

# Curriculum Vitae

## Mark Kelvin Duncan – Offshore HSE Specialist



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Sex Male | Date of birth 20 August 1975 | Nationality South Africa / Portugal (EU)

**PERSONAL STATEMENT:**

With extensive work and life experience, I thrive on the ability to enhance the behavioural based safety culture in any environment that I find myself.



## KEY STRENGTHS:

- Having spent over a decade working offshore across 4 Continents, I have an appreciation for the Cultural differences and sensitivities that exist around the world. This has greatly improved my ability to communicate with people at all levels and understand what motivates them.
- With over 2 decades of experience in high risk industries, most of that in Oil and Gas, I have developed a good feel of what happens at the coalface which means I am able to have a good understanding of the pressures and unique work environments associated with these types of industries.
- A strong Academic background has not only given me an appreciation for Regulatory Requirements, excellent writing and reporting skills, but also taught me strong analytical skills which I am able to bring to the working environment.
- I see HSE as an integral part of industry, not a side function. I believe in a Behavioural Based Approach to safety. I focus on improving peoples self motivation with respect to Safety and the behaviours associated with a Safe and Productive work environment.
- A diverse skill set developed by my involvement in the related Aviation and Maritime environments brings knowledge which isn't usually a strength in the Oil and Gas Industries.
- Being a natural Teacher and Leader resulted in my spending time as a Helicopter Pilot Instructor and Maritime Instructor which has strengthened my ability to pass on knowledge, motivation and skills to everyone I encounter, with the focus on achieving a strong HSE culture, and self motivation among crew mates, even in the face of potential resistance
- As a committed Team Player I feel it's important to not only have the ability to lead but also contribute to a strong Management team by allowing others to lead when their knowledge or skill set supersedes mine.
- I commit myself fully to any task I take on; always striving for success with a particular focus on safety, efficiency, productivity, continuous improvement and learning.

## EMPLOYMENT HISTORY:

### 2014 to Present

Freelance Consultant: [www.markduncan.info](http://www.markduncan.info)

Projects:

- Offshore Client HSE Supervisor (Rig Based) – Shell and Egypt Gas Joint Venture
  - **Egypt** 2018 – 2020
  - Received **Shell Upstream Impact Award 2018**
  - Noble Globetrotter One (2011 Built, Multi Purpose Tower Drillship)
  - Valaris DS7 (2013 Built, Ultra-Deepwater, Dual Derrick, Samsung 7<sup>th</sup> Gen Drillship)
- Freelance Commercial Helicopter Pilot at NAC Helicopters, Cape Town since 2014
- Freelance HUET/ Offshore Survival Instructor at CPUT Survival Centre, Cape Town since 2014

## **2011 to 2014**

### **Client HSE Supervisor (British Gas and Egypt Gas Joint Venture)**

#### **Ocean Endeavor and Scarabeo 6: Anchored Semi Submersibles (Egypt)**

##### Responsibilities:

- Provide support to Rig Team in all aspects of safety, occupational health and environmental issues
- Support the HSE Manager in ensuring HSE compliance offshore
- Perform regular HSE audits during drilling, flaring, SPS and maintenance operations
- Attend pre-job, planning and contractor meetings as required on all HSE related matters
- Provide support to the rig on the implementation of Company-wide HSE initiatives
- Assist with developing HSE Plans that comply with Company policies and procedures as well as contractor requirements
- Ensure training, tool box meetings and drills are implemented as part of the company's offshore training and HSE program, i.e. emergency response systems, etc.
- Investigate and ensure the close out of all Accident Investigation Reports and prepare/submit lessons learned to shore-based HSE Management Team
- Manage safety statistic reporting
- Assist in the development of project specific HSE procedures
- Provide guidance and knowledge in the Contractor Risk Assessment Process
- Conduct HSE training as required
- Ensure all worksites are HSE compliant with Company and Contractor policies and safety standards
- Support Contractor HSE personnel in the development of work site HSE campaigns and good Safe Work Practises

##### Projects:

- Monitoring Clients interests during Special Periodic Survey and UWILD; conducted alongside in Damietta Port, Egypt

## **2010 to 2011**

### **HSE Regional Manager, West Africa (Nabors)**

#### **Office Based (Pointe Noire, Congo)**

##### Responsibilities:

- Overseeing HSE Activities on the following Offshore Facilities:
  - FDPSO Azurite (Republic of Congo)
  - Platform Rig (Republic of Congo)
  - BR-301 Barge Rig (Gabon)
  - Platform Rig (Angola)
- To act as the organisation's lead competent person for Health and Safety in the Region. Promoting HSE at Senior Management level while setting the direction and leading by example to embed a positive HSE Culture
- Set the strategic framework for the management of Health, Safety and Wellbeing and Environmental standards, engaging stakeholders and Clients across the region to ensure these standards are understood and embedded
- Write, implement and manage HSE Programs, Policies and Procedures
- Write, implement and monitor Emergency Response Plans and Procedures
- Develop, review and monitor HSE objectives and targets across the region

- Provide guidance and advice to the Regional Management Team and Rig Managers to ensure the organisation complies with statutory obligations and best practice. Make recommendations, propose options and develop implementation plans to ensure that the organisation maintains compliance in all areas of HSE
- Provide coaching, specialist advice and practical support on all HSE matters to the Regional Management team
- Implement and oversee regional HSE committees with the client and vendors
- Keep up to date with new HSE legislation and best practice developments that affect the organisation, ensuring that when necessary, policies, procedures and processes are appropriately updated
- Responsible for the Regional HSE performance report
- Ensure that lines of communication are robust and are available to all staff and managers with respect to HSE Matters
- Lead detailed incident investigations and Root Cause Analysis and assist others to investigate incidents/ accidents. Ensure the effective management of corrective actions, reporting internally and externally if required. Ensure the effective communication of lessons learned
- Carry out regular HSE Management Inspections of the Region's operating facilities
- Assist in compliance reviews, general risk assessments and other safety assessments to support Health, Safety and Environmental management
- Oversee Behaviour Based / Observation Safety Programs
- Help develop Job Safety Analysis

## **2007 to 2010**

### **Ballast Control Operator (Songa and Essar)**

Songa Venus: Anchored Semi Submersible (**Australia**)

Essar Wildcat: Anchored Semi Submersible (**India**)

#### Responsibilities:

- Operate the ballast control system so as to maintain the rig's position, draft, and trim with respect to well location
- Record reports pertaining to stability, boat, and helicopter movements, safety drills and rig activities in the logbook
- Maintain a continuous listening watch on VHF radio and maintain regular communication with supply and standby vessels
- Monitor variable deck load on a daily basis to calculate and maintain the rig's stability and to prepare the daily and weekly marine and stability reports
- Monitor fire alarms, engine condition, gas alarms and take appropriate action
- Coordinate all helicopter and supply boat traffic to and from the rig
- Assist in supervising the transfer of bulk material to and from the rig
- Test and Inspect ballast equipment, lifesaving equipment and carry out preventative maintenance as required
- Assist in supervising the deck crew during routine and non-routine marine operations
- Assist the Barge Supervisor in carrying out rig move plans, aid anchor handling boats, and perform mobilization and demobilization preparations

## **2001 to 2007**

### **Offshore Rig HSE Adviser / RSTC**

**2005 to 2007: Songa Offshore** (Norwegian offshore drilling company)

Songa Venus: Anchored Semi Submersible (**Australia**)

**2001 – 2005: Pride International** (Houston based offshore drilling company)

Pride South Atlantic: DP Semi Submersible (Campos, **Brazil**)

Pride South America: Anchored Semi Submersible (**Itajai**, Brazil)

Pride North America: Anchored Semi Submersible (N. **Angola**)

Pride Angola: Drill ship (North **Angola**)

Pride Cabinda: Jack-Up (**Cabinda Province, Angola**)

Pride South Pacific: Anchored Semi Submersible (Angola, **Congo** – West Africa)

Responsibilities:

- Assist and coach rig-based personnel in the implementation and understanding of the Company Management System
- Act as installation subject matter expert (SME) for the Company HSE management system and training requirements
- Provide a communication link between QHSE and Training organizations and the offshore workforce
- Assist in the implementation of the Company Goals and Objectives through liaison with QHSE Management
- Oversee and run rig Safety Meetings
- Monitor and Control Rig Permit to Work System and Lock Out/ Tag Out Procedure
- Assist with the writing and implementation of the Rig Safety Analysis System
- Implement, track and monitor the Rig Unsafe Act and Reporting Procedure
- Conduct Regular Maintenance Inspections of Lifesaving and Fire and Appliance Systems
- Carry out Rig Based Safety Training Program onboard

**1999 to 2001**

**Maritime Survival Instructor - Cape Technikon Survival Centre** (Cape Town, South Africa)

- Design, Updating and Presentation of courses for the Maritime, Offshore and Aviation Industries: - Sea/ Land Survival, Helicopter underwater escape, Fast Rescue boat Coxswain, Lifeboat Coxswain, Occupational Safety. Lifeboat Coxswain examiner (STCW 95 and SAMSA). Helicopter Rescue Crew (course designer and examiner)

**1995**

**Fire-fighter - Cape Town Fire and Rescue** (South Africa)

- Fulltime operational fire fighter

## EDUCATION AND TRAINING:

### **B.Comm Honours Degree – Business Management (2004)**

- Advanced problems of Financial Management
- Project Management
- Advanced Strategic Marketing Issues
- Strategic Human Resource Management
- International Business

### **BComm Degree – Business Management (1998)**

- Major in Economics and Business Management
- Distinction in Financial Management

**NEBOSH International Certificate (2009)**

**Incident Management (2009)**

**Safety Management Training Course (2000)**

**Safety Leadership (2007)**

**E-CHP Advanced Error Reduction Strategies (2014)**

**Commercial Helicopter Pilot (Instrument and Instructor Rated) (2014)**

### **BOSIET (incl Rebreather) (Expires 2021)**

**OIM (Martin International 2007)**

**Barge Supervisor (Martin International 2007)**

**BCO/ MODU Stability (Martin International 2007)**

**USCG Able Seaman (Martin International 2007)**

**STCW95 Basic Training (2004)**

**STCW95 First aid at Sea (2014)**

**STCW95 Advanced Firefighting (2003)**

**STCW95 Proficiency in Survival Craft (2005)**

**STCW95 Fast Rescue Craft Coxswain (2001)**

**GMDSS (2007)**

**Restricted Marine Radio Operator (1999)**

**Hazardous Materials (1995)**

**Fire Technology (1995)**

**Dangerous goods by Air (2019)**

**Dangerous goods by Sea (2006)**

**Scaffold Inspector (2003)**

**Lifting Gear Examiner (2004)**

**Forklift Operator (2002)**

**Working at heights (2007)**

**Confined Space Safety (2010)**

**STOP for Supervisors (2003)**

**H2S Safety / Hearing Conservation / Lockout-Tagout / MSDS Sheets / Rigging Overview / Back Safety / Basic Lifting / Chemical Hazards / Confined Space Entry / Electrical Safety / Fall Protection (API University - 2008)**

**Assessors Course (South African Maritime Safety Authority - 1999)**

**Train the Trainer Course (IMO - 2000)**

**Lifeguard Instructor** (2001)  
**Helicopter Rescue Swimmer** (1996)  
**Defensive and 4x4 Driving** (2011)  
**Emergency Care Practitioner – Level 5 (Basic Ambulance Assistant)** (2000)  
**Crew Resource Management** (Aviation) (2019)  
**Divemaster** (PADI - 2016)  
**Freediver** (Pure Apnea - 2018)

## ACHIEVEMENTS:

### Global Challenge

- In 2012 after kayaking on the Arctic Ocean (Svalbard) completed a personal quest to run a Marathon on all seven Continents and Kayak on all 5 of the world's oceans
- In 2006 became the youngest South African to run a standard marathon (42,2km) on all Seven of the worlds Continents (Antarctica, South America, North America, Asia, Africa, Europe and Oceania)

### North Pole Marathon (2011)

- In 2011 became the youngest South African to run the North Pole Marathon

### Coolangatta Gold (2008)

- "Longest, Toughest Surf Ironman Race in the world"... "One of the most gruelling physical events on the planet" – 46.65km - Gold Coast, Australia

### The PE – EL Challenge (2000)

- "Longest, toughest Surfski Race in the world" – from Port Elizabeth to East London (244km), South Africa – finished in 14<sup>th</sup> position

### Camel Trophy

- Provincial Finalist ('94)
- National Finalist ('97, '98)

**President: Big Bay Surf Lifesaving Club** (2015 to present)

## REFERENCES:

- Mr John O'Grady (Shell Senior Drilling Supervisor)  
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- Mr Scott Stewart – (Shell Senior Completions Supervisor)  
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