



SAFETY AWARENESS TRAINING ISM-HSSE INDUCTION

SAT A
ISM/HSSE
Revision 04
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

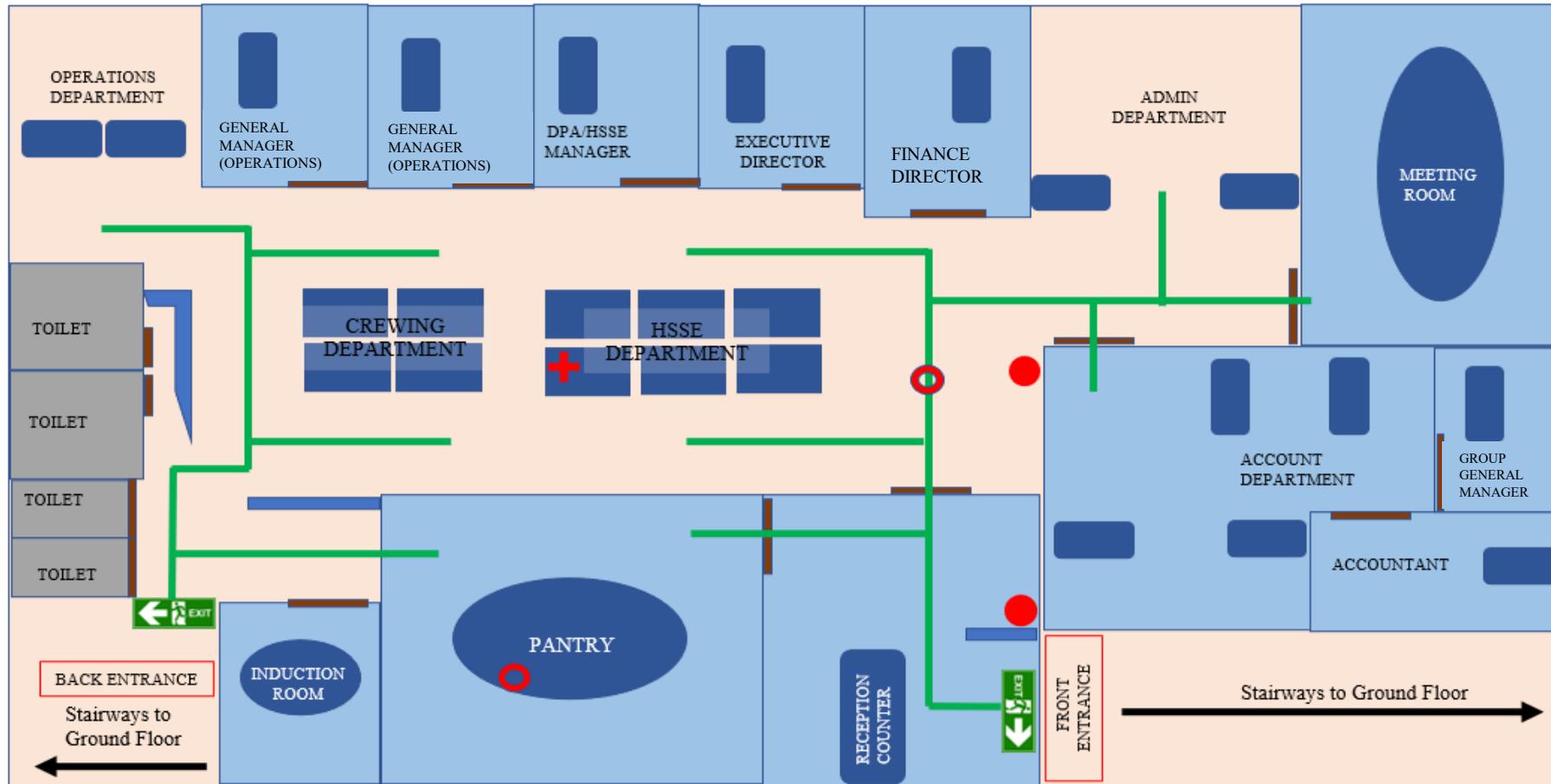
EMERGENCY FIRE ESCAPE PLAN

NP
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NP FIRE ESCAPE PLAN
NEOPETRO SDN BHD (388522-D)

EMERGENCY NUMBERS

Fire Rescue 994 OR 085 – 420991 (Bandar) / 085 – 422973 (Lopeng)
 Police 999 OR 085 – 433222 (UTC) / 085 – 655202 (Lutong)
 Ambulance 999 OR 085 – 420033 (General Hospital)



Legend

- Fire Extinguisher
- ✚ First Aid Kit

Door/Exit

Fire Escape Route
Emergency Exit

Smoke

Detector/Fire
Alarm

IMPORTANT NOTICE: This route marked in green are to be taken for evacuation of floor in the event of an emergency like FIRE.

- DO NOT panic, protect yourself
- STOP WORK and reach the safe area
- Walk briskly, DO NOT run
- Proceed towards emergency assembly point and wait for further instructions

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OBJECTIVES

- i. To ensure all employees are fully informed about the organization
- ii. To ensure all employees are aware of their work and responsibilities
- iii. To promote and introduce a culture of safety in the workplace
- iv. Ensure adequate knowledge of emergency procedures
- v. Understanding legal compliances

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.



VALUES

To develop into one of the most diversified, progressive, and well-respected offshore marine vessel owners not only locally, but within the region as well.



VISION

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.

LEADERSHIP TEAM



HAJI MAHMUD MOKTI

Managing Director

- Since its founding in 2006, Mr Haji has played a key role in the development and growth of the company.
- Explores business opportunities in new markets and management of the company.

HSSE VISION:

Fostering a culture of OSH risk prevention and healthy workplaces based on participation to create a smart, sustainable, productive, and inclusive economy.



JACQUELINE RANI LUCAS

Executive Director (Corporate Strategy & Operations)

- 32 years of experience in the Oil & Gas Industry.
- Oversees the company's operational processes, compliances, and continual improvement.

HSSE VISION:

Aligning business operations to business vision. To rise above norm and to have an integrated safety culture.



LARRIE TAN MENG FU

Executive Director (Business & Finance)

- 30 years of experience in Finance & Business Development
- Responsible to oversee the Group's Finance functions, including corporate finance, treasury, risk management, capital management, and investor relations.

HSSE VISION:

Manage resources in a way that delivers best health outcomes, improves people's experience of using the service and demonstrates value for money.

OUR CORPORATE FOCUS

- ❖ Driving for HSSE Excellence
- ❖ Fleet Expansion
- ❖ Collaboration / Amalgamation
- ❖ Maintain Performance & Credibility
- ❖ Human Resource Management
- ❖ Sustainability

INTRODUCTION TO HSSE



Health



Safety



Security



Environment

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

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





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.

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

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.

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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

Implementation of health management system and fitness duty requirements

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.

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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

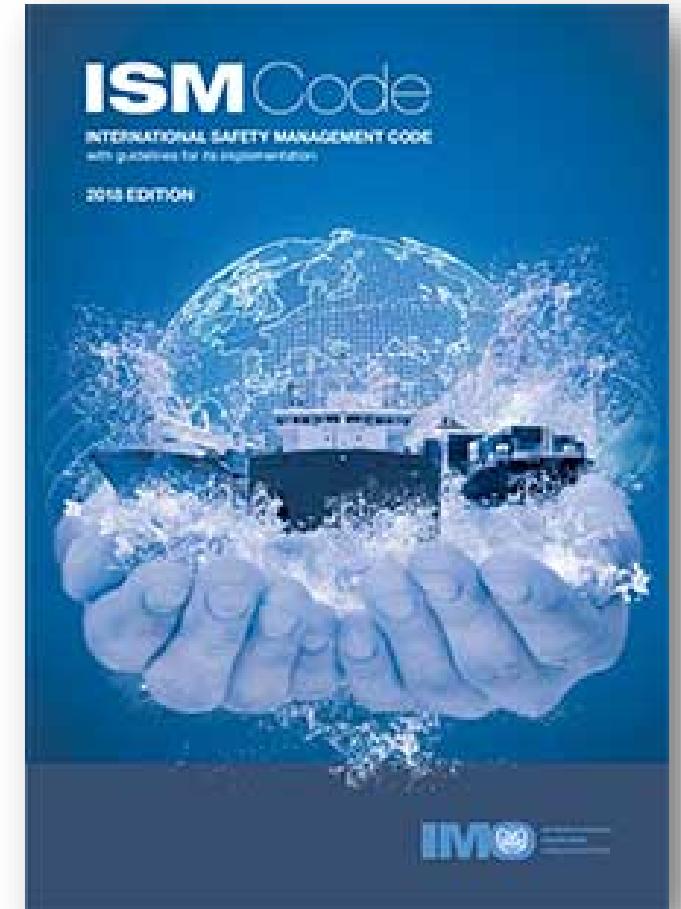
- Employees are prohibited from soliciting or accepting gifts, hospitality, or favors that could influence business decisions.
- Modest, customary business hospitality is permitted only if it is transparent, documented in a Gift Registry, and complies with the Company's financial thresholds.
- The Company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

Hj Mahmud Bin Mokti
Managing Director
1st January 2026

INTRODUCTION TO ISM CODE

The purpose of the **ISM Code** is to provide an international standard for the safe management as well as operation of ships and for pollution prevention.

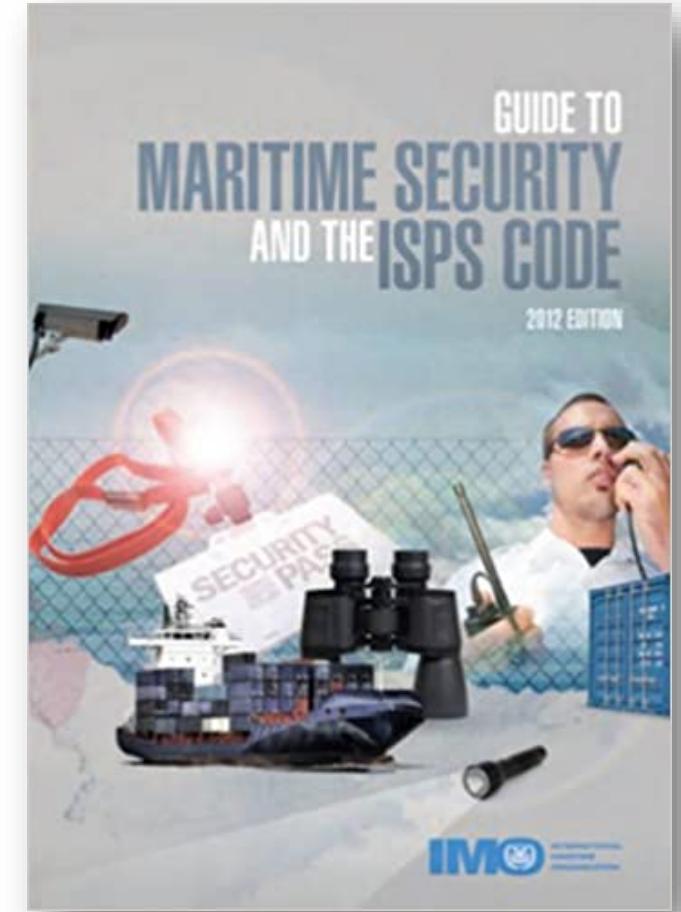
Application of the ISM Code should support and encourage the development of a safety culture in shipping. An appropriate organization of the management ashore and onboard are needed to ensure adequate standards of safety.



INTRODUCTION TO ISPS CODE

The **ISPS Code** is a set of measures to enhance the security of ships and port facilities. It was developed in response of the perceived threats to ships and port facilities after the 9/11 attacks.

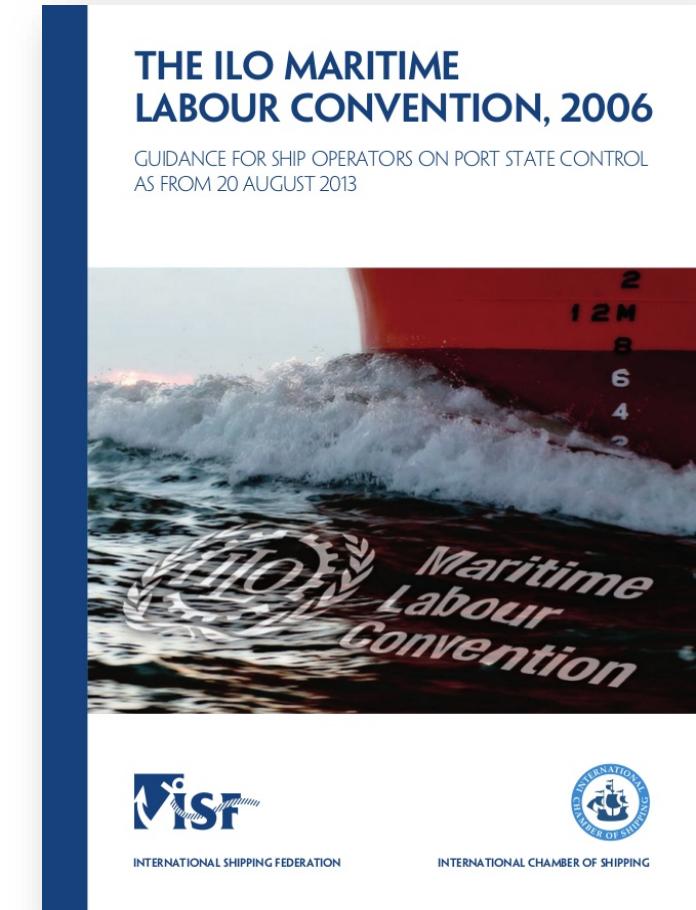
The ISPS Code is part of the Safety of Life at Sea Convention (SOLAS) and compliance is mandatory for the 148 Contracting Parties to SOLAS.



INTRODUCTION TO MLC CODE

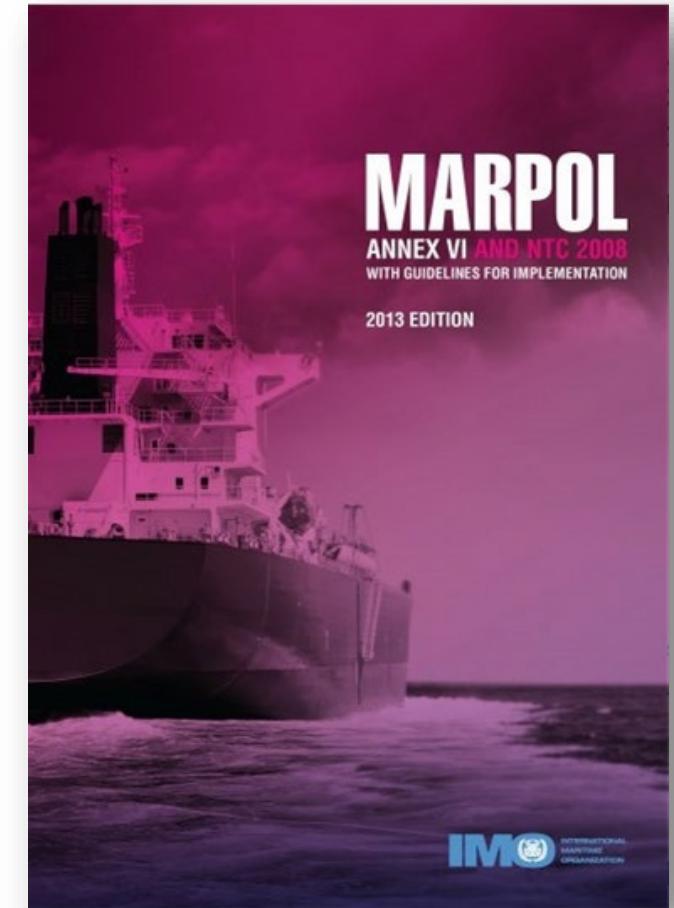
Maritime Labor Convention consists of five Titles in which specific provisions are grouped by standard as below:-

1. Minimum requirements for seafarers to work on a ship
2. Conditions of employment
3. Accommodation, recreational facilities, food and catering
4. Health protection, medical care, welfare and social security protection
5. Compliance and enforcement



INTRODUCTION TO MARPOL CONVENTION

The International Convention for the Prevention of Pollution from Ships (MARPOL) is the main international convention covering the prevention of pollution of the marine environment by ships from operational or accidental causes.



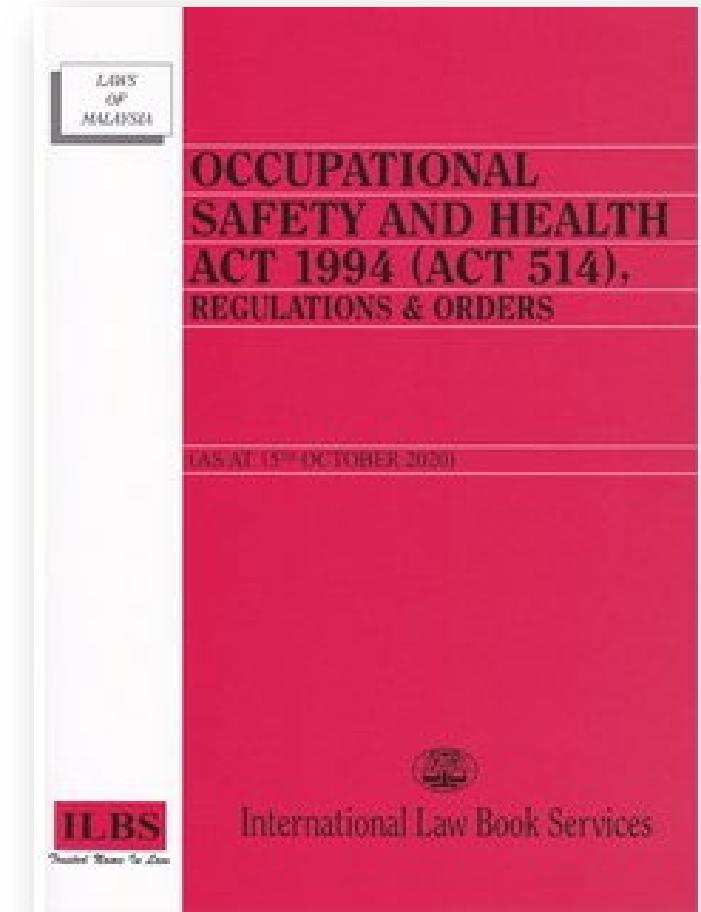
INTRODUCTION TO OSHA 514, 1994

Part IV, Sec 15 – General duties of Employers and Self-employed Persons.

Penalty, Sec – be liable to a fine not exceeding RM500,000 or imprisonment for a term not exceeding 2 years or both.

Part VI, Sec 24 – General duties of Employees.

Penalty, Sec 24 – be liable to a fine not exceeding RM2,000 or imprisonment for a term not exceeding 2 months or both.



TYPES OF VESSEL IN OUR FLEET



NP8, NP10, NP11, NP12

STANDBY SAFETY BOAT

SBV for the delivery of supplies to and from offshore oil rigs. They can also serve as a backup emergency role.

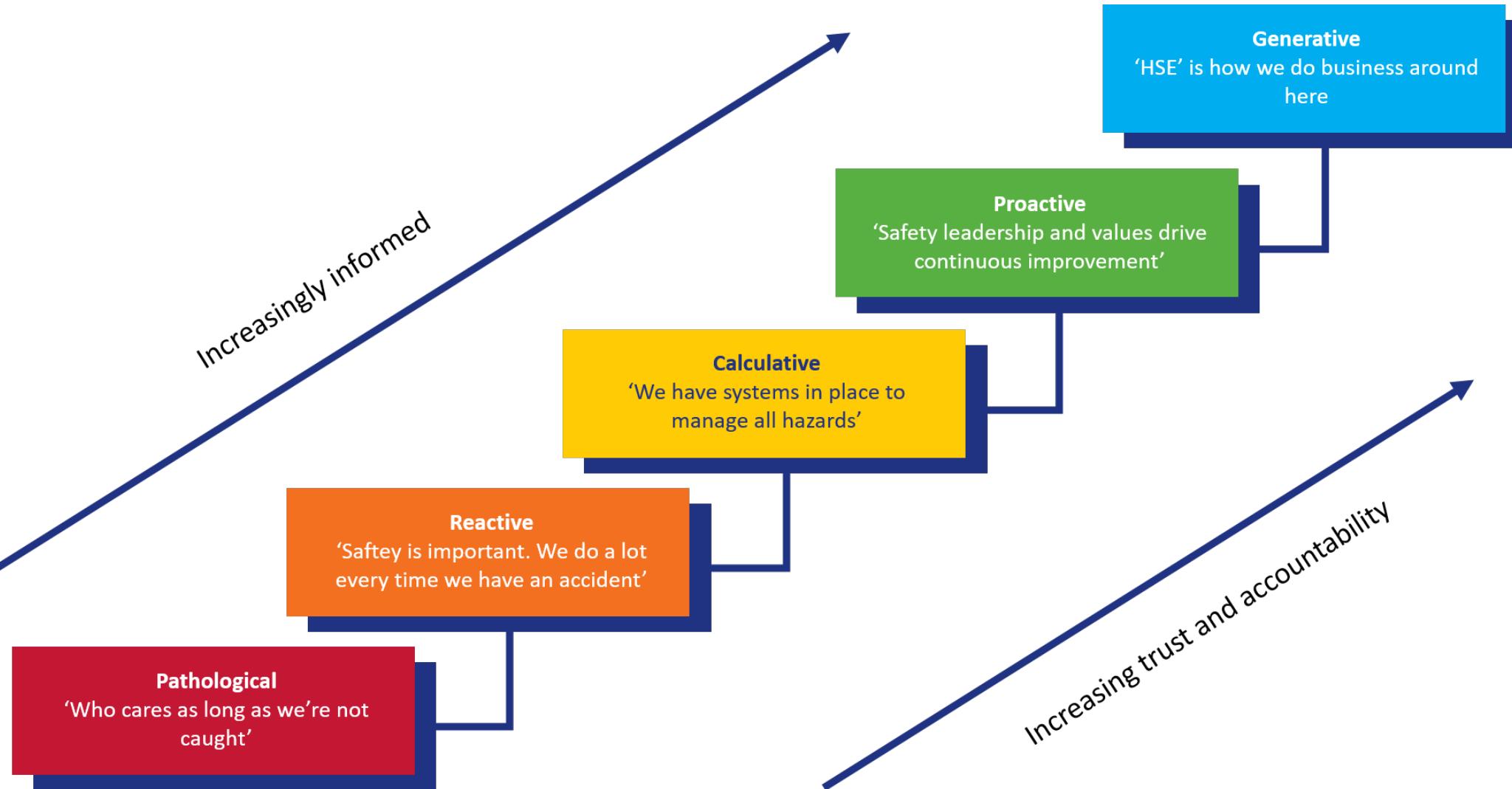


NP Explorer & NP18

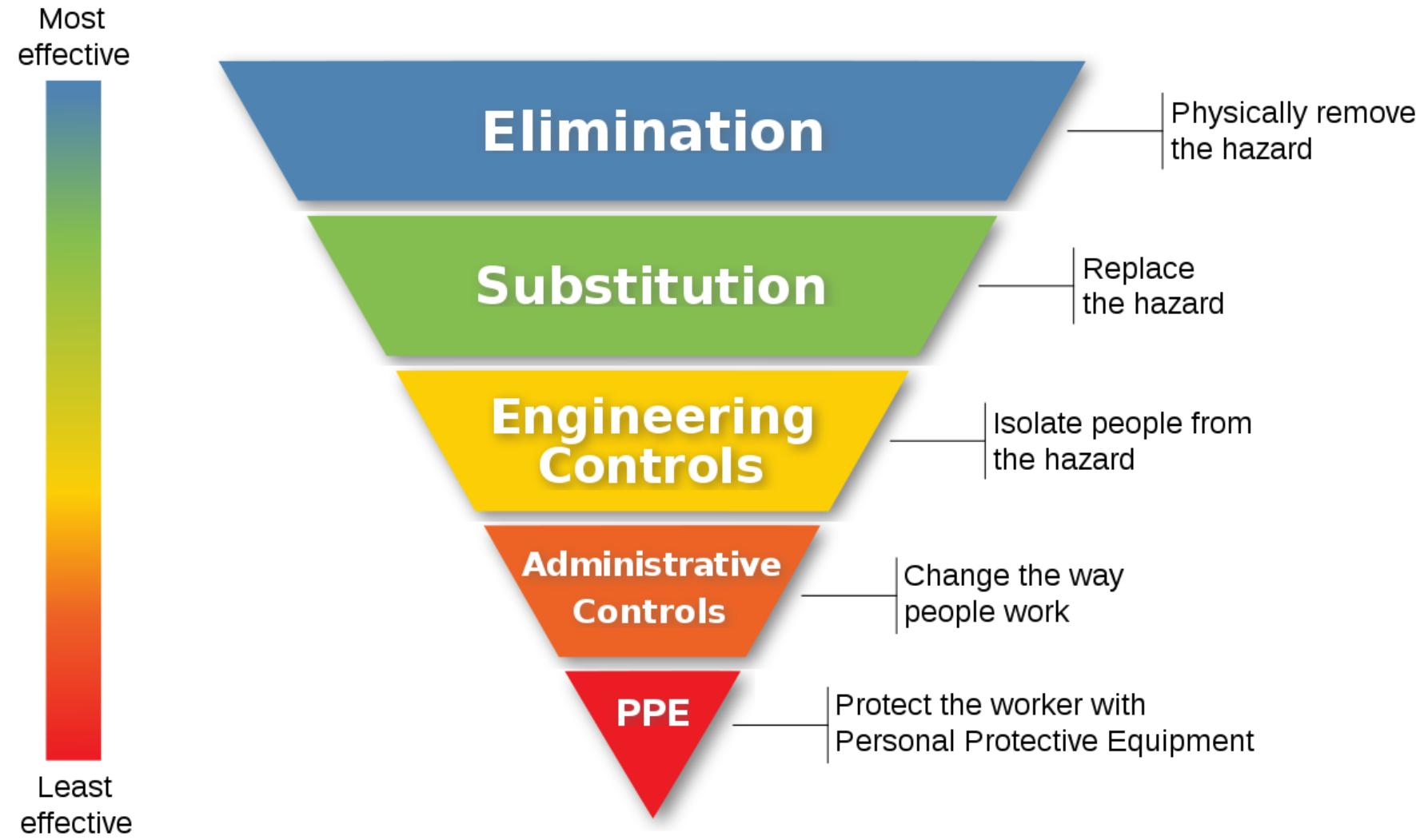
FAST CREW BOAT

Fast personnel movement to and from the offshore field. The hulls of these boats are made of aluminum. In addition to having room for deck goods on the back deck, these boats are furnished with comfy reclining chairs.

SAFETY CULTURE LADDER



HIERARCHY OF CONTROL



IOGP 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

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 ZETO RULES CONSEQUENCE MANAGEMENT FOR PERSONNEL

1ST OFFENCE

Ban from entering
Company's site/facility
for 1 month following
confirmation of offense.

2ND OFFENCE

Ban from entering
Company's site/facility
indefinitely.

PETRONAS'S ZETO RULES CONSEQUENCE MANAGEMENT FOR COMPANY

**For ZeTo Rules violation linked to a major HSE incident,
the Company shall automatically be rated “D” for affected contract
through CPE evaluation in SRM system.**

Possible Consequences: -

- Issuance of warning letter
- Payment deduction for any lost work day (if applicable)
- Claims on cost resulting from violation e.g. Cost of legal, fines, claims and damages on property (if applicable)
- Termination of contract
- Suspension/blacklisting of PETRONAS license*

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.

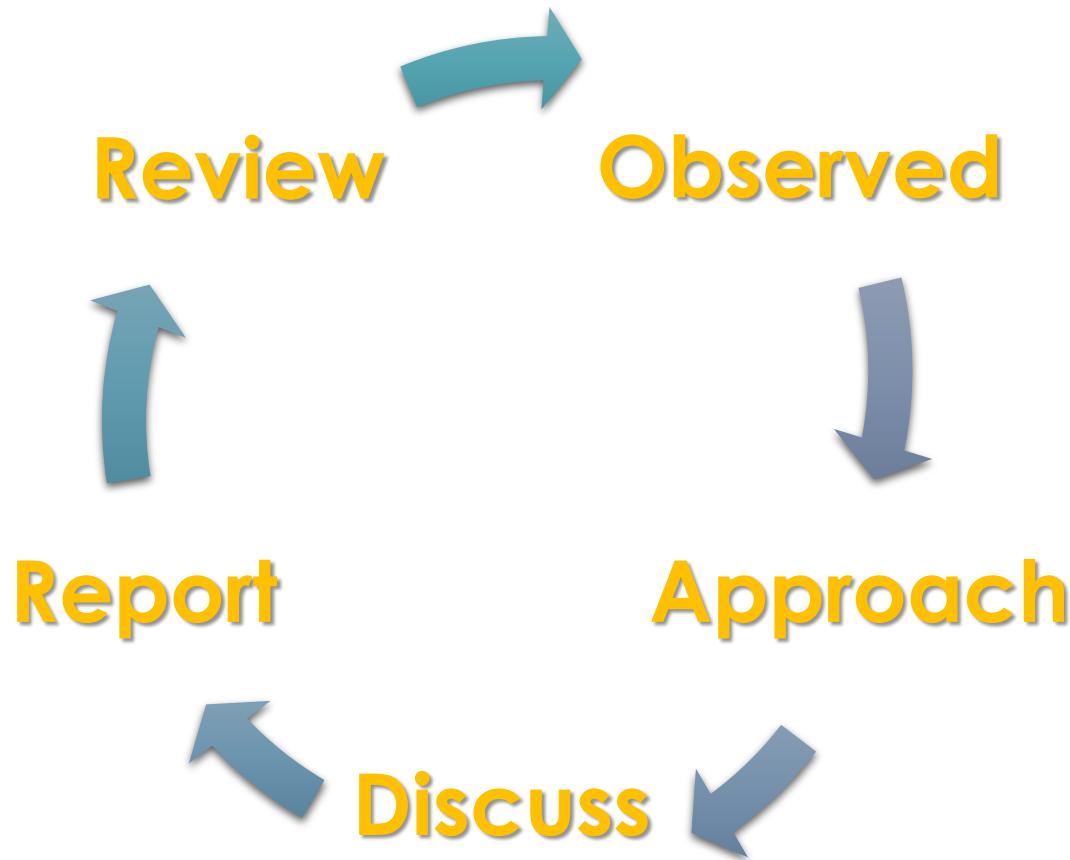


Not daring to intervene could result in a serious injury or fatality.

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!**

ACT FORMS



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>																																																																																																																																									
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FAMILIARIZE YOURSELF WITH THE FOLLOWING

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 RESPONSE TEAM - OFFICE (ERT)



DEPUTY OCS

Jacqueline Rani Lucas
Executive Director
012-899 4267



ON SCENE COMMANDER

Hj Mahmud Bin Mokti
Managing Director
012-829 5498



FLOOR WARDEN #1

Methushael Spit
DPA/HSSE Manager
014-683 2906



FLOOR WARDEN #2

Capt. Wong Tung Ying
General Manager
012-850 5338



FIRST AIDER #1

Ummar Moqthar
Operations Superintendent
017-6470445



FIRE FIGHTER #1

Mordoni Leh
Crewing Executive
013-567 6977



FIRST AIDER #2

Michael Ngu
ISM/HSSE Coordinator
011-1400 5340

EMERGENCY PREPAREDNESS & PROCEDURES

In case of any emergency i.e Fire

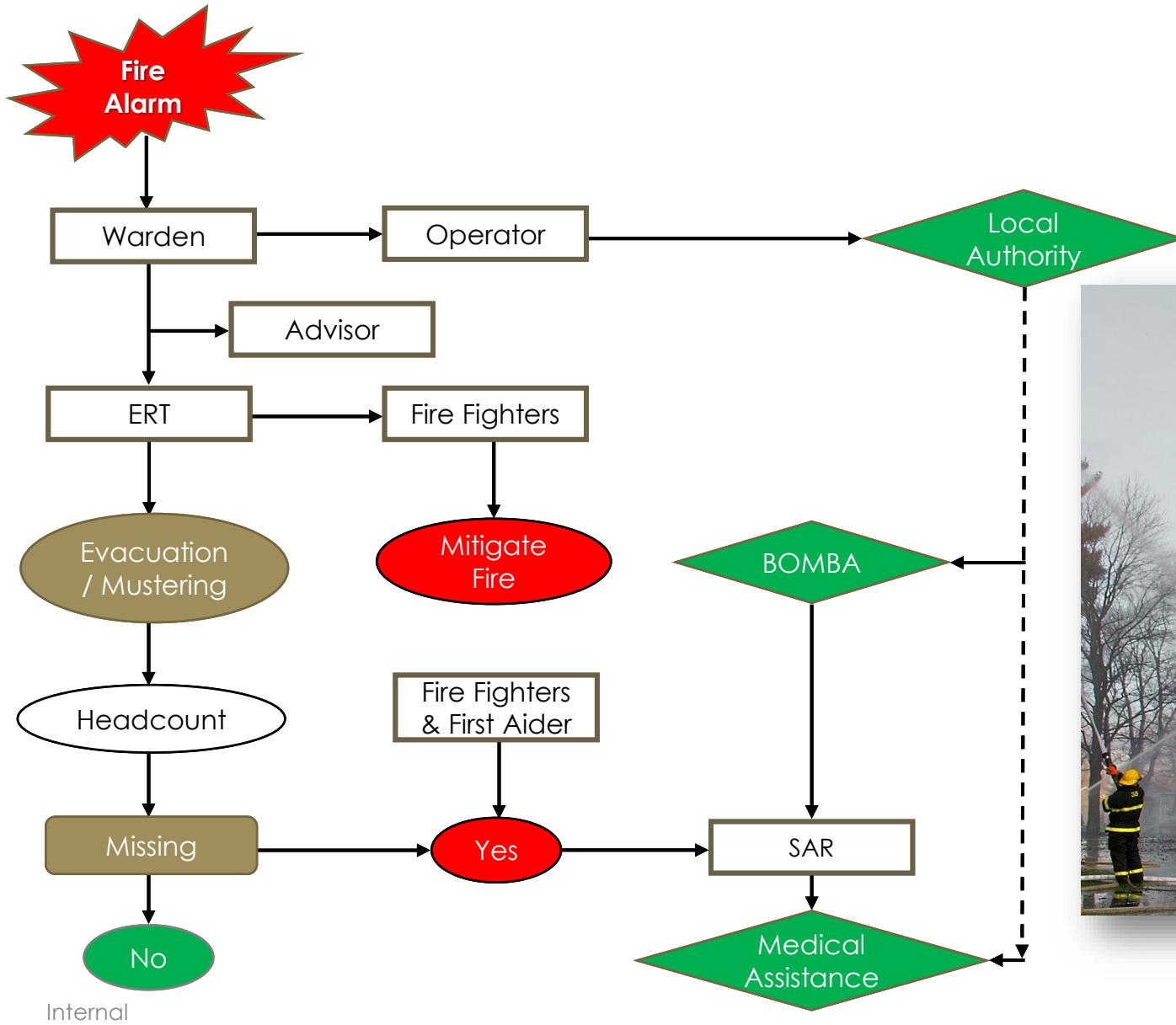
Please refer to the following: -

1. Do not panic.
2. Apply **STOPWORK** and make safe of your work area.
3. Switch off your electrical tools and appliances.
4. Proceed to the nearest mustering station.
5. Do not run. Hold on to handrail when descending the staircase.
6. Upon arrival at the mustering station, confirm your attendance during roll call conducted by Warden.
7. Report to Warden if any of your colleagues are not present
8. Wait for further instruction by Warden.



FIRE & EXPLOSION EMERGENCY FLOWCHART

NP
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Internal



FIRE

EVACUATE BUILDING

- Give directions to meet at designated assembly point
- Initiate fire-alarm, shout
- Call **994 , BOMBA**
- Shut off lights and close doors
- Use fire-extinguisher, if possible
- Remain low if encountering smoke
- Use stairs
- Hold onto handrails



URGENT SITUATION

CONTACT EMERGENCY SERVICES

- Call **999**
- State who, what, where, when, why and how the situation occurred
 - Medical emergency
 - Suspicious package
 - Suspicious activity
 - Suspicious person
 - Bomb threat
- If bomb threat, turn off all electronic appliances
- If medical situation, locate nearest first aid box.
- Identify the nearest hospital for support



VIOLENT INCIDENT

AVOID | DENY | DEFEND

Avoid

- Pay attention to your surrounding
- Quickly move away from the threat
- Warn others of the danger

Deny

- Keep distant between you and the threat
- Create barriers to prevent or slow down the threat
- Turn off the lights
- Hide quietly and silence your phone

Defend

- Be prepared to defend yourself
- Be aggressive and committed to your action

Call 999 when you in safe area

EMERGENCY CONTACT INFORMATION

POLICE DEPARTMENT

999 OR +6 085-433 222

ASSEMBLY POINT

BUILDING PARKING LOT

CIVIL DEFENCE

991 OR +6 085-430 489

CUSTODIAN OF FIRST AID BOX

UMMAR MOQTHAR

FIRE SEARCH AND RESCUE

994 OR +6 085-422 973

MICHAEL NGU

AMBULANCE

999 OR +6 085-420 033

ALARM/SIREN

LOUD-HAILER

LEARNING FROM INCIDENTS (LFI)

NP
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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.

ADDITIONAL INFORMATION

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