






# Ihtimam Post-Implementation SOP

† Number of People Involved \_\_3\_\_




🕒 Target Cycle Time \_\_139\_\_  
working days and 2 hours\_\_

Special Requirements	Procedure Overview	Instructions and Explanations	Key Point Images
<p>Special Requirement</p> <ol style="list-style-type: none"> <li>To liaise with MSE11 team to check the latest training schedule</li> <li>70% completion requirement of each training to move to next step</li> <li>Coaching to be done by Ihtimam coaches who are trained in TTT and should be done according to the implementation criteria.</li> </ol>	<div style="border: 1px solid black; padding: 5px; text-align: center;"> <p><b>1- Launch of Ihtimam Training</b></p> <p>Cycle Time: 75 working days</p> </div> <p style="text-align: center;">↓</p>	<p>1.1 Deliver the following training as per the developed schedule:</p> <ol style="list-style-type: none"> <li>Launch leadership workshop training by a member of MSE11 team in Muscat</li> <li>launch Train The Trainer workshop by a member of MSE11 in Muscat</li> <li>Launch the awareness training by a member of MSE11 team in Muscat/Site</li> <li>Launch Site Crew Training in field by Trainer who attended TTT at Site</li> <li>Coaches to start conducting coaching sessions at coastal and site</li> </ol>	 <p style="text-align: center;"><i>Figure 1 Site Crew Training</i></p>
<p>Special Requirement</p> <ol style="list-style-type: none"> <li>Post Implementation criteria</li> </ol>  <p style="text-align: center;"><b>Post Implementation</b></p> <p><a href="G:\N_MSE1\03 Projects\MSE11\11\01- Ihtimam\Templates for new contractors">G:\N_MSE1\03 Projects\MSE11\11\01- Ihtimam\Templates for new contractors</a></p>	<div style="border: 1px solid black; padding: 5px; text-align: center;"> <p><b>2- Steering Committee</b></p> <p>Cycle Time: 2 hours</p> </div> <p style="text-align: center;">↓</p>	<ol style="list-style-type: none"> <li>Weekly steering committee meetings at site where applicable (e.g operation &amp; Engineering) to be arranged by site focal point</li> <li>Coastal steering committee to be conducted bi-weekly and to be arranged by MSE11 team.</li> </ol>	

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<p>Special Requirement</p> <p>1- ICB must reach at least 95 % safe score for 6 months</p>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p><b>3- Review ICBs on card to be retired</b></p> <p>Cycle Time: 7 working day</p> </div> 	<p>3.1 ICBs on the observation cards to be analysed by MSE11 and the focal point in order to decide to retire them or not.</p>	
<p>Special Requirement</p> <p>1- To cover at least 25 % of the workforce from various discipline</p> <p>2- Ihtimam Health check</p>  <p><b>IHTIMAM Health Check.doc</b></p> <p><a href="J:\N_MSE1\03 Projects\MSE11\11\01- Ihtimam Health Check.doc">J:\N_MSE1\03 Projects\MSE11\11\01- Ihtimam Health Check.doc</a></p>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p><b>4- Health Check</b></p> <p>Cycle Time: 28 working days</p> </div> 	<p>4.1 To be done by PDO focal point and contractor focal point.</p> <p>4.2 To be done every 8 weeks in the first 6 months of implementation. Health check To be conducted by Ihtimam FP and the result to be submitted to MSE11 team</p> <p>4.3 To be done quarterly after 8 months of post implementation</p>	

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<p>Special Requirement</p> <p>1- Post implementation criteria in the Appendix A</p>	<p><b>5- Management Visits</b></p> <p>Cycle Time: 1 working day</p> <p style="text-align: center;">↓</p>	<p>5.1 Management to conduct site visit according to the post implementation criteria</p>	 <p>Figure 2 MD and UWD conducted site visit and discussed Ihtimam implementation in insourcing Rig103</p>
<p>Special Requirement</p> <p>1- Sustainability review</p> <p> IHTIMAM questionnaire \$...</p> <p><a href="#">J:\N_MSE1\03 Projects\MSE11\11\0 1- Ihtimam\SOP\IHTIMAM questionnaire Sustainability Review for Employees (3).doc</a></p> <p>2- Ihtimam site crew engagement</p> <p> IHTIMAM questionnaire \$...</p> <p><a href="#">G:\N_MSE1\03 Projects\MSE11\11\0 1- Ihtimam\SOP\Questions Site Team Engagement .docx</a></p>	<p><b>6- Sustainability reviews</b></p> <p>Cycle Time: 28 working days</p> <p style="text-align: center;">↓</p>	<p>6.1 MSE11 and contractors to conduct the sustainability reviews after 8-12 months of implementations</p>	

✓ Pre-Checks			Key Point Images		
Document Owner Ghafri, Saif MSE11	Version (Revision) 1	Effective Date 12/06/2019	Approval Hatmi, Nasser MSE1	Document Location G:\N_MSE1\03 Projects\MSE11\11\01- Ihtimam Behaviour Based Safety System\01- Ihtimam\SOP	Page 3 of 5

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<p>Things to Do Before Starting the Process</p>		
<input type="checkbox"/> 100 % completion of pre-implementation actions <input type="checkbox"/> Roles & Responsibilities are identified and clear <input type="checkbox"/> <input type="checkbox"/>		
<p> <b>Tools and Materials</b></p> <p>Things You Need Before Starting the Process</p>	<p>Step</p>	<p>Key Point Images</p>
<input type="checkbox"/> Computer with internet access <input type="checkbox"/> internet explorer 9 or above <input type="checkbox"/> <input type="checkbox"/>		
<p> <b>People</b></p> <p>Who Is Required to Be Notified</p>		<p>Key Point Images</p>
<input type="checkbox"/> Ihtimam directorate lead appointed by director <input type="checkbox"/> Minimum 3 senior focal points at coastal <input type="checkbox"/> Focal points at site <input type="checkbox"/>		
<p> <b>Key Learnings; Performance Points</b> </p> <p>What Have We Learned That We Should Share</p>		<p>Key Point Images</p>

<p>Document Owner Ghafri, Saif MSE11</p>	<p>Version (Revision) 1</p>	<p>Effective Date 12/06/2019</p>	<p>Approval Hatmi, Nasser MSE1</p>	<p>Document Location G:\N_MSE\103 Projects\MSE11\1101- Ihtimam Behaviour Based Safety System\01- Ihtimam\SOP</p>	<p>Page 4 of 5</p>
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## Appendix A

<b>Post- implementation criteria</b>			
Criteria (1000 PPL)	First 3 months	6 months	12 months
		( next 3 months)	( next 6 months)
Training	85%	100%	
Coaching	12	24	52
Health check	3	6	12
Management site visits	6	9	15
Observation in system:	300	400	800
	Total= 300	Total= 700	Total= 1500
Closed Actions in system:	150	200	400
	Total=150	total 350	Total 750
SC ( Director level )	2	4	6
SC ( site level )	12	24	52
Only Ihtimam used	100%		

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