



## APPENDIX 5

**Safe Journey Management****Purpose**

To manage *Risks*<sup>1</sup> of driving and transportation of people and goods on *Company Business*.

The nature of the activities undertaken by Sakhalin Energy requires staff and (Sub) Contractors to travel extensively throughout Sakhalin Island. The purpose of these Journey Management Requirements is to:

- a. Challenge the business need for every journey made;
- b. Ensure personnel exposure is limited to essential journeys only;
- c. Select the most appropriate mode of transport for each journey;
- d. Combine journeys with others travelling the same route to minimize vehicle kilometers travelled;
- e. Ensure drivers stay fit to operate a vehicle whilst on the road;
- f. To provide for active monitoring of journeys in progress to ensure safe completion,
- g. Enable effective assistance in the case of incidents or overdue vehicles.

**Who is this for?**

- *Managers/Department Heads;*
- *Transport Area Supervisors;*
- *Drivers;*
- *Contract Holders;*
- *(Sub) Contractors.*

**What situations are covered?**

This document sets journey management requirements for land transport operations undertaken by *Sakhalin Energy* and by (Sub) Contractors on behalf of the *Company*.

**Terminology**

TERM	MEANING
<b>Shall</b>	Indicates a mandatory course of action.
<b>Should</b>	Indicates a preferred course of action.
<b>May</b>	Indicates a permitted course of action.

**Definitions**

TERM	MEANING
<b>Matrix of Permitted Operation (MOPO)</b>	The document that defines the safe operating envelope for the road transport activity, detailing the controls that must be in place before a road journey is allowed to occur.
<b>North Sakhalin Area</b>	Area north of Vzmoreye village
<b>South Sakhalin Area</b>	Area south of Vzmoreye village
<b>City Limits</b>	Identified limits of populated locality

<sup>1</sup> Italicized terms in this document are included in the [Sakhalin Energy HSE Glossary](#)



TERM	MEANING
<b>Established Base</b>	City/town area or Sakhalin Energy Asset area where vehicle is assigned to or operates.
<b>Journey Authoriser</b>	A person in charge of the activity, which generates the need for a specific journey e.g. Manager / Supervisor or a Contract Holder. The Journey Authoriser shall be formally appointed to this role and be trained such that he/she is competent to execute their responsibilities.
<b>Night time driving</b>	Time identified in Attachment 5 of this document.
<b>Journey Leader</b>	<b>A person initiating a journey. Journey Leader can be a driver.</b>
<b>Journey Control Coordinator</b>	<b>A person who ensures all necessary precautions are taken before the trip commences and who actively monitors the journey execution and coordinates any deviations from original journey plan.</b>
<b>Journey Category</b>	<p><b>Category 1</b></p> <ul style="list-style-type: none"> <li>• Journeys in South Sakhalin Area</li> <li>• Journeys on public roads in or within 15 Km of an Established Base in North Sakhalin Area.</li> <li>• Journeys within Sakhalin Energy Assets/Sites fence perimeter.</li> </ul> <p><b>Category 2</b></p> <ul style="list-style-type: none"> <li>• Journeys on public roads in excess of 15 Km from an established Base in North Sakhalin Area. .</li> </ul> <p><b>Category 3</b></p> <ul style="list-style-type: none"> <li>• Journeys for inspecting any road to ensure safe use of the road;</li> <li>• All off-road driving journeys;</li> <li>• All night time driving journeys.</li> </ul>
<b>Road</b>	A belt of land or surface of an artificial structure equipped or adopted and used for Transport Vehicle traffic.
<b>Off-road</b>	Ground that has not been prepared as a road, either by grading or by the provision of a prepared road surface.
<b>Call-in register</b>	It is either a computer data base or a hard copy log book.
<b>Journey Plan (JP)</b>	Document used for authorization and controlling Category 2 and 3 journeys.
<b>Trip Log Sheet (Way Bill)</b>	Document used for authorization for use of the vehicle. Trip Log Sheet shall be used by the driver for registration of rest locations and call-in times identified in the Journey Plan.
<b>High Risk Environment</b>	A remote location where the tier 2 response time of the <u>Medical Emergency Response Specification</u> standard cannot be met. Or in other environments where a risk assessment has determined that additional controls are required.
<b>Emergency Situation</b>	A condition in which as a result of the source of an emergency at the facility, a certain area or water interferes with the normal living conditions and human activities, threatening their lives and health, damage to property of the population, national economy and the environment
<b>Convoy</b>	A convoy constitutes three or more vehicles travelling together for the same purpose by the same route.

## 1. Responsibilities

Each Sakhalin Energy Asset and/or (Sub) Contractors carrying out land transport activities shall identify and appoint responsible parties to fulfil the roles described below:

### 1.1. Journey Authorizers are responsible for requirements 1.1.1 to 1.1.4.:

- 1.1.1. Confirm and actively challenge the business need for any journey undertaken by personnel that report to them or reject those journeys that are not fully justified or where other means of completing the task or safer means of completing the journey can be used as described in Section 2.1.



- 1.1.2. Indicate alternate means of completing the task or a safer alternative means of transport
- 1.1.3. Approve Journey Plans and driving that is to be taken place at night or off-road.
- 1.1.4. Approve necessary deviations from the original Journey Plan.

*NOTE: For (Sub) Contractor activities requiring Night Time Driving, the Journey Authorizer shall be relevant Sakhalin Energy Contract Holder.*

**1.2. Journey Leaders are responsible for requirements 1.2.1 to 1.2.4.:**

- 1.2.1. Prepare a Journey Plan that justifies the business need for the journey;
- 1.2.2. Ensure that the specific requirements of the Journey Plan are followed, and that proper authorisation is obtained for the journey and any necessary deviations;
- 1.2.3. In cases where Journey Control Coordinator will identify risks which need to be addressed before journey can commence, identify and put in place required control measures;
- 1.2.4. Conduct risk assessment for any required deviation of original Journey Plan and ensure where necessary control measures are in place.

**1.3. Journey Control Coordinators are responsible for requirements 1.3.1 to 1.3.5.:**

- 1.3.1. Be competent in controlling journeys done under journey plan;
- 1.3.2. Use the Matrix of Permitted Operations (MOPO) in to determine if a Journey can take place safely;
- 1.3.3. Issue the Journey Plan to the Journey Leader or the driver and ensure proper authorization is given for any deviation from original Journey Plan;
- 1.3.4. Conduct toolbox talk for the driver before departure, to describe identified risks and required control measures and actions required in case of an emergency.
- 1.3.5. Ensure communication devices are functional and issued to the driver;
- 1.3.6. Coordinate the journey and receive calls from the driver, both to log call-in times and to receive calls in case of an emergency and make the Emergency Response Coordinator aware of the situation.

**1.4. Drivers are responsible for requirements 1.4.1 to 1.4.4.:**

- 1.4.1. Ensure safe operation of his vehicle and compliance with the Journey Plan, all Russian Federation traffic laws and Sakhalin Energy Road Transport HSE Management Standard Requirements.
- 1.4.2. Ensure work and rest periods are complied with. Call-in to Journey Coordinator at identified in Journey Plan locations.
- 1.4.3. Immediately inform Journey Control Coordinator of any breakdowns, or incidents.
- 1.4.4. Ensure prior to the journey, the communications equipment provided are fully functional.

**1.5. Emergency Response Coordinators are responsible for requirement 1.5.:**

Provide continuous twenty-four-hour coverage every day in order to notify authorities and to activate and coordinate the necessary emergency response team.

**1.6. Contract Holders are responsible for requirements 1.6.1 and 1.6.2.:**

- 1.6.1. Ensure that (Sub) Contractor implement a journey management system in compliance with this Document.
- 1.6.2. Formally approve Journey Plans and driving that is to be taken at night by their (Sub) Contractor.

## **2. Journey Assessment and Preparation**

### **2.1. Determine and Challenge Operational Need.**

Every journey proposed shall be challenged on the basis of operational/business need and risks associated with the journey by road. Journeys shall be rejected if the purpose of the journey can be accomplished to an equivalent standard by alternative means that do not require travel to the location (such as through the use of the phone, electronic mail, video conference, etc.). If a business need for the journey is confirmed, following transportation means shall be considered before approving the use of the vehicle for execution of the journey:

- 1<sup>st</sup> Train, if not;
- 2<sup>nd</sup> Air Plane if not;
- 3<sup>rd</sup> Bus services provided by Sakhalin Energy if not;



- 4<sup>th</sup> Vehicle.

## 2.2. Assessment of Journey Associated Risks and required control measures.

- 2.2.1. When planning a route, high pedestrian traffic areas shall be avoided e.g. location/timing of local schools. Also, recognition of the potential to create a dust nuisance on roads through villages shall be considered and mitigated as part of Journey Management Planning
- 2.2.2. Before any category 2 and 3 journeys are commenced, the analysis of associated risks and control measures that are required shall be carried out with the use of Matrix of Permitted Operations (MOPO) (Attachment 6 of this document).
- 2.2.3. Toolbox talk shall be conducted to the driver prior the journey commences, that also should cover identified risks, required risk-controlled measures and measures required in case of an emergency situations.
- 2.2.4. Journey shall not be permitted to proceed if any MOPO items are identified as “RED”
- 2.2.5. Journey permitted to proceed if all risks are identified and control measures are in place.

## 2.3. Driving during the hours of darkness.

- 2.3.1. No night driving allowed during the hours of darkness (Attachment 5 of this document), unless there is a clearly demonstrable business need, which is risk assessed and expressly permitted in the Journey Management Plan or required for emergency response purposes.
- 2.3.2. Authorization for night driving shall be given on a case-by-case basis and shall be the responsibility of the Journey Authorizer.
- 2.3.3. For Contractor and Subcontractor activities permission for night driving shall be given by the relevant Contract Holder or their designated representative.
- 2.3.4. Exemptions from this requirement are:
- Journeys within City Limits.
  - Crew changes by buses.
  - Journeys within Sakhalin Energy site/asset fence perimeter

## 2.4. Off-Road Driving.

- 2.4.1. Off road driving in Company vehicles shall be permitted only where it can be justified for a demonstrable business need.
- 2.4.2. HSE requirements for vehicles used for off-road purposes are applicable as specified in the Land Transport Vehicles Appendix 6.

*NOTE: No off-road journeys shall take place at night without Sakhalin Energy Chief Executive Officer (CEO) Approval.*

## 2.5. Adverse weather conditions to prohibit any traffic:

- 2.5.1. Fog, downpour, hail, snowstorm, snowfall, dust storm, and fire when visibility from the driver cabin in daylight time or at night time in the upper beam light is less than **100** meters within the city and settlement limits and less than **200** meters outside the city limits.
- *Driver visibility is the maximum clear, unstrained eye read distance to objects on the road, on-coming and same-direction traffic, pedestrians, etc.*
- 2.5.2. Wind speed of **25** m/sec and more (for normal and crew buses).
- 2.5.3. Snowdrifts, sand beds or other obstacles on the road which may make the vehicle stall. Roads covered with water, snow, or in any other instances when the driver cannot see the road borderline.
- 2.5.4. At air temperature of  $-40^{\circ}\text{C}$  and below (for journeys of Category 2 and 3).
- *Deviation from this requirement is allowed if the journey is made by several vehicles in a group and their capacity allows to transfer their passengers to other vehicles if one of them breaks down.*
- 2.5.5 In case road repairs make the road hazardous for the life and health of the driver/passengers (the primary and bypass roads do not comply with the traffic safety rules, repair sites are not clearly marked and equipped as per existing RF requirements).
- 2.5.6 In case of Acts of God, accidents at heating, gas supply, power supply and other utility facilities, in case of fires which result in the conditions hazardous for the driver/passenger safety (risk of snow



slides, mud slides, rockfall, partial destruction of roads, utility lines due to landslides, ice drift, earthquakes, accidents, electric shock) etc.

### 3. Journey Planning and Preparation

#### 3.1. Journey Planning.

The Journey plan shall consider driving time requirements identified in RF Ministry of Transport Order № 15 “Provisions for Drivers Work Hours and Rest Periods” dated 20 August 2004 and in “Drivers and Driving Requirements Appendix 4”.

Vehicle journey times should be calculated based on average speed for the journey of 45 km/h, which includes the required 15 min stops and lunch breaks.

Example:

Distance from Yuzhno-Sakhalinsk to Poronaysk is 290 km, average speed is 45 km/h.

$290 \text{ km (distance)} \div 45 \text{ km/h (average speed)} = 6 \frac{1}{2} \text{ hours (journey time)}$ .

*Distances to various locations are presented in Attachment 4 of this document.*

#### 3.2. Authorization and Preparation of Journey Plan.

One journey plan should be issued for each vehicle. Attachment 1 of this document is the mandatory form of Journey Management Plan for Sakhalin Energy controlled operations. In cases where Contractor/Subcontractor wishes to use other form it shall have as a minimum the information listed in Attachment 2 of this document.

3.2.1. A Journey Leader shall prepare the Journey Plan and where off-road or night time driving required the Journey Leader shall assess the risk and identify and put in place control measures for and fill-in the appropriate part of Journey Plan. The Journey Plan shall be prepared a reasonable time before the journey. It should not be prepared too early (because it might not be able to identify prevailing conditions and related risks), and it should not be prepared too late (so that there is enough time for all required preparation work).

3.2.2. The Journey Leader shall submit Journey Plan to the Journey Authorizer for review and approval.

3.2.3. If the Journey Authorizer approves the plan the Journey Leader submits the signed copy of the plan to the Journey Control Coordinator.

3.2.4. The Journey Control Coordinator shall use the MOPO to ensure the journey can be performed safely. If according to the MOPO the journey cannot be performed safely the Journey Control Coordinator shall inform the Journey Leader and not allow the journey to be conducted before the risks are mitigated.

3.2.5. The Journey Control Coordinator shall identify the required transport and driver for the journey and fill other required details in the Journey Plan.

3.2.6. Before the journey commence the Journey, Control Coordinator shall:

- Issue a copy of Journey Plan to the driver and keep original copy of the plan to himself,
- Issue the communication devices to the driver,
- Conduct a Toolbox talk and explain all requirements described in the Journey Plan to the driver and ensure driver understands the plan
- Ask the driver to sign the Journey Plan.

3.2.7. On completion of the journey the driver and the Journey Control Coordinator shall sign the original Journey Plan.

#### NOTE:

- a. *The original Journey Plan signed by a driver and Journey Control Coordinator and shall be kept together with a copy of trip log sheet for not less than 12 months.*
- b. *The Journey Leader may be a driver or a passenger.*
- c. *The Journey Authorizer shall not approve journeys where he participates. In such cases approval shall be delegated upwards to an approved Authorizer.*

### 4. Journey Execution

#### 4.1. Requirements for Journey Categories.

4.1.1. Category 1 journeys shall be subject to general requirements of Drivers and Driving Appendix 4 and Land Transport Vehicles Appendix 6. Journeys within 15 km of an established base, where not off-



road, or at night, can be considered Category 1 as the 20min response time required for Tier 2 medical emergency response can still be met as per the Medical Emergency Response Specification.

4.1.2. Requirements for Category 2 and Category 3 journeys are listed in the table below.

Requirements	Category 2	Category 3
<b>Vehicles</b>	Minimum 4WD Vehicle <i>Number of vehicles may be increased to two or more by Journey Authorizer</i>	
<b>Documentation</b>	Approved Journey Plan	
<b>Personnel</b>	Driver shall Successfully Complete Defensive Driving Course For Professional Drivers (PDDC).	Minimum of two persons in a journey. Driver shall Successfully Complete a Defensive Driving Course for Professional Drivers (PDDC) and for off-road driving, the Off-Road Defensive Driving Course.
<b>Personal Protective Equipment (PPE)</b>	Driver shall have adequate PPE for location.	Driver shall have adequate PPE for location.
<b>Rest</b>	For all drivers (except bus drivers conducting intercity journeys) as a minimum every two hours for the duration of not less than 15 minutes. For Bus Drivers conducting intercity journeys as a minimum every two hours for the duration of not less than 30 minutes.	For <b>All Drivers</b> as a minimum every hour or at identified rest points described in the Journey Plan for the duration of not less than 15 minutes.
<b>Call time</b>	Before departure and thereafter as a minimum every two hours where more than one person in the Journey or every hour where less than two people in the journey and at the final destination.	Before departure and thereafter as a minimum every hour or at identified rest points and at the final destination.
<b>Communication</b>	The Journey Control Coordinator shall have suitable communication equipment to ensure continuous communication between a vehicle on a journey; Vehicles shall be provided with at least one suitable method of communication e.g. VHF Radio chargeable from main system of the vehicle and/or Mobile Phone with charger for mobile phone installed in vehicle and/or Satellite phone with charger installed in vehicle.	
<b>Additional requirements for vehicles assigned to OPF Asset</b>		
<b>Vehicles:</b>	Minimum 2 x 4WD vehicles <i>May be reduced to one vehicle if written permission given by Onshore Installation Manager.</i>	Minimum 2 x 4WD vehicles
<b>Personnel</b>	Professional Driver Only	Professional Driver Only
<b>Additional requirements for vehicles assigned to Prigorodnoe Asset</b>		
<b>Personnel</b>	Minimum of two persons in at least 1 vehicle for journeys to Water Well Location and for roadworthiness inspections.	
<b>Documentation</b>	Approved Journey Plan for journeys to Water Well Location and for roadworthiness inspections.	
<b>Additional requirements for Convoy Journeys (3 or more vehicles)</b>		
<b>Vehicle</b>	The number of vehicles in one Convoy shall not exceed 5 vehicles. Where more than 5 vehicles are required they shall be divided in different convoys travelling at least 30min apart.	
<b>Personnel</b>	The most experienced drivers shall be appointed for leading and trailing vehicles.	
<b>Communication</b>	In each convoy all vehicles shall have communication means allowing all drivers to communicate with each other for example. VHF Radio, Mobile Phone or Satellite phone, and these devices shall be able to be charged from the vehicle electrical system. In each convoy at least two drivers shall have reliable communication means allowing them to communicate with Journey Coordinator for example VHF Radio, Mobile Phone or Satellite phone, and these devices shall be able to be charged from vehicle electrical system.	
<b>Journey Execution</b>	All vehicles in the convoy shall move in the same lane. Journey Leader shall identify the speed and order of vehicles before Journey commence. Drivers shall consider the road and weather conditions in identifying a safe distance between vehicles. Drivers shall also keep a distance that will allow third party vehicles to overtake safely.	

#### 4.2. Call Log-in.

4.2.1. The Journey Control Coordinator shall login all call-in times into call-in register every time he



receives the call from the driver.

- 4.2.2. Before the Journey Control Coordinator changes shift he/she shall brief Journey Control Coordinator coming on shift on details of all Journeys he/she is controlling.
- 4.2.3. The driver shall call to the Journey Control Coordinator at identified rest locations and log call-in times into his/her Journey Plan.
- 4.2.4. The Call-in register may be in either a computer data base or a hard copy log book form and shall contain as a minimum the following information:
  - a. Date;
  - b. Vehicle registration number;
  - c. Driver Name;
  - d. Table for registering of rest points;
  - e. Table for registering call-in times.

#### 4.3. Deviation from original Journey Plan.

- 4.3.1. A person requesting the deviation shall inform the Journey Leader or in his absence Journey Control Coordinator for the need for the deviation from original Journey Plan.
- 4.3.2. The Journey Leader or Journey Control Coordinator in his absence shall conduct risk assessment for any required deviation from original Journey Plan, ensure necessary control measures are in place and request formal approval for the deviation from the Journey Authorizer.
- 4.3.3. The Journey Authorizer checks risk assessment and risk control measures before approving deviation.
- 4.3.4. The Journey Authorizer shall give formal approval for deviation in form of email message or in cases where access to email is unavailable by phone with following approval via email (formal approval shall be sent no later than in 24 hours after deviation was approved) to the Journey Control Coordinator.
- 4.3.5. On approval of deviation Journey Control Coordinator shall instruct the Driver on details of approved deviations and required risk control measures and fill in deviation part of the original Journey Plan.

#### 4.4. Procedure for traffic suspension and continuation

- 4.4.1. If the driver himself decides to stop the vehicle he shall inform the Company's Transport Dispatcher.
- 4.4.2. When not in motion, the driver must take all safety precautions to prevent collision with other vehicles.
- 4.4.3. In difficult road and weather conditions, when a decision is taken to continue driving to a safe parking and accommodation place the driver must use all of the available safety aids to ensure a safe journey (light and sound warning, appropriate speed, follow a convoy of other vehicles, etc.).
- 4.4.4. The selected speed must ensure that the driver has uninterrupted control over the vehicle movements.

### 5. Emergency Response

- 5.1. Each Sakhalin Energy asset and/or (Sub)Contractors carrying out land transport activities shall develop and implement an Emergency Response procedure with the purpose of providing adequate emergency response and to minimize the consequences of an emergency situation.
- 5.2. The emergency response arrangements should be based on pre-identified scenarios, and include as minimum the following:
  - 5.2.1. Providing appropriate breakdown and medical assistance at an incident site.
  - 5.2.2. Arrangements for rescue of stranded personnel and vehicle recovery.
  - 5.2.3. Arrangements for dangerous good recovery, spill response, fallen cargo recovery.
- 5.3. Actions in case of Road Transport Incidents or vehicle breakdown:
  - 5.3.1. In the event of mechanical breakdown or in case of Road Transport Incident, the driver should attempt to place the vehicle in a safe location where it does not create a hazard to other road users
  - 5.3.2. Driver shall make Journey Control Coordinator aware of the location and reason for any unplanned stop;
  - 5.3.3. In situations where evacuation is required the Driver and passengers should stay with the vehicle unless it is unsafe to do so, or unless directed otherwise by the Journey Control Coordinator;



- 5.3.4. In any vehicle breakdown or Road Traffic Incident situation driver may continue the journey only if instructed by Journey Control Coordinator;
- 5.3.5. Journey Control Coordinator shall establish the location of the incident, details of any injury/damage and determine the type of support required;
- 5.3.6. Journey Control Coordinator shall report any type of Road Transport Incident to the relevant Sakhalin Energy department/asset manager or in case with (Sub) Contractors inform relevant contract holder within 1 hour of an incident, in cases where department/asset manager or contract holder cannot be reached report to Sakhalin Energy Emergency Coordinator on the number **(4242) 66-25-00**.
- 5.3.7. In cases where emergency response required Journey Control Coordinator shall inform Sakhalin Energy Emergency Coordinator on the number **(4242) 66-25-00**.
- 5.3.8. In cases where it is required Road Transport Incidents should be reported to Traffic Police.
- 5.3.9. Where vehicle breakdown or Road Traffic Incident situation cause change in original plan, deviation process as described in requirement 4.3 of this document should be applied.

#### 5.4. Actions in case of vehicle overdue situations:

All operations.

- 5.4.1. Should a driver fail to call within 15 minutes of the times identified on a Journey Plan, the Journey Control Coordinator shall inform Journey Leader and Relevant Emergency Coordinator of the overdue situation.
- 5.4.2. The Journey Control Coordinator shall attempt to contact the vehicle for an additional 15 minutes and logging each call time.
- 5.4.3. If a vehicle is overdue for 30 minutes, the Emergency Coordinator shall initiate the Emergency Response Procedure as per site/company specific emergency response procedure.

*For Prigorodnoye Asset Only*

- 5.4.4. Should a driver fail to call within 15 minutes of the times identified on a Journey Plan, the Journey Control Coordinator shall inform the Journey Leader and Relevant Emergency Coordinator of the situation.
- 5.4.5. An emergency will be declared if no contact with overdue vehicle for a further 5 minutes (20 minutes in total).

*For OPF Asset Only*

- 5.4.6. Should a driver fail to call within 10 minutes of the times identified on a Journey Plan, the Journey Control Coordinator should attempt to contact the overdue vehicle to ensure there are no problems and that the vehicle and occupants are safe.
- 5.4.7. If after 10 minutes the Journey Control Coordinator has been unable to contact the vehicle, the Journey Leader shall be informed immediately.
- 5.4.8. If a vehicle, becomes 30 minutes overdue the Emergency Coordinator and OPF Installation Manager shall be informed immediately.

*Note: All Road Transport Incidents, situations where emergency response was initiated or failure to report such incidents/situations shall be subject of an incident report and investigation as defined in [Incident Reporting and Follow-up Standard](#).*

## 6. Training

- 6.1. Journey Authorizers shall complete Journey Management training which aligns with the Sakhalin Energy Journey Authorizers course material.
- 6.2. Journey Leaders should be competent in the use of Journey Management process that is described in this Document.
- 6.3. Journey Control Coordinator shall be competent in the use of Journey Management process that is described in this Document.

## 7. Performance Monitoring

- 7.1. Sakhalin Energy Road Safety Department will carry out regular Asset and (Sub) Contractor compliance





checks / audits to ensure compliance with this Safety Journey Management Procedure.

- 7.2.** All journeys are subject to Sakhalin Energy Road Safety Monitoring Team inspection. This may require a driver to show Journey Plan. This also means that at arrival or departure to and from any Sakhalin Energy asset driver may be asked to show Journey Plan at security check point.
- 7.3.** Failures to comply with the requirements of journey management, or follow the specifics on a Journey Plan may be considered a [Life Saving Rules](#) violation and shall be subject to an incident report and investigation as defined in the [Incident Reporting and Follow-up Standard](#).



## ATTACHMENT 1: JOURNEY PLAN

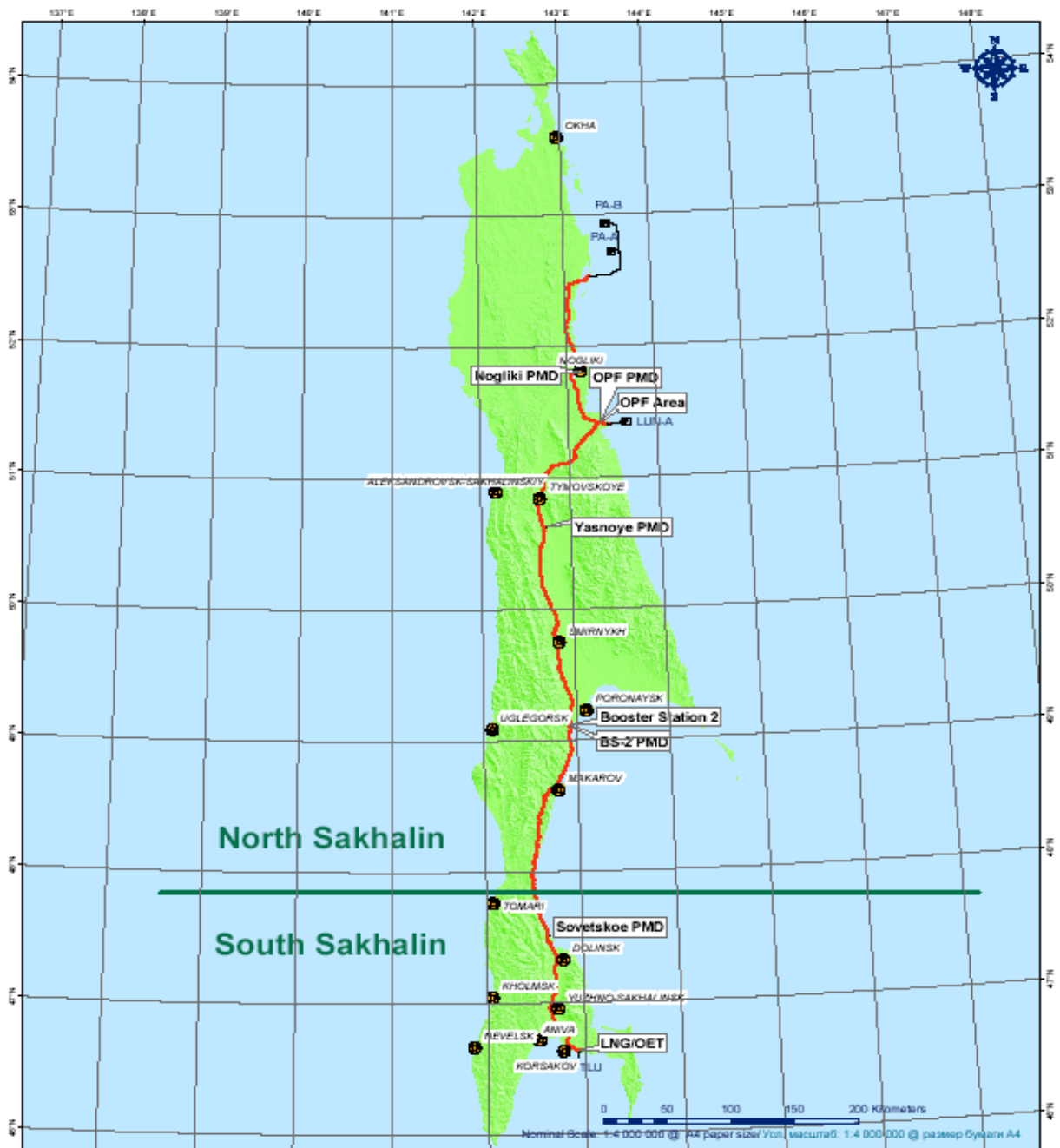
<b>План управления поездкой</b> <b>Journey Management Plan</b>								
Раздел руководителя поездки / Journey Leader Part								
ФИО Name		Отдел Department		Затратный код Work Order				
Должность Position		Конт. телефон Contact Number		Подпись Signature				
Цель поездки: Purpose of Journey:								
Дата начала поездки Journey Start Date		Пункт отправления Departing From						
Дата окончания поездки Journey End Date		Пункт назначения Arriving At						
Маршрут поездки / Journey Plan								
Дата Date	Пункт отправления Departure Location	Время отправления Time of Departure		Пункт прибытия Arrival Location	Расстояние Distance	Время прибытия Arrival time		Ночёвка Over Night Stop
		План Plan	Факт Actual			План Plan	Факт Actual	
ФИО пассажиров / Passenger Name			№ телефона Phone Number	Компания Company	Необходимо ночное вождение Night Time Driving Required		ДА YES / НЕТ NO	
					Необходимо вождение по бездорожью Off-Road Driving Required		ДА YES / НЕТ NO	
					Необходимость пайка Lunch Pack is Required		Шт. Pc.	
Груз Cargo								
Раздел лица, санкционирующего поездку / Journey Authorizer Part								
ФИО Name		Отдел Department		Подпись / Signature				
Должность Position		№ телефона Phone Number						
Раздел координатора поездки / Journey Control Coordinator Part								
Телефон координатора Coordinator phone number		Подпись Signature		ФИО водителя Driver Name				
Выделено ТС (гос.номер) Vehicle Provided (reg.number)				Телефон водителя Driver Telephone Number				
Оценка риска с использованием МРО была проведена. Поездка может быть выполнена MORO was used and Journey Can Be Performed		Координатор Coordinator	Описание дополнительных мер контроля риска Description of Additional Control Measures					
Необходимы дополнительные меры контроля риска Additional Risk Control Measures are Required		ДА YES / НЕТ NO	Координатор Coordinator					
Водителю проведён инструктаж и выдан план поездки Toolbox to the Driver was Conducted		Водитель Driver						
Раздел оформления отклонения от плана поездки / Deviation Registration Part								
Причина отклонения Reason for Deviation								
Детали отклонения Deviation Details								
Дополнительные меры контроля Additional Control Measures								Подтверждение получено Authorization Received
Поездка завершена / Journey Complete								
Подпись водителя Driver Signature				Подпись координатора поездки Journey Control Coordinator Signature				

**ATTACHMENT 2: CONTENT OF (SUB)CONTRACTORS JOURNEY PLAN**

1. Reason for journey;
2. Journey start Date and Time;
3. Journey end Date and Time;
4. Departure Place;
5. Destination place;
6. Table for identified approved rest points;
7. Full name and signature of Journey Authorizer;
8. Full name and signature of journey leader;
9. Full name of driver and all passengers;
10. Part for details of deviation and required risk control measures;
11. Part for approval of deviations by Journey Authorizer;
12. Part for confirmation of deviations was allowed by Journey Control Coordinator;
13. Journey Control Coordinator number;
14. Emergency Coordinator number;
15. Part for description of risk control measures;
16. Check boxes for:
  - MOPO was used and journey is permitted (YES/NO)
  - HSE toolbox talk was completed (YES/NO)
  - Night time driving is required (YES/NO)
  - Off-road driving is required (YES/NO)



**ATTACHMENT 3: JOURNEY MANAGEMENT AREA MAP**



Sakhalin Energy Investment Company, Ltd.  
Сахалин Энерджи Инвестмент Компани, Лтд.

**Sakhalin - Safe Journey Management Map**



Vertical Datum / Система высот: -  
Horizontal Datum / Система координат: WGS-84  
Projection / Проекция: UTM (Zone 54N)  
Units / Единицы измерения: Metres

Rev 01	Purpose Назначение IFU	Originator Автор	Demchenko Ekaterina	Signature Подпись	13 Aug 2008
		Checked Проверил		Signature Подпись	
		Approved Утвердил		Signature Подпись	
		File Name Имя файла	YS-2032	SE Doc No Идентификатор документа	

NOTE: This map was compiled using the most current data at the time of publication. Please contact Geomatics for the latest information [e: SEIC-Geomatics-GIM@sakhalinenergy.ru]  
Примечание: Карта была создана с использованием данных на момент выпуска. Пожалуйста свяжитесь с отделом Геоматикс для получения новой информации [e: SEIC-Geomatics-GIM@sakhalinenergy.ru]



**ATTACHMENT 4: DISTANCES**

	Yuzhno	Berezyaki	Sokol	Dolinsk	Starodubskoye	Sovetskoye	Vzmorye	Pugachevo	Vostochny	Makarov	Tumanovo	Vakhrushev	Gastello	Poronaysk	Leonidovo	Smirnykh	Pobedino	Onor	Palevo	Yasnoye	Zonalnoye	Tymovskoye	Ado-Tymovo	Argi-Pagi	Nysh	Nogliki	OPF	Chayvo
Yuzhno	0	21	34	44	53	69	110	156	171	213	226	259	274	290	310	365	375	417	467	471	474	497	539	565	584	629	656	727
Berezyaki	21	0	13	23	32	48	89	135	150	192	205	238	253	269	289	344	354	396	446	450	453	476	518	544	563	608	635	706
Sokol	34	13	0	10	19	35	76	122	137	179	192	225	240	256	276	331	341	383	433	437	440	463	505	531	550	595	622	693
Dolinsk	44	23	10	0	9	25	66	112	127	169	183	215	230	246	266	321	331	373	423	427	430	453	495	521	540	585	612	683
Starodubskoye	53	32	19	9	0	16	57	103	118	160	173	206	221	237	257	312	322	364	414	418	421	444	486	512	531	576	603	674
Sovetskoye	69	48	35	25	16	0	41	87	102	144	157	190	205	221	241	296	306	348	398	402	405	428	470	496	515	560	587	658
Vzmorye	110	89	76	66	57	41	0	46	61	103	116	149	164	180	200	255	265	307	357	361	364	387	429	455	474	519	546	617
Pugachevo	156	135	122	112	103	87	46	0	15	57	70	103	118	134	154	209	219	261	311	315	318	341	383	409	428	473	500	571
Vostochny	171	150	137	127	118	102	61	15	0	42	55	88	103	119	139	194	204	246	296	300	303	326	368	394	413	458	485	556
Makarov	213	192	179	169	160	144	103	57	42	0	13	46	61	77	97	152	162	204	254	258	261	284	326	352	371	416	443	514
Tumanovo	226	205	192	182	173	157	116	70	55	13	0	33	48	64	84	139	149	191	241	245	248	271	313	339	358	403	430	501
Vakhrushev	259	238	225	215	206	190	149	103	88	46	33	0	15	31	51	106	116	158	208	212	215	238	280	306	325	370	397	468
Gastello	274	253	240	230	221	205	164	118	103	61	48	15	0	16	36	91	101	143	193	197	200	223	265	291	310	355	382	453
Poronaysk	290	269	256	246	237	221	180	134	119	77	64	31	16	0	20	75	85	127	177	181	184	207	249	275	294	339	366	437
Leonidovo	310	289	276	266	257	241	200	154	139	97	84	51	36	20	0	55	65	107	157	161	164	187	229	255	274	319	346	417
Smirnykh	365	344	331	321	312	296	255	209	194	152	139	106	91	75	55	0	10	52	102	106	109	132	174	200	219	264	291	362
Pobedino	375	354	341	331	322	306	265	219	204	162	149	116	101	85	65	10	0	42	92	96	99	122	164	190	209	254	281	352
Onor	417	396	383	373	364	348	307	261	246	204	191	158	143	127	107	52	42	0	50	54	57	80	122	148	167	212	239	310
Palevo	467	446	433	423	414	398	357	311	296	254	241	208	193	177	157	102	92	50	0	4	7	30	72	98	117	162	189	260
Yasnoye	471	450	437	427	418	402	361	315	300	258	245	212	197	181	161	106	96	54	4	0	3	26	68	94	113	158	185	256
Zonalnoye	474	453	440	430	421	405	364	318	303	261	248	215	200	184	164	109	99	57	7	3	0	23	65	91	110	155	182	253
Tymovskoye	497	476	463	453	444	428	387	341	326	284	271	238	223	207	187	132	122	80	30	26	23	0	42	68	87	132	159	230
Ado-Tymovo	539	518	505	495	486	470	429	383	368	326	313	280	265	249	229	174	164	122	72	68	65	42	0	26	45	90	117	188
Argi-Pagi	565	544	531	521	512	496	455	409	394	352	339	306	291	275	255	200	190	148	98	94	91	68	26	0	19	64	91	162
Nysh	584	563	550	540	531	515	474	428	413	371	358	325	310	294	274	219	209	167	117	113	110	87	45	19	0	45	80	143
Nogliki	629	608	595	585	576	560	519	473	458	416	403	370	355	339	319	264	254	212	162	158	155	132	90	64	45	0	125	98
OPF	656	635	622	612	603	587	546	500	485	443	430	397	382	366	346	291	281	239	189	185	182	159	117	91	80	125	0	223
Chayvo	727	706	693	683	674	658	617	571	556	514	501	468	453	437	417	362	352	310	260	256	253	230	188	162	143	98	223	0

**ATTACHMENT 5: NIGHT TIME DRIVING HOURS**

<b>Night Time Driving is defined as:</b>		
<b>Month</b>	<b>Time</b>	
	<b>From</b>	<b>To</b>
<b>January</b>	<b>18:00</b>	<b>9:00</b>
<b>February</b>	<b>19:00</b>	<b>8:00</b>
<b>March</b>	<b>20:00</b>	<b>7:00</b>
<b>April</b>	<b>21:00</b>	<b>6:00</b>
<b>May</b>	<b>21:00</b>	<b>5:00</b>
<b>June</b>	<b>22:00</b>	<b>5:00</b>
<b>July</b>	<b>22:00</b>	<b>5:00</b>
<b>August</b>	<b>21:00</b>	<b>6:00</b>
<b>September</b>	<b>20:00</b>	<b>7:00</b>
<b>October</b>	<b>19:00</b>	<b>7:00</b>
<b>November</b>	<b>18:00</b>	<b>8:00</b>
<b>December</b>	<b>18:00</b>	<b>9:00</b>

**ATTACHMENT 6: MATIRX OF PERMITTED OPERATIONS (MOPO)**

Matrix of Permitted Operations (MOPO)										
<b>DRIVER</b>	Driver License and Defensive Driving Certificate	Trip Log Sheet Available	Driving Hours and Rest Time are complied with	HSE Toolbox conducted for the driver before Journey	Correct PPE for Driver					
	NO YES	NO YES	NO YES	NO YES	NO YES	NO YES				
<b>LOAD</b>	Adequate Vehicle for the Load	Proper Documentation for Hazardous Goods Available (if applicable)	Arrangements for Carrying Oversize Loads made							
	NO YES	NO YES	NO YES							
<b>VEHICLE</b>	All required Documentation for Vehicle in Place	Vehicle Inspected by Mechanic/Driver	Communication Equipment (GSM/Radio/Satellite Phone)							
	NO YES	NO YES	NO YES							
<b>DRIVING ENVIRONMENT</b>	Absence of Weather Restrictions	Night Driving Permitted (if applicable)	Off Road Driving Permitted (if applicable)							
	NO YES	NO YES	NO YES							
<b>JOURNEY PLAN</b>	Journey Plan Completed and Signed	Rest Points are Defined Correctly								
	NO YES	NO YES								
<b>One red field</b>	Insufficient Risk Control – Journey not permitted to proceed									
<b>All Green fields</b>	Risk Controls in Place – Journey permitted to proceed									