Road & Traffic Safety Procedure
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SUGGESTION FORM
1. INTRODUCTION

Pars Oil and Gas Company (POGC), a subsidiary of National Iranian Oil Company (NIOC), was established in 1998. POGC is a developmental and manufacturing organization that specializes in the fields of engineering and management of development projects, production, operation and integrated management of oil and gas reservoirs. POGC’s mission is to ensure sustainable and preservative production and development of Iran’s oil and gas industry in the areas under its responsibility, development of oil and gas value chain as well as optimization of energy supply processes at national, regional and international levels. POGC is also in charge of development of joint and non-joint oil and gas fields of the country including South Pars, North Pars, Golshan and Ferdowsi.

Aimed at creating superior value and boosting the level of satisfaction of the beneficiaries and with an approach focusing on sustainable, integrated and knowledge-oriented production and development, the company feels committed to comply with national and international requirements, regulations and standards in such areas as quality, safety, as well as occupational and environmental health.

2. PURPOSE

This procedure and guidance information has been developed to outline the logistics for road and traffic safety applications of all worksite. Driving is a high risk activity and is one of the major causes of injuries in industry. The principal aims of this document and guidance are to:
- highlight the needs to reduce the level of risk by prevention of unnecessary journeys,
- provision of adequate routine maintenance,
- And selection of experienced and qualified drivers supported by regular training and communication exercises and regularly auditing the adherence to the Road Safety Policy.

And guidance has been developed to define the standards and actions required for the blocking or closure of site roads for any reason, in order to minimize disruption to traffic around the work sites.

3. SCOPE

This procedure is to be used by the members of POGC, Contractors responsible for all roads and/ or off road transportation applicable to the requirements of the project.

4. RESPONSIBILITIES

4.1 Site Manager

In line with Contractor South Pars Road Safety Policy, it is the responsibility of the site manager to control and cooperate the adherence to the present procedure and to issue specific driving rules to cover as a minimum:
- Drivers selection,
- Training
- Management of vehicles,
- Respect of Islamic Republic of Iran driving laws,
• Risk assessment where appropriate.

### 4.2 Administration Manager

Administration Manager shall assume the following duties with:

- To give overall direction and take the responsibility for the application of this procedure.
- To check the records at least once a month to verify that the system is working.
- To ensure that the journeys to be undertaken are absolutely necessary.
- To check the vehicles to be used are suitable.
- To ensure that the driver has undertaken his daily checks and reported any defects.
- To check the distances involved and timing to ensure that the driver is not working outside his hours of work.
- To ensure that the driver knows and understands the actions to be taken in an emergency.
- To hold regularly adequate toolbox talks with the drivers.
- To ensure that all drivers have been selected regarding HSE rules and HSE approved them before starting their job.
- All persons have been trained regarding their responsibilities by HSE and following the procedures.
- To ensure that any replace person is passing the same procedure.
- To ensure that all drivers are following Traffic rules during outside driving.
- To ensure that no body is using vehicles out of site necessarily.
- To ensure that all vehicles are in suitable situation for use and any problem is sorting out before using.

### 4.3 HSE Manager

The HSE manager is responsible to:

- Ensure that all personnel respect to Road Safety Policy.
- Provide all drivers with adequate training.
- Implement monthly inspection on the company vehicles and ensure that contractors are doing as well.
- Coordinate any required safety measures for transportation of heavy equipment.
- Arrange the organization chart and manage the system to ensure that:
  1. All roads are in traffic super visioning.
  2. All drivers are receiving relative training and are being checked to receive their license for driving in site.
  3. All vehicles are being checked and certified before entrances.
  4. any delinquent driver is under penalty.
  5. The training courses are being up to date regarding site changes.
  6. All road closures and obstructs are being done under permit to work procedure.
  7. All necessary sign boards and warning have been prepared and installed in their situation.
  8. Color coding system is ongoing every two months in proper manner.
  9. Contractors are being informed in this matter and have suitable cooperation.
  10. Any dangerous areas have been protected from falling by hard barriers or any suitable method.
4.4 Head of Transport
The Head of Transport is responsible for:
• Ensuring that regular maintenance is carried out on all Production vehicles through the use of a vehicle tracking database.
• Issuing all vehicle passes and storing all vehicle documentation.
• The registration and control of all drivers and vehicles.

4.5 Contractors:
Contractor site manager is fully responsible to have the best cooperation with HSE in traffic controlling by:
1. Ensure that all relative persons are familiar with HSE traffic rules
2. All drivers have been trained and certified by Contractor HSE
3. All drivers are attending in necessary training courses
4. Any replaced person or new employee is being trained and approved by HSE before starting the job
5. Any persons who wants to drive, passed the procedure like as drivers
6. All drivers are following the procedure and in any delinquent case they receive some Determined penalties
7. All vehicles are being checked and approved before entrances in site
8. All vehicles are maintained in suitable situation and any problem is being solved before using.
9. All reports are being prepared and sent to Main Contractor and then to POGC.

4.6 Security Manager
• Ensure that the vehicles are receiving Gate pass after approving by HSE.
• Any vehicle without gate pass isn’t allowed to enter. (Sometimes the gate pass is being captured by HSE. In this regard, the vehicle isn’t allowed to enter before HSE agreement).
• Any driver without site driving license isn’t allowed to drive in site.

4.7 Drivers
General Behavior
Respect for the driving code, awareness of the risks and route planning are all necessary for safe driving. There is no reason to take risks which affect the driver, passengers or other road users. The driver is responsible for complying with the speed limit (see below), driving rules and checking the condition of the vehicle and its equipment prior to the journey.
Drivers should extend courtesy to other road users. They must be aware that company reputation is affected by their actions.
Drivers shall not pick up unauthorized persons and report arrival when final trip destination has been reached.
Any person who drives will be in driver’s rules:

Safety Belts
It is mandatory to use the seat belts provided for all persons in the vehicle. Only designed seats fitted to the vehicle may be used for the carriage of passengers. The driver is responsible for ensuring that this rule is followed.
Incident report
All accidents, anomalies and material damage and near misses shall be reported by drivers in line with incident reporting procedure (See the relevant procedure).

Vehicle Condition
The driver shall be responsible for the vehicle whenever it is assigned to his control, and for complying with all laws, local regulations and company instructions including this procedure. The driver must not use a vehicle that is not in a roadworthy condition and fit for the purpose intended.
Daily checks on basic safety features and special equipment must be done by the driver no matter when last performed (check list to be filed) and notify any difficulties or problems encountered en-route.

Speed Limits
It is mandatory for drivers to observe all speed limits whether these are set for public roads, or internal site roads. It is the driver’s responsibility to be aware of the speed limit and the need to adjust speed to the road conditions (i.e. weather, road construction or other road hazards).
Speed limit in site during construction is 20 Km/h. and the drivers have to follow.

Freight
The driver is responsible for ensuring that the freight has been properly secured, firmly fastened to vehicle body and stowed in a manner that will ensure its safety in the event of an incident.
Particular attention must be paid when overall dimensions of cargo exceed those of vehicle or unbalanced objects transported.
Transport of flammable liquids and gases requires special vehicle or arrangement submitted to HSE department approval.
Hazardous substances must not be transported in the same compartment than passengers.
5. PROCEDURE

5.1 General

It is fact that roads are statistically one of the more hazardous areas in which we normally operate. It is beyond doubt that the 'Journey' is the agency that has the highest contribution to accidents both in frequency and severity. Accordingly, it is the policy to reduce as far as possible unacceptable risks to their own employees, Contractors and their subcontractors and other persons who could be affected during its transportation activities, by maintaining an efficient Road Safety Management System complete with a program of continuous control measures, maintenance and training.

5.2 Guidelines

All personnel who intend to drive must hold an appropriate and valid driving license for the vehicles, plant or equipment to be driven. The license should be fit for vehicle which the driver wants to drive. The drivers after passing the training course and approve by HSE will receive site driving license. This license is mandatory for driving in site. The following general guidance applies to the qualifications and requirements for driving on the project:

- Professional drivers shall undergo a medical examination and be certified fit before taking up a driver's job. Subsequently they shall receive a bi-annual medical and eyesight examination by a qualified doctor.
- Maximum driving time must be as per the local laws and regulations.
- After continuous driving a minimum of 15 minutes rest is needed.

5.3 Transportation

All vehicle convoy movement/major loads etc. shall be coordinated with the HSE Department and the requirements of their procedures shall be complied with. The local police department must be informed of the planned movement of the major loads.

5.4 Driver Induction

- All drivers must attend an induction course before being allowed to operate or drive on business.
- The general content shall include:
  a) Local driving conditions and attitude to driving.
  b) Traffic regulations, site speed limits (30 Km/hr), road signs and markings.
  c) Government restrictions.
  d) Risks of driving and common causes of accidents.
  e) Precautions to be taken when backfilling and other site preparation activities.
  f) Defensive driving.
    1) Journey management systems.
    2) Fatigue and the effects of tiredness.
    3) Medication/drugs.
    4) Vehicle design and limitations.
5) Safety features.
6) Security of cargo and the transportation of goods.
7) Responsibility for the care and maintenance of the vehicle.
g) Emergency procedures and accident reporting.

5.5 Statistics
- As part of the journey management system and accurate tracking of incidents, Contractors and their subcontractors HSE Departments will calculate the mileages involved with journeys made.
- Incidents reported that involve vehicles will be recorded and a frequency rate established against the mileage measured on a monthly basis.

5.6 Special Equipment
All vehicles shall be equipped with a spare wheel (two are recommended for long distance travel in remote areas) and tools including those to change the wheels and a jack.
All vehicles will carry a suitable (1.5 kg) dry powder extinguisher and a first aid kit.
Additional equipment suitable for the local conditions and nature of the journey should be also considered.

5.7 Smoking
For the comfort and safety of the others, smoking should be banned in all vehicles on business and a “No Smoking” sign displayed in the vehicles.

5.8 Mobile phones
Mobile phones are not to be used whilst driving all vehicles. In all cases prudence must be exercised as it is understood that the use of such equipment reduces the care and attention of the driver. Neither phones or radios are to be used when refuelling is in progress.

5.9 Journey Management / Risk Assessment
When deciding on transportation means the risk associated with the road traffic should also be considered in balance with any convenience. Night driving should be avoided except in case of emergency.
Division managers and contractors’ representatives should control schedules in order to avoid driver fatigue and rules regulating maximum time and distance driven shall be appropriate and adhered to.

5.10 Emergency Response
Site Manager is responsible for developing a system of emergency response in conjunction with the local emergency services.

5.11 Accident Reporting
All accidents, damage only incidents or near misses must be reported in line with procedures (Doc. No. PR-74-POGC-001). Personnel must carry company’s identification and indication
of the means of contacting in the event of an incident on their person and visible in the vehicle.

**Meanwhile, Contractor should report to POGC any traffic and road incidents immediately verbally.**

Events monitoring including recording, registering, investigating, and analyzing reports should be done and submitted by contractor HSE case by case and also should be reflected in weekly, monthly and quarterly (every 3 months) reports. In addition, main action undertaken and preventive actions for the next appropriate period should be mentioned in the relative reports.

### 5.12 Vehicles Selection and Maintenance

Local specific purchasing, leasing and contracting arrangements shall ensure the provision and maintenance of vehicles that are fit for the purpose. Only vehicles that are fit for the purpose intended are to be used and must only be used within the design specification.

- All light vehicles shall have metal roofed cabs.
- Where a vehicle is used for carrying goods/freight in a compartment which forms part of the passenger carrying section of the vehicle, a safety cage shall be fitted to form separate goods and passenger compartments.
- No motor vehicle designated by the manufacturer as a load carrying vehicle shall be modified to carry passengers unless equipped accordingly and approved by the Project Management.
- All passenger vehicles shall be fitted with a seat belt for each seat other than passenger carrying vehicles with a single passenger entry door and centre aisle for passenger movement where seat belts shall be fitted to the driver's and front passenger seat only.
- Seat belts shall be fixed as per design of the vehicle and of the inertia type in the front seats of all vehicles.
- All type of tires fitted to a vehicle shall be of the same size.
- All heavy goods, passenger service and plant equipment vehicles should be fitted with audible alarms for reversing. Articulated vehicles shall have alarms fitted to the prime mover only.
- All fuel tankers shall be fitted with anti static bars and bonding strips.
- Contractor's vehicles should comply in all respects with these Safety Regulations.

Any vehicle not in a road-worthy condition must be withdrawn from service immediately. All maintenance documentation must be valid, up to date and carried with the vehicle in addition to a copy being held in the related company office.

### 5.13 Vehicle Operations and Use

- All company vehicles should only be driven by authorized drivers holding a valid Iranian and/or international Driving License for the type of vehicle they are assigned to drive. An exception to this may be where danger to life or serious damage to vehicle is imminent and no authorized drivers are immediately available. All drivers should attend a defensive driving course at least 3 yearly.
• All authorized drivers should ensure that their vehicle is in a sound and safe condition in every respect. Specific checks should be made of the following:
  - Brakes.
  - Lights.
  - Tires condition and inflation pressure.
  - Horn
  - Lubricating oil level checking.
  - Battery water level checking.
  - Seat belts

• Under no circumstances are two passengers allowed to travel in the front of a car. The carrying of unauthorized passengers is strictly forbidden.
• Passengers and/or material shall be transported in a safe and legal manner in accordance with the requirements of Regulations and Laws in force.
• While driving, drivers must exercise due care and attention, maintain a reasonable speed and adhere to any specific speed limits (30 km/h in Assaluyeh construction site).
• Passengers shall wear seat belts at all times when traveling in any seat of a vehicle fitted with seat belts.
• No vehicle shall be used for the conveyance of personnel unless that vehicle has been specifically designed and designated by the manufacturer as a passenger carrying vehicle.
• Passengers shall only be carried in the passenger compartment of a vehicle and not in the load carrying section of any heavy goods vehicle.
• The maximum number of persons that shall be carried in the passenger compartment of a vehicle shall be the number stated in the Vehicle Registration Document.
• The exhaust gases from a motor vehicle are dangerous and therefore, the engine of motor vehicles should not be left running in an enclosed space.
• Prior to refueling petrol and diesel engine motor vehicles, the driver must alight from the vehicle, apply the brakes and switch off the engine. Smoking is forbidden either inside or outside the vehicle when refueling.
• When Inflating tires of trucks and forklifts, severe accidents have occurred when tires have exploded during inflating due to cuts in tires surfaces. Inflating must be carried either by placing wheels in cages made for the purpose, or by parking the vehicle in a corner, and forbid entrance of the personnel. The operator must stand at the opposite side of the vehicle.
• In case of accidents, an accident-report shall be written by the driver who can be suspended immediately in case of major fault.
• All vehicle loads shall be properly secured as appropriate to transportation in difficult conditions. Loose articles shall not be carried; heavy items such as tools and water cans shall be tied down. Loads shall not be carried suspended from the A frames of trucks. A load which extends beyond the rear of the vehicle in which it is carried shall be marked with a red flag during daylight and a red light during darkness. Freight shall not exceed the capacity of the vehicle.
• Where operations cause significant extra traffic over company's roads, in particular in residential areas, arrangements shall be made to control traffic by scheduling it and by flagmen or other means so as not endanger or inconvenience other road users and residents. For transportation of the project materials, the related area contractor will be in charge to provide adequate number of flagmen.
• Motorcycles will not be allowed on site.

5.14 Driver Selection, Qualification and Training
HSE Manager should ensure that a documented assessment and selection system is set up for drivers recruiting.
Upon completion of a satisfactory competency test and defensive driving course, drivers should be formally approved.
Only approved drivers should be permitted to operate the vehicles on behalf of contractor business.
The driver must hold Iranian driving license or accepted by the national authority. The original license must be viewed and a copy held in the driver’s Personnel records.
Drivers must be medically fit for the job and medical certificate from approved doctor obtained.
Competency test should include vehicle knowledge, regular inspection and attitude.
In line with substance abuse policy, under no circumstances shall driver be under the influence of drink or drugs while on duty. This may lead to immediate dismissal.
Persons authorized to drive in work site area shall follow the traffic regulations applicable within the area. The regulations will be published, posted and distributed for all persons by POGC or Contractor HSE Management. Traffic signs will be posted in all areas clearly signifying the regulations and conditions that apply.
Any drivers prior to entering to work site shall participate to defensive driving course. In this course Emphasis will be placed on;
  • Equipment Safety; suitable for use
  • Safe (slow) and courteous Driving
  • Safe Parking practice (use of designated areas)
  • Safe stopping practices (avoiding access restrictions)
  • Safe haulage and loading practices

Upon completion of a satisfactory competency test and defensive driving course, drivers should be formally approved.

5.15 Issuance of Gate Pass Process
• Designate a contractor by Site Manager / relative deputy as mentioned activity subject, manager name/ work shop deputy and HSE manager and security section to relative management at with signature (HSE, Security, Human resources)
• Request the issuance of gate pass by contractor relative deputy at contractor
• Driving test and vehicle inspection by transport safety and traffic control section so that verify and issuance of inspection stickers.
• Nominate the persons to Contractor training center due to the fact that passing the bellow courses:
  ✓ General safety course
  ✓ Defensive driving
  ✓ Machinery safety
• taking a training course by training center
• Notify trained person names with mentioned course code passed by training center to HSE Management.
• Justify all drivers pertain to driving roles at site by Contractor transport safety and traffic control section and receive an assurance.
• Approve a form and submit to security section in order to issuance of gate pass and verify.
• Verify a document and records by security section.
• Issuance of gate passes by security section and incases of not issuance, notice to HSE Management.

5.16 TIPS FOR SAFE TIRE INFLATION

Inflating an unsecured tire is dangerous. If it bursts, it could be hurled into the air with explosive force resulting in serious personal injury or death. Never adjust the inflation pressure of a truck tire unless it is placed in a safety cage or is secured to the vehicle or a tire mounting machine. Never stand or lean over the tire or in front of the valve when inflating. Never re-inflate a truck tire that has been run at very low inflation pressure (i.e. 80% or less of normal operating pressure) without a complete inspection of the entire tire. Immediately have the tire demounted and inspected by a qualified tire service professional. The only correct method for checking inflation pressure is to use an accurate tire inflation gauge.
Check inflation pressure when the tires are “cold.” Tires are considered “cold” when the vehicle has been parked for three hours or more.
Never release pressure from a hot tire in order to reach the recommended cold tire pressure. Safety training of workers is mandatory. Only competent workers are allowed to service, inspect, disassemble and reassemble a tire or tire and wheel assembly.

5.17 Some Site driving rules:
• Motorcycle is forbidden in site.
• Speed limit in site during construction is 30 Km/h.
• Drinking and eating during driving are forbidden
• Parking in dangerous areas are forbidden (under pipe racks, near by chemical storage area or electrical generators and so on).
• All radiation sources should be transported in authorized vehicle.
• Overtaking in site is forbidden
• Picking up any passenger in back site of dump truck or pickup is forbidden.
• Only Ambulance, Fire truck and HSE vehicles are allowed to drive fast in emergency
cases.
- In emergency cases, all vehicles should be cooperating with emergency vehicles to make the road free for moving fast.
- Only HSE emergency vehicles are allowed to use siren and emergency lighting
- For any road obstruction or closing, the road obstruct procedure has to be followed.

5.18 Delinquent driver’s penalties:
Any delinquents should be faced by penalties as follow:
- First time: The driver gate pass will be captured. The delinquent driver is being sent to driving course and after passing the course, the gate pass is being returned to driver and his name is being entered to first delinquent drivers list.
- Second delinquent, the driver and the vehicle gate pass are being captured and after sending the delinquent to training course, the driver gate pass is being punched. His name is being entered to second delinquent list and informed to his company.
- Third time: The driver and the vehicle gate pass are being captured and after sending the delinquent to training course, the driver gate pass is being punched for second time. His name is being entered to third delinquent list and informed to his company. He isn’t allowed to driving for 1 week.
- Forth time: His driving license is being captures and he isn’t allowed to drive. This will be announcing to his company. His site manager will be responsible to change his job or terminate him from site.

5.19 Description of Requirements

- Holding a valid Driving License for the type of vehicle and other documents compatible with vehicle (license, card, insurance, and gate pass certificate) during of driving at work site and all place related to project is mandatory.
- While driving, drivers must exercise due care and attention, maintain a reasonable speed and adhere to any specific speed limits.
- Keeping maximum limit speed 30 km at work site and 20 km at settle, administrative camps is mandatory.
• Takeover at all site roads is forbidden.
• Use the opiate drug, alcoholic and irritant drinks by drivers prior to, during of driving is forbidden.
• Passengers and/or material shall be transported in a safe and legal manner. Transporting of persons at unauthorized place of vehicle is such as load place, stirrup, back) forbidden. Passengers shall only be carried in the passenger compartment of a vehicle and not in the load carrying section of any heavy goods vehicle.
• The exhaust gases from a motor vehicle are dangerous and therefore, the engine of motor vehicles should not be left running in an enclosed space.
• Loud music, high volume of radio inside of vehicle, more than common how cause to not hearing of horn, alarm of opposite or back vehicle or cause to driver's confusing is forbidden.
• Uncommon movement (horseplay and…) with inside or outside persons of vehicle during of driving is forbidden.
• Riding and landing passengers or loads during of journey is forbidden.
• Freight and passengers shall not exceed the capacity of the vehicle. Take a ride persons more than vehicle capacity at site and paths conduce to camps and site is forbidden.
• No motor vehicle designated by the manufacturer as a load carrying vehicle shall be modified to carry passengers. Carry the loads by passenger carrying vehicle and carry passengers by load carrying vehicle is forbidden. No vehicle shall be used for the conveyance of personnel unless that vehicle has been specifically designed and designated by the manufacturer as a passenger carrying vehicle.
• Using the mach, lighter during at the inspection of engine, battery, and fuel tank is strictly forbidden.(for this reason shall use safety torch as predict inside of vehicle)
• Drivers and front passenger shall be fitted with a seat belt inside or outside.
• Use the mobile phone and seeking a something the inside of dashboard, under the seat and etc during of driving is forbidden.
• Prior to journey, drivers shall ensure that there is no person, animal, and other materials around the vehicle, therefore take notice with horn before leaving is mandatory.

• Observing the priority during deviation to left, keeping length, width distances, attention to sign and symbols is mandatory.
• Vehicle traffic and park at work site restricted areas, machinery traffic path, near by cliff, scaffold, and crane, explosion areas that will cause to accident for vehicle and passengers is forbidden.
• Use the vehicle with timeworn tire under any situation is not allowable.
• Movement with free gear at all situations, at slope and high speed specially is forbidden.
• Routine inspections such as: water, oil, amperes conditions, wind tires, fasten wheel switches, head and tail lights, wiper washer, breaks, seat setting, mirrors, reverse gear horn and etc. these inspections shall be done daily and every day prior to start of work by drivers and minimum weekly by contractors authorities units and company.
• For provision the sufficient light and vehicles glasses clearance, all drivers must clean glasses and vehicle lights daily and an adherence of any photo, label on body and glasses or installation of screen that cause to decreasing of eye field is prohibited.
• When loading and transportation, consideration to compatibility of weight, high, width, length of load with vehicle capacity and axle is mandatory. Then posting the warning sign for preventing from loss and vehicle accident and other person at the end of loads is mandatory.
• Prediction and installation of complete tool box and safe spare wheel with box spanner, extinguisher, torch and warning sign at necessary situations for installation in forward and back of vehicle (as fail, accidents, dark area,) in all vehicles is mandatory.
• Drivers' work schedule and mission shall set in that manner that isn't caused to sleepy or exhaustion at the time of mission on day and avoid the more than 4 hour continuously and 12 hour alternate driving on day, and rest approximately 10 to 15 minutes as each 2 hour. For preventing of fall the vehicles at dangerous roads that reach to cliffs, prediction and installation of safety devises such as: guardrail, warning sign is mandatory.
• For preventing of fall and throw, installation back load door and separator for heavy vehicle is mandatory.
• All heavy goods, passenger service and plant equipment vehicles should be fitted with audible alarms for reversing. To equip all vehicles and machinery to reverse gear horn is mandatory.
• Built of carwash or repair shop such as: oil replacement operation at site and relevant places of project is strictly forbidden.
• Entering the vehicles to site, all relevant places of project that passed 25 years from theirs production date or have an oil leak and other failures is forbidden.
• At the event of vehicle accidents or incidents, shall be informed to CONTRACTOR HSE transportation safety and traffic control section for inspection and review the affected area.
• For increasing the traffic safety factor, installation of flasher lights, Warner at junctions and dangerous roads is mandatory.
• Transportation with vehicle that expired theirs insurance and gate pass certificate is forbidden and is prevented from theirs transportation at site.
• While drivers leave vehicles, regard to the following notices are mandatory:
  ▪ Turn off the vehicle
  ▪ Remove switch
  ▪ Close the window and doors' lock
  ▪ Put the back gear
  ▪ Pull the Manual break
  ▪ Park at smooth surface and without slope and place an obstacle opposite of wheels.

• Any vehicle not in a road worthy condition must be withdrawn from service immediately. All maintenance documentation must be valid, up to date and carried with the vehicle in addition to a copy being held in the company office.
• Smoking is forbidden either inside or outside the vehicle when re fuelling.
• The driver is responsible for ensuring that freight has been properly secured and stowed in a manner that will ensure its safety in the event of an incident.
• Transportation of all fuel gas and petrol engine motor vehicle, during of pre-commissioning and commissioning at POGC sites is strictly forbidden. Therefore, the diesel engine motors vehicle shall be transported at site only.

• Cranes inspection performs by third party agency (TPA) and after inspection, issues the certification of certified crane. Also one copy of this certification shall be forwarded to HSE Department of POGC in site.
• Entering and transportation of visitors with personal car and miscellaneous is forbidden at site, so traffic at site is allowable with regard regulations and using the personal protective equipment, at necessity situation base on need the persons' presence at work site, in addition a coordination at Contractors with relevant office for safety inspection of vehicle and to justify the driver, after receiving temporary gate pass from work site security.
• The drivers who must enter to site for short time and temporary, it is necessary, deputy of HSE subcontractor with vehicle documents, informing the cause and time of vehicle presence at site, safety inspection, and to justify the drivers by CONTRACTOR HSE and to receive temporary gate pass from security, can refer to CONTRACTOR HSE Transportation Safety & Traffic Control section. After was done this steps, vehicle will be allowable the traffic at site.
• All vehicles after receiving a gate pass, base on time table and previous planning shall refer to CONTRACTOR HSE Traffic Control section for periodic 3
month inspection and moreover must take necessary action with regard to receiving the tags and posting on head glass of vehicle.

- Other than shall be prevented theirs transportation at site. (Appendix no. 5) it means that at the beginning of each season, all vehicles in site shall be inspected and the tags of that season shall be attached, therefore in each season all vehicles shall have the same color tags.

- With attention to aware from conditions of all main and subsidiary roads and relevant places to POGC sites is CONTRACTOR HSE Transport Safety and Traffic Control section' responsibility, then all contractors in the event of need to closure the way temporary as a excavation and... take necessary permits (excavation/ Road Closure Work Permit) shall be inform to CONTRACTOR HSE Transport Safety and Traffic Control Section until at necessary, the emergency vehicle can transport at site easily (ambulance, fire fighting car...).

- CONTRACTOR HSE Transport Safety and Traffic Control section shall be taken necessary actions for assessment of drivers' performance that violate the site regulations, base on the to Apply the traffic rules and road and traffic safety procedure and in case of violation during work time driver shall be punished.

- Briefing and justifying all old and new drivers prior to engagement, for informing the driving rules at site and consideration the details of this procedure is HSE Management and CONTRACTOR and subcontractor Training Section' responsibility.

5.20 ROAD CLOSURE SAFETY :

5.20.1 Responsibility

5.20.1.1 The civil work superintendent

The contractor civil work superintendent in charge of the work shall carry out the following activities:

Prior to allowing a contractor to start work such as digging a trench across or other construction activity which will block or seriously obstruct any site road, he will instruct the subcontractor to complete the first two sections ('Road to be closed' & 'Reason for road closure') of a 'Road Obstruction Permit' (example attached) and return it to him.

He will then discuss the intended road closure with the contractor construction managers in order to establish whether or not such a road closure/obstruction will clash with other work activities in that area.

Once satisfied that closing/obstructing the road will not impede other activities, he will then sign the third section ('Requested by') of the Road Obstruction Permit and instruct the contractor to take it to HSE department.
Note1: Any road closure or obstruction out of site, should be arrange with PSEEZ. In this regard, contractor will announce the operations to company and company will arrange with PSEEZ.

Note2: The roads should be closed after asphalting to cure the asphalt. The responsibility will be with contractor manager.

5.20.1.2 The HSE department

The contractor HSE department shall carry out the following activities:

Maintain a plot plan showing the location of all road closures/obstructions inexistence at any given time.

Check that an alternative route is available around the closed/obstructed road in order to allow site traffic to circulate freely; bearing in mind any other road closures that may exist at that time.

Where there is such a conflict between the proposed road closure/obstruction and existing road closures/obstructions that is likely to block free access around the site, HSE department will return the Road Obstruction Permit to contractor civil work superintendent duly annotated to state that there is a conflict and advising a delay until the existing conflicting road closure/obstruction is removed.

Write down all precautions to be taken by the contractor in relation to the closure/obstruction of the road such as barriers, diversion signs, flag men and night time warning lights, etc., in the fourth section ('special precautions to be taken') of the Road Obstruction Permit.

HSE department will then agree in discussion with the contractor the length of time that the road will be closed/obstructed and mark the validity of the Road Obstruction Permit, in the space provided and sign the permit as the 'Issuing Authority' and cause the contractor to sign the permit as the 'Performing Authority'; keep the original copy for reference and return the remaining copies to the contractor.

HSE department will then mark the road closure onto their plot plan, including the validity of the permit.

HSE department will visit the work site at the start of the work to ensure compliance with all of the conditions stipulated in the Road Obstruction Permit and ensure that daily checks are made to ensure continuous compliance, throughout the period that the road is closed/obstructed.

5.20.2 PROCEDURE

The closure and obstruction of roads must be coordinated by Construction department in such a way as to minimize the interruption of free access to and around the job site.

Where the road closure or obstruction is due to the need to excavate a trench or other opening in the ground, such work shall be carried out in compliance with site safety procedures regarding excavations.
Additional to the safety precautions contained in the excavation or other procedures, barriers must be erected to clearly indicate the exact points where site traffic is to be diverted away from the road closure or obstruction, barriers and signs must be placed at the nearest road junctions above and below the closed section so as to avoid site traffic entering the dead end created by the closure/obstruction and then being forced to turn around.

A plot plan must accompany the Road Obstruction Permit, with the site of the intended closure/obstruction clearly marked upon it. The plot plan shall also contain the intended diversion points to move traffic around the closure/obstruction.

Notice: As a consideration and experience, it would better to consider the safety and traffic signs that traffic police use them in several situations and special construction operations on the roads. The most popular signs are available in appendix 7 and the size and text of them can be determine by safety authority in the site. Another signs can be use if operational team and safety authority agree on them and all signs should be standards for work and approved by safety authority in the site. These signs would better to collect by consideration of Iranian traffic police (NAJA) and Iranian ministry of road and transportation.

5.20.2.1 Vehicle Inspection Checklist

Vehicle inspection shall be done by HSE Department on the monthly basis (See APPENDIX 1& 2).

6. APPENDIXES

- Appendix 1: Heavy and light vehicle inspection checklist.
- Appendix 2: Personal data Introduction form to training section for relevant HSE course.
- Appendix 3: Principles of understanding and undertaking form of safety instructions for issuing Gate Pass for Drivers.
- Appendix 4: South Pars Gas phases vehicles gates pass requisition form.
- Appendix 5: Sample of Transport safety and traffic control inspection stickers
- Appendix 6: Site’s Vehicle Violations Record Form
- Appendix 7: Samples of road safety signs
Appendix 1- Heavy and light vehicle inspection checklist

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<th>Points to check</th>
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<td>• Driver’s license</td>
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<td>• Company sticker</td>
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<td>• Rear cabin glass clean</td>
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<td>• Doors glass clean</td>
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<td>• Fuel Petrol Tank</td>
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<td>Brakes:</td>
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<td>Gauges:</td>
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<td>• Speedometer</td>
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<td>• Fuel gauge</td>
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<td>• Oil Gauge</td>
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<td>• Seat belt</td>
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<td>Mirrors:</td>
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<td>• Rear view</td>
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<td>• Side view</td>
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<td>Battery condition</td>
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<td>Gas Tank properly protected?</td>
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<td>Reverse Gear Horn:</td>
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<td>• Hazard lights</td>
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<td>• Signal indicators</td>
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<td></td>
<td>• Cabin lights</td>
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<td>14</td>
<td>Wipers &amp; washers</td>
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<td>15</td>
<td>Electrical System</td>
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<td>16</td>
<td>Safety Barrier</td>
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<td>17</td>
<td>Hydraulic system</td>
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<td>18</td>
<td>Driver Cabin Condition</td>
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<td>General body condition</td>
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<td>20</td>
<td>Fire extinguisher</td>
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<td></td>
<td>Securing provision</td>
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</table>

Last service date:
Last check date:

Inspector’s Name:
Date of Inspection:
Signature

HSE Management of traffic safety authority recommendation:
Signature
Date
Appendix 2: Personal data Introduction form to training section for relevant HSE course

To: Training Authority  
From: HSE Management  

Dear Sirs,

There by recommend for necessary HSE training course, the listed persons as below:

<table>
<thead>
<tr>
<th>No.</th>
<th>Name</th>
<th>National code</th>
<th>Education</th>
<th>job</th>
<th>membership</th>
<th>Work place</th>
<th>Contractor Name</th>
<th>Requesting gate pass type</th>
<th>Human</th>
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In regard to notify the participator's name with mention the code of course to this management, take a necessary action.

HSE Manager
Appendix 3: Principles of understanding and undertaking form of safety instructions for issuing Gate Pass for Drivers

I, with name........................father’s name.........................original ID card No............ National ID card No........ Place of issue.............. Holding driving license No............. for □ Heavy □ Light □ Special vehicle who is recruited as a driver for POGC work-shop, undertake keeping all driving rules in the site with consideration of all safety training and operation manual of machineries and the work-shop traffic control as well as below mentioned instructed to me;

- Showing the gate-pass and inspection stickers of the traffic controls on the front-view glass.
- Keep speed limits Km30 in the work-shop and Km30 in the camps and do not any taking over on the roads.
- Keep attention to Safety and Security personnel, police, traffic signals and do not park vehicle in side roads and wrong areas.
- Do maintaining the vehicle specially for daily cleaning of front and rear view-glasses and lights.
- Do loading and transport in safe manner and do not get over-loadings and no passengers on back or sides.
- No sleeping pills or mobile phones with no acrobatic moves while driving.
- Do turn of the vehicle, removing the keys and sure of hand breaking in parking time and leave.
- Do not transport with old and used tires.
- Do daily check-up oil, breaks, and other technical points and do not move the vehicle if any problem arise or found.
- Not using free-gear in the slide-roads or high-speeds.
- Using safety belt and having extinguisher in the vehicle.
- No oil removal or repairs doing in the site.
- Having driving license all time while driving and using helmet and safety shoes in the site.
- In time technical check-up by traffic control unit before expiry of gate pass validity.

Will not hand over the vehicle to any other person in any circumstances. Otherwise, the security and traffic control of HSE can stop my pass and do fine.

<table>
<thead>
<tr>
<th>Driver Name</th>
<th>Transport Safety and Traffic Control Authority</th>
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</thead>
<tbody>
<tr>
<td>Sign</td>
<td>Sign</td>
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<tr>
<td>Date</td>
<td>Date</td>
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Appendix 4: South Pars Gas phases vehicles gates pass requisition form

To: 
From: 
Dear Sirs

In regards to technical inspection and procedures for issuing the gate pass for our company’s vehicles requesting you release the requiring permission as below:

<table>
<thead>
<tr>
<th>No.</th>
<th>Type</th>
<th>Number</th>
<th>Color</th>
<th>Deriver's name</th>
<th>License type/Number</th>
<th>Third party insurance and passenger responsibility/Date of validity</th>
</tr>
</thead>
</table>

**Contractor Site Manager:**
Name
Signature

**Approval Of Contractor HSE Management:**
Name
Signature

HSE management of traffic safety authority's Recommendation:

Signature
Name

**Approval of Contractor HSE Management:**
Name
Signature

**Approval of Security Authority:**
Name
Signature

Note: submitting the original national Id. Cards – driving license, for verification is mandatory
Appendix 5: Sample of Transport safety and traffic control inspection stickers.

Note: The green tag use in spring, the blue tag use in summer, the yellow tag use in autumn and the orange tag use in winter.
## Appendix 6: Site’s Vehicle Violations Record Form

<table>
<thead>
<tr>
<th>No.</th>
<th>Date</th>
<th>Name</th>
<th>Vehicle gate pass No.</th>
<th>Person Gate Pass No.</th>
<th>Vehicle Type</th>
<th>Vehicle ID Number</th>
<th>Contractor Name</th>
<th>Violation Type</th>
<th>Violation Repeat</th>
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Appendix 7: Samples of road safety signs
SUGGESTIONS FOR THE POGC
ROAD & TRAFFIC SAFETY PROCEDURE

MANAGER, HSE Department
Pars Oil & Gas Company
Tehran I.R. Iran

Please consider the following suggestion(s) relative to the POGC Road & traffic safety procedure:

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______________________________________________________________________________________________
______________________________________________________________________________________________

(Signature)

(Date)

(Address)

Contact Telephone Number

Contact FAX Number