



SAFETY AWARENESS TRAINING HSSE PREMOBILISATION BRIEFING

SAT A
ISM/HSSE
Revision 07
JANUARY 2026

EVACUATION BRIEFING

- Registration at receptionist counter
- Warden on duty
- Brief info on emergency procedures i.e way out / mustering point
- Do not panic if any emergency occurs
- Enjoy your engagement

TABLE OF CONTENT

1.	Company's Mission, Vision & Value	15.	Drug & Alcohol Testing & Consequence Management
2.	Introduction to HSSE	16.	Personal Protective Equipment
3.	HSSE Expectation	17.	IOGP Life Saving Rules & SWC
4.	HSSE Policy	18.	Petronas's ZeTo Rules
5.	Organization Chart – Ashore & Offshore	19.	Peer to Peer Intervention
6.	Mandatory Training & Documentation	20.	Accident Control Technique
7.	Tour of duties	21.	Emergency Preparedness Procedures
8.	Roles & Responsibilities of Crews	22.	Initial Incident Notification
9.	Marine Hazard & Risks	23.	Safety Management System (SMS) Manual
10.	Specialized Hazards (H2S)	24.	Learning From Incident
11.	HEMP		
12.	Hierarchy of Control		
13.	Garbage Management		
14.	Prohibited Items		

COMPANY'S MISSIONS, VISIONS & VALUES



MISSION

to support and complement the present offshore industry's requirement for marine vessels to support the exploration and related activities within the region.



VISION



VALUES

NEOPETRO SDN BHD employees share a set of Core Values – Safety, Respect, Integrity, Teamwork, and Excellence. We firmly believe in the fundamental importance of trust, openness, teamwork and professionalism, and pride in what we do.

INTRODUCTION TO HSSE



Health



Safety



Security



Environment

- Ensuring **SAFE** practices in ships operation and working environment
- Establishing **SAFEGUARD** against all identified risks and threats

- The Company's **COMMITMENT** towards safety & welfare of its employees
- **NO HARM** to people, environment, assets and reputation

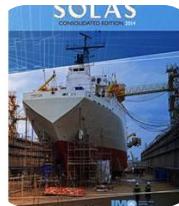


HSSE EXPECTATION

- No harm to **P**eople, **E**nvironment, **A**ssets & **R**eputation
- Visible & felt leadership
- Maintain respect among peers
- Intervene when observed unsafe acts and unsafe condition
- Comply with relevant rules & regulation

RELEVANT LEGISLATION

International Maritime Organization (IMO)



SOLAS

International Convention for the Safety of Life at Sea



STCW

International Convention on Standards of Training,
Certification and Watchkeeping for Seafarers



MARPOL

International Convention for the Prevention of Pollution
from Ships



MLC

Maritime Labour Convention



MISSION STATEMENT

We aspire to hold good business values that look to the long-term stewardship and entrepreneurship in OSV services while achieving excellence through:

- Value creation for our charterers, partners and local communities through safe and sustainable vessel operations.
- Creating a culture towards operational excellence by empowering our people to enable them to be the best version of themselves.
- Safety and security of people and our assets to reach **ZERO** incidents, **ZERO** spills or releases to the environment and reductions in permitted emissions.



HJ. MAHMUD BIN MOKTI
MANAGING DIRECTOR
1 JANUARY 2024

MAIN HSSE & SR POLICY

Company Goal Zero Mission Statement

Importance of Health & Safety of all employees, contractors and visitors

Continuously improve safety systems

Prevent and protect the environment from any form of pollution.

Operate with respect, fairness and accountability

Share equal responsibilities for maintaining safe and compliant operations



NEOPETRO SDN BHD

HEALTH, SAFETY, SECURITY & ENVIRONMENT, AND SOCIAL RESPONSIBILITIES (HSSE & SR)

We are committed to conducting our operations safely, responsibly, and sustainably. This policy guides our commitment to protect people, safeguard the environment, maintain secure operations, uphold ethical conduct, and contribute positively to society while supporting Goal Zero – No Harm to People, No Incident, and No Damage to the Environment.

Health

We prioritize the physical and mental wellbeing of all employees, contractors, and visitors by:

- Providing safety and health working conditions onboard all vessels and facilities.
- Ensuring competent crew through regular medical fitness checks, training, and awareness programs.
- Promoting wellbeing, fatigue management, and a supportive working culture.
- Proactively identifying and mitigating occupational health hazards associated with offshore operations.

Safety

We are committed to preventing injuries, incidents, and loss of life by:

- Implementing a robust Safety Management System (SMS) in line with ISM Code, OVMSA, and client standards.
- Maintaining vessel seaworthiness through effective maintenance, inspections, and operational controls.
- Encouraging Stop Work Authority by empowering everyone to intervene when unsafe conditions are observed.

Environment

We protect the environment and commit to sustainable marine operations by:

- Preventing pollution in compliance with MARPOL, ESG principles, and best environmental practices.
- Managing emissions, waste, ballast water, and energy use to minimize carbon footprint.
- Avoiding spills and LOPC events through rigorous engineering controls and monitoring.

Social Responsibilities

We operate with respect, fairness, and accountability toward people and communities by:

- Promoting a diverse, inclusive, and respectful workplace free from harassment or discrimination.
- Ensuring fair labour practices in line with the local Labour Ordinance and International Maritime standards.
- Engaging local communities responsibly and contributing to socio-economic development.
- Upholding ethical business conduct, transparency, and anti-corruption principles.

Leadership, Accountability & Continuous Improvement

We hold leaders and employees accountable for HSSE & Social Responsibility excellence:

- Management demonstrates visible commitment through leadership involvement and resource allocation.
- Employees and contractors share equal responsibilities for maintaining safe and compliant operations.
- We continuously review risks, performance, and lesson learned to improve operations and strengthen Goal Zero outcomes.

Together, we commit to protecting people, safeguarding the environment, enhancing social responsibility, and achieving Goal Zero in everything we do.

Hj Mahmud Bin Mokti
Managing Director
1st January 2026

MARINE OPERATIONS & SAFE NAVIGATIONS POLICY

Ensure safe, efficient marine operations with full compliance

Compliance with industry standards, charterer requirements, COLREGs, local port regulations and charterer standing instructions

Constant monitoring of Dynamic Operations

Establish proper assessment, plan, communication and safety zones before & during SIMOPS. Stop if operational limits are exceeded



NEOPETRO SDN BHD MARINE OPERATIONS & SAFE NAVIGATION POLICY

We are committed to conducting all marine operations safely, efficiently, and in full compliance with applicable regulations, industry standards, and charterer requirements. This policy establishes the principles that govern the navigation, operation, and integrity of our offshore support vessels to ensure protection of life, the environment, assets, and operational continuity.

Safe Navigation & Bridge Resource Management (BRM)

- The bridge shall be manned by qualified, alert, and medically fit personnel at all times.
- Ensuring compliance with COLREGs, local port regulations, and charterer standing instructions.
- Implementing voyage planning, briefing, and risk assessment for every passage.
- Maintaining continuous situational awareness using radar, ECDIS, AIS, and bridge resource management.
- Operating at safe speeds appropriate to weather, visibility, and traffic conditions.
- Fatigue management rules must be strictly followed during long shifts or demanding operations.

Dynamic Positioning (DP) Operations

- Only certified and competent DP Operators may operate the DP system.
- A DP Operations Manual (DPOM) shall be followed at all times.
- DP risk assessments, ASOG/WSOG compliance, and real-time performance monitoring are mandatory.
- All DP incidents or alarms must be logged, investigated, and reported.

SIMOPS (Simultaneous Operations)

- No SIMOPS shall commence without a joint risk assessment and SIMOPS Plan.
- Communication protocols must be clear, continuous, and recorded.
- All parties shall maintain situational awareness and respect established safety zones.
- SIMOPS shall stop immediately if safe operational limits are exceeded.

Together, we strive for Goal Zero – No Harm to People, No Incidents, No Damage to the Environment.

Hj Mahmud Bin Mokti
Managing Director
1st January 2026

STOP WORK AUTHORITY POLICY

All individuals have right to stop any task that may endanger people, vessels, assets, or the environment

There will be Zero Tolerance for Retaliation against those to raise Stop Work Authority

Stop Work falls under the effort to maintain Goal Zero



NEOPETRO SDN BHD STOP WORK AUTHORITY POLICY

We are committed to ensuring safe, secure, and environmentally responsible operations across all our marine and offshore activities. No work is so urgent or important that it cannot be performed safely. Every individual has the unconditional right and responsibility to stop any task that may endanger people, vessels, assets, or the environment.

All employees, including contractors and visitors have the right to **STOP WORK** when there is an immediate threat to the Health, Safety, and Security of the employees or adverse impact to the Environment.

Authority to STOP WORK

- Stop any task or operation that is unsafe or appears unsafe.
- Intervene when they observe at-risk behavior or unsafe conditions.
- Request clarification or additional controls before allowing work to continue.
- Escalate concerns to the immediate supervisor, Master/OIM, or Company Representative.

There shall be Zero Tolerance for Retaliation against any person who raises a Stop Work Authority.

Together, we strive for Goal Zero – No Harm to People, No Incidents, No Damage to the Environment.



Hj Mahmud Bin Mokti
Managing Director
1st January 2026

MARINE SECURITY & CYBER PROTECTION POLICY

Commitment to protect all employees, assets, information and operations from security threats

Maintain onshore and offshore security

Ensure operational security through compliance with ISPS code and valid ship certificates

Ensure all personnel are provided cybersecurity awareness training



NEOPETRO SDN BHD

MARINE SECURITY & CYBER PROTECTION POLICY

We are committed to protecting our people, vessels, assets, information, and operations from security threats. We maintain an integrated, risk-based Shipboard and Office Security Management System aligned with the ISPS Code, applicable flag and coastal state regulations, and recognized maritime cybersecurity standard. Security is a shared responsibility and integral to safe, reliable, and sustainable operations.

Onshore and Offshore Security

- Protect Company premises and assets through appropriate physical security, access control and monitoring.
- Manage security risks related to personnel movement, crew changes, logistics, and contractor management.
- Assess and mitigate offshore threats including piracy, armed robbery, stowaways, sabotage, terrorism, and civil unrest.
- Maintain effective coordination with port facilities, coastal authorities, and maritime security agencies.

Vessel Operations Security

- Comply with ISPS code and maintain valid International Ship Security Certificates (ISSC)
- Ensure vessel operate at designated security levels during port calls, offshore activities, SIMOPS, night operations and transits through high-risk areas.
- Conduct security drills, exercises, inspections, and audits.
- Ensure timely reporting, investigation and learning from security incidents and near-misses

Maritime and Corporate Cybersecurity

- Integrate cyber risk management into vessel and shore-based operations.
- Protect critical OT & IT systems including navigation, DP, ECDIS, communications, engine control and corporate networks.
- Implement controls for access management, system integrity, data protection, backups, and patching.
- Manage cyber risks arising from third-party vendors, remote access, and digital interfaces.
- Establish cyber incident response and recovery arrangements.
- Provide cybersecurity awareness training for all personnel.

We are committed to Goal Zero security incidents, resilient operations, and continual enhancement of security practices in support of safe offshore operations.



Hj Mahmud Bin Mokti
Managing Director
1st January 2026

OCCUPATIONAL HEALTH & HUMAN RIGHTS POLICY

Compliance with MLC, applicable national legislation and international human rights standards

Provision of medical insurance, treatment, sick leave and compensation in accordance with statutory and contractual obligations

Protection with reporting of concerns related to human rights, health, welfare, discrimination, harassment or unsafe conditions



NEOPETRO SDN BHD

OCCUPATIONAL HEALTH & HUMAN RIGHTS POLICY

We are committed to respecting human rights, safeguarding health, and enhancing human performance across all operations. This policy is aligned with OVID, OVMSA, ESG principles, and demonstrates leadership commitment to ethical, safe and responsible operations.

Human Rights & Workers' Welfare

- Comply with ILO Maritime Labour Convention (MLC), applicable national legislation, and international human rights standards.
- Prohibit forced labor, child labor, discrimination, bullying, harassment, and above in any form.
- Ensure fair terms of employment, lawful working hours, adequate rest, and transparent remuneration.
- Provide safe, hygienic, and humane living and working conditions onboard vessels and at shore bases, including accommodation, catering, portable water, sanitation and access to welfare facilities.

Health, Wellbeing & Fitness for Duty

- Implementing health management systems.
- Managing fatigue, stress, and mental wellbeing through risk-based controls and education.
- Enforcing fitness-for-duty requirements, including medical screening and substance misuse compliance.
- Assess to competent medical care onboard and ashore, including emergency response, medical evacuation, and repatriation where required.
- Provision of medical insurance, treatment, sick leave, and compensation in accordance with statutory and contractual obligations.

Grievance, Speak-up & Whistleblowing Mechanism

- Accessible, confidential and communicated to all personnel.
- Allows reporting of concerns related to human rights, health, welfare, discrimination, harassment or unsafe conditions.
- Ensure grievances are assessed, investigated, resolved promptly and fairly.
- Protect individuals from retaliation and support escalation where resolution is not achieved.

This policy applies to all employees, seafarers, contractors, visitors and business partners engaged in Company-controlled activities, vessels, and premises.

A handwritten signature in black ink, appearing to read 'Hj Mahmud Bin Mokti'.

Hj Mahmud Bin Mokti
Managing Director
1st January 2026

SUBSTANCE MISUSE POLICY

Goal of alcohol and non-prescription drug free work environment

Zero Tolerance for consumption of alcohol and non-prescription drug abuse

Violation of policy will result in disciplinary action, including termination of employment



NEOPETRO SDN BHD SUBSTANCE MISUSE POLICY

The abuse of drugs and alcohol can impair performance at work and can be a serious threat to health, safety, security, environment and productivity as well as ability to accomplish the goal of an alcohol and non-prescription drug free work environment.

We are committed to enforce **Zero Tolerance** for employees whose ability to work is impaired in any way by the consumption of alcohol or non-prescription drugs abuse.

- The Company recognizes drug or alcohol dependence as a treatable condition. Employees who have drug or alcohol dependence are encouraged to seek medical advice. Being at work whilst impaired by drugs or alcohol is strictly prohibited. No alcohol consumption is permitted on any Company's vessel or worksites.
- The illicit use of legal drugs or the use, possession, distribution, or sale of illegal drugs on Company business or location is strictly prohibited.
- The Company may conduct unannounced searches for drugs and alcohol on Company location and may also require employees to submit to drug and alcohol testing if there is a reasonable suspicion of drug or alcohol abuse. In addition, random drug and alcohol testing may also be conducted at all Company locations without prior notice.
- Contractors including sub-contractors, visitor and business partners are to ensure that their employees do not abuse drugs or alcohol whilst carrying out Company business or working at any Company vessel.
- Failure to comply with this policy will result in disciplinary action, including termination of employment.

Any violation of this policy may subject the employee(s) to disciplinary action, including but not limited to, termination of employment.

A handwritten signature in black ink, appearing to read 'Hj Mahmud Bin Mokti'.

Hj Mahmud Bin Mokti
Managing Director
1st January 2026

NO SMOKING & IGNITION SOURCE CONTROL POLICY

Committed to preventing fire incident onboard our ships or office premises

Smoking is only allowed in designated area

Any employees who violate this policy will be subjected to disciplinary action including termination of employment.



NEOPETRO SDN BHD

NO SMOKING & IGNITION SOURCE CONTROL POLICY

We are committed to achieve a completely smoke-free environment for everyone in our work locations. While smoking is a personal choice for individuals, it poses a health and safety hazards to others.

In implementing this policy, the following shall be applied:

- Smoking is prohibited in all Company offices and vessels, except at designated smoking areas.
- Non designated areas onboard the ships are Cabin, Mess Rooms, Galley, Washrooms, Provision Stores, Wheelhouse, Cold/Freezer Room, Paint Store, Machinery Areas.
- This policy also applies to the use of electronic cigarettes/vaping devices. The use of electronic cigarettes/vaping devices is prohibited wherever smoking is prohibited.
- Ignition sources including matches and lighters, electronic cigarettes/vaping devices shall not be brought into any hydrocarbon areas in both onshore and offshore locations.
- Smoking is strictly prohibited on the open deck or areas outside the accommodation whilst the ship within the 500 meters safety zone of any offshore installations, mobile drilling units, tankers, or during bunkering & dangerous cargo transfers.

Any violation of this policy may subject the employee(s) to disciplinary action, including but not limited to, termination of employment.

A handwritten signature in black ink, appearing to read 'Hj Mahmud Bin Mokti'.

Hj Mahmud Bin Mokti
Managing Director
1st January 2026

ANTI HARASSMENT & WORKPLACE CONDUCT POLICY

Zero Tolerance towards harassment and sexual harassment in any form

Applies to all employees, contractors and third parties engaged with the company as well as within company premises and related activities

Violation of policy may subject to disciplinary action, including but not limited to, termination of employment



NEOPETRO SDN BHD

ANTI HARASSMENT & WORKPLACE CONDUCT POLICY

We are committed to fostering a safe, respectful and professional working environment for all. The Company maintain Zero Tolerance towards harassment and sexual harassment in any form – whether verbal, physical or non-verbal.

This policy applies to all employees, including interns; contractors and third parties engaged with the Company. It covers conduct within Company premises as well as during Company-related activities such as meetings, business travel, training and social functions.

Prohibited Conduct

- Verbal, physical or non-verbal conduct that offends, humiliates or intimidates an individual.
- Unwelcome sexual advances, requests for sexual favours or other conduct of a sexual nature.
- Offensive jokes, gestures, comments or displays (verbal, written or visual).
- Any action that humiliates, threatens or creates a hostile or intimidating work environment.
- Conditioning employment opportunities or benefits on personal favours (such as promotion, salary increment or work assignments).
- Engaging in romantic or sexual relationship with colleagues, where such conduct may compromise workplace professionalism, harmony and the Company's reputation.

Protection Against Retaliation

The Company strictly prohibits retaliation against any employee who, in good faith, reports harassment or discrimination or who participates in related investigations.

Enforcement

Any employee found to have engaged in harassment, sexual harassment or retaliation will be considered in violation. Any violation of this policy may subject the employee(s) to disciplinary action, including but not limited to, termination of employment.



Hj Mahmud Bin Mokti
Managing Director
1st January 2026

GOVERNANCE, COMPLIANCE & OPERATIONAL EXCELLENCE POLICY

Commitment to highest standards of integrity, transparency, and operational excellence

Zero Tolerance against all forms of bribery, extortion and corruption

Prohibition from soliciting and accepting any form of gifts or favors that could influence business decisions.

Immediate reporting of non-conformities, accidents, and hazardous occurrences



NEOPETRO SDN BHD GOVERNANCE, COMPLIANCE & OPERATIONAL EXCELLENCE POLICY

We are committed to the highest standards of integrity, transparency, and operational excellence. We recognize that robust governance is the backbone of sustainable business growth and a key pillar of our Environmental, Social, and Governance (ESG) commitments. We strive to exceed statutory requirements, ensuring our operations protect our people, the environment, and our reputation.

Anti-Bribery, Corruption & Whistleblower Protection

- Maintains a Zero-Tolerance stance against all forms of bribery, extortion, and corruption. No employee or contractor shall offer or accept improper payments.
- Guarantees the anonymity of whistleblowers and ensures that "Good Faith" reporting is protected under the Consequence Management framework.

Conflict of Interest

- All employees must disclose any personal, financial, or professional interests that could potentially interfere with their duties or the Company's interests.
- Personnel must refrain from participating in decision-making processes where a conflict of interest exists, ensuring all business dealings remain objective.

Compliance Reporting & Audit

- All non-conformities, accidents, and hazardous occurrences must be reported immediately via the established Incident Notification procedures.
- Regular audits (Internal & External) are conducted to verify SMS implementation, with results shared transparently with senior management to drive continuous improvement.

Transparency

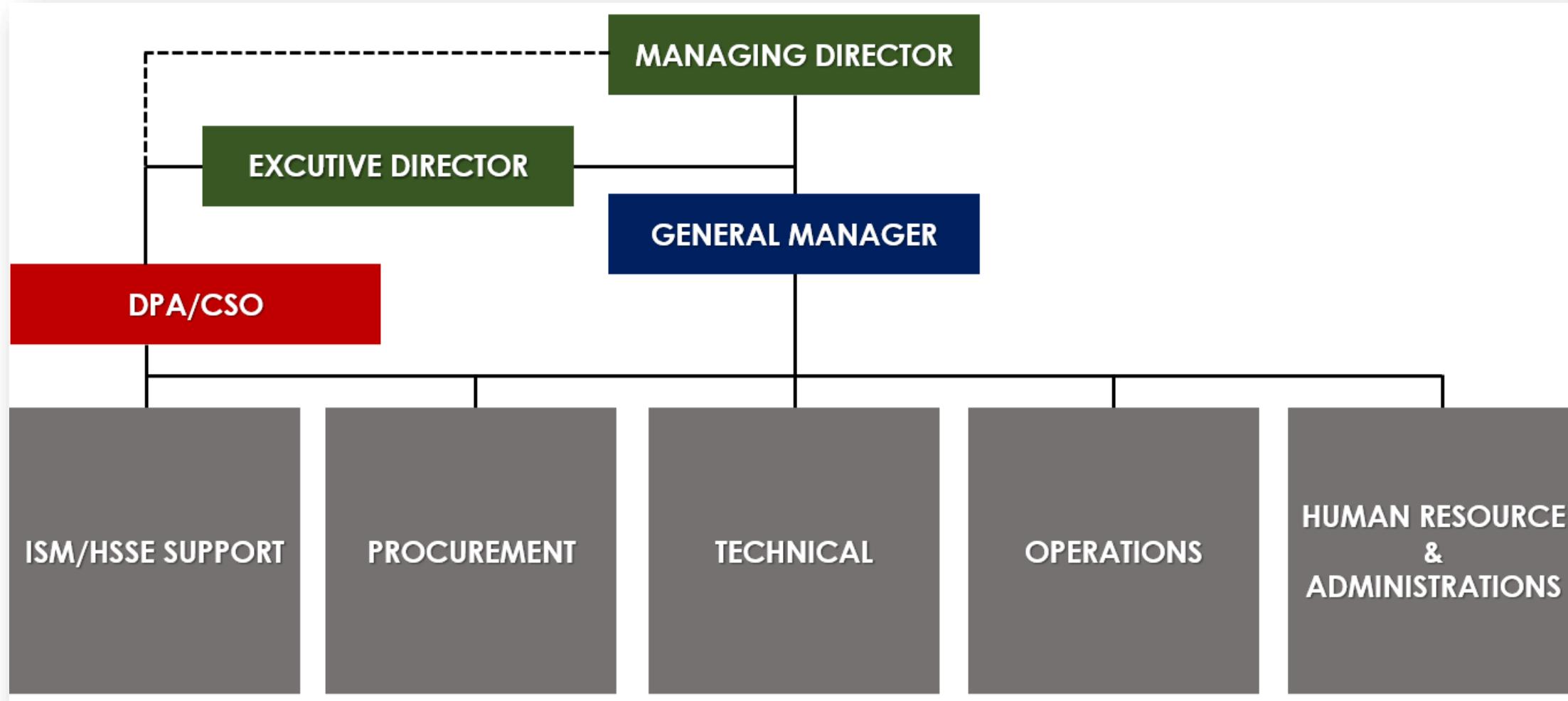
- The Company promotes an environment where safety and operational data are shared openly across the fleet to foster learning and improvement.
- Relevant Safety Management System (SMS) information, including performance reports and audit findings, should be accessible to all employees and stakeholders as required.

Gift & Hospitality Rules

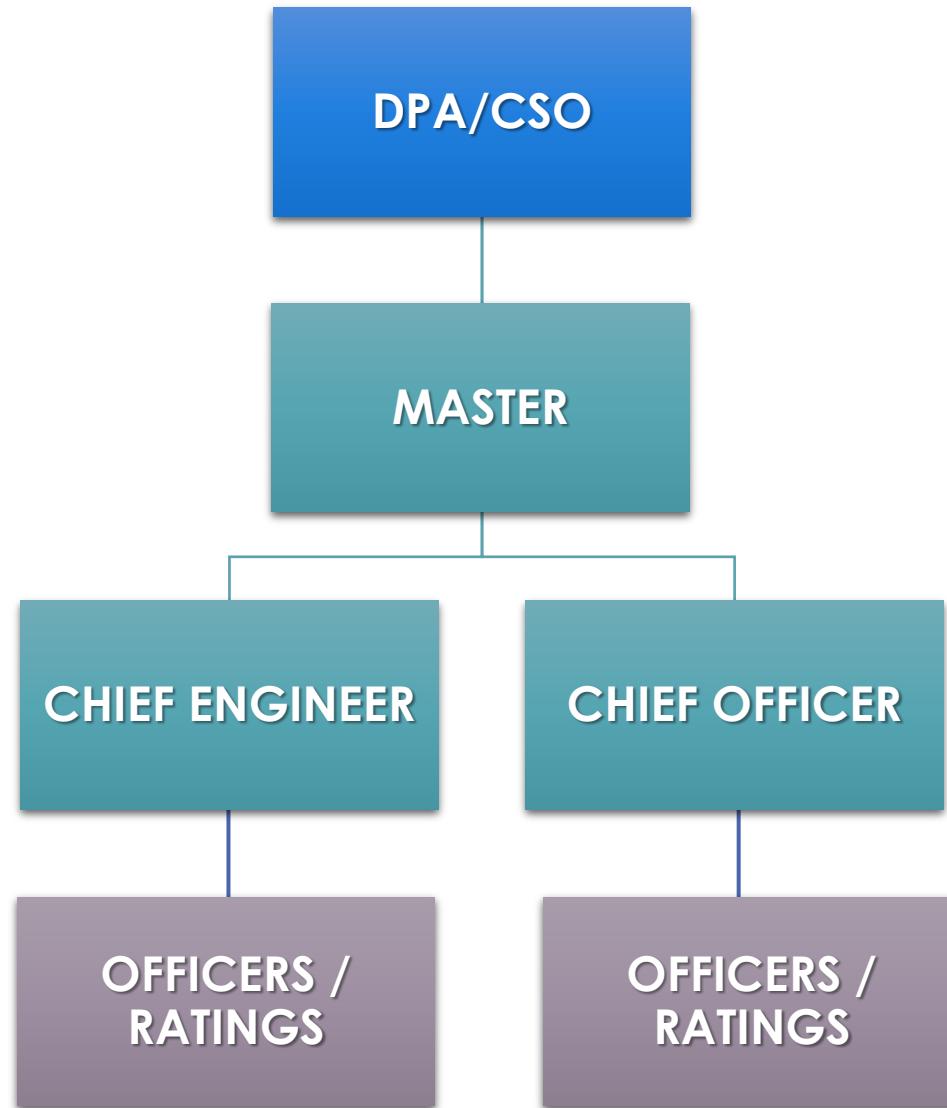
- Employees are prohibited from soliciting or accepting gifts, hospitality, or favors that could influence business decisions.
- Modest, customary business hospitality is permitted only if it is transparent, documented in a Gift Registry, and complies with the Company's financial thresholds.
- The Company strictly prohibits "grease" or facilitation payments to expedite routine government or port actions.

Hj Mahmud Bin Mokti
Managing Director
1st January 2026

ORGANIZATIONAL CHART - ASHORE



ORGANIZATIONAL CHART - OFFSHORE



MANDATORY TRAINING AND COURSES

- Standard Training, Certification & Watchkeeping (STCW)
- Approved Medical Assessment
- Tropical BOSIET
- Basic H2S
- Safety Passport i.e Seaman, SHPP, OSIS

TOUR OF DUTY & CREW CHANGE FREQUENCY

Type of Vessels	Tour of Duty
Standby Vessel (SBV)	60 Days
Fast Crew Boat (FCB)	90 Days
Landing Craft Tank (LCT)	120 Days
Anchor Handling Tugs (AHT)	120 Days

NOTE: TOUR OF DUTY BY CHARTERER'S SHALL SUPERSEDE THE ABOVE REQUIREMENT.

ROLES AND RESPONSIBILITY

MASTER

- The Ships Master has **complete authority and responsibility for taking all necessary actions for safety, pollution prevention and the efficient operation** of his ship.
- In all matters which affect or may affect safety or the environment, the **Master shall report directly to the DPA**.
- Responsible for the **implementation and operation** of Safety Management System (SMS) and ensure is complied at all times.
- The Master is responsible for **ensuring compliance with all relevant Merchant Shipping and safety legislation** applicable to the ship, and should carry out **regular inspections, assessment and Masters reviews** as required by the SMS.

ROLES AND RESPONSIBILITY

CHIEF OFFICER

- To be the designated **Shipboard Safety & Security Officer**.
- To ensure that his staff **comply with Company's and statutory regulations and any government or port regulations applicable to the ship**.
- To keep themselves **informed and adhered** of the Company's policies, Safety Management System (SMS) and their responsibilities.
- Report any **incidents, accidents, near miss or dangerous situations** to onshore supports.
- Participate in the **safety meetings and Master SMS review**.
- To ensure that the ship, both inside and out, is **maintained in a clean, tidy and safe condition**.

ROLES AND RESPONSIBILITY

CHIEF ENGINEER

- Report to the Master for the management of the engine department, for **safe and efficient operation, maintenance and repair** of the propulsion unit, all auxiliary engines, galley equipment and all machinery and electrical items on board.
- To keep themselves **informed and adhered** of the Company's policies, Safety Management System (SMS) and their responsibilities.
- Report any **incidents, accidents, near miss or dangerous situations** to onshore supports.
- Participate in the **safety meetings and Master SMS review**.

ROLES AND RESPONSIBILITY

CREW MEMBERS

- Crew members shall be while at work, to take **reasonable care for the health, safety and environment of himself and of other persons** to may be affected by his acts at work.
- They are to perform the following but not limited to:
 - Anchor work and mooring.
 - Rigging and controlling gangways and other means of access to the ship.
 - Assist offshore personnel transfer.
 - Assist in the maintenance of lifesaving and firefighting equipment.
 - Lookout and night watch in port or at sea location.

MARINE HAZARDS & RISKS

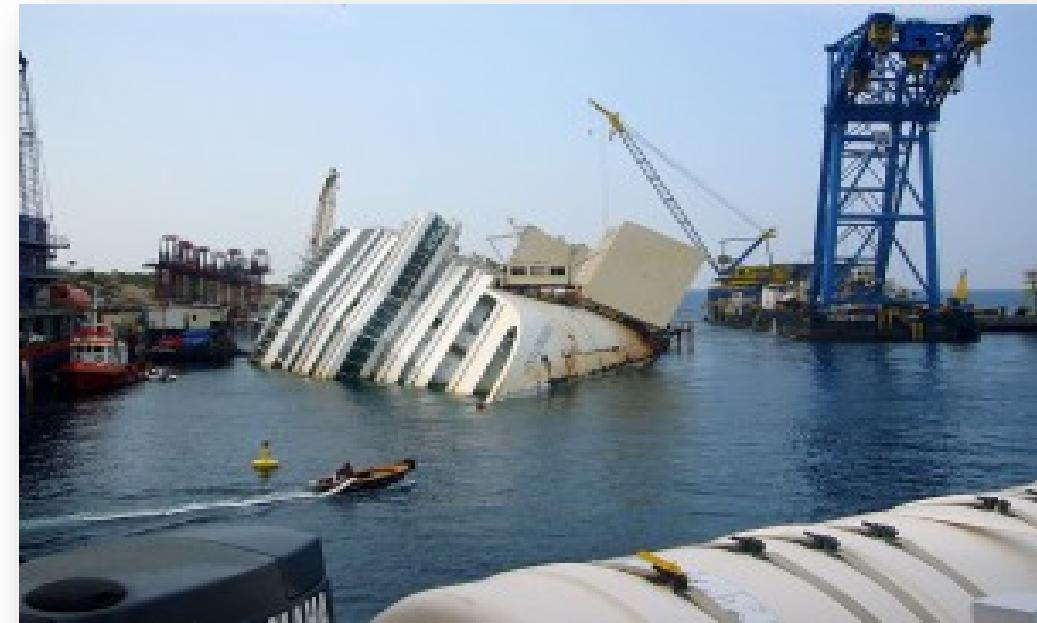


Geographical Hazards

The remnants of the Costa Concordia after its 2012 crash.

Weather Hazards

The HMS Bounty sinking during Hurricane Sandy, 2012.



MARINE HAZARDS & RISKS



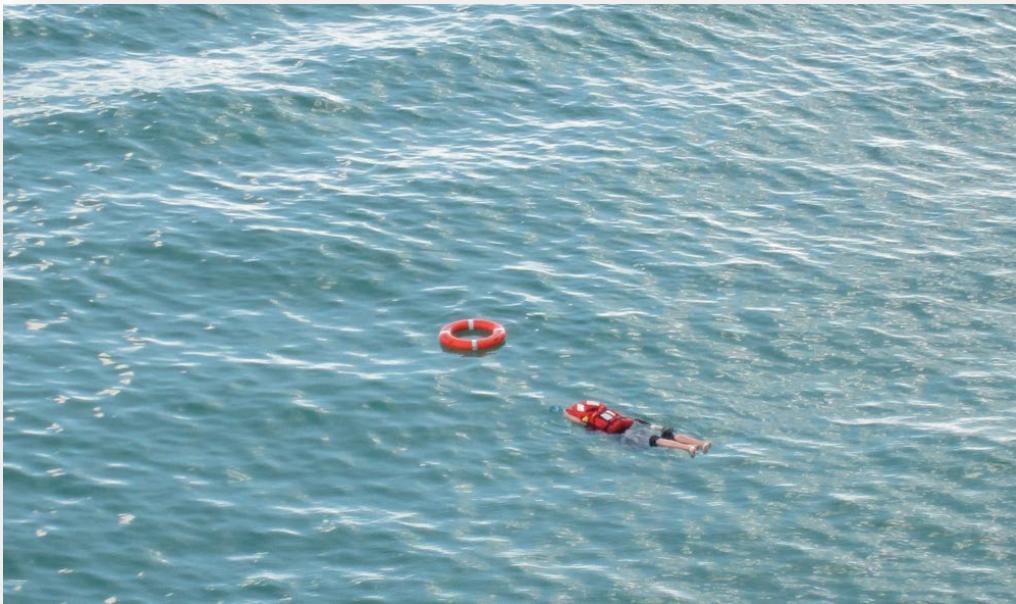
Fire & Explosion Hazards

Security Hazards/ Piracy

Georgians sailors freed after piracy incident in Gulf of Guinea



MARINE HAZARDS & RISKS

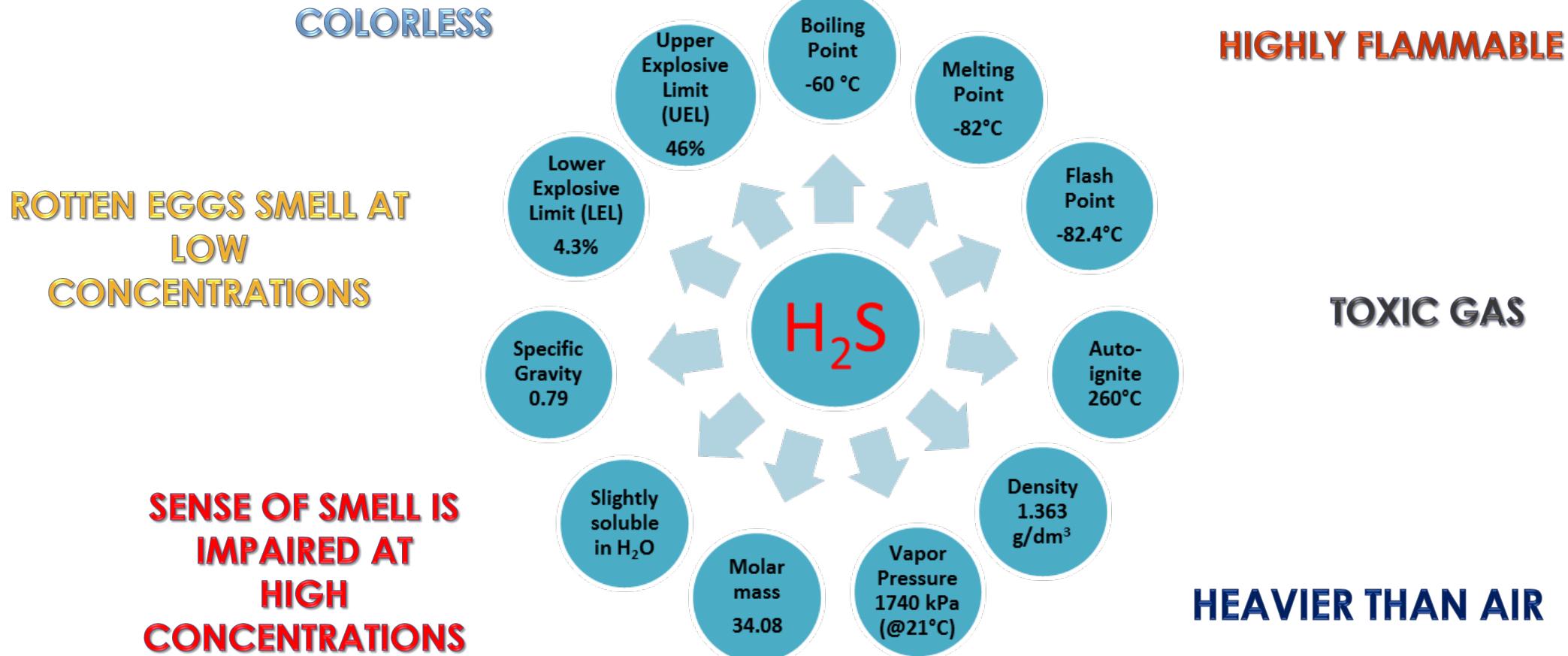


Unsafe Lifting Operation

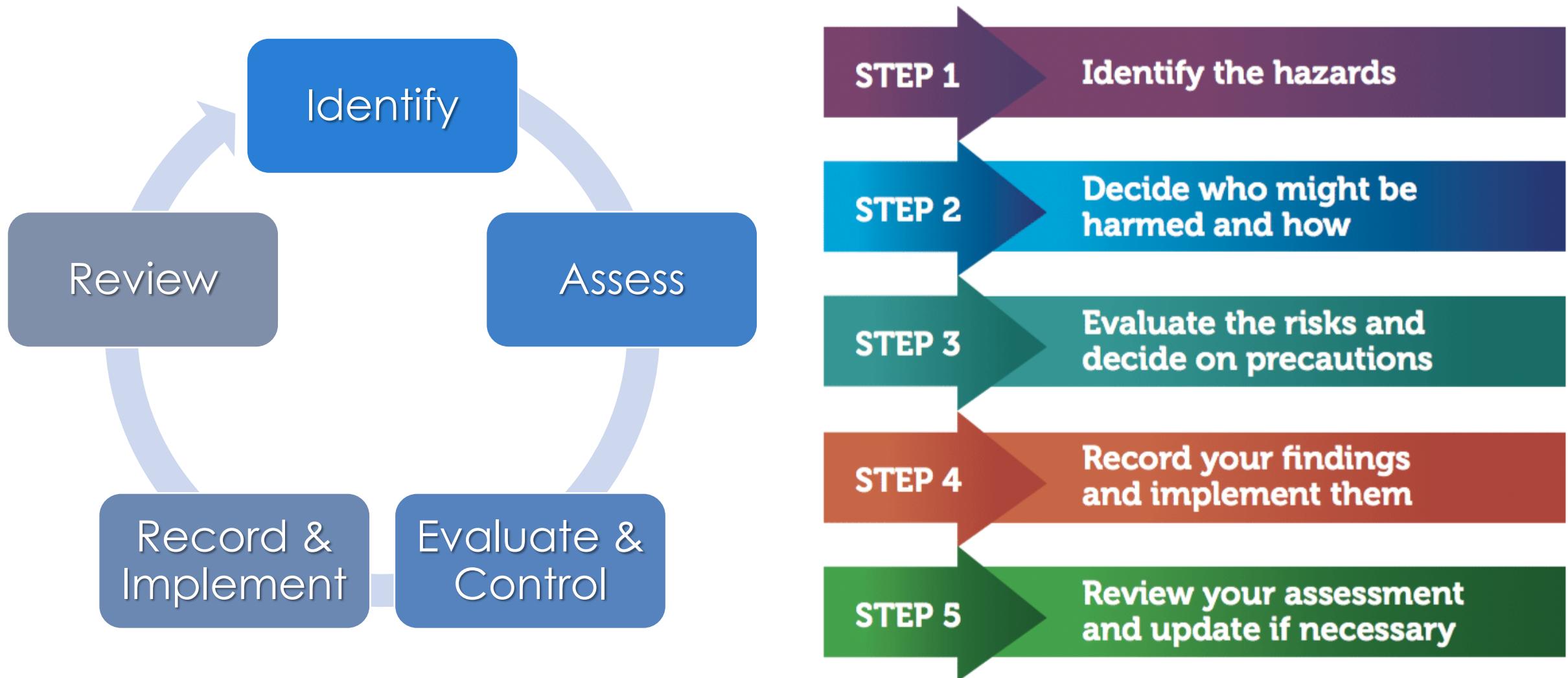
Man Overboard



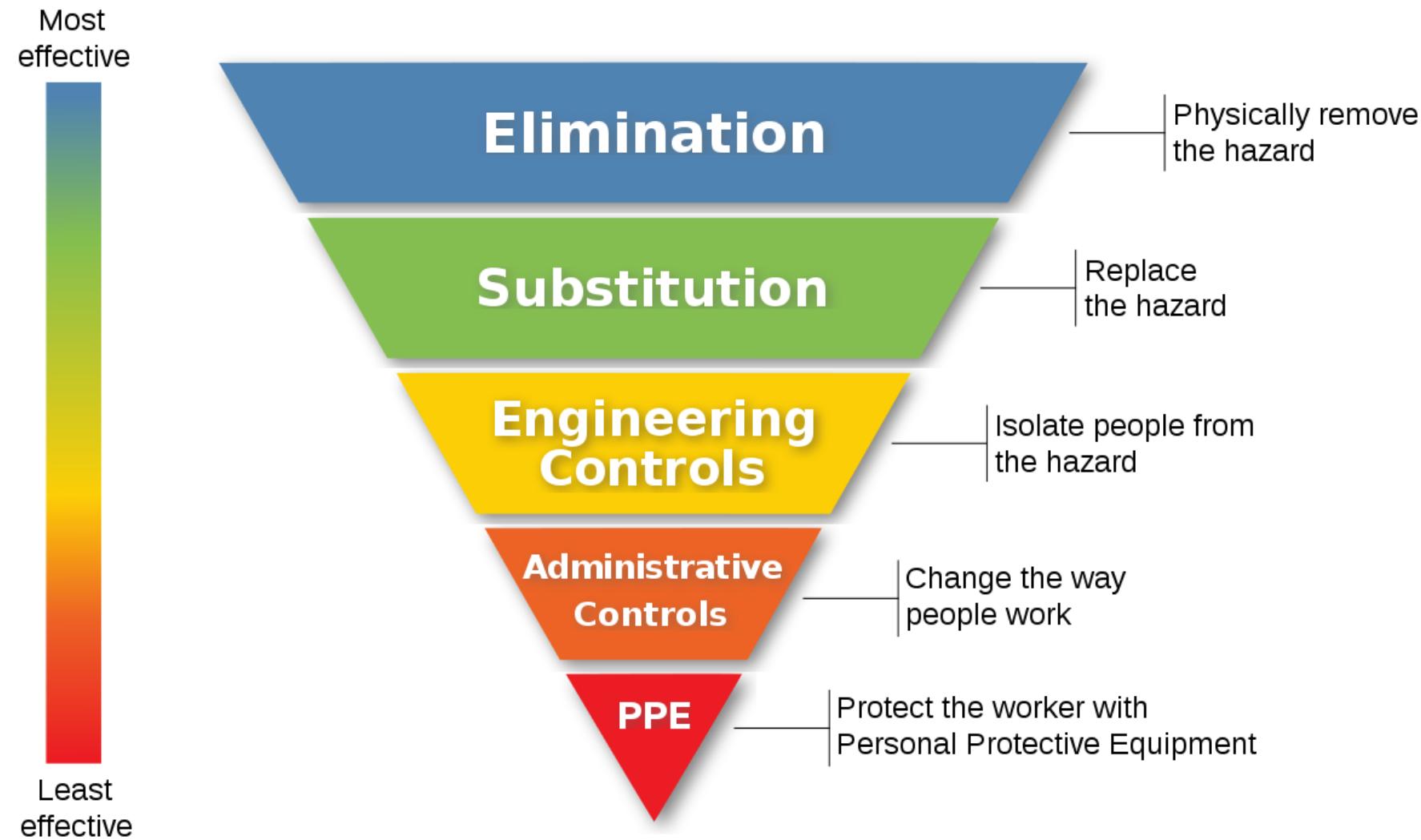
SPECIALIZED HAZARD HYDROGEN SULFIDE (H₂S)



HAZARD AND EFFECT MANAGEMENT PROCESS (HEMP)



HIERARCHY OF CONTROL



GARBAGE MANAGEMENT

Flammable (paper, rags, cardboards)	Blue
Non flammable	yellow
Plastics	Red
Food wastes	Green
Ashes (Generated from incinerator)	Black

PROHIBITED ITEMS



FISHING TOOLS



WEAPONS



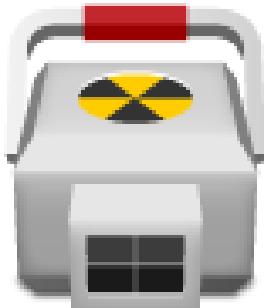
RADIO



PRESSURISE CONTAINER



TATTOO MACHINE



RADIOACTIVE SOURCE



CAMERA



EXPLOSIVES

PROHIBITED ITEMS



IGNITION SOURCE



GAMBLING ITEMS



DRUGS & ALCOHOL

URINE DRUG, ALCOHOL TESTING & CONSEQUENCE MANAGEMENT

Urine drug and alcohol testing shall be conducted as follows: -

- Pre-employment
- Random
- For-cause
- Post-incident

Consequence Management

Donor's employment status shall be reviewed which may includes the termination of employment.

PERSONAL PROTECTIVE EQUIPMENT

NP
≡≡≡

Fire Retardant Coverall with Reflective Trim

What to inspect:

- Contamination from hazardous materials or biological agents
- Rips, tears and cuts
- Damaged or missing hardware
- Thermal damage such as charring, burn holes, or melting in any layer.
- Damaged or missing reflective trim



Safety Helmet/Hard Hat (Validity: 3 Years from D.o.M)

What to inspect:

- Cracks, penetration and/or dents of Shell
- Cracking, tearing and/or fraying to the Suspension
- Damage to the Headbands
- Damage and/or presence of Sweatbands
- Discoloration of the shell i.e. yellowish
- Expiry Date

Safety Gloves

What to inspect:

- Contamination of hand gloves from hazardous materials or biological agents
- Rips, tears, cuts or thermal damage
- Inverted liner
- Shrinkage of gloves
- Loss of elasticity and flexibility

Pull on High Cut Safety Boots without Lace & Steel Toe

What to inspect:

- Soiling
- Contamination
- Physical damage such as charring, burn holes and melting
- Discoloration of any layer

PETRONAS'S ZETO RULES

**PETRONAS**

Work with a valid work permit (PTW) required by the job



Verify energy isolation before starting work



Obtain authorisation before overriding or disabling safety critical equipment



Obtain authorisation before entering a confined space



Protect yourself against a fall when working at height



Use the correct personal protective equipment (PPE) when handling hazardous chemicals



Obtain authorisation before excavation or entering a trench



Do not position yourself under a suspended load



Do not smoke outside designated areas or bring potential ignition sources into process areas without authorisation



Do not use your mobile phone/walkie-talkie while driving, follow the speed limit and use your seat belt

PETRONAS'S MOPO (2017 REV01)

MARINE Manual Of Permitted Operation (Marine MOPO) 2017 Rev 1

Notice to Master THIS MARINE MOPO DOES NOT OVER-RIDE THE MASTER'S DECISION TO STOP A JOB IF HE THINKS IT IS UNSAFE IN LINE WITH PETRONAS REQUIREMENTS AND SOLAS REGULATIONS									
ACTIVITIES									
A. VESSEL OPERATIONS									
SNATCH LIFTS / CARGO TRANSFER BY STATION KEEPING									
1. U/H supply to facilities									
Supply to platform and drilling facilities (hose handling or crane operation) vice versa									
Supply from DSV to DSV/barge/workboat (hose handling or crane operation)									
BULK TRANSFER (MOORED)									
4. Bulk supply to/from facilities or from DSV to DSV/barge/workboat									
PERSONNEL TRANSFER									
5. Personnel swinging rope transfer to/froin fixed structures									
Personnel transfer by helicopter to/froin fixed structures									
Boat to boat using crane transfer (OSV to mobile facilities e.g. workshop/barge)									
Boat to boat basket transfer (OSV to mobile facilities e.g. workshop/barge)									
6. Conventional gangway transfer									
7. Motion compensated gangway transfer									
BUNKERING									
8. Bunker transfer to/from DSV to mob facilities e.g. workboat/barge									
9. Bunker transfer to/from fixed structures									
ANCHOR HANDLING AND TOWING									
10. Towing operation									
11. Anchor handling/connecting towing bridle - Vessel < 100 ton BP									
12. Anchor handling/connecting towing bridle - Vessel > 100 ton BP									
STANDBY DUTY									
13. Standby (non-emergency)									
WORKOVER/STABRIG OPERATION									
14. Workover/barge mooring operation to fixed platform leg (inc. soft mooring)									
15. Workover/barge gangway installation to fixed platform									
16. Workover/barge pull off operation from platform									
OFFSHORE MOORING BUOYS									
17. Mooring to offshore buoy (Tying Up)									
18. Cut off from offshore buoy									
DIVING/ROV OPERATIONS									
19. Diving/ROV vessel activities									
SURVEY VESSEL									
20. Survey vessel activities (e.g. side scan, pipeline survey, seismic survey)									
21. Soil boring activities									
22. LIFEBOAT/RESCUE BOAT OPERATIONS (at SBM/TPD/PSO/FILING etc.)									
23. Offshore personnel transfer to/from export tanker									
24. Mooring activities									
25. Export hose handling activities									
26. Cargo transfer operation									
27. Personnel transfer to/from SBM									
28. TUGGING									
RIG MOVE OPERATIONS									
29. Jack up Rig - Final approach to soft skin near fixed structure									
30. Jack up Rig - Final approach to soft pin in open area									
31. Semi-subs / Drillship - approach and anchor handling in shallow water									
32. Semi-subs / Drillship - approach and hooks up in deep water									
33. Tender rig - Approach & pre-tensioning									
34. Rig move from fixed to floating (export can freed)									
MARINE MAINTENANCE ACTIVITIES									
35. Above surface inspection/maintenance - ICT buoy etc.									
36. Export hose inspection/maintenance									
37. Lifeboat/TEMS/Rescue Boat Sea trial									

Definitions:

BARRIERS: Controls that exist for normal operations.

ACTIVITIES: Activities carried out under normal operations.

Offshore Support Vessel (OSV) : All types of offshore vessel which is self-propelled.

- Maintain continuous UHF and VHF communication.
- Activities require 24 hours operations shall have a minimum of 2 sets of crew and/or Working Hours as per MLC 2006 requirement.
- Subject to site assessment by Master e.g. OSV size, specification, weather pattern at site, etc.
- Only single operation is to be permitted on board the vessel, e.g. Bunkering or snatching or basket transfer and etc., if required a joint risk assessment shall be conducted by OIM and Master of the vessel & risk reduced to ALARP.
- Other means of communication, e.g. portable radio, satellite phones, hand phones.
- Refer to local port requirement.
- Upon Diving Superintendent discretion provided risk assessment has been carried out & risk reduced to ALARP.
- Secondary means of Navigational Aids available and reliable e.g. radar, echo sounder, gaps, gyro, etc.
- Vessel able to maintain/hold stationary position using less than 45% of it's propulsion power.
- Subject to proper illumination and Master's and / or OIM approval provided risk assessment has been carried out & risk reduced to ALARP.
- Upon Master's or/and OIM discretion provided risk assessment has been carried out & risk reduced to ALARP.
- Be cautious and alert. Continue to monitor the weather condition and Stop Work if required.

Legend:
█ Combination allowable with normal procedures
█ Allow with restriction
█ Activity not permitted in these circumstances
█ Not Applicable

REMARK : For Geophysical activities, it will govern by IAGC (International Association Geophysical Contractors) & IAOGP (International Association Oil and Gas Producer) Guidelines.

Any interfacing activities between geophysical and non-geophysical operation, MOPO will supersede.

Any other activities not listed above shall have their own Site Specific Procedures and Risk Assessment endorsed by PCSB AA

Reference:

- A. SOLAS (Safety of Life at Sea) 1974
- B. MSO (Merchant Shipping Ordinance) 1952
- C. COSWP (Code of Safe Working Practice) for Seaman 1998
- D. STCW (Standard of Training, Certification and Watch keeping) for Seafarer.
- E. ISM (International Safety Management) 1994
- F. IAGP
- G. IAGC
- H. IMCA (International Marine Contractors)
- I. UNCLOS (United Nations Convention of The Law of The Sea)

MOPO 2017 Rev 1

Notice to Master

THIS MARINE MOPO DOES NOT OVER-RIDE THE MASTER'S DECISION TO STOP A JOB IF HE THINKS IT IS UNSAFE IN LINE WITH PETRONAS REQUIREMENTS AND SOLAS REGULATIONS

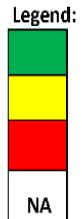
Definitions:

BARRIERS: Controls that exist for normal operations.

ACTIVITIES: Activities carried out under normal operations.

Offshore Support Vessel (OSV) : All types of offshore vessel which is self-propelled.

1. Maintain continuous UHF and VHF communication.
2. Activities require 24 hours operations shall have a minimum of 2 sets of crew and/or Working Hours as per MLC 2006 requirement.
3. Outside of the 500m zone of the platform.
4. Subject to site assessment by Master e.g. OSV size, specification, weather pattern at site, etc.
5. Man rated crane and Permit To Work (if required) in placed.
6. Only single operation is to be permitted on board the vessel, e.g. Bunkering or snatching or basket transfer and etc., if required a joint risk assessment shall be conducted by OIM and Master of the vessel & risk reduced to ALARP.
7. Other means of communication, e.g. portable radio, satellite phones, hand phones.
8. Refer to local port requirement.
9. Upon Diving Superintendent discretion provided risk assessment has been carried out & risk reduced to ALARP.
10. Secondary means of Navigational Aids available and reliable e.g. radar, echo sounder, gaps, gyro, etc.
11. Vessel able to maintain/hold stationary position using less than 45% of it's propulsion power.
12. Subject to proper illumination and Master's and / or OIM approval provided risk assessment has been carried out & risk reduced to ALARP.
13. Upon Master's or/and OIM discretion provided risk assessment has been carried out & risk reduced to ALARP.
14. Be cautious and alert. Continue to monitor the weather condition and Stop Work if required.



- Combination allowable with normal procedures
Allow with restriction
Activity not permitted in this circumstances
Not Applicable

Notice to Master

THIS MARINE MOPO DOES NOT OVER-RIDE THE MASTER'S
DECISION TO STOP A JOB IF HE THINKS IT IS UNSAFE IN LINE
WITH PETRONAS REQUIREMENTS AND SOLAS REGULATIONS

Step 1

ACTIVITIES	
A VESSEL OPERATIONS	
SNATCH LIFTS / CARGO TRANSFER BY STATION KEEPING	
1	Lift supply to facilities
2	Supply to platform and drilling facilities (hose handling or crane operation) vice versa
3	Supply from OSV to OSV/barge/workboat (hose handling or crane operation)
BULK TRANSFER (MOORED)	
4	Bulk supply to/from facilities or from OSV to OSV/barge/workboat
PERSONNEL TRANSFER	
5	Personnel swing rope transfer to/from fixed structures
6	Personnel basket transfer to/from vessel to fixed structures
7	Boat to boat swing rope transfer (OSV to mobile facilities e.g. workboat/barge)
8	Boat to boat basket transfer (OSV to mobile facilities e.g. workboat/barge)
9	Conventional gangway transfer
10	Motion compensated gangway transfer
BUNKERING	
11	Bunker vessel to/from vessel STS (OSV to mob facilities e.g. workboat/barge)
12	Bunker vessel to/from fixed structures
ANCHOR HANDLING AND TOWING	
13	Towing operation
14	Anchor handling/connecting towing bridle - Vessel < 100 ton BP
15	Anchor handling/connecting towing bridle - Vessel > 100 ton BP
STANDBY DUTY	
16	Standby vessel (non-emergency)
WORKBOAT/BARGE OPERATION	
17	Workboat/barge mooring operation to fixed platform leg (incl. soft mooring)
18	Workboat/barge gangway installation to fixed platform
19	Workboat/barge pull-off operation from platform
OFFSHORE MOORING BUOYS	

Communications / Navigation	NO PA system.	Lost voice link to OSV associated with
	1	Red
	7	Yellow
	1	Red
	1	Red
	1	Red

Step 2

MOPD) 2017 Rev 1

ER'S
LINE
IONS

ion vice
ation)

Communications / Navigation	NO PA system.	Lost voice link to OSV associated with activity.	Safeguarding System and Equipment	Inadequate SWL for lifting assembly e.g. crane, wire etc.	Damaged lifting slings / strops / straps	Failure of Mooring / Anchor Handling Equipment.	NO navigation/indicator lights on platform/buoy.	Fire Protection	Lost of fire fighting capability on board vessel.	Manning and Competence	Non-compliance to Safe Manning Certificate.	NO PILOT for berthing/unberthing at port/terminal	NO Tow Master Or MC Or BMS /TMS on approaching/leaving offshore facilities.	Working period exceeding STCW 95 Regulation.	Power System	Limitation on main propulsion / redundancy / power generation.	Operating Conditions	Significant wave height / swell < 1.5m.	Significant wave height / swell between 1.5m to 2.5m.	Significant wave height / swell >2.5m.	Wind <15 knots.	Wind 15 knots to 25 knots	Wind >25 knots.	Horizontal Visibility <500m.	Lightning in the vicinity.	Night-time operation.	Sea Current ≤ 2 knots.	Sea Current > 2 knots.	Platform Status	Damaged platform boat landing/swing rope/fender	Simultaneous Activities (in the same location / field)	Diving operation in-progress.	ROV in operation.	Geophysical activity.	Hot Work in-progress.	Helicopter operation in-progress.	Activities requiring radio silence.
1	10	10	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA							
1	10	10	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA							
1	10	10	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA							
1	10	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA							

ACTIVITY 1**Notice to Master**

THIS MARINE MOPO DOES NOT OVER-RIDE THE MASTER'S DECISION TO STOP A JOB IF HE THINKS IT IS UNSAFE IN LINE WITH PETRONAS REQUIREMENTS AND SOLAS REGULATIONS

Step 3

ACTIVITIES		Communications / Navigation		Lost voice link to OSV associated with activity.		Lost of Primary Navigational Aids.		Safeguarding System and Equipment		Failure of Mooring / Anchor Handling Equipment.		NO navigation/indicator lights on platform/buoy.		Operating Conditions		Significant wave height / swell < 1.5m.		Significant wave height / swell between 1.5m to 2.5m.		Significant wave height / swell >2.5m.		Wind <15 knots.		Wind 15 knots to 25 knots.		Wind >25 knots.		Horizontal Visibility <500m.		Lightning in the vicinity.		Night-time operation.	
A VESSEL OPERATIONS																																	
SNATCH LIFTS / CARGO TRANSFER BY STATION KEEPING																																	
1 Lift supply to facilities		1			10																												
2 Supply to platform and drilling facilities (hose handling or crane operation) vice versa		1			10																												
3 Supply from OSV to OSV/barge/workboat (hose handling or crane operation)		1			10																												
BULK TRANSFER (MOORED)																																	
4 Bulk supply to/from facilities or from OSV to OSV/barge/workboat		1			10																												
PERSONNEL TRANSFER																																	
5 Personnel swing rope transfer to/from fixed structures		1			10																												
6 Personnel basket transfer to/from vessel to fixed structures		1			10																												
7 Boat to boat swing rope transfer (OSV to mobile facilities e.g. workboat/barge)		1			10																												
8 Boat to boat basket transfer (OSV to mobile facilities e.g. workboat/barge)		1			10																												
9 Conventional gangway transfer		1			10																												
10 Motion compensated gangway transfer		1			10																												
BUNKERING																																	
11 Bunker vessel to/from vessel STS (OSV to mob facilities e.g. workboat/barge)		1			10																												
12 Bunker vessel to/from fixed structures		1			10																												

Legend:

- Combination allowable with normal procedures
- Allow with restriction
- Activity not permitted in this circumstances
- Not Applicable

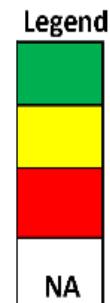
Definitions:

BARRIERS: Controls that exist for normal operations.

ACTIVITIES: Activities carried out under normal operations.

Offshore Support Vessel (OSV) : All types of offshore vessel which is self-propelled.

- 1. Maintain continuous UHF and VHF communication.**
2. Activities require 24 hours operations shall have a minimum of 2 sets of crew and/or Working Hours as per MLC 2006 requirement.
3. Outside of the 500m zone of the platform.
4. Subject to site assessment by Master e.g. OSV size, specification, weather pattern at site, etc.
5. Man rated crane and Permit To Work (if required) in place.
6. Only single operation is to be permitted on board the vessel, e.g. Bunkering or snatching or basket transfer and etc., if required a joint conducted by OIM and Master of the vessel & risk reduced to ALARP.



ACTIVITY 1
Notice to Master

THIS MARINE MOPO DOES NOT OVER-RIDE THE MASTER'S DECISION TO STOP A JOB IF HE THINKS IT IS UNSAFE IN LINE WITH PETRONAS REQUIREMENTS AND SOLAS REGULATIONS

ACTIVITIES			Communications / Navigation	Lost voice link to OSV associated with activity.	Lost of Primary Navigational Aids.	Safeguarding System and Equipment	Inadequate SWL for lifting assembly e.g. crane, wire etc.	Damaged lifting slings / strops / straps	Failure of Mooring / Anchor Handling Equipment.	NO navigation/indicator lights on platform/buoy.	Operating Conditions	Significant wave height / swell < 1.5m.	Significant wave height / swell between 1.5m to 2.5m.	Wind <15 knots.	Wind 15 knots to 25 knots	Wind >25 knots.	Horizontal Visibility <500m.	Lightning in the vicinity.	Night-time operation.
A VESSEL OPERATIONS																			
SNATCH LIFTS / CARGO TRANSFER BY STATION KEEPING																			
1 Lift supply to facilities	1	Red	Yellow	10	Red	Red	NA	Green	Red	4/11	Red	Green	11/13	Red	Red	Red	6/1		
2 Supply to platform and drilling facilities (hose handling or crane operation) vice versa	1	Red	Yellow	10	Red	Red	NA	Green	Red	4/11	Red	Green	11/13	Red	Red	Red	6/1		
3 Supply from OSV to OSV/barge/workboat (hose handling or crane operation)	1	Red	Yellow	10	Red	Red	Red	NA	Red	4/11	Red	Green	11/13	Red	Red	Red	6/1		
BULK TRANSFER (MOORED)																			
4 Bulk supply to/from facilities or from OSV to OSV/barge/workboat	1	Red	Yellow	10	Red	Red	NA	Green	Red	Green	Green	Green	13	Red	13	Red	6/1		
PERSONNEL TRANSFER																			
5 Personnel swing rope transfer to/from fixed structures	1	Red	Yellow	10	Red	Red	NA	Green	Red	4/11	Red	Green	11/13	Red	Red	Red	6/1		
6 Personnel basket transfer to/from vessel to fixed structures	1	Red	Yellow	10	Red	Red	NA	Green	Red	4/5	Red	Green	5/11/13	Red	Red	Red	5/6		
7 Boat to boat swing rope transfer (OSV to mobile facilities e.g. workboat/barge)	1	Red	Yellow	10	Red	Red	NA	Green	Red	NA	NA	NA	NA	NA	NA	NA	NA		
8 Boat to boat basket transfer (OSV to mobile facilities e.g. workboat/barge)	1	Red	Yellow	10	Red	Red	NA	Green	Red	NA	NA	NA	NA	NA	NA	NA	NA		
9 Conventional gangway transfer	1	Red	Yellow	10	Red	Red	NA	Green	Red	NA	NA	NA	NA	NA	NA	NA	NA		
10 Motion compensated gangway transfer	1	Red	Yellow	10	Red	Red	NA	Green	Red	NA	NA	NA	NA	NA	NA	NA	NA		
BUNKERING																			
11 Bunker vessel to/from vessel STS (OSV to mob facilities e.g. workboat/barge)	1	Red	Yellow	10	Red	Red	NA	Green	Red	NA	NA	NA	NA	NA	NA	NA	NA		
12 Bunker vessel to/from fixed structures	1	Red	Yellow	10	Red	Red	NA	Green	Red	NA	NA	NA	NA	NA	NA	NA	NA		

Legend:


Combination allowable with normal procedures

Allow with restriction

Activity not permitted in this circumstances

Not Applicable

Offshore Support Vessel (OSV) : All types of offshore vessel which is self-propelled.

1. Maintain continuous UHF and VHF communication.
2. Activities require 24 hours operations shall have a minimum of 2 sets of crew and/or Working Hours as per MLC 2006
3. Outside of the 500m zone of the platform.
4. Subject to site assessment by Master e.g. OSV size, specification, weather pattern at site, etc.
5. Man rated crane and Permit To Work (if required) in placed.
6. Only single operation is to be permitted on board the vessel, e.g. Bunkering or snatching or basket transfer and etc., if conducted by OIM and Master of the vessel & risk reduced to ALARP.
7. Other means of communication, e.g. portable radio, satellite phones, hand phones.
8. Refer to local port requirement.
9. Upon Diving Superintendent discretion provided risk assessment has been carried out & risk reduced to ALARP.
10. Secondary means of Navigational Aids available and reliable e.g. radar, echo sounder, gaps, gyro, etc.
11. Vessel able to maintain/hold stationary position using less than 45% of it's propulsion power.
12. Subject to proper illumination and Master's and / or OIM approval provided risk assessment has been carried out

Legend:



Combination allowable with normal procedures

Allow with restriction

Activity not permitted in this circumstances

Not Applicable

ACTIVITY 1

Notice to Master

THIS MARINE MOPO DOES NOT OVER-RIDE THE MASTER'S DECISION TO STOP A JOB IF HE THINKS IT IS UNSAFE IN LINE WITH PETRONAS REQUIREMENTS AND SOLAS REGULATIONS

ACTIVITIES	
A VESSEL OPERATIONS	
SNATCH LIFTS / CARGO TRANSFER BY STATION KEEPING	
1	Lift supply to facilities
2	Supply to platform and drilling facilities (hose handling or crane operation) vice versa
3	Supply from OSV to OSV/barge/workboat (hose handling or crane operation)
BULK TRANSFER (MOORED)	
4	Bulk supply to/from facilities or from OSV to OSV/barge/workboat
PERSONNEL TRANSFER	
5	Personnel swing rope transfer to/from fixed structures
6	Personnel basket transfer to/from vessel to fixed structures
7	Boat to boat swing rope transfer (OSV to mobile facilities e.g. workboat/barge)
8	Boat to boat basket transfer (OSV to mobile facilities e.g. workboat/barge)
9	Conventional gangway transfer
10	Motion compensated gangway transfer
BUNKERING	
11	Bunker vessel to/from vessel STS (OSV to mob facilities e.g. workboat/barge)
12	Bunker vessel to/from fixed structures



Combination allowable with normal procedures

Allow with restriction

Activity not permitted in this circumstances

Not Applicable

3. Outside of the 500m zone of the platform.
4. Subject to site assessment by Master e.g. OSV size, specification, weather pattern at site, etc.
5. Man rated crane and Permit To Work (if required) in place.
6. Only single operation is to be permitted on board the vessel, e.g. Bunkering or snatching or basket transfer and etc., if required a joint risk assessment conducted by OIM and Master of the vessel & risk reduced to ALARP.
7. Other means of communication, e.g. portable radio, satellite phones, hand phones.
8. Refer to local port requirement.
9. Upon Diving Superintendent discretion provided risk assessment has been carried out & risk reduced to ALARP.
10. Secondary means of Navigational Aids available and reliable e.g. radar, echo sounder, gaps, gyro, etc.
11. Vessel able to maintain/hold stationary position using less than 45% of its propulsion power.
12. Subject to proper illumination and Master's and / or OIM approval provided risk assessment has been carried out & risk reduced to ALARP.
13. Upon Master's or/and OIM discretion provided risk assessment has been carried out & risk reduced to ALARP.
14. Be cautious and alert. Continue to monitor the weather condition and Stop Work if required.

Legend:



NA

Combination allowable with normal procedures

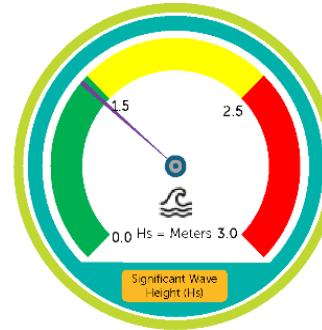
Allow with restriction

Activity not permitted in this circumstances

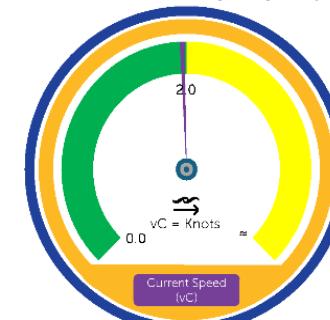
Not Applicable

PETRONAS'S MOPO

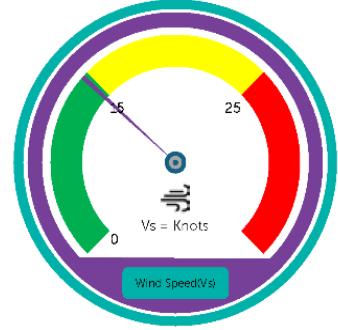
- As far as reasonably practicable always approach facilities on the Lee Side.
- Report any obstructions on the boat landing.
- Conduct Drift Tests to understand sea and weather effects on the vessel.
- Monitor weather and sea conditions within 500m zone.
- Adhere to Stop Work Policy
- Limit Machinery Power usage below 45% for stationary positions.
- Continuous communication with the platform. The standby crew should frequently report the distance between the vessel and platform to the Master during snatching operations.



	Combination allowable with normal procedures
	Allow with restriction
	Activity not permitted in this circumstances



	Combination allowable with normal procedures
	Allow with restriction



	Combination allowable with normal procedures
	Allow with restriction
	Activity not permitted in this circumstances

ELEMENT GOVERNING IN MARINE MOPO

Element governing in Marine MOPO Matrix Communications / Navigation



No PA System



Lost Voice Link to OSV Associated with Activity



Lost of Primary Navigation Aids

Element governing in Marine MOPO Matrix Fire Protection



Lost of fire fighting capability on board vessel.

Platform Status



Damaged Platform boat landing/swing rope/fender

Element governing in Marine MOPO Matrix Manning and Competence



Non-compliance to Safe Manning Certificate.



Working period exceeding STCW 95 Regulation.

Element governing in Marine MOPO Matrix Safeguarding System and Equipment



Inadequate SWL for lifting assembly e.g. crane, wire etc.



Damaged lifting slings / strops / straps



No navigation/ indicator lights on platform/buoy.

ELEMENT GOVERNING IN MARINE MOPO

Element governing in Marine MOPO Matrix

Power System



Limitation on main propulsion / redundancy / power generation.

Element governing in Marine MOPO Matrix



Lightning in Vicinity



Horizontal Visibility <500m

Activity not permitted in this circumstances

Element governing in Marine MOPO Matrix

Night-time operation



5*/6/12 Allow with restriction

Simultaneous Activities (in the same location / Field)

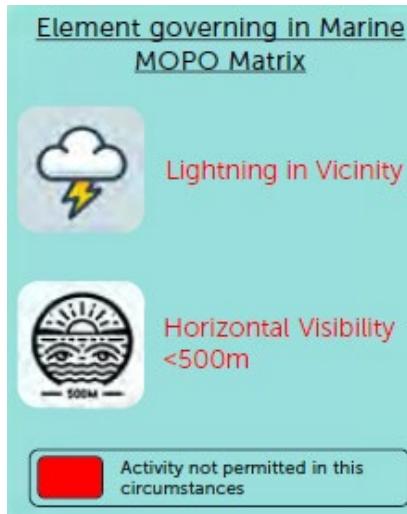
Diving operation in-progress ROV in operation Geophysical activity Hot Work in-progress. Helicopter operation in-progress. Activities requiring radio silence

Element governing in Marine MOPO Matrix:

ELEMENT GOVERNING IN MARINE MOPO



- 5) Man-rated crane and a Permit to Work ((if required) in place ensures that personnel lifting operations are conducted safely and to control high-risk activities to prevent accidents and injuries.
- 6) Only single operation is to be permitted on board the vessel, e.g. Bunkering or snatching or basket transfer and any other operation, if require to conduct more than one operation simultaneously, a joint risk assessment shall be conducted by OIM and Master of the vessel to reduce the risk to ALARP.
- 12) Subject to proper illumination ensuring the safety and visibility of the work area and Master's and / or OIM approval provided risk assessment has been carried out & risk reduced to ALARP.
- Activity not permitted if there is lightning in the area or horizontal visibility less than 500m.



IOPG LIFE-SAVING RULES

Bypassing Safety Controls

Obtain authorisation before overriding or disabling safety controls



- I understand and use safety-critical equipment and procedures which apply to my task
- I obtain authorisation before:
 - disabling or overriding safety equipment
 - deviating from procedures
 - crossing a barrier

Confined Space

Obtain authorisation before entering a confined space



- I confirm energy sources are isolated
- I confirm the atmosphere has been tested and is monitored
- I check and use my breathing apparatus when required
- I confirm there is an attendant standing by
- I confirm a rescue plan is in place
- I obtain authorisation to enter

Driving

Follow safe driving rules



- I always wear a seatbelt
- I do not exceed the speed limit, and reduce my speed for road conditions
- I do not use phones or operate devices while driving
- I am fit, rested and fully alert while driving
- I follow journey management requirements

Energy Isolation

Verify isolation and zero energy before work begins



- I have identified all energy sources
- I confirm that hazardous energy sources have been isolated, locked, and tagged
- I have checked there is zero energy and tested for residual or stored energy

Hot Work

Control flammables and ignition sources



- I identify and control ignition sources
- Before starting any hot work:
 - I confirm flammable material has been removed or isolated
 - I obtain authorisation
- Before starting hot work in a hazardous area I confirm:
 - a gas test has been completed
 - gas will be monitored continually

Line of Fire

Keep yourself and others out of the line of fire



- I position myself to avoid:
 - moving objects
 - vehicles
 - pressure releases
 - dropped objects
- I establish and obey barriers and exclusion zones
- I take action to secure loose objects and report potential dropped objects

Safe Mechanical Lifting

Plan lifting operations and control the area



- I confirm that the equipment and load have been inspected and are fit for purpose
- I only operate equipment that I am qualified to use
- I establish and obey barriers and exclusion zones
- I never walk under a suspended load

Work Authorisation

Work with a valid permit when required



- I have confirmed if a permit is required
- I am authorised to perform the work
- I understand the permit
- I have confirmed that hazards are controlled and it is safe to start
- I stop and reassess if conditions change

Working at Height

Protect yourself against a fall when working at height



- I inspect my fall protection equipment before use
- I secure tools and work materials to prevent dropped objects
- I tie off 100% to approved anchor points while outside a protected area

Pre-Job Discussion Using Step 7 Safe Work Process | Quick Reference Guide

Introduction

The Step 7 Safe Work Process is a tool to enable structured safety conversation and learning before, during and after work. In SMEP, the use of Step 7 is a mandatory pre-job discussion practice (refer to PTW Step 6: Pre-Job Discussion).

Objectives

The Step 7 Safe Work Process is intended to:

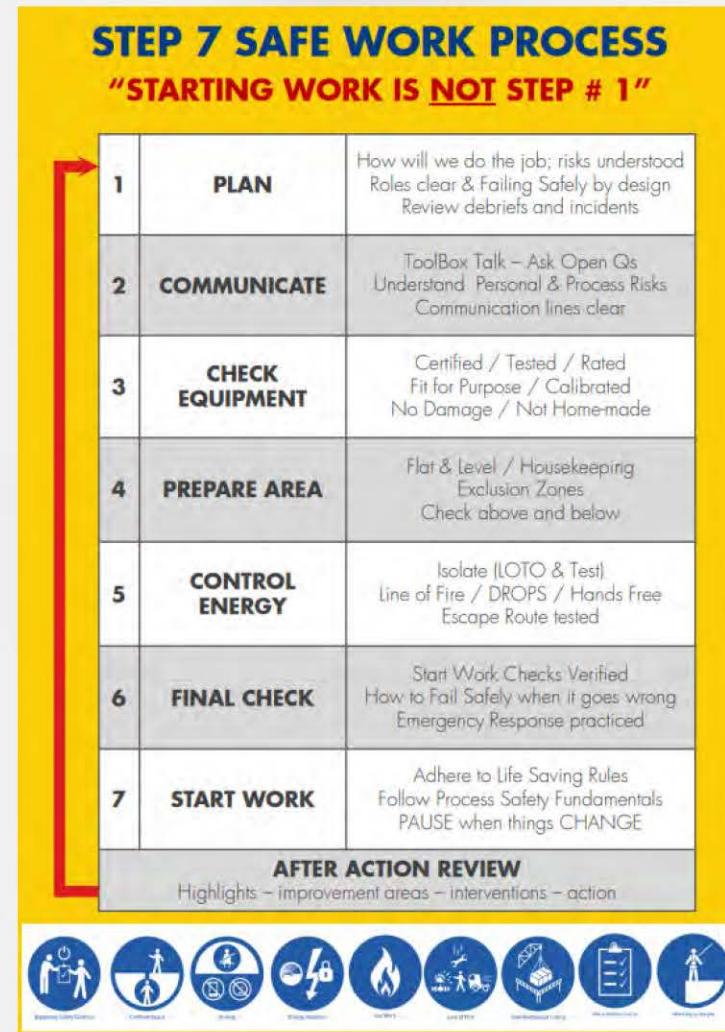
- Provide structured and 'final' check among work parties that barriers are in place before starting work
- Help work parties have meaningful conversation to ensure they are ready to start work and are prepared to complete the work safely
- Empower work parties to speak up and 'Stop Work' or Pause for further check/support if there is doubt, concerns or unable to apply/maintain barriers.

When to do Step 7 conversation?

- Anytime and everytime before starting a job, whether a PTW is required or not.
- In midst of work execution, as means to pause and reassess for any changing condition, and if everything is going according to plan

Note: Step 7 can also be used as reference in risk assessment or during work or PTW planning/preparation.

Copyright of Shell Malaysia Upstream



Step 7 SWP Pocket Card

Who and How to use Step 7?

- Step 7 is a pre-job discussion tool used by anyone, anywhere, everytime
- Follow through Step 1 to 7 to discuss and check that safeguards/controls are available, effective and can be followed by everyone.
- Check with each other that we are all ready to work and complete work safely (including ability to fail safely)
- Ask open ended question and get everyone involved
- Refer to materials such as PTW, JHA, work method statement, rescue plan and procedures.
- Reiterate the 'Stop Work' authority if there is any change, and that we help each other to follow the rule and stay safe.
- Use Dynamic Risk Assessment form to record any additional hazards spotted, assess the risk and implement mitigation.
- Share lessons/ interventions with team openly.

A detailed dynamic risk assessment form with sections for hazard identification, risk assessment, controls, and implementation. It includes tables for risk matrix, risk reduction measures, and sign-off sections for various roles.

Dynamic Risk Assessment (DRA) Form

Help & Support

Reach out to your respective HSSE team if you require further guidance.

References & Links

- [Step 7 Card \(ENG/MAL\)](#)
- [Step 7 Training Pack](#)
- [SMEP PTW Procedure \(under review\)](#)

WHY PEER-TO-PEER INTERVENTION INTRODUCED?

To help protect yourself and your colleagues from harm.

- Intervention may be your best gift to someone (save their lives)
- The lives you save may include your own

To empower you to:

- Intervene and report freely without fear of disciplinary action
- Stop work if in doubt whether it could be carried out safely
- Give you confidence that you will have management support in doing the above.

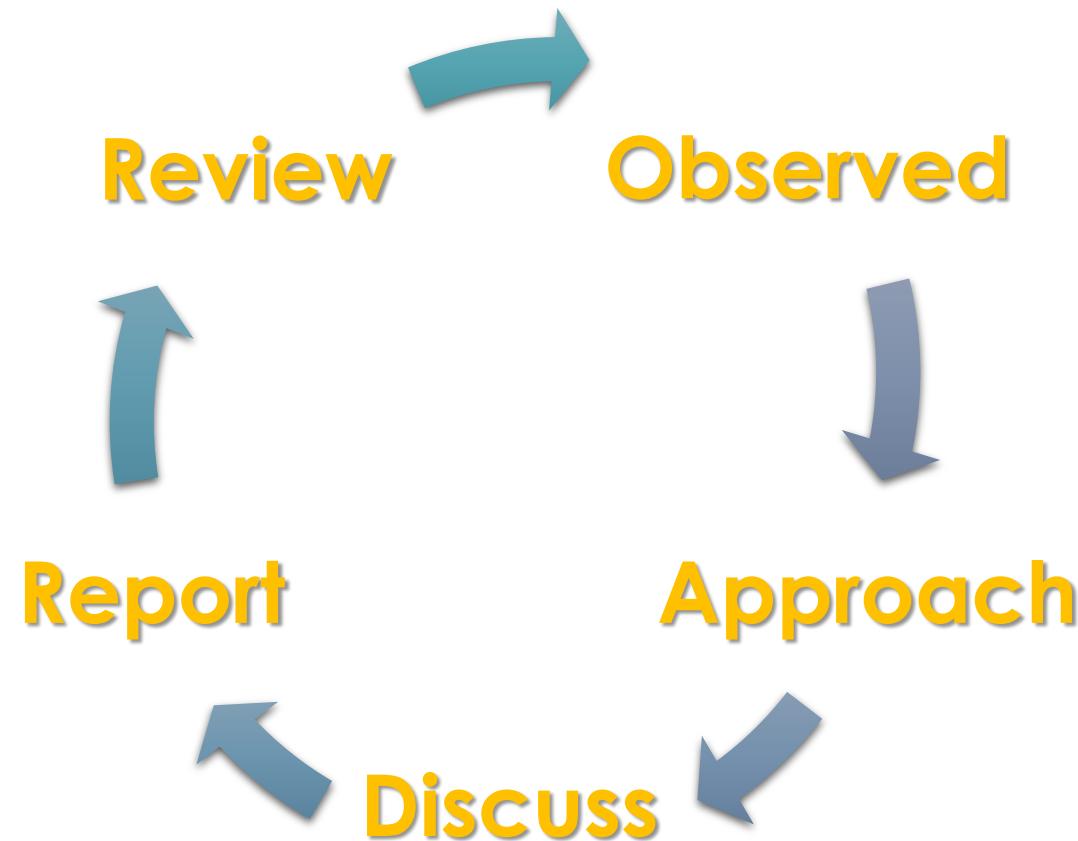


Not daring to intervene could result in a serious injury or fatality.

ACCIDENT CONTROL TECHNIQUE (ACT)

- Accident Control Technique (ACT) is one of the tools used to identify and prevent incident occur at the place of work.
- This tool is designed to **Report and Act** towards any unsafe act or unsafe condition that may cause injury to people and asset loss of the Company.
- ACT are often used as **Preventive Measure** in ensuring safe operation on day to day activities.
- Proactive **Intervention Culture** via ACT reporting may enable all of us to **Go Home Safely Everyday!**

ACCIDENT CONTROL TECHNIQUE CYCLES



Criteria of ACT Reporting

- Name
- Date & Time
- Location of Unsafe Act or Unsafe Condition occur
- Brief information observation or what went wrong?
- Action Taken by reporter
- ACT Status
- Report Compilation

ACT FORMS



Step 1

Determine observation category

Step 2

Describe the positive / negative observations clearly. i.e What went wrong? What may happen?

Step 3

Describe your intervention / action taken to address the observation in step 2. i.e How can we do it safely.

Step 4

Complete the form by placing your name, designation, signature and date of observation submission.

NP	NEOPETRO SDN BHD (388522-D)		<small>Doc No: NP-01-19 Edition: 03 Revision: 01 Effective Date: 1-Feb-2023</small>																																																																																																																																																																																																																		
ACCIDENT CONTROL TECHNIQUE FORM																																																																																																																																																																																																																					
<input type="checkbox"/> Safe Act / Behavior / Condition <input type="checkbox"/> Unsafe Act / Behavior / Condition		FOR REVIEW / HSSE USE ONLY General Failure Types (GFT) / Basic Risk Factor (BRF) <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Defense (DF)</td><td>Procedures (PR)</td><td>Hardware (HW)</td></tr> <tr><td>Design (DE)</td><td>Organization (OR)</td><td>Housekeeping (HK)</td></tr> <tr><td>Incompatible Goal (IG)</td><td>Maintenance Management (MM)</td><td>Error Enforcing Condition (EC)</td></tr> <tr><td>Training (TR)</td><td>Communication (CO)</td><td>Positive ACT</td></tr> </table> WHAT Hazardous Act / Condition did you observe? WHY did the hazardous act / condition occurs? <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>PPE NON COMPLIANCE</td><td>21</td><td>Potential of caught by...</td><td>NOT AWARE</td></tr> <tr><td>1</td><td>Head Protection not worn</td><td>22</td><td>Potential of slip / trip / fall</td><td>Not informed</td></tr> <tr><td>2</td><td>Eye Protection not worn</td><td>23</td><td>Wrong position at wrong time</td><td>Language barrier</td></tr> <tr><td>3</td><td>Face Protection not worn</td><td>24</td><td>Potential of electrical hazard...</td><td>Wrong interpretation of risks</td></tr> <tr><td>4</td><td>Ear Protection not worn</td><td>25</td><td>Potential of fall overboard...</td><td>Wrong instruction</td></tr> <tr><td>5</td><td>Protective clothing not worn</td><td colspan="2" style="text-align: center;">HOUSEKEEPING</td><td>Not reading permit</td></tr> <tr><td>6</td><td>Hand Protection not worn</td><td>26</td><td>Access blocked by obstructions</td><td>No procedures</td></tr> <tr><td>7</td><td>Foot Protection not worn</td><td>27</td><td>Tools / Material disorganized</td><td>Forgotten</td></tr> <tr><td>8</td><td>Life Jacket not worn</td><td>28</td><td>Poor / Improper roping off</td><td>Do not know</td></tr> <tr><td>9</td><td>Body Harness not worn</td><td>29</td><td>Accumulation of rubbish</td><td>AWARE</td></tr> <tr><td>10</td><td>PPE in bad condition</td><td colspan="2" style="text-align: center;">ENVIRONMENTAL</td><td>Negligence</td></tr> <tr><td colspan="4" style="text-align: center;">TOOLS / EQUIPMENT</td><td>30</td><td>Water being polluted</td><td>Working condition (including weather)</td></tr> <tr><td>11</td><td>Wrong tools for the job</td><td>31</td><td>Air being polluted</td><td>Worksite design / layout</td></tr> <tr><td>12</td><td>Tools in poor working condition</td><td>32</td><td>Excessive noise</td><td>Design of equipment / tools</td></tr> <tr><td>13</td><td>Tools not correctly used</td><td>33</td><td>Oil spillage</td><td>Work habits</td></tr> <tr><td>14</td><td>Not correctly installed</td><td>34</td><td>Chemical spillage</td><td>Lack of skill</td></tr> <tr><td colspan="4" style="text-align: center;">MATERIAL HANDLING</td><td colspan="2" style="text-align: center;">PERMIT AND PROCEDURES</td><td>Time pressure</td></tr> <tr><td>15</td><td>Too heavy for manual handling</td><td>35</td><td>Work without permit</td><td>Not requested</td></tr> <tr><td colspan="4"></td><td>16</td><td>Wrong mechanical handling</td><td>Physical limitation</td></tr> <tr><td colspan="4"></td><td>36</td><td>Wrong permit</td><td></td></tr> <tr><td colspan="4"></td><td>17</td><td>Lifting tools / gear not inspected</td><td>Not supplied / available</td></tr> <tr><td colspan="4"></td><td>37</td><td>Procedures not followed</td><td></td></tr> <tr><td colspan="4"></td><td>18</td><td>Not properly handled</td><td>Lack of ownership</td></tr> <tr><td colspan="4"></td><td>38</td><td>Wrong instruction on permit</td><td></td></tr> <tr><td colspan="4"></td><td colspan="2" style="text-align: center;">POTENTIAL/REACTION OF PEOPLE</td><td>Confused</td></tr> <tr><td colspan="4"></td><td>39</td><td>Deviate from procedures</td><td></td></tr> <tr><td colspan="4"></td><td>19</td><td>Potential of struck by...</td><td>OTHERS (specify):</td></tr> <tr><td colspan="4"></td><td>40</td><td>Controls not implemented as permit</td><td></td></tr> <tr><td colspan="4"></td><td>20</td><td>Potential of striking against...</td><td></td></tr> <tr><td colspan="4"></td><td>41</td><td>No proper risk assessment (JHA)</td><td></td></tr> <tr> <td colspan="4" style="text-align: center;">REPORTED BY (DILAPOR OLEH)</td> <td colspan="3" style="text-align: center;">REVIEWED BY (DISEMAK OLEH)</td> </tr> <tr> <td colspan="2">NAME <i>(Nama)</i></td> <td colspan="2">Signature <i>(Tandatangan)</i></td> <td colspan="2" style="text-align: center;">IMMEDIATE SUPERVISOR</td> <td style="text-align: center;">ISM/HSSE EXECUTIVE</td> </tr> <tr> <td colspan="2">Designation <i>(Jawatan)</i></td> <td colspan="2">Date <i>(Tarikh)</i></td> <td colspan="2" style="text-align: center;">NAME / SIGNATURE / DATE</td> <td style="text-align: center;">NAME / SIGNATURE / DATE</td> </tr> </table>		Defense (DF)	Procedures (PR)	Hardware (HW)	Design (DE)	Organization (OR)	Housekeeping (HK)	Incompatible Goal (IG)	Maintenance Management (MM)	Error Enforcing Condition (EC)	Training (TR)	Communication (CO)	Positive ACT	PPE NON COMPLIANCE	21	Potential of caught by...	NOT AWARE	1	Head Protection not worn	22	Potential of slip / trip / fall	Not informed	2	Eye Protection not worn	23	Wrong position at wrong time	Language barrier	3	Face Protection not worn	24	Potential of electrical hazard...	Wrong interpretation of risks	4	Ear Protection not worn	25	Potential of fall overboard...	Wrong instruction	5	Protective clothing not worn	HOUSEKEEPING		Not reading permit	6	Hand Protection not worn	26	Access blocked by obstructions	No procedures	7	Foot Protection not worn	27	Tools / Material disorganized	Forgotten	8	Life Jacket not worn	28	Poor / Improper roping off	Do not know	9	Body Harness not worn	29	Accumulation of rubbish	AWARE	10	PPE in bad condition	ENVIRONMENTAL		Negligence	TOOLS / EQUIPMENT				30	Water being polluted	Working condition (including weather)	11	Wrong tools for the job	31	Air being polluted	Worksite design / layout	12	Tools in poor working condition	32	Excessive noise	Design of equipment / tools	13	Tools not correctly used	33	Oil spillage	Work habits	14	Not correctly installed	34	Chemical spillage	Lack of skill	MATERIAL HANDLING				PERMIT AND PROCEDURES		Time pressure	15	Too heavy for manual handling	35	Work without permit	Not requested					16	Wrong mechanical handling	Physical limitation					36	Wrong permit						17	Lifting tools / gear not inspected	Not supplied / available					37	Procedures not followed						18	Not properly handled	Lack of ownership					38	Wrong instruction on permit						POTENTIAL/REACTION OF PEOPLE		Confused					39	Deviate from procedures						19	Potential of struck by...	OTHERS (specify):					40	Controls not implemented as permit						20	Potential of striking against...						41	No proper risk assessment (JHA)		REPORTED BY (DILAPOR OLEH)				REVIEWED BY (DISEMAK OLEH)			NAME <i>(Nama)</i>		Signature <i>(Tandatangan)</i>		IMMEDIATE SUPERVISOR		ISM/HSSE EXECUTIVE	Designation <i>(Jawatan)</i>		Date <i>(Tarikh)</i>		NAME / SIGNATURE / DATE		NAME / SIGNATURE / DATE
Defense (DF)	Procedures (PR)			Hardware (HW)																																																																																																																																																																																																																	
Design (DE)	Organization (OR)			Housekeeping (HK)																																																																																																																																																																																																																	
Incompatible Goal (IG)	Maintenance Management (MM)			Error Enforcing Condition (EC)																																																																																																																																																																																																																	
Training (TR)	Communication (CO)			Positive ACT																																																																																																																																																																																																																	
PPE NON COMPLIANCE	21			Potential of caught by...	NOT AWARE																																																																																																																																																																																																																
1	Head Protection not worn			22	Potential of slip / trip / fall	Not informed																																																																																																																																																																																																															
2	Eye Protection not worn			23	Wrong position at wrong time	Language barrier																																																																																																																																																																																																															
3	Face Protection not worn			24	Potential of electrical hazard...	Wrong interpretation of risks																																																																																																																																																																																																															
4	Ear Protection not worn			25	Potential of fall overboard...	Wrong instruction																																																																																																																																																																																																															
5	Protective clothing not worn	HOUSEKEEPING		Not reading permit																																																																																																																																																																																																																	
6	Hand Protection not worn	26	Access blocked by obstructions	No procedures																																																																																																																																																																																																																	
7	Foot Protection not worn	27	Tools / Material disorganized	Forgotten																																																																																																																																																																																																																	
8	Life Jacket not worn	28	Poor / Improper roping off	Do not know																																																																																																																																																																																																																	
9	Body Harness not worn	29	Accumulation of rubbish	AWARE																																																																																																																																																																																																																	
10	PPE in bad condition	ENVIRONMENTAL		Negligence																																																																																																																																																																																																																	
TOOLS / EQUIPMENT				30	Water being polluted	Working condition (including weather)																																																																																																																																																																																																															
11	Wrong tools for the job	31	Air being polluted	Worksite design / layout																																																																																																																																																																																																																	
12	Tools in poor working condition	32	Excessive noise	Design of equipment / tools																																																																																																																																																																																																																	
13	Tools not correctly used	33	Oil spillage	Work habits																																																																																																																																																																																																																	
14	Not correctly installed	34	Chemical spillage	Lack of skill																																																																																																																																																																																																																	
MATERIAL HANDLING				PERMIT AND PROCEDURES		Time pressure																																																																																																																																																																																																															
15	Too heavy for manual handling	35	Work without permit	Not requested																																																																																																																																																																																																																	
				16	Wrong mechanical handling	Physical limitation																																																																																																																																																																																																															
				36	Wrong permit																																																																																																																																																																																																																
				17	Lifting tools / gear not inspected	Not supplied / available																																																																																																																																																																																																															
				37	Procedures not followed																																																																																																																																																																																																																
				18	Not properly handled	Lack of ownership																																																																																																																																																																																																															
				38	Wrong instruction on permit																																																																																																																																																																																																																
				POTENTIAL/REACTION OF PEOPLE		Confused																																																																																																																																																																																																															
				39	Deviate from procedures																																																																																																																																																																																																																
				19	Potential of struck by...	OTHERS (specify):																																																																																																																																																																																																															
				40	Controls not implemented as permit																																																																																																																																																																																																																
				20	Potential of striking against...																																																																																																																																																																																																																
				41	No proper risk assessment (JHA)																																																																																																																																																																																																																
REPORTED BY (DILAPOR OLEH)				REVIEWED BY (DISEMAK OLEH)																																																																																																																																																																																																																	
NAME <i>(Nama)</i>		Signature <i>(Tandatangan)</i>		IMMEDIATE SUPERVISOR		ISM/HSSE EXECUTIVE																																																																																																																																																																																																															
Designation <i>(Jawatan)</i>		Date <i>(Tarikh)</i>		NAME / SIGNATURE / DATE		NAME / SIGNATURE / DATE																																																																																																																																																																																																															
FOR REVIEW / HSSE USE Further Action Required? <input type="checkbox"/> No <input type="checkbox"/> Yes (Specify):		Remarks		Target Date																																																																																																																																																																																																																	
				Action Party																																																																																																																																																																																																																	

SHELL ACT

The image shows the Hibiscus Safety Observation Card (HiOC) mobile application interface. At the top left is the HiOC logo with the tagline "HIBISCUS SAFETY OBSERVATION CARD". At the top right is the Hibiscus Petroleum logo. The main title "Safety First... submit HiOC now!" is displayed prominently. Below the title is a flowchart: "Observe" leads to either "Safe Act" (green circle with a play button) or "Unsafe Act" (red circle with a STOP sign). Both paths lead to "Praise & Encourage!" and then to "Submit HiOC" (represented by a computer monitor icon). To the right of the flowchart is a vertical column of circular icons representing different observation types. A large, bold "HIBIS" watermark is overlaid across the center. At the bottom left, a QR code is provided with the URL <https://bit.ly/hiocard>. A blue bar at the bottom contains the text: "Hibiscus Safety Observation Card (HiOC) is an online form / tool for you to record your HSE observations for lesson learned and safety improvements. Scan the QR Code or type the url to access the form from your mobile or desktop browser." A "Next" button is located at the bottom right.

(HiOC) Hibiscus Observation Card

^ Required ...

HIOC

2 DATE OF OBSERVATION *

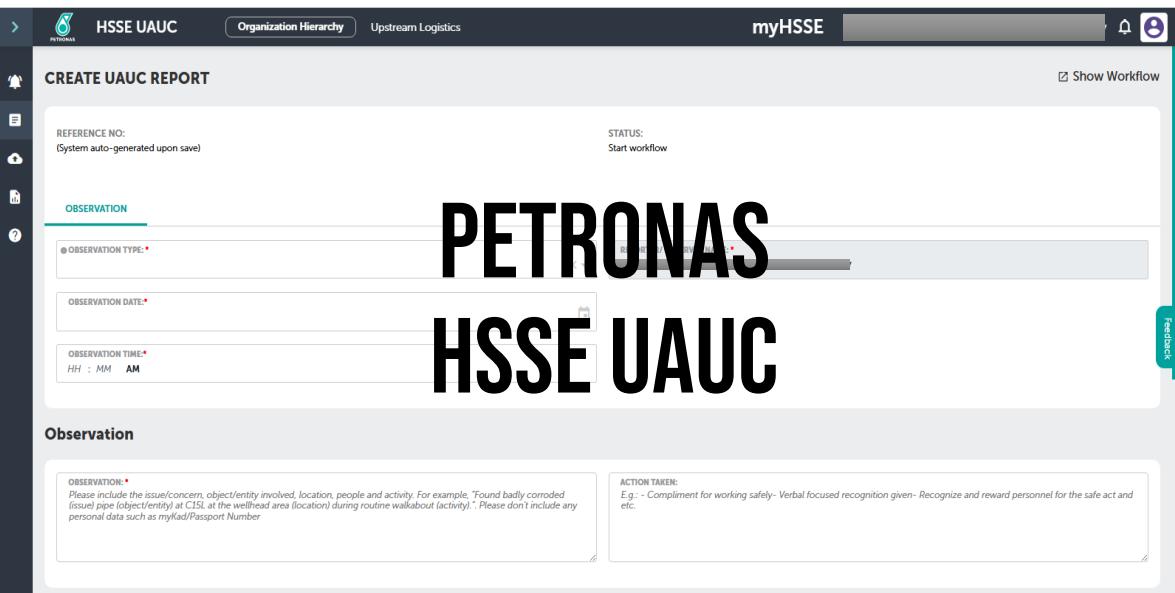
Tanggal Pemerhatian

[Please input date (M/d/yyyy)]

3 DESCRIPTION OF OBSERVATION *

- Describe the observed event or summary of the incident
| Hurakan insiden/perkara yang telah anda perhatikan

Enter your answer



NOTE:-

REPORT AND ACT TOWARDS ANY UNSAFE ACT OR UNSAFE CONDITION THAT MAY CAUSE INJURY TO PEOPLE AND ASSET LOSS OF THE COMPANY.

GRIEVANCE MECHANISM



GRIEVANCE MECHANISM PLATFORM

Grievance Mechanism is establish to enable all employee to raise their concerns and issues related to their day-to-day operations to shore management in the pursuant of the Company's commitment on Workers Welfare initiatives.



Submission Instructions

1. Enable internet connection
2. Scan QR code to submit concern or grievance
3. Provide concern category
4. Provide the detail of issue
5. Provide name & contact details (Optional)



**For Urgent Matters,
Kindly Direct Your Concerns to DPA**

dpa@neopetro.com.my :E-mail Address
+6014-6832906 :Contact Number

EMERGENCY CONTACT DETAILS



DESIGNATED PERSON ASHORE (DPA)	
NAME	METHUSHAEL ANAK SPIT
OFFICE	+6085-661 787 (ext. 111)
MOBILE	+6014-683 2906 (24hrs)
EMERGENCY	+6014-683 2906 (24hrs)
EMAIL (Emergency Notification and Reporting Only)	dpa@neopetro.com.my



DEPUTY DESIGNATED PERSON ASHORE #1 (DDPA)	
NAME	UMMAR MOQHTAR BIN MALIK
OFFICE	+6085-661 787 (ext. 109)
MOBILE	+6017-647 0445
EMERGENCY	+6017-647 0445



DEPUTY DESIGNATED PERSON ASHORE #2 (DDPA)	
NAME	PHILEMON TIJONG PILU
OFFICE	+6085-661 787 (ext.104)
MOBILE	+6011-3190 0803
EMERGENCY	+6011-3190 0803

EMERGENCY PREPAREDNESS & PROCEDURES

Emergency Contact Number

Police, Ambulance, Bomba
Clinic/Hospital

Emergency Response Team

Warden, First Aider, Fire-fighter, Rescue Team

Evacuation Points & Assembly Points

Location, Safest & Nearest Routes

Location of Phones or Communication Equipment

Office, Workshop, Bridge

Emergency Equipment

Fire Extinguisher, Fire Hose, Alarm, Eye Wash Station, First Aid Kit

EMERGENCY PREPAREDNESS & PROCEDURES

List of Emergency Situation

- Critical plant failures
 - Main engine
 - generator
- Collision
- Grounding
- Flooding
- Fire & Explosion
- Abandon ship
- Man overboard
- Personnel injury or illness
- Oil Spill / SOPEP
- Steering gear failure
- Piracy
- Confined space rescue

EMERGENCY PREPAREDNESS & PROCEDURES

EMERGENCY DRILL & EXERCISE PROGRAM	FREQUENCY
Fire & Explosion, Personal Injury / Illness & Abandon Ship	Monthly
Confined Space Rescue, Steering Gear Failure, Man-overboard, Security & Piracy Attacks	3 Monthly
Propulsion, Generator or Power Failure, Oil Spill (SOPEP)	6 Monthly
Flooding & Hull Damage, Grounding or Stranding	Annually

PROCEDURE FOR REPORTING OF NEAR MISSES, INCIDENT OR ACCIDENT



NP	NEOPETRO SDN BHD (388522-D)		Doc No: NP-01-20 Edition: 03 Revision: 01 Effective Date: 1-Feb-2023
INITIAL INCIDENT NOTIFICATION FORM			
PART 1 – VESSEL PARTICULAR AND INCIDENT DETAILS			
Vessel Name	Weather Condition		
Date / Time of Incident	Wind (direction / speed)		
Vessel Position	Swell (direction / height)		
Location of Incident	Visibility		
PART 2 – TYPE OF INCIDENT			
Health & Safety		Pollution	Security
<input type="checkbox"/> Single / Multiple Fatality	<input type="checkbox"/> Marine Pollutants	<input type="checkbox"/> Theft / Pilferage	
<input type="checkbox"/> Injurious (incl. First Aid / Medical Treatment)	<input type="checkbox"/> Dangerous Goods	<input type="checkbox"/> Smuggling / Stowaway	
<input type="checkbox"/> Non-Injurious / Dangerous Occurrence / Near Miss	<input type="checkbox"/> Harmful Substances	<input type="checkbox"/> Bomb Threat / Sabotage	
<input type="checkbox"/> Fire / Explosion / Property Damage	<input type="checkbox"/> Other Pollution	<input type="checkbox"/> Workplace Violence	
<input type="checkbox"/> Others (specify):			
PART 3 – TYPE OF INJURY (IF ANY) / PROPERTY DAMAGE			
<input type="checkbox"/> Fatality	<input type="checkbox"/> Loss Time Injury	<input type="checkbox"/> Restricted Work Case	
<input type="checkbox"/> Medical Treatment Case	<input type="checkbox"/> First Aid Case	<input type="checkbox"/> Others:	
Details of Injured Person (IP)			
Name:	Rank:	Gender / Age:	
Description of Injury:			
Detail of Asset(s) / Property		Location of Damage	Remarks / Initial Damage Assessment
PART 4 – ACTION TAKEN AND MITIGATION PLAN			
Brief Description of Incident:			
Immediate Corrective Actions Taken:			
Follow-up Action Required:			
Initial Risk Assessment of Injury / Illness / Damage / Loss (Refer to Risk Assessment Matrix for guidance)			
Actual Severity		Potential Severity	
People			
Environment			
Assets			
Reputation			
Causes of Accident / Incident / Near Miss			
<input type="checkbox"/> Failure of Communication	<input type="checkbox"/> Poor Housekeeping	<input type="checkbox"/> Restricted Work Case	
<input type="checkbox"/> Failure to follow Rules / Procedures	<input type="checkbox"/> Work Environment	<input type="checkbox"/> Inadequate Warning / Safety Devices	
<input type="checkbox"/> Inadequate Supervision	<input type="checkbox"/> Mishandling of Equipment	<input type="checkbox"/> Failure to wear PPE	
<input type="checkbox"/> Others (specify):			
Remarks:			
Name / Signature of Reporter:		Rank / Designation:	Date & Time:

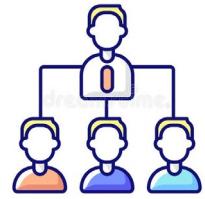
- All near-miss, incident or accident occurred offshore and ashore must be reported to the Designated Person Ashore (DPA).
 - Initial Incident Reports Form
 - Statement of Fact (SOF)
- Master shall notify the shore management via satellite communication system to the Company's DPA as soon as possible or
 - within Two (2) hours for Major Incidents and
 - within Twenty-four (24) hours for Non-Major incidents.

SAFETY MANAGEMENT SYSTEM (SMS) MANUAL



Section 2 - Safety & Environment Policy

- To clearly demonstrate the Company commitment to their employee's in terms of Health, Security, Safety, and Environment.



Section 3 - Company Responsibility & Authority

- Roles and responsibility of Shore-based Key Personnel in ensuring the successfulness on its operations and the safety of all personnel, vessel crews, contractor, and suppliers who are supporting the company.



Section 4 - Designated Person Ashore (DPA)

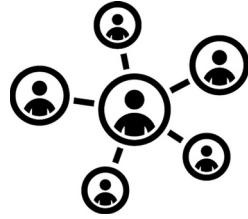
- Act as a linkage between the Company and those on board and monitors internal audits, corrective actions, safety, accidents, and the general efficiency of the SMS.



Section 5 - Master's Responsibility & Authority

- Master has the overriding authority and the responsibility to make decision with respect to safety and pollution prevention and to request the Company's assistance as may be necessary

SAFETY MANAGEMENT SYSTEM (SMS) MANUAL



Section 6 - Resources & Personnel (On board Key Personnel, HSSE Critical Position, Competency Assurance)

- The responsibility of the company to ensure each ship is manned with qualified seafarers with appropriate qualifications and standards.



Section 7 - Development of Plans for Shipboard Operations

- Covers all operations associated with the ship's daily activities such as, cargo, lifting and hoisting, and other activities according to the ship's type. It is the duty of all Masters and Chief Officers to be familiar with these procedures.



Section 8 - Emergency Preparedness

- These Emergency Plans have been developed to cover both Ship and Shore response to any incident and ensure that the company responds to an emergency in a co-ordinated, immediate, and effective manner.



Section 9 - Incident, Non-Conformity Reporting, and Investigation Procedures

- This procedure shall act as a guideline for the process of incident reporting and investigation procedures. All personnel are responsible to report any incident that they may witness or involves.

SAFETY MANAGEMENT SYSTEM (SMS) MANUAL



Section 10 - Maintenance of the Ship & Equipment

- Covering planned maintenance system, routine inspections, and reporting of any deficiencies.



Section 11 - Controlled Management Document

- Any changes to the documented system shall be recorded upon the revision history / logs displayed in the front of the SMS Manual or in front of the sub-section page.



Section 12 - Verification, review, & evaluation procedures

- Internal Audits shall be conducted to measure the implementation and effectiveness of the Company Safety Management System.



Section 13 – Forms & Checklist

- Form and checklist which shall be used during day to day operations, records, and reporting to shore management.

LEARNING FROM INCIDENTS (LFI)

NP
≡≡≡

LEARNING FROM INCIDENT (LFI)

Ref: NP2-25-AIR-003

STARBOARD RAILING DAMAGED DURING BUNKERING OPERATION

WHAT HAPPENED?

On 18th January 2025, at approximately 1100 hours, while bunkering operation was ongoing at Kota Kinabalu Port Jetty 3, a vessel experienced a sudden high swell which caused the starboard railing of the vessel to be damaged as it came into contact with the Kota Kinabalu Port fender.

IMMEDIATE ACTIONS TAKEN

- Chief Officer submitted defect report to Operations Superintendent.
- Operation Coordinator submitted Master's Statement of Facts (SOF) to Office.

INVESTIGATION FINDINGS

- Master / Chief Officer did not immediately notify DPA about the incident.
- Master did not apply Stop Work when the weather picked up. After the contact with Kota Kinabalu Port fender, Master continues with bunkering activity.
- Lota Kinabalu Port Jetty 3 is designed for larger / commercial vessel. Hence, the Jetty head room is higher, fender is large and the gap between the fenders is big.
- During the bunkering activity, it was reported that the sea level was low tide which caused the vessel hull and railing to be seated right below the Jetty.
- Vessel hull and railing came in contact with the Jetty when the high swell hit the vessel.

MEASURES TO PREVENT REOCCURENCE

- Master to notify DPA on any incident that occurred onboard the vessel as soon as it is safe to do so.
- Master to exercise Stop Work if the weather does not permit to do any bunkering operations.
- Master to leave the Jetty if the weather / sea condition is unsafe for berthing at the Jetty.

Picture of Kota Kinabalu Port Jetty 3 Fender Picture of damaged front starboard railing

Important Notice: The information provided herein is intended for HSSE awareness only. For INTERNAL circulation only.

LEARNING FROM INCIDENT (LFI)

Ref: NP2-25-AIR-004

Vessel Starboard Stern In Contact with Platform Boat Landing

WHAT HAPPENED?

On 3rd April 2025 approximately at 1021 hours, during marginal weather condition, the Standby Vessel was instructed to transfer 4 personnel to the platform via boat landing. On the first approach, the vessel successfully transferred 1 personnel to the platform. While approaching for another transfer, the vessel encountered a long swell which caused the vessel's starboard stern went underneath the boat landing, the heave-up motion resulted in contact with the boat landing structure. Upon the contact, the vessel immediately pulled away from the boat landing and the Master assessed the situation. After risk assessment, the vessel decided to retrieve the first personnel transferred. Once the personnel safely transferred back onboard the vessel, Stop Work was applied, and then the vessel pulled away from the platform. The contact resulted in the horizontal post of the boat landing bent. No injuries were reported during the incident.

IMMEDIATE ACTIONS TAKEN

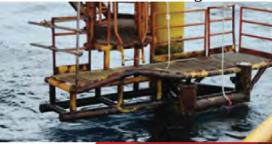
- Retrieved the first personnel back onboard.
- Stop Work applied and the vessel returned to the Living quarters.
- The Vessel Owner was notified by the charterer on the incident.

INVESTIGATION FINDINGS

- The sea swell = between 1.8 and 2 meters, Wind directions = North West, Wind speed = 10-12 knots.
- A Sudden long swell caused the vessel's stern went under the boat landing and hit the horizontal structure resulted it to bent after the impact. (refer to the picture attached)
- Failure of the master to enforce overriding authority to stop work under operational pressure.
- Platform boat landing horizontal main structure was found bent.
- Minor damage, about 5cm inward dent at STBD stern upper protection bar and no other damages found in other area internal and external of the vessel's structure.
- Platform boat landing noted without vertical pillar to prevent vessel going underneath boat landing.
- The engine's capability assessment at 45% load power is not monitored by the Master.
- The elevated boat landing on the vessel stern should be removed if not required by the user or retained and maintained if deemed necessary by the end user.

OPPORTUNITY FOR IMPROVEMENTS

- Risk assessment on the different design of the boat landing.
- The Master should increase safe weather margin and take extra precautions in the absence of a vertical pillar design to prevent the vessel's stern passing beneath the boat landing structure.

Starboard Stern Dented Platform Boat Landing Bent

Important Notice: The information provided herein is intended for HSSE awareness only. For INTERNAL circulation only.

LEARNING FROM INCIDENT (LFI)

Ref: NP2-25-AIR-009

Vessel Propeller Entanglement With Mooring Rope

WHAT HAPPENED?

On 10th August 2025, while the vessel arrived at offshore location, she moored stern to the LCT buoy. During the stay at the LCT buoy, the weather relatively calm and there was change in weather direction causing the vessel drifted closer to the LCT buoy. At 0342 hrs, the vessel started to warm up the main engines and prepared to cast off from the LCT Buoy for chopper landing standby at 0400 hrs as instructed while vessel arrived at offshore location. When the Chief Officer, clutch in and turning the propellers with the intention to keep clear from the LCT buoy. The mooring rope being drawn into the propellers. The Chief Officer immediately stopped and disengaged the main engines to prevent further damage. He then informed the Master, who later informed the DPA and Offshore platform.

IMMEDIATE ACTIONS TAKEN

- Vessel immediately stop using Main Engine once entanglement.
- Master informed DPA and Operations Superintendent.
- The Vessel Owner notified Shell of the incident.
- Initial incident notifications from vessel was made official to charterer.

INVESTIGATION FINDINGS

- The weather condition was wind 8-10 knots/SW, Swell 0.2-0.5m, Current direction 0.3-0.5 NW.
- All vessel machinery was confirmed to be in good condition prior to the incident.
- The vessel was moored by the stern using a mooring rope at the LCT Buoy. This occurred due to limited visibility at night, making it difficult to pick up the LCT buoy rope from the bow during midnight operations.
- The vessel was required to cast off from the LCT buoy after approximately three hours to standby for chopper landing. The crew therefore considered it acceptable to tie up at the stern for this short duration.
- During casting-off preparations, the mooring buoy rope became entangled with all three propellers.
- The main engines remained in good operating condition following the incident.

OPPORTUNITY FOR IMPROVEMENTS

- Risk assessment on vessel mooring at buoy.
- Future mooring operations at buoys shall be conducted at the bow only, in accordance with safe seamanship practice.
- Shall not clutch in and turn the propeller if uncertain of the situation of the rope submerged underneath the vessel's stern.



Propeller Entanglement

Important Notice: The information provided herein is intended for HSSE awareness only. For INTERNAL circulation only.

THANK YOU FOR YOUR ATTENTION