



TRAINING CATALOG



Introduction

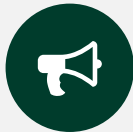


We are a strong team of highly qualified experts dedicated to the Energy Industry. We have worked throughout the world, on every continent, and have built an expertise in **Supply Chain, HSSE and Project Management** that we believe it is time to transmit.

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 create 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** is to produce excellence at a **competitive price.**



Our **VALUE**

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

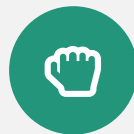
Our Offer

In House Training



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

On Site Coaching



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

Live Learning



Adinergy will reach you in your office or meeting room to deliver the best-in class trainings through web conference platform. A web cam & internet connection will be sufficient to enjoy **Adinergy** trainings.

Audit - Consulting



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

What's new with Adinergy ?

The Pedagogical Tools

In order to keep our courses dynamic and make our Trainees actors of their education, our courses are divided in different parts:

Theory – Games - Exercises -
Videos.

The Website

We have imagined our website at the service of our Clients: Through general themes, you are able to choose the Modules and build the courses you think meet the best your Personnel needs.

Courses Evolution

Our courses are permanently up-dated by instructors who are still keeping operational responsibilities and who make the courses adapted to the latest practices of the Industry.

Adinergy Live Learning

Adinergy favors the physical presence of the Instructor in order to ensure an optimal transmission of Knowledge and Experience.

In addition to **Classroom Courses**, Adinergy proposes **Live Learning Courses** via a web conference platform.

Live Learning course is a powerful educational tool offering the following advantages:


- It is **EASY** to use: No training or software installation, **an internet connection is enough**. By clicking on a link, the Trainee gets access to the classroom where he is invited.
- It is **ACCESSIBLE TO EVERYONE**: The Live Learning course allows everyone to access Adinergy's Trainings. Wherever you are, in town or on Site, **access is the same !**
- It is **EFFICIENT**: The choice made by Adinergy to animate sessions in **Live Learning** allows the **same transmission of experience** as in the **Classroom**. The exercises and the interactivity are identical.
- It is **ECONOMICAL**: **Live Learning** saves Time and Travels. It is a strong **Saving** in term of **Cost** and **Carbon Footprint**.

Because what is not measured does not improve...

Every Adinergy's training session is closed by an on-line Trainees evaluation !



Adinergy is using the online solution Evalbox.

Upon Client's request,  can be utilized by Trainees for their auto-evaluation (self-training), in order to evaluate and improve their knowledge level and acquisition.



Training Summary





Supply Chain Trainings

E&P Technical Services Contract

Reference of the Course:

ADY-CT01

E&P Technical Services Contract:

Contracting Strategy defined for a Drilling Campaign.
Review of the Contracting Process and Contract content.

Duration: 3 to 5 days

Level: Foundation
Skill
Advanced

Negotiation in Purchasing & Contracting

Reference of the Course:

ADY-CT02

Techniques of Negotiation for Contracting and Purchasing:

The DIDACTIC negotiation Method.
Management of Company/Contractor relationship.

Duration: 3 to 5 days

Level: Foundation
Skill
Advanced

Supply Chain Trainings



Purchasing & Procurement

Reference of the Course:
ADY-SC01

Supply Chain in Upstream-Purchasing & Procurement:
Purchasing Process and Strategic Tools. The various functions of Procurement.

Duration: 3 to 5 days

Level: Foundation
Skill
Advanced

Transit & Shipping

Reference of the Course:
ADY-SC02

Transit & Shipping:
The Contractual relationship with the Transit Agent.
International transportation:
Incoterms, Documentation.

Duration: 3 to 5 days

Level: **Foundation**
Skill
Advanced

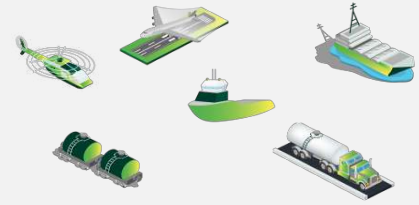
Material Management

Reference of the Course:
ADY-SC03

Material Management:
Stock Management-Inventories-
Stock analysis: How to understand it.
Stock Optimization.
Interface with physical storage.

Duration: 3 days

Level: **Foundation**
Skill
Advanced



Supply Chain Trainings

Management of Logistics

Reference of the Course:
ADY-LOG01

Supply Chain in Upstream: Management of Logistics:
Logistic Contracts, Management of Human Resources and Budget, Innovation, Logistic Carbon footprint reduction.

Duration: 5 days

Level: Foundation
Skill
Advanced

Logistics

Reference of the Course:
ADY-LOG02

Supply Chain in Upstream: Logistics:
Logistic Base definition, Land Transportation, Air Transportation, Water Transportation, Lifting and Handling

Duration: 5 to 10 days

Level: Foundation
Skill
Advanced

Living Base Management

Reference of the Course:
ADY-LOG03

Living Base Management:
Accommodation camp & catering facilities - HACCP rules – Food Safety Management System. Catering Contract

Duration: 3 days

Level: Foundation
Skill
Advanced



HSSE Trainings

HSSE Management

Reference of the Course:
ADY-HSE01

Managing H2SE in
Projects and Operational
Entities.

Duration: 5 days

Level: Foundation
Skill
Advanced

HSSE Basics

Reference of the Course:
ADY-HSE02

Basic knowledge in
Operational H2SE

Duration: 3 to 5 days

Level: **Foundation**
Skill
Advanced

HSSE Drilling

Reference of the Course:
ADY-HSE03

H2SE in Drilling
Operations

Duration: 5 days

Level: Foundation
Skill
Advanced

HSSE Logistics

Reference of the Course:
ADY-HSE04

H2SE in Logistic
Operations

Duration: 5 days

Level: Foundation
Skill
Advanced



Project Management Trainings

Project Contract

Reference of the Course:
ADY-PM01

E&P Project Contract:
Engineering, Procurement
and Construction Contract

Duration: 3 to 5 days

Level: Foundation
Skill
Advanced

Project Control

Reference of the Course:
ADY-PM02

Project Definition & Control:
Studies-Contractual
Strategy-Cost-Time.

Duration: 3 days

Level: Foundation
Skill
Advanced

Negotiation in Project

Reference of the Course:
ADY-PM03

Techniques of Negotiation:
Application to
Development Projects.

Duration: 3 to 5 days

Level: Foundation
Skill
Advanced

Project Sustainability

Reference of the Course:
ADY-PM04

Developing Project Sustainability:
Compliance-Local Content-
CSR.

Duration: 2 days

Level: **Foundation**
Skill
Advanced



Live Learning Online Training



Live Learning Training

INTRODUCTIONS				
Module Reference	Module Description	Duration in Hours	Module Level	Price / Individual
INTRO-FLC	FIELD LIFE CYCLES: Introduction to O&G operations	4 hrs	F	320,00 €
INTRO-SC	Supply Chain in Upstream: From the Manufacturer to the delivery on Site: Introduction to main functions: Purchasing, Transit, Logistics, Material Management.	4 hrs	F	320,00 €
INTRO-H2	Introduction to Hydrogen: The alternative fuel	4 hrs	F	320,00 €
INTRO-LOGEP	Introduction and overview of the E&P Logistics	4 hrs	F	320,00 €
F: Foundation - S: Skill - A: Advanced				

Live Learning Training

SUPPLY CHAIN				
Module Reference	Module Description	Duration in Hours	Module Level	Price / Individual
CT01-MOD02	Technical Services Contractual Strategy	2 x 4 hrs	S	640,00 €
CT01-MOD03	Call for Tender for Service Contract	4 hrs	S	320,00 €
CT01-MOD04	Bids Evaluation and Contract Award	4 hrs	S	320,00 €
CT01-MOD05	Typical Service Contract Conditions	3 x 4 hrs	S	960,00 €
CT01-MOD06	Specific Service Contract Conditions: Vessel & Aero Support	2 x 4 hrs	S	640,00 €
SC01-MOD01	Supply Chain Definition & Procurement Functions	4 hrs	F	320,00 €
SC01-MOD02	Purchasing Process	2 x 4 hrs	S	640,00 €
SC01-MOD03	Purchasing Strategic Tools	2 x 4 hrs	S	640,00 €
SC02-MOD01	Supply Chain Definition & Role of the Transit in the Supply Chain	4 hrs	F	320,00 €
SC02-MOD02	International Freight Forwarding	3 x 4 hrs	S	960,00 €
SC02-MOD03	International Air Freight Forwarding	4 hrs	F	320,00 €
SC02-MOD04	International Sea Freight Forwarding	4 hrs	F	320,00 €
SC02-MOD05	International Road Freight Forwarding	4 hrs	F	320,00 €
F: Foundation - S: Skill - A: Advanced				

Live Learning Training

SUPPLY CHAIN				
Module Reference	Module Description	Duration in Hours	Module Level	Price / Individual
SC03-MOD01	Supply Chain & Introduction to Material Management	4 hrs	F	320,00 €
SC03-MOD02	Stock Management	4 hrs	F	320,00 €
SC03-MOD03	Stock Control Activities	2 x 4 hrs	F	640,00 €
SC03-MOD04	Stock Analysis & Optimization	2 x 4 hrs	S	640,00 €
SC03-MOD05	Physical Stock Management	4 hrs	F	320,00 €
LOG01-MOD07	How to reduce Logistics environmental footprint ?	2 x 4 hrs	F to S	640,00 €
LOG02-MOD01	Supply Chain & Logistics: Role of Logistics in the Supply Chain	4 hrs	F	320,00 €
LOG02-MOD02	Supply Base Definition and Management	4 hrs	F	320,00 €
LOG02-MOD03	Lifting & Handling	2 x 4 hrs	F	640,00 €
LOG02-MOD04	Land Transportation	4 hrs	F	320,00 €
LOG02-MOD05	Marine Operations	3 x 4 hrs	F	960,00 €
LOG02-MOD06	Air Transportation	3 x 4 hrs	F	960,00 €
LOG03-MOD02	HACCP	2 x 4 hrs	F	640,00 €
F: Foundation - S: Skill - A: Advanced				

Live Learning Training

H2SE				
Module Reference	Module Description	Duration in Hours	Module Level	Price / Individual
HSE01-MOD01	The H2SE Management System: Fundamentals and main Elements	4 hrs	S to A	320,00 €
HSE01-MOD02	Risk Management	2 x 4 hrs	S	640,00 €
HSE01-MOD03	Respect for Environment	3 x 4 hrs	S	960,00 €
HSE01-MOD04	Emergency Preparedness & Crisis Management	3 x 4 hrs	S	960,00 €
HSE01-MOD05	Learning from Events	2 x 4 hrs	S	640,00 €
HSE02-MOD02	Permit to Work	4 hrs	F	320,00 €
HSE03-MOD01	Introduction to H2SE in Drilling Operations	4 hrs	S	320,00 €
HSE03-MOD02	Risks Associated to Drilling Operations	2 x 4 hrs	S	640,00 €
HSE03-MOD03	Respect of Environment in Drilling Operations	3 x 4 hrs	S	960,00 €
HSE03-MOD04	Well Control	2 x 4 hrs	A	640,00 €
HSE03-MOD05	H2SE Management System in Drilling Operations	2 x 4 hrs	S	640,00 €
HSE04-MOD01	Safety in Lifting Operations	2 x 4 hrs	S	640,00 €
HSE04-MOD02	Safe Storage	4 hrs	F	320,00 €
HSE04-MOD03	Transport of Dangerous Goods	2 x 4 hrs	F	640,00 €
HSE04-MOD04	Safety in Land Transportation	4 hrs	S	320,00 €
HSE04-MOD05	H2SE in Marine Operations	4 x 4 hrs	S	1 280,00 €
HSE04-MOD06	Safety in Air Transportation	4 hrs	S	320,00 €
F: Foundation - S: Skill - A: Advanced				

Live Learning Training

PROJECT MANAGEMENT				
Module Reference	Module Description	Duration in Hours	Module Level	Price / Individual
PM01-MOD01	Project Contractual Strategy	2 x 4 hrs	S	640,00 €
PM01-MOD02	Call For Tender	4 hrs	S	320,00 €
PM01-MOD03	Bid Analysis and Contractor Selection	4 hrs	S	320,00 €
PM01-MOD04	Typical EPC Contract Conditions	3 x 4 hrs	S	960,00 €
PM03-MOD01	The "DIDACTID" Negotiation Method	3 x 4 hrs	S to A	960,00 €
PM04-MOD01	Compliance - Ethics and Cultural Awareness	4 hrs	F	320,00 €
PM04-MOD02	Local Content	4 hrs	S	320,00 €
F: Foundation - S: Skill - A: Advanced				



Class Training Description



Adinergy Course Description



ADY-SC01 – Supply Chain in Upstream: Purchasing & Procurement: 3 to 5 days*

Summary:

The first chapter compares both Manufacturing Industry and Upstream Industry's Supply Chains, their similarities and differences. It details the Supply Chain functions and their interaction. For a better efficiency, it links Procurement and Logistic functions within a chain.

The second chapter gives recommended practices in Purchasing, Expediting, Inspection, Shipping/Transportation and Material Management. It also describes the Purchasing Process in details and within all the steps.

The course is then studying the strategic tools of an efficient Purchasing Strategy: Category Management, Supplier's strategy and Market studies, Frame Agreements and Frame Contracts.

Audience:

This course is designed for Buyers as it strongly focuses on the Purchasing Process.

It will also be useful to any actor of the Supply Chain: Expediter, Stock Controller, Transit clerk. It is also recommended to actors of the Logistic function.

Purpose:

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

They will have a deep knowledge of all Golden Rules, practices and strategic tools of the purchasing process.

Content of the Course:

-SC01-MOD01: Definition of the Supply Chain & Procurement functions description: Comparison in Manufacturing industry and Upstream Industry. Examples. This modules intends to explain the specificities of the operational Supply Chain in the Upstream Industry.

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

-SC01-MOD02: Purchasing Process: Golden Rules & 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 Vendor's performance.

-SC01-MOD03: Purchasing Strategic Tools: Sustainable Purchasing definition & Principles - Category Management definition - Role of the Category Manager - Market Study - Category & Vendors Strategy - Frame Agreement/Contract: Definition - Comparison - Benefits and Constraints - Goods covered by the Frame Contract.

-SC01-MOD04: Freight Forwarding: Legal framework and Incoterms, role of the Transit Agent and Key Players, Liability & Insurances in international transportation, Contracting the Transit Agent, Customs Regulations, Packing of the Goods for international transportation.

Adinergy Course Description

ADY-CT01 – E&P Technical Services Contract: 3 to 5 days*

Summary:

Operators and main Contractors are contracting/sub-contracting a wide range of their activities. The Service Contract is the tool for sharing the risk of a Service between Operator and Contractor. It also the way for the Operator to control the efficiency of his 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.

It focuses on the services contracts put in place for supporting a Drilling Campaign and cover all specificities of the various contracts.

Audience:

Contract Engineers, Contracts Administrators, any actor involved in the relationship between the Company and the Contractors.

Drillers and Logisticians may also have interest to this course which cover the contractual aspects of their operational activity: They are the "Owners" of these services Contracts.

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. Definition of main contractual terms. Definition of obligations of Means & Result.

-CT01-MOD01: Exploration phase: Operational description of this critical phase of Operator activities to introduce the various contracts covering this phase.

-CT01-MOD02: Technical Services Contracting Strategy: Compliance, Legal Framework, link with the PSA / JOA - Local Content contracting policy - Review of various types of Contracts.

-CT01-MOD03: Call For Tender: Review of the different steps of the CFT from Operator and Contractor point of view. Review of various ways of Contractor selection: Competitive CFT, Design competition, Single source: Open Book Tender.

-CT01-MOD04: Bids analysis and Contractor selection: Technical and Commercial evaluations and clarifications. Bids comparison, Contract Committee and Contract award.

-CT01-MOD05: Typical Contract Conditions: General – Performance of the Service – Financial Conditions – Liabilities & Insurances – Legal Clauses

-CT01-MOD06: Specific Contract Conditions: Rig & Drilling Services Contracts - Support Vessel Contract - Air Support Contract.



ADY-SC02 – Supply Chain in Upstream: Transit & Shipping: 3 to 5 days

Summary:

International transportation is a complex chain linking and interacting many actors having various roles and expertise.

This course gives guidelines and good practices in order to properly optimize and secure the international transportation of your shipment. It gives sound knowledge of International Trade and the physical organization of international transportation chain.

Audience:

Any personnel involved in the Expediting and shipping of Goods: Procurement, Logistics, Transit Agent.

Purpose:

Upon completion of this course the attendants will have a complete understanding of the various tasks of the Transit and Shipping functions.

They will also have a sound knowledge of the different transportation modes.

They will be able to enhance their efficiency in the various positions of a Transit/Logistics department and improve the Supply Chain efficiency.

Content of the Course:

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

-SC02-MOD01: Definition of the Supply Chain: Comparison in Manufacturing industry and Upstream industry. Examples.

-SC02-MOD02: Transit & Shipping: Legal framework and Incoterms, role of the Transit Agent and Key Players, Liability & Insurances in international transportation, Contracting the Transit Agent, Customs Regulations, Packing of the Goods.

-SC02-MOD03: International Air Freight Forwarding: Legal framework, the Documents and Contract, Types of Aircrafts, Commercial Lines and Charters.

-SC02-MOD04: International Sea Freight Forwarding: Legal framework, the Documents and Contract, Organization of the international shipping industry, Commercial Lines and Charters.

-SC02-MOD05: International Land Freight Forwarding: Legal framework, the Documents and Contract, Liabilities and Obligations.

-SC02-MOD06: International Transportation of Dangerous Goods: Legal framework, Classification of DG, the Documents, the Packing & Marking.



ADY-SC03 - Supply Chain in Upstream: Material Management: 3 days

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 controllers, Cost Controllers, Buyers, Logisticians but also actors from the technical department: Technical Administrators and members of the Duet.

Purpose:

The attendants to 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:

-SC03-MOD01: Supply Chain and Introduction to Material Management: Definition and Comparison of Supply Chain in Manufacturing industry and Upstream industry. Examples. Introduction to Material and Stock Management – The Finance Global Approach.

-SC03-MOD02: Stock Management: Stock Management Objectives, Definition and Procedures – Stock organizational structure and Actors – The Material Management Digital Tools.

-SC03-MOD03: Stock Control Activities: Stock Control Basics – The essential Pre-Requisite: The Master Data – The Stock Control Criteria – Stock Movements: General Process – Specific Stock Processes.

-SC03-MOD04: Stock Analysis and Optimization: Methods and Objectives of Stock Analysis – Stock Optimization – Specific Follow-Up on top Common Analysis.

-SC03-MOD05: Physical Stock Management: Interface between physical and ERP stock Inventory - Storage Conditions and Activities – Inventory Management and Audits.

Adinergy Course Description

ADY-LOG01 - Supply Chain in Upstream: Management of Logistics: 5 days



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 the means.

The course prepares current or future engineers to manage Logistics by giving them a deep knowledge of the Services Contract and its logistic specificities.

The course will also drive the future Managers to innovation and the future: Reduction of Logistic Carbon Footprint, innovative IT platforms, Processes control and continuous improvement, TRL scale description.

Finally, it gives principles and knowledges for an efficient Human Resources Management.

Audience:

Logistic Superintendents or engineers; 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:

-LOG01-MOD01: Definition of the Supply Chain: Comparison in Manufacturing industry and Upstream industry. Examples. Role of Logistics in Upstream Supply Chain.

-LOG01-MOD02: Contracting Strategy: Compliance, Legal Framework, Local Content, definition of the Contracting Strategy.

-LOG01-MOD03: Call For Tender & Contractor Selection: Pre-qualification, CFT, Bid evaluation, Comparison and award.

-LOG01-MOD04: Typical Contract Conditions: Performance of the Service, Financial conditions, Liabilities & Insurances, Legal clauses.

-LOG01-MOD05: Main Logistic Contracts specificities: Marine & Aero.

-LOG01-MOD06: Risk Management & Control: Logistic Hazards identification, RA – JRA – Emergency preparedness.

-LOG01-MOD07: How to reduce Logistics carbon footprint: Environment issues – Monitoring & KPIs – Transportation impact and reduction of impact.

-LOG01-MOD08: Logistic Processes and Continuous Improvement: Logistic processes description - Presentation of main digital platforms for O&G Supply Chain Management: SAP/Wellit/Cinetics®/Intrinsix IM-LM/iLogistics/PetroSuite – Lean & Continuous Improvement - Innovation

-LOG01-MOD09: Human Resources Management and Cost Control: Recruitment, Training – Developments of Talents – Management of Technical Expert – Cost Accounting Structure- Budget Process – Costs Follow-up and Reporting.



ADY-LOG02 – Supply Chain in Upstream: Logistics: 5 to 10 days

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:

-LOG02-MOD01: Supply Chain & Logistics: Comparison in Manufacturing industry and Upstream industry. Examples. Mission and organization of Logistics in the Supply Chain.

-LOG02-MOD02: Supply Base Definition and Management

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

-LOG02-MOD03: Lifting and Handling

- The Golden Rules
- Lifting Appliance & Accessories

-LOG02-MOD04: Land Transportation

- Generalities: Referential, Organization and Regulations
- Vehicles types
- Organizing Land Transportation in a E&P entity.

-LOG02-MOD05: Marine Operations

- Rules and Regulations
- Marine Operations
- Types of Vessels used
- Transfer of Personnel at Sea

-LOG02-MOD06: Air Support Operations

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

-Advanced Logistic Platform: Presentation of an innovative digital platform for O&G Supply Chain: Cinetics®: Integrated planning – Communication – HSEQ Monitoring – Logistic Base Management.

-Exercise: Through the digital platform, students will play an exercise of a logistic mobilization for the drilling of an offshore well.

Adinergy Course Description

ADY-LOG03 - Living Base Management: 3 days.



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 norm.

Audience:

Camp Boss, 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 able to implement a Food Safety Management System and implement the hygiene rules HACCP.

They will have knowledge on the optimized way to manage a Catering Contractor.

Content of the Course:

-LOG03-MOD01: Living Base Administration: Living Base Administration: Catering, Housekeeping

-LOG03-MOD02: HACCP: HACCP detailed description: Definition, History and benefits, Regulatory frame, the concept of equivalence, HACCP certification scheme, pre-requisite programs. Preparation, team, Codex principles, Hazard Analysis, Critical Control Points, Monitoring, Corrective actions, Validation during design, Implementation, Verification, HACCP Review & Maintenance

-LOG03-MOD03: Food Safety Management System: HACCP Internal Audit.

-LOG03-MOD04: Catering Contract: Scope Of Work, Contract review, Follow-up documents, Reporting, KPI, Incentive.



ADY-HSE01 - Managing H2SE in Projects and Operational Entities: 5 days

Summary:

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

Audience:

Any business managers, engineers to hold a H2SE Management position. All personnel in Management position need to understand how implementing a basic Health and Safety System in the Entity or at least to know its Content and Structure.

Purpose and Deliverables:

Upon completion of this course, the attendants will have a complete view of what is a full HSSE Management System, what it is used for and how to build an HSSE 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:

-HSE01-MOD01: Description of the H2SE Management System:

- **Part 1: The Fundamentals of an H2SE MS:** Safety leadership to be explained by roles, communication to create necessary motivation. Continuous improvement and implementation.
- **Part 2: : The main Elements of the H2SE MS:** Review of typical elements of a HSSE MS forming the structure of the System. Policies & Objectives. Documenting the MS. Organization and Resources

-HSE01-MOD02: Risk Management: Hazards identification, Risk Assessment methodology, Job Risk Assessment. PTW system (Permit to Work) and Contractor Management.

-HSE01-MOD03: Respect for Environment: Definition of issues, Environmental Baseline & Regulatory framework, Environmental Impact Assessment, Environmental Management System & Procedures, Monitoring & KPI's.

-HSE01-MOD04: Emergency Preparedness - Crisis Management: Principles, structure and elements of HSE plans explained. Crisis management organization and communication during emergencies. Training & Drills.

-HSE01-MOD05: Learning from Events: Definition of Events, Observation, Notification and first measures, Analysis & Reporting, Communication & Lessons learned Reporting, KPI's definition.



ADY-HSE02 – Basic Knowledges in Operational HSE: 3 to 5 days*

Summary:

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

Audience:

The course will benefit all staff associated with the Operations, Maintenance, 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:

-HSE02-MOD01: Main Hazards identification in Upstream industry: Main high risk situations and control measures regarding: Use of electrical devices, Fire, Confined space, Working at height, Lifting & Handling, Use of Gas, Movement of Vehicles, Radio Protection, Equipment under pressure, Explosive atmosphere.

-HSE02-MOD02: Risk Control tools: Risk Assessment, toolbox talks, Permit To Work process, Personal Protective Equipment

-HSE02-MOD03: HSE investigation tools: Incident investigation, incident analysis, understanding HSE indicators.

-HSE02-MOD04: Management of Change: Learning from previous incidents and near misses, Management of Change process, Human Factors.

-HSE02-MOD05: Contractor's Management: Description of the tools developed by the Company to control and improve the HSE performance of its Contractor: Surveillance Plan, audits and safety tours, inspections and bridging documents.

-HSE02-MOD06: Health & Hygiene: Medical support, General Hygiene and Occupational Health.



ADY-HSE03 - H2SE in Drilling Operations: 5 days

Summary:

HSSE in Drilling Operations presents all risks associated to Rig equipment and Drilling Operations. Students will learn about all different aspects of HSSE in Drilling Operations: The Regulatory Frame - The Risks associated to Drilling Operations and the way to mitigate them - The Respect for Environment - The Well Control and the tailored H2SE - Management System to Drilling Operations.

Audience:

Any Superintendents, Supervisors and Technicians involved in the Safety of Drilling Operations. This course is also a necessary refresher for drillers who are daily exposed to the specific Risks of the Rig environment.

Purpose:

Upon completion of this course, the attendants will have a complete view of what are the best practices to ensure high HSSE Standard during Drilling Operations. All aspects are reviewed: Personnel behavior, Equipment standards, Emergency and Environmental Plans and Procedures, Certification, Training and Management Organization.

Content of the Course:

-HSE03-MOD01: Introduction to Drilling Operations: Environment and activity, Equipment, Personnel exposed, Overview of Standards, Rules and Regulations, Standard Drilling Configurations, Notion of “Energy”, Roles and Responsibilities – Hazards Identification and Risk Assessment, Hazardous Areas on Rig.

-HSE03-MOD02: Risks associated to Drilling Operations:

- **Rig Floor:** Risk Categories, Potential Consequences, Control & Mitigation Measures, Safe Practices.

- **Drilling Fluids & Cementing Operations:** Chemical Risk, Pressure Risk, Mud Treatment Facilities, Pollution Risk, Solid Control and Waste Management – Control Measures.

- **Supporting Facilities:** Machinery space – Workshop Area – Storage Area – Office and Living Quarters: Risk Exposure and Safe Practices.

-HSE03-MOD03: Respect for Environment: Diversity of Issues-Regulatory frame - BAT - EBS- ESIA – Environmental Management Plans & Procedures – Monitoring and KPIs .

-HSE03-MOD04: Well Control: Introduction – Scenarios of Loss of Well Control – Safety Barriers - BOCP.

-HSE03-MOD05: HSSE Management System for Drilling Operations: Reminder of Generic HSSE-MS – Tailoring the HSSE-MS to Drilling Operations – HSSE Management of Contractors – Key Elements: Medevac, Minimum Training Requirements, Emergency Drills, Management of Change and Human factor.

ADY-HSE04 – H2SE in Logistic Operations: 5 days



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. Trainees will also have knowledge to implement Safety Management System in their Logistic activity. All aspects are reviewed: personnel behavior, equipment standards, certification, training and management organization.

Content of the Course:

-HSE04-MOD01: Safety in Lifting Operations: Applicable Rules and regulations. Description of a Lifting Management System. Lifting Categories, Risk Assessment and Lift Plans. Equipment: Inspection-Certification-Operating modes

-HSE04-MOD02: Safe Storage: Basic safety storage characteristics. Storage compatibilities. Recommended storage practices.

-HSE04-MOD03: Transport of Dangerous Goods: Dangerous Goods International Regulations, Dangerous Goods Classification & Identification, Dangerous Goods Packing & Marking.

-HSE04-MOD04: Safety in Land Transport: Review of Golden Rules and implementation of a Land Transportation Management system.

-HSE04-MOD05: Safety in Marine Operations: Introduction - International regulations related to Safety of Sea Transportation - Ashore Installations & Operations - Offshore Installations & Operations - The Collision Risk Management - Inland Waterways: HSE Specifics.

-HSE04-MOD06: Safety in Air Transportation: International regulations related to Safety of Air Transportation. Implementation of a Safety Management System, Quality Assurance and Emergency Response Plan applicable to Air Transportation.

ADY-PM01 – E&P Project Contract: Engineering, Procurement and Construction Contract: 3 to 5 days*



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 Oil & Gas specificities.

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 and contractual terms.

-PM01-MOD01: Contracting Strategy: Compliance - Legal framework, link with the PSA / JOA - Definition of an OPCO - Project Local Content contracting policy - Project Contracting Strategy.

-PM01-MOD02: Call For Tender: Review of the different steps of the CFT from Operator and Contractor point of view - Review of various modes of Contractor selection: Competitive CFT, Design competition, Single source: Open Book Tender.

-PM01-MOD03: Bids analysis and Contractor selection: Technical and Commercial evaluations and clarifications - Bids comparison, Contract Committee and Contract award.

-PM01-MOD04: 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 in a construction Contract. To learn the Certificates system, the Change Orders & claim process and the particular reasons for suspending or terminating a Contract. They will also review the bank guarantees, the Liquidated Damages and the limitation of Liability.



ADY-PM02 – E&P Project: Project Definition & Control: 3 days.

Summary:

From the discovery to the production, how an O&G project is defined, decided and controlled. This course covers all the processes of Project Development.

Audience:

All engineers involved in Project development activities and who need to have an overall view of the Project definition and control.

Purpose:

Upon completion of this course the attendants will have a throughout understanding of the studies leading to the decision to invest in an energy Project. They will be familiar with the methods of cost estimation, budget definition and control.

They will also understand the schedule importance in the Project control and success.

Content of the Course:

-Introduction: Presentation of E&P Development Projects - Signature of the Patrimonial Agreement - Identification of Project Stakeholders and their Objectives.

-PM02-MOD01: Project Definition: From Appraisal to Basic Engineering, the steps and studies leading to the Final Investment Decision - The Front End Loading and Stage Gate Process - The Project Execution Plan.

-PM02-MOD02: Contractual Strategy: Compliance - Legal framework, link with the PSA / JOA - Definition of an OPCO - Project Local Content Contracting Policy - Project Contracting Strategy.

-PM02-MOD03: Cost Definition and Control: Cost estimation of a Project: Method of CAPEX estimate through the pre-project studies - CAPEX and OPEX - Cost Budgeting and Control.

-PM02-MOD04: Time Definition and Control: Planification Principles - Planning and Scheduling of a Project - Progress Measurement.

Adinergy Course Description



ADY-PM03 – Techniques of Negotiation in Project: 3 to 5 days*

ADY-CT02 – Techniques of Negotiation in Purchasing and Contracting: 3 to 5 days*

Summary:

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

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

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

Audience:

Contract Engineers, Purchasers, Package Managers and any actors involved in the Contracting / Purchasing functions and the negotiation of Project. 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.

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.

-PM03-MOD01: Composition of the Negotiation Team

-PM03-MOD02: Negotiation methodology: DIDACTIC.

- **Phase 1: The Preparation**

- Subject
- Risks
- Objectives
- Compensations

- **Phase 2: The Negotiation**

- Arguments
- Reciprocity
- Evaluation of Results
- Conclusion

-PM03-MOD03: Workshop: Behavior and Leadership

Through exercises, trainees improve their ability to talk publicly and lead a negotiation.

-Exercises: 50% of the time will be spent on real situations exercises. The exercises are adapted to the course reference: Project, Purchasing or Contracting.

-Video is used for the Workshop and Exercises in order to improve in live the oral expression and the results of the negotiation exercises.



ADY-PM04 – E&P Project : Developing Project Sustainability: 2 days

Summary:

After having detailed the fundamental elements of Compliance, Ethics and Culture, this course provides essentials clues to identify, analyse and address cultural gaps in the context of an O&G Project. It gives a thorough understanding in Local Content issues and proposes tactics to increase in-country added value while reducing overall project costs. It addresses the differences between Local Content and Social Projects and proposes a strategy to enhance CSR impact.

Audience:

Contract Engineers, Project Package Managers, any actor involved in the relationship between the Company and the Host State stakeholders (authorities, local entrepreneurs, civil society...)

Note: **Mod01 Compliance, Ethics and Cultural Awareness** can be attended separately and is recommended for all expatriate staff involved in a Project.

Purpose:

Upon completion of this course the attendants will have a throughout understanding of cultural issues and will have necessary clues to turn cultural gaps into bridges.

They will understand the strategic value of Local Content for Host States and will be able to boost projects acceptability thanks to a win-win approach of local content and social projects.

Content of the Course:

-Introduction: The importance of developing acceptability.

-PM04 MOD01: Compliance, Ethics and Cultural Awareness: Compliance definitions, Compliance Process, Notions of Ethics. Definition and examples of cultural gaps. Review of the three main components of Culture. Concrete example of cultural analysis. Solutions to bridge cultural gaps.

-PM04-MOD02: Local Content: Mistaken beliefs on Local Content. The point of view of the Host State. Local Content and cost reduction: the win-win approach.

Review of the Local Content Management Plan.

-PM04-MOD03: Corporate Social Responsibility: The classic approach of CSR. Tactics for boosting impacts of Social Projects. Solutions to insert Local Content into a global CSR strategy.



On Site Coaching



On Site Coaching (OSC)



H2SE

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

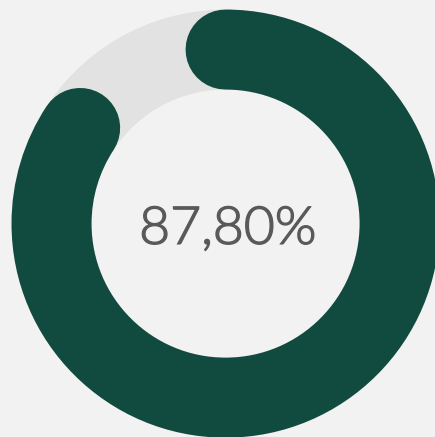
Logistics

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

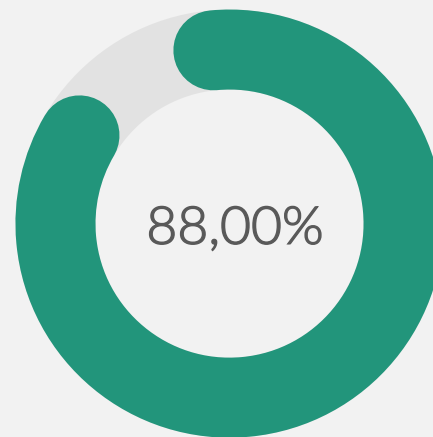
OSC Programs will be developed and adapted to Clients requests.

Our Clients evaluate us

Average of Clients evaluation: Period 2018 - 2019



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level of expertise**



**Instructors
pedagogical quality**

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