

**GUIDELINES FOR THE PERMANENT REMOVAL OF OFFSHORE PERSONNEL**  
**Ver 2. (2010)**

**This document sets out the guiding principles and process to be followed in the event of permanent removal of contractor personnel from an offshore installation.**

**All parties recognise the need to attract and retain the skills essential for operations on the UKCS. Industry reputation is an important factor and therefore these guiding principles and process have been drawn up to address the issue of unjustified removal or blocking of individuals from an installation.**

**Application**

These guiding principles and process apply to offshore installations and to the permanent removal of individual contractor personnel. They are not intended to cover changes in personnel requirements or numbers for reasons of operational flexibility. They are not intended to have legal effect or alter the contractual relationships between the various parties who may be involved in any decision.

**Guiding Principles**

1. All parties recognise and support the right of the Offshore Installation Manager (OIM) to remove someone from an installation if that person presents a risk to safety or good order. However this right must not be exercised:
  - without a justifiable reason
  - without subsequent written justification being provided
2. Concerns regarding the behaviour and /or shortfalls in an individual's performance should be raised with the individual's employer who will be given the opportunity to manage their employee through their appropriate internal procedures. However if an individual presents an immediate risk to safety or good order his or her prompt removal from the installation may be appropriate. In such circumstances, the OIM will subsequently provide their reasons in writing to the individual's employer. The employee will be entitled to see these reasons if they so request.
3. Where an individual contractor is removed, normal contractual employment conditions will continue pending investigation of the circumstances. It should not be assumed that removal from the installation implies that the individual concerned will not be permitted to return or in itself constitutes disciplinary action. These decisions will only be taken with the involvement of the onshore management of both the OIM ("OIM's Management") and the contractor employing the individual concerned ("Contractor Management").
4. If permanent removal is deemed to be an appropriate course of action, these Guidelines will be adopted to ensure that this is done fairly and transparently, with written reasons provided.
5. No surprises – an individual should be advised if there is a possibility they will not be returning to their usual installation before leaving the installation at the end of a trip.
6. It is recommended that contractors and operators include in all relevant contracts between them a statement that the parties are aware of the Guidelines and agree between themselves to abide by and apply them if and when necessary in the context of their operations under the relevant contract.

**Process for Permanent Removal**

1. If permanent removal of an individual is being considered, the OIM will inform his/her management and raise the matter with the individual's supervisor and Contractor Management prior to any action being taken.

2. If, after preliminary investigation, the Contractor Management does not believe the proposed permanent removal is justified, the matter will be referred to OIM's Management.
3. If after having conferred with OIM's Management the OIM confirms the intention to permanently remove the individual, then the reasons for this decision must be given in writing to the Contractor Management. The Contractor Management will be given the opportunity to undertake a full investigation and review of all the circumstances in accordance with their own appropriate procedures and access to installations and witnesses will be afforded, as appropriate, in order to obtain first-hand accounts and evidence.
4. If, having concluded all stages of their appropriate procedure, it is the Contractor Management belief that their employee should be allowed to remain on the installation; they will approach the OIM's Management to discuss the matter further, providing a summary of the investigation and recommendation.
5. Following this further discussion the OIM's Management will advise its final decision and the supporting reasons in writing to Contractor Management. This communication will be considered the final stage of the process.

**The above Guiding Principles and this Process are effective as of 1<sup>st</sup> day of October 2010**

If an employer or an independent trade union believes that the above Guiding Principles or Process have not been followed in any particular case then the matter should be reported in writing to the Health Safety and Employment Issues Director, Oil and Gas UK, who will bring this to the attention of the Board of Oil & Gas UK and maintain an annual listing of such reported cases.

**Review**

The operation and effectiveness of these guidelines will be jointly reviewed by Oil & Gas UK and the trade unions on an annual basis.