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1 POLICY

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 employee 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
2 PURPOSE

Transocean has a vision of an incident-free workplace all the time everywhere. To support the achievement of this vision, Transocean has developed a series of manuals, tools and processes to ensure our people live and work in a safe environment.

The Transocean Company Management System (CMS) sets the foundation of how the Company manages its business functions. The CMS contains a core of manuals with supplemental materials that define the company’s policies and requirements as they relate to Human Resources and the Competence Assurance Management System.

This Level 1B manual outlines the key tools and processes to ensure Transocean maintains a safe workplace for employees and complies with relevant international and local regulatory requirements.

The purpose of this policy is to ensure that Transocean personnel meet or exceed the Company’s acceptable standards of competence as defined within the Competence Assurance Management System (CAMS).

The 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 applies to all Transocean offshore staff required to satisfy standards of competence in the equipment and/or systems on which they work according to risk potential per position as determined by the Training Board.

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)

SECTION REDACTED
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

SECTION REDACTED
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)

**SECTION REDACTED**

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)

**SECTION REDACTED**

NON-CONFIDENTIAL SUMMARY OF INFORMATION: This section describes the responsibilities related to this policy for the Offshore Installation Manager (OIM).

4.9 HR Managers – Discipline Specific (Drilling/SubSea, Marine/Maintenance)

**SECTION REDACTED**

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

4.10 Subject Matter Experts

Where required the appropriate subject matter expert will be identified from each discipline to provide specialist input to the design of OJT and CAP Assessment Programs.

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 Manager, Offshore Planning

**SECTION REDACTED**

NON-CONFIDENTIAL SUMMARY OF INFORMATION: This section describes the responsibilities related to this policy for the Manager HR Offshore Planning.

4.13 Other Shore-based 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.
1 STANDARDS

1.1 General

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

1.2 On The Job Training (OJT)

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

1.3 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.

1.4 Information Relevant to the AMS Approval Body

SECTION REDACTED
NON-CONFIDENTIAL SUMMARY OF INFORMATION: This section describes when additional assessment locations and/or new standards and/or new job roles are introduced within the Company Management System (CMS).
1 ASSESSMENT METHOD

1.1 Risk Levels

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

1.2 Competence Assurance

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

1.3 Independent Verification of Competence

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

1.4 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.
1.5 CAP Assessors Register

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

1.6 Communication of Results

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

1.7 Certification and Results

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

1.8 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.

1.9 Monitoring and Review

SECTION REDACTED
NON-CONFIDENTIAL SUMMARY OF INFORMATION: This section describes the workflow process for monitoring the compliance with requirements of this policy.

1.10 Special Assessment Arrangements

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

1.11 Appeals

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

1.1 Purpose

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

1.2 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.

1.3 Plan

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

1.4 Coaching

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

1.5 Reporting

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

1.1 Organization

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

1.2 Standardization

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

1.3 Validity

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

1.4 Internal Audit

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

1.5 Management Review

SECTION REDACTED
NON-CONFIDENTIAL SUMMARY OF INFORMATION: This section describes the frequency and manner of management review of the processes.
APPENDIX 1 – COMPETENCE ASSURANCE RISK MATRIX

SECTION REDACTED
NON-CONFIDENTIAL SUMMARY OF INFORMATION: This section describes the severity rating and likelihood of events.
APPENDIX 2 – CAP ASSESSMENT APPEALS FORM

SECTION REDACTED

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

SECTION REDACTED

NON-CONFIDENTIAL SUMMARY OF INFORMATION: This section describes an example form of a standardization meeting overview and agenda.
APPENDIX 4 – MANAGEMENT REVIEW OVERVIEW

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

SECTION REDACTED

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.
Annex 6 – NEW COMPETENCY ASSESSMENT PROGRAM PROCESS

SECTION REDACTED

NON-CONFIDENTIAL SUMMARY OF INFORMATION: This section describes the workflow process diagram for creation of a new competence assessment program.
APPENDIX 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.
SECTION REDACTED

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