



Oil and Natural Gas Corporation Limited

Western Offshore Unit

No. WOU/Crew Change/ 2020/01

Date: 25.04.2020

Minutes of meeting held on 25.04.2020 through video-conferencing to discuss the issues of Preparedness for offshore crew change.

The following Officials attended the VC:-

Sl. No.	CPF No.	Name (S/Shri)	Designation	Work Centre
1	29712	VIRENDRA KUMAR MAHENDRU	ED- HRO	RO
2	47304	RAJEEV KUMAR SHARMA	ED- Support Manager	RO
3	57398	SUNIL SINGH	GGM (Civil) - Head Maint.	RO
4	78093	KRISHAN KUMAR	CGM (Security)	RO
5	53577	NARESH KUMAR KANOJI	CGM (Logistics)	RO
6	71276	SANJAY S BASARKAR	CGM (Production)	MH
7	70377	KULDIP MUKHERJI	CGM (Production)	B&S Asset
8	76844	KANUMURI VENKATA KRISHNAM RAJU	CGM (Production)	NH
9	77248	RAKESH KUMAR	CGM (Drilling)	Drilling Services
10	51475	C.I SANTOSH KUMAR	CGM (Drilling)	Drilling Services
11	66175	AJAY BHATNAGAR	CGM (Drilling)	Drilling Services
12	77233	AJAY DIXIT	CGM (Drilling)	Drilling Services
13	66200	R BALAKRISHNAN	CGM (Production)	Well Services
14	71520	RAJENDRA INAMDAR	CGM (Production)	Well Services
15	70324	DILLIP KUMAR TRIPATHY	GM (Production)	MH
16	77239	ATUL KUMAR SINGH	GM (Drilling)	Drilling Services
17	78669	M GANESHAN	GM (HR)	RO
18	61002	VIPIN BIHARI SHARMA	GM (MM)	RO
19	81747	PRANITA DAS	GM (Medical Services)	RO
20	94322	Aarti Judson	DGM(HR)	RO
21	105053	SUBODH BINAY KUJUR	CM (HR)	RO
22	106735	KISHORE DOLA	Manager (IE)	RO

At the outset, ED – HRO welcomed all the participants of the meeting held through video-conferencing. He informed that the main aim of the meeting is to take stock of the preparedness towards offshore crew change proposed w.e.f. 04.05.2020.

The following points were discussed in the meeting:-

1. Preparedness for proposed crew change:

1.1 ED - HRO enquired from I/c- Medical about the preparedness of already empanelled path-labs for conducting Covid-19 test for offshore going crew. Incharge Medical Services informed that the labs have already been apprised of the testing plan, however dates need to be discussed/ firmed up. I/c- Medical informed participants of the meeting that the Labs may require a preparatory time of atleast two days before the samples of the drivers are taken. ED-HRO asked CGM- Logistics and I/c- Medical to prepare a list of all drivers proposed to be tested before they are deployed on duty to transport the crew members. CGM Logistics assured that the list would be ready by 25th April late evening which will be shared with I/c- Medical. CGM Logistics also suggested that instead of using all small sized cars, few buses will also be deployed for transportation of crew members. ED-HRO suggested that all the drivers should be accommodated / quarantined in Santacruz guest house and Panvel after their samples are collected and sent for testing. He further asked I/c- Hospitality to make appropriate boarding and lodging arrangements for all the drivers. It was also decided that on receipt of test reports, the final list of drivers to be deployed on duty would be prepared and copy of test report will also be given to drivers which can be displayed as and when required. On completion of Transportation of Crew to the designated hotels, all drivers will be accommodated in Santacruz guesthouse on twin sharing basis with all arrangement in place for them. This would facilitate the easier movement of the crew from Hotels to Helibase at the time of departure. It was also decided that all the vehicles will be sanitised each time these are used for transportation ED-HRO asked hospitality team to ensure that all the rooms in the hotels are sanitised before occupation by the crew.

All the coordinators representing Assets, Services & WOB were asked to be in close coordination with sections such as Logistics, Medical & Hospitality etc.

**Action by: Head Surf. Tpt, I/c- Medical, I/c- H&W
& all Co-ordinators representing
Assets, Services & Basin.**

1.2 Head Security was asked to obtain permission from local authorities for movement of vehicles during this period of testing and crew change in Mumbai and Navi Mumbai Areas. He suggested that for Navi Mumbai area where E-Passes need to be obtained for which online application has to be submitted. Additionally CGM Logistics was asked to provide list of all the vehicles to Head security for the latter to obtain requisite permissions.

Action By: Head Security, Head Surf. Tpt.

1.3 It was informed by ED- Support Manager that the discussions have already been held with two hotels namely Lemon Tree (Situating near international airport) & Marriot. The required price negotiations were also held with them and the best rate firmed up. Both the Hotels have offered up to 400 Rooms which would suffice for accommodating our crew members. It was also informed that Hotels have been asked to create/follow strict quarantine norms during the stay period of the crew including sanitisation of rooms before occupation by the crew. If there is a need for additional rooms,hotels like Novotel Juhu and Trident BKC have also offered their rooms.

1.4 During discussions Head FMG informed that the sanitisation work is being done by the existing contractors working at various places, however if the need be, a separate contract covering the future scope of sanitisation work will also be finalised.

Action By: Head - FMG, I/c- MM & I/c- F&A

1.5 I/c- Medical was asked to arrange the sample collection facility for ONGC Crew at the hotel premises for which she asked for two separate rooms for the lab technicians. It was further informed by I/c- Medical that testing of crew may tentatively begin by 30th April / 1st of May 2020.

Action By: I/c-Medical & I/c- H&W

1.6 On a query by Shri Kuldeep Mukherjee, it was agreed that a copy of the Covid-19 test will be provided to the driver for displaying the same as and when required.

Action By: I/c- Medical

1.7 Shri Sanjay Basarkar suggested that more number of counters be arranged to take samples and more medical agencies be empanelled. HRO advised the Incharge Medical to do the needful.

Action By: I/c- Medical

1.8 Shri KVK Raju raised the issue of sanitizing all types of vehicles, which are involved in transporting employees and also entering into all ONGC offices / locations. ED- HRO advised Head FMG that a consolidated contract for all locations to disinfect all the hired vehicles / vehicles of employees entering into all offices be finalised, which will address this issue.

Action By: Head FMG

1.9 On a query by Shri R. Balakrishnan, Well Services, it was clarified that the employees already tested will require to undergo test once again.

1.10 Shri D K Tripathi informed last mile connectivity is an issue which needs attention this time so that everyone can reach the identified place for transportation to designated hotels.

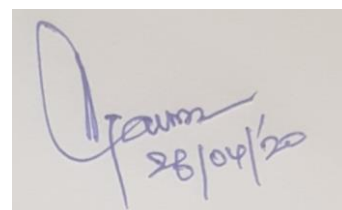
1.11 On a query from Mr Ajya Dixit about the accommodation for the crew members who would be coming out of offshore, it was clarified that suitable hotel accommodation would be provided to all those who needed before they depart for their destination. It was also confirmed that the requisite essentials such as Mask, Hand Sanitisers etc. will also be provided to them.

1.12 Shri Atul Singh, Drilling Services requested to issue a certificate to the employees (coming out of offshore) confirming that they were quarantined, before they proceed to their family station. ED-HRO shared that a format is already in place. The same is enclosed to be issued by Offshore Medic / Helibase Doctor.

1.13 ED – HRO appreciated the efforts of the team and expressed confidence that with the experience of similar exercise of testing having already carried out about a fortnight ago, the coordination would be even better this time.

1.14 He also requested the joint heads of the committee constituted for smooth coordination and facilitation of crew change i.e Shri R. K Sharma, ED- Support Manager, RO and Shri Sunil Singh, GGM- Head Maintenance to continuously monitor various activities and bring to the notice of ED-HRO if any assistance is required at any stage.

At the end of the meeting, ED-HRO thanked everyone for their participation and requested the heads of the committee/ Incharges to keep him updated on various developments including constraints if any, on daily basis.



(Ganeshan M)
GM (HR) - RO, Mumbai

Distribution:

1. To all the participants.
2. All Asset Managers and Chief Drilling/ Well/ Logging/ Engineering Services & Basin Manager.