

Business Continuity Management Plan

FBFV-Roma, QLD

Document Control: Private

Huracan Pty Ltd
12-Oct-2019
Revision 1.2



Document Control

Document Owner: Katrina Hollingworth

Document Approver: Jon Hollingworth

Revision History

Rev	Reviewer	Approver	Date	Revision Comments
1.0	K. Hollingworth	J. Hollingworth	14-Oct-2014	First edition of BCMP plan
1.1	K. Hollingworth	J. Hollingworth	20-Oct-2015	Minor changes after review
1.2	K. Hollingworth	J. Hollingworth	12-Oct-2017	Minor format changes
1.2	K. Hollingworth	J. Hollingworth	9-Oct-2017	Document Review

Controlled Document Do Not Copy

Document Owner	Document Approver	Document Number	Control	Rev Date	Next Review	Page
K. Hollingworth	J. Hollingworth	BCMP_Rev1.3	Private	9-Oct-2019	9-Oct-2021	Page 1 of 21

TABLE OF CONTENTS

1.0	Document Control	3
1.1	Review and Update Procedures	3
1.2	Document Classification	3
1.3	Document Updates	3
1.4	Document Publication and Display	3
2.0	Overview	4
2.1	Introduction & Purpose of Document.....	4
2.2	Objectives.....	4
3.0	Business Continuity Management Team	4
3.1	BCMT Roles and Responsibilities	4
4.0	Business Continuity Disrupted Processes.....	6
	Business Continuity Execution Plan.....	7
	Appendix A - Terms and Definition.....	18
	Appendix B – Incident Flowchart.....	20

Document Owner	Document Approver	Document Number	Control	Rev Date	Next Review	Page
K. Hollingworth	J. Hollingworth	BCMP_Rev1.3	Private	9-Oct-2019	9-Oct-2021	Page 2 of 21

1.0 DOCUMENT CONTROL

1.1 REVIEW AND UPDATE PROCEDURES

This document is a 'live' document that shall be reviewed and updated as per the Huracan Document Control and Revision Standard.

1.2 DOCUMENT CLASSIFICATION

This document has been classified as Public and can be viewed by external sources.

1.3 DOCUMENT UPDATES

The document owner is responsible for this document updates. A copy of the current reviewed and approved source document must be kept online in the IMD database. This document becomes uncontrolled when printed.

1.4 DOCUMENT PUBLICATION AND DISPLAY

This document shall be displayed at all times and shall be open for inspection by anyone to whom the plan or part of the plan may affect or apply to. A copy of the document is available on the Huracan Incident Management Database.

Document Owner	Document Approver	Document Number	Control	Rev Date	Next Review	Page
K. Hollingworth	J. Hollingworth	BCMP_Rev1.3	Private	9-Oct-2019	9-Oct-2021	Page 3 of 21

2.0 OVERVIEW

2.1 INTRODUCTION & PURPOSE OF DOCUMENT

Business Continuity Management Plan (BCMP) is a document that identifies potential significant impacts on Huracan and provides the capability for an effective response that protects its key business processes, assets, reputation and stakeholders' interests.

2.2 OBJECTIVES

The objective of this plan is to enable Huracan to continue to manage its business under adverse conditions by the introduction of appropriate strategies including business continuity planning and emergency and crisis management planning as key components of the Huracan risk management process.

Key components to achieving the above objectives are:

- Establish a Business Continuity Management Team (BCMT) that will be in charge of developing the Business Continuity Management Plan;
- Identifying the key business processes;
- Analysing the impact of the business disruption to the location;
- Assessing and controlling the risk threatening the key business processes;

Ensure the continuous administration of this BCP through distribution, training, drill and maintenance.

3.0 BUSINESS CONTINUITY MANAGEMENT TEAM

The following are members of the Huracan Business Continuity Team located in and around Roma, QLD.

Name	Position	Contact Details
Jon Hollingworth	Manager	0417 717 907
Katrina Hollingworth	HSE Advisor	0427 379 275
Dominic Slater	Gyro Technician	0428 776 911

The BCMT are responsible for identification, classification and mitigation of risk to Huracan business through the BCMP. They are also responsible for drilling of the BCMP, implementation into operations and execution during a crisis.

3.1 BCMT ROLES AND RESPONSIBILITIES

All BCMT members are responsible for identification, classification and mitigation of risk to Huracan business through the BCMP. They are also responsible for drilling of the BCMP, implementation into operations and execution during a crisis. During a business disruption and the implementation of the BCMP the following personnel will be appointed.

Document Owner	Document Approver	Document Number	Control	Rev Date	Next Review	Page
K. Hollingworth	J. Hollingworth	BCMP_Rev1.3	Private	9-Oct-2019	9-Oct-2021	Page 4 of 21

BCMP Coordinator	Jon Hollingworth
BCMP Communication Coordinator	Katrina Hollingworth
Spokesperson	Jon Hollingworth

See [Appendix A](#) for terms and definitions.

Controlled Document Do Not Copy

Document Owner	Document Approver	Document Number	Control	Rev Date	Next Review	Page
K. Hollingworth	J. Hollingworth	BCMP_Rev1.3	Private	9-Oct-2019	9-Oct-2021	Page 5 of 21

4.0 BUSINESS CONTINUITY DISRUPTED PROCESSES

Event	Business Process	Likely Scenario	Likelihood	Consequence	Risk Score
1	Lost or Stolen Gyro Equipment	While in transit to the wellsite essential gyro equipment is lost or stolen	Low	Catastrophic	8
2	Damage to Calibration Equipment	Calibration equipment damaged causing the inability to perform pre and post job calibration verification and major calibration	Low	Serious	4
3	Damaged Gyro Survey Tool	During calibration verification tool is found to be damaged	Medium	Major	9
3	Loss of Essential Personnel	Personnel resign from essential position inside the company	Low	Serious	4
4	Multiple Jobs Scheduled	Multiple jobs scheduled causing a potential personnel and equipment shortage	Low	Major	6
5	Lost or Stolen PC	Huracan PC with client data or essential Huracan information lost or stolen	Medium	Major	9
6	Insufficient Gauge Equipment to Complete Scheduled Work	Insufficient equipment to perform a permanent gauge installation job.	Medium	Catastrophic	12
7	Gauge Installation Equipment Not Functional	Gauge installation equipment becomes damaged in transit to location and is unable to be repaired prior to the job starting	Low	Major	4
8	Potential Loss of Business Premises	Potential Loss of business premises due to catastrophic event	Low	Catastrophic	8
9	Loss of Business Premises	Loss of business premises due to catastrophic event	Low	Catastrophic	8

Document Owner	Document Approver	Document Number	Control	Rev Date	Next Review	Page
K. Hollingworth	J. Hollingworth	BCMP_Rev1.3	Private	9-Oct-2019	9-Oct-2021	Page 6 of 21

BUSINESS CONTINUITY EXECUTION PLAN

Lost or Stolen Gyro Equipment

Risk	Maximum Allowable Time:	Location	Category:
Minimal exposure in and around Roma. Maximum exposure while travelling long distances to jobs through populated areas.	Next revenue job requiring multiple gyro assets. Time to be assessed at the time of incident.	FBFV	SQ-Catastrophic
Risk Assessment			
Likelihood	Consequence	Risk Rating	
Low	Catastrophic	Medium	
Immediate Response / Strategy			
Response / Strategy			
Back-up tools required. Secure storage facility of redundant tool sets. Transport facilities available to hotshot backup tools and equipment in the event of a loss of equipment.			
Long Term Recovery Strategy			
Response / Strategy			
Investigate loss or theft. Rental of temporary replacement equipment. Purchase replacement equipment.			

Document Owner	Document Approver	Document Number	Control	Rev Date	Next Review	Page
K. Hollingworth	J. Hollingworth	BCMP_Rev1.3	Private	9-Oct-2019	9-Oct-2021	Page 7 of 21

Damaged Gyro Calibration Equipment

Risk	Maximum Allowable Time:	Location	Category:
Minimal exposure to risk as equipment is located in the workshop and locked after hours.	Next calibration cycle	FBFV	SQ-Serious
Risk Assessment			
Likelihood	Consequence	Risk Rating	
Low	Serious	Low	
Immediate Response / Strategy			
Response / Strategy			
Use only tools within calibration period. Source second local calibration facility.			
Long Term Recovery Strategy			
Response / Strategy			
Use only tools within calibration period. Seek exemption to use tools out of calibration period. Source second local calibration facility from Schlumberger or Weatherford. Purchase replacement calibration stand.			

Document Owner	Document Approver	Document Number	Control	Rev Date	Next Review	Page
K. Hollingworth	J. Hollingworth	BCMP_Rev1.3	Private	9-Oct-2019	9-Oct-2021	Page 8 of 21

Damaged Gyro Survey Tool

Risk	Maximum Allowable Time:	Location	Category:
High likelihood of damaged equipment if personnel inadequately trained and equipment miss treated.	One Month	FBFV	SQ-Major
Risk Assessment			
Likelihood	Consequence	Risk Rating	
Medium	Major	Medium	
Immediate Response / Strategy			
Response / Strategy			
Use only correct boxes and equipment to transport gyro equipment. Personnel must be trained on proper handling and storage of gyro equipment. Back-up tools required. Secure storage facility of redundant tool sets. Transport facilities available to hotshot backup tools and equipment in the event of a loss of equipment.			
Long Term Recovery Strategy			
Response / Strategy			
Rental of temporary replacement equipment from Sure well, contact James Hunter and Shane Munyard. Purchase replacement equipment.			

Document Owner	Document Approver	Document Number	Control	Rev Date	Next Review	Page
K. Hollingworth	J. Hollingworth	BCMP_Rev1.3	Private	9-Oct-2019	9-Oct-2021	Page 9 of 21

Loss of Essential Personnel

Risk	Maximum Allowable Time:	Location	Category:
Potential Loss of personnel due to high employment rate within industry.	Prior to next service call-up.	FBFV	SQ-Serious
Risk Assessment			
Likelihood	Consequence	Risk Rating	
Low	Serious	Low	
Immediate Response / Strategy			
Response / Strategy			
Utilise Vause personnel through cross training. Manager to be trained to perform service.			
Long Term Recovery Strategy			
Response / Strategy			
Train personnel from EarthReach as call out contractors. Hire new gyro technician.			

Document Owner	Document Approver	Document Number	Control	Rev Date	Next Review	Page
K. Hollingworth	J. Hollingworth	BCMP_Rev1.3	Private	9-Oct-2019	9-Oct-2021	Page 10 of 21

Multiple Jobs Scheduled

Risk	Maximum Allowable Time:	Location	Category:
Low exposure due to cross training and personnel trained within Vause.	4 months	FBFV	SQ-Major
Risk Assessment			
Likelihood	Consequence	Risk Rating	
Low	Major	Medium	
Immediate Response / Strategy			
Response / Strategy			
Cross training of personnel within Huracan. Adequate tools available to perform multiple jobs.			

Document Owner	Document Approver	Document Number	Control	Rev Date	Next Review	Page
K. Hollingworth	J. Hollingworth	BCMP_Rev1.3	Private	9-Oct-2019	9-Oct-2021	Page 11 of 21

Lost or Stolen Computer with Proprietary or Client Information

Risk	Maximum Allowable Time:	Location	Category:
Medium exposure due to laptops being portable.	Immediate.	FBFV	SQ-Major
Risk Assessment			
Likelihood	Consequence	Risk Rating	
Medium	Major	Medium	
Immediate Response / Strategy			
Response / Strategy			
Personnel training on IT security. Computers to be locked when unattended. Back-up laptop and client data. Encryption on client and proprietary data.			
Long Term Recovery Strategy			
Response / Strategy			
Investigate loss of laptop. Purchase replacement.			

Document Owner	Document Approver	Document Number	Control	Rev Date	Next Review	Page
K. Hollingworth	J. Hollingworth	BCMP_Rev1.3	Private	9-Oct-2019	9-Oct-2021	Page 12 of 21

Insufficient Gauge Equipment to Complete Scheduled Work

Risk	Maximum Allowable Time:	Location	Category:
Medium potential due to high lead times on some items.	Prior to service.	FBFV	Catastrophic
Risk Assessment			
Likelihood	Consequence	Risk Rating	
Medium	Catastrophic	High	
Immediate Response / Strategy			
Response / Strategy			
Source substitute gauges locally. Good planning and constant follow up with client. Hotshot equipment from manufacturer.			
Long Term Recovery Strategy			
Response / Strategy			
Order equipment from manufacturer. Hold sufficient stock.			

Document Owner	Document Approver	Document Number	Control	Rev Date	Next Review	Page
K. Hollingworth	J. Hollingworth	BCMP_Rev1.3	Private	9-Oct-2019	9-Oct-2021	Page 13 of 21

Gauge Equipment Not Functioning

Risk	Maximum Allowable Time:	Location	Category:
Low exposure due to operation check prior to departure from workshop.	Immediate.	FBFV	SQ-Major
Risk Assessment			
Likelihood	Consequence	Risk Rating	
Low	Major	Medium	
Immediate Response / Strategy			
Response / Strategy			
Equipment checked prior to departure from location. Back-up equipment taken to location. Have back-up TEC cable available in the unlikely event of TEC cable failure prior to installation.			

Document Owner	Document Approver	Document Number	Control	Rev Date	Next Review	Page
K. Hollingworth	J. Hollingworth	BCMP_Rev1.3	Private	9-Oct-2019	9-Oct-2021	Page 14 of 21

Potential Loss of Business Premises

Risk	Maximum Allowable Time:	Location	Category:
Potentially the largest risk to the company is the loss of the workshop and equipment stored within.	One Week	FBFV	SQ-Catastrophic
Risk Assessment			
Likelihood	Consequence	Risk Rating	
Low	Catastrophic	Medium	
Immediate Response / Strategy			
Response / Strategy			
Remove all critical equipment to a safe location. Loan/Rent equipment required to load and remove critical equipment from premises to temporary laydown yard. Temporary laydown yard agreement with Vause			

Document Owner	Document Approver	Document Number	Control	Rev Date	Next Review	Page
K. Hollingworth	J. Hollingworth	BCMP_Rev1.3	Private	9-Oct-2019	9-Oct-2021	Page 15 of 21

Loss of Business Premises

Risk	Maximum Allowable Time:	Location	Category:
Loss of and equipment stored within.	One Week	FBFV	SQ-Catastrophic
Risk Assessment			
Likelihood	Consequence	Risk Rating	
Low	Catastrophic	Medium	
Immediate Response / Strategy			
Response / Strategy			
Remove all critical equipment to a safe location. Loan/Rent equipment required to load and remove critical equipment from premises to temporary laydown yard. Temporary laydown yard agreement with Vause			
Long Term Recovery Strategy			
Response / Strategy			
Remove all critical equipment to a safe location. Loan/Rent equipment required to load and remove critical equipment from premises to temporary laydown yard. Temporary laydown yard agreement with Vause			

Document Owner	Document Approver	Document Number	Control	Rev Date	Next Review	Page
K. Hollingworth	J. Hollingworth	BCMP_Rev1.3	Private	9-Oct-2019	9-Oct-2021	Page 16 of 21



Controlled Document Do Not Copy

Document Owner	Document Approver	Document Number	Control	Rev Date	Next Review	Page
K. Hollingworth	J. Hollingworth	BCMP_Rev1.3	Private	9-Oct-2019	9-Oct-2021	Page 17 of 21

APPENDIX A - TERMS AND DEFINITION

Term	Definition
Incident	Any occurrence that could lead to a business disruption, emergency or crisis.
Business Disruption	An incident that could impair an organization's key business processes and ability to achieve its business objectives.
Business Continuity Management	The advance planning and preparations that is necessary to identify the impact of potential business disruptions on an organization, and to develop recovery strategies which ensure continuity of key business processes.
Business Continuity Management Plan (BCMP)	A clearly defined and documented plan of action for use at the time of business disruption.
BCMP Coordinator	That member of the Business Continuity Management team responsible for execution of the BCMP.
BCMP Communications Coordinator	That member of the Business Continuity Management team responsible for external and internal communications.
Emergency	An incident that may cause injuries, illness, loss of life, destruction of property or damage to the environment to such an extent that it has the potential to quickly escalate to a crisis if immediate action is not taken.
Emergency Management	The process by which an organization manages an emergency until it is either under control or contained with minimum losses to the organization.
Emergency Management Plan (EMP)	A clearly defined and documented plan of action to commence immediately after the occurrence of an emergency to prevent the loss of life and minimize injury, environmental and property damage.
Emergency Management Team (EMT)	The team of individuals that plans for, and responds to, an emergency.
Key Business Processes	The critical operational and/or business support activities (either provided internally or outsourced) without which an organization would quickly be unable to achieve its business objectives.
Spokesperson	That member of the Crisis Management Teams trained

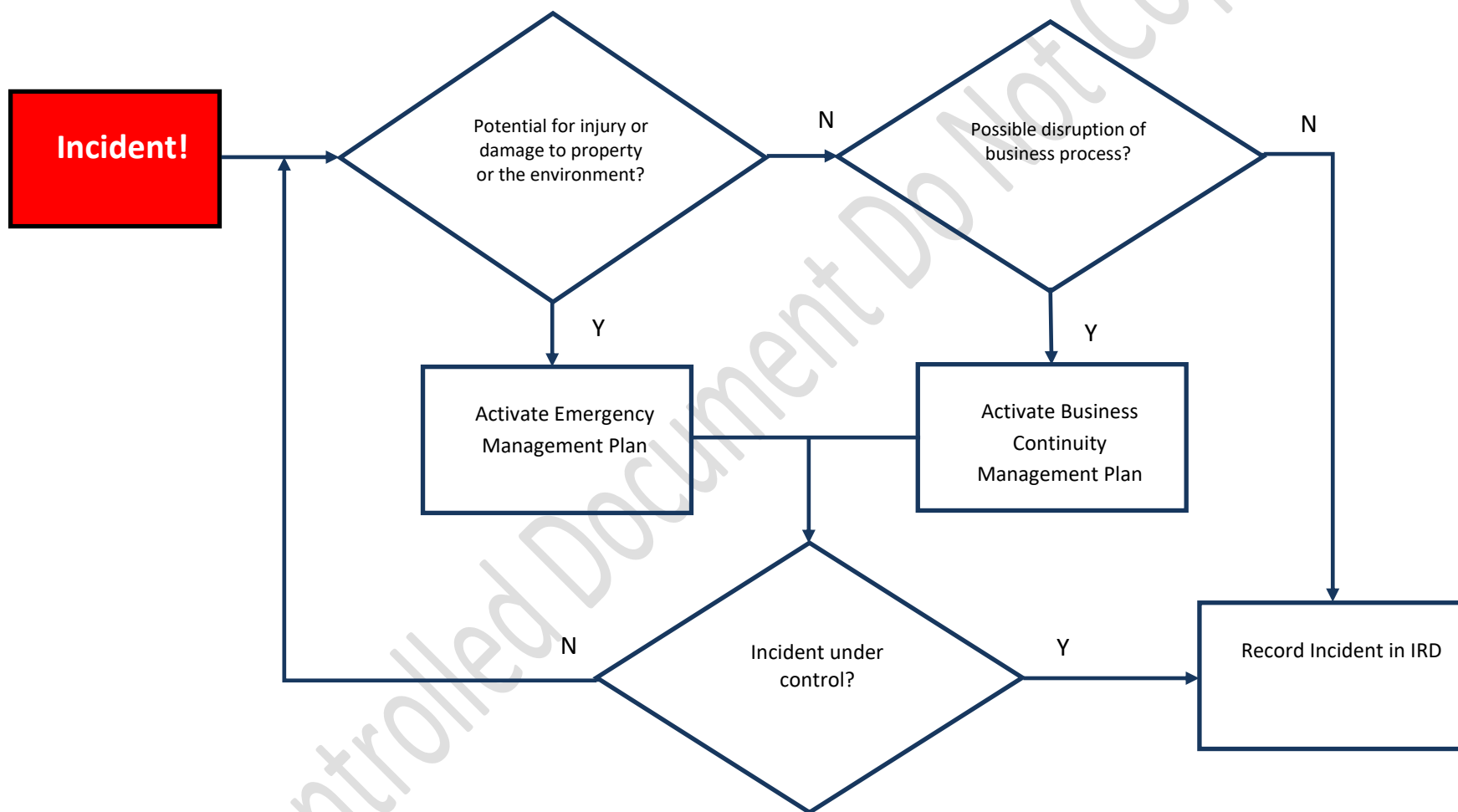
Document Owner	Document Approver	Document Number	Control	Rev Date	Next Review	Page
K. Hollingworth	J. Hollingworth	BCMP_Rev1.3	Private	9-Oct-2019	9-Oct-2021	Page 18 of 21

	for and tasked with communicating externally. The person, while not necessarily the communications coordinator, should be picked for his/her ability to communicate clearly, concisely and convincingly in a stressful situation.
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Controlled Document Do Not Copy

Document Owner	Document Approver	Document Number	Control	Rev Date	Next Review	Page
K. Hollingworth	J. Hollingworth	BCMP_Rev1.3	Private	9-Oct-2019	9-Oct-2021	Page 19 of 21

APPENDIX B – INCIDENT FLOWCHART



Document Owner	Document Approver	Document Number	Control	Rev Date	Next Review	Page
K. Hollingworth	J. Hollingworth	BCMP_Rev1.3	Private	9-Oct-2019	9-Oct-2021	Page 20 of 21