

Kuwait Environmental Remediation Projects (KERP)



**KERP - Logistics for working inside KOC Oilfields
January 2015**

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Agenda

1. **Minimum Requirements PRIOR ENTERING KOC Oil Fields.**
2. **Minimum Requirements DURING WORKING inside KOC Oil Field.**
3. **Minimum Requirements AFTER COMPLETING WORKS inside KOC Oil Fields.**
4. **Other Information**

KERP - Logistics for working inside KOC Oilfields

1. Minimum Requirements PRIOR to ENTERING and WORKING in KOC Oil Fields.

1.1 Valid Gate Pass

1.2 Approved Work Site Supervisor.

1.3 Approved HSE Plan & Personnel.

1.4 Signed Excavation Notification.

1.5 Work Permit.

1.6 HSEMS Procedures.

1.7 EOD Clearance.

1.8 WMS (Work Method Statement)

1.9 JSA (Job Safety Analysis)

1.10 Approved Documents (Issued for Construction) i.e. Drawings / Procedures

1. Minimum Requirements PRIOR TO ENTERING KOC Oil Fields.

1.1 Valid Gate Pass

The Contractor shall apply for passes for its personnel, equipment and vehicles prior to commencing any site related activities for the works within the Company restricted areas and sufficiently in advance before commencing any Site activities in the areas requiring Gate Passes from Company or from any other authority. The Company shall issue passes for entry into restricted work areas subject to the Contractor applying for them on prescribed forms obtained from the Company with all relevant particulars and producing evidence of sponsorship of all manpower and vehicles to be deployed on the Works.

1. Minimum Requirements PRIOR TO ENTERING KOC Oil Fields.

1.2 Approved Work Site Supervisor

The Work Site Supervisor shall be a person authorized in writing by the Controlling Team to supervise the work. The Work Site Supervisor is responsible to the Permit Application for all aspects of safety related to work and the work party. He must have a detailed knowledge of the Permit to Work System.

 Ref. No. Date: Kuwait Oil Company (K.S.C.) Work Permit Authorization Card Name: Designation: Id. No. Company / Contractor: Contract No. (If Applicable): Controlling Team:	<p>Authorized as: Tick mark relevant () & O and cancel the rest-</p> <p><input type="checkbox"/> <u>Permit Applicant</u> (Hot - O / Cold - O / Radiography - O / Confined Space - O / Vehicle Entry - O)</p> <p><input type="checkbox"/> <u>Permit Issuer</u> (Hot - O / Cold - O / Radiography - O / Confined Space - O / Vehicle Entry - O)</p> <p><input type="checkbox"/> <u>Worksite Supervisor</u> (Hot - O / Cold - O / Confined Space - O / Vehicle Entry - O)</p> <p><input type="checkbox"/> <u>Authorized Gas Tester (KOC Employee)</u> - O</p> <p><input type="checkbox"/> <u>Competent Person for Confined Space Entry Gas Test</u> - O</p> <p><input type="checkbox"/> <u>Competent Electrical Person (HV - O / LV - O)</u></p> <p>• Valid till:</p> <p>• Authorized By (Controlling Team):</p> <p>a) Designation: b) Signature:</p>
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Front View Rear view

Permit to Work Procedure

Document Number: KOC.SA.004

1. Minimum Requirements PRIOR TO ENTERING KOC Oil Fields.

1.3 Approved HSE Plan & Personnel

- For HSE Plan : Contractor should refer to KOC HSEMS Procedure **KOC.GE.048** “Procedure for Preparation of Project HSE Plan”.

- For HSE Personnel : Contractor should refer to KOC HSEMS Procedure **KOC.GE.033** “Health, Safety, and Environment Management System (HSEMS) Guidelines for Contractors”.

1. Minimum Requirements PRIOR ENTERING KOC Oil Fields.

1.4 Excavation Notification

Excavation Notification is not a permit to work but a document to notify the concerned authorities, which have responsibility and jurisdiction for safety and integrity of aboveground and underground services existing at the proposed site of excavation. An Excavation Notification is required for all excavations regardless of the depth. The Excavation Notification shall be raised by the respective supervisor or engineer and must be endorsed by all concerned parties.

Permit to Work Procedure

Document Number: KOC.SA.004

Excavation Safety Procedure

Document Number: KOC.SA.026

1. Minimum Requirements PRIOR TO ENTERING KOC Oil Fields.

1.5 Permit To Work (PTW)

The 'Permit to Work' (PTW) Procedure is a formal written system that utilizes a document (Work Permit) to control work by means of potential hazard identification and risk assessment. The work permit is also a means of communication among various Supervisors or their representatives belonging to Operation, Maintenance, Controlling Teams and Contract personnel, who are involved in work preparation and / or its execution.

The issuance of Work Permit does not, by itself, make a job safe. Safety can only be achieved by those preparing the work & those carrying out the work.

If you are unsure of any instruction on a Work Permit or in any doubt regarding a procedure, STOP and ask your immediate Supervisor for guidance.

1. Minimum Requirements PRIOR TO ENTERING KOC Oil Fields.

1.5 Permit To Work (PTW) (Cont'd)

Types of Work Permits

The Permit to Work System incorporates the use of 5 types of Work Permits:

- ✓ Cold Work Permit
- ✓ Hot Work Permit
- ✓ Radiography Permit
- ✓ Vehicle / Mobile Plant Entry Permit
- ✓ Confined Space Entry Permit

Note: Confined Space Entry Permit and Vehicle/ Mobile Plant Entry Permit are valid for entry purpose only. Any work to be carried out inside the Confined Space or in the facility will require additional appropriate permit.

1. Minimum Requirements PRIOR ENTERING KOC Oil Fields.

1.6 HSEMS Procedures

The Contractor shall ensure that all its personnel and Subcontractor's personnel are fully familiar and shall comply with Company's HSEMS Procedures.

1. Minimum Requirements PRIOR TO ENTERING KOC Oil Fields.

1.7 E.O.D Clearance Or UXO

The Contractor KOC.SA.025 – Procedure for handling Explosives

The Contractor shall include as part of its personnel orientation programme for the Works, unexploded ordnance recognition, precautions and action upon discovery programme, such programme shall be:

mandatory for all personnel, including its Subcontractor's personnel;

conducted prior to the performance of the Works and to the employment of any person upon the Works; and

conducted in the native language (s) of the personnel participating in the orientation programme and subsequently to be employed on the Works

The Contractor, in the event where it discovers unexploded ordnance, shall immediately implement the necessary safety procedures as per Company's HSEMS Procedure, KOC.SA.025 – Procedure for handling of explosive materials, substances and EOD to secure the area and shall immediately notify the Superintendent.

1. Minimum Requirements PRIOR TO ENTERING KOC Oil Fields.

1.8 Work method Statements (WMS)

Prior commencing construction activities and as good practice Contractor shall develop Work Method Statement and submit to Company representatives for review and approval. WMS shall include the following as minimum:

- Purpose, Scope of Work & Definitions.
- Reference documents.
- Pre-Requisite.
- HSE & required PPE.
- Manpower, Equipment & Tools List.
- Sequence of Works.
- QA/QC
- Attachments (i.e. Approved Drawings)

1. Minimum Requirements PRIOR TO ENTERING KOC Oil Fields.

1.9 Job Safety Analysis (JSA)

A tool to analyze each job by breaking down into a sequence of steps / tasks identifying potential hazards as well as assessing the degree of risk against each step and accordingly recommend precautionary measures to control the risk before the job is performed.

Any task or activity that has potential for hazard is an item / candidate for Job Safety Analysis.

Job Safety Analysis (JSA) Procedure

Document Number: KOC.SA.024

1. Minimum Requirements PRIOR TO ENTERING KOC Oil Fields.

1.10 Approved Documents (IFC – Issued for Construction)

Prior to commencing any activities at work site location Contractor shall ensure to submit the required drawings and procedures to Company for review and approval.

Only upon receiving Issued for Construction document Contactor may proceed with Construction activities.

2. Minimum Requirements DURING WORKING inside KOC Oil Field

2. Minimum Requirements for WORKING inside KOC Oil Field.

2.1 Personal Protective Equipment (PPE)

2.2 Valid Permit / Signed Permit.

2.3 Tool Box talk

2.4 Work Site Supervisor and HSE Personnel

2.5 Daily Progress Report

2.6 Loading Notes

2.7 Defensive Driving

2. Minimum Requirements DURING WORKING inside KOC Oil Field

2.1 Personal Protective Equipment (PPE)

All personnel working in operational/site areas must at all-time wear mandatory protective clothing and equipment and ensure that it is fit for its purpose. Mandatory PPE includes Safety Helmets, Footwear, Coverall and Eye protection. Other PPE shall be used as per hazard assessment.

Procedure for Personal Protective Equipment

Document Number: KOC.SA.010

2. Minimum Requirements DURING WORKING inside KOC Oil Field

2.2 Valid Permit / Signed Permit

- Permit must be signed from Permit Issuer prior commencing any activities.
- Permits must be endorsed/ renewed on daily basis and/or every shift.

Permit to Work Procedure

Document Number: KOC.SA.004

2. Minimum Requirements DURING WORKING inside KOC Oil Field

2.3 Tool Box talk

- Work Site Supervisor and HSE personnel must conduct Tool Box Tool to work force every day prior commencing construction activities. Tool Box talk should cover as minimum HSE topics related to planned activity.

2. Minimum Requirements DURING WORKING inside KOC Oil Field

2.4 Work Site Supervisor and HSE Personnel

- Both Company APPROVED Work Site Supervisor and HSE personnel shall remain at work site location while permitted activities are in progress.

2. Minimum Requirements DURING WORKING inside KOC Oil Field

2.5 Daily Progress Report

- Daily Report (with approved format from Company) should be submitted on daily basis.

2. Minimum Requirements DURING WORKING inside KOC Oil Field

2.6 Loading Notes

Loading Notes are required in order to introduce equipment to the oil fields and remove it at the end of the work. All equipment required by the Contractor should be noted on the loading note and signed by a KOC employee.

2. Minimum Requirements DURING WORKING inside KOC Oil Field

2.7 Defensive Driving (KOC Driving Policy and Procedure)

Policy Objectives:

- 1) Kuwait Traffic Laws and KOC HSEMS procedures applicable to defensive driving shall be complied with.
- 2) All Company & Contractors drivers shall demonstrate safe driving skills and behaviors while driving on KOC business.
- 3) Vehicles shall be parked at designated areas only. Drivers occupying handicapped parking with no valid license shall be penalized.
- 4) Reverse Parking is mandatory whenever indicated.
- 5) Reckless driving behavior will not be tolerated.
- 6) Behavior of KOC and Contractors employees shall be monitored. Rewards and penalties system shall be implemented based on individual's driving behavior.
- 7) Vehicles hired or owned by the Company or Contractors shall be fit for the purpose and equipped with required safety features to protect users.
- 8) Rig move and transportation of heavy equipment shall be carefully planned, supervised, controlled, and associated risks are managed to tolerable levels.
- 9) Company controlled roads shall be designed according to local regulations and standards along with the provision of necessary alert signs and other road safety features.
- 10) Mass transportation shall be encouraged wherever found feasible.

Driving Procedure

Document No.: KOC.SA.016

3. Minimum Requirements AFTER COMPLETING WORKS inside KOC Oil Fields

3. Minimum Requirements AFTER COMPLETING WORKS inside KOC Oil Fields

- 3.1 Work Site Location
- 3.2 Work permit
- 3.3 Gate Pass

3. Minimum Requirements AFTER COMPLETING WORKS inside KOC Oil Fields

3.1 Work Site Location

Following completion of the works, or the expiry of the work permit, the worksite must be left

- Clean
- Tidy
- Safe
- Barricaded if further work is to be continued at another time

3. Minimum Requirements AFTER COMPLETING WORKS inside KOC Oil Fields

3.2 Work Permit

Following completion of the works, or the expiry of the work permit, the Work Permit must be closed and the worksite handed back to the Permit Issuer.

3. Minimum Requirements AFTER COMPLETING WORKS inside KOC Oil Fields

3.3 Gate Passes

Gate passes are valid only for the project that they are issued for, therefore all gate passes should be returned to Company upon completion of all works.

4. Other Information

4.1 Emergency Response # (160)

4.2 Summer Working Hours

4.3 Accommodation, Welfare Facilities and Transportation

4.4 Photography

4. Other Information

4.1 Emergency Response (call 160)

- Name of caller
- Pass number
- Location
- Nature/details of incident (Type, number of personnel involved, etc.)
- Telephone number

4. Other Information

4.2 Summer Working Hours

Except to the extent otherwise required by Ministerial Order 212/2011 (Working Hours during the months of June, July, and August)

No site works from 11 AM to 4 PM

and Article (64) of the Law of Labor for the Private Sector 6/2010

Limits working hours during the holy month of Ramadan to 36 hours per week.

4. Other Information

4.3 Accommodation, Welfare Facilities and Transportation

The Contractor shall arrange and provide for its and its Subcontractors' workforce all necessary transport, messing and accommodation; the resultant Costs of which shall be deemed included in the Contract Price.

4. Other Information.

4.4 Photographs

The Contractor shall ensure that its personnel or the personnel of its Subcontractors do not, without the prior written consent of the Superintendent, carry or use in the Company's areas cameras, video cameras, mobile phones that contain cameras as well as watches that contain camera and photographic features or any other equipment, which can aid in making an image or video of a Company area.

However, cameras and video equipment may be utilized provided that the Contractor submits reasonable justification, the devices are certified to be intrinsically safe by an approved certifying agency and Company's approval is obtained. In this instance a Camera Pass will be issued by the Company and an individual will be issued with a Photographer's Pass.

Thank you

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