



# HASCOL Petroleum Limited Integrated HSSE Management Manual HSSE Department

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Doc Number: HSSE-IMM-01 Rev: 0

## Annexure 1: HPL Emergency Response Roster



## HPL EMERGENCY RESPONSE ROSTER

S. No	ERT Designation	Name	Designation	Mobile No.
1	ERT Leaders	Dr. Nazir Abbas Zaidi	Chief Operations and New Business	0345-8292508
		Aamir Butt	Chief Logistics	0321-2551513
		Aqeel Ahmed Khan	Chief Retail	0302-8220873
		Shah M. Saad Hussain	CHRO, Corporate Planning and HSSE	0333-3888671
2	Chief Executive Officer	Saleem Butt	Chief Executive Officer	0321-2686301
3	Operations Representative	Sarwat Hassan	Chief Engineering	0300-2722747
		Zafar ul Haq Munshi	Chief Retail Development	0322-2167555
		Shamim Raza Naqvi	Chief Joint Ventures & New Projects	0321-8201606
		Yasin Haider Rizvi	COO Lubricants	0333-2171118
		Syed Parvaiz Yousuf	Chief Supply & Imports	0300-8286146
		Taimur Khan	Chief LPG/LNG and Chemicals	0305-2009876
		Muhammad Ali Ansari	Chief Operational Finance & Commercial	0321-2455566
4	HSE Representative	Ajmal Abbasi	Manager HSSE	0345-8580868
5	Security Representative	Rana Qasim Raza	HSSE Advisor	0345-8567886
6	Procurement Representative	Saleem Akram Butt	Manager Security	0321-2550697
7	Financial Representative	Abdul Ahad	Manager Procurement	0321-3899036
8	Legal Representative	Khuram Shahzad	Chief Financial Officer	0321-2550697
9	HR Representative	Zaeshan ul Haq	GM Legal & Company Secretary	0321-2500449
10	Administration Representative	Sharon Silveria	Manager Organization Development	0300-2193257
11	Admin Coord.	Saad Hanif	Executive HR	0322-3323349
12	Event Logger	Abida Jan Muhammad	Manager HR Services & Admin	0321-2100112
13	Switch Board operator	Mariam Muneer	Junior Admin Officer	0335-3272129
		Ahifaz Ul Haq Faridi	Admin Officer	0322-2027122
		Muddasir Ahmed	Junior Admin Officer	0306-2522225
		Shumaila Naqvi	Receptionist	0336-2265567

## Islamabad Office Emergency Contacts

1	Operations Representative	Saidar Abbasi	Regional Sales Manager	0321-2550502
2	Operations Representative	Raja Wilkhar Yaqoob	Resident Manager	0300-5129407
3	HSSE Representative	Muhammad Basharat	HSSE Advisor	0321-6405525

## Lahore Office Emergency Contacts

1	Operations Representative	Naseem A. Babri	GM Industry North	0300-8451369
2	Operations Representative	Muhammad Azam	Regional Sales Manager	0321-2551372

Site	ERT Designation	Name	Designation	Mobile No
ZYCO & AAS ML	Site Response Leader	Mansoor Kazi	IM	0301-2532868
	Site HSSE Coordinator	Rashid	HSSE Site Officer	0300-8288896
	Site Logistics Coordinator	Muhammad Fayyaz Khan	Supervisor HSE Fleet	0332-9494457
MHK	Site Response Leader	Mohsin Raza	IM	0321-8202813
	Site HSSE Coordinator	Mishbah Qureshi	HSSE Site Officer	0321-7352945
	Site Logistics Coordinator	Aamjad Hameed	Logistics Officer	0302-7350008
SWL	Site Response Leader	Aslam Ghallio	IM	0300-0912786
	Site HSSE Coordinator	Ameer Hassan	HSSE Site Officer	0321-2552234
	Site Logistics Coordinator	Ali Abbas	Trainee Engineer	0315-4182832
VTT	Site Response Leader	Sharyar Sadiq	Asst IM	0321-2168234
	Site HSSE Coordinator	Umair Bhatti	HSSE Site Officer	0301-2833635
	Site Logistics Coordinator	Aamjad Nawaz	Transport Assistant	0321-2476279
MCH	Site Response Leader	Rehan Ahmed	Installation Manager	0321-2551629
	Site HSSE Coordinator	Rana Javed	HSSE Site Officer	0333-7470531
	Site Logistics Coordinator	Arif Hussain	Logistic Support Officer	0308-2700415
SKP	Site Response Leader	Riaz Ahmed	Asst IM	033-23771812
	Site HSSE Coordinator	Waseem Saeed	HSSE Site Officer	0301-2466950
	Site Logistics Coordinator	Abdul Samad	Trainee Engineer	0301-5565550
DLP	Site Response Leader	Naseer Ahmed Khanzada	IM	0300-0320012
	Site HSSE Coordinator	Abdul Haseeb	HSSE Site Officer	0321-2553937
	Site Logistics Coordinator	Syed Ali Haider	Trainee Engineer	0345-2201344
AMG	Site Response Leader	Khalid Nawaz	IM	0312-5820535
	Site HSSE Coordinator	Sohail Hasrat	HSSE Site Officer	0344-522213
	Site Logistics Coordinator	Muhammad Zaid	Trainee Engineer	0334-0500757

HPL (Head Office) : 021-35301347/48

Local Police: 15

Sindh Rangers: 1101, 021-32032629

EDHI Ambulance: 115/112/021-2310088

KPT Fire Brigade: 021-9263054

KMC Fire Brigade: 021-9215007

Agha Khan Hospital: 021-34930051

UAN 1: 111-757-757

Chief Inspector Explosives: 051-9290631

Bomb Disposal Squad: 021-9921674, 021-9921680

KMC Fire Brigade- Koramir: 021-5066290

KMC Fire Brigade- Saddar: 021- 9215095

South City Hospital: 021-35878638

Liaquat National Hospital: 021-36615855

UAN 2: 111-138-247

HPL (Fax): 021-35301351/1299


PQA: 021-9927211/4421

PQA: 021-9927211/4444

PQA: 021-9927211/4447

PQA: 021-9927211/4482

Jinnah Hospital: 021-99201300

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Annexure 2: TREM card introduced for drivers to deal with any situation in case of emergency



## دوران سفر ہنگامی صورتحال کیلئے احتیاطی اقدامات

• کوئی دھڑیلا ہوا جائے۔ ہٹل پہنچنا۔ لاری میں آگ لگ جائے۔  
• ہٹل چھوڑ کر گاڑی ہٹل سے دور ہوجائے۔

 10  
 115

• فوری طور پر پولیس سے رابطہ کرنا۔  
• گاڑی کو ہٹل سے دور کرنا۔  
• گاڑی کو فوری طور پر ہٹل سے دور کرنا۔

 15  
 115

• فوری طور پر پولیس سے رابطہ کرنا۔  
• گاڑی کو ہٹل سے دور کرنا۔  
• گاڑی کو فوری طور پر ہٹل سے دور کرنا۔

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 115

• فوری طور پر پولیس سے رابطہ کرنا۔  
• گاڑی کو ہٹل سے دور کرنا۔  
• گاڑی کو فوری طور پر ہٹل سے دور کرنا۔

 15  
 115

• فوری طور پر پولیس سے رابطہ کرنا۔  
• گاڑی کو ہٹل سے دور کرنا۔  
• گاڑی کو فوری طور پر ہٹل سے دور کرنا۔

• کوئی حادثہ نہ ہو۔  
• گاڑی کو ہٹل سے دور کرنا۔  
• گاڑی کو فوری طور پر ہٹل سے دور کرنا۔

• کوئی حادثہ نہ ہو۔  
• گاڑی کو ہٹل سے دور کرنا۔  
• گاڑی کو فوری طور پر ہٹل سے دور کرنا۔

• کوئی حادثہ نہ ہو۔  
• گاڑی کو ہٹل سے دور کرنا۔  
• گاڑی کو فوری طور پر ہٹل سے دور کرنا۔

• کوئی حادثہ نہ ہو۔  
• گاڑی کو ہٹل سے دور کرنا۔  
• گاڑی کو فوری طور پر ہٹل سے دور کرنا۔

• کوئی حادثہ نہ ہو۔  
• گاڑی کو ہٹل سے دور کرنا۔  
• گاڑی کو فوری طور پر ہٹل سے دور کرنا۔

• کوئی حادثہ نہ ہو۔  
• گاڑی کو ہٹل سے دور کرنا۔  
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• کوئی حادثہ نہ ہو۔  
• گاڑی کو ہٹل سے دور کرنا۔  
• گاڑی کو فوری طور پر ہٹل سے دور کرنا۔

**CONTROL ROOM :**  
**HEAD OFFICE :**


KEMARI 021-32962992  
DHALATPUR  
SHEKARPUR  
NEHMWOODHUT  
SAHWAL  
BACHAR 05635-00290  
ANANGARN 0991-8991636

PERSON TO BE CONTACTED  
CHIEF LOGISTIC  
NATIONAL LOGISTIC  
NATIONAL FLEET OPERATION MANAGER  
ASSISTANT MANAGER NETWORK  
DEPOT MANAGER 0332-4411450 0934-3996224  
EXECUTIVE RETAIL DISTRIBUTION NORTH 0813-6498460  
ASSISTANT MANAGER TRANSPORT  
SUPERVISOR FLEET-HSE 0332-9494457

**EMERGENCY NUMBER**

10 Police  
10 Fire Brigade  
120 Highway Police  
115 Ambulance  
1122 Wonders

تیز رفتاری اور لاری وائی موبائل موبائل موبائل

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### 1.8 Site Emergency Response Plan (SERP)

Each facility should develop site emergency response plan. Following elements at least should be considered by each facility plan:

1. Facility Name
2. Facility Address
3. Emergency Response Teams and Contact details
4. Evacuation Route Maps

The following information should be marked on evacuation maps:

1. Emergency exits
2. Primary and secondary evacuation routes
3. Locations of firefighting equipment
4. Manual Alarm Call Point's locations
5. Assembly points

### 1.9 Site Response Team (SRT) Organization

The team formally nominated with individual responsibilities, assigned, trained, prepared and tested, for rapid assembly with the objective of implementing the requirements of emergency response manual in an expeditious manner to achieve quick control and positive resolution of Level 1 emergency by itself and emergency of level 2 with the support and guidance of ERT Karachi Office.


#### 1.9.1 SRT Leader (Site In Charge or Assistant Site In charge)

On hearing the Emergency Siren or being informed of an accident or incident decide on the need for the activation of Emergency Response.

- Proceed to the ECC and assume control of the incident
- Obtain details of the incident and callout the SRT
- Ensure that all members of the SRT are familiar with their roles
- Coordinate all activities of the SRT and assign additional responsibilities to members
- Regularly update the situation to the relevant operations Manager (operations, retails, logistics, lubricants, warehouse, LPG, aviation etc.) in case of level 2 emergency
- Initiate and maintain liaison with local authorities, emergency facilities and other services on relevant issues arising out of the Emergency.
- Ensure the proper reporting to ERT.
- Ensure proper reporting to local government authorities if required in consultation with ERT.
- Call ERT Leader to callout ERT in case of level 2 emergency
- Establish, and specify to the ERT, the exact requirement for assistance needed by SRT.
- Callout and call off all emergencies at his site.

#### 1.9.2 Site HSSE Coordinator (Site HSSE Officer)

- On hearing the Emergency siren or being informed of an accident or incident proceeds to the Assembly point
- Undertake an initial HSSE assessment of the accident
- Steer the implementation of the Emergency Response Manual as applicable to the incident
- Provide and/or arrange for expert advice to the SRT on HSE issues
- Be prepared to attend the incident site as required by the SRT Leader
- Ensure the safety of the SRT is considered during all planning stages of the incident response.

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- Advise the SRT Leader for development of preliminary and final incident/ accident report for submission to internal and external authorities as required
- Proceed to Emergency Control Center (ECC) after checking the head count (security supervisor).
- For an offsite incident gather all essential facts and receive an initial briefing prior to leaving the ECC for the incident scene, if time allows
- Secure the incident site if instructed to do so by SRT Leader
- Provide expert advice to SRT on all HSSE matters
- Liaise with external security agencies for advice and assistance
- Provide resource support to SRT on security matters as per agreed by SRTL

#### **1.9.3 Site Logistics Coordinator (Site Logistics Representative)**

- On hearing the alarm or being informed of an accident or incident, proceed to the Assembling Point.
- Logistic Coordinator shall proceed to ECC after the head count
- Arrange logistics support specific to Tank Lorries for Emergency handling operations in consultation with SRT Leader and members

#### **1.9.4 Admin Coordinator**

- Ensure that all emergency vehicles are in operation and are available for Emergency Response activity
- Assist SRT Leader for collection of data relating injuries & fatalities
- Maintain the emergency related data for the final compilation of emergency report.
- Act as event logger

#### **1.9.5 First Aid Team (Nominated Site First Aider)**

- On hearing the alarm or being informed of an accident or incident, proceed to the Assembly Point and as per requirement proceed to incident scene for further evacuation of IP to safe location.
- Provide first aid to IP, if required or otherwise as per SRT Leader advice evacuate IP to nearest hospital.

#### **1.9.6 Firefighting Team (Nominated Firefighting Team Leader)**

- On hearing the alarm or being informed of an accident or incident, proceed to the Assembly Point and as per requirement proceed to incident scene for firefighting.
- Responds to and renders assistance in emergency case
- Clean and inspect equipment and apparatus and returning from fire
- Keeps fire station equipment & grounds in a clean & orderly condition


#### **1.10 Assembly Point**

- On hearing the alarm or being informed of an accident or incident, all personnel on board shall proceed to the assembly point
- The assembly point shall facilitate for head count of personnel on board
- Assembly point shall be maintained by respective site team leaders

#### **1.11 All Clear**


- After controlling the emergency, all clear will be given by Site Response Team Leader.



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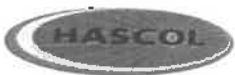
# Section – D


## INCIDENT REPORTING AND INVESTIGATION SYSTEM

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### Glossary

Term	Definition
HSSE Incident	An HSSE event that has resulted in injury or illness and/or damage (loss) to assets, the environment or company reputation.
Asset loss / Damage	Property damaged or loss of process (production/productivity, quality deterioration or downtime of an activity) as a result of an incident. It does not include normal failures, trips and losses to process that are not resulting from an incident.
Environmental incident	An unplanned event or chain of events that has or could have a negative impact on the environment.
Near-Miss	An event which potentially could have caused injury or occupational illness and /or damage (loss) to assets, the environment or company reputation, but which did not.
Lost Time Injury	A personal injury which results in the injured being unfit for work at least one shift following the day of the injury. Fatality is also considered as LTI. Applicable to Company & Contractor employees
First Aid Cases	A work related injury that requires one time treatment and subsequent observation (for example minor scratches, burns, cut, splinter which do not ordinarily require medical case) and does not result in LTI or recordable case.
Process Safety Incident/Event	Any unintended release of material or energy (e.g. fire, explosion, implosion, LOPC) from storage sites, excluding (1) TL operations when the TL is not connected to the process (not at gantry or inside the site) ; (2) on-site filling/decanting operations of TLs and stationary equipment; and (3) retail fuel stations
Road accident	Any event with involvement of a registered road motor vehicle (owned or leased by employer and employees' owned vehicle) resulting in injury or death. The following categories are also considered an accident: <ol style="list-style-type: none"> <li>1. collision between vehicles in motion (except parking manoeuvres and collision of side mirrors only of oncoming vehicles),</li> <li>2. collision of vehicle with stationary object including other vehicles (except parking manoeuvres),</li> <li>3. non-collision events that involve vehicle when it is overturning, spinning, skidding and/or running off the road.</li> </ol>
Road Incident (Tanker Lorry)	Any event with involvement of a Company or Contractor Tanker Lorry performing transport of dangerous / hazardous / flammable material resulting in death or injury. The following categories are also considered as a road accident (T/L): <ol style="list-style-type: none"> <li>a) Collision between vehicles in motion (except parking manoeuvres and collision of side mirrors only of oncoming vehicles),</li> <li>b) Collision of Company or Contractor vehicle with stationary object including other vehicles (except parking manoeuvres), and large animals (e.g. cow, camel),</li> <li>c) Non-collision events involving overturning, spinning, skidding and/or running off the road. It is not relevant who was injured, whose assets were damaged, where an event happened or who was at fault.</li> </ol>
Oil Spills	A spill is defined as an accidental or unplanned loss of primary containment from a HASCOL or contractor operation, irrespective of any secondary containment or recovery
Unsafe Act	Generally described as a human action departing from prescribed hazard controls or job procedures or practices, or an action causing a person unnecessary exposure to hazard.

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<b>Term</b>	<b>Definition</b>		
	Examples are: removing safety devices, using defective tools, using equipment without authority, failure to wear PPE, etc.		
<b>Unsafe Condition</b>	Unsafe situation or environment that may contribute to incidents. Examples are: defective equipment or tools, inadequate procedures, poor design or layout, improper storage of hazardous materials, etc.		
<b>Medical Treatment Case</b>	<p>Treatment of an occupational injury/illness beyond first aid is considered medical treatment even when it is provided by someone other than a physician or other licensed health care professional. The case is still considered medical treatment Regardless of whether the employee follows the medical recommendation. The following points are considered medical treatment:</p> <ul style="list-style-type: none"><li>• Loss of consciousness, no matter how short in duration.</li><li>• Significant injuries, such as a punctured ear drum, fractured toe or rib for which medical treatment or work restrictions are not given.</li><li>• Significant progressive diseases, such as by sinuses, silicosis, and some types of occupational cancer work, which medical treatment and work-restrictions may not be recommended at the time of diagnosis but are likely to be recommended as the disease progresses.</li><li>• All needle stick injuries and cuts from sharp objects that are contaminated with another person's blood or body fluids.</li><li>• An occupational exposure of a specific substance (chemicals, noise) above the specified government standard.</li><li>• Hearing loss must be reported if it is at the 25 DBA (Standard Threshold Shift).</li></ul> <p>Pre-existing conditions are recordable if a new work event significantly aggravates the injury or illness, causing medical treatment to be necessary.</p>		
<b>Third party</b>	Any individual other than a Company, contractor or subcontractor employee. A personal injury of a third party person that occurs outside Company premises is considered work-related only if there is a culpability by the Company or contractor.		
<b>TRIPOD</b>	TRIPOD is an advanced methodology for conducting Incident investigation identifying hazard(s), event(s), target(s), barrier(s)/control(s), active failures, preconditions and latent failures.		

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## 1. DEFINITION OF SCOPE AND RESPONSIBILITY

### 1.1 Objective

This document covers the reporting of incidents and on their effective investigations and analysis, seeks to ensure that acute incidents are reported, investigated in pursuance of the goal to protect people, environment, company assets and reputation.

The primary objective of Incident investigation is to prevent recurrence by understanding the factors lying behind an incident.


### 1.2 Scope

The scope of this document covers all HASCOL operations. Where HASCOL does not have operational responsibility but has an equity stake, or where significant HASCOL assets are involved, this Document is made available to the management of operator, so that the Integrated HSSE Management Manual may be applied.

### 1.3 Responsibilities

CHRO and HSSE Manager is responsible for the creation, maintenance and supervising implementation of this Document.

It is the responsibility of any employee (regular, contractor, trainee etc.) who is involved or is a witness to an incident to report it to his/her Line supervisor.

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## 2. DISCRIPTION

### 2.1 General Rules

All Incidents observed or noted by any employee have to be reported, including Near-Miss incidents and Company and Contractor Tanker/Lorry road accidents.

### 2.2 Incident Classification


Initial Incident consequence classification must be performed for each consequence category as described in Table 1. An Incident's consequence classification (PEAR classification) is determined by the highest value for any of the categories (People, Assets, Environment and Reputation (e.g. an Incident with consequences classified as P4E2A1R1 is considered a PEAR4).

**Table 1: Incident Consequence Classification**

Rating	People (P)	Assets (A)	Environment (E)	Reputation (R)
Near miss	0 <u>No injury or damage to health</u>	<u>Zero damage</u>	<u>Zero effect</u> - No environmental damage. No change to the environment	<u>No impact</u> No public awareness
Minor incident	1 <u>Slight injury or health effects</u> (including first aid case and medical treatment case) - Not affecting work performance or causing disability	<u>Slight damage</u> No disruption to operation (costs less than PKR 25000)	<u>Slight effect</u> Local environmental damage within Company premises and systems.	<u>Slight impact</u> Public awareness may exist, but there is no public concern
	2 <u>Minor injury or health effects</u> Affecting work performance, such as restrictions on activities (Restricted Work Cases) or the need to take at least one shift to fully recover or Lost Time Injury. Limited health effects which are reversible, e.g. skin irritation, food poisoning	<u>Minor damage</u> Brief disruption (1 days) (costs in excess of 100,000 PKR)	<u>Minor effect</u> Contamination. Damage sufficiently large to attack the environment. Single breach of statutory or prescribed criterion. Single complaint. No permanent effect on the environment.	<u>Limited impact</u> - Some local public concern. Some local media and/or local political attention with potentially adverse aspects for company operations
Medium Incident	3 <u>Serious injury or health effects</u> (including Permanent Partial Disability) Affecting work performance in the longer term. Irreversible health damage without loss of life, e.g. noise induced hearing loss, chronic back injuries	<u>Local damage</u> 2-5 days shut down of a small operation (costs in excess of 100,000 PKR)	<u>Local effect</u> Repeated breaches of statutory or prescribed limits. Affecting neighbourhood beyond facility boundary. No permanent effect on the environment.	<u>Considerable impact</u> Regional public concern. Extensive adverse attention in local media. Slight national media and / or local / regional political attention. Adverse stance of local government
Major Incident	4 <u>Major injury or health effects</u> (including Permanent Total Disability) Affecting work performance in the longer term. Irreversible health damage without loss of life, e.g. noise induced hearing loss, chronic back injuries	<u>Major damage</u> Disruption to operation (costs in excess of 100,000 PKR)	<u>Major effect</u> Severe environmental damage. The incident is reported to the relevant authorities and the company is required to take action to prevent further damage. The incident is reported to the relevant authorities and the company is required to take action to prevent further damage.	<u>National impact</u> National public concern. Extensive adverse attention in local media. Slight national media and / or local / regional political attention. Adverse stance of local government
	5 <u>Catastrophic injury or health effects</u> (including Permanent Total Disability) Affecting work performance in the longer term. Irreversible health damage without loss of life, e.g. noise induced hearing loss, chronic back injuries	<u>Catastrophic damage</u> Disruption to operation (costs in excess of 100,000 PKR)	<u>Catastrophic effect</u> Severe environmental damage. The incident is reported to the relevant authorities and the company is required to take action to prevent further damage. The incident is reported to the relevant authorities and the company is required to take action to prevent further damage.	<u>Major impact</u> Major public concern. Extensive adverse attention in local media. Slight national media and / or local / regional political attention. Adverse stance of local government

### 2.3 Incident Communication/Notification

Line Department is responsible for reporting any incident via phone call followed by email after getting and verifying information from Incident scene. In case a contractor is involved then the Line department is bound to get the exact information and share it as per timelines given in Table 2.

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**Table 2: Rules of Notification based on Initial Incident Consequence Classification**

Incident Consequence Classification	PEAR 0-1	PEAR 2	PEAR 3	PEAR 4-5
<b>Notified Persons</b>				
Verbal notification within:	<b>6 hours</b>	<b>3 hours</b>	<b>2 hours</b>	<b>1 hour</b>
Manager HSSE	✓	✓	✓	✓
Line management (Chiefs)	✓	✓	✓	✓
CEO and CHRO			✓	✓

The incident notification process is described below:


1. Verbal notification should be directed immediately by the employee to the Chief of line department and M HSSE for all incidents. PEAR 3 and above incidents should be reported to the CEO and CHRO by Chief of line department.
2. Verbal notification must be supplemented in electronic form by using Incident Notification Format (refer to Annexure 1).
3. Relevant authorities must be informed of the Incident as specified in relevant local legislative requirements (OGRA etc.) by M HSSE.

#### **2.4 Incident Investigation**

1. Within maximum two working days the Initial Consequence Classification must be reviewed and changed in the notification if necessary. Incidents with consequences classified as PEAR 2 or higher are required to be investigated.
2. In case of contractor, customer or third party Incidents with consequences classified as PEAR 2, investigation by HASCOL is necessary if:
  - a. HASCOL personnel, operation/processes, asset caused or contributed to the Incident or,
  - b. HASCOL personnel, operation/processes, asset or reputation was threatened by the Incident or,
  - c. Environment was harmed by the Incident
3. Contractor Incidents with consequences classified as PEAR 3 or higher must be jointly investigated by HASCOL and relevant contractor.
4. The Investigation Team must be nominated within 2 working days by the responsible person as defined in Table 3.
5. In case of incident with consequences classified as PEAR 4 or above, the Investigation Team member must be independent from the organization.

**Table 3: Rules on Nomination of an Investigation Team**

Incident consequence classification	PEAR 0-1	PEAR 2-3	PEAR 4-5
<b>Investigation Team Nominator</b>			
Chiefs and M HSSE	No investigation team needed	✓	✓
CEO, Chiefs and CHRO			✓

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#### 2.4.1 Conducting the Investigation

1. Depth of investigation must be determined based on consequence level of the incident. Beyond direct causes the root causes must also be identified. Incident investigations need to be able to satisfy relevant statutory, legal, police and law enforcement agencies requirements and to be used in relation to potential insurance claims or litigation. In case of incident with consequences classified as PEAR 4 or higher the TRIPOD methodology should be applied. The incident investigation report template is attached as **Annexure 2**.
2. Investigations carried out by authorities do not serve as an exemption from the requirement of this Document to carry out Incident investigations by HASCOL.
3. Legal responsibility to investigate contractor incident must remain with the contractor. Contractor Incident investigations carried out by HASCOL do not affect this responsibility of the contractor.
4. In case of Process incident, failed Process Safety Management (PSM) elements as identified in Integrated HSSE Manual (Mechanical Integrity and Reliability etc.) must be identified.

#### 2.4.2 Investigation Report

The Investigation Report is a presentation of the Incident and its circumstances, findings, analysis and recommendations. Elements of the simplified and detailed Incident investigations, covering the whole process defined in this document are summarized in **Table 4**.

The Investigation Report must be finalized as early as practicably possible within maximum 21 days from incidents occurrence. In case of PEAR 4 or higher, the deadline is 30 days for finalization of the final draft.

**Table 4: Elements of the Simplified and Detailed Incident Investigations**


Type	Near-Miss Investigation (PEAR 0-1)	Simplified Investigation (PEAR 2-3)	Detailed Investigation (PEAR 4-5)
Investigation Team	No	Yes	Yes
Investigation (Minor-Medium)	No	Yes	No
Tripod Methodology	No	No	Yes
Content of Investigation Report		<ol style="list-style-type: none"> <li>1. Incident description</li> <li>2. Root causes</li> <li>3. Findings of the investigation</li> <li>4. Improvement measures (responsible persons &amp; deadlines)</li> <li>5. Approval</li> </ol>	<ol style="list-style-type: none"> <li>1. General information (site details, Incident description)</li> <li>2. Investigation team composition</li> <li>3. Consequences (sequence of events, failed barriers, root causes)</li> <li>4. Findings of the Investigation</li> <li>5. Attachments (evidence, reports etc.)</li> <li>6. Improvement measures (responsible persons &amp; deadlines)</li> <li>7. Approval</li> </ol>

#### 2.4.3 Management Review and Approval

1. Reports of detailed investigations must be approved by the Manager HSSE and the relevant Chief.
2. Investigation reports of incidents with consequences classified as PEAR 3 or higher must be pre-approved by CHRO and relevant Chief of line department.

#### 2.4.4 Recording Investigation Results

1. Key data from Incident investigations must be recorded in Incident Investigation and Reporting report.


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2. Incident investigation status including delays and hindrances will be reported to CHRO.

#### **2.4.5 Investigation Findings and Improvement Measures**

1. The Incident Investigation Reports after review shall be circulated to relevant Chief for the purpose of Lessons learnt.
2. The approved improvement measures defined in the Investigation Report must be implemented by the responsible persons within the defined deadlines and compliance reported to CHRO and M HSSE.
3. Relevant Chief shall monitor implementation of improvement measures as an outcome of incident investigations.



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## ANNEXURES

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### ANNEXURE 1 – INCIDENT NOTIFICATION TEMPELATE

<b>HASCOL PETROLEUM LIMITED</b> <b>HSSE Incident Notification</b>										
<b>Date and time</b>										
<b>Department</b>										
<b>Location</b>										
<b>Type of incident</b>	<b>Check one</b>		<b>Check one or more</b>							
	<b>Incident</b>	<input type="checkbox"/>	LOPC (Loss of Primary Containment)	<input type="checkbox"/>	Other process incident	<input type="checkbox"/>	Road accident (TANKER)	<input type="checkbox"/>	Personal injury	<input type="checkbox"/>
	<b>Near-miss</b>	<input type="checkbox"/>	Spill to Environment	<input type="checkbox"/>	Fire/explosion	<input type="checkbox"/>	Road accident (other)	<input type="checkbox"/>	Occupational illness	<input type="checkbox"/>
<b>Work-related incident</b>		Yes <input type="checkbox"/>	No <input type="checkbox"/>							
<b>Persons affected</b>		Own employee <input type="checkbox"/>		Contractor/supplier/vendor <input type="checkbox"/>			Third party <input type="checkbox"/>			
<b>Personal injury</b>	<b>Name:</b>	<b>Gender (M/F)</b>		<b>Persons affected</b>	<b>Company</b>		<b>Age</b>		<b>Type of injury</b>	
		<b>Nature of injury</b>		<b>Body Part injured</b>						
	<b>Additional information (if necessary):</b>									
<b>Type of personal injury</b>	Fatality (F) <input type="checkbox"/>		Lost-time injury (LTI) <input type="checkbox"/>		First-aid case (FAC) <input type="checkbox"/>		Medical treatment case (MTC) <input type="checkbox"/>			
<b>Short description of the incident</b>										
<b>Person completing the form</b>	<b>Name</b>						<b>Place of work and site</b>			
	<b>Phone number</b>						<b>E-mail address:</b>			

NOTE: INCIDENTS TO BE REPORTED WITHIN 24 HOURS OF OCCURANCE  
 NEARMISSSES TO BE REPORTED WITHIN 48 HOURS OF OCCURANCE

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**ANNEXURE 2 – DETAILED INVESTIGATION REPORT TEMPLATE**

	<b>HASCOL PETROLEUM LIMITED</b> <b>HSSE Investigation Report</b>
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**3. Results of the investigation and analyses**

<b>A. Which safety Barrier, defence or control failed, were inadequate or missing?</b>	
<b>B. Active failure - What was the immediate Cause of the accident? (unsafe acts or occurrences) The reason the safety barrier failed</b>	
<b>C. What Preconditions caused the unsafe acts to take place? Situations in which latent failures occurred</b>	
<b>D. Latent failure – The underlying cause, aspects which, when preconditions occur, give rise to latent failure, reflecting something wrong with the Management System</b>	

**4. Areas for improvement:**


No.	Details of measures to be taken	Responsible	Target Date
1			
2			
3			

**5. Approval**

	Name	Position	Date	Signature
Report prepared by:				
Manager HSSE:				
Concerned Chief:				
CHRO:				

**List of documents attached to the report:**


1. Risk Assessment Matrix

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# Section – E

## SECURITY-STANDARD OPERATING PROCEDURES

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## 1. PURPOSE

The purpose of this document is to set out standardized procedures for activities undertaken in the Security Department. These procedures are to be followed for efficient and timely achievement of the department's objectives.

## 2. SCOPE

This policy document shall act as a handbook for personnel working in the Security department. All major processes being undertaken in Security department have been recorded in this document.

### 2.1 HASCOL Security Function

The HASCOL Security department is to provide Security Advice and assistance to HASCOL line management and business units in order to assist the business management in assessing, managing and reducing security risks.

## 3. RESPONSIBILITIES

### 3.1 HASCOL Employees

All HASCOL employees are individually responsible for their own compliance with the security policy and standards, and have a responsibility to:

- Be aware of potential security issues that may arise in their day-to-day activities in the work place, when working with local communities and government agencies, and to ensure that real or potential security issues arising from HASCOL's operations are identified and the security risks addressed.
- Behave and work in such a way so as not to put the security of HASCOL and its assets at risk.

### 3.2 Contractors

Contractors have a responsibility to ensure that they and their staff are aware of, and comply with HASCOL's security policy, standards and procedures. In addition they are to:


- Ensure their compliance with all security related Pakistan Government rules, regulations and directives as applicable.
- Behave and work in such a way so as not to put the security of HASCOL and its assets at risk. They are responsible for the implications of any breach of security by them or their staff; be it in contravention of National regulations or HASCOL policy.

### 3.3 Visitors

All visitors are expected to behave and work in such a way so as not to put the security of HASCOL staff and its assets at risk. They are responsible for the implications of any breach of security by themselves; be it in contravention of National regulations or HASCOL policy.

### 3.4 Compliance with the Security Standard Operating Procedures

- The Security SOP's are applicable to all staff and contractors working within HASCOL.
- Business managers are accountable to ensure their security management achieves the requirements of these SOP's.
- A requirement to comply with the HASCOL Security Policy should be included in all contractor and supplier contracts, as appropriate.

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### **SOP # 1**

## **SECURITY MEASURES**

### **PURPOSE:**

To protect and safeguard personnel, material and property of HASCOL against sabotage, terrorist attack, theft, trespassing and other irregularities.

### **PROCEDURE**

The security measures for the protection of Sites vary according to their importance and the category to which they belong. These measures are recommended to counter various forms of Sabotage Threats to the Site. These should include the following: -

#### **Private Guard:**

These guards are employed to safe guard and provide security to HASCOL assets.

#### **Perimeter:**

All Site are supposed to have a secure perimeter which should either be in the form of a brick wall of 12 feet height with 3 feet of barbed wire of angling outward or of barbed wire along of the same height of 12 feet plus a 3 feet portion angling outward or can be modified as per security requirements.

#### **Site Protection:**

All sites will be protected as per requirement against any un-towards incident.

#### **Vetting / Security Clearance:**

All regular and casual employees working in any capacity at HASCOL should be security cleared through Police / Special Branch before induction into service.

#### **Security Staff:**

All Sites should have a full time Security Supervisor and other complimentary security staff and equipment to look after its entry / exit points and premises.

#### **Guards and Sentries:**

Adequate number of guards and sentries should be posted at all important places particularly at vulnerable and sensitive parts and at entry / exit point.

#### **Communication:**

Good and sound communication system both for internal and external communication should be provided.

#### **Alarm System:**

An adequate alarm system should be available for emergency.

#### **Lighting:**


There should be proper lighting arrangements at the perimeter and other vulnerable points including flood/search lights where necessary.

#### **Identity Card:**

Company Identity Cards will be issued to all HASCOL employees by HR Department (CHRO) and it will be displayed during the office hours.

#### **Passes:**

Entry to the premises of third party / contract labour to the HASCOL locations should be controlled through an effective pass system available at the Main Gate/ other Gates. The passes should indicate name, CNIC Number, designation and bear the signature and photograph of the employees. It may be

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desirable to issue passes of different colours to employees working in different sections to enable instant identification.

#### **Outer Terrorist Attack**

Security staff will take necessary counter measures to ensure that no damage to the assets of HASCOL takes places. Regular training will be imparted.

#### **Miscellaneous:**

##### **Contract labour:**

The character / conduct of the labour employed by the Contractor for any purpose for works at HASCOL Site should be verified through the local police. The contractor should provide in writing that he would be personally responsible for the good / satisfactory conduct of each and every member of the contract labour force he employs.

##### **Segregation:**

Inerrable points in the Site should be segregated from general area, access to them should be controlled on need to visit basis, and should be guarded corresponding to their importance / requirements.

##### **Parameter Security:**

There should be no support of any kind in and around the perimeter wall/fence which may help a saboteur, easy access to enter into a Site.

##### **Site Selection:**

Proper site selection will be carried out by concern department, they will ensure to coordinate with **Security Department** before finalizing the site selection to avoid any un-towards incidents.

##### **Bushy Growth:**


The wild growth like grass and bushes should be removed as it may cause fire and help in scaling the perimeter wall, by an intruder being a security hazard.

##### **Special Security Measures:-**

Keeping in view the specific measures, following security measures has been formulated.

- Entry of all visitors to HASCOL Sites and Terminals will be restricted.
- Every employee will be issued with HASCOL Identity cards / entry passes and mandatory to be displayed on the chest during working hours.
- A security guard will be posted at Main Gate for any counter measures, they will be vigilant throughout their duties.
- All gates will be manned by armed security guards round the clock.
- Watch Towers will be manned with adequate strength on required basis; however during emergent situation /high alert level, all watch towers be manned as determined by Installation Manager/ Security Supervisor and approved by Manager Security / Security Advisor.
- Entry/Exit of all personnel and vehicles will be subjected to physical check by the security staff and record will be maintained at the entry points. During Red Alert / Emergency announced by Government of Pakistan, HASCOL Management will follow strict security measures at all entry and exit points.
- Peripheral lighting will be provided all along the boundary wall.
- All contractual staff will be issued with Entry Passes after necessary vetting.

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- Mobile / foot patrolling by security staff will be carried out inside /around Depots & Terminals as per required strength.
- Movement of private vehicle inside plant area will be restricted. A special search of all private vehicles would be carried out before their entry into the Terminals.
- The Terminal officials/departments will entertain only official / essential visitors. Visitor will be advised not to visit any place other than the one they have been permitted for.
- Any sealed mailboxes, packed food item or any other items packed coming inside the Depots / Terminal will be checked at the entry point.
- Entry and to carry ignition material, explosive, cameras, and ammunition is strictly prohibited at Terminals.
- Installation Manager will maintain, constant liaison with Local Administration / Police for maintaining law and order around Depots / Terminals.
- Movement in different areas of site shall be made in form of group rather in individuals.
- At all Sites, Security Guards are to be vigilant and equipped enough to tackle any unwanted interaction.

#### **ANNEXURES**

NIL




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**SOP # 2****INSTRUCTIONS FOR SECURITY GUARDS**

- Security guard will perform their duty as per their duty roaster, prepared by their supervisor.
- Security guard will wear their company uniform and company ID cards be displayed while on duty and try to remain alert while on duty.
- Security guard will inspect his weapon before he takes a charge of duty and in case of any defect he will inform his supervisor and will not accept faulty weapon for duty.
- Security guard will not leave his post without his reliever, even for the TOILET, for which he will inform his supervisor who will arrange his reliever.
- Every security guard will carry a whistle and torch while on duty.
- Cleaning and fitness of the weapon is the responsibility of the security guard.
- Security guard will not perform any other duty except "SECURITY".
- Weapon will only be used in case of extreme emergency i.e when life of security guard / HASCOL staff OR HASCOL property is in danger.
- When resorted to use of fire arms, it will be as per the Rule of Engagements (ROE) issued by the Security Service Provider (Security Company), Annexure-A.
- In case of any dispute or quarrel among drivers, labours and other contractor staff, security guard will not involve himself and will not become party to the fight.
- Security guard will not borrow money from HASCOL employees, oil tankers drivers OR any other contacted staff working in HASCOL and any violation will result into termination of guard employment with HASCOL.
- When workers and staff enter the HASCOL security guard on duty will check employee's card and in case of any doubt security guard will refer to his supervisor.
- When a vehicle/oil tanker enters the gate security guard must check vehicle with Khooji device and under vehicle search mirror and any abnormality to this must be reported to supervisor on duty.
- When Oil Tanker enter the HASCOL site Security Guard on duty will check CNIC and driving license of the deriver and inspect the Tanker as per HSE safety check list (Annexure-B) before entry into the terminal for loading / unloading.
- If any violation in tanker from HSE Check list is observed, security guard will inform his supervisor, who will enter this observation in security log book and will inform the Installation Manager. If Installation Manager allows only then that tanker will be moved IN and will be logged in the Vehicle entry register and security log book accordingly.
- Security supervisor will ensure that during loading / unloading operations drivers of the oil tankers must not leave the terminal without Installation Manager Permission and entry to this effect will be recorded in security log book.
- No one will be allowed to carry any contraband and prohibited items like Explosives, Weapons, Knife, Ballasted material, Drugs, Pan, Ghutka , Naswar etc. and any other sharp object in the Depot / Terminal.
- Incoming/outgoing materials and stores will be checked properly by security guards as per gate pass details and will be entered in Material IN/OUT register accordingly.
- In case of Returnable material, gate pass will be marked and weekly Unreturned store report to this effect will be forwarded to Installation Manager with a copy to Manager Security /Security Advisor on Form SEC - 01 (Annexure-C).
- In case of any fire/emergency security guard will immediately report to his supervisor and control building and will try to control the fire by use of fire extinguisher and if that is not possible leave the place and report at emergency assembly area.


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- Security Supervisor on duty must have a security round of the site and surrounding areas in regular intervals and check security conditions and will make entry of this into the daily security log register. Any unusual activity observed will be immediately reported to Installation Manager and Manager Security / Security Advisor.
- When any Visitor arrive at HASCOL site, security guard at gate will check his CNIC and other relevant details and inform the concern HASCOL staff, and if he agrees then visitor will be issued a visitor pass and entry will be made into the visitor register.
- Visitor will be guided / escorted to the concern official and will not be allowed to go any other place except for which visitor pass is issued.
- All security guards will be trained on the above by Manager Security/Security Advisor during their visits to the sites.

#### **ANNEXURES**

- Rules of Engagements - Annexure-A
- Safety Check List - Annexure-B
- Unreturned Store Report - Annexure-C

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**SOP # 3**

**INSTRUCTIONS FOR SECURITY SUPERVISORS**

**Role of Security Supervisor**

He is responsible for total security of Site where he is detailed for his duty. Supervisor should have set of skills, knowledge and understanding and ability to supervisor the security guards.

**Scope of Security Supervisor**

**Guarding Operation.** Checking of Guards, and assigning duty to guards.

**Security Document.** Should know about Muster roll, shift report, duty roster, incident and complaint report, forms, personnel, vehicle and material movement control documents; keys control registers etc.

**Site Instructions**– Site layout- perimeter, details of entry, exit and emergency exits; work shifts; guard posts, deployment of security and surveillance equipment; patrolling and number of personnel needed for security duties.

**Assessment of Operational Effectiveness** – Thorough pre-shift briefing and checking, surprise checks, patrolling, mock-drills and rehearsals.

**Faults/ Malfunctions in Equipment** – i.e. Alarms, non-functioning of equipment, errors and erratic output, will be noted in security log book Form SEC-04 (Annexure-D) and communicated to Installation Manager accordingly.


**Safe Handling of Firearms** – Ensure an armed security guard observes laid down safety and security norms with regard to handling of firearms.

**Leadership and Supervision**– Welfare, training and motivation, leading by personal example, impartiality, honest reporting and punctuality

**Performance Criteria of Supervisor**

- He should start the shift as per given instruction.
- Receive & implement instruction from Installation Manager / HSSE supervisor.
- Receive & understand shift report from outgoing supervisor.
- Take attendance & record / report of shortages.
- Prepare proper duty roster of shift and assign duties to the guards.
- Deploy guard with required security equipment as per site location plan.
- Make procedure to collect intelligence and information.
- Command & control guard duties & functioning.
- Maintain key control & personnel control checks for the site.
- Ensure coordination with HSE, control room Personnel's.
- Train security guards on different job profiles.
- Maintain all documents as per site security staff responsibility.
- Keep communication with guards, Installation Manager & security team.
- Keep the turnout, morale of the guards on higher side.
- Prepare the shift report with all facts and hand over to incoming shift supervisor and explain points in detail.
- Plan & deploy equipment as per site security requirement.
- Check & report suitability of equipment & guard for particular duty.
- Anticipate risks/ threats and take corrective action.
- Periodically check the operational fitness of the security equipment's & weapons.

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- Take action during shortage of guard. Modify the duty roster considering risk / threat to site in consultation with Installation Manager.
- Train self and staff on the available recourses.
- During Security round security supervisor will check the following and make an entry into the security log book Form SEC-04 (Annexure-D) accordingly:-
- All security equipment i.e. lights, Khooji device, Metal Detectors and gates are in working condition.
- Locks and doors are intact.
- Barbed wire at boundary wall is not damaged / broken.
- Guards are alert at their place of duty.
- There is no crack OR hole in the boundary wall/watch towers.
- Weapons, Torches and security equipment provided to the guards are in working condition.
- If any security guard want to go to the Toilet then security supervisor will allow him and will manned his post in his absence.
- Ensure adequate drinking water is available at guard post and ensure that NO security guards leave his post without replacement.
- Will inspect the weapons and ammunition of security guards and if any weapon /ammunition found defective he will inform his security company for the repair/replacement immediately. Entry to this effect will also be made in security log register accordingly.
- A security log report will be prepared on Form SEC-04 (Annexure-D) and submitted to Installation Manager after completion of each shift.

#### 5. Welfare & Administration of Personnel

- Talk to Security Company and give regular feedback about manpower & incident etc.
- Know the details of Site security plan.
- Know the details of shifts, over time, leave, and training of security personnel.
- Listen to all guards and note their grievances. Try to resolve the issue at site and If not possible then refer to Security Company & follow up.
- Motivate team constantly.
- Keep the morale of team high by regular interaction.
- Be impartial in all dealing.
- Ensure health and safety of staff all time. Ensure they follow all rules.

#### ANNEXURES Daily Security Log Report , Form SEC-04 (Annexure-D)

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#### SOP # 4

### VISITOR CONTROL

#### PURPOSE:

To lay down procedure and ensure legal entry of visitor into the HASCOL Terminals in order to protect and safeguard HASCOL employees and property, equipment against damage, through sabotage, trespassing and other irregularities by taking all precautionary measures and ensuring strict compliance of Government rules, regulations and instructions relating to the security of Oil installations.

#### SCOPE:

All entry points of HASCOL sites and offices/locations

#### PROCEDURE:

Being a Restricted Area, entry of all visitors to the Terminals including Offices is restricted. The visitors have been categorized as below:


#### OFFICIAL VISITORS

- The Sponsoring Department will seek all necessary information (name and number of guests, name of person to be visited, vehicle number if (permitted), date and time and intimate the same to the security office prior to the visit, in writing/or verbally of immediate nature only.
- The concerned department / officer, who are to be visited or its representative, will detail an individual to be present at the reception to escort the visitor on due date / time. (This is related to group entry only).
- The receptionist at the reception office will prepare the visitor slip by endorsing the visitor particulars in the visitor's book, as per prior intimation by the department.
- On arrival, the visitor will report to the reception office at the gate. The receptionist after confirming his particulars will get the visitor signatures in the visitor register, issue him/her with the visitor slip and the visitor card (Annexure-E) for concerned department / office.
- The visitor will display the card on chest upper left of the outer garment and proceed to the concerned department after security check.
- If the visitor wishes to take his vehicle along, permission will be obtained from Security Department; his vehicle will be checked at the barrier for any prohibited material. After necessary security check the vehicle will be allowed entry up to the designated parking area, Manager Security / Security Advisor be informed about Vehicle Entry.
- After the visit, the visitor will hand over the visitor slip along with visitor card (duly signed by department / person visited mentioning his / her Personnel. No.) to Reception Office.
- The security staff will note the Time-out of the visitor along with visitor card number in the Visitor Register.

#### UN-OFFICIAL VISITORS

- On arrival at the gate the visitor will report at the reception office. After introduction the visitor will inform about the name the person / department whom he / she intend to visit.
- The receptionist will contact the person / department on telephone. On confirmation the security staff will enter the visitor particulars (name, address, purpose of visit, date, time and name of person to be visited) in the register.

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- If the person whom the visitor wants to visit is not present in his office the visitor will not be allowed entry. The visitor may like to wait in the waiting room at the reception for some time and check again.
- The visitor will deposit Computerized National Identity Card (CNIC) or any other identification document in original to the receptionist and sign in the visitors register.
- The receptionist will issue a visitor slip and a visitor card to the visitor. The visitor will display the card on his chest. The visitor will be guided to the concerned department / person by Security Staff on duty.
- If the visitor wishes to take his vehicle along, permission will be obtained from Installation Manager; his vehicle will be checked at the barrier for any prohibited material. After the security check, the vehicle will be allowed entry up to the designated parking area Security Staff / Security Supervisor at entry gate must inform to Manager Security / Security Advisor about Vehicle Entry.
- After the visit, the visitor will hand over the visitor slip along with visitor card (duly signed by department / person visited mentioning his / her Personnel. Number) to the Reception Office.
- The security staff will note the Time-out of the visitor along with visitor card number in the Visitor Register.

#### **FOREIGNERS**

Special care will be taken while dealing with foreigner visitor and ensured that **NO** foreigner visitor is allowed without approval of Security Department.

#### **VISITORS TO PLANT AREA**

- Prior intimation, of such visitor, duly authorized by the management in writing will be intimated to the Security Department. The Security Staff at the main gate will endorse necessary particulars of the visitor (name, time-in, purpose of visit, and name of person escorting the visitor) in the visitor register and issue him with the Visitor Card. The visitor will display the card on his chest.
- The visitor will not be allowed entry unless escorted by an authorized Official of the concern department.
- The security staff at the plant area gate will physically check and ensure that the visitor is not carrying any ignition material/unauthorized material.
- Visitors will hand over the visitor card to the security staff at the reception, on termination of the visit.
- The security staff will endorse time-out of the visitor.

**Note:** HASCOL employees from other Depots / Terminals when visiting other sites will make an entry at the gate.


#### **PRECAUTIONARY STEPS**

The department/personal being visited to ensure that the visitor slip is signed by them, the visitors do not visit any other officer or personal. The visitor be advised or informed by the Security Staff in duty to display the visitor card and visitor must report back to Reception Office / Main Gate.

**Note:** The above laid down procedure to be followed strictly by all departments at Corporate Headquarters and Depots / Terminals.

#### **ANNEXURES**

Visitor Pass Sample (Annexure-E)

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### SOP # 5

## VEHICLE MOVEMENT CONTROL

### PURPOSE

To control the movement of all types of transport inside depots & terminals to avoid mishaps. The procedure will be applied at all depots /terminals to minimize the risk of any incident.

### PROCEDURE

- Entry of all vehicles is restricted up to Administration area, vehicle parking area, warehouse, parking shed.
- All vehicles entering Depots & Terminals premises will be physically checked as per Vehicles Security check list Form SEC-05 (Annexure-F).
- Following vehicles are allowed entry into Depots and Terminals:
  - Vehicle bringing in material for warehouse and Mess.
  - Contractor vehicles with permission, on requirement basis.
  - Any other vehicle permitted by Manager Security / Installation Manager.
  - Vehicle bringing in HSD /PMG /Lubricants and any other product as per duly approved invoice.
- Any vehicle going inside (Plant Area) will be fitted with "Spark Arrestor" and physically checked by the security staff.
- The driver of the vehicle will lower the head light beam and switch on the driver compartment light at night, while approaching the gate or Entry Point.
- All company vehicles will move In/Out as per company transport policy on Gate Pass, signed by the competent authority and record maintained at Main Gate of Depots and Terminals.
- Departments, employees, and contractors will apply to security Department, for vehicle entry stickers, for company and private vehicle respectively, on yearly basis.
- These vehicle entry stickers will be displayed on upper left corner of vehicle windscreen.
- OMC staff vehicles are allowed entry, up to the Parking Shed with prior permission of Installation Manager.
- Inside premises of Depots / Terminals, every driver who drives vehicles should have a valid driving license.


### PRECAUTIONARY STEPS

Loss of vehicle entry sticker will be immediately reported to security department.

- Security guards are supposed to be vigilant and equipped enough to encounter any vehicle suicidal attack into Depots and Terminals premises.
- Drivers of the vehicles should remain nearby during loading / offloading activities of the tank Lorries, trucks and loaders etc.
- Driver must wear safety belts during driving.
- Driver will maintain speed inside station as per mentioned safety orders.

### ANNEXURES

- Form SEC-05 Vehicles Security check list (Annexure-F).

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### **SOP # 6**

## **MATERIAL MOVEMENT CONTROL**

### **PURPOSE**

To safeguard material and equipment against pilferage/irregularities and malpractices.

To exercise control on material movement that is within company premises including the depots / inter depots / warehouse to depots / depots to warehouse / supplier to warehouse at depots, terminal etc.

### **IN - PROCEDURE**

The carrier of the material will produce the Delivery Chalan to Security Staff at Main Gate of the Depots / Terminals.

- Security Staff will inform Installation Manager about Arrival of Material / Indenter.
- Copy of Delivery (Photo Copy) of material going inside Stations / Terminals will be handed over to Security Supervisor at Main Gate.
- Security Supervisor at Main Gate will make necessary entry in Respective Register only mentioning the Delivery Order No / Date and vehicle no. (Certified copies of material will be submitted by warehouse / concerned department on next working day).
- Installation Manager will depute his Representative for collection of material arrived at Main Gate.
- The Installation Manager Representative will escort the material vehicle to warehouse after necessary security check.
- The delivery Chalan for bulk supply will be handed over to security supervisor at the main gate within 24 hours, duly verified by the department representative.

### **OUT - PROCEDURE**

Material going OUT of the Depots / Terminals will be supported by a Gate Pass with copy of Invoice / Material slip, signed by the authorized person of the concerned Department / Warehouse.

- Security Staff will ensure that all columns of the Gate Pass / Material slip are filled in and signed by the authorized person with his / her Personal Number.
- Gate Pass / Material slip will be kept in the record and all Returnable Material will be endorsed in a separate. "Returnable Material Register" kept at Main Gate.
- Consolidated report of all Pending Returnable Material will be forwarded to concerned department through Manager Security / Security Advisor on monthly basis during the last week of the month.
- No material will be moved OUT / IN after office hours/holidays, except in emergency with intimation to Manager Security Advisor or Installation Manager.
- Any personal material when going IN will be endorsed at Main Gate and same will be tallied when moving OUT at the Main Gate.
- Copies of Material Slip / Gate Pass of material IN/OUT will be maintained separately in files for Material IN / OUT at the Main Gate.


### **PRECAUTIONARY STEPS**

The material, open and packed will be checked physically with Electronic Gauges (Metal Detector).

### **ANNEXURES**

- Form SEC – 01, Un-Returnable Store Report (Annexure-C)



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### **SOP # 7**

## **CONTRACTOR MOVEMENT CONTROL**

### **PURPOSE**

To lay down procedure for provision of identity cards to contractor staff, all contractor (service providers) employees working in depots / terminals.


### **PROCEDURE**

#### **Service Provider Staff**

- Contractor (service providers) will prepare the entry identity card of the contract employee to include the following:-
  - Name of the contractor in bold letters with signature.
  - Scanned/Pasted photo.
  - Signature / left hand thumb impression.
  - Number of Computerized National Identity Card. (CNIC).
- Installation Manager of relevant Depots / Terminal will maintain record of contractor (service providers) employees.
- Contractor will maintain the record of Identity Card issued by him to the individuals.
- Contractor shall forward the Record maintained by him on monthly basis to concerned Installation Manager.

#### **Project (Works) Contractor Staff**

- In case job awarded requires more than thirty (30) days for completion. Contractor will apply to Security Department through concerned department on letter head along with following:-
  - Bio Data Form duly filled and counter signed by contractor.
  - Copy of contract / jobs awarded.
  - List of work force.
  - Copy of CNIC of work force.
  - Two thumb size photographs of work force.
  - Local / Area Police verification of work force.
- Contractor will be responsible for discipline/conduct of his work force and render a certificate to this effect, in writing to security office prior to commencement of job awarded.
- The contractor will ensure and shall be responsible that his employees strictly observe the HSE rules and regulation as applicable in the work places.
- In case job awarded requires less than thirty days:-
  - The contractor will apply through concerned department on letter head.
  - The contractor will be issued with Entry Pass on daily basis.
  - The contractor will submit a list of labour on daily basis, duly verified by concerned department.
  - Entry of labour will be in presence of contractor and each labour will be verified as per the list provided.
  - CNIC of labour will be submitted at Entry Point and Entry Pass will be issued on daily basis.

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- The contractor will be responsible for discipline / conduct of his work force and render a certificate to this effect in writing, prior to commencement of job awarded.
- The contractor will ensure and shall be responsible that his employees strictly observe the HSE rules and regulation as applicable in the work places.
- In every case, the concerned department will ensure presence of a supervisor at the work site, when work is in progress. During high alert level contractor work at Risk sites will be either seized or conducted under close supervision by respective department.
- Loss of identity card will immediately be reported to security department through email / in writing.
- Contractor will apply for duplicate entry pass which will be marked as duplicate.
- Contractor vehicle, carrying material (crush, cement, construction material) will be thoroughly checked at Entry Gate in the presence of contractor supervisor and representative from sponsoring department.

**Note:** All employees of contractor shall display their Identity Card while they are inside the HASCOL premises.

#### **ANNEXURES**

- NIL

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**SOP # 8**

**GATE PASS PROCEDURE**

**PURPOSE:**

The system of gate pass is enforced with the aim of having a check and counter check on the inward and outward movements of the employee and material from / to depots and terminals under the umbrella of authorization by the competent authority. The gate pass is issued by the competent authority to stream line the outward / inward movements of employees and material from / to depots and terminals.


**PROCEDURE:**

The daily working schedule of depots / terminals commence at 09:00 hours and cease at 17:45 hours with one hour break for lunch and prayer from Monday to Thursday. Whereas on Friday it is from 09:00 hours and cease at 18:00 hours with one and half hour break for lunch and Jumma prayer. However, during this period, sometimes, Employees of HASCOL have to go outside the premises of Depot / Terminals owing to Official / Private engagements for which Gate Pass procedure will be followed. The same procedure will be adopted followed by all Terminals.

The individual so desirous has to fill Gate Pass Form SEC-02 (Annexure-G) in all respect as follow:

<u>Personal</u>	Be written clearly
<u>Authorized By</u>	Name of issuing authority
<u>Date</u>	Filled by issuing authority
<u>Signature:</u>	Of issuing authority

- The Carbon copy will remain in the Gate Pass Book.
- Person authorized to sign gate pass will mention his Employee No and designation.
- An employee proceeding on official / private engagement outside the Depot / Terminal Premises cannot sign his own Gate Pass.
- An employee leaving Depot / Terminals premises must hand over the "GATE PASS" to the Security Staff on duty at Main Gate.
- Shift in charge will be Signing Authority of gate passes after office hours and during Holidays.
- In the absence of Installation Manager, Admin Officer will be authorized to sign gate passes.
- In the absence of Admin Officer, Shift In charge will be signing authority of gate passes during office hours.
- List of authorized signing authorities and their signatures should be display on Main Gate of each Depot / Terminal.
- In case of any store/material out all columns of Gate Pass to be completed.
- Tentative date of returnable material to be mentioned on gate pass.
- Manager Security / Security Advisor will check the gate passes record during his visit to the depots / terminals.


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### 3.0 PRECAUTIONARY STEPS:

- No Employee and Equipment / Material will be permitted out of Terminal premises without "GATE PASS" issued by the competent authority.
- the "GATE PASS" retention period of safe custody will be three months. After retention period Gate Pass will be destroyed by burning after approval of Manager Security.
- "GATE PASS" with RETURNABLE material will be retained till the time store is not returned.

### ANNEXURES

- Form SEC-01 , Un-Returnable Store Report (Annexure-C)
- Form SEC-02 , Gate Pass Personnel's (Annexure-G)

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**SOP # 9**

**CLOSE CIRCUIT TELEVISION (CCTV)**

**MONITORING SYSTEM**


**PURPOSE:**

- To enhance security by monitoring with CCTV System, suspected movement in and around the boundary wall, movement of personnel, vehicle, material within the premises and installations at HASCOL Terminals and all along Boundary Wall.
- Record trespassing and monitor movement of Personnel, Vehicle, Machinery and Materials both in and outside of the premises to avoid / counter any untoward situation / hazard / accident or incident.
- Provide security to important locations i.e. Main Gate, Office Buildings, Plant Area, Gantry area, Decanting Area, Warehouse, all general area, buildings, access roads, Gantry area, or any other critical area due to specific conditions at different locations.

**PROCEDURE:**

- A trained CCTV operator will monitor the movement of personnel, vehicle and material in the Sensitive Areas and maintain the Log Book record and prepare system performance report in each shift.
- Three CCTV operators in rotation shift will perform eight hours duty in three shifts (08 hours duty)
- CCTV Log Book shall be filled on daily basis and kept updated all the time. Security Supervisor will check and get it countersigned from Manager Security / Security Advisor during his visit / inspection.
- Only authorized persons as allowed by the Manager Security / installation Manager shall be allowed to enter CCTV Room.
- Security Supervisors will visit the CCTV Room regularly to keep a check on CCTV staff during their tenure (time) of duty.
- Security Supervisors / Installation Manager will brief the operator with regards to monitoring of a particular area or activity at the Site/Terminal as and when required. Such information will not be shared by the operator with anyone.
- During up-gradation or readjustment of Security cameras Installation Manager and Manager Security will ensure that all important and critical areas are covered for monitoring.
- The CCTV System will be operated according to the Manufacturer's Instruction Manual.
- No unauthorized equipment will be used in CCTV Control Room except which is permissible by Manufacturer in his Instruction Manual.
- In case of any trespassing, violation, incident or accident, Security Supervisors / shift in charge, shall be informed immediately.
- In case of any suspected movement of men and material, observed in critical area or buildings, CCTV operator will monitor the movement by focusing on the object / person and will inform Security Supervisor / Installation Manager immediately.
- Person on CCTV monitoring system duty will wear proper uniform.
- Smoking, Pan Chewing, Naswar and Gutka eating is prohibited in CCTV Control Room.

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- Recording will not be shown to anyone without permission of Manager Security / Manager HSSE.

#### **SAFETY AND SECURITY:**

- Separate circuit breaker will be installed for CCTV System.
- UPS and stand by generator back up supply shall be provided for the system.
- Proper Earthing will be provided in CCTV Room for all equipment and system.
- Proper Fire Fighting, Smoke and Heat Detection System will be installed in CCTV Room.
- CCTV Room main entrance door will be kept locked all the time, until advised by Manager Security / Installation Manager to keep it unlocked.
- IT department must ensure to keep 30 days recording as backup.


#### **MAINTENANCE:**

- The installation of CCTV equipment, wiring and insulation etc, shall be carried out under the supervision of IT Department according to Manufacturer's recommendations and approval of Security and IT Department.
- Maintenance of CCTV System will be carried out by IT Department in accordance with the Operations and Maintenance Manual and Manufacturer's recommendations.
- Any malfunction of the system or CCTV operation failure shall be reported to Manager Security, Installation Manager, IT staff and proper notification will be issued by the CCTV staff / Security department.
- After Thunder, Dust Storm and Rain, the Camera lenses must be cleaned by IT Department.
- Camera lenses should be cleaned after 15 days by IT Department.
- Camera motors should be lubricated after 15 days by IT Department.
- Complete Inspection of the System will be carried out by the IT Department after the Earthquake / Heavy Rains / Dust Storm etc. and a serviceability report to this effect will be prepared accordingly.
- CCTV System shall be inspected monthly by IT Department and will forward their report to Security Department on Form SEC-06 (Annexure-H) for fixed cameras and on Form SEC-07 for Dom Cameras (Annexure-J).
- CCTV System must be upgraded after every two years.

#### **PRECAUTIONARY STEPS:**


The CCTV System shall be immediately switched off in following situations and IT Department shall be informed:-

- In thunder storm or torrential rains, as the system gets interference or becomes intermittent due to heavy rains.
- Electric sparking in power plugs, wiring or switches of the System.
- LED/LCD Picture faded or system performance deteriorates.
- Power fluctuation.
- DVR/NVR starts giving abnormal noise.
- In case of any other technical / physical reasons, whose cause is unknown and it is apparent that might harm the CCTV System.

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#### **ANNEXURES**

- Form SEC-06 , FIXED CAMERASFORM (Annexure –H)
- Form SEC-07 , DOME CAMERAS (Annexure –J)
- Duties of CCTV Operator (Annexure –K)

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**SOP # 10**

**WEAPONS INSPECTION**

**PURPOSE**

The procedure "Weapon Inspection" is promulgated with the aim to ensure maximum safety of the staff involved in inspection / cleaning activity. The procedure will streamline the inspection / cleaning activity of the weapons held by the security guards performing the guard duties at depots / terminals and escort duties (during move or at residence).

**PROCEDURE**

For the Safety of the staff and Safe-Handling of the weapons during inspection / cleaning and escort duties, procedures appended bellow will be followed:

- Weapons will be inspected during 1st week of every month, physically by HSSE Supervisor HASCOL / Security Supervisor (Service Provider) and record will be maintained on Form SEC-08 (Annexure-L) by Security Supervisor (Service Provider).
- Disarming of weapons will be carried out by the weapon holder.
- Empty weapons will be checked by HSSE Supervisor / Security Supervisor.
- Ammunition will be checked separately without loading, cocking and chambering into the weapons.
- Problematic arms, if any, will be separated and marked for detailed inspection of Armorer's for ascertaining the nature of the problem.
- Defective Weapons will only be repaired by the person authorized by Service provider.
- Defective Weapons and unserviceable ammunition along with inspection report will be forwarded to Service provider by Security Supervisor (Service Provider).
- Weekly cleaning on every Saturday will be under taken at Depots and Terminals by Security Supervisor and defects will be communicated through Manager Security / Security Advisor.

**PRECAUTIONARY STEPS**

Weapons will be Checked and Inspected in open area and NOT in the room / office / confined place, residence but specified and safe place to be identified by HSSE Supervisor.


- Firing Test will be carried out on Quarterly Basis under the supervision of Service provider and record to this effect will be maintained by them. Documentary evidence will be forwarded on Form SEC-09 (Annexure-M) to Security Department for record.
- Empty cases will be deposited with HSSE Supervisor, sealed under the signatures of Installation Manager/Security Supervisor and be forwarded to Security Service Provider / Security Company for further disposal / replacement.
- Monthly Weapons inspection Record, Quarterly Firing Test / defects will be maintained by the service provider and will be hand over to Security Department for record.

**ANNEXURES**

- Weapons Inspection Report Form-SEC-08 (Annexure -L)
- Weapon Firing Record Form SEC-09 (Annexure -M)



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**SOP # 11**

**SITE INSPECTIONS AND PATROLLING**

Site Inspections are required to be undertaken by Security staff and the concerned Installation Manager to identify the security risks and to monitor and report all factors that have the potential to cause damage to the Company assets and business continuity. These inspection and visits are important to identify short comings in the security system to recommend remedial measures.


**Key Steps To Be Followed Under Site Inspection And Patrol**

A Security check list Form SEC-10 (Annexure-N) that lays out the necessary information with reference points must be filled to ensure all equipment, assets, and manpower are inspected and monitored on regular basis.

- These inspections conducted and executed by the Installation Manager and site HSSE Supervisor must be prescheduled as well as unannounced.
- The Inspecting official should carefully examine the external and internal environments, the Company's operations and the effect on safety and security risk management.
- Assess the efficiency and effectiveness of procedures, plans, and actions in mitigating the risks identified.
- The information obtained from these inspections, should be reviewed carefully by Security Department to identify trends and to help monitor the effectiveness of the Company's Security and Safety programs. This review will prove helpful in outlining weaknesses and potential threats.
- After reviewing, these inspections, a report must be made by Manager Security/Security advisor, highlighting following:-
  - The problematic areas.
  - Possible causes of incidents or accidents.
  - Suggestions to mitigate problems and risks.
  - Improvements in SOPs.
  - Indicate areas, equipment and all those things that need further in-depth analysis and action.
- The Final report should be submitted to CHRO for review and for further actions.

**ANNEXURES**

- Form SEC-10 , Security check list ( Annexure-N)

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**SOP # 12**

**REPORTING & HANDLING EMERGENCIES**

**Reporting:**

Manager Security / Security Advisor should ensure that security guards employed through a security company must immediately report all unusual or suspicious incidents or any other activities which can be harmful to the Company's premises, assets, operations or its staff. They must also immediately report any damage or malfunction of any security equipment's.

The security guards routine must provide an effective periodic reporting through radio or telephone at periodic intervals. If a guard fails to report at the prescribed time he should be called by control room, and if there is no response the situation should be investigated immediately by the security supervisor/ Installation Manager.


**Emergency Procedures**

In event of an emergency the guard should:-

- Immediately activate the alarm.
- In case of any incident like fire, explosion, natural disaster, etc, the guard or security staff should report to the security supervisor on duty at site and call emergency services of the Company or external services.
- Should not leave his post if his life is not in danger.
- Comply with the instructions given by the Installation Manager /HSSE Supervisor.
- Assist in the treatment of injured persons where possible.
- Ensure that no-one remains in the immediate area or escape route - without endangering himself.
- Advise others to proceed immediately to the assembly point.
- Ensure disabled persons are safely brought out from harm's way.
- Make sure that evacuees must remain at the assembly point until emergency services confirm that it is safe to re-enter the building /premises.

**Annexures**

Nil

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**SOP # 13**

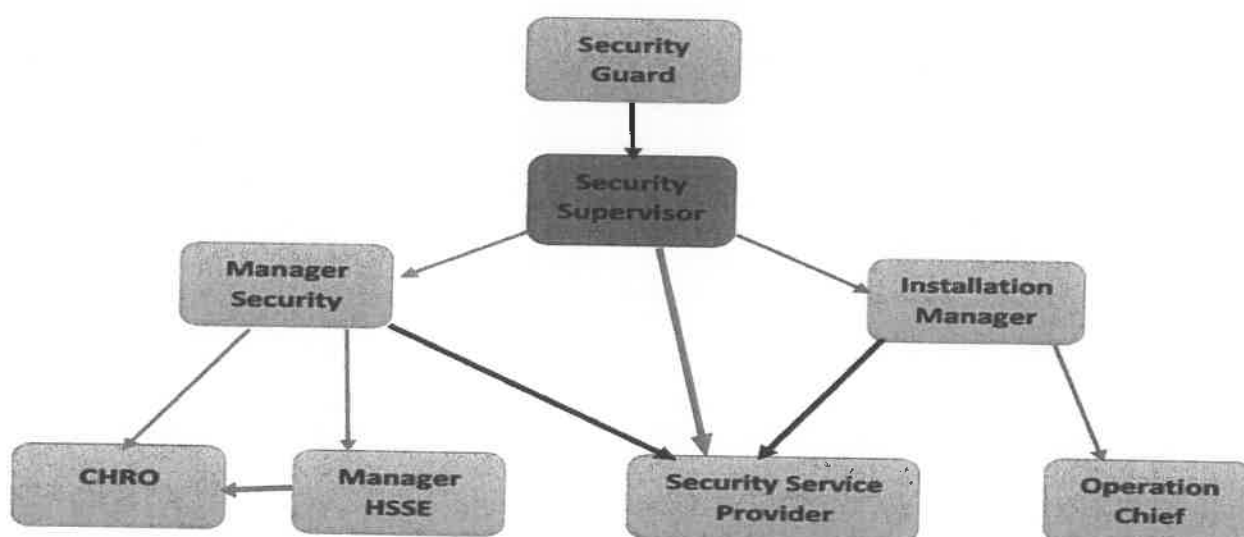
**REPORTING CHANNEL IN CASE OF EMERGENCY**

**General**

In present security situation, it is of paramount importance not only to ensure prompt response but also to keep all relevant channels informed and updated right from triggering of a situation till its culmination.

**Reporting Channel**

Following will be the channel of reporting in case of any emergency.




**Situations to Be Reported**

Following situations must be reported immediately:-

- Fire incident.
- Theft of assets or products
- Unwanted movement of irrelevant people.
- Union protests / strikes.
- Any unlawful activity by the Union or any employee.
- Internal Scuffles.
- Any external or internal threat.
- Snatching / robbery in the vicinity of terminals or COCO sites.
- Information about all neighboring installations and Organizations.
- Updates on neighboring security / threats.
- Any accident within or around the premises.

**Important Instructions**


Security supervisors at each location is required to report any of the above mentioned situations to Installation Manager as well as Manager Security /Security Advisor immediately.

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- Terminal Manager will immediately contact Rescue services like Fire Brigade, Ambulances, Police, Rangers and other Services. Subsequently, the Installation Manager will inform all concerns as per his channel of reporting with full details of the incident as well as actions taken so far, a formal incident report will also be compiled and forwarded to HSSE department.
- Manager Security /Security Advisor will inform Manager HSSE / CHRO about the incident and will take over the responsibility to coordinate with Security Agency for further follow up.
- Minimum time loss is to be ensure in flow of information.
- Security Supervisors, Installation Managers, Manager Security / Security Advisor will maintain contact details of all relevant persons for immediate and effective communication.
- Immediate internal remedial actions must also be taken simultaneously along with sharing of information.

#### Annexures

- Reporting Channel (Annexure – O)

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**SOP # 14**

**SECURITY MEASURES FOR BOMB THREAT**

**PURPOSE:**

To protect and safeguard personnel, material and property of HASCOL against sabotage, terrorist attack, bomb blast and other IED's.

**BOMB THREAT CALL**

The call may be genuine or a hoax. This is how you can distinguish between the two.

- **GENUINE:** Short, compact and concise, saying that the bomb will explode in a few moments.
- **HOAX:** Often a young voice with giggling/laughing in the background.

**PROCEDURE:**

- The call must always be taken seriously.
- Remain calm and composed.
- Let the caller finish his message without interruption.
- Take the message exactly as stated and note the time of its receipt.
- Keep responses short, two or three words at the most.
- Recipient of the call should try to keep the caller on the line for as long as he / she can.
- Attempt to extract the following INFORMATION

WHEN                      was it placed?                      { Will it explode?

WHERE                      Is the bomb hidden?

WHAT                      Type of bomb is it?                      { Does it look like?

WHY                      Was it placed?


WHO                      Is calling?                      { Is the intended target?

**Note :** Security measures will be taken according to ground situation by respective Installation Manager on advice of his superior.

**ACTION ON A BOMB THREAT AND TERRORIST ATTACK:**

Following to be notified immediately

- Installation Manager.
- Manager HSSE
- Manager Security/Security Advisor.
- Site Administration Officer.

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- All Fire and Rescue staff for attendance in case of fire.
- Police and Bomb Disposal Squad.
- Hospital / Dispensary.

#### **IMMEDIATE ACTION IN RESPONSE TO THREAT**

- Switch off all non-essential equipment.
- Put documents/ records in file cabinet (if time permits).
- Fire & safety on stand-by to meet fire challenges.

#### **TIPS FOR AREA SEARCH**

- Do not take a mobile phones, radio or walkie-talkies as they could detonate an electric blasting cap.
- Do not smoke (area designated through HSE).
- Search out area of maximum damages e.g., generators, electrical equipment etc.
- Look for sealed packages that are out of place or unusual.
- Do not turn on lights in dark area, because the light switch might be the triggering mechanism.
- No use electronic equipment's.

#### **ACTION TO BE TAKEN ON LOCATING A BOMB**

Whenever a bomb or a suspicious object is located, the following procedure should be follow:-


- Doors and windows in the vicinity of the bomb should be opened to reduce the impact of shock waves in the event of an explosion.
- If time allows, highly flammable objects and liquids should be removed/isolated/intercepted from immediate surroundings.
- The bomb should be cordoned/marked with sand bags or similar shock absorbing objects such as specially manufactured bomb blankets (one blanket can cover an area up to 16 square feet.
- Valuable and irreplaceable documents files and other papers should be salvaged at once from the endangered area to safer location.

#### **SECURITY GUIDELINES FOR LETTER & PARCEL BOMB/EXPLOSIVE**

The main reason for terrorists and criminals using the postal system to perpetrate attacks are following:

- The use anonymity of this "MODUS OPERANDI" reduces the risk of detection.
- Selection of an individual target/victim operating Improvised Explosive Device (IED) will normally ensure a greater chance of success.
- This method of delivery and the nature of the device construction allow certain actions to be employed which do not apply to other tasks.
- Mail screening procedures are being implemented the World wide and have identified letter and parcel bombs prior to their reaching the intended targets as screening measures have proved successful. Terrorists have sought other methods to deliver devices. As long as mail screening programs continue, we can be assured of minimum use of mail bombs as a terrorist tactics.
- Letter bombs normally do not contain timing devices. The delivery of mail is too unpredictable for timing devices to be practiced as letter bombs are usually aimed of specific targets.
- Generally these will contain a few ounces of explosive only.

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- Mechanical action / long-delay mechanism may be employed, which have an extended time-delay factor up to a few months.
- Letter and parcel bombs are generally "VICTIM ACTIVATED" a device which transmits the mail is subject to rough handling. The victim or intended target must activate the device by subjecting it to action other than that it would normally receive in mail. Mostly this action is done at the level of chest, either opened-standing, sitting on a chair or lying on a bed.
- Letter and parcel bombs are designed to kill or injure people.
- The item will be thoroughly checked by safety and security staff at main gate and then allowed the item for its destination.

#### **Method of Delivery**

Method of delivery for letter and parcel bombs includes:

- Through mail.
- Personal delivery by paid messenger or professional carrier.
- Placed by bomber or a designated man.

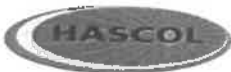
#### **Size & Quantity**

Its size can range from a cigarette packet to table size. Letter and parcel bombs have been designed as letters, books, candy, or some statues.

#### **RECOGNITION FEATURES**

The following indicators were found in various letters and parcel bombs in the past. If a letter or parcel exhibits any of these characteristic, it should be checked with a metal detector and X-ray scanning machine, if possible.

- Unknown or uncertain origin.
- The postmark or name of sender is dubious / unusual.
- Return address is not given.
- Excessive, outdated or inadequate postage.
- Unusual / foreign style hand writing of sender.
- Balance: Lopsided letters may be a clue. Mostly letters are balanced.
- Weight: Does the letter seem heavier than its size? Most letters weigh an Ounce.
- Stiffness of contents – do the letter bend?
- Protruding wires or components.
- Greasy marks and stains – some explosives exude oily substance.
- Smell – any suspicious odor.
- Noise of loose components rattling inside the device / parcel.
- A small hole in the envelope of package wrapping – provision for an arming of safety wire.
- Restrictive markings – "CONFIDENTIAL", "PERSONAL", etc.
- Packages that look like containing books.
- Misspellings of common words or erroneous titles.
- Marked as "SEXUALLY EXPLICIT MATERIAL", OR indicating winning prize notification.
- Musical Greeting Cards

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- Manufactures of greeting cards have marketed an electronic musical device card that plays music pertaining to various festivals. These devices contain a power source, speaker, and activating mechanism and are designed to operate when opened. This could be modified easily for construction of Improvised Explosive Device (IED) by replacing a part thereof with a blasting cap. Initially the cards were produced by "GLORY MOON" subsequently other manufactures have produced similar musical devices (In Pakistan also) to include children's books which employ the same principle.

**Note:** Extra precautionary measures are required to handle this type of mail.

#### **MAIL SCREENING**

- Screening of all mail is carried out to recognize any letter and parcel bomb before it reaches the intended target.
- Mail Receiving persons and Security Staff should know screening techniques and use of IED recognition equipment.
- Many legitimate items of mail often contain some metallic objects making it impractical to initiate a bomb alert each time an object is detected by the screening process.
- Places where X-ray Equipment is not available and the threat level indicates that postal bombs are a viable threat, a bomb alert may be required.
- Letter bombs can be checked with a hand held metal detector.
- The use of X-ray equipment is extremely valuable in determining whether a suspicious item is an actual IED.


**Note:** People should move away from the device, not the device should move away from the people.

#### **ANNEXURES**

- Bomb Threat Stand Off Chart (Annexure – P)




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#### **CIRCULATION**


The document should be available with all employees of the Security Department

In addition, a copy should also be available with Head of Internal Audit for evaluation of sufficient internal controls and carrying out audit projects.

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# Annexure A

## HSSE Checklists and Forms

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**Installation/Depot Checklist- Rev -01**


Location:

Date:

Inspection & Report By:


Description		Y/N	Remarks
<b>SECURITY</b>			
1.	Designated tanker parking area outside gate		
2.	Metal detection at the gate through hand held metal detectors		
3.	Mirror being used to check the lower part of the tanker / vehicle		
4.	Walk through metal detector gate available		
5.	Cigarettes, lighters and matches being collected at the main gate		
6.	Check posts available with safe access and egress		
7.	Emergency telephone contacts details available and pasted at key locations		
8.	In/out register being maintained		
9.	Barrier available at the entry point of facility		
10.	Means of communication (Wireless, Walkie Talkie etc.)		
11.	Illumination at main gate and facility area		
12.	Availability of emergency lights and torches		
13.	Safety and security signage on entrance gate		
<b>Comments:</b>			
<b>OFFICE BLOCK</b>			
14.	General condition of office		
15.	Condition of office furniture		
16.	Any cracks on walls		
17.	Record being maintained in files/folders		
18.	Condition of light fixtures (any naked wiring etc.)		
19.	Condition of electrical connection, switch boards, air conditioners and fans		
20.	Availability of drinking water (Analysis results available)		
21.	Availability of dust bins		
22.	General house keeping		
23.	Notice board available with ERP, contact no's etc.		
24.	Availability of Personal protective equipment (PPE) and stock being maintained		
25.	First aid box available with list of medicines and routine checklist		
26.	Availability of HSE notice board with Safety Alert, Safety Talks and HSE performance results etc.		
<b>Comments:</b>			
<b>PERSONAL PROTECTIVE EQUIPMENT</b>			
27.	Helmets, mask, safety shoes & coveralls being used inside facility		
28.	Signage installed for PPE usage		
29.	PPEs use by drivers		

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30.	Defined area for PPE use		
<b>Comments:</b>			
<b>WORKERS AWARENESS</b>			
31.	Are staff aware to respond in case of emergency (Fire/Security/Drill)		
32.	Are staff trained in First Aid and deputed first aid team available		
33.	Are staff trained to report an accident		
34.	Are staff trained to use fire extinguisher (FE)		
35.	Are staff trained to use fire hydrant		
36.	Are staff aware of the locations of hydrants and FE		
37.	Are staff aware of the responsibility in case of emergency		
<b>Comments:</b>			
<b>DOCUMENTATION</b>			
38.	Work Permit System implemented		
39.	Is MSDS available for all chemicals, fuel, lubricants etc.		
40.	SOP for decanting, filling and dispatch available? Are relevant staff trained on SOP		
41.	Fire drill records available		
42.	HSE meeting with staff and contractors		
43.	FE inspection record available		
44.	Awareness sessions conducted for staff		
45.	Incident reporting and corrective actions		
46.	Inspection checklists		
47.	Is record available for testing of earthing points below 1 ohms		
<b>Comments:</b>			
<b>WASH ROOM</b>			
48.	General House Keeping		
49.	Availability of soap, towel, tissue etc.		
50.	Exhaust system and ventilation		
51.	Availability of water		
52.	Sewerage system		
53.	Availability of dust bins		
<b>Comments:</b>			
<b>WORKERS CHANGE ROOM</b>			
54.	General house keeping		
55.	Proper sitting arrangements		
56.	Availability of cabins		
57.	Cloths pegs available		
58.	Any unwanted material		
59.	Condition of switchboards		
<b>Comments:</b>			
<b>TANKER MOVEMENT</b>			
60.	Tanker checklist being filled at main gate		

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61.	Speed limit signages installed and followed by vehicles and tankers		
62.	Designated parking area outside the facility		
63.	Safe parking of tanker in front of filing gantry		
64.	Excess tanker in queue		
<b>Comments:</b>			

PUMP HOUSE			
65.	General House Keeping		
66.	Color coding		
67.	Noise and Vibration		
68.	Isolation		
69.	Are wiring in conduits		
70.	Illumination		
71.	Leakage		
72.	Earthing		
73.	Labeling		
74.	Rubber mat besides switch board		
75.	Drainage system		
<b>Comments:</b>			

FIRE FIGHTING SYSTEM			
76.	Condition of FE and Hydrants		
77.	FE in shade		
78.	Availability of sand buckets		
79.	Expiry date on FE		
80.	Hydrants within range of staff		
81.	FE provided with expiry date		
82.	Fire siren /communication system in working condition		
83.	Fire hydrant pressured with Jockey pump and pressure maintained		
<b>Comments:</b>			

GENERATOR ROOM			
84.	Oil & Water Checked on regular basis		
85.	Logbook being maintained		
86.	Generators meet NEQS for emissions		
87.	Condition of electric wiring and switch board		
88.	Fuel tank condition		
89.	Any leakage		
90.	Rubber mats		
<b>Comments:</b>			

ELECTRICAL PANEL ROOM			
91.	First Aid Instruction on electric shock available		
92.	Rubber Mats available		
93.	Safety Sign		
94.	Labeling of emergency switch		
95.	Fire extinguisher available		



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Comments:

FILLING GANTRY

- |      |   |  |  |
|------|---|--|--|
| 96.  | Safety signs  |  |  |
| 97.  | Dip taking and filling instructions                   |  |  |
| 98.  | General House Keeping                                 |  |  |
| 99.  | Color coding of the loading arm                       |  |  |
| 100. | Paint condition                                       |  |  |
| 101. | Loading arm provided with cap cover to avoid spillage |  |  |
| 102. | Earthing  |  |  |
| 103. | Material of buckets for makeover of tankers           |  |  |
| 104. | Waste cotton rags collection system                   |  |  |
| 105. | Illumination  |  |  |

Comments:

TANK AREA

- |      |                                    |  |  |
|------|------------------------------------|--|--|
| 106. | Tanks provided with PRV            |  |  |
| 107. | Inter floating roof tanks for PMG  |  |  |
| 108. | Tank painting and appearance       |  |  |
| 109. | Level gauge                        |  |  |
| 110. | Clean tank hatch                   |  |  |
| 111. | Sealed slip and main holes         |  |  |
| 112. | Safe tank stairs                   |  |  |
| 113. | Condition of bund wall             |  |  |
| 114. | Unwanted material within bund area |  |  |

Comments:

LABORATORY

- |      |                    |  |  |
|------|--------------------|--|--|
| 115. | SOP of analysis    |  |  |
| 116. | Smell of chemicals |  |  |
| 117. | MSDS of Chemicals  |  |  |
| 118. | Exhaust system     |  |  |
| 119. | PPEs               |  |  |

Comments:

OIL WATER SEPARATOR

- |      |                          |  |  |
|------|--------------------------|--|--|
| 120. | Available                |  |  |
| 121. | Located at safe location |  |  |
| 122. | Identification signboard |  |  |
| 123. | General House Keeping    |  |  |


Comments:

SCRAP YARD

- |      |                    |  |  |
|------|--------------------|--|--|
| 124. | Sign Board         |  |  |
| 125. | Inventory of waste |  |  |
| 126. | Labeling           |  |  |
| 127. | Wild Growth        |  |  |

Comments:



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	working condition?		
30.	Are all dispensing units securely fastened to the pump island?		

Comments:

#### FORE COURT AREA

31.	Are spreaders provided with each Dispenser?		
33.	Is clean dry sand filled in the void below dispensing units?		
34.	Are sockets/electrical fixtures fixed on pump islands intrinsically safe?		
35.	Are the canopy lights secure, clean & operative?		
36.	Are the following signs clearly visible & properly located? I - "NO SMOKING" - near underground product tanks II - "NO SMOKING / SWITCH OFF ENGINE / SWITCH OFF MOBILE" at Islands/canopy columns.		
37.	Is water drainage constructed along the entire length of the outlet?		
38.	Are IN/OUT signs and monolith tower installed?		

Comments:

#### EARTHING RESULTS


39.	Is copper rod/plate in the tank area earthed?		
40.	Is electrical distribution board earthed?		
41.	Is earthing provided for generator neutral & body separately?		
42.	Are all dispensing units earthed?		
43.	Is canopy earthed?		
44.	Is the compressor of tyre shop properly earthed and grouted?		
45.	Is compressor of service station earthed?		
46.	Is Quick Oil Change Canopy earthed?		
47.	Is tyre-changing machine earthed?		
48.	Is water cooler earthed?		
49.	If metallic tyre shop is provided, is it effectively earthed?		
50.	Earthing Result is found to be ----- Ohm. (Must be less than 2 Ohm)		

Comments:

#### EMERGENCY PREPAREDNESS

51.	Is there any emergency shut off switch at the outlet and staff knows about it?		
52.	Is one 50 Kg DCP available for tank area and appropriately located at the outlet?		
53.	Is at least 1 no. 6 kg DCP fire extinguisher available for each island?		
54.	Is a 3kg CO2 fire extinguisher available for electrical room/diesel generator set?		
55.	Is Electrical room free from any unwanted material?		
56.	Does staff know how to use fire extinguisher?		
57.	Are all fire extinguishers appropriately located for easy access in case of emergency?		
58.	Is Physical condition of fire extinguisher found good?		
59.	Is all fire extinguishers sealed properly?		
60.	Is all fire extinguishers show expiry date / Pressurize?		
61.	Are buckets with clean dry sand available?		



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62. Are EMERGENCY TELEPHONE NUMBERS posted in the office?

63. Is there a first aid kit available?

64. Does staff know the location of main switch?

65. Is 6 Kg DCP fire extinguisher available in Hasmart?

Comments:

#### STAFF HSE AWARENESS

66. Are all attendants in uniform?

67. Are employees aware of their responsibilities in case of emergency?

68. Are fire drills taught / rehearsed?

Comments:

#### HASMART

69. Has a minimum distance of 30 feet been maintained between the Hasmart and the nearest dispensing unit?

Comments:

#### SERVICE ROOM/ AREA

70. Is RCC type separator constructed for collection of waste/effluent from car wash area?

Comments:

#### LPG

71. LPG tank is fenced

72. Safety labels are available (including explosive zones)

73. Personal protective equipments are used by FS staff during filling (gloves, glasses)

74. Cars are filled by FS staff only

75. Operational plan of LPG technology is available and known by FS staff

Comments:

#### HOUSE KEEPING

76. Is Outlet free from tripping hazards or slippery substances?


77. Is rubbish cleared regularly?

Comments:

#### SECURITY

Comments:

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### Office Checklist

Location:

Date:

Inspected and Reported by:

Description		Y / N	Remarks
<b>OFFICE BLOCK</b>			
1.	Is the general condition of office block furniture good?		
2.	Is color of the walls, doors and windows in good condition & free from cracks?		
3.	Is filing of the record well maintained?		
4.	Are cabinets and file drawers closed when not in use?		
5.	Are lighting fixtures and all other fixtures securely fixed?		
6.	Is there any naked or unorganized electrical or telephone wiring in office block		
7.	Is floor free from trips, slips fall hazards?		
8.	Are electrical switchboards in good condition?		
9.	Are all electrical connections to switch boards made with proper plug?		
10.	Are conditions of the window glasses good & clean?		
11.	Are A/C's working properly and well maintained?		
12.	Are fans clean and in good working condition?		
13.	Is filtered drinking water available with laboratory test report?		
14.	Is condition of the water filter good and water cooler is earthed?		
15.	Is smoking prohibited in the office/ Are "No Smoking" signs installed at appropriate locations?		
16.	Is general housekeeping good and internal environment clean & clear?		
<b>Comments:-</b>			
<b>STAIRWAYS, WALK WAYS AND EXITS</b>			
1.	Are stairways and walk ways clear and unobstructed?		
2.	Are Exit signs posted/illuminated		
3.	Are exits Clear and unobstructed?		
<b>Comments:-</b>			
<b>FIRST AID BOX</b>			
1	Is First Aid box available with necessary record and documentation?		
2	Is First Aid box easily accessible to all?		
<b>Comments:-</b>			
<b>HSSE NOTICE BOARD</b>			
1	Is an HSSE notice board maintained?		
2	Are Safety Bulletins, Emergency Contact Nos. etc. displayed on notice boards?		

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**Comments:-**

#### SECURITY CHECK

1.	Is proper entry of visitors being monitored and recorded?		
2.	Is Visitors Security Register properly maintained?		
3.	Are important telephone numbers available for security guards?		
4.	Are security guards aware of their responsibilities in case of emergency?		

**Comments:-**

#### TOILET

1.	Are tissue paper, soap and water available?		
2.	Is exhaust system in working condition?		
3.	Is toilet clean and clear?		

**Comments:-**

#### FIRE FIGHTING SYSTEM


1.	Are fire extinguishers available?		
2.	Is access to any firefighting equipment blocked by any material?		
3.	Are any of fire extinguishers dented?		
4.	Are the colors of the fire extinguishers in good condition?		
5.	Are fire extinguishers placed in shade?		
6.	Are fill and expiry dates available on each fire extinguisher?		
7.	Is record of fire extinguishers available with location, type and capacity?		
8.	Is there any monthly inspection record for fire extinguishers?		

**Comments:-**

#### ELECTRICAL

1.	Is electrical distribution board separately earthed?		
2.	Are Equipment cords in good condition?		
3.	Is the main switch clearly marked?		
4.	Is the wiring and multi-core cables running in a conduit?		

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5.	Are plugs, sockets, switches, power boards and cords in good condition?		
	Are electrical appliances in good operational condition?		
<b>Comments:</b>			
<b>CANTEEN/KITCHEN</b>			
1.	General House Keeping		
2.	Hygienic Washing System		
3.	Hygienic food		
4.	Staff personnel hygiene		
5.	Safe cooking place		
6.	Fuel being used (Natural Gas, Fuel wood, Cylinder Gas)		
<b>Comments:</b>			

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**Daily HSSE Report**

<b>DAILY HSSE REPORT</b>										
Location:		Report No: MPLZY00001			Reporting Date:					
Total number of days without LTI:		Zero Slip Trips:								
S.No	Description	Daily	Total	Description	Daily	Total				
1	Leading Indicators			Lagging Indicators						
	Unsafe Acts / Conditions				Facilities					
	Wear Slips				Lost Time Injury (LTI)					
	Risk Assessments/RA				FAG					
	Total Number of Audits/Inspections				MFC					
	Emergency Drills				Fire Accident					
	Reduction				Spills					
	Incident Investigation				Road Accident					
APN Closure										
Others										
<b>Accident/Incident Details</b>										
Day & Time		IP Name & Occupation		Part of Body Injured		Brief Description				
<b>Health, Safety, Security &amp; Environmental Observations</b>										
Issue		Discussion		Action		Responsible		Open/Close      Target Date		
<b>PTW</b>										
Type		Brief Description								
<b>Risk Assessment/RA</b>										
Type		Brief Description								
<b>Meetings</b>										

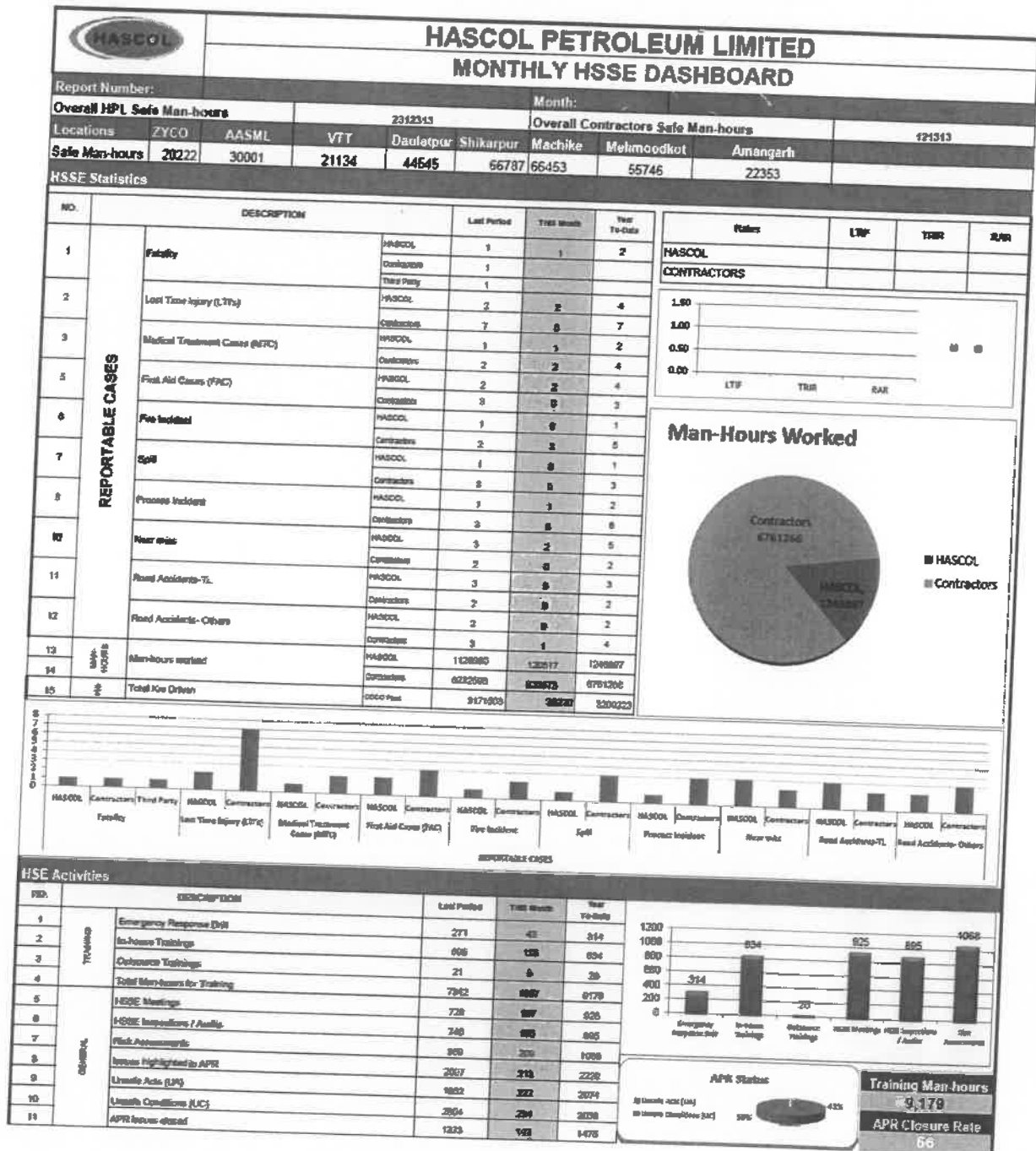


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## Monthly HSSE Dashboard:




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**Monthly HSSE Calendar:**

MONTHLY HSSE CALENDAR - 2017			
ACTIVITY	TASK	RESPONSIBILITY	SCHEDULE
WALK	HSSE Walk-around	R: Site In-Charge F: HSE Rep. , Security Supervisor	Week-1/3 Alternatively
DRILLS	Fire / Muster Drill	R: Site In-Charge F: HSE Rep.	Week-1
	Fire / Medevac Drill		Week-2
	Fire / Table Top Drill		Week-3
	Scenario Based Drill		Week-4
INSPECTIONS	Pumps/Gantry/Tank Farm Areas	R: Site In-Charge F: HSE Rep.	Week-1
	Fire Fighting Equipments	R: Site In-Charge F: HSE Rep.	Week-2
	Building and Security Areas	R: Site In-Charge F: HSE Rep.	Week-3
	Generators/Electric Panel/Oil Water Separator Areas	R: Site In-Charge F: HSE Rep.	Week-4
TRAININGS	HSE Training/Safety Talk/Meeting	R: HSE Rep F: Site In-Charge	Week-1/3 Alternatively
MEETINGS	Action Point Register Meeting	R: Site In-Charge F: HSE Rep.	Week-2/4 Alternatively

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### Firefighting Equipment Inspection Checklist

#### Fire Equipments/ System Summary:


Location:					Date:
S. No	Equipments / System Name	Total	Inspection Frequency	Last Inspection date	Comments
1	Fire Extinguishers				
2	Fire Hydrants				
3	Fire Monitor				
4	Duplex Fire Monitor (Monitor/Hydrant)				
5	Foam System				
6	Fire Suits				
7	SCBA (Self Contained Breathing Apparatus)				
8	Fire Hose Reel				
9	Fire Hose Boxes				
10	Fire Water Pump				
11	Foam Trolleys				

#### Fire Extinguisher Inspection Checklist:

Month:		Location:			Date:		
S.No	Location	Type & Capacity	Filling Date	Expiry Date	Corrosion	Nozzle Condition	Remarks



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**Foam Trolley/DCP Inspection Checklist:**

S. No	ACTIVITY	STATUS		
		Yes	N/A	No
1	Foam Trolley is at easily accessible location and height			
2	Foam Trolley access is not blocked			
3	Foam Trolley placed near fire hazards			
4	Foam Trolley is not likely to get damaged by impact of other objects			
5	Foam Trolley is not / not likely to be corroded			
6	Foam Trolley is placed at its designated place			
7	Foam Inductor in good condition			
8	Foam Inductor inlet/outlet Not Clogged			
9	Plastic Hose does not have any damage			
10	Foam Trolley Free of Leakages			
11	Foam Trolley Container does not show any sign of physical wear & tear			
12	Hose Cabinet Free of any Bee/Wasp Hive			

Comments :
Inspected By:
Signature:

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**Fire Hydrants, Monitors, Hose Reel, Nozzle and Hose Box Inspection Checklist**

**Fire Hydrant / Fire Monitor**

<b>Tag #</b>	<input type="checkbox"/> Horizontal movement	<input type="checkbox"/> Coupler spring tension
<b>Type</b>	<input type="checkbox"/> Vertical movement	<input type="checkbox"/> Nozzle fitting in Hydrant
<b>Area</b>	<input type="checkbox"/> Locking bolts in good condition	<input type="checkbox"/> Valve easily operating
	<input type="checkbox"/> Grease nipples free of dust	<input type="checkbox"/> * Greasing of 02 No. nipples
	<input type="checkbox"/> Caps in place	

**Remarks:**


**Fire Hose Reel / Fire Nozzle / Fire Hose Box**

<b>Tag #</b>	<input type="checkbox"/> 02 No. fire hoses	<input type="checkbox"/> Coupler spring tension
<b>Type</b>	<input type="checkbox"/> 02 No. nozzles	<input type="checkbox"/> Doors in good condition
<b>Area</b>	<input type="checkbox"/> Hose/Nozzle clean	<input type="checkbox"/> Handles in good condition
	<input type="checkbox"/> Ball valves operating	<input type="checkbox"/> Rubber seals in good condition


**Remarks:**

\* Greasing of Monitors to be done on monthly basis

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**Job Safety Analysis:**

	<b>HASCOL PETROLEUM LIMITED</b>		
<b>JSA TITLE:</b>		<b>DOCUMENT No.</b>	
<b>LOCATION:</b>		<b>REVISION: JSA/Facility/No (001)</b>	
<b>JSA CONDUCTED ON:</b>		<b>VALIDITY:</b>	
<b>PARTICIPANTS:</b>			

**PART - 1**

**JOB STEPS:**

1.

**PART - 2**

**HSE REQUIREMENTS**

2.


**PART - 3**

**HAZARDS IDENTIFICATION & RISK EVALUATION**

S. NO.	JOB STEP	POTENTIAL HAZARDS	CONTROL MEASURES

**PARTICIPANTS:**

<b>Signature:</b>			
<b>Name</b>			
<b>Designation</b>			
	<b>Originator</b>	<b>HSE Review</b>	<b>Approved By</b>

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**Tanker Lorry Pre Load Safety Checklist**


**ہیسکول پیٹرولیم لمیٹڈ**  
**لوڈنگ سے پہلے ٹینک لاری کے حفاظتی مساحہ اور کاغذات کی جانچ پڑتال**


تاریخ اور وقت : \_\_\_\_\_  
 ٹینک لاری نمبر : \_\_\_\_\_  
 ٹرانسپورٹر : \_\_\_\_\_  
 نام ڈرائیور نمبر 1 : \_\_\_\_\_  
 نام ڈرائیور نمبر 2 : \_\_\_\_\_  
 ڈرائیور نمبر 1 : \_\_\_\_\_  
 ڈرائیور نمبر 2 : \_\_\_\_\_

نمبر	تفصیلات حفاظتی مساحہ	ہاں	نہیں	نمبر	تفصیلات حفاظتی مساحہ	ہاں	نہیں
15	فرسٹ ایڈ ہاکس ہینل کٹ اور بائریٹ موجود ہیں			1	آگ بجھانے والے آلات صحیح حالت میں ہیں		
16	لوڈی کا ہتھوڑا اور ویل چک موجود ہیں			2	شلٹ پکڑنے والے آلات ہیں		
<b>حفاظتی پینٹنگ</b>				3	ٹینک ہر قسم کے ساڑے سے پاک ہے		
1	بائیں سوچ اور آئین کٹ آف سوچ صحیح حالت میں کام کرتے ہیں			4	ایرونی بیرونی والو کی حالت میں ہیں		
2	ایئر لاک سوچ کام کرتے ہیں			5	ہوز پائپس کھینک وغیرہ صحیح حالت میں ہیں		
3	وائیئرنگ انسولیشن صحیح حالت میں ہے			6	دھماکہ خیز آفتی سے خبردار کرنے کی علامات موجود ہیں		
4	بیٹری کوڑا موجود ہے			7	سیٹھی کون اور چک پٹی موجود ہے		
5	کوئی لوڈ وائیئرنگ موجود ہے			8	سیٹھی ریٹنگ صحیح حالت میں ہیں		
6	ایئر ٹینک کھیل اور اچھڑپ ہے			9	ہیڈ لائٹ بلیٹ بلیٹ صحیح حالت میں ہیں (چال کی کم از کم گہرائی 2mm)		
<b>تفصیلات ڈرائیور کاغذات</b>				10	ہیڈ لائٹ بائیں بائیں (چال کی کم از کم گہرائی 2mm)		
1	گاڑی کا ٹائرس ریٹنگ موجود ہے			11	حفاظتی مساحہ گاڑی اور ڈرائیور کی حالت میں ہیں		
2	ایک ہیڈ لائٹ ٹائرس موجود ہے			12	ہارک اینڈ ٹیئر لگے ہوئے ہیں		
3	رجسٹریشن بک اور ٹوکن مکمل ہیں			<b>کیمین پینٹنگ</b>			
4	ڈرام کارڈ اور ہینڈ بک صحیح حالت میں ہیں			1	دروازے اور گلاس کی صفائی ہوئی ہے		
5	حفاظتی ویلٹ موجود ہیں			2	دروازے، گلاس اور لاک صحیح حالت میں کام کرتے ہیں		
6	حفاظتی دستاں موجود ہیں			3	ڈرائیور اور مسافر ڈرائیور کی سیٹ بلیٹ موجود ہیں		
7	حفاظتی جوتے موجود ہیں			4	لائٹر مائٹس، موبائل فون، نشہ آور اشیاء موجود ہیں		
8	حفاظتی شے موجود ہیں			5	ڈرائیور اور ہینڈ بک صحیح حالت میں کام کرتے ہیں		
9	100% کاشن کوئٹل یا بائیں شلو اور ٹائرس ہیں			6	ایئر ٹائرس ہر ٹینک سسٹم ہے		
<b>ہیڈ لائٹ</b>				7	ویئرنگ صحیح حالت میں ہے		
1	ٹینک کی ضرورت کے مطابق ہے			8	وائیئرنگ اور ہینڈ بک صحیح حالت میں کام کرتے ہیں		
<b>گٹاؤ پینٹنگ</b>				9	سائیز آئیڈل اور چھوٹا آئیڈل صحیح حالت میں کام کرتے ہیں		
1	گٹاؤ پینٹنگ ڈیمج، پچرے اور پینٹ سے مکمل پاک ہیں			10	ہیڈ لائٹ بلیٹ بلیٹ صحیح حالت میں کام کرتے ہیں		
2	زمنی پینٹنگ تازگی کی گئی ہوئی ہے			11	ہارن اور ہینڈ بک صحیح حالت میں کام کرتے ہیں		
<b>نوٹ: نشانات کے مطابق تفصیلی مساحہ</b>				12	پینٹل ریڈ موجود ہیں		
1	گاڑی کو منظور کیا گیا			13	سیٹ اور اسٹیرنگ ایڈجسٹمنٹ ہوئی ہے		
2	گاڑی کو ایجنسی کی مہلت دی گئی			14	ایسی اور ہینڈ بک ہیں		
3	گاڑی کو منظور کیا گیا اور لوڈنگ بند کر دی گئی						

دیکھ کر کوئی ملاحظہ : \_\_\_\_\_  
 فون نمبر : \_\_\_\_\_

دیکھ کر ڈرائیور : \_\_\_\_\_  
 فون نمبر : \_\_\_\_\_


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# Annexure B

## HSSE Documents

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### **Statutory requirements for new Terminal/Depots:**


#### **1-Dyke/Bund Wall Requirements/conditions:**

- a) All the tanks are supported by foundation and shall be surrounded by a bund/dyke wall of substantial construction.
- b) The volumetric capacity of the dike/ bund area shall not be less than the greatest amount of liquid that can be stored/ release from the largest tank within the dike area assuming a full tank.
- c) A slope of not less than 1 percent away from the tank shall be provided for at least 50 ft (15 m) or to the dike base.
- d) Walls of the dike area shall be of earth, steel, concrete, or solid masonry designed to be liquid tight and to withstand a full hydrostatic head.
- e) The walls of the dike area shall be restricted to an average interior height of 6 ft. (1.8 m) above interior grade.
- f) Piping passing through dike walls shall be liquid tight and be designed to prevent excessive stresses (e.g. pipe supports etc.) as a result of settlement or fire exposure.
- g) The minimum distance between tanks and toe of the interior dike walls shall be 5 ft (1.5 m).
- h) Each dike area containing two or more tanks shall be divided, preferably by drainage channels regarding to prevent spills from tanks situated within the dike area.
- i) The condition for draining water from dike areas shall be controlled to prevent flammable or combustible liquids from entering natural watercourses, public sewers, or public drains. Control of drainage through block valves shall be accessible under fire conditions from outside the dike.
- j) Storage of combustible materials, empty or full drums, or barrels, shall not be permitted within the dike area.

#### **2-Terminal Roads and approach (right to use):**

- a) The roads/approach should be arranged to form a complete ring around the entire site area, with branch roads crossing through the various areas.
- b) This makes all parts of the site accessible from more than one direction.
- c) The roads should have minimum width of 10 ft to permit easy maneuvering of vehicles, with corner radii to suit the turning circle of the largest vehicle (i.e. fire trucks, product tank trucks or any specialist vehicles carrying special loads applicable to the plant.)
- d) Pedestrian pathways adjacent to roads should be allowed in areas of high personnel concentration and traffic movement only.
- e) There should be adequate parking space for vehicles to load or unload, or to receive clearance to enter or leave the site.
- f) Car parks for personnel and visitors should be in a safe area (minimum 50 ft from product handling/loading areas).
- g) The Installation/ depot shall have sufficient space for maneuvering/face out parking of vehicles for easy exit in case of an emergency situation.

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- h) Separate emergency exit for product tank (trucks or any specialist vehicles carrying special loads applicable to the plant), said exit only for emergency purpose not for routine activities.

### **3-Separation distances of Terminal Installation:**

- For PMG storage tanks separation distance is 100ft with same dyke/bund wall or separate.
- For HSD products storage tanks separation distance (tank shell to shell) is 35 ft with same dyke/bund wall or separate (must be same product with adjusting storage tank in common dyke/bund wall).
- For PMG Tank to tank separation distances is 100ft in common dyke/bund wall or separate.
- For PMG Tank to HSD tank separation distances is 35ft.
- NO provision of different class of product storage tank in common dyke/bund wall.
- Operation areas (filling/decantation gantries, pump houses etc) shall be kept 150ft from storage tanks.
- Administration areas shall be kept (300 to 350) ft from storage tanks.

### **4-Venting for Vertical Storage Tanks:**


- Vertical storage tanks required vents to prevent the phenomena of vacuum, vapors and atmosphere pressure change during tank operation (Filling or decantation) sufficient to disfigure the roof of a cone roof tank or exceeding the design pressure in the case of other atmospheric tanks, as a result of filling or emptying, and atmospheric temperature changes (Normal vents/ambient emergency vents shall be sized in accordance with API Standard 2000, Venting Atmospheric and low-pressure Storage Tanks).
- In a vertical tank, the construction referred to in Regulation 11.6 shall be a floating roof, a lifter roof or a weak roof-to-shell seam. The weak roof-to-shell seam shall be constructed to fail preferential to any other seam. Design methods that will provide a weak roof to shell seam construction are contained in API 650, Welded Steel Tanks for Oil Storage.
- Tank venting systems shall be provided with sufficient capacity to prevent blowback of vapor or liquid at the fill opening while the tank is being filled. Vent pipes shall be sized according to design methods contained in NFPA 30, Flammable and Combustible Liquid Code.

### **5-Floating roof/Screen requirements:**

- In a vertical tank, the construction referred to in Regulation 11.6 shall be a floating roof, a lifter roof or a weak roof-to-shell seam (API 650, Welded Steel Tanks for Oil Storage).
- Tanks Design and construction:
  - Atmospheric tanks designed and constructed in accordance with Appendix F of API Standard 650, Welded Steel Tanks for Oil Storage,
  - Shall be permitted to operate at pressures from atmospheric to 1.0 psig (gauge pressure of 6.9 Kappa). All other tanks shall be limited to operation from atmospheric to 0.5 psig (gauge pressure of 3.5 Kappa).
  - The height of the vertical tanks shall not exceed 64 ft.

### **6-Piping Requirements for terminal:**

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- a) The design, fabrication, assembly, test and inspection of piping systems shall be suitable for the expected working pressures and structural stresses and must follow the applicable sections of ASME B 31, Code for pressure piping.
- b) Pipe, valves, faucets, couplings, fittings and other pressure containing parts shall meet the material specifications and pressure and temperature limitations of ASME B 31, Code for pressure piping.

#### **7- Electrical Requirements for terminal:**

- a) All electrical wirings, cables, conduits, switches, lights are according to terminal area classification. (NFPA 70, NFPA 70-E, NFPA 96, NFPA 497).

#### **8-Filling/decantation pumps requirements for terminal:**

- a) Pumps should be select according to terminal zone classification (NFPA 497Hazardous Area Classification).
- b) All electrical wirings, cables, conduits, switches, lights are according to terminal area classification. (NFPA 70, NFPA 70-E, NFPA 96, NFPA 497).


#### **9-Product Loading/ Unloading System:**

- a) For product loading and unloading, the required area will consist of the platform and associated equipment, plus the area for parking the tankers. Also adequate parking space should be provided for vehicles waiting to be loaded. It should be noted that access platforms are required for loading the product in tank trucks.
- b) A loading or unloading facility shall have the canopy or roof that does not limit the dissipation of heat or dispersion of flammable vapors and also does not restrict fire-fighting access and control.
- c) Front end (Driver end) of tank truck shall be faced to main exit so that in case of any emergency, vehicle shall drive out of the installation. The corner radii should have the minimum value of 12.5 meters.
- d) Loading area should be fully paved, curbed and drained so that all spills from trucks and equipment would flow quickly to adequately sized and suitably located catch pits and drains. These catch pits and drains shall be connected with oily/water drains system
- e) Loading and un-loading facilities shall be provided with a means for electrically bonding to protect against static electricity hazards.

#### **10-Buildings and Protective Boundaries:**

- a) The major plant buildings administration, central workshops, warehouse etc, should be located as per minimum spacing requirements.
- b) The Installation/ depot shall be protected on all sides by concrete/ brick wall having a minimum height of 7 ft.
- c) The wall should also have 3 ft high barbed wire fencing on the top.
- d) The administration building should be separated from the product storage and handling areas through fencing etc.



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- e) There should be adequate parking space for vehicles to load or unload, or to receive clearance to enter or leave the site. Car parks for personnel and visitors should be in a safe area (minimum 50 feet from product handling/loading areas) The Installation/ depot shall have sufficient space for maneuvering/face out parking of vehicles for easy exit in case of an emergency situation.


#### **11- Waste/rain water matters(Drainage System):**

- Discharge Oily-Water must run in closed sewers wherever possible. They should be interconnected by means of sewer boxes or manholes, each having a liquid seal to prevent transmission of hazardous gases from one sewer box to another. In cases where gases could collect, sewer box covers should be sealed and sewer box vented to a safe location. These vents should terminate a minimum of 3 meters above grade, 5 meters from operating platforms and 15 meters from furnaces.
- Collection of oily water collection system shall run through the entire operations area covering tank farms, loading and un-loading facilities pump house, etc.
- Drainage system shall be designed to minimize fire exposure to other tanks and adjacent properties or waterways. A facility shall be designed and operated to prevent the normal discharge of flammable or combustible liquids to public waterways, public sewers, or adjoining property.
- Emergency drainage systems if connected to public sewers or discharged into public waterways shall be equipped with traps.
- All the oily water mixture should be collected at a single location and processed through a suitable system before discharging the same through any means.
- Combustible waste material in operating areas shall be kept to a minimum, stored in covered metal containers and disposed of at proper location as soon as possible.
- Each dike area must be graded so as to avoid collection of rain water. The valve is kept closed to contain the oil within the dike area in case of tank leak/rupture. Operator must ensure that oil or any oil traces shall not go to storm water drain. If oil or oil traces are present in the drain, it must go to oil/water separator for treatment.


#### **12-Tank fire protection foam system:**

- Systems can be actuated automatically or manually.
- Discharge outlets shall be attached to the tank, in case of protection of a flammable liquid contained in a vertical tank. Where two or more discharge outlets are required, the outlets shall be spaced equally around the tank periphery, and each outlet shall be sized to deliver foam at approximately the same rate. Fixed foam discharge outlets shall be attached securely at the top of the shell and shall be located or connected such that there is no possibility of the tank contents overflowing into the foam lines. In order to prevent entrance of vapors into foam outlets and pipelines, fixed foam discharge outlets shall be provided with an effective and durable seal, frangible under low pressure. Fixed foam discharge outlets shall be provided with suitable inspection means to permit proper maintenance and for inspection and replacement of vapor seals.
- The following are two acceptable methods of protecting loading racks:

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- (i) Foam-water sprinkler application utilizing air-aspirating foam-water sprinklers or nozzles or non-air-aspirating standard sprinklers.
- (ii) Foam monitors (Fixed/ Portable).
- d) NFPA 16, Standard for the Installation of Foam-Water Sprinkler and Foam Water Spray Systems shall be used for the design of systems where fixed foam-water sprinklers or nozzles are used.
- e) The rates of application of fire fighting agents given below shall be used in conjunction with equipment spacing mentioned in section 4.3 of NFPA 30
- f) Tank fire protection Tank safety distances shall be designed according to NFPA 30 as described in Section 4. On this basis, NFPA 30.
- g) It is therefore not proposed to provide any fixed spray systems on the outside of the new storage tanks or any foam systems to extinguish fires inside the tanks.
- h) General Tanks adjacent to a tank on fire should be cooled by a water spray to prevent spread of the fire from tank to tank. NFPA 15, Section 7.4.2 advises that water spray should be applied at a rate of 10.2 kg/min/m<sup>2</sup>, but this relatively high rate of water application is not generally practical for large storage tanks.
- i) Cooling water should be applied to the roof and shell of fixed-roof tanks.
- j) The recommended technique for fighting fires in bund areas is to extinguish and secure one area and then to move on and extinguish the next section of the bund. This procedure is continued until the fire is extinguished.
- k) Water supply NFPA 850 requires that fire water supply systems shall be designed to provide the maximum likely simultaneous water demand from fixed fire protection systems.
- l) Fire water tank NFPA 850 recommends that water storage should be sufficient to provide the required water supply flow rate for not less than two hours...
- m) Fire water pumps In the Fire Fighting Water pump house there will be two fire pumps, one driven by diesel engine and the other by an electric motor.
- n) The pumps supply water from the Fire Fighting Water tank for the standpipe system and fire hydrants. Either one of these centrifugal pumps must alone be able to deliver the required amount of water. At the rated flow, the pressure produced by the pumps will be from 8 to 10 bars.
- o) The final pressure should be evaluated according to system requirements.
- p) An electric jockey pump will be provided to maintain the pressure in the pipeline. If the jockey pump cannot maintain the pressure, the pump control system will automatically start the electrically driven pump and diesel engine driven pump at respective pressure set points.
- q) The pumps shall be hydraulically sized according to the NFPA 20 standard (Not less than 150 % of rated capacity at not less than 65 % of total rated head).
- r) Foam supply system the foam supply system will be bladder tank type or atmospheric storage tank with a foam concentrate pump, level indicators and low level alarms.
- s) The foam tank can be located either in same location with the main pumps or in the separate container or shelter whichever is considered more feasible during detailed design phase. The tank shall be of double-skinned design and fabricated from or lined with material compatible

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with the foam concentration. The foam system shall be designed in accordance with NFPA 16-Standard for the installation of foam-water sprinkler and foam-water spray systems.


- t) The total number of site area hydrants shall be determined as part of the detailed design. An appropriate number of them shall have spool pipe for monitor connection.

### **13-Fire Extinguishers:**

- a) Limitations of use of fire extinguishers required shall meet the requirements as specified in NFPA-10, Standard for Portable Fire.
- b) Fire extinguishers having a gross weight not exceeding 40 lb. (18.14 kg) shall be installed so that the top of the fire extinguisher is not more than 5 ft. (1.53 m) above the floor.
- c) In no case shall the clearance between the bottom of the fire extinguisher and the floor be less than 4 in. (10.2 cm).
- d) The selection of fire extinguishers for a given situation shall be determined by the character of the fires.
- e) Fire extinguishers shall be selected for the classes of hazards to be protected in accordance with the following subdivisions.
- f) Fire extinguishers for protecting Class A hazards shall be selected from the following:
  - (i) Water type.
  - (ii) Multipurpose dry chemical type and wet chemical type.
- g) Fire extinguishers for protection of Class B hazards shall be selected from the following:
  - (i) Aqueous film-forming foam (AFFF).
  - (ii) Film-forming fluoroprotein foam (FFFP).
  - (iii) Carbon dioxide.
  - (iv) Dry chemical type.
- h) Fire extinguishers for protection of Class C hazards shall be selected from types that are designated for use on Class C hazards.
- i) NOTE: Carbon dioxide fire extinguishers equipped with metal horns are not considered safe for use on fires in energized electrical equipment and, therefore, are not classified for use on Class C hazards.
- j) Fire extinguishers and extinguishing agents for the protection of Class D hazards shall be of types designated for use on the specific combustible metal hazard.
- k) Fire extinguishers and extinguishing agents for the protection of Class K hazards shall be selected from either a wet chemical type or dry chemical type.
- l) Periodic inspection of fire extinguishers shall include a check of at least the following items (NFPA10-6.2.2):

Extinguisher Type	Inspection	Maintenance	Recharging	Hydrostatic Testing
Dry Chemical Powder (Stored pressure).	30 Days (6.2.1)	1 Year (6.3.1)	Empty and internally inspect @ 6 Years (6.3.3, 6.4.3.4)	12 years ( 7.2)
Carbon Dioxide(CO2)	30 Days (6.2.1)	Maintenance and "ensure conductivity	5 Years (6.4.1.1, 6.4.3.9, & 6.4.5.1)	5 years (Table 7.2)

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	exists" @ 1 Year (6.3.1.2, 6.3.1)		


Periodic inspection of fire extinguishers shall include a check of at least the following items (NFPA10-6.2.2):

- I. Location in designated place.
- II. No obstructions to access or visibility.
- III. Operating instructions on nameplate legible and facing outward.
- IV. Safety seals and tamper indicators not broken or missing.
- V. Fullness determined by weighing or "hefting."
- VI. Examinations for obvious physical damage, corrosion, leakage, or clogged nozzle.
- VII. Pressure gauge reading or indicator in the operable range or position.
- VIII. Condition of tires, wheels, carriage, hose, and nozzle checked (for wheel units).
- IX. Label in place.

#### **14-Fire Water Hydrants:**

- a) A suitable number of hydrants spaced at appropriate distances and sized to give adequate cover to the terminal critical areas.
- b) Hydrants shall be sited in accessible positions, usually adjacent to hazardous area.
- c) A typical spacing will be 50 m-100 m, giving maximum hose lengths from hydrant to nozzle of 30-50 m.
- d) Normally there shall be at least two hydrants per bund area.
- e) Each hydrant shall have at least two outlets.
- f) In planning the locations of hydrants, consideration should be given to permitting approach from two sides thus enabling approach to be made upwind of the incident.
- g) In addition, the siting should ideally facilitate tackling fires or giving protection in adjacent areas.
- h) If a hydrant is in close proximity to a potentially hazardous area, provide a heat and blast protection shield, such as brick or concrete wall.
- i) Fire main systems shall have sectional block valves in order to permit sectionalizing the system in the event of a break, or for the making of repairs or extensions.
- j) Where there is more than one source of water supply, a check valve shall be installed in each connection.
- k) Hydrants shall be of standard design and shall not have less than a 4-in. (100 mm) diameter connection with the main fire water circuit. A valve shall be installed in the hydrant connection.
- l) Hose shall conform to NFPA 1961, Standard for Fire Hose.
- m) Hose coupling threads shall conform to the NH standard threads, as specified in NFPA 1963, Standard for Fire Hose Connection.
- n) Horizontal angle position of the monitor over 360o and in the case of vertical movements this should be - 30o to + 80o (for portable monitor the change of angle location in vertical position should be at least between 30o and 80o).
- o) Concerning portable monitor the angle of rotation in horizontal position should be at least 180 o. The total number of site area hydrants shall be determined as part of the

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detailed design. An appropriate number of them shall have spool pipe for monitor connection


#### **15-Minimum Supply Requirements:**

- a) A minimum of 2 hours supply should be provided based on the potential use of water for extinguishment, cooling and foam production in a design-base fire assumed for the site Fire Plan.
- b) NFPA 850 requires that fire water supply systems shall be designed to provide the maximum likely simultaneous water demand from fixed fire protection systems. Fire Water Pumps

#### **16-Fire Water Pumps and Drivers:**

- a) Centrifugal fire pumps shall be designed as per NFPA 20.
- b) Water Supplies
- c) The water storage requirement shall be as per regulation.
- d) A pressure gauge having a dial not less than 31/2 in. (89 mm) in diameter shall be connected near the discharge casting with a 1/4-in. (6.25-mm) gauge valve. The dial shall indicate pressure to at least twice the rated working pressure of the pump but not less than 200 psi (13.8 bars). The face of the dial shall read in pounds per square inch or bars or both with the manufacturer's standard graduations.
- e) A compound pressure and vacuum gauge having a dial not less than 31/2 in. (89 mm) in diameter shall be connected to the suction pipe near the pump with a 1/4-in. (6.25-mm) gauge valve. Provision of compound gauge and vacuum gauge shall not be required for vertical shaft turbine-type pumps taking suction from a well or open wet pit.
- f) The face of the dial shall read in inches (mm) of mercury (Hg) or pounds per square inch (bars) for the suction range. The gauge shall have a pressure range two times the rated maximum suction pressure of the pump, but not less than 100 psi (7 bars).
- g) Each pump(s) shall have an automatic relief valve listed for the fire pump service installed and set below the shutoff pressure at minimum expected suction pressure.
- h) Provisions shall be made for discharge to a drain. Circulating relief valves shall not be tied in with the packing box or drip rim drains. Minimum size of the automatic relief valve shall be 3/4 in. (19.0 mm) for pumps with a rated capacity not exceeding 2500 gpm (9462 L/min), and 1 in. (25.4 mm) for pumps with a rated capacity of 3000 to 5000 gpm (11,355 to 18,925 L/min).
- i) Steel pipe shall be used aboveground except for connection to underground suction and underground discharge piping. Where corrosive water conditions exist, steel suction pipe shall be galvanized or painted on the inside prior to installation with a paint recommended for submerged surfaces. Thick bituminous linings shall not be used.
- j) Sections of steel piping shall be joined by means of screwed, flanged (flanges welded to pipe are preferred), mechanical grooved joints.
- k) All provisions for welded pipe shall be in accordance with NFPA 13, Standard for the Installation of Sprinkler Systems.
- l) The horizontal split-case pump in horizontal or vertical position, and end suction and in-line pumps shall not be used where a static suction lift is involved.

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- m) Pumps shall furnish not less than 150 percent (150%) of rated capacity at not less than 65 percent (65%) of total rated head. The shutoff head shall not exceed 140 percent (140%) of rated head for any type pump.
- n) The vertical shaft turbine-type pump is particularly suitable for fire pump service where the water source is located below ground and where it would be difficult to install any other type of pump below the minimum water level.
- o) Pumps shall furnish not less than 150 percent (150%) of rated capacity at a total head of not less than 65 percent of the rated head. The total shut-off head shall not exceed 140 percent (140%) of the total rated head on vertical turbine pumps.
- p) There should be at-least two fire pumps of similar capacity installed at the location, one acting as the main fire pump and other as the back -up.


#### **17-Fire detection:**

- a) General the fire detection system shall be in accordance with NFPA 72
- b) A fire alarm centre including a supervision unit, a display unit, input and output terminal units, a power supply unit, and a message transfer unit.
- c) Fire detectors and manual call points connected to the fire alarm centre alarm devices (bells, sirens, flashing lights) connected to the fire alarm centre.
- d) When designing the fire alarm system, the following basic principles shall be considered.
- e) The fire alarm centre shall be placed in, or the signals relayed to, a continuously manned room the supervised rooms should be divided into alarm zones to ease locating the fire.
- f) Alarm bells, sirens and flashing lights must be situated so that they can be heard or seen everywhere inside and where needed outside the buildings.
- g) An average ambient sound level greater than 105 dab shall require the use of visible notification appliances.
- h) Fire alarm system and zones either addressable or non-addressable systems shall be acceptable. The following shall be taken into consideration in selecting fire alarm zones.
- i) The purpose of fire alarm zones is to group the fire detectors and in that way ease the fire location at an alarm.
- j) The basic principle is to install the type and numbers of fire detectors that will give the earliest possible fire detection without causing false alarms during normal operation conditions Optical smoke detectors are recommended.
- k) Detection of bund fires Bund fires will be detected visually by means of the CCTV system.
- l) Locating manual call points in a manual alarm device, the fire alarm is activated with a push button. Normally the button is protected with a cover that can be crushed Push buttons for activating fire alarms manually should be placed close to each exit road and close to the fire alarm panel or alarm centre. Each fire detection loop must have at least one push button.
- m) Fire alarm centre there will be at least two independent power supplies.

#### **18-LIST OF DRAWINGS/ DOCUMENTS:**

Following drawings/ documents shall be readily available at depots/ terminals:

- a) Plot Plan
- b) safety manual


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- c) Operating & Maintenance Manual
- d) Training Documents 5. Piping & Equipment Drawings
- e) Piping & Equipment Inspection and Testing documents/certificates
- f) Oil Storage Tank Drawings
- g) Oil Storage Tank Inspection and Testing documents/certificates
- h) Electrical layout of the Installation
- i) Hazardous area classification drawing
- j) Layout locations of Fire Alarm Panel, Hooter/Alarm
- k) Electrical and instrumentation equipment list and data sheets/specifications
- l) Earth resistance test reports
- m) Instrumentation calibration Test Certificates

#### **19-References:**

- 29CRF1910(Occupational Health &safety).
- API650,651
- OISD-STD-118(Oil Industry Safety Directorate)
- IP Code Oct. 1993, Table A-2.2.2.1
- IP Code Oct. 1993, Table A-2.2.2.2
- NFPA 11, 2002 Edition, Table 5.2.5.2.1
- NFPA 11, 2002 Edition, Table 5.2.5.3.4 & 5.2.5.2.2
- NFPA 11, 2002 Edition, Table 5.2.6.2.8
- NFPA 11, 2002 Edition, Table 5.2.6.5.1
- NFPA 11, 2002 Edition, Table 5.2.4.2.2
- NFPA 11, 2002 Edition, Table 5.3.5.3.1
- NFPA 11, 2002 Edition, Table 5.6.5.3
- NFPA 11, 2002 Edition, Table 5.7.3.1
- NFPA 11, 2002 Edition, Table 5.8.1.2
- NFPA 11, 2002 Edition, Table 5.9.1.2
- NFPA 11, 2002 Edition, Table 5.9.1.4
- NFPA 30, 2003 Edition, Table 4.3.2.1.1
- NFPA 30, 2003 Edition, Table 4.3.2.1.2
- NFPA 30, 2003 Edition, Table 4.3.2.1.4
- NFPA 30, 2003 Edition, Table 4.3.2.1.1(b)
- NFPA 30, 2003 Edition, Table 4.3.2.1.5
- NFPA 30, 2003 Edition, Table 4.3.2.2.1
- NFPA 30, 2003 Edition, Table 8.2.2

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## Training Need Assessment for Tanker Lorry Drivers

### OBJECTIVE AND SCOPE

Objective of the document is to ensure training needs of drivers are identified for the Company & Contractor Tanker/Lorry drivers to safeguard the personnel and the product. This depicts the basic and role based trainings with the provision of frequencies. This document is applicable to the company as well as contractor's fleet. The training shall be delivered by approved trainer and shall be properly assessed and recorded.

### RESPONSIBILITY

The responsibility to arrange the trainings lies with the Logistic department in consultation with HSSE department. One copy of each certificate shall be with the Logistics department as objective evidence. The updating and maintaining of training database lies with the Logistics department.


- Company and contractor driver must have basic knowledge about the **Material Safety Data Sheet (MSDS)** and be well educated about product handling, transportation, storage, spillage handling, firefighting and emergency response procedures.
- A yearly training plan and systems in place to ensure that the training needs and effectiveness are review on a regular basis.
- Training must take account of any statutory regulations but should also reflect industry codes or standards relevant to the work.
- A designated person within the company to co-ordinate and manages the provision of training and maintains appropriated training records.

### MANDATORY DRIVERS TRAININGS REQUIREMENTS

Safety trainings to be delivered and will be part of drivers training passport.

Trainings	Refresher Frequency	Trainers Requirement
Defensive Driving	1 Year	3 <sup>rd</sup> Party Company Approved Trainer
Fatigue and Tiredness	1 Year	Approved Trainer
Vehicle Roll Over Awareness training	1 Year	Approved Trainer
First Aid	As per Red Crescent/Red Cross defined frequency	Red Crescent/Red Cross
Personnel Protective Equipment	1 Year	Approved Trainer
Fire Fighting	1 Year	Approved Trainer
Journey Risk Management Plan for the Specific Route	1 Year	Approved Trainer
Emergency Response	1 Year	Approved Trainer
Induction/Orientation	Bi-Yearly	Company





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Trainings	Refresher Frequency	Trainers Requirement
Near Miss and Incident Reporting	1 Year	Approved Trainer
Loading and decanting Sites Familiarization	Bi-Yearly	Company/Contractor
Product Handling Training	1 Year	Approved Trainer
Tire inspection and safety training	1 Year	Approved Trainer
Vehicle Safety Inspection	1 Year	Approved Trainer

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### **PPEs Standard**

#### **Objective**

The objective of personal protective equipment's standard is to reduce to prevent potential injury or illness to HASCOL Petroleum Limited (HPL) employees, contractors and visitors to as low as reasonably practicable. PPE is applied only after preventive engineering and operating standards to eliminate or reduce accidental risk.

This document outlines the requirements for managing and controlling the use of personal protective equipment at all HPL sites.

#### **Responsibility**

##### **Line Manager(s)**

Line management is responsible for allocating sufficient budgets for procuring necessary & standard PPE according to anticipated increase in operational staff and initiate procurement requirement. The Line Manger(s) shall ensure that all requirements are fully in place and at all site (s).

##### **Site in Charge (s)**

Site in Charges (s) shall ensure that arrangements are in place for the procurement, supply, inspection, issuance, use and maintenance of the Personal Protective Equipment.

##### **Manager HSSE**

Advise relevant departments in selection process of all types of PPE and ensure they comply with International Safety Standards and are fit for the purpose for which they are intended.

Consult with staff to record observations about PPE in order to ensure wearer acceptability.

#### **PERFORMANCE REQUIREMENTS**

##### **Head protection**

The purpose of head protection is to protect the worker from the impact of falling objects and also collision with the stationery objects.


- All employees, contractors and subcontractors must wear hard hats in designated areas.
- Hard hat can be used maximum for five years but must be replaced on basis of physical condition
- Hard hats must be inspected frequently to ensure that there are no cracks and the web suspension is in good condition. In any case if the equipment does not meet the criterion of visual inspection, the same needs replacement.

##### **Feet Protection**

Safety footwear with specific grade is must for work outside offices or accommodations, on HPL site(s), warehouses and generally where there is a potential for feet injury. Footwear can have a variety of sole patterns and materials to help prevent slips in different conditions, including oil or chemical-resistant soles. It can also be anti-static, electrically conductive or thermally insulating. It is important that the appropriate footwear is selected for the risks identified.

- Safety boots and shoes with protective toe caps and penetration-resistant mid-sole, gaiters, leggings, spat.
- Rubber Boots to be utilized while working with chemicals or water in working area.
- It must ensure that all employees (HPL, Contractor, Sub-Contractor) working on HPL site(s) wear safety footwear which is appropriate to the hazards they may be exposed to.

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- Electrical workers must wear safety footwear with certain specification which should meet the electrical resistance.
- Visitors are recommended to wear safety footwear where it is needed; otherwise he must restrict himself to the task where safety footwear is not needed.

#### **Eyes Protection**

Suitable protective goggles shall be worn by personnel involved in, assisting with or adjacent to any activity where there may be a danger of projected debris, dust, sparks or other particles; corrosive fluids or mists; excessive heat, light or other harmful radiation. Make sure the eye protection has the right combination of impact/dust/ splash/molten metal eye protection for the task and fits the user properly.

#### **Ear Protection:**

Ear protection shall be made available to all workers exposed to noise levels of 85 dB(A) or above. The selection of type of protection shall be in accordance with the type of noise hazard and the work being performed.

#### **Specific Rules:**

- Ear protection has to be worn in all work areas where there are safety signs for ear protection is posted.
- Ear Protection is required where there is a noise level above 85 dB (A).
- No exposure to continuous or intermittent noise where there is a noise level above 115 dB (A).

#### **1.21. Respiratory Protection:**

Respiratory protective equipment shall be available to all persons who are exposed to any situation in which there is a possibility of the atmosphere being or becoming deficient in oxygen or containing any harmful substance like overexposure to Hydrocarbons during filling operations, whether particle, dust mist, vapors or gas including:

- Work in confined space where a danger of oxygen deficiency or harmful gases may be present or where there is any chance of toxic gases release.
- Standards of respiratory protection system must accordance with BS, EN standard.
- Grade "D" air is breathing air quality according to OSHA standards.
- Air quality tests for compressed air must be carried by a competent person on regular basis to make sure the breathing air quality (self-contained breathing apparatus).

##### **1.21.1. Respirator's Classification:**

Respirators/respiratory protective equipment mainly classified in two classes:


- Supplied Air Respirators are the protective equipment such as (Self Contained Breathing Apparatus SCBA)
- Respirators with Filters are the protective equipment which cleans the air through built in filters before breathing. These are canister respirators and face mask filter units.

##### **1.21.2. Self-Contained Breathing Apparatus:**

Self-contained breathing apparatus (SCBA) consists of a full face mask connected with breathing air cylinder carried by wearer. It can be used as Supplied Air Respirator if provided with quick coupling. Wearer can close the air supply from cylinder on his back and can take breathing air from cascade system provided on the work site(s).

##### **1.21.3. Work Duration:**

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Extended use of any type of respirator becomes uncomfortable. For long duration jobs supplied air respirators are recommended. SCBAs are recommended for short duration jobs and rescue purposes.

**Hands Protection:**

Adequate hand protection in form of cotton gloves for workers (HPL, Contractor and subcontractor). For electrical workers, suitable hand protections like rubber/leather gloves.

**Body Protection:**


Adequate body protection such as 100% cotton coverall, Fire suits, Fire blankets shall be provided for any work which involves hazards such as described in specific and adequate body protection shall be supplied for all work activities which present these hazards, including but not limited to;

- Working in extremes of temperature, such as firefighting etc.
- Clean-up and disposal of hazardous waste (hydrocarbon, etc.)
- Body protective devices shall be manufactured to recognized national or international standards.

**1.22. References**

- Head Protection ANSI Z 89.1-2003 / BS EN 397
- BS EN 166 / ANSI Z 87.1-2003 (Personal eye protection)
- BS EN 169-171 / ANSI Z 87.1 (Personal eye protection for welding)
- Grade "D" Air (OSHA Standards)
- BS 6344 / ANSI/ASA S12.68 "Industrial hearing protection" BS EN 352-458
- Hand & Arm Protection BS EN 374, BS EN 388, BS EN 407, BS EN 429, BS EN 60903 (ANSI S2.70-2006). Different specification for different type of protection.
- Body Protection standards are different for different type of body protections
- BS 1547 for flame retardant clothing / ANSI-ISEA 107-2004)
- BS 2653 for welders' clothing / ANSI-ISEA 107-2004)
- BS 7182 for air permeable chemical protective equipment."
- BS 1397 ( safety harnesses ) Self-locking safety anchorage's for industrial use (work at heights)
- Safety helmet of plastic construction, manufactured in accordance with BS EN 397
- Safety footwear with steel toe protection manufactured in accordance with BS 1870 / (ASTM F 2413-05 for cut resistant),(ASTM F2412-05 for electrical resistance)

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k. Take all the adequate measures to prevent from fire and an event of fire

**General Duties of Self-Employed and Employers to persons other than their own Employees**


1. It is duty of every self-employed person and employer is to conduct his undertaking in such a way to ensure, so far as is reasonably practicable, that he himself and other persons (not being his workers) are not exposed to risk to their safety & health
2. Every employer and self-employed person shall, in the prescribed circumstances and in the prescribed manner, give to person (not being his workers) who may affect by the way in which he conducts his undertaking the prescribed information about such aspects of the way in which he conducts his undertaking as might affect their safety & health

**General Duties of persons concerned with premises of persons to other than their workers**

1. It shall be the duty of every person who is not worker but uses non-domestic premises made available to him at workplace where he may use plant or substance provided for their use, to take such measures as is reasonable for a person to ensure. So far as is reasonably practicable, that the premises, by all means of access thereto egress therefrom available for use by person using the premises and any plant or substance in the premises or, as the case may be, provided for use thereof, is safe and without risk to health

**General Duties of persons in control of certain premises in relation harmful emissions into atmosphere**

1. It shall be the duty of person having control of any premises to use the best practicable means for preventing the emission into the atmosphere from the premises of noxious or offensive substances and for rendering and inoffensive such emissions as may be so emitted

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## Chapter No. 02


### Provisions with Regards to Safety & Health

1. Without prejudice to the generality of the foregoing provisions. The said rules may include but not limited to the following matters namely
  - a. Cleanliness in the place of work and its freedom from harm, and maintenance must be carried out
  - b. Illumination, Ventilation, Temperature, Noise, Dust, Fumes and artificial humidification
  - c. Disposal of wastes and effluents
  - d. Floor, Stairs and mean access, proper working space, overcrowding, confined space, pits, sumps, opening in floors & allied things
  - e. Drinking water and conservancy
  - f. Guarding and fencing of machinery work at or near machinery in motion
  - g. Self-acting machines and devices for cutting off power, revolving machinery and plants
  - h. Instructions, Trainings and supervision in relation to employment on dangerous machines and fencing or casing of machinery, wet floors, open wiring etc.
  - i. Explosives or inflammable dust, gas and precautions against dangerous fumes etc.
  - j. Precautions in case of fire
  - k. Personal Protective Equipment
  - l. Excessive weights
  - m. Loading and Earth Moving Machinery
  - n. Crane, hoist, lift and other lifting operations
  - o. Scaffolding and Work at Height
  - p. Safety of building, machinery and manufacturing process

### Written Statement of Policy

1. Every employer to whom this act is applicable, except in such cases as may be prescribed by the Government, shall declare a written statement of a general policy with respect to the safety and health of all persons at the workplace and the such statement shall include provisions to resolve disputes on safety at the workplace and the reporting procedure fatalities, injuries, and near misses.
2. The policy shall be reviewed and revised when
  - a. Introducing or altering the procedures for managing risks to safety
  - b. The changes may affect safety; health or welfare are proposed to the premises when persons work, to the systems or methods of work or to the plant or substances used for work. But as a minimum at least every five years and to bring the statement and the revisions of it to the notice of all persons in the workplaces in languages understood by all Consultation

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3. At every workplace, the employer shall provide for:
  - a. The selection of occupational safety and health representatives from amongst the worker's in such establishments having less than fifty workers and such representatives shall represent the workers in all the matters related to Safety, Health and Welfare at work. As prescribed and may report the impending threats, accidents, injuries, and fatal injuries to inspector
  - b. Appoint as competent person to function as Safety and Health Officer at the workplace and set up the Occupational, Safety and Health Committee in the company and having more than forty-nine workers
2. It shall be the duty of Occupational Safety and Health Representative or occupational safety and health committee to co-operate and assist the employer to promote and develop measures to ensure the safety, health and welfare of the workers at workplace. The committee shall report the effectiveness of such measures to the employer and the inspector. (If Required)

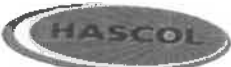
#### **Training of Health & Safety Representative**

1. The employer shall, once in two years allow Health and Safety Representative to attend Health and Safety Training as approved by Government and shall bear all expenses including paid leaves, course fee, boarding, lodging and traveling

#### **Precautions Against Contagious or Infectious Disease at Workplace**

1. Each worker and volunteer shall be provided with a hygiene card in which during the month of January and July every year entrees shall be recorded after medical examination by qualified medical practitioner to the affect that the worker is not suffering from any contagious, infection and Occupational disease. The fee of such an examination shall be fixed by Govt. and shall be borne the employer of the workplace
2. It the worker is found to be suffering from any contagious, infections, occupational disease on an examination under sub section (I), the employer shall provide appropriate medical treatment with paid leave.
3. Every worker shall be vaccinated and inoculated against such diseases and such intervals as may be prescribed and expenses of such vaccination and inoculation (If Any) shall be borne by the employer of workplace

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### Chapter No. 03

#### Enforcement

1. An employer or self-employed person(s) shall not built, fit out, alter or use any site or building as a workplace. Unless its plans or site are approved by Government or its designated authority.
2. Government or Its Designated Authority while approving the plan or site or building shall ensure that all safety measures to be taken.
3. The employer shall, before start of the work, send a written notice to the inspector of the area as may be prescribed by rules.


#### Notification and Investigations of Accidents, Dangerous Occurrences and Occupational Illnesses

1. Every employer shall maintain a register of accidents in the prescribed form and shall record in the register. The prescribed particulars to:
  - a. Every accident that harm is might have harmed any worker or any person in a place of work controlled by the employer.
  - b. Every hazard to which worker was exposed while at workplace in the employment of the employer.
2. The employer and self-employed person shall report every accident in the prescribed form to the Inspector within twenty-four hours of the occurrence of the accident.
3. Where accident causing disability or death is notified by the employer or self-employed person, notice in written of the death shall be sent to the Inspector by the employer or self-employed person in control of workplace within twenty-four hours of occurrence of disability or death comes to the knowledge of employer or self-employed person controlling the workplace.
4. Where an accident occurs in the workplace causing the death of any person. No person shall touch or disturb or cause any other person to touch or disturb with the permission of an Inspector. Any machinery or any article which was involved in such accidents, other than for the purpose of extricating or attending on any person involve in such accident.
5. Where any illness occurs in a workplace which:
  - a. Is prescribed or
  - b. Leads to a loss of life of a person who was at the workplace or
  - c. Leads to an actions from normal work for more the seven continuous days and is considered to the related to the workplace or
  - d. Causes sudden or simultaneous illness or loss of consciousness at that workplace

Written notice shall be forthwith being sent by employer or the Manager to the Inspector of the area where the workplace is located, in the form prescribed for the purpose




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1. The Chief Inspector of Safety and Health may require such workers to undergo pre-employment and periodic medical examination, suited for the circumstances and at periods so determine which the employer and workers shall comply
2. The medical examinations shall be conducted at hospitals authorized by the Govt. and the cost thereof shall have borne by employer

**Power to direct formal Investigation of Accidents, Incidents and Cases of Diseases**

1. Government may direct a formal Investigation for any accident, incident and disease cases. During the investigation of any case, following provisions shall have effect
  - a. Government may appoint the competent person who possess the such experience
  - b. The person appointed as Assessor shall hold the investigation and will assess the causes of happened incident
  - c. The person appointed for any such inquiry shall have all the powers of civil court under the code of civil procedure 1908 (V of 1908) for the purpose of enforcing the attendance of witness, any documents may be required
  - d. The assessor will make the report with causes and deviations in addition with observations and suggestions which are applicable to avoid the same in future
  - e. Government reserves the right to public the report of assessor

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## **Chapter No. 04**

### **Occupational Safety & Health Council Sindh**


1. Government shall establish an Occupational Safety & Health Council Sindh which consist of:
  - a. The Secretary Health & Human Resources shall be the chairperson of the council. Five Representatives from Government. Industries Dept. Sindh Building Control Authority, Sindh Environmental Protection Agency, Health Dept. and Fire Department of local govt.
  - b. Four member to represent employers and four members to represent workers
  - c. Three member from civil society and an officer from directorate of labour Sindh who shall also act as Secretary to the council

#### **Functions of the Council**

1. The council shall perform the following functions:
  - a. Advice govt. on all matters relating to the objects of this act which govt. may refer to the council.
  - b. Review legislation relating to occupational safety and health and recommend to govt. for amendments, expansion, clarification under the said legislation

#### **Meetings and quorum of the Council**

1. The council shall meet at least once in every four months in calendar year
2. Nine members of the council shall form a quorum for any meeting of the council of whom at least
  - a. Five official members
  - b. Two representatives of employers
  - c. Two representatives of workers
  - d. One professional or member of civil society
3. The council may appoint committees or sub-committees as it deems fit, to exercise such powers and performs such duties or discharge such functions as may, subject to such conditions, if any may council impose.

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**Chapter No. 05**

**Offences and Penalties**

**Penalties for Contravention of Act**


1. Following acts and omissions shall constitute violations under this act.
  - a. Obstruction of an inspector in the exercise of his powers
  - b. Refusal to lawful order of an inspector to produce records under this act
  - c. Failure to maintain records under this act
  - d. Failure to display abstracts of this act at workplace
  - e. Failure to give notice of accident.
  - f. Smoking or using naked flame near inflammable material without following the regulations prescribed in this behalf
2. Whoever is guilty of a violation provided under sub-section 1. Shall be liable to a fine or period of imprisonments as described in the schedule.

**Forgery of Certificate**

1. If any person forges or counterfeits any certificate required by under or for the purpose of this act.
  2. Give or signs any such certificate knowing it is fake.
  3. Knowingly alter or make use of any such certificate that is false as aforesaid.
  4. Knowingly alter or makes use of as applying to a person such certificate, which does not so apply.
  5. Falsely pretends to be a person appointed under any provision this act or regulation.
  6. Willfully makes false entry in any register, notice certificate or documents required by under this act any regulation or order to be kept or served.
  7. Knowingly make use of any such false entry or declaration.
- Shall be prejudice to any other penalty, be guilty of an offence under this act, and liable to fine or imprisonment, as described in schedule.

**Proceeding Against State Officers**

1. No suit, action or other proceeding shall lie against any person either employed in the public service authorized this act, for anything done or purporting to be done in good faith under this act.

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**Chapter No. 06**

**Miscellaneous**

**Service and Sending of documents**

1. Any document including summons or order required or authorized to be served under this act may be served.
  - a. On any person by delivering it to that person, or by leaving it at, or sending it by registered post to, the office or residence of that person.
  - b. On any firm by delivering it to any partner of the firm, or by leaving it at, or sending it by post to, the office of the firm.
  - c. On the employer or person in control of the workplace including any such employer or person in control being a company to which the companies Act applies, in any such manner as specified in 1 & 2 above, or by delivering it or a true copy, to any person apparently not under the age of sixteen years at workplace.
2. Any such documents may be addressed for the purpose of the service on the employer or person in control of a workplace to the employer at the proper postal address of the workplace, without further name or description


**Contravention of Law with Dangerous Results**

1. Anyone contravenes provision of this act or any regulation. By rule it shall be punishable if such contravention results in loss of life. Imprisonment which may extend to two years, or with fine which may extend up to hundred thousand rupees or both. If such contravention results the serious injury that may extend imprisonment of one year and or with fine this may extend to fifty thousand rupees. If such contravention results the injury or danger to a worker that may results the imprisonment up to six months and twenty thousand rupees or both.
2. If the person convicted again under this section, he shall be punishable double the punishment provided in sub section 1
3. In case of any appeal, revision. A sentence of fine passed under this section may when passing judgment. Order the whole or any part of the fine recovered to be paid as compensation to the person injured, died to his legal representative.

**Statement of Objects and Reasons**

In order to make provisions for Occupational Safety & Health conditions at all workplaces for the protection of persons at work against risk of injury arising out of the activities at work places and for the promotion of safe, healthy and decent working environment adapted to physical, physiological and psychological needs of all persons at work. It is expedient to enact a law in the matter.

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**RECOMMENDED PRACTICES-COLOR CODING OF PIPING AND FITTINGS FOR ALL HPL  
INSTALLATIONS/DEPOTS**

### Introduction

Pipes are the simplest, easiest and most economical way to move liquids and gases to where they need to be. But, it is impossible to know what a pipe contains, or the hazards it presents, from its external appearance. In addition, the number of pipes and the complexity of piping systems in a facility is increasing. This means that a system that allows quick identification of pipe contents and potential hazards is essential. Color coding is one of the most effective ways of quickly communicating information.

A uniform and easily understood identification system facilitates petroleum industry operations. Such a system helps to prevent mixing of multiple products, particularly gasoline with diesel. The principal purpose of a marking system is to identify product transfer points for tank-truck loading and unloading at distribution terminals and retail outlets, and to prevent errors in product handling. Personnel who handle products may make the mistake of "cross-dumping" (commingling) products because these personnel rely on memory rather than on written records.

### Color Codes

OSHA's preferred Pipe Color coding and labeling System ANSI/ASME A13.1 recommends a color code based on the type of hazard posed by a pipe's contents. The recommended color code is tabulated below:

**Table: Color Code Indications for Pipes and Valves**


S. No.	Pipe Content	Basic/Primary Color	Safety/Secondary Color
1	Petroleum	Dark Brown	Yellow 10-E-53
2	HSD	Dark Brown	Light Green 12-E-51
3	Jet fuel	Dark Brown	Orange 06-E-51
4	Lube Oil Base Stock	Dark Brown	Pink 02-C-33
5	Lube Oil Seal Oil	Dark Brown	Purple 22-D-33
6	LPG Propane	Orange	Light Blue 20-E-51
7	LPG Butane	Orange	Orange 06-E-51
8	Nitrogen	Orange	Blue 18-E-53
9	Compressed Air	Light Blue	Light Blue 20-E-51
10	Fire Water	Red	Red 04-E-53
11	Potable Water	Green	Blue 18-E-53
12	Foam	Yellow	Yellow 10-E-53

### Placement of Labels

ANSI/ASME A13.1 states that labels should be placed on pipes:

- Adjacent to all valves and flanges

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- Adjacent to all changes in pipe direction
- On both sides of wall, floor or ceiling penetrations
- Every 50 feet on straight runs of pipe (or every 25 feet in congested areas)

#### Size of Identification Labels

Requirements also dictate minimum label and text sizes, each based on the pipe's outer diameter. Minimum sizes are outlined below:

S. No.	Pipe Outer Diameter	Min. Label Length	Min. Letter Height
1	0.75"-1.25"	8"	0.5"
2	1.5"-2.0"	8"	0.75"
3	2.5"-6.0"	12"	1.25"
4	6"-100"	24"	2.5"
5	>100"	32"	3.5"


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**HSE TRAININGS MATRIX HPL STAFF**

S. No	Trainings	Participants
<b>Out Sourced Trainings</b>		
1.	HSE Leadership	CEO, ED, Chiefs, COO, GM
2.	Behavioral Based Safety	Engineering, Operations, HTL, Logistics, Aviation, Warehouse, LPG, Lubricants
3.	First Aid Training	Depot/Terminal staff
4.	Fire Fighting Training	Depot/Terminal, Warehouse Staff, Retail outlets attendants
5.	Process Safety Management	Engineering, Operations, Logistics, HTL, LPG, Lubricants
<b>In-house</b>		
1.	Basic HSE Level 1 and Level 2	Engineering, Operations, HTL, Logistics, Aviation, Warehouse, LPG, Lubricants
2.	Fire Fighting	Engineering, Operations, HTL, Logistics, Aviation, Warehouse, LPG, Lubricants
3.	Permit to Work (PTW)	Engineering, Operations, HTL, Logistics, Aviation, Warehouse, LPG, Lubricants
4.	Safe Lifting Operation	Engineering, Operations, HTL, Logistics, Aviation, Warehouse, LPG, Lubricants
5.	Log out Tag out	Engineering, Operations, HTL, Logistics, Aviation, Warehouse, LPG, Lubricants
6.	Hazard Identification and Reporting	Engineering, Operations, HTL, Logistics, Aviation, Warehouse, LPG, Lubricants
7.	Incident Investigation	Engineering, Operations, Logistics, HTL, Aviation, Warehouse, LPG, Lubricants
8.	Lifting Operations	Engineering, Operations, Logistics, HTL, Aviation, Warehouse, LPG, Lubricants
9.	Electrical Safety	Engineering, Operations, Logistics, HTL, Aviation, Warehouse, LPG, Lubricants
10.	Confined Space Entry	Engineering, Operations, Logistics, Aviation, Warehouse, LPG, Lubricants
11.	Contractor Safety Management	Engineering, Operations, HTL, LPG, Lubricants
12.	Waste Management	Depot/Terminal staff

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**The Registrar,  
Oil and Gas Regulatory Authority  
54-B, Fazal-e-Haq Road,  
Blue Area  
Islamabad**

Stamp: OIL & GAS REGULATORY AUTHORITY  
27 DEC 2019  
Diary: 6070  
ISLAMABAD

**Subject: Application for grant of license for the sale of Natural Gas/ RLNG under Natural Gas (Licensing) Rules, 2002.**

1. Vitol Resources Pakistan (Private) Limited was incorporated in Pakistan on 05<sup>th</sup> April 2019. The registered office is situated at F-45, Park Lane, Clifton, Karachi Saddar Town 75600.
2. Vitol is one of the largest energy and commodities companies in the world. Vitol uses its expertise and logistical networks to distribute energy around the world, efficiently and responsibly. Vitol has reliably supplied LNG to utilities and other end users since 2005 and has grown a global LNG portfolio with off take and supply contracts stretching from the Americas to the Far East. Vitol has extensive experience in supplying into FSRUs. LNG is a part of Vitol's largest natural gas portfolio which supplies over 20BCM across Europe and the Americas and holds physical gas storage in 06 countries. The group also supplies 320TWh of power across 70 countries.
3. Vitol Resources Pakistan (Private) Limited requests for a grant of License to carry out sale of Natural Gas/RLNG and attaches herewith the following information for review:

- a) Schedule - I, as required under Rule 4(2) of the Natural Gas Regulatory Authority (Licensing) Rules 2002 is attached as **Annexure A.**
- b) Attested copies of Memorandum and Articles of association of the applicant are attached as **Annexure B.**
- c) Since Vitrol Resources Pakistan (Private) Limited is a private company, therefore Certificate of Commencement of Business is not applicable. [Rule 4(3)(b)]
- d) Attested copies of the latest submission to the Registrar of Companies attached as **Annexure C.**
- e) Attested copy of the latest audited annual and audited half yearly financial statements of the applicant are attached as **Annexure D.**
- f) Certificate of Incorporation, Certificate of Incumbency and Standard Articles of Vitrol Resources Pakistan (Private) Limited **Annexure E.**
- g) Attested copies of the corporate authorization allowing the submission of the application as **Annexure F.**
- h) Details of the technical and financial expertise and Resources available for carrying out the relevant regulated activities attached as **Annexure G.**

- i) Details of the resources and expertise and resources available to handle emergency situations arising out of natural calamities, accidental or criminal acts or omission, specifying which such resources are available and which are to be procured attached as **Annexure H**.

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**Vitol Resources Pakistan (Private) Limited**

j) List of names of business addresses of the applicant's senior management, including without limitation, departmental and/or divisional heads attached as **Annexure I**.

k) It is highlighted that any of the applicants Officers or Directors, do not directly or indirectly, owns, controls, or holds ten percent or more of the voting interest in any other person engaged in a regulated activity.

l) There are no applications, petitions or filings which are pending before the Authority at the time of the filing of this application which directly or significantly affects this application.

m) Details of the following market Data:

i. An estimate of the volume of natural gas to be transmitted, distributed or sold attached as **Annexure J**.

ii. Number and consumption details of consumer attached as **Annexure K**.

iii. The applicant's total annual peak day natural gas requirements attached as **Annexure L**.

iv. Total past (if applicable) and expected curtailments of service by the applicant attached as **Annexure M**.

v. Maps issued or certified by the Survey of Pakistan drawn to an appropriate scale showing details of areas where transmission facilities are or are proposed to be located and the principle geographical features of the said areas attached as **Annexure N**.

n) Details of sources of supply of natural gas including forecasts of the available quantity from such sources attached as **Annexure O**.


o) Safety and service obligations are as per HSSE manual enclosed.

p) Technical specification of the distribution facilities for the sale of Natural Gas **Annexure P**.

q) Fees as per schedule - II, as required under Rule 29 & 33 of the Natural Gas Regulatory Authority (Licensing) Rules 2002 is attached as **Annexure Q**.

4. An early grant of License to carry out sale of Liquefied Natural Gas/ Re-gasified Natural Gas would be highly appreciated.

Yours Sincerely,

  
Farid Arshad Masood  
CEO



Enclosed: As above

**Vitol Resources Pakistan (Private) Limited**

December 4, 2019

**The Registrar,**  
Oil and Gas Regulatory Authority  
54-B, Fazal-e-Haq Road,  
Blue Area  
Islamabad

**Subject: Contact Details**

Dear Sir,

Details of the focal person for communications with respect to our application are as follows:

Name	Farid Arshad Masood
Designation	CEO, Vitol Resources Pakistan Private Ltd
Address	F-45, Park Lane, Clifton, Karachi Saddar Town ,75600
Mobile	0300-8244993
Telephone	021-35872475
Email	fam@vitol.com
Web	www.vitol.com

Yours truly,

Farid Arshad Masood  
CEO



## Vitol Resources Pakistan (Private) Limited

**SCHEDULE - I**  
**[see rule 4 (2)]**  
**Natural Gas Regulatory Authority**

**Application Form**

December 4, 2019

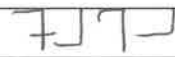
**Name of the Company:**  
**(Applicant)**

VITOL RESOURCES PAKISTAN PRIVATE LIMITED

**Company's full address**  
**along with telephone, fax, e-mail:**  
**and web details**

F-45, PARK LANE, CLIFTON, KARACHI  
 SADDAR TOWN, SINDH, 75600  
 021-35872475 / 0300-8244993

**Name, title and authorized**  
**signature of the Company's**  
**Chief Executive Officer**

Name	Title	Authorized Signature
Farid Arshad Masood	CEO	

**Names and addresses**  
**of current directors of the**  
**Applicant:**

Name	Address
Abdul Aziz Khalid	Level 5, Precinct Building 2 Dubai International Financial Centre (DIFC) P.O. Box No. 506514 Dubai, United Arab Emirates
Farid Arshad Masood	Level 5, Precinct Building 2 Dubai International Financial Centre (DIFC) P.O. Box No. 506514 Dubai, United Arab Emirates

**Name and address of any person**  
**or corporate body with a holding**  
**of more than one percent (1%)**  
**or more in the Applicant:**

Name	Address	Percent Shareholding
Vitol Resources Middle East FZE	Level 5, Precinct Building 2 Dubai International Financial Centre (DIFC) P.O. Box No. 506514 Dubai, United Arab Emirates	99.8%

**Regulated Activity for which a license is sought:**

- (a) Transmission License
- (b) Distribution License
- ☒ (c) Sale License (SALE OF RLNG)
- (d) Integrated License
- (e) Project License

**Vitol Resources Pakistan (Private) Limited**

**Nature of license applied for  
(if exclusive, please provide  
detailed justifications)**

:

**Exclusive**

:

**Non – Exclusive**

**Period for which the license is sought:**

From: 01<sup>st</sup> / January / 2020

To: 31<sup>st</sup> / December / 2050

**Details of any license held,  
applied for, or applied for and  
refused under the Rules,  
by the Applicant, or  
any of the interested parties,  
or any of their affiliated or  
related undertakings:**

NONE REFUSED

**THE COMPANIES ACT, 2017 (XIX OF 2017)  
(PRIVATE COMPANY LIMITED BY SHARES)**

**MEMORANDUM & ARTICLES  
OF**

**ASSOCIATION**

**OF**

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**VITOL RESOURCES PAKISTAN (PRIVATE)  
LIMITED**

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**THE COMPANIES ACT, 2017 (XIX OF 2017)**

**(PRIVATE COMPANY LIMITED BY SHARES)**

**MEMORANDUM OF ASSOCIATION**

**OF**

**VITOL RESOURCES PAKISTAN (PRIVATE) LIMITED**

- I. The name of the Company is "Vitol Resources Pakistan (Private) Limited".
- II. The Registered Office of the Company will be situated in the Province of Sindh.
- III.
  - (i) The principal line of business of the company shall be providing administrative and business support services, including but not limited to, providing assistance, directly or through third party service providers, in deal generation, due diligence, procurement and analysis of relevant data for assessment of business ventures and preparation of data reports and sector strategies, monitoring of business ventures, exit planning, and evaluation of liquidity strategies and financing alternatives, and not to act as a financial consultant or an investment advisor.
  - (ii) Except for the businesses mentioned in sub-clause (iii) hereunder, the company shall engage in all lawful businesses and shall be authorized to take all necessary steps and actions in connection therewith and ancillary thereto.
  - (iii) Notwithstanding anything contained in the foregoing sub-clauses of this clause nothing contained herein shall be construed as empowering the Company to undertake or indulge, directly or indirectly in the business of a Banking Company, Non-Banking Finance Company (Mutual Fund, Leasing, Investment Company, Investment Advisor, Real Estate Investment Trust Management Company, Housing Finance Company, Venture Capital Company, Discounting Services, Microfinance or Microcredit Business), Insurance Business, Modaraba Management Company, Stock Brokerage Business, Forex, Real Estate Business, Managing Agency, Business of Providing the Services of Security Guards or any other Business restricted under any law for the time being in force or as may be specified by the Commission.
  - (iv) It is hereby undertaken that the company shall not:
    - (a) Engage in any of the business mentioned in sub-clause (iii) above or any unlawful operation;
    - (b) Launch Multi-Level Marketing (MLM), Pyramid and Ponzi Schemes, or other related activities/businesses or any Lottery Business; or
    - (c) Engage in any of the permissible business unless the requisite approval, permission, consent or licence is obtained from competent authority as may be required under any law for the time being in force.

IV. The liability of the members is limited.

V. The authorized capital of the Company is Rs. 100,000/- (Rupees One Hundred Thousand only) divided into 10,000 (Ten Thousand) Ordinary Shares of Rs. 10/- (Rupees Ten) each with power to enhance, reduce or consolidate the share capital and to divide the shares of the company into different classes and kinds subject to the provisions of the Companies Act, 2017

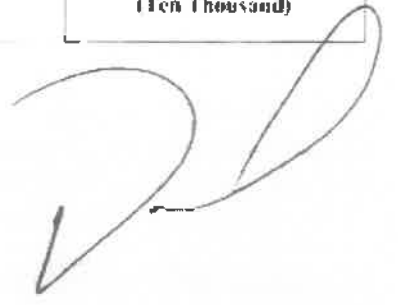




We, the several persons whose names and addresses are subscribed, are desirous of being formed into a Company, in pursuance of this Memorandum of Association, and we respectively agree to take the number of shares in the capital of the Company set opposite our respective names:

Name and surname (present & former) in full (in Block Letters)	NIC No. or case No. (Foreigner, Passport No.)	Father's Husband's Name in full	Nationality with or without former Nationality	Occupation	Residential Address in full	Number of shares taken by each subscriber	Signatures
Vitol Resources Middle East FZC	Reg. No 12-FZE-1032	N/A	United Arab Emirates	Private Limited Company	Fujairah Freezone Authority Office Building, P.O. Box 50720, Fujairah, UAE	9,980 (Nine Thousand Nine Hundred Eighty)	Electronically signed by Fard Arshad Masood
(through its authorized representative, Fard Arshad Masood)	42301-3551103-7	Arshad Masood	Pakistani	Business	F45, Park Lane, Clifton Cantt, Karachi		
Fard Arshad Masood	42301-3551103-7	Arshad Masood	Pakistani	Business	F45, Park Lane, Clifton Cantt, Karachi		Electronically signed by Fard Arshad Masood
Abdul Aziz Khalid	61101-1990069-5	Khalid Iqbal	Pakistani	Business	H. No. 15, Street No. 2, Sector E-8/3 Islamabad.	1 (Ten)	Electronically signed by Abdul Aziz Khalid
Total number of shares to be taken						10,000 (Ten Thousand)	

Dated this 03rd day of April, 2019




**THE COMPANIES ACT, 2017 (XIX OF 2017)**

*(Private Company Limited by Shares)*

**ARTICLES OF ASSOCIATION**

**OF**

**VITOL RESOURCES PAKISTAN (PRIVATE) LIMITED**

**PRELIMINARY**

1. The regulations contained in Table 'A' in the First Schedule to the Companies Act, 2017 shall not apply to the Company except insofar as they are repeated or contained in these Articles.
2. (1) In these regulations:
  - (a) the "Act" means the Companies Act, 2017 and any amendment or re-enactment thereof for the time being in force;
  - (b) the "Articles" mean these Articles of Association, as originally framed or as altered from time to time by the Company acting at a meeting;
  - (c) the "Board" means the Board of Directors of the Company;
  - (d) the "Commission" means the Securities & Exchange Commission of Pakistan constituted under Section 3 of the Securities and Exchange Commission of Pakistan Act, 1997;
  - (e) the "Company" means Vitol Resources Pakistan (Private) Limited;
  - (f) the "Seal" means the common seal or official seal of the Company as the case may be;
  - (g) "Special Resolution" has the meaning assigned thereto by Section 2(1) (66) of the Act; and
  - (h) "section" means section of the Act.
- (2) Unless the context otherwise requires, words or expressions contained in these Articles shall have the same meaning as in this Act; and words importing the singular shall include the plural, and vice versa, and words importing the masculine gender shall include feminine, and words importing persons shall include bodies corporate.

## BUSINESS

3. The directors shall have regard to the restrictions on the commencement of business imposed by section 14 if, and so far as, those restrictions are binding upon the Company.

## SHARES

4. In case of shares in the physical form, every person whose name is entered as a member in the register of members shall, without payment, be entitled to receive, within thirty (30) days after allotment or within fifteen (15) days of the application for registration of transfer, a certificate under the Seal specifying the share or shares held by him and the amount paid up thereon.

Provided that if the shares are in book entry form or in case of conversion of physical shares and other transferable securities into book-entry form, the Company shall, within ten (10) days after an application is made for the registration of the transfer of any shares or other securities to a central depository, register such transfer in the name of the central depository.

5. The Company shall not be bound to issue more than one certificate in respect of a share or shares in the physical form, held jointly by several persons and delivery of a certificate for a share to one of several joint holders shall be sufficient delivery to all.
6. If a share certificate in physical form is defaced, lost or destroyed, it may be renewed on payment of such fee, if any, not exceeding one hundred rupees, and on such terms, if any, as to evidence and indemnity and payment of expenses incurred by the Company in investigating title as the directors think fit.
7. Except to the extent and in the manner allowed by section 86, no part of the funds of the Company shall be employed in the purchase of, or in loans upon the security of, the Company's shares.

## TRANSFER AND TRANSMISSION OF SHARES

8. The instrument of transfer of any share in physical form in the Company shall be executed both by the transferor and transferee, and the transferor shall be deemed to remain holder of the share until the name of the transferee is entered in the register of members in respect thereof.
9. Shares in physical form in the Company shall be transferred in the following form, or in any usual or common form which the directors shall approve:

### **Form of Transfer of Shares** (First Schedule to the Companies Act, 2017)

I, ..... s/o ..... r/o (hereinafter called "the transferor") in consideration of the sum of rupees ..... paid to me by ..... s/o ..... r/o ..... (hereinafter called "the transferee"), do hereby transfer to the said transferee, ..... the share (or shares) with distinctive numbers from ..... to ..... inclusive, in Vitol Resources Pakistan (Private) Limited, to hold unto the said transferee, his executors, administrators and assigns, subject to the several conditions on which I held the same at the time of the execution hereof, and I, the said transferee, do hereby agree to take the said share (or shares) subject to the conditions aforesaid.

As witness our hand this ..... day of ..... 20 .....

**Bank Account Details of Transferee for Payment of Cash Dividend**  
(Mandatory in case of a listed company or optional for any other company)

It is requested that all my cash dividend amounts declared by the company, may be credited into the following bank account:

Title of Bank Account	
Bank Account Number	
Bank's Name	
Branch Name and Address	

I am stated that the above mentioned information is correct and that I will intimate the changes in the abovementioned information to the company and the concerned Share Registrars soon as these occur.

.....  
Signature of the Transferee(s)

10.

- (1) Subject to the restrictions contained in Articles 11 and 12, the directors shall not refuse to transfer any share unless the transfer deed is defective or invalid. The directors may also suspend the registration of transfers during the ten days immediately preceding a general meeting or prior to the determination of entitlement or rights of the shareholders by giving seven days' previous notice in the manner provided in the Act. The directors may, in case of shares in physical form, decline to recognise any instrument of transfer unless

- (a) A fee not exceeding fifty rupees as may be determined by the directors is paid to the Company in respect thereof; and
- (b) The duly stamped instrument of transfer is accompanied by the certificate of the shares to which it relates, and such other evidence as the directors may reasonably require to show the right of the transferor to make the transfer.

- (2) If the directors refuse to register a transfer of shares, they shall within fifteen days after the date on which the transfer deed was lodged with the Company send to the transferee and the transferor notice of the refusal indicating the defect or invalidity to the transferee, who shall, after removal of such defect or invalidity be entitled to re-lodge the transfer deed with the Company.

Provided that the Company shall, where the transferee is a central depository the refusal shall be conveyed within five days from the date on which the instrument of transfer was lodged with it notify the defect or invalidity to the transferee who shall, after the removal of such defect or invalidity, be entitled to re-lodge the transfer deed with the Company.

#### TRANSMISSION OF SHARES

11. The executors, administrators, heirs, or nominees, as the case may be, of a deceased sole holder of a share shall be the only persons recognised by the Company to deal with the share in accordance with the law. In the case of a share registered in the names of two (02) or more holders, the survivors or survivor, or the executors or

administrators of the deceased survivor, shall be the only persons recognised by the Company to deal with the share in accordance with the law.

- 12. The shares or other securities of a deceased member shall be transferred on application duly supported by succession certificate or by lawful award, as the case may be, in favour of the successors to the extent of their interests and their names shall be entered in the register of members.
- 13. A person may on acquiring interest in the Company as member, represented by shares, at any time after acquisition of such interest deposit with the Company a nomination conferring on a person, being the relatives of the member, namely, a spouse, father, mother, brother, sister and son or daughter, the right to protect the interest of the legal heirs in the shares of the deceased in the event of his death, as a trustee and to facilitate the transfer of shares to the legal heirs of the deceased subject to succession to be determined under the Islamic law of inheritance and in case of non-Muslim members, as per their respective law.
- 14. The person nominated under Article 13 shall, after the death of the member, be deemed as a member of Company till the shares are transferred to the legal heirs and if the deceased was a director of the Company, not being a listed company, the nominee shall also act as director of the Company to protect the interest of the legal heirs.
- 15. A person to be deemed as a member under Articles 12, 13 and 14 to a share by reason of the death or insolvency of the holder shall be entitled to the same dividends and other advantages to which he would be entitled if he were the registered holder of the share and exercise any right conferred by membership in relation to meetings of the Company.

**ALTERATION OF CAPITAL**

- 16. The Company may, by Special Resolution—
  - (a) increase its authorised capital by such amount as it thinks expedient;
  - (b) consolidate and divide the whole or any part of its share capital into shares of larger amount than its existing shares;
  - (c) sub-divide its shares, or any of them, into shares of smaller amount than is fixed by the memorandum;
  - (d) cancel shares which, at the date of the passing of the resolution in that behalf, have not been taken or agreed to be taken by any person, and diminish the amount of its share capital by the amount of the share so cancelled.
- 17. Subject to the provisions of the Act, all new shares shall at the first instance be offered to such persons as at the date of the offer are entitled to such issue in proportion, as nearly as the circumstances admit, to the amount of the existing shares to which they are entitled. The offer shall be made by letter of offer specifying the number of shares offered, and limiting a time within which the offer, if not accepted, will deem to be declined, and after the expiration of that time, or on the receipt of an intimation from the person to whom the offer is made that he declines to accept the share offered, the directors may dispose of the same in such manner as they think most beneficial to the Company. The directors may likewise so dispose of any new shares which (by reason of the ratio which the new shares bear to shares held by persons entitled to an offer of new shares) cannot, in the opinion of the directors, be conveniently offered under this Article.

18. The new shares shall be subject to the same provisions with reference to transfer, transmission and otherwise as the shares in the original share capital.
19. The Company may, by Special Resolution, reduce its share capital in any manner and with, and subject to confirmation by the Court and any incident authorised and consent required, by law.

#### GENERAL MEETINGS

20. The statutory general meeting of the Company shall be held within the period required by section 131.
21. A general meeting, to be called annual general meeting, shall be held, in accordance with the provisions of section 132, within sixteen months from the date of incorporation of the Company and thereafter once at least in every year within a period of one hundred and twenty (120) days following the close of its financial year.
22. All general meetings of a Company other than the statutory meeting or an annual general meeting mentioned in sections 131 and 132 respectively shall be called extraordinary general meetings.
23. The directors may, whenever they think fit, call an extraordinary general meeting, and extraordinary general meetings shall also be called on such requisition, or in default, may be called by such requisitionists, as provided by section 133. If at any time there are not within Pakistan sufficient directors capable of acting to form a quorum, any director of the Company may call an extraordinary general meeting in the same manner as nearly as possible as that in which meetings may be called by the directors.
24. The Company may provide video-link facility to its members for attending general meeting at places other than the town in which general meeting is taking place after considering the geographical dispersal of its members:

Provided that if members holding ten (10) percent of the total paid up capital or such other percentage of the paid up capital as may be specified, are resident in any other city, the Company shall provide the facility of video-link to such members for attending annual general meeting of the Company, if so required by such members in writing to the Company at least seven (07) days before the date of the meeting.

#### NOTICE AND PROCEEDINGS OF GENERAL MEETINGS

25. Twenty-one (21) days' notice at the least (exclusive of the day on which the notice is served or deemed to be served, but inclusive of the day for which notice is given) specifying the place, the day and the hour of meeting and, in case of special business, the general nature of that business, shall be given in manner provided by the Act for the general meeting, to such persons as are, under the Act or the Articles of the Company, entitled to receive such notice from the Company; but the accidental omission to give notice to, or the non-receipt of notice by, any member shall not invalidate the proceedings at any general meeting. Provided that, if all members entitled to attend and vote at any extraordinary general meeting so agree, a meeting may be held at a shorter period.
26. All the business transacted at a general meeting shall be deemed special other than the business stated in sub-section (2) of section 134 namely: the consideration of financial statements and the reports of the Board and auditors, the declaration of any dividend, the election and appointment of directors in place of those retiring, and the appointment of the auditors and fixing of their remuneration.

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27. No business shall be transacted at any general meeting unless a quorum of members is present at that time when the meeting proceeds to business. The quorum of the general meeting shall be two (02) members present personally, or through video-link who represent not less than twenty-five (25) percent of the total voting power, either of their own account or as proxies.
28. If within half an hour from the time appointed for the meeting a quorum is not present, the meeting, if called upon the requisition of members, shall be dissolved; in any other case, it shall stand adjourned to the same day in the next week at the same time and place, and, if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the members present, being no less than two (02), shall be a quorum.
29. The chairman of the Board, if any, shall preside as chairman at every general meeting of the Company, but if there is no such chairman, or if at any meeting he is not present within fifteen minutes after the time appointed for the meeting, or is unwilling to act as chairman, any one of the directors present may be elected to be chairman, and if none of the directors is present, or willing to act as chairman, the members present shall choose one of their number to be chairman.
30. The chairman may, with the consent of any meeting at which a quorum is present (and shall if so directed by the meeting), adjourn the meeting from time to time but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place. When a meeting is adjourned for fifteen days or more, notice of the adjourned meeting shall be given as in the case of an original meeting. Save as aforesaid, it shall not be necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting.
31. (1) At any general meeting a resolution put to the vote of the meeting shall be decided on a show of hands unless a poll is (before or on the declaration of the result of the show of hands) demanded. Unless a poll is so demanded, a declaration by the chairman that a resolution has, on a show of hands, been carried, or carried unanimously, or by a particular majority, or lost, and an entry to that effect in the book of the proceedings of the Company shall be conclusive evidence of the fact, without proof of the number or proportion of the votes recorded in favour of, or against, that resolution.
- (2) At any general meeting, the Company shall transact such businesses as may be notified by the Commission, only through postal ballot.
32. A poll may be demanded only in accordance with the provisions of section 143.
33. If a poll is duly demanded, it shall be taken in accordance with the manner laid down in sections 144 and 145 and the result of the poll shall be deemed to be the resolution of the meeting at which the poll was demanded.
34. A poll demanded on the election of chairman or on a question of adjournment shall be taken at once.
35. In the case of an equality of votes, whether on a show of hands or on a poll, the chairman of the meeting at which the show of hands takes place, or at which the poll is demanded, shall have and exercise a second or casting vote.

36. Except for the businesses specified under sub-section (2) of section 134 to be conducted in the annual general meeting, the members of the Company, may pass a resolution (ordinary or special) by circulation signed by all the members for the time being entitled to receive notice of a meeting. The resolution by circulation shall be deemed to be passed on the date of signing by the last of the signatory member to such resolution.

#### VOTES OF MEMBERS

37. Subject to any rights or restrictions for the time being attached to any class or classes of shares, on a show of hands every member present in person shall have one vote except for election of directors in which case the provisions of section 159 shall apply. On a poll every member shall have voting rights as laid down in section 134.
38. In case of joint-holders, the vote of their senior who tenders a vote, whether in person or by proxy or through video-link shall be accepted to the exclusion of the votes of the other joint-holders; and for this purpose, seniority shall be determined by the order in which the names stand in the register of members.
39. A member of unsound mind, or in respect of whom an order has been made by any court having jurisdiction in lunacy, may vote, whether on show of hands or on a poll or through video link, by his committee or other legal guardian, and any such committee or guardian may, on a poll, vote by proxy.
40. A proxy shall be a member of the Company.
41. On a poll votes may be given either personally or through video-link, by proxy or through postal ballot.
- Provided that nobody corporate shall vote by proxy as long as a resolution of its directors in accordance with the provisions of section 138 is in force.
42. (1) The instrument appointing a proxy shall be in writing under the hand of the appointer or of his attorney duly authorised in writing.
- (2) The instrument appointing a proxy and the power-of-attorney or other authority (if any) under which it is signed, or a notarially certified copy of that power or authority, shall be deposited at the registered office of the Company not less than forty-eight hours before the time for holding the meeting at which the person named in the instrument proposes to vote and in default the instrument of proxy shall not be treated as valid.
43. An instrument appointing a proxy may be in the following form, or a form as near thereto as may be:

#### INSTRUMENT OF PROXY

Vitol Resources Pakistan (Private) Limited

"I .....S/O.....P/O.....being a member of Vitol Resources Pakistan (Private) Limited hereby appoint .....S/O.....P/O..... as my proxy to attend and vote on my behalf at the (statutory, annual, extraordinary, as the case may be) general meeting of the company to be held on the .....day of .....20..... and at any adjournment thereof."



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44. A vote given in accordance with the terms of an instrument of proxy shall be valid notwithstanding the previous death or insanity of the principal or revocation of the proxy or of the authority under which the proxy was executed, or the transfer of the share in respect of which the proxy is given, provided that no intimation in writing of such death, insanity, revocation or transfer as aforesaid shall have been received by the Company at the office before the commencement of the meeting or adjourned meeting at which the proxy is used.

### DIRECTORS

45. Any person claiming to be eligible for election as a director of the Company, whether he is a retiring director or not, shall file with the Company, not later than fourteen (14) days before the date of the general meeting at which directors are to be elected, a notice that he being eligible intends to offer himself for election as a director and shall together with the notice deliver his consent to act as a director.
46. Subject to the provisions of section 154, the existing directors shall fix the number of directors to be elected in the general meeting, no later than thirty-five (35) days before convening such meeting and the number of directors so fixed shall not be changed except with the prior approval of the general meeting in which election is to be held. The directors shall be elected by the members of the Company in general meeting in the following manner:
- a) a member shall have such number of votes as is equal to the product of the number of voting shares held by him and the number of directors to be elected;
  - b) a member may give all his votes to a single candidate or divide them between more than one of the candidates in such manner as he may choose; and
  - c) the candidate who gets the highest number of votes shall be declared elected as director and then the candidate who gets the next highest number of votes shall be so declared and so on until the total number of directors to be elected has been so elected.
47. The following shall be the first directors of the Company who shall hold office until the election of directors in the first annual general meeting:
- (i) Farid Arshad Masood; and
  - (ii) Abdul Aziz Khalid
48. The remuneration of the directors shall from time to time be determined by the Company in general meeting subject to the provisions of the Act. The remuneration of a director for performing extra services, including the holding of the office or chairman, shall be determined by the Board or the Company in general meeting, as the case may be, in accordance with the provisions contained herein. The remuneration to be paid to any director for attending the meetings of the Board or a committee of directors shall not exceed the scale approved by the Company or the Board in accordance with the provisions contained herein.
49. Save as provided in section 153, no person shall be appointed as a director unless he is a member of the Company.

## POWERS AND DUTIES OF DIRECTORS

50. The business of the Company shall be managed by the directors jointly, by at least two (2) directors, who may pay all expenses incurred in promoting and registering the Company, and may exercise all such powers of the Company as are not by the Act or any statutory modification thereof for the time being in force, or by these Articles, required to be exercised by the Company in general meeting, subject nevertheless to the provisions of the Act or to any of these Articles, and such Articles being not inconsistent with the aforesaid provisions, as may be prescribed by the Company in general meeting but no Article made by the Company in general meeting shall invalidate any prior act of the directors which would have been valid if that Article had not been made.
51. The directors shall appoint a chief executive in accordance with the provisions of inter alia sections 186 and 187.
52. The Board shall appoint a company secretary and the terms of such appointment shall be determined by the Board.
53. The directors shall duly comply with the provisions of the Act, or any statutory modification thereof for the time being in force, and in particular with the provisions in regard to the registration of the particulars of mortgages, charges and pledge affecting the property of the Company or created by it, to the keeping of a register of the directors, and to the sending to the registrar of an annual list of members, and a summary of particulars relating thereto and notice of any consolidation or increase of share capital, or subdivision of shares, and copies of Special Resolutions and a copy of the register of directors and notifications of any changes therein.

## MINUTE BOOKS

54. The directors shall cause records to be kept and minutes to be made in book or books with regard to:
- (a) all resolutions and proceedings of general meeting(s) and the meeting(s) of directors and Committee(s) of directors, and every member present at any general meeting and every director present at any meeting of directors or Committee of directors shall put his signature in a book to be kept for that purpose;
  - (b) recording the names of the persons present at each meeting of the directors and of any committee of the directors, and the general meeting; and
  - (c) all orders made by the directors and Committee(s) of directors;

Provided that all records related to proceedings through video-link shall be maintained in accordance with the relevant regulations specified by the Commission which shall be appropriately rendered into writing as part of the minute books according to the said regulations.

## THE SEAL

55. The Company shall have a common Seal as per section 23 and the directors shall provide for the safe custody of the Seal and the Seal shall not be affixed to any instrument except by the authority of a resolution of the Board or by a committee of directors authorised in that behalf by the directors and in the presence of at least one (01) director and/or of the company secretary or such other person as the directors may appoint for the purpose; and that director or company secretary or other person

(as the case may be) as aforesaid shall sign every instrument to which the Seal is so affixed in their presence.

56. The Company may also have an official Seal for use outside Pakistan in accordance with section 203. Accordingly, the Company may, by writing under its common seal, authorise any person appointed for the purpose in any territory not situate in Pakistan to affix the same to any deed or other document to which the Company is party in that territory.

#### DISQUALIFICATION OF DIRECTORS

57. No person shall become the director of the Company if he suffers from any of the disabilities or disqualifications mentioned in section 153 or disqualified or debarred from holding such office under any of the provisions of the Act as the case may be and, if already a director, shall cease to hold such office from the date he so becomes disqualified or disabled:

Provided, however, that no director shall vacate his office by reason only of his being a member of any company which has entered into contracts with, or done any work for, the company of which he is director, but such director shall not vote in respect of any such contract or work, and if he does so vote, his vote shall not be counted.

#### PROCEEDINGS OF DIRECTORS

58. The directors may meet together for the dispatch of business, adjourn and otherwise regulate their meetings, as they think fit. A director may, and the secretary on the requisition of a director shall, at any time, summon a meeting of directors. Notice sent to a director through email whether such director is in Pakistan or outside Pakistan shall be a valid notice.
59. The directors may elect a chairman of their meetings and determine the period for which he is to hold office; but, if no such chairman is elected, or if at any meeting the chairman is not present within ten minutes after the time appointed for holding the same or is unwilling to act as chairman, the directors present may choose one of their number to be chairman of the meeting.
60. At least one-third (1/3<sup>rd</sup>) of the total number of directors or two (02) directors whichever is higher, for the time being of the Company, present personally or through video-link, shall constitute a quorum.
61. Save as otherwise expressly provided in the Act, every question at meetings of the Board shall be determined by a majority of votes of the directors present in person or through video-link, each director having one vote. In case of an equality of votes or tie, the chairman shall have a casting vote in addition to his original vote as a director.
62. The directors may delegate any of their powers not required to be exercised in their meeting to committees consisting of such member or members of their body as they think fit; any committee so formed shall, in the exercise of the powers so delegated, conform to any restrictions that may be imposed on them by the directors.
63. (1) A committee may elect a chairman of its meetings; but, if no such chairman is elected, or if at any meeting the chairman is not present within ten minutes after the time appointed for holding the same or is unwilling to act as chairman, the members present may choose one of their number to be chairman of the meeting.

- (2) A committee may meet and adjourn as it thinks proper. Questions arising at any meeting shall be determined by a majority of votes of the members present. In case of an equality of votes, the chairman shall have and exercise a second or casting vote.
64. All acts done by any meeting of the directors or of a committee of directors, or by any person acting as a director, shall, notwithstanding that it be afterwards discovered that there was some defect in the appointment of any such directors or persons acting as aforesaid, or that they or any of them were disqualified, be as valid as if every such person had been duly appointed and was qualified to be a director.
65. A copy of the draft minutes of meeting of the Board shall be furnished to every director within fourteen (14) working days of the date of meeting.
66. A resolution in writing signed by all the directors for the time being entitled to receive notice of a meeting of the directors shall be as valid and effectual as if it had been passed at a meeting of the directors duly convened and held.
67. Subject to the provisions of the Act, the directors may, directly or indirectly, enter into contract with the Company and even being interested in the business can after disclosing the facts attend and discuss and vote at meeting of the Board on the subject and can be included while counting the quorum at the meeting.

#### FILLING OF VACANCIES

68. At the first annual general meeting of the Company, all the directors shall stand retired from office, and directors shall be elected in their place in accordance with section 159.
69. A director elected under sections 159 or 162 shall hold office for a period of three (03) years unless he earlier resigns, vacates office due to fresh election required under section 162 as the case may be, becomes disqualified from being a director or otherwise ceases to hold office.
70. A retiring director shall be eligible for re-election.
71. The directors shall comply with the provisions of sections 154 to 159 and sections 161, 162 and 167 relating to the election of directors and matters ancillary thereto.
72. Any casual vacancy occurring on the Board may be filled up by the directors, but the person so chosen shall be subject to retirement at the same time as if he had become a director on the day on which the director in whose place he is chosen was last elected as director.
73. The Company may remove a director but only in accordance with the provisions of section 163 of the Act.

#### ALTERNATE DIRECTOR

74. Any director not permanently resident in Pakistan and any director so resident but intending to be absent there from for a period of not less than ninety (90) days may appoint any person acceptable to the Board to be an alternate director of the Company to act for him. Every such appointment shall be by writing under the hand of the Director making the appointment. An alternate director so appointed shall not be entitled to appoint another alternate director, but shall otherwise be subject to the provisions of these Articles with regard to Directors, except that he shall require no share qualification. An alternate director shall be entitled to receive notice of all

meetings of the Board and to attend and vote as a Director at any such meeting at which the Director appointing him is not personally present, and generally to perform all the functions of his appointor as Director in the absence of such appointor. An alternate director shall ipso facto cease to be an alternate director if his appointor for any reason ceases to be a Director or if and when his appointor returns to Pakistan or removes the appointee from office by notice in writing under the hand of the appointor.

## DIVIDENDS AND RESERVE

75. The Company in general meeting may declare dividends but no dividend shall exceed the amount recommended by the directors.
76. The directors may from time to time pay to the members such interim dividends as appear to the directors to be justified by the profits of the Company.
77. Any dividend may be paid by the Company either in cash or in kind only out of its profits. The payment of dividend in kind shall only be in the shape of shares of listed company held by the distributing company.
78. Dividend shall not be paid out of unrealised gain on investment property credit to profit and loss account.
79. Subject to the rights of persons (if any) entitled to shares with special rights as to dividends, all dividends shall be declared and paid according to the amounts paid on the shares.
80. (1) The directors may, before recommending any dividend, set aside out of the profits of the Company such sums as they think proper as a reserve or reserves which shall, at the discretion of the directors, be applicable for meeting contingencies, or for equalizing dividends, or for any other purpose to which the profits of the Company may be properly applied; and pending such application may, at the like discretion, either be employed in the business of Company or be invested in such investments (other than shares of the Company) as the directors may, subject to the provisions of the Act, from time to time think fit.
- (2) The directors may carry forward any profits which they may think prudent not to distribute, without setting them aside as a reserve.
81. If several persons are registered as joint-holders of any share, any one of them may give effectual receipt for any dividend payable on the share.
82. (1) Notice of any dividend that may have been declared shall be given in manner hereinafter mentioned to the persons entitled to share therein.
- (2) Any dividend declared by the Company shall be paid to its registered shareholders or to their order. The dividend payable in cash may be paid by cheque or warrant or in any electronic mode to the shareholders entitled to the payment of the dividend, as per their direction.
83. The dividend shall be paid within the period laid down under the Act.

## ACCOUNTS

84. The directors shall cause to be kept proper books of account as required under section 220.
85. The books of account shall be kept at the registered office of the Company or at such other place as the directors shall think fit and shall be open to inspection by the directors during business hours.
86. The directors shall from time to time determine whether and to what extent and at what time and places and under what conditions or regulations the accounts and books or papers of the Company or any of them shall be open to the inspection of members not being directors, and no member (not being a director) shall have any right of inspecting any account and book or papers of the Company except as conferred by law or authorised by the directors or by the Company in general meeting.
87. The directors shall, as required by sections 223 and 226, cause to be prepared and to be laid before the Company in general meeting the financial statements duly audited and reports as are referred to in those sections.
88. The financial statements and other reports referred to in Article 87 shall be made out in every year and laid before the Company in the annual general meeting in accordance with sections 132 and 223.
89. A copy of the financial statements and reports of directors and auditors shall, at least twenty-one days preceding the meeting, be sent to the persons entitled to receive notices of general meetings in the manner in which notices are to be given hereunder.
90. The directors shall in all respect comply with the provisions of sections 220 and 227.

## AUDIT

91. Subject to the provisions of section 246, the first auditor(s) of the Company shall be appointed by the Board within ninety (90) days of the date of incorporation of the Company; and the auditor or auditors so appointed shall retire on the conclusion of the first annual general meeting. The subsequent auditor or auditors shall be appointed by the Company in the annual general meeting on the recommendation of the Board after obtaining consent of the proposed auditors, a notice shall be given to the members with the notice of general meeting. The auditor or auditors so appointed shall retire on the conclusion of the next annual general meeting.
92. The duties of the auditors shall be regulated in accordance with section 249.

## NOTICES

93. (1) A notice may be given by the Company to any member to his registered address or if he has no registered address in Pakistan to the address, if any, supplied by him to the Company for the giving of notices to him against an acknowledgement or by post or courier service or through electronic means or in any other manner as may be specified by the Commission.

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- (2) Where a notice is sent by post, service of the notice shall be deemed to be effected by properly addressing, prepaying and posting a letter containing the notice and, unless the contrary is proved, to have been effected at the time at which the letter will be delivered in the ordinary course of post.
94. A notice may be given by the Company to the joint-holders of a share by giving the notice to the joint-holder named first in the register in respect of the share.
95. A notice may be given by the Company to the person entitled to a share in consequence of the death or insolvency of a member in the manner provided under Article 94 addressed to them by name, or by the title or representatives of the deceased, or assignees of the insolvent, or by any like description, at the address supplied for the purpose by the person claiming to be so entitled.
96. Notice of every general meeting shall be given in the manner hereinbefore authorised to (a) every member of the Company and also to (b) every person entitled to a share in consequence of the death or insolvency of a member, who but for his death or insolvency would be entitled to receive notice of the meeting, and (c) to the auditors of the Company for the time being and every person who is entitled to receive notice of general meetings.

#### SECRECY

97. Every Director, Chief Executive, manager, auditor, trustee, member of a committee, officer, servant, agent, accountant or other person employed in the business of the Company shall, if so required by the Board before entering upon his duties, sign a declaration in the form approved by the Board pledging himself to observe strict secrecy respecting all transactions of the Company, its customers and the statements of accounts with individuals and in matters relating thereto and shall by declaration pledge himself not to reveal any of the matters which come to his knowledge in the discharge of his duties except when required so to do by the Board, or by any General Meeting, or by a court of law, and except as far as may be necessary in order to comply with any provisions in these presents contained.

#### WINDING UP

- 98.
- (1) In the case of members' voluntary winding up, with the sanction of a Special Resolution of the Company, and, in the case of creditors' voluntary winding up, of a meeting of the creditors, the liquidator shall exercise any of the powers given by sub-section (1) of section 337 to a liquidator in a winding up by the Court including *inter alia* divide amongst the members, in specie or kind, the whole or any part of the assets of the Company, whether they consist of property of the same kind or not.
- (2) For the purpose aforesaid, the liquidator may set such value as he deems fair upon any property to be divided as aforesaid and may determine how such division shall be carried out as between the members or different classes of members.
- (3) The liquidator may, with the like sanction, vest the whole or any part of such assets in trustees upon such trusts for the benefit of the contributories as the liquidator, with the like sanction, thinks fit, but so that no member shall be compelled to accept any shares or other securities whereon there is any liability.

### INDEMNITY

99. Every director, chief executive, auditor or other officer or servant of the Company, shall be indemnified out of the funds of the Company against any liability incurred by him, as such director, chief executive, auditor, or other officer or servant of the Company in defending any proceedings, whether civil or criminal, in which judgement is given in his favour or in which he is acquitted, or in connection with any application under section 492 in which relief is granted to him by the Court.
100. Every director, chief executive, auditor, or other officer or servant of the Company will be liable for the acts, receipts, neglects or defaults of any other director or officer or for joining in any receipt or other act for conformity, or for any loss or expense happening to the Company through the insufficiency or deficiency of title to any property acquired by order of the directors, chief executive, auditor or other officer or servant of Company, for or on behalf of the Company, or for the insufficiency or deficiency of any security in or upon which any of the moneys of the Company shall be invested, or for any loss or damage arising from the bankruptcy, insolvency or tortuous act of any person with whom any moneys, securities or effects shall be deposited, or for any loss occasioned by an error of judgement or oversight on his part, or for any other loss, damage or misfortune whatever which shall happen in the execution of the duties of his office or in relation thereto, unless the same happens through his own dishonesty





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We the several persons whose names and addresses are subscribed below, are desirous of being formed into a company, in pursuance of these articles of association, and we respectively agree to take the number of shares in the capital of the Company set opposite our respective names:

Name and surname (present & former) in full (in Block Letters)	NIC No. of case foreigner, Passport No.	Partner's (Husband's Name in full)	Nationality with any former Nationality	Occupation	Residential Address in full	Number of shares taken by each subscriber	Signatures
Vinol Resources Middle East FZE	Reg. No. 12- FZE-1032	N/A	United Arab Emirates	Private Limited Company	Fujairah Freezone Authority Office Building, P.O. Box 50720, Fujairah, U.A.E.	9,980 (Nine thousand Nine Hundred Eighty)	Electronically signed by Farid Arshad Masood
(through its authorized representative, Farid Arshad Masood)	42301-3551103-7	Arshad Masood	Pakistani	Business	F-45, Park Lane, Clifton Cantt. Karachi.		
Farid Arshad Masood	42301-3551103-7	Arshad Masood	Pakistani	Business	F-45, Park Lane, Clifton Cantt. Karachi.	10 (Ten)	Electronically signed by Farid Arshad Masood
Abdul Aziz Khalid	61101-1990069-5	Khalid Iqbal	Pakistani	Business	H. No. 15 Street No. 2, Sector F-8 3, Islamabad	10 (Ten)	Electronically signed by Abdul Aziz Khalid
Total number of shares to be taken						10,000 (Ten thousand)	

Dated this 03rd day of April, 2019

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Annexure 1

Page 1 of

Form 4

THE COMPANIES ACT, 2017  
THE COMPANIES (GENERAL PROVISIONS AND FORMS) REGULATIONS, 2018  
(Sections 26, 27, 28, 29 & 32 and Regulation 4)  
INTIMATION ABOUT PRINCIPAL LINE OF BUSINESS OR CHANGE THEREIN

## PART-I

1.1 CUIIN (Registration Number)

0132497

1.2 Name of the Company

VITOL RESOURCES PAKISTAN (PRIVATE) LIMITED

1.3 Fee Payment Details

1.3.1 Charter No

E-2019-1060896

1.3.2 Amount

5000

## PART-II

## 2.1 SECTION A - CHANGE IN PRINCIPAL LINE OF BUSINESS

2.1.1 Previous Principal line of business

-SERVICES ALLIED (OTHER)

2.1.2 New Principal line of business

-FUEL AND ENERGY - ALLIED (OTHER)

2.1.3 Date of change

Day Month Year

15/08/2019

## 2.2 SECTION B - INTIMATION ABOUT PRINCIPAL LINE OF BUSINESS

2.2.1 Principal line of business

2.2.2 Date of Change (if Applicable):

Day Month Year

## PART-III

3.1 Declaration

I do hereby solemnly and sincerely declare that the information provided in the form is

(i) true and correct to the best of my knowledge in consonance with the record as maintained by the Company and nothing has been concealed and

(ii) hereby reported after complying with and fulfilling all requirements under the relevant provisions of law, rules, regulations, directives, circulars and notifications whichever is applicable

3.2 Name of Authorized Officer with designation  
Authorized Intermediary

Fana Arshad Masood - CEO

3.3 Signatures

Electronically signed by Fana Arshad Masood

3.4 Registration No of Authorized intermediary if applicable

Day Month Year

27/08/2019

3.5 Date

Enclosure

1. Copy of the Special Resolution

2. Amended/revised Copy of the Memorandum of Association

8.7/11

**Certified to be True Copy**

Asstt./Deputy Registrar of Companies

FORM 26

THE COMPANIES ACT 2017  
THE COMPANIES (GENERAL PROVISIONS AND FORMS) REGULATIONS 2018  
(Section 198 and Regulation 4)  
SPECIAL RESOLUTION

PART I

1. Name of the Company

2. Registration Number

3. Name of the Director

4. Fee Payment Details

PART II

5. Date of Special Resolution

6. Specify the material to propose the resolution as Special Resolution

7. Date of Passing of Special Resolution

8. Total Number of Members

9. Members Present at the Meeting

10. Members Voting

11. Members Voting Age

12. At a general meeting of the members of the company duly convened and held at

13. Place City

14. Text of Special Resolution

15. Signature of Director/Secretary

16. Declaration

17. Signature of Director/Secretary

18. Signature of Director/Secretary

19. Signature

20. Signature of Authorized Signatory

21. Date

Certified to be True Copy

Registrar of Companies

**VITOL RESOURCES  
MIDDLE EAST FZE**

**Financial Statements**

***31 December 2018***

***Registered Office:***

**P. O. Box. 50720,  
Fujairah, U.A.E.**

**VITOL RESOURCES MIDDLE EAST FZE**  
**Financial Statements**

***31 December 2018***

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**VITOL RESOURCES MIDDLE EAST FZE**  
**Director's Report**

The director submits his report and accounts for the year ended 31 December 2018.

**Results**

Loss for the year amounted to US \$ 13,144/-.

**Review of the business**

The company is registered to carry out the business activities of trading in energy related products.

During the year, the company has not commenced any trade or commercial activities.

**Events since the end of the year**

There were no important events, which have occurred since the year-end that materially affects the company.


**Shareholder and its interest**

The shareholder, as at 31 December 2018 and its interest, as at that date, in the share capital of the company, was as follows:

<u>Name of the shareholder</u>	<u>Country of incorporation</u>	<u>No. of shares</u>	<u>AED</u>	<u>Equivalent US \$</u>
Vitol Dubai Limited (Represented by Mr. Stephen Cornello)	U.A.E.	1,000	150,000	40,839

**Auditors**

A resolution to appoint / re-appoint the auditors of the company and fix their remuneration will be put to board at the annual general meeting.

  
Mr. Stephen Oswald Cornello  
Director

## **Independent Auditors' Report to the Directors of VITOL RESOURCES MIDDLE EAST FZE**

### **Report on the Audit of the Financial Statements**

#### **Opinion**

We have audited the accompanying financial statements of **VITOL RESOURCES MIDDLE EAST FZE** (The "Company"), which comprises of the statement of financial position as at 31 December 2018, the statement of comprehensive income, statement of changes in equity and statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies and explanatory notes.

In our opinion, the financial statements present fairly, in all material respects the financial position of the company as of 31 December 2018 and its financial performance and its cash flows for the year then ended in accordance with International Financial Reporting Standards.

#### **Emphasis of matter:**

Without qualifying our conclusion above, we draw attention to note 2b to these financial statements which states that these financial statements have been prepared on a going concern basis. However, in view of the accumulated losses of US \$ 84,513/- and the deficiency of equity funds of US \$ 43,674/-, the continuance of the business as a going concern is dependent upon the company's ability to commence the business and commercial operations, to generate the profits and the continuous financial support from the sole shareholder of the company.

#### **Basis for Opinion**

We conducted our audit in accordance with International Standards on Auditing (ISAs). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Company in accordance with the International Ethics Standards Board for Accountants' Code of Ethics for Professional Accountants (IESBA Code) together with the ethical requirements that are relevant to our audit of the financial statements in the UAE, and we have fulfilled our other ethical responsibilities in accordance with these requirements and the IESBA Code.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.



**Report on the Audit of the Financial Statements of  
VITOL RESOURCES MIDDLE EAST FZE (continued)**

**Other Information**

Management is responsible for the other information. Other information comprises the director's report, which we obtained prior to the date of this auditor's report. The other information does not include the financial statements and our auditor's report thereon.

Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit, or otherwise appears to be materially misstated. If, based on the work we have performed on the other information that we obtained prior to the date of this auditor's report, we concluded that there is a material misstatement of the other information, we are required to report that fact.

We have nothing to report in this regard.

**Responsibilities of Management and Those Charged With Governance for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with International Financial Reporting Standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Company or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Company's financial reporting process.

**Auditors' Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.



**VITOL RESOURCES MIDDLE EAST FZE**  
(Incorporated in the Emirate of Fujairah, U.A.E.)  
(Registration No. 12-FZE-1032)

**Notes to the Financial Statements**  
*for the year ended 31 December 2018*

**1. Legal status and business activity**

- a) **VITOL RESOURCES MIDDLE EAST FZE ("The Company")** is a limited liability free zone company registered with Fujairah Free Zone Authority, Fujairah, U.A.E. under commercial license no. 2963 issued on 1 March 2012.
- b) The company is registered to carry out the business activities of trading in energy related products. During the year, the company has not commenced any business or commercial activities.
- c) The company has not yet opened any bank account in the name of the company. All banking transactions are routed through the bank account of the sole shareholder of the company.

**2. Basis of preparation**

**a) Statement of compliance**

The financial statements are prepared in accordance with International Financial Reporting Standards issued or adopted by the International Accounting Standards Board (IASB) and which are effective for accounting periods beginning on or after 1 January 2018 and the implementing rules and regulations of Fujairah Free Zone Authority.

**b) Going concern basis**

These financial statements have been prepared on a going concern basis, which assume that the company will continue to operate as a going concern for a foreseeable future. The statement of financial position as of 31 December 2018 shows accumulated losses of US \$ 84,513/- and deficiency of equity funds of US \$ 43,674/-. The sole shareholder of the company has agreed to commence the business and commercial operations of the company and they shall continue supporting the company financially thereby ensuring that the company can meet its liabilities as and when they fall due.

**c) Basis of measurement**

The financial statements have been prepared on the historical cost. Historical cost is generally based on the fair value of the consideration given in exchange of assets.

Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date, regardless of whether that price is directly observable or estimated using another valuation technique. In estimating the fair value of an asset or a liability, the company takes into account the characteristics of the asset or liability if market participants would take those characteristics into account when pricing the asset or liability at the measurement date.



## **VTOL RESOURCES MIDDLE EAST FZE**

### **Notes to the Financial Statements** *for the year ended 31 December 2018*

#### **d) Functional and presentation currency**

These financial statements are presented in United States Dollars, which is the company's functional and presentation currency.

#### **3. Use of estimates and judgment**

The preparation of the financial statements in conformity with IFRS requires management to make judgments, estimates and assumptions that affect the application of accounting policies and the reported amounts of assets, liabilities, income and expenses. Actual results may differ from these estimates.

Estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognized in the period in which the estimates are revised and in any future periods affected.

#### **Judgments made in applying accounting policies**

The significant judgments made in applying accounting policies that have the most significant effect on the amounts recognized in the financial statements are as follows:

##### ***Impairment***

At each reporting date, management conducts an assessment of investment property and all financial assets to determine whether there are any indications that they may be impaired. In the absence of such indications, no further action is taken. If such indications do exist, an analysis of each asset is undertaken to determine its net recoverable amount and, if this is below its carrying amount, a provision is made. In the case of loans and receivables, if an amount is deemed irrecoverable, it is written off to Statement of comprehensive income or, if previously a provision was made, it is written off against the provision.

Reversals of provisions against loans and receivables are made to the extent of the related amounts being recovered.

#### **Key sources of estimation uncertainty and assumptions**

The key assumptions concerning the future, and other key sources of estimation uncertainty and assumptions at the reporting date, that have significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year, are discussed below.

##### ***Impairment***

Assessments of net recoverable amounts of all financial assets other than loans and receivables are based on assumptions regarding future cash flows expected to be received from the related assets.

## **VITOL RESOURCES MIDDLE EAST FZE**

### **Notes to the Financial Statements** *for the year ended 31 December 2018*

#### **4. Adoption of new and revised International Financial Reporting Standards**

##### **a) New and revised International Financial Reporting Standards**

The following International Financial Reporting Standards, amendments thereto and interpretations issued by IASB that became effective for the current reporting period and which are applicable to the company are as follows:

- IFRS 9 – Financial Instruments
- IFRS 15 – Revenue from contracts with customers
- Clarifications to IFRS 15 – Revenue from contracts with customers
- IFRIC Interpretation 22 – Foreign Currency Transactions and Advance Consideration
- Amendments to IAS 40 – Transfers of Investment Property
- Amendments to IFRS 2 Classification and Measurement of Share-based Payment Transactions
- Amendments to IFRS 4 – Applying IFRS 9 Financial Instruments with IFRS 4 Insurance Contracts
- Amendments to IFRS 1 and IAS 28 as per annual improvements to IFRS standards 2014-16 cycle

During the current year, the management has adopted the above standards and amendments to the extent applicable to them from the financial reporting period commencing on or after 1 January 2018.

The significant impacts of IFRS 9, IFRS 15 and other amendments as listed above on the amounts reported and their presentation are disclosed wherever applicable are disclosed in notes to these financial statements.

##### **b) International Financial Reporting Standards issued but not effective**

- IFRS 16 – Leases – The effective date of the standard is set for annual periods beginning on or after 1 January 2019.
- IFRS 17 – Insurance Contracts – The effective date of the standard is set for annual periods beginning on or after 1 January 2021.
- IFRIC 23 – uncertainty of Income Tax Position – The effective date of the interpretation is set for annual periods beginning on or after 1 January 2019.
- Amendments to IFRS 9 – Prepayment features with negative compensation. The effective date of the amendment is set for annual periods beginning on or after 1 January 2019.
- Amendments to IAS 28 – Long term interests in Associates and Joint Ventures. The effective date of the amendment is set for annual periods beginning on or after 1 January 2019.
- Amendments to IFRS – Annual improvements to IFRS Standards 2015-17 Cycle.



## VITOL RESOURCES MIDDLE EAST FZE

### Notes to the Financial Statements for the year ended 31 December 2018

#### International Financial Reporting Standards issued but not effective *(continued)*

- Amendments to IAS 19 – Plan amendments, curtailments or settlements. The effective date of the amendment is set for annual periods beginning on or after 1 January 2019.
- Amendments to IFRS 10 and IAS 28 – Sale or contribution of assets between an investor and its associate or joint venture. These amendments will apply when they become effective.

The company has not early adopted any other standard, interpretation or amendment that has been issued but is not yet effective.

#### 5. Significant accounting policies

##### a) Financial instruments

###### *Initial Recognition and Measurement*

The Company recognises financial assets and financial liabilities when it becomes a party to the contractual provisions of the instrument. All financial assets and liabilities are measured at fair value on initial recognition. Transaction costs that are directly attributable in relation to financial assets and financial liabilities, other than those carried at fair value through profit or loss, are added to the fair value on initial recognition.

###### *Classification and subsequent measurement of financial assets*

For the purpose of subsequent measurement, financial assets are classified as follows:

- Financial assets at amortised cost (debt instruments)
- Financial assets at fair value through other comprehensive income with recycling of cumulative gains and losses (debt instruments)
- Financial assets designated at fair value through other comprehensive income with no recycling of cumulative gains and losses upon derecognition (equity instruments)
- Financial assets at fair value through profit or loss

During the year, the company has financial instruments in the form of deposits and other receivables only.

###### *Derecognition of financial assets and financial liabilities*

A financial liability is derecognised when the obligation under the liability is discharged or cancelled or expires.

## VITOL RESOURCES MIDDLE EAST FZE

### Notes to the Financial Statements for the year ended 31 December 2018

#### *Offsetting of financial instruments*

Financial assets and financial liabilities are offset and the net amount is reported in the statement of financial position, if there is a currently enforceable legal right to offset the recognized amounts and there is an intention to settle on a net basis, to realize the assets and settle the liabilities simultaneously.

#### b) Foreign currency transactions

Transactions in foreign currencies are converted into United States Dollars at the rate of exchange ruling on the date of the transaction. Assets and liabilities expressed in foreign currencies are translated into United States Dollars at the rate of exchange ruling at the reporting date. Resulting gains or losses arising from the foreign currency transactions are taken to the statement of comprehensive income.

For trade receivables and other current assets, the Company applies a simplified approach in calculating expected credit losses. The Company does not track changes in credit risk, but instead recognises a loss allowance based on lifetime expected credit losses at each reporting date. The Company has established a provision matrix that is based on its historical credit loss experience, adjusted for forward-looking factors specific to the debtors and the economic environment.

#### c) Other receivables

Receivables are carried at the original invoice amount to the customers. An estimate is made for doubtful receivables based on a periodic review of all amounts. Bad debts are written off when identified.

#### d) Impairment of financial assets

The company assesses at each reporting date whether there is any objective evidence that a financial asset or a group of financial assets is impaired. Financial asset together with the associated allowance are written off when there is no realistic prospect of future recovery and all collateral has been realized or has been transferred to the company.

If there is objective evidence that an impairment loss has been incurred, the amount of the loss is measured as the difference between the financial assets carrying amount and the present value of estimated future cash flows.

For financial assets carried at amortized cost, the carrying amount is reduced through the use of an allowance account and the amount of the loss is recognized in the Statement of Comprehensive Income.

If a write-off is later recovered, the recovery is credited to the Statement of Comprehensive Income.

## **VITOL RESOURCES MIDDLE EAST FZE**

### **Notes to the Financial Statements** *for the year ended 31 December 2018*

#### **e) Impairment of non-financial assets**

The company assesses at each reporting date whether there is an indication that a non-financial asset may be impaired. If any indication exists, or when annual impairment testing for an asset is required, the company estimates the asset's recoverable amount.

Where the carrying amount of an asset or cash generating units exceeds its recoverable amount, the asset is considered impaired and is written down to its recoverable amount.

Impairment losses of continuing operations are recognized in the Statement of comprehensive income in those expense categories consistent with the function of the impaired asset.

A previously recognized impairment loss is reversed only if there has been a change in the assumptions used to determine the asset's recoverable amount since the last impairment loss was recognized. Such reversal is recognized in the Statement of comprehensive income.

#### **f) Accrual**

Liabilities are recognized for amounts to be paid for services received, whether invoiced by the supplier or not.

#### **g) Provisions**

Provisions are recognized when the company has a legal or constructive obligation as a result of a past event, it is probable that an outflow of resources will be required to settle the obligation, and the amount can be reliably estimated.

Provisions are measured at the present value of the expenditures expected to be required to settle the obligation at the end of the reporting period, using a rate that reflects current market assessments of the time value of money and the risks specific to the obligation.

When some or all the economic benefits required to settle a provision are expected to be recovered from a third party, a receivable is recognized as an asset if it is virtually certain that reimbursement will be received and the amount of receivable can be measured reliably.

#### **h) Contingencies**

Contingent liabilities are not recognized in the financial statements. They are disclosed unless the possibility of an outflow of resources embodying economic benefits is remote. A contingent asset is not recognized in the financial statements but disclosed when an inflow of economic benefits is probable.

**VITOL RESOURCES MIDDLE EAST FZE**

**Notes to the Financial Statements  
for the year ended 31 December 2018**

**i) Leases**

A lease is classified as a finance lease if it transfers substantially all the risks and rewards incidental to ownership. A lease is classified as an operating lease if it does not transfer substantially all the risks and rewards incidental to ownership and the lease payments are charged to the Statement of Comprehensive Income on a straight line basis over the period of lease.

*The Company as lessee*

Operating lease payments are recognised as an expense on a straight-line basis over the lease term, except where another systematic basis is more representative of the time pattern in which economic benefits from the leased asset are consumed. Contingent rentals arising under operating leases are recognised as an expense in the period in which they are incurred.

	2018 US\$	2017 US\$
<b>6. Share capital</b>		
1,000 shares of AED 150 each (converted @ US\$ 1 = 3.673)	<u>40,839</u>	<u>40,839</u>
<b>7. Shareholder's current account <sup>1</sup></b>		
Balance at the beginning of the year	44,685	26,987
Changes during the year (net)	<u>1,995</u>	<u>17,698</u>
Balance at the end of the year	<u>46,680</u>	<u>44,685</u>

<sup>1</sup> Represents the current account balance of the sole shareholder of the company (also refer note 1 (c)).

**8. Financial instruments: Credit, interest rate, liquidity and exchange rate risk exposures**

The company has exposure to the following risks from its use financial instruments:

- a) Credit risk
- b) Market risk
- c) Liquidity risk

**a) Credit risk**

Financial assets, which potentially expose the company to concentrations of credit risk comprise principally of trade receivable and bank balance in a current account.

*Trade receivable*

There is no significant concentration of credit risk from any trade receivables within or outside U.A.E. and outside the industry in which the company operates.



**VITOL RESOURCES MIDDLE EAST FZE**

**Notes to the Financial Statements**  
**for the year ended 31 December 2018**

***Bank balance***

The company does not have any bank balances.

**b) Market risk**

Market risk is the risk that the fair value of future cash flows of a financial instrument will fluctuate because of changes in market prices, such as exchange rate risk, interest rate risk or other price risk, which will affect the company's income or the value of its holding of financial instruments.

***Interest rate risk***

In absence of any bank deposits and borrowings, the interest rate risk is minimal.

***Exchange rate risk***

There are no significant exchange rate risks as substantially all financial assets and financial liabilities are denominated in US Dollars or U.A.E. Dirham or to which the US Dollar is fixed.

**c) Liquidity risk**

Accruals are not perceived as a liquidity risk by the management.

**9. Financial instruments: Fair values**

The fair values of the company's financial asset comprises of other receivables and financial liability comprising of accruals that approximate to their carrying values.

**10. Contingent liability**

There was no significant liability, contingent in nature, as of the reporting date.

**11. Comparative figures**

The previous year's figures have been regrouped / reclassified wherever necessary to conform to the presentation of the current year.





# **Vitol Dubai Limited**

## **SEPARATE FINANCIAL STATEMENTS**

**31 DECEMBER 2018**



Level 5, Precinct Building 2, Gate Precinct  
Dubai International Financial Centre  
P.O.Box 506514, Dubai, UAE  
Tel: +971 4 278 2500  
Fax: +971 4 363 7467

## VITOL DUBAI LIMITED

### REPORT OF THE BOARD OF DIRECTORS

Year ended 31 December 2018

#### REPORT OF THE BOARD OF DIRECTORS

The Directors have pleasure in submitting their report together with the audited separate financial statements for the year ended 31 December 2018.

##### **Incorporation and registered office**

Vitol Dubai Limited ("the Company") was incorporated as a company limited by shares under DIFC Law No. 2 of 2009 (amended to DIFC Law No. 5 of 2018) on 26 January 2006. It is a wholly owned subsidiary of Vitol Holding SARL, a company registered in Geneva. The registered address of the Company is Unit 502B, Level 5, Gate Precinct Building 2, Gate Precinct, P.O. Box 506514, Dubai International Financial Centre, United Arab Emirates.

##### **Principal activities**

The principal activity during the financial year was that of acting as a Management Office and trading in crude oil and petroleum products.

##### **Results and appropriations**

The results of the Company for the year ended 31 December 2018 are set out in the attached financial statements.

##### **Directors**

The Directors throughout the year were:

Mr. Christopher Paul Bake  
Mr. Stephen Cornelio  
Mr. Isa Ahmed Abdulrahim  
Mr. Farid Arshad Masood

##### **Auditors**

The financial statements have been audited by Ernst & Young who retire and, being eligible, offer themselves for reappointment.

On behalf of the Board

Mr Stephen Cornelio

Director

07 JUL 2019  
Dubai

## **INDEPENDENT AUDITOR'S REPORT TO THE SHAREHOLDER OF VITOL DUBAI LIMITED**

### **Report on the separate financial statements**

#### *Opinion*

We have audited the separate financial statements of Vitol Dubai Limited (the "Company"), which comprise the statement of financial position as at 31 December 2018, and the statement of comprehensive income, statement of changes in equity and statement of cash flows for the year then ended, and notes to the separate financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying separate financial statements present fairly, in all material respects, the financial position of the Company as at 31 December 2018 and its financial performance and its cash flows for the year then ended in accordance with International Financial Reporting Standards ("IFRSs").

#### *Basis for opinion*

We conducted our audit in accordance with International Standards on Auditing ("ISAs"). Our responsibilities under those standards are further described in the *Auditor's responsibilities for the audit of the separate financial statements* section of our report. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Company and the shareholder of the Company (as a body), for our audit work, for this report, or for the opinions we have formed. We are independent of the Company in accordance with the International Ethics Standards Board for Accountants' Code of Ethics for Professional Accountants (the "IESBA Code") together with the ethical requirements that are relevant to our audit of the financial statements in the Dubai International Financial Centre ("DIFC"), and we have fulfilled our other ethical responsibilities in accordance with these requirements and the IESBA Code. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

#### *Responsibilities of management and shareholder for the separate financial statements*

Management is responsible for the preparation and fair presentation of the financial statements in accordance with IFRSs and in compliance with the applicable provisions of the Companies Law pursuant to DIFC Law No. 5 of 2018, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the separate financial statements, the management is responsible for assessing the Company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Company or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Company's financial reporting process.

## **INDEPENDENT AUDITOR'S REPORT TO THE SHAREHOLDER OF VITOL DUBAI LIMITED (continued)**

### **Report on the separate financial statements (continued)**

#### *Auditors' responsibility for the audit of the separate financial statements*

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with ISAs, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the separate financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Company's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Company's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the separate financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Company to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the separate financial statements, including the disclosures, and whether the separate financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with shareholder regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

## Vitol Dubai Limited

### NOTES TO THE SEPARATE FINANCIAL STATEMENTS

At 31 December 2018

#### 1 ACTIVITIES

Vitol Dubai Limited ("the Company") was incorporated as a company limited by shares under Companies Law, DIFC Law No. 2 of 2009 (amended to DIFC Law No. 5 of 2018) on 26 January 2006. It is a wholly owned subsidiary of Vitol Holding SARL (the Parent Company), a company registered in Geneva.

The registered address of the Company is Unit 502B, Level 5, Gate Precinct Building 2, Gate Precinct, P.O. Box 506514, Dubai International Financial Centre, United Arab Emirates and acts as a management office and trading in crude oil and petroleum products.

#### 2 SIGNIFICANT ACCOUNTING POLICIES

##### Statement of compliance

The financial statements are prepared in accordance with International Financial Reporting Standards issued by the International Accounting Standards Board (IASB) and applicable requirements of the Companies Law pursuant to DIFC Law No. 5 of 2018.

The Parent Company prepares consolidated financial statements incorporating the assets, liabilities and activities of the Company and its subsidiaries in accordance with International Financial Reporting Standards. The consolidated financial statements of the Parent Company are available at PO Box 384, Geneva 4, Switzerland.

##### Basis of preparation

The separate financial statements have been presented in US Dollar which is also the functional currency of the Company.

The separate financial statements are prepared under the historic cost convention.

##### New and revised Accounting Standards, Interpretations and Amendments

The Company applied for the first time certain standards and amendments, which are effective for annual periods beginning on or after 1 January 2018. The Company has not early adopted any other standard, interpretation or amendment that has been issued but is not yet effective.

- IFRS 9 Financial Instruments: Classification and Measurement, impairment and hedge accounting;
- IFRS 15 Revenue from Contracts with Customers;
- Amendments to IFRS 2 Classification and measurement of Share-based Payment Transactions;
- Amendments to IAS 40 Transfers of Investment Property;
- IFRIC Interpretation 22 Foreign Currency Transactions and Advance Considerations;
- Amendments to IAS 28 Investments in Associates and Joint Ventures - Clarification that measuring investees at fair value through profit or loss is an investment-by-investment choice;
- Amendments to IFRS 4 Applying IFRS 9 Financial Instruments with IFRS 4 Insurance Contracts;
- Amendments to IFRS 1 First-time Adoption of International Financial Reporting Standards - Deletion of short-term exemptions for first-time adopters

The nature and effect of the changes as a result of adoption of IFRS 9 and IFRS 15 are described below. The other amendments and interpretations apply for the first time in 2018, but do not have an impact on the financial statements of the Company.

IFRS 9 Financial Instruments replaces IAS 39 Financial Instruments: Recognition and Measurement for annual periods beginning on or after 1 January 2018, bringing together all three aspects of the accounting for financial instruments: classification and measurement; impairment; and hedge accounting.

The Company adopted IFRS 9 with an initial application date of 1 January 2018. The Company has not restated the comparative information, which continues to be reported under IAS 39.

There is no effect of adopting IFRS 9 as at 1 January 2018 as the Company doesn't have receivables balances as of year-end.

## NOTES TO THE SEPARATE FINANCIAL STATEMENTS

At 31 December 2018

### 2 SIGNIFICANT ACCOUNTING POLICIES (continued)

#### New and revised Accounting Standards, Interpretations and Amendments (continued)

##### IFRS 15 Revenue from Contracts with Customers

IFRS 15 supersedes IAS 11 Construction Contracts, IAS 18 Revenue and related Interpretations and it applies, with limited exceptions, to all revenue arising from contracts with customers. IFRS 15 establishes a five-step model to account for revenue arising from contracts with customers and requires that revenue be recognised at an amount that reflects the consideration to which an entity expects to be entitled in exchange for transferring goods or services to a customer.

IFRS 15 requires entities to exercise judgement, taking into consideration all of the relevant facts and circumstances when applying each step of the model to contracts with their customers. The standard also specifies the accounting for the incremental costs of obtaining a contract and the costs directly related to fulfilling a contract.

The Company adopted IFRS 15 with an initial application date of 1 January 2018. The Company has not restated the comparative information, which continues to be reported under IAS 18.

Based on management's assessment of the contractual arrangements with customers, the adoption of IFRS 15 doesn't have any impact on the financial statements of the Company.

##### Standards issued but not yet effective

The new and amended standards and interpretations that are issued as listed below, but not yet effective, up to the date of issuance of the Company's financial statements are disclosed below. The Company is currently assessing the impact of these standards on the future financial statements and intends to adopt these new and amended standards, if applicable, when they become effective.

- IFRS 10 Sale or Contribution of Assets between an investor and its Associate or Joint Venture (the effective date and IAS 28 has been deferred indefinitely, but an entity that early adopts the amendments must apply them prospectively);
- IFRS 16 Leases: Lessees required to recognise a lease liability for the obligation to make lease payments and a right-of-use asset for the right to use the underlying asset for the lease term (effective for annual periods beginning on or after 1 January 2019). Refer details below;
- IFRS 17 Insurance Contracts (effective for reporting periods beginning on or after 1 January 2021);
- IFRS 9 Prepayment Features with Negative Compensation (amendments should be applied retrospectively and are effective from 1 January 2019, with earlier application permitted);
- IAS 19 Plan Amendment, Curtailment or Settlement (amendments are effective from 1 January 2019, with earlier application permitted);
- IAS 28 Long-term interests in associates and joint ventures (amendments are effective from 1 January 2019, with earlier application permitted);

##### Annual Improvements 2014-2016 Cycle: (issued in December 2016)

- IFRIC Interpretation 23 Uncertainty over Income Tax Treatment

##### Annual Improvements 2015-2017 Cycle: (issued in December 2017)

- IFRS 3 Business Combinations
- IFRS 11 Joint Arrangements
- IAS 12 Income Taxes
- IAS 23 Borrowing Costs

##### IFRS 16 Leases

IFRS 16 was issued in January 2016 and it replaces IAS 17 Leases, IFRIC 4 Determining whether an Arrangement contains a Lease, SIC-15 Operating Leases-Incentives and SIC-27 Evaluating the Substance of Transactions Involving the Legal Form of a Lease. IFRS 16 sets out the principles for the recognition, measurement, presentation and disclosure of leases and requires lessees to account for all leases under a single on-balance sheet model similar to the accounting for finance leases under IAS 17. The standard includes two recognition exemptions for lessees – leases of 'low-value' assets (e.g., personal computers) and short-term leases (i.e., leases with a lease term of 12 months or less). At the commencement date of a lease, a lessee will recognize a liability to make lease payments (i.e., the lease liability) and an asset representing the right to use the underlying asset during the lease term (i.e., the right-of-use asset). Lessees will be required to separately recognize the interest expense on the lease liability and the depreciation expense on the right-of-use asset.

# Vitol Dubai Limited

## NOTES TO THE SEPARATE FINANCIAL STATEMENTS

At 31 December 2018

### 2 SIGNIFICANT ACCOUNTING POLICIES (continued)

#### New and revised Accounting Standards, Interpretations and Amendments (continued)

##### IFRS 16 Leases (continued)

Lessees will be also required to remeasure the lease liability upon the occurrence of certain events (e.g., a change in the lease term, a change in future lease payments resulting from a change in an index or rate used to determine those payments). The lessee will generally recognize the amount of the remeasurement of the lease liability as an adjustment to the right-of-use asset.

Lessor accounting under IFRS 16 is substantially unchanged from today's accounting under IAS 17. Lessors will continue to classify all leases using the same classification principle as in IAS 17 and distinguish between two types of leases: operating and finance leases.

IFRS 16, which is effective for annual periods beginning on or after 1 January 2019, requires lessees and lessors to make more extensive disclosures than under IAS 17.

##### Impact assessment of IFRS 16 Leases

The Company is currently assessing the impact of this standard and plans to adopt IFRS 16 retrospectively. However, it is not practical to provide a reasonable estimate of effects of the application of the standards until the Company performs a detailed review. The Company will elect to use the exemptions proposed by the standard on lease contracts for which the lease terms ends within 12 months as of the date of initial application, and lease contracts for which the underlying asset is of low value.

##### Value Added Tax (VAT)

Revenue, expenses and assets are recognised at amounts net of value added tax except:

- where VAT incurred on purchase of assets or services is not recoverable from the taxation authority, in which case the VAT is recognised as part of the cost of acquisition of the asset or part of the expense items, as applicable.
- where receivables and payables are stated with the amount of VAT included.

The net amount of VAT recoverable from or payable to the taxation authority is included as part of receivables or payables in the statement of financial position.

##### Current versus non-current classification

The Company presents assets and liabilities in statement of financial position based on current/non-current classification. An asset is current when it is:

- Expected to be realised or intended to sold or consumed in normal operating cycle
- Held primarily for the purpose of trading
- Expected to be realised within twelve months after the reporting period, or
- Cash or cash equivalent unless restricted from being exchanged or used to settle a liability for at least twelve months after the reporting period

All other assets are classified as non-current. A liability is current when:

- It is expected to be settled in normal operating cycle
- It is held primarily for the purpose of trading
- It is due to be settled within twelve months after the reporting period, or
- There is no unconditional right to defer the settlement of the liability for at least twelve months after the reporting period

The Company classifies all other liabilities as non-current.

# Vitol Dubai Limited

## NOTES TO THE SEPARATE FINANCIAL STATEMENTS

At 31 December 2018

### 2 SIGNIFICANT ACCOUNTING POLICIES (continued)

#### Use of estimates and judgements

The preparation of the financial statements requires management to make estimates and assumptions that may affect the reported amount of assets and liabilities, revenues, expenses, disclosure of contingent liabilities and the resultant provisions and fair values. Such estimates are necessarily based on assumptions about several factors and actual results may differ from reported amounts.

Estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised and in any future periods affected.

In particular, information about significant areas of estimation, uncertainty, and critical judgements in applying accounting policies (that have the most significant effect on the amount recognised in the separate financial statements) are discussed in Note 20.

#### Revenue recognition

##### *Applicable from 1 January 2018*

Revenue is recognised when control of the goods and services are transferred to the customer at an amount that reflects the consideration to which the Company expects to be entitled in exchange for those goods and services. The Company has generally concluded that it is the principal in its revenue arrangements because it typically controls the goods before transferring to the customer.

##### *Applicable before 1 January 2018*

Revenue is recognised to the extent that it is probable that the economic benefits will flow to the Company and can be reliably measured, regardless of when the payment is made. Revenue is measured at the fair value of the consideration received or receivable, taking into account contractually defined terms of payment and excluding taxes or duty. The Company assesses its revenue arrangements against specific criteria in order to determine if it is acting as principal or agent. The Company has concluded that it is acting as principal in all of its revenue arrangements. The following revenue recognition criteria must also be met before revenue is recognised:

#### *Service Fee*

Service fee is charged based on expenses incurred.

#### *Interest income*

Interest income is recognised as the interest accrues using the effective interest rate ("EIR"), which is the rate that exactly discounts the estimated future cash receipts through the expected life of the financial instrument or a shorter period, where appropriate, to the net carrying amount of the financial asset.

#### *Property and equipment*

Property and equipment are stated at cost less accumulated depreciation and accumulated impairment losses, if any.

Depreciation is calculated on a straight line basis over the estimated useful lives of the assets as follows:

Buildings	25 years
Leasehold improvements	5 years
Furniture and fixtures	5 years
Computer and office equipment	3 years
Motor Vehicle	3 years

The carrying values of property and equipment are reviewed for impairment when events or changes in circumstances indicate the carrying value may not be recoverable. If any such indication exists and where the carrying values exceed the estimated recoverable amount, the assets are written down to their recoverable amount, being the higher of their fair value less costs to sell and their fair value in use.

Expenditure incurred to replace a component of an item of property and equipment that is accounted for separately is capitalised and the carrying amount of the component that is replaced is written off. Other subsequent expenditure is capitalised only when it increases future economic benefits of the related item of property and equipment. All other expenditure is recognised in the statement of comprehensive income as the expense is incurred.

The assets' residual values, useful lives and method of depreciation are reviewed at each financial year end and adjusted prospectively, if appropriate.



## Vitol Dubai Limited

### NOTES TO THE SEPARATE FINANCIAL STATEMENTS

At 31 December 2018

## 2 SIGNIFICANT ACCOUNTING POLICIES (continued)

### Investments in subsidiaries, associates and joint ventures

Investments in subsidiaries, associates and joint ventures are carried in these separate financial statements at cost less provision for impairment, if any.

The Company assesses at each reporting date whether there is an indication that an asset may be impaired. If any indication exists, or when annual impairment testing for an asset is required, the Company estimates the asset's recoverable amount. An asset's recoverable amount is the higher of an asset's or cash-generating unit's (CGU) fair value less costs to sell and its value in use and is determined for an individual asset, unless the asset does not generate cash inflows that are largely independent of those from other assets or groups of assets. Where the carrying amount of an asset or CGU exceeds its recoverable amount, the asset is considered impaired and is written down to its recoverable amount. In assessing value in use, the estimated future cash flows are discounted to their present value using a discount rate that reflects current market assessments of the time value of money and the risks specific to the asset. In determining fair value less costs to sell, recent market transactions are taken into account, if available and an appropriate valuation model is used if no such transactions can be identified. These calculations are corroborated by other available fair value indicators.

The Company bases its impairment calculation on detailed budgets and forecast calculations, which are prepared separately for each of the Company's CGUs to which the individual assets are allocated. These budgets and forecast calculations generally cover a period of five years. For longer periods, a long-term growth rate is calculated and applied to project future cash flows after the fifth year.

Impairment losses of continuing operations, including impairment of inventories, are recognised in the income statement in expense categories consistent with the function of the impaired asset, except for a property previously revalued and the revaluation was taken to other comprehensive income. In this case, the impairment is also recognised in other comprehensive income up to the amount of any previous revaluation.

For assets excluding goodwill, an assessment is made at each reporting date whether there is any indication that previously recognised impairment losses may no longer exist or may have decreased. If such indication exists, the Company estimates the asset's or CGUs recoverable amount. A previously recognised impairment loss is reversed only if there has been a change in the assumptions used to determine the asset's recoverable amount since the last impairment loss was recognised. The reversal is limited so that the carrying amount of the asset does not exceed its recoverable amount, nor exceed the carrying amount that would have been determined, net of depreciation, had no impairment loss been recognised for the asset in prior years. Such reversal is recognised in the income statement unless the asset is carried at a revalued amount, in which case, the reversal is treated as a revaluation increase.

### Financial instruments – initial recognition and subsequent measurement

A financial instrument is any contract that gives rise to a financial asset of one entity and a financial liability or equity instrument of another entity.

#### Initial recognition and measurement

##### *Applicable from 1 January 2018*

The Company has adopted IFRS 9 *Financial Instruments* with effect from 1 January 2018. Accordingly, financial assets are classified, at initial recognition, and subsequently measured at amortised cost, fair value through other comprehensive income (OCI), and fair value through profit or loss.

The classification of financial assets at initial recognition depends on the financial asset's contractual cash flow characteristics and the Company's business model for managing them. With the exception of trade receivables and bank balance that do not contain a significant financing component or for which the Company has applied the practical expedient, the Company initially measures a financial asset at its fair value plus, in the case of a financial asset not at fair value through profit or loss, transaction costs. Trade receivables that do not contain a significant financing component or for which the Company has applied the practical expedient are measured at the transaction price determined under IFRS 15. Refer to the accounting policy in Revenue from contracts with customers.

In order for a financial asset to be classified and measured at amortised cost or fair value through OCI, it needs to give rise to cash flows that are 'solely payments of principal and interest (SPPI)' on the principal amount outstanding.

This assessment is referred to as the SPPI test and is performed at an instrument level.

## NOTES TO THE SEPARATE FINANCIAL STATEMENTS

At 31 December 2018

### 2 SIGNIFICANT ACCOUNTING POLICIES (continued)

#### Financial instruments – initial recognition and subsequent measurement (continued)

##### *1. Financial assets*

#### Initial recognition and measurement (continued)

##### *Applicable from 1 January 2018 (continued)*

The Company's business model for managing financial assets refers to how it manages its financial assets in order to generate cash flows. The business model determines whether cash flows will result from collecting contractual cash flows, selling the financial assets, or both.

Purchases or sales of financial assets that require delivery of assets within a time frame established by regulation or convention in the market place (regular way trades) are recognised on the trade date, i.e., the date that the Company commits to purchase or sell the asset.

The Company's financial assets include bank balances, other receivables and amounts due from related parties.

##### *Applicable before 1 January 2018*

The financial assets are classified, at initial recognition, as financial assets at fair value through profit or loss, loans and receivables, held-to-maturity investments, available-for-sale financial assets, or as derivatives designated as hedging instruments in an effective hedge, as appropriate.

Financial assets as at 31 December 2017 include bank balances, other receivables and amounts due from related parties. After initial measurement, such financial assets are subsequently measured at amortised cost using the EIR method, less impairment. Amortised cost is calculated by taking into account any discount or premium on acquisition and fees or costs that are an integral part of the EIR. The EIR amortisation is included in finance income in the statement of comprehensive income.

#### Subsequent measurement

##### *Applicable from 1 January 2018*

For purposes of subsequent measurement, financial assets are classified in four categories:

- Financial assets at fair value through profit or loss - The Company has not designated any financial asset as fair value through profit or loss;
- Financial assets at amortised cost (debt instruments) - The Company subsequently measures financial assets at amortised cost using EIR method and are subject to impairment. Gains and losses are recognised in the statement of profit or loss when the asset is derecognized, modified or impaired;
- Financial assets at fair value through OCI with recycling of cumulative gains and losses (debt instruments) - The Company has not designated any financial asset at fair value through OCI with recycling of cumulative gains and losses; and
- Financial assets designated at fair value through OCI with no recycling of cumulative gains and losses upon derecognition (equity instruments) - The Company has not designated any financial asset at fair value through OCI with no recycling of cumulative gains and losses upon derecognition.

##### *Applicable before 1 January 2018*

For purposes of subsequent measurement, financial assets are classified in four categories:

- Financial assets at fair value through profit or loss
- Loans and receivables
- Held-to-maturity investments
- AFS financial assets

As at 31 December 2017, the Company has no financial assets at fair value through profit or loss; held-to-maturity investments or AFS financial assets.

#### Derecognition

A financial asset (or, where applicable a part of a financial asset or part of a group of similar financial assets) is primarily derecognised when:

# NOTES TO THE SEPARATE FINANCIAL STATEMENTS

At 31 December 2018

## 2 SIGNIFICANT ACCOUNTING POLICIES (continued)

### Financial instruments – initial recognition and subsequent measurement (continued)

#### 4 Financial assets (continued)

##### Derecognition (continued)

- The rights to receive cash flows from the asset have expired; or
- The Company has transferred its rights to receive cash flows from the asset or has assumed an obligation to pay the received cash flows in full without material delay to a third party under a 'pass-through' arrangement; and either (a) the Company has transferred substantially all the risks and rewards of the asset, or (b) the Company has neither transferred nor retained substantially all the risks and rewards of the asset, but has transferred control of the asset.

When the Company has transferred its rights to receive cash flows from an asset or has entered into a pass-through arrangement, it evaluates if, and to what extent, it has retained the risks and rewards of ownership. When it has neither transferred nor retained substantially all the risks and rewards of the asset nor transferred control of the asset, the asset is recognised to the extent of the Company's continuing involvement in the asset. In that case, the Company also recognises an associated liability. The transferred asset and the associated liability are measured on a basis that reflects the rights and obligations that the Company has retained.

Continuing involvement that takes the form of a guarantee over the transferred asset, is measured at the lower of the original carrying amount of the asset and the maximum amount of consideration that the Company could be required to repay.

##### Impairment of financial assets

###### Applicable from 1 January 2018

The Company recognises an allowance for expected credit losses ("ECL") for all debt instruments not held at fair value through profit or loss. ECLs are based on the difference between the contractual cash flows due in accordance with the contract and all the cash flows that the Company expects to receive. The shortfall is then discounted at an approximation to the asset's original effective interest rate.

ECLs are recognised in two stages. For credit exposures for which there has not been a significant increase in credit risk since initial recognition, ECLs are provided for credit losses that result from default events that are possible within the next 12-months (a 12-month ECL). For those credit exposures for which there has been a significant increase in credit risk since initial recognition, a loss allowance is required for credit losses expected over the remaining life of the exposure, irrespective of the timing of the default (a lifetime ECL).

The Company considers a financial asset in default when contractual payments are 30 days past due. However, in certain cases, the Company may also consider a financial asset to be in default when internal or external information indicates that the Company is unlikely to receive the outstanding contractual amounts in full before taking into account any credit enhancements held by the Company. A financial asset is written off when there is no reasonable expectation of recovering the contractual cash flows.

For bank balance and due from related parties, the Company applies a simplified approach in calculating ECLs based on lifetime expected credit losses. The Company has established a provision matrix that is based on the Company's historical credit loss experience, adjusted for forward-looking factors specific to the debtors and the economic environment. The expected credit losses are recognised in the separate statement of comprehensive income.

###### Applicable before 1 January 2018

The Company assesses, at each reporting date, whether there is objective evidence that a financial asset or a group of financial assets is impaired. An impairment exists if one or more events that has occurred since the initial recognition of the asset (an incurred 'loss event'), has an impact on the estimated future cash flows of the financial asset or the group of financial assets that can be reliably estimated. Evidence of impairment may include indications that the debtors or a group of debtors is experiencing significant financial difficulty, default or delinquency in interest or principal payments, the probability that they will enter bankruptcy or other financial reorganisation and observable data indicating that there is a measurable decrease in the estimated future cash flows, such as changes in arrears or economic conditions that correlate with defaults.

## NOTES TO THE SEPARATE FINANCIAL STATEMENTS

At 31 December 2018

### 2 SIGNIFICANT ACCOUNTING POLICIES (continued)

#### Financial instruments – initial recognition and subsequent measurement (continued)

##### i Financial assets (continued)

###### Impairment of financial assets (continued)

The amount of the loss is measured as the difference between the asset's carrying amount and the present value of estimated future cash flows (excluding future credit losses that have not been incurred) discounted at the financial asset's original effective interest rate. The carrying amount of the asset is reduced and the amount of the loss is recognised in the statement of comprehensive income. If, in a subsequent period, the amount of the impairment loss decreases and the decrease can be related objectively to an event occurring after the impairment was recognised (such as an improvement in the debtor's credit rating), the reversal of the previously recognised impairment loss is recognised in the statement of comprehensive income.

##### ii Financial liabilities

###### Initial recognition and measurement

Financial liabilities are classified, at initial recognition, as financial liabilities at fair value through profit or loss, loans and borrowings, payables, or as derivatives designated as hedging instruments in an effective hedge, as appropriate.

All financial liabilities are recognised initially at fair value and, in the case of loans and borrowings and payables, net of directly attributable transaction costs.

The Company's financial liabilities include trade payables, amounts due to a related party and other payables and accruals.

###### Subsequent measurement

The measurement of financial liabilities depends on their classification as described below:

###### Loans and borrowings

After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the EIR method. Gains and losses are recognised in profit or loss when the liabilities are derecognised as well as through the EIR amortisation process.

Amortised cost is calculated by taking into account any discount or premium on acquisition and fees or costs that are an integral part of the EIR. The EIR amortisation is included as finance costs in the statement of comprehensive income.

This category applies to amounts due to related parties and other payables.

###### Derecognition

A financial liability is derecognised when the obligation under the liability is discharged or cancelled or expires.

When an existing financial liability is replaced by another from the same lender on substantially different terms, or the terms of an existing liability are substantially modified, such an exchange or modification is treated as a derecognition of the original liability and the recognition of a new liability, and the difference in the respective carrying amounts is recognised in the statement of comprehensive income.

##### iii Offsetting of financial instruments

Financial assets and financial liabilities are offset and the net amount reported in the separate statement of financial position if, and only if, there is a currently enforceable legal right to offset the recognised amounts and there is an intention to settle on a net basis, or to realise the assets and settle the liabilities simultaneously.

##### iv Fair value of financial instruments

The fair value of financial instruments that are traded in active markets at each reporting date is determined by reference to quoted market prices or dealer price quotations (bid price for long positions and ask price for short positions), without any deduction for transaction costs.

**NOTES TO THE SEPARATE FINANCIAL STATEMENTS**  
At 31 December 2018

**2 SIGNIFICANT ACCOUNTING POLICIES (continued)**

**Financial instruments – initial recognition and subsequent measurement (continued)**

**iv Fair value of financial instruments (continued)**

For financial instruments not traded in an active market, the fair value is determined using appropriate valuation techniques. Such techniques may include:

- Using recent arm's length market transactions
- Reference to the current fair value of another instrument that is substantially the same
- A discounted cash flow analysis or other valuation models.

**Related parties**

A related party is defined as follows:

- a) A person or a close member of that person's family is related to the Company if that person:
  - (i) has control or joint control over the Company;
  - (ii) has significant influence over the Company; or
  - (iii) is a member of the key management personnel of the Company or of a parent of the Company.
- b) An entity is related to the Company if any of the following conditions applies:
  - (i) The entity and the Company are members of the same group (which means that each parent, subsidiary and fellow subsidiary is related to the others).
  - (ii) One entity is an associate or joint venture of the other entity (or an associate or joint venture of a member of a group of which the other entity is a member).
  - (iii) Both entities are joint ventures of the same third party.
  - (iv) One entity is a joint venture of a third entity and the other entity is an associate of the third entity.
  - (v) The entity is a post-employment benefit plan for the benefit of employees of either the Company or an entity related to the Company. If the Company is itself such a plan, the sponsoring employers are also related to the Company.
  - (vi) The entity is controlled or jointly controlled by a person identified in (a).
  - (vii) A person identified in (a) (i) has significant influence over the entity or is a member of the key management personnel of the entity (or of a parent of the entity).

**Cash and cash equivalents**

For the purpose of the statement of cash flows, cash and cash equivalents consist of cash in hand, bank balances and short-term deposits with an original maturity of three months or less, net of outstanding bank overdrafts.

**Accounts payable and accruals**

Liabilities are recognised for amounts to be paid in the future for goods or services received, whether billed by the supplier or not.

**Provisions**

Provisions are recognised when the Company has a present obligation (legal or constructive) as a result of a past event, it is probable that an outflow of resources embodying economic benefits will be required to settle the obligation and a reliable estimate can be made of the amount of the obligation. The expense relating to any provision is presented in the separate statement of comprehensive income, net of any reimbursement.

If the effect of the time value of money is material, provisions are discounted using a current pre-tax rate that reflects, where appropriate, the risks specific to the liability. Where discounting is used, the increase in the provision due to the passage of time is recognised as a finance cost.

Provisions are recognised for restructurings if there is a detailed formal restructuring plan and there is a valid expectation on the part of those affected that the restructurings will be implemented. Measurement of restructuring provisions only includes expenses that are necessarily entailed by the restructuring and are not associated with the ongoing activities of the entity.

## NOTES TO THE SEPARATE FINANCIAL STATEMENTS

At 31 December 2018

### 2 SIGNIFICANT ACCOUNTING POLICIES (continued)

#### Employees' end of service benefits

The Company provides end of service benefits to its employees. The entitlement to these benefits is based upon the employees' salary and length of service, subject to the completion of a minimum service period. The expected costs of these benefits are accrued over the period of employment.

#### Foreign currencies

The Company's financial statements are presented in US dollar, which is also the Company's functional currency.

#### Transactions and balances

Transactions in foreign currencies are initially recorded by the Company at respective currency spot rates at the date the transaction first qualifies for recognition.

Monetary assets and liabilities denominated in foreign currencies are retranslated at the spot rate of exchange at the reporting date. All differences arising on settlement or translation of monetary items are taken to the statement of comprehensive income.

Non-monetary items that are measured in terms of historical cost in a foreign currency are translated using the exchange rates as at the dates of the initial transactions. Non-monetary items measured at fair value in a foreign currency are translated using the exchange rates at the date when the fair value is determined. The gain or loss arising on retranslation of non-monetary items is treated in line with the recognition of gain or loss on change in fair value of the item (i.e., translation differences on items whose fair value gain or loss is recognised in other comprehensive income or profit or loss is also recognised in other comprehensive income or profit or loss, respectively).

#### Fair value of financial instruments

The fair value of financial instruments that are traded in active markets at each reporting date is determined by reference to quoted market prices or dealer price quotations (bid price for long positions and ask price for short positions), without any deduction for transaction costs.

For financial instruments not traded in an active market, the fair value is determined using appropriate valuation techniques. Such techniques may include using recent arm's length market transactions; reference to the current fair value of another instrument that is substantially the same; discounted cash flow analysis or other valuation models.

#### Leases

Leases where the lessor retains substantially all the risks and benefits of ownership of the asset are classified as operating leases. Operating lease payments are recognised as an expense in the statement of comprehensive income on a straight-line basis over the lease term.

### 3 SERVICE FEE

As per the Service Agreement dated 1 February 2006 with Vitol S.A., Geneva, a related party, the Company charges a service fee equal to actual expenses incurred plus a mark-up of 10% in return for the services provided by the Company to the related party under the service agreement. Service fee for the year ended to 31 December 2018 was agreed at USD 6,473,768 (2017: USD 4,580,094).

	2018 USD	2017 USD
Timing of revenue recognition		
Services transferred at a point in time	<u>6,473,768</u>	<u>4,580,094</u>

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## Vitol Dubai Limited

## NOTES TO THE SEPARATE FINANCIAL STATEMENTS

At 31 December 2018

## 4 OTHER INCOME

	2018 USD	2017 USD
Dividend income	2,435,300	528,424
Rent and other income	-	99,763
Interest income	487,574	4,271
	<u>2,922,874</u>	<u>632,458</u>

## 5 GENERAL AND ADMINISTRATIVE EXPENSES

	2018 USD	2017 USD
Payroll costs	2,726,503	2,195,035
Depreciation	206,351	261,644
Rent and utilities	207,947	199,080
Travel expenses	474,824	456,015
Others	554,703	515,394
	<u>4,170,328</u>	<u>3,627,168</u>

## 6 PROPERTY AND EQUIPMENT

2018

	Buildings USD	Leasehold improvements USD	Furniture and fixtures USD	Computer and office equipment USD	Motor vehicle USD	Total USD
Cost						
At 1 January 2018	1,914,785	553,578	754,892	272,827	98,494	3,594,576
Additions	-	-	2,522	19,996	-	22,518
Disposals	(961,988)	-	-	-	-	(961,988)
At 31 December 2018	<u>952,797</u>	<u>553,578</u>	<u>757,414</u>	<u>292,823</u>	<u>98,494</u>	<u>2,655,106</u>
Depreciation						
At 1 January 2018	542,692	468,629	728,010	244,028	71,351	2,054,710
Charge for the year	73,387	70,637	18,311	20,751	23,265	206,351
Relating to disposals	(306,665)	-	-	-	-	(306,665)
At 31 December 2018	<u>309,414</u>	<u>539,266</u>	<u>746,321</u>	<u>264,779</u>	<u>94,616</u>	<u>1,954,396</u>
Net carrying amount						
At 31 December 2018	<u>643,383</u>	<u>14,312</u>	<u>11,093</u>	<u>28,044</u>	<u>3,878</u>	<u>700,710</u>

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## Vitol Dubai Limited

## NOTES TO THE SEPARATE FINANCIAL STATEMENTS

At 31 December 2018

## 6 PROPERTY AND EQUIPMENT (continued)

2017

	<i>Buildings USD</i>	<i>Leasehold improvements USD</i>	<i>Furniture and fixtures USD</i>	<i>Computer and office equipment USD</i>	<i>Motor vehicle USD</i>	<i>Total USD</i>
<b>Cost</b>						
At 1 January 2017	1,914,785	547,812	754,892	265,211	98,494	3,581,194
Additions	-	5,766	-	7,616	-	13,382
At 31 December 2017	1,914,785	553,578	754,892	272,827	98,494	3,594,576
<b>Depreciation</b>						
At 1 January 2017	466,097	385,300	682,589	210,994	48,086	1,793,066
Charge for the year	76,595	83,329	45,421	33,034	23,265	261,644
At 31 December 2017	542,692	468,629	728,010	244,028	71,351	2,054,710
<b>Net carrying amount</b>						
At 31 December 2017	1,372,093	84,949	26,882	28,799	27,143	1,539,866

## 7 INVESTMENT IN SUBSIDIARIES

Investment in subsidiaries represents investments in the following entities:

	<i>2018 USD</i>	<i>2017 USD</i>
Vitol Trading Malaysia Labuan Ltd.	5,700,000	5,700,000
Tadjourah Service Company FZE	140,000	140,000
VAS LNG (Private) Limited	66,899	66,899
Basrah Liquids Terminal FZE	40,842	-
Segue Networks Management Limited	50,000	-
	<u>5,997,741</u>	<u>5,906,899</u>

Movement in investment in subsidiaries is as follows:

	<i>2018 USD</i>	<i>2017 USD</i>
Balance at 1 January	5,906,899	5,700,000
Additions	90,842	247,770
Impairment loss (note 7.4)	-	(40,871)
Balance at 31 December	<u>5,997,741</u>	<u>5,906,899</u>

Additions represents investments in following subsidiaries:

	<i>2018 USD</i>	<i>2017 USD</i>
Basrah Liquids Terminal FZE (note 7.1)	40,842	-
Segue Networks Management Limited (note 7.2)	50,000	-
Tadjourah Service Company FZE (note 7.3)	-	140,000
Mithras Trading FZE (note 7.4)	-	40,871
VAS LNG (Private) Limited (note 7.5)	-	66,899
Balance at 31 December	<u>90,842</u>	<u>247,770</u>





A054047

SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN

COMPANY REGISTRATION OFFICE, KARACHI

CERTIFICATE OF INCORPORATION

[Under section 16 of the Companies Act, 2017 (XIX of 2017)]

Corporate Universal Identification No. 0132497

I hereby certify that VITOL RESOURCES PAKISTAN (PRIVATE)  
LIMITED is this day incorporated under the Companies Act, 2017 (XIX of 2017)  
and that the company is limited by shares.

Given under my hand at Karachi this Fifth day of April, Two Thousand  
and Nineteen

Incorporation fee Rs. 2,000/-(Zia ul Rasheed Abbasi)  
Additional Registrar

**Vitol Resources Pakistan (Private) Limited****Resolutions passed by the Board of Directors of Vitol Resources Pakistan (Private) Limited**

**RESOLVED THAT** the Company be and hereby is authorized to file application to the Oil and Gas Regulator Authority (OGRA) under the Oil and Gas Regulatory Authority Ordinance 2002 ("Ordinance") read with the Natural Gas Regulatory Authority (licencing) Rules 2002 ("Rules") for grant of license to carry out sale of Liquefied Natural Gas/ Re-gasified Natural Gas.

**FURTHER RESOLVED THAT** the Chief Executive Officer or the Company Secretary be and are hereby authorized to sign on behalf of the Company the application form, documents, and to do acts, deeds and things which may be necessary in relation to filing of the application with OGRA to carry out sale of Liquefied Natural Gas/ Re-gasified Natural Gas and obtaining license for the same.

**RESOLVED FURTHER THAT** Secretary of the Company be and hereby is authorized to provide certified copies of these resolutions.

**CERTIFIED TRUE COPY**

The above resolutions were passed by the directors of the Company on December 23, 2019.

7777

Farid Arshad Masood  
CEO



**Vitol Resources Pakistan (Private) Limited**

Details of the technical and financial expertise and resources available for carrying on the relevant regulated activities Attached as:

**Financial Strength****Vitol's financial strength and financing capabilities**

Vitol had revenues of \$231 billion in 2018, its 52 year of profitable operations. The Group enjoys an investment grade rating from both S&P and Fitch. Vitol follows a strong and conservative approach to liquidity and risk management.

In addition to the Group's long history trading operations, Vitol is also a significant investor in energy assets. Our investment platform now includes sizeable assets across Exploration and Production, Refining, Downstream & Retail, Wholesale Distribution, and Power Generation.

Vitol finances its trading activities with its own equity, plus working capital facilities supported by over 30 major international banks. Vitol funds its investment activities with its own equity in addition to co-investment with well-known sovereign wealth funds and private equity investors, with debt provided by commercial banks, DFIs, ECAs, and multilaterals.

In 2016 Vitol closed its largest project financing to date for its \$7.7 billion Sankofa Gas project in Ghana, with a lending consortium backed by the World Bank's IDA, IFC, MIGA, UKEF, and a consortium of leading international banks. This was also the largest ever single project financing by the World Bank IDA Department.

## **LNG Capability and Experiences**

### **Vitol Experience in LNG Deliveries**

#### **Land Based Terminal experience**

Vitol has been supplying into land based terminals worldwide since 2005. Vitol has supplied on both spot and term basis. Example of land-based terminals supplied include:

##### **Korea:**

Gwangyang LNG Terminal  
Boryeong LNG Terminal  
Incheon LNG Terminal

##### **India:**

Kochi LNG Terminal  
Ratnagiri LNG Terminal  
Dahej LNG Terminal  
Hazira LNG Terminal

##### **Japan:**

Senboku LNG Terminal  
Futtsu LNG Terminal  
Himeji LNG Terminal

#### **FSRU, FSU experience**

Vitol has done more than 100 deliveries into FSRUs worldwide. Vitol has supplied on a term basis to the following FSRU facilities operated by Excelerate Energy, Heogh and BW including:

- a) Mina Al Ahmadi, Kuwait (177tbtu)
- b) Escobar, Argentina (58tbtu)
- c) Bahia Blanca, Argentina
- d) Singapore LNG, Singapore
- e) Ain Sokhna, Egypt. (3tbtu)
- f) Port Qasim, Pakistan (3tbtu)

## Vitol Resources Pakistan (Private) Limited

December 4, 2019

**Subject: Application for grant of license for the sale of Natural Gas/ RLNG under Natural Gas (Licensing) Rules, 2002.**

This is to confirm that Vitol Resources Pakistan (Private) Limited will utilize the HSE services of Hascol Petroleum Limited which is an affiliate company of Vitol.

Enclosed is the HSE manual of Hascol Petroleum Limited and the list of resources available to handle emergency situations.

777

Farid Arshad Masood  
CEO



### LIST AND NAMES OF THE HSSE STAFF WITH ADDRESSES

S.NO	NAME	DESIGNATION	BUSINESS ADDRESS
01	Ajmal Abbasi	Manager HSSE	Hascol Petroleum Limited The Forum Suite # 105-106 1st Floor, Khayaban-e-Jami Block 9, Clifton, Karachi
02	Saleem Akram Butt	Security Manager	Hascol Petroleum Limited The Forum Suite # 105-106 1st Floor, Khayaban-e-Jami Block 9, Clifton, Karachi
03	Rana Qasim Raza	HSSE Advisor- Lahore	Hascol Petroleum Limited 5 <sup>th</sup> Floor, South Tower, Lahore Stock Exchange Building 19-Khayaban-e-Aiwan-e-Iqbal, Lahore. Telephone Numbers : 042-36311013-14-15-16-18
04	Nadeem Atif	Ambulance Services Officer	Hascol Petroleum Limited The Forum Suite # 105-106 1st Floor, Khayaban-e-Jami Block 9, Clifton, Karachi



# **INTEGRATED HSSE MANAGEMENT MANUAL**



## **HSSE DEPARTMENT**



## HSSE DEPARTMENT

### Integrated HSSE Management Manual

#### Approvals

Prepared by:

Ajmal Abbasi

M-HSSE

Reviewed by:

Shah M. Saad Husain

CHRO, Corporate Planning, HSSE & Procurement

Approved by:


Saleem Butt

Chief Executive Officer

#### REVISION HISTORY

AUTHOR	REVISED SECTION/PARAGRAPH	REV	RELEASED
[First Last Name]	[Initial Release, Section 2, etc]	[##]	Date



	<b>HASCOL Petroleum Limited Integrated HSSE Management Manual HSSE Department</b>		<b>I</b>
	<b>Doc Number: HSSE-IMM-01</b>	<b>Rev: 0</b>	

## Message from the Chief Executive Officer

Dear Colleagues,

Effective Health, Safety, Security and Environmental (HSSE) management and high level HSSE awareness lie at the heart of Hascal Petroleum Limited's (HPL) business and have become more crucial than ever. We operate in a hazardous environment on a daily basis, and so it is essential that our approach to sustainable development and risk management relies on our commitment to act responsibly and proactively on the safety, security, health and environmental impact of our activities.


This Management System has been designed to provide you, as leaders and experts, with the necessary support in driving and embedding HSSE across the organization. Preventing accidents, protecting our colleagues, contractors and reducing our environmental footprint are the responsibilities of all employees in HPL. Our leadership, with professional support from the HSSE teams, must reinforce systematic management and implementation, and promote our HSSE culture at all levels of operations.

We are confident that the HSSE Management System, our common approach and the joint delivery of these guidelines will contribute to the success of our business strategy.

Please take the time to read this document carefully. Keep it with you as a useful reference and act on the advice it offers. Make sure you do not become complacent. Remember it is vital to maintain your safety focus at all times. If we all do so, we can create a business which is second to none in terms of safe operations at all levels.



.....  
**Saleem Butt**  
Chief Executive Officer


	<b>HASCOL Petroleum Limited</b> <b>Integrated HSSE Management Manual</b> <b>HSSE Department</b>		<b>II</b>
	<b>Doc Number: HSSE-IMM-01</b>	<b>Rev: 0</b>	

### **Vision**

To become the leading energy marketing company in Pakistan through operational excellence, talent management, business diversification and sustainable expansion.


### **Mission**


To gain recognition and leadership in the hydrocarbon and energy sectors, by maximizing customer satisfaction and shareholder value through continuous improvement, high quality human capital, appropriate technology, and by adhering to the Company's Core Values.

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**HSSE DEPARTMENT**  
**Integrated HSSE Management Manual**  
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# ACRONYMS

ALARP	As Low As Reasonable Practicable
AMC	Asset Maintenance Concept
CCTV	Closed Circuit Television
CEO	Chief Executive Officer
COO	Chief Operating Officer
DCP	Dry Chemical Powder
ESD	Emergency Shut Down
FAC	First Aid Case
HPL	Hascol Petroleum Limited
HRA	Health Risk Assessment
HSSE	Health, Safety, Security and Environment
IIR	Injury Incidence Rate
KPI	Key Performance Indicator
LOTO	Lock Out Tag Out
LTI	Lost Time Injury
LTIFR	Lost Time Injury Frequency rate
MOC	Management of Change
MS	Management System
MTC	Medical treatment Case
NEQS	National Environmental Quality Standards
PEPA	Pakistan Environmental Protection Agency
PPE	Personal Protective Equipment
PSM	Process Safety Management
PSSR	Pre Startup Safety Review
PTW	Permit to Work
RA	Risk Assessment
RWC	Restricted Work case
SMART	Specific, Measurable, Achievable, Relevant, Time- bound
SOP	Standard Operating Procedure
TBT	Tool Box Talk
TRIR	Total Recordable Incident Rate
WHO	World Health Organization

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# Section - A

## HSSE Management System

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## **PART 1 INTRODUCTION**

The Hascol Petroleum Limited HSSE Management System defines the principles by which we conduct our operations with regards to health, safety, security and the environment.

A company's response to HSSE issues affects employees, contractors, customers, stakeholders and the surrounding community. A sound "integrated HSSE management" system definitely ensures (workflow) performance reliability, by emphasizing the value of health and safety of employees, contractors and the environment, maintaining regulatory compliance, enhancing business reputation within the community, satisfying customers and promoting profitability.

### **I. Purpose**

The purpose of this manual is to:

- Define key elements of the HPL Integrated HSSE Management System.
- Specify in detail the HPL HSSE System addressing all elements to methodologically identify, understand and reduce risks related to company operations. Its main purpose is to protect personnel from serious injury and prevent significant environmental harm, property damage and business losses.

### **II. Scope**

This document applies to all HPL facilities and areas of operation including oil installations, depots, retail outlets, lubricant, aviation fuel, LPG, LNG, other fuels, logistics and offices all over Pakistan. The Management System has been aligned with ISO 14001 and OHSAS 18001 standards and so it supports external certification authorities as well with respect to integrated HSSE management. In addition, Process Safety Management (PSM) has also been integrated into this HSSE MS, ensuring a better understanding of the overall HSSE conditions and requirements at an operating company level.

This manual shall be reviewed and revised on three [03] yearly basis, so that Policies, Standards and Procedures will be updated as per relevant standards, codes and best/recommended industry practices.


**Non-compliances with this manual can only be tolerated in a transition phase with the formal approval of the HPL Chief Executive Officer.**

### **III. Objectives and Targets**

The following objectives and targets are identified in order to create a positive and proactive approach to health, safety, security and protection of the environment during all activities of the HPL:

- Effective and visible HSSE Leadership
- Execute the activities in line with best industrial practices
- Effective Risk Management & Hazard Awareness Process
- 100% Compliance with Legal Requirements
- Identification of HSSE Training and delivery, and skills requirements for all employees
- Effective Reporting & Communication processes
- Effective incident reporting & investigation process
- Effective & efficient safe systems of work.
- Ensure motivation and recognition of HSSE achievements.
- Effective Audit, Review and Improvement process.
- An environment in which every individual takes personal responsibility for safety
- Each person going home safe each day every day.



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### **Objective of Occupational Health and Safety**

Eliminate injuries and illnesses to personnel and contractors, and to protect assets, operation, and the environment.

### **Objective of Process Safety**

Prevention of major incidents, in particular, fires, explosions and toxic releases, associated with the handling of hydrocarbons and chemicals using engineering and management competences.

### **Objectives of Security**

Security is an important aspect of HPL operation to protect HPL personnel and assets. In any case, the dangerous goods/hydrocarbons have to be protected against intruders or non-qualified persons as they are not aware of the risks associated with the hydrocarbons.

### **Objectives of Environment**

Protective measures to prevent environmental impacts associated with our operations.

## **IV. Principle of Continual Improvement**

The aim of the implementation of the **Integrated Health, Safety Security & Environmental Management Manual** is to make our operations safer by continual improvement.

Management shall maintain an effective control process to ensure that the findings of audits are recorded, prioritized, actioned, verified for effectiveness and closed out.

Key lessons learned shall be effectively communicated to all employees and relevant involved and interested parties.

Management Reviews shall be conducted to include the results of:

- Audits and inspections
- Incidents
- Non-conformances
- KPIs
- Customer feedback
- The status and effectiveness of corrective and preventive action
- Risk-assessment findings and the extent to which objectives and targets have been achieved
- The suitability of the HSSE MS and resources in relation to change conditions


Management is responsible for implementing improvements identified through management reviews.

## **V. Policy**

**Health, Safety, Security and Environment (HSSE)** is an integral part of the Management Philosophy of HASCOL Petroleum Limited (HPL). HPL Aims to achieve Business Excellence and Strives to Protect People, Assets, Environment and Reputation. This Commitment is in the best interests of our Employees, Contractors, Customers, Stockholders and the Community at large.

**In order to contribute to Sustainable Development, HPL is committed to:**

- Providing Safe, Secure and Healthy Work Environment with a cautionary attitude by exercising Responsible Care;
- Achieving a Generative HSSE Culture to Prevent Incidents and Reducing our Environmental Footprint; and
- Complying with Legal Requirements, Internal Standards and adopt Best Practices.

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To realize the above, we hereby declare our intention to:


- Set **HSSE Targets and Goals** annually to measure Performance for Continual improvement
- Reduce **HSSE Risks** arising from our Operations to a reasonably acceptable level
- Provide **Training/Awareness** to our Employees to perform Safely
- Maintain **high standard** of Emergency Response Capability
- Prevent Accidents, Occupational Diseases, Fire Cases and Pollution
- Empower Employees and Contractors to report **Non-compliances or Unsafe Conditions/Acts** and to take immediate remedial measures to Prevent Incidents
- Promote **Pollution Prevention**, Resource Conservation, GHG Emissions Management and Horticulture
- Ensure all activities are carried out in accordance with **Company HSSE Policy**
- Ensure that **Contractors' HSSE Performance** is in line with our Standards

This Policy shall be regularly reviewed to ensure ongoing suitability.

Employees and Contractors have responsibility to comply with this Policy and maintain high level of HSSE standards.

The HSSE MS is organized into four (4) parts with fourteen (14) distinct elements.

Management Commitment	Understand Hazards & Risk	Manage Risk		Learn from Experience
1.Management Leadership, Commitment and Accountability	2. Communication, Participation & Consultation	<b>Control Hierarchy</b>  <i>Eliminate risk</i>  <i>Substitute risk</i>  <i>Engineering controls</i>  <i>Work instruction</i>  <i>PPE</i>	4. Operational Procedures & Instructions 5. HSSE Trainings 6. Contractor HSSE Management 7. Welfare and Social Performance 8. Process Safety Management 9. Environmental Management 10. Security 11. Emergency Response, Preparedness and Evacuation Plan 12. Fire Safety Management	13.Incident Classification, Reporting and Investigation
	3. Hazard Identification and Risk Analysis			14.Performance Management and KPI Reporting
PLAN		DO		CHECK & ACT

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## PART 2 PLAN

### Element 1 Management Leadership, Commitment and Accountability

Leaders must be fully aware and demonstrate visible leadership and proactive commitment towards HSSE excellence through:

- setting a personal example to follow
- communicating HSSE requirements to employees clearly
- discussing and reviewing progress against HSSE targets
- demonstrating personal participation in HSSE initiatives
- recognising good practice
- applying progressive consequence

#### 1.1. Leadership & Safety Behavior

Safety culture is the product of people's values and beliefs, their behaviour, and their commitment to health and safety programmes.

The characteristic of the HPL HSSE culture has to be:

**Leadership:** CEO, COOs, Chiefs, General Managers and Facility Managers/In Charges and their Management Teams shall demonstrate clear and unambiguous Leadership in HSSE Management.

**Responsible:** Safety is a line department's responsibility. HSSE manager and his staff have an advisory role.

**Informed:** CEO, COO, Chiefs, General Managers and Facility Managers/In Charges know what is really going on and that workforce is willing to report their own errors and near misses.

**Mindful:** Everyone is wary and always ready for the unexpected.

**Just and Fair:** There is a "no blame" culture, with a clear line between the acceptable and unacceptable and well-understood consequences.

**Respect:** Individuals are respected, as are dangers they face.

**Open:** Everybody is willing to communicate directly to others when unsafe situations occur or unsafe behaviour is seen.

**Learning:** Willing to adapt and implement necessary reforms.

**Flexible:** Operates according to needs but in line with all HSSE aspects

**Reliable:** Always deliver in line with all HSSE aspects


**Profitable:** Manages the risk better than anyone else

#### 1.2. Accountability

Everyone in HPL is personally responsible for HSSE (at his/her level). Line management will be held accountable for accomplishing this by demonstrating correct HSSE behaviours, by clearly defining HSSE roles, responsibilities and authorities, by providing necessary resources, and by measuring, reviewing and continuously improving our HSSE performance.

Departmental Heads shall identify and set clear, measurable HSSE objectives and targets for their operations and personnel. These should be based on:

- Standards
- Legal, customer and corporate requirements

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- Findings of management reviews and consultation to achieve continual improvement

To achieve these objectives and targets, management shall:

- Establish programs with clear roles, responsibilities, timescales and key performance indicators defined
- Allocate adequate resources
- Communicate requirements to our employees, contractors and customers, as required
- Regularly review performance and update as required

All concerned personnel's HSSE performance shall be assessed against their annual objectives and targets.

### **1.3. HSSE Organization Structure and Responsibilities**

Organizational structure, roles and responsibilities shall be clearly defined and the necessary resources provided to achieve HSSE expectations.

Organizational structure shall be documented and communicated, clearly indicating specific HSSE roles and employee responsibilities. Management shall ensure that adequate resources are in place to achieve HSSE MS expectations, objectives and continual improvement. All employees shall have a job description that clearly defines their HSSE roles, responsibilities and authorities.

### **1.4. HSSE Management Meeting**


It is important that HSSE is embedded on all levels of the HPL organisation and that it is part of all daily activities. Therefore, Safety Committee will be established on different levels within the HPL organisation.

- **Level 1:** HSSE will be a fixed item on the monthly management meeting with Chairman and Chief Executive Officer. The continuous improvement process will be evaluated on a high level and topics for the next period will be agreed.
- **Level 2:** Each location has to establish a local Safety Committee where site management and employees are represented. It should be organized on a monthly basis. The agenda has to be prepared with the input of the employee representatives. The minutes of the meetings shall be distributed to all concerned.

### 1.5. Life Saving Rules

HPL has adopted 12 Life Saving Rules in May 2017

			
<b>Wear Your Seat Belt</b>	<b>Protect yourself against a fall when working at height</b>	<b>Wear a personal floatation device when required</b>	<b>Obtain authorisation before entering a confined space</b>
			
<b>Follow prescribed lift plan</b>	<b>Work with a valid work permit when required</b>	<b>Position yourself in a safe zone in relation to moving and energised equipment</b>	<b>Obtain authorisation before starting excavation activities</b>
			
<b>Verify isolation before work begins and use the specified life protecting equipment</b>	<b>Do not walk under a suspended load</b>	<b>No alcohol or drugs while working or driving</b>	<b>Do not smoke outside designated smoking areas</b>

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## **Element 2      Communication, Participation and Consultation**

### **2.1. Communication**

HPL recognizes the importance of effective communication and will establish and implement a system for:

- Appropriate inductions when first arriving on the site
- Internal communication regarding HSSE matters between the functions and management levels within the company as well as communication with contractors and other visitors
- Receiving, documenting and responding to health and safety communication
- Correspondence with regulatory authorities in compliance with statutory requirements

Communications and interactions with local communities and other interested parties will be recorded on a communications record and a register maintained.

Key HSSE communications tools are listed and briefed below:

#### **2.1.1. HSSE Board**

HSSE board with Statistics will be displayed at a prominent location within the site/office showing LTI, FAC, MTC, Near Miss etc.

HSSE information on training, HSSE events, bulletins, newsflashes and other communication will be posted on another board. As Low as reasonably practicable workers native language shall be given priority.

#### **2.1.2. HSSE Awareness Signages**

HSSE awareness signboards shall be displayed at key locations at sites/offices to create and maintain awareness and ownership of HSSE issues. HPL will define the standards for signages.

#### **2.1.3. HSSE Bulletin, Newsflash, and Incident Alert**

HPL HSSE department shall issue HSSE bulletins and newsflashes on regular basis and as per need. The HSSE flyer shall be published in the language understood by the workers in addition to the English.


Upon any incidents (either potentially or actual harm), HPL HSSE department shall issue a Newsflash to share the immediate lesson learned and to avoid recurrence.

#### **2.1.4. Daily Tool Box Talk Meeting**

Daily TBT meetings shall be conducted with entire work force. The topics for such meetings shall be published by the HSSE department. The toolbox talk topics shall be based on the followings:


- Trend analysis for the HSSE Observations
- Near miss and other incidents
- Major non-compliances of the site rules
- Lessons learnt from incidents occurring
- Recent HSSE events
- Any other relevant matter recommended by the management

The TBT shall be conducted in the workers own language and TBT shall not last more than 10 – 15 minutes. The Records of TBT meetings shall be kept and maintained.

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## **2.2. Participation and Consultation**

HPL will establish a health, safety, security and environmental committee to ensure there is an effective system for worker participation. Contractors will also be given an opportunity to participate within this forum.

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### Element 3 Hazard Identification and Risk Analysis

#### 3.1. General Hazard Identification

Hazard identification and risk analysis covers all activities involving hazard identification and risk evaluation. The objective of these activities is to ensure that risks associated to People, Assets, Environment and Reputation are adequately controlled. Basis for this activity is the HPL risk matrix to evaluate "what can go wrong", "how bad can it be" and "how likely will this happen".

**HPL Risk Matrix**

Rating	Consequence				Increasing Probability →				
	People	Assets	Environment	Reputation	A	B	C	D	E
					Never heard of in our industry	Heard of incident in our industry	Incident has occurred in our company	Happens several times per year in our company	Happens several times per year in location
0	No injury	No damage	No effect	No impact					
1	Slight injury	Slight damage	Slight effect	Slight impact					
2	Minor injury	Minor damage	Minor effect	Limited impact					
3	Major injury	Localised damage	Localised effect	Considerable impact					
4	Single fatality	Major damage	Major effect	Major national					
5	Multiple fatalities	Extensive damage	Massive effect	Major international					

#### 3.2. Risk Assessment

HPL will conduct a detailed risk assessment for the entire scope of work. The HPL site in charge will lead the RA and Site HSSE Officer will facilitate the process, the Risk assessment team will consist of representatives from all the relevant departments. The team will ensure identification and analysis of worksite HSSE hazards, risks and to put in place control measures through plans, procedures, training etc., to minimize these risks to a level of ALARP (As low as reasonably practicable).

The results of this Risk Assessment shall be communicated to all levels of organizations, including the workforce through TBT and meetings.

The typical risk assessment study will include following steps:


1. List the Task
2. Identify the HSSE Risk
3. Assess the Risk Using Risk Assessment Matrix
4. Identify the Assumed Controls Measures. These are existing controls from available Legal requirements, Procedures and HPL Standard operating procedures and guidelines
5. In case of Risk being medium or high in the risk assessment matrix, explore for additional controls that can bring the risk back to LOW level.

All the actions/control measures to be logged and tracked through an action point register for closures of action items.

Hierarchy of Risk Controls will be as:

1. Eliminate risk
2. Substitute risk
3. Engineering controls
4. Work instruction
5. Personal Protective Equipment



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## **PART 3 MANAGE RISK**

### **Element 4 Operational Procedures & Instructions**

The planning and carrying out of operations and activities in the scope of HPL should be in such a way that they are conducted under specified operating conditions.

#### **4.1. Specifying Operational Procedures & Instructions**

Each operation has to ensure that all the necessary operational procedures exist and contain sufficient and accurate information.

The operation of every part, and each phase in that part, is described in operational procedures. The phases that have to be covered by an operational procedure in each part are:

- The start-up following cleaning, inspection and maintenance as well as decommissioning
- The normal operation
- Actions in emergency situations
- Operational procedures have to be drawn up on the basis of the safety
- Users of the procedures has to be involved in drafting the procedures
- The layout & content of operational procedures will be described in the operational guidelines and have to be followed
- The HSSE department has to be consulted when drafting/reviewing operational procedures

#### **4.2. Implementing Operational Procedures & Instructions**

For implementing Operational Procedures and instructions each operation has to ensure:

- that the necessary explanation and training is given before new or amended procedures or instructions are put in operation, by identifying potential users and content of training. Record of training should be retainable
- that only the most recent versions of the procedures & instruction are used

#### **4.3. Maintaining Operational Procedures & Instructions**

Each operation has to ensure that:

- the personnel continue to have sufficient knowledge and skills to be able to operate in a safe manner
- that the operational procedures & instructions are not amended in an unverified manner, change requests to procedures and instructions are only made via Management of Change.


#### **4.4. Safe Operation and Work Practices**

Safe systems of works must be established, implemented and maintained to ensure that all health and safety related risks are adequately managed. Own staff as well as contractors must exercise safe behavior; follow safe operational rules as well as safe work practices.

Operational controls are documented through "HASCOL Operations Manual- Standard Operating Procedures". Examples of operational controls are Product Handling, Product Loss Control Accountability and Gauging Bulk Storage Tanks etc. HPL shall define a procedure covering safe work practices which will include but not limited to work at height, safe lifting, confined space entry, hot jobs, administrative controls etc.

##### **4.4.1 Permit to Work System**

Permits are the written authority document obtained from the asset owner to carry out specific task at specific location in a safe manner that will cause no harm to human being, damage to property or

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environment. Permit to Work system provides the controls necessary in achieving the safe performance of a specified range of potentially hazardous tasks.

Permit to work process must be established to ensure that hazardous, non-routine work is assessed, planned, authorized and carried out in a way that ensures health and safety of the employees and contractors involved, and others who may be affected.

#### **4.4.2 Personal Protective Equipment**

The site management shall ensure that all site personnel working on the site provided with, and wear or hold, appropriate Personal Protective Equipment (PPE) to protect them against work related hazards which may endanger their health & safety.

This applies to all HPL and contractor's employees deployed including visitors who intend to visit the work area. HPL will define the procedure for PPEs keeping in view applicable standards. Where such standards are not available the PPE Standards must be followed.

#### **4.4.3 Lock out Tag out System (Energy Isolation)**

Lock-out / Tag-out requirements apply to all operations which give rise to the likelihood of any unexpected operation of electrical and mechanical equipment that can be activated by automatic or manual control which may result in a deviation from the intended process control and could result in injury to personnel within the immediate vicinity.

Lockout/Tag out is the de-energizing, isolating, and securing of all energy sources of equipment in a safe position before beginning work, to protect from the unexpected energization of that equipment.

Following to be used as LOTO Strategy:

- Pad lock
- Display Tag
- Lock Box
- Authorized Personnel


For overhead work, open holes and other worksite hazards, HPL will have a list of control devices such as signage, barricades, and scaffold handrails to isolate hazardous work areas and limit access to only authorized personnel.

#### **4.4.4 USE OF EQUIPMENTS AND MACHINES**

Each operation shall ensure that systems and procedures are put in place to ensure the safe & environmentally responsible use of equipment and machines.

All personnel including contractors shall be adequately trained in these procedures.

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## **Element 5 Competence, Training and Awareness**

HPL will ensure that management, operatives, suppliers and contractors are aware of the Integrated Health, Safety, Security and Environmental manual and the need to conform to its tenets.

The purpose of this element is to describe the plan and arrangements for training of HPL and its contractors' employees in HSSE to create awareness about the preventive measures against the job-related hazards and risks associated with the scope of work and interface.


HPL will undertake and update a training needs analysis and maintain appropriate training records. Training documents include:

- Training Need Analysis
- Training Matrix
- Individual Employee and Contractor Training Records

HPL will ensure that all employees and relevant contractors are made aware of:

- the consequences of their work activities and behaviours as well as the benefits of improved personal performance, as regards HSSE
- their roles and responsibilities of conforming to the relevant requirements of the HSSE
- the potential consequences of deviations from the HSSE management system and in particular task procedures

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## **Element 6 Contractor HSSE Management**

### **6.1. Contractor Selection**

Contractor management is a system of controls to ensure that contracted services support both safe operations and HSSE performance. It covers selection, acquisition, use, and monitoring of contractor services.


Requirements and expectations regarding contractor safety performance and safety policies will be made explicit in request for quotation and made part of the contractual documents, by establishing criteria, roles, and responsibilities for safety program implementation and performance. Expectations should be made specific and explicit, by HSSE involvement in contractor selection/evaluation.

### **6.2. Safety Incentives**

Skilled contractor workers with a solid safety culture might not be available everywhere. Safety incentives can support the workforce to focus on safety. The management should support the HSSE programs. A contractual financial incentive related to safety performance shall be made available by safety incentive program at worker level.

### **6.3. Monitor Contractor Management System**

An effective system should ensure contractor safety performance meets HPL expectations. This will be made possible by auditing the contractor selection process, monitoring and evaluating contractor safety performance.

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## Element 7 Welfare and Social Performance

### 7.1. Medical Screening

HPL will design Medical Screening process to:

- Minimize the risk of an adverse consequence to the health and / or safety of an employee or third party, resulting from a foreseeable health condition.
- Match, wherever reasonably practicable, the requirements of a position and its associated tasks to the functional capacity (physical and psychological) of the employee.
- Avoid non-risk based pre-employment medical examinations, which may exclude people from employment in HPL.

All employees will undergo medical examination as mentioned below:

- Physical Examination
- HIV I & II
- CP ESR
- Blood VDRL
- HBS AG
- Urine DR
- Anti HCV
- X Ray Chest

### 7.2. Welfare Facilities

#### 7.2.1. Rest Shelter

- The size of the rest shelters shall be such that it can accommodate 30% of the total number of manpower at a time. The size per person shall be 40 cm.
- The shelters shall be located away from the noisy locations
- The shelters shall be surrounded with the green mesh to avoid the dust blowing inside the shelter during the high wind conditions
- The shelter shall have pedestal fans for cooling purpose.

#### 7.2.2. Drinking Water Supply

- Drinking water shall be made available at each site
- Water in coolers shall be filled in an enclosure to avoid the dust contamination.
- Ice if added in water shall meet the parameters of WHO for drinking water.
- Water shall be lab tested at every 6-month interval to meet NEQS.


### 7.3. Health Risk Assessment (HRA)

HPL shall conduct a thorough HRA randomly considering the health impact and aspect of the employees.

The HRA shall be revised based on the followings


- Sudden rise in the occupational illnesses
- Existence of new hazards or work process that give rise to any new health hazards.
- Change in work scope
- Learning's from incidents
- Bi-yearly as minimum

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#### 7.4. Infectious Disease

HPL will communicate and educate their employees on infectious disease via different ways such as TBT, HSSE bulletins, individual health tips, health campaigns, information's on notice boards etc.

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## **Element 8 Process Safety Management**

### **8.1. Pre Startup Safety Review (PSSR)**

HPL has to ensure that an appropriate risk analysis is planned and executed when new sites are being designed or modifications are made to existing sites.

HPL has to ensure that basic and detailed design is well documented and that the applicable technical standards are followed.

Following provisions should be ensured:

- active safety-critical components (ESD systems, safety valves) are designed such that they meet the required functionality
- that the operation is user-friendly
- the operation is inspection and maintenance friendly
- process equipment, which has been purchased, is in accordance with the design documentation
- that the site constructed meets the approved detailed specification
- that the installation and its peripheral equipment are in a safe state before hydrocarbons are introduced
- that the process documentation is in accordance with the constructed site

### **8.2. Asset Integrity and Reliability**

#### **8.2.1. Design, Construction and Commissioning**

HPL will consider asset management during the design and construction of a new project. Basic components to implement the asset management upon commissioning should be included as project deliverables.

Management Representative will keep follow-up on actions and recommendations from hazard identification and risk analysis as well as lessons learned

Safety critical components/equipment will be registered as such in the maintenance system. Specific maintenance schedules will be identified. Effectiveness of the safety loop composed of safety critical equipment will be monitored throughout the lifecycle.

#### **8.2.2. Maintenance and Inspection**

The operational site is to be kept in a safe state readily available for operations by an effective maintenance system. Each site should develop their asset maintenance concept (AMC), a set of rules concerning maintenance intervals, activities, responsibilities, and resources required to maintain the installation infrastructure.


Continued fitness for purpose, effective asset management ensures that equipment is fit for purpose at least till the next scheduled inspection.

#### **8.2.3. Analysis**

HPL will define the procedure for analysis of maintenance activities. Data collection and analysis will be performed to determine the degree of reliability of the equipment.

### **8.3. Management of Change – Modifications**

Every operational site shall be operated safely. This is ensured by correct design, adequate operating procedures and quality maintenance. Any change to this safe state can only be performed by a MOC.

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Change cannot compromise HSSE, operations or off-site activities. Necessary hazard studies shall be carried out, appropriate design considerations made, risk management plans implemented and all changes properly engineered and recorded.


The requirements for an MOC procedure are described and have to be reported and followed up.

Whether arising from temporary or permanent change, no work can start and no equipment can be taken in service before the management of change process is completed.

A temporary MOC shall be used to track the implemented temporary solution for a damaged/unavailable safety critical loop/ equipment.



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## Element 9 Environmental Management

**Environment** means any or all living organisms including the ecological systems of which they form part and the following media (alone or in combination): air (including the air within the buildings and the air within other natural or man-made structures whether above or below ground); water (including water under or within land or in drains or sewers and surface, ground, coastal and inland waters); land (including surface land, sub-surface strata, land under water and natural and manmade structures); and in the case of man includes his senses and his property.

Protective measures preventing impacting the Environment shall be in place before operating any site.

HPL fully recognizes that management of environmental matters is very important. These responsibilities include the proper handling of waste materials, resource conservation and environmental protection e.g. soil and ground water protection.

### 9.1. Environmental Impact Assessment

HPL shall carry out an Environmental Impact Assessment for green fields in accordance with Environmental Protection Act (PEPA) 1997 and subsequent Acts of respective province.

The potential Environmental Impacts of each Environmental Aspect (i.e. activity) will then be reviewed and recorded. The potential Environmental Impacts will include the following six (7) categories:

1. Emissions to air
2. Water contamination
3. Noise pollution
4. Releases to land
5. Energy consumption
6. Use of raw materials and natural resources
7. Waste and by-products

### 9.2. Environmental Protection

HPL and its contractors shall comply with the following:


- Oils, grease, fuels, lubricants, paints, solvents, acids and alkalis, and contaminated waste water shall not be allowed to migrate into the site ditch system, or discharge to the ground.
- Spills of petroleum products, chemicals and other materials must be immediately reported to HPL HSSE Office, and containment and clean-up shall be started immediately.
- All storage into tanks, storage and loading/unloading of chemicals, fuels and similar bulk materials must be in curbed or dike areas.
- There shall be no open burning of waste materials.
- Maintenance areas where lube oil changes, etc., are performed shall be concrete paved.

### 9.3. Emissions and Noise Pollution

HPL shall take following countermeasures for control of emissions:

- All equipment's shall be properly maintained according to the manufacturer's handbook to minimize excessive exhaust emissions and noise pollution.
- Exhaust emissions of point sources will be monitored yearly to comply with NEQS.
- Noise monitoring will be carried out to check compliance with NEQS
- All Internal combustion engines/generators shall be suitably serviced and maintained to reduce polluting emissions to an acceptable level. Where possible, engines shall be located away from work areas.

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- Dust control shall be achieved by properly sprinkling of water in and around work area prior to commencing the work to avoid dust emissions.

#### 9.4. Waste Management

The waste management shall include segregation, handling, storage, collection and disposal of all types of hazardous and non-hazardous waste. HPL and its contractors shall comply with applicable legal and other requirements for waste disposal.

HPL shall encourage the reuse and recycling waste to reduce the quantities to be disposed-off.

The objective is to minimize emission and waste generated. All liquid and solid waste generated as a result of HPL and its contractor activities shall be disposed-off, complying with waste management procedures and guidelines.

Waste types shall include but not limited to the following:

Type of Waste
<b>Hazardous Waste</b> (Coatings, HSD, PMG, Paints, Bases etc.)
<b>Municipal Waste</b> (Food scrap, paper, containers, plastic, food croton, cardboard, etc.)
<b>Non-Hazardous Industrial Waste</b> (Air Filters, Abrasives, weld, metal debris, water filters)
<b>Non-Hazardous Inert Waste</b> (Excavated Earth, Concrete debris, Plastic & Foams).

The expected waste generation from HPL and its contractors' activities are as below:


- Waste oil
- Food / municipal waste
- Office waste
- Metallic waste including welding butts
- Scrap wood
- Batteries
- Scrap automobile tires
- Paint/Solvent cans
- Drums and Packing of chemical
- Scrap Metals
- Other wastes
- Oily sludge

#### 9.5. House Keeping Plan


All HPL and contractor's employees are responsible for keeping the site, and other facilities clean and orderly at all times.

The major objectives of housekeeping are to:

- Eliminate the causes of accidents and fires by removing obstacles and flammable hazards, which might interfere with activities and passage of personnel and vehicles, and become a source of fire.
- Effectively utilize area and equipment by providing comfortable and safe working conditions.

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- Create and maintain hygienic and safe working conditions.
- All employees shall be encouraged to maintain their work areas to the highest standards of housekeeping.
- After each day's work, all work crews shall carryout housekeeping to clear their work locations and arrange the materials and equipment in order.

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### Element 10 Security

Security is an important aspect of HPL operation to protect HPL personnel and assets. In any case, the dangerous goods/hydrocarbons have to be protected against intruders or non-qualified persons as they are not aware of the risks associated with the hydrocarbons.

Security includes the following components:

- evaluate and identify the goods, buildings and infrastructure
- identify potential threats
- describe and priorities the measures that need to be taken
- identify the weak points in the infrastructure, policy and procedures

The HPL operational sites and offices has a CCTV (closed circuit television). The system is operated 24hrs with due regard for the privacy of individuals and in accordance with the requirements of the human rights act.

One of the main purposes of the CCTV system is to provide HPL with assistance to detect and prevent crime, and to help identify accidents, by helping to provide a secure environment at the operational sites and offices.


#### 10.1 Security Plan/SOP

The security plan/SOP should at least cover:

- Measures aimed at preventing unauthorized access to the operational sites, offices and restricted areas
- procedures that must be followed in the event of a security threat
- procedures for the evacuation in the event of a security threat
- procedures to report all incidents/events that concern the security
- identification of the security officer, including the ability to contact them 24 hours a day

Following protocols will be followed:

1. **Identity checks** - Gate guards check passes and badges of all individuals entering or leaving the operational sites.
2. **Card & badge system** - An access control management system assists the security in creating regular reports to gain clear insight into HPL access control
3. **Security personnel** – site will foresee security coverage 24/7
4. **Induction requirements** before access to operational site

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## **Element 11 Emergency Response, Preparedness and Evacuation Plan**

The nature and scale of all reasonably foreseeable emergencies shall be identified and adequate arrangements to deal with them shall be made. Each operation will have its own site emergency response plan.

### **11.1. Objectives**

The main objectives of this Emergency Response and Preparedness action plan are as follows.

- Protection of human life
- Protection and minimization of damage to the environment
- Protection and Minimization of damage to property and assets
- Protect Company Reputation
- Controlling any incidents and preventing escalation

### **11.2. Potential Emergencies**

The following emergencies as minimum, but not limited to, might be expected during the course of the work,

- Fire/Explosions
- Spillage (oil or any hazardous chemicals)
- Medical Emergency
- Offsite Transport Emergency

In addition to the above, during the risk assessment process few more emergencies situation might come up. HPL shall apply all the relevant, reliable and SMART actions in place to ensure such situation does not occur at first place and this shall be achieved via risk assessment process, adopting best industrial practices, complying with legal and other requirement.

### **11.3. Training**

Requirements of Emergency Response and Preparedness Procedure will be part of the Orientation / Induction Training given to all workers plus emergency team members, vendors and visitors. Following this training, each person will, as a minimum, have the following knowledge:

- Emergency Alarm system
- Location and routes to the nearest assembly points
- Location of emergency equipment
- Responsibilities of each individual
- Notification and reporting requirements

### **11.4. Emergency Mock Drill**

Emergency mock drills and exercises will be executed as per monthly HSSE calendar in order to test effectiveness of procedure and readiness of equipment to ensure that everyone knows about the actions to be taken in case of emergency.


Short comings of the drill shall be noted and communicated to all employees for improvements. Gaps will be closely observed and addressed in next drill.

### **11.5. Emergency Evacuation**


Evacuation procedure during the emergency shall be covered during the initial HSSE induction training; all staff on site shall comply with the following upon hearing the alarm.

- Stop Work

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- Stop all equipment being used for your work.
- Call local Emergency Number
- Ensure the worksite is safe.
- Proceed to the nearest and safest Assembly point following the wind direction (go cross wind or up wind, never go downwind).
- Cooperate during head count- stand up and be counted.
- Follow instructions.

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## **Element 12 Fire Safety Management**

HPL shall emphasize on pre-planning, work permit compliance, flammable gas, liquid, and material control; the control of smoking; training and use of warning signs, proper electrical wiring, and proper waste storage and removal to achieve Fire Prevention and Protection.

Following measures to be adopted in this regard:

- HSSE signs shall be posted.
- Fire extinguishers shall be installed at prominent locations.
- A close liaison with the electrical/instrumentation department for the inspection, testing and servicing of fire alarms/smoke detection units etc.
- Regular audits and inspections of the main Site office, sites, surrounding areas, and all other temporary facilities.
- Personnel are informed not to interfere with fire detection devices or systems
- Ensure that night security guards regularly patrol around and closely watch for any smoke / fire, security lights are functioning in good order and identify any other potential area of risk
- Workplaces are maintained in a neat and tidy manner and that waste oil, rags and other flammable materials are removed at the end of each shift or as necessary.
- Driver crews are properly trained for the use of fire extinguishers.
- Storage of flammable materials/fuels shall be strictly controlled.
- Empty containers shall be disposed-off according to Waste Management procedure.
- At least 1:10 of personnel shall be trained and competent in the use of fire extinguishers, will appoint Fire Watchers or Wardens for high risk areas of work, will install fire alarms and extinguishers in accordance with risk assessments, and will ensure that employees participate fully in any evacuation exercise.

### **12.1. No Smoking Policy**

"NO SMOKING POLICY" shall be implemented. Smoking will be allowed only in designated areas approved by the HSSE Department. These areas will be cleaned daily. There will be a notice board mounted for HSSE information's.


"NO SMOKING POLICY" will also be applied in the offices.

### **12.2. Flammable Materials**

- Awareness to control flammable materials being used on the premises shall be given to workers deployed at sites.
- Flammable liquids such as gasoline, diesel etc. are not used for cleaning purposes and their containers are marked as per content.
- Flammable liquids shall be stored safely, in a neat and tidy manner with adequate HSSE signs provided.
- Incompatible materials shall not be stored in proximity to each other.
- Substances inventory along with their risk assessment and MSDS shall be kept at the entrance for information and reference as needed.

### **12.3. Hot Work**

- Electric arc welding equipment and accessories shall conform to specified international and local standard.
- Areas around pedestal grinders and other hot work type activities shall be kept free of combustibles.

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- Welding and burning shall be screened and controlled to prevent fire risk and exposure to personnel.
- Particular care shall be taken while carrying out hot work on the locations where combustibles are available. This shall include precautions such as; inspection of the surrounding area, removal of any combustible materials, protection by fire blankets and provision of fire extinguishers and Fire Watchers. Fire extinguishers shall be available before the commencement of hot work and persons shall be trained in their correct use.
- All hot works shall be done under a valid PTW.

#### **12.4. HAZMAT Store (Hazardous Material Store)**

- The store shall be kept away from the temporary or permanent offices and buildings
- The store shall be clearly marked with the warning sign for clear identification including the highly flammable signs
- The store shall have DCP fire extinguishers on standby basis.
- No hot work shall be permitted within the vicinity of the HAZMAT store.
- Exhaust fan shall be installed on the store to avoid building up of fumes.
- Store shall be properly ventilated and AC units shall be installed to avoid building up of temperature.

#### **12.5. Fuel Storage and Oil Change areas**


- Tools will be uplifted; areas swept and oil impregnated waste rags are disposed-off daily.
- Storage of fuels and containment requirements will be per international and customer's requirement.
- HSSE signs will be posted.
- Fire point shall be established at prominent locations.

#### **12.6. Fueling Operations**

- Fueling operations shall be carried out in accordance with the procedure.
- Fueling operations will be carried out in dedicated fuel dispensing area or through refueling truck.
- Within fueling area, no smoking policy will be applied.
- During refueling operation, it will be ensured that no hot work is being performed.
- Operator shall be more careful under pipe racks and other overhead structures to ensure that no hot work is being performed that would drop a spark on or near the vehicle.
- The truck shall have an approved fire extinguisher, a spill kit, absorbent material, dispensing hose, automatic-closing type nozzle without a latch-open device (dead man's handle) and an earthing system.
- To protect the fuel handler from coming in contact with fuels, greases, oils or other chemicals, non-impervious gloves shall be used.



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## PART 4 CHECK AND ACT

### Element 13 Incident Classification, Reporting and Investigation

The Objective of incident reporting, investigation & analysis is to identify the cause(s) of an incident and to develop and implement and long-term recommendations to prevent recurrence of such incident(s) in future.

The relevant departmental heads shall ensure that all incidents regardless of their size and extend are reported and investigated. All incidents must be reported within 24 hours from the occurrence time as per HPL Incident Notification Performa.

#### 13.1. Classification of Incidents

**Incident** – A specific event, sequence of events, or extended condition that had or could have had unwanted or unintended impact on the safety, security, health of people, property, or the environment, or on Legal/regulatory compliance.

Work-related injuries or illnesses are recordable if they involve one or more of the following:

1. First Aid case
2. Medical Treatment Case
3. Restricted Work Case
4. Lost Time Injury
5. Fatality
6. Environmental Incident
7. Security Incidents

**First Aid Case (FAC):** First Aid Cases are generally defined as any one-time treatment, and any follow-up visit for the purpose of observation, of minor scratches, cuts, burns, splinters, and so forth, which do not ordinarily require medical care. Such treatment and follow-up is considered first aid even though provided by physician or registered professional personnel.

**Medical Treatment Case** –Defined as a work-related injury or illness where medical treatment (other than first aid) is required to combat disease or disorder.


**Restricted Work Case:** Defined as a work-related injury or illness which results in an individual being unable:

- a) to perform one or more of the routine functions of his or her job
- b) to work the full workday that he or she would otherwise have been scheduled to work on any calendar day after the day of the illness or injury, or
- c) Where a doctor recommends that the employee not work the full workday on any calendar day following the injury or illness.

**Lost Time Injury (LTI)** – Defined as any work-related injury or illness (including a fatality) that results in at least one (1) lost workday after the day of the incident.

**Lost Time Injury Frequency Rate (LTIFR)** - The frequency of lost time injuries per 200,000 hours worked/at risk.

**Fatality:** A Fatality is an employee or contractor death from a work -related injury or illness, regardless of the time intervening between the incident and the death. Fatalities are also recorded as Lost Time Incidents

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**Environmental Incident:** Any adverse change to the environment as a result of Company activities.

**Motor Vehicle Incident:** A recordable and reportable incident when injury is experienced on the operational site premises or when work-related damage to any Company owned or leased vehicle.

**Near Miss** - is an unintended or unwanted event that, under slightly different conditions, would have had a negative effect on safety, health of people, property or the environment

**Security Incidents** - Security Incident is defined to include the following situations:


- a) **Arson** - intentional and malicious burning to destroy company property or personal property on company premises.
- b) **Assault** – any attempted or actual infliction of physical injury on a person. This would include assaults to employees and/or contractors, or inflicted due to their affiliation with the Company.

**NOTE** – Assaults in the workplace must be evaluated for work-relatedness; notification and reporting done based on severity.

- c) **Break-in** - entering company property by force.
- d) **Homicide** - the killing of one person by another. An employee or steward able contractor death due to one person killing another is determined to be work -related regardless of the time intervening between the incident and death.
- e) **Intelligence Report** - a report made of people, circumstances or events which, while they may have no immediate and / or direct impact on operations, could prove useful in improving threat intelligence analysis – e.g. rumors of impending public disturbance, suspicious activity etc.
- f) **Kidnapping** - the forcible detention, abduction or confinement of company personnel and/or contractors on company premises, during business activities, or as a result of their work affiliation.

Kidnapping includes:

- i. **Express Kidnapping:** A type of short duration kidnapping that generally involves forcing the captive to withdraw money from a personal bank account.
- ii. **For Ransom:** A kidnapping which involves a request for money in return for the release of the captive.
- g) **Public Disturbance /Activism** - incident, event or gathering that is in close proximity to, or interrupts the peace and order of, a Company premises (e.g., facility, office building, activities, meeting, etc.).
- h) **Robbery** - the taking of Company property with the use of force, threat of force, or violence against the victim.
- i) **Sabotage** -willful and malicious actions in order to destroy Company property, which interferes with, or adversely affects, normal company operations.
- j) **Theft** -the taking of property without permission. Includes:
  - i. **Burglary:** Forceful unauthorized entry into a building or structure with intent to steal.
  - ii. **Embezzlement:** Theft committed by an employee having fiduciary responsibility for Company assets (report via Controls Irregularity Reporting).
  - iii. **Extortion:** The act or practice of obtaining something or compelling some action by force or coercion (report via Controls Irregularity Reporting).

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- k) **Threat**-an expression of intention to inflict injury or damage includes a Bomb Threat: (a threat to detonate an explosive).
- l) **Trespassing**-Evidence of unauthorized intrusion or invasion of company property Irrespective of resulting damage. There is no cost threshold for reporting.
- m) **Vandalism**-malicious acts intended to damage or destroy company property.

### 13.2. Investigation of HSSE Incidents

As soon as an incident occurs, the HPL site management will immediately notify the event to Manager HSSE.

Subsequent to the notification a preliminary incident report shall be submitted within 24 hours after the event took place and the final and full investigation report shall be ideally submitted as per HPL incident reporting and investigation mechanism.

Investigation of incidents is a line responsibility and Site In charges or line managers must ensure that all incidents occurring within their scope of work are reported and investigated using standard procedure. HSSE staff will be available to facilitate the investigation.

The extent of investigation is determined by:

- The actual consequences
- The potential consequences
- And the probability of the potential Consequences occurring.

### 13.3. Investigation Team

The incidents shall be investigated by a team; the investigation team shall consist of following personnel as minimum:

- Site In charge
- Line Manager
- Area Supervisor
- Injured Party (if any)
- Witnessing personnel
- Contractor Representative (if necessary)
- Trained Incident Facilitator (if necessary)


### 13.4. Follow up of Corrective and Preventative Actions

All the corrective and preventative actions arising from the investigation will be logged in a master action tracking register so that it can be traced systematically for closure. These actions shall be SMART and the Incident Investigation training will contain enough knowledge on determining smart actions.

### 13.5. Communication of Lessons Learned from Incidents

Regardless of the size and extend of the incidents there are lessons that need to be learned and shared with all employees in order to avoid the similar happenings again. The lesson learned shall be shared via various methods i.e. Newsflash, TBT, Notice Board etc.

There might also be need to revise the procedure and risk assessment following the lesson learned from the incidents, HPL HSSE Manager shall be responsible to make such procedural changes in coordination with site in charge with the consent of management.

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## **Element 14 Performance Management and KPI Reporting**

### **14.1. Performance Indicators & Reporting**

HPL HSSE Manager will monitor performance against targets and take Corrective actions where the targets are not met. The performance shall be monitored with the help of KPI (Key performance Indicators i.e., Leading and Lagging indicators) and shall be reported accordingly as per monthly HSSE performance report.

### **14.2. Key Performance Indicators (KPIs)**

The following Key Performance Indicators will be reported as minimum

**Leading Indicators** are designed to drive and measure critical HSSE activities. When measured and monitored actively, the data from leading indicators enable effective intervention to address or reverse a negative trend before it results in injury, damage or loss. They comprise:

1. Reported Near-misses, Unsafe Act and Conditions (numbers)
2. Incident Inquiry Rate (IIR)
3. HSSE Behavior Observations, Audits, Inspections versus planned (%)
4. Fire cases (number)
5. Spills > 1 m3 (number)
6. HSSE Audit findings closure rate (%)
7. HSSE Training completion (%)
8. Emergency drills (number)


**Lagging Indicators** measure outcomes of a company's HSSE activities. They provide an overall estimate of the progress required to achieve our vision of excellence, but they not measure the effective implementation of HSSE programs, proactive action plans or on-the-spot self-assessment. They comprise:

1. Fatality
2. LTI's (Lost Time Incidents)
3. MTC (Medical Treatment Cases)
4. FAC (First Aid Cases )
5. TRIR (Total Reportable Injury Rate)
6. RAR (Road Accident Rate)
7. Process Incident
8. Material Losses
9. Security Incidents
10. Property Damage
11. Fire & Explosion
12. Fines and Legal Notices

### **14.3. Key Controls**

Control indicators specify the most important functional controls of over the HSSE from the integrated operation point of view such as reports, reviews and audits.

- Ad-hoc Incident Report
- Monthly HSSE Scorecard
- Quarterly HSSE Performance Review
- Annual HSSE Annual Action Plan (Self-Assessment) and Audit Program


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#### 14.4. HSSE Management System Review Audits

HPL shall conduct a systematic through review of its entire HSSE management system internally and through 3rd party consultant annually.


This audit shall be properly planned, notification will be developed, and checklist will be adhered followed by the corrective and preventative action requests.

HPL believes that audits are an improvement tool and honest participation will definitely lead to further improvements in the system.

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# Section – B

## Safe Work Practices

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## 1. SAFE WORK PRACTICES

### Objective

The objective of this Practice is to ensure that all Operations and assets are operated, managed and maintained according to defined rules. Programs, procedures and standards are implemented to manage risks.

### Rights and Responsibilities


- Every employee has the right to:
  - a. Be provided with adequate information about working conditions, hazardous agents and equipment used or exposed to in the workplace, their hazards, risks and the mitigation measures;
- Managers at every level have the responsibility to:
  - a. Demonstrate commitment and support through values, attitudes and actions which support the belief that all workplace injuries and illnesses can and shall be prevented.
  - b. Ensure that the goals and tasks given to employees are not in conflict with safety requirements.
  - c. Provide a safe workplace and assign safe work, to take all reasonable precautions to protect employees from illness or injury.
  - d. Ensure that employees are informed, trained and equipped to be able to do their jobs safely.
- Every employee has the responsibility to:
  - a. Follow work instructions and safe work practices;
  - b. Comply with legal and Company regulations;
  - c. Intervene in unsafe or non-compliant situations;
  - d. Comply with the Life Saving Rules;
  - e. Use the appropriate safety equipment for the job.
- Whenever performing non-routine works that are not under permit to work obligation and in doubt about the hazards involved, a Job Safety Analysis must be prepared by the person directly managing those executing the works.

#### 1.1. Life Saving Rules

- The Life Saving Rules target high risk operations at work where failure to comply has the highest potential for serious injury or death. These are HASCOL Life Saving Rules which apply to all employees and contractor individuals working in Hascol operations.
- There must be a procedure in place that covers reporting, investigation and consequence management for Life Saving Rule breaches which provides a fair and consistent approach.

#### 1.2. Safe Operation & Fire Safety

- Technological processes must be operated in a way which provides avoiding or mitigating the possibility of causing fire or explosion due to improper integrity of the technology/equipment.
- Operating procedures must provide a clear understanding of the detailed operating parameters and limits for safe operation for all kind of process phases – from start-up till shutdown (normal or emergency). Operating procedures must explain the Health, Safety, Security and Environmental consequences of operation outside process limits and describe the steps to be taken to correct and/or avoid deviations.

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- Operating procedures must describe also safety systems including their function, instrument controls, alarm and interlock set points.
- Operating procedures must be consistent and up-to-date with process safety information package including all information about protective safety systems, fire protection and emergency systems.
- Mechanical Integrity (maintenance) Program must be established with focus on maintaining and continuously improving the safety critical equipment's/system's integrity to contain hazardous substances throughout the life of the facility. Mechanical Integrity Program must address:
  - a. Maintenance procedures;
  - b. Training and performance of maintenance personnel;
  - c. Quality control procedures;
  - d. Equipment tests and inspections, including predictive and preventive maintenance;
  - e. Repairs and changes;
  - f. Reliability engineering.
- Maintenance procedures must be established and implemented to preserve the mechanical integrity of process equipment on an ongoing basis – start-ups, routine operation, shutdowns and overhauls.
- Maintenance personnel must be trained and qualified for assigned maintenance works. Training must address an overview of the process, specific safety and health hazards associated with the process, emergency procedures and maintenance practices. Training frequency for Company staff may not exceed 3 years.
- Quality control procedures must be established so that maintenance materials, spare parts and equipment meet design specifications as delivered and to protect against inadvertent use of improper materials.
- A predictive/preventive maintenance program must be established for safety critical equipment consisting of inspections and tests to detect impending or minor failures and procedures to mitigate their potential, before they can develop into more serious failures.
- A repair and change process must be established for safety critical equipment so that deficiencies are properly corrected and that changes are done in a way that allows safe operation.
- An ongoing reliability engineering analysis must be conducted for safety critical equipment for evaluating how long a system and its individual components can be operated safely before they are taken out of service for maintenance or replacement.

### **1.3. Personal Protective Equipment**

- Adequate Personal Protective Equipment (PPE) must be worn at all times when working, as defined by a risk assessment (e.g. Workplace Risk Assessment - WRA, Job Safety Analysis - JSA), the Permit to Work (PTW), legal regulation or other relevant document.
- All PPEs shall be compliant with local standards.
- Direct work supervisors are responsible to perform and sign off a Job Safety Analysis (JSA) whenever in doubt what PPE to use.



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#### 1.4. Lone Working

- A check-in system or other means of communication must be set up for all lone working activities to ensure that the actual condition and location of the worker is known.
- The following activities may not be performed alone:
  - a. Safety critical activities;
  - b. Works with a relevant risk of exposure to violence or aggression.

#### 1.5. Permit to Work

- A Permit to Work system is a safe work control system designed to ensure that a formal process of "permitting" is utilized for specific activities and to allow such work to be safely carried out using the appropriate level of control. The PTW system applies to work carried out by HPL operations personnel and contractors.
- A PTW system shall be applied as a minimum for:
  - a. All safety critical activities
  - b. All non-safety critical hot works
  - c. Any work defined by local laws or Local Operative Regulation to be under PTW obligation.
- A PTW system shall fulfill as a minimum the following requirements:
  - a. Schedule and manage tasks effectively to eliminate incompatible tasks being undertaken;
  - b. Control work activities and eliminate or minimize risks to people, the environment, equipment and assets;
  - c. Notify relevant people of work being carried out, minimize risk of simultaneous operations;
  - d. Verify all precautions have been taken prior to commencing work and ongoing risk controls are properly implemented;
  - e. Provide written authorization to the work party for the work;
  - f. Authorize to access the work area and equipment;
  - g. Provide an orderly method to confirm the work is complete;
  - h. Ensure that the technology and/or equipment is returned to a safe condition when the work has been completed or suspended.
- Minimum content of a PTW:
  - a. Details of the work to be performed (task, location);
  - b. Company and personnel eligibility, skill/competency requirement(s) where applicable (e.g. special fire prevention training required by legislation);
  - c. Issue, validity and closure date and time;
  - d. Hazards and control measures, including but not limited to PPE;
  - e. Gas testing results (hot work and entry into confined space only);
  - f. Extension/changeover data;
  - g. Information relating to associated certificates (e.g. energy isolation) when applicable;
  - h. Information related to adjacent plant(s)/simultaneous operation(s) that may be affected;
  - i. Approvals by both Issuer and permit holder parties.
- The original copies of open PTWs and their attachments must be held at a suitable location by the issuer (e.g. control room, site office or electronically).

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- A copy of the PTW must be present at the workplace/site where the permitted work is performed.
- PTW can only be issued by trained and authorized personnel.

#### 1.6. Gas Testing

- Function testing of gas monitors shall be performed prior to their use and/or in accordance with the manufacturer's instructions. Gas monitors shall be maintained and calibrated in accordance with the manufacturer's instructions. Calibration records shall be kept available.
- The gas tests and operational checks that precede the issuing of a PTW shall be done as close as practical to the time the work is to begin and its results shall be recorded on the PTW.
- Personnel performing gas tests must be adequately trained.
- Areas where hazardous vapours or gases (e.g. toxic, asphyxiant) are or may be present can be entered only with a personal gas detector. Works in such area may be permitted only with initial testing and continuous monitoring for the hazardous vapour(s) or gas(es).


#### 1.7. Hot Work

- Any activity involving hot work can be performed only with a Permit to Work.
- A Permit to Work for hot works shall not be valid for shifts other than the one in which the work was started and shall not be prolonged more than three times.
- Hot works can be permitted and performed under the following conditions:

Oxygen [% <sub>V/V</sub> ]	Lower exposure limit (LEL) [%]
<23      allowed	0-20%:    allowed
>23      not allowed	>20%:    not allowed

- Atmosphere at the area of hot work shall be continuously monitored for flammable gases or vapors if such atmosphere may arise during the course of work.
- If LEL exceeds 20% or new hazards are identified or controls of existing hazards are compromised, hot work activities shall be immediately suspended, all potential ignition sources eliminated and the place of work promptly evacuated. Work shall not resume until the hazardous condition(s) is/are eliminated and the area is resurveyed and determined to be safe.
- Safety critical hot works must not be performed alone.
- Safety critical hot works can be performed only in the presence of a fire watch.
- A Permit to Work for hot work shall contain the following items additionally:
  - a. The name of the authorized fire watch (where applicable);
  - b. Special fire prevention precautions;
  - c. Acceptable hot work conditions that include the initial (where applicable) and periodic gas tests accompanied by the name(s) of the tester(s) who tested the permit space;
  - d. Actions to be taken after the hot work had finished.
- Before a Permit to Work for safety critical hot work is issued, the atmosphere at the place of work shall be tested for the following conditions:
  - a. Oxygen;
  - b. Flammable gases or vapors.

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- In case of safety critical hot works all combustible materials on the floors, walls, or partition ceilings, or roofs that can be easily moved shall be moved in a safe distance. When the combustible material cannot be moved, all necessary precautions to protect against exposure shall be taken before a hot work permit is issued.
- Appropriate controls shall be in place to prevent sparks, welding slag etc. from migrating outside the immediate work area by positioning of the work or the use of flooring and/or fire-retardant welding curtain/blankets.
- All ducts, sewers and/or other systems that could carry sparks outside the immediate work area shall be shut down, sealed, or protected with fire retardant material.
- If the hot works are carried out in a confined space, additional rules for confined space entry must be applied.

### 1.8. Confined Space

- A Permit to Work must be obtained prior to entering any confined space.
- If entry into the confined space forms part of the regular work activity, the Permit to Work obligation can be replaced by the application of a safe work practice defined in a method statement/work instruction for the specific confined space entry, as long as the following requirements are all complied with:
  - a. A risk assessment is performed as part of the method statement/work instruction to decide if it is safe to lift the Permit to Work obligation;
  - b. A watchman is present at each entry;
  - c. Continuous gas monitoring is performed within the confined space;
  - d. All personnel involved in the confined space entry are trained on the method statement/work instruction.
- A Permit to Work for entry into a confined space shall not be valid for shifts other than the one in which the work was started and shall not be prolonged more than three times.
- A confined space entry supervisor must be appointed for all works involving entry into a confined space.
- A watchman must be appointed for each entry/exit point into the confined space. Watchmen must be distinguishable from the entrants; they must be competent and properly equipped to:
  - a. Know the number of occupants of the confined space at any given time;
  - b. Maintain communication with the entrants;
  - c. Initiate emergency and rescue measures.
- A Permit to Work for entry into a confined space shall contain the following items:
  - a. The name of the confined space entry supervisor;
  - b. The name(s) of authorized watchman/watchmen;
  - c. The name(s) of authorized entrant(s);
  - d. The hazards of the confined space to be entered;
  - e. Measures used to isolate the confined space and to eliminate or control hazards before entry;
  - f. A list of equipment required (e.g. personal protective equipment), gas testing, means of communication, alarm and rescue measures;
  - g. Acceptable entry conditions that include the initial and periodic gas tests accompanied by the name(s) of the tester(s) who tested the permit space.


- Before entry, the internal atmosphere shall be tested and recorded on the PTW at the working level for the following conditions, in the following order:
  - a. Oxygen;
  - b. Flammable gases or vapors;
  - c. Hazardous vapors or gases that are or may be present (e.g. toxic, asphyxiant).
- Work in the confined space can be permitted and performed under the following conditions:

	Oxygen [% <sub>V/V</sub> ]	Lower exposure limit (LEL) [%]
<b>All works</b>	19-23: no extra measures needed	0-5%: no extra measures needed
	<19: entry with self-contained breathing apparatus only	5-20%: EX-proof tools only
	>23: no confined space entry	>20% no confined space entry
<b>Hot work</b>	>21: no hot work allowed	0-5%: rules of hot work apply
		>5%: no hot works allowed

- Confined space atmospheres shall be continuously monitored during the performance of work for the following parameters:
  - a. Oxygen content;
  - b. Flammable gases or vapors;
  - c. Hazardous vapors or gases (e.g. toxic, asphyxiant).
- If hazardous vapors or gases are or might be present (irrespective of the oxygen concentration), the work in the confined space may be performed only with the use of PPE that provides full body protection and with breathing equipment that is fully independent of the ambient atmosphere.
- To facilitate non-entry rescue, personal retrieval systems or methods shall be used, unless the retrieval equipment would increase the overall risk of entry or would not contribute to the rescue of the entrant.

### 1.9. Lifting and Hoisting


- Personnel performing rigging, signaling and crane operation must be suitably competent.
- Cranes, hoists and lifting equipment (e.g. slings, blocks, hoists, eyebolts, hooks) shall be subject to periodic documented inspection by a competent person every 12 month or as per legal requirements or manufacturer instructions.
- Lifting equipment must be fit for purpose (e.g. rated capacity) and compatible with the load.
- A signaler must be appointed whenever necessary (e.g. blind lifting, critical lifting) and positioned to have continuous visual contact with the crane operator. If line of sight with the crane operator is not possible, voice communications equipment shall be used. There can only be only one person designated as signaler during a lift.
- Tag lines are the preferred method to control the load. Where loads have to be physically guided or put in place by hand, precautions shall be implemented to minimize exposure to personnel.
- Staying or letting anybody stay under loads, or executing lifting above personnel is always forbidden.

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- The lifting area must be secured (e.g. tapes, barriers) and the lifting path must be kept clear. If the potential exists for people to move into the area of the lift, a person shall be assigned to control access to the area.
- The lifting operation shall be interrupted immediately if safety is jeopardized (e.g. weather conditions), when instructions are unclear, or in the event of loss of communication.
- A lifting plan must be prepared for all critical lifting activities. Lift plans must cover the following as a minimum:
  - a. General information (date, location, description of the lift)
  - b. Personnel information (crane operator, rigger, signalers)
  - c. Crane information (type, crane capacity at lift radius and boom angle)
  - d. Load information (weight, slings & shackles configuration)
  - e. Communication methods
  - f. Approvals

#### **1.10. Work at Height**

- All personnel on a walking or working surface with an unprotected side, edge, or hole where the potential exists to fall 2 meters or more shall be protected from falling by the use of:
  - a. Guardrail systems, safety net systems, Personal Fall Arrest Systems or fall restraint systems, or;
  - b. Alternate safe access of the walking or working surface, such as mobile elevated platforms, basket cars etc.
- In all cases where work is being conducted above dangerous environment such as water or equipment such as moving parts, sharp edges, regardless of the height, safeguards shall be in place to protect persons from falls.
- Selection and application of PFAS components:
  - a. Only full body harnesses shall be utilized and rated for the user's weight;
  - b. Lanyards shall be shock absorbing or utilized with deceleration equipment. Maximum arrest force applied must be less than 8 KN (kilonewton).
  - c. Double or "Y" lanyard that allows for continuous tie off to an anchorage or lifeline;
  - d. All components of PFAS shall be capable of holding 1500 kg without cracking, breaking or resulting in permanent deformation;
  - e. Lanyards should be secured above the waist or overhead whenever possible to minimize actual fall distance.
  - f. The PFAS components must be configured so as to ensure the total fall distance is less than the distance between the working surface and the ground or any obstruction in the fall path.
- In case a fall was arrested by a PFAS, rescue within 15 minutes must be provided to the affected person to prevent suspension trauma.
- Personal Fall Arrest System components shall be subject to periodic documented inspection by a competent person every 12 month or as per manufacturer instruction or legislation.
- Personal Fall Arrest System components subjected to impact loading shall be immediately removed from service and shall not be used again for employee protection until inspected and determined by a competent person to be undamaged and suitable for reuse.
- Fall restraint systems must be configured to keep the person in a minimum safety distance of 2 meters from the unprotected side, edge, or hole where the potential to fall exists.

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- Ladders may only be used for access purposes or for simple works of short duration.
- Maximum climb height on a ladder must be limited to:
  - a. 2 meters without the use of a Personal Fall Arrest System
  - b. 6 meters with the use of a Personal Fall Arrest System
- Guardrail systems as a minimum shall contain top rails, midrails (if there is no wall, or other structure at least 0.5 meters) and toe boards to prevent objects from falling onto the underlying level.
- Top rails must be between 1.0 and 1.2 meters above the walking/working level, except when conditions require otherwise and the safety of persons exposed to fall hazard is not affected. Midrails must be midway between the top edge of the guardrail system and the walking/working level.
- If dropped objects can damage equipment under pressure or containing hazardous material the area shall be physically protected or energies shall be isolated.
- Scaffolds are allowed to be taken into operation only if a handover tag is visibly placed. Scaffolds without a handover tag must be considered as being under construction. Handover tags must be colour coded red standing for no access and green standing for access allowed.
- A scaffold handover tag must contain the following as a minimum:
  - a. Location where the scaffold was erected
  - b. Name of company the scaffold was erected by
  - c. Date of handover
  - d. Name and signature of responsible person on behalf of the company the scaffold was erected by

#### **1.11. Ground Disturbance**

- Ground disturbance works can only be commenced if all underground hazards (e.g. pipelines, electric cables, other utilities) have been identified located and if necessary, isolated.
- Safe access and exit must be provided throughout the execution of works.
- A safety distance must be kept between the edge of any trench/pit and the storage area for tools, equipment, material, excavated soil etc. to prevent workers from hazards of falling objects or being buried.
- Pits or trenches deeper than 1.2 metres from ground level must be protected by shoring-up or by sloped side walls.
- Confined space entry rules apply to any personal occupancy of pits or trenches deeper than 1.2 metres from ground level.
- Soil and environmental conditions must be observed throughout the execution of works.

#### **1.12. Energy Control**

- All energy sources associated with equipment shall be isolated in a way that prevents unexpected energization, start-up or the release of stored energy that could cause injury or equipment damage when maintenance/servicing work is being performed. Energy sources include any electrical, mechanical, hydraulic, pneumatic, gravity, chemical, radiation, thermal, or other source of energy that could cause injury or harm to people or the environment.

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- Isolation of energy sources must be documented (e.g. energy isolation certificate) and attached to the Permit to Work for the maintenance/servicing work that is being carried out prior to its issue. The document shall contain the following as a minimum:
  - a. Details of the work to be performed (task, location) that requires the energy isolation;
  - b. Identification number (tag and/or lockout device number), location, type of energy source and mode of isolation of each energy source
  - c. Date and signature of the person(s) who applied the isolation devices for each energy source
  - d. Date and signature of the Manager responsible for the site, unit or equipment
- Application of lockout devices on energy isolation devices in conjunction with tags is always preferred to the use of tags alone on energy isolation devices. Lockout devices must always be used together with tags.
- Following the application of lockout devices and/or tags on energy isolating devices, all potentially hazardous stored or residual energy shall be relieved, disconnected, restrained, or otherwise made safe. If there is a possibility of re-accumulation of stored energy to a hazardous level, verification of isolation shall be continued until the servicing or maintenance is completed, or until the possibility of such accumulation no longer exists.
- Local site-specific and/or equipment-specific energy isolation procedures must be developed with the following content as a minimum:
  - a. Identification of hazardous energy sources (type, description, location, mode of control)
  - b. Personal roles and responsibilities
  - c. Rules on application and release of energy isolating devices, tags and lockout devices
  - d. Rules on shift handover, temporary release of energy isolation and group isolation

#### **1.13. Electrical Safety**

- Electrical equipment used on metal structures (e.g. tanks) where "foreign" electric potential may appear must be supplied with electricity through an isolation transformer to avoid the hazard of electric shock.

#### **1.14. Cutting/ Welding**

Any process, including grinding, which produces sparks capable of igniting combustible or flammable materials and transmits heat to the work material from a hot gas. PTW should be obtained prior to any cutting/ welding activity.


#### **1.15. New Construction**

New Construction, New work that is comprised of structural and mechanical work creating new tanks/ building. The following are the types of hot work anticipated for new construction:

- Structural hot work: Cutting/welding reinforcing steel and structural steel for all of the project's structural work
- Mechanical work: Building system installations, Equipment installations
- General activities hot work: All other cutting/welding for equipment/building component installations (handrails, guardrails) and equipment installations

#### **1.16. Opening Process Equipment and Piping**

- During opening process equipment and piping (generally "line breaking") which contains or has contained any dangerous material (liquids or gases), proper precautions must be taken to avoid or minimize the risk of serious process incident occurrence.

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- Prior to clearing and opening process equipment and piping a risk assessment (e.g. Job Safety Analysis) must be performed for defining how the system/equipment will be made safe for maintenance.
- Procedure for depressurizing, draining and handling hazardous materials from the system/equipment must be in place with definition of roles and responsibilities.
- Lock and tag (LOTO) plan must be prepared/ensured. For further details see "Energy isolation" part of this document.
- Prior opening it must be verified that the system is safe for opening and safe to work on.
- Employees involved in capturing and disposing of hazardous materials must wear appropriate PPE for such a work.
- Hazardous materials captured during opening system/equipment, must be properly disposed of.


#### **1.17. Integrity Check (pressure test) of Process Equipment**

- Each integrity check must be planned and implemented in a manner that mitigates unnecessary exposure to procedural hazards.
- Proper risk assessment (e.g. Job Safety Analysis) must be performed to identify and mitigate perceived and actual environmental and operational hazards.
- A written test plan must be prepared prior conducting pressure test, including procedures and controls related to safety.
- Personnel involved in pressure test must have and must use "Stop Work" authority whenever hazardous condition or potentially hazardous conditions are identified.
- Signs, barricades or other protective barriers must be in place in a manner and at a distance sufficient to demarcate a safe zone to protect personnel from unanticipated pressure release or equipment failure.
- The installation of devices must mark the limits of the exclusion zone.
- Unauthorized personnel must be kept out of the test area.
- Affected site personnel must be informed about the planned test.
- The equipment and materials must be arranged to give unobstructed access/egress during testing and in the event of emergency.
- Reliable transportation and communication systems must be used during all aspects of the testing event.

#### **1.18. Temporary bypassing of a Safety Interlock**

- Safety Interlock or Critical Alarm can be bypassed only with authorization of responsible person and procedure must be in place to ensure that this activity takes place in a safe and controlled manner.
- Prior any temporary bypassing a risk assessment must be prepared and efficient measures must be defined.
- The time of temporary bypassing must be kept to a minimum.
- Temporary bypassing not longer than 7-day can be approved by unit manager. Longer than 7-day bypassing must be approved by plant manager.



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- For temporary bypassing longer than 1 month a Management of Change procedure must be initiated as a "Temporary Change".
- Safety Systems considered by risk assessment as inviolable are strictly prohibited to be bypassed. It means that the protected equipment or process cannot be operated unless these systems are functioning. In the Operating Procedures these systems must be highlighted as "Not to be Bypassed".

#### 1.19. Continued Operation with an Activated Process Safety Alarm


- Written procedure must be in place for defining rules for continued operation with an activated process safety alarms, where the followings must be clearly defined:
  - a. specification of permitted reasons for operating with activated process safety alarms
  - b. who is authorized to permit this kind of operation
  - c. specification of time duration during which it is permitted to operate with an activated process safety alarm

#### 1.20. Road Safety

- The following requirements apply as a minimum to all vehicles authorized to be used on Company business:
  - a. The vehicle shall be fit for purpose, and shall be maintained in safe working order
  - b. The number of passengers shall not exceed manufacturer's specification for the vehicle
  - c. Loads shall be secure and shall not exceed the manufacturer's specification and legal limits for the vehicle
  - d. Seat belts are installed. Additional safety equipment is advised in line with the 'Minimum Safety Standards of Vehicles 'Recommended Practice
- The following requirements apply as a minimum to all employees who are authorized to drive on Company business:
  - a. Drivers shall be appropriately licensed, trained, and medically fit to operate the vehicle
  - b. Drivers shall be appropriately rested and alert
  - c. Seatbelts shall be worn by all passengers at all times whenever a vehicle is in motion
  - d. Drivers shall not be under the influence of alcohol or drugs, or any other substance or medication that could impair their ability to drive
  - e. Drivers must not use hand held communication devices or initiate calls while driving
  - f. Stopping the vehicle should be preferred to the use of hands-free set while driving
  - g. In hazardous/operational areas reverse (back-in) parking must be applied at the designated parking areas. In all other areas it is recommended based on local emergency response (and other relevant) considerations
- Travelling shall be avoided if business can be managed effectively via other means of communication.
- The maximum work/driving hour in a 24-hour period is 12 hours. Any further driving/work time to a limit of 14 hours requires an assessment to be conducted and signoff by a supervisor. Work responding to an emergency may be approved at the discretion of a supervisor.
- In countries with high driving related risks (e.g. security, road conditions, remote locations), a journey management system shall be in place.
- Professional drivers must attend a driving safety course (theoretical and practical) within six months of commencing driving on HASCOL business and repeat every two years.

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- Frequent drivers must attend a driving safety course (theoretical and practical) within one year of commencing driving on HASCOL business and repeat every three years.
- The classification and transportation of dangerous/hazardous goods and materials (HAZMAT) must be executed throughout full compliance with international standards (i.e. ADR) and local level regulations (OGRA) and local requirements.

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# Section - C

## Emergency Response

### Manual

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## **Emergency Response Manual**

### **1. SCOPE**

The scope of this Emergency Response Manual includes the roles and responsibilities of the Emergency Response Team (ERT) in the Karachi office, links to the relevant Site Response Teams (SRT) of the Hascol Petroleum Limited (HPL) operational sites.

### **2. OBJECTIVE**

To provide all personnel involved with managing an emergency, a clear understanding of their roles and responsibilities and to give guidance on what actions they are expected to take in response to an emergency situation.


This document applies to all personnel and assets within HPL.

### **3. RESPONSIBILITIES**

Respective management is responsible for ensuring that the necessary arrangements and procedures defined in this manual are implemented within their spheres of responsibility and that all personnel who may be required in an emergency are familiar with, and understands, their roles, responsibilities and duties.

### **4. DEFINITIONS**

<b>Emergency</b>	A physical incident that threatens life, the environment, or property, but which may affect HPL long-term ability to do business (crisis).
<b>Emergency Management</b>	<p>Actions undertaken to manage the consequences of a physical incident that threatens life, the environment, and assets which may affect HPL long term ability to do business.</p> <p>Emergency Management incorporates both the operations response to the triggering emergency and the supporting staff functions, such as legal, insurance, human resources, security etc. It is also concerned with the image, operability and liabilities.</p>
<b>Emergency Response</b>	<p>Actions taken at the site of a physical incident to preserve life, the environment and assets.</p> <p>Emergency Response incorporates the actions of the company, partners, emergency services and other authorities/agencies.</p>
<b>Site Response Team</b>	The group of people in the site who directly manage the scene of an incident to bring it under control,
<b>Site Response Team Leader</b>	HPL site representative responsible for ensuring the incident is being correctly managed in-line with HPL Policies, standards and procedures.
<b>Incident</b>	A non-conforming event that had a potential or results in threatening life, the environment or assets, which if not controlled, can escalate to an emergency and/or crisis.
<b>Incident Management</b>	Actions taken by the management team to provide immediate direction and support to those conducting Incident Control in order to preserve lives and protect the environment and property. It is likely to include liaison with emergency services and other agencies immediately concerned with that support and the effects of the incident.
<b>Level-1 Emergency</b>	An emergency that can be controlled or handled by facility personnel &

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DOES NOT require the assistance of the local emergency services.

#### **Level-2 Emergency**

This is an emergency that requires assistance from the local emergency services, e.g. Fire brigade, Mutual Aid Companies, etc. A Level-2 emergency can result from a natural disaster, large fire or a product spill occurring outside the facility and may extend for over one hour.

### **5. EMERGENCY RESPONSE TEAM KARACHI OFFICE**

#### **1.1 ERT Priorities**

The Emergency Response Team has the following priorities during incident management:

- To save and safeguard life (First Priority)
- Protection of the environment (Second Priority)
- Minimizing damage to plant and property & Resumption of Operations (Third Priority)

#### **1.2 ERT Tasks**

**Important Note: Only Hascal Petroleum Limited (CEO) or his designate is authorized to respond to the media.**


The Emergency Response Team Karachi Office has the following typical tasks during incident management (these will vary depending on the specific incident):

- Preliminary health and safety direction to those at the scene.
- Preliminary security direction to those at the scene
- Confirmation of personal details of those involved (including contractors) and dependents
- Direction on evacuation options and to move personnel away from the scene of danger.
- Initial business impact analysis and business continuity options
- Contractual and other liability issues
- Preparation of initial reporting to employees, next of kin, partners, any related government agency and media (If required)
- Identification of logistics and administrative assistance for the next 24 hrs.
- Preparation of an Initial situation brief for the CEO
- Definition of incident management plan and its implementation
- Communication with the Site Response Team
- Liaison with the emergency services (state or otherwise).
- Mobilization of resources and other support (e.g. logistic) for Site Response Team
- Notification of incident and communication (if required) with:
  - Local community
  - Local police via Superintendent of Police
  - Contractors, Customers and Suppliers
  - Other HPL employees
  - Issuing any initial statement to media (control of information)
  - Provision of additional HPL management representation at the scene

Administration Department In Karachi office is responsible to make sure that HPL Emergency Response Roster attached as Annexure 1 is available in ERT rooms and updated for effective use.

#### **1.3 ERT Organization**

The HPL Emergency Response Team Karachi Office is comprised of the following team positions. The positions required may vary according to the incident:

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### 1.3.1 Emergency Response Team Leader (ERT Leader)

The ERT leader is on call 24 hours a day, 7 days a week. The role is changed between four ERT leaders. The ERT leader role shall be assumed as per nature of emergency with the approval of CEO.

The ERT Leader is responsible for:

- Managing the overall response to the emergency including providing advice and support to the emergency site and the HPL CEO.
- The ERT Leader is authorized to take immediate actions he considers necessary to minimize loss, however, actions needing expenditure greater than 1 Million PKR require the approval of the CEO
- Act as the focal point for emergency response.
- On initial contact, discuss the situation with the emergency site and advise of any immediate action to be taken.
- Mobilize the necessary ERT members and proceed to the ERT Room, if required.
- Assess the situation more extensively (with ERT).
- Decide on further actions required and initiate them.
- Inform and update the CEO.
- Discuss with the CEO whether HPL CAT (Crisis Action Team) is to be mobilized.
- Ensure a continual and consistent flow of information between the ERT and the CEO.
- Assess whether additional support is required.
- Ensure information recorded is accurate and the status boards are updated.
- Ensure accurate casualty information is being kept.
- Ensure the mobilization of support.
- Record all communications on the writing pads, with a copy to the Event Logger.
- Nominate Operations Representative to act as sole liaison with site of Emergency if required.
- Delegate duties as appropriate.
- Produce a post Emergency report with recommendations and ensure implementation of same
- After the Emergency, ensure all information is securely stored.
- Request Contractor management be called to the ERT room, if required (particularly for contractor related emergencies)
- ERT Leader shall callout and call off all emergencies of Level 2 and escalating to crisis.


During an Emergency, the ERT leader should conduct regular "round-table" updates, initially about every half an hour or as the situation demands, to ensure that all ERT members are aware of the latest situation and of actions taken and planned. Updates must be concise starting with a situation brief from the ERT leader followed by a quick round the table input from individual ERT members who have something to contribute.

### 1.3.2 HPL Chief Executive Officer

The CEO shall be available at all times to oversee the actions of the ERT. HPL CEO or his designate is the only authorized contact with in-country government agencies and the media.

The CEO or his designate is responsible for:

- Assisting in setting up the ERT room
- Liaison with relevant Government Agencies, Police and Media
- Issuing statements
- Approval of expenditure and arranging for approval of expenditure
- Authorizing the use of specialist advice/services

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- Liaison with other Partners and Contractors
- Ensuring the Emergency response complies with appropriate regulations and Company procedures
- Keep a personal log of events and actions taken
- Notifications to the OGRA and other Governmental agencies if required
- Review performance and current procedures after Emergency has taken place

### **1.3.3 Operations Representative**

The operations representative (operations, retails, logistics, lubricants, warehouse, LPG, aviation fuel etc.) is available at all times to deal with operational problems or requirements whilst operational work is in progress in the site.

The operation's representative is responsible to:

- Assist in setting up the ERT room
- Ensure understanding of the current situation
- Provide technical advice or if necessary send out technical support to operation site/SRT
- Inform ERT Leader or his Designate and Event Logger of actions taken
- Contact relevant Contractor and ask for a representative to come to HPL main office (if required)
- Take over sole communication role with the site from the ERT Leader or his Designate if required
- Record all communications on the writing pads with a copy to the ERT Leader or his Designate or his Designate and Event Logger


### **1.3.4 HSSE Representative**

The HSSE support shall be fully familiar with the emergency response organization and support the ERT with advice on emergency response, health, safety and environmental protection concerns. The responsibilities include:

- Act as a muster counter; and ensure muster count throughout the course of the emergency response
- Mobilizes personnel or medical services to the site location if required and arranges the replacement to take over in Head office.
- Giving HSSE advice and information to ERT
- Ensure the HSSE requirements of the site are communicated, understood and implemented by the other members of the ERT.
- Discuss and agree with ERT Leader or his Designate the HSSE strategy required
- Brief any ERT member upon his arrival to the ERT room
- To maintain a time log of all personal actions
- To arrange and send additional medical/ liaison help to the site if required as per the emergency demand.
- HSSE representative to brief HSSE team on various issues if required.
- Ensure OGRA forms are filled and forwarded to OGRA well in time.

### **1.3.5 Security Representative**

- Conduct threat assessments and advise implications
- Recommend contingency planning options
- Monitor security situation
- Contact local network for detailed brief

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- Liaise with external security companies and evacuation
- Advise ERT on all threat and crisis response issues
- Be prepared to deploy and conduct on-site Security Audit during Incident
- Be prepared to deploy and co-ordinate emergency evacuation / enhanced security measures

#### **1.3.6 Procurement Representative**

The Procurement Representative is available to deal with problems or operational requirements for the various services provided by Procurement department (i.e. Logistic, Transport and Warehouse).

During an emergency, standard logistical procedures may be disregarded, however the paperwork associated with procurement etc. will be completed at the first convenient opportunity. An accurate log of personnel, equipment and transport movements must be maintained.

The procurement representative is responsible to:

- Ensure understanding of the current situation.
- Arrange mobilization of equipment to support the Emergency.
- Inform ERT Leader or his Designate and Event Logger of actions taken.
- Record all communications on the message pads passing a copy to the ERT Leader or his Designate and Event Logger.
- Ensure that the events and actions taken are logged accurately.
- Ensure the status boards are accurate and kept up to date.
- Assist in setting up the ERT room.

#### **1.3.7 Financial Representative**

In any emergency situation, the financial representative role is to:

- Make sure that any need of funds is readily addressed
- Ready accessible emergency budget that can be made available to the affected families (e.g. funeral expenses)
- Prepare and monitor emergency budgets
- Oversee finance and banking procedures

#### **1.3.8 Legal Representative**


In any emergency situation, the HPL legal representative should protect:

- The company from criminal prosecution
- The company from future liability
- Employees of company
- Documents of the company
- The company's position with insurers and regulators
- Advise HPL to photograph and photocopy important pieces of evidence that might be removed by the company, the emergency services or the regulators
- Any internal enquiry into an emergency should be forwarded to the legal to watch out for any legal standings

#### **1.3.9 HR Representative**

- If the incident involves casualties, collect all casualty information and list names, reference indicators, company, injuries and location.
- Provide information on personnel, next-of-kin etc.



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- Discuss and agree with ERT Leader or his Designate or his Designate the operational strategy required.

#### **1.3.10 Administrative Representative**

The Administration Representative will:

- Organize administrative support for the ERT
- Ensure understanding of the current situation.
- Ensure phone/fax systems are operable and manned.
- Liaison with materials representative on personnel movements and transport requirements.
- Inform ERT Leader or his Designate and Event Logger of any actions taken.
- Arrange mobilization of additional personnel as required.
- Arrange transport for personnel and equipment as required.
- Arrange accommodation, clothing, and financial assistance for personnel as required.
- Record all communications on the message pads with a copy to the ERT Leader or his Designate and Event Logger.

#### **1.3.11 Admin Coordinator**

- Assembling whatever documentation and information may be required.
- Providing refreshments and food for team members as required.
- Ensure that all faxes received relating to the Emergency are passed on to the ERT Leader or his Designate
- Ensure that all outgoing faxes are successfully sent.
- To keep a duplicate record of all outgoing and incoming faxes along with time for ready references
- Assist the ERT Leader or his Designate as required.
- Standby for any requirements that might come from time to time


#### **1.3.12 Event Logger**

It is the responsibility of the event logger to:

- Ensure understanding of the current situation.
- Log all details of the current situation in the correct order on the Emergency Status Boards as recorded on the writing pads by other ERT members.
- The log shall be maintained on clearly visible white boards or a flipchart. Important decisions, confirmed events and information shall be summarized on a separate board or chart.
- Maintain details of all major activities and decisions made within in the ERT. The log shall be used to record relevant telephone numbers, information regarding casualties, incident location, resources mobilized and utilized, etc. The log shall be clearly written, accurate and concise.

#### **1.3.13 Switchboard Operator**

- This support should have the ability to man the HPL phone and fax system.
- Respond immediately to all incoming emergency telephone calls.
- Ensure that all calls relating to the Emergency are passed on to the relevant person i.e. the ERT room for operational matters and all matters concerning media, relatives, government authorities and other outside agencies.
- Request information from the caller, repeat back information (to ensure accuracy) and record all relevant information on an emergency operator log sheet


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- Do not give out any information relating to the incident or any injuries to any third party or press.
- Must not leave the switchboard unless relieved by a designated relief person and should remain calm and keep all lines of communication dedicated to the emergency traffic.
- He/ She should have an empty format (Initial Emergency Report) at all times. Any emergency calls should be recorded on the forms. He would then immediately inform the ERT Leader or his Designate about the call.

#### 1.4 Potential Emergencies of HASCOL Operations

Potential Emergency Event	Likelihood	Consequence	Level of Risk	Initiating and Secondary Events	Control Measures
Fire in main operations due to oil leakage or other flammable materials	Possible	Major	High	An explosion which causes structural damage, the fire to spread and injuries	Training, inspections, maintenance schedules, Detection systems, alarm systems, Fire breaks, Fire Tender and trained ER personnel, ER exercises
Explosion (including BLEVE)	Unlikely	Major	Medium	A fire which causes property damage and injuries	Training, inspections, maintenance schedules
Spills (liquids, solids, radioactive and other dangerous materials)	Possible	Moderate	Medium	A release that causes environmental harm	Meeting design standards, Inspection of facilities, small containers, bundling, training
Gas leak – flammable (LPG/LNG)	Possible	Major	High	A fire or explosion that causes structural damage and injuries	Training, inspections, maintenance schedules
Road Accidents	Likely	Moderate	High	A significant impact event that causes injuries	DC trainings, Journey Management System, Monitoring
Road Accidents - HAZMAT	Possible	Major	High	A significant impact event that causes fire, multiple injuries	Contractor Management, Journey Management System, Monitoring
Medical Emergency	Possible	Moderate	Medium	Possible sign of heart related problem, severe asthma attack or result of an injury or accident etc.	First aid arrangements and medevac if required.
Civil disturbances like Riots	Possible	Minor	Medium	An out of control mob that causes a fire, explosion, gas leaks, injuries	Security Guards, training, community relations
Bomb threats	Possible	Major	Medium	An explosion that causes fire, explosion, gas leaks, injuries	Procedure, training
Kidnapping	Possible	Major	Medium	HPL employee or contractor may be kidnapped and further demands of ransom and may harm them	Procedure, security protocols, training
Flood	Unlikely	Minor	Low	An ingress of water that causes land slip or subsidence	Flood protection, inspections, audits
Grass/bush fire	Likely	Minor	Medium	An out of control fire that causes property damage and injuries	Fire breaks, Fire Tender and trained ER personnel, ER exercises

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Potential Emergency Event	Likelihood	Consequence	Level of Risk	Initiating and Secondary Events	Control Measures
Earthquake	Rare	Moderate	Medium	A tremor or ground movement that could cause spills, gas leaks, fires, injuries, Land slip or subsidence	Building specification/design
Cyclones/Wind/ Lightening / Thunderstorms	Rare	Major	Medium	Strong winds and heavy rain that causes flooding , land slp/subsidence, fires or explosion	Building specification/design, Lightening arrestors

### 1.5 ERT Room

#### 1.5.1 Location and Contact Number

Administration department is responsible to keep this information updated on office notice boards.

#### 1.5.2 ERT Rooms Arrangements

ERT leader shall ensure that ERT Rooms shall be equipped with:


- Relevant procedures
- Local area maps
- HPL Sites details
- Contact numbers
- Relevant maps/diagram
- Telephones with direct International lines are in working condition and stored in designated cupboard.
- Fax machine is operating and remains in the ERT room
- TV with National channels
- Video Conferencing
- Conference Call facility
- Possibility of Voice recording
- Stationary
- At least 1 white board and 1 flipchart board
- Writing pads
- Large Digital Clock
- Computer with network connection. All the Emergency Response Manual and information is stored on the computer

#### 1.6 Calls from the Media or Special Interest Groups

- The media includes newspapers, TV, radio, press agencies, etc.
- Special interest groups include environmental organizations, political groups, public bodies, etc.
- Do not discuss any matter at all. Transfer all such calls to the ERT Leader.
- A separate telephone number should be made available for such calls.
- If a separate number is established, refer all media and special interest groups to it.

#### 1.7 Emergencies Related to Logistics

Logistics include transportation and distribution of petroleum products to the customers. Tanker Lorries usually carry refined petroleum products including LPG, LNG and furnace oil. The logistics emergencies related to following:

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- Tank lorry roll over due to over speed
- Fire / Explosion in case of spillage/ leakage

TREM card introduced for drivers to deal with any situation in case of emergency is given as Annexure 2.