

MEDTRACK PARTICIPANT EXAMINATION PROCEDURES

PRE-EMPLOYMENT/PERIODIC EXAMINATION:

1. Eligible employees will receive a letter from International SOS (Intl.SOS) reminding them that they are due for a periodic medical examination.
2. Employees and proposed candidates should also receive the following documents from their HR Business Unit:
 - An Introduction to Medtrack
 - “Medtrack Medical Examination” form
 - A copy of “Medtrack Employee Procedures”
 - A list of approved Medtrack facilities
 - A list of recommended vaccinations
 - A Summary Plan Description of the Medtrack Program
 - In the event this is a pre-employment examination or you are a new Medtrack participant, individuals should also receive a copy of the work order form

All documents are also available online at <https://healthonline.internationalsos.com/clients/ShelfDrilling>

3. Complete the employee section of the “Medtrack Medical Examination” form. NOTE: Ensure that all information is provided, including how to be contacted. Failure to do so may result in the delay or inability to provide test results and status level, and payment of charges will not be made by the Company.
4. Eligible staff already employed by Shelf Drilling should contact the nearest Medtrack provider to schedule an examination.

NOTE: It is imperative to utilize the services of one of these providers. Failure to do so will result in the inability to credit one’s compliance with the Medtrack program.

- Proposed candidates will have arrangements made for them, which will be coordinated between Shelf Drilling and Intl.SOS. Please contact the Onboarding team for further instructions.

On the day of the scheduled appointment, make sure to bring the following paperwork:

- Medtrack work order form (pre-employment or new Medtrack participants)
 - Completed “Medtrack Medical Examination” form
 - List of recommended vaccinations
 - Personal vaccination record, if available
 - If it is not available, please be sure to request a vaccination booklet from your Medtrack physician and carry this with you as you travel
5. Upon completion of the examination, a preliminary status report will be provided to you from the physician however, a final status will not be determined until results are reviewed by an Intl.SOS physician and the Company Medical Advisor.
 - A final status will reflect one of the following categories:
 - No Restrictions: Employee is cleared for duty

- No Restriction: Yearly Reassessment Required
 - This status requires contacting Intl.SOS to set up required yearly follow-up examinations
 - Further instructions are provided on the attached page
 - **Level 1 Status:** Requires follow-up care or tests within 60 days of notification
 - Further instructions are provided on the attached page
 - **Level 2 Status:** On Hold
 - Potential medical condition that requires urgent follow-up
 - Employee must contact Intl.SOS before travelling internationally or resuming and offshore assignment
 - Further instructions are provided on the attached page
6. Two weeks following the completion of your medical examination, you will need to log into the Intl.SOS website at <https://healthonline.internationalsos.com/clients/ShelfDrilling> to set up a user name and password. To set up your username and password, click on First Time User “Register Here” and follow the prompts. You will then need to print your “Fitness Certificate” form. This document states your personal health status (i.e. No Restrictions, No Restrictions: Yearly Reassessment Required, Level 1 or Level 2), and present this to your immediate supervisor as an indication of your fitness for duty. You are required to carry this certificate with you as you travel.
- Proposed candidates will not be able to access the Website unless they become employees of Shelf Drilling. In the event that an offer of employment is made and accepted, the pre-employment physical will be credited as your first periodic exam.

MEDTRACK PROCEDURES

No Restrictions: Yearly Assessment, Level 1, and Level 2 Status

NO RESTRICTIONS: YEARLY ASSESSMENT REQUIRED:

1. Upon receipt of the “No Restrictions: Yearly Reassessment Required” notification, the employee has a responsibility to contact the Medtrack Team at Intl.SOS to discuss the findings and the nature of the yearly reassessment which will take place within 12 months.
2. Once the nature of the follow-up is determined, the employee is responsible for scheduling an appointment. Follow-up testing done by a Medtrack Approved physician will be covered under the Medtrack program. Follow-up testing performed by your personal physician or any treatment will be the employee’s responsibility. These expenses should be submitted under the employee’s medical insurance and the employee will be responsible for all costs associated with deductibles, coinsurance and co-pays.
3. When the employee has completed the necessary follow-up, they are responsible for sending the results to Intl.SOS to record.
4. This status does not prevent the employee from fulfilling his/her normal duties or travelling abroad.

LEVEL 1 STATUS:

1. Upon receipt of the Level 1 notification, the employee has a responsibility to contact the Medtrack Team at ISOS to discuss the findings and the most appropriate course of action.
2. Once the nature of the follow-up is determined, the employee is responsible for scheduling an appointment. Follow-up testing done by a Medtrack Approved physician will be covered under the Medtrack program. Follow-up testing performed by your personal physician or any treatment will be the employee’s responsibility. These expenses should be submitted under the employee’s medical insurance and the employee will be responsible for all costs associated with deductibles, coinsurance and co-pays.
3. Follow up care must be received within 60 days of obtaining Level 1 status, and medical records of such care should be submitted to Intl.SOS.
4. NOTE: Failure to receive follow up care could result in the employee being placed on Level 2 status
5. Upon re-assessment, the employee will either be:
 - a. Released to “No Restrictions” status;
 - b. Placed on “No Restrictions: Yearly reassessment required” Status; or
 - c. Placed onto Level 2 status

LEVEL 2 STATUS:

1. Upon receipt of the Level 2 notification, the employee has a responsibility to contact the Medtrack Team at Intl.SOS to discuss the findings and the most appropriate course of action.
2. Level 2 status signifies high evidence of a potential medical condition, necessitating immediate follow up care. Individuals placed on this status must follow up with their personal physician to receive medical attention. Expenses for such care should be submitted under the employee’s medical insurance, and the employee will be responsible for all costs associated with deductibles, coinsurance and co-pays.

3. The employee will not be permitted to return to work or travel internationally until such time the following conditions have been met:
 - a. the individual's personal physician has cleared him/her for duty;
 - b. medical records have been submitted and reviewed by Intl.SOS;
 - c. the employee has been examined by a Medtrack designated physician; AND
 - d. a "Fit for Duty" release has been granted jointly by the Medtrack Medical Team and the Company Medical Advisor
4. When an employee is placed on Level 2 status, he/she might also be placed on a medical leave of absence until such time that the above conditions are met.