

# International Association of Drilling Contractors



## ART DCS Alarm Work Group Team 2 Meeting

21 April 2016

1 pm

National Oilwell Varco  
3<sup>rd</sup> Floor Western Room  
10000 Richmond Ave  
Houston, TX 77042

### Minutes

Attending: Erlend Engum, Trenton Martin, Steve Ronan and John Bogdan

Key outcomes of discussion:

- The words **shall** and **will** are not recommended when writing guidelines / recommendation documents from IADC
  - John Bogdan provided below clarifications on the meaning of terms within standards / guidelines and recommendations

This Alarm Management Plan uses the following normative language:

- Shall / Shall not – indicates an absolute requirement or prohibition
- Should / Should not – indicates a recommendation
- May / Need not – indicates permission
- Can / Cannot – indicates ability or inability

Refer to the following for more discussion of the use of normative language:

- <http://www.iso.org/iso/how-to-write-standards.pdf>, page 4
  - <http://www.iso.org/iso/foreword>
  - [http://www.iec.ch/members\\_experts/refdocs/iec/isoiec-dir2%7Bed6.0%7Den.pdf](http://www.iec.ch/members_experts/refdocs/iec/isoiec-dir2%7Bed6.0%7Den.pdf)
- IEC-62682 draft TOC can be found at [https://webstore.iec.ch/preview/info\\_iec62682%7Bed1.0%7Db.pdf](https://webstore.iec.ch/preview/info_iec62682%7Bed1.0%7Db.pdf)
    - Section 17 references Management of Change and provides a good list of documents to be filled during alarm system MOC

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- To effectively make the IADC guideline, workgroup 2 recommend mapping **shall** and **should** statements from IEC-62682 to roles and responsibilities ref. IADC KSA's
  - Workgroup 2 will still work on MoC and rationalization within this framework
  - We recommend using the RASCI nomenclature. J. Bogdan provided this definition:

**RASCI is an abbreviation for:**

- R Responsible** – owns the problem or project
- A Accountable** – who shall sign off (Approve) on work before it is effective, to whom "R" is Accountable
- S Supportive** – can provide resources or can play a supporting role in implementation
- C Consulted** – has information and/or capability necessary to complete the work
- I Informed** – shall be notified of results, but need not be consulted