

**APPENDIX 8****Gatekeeper Requirements****Purpose**

To effectively manage road safety on sites under Sakhalin Energy control and to identify the roles and responsibilities of personnel who manage road safety risks at those sites, according to the Sakhalin Energy Road Safety Standard.

Who is this for?

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

What situations are covered?

This document applies to all Sakhalin Energy staff, and (Sub) Contractors undertaking land transport operations on behalf of the *Company*.

Terminology

TERM	MEANING
Shall	Indicates a mandatory course of action.
Should	Indicates a preferred course of action.
May	Indicates a permitted course of action.

Definitions

TERM	MEANING
DDC	Defensive Driving Course
Journey Plan (JP)	Document used for controlling Category 2 and 3 journeys.
In-Vehicle Monitoring System (IVMS)	Monitoring system which providing the information about various vehicle parameters and drivers behaviour while driving.
Vehicle	Any Vehicle owned, leased, rented or contracted by Sakhalin Energy on any journey conducted on behalf of a Sakhalin Energy
RAG Reports	IVMS feedback reports providing an overview of driver behavior and classifying drivers as Red, Amber or Green banded

General- Background

The Sakhalin Phase 2 Project suffered a number of Road Transport Fatalities before sufficiently implementing a number of controls that led to a sustained period of operation with zero fatalities or injurious incidents.



Over the long term operation, Road Transport remains one of the largest Safety Risks faced by the Company and its Contractors. To mitigate this risk Sakhalin Energy captured the lessons learned from the Project phase and applied those lessons rigorously via Operational Phase Road Safety Management System, which is outlined below in 3 parts:

- a. Analysis of the number of kilometres and the number of vehicles driven across Sakhalin Island giving an insight into exposure;
- b. A continuous drive from each site and contract holder to actively challenge and reduce the number of kilometres driven and vehicles used;
- c. Daily assurance that the correct road safety controls are applied at all locations at all time.

Achieving the above requires dedicated focus from each site and a contract holder in the appointment and management of “Gatekeeper roles”.

To explain the Gatekeeper concept, Sakhalin Island has been divided into several hypothetical “Gates” where traffic enters and leaves. The location specific “Gates” are the OPF, Yuzhno, Zima Highlands residential area, LNG, Nogliki base camp and the 4 PMDs.

At each “Gate” there must be personnel accountable for ensuring road safety as “gatekeepers”, whose roles and responsibilities are defined in this document.

Requirements – Gatekeeper Responsibilities

Road Transport Supervisor or in his absence officially appointed person is responsible for requirements 1 to 12:

1. Ensure all journeys are planned and their need is challenged before a journey is authorized;
2. Know the current weather forecast and use it to make a Go/No-Go decision for all journeys;
3. Ensure pre-trip vehicle condition and driver checks are being performed;
4. Approve **ALL** JPs;
5. **For Yuzhno only** – Ensure that all JP’s have destination and route approval of the planned journey;
6. Ensure all journeys to remote pipeline locations have a minimum of two persons in a journey.
7. Ensure IVMS RAG reports are reviewed and discussed weekly, and are properly documented;
8. Ensure personnel responsible for daily vehicle checks are properly certified;
9. Ensure a vehicle keys are controlled and only authorized personnel are allowed to use vehicles;
10. Ensure monthly reporting of kilometres driven;
11. Give exceptional approval for entry to the asset for the vehicles which do not have Vehicle Compliance Certificate (VCC) and identify risk control measures required for these vehicles.
12. Give exceptional approval authority for night driving.

NOTE: Approval for Night Time Driving for PMD’s operations shall only be given by Pipeline Operation Manager or “Gasprom Tomsk Transgas” (GTT) Contract holder.

Vehicle Mechanic is responsible for requirements 13 to 21:

13. Ensure pre-trip vehicle condition checks are performed and vehicle is approved for use;
14. Ensure that drivers undergo a daily medical check;
15. Control access to keys and their allocation;
16. Allocate appropriate vehicle and driver as required;
17. **For Yuzhno and Nogliki camp only:** drivers should be allocated for vehicles by dispatchers;
18. Ensure that all safety and communication equipment is operational;
19. Ensure all drivers have required valid documentation in place i.e. driving licence, defensive driving certificate, etc.;
20. Check compliance with RF Legal and Company requirements of vehicles which do not have Vehicle Compliance Certificate (VCC) and are requiring access to the asset.
21. Issue when required IVMS keys and ensure no sharing of IVMS keys.

Site Security Gate is responsible for requirements 22 to 25:

22. Check the validity of the pass required for entry, e.g. for industrial sites the Vehicle Compliance Certificate – No VCC – No Entry;
23. Check for the availability of approved JP
24. Check that drivers and passengers have alcohol checks performed in accordance with the site policy;



25. Check that drivers and passengers are wearing seatbelts.

For any violation of the above notify the Site Manager who shall notify the appropriate contract holder and Sakhalin Energy Road Safety Manager

Road safety manager is responsible for requirements 26 to 30:

- 26.** Provide lateral learning between Gatekeepers by identifying and promoting ideas for road safety improvement and Km reduction;
- 27.** Provide advice to all Gatekeepers and work with them to address any challenges they face in carrying out their duties;
- 28.** For each gate conduct reviews of how the roles and responsibilities (defined above) are being fulfilled and general compliance with Road Safety Standards twice per year;
- 29.** Provide Gatekeeper performance reports to the Onshore Asset Manager and to the CEO (via the Road Safety Steering Committee) twice per year;
- 30.** Track and ensure closeout of any actions identified during the Reviews.

Gatekeeper Assurance Group is responsible for requirements 31 to 33:

- 31.** Set Terms of Reference for Gatekeeper Reviews, to ensure compliance with the roles and responsibilities of action parties twice per year;
- 32.** Critically review the findings from the annual Gatekeeper reviews to ensure effective implementation of identified corrective measures;
- 33.** Identify and drive cross-Gate improvement activities.

Membership:

- Onshore Asset Manager (Chairman);
- Land Logistics Manager;
- Corporate Safety Manager;
- Road safety Manager;
- Pipeline Operations Manager;
- LNG QHSE Manager;
- OPF HSE Manager;
- Leader of Production Security.



Road Transport HSE Management Standard

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ATTACHMENT 1.

Location (Gate)	Road Transport Supervisor	Vehicle Mechanic	Security
OPF/OPF PMD	HSE Supervisor	Transport Operations and Maintenance Coordinator	Main Gate
Nogliki Camp	Transport Operations and Maintenance – North	Transport Operations and Maintenance – North	N/A
Nogliki PMD	GTT Site Lead	Head of Transport at PMD	Main Gate
Yasnnoye PMD	GTT Site Lead	Head of Transport at PMD	Main Gate
BS2/Gastello PMD	GTT Site Lead	Head of Transport at PMD	Main Gate
Sovetskoye PMD	GTT Site Lead	Head of Transport at PMD	Main Gate
Yuzhno	Head of Transport Operations	Vehicle Maintenance Coordinators	N/A
LNG	Q-HSE Manager	Transport Operations and Maintenance Coordinator	Main Gate
Zima	ZIMA Highlands manager	Contractor Chief Mechanic	Main Gate