

SAPIA JOINT VENTURE HEALTH, SAFETY,
SECURITY AND ENVIRONMENT (HSSE)
REQUIREMENT GUIDELINE

DOCUMENT CONTROL

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SAPIA JOINT VENTURE HSSE GUIDELINE

INTENT

The SAPIA Joint Venture (JV) HSSE guideline is intended to guide joint venture member participants on the inclusion of HSSE requirements. Very often these agreements are strong on commercial terms but are deficient in terms of specific HSSE clauses relevant to the operations, potentially exposing all parties to financial and reputational risks. It is critical that all relevant HSSE risks to which the parties are exposed to in the short and long term are identified upfront and measures to mitigate the risks are put into place. With the South African Legislative burden increasing, the accountability and duty of care remains with the parties concerned. Once parties are clear on accountabilities and joint responsibilities, it also assists with the smooth running of operations at the facility.

SCOPE

This guideline is intended for SAPIA members in South Africa (SA). Non-SAPIA members will require the permission of SAPIA on the use of this guideline and will do so solely at their own discretion without any liability to SAPIA or its members. This guideline is not a list of procedures. It is a list of criteria that should be considered during the drafting of JV agreements, the details of which, are to be determined by the JV parties drafting the agreement.

EXCLUSIONS

This guideline is not a legally binding document. It serves to share best practice to ensure co-operation between parties which will prevent/minimise litigation or other reputational impacts to SAPIA members and the oil and gas sector in SA. This guideline is also not exhaustive. Risk assessments at facilities may determine unique risks peculiar to specific sites which need to be considered.

HSSE REQUIREMENTS FOR CONSIDERATION

1. GENERAL

- a. DEFINITIONS
- b. RECORD KEEPING
- c. APPOINTMENT OF SERVICE PROVIDERS
- d. THE MANAGEMENT OF HSSE ISSUES WHEN A MEMBER SELLS THE BUSINESS TO A NON-SAPIA MEMBER

2. HSSE REQUIREMENTS

- a. DETERMINE WHICH JV MEMBERS HSSE STANDARDS WILL BE USED
 - i. HSSE
 - ii. TECHNICAL
 - iii. MANAGEMENT SYSTEMS
- b. JV PERSONAL PROTECTIVE REQUIREMENTS
- c. HSSE AUDITS
 - i. AUDIT TYPES, FREQUENCY AND METHODOLOGY
- d. HSSE PERFORMANCE
 - i. LEADING AND LAGGING KEY PERFORMANCE INDICATORS WHERE APPLICABLE
- e. SITE PLANS

3. LEGAL COMPLIANCE

- a. ENVIRONMENTAL IMPACT ASSESSMENTS
- b. AIR EMISSION LICENCES
- c. NATIONAL ENERGY REGULATOR OF SOUTH AFRICA'S REQUIREMENTS
- d. ALL OTHER LEGAL, LICENSE AND LEESEE REQUIREMENTS

4. JOINT VENTURE EMERGENCY RESPONSE PLANS

- a. JV EMERGENCY RESPONSE PLANS
- b. SECURITY INCIDENTS
- c. FIRE INCIDENTS
- d. MANAGEMENT OF SPILLS/LEAKS IN COMMON AREAS
- e. TIER 3 OIL SPILL MANAGEMENT ALIGNED TO THE NATIONAL OIL SPILL PLAN
- f. JOINT DRILLS
- g. JOINT MEDIA MANAGEMENT
- h. POST DRILL EVALUATION AND LEARNINGS

5. FIRE SAFETY

- a. JOINT MAJOR HAZARD INSTALLATION RISK ASSESSMENTS
- b. JOINT FIRE FIGHTING EQUIPMENT & MAINTENANCE
- c. FIRE FIGHTING REQUIREMENTS SPECIFIC TO THE JV

6. SECURITY

- a. COMMON AREA SECURITY
- b. VISITOR INDUCTION
- c. SECURITY RISK ASSESSMENTS
- d. LOSS CONTROL PROCEDURES WHERE APPLICABLE
- e. SPECIFIC REQUIREMENTS IN TERMS OF CRITICAL INFRASTRUCTURE LEGISLATION

7. ENVIRONMENT

- a. GUIDED BY THE SAPIA AGREEMENT ON MANAGEMENT OF CONTAMINATION
- b. PROJECT MANAGEMENT SHOULD BE CLEARLY DEFINED AS A RESPONSIBILITY WITHIN THE AGREEMENT

- c. COMMON AREA REMEDIATION
- d. SITE DECOMMISSIONING

8. MAINTENANCE

- a. COMMON AREA EQUIPMENT
- b. COMMON AREA MAINTENANCE
- c. COST FOR COMMON AREA MANAGEMENT
- d. SHARING OF RELEVANT REPORTS AS APPLICABLE

9. COMMUNICATION

- a. REGISTER OF INTERESTED & AFFECTED PARTIES
- b. JOINT COMMUNICATION STRATEGY ON MATTERS OF COMMON INTEREST

10. DECOMMISSIONING

- a. EQUIPMENT REMOVAL
- b. EQUIPMENT ABANDONMENT
- c. PRESERVATION OF EQUIPMENT NOT IN USE

11. REPORTING

- a. HSSE INCIDENT LEARNINGS
- b. AUDIT/ SURVEY RESULTS WHERE APPLICABLE

END