**Safe Work Requirement**

LAND TRANSPORTATION PROCEDURE

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| INTRODUCTION Transportation activity exposes ECDC and Sub-contractors’ employees to the greatest risk of a catastrophic event. In order to maintain strong controls over such activity and associated risks, this procedure shall be implemented, as a minimum, at all ECDC rigs and office locations. PURPOSE ECDC Transportation Procedure shall describe minimum safety standards and specifications for managing land transport activities.  The objectives of the procedure are to:   1. Set specifications for driver behavior and competence. 2. Set standards for vehicle usage by ECDC employees and contractors on ECDC business. 3. Set standards that will contribute to improving the Transport safety performance of the ECDC operation. 4. Provide guidance on recommended practice to reduce the risk associated with land transportation activities  SCOPE AND APPLICATION This Standard & Specification applies to:   1. All ECDC, and its sub-contractors, subcontractors, vendors and suppliers’ staff undertaking work related transport activities. 2. All ECDC and sub-contractors vehicles, machines / equipment. 3. Any area within Egypt and not just within the concession area provided the person is on ECDC business.  LEGAL REQUIREMENTS  1. All personnel involved in Transport Activities on ECDC business (Employee or sub-contractor) must do so within the terms of Egypt's Law described in the legal register, and all Amendments issued up to date. 2. It must be understood that no procedure within the ECDC land transportation procedure will be interpreted to contradict Egypt's Law in any way.  DOCUMENT CHANGE / CONTROL  1. This document shall be reviewed by HSE & Operation department as and when required but not less than once in one year. 2. Suggestions/recommendations shall be provided to ECDC HSE manager. 3. Amendment of document shall be agreed by ECDC Vice General Manager for HSE  ALCOHOL, DRUG, AND SUBSTANCE ABUSE ECDC supports zero tolerance with regards to drug and alcohol use when combined with motor vehicle operation. Check ECDC Alcohol and Drug Policy in details. SMOKING POLICY The ECDC operates no smoking policy within the vehicle. Check ECDC No Smoking In Non-Permitted Area Policy. RESPONSIBILITIES AND ACCOUNTABILITIES           ECDC General Manager  1. Ensure compliance with this Standard by their staff and contractors. 2. Monitor the drivers’ performance and implement reward and consequence Management system. 3. Ensure that adequate and suitable resources are made available to implement this procedure. 4. Ensure motor vehicle crash is investigated and improvements are made. 5. Ensure that Random Vehicle spot checks are conducted periodically. 6. Lead and participate in Road safety campaigns.  ECDC Vice General Manager for HSE  1. Ensure that procedure and standards pertaining to transportation are developed, communicated and kept up to date. 2. Ensure that Audits are conducted periodically to ensure compliance.  Line Supervisors (ECDC and Sub-contractors)  1. Ensure effective implementation of this document. 2. Ensure that both ECDC and sub-contractors employees are aware and in compliance with Transportation Safety requirements and expectations.  Contract Administrators  1. Ensure that all Transport safety requirements are included in the scope of work/tender invitation documents. 2. Ensure that the ECDC Standard on Transportation Safety is adhered to throughout the life of the contract and that periodic visit, reviews and audits are undertaken for ensuring that the requirements of this Specification are adhered to within the scope of their contracts.  Sub-contractors  1. Contractors are responsible to comply with the ECDC Standards on Transportation Safety and designated improvements/initiatives that are identified in this document and elsewhere. 2. They are also responsible for cascading these requirements to their personnel and subcontractors and ensure full compliance.  Drivers’ Responsibilities (ECDC & Sub-contractors)  1. Possess valid Egypt Driving License and CLIENT SD Card for the class of vehicle they are assigned to drive. 2. Use only their personal driver CLIENT SD card and never lend it to anyone. 3. Ensure that seat belt is fastened at all times by driver and passengers. 4. Ensure that luggage is securely fastened and stowed correctly before moving off. 5. Avoid driving if too tired to concentrate. 6. Follow Smoking, alcohol, and drugs or medication policy. 7. Don’t use mobile phone while driving. 8. Use corrects PPE if working with hazardous materials. 9. Adhere to requirements of Driving in Hazardous conditions e.g. Fog, rain, sand storm. 10. Follow Journey Management Plan. 11. Report all vehicle related accidents / near misses, and unsafe conditions. 12. Switch off vehicle engine and mobile phone when refueling.  Passengers’ Responsibilities (ECDC & Sub-contractors)  1. Remain in their seats with their seatbelts on at all times when the vehicle is in motion. 2. Remain alert to observe and intervene when the driver is driving unsafely (Over speeding, Dangerous Maneuvers) and request that the situation be remedied immediately.  LIFE PROTECTION RULES ECDC shall always follow CLIENT SD Life Protection Rules for road safety, or equally.   1. Drivers shall plan their journey utilizing Journey Management Plan (JMP) where required; 2. Adhere to CLIENT SD restrictions regarding night driving, fog and limited visibility. 3. Vehicles must meet the JMP requirements, and drivers must inspect the vehicles prior to departure; 4. Vehicle driver and occupants shall never be in a moving vehicle without wearing a seatbelt; 5. Never exceed CLIENT SD allowable speed limit; 6. Driver shall never Use Mobile phone (even handset free / Bluetooth) while driving.  HAZARD IDENTIFICATION AND RISK ASSESSMENT OF TRANSPORT SAFETY The Transport Standard includes the requirement for a formal, thorough and comprehensive hazard identification and risk assessment to be undertaken at regular intervals. The objective of the risk assessment is to review all transport operations to identify all significant hazards and suggest remedial actions.  **Appendix A- Certified and Risk Assessed Routes** is adopted by ECDC to provide details of the hazard identification and risk assessment methods, for all operational activities, including transportation hazard.  The hazard identification and risk assessment has been applied over the entire life cycle of the transport operation, including at the design stage and during decommissioning. It covers:   1. Sourcing of vehicles. 2. Routine and non-routine operations. 3. Incidents and potential emergency situations. 4. Disposal of vehicles.  VEHICLE STANDARDS AND SPECIFICATIONS      General Requirements Vehicles shall be selected on the basis of being fit for purpose, including consideration of the load to be carried (both personnel and cargo), type of terrain, and road/operating conditions. All vehicles shall:   1. Be insured, registered and licensed in accordance with the Egypt Traffic Regulations; 2. Comply with the Egypt design regulations; 3. Have complete documentation regarding ownership, origin and technical specifications; 4. Be of adequate capacity and of a design suitable for the work for which they are allocated; 5. Have a valid security pass when travelling to or operating in an CLIENT SD concession area; 6. No deviation in their original specifications and usage of any technologies to circumvent traffic regulations, is strictly prohibited, e.g. full windows tinting, visibility obstruction shades, and absence of license plate, radar detectors or jammers; 7. Have no modifications without endorsement from the vehicle manufacturer, or the custodian of this specification; 8. Be maintained regularly (includes appropriate safety features) in line with manufacturers’ specifications and legal requirements.   For Details see **Appendix B: - CLIENT SD Vehicle standards and Safe Operating Procedure** is adopted by ECDC to ensure ECDC vehicle meet with CLIENT SD standards. Seat Belts and Seating (ECDC & sub-contractors) Approved seating capacity in a vehicle shall be equal to the number of available operational seats belts. This shall be three-point inertia reel type seat belts incorporated with pre-tensioner, in accordance with the manufacturer’s design and guidelines.   1. ECDC does not authorize a vehicle to transport personnel unless driver and passengers are wearing seatbelts. 2. Seat belts shall be checked by the driver on a daily basis to assess their suitability and to identify which are not functioning correctly. 3. As a minimum for rear seats, including those in buses, two point lap belts are acceptable for centre seat passengers., and where possible, the three-point inertia reel type seat belt should be used.  Online IVMS - In Vehicle Monitoring System Requirements ECDC and subcontractors vehicles shall be equipped with an online IVMS from CLIENT SD approved IVMS providers. The IVMS data will present clear visibility of driver behavior and compliance to driving standards. All light and heavy vehicles used, hired or owned by ECDC shall be fitted with online In Vehicle Monitoring System (IVMS) of a type approved by CLIENT SD. IVMS shall be installed by an approved IVMS technology vendor. Data analysis and justified judgment on driver performance shall be identified and developed by the appointed IVMS administrators in the ECDC Administration department and designated Road Safety Coordinator from subcontractors respectively through constant regular monitoring, analysis, comparisons, investigations and findings.   1. **Category of the Vehicles Requires Online IVMS**   Following is the category of vehicles requires online IVMS:   1. **Light Vehicles**   All motor vehicles having a kerb weight less than or equal to 4000 kg Or a gross vehicle weight less than 7500kg and having 8 passenger seats or less, having kerb weight less than 4000 kg.  a) Light Vehicles Saloon Cars  b) 4 Wheel Drive Light Vehicles  c) Single & Double Cabin Pickup Trucks  d) Light Goods Vehicles   1. **Heavy Goods Vehicles**   All Heavy Goods Vehicles with a kerb weight of more than 4000 kg, and which is designed specifically to pull a trailer or to carry cargo i.e. Articulated and Non Articulated vehicles having weight more than 4000 Kg. a) Heavy Goods Transporting Trucks b) Low bed Trailers c) Flatbed Trailers d) Tankers e) Kenworth Trailers f) Tipper trucks   1. **Buses**   All types of passenger vehicles having more than 8 passengers:  a) Mini-Bus  b) Bus  c) Intercity Coaches   1. **Requirement of IVMS for The Call out Contracts**   Vehicles under this category require IVMS installed in vehicles as any other permanent vehicle contracts   1. **Requirement of IVMS for the contractors which are less than 03 months**   The Short term contracts-less than 03 Months, contractors are not allowed to use their vehicles without IVMS devices fitted in the vehicle. Alternatively during the interim period following arrangements can be considered before finalizing the contract to avoid delays.   1. ECDC to provide Transportation. 2. Contractor to rent vehicles fitted with online IVMS from CLIENT SD approved list. 3. **Following vehicles shall be exempted from mandatory IVMS fittings** 4. Ambulance car for medical purposes. 5. Employee personal vehicles– It is strongly advised that ECDC staff implement the requirements of ECDC Land Transportation Procedure with specific emphasis on drivers undergoing in CLIENT SD course and the minimum vehicle and vehicle maintenance specifications. 6. wheel/ chain dozers, 966 \* 824 machines, dumpers, tractors, forklift trucks, cranes, side booms, JCB, Bobcat, Golf Cars, scrapers, excavators, backhoe loaders, trenchers, loading shovels, graders/compactors/rollers, fire trucks, RIV, others as may be specified at any time by ECDC.   CLIENT SD IVMS specification is adopted by ECDC , see details in Appendix D. Rollover Protection Device (ROP) Based on the risk assessment for Transportation Safety, the level of exposure to risk whilst driving off-road is evaluated high, and all ECDC & subcontractors 4 wheel Light Vehicles that are intended to be used in off-road conditions shall be fitted with an CLIENT SD approved rollover protection device (ROP).  Note: Rollover protection can affect other mandatory safety features and the overall safety of a vehicle. Therefore considerable care needs to be taken when selecting design and installing ROP, in order to ensure that mandatory safety requirements are not contravened.  **CLIENT SD Specifications for Rollover Protection Devices are adopted by ECDC , for details see Appendix C**). Airbag (SRS) - Supplemental Restraint System It is required that any light vehicles that will be used on ECDC Business to be equipped with minimum 2 front airbags safety systems for driver and front seat passenger. Heavy Vehicles and Buses are excluded from this requirement unless it is installed by manufacturer.  Description: C:\Users\USER\AppData\Roaming\Tencent\Users\1045450198\QQ\WinTemp\RichOle\A[ACRLEB5K{@R8EH@A(ZX5Q.png Verification of Vehicle Safety  1. **Pre-journey Checks**   Supervisors and drivers must ensure that all vehicles are road worthy and correctly fitted with the appropriate safety equipment, before a journey commences. General care of the vehicle is the responsibility of the driver. Both driver and supervisor have the following responsibilities in respect of vehicle care:   1. Daily and weekly inspection of the vehicle using checklists (e.g. tires, fluids, brakes, steering, batteries and lights). 2. Ensuring defects that have an immediate effect on safety are reported and that they have been repaired before the vehicle is put back into service. 3. Ensuring that non-critical defects are attended to in a timely manner. 4. Ensuring that servicing and maintenance are carried out as scheduled. 5. **Regular Maintenance**   All vehicles must be subject to a regular road-worthiness inspection and subsequent maintenance if required. The frequency of the inspection must be fixed taking into account Client Transport Department regulatory requirements, manufacturer's recommendation, vehicle age and service history, and distance travelled and operating conditions.   1. **Preventive Maintenance program**   All ECDC and sub-contractors must have preventative maintenance plan that includes:   1. Periodic maintenance standards as per manufacturers’ advise. 2. Schedules for inspection and testing. 3. Availability of appropriately qualified and equipped staff with efficient workshop. 4. An adequate supply of spare parts. 5. A procedure for vehicles to be taken out of service, until critical defects are rectified. 6. Ready access for drivers to maintenance, inspection and current defect status reports.  DRIVERS’ STANDARDS Drivers are divided into two categories:     Professional Drivers Any ECDC employee, sub-contractor, whose duties primarily are to drive a motor vehicle in support of ECDC operation; Non Professional Drivers Any person who is not employed as a Professional Driver but who may, on occasions, is required to drive on ECDC business as part of their job. General Requirements The requirements for all personnel who drive on ECDC business is as follows:   1. Personnel must have valid Egypt driving license that is appropriate to the type of vehicle being driven. 2. Professional drivers must have minimum age of 23 and maximum age of 60 years. 3. Non-Professional drivers shall have minimum age of 19 and maximum age of 65 years for ECDC & subcontractors. 4. Professional and Non-Professional Drivers’ Egypt driving license shall be:   a. more than Two years’ experience of heavy vehicle. (Including buses)  b. more than Two years’ experience of light vehicle.   1. Personnel must follow the Egypt Traffic Law and the ECDC instructions. 2. Personnel must have CLIENT SD Document for Safe Driving (CLIENT SD) if request.  Selection of Professional Drivers In order to perform effectively and fulfill their obligations in a safe and competent manner, following criteria have to observe while recruiting professional drivers：   1. Educational standards sufficient enough to understand Traffic Regulations and instructions. 2. Responsible attitude that must be evident. 3. Physical fitness of a satisfactory standard. 4. Current driving ability with the type of vehicle to which a driver is to be assigned. 5. Previous driving experience which indicates an adequate standard of continued safe driving performance.  Driver Health Monitoring  1. Medical fitness check-up, including eye test, prior to employment and at regular intervals during their employment shall be carried out for all professional drivers. 2. The purpose of Medical check-up is to ensure that drivers are medically fit to undertake driving activities without adverse effects on their own health and without undue risk to other persons.  Minimum Health Standards for Professional Drivers  1. Professional Drivers shall have medical fitness examination performed by CLIENT SD approved registered medical practitioner to assess health suitability for the job role undertaken. 2. A list of approved medical practitioners can be obtained from the CLIENT SD medical division. 3. Professional drivers shall be required to undergo periodic medical assessment in accordance with ADNOC Occupational Health Guidelines: 4. Less than 40 years of age - once every 3 years. 5. Age 40 to 50 - once every 2 years. 6. Age 51 and above - every year. 7. Bus drivers shall have annual medical check –up.   Note: The medical checkup frequency can be altered by the physician based on the health condition of the individual.   1. Drivers who transport hazardous materials should be given particular consideration with regards to medical tests that checks exposure limits. 2. Existing professional drivers shall undergo medical check-up if they develop an injury or illness. 3. The following will exclude a driver from driving on company business: 4. A medical disorder which constitutes a danger to the employee or others because of safety requirements, e.g. epilepsy. 5. Evidence of alcohol or substance abuse. 6. Any medical condition which will result in recurrent absenteeism from work.  Driving when Fatigued & Drivers’ Hours The drivers whether employees or contractor and Journey Managers must be aware of the impact that fatigue can have on driving and job performance. Drivers must not drive when tired.   1. Supervisors must ensure that drivers are fully aware of the risks and symptoms of fatigue and will assess the risks associated with fatigue that results from work related journeys and commuting to/from a place of work. 2. Line Supervisors / Journey Managers are responsible for ensuring that professional drivers have had sufficient rest before permitting journeys to be undertaken. 3. Proper rest facilities must be provided. 4. Drivers must respond to fatigue symptoms by finding a safe place to stop and taking a break or brief sleep. Drinking coffee or other source of caffeine will promote only short-term alertness. 5. Consideration must be given to providing additional drivers if the journey dictates (e.g. on long journeys). 6. The table below provides driving hours, as per OGP 365 Land Transportation Safety Recommended Practices. Non-adherence to specifications can have a negative impact on the safety of vehicle occupants and is considered a serious offence.   Description: C:\Users\USER\AppData\Roaming\Tencent\Users\1045450198\QQ\WinTemp\RichOle\T4NXZ%@YPX~4HAK%CUGB$_W.png Professional Drivers' Welfare and Physical Fitness Following specifications shall be taken care to enable the driver to maintain their health and be satisfied with the nature of the work.   1. Drivers must be fit for duty and shall always be well rested prior commencing any journey. 2. Drivers are encouraged to wear sunglasses in bright conditions. 3. Drivers are expected to talk to their supervisor if they are having any problems with their work or at home. 4. If a driver has to stay away overnight they should be able to: 5. Have access to accommodation or expenses to cover the accommodation. 6. Be provided a meal - or expenses to cover the meal.  Specific Requirements Following are the specific requirements applicable to all class of drivers, while driving for ECDC business.   1. **Approved Speed Limits Ref to ECDC Driving policy** 2. All personnel (employee and subcontractor) driving on ECDC business, must observe Egypt posted speed restrictions. 3. Geo-fencing is set up to 20 km/h above the posted speed limit same as radar speed where it is applicable. However within the city of Client posted speed Limits must be followed. 4. These are the maximum permitted speeds; however, speed should be adjusted to suit conditions (traffic, weather, vehicle, road surface etc.). 5. Driving above the maximum allowed speed limit will be recorded by the In-Vehicle Monitoring System (IVMS) that are fitted to all ECDC vehicles. Failing to adhere to those limits will result in driver corrective action. 6. **Mobile Phones**   ECDC forbids drivers to use mobile phones and two-way radios (or any other device which may cause distraction) either hand-held or hands-free mode whilst a vehicle is in motion. This includes the use of such devices for receiving incoming calls. In case of inevitable requirements, drivers shall stop their vehicle in a safe location, off the road and away from traffic to retrieve messages and return calls. There may be times when the stopping the vehicle in the short term is not possible; nonetheless, drivers shall wait until they have found a safe place to stop before operating their mobile phone.   1. **Managing Ramadan and Holiday Driving**   ECDC must formalise a suitable management plan before the start of Ramadan or national or religious holidays to mitigate the elevated risk, including restrictions relating to driving and the additional journey times which will be applicable. The plan must clearly identify additional controls to ensure that the risk associated with driving during these times is reduced to As Low As Reasonably Practicable.   1. **Transportation using Private Vehicles for ECDC Business**   Use of private vehicles for ECDC business is prohibited to movement.   1. **Commuting between Fields & Terminals and Place of Residence**   The ECDC and subcontractors Field and Terminal based employees are allowed to use their private vehicles for commuting to and from work. However Client based employees cannot use their personal vehicles on ECDC business to travel to fields and Terminals.   1. **Transportation of Personnel in Rear of Pick-up Trucks or Cargo Vehicle** 2. The transportation of personnel in the rear of pick-up truck, or the cargo compartments of any vehicle, is strictly prohibited. 3. No structural modification/fabrications should be made to the vehicle to accommodate personnel in the rear of pick-up truck or the cargo vehicle.  CLIENT SD DOCUMENT FOR SAFE DRIVING (CLIENT SD) The CLIENT SD Document for Safe Driving (CLIENT SD) shall be implemented in ECDC.     CLIENT SD Minimum Driver Qualification Requirements:  1. **Professional Drivers Qualifications:** 2. Minimum age of 23 and maximum of 60 3. Valid Egypt driver’s license for type of vehicle driven. 4. Egypt Driver license shall be:    1. Two years old of heavy vehicle (including buses)    2. One-year-old of light vehicle 5. Previous driving experience outside Egypt for the expatriates might be taken into consideration. Sufficient and clear evidence shall be available and presented to ECDC Vice General Manager for HSE for approval. 6. **Non-Professional Drivers’ Qualifications:** 7. Minimum age of 19 and maximum of 65. 8. Drivers under 23 shall attend specially designed driver training course. 9. Valid Egypt drive license for type of vehicle driven. 10. Egypt Driver license shall be: 11. Two years old of heavy vehicle (including buses) 12. One year old of light vehicle 13. Previous experience can be counted providing driver submits proof of prior driver licenses (original document only). 14. Over 65 year’s old cases will be subject to ECDC vice General Manager for HSE for approval where there is an operational requirement. Driver must present vision, health, and physical clearance by approved medical facility. This will apply to both ECDC and subcontractors’ employees.  CLIENT SD Course CLIENT SD Course focuses on road hazard and risk management and the modification of driver behaviors to ensure timely identification of hazards and good driving management of those hazards. ECDC fully follows up CLIENT SD Course.  The training consists of:   1. Review of CLIENT SD policies and requirements related to driving. 2. Defensive driving techniques - Alertness and fatigue management. 3. Vehicle restraint systems and safety equipment. 4. Driving hazards regulations. 5. Assessment of driving skills and behavior.  CLIENT SD Driver Skill Assessment: At completion of all CLIENT SD course, there will be a practical driver skill assessment.   1. Drivers who fail the assessment shall come back within one week to take a second practical assessment. 2. If driver fails the second practical assessment, he shall retake the complete CLIENT SD course in three months  CLIENT SD Available Courses 007   1. All ECDC drivers are required to attend the CLIENT SD refresher training according to class of their certificate after every three years. 2. All light and heavy vehicle professional drivers (except drivers/operator of wheel / chain dozers, 966 & 824 machines, dumpers, tractors, forklift trucks, cranes, side booms, JCB, Bobcat, Golf cars, scrapers, excavators, backhoe loaders, trenchers, loading shovels, graders/compactors/rollers, tipper trucks) must have and obtain CLIENT SD Document for Safe Driving (CLIENT SD) before they are allowed to drive vehicles in CLIENT SD’s areas of operations. The training shall be conducted by an CLIENT SD approved third party and shall be arranged by CONTRACTOR for its drivers. 3. All machine operators including but not limited to (wheel / chain dozers, 966 & 824 machines, dumpers, tractors, trailers, forklift trucks, cranes, side booms, JCB, Bobcat, scrapers, excavators, backhoe loaders, trenchers, loading shovels, graders/compactors/rollers, tipper trucks) shall be trained and certified to drive and operate the machines. The training and certification shall be conducted by an CLIENT SD approved third party or in-house trainer.  JOURNEY MANAGEMENT SYSTEM GUIDELINES    Journey Management A Journey Management Plan is a set process that ECDC follows for planning and undertaking road transport journeys in compliance with ECDC HSE requirements, with the goal of arriving safely. The process includes identification of the major transportation hazards, assessment of the risks and implementing mitigation plan to control high risk activities. Journey Management Objectives In order to ensure land transportation safety risks are as low as reasonably practicable, ECDC operates a journey management process with the following objectives:   1. Assuring the health and safety of all travelers and to reduce the time of exposure. 2. To avoid or minimize the effect of all identified hazards likely to be encountered. 3. To be able to recover in a timely manner from any incident. 4. To ensure that drivers are fully aware of journey plans and any hazards. 5. Challenging the need for unnecessary journeys and to undertake the minimum number of journeys necessary.   To aid this driving process, tasks are classified as Routine or Non Routine: Routine Driving Task Following are the routine Driving tasks, which do not require approved Journey Management Plan;   1. Routine or repetitive driving associated with travelling on the blacktop roads, and familiar terrain. This travelling must be within predetermined areas and Hazards are effectively addressed by established and implemented controls. 2. Routine driving Tasks associated with travelling on the Sand/Gatch tracks, familiar terrains and assessed as low residual risk. It is the responsibility of each site location to identify their routine task and record them. This should be a team based activity and recorded for information of all managers.  Non Routine Driving Task Following are the Non-Routine Driving tasks, which require approved Journey Management Plan.  Off-Road Driving tasks associated with an elevated risk through extended travel distances, unfamiliar environment and unfavorable road/weather conditions, long distance travailing(more than 70KM).  All trips that are not classified as routine will full under this classification and will follow the procedure described as under:   1. Perform preliminary risk assessment including routes and roads classifications, and ensure controls are effectively addressed / implemented. 2. Drivers to identify any special equipment required i.e. desert safety box. 3. Non Routine journeys shall use ECDC Journey Management Form. 4. Line manager is authorized to approve or challenge the need of trips to minimize to any hazard due to road exposure. 5. Plan the journey:  6. **Timin**g – complies with night driving restrictions and allowable driving hours.  7. Identify routine/Emergency communications (who contacts who, when).  8. Identify pre-departure checks – vehicle and load checks, documentation carried, and special equipment.  Route Surveys The routes for all long distance journeys, long or wide loads and any “special” loads such as rig moves will be surveyed. The following, at a minimum, shall be documented (including photos of key hazards or restrictions):   1. Distances vs. time. 2. General road width and condition including any really bad sections where it would be prudent to check the load condition. 3. Sections of high traffic density. 4. Any “high risk” areas. 5. Width or height restrictions road works, low hanging power cables, et 6. Alternative routes to avoid or reduces the hazards shall be investigated and documented. 7. Routes shall be re-surveyed if the last survey was over 12 months ago or drivers report changes or difficulties.  Requirements for an Escort Vehicle For large or special loads an escort vehicle (preferably staffed by other than the transport contractor) is mandatory for the first trip and strongly recommended for subsequent journeys. Convoys Whenever more than two ECDC or subcontractors vehicles are travelling to the same destination at the same time it shall be considered as a convoy movement. In addition to all vehicles and drivers requirements each convoy movement has to be properly planned. Drivers shall be briefed about the route, hazards and environment. An adequate distance between the vehicles shall be maintained and the lead driver shall adjust the speed to the slowest vehicle in the convoy. Properly implemented and managed convoys reduce motor vehicle incidents. Journey Authorization All journeys by ECDC within site locations are subject to journey management conditions and authorization. Client Office Requirements Only vehicles (private, company or contractor) with an authorized CLIENT SD pass (sticker) are allowed access to the site. Drivers should be aware of parking restrictions in field areas. Travelling to the Field Locations In addition to the requirements listed above, drivers travelling to the field require a Field Security Pass. This is an issued document and subsequently may be checked by the police and a Vehicle Security Permit is also required. Terminal Requirements Access to the oilfields / terminal is permitted through manned CLIENT SD security gates only. Vehicles are checked in and out to comply with the Journey Management System. Hazardous Zone Vehicles which may need to drive on sites where there is a major hazard risk from gas releases must minimize the risk of gas cloud ignition to as low as reasonably practicable.  In particular such vehicles must be diesel driven rather than petrol driven and must be fitted with a spark arrestor as a minimum. In general vehicles must conform to area classification requirements, and therefore must not be operated in zone 0 areas unless specifically designed to do so or unless the plant has been depressurized and gas freed, thus removing the flammable gas hazard.  Access to restricted areas is controlled by manned security gates. All vehicles entering a restricted or classified area must be fitted with:   1. Adequate spark arrestors to the vehicle exhaust system and any ancillary equipment such as diesel generators. 2. A Hot Work Permit is required to enter hazardous areas. 3. Diesel engines are required to have an automatic positive air shut off “Normal condition” means the routine production/maintenance operations and campaign maintenance (shut-down) at the steady state condition of the onshore plant.   A plant zoning principle is adopted based on overall risk management and the protection philosophy to be applied.  The plant is divided into “zones” with clear boundaries, specific personnel protection philosophies and access control procedures between the lower and higher risk zones.  These zones are allocated a color, which is defined by the toxic risk attributed to each zone. HAZARDOUS DRIVING CONDITIONS    Transporting Heavy Loads ECDC shall fully comply with Egypt Traffic Law when transporting heavy loads. Procedures of ECDC shall not contradict with Egypt Traffic Laws. Contractors shall comply with Client laws and regulations relating to load weight, size, dimensions, height, extensions and movement timings. Contactor shall also be responsible for related fees or penalties.  All heavy and oversize loads shall be classified before transport:   1. Heavy loads are those in excess of fifty tonnes for a single journey; 2. Oversize loads are those which exceed any one of the following three dimensions: 12m long, 3m high or 3m wide. 3. Vehicles used for transportation shall meet minimum HSE standards stipulated by CLIENT SD. 4. Driver assigned to make the trip must have eight hours rest before journey start. 5. Minimum two persons per vehicle shall conduct the journey; one person per vehicle is accepted when convoy is used. 6. The driving team must be very familiar with roads to destination or accompanied with vehicle as guide to the location. 7. If guide vehicle is used, the guidance driver must have eight hours rest before journey start, valid CLIENT SD; valid security pass for both vehicle and driver, Vehicle must have operational IVMS. 8. Journey management must be strictly applied. 9. Driving team shall have communication means such as mobile phones. 10. All loads must be firmly and safely secured.  Driving in Fog  1. Acceptable visibility for driving in fog conditions is 100 meters of clear vision. Driving operations on sand / Gatch roads or for long distance should not be undertaken when visibility is less than 100 meters. 2. All vehicle movement to be prohibited if clear visibility is less than 25 meters (as a minimum). 3. For visibility greater than minimum (25meters) but less than 100 meters, driving to be restricted to local areas on blacktop roads only (i.e. camp to office or CDS). The speed should not exceed 40 Km/hr. 4. Lifting of restrictions to be announced by public address system and displayed at gates. 5. Operating sites are required to set up their visibility checks at nominated distances. Fog Signs should be set at (25 and 100 meters away from a specific point) that will allow a quick and effective check (e.g. if the sign can be clearly seen at 25 meters it is acceptable to drive as above, but if it can’t be seen clearly then driving should not be permitted at all).   Description: C:\Users\USER\AppData\Roaming\Tencent\Users\1045450198\QQ\WinTemp\RichOle\6~CYCK@_[CCBXTHL}Y7HG1J.png Driving in Rainy Season In stormy conditions, it is more difficult to see other vehicles, road signs and the road itself. It is critical to make sure following rules are observed.   1. Slow down and increase the following distance, especially when following large trucks or buses. The spray created by their large tires reduces visibility. 2. Avoid using cruise control, drive in the tracks of the car ahead of you. 3. Avoid using brakes if possible; slow down by taking your foot off the accelerator. 4. Turn on headlights even in a light rain, or in gloomy, foggy or overcast conditions. Not only do they help to see the road, but they'll help other drivers to see you. If car has daytime running lights still should put them on, so vehicles behind can see you better. 5. Avoid off-road driving: it's hard to judge the actual depth of puddles and vehicle can easily become stuck, even in an SUV. 6. Never drive through moving water if you cannot see the ground through it – your car may be swept off the road. 7. If possible, stay off the road during heavy thunderstorms or blinding lightening. 8. Do not park under trees, electric poles, billboards or near construction sites. 9. In case of an emergency, set a hazard warning triangle a bit away from the car 10. If vehicle starts to skid, never apply brakes or turn the steering wheel. Ease off the acceleration and keep steering in the same direction  Sand Storm In the event of sand storm:   1. Vision standards as applied in fog conditions are to apply. 2. Drivers are not to attempt to drive through the storm. 3. Drivers are to safely pull off the road. 4. Park with the rear of the vehicle facing the direction of the storm if possible, this will help to prevent windshield damage. 5. Contact your destination (Radio room/ Control Room), and inform them of your location and estimated delay time (if the estimate turns out to be incorrect contact your destination and update them). 6. Wait inside the vehicle until the storm clears.  Desert Driving Desert driving requires special skills. Vehicles must not be taken into desert regions without appropriate safety precautions including:   1. The vehicle must be suitable for desert driving (e.g. 4-wheel drive, ROP, and fitted with a non-conductive flexible flag pole to improve visibility when traversing the crest of dunes). 2. The vehicle must be carrying sufficient water for all persons on-board. 3. The vehicle must be carrying a desert survival box containing all equipment necessary for desert survival. 4. The vehicle must be provided with communications systems. 5. Whenever possible avoid mid-day travel, when the sun is directly overhead. The sand is softest at this time of day and rocks and other potential hazards are hard to see because lack of shadows. 6. The best time is early morning, when some moisture has formed on the sand during the night, making the going firmer. 7. Stick to the established routes and do not take short cuts. 8. If travelling in convoy with another vehicle, do not follow too closely. 9. Do not drive down slip faces unless absolute necessary, in which case use caution. 10. When travelling on soft sand avoid hard braking or sudden acceleration (especially in low gears), since this will dig the tyres in and the vehicle may become stuck  Driving on Graded Roads Before entering a graded road, drivers must ensure the graded road is an authorized and open graded road. When driving on graded roads, drivers must:   1. Keep full beam headlights on at all times in the day unless driving in light fog, when headlights should be dipped. 2. Keep high intensity rear lights on at all times. 3. Not drive on pipeline rights-of-way unless involved in pipeline maintenance or inspection along that right-of-way. 4. Not take “shortcuts” off-road, or drive on unauthorized or closed graded roads. 5. Adhere to any specific routes as per on the Journey Management Plan.  The Dust Cloud Vehicles travelling on gravel or sand roads frequently cause dust clouds. They are usually of very short duration, dust clouds can be seen long before they are entered, giving plenty of time for preparation.     1. **When you are behind the vehicle creating a dust cloud**   When you are travelling behind the vehicle, is creating a dust cloud that makes it difficult to see the road ahead, drivers must:   1. Keep a safe distance (at least four seconds) from the rear of the dust cloud, far enough back to be able to identify and stop safely if the vehicle in front was to stop suddenly. 2. Never enter the dust cloud. 3. Never overtake in the dust cloud. 4. **Oncoming vehicle creates a dust cloud**   When approaching a vehicle is creating a dust cloud that will blow across the road and make it difficult to see the road ahead, drivers must:   1. Slow down; 2. Pull off the road, crossing over the windrow at least 300m before the dust cloud is upon them and keep moving slowly along the safety lane. 3. Only re-join the road when they can see the road in both directions is clear. 4. Slow to a crawl and drive as close to the windrow as possible if it is not possible to leave the road. 5. Stop immediately (and put on the hazard lights) if they become disoriented.   Description: C:\Users\USER\AppData\Roaming\Tencent\Users\1045450198\QQ\WinTemp\RichOle\I253N]]}3YC6[(V8S[A2E%5.png   1. **Following a vehicle travelling the same direction and then oncoming vehicle creates dust cloud (Dust Code)**   When following another vehicle and faced with an approaching vehicle creating a dust cloud that will blow across the road and make it difficult to see the road ahead, drivers must:   1. Enter the safety lane and stop. The driver of the vehicle in front may have become disorientated and stopped, putting them at risk of a rear end collision in the dust cloud. 2. Hazard lights must be used. 3. Only re-join the road when the road in both directions is clear.  Trunk Lines, Overhead Lines, Flow Lines and Vehicle Height Limit Barriers  1. Movements of vehicles over or under trunk lines, overhead lines or flow lines, is restricted to established and authorized crossing points only. 2. Vehicle height limit barriers must always be obeyed.  Camel Trap Gate Crossings  1. Camel trap gate crossings must only be used by light vehicles. 2. HGV’s are not allowed to use these. 3. Drivers to ensure gate is closed after crossing.  Night Journey Risk Management There is a significantly increased risk associated with night driving, with decreased vision and increased tiredness resulting in more frequent collisions with camels, other animals, unlit obstacles and other road users. Roll overs, accidents at junctions and vehicles drifting off the road are also more prevalent due to poor visibility and tiredness of drivers, including falling asleep at the wheel. ECDC and subcontractors must therefore reduce the night driving risk to a level that is as low as reasonably practicable (ALARP). To determine the necessity for a journey in darkness requires an understanding of the urgency and priority of the journey. The decision to expose drivers and passengers to the risk associated with driving during darkness needs careful consideration.  Description: C:\Users\USER\AppData\Roaming\Tencent\Users\1045450198\QQ\WinTemp\RichOle\5[P00~)ET$7TL`T1SW{ZR21.png   1. **Driving at night in field areas either in desert, on blacktop or Gatch road or in emergency cases or for essential operational reasons or at discretion of Rig Manager shall be under the following terms and conditions:** 2. Night driving timings shall be adjusted as per daylight hour’s changes (e.g. between 18:00 during winter time, 20:00 during summer and sunrise) 3. CLIENT SD JMP night driving was adopted by ECDC Routine and Non routine trips to be identified as per the Risk Assessment Table (Attachment –III) in Appendix G. 4. Driving at night shall be authorized utilizing the Night Driving Approval Form and Checklist (Attachment –II) enclosed in Appendix G. 5. **All Assets and Terminals are required to carry out following:** 6. Review the risk assessment and make it site specific document. 7. Use the night journey Emergency checklist (Attachment –IV) during emergencies and insert in the FRP. 8. Issue instructions reflecting the Night journey management process.  LAND TRANSPORT EMERGENCY RESPONSE In the event of an emergency contact ECDC Emergency contact number.  The ECDC emergency contact numbers are as follows:  ECDC Emergency Contact number:   |  |  | | --- | --- | | Contact person | Phone number | | Zhang YongQiang | 00966 (0) 532500486 | | Hussain Hamed | 00966 (0) 503404706 | | Xu Yong | 00966 (0) 504164159 |   **Note: above contact information could be changed regarding to specify contract.**  **Should add CLIENT contact emergency numbers when we have contract with client**     Mechanical Breakdown In the event of a vehicle breaking down or not starting:   1. Refer to the vehicle 'Owner's Guide' to trouble shoots the problem. 2. If the vehicle still not starts then contact the nearest control room and formulate a recovery plan.  Getting Lost in the Desert In the event of becoming lost or stranded:   1. Do not attempt to drive on; this may take you further away from your original route making it harder for the rescue team to find you. 2. STAY WITH YOUR VEHICLE. 3. Contact nearest emergency control room. 4. Look through your desert safety box. Layout fluorescent marking strips on high ground near the vehicle (make sure you don't lose sight of your vehicle). Use the space blanket as a sun shade, or to wrap around you if night is approaching. 5. Keep the smoke canisters close to hand. If you hear a passing vehicle or aircraft, use the flames and smoke canisters to signal your position. 6. Drink enough water to replace sweat loss. This could be any amount between five and ten liters every 24 hours depending on how hot it is and how much exercise undertaken. 7. Avoid exposure to the sun in the heat of the day. 8. Stay calm and relaxed. Panicking or moving excessively when it is not necessary will accelerate the adverse effects of heat exposure.  COMPLIANCE MONITORING AND EXEMPTIONS    Assessments An internal official assessment of the compliance of each asset with the requirements of this land transportation procedure will be completed at a regular interval. These assessments will be conducted using the ECDC assessment template. The completed assessment is to be passed to ECDC HSE advisor for review and verification. A self-assessment should be completed at least once per year using the same template. Tires and Rims Guideline Tires and Rims inspections should be completed at least once every two years. Periodic inspections and Spot visits It is ECDC expectations and encouragement that all ECDC line managers, HSE personnel and subcontractors to conduct periodic inspections and Spot visits and checks on any transport activities inside and outside of the concession areas. Compliance tracking and Maintenance All ECDC vehicle inspections will be carried out yearly and the appropriate dates will be displayed on the sticker at the front shield, right side and top of the windscreen from CLIENT SD. This applies to all light goods vehicles, buses and heavy goods vehicles. Management of Change / Exemptions  1. Where ECDC or subcontractors are not compliant to any procedure contained in the Transportation Safety Manual then a letter for exemption shall be submitted for the attention of the ECDC vice General Manager for HSE for consideration and approval. 2. The submission must detail the section of the manual that the exemption is to consider, the reasons for the noncompliance, the measures that are to be taken to become compliant, the length of time required and the details of a risk assessment in order to manage the noncompliance to the standard. 3. Exemptions are issued with a view that the applicant is actively working towards being compliant to the standard as such exemptions should only be issued for a specified period of time.  Audits (ECDC & subcontractors) All audits, and subsequent corrective actions, concerning Transportation Safety are to be carried out in accordance with ECDC HSE Procedures and HSE management system and covering:   1. The information required for Transportation/Road Safety Audits, will be derived from a variety of sources including the ECDC IVMS Database 2. Each ECDC department and subcontractors will be audited according to the ECDC HSE audit procedures.   Subcontractors are to conduct self and subcontractor audits (twice a year as minimum) to ensure compliance with ECDC land transportation procedures. Record 18.1 BSA-ECDC-HS-CL-S004-01-Light Vehicles Check Record v1.0 |