

Land Transportation Standard Operating Procedures

Grand Coastal Hotel/Lux Transportation Services

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Details enclosed outlines the procedures set forth to provide Land Transport Services. These procedures are aligned with International Association of Oil & Gas Producers (IOGP Report 365) & direction from the local Guyanese environment.

SCOPE:

Land transportation will accommodate the following.

1. Routine travel between accommodation and Offices for rotational and resident personnel working on shore
2. Travel to and from airports to accommodation for onshore rotators and business visitors
3. Routine “domestic” travel for resident personnel and long-stay rotators
4. Routine crew change, travel from airport to accommodation and further unto port of departure to offshore facilities i.e. E.F. Correira Airport
5. Non-Routine travel inclusive of all locations outside of Georgetown

IMPLEMENTATION:

Details on achieving the above are captioned in the GHC/LUX Land Transportation Policy. Considerations in line with IOGP Report 365 Standards are applied, as such:

All Drivers:

- Are passed through a pre-employment screening inclusive of qualifications and certification; standard background checks (Guyana Police Force Clearance); Fit for work medical screening; Defensive Driver Training; First Aid Training; identification and acknowledgement of the company’s Standard of Business Conduct Foundation Policies inclusive of Drug & Alcohol Policy, Work Place Harassment Policy and Privacy Policy.

Fleet Management:

- All vehicles meet the standards set out in IOGP 365-14- Vehicle Specification and Upfitting module.
- Fleet details are recorded and tracked. Details from road worthiness inspections to Health and Usage monitoring systems
- Maintenance is done routinely and provision for non-routine is in place. Vehicles are of working life of less than Five years from date of manufacture.
- Pre-start checklists to be completed before every shift (See end Note D)

Driver Fatigue Management:

- Driver Fatigue Management is aligned with IOGP recommended standards:

Condition	Recommended Practice
Maximum driving time between breaks and minimum break time	4.5 hours followed by a 30 minute break. However, it is strongly recommended to have 15 minute breaks every two hours, or more frequent breaks during periods of circadian lows (See illustration in Endnote A)
Maximum duty hours within a rolling 24 hour period	14 hours (i.e. employee cannot drive after 14 duty

	hours) This should include driving, loading, unloading, waiting, rest breaks, and any other work (including air travel)
Condition	Recommended Practice
Maximum driving hours within a rolling 24 hour period	10 hours total excluding commuting time to work/base of operations. 11 hours including any commuting time
Maximum duty hours in a rolling 7 day and 14 day period	14 day period: 120 hours, subject to an 80 hour/7 day maximum, and an average of 60 hours per week over an extended period
Off duty period in a rolling 7 day period	Minimum of a continuous 24 hour break prior to driving again; a 36 hour break is further recommended wherever practicable

- Notwithstanding the above recommend practice GHC/LUX Land Transportation Services envisages a maximum of 12hrs per shift within 24hrs and no less than 8hrs continued rest before start of any new shift/ driving related tasks. The current trend is that most land transport movement covers 16 hrs as opposed to 24hrs. The company is positioned to over 24hrs coverage in the event that client operations so require.
- Weekly man hours will be tracked via database management and submitted on a weekly basis or as necessary and determined by the company's client.

ROUTINE TRIPS:

Routine trips are defined as the provision of land transport services from accommodation to client's office location or any other site location, East Coast of Demerara (Ending at Mahica. Region 4), East Bank Demerara (Ending at the CBJ International Airport Timehri), West Bank Demerara (Ending at Bellevue) and West Coast Demerara (Ending at Boserie);

Process to Book Land Transportation for Routine Trips:

1. Call is placed to dispatch (592-689-7526) minimum **one hour** in advance of pick up time. One hour in advance is ONLY for transport to cover the vicinity of Lusignan on the East Coast of Demerara, Georgetown, and Providence on the East Bank of Demerara. Any land transportation beyond this geo-fence needs to be communicated and requested maximum **two hours** in advance. This is to cater for further adequate safe planning of trips.
2. Indicate the number of passengers and any other specific details of your trip as far as possible to assist with the adequate allocation of assets to support your request.

3. Airport Trips :

- 72hrs prior to arrival a Business Tracking Form should be filled out (See Endnote B) and sent via Email. In the event that a request has to be made less than 24hrs please follow up your request via email with a phone call to dispatch.
- Specific details of number of passengers and baggage should be indicated at the point of request.
- Further specific details should indicate drop off & pick up location after arriving/departing Guyana, if there are any pets or cargo that may require additional asset allocation to accommodate.
- Meet and Greet service will be provided at the airport as per the below direction:
 - ✓ Communication will be sent back to the requestor of the driver name, a picture ID and a description of the vehicle and the registration number.
 - ✓ After immigration and Customs, the passenger should proceed to the exit of the airport where the airport authorities have prescribed as the waiting area to pick up passengers.
 - ✓ The driver will be holding a sign that reads "Grand Coastal Hotel, TO"; TO (Tullow Oil), the sign that is currently in use.
 - ✓ The driver will be further be recognized by the shirt he is wearing which will bear the Grand Coastal Logo. Apart from this, the passenger would have details of the make and model of the vehicle along with the vehicle registration number, as well as information detailing if they will be car-pooling with other Tullow personnel prior to travel.
 - ✓ In the event of any unforeseen challenges the passenger should call the local Transport numbers located on the calling card; if they are unable to do so they may approach the airport security located just before the exit and request assistance to make a local phone call.
 - ✓ On the drive down from the airport in the event of any incidents, accidents or any emergencies Tullow's ERP will take effect.

The above is applicable for arrivals at both the Eugene F. Correira and Cheddi Jagan International airports.

NON-ROUTINE TRIPS:

Non-Routine trips are defined as any location outside of the above defined routine trips geo fence and are most likely out of town. Non- routine travel will be subject to a detailed Journey Management Plan (See End note C).

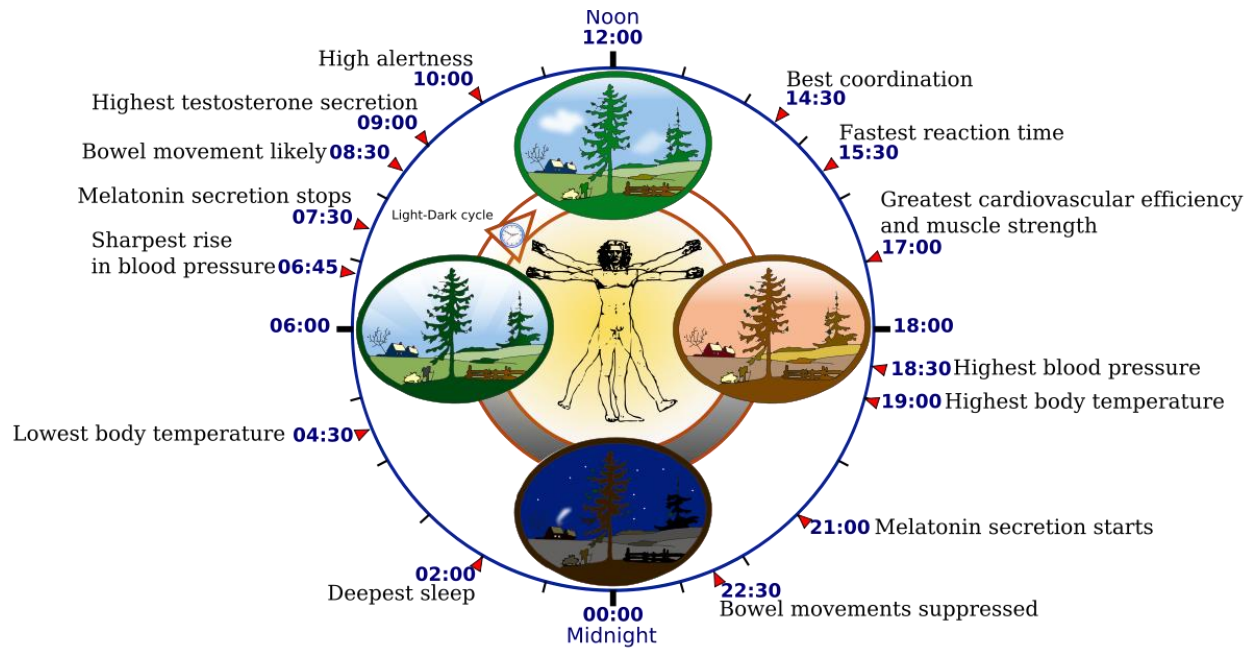
NIGHT DRIVING:

Night driving is defined as any driving activity that occurs between 5:30am to 6:00pm (Sunrise to sunset).¹ Depending on the risk measured by Safety and Security, an escorted security vehicle will be made available. As such ample notice would have to be given of any such request. It is highly recommend that for airport trips at night a security escort is utilized. Security escort may be one or two vehicles forming a convoy with the vehicle that is transporting the passenger. These resources will help to further ensure the safety of assets and personnel in the event of a traffic incident or robbery.

¹ This will vary during different seasons of the year and will be communicated accordingly.

ENDNOTES:

A. CIRCADIAN RHYTHM



ENDNOTES:

B. BUSINESS TRACKING FORM

NAME OF PASSENGER	
PASSPORT NUMBER	
FLIGHT DETAILS (ARRIVAL) <i>PLEASE ADVISE OF FLIGHT NUMBER AND ARRIVAL TIME</i>	
FLIGHT DETAILS (DEPARTURE) <i>PLEASE ADVISE OF FLIGHT NUMBER AND DEPARTURE TIME</i>	
REQUESTED PICK UP TIME:	
PICK UP LOCATION IF DIFFERENT FROM ACCOMMODATION LOCATION WHILE IN GUYANA.	
ACCOMMODATION LOCATION WHILE IN GUYANA	
COMPANY	
POSITION	
ARE YOU STATIONED ON SHORE	
IF YOU ARE STATIONED ON SHORE, WHAT IS YOUR OFFICE LOCATION OR MAIN SITE LOCATION	
ARE YOU STATIONED OFF SHORE	
IF YOU ARE STATIONED OFFSHORE, PLEASE PROVIDE: DATE OF FLIGHT:	
TIME OF FLIGHT (ACTUAL DEPARTURE TIME):	
REQUESTED PICK UP TIME FOR TRANSPORT TO THE HELIPORT:	
PICK UP LOCATION IF DIFFERENT FROM ABOVE:	
IN COUNTRY EMERGENCY CONTACT	
FOR OFFICIAL USE ONLY	
NAME OF DRIVER	

DRIVER CONTACT NUMBER	
VEHICLE DESCRIPTION	
VEHICLE REGISTRATION	

ENDNOTES:

C. JOURNEY MANAGEMENT PLAN

My supervisor and I have considered options that eliminate exposure to driving-related hazards - a phone call, online meeting, e-mail or video conference - and we have determined that this trip is necessary.	Yes <input type="checkbox"/> No <input type="checkbox"/>
If the trip is necessary, there are safer alternatives to driving - taking public transit, taxi or plane, or walking or cycling. We have evaluated these alternatives and determined that driving is the best way to complete this trip.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Date Requested	
Travel Date	
Return Date	
Driver Name	
Driver Contact Phone #	
Vehicle Make	
Vehicle Model & Colour	
Vehicle Registration	
Start Location (<i>Provide location Address</i>)	
Destination Location (<i>Provide Location Address</i>)	
Any anticipated Road Hazards En route (<i>give details</i>)	
Any Known Road Hazards En Route (<i>give details</i>)	
Confirm there are no regulatory restrictions en route i.e. the vehicle is registered to travel in the zone area	
Rest Areas (<i>Give details of anticipated area to rest after continuous driving</i>)	
Possible unexpected delays and how will these be dealt with?	
Do you have to supply water and snacks on this journey?	
In case of Emergency EN Route, what is the nearest Police Station (provide name and contact numbers)	

The Nearest Medical Facility (confirm whether hospital or an outpatient facility) confirm Name of facility and contact numbers.	
What mode of communication is available throughout this trip	
Are there any anticipated breaks in communication En Route? Are there any back up communication available?	
En Route would there heavy traffic (peak hours) or not	
Will you be traveling through and high risk security areas (Red Zones)	
What is weather forecast En route	
Weather Forecast at destination	
Who to contact with Reference to this JMP- Please Use the details Outlined in the Company Emergency Calling Card &/Or : Name: Contact Number: Name: Contact Number:	
<u>Approved By</u> Name: Signature: <u>Driver</u> Name : Signature:	

Things to note:

As a professional driver, it is your responsibility to stay safe and keep those in your care safe as well:

- If your trip is more than 4.5 hours, you should have a Journey Management Plan
- Create a Journey Management Plan in conjunction with your Manager
- Check the roadworthiness of your vehicle, ensure to fill out a pre-start check sheet
- Follow the route set out in your Journey Management Plan
- Always take breaks in the authorised rest areas
- If you have to divert from the route in any way, notify your Manager
- Have you got your mobile phone with you? Is it fully charged?

ENDNOTES:

D. PRE-START CHECK SHEET

Car & Small Passenger Vehicle Driver Walkaround Checks

In Car Checks

- Driving controls, seat & head rest positions adjusted correctly
- Safety belt(s) in correct position & working correctly
- Clean interior & no obstructions or loose material in the foot-well(s) or parcel shelf behind rear seats
- Turn on engine & check that all instrument gauges & warning lights working correctly
- Wipers, washers, horn, demister & temperature controls working correctly
- Steering & brakes working correctly
- Hi-visibility triangle & vest readily accessible in the car
- Pedals in good anti-slip condition

Mirrors & Windows

- Mirrors secure & aligned correctly
- Clean & in good condition
- View not obstructed. E.g. by stickers etc.
- Windows opening & closing properly

Lights, Indicators, Hazard Lights & Reflectors

- All in place
- Working properly
- Correct colour
- No breaks or cracks
- Clean

Access

- Door locks working properly
- Doors opening & closing correctly

External Checks

- Vehicle sitting square and not leaning to one side
- Check underside of vehicle for fluid leaks
- Bumpers (Front & Rear) in good condition
- Exhaust: No excessive noise or smoke
- Number plates (Front & Rear): of correct type, in correct position, visible & clean
- Fuel cap seal: in place, in good condition & no leaks
- Wiper blades in good condition
- Valid Insurance, NCT & Tax discs displayed
- Check engine oil, coolant, water, windscreen wash & brake fluid for levels and leaks

Wheels & Tyres

- Tyres correctly inflated
- Tyres correct tread depth
- Tyres undamaged: no bulges, tears or abrasions
- All wheel nuts in place, correctly fitted & secure
- Wheel nut indicators correctly aligned (if in use)
- Tyre has 'E' mark

Load Security & Restraint

- Vehicle loaded within load limits of vehicle
- Load distributed evenly
- Articles in vehicle stored securely (in boot) and restrained if necessary
- Load restraint equipment suited to load & in good condition
- No loose articles on seats
- Articles on roof securely tied down
- Overhanging articles on roof visible to other road users. e.g. hi-visibility warning flag
- Estate cars: barrier in place to protect driver and/or front passenger when goods are being carried in rear goods space



ENDNOTES:

D PRE-START CHECK SHEET

Vehicle Registration No:

Time of Check:

Date:

Mileage:

Previous Shift Driver:

Relief Driver:

OK	
Defect	

External Vehicle Checks		
1	Vehicle sitting square and not leaning to one side. No leaks underneath vehicle	
2	Wheels in good condition and secure. All wheel nuts in place correctly fitted and secure	
3	Tyres undamaged with correct inflation, tread depth and "E" mark	
4	Bumpers, body work and exhaust secure and in good condition	
5	Wiper blades in good condition	
6	Number plates (front & rear), correct type and position, clean and visible	
7	Lights, indicators, reflectors and hazard lights all in place, clean, correct colour, with no breaks or cracks	
8	Mirrors secure, clean and in good condition	
9	Doors open, close and lock correctly	
10	Valid insurance, NCT (where required) and tax discs displayed	
11	Engine oil, coolant, water, windscreen washer reservoir, brake fluid and fuel levels checked and no leaks. Fuel cap seal in place, in good condition and no leaks	
In-Vehicle Checks		
12	Interior clean with no obstructions or loose material in the footwell(s), seats or parcel shelf behind rear seats	
13	Hi-visibility triangle and vest readily accessible in the vehicle	
14	Windows clean, in good condition, open and close properly and view not obstructed	
15	Pedals have good anti-slip condition	
16	Driving controls, seat and head rest positions adjusted correctly	
17	Mirrors correctly aligned	
18	Safety belts adjusted and working correctly	
19	All instrument gauges and warning lights working correctly	
20	Wipers, washers, horn, demister and temperature controls working correctly	
Prior to Driving		
21	No excessive play in the steering wheel and brake pedal	
22	No excessive smoke or noise from exhaust	
23	Check goods/materials carried in vehicle [vehicle cabin or boot] are placed and secured appropriately	
On-the-Road		
24	All warning lights off	
Defect Details		