**Safe Work Requirement**

POB Procedure

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| Purpose        The purpose of this procedure is to:   1. Provide guidelines in order to control the POB in ECDC Rigs. 2. Knowing the exact number of personnel present on the location is required in case of emergency, and should be available immediately at all times. 3. The output of this procedure is to have detailed information about the names and numbers of personnel in ECDC location, including clients, third party and subcontractors at all times.  SCOPE This procedure is applicable at any time in ECDClocations. Responsibilities      The rig manager:  1. The rig manager is responsible to ensure that these procedures are followed in the rig site. 2. Ensuring the procedures are followed and updated whenever necessary.  The HSE Supervisor:  1. Provide new arrivals with information regarding POB management and evacuation plan. 2. Update POB list Daily and distribute e-mailed copy to D.S.V, Rig manager and ECDC HSE office. 3. To keep a printed copy for head count if any emergency happen in rig.  Radio Operator:  1. To check for ID-Cards for each person entering or leaving location, and inform HSE supervisor to update the POB list. 2. Assist HSE Supervisor to update the POB list.  Guidelines The strategy for POB control on ECDCis based on the arrival and departure means available. The team controlling the POB on a daily basis is composed mainly of 3 key positions, namely the Rig Manager, the HSE Supervisor, radio operator.     The main principles for POB control will be:  1. Clear definition of the points of entry and control for personnel movements on the location. 2. Strict follow up of the POB previsions by the HSE Supervisor in coordination with the Rig Manager, 3. Strict monitoring of the actual personnel movements and updating of the POB lists by the HSE Supervisor, 4. Regular safety drills including mustering and POB counting exercises.  POB lists: HSE supervisor and radio operator shall maintain an updated record of POB at all times.  A print out of this list, updated at least once a day in the evening, shall be posted at strategic points on the Rig Appendix 1: POB Form |  |