



adenergy

TRAINING - COACHING - CONSULTING

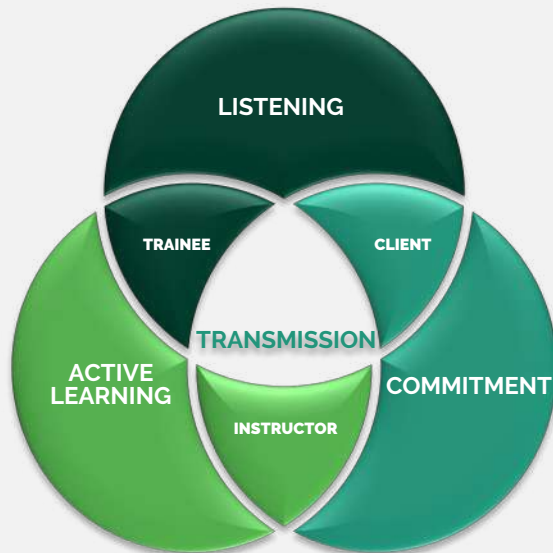
INTRODUCTION & CATALOG

Adinergy's ID Card



Our Services

- Training
- Consulting
- On Site Coaching

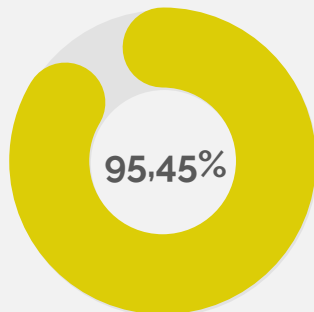


Our Model



Our Trades/Disciplines

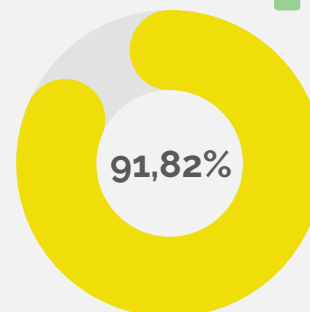
- Supply Chain Management
- H2S-Environment-Energy Transition
- Project Management



Instructors level of expertise

Our Clients' Rating*
2022

*Average of Trainees evaluations for last year



Instructors pedagogical quality



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.

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 Teaching Modes



Classroom Traditional Learning
Optimal transmission conditions
Client's premises

Training day: 6 hours

Online Course Animation
Optimized transmission conditions
Use of adapted digital tools for
tests and exercises.

Training day: 4 hours

Online Course Access
Stand alone access
Course material + oral comment +
integrated quiz & exercises.
Training day: Free
First modules available in 2023.

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, **evalbox** can be utilized by Trainees for their auto-evaluation (self-training), in order to evaluate and improve their knowledge level and acquisition.

Upon completion of Training and final evaluation, Trainees will be awarded an **Attendance Certificate.**



Online Training Modalities

1

Session opening:
Instructor's presentation.
Trainees presentation & expectations

2

Introduction:
Reminder of participation rules

Introduction:
Presentation of tools.

3

Online evaluation test.

Individual results sharing

evalbox

4

Training:
Power Point presentation sharing, online individual exercises, business cases, videos sharing & group discussions.

MURAL

5

Day start:
Online presence sheet signature.
Reminder of day before learning content and group discussion to assess good understanding

evalSign

6

End of Training:
Conclusion, Online evaluation test, Individual results sharing, closing.
Training evaluation,

evalform

7

After closure:
Course document + Certificate sent to Trainees.

Assessment summary + Presence sheet sent to Client.



Adinergy is Quality certified



Qualiopi the French Quality Certification
specific to Teaching & Training Public & Private
Organizations.



Training Summary





Introductions

The Introductions are not strictly speaking Courses. These presentations give a general understanding of a topic in a short time. They are delivered without exercises and evaluation test.

Introduction to O&G Projects

Reference:
INTRO-FLC

The various cycles of a Field Life and a Development project.
Geology – Drilling phases.

Prerequisite: None
Duration: 4 Hours

Level: **Foundation**
Skill
Advanced

Introduction to Upstream Supply Chain

Reference:
INTRO-SC

Comparing SC of a Manufacturing Industry and the one of the Upstream Industry allows to understand their Similarities and Specificities.

Prerequisite: None
Duration: 4 Hours

Level: **Foundation**
Skill
Advanced

Introduction to Upstream Logistics

Reference:
INTRO-LOGEP

Overview of the role of Logistics in Operations and the numerous disciplines covered by Logistics.

Prerequisite: None
Duration: 8 Hours

Level: **Foundation**
Skill
Advanced



Introductions

The Introductions are not strictly speaking Courses. These presentations give a general understanding of a topic in a short time. They are delivered without exercises and evaluation test.

Incoterms 2020

Reference:
INCOTERMS

The 11 Incoterms reviewed in detail.

What are the changes introduced in the last 2020 revision ?

Prerequisite: None

Duration: 8 Hours

Level: **Foundation**
Skill
Advanced

Hydrogen: The Alternative Fuel

Reference:
INTRO-H2

Definition of Hydrogen – The various types of H2: Grey-Blue-Green. Role of H2 in the energy transition. The Hydrogen of the Future.

Prerequisite: None

Duration: 8 Hours

Level: **Foundation**
Skill
Advanced

LNG: Energy of Transition

Reference:
INTRO-LNG

Role of Natural Gas in the energy transition.
The LNG Value Chain:
Exploration/Production-
Liquefaction-Shipping-Distribution

Prerequisite: None

Duration: 4 to 8 Hours

Level: **Foundation**
Skill
Advanced



Introductions

The Introductions are not strictly speaking Courses. These presentations give a general understanding of a topic in a short time. They are delivered without exercises and evaluation test.

Value Chain, Supply Chain & Logistics in Offshore Wind Industry

Reference:

OWI

An overview of the Offshore Wind Industry to understand how an efficient Contractual Strategy, Supply Chain and Logistics Management are essential to the sustainability and profitability of Offshore Wind Farms.

Prerequisite: None

Duration: 8 Hours

Level: **Foundation**
Skill
Advanced



Course: Train the Trainer

Training course: leading and ability to talk in front of an Audience

1. Train the Trainer: Introduction:

- How to be a good trainer,
- How adults learn,
- Groups dynamics and management of individuals
- Fright and stress – tip or trick to animate peacefully
- How to conclude a training session

2. Workshop: Behavior and Leadership:

- Develop her/his ability to talk in public and convince an audience:
 - Oral individual exercise
 - Behavior exercise
 - How to improve her/his speech.
- These exercises make an intensive use of video camera

Duration: 1 to 2 days

Level: For current or future Trainers.



Courses: Supply Chain Management

E&P Technical Services Contract

Reference of the Course:
ADY-CT01

The Technical Services Contract:
Contracting Strategy defined for a Drilling Campaign.
Review of the Contracting Process and Contract content.

Prerequisite: Experience: 2 years

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.

Prerequisite: Experience: 2 years

Duration: 3 to 5 days

Level: Foundation
Skill
Advanced

Purchasing & Procurement

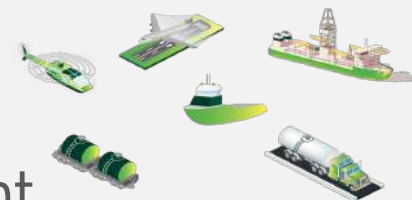
Reference of the Course:
ADY-SC01

Purchasing & Procurement:
Purchasing Process and Strategic Tools. The various functions of Procurement.

Prerequisite: Experience: 3 years

Duration: 3 to 5 days

Level: Foundation
Skill
Advanced



Courses: Supply Chain Management

International Freight Forwarding

Reference of the Course:
ADY-SC02

International Freight Forwarding:

The Contractual relationship with the Transit Agent.

International transportation:
Incoterms, Documentation.
Air & Maritime Actors roles.

Prerequisite: Experience: 1 to 2 years

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.

Prerequisite: Experience: 2 years

Duration: 3 to 5 days

Level: Foundation
Skill
Advanced

Management of Logistics

Reference of the Course:
ADY-LOG01

Management of Logistics:

Logistic Contracts, Management of
Risks, Human Resources and Budget,
Innovation, Logistic Carbon footprint
reduction.

Prerequisite: Experience: 5 years

Duration: 5 days

Level: Foundation
Skill
Advanced



Courses: Supply Chain Management

Upstream Logistics

Reference of the Course:
ADY-LOG02

Upstream Logistics:

Logistic Base definition, Land Transportation, Air Transportation, Water Transportation, Lifting and Handling

Prerequisite: Experience: 2 years

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

Prerequisite: Experience: 1 year

Duration: 3 days

Level: **Foundation Skill**
Advanced

Aeronautical Operations & Safety

Reference of the Course:
ADY-LOG04

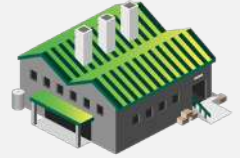
Aeronautical Operations & Safety:

Rules & Regulations. Aircraft & Infrastructures. Ground Operations. The Safety Management System. Emergency Response

Prerequisite: Experience: 3 years

Duration: 3 to 5 days

Level: **Foundation Skill**
Advanced



Courses: Supply Chain Management

Advanced Warehouse Management

Reference of the Course:
ADY-LOG05

Advanced Warehouse Management:
Supply Base definition & Design, Warehouse Mgt Processes, Risk Mgt in Warehousing, The Warehouse Mgt System, The Lean/5S approach, the Advanced Green Warehouse

Prerequisite: Experience: 3 years

Duration: 3 days

Level: Foundation
Skill
Advanced

Supply Chain & Logistics in Offshore Wind Industry

Reference of the Course:
ADY-OWI-LOG06

Supply Chain & Logistics of the OWI:
Value Chain of the OWI, the contractual strategy in Project and M&O. **Supply Chain:** A path to cost reduction and operational excellence. **Logistics:** A tool for pushing OWI beyond its limits.

Prerequisite: Experience: 2 years

Duration: 2 days

Level: **Foundation**
Skill
Advanced

Budget and Cost Control

Reference of the Course:
ADY-FIN-COC01

Budget and Cost Control:
The fundamentals of Cost Control - OPEX and Logistics Cost Control: Budget Process - Opex Cost Follow-up - Opex Classification - Allocation Methods - Costs Follow-up - Cost Reporting.

Prerequisite: Experience: 5 years

Duration: 3 to 5 days

Level: Foundation
Skill
Advanced



Courses:

Health–Safety–Sustainability–Environment–Energy Transition

HSSE Management

Reference of the Course:
ADY-HSE01

Managing H2SE in Projects and Operational Entities: The HSE MS – Risk Mgt – Environment Mgt – Crisis Mgt – Learning from Events.

Prerequisite: Exp.: 5 years

Duration: 5 days

Level: Foundation
Skill
Advanced

HSSE Basics

Reference of the Course:
ADY-HSE02

Basic knowledge in Operational H2SE: Hazards Identification–Risk Control Tools–HSE Investigation Tools–Management of Change–Contractor’s Mgt–Health & Hygiene.

Prerequisite: None

Duration: 3 to 5 days

Level: Foundation
Skill
Advanced

HSSE Drilling

Reference of the Course:
ADY-HSE03

H2SE in Drilling Operations: Risk associated to Drilling – Environment Mgt – Well Control – HSE Mgt System in Drilling Ops.

Prerequisite: Exp.: 2 years

Duration: 5 days

Level: Foundation
Skill
Advanced



Courses:

Health-Safety-Sustainability-Environment-Energy Transition

HSSE Logistics

Reference of the Course:
ADY-HSE04

H2SE in Logistic Operations:
Lifting-Storage-Transport-
Dangerous Goods.

Prerequisite: Exp.: 2 years
Duration: 5 days

Level: **Foundation**
Skill
Advanced

Waste Management

Reference of the Course:
ADY-HSE05

Waste Management:
Regulatory Frame – Waste
Management Plan.

Prerequisite: Exp.: 2 years
Duration: 3 days

Level: Foundation
Skill
Advanced



Courses:

Health–Safety–Sustainability–Environment–Energy Transition

Energy Transition: From LNG to Hydrogen, transition to a decarbonized economy

1. LNG: Energy of Transition

Role of Natural Gas in the energy transition.

The LNG Value Chain: Exploration/Production-Liquefaction-Shipping-Distribution

2. Introduction to Hydrogen:

Hydrogen definition & Properties.

Hydrogen Production: The various ways of producing Hydrogen. The production challenges

Hydrogen in the Energy Transition

R&D for a Clean, Safe and Affordable Hydrogen.

3. How to reduce Logistics Environmental Footprint:

Pollutions generated by Logistics and their impacts.

Pollutions & Impacts by Transport mode. The emission reduction solutions for Air – Maritime – Road Transports.

How to reduce the environmental footprint of the Warehouse.

Duration: 3 days

Prerequisite: Experience: 1 year

Level:

Foundation

Skill

Advanced



Courses: Project Management Training

Project Contract

Reference of the Course:
ADY-PM01

The EPC Contract:
Engineering, Procurement
and Construction Contract

Prerequisite: Exp.: 3 years
Duration: 3 to 5 days

Level: Foundation
Skill
Advanced

Project Profitability Studies

Reference of the Course:
ADY-PM02

**Project Profitability
Studies:**
Studies-Risk Analysis-
Sensitivity Analysis.

Prerequisite: Exp.: 2 years
Duration: 5 days

Level: Foundation
Skill
Advanced

Negotiation in Project

Reference of the Course:
ADY-PM03

Techniques of Negotiation:
Application to
Development Projects.

Prerequisite: Exp.: 2 years
Duration: 3 to 5 days

Level: Foundation
Skill
Advanced

Project Sustainability

Reference of the Course:
ADY-PM04

**Developing Project
Sustainability:**
Compliance-Local Content-
CSR.

Prerequisite: Exp.: 1 year
Duration: 2 days

Level: **Foundation**
Skill
Advanced



Courses: Project Management Training

Risk Management in E&P Project

Reference of the Course:

ADY-PM05

Risk Management:

Risk Mgt Plan – Risk Identification & Assessment Methods – Response Strategies.

Prerequisite: Exp.: 2 years

Duration: 3 to 5 days

Level: Foundation
Skill
Advanced



Live Learning Online Training



Live Learning Training Modules: **Introductions**

Field Life Cycles:
Introduction to O&G
Operations
Duration: 4 Hrs

Supply Chain in
Upstream

Duration: 4 Hrs

Introduction and
Overview of E&P
Logistics

Duration: 8 Hrs

Incoterms 2010 – 2020

Duration: 4 Hrs

Introduction to LNG:
Energy of Transition

Duration: 8 Hrs

Introduction to
Hydrogen: The
alternative Fuel

Duration: 8 Hrs

Value Chain, Supply
Chain & Logistics in
Offshore Wind
Industry

Duration: 8 Hrs

Live Learning Training Modules: **Supply Chain Management**

E&P Technical Services Contract:

Technical Services
Contractual Strategy
Level: S
Duration: 8 Hrs

Call for Tender for
Service Contract
Level: S
Duration: 4 Hrs

Bids Evaluation and
Contract Award
Level: S
Duration: 4 Hrs

Typical Service Contract
Conditions
Level: S
Duration: 12 Hrs

Specific Service Contract
Conditions: Vessel &
Aero Support
Level: S
Duration: 8 Hrs

Negotiation in Purchasing and Contracting:

The DIDACTIC
Negotiation Method
Level: S to A
Duration: 12 Hrs

Purchasing & Procurement:

Supply Chain &
Procurement Functions
Level: F
Duration: 4 Hrs

The Purchasing Process
Level: S
Duration: 8 Hrs

The Purchasing Strategic
Tools.
Level: A
Duration: 8 Hrs

Live Learning Training Modules: **Supply Chain Management**

International Freight Forwarding:

Supply Chain Definition &
Role of the Transit in the
SC

Level: F

Duration: 4 Hrs

International Freight
Forwarding

Level: S

Duration: 12 Hrs

International Air Freight
Forwarding

Level: F

Duration: 4 Hrs

International Sea Freight
Forwarding

Level: F

Duration: 4 Hrs

International Road
Freight Forwarding

Level: F

Duration: 4 Hrs

Material Management:

Supply Chain &
Introduction to Material
Management

Level: F

Duration: 4 Hrs

Stock Management

Level: F

Duration: 4 Hrs

Stock Control Activities

Level: F

Duration: 8 Hrs

Stock Analysis &
Optimization

Level: S

Duration: 8 Hrs

Physical Stock
Management

Level: F

Duration: 4 Hrs

Energy Transition:

How to reduce Logistics
environmental Footprint?

Level: F to S

Duration: 8 Hrs

Live Learning Training Modules: **Supply Chain Management**

Upstream Logistics:

Missions and
Organization of Logistics
inside the Supply Chain

Level: F
Duration: 4 Hrs

Supply Base Definition
and Management

Level: F
Duration: 8 Hrs

Lifting & Handling.

Level: F
Duration: 8 Hrs

Land Transportation

Level: F
Duration: 4 Hrs

Marine Operations

Level: F
Duration: 12 Hrs

Air Transportation

Level: F
Duration: 12 Hrs

Living Base Management:

Living Base
Administration

Level: F
Duration: 4 Hrs

HACCP

Level: F
Duration: 8 Hrs

Food Safety Management
System

Level: F
Duration: 4 Hrs

Catering Contract

Level: S
Duration: 4 Hrs

Live Learning Training Modules: **Supply Chain Management**

Advanced Warehouse Management:

The Warehouse inside
the Supply Chain
Level: S
Duration: 4 Hrs

Lean Management and 5S
Level: S
Duration: 8 Hrs

The Green Warehouse &
WMS
Level: F
Duration: 4 Hrs

Supply Chain & Logistics in the Offshore Wind Industry:

The Value Chain of the
OWI
level: F
Duration: 4 Hrs

The Supply Chain of the
OWI
Level: F
Duration: 4 Hrs

The Logistics of the OWI
Level: F
Duration: 4 Hrs

Marine Operations in
OWI
Level: F
Duration: 4 Hrs

Air Support Operations in
OWI
Level: F
Duration: 4 Hrs

Budget and Cost Control:

The Fundamentals of
Cost Control
level: S
Duration: 4 Hrs

OPEX Cost Control
level: S
Duration: 4 Hrs

Logistics Cost Control
level: S
Duration: 4 Hrs

Drilling Cost Control
level: S
Duration: 4 Hrs

Live Learning Training Modules: **H2SE Management**

H2SE Management:

The H2SE MS:
Fundamentals and main
Elements
Level: S to A
Duration: 4 Hrs

Risk Management
Level: S
Duration: 8 Hrs

Respect for Environment
Level: S
Duration: 12 Hrs

Emergency Preparedness
& Crisis Management
Level: S
Duration: 12 Hrs

Learning from Events
Level: S
Duration: 8 Hrs

Basics in Operational H2SE:

Main Hazards
Identification in
Upstream Industry
Level: F
Duration: 4 Hrs

Risk Control Tools
Level: F
Duration: 12 Hrs

HSE Investigation Tools
Level: F
Duration: 4 Hrs

Management of Change -
Human Factor
Level: F
Duration: 4 Hrs

Contractor's
Management
Level: F
Duration: 4 Hrs

Health & Hygiene
Level: F
Duration: 4 Hrs

Live Learning Training Modules: **H2SE Management**

H2SE in Drilling Operations:

Introduction to H2SE in Drilling Operations

Level: S
Duration: 4 Hrs

Risks Associated to Drilling Operations

Level: S
Duration: 8 Hrs

Respect of Environment in Drilling Operations

Level: S
Duration: 12 Hrs

Well Control

Level: A
Duration: 8 Hrs

H2SE Management System in Drilling Operations

Level: S
Duration: 8 Hrs

H2SE in Logistic Operations:

Safety in Lifting Operations

Level: S
Duration: 8 Hrs

Risk Management in Warehousing

Level: S
Duration: 8 Hrs

Transport of Dangerous Goods

Level: S
Duration: 8 Hrs

Safety in Land Transportation

Level: S
Duration: 4 Hrs

H2SE in Marine Operations

Level: S
Duration: 16 Hrs

Safety in Air Transportation

Level: S
Duration: 8 Hrs

Live Learning Training Modules: **H2SE Management**

Waste Management:

Diversity of Issues

Level: S

Duration: 4 Hrs

Regulatory Frame - BAT

Level: S

Duration: 4 Hrs

The Waste Management
Plan

Level: S

Duration: 12 Hrs

Live Learning Training Modules: **Project Management**

The Project EPC Contract:

Project Contractual
Strategy

Level: S
Duration: 8 Hrs

Call For Tender

Level: S
Duration: 4 Hrs

Bid Analysis and
Contractor Selection

Level: S
Duration: 4 Hrs

Typical EPC Contract
Conditions

Level: S
Duration: 12 Hrs

Investment Profitability Studies:

Economic evaluation of
E&P projects

Level: S to A
Duration: 8 Hrs

Contractual, Fiscal &
Economical Frame in
Profitability Analysis

Level: S to A
Duration: 8 Hrs

From Projects' economics
to Company financial
Performance.

Level: S to A
Duration: 8 Hrs

Developing Project Sustainability:

Compliance - Ethics and
Cultural Awareness.

Level: F
Duration: 4 Hrs

CSR & Local Content

Level: S
Duration: 8 Hrs

Live Learning Training Modules: **Project Management**

E&P Project Risk Management:

Project Risk
Identification

Level: S
Duration: 4 Hrs

Project Risk Assessment

Level: S
Duration: 8 Hrs

Risk Response Planning

Level: S
Duration: 8 Hrs



Class Training Description



Adinergy Course Description



ADY-SC01 – Purchasing & Procurement: 3 to 5 days*

Summary:

The first chapter defines the Supply Chain in the energy industry. 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 detail 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, the relationship between Vendor and Buyer, the 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 Logistics function.

Deliverables:

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 and have the keys to optimize the Process and add value in their Purchasing function.

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 studies in detail the various steps of the Purchasing Process 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: International 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.



ADY-CT01 – The 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.

Representative of Technical Departments 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.

Deliverables:

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 (optional): Operational description of this critical phase of Operator activities to introduce the various contracts covering this phase.

-CT01-MOD02: Technical Services Contracting Strategy: Sustainable Purchasing/Contracting Definition & Principles - Compliance, Ethics - 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 – Cost Structure & Analysis - 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 (optional): Rig & Drilling Services Contracts - Support Vessel Contract - Air Support Contract.



ADY-SC02 – International Freight Forwarding: 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 a function of the Supply Chain: Buyer, Contract Engineer, Expeditor, Transit and Logistics.

Deliverables:

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.

Adinergy Course Description



ADY-SC03 - 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 answers this question.

Audience:

Actors of the Supply chain: Stock Controllers, Cost Controllers, Buyers, Logisticians but also actors from the technical department: Technical Administrators, Maintenance and Production supervisors and members of the Duet.

Deliverables:

The attendants to this course will be able to better act to optimize the stock and reduce its value. They will also improve their ability to better interact with all Actors for a better Material Management efficiency.

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: The “4 Right” objectives leading to Stock Optimization – Stock Management Procedures – Stock organizational structure and Actors: The various interfaces of Stock Control – The Material Management Digital Tools: The ERP, review of the main ERPs.

-SC03-MOD03: Stock Control Activities: Stock Control Basics: Definition and Acronyms – The essential Pre-Requisite: The Master Data: The Vendor Master, the Service Master, the Material Master: Organization, Creation, Guidelines – The Stock Control Methodology: Stock Material Parameters – Different types of Stock Control, decision tree – The MRP, The MAP, Lead Time – Stock Movements: General Process – Specific Stock Processes.

-SC03-MOD04: Stock Analysis and Optimization: Potential problems in Stock Analysis: Review and Exercises - Methods and Objectives of Stock Analysis: Pareto Principle, ABC + WXY – ASD Analysis, KPIs, Stock Report – Stock Optimization: Objectives, Data cleaning, Corrective actions after Stock Analysis, Reduction of Stock Value – Inventory Management: Objectives, The 3 types of Stock Inventory, General Process, the Quality Check.

-SC03-MOD05: Physical Stock Management: Interface between physical and ERP stock Inventory - Storage Conditions and Activities – Description of physical storage areas: Supply Base, Warehouse, Yard – Good Storage Practices.

Adinergy Course Description



ADY-LOG01 - 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.

Deliverables:

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®/Intrinx 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.

Adinergy Course Description



ADY-LOG02 – 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.

Deliverables:

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: Regulations - Driving Licence - Vehicle Types - Vehicle Sizes - Vehicle Classification - Vehicles Limitation - Shipping Containers.

10 Golden Rules of Land Transportation: 10 Golden Rules to drive and operate safely. **Organizing & Optimizing Land Transportation in E&P Entity:** Organization - Reporting – Planning – KPIs - **How to optimize a truck fleet:** The main elements of cost reduction and means optimization.

-LOG02-MOD05: Marine Operations: Rules and Regulations: International Maritime Organization. The Conventions and Codes. The Offshore Industry Organization. The Class Societies & Marine Insurances. Shipping Associations - **Marine Operations:** Ashore Loading Operations. DP Operations. On Site: Transfer of Materials - Types of vessels used in the Upstream Industry - **Transfer of Personnel at Sea.**

-LOG02-MOD06: Air Support Operations: Rules and Regulations: The regulatory frame of Air Operators activities : ICAO - IATA - EASA - FAA – NCAA - **Manuals - Certificates and Maintenance:** Air Operator Certificate - Air Operator Organization - Air Operations Manual - Maintenance and Airworthiness - **Aircrafts used in the offshore industry:** Light Lift - Medium Lift - Heavy Lift Helicopters - **Infrastructures:** Helidecks - Heliports - **Air Support Operations:** Ground Operations.



ADY-LOG03 - Living Base Management: 3 days.

Summary:

The management of a Living Base in remote area is much more than administration. It is closely related to the Health and Workers well-being in places where food and accommodation is essential for the Personnel equilibrium.

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

Audience:

Camp Boss, Cooks, Supervisors, all Personnel involved in the Living Base administration.

Deliverables:

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 define a Scope of Work and manage a Catering Contract.

Content of the Course:

-LOG03-MOD01: Living Base Administration:

- Catering: Production & Storage areas in a collective kitchen: Hygiene – Staff – Various Services.
- Housekeeping: Room cleaning – Lingerie.

-LOG03-MOD02: HACCP detailed description:

- Definition, History and benefits.
- Regulatory frame, the concept of equivalence, HACCP certification scheme, pre-requisite programs.
- HACCP Implementation: 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: (Optional)

- HACCP Internal Audit.

-LOG03-MOD04: Catering Contract:

- Scope Of Work: The importance of a good definition of the SOW. Things to know and traps to avoid.
- Contract review: Main Articles
- Follow-up documents,
- Reporting, KPI, Incentive.

Adinergy Course Description



ADY-LOG04 – Aeronautical Operations & Safety: 3 to 5 days*

Summary:

Aeronautical Operations course is a very deep and complete training on Helicopter/Airplane Support Operations. Upstream industry Actors make an intensive use of this transportation mode to transfer their personnel onto remote and isolated locations: Offshore and Onshore. The conditions of use impose very strict Safety rules, making the industry a model with a very low rate of accidents.

Audience:

All personnel involved in Air Support Operations: Logistic personnel but also HSE personnel having need to focus on Logistic Operations and their Safety.

Deliverables:

Upon completion of this course, the attendants will have a complete view of what are the recommended practices to ensure high HSE Standard during Air Support Operations. Trainees will also have knowledge to implement Safety Management System in their Logistic activity.

All operational aspects are also reviewed: Regulations, Infrastructures, Types of Aircraft used, Maintenance and Ground Operations.

Content of the Course:

-LOG04-MOD01: Air Transport Operations:

- Applicable Rules and Regulations: International Air Regulations – Offshore Industry Standards
- Manuals-Certificates & Maintenance: AOC – Air Operator Organization – Air Operations Manual – Maintenance & Airworthiness.
- Aircraft used in the Upstream Industry: Light, Medium, Heavy duty Helicopters – Turboprop and Jet Planes.
- Infrastructures: Helidecks – Heliports - Runways
- Air Support Operations: Ground Operations – Definition of an Air Support Base.

-LOG04-MOD02: Safety in Air Transportation:

- Implementation of a Air Safety Management System: Conceptual Components and Actionable elements – Hazards/Risk Management (HRM) – Incident Reporting – Quality Assurance.
- Emergency Response: Emergency Response Plan – Search & Rescue – MedEvac.

Adinergy Course Description



ADY-LOG05 – Advanced Warehouse Management: 3 days

Summary:

Advanced Warehouse Management covers all aspects of an efficient Warehouse Management. After having described the Warehouse inside the Supply Base and learnt some basics of the Warehouse design, Trainees will go through the main processes of Warehouse Management. The course will then cover the main Hazards associated to Warehouse Management and how to mitigate and control the Risks.

The course studies how to reduce the carbon footprint of a Warehouse: In its design and construction and in Operations.

A third of the course is devoted to Lean / 5S warehouse management: The origins of these tools, how to deploy them and what benefits to expect.

The last part of the course describes the Advanced Warehouse: Under Management System and Automated.

Audience:

All personnel involved in Warehouse Management: Logistic personnel but also Stock Controllers who need to work in interface with the Warehouse Team.

Deliverables:

Upon completion of this course, the attendants will have a complete view of the Warehouse Processes, Storage Good Practices, associated Risks. They will be fully able to manage a warehouse and optimize space and warehousing costs.

Content of the Course:

-LOG05-MOD01: The Warehouse inside the Supply Chain:

- Definition of the Supply Chain in the Upstream Industry
- Supply Base concept and organization & Operations
- Role and Missions of the Supply Base
- The Warehouse inside the Supply Base: Definition – Zones –
Processes: Receipt of Materials - Issue and Return of Materials -
Transfer of Materials - Inventory Management.

-LOG05-MOD02: Risks Management in Warehousing:

Risks Management: Hazards Identification, Risks Assessment, Risks Mitigation – Manual Handling - Safe storage of dangerous products
Storage and Handling: Good Practices.

-LOG05-MOD03: Lean Management and 5S:

The Lean and 5S approach - Fundamental Principles of Lean: Objectives of Lean. What are the 7(+1) Wastes in Lean? Applying Lean in the Warehouse - Examples of improvements leading to Lean and performance

5S (+1) applied to Warehouse Design & Management: What does 5S mean? About the origin of 5S. What are the 5S - The Sixth S for Safety. Implementing 5S in the Warehouse. General Benefits of 5S

-LOG05-MOD04: The Advanced Warehouse:

The Green Warehouse: Design, Construction, Operations - The Warehouse Management System - Bar Code, QR Code and RFID - Warehouse Automation.



ADY-OWI-LOG06 – Supply Chain & Logistics in Offshore Wind Industry: 3 to 5 days

Summary:

Over the last 20 years, Offshore Wind Industry has become an essential and fast growing contributor to decarbonized electricity production. It is an industry on its own with its Market, its Value Chain, its Standards and Good Industry Practices. It however remains a new industry in constant organization and structuring. The final objective is to lower the cost of energy produced in order to become a viable actor of the energy transition. The “availability” of the wind turbines is therefore a key condition to reach this objective.

Supply Chain efficiency and Logistics organization are the tools to both increase the production time of the wind turbines and go farther and deeper to find stable winds without affecting the coastal activities.

This course explains how Supply Chain and Logistics are essential to develop the Offshore Wind Industry and maintain its sustainability.

Audience:

All actors of the Offshore Wind Industry who are involved in Supply Chain and/or Logistics activities: Contracting-Procurement-Logistics Support.

Deliverables:

Upon completion of this course, the attendants will have a deep understanding of the OWI market, its Contractual Strategy and Supply Chain Organization. They will understand the essential necessity to improve turbines availability through an efficient Logistics support.

Content of the Course:

- The Value Chain of the Offshore Wind Industry:** Overview of the OWI Market – A Technology in constant evolution - What is a Wind Farm: The main elements of a Farm - Overview of the Value Chain: Development Project – Operations & Maintenance – Export & Grid connection – The Project Timeline & Milestones - The Wind Farm Costs structure.
- The Contractual Strategy:** The Market Structure – **Definition of a Project Contractual Strategy:** Pre-Requisites – Various approaches of Contract Packages - The various types of Project Contracts – The Remuneration Principles – The Management of Interfaces. **Definition of an O&M Contractual Strategy.**
- Supply Chain: Cost Reduction and Operational Efficiency:** The importance of Contractual/Warranty issues – Definition of the Supply Chain in the OWI - Developing a strong Supply Chain Strategy in order to control the Operations and Maintenance and reduce the cost of energy produced.
- Logistics: The tool to push the industry beyond its limits:** The onshore Logistics: Project and O&M - The various offshore Logistics scheme – The Supply Base - Floating Wind Farms: The Logistical Challenges: The various Logistics options for the Maintenance of the Floating Wind Turbines – 10 Logistical Challenges that must be overcome to develop the Floating Wind Industry.
- The Marine Operations: Rules and International Regulations - Marine Operations:** Ashore Loading Operations. DP Operations. On Site: Transfer of Materials - Types of vessels used in the Offshore Wind Industry - **Transfer of Personnel at Sea.**
- The Air support Operations:** Optional

Adinergy Course Description



ADY-FIN-COC01 – Budget and Cost Control: 3 to 5 days*

Summary:

An optimized Supply Chain Process cannot be controlled without having the knowledge and practice of Budget Process and Cost Control throughout the Operations.

This course gives theory and practical examples (Business cases) of how to build and control a Budget.

After having given the fundamentals in Cost Control, it focuses on both OPEX and Logistics which are the main elements of the Cost Control of an operational entity. On demand, Adinergy is in a position to provide the same course for **Drilling activities**.

This course will be delivered by a professional Cost Controller from the energy sector.

Audience:

All actors involved in Budget definition and management: Head of Department, Managers and Junior Cost Controllers.

Deliverables:

Upon completion of this course, the attendants will control the fundamentals of Cost Control and be in a position to effectively and efficiently build a Budget and ensure its execution until the Closure. Through Business cases, they will study practical examples close to their activities allowing them to apply the methodology to their own Department and Budget.

Content of the Course:

- **Cost Control FUNDAMENTALS:** Missions – Master Data – 5 Processes: Budget – P2P – EFC – Closure Works – Costs Reports – Business Case.
- **OPEX Cost Control: Main steps in a Field Life – Specifics of OPEX Costs Control in the Processes – Business Cases (2 parts) - Conclusion**
 1. **OPEX Classification:** Production/Transformation or Transportation costs and OPEX Measurement -
 2. **A mandatory structure to follow the OPEX:** Routine, non Routine, Structure and other Operating Costs -
 3. **Other attention and structuring points** -
 4. **Budget Process** -
 5. **OPEX follow-up** (P2P, Closure, EFC) -
 6. **Monthly OPEX Cost Report:** Established by Cost Control, analysing and commenting actual & EFC, CF versus Budget -
 7. **Link with PM Module.**
- **LOGISTICS Cost Control: Specifics of Logistics Costs Control in the Processes – Business Case – Brazil Lapa Field Logistics Implementation - Conclusion**
 1. Classification of Resources and main points -
 2. Cost Accounting Structure -
 3. Allocation Methods -
 4. Budget Process -
 5. Costs Follow-up (Purchase to pay, P2P, Closure, EFC) -
 6. Logistics Reporting.



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.

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.

Deliverables:

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.

Deliverables:

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.

Adinergy Course Description



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.

Deliverables:

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: Risk Management and Good practices in Warehousing: Risk Management in warehousing – Risks Categories – Manual Handling – Storage of Dangerous Goods – Storage & Handling: Good 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-HSE05 – Waste Management: 3 days

Summary:

Waste Management is an integral part of Management of the Environment. Oil and Gas Operators have made public commitment to reduce the production of waste and increase their recovery. It is the entire responsibility of the Operator to manage its waste and ensure traceability of it until its final disposal.

In offshore operations it is a sensitive issue framed by stringent international and local regulations protecting the integrity of the oceans.

The course, after having described the diversity of issues of waste and pollutions generated by the Oil and Gas Operations, describes the regulatory frame of Waste Management.

In a third section, it details the Process of Waste Management through a structured Plan defining first the Roles & Responsibilities of the Actors of WM and closing by the Indicators and Reporting allowing to continuously improve the Process.

Audience:

Head of HSE department, HSE Engineers, HSE Superintendents: All personnel involved in the monitoring of Operator and Contractor performance in term of Waste Management. Members of the administration dealing with the Environment issues of the O&G Industry.

Deliverables:

By the end of the course Participants will feel confident in their understanding of:

The diversity of issues and the various waste generated by the O&G Operations - The International Regulatory frame, the Best Practices of the Industry in terms of Waste Management - The Waste Management Plans & Procedures - The Monitoring & KPIs.

By the end of the course Participants will be able to:

To implement and manage a full Waste Management Plan.

Content of the Course:

-HSE05-MOD01: Diversity of Issues: Waste: An Environmental Issue – Waste Impacts - Waste Identification & Quantification – Waste Management Definitions.

-HSE05-MOD02: Regulatory Frame – Best Available Practices: International Conventions related to Waste Management, International Guidelines & Standards, National Legislation & Company Rules, BAT definition & examples.

-HSE05-MOD03: The Waste Management Plan: Roles & Responsibilities - Review of Waste Infrastructures in Country - Waste Limitation and Production Prevention - Collection, Segregation and Storage before Processing - Waste Transportation - Waste Treatment - Waste Traceability.

-HSE05-MOD04: Audit-Reporting-Improvement: Audit - Performance Indicators – Reporting – Training.



Energy Transition – From LNG to Hydrogen, transition to a decarbonized economy: 3 days

Summary:

The effects of fossil fuels on the Climate have prompted countries to set ambitious carbon neutrality targets (2050 for Europe). This presents the industry with an unprecedented challenge and a profound paradigm shift. Gas, much less a greenhouse effect generator than coal and oil, is the transitional energy that makes it possible to find carbon-free alternatives, such as hydrogen. In the third part, the course deals with the reduction of greenhouse gas emissions for transport, the second largest contributor after energy production. This module after having posed the stakes reviews all the Research and Development in progress to make all modes of transport neutral.

Audience:

This course is for anyone interested in the energy transition and the incredible revolution that is shaking up the energy sector. Supply Chain players will be particularly concerned by the third module which will have a strong impact on their function.

Deliverables:

By the end of this course, trainees will have a comprehensive understanding of the phases of the Energy Transition. They will understand the LNG industry, its value chain and role in the transition. Trainees will also have an in-depth understanding of Hydrogen, its production and its different uses. Finally, they will be able to guide their decisions in the selection of the modes of transport that they use or contract in their function.

Content of the Course:

-MOD01: LNG: Energy of Transition

- The Role of Natural Gas in the energy transition - Why is LNG considered an essential energy to ensure the transition to a low-carbon economy. Why is the gas liquefied?
- The LNG Value Chain:
 - Exploration / Production
 - Treatment and Liquefaction
 - Storage – Loading -Shipping
 - Reception and Distribution

-MOD02: Hydrogen: The alternative Fuel

- **Hydrogen Definition & Properties:** What is H₂ ? – Where do we find H₂ ? – H₂ Properties - Figure and Magnitude - H₂ Hazards.
- **Hydrogen Production:** The various categories of H₂ : Grey-Blue-Green – The various ways of producing H₂ - H₂ Production Challenges: Safety - Environment - Costs impacts
- **Hydrogen in the Energy Transition:** The various usages of H₂: Industry – Heating - Power & Storage - Transports - Ammonia: Derivative of H₂.
- **The Future of Hydrogen:** R&D for a Clean, Safe and Affordable H₂.



Energy Transition – From LNG to Hydrogen, transition to a decarbonized economy: *continued*

.Content of the Course - *continued*:

-MOD03: How to reduce Logistics Environmental Footprint:

- The various pollutions generated by Logistics and the impacts of Transports and Logistics on Environment.
- **The issue of pollution by the Marine Transport** and the objectives set by IMO in term of impacts reduction. Review of all actions currently implemented or studied in the Shipping and Offshore sector to meet the goals.
- **Pollution and impacts of Air Transport**, the objectives defined by ICAO to reach a carbon neutrality and the implementation of measures to meet the objectives. This section also addresses the specific issues of the air support of Oil & Gas Operations.
- **Impact of road transportation on Environment**, the European Union objectives in terms of reduction of pollution of road transportation and the alternatives to fossil fuels for cargo trucks: Biofuels, Gas, Hybrid, full electric and hydrogen combustion cells.
- **The Green Warehouse Design Approach:** Design & Construction – Organization – Energy Sources – Lighting – Temperature Regulation – Footprint – Wastes Treatment – Handling Equipment – Water collection System – Paper free – Energy Performance evaluation – The actors on the market of the energy performance optimization.



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

Summary:

The Operator is delegating a large portion of the Project execution to its EPC Contractor(s). The definition of the Project through the engineering phase is executed in the frame of the EPC Contract. The success of a Project, new installation or modification of existing one, is therefore dependent on the terms that both Parties have agreed, and the split of Risks associated to the Project execution

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

Deliverables:

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 – Investment Profitability Studies: 5 days.

Summary:

The decision to invest in the development of an oil or gas field is the outcome of a long process aiming at evaluating the Reserves, the Cost of the Investment (CAPEX), the Operating Expenses (OPEX) and the Risks associated to the field development.

A series of studies will allow the developer to better evaluate these Risks and gain knowledge in the most appropriate technologies to be used to produce the Reserves and operate the facilities.

Through the Risk evaluation and study, the Developer will identify the key variables which contribute most to the Project's Risk. By playing with these key elements, he will evaluate the reliability and sustainability of the Project and therefore analyse the acceptability of the Project.

The deliverables of all the development studies leads to the Final Investment Decision, opening to the EPC Contract(s) and the construction of the Facilities.

Audience:

All actors involved in CAPEX evaluation and costs estimates. To participate to this course, the Participants must have a global understanding of the Exploration-Production techniques.

Deliverables:

Upon completion of this course the attendants will be able to present and use decision-making tools for upstream project economics and investment financial analysis. Several case studies will be simulated by Trainees.

Content of the Course:

-PM02-MOD01: Economic evaluation of E&P Projects: Overview of E&P activities - Critical decision points along the E&P value chain - Cash flow modelling (Time value of Money, discount rates, NPV, Pay-back) - Inflation, nominal money and constant money - Risk analysis.

-PM02-MOD02: Contractual, Fiscal and Economical framework in Profitability Analysis: Agreements and contracts - Prospect evaluation and decision-making process in Exploration - From discovery to development and production - Economic evaluation of a field development project.

-PM02-MOD03: From Projects' economics to Company's financial Performance: Equity capital analysis, project financing - Equity profitability analysis - Balance sheet - Operating income, net income - Financial indicators: ROACE, etc

-Business Cases: Capex/Opex: Impact on Procurement Strategy - Production Acceleration - Gas pipeline profitability - Equipment replacement - Enhancement of Oil Recovery Project - Gas Plant Analysis.

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:

The contractual relationship between the Operator and its Contractors is essential as most of the activities and works related to the exploration, development and production of an oil or gas field are executed through contracts.

Amongst others, there are three elements which are essential to the good execution of the Contract: 1- A clear definition of a scope of work, 2- A good knowledge of the contract itself and 3- The ability of the Parties to negotiate a balanced share of Risks and Liabilities.

This course intends to give a structured methodology allowing the Parties to organize a negotiation and find the optimal way to balance their contractual relationship.

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 intends to give a structured methodology allowing the Parties to organize a negotiation and find the optimal way to balance their contractual relationship.

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 personnel from technical departments who manage and administer the Contracts and have to deal with the Contractors and Vendors on a daily basis.

Deliverables:

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 are in capacity to manage and conduct a negotiation by applying the DIDACTIC method, evaluate and optimize the result of the negotiation.

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

-Exercises: A large portion of time will be spent on Business Cases. The exercises are adapted to the course reference: Project, Purchasing or Contracting.

* The recommended duration is 5 days, however for Client's convenience it can be reduced to 3 days.



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 Local and Expatriate staff involved in a Project.

Deliverables:

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 gap analysis. Solutions to bridge the cultural gaps.

-PM04-MOD02: 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.

-PM04-MOD03: 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



ADY-PM05 – E&P Project : Project Risk Management: 3 to 5 days

Summary:

The importance of budgeting in project management, lies in the ability to prevent unforeseen costs and to deliver project on time. Reaching project objectives require a reliable Project Risk Management Plan to identify potential risks in advance and to prepare required responses to the risks.

This course will start by defining Project Management Plan and explaining techniques and methods to identify risks at the beginning of the project. Identifying risks in advance helps company to define suitable response strategy. Additional case studies and check lists will enhance participant's knowledge to identify more risks that could happen during project execution.

The module 2 details how to assess risks and focus on the important risks. The module 3 strengthens participants skills to make decision on suitable response strategy and define mitigation actions to reduce risks impacts on project objectives.

The module 4 adds additional techniques and tools to ensure Project Management Plan is well defined and the response strategy are efficient to reach project objectives as planned.

Audience:

Risk Engineers, Packages Managers, Project engineers and any actor involved in Project

Deliverables:

By the end of the course Participants will feel confident in their understanding of:

- What is Risk management plan and how it helps project to deliver successfully.
- Use of risk identification methods and techniques to identify E&P project risks.
- Use of techniques and tools to assess project risks.
- Defining response strategies and preparing response to the risks.
- How to control and evaluate E&P project risks.

By the end of the course Participants will be able to:

- Prepare risk management plan, identify, and assess project risks, define responses and control risks in order to deliver project successfully within defined budget and schedule.



ADY-PM05 – E&P Project : Project Risk Management: 3 to 5 days

Content of the Course:

-Introduction: Overview on Risk Management process and steps as per PMBOK; the impact on project success following by risk definition which is supported by some real examples through E&P Projects.

-PM05-MOD01: Project Risk Identification:

- **Detailing Risk identification Techniques:** Brainstorming, check lists, Interview, SWOT analysis, Delphi Technique, Diagramming Techniques.
- Developing Risk Breakdown Structure in E&P Projects
- **Detailing Risk types:** Technology, People, Organizational, Tools, Requirements, Estimation etc.
- **How to record risks:** What to be recorded, be clear, be specific, what is not risk like facts and issues.

Workshop #1: Risk identifications (Threat and Opportunity) in an E&P project example.

-PM05-MOD02: Risk Assessment:

- **Develop risk matrix:** How to develop risk matrix (Probability / impact Matrix) as per project budget and timing.
- **Quantitative risks analysis:** Methods and tools (Decision Tree analysis, Expected Monetary Value Analysis (EMV) and Simulation).
- **Qualitative risks analysis:** Methods and tools.
- **Which risks to manage:** How to identify the right risks to manage.
- **Responsibility:** how to assign risk owner and what are the responsibilities.

Workshop #2: Design and complete a risk assessment for risk identified in Workshop#1.

-PM05-MOD03: Risk Response Planning:

- **Response Strategies for Negative risks (Threats):** Avoidance, Transference, Mitigation, Acceptance.
- **Response strategies for Positive risks (Opportunities):** Exploitation, Sharing, Enhancement, Acceptance.
- **Define response:** Determine the appropriate response to risks and create a plan for those responses.
- **Responsibility:** how to assign mitigation action owner and what are the responsibilities;
- **Risk Register:** how to prepare risk and mitigation action Register and how to update it.
- **Controlling:** How to control the risks in E&P Project
- **Performance:** how to track mitigation strategy performance
- **Reporting:** Top 10 risks, Watch List and describing the key components of reporting, monitoring, and evaluating risk management plan, efficient reporting samples
- **Risk Reviews and Risk Audits**
- **Simulation technique:** Monte Carlo Analysis
- **Additional examples:** Check list for real risks happened in E&P projects to enhance participants knowledge to identify risks in future projects

Workshop #3: Defining response strategy and actions for risks identified in Workshop #1



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,
Warehousing
Lifting & Handling,
Land Transportation,
Vessels Loading & Lashing.
Aircraft Operations

OSC Programs are developed and adapted according to Clients requests.