HSE INTERFACE DOCUMENT FOR EXPLORATORY DRILLING PROJECT IN CB-ONN-2010/8
Revision History / Amendment Record

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SIGNATORY SHEET

Prepared by:
S.Kumana Rajan
Head-QHSE (EOSIL)...........................................................................................................

Reviewed by:
Gurpreet Sara
Head – Operations (EOSIL).................................................................................................

Reviewed by:
Head- Drilling
(Enquest as PMC consultant of BPRL)....................................................................................

Verified & Agreed by:
Gurpreet Sara
Head – Drilling (EOSIL).......................................................................................................

Issued by:
Mines Manager (BPRL) .........................................................................................................
# TABLE OF CONTENTS

1. DOCUMENT DISTRIBUTION CONTROL & DEFINITIONS
2. INTERFACE STATEMENT & OBJECTIVES
3. ORGANIZATION & ARRANGEMENTS
4. COMMUNICATIONS
5. MANAGEMENT OF CHANGE
6. EMERGENCY RESPONSE AND NOTIFICATION
7. DRIVING AND VEHICLES SAFETY
8. HAZARD IDENTIFICATION AND CONTROL MEASURES
9. DRILLING PROGRAMME
10. WELL CONTROL PROCEDURES
11. MANNING LEVELS, TRAINING AND COMPETENCY
12. THIRD PARTY SERVICES AND EQUIPMENT
13. PERSONNEL SECURITY
14. MEDICAL CARE ARRANGEMENTS
15. INCIDENT REPORTING AND INVESTIGATION
16. ENVIRONMENTAL ISSUES
17. MONITORING, REPORTING, AUDITING AND REVIEW
18. REFERENCED DOCUMENTS

APPENDIX 1 COMPANY HSE POLICIES
APPENDIX 2 ORGANIZATION CHARTS
APPENDIX 3 EMERGENCY CONTACT LIST
APPENDIX 4 HS&E MS INTERFACING BRIEFING RECORD
APPENDIX 5 TRAINING MATRIX
DOCUMENT DISTRIBUTION & CONTROL

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<tr>
<th>Controlled Copy Number</th>
<th>Holder</th>
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<td>BPRL Mines Manager</td>
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<td>BPRL Installation Manager</td>
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<td>BPRL Project HSE Head</td>
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<td>BPRL Project HSE Manager – Drilling</td>
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<td>BPRL Project Drilling Engineer</td>
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<td>EOSIL – Vice President Operations</td>
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<td>EOSIL – Project Base Manager</td>
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<td>EOSIL – Head QHSE</td>
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<td>EOSIL - Site Drilling Superintendent</td>
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<td>EOSIL – Rig sites MR 01</td>
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1.1 Glossary of Terms

BPRL  Bharat Petroleum Resources Ltd.,
EOSIL  Essar Oilfield Services India Ltd.,
HS&E  Health, Safety & Environment
HSE MS  Health, Safety and Environmental Management System
Project Team  BPRL and its contracted parties
LOTO  Lock Out Tag Out
JSA  Job Safety Analysis
RA  Risk Assessment
FDS/ DSV  Drilling-Mud services-Logging in Charge/ Senior Supervisor
CMT  Crisis Management Team
ERP  Emergency Response Plan
ALARP  As Low As Reasonably Practicable
NORM/LRSO  Natural Occurring Radioactive Materials/license for Radioactive source operating
JMP  Journey Management Plan
ILM  Inter Location movement
GPS  Global Positioning System

1.2 Definitions

<table>
<thead>
<tr>
<th>Operator/Company</th>
<th>BPRL., incorporated in India, its authorised representatives, successors or permitted assigns acted as operator under the provision of Companies Act 1956</th>
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<tbody>
<tr>
<td>Contractor</td>
<td>The contractor companies are contracted to operate as Drilling operation for the Client to optimise required production.</td>
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<tr>
<td>Company &amp; Co-Ventures</td>
<td>The contractor companies, working as the Integrated Operations Team with client, engage other contractor companies (i.e. sub-contractors) for the execution of assigned task/ work within given scope of work and time frame.</td>
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<tr>
<td>Interface/Bridging Document</td>
<td>An interface or bridging document (the terms are interchangeable) is a document that defines how BPRL- Project &amp; Contractor’s(EOSIL) HS&amp;E management systems coexist to allow cooperation- and coordination- on matters of health, safety and environmental protection. Such a document cross-references the detailed procedures used by them all, and allows the responsibilities, accountabilities and work activities to be identified to prevent HS&amp;E management standards from being compromised.</td>
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<td>HSE Plan or HSE Programme of the project</td>
<td>These terms are interchangeable and shall mean a description of how the HSE objectives and targets will be achieved over time. The HSE programme shall list objectives and targets, person(s) responsible for carrying out the actions and target dates for completing the actions.</td>
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2.0. INTERFACE STATEMENT & OBJECTIVES

Purpose:
To define health and safety objectives for the shared activity, demonstrate leadership, and a shared commitment to the achievement of high standards of health and safety performance.

2.1 Introduction

Bharat Petroleum Resources Limited (the Operator) has entered into a contract with Essar Oilfield Services India Limited (the Drilling Contractor) for drilling operation in their wells at Block CB-ONN-2010/8. To meet this purpose EOSIL will supply & operate their rigs as per specifications, technical requirements and contractual terms as approved by BPRL.

BPRL and EOSIL are jointly committed to ensure that the management, maintenance and combined operations are approached in a planned and systematic manner to protect the health and safety of employees and other parties on the worksites, and the environment.

BPRL-Project and EOSIL are committed to working together, and with their sub-contractors, to ensure that all Drilling operations are conducted in a manner that will protect the health and safety of all personnel and minimise impact to the environment.

Bharat Petro Resource Ltd(BPRL)- being 100% subsidiary of BPCL adopts BPCL’s HES policy. EOSIL also have well established management systems including Quality, Health, Safety and Environmental Management. It is the intention of the two companies to define the interfaces of their respective management systems to enable personnel to clearly understand their roles and responsibilities with respect to safety management, operating procedures and reporting requirements for the safe and efficient implementation of Drilling Operation activities. BPRL- Project and Contractor Companies are committed to provide the resources necessary to achieve this, and to achieve compliance with the Management Systems and the content of this document.

In case of any conflict between HSE Interface documents and the Contract of this project, Contract clause shall prevail

2.2 Objectives

BPRL- Project and EOSIL are committed to work together, and with their sub-contractors, to ensure that all Drilling Operation operations are conducted in a manner that will protect the health and safety of all personnel and minimise impact to the environment.

BPRL- Project and EOSIL believe that no job is so important or urgent, that it cannot be performed safely and with minimal damage to the environment. No employee, or contractor, shall be required to perform a task that they consider unsafe, nor shall they knowingly commit an act which is either, unsafe, will prejudice the health of others, or cause damage to the environment.

Where the activities of one party present a risk to the employees of another party, TP shall inform the other party of the nature of the risk, and agree with them the measures used to
control and mitigate the consequences of the risk. Where these measures require the active involvement of other parties then they shall inform them in writing of what is expected of them.

TP shall keep the other parties informed in writing, of any changes to their work programme, policies and procedures which changes the risk to the other parties and to the environment.

Each party shall agree and communicate the actions to be taken by other parties in the event of an emergency arising from their activities, and shall inform the other parties of the responsible persons for managing the emergency.

**The HSE objectives:**

- Give priority to safety, health and environmental matters in the planning and execution of well construction operations.

- To ensure that all employees are informed of their roles and responsibilities in respect of health safety and the environment, both under normal operating conditions and emergencies.

- Provide all employees and contractor employees with work procedures, work areas, and equipment which are safe, thereby reducing the risk of injury, accident and damage to property.

- Safeguard all employees from foreseeable hazards to health or safety in current processes and working systems and in the introduction of new substances, machinery, equipment or property.

- Provide adequate training to all employees in respect to occupational health, safety and environmental matters and ensure that sub-contractor employees are similarly trained.

- Insist that all HSE procedures and policies are followed.

- Maintain proper measures for fire detection, fire protection, fire fighting and systems of evacuations in the event of a fire emergency.

- Provide personnel with appropriate medical and first aid facilities and extend the first aid facilities to contractors’ employees working on the well construction sites.

- Monitor and measure health and safety performance.

- Fully comply with all governmental rules and regulations regarding occupational safety and health and environmental management.

- Work to achieve an effective cooperation and involvement of all employees and contractor employees, in attaining health, safety and environmental objectives.

**2.3 Personnel Management**
Each party are responsible for all aspects of personnel management of their own employees, their adherence to the HSE management system, and responsibilities defined within this interface document.

Although covered in the documentation, of particular note are:

- Work tasks shall be undertaken only after a Job Safety Analysis / pre-job risk assessment and a safety discussion (tool box talk) that is appropriate for the actual task and level of risk associated with that task are complete. Where required a Work Permit will also be completed.
- All persons shall be trained and competent in the tasks they perform.
- The minimum specified personal protective equipment shall be worn at all times on site, and further specific PPE shall be worn as per risk assessment for the work task at hand, and per any other site requirements. PPE should be as per OMR 2011.
- Everyone has an obligation to stop work that is unsafe. This is required and supported by management.
- Ensure that all their employees related to this project have been briefed as to the content of this Interface Document, and that the controlled copies are available in the required locations.

BPRL- Project and EOSIL management and supervisors shall demonstrate leadership and a strong visible commitment to HSE by ensuring that:

- All work is conducted in full accordance with the BPRL& EOSIL policies, procedures of their respective companies and the content contained within this interface document.
- The relevant statutory laws (OMR and DGMS, Environmental etc.) and regulations are followed.
- A leading role is taken in inspections, audits, meetings and investigations.
- All personnel are encouraged to be actively involved for ensuring a safe and healthy working environment.
3. ORGANIZATION & ARRANGEMENTS

3.1. STRUCTURE AND ACCOUNTABILITY

3.1.1 ORGANIZATION

Appendix 1 & 2 shows the BPRL organization & EOSIL organisation chart respectively, which identifies the management team and the interface between Operator Company and Contractor.

3.1.2 RESPONSIBILITIES AND ARRANGEMENTS

EOSIL personnel have responsibilities for the implementation of QHSE policies/systems of this project. The accountability hierarchy is such that Tool Pusher supervised by the Base Manager / Base Coordinator of Contractor Company stationed in , who is accountable to the Contractor Company Operations Manager in head office. In the event of a conflict between the policies and procedures of the two companies, the higher standards shall take priority. If a conflict cannot be resolved at the site, the well shall be made safe and operations shall halt if necessary until the conflict has been resolved.

3.1.3 BPRL Mines Manager

The MM is directly accountable in providing safe operational services. He is responsible for managing all the field day-to-day Drilling and supporting services operations, new well constructions, engineering including the technical integrity of the drilling operations and optimizations. He is responsible for providing HSE leadership and enabling open communications. Ensures that HSE plans and targets are set and implemented which are integrated in to the respective project plans.

3.1.4 BPRL Project Coordinator

The BPRL PC will ensure that relevant BPRL technical and safety information is made available to the BPRL Company Man who in turn can provide the same to EOSIL Tool pusher for his knowledge and communications to the drilling crews where necessary.

3.1.5 BPRL Company Man

On the rig the BPRL Company Man has a responsibility to ensure compliance with the Project HSE MS He reports to the BPRL Drilling Lead based at Mumbai, Office and will adhere to his given instruction. The BPRL Company Man is responsible for undertaking audits and spot checks against the contractors HSE MS to ensure compliance. He will
conduct Pre-spud inspection along with EOSIL Tool Pusher before commissioning new drilling activity by individual rig as per drilling program.

3.1.6 BPRL HSE Advisors

They will be responsible for providing HSE support to the BPRL Company Man at the well site and for assisting with implementation of the project HSE MS. They report to the BPRL Drilling coordinator

3.1.6 EOSIL – Head-Operations / Drilling Superintendent

The Head operations / Drilling Superintendent is responsible for the overall management of the drilling unit and for compliance with agreed drilling programme and statutory requirements. He is responsible for ensuring the HSE MS policy, procedures and required standards are complied during drilling operations of the respective rigs.

3.1.7 EOSIL Tool Pusher

The EOSIL tool pusher is accountable to the BPRL Company Man to ensure the drilling program is implemented safely and the contract obligations are fulfilled. He is also responsible for ensuring that all personnel working at drill site comply with the safe working procedures at all times. EOSIL TP will ensure appropriate PPE for all personal and safety gadgets / equipment as required for safe execution of work at site.

3.1.8 The EOSIL Sub-contractors/other contractor/visitor

Report directly to the EOSIL TP for the provision of advice and guidance to line management with regard to implementation of the HSE MS, to provide a focal point for Health, Safety and Environmental matters, to develop and maintain the HS&E Management Systems and to monitor the implementation of the HSE MS.

3.1.9 EOSIL HSE Officer at Site

Responsible for the day to day management of the implementation of the project Health, Safety and Environmental Policy’s and their supporting procedures to ensure that the operations within their responsibility are conducted in accordance with the project Health, Safety and Environmental Policy’s and that any plant and equipment is maintained so as to comply with these Policy’s. Keep records and report of all HSE aspects on board periodically to comply with OMR 2011 as enforced

3.1.10 All Employees

All employees of Operator, contractor and sub-contractors shall ensure that they act responsibly and take all necessary precautions to protect themselves, their fellow workers and any other persons who may be affected by their activities from injury and preventable illness.
4. COMMUNICATIONS

**Purpose:**

To ensure that Operator, Contractor, Service providers and all subcontractors within the project provide or communicate relevant safety information to their employees and the HSE Managers and Coordinators

Pre-spud meetings will be held at the rig site with all rig/ personnel and service companies representatives prior to the spud of each well/ start-up of operation.

HSE plans and objectives will be a major feature of these meetings.

A daily morning operations meeting will be held by the company man that includes all Contractor Company and third party personnel for safe execution of Drilling and supporting services operation. HSE issues will be a key focus of these meetings in addition to operational issues.

Contractor will also issue copies of incident reports from other operations, or safety alerts that are relevant to the operation to transfer experiences learned elsewhere.

The Contractor Company HSE officer (based in rig) will be responsible for ensuring that safety alerts and safety notices are adequately communicated to field personnel at the weekly safety meetings.

Communication of HSE information for Drilling and supporting services operation at the operating location (Rig site) and base camp will be as follows:

- The BPRL QHSE Policy Statement is to be prominently displayed in the Contractor Company rig and base camp.

- HSE Plans will be posted in all offices, meeting rooms and dining rooms.

- Contractor Company Statement of Health, Safety and Environment Policy, is to be prominently displayed in the senior and junior dining rooms, recreation room, and the Contractor Company Tool pusher’s office for Local and English languages.

- A safety bulletin board (HSE Notice Board) will be posted in the Rig to display Name of Mine, Name of Mines Manager; Installation Manager; designated fire officer and safety officer, days from last LTI, reportable medical cases and first aid cases in last month and safety meeting minutes, monthly HSE performance report, Incident Investigation and recommendation status, safety alerts, Name of qualified fire fighter and first aider in each shift and other HSE information. All contact information shall be displayed at Rig site.

Any personnel new to the operation location for performing / auditing / visiting Drilling and supporting services operation (or personnel who have not been to the rig/ fleet for six months) will receive a full safety, health, environment and security induction as soon as he arrives at the Rig. This induction will describe the roles and responsibilities of rig site HES officer.
Personnel new on location should not perform any work duties until they have received an HSE induction upon arrival to rig/site. The HSE induction briefing for both expatriates and nationals will be given by the Contractor Company HSE officer.

In addition to the full induction, all personnel will receive a concise induction each time they return to the rig/site, irrespective of the number of days since their previous visit.

NB: All personnel (Operator, Contractor, visitor, Sub-contractor) need to sign an attendance register to acknowledge that they have had the induction. This register needs to be retained by the Contractor Company HSE officer for future reference and for audit purposes.

Site Level safety meetings at rig will be held periodically as stipulated in Contractor s HSE MS. All personnel involved in operations of Rig shall attend those meetings. Attendance and action minutes will be recorded and communicated to all concerned.

All Contractor Company rig crews and Service Contractors are to attend pre-tour safety meetings, toolbox talks and job safety analyses (JSA’s). These meetings are to have an attendance record taken and a copy to be sent to Base office for review.

Communications with Regulatory authorities and government agencies shall be made by Operator with input from contractor.
5. MANAGEMENT OF CHANGE

**Purpose:**
To ensure that any work arising from temporary and permanent changes to organization, personnel, systems, process, procedures, equipment, products, materials or substances, and laws and regulations cannot proceed unless a Management of Change process is completed.

A management of change procedure will be implemented to ensure that any proposed changes which may affect the safety or operation of the site are thoroughly assessed prior to implementation. The change procedure should ensure that all necessary amendments and modifications to existing safety critical systems and equipment will be identified and implemented in a controlled manner.

BPRL Project for Management of change as detailed in the BPCL HSE Manual and OISD Std-178 will be followed. All revisions to the operations Program pertaining to Drilling and supporting services- will be communicated in writing to the respective departmental representative (i.e. Drilling and supporting services) at Operation location.

When modifications are proposed to the rig’s/ equipment, EOSIL will provide a written description of the change together with design calculations, drawings, proposed QA/QC plan and acceptance criteria, for review and approval by BPRL respective HOD or Departmental In Charge.

Company Man for Drilling operation must be notified of any proposed significant change of material, equipment or personnel that could affect the safety of the operation or personnel.
6. EMERGENCY RESPONSE AND NOTIFICATION

**Purpose:**
To define the Emergency Response System this shall cover the various scenarios resulting in possible critical situations and shall mention the course of action requested.

EOSIL has developed an emergency response system that details the procedures to be followed and actions to be taken in the event of an emergency. Details of communication flow during emergencies will be as per ERP annexed in this document. (Refer: Appendix:)
The Emergency Response Contacts will be utilized for all emergencies occurring at the well site, production areas, base camp, office buildings, civil works and top hole Drilling operation locations.

EOSIL will follow their emergency and response procedures in the event of an incident involving Contractor Company personnel and/or equipment.

In the event of declared emergency, BPRL will be responsible for notification to the concerned Govt. Authorities.

Contractor Company Operation manager based at, will be responsible for notification of the families of the Operation Contractor personnel involved in an incident such as Drilling and supporting services Operation.

**Contractor Company Project Manager will be responsible for notification to the following parties:**
- Contractor Company Main office.
- Notification of families of Contractor Company employees or direct contractor personnel.
7. DRIVING AND VEHICLE SAFETY

Purpose:
To define procedures and standards aiming at the minimization of risks related to driving, Logistic transport to and from the rig site/ production well sides.

The following procedures are the basic minimum requirement regarding driving and vehicle safety.

Non-essential driving to and from the rig site and offices is not permitted.

- Night time driving is discouraged at all times and if required proper measure shall be in place.
- Observe all traffic rules (speed, warning signs, crossing, signals etc…)
- Be observant of possible wild life, or other obstacles on the road, especially at night.
- During heavy rain, fog and dusty weather condition; reduce speed, use windscreen wipers and lights on low beam.
- Be cautious of heavy vehicular traffic on national highways, turnings and Market area, congested road condition near villages, schools etc.
- Mobile phones must not be used when driving. This includes the use of hands free sets.
- Ensure the vehicle is inspected and in safe working order before departure. Drivers must be medically fit and have licensed to operate the class of vehicle.
- Passenger numbers must not exceed manufacturer’s design specification and / or RTO rules for the vehicle.
- All drivers must have undergone necessary trainings & have skills while obtaining driving license and follow rules & regulation as per Motor Vehicle Act while driving. Journey Management Plan (JMP) must be completed for each journey to and from rig site, and rig site be kept informed of the plan.
- Drivers must carry out load checks before the commencement of the journey to ensure that the load is secure.
- Inter Location Movement Protocol (ILM Protocol included in contract also) should be followed for each and every rig move, heavy material/ equipment movement from one rig site/ well pads to another rig site/ well pads, from warehouse to well pads/ rig site, from National highway to operational areas.
- Contractor shall monitor driving safety performance and audit road transportation aspects for continuous improvement.
8. HAZARD IDENTIFICATION AND CONTROL MEASURES

**Purpose:**
To define the system whereby risks are eliminated or adequately controlled, is operated by BPRL, EOSIL, other Contractors and subcontractors.

The identification and assessment of hazards which may occur during operation such as Drilling and supporting services is dealt with at several levels. Specific operational / well hazards are identified at the preliminary well design stage and are included in the BPRL Hazards Identification and Risk Analysis and Impact and Aspect register for operations such as Drilling and supporting services.

Hazard Assessments and job safety analysis (JSA) conducted at the well site are the main methods for identifying and controlling additional hazards. The outstanding actions register/ Corrective Action Register (CAR) will be established by Contractor Company rig HSE officer to identify and document hazards that have arisen from prior incidents, audits and inspections. He is responsible for maintaining this document including HIRA.

Hazards will be identified and controlled during the operations to ensure the risk to personnel is as low as reasonably practicable (ALARP). The primary tools for hazard identification during operations will be as follows:

**8.1. Job Safety Analysis (JSA):**

All major operations and non-routine tasks will each have a JSA conducted prior to the work commencing to identify risks and ensure that adequate procedures are in place to minimize or eliminate such risks. The JSA shall be documented and an attendance register kept.

- The STOP Safety Training Observation Program will be extended to all Contractor Company and third party Service Contractors for safely carry out Drilling and supporting services.
- Contractor Company Permit to Work system as per OISD 105.
- Planned safety inspections and audits.

**8.2. Stop Work Authority**

Everyone working at the rig location has the right to stop ANY job or task if they have a safety concern.

When Stop Work Authority is exercised is declared, all colleagues must make the worksite safe and stop, evaluate, explain or re-assess what they are doing. Stop Work actions take only minutes but can have a major impact on accident prevention.

All project employees are expected to stop work in these circumstances, and are fully supported by the management teams of all companies involved in the project. Individuals who feel they are not confident to approach another employee and stop a job should speak with their supervisor and / or safety representative for advice, support and assistance.

9. OPERATION PROGRAM FOR DRILLING AND SUPPORTING SERVICES,
The well operations program for drilling is prepared by operator (bprl) prior to the commencement of operation. There will be a pre-spud meeting at site. any suggestions or questions regarding operations program for drilling and supporting services operation content, hazard identification, assessment and control or hse issues will be resolved, and amendments to the operation program made as required.

Additionally, it is the responsibility of all BPRL & EOSIL representative / key office personnel and to continually assess the suitability of the operation program for safe execution of drilling and supporting services operation recommend any alterations that may be required to maintain a risk level that is as low as reasonably practicable.

Any changes to the operation program are covered in section management of change and are under the sole responsibility of BPRL.

10. WELL CONTROL PROCEDURES

The well design is made in accordance with BPRL keeping in mind well engineering and operations policies, procedures and standards. Such standards require the maintenance of a hydrostatic pressure exceeding the well bore pressure and two mechanical barriers at all times. The design will also ensure sufficient margin between the hydrostatic pressure and fracture pressure at the last casing shoe to minimize the risk of formation breakdown whilst circulating out a gas or oil influx.

EOSIL well control procedures as documented in EROMS 6.2 shall apply in conjunction with the OISD 174 well control procedures.
11. MANNING LEVELS, TRAINING AND COMPETENCY

**Purpose:**
To define a tracking system for personnel presence on rig/fleet site and employees’ training and competence for BPRL, EOSIL. Service providers and sub-contractors.

Manning levels will be as detailed in the BPRL-Contractor Company for Rig contract Operation such as Drilling and supporting services.

A record (POB) will be maintained at the rig site of all personnel, both expatriate and national, who are normally part of the rig or camp complement. This will include all BPRL-Project personnel, Contractor Company personnel and sub-contractor personnel. The record will include name, nationality and company affiliation and will be updated every 24hrs. It is the responsibility of the Contractor Company Tool pusher/operation engineer in charge to ensure that the Site POB is accurate and up to date.

The following training requirements will be adhered to:

- The contents of this Bridging document will be regularly communicated to all personnel to ensure it is clearly understood.
- Emergency response procedures will be an integral part of training of all employees/personnel of BPRL-Project and Contractor Company personnel with emergency response duties. Regular emergency drills will be performed and recorded, including well control and fire drills.
- All Contractor Company personnel will undertake specific training for their job according to the Contractor Company Training procedures, i.e. Fire-fighting, first aid, Rigging operation, Crane/forklift operation, defensive driving techniques, well control, Inter location movement, Legal audit requirement, Environmental awareness, Permit to work etc.
- All BPRL-Project personnel, Contractor Company, and regular third party Contractors are to receive Safety Observation training, to be coordinated by the Contractor Company Rig/fleet HSE office.
- All BPRL-Project personnel, Contractor Company and senior Operation staff including the Drillers and Assistant Drillers, fleet In-charge will hold a valid, approved IWCF Well Control Certificate.
- All the personnel must have safety training as per regulatory requirement.
- Personnel authorized to drive Contractor / Company vehicles must be in possession of a valid national Driver’s license.
12. THIRD PARTY SERVICES AND EQUIPMENT

**Purpose:**
To ensure that suppliers and third parties used by subcontractors are subject to the appropriate mechanisms for assessment and management of interfaces.

An integral part of the Lead Contract management system is the management of third party contractor HSE standards which commences at the invitation to tender stage and is progressed throughout the life of the contract as per the contractor Health Safety and Environment responsibilities and directives specified in each contract.

All third party service personnel on site must comply with BPRL safety policies, standards and the general HSE requirements specific for the rig and camp sites. This is irrespective of whether they are working directly for BPRL- Project as a subcontractor for Contractor Company or another BPRL contractor.

All Service Contractor personnel will attend the induction briefings prior to commencing work and will actively participate in the HSE programs being run at Operation location. In particular, all third party personnel will be informed of their roles and responsibilities in the event of a declared emergency at the rig.

TP / Company Man will hold a daily meeting with a senior representative of all third party Service Contractor's to discuss operational and safety issues.

The Control's procedures with regards to the control and monitoring of materials handling and lifting gear will also be used to ensure that third party equipment used to carry out any work at the Operation location is fit for purpose of Drilling and supporting services including the following:

- Identification of equipment that could impact on safety, health and environment.
- Certification and inspection requirements of pressure containing or load bearing equipment, Material data sheets (MSDS) for all substances brought onto the location. Copies are to be maintained by The Contractor Company Rig HSE Supervisor.
- All lifting equipment must have current certification delivered with the equipment. Copies are to be maintained by the Contractor Company Rig HSE Supervisor.

**All equipment being mobilized to the rig site must:**

- Have the dimension including weight of that equipment prominently marked on the skid or at another suitable point where it can be clearly seen by the crane / forklift operator and loading personnel
- Be accompanied by appropriate 3rd party test certification confirming that lifting points and lifting equipment (e.g. pad eyes, wire rope slings and shackles) have been satisfactorily certified. This includes containers and baskets being used to transport smaller items of equipment.
- In the event an item of equipment has 2 lifting methods (i.e. forklift pockets and lifting eyes/pads) and the intent is to only utilize one of these methods, BOTH shall be certified, OR the redundant lifting method/ lifting plan removed from the equipment.
13. PERSONNEL SECURITY

**Purpose:**
To define procedures and standards aiming at the minimization of risks related to security of personnel and employees.

Security arrangements at the location for all personnel, including BPRL, Contractor Company and Service Contractors will be the responsibility of the contractor. Contractor Company will be responsible for the security of their personnel travelling to and from the Operation location for carry out Drilling and supporting services operation. Security arrangements for Contractor Company expatriate personnel travelling to and from the location will be done by Contractor Company. Contractor Company must ensure that all their expat personnel are in possession of a valid Indian visa and / or work permit.

- BPRL will ensure Security Hut/ Room at the rig/ fleet site in accordance with local exclusion zone requirements.
- Contractor shall provide adequate security personnel to safe guard their own Rig package, accessories, company’s equipment and camp site with proper guard from start of Mobilization till Demobilization

14. MEDICAL CARE ARRANGEMENTS

**Purpose:**
Contractor Company maintain occupational health arrangements in compliance with Oil – Gas Industry Standards.

- It is the responsibility of Contractor Company to ensure all personnel working at rig locations are medically fit for their duties. Appropriate medical examinations are required for all personnel including sub-contractors and evidence of medical fitness shall be held by the relevant company and provided to BPRL on request.
- Contractor Company paramedic will be responsible to deal with all rig personnel injuries and to be companion with any medical evacuation case to nominated hospitals in the available ambulance at rig/ fleet site.
- All vehicles on locations irrespective of BPRL- Project and Contractor Company will be provided with at least a basic first aid kit.
- The Contractor Project Management System includes a clearly defined substance and alcohol abuse policy which complies with BPRL requirements. This policy applies to all personnel under the control of Contractor.
- First aid treatment of personnel will be provided by the nearest available trained personnel.
- Tie up with local hospital for dealing with emergencies by Contractor Company is mandatory.
15. INCIDENT REPORTING AND INVESTIGATION

Accidents and HS&E incidents occurring during the Project service work scope and associated activities will be reported to the immediate manager or supervisor, who in turn will further report up.

Accidents and incidents reporting shall be in accordance with EOSIL accident/incident reporting & investigation procedures. All accidents, incidents and near misses are to be reported.

The Company Man carry out the Operation such as Drilling and supporting services will be informed immediately about the occurrence of any accident/incident to the MM. In addition, all accidents, incidents and near misses will undergo a systematic investigation, reporting and follow-up to prevent recurrence. All accident and incident investigations shall be conducted onsite by the contractor and report of the same will be submitted within 7 working Days. Leadership of joint investigations shall be agreed between BPRL-Project personnel and the Operation Contractor according to the severity of the incident.

All action items resulting from investigations will be presented to all personnel and incorporated into a remedial work plan. For each action item, an action party, verification party and a target close-out date are assigned.

A safety alert, where appropriate, must be issued and shared with the other Operation contractors such as Drilling and supporting services.
INCIDENT COMMUNICATION FLOW CHART

1. Incident (Injurious, Property damage or Environmental)
   - Tool Pusher
     - Rig Site
   - DS
     - Gurpreet Sara
       - Head-Operations
         - Corporate HSE
         - Rajeev nayyer
           - CEO
         - Kumana Rajan
           - Head-QHSE
         - Reenesh Nair
           - HR Manager
         - Capt.Sajid Syed
           - CCO-Commercial Head
         - Pawan Awasthi
           - GM-Maintenance
16. ENVIRONMENTAL ISSUES

It is a stated goal of all participating companies involved in the Project that Harm or Damage to the Environment shall be maintained as low as reasonably practicable.

The Operation Contractor for Drilling and supporting services, is responsible for the collection, segregation, safe handling, cleaning and disposal of all the generated waste, batteries from routine operation, rig equipment maintenance and camps activities except waste pits (Drilling and supporting services Operation and sewage) and casing/tubing protectors which are under the responsibility of BPRL.

Every service company is responsible for the wastes generated from their own activities.

The BPRL requirements with regard to environmental protection will be as follows:

- All oil or diesel spills exceeding one barrel are to be reported, all other spills must be recorded.
- Contractor Company diesel fuel and diesel-based mud transfer procedures are to be in place.
- The rig site and main camp areas are to be kept clean of rubbish and debris at all times.
- All waste at the rig site and main camp are to be segregated into combustibles and kitchen waste (domestic), hazardous goods, and metallic waste according to ISO 14001 standard.
- A rubbish waste will be handed over for safe disposal to BPRL approved waste collector at the rig/ Fleet site and main camp areas.
- In no case rubbish waste (Biodegradable/ Recyclable) should be burn in BPRL well pads/fields.
- Drill cutting waste pit to be lined with heavy liner and to be designed as per CPCB norms and MOEF guidelines, and it will be treated as soon as practically possible after completion of Drilling Operation activities. The Hazardous waste disposal is under preview of action owner (BPRL or Contractor) as mentioned in contract.
- Dry cutting waste pit to be designed as per contract and to receive only dry cuttings.
- All hazardous mud and cement chemicals are to be segregated and stored in a clearly marked area.
- Environmental awareness will be discussed with all personnel during induction and safety meetings. Records of the same will be available with Rig HSE officer during Environmental audit.
- After the rig move, the location shall be left as clean as possible and no waste will be abandoned on site. The same will be mentioned in well pad hand over checklist.
- Responsibility for disposal of waste in the drilling operations, service provider companies shall be as per contractual obligations.
Waste Management:

1. Standard waste management policies shall be implemented for managing of waste generated at site. Non-hazardous waste shall be collected by contractor. Pickup records to be maintained.
2. Hazardous waste generation record is to be maintained in Form-3 (Used oil, oil contaminated waste, used filters & batteries)
3. If Contractor has Hazardous waste authorization by State Pollution Control Board, contractor is liable to dispose hazardous waste as per the hazardous waste management rules (Used Oil: authorised recyclers; Batteries: authorised dealers/recyclers/Original manufacturer; Oil contaminated waste & Used filters:
4. In case, contractor does not have “Hazardous Waste Authorization” (Permit given by State Pollution Control Board), Contractor cannot dispose the hazardous waste. In such cases, contractor has to handover the hazardous waste to Operator for disposing as per regulatory requirements. However, the hazardous waste storage records (Form-3) to be maintained and handed over to Operator.

Chemical Handling and Oil Handling:

1. Wherever chemicals are stored, there should be a polythene layer on the floor to prevent contamination of soil in case of any spillage.
2. Chemical storage area is to be clearly demarcated with boundary/markings. Storage area should have display board which contains Material Safety Data Sheet (MSDS) details of chemicals.
3. While unloading oil from tanker, there should be secondary container to prevent oil spillage.
4. Hazardous chemicals to be handled as per the MSDS
5. Chemical spills should be immediately reported to HSE
17. MONITORING, REPORTING, AUDITING AND REVIEW

An audit schedule will be developed for the duration of the Drilling and supporting services operation campaign. Audit teams will generally include personnel from both BPRL respective Operation and contractor’s HSE Department.

The following inspections and audits should be conducted as a minimum and records of these inspection/audit will be demonstrated by Contractor Representative.

Mobilization:

BPRL audits will be conducted periodically as per the inspection schedule and as following:
- Pre-commissioning Inspection of Rig.
- Lifting equipment audit.
- Pre-spud inspection after complete rig up and before rig/site acceptance (start Drilling and supporting services operation).
- Inspection before entering the well pads and/or operations.
- Location inspection upon leaving site & rig move by respective handing over-taking over supervisor.

Operations Monthly Audit for Monitoring HSE Performance:-

- Lifting equipment audit.
- Medical equipment/ Ambulance Audit
- Contractor Company Monthly HSE report.
- Contractor Company Monthly rig inspection and environment checklist.
- Contractor Company Monthly camp inspection.
- Contractor Company crane inspection report - Monthly.
- Contractor Company Equipment Maintenance Review

Operations 6-Monthly/ Half Yearly:

- Contractor Company six monthly inspection of portable electrical equipment.
- Lifting gear register - six monthly inspections.
- BOP and safety critical equipment maintenance audit.

All corrective actions arising out of the above audits and inspections will be recorded in the action tracking register/ Corrective Action Report.
18. REFERENCED DOCUMENTS

- Oil Mines Rules 2011.
- Petroleum Act.
- MOEF Guidelines
- Well Specific Operation Program Drilling and supporting services
- Project Emergency Response Plan
- Project Incident Reporting & Investigation Procedure
- EOSIL EROMS - Well Control Manual
- Contractor Company HSE Management System (EROMS)
- Bharat Petroleum Corporation Ltd. (BPCL) HSSE Management System

Pre-drilling Environment Impact Assessment (EIA) report
FOREWORD

I am pleased to release the revised Health, Safety and Environment Manual, prepared by Retail Logistics, which comprises the latest practices and will replace the existing Safety Manual which has been in use since July 2001.

The Manual has been revised taking into consideration various safety related activities, health improvement programmes and environmental factors at all our operating locations so as to ensure highest level of safety at all our POL storage locations as well as safety of our employees working in these locations. I have no doubt that this Manual will help our employees immensely to know their roles, responsibilities and in discharging their duties with all safety precautions and remain healthy. I also expect that we will reach a stage of ‘No Accident’ situation in all locations and thereby improve the productivity of the organization. The contents, no doubt, will enrich the knowledge of our employees in working locations in carrying out their day to day operations, more effectively and efficiently.

I take this opportunity to thank all those who have made their valuable contribution in the preparation of this Manual.

S. R/ADHAKRISHNAN
DIRECTOR (MARKETING)

Date: 10th April, 2008
APPENDIX-2 CONTRACTOR (EOSIL) HSE POLICY STATEMENT

ESSAR OILFIELD SERVICES
QUALITY, HEALTH, SAFETY AND ENVIRONMENT POLICY STATEMENT

Essar Oilfield Services is committed to pursuing the highest standards of Quality, Health, Safety and Environmental performance. It is the policy of Essar Oilfield Services to be in compliance with all applicable laws within the areas of our operation, to conduct all operations in a manner that promotes safe work practices and minimizes risk to our employees and the environment and to implement programs, training and internal controls necessary to achieve these goals.

Essar Oilfield Services’ objectives are:
- To conduct our operations with minimal risk to personnel or the environment.
- To seek continuous improvement.
- To consult with all our employees, as well as with others, with regards to health, safety and the environment.

In order to achieve these objectives Essar Oilfield Services shall:
- Consult, listen and respond openly to our clients, employees, contractors and others who may work with us.
- Work with partners, suppliers, industry groups and regulators to raise QHS&E standards within our industry.
- Report our performance openly.
- Recognize those within Essar Oilfield Services who contribute to improving QHS&E performance.
- As a minimum, comply fully with all applicable legislative requirements and exceed those requirements where our standards are higher.
- Provide suitable and sufficient training for our staff and others such that we have a technically competent workforce and active QHS&E culture.
- Participate in risk management, loss control and monitoring process, both internally and with our clients, to provide the assurance that our management systems are functioning correctly and that hazards and risks are identified, assessed and minimized.
- Maintain the confidence of others in the integrity of our operations.
- Expect others who work with us to maintain the same high level of QHS&E performance that we expect from ourselves and to support Essar Oilfield Services’ commitment to QHS&E in all aspects of our business.
- Empower all employees to stop any activity or operation considered unsafe and call a Time Out For Safety whenever appropriate.

Rajeev Nayer
Chief Executive Officer
Essar Oilfield Services

Rev-04- April-2015
Emergency Response Hierarchy

Level-I Incident
A minor incident where location requires no external assistance and can control the incident with location resources. Incident controller must notify duty ERG leader.
Typical Incident types:
- Minor oil spill up to 1 tonne
- Minor medicarion/injury case
- Equipment damage without loss of production
- Minor fire without injury or plant damage
- Minor medical or injury
- Equipment damage without loss of production
- Minor fire without injury or plant damage
- Notification of cyclone within 72 hrs

Level-II Incident
Substantial incident. Duty ERG leader’s decision to call out ERG members. Duty ERG leader must notify duty CRT leader.
Typical incidents types:
1. Oil spill from 1-25 tonnes
2. Civil unrest or security breach
3. Fire &/or explosion
4. Injury or illness requiring evacuation

Level-III Incident
Substantial incident. Duty ERG leader’s decision to call out ERG members. Duty ERG leader must notify duty CRT leader.
Typical incidents types:
1. Oil spill > 25 tonnes
2. Civil unrest or security breach
3. Fire &/or explosion
4. Injury or illness requiring evacuation

Responsible for:
- Dealing with all location incidents and emergencies
- Notifying and liaising with EOSIL duty ERG.

Responsible for:
- To provide support, advice and off location assistance to the remote location where a major incident is in progress.
- Notifying operating country next of kin, authorities, employees, contractors etc.
- Notifying and liaison with Crisis Response Team.

Responsible for:
- Providing strategic response assistance, support and advice to the ERG in the country where the incident is taking place
- Notifying expats next of kin, international authorities, media, share holders and financial institutions.
- Co-ordinating and approving all media releases, issuing international media releases.
- Authorizing extraordinary expenditure
- Deciding on the course of action and co-ordinating repatriation of expatriates in the event of civil unrest and war
Emergency Response Organization

Onshore Rig

Command Control Communication

Initial Response Rescue Asset control

Incident Response Team DS(Team Leader) OIM Team Leader

Tactical Planning Technical Support Recovery Coordination Business continuity

CEO Rajeev Nayyer

Insurance/Legal Matter Capt.Sajid Syed

QHSE Head Kumana Rajan

Human Resource & Administration Coordinator Reenesh Nair

Maint. In Charge Pawan Awasthi

Personnel welfare Air/Road Transport Next of kin support Information tech. Admin support

Technical matters Maintenance

Insurance/Legal Matter

QHSE matters Govt. agencies Regulatory authorities Site security Incident Recorder
## SITE CONTACT NUMBERS

<table>
<thead>
<tr>
<th></th>
<th>Name</th>
<th>Position</th>
<th>Mobile</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Drilling Supervisor</td>
<td>Drilling</td>
<td>9726746949</td>
<td><a href="mailto:bprl@gmail.com">bprl@gmail.com</a></td>
</tr>
<tr>
<td>2</td>
<td>Tool Pusher</td>
<td>Drilling</td>
<td>NA</td>
<td>Tp.mr12essar.com</td>
</tr>
<tr>
<td>3</td>
<td>HSE Officer</td>
<td>QHSE</td>
<td>9928471912</td>
<td><a href="mailto:hseengineer.bprl@gmail.com">hseengineer.bprl@gmail.com</a></td>
</tr>
<tr>
<td>8</td>
<td>Rig Doctor</td>
<td>Medical</td>
<td>9720189436</td>
<td><a href="mailto:medic.mr1@gmail.com">medic.mr1@gmail.com</a></td>
</tr>
</tbody>
</table>

## EOSIL OFFICE CONTACT DETAILS

<table>
<thead>
<tr>
<th></th>
<th>Name</th>
<th>Position</th>
<th>Mobile</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Rajeev Nayyer</td>
<td>CEO</td>
<td>98197300084</td>
<td><a href="mailto:rajeev.nayyer@essar.com">rajeev.nayyer@essar.com</a></td>
</tr>
<tr>
<td>2</td>
<td>Gurpreet Sara</td>
<td>VP-Operations</td>
<td>91 99301 32261</td>
<td><a href="mailto:gurpreet.sara@essar.com">gurpreet.sara@essar.com</a></td>
</tr>
<tr>
<td>3</td>
<td>Capt. Sajid Syed</td>
<td>CHIEF COMMERCIAL OFFICER</td>
<td>91 9819730274</td>
<td><a href="mailto:Sajid.syed@essar.com">Sajid.syed@essar.com</a></td>
</tr>
<tr>
<td>4</td>
<td>Kumana Rajan</td>
<td>Head-QHSE</td>
<td>91 9930135388</td>
<td><a href="mailto:krajan@essar.com">krajan@essar.com</a></td>
</tr>
<tr>
<td>5</td>
<td>Reenesh Nair</td>
<td>HR Manager</td>
<td>91 9819730984</td>
<td><a href="mailto:Reenesh.Nair@essar.com">Reenesh.Nair@essar.com</a></td>
</tr>
<tr>
<td>6</td>
<td>EOSIL Board Number</td>
<td>Reception</td>
<td>91 22 67335000</td>
<td></td>
</tr>
</tbody>
</table>

### Client Emergency Contact Directory

| Sr.No. | Title                  | Location                                           | Land Line         |
|--------|------------------------|                                                   |                   |
| 1      | Fire Station           | Mem Nagar, Ahmedabad -382345                      | 0271 -27417203    |
| 2      | Hospital               | Swarnee Medicare hospital 2nd Floor Ashvmeg shopping hub opp GIDC, Near Nehru Chowkadi Dahegam. | 02716-232632 |
| 3      | Police Station         | Sat Garnala Dahegam. Police Inspector A A Saiyad/ Mohan Pari | 02716-232632 9925423232 |
## APPENDIX 3 EMERGENCY CONTACT LIST

### 1. BPRL Contact List

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Mobile</th>
<th>E-mail Id</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. Ajay Kumar</td>
<td>Director (Ops &amp; BD)</td>
<td>7045655223</td>
<td><a href="mailto:ajay.kumar@bharatpetroleumresources.in">ajay.kumar@bharatpetroleumresources.in</a></td>
</tr>
<tr>
<td>Mr. Mahesh Narain</td>
<td>VP (Assets)</td>
<td>9810005727</td>
<td><a href="mailto:Mahesh.n@bharatpetroleumresources.in">Mahesh.n@bharatpetroleumresources.in</a></td>
</tr>
<tr>
<td><strong>OPERATIONS TEAM</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mr. A.A.Khan</td>
<td>Consulting Drilling Engineer</td>
<td>9967676186</td>
<td><a href="mailto:Drillingconsultant1bprl@bharatpetroleumun.in">Drillingconsultant1bprl@bharatpetroleumun.in</a></td>
</tr>
<tr>
<td>Dr. Anand Kale</td>
<td>Consultant Geologist</td>
<td>7738050895</td>
<td><a href="mailto:anand.kale@bharatpetroleumresources.in">anand.kale@bharatpetroleumresources.in</a></td>
</tr>
<tr>
<td>Mr. Tushar Datta</td>
<td>Project Coordinator BPRL</td>
<td>9833987929</td>
<td><a href="mailto:tushar.d@bharatpetroleumresources.in">tushar.d@bharatpetroleumresources.in</a></td>
</tr>
<tr>
<td>Mr. Ravi Kumar</td>
<td>Manager (Assets)</td>
<td>9892269446</td>
<td><a href="mailto:ravikumar.b@bharatpetroleumresources.in">ravikumar.b@bharatpetroleumresources.in</a></td>
</tr>
<tr>
<td>Mr. B. Goswami</td>
<td>Project Coordinator, PMC</td>
<td>9678010734</td>
<td><a href="mailto:b.goswami@enquest.co.in">b.goswami@enquest.co.in</a></td>
</tr>
</tbody>
</table>

### 2. CONTRACTOR COMPANY Telephone Numbers

<table>
<thead>
<tr>
<th>Designation</th>
<th>Name</th>
<th>Contact Number</th>
<th>E-mail Id</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operations Manager</td>
<td>Mr. Gurpreet Singh Sara</td>
<td>9930136413</td>
<td><a href="mailto:hseengineer.bprl@gmail.com">hseengineer.bprl@gmail.com</a></td>
</tr>
<tr>
<td>QHSE Manager</td>
<td>Mr. C.S. Chundawat</td>
<td>9928471912</td>
<td></td>
</tr>
<tr>
<td>Drilling Superintendent</td>
<td>Mr. S. Deori / D. Hazarika</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mud Logging Services</td>
<td>Mrs. Geeta Chande</td>
<td>022-61475000</td>
<td><a href="mailto:geeta@ofiindia.com">geeta@ofiindia.com</a></td>
</tr>
<tr>
<td>Logging Services</td>
<td>Mr. Pinakin Shukla</td>
<td>7506178886</td>
<td><a href="mailto:pshukla@slb.com">pshukla@slb.com</a></td>
</tr>
<tr>
<td>Work Over</td>
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</tr>
<tr>
<td>HF and CT</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Well Site Rig Manager</td>
<td>Mr. Pramod Sharma/Mr. Ashish Chaturvedi</td>
<td>7573013881</td>
<td><a href="mailto:ds.mr1@essar.com">ds.mr1@essar.com</a></td>
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### APPENDIX 5  HS&E MS INTERFACING BRIEFING RECORD

<table>
<thead>
<tr>
<th>Description of shared activity</th>
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<tbody>
<tr>
<td>I have read and understand and accept my accountabilities and the detailed arrangements as defined in the interface agreement for the above.</td>
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</table>

<table>
<thead>
<tr>
<th>Name</th>
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<table>
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<table>
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<table>
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<tr>
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**Note:** The table above represents the HSE Training Calendar for 2015-16, detailing the training matrix for various topics and their scheduled times.
<table>
<thead>
<tr>
<th>Sr.No</th>
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<th>Duration</th>
<th>Internal</th>
<th>External</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
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<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
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<tr>
<td>1</td>
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<td>✔️</td>
<td>✔️</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>2</td>
<td>Solid Waste management</td>
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<td>✔️</td>
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<tr>
<td>3</td>
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<td>Water Management</td>
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<td>✔️</td>
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<td>Aspect -Impact Register</td>
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<td></td>
<td></td>
<td></td>
<td>✔️</td>
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<td>7</td>
<td>Onsite Waste &amp; Spill Management</td>
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<td>8</td>
<td>Hazardous Chemical Handling</td>
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<td>9</td>
<td>Top Soil Management</td>
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<td>10</td>
<td>DG/GG Set Emission &amp; Noise Management</td>
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