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December 22, 2008

Re: **Marine Safety, Reliability and Efficiency Process  
Vessel Contracting and Competency Management**

The Marine Safety, Reliability and Efficiency Process identify the requirements and activities necessary to deliver world class safety, reliability and efficiency in marine services in Chevron's Global Upstream business units throughout the world. Operation and future improvement of this process are designed to lead to incident free marine operations.

The **Vessel Contracting** and **Competency Management** processes address two of the nine Marine Safety, Reliability and Efficiency (MSRE) Processes. These two processes will be the first to be implemented for Chevron's Marine and Shorebase operations.

The attached Vessel Data Questionnaire will need to be completed for each vessel that is currently on hire (term and spot) by **February 01, 2009**. As vessels come under term and spot hire, starting **February 01, 2009**, these forms will need to be completed for vessels and key personnel and submitted with the term/spot charter agreement.

The Vessel Data Questionnaire is to ensure all relative information on the vessel will meet internal customer's requirements. It is not anticipated being used outside of Chevron and will be used for internal Chevron customers both for our business and for Major Capital Projects. Part of the information required is listed in the below table.

Section	Detail
Vessel Specifications	<p>Vessel specifications shall be clearly defined. Areas to consider include:</p> <ul style="list-style-type: none"><li>• Vessel type and shall be flagged and classed.</li><li>• Maximum age of vessel (not more than 25 years old).</li><li>• Minimum Vessel Deck Dimensions and Capacity.</li><li>• Minimum and Loaded Draft.</li><li>• Minimum Propulsion required in brake horse power (BHP).</li><li>• Bow and Stern Thruster requirements, if applicable.</li><li>• If vessel is DP, will need DP Class, FMEA within last 5 years and valid DP annual survey.</li><li>• Fuel Consumption at continuous and maximum outputs.</li><li>• Tank/Bulk Capacities for below deck cargoes – dry and liquid.</li><li>• Cargo transfer pump capabilities.</li></ul>

Section	Detail
	<ul style="list-style-type: none"> <li>• Standard hoses and connections.</li> <li>• Transit speed.</li> <li>• Number of passengers, if applicable.</li> <li>• Anchor handling tug (AHT) information, if applicable.</li> <li>• Is Fire Fighting Class-1 Notation (FiFi-1)?</li> <li>• Standard navigational and life-saving equipment.</li> <li>• Bollard Pull, if applicable.</li> <li>• Date of most recent dry docking.</li> <li>• Specific equipment or other capabilities.</li> </ul>
Verification	<ul style="list-style-type: none"> <li>• Date of last vessel audit</li> <li>• Date of last company audit</li> <li>• Details of any outstanding action items from audits</li> <li>• Details of any reportable incidents in past 12 months</li> <li>• Date of upcoming dry dock and inspections</li> </ul>
Manning Requirements	<ul style="list-style-type: none"> <li>• Number of crew</li> <li>• Work schedule</li> </ul>

#### Mitigation Actions:

Depending on the requirements of the internal customer, a mitigation plan may need to be developed. Vessels that do not meet the age requirement and are older than 25 years of age will not necessarily mean the vessel is not acceptable. A mitigation plan will need to be developed and this will be completed by the Marine Logistics Group and the vessel operator.

The Vessel Data Questionnaire can be sent electronically to [GoMMarineLogistics@chevron.com](mailto:GoMMarineLogistics@chevron.com).

The Competency Management process requirements are:

Position	Competency/Experience
Master	<ul style="list-style-type: none"> <li>• Hold an appropriate USCG License.</li> <li>• Hold a current STCW (Standards of Training for Crew and Watch-keepers) certificate.</li> <li>• For Dynamic Positioning DP1, DP2 or DP3, hold a relevant valid certificate issued through an approved training facility.</li> <li>• When in command of a vessel engaged in anchor handling operations, have had experience as Master or Chief Officer in same activity within a period of 2 years.</li> <li>• Served as Master or Chief Officer on a vessel engaged in a similar type operation within the last 12 months.</li> </ul>

Position	Competency/Experience
Chief Mate	<ul style="list-style-type: none"> <li>• Hold an appropriate USCG License.</li> <li>• Hold a current STCW certificate.</li> <li>• For DP1, DP 2 or DP3, hold a relevant valid certificate issued through an approved training facility.</li> <li>• When on a vessel engaged in anchor handling operations, have had experience in same activity within a period of 2 years.</li> <li>• Served as Chief Officer or other officer position on a vessel engaged in a similar type operation within the last 12 months.</li> </ul>
Watch Officer	<ul style="list-style-type: none"> <li>• Hold an appropriate USCG License.</li> <li>• Hold a current STCW certificate.</li> <li>• For DP1, DP2 or DP3, hold a relevant valid certificate issued through an approved training facility.</li> <li>• Served as a Watch Officer on a vessel engaged in a similar type operation within the last 12 months.</li> </ul>
Chief Engineer	<ul style="list-style-type: none"> <li>• Hold an appropriate USCG License.</li> <li>• Hold a current STCW certificate.</li> <li>• For DP1, DP 2 or DP3, demonstrate adequate experience of DP vessels, vendor manuals, and operating manuals</li> <li>• Detailed Knowledge of Failure Modes &amp; Effects Analysis (FMEA)</li> <li>• When carrying out duties on an anchor handling operation have had experience as Chief or Second Engineer in same activity within a period of 2 years.</li> <li>• Served as Chief Engineer or Second Engineer on a vessel engaged in a similar type operation within the last 12 months.</li> </ul>
Tow Master	<ul style="list-style-type: none"> <li>• Hold an appropriate USCG License.</li> <li>• Hold a current STCW certificate.</li> <li>• Have had experience as Tow Master in similar type operation within a period of a year.</li> <li>• Served as Master or Chief Officer in the offshore industry or served as an OIM or Barge Captain/Engineer on a mobile offshore drilling unit (MODU).</li> </ul>

Note: STCW requirements as applicable in the Code of Federal Regulations, 46 CFR Part 12.

### Mitigation Actions:

#### Master

- For Masters coming to join a vessel without the competency/experience requirements detailed above, Chevron requires a mentoring plan from the Marine Contractor's Crewing Department before the Master will be allowed to take command. When complete, the mentoring plan must be signed off by both Chevron and the Contractor.
- When a Chief Mate is put forward for promotion to Master, a written assurance is required from the Marine Contractors Crewing Department, made in conjunction with the Marine Superintendent, that the Chief Mate to be promoted is competent. The assurance should contain a written testimony from a Master under whom the Chief Mate has served to confirm an ability to maneuver the vessel. Note: when a promotion is proposed, it is important to ensure there no certificate limitations.
- Masters shall also participate in a Chevron orientation briefing before taking command.

**Chief Mate**

- For Chief Mates coming to join a vessel with no experience in the offshore industry and can not meet the experience criteria detailed above, Chevron requires a mentoring plan from the Marine Contractor's Crewing Department before the Chief Mate will be allowed to assume the position. When complete the plan must be signed off and an assurance given by the Marine Contractor that all requirements have been met.
- If the Chief Mate is new to the type of operations then he shall also participate in a Chevron orientation briefing before engaging in that activity.

**Watch Officer**

- For the Watch Officer coming to join a vessel with no experience in the offshore industry and can not meet the experience criteria detailed above, Chevron requires a mentoring plan from the Marine Contractor's Crewing Department before the Watch Officer will be allowed to assume the responsibilities. When complete the plan must be signed off and an assurance given by the Marine Contractor that all requirements have been met.
- If the Watch Officer is new to the type of operations then he shall also participate in a Chevron orientation briefing before engaging in that activity.

**Chief Engineer**

- For the Chief Engineer coming to join a vessel with no experience in the offshore industry and can not meet the experience criteria detailed above Chevron requires a mentoring plan from the Marine Contractor's Crewing Department before the Chief Engineer will be allowed to assume the position.

**Tow Master**

It is recommended that Tow Master meet all minimum requirements. Mitigation is at the discretion of the Marine Specialist, SBU Vice President or General Manager and marine contractor(s).

**Crew**

- Crew coming to join a vessel with no experience in the offshore industry must be singled out by the Marine Contractor's Crewing Department and the Master advised accordingly. In keeping with STCW and Chevron requirements, a mentor must be appointed by the Master.
- Supernumeries and all passengers shall have Chevron approval to sail at least 24 hours prior to sailing. No persons of age 16 or under shall proceed to sea on any Chevron chartered vessel.

Note: STCW requirements as applicable in the Code of Federal Regulations, 46 CFR Part 12.

This does not supersede Chevron's Short Service Employee requirements. The SSE requirements are to be followed in accordance with CHESM Handbook.

Questions regarding the above processes should be directed to the Marine Advisor. Thank you for your cooperation.

Sincerely,

*Roger C. Tucker*

Roger C. (Butch) Tucker  
Shorebase Marine & Transportation Manager

Attachments

Vessel Data Questionnaire