

Alexandria Petroleum Maintenance Co.
(PETROMAINT)
HSE General Department



شركة إسكندرية للصيانة البترولية
(بترومنت)
الإدارة العامة للسلامة والصحة المهنية والبيئة



HSE Manual

Alexandria Petroleum Maintenance Company
PETROMAINT

ORIGINAL

Prepared by: HSE Dept. Manager	Reviewed by: QA Ass. General Manager	Approved by: HSE General Manager
Name: Chem. Tamer/Osama	Name: Acc. Wael Elhamy	Name: Chem. Souzi Youssef
Sign.:	Sign.:	Sign.:
Date: 6/10/2021	Date: 6/10/2021	Date: 6/10/2021

Contents

Abbreviations	3
Purpose	3
Scope	3
Petromaint Mission	4
Leadership and commitment:	4
QHSE Policy	4
Safety expectations, Objectives	5
Health and safety management plan	6
Organization, responsibilities and Resources	6
HSE main Arrangements & Procedures.	7
Operational control	8
HSE Golden Rules / Critical Activities, Rules & Expectation (CARE)	10
Hazard Identification	10
Hazard reporting	12
Risk Management	12
Risk Assessment	13
Risk Control	13
Assessment of OH&S opportunities and other opportunities for the OH&S management system	13
Personal protective equipment	13
Environmental monitoring	14
Waste Management	14
Training, Information, and supervision	14
Accident/incident systems	16
Emergency Response	16
Performance monitoring	16
Contractors	17
Audit	17
Management review	18
Appendix A QHSE Policy	20
Appendix B HSE-MS Process flow	21
Appendix C HSE corporate organisation	23
Appendix D APM yellow card	24
Appendix E CAR/PAR report	25
Appendix F Training Matrix sample	26
Appendix G Training plan for HSE	27

ORIGINAL



Abbreviations

ALARP	as Low as Reasonably Practicable
HSE	Health, Safety and Environment
HSE-MS	Health, Safety and Environmental Management System
HSE-MSM	Health, Safety and Environmental Management System Manual
Petromaint / APM	Alexandria petroleum Maintenance Company
KPI	Key Performance Indicator
MSM	Management System Manual
SMART	<u>S</u> pecific <u>M</u> easurable <u>A</u> chievable <u>R</u> ealistic & <u>T</u> ime-bound
QHSE – MS	Quality Health Safety and Environment Management System.
CARE	Critical Activities, Rules & Expectation

ORIGINAL



Purpose

The purpose of Petromaint HSE Management System is to make structure for the delivery of the highest level of HSE performance in accordance with maintenance safety practices. The HSE-MS is mandatory throughout Petromaint organization.

This HSE Management System Manual helps to define the main elements of Petromaint HSE -MS. And their way of correlation and interaction. The HSE Management System (HSE-MS) Manual reflects Petromaint commitment to Health, Safety and Environmental issues (HSE). It describes how Petromaint manages its HSE affairs as an integral part of the management of its business

Scope:

The HSE-MS is applied to all activities carried by different depts. Providing maintenance services and projects. Petromaint HSE-MS has to match the required and compatible HSE targets, to meet the expectations of clients .Contractors shall have their own HSE –MS that interface with Petromaint HSE-MS



Petromaint Mission

PETROMAINT is a top notch provider for world class Global Maintenance, on call maintenance, construction works, revamp projects and modification services to Oil & Gas Upstream and Downstream Facilities, Petrochemicals, Fertilizers, Cement industry, LNG, LPG, Power Generation, & Industrial plants.

PETROMAINT is committed to add value to the clients operations through seamless integration of our services with their plants to achieve production targets while complying with world class health, safety and environmental standards.

Leadership and commitment:

Top management in Petromaint demonstrate leadership and commitment to the HSE-MS by providing a safe and healthy workplace, and by taking overall responsibility for the prevention of workplace injuries and ill-health either in company premises or at client work environment.

Top management provide the necessary resources to establish, implement, maintain and improve the HSE-MS. Also Top management develop, lead and promote a culture that supports the intended outcomes of the HSE-MS.

Petromaint Top management shall establish, implement and maintain leadership and HSE commitment through:

- Determination and consideration of Petromaint nature for HSE risks, impacts and opportunities;
- Eliminating hazards and reduce risks and impacts, and to continual improvement of the HSE-MS.
- Fulfil relevant HSE legal and other requirements;
- provides a framework for setting HSE objectives
- Adequate HSE communication to all persons working for or on behalf of the company;
- Is available to stakeholders, including the public.
- Giving HSE issues high priorities.

QHSE Policy

Petromaint QHSE policy is an intent document. This policy leads the overall HSE-MS within Petromaint .it is signed and approved by Petromaint Top management to reflect a deep commitment for enforcing the derived HSE-MS.

See appendix A

This policy is also approved annually and its main subjects are the following:

- commitment to HSE
- HSE statement of intent regarding HSE.
- Petromaint objectives and targets.
- Reduction of Potential Risks.
- Protection of the environment.
- Moral rights of employees.
- Setting the required resources.
- Arrangements, procedures and HSE standards.

ORIGINAL



- Local Egyptian legislation compliance.

Petromaint is through its top management and all levels of employees are committed to achieve zero accidents.

Through applying it HSE-MS in an improved culture:

- Actively encourage the accurate and timely reporting and recording of all incidents and injuries
- Investigate all reported incidents and injuries to ensure all contributing factors are identified and, where appropriate, plans are developed to take corrective action
- Actively encourage people to report any pain or discomfort early on
- Provide a treatment and rehabilitation plan that ensures a safe, early and durable return to work
- Identify all existing and new hazards and take all practicable steps to eliminate, isolate or minimize the exposure to significant hazards
- Ensure all employees are aware of the hazards in their work area and are adequately trained to enable them to perform their duties in a safe manner
- Encourage employee consultation and participation in all matters relating to health and safety
- Promote a system of continuous improvement – this includes reviewing policies and procedures each year
- Meet the Egyptian obligations and laws (labor law number 12 for 2003) codes of practice

Every manager, supervisor or foreperson has a responsibility for the health and safety of employees working under their direction.

Every employee is expected to share in this commitment to health and safety in the workplace by:

- Observing all safe work procedures, rules and instructions
- Reporting any pain or discomfort early on
- Taking an active role in the company's treatment and rehabilitation plan, to ensure an "early and durable return to work"
- Ensuring all incidents, injuries and hazards are reported to the appropriate person.



ORIGINAL

The health and safety committee includes senior management representatives and union and other nominated employee representatives. It is responsible for implementing, monitoring, reviewing and planning health and safety policies, systems and practices.

Safety expectations, Objectives and Targets.

Petromaint have clear health and safety expectations for all employees, and clear processes to follow when these expectations are breached.

Health and safety expectations are that employees:

- Ensure that their actions or inactions do not cause harm to themselves or others
- Reduce risk as low as possible or as required inside work environment
- wear all PPE provided when required
- report hazards
- report all accidents, incidents and near misses



ORIGINAL

Health and safety management plan

Petromaint annual health and safety plan is based on SMART objectives, meaning they are specific, measurable, achievable, relevant and time-bound.

Management work with employees through the health and safety committee to set the company's health and safety objectives, which are then listed in Petromaint annual health and safety plan.

The health and safety committee allocates responsibilities to ensure these objectives are met.

Each year, Top management and concerned employees review the outcomes to ensure that objectives have been achieved. If not, management and employees take the required corrective actions to ensure the objectives will be met.

Successful implementation of the HSE-Management System requires measures to be taken to ensure compliance with the contents of this manual, including auditing of its application. It also requires dedicated "HSE Cases" to be developed for the various facilities and activities within Petromaint in order to provide documentary evidence.

providing services ,Installations and equipment have been designed and constructed to meet specified HSE management goals and are being maintained and operated accordingly;

The methods employed to achieve these goals have been systematically identified, and appropriate knowledge, understanding, controls and verification processes are applied to the execution of these methods; (see appendix B, for HSE business process flow)

The methods are continuously assessed and improved by a program of performance monitoring, audit and review.

Organisation, responsibilities and Resources

Organisation

Petromaint throughout its organization is aiming to efficiently organize and deliver high HSE performance, our HSE commitment and organizing is controlled by Top management in the head office and hierarchically demonstrated in our sites through Site HSE representatives back to back with Petromaint site managers

Integration, competency, documentation and resources are the main elements used by Petromaint for HSE organizing to ensure that HSE has the full authority required. (See appendix C for HSE Corporate Organization)

Responsibilities

Petromaint ensure hiring of competent staff to perform all activities, the staff is fully authorized to take the necessary actions at every level to show the integrity of HSE management implementation.

Top management allocates and distributes authorization for their representatives inside and outside Petromaint premises.

Role of the HSE Team

Petromaint HSE Sector approach in terms of business is to give the required and detailed specialist advice to help deliver a sound HSE performance. Also, provide Petromaint staff with the required HSE business resources to continually implement the HSE management system elements inside a high safety culture.

Major specialties of HSE staff are, and not limited to:

- Enforce the implementation of the HSE management system through all Petromaint depts. And sites.
- Conduct all the internal HSE training required.
- Monitor and improve HSE performance throughout Petromaint.
- Environmental monitoring
- Emergency response.
- Risk Assessment review and approval

ORIGINAL



Resources

It is a prime responsibility to set up the needed resources to adequately implement HSE-MS.
HSE manager to develop the suitable culture for the overall budget of HSE.

HSE main Arrangements & Procedures.

The HSE Arrangements are documented procedures Petromaint HSE Management System that cope up with ISO 9001, ISO 14001 and OHSAS 18001. These standard systems and procedures provide the overview of how Petromaint will implement the components of the HSE Management System. Petromaint HSE procedures aim to achieve its HSE objectives and establish a risk free environment inside or outside Petromaint premises.

Petromaint HSE procedures and work practices are documents and safe work methods that shall be implemented to meet of the concerned internal parties and external party's safety expectations. These written documents allocate responsibility of different parties inside Petromaint, and shows ways and safe methods to perform activities or use special machines or equipment's. it is worth mentioned that these procedures or work practices shall undergo continual improvements.

Here under are the main procedures and work practices of Petromaint HSE-MS.

Procedures
Incident & Nonconformities Investigation and Reporting
Work Permits Procedure
PPE procedure
Achieving safety for new projects and field follow-up
Hazard identification and assessment of risk and opportunities
Environmental aspects evaluation
Legal requirements for HSE

Emergency & evacuation response
(Operational Control (OH&SIEMS)
Consulting, participation & communication procedure
HSE monitoring, measurement, analysis & evaluation
HSE management for contractors, supplies and outsourcing
Fleet safety procedure
Waste management
Lifting procedure
Management of change procedure
HSE audit procedure
Tasks, responsibilities & authorities concerning HSE
The commitment of the top management to implement the HSE MS
HSE internal Training & Awareness Procedure

Operational control

Regarding Petromaint scope of work and services in different sites carrying out maintenance and project activities, it is important to develop a mandatory operation control for conducting different activities or using equipment and materials. These operation controls are documented instruction according to activity, equipment or material.

Operation control is simply safe work instructions that are set upon the general Hierarchy of Risk control to reduce risks to ALARP.

Which are:

- Elimination
- Substation
- Engineering control
- Administrative control
- PPE

ORIGINAL



Here under are the main safety instructions for work practices and activities of Petromaint HSE-MS.

Instruction Title
General Maintenance
Electrical maintenance

Storage safety instructions
Office Safety Instructions
Safe driving instructions
Housekeeping instructions
Excavation instructions
Painting instructions
Vehicle maintenance instructions
Scaffolding instructions
Hand tools instructions
Sandblasting instructions
Cranes instructions
Forklift instructions
Vehicle painting instructions
Mechanical workshop instructions
Lathe safety instructions
Piston safety instructions
Drill safety instructions
Welding Activities instructions
Cutting and grinding works instructions
Confined space safety instructions
JETPUMP activities instructions
Noise safety instructions
Heat stress safety instructions



ORIGINAL

Waste Management instructions
Agriculture and afforestation instructions
Civil works safety instructions
Radiography instructions
Florescent Lamb Replacement Instruction
Water use consumption instructions
HVAC maintenance instructions
Tank cleaning instructions
Rolling workshop instructions
Carpentry workshop instructions
Visitors instructions
Parking safety instructions
Injuries record instructions
Working at height instructions
Industrial hygiene instructions

ORIGINAL



Life Saving Rules / Critical Activities, Rules & Expectation (CARE)

Petromaint has activities that are of a nature that they present the highest risk of fatality or serious injury if conducted unsafely.

The Critical Activities, Rules & Expectations (CARE) define the activities that present the greatest risk to workers and the actions required to work safely and avoid significant injury. Compliance with CARE and Life Saving Rules is mandatory.

All employees and contractors are responsible to meet the requirements of the CARE.



Isolate Energy Source



Operate Equipment Safely



Line of Fire



Hot Work



Safe Lifting Operating



Work Permit



Working at Heights



Confined Space Entry



Driving Safely

Hazard Identification

ORIGINAL

Petromaint have an active process to manage hazards: identify hazards, assess them for significance, control them and regularly review our controls and the whole hazard management system.

Hazard management definitions

(The following terms are key definitions used in APM health and safety - MS).

(Hazard)

- (a) Means an activity, arrangement, circumstance, event, occurrence, phenomenon, process, situation, or substance (whether arising or caused within or outside a place of work) that is an actual or potential cause or source of harm; and
- (b) Includes -
 - (i) A situation where a person's behavior may be an actual or potential cause or source of harm to the person or another person; and
 - (ii) Without limitation, a situation described in subparagraph (i) resulting from physical or mental fatigue, drugs, alcohol, traumatic shock, or another temporary condition that affects a person's behavior.



(Significant hazard)

Means a hazard that is an actual or potential cause or source of -

- Serious harm; or
- Harm (being harm that is more than trivial) the severity of whose effects on any person depend (entirely or among other things) on the extent or frequency of the person's exposure to the hazard; or
- Harm that does not usually occur, or usually is not easily detectable, until a significant time after exposure to the hazard.

(Harm)

- Means illness, injury, or both; and
- Includes physical or mental harm caused by work-related stress.

(Serious harm)

- Any of the following conditions that amounts to, or results in, permanent loss of bodily function, or temporary, severe loss of bodily function: respiratory disease, noise-induced hearing loss, neurological disease, cancer, dermatological disease, communicable disease, musculoskeletal disease, illness caused by exposure to infected material, decompression sickness, poisoning, vision impairment, chemical or hot-metal burn of eye, penetrating wound of eye, bone fracture, laceration or crushing.
- Amputation of body part.
- Burns requiring referral to a specialist registered medical practitioner or specialist outpatient clinic.
- Loss of consciousness from lack of oxygen.
- Loss of consciousness, or acute illness requiring treatment by a medical practitioner, from absorption, inhalation or ingestion of any substance.
- Any harm that causes the person harmed to be hospitalized for a period of 48 hours or more, commencing within seven days of the harm's occurrence.

Methods used for identifying hazards

- Workplace inspections
- Task or job analysis
- Safety observation
- Accident, incident or near-miss investigation
- Process analysis
- Area analysis
- Injury data analysis
- Employee feedback

ORIGINAL



Hazard reporting

Petromaint encourage all employees to report any hazards they observe, using a hazard reporting mechanism called (APM yellow card, See appendix D)

Whereas near miss are incidents that could have caused injury, illness or loss but it didn't. they are reported in near miss report, See appendix E

Risk Management

Risk management are documented procedures that that identify hazard and risks and provide the necessary requirements for control and risk reduction. Risk Assessment is the main procedure that all Petromaint sites either maintenance or projects are mandated to implement and ensure its application.

Risk Assessment:

The process of determining the Likelihood of an incident to occur, and the severity of its consequences or outcomes .The method of evaluating the risks associated with a particular job/activity/task in order to identify the control and contingency measures that should be taken to manage the risks.

The goal is to reduce risk to as low as reasonably practicable. (ALARP)

$$\text{Risk} = \text{Consequence} \times \text{Probability}$$

Value	Consequence العواقب		Value	Probability الاحتمالات		Probability	Consequence									
	2	4		6	8		10	2	4	6	8	10				
2	First aid إسعافات أولية		2	Unlikely احتمال ضعيف للحدوث		10	20	40	60	80	100					
4	Minor Injury جروح بسيطة		4	Possible محتمل الحدوث		8	16	32	48	64	80					
6	Major Injury جروح كبيرة		6	Likely قد يحدث		6	12	24	36	48	60					
8	Single Fatality حالة وفاة واحدة		8	Very Likely احتمال قوي للحدوث		4	8	16	24	32	40					
10	Multiple Fatality أكثر من حالة وفاة		10	Imminent احتمال وشيك الحدوث		2	4	8	12	16	20					
							Risk needs to additional reduction measures خطر يحتاج إضافة اجراءات لتقليل قيم الخطر									
							Risk needs to reduction measures خطر يحتاج لتقليل قيمته									
							Acceptable risk خطر مقبول بعد اخذ اجراءات الحماية									

Consequence: is a description of how bad and how severe the event might be.

Probability: is the description of how often an event will occur and is usually based on historical data and Statistics or sound engineering judgment.

ORIGINAL



Probability (P):		Consequence (C):
Unlikely (2) Happen (4) Likely (6)		Slight injury or damage (2) Minor injury or damage (4)
Very likely (8) imminent (10)		Major injury or damage (6) Single fatality or massive damage (8)
Acceptable Range	From 4 to 12	Multiple fatality or extensive damage (10)
Comments (in case of unacceptability):-		

Risk Control:

Petromaint ensure the implementation of the hierarchy hazard/risk control, elimination of hazards, substitution or by applying Engineering controls through ensuring conduction of operation controls among all Petromaint premises and at all sites. Also using safe equipment's and applying safe systems of work. Petromaint take control priority through utilization of safe design as the best way of hazard control.

Assessment of OH&S opportunities and other opportunities for the OH&S management system

Petromaint shall establish, implement and maintain a process (es) to assess:

- a) OH&S opportunities to enhance OH&S performance, while taking into account planned changes to the company, its policies, its processes or its activities and:
 - 1) Opportunities to adapt work, work organization and work environment to workers;
 - 2) Opportunities to eliminate hazards and reduce OH&S risks;
- b) Other opportunities for improving the OH&S management system.

Refer to the Hazard identification and assessment of risk and opportunities Procedure (HSP-0606)

NOTE: OH&S risks and OH&S opportunities can result in other risks and other opportunities for the organization.

According to the Risk Management Procedure.

Personal protective equipment

- Personnel protective equipment (PPE) is issued to all employees for specific tasks.
- Petromaint will train employees in the correct use and maintenance of PPE.
- Replacement PPE is available
- Not wearing correct PPE will result in disciplinary action.
- Petromaint provides a standardized and coded PPE through ANSI or EN as an example.

ORIGINAL



PPE list as:

- 1- Gloves (all types)
- 2- Goggles
- 3- Ear muffs or plugs
- 4- Coveralls
- 5- Safety vest
- 6- Chemical suits
- 7- Safety shoes
- 8- Safety boots
- 9- Safety harness
- 10- Helmet
- 11- Aprons for welding
- 12- Welding shield
- 13- Face shield

ORIGINAL



Environmental monitoring

Petromaint monitor the work environment to ensure we do not exceed safe limits on things such as noise, airborne contaminants or particles in addition to heat stress.

Measuring of environmental parameters is carried out periodically or as required.

Waste Management:

Petromaint is fully committed to safely manage waste disposal and follow the required legislation and client expectations for safe transfer or disposal of either hazardous wastes or nonhazardous wastes, Refer to in this approach a written and approved documented procedure that allocates roles and responsibilities is applied and followed. (Waste management)

Contracts between the concerned contractors regarding waste disposal is meeting the requirements of environmental Egyptian laws and regulatory acts.

Training, Information, and supervision

Petromaint provide its employees with health and safety information, training and supervision to ensure they have the skills and knowledge to do their jobs safely. We check with our employees to ensure they have understood the information and training we provide.

(See training matrix sample and training plan sample in appendices F & G).

(Internal training)

Petromaint covers the HSE Job related training needs for their workforce (employees and contractors). And issuing a program to defines the training hours, course descriptions, and have a matrix that defines the training courses for each role that the workforce (staff & contractors) shall complete. According to the Internal HSE Training and awareness procedure

Training records:

Training is an important control measure to minimize the effects of exposure to significant hazards. We have the following procedures to ensure all our employees are trained to work safely:

- We keep individual training records for each employee, and we update these each year. The next page has an example of a training record.
- Where training is required and not already offered, we establish and implement a training plan. A copy of our safety training plan follows.
- Staff responsible for training and supervision are either experienced in these responsibilities or given appropriate training. Their responsibilities for training or supervision are included in their job description.

External training

Criteria for using external trainers

Before contracting any external training we consider the following criteria:

- The provider's knowledge of the subject
- Their proven competence of presenting training
- If the training aims are consistent with our training objectives
- If the service provider can adapt training to meet our specific needs
- If the training is adequate to ensure effective learning
- If training is delivered in a cost and time effective manner.



ORIGINAL

Petromaint Training center in "Wingate Street, Alexandria" is a main focal dept. For the training held by Petromaint .It reflects the high consideration given for training and learning through Petromaint.

Accident/incident systems

Petromaint report, record and investigate all accidents/incidents and near misses. And control any new hazards and make improvements to prevent similar incidents/accidents or near misses from happening again.

Responding to injuries:

All our employees are trained to ensure they are safe before helping an injured person. There is more information in Petromaint emergency Arrangements and procedures.

Our employees are trained to report any incident to their supervisor or manager as soon as possible.

Recording accidents and near misses

All work-related incidents and near misses are recorded in the Incident register. Petromaint as well is committed for reporting incidents for the concerned dept. Of labor that control the area.

And if an employee is off-site, the accident must be reported as soon as possible.

Emergency Response:

The Emergency response plan is set in order to outline the actions required in an emergency situation. It involves mitigation, preparedness, response and recovery in order to lessen the impact of incidents that could occur. I: e Emergency preparedness helps to minimize the human suffering and economic losses that can result from emergencies.

Emergency response plan specifies arrangements for handling sudden or unexpected situations

HSE Team ensures the preparedness through a program of drills and tests, either in Petromaint premises or at maintenance or project sites.

Performance monitoring:

Petromaint HSE Performance Measurement is a tool used to measure the HSE performance for every work against the agreed target. On the other hand, the Performance Measurement would provide the monthly HSE data.

Targets should be 'SMART', based on previous performance data and designed to deliver levels of HSE performance, which are acceptable to Petromaint.

Active Procedures:

- HSE Program Meetings
- Training Hours
- Safety Inspections, Tours and surveys
- Toolbox Talks
- Man hours

Reactive procedures:

- Total recordable injury frequency
- Lost-time injury frequency
- High potential incident frequency
- Sickness absence
- Chemical or oil spills



ORIGINAL

In case the HSE performance evaluation is less than the accepted HSE Targets, a corrective action should be taken and delivered to fields to be fulfilled. In case of repetition of the violation for the same item a technical study and corrective action should be taken.

Contractors:

Petromaint during the selection of its contractors or subcontractors gives the primary consideration for their historical and current safety performance. Contractor selection and evaluation is a prime responsibility of concerned depts. Among Petromaint and this happens before and during the contractor work for the company.

Safe work instructions for contractors are set to be a type of contractor obligations to achieve an accepted level of safety performance.

Contractors and subcontractors are also controlled through documented standard forums in Petromaint as (Subcontractor Evaluation and Re-Evaluation form and contractors 'violation form).

Refer to the Contractors safety Management Procedure

ORIGINAL



Audit & Inspection:

Petromaint consider HSE audit being a structured process of collecting independent information on the efficiency, effectiveness of the total management system .then drawing up plans for corrective actions.HSE audit examines each stage in the HSE management system by measuring compliance with the controls that the organisation developed. HSE audit is applicable according to business sectors in Petromaint.

Auditing is undertaken internally through (preventive inspection/audit) and (internal audit)

Whereas the (preventive inspection) is method of proactive loss prevention that is conducted to ensure the effective implementation of HSE-MS.

(Internal audit) is an independent approach designed to check and improve the HSE-MS to accomplish its objectives by giving the required recommendation and advice, its scope of checking covers HSE management programs, safe systems of work, environmental consideration, management of change "MOC" and corrective actions.

Refer to the HSE audit Procedure.

Management review:

HSE management review accounts for Petromaint strategy for reviewing HSE systems and determine their suitability, operability and sustainability.

Management reviews are done once annually as minimum, to follow up the implementation of management decisions, consider the internal and external issues Regarding QHSE – MS and the requirements and expectations of interested parties.

The main outputs of management review are:

Review all policies, decisions and environmental considerations and expectations of interested parties.

Follow up corrective actions and recommendations

Sustainable development of QHSE –MS and their improvement.

Enhancing integration between management systems

Allocating the needed resources.



ORIGINAL

Appendix A
HSE Policy



Alexandria Petroleum Maintenance Company
(PETROMAINT)

QUALITY, OCCUPATIONAL HEALTH AND SAFETY AND
ENVIRONMENTAL POLICY

Alexandria Petroleum Maintenance Company (PETROMAINT) is a top notch provider for world class Global Maintenance, on call maintenance, projects and training to Oil & Gas Upstream and Downstream facilities, Petrochemicals, Fertilizers, Cement, LNG, LPG Power Generation & Industrial plants.

PETROMAINT provides safe work area inside and outside the company to ensure protection for its operations, properties and all interested parties against risk of illness and loss or damage.

PETROMAINT assures that quality, occupational health and safety and environmental protection are the responsibility of every body and strives to enhance the awareness of all its employees to make it an integral part of their performance. Also, PETROMAINT is committed to participate and consult employees in decision making processes regarding HSE management system.

Company Management shall provide all required resources to accomplish the policy objectives.

PETROMAINT implements programs for achieving the policy objectives throughout the relevant functions and levels of its organization.

PETROMAINT is committed to comply with all technical specifications, statutory and regulatory and the other requirements concerning QHSE, and assures the importance of the continual improvement of the integrated system to meet the requirements of QHSE management system standards and other relevant international standards to ensure protection of environment including prevention of pollution and elimination of accidents, harm and damage to environment, people and property.

PETROMAINT Management periodically reviews this policy to ensure its relevance and appropriateness to the company and it is available to interested parties and all persons working for and on behalf of the company.

Chairman and Managing Director
Eng. Ahmed Kouda

25/4/2021

Revision No: 06

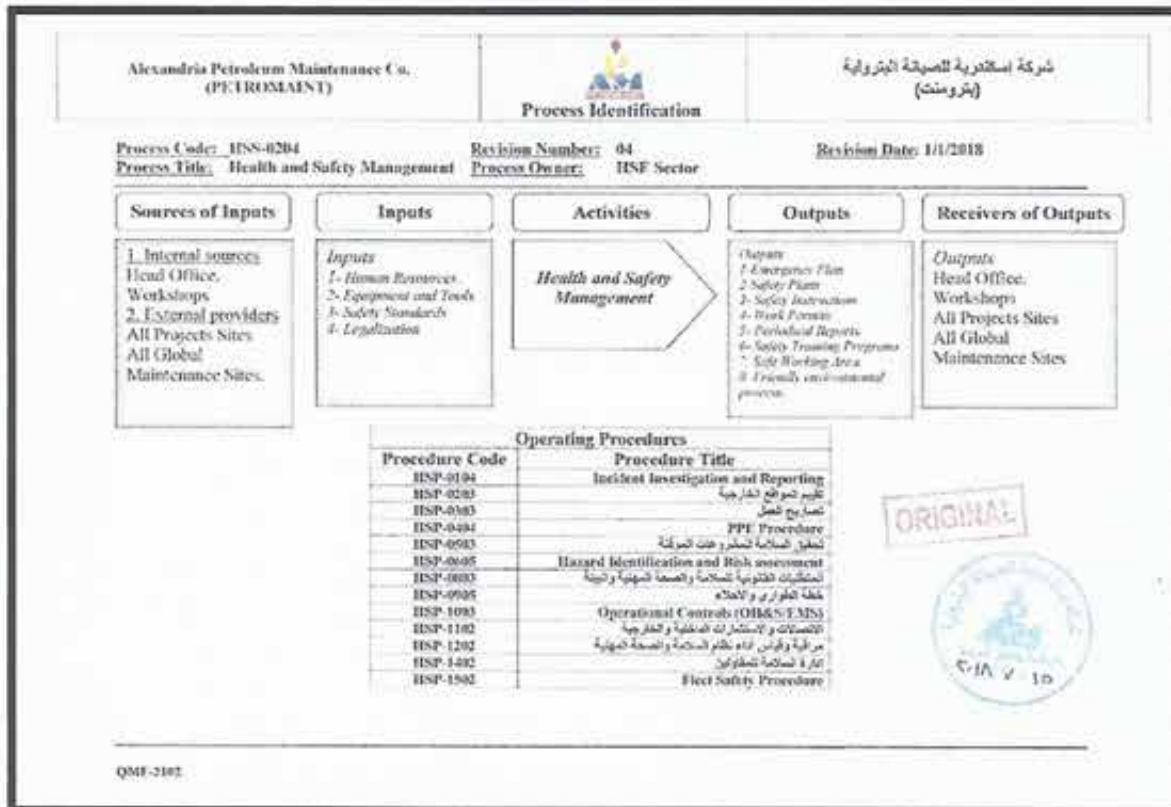
QMP-0104

Revision Date: 28/5/2021

ORIGINAL



Appendix B
HSE-MS Process flow



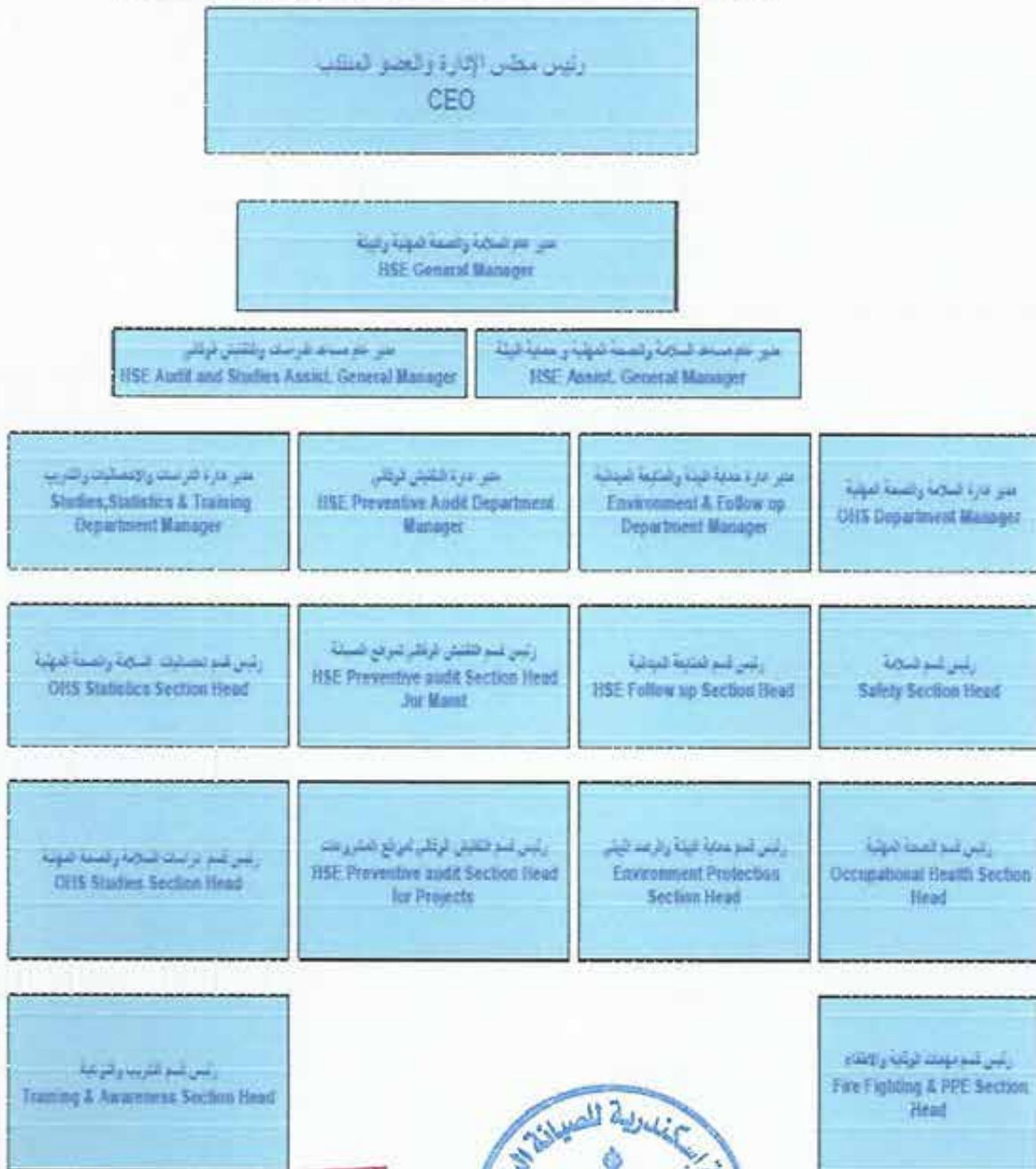
Alexandria Petroleum Maintenance Co. (PETROMAINT)	 Process Identification	شركة إسكندرية للصيانة البترولية (إترومنت)																
Process Code: HSS-0106 Process Title: Environmental Management	Revision Number: 06 Process Owner: HSE Sector	Revision Date: 1/1/2018																
Sources of Inputs 1. Internal sources Head Office, Workshops 2. External providers All Projects Sites All Global Maintenance Sites.	Inputs Inputs 1. Human Resources 2. Equipment and Materials 3. Environmental Standards 4. Legislation	Activities Environmental Management	Outputs Outputs 1- Emergency Plan 2- Environmental Instructions 3- Periodical Reports 4- Environmental Training Programs 5- Friendly environmental process	Receivers of Outputs Outputs Head Office, Workshops, All Projects Sites, All Global Maintenance Sites.														
Operating Procedures																		
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Procedure Code</th> <th>Procedure Title</th> </tr> </thead> <tbody> <tr> <td>HSP-0303</td> <td>تصاريح العمل</td> </tr> <tr> <td>HSP-0703</td> <td>Environmental Aspects</td> </tr> <tr> <td>HSP-0803</td> <td>المخاطر الثانوية للسلامة والصحة المهنية والبيئة</td> </tr> <tr> <td>HSP-1003</td> <td>Operational Controls (OH&S/EMS)</td> </tr> <tr> <td>HSP-1303</td> <td>مراقبة وفحص أداء نظام إدارة البيئة</td> </tr> <tr> <td>HSP-2001</td> <td>التخلص من المخلفات</td> </tr> </tbody> </table>		Procedure Code	Procedure Title	HSP-0303	تصاريح العمل	HSP-0703	Environmental Aspects	HSP-0803	المخاطر الثانوية للسلامة والصحة المهنية والبيئة	HSP-1003	Operational Controls (OH&S/EMS)	HSP-1303	مراقبة وفحص أداء نظام إدارة البيئة	HSP-2001	التخلص من المخلفات			
Procedure Code	Procedure Title																	
HSP-0303	تصاريح العمل																	
HSP-0703	Environmental Aspects																	
HSP-0803	المخاطر الثانوية للسلامة والصحة المهنية والبيئة																	
HSP-1003	Operational Controls (OH&S/EMS)																	
HSP-1303	مراقبة وفحص أداء نظام إدارة البيئة																	
HSP-2001	التخلص من المخلفات																	
Monitoring and Measurements																		
	Indicator	Frequency	Maximum limit															
	Noise Measurement	Annual	90 dBA per 8 hr/day															
	Heat Stress	Annual	29.4 °C															
	Total suspended particulates (TSP)	Annual	10 mg/m ³															
	Particulate Matter (PM ₁₀)	Annual	3 mg/m ³															
Process Owner Name:  Title: HSE Head Sig: 		Approval Name: Eng. Magdy Tawfik Title: Chairman Assistant for Technical Services Sig: 																
0541 2102																		

ORIGINAL



Appendix C
HSE Corporate Organisation

الهيكل التنظيمي للإدارة العامة للسلامة والصحة المهنية والبيئة
HSE Organization



ORIGINAL



Appendix E
CAR/PAR report

Alexandria Petroleum Maintenance Co. (PETROMAINT)	 الإجراء التصحيحي / الوقائي Corrective / Preventive action	شركة إسكندرية للصيانة البترولية (بترومينت)
--	---	---

Date: التاريخ :
Site : الموقع :

Job description	وصف العمل
Nonconformity	الحدث الغير مطابق
Sources	مصادر الحدث الغير مطابق
Near Miss	خطر تكهن
Accident	حادث
HSE Audit	انتقش الوقائي
Other	أخرى
Non conformity – Root Causes	الأسباب الختريه للحدث الغير مطابقة

The Potential Outcome of the Non conformity				النتائج المحتملة للحدث الغير مطابق			
SELECT THE OPTION THAT BEST DESCRIBES THE POTENTIAL OUTCOME:							
Slip, Trip or Fall انزلاق - تعثر - سقوط		Spill or Release المسكاب أو تسريب		Object Drop from Height سقوط الأشياء من أعلى		Other أخرى	
Exposure to Harmful Substance التعرض للمواد الضارة		Loss or Theft فقدان أو سرقة		Fire or Explosion حريق أو انفجار			
Corrective Action Suggestion الإجراءات التصحيحية المقترحة				Immediate Corrective Action الإجراء التصحيحي الفوري			

Execution Time frame	العدا الزمنية للتنفيذ
التوقيع:	المسئول التنفيذي :

Follow Up	أعمال المتابعة
Date:	التاريخ :
Done	تم الإنهاء
Not Effective	ليست بصورة كافية
No Action Taken	لم يتخذ أي إجراء
InProgress	جاري العمل
Evaluation	التقييم
توقيع مسئول التنفيذ :	توقيع مسئول السلامة :

HSF-2704



- الاصل : موقع العمل
- صورة : الإدارة العامة للسلامة و الصحة المهنية و حماية البيئة

ORIGINAL

Appendix F
Training Matrix sample

Secretary		Teacher/Instructor		S.N	
1	MR. ...	1	MR. ...	1	...
2	MR. ...	2	MR. ...	2	...
3	MR. ...	3	MR. ...	3	...
4	MR. ...	4	MR. ...	4	...
5	MR. ...	5	MR. ...	5	...
6	MR. ...	6	MR. ...	6	...
7	MR. ...	7	MR. ...	7	...
8	MR. ...	8	MR. ...	8	...
9	MR. ...	9	MR. ...	9	...
10	MR. ...	10	MR. ...	10	...
11	MR. ...	11	MR. ...	11	...
12	MR. ...	12	MR. ...	12	...
13	MR. ...	13	MR. ...	13	...
14	MR. ...	14	MR. ...	14	...
15	MR. ...	15	MR. ...	15	...
16	MR. ...	16	MR. ...	16	...
17	MR. ...	17	MR. ...	17	...
18	MR. ...	18	MR. ...	18	...
19	MR. ...	19	MR. ...	19	...
20	MR. ...	20	MR. ...	20	...
21	MR. ...	21	MR. ...	21	...
22	MR. ...	22	MR. ...	22	...
23	MR. ...	23	MR. ...	23	...
24	MR. ...	24	MR. ...	24	...
25	MR. ...	25	MR. ...	25	...
26	MR. ...	26	MR. ...	26	...
27	MR. ...	27	MR. ...	27	...
28	MR. ...	28	MR. ...	28	...
29	MR. ...	29	MR. ...	29	...
30	MR. ...	30	MR. ...	30	...
31	MR. ...	31	MR. ...	31	...
32	MR. ...	32	MR. ...	32	...
33	MR. ...	33	MR. ...	33	...
34	MR. ...	34	MR. ...	34	...
35	MR. ...	35	MR. ...	35	...
36	MR. ...	36	MR. ...	36	...
37	MR. ...	37	MR. ...	37	...
38	MR. ...	38	MR. ...	38	...
39	MR. ...	39	MR. ...	39	...
40	MR. ...	40	MR. ...	40	...
41	MR. ...	41	MR. ...	41	...
42	MR. ...	42	MR. ...	42	...
43	MR. ...	43	MR. ...	43	...
44	MR. ...	44	MR. ...	44	...
45	MR. ...	45	MR. ...	45	...
46	MR. ...	46	MR. ...	46	...
47	MR. ...	47	MR. ...	47	...
48	MR. ...	48	MR. ...	48	...
49	MR. ...	49	MR. ...	49	...
50	MR. ...	50	MR. ...	50	...

Stamp: HSE G. Dept

ORIGINAL

Stamp: PETROMAINT
مراقبة وشاغل الجودة
6/10/2021

Appendix G
Training plan sample for HSE team

Alexandria Petroleum Maintenance Co. (PETROMAINT)	HSE Training Plan	شركة اسكندرية للصيانة البترولية (بترومونت)
1- HSE Specialists:		
Courses	Position	Remarks
<ul style="list-style-type: none"> * OSHA General & construction. * Behavior basic safety. * Fire marshal. * Hazard Identification & Risk Assessment. * Job hazard analysis. * Accident Investigation. * Emergency response plan for gas & oil plants. * Disaster site worker. * HAZOP principle. * IO&H working safety. * Occupation H & E management (OHSAS 18001). * Environmental management system (ISO 14001). * Environmental Impact Assessment. * Change management skills and creativity in work. * Problem solving & Decision making, planning and directing skills. * Effective teamwork: management skills. * Advanced preventative Inspection. * OHSAS 18001 internal auditor. * OHSAS 18001 lead auditor. * ISO 14001 internal auditor. * ISO 14001 lead auditor. * Advanced HAZOP * BOSTT. * Lifting Training * Risk assessment. * Scaffold Inspector. * HSE Specialist Training. * First Aid. * Firefighting. * NEBOSH. 	HSE Specialists	

Alexandria Petroleum Maintenance Co. (PETROMAINT)	HSE Training Plan	شركة اسكندرية للصيانة البترولية (بترومونت)
2- HSE Technicians:		
Courses	Position	Remarks
<ul style="list-style-type: none"> * OSHA General. * OSHA construction. * Scaffold Inspector. * HSE Supervisor Training. * PPE Selection. * Basic Risk Assessment. * First Aid (Basic & Advanced) * Firefighting (Basic & Advanced) * HSE Supervisor Training. * First Aid. * Firefighting. 	HSE Technicians	

ORIGINAL

