

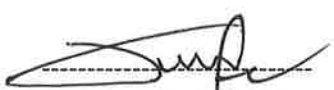
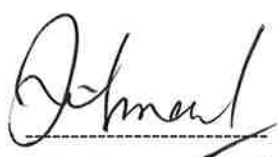



DIMENSION BID

WIRELINE INTERVENTION | PERFORATION SERVICES

HSSE AUDIT PROCEDURE DBSB-HSSE-17

ORIGINAL ISSUE : 25/06/2012
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PREPARED BY	CHECKED BY	APPROVED BY
 Jayadevan Ramakrishnan HSSE Manager	 Mia Idorman Ismail Vice President - Operations	 Dato' Aziz Ayob President

HSSE-MS	HSSE AUDIT PROCEDURE	DBSB-HSSE-17-03	
		Rev.03	2016

AMENDMENT RECORDS

This sheet will record all amendment of this Procedure. All particulars of the amendment shall be stated clearly. The HSSE Department of Dimension Bid (M) Sdn. Bhd. (DBSB) shall be responsible for the maintenance and update of this record sheet.

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		Rev.03	2016

Subject

Definitions

Purpose

This procedure and guidance information has been developed to define a system for the conduct of Internal HSSE Audits to verify whether HSSE activities and related results comply with planned arrangements and to evaluate the effectiveness of the implementation of the HSSE Management System.

Scope

To be used by HSSE Audit Team members in the Dimension Bid HSSE Department.

Audit

A systematic examination against defined criteria to determine whether activities and related results conform to planned arrangements and whether these arrangements are implemented effectively and are suitable to achieve the organization policies and objective.

HSSE Audit Team Leader

A person who is qualified and authorized to manage a team of Auditors.

HSSE Audit Team

A group which is qualified and authorized to carry out HSSE Audits

Auditee

A person or organization being audited.

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Subject

Responsibilities

HSSE Audit Team Leader

1. Shall plan, execute and follow-up on the entire Auditing cycle.
2. Shall coordinate all HSSE Audit activities.
3. Shall oversee the HSSE Audit activities and enforce the implementation of outstanding corrective actions.
4. Shall report to the manager of HSSE department on the findings of each auditing cycle

Head of Audited Organization

1. Shall review, agree and correct deficiencies revealed in the Audit Corrective Action Request.
2. Shall ensure the effectiveness of the corrective actions

Manager of HSSE Department

1. Shall review and approve the HSE Audit Programme established by the Head Office HSSE Department.
2. Shall monitor all HSSE Audit activities.
3. Shall report to Top Management on the effectiveness of the HSSE Management System.
4. Shall constantly check the work of the HSSE Audit Team and provide guidance to improve the Audit function.
5. Shall discuss the Audit Findings based on the summary report by the Audit Team.

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Subject	Instructions
	<p>There are 5 basic steps conduct safety audit as follows:</p> <p>Step 1: Planning the audit programme</p> <p>Step 2: Formation of Audit Team</p> <p>Step 3: Conducting the Audit</p> <p>Step 4: Issue of Report and Corrective Request</p> <p>Step 5: Close-out of 'Audit Finding Report'</p>
Step 01: Planning the Audit Programme	<ol style="list-style-type: none"> 1. The entire HSSE System of the company which includes all current projects as well as the organization shall be audited at least once a year. 2. The Manager of the HSSE Department, Head Office shall prepare the annual audit programme.
Step 02: Formation of Audit Team	<ol style="list-style-type: none"> 1. The Manager of the HSSE Department, Head Office shall form HSSE Audit Teams. 2. The Audit Team Leader shall have a good knowledge on HSSE requirements and also sound auditing skills and techniques. 3. Audit Team Members should be selected on the basis of: <ol style="list-style-type: none"> 3.1 Technical Background. 3.2 Impartiality 3.3 Knowledge of auditing and technique
Step 03: Conducting the Audit	<p>Audit Phase 01 of 03: Pre-Audit Meeting.</p> <ol style="list-style-type: none"> 1. The Auditee should be informed of the Audit schedule at least a week in advance through an Audit plan in order to eliminate the element of surprise. 2. The Audit Team member should have a formal opening meeting with the Auditors Representative(s) prior to commencement of the Audit, stating the scope of audit tabulated in the Audit Plan and explain how the audit will operate. The audit plan shall be acknowledge by the Auditee. <p>Audit Phase 02 of 03: Audit.</p> <ol style="list-style-type: none"> 1. The Audit Interview shall be intended for fact-finding and not fault finding on the system. The Audit Team Members should be objective in questioning the Auditee. 2. The Audit Team Members shall ask the Auditee to briefly run down the procedure, stop for clarification if necessary.

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4. The Audit Team Members should ask for evidence wherever necessary such as reports, records, minutes, instructions, etc.
5. The Audit Team Members shall selectively question the staff/workers at that moment, not to interfere with the routine activities.

Audit Phase 03 of 03: Post-Audit Meeting.

1. The Audit Team shall hold a meeting with the Auditee's management to present Audit Findings.
2. At this meeting, the non-conformities found during the actual audit and response dates shall be agreed.

Noise Monitoring Audit

1. Noise measurement exercise or known as 'Noise Monitoring' is part of the HSSE Audit in **DIMENSION BID (M) SDN BHD**. It's a part of basic requirements that conducted by **DIMENSION BID (M) SDN BHD** to monitor of existing environmental setting or in identifying a particular noise source and/or its quality within a particular environment.
2. **DIMENSION BID (M) SDN BHD** will hire 3rd party consultant to conduct Noise Monitoring at operation base.

Chemical Health Risk Assessment

1. Under the Occupational Safety and Health (Use & Standard of Exposure of Chemicals Hazardous to Health) Regulations 2000, it is mandatory for employers to conduct an assessment of health risks on hazardous chemicals before permitting their usage at the workplace. **DIMENSION BID (M) SDN BHD** practice this requirements as required by the law and regulations.
2. A Chemical Health Risk Assessment (CHRA) is required by Malaysian law to be conducted by third party where all chemicals used should be described and risk assessed.
3. **DIMENSION BID (M) SDN BHD** will hire 3rd party consultant to conduct Chemical Health Risk Assessment at operation base.

APPENDIX

- i. DBSB HSSE Internal Checklist
- ii. DBSB HSSE Offshore Safety Audit
- iii. DBSB HSSE Internal Safety Audit



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HSSE OFFSHORE SAFETY AUDIT

Date of Audit		Rig / Location	
Auditors		Crew (day/ night)	1-
Package Number		Client	
PERSONNEL/CREW			
No	Description	Findings	
1	Personal Protective Equipment (PPE) usage		
2	Job Safety Analysis (JSA) <ul style="list-style-type: none">• Implementation• Awareness of JSA• Competency of person in charge• Effectiveness• Others		
3	Material/Manual Handling		
4	Hazard <ul style="list-style-type: none">• Identification (in JSA/ucux/HH/stop card/etc)• Control<ul style="list-style-type: none">○ Barricade○ Warning sign• Mitigation• Others		
EQUIPMENTS			
No	Description	Findings	
1	Lifting equipment (condition & validity) <ul style="list-style-type: none">• Pad eyes• Slings• Equipment Structure		

	<ul style="list-style-type: none"> Others 	
2	Surface Equipments (condition/pinch points/validity/etc) <i>Note: please note equipment no.</i>	
		Wireline Reel Skid Unit (RSU No:)
		Control Panel (SWCP No :)
		Toolbox & lubricator skid
		Toolhouse
		Wireline Mast (WM No:)
		PCE (N/A)
		Air Receiver Tank ()
		Tool Cleaning Tray ()
		Air Compressor ()
		Generator Set / Others ()
3	Safety Equipments (condition & validity)	

	<ul style="list-style-type: none"> • Fire extinguisher • First Aid Kit • Special PPE (Hg/H2S/etc) • <i>Others</i> 	
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Overall Comment:

Agreed by Wireline Crew			
Name	Signature	Prepared by	Reviewed by
Date :			

DBSB		CORRECTIVE ACTION REQUEST (OBSERVATION)		
AUDIT DATE:		AUDIT VENUE:		
AUDITOR:		AUDITEES :		
A. Details of Non – Conformance				
B. AGREED CORRECTIONAL ACTION				
No	Findings Description	P-I-C	Target Date:	
C. VERIFICATION				
				Verification Date:
D. Corrective Status				
No need any follow up issue		SIGANTURE: (AUDITOR)		
[Follow Up / Close Out]				



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DBSB HSSE Internal Safety Audit			
AREA INSPECTED		AUDIT DATE	
LOCATION-Please circle	WMO/EMO		
AUDIT TEAM LEADER		TEAMMEMBER	

A	MACHINERY AND EQUIPMENT	Action Required (Y/N)	LOCATION/ COMMENT
A.1	Equipment in safe operation condition		
A.2	General safe guarding provided and in place		
A.3	Operators properly attire (no loosed clothing , jewelry		
A.4	Signage for safe guarding, rotation of motor are available		
A.5	Proper tools provided for cleanup purposes		
A.6	Slings and lifting pad eyes have valid certification		
B	MATERIALS HANDLING AND STORAGE		
B.1	Storage area properly illuminated and clean		
B.2	Proper labeling and orderly arrange		
B.3	Hazardous and toxic materials handled, stored and transported in accordance to regulatory requirement		
C	HAND AND PORTABLE ELECTRICAL TOOLS		
C.1	Hand tools/ electrical equipment and electrical cable are in good condition		
C.2	Guards are in place, adjusted properly		
C.3	Grinding wheel tools in good condition		
C.4	Stored tools are locked and / or secured		
D	FIRE FIGTHING AND PROTECTION EQUIPMENT		
D.1	Portable fire extinguisher <div> 1) Provided as required 2) Place at proper location without obstruction 3) In appropriate pressurized 4) Within validity period </div>		
D.2	Fire Exit door in good operating condition		
D.3	Exits marked and accessible		
D.4	Sprinkler system nozzle in good condition		
E	FIRE FIGTHING AND PROTECTION EQUIPMENT		
E.1	Control panel and power distribution board properly locked and closed		
E.2	Panel of switches is clean		



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REMARKS

A. Overall Inspection Rating

- | | | |
|---|----------------|----------------------------------|
| 1 | Unsatisfactory | : Need immediate Improvement |
| 2 | Satisfactory | : Improvement required |
| 3 | Fair | : 5'S & safety matter maintained |
| 4 | Good | : All area are well maintained |
| 5 | Excellent | : Fully compliance to the HSE |

B. Comment: -

Commitment Date :

Follow Up Date :

Evaluation :

Verification :

(Location HSSE Officer)

Name:



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DBSB HSSE INTERNAL INSPECTION CHECKLIST			
AREA INSPECTED		INSPECTION DATE	
INSPECTION TEAM LEADER		TEAMMEMBER	

A	HSSE NOTICE BOARDS AND SIGNS	Action Required (Y/N)	LOCATION/ COMMENT
A.1	Are they clean and readable?		
A.2	All policies are update?		
A.3	Is client important info are posted? LSR, GR		
A.4	Is the material changed frequently?		
A.5	Is the location emergency contact posted?		
A.6	Is all the safety signage are properly posted?		
A.7	Is the location ERT info is posted?		
A.8	Is the company HSSE Objective posted?		
A.9	DBSB Monthly Safety Awareness is posted?		
B	FLOORS/STAIRWAYS & AISLES		
B.1	Is there loose materials or debris?		
B.2	Are floors slippery, oily or wet?		
B.3	Are they clear and unblocked?		
B.4	Are stairways well lighted?		
B.5	Are handrails, handhold in place?		
B.6	Are the aisles marked and visible?		
B.7	Are the stairs free from litter, spills & clutter		
C	LIGHTING		
C.1	Are lamp reflectors are clean?		
C.2	Are bulbs missing?		
C.3	Are any areas dark?		
C.4	Is there any faulty lights & switches		
D	FIRE FIGTHING AND PROTECTION EQUIPMENT		
D.1	Portable fire extinguisher 1) Provided as required 2) Place at proper location without obstruction 3) In appropriate pressurized 4) Within validity period		
D.2	Fire Exit door in good operating condition		
D.3	Exits marked and accessible		
D.4	Do all employees know the locations of the exits, alarms and extinguishers?		
D.5	Is the emergency lighting in place and tested?		
D.6	Do the employees know the location Muster point? Randomly select 1 employee and ask them		



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E	SANITATION/PANTRY		
E.1	Are washrooms areas clean?		
E.2	Is there proper signage for washrooms?		
E.3	Is the toilets bowls/sinks are well clean?		
E.4	Are measures in place to prevent disease?		
E.5	Is the lunchrooms/pantry are clean and tidy?		
E.6	Any expired foods spotted?		
E.7	Are the water taps are in good condition?		
F	GENERAL		
F.1	Any tripping hazards at working areas?		
F.2	Is all electrical items are properly secure?		
F.3	Floors, aisles, work area free from obstruction?		
F.4	Are electrical or telephone cords exposed?		
F.5	Are work areas clear of obstructions?		
F.6	Is electrical wiring properly concealed and secure?		
F.7	Are file cabinets drawers overloaded?		
F.8	Are office accessories in secure places?		
F.9	Do designated smoking areas have ashtrays?		
F.10	Do designated have clear signage?		
G	FIRST AID KITS		
G.1	Is there proper signage of First Aid Kit?		
G.2	Are adequate first aid supplies available?		
G.3	Is there any expired medicine?		
G.4	First Aid checklist is updated?		
H	Others (Add on findings)		
H.1			
H.2			
H.3			
H.4			



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REMARKS

A. Overall Inspection Rating

- | | | |
|---|----------------|----------------------------------|
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| 3 | Fair | : 5'S & safety matter maintained |
| 4 | Good | : All area are well maintained |
| 5 | Excellent | : Fully compliance to the HSE |

B. Comment:

Commitment Date :

Follow Up Date :

Evaluation :

Verification :

Location HSSE Officer

**Date of Inspection:**

SAFETY TEAM	Position	MANAGEMENT TEAM	POSITION

Section B are the detail findings / observations representing requires further improvement

[illegible]