



D-island HSE induction

Shapagat LQB

Prepared by Offshore site safety

Emergency Response - Muster Point

POB admin will inform you about your muster point during check-in process



Pay utmost attention to PA announcements and follow the instruction of your Muster Checker



- Please firstly take your T-card from POB admin, put your T-card into your relevant Muster Point T-card rack.
- You need to provide your ID card scan version and your contact mobile number to the POB admin.
- Then gather at induction room. Remove survival suit and pack plastic bag then attend HSSE arrival induction.
- Visit your room to put your luggage in and get yourself sorted
- Only after that free from the baggage, please come to Akbarys BA Rep at 1st floor to receive Personal H2S Gas detector and Personal ESCBA.

*NOTE: return **Personal ESCBA + Gas detector** during check-out personally to Akbarys representative in BA office.*

On-Boarding: Issuing ESCBA set – 2 step

- Upon receipt of H2S gas detector and ESCBA set you will be given the ESCBA check guide explaining what elements you have to cover to ensure proper inspection of the ESCBA to accept it.
- You **MUST** make yourself a check of the ESCBA and H2S gas detector immediately.
- It is your responsibility to ensure your gas detector and BA set is checked prior to acceptance of it.
- **Transit personnel between Living Quarters/locations must have transit ESCBA and personal Gas detectors;**
- You **MUST** check the function of your ESCBA at the start of each shift (pressurize the set and physically breathe from the mask to ensure the set is functioning correctly)
- Ensure your minimum BA pressure is 270 bar at room temperature!
- **Keep always ESCBA mask secured inside a bag. Keep the bag clear from any object inside.**
- **Never take somebody's ESCBA set** from the BARS if you did not find yours. In such cases you can continue walking to your LQ with that working BA set on you to get another escape BA set from Akbarys instead of lost one

ESCBA and H2S detectors storage is located at 1st level recreational room.

Personnel prohibited to store personal ESCBA in change room. Only in dedicated ESCBA store room and in personnel`s cabin

CCR personnel shall keep their personal escape BA set in their cabin.



KEEPING BA SET IN SHAPAGAT CHANGING ROOM IS STRONGLY PROHIBITED



ATS TAG USE

The purpose of this safety bulletin is to promote the importance of carrying ATS (*Automatic Tracking System*) tag all time when you are residing in D-Island. One of the key benefits of ATS tag is that it provides real time information on personnel location with a reasonable accuracy to facilitate first aid/rescue operations in case of incident/emergency situations.

- The ATS tag is recorded in the system under your name and it is your personal device. ATS tag should be received during check-in and returned to POB admin or distribution point during check-out together with T-cards.
- ATS tags to be used and carried all the time, no matter if you inside or outside of accommodation. Don't leave it in the locker room inside the coverall under the ATS reader sensor when shift finished. Otherwise, it will lead to quick battery discharge as it doesn't go to sleep mode. It must always be with you.
- ATS tags are issued for all D-Island residents.
- Remember the marked ATS tag number. If you lose it - report its number to POB Admin or distribution point.
- Always ensure that ATS tag is functional and battery is OK.
- The red light at the right top corner shall be blinking constantly! If the tag was left motionless for a long time, the tag goes into "Sleep mode" and stops blinking. To get the light blinking again just "wake up" the tag by moving it (or shaking) or pressing the bar code button.
- If the battery is flat, please return to POB admin or distribution point for immediate replacement.



Non TR ATS Gate Sensor

Not carrying of ATS tags outside of LQ will lead to disciplinary action!



ATS gate sensor inside TR



LEARNING from INCIDENT: Uncontrolled SCBA cylinder movement

WHAT HAPPENED?

On June 20, 2018 a worker entered the BARS building on PSA 1. During the process of retrieving a SCBA cylinder for upcoming work he inadvertently opened the air cylinder valve which allowed the a uncontrolled release of air to propel the cylinder throughout the building causing minor damage to building and air cylinder. Worker was not injured during incident.



otos



SCBA air cylinder during sudden release of air - projectile propelled through building

Improper SCBA storage practice (upper shelf in this case) encouraged grabbing the cylinder valve



After incident –immediate action to install plugs of all loose SCBA cylinder valves



Damage to BARS metal door frames from propelled air cylinder

WHY DID IT HAPPEN?

- Access to top SCBA storage shelf restricted - not easy to remove SCBA cylinder without grabbing valve.
- Valve handle was inadvertently turned open allowing for uncontrolled release of high pressure air.
- No excess flow valve installed in SCBA cylinder apparatus.
- Worker inexperienced with handling SCBA cylinders

LESSONS LEARNED

- Ensure SCBA cylinders in your location are equipped with excess flow valve
- Ensure all SCBA cylinders under pressure are stored to allow for safe access.
- Ensure all SCBA cylinders are equipped with excess flow valves.
- Loose air cylinders when stored to have plug installed on valve outlet.
- Never handle the cylinder by the valve.

THINK – WHAT CAN I DO?

If you observe SCBA cylinder without plug installed, install plug or inform BA technician to rectify the issue

Remember the SCBA apparatus have minimum 270 bar pressure, treat with respect and you see others who are not, stop their work and inform them of unsafe act.

Site rules

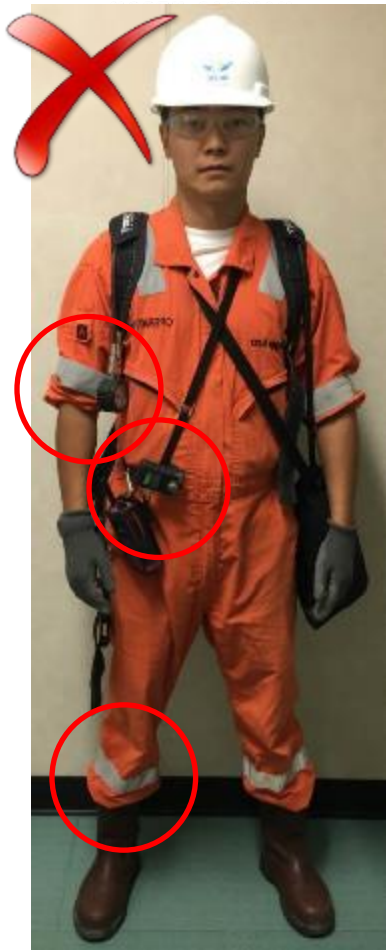
Никогда не меняйте, не удаляйте, не модифицируйте какую-либо часть строительных лесов, это означает: не удаляйте трубы строительных лесов, поручни, доски для ног и т. Д.
Если только вы не являетесь уполномоченным компетентным лицом;

Если вы видите персонал, работающий в SCBA маске, никогда не подходите без надетой макси дыхательного аппарата и его устного разрешение, никогда не пересекайте барьерную ленту;



Personal Protective Equipment (PPE)

Minimum PPE requirements for all personnel are on site;



Coveralls (fire retardant)



Hard hat + chin strap



Safety Boots



Safety glasses
(Use clear lenses indoors)



Suitable Gloves
Appropriate to the task, **to be worn at all times**



Hearing Protection
Ear plugs or defenders must be carried by ALL personnel whilst onsite



ESCBA



Personal H2S detector



Other PPE must be worn as required by Task Risk Assessment

Red Zone requirements

- Working “Breathing Apparatus”
- Buddy System
- Red ZAP training
- PTW (except for operations routine activities)
- Inform CCR before each entry and after exit.



- No one can leave LQ without Yellow ZAP training
- No one can attempt entering Red Zone or performing Sour intrusive activities at Yellow zone without Red ZAP training
- Only Yellow/Red ZAP training made since June 2016 are valid
- Yellow/Red ZAP training for non core crew is valid for 6 months

WABAS reel hose use requirement:

دوره ای آموزشی
مربوط به ایمنی

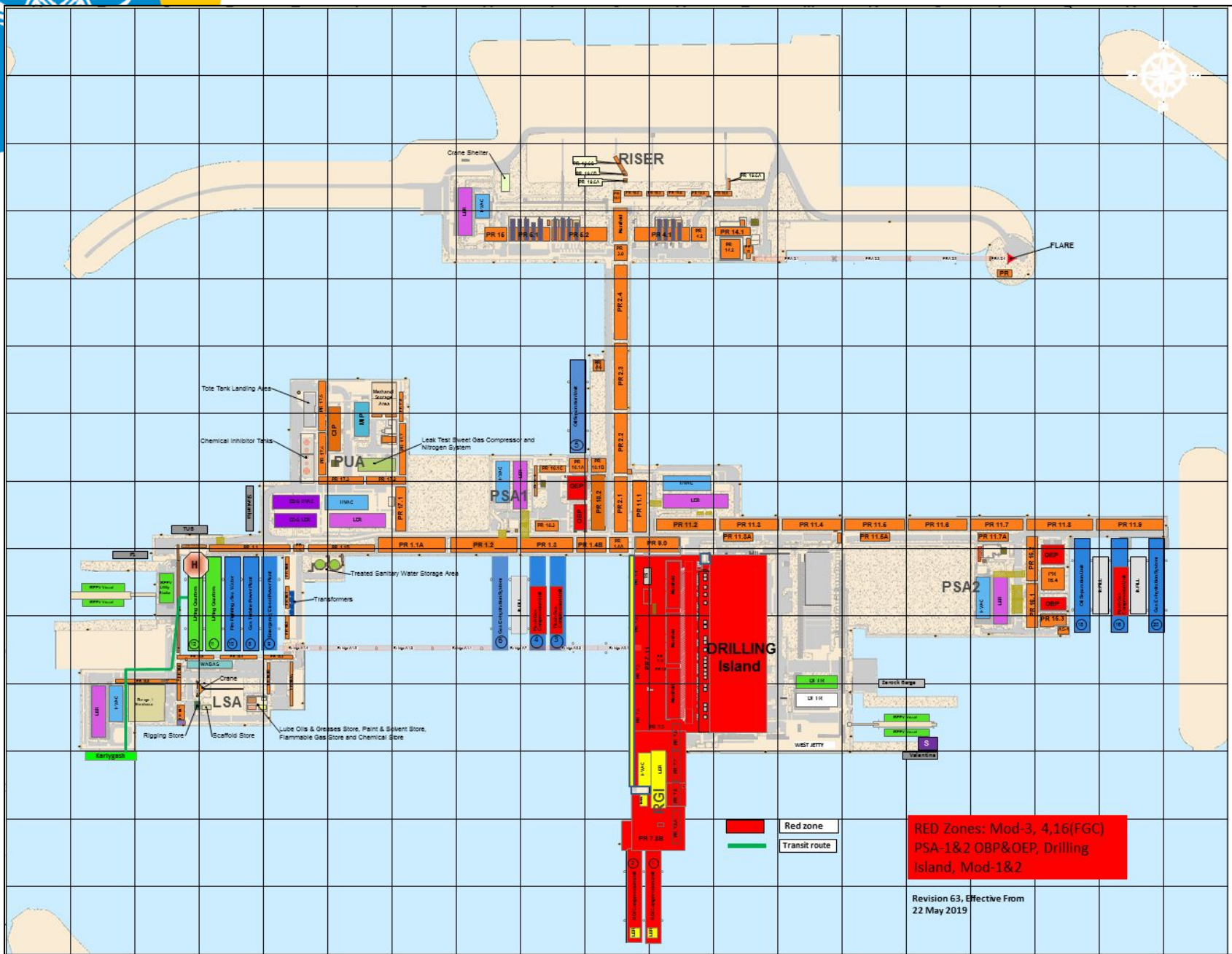
You are required to check function of WABAS system prior to start your activity by breathing for around 5 mins through the system to ensure that it is functioning properly.

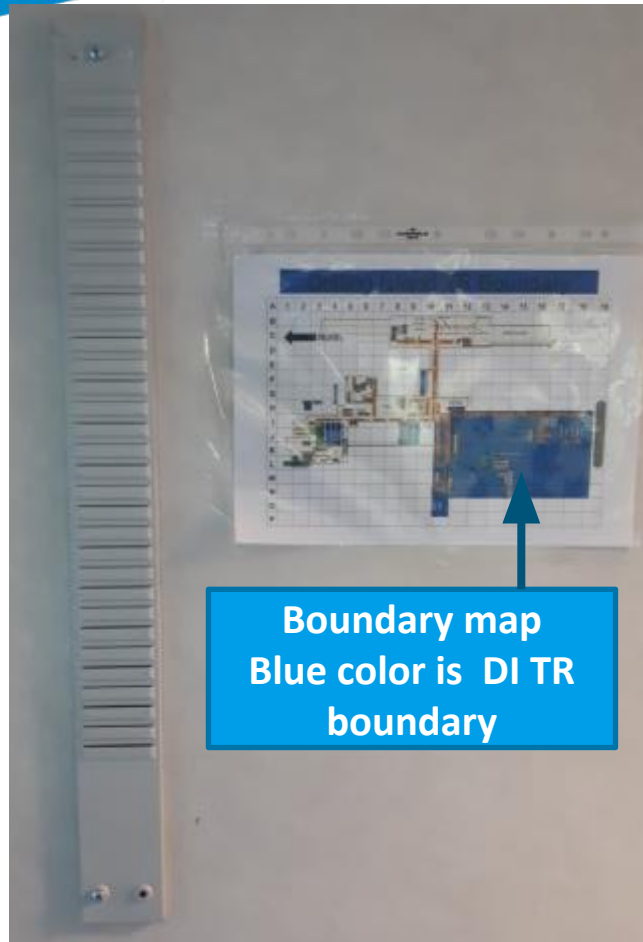
If WABAS hose reel is not functioning due to low pressure then please take a tag number and raise SAP Z1 notification to get it fixed.

ALWAYS keep your BA set air cylinder in CLOSED position after connecting to cascade system. Before disconnecting from cascade system, make sure you OPEN your BA set air cylinder first.



D-island Toxic Zoning



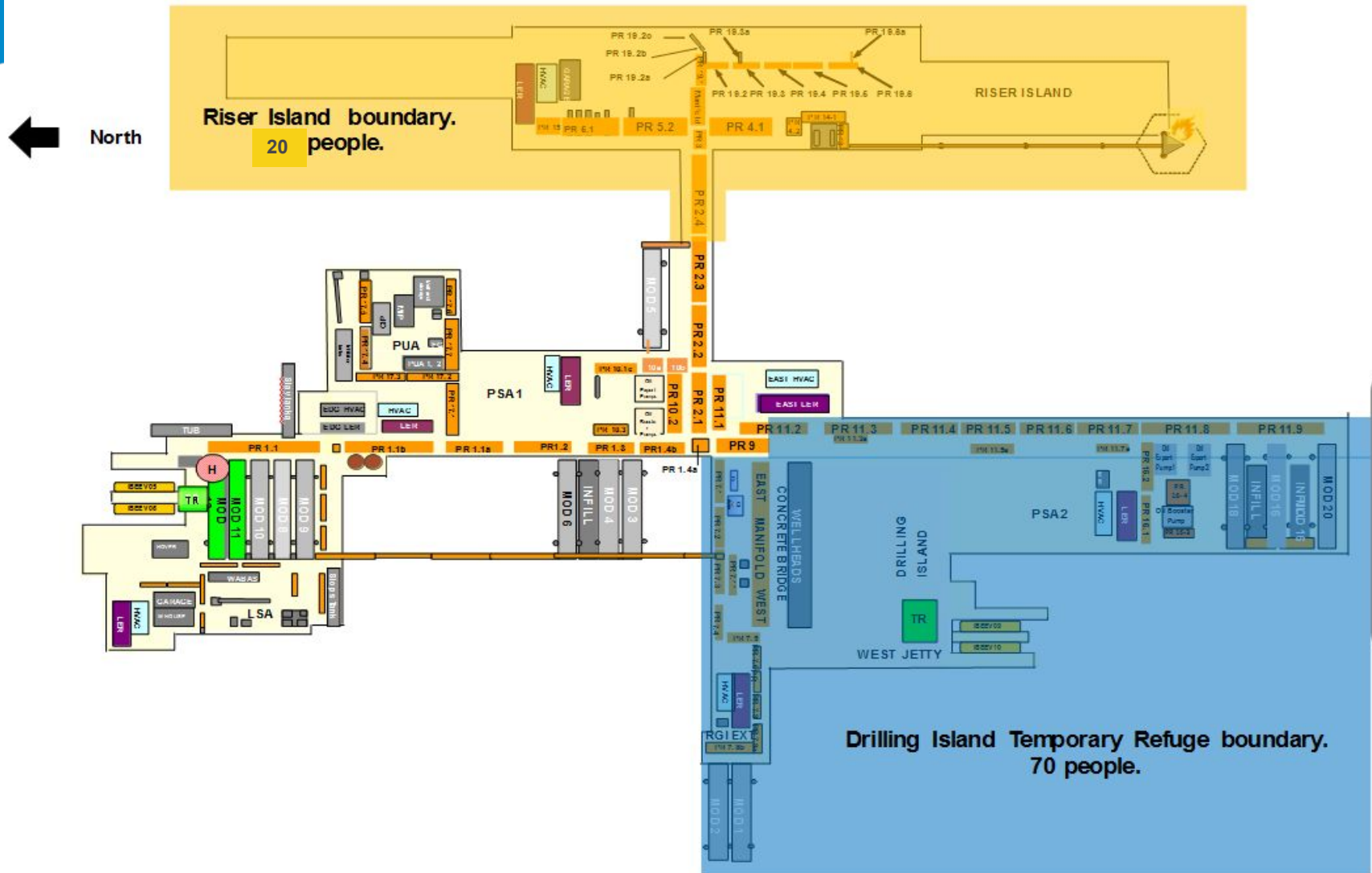


This **15** T-card slots Board is placed at Shapagat reception. **10** slots are designated for Drilling Island and **5** slots for Rising island. All personnel planning to work on Drilling Island TR boundary and Rising island are required to place their T-card there. These personnel should muster in Drilling Island TR if it is not safe to muster at their primary muster point (Shapagat).

If this 15 T-card slots are full then Shapagat personnel need to use T-cards rack in the Mod-11/12.

Due to different clusters, Shapagat residents need to ask somebody from Module to do above.

T-card rack map



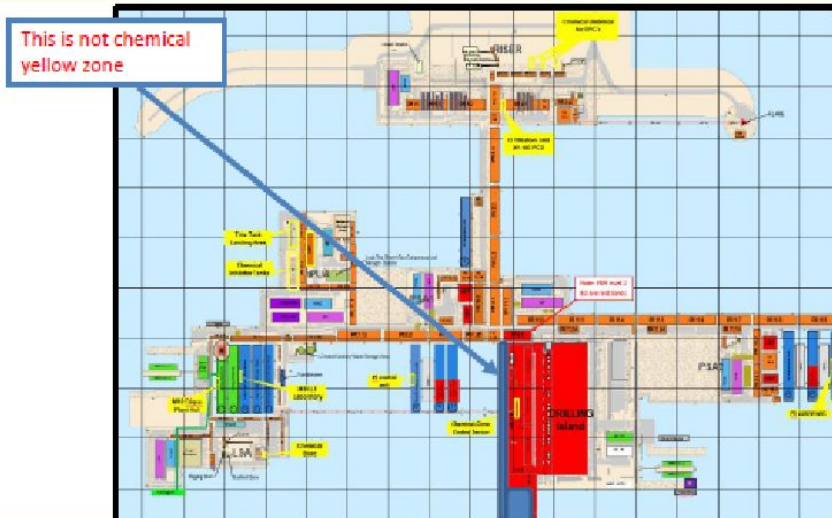
AGGRESSIVE CHEMICAL ZONING

Starting from 30 August, 2020 Offshore implemented Chemical Zones precautions. This means all below requirements are expected to be followed by everyone entering to such areas:

- Do not cross black-yellow chain barrier with plastic cons. Chemical zoning signs are posted in these areas and respect the requirement.
- Personnel must use additional PPE for carrying work on below listed chemical zones in the map.
- Entering into chemical zone to be approved by area PRA. PRA's contact details are also listed on the signs. If approved, wearing specified additional PPE for each area is mandatory.



САҒЫ (ХИМИЯЛЫҚ) ЗОНАҒА КІРУ ҮШІН ҚАУІПСІЗДІК ТАПАЛТАРЫ SAFETY REQUIREMENTS FOR ENTRY TO YELLOW (CHEMICAL) ZONE ТРЕБОВАНИЯ ТЕХНИКИ БЕЗОПАСНОСТИ ДЛЯ ВХОДА В ЖЕЛТУЮ (ХИМИЧЕСКУЮ) ЗОНУ		
HAZAR AWDAPYHЫЗ	CAUTION	ОСТОРОЖНО
КІРУ ENTRY ВХОД	ПАЙДАЛАНУ OPERATIONS WORK ЭКСПЛУАТАЦИЯ	ҚАУІПСІЗДІК ЗОНАСЫ NON-TRIALNANCE ZONE/S БЕЗОПАСНОСТЬ РАБОТЫ ЖЕЛТІ АУДАНЫ ИСТОЧНИК «ХИМИКАЛЬНЫЕ ВОЗДУШНЫЕ ЗАГРЯЗНЕНИЯ»
		
<small>ҚАУІПСІЗДІК ЗОНАСЫ NON-TRIALNANCE ZONE/S БЕЗОПАСНОСТЬ РАБОТЫ ЖЕЛТІ АУДАНЫ ИСТОЧНИК «ХИМИКАЛЬНЫЕ ВОЗДУШНЫЕ ЗАГРЯЗНЕНИЯ»</small>	<small>ҚАУІПСІЗДІК ЗОНАСЫ NON-TRIALNANCE ZONE/S БЕЗОПАСНОСТЬ РАБОТЫ ЖЕЛТІ АУДАНЫ ИСТОЧНИК «ХИМИКАЛЬНЫЕ ВОЗДУШНЫЕ ЗАГРЯЗНЕНИЯ»</small>	<small>ҚАУІПСІЗДІК ЗОНАСЫ NON-TRIALNANCE ZONE/S БЕЗОПАСНОСТЬ РАБОТЫ ЖЕЛТІ АУДАНЫ ИСТОЧНИК «ХИМИКАЛЬНЫЕ ВОЗДУШНЫЕ ЗАГРЯЗНЕНИЯ»</small>



What you need to do.....

- ☑ Use this bulletin as a topic in your next departmental meeting
- ☑ Cascade information to newcomers and people returning from vacation



Emergencies
9999
Tetra 9999

Yellow/Red ZAP Training

- No one can leave LQ without Yellow ZAP training
- No one can attempt entering Red Zone or performing Sour intrusive activities at Yellow zone without Red ZAP training
- H2S level-2 or H2S OPITO training is prerequisite to attend Red ZAP training
- Only Yellow/Red ZAP training made since June 2016 are valid
- Yellow/Red ZAP training for non core crew is valid for 6 months

Note: ZAP training is only relevant to the D-island

Fire Safety-Control of Ignition Sources

These items are not allowed to be carried outside living quarters or in live operational areas:



- Telephones (even if switched off)
- Cameras
- Non-approved radios
- Matches
- Lighters
- Smart watches
- Any other battery operated equipment (except watches and pacemakers)
- Electronic Cigarettes;
- Non EX Laptop not allowed to take outside of your accommodation. Seek advise from HSSE office for guidance should you need to. ext: 9017/9009;

Clean Shaven Policy

FACIAL HAIR REQUIREMENTS

UNACCEPTABLE



FULL BEARD



GOATEE & WIDE
MOUSTACHE



GOATEE & NARROW
MOUSTACHE



EXTENDED
SIDEburnS



FU-MANCHU
MOUSTACHE



WIDE
MOUSTACHE

ACCEPTABLE



CLEAN
SHAVEN



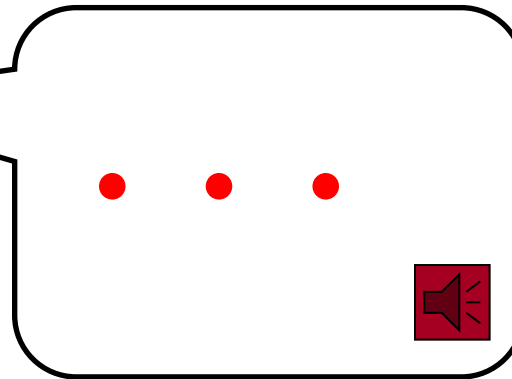
NARROW
MOUSTACHE

Alarm Types

An emergency situation may require you to leave the worksite and muster. The '**General Alarm**' will be activated in this case.



Public Address System (PA)



Intermittent Alarm



Flashing Visual Alarm

Mustering at Shapagat LQ

GENERAL ALARM arrangements.

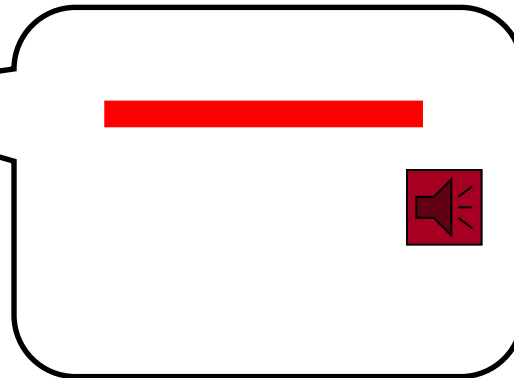
- All personnel must stop all work activities, make area safe and proceed to your primary Muster Point through the **main entrance** (Shapagat LQ) ;
- Follow instruction of the Muster Checkers on your Muster Point;

Alarm Types

In the event of a toxic gas release the 'Toxic Gas' alarm will be sounded, no need wait PA announcement, immediately personnel must don ESCBA within 30 second



Public Address System (PA)



Continuous alarm
Constant frequency



Flashing Visual Alarm

Mustering at the Shapagat LQ

TOXIC ALARM arrangements

PERSONNEL OUTSIDE:

- Stop work, done ESCBA, make area safe if safe to do so. Proceed to your primary Muster Point through the **main entrance** of (SHAPAGAT LQB).
- At Muster Point proceed to your dedicated muster station. Connect to cascade system.
- Wait for further Muster Checker instructions.

PERSONNEL INSIDE:

- Stop work and done BA mask. Proceed to your Muster Point.
- Connect to the dedicated cascade system on Muster Point and
- Wait for further instructions from Muster Checkers;

Note: personnel inside Cabin shall use their ESCBA and done mask inside cabins straight after hearing Toxic alarm.



Prepare to Abandon Platform Alarm (PAPA)

In the event of an instruction to abandon the offshore facility, the IBEEV vessels will be used to transport personnel away from the island.



Public Address System (PA)

“ In case of Smoke Identification at LER it will sound like PAPA Alarm inside the LER suggesting personnel to abandon the LER immediately since there will be Inergen gas release inside the LER that may hurt health of the personnel inside”.

Upon sounding PAPA alarm and guided by Muster Checker personnel will be requested to take following actions:

- Take additional exchange cylinder;
- Disconnect from cascade system;
- Connect to additional exchange cylinder;
- and proceed to the IBEEV following your muster checker;



Emergency response

Mustering in case of alarm:

- If Shapagat residents are alerted they need to muster at their primary muster point at Shapagat, if it is not applicable, then at the secondary muster point.

- If Shapagat residents are alerted while in other living quarters (LQ) then they should proceed to that LQ as per the muster plan.

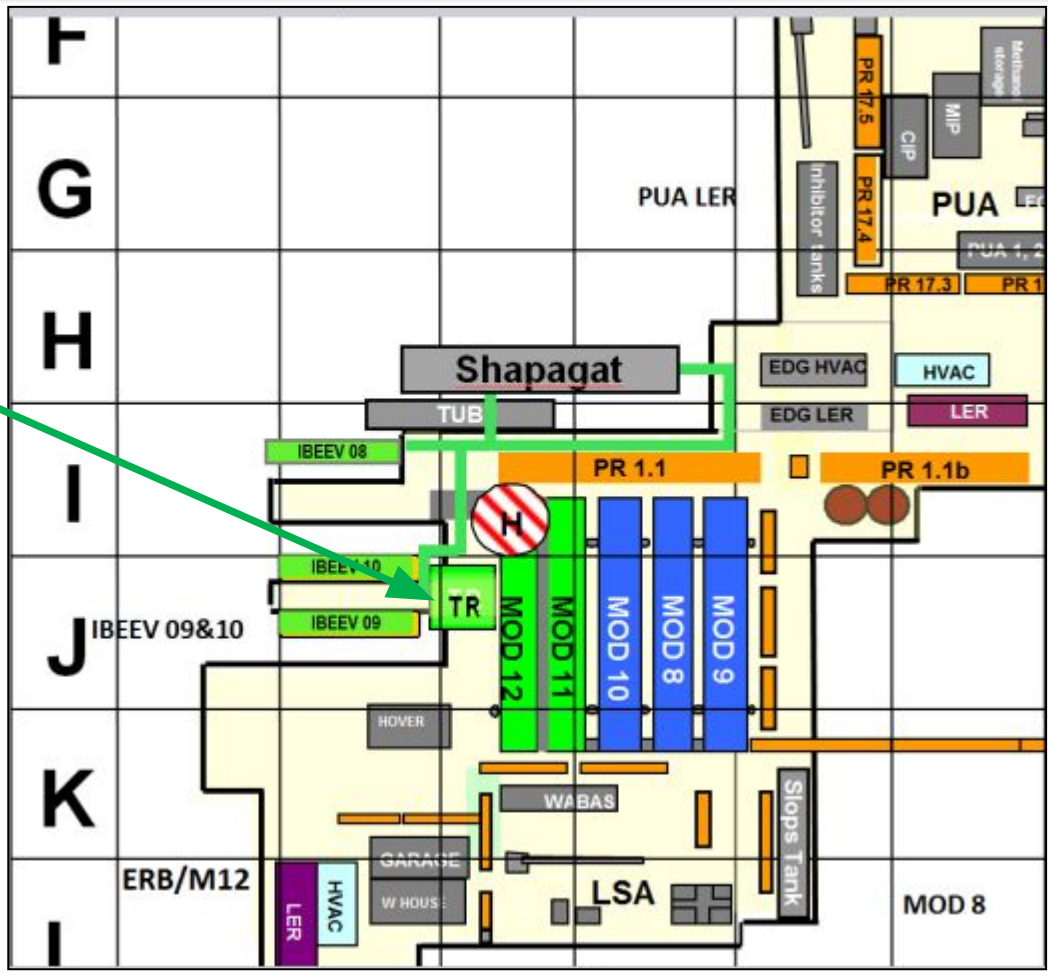
- Note 1: This rule applies to all MPS with special emergency duties if it is not applicable, then they should proceed to their own muster point. MPS with special emergency duties should proceed to their own muster point if they are alerted to Shapagat to muster then they should proceed to do so.

DUE TO COVID-19 THIS RULE NOT APPLICABLE, ALL MODULE RESIDENTS TO MUSTER ON MODULE

Note 2: Visitors from other LQ or Vessels are requested to proceed to their own Muster Point as SHAPAGAT is not a TR and there is no visitors muster point.

Emergency response

Alternative muster point for Shapagat – IBEEV shelter



Raising the Alarm!



In the event of an emergency press the **Manual Alarm Call Point (MAC)**

Once activated call to Emergency number to report it



Emergency Telephone Calls



Radio
TETRA **9999**

Emergency Number: **9999**

Communication means

Emergency Tetra Radio

9999

Emergency Phone

9999

Normal Communications Tetra. There are channels according to discipline
Radio Channels – Ops (CCR, Oil, Gas, Util), HSE&ER; Maint
(Mech, Elec, Inst); SS (Lift, Scaff) etc

Communications by VHF Tetra

Radio Channel – 74

GOA
NO HAP



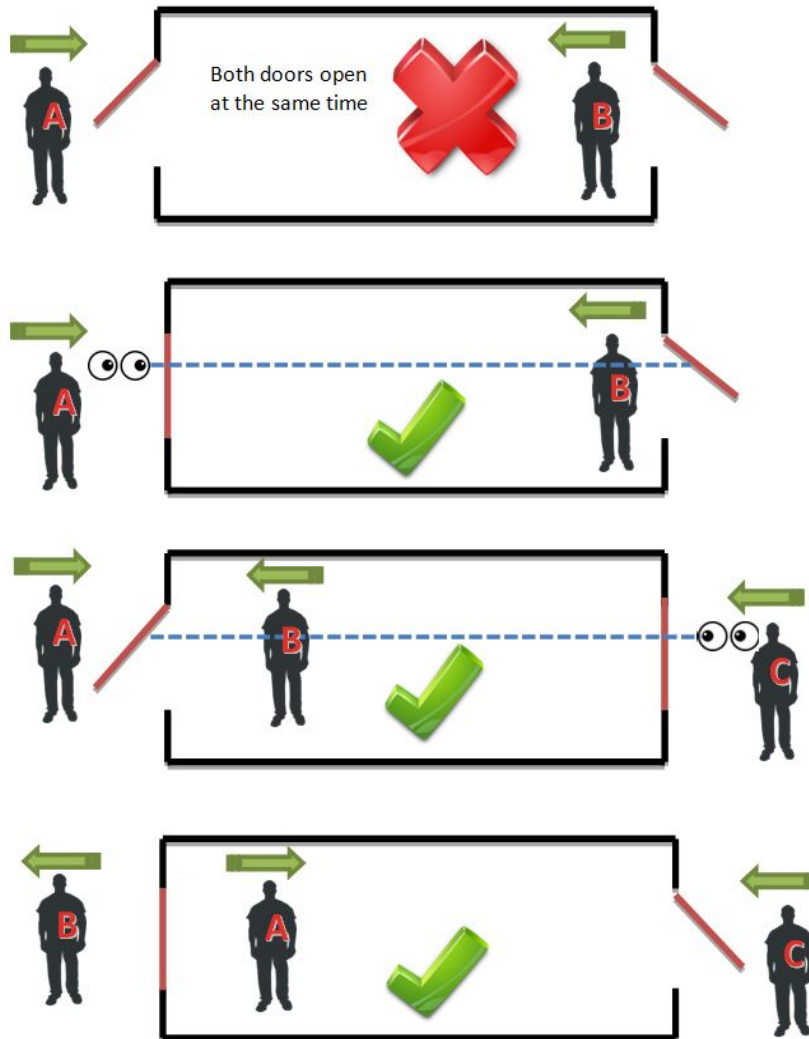
Grab Bags

There are Grab Bags in each cabin at top of the shelves at living quarter to be used in case of fire and/or smoke in Shapagat living barge.




Consider this bag when escaping through fire/smoke in the corridor.

Double Doors in Module 11/12 and process buildings



- At any one time one door shall remain shut. Even during normal operations.
- Use the sight windows to ensure that the other door is shut before opening yours and transiting through.
- As you transit through, between the two doors please ensure that the door behind you shuts.
- Please don't be offended if people do not hold the door open for you anymore.
- Don't place your face or body immediately adjacent to the sight windows as the door may open unexpectedly

Jewelry safety rules



Jewelry safety rules and guidance for operational locations

Serious injuries have occurred as a result of personnel wearing jewelry at work. These injuries have been caused by contact with hazards such as electricity, moving equipment/machinery and hot surfaces. Other serious injuries have also occurred from less obvious events like catching rings while climbing ladders. Accident records show that jewelry can significantly contribute to the nature and extent of such injuries.




For the purpose of this guidance, jewelry refers to **finger rings, earrings, studs, facial attachments such as chains/rings, bracelets (including medical bracelets), necklaces and watches.**

This guidance applies to operational locations and worksites on and offshore. 'Work place' refers to the location of the specific activity the individual is undertaking at.

It does apply in accommodation and office locations where the work involves higher risk activities (such as production, electrical, chemical use and maintenance catering/laundry, gardening). The removal of jewelry whilst using Gym equipment is also encouraged as 'best practice'.

Things you need to know:

- Wearing of finger rings, earrings and facial jewelry is prohibited at the workplace. Wearing of a flat band wedding ring is permitted only if it cannot be removed, and that it is taped up - even if being worn under gloves.
- Wearing of bracelets and necklaces is prohibited at the workplace. The only exception are the 'open copper' type medical bracelets;
- Where other jewelry such as body piercing is worn, this is only permitted at the workplace where it is continuously and completely covered by clothing and PPE (such as coveralls and catering jackets).
- Company accepted watches should be removed when working with moving equipment/machinery. Watches should be completely covered by PPE (such as coverall cuffs)

Green Hat Policy



If you are first time on D-Island or have not been at D-Island for 1 year then you are required to wear a green hard hat for one rotation (*but if individual wants to wear it longer due to being uncertain then it is upon his decision*)

This will help us to identify new comers and assist them on site.

- Не оставляйте без присмотра личное и служебное имущество – помните, что вы несете за него ответственность
- Храните ценные вещи при себе или запирайте в ящиках/сейфах/комнатах
- Регистрируйте электронные устройства – ноутбуки, планшеты и т. д. Расписание и место регистрации можно узнать на приемах LQ. Незарегистрированные электронные устройства могут быть изъяты. Если требуется регистрация, свяжитесь с сотрудником службы безопасности.
- Немедленно сообщайте обо всех инцидентах, связанных с безопасностью, и подозрительных/незаконных действиях сотруднику службы безопасности и/или охраннику



- In order to ensure safety and security purposes, photographing and video filming using cameras, mobile phones and other devices is restricted in Company premises within Offshore facilities.
- Authorization is to be obtained from Offshore Site Manager for taking photos & videos on D-Island and other NUI's Sites.
- The signed form to be kept by camera users and shown upon request.



Security Information

on Rules of Conduct in Case of Actual or Threatened Acts of Terrorism

ACTIONS IN THE EVENT OF A TERRORIST ATTACK

Get ready for urgent evacuation. Put documents, money, some foodstuff into bag. A whistle would be useful.



Help sick and old people to prepare for evacuation. Remove combustible and flammable materials from balconies.

Prepare iodine, bandages, cotton wool and other medicine for first aid provision. Agree mutual assistance actions with neighbors.



Avoid crowded places



Turn on the radio or TV and listen to announcements



Keep numbers of emergency and utility services available.



IF YOU RECEIVE A THREATENING CALL OR LETTER

TRY TO MEMORISE THE EXACT CONTENT OF THE CONVERSATION

NOTE THE STYLE OF SPEECH, VOICE PECULIARITIES, ACCENT, INDICATIVE WORDS AND PHRASES

NOTE BACKGROUND SOUND

TRY TO RECORD THE CONVERSATION ON AN AUTOMATIC RECORDING MACHINE OR TAPE RECORDER

WITHOUT HANGING UP, TRY TO RECORD THE PHONE NUMBER FROM THE DISPLAY SCREEN

HANDLE THE LETTER WITH CARE, PACK IN POLYETHYLENE BAG, TRY NOT TO LEAVE YOUR FINGERPRINTS, OPEN IT FROM THE LEFT OR RIGHT SIDE CAREFULLY CUTTING THE ENVELOPE EDGES.

IMMEDIATELY CALL SECURITY EMERGENCY OPERATOR



SIGNS OF A POSSIBLE EXPLOSIVE DEVICE

Indications of explosive device



Antenna Sounds of a timing device Various Wires Batteries

SUSPICIOUS ITEMS



Unattended objects: boxes, parcels, cases, e.t.c

If you find an unknown, unattended, suspicious object



Do not use mobile phones, radio sets, neither set fire close to it

Do not approach, touch, or take it. Do not open it

Immediately report about detected suspicious object to Security Emergency Operator



If possible barricade the object and limit access for unauthorized persons, wait for arrival of Security Officers and Police



Neutralization of explosive device can be carried out only by law enforcement specialists



IF YOU ARE TAKEN HOSTAGE



Do not shout or resist



Try to memorise as much as possible about the terrorists: their quantity, equipment, habits, temperament, accent, manner of speech, etc.



Do not hold talks independently



Don't try to escape if there is no confidence in success

INDICATIONS OF STARTED HOSTAGE RELEASE OPERATION:

● Harsh Distractive sound (Explosion, alarm signal)

● Long pause during negotiations



During the operation, stay away from windows and doors, lie or sit down, keep hands on the back of your head, there should be no items in your hands



Offshore 7-day semi-isolation plan



03/04/2021

INTERNAL

Обязательные правила:

- Используйте только медицинскую маску FFP-2.
- Снимать маску FFP 2 разрешается только в каюте или на saite, если сохраняется 2-метровая социальная дистанция от других людей.
- Персонал, находящийся под 7-дневным карантином, проживающий на SHAPAGAT LQ, не должен входить в другие Кластеры, не должен входить в объекты (мастерские, BARS, офисы, магазины и т.д.), занятые чистым персоналом из других Кластеров, должен всегда сохранять социальную дистанцию при встрече с чистым персоналом из других Кластеров.
- Резиденты LQ должны соблюдать социальную дистанцию от экипажа LQ, обслуживающего и убирающего персонала и не должны делить комнату/офис.
- Все жители должны измерять температуру своего тела два раза в день (утром и вечером) и отправлять результат по WhatsApp группе врачам.
- Жителям не разрешается пользоваться такими удобствами, как тренажерный зал, игровые и телевизионные залы.
- Курение разрешено внутри судна в специально отведенном месте по расписанию для каждой каюты, максимум 4 человека могут курить одновременно. Снаружи выделенное место для курения может быть использовано максимум 4 людьми в любое время.
- Все жители освобождены от учебных тревог. Только экипаж судна должен следовать требованиям по учебным тревогам.
- Персонал CCR должен быть размещен в одной каюте и использовать выделенный коридор и специальную дверь для перехода между M11/12 и Shapagat LQ
- Общая душевая комната в Shapagat LQ должна быть очищена/продезинфицирована каждым жителем после каждого использования. Это необходимо для того, чтобы избежать перекрестного заражения между людьми, делящими душевую комнату.
- Не собирайтесь в раздевалке, нельзя находиться в раздевалке более 15 минут.
- Несоблюдение установленных правил приведет к управлению последствиями!**

Arrangements:

- Каждый будет обеспечен масками в количестве 10 шт FFP2 и медицинской маской на 7 дней и индивидуальным термометром, если потребуется дополнительная маска, то обратитесь к представителю Akbarys или координатору по безопасности (в ночное время)
- Питание и чай предоставляются только в каюте. Необходимо соблюдать правила пожарной безопасности при использовании электрического чайника внутри каюты. Инструкции по технике безопасности имеются в каждой каюте.
- В каждой каюте установлен компьютер.
- Контрольное медицинское освидетельствование будет проведено на 7-й день вечером после ужина (например, для прибывших в понедельник это вечер воскресенья) и выдана справка для переезда на M11/12 или НУР.
- Уборщица будет убирать только душевую кабину, но жильцы должны покинуть комнату во время уборки. Каюта должна содержаться в чистоте жильцами.
- Услуги прачечной предоставляются по расписанию (через день).
- PSA-2 BARS, предназначенные для жителей Шапагата, максимум 4 человека одновременно.
- Shapagat LQ приостанавливает все высокорисковые виды деятельности, разрешение на которые дает только Kashagan Marine.
- Предсменное медицинское обследование будет продолжено в вводном кабинете самостоятельно под руководством врачей..

Обеспечение контроля:

- Обеспечивается назначенным старшим специалистом по эксплуатации или техническому обслуживанию в дневную смену и Координатором по безопасности в ночную смену.

Control measures for personnel working in M11/12 but living in Shapagat LQ during 7-day semi-isolation

Персонал, проживающий в Шапагате, но работающий на трассе M11/12:

1. CCR personnel,
2. POB admin,
3. Radio Operator,
4. VTS Supervisor.

Основное правило:

- ✓ Обязательное использование маски для лица, маски FFP2 и перчаток при перемещении в пределах M11/12 также является четким указанием для других чистых жителей, что они находятся под 7-дневным карантином.
- ✓ СИЗ и ESCBA должны храниться в офисе.
- ✓ Доступ к M11 / 12 будет через специальный шлюз (восточная сторона, северный шлюз).
- ✓ Вышеперечисленный персонал должен хранить комплект ВДА и СИЗ в своей каюте.
- ✓ Персонал должен использовать отдельный вход/выход в/из Шапагата, чтобы быть отделенным от других жителей.

Меры контроля:

- Обязательно использовать маску FFP2 внутри M11/12.
- Персонал CCR начинает свою вахту с ночной смены. Обед и чайный пункт должны быть предоставлены в CCR, пирам пищи будет происходить по одному офису, каждый обеспечивает самостоятельную дезинфекцию после окончания обеда. Курение разрешено в пункте курения M11/12 в определенное время, по возможности поодиночке или соблюдением социальной дистанции. Выделенный туалет с соответствующей вывеской
- Администратор POB физически отделен от других сотрудников, работающих в офисе, путем установки брезента / оргстекла. Администратор POB использует дверь офиса с южной стороны для входа / выхода, также эта дверь должна быть закрытой и с табличкой о том, что он / она находится под 7-дневным карантином. Дверь хели-холла, которая будет использоваться для доступа к модулю. Обед и чаепитие могут быть предоставлены в M11 / 12. Самостоятельная дезинфекция офисного стола по окончании смены. Курение разрешено только в помещениях для курящих. Отдельный туалет с соответствующей вывеской.
- VTS супервайзер и радио оператор размещаются в одной каюте на «Шапагате», и оба начинают свою ротацию с ночной смены. Они держат дверь офиса VTS закрытой и вывешивают табличку о том, что находятся на карантине, и свои контактные данные. Обед и чаепитие могут быть предоставлены в офисе VTS. Самостоятельная дезинфекция офисного стола по окончании смены. Курение разрешено только в помещениях для курящих. Предусмотрен специальный туалет с соответствующей вывеской.
- Лица, находящиеся на карантине, работающие в M11/12, но проживающие в Шапагате, должны связаться с доктором по телефону и следовать инструкциям. Ext 9175; TETRA 9916

Экстренный сбор:

- ☐ **INTERNAL** персонала CCR в CCR
- ☐ Администратор POB собирается в приемной

Proper COVID preventive mask



COVID19 – Controls

Следующие меры контроля COVID19 должны строго соблюдаться всеми:

1. Всегда соблюдайте как минимум 2 м социальную дистанцию.
2. Всегда носите медицинскую маску внутри LQ, исключение составляет только каюта.
3. Всегда носите медицинскую маску за пределами LQ, где нельзя поддерживать расстояние 2 м..
4. Маски FFP2 являются обязательными для жителей Шапагата.
5. Поддерживайте разделение кластеров и POD и избегайте их смешивания, особенно это следует учитывать Супервизорам и Руководителям команд при передаче задач своим командам.
6. **Если вышеперечисленное неизбежно, то:**
 - В таком исключительном случае требуется разрешение дисциплинарного суперинтенданта.
 - FFP2 для всей команды. При работе в помещении используйте защитную маску.
1. Дезинфекция офисных поверхностей после рабочего дня осуществляется самим сотрудником.
2. Часто мойте руки и пользуйтесь дезинфицирующими средствами. Использование перчаток рекомендуется, но не обязательно (коробка с перчатками доступна у радио оператора).
3. Во время транспортировки морских судов следите за разделением POD/Кластеров отдельными судами
4. Все пациенты должны измерять температуру своего тела дважды в день (утром и вечером) и сообщать врачу, если температура составляет 37 градусов или выше. Руководители групп организуют измерение температуры тела своих сотрудников в начале и в нерабочее время.
5. Если на территории завода квам подходят люди и вы не надели маску то остановите их и наденьте ее.
6. Ваша каска должна быть с соответствующей наклейкой кластера. Наклейки можно получить на стойке регистрации. **CLASTER A – синий, CLASTER B –желтый, CLASTER D – фиолетовый;**
7. Сведите к минимуму визиты в другие офисы. Не собирайтесь большими группами.
8. Используйте перчатки для передачи разрешительных документов. Используйте перчатки, когда подписываете карту TRIC общей ручкой. Допустимо, чтобы один человек поместил имена участников Toolbox в карточку TRIC.

Рекомендации по ношению медицинской маски с защитными очками во избежание запотевания

Этап планирования работы:

1. Поддерживайте разделение кластеров и POD и избегайте их смешивания, особенно это должно учитываться супервайзерами и руководителями групп при предоставлении заданий своим командам.
2. Если вышесказанное неизбежно, то :
В таком исключительном случае требуется разрешение дисциплинарного суперинтенданта.
FFP2 для всей команды. Жители карантинного LQ должны носить защитную маску при смешивании с другими кластерами в помещении.

Фаза выполнения задания:

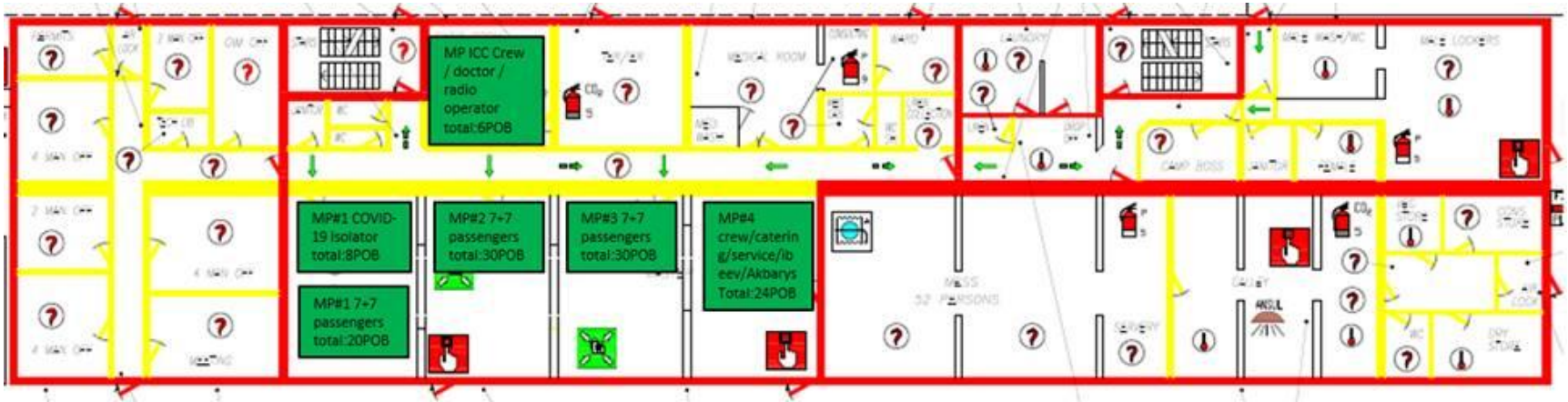
Во время ТВТ / TRIC - обсудите проблему запотевания защитных очков и:

- Identify where min 2m social distance can be followed and where it cannot be followed during the activity and try to mitigate the moments when social distance is not maintained to avoid fogging issue.
- Organize the work to maintain min 2m social distance in this case the mask can be removed to avoid fogging issue only on site.
- Glasses can be removed temporarily only for cleaning (fogging) and replaced as soon as this is completed. However, people should be stationary, not at height and in a safe location away from specific work site hazards.

Site walking phase:

- Masks can be removed outside when social distancing is not compromised (eg, when they are on their own).
- Glasses can be removed temporarily only for cleaning (fogging) and replaced as soon as this is completed. People should be stationary, not at height and in a safe location away from specific work site hazards.

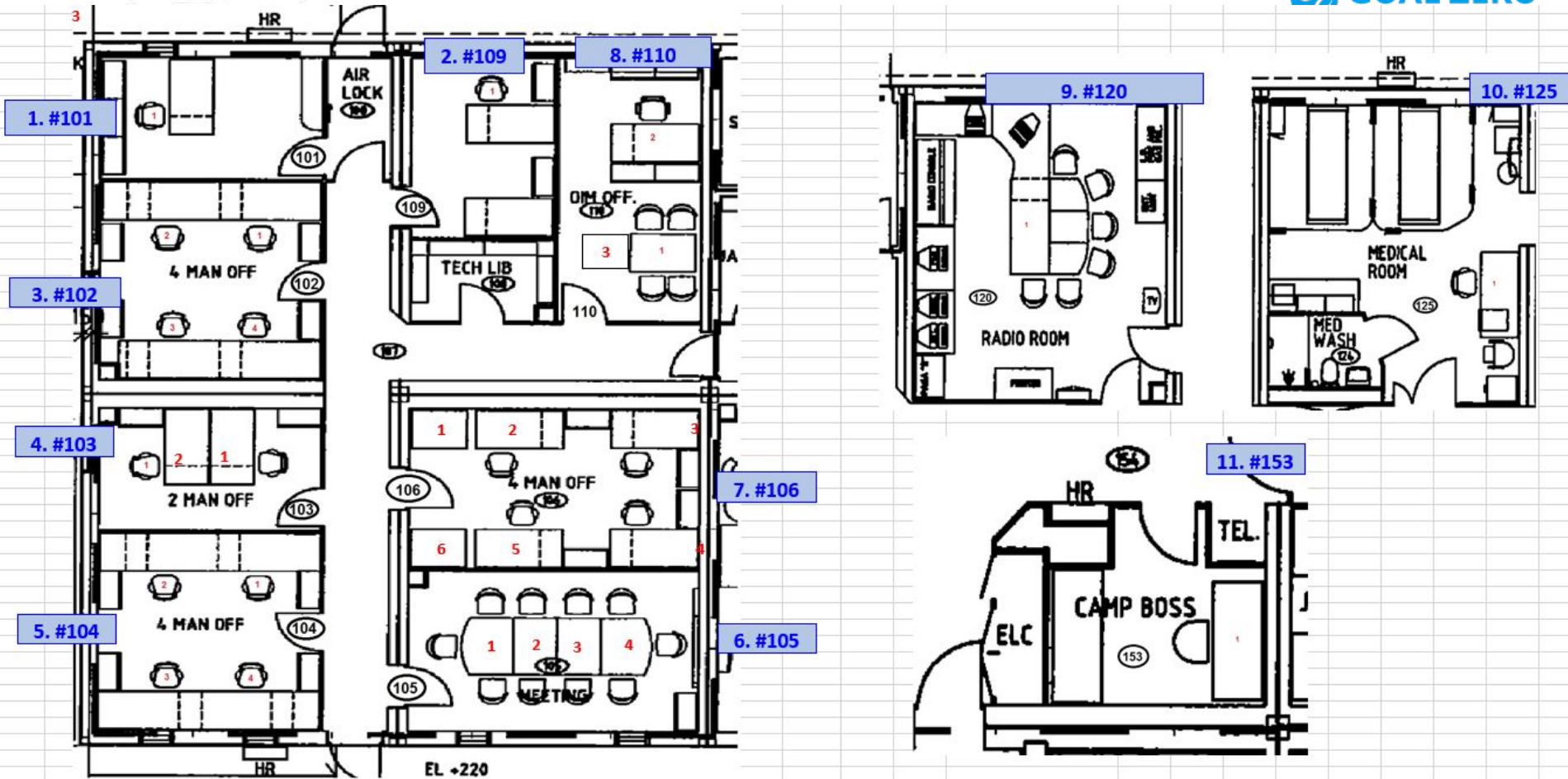
Remember Company PPE Golden rule and comply with it while on site and inside industrial buildings!



Shapagat LQ cabins allocation

Shapagat cabin plan - PODs

Shapagat cabin plan - PODs																	
CCR	CCR	CCR	CCR		Cabin	Cabin	Cabin	Cabin	Cabin	Cabin	Cabin	Cabin	Cabin	Cabin		Clinic	
201 A	202 A	209 A	210 A		224 A	225 A	232 A	233 A	240 A	241 A	248 A	249 A	256 A	257 A		127	
201 B	202 B	209 B	210 B		224 B	225 B	232 B	233 B	240 B	241 B	248 B	249 B	256 B	257 B			
F-7	F-7	F-7	F-7		F-1	F-1	F-1	F-1	F-1	F-1	F-2	F-2	F-2	F-2		POD D3	
F-7	F-7	F-7	F-7		F-1	F-1	F-1	F-1	F-1	F-1	F-2	F-2	F-2	F-2			
Cabin	RO+VTS	Cabin	Cabin	Cabin	Cabin	Cabin	Cabin	Cabin	Cabin	Cabin	Cabin	Cabin	Cabin	Cabin		COC	
203 A	204 A	211 A	212 A	219	226 A	227 A	234 A	235 A	242	250 A	251 A	258 A	259 A		266 A		
203 B	204 B	211 B	212 B		226 B	227 B	234 B	235 B		250 B	251 B	258 B	259 B		266 B		
F-7	F-11	F-6	F-6	FEMALE	F-2	F-2	F-3	F-3	FEMALE	F-3	F-3	F-3	F-3		POD D2		
F-7	F-11	F-6	F-6		F-2	F-2	F-3	F-3		F-3	F-3	F-3	F-3		POD D2		
Cabin	Cabin	Cabin	Cabin	Cabin	Cabin	Cabin	IBEEV	IBEEV	MCS	MCS cleaners	MCS cleaners	HSE+ER	COC			COC	
205 A	206 A	213 A	214 A	220	228 A	229 A	236 A	237 A	244	252 A	253 A	260 A	261 A		267		
205 B	206 B	213 B	214 B		228 B	229 B	236 B	237 B		252 B	253 B	260 B	261 B				
F-4	F-4	F-4	F-4	FEMALE	F-4	F-4	POD D2	POD D2	POD D1	POD D2	POD D2	POD D2	POD D2		POD D2		
F-4	F-4	F-4	F-4		F-4	F-4	POD D2	POD D2		POD D2	POD D2	POD D2	POD D2				
Cabin	Cabin	Cabin	Cabin	Cabin	Cabin	Cabin	Cabin	Cabin	Cabin	MCS kitchen	MCS kitchen	MCS kitchen	MCS kitchen	COC	COC	COC	COC
207 A	208 A	215 A	216 A	222 A	223 A	230 A	231 A	238 A	239 A	246 A	247 A	254 A	255 A	262 A	263 A	269 A	270 A
207 B	208 B	215 B	216 B	222 B	223 B	230 B	231 B	238 B	239 B	246 B	247 B	254 B	255 B	262 B	263 B	269 B	270 B
F-5	F-5	F-5	F-5	F-5	F-5	F-6	F-6	F-6	F-6	POD D1	POD D1	POD D1	POD D1	POD D2	POD D2	POD D2	POD D2
F-5	F-5	F-5	F-5	F-5	F-5	F-6	F-6	F-6	F-6	POD D1	POD D1	POD D1	POD D1	POD D2	POD D2	POD D2	POD D2



Template: IMP-Y03-



Shapagat LQ meal schedule



POD	Breakfast	Lunch	Dinner	Night Lunch
POD-D1 Kitchen	7.00-7.30	13:00-13.30	19:30-20:00	00:30-01:00
POD-D2	6.30-7.00	12:30-13:00	19:00-19:30	00:00-00:30
Room Service	5.30-6.30	11:30-12:30	17:45-19:00	23:30-00:00



Shapagat LQ smoking schedule



							F-1	F-1	F-1	F-2	F-2	F-2	F-3	F-3	F-3	F-4	F-4	F-4	F-5	F-5	F-5	F-6	F-6	F-6	F-7	F-7	F-7/11	Singles			
							224A	233A	240A	248A	256A	226A	234A	250A	258A	205A	214A	229A	207A	215A	222A	230A	238A	211A	201A	209A	203A	219			
4 smokers at one time							224B	233B	240B	248B	256B	226B	234B	250B	258B	205B	214B	229B	207B	215B	222B	230B	238B	211B	201B	209B	203B	219			
							225A	232A	241A	249A	257A	227A	235A	251A	259A	206A	213A	228A	208A	216A	223A	231A	239A	212A	202A	210A	204A	220			
							225B	232B	241B	249B	257B	227B	235B	251B	259B	206B	213B	228B	208B	216B	223B	231B	239B	212B	202B	210B	204B				
							CLEANING																								
23:30-23:40	04:00-04:10	08:10-08:20	13:10-13:20	15:40-15:50	18:10-18:20	20:40-20:55																									
23:20-23:25	03:20-03:25	05:40-05:50	09:30-09:50	13:40-13:50	17:30-17:40	21:20-21:25																									
23:25-23:30	03:25-03:30	05:50-06:00	09:50-10:00	13:50-14:00	17:40-17:50	21:25-21:30																									
23:40-23:45	03:30-03:35	06:00-06:10	10:00-10:10	14:00-14:10	17:50-18:00	21:30-21:35																									
23:45-23:50	03:35-03:40	06:10-06:20	10:10-10:20	14:10-14:20	18:00-18:10	21:35-21:40																									
23:50-23:55	03:40-03:45	06:20-06:30	10:20-10:30	14:20-14:30	18:20-18:30	21:40-21:45																									
23:55-00:00	03:45-03:50	06:30-06:40	10:30-10:40	14:30-14:40	18:30-18:40	21:45-21:50																									
00:00-00:05	03:50-03:55	06:40-06:50	10:50-11:00	14:40-14:50	18:40-18:50	21:50-21:55																									
00:05-00:10	03:55-04:00	07:00-07:10	11:00-11:10	14:50-15:00	18:50-19:00	21:55-22:00																									
00:10-00:15	04:10-04:15	07:10-07:20	11:10-11:20	15:00-15:10	19:00-19:10	22:00-22:05																									
00:15-00:20	04:15-04:20	07:20-07:30	11:20-11:30	15:10-15:20	19:10-19:20	22:05-22:10																									
00:20-00:25	04:20-04:25	07:30-07:40	11:30-11:40	15:20-15:30	19:20-19:30	22:20-22:25																									
00:25-00:30	04:25-04:30	07:40-07:50	11:40-11:50	15:30-15:40	19:30-19:40	22:25-22:30																									
00:30-00:35	04:30-04:40	07:50-08:00	11:50-12:00	15:50-16:00	19:40-19:50	22:30-22:35																									
00:35-00:40	04:40-04:45	08:00-08:10	12:00-12:10	16:00-16:10	19:50-20:00	22:35-22:40																									
00:40-00:45	04:45-04:50	08:20-08:30	12:10-12:20	16:10-16:20	20:00-20:10	22:40-22:45																									
00:45-00:50	04:50-04:55	08:30-08:40	12:20-12:30	16:20-16:30	20:10-20:20	22:45-22:50																									
00:50-01:00	04:55-05:00	08:40-08:50	12:30-12:40	16:30-16:40	20:20-20:30	22:50-22:55																									
01:00-01:10	05:00-05:05	08:50-09:00	12:40-12:50	16:40-16:50	20:30-20:40	22:55-23:00																									
01:10-01:20	05:05-05:10	09:00-09:10	12:50-13:00	16:50-17:00	20:55-21:00	23:00-23:05																									
01:20-01:30	05:10-05:15	09:10-09:20	13:00-13:10	17:00-17:10	21:05-21:10	23:05-23:10																									
01:30-01:40	05:15-05:20	09:20-09:30	13:20-13:30	17:10-17:20	21:10-21:15	23:10-23:15																									
01:40-01:50	05:20-05:25	09:30-09:40	13:30-13:40	17:20-17:30	21:15-21:20	23:15-23:20																									

NOTE: POD D1, D2 residents will use separate smoking point as following:
 POD D1 every first 20 minuts of each hour (maximum 4 person)
 POD D2 every next 40 minuts of each hour (maximum 4 person)

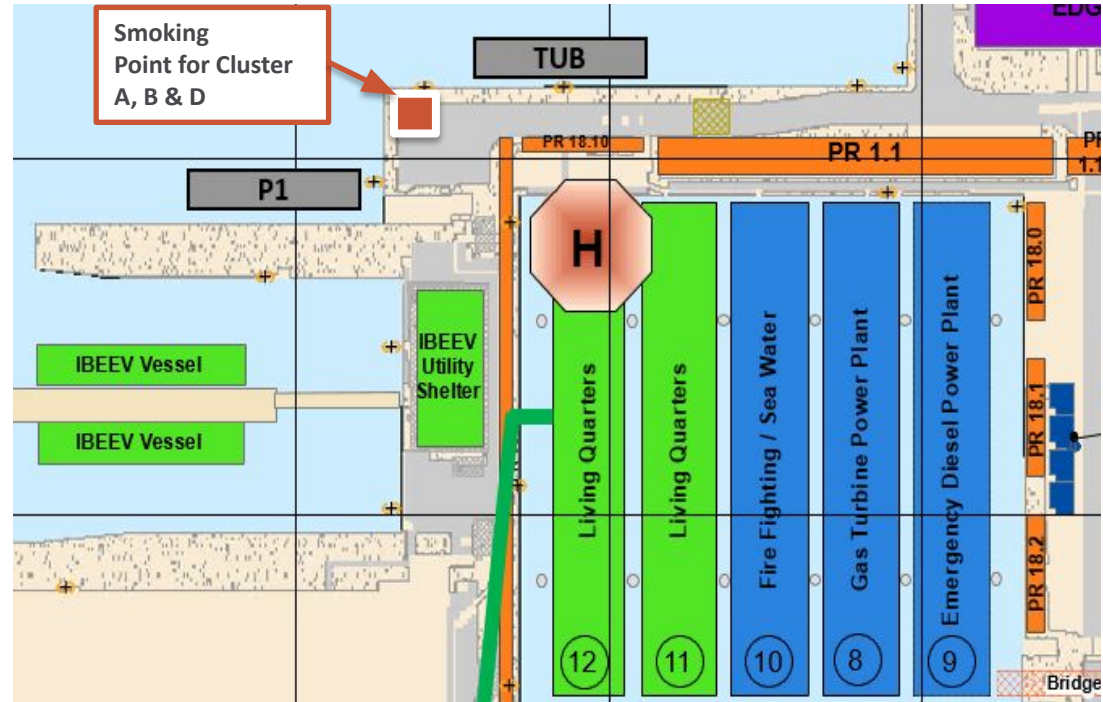
- One of the smoking room is allocated for residents, maximum 4 smokers as per above time schedule.
- Vessel crew, catering and housekeeping crews have separate smoking room.
- All smoking room users shall disinfect their hands (dispenser available at the entrance) before entry and after exiting the smoking room;
- Electronic cigarettes shall not be taken outside for smoking in outside smoking shelter.

Template: IMP-Y03-FR-00C

Designated smoking point



Outside smoking shelter located on north east side of LSA near TUB barge ONLY for Cluster A, B, D;



Please follow simultaneous occupation rules for each outside smoking shelter:

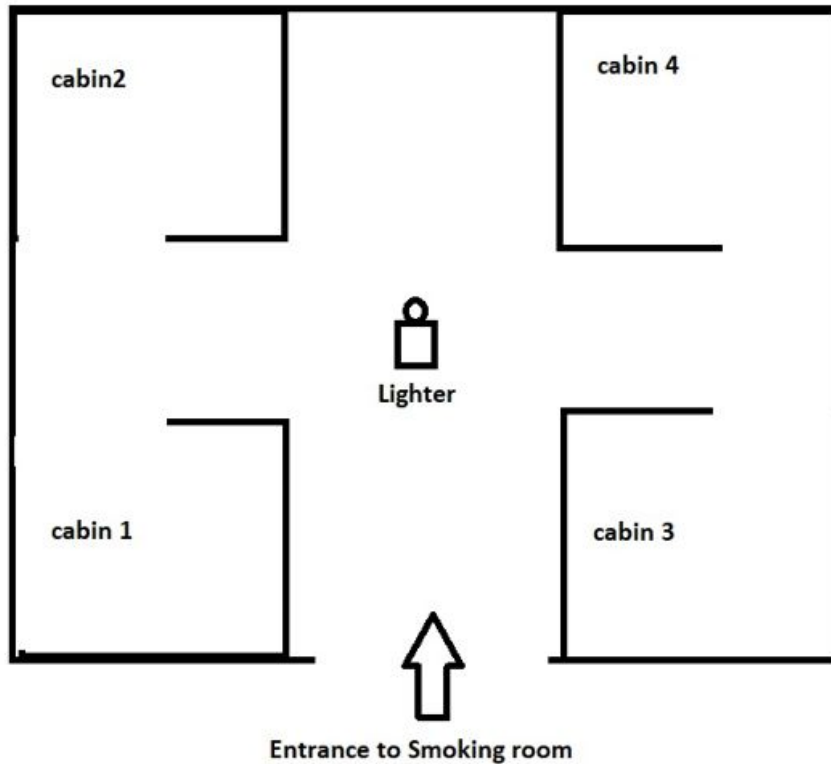
Outside smoking shelter is divided into 4 parts for all 3 Clusters. It means 4 persons of each cluster can smoke simultaneously, provided they occupy different smoking “cabins” inside of the shelter.

Maintain all COVID-19 precautions and ensure cigarette butts are fully extinguished before you go.

LSA Smoking shelter time table

SHAPAGAT Residents

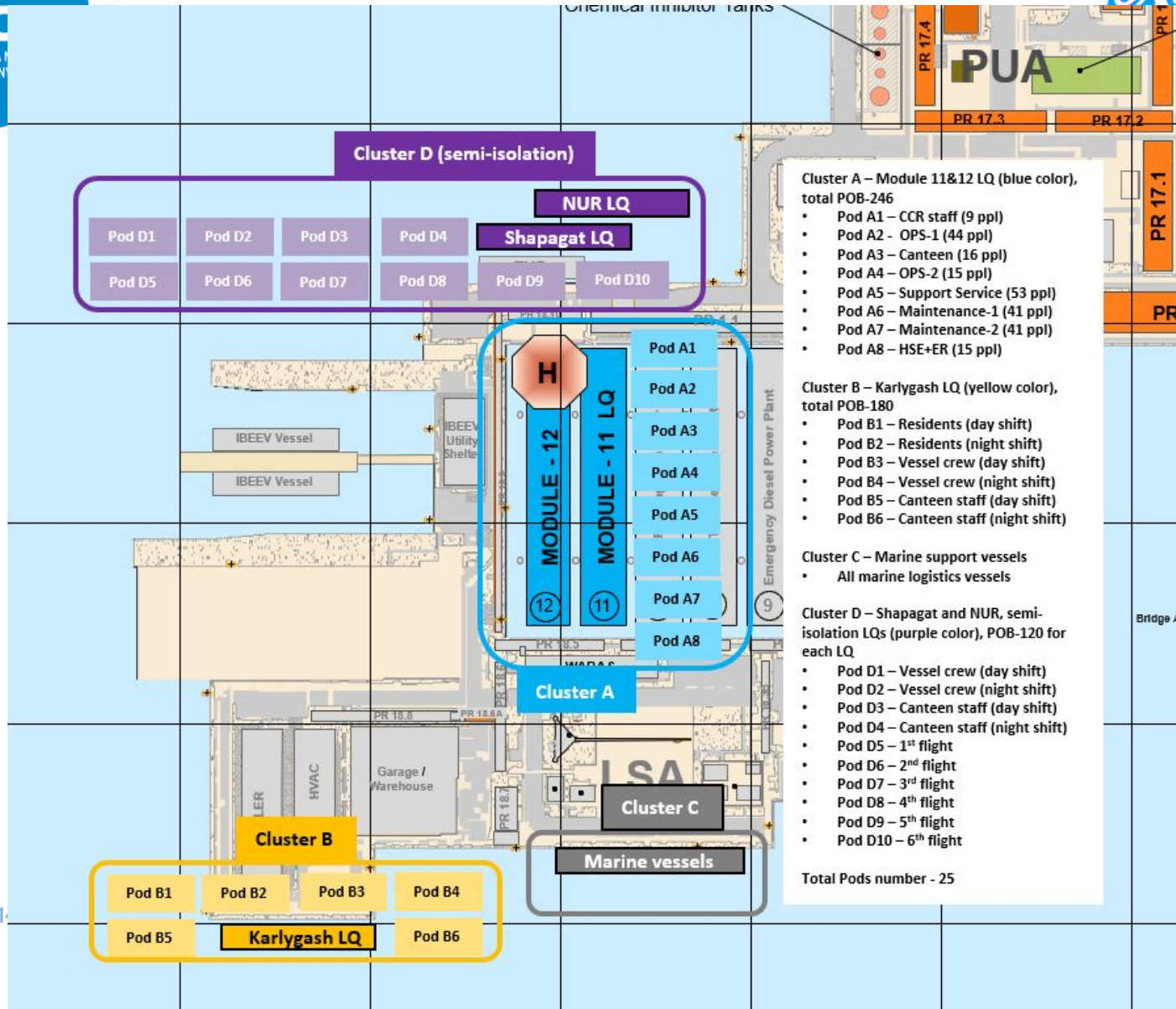
*Dedicated Smoking point in LSA will be used by 7 days QT personnel with maximum 4 personnel at one time with social distancing precaution measure in place or with 4 separate "cabins" to minimize COVID19 spread





NCOO
NORTH CASPIAN
OPERATING COMPANY

Offshore Cluster/PODs allocation and POB



Cluster A – Module 11&12 LQ (blue color), total POB-246

- Pod A1 – CCR staff (9 ppl)
- Pod A2 – OPS-1 (44 ppl)
- Pod A3 – Canteen (16 ppl)
- Pod A4 – OPS-2 (15 ppl)
- Pod A5 – Support Service (53 ppl)
- Pod A6 – Maintenance-1 (41 ppl)
- Pod A7 – Maintenance-2 (41 ppl)
- Pod A8 – HSE+ER (15 ppl)

Cluster B – Karlygash LQ (yellow color), total POB-180

- Pod B1 – Residents (day shift)
- Pod B2 – Residents (night shift)
- Pod B3 – Vessel crew (day shift)
- Pod B4 – Vessel crew (night shift)
- Pod B5 – Canteen staff (day shift)
- Pod B6 – Canteen staff (night shift)

Cluster C – Marine support vessels

- All marine logistics vessels

Cluster D – Shapagat and NUR, semi-isolation LQs (purple color), POB-120 for each LQ

- Pod D1 – Vessel crew (day shift)
- Pod D2 – Vessel crew (night shift)
- Pod D3 – Canteen staff (day shift)
- Pod D4 – Canteen staff (night shift)
- Pod D5 – 1st flight
- Pod D6 – 2nd flight
- Pod D7 – 3rd flight
- Pod D8 – 4th flight
- Pod D9 – 5th flight
- Pod D10 – 6th flight

Total Pods number - 25

среда, 1

INTERNAL

Template: IMP-Y03-FR-0002-000_A01

Covid-19 control measures for BARS



Maximum 4 persons at any one time.

RGI BARS – Cluster A (Module11/12 LQ)

PSA-1 BARS – Cluster B (Karlygash LQ and NUR LQ)

PSA-2 BARS – Cluster D (Shapagat)

DI TR use arrangements:

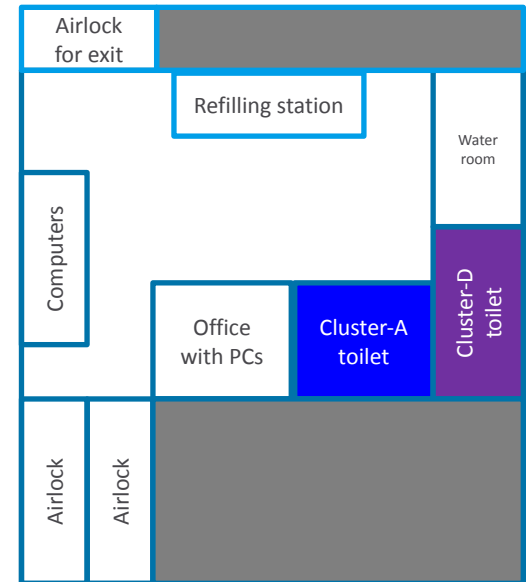
Day shift – Cluster A (Module11/12 LQ)

Night shift – Cluster D (Shapagat)

Strict COVID-19 rules shall be followed:

- Desk/PC/Work area shall be disinfected twice. When they arrive and when they leave the area both (Day & Night Shifts)
- Absolutely forbidden any consumption of food, tea, coffee, only water is allowed;
- Cluster-D person shall always wear FFP2 masks
- Two Toilets are segregated for Clusters A & D

GOAL ZERO
M. NO LEAKS



In case of any alarm DI TR occupants shall leave it via exiting airlock and muster at their primary muster point if it is safe to do so!



Any questions?