

GENERAL SPECIFICATION

SURVEYS

GS EP GEO 516

Technical Assessment for Metocean Forecasting Providers
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00	10/2012	First Issue
Rev.	Date	Purpose of the revision

Owning entity: DEV/TEC	Managing entity: DEV/TEC/GEO
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General Specification		GS EP GEO 516
Technical Assessment for Metocean Forecasting Providers		
Rev.: 00	Effective date: 10/2012	Page: 2 of 16

Contents

1. Scope	3
2. Reference documents.....	3
3. Technical Assessment Process.....	3
3.1 Step 1: Information Gathering	3
3.2 Step 2: Appendix 1 Analysis and ensuing actions	4
3.3 Step 3: Assessment notification to Contractor	4
Appendix 1 Technical assessment form: meteorological and oceanographic forecasting – Excel Spreadsheets	5

General Specification		GS EP GEO 516
Technical Assessment for Metocean Forecasting Providers		
Rev.: 00	Effective date: 10/2012	Page: 3 of 16

1. Scope

This General Specification is applicable to meteorological and oceanographic forecasting.

This specification covers the technical assessment required of suppliers providing the above services.

2. Reference documents

The reference documents listed below form an integral part of this General Specification.

External Documents

Unless otherwise stipulated, the applicable version of these documents, including relevant appendices and supplements, is the latest revision published at the effective date of this document.

Reference	Title
Not applicable	

Total General Specifications

Unless otherwise stipulated, the applicable version of these documents, including relevant appendices and supplements, is the latest revision published in the applicable yearly collection.

Reference	Title
GS EP GEO 504	Comprehensive evaluation of metocean conditions
GS EP GEO 506	Meteorological and Oceanographic Forecasting

3. Technical Assessment Process

The technical assessment of Contractor providing metocean forecasting services is provided in Appendix 1.

English is the required language for any documentation and correspondence.

If a subcontractor is involved, they shall comply with the same requirements as Contractor.

The technical assessment process of a Metocean Forecasting Contractor is part of the global assessment process of a Supplier lead by the E&P Purchasing Division.

3.1 Step 1: Information Gathering

Appendix 1 of this document (Technical Assessment Form) shall be sent to Metocean Forecast Contractor by Company, or its representative, in order to start the technical assessment process.

The technical Assessment Form shall be filled and sent back by the Contractor to Company with all required documents.

General Specification		GS EP GEO 516
Technical Assessment for Metocean Forecasting Providers		
Rev.: 00	Effective date: 10/2012	Page: 4 of 16

3.2 Step 2: Appendix 1 Analysis and ensuing actions

After Appendix 1 analysis, GEO discipline of the E&P Technology Division shall decide whether to proceed or not to the following step of the Contractor technical assessment process.

3.2.1 Case 1: Appendix 1 Analysis is negative

In case of a negative result following the Appendix 1 analysis, the technical assessment process shall stop. Contractor is deemed unsuitable.

3.2.2 Case 2: Appendix 1 analysis is positive – Audit of Contractor production site deemed mandatory

Following a positive results of Appendix 1 analysis, an audit of Contractor production site might be deemed mandatory by GEO discipline of the E&P Technology Division.

This audit shall be performed by GEO discipline of the E&P Technology Division or its representative, and will provide the final results to the Contractor technical assessment.

3.2.3 Case 3: Appendix 1 analysis is positive – Audit of Contractor production site deemed not mandatory

Following a positive results of Appendix 1 analysis, an audit of Contractor production site might not be deemed mandatory by GEO discipline of the E&P Technology Division.

The technical assessment of Contractor is considered positive.

3.3 Step 3: Assessment notification to Contractor

The result of Step 2 shall be consolidated by the authorized Company entity together with additional parameters such as finances, contractual and social responsibility, Quality, HSE, etc. for final decision.

Contractor will be notified by Company of the outcome of the global assessment.

General Specification		GS EP GEO 516
Technical Assessment for Metocean Forecasting Providers		
Rev.: 00	Effective date: 10/2012	Page: 5 of 16

Appendix 1

Appendix 1 Technical assessment form: meteorological and oceanographic forecasting – Excel Spreadsheets

	Technical Assessment Form : Meteorological and Oceanographic Forecasting	GS EP GEO 516
		Revision 00 Date : October 2012

Quick guidelines to use this document : the objective of the following indications is to help the user fill the **Technical Assessment Form**.

This document has to be sent to the Forecast company to start the technical assessment process before any visit to office/workshop location.
The Forecast company has to fill all information requested in all tables.

- 1) **"Synthesis" sheet:**
On this sheet all general information (name, adress, contact of manufacturer, date of audit, assessment report n°, Total specifications linked,...) wrote will be automatically pasted in all the others sheets.
First section of this sheet has to be filled by the Forecast company, indicating its general information: name, adress, contact, its concerned, etc.
The three others sections have to be filled by Total representative to summarize result and decision after analysis of the **Technical Assessment Form**.
Total representative will have to sign the last section to validate the results of the analysis.
- 2) **"Summary of Audit on Capability" sheet:**
On this sheet, the Forecast company has to indicate its capability in order to be submitted for approval.
After technical assessment, Total representative, is able to indicate for which type/kind of Forecast is finally approved.
- 3) **"Theme I to Theme V" sheets:**
In order to have a better understanding of its Forecast capability, the Forecast company has to fill all tables of each sheet when applicable.
N/A shall be put if otherwise
For each answer, Total representative company shall put his/her score and/or comments in the blue column.

Technical Assessment for Metocean Forecasting Providers

Rev.: 00

Effective date: 10/2012

Page: 6 of 16

Appendix 1

	Technical Assessment Form : Meteorological and Oceanographic Forecasting		GS EP GEO 516
			Revision 00 Date : October 2012
According Total specifications : GS EP GEO 506		Assessment report N° :	
FORECAST COMPANY			
Company Name xxx	Type of Forecast Study Concerned xxx	Audit Date xxx	
Forecast Company Head Office Address xxx	Contacts (name, function, email, phone,...)		
TOTAL OR REPRESENTATIVE COMPANY TEAM - TO BE FILLED BY TOTAL OR REPRESENTATIVE			
Total Project Concerned xxx	Total or Representative Responsible for Technical Assessment (Name, Function, Service)		
Objectives of the Technical Assessment			
TECHNICAL ASSESSMENT RESULT (FOR THE PARTICULAR DISCIPLINE) - TO BE FILLED BY TOTAL OR REPRESENTATIVE			
Result of Information Analysis of GS EP GEO 506 - Appendix 1, filled by the Forecast company			
	Yes / No	Comments	
Level of information is appropriate			
On site Audit Requested			
Result of Technical Assessment of Forecast Company particularly in capability to perform scope of work (to be filled if on site audit is not deemed necessary)			
	Decision *	Comments	
Satisfactory			
Concerns: actions to be engaged			
Not satisfactory			
Notes : * : Tick when appropriate			
CONCLUSIONS OF TECHNICAL ASSESSMENT / GENERAL COMMENTS			
SIGNATURE OF TOTAL OR REPRESENTATIVE TEAM			
NAME	DATE	NAME	DATE

Technical Assessment for Metocean Forecasting Providers

Rev.: 00

Effective date: 10/2012

Page: 7 of 16

Appendix 1

	Technical Assessment Form : Meteorological and Oceanographic Forecasting	GS EP GEO 516
		Revision 00 Date : October 2012
According Total specifications : GS EP GEO 506		Assessment report N° :

FORECAST COMPANY	
Type of Forecast Study Concerned	Audit Date
xxx	xxx

FORECAST COMPANY GENERAL CAPABILITY
Statement:
ACTUAL CAPABILITY TO PERFORM THE FORECAST WORK

To list all the actual capability of the audited Forecast company and approved ones with its comments

To be completed by the Forecast Company		To be completed by Total or representative Company
Proposed Capability <i>*tick when applicable</i>	Remarks	Approved Capability and Remarks
General Information & CONTRACTOR's Availability		
CONTRACTOR's Corporate Structure	☐	
Financial Information	☐	
Maximum Admissible Workload	☐	
Current Workload	☐	
Potential Workload	☐	
Project Experience		
Similar Project Experience in the area	☐	
Similar Project Experience elsewhere	☐	
Contractor Organisation / personnel	☐	
Management & Controls		
Inc CV's & Inc company organisation chart	☐	
JV, Subcontractor, Affiliate details provided	☐	
Office Locations	☐	
Project Controls (outside HSE & Quality)	☐	

Technical Assessment for Metocean Forecasting Providers

Rev.: 00

Effective date: 10/2012

Page: 8 of 16

Appendix 1

	Technical Assessment Form : Meteorological and Oceanographic Forecasting	GS EP GEO 516
		Revision 00 Date : October 2012
According Total specifications : GS EP GEO 506		Assessment report N° :

FORECAST COMPANY	
Type of Forecast Study Concerned xxx	Audit Date xxx

FORECAST COMPANY GENERAL CAPABILITY
Statement:
ACTUAL CAPABILITY TO PERFORM THE FORECAST WORK

To list all the actual capability of the audited Forecast company and approved ones with its comments

To be completed by the Forecast Company		To be completed by Total or representative Company
Proposed Capability <i>*tick when applicable</i>	Remarks	Approved Capability and Remarks
Technical Information		
Software	☐	
Hardware	☐	
Models	☐	
Forecast development, inc sample forecasts	☐	
HSE		
Policy	☐	
Nominated Officer	☐	
Safety Plan / Manual	☐	
Quality		
Policy	☐	
Quality management system	☐	
ISO Certification - have or working towards	☐	

Technical Assessment for Metocean Forecasting Providers

Rev.: 00

Effective date: 10/2012

Page: 9 of 16

Appendix 1

	Technical Assessment Form : Meteorological and Oceanographic Forecasting	GS EP GEO 516
		Revision 0 Date : November 2011
According Total specifications : GS EP GEO 506		Assessment report N° :
FORECAST COMPANY		
Type of Forecast Study Concerned xxx		Audit Date xxx
THEME I - FORECAST COMPANY GENERAL INFORMATIONS & CONTRACTOR AVAILABILITY		

Table 1.1.a - FORECAST COMPANY GENERAL INFORMATIONS - Facilities : Office, Processing Centre and Workshop			
General Info			
Name of Contracting Company			
Address for Communications			
Telephone Number			
Fax Number			
Contact for Enquiries			
Name			
Title			
Telephone Number			
Address			
Utility	Area (m ²) / number	Description / Comments	Comments <i>To be filled by TOTAL or Company representative</i>
Overall			
Offices			
Processing Centre			
Workshops			

Table 1.1.b - FORECAST COMPANY GENERAL INFORMATIONS - Management : organization chart to join			
Position	Names	Comments	Comments <i>To be filled by TOTAL or Company representative</i>
CEO			
Operation Manager			
Workshop Manager			
Quality Assurance / Control Manager			
R&D Manager			
Metocean Manager			
EBS Manager			
HSE Manager			
Data Centre / Processing Manager			
Logistic Manager			
Project Manager (1)			
Project Manager (2)			

Technical Assessment for Metocean Forecasting Providers

Rev.: 00

Effective date: 10/2012

Page: 10 of 16

Appendix 1

	Technical Assessment Form : Meteorological and Oceanographic Forecasting	GS EP GEO 516
		Revision 0 Date : November 2011
According Total specifications : GS EP GEO 506		Assessment report N° :

FORECAST COMPANY

Type of Forecast Study Concerned 	Audit Date
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THEME I - FORECAST COMPANY GENERAL INFORMATIONS & CONTRACTOR AVAILABILITY

Table 1.1.c - FORECAST COMPANY GENERAL INFORMATIONS - Personnel					
Quality of Employees	Permanent Staff Quantity	Contracted Personnel Quantity	Average years of service (staff)	Personnel qualification level (curriculum vitae and years of experience)	Comments <i>To be filled by TOTAL or Company representative</i>
Management					
Administration					
Project Management					
Modeling					
Data Analyst					
Metocean Forecasting					
Quality Assurance / Control					
Specialist / Expert					
Workshop					
Marketing					
HSE					
Logistic					
Oceanographer					
Engineer					
Total number of Employees					

Table 1.1.d - FORECAST COMPANY GENERAL INFORMATIONS - Communication With Customer / Working Documents Language				
	Language used in COMPANY : (YES/NO)	How many people are able to discuss in other language than mother tongue	Documents (procedures, drawing, Policy,...) available in which language ?	Comments <i>To be filled by TOTAL or Company representative</i>
English				
French				
Others				

Table 1.1.e - FORECAST COMPANY GENERAL INFORMATIONS - Financial Data and Work Load Status						
Items to check	Comments / Description					Comments <i>To be filled by TOTAL or Company representative</i>
Ownership	Name		share (%)			
Annual turnover (3 previous year)	Turnover		Net Profit (%)			
	Year -1					
	Year -2					
	Year -3					
No. of Associated/affiliated/subsidiary	Company Name	Country - Region	Associated / affiliated / Subsidiary	Specific Capability - Limitation	Contact	
Average man hour per day						
Maximum man hour per day (last 3 years)						
Maximum Admissible Workload						
Current Workload						
Potential Workload						

Technical Assessment for Metocean Forecasting Providers

Rev.: 00

Effective date: 10/2012

Page: 11 of 16

Appendix 1

	Technical Assessment Form : Meteorological and Oceanographic Forecasting	GS EP GEO 516
		Revision 0 Date : November 2011
According Total specifications : GS EP GEO 506		Assessment report N° :
FORECAST COMPANY		
Type of Forecast Study Concerned 		Audit Date

THEME I - FORECAST COMPANY GENERAL INFORMATIONS & CONTRACTOR AVAILABILITY

Table 1.1. f - FORECAST COMPANY GENERAL INFORMATIONS - Last 10 major projects					
Year	Project name	Country	Client	Value	Comments <i>To be filled by TOTAL or Company representative</i>

Professional Organisation Membership (ISO, SUT, etc...)	Since, Achievements	Comments <i>To be filled by TOTAL or Company representative</i>

Table 1.1. g - PROJECT CONTROL	
List policies and procedure used for project control and describe how they are implemented (reference to additional documents acceptable)	Comments <i>To be filled by TOTAL or Company representative</i>

Table 1.2 - FORECAST COMPANY GENERAL INFORMATIONS - List of documents to be sent by the FORECAST company to Total, in English language, with all Tables filled, prior to technical review			
List of documents	Documents received : YES / NO ?	Documents available in English language : YES / NO ?	Comments <i>To be filled by TOTAL or Company representative</i>
Company Profile			
General organization chart			
Curriculum Vitae of Key Personnel			
Quality Assurance / Control Flow Chart			
ISO certificates, others,...			
Financial Annual Reports (Last 3 years)			
Processing Procedures			
General Quality Control / Assurance Procedures			
HSE Policy and Documents			
HSE Record and Reports			
Previous Quality audit reports			
Previous HSE audit reports			

Technical Assessment for Metocean Forecasting Providers

Rev.: 00

Effective date: 10/2012

Page: 12 of 16

Appendix 1

	Technical Assessment Form : Meteorological and Oceanographic Forecasting	GS EP GEO 516
		Revision 00 Date : October 2012
According Total specifications : GS EP GEO 506		Assessment report N° :

FORECAST COMPANY

Type of Forecast Study Concerned	Audit Date
xxx	xxx

THEME II - PROJECT EXPERIENCE

Table 2.1a - SIMILAR PROJECT EXPERIENCE							
Client/Project/ Nature of work	Value USD	Deliverables*	Role**	Award Date (MM/YYYY)	Completion Date (MM/YYYY)	% of project undertaken	Comments To be filled by TOTAL or Company representative
*Deliverables:Wa=Wave parameters;Wi=wind parameters;M=meteorological parameters;O=other parameters							
**Role:SC=sole contractor; AF=Affiliate;JV=joint venture;SB=subcontractor							

Table 2.1b - SIMILAR PROJECT EXPERIENCE IN THE SELECTED AREA							
Client/Project/ Nature of work	Value USD	Deliverables*	Role**	Award Date (MM/YYYY)	Completion Date (MM/YYYY)	% of project undertaken	Comments To be filled by TOTAL or Company representative
*Deliverables:Wa=Wave parameters;Wi=wind parameters;M=meteorological parameters;O=other parameters							
**Role:SC=sole contractor; AF=Affiliate;JV=joint venture;SB=subcontractor							

Attachment to be provided:

Historical data in an electronic format (FTP or CD-Rom) of experience of forecasting in the selected area (preferably) or elsewhere	
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Technical Assessment for Metocean Forecasting Providers

Rev.: 00

Effective date: 10/2012

Page: 13 of 16

Appendix 1

	Technical Assessment Form : Meteorological and Oceanographic Forecasting	GS EP GEO 516
		Revision 00 Date : October 2012
According Total specifications : GS EP GEO 506		Assessment report N° :

FORECAST COMPANY

Type of Forecast Study Concerned	Audit Date
xxx	xxx

THEME III - HSE
Table 3.1.a - QUALITY ASSURANCE/QUALITY CONTROL

	Yes	No	Date of implementation	Comments <i>To be filled by TOTAL or Company representative</i>
Do you have a QA/QC policy?				
Do you have a Quality Management System?				
Have you been audited by independent certifying authorities?				
Have you been presented for ISO certification?				
Remarks and Details on above:				
Indicate responsibilities and authority of QA/QC manager and assistant:				
Standards				
List Standards with which the QA/QC system complies:				
	Yes	No		Comments <i>To be filled by TOTAL or Company representative</i>
Do you operate with various quality standards on the same project?				
Attachments to be provided:				
Policy Statements with regard to QA				
QA/QC organisation				
Quality Plan				

Technical Assessment for Metocean Forecasting Providers

Rev.: 00

Effective date: 10/2012

Page: 14 of 16

Appendix 1

	Technical Assessment Form : Meteorological and Oceanographic Forecasting	GS EP GEO 516
		Revision 00 Date : October 2012
According Total specifications : GS EP GEO 506		Assessment report N° :

FORECAST COMPANY

Type of Forecast Study Concerned	Audit Date
xxx	xxx

THEME IV - HSE
Table 4.1.a - HEALTH AND SAFETY

	Yes	No	Date of implementation	Comments <i>To be filled by TOTAL or Company representative</i>
Do you have a Health and Safety policy?				
Do you have a nominated Health and Safety Officer?				
Do you have a Health and Safety Plan?				
Do you have a Health and Safety Manual?				
Remarks and Details of above:				
Indicate responsibilities and authority of Health and Safety manager and assistant:				

Technical Assessment for Metocean Forecasting Providers

Rev.: 00

Effective date: 10/2012

Page: 15 of 16

Appendix 1

	Technical Assessment Form : Meteorological and Oceanographic Forecasting	GS EP GEO 516
		Revision 00 Date : October 2012
According Total specifications : GS EP GEO 506		Assessment report N° :

FORECAST COMPANY

Type of Forecast Study Concerned	Audit Date
xxx	xxx

THEME V - TECHNICAL INFORMATION

Table 5.1.a - INFORMATION TECHNOLOGY	
Software	Comments <i>To be filled by TOTAL or Company representative</i>
Hardware (Detail proposed hardware and backup/archive procedures)	
Models	

