



ECM: 250513-3278

شركة نفط الكويت  
A Subsidiary of Kuwait Petroleum Corporation  
**Memorandum**

From : Team Leader HSE (NK)

Date : 18<sup>th</sup> May 2025

To : All Team Leaders NKD Fields

Ref : HSENK/25/479

**Subject: Respiratory Protective Equipment (RPE) Users**  
**- Cowled Type Facial Hood Prohibited**

This is with reference to memo ref. OH&S/S/115/25, dated 13 May 2025 regarding the above-mentioned subject. You are kindly requested to refer the attached memo and implement the necessary measures within your Team. In particular, please be informed that cowled type facial hoods shall not be used with SCBA units.

Furthermore, you are kindly requested to communicate this information to your respective contractors to ensure proper implementation and adherence.

This is for your kind information and necessary action.

---

**Yousef E. Al-Qallaf**

Attachment: As stated above

CC: Manager Drilling (N&WK) / MOS (N&WK) / MO (NK) / MFD (NK)  
CIH / SSEs / SENVs / TPL Spl / IH / IHOs – HSE (NK)  
File.





**Memorandum**

**From:** Ag. Team Leader – OH & Safety

**Date:** 13/05/2025

**To:** TLs – HSE (Assets / Directorates)

**Ref:** OH&S/S/115/25

**Subject:** **RPE (Respiratory Protective Equipment) Users – Cowled  
Type Facial Hood Prohibited**

This has reference to the above-mentioned subject. It was brought to our notice that personnel working under M/s. KDC Rigs are using special type of facial hood (cowled hood), to accommodate workers having facial hair.

Kindly be informed that based on KPC's 2<sup>nd</sup> party audit recommendation, this requirement was removed from KOC RPE procedure (KOC.SA.005) during the revision on 29<sup>th</sup> October 2023. As per Section 4.6 of KOC.SA.005, "All tight-fitting respirator wearer shall, according to manufacturer's instructions, be clean shaven to ensure an adequate face seal with the mask".

Considering the above findings, you are requested to ensure that above procedural requirements are implemented by RPE users in your area of jurisdiction, including personnel working under M/s. KDC.

This is for your kind information and further necessary action.

**NAWAL AL-MUTAIRI**

CC: OH&S Team: SSE- III / SSE - II / SE – III / SSO – I / SO – II  
File





- Establish provision of onsite charging of air supplied Escape Sets & SCBAs after its use to assure required level of respiratory coverage at sour facilities in KOC
- Ensure weekly inspection records are maintained for Escape only Respirators, and SCBAs specifying detail information such as cylinder pressure, physical condition of hose, facemask, pressure gauge, isolation valve etc.
- Activities of SCBA, Escape-only Respirator and SAR inspection, maintenance, repairs, and tests are recorded, original records maintained centrally, copy maintained at respective facilities up to satisfactory level as per Maintenance Contract/ KOC HSSE MS Procedure.
- Advise the Controlling Team/ Operations / HSE Group/ Asset/ Directorate HSE Teams in all matters related to provision, use, training, maintaining, audit, inspections etc. as per this procedure, as and when required.

#### **4.4 Team Leader (Occupational Health & Safety):**

- Provide technical assistance whenever required (e.g., for preparation of PPE spec. etc.)

#### **4.5 Team Leader (Asset/ Directorate HSE)**

- Ensure that the Controlling Teams/ Operations/ users are aware about the respiratory protection requirements for SCBA, Escape-only Respirator and SAR as per KOC standards and related HSSE MS Procedures.
- To advise the Controlling Teams/ Operations in implementation of this procedure at their respective facilities/sites/ areas.
- To advise user teams in training the employees responsible for use, upkeep and maintenance of SCBA sets.
- To monitor the availability of SCBA, Escape-only Respirator and SAR at facility/ site through different tools as inspection checklist to ensure compliance to this Procedure.
- HSE (E&D) Team to support Drilling Groups in implementation of this procedure through Appendix 4 in all KOC Drilling Operations by respective Contractors.

#### **4.6 RPE User**

All individuals working in KOC facilities (who are exposed to respiratory hazards) shall be:

- Aware about the respiratory hazards at their workplace, KOC HSSE MS Procedures, available protective arrangements in this regard.
- Aware about the locations of SCBA, Escape-only Respirator and SAR available at their workplace.
- Trained and certified for use, care, upkeep of SCBA, Escape-only Respirator and SAR. User shall possess valid "Respirator use authorization card".
- Aware about the checks on SCBA, Escape-only Respirator, SAR before and after use to ensure good working condition of the equipment at all times.
- Periodically undergo medical evaluation and Fitness tests for safe use of SCBA/ respirators.
- All tight-fitting respirator wearer shall, according to manufacturer's instructions, be clean shaven to ensure an adequate face seal with the mask.
- All SCBA, Escape-only Respirator and SAR wearers shall ensure that they are trained and certified in the use of SCBA and/or Escape-only Respirator.



- SCBA, SAR users shall ensure minimum the following:
  - Minimum of two SCBA wearer are present (Other than Escape-only Respirator).
  - SCBA don (put on) and doff (put off/ remove) procedure.
  - Standby Crew with standby SCBA present in safe area.
  - SCBA Control Procedure established with a trained and assigned onsite SCBA Controller during use.

#### 4.7 SCBA Controller

Monitor the use of SCBA at a work area by recording the pressure contained within the SCBA Set / cylinder as well as the entry and exit time of all personnel working inside the work area. An adequate SCBA Entry Control Board should be utilized for this purpose. In the case of Confined Space Entry, please comply with requirements of KOC.SA.007 – Entry into Confined Spaces.

#### 4.8 Specialist Vendors

In the event that SCBA, Escape-only Respirator and SAR are supplied to KOC facility/ sites by a specialist vendor as part of contract, the vendor shall be responsible for ensuring that the equipment supplied are:

- In accordance with relevant KOC standards, KOC HSSE MS Procedures, specifications for use in KOC facilities/ sites.
- Fully certified by internationally recognized test agencies / organizations as NIOSH/ EN etc. as acceptable to KOC controlling team.
- Fully functional and fit for the purpose of use.
- Ensure adequate spare parts are available when needed
- To inform controlling team about any change or modifications to the system.
- It will be responsibility of the vendor, concerned controlling team to ensure awareness, usage training for all concerned employees and contract workers before hiring/ placing the SCBA, Escape-only Respirator and SAR at relevant facilities/ sites.
- Upkeep and maintain these equipment supplied to KOC at least to the minimum standards prescribed in this procedure. Maintain records of such activities.

#### 4.9 Contractors/ Contractor Employees:

- Contractors engaged in KOC under various contracts shall ensure that their employees are fully aware about the KOC requirements. All the SCBA, Escape-only Respirator and SAR (owned by contractor) shall conform to KOC requirements as prescribed in this procedure.
- Ensure that the fit testing and recordkeeping requirements of this procedure have been met before you use a respirator for protection against hazardous exposures at work.
- Contractor RPE users can complete their medical evaluation and Respirator Fit testing through any KOC approved Medical Center. Fit test can also be done by the RPE Suppliers / OEM representatives, by following the standard protocol mentioned in this procedure.
- Contractor shall ensure RPE authorized users possess training and certification from an approved third party training agency.
- Ensure availability of required number of RPE for the field workers.

#### 4.10 Preventive Medicine Services Team

- Carry out Preventive Medical Examination