



DIRECTIVE EP 00

Subject: APPLICATION OF THE EXPLORATION & PRODUCTION REFERENTIAL

This directive defines the architecture of the reference documents required to carry out E&P missions. It also specifies their relative ranking and the principles regarding issue and application of the documents.

These documents constitute the E&P Referential, which is structured into three levels:

- DGEP Organisation Charters and Directives,
- *Metier* Company Rules and *Metier* General Specifications,
- *Metier* Know-how Guidebooks and Manuals.

They serve as baseline reference for the DGEP subsidiaries in order to define their own organization and operating system (see appendix 1).

The documents in the E&P Referential are published in the languages defined in the document creation procedure.

All documents are for internal use only, except for the General Specifications (see appendix 2). The instructions for distribution outside the Group are given in a specific procedure.

By principle, the provisions contained in these documents are not retroactive.

However, certain provisions, generally related to HSE aspects, may require the upgrading of the existing situation. In this case, the documents containing such provisions requiring the upgrading of the existing situation will be approved by the President of Exploration & Production or by a Senior VP of a technical or support functional Division after a study of the consequences of such provisions is completed.

1- ORGANISATION CHARTERS AND E&P DIRECTIVES

E&P Organisation Charters define the missions and organisation of the DGEP, of its geographical divisions and technical and support functional divisions, and of its committees.

E&P Directives lay down DGEP policy in the fields that are essential to performance of its missions and to its proper operation. In particular, they concern the major processes involved in exploration-production in the following areas: assets, operations, support and management.

E&P Organisation Charters and Directives apply systematically to all E&P entities. They are signed by the President of Exploration & Production. Any exception to this rule requires formal approval by the President of Exploration & Production, after consideration by the divisions concerned.

2- *METIER* COMPANY RULES AND GENERAL SPECIFICATIONS

Metier Company Rules define, within their scope of intervention, the requirements in terms of the doctrine that is applicable by all DGEP entities.

Metier General Specifications lay down DGEP requirements with respect to provision of services, execution of work and supply of equipment and material.

Metier Company Rules and the General Specifications are validated under the responsibility of Senior VPs of technical or support divisions according to the procedures defined within those divisions.

Metier Company Rules and the General Specifications are reference documents for all entities of the DGEP.

For operated activities, their non application, whether total or partial, requires formal authorisation granted in advance from the technical or support division that validated them. Derogations from the practices and provisions stipulated in these documents are handled according to the instructions given in appendix 3.

For non-operated activities, the *Metier* Company Rules and General Specifications serve as a baseline reference for recommendations given to the third-party operator.

Senior VPs of technical and support divisions have the right to audit proper application, within their fields of responsibility, of *Metier* Company Rules and General Specifications.

3- *METIER* KNOW-HOW GUIDEBOOKS AND MANUALS

Metier Know-how Guidebooks and Manuals are validated by the persons in charge of the relevant *metier* specialities and concern dissemination and use of know-how within E&P entities. They contain the best practices recommended for running E&P operations. Their application is not mandatory.

4- APPLICATION RULES OF THE E&P REFERENTIAL TO INDUSTRIAL FACILITIES

- a) For a new or existing facility, the provisions applicable are those contained in the documents of the E&P Referential in force at the date of its study or pre-project phase.
- b) For an existing facility, provisions not already in force at the date of its study or pre-project and which are the subject of an explicit request for retroactivity, also apply.
- c) In the case of modification to an existing facility, including the connection of a new facility to this existing facility:
- for the parts that are modified or added and which do not introduce any new functionalities, the provisions applicable, in principle, are those contained in the documents of the E&P Referential in force at the date of the study or pre-project phase for the existing facility
 - for the parts that are modified or added and which introduce new functionalities, the provisions applicable are, in principle, those contained in the documents of the E&P Referential in force at the date of their studies or pre-project phases. In the event of specific constraints associated with maintaining the consistency of the overall industrial and operational environment between existing facilities and the modified or added parts, a derogation dossier will be submitted.

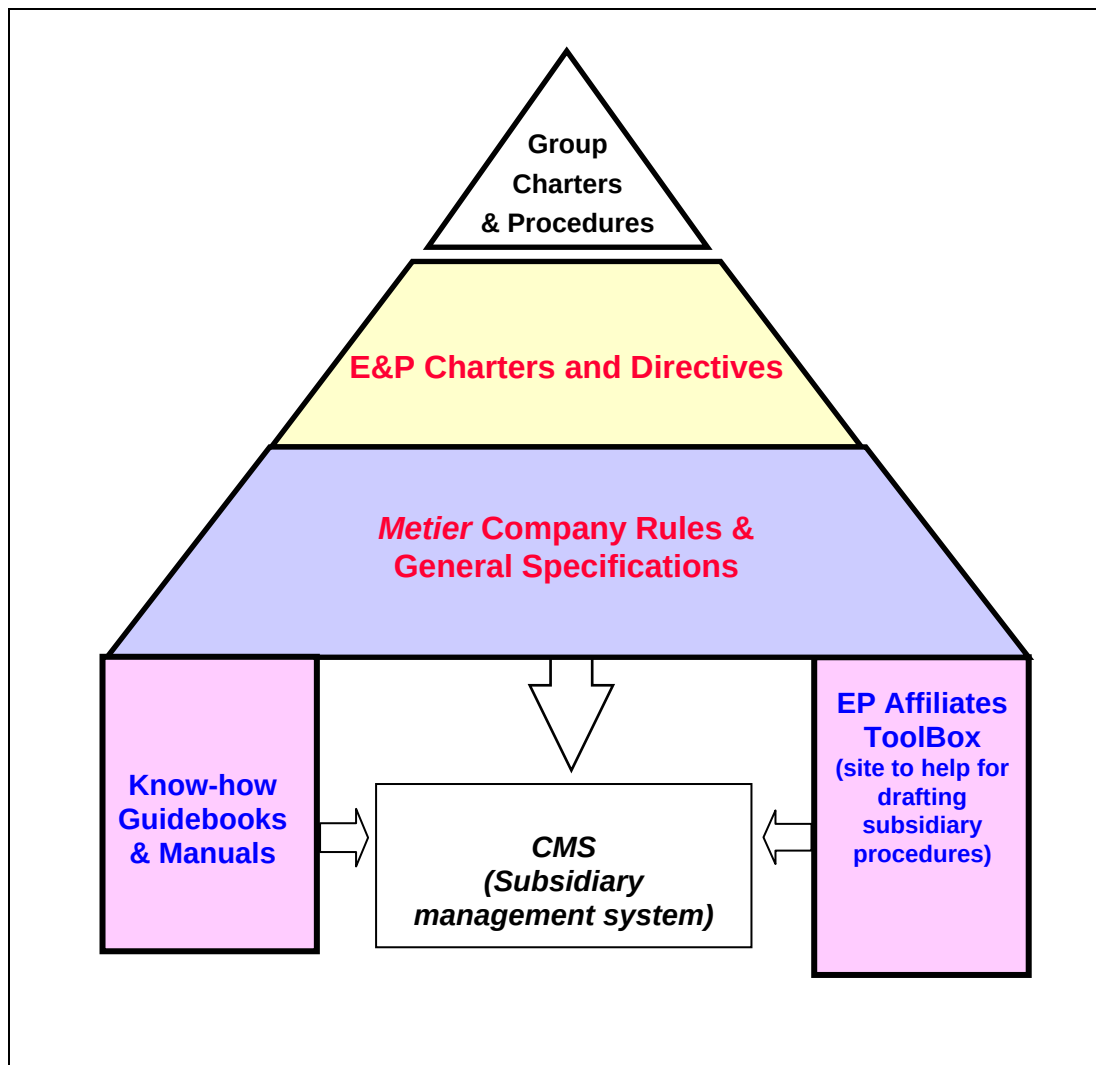
Such modifications are still subject, as are all others, to a risk analysis. If the latter identifies an unacceptable risk, then risk reduction actions will be implemented.

President, Exploration & Production

*(French original signed by
Yves-Louis Darricarrère)*

APPENDIX 1: E&P REFERENTIEL – SCHEMATIC REPRESENTATION

Application of the E&P Referential



APPENDIX 2: MANAGEMENT AND DISSEMINATION OF THE DOCUMENTS OF THE E&P REFERENTIAL

Level	Code	Update	Availability ¹			Exception
			e-mail ²	Intranet	CD ROM ¹	
1: Organisation Charters and Directives	CHT + entity abbreviation DIR EP + n°	E&P Referential Correspondent	yes	E&P Referential Site + E&P.net homepage message with link to the E&P Referential	exceptional	Division concerned then DGEP ³
2a: Company Rules	CR EP + abbreviation Entity/ <i>metier</i> + no.	<i>Metier</i> Referential Correspondent	yes	E&P Referential Site + information on <i>Metier web</i> site with link to E&P Referential site	exceptional	See appendix 3
2b: General Specifications	GS EP + abbreviation Entity/ <i>Metier</i> + no.	<i>Metier</i> Referential Correspondent (⁴)	yes	E&P Referential Site + information on <i>Metier web</i> site with link to E&P Referential site	annual	See appendix 3
3: Know-how Guidebooks and Manuals	GM EP + abbreviation Entity/ <i>Metier</i> + no.	<i>Metier</i> Referential Correspondent	yes	E&P Referential Site	exceptional	not applicable.

¹ in Acrobat format (.pdf) and according to the E&P Referential document distribution procedure.

² via personal subscription on the site or via distribution lists updated by the Referential correspondents

³ request submitted to the relevant division with indication of the document affected by the derogation.

⁴ except particular cases, not more than once a year

APPENDIX 3: MANAGEMENT OF DEROGATIONS FROM *METIER* COMPANY RULES (CR) AND GENERAL SPECIFICATIONS (GS)

Introduction:

The person responsible for the document, CR or GS, is the entity/*metier* signatory. The entity/*metier* is identified by its code in the document codification.

The derogation request concerns one or more requirements, for a single object or a specific practice for a given time limit.

A detailed description of the derogation process and all derogations granted are available via the centralised derogation management tool and accessible from the E&P Referential site.

Starting up the request:

The requestor drafts the request using the template request proposed by the entity/*metier*.

The request, validated by the requestor's division manager, is sent to the *metier* referential correspondent concerned.

Organisation of the investigation:

On receipt of the request the *metier* referential correspondent sets up the elements required to monitor the request, such as, the designation of an investigator who is the person responsible for the request, a dossier reference number, a list of entities to be consulted and an estimate of the response time, and then informs the requestor.

Investigation:

The entity/*metier* is responsible for investigating the derogation requests for the documents it manages. The investigator must consult at least all the entities mentioned as such in the document and all the entities that approved it.

Draft of the response:

The investigator drafts the response according to the template response from the entity/*metier* that includes at least a summary of the request and the conclusions of the investigation, with any conditions for application and the reasons for them.

Signature of the response:

All the managers of the entities that approved the document sign the response which is sent by the *metier référentiel* correspondent.

The derogation request is approved only if the entities that approved the document or those explicitly designated in the document as authorised to approve derogations, all agree on the response.

Traceability and archiving:

Each entity/*metier* is responsible for ensuring the traceability and archiving of derogation dossiers (request, response and support documents) that it has investigated, using the centralised derogation management tool, accessible from the E&P Referential site.

For approved derogation requests, the entity responsible for their implementation is also responsible for integrating them in the reference documents pertaining to the object or specific practice concerned.