# GROUP OPERATING PROCEDURE

**Title:** AIMS - Control of Work at ASCO

| DOCUMENT CONTROL | | | |
|---|---|---|---|
| **Doc. Reference** | GOP-HSSEQ-002 | **Function** | HSSEQ |
| **Revision Date** | 17/11/2022 | **Group Owner** | Group HSSEQ Supervisor |
| **Rev. Number** | 1 | **Group Approver** | Group Head of HSSEQ |

| APPROVED VARIANCE |
|---|
| There are currently no approved variances for this procedure. |

| DOCUMENT REFERENCES | |
|---|---|
| Internal References | • N/A |
| External References | • HSG (65) Managing for Health and Safety (UK) |

| DOCUMENT SCOPE / PURPOSE |
|---|
| This procedure applies to all ASCO Operational sites globally. The requirements of this document apply equally to ASCO staff employees, contractors and visitors engaged in ASCO business or on ASCO operated sites. |

| REVISION HISTORY | | |
|---|---|---|
| Rev | Date | Comment |
| 0 | 12/06/2018 | Creation of the procedure |
| 1 | 17/11/2022 | Transferred onto new template format, and full review of procedure |

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### 1.0 Requirements of this Procedure

Wherever ASCO conducts their operations there is the potential for harm to people and the environment and for damage to property and equipment. To control and mitigate against these risks being realised, ASCO has created, maintained, and developed its Health and Safety, Security, Environmental, and Quality Management Systems within the ASCO Integrated Management System (AIMS).

AIMS governs all of ASCO's operations worldwide through ASCO's repository of policies, procedures, and other supporting documentation for the control of operations and support service areas within the business.

This document provides an overview of these arrangements and provides an index of the key operational documents that are used across ASCO globally.

### 2.0 Responsibility Summary

**Group CEO** - Has overall accountability for HSSEQ at ASCO and for the delegation of specific responsibilities through the HSSEQ Policy to Regional and Departmental Senior Managers.

**Group Head of HSSEQ** - Has overall responsibility for the control of AIMS and ensuring that it is legislatively compliant, fit for purpose and certified to the most recent and relevant standards.

**Group HSSEQ Administrators** - Have the responsibility for all aspects of document control which includes, allocation of unique document numbering, regular document reviews, publishing documents on AIMS and informing the business of all the changes that have been made.

**Heads of Department** - Have the responsibility to ensure that the documents that are in place for their respective departments are compliant with the most up to date legislation and industry best practice.

**Site Manager(s)** – Have the overall responsibility for the management of control of work at their site and for feeding back improvements that can be made to AIMS documents.

### 3.0 Abbreviations & Definitions

**AIMS** - ASCO Integrated Management System
**CEO** - Chief Operating Officer
**HSSEQ** - Health, Safety, Security, Environment and Quality
**SID** - Service Improvement Document
**FPAL** - First Point Assessment Limited

### 4.0 Overview of AIMS

AIMS governs all ASCO operations globally and holds a repository of documented procedures for all operational and support service functions.

AIMS has the following document hierarchy for all operations and business streams:
- Policies
- Group Operating Procedures
- Standards
- Work Aids
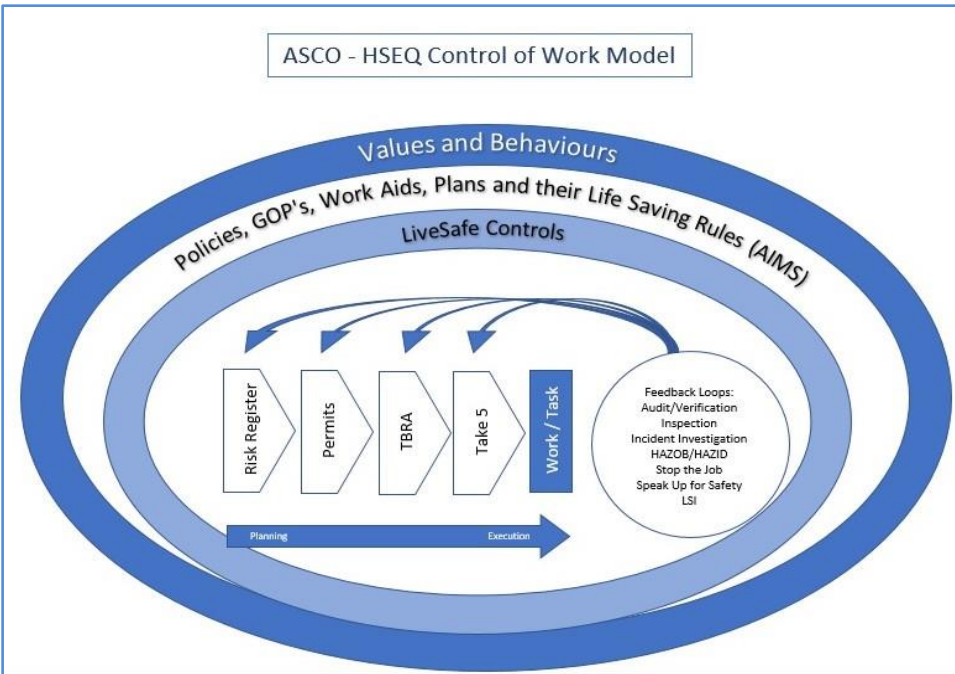- Work Instructions
- Plans
- Forms.

All of the completed documents are concise and are designed to achieve global application wherever this is possible. They are controlled by the ASCO Group HSSEQ Administration team who provide their unique numbering and publish them on AIMS. The specific arrangements for Document Control are set out in GOP-HSSEQ-010.

All documents held within AIMS are reviewed in accordance with the specified frequencies in the above Document Control GOP, or in response to legislative changes, industry changes, or where an opportunity for improvement has been realised.

## 5.0 ASCO - HSSEQ Control of Work Model

The ASCO - HSSEQ Control of Work model shown below includes within its illustration:
- An overview of the AIMS structure
- The stages of planning and execution of work activities at ASCO
- The feedback process which is used for the continuous improvement of AIMS.



This model provides a quick reference point for the overall structure of AIMS and how ASCO seek to develop and maintain the system.

As ASCO organise for HSSEQ, consideration is given to the following four key areas:

Controls - these are within the organisation for example, the role of managers / supervisors, defined standards, provision of instruction, acceptance of accountability and responsibility.

Co-operation – between operatives, their health and safety representatives and managers / supervisors through active consultation and involvement.

Communication – making it effective globally, through visible behaviour, written material, and face-to-face discussions.

Competence – of individuals through recruitment and selection, training, coaching, specialist advice and measuring competency.

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## 6.0 Control of Work Documents

This section provides an index of all the most relevant documents held in the AIMS repository that are essential for the effective control of work at ASCO. The documents can be accessed directly by clicking on the hyperlink that is provided or by going to https://ascogroup.sharepoint.com/sites/aims.

*If any numbers or hyperlinks are not working then please report this to AIMSRequests@ascoworld.com.

**HSSEQ Documents** - these documents set the minimum HSSEQ requirements for the delivery of ASCO's work activities.

GOP-HSSEQ-063 - Adverse Weather
GOP-HSSEQ-025 - Business Continuity Planning
GOP-HSSEQ-058 - Business Risk Management
GOP-HSSEQ-009 - Chemical Management System
GOP-HSSEQ-003 - Clear Desk-Energy Saving
GOP-HSSEQ-004 - Control of Dangerous Substances and Explosive Atmospheres
GOP-HSSEQ-005 - Control of Noise at Work
GOP-HSSEQ-006 - Control of Records
GOP-HSSEQ-007 - Control of Use of Knives on ASCO Sites
GOP-HSSEQ-008 - Control of Vibration at Work
GOP-HSSEQ-010 - Document Control
GOP-HSSEQ-011 - DSE Risk Assessment
GOP-AUS-HSSEQ-004 - Electrical Safety - Australia
GOP-HSSEQ-012 - Emergency Response Planning
GOP-HSSEQ-013 - Environmental Aspects and Impacts
GOP-HSSEQ-015 - Equipment Inspection by Insurance Company
GOP-HSSEQ-017 - External Audit
GOP-HSSEQ-061 - Fatigue Management
GOP-HSSEQ-020 - Fire Fighting and Prevention
GOP-HSSEQ-021 - First Aid at Work
GOP-HSSEQ-001 - Global Travel Safety & Security
GOP-HSSEQ-045 - Health, Safety and Environmental Legislative Compliance
GOP-HSSEQ-027 - HSSEQ Management Review
GOP-HSSEQ-029 - HSSEQMS Interfacing
GOP-HSSEQ-031 - Incident Management
GOP-AUS-HSSEQ-016 - Injury Management Plan - Australia
GOP-HSSEQ-032 - Internal Audit
GOP-HSSEQ-022 - Life Saving Rules
GOP-HSSEQ-034 - LiveSafe HSSEQ Scorecard and Reporting Guidelines
GOP-HSSEQ-035 - LiveSafe Intervention
GOP-HSSEQ-056 - Lone Working Procedure
GOP-HSSEQ-059 - Maintenance Management
GOP-HSSEQ-036 - Management of Change
GOP-HSSEQ-037 - Management of Contractors
GOP-HSSEQ-038 - Manual Handling Risk Assessment
GOP-HSSEQ-053 - Mobile Phones / Devices whilst Driving
GOP-HSSEQ-039 - Monitoring and Measurement
GOP-HSSEQ-041 - Permit to Work
GOP-HSSEQ-042 - Planned Inspections
GOP-HSSEQ-022 - Planning a Lifting Operation
GOP-HSSEQ-054 - Powered Mobile Plant including Forklifts

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GOP-HSSEQ-024 - PPE Standard
GOP-HSSEQ-044 - Provision and Use of Work Equipment
GOP-HSSEQ-050 - Safe Havens on Sites / Bases
GOP-HSSEQ-046 - Service Improvement Process
GOP-HSSEQ-060 - Spill Control
GOP-HSSEQ-016 - Spotter & Vehicle Banksman
GOP-HSSEQ-047 - Task Based Risk Assessment
GOP-HSSEQ-048 - Toolbox Talk
GOP-HSSEQ-033 - Verification
GOP-HSSEQ-051 - Visitor Site Induction
GOP-HSSEQ-052 - Work at Height
GOP-HSSEQ-026 - Working with Ionising Radiation

**Procurement** - these documents are used for the selection and procurement of external services.

GOP-PRO-001 - Procure-To-Pay-Process
GOP-PRO-002 - Supplier Selection and Review
GOP-PRO-003 - Supplier Tender Process

**Transport** - these documents are used to control work activities associated with ASCO Transport.

GOP-TR-003 - Administration
WA-GOP-TRAN-003.05 - Chain of Responsibility
GOP-TR-001 - Control
GOP-TRAN-002 - Drivers
GOP-AUS-TR-005 - In Vehicle Monitoring (IVMS)
GOP-TR-004 - Maintenance

**Operational Support** - these are used to control work activities associated with ASCO's core activities.

GOP-OS-004 - Fuelling of Plant & Equipment
GOP-OS-001 - Shipping Container Ventilation Pre-Removal of Goods
GOP-OS-003 - SIMOPS

**NORM Solutions** - these documents are specific to NORM Solutions and provide the necessary controls for their activities.

GOP-NORM-030 - Cementing Process for LLW Drums
GOP-NORM-031 - Charging of BA Cylinders using a HP Compressor
GOP-NORM-015 - Clean Equipment Packaging for Return to Client
GOP-NORM-020 - Drum Operations
GOP-NORM-013 - Drum Waste Compactor Operations
GOP-NORM-016 - Facility and Yard Housekeeping
GOP-NORM-011 - Generation of Client Work Packs
GOP-NORM-002 - Health Physic Surveys of Facility & Yard
GOP-NORM-003 - Health Physics Monitoring of Cleaned Equipment
GOP-NORM-005 - Inventory, Measurement, Monitoring and Marking of Receipted Tubulars
GOP-NORM-004 - Jetting Bay Operations
GOP-NORM-032 - Local Rules for Working with Ionising Radiations
GOP-NORM-017 - Local rules fir Working with NORM in the Offshore Environment
GOP-NORM-033 - LSA Samples Preparation for 3rd Party Analysis
GOP-NORM-034 - Mixing Process for LLW Drums

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GOP-NORM-018 - NORM Contaminated Tubulars & Equipment
GOP-NORM-025 - NORM Operations on External Sites
GOP-NORM-019 - Offloading and Loading of Tubulars
GOP-NORM-006 - Offloading, Inventory and Storage of NORM Contaminated Equipment
GOP-NORM-021 - Operation of Pallet Truck and Drum Trolley
GOP-NORM-007 - Receipt into Facility and Dismantling of Contaminated Equipment
GOP-NORM-009 - Return of Rejected Health Physics Monitored Equipment
GOP-NORM-036 - Scale Recovery
GOP-NORM-037 - Sentencing and Disposal of General Solid Low Level Waste
GOP-NORM-014 - Source Checks on all Monitoring Equipment & Air Sample Change Out
GOP-NORM-022 - Start Up Procedure for Water Treatment Facility
GOP-NORM-001 - Strip Down Area Operations
GOP-NORM-038 - Surface Water Monitoring
GOP-NORM-039 - Tubular Cleaning Process
GOP-NORM-010 - Tubular End Caps Cleaning
GOP-NORM-040 - Tubular Monitoring
GOP-NORM-008 - Use of Evolution 180 + 230 Metal Cutters
GOP-NORM-041 - Ventilation System Filtration Change Out
GOP-NORM-024 - Water Filtration Filters Change Out

**Pipeyards** - these documents are used to control work associated with ASCO's pipeyard activities.

GOP-PY-001 - Facilities - Guidance
GOP-PY-002 - Pipeyard Storage Stowage and Transportation
GOP-PY-003 - Pipeyard Receipts
GOP-PY-005 - Pipeyard Well Prep Operations
GOP-PY-006 - Pipeyard Inbound Backload
GOP-PY-007 - QA Inspection and Preservation

**Quayside Operations** - these documents are used to control the works involved with ASCO's quayside activities.

GOP-QS-001 - Gantry Cargo Inspection Outbound and Inbound
GOP-QS-006 - Gun and Ammunition Restriction under Section 1 of the Firearms Act 1968
GOP-QS-007 - Methanol-Industrial Methylated Spirits-H2S Scavenger Loading
GOP-QS-008 - Mooring-Unmooring of Vessels
GOP-QS-005 - Operational Control
GOP-QS-009 - Potable Water Systems - Written Scheme of Control
GOP-QS-004 - Underdecks
GOP-QS-003 - Vessel Loading
GOP-QS-002 - Vessel Unloading

**Warehouse** - these documents are used to control the works involved with ASCO's warehouse activities.

GOP-WH-001 - Warehouse Receipts
GOP-WH-002 - QA Inspection
GOP-WH-003 - Putaway
GOP-WH-004 - Issues and Dispatch
GOP-WH-005 - Inventory Management
GOP-WH-006 - Inbound Backload
GOP-WH-007 - Construction of Wooden Shipping Crates
GOP-WH-008 - Stock Preservation

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**Legal and Compliance -** these documents are used to ensure that ASCO achieves or exceeds the minimum legal standards for the Business.

GOP-LC-001 - Gifts and Hospitality
GOP-LC-002 - Whistleblowing
GOP-LC-003 - Anti - Bribery and Corruption
GOP-LC-004 - Contracting Protocols
GOP-LC-005 - Anti-Slavery Human Trafficking

**Training, Development and Competence** - these documents are used to set the minimum standards for the training and competence of ASCO staff.

GOP-TDC-001 - Competence Assurance Management System
GOP-TDC-002 - Educational Training and Funding

## 7.0 Control of Subcontractors and Suppliers

ASCO accepts that it will be necessary to engage subcontractors and suppliers who will assist in the delivery of the services that we provide to our clients. This is effectively controlled and monitored through the utilisation of the Supplier Management Database (UK) which is web-based software that is used to evaluate, track, manage and approve ASCO suppliers, and act as a repository for all supplier information. All of the specific arrangements for subcontractor and supplier control are set out in GOP-PRO-001, GOP-PRO-002, and GOP-PRO-003.

## 8.0 Client, Contractor, and Third-Party Interfacing

Delivering ASCO's work activities and controlling work activities on ASCO sites in compliance with our HSSEQ Control of Work arrangements, does have the potential to become confused if it is not effectively controlled.

Situations that are known to exist include working to a client specific instruction and where third parties have been engaged to work on ASCO sites. To ensure that these are effectively controlled, interface arrangements shall be put in place to clearly demonstrate who is in control, and what documentation takes primacy for the control of the activities.

The arrangements that shall be followed are set out in GOP-HSSEQ-029, HSSEQMS Interfacing.

## 9.0 AIMS Assurance

It is essential that ASCO has the necessary assurance that AIMS is fit for purpose and that it remains a world class system. To achieve this, the ASCO Group HSSEQ Manager will ensure that the system continually meets or exceeds the requirements of ISO 45001, 14001 and 9001 through the engagement of an external certification body.

ASCO HSSEQ also have many other active and reactive monitoring techniques that will ensure the effectiveness of AIMS which include, but are not limited to:
- First Point Assessment Limited (FPAL)
- Workplace Inspections, Audits and Verification
- Business Risk Management
- Incident Investigation and Application of Industry Best Practice
- Leadership Site Visits and Worksite Engagement

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All types of non-conformance and non-compliance that are identified will be recorded within the ASCO HSSEQ Database as a Service Improvement Document (SID). From here, they will have remedial actions assigned to owners who will make the necessary improvements to the system to prevent any reoccurrence in a timely manner.

## 10.0 Stop the Job

The ultimate control of work at ASCO is to "Stop the Job". ASCO empowers all of its personnel, contractors, and visitors to "Stop the Job" any time they see something that appears to them to be unsafe.

Everyone who visits ASCO are given the following messages at their induction:
- You have the authority and the responsibility to intervene and report all incidents, unsafe actions, or substandard conditions
- Have the courage to intervene, it could save others unnecessary pain or suffering
- All incidents or near misses must be reported to ASCO Management as soon as possible after they have occurred
- All incidents and near misses will be thoroughly investigated.

ASCO will never respond negatively to anyone who genuinely "Stops the Job" where they believe that it is being done unsafely, or that an unsafe condition has developed.

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