Introducing the Wellsite Permit to Work Association Inc.

The Wellsite Permit to Work Association Inc. is the nationally and internationally recognised owner and manager of the Wellsite Permit to Work System.

The System provides a means to manage safety aspects of one or multiple operations conducted at wellsites in a systematic, formalised and auditable manner. As a standardised work planning and scheduling mechanism, the System is well suited for all wellsite work, including use in simultaneous operations forming part of a company’s overall safety management system.

Most importantly, the System is designed to prevent major incidents and accidents at onshore wellsites.

Becoming a member of the Wellsite Permit to Work Association entitles an organisation to actively contribute to and use the Australian onshore oil and gas industry’s highly regarded work permit process, ensuring only the highest safety standards are adopted across the industry.

The Association's role is to:
- oversee the content and use of the Wellsite Permit to Work System to ensure it remains consistent, high quality and in line with Australian safety standards and international best practices
- develop Wellsite Permit to Work System minimum training requirements for personnel using the System, and endorse training providers
- conduct forums, conferences, workshops and seminars to share learnings, improve and advance the Wellsite Permit to Work System
- conduct or commission research, studies or activities to monitor, improve and assess the status or effectiveness of the Wellsite Permit to Work System

How does the Wellsite Permit to Work System operate?

The Wellsite Permit to Work System is a unique, industry-wide, leading practice work permit process used throughout Australian Onshore Oil and Gas and intended specifically for work on wellsites. Its use is also increasing in other countries.

It consists of a Handbook which describes the System and the permitting process, and a single Wellsite Permit Form that covers the entire range of permit types, including Hot Work, Cold Work, Pressure Systems, Explosives/Radioactive Work, Working at Heights and Confined Space Entry.

Each Wellsite Permit category includes specific work precautions that must be in place before starting work, and ongoing work conditions that must be maintained while carrying out the work.

Wellsite Permits are issued by the Senior Representative of the Primary Wellsite Contractor and are issued to everyone conducting work on that wellsite, including personnel from the Primary Contractor, other wellsite contractors, visiting contractors and the operating company.

The Wellsite Permit to Work System can be used in association with a wellsite handover process to allow interfacing with an operating company’s existing work permit processes if needed.
Membership

The Wellsite Permit to Work Association has two categories of membership – Corporate and Associate.

Corporate Members of the Association are companies or other businesses that are users of the System, typically including operating companies, rig contractors, and service companies.

Corporate membership fees:
- Joining fee: $3,000 (+GST)
- Annual membership fee: $5,000 (+GST)

Associate Members of the Association are companies or other businesses that provide support to Corporate Members in using the System. Associate Members typically include training providers, personal protective equipment suppliers, governmental groups, some consulting companies and other supporting organisations.

Associate membership fees:
- Joining fee: $2,000 (+GST)
- Annual membership fee: $3,000 (+GST)

The Board of the Wellsite Permit to Work Association assesses and approves all applications.

Benefits of Membership

Membership benefits include:

- access to the current version of the Handbook, Permit Forms and support materials for the international leading practice Wellsite Permit to Work System
- input into ongoing improvements to the System
- support from knowledgeable personnel via helpdesk, website FAQ, or similar
- access to an online database for all personnel who have been trained in the use of WPTW, with training expiry dates
- access to Verification of Competency tools
- access to WPTW System self auditing and assessment tools

Membership FAQ

What is the role of a Member Representative?

When applying for membership, each Corporate and Associate Member must nominate an employee of their organisation to act as their Wellsite Permit to Work Association representative.

This person is authorised act for or on behalf of the Member in all matters relevant to the Member’s interest in the Wellsite Permit to Work Association.

All correspondence relating to the Association will be sent to the Member Representative.

Importantly, he or she is entitled to vote on behalf of the Member at General Meetings.

Can subsidiaries and / or related companies become Members?

Subsidiaries and related companies of a Member are eligible for membership of the Association in their own right. In the event a subsidiary or related company applies for membership in its own right, it should apply for the category of membership applicable to their usual business.

In the event each separate company (or legal entity) applies for membership in its own right, it must nominate one of its own employees as their Member Representative. One person cannot be the Member Representative for more than one Member.

A parent company may choose to include its subsidiaries in its membership and if so, must disclose each subsidiary at the time of applying for membership.

How are membership applications assessed?

The Board of the Wellsite Permit to Work Association will assess membership applications on an individual case by case basis and may in its sole discretion approve or reject membership.

For more Membership information, go to www.wellsite.org.au
APPLICATION FOR MEMBERSHIP - Page 1 of 2
APPLICATION FORM FOR MEMBERSHIP OF THE WELLSITE PERMIT TO WORK ASSOCIATION INC.

Company / Organisation Details (Member)

Company Name ___________________________________________ ABN ______________________
Trading Name (if different to Company Name) ________________________________
Street Address ________________________________________________ Postal Address (if different to Street Address)
____________________________________________________________________
____________________________________________________________________
Phone ________________________________ Fax ________________________________

Membership Category

<table>
<thead>
<tr>
<th>Membership Category</th>
<th>Joining Fee (ex GST)</th>
<th>Annual Fee (ex GST)</th>
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<tr>
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<tr>
<td>□ Operating Company</td>
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<td>□ Rig Contractor</td>
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<td>□ Service Company</td>
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<td>Associate Membership</td>
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<td>□ Consultant</td>
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<td>□ Supplier</td>
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<tr>
<td>□ Other (please specify)</td>
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Membership: Please provide a brief description of the organisation, including a summary of operations
____________________________________________________________________
____________________________________________________________________

Membership for subsidiary organisation: Please provide a list of subsidiary organisations to be included in your membership.

Subsidiary Name ___________________________________________ ABN ______________________
Trading Name (if different to Company Name) ________________________________
Street Address ________________________________________________ Postal Address (if different to Street Address)
____________________________________________________________________
____________________________________________________________________
Phone ________________________________ Fax ________________________________

PLEASE COMPLETE PAGES 1&2 AND FORWARD TO:
Wellsite Permit to Work Association, Inc.
PO Box 456, Unley, SA 5061
Or to our email: admin@wellsite.org.au

ADMIN USE ONLY
Date Received: ______________________
Date Processed: ____________________
## Member Representative Details

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<thead>
<tr>
<th>Name (Title, First Name, Surname)</th>
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<tr>
<td>Job Title</td>
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<td>Street Address</td>
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<td>Postal Address (if different to Street Address)</td>
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<td>Email</td>
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## Personal / Executive Assistant contact details (if relevant)

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<th>Name (Title, First Name, Surname)</th>
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## Alternate Member Representative Details

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## Declaration and Submission of Form

The completion of this application for membership allows the Board of the Wellsite Permit to Work Association Inc to consider the admission of the applicant as a member. If membership is approved, the applicant will become subject to the Rules of the Association*. If membership is approved, the applicant also agrees to assign any intellectual property the applicant may have in the System (including background intellectual property) to the Association.

We, ____________________________, hereby apply for membership of the Wellsite Permit to Work Association Inc and agree to be bound by the membership terms set out in this application form.

Member Representative signature ____________________________ Date ____________

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### PLEASE FORWARD YOUR COMPLETED APPLICATION TO:

Wellsite Permit to Work Association, Inc.
PO Box 456, Unley, SA 5061

**Or to our email:**

admin@wellsite.org.au

### PAYMENT CAN BE MADE VIA:

Electronic Funds Transfer (EFT) to:

BanK: ANZ
Branch: Unley
Account Name: Wellsite Permit to Work Association Incorporated
BSB: 015-208 Account No: 203843358

**Or by cheque to:**

Wellsite Permit to Work Association, Inc.