




CHARTER DOCUMENT

Charter : DROPS Oman Chapter		
Version 1.0	May 2018	

Introduction


The DROPS Oman Chapter (referred to as Chapter in the document) is a partnership between various operators, client contractors and supply chain that focuses on strategic, collective and joint management of Dropped Object Prevention in the Sultanate of Oman. The purpose of the Chapter is to provide a sustainable safe environment for the entire workforce, assets and environment. The Chapter shall aim to drive continual improvement in Dropped Object Prevention through:

1. Effective monitoring of Dropped Object trends and ensuring cascading of lessons learned arising from various incidents, along with implementing relevant corrective measures;
2. Continual review and update of Dropped Object Prevention Standards, in association with OPAL;
3. Sustainability of decision making by aiming to incorporate these into respective company standards/procedures;
4. Knowledge and best practice sharing;
5. Striving to engage with supply chain partners to bring new and improved technological solutions to market;

As a group of volunteers (DROPS Focal Points) from various Operators & contractors, the Chapter exist on “de facto” basis and does not have independent legal representation. It exists because of the strong interest and belief among its members of the importance to work collectively and in alignment to address common challenges related to Dropped Object Prevention. When it comes to prevention, the members believe there should be no barriers nor competition and therefore the Chapter works to diminish silos that may otherwise exist between the Client and their Contractors on one side, and between the Contractors themselves on another side.

However, to ensure the Chapter is effective in driving safety improvements they have adopted the following structure to describe the various interfaces they may utilise in order to meet their objectives. These interfaces are mostly of an advisory nature and used to express the members collective views about important safety matters to the concerned parties and stakeholders.

The Chapter realize that some matters brought to their table for discussion will require expert working and analysis e.g. from Safety Professionals, Industry experts etc. For this reason, the Chapter can setup task-oriented working groups that will comprise the required expertise and skills. However, a Chapter member will assume the role to ensure the task group comes back to the Chapter with appropriate feedback on a particular topic and will act as Chair of the working group.

Charter : DROPS Oman Chapter		
Version 1.0	May 2018	

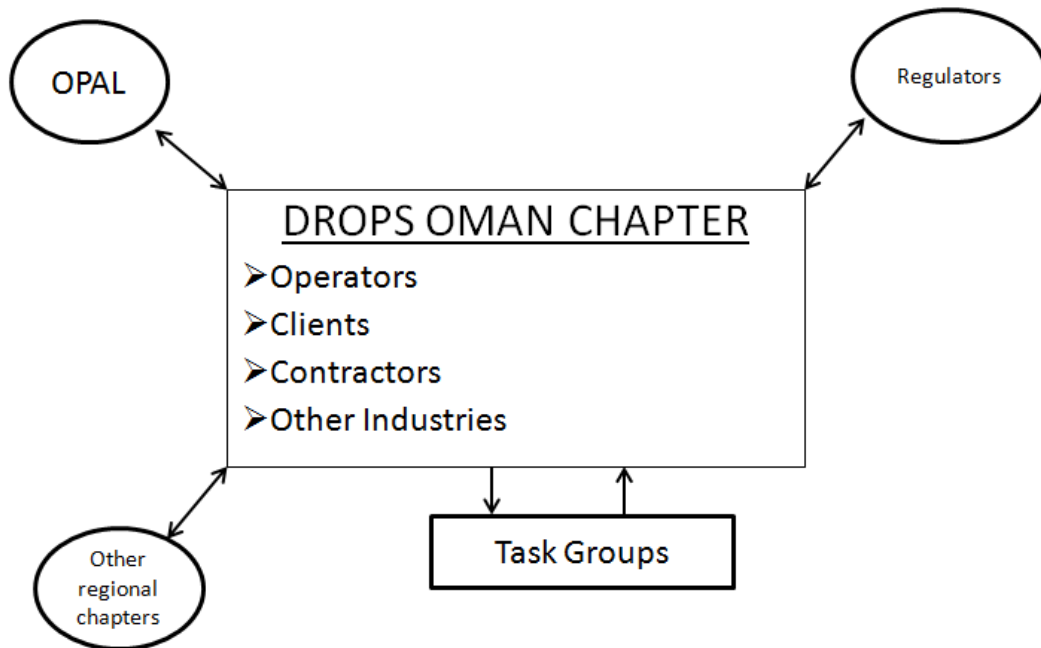


Figure 1 Interfaces


Membership and DROPS Regional Coordinator

Membership of the Chapter is **optional** for those who believe in the purpose and objectives of Dropped Object Prevention.

- From the operators there will be a nominated person from each operator;
- Each operator can nominate **2 (two) contractor** who can be part of the Chapter. The tenure of these contractors will be for 6 (six) months and will be replaced by a new set every 6 months;
- At no point must business edge or competition be at odds with the aims of the Chapter;

Chapter members must demonstrate commitment to its purpose and must aim to participate in all sessions. Delegation is allowed on a controlled basis, and will be monitored by the DROPS Regional Coordinator. If a Chapter member cannot attend for a legitimate reason then they must notify the Regional Coordinator in writing, giving the name of the delegate nominated to attend. The level of delegation is at the discretion of the Chapter member, but care should be taken to ensure that the person is at a senior enough level within the organisation to effect change.


A Regional Coordinator and Deputy, who by themselves are Chapter members, shall oversee and steward the Chapter activities, meetings, focus areas and decisions. The Regional Coordinator and Deputy are nominated and voted for by the Chapter members. The term for such a role is one year with one-year extension option and for a maximum of two years. It is the outgoing Regional

Charter : DROPS Oman Chapter		
Version 1.0	May 2018	


Coordinator's responsibility to facilitate for the selection of an incoming Regional Coordinator in December of every year. The incoming Regional Coordinator's term will start in January of the following year. The same applies to other roles in the Chapter. The last meeting of the calendar year will be used for election of the candidates for the next year.

In addition to the Regional Coordinator and Deputy, the Chapter will require other roles as listed below with the tenures and brief responsibilities mentioned.

SI No	Role	Roles & Responsibilities	Tenure (year)	Elected / Nominated by
1	DROPS Regional Coordinator	<ul style="list-style-type: none"> • Act as the main interface with DROPS Global; • Act as Chair of Chapter meetings; • Nominated point of contact for regulators, clients etc.; • Providing guidance to steering committee members; • Helping to drive actions to completion; 	1+1	Chapter Members
2	DROPS Deputy Regional Coordinator	<ul style="list-style-type: none"> • To help and support the Regional Coordinator; • Act as the interface with DROPS Global; • Act as Deputy Chair of Chapter meetings; • Secondary point of contact for regulators, clients etc.; • Providing guidance to steering committee members; • Helping to drive actions to completion; • Keeping log of all Chapter decisions; 	1+1	Chapter Members
3	Secretary/ Scribe	<ul style="list-style-type: none"> • Preparing agendas for meetings; • Taking notes and minutes of meeting; • Coordinating meetings and arrangements; • Producing attendance logs for the meetings; • Help and assist with action tracking and follow up; • Maintain a current Chapter member contact and distribution list; 	1	Chapter Members

Charter : DROPS Oman Chapter		
Version 1.0	May 2018	

4	Media / Communication coordinator	<ul style="list-style-type: none"> Managing all external & internal communications of the Chapter; Developing web interfaces, contact groups (WhatsApp, Twitter etc); Branding of media and resources in coordination with DROPS Global; Maintaining links with media outlets (newspaper, radio, TV, videos, photographs); Maintain an external distribution list; 	1+1	Chapter Members
5	Event Coordinator	<ul style="list-style-type: none"> Responsible for coordinating DROPS events within the Sultanate; Exploring and securing sponsorship opportunities; Arranging speakers for Chapter events and forums; Identifying value for money locations and venues; Maintaining the calendar of annual events for the Chapter; 	1+1	Chapter Members
6	Learning From Incidents Coordinator	<ul style="list-style-type: none"> Ensure that Chapter members and stakeholders are sharing incidents as per the template; Maintain a log of all alerts and ensure they are given a unique ID number; Coordinate with OPAL Incident Sharing Committee; Interface with DROPS Global regarding alerts from other international resources; 	1	Chapter Members
7	Contractor Chapter Member	<ul style="list-style-type: none"> Active and engaged participation; Ensure sharing and learning from incidents; Driving improvements across all sectors of their business; Providing timely updates to their workers regarding the current issues related to DROPS; 	1	2/Operator

Charter : DROPS Oman Chapter		
Version 1.0	May 2018	

Chapter Meeting & Attendance

The Chapter meetings happen on the second Wednesday of every second month hosted by one of the members at a facility of their choice. If a Chapter member misses two meetings in one year then their Company's participation in the Chapter will be suspended for a period of 6 months' before they are allowed to apply for participation again into the forum.

Decision Making

In order to drive strategic safety improvements the Chapter will sometimes need to take decisions on critical safety issues, standards, specifications, emerging trends, best practices and methods of implementation. Decisions in the Chapter will be made by **voting** and need to be prepared for in terms of pre-discussion, analysis and consultations. The Chapter shall not decide on any matters relating to Commercial and Contractual issues.

The quorum for a Chapter meeting is to have **50%** of its members in attendance and a decision is passed on voting by the attending majority. Each member organisation shall have one vote, although they may be represented by more than one person in the meeting. *In case of a tie, the Regional Coordinator will have the casting vote towards the decision.*

Chapter decisions must be well defined in terms of urgency, applicability and mandatory levels. For record purpose, all Chapter decisions shall be recorded in a reference book and maintained by the Chapter Secretary.