

BCMP Rev1.2

# Business Continuity Management Plan

FBFV-Roma, QLD

Document Control: Private

Huracan Pty Ltd  
3-Oct-2023  
Revision 1.2



**Document Control**

Document Owner: Katrina Hollingworth

Document Approver: Jon Hollingworth

**Revision History**

| Rev | Reviewer        | Approver        | Date        | Revision Comments          |
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| 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 |
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|     |                 |                 |             |                            |

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## 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.



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## 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.

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|                                |                      |
|--------------------------------|----------------------|
| BCMP Coordinator               | Jon Hollingworth     |
| BCMP Communication Coordinator | Katrina Hollingworth |
| Spokesperson                   | Jon Hollingworth     |

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

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## 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          |

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## 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.<br>Secure storage facility of redundant tool sets.<br>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.<br>Rental of temporary replacement equipment.<br>Purchase replacement equipment.   |   |             |                 |

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## 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.<br>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.<br>Source second local calibration facility from Schlumberger or Weatherford.<br>Purchase replacement calibration stand. |                         |             |            |

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## 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.<br>Personnel must be trained on proper handling and storage of gyro equipment.<br>Back-up tools required.<br>Secure storage facility of redundant tool sets.<br>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.<br>Purchase replacement equipment.  |                         |             |           |

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## 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.<br>Manager to be trained to perform service. |                                |             |            |
| Long Term Recovery Strategy  |                                |             |            |
| Response / Strategy  |                                |             |            |
| Train personnel from EarthReach as call out contractors.<br>Hire new gyro technician.        |                                |             |            |

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## 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.<br>Adequate tools available to perform multiple jobs. |                         |             |           |

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## 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.<br>Computers to be locked when unattended.<br>Back-up laptop and client data.<br>Encryption on client and proprietary data. |                         |             |           |
| Long Term Recovery Strategy  |                         |             |           |
| Response / Strategy  |                         |             |           |
| Investigate loss of laptop.<br>Purchase replacement.   |                         |             |           |

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## 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.<br>Good planning and constant follow up with client.<br>Hotshot equipment from manufacturer. |                         |             |              |
| Long Term Recovery Strategy  |                         |             |              |
| Response / Strategy  |                         |             |              |
| Order equipment from manufacturer.<br>Hold sufficient stock.   |                         |             |              |

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## 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.<br>Back-up equipment taken to location.<br>Have back-up TEC cable available in the unlikely event of TEC cable failure prior to installation. |                         |          |             |

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## 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.<br>Loan/Rent equipment required to load and remove critical equipment from premises to temporary laydown yard.<br>Temporary laydown yard agreement with Vause |                         |             |                 |

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## 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.<br>Loan/Rent equipment required to load and remove critical equipment from premises to temporary laydown yard.<br>Temporary laydown yard agreement with Vause |                         |             |                 |
| Long Term Recovery Strategy   |                         |             |                 |
| Response / Strategy   |                         |             |                 |
| Remove all critical equipment to a safe location.<br>Loan/Rent equipment required to load and remove critical equipment from premises to temporary laydown yard.<br>Temporary laydown yard agreement with Vause |                         |             |                 |

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## 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   |

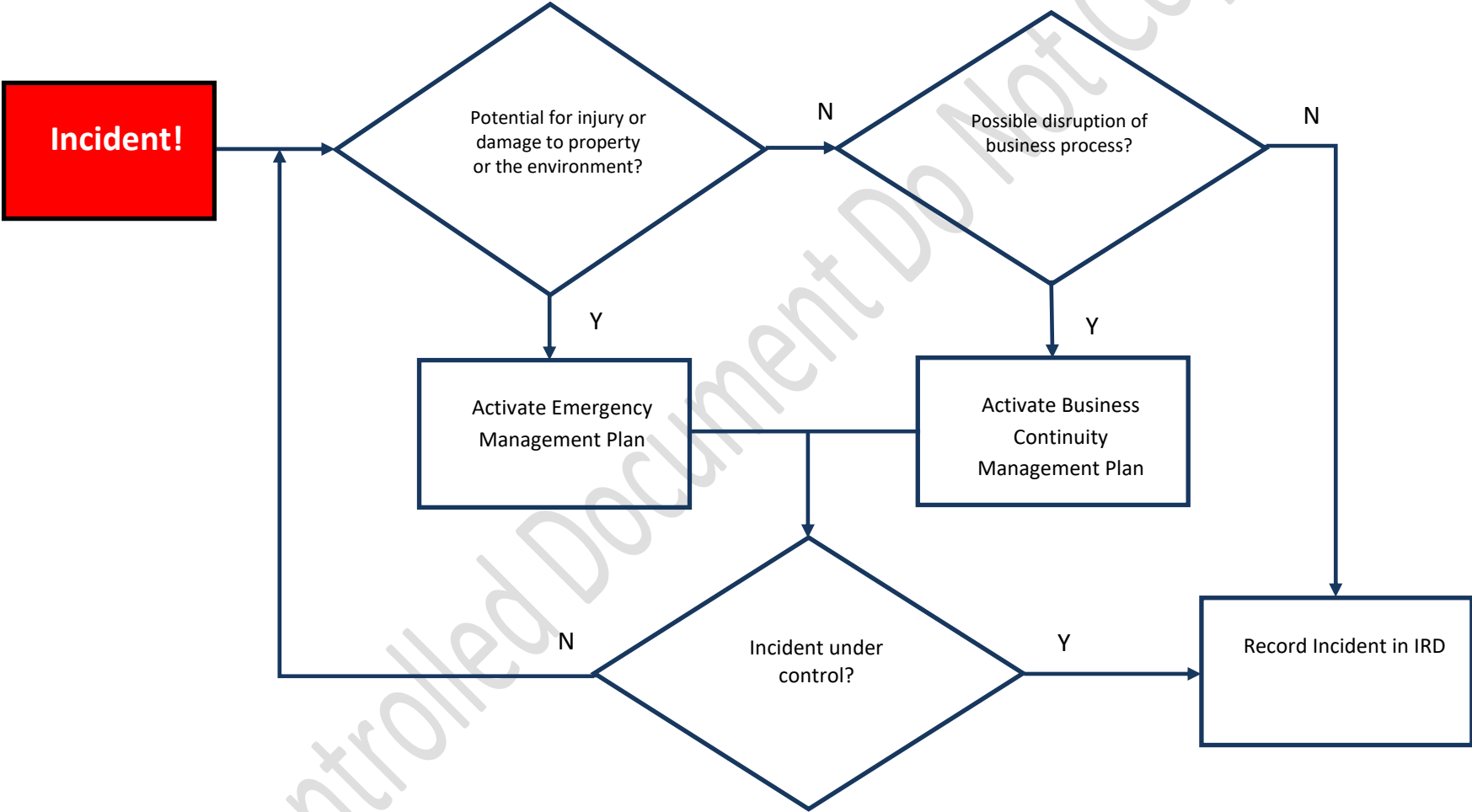
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|  |   |
|--|---|
|  | for and tasked with communicating externally. The person, while not necessarily the communications coordinator, should be picked for his/her ability to communicate clearly, concisely and convincingly in a stressful situation. |
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APPENDIX B – INCIDENT FLOWCHART



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