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| **HAJI GUL GROUP OF COMPANIES** | | | | | | | | |
|  | | | **Title: OBC/VTS PROCEDURE** | | | | | |
| **Document #:** | | **HGGC/OM/SOP-06** | **Rev #** | **01** | |
| **Effective Date** | | **01-01-2022** |
| **Review Date** | | **01-01-2025** |
| **REVISION HISTORY** | | | | | | | | |
|  | **Revision** | **Date** | | **Change** | | | |  |
| **00** | **January 01, 2022** | | **Created** | | | |
| **01** | **January 01, 2023** | | * **Reformatting of the whole document.** * **Précised Clause numbers.** * **FOB Key utilization added, Clause # 5.5.** * **MDVR Spot Check Checklist added for reference.** * **Add Records.** | | | |
| **02** | **January 01, 2024** | | **Reviewed** | | | |
| **03** | **January 01,2025** | | **Reviewed** | | | |
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| **OBC/VTS Procedure**   1. **PURPOSE:**    1. The Purpose of this system is to track all vehicles which are in operation for delivering petroleum product at different locations. The VTS/OBC system shall be used for compliance of company policy on transportation of petroleum product, driver management and tracking trucks to prevent any unethical act by drivers.= 2. **SCOPE:**    1. This procedure shall be applicable to all vehicles carrying dangerous good, which are operating by the name of **M/S HAJI GUL GROUP OF COMPANIES.**    2. This procedure shall be applicable to drivers who are operating the company fleet for delivering/loading of petroleum product**.** 3. **DEFINITIONS AND ABBRIVATIONS USED:**   3.1 VTS / OBC = (Vehicle Tracking System / On-Board Computer): device for recording driving parameters and  3.2 behavior and for geolocating vehicles, usually called an “VTS / OBC”  3.3 Continuous Driving Time (CDT) = sum of consecutive driving time non intercut with Break Time,  3.4 Break Time = minimum driver rest time between two driving times,  3.5 Daily Driving Time (DDT) = total time spent driving in one calendar day,  3.6 Daily Working Time (DWT) = driving time, plus working time does not spend driving, in one day,  3.7 Daily Rest Time (DRT) = Time between a driver ceasing professional activity on day D  and restarting on D+1,  3.8 Weekly Driving Time (WDT) = Total driving time over one calendar week (from Monday to Sunday).  3.9 Weekly Rest Time (WRT) = Duration of the longest continuous rest between two periods of  driving, over 7 days rolling.,  3.10 Highway = Highway” means a highway primarily designed for inter-provincial or cross-border connectivity  and placed under the jurisdiction of the National Highway Authority.   * 1. Motorway = A network of multiple-lane, high-speed, controlled-access highways in Pakistan which are owned, maintained, and operated federally by Pakistan's National Highway Authority.   3.12 Single Carriage Way = is a single road with one or two lanes within a single carriage way with no central  reservation or median strip to separate the opposite flows   * 1. Track = a track is referred to as a non-asphalted road     **Operation manager responsibility**   * 1. Operation Manager shall ensure that vehicle tracking data are being taken on daily basis and are recorded.   2. Operation Manager shall ensure that all vehicles are equipped with VTS and required features are operational.  1. **PROCEDURE:**    1. VTS Rep. shall maintain vehicle tracking record of all Vehicles.    2. VTS Rep. shall check vehicle current location on daily basis.    3. VTS Rep. shall verify the vehicle location with drivers frequently.    4. VTS Rep. shall record non-compliant act by drivers which includes speed violation, harsh braking, night time violation and working hour violation.    5. VTS rep. shall ensure that all drivers are using Driver Identification Keys properly.    6. VTS rep. shall be responsible to report FOB malfunctioning to Tracker Service Providers via on email and taking higher management in loop.    7. VTS Rep. shall also be ensured that the vehicle is not park at blackspot area.    8. VTS Rep. shall be responsible for maintaining trip logs for both operation (Long haul, Local)    9. **MDVR MONITORING:**       1. VTS Rep. shall ensure that all vehicles are equipped with MDVR and the devices are in working conditions.       2. VTS Rep. shall be responsible to perform Spot checks through MDVR as per Spot Check Plan.       3. VTS team shall monitor MDVR operation/working frequently.       4. VTS team shall record MDVR reports on daily basis.       5. VTS Team shall inform/contact MDVR/Tracking company for any malfunction of MDVR/tracker. The issue should also be communicated to Operation Manager for info.       6. VTS team shall record video clips of such events which can be used for driver counselling and training to reduce incident rate.       7. VTS Team shall provide recorded video after any incident/accident within an hour after the incident. | | | | |

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| * 1. **Geo-Fencing:**      1. Black spot can be identified by the following means:         + **While performing RHM**         + **NMPI reporting.**         + **At the time of journey closing**         + **Journey communication**         + **Accident/incident spots**      2. VTS rep. shall collect latitude and longitude of the identified black spot      3. VTS rep. shall send the identified latitude and longitude to the tracker service provider and ask them to geo-fence 100 meters of the spot.      4. Tracker company shall notify the VTS department if any vehicle stops at the black spot for more than 5 minutes.      5. VTS rep. shall contact the driver and ask the reason for stoppage.      6. VTS rep. shall inform the reply of driver to Manager Operations      7. Operation Manager shall also talk to driver, if driver fails to satisfy the reason for stoppage, Operation Manager shall ask the VTS rep. to record the followings for further investigation:         + **Date**         + **Time**         + **Longitudes and Latitude**         + **Location common name**         + **Vehicle reg. #**         + **Driver name**         + **Reason for stoppage**      8. Driver shall be interrogated once the journey is completed. Action will be taken as per the consequence management policy.   **Consequences in Case of Violations**        VTS SOP  Driver's Mis-behaviors & Malpractice and Safety Rules Violation Policy   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Driver's Misbehaviours & Malpractice and Safety Rules Violation Policy (Version 02)** | | | | | | |  | Misbehavior | Event | Sanctions (First Time) | Sanctions (Second Time) | Sanctions (Third Time) | | Driver Behaviour |  |  | Driver Suspension for | Driver Suspension for 07 | Driver is | |  |  | 7 Days | Days | blacklisted. | | Mobile phone while driving | Alarm |  |  |  | |  |  |  | TL is blocked for 07 days | TL is blocked for | |  |  |  |  | 15 days. | |  |  | Driver Suspension for | Driver Suspension for 03 | Driver is | |  |  | 3 Days | Days | blacklisted. | | Safety belt not used while driving | Alarm |  | TL is blocked for 03 days | TL is blocked for | |  |  |  |  | 07 days. | | Smoking while driving | Alarm | Driver is blacklisted. | | | | TL is blocked for 07 days. | | | | Driving dangerously on the road | Alarm | To be taken by transporter after investigating as per Transporter Policy (Supporting Document to be provided to TPPL) | | | | Malpractice with OBC and Driving | Alarm | Driver is backlisted. | | | | TL is blocked for 15 days. | | | | Fiddling with MDVR (Driver’s malfunction or damage to equipment (broke seal of equipment box, Camera angle etc.) | Alarm | 5000/- per tank truck + Warning Letter to driver by transporter | 10000/- per Tank Truck (For same tank truck of 1st violation) + 2nd Warning Letter to driver by Transporter | Driver Blacklisted | | Transporters Driver/Truck is involved in Product Theft at a black spot / Illegal Warehouse | Alarm | Permanent Black listing of both Drivers in SAP / STL Blocking of Truck for One month in SAP. A penalty of 500,000 to the Transporter.  Warning letter to the Transporter. | Permanent Black listing of both Drivers in SAP  / STL  Permanent Blacklisting of truck in TPPL.  A penalty of 1,000,000 Pkrs to the Transporter Action plan to be submitted to TPPL by Transporter | | | Alteration in Tank Lorry for product Theft  (Dip Pipe, Pressure system or any other modification) | Alarm | Drivers are blacklisted.  A penalty of 500,000 to the Transporter.  Warning letter to the Transporter. | | | | Tank Lorry driving by non-listed driver |  | Blacklisting of Driver at all TPPL locations Warning letter to the Transporter Submission of action plan to improve Driver Management | Blacklisting of Driver at all TPPL locations  Warning letter to the Transporter  Imposition of Penalty of 250,000 Pkr | Blacklisting of Driver at all TPPL locations Warning letter to the Transporter Imposition of Penalty of 500,000 Pkr | | Unauthorized passenger | Alarm | 3 days Suspension | 1 week Suspension | 1 month Suspension | | Suspicious Parking  Parking of truck more than 10 minutes through a point of particular interest such  as “illegal warehouse/black spot”, “area known as a product draw-off /mixing location”, etc.). | Alarm | Driver Suspension for 7 Days | Driver Blacklisted  TL is blocked for 07 days |  | | Accident due to Malpractice of Driver (OBC /MDVR Malpractice or any other) | Alarm | Permanent Black listing of both Drivers in SAP / STL Permanent Blacklisting of truck in TPPL.  A penalty of 1,000,000 PKr to the Transporter Action plan to be submitted to TPPL by Transporter | | | | Negative feedback from Loading Terminals (Loading safety Rules) | Alarm | Driver Suspension for 3 Days | Driver Suspension for 7 Days | Driver Suspension for  15 Days | |  | Violation in Spot Checks at Retail Outlets or on the Road | Event | Warning by the transporter (confirmed by email from the transporter) | Driver Suspension for 15 Days | Driver Suspension for 30 Days | | | | | |

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| **Designation** | **Department** | **Date** | **Signature** |
| **Manager (Operations)** | **Operations** | **Jan 01st, 2022** |  |

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| **Designation** | **Department** | **Date** | **Signature** |
| **Manager (HSEQ)** | **HSEQ** | **Jan 01st, 2025** |  |

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| **CEO** | **All** | **Jan 01st, 2025** |  |

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| 1. **RECORDS:**   **Sr. # Document Name Document # Retention Period**   * 1. Daily Vehicle Monitoring System Generated 1 Year   2. Driver Driving, Duty & Rest Hours HGGC/OM/CHK01 1 Year   3. MDVR Spot Check Checklist HGGC/VM/CHK06 1 Year   4. Consequence Management HGGC/DM/FM001 1 Year   5. Violation Dashboard Dashboard 1 Year | | | | |