment
- Job Safety Analysis

CBU HSE Passport

Type: Procedure	Scope: CBU	Code: HSE-PRO-CBU-003
Owner: CBU: Safety & Environment		Revision: 0

- Permit to Work
- Confined Spaces
- Gas Sampling and Monitoring
- Isolation / LOTO
- Overrides Management
- Control of ATEX equipment
- Operational Risk Assessment (ORA)
- Management of Change (MoC)
- Simultaneous Operations (SIMOPS)
- Lifting and Hoisting
- Working at Height
- Scaffolding
- Manual Handling
- Dropped Objects
- Alarm Management
- Commissioning
- Pipeline Crossing
- Aviation Risk Management
- Land Transport Risk Management
- Load Securement
- Journey Management
- Marine Transport Risk Management
- Fluvial Transport Risk Management
- Pigging
- Ground Disturbance
- Trenching and Excavation
- Hydrate Handling
- Chemical Handling
- Electrical Safety
- Fire Safety
- Machinery Safety
- Personal Protective Equipment
- Emergency Preparedness
- Emergency Response
- Stakeholders Management

CBU HSE Passport

Type: Procedure	Scope: CBU	Code: HSE-PRO-CBU-003
Owner: CBU: Safety & Environment		Revision: 0

- Purchasing and Contracts
- HSE Management in Contracts
- Review and Assurance
- S&E Audit
- External Verification

Critical tasks

- Activate manually Emergency Shutdown
- Activate BOP
- Respond to spill alarms or monitoring systems
- Respond to gas alarms
- Respond to fire alarms
- Respond to process alarms
- Activate Panic Bottom
- Activate emergency pumps
- Use portable extinguishers
- Activate deluge system
- Use of hydrants
- Call for external emergency support
- Use personal H2S detector
- Stop activity under adverse weather
- Apply defensive driving

CBU HSE Passport

Type: Procedure	Scope: CBU	Code: HSE-PRO-CBU-003
Owner: CBU: Safety & Environment		Revision: 0

Appendix II: CBU HSE Passport Process Flow



CBU HSE Passport
local flow chart - V0

CBU HSE Passport

Type: Procedure	Scope: CBU	Code: HSE-PRO-CBU-003
Owner: CBU: Safety & Environment		Revision: 0

Appendix III: HSE Passport Codes/Numbers

For Repsol E&P employees:

The HSE Passport code will be the same worker ID number defined in Workday (6 digits number).

For Repsol E&P main contractors:

The HSE Passport code for each contractor's personnel must be assigned as follow:

Structure for code number

Organizational Unit (OU)		Country issuer		Sequential number
##	-	##	-	####
2 digits	dash	2 digits	dash	4 digits

Where Canada's country code is: 04 and the OU code is: 10

Sequential numbering (contact CBU Safety Manager when sequence range is full):

Calgary: -1000 to -1999

Chauvin: -2000 to -2999

Edson: -3000 to -3999

EGP: -4000 to -4999

Digits for OU			
EMD E&P	01	People & Organization E&P	06
Business Development Executive Division	02	Asia & Russia Executive Division	07
Exploration Executive Division	03	Latin-American & Caribbean Executive Division	08
Portfolio & Performance Executive Division	04	Europe, Africa, Brazil & Venezuela Executive Division	09
Technical & S&E Executive Division	05	North America Executive Division	10