SECTION ONE - HEALTH, SAFETY, ENVIRONMENT & QUALITY INTEGRATED MANAGEMENT SYSTEM – GENERAL REQUIREMENTS

1. FOREWORD

This document is intended to be used as a reference for the implementation of AlMansoori Specialized Engineering LLC Health Safety, Environmental & Quality Management System (HSEQ IMS).

The following sections contain details of elements which comprise the Company’s HSEQ IMS. Each section is numbered separately and is intended to provide information and guidance for correct implementation of the HSEQ MS.

The management of AlMansoori Specialized Engineering LLC recognizes the importance of effective HSEQ control in a modern business environment.

In order to demonstrate a firm commitment to HSEQ management the Company has adopted a proactive approach to all HSEQ related matters.

The Company intends that its operations whether onshore or offshore will be carried out in full compliance with relevant Legal and Industrial Standards including those set out in clients’ contractual agreed documentation.

In order to achieve the objectives set for this HSEQ MS, AlMansoori Specialized Engineering LLC will make certain that all persons working for and on behalf of AlMansoori are informed of their responsibilities and of the requirement to actively participate and cooperate with management in support of the implementation of this Management System.

The Company further recognizes the importance of HSEQ leadership and positive demonstration of commitment by management. Demonstration of commitment to HSEQ matters will be shown through the participation, application and involvement in the practical compliance of the Company’s HSEQ Policy and Objectives.

Every Manager, Superintendent and Supervisor shall accept their individual responsibility for HSEQ matters and treat them with the same level of importance as any other business matters.

Nabil Alalawi
Chief Executive Officer
2. SCOPE & APPLICATION

a. GENERAL

This document specifies the Health, Safety, Environment and Quality Integrated Management System of AlMansoori Specialized Engineering.

The systems requirements of this manual are aimed at achieving customer satisfaction by consistently providing conforming product and meeting or exceeding customer and applicable regulatory requirements through application of the system, continuous improvement and the prevention of nonconformity.

This document ensures that the company adequately identifies customer requirements, through all Quality Management System processes, to achieve customer satisfaction with a closed-loop Process Model methodology.

This document applies to our following products/services categories and satisfies the HSEQ MS requirements as required in ISO 14001:2004, OHSAS 18001:2007, ISO 9001:2008 and ISO T/S 29001:2010

This document together with HSEQ procedure Manual is applicable to all AlMansoori worldwide operations. Any division, company, and JV included in the scope, if need to deviate from this procedure either through omitting or addition will have a chapter ZERO, which will be approved by General manager, corporate HSEQ manager and CEO or AMPI president.

b. PERMISSIBLE EXCLUSIONS

The sub-clause 7.3 – Design and Development – of Product Realization (Clause 7 of ISO 9001 and 29001) has been excluded from the scope of the following AlMansoori Specialized Engineering services (Wireline Services, Logging Services, AlMansoori Safety Services, Directional Drilling, Inspection Services, Global Chemical Company, COREX AlMansoori and AlMansoori Key Energy) as these divisions do not carry out any design or development activity in its project. Any of AlMansoori companies design and development must include the sub-clause 7.3 – Design and development in their Chapter Zero.

AlMansoori Specialized Engineering services considers the customer specifications as a customer supplied product therefore it is controlled according to (ISO 9001:2008 and 29001:2010) Sub-clause 7.5.4 Customer Property.
3. DEFINITIONS

MSE  
AlMansoori Specialized Engineering

AMPI  
AlMansoori Petroleum Industries

AMPS  
AlMansoori Petroleum Services

HSEQ  
Occupational Health, Safety, Environment & Quality.

Occupational Health & Safety  
Conditions & Factors that affect the well-being of employees, temporary workers, contractors, personnel, visitors & any other person in the work place.

Safety  
Safety encompasses the Systems, Programs, Procedures, and practices required for the prevention of incidents.

Environment  
Surroundings in which an organization operates, including air, water, land, natural resources, flora, fauna, humans and their interrelation.

Quality  
Degree to which a set of inherent characteristics fulfils requirements.

Quality Service  
Adequacy of service provided to clients in achieving their present and future objectives.

Quality Assurance  
Part of quality management focused on providing confidence that quality requirements will be fulfilled.

Quality Management  
Coordinated activities to direct and control an organization with regard to quality.

System  
A management tool for meeting an established objective made up of four steps i.e., Plan, implement, measure and adjust.

Quality Management System  
Management system to direct and control an organization with regard to quality.

IMS  

IMS Policy (HSEQ)  
A statement endorsed by the MD (company senior management) of the intentions and principles of actions regarding the Health, Safety, Environmental & Quality effects and which gives rise to strategic and detailed objectives.

Practice  
Accepted methods or means of accomplishing stated tasks.
Procedure
A Procedure is a written description of how a specific task should be accomplished.

Program
A Program is a management tool for meeting an established Objective that is less comprehensive than a System. It composes of two steps, planning and implementation. It usually addresses issues that have either limited scope or limited time frame.

Training
Training encompasses the steps necessary to ensure that employees have the knowledge, skills and values necessary to fulfill their environmental, health and safety responsibilities.

Hazard
An object, physical effect, or condition with potential to harm people, property, or the environment or effect on the company reputation.

Risk
The product of the chance that a specified undesired event will occur and the severity of the consequences of the event.

HSEQ Audit
An independent, systematic and documented process of objectively obtaining and evaluating verifiable evidence to determine:
- Whether the IMS and its results conform to the HSEQ Audit Criteria.
- Whether the system is implemented effectively.
- Whether the system is suitable to achieve the Health, Safety, Environmental & Quality Policy and Objectives.

Non-Conformance
A deviation from a requirement specified in the Safety Management System, or an error, which could endanger the safety of the people, asset integrity, environment, the vessel or its cargo.

Self-Assessment
A process whereby a check is carried out by a unit or facility to determine how well its programs and procedures satisfy legal requirements and conform to the expectations of the HSEQ MS.

Shall, Will, Must
Means that the action mentioned is compulsory.

Should, Would
Means that the action mentioned is not compulsory but is recommended.
PDF

Positive and Dangerous Feedback

Unsafe Act

Any act that deviates from a generally recognized safe way or specified method of doing a job and increases the potential for an accident.

Near Miss

Any event which had the potential to cause injury and/or damage and/or loss, but which was avoided by circumstances.

Incident

An event or chain of events which has caused or could have caused injury, illness and/or damage (loss) to assets, the environment, company reputation or third parties.

Waste Management

Waste Management encompasses the assessment and disposal of waste generated by facilities (vessels + onshore base) with the goal of minimizing and preventing the generation of waste.

Note on gender:

While the male gender has been used throughout the Health, Safety, Environment & Quality System documents, “he” is to be read as “he or she”.

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4. DESCRIPTION OF THE INTEGRATED MANAGEMENT SYSTEM

AlMansoori Specialized Engineering has established, documented, implemented and currently maintained its IMS, which meets the requirements of ISO 9001, ISO 14001 and OHSAS 18001 standards, including the supplementary clauses of ISO 29001.

This Standard is the foundation of the quality management element of the Company’s IMS. The adoption of ISO 9001 and 29001 ensures a strong foundation for well-established processes; and a quality system that supports continual improvement, business growth and efficiency. ISO 9001 and 29001 requires documented procedures for the following:

- Control of documents;
- Control of records;
- Control of nonconforming products;
- Internal audit;
- Corrective Action;
- Preventive Action.
- Supplementary requirement clause of ISO 29001

ISO 14001:2004
This Standard is the basis for the environmental management element of the Company’s IMS. The addition of ISO 14001 provides a framework for an overall strategic approach to establishing and defining environmental plans, policies and actions; and for conducting business in an environmentally responsible manner. The Company’s core environmental procedures are the following:

- Aspects Identification & Impacts Assessments;
- Compliance with Legal Requirements;
- Operational Control;
- Emergency Preparedness & Response.

OHSAS 18001:2007
This Standard is the basis for the occupational health & safety management element of the Company's IMS. The addition of OHSAS 18001 provides a framework for an overall strategic approach to establishing and defining health & safety plans, policies and actions; and for conducting business in a safe and healthy manner. The company’s occupational health & safety procedures are the following:

- Hazards Identification & Risk Assessment;
- Compliance with Legal and Other Requirements;
- Operational Control;
- Emergency Preparedness & Response;
- Incident Reporting & Investigation.
5. RELATIONSHIP OF ELEMENTS

The links between the ISO 9001, ISO 14001 and OHSAS 18001 requirements, including the specific supplementary requirements of ISO 29001; and the Company’s IMS procedures are illustrated by the references of ISO & OHSAS clauses and related procedures.

All required processes, along with the supporting processes, have been identified, logically sequenced and mapped to effectively implement, maintain and continually improve the IMS. (Refer to Appendix 1 – Business Process Flowchart.)

In case the company chooses to outsource any process that can affect the conformity of its product/service requirements, such processes will be controlled. Outsourced processes and their controls shall be identified in the appropriate procedures.

As part of measurement, analysis and improvement process, Almansoori Specialized Engineering is measuring, monitoring and analyzing these processes as appropriate and takes necessary actions to achieve the planned results and its continual improvement.

The effectiveness of the IMS is checked by means of internal audits, management reviews, review of customer satisfactions, and communications received from external interested parties. The IMS documentations are composed of 4 levels as described below:

LEVEL 1 – IMS Manual, which describes the policies, directions and legal compliance of the Integrated Management System being implemented by Almansoori specialized Engineering.

LEVEL 2 – Operating procedures as part of the control for effectively implementing the Integrated Management System.

LEVEL 3 – Other documentations, e.g. work instructions, method statements, project plans, etc., including safety instructions, legal reports and external documents which are used as supporting references in IMS implementation.
LEVEL 4 – Forms and records related to the implementation of the Company's Integrated Management System.

6. COMPANY PROFILE

AlMansoori Specialized Engineering is a UAE National company established in the year 1977 with its head office in the Capital City, Abu Dhabi and a branch office in Dubai.

AlMansoori Specialized Engineering is a leading Oilfield supplies and services company with highly motivated skilled Personnel and Equipment.

The level of our performance has been well recognized and appreciated by one and all in this field, which in turn has made us to advance our activities to many neighboring countries by maintaining international standards so as to serve the clients at their door step.

Our major objective and motto is to provide and ensure the clients the highest quality and standard of work including maintaining Health & Safety of personnel as well as protecting the Environment at all times. We also believe in “Trust and Faith Relationship” with our customers to carry out the business effectively and successfully.

AlMansoori Specialized Engineering provides the following services:

1) Production & Well Testing Services  6) Directional Drilling Services
2) Wireline & Completion Services  7) Tubing Conveyed Perforation Services
3) Inspection Services  8) Cased Hole Logging Services
4) Mud Engineering Services  9) Drill Stem Testing Services
5) Marketing  10) Safety Services

The company has gone a long way with the state of art technology & knows how in the territory through the establishment of Joint Ventures with reputed international companies in the Oil & Gas sectors. These Joint Ventures companies are involved in manufacturing, servicing, blending and licensing.

The following AlMansoori Specialized Engineering JVs are covered with the scope of the procedures:

1) Corex AlMansoori
2) Micoda Process Systems International
3) AlMansoori Key Energy

The following AlMansoori specialized Engineering Industries are covered with the scope of the procedures:

1) Specialized Oilfield Products
2) Global Chemical Company
Our backup support to our customers and principals is also considered to be one of the highly advanced in terms of availability of workshop, equipped with the latest equipment and machinery located in the city of Abu Dhabi backed by highly qualified personnel in all categories. This is in addition to the administrative support that is available at all times to ensure the compliance of our company to the expected level of performance.

AlMansoori Technicians and Engineers are fully qualified in Oil well – servicing and experienced with all aspects of Wireline and Completion Services, Mud Services, Inspection Services and all related services. Highly trained and extremely motivated crews perform the operations under the guidance of our experienced and knowledgeable Management, Engineers, Superintendents and Supervisors.

PRODUCTION & WELL TESTING SERVICES:

AlMansoori Production Services Specializes in the Production Testing Services. With a solid foundation of planning and foresight a careful selection of human resources and equipment, introduction of modern equipment techniques, backed by stringent HSEQ and training program, the company succeeded in offering Quality Testing Services to its clients.

Specialized Testing Services Provided for evaluating the Production Capability in the Onshore and Offshore Operation but not limited to:

1. Oil & Gas Production / Exploration Well Testing
2. Onshore & Offshore Early Production Facilities
3. Under Balanced Drilling
4. Marine Production Testing & Simulation Marine Vessels
5. Well Test Interpretation & Reverse Circulating Tool
6. Produced Water Treatment
7. Multi-Phase System
8. Environmental Services
10. Process Engineering and Drill Stem Testing

WIRELINE & COMPLETION SERVICES:

The primary services selected to begin with Wireline & completion Services. The Company enjoyed a reputation of providing competent and professional Wireline and Completion Services, both personnel and equipment on contractual or call-out basis and in all field environments.

No matter what the customer requirements are, the services provided consist but are not restricted to the general Wireline Services which perform routine slick line operation such as pressure and temperature surveys, running and pulling various downhole flow controls, sub-surface safety operations, bridge plugs, gauge hangers, completion related Wireline services and Production Wireline jobs.

MSE owns and runs both electronic and mechanical bottom hole pressure and temperature equipment including slick line run electronic flow meters, memory production logging tools & echo
meter to locate flow level. As a support to the needs of our Clients, we have a sales and rental section for various types of Oilfield equipment and accessories.

INSPECTION SERVICES:

AlMansoori Inspection Services Specializes in the NDT / OCTG Pipe Inspection Services. With a solid foundation of planning and foresight a careful selection of human resources and equipment, introduction of modern equipment techniques, backed by stringent QA / Safety and training program, the company succeeded in offering Quality Inspection Services to its clients. Specialized Inspection Services Provided include but are not limited to Tubular Inspection (Drill Pipe & Bottom Hole Assembly), OCTG Inspection (New & used Tubing / Casing), Pipe Management, Non Destructive Testing (NDT), Third Party Inspection Services, Hull Survey, Technical Field Services, Tubular Maintenance, Rig parts / Handling Tools Inspection and DSI Inspection (Drill Stem Design & Inspection Standard). TIS also offer Crane & Lifting Equipment Inspection & Training.

MARKETING SERVICES:

The Company is fully backed by Sales and Technical staff who are always available to promote and market the products of our principals, and to give all the necessary support expected from the principals and the Clients.

As a support to the needs of our Clients, we have a rental section for various types of Oilfield equipment, tools and accessories. We also have large facilities for rental of Water-Weight Bags and Load Cells, required for the testing of lifting equipment which is a major need of the industry to ensure the safety needs and integrity of their equipment and services. This section is also fully supported by a backup Workshop and Technical Personnel.

MSE is actively involved in the secondment of professional manpower within the Oilfield activities. In this line of activity, we are associated with reputable international leading manpower supply companies in the U.S.A., Europe and the Far East.

ALMANSOORI SPECIALIZED ENGINEERING provides representation to foreign companies conducting business or seeking entry into the region. We speak the language of the Client and you can be assured your sales story is reaching the right people.

DIRECTIONAL DRILLING SERVICES:

ALMANSOORI DIRECTIONAL DRILLING SERVICES, is a high technology oil and gas drilling Service specializing in Directional Drilling, Measurement-While-Drilling and Logging-While-Drilling operations. The Company provides a broad range of well placement technology and is particularly advanced in slim hole, under balanced / CTD, TTRD and CWD applications. The Company prides itself in creating innovative solutions to facilitate cost-effective drilling.

ALMANSOORI DIRECTIONAL DRILLING SERVICES’ product range includes: Drilling Engineering, Directional Drilling, Well Planning, Mud Motors, Rotary Steerable Tools, MWD and LWD provided on
a rental or service basis. In addition to these products we provide field engineers and office based supervisors who are widely experienced in the management of challenging drilling projects.

CASED HOLE LOGGING SERVICES:

The Company is operating throughout Middle East, North Africa and Thailand providing our customers with an array of Cased Hole Logging and Perforating Services and highly trained personal with 20 plus years of experience in down hole data acquisition. The Cased Hole Logging services include: Production Logging, Cement Evaluation, Correlation and Depth Determination, Casing Inspection and Evaluation Services, Expendable Hollow Carrier Perforation Services, Through Tubing Strip Gun Type Perforation Services, Plug and Packer Setting Services

SAFETY SERVICES:

ALMANSOORI SAFETY SERVICES (MSS) provide services such as H2S Site Safety Consultants, Safety Officers, Safety Equipment Rentals for both Gas Detection and Breathing Air Systems and Training in the Middle East, Abu Dhabi, Kuwait, Oman, Yemen, Saudi Arabia, and Qatar. We provide these services to companies such as McDermott, ADCO, Total, Occidental, DNO, PTTEP and KOC to name only a few.

COREX ALMANSOORI:

COREX ALMANSOORI was formed in 2009 as a joint venture company between AlMansoori Specialized Engineering (MSE) and COREX, The main services of this company is:

Core Analysis Services

- Well-site Core Services
- Routine Core Analysis
- Special Core Analysis
- Ancillary Services
- Geological Services
- Kurdistan Lab - Core Processing

PVT Analysis Services

- Wellsite surface sampling
- Compositional Black Oil PVT
- Volatile/ Critical Oil PVT Studies
- Gas-condensate PVT Studies
- Wet / Dry Gas PVT Studies
- Enhanced Oil Recovery (EOR) Studies
- Atmospheric Crude/Condensate Analysis
- Water / Brine Analysis

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ALMANSOORI KEY ENERGY:

In March, 2010, AlMansoori Specialized Engineering and Key Energy Services entered into a Joint Venture agreement to provide the following services:

1) Rig services that include:
   - Workover land rigs & auxiliary equipment
   - Pumps
   - Top drives
   - Anchor trucks
   - Downhole and Rental tools
   - Hyperclean units
   - Re-entries on existing wells: deepening, sidetracks and horizontal drilling

2) Fishing & Services
   Fishing services both onshore and offshore and also provides whipstock and side-tracking services through this LOB.

3) Rental Services
   Rental Services offer a complete line of services and equipment for both on- and offshore, including our exclusive SmartTongSM Rod Connection Service.

   - Premium tubing and drillpipe rentals
   - Power swivels
   - Foam air units
   - Whipstocks and casing exits
   - Handling tools
   - Cutting and washover services
   - Jars
   - Pressure control equipment

4) Fluid Management Services

MICODA PROCESS SYSTEMS INTERNATIONAL (MPSI):

Micoda Process Systems International LLC (MPSI) was established in the UAE in 2006 to develop and manufacture specialized equipment for the oil and gas industry
Micoda’s product lines include:

   - Underbalanced Drilling systems (for land and offshore applications)
   - Production Testing equipment (for land and offshore applications)
   - Steam heat exchangers & indirect fired line heaters
   - Flare stacks & offshore burners and booms
• Portable gas compression equipment
• Rotating flow control diverters
• Early production facilities (EPF)
• Gas and Oil process equipment
• Sea containers and shipping frames
• General oilfield fabrication
• Skid Mounted process equipment

SPECIALIZED OILFIELD PRODUCTS (SOP):

Specialized Oilfield Products totally owned by AlMansoori Specialized Engineering and offers first-class quality custom built Wire line equipment that is available in Rig safe and Zone-II format. Our standard products include but are not limited to Wire line Trucks, Wire line Units, Wire line Mast, Pressure Control Equipment, Production Logging Tool, Depth/Tension Measuring Systems, Production Testing Pump, Hydrostatic Testing Pump, Acquisition System and Software and Auxiliary Equipment.

GLOBAL CHEMICAL COMPANY LLC (GCC):

Global Chemical Company LLC, a wholly owned subsidiary of AlMansoori Specialized Engineering, is established as a manufacturing facility in Abu Dhabi in Sept 2009.

The Plant is manufacturing SODIUM ASPHALT SULPHONATED (Global CORT SAS) which is widely used in the drilling industry. Other specialty chemicals are also manufactured and blended in the plant such as:

• GCC Defoamer
• GCC Lube

“HSEQ FIRST” is our motto. The company firmly believes that not part of its business objectives can be carried out effectively and successfully if not performed safely.

“GET IT RIGHT THE FIRST TIME & EVERY TIME”
7. COMPANY VISION, MISSION AND VALUES STATEMENT

VISION

• To be the provider of choice for INTEGRATED SERVICES with world class Standards of Health Safety, Environment and Quality.

MISSION

• To make world class Health, Safety, Environment and Quality a way of life within the company.
• To create a working environment to its force in order to achieve job satisfaction and career development.
• To provide our clients professional oil field services with the most qualified people and equipment.
• To manage the company on a sound and professional financial attitude to achieve the best reasonable return on investment.

VALUES

• Health, Safety, Environment and Quality must come first in everything we do in our business.
• We will conduct our business at all times with integrity, transparency, strong ethical values and a commitment to serve. We will abide by laws of the land.
• We believe that the most important asset of this company is its employees. Trust, respect, fairness and dignity shall be how we treat each other within the spirit of working together.
8. HSEQ POLICIES

a) HSEQ POLICY STATEMENT

General:

ALMANSOORI IS AN OIL AND GAS SERVICES AND PRODUCTS PROVIDER WHO IS COMMITTED TO ENSURE A SAFE AND HEALTHY WORKPLACE, FOR ALL PERSONS WORKING FOR AND ON BEHALF OF THE COMPANY, CLIENTS, AND VISITORS. WE ARE DEDICATED TO PROTECT THE ENVIRONMENT AND WE BELIEVE IN A TRANSPARENT AND PROACTIVE POLICY AND THAT ALL ADVERSE HSEQ IMPACTS ARE PREVENTABLE. WE WILL STRIVE TO DELIVER QUALITY PRODUCTS AND SERVICES IN OUR DAY TO DAY BUSINESS.

To fulfill this commitment, AlMansoori will:

- Develop and implement effective Health, Safety, Environment and Quality Management Program with defined objectives and targets to improve proactive control of risk and create a step change in behavior.
- Give Health, Safety, Environment and Quality the highest consideration within the Company’s other business objectives.
- Comply with all applicable legal requirements and other requirements to which the company subscribes to.
- Implement continual improvement programs utilizing the latest technologies.
- Encourage personnel to have ownership for identifying and eliminating hazards, preventing injury to themselves and others, by including HSEQ performance in the appraisal and rewarding systems.
- Provide persons working for and on behalf of AlMansoori with all necessary training, resources and systems, as well as to empower them to STOP any unsafe work.
- Allow all personnel to have direct access to the highest management levels of the company to address any issues related to HSEQ.
- Actively monitor, audit and review to improve HSEQ IMS, processes and performance.
- Hold supervisory management accountable for ensuring and promoting a safe and healthy workplace and the protection of the environment within their areas of responsibilities.
- Improve the efficient use of energy and natural resources.
- Provide to the Oil and Gas industry a World Class Quality Service.

Nabil Alalawi
Chief Executive Officer
b) HSE VIOLATION NOTIFICATION CODE

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>BREACH OF DISCIPLINE</th>
<th>1st OFFENSE</th>
<th>2nd OFFENSE</th>
<th>3rd OFFENSE</th>
<th>4th OFFENSE</th>
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<tbody>
<tr>
<td>One</td>
<td>• Entering company/client locations without correct (PPE) Personal Protective Equipment.</td>
<td>Verbal Warning</td>
<td>1st Written warning and loss of annual increment &amp; promotions</td>
<td>2nd Written warning and loss of annual increment &amp; promotions</td>
<td>Discharge</td>
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<td>• Using equipment or tools without authorization.</td>
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<td>• Failure to carry out basic HSEQ duties under the contract of employment/job description and continuing to commit such breach.</td>
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<td>• Failure to maintain equipment or workplace for which the employee is responsible in a safe condition.</td>
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<td>Two</td>
<td>• Disorderly behavior on duty or company/client premises.</td>
<td>Written Warning</td>
<td>1st Written warning and loss of annual increment &amp; promotions</td>
<td>2nd Written warning and loss of annual increment &amp; promotions</td>
<td>Discharge</td>
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<td>• Driving Related:</td>
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<td>• Carrying passengers in the company vehicle without authorization.</td>
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<td>• Driving a company vehicle in roads other than those mentioned in the trip route.</td>
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<td></td>
<td>• Desert roads over speeding 61-100 Km/h (for light vehicles).</td>
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<td></td>
<td>• Blacktop roads over speeding 71-140 Km/h (for light vehicles).</td>
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<td>• Blacktop roads over speeding 51-100 Km/h (for Heavy truck/Vehicles).</td>
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<td>• Cause of significant crash based on investigation findings.</td>
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<td>Three</td>
<td>• Malicious damage to company/clients’ equipment and tools.</td>
<td>Written Warning</td>
<td>1st Written warning and loss of annual increment &amp; promotions</td>
<td>2nd Written warning and loss of annual increment &amp; promotions</td>
<td>Discharge</td>
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<td>• Negligence resulting in damage to company/clients’ property, equipment or tools.</td>
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<td>• Failure to carry out or obey specific instructions related to HSEQ and Quality which may affect directly or indirectly our activities.</td>
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<td>• Driving Related:</td>
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<td>• Not wearing seatbelts (driver and passengers), whilst traveling in a company car or during a work related activity.</td>
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<td>• Driving a vehicle without the appropriate defensive driving training and licenses for the vehicle, while conducting a work related activity.</td>
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<td>• Unauthorized use of company vehicle by employees.</td>
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<td>• Desert road over speeding 51-100 Km/h (for light vehicles).</td>
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<td>• Blacktop road over speeding 61-100 Km/h (for light vehicles).</td>
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<td></td>
<td>• Blacktop road over speeding 31-60 Km/h (for Heavy truck/Vehicles).</td>
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<td>• Cause of severe crash based on investigation findings.</td>
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<td>• Night driving without approval (one hour after sun set or before sun rise).</td>
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<td>• Using a mobile phone while driving.</td>
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<td>Four</td>
<td>• Completing Al mansoori forms with false information and/or manipulation of data.</td>
<td>Discharge</td>
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<td>• Smoking in Al mansoori/clients premises: platform or rig location, guest houses or company vehicles.</td>
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<td></td>
<td>• Working and driving a company vehicle under the influence of Drugs or Alcohol.</td>
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<td></td>
<td>• Fighting whilst on the company/client premises causing injury to an employee.</td>
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<td></td>
<td>• Driving Related:</td>
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<td></td>
<td>• Allowing unauthorized third party to drive the company’s vehicle.</td>
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<td></td>
<td>• Intentional extirication of Vehicle Monitoring Devices.</td>
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<td></td>
<td>• Using unassigned blue key.</td>
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<td></td>
<td>• Driving company vehicle without driving license.</td>
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<td></td>
<td>• Desert road over speeding 11-15 Km/h (for light vehicles).</td>
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<tr>
<td></td>
<td>• Blacktop road over speeding 15-20 Km/h (for light vehicles).</td>
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<tr>
<td></td>
<td>• Blacktop road over speeding 9-15 Km/h (for Heavy truck/Vehicles).</td>
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Prepared by: KARIM A. PACHYIANNAKIES
Corporate HSE & Quality Manager

Approved by: NABIL AL ALAIWI
Chief Executive Officer
c) ROAD SAFETY POLICY

POLICY

AlMansoori recognizes the importance of Road Safety Management and the potential for serious injury or fatality. AlMansoori will enforce the company driving rules and regulations strictly to ensure that driving related incidents are reduced to a minimum. Performance will be measured and continuous improvement sought against objectives and targets.

DRIVERS

It is the responsibility of Managers to ensure that drivers follow local applicable Laws regarding traffic, AlMansoori and Client’s transportation / Road Safety Procedures. All drivers must hold a license that is appropriate for the type of vehicle being driven and medically fit to drive. In addition, all drivers must have road safety training and hold Document for Safe Driving.

VEHICLES

AlMansoori will ensure that all vehicles used / hired or arranged must be fit for purpose and correctly equipped for the job undertaken.

GENERAL

- All driving operations must only be undertaken in full compliance with AlMansoori and Clients driving regulations and the Laws of the Land.
- A road safety strategy, which fulfills this policy, should be maintained.

Nabil Alalawi
Chief Executive Officer
d) RADIATION POLICY

It is the policy of AlMansoori to conduct business activities in a manner that does not harm people or the environment. AlMansoori will facilitate this radiation policy through Health, Safety, Environmental and Quality (HSEQ) Management System that is based upon the following essential elements:

- Continual improvement toward zero incidents, no adverse environmental impacts and practice of as low as reasonable practicable (ALARP) in use of the radioactive material.
- Visible management commitment, effective communication, continuous training and procedures for all the radiation workers.
- Recognition by all employees, subcontractors and the society that working safely with radioactive material is a condition of employment and that they are accountable for their own safety, the safety of those around them and the environment.
- Integration of HSEQ considerations, including identifying and controlling risks into our business decisions, plans and operation in use of radioactive material.
- Compliance with all applicable legislation, regulations and relevant industry standards in usage of radioactive material.

AlMansoori is responsible and committed to the health and safety of people and protection of the environment. We firmly believe that this commitment adds quality value to our customers, employees and shareholders.

Nabil Alalawi
Chief Executive Officer
e) NO SMOKING POLICY

Objectives
The objective of the AlMansoori No Smoking Policy is to create a healthy working environment for all employees in accordance with the company’s health and environment protection policy.

Philosophy
AlMansoori is responsible to provide a safe and healthy working environment for all employees. Therefore, dangerous practices such as smoking shall be prohibited. Smoking not only has detrimental health affects to smokers, but also to others who are exposed to these fumes. Additionally, smoking carries a risk of potential fire and explosion through the accidental ignition of flammable liquids, gases, and vapors as well as contributing to the spread of fire to hazardous areas.

Policy
Smoking is expressly forbidden on all company premises or at any worksite location.

Implementation of Policy
The cooperation of all staff is required to ensure compliance with the company No Smoking Policy. It is the responsibility of the line management to enforce the policy within their divisions.

Nabil Alalawi
Chief Executive Officer
f) CATERING HEALTH POLICY

The following is a list of items that are prohibited at all AlMansoori Bases, Camps, Staff Houses, and Vessels and at client facilities.

- Drugs and Prescription Medication*
- Alcohol
- Smoking

*All prescription medication must be reported to the AlMansoori Supervisor and client if required.

Items not to be used or supplied by catering companies or items similar in nature:

- Soda Pop (Coke, Pepsi, Fanta, Sprite, Diet Coke, etc.)
- Candy and Sweets
- Potato Chips/ Crisps
- Fried Foods
- Artificial Sweeteners
- Sweetened Creamers
- Nestle Nido or other Powdered Products
- Corn Oil/ Canola Oil/ Mazola Oil/ Vegetable Ghee/ Vegetable Oil
- Monosodium Glutamate (MSG) / Ajinomoto

The following is a list of food places that are not permitted to be provided by the company and served to employees or clients:

- Burger King
- McDonald’s
- Hardees
- Pizza Hut
- Dominos
- Kentucky Fried Chicken
- Southern Fried Chicken
- Texas Chicken
- Popeyes
- Subway
- Any other fast food chain not mentioned above

Dr. Robin Tauzin
Health Team Leader

Nabil Alalawi
Chief Executive Officer

Karim A. Pachiyannakis
Corp. HSEQ Manager
7. AMENDMENT AND RE-ISSUE OF THE MANUAL

This manual shall be controlled as per document and data control procedure.

The Corporate HSE & Quality Manager, who is responsible for reviewing and implementing any changes to it and retain the master copy of the IMS Manual.

Controlled copies will be made only available on the Company web site www.almansoori.biz and any Hard copy or print out of the HSEQ IMS manual and procedures will be considered uncontrolled and are not subject to automatic updating.