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Overview

Purpose


This protocol defines the required Environmental, Health and Safety (EHS) process for the selection, evaluation, approval, auditing and monitoring of contractors.

Scope

This protocol applies to Devon employees and contractor company representatives who are responsible for the selection and use of contractors who will consult and perform work on Devon properties and projects.

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1.0 RESPONSIBILITIES

Division/Business Unit Leadership

- Reinforce adherence to this protocol and provide resources for application of the protocol.
- Evaluate the use of contractors with a “Do Not Use” status for compelling business need or technological advantage prior to use and monitor their compliance with a performance improvement plan.
- Ensure employees responsible for contractor selection, evaluation, approval, auditing and monitoring are trained on this protocol.
- Check periodically to ensure the requirements of this protocol are being met.

Line Supervisor

- Understand how this protocol applies to contractors in their area of responsibility.
- Ensure employees have training, skills, knowledge and understanding to comply with this protocol.
- Check periodically to ensure the requirements of this protocol are being met.
- Ensure all contractors have a master service and supply agreement (MSSA) and a grade of C or above, unless an EHS exception has been approved and a performance improvement plan submitted.

Environmental, Health and Safety

- Provide technical resources and tools for protocol application.
- Review this protocol at least every four years and revise as needed.
- Monitor compliance through the audit process.
- Provide Division/Business Unit Leadership and Line Supervisors with contractor selection reporting.

Devon Employees

- Adhere to the requirements of this protocol.
- Identify and report gaps in this protocol.
- Complete required training.
- Use only contractors with an approved status unless an exception has been approved and a performance improvement plan submitted.

Contract Company Representatives

- Adhere to the requirements of this protocol.
- Complete required training.
- Use only contractors with an approved status unless an exception has been authorized and a performance improvement plan submitted.

2.0 TERMS AND DEFINITIONS

2.1 Contractor Management Terms and Definitions

Approved - a status on the Approved Supplier Report indicating a contractor is approved for use.

Approved Supplier Report (ASR) - an internal report that reflects the approval status of Devon contractors.

BU Leadership - the personnel responsible for leading the BU typically including the senior leadership of a BU such as operations managers, superintendents, and foremen.

Do Not Use - a status on the Approved Supplier Report indicating a contractor is deficient in one or more of the following categories: EHS, Insurance or Agreement status.

EHS Contractor Coordinator - a member of the EHS shared safety staff, who oversees the contractor management program.

EHS Data Team - a team within Devon’s EHS group responsible for providing data pertaining to EHS such as contractor usage, incident data, etc., to facilitate decisions.



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EHS Exception Approvers - levels of management within Devon who are authorized by section 3.3 of this protocol to approve EHS exceptions.

EHS Leadership Team - the EHS managers along with the VP of EHS

EHS Management System Coordinator (EHS MS Coordinator) - assigned EHS shared safety employee who facilitates and supports the development, implementation, and maintenance of Devon EHS MD documents, to ensure alignment with regulatory requirements and standards of operations.

Embedded Contractor - user-provisioned contractor that will use Devon EHS Programs; the responsible BU will track the contractor's training compliance within Devon's learning management system. An ISNetworld subscription is not required.

Exempt Contractor - a contractor that is identified as presenting minimum risk in the Risk Table (e.g., service call contractors, vending services and contractors that do not conduct physical work on Devon equipment or property other than delivering equipment). ISNetworld is not required.

Experience Modification Rate (EMR) - a rating system used to determine premiums for workers' compensation insurance developed by the insurance industry. A contractor's EMR is adjusted annually by using the rate for the first three of the last four years.

Facilities & Pipeline Operations Procurement - function in supply chain responsible for supporting U.S. Facilities & Pipeline Department construction and work activities from a procurement standpoint.

ISN Required Contractor - Contractor whose work type requires a subscription and participation in ISNetworld.

ISNetworld (ISN) - an internet-based database which collects self-reported conformance information from contractors/suppliers, verifies its accuracy, and then reports the results.

Leveraged Sourcing - function within supply chain that formalizes a consistent method to find the best possible value in the marketplace for strategic suppliers.

Master Service and Supply Agreement (MSSA) - Devon's standard contractor and supplier master agreement, which is issued and managed by procurement administration.

North American Industry Classification System (NAICS) - a 6-digit coding system used to classify industries, and used by business and government to classify and measure economic activity in Canada, Mexico and the United States.

Occupational Safety & Health Administration (OSHA) Incidence Rate (IR) - a rate of occurrence for work-related injuries and illnesses used to compare a firm's experience to other firms doing the same type of work and of the same employment size group. Incidence rate is computed from the following formula:

$$IR = (Number\ of\ injuries\ and\ illnesses\ X\ 200,000) / Employee\ hours\ worked$$

Note: The 200,000 hours in the formula represents the equivalent of 100 employees working 40 hours per week, 50 weeks per year, and is the standard base for incidence rates.


Operations Business Champion - person within operations responsible for championing sourcing events such as requests for proposal or leveraged sourcing events.

Operations Procurement - function within supply chain that supports business units by acquiring goods and services at the best market value.

Performance Improvement Plan (PIP) - a plan developed by contractor's and reviewed by Devon employees describing the methods contractors will use to reduce the exposure the contractor brings to Devon locations.

Procurement Administration (PA) - function within supply chain that manages supplier registration, qualification and contract management processes.

Review and Verification Services (RAVS) Review - a process in ISNetworld, where the contractor submits documents (policies and protocols) to ISNetworld for review against a regulatory or industry standard.

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Risk Table - document maintained by procurement administration, shared safety, and risk management that is used to determine the agreement, EHS, and insurance requirements for contractors based on their work types.

Supply Chain - function within Devon responsible for leveraging spend in support of Devon's financial objectives and procuring goods and services in support of operational objectives.

Transportation Contractor with Service - transportation contractors that load, unload or perform any work on a Devon location, e.g., forklifts, winch trucks, gin pole trucks, truck or trailer with mounted crane/lift etc.

Transportation Contractor without Service - transportation contractors that do not perform any task on location other than strapping or unstrapping their load and stay at their vehicle at all other times while on location.

2.2 General Terms and Definitions

Business Unit (BU) - individual components that collectively comprise a Division. Business Units may also be referred to as Basins.

Contract Company Representative- a contractor who is assigned responsibility and oversight for a specific task that requires adherence to Devon EHS protocols

Division - the division operations of Devon are Canada, Strategic-Services, Corporate, Facilities & Pipeline and U.S.

Field EHS - a titled position that provides EHS guidance and support within a Division.

Line Supervisor - a titled position that has assigned authority and responsibility for financials, production, maintenance, projects and personnel for a defined area. In Devon, this could be any Supervisor, Superintendent, Foreman or Assistant Foreman.

Person-in-Charge (PIC) - a person that has been authorized by Devon to perform specific tasks that entail compliance with this Devon protocol and/or regulatory requirements related to EHS. The PIC is defined in all protocols in the second column of the protocol section.

3.0	PROTOCOL	
3.1	Contractor Selection	
Step	Person In Charge (PIC)	Action
3.1.1	Employees & Company Representatives	Select only approved contractors from the Approved Supplier Report (ASR) to perform work on Devon locations.
3.1.2	Employee	Use the supplier qualification request form when requesting a new contractor (Appendix A).
3.1.3	Employee	Use the EHS exception process and performance improvement plan (see sections 3.3 and 3.4 of this protocol) when requesting the use of contractors with a "Do Not Use" rating on the Approved Supplier Report (ASR).



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3.2 Contractor Qualification

ISNetworld Tiered Grading

Step	Person In Charge (PIC)	Action
3.2.1	EHS Contractor Coordinator	<p>Develop and maintain a tiered grading system to be used in ISNetworld. Contractors with the following grades will be classified as "Approved:"</p> <ul style="list-style-type: none"> • A - ISNetworld score between 90-100 • B - ISNetworld score between 80-89 • C - ISNetworld score between 70-79 <p>Contractors with the following grades will be classified as "Do Not Use" and require appropriate exceptions and performance improvement plans:</p> <ul style="list-style-type: none"> • D - ISNetworld score between 60-69 • F - ISNetworld score between 0-59
3.2.2	Employee	<p>Use contractors with an "Approved" status except in circumstances where a compelling business need or technological advantage exists. When this exists, an approved EHS exception and performance improvement plan (section 3.3 and 3.4 of this protocol) must be in place prior to using these contractors.</p> <p>Note: Follow supply chain policy, (Appendix A), for one-time use contractors satisfying an emergency need such as to protect people, the environment, or property.</p>
3.2.3	Employee	<p>Complete the Supplier Qualification Request Form and submit it to procurement administration when a new contractor is needed.</p> <p>Note: The Supplier Qualification Request Form can be found on Strata, or using the hyperlink on the Additional Information Sheet (Appendix A).</p>

Supply chain is responsible for supporting the procurement of services for operations. There are three functions in supply chain that support this: leveraged sourcing, operations procurement, and facilities & pipeline operations procurement.

3.2.4	Supply Chain	Use the ISNetworld grading system during market analysis when determining best value.
3.2.5	Supply Chain	<p>Limit the pool of potential suppliers to those with an "Approved" status unless there is a compelling business need or technological advantage.</p> <p>For contractors without a current relationship with Devon, use EHS contractor coordinator to analyze the contractors' EHS performance and management systems.</p>
3.2.6	Engineering/Operations Business Champion	Complete the EHS exception process and performance improvement plan for any suppliers that are selected and have a status of "Do Not Use" with the assistance of EHS contractor coordinator.
3.2.7	EHS Contractor Coordinator	Support supply chain by providing EHS analysis of potential contractors, to include those not subscribed to ISNetworld during the initial analysis.



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3.2.8	EHS Contractor Coordinator	Support supply chain by analyzing any "Do Not Use" contractors and participating in the EHS exception process and performance improvement plan process.
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3.3 EHS Exception Process

Step	Person In Charge (PIC)	Action
3.3.1	Line Supervisor	Use the EHS exception process and performance improvement plan (PIP) in section 3.4 when there is a compelling business need or technological advantage to use a contractor with a "Do Not Use" status. Note: Follow supply chain policy, hyperlinked in Appendix A, for one-time use contractors satisfying an emergency need such as to protect people, the environment, or property.

Exception Process for "D" Contractors.

3.3.2	EHS	Analyze the exposure "D" contractors bring to Devon locations and assist employees in reviewing contractor performance improvement plans.
3.3.3	BU/Drilling Manager & EHS Supervisor	Review EHS exceptions and performance improvement plans to assess the exposure "D" contractors bring to Devon locations.
3.3.4	BU/Drilling Manager & EHS Supervisor	Meet with the management of "D" contractors subject to the EHS exception process to ensure contractor commitment to the performance improvement plan. Meet with contractor management to identify and set goals and requirements tailored to the specific exposures these contractors bring to Devon locations.
3.3.5	BU/Drilling Manager & EHS Supervisor	Approve the EHS exception for "D" contractors only when a compelling business need or technological advantage exists.
3.3.6	BU/Drilling Manager & EHS	Meet with the management of "D" contractors face-to-face quarterly to evaluate the following: <ul style="list-style-type: none"> Activities to reduce exposure at Devon Locations Contractor's compliance and performance in meeting performance improvement plan requirements Note: The BU manager may approve a different frequency of the face-to-face meeting, with quarterly electronic updates depending on contractor exposure. The frequency of face-to-face meetings shall be documented on the EHS Exception form.
3.3.7	BU/Drilling VP & EHS Manager	Assess the continued compelling business need or technological advantage of a "D" contractor one year after the approval of an EHS exception and performance improvement plan.

Exception Process for "F" Contractors.

3.3.8	EHS	Analyze the exposure "F" contractors bring to Devon locations and assist employees in reviewing contractor performance improvement plans.
3.3.9	BU/Drilling VP & EHS Manager	Review EHS exceptions and performance improvement plans to assess the exposure "F" contractors bring to Devon locations.



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3.3.10	BU/Drilling VP & EHS Manager	Meet with the management of "F" contractors subject to the EHS exception process to ensure contractor commitment to the performance improvement plan. Meet with contractor management to identify and set goals and requirements tailored to the specific exposures these contractors bring to Devon locations.
3.3.11	BU/Drilling VP & EHS Manager	Approve the EHS exception for "F" contractors only when a compelling business need or technological advantage exists.
3.3.12	BU/Drilling Field Leadership & EHS	Meet with the management of "F" contractors face-to-face quarterly to evaluate the following: <ul style="list-style-type: none"> Activities to reduce exposure at Devon locations Contractor's compliance and performance in meeting performance improvement plan requirements <p>Note: The BU/Drilling VP may approve a different frequency of the face-to-face meeting, with quarterly electronic updates depending on contractor exposure. The frequency of face-to-face meetings shall be documented on the EHS Exception form.</p>
3.3.13	BU/Drilling VP & EHS Manager	Assess the continued compelling business need or technological advantage of an "F" contractor one year after the approval of an EHS exception and performance improvement plan.
3.4	Performance Improvement Plan	
Step	Person In Charge (PIC)	Action
3.4.1	BU/Drilling Leadership	Require contractors to complete a performance improvement plan if: <ul style="list-style-type: none"> Contractor is classified as "Do Not Use." Contractor has poor Devon-specific EHS performance.
3.4.2	EHS	Support EHS exception approvers by analyzing the performance of contractors with a "Do Not Use" status or contractors with poor EHS performance on Devon locations to identify requirements for contractor performance improvement plans.
3.4.3	Contractor	Develop performance improvement plans addressing gaps in EHS performance.
3.4.4	EHS Exception Approver	Meet with the management of contractors with a "Do Not Use" status, or contractors with poor EHS performance on Devon locations, to identify and set expectations and requirements for the development of the performance improvement plan. Require contractors to use the performance improvement plan guidelines to develop their performance improvement plans.
3.4.5	EHS	Review performance improvement plans and advise EHS exception approvers on the performance improvement plans' effectiveness.
3.4.6	EHS Exception Approver	Hold contractors with performance improvement plans accountable to those plans by requiring contractor management to report their performance and compliance with milestones required within the performance improvement plan.



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Periodic Reporting of Contractor Selection & PIP Status

3.4.7	EHS Data Team	Provide contractor usage data to the organization detailing BU contractor usage by tiered grade and PIP status on a monthly basis.
3.4.8	EHS Managers & EHS Supervisors	Make contractor usage data available to BU management in appropriate meetings.
3.4.9	BU/Drilling VP	Present a roll-up of contractor selection and EHS exceptions being used within your BU to the SSLT upon request.
3.5	Communication of Responsibility	
Step	Person In Charge (PIC)	Action
3.5.1	EHS MS Coordinator	Provide most current EHS protocols to supply chain.
3.5.2	Supply Chain	Ensure the most current EHS protocols are posted to the Devon Suppliers' website (Appendix A).
3.5.3	Field EHS	Provide the internet address of the Devon supplier website to contractors.
3.6	Sub-Contractor Management	
Step	Person In Charge (PIC)	Action
3.6.1	EHS Contractor Coordinator/Supply Chain	Ensure that contractor agreements contain language requiring them to hold sub-contractors accountable to Devon protocols.
3.6.2	Contractor	Communicate and ensure sub-contractors comply with all protocols and Devon requirements. This includes the requirements listed in section 5.3 of this protocol. Note: Any incidents involving sub-contractors will be counted against the contractor responsible for calling the sub-contractor out to location.
3.6.3	Contractor	Notify Devon personnel whenever subcontractors will be on Devon locations.
3.7	EHS Contractor Audits	
Step	Person In Charge (PIC)	Action
3.7.1	Ops/EHS Field Leadership	Develop a list of contractors to be audited annually. Consider the following items when selecting contractors to be audited: <ul style="list-style-type: none"> • Current EHS tiered grade (A-F) • Previous audit records • Recent incidents • Type/classification of incidents encountered (e.g., SIF) • Type of work performed and contractor competency • Exposures associated with work to be performed • Spend data • Programs, training and historical performance data



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3.7.2	Ops/Drilling/EHS Field Leadership	Select personnel from operations and EHS to participate in the contractor audits and designate an Audit Lead.
3.7.3	Audit Lead	Review the following information prior to the scheduled audit: <ul style="list-style-type: none">• Contractor EHS tiered grade (A-F)• Responses to Devon's EHS questions• Contractor EHS documents located in ISNetworld• Devon incident experience to include SIF data
3.7.4	Audit Lead	Contact the contractor to schedule time and place to conduct audit. Discuss the following: <ul style="list-style-type: none">• Date and time• People included in audit• Documents contractors are expected to provide during the audit
3.7.5	Audit Lead	Schedule the audit in ISNetworld. Note: Instructions for creating, accessing and modifying the audit within ISNetworld can be found in (Appendix C).
3.7.6	Audit Lead	Send the contractor a Contractor Pre-Audit Notification Letter using the template listed on the Additional Information Sheet (Attachment C).
3.7.7	Audit Lead	Document the EHS audit in ISNetworld.
3.7.8	Audit Lead	Communicate audit results and areas for improvement with the contractor. Track corrective action items from the contractor audit until they are completed in ISNetworld.
3.7.9	Audit Lead	Review and finalize audit report in ISNetworld.
3.7.10	Audit Lead	Publish audit in ISNetworld, which allows the resulting audit status to become part of the overall EHS grade. Below is a list of the audit status options: <ul style="list-style-type: none">• Grade is between 0 and 0 - Audit has not occurred• Grade is between 90 and 100 - Audit has occurred and 0 points have been deducted from contractor• Grade is between 70 and 89.99 - Audit has occurred and 11 points have been deducted from contractor• Grade is between 50 and 69.99 - Audit has occurred and 21 points have been deducted from contractor• Grade is less than 50, but not 0 - Audit has occurred and -41 points have been deducted from contractor
3.7.11	Audit Lead	Notify business unit operational manager, field EHS manager and EHS shared safety of audit status and deficiencies noted including corrective actions and estimated dates of completion. Note: When the audit lead publishes the audit, corrective actions will be assigned to the contractor in ISNetworld. The audit lead will also enter the corrective actions into the EHS incident management system.
3.7.12	Ops/Drilling Field Leadership	Follow-up with contractors when action items go 45 days past the due date.



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3.7.13	Operations/Drilling Manager	Evaluate contractors when action items go 90 days past the due date to determine if the contractor will be terminated using section 3.8 of this protocol.
3.7.14	EHS Contractor Coordinator	Monitor updates to ISNetworld to make sure audits are posted correctly. Identify any audits in ISNetworld with outstanding action items and notify Field EHS.
3.8	Contractor Termination	
Step	Person In Charge (PIC)	Action
3.8.1	Employee	Notify leadership when contractors have poor EHS performance.
3.8.2	Operations/Drilling/EHS	Recommend to EHS and BU Leadership termination of contractor relationship when contractors have poor EHS performance. Note: Some examples of reasons for termination could include, but are not limited to: <ul style="list-style-type: none"> • High SIF Rate • Repeat SIF • Failure to improve after repeated EHS coaching • Failure to implement corrective actions • Failure to report incidents to Devon • Modifying or misrepresenting regulatory records • Destruction of property
3.8.3	BU Leadership	Determine if contractor performance warrants termination or discontinued use. Note: Procurement administration retires contractors with 13 consecutive months of no spend activity. Therefore, discontinuing use would disconnect the contractor from Devon and retire the contractor in SAP, as long as no other BU used the contractor.
3.8.4	EHS Leadership	Determine the effect of contractor termination on other BUs. Provide recommendation regarding termination company-wide to include contractor involvement in strategic or leveraged sourcing agreements with supply chain.
3.8.5	Supply Chain	Determine whether contractors are subject to a strategic or leveraged sourcing agreement and provide the effects of termination.
3.8.6	EHS Leadership	Contact operations in potentially affected BUs and notify of potential termination. If company-wide termination is unacceptable, ensure other BUs that use contractor are aware of their poor performance.
3.8.7	EHS Contractor Coordinator	Inform supply chain of BU decision to terminate contractor.
3.8.8	Procurement Administration	Disconnect Devon from contractor in ISN if termination is desired, and retire the contractor in vendor management system.



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3.9 Operator Qualifications & Other Requirements

Certain facilities require contractor qualifications and credentials beyond those listed on Devon's Approved Supplier Report. These facilities may include, but are not limited to:

- Process Safety Management (PSM) regulated facilities (29 CFR Part 1910.119);
- Department of Transportation (DOT) regulated pipelines and facilities (49 CFR Parts 192, 195);
- Maritime Transportation Security Act (MTSA) regulated facilities (33 CFR Part 154).

Step	Person In Charge (PIC)	Action
3.9.1	Employee	Determine if additional contractor qualifications/credentials are required.
3.9.2	Employee	Complete and submit Request for Contractor PSM and/or DOT Approval form to procurement administration.
3.9.3	Employee	Ensure that each contract employee is trained in the work practices necessary to safely perform his/her job (PSM).
3.9.4	Employee	Ensure that each contract employee has successfully completed covered task qualification training through an approved third party evaluator (e.g., DOT).
3.9.5	Contractor	Obtain Transportation Worker Identification Credential (TWIC) (MTSA).
3.9.6	Employee	Ensure all workers at regulated facilities have the proper credentials and training.
3.9.7	EHS	Verify satisfactory completion of qualification requirements and approve Request for Contractor and/or DOT Approval.

4.0 RECORDKEEPING

Record	File Location & Number	Retention Time	Records Management Enterprise Classification Structure Code
Contractor Audit Reports	ISNetworkId	10 Years	AU50

Note: The Records Management Enterprise Classification Structure Code is listed as a reference, which should be used when records are sent to stored records.



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5.0 TRAINING REQUIREMENTS		
Step	Person In Charge (PIC)	Action
5.1	Line Supervisor	Verify that Devon employees who will be involved in managing the contractor process have been trained on this protocol before assigning them duties outlined within this protocol.
5.2	Employee	Provide office orientation, using the learning management system, for contractors who are new to the work office. This office orientation will include the following information: <ul style="list-style-type: none">• Office alarm system• Office evacuation plan• Requirement to report all incidents• Specific office exposures, when applicable, (e.g., chemicals stored in office, asbestos containing materials, etc.)• Office safety rules
5.3	Field EHS	Schedule face-to-face Devon Field Safety Briefings for contractors to attend.
5.4	EHS Shared Safety	Provide field EHS with visual means to identify contractors that have had Devon Field Safety Briefing. Stickers will be designed so the month the field safety briefing was provided can be "punched out".
5.5	Field EHS	Provide means to visually identify contractors that have completed all of the requirements in 5.6.
5.6	Employee	Ensure all contractors performing work on Devon field locations, including sub-contractors, have accomplished the following: <ol style="list-style-type: none">1. Attended a face-to-face Devon Field Safety Briefing within 30 days of starting work on Devon locations. Face-to-face field safety briefing is required every 12 months. AND <ol style="list-style-type: none">2. Have SafeLand, RigPass or equivalent safety course completion documentation prior to starting work on Devon locations. Equivalent safety courses will be approved by the EHS supervisor in the BU (see Appendix D). Note: Contractors and entities listed in Appendix E are exempt from the requirements of #2. Note: All transportation contractor without services are required to complete the annual online Devon Transportation Safety Orientation and carry proof of training while on a Devon Location or complete the annual face-to-face field safety briefing. Transportation contractors without service are exempt for 5.6 #2.

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Appendix A - Additional Information Sheet

Supply Chain Information

[Approved Supplier Report](#)

[Supplier Qualification Request](#)

[Supplier Qualification Exception Request](#)

[Supply Chain Policy](#)

[Supplier Website](#)

EHS Information

[Contractor Safety Briefing](#)

[Devon Risk Table](#)



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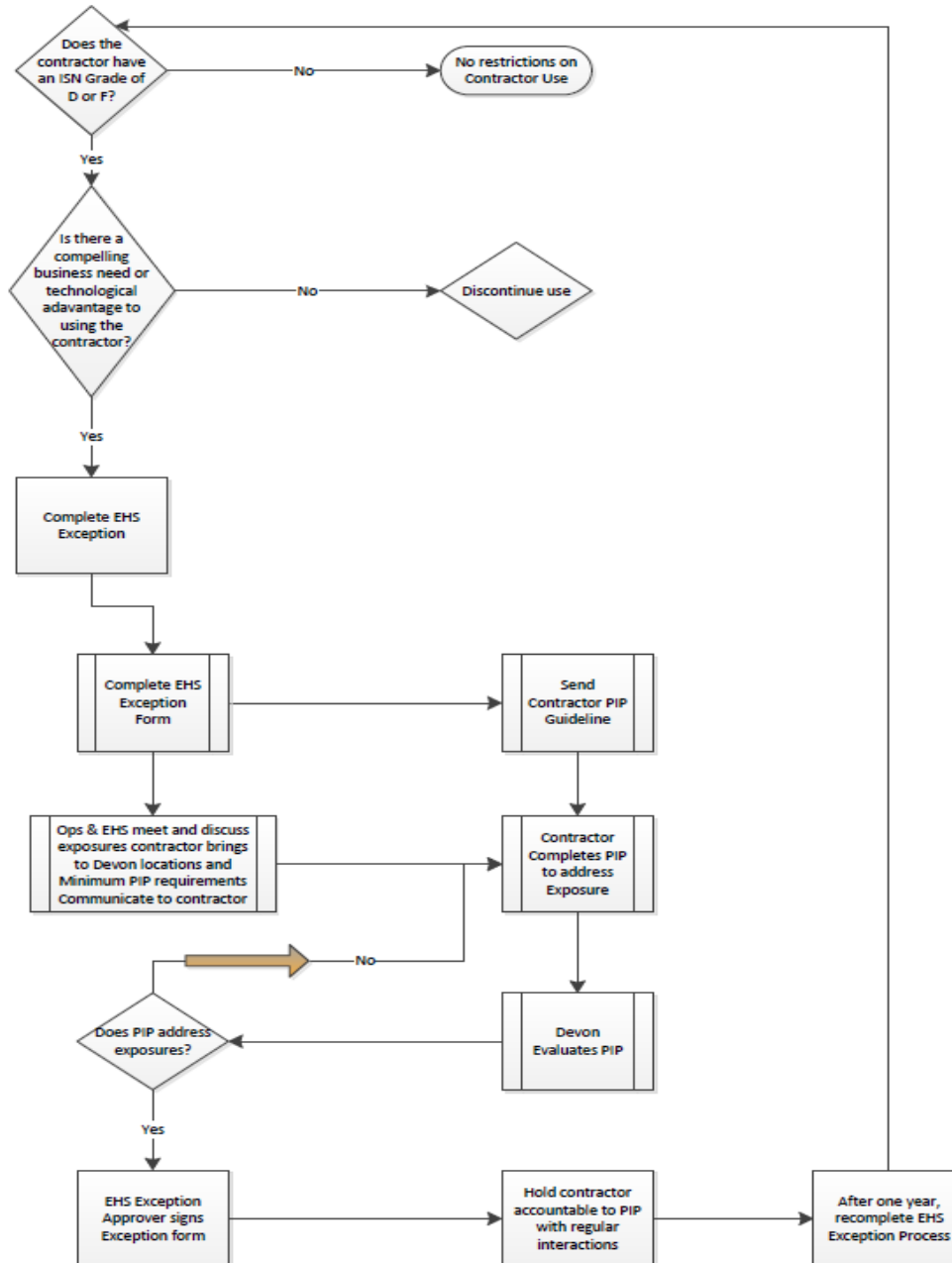
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Appendix B - PIP Flow Diagram





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Appendix C - Instructions for ISNetwork Audit

Schedule Audit

- 1 Sign into ISN (www.isnetwork.com)
- 2 Enter **username** and **password**
- 3 Click on **Login** button
- 4 From ISN Menu right, click on **My Contractors**
- 5 Right click on **Audits/Evaluations**
- 6 When drop down menu appears, right click on **Audits**
- 7 When drop down menu appears, right click on **Search/Add Audit**
- 8 When new window appears right, click on **+ Add New Audit**
- 9 Enter contractor name and right click **Search**
- 10 Click on **down arrow** and select contractor
- 11 Right click on **+ Schedule Audit**
- 12 Click on Audit Bank down arrow and select **Devon Energy Contractor EHS Audit Protocol**
- 13 Click on Auditor down arrow and select **Devon Energy Corporation**
- 14 Enter **Scheduled Start and End Date**
- 15 For Site name, enter BU name in which the audit is being conducted
- 16 Right click **Save** button.

Start an Audit

- 1 Sign into ISN (www.isnetwork.com)
- 2 Enter **username** and **password**
- 3 Click on **Login** button
- 4 From ISN Menu, right click on **My Contractors**
- 5 Right click on **Audits/Evaluations**
- 6 When drop down menu appears, right click on **Audits**
- 7 When drop down menu appears, right click on **Search/Add Audit**
- 8 Go to **Work in Progress** and click on **down arrow**
- 9 Select **Scheduled**
- 10 Go to **Search** button and right click
- 11 Identify your scheduled audit and right click on **Start Audit**
- 12 Click on **Auditor down arrow**, then select your name
- 13 Enter audit date
- 14 For Site name, enter BU name in which the audit is being conducted
- 15 Right click on **Create Audit**
- 16 On the next screen go to **Select A Category** and click on down arrow
- 17 For each category complete and save.

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Appendix C - Instructions for ISNetworld Audit (Continued)

Edit, Check Grading, Publish

- 1 Sign in ISN (www.isnetworld.com)
- 2 Enter **username** and **password**
- 3 Click on **Login** button
- 4 From ISN Menu right, click on **My Contractors**
- 5 Right click on **Audits/Evaluations**
- 6 When drop down menu appears, right click on **Audits**
- 7 When drop down menu appears, right click on **Search/Add Audit**
- 8 Go to **Auditor**, click on down arrow, and select your name
- 9 To check on grading or edit audit, click on indicated verbiage or pencil icon
- 10 If audit is complete, right click the box in the select column
- 11 Scroll to bottom of screen and right click **Publish**. Now the audit status affects the contractor over all contractor status.



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APPENDIX D

RigPass/SafeLand Equivalent


To meet the Devon specific Rig Pass/SafeLand equivalence training the course will need to face-to-face classroom training with an examination and provide a photo identification training completion card, oil and gas specific, and contain the following safety and environmental disciplines:

Mandatory Training Topics:

1. Confined Space
2. Hydrogen Sulfide
3. Hot Work
4. Lockout/Tagout
5. Hazard Communication
6. Electrical Safety
7. Intervention / Stop Work Authority
8. Walking Working Surfaces
9. Job Safety Analysis / Pre-Job Planning
10. Personal Protective Equipment, Respiratory
11. Working at Heights
12. Site Specific Hazards and Emergency Evacuation
13. Environmental - Spill Prevention

Optional Training Topics:

1. Material Handling
2. Excavation and Trenching
3. Industrial Hygiene/Respiratory Protection
4. Incident Investigation
5. Behavioral Safety

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APPENDIX E

Contractors / Entities Exempt from RigPass/Safeland

Contractors and entities listed below are exempt from the requirement to complete Safeland, RigPass or an equivalent safety course, required in step 5.6.

- Truck drivers who are only delivering the following materials
 - Rock Haulers
 - Dirt Haulers
 - Concrete Haulers
 - Sand Haulers
- Participants of a tour group
- Porta-Potty Companies
- Trash/Roll off delivery/pickup
- Propane delivery
- Government regulators
- Archeologist
- Companies listed below while working on their easement.
 - Utility providers (rural water, electric co-op etc)
 - 3rd party gas gatherers (OneOk, Enlink etc)

Note: Any modifications to Appendix E will go through the full protocol review and approval process.



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Attachment A - Approval, Review and Modification History

Revision Number	Approved/Revised/Reviewed By	Approval/Revision/Review Date	Description (Initial Approval, Revision or Review along with further details of revision if needed)
00	Richard Luedecke	3/31 /15	Initial Approval
01	Richard Luedecke	9/4/15	Added definition for transportation contractors (with and without services). Added second note to step 5.6 regarding transportation contractors orientation requirements.
02	Richard Luedecke	1/28/16	Updated the note in Section 5.6 specifying that transportation contractors without service could use the annual online orientation or annual the face to face field orientation.
03	Richard Luedecke	8/31/16	Added a list of contractors and entities exempt from the requirement to complete safeland. This list is located in Appendix E.
04	Richard Luedecke	10/18/16	Revised contractor orientation section in Section 5. EHS Field Safety Briefing training cycle was changed to 12 months instead of being based on the calendar year.
04	Jason Nieuwenhuis	2/22/17	Administrative Change – Fixed a typographical error in the title of Appendix A. Changed “Rigland” to “Rigpass”. <i>This change was administrative in nature, therefore the version number and approval date did not change.</i>
04	Jason Nieuwenhuis	2/22/17	Administrative Changes – Aligns the terminology for the field safety briefing with the language used in the training protocol. <i>This change was administrative in nature, therefore the version number and approval date did not change.</i>



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Attachment B


Devon Energy Contractor Performance Improvement Plan (PIP) Guidelines

Devon Energy uses the contractor Performance Improvement Plan (PIP) as a tool to help drive EHS performance improvement with key business partners. Contract companies failing to meet Devon's minimum EHS performance expectations defined in our ISNetworld (ISN) tier grading system, will be asked to develop a formal PIP. This PIP is the first step in Devon's Contractor Exception Process for D and F scores. Devon management will review and evaluate the formal PIP submitted by the contract company to determine if Devon will move forward with the exception process.

There is no mandatory PIP format, but the PIP must be detailed, specific and include the following information at a minimum:

1. What type of work the contractor is doing for Devon and in what geographic areas.
2. ISNetworld score
 - a. Provide specific deficiencies causing the D or F score in ISNetworld and explanation of why the company performance is low in these areas. (Examples include: High TRIR, High DART, High Fatality Rate, High EMR or low RAV's score.)
3. Contractor OSHA statistics and incident analysis
 - a. Provide company's Total Recordable Incident Rate, Days Away, Restricted or Transferred Rate and fatalities as recorded on the company's OSHA 300 logs for the past three years.
 - b. Provide an incident analysis of OSHA incidents referenced above to show trends contract companywide, and Devon-specific incidents broken down by work type, mechanism of injury and type of injury.
 - c. Provide an analysis of the incident investigation findings to identify common contributing factors and root causes for all contract company incidents and Devon-specific incidents.
 - d. Provide a list of corrective actions implemented to prevent incident recurrence.
4. Safety culture and management commitment
 - a. List the company's short term (within next 90 days) goals for improving EHS performance.
 - b. List the company's long term (within one year) goals for improving EHS performance.
 - c. List specific actions management and company leadership have taken or will take to demonstrate visible commitment to the safety and health of the company's employees.
5. If sub-contractors are used, explain the process your company uses to onboard sub-contractors to ensure they meet or exceed the company's EHS requirements and Devon's EHS requirements.
6. Are there actions Devon can take to be a better business partner and improve worksite safety?

If Devon management decides to fully execute an exception, contract company leadership will be requested to present the PIP, and timetable for implementing the corrective actions and deliverables referenced in the PIP, in a face-to-face meeting. Devon will also request quarterly updates, unless specified otherwise in the PIP, to ensure progress on the deliverables listed in the PIP.

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Attachment C

Audit Notification Template Letter

Dear (Company contact in ISN or Point of Contact for Audit):

Safety is a prime consideration in all operations at Devon properties and facilities. Our standard is to comply with all applicable environmental, health and safety laws and regulations. As part of our compliance obligation, Devon Energy (Devon) has established an approval and audit process for independent contractors.

Devon’s Environmental, Health and Safety (EHS) Department would like to inform you that your company has been selected for review of the EHS information that has been provided to us.

Devon’s Corporate EHS Department and you have scheduled a meeting for (Date & Time) to review all of the questions, documents, records, and statistics listed on the attached Contractor Review Protocol. The meeting will take place at the (Locations). If possible, we would like to request that all materials to be reviewed during the meeting will be made available. It is estimated that the review process will take approximately (Length of Audit). The morning will be a review of (Company’s) EHS documentation followed by a field review with (Company) employees at Devon locations in the afternoon.

Devon appreciates your cooperation and commitment to health and safety.

Please contact me at (Auditor’s Phone Number) or (Auditor’s Email address) to confirm the meeting location and the name of your company designee(s) to facilitate the audit process. Please do not hesitate to contact me with any questions and/or concerns.

Best Regards;