



TRAINING - AUDIT - CONSULTING

TRAINING CATALOG

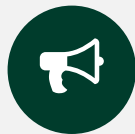
Introduction

We are a small, but strong, team of highly qualified experts dedicated to the Energy industry. We have worked throughout the world, on every continent, and have built an expertise in **HSE, Contracting, Purchasing and Logistics** that we believe it is time to transmit.

Our instructors have proven to be the best in their operational responsibilities and our courses compile decades of experience and knowledge from the main Operators and Contractors.

Our mission of transmission puts the Human in the center of our action in order to creates Industry's references and recommended practices shared by all our Clients.

Ambition – Duty – Mission – Value



Our AMBITION

Our **Ambition** is to become your support in your operations in order to drive your personnel to excellence.



Our MISSION

Our **Mission** is to transmit experience acquired through years



Our DUTY

Our **Duty** at **Adinergy**, is that we must produce excellence at an affordable price.

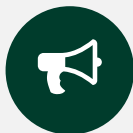


Our VALUE

Our **Value** is to put Human in the center of our action.

Our Offer

In House Training



Adinergy will send our instructors whenever and wherever our Clients will request for in-house trainings.

On Site Training



Our instructors will come on site, Rigs or Supply Base, to assist you in operations start-up.

At Home Training



Based in France, we will be pleased to welcome our Trainees in Rouen, closed to Paris.

Audit - Consulting



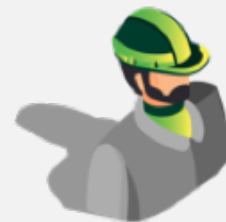
Our experts will help you defining the optimum organisation in HSE, Contract, Procurement and Logistics through audits and reports.



Class Training Summary



Training Summary



HSE Trainings

HSE Management

Reference of the Course:
ADY-HSE01

Title:
Managing HSE in
Projects and operational
entities

Duration: 5 days

HSE Basics

Reference of the Course:
ADY-HSE02

Title:
Basic knowledge in
operational HSE

Duration: 5 days

HSE Drilling

Reference of the Course:
ADY-HSE03

Title:
HSE in Drilling
Operations

Duration: 3 to 5 days

HSE Logistics

Reference of the Course:
ADY-HSE04

Title:
HSE in Logistic
Operations

Duration: 3 to 5 days



Contract & Procurement Trainings

Project Contract

Reference of the Course:
ADY-CT01

Title:
E&P Projects Contracts:
Engineering, Procurement
and Construction Contracts

Duration : 5 days

Service Contract

Reference of the Course:
ADY-CT02

Title:
E&P Technical Services Contracts:
Operations contracts

Duration : 5 days

Negotiation

Reference of the Course:
ADY-CT03

Title:
Technics of Negotiation for
Contracting and Purchasing

Duration : 3 to 5 days



Contract & Procurement Trainings

Procurement

Reference of the Course:
ADY-SC01

Title:
**Supply Chain in Upstream-
Procurement:**
Purchasing-Expediting-Material
Management-Inspection-
Transportation

Duration : 5 days

Transit - Shipping

Reference of the Course:
ADY-SC02

Title:
Travel, Transit, & Shipping:
The Contractual relationship with the
Transit Agent.
International transportation:
Incoterms, documentation.

Duration : 2 to 3 days

Material Management

Reference of the Course:
ADY-SC03

Title:
Material Management:
Stock Management-Inventories-
Stock analysis: How to understand it.
Interface with physical storage.
Safe storage and stock maintenance

Duration : 3 days

Training Summary

Logistic Trainings



Management Logistics

Reference of the Course:
ADY-LOG01

Title:

**Supply Chain in Upstream:
Management of Logistics:**
Define Logistic Requirements,
Prepare a Logistic Execution Plan,
Manage operational Logistics,
Fundamentals: Air, Sea, Land,
Base

Duration : 5 days

Basics Logistics

Reference of the Course:
ADY-LOG02

Title:

**Supply Chain in Upstream: Basic
knowledge in Logistics:**
Logistic Base definition, Land
transportation, Air transportation,
Water transportation, Lifting and
Handling

Duration : 5 to 10 days

Living Camp

Reference of the Course:
ADY-LOG03

Title:

How to operate a living camp:
Accommodation camp & catering
facilities - HACCP rules – Food
Safety Management System.
Catering Contract

Duration : 3 days



Class Training Description



HSE

ADY-HSE01 - Managing HSE in Projects and operational entities



Summary:

HSE Management Training highlights the importance of Health, Safety and Environmental practices at the workplace, techniques for reducing risks and preventing accidents, development of best-in-class Health, Safety and Environmental management system, methods for reducing the occurrence of ill-health and environmental hazards arising from working conditions, and improvement in Health, Safety and Environmental culture of an organization.

Audience:

Any business managers, engineers to assume a HSE management position. All personnel involved in management need to understand how implementing a basic Health and Safety System in the entity.

Purpose:

Upon completion of this course, the attendants will have a complete view of what is a full HSE Management System, what it is used for and how to build an HSE culture inside the organization with a Risk management approach, according to all local and industry rules and regulations, which will allow avoiding incidents and accidents.

Content of the Course:

Introduction to the main trends of HSE Management system: Current standards, presentation to an integrated Management System.

The fundamentals of an HSE Management System: Safety leadership to be explained, by roles, communication to create necessary motivation. Introduction to the risk management and assessment process, return of experience and continuous improvement.

Risks identification in the Upstream industry: Identification and description of the main risks associated to the activity of an operational entity.

Risk assessment and control: Risk assessment methodology, Environmental Impact assessment and Contractor management. PTW system (Permit to Work), Job safety analysis system, Observation and REX system (Return of experience), Pre-job assessment system.

Incident investigation: Reporting, Analysis, Assessment and Communication.

HSE emergency response plan & crisis management: Principle, structure and elements of HSE plans explained. Crisis management organization and communication during emergencies.



ADY-HSE02 – Basic Knowledge in operational HSE

Summary:

This course is a review of all basic knowledges regarding Safety aspects for personnel working on any oil and gas installation.

Audience:

The course will benefit all staff associated with the operations, maintenance, governance in production, including senior management, project and engineering support teams, HSE support, supervisors, operators and maintenance technicians.

Purpose:

Upon completion of this course the attendants will have a complete refresher on how to conduct safe working operations in the industry, which will allow avoiding incidents and accidents.

Content of the Course:

Risk assessment with hazard identification, tools & techniques.

Risk reduction measures. (PPE, rules and procedures, certificates, training)

Permit to Work process.

Several high risk situations and control measures regarding: Working at height and fall protection, Man-riding, Confined space, Pressure testing awareness, Cranes and Lifting operations, Scaffolding, Working over the water, Environmental awareness, Stop work authority barriers.

Management of change: Learning from previous incidents and near misses, Reporting of anomalies, human factors, inspection and maintenance, and emergency response.



ADY-HSE03 - HSE in Drilling Operations

Summary:

HSE in Drilling Operations presents all associated risks to Rig equipment and Drilling Operations. Students will learn about all different aspects of HSE in drilling operations: Prevention and mitigation measures to reduce the risks, necessary certificates to ensure the suitability of equipment and personnel, and best practices to be applied.

Audience:

Any engineers and technicians involved in Drilling Operations.

Purpose:

Upon completion of this course, the attendants will have a complete view of what are the best practices to ensure high HSE Standard during Drilling Operations. All aspects are reviewed: personnel behavior, equipment standards, certification, training and management organization.

Content of the Course:

Risks associated to drilling operations: Hazards identification and associated risk assessments. Personnel Protective Equipment, working certificates, Medical certificates and fitting to work, different risk areas, and risks with chemical, toxic gas (H₂S), and all risk associated with flammability/Explosive limits

Review of Rig equipment and ways to mitigate risks in all different location: Rig Floor, Derrick, stabbing board, etc.... risks of dropped objects or working at height, safety management of lifting and rigging operations.

Review of associated risks with drilling fluids process and cementing operations: Preparation and use of mud, confined spaces entry procedure, treatment units (Shakers, Degassers) cementing and management of pressurized equipment.

How to manage a Well Control: Actions, Well Control equipment, Well Control certificates, training, testing and all aspects with HSE management of well control.

Review of associated risks with supports facilities: Engine rooms, power generation and compressed fluids and liquid. Management and mitigation of risks of storage areas, Health and Hygiene in living quarters and galley,

Review of Safety engineering: Safety distances layout regarding drilling activities with Fire & Gas detection systems.

HSE Organizational Management system to be reviewed: HSE Management of Contractors, HSE Bridging Document. Emergency Response Plan with blow out, environment contingency plan and Medevac plan. Emergency drills and training certificates (BOSIET and HUET certificates if necessary)

Review of environmental management plan, waste practices and well testing environmental impacts.



ADY-HSE04 – HSE in Logistic Operations

Summary:

HSE in Logistic Operations presents all associated risks to transport and lifting activities. Students will learn about all different aspects of HSE in Logistic operations: Prevention and mitigation measures to reduce the risks, necessary certificates to ensure the suitability of equipment and personnel, and best practices to be applied.

Audience:

All personnel involved in transport and handling/Lifting operations: Base personnel, Logistic personnel but also HSE personnel having need to focus on Logistic operations safety.

Purpose:

Upon completion of this course, the attendants will have a complete view of what are the recommended practices to ensure high HSE Standard during Logistic Operations. All aspects are reviewed: personnel behavior, equipment standards, certification, training and management organization.

Content of the Course:

Risks associated to Logistic operations: Hazards identification and associated risk assessments.

Storage: Basic safety storage characteristics. Storage compatibilities. Recommended storage practices.

Lifting-Handling: Associated risks to Lifting and Handling operations and how to mitigate the risks: Inspection-Certification-Operating modes and Recommended Practices.

Land Transport: Review of golden rules and implementation of a Land Transportation Management system.

Sea Transportation: International regulations related to safety of sea transportation. Inspection-Certification-Operating modes and Recommended Practices.

Air Transportation: International regulations related to safety of air transportation. Inspection-Certification-Operating modes and Recommended Practices.

Particular focus on transport of dangerous goods by Land, Water and Air means.



ADY-CT01 – E&P Project Contract: Engineering, Procurement and Construction Contract.

Summary:

After having defined the Contract and its legal features, this course provides detailed knowledge about the Contracting strategy of a Development Project. It allows to understand the relation between the Patrimonial Agreement and the Operations Contracts. It gives a detailed review of the Contract and its main features.

Audience:

Contract Engineers, Project Package Managers, any actor involved in the relationship between the Company and the Contractors of a Project

Purpose:

Upon completion of this course the attendants will have a throughout understanding of the Contracting Strategy of a development Project. They will know what type of contract to be used in the frame of the Project. They will know and understand the main clauses of the Contract.

Content of the Course:

Introduction: Definition of the Contract: Legal aspects. How and when to use an EPC Contract.

Contracting Strategy:

- Generalities and example.
- Review of various types of Contracts.
- Main features of Project Contract
- Actors and Market.

Call For Tender: Review of the different steps of the CFT from Operator and Contractor point of view

Impact of Patrimonial Agreement on Operations Contracts.

Review of the Contract and its specificities: The course will review the main contract clauses in order for the trainees to become familiar with the responsibility and Insurance aspects to understand how Operator and Contractor share the Liabilities and Risks of a construction Contract. To identify the claim process and the particular reasons of terminating a Contract.

Local Content: Implementation of Local Content requirements in the frame of a Project Contract.

Exercises.

Conclusion about importance of Contract Strategy in the good execution of a Project

Contract & Procurement



ADY-CT02 – E&P Technical Services Contract

Summary:

Operators and main Contractors are contracting/sub-contracting a wide range of their activities. The Service Contract is the tool of controlling the efficiency of the Contractor. This course allows all actors involved, Company, Contractors, sub-contractors to better understand the contractual relationship, their rights and obligations. It gives a detailed review of the Contract and its main features.

Audience:

Contract Engineers, Contracts administrators, any actor involved in the relationship between the Company and the Contractors of a Service Contract.

Purpose:

Upon completion of this course the attendants will have a throughout understanding the Service Contract clauses. They will be able to administer the contract and optimize the relationship with the Company or Contractor.

Content of the Course:

Introduction: Definition of the Contract. What are the Service Contracts about? What types of Services are they covering.

Contracting Strategy:

- Generalities and example.
- Main features of Service Contract
- Review of various types of Contracts.

Call For Tender: The 5 phases of the CFT

- Pre-Qualification
- Preparation of the CFT
- Tender Construction
- Tender analysis and comparison
- Negotiation, decision and award

Impact of Patrimonial Agreement on Operations Contracts.

Review of the Contract and its specificities

- Performance of the service
- Performance conditions
- KPI & Performance Incentive
- Contract Price and Payment
- Liquidated Damages
- Liabilities & Insurances
- Suspension – Termination – Force Majeure
- Applicable Laws – Governing Law
- Provisions surviving the contract

Exercises.

Conclusion on the importance of the various steps of contracting for smooth execution of a Contract.

Contract & Procurement



ADY-CT03 – Technics of Negotiation for Purchasing and Contracting

Summary:

How to prepare the negotiation of Purchase Orders, Frame Agreements, Contracts, claims ?..

How do we negotiate in the Upstream industry ? What are the specificities of the negotiation in the Upstream Industry ?

This course gives methods and techniques to prepare a negotiation, conduct a discussion and evaluate the results of the negotiation.

It gives tools and tactics to better manage the relationship with the contractual Party (whatever Operator or Contractor)

Through structured exercises and real cases, it will allow the trainees to practice negotiation and integrate tools which will enhance their natural negotiation capabilities.

Audience:

Contract Engineers, Purchasers, Managers and any actors of the Contract and Purchasing function. This course is also intended to person from technical departments who manage and administer the Contracts and have to deal with the Contractors and Vendors on a daily basis. This course will give them tools to better communicate and deal with Contractors/Vendors.

Purpose:

Upon completion of this course the attendants will have a methodology for negotiation in the frame of a Call For Tender, Purchase Order, a claim or their daily contractual relationship with the Operator or Contractor.

They have learned about themselves and their counterpart in order to better manage the relationship.

Content of the Course:

Introduction to negotiation: The various types and situations of negotiation. Negotiation in the Upstream operational business.

Composition of the negotiation team

Negotiation methodology: DIDACTIC.

- Phase 1: The preparation
 - Subject
 - Risks
 - Objectives
 - Compensations
- Phase 2: The negotiation
 - Arguments
 - Reciprocity
 - Evaluation of Results
 - Conclusion

The mental elements:

Knowing oneself and discover the other

How to behave in front of the other and how to interpret the behavior of the other party

Manoeuvres and tactics: Tools to reach the objectives.

Exercises: 50% of the time will be spent on real situations exercises

Conclusion.

Contract & Procurement



ADY-SC01 – Supply Chain in Upstream: Procurement

Summary:

The course defines the Supply Chain.

It details the Supply Chain functions and their interaction.

For a better efficiency, it links Procurement and Logistic functions within a chain.

It gives recommended practices in Purchasing, Expediting, Inspection, Shipping/Transportation and Material Management.

Audience:

Any actor of the Supply Chain: Purchaser, Expediter, Stock Controller, Transit clerk. It is also recommended to actors of Logistic function who want to enlarge their domain of knowledge of the Supply Chain.

Purpose:

Upon completion of this course the attendants will have a throughout understanding of the Supply Chain and the way to optimize its efficiency through Recommended Practices and exercises.

They will understand the interaction between the different links of the Chain.

Content of the Course:

Definition of the Supply Chain: Comparison in Manufacturing industry and Upstream industry. Examples.

Procurement: Definition of various functions of Procurement: Mission, objectives, tasks and job description.

Purchasing: Process and Recommended Practices: How to efficiently organize and control the Purchasing process in Upstream industry. This chapter describes the various steps of purchasing from the expression of a need to the evaluation of the Vendors. It also proposes strategic tools and organization in Procurement like the Category Management and the Frame Agreements.

Procurement strategic tools: Category Management & frame Agreement/Contracts

Shipping and Logistics: Incoterms, packing, documentation and Transit Agent.

Material Management: Stock Control: What impact of Stock Control on Supply Chain efficiency?

Procurement, Material Management and Documents Control Systems: Description of the IT tools in Supply Chain function improving its efficiency.

Exercises

Contract & Procurement

ADY-SC02 – Travel-Transit & Shipping

Summary:

How to organize a Travel section for the passengers transportation to Sites ? How to manage the relationship with the Transit Agent ? Who is doing what in the transit activity ?

This course gives guidelines and good practices in order to properly follow-up the shipment of your Purchase Order.

This course also gives advises to organize a Travel Department.

Audience:

Any personnel involved in the Expediting and shipping of Goods.

Any personnel involved in the transportation of Personnel to Sites

Purpose:

Upon completion of this course the attendants will have a complete view of the various tasks of the Travel and Shipping functions. They will be able to enhance their efficiency in the numerous positions of a Travel or Transit department.



Content of the Course:

Introduction: Impact of a failure in expediting and transportation on Project and Company's operations.

Definition of the Supply Chain: Comparison in Manufacturing industry and Upstream industry. Examples.

Part 1: Organization of a Travel section within an Upstream entity: Roles, job description and documents

Part 2: Transit & Shipping: Review of the Incoterms, role of the Transit Agent, Contracting the Transit Agent, knowledge in shipping and international transportation.

Exercises

Conclusion on Key role of transportation within an Upstream entity.



ADY-SC03 - Material Management

Summary:

Material Management is an essential link of the Supply Chain. It takes a particular importance in the Upstream industry for which the cost of a rupture can be tremendous, without relation with the cost of the equipment itself. The downside may result in accumulation of material which is the opposite of business efficiency.

Where is the good balance ? This course will try to answer this question.

Audience:

Actors of the Supply chain: Stock controller, buyers, logisticians but also actors from the technical department: Technical Administrators and members of the duet.

Purpose:

The attendants of this course will be able to understand the importance of an efficient Material Management. They also be able to work within the stock duet.

Content of the Course:

Definition of the Supply Chain: Comparison in Manufacturing industry and Upstream industry. Examples.

The stock Controller in the Supply Chain process: Role and position.

The aim of stock management: Having the right equipment at the right place at the right time at the right quantity.

Some theory about stock management.

The stock management process through ERP.

Role of the Duet

The inventories

Stock analysis: How to analyse a Stock. Examples and exercises

Stock Control and Store keeping: Interface between the physical storage and Material Management.

Exercises

Logistics



ADY-LOGo1 - Supply Chain in Upstream: Management of Logistics

Summary:

This course intends to give knowledge and tools to current or future Logistic Heads or Managers.

It will explain how to evaluate logistics needs, how to forecast and prepare them and how to budget and manage these means.

Audience:

Logistic Superintendents; Logistic Heads; Logistic Managers. Project Package Managers who will be involved in Logistic Planning and activities.

Purpose:

This course prepares to Manage a Logistic Department in the frame of an exploration/drilling campaign, a Project or a Production entity.

Content of the Course:

Definition of the Supply Chain: Comparison in Manufacturing industry and Upstream industry. Examples.

Role of Logistics in Upstream Supply Chain.

Support of a Drilling Campaign: How to define the Logistic requirements and infrastructures?

Support of a Development Project: The Logistic Execution Plan. Definition and use.

Review of the content of a Logistic Execution Plan.

Exercise: Definition of an onshore Development Project Logistic Plan.

Manage Operational Logistics:

- Logistic Department organization: Organogram and Job Descriptions
- How to build a Logistic Budget.
- Management of Logistic Contracts.
- Management of HSE in Logistics.

Conclusion on the role of Logistic Department in the E&P entity.

Logistics

ADY-LOG02 - Basic knowledge in Logistics.

Summary:

Review of the different functions and tasks of Logistics within an E&P entity. General knowledge in Base Management, Lifting & Handling, Land transport, Water transport and Air transport

Audience:

Any personnel involved in Logistic operations, technical engineers who need to understand Logistic and its role within the Entity.

Purpose:

Upon completion of this course the attendants will have a complete view of the various tasks of the Logistic function. They will have a strong Logistic “Culture” and will be able to enhance their efficiency in the numerous positions of a Logistic department.

Content of the Course:

Definition of the Supply Chain: Comparison in Manufacturing industry and Upstream industry. Examples.

Mission and organisation of Logistics in Upstream Supply Chain.



Supply Base definition and Management

- Supply Base concept and organization
- Warehouse concept and organization
- Yard concept and organization
- Supply Base operations

Lifting and Handling

- Lifting Appliance
- Lifting accessories
- Risks associated to Lifting Operations

Land Transportation

- Generalities: Referential, organization and regulations
- Vehicles types
- Dangerous Goods

Water transportation

- Generalities: Referential, organization and regulations
- Vessels types
- Marine Inspections
- Cargo Operations

Air transportation

- **Generalities:** Referential, organization and regulations
- Aircrafts types
- Infrastructures
- Air Operations

Conclusion on the role of the Logistic Department in the E&P entity.

Logistics



ADY-LOG03 - How to operate a living Camp

Summary:

The management of a Living Base in remote area: How to manage the POB, how to control the movements in and out of the Base.

The management of the restaurant: The food supply, the Food Safety Management System, the HACCP norms,

Audience:

Employees, cooks, Supervisors involved in the Living Base administration.

Purpose:

Upon completion of this course, the attendants will have knowledge and tools to administer a Living Base or Camp including the restaurant. They will be familiar with the hygiene rules HACCP.

Content of the Course:

Living Camp administration, POB control.

Restaurant administration: Food hygiene, HACCP definition, internal audit.

Review of Scope of Work of Catering contract.

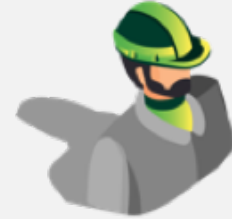
Catering contractor management: Follow-up documents, reporting, KPI, incentive.



On Site Training



On Site Training (OST)



HSE

Drilling Operations Start-Up,
Recommended Practices,
Safety at Work,
Tool Box Talks,
Permit To Work,
Incident investigation.

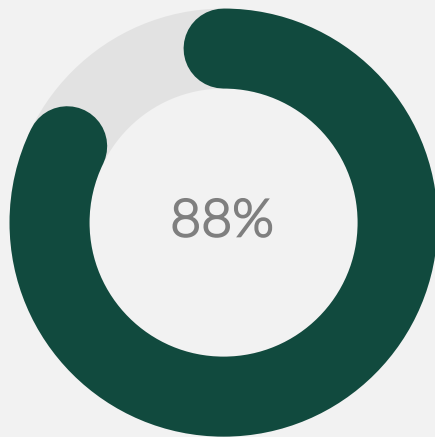
Logistics

Base Operations Start-Up,
Lifting & Handling,
Land Transportation,
Vessels loading & Lashing.
Aircraft operations

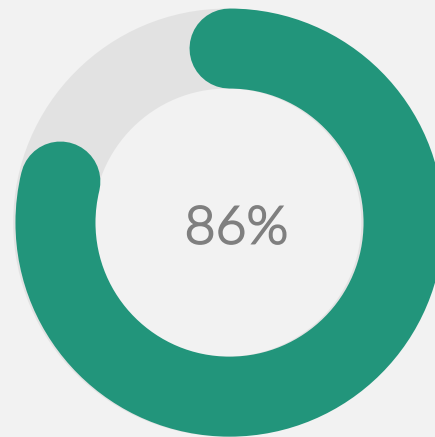
OST Programs will be developed and adapted to Clients requests.

Our Clients evaluate us

Average of Clients evaluation in 2017



**Instructors
level of expertise**



**Instructors
pedagogical quality**



THANK YOU

Adinergy will be happy to answer
your request:



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WRITE US: contact@adinergy.com

