



## 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 Vzmorye village
<b>South Sakhalin Area</b>	Area south of Vzmorye 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 commence, 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.	



Requirements	Category 2	Category 3
	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 send 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

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- 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

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- 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

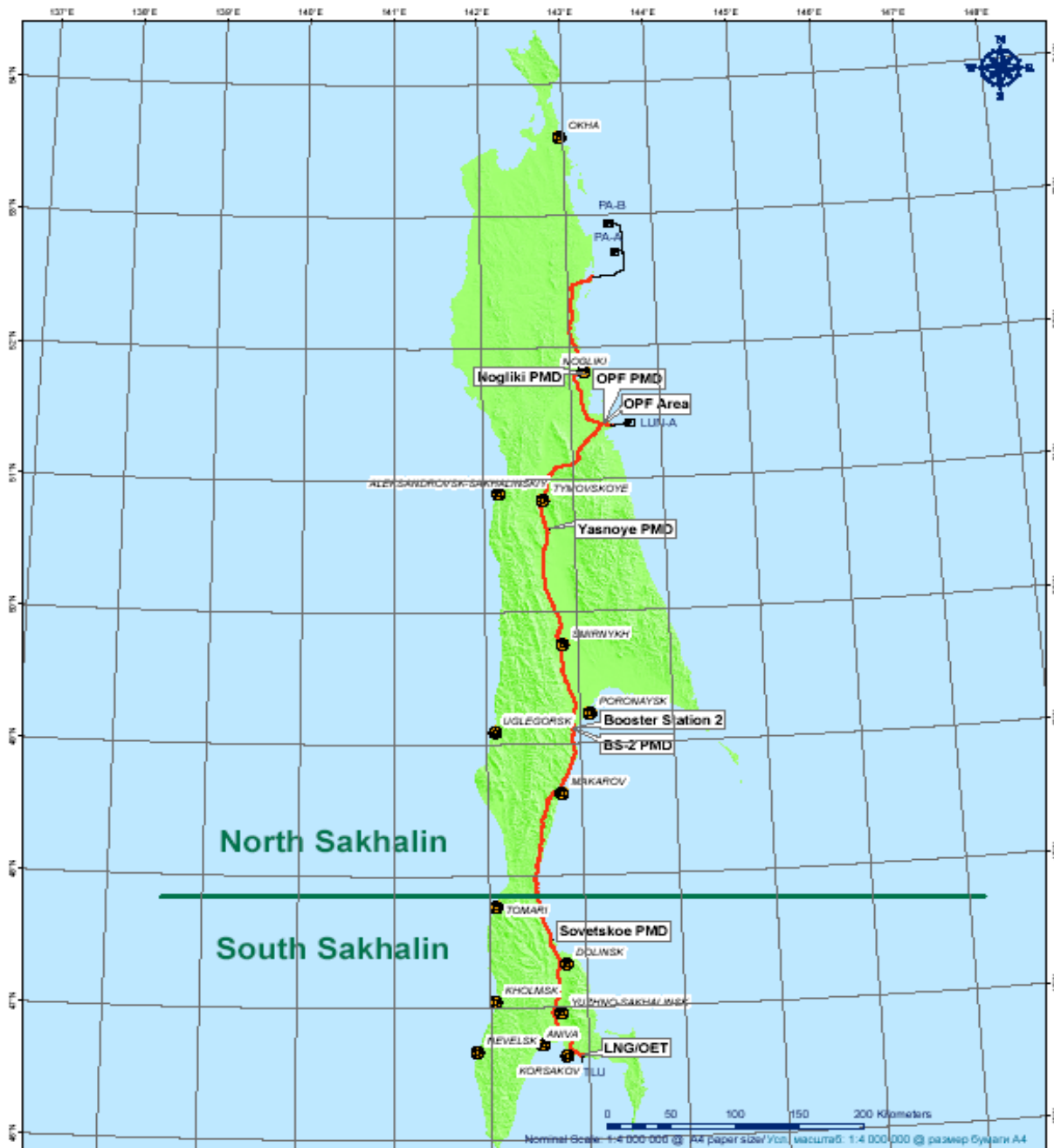
<b>План управления поездкой Journey Management Plan</b>											
Раздел руководителя поездки / Journey Leader Part											
ФИО Name					Отдел Department		Затратный код Work Order				
Должность Position					Конт. телефон Contact Number		Подпись Signature				
Цель поездки: Purpose of Journey:											
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					ФИО водителя Driver Name						
Выделено ТС (гос.номер) Vehicle Provided (reg.number)					Подпись Signature		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		<table border="1"> <tr> <td>ДА YES</td> <td>НЕТ NO</td> </tr> </table>		ДА YES	НЕТ NO					Координатор Coordinator	
ДА YES	НЕТ NO										
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 Ver 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**

	LNG	Korsakov	Yuzhno	Bereznyaki	Sokol	Dolinsk	Starodubskoye	Sovetskoye	Vzmo'ra	Pugachevo	Vostochnoye	Makarov	Tumanovo	Lermontovo	Gastello	Poronaysk	Leonidovo	Smirnykh	Pobedino	Onor	Yasnoye	Zonal'noye	Tymovskoye	Ado-Tymovo	Argi-Pagi	Km 0 SAR	OPF	Nysh	Nogliki	Val	Chayvo	Piltun	Sabo	Tungor	Okta
LNG	0	13	54	75	88	97	108	123	164	209	225	268	282	314	328	343	364	418	429	471	525	528	550	592	618	633	710	638	679	749	771	799	852	884	914
Korsakov	13	0	41	62	75	84	95	110	151	196	212	255	267	301	315	330	351	405	416	458	512	515	537	579	605	619	695	622	666	736	758	786	839	871	901
Yuzhno	54	41	0	21	34	43	54	69	110	155	171	214	226	260	274	289	310	364	375	417	471	474	496	538	564	578	654	581	625	695	717	745	798	830	860
Bereznyaki	75	62	21	0	13	22	33	48	89	134	150	193	205	239	253	268	289	343	354	396	450	453	475	517	543	557	633	560	604	674	696	724	777	809	839
Sokol	88	75	34	13	0	9	20	35	76	121	137	180	192	226	240	255	276	330	341	383	437	440	462	504	530	544	620	547	591	661	683	711	764	796	826
Dolinsk	97	84	43	22	9	0	11	26	67	112	128	171	183	217	231	246	267	321	332	374	428	431	453	495	521	535	611	538	582	652	674	702	755	787	817
Starodubskoye	108	95	54	33	20	11	0	15	56	101	117	160	172	206	220	235	256	310	321	363	417	420	442	484	510	524	600	527	571	641	663	691	744	776	806
Sovetskoye	123	110	69	48	35	26	15	0	41	86	102	145	157	191	205	220	241	295	306	348	402	405	427	469	495	509	585	512	556	626	648	676	729	761	791
Vzmo'ra	164	151	110	89	76	67	56	41	0	45	61	104	116	150	164	179	200	254	265	307	361	364	386	428	454	468	544	471	515	585	607	635	688	720	750
Pugachevo	209	196	155	134	121	112	101	86	45	0	16	59	71	105	119	134	155	209	220	262	316	319	341	383	409	423	499	426	470	540	562	590	643	675	705
Vostochnoye	225	212	171	150	137	128	117	102	61	16	0	43	55	89	103	118	139	193	204	246	300	303	325	367	393	407	483	410	454	524	546	574	627	659	689
Makarov	268	255	214	193	180	171	160	145	104	59	43	0	12	46	60	75	96	150	161	203	257	260	282	324	350	364	440	367	411	481	503	531	584	616	646
Tumanovo	282	267	226	205	192	183	172	157	116	71	55	12	0	34	48	63	84	138	149	191	245	248	270	312	338	352	428	355	399	469	491	519	572	604	634
Lermontovka	314	301	260	239	226	217	206	191	150	105	89	46	34	0	14	29	50	104	115	157	211	214	236	278	304	318	394	321	365	435	457	485	538	570	600
Gastello	328	315	274	253	240	231	220	205	164	119	103	60	48	14	0	15	36	90	101	143	197	200	222	264	290	304	380	307	351	421	443	471	524	556	586
Poronaysk	343	330	289	268	255	246	235	220	179	134	118	75	63	29	15	0	21	75	86	128	182	185	207	249	275	289	365	292	336	406	428	456	509	541	571
Leonidovo	364	351	310	289	276	267	256	241	200	155	139	96	84	50	36	21	0	54	65	107	161	164	186	228	254	268	344	271	315	385	407	435	488	520	550
Smirnykh	418	405	364	343	330	321	310	295	254	209	193	150	138	104	90	75	54	0	11	53	107	110	132	174	200	214	290	217	261	331	353	381	434	466	496
Pobedino	429	416	375	354	341	332	321	306	265	220	204	161	149	115	101	86	65	11	0	42	96	99	121	163	189	203	279	206	250	320	342	370	423	455	485
Onor	471	458	417	396	383	374	363	348	307	262	246	203	191	157	143	128	107	53	42	0	54	57	79	121	147	161	237	164	208	278	300	328	381	413	443
Yasnoye	525	512	471	450	437	428	417	402	361	316	300	257	245	211	197	182	161	107	96	54	0	3	25	67	93	107	183	110	154	224	246	274	327	359	389
Zonal'noye	528	515	474	453	440	431	420	405	364	319	303	260	248	214	200	185	164	110	99	57	3	0	22	64	90	104	180	107	151	221	243	271	324	356	386
Tymovskoye	550	537	496	475	462	453	442	427	386	341	325	282	270	236	222	207	186	132	121	79	25	22	0	42	68	82	158	85	129	199	221	249	302	334	364
Ado-Tymovo	592	579	538	517	504	495	484	469	428	383	367	324	312	278	264	249	228	174	163	121	67	64	42	0	26	40	116	43	87	157	179	207	260	292	322
Argi-Pagi	618	605	564	543	530	521	510	495	454	409	393	350	338	304	290	275	254	200	189	147	93	90	68	26	0	14	90	17	61	131	153	181	234	266	296
Km 0 SAR	633	619	578	557	544	535	524	509	468	423	407	364	352	318	304	289	268	214	203	161	107	104	82	40	14	0	76	3	47	117	139	167	220	252	282
OPF	710	695	654	633	620	611	600	585	544	499	483	440	428	394	380	365	344	290	279	237	183	180	158	116	90	76	0	69	29	41	63	91	144	176	206
Nysh	638	622	581	560	547	538	527	512	471	426	410	367	355	321	307	292	271	217	206	164	110	107	85	43	17	3	69	0	40	110	132	160	213	245	275
Nogliki	679	666	625	604	591	582	571	556	515	470	454	411	399	365	351	336	315	261	250	208	154	151	129	87	61	47	29	40	0	70	92	120	173	205	235



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<b>Val</b>	749	736	695	674	661	652	641	626	585	540	524	481	469	435	421	406	385	331	320	278	224	221	199	157	131	117	41	110	70	0	22	50	103	135	165
<b>Chayvo</b>	771	758	717	696	683	674	663	648	607	562	546	503	491	457	443	428	407	353	342	300	246	243	221	179	153	139	63	132	192	22	0	28	81	113	143
<b>Piltun</b>	799	786	745	724	711	702	691	676	635	590	574	531	519	485	471	456	435	381	370	328	274	271	249	207	181	167	91	160	120	50	28	0	53	85	115
<b>Sabo</b>	852	839	798	777	764	755	744	729	688	643	627	584	572	538	524	509	488	434	423	381	327	324	302	260	234	220	144	213	173	103	81	53	0	32	62
<b>Tungor</b>	884	871	830	809	796	787	776	761	720	675	659	616	604	570	556	541	520	466	455	413	359	356	334	292	266	252	176	245	205	135	113	85	32	0	30
<b>Okha</b>	914	901	860	839	826	817	806	791	750	705	689	646	634	600	586	571	550	496	485	443	389	386	364	322	296	282	206	275	235	165	143	115	62	30	0

**ATTACHMENT 5: NIGHT TIME DRIVING HOURS**

<b>Night Driving is defined as:</b>		
<b>Month</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									