

WORK-OVER OF GEOTHERMAL WELL HON-GT-01S2

HSE-DOCUMENT

Versie 1.0 (January '15)

Dit document is mede tot stand gekomen door een bijdrage van het ministerie van EZ en Kas als Energiebron

page 1 of 25





QUALITY

Reference-number operator's quality-system : GW-HSE-20150423

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REVISION

Version	Date	Chapter(s) concerned	Modification

Operator-data





DISTRIBUTION

Dhr. G.J. Verkade	PD Green Well Westland
Dhr. H.A.J.M. v.d. Meijden	Inspecteur Generaal SodM





Contents

1. (General
1.1	Goal and scope of the HSE document for specific operations7
1.2	Reference documents
1.3	Revisions and actualisation9
1.4	Distribution
1.5	Amendments, changes and reporting
2. (Organisation
1.1	Parties involved
1.2	Cooperation between companies
1.3	Description of the organisation
1.4	Tasks, authorities and responsibilities
1.5	Individual responsibility12
1.6	Coordination
1.7	Communication
3. I	Risk identification, assessment and management15
1.1	Basics of the risk management
1.2	Risk assessment
1.3	Other Applicable Documents
1.3 1.4	
1.4	
1.4	Performance standards
1.4 4. I	Performance standards
1.4 4. 1 1.1	Performance standards
1.4 4. 1 1.1 1.2	Performance standards
1.4 4. 1 1.1 1.2 1.3	Performance standards
1.4 4. 1 1.1 1.2 1.3 1.4	Performance standards 18 Emergency management. 19 General 19 Fire and explosions 19 Alarm procedure 20 Assistance in case of injuries 20 Fire fighting. 20
1.4 4. 1 1.1 1.2 1.3 1.4 1.5 1.6	Performance standards 18 Emergency management. 19 General 19 Fire and explosions 19 Alarm procedure 20 Assistance in case of injuries 20 Fire fighting. 20





Summary

This document describes the HSE Management measures for well-intervention operations on HON-GT-01, with the objective to reduce the HSE risks associated with the activity to a level As Low As Reasonably Practicable (ALARP-principle).

Objectives

The objectives of this HSE-document are to:

- Ensure that the roles and responsibilities of all persons in charge of activities are clearly defined, communicated and understood;
- Ensure that all key personnel are aware of the work tasks to be undertaken in a safe manner;
- Ensure that all health and safety hazards and risks associated with the operation are assessed, controlled and communicated to all personnel;
- Ensure that all personnel are competent for the work tasks to be undertaken and that all supervisors are competent to supervise and direct subordinates in a safe manner

Relation to Work-program

This HSE-Document should be considered in conjunction with:

- Work Program: GW-WP-20150423.
- NORM program: GW-NORM-20150423.

This document is only valid for the period covering the specific operation. The planned operations will start on 01 june 2015.

Parties involved

The main parties in this project are as follows:

Company Name	Service Provided
Green Well Westland	Operator
WEP	Advisor to Operator
BPC	Contractor – Work over services
Boekenstijn	Contractor – Crane Services

GWW has selected BPC for work-over services. GWW intends to support the contractors to ensure no harm to people or the environment. Through their qualification process parties have demonstrated their ability to meet the HSE-requirements.





Regarding all decisions made, 'safety first' shall be the deciding factor and each person is responsible to carry-out the activities in a correct, professional and safe manner.

- Prior to entering the site a brief summary of the work to be performed is given by the Project Director (PD-Operator), the risks are identified and individual responsibilities in the areas of HSE are discussed.
- •
- The PD-Operator will arrange the persons register and access-control to the location. At the site there will be an attendance-list which will be signed by the person who wants to enter the site.





1. General

1.1 Goal and scope of the HSE document for specific operations

This document describes the HSE Management measures for the specific operation on HON-GT-01 with the objective to reduce the HSE-risks associated with the activity to a level As Low As Reasonably Practicable (ALARP principle).

The produced geothermal warmth is used to heat the connected greenhouses. After 2,5 years production a marked increase in required production pump power was noted. This was further investigated and a blockage was found inside the upper section of the 4,5 inch lower completion. 20 meters below the linerhanger and 50 meters above the 7 inch shoe. Attempts to remove the blockage in decemder 2014 with coiled tubing have been unsuccessful.

The source of the blockage has been reached further and severe damage to the production liner section is considered as the main cause. Therefore the drilling of a sidetrack is envisaged in order to re-establish well production.

Execution of the activities is planned to start on 01 june 2015.

From the health and safety legislation (BW7: 658) the principal who is responsible for work places in the mining industry is held to promote coordination between the contractors who perform work there. GWW as principal is responsible for safety at the location.

All parties present at the site are independent contractors and as such are responsible for the safety of their own employees.

The present HSE-document aims to implement Art. 2.42f of the Working Conditions Decree, art. 3.7 and paragraph 3.10 of the Working Conditions Rule (obligation to draw up a Safety and Health Document, with prescribed content) and Art. 2.42 of the Working Conditions Decree (Cooperation between different employers in a business or establishment; obligation to make a Health and Safety Document with specified content; coordination for health and safety by the employer responsible for the workplace in the mining industry).

GWW is in the aforementioned sense responsible for the operations and is convinced that this HSEdocument forms the basis for healthy and safe working conditions for all the personnel involved.

This document outlines the identification of all potential hazards, the evaluation of all potential risks; and the management and supervision of all potential risks and corresponding mitigating measures.

Ratification of this HSE-document is done by the Operator. This document will be signed on the first day of operation.

Versie 1.0 (January '15)





1.2 Reference documents

Associated with the planned well-activities – next to the (present) HSE document – the following documents have been prepared:

- Work Program: GW-WP-20150423.
- NORM werkplan: GW-NORM-20150423.





1.3 Revisions and actualisation

GWW is the custodian of this document. He is ultimately responsible for ensuring that the contents of this document is correct, kept up-to-date and distributed in accordance with requirements.

1.4 Distribution

The present HSE-document is distributed to:

Copy nr	Company	Name	Function
1	State Supervision of	H.A.J.M. v.d. Meijden	Inspector-General
	Mines		
2	Green Well Westland	G.J. Verkade	Project Director (Operator)
			(PD)
3	Green Well Westland	J.W.M. Scheffers	Site supervisor (SSV)
4	BPC	Ch. Dontje	Supervisor of BPC
5	Etc.		

Only registered copy-holders will receive formal revisions and adjustments. Requests for addition to the distribution list must be approved by the Project Director.

This document remains valid only for the time of the operations.

1.5 Amendments, changes and reporting

All well operations will be carried out according to the work program. If amendments or changes are required, approval in writing (e-mail) will be required from the Project Director (PD) who will secure the approval of the HSE Manager in writing (e-mail) for changes that may impact the integrity, safety and/or environmental impact of the operation.

The Project Engineer (PE) will report changes in the work program and / or Specific HSE Document in the daily report to State Supervision of Mines. In Chapter 2 an organogram of the organisation is given.

Amendments have to be recorded in the register on the title page. Suggestions for additions and improvements should be passed to the Project Manager.





2. Organisation

1.1 Parties involved

There are a number of parties working together on site during the execution of the project. The main parties¹ and their main role are as follows:

Company Name	Service Provided
Green Well Westland	Operator
BPC	Contractor – Work over services
Boekenstijn	Contractor – Crane Services
WEP	Geological advisor

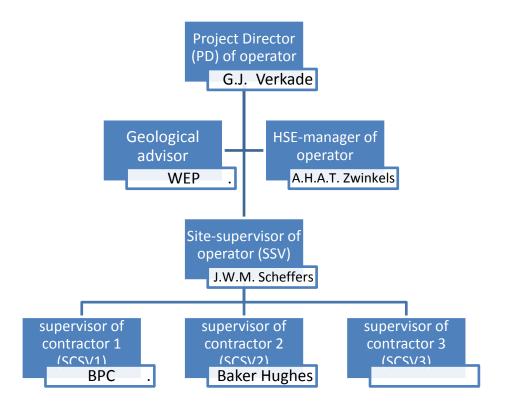
1.2 Cooperation between companies

The collaboration between the relevant companies/employers is focused on the alignment of procedures to mitigate risks and increase the effectiveness of the risk- management to ensure the safety and health of the workers.

1.3 Description of the organisation

A contact-list and addresses of the stakeholders can be found in the appendix. (operator, service companies, suppliers.)

The figure below illustrates the organogram of the operation.



¹ In this document 'main parties' and 'contractors' are used to designated all the contracted parties of operator for the described activities, such as the service companies and the advisors.





1.4 Tasks, authorities and responsibilities

The table below defines the roles and responsibilities of the main parties.

Company Name	Roles	Responsibilities
Green Well Westland	Principal	Well Location (Site)
		Location Security
	Operator	Logistics
		QHSE assurance (general & on site)
	Project management	Input in general meetings
		Execution of work program
		Persons register personnel & visitors
		Communication and Reporting to SSM
		Collecting, (co-)compiling and sending
		out reports, work programs and QHSE-
		documents
Service Companies		
WEP	Geological advise	General well-engineering support
		QHSE support
	Supervision(only at well-entry /	Input in general meetings
	intervention)	On-site Supervision (in case of well
		entry / intervention)
BPC	Work over services	On-site & off-site support
Boekenstijn	Hoisting services	QHSE support
		Input in general meetings
		Reporting to operator
		Advising operator





Table 2 below states the individual responsibilities.

Role	Responsibility	
Project Director (PD)	 Has final responsibility for the safe and environmentally responsible implementation of the well activities including adequate well emergency follow up and implementation. Responsible for safety and quality during the execution of the work programs. Is responsible, according to Arbo legislation, for all aspects of the work carried out by his employees and hired personnel. 	
Project Engineer (PE)	 Advises and assists in the execution of well related projects in the office. The PE is invited by PD to be present on site as and when necessary. 	
Site Supervisor (SSV)	 The site supervisor is present in case of well entry / intervention Supervises and assists in the execution of well related activities on site. 	
Service Company Supervisor (SCSV)	 Each service contractor is represented by a named SCSV who is responsible for the implementation of the HSE Management System of his company. 	

Table 2: Personal roles and	responsibilities
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1.5 Individual responsibility

In respect of all decisions made, 'safety first' is the deciding factor and each person is responsible to carry-out the activities in a correct, professional and safe manner.

Prior to entering the site a brief summary of the work to be performed is given by the Project Director (PD), the risks are identified and individual responsibilities in the areas of HSE are discussed. The PD will arrange the persons register and access control to the location. At the site an attendance list has to be signed by the employee who wants to enter the site.

At the start of the operation the PD coordinates a team-meeting in which the planned activities are explained, the risks are identified and individual responsibilities in the areas of health and safety are discussed. Reports will be made of all team-meetings, in which the discussed items and attendance list are registered.





1.6 Coordination

According to the Arbo health and safety legislation, the 'employer responsible for the work places in the mining industry', is responsible for the promotion of adequate coordination between the contractors who perform work on site or elsewhere. Therefore, GWW is responsible for all actions related to these activities.

- During well entries / interventions GWW will supervise the activities to make sure that they are executed in a safe and responsible way
- Before starting the activities GWW will organise a general team meeting on site (or on a location to be determined) with all involved parties.

The parties (service companies) who are involved in the activities remain responsible for the education and training of their employees.

1.7 Communication

Effective communication is critical to the success of the operation where different parties interface. GWW will manage communication in the different situations between the interfaces as follows:

• Pre Operations

All contractors will be informed of the objectives and timetable of the operation in advance of the operation. A pre-job meeting will be held with the main parties and other companies involved with the operation.

Information

Each contractor is responsible for ensuring that all relevant information, such as HSE, is effectively communicated within their own organisation including alerts, notices, reports etc. The person with responsibility for HSE will ensure that all relevant HSE information is communicated to all persons throughout the onsite operation.

• Execution of Operations

All parties shall ensure that their personnel, including all subcontractors, are notified of and are familiar with the ongoing activity program and abide by all relevant regulations and standards. The following methods shall be used to establish and maintain effective lines of communication between the main parties and subcontractors:

- Introduction the PD is responsible for ensuring that all personnel new to the operation are formally introduced and if required are guided around the site.
- The PD records and reports the daily progress. The PD uses this report as reference to the daily reports to be sent to SSM.
- In case service companies are present, safety meetings are initiated by PD prior to the start of each shift.
- Pre-job meetings/toolbox talks are held at the operational job site by all involved personnel. Particular attention is given to any program changes, which must be accompanied by a review of the appropriate task risk assessment.





Management of Change

In case of a minor change the operations are halted if necessary. The PD, PE, SSV and SCSV and the rest of the team will discuss the change and make a follow-up decision. Minor changes are documented in the daily reports.

In case of a major change the operations are stopped. A representative of SodM (SSM) is added to the panel to decide on action to follow. Major changes may require additional planning and design steps which will need to be approved by the panel.

Emergency

Chapter 5 details the emergency response arrangements that are in place.

Incident Reporting

All personnel have to report accidents, incidents and unsafe situations immediately to the PD, no matter how small. This is done to ensure preventative measures are implemented immediately, not only for this operation, but also for all future operations. The PD or other representatives of the operator will report incidents to the authorities.

• Post Operations

All main parties will come together for a close-out meeting to assess the results of the works. Key lessons will be captured at this 'after-action review-meeting' and documented to ensure their follow-up on future operations.





3. Risk identification, assessment and management

1.1 Basics of the risk management

All operations will be performed under adherence to the legal safety regulations and accident prevention regulations, which are:

- Mining Law (Mijnbouwwet)
- Mijnbouwbesluit, Requirements for: locations, disposal of gas/fluids, drilling and completions of wells, safety exercises
- Mijnbouwregeling
- AMvB 125 Requirements for the operations of mobile installations
- Arbo Law (Arbowet) requirements for working conditions, site management, definition of responsibilities, HSE risk-management, personnel safety and protection, coordination of work on site for different employers
- Arbo Besluit Incident reporting, personnel registration, permit to work system
- Arbo Regeling requirements for HSE Cases, emergency and fire-response plans.

In operations, the Quality, Health, Safety and Environmental policies of the contractor will be strictly adhered to. Onsite of GWW his rules prevail, if however GWW did not set rules the policies and rules of the employer of the personnel involved will apply.

If special activities (activities not specified in the company rules and policies) are at hand or special circumstances arise such as but not limited to other activities at the same site that influence the potential dangers the standard risk assessments can be extended <u>at site</u> to cover these additional points.

Housekeeping must be maintained to a high standard at <u>all times</u> throughout the operation and not something that is done after the rig up, or prior to inspection. Shift supervisors shall ensure good standards are maintained in compliance with company and operator procedures.

All reasonable effort must be made to prevent any spill, and spill combat materials shall be available on location at all times.

Every effort will be made to ensure all employees fully understand the step by step procedures required to provide quality services and products.

Staff and personnel from all involved companies will strive to maintain a safe operating environment for its employees and all other individuals indirectly involved with daily operations.





General Procedures

- Max working time per shift is 12 hours.
- Work shall be done in day-time only.
- Pre-job safety meetings shall be held each morning and prior to critical operations.
- All pressure tests shall be recorded on chart.
- Proper PPE shall be worn during execution of work (helmet, safety boots / shoes, safety goggles and coveralls).
- All equipment in use shall be in a proper state and have certificates in place if applicable.
- Ensure that all equipment has arrived and is in a good working condition.
- Visually/manually inspection of all equipment at location which will be used.
- Check with safety coordinator for rig/crane orientation.

1.2 Risk assessment

The assessment of the risks during operation is shown in table 3.

Table 3: Risk assessment matrix

Activity	Identified Risk	Measures	Action			
Mobilisation & device location	Mobilisation & device location					
Work over equipment and rig environment (Wo)	 Facilities are within the ATEX zones and/or 10⁻⁷ contour Traffic congestion due to limited space access path 	 Visiting location by Contractors to understand restrictions and capabilities of the location Status and characteristics of the location to be made available to Contractors well in advance Good communication with Contractors 	Operator/ Contr. Wo			
Perform work program						
Bleed gas emissions during work	 Gas accumulation in basement Release of H₂S Risk of explosion Choking 	 Check for gas using explosimeter Cellar and H₂S detector Rinse of annulus with nitrogen; check gas-returns with explosimeter and H₂S detector Apply ATEX zones Flaring Workers must be certified to work with H₂S 	Contr. Wo			
Release/producing oil during work	 Ignition danger Spillage 	 Convenient closed storage media available Apply ATEX zones Liquid-proof location in accordance with NRB 	Contr. Wo			





Activity	Identified Risk	Measures	Action
Release/producing formation water	- Spillage	 Closed Storage media available Liquid-proof location in accordance with NRB 	Contr. Wo
Kick (gas/oil) during the work	- Uncontrolled flow	 BOP installed Reserve tank Increase of circulating flowrate and mud weight 	Contr. Wo/ Contr. Crane
General Aspects			
Monitoring/Location access	 Not authorised/ uninformed persons entering location 	 Demarcation of area Fencing in place in advance the House rules are pointed out to all employees 	Operator/ Contr. Wo/ Contr. Crane
Safe working	- Uncontrolled activities	- All work will take place after issuing of work permits	Contr. Wo/ Contr. Crane /Operator
Dangerous substances & chemicals	 Exposure to harmful substances 	 Soil research has taken place Fact sheets present and only employees with certification 	Contr. Wo/ Contr. Crane
Personal Protective Equipment Personal Protective Equipment (PPE)	- Injury	 Standard PPE required on location: coveralls, safety helmet, shoes, glasses. 	Contr. Wo/ Contr. Crane
Weather conditions (storm, thunderstorm, rain)	 Wind and lightning strike 	- Work shut-down (reference to CS and NHF procedures)	Contr. Wo/ Contr. Crane
Emergency	 Injuries Late/inadequate response 	 Emergency plan in place Inform police, fire dept. about the project 	Operator Contr. Wo/ Contr. Crane
Inconvenience to local residents by noise, lights, transportation, vibration	- Complaints	 Mainly work during the day No explicit nuisance sources present during execution of work program 	Contr. Wo/ Contr. Crane
Disturbance in the planning	- Improvisation	- Disturbances are not expected	Contr. Wo/ Contr. Crane
Back-up electricity	 Loss of electricity; damage 	- Install back-up generator	Contr. Wo/ Contr. Crane
work 24 hours a day	- Loss of concentration by fatigue	 12 hour shifts, minimal to no work at night 	Contr. Wo
HSE responsibility and coordination on location	-Unclear responsibilities	-Supervisor responsible for HSE on location	Operator

Dit document is mede tot stand gekomen door een bijdrage van het ministerie van EZ en Kas als Energiebron





Legend:

Operator	Green Well Westland	Operator
Contr. Wo	Work over contractor	Contractor – Cleaning services
Contr. Crane	Boekenstijn	Contractor – Crane Services
Geol. Adv.	WEP	Geological advisor

1.3 Other Applicable Documents

A list of other HSE-related documents is given in chapter 6: Appendices.

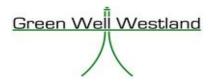
1.4 Performance standards

Performance standards are defined as clear and measurable parameters relating to the performance of a process or system components, equipment and management systems, with respect to the achievement of health and safety objectives.

In selecting the contractors/service companies their track records in the areas of quality, health, safety and environment are reviewed.

Only certified equipment and materials are used during the activities.

Furthermore, the organisation assures that all necessary plans, programs and documents are submitted with the State Supervision of Mines and that the work is done in accordance with these plans.





4. Emergency management

1.1 General

A list of identified risks and mitigation measures can be found in Chapter 3. To reduce risks to an acceptable level the necessary precautions and measures will be taken. Nevertheless threats cannot be fully eliminated and there will always be very limited risks of fire, explosions and injuries.

1.2 Fire and explosions

Risk of fire is caused by:

- Presence of flammable materials (see table below)
- Overheating of engines and hydraulic systems
- Uncontrolled release of hydrocarbons
- Short-circuiting.

An overview of flammable materials and equipment on site, with corresponding location and hazard class, is displayed in the table below. During release of hydrocarbons explosions could occur.

(A= Ordinary combustibles, B= Flammable liquids, C= Flammable gases)					
Location / Equipment	Flammable Materials	Hazard Class			
Well Heads & X-mas trees	Released gas (C1 – C6, CO, H2S) (possible)				
Separator	Synthetic material, rubber				
Gas Treatment facility	Oil and lubricants	ABC			
Flare / Vent		ADC			
Storage tanks					
Ducting / Piping					
Diacal Starage	Diesel				
Diesel Storage	-Synthetic material, rubber	ABC			
	Diesel				
Trucks / Cranes	System components (synthetic material,	ABC			
	rubber)				
	Diesel				
Generator	System components (synthetic material,	ABC			
	rubber)				
	System components (synthetic material,				
	rubber, wood)				
Storage	Hydraulic oil	АВС			
	Lubricants				
	Solvents				
	System components (synthetic material,				
Office	rubber, wood)	ABC			
	paper, textiles				

1	Δ= Ordinary	<i>i</i> comhustibles	, B= Flammable l	liquids C= Flar	nmahle gases)
		, combustibles,	, D– Hailillable i	nyulus, c– i lai	minable gases





1.3 Alarm procedure

Considering the nature of the activities and the limited amount of flammable materials in storage, a fire alarm will only be initiated after a visual observation. In case a fire is observed the PD will be notified, but also the people in surrounding buildings.

In the appendices an overview of the relevant phone numbers can be found. Additional numbers will be added to the list when required.

1.4 Assistance in case of injuries

Key employees of all parties are trained to provide first-aid when accidents occur or firefighting is required. At all times at least one person will be present on site with first-aid certification. If medical assistance or consultation is required or demanded, the involved person or persons will be directed to the local general practitioner. Medical support is available 24 hours. In case of emergencies the Ambulance service / hospital will be notified by calling 112.

1.5 Fire fighting

Key employees of the operator and service companies on site are trained to use firefighting equipment and to fight possible fire hazards. In case of emergency the local firefighting brigade has to be notified by calling 112.

Local authorities, police and fire brigade will be aware of the activities and the possible hazards and risks involved. Agreements have been made with the fire-brigade for support and firefighting. In case of emergencies the alarm-number 112 has to be called. Possible assistance is delivered by additional public services according to the procedures of the local fire brigade.

1.6 Evacuation

In case of fire or uncontrolled hydrocarbon- or fluid release the well site, pump house and other surrounding buildings have to be evacuated. By means of different routes these can safely be abandoned.





5. Ratification

Undersigned hereby ratifies this document to be used as HSE-document for this project.

Company	Name	Signature
	-	





6. Appendices

- 1. Appendix 1: [bijvoorbeeld QHSE document for Operation RIH POOH]
- 2. Appendix A: Telephone list for the well-site
- 3. Appendix B: Details Public Services: Fire brigade, police, hospital etc.
- 4. Appendix C: Contact list of stakeholders (operators, service companies, suppliers)

Green Well Westland



Telephone List for the well-site (Appendix A)

Calamiteiten telefoon lijst op de putlocatie				
Address: [Adres]				
Calamity/ Ramp/ Kata			ľ-	
	2 for police, fire briga			1-2 DAAR RED JE LEVENS MEE
	2 voor politie, brandw			
	n Sie 112 für Polizei, I	-euerwehr oder Kran	kenwagen.	
Calamities teleph	none list			
Name	Function	Office	Home	GSM
[OPERATOR]				
A.H.A.T. Zwinkels	HSE-manager	+31-174-648774		+31-6-55733050
G.J. Verkade	Project-director	+31-174-626393		+31-6-22416142
J.W.M. Scheffers	Site- supervisor	+31-174-630014		+31-6-51170518
Company 1				
BPC		+31-591-667634		+31-6-46728987
Company 2				
Baker Hughes		+31-591-667667		+31-6-53577692
Company 3				
AAB		+31-174-637637		+31-6-57999889
Staatstoezicht op de N	/ijnen (SodM)/ State	Supervision of Mines	1	
	Emergency	0031 6 533 88 722		
	General	0031 70 379 84 00		
Publieke diensten/Pub	olic services			
	telephone	Address		
Hoogheemraadschap	0031 15 3620 900			
Brandweer	0031 70 3090 807			
Politie / Police	0031 900 88 44			
Ziekenhuis Delft	0001 15 200 2000	Reinier de Graaf	2625 40	
hospital	0031 15 260 3060	weg 3-11	2625 AD	Delft





Details Public Services: Fire brigade, police, hospital etc.

(Appendix B)

Politie;	Brandweer;
Politie Westland	Brandweer Honselersdijk
Vierschaar 1	Nieuweweg 6b
2671 ZV Naaldwijk	2675 BC Honselersdijk
0900-8844 / 112 (spoed)	088-8869442 / 112 (spoed)
Ziekenhuis; Reinier de Graaf Gasthuis Reinier de Graaf weg 3-11 2625 AD Delft 015-2603060 / 112 (spoed)	Behandelcentrum Westland Middelbroekweg 2a 2671 ME Naaldwijk 0174-637700





Contact list of stakeholders (Appendix C)

Contact list of stakeholders for the operation						
Location of the	operation/ well-site	: [Address]				
Name	Function	Office-address	e-mail	GSM		
[OPERATOR]			I			
G.J. Verkade	Project-director	Van Ockenburchlaan 20 2675 SB Honselersdijk	info@green-well-westland.nl	+31-6- 22416142		
A.H.A.T. Zwinkels	HSE-manager	De Bruidsbogerd 8 2675 DL Naaldwijk	info@green-well-westland.nl	+31-6- 55733050		
Company 1						
BPC	Senior engineer	Karel Doormanstraat 4 7825 VT Emmen	Chris.dontje@bpc.nl	+31-6- 46728987		
Company 2						
Baker Hughes	Engineering manager	Vasco da Gamastraat 27 7825 VJ Emmen	Edwin.koster@bakerhughes.com	+31-6- 53577692		
Company 3	1					