PROJECT HSE PLAN

Contractor’s Name : **Alfa Pillar Indonesia**

Contract Number : **TC/GDAP/QR/MD/SC-SGI/2019/04/012**

Contract Title : **PROVISION OF AERATED DRILLING SERVICES**

Contract Period : **ONE YEAR**

Job Location : **SOKORIA GEOTHERMAL PROJECT**

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# Introduction

This document demonstrates the HSE Plan for **PROVISION OF AERATED DRILLING SERVICES** as per PT. GREATWALL DRILLING ASIA PACIFIC requirements. The purpose of this document is to clarify responsibility for ensuring that all work is conducted safely and efficiently.

Alfa Pilar Indonesia and PT. GREATWALL DRILLING ASIA PACIFIC understand their duty to meet all legislative compliance, to conform to local and International accepted work practices and to co-operate with agreed policies and procedures.

To fulfill PT. GREATWALL DRILLING ASIA PACIFIC requirements, a review of HSE systems, processes and documentation by relevant parties has been completed. This document defines the HSE Plan between Alfa Pilar Indonesia and PT. GREATWALL DRILLING ASIA PACIFIC for **PROVISION OF AERATED DRILLING SERVICES.**

The activities undertaken for **PROVISION OF AERATED DRILLING SERVICES** have been reviewed and adequate arrangements for the safe management of interfaces, including accountabilities, have been clearly defined and understood.

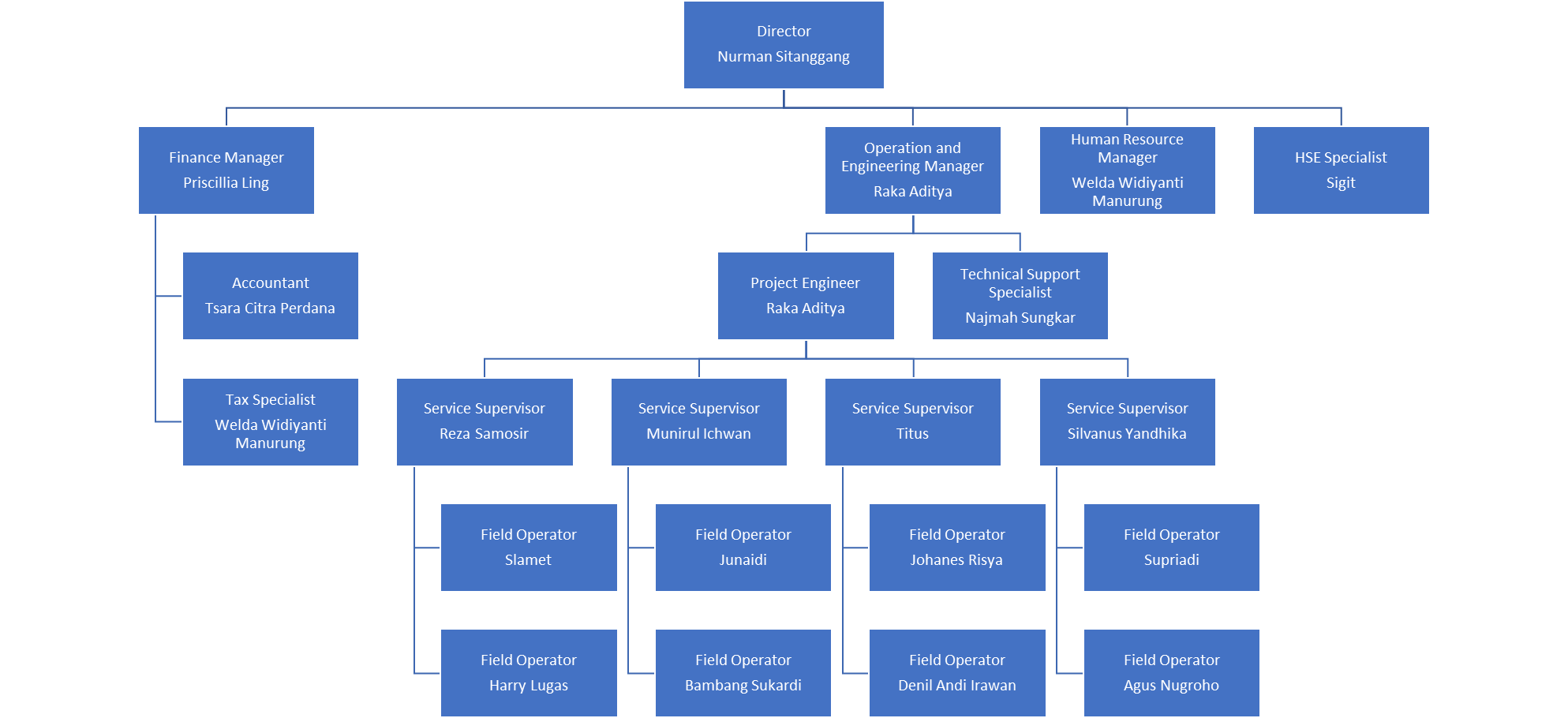
# Section 1: General

## Organization

The organizational for this contract are defined as below.

Alfa Pilar Indonesia confirms that in **PROVISION OF AERATED DRILLING SERVICES** adequate resource and support is available to safely perform these services.

**Organization Chart for** PT. GREATWALL DRILLING ASIA PACIFIC **Operation:**

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PT. ALFA PILAR INDONESIA Organization Chart

## Personnel Management

Alfa Pilar Indonesia is responsible for all aspects of personnel management of the employees and for the overall control and administration of the personnel while on-site at Sokoria Geothermal project.

## Responsibilities

**Alfa Pilar HSE Specialist** assigned to the project is jointly responsible for providing HSE leadership. They will set HSE targets and produce HSE plans which are aligned with Alfa Pilar Indonesia plans.

**Alfa Pilar Operation Manager** is accountable for mobilizing equipment and personnel to the site and ensure all equipment mobilized is certified and fit for purpose. Alfa Pilar Indonesia coordinators ensure that the conditions of the contract are fulfilled.

**Alfa Pilar Service Supervisor** is responsible for providing the service at the site. The exact title of this individual varies between product lines. Rig site specific roles are advised at pre-job induction.

**Alfa Pilar Employee** is responsible for ensuring work activities do not harm themselves, others, or the environment.

**Personnel Contacts**

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Name | Position | Mobile and Email Address |
| 1 | Nurman Sitanggang | Director | [nurma@alfapilar.com](mailto:nurma@alfapilar.com) /  +62 898-5477-392 |
| 2 | Raka Aditya | Operation and Engineering Manager | [raka@alfapilar.com](mailto:raka@alfapilar.com) /  +62 813-911-67-385 |
| 3 | Najmah Sungkar | Technical Support Specialist | [najmah@alfapilar.com](mailto:najmah@alfapilar.com) /  +62 857-8089-7808 |
| 4 | Sigit Wiyono | HSE Specialist | * / * +62 812-7790-1334 |
| 5 | Reza Samosir | Service Supervisor | [Supervisor1@alfapilar.com](mailto:Supervisor1@alfapilar.com) / +62 812-7355-4080 |
| 6 | Munirul Ichwan | Service Supervisor | [Supervisor1@alfapilar.com](mailto:Supervisor1@alfapilar.com) /  +62 812-3158-4928 |

## Plant Management

The project will be supported by Alfa Pilar workshop in Cikarang, Bekasi.

## Safety Culture Plans and Initiatives

Alfa Pilar Indonesia will operate any Safety Culture Plans and initiatives shall include but not limit:

* HSE Observation Program, and/or Stop Work Authority – 1 card / day / employee
* Pre-job safety meetings and shift change meetings as part of daily operations
* Hazard Risk Assessment shall be developed and communicated to involved personel prior to execute the job
* Management (Coordinator above) conduct Site Inspection quarterly

Conducting and administering these systems will be the responsibility of Service Supervisor.

Alfa Pilar Indonesia employees have management support to implement initiatives and to participate in audits / analyses.

## Communication of Arrangements

All persons identified on the Organization Chart signify their understanding and acceptance of accountabilities and arrangements defined in this document.

## Communication to the Workforce

Communicating the agreed HSE Plan is vital to their successful implementation. Alfa Pilar Indonesia employees who providing PROVISION OF AERATED DRILLING SERVICES are made aware of the interface arrangements with respect to the following.

* Alfa Pilar Indonesia and PT. GREATWALL DRILLING ASIA PACIFIC HSE policies
* Project organizational structure and accountability
* Planning and setting of standards
* Hazard analysis and controlling risks
* Measuring and monitoring performance
* Audit & review
* Lessons learned and improvement actions

Communication of the Interface arrangements to the workforce will be cascaded via line management, safety committees / meetings, safety representatives, pre-job safety meetings, etc.

## Communication of Information Between Parties

The detailed work schedule necessary for carrying out PROVISION OF AERATED DRILLING SERVICES will be agreed between Alfa Pilar Indonesia and PT. GREATWALL DRILLING ASIA PACIFIC. The detailed work schedule will be in accordance with procedures and routines provided by Alfa Pilar Indonesia and Client Name and will include, or refer to, hazard identification and risk assessments, as appropriate.

For unscheduled work Alfa Pilar Indonesia and PT. GREATWALL DRILLING ASIA PACIFIC will verify that the work has the appropriate approvals and that all hazards and risks are identified, highlighted and controlled.

Information exchange required for the day to day supervision of PROVISION OF AERATED DRILLING SERVICES will take place between Alfa Pilar Indonesia and PT. GREATWALL DRILLING ASIA PACIFIC. Alfa Pilar Indonesia and PT. GREATWALL DRILLING ASIA PACIFIC will report daily and regular interface meetings will be held. The communications will cover the following.

* Activity status / changes to program
* Deficiencies, outstanding reports or defects
* Accidents / incidents
* Problem areas identified from safety observation programs
* Safety information communications
* Unidentified and uncontrolled risks

## Communication with External Parties

The communication with external parties will be formed after win the contract with met with Alfa Pilar Indonesia and PT. GREATWALL DRILLING ASIA PACIFIC requirement.

## Involvement of the Workforce

Alfa Pilar Indonesia and PT. GREATWALL DRILLING ASIA PACIFIC personnel involved in providing PROVISION OF AERATED DRILLING SERVICES will take an active role in routine communications meetings, as applicable to individual work responsibilities. As a minimum, personnel with supervisory responsibilities will attend pre-shift briefings. Where management, service supervisors or PT. GREATWALL DRILLING ASIA PACIFIC deem it necessary, all relevant personnel will attend pre-shift briefings. All personnel will take part in shift handover meetings for their work activities.

## HSE Meeting Structure and Format

Any Site meeting will be held and planning shall include but not limit:

a. Pre-mobilization meeting

A pre-mobilization meeting will be held to check that all pre-mobilization activities have been carried out. Alfa Pilar Indonesia & its associated subcontractors shall provide their respective personnel with a pre-mobilization briefing to ensure they fully understand all project safety requirements, and that issues such as travel to site, equipment requirements and general mobilization rules are addressed. Attendees of the pre-mobilization meeting shall be documented and briefing notes shall be distributed containing key information on project safety protocol, site rules, etc.

The meeting will be led by coordinator.

c. Pre-job safety meetings and shift change meetings

Service Supervisors shall conduct pre-job safety meeting with their work group to discuss a range of topics including environment issues.

The meeting will be led by Service Supervisor/Leader

d. Rig HSE Meeting

Alfa Pilar Personnel at rig shall attend rig HSE Meetings or other Rig HSE Programs. Any HSE issue that should be addressed or close-out by Alfa Pilar will be reported to management in Jakarta in daily basis.

b. Client Meetings / Performance Review Meeting

Regular meetings with the PT. GREATWALL DRILLING ASIA PACIFIC shall be attended as required. Records of the meetings shall be kept in the form of minutes as agreed with PT. GREATWALL DRILLING ASIA PACIFIC.

## Legislation

Alfa Pilar Indonesia will comply with all duties and responsibilities as required by Alfa Pilar Indonesia and PT. GREATWALL DRILLING ASIA PACIFIC to ensure legal compliance.

A search must be done to determine the legal, business, client requirement that apply to a facility or project. This information must then be organized for ease of reference. The requirements simply need to be researched using the most reliable and current sources.

## Section 2: Strategy, Program and Procedures

## Strategy and Objective/Target

Project HSE Objective and Target will be set-up by aligning with PT. GREATWALL DRILLING ASIA PACIFIC Objectives and Targets. Therefore, the target is proposed for this project by considering the number of personnel and man-hours included long service of contract as follows:

|  |  |
| --- | --- |
| **Lagging Indicator** | **Target** |
| Fatality | 0 |
| Recordable Incident | 0 |
| LTI / DAFWC | 0 |
| Motor Vehicle Accident (MVA) | 0 |
| Spill | 0 |

|  |  |
| --- | --- |
| **Leading Indicator** | **Target** |
| HSE Observation and/or Stop Work Authority reporting program | 1 report per day per person |
| HSE Induction | 100% |
| Operational Risk Assessment | Operational Risk Assessment/JHA will be developed and communicated to affected personnel prior to execute the jobs/tasks |
| Management Site Visit | Once for this contract |
| Emergency Drill | Full participation in the regular Emergency Drill conducted by Client PT. GREATWALL DRILLING ASIA PACIFIC management |
| HSE Meeting or other HSE Programs at rig or office | Alfa Pilar Indonesia will attend any Client Name HSE Meeting or other HSE Programs at rig or office. |
| At the completion of the project, close out of any recommended corrective actions from Hazard Observation, inspection, incident investigation, and HSE Audit | 100% |

## Personal Protective Equipment and Standard

Personal Protective Equipment (PPE) for affected employees are determined and documented using the HSE MS operational control procedure – PPE Procedure, Risks and Impacts Procedure, located in this guide.

Select PPE needed for a designated job based on the criteria below:

* Degree of protection required by the job.
* Degree of protection afforded by the particular piece of equipment.
* Equipment meets accepted performance specifications and standards.
* Comfort of wearing the equipment.
* Ease of use of the equipment.

The list of Personal Protective Equipment and Standard

|  |  |  |
| --- | --- | --- |
| No. | Item | Standards / Remarks |
| 1 | Coveralls | Cotton based coverall fire retardant |
| 2 | Chemical Resistant Clothing | BS 7184, 2001 |
| 3 | Shoes (boot without ties) | ANSI Z41.1 / EN 345 |
| 4 | Hard hat & chinstrap | ANSI Z89.1 / EN 397 |
| 5 | Eye protection | ANSI Z87.1 / EN 166 |
| 6 | Hearing protection | ANSI Z24.2 / EN 352 |
| 7 | Respiratory Protection | ANSI Z88.6 |
| 8 | Gloves | Select & use gloves depend on the existing hazard  Note: High Impact Glove for heavy duty |
| 9 | Fall Protection | ANSI Z359 / EN 365 |

## Environmental Plan

Waste shall be collected and disposed of in accordance with the Waste Management Procedure, and for Hazardous waste material Alfa Pilar Indonesia liaises with the approved company to handle chemical waste disposal

For this project activities Alfa Pilar Indonesia will follow PT. GREATWALL DRILLING ASIA PACIFIC Environment Management Plan.

All waste will be labelled, kept in good temporary storage, and dispose as per PT. GREATWALL DRILLING ASIA PACIFIC Environment Management Plan.

Final handling for the waste will be under PT. GREATWALL DRILLING ASIA PACIFIC scope as per contract.

## Chemical Transportation

The arrangement of chemical transportation:

* Send the list of chemical to PT. GREATWALL DRILLING ASIA PACIFIC prior to mobilize chemical along with MSDS
* Packaging as per standard and requirement
* MSDS attached in each packaging

## Chemical Storage and Segregation

The segretion of chemical will conducted as per government regulation and Alfa Pilar Indonesia, and PT. GREATWALL DRILLING ASIA PACIFIC requirement.

## Secondary Containment

All liquid chemicals will be stored into the secondary containment with the capacity as per government regulation, Alfa Pilar Indonesia Standard, and PT. GREATWALL DRILLING ASIA PACIFIC Requirement.

**Chemical List**

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Description** | **Trade Name** | **Unit** |
| 1 | Corrosion Inhibitor | ALFA DURRACORR - NS | 1000 Liter |
| 2 | Defoamer | ALFA DEFOAMER - ANO | 1000 Liter |
| 3 | Foamer | ALFA DURRAFOAM - GT | 1000 Liter |

## Waste Handling

Wastes will be categorized, segreated and labelled on the workplace as per government regulation, and Alfa Pilar Indonesia Standard, and PT. GREATWALL DRILLING ASIA PACIFIC Requirement. All wastes will be disposed by PT. GREATWALL DRILLING ASIA PACIFIC.

## Section 3: Hazard & Risk Assessment

## Hazard and risk control

Alfa Pilar Indonesia recognizes that control of health, safety and security risks and environmental impacts is necessary to ensure a safe place of work and protection of property and the environment. To achieve this, the management systems operated by both or all organizations ensure compliance with the relevant statutory provisions, regulations, codes of practice and conformance with industry best practice.

Hazard and risk assessment for work that involves Alfa Pilar Indonesia will be carried out and documented in accordance with the relevant organization’s procedures. Risk assessment for work which involves PT. GREATWALL DRILLING ASIA PACIFIC and its agents will be carried out in accordance with PT. GREATWALL DRILLING ASIA PACIFIC procedures. Risk assessments will be in place for all activities to be undertaken for PT. GREATWALL DRILLING ASIA PACIFIC**.**

The risk assessment process used by Alfa Pilar Indonesia ensures that measures are identified and implemented to ensure risks are eliminated or adequately controlled. Alfa Pilar Indonesia will be responsible for the implementation of control measures identified from risk assessment.

Systems such as audits, workplace inspections and tool box talks will be in place to identify any further risk assessments which may be required.

Records of risk assessment will be held at the work site and details of risk assessments will be exchanged between Alfa Pilar Indonesia and PT. GREATWALL DRILLING ASIA PACIFIC and other involved organizations when requested and when required.

At any time during any operation, subject to a safe and controlled shut-down, Alfa Pilar Indonesia employees may request to stop work to resolve situations where risks do not appear to be adequately controlled.

## HAZARD AND ASPECT TYPES

|  |
| --- |
| 1. Slips, Trips or Falls (at same level) 2. Slip, Trips or Falls (at height) 3. Struck By (falling, flying ,moving objects) 4. Struck Against (bumping into, stepping, falling against) 5. Caught In, Under, Between, Against (moving machinery/objects, collapsing structure) 6. Over Exertion (lifting/pulling/pushing objects) 7. Exposure to Temperature Extremes (heat/cold, objects or substances) 8. Exposure to Harmful Substances (dust, chemicals, fumes, radiation, noise - any route into body) 9. Contact with Electricity 10. Vehicle Accident 11. Process or Production Upset (blowout, plant or equipment failure) 12. Ergonomics (VDUs, workstation design) 13. Explosion Hazard 14. Other (health and safety) 15. Release of Materials to Air 16. Release of Materials to Water 17. Release of Materials to Soil 18. Consumption of Natural Resources ( water, paper, wood) 19. Energy Use (fuel, electricity) 20. Wastewater (process, industrial, sanitary) 21. Contaminated Storm Water Runoff 22. Generation of Hazardous Waste 23. Generation of Non-Hazardous Waste 24. Generation of Waste at a Customer Location 25. Beneficial Environmental Impact (habitat forms) 26. Other (environmental) |

## AREA OF HAZARD / ASPECT

* Air
* Land
* Water
* People
* Property (Tools, equipment, etc)
* Combination (Specify)

NOTE: Risk Assessment Form and Scoring Criteria is attached

## Section 4: Management of Change

At all times, the ultimate responsibility for hazard identification and risk assessment associated with any operations rests with the organization undertaking the operation. The individuals involved have the full support of Alfa Pilar Indonesia in ensuring that changes do not expose them to further risks and that identified risks continue to be fully controlled during operations.

Alfa Pilar Indonesia provides the process for identification and control of change.

SEE HSE Procedure: Management of Change.

Types of changes may include but are not limited to:

Equipment

* The addition of new equipment
* Modification of existing equipment. Including changes to original equipment manufacturer’s specifications, applications, and/or software
* Removal of existing equipment
* Changes to alarms, instrumentation or control schemes
* Use of New or Different technology

Product Design

* Changes to the technical basis of the design
* Changes to design documentation

Procedures and Supporting Content

* Unplanned well-site operational changes not covered in operational procedures
* Deviating from the currently published Standard Operating Procedures (SOPs)
* Operations outside the scope of current written SOPs and supporting content
* Changes or deviations from Management System and Business processes, policies and procedures including changes and improvements resulting from Corrective and Preventive Actions (CA / PAs)
* Changes to Regulatory or Industry Standards

Personnel and Organizational Changes

* Personnel (including contractors and suppliers) that may impact the execution or quality of a product or service:
* Changes in key or essential personnel
* Changes in staffing levels
* Absences or departures
* Organizational Changes
* Changes in Organizational Structure, including personnel that supervise or operate a facility

Supply Chain

* Changes to critical suppliers
* Absence or departure of critical suppliers
* Changes to Manufacturing Methods
* Changes to Customer Requirements

Materials including the introduction of new or different:

* Material Specification
* Ingredients/Raw Materials
* Drilling Fluids, Upstream Chemicals, and more
* Workover/completion fluids
* Introduction of new or different process chemicals

Operating Conditions, including significant changes to:

* Pressures
* Temperatures
* Flow rates
* Environmental conditions
* Process conditions different from those in the original process or mechanical design

Facilities

* Construction of new production or process facilities
* New facility projects involving production or process tie-ins to existing facilities, equipment reconfiguration, or modification of existing facilities/equipment.
* Modification of existing facilities that result in changes to facility or equipment design, structural support, layout, or configuration.
* Projects to increase facility throughput or accommodate different produced fluids.
* Modifications of the process or equipment that cause changes in the facility’s pressure relief requirements. These can include increased process throughput, operation at higher temperatures or pressures, increased size of equipment, or the addition of equipment that might contribute to greater pressure relief requirements.
* Change in facilities may include mechanical changes that would not necessarily appear on a process and instrument diagram, including drilling and construction equipment and temporary connections or replaced components that are “not in kind,” such as:
* Replacement equipment or machinery that differs in specifications from the original equipment or previously approved modification.
* Temporary piping, connections, pipe repairs, or hoses.
* An alternate supply of process materials, catalysts, or reactants, such as temporary tanks or drums located within the facility.
* Temporary electrical equipment or utility connections, other than for emergency situations.
* Modifications to drilling diverter system that have not been previously approved.
* Modifications to blowout preventers (BOPs) that have not been previously approved.
* Modifications to drilling top drives that have not been previously approved.

Enterprise IT systems and data management

* System Design
* Migration activities of content
* System Performance and Maintenance

## Section 5: Operating Procedures

## Work Program

Alfa Pilar Indonesia work and activity programs will be reviewed by the PT. GREATWALL DRILLING ASIA PACIFIC. Any changes to these programs must have written approval of PT. GREATWALL DRILLING ASIA PACIFIC. Changes will be communicated via the day to day working methods.

## Working Time Arrangements

Employees working under the provisions of this interface will continue to work the pattern of hours agreed with their employer under their contract of employment.

NOTE THAT ALFA PILAR INDONESIA OR CLIENT FATIGUE MANAGEMENT REQUIREMENTS MAY NEED TO BE MET.

The following provisions apply to all Alfa Pilar Indonesia and Contractor personnel in respect of working hours:

* The normal working shift will be 12 hours.
* A minimum period of 11 hours of rest will be provided daily.
* No work period will extend beyond twelve hours without specific permission.
* Work periods up to 16 continuous hours require signed approval from Alfa Pilar Indonesia and PT. GREATWALL DRILLING ASIA PACIFIC.
* A period of 11 hours rest will be provided immediately following any work period of 16 hours.
* No work period will extend beyond 16-hour limit unless in emergency situations declared by Alfa Pilar Indonesia and PT. GREATWALL DRILLING ASIA PACIFIC.

## Section 6: Safe Work Practices

Generally, Safe Work Practices are required by Alfa Pilar Indonesia and PT. GREATWALL DRILLING ASIA PACIFIC will be as defined within the relevant management systems of Alfa Pilar Indonesia and PT. GREATWALL DRILLING ASIA PACIFIC.

Listed the Safe Work Practices that applicable for this project:

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Document Title | Document No. | Summary |
| 1 | Hazard & Risk Assessment Procedure | API-HSE-P-002 | This Procedure describes and establishes the processes to identify health and safety hazards and environmental aspects; and, control health and safety risks and environmental impacts associated with company activities, products, procedures and services. |
| 5 | Stop Work Authority (STOP) Procedure | API-HSE-P-015 | This Procedure formalize the Alfa Pilar Indonesia minimum process where every individual has the responsibility and authority to stop work at any time when an unsafe condition or act might result in an HSE incident. |
| 6 | Permit to Work (PTW) Procedure | API-HSE-P-021 | This Procedure establishes the Alfa Pilar Indonesia minimum requirements to be implemented for an effective Permit to Work (PTW) program, which ensures that maintenance, servicing or other non-routine work is conducted safely. The PTW program requirements are to be implemented at every Alfa Pilar Indonesia facility, client location or any other site where maintenance, servicing or other non-routine work is being conducted by or on behalf of Alfa Pilar Indonesia.  PT. GREATWALL DRILLING ASIA PACIFIC Permit to Work will be used during campaign at Sokoria Geothermal project. |
| 7 | Manual Handling (MH) Procedure | API-HSE-P-003 | This Procedure establishes the requirements for eliminating and / or minimizing manual handling related hazards and injuries. |
| 8 | Hand Protection (HAND) Procedure | API-HSE-P-005 | This Procedure establishes the requirements for eliminating and / or controlling hand related hazards and injuries. |
| 10 | Lifting and Rigging (LIFT) Procedure | API-HSE-P-004 | This Procedure establishes uniform requirements designed to ensure that lifting and rigging safety training, operation, and maintenance practices are communicated to and understood by affected personnel. |
| 11 | Lockout / Tagout (LOTO) Procedure | API-HSE-P-011 | This Procedure establishes the requirements for ensuring the safety of all personnel while service, maintenance and / or non-routine adjustments are performed on machines or equipment powered by and / or containing an energy source(s). The types of energy sources include: electrical, mechanical, hydraulic, pneumatic, chemical, radiation, potential and thermal. |
| 15 | Fall Prevention and Protection (Working at Heights) (FALL) Procedure | API-HSE-P-007 | This Procedure establishes requirements for reducing or eliminating injuries to personnel when working at heights.  Alfa Pilar Indonesia requires fall protection measures be used for activities above 6 feet (1.83 meters) or any height above an uncontrolled hazard (e.g., rotating blender blades, open surface tanks, etc.) unless more stringent local regulations exist. |
| 16 | Personal Protective Equipment (PPE) Procedure | API-HSE-P-006 | This Procedure establishes Alfa Pilar Indonesia minimum requirements for an effective Personal Protective Equipment (PPE) program.  Alfa Pilar Indonesia PPE minimum requirement shall be implemented at site. |
| 17 | Hearing Conservation (HEAR) Procedure | API-HSE-P-008 | This Procedure establishes the methodology and practices for protecting employees and contract employees from the adverse effects of noise exposure. |
| 18 | Incident Investigation (INVST) Procedure | API-HSE-P-009 | This Procedure establishes the methods and practices for investigating HSE incidents.  Incident investigation team shall be from both parties. |
| 19 | Emergency Operations Planning (EMER) Procedure | API-HSE-P-010 | This Procedure establishes the minimum requirements for planning for and responding to emergencies.  *Please added bridging ERP with Client Name on the attachment.* |
| 23 | Spill Prevention and Response (SPILL) Procedure | API-HSE-P-022 | This Procedure establishes the procedures to prevent and respond to a spill / release in order to protect the environment (i.e., surface water, groundwater and soils) and reduce worker exposure.  For major spills please liaise with PT. GREATWALL DRILLING ASIA PACIFIC Operation to handle. |
| 25 | Pressure Testing | API-HSE-P-023 | This Procedure establishes the requirements for selecting and implementing the appropriate equipment pressure testing methods for a Alfa Pilar Indonesia facility and pressure pumping client locations (excluding chemical laboratories). |

## Selection and Control of Third Parties

Alfa Pilar Indonesia is responsible for ensuring that suppliers and third parties additional to contract used on the project are subject to the appropriate mechanisms for assessment and management of interfaces.

Alfa Pilar Indonesia ensures that suppliers and third parties are subject to a selection process as defined in Alfa Pilar Indonesia management systems. Selection is based on assessment of the following performance criteria: -

* HSE performance
* Technical competency
* Quality standards
* Commercial factors

## Section 7: Training and Competencies

## Training

Training activities for Alfa Pilar Indonesia employees are the responsibility of Alfa Pilar Indonesia who will ensure that a system capable of demonstrating the ability of individual employees and of subcontractor personnel is in use. And the service supervisor of this project will ensure all training and competencies completed as PT. GREATWALL DRILLING ASIA PACIFIC requirement.

## Induction

Alfa Pilar Indonesia employees will be advised of their roles and responsibilities to ensure work site safety at an induction. This will be completed prior to mobilization of personnel to the work site and will also include the content of this document, any site-specific process and personal hazad present or potential and any mitigation in place to prevent har to personnel or environment. Additionally, a site induction is provided by Alfa Pilar Indonesia and/or PT. GREATWALL DRILLING ASIA PACIFIC.

All required trainings for individual will be verified to ensure the completion prior depart to site, and will provide PT. GREATWALL DRILLING ASIA PACIFIC when requested.

## Fit for Duty

Alfa Pilar Indonesia conduct periodic medical check-up in annual basis that met with all clients included PT. GREATWALL DRILLING ASIA PACIFIC, and will provide MCU report to PT. GREATWALL DRILLING ASIA PACIFIC as required for review and get PT. GREATWALL DRILLING ASIA PACIFIC Medical Certificate prior to depart to rig site.

Alfa Pilar Indonesia is committed to maintaining safe, productive working conditions for all employees. Employees, temporaries and consultants who are under the influence of alcohol or drugs while on the job may pose serious safety and health risks to themselves and to those who work or come into contact with them. The distribution, possession or sale of drugs or alcohol in the work place may also create unacceptable risks to the safety and efficiency of operations.

Consistent with its commitment for the welfare of all employees, Alfa Pilar Indonesia has established its Policy with regard to the distribution, use, possession, sale or being under the influence of alcohol and drugs.

This Policy applies to all Alfa Pilar Indonesia employees, temporaries, and consultants while they are on Alfa Pilar Indonesia or Customer premises and worksites, or when they are at work but off Alfa Pilar Indonesia or Customer premises or worksites.

## Section 8: Tool and Equipment Quality Assurance and Integrity

## Maintenance Plan

Referring to procedure number **API-OPS-M-001** Preventive Maintenance, Inspection and Test Program

Service Supervisor will be responsible for the implementation of Maintenance and inspection will provide for the preventive maintenance of equipment used in the local product realization and/or service provision processes. This program (PMITP) may be based on:

* Determined risk related concerns of equipment failure or equipment nonconformance (refer to Risk Assessment and Management procedure)
* Equipment and/or system reliability
* Equipment usage history
* Experience with the identified equipment
* Industry recommended practice for identified equipment or equipment category
* Relevant codes and standards
* Original equipment manufacturer’s guidelines
* Other applicable requirements

Maintenance Plan refer to Original Equipment Manufacturer (OEM) and/or customer requirement.

## Inspection Plan

Referring to procedure number: **API-OPS-M-001** , Inspection and Testing.

Service Supervisor will be responsible for the implementation and compliance to this procedure.

Products and services will be monitored, measured, inspected, and/or tested at planned stages using applicable methods to ensure conformance to specified requirements. Receiving inspection and In-process inspection & testing and final Inspection & Testing will be conducted at planned stages as required by quality plans, process control documents, and/or applicable procedures to validate and document finished product conformity.

Records as the result of the implementation will be maintain in electronic system. Inspection and Testing Plan (ITP) stored at Share-point.

## 

## Section 10: Emergency Response & Control

## Control in Emergencies

Alfa Pilar Indonesia and PT. GREATWALL DRILLING ASIA PACIFIC will have ultimate control and accountability for emergency situations occurring on the site. Emergencies will be coordinated by Alfa Pilar Indonesia and PT. GREATWALL DRILLING ASIA PACIFIC from the site emergency control station.

Alfa Pilar Indonesia & PT. GREATWALL DRILLING ASIA PACIFIC emergency procedures will apply at all times. Specific actions in emergencies are detailed in respective management systems and associated procedures which identify responsibilities.

Contingency procedures are set out in the Alfa Pilar Indonesia and PT. GREATWALL DRILLING ASIA PACIFIC Procedures Manual. Duty Managers have access to all relevant information, and are authorized, to initiate the contingency procedures.

Alfa Pilar Indonesia equipment must be an integral part of emergency plans and responses.

In emergencies, Alfa Pilar Indonesia employees will make their work area safe and proceed to muster points or as otherwise directed.

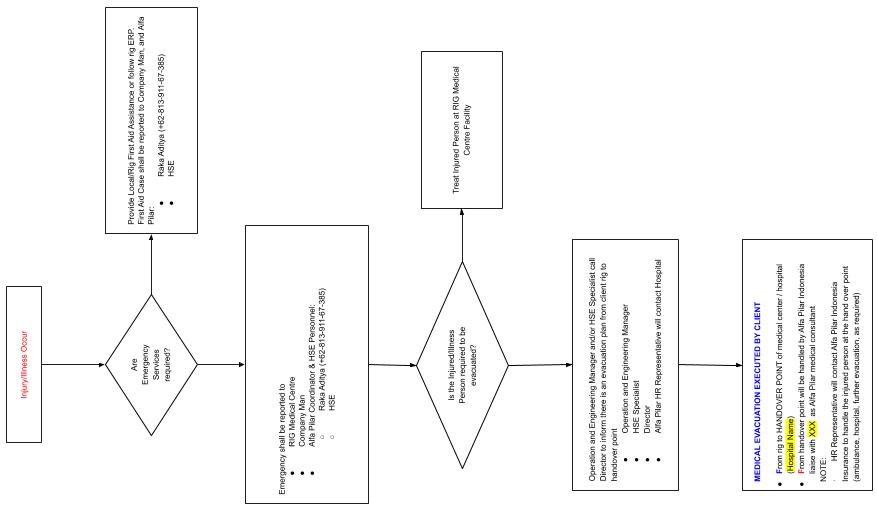
Alfa Pilar Indonesia employees will take part in site emergency response exercises and training programs.

## Medical Emergencies and MEDEVAC Arrangements

First Aid provision will be through by formally trained and nominated First Aid personnel from Alfa Pilar Indonesia and PT. GREATWALL DRILLING ASIA PACIFIC. All First Aid incidents will be recorded and reported to Alfa Pilar Indonesia and PT. GREATWALL DRILLING ASIA PACIFIC.

MEDEVAC will be arranged by PT. GREATWALL DRILLING ASIA PACIFIC from site to recommended hospital as per severity. Alfa Pilar Indonesia will develop MEDIVAC Plan from handover hospital to further recommended hospital. Alfa Pilar Indonesia and PT. GREATWALL DRILLING ASIA PACIFIC are jointly responsible for arranging transportation of MEDEVAC cases to the intermediate medical facility.

Medical Evacuation from Rig to Client Appointed Handover Hospital Flowchart



**Flow Chart Incident Notification on site:**

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## Section 11: Incident Reporting & Investigation

## Reporting

Incidents occurring during PROVISION OF AERATED DRILLING SERVICES work scope and associated activities will be reported to the immediate operation and engineering manager or service supervisor of the organization and will be cascaded to related parties/management of Alfa Pilar Indonesia and PT. GREATWALL DRILLING ASIA PACIFIC.

## Investigation and Root Cause Analysis

Alfa Pilar Indonesia and PT. GREATWALL DRILLING ASIA PACIFIC will co-operate with the investigation of all incidents. Copies of these reports will be shared between Alfa Pilar Indonesia and PT. GREATWALL DRILLING ASIA PACIFIC.

Should any third party be required to participate in an investigation, the findings and conclusions of this third party will be shared with all parties involved in the investigation.

## Section 12: Monitoring, Review & Auditing

## Audits

Audits are performed to verify HSE implementation.

Alfa Pilar Indonesia and PT. GREATWALL DRILLING ASIA PACIFIC will plan and conduct audits on a systematic basis for PROVISION OF AERATED DRILLING SERVICES Alfa Pilar Indonesia and PT. GREATWALL DRILLING ASIA PACIFIC will agree and commit to such audits and facilitate their taking place. Actions arising will be followed up by Alfa Pilar Indonesia, as appropriate. It is planned to have audit once in three months.

## Measuring Performance

Alfa Pilar Indonesia and PT. GREATWALL DRILLING ASIA PACIFIC will agree key performance indicators and targets. Alfa Pilar Indonesia will present to PT. GREATWALL DRILLING ASIA PACIFIC results against key performance indicators along with any proposed actions.

Alfa Pilar Indonesia operation and engineering manager and service supervisors are encouraged to have active involvement in promoting, monitoring and managing all aspects of HSE. The results of these activities will be reported to the PT. GREATWALL DRILLING ASIA PACIFIC Manager. Results will be communicated to PT. GREATWALL DRILLING ASIA PACIFIC in monthly reports as defined in PT. GREATWALL DRILLING ASIA PACIFIC contract.

## Performance Reporting

Alfa Pilar Indonesia will compile a monthly report which will include the HSE performance. The report will be issued to PT. GREATWALL DRILLING ASIA PACIFIC.

The report will include the following information a minimum.

* Accidents and HSE incidents
* Security incidents
* Accident frequency rate
* Accident severity rate
* Lost time injury frequency rate
* Days away from work cases
* Recordable incident frequency rates
* Incident status summary
* Incident analysis
* Status of remedial actions
* Incident / accident investigation results

## Inspections

HSE inspections will be conducted by Alfa Pilar Indonesia management (operation and engineering manager and service supervisors). Results of inspections will be communicated to personnel responsible for, and involved in, the work concerned. Actions arising will be followed up by Alfa Pilar Indonesia, as appropriate.

## Reviews & Continuous Improvement

Alfa Pilar Indonesia will review HSE Performance through-out:

* HSE observations
* HSE Inspections
* HSE regulatory inspections and monitoring
* Non-conformance report
* Periodic status checks as stated in HSE plans
* Internal and external HSE Audits
* Monitoring of corrective/preventive actions (effectiveness and timely close out)
* HSE MS Management review meetings

Based on the results of HSE Performance will be developed a Continous Improvement Plan, and tracked for completion to ensure continuous improvement effectively implemented.

Alfa Pilar Indonesia will conduct a management review on an annual basis. Records of reviews will be maintained and will be available to PT. GREATWALL DRILLING ASIA PACIFIC on request.

## Section 13: Documents & Records

Documents used by Alfa Pilar Indonesia and PT. GREATWALL DRILLING ASIA PACIFIC will be controlled within the relevant management systems of Alfa Pilar Indonesia.

Records generated by Alfa Pilar Indonesia and PT. GREATWALL DRILLING ASIA PACIFIC through this Interface / Bridging Document will be retained as defined within the relevant management systems of Alfa Pilar Indonesia and PT. GREATWALL DRILLING ASIA PACIFIC.

## Appendices:

1. Alfa Pilar Indonesia HSE Policy
2. Drug and Alcohol Policy
3. Alfa Pilar Indonesia Applicable Legal Register
4. Alfa Pilar Indonesia Master Glove Board
5. Risk Assessment Form
6. Alfa Pilar Indonesia Management Field Inspection Form