



CAODC has a secure electronic interface to assist members in meeting reporting obligations as prescribed by the CAODC Membership Agreements. CAODC members will have access to numerous features on the navigation menus. The navigation menu will consist of the following:

1. **MemberWeb Home:**

A link to the title page for the Member only section of the website

2. **Member Publications**

A listing of documents (annual reports, CAODC Information Bulletins, miscellaneous studies, minutes of committee meetings, CAODC Recommended Practices, recommended wage schedules and statistical reports) that can be accessed by members only — a privilege of membership.

3. **Manage Data**

A secure online reporting interface containing sections on — Membership, Drilling Rig Data, Service Rig Data, Well Completion Data, Document Upload, and User Administration. These sections will be visible based on corporate membership category (i.e., drilling, service or associate) and the level of access granted to each individual. Until permissions have been granted and verified, some of these sections will only be accessible by administrators.

4. **Help**

A comprehensive manual on all sections of the MemberWeb. If questions regarding the MemberWeb cannot be answered via the online manual, CAODC staff is available to assist you.

5. **Logout**

Self-explanatory, although logging out is not required — the server will time out and will close the session. After thirty minutes any unsaved data will be lost.

6. **CAODC Home**

Returns users to the public section of the CAODC website.

In order to move forward, there are attachments (A and B) that are to be completed and sent back to the CAODC for processing.

Attachment A

Must be signed by the Registered Representative, dated and witnessed, to allow CAODC to assign initial passwords to the CAODC MemberWeb. To maintain the integrity of the confidential information that will be contained in the new MemberWeb, all existing passwords will be cancelled and new ones will need be assigned to members. CAODC will coordinate initial access to the MemberWeb section, however this responsibility will eventually be assigned to each CAODC Registered Representative, or his/her designate.

Attachment B

Please complete for members of your organization, who will need to access the CAODC database to submit various reports to the Association. You must note what type of permissions are needed, and assign passwords as required. Additionally, if there are other staff that should have access to particular sections of the MemberWeb, please note the access required and password. Note: permissions and passwords are assigned based on individual email addresses; passwords must be a minimum of six characters and are not case sensitive.

Please review, complete as required and return the four attachments to the CAODC office **as soon as possible**.

Any questions regarding the implementation of the CAODC MemberWeb can be directed to Janice Kyte at the CAODC.

Sincerely,



Don M. Herring
President

/jlk - 170.0

Att.



CANADIAN ASSOCIATION OF OILWELL DRILLING CONTRACTORS
800, 540 - 5 Avenue SW Calgary, Alberta Canada T2P 0M2 Telephone: (403)264-4311 Fax: (403)263-3796

Attachment A

Canadian Association of Oilwell Drilling Contractors (“CAODC”) MemberWeb Access Agreement

Your company name here

1. Permitted Use

CAODC hereby grants the following individual or corporate entity _____ (hereinafter referred to as the “Subscriber”) a non-exclusive, non-transferable, limited license to access, read and enter information on the CAODC MemberWeb website and to receive, use, download and print CAODC MemberWeb data (collectively referred to as the “Website”). The Website is made available to Subscribers by the CAODC for the sole purpose of enabling Subscribers to gain access to and manipulate certain information contained therein. The Website may change from time to time and access to certain information on the Website may be restricted.

2. Intellectual Property & License for Use of Materials

Subscriber acknowledges that all intellectual property including all copyright, trademarks, patents or rights to trade secrets in the Website, belong to CAODC and that Subscriber’s rights do not extend beyond the limited license expressly granted herein.

The Subscriber is permitted to:

- (a) use the Website upon the terms and conditions as outlined in Clause 1, above;
- (b) download and temporarily store insubstantial portions of data or other information from the Website (“Downloaded Data”) to a storage device within the Subscriber’s exclusive control, solely:
 - i. to display internally such Downloaded Data; and
 - ii. to quote and excerpt from such Downloaded Data in work product created by the Subscriber in the regular course of its business.

3. Activities Excluded from License

The Subscriber shall not without the written permission of the CAODC:

- (a) copy all or part of the Website, save and except, insubstantial portions, onto a memory storage facility of any computer, and keep on such storage facility, provided that data required to be maintained by the Subscriber as a permanent record may be downloaded and stored in a computer for so long as the project of the Subscriber requiring this information continues;
- (b) create a “hard copy” printout of all or part of the Website, save and except, insubstantial portions, provided that data required to be maintained by the Subscriber as a permanent record may be printed and stored for so long as the project of the Subscriber requiring this information continues;

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- (c) publish, sell, lease, rent, license, sub-license, transfer, market, distribute, re-distribute or otherwise part with all or part of the Website in any manner or in any form, save and except for its use in the ongoing business operations of the Subscriber;
- (d) copy, modify, alter, disassemble, decompile, translate or convert into human readable form or reverse engineer all or any part of the source code used in constructing the Website;
- (e) use all or part of the Website to develop any derivative works, any functionally compatible or competitive software, or a directory or data base prepared for commercial sale
- (f) impersonate another person in the use of the Website.

4. Protection of Content

Subscriber shall not permit, allow or do anything that would infringe or otherwise prejudice the proprietary rights of the CAODC or allow any third party access to the Website. The restrictions set out in this agreement shall not apply to the limited extent the restrictions are prohibited by applicable law.

5. Password and Permission Assignment

Subscriber authorizes CAODC staff to assign access to the Website to staff of Subscriber until such administrative functions are transferred to Subscriber.

6. Password

If the Subscriber's password is lost or stolen, the Subscriber will immediately notify CAODC by telephone and confirm such notice in writing. Upon receipt of said notice, CAODC shall make every effort to cancel the password as soon as is possible under the circumstances. CAODC reserves the right to change passwords at any time, subject to notice being given to the Subscriber. All change of password requests on behalf of the Subscriber must be made to CAODC in writing.

7. Governing Law

This agreement shall be governed by and construed in accordance with the laws of the Province of Alberta and the laws of Canada applicable therein.

8. Limited Warranties and Limitation of Liability

8.1 CAODC disclaims any representations, warranties or conditions express or implied including those of performance or merchantability or fitness for a particular purpose with respect to the Website. CAODC provides the Website "As Is" and does not warrant that the functions or that operation or content of the Website will be:

- (a) uninterrupted, or
- (b) free from libelous content or content which is an invasion of privacy, or
- (c) accurate, or
- (d) complete, or
- (e) current.

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- 8.2 CAODC shall not be liable for any loss or injury arising out of or caused, in whole or in part, by CAODC's negligent acts or omissions in procuring, compiling, collecting, interpreting, reporting, communicating, or delivering the Website.
- 8.3 CAODC shall not be liable for any indirect, consequential, punitive or special damages of the Subscribers or of any third party claimed against the Subscriber, including, without limitation, damages for loss of profits or revenue.
- 8.4 Notwithstanding anything to the contrary in this agreement or any Statute or Rule of Law to the contrary, subject to section 8.3, CAODC cumulative liability for all claims arising out of or in connection with this agreement and any schedules attached thereto, whether directly or indirectly, including, without limitation, from or in connection with the license, use or improper functioning of the Website, shall not exceed the sum of ONE DOLLAR (\$1.00). The expression "CAODC" in this section shall be deemed to include any licensors or third party suppliers to CAODC of the Website, and all gateway providers of the Website through CAODC to the Subscriber.

9. Notices


Except as otherwise provided herein, all notices must be in writing to the CAODC at 800, 540 - 5 Avenue SW, Calgary, Alberta, T2P 0M2 and to the Subscriber at the most recent address in CAODC's records. Notices shall be deemed delivered three business days after posting in the Canadian postal system or one business day if delivered via courier.

DATED this _____ day of _____, 20_____.

Your Company Name

Per: _____
Registered Representative
(the "Subscriber")

CAODC

Per: 

Don Herring

MemberWeb Access Agreement

Attachment B

Your company name here

Canadian Association of Oilwell Drilling Contractors (CAODC) MemberWeb Access Permissions

Please complete the tables below to open a new user account.

Note: Permissions and passwords are assigned based on individual email addresses; passwords must be a minimum of six characters and are case sensitive.

Administration

- Only person(s) other than the Registered Representative allowed to request CAODC MemberWeb access on behalf of the company.

Name	Email Address	Password (must be 6 characters)	Add Personnel Permissions	Delete Personnel Permissions

Injury Reporting

- Inputting information regarding individual incidents.

Name	Email Address	Password	Data Input	Print Reports

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MemberWeb Access Agreement

- Inputting Twelve Month Injury Analysis Reports (TRIF) on a monthly basis.

Name	Email Address	Password	Data Input	Print Reports

Rig Activity Reporting

- Report rig additions and deletions, equipment changes.

Name	Email Address	Password

- Inputting rig activity (utilization) data on a monthly basis.

Name	Email Address	Password	Data Input	Print Reports

View Publications and Statistics

- Only person(s) other than _____ (*registered rep*) allowed to access the indicated publications and statistics on behalf of _____ (*company name*).

Enter the two-letter code for specific access as required.

- Annual Reports (AR)
- CAODC Information Bulletins (IB)
- Miscellaneous Studies (OT)
- Minutes of All Committee Meetings (CM)
- CAODC Recommended Practices (RP)
- Recommended Wage Schedules (WS)
- Statistical Reports (SR)
- Well completion (WC)

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