COMPETENCE ASSURANCE MANAGEMENT SYSTEM

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# Table of Contents

Section 1 .......................................................................................................................... Policy
Section 2 .......................................................................................................................... Purpose
Section 3 .......................................................................................................................... Scope
Section 4 ......................................................................................................................... Roles and Responsibilities
Section 5 ......................................................................................................................... Standards
Section 6 .......................................................................................................................... Assessment Method
Section 7 .......................................................................................................................... Verification
Section 8 ......................................................................................................................... CAMS Outline
Section 9 .......................................................................................................................... Definitions
Section 10 ......................................................................................................................... Annex
  - Annex 1  Competence Assurance Risk Matrix
  - Annex 2  CAP Appeals Form
  - Annex 3  Standardization Meeting Overview
  - Annex 4  Management Review Overview
  - Annex 5  OJT Process for New Offshore Position
  - Annex 6  New Competency Assessment Program Process
  - Annex 7  Individual Development Plan Template
  - Annex 8  CAMS Organization Chart

Section 11 ......................................................................................................................... Document Control Page
1 OUR VISION

In order to achieve our vision of an incident-free workplace all the time everywhere, Transocean needs to ensure consistent implementation of its Company tools and processes. The health and safety of our workforce is paramount, followed by the protection of the environment in which we work and the integrity of assets. To support the achievement of this vision, Transocean has developed a series of management system manuals, tools and processes to ensure our people live and work in a safe environment.

The Transocean Company Management System (CMS) lays the foundation and expectations of how the Company manages its business functions. Within the CMS, we have a core of management system manuals and supporting materials that lay out the policies and requirements as they relate to Human Resources and Competence Assurance Management System.
2 HUMAN RESOURCES POLICIES AND PROCEDURES

This Level 1B manual contains the key tools and processes to ensure we maintain a safe workplace for our employees and comply with relevant international and local regulatory requirements.

The purpose of this policy is to ensure that company personnel meet the company's acceptable standards of competence set within the Competence Assurance and Management System (CAMS). The organization and the work environment determine the required competencies to be achieved and applied.

CAMS will also provide the basis for providing assurance to our customers and external parties that we have systems and processes in place to ensure we meet their expectations.
3 SCOPE

This manual covers all Transocean offshore staff who are required to satisfy standards of competence in the equipment / systems on which they work based on risk potential by position.

Figure 3.1 - CAMS Policy Statement

Transocean Competence Assurance
Policy Statement

It is the intent of Transocean that all offshore job functions are performed by personnel who are competent to perform their duties safely and effectively. Transocean will maintain a Competence Assurance Management System (CAMS) to meet the requirement of this policy.

Competence shall be demonstrated by appropriate methods of assessment to defined standards. Performance against these standards is measured through the assessment of an individual’s knowledge, practice, skills, abilities and behavior.

These standards have been developed as part of CAMS, and embedded within Competency Assessment Programs and the On-the-Job Training (OJT) system. It is the objective of CAMS to ensure that necessary controls and resources are provided to satisfy employees, management, customers and regulatory authorities that Transocean’s people are competent for the job for which they are employed.

The Competence Assurance Management System will complement HSE Policies, Safety Management Systems, Safety Cases, and other relevant processes and systems.

John Stobart
Executive Vice President & Chief Operating Officer

February 1, 2014
4 ROLES AND RESPONSIBILITIES

SECTION REDACTED
NON-CONFIDENTIAL SUMMARY OF INFORMATION: This section describes the responsibilities related to this policy for the Management of the Company.

4.1 Candidate

SECTION REDACTED
NON-CONFIDENTIAL SUMMARY OF INFORMATION: This section describes the responsibilities related to this policy for the Candidate.

4.2 Supervisor (On The Job Training Assessment)

SECTION REDACTED
NON-CONFIDENTIAL SUMMARY OF INFORMATION: This section describes the responsibilities related to this policy for the Supervisor.

4.3 Global Competence Assurance Manager

SECTION REDACTED
NON-CONFIDENTIAL SUMMARY OF INFORMATION: This section describes the responsibilities related to this policy for the Global Competence Assurance Manager.

4.4 Global Training Center Managers

SECTION REDACTED
NON-CONFIDENTIAL SUMMARY OF INFORMATION: This section describes the responsibilities related to this policy for the Global Training Center Managers.
4.5 Competence Assessment Verifier(S)

NON-CONFIDENTIAL SUMMARY OF INFORMATION: This section describes the responsibilities related to this policy for the Competence Assessment Verifier(s).

4.6 Competence Assessment Program (CAP) Assessor

NON-CONFIDENTIAL SUMMARY OF INFORMATION: This section describes the responsibilities related to this policy for the Competence Assessment Program Assessor.

4.7 Rig Safety and Training Coordinator (RSTC)

NON-CONFIDENTIAL SUMMARY OF INFORMATION: This section describes the responsibilities related to this policy for the Rig Safety and Training Coordinator (RSTC).

4.8 Offshore Installation Manager (OIM)

NON-CONFIDENTIAL SUMMARY OF INFORMATION: This section describes the responsibilities related to this policy for the Offshore Installation Manager (OIM).
4.9 Global HR Managers – Discipline Specific (Drilling, Marine, Subsea, Technical/Maintenance)

SECTION REDACTED
NON-CONFIDENTIAL SUMMARY OF INFORMATION: This section describes the responsibilities related to this policy for the Global HR Managers.

4.10 Technical Authority

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NON-CONFIDENTIAL SUMMARY OF INFORMATION: This section describes the responsibilities related to this policy for the Technical Authority.

4.11 Director HR Operations Support

SECTION REDACTED
NON-CONFIDENTIAL SUMMARY OF INFORMATION: This section describes the responsibilities related to this policy for the Director HR Operations Support.

4.12 Senior Manager HR Operations Support Offshore

SECTION REDACTED
NON-CONFIDENTIAL SUMMARY OF INFORMATION: This section describes the responsibilities related to this policy for the Senior Manager HR Operations Support Offshore.

4.13 Other Shorebased Operations Management

SECTION REDACTED
NON-CONFIDENTIAL SUMMARY OF INFORMATION: This section describes the responsibilities related to this policy for other Shore-based Operations Management.

4.14 Training Board

SECTION REDACTED
NON-CONFIDENTIAL SUMMARY OF INFORMATION: This section describes the composition of the Training Board and their responsibilities related to this policy.
5 STANDARDS

5.1 General

SECTION REDACTED
NON-CONFIDENTIAL SUMMARY OF INFORMATION: This section describes the standards and documents which make up the Competence Assessment Management System.

5.2 On The Job Training (OJT)

SECTION REDACTED
NON-CONFIDENTIAL SUMMARY OF INFORMATION: This section describes the standards of the On The Job Training Program.

5.3 CAP Programs

SECTION REDACTED
NON-CONFIDENTIAL SUMMARY OF INFORMATION: This section describes the standards of the Competency Assessment Programs (CAP) through development, issuance and revision.
6 ASSESSMENT METHOD

6.1 Risk Levels

SECTION REDACTED
NON-CONFIDENTIAL SUMMARY OF INFORMATION: This section describes how risk levels are defined for offshore positions.

6.2 Competence Assurance Risk Matrix

SECTION REDACTED
NON-CONFIDENTIAL SUMMARY OF INFORMATION: This section describes the appropriate level of assessment according to risk levels for offshore positions.

6.3 Competence Assessment Programs

SECTION REDACTED
NON-CONFIDENTIAL SUMMARY OF INFORMATION: This section describes the risk level that requires a Competence Assessment Program.

6.4 Creation of CAP Programs

SECTION REDACTED
NON-CONFIDENTIAL SUMMARY OF INFORMATION: This section describes which positions are required a designated Competence Assessment Program, how it is developed and approved.
6.5 CAP Assessors Register

**SECTION REDACTED**

**NON-CONFIDENTIAL SUMMARY OF INFORMATION:** This section describes a documented list of approved Competence Assessment Program (CAP) Assessors.

6.6 Communication of Results

**SECTION REDACTED**

**NON-CONFIDENTIAL SUMMARY OF INFORMATION:** This section describes the workflow process of the completed assessment documentation.

6.7 Certification and Results

**SECTION REDACTED**

**NON-CONFIDENTIAL SUMMARY OF INFORMATION:** This section describes the workflow process of the completed assessment certifications.

6.8 Individual Development Plans

**SECTION REDACTED**

**NON-CONFIDENTIAL SUMMARY OF INFORMATION:** This section describes the workflow process and the requirements and responsibilities for Individual Development Plans.

6.9 Monitoring and Review

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**NON-CONFIDENTIAL SUMMARY OF INFORMATION:** This section describes the workflow process for monitoring the compliance with requirements of this policy.
6.10 Special Assessment Arrangements

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NON-CONFIDENTIAL SUMMARY OF INFORMATION: This section describes the process for accommodating personnel with special needs or a disability.

6.11 Appeals

SECTION REDACTED
NON-CONFIDENTIAL SUMMARY OF INFORMATION: This section describes the workflow process for handling a candidate’s appeal of assessment results.
7 VERIFICATION

7.1 Purpose

SECTION REDACTED
NON-CONFIDENTIAL SUMMARY OF INFORMATION: This section describes the workflow process for verification of completed assessment documentation.

7.2 Scope

SECTION REDACTED
NON-CONFIDENTIAL SUMMARY OF INFORMATION: This section describes all On The Job assessments and onshore and offshore assessments carried out by the Company or third-party approved Assessors.

7.3 Plan

SECTION REDACTED
NON-CONFIDENTIAL SUMMARY OF INFORMATION: This section describes the assessment verification process and requirements.

7.4 Coaching

SECTION REDACTED
NON-CONFIDENTIAL SUMMARY OF INFORMATION: This section describes the verification process for Assessor feedback and coaching.

7.5 Reporting

SECTION REDACTED
NON-CONFIDENTIAL SUMMARY OF INFORMATION: This section describes the type of reporting required for this policy.
8 CAMS OUTLINE

8.1 Organization

SECTION REDACTED
NON-CONFIDENTIAL SUMMARY OF INFORMATION: This section describes the person responsible for the Competence Assessment Management System (CAMS).

8.2 Standardization

SECTION REDACTED
NON-CONFIDENTIAL SUMMARY OF INFORMATION: This section describes the standardization and review process for the programs and the responsible person who oversees the process.

8.3 Validity

SECTION REDACTED
NON-CONFIDENTIAL SUMMARY OF INFORMATION: This section describes the frequency of comprehensive reviews of processes.

8.4 Internal Audit

SECTION REDACTED
NON-CONFIDENTIAL SUMMARY OF INFORMATION: This section describes that internal audit ensures compliance with this policy.

8.5 Management Review

SECTION REDACTED
NON-CONFIDENTIAL SUMMARY OF INFORMATION: This section describes the frequency and manner of management review of the processes.

8.6 Exemptions

SECTION REDACTED
NON-CONFIDENTIAL SUMMARY OF INFORMATION: This section describes the exemptions review and approval process for this Policy.
9 DEFINITIONS

SECTION REDACTED

NON-CONFIDENTIAL SUMMARY OF INFORMATION: This section describes a glossary of terminology relevant to this policy.
ANNEX 1 – COMPETENCE ASSURANCE RISK MATRIX

Figure 10.1.1 - Competence Assurance Risk Matrix

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NON-CONFIDENTIAL SUMMARY OF INFORMATION: This section describes the severity rating and likelihood of events.
Figure 10.1.2 - Risk Classification Matrix

SECTION REDACTED

NON-CONFIDENTIAL SUMMARY OF INFORMATION: This section describes the severity rating and likelihood of events.
Figure 10.1.3 - Offshore Position Risk Assignment

SECTION REDACTED
NON-CONFIDENTIAL SUMMARY OF INFORMATION: This section describes the defined risk level assigned to each offshore position.
Figure 10.1.3 - Offshore Position Risk Assignment (continued)

SECTION REDACTED

NON-CONFIDENTIAL SUMMARY OF INFORMATION: This section describes the defined risk level assigned to each offshore position.
ANNEX 2 – CAP ASSESSMENT APPEALS FORM

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NON-CONFIDENTIAL SUMMARY OF INFORMATION: This section describes the form used for candidates to formally appeal their assessment results.
ANNEX 3 – STANDARDIZATION MEETING OVERVIEW

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NON-CONFIDENTIAL SUMMARY OF INFORMATION: This section describes an example form of a standardization meeting overview and agenda.
NON-CONFIDENTIAL SUMMARY OF INFORMATION: This section describes an example form of Management Review meeting overview and agenda.
ANNEX 5 – OJT PROCESS FOR NEW OFFSHORE POSITION

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NON-CONFIDENTIAL SUMMARY OF INFORMATION: This section describes the workflow process diagram for creation of On the Job Training when new offshore positions are created.
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NON-CONFIDENTIAL SUMMARY OF INFORMATION: This section describes the workflow process diagram for creation of a new competence assessment program.
ANNEX 7 – INDIVIDUAL DEVELOPMENT PLAN TEMPLATE

SECTION REDACTED

NON-CONFIDENTIAL SUMMARY OF INFORMATION: This section describes a sample form used to create an individual development plan.
ANNEX 8 – CAMS ORGANIZATION CHART

SECTION REDACTED

NON-CONFIDENTIAL SUMMARY OF INFORMATION: This section describes an organization chart of responsibilities for personnel relevant to this policy.
SECTION REDACTED

NON-CONFIDENTIAL SUMMARY OF INFORMATION: This section describes the documentation approval, revisions made to the document, and final approval.