





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aramco		
AMIRAL PROJECT		

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JOURNEY MANAGEMENT PLAN AND OFF-ROAD DRIVING PLAN
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3	IFU	07-JUL-2024	Issue For Use	D.H.CHANG	D.S.LEE	Y.H.JUNG	
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1 PURPOSE

This plan has been developed to outline the logistical requirement for Road and Traffic Safety related AMIRAL Project and to ensure that all practicable precautions are taken on AMIRAL PKG4 – Utilities, Interconnecting and Flare system to enable the site transportation to be operated and maintained in a safe manner. The principal aims of this plan are to highlight the needs to reduce the level of risk associated to transportation by prevention of unnecessary journey, provision for adequate maintenance, selection of experienced and qualified drivers supported by relevant regular training and various communication exercises.

Contractor will ensure implementation of this Journey Management Plan and regularly reviewed at site and keep it updated with the current site conditions. Documented evidence will be made available to APO if requested for review.

All parties will be informed of subsequent revisions.

Contractor, subcontractors, suppliers and vendors vehicles and personnel will fully comply with the existing rules in place when using the established routes inside the AMIRAL Project.

2 SCOPE

- 1) This plan is to be used by members of AMIRAL PKG4 Management Team, Supervisors and Subcontractors personnel responsible for all roads or off road transportation applicable to the requirement of the Project
- 2) This plan also provides assistance to enable vehicle routes to be suitably planned and information for the development of Risk Assessments for transport activities and key points to be included during HSE Training for the maintenance and operation of vehicles on site.

3 DEFINITION

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- 1) **Heavy Goods Vehicles** – Normally seating a driver plus 1 or 2 passengers plus an area / trailer.
- 2) **Specialist Vehicle** – Vehicles used for special purposes, normally forklift trucks, cranes and man lift vehicles.
- 3) **Light Vehicle** – Car, pick-up, 4 wheel drive vehicle, weighting less than 2.5 tones, normally seating a driver plus 1 to 4 passengers.
- 4) **Bus** – Personnel transportation vehicles normally seating a driver plus up to 41 passengers.
- 5) **Mini Bus** – Personnel transportation vehicles normally seating a driver plus 8 to 12 passengers.
- 6) **Hazardous Load** – Soil and rock spoil, pipes for piling, structural steel components, lubrication oil, hydraulic system oil, cement, batteries
- 7) **Mobile Plant-Construction Vehicles** – All excavators, mobile cranes, dump trucks, loaders, drills, dumpers, tractors and any equipment used directly in construction activities.
- 8) **Professional Drivers** – Personnel who are employed specifically to drive.
- 9) **Occasional Drivers** – Personnel who are not employed as Professional drivers.

4 RESPONSIBILITY

4.1. PROJECT MANAGER (PM)

- 1) Project Manager is responsible for the overall implementation of the Journey Management Plan.
- 2) Specific responsibilities have been assigned to other personnel as described below.

4.2. CONSTRUCTION MANAGER (CM)

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- 1) To develop, in conjunction with HSE Manager (HSEM) and Administration Manager (AM), Site Plans to safely control the use of all transport activities on the Project.
- 2) To develop, in conjunction with HSE Manager and Administration Manager, Risk Assessments for all transport activities on site including vehicle arrival and departure, as well as loading and unloading, to enable the introduction of control measures to identify hazards and reduce risks. These include:
 - ① Provisions of one way traffic routes
 - ② Avoidance of underground / overhead services
 - ③ Segregation of pedestrians and vehicles
 - ④ Loading and unloading areas
 - ⑤ Speed control measures
 - ⑥ Warning notices
 - ⑦ Elimination or maximum reduction on vehicle reversing operations
 - ⑧ Provision of designated bus stops
 - ⑨ Proper barricade of road closures
 - ⑩ Provision of suitable road signs for speed limit
 - ⑪ Provision of adequate lighting
- 3) To make arrangements to ensure that HSE Manager and Administration Manager are kept fully informed of any new activities or change of activities that could affect safety of transportation and pedestrians on site
- 4) To ensure that Sub-contractors are made aware of all plans and arrangements for vehicle movements and they submit for approval of their detail work activities to be changed for vehicle routes

4.3. ADMINISTRATION MANAGER (AM)

- 1) To give overall direction and take responsibility for the application of this plan.

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- 2) To assist Construction Manager (CM) in the development of 'Site Plans' to safely control the use of all transport activities on the Project
- 3) In conjunction with CM and HSEM, to approve Sub-contractors modifications / diversions plans prior to commencement of activities.
- 4) To inform transportation/delivery companies of any restrictions on delivery of equipment, etc. to site, i.e. timings, road closures, diversion routes etc.
- 5) To inform Sub-contractors and transport companies that all transport drivers must be adequately trained, competent and possess SAUDI ARABIAN Government (SAG) Driving licenses to operate vehicles on site.
- 6) To ensure that the journeys to be undertaken are absolutely necessary.
- 7) To check and ensure that the vehicle to be used is suitable and appropriate to the type of work to be performed.
- 8) To ensure that the driver has undertaken his daily checks and reported any defects.
- 9) To check the distances involved and timing to ensure that the driver is not working outside his hours of work.
- 10) To ensure that the driver knows and understands the actions to be taken in an emergency.
- 11) To discuss the journey plan with the driver by way of a toolbox talk.
- 12) To maintain a site-based register that details the driver, purpose of the journey, route of travel, mileage involved, destination and timing, and that will also be used for maintenance of statistical records
- 13) To notify at the point of departure when a driver arrives on the site/place of travel.
- 14) To initiate emergency procedure when vehicles become overdue, by contacting and coordinating with the HSE Manager (HSEM) and other relevant parties.

4.4. HSE MANAGER (HSEM)

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HSEM is responsible for reviewing this document for compliance with Contractor and Aramco requirements and monitoring the execution of the Journey Management Plan for compliance.

Non-compliance with the Journey Management Plan shall be reported regularly along with the action taken to;

- 1) Ensure that site conditions and traffic control meets the requirements outlined in this plan and that any deficiencies are reported to the PM.
- 2) Provide oversight of subcontractors transportation plans to ensure that the required safety equipment standards are applied on all subcontractors vehicles operating on the project.
- 3) Ensure that all damages, incidents, near misses or potential incidents involving vehicles and equipment are reported, investigated and that preventative measures are communicated and implemented.
- 4) Ensure that Minimum Vehicle Safety Equipment such as fire extinguishers and first aid kit, etc. are fitted in cars, trucks etc. and maintained in good conditions. (Please refer to the Attachment No.2 – Minimum Vehicle Safety Equipment Standards)
- 5) Assist the Construction Managers in the development of 'Site Plans' to safely control the use of all transport activities on the Project
- 6) Assist the Construction Managers in the development of 'Risk Assessments' and control measures for all transport activities
- 7) Monitor the safe movement, use and maintenance of vehicles on the Project
- 8) Ensure that all Sub-contractors arrange suitable HSE Training from their vehicle operators and those operators are adequately trained and certified to drive such vehicles
- 9) In conjunction, with Construction Manager and Administration Manager, approve Sub-contractors modifications/diversions plans prior to commencement of the activities

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- 10) Make arrangements for other Sub-contractors to be timely informed of the changes in vehicle routes, new speed limits and other traffic control measures
- 11) Check the records at least once a month to verify that the system is working
- 12) Communicate with other package contractors for ensuring that the interface points are addressed and agreed upon before closing or opening routes

4.5. JOURNEY COORDINATOR

Journey coordinator is responsible for arrangement land travels for work related journeys.

- 1) Journey coordinator to check and ensure that the vehicle to be used to is suitable and appropriate to the type of work to be performed.
- 2) To discuss the journey plan with the driver by way of a toolbox talk.
- 3) Monitor the safe movement, use and maintenance of vehicles on the project.
- 4) Monitor vehicles who needs road assistance by conveying to ERT and / or Workshop Manager

4.6. SUB-CONTRACTORS

All subcontractors shall conduct their activities in line with this document.

- 1) Responsible for arranging transport for their personnel to and from accommodation camp to work site.
- 2) Employ strict controls for safely transporting their personnel from accommodation camp to work site.
- 3) Responsible for the safe movement of equipment, material and pedestrian traffic within construction works area in compliance with this plan.
- 4) Subcontractors, including their sub-contractors, are wholly responsible for ensuring that the rules and arrangements in place on the site are being followed and adhered to.

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- 5) Assign responsibility within their organization for the control of vehicles and pedestrians.
- 6) With assistance from this plan, to develop a 'site transport' risk assessment featuring all practicable steps to safely control vehicle and pedestrian movements
- 7) Timely to submit for approval to Construction Manager via a plot plan, information on their activities which may affect in anyway the safe movement of vehicles and pedestrians i.e. road crossings – excavations – diversions necessary during crane work etc.
- 8) To ensure that all vehicle operators are trained, competent and possess SAG driving licenses to operate their vehicles
- 9) To provide copies of such licenses to CONTRACTOR Administration or HSE Manager

4.7. DRIVERS

A driver is responsible for safely operating the vehicle and Heavy Equipment assigned to him at all times in the construction site.

Drivers will comply with the following requirements:

- 1) Possess valid Saudi ARAMCO Certificate, SAG license and SAG Public driver's license as follows.

Equipment Type	Saudi Aramco Certification	Heavy SAG License	SAG Public Driver's License
Back hoe	Yes	Yes	-
Boom truck – Articulating	Yes	-	Yes
Boom truck – Telescoping	Yes	-	Yes
Bulldozer	Yes	Yes	-

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Carne – Mobile	Yes	Yes	-
Crane – pedestal	Yes	-	-
Crane – Tower	Yes	-	-
Forklift	Yes	Yes	-
Grader	Yes	Yes	-
Grader	Yes	Yes	-
Loader – Skid (Bobcat)	Yes	Yes	-
Loader – Wheel	Yes	Yes	-
Manlift – Hydraulic	Yes	-	-
Manlift – Scissor	Yes	-	-
Manlift – Telescoping	Yes	-	-
Sideboom – Pipelayer	Yes	Yes	-
Straddle Carrier	Yes	-	-
Telehandler	Yes	-	-
Tractor – Scraper	Yes	Yes	-
Traxcavator	Yes	Yes	-

- 2) Be physically capable of performing the job function.
- 3) Ensure that a daily check is performed on his vehicle at the beginning of each shift (a checklist shall be prepared by the HSEM for this purpose, please refer to the Attachment No.4 – Daily Vehicle Inspection Checklist)
- 4) Report any defect, abnormality or excessive wear and tear immediately to his supervisor, who shall book the vehicle into the maintenance workshop for rectification.
- 5) Each vehicle must be fitted with a suitable and operational fire extinguisher (2 kg chemical dry powder type is considered suitable). In addition, a fully

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equipped first aid kit and 2 hazard warning triangles for use in a breakdown situation must be available on each vehicle.

- 6) Wear seat belts at all times and ensure that all passengers wear their seat belts as well.
- 7) Possess suitable and sufficient PPE for offloading the vehicle on site, including tie-off lanyards if working at height on the back of the vehicle.
- 8) Follow defensive driving principles
- 9) Never drive under the influence of alcohol or drugs.
- 10) Do not smoke inside the vehicle/equipment
- 11) Report all damages, accidents, near misses and potential incidents and any vehicle damage or defects to his supervisor.
- 12) Is expected to reduce his vehicle's speed under adverse weather or hazardous road conditions.
- 13) Not carry contraband or other prohibited items.
- 14) Follow all road signs and driving instructions (must not exceed the posted speed limit).
- 15) Do not use mobile phone while driving.
- 16) Avoid other activities that have the potential to distract and reduce drivers reaction time while driving, i.e. eating, drinking, adjusting the radio, etc.

The only exception to this is the use of two-way radios as part of radio-controlled traffic management, convoy management or for use during emergency situations. Radio use in these circumstances should be kept to the minimum necessary to communicate and control the hazards and risk of the journey being undertaken. Radio use guidance should be developed and implemented in accordance with the ARAMCO Construction Safety Manual and other relevant regulations.

All Professional Drivers shall:

- 1) Hold a valid SAG driving license appropriate to the type of vehicle being driven.

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- 2) Be over 21 years of age and have at least one (1) year relevant experience of driving for light vehicles. For drivers of all other vehicles, a minimum of two (2) year's relevant experience is required.
- 3) Undergo periodic medical checks to monitor and ensure their continuing fitness to drive professionally / Perform a 360 degree inspection of the vehicle. .
- 4) Be aware of the impact of other activities on their ability to drive (e.g. lack of sleep, drugs, alcohol) and, where they are not fit to drive, should be reported as unfit for duty and shall be replaced.

All Occasional drivers are required to have a valid SAG driving license, obey the Saudi Arabia Traffic Rules and to comply with the requirements of this document.

The driver is responsible for transporting materials properly and ensuring that a load does not exceed the manufacturer design load capacity and the vehicle/ equipment load capacity.

All loads must be properly packed, balanced, secured and tied down. Materials should not extend over the sides of the truck. Loads extending beyond the front or rear shall be marked with a red flag. Also such loads must be equipped with visible brake and tail lights at their rear end points for conditions of poor visibility and during the hour of darkness.

Drivers shall not transport unauthorized persons in Contractor or subcontractor vehicles. Drivers have full authority to refuse to transport any passenger who refuses to use seat belts.

All drivers shall be familiar with what the Contractor considers as unsafe driving practices, and avoid them at all times.

In the event of vehicle breakdown or accident the driver shall:

- Ensure the vehicle does not present a hazard to other road users
- Place a hazard warning triangle 100 meters from the vehicle in the direction of oncoming traffic:

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- The distance varies depending upon vehicle size and the road type (highway or local road)
- If the vehicle wants to stop over night at site on road, special arrangement may be required to warn other vehicles moving at site
- Notify his supervisor of the breakdown, location of the vehicle and that assistance is required
- Stay clear of the vehicle

All drivers and mobile plant operators will be subjected to eye sight examination prior to their commencement of work on site and every six months after that. Records of eye test will be maintained and shall be provided to Contractor on request.

4.8. PASSENGERS

Passengers will:

- 1) Ride only in authorized vehicles
- 2) Wear seat belts and other required PPE
- 3) Ride only in the vehicle's provided seats (standing will not be allowed)
- 4) Not interfere with the driver or distract the driver's attention except where necessary to bring to the driver's attention any potential risk and unsafe conditions.
- 5) Know and obey emergency procedure
- 6) Not smoke

5 REFERENCES

- Amiral Construction Safety Manual (A CSM)
- Contract Schedule "D" – Safety, Health & Environmental Requirements

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- G.I. 5.005 Sign Posting to Saudi Aramco Facilities
- G.I 6.029 Reporting and Recording of Motor Vehicle Accidents
- G.I. 6.030 Traffic and Vehicle Safety
- G.I. 7.025 Heavy Equipment operator and Certification
- SA Safety Management Guide (SMG) 06-009 Journey Management Program Guide

6 INSTRUCTIONS

6.1. GENERAL

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

6.2. GUIDELINES

- All personnel who intend to drive must hold an appropriate and valid SAG driving license for the vehicles, plant or equipment to be driven.
- At stopped vehicle engine must be switched off, geared in neutral/parked position with handbrake-on.
- As an additional precaution on sloping ground, wheels should be chocked.
- Passengers will be carried only in the passenger compartment of a vehicle. Driver shall not carry passenger in open vehicles (e.g., in the bed of pickup trucks).
- When travelling downhill, vehicle and equipment should be kept in low gear.

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- All vehicles must be identified by specific sticker based on the requirement of the contract (schedule B). The identification sticker shall be installed on 3 side of the vehicle (Left hand side, right hand side and at the rear section of the vehicle. The sticker shall have a unique number for the specific vehicle.
- Maximum driving time must be as per the local laws and regulations.
- After continuous driving a minimum of 15 minutes rest is needed.

6.3. VEHICLE REGISTER REQUIREMENTS

- All Vehicle Log-in/Log-out stating the vehicle type, registration number, driver's name, number of passengers, route details and planned stops shall be recorded in the register. (Please refer to the Attachment No.3 – Vehicle Log-in/Log-out Register)

6.4. DRIVER REQUIREMENTS

- Contractor and subcontractors will employ only qualified personnel as drivers of motor vehicles and ensure that all drivers are in possession of a valid Saudi Arabian Government (SAG) License.

6.4.1. Driver Induction

- All drivers must be adequately trained, competent and authorized to drive and/or operate site transport.
- All drivers must attend an induction course before being allowed to operate or drive on company vehicles.
- The general content of driver induction shall include:
 - a. Local driving conditions and attitude to driving
 - b. Traffic regulations, site speed limits, road signs and markings
 - c. COMPANY restrictions

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- d. Risks of driving and common causes of accidents
- e. Accident black spots
- f. Defensive driving
 - Journey management systems
 - Fatigue and the effects of tiredness
 - Medication/drugs
 - Safety features
 - Cargo security and the transportation
 - Responsibility for the care and maintenance of the vehicle.
 - Emergency procedures and accident reporting, etc.

6.4.2. Training for Drivers

All Professional drivers must attend a safe driving training course and successfully complete the course provided by HSE Department before being allowed to operate or drive on the project.

Professional drivers will have to demonstrate a higher standard of proficiency than Occasional drivers.

The course will cover at a minimum topics listed in the Attachment No.9 – Training Requirements.

All drivers (Professional and / or Occasional) who have to drive in the desert (off-road) will have to undergo specific training.

6.4.3. QYADATI Certificate

Qyadati is an online multi-language driver's awareness program that has been initiated by the Traffic Safety Signature Program to help in building a safe driving behavior on the roads aiming to decrease the number of car accidents and losses on the roads.

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All drivers shall complete the Qyadati Online Course. (Refer to Qyadati website: <https://www.qyadati.com/Home>). Drivers without in possession of Qyadati Certificate shall not be allowed to drive within the Project Site.

Laminated copy of Qyadati Certificate shall be posted or displayed on the windshield of the vehicle for easy verification.

6.4.4. Do's and Don'ts

1. Drivers must seek assistance from banksmen before reversing their vehicles.
2. Drivers must make sure that the vehicle is not overloaded and the load is secured.
3. No driver shall be allowed to drive or operate any equipment that is not assigned to him unless authorized to do so by an authorized and responsible person.
4. All drivers / operators shall be in possession of their driving license and COMPANY authorization certificate at all times and shall show them when requested to do so.
5. No vehicle shall be driven at a speed greater than posted speed limit.
6. Vehicle defects shall be reported to their immediate supervisor and do not operate any unsafe vehicles.
7. Never mount or dismount from a moving vehicle or jump from a high cab, instead use the steps or wheel rims provided.
8. Drivers must not leave the vehicle engines running.
9. Drivers shall not allow unauthorized passengers in or on their vehicle.
10. Do not reverse their vehicles if their rear view is obstructed.
11. Drivers are not allowed to smoke while refueling and must turn off the engine.
12. Drivers must always wear seat belt including all passengers.
13. Drivers must Perform 360 degree walk around vehicle before getting into the vehicle.

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14. Do not use mobile phone (answering, calling, texting) while operating / driving a vehicle.
15. Drivers are not allowed to smoke while refueling and must turn off the engine.
16. Not transport more passengers than the number of seat belts provided in the vehicle.
17. Not transport passengers in the rear of pickups or on truck beds"

6.5. VEHICLE ACCIDENT REPORTING

All Motor Vehicle Accidents (MVAs), regardless of location, on or off site, on or off road must be reported immediately by the driver to his supervisor and to the Contractor HSE Manager, in accordance with G.I 6.029 "Reporting and Recording of Motor Vehicle Accidents".

Accident should be reported to their supervisor by telephone and / or radio (or by sending a message with a passing driver).

A full list of emergency contact phone numbers shall be prepared and communicated throughout the project.

SAG law states that a driver shall not leave the scene of an accident or move his vehicle after an accident unless he needs to take an injured person to a hospital.

If a damaged vehicle is blocking traffic or is stopped on the highway, driver shall use the reflective triangle to warn approaching traffic of the vehicle's presence.

6.6. VEHICLE REGULATION

Project Manager (PM) shall ensure that all drivers are advised of, become familiar with, and abide by SAG traffic regulations.

The number of passengers in a vehicle shall not exceed the seating capacity of the vehicle.

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Vehicle shall not be refueled within restricted areas.

All vehicles shall be parked correctly and / or in a designated parking area.

Parked vehicles shall not obstruct roadway, access ways for other emergency vehicles such as; Ambulance, Fire trucks etc.

Vehicle with mechanical breakdown: The driver shall report immediately to his supervisor if his vehicle suffered mechanical breakdown.

6.7. VEHICLE CONDITION

The driver is responsible for inspecting the vehicle before driving or operating to determine if the following are present and in a satisfactory condition.

6.7.1. Vehicle Inspection List:

- The vehicle number, contractor and subcontractors name, license plate (front and back) must be in place.
- Daily checklist (in the drivers known language or pictorial checklist) shall be in place and drivers will check before moving the vehicle in the start of the day and this checklist will be checked by the safety officers on daily basis
- Two reflective warning triangles should be in each vehicle.
- Windows and windshield must be clean and free of cracks or any other damage.
- The glass must be in good condition. The windows must open and close properly.
- All lights (high and low beam headlights, taillights, dash lights, stop lights, turn signals and the rear license plate light) must be in working order. When fog lights and clearance lights have been installed, they must be in good working order.
- All brakes (foot and hand brakes) must be in good working order. Check

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the foot and hand brake mechanism for correct operation.

- The automatic transmission must be in good operating condition, and should shift into the parking position correctly.
- Springs and shock absorbers must be in good condition with no alignment or control problems.
- There should be no excessive movement of the steering wheel and no signs of damage. Steering knots and loose coverings are prohibited.
- Tires should have no breaks in the casing or exposed fabric and must be inflated to correct air pressure based on the vehicle/equipment manual or as specified by the Transportation Department.
- Check the wheels for rim damage. Make sure the wheels are not blocked or out of alignment and wheel lug nuts are in place, and secure on the rim.
- If the vehicle is fitted with a trailer, the coupling must be intact and working correctly. The trailer should have a safety coupling chain, rear brake lights, turn signals, taillights and rear license plate lights.
- Make sure that the inside and outside rear view mirrors are clean, adjusted, secured and undamaged.
- Check that the windshield wiper blades are in good condition and operate properly. Inspect the rear window wiper, if fitted.
- The windshield washer should work properly and there should be water in the washer container.
- The speedometer should be in good working order.
- Test the exhaust system by starting the engine of the vehicle, listening for sounds and spotting any leaks associated with it.
- Check to see if the tail pipe extends at least three inches from the body of the vehicle. The tail pipe emissions should be released from a point where they do not directly come into contact with the driver of the vehicle or its occupants, thereby causing any adverse health effects to any of them.

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- A properly inflated spare tire with a jack and tire wrench must be provided. The tire wrench should be the correct size to fit the wheel nuts of the vehicle.
- Check the following fluids for leaks and proper levels, especially in hot weather:
 - Radiator coolant
 - Oil
 - Brake fluid
 - Transmission Oil
 - Distilled water for the battery

Note: the driver should check the radiator coolant level, only when the engine is cool. Fluid should be added to the level mark on the overflow expansion tank only.

- The vehicle's horn must be operational.
- Each driver must conduct a vehicle inspection whenever taking charge of a vehicle. (Please refer to the Attachment No.4 – Daily Vehicle Inspection Checklist)
- Each vehicle must be carefully inspected and maintained in the Work Shop on a monthly basis to ensure all systems are operating properly and there is no damage. The following Form (Please refer to the Attachment No.5 – Monthly Vehicle Inspection Report) will be used for inspection.
- In addition, Work Shop Manager have to fill up the Vehicle Assignment and Safety Equipment Verification Log (Please refer to the Attachment No.6) during the monthly vehicle inspection and submit one copy to General Affairs Section and HSE Department.
- Loose materials are to be kept out of the driving compartment. Do not place materials (hard hats, boxes etc.) on rear window shelf.
- Ensure heavy equipment has functional PWAS and reverse backup alarm.

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6.8. DRIVING CONDITION

6.8.1. Driving in Fog or Reduced Visibility

- The acceptable visibility for driving in fog or conditions of reduced visibility is 100 meters of clear vision
- When fog or reduced visibility is encountered during travel, speed should be reduced to allow a safe braking distance to be maintained.
- Light, Fog light should also be switched on, especially front and rear high intensity lights. Do not use the full beam, as the light will be reflected from the fog droplets resulting in further diminished visibility.
- Do not use hazard warning lights unless stationary.
- When visibility is less than 100 meters, drivers should park at the nearest safe location and wait for conditions and visibility to improve before resuming travel.

6.8.2. Driving in Rain

- If rain is encountered then speed should be reduced.
- Braking distances are significantly increased by wet surfaces and therefore the distance between vehicles must be increased to allow a safe braking distance.
- Lights should be switched on and overtaking should be avoided.

6.8.3. Sand on the Road

- Drivers may encounter a build-up of wind-blown sand on some roads and they must stay alert to these conditions.
- Speed must be reduced to prevent potential loss of control and to give more time to take safe reaction.

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6.8.4. Night Driving (off-site)

- Driving during hours of darkness is permitted provided the journey takes place on hard top (asphalt) roads.
- Travel during hours of darkness off-road is not permitted unless there is an emergency or specifically requested by line management.

6.8.5. Night Driving (on-site)

- Ensure all heavy vehicles and heavy equipment are equipped with fully functional PWAS, headlights, taillights, brake lights, and indicators. Additional auxiliary lighting (e.g., floodlights) should be used for better visibility.
- Conduct pre-drive checks before driving or operating any equipment to ensure all lightings and other safety devices are properly working.
- Only experienced and qualified drivers should be assigned to night driving tasks.
- Drivers must be well-rested before undertaking night shift works. Encourage regular breaks to combat fatigue.
- Ensure adequate site lighting, particularly at high-risk areas such as intersections, loading/unloading zones, and pedestrian crossings are provided in accordance with SA-AMI-000-HDAI-710029 Night Work Procedure.
- Enforce lower speed limits during night operations to reduce the risk of accidents.
- All site access roads and roads leading to site area shall be properly graded and compacted.
- No vehicle or equipment shall be parked along the road side where there is no adequate lighting.
- Ensure all work areas, roads, and roadsides along excavations are adequately illuminated for night visibility and safety.

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6.8.6. Desert Driving (Off-Road Driving)

- Only persons who have successfully undertaken a desert-driving and survival techniques course shall be allowed to drive in the desert.
- Desert Driving Checklist (Attachment No.7) & Survival Desert Driving Checklist (Attachment No.8) should be checked before the journey.
- A Log-in/Log-out Register system shall be used. Refer to (Attachment No.3 – Vehicle Log-in/Log-out Register) for details of the information to be recorded.
- Off-road vehicle operators shall inform their immediate supervisors of their destination, route and expected time of return.
- The supervisor will initiate a search if the driver has not reached his destination and after three (3) hours have elapsed since the last contact.
- Personnel lost or stranded in the desert shall stay with the vehicle.
- Travel in the desert should be avoided when the sun is directly overhead.
- If tire pressures have been adjusted for desert driving, make sure they are re-adjusted when returning to a hard surface road.

6.8.7. Driving on loose soil/sand on the site

- Access roads shall be properly maintained by proper leveling and compaction
- Road maintenance program shall be properly adhered.

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6.8.8. Stuck up vehicle / equipment recovery

- Permit to work shall obtain during the recovery of any stuck-up vehicle / equipment
- Usage of appropriate equipment to use during the recovery
- Wire rope, Sling belt and shackle shall inspect prior to use for recovery
- Rigging gears used for recovery shall not be used for lifting works.

6.9. TRANSPORT OF HEAVY/LARGE EQUIPMENT OF MATERIALS

The arrival of exceptionally large or heavy loads like pipes for piling and structural steel components, etc. shall be arranged prior to its arrival and an appropriate route and method shall be designed in advance.

In this case, a "Method Statement and JSA for the Transport of very large/heavy equipment" shall be prepared and submitted by concerned parties for COMPANY approval.

Appropriate supervision / escort shall be provided by Contractor to control the flow of traffic during transporting of heavy/large equipment or material from the point of origin to the point of destination.

Heavy Load Transportation Checklist (Please refer to the Attachment No. 10) should be checked by transportation contractor and submitted to Contractor and SAPMT before transporting the load to ensure that all precautions for Heavy load Transportation Activity have been taken to protect public safety.

6.10. HAZARDOUS LOADS

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Hazardous loads shall be carried in accordance with the appropriate site and local regulations and any necessary signs etc., are to be in accordance with relevant statutory requirements.

The appropriate documents shall be available in the vehicle's cab.

Loads on vehicles shall be adequately secured and covered (if, necessary as required) and the vehicle shall not be overloaded at any time.

6.11. REVERSING

Heavy Vehicles and Mobile Plant shall not be allowed to reverse on sites unless under the guidance of a competent Traffic Banksman.

All reversing near to any public access shall also be under the guidance of a Traffic Banksman at all times.

Heavy equipment (dump truck, crane, etc.) must be fitted with reverse alarm and blind spot camera.

6.12. SEATBELTS

All occupants of any vehicle shall use seatbelts at all times.

All vehicles (owned, contracted or leased) must be fitted with seatbelts for each occupant.

6.13. MOBILE PHONES

Drivers are not allowed to make outgoing calls using mobile phones while operating a vehicle under any circumstances.

Drivers are not allowed to answer incoming calls using mobile phones while operating a vehicle, even when the phone is connected to a 'hands free' device.

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If circumstances warrants the need for cellphone use, the driver must first yield to the side and stop in a safe area before making or answering a call.

Mobile phones should be switched off during supplying vehicles with fuel.

6.14. AVL (AUTOMATIC VEHICLE LOCATOR)

Contractor shall install Automatic Vehicle Location System (AVL) to track the location of the vehicle while traveling from the point of origin to the final destination.

Contractor shall maintain access to the AVL system to support pre-incident plans for primary search and rescue event.

6.15. ALCOHOL AND DRUG

Drivers shall not operate a vehicle while under the influence of alcohol, drugs, narcotics or medication that could impair the operator's ability to safely operate the vehicle. Drug and alcohol tests shall be conducted for all drivers, as follows:

- Prior to appointment or employment as a driver (as part of pre-employment medical check-up);
- At random throughout employment/working period; and
- After involvement in vehicle accident.

6.16. DRIVER'S WORKING HOURS

To prevent fatigue while driving and potential traffic accidents, the following restrictions will apply to all drivers:

- Not working more than 12 hours on any day
- Not to spend more than 9 hours driving in any 12 hour period
- Take a minimum of 45 minutes rest at the end of any journey that exceeds 4.5 hours

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- Take a minimum of 8 hours rest between 12 hour work periods
- Not to work more than 6 consecutive days
- Resting under a vehicle or trailer to obtain shade is not permitted
- When taking a rest break the vehicle shall be parked off road and / or in a safe place.

6.17. DRIVER'S FITNESS ALERTNESS

Drivers shall be medically assessed prior to employment to ensure that they have the functional capacity to operate a vehicle safely.

Drivers shall not operate vehicles unless appropriately rested and alert. In particular:

- Drivers shall be screened for sleep disorders such as sleep apnea;
- A process shall be in place to check prior to each journey whether the driver is fit to drive (as part of the journey management plan briefing);
- Drivers must advise management when they have a disability or condition that could prevent them from driving safely;
- Drivers shall have the right to refuse to drive when they feel that they are not fully rested or alert;
- Drivers shall have the right to pull over at a safe location when they feel sleepy; a 15 minute nap should be allowed; and
- Drivers shall be informed on how to identify driver fatigue and alertness problems and means of dealing with them.

6.18. SAFETY DRIVING AWARENESS CAMPAIGNS

- In order to increase safety awareness of off road training on the site, the Contractor will launch safety driving awareness campaigns.
- Especially during Ramadan period, drivers have tendency to rush home around sunset. Therefore, the Contractor will have safety driving awareness campaigns

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during this period.

- The detailed safety campaigns will be determined by project HSE team.

6.19. ASSESSMENTS

The Journey management plan will be reviewed throughout the duration of the project with both formal and informal assessments.

The HSE Manager shall be the lead for these assessments.

All lessons learned through the assessment process should be shared with Hyundai Management and all other appropriate personnel.

This assessments will occur at least once every 6 months, or unless otherwise required by the Project Manager and HSE Manager.

Proactive measures taken to resolve driver vehicle safety concerns identified through the project driving observations will be evaluated as part of the formal audit process.

Lessons identified in the assessments will be shared across the project as a whole.

7 AUDIT AND MONITORING

HSE Manager (HSEM) is responsible for the monitoring and auditing the implementation level of this plan.

HSE Manager (HSEM) shall also assist Project Manager (PM) in the implementation of this plan and provide the necessary HSE advice to ensure compliance.

Periodic audit is conducted by HSEM or person nominated by him to:

- Assess the driver qualification and training
- Check the Journey Management Plan is implemented and followed

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strictly

- Verify the records of eye test conducted for the drivers on a half yearly basis
- Verify the license of drivers
- Inspect the vehicle documents

8 ATTACHMENTS

Attachment No.1 – Contractor Policy – Driving Rules

Attachment No.2 – Minimum Vehicle Safety Equipment Standards

Attachment No.3 – Vehicle Log-in/Log-out Register

Attachment No.4 – Daily Vehicle Inspection Checklist

Attachment No.5 – Monthly Vehicle Inspection Report

Attachment No.6 – Vehicle Assignment and Safety Equipment Verification Log

Attachment No.7 – Desert Driving Checklist

Attachment No.8 – Survival Desert Driving Checklist

Attachment No.9 – Training Requirements

Attachment No.10 – Heavy Load Transport Checklist

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Attachment No.1 - CONTRACTOR POLICY – DRIVING RULES

- Drivers shall operate vehicles in accordance with local laws and regulations.
- Vehicle / safety equipment will be inspected prior to each shift by an HSE representative and shall meet the minimum requirements as define in this plan.
- Drivers are responsible to ensure that lights, signals, horn and brakes are in proper working order.
- Drivers must observe designated speed limits at all times while driving on or off the project.
- Drivers must maintain a safe distance between vehicles: a safe distance means having enough time and distance between vehicles to allow for emergency braking to avoid an accident.
- Drivers must obey traffic signs, signals and other signage at all times.
- Passing moving vehicles is prohibited while driving on projects: never pass a stopped bus or multi passenger vehicle.
- Drivers must operate vehicles with dipped headlights on at all times.
- Drivers shall not operate any type of two-way communication device, whether for personnel or company business, while operating any vehicle. For the purpose of this plan, "two-way communications device" shall include, but is not limited to:
 - Mobile phones
 1. Two-way radios (including vehicle-installed, handheld radios and walkie-talkies)
 2. Pagers
 3. Personal Data Assistants or "PDAs" (including Palm Pilots and other hand-held computers).
- Drivers must not leave the vehicle while the engine is running.
- Drivers must shut-off motor to refuel: no smoking or operating mobile phones while refueling.
- Drivers must yield to pedestrians at designated crossings and other areas indicated by signs.
- Driving under the influence of alcohol or controlled substances is strictly prohibited.

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- Drivers and passengers shall wear seat belts while vehicle is in motion
- Vehicles must come to a complete stop to load and unload passengers
- Drivers must park only in designated areas
- Drivers must set parking brakes when leaving a vehicle unattended.
- Drivers should not park in heavily congested areas or where heavy equipment is in operation
- Drivers must not consume food or drink while the vehicle is in motion
- Drivers must not read maps or any other materials while the vehicle is in motion.

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Attachment No.2 – MINIMUM VEHICLE SAFETY EQUIPMENT STANDARDS

- Appropriate rear-view mirrors (internal and external – both sides)
- Lights (head and rear, stop, turn signal and emergency warning)
- Reflective warning triangle (Potable emergency warning)
- Signage (Bus and other similar vehicles only):
 1. Maximum number of passengers
 2. Maximum allowable speeds – on site – on public roads – on open highway
- Reflective Strips
- Daytime running lights
- Quality of sunglasses
- Reversing alarms
- Emergency Exit (bus and other similar vehicles only)
- Fire extinguishers
- Drinking water supply
- First aid kits
- Reflective jackets
- Danger triangles for road side emergency warning
- Torchlight
- For lights
- Vehicle (bus, vans, etc.), which transport multiple individuals, shall have seat belts installed and maintained in serviceable condition e.g. Sedans, Pickups, SUV's and Minivans have seat belts for each passenger, passenger buses shall have seat belts for all personnel
- Desert survival kit (for desert driving)
- Communication device for use in emergencies and / or to report accident / incidents

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Attachment No.3 – VEHICLE LOG-IN/LOG-OUT REGISTER

Vehicle Log-in/Log-out Register

Date:

NO.	TYPE OF VEHICLE	VEHICLE LIC. PLATE NUMBER	NAME OF DRIVER	NO. OF PASSENGERS	DESTINATION	TIME		REMARKS
						OUT	IN	
1								
2								
3								
4								
5								

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Attachment No.4 – DAILY VEHICLE INSPECTION CHECKLIST

AMIRAL PKG04 – Utilities, Interconnecting and Flare system

DAILY VEHICLE INSPECTION CHECK LIST

Contractor: _____ Driver: _____ License #: _____

Make: _____ Model: _____ Year: _____

Color: _____ Lic. #: _____ Chassis #: _____

Inspection List (Check one)	Pass	Fail	Comments
1. Tires have sufficient tread?	[]	[]	_____
2. Headlights work?	[]	[]	_____
3. Horns operative?	[]	[]	_____
4. Tail lights work?	[]	[]	_____
5. Brake lights work?	[]	[]	_____
6. Turn indicator lights working? (Front and Rear)	[]	[]	_____
7. Windscreen free of damage which obstructs driver's view?	[]	[]	_____
8. Exhaust System in working order?	[]	[]	_____
9. Seats safely secured to floor?	[]	[]	_____
10. Steering wheel play acceptable?	[]	[]	_____
11. Brakes in good order? (Include parking brake)	[]	[]	_____
12. Gas tank in good order and equipped with gas tank cap?	[]	[]	_____
13. Fuel lines in good order and without leaks?	[]	[]	_____
14. Rear view mirror functional?	[]	[]	_____
15. Battery secure?	[]	[]	_____
Safety Gear (Equipment)			
16. Safety Triangle?	[]	[]	_____
17. First Aid Kit?	[]	[]	_____
18. Spare Tire?	[]	[]	_____
19. Jumper Cables?	[]	[]	_____
20. Tire Jack?	[]	[]	_____
21. Tire Pump?	[]	[]	_____
22. Fire Extinguisher?	[]	[]	_____
23. Gloves?	[]	[]	_____
24. Flash Light?	[]	[]	_____

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Over-All Safety Inspection

Pass	Fail	Comments
[]	[]	_____

Driver: _____ Badge #: _____ Signature _____

Date: _____

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Vendor Reference : N/A			System / Subsystem: NN	Equipment Type: N/A	

Attachment No.5 – MONTHLY VEHICLE INSPECTION REPORT

<h2 style="margin: 0;">INSPECTION REPORT</h2>													
AUTOMOTIVE, TRUCKS, AND TRAILERS													
EQUIPMENT NUMBER: _____										DATE: _____			
MAKE: _____					MODEL: _____					S/N: _____			
ENGINE: _____					MODEL: _____					S/N: _____			
HOUR METER: _____										ODOMETER: _____			
(S) INSPECTED AND SATISFACTORY	S	R	X	(R) REPAIRED OR ADJUSTED	S	R	X	(X) REQUIRES REPAIRS	S	R	X		
ENGINE				DRIVE TRAIN (continued)				GENERAL (continued)					
PRE HEATERS				LEFT FRONT AXLE				DECKING					
INJECTORS				RIGHT FRONT AXLE				OPERATOR CONTROLS					
COMPRESSION				BRAKES				WINCH					
FUEL PUMP				RING GEAR REAR				STEERING					
FUEL FILTER				PINION OIL SEAL				HEATER					
OIL FILTER				LEFT REAR AXLE				WIPER BLADES					
HYDRAULIC FILTER				RIGHT REAR AXLE				FIFTH WHEEL					
AIR CLEANER				FOUR WHEEL DRIVE				AIR SYSTEM					
RADIATOR				TRANSMISSION									
BATTERY				CLUTCH				ELECTRICAL					
SPARK PLUGS				POWER TAKE OFF (PTO)				ELECTRICAL SYSTEM					
DISTRIBUTION POINTS				AUX. TRANSMISSION				CHARGING SYSTEM					
CARBURETOR								BATTERIES					
MUFFLER				SAFETY				LIGHTS					
EX. PIPES				FIRE EXTINGUISHER				IGNITION					
AIR CONDITIONING				MACHINERY GUARDS				WIPER SYSTEM					
								GAUGES					
LUBRICATION CHECK				MANUALS									
ENGINE				PARTS				BODY					
DRIVE TRAIN				SERVICE				SHEET METAL					
CHASSIS				ENGINE				GLASS					
LINKAGE				OPERATOR'S				FRAME					
								SEATS					
DRIVE TRAIN				GENERAL				INTERIOR					
RING GEAR FRONT				HYDRAULIC CYLINDERS				PAINT					
PINION GEAR FRONT				LANDING GEAR				TAIL GATE					
PINION OIL SEAL				DUMP BODY									
COMMENTS: Use additional Pages if necessary to describe findings indicated in "X" and/or "R" check boxes													
TIRES		SIZE:		PLY:		TYPE:							
Condition *(mark letter in appropriate tire area): G=good A=average W=worn													
Trailer													

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Vendor Reference : N/A			System / Subsystem : NN	Equipment Type : N/A	

FRONT	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
REAR	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
			Left	Right
Mech Rep.		Job Site Rep.		

<p align="center">JOURNEY MANAGEMENT PLAN AND OFF-ROAD DRIVING PLAN</p>				Document ID : SA-AMI-000-HDAI-710011	
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Vendor Reference : N/A			System / Subsystem: NN		
			Equipment Type: N/A		

Attachment No.6 – VEHICLE ASSIGNMENT AND SAFETY EQUIPMENT VERIFICATION LOG

Model								Safety Equipment								
No	Vehicle Number	Type	Year	Brand/ Maker	Reg. No.	Plant Sticker #	Primary Driver	Safety Triangle	First Aid Kit	Spare Tire	Jumper Cables	Car Jack	Tire Pump	Fire Ext.	Gloves	Flash Light
1																
2																
3																
4																
5																
6																
7																
8																
9																
10																

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Vendor Reference : N/A			System / Subsystem: NN		Equipment Type: N/A

Attachment No.7 – DESERT DRIVING CHECKLIST

DESERT DRIVING CHECKLIST

Description of item to be checked (Each item must be confirmed using either 'yes' or 'no' in the boxes provided, by <u>both</u> supervisor and driver).	Confirmed by Supervisor	Confirmed by Driver
Brief the individual to carefully plan the trip, allowing rest time prior to departure and every 2 hours en-route. The person should not drive more than 10 hours in any 24-hour period. Ensure the driver plans the trip expecting delays associated with traffic, weather, highway construction, etc.		
Agree on an estimated time of arrival at destination.		
Verify the person to call on arrival at destination.		
Ensure the driver has an operational mobile phone on board.		
Ensure the driver has an operational radio, with spare (charged) battery on board.		
Ensure the driver has a list of emergency contacts on board		
Ensure the vehicle has all emergency equipment on board (i.e. area map, first-aid kit, drinking water, concentrated food, blankets, flashlights, warning triangles, tarpaulin, dry matches, spray bottle etc.).		
The vehicle must have been inspected by the mechanical workshop prior to departure.		
Ensure the correct tires are fitted. (Plus spare, tools, and all tires pressurized correctly).		
Remind the driver that many traffic fatalities are caused from speeding, fatigue, and non-use of safety belts. Many accidents can be prevented if we practice what we are trained.		
Check all lights are in working order.		
Check windscreen wipers and washers are in working order.		
Stress the requirement of utilizing safety restraint devices		
Discourage driving at night, unless absolutely necessary.		

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Remind the driver to check the weather forecast along the route of travel. If adverse weather conditions are expected, stress the importance of driving hazards (i.e. wind, sandstorm, rain, etc.).		
Ensure the driver has a copy of the Procedure for Desert Driving and Survival Checklist.		

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Vendor Reference : N/A			System / Subsystem: NN	Equipment Type: N/A

Attachment No.8 – SURVIVAL DESERT DRIVING CHECKLIST

- Rest every 2 hours.
- Contact base every 2 hours.
- Extra drinking water.
- Extra food (concentrated).
- Dry matches.
- Shovel.
- Jack.
- Tool kit.
- First Aid kit.
- Warning triangle.
- Tarpaulin.
- Blankets.
- Work gloves.
- Hand axe.
- Tow chain.
- Flashlight (plus spare battery).
- Flares.
- Compass.
- Radio (and spare battery).
- Mobile phone.
- Signal mirror.
- Rope.
- Sand mats (metal mesh or stiff canvas).
- Sheath knife.

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- Plastic spray bottle.

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Attachment No.9 – TRAINING REQUIREMENTS

- Project driving rules and regulations
 - Saudi Arabia warnings and precautions
 - Defensive driving
 - Specific driving hazards
1. Night driving
 2. 4-wheel / off-road driving
 3. Bicycle usage
 4. Driving in dust
 5. Bad weather
 - Causes of accidents
 1. Speed
 2. Fatigue and drowsiness
 3. Aggressive driving
 4. Substance abuse
 5. Driving too close – minimum distance
 6. Common at-risk driver behaviors
 7. Driving while distracted / preoccupied
 8. Mobile phones, etc.
 - Risk awareness
 - Vehicle familiarization and operations
 - Vehicle inspection and maintenance
 - Road accidents and vehicle damage
 - Reporting procedure in case of accident
 - Review of the basic vehicle safety equipment
 - Applicable restrictions (per local laws) on use of mobile / cell phones

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Vendor Reference : N/A			System / Subsystem: NN	Equipment Type: N/A

(personal as well as company-owned phones and other two-way communication devices while driving any vehicle

- Communications
- Use of seat belts
- Use of parking area

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Vendor Reference : N/A			System / Subsystem: NN	Equipment Type: N/A	

Attachment No.10 – HEAVY LOAD TRANSPORT CHECKLIST

HEAVY LOAD TRANSPORTATION CHECKLIST				
DATE:		POINT OF ORIGIN:		
		POINT OF DESTINATION:		
Transportation Contractor:				
Equipment/Material being Transported:				
Load Weight:				
ITEM	YES	NO	N/A	Remarks
Road Use Permit: not required when load under 50 tons and within specified dimensions				
Valid SAG Driver's License				
Pilot Vehicles				
Equipment Rated load				
Load Properly Secured				
Wide load Flashing Lights				
Visual Condition of Transporting Equipment is acceptable				
Glass				
- Windshield				
- Side Mirror Left				
- Side Mirror Right				
- Rear Mirror				
- Rear Windows				
Tires				
Light				
- Headlight				
- Signal Light Left				
- Signal Light Right				
- Hazard Light				
- Brake Light				
- Reverse Light				
Vehicle Condition				
Comments				

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Vendor Reference : N/A			System / Subsystem: NN	Equipment Type: N/A	

Recommendation
Inspected By
This checklist is for the sole purpose of verifying for Saudi Aramco that some of the most basic precautions have been taken to protect public safety. It is not intended to release the transporting contractor from full responsibilities to deliver the load to Project safely.

