THE PORT OF NIGG

Nigg Operational Environmental Management Document

PON-02-IM-0022

Statement

This document is authorised by the Board of Directors of Global Energy Nigg Ltd. It is their expectation that this procedure, and any associated procedures, are adhered to.

Where this may not be possible, any deviation from this procedure should be clearly documented and authorised by Senior Management.

[Redacted]

[Redacted]

Nigg Energy Park

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

Contents

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

1. Introduction - Port of Nigg

The Port of Nigg is owned and operated by Global Energy Nigg Limited who are part of the Global Energy Group which is an Inverness headquartered Energy Sector service provider. Global Energy Group Limited acquired the Nigg Fabrication Yard and Complex in 2011 and transformed the site into a 'multi-sector, multiuser port facility.

The Port of Nigg provide support for the Oil & Gas, Nuclear and Renewables sectors by providing quaysides, property and a suit of complementary services.

Also contained within Port of Nigg is the "not-for-profit" business - Nigg Skills Academy (NSA). The independent business was set up to support training of "black trade skills" (Welding, fabrication and pipe fitting) for local employees in partnership with North Highland College and is now diversifying into running courses for other industries.

1.1. Aims and Objectives

This Operational Marine Environmental Management Plan provides information on the measures that will be adopted on site during the operation of Nigg East Quay to protect the marine environment. It has been compiled as required by Condition 3.2.5 of Marine License MS-00009032 (Construction) which states:-

> *"An Operational Environmental Management Document ("OEMD") must be in place prior to the completion of works and operations commencing, and must include mitigation and management outlined in Chapter 9: Schedule of Mitigation in the Nigg East Quay Volume 1: Environmental Impact Assessment Report dated 19 June 2019 and include a Pollution Incident Response Plan ("PIRP")."*

2. FACILITY DESCRIPTION

The Nigg fabrication yard was established in 1972 and consists of approximately 70 hectares (ha) of land reclaimed from the eastern edge of Nigg Bay. The neighbouring Nigg Oil Terminal was subsequently established to support the Beatrice oilfield development in the mid-1970s. The fabrication yard was operational from 1972 until 2001, providing fabrication services to the North Sea oil and gas industry. During its peak, the facility employed around 5,000 personnel and supported a wider supply chain. The yard was mothballed for a decade until Global Energy Group purchased the facility in 2011

The Port of Nigg is located at the mouth of the Cromarty Firth and is one of Scotland's most important Energy Sector port facilities.

The key attributes of the port which is the largest facility within the Moray Firth are –

- Direct access to deep water quaysides and access channel
- High ground loading capacity quays and storage areas
- One of the largest graving docks in Europe
- Some of the largest fabrication / assembly halls in the UK
- No tidal or overhead restrictions
- Expansive storage areas

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

2.1.1. Operational Activities

Operations at the Port of Nigg are controlled via the integrated management system, or via the tenant's managements systems when operating on a site-within-a-site basis. The top priority for operations within the port are that they are conducted in a safe and efficient manner.

2.1.2. Global Energy Nigg Ltd – Facilities Leasing

Facilities at the Port of Nigg are leased or licenced to multiple different clients and site users for defined periods of time.

2.1.3. Global Energy Nigg Ltd – Laydown Yard

With a site boundary of approximately 700,000 m2 offering extensive laydown and storage areas both adjacent to the quay and within the site limits. Storage areas within the facility benefit from high ground loading capacity and an engineered and maintained top surface.

2.1.4. Global Energy Nigg Ltd – Quayside, Deepwater Berthing & Dry Dock

With over 1100 meters of deep-water quayside, the Port of Nigg is the largest deep water port in the Moray Firth. The facility has one of the largest graving docks in Europe and can operate as both a dry and tidal wet dock, providing flexibility of use. The following quays are available for used within the facility –

Inner dock quay – 240m length

South Quay – 370m length

West Finger Quay – 130m length x 40m width

East Quay – 225m length x 50m width

Terminal Jetty – Suitable for vessels 160m to 300m in length

2.1.5. Port of Nigg – Fuel Bunkering & Potable Water Bunkering

The Port has both Fuel and Potable water bunkering facilities. A double skinned fuel storage tank with fixed hard piped connections to the South Quay and the West Finger Quay is located on site with a 2500 Tons of Marine gas oil capacity. In addition, the port also offers potable water bunkering capability with a storage tank of circa 600m3 with hard piped connections to both the South Quay and West Finger Quay. The inner dock quay also has potable water bunkering connections fed directly from the mains water supply.

2.1.6. Port of Nigg – Services and Support Capacity

Nigg offers extensive, modern, client project offices to suit our client's requirements, with anything from a 2-man single office up to complete project teams with over 100 available workstations. The site is suppled via fibreoptic cable for high speed IT services. The site has a large external car park facility where site workers and visitors can park prior to entry into the facility. There is also an accommodation block located on site, where ships crew can be housed. The Capacity of the camp is a maximum of 96 people.

Dangerous goods can be handled through the site providing the necessary licences are in place, and this work is typically conducted by specialist subcontractors employed directly by the site users / vessels.

2.2. OEMP Context

2.2.1. Purpose of the OEMP

The primary purpose of this Operational Environmental Management Plan (EMP) is to ensure activities at Nigg are undertaken in accordance with good environmental practice and to satisfy the requirements of the marine license in which the OEMP is conditioned.

The plan is developed to demonstrate that the pre-operational and start up operational conditions of approval have also been complied with.

2.3. OEMP Objectives

The objectives of the OEMP are to:

- Identify all appropriate environmental safeguards and demonstrate how they will be implemented on-site;
- Manage site activities effectively;
- Enable adverse impacts on the environment to be minimised;
- Provide for the conservation of the site's environment;
- Identify suitable emergency preparedness and response procedures;
- Provide details of complaints management procedures;
- Meet all requirements of relevant legislation and assist with ensuring compliance of the Project Approval; and
- Monitor and manage environmental impacts.

3. ENVIRONMENTAL MANAGAMENT

3.1. Health Safety, Environment & Quality (HSEQ) Policy

The business QHSE Policy and content of this manual is governed by the Global Energy Group Core Values, Policy Statements and the principles and ethics defined within them. Copy in Appendix 5.1

3.2. Applicable Legislation

The Port operations are conducted in accordance with relevant legislation. The legislative requirements are reviewed on a regular basis, and a legal register is maintained to document the requirements and controls adopted.

Appendix 5.2 is a copy of the Port of Nigg legal register.

3.3. Roles and Responsibilities

The senior leadership team, Directors and Senior Managers shall be responsible for:

- Providing Department Leads/ Project, Facility & Site Managers with the necessary financial, material and human resources to carry out operations in accordance with the requirements of this document within their areas of responsibility.
- Applying Risk Identification, processes as necessary during the decision-making process to identify hazards, prevent injury and control potential loss to ALARP.

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

- Applying management of change processes as necessary during the decision-making process to identify potential risks to Health, Safety, Environmental and Quality issues as well as Engineering processes and requirements.
- Communicating the importance of effective OHS management and directing and supporting persons to contribute to the development and maintenance of a safety, environmental and quality culture at Port of Nigg
- Promote the importance of recognising risk associated with change and managing changes effectively throughout the Business to mitigate and minimise such risks.
- Defining, Communicating and tracking Objectives and Targets to meet Corporate and Port of Nigg Strategic objectives

3.4. Competencies and Awareness

There is a company training matrix and competence matrix applicable to the staff at Port of Nigg – see Appendix 5.3 . Staff and contractors working at the site are required to complete the site induction course prior to commencing any work or activity at the Port of Nigg.

3.5. Communication

Communications on site are managed via a number of means.

Daily Operations meetings are conducted by the Port of Nigg Management, and there is also a weekly tenant liaison meeting conducted to plan the week's activities and identify any potential program clashes.

There is a Corporate HSE communications procedure that is implemented at the Port of Nigg – see Appendix 5.4

3.6. Documents and Records

All management system documents are controlled and held electronically within the IMS on the Port of Nigg Document Management System and the GEG Corporate SharePoint site (as applicable). The QHSE Representative in conjunction with the relevant Port of Nigg Director is responsible for review, revise and approval of any amendments to the QHSE management system documentation prior to revision and re- issue.

Relevant Port of Nigg Director in conjunction with the QHSE Representative shall be responsible for maintenance of the Operational procedures relevant to their specific area of responsibility and authority.

QHSE records shall be maintained and stored in a suitable environment to prevent damage, deterioration or loss and in such a way as to be readily retrievable.

Health & Safety Records

Where Statutory Health & Safety retention periods apply, such records shall be kept in accordance with the periods specified below.

Record	Retention Time
Employers Liability Insurance Certificates	40 years
Health records / Medical surveillance	40 years
LOLER Records	All records kept if item is in use
Incident reports & Investigations	Current year + 6 years
Riddor Reports	Current year + 6 years
Equipment Statutory Reports	Current year + 6 years
Atmospheric Monitoring	Current Year +6 years

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

Local Exhaust ventilation records	Current year + 6 years
PPE – Record of issue / maintenance / training	Current year + 5 years
Accident Book (BI 510 If Used)	3 years after last entry
H&S Policy	Until superseded
COSHH Assessments	Until superseded
Material Safety Data Sheets	Until superseded
Risk Assessments	Until superseded
Employee Training records	Duration of employment then archive
Fire Drills / Alarm tests / Emergency Lighting etc	Current year +2 years
List of First aiders	Until superseded
Working Time records	3 years
Drivers hours (tachograph)	12 months

Environmental Records

Where statutory retention periods apply for Environmental records, such records shall be kept for the minimum periods indicated below:

Discharge consents, permits and licences	30 years
Waste Transfer Notes	2 years
Special Waste Consignment Notes	3 years
Measurement and Monitoring records	5 years

HS&E records may only be destroyed with the permission of the QHSE representative.

3.7. Incidents and Complaints

Incident and complaints are recorded and stored in company systems (IGRIS) along with the investigation reports and any actions taken as a result.

3.8. Inspections and Audit

Daily Quayside and Monthly site HSE inspections are undertaken any findings are addressed immediately or raised via raising non-conformances or HOC cards.

Internal IMS audits shall be conducted to verify that the Integrated Management System continues to be effective and to

- Determine the effectiveness of the management systems in place.
- Determine compliance with the standards that the management systems are certified to.
- Identify opportunities for improvement.
- Ensure compliance with customer contractual requirements.
- Ensure compliance with the high-level Port of Nigg Corporate Management System.
- Ensure suppliers and sub-contractors are meeting the requirements of the company.

Types of audit

Audits can be:

- Internal – conducted in house by personnel employed by the company.
- External – usually conducted by an outside agency or certification body such as DNV, FPAL or Achilles UVDB and Port of Nigg, these will be recorded on the QHSE Internal Audit Schedule and Register.

  Client – Clients may as part of a Pre-Qualification Questionnaire or as part of the contract requirements conduct an audit on our management systems.
- Supplier – the company may conduct audits on suppliers and sub-contractors as deemed appropriate, the decision to audit a supplier or sub-contractor shall be based on risk e.g. suppliers deemed quality/safety critical or suppliers and sub-contractors that have supplied items/services that have failed to meet the requirements of the company.

The QHSE Representative at the commencement of each year will prepare the QHSE Internal Audit Schedule, the frequency and areas to be audited will be a risk-based approach that considers previous audit results along with feedback and accident statistics. The Directors approval for its implementation will then be obtained.

The QHSE Representative(s) shall appoint appropriate auditors who are independent of the work subject to audit and who are qualified to undertake audits.

The QHSE Internal Audit Schedule and Register, will be monitored on a regular basis to ensure its implementation; additional audits may be scheduled following a major change to any of the three QHSE Management systems, associated procedures or if a significant problem is identified.

Additional or unscheduled audits shall be carried out and recorded in the same way as scheduled audits.

3.9. Non-conformity Corrective and Preventative Action

Quality

The Quality Manager or their representative is responsible for the area of operation subject to the content of the non-conformity identified shall discuss the detail with the Operational Manager, Departmental Manager, or supervisor in whose area of authority the failure has occurred, together they shall agree suitable corrective action which may by any one or a combination of the following methods:

- Rework to meet the specified requirements
- Acceptable to client subject to concession
- Initiate Repair(s) as appropriate or correct the failure in process
- Quarantine Equipment or infrastructure unfit for purpose and appropriate corrective action instructions issued to remediate the failure(s) as required.
- Failed Equipment or materials for return to vendor shall be marked as such and held in an agreed marked up quarantine location pending return to the vendor.
- Material for scrapping will be clearly marked as such and held in an agreed marked up quarantine location pending disposal.

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

HS&E

The Head of HSEQ or their representative shall discuss the content of any HSE non-conformity with the project or departmental manager in whose area of authority the non-conformance has occurred, together they shall agree suitable corrective action which may by any one or a combination of the following methods:

- Prioritise making the area / equipment safe
- Repair or replace deficient items/infrastructure to meet the specified requirements
- Isolate the equipment
- Scrapping the item
- Improve environmental mitigation measures
- Re-assess competence of those concerned as to correct use of equipment
- Proceed subject to management authorisation
- Revise documentation/Process to include learning outcomes
- Communicate all relevant information to stakeholders

The appropriate Port of Nigg Director, HSE Manager or nominated representative shall ensure that full details of the non-conformity are described, including reference to work instructions, procedures, specifications, drawings or other relevant documentation in sufficient detail to outline root cause and appropriate measures designed to reduce any future occurrence.

The appropriate Port of Nigg Director, HSE Manager or nominated representative shall review the proposed corrective action to be taken to prevent a recurrence and sign the non-conformance report in the relevant section. If necessary, the non-conformance report shall be sent to the any interested party which may have a locus in the raising of the Non-Conformity, for review, approval and signature if appropriate.

The non-conformance report shall be distributed to the relevant stakeholders, the original shall be copied, the copy shall then be uploaded and electronically maintained within IGRIS, the original copy being retained by the Quality Manager.

The responsible Director and HSE Representative shall be responsible for ensuring timely close out of all non-conformance reports by verifying the effectiveness of the corrective and preventive action and when satisfied he shall sign off to confirm that the non-conformity has been closed-out.

Port of Nigg shall implement proactive preventive methods and activities to eliminate the causes of potential nonconformities. Verbal reporting of unsafe acts and conditions are the primary method used by PON Staff, but HOC cards are also available for use as required. Tenants typically telephone or e-mail PON management with any HSE concerns and these are then addressed directly by PON management.

The effectiveness of these activities will be evaluated and reported during management reviews.

When the potential for a nonconformity with an established practice is identified; unless it can be closed out immediately, it will be added to the Action Tracker. Any equipment related issues which cannot be closed out immediately will result in a PON-F-IMS-003 Non- conformance report being generated

3.10. Continual Improvement

To ensure Port of Nigg meet Global Energy's mid to long term strategies, the Port of Nigg business continuous improvement process is affected through the setting of annual Targets & Objectives which are reviewed regularly,

and once per year via an official management review. These objectives shall be cascaded down through all levels of the organisation.

The continuous improvement process is further supplemented through the following activities:

- Management Review
- Audit Process – Internal, External & Customer
- Facility investment and upgrades
- Employee Performance Appraisals & Training

3.11. OEDM Review

The OEMD shall be reviewed as part of the ongoing programme for the IMS.

4. ENVIRONMENTAL RISK ASSESSMENT AND IMPLEMENTATION OF MITIGATION MEASURES

4.1. Risk Assessment

Global Energy Nigg has assessed the environmental risks associated with activities that occur at Nigg East Quay in accordance with its organisational framework for risk and impacts management. The level of risk associated with each environmental aspect is qualitatively described in terms of its Impact (i.e., severity or consequence) and it's Likelihood (i.e., probability or frequency). The risk ratings used in this process are shown in Appendix 5.5

4.2. Surface Water and Sewage Management

The port has surface water drainage and sewage system including onsite sewage treatment. All discharges to the Cromarty firth are consented via CARS with SEPA. The consents have a compliance assessment of Excellent as of 2019. The East Quay utilises SuDS principles - by means of infiltration through a permeable surface, and the underlying permeable reclamation fill, providing treatment.

4.3. Noise Management

An operational noise management plan has been adopted and forms part of the Integrated Management System (IMS).

The plan is detailed in appendix 5.6

4.4. Waste Management

The Port of Nigg has a waste management procedure covering operational waste (Appendix 5.7). Any vessels berthing will utilise local competent waste handling providers via their shipping agent, to dispose of any wate offloaded.

4.5. Marine Ecology Environmental Management

4.5.1. General Observations

The Port of Nigg is located close to an area of special scientific interest and in an area full of natural beauty. We have a duty to conduct our operations in a manner sympathetic to the local flora and fauna.

Maintenance Dredging Activities

The conditions pertinent to maintenance dredging activities are listed within the relevant marine licence issued by Marine Scotland. All conditions of the licence must be met prior to, during and on completion of the works.

Dredging Disposal

Dredging disposal is conducted within the authorised disposal area at the mouth of the Cromarty Firth.

The conditions pertinent to dredging disposal activities are listed within the relevant marine licence issued by Marine Scotland. All conditions of the licence must be met prior to, during and on completion of the works.

A Bathymetric survey shall be conducted prior to and post the completion of the dredging disposal activities.

4.6. Marine Vessel Movements

The safe movement of vessels within the Cromarty Firth is controlled by the Port of Cromarty Firth, who provide pilotage services for all vessels entering and leaving the Firth. Close dialogue is maintained between the vessel captain and the pilot during the transit to and from the quayside and during the mooring operations at the quayside.

Dialogue between the Port of Nigg and the Port of Cromarty Firth takes place on a regular basis to ensure alignment of arrival and departure schedules, and to facilitate the safe and efficient movement of vessels to and from the Port.

Suitable fendering arrangements are provided by the Port of Nigg.

Linesmen and stevedoring services are provided by Global Port Services Scotland Limited, as these teams are experienced at operating within the port, and are familiar with the site Health, Safety and Environmental procedures within the port.

4.7. Emergency Preparedness and Response (incl spill response)

Port of Nigg (PON) has developed and implemented PON-02-OP-0002 Emergency Response Plan (ERP) that outlines the Company's commitments and arrangements for preparing for and responding to potential emergencies and dangerous occurrences on the premises.

The structure and content of the ERP is designed to comply with relevant standards and to reflect general good industry practice. A copy is in Appendix 5.8.

The Port of Nigg have a Spill Contingency Plan and equipment which covers Tier 1 spills and this document forms an annex of the wider Port of Cromarty Firth Spill Contingency Plan which covers Tier 2 & 3 spills and contingencies.

4.7.1. Incident and Emergency Notification and Reporting

Successful emergency response actions are dependent on accurate and reliable information, which also facilities post-emergency actions such as incident investigation.

To this end, formal systems are in place to ensure that all emergency response information is documented and subject to communication / information management protocols.

Emergency response reporting ensures that all details of the emergency are recorded accurately and reported appropriately. Reporting and recording of emergencies at the facility primarily involve:

- Reporting the emergency to the Group's Corporate Office
- Recording all incoming and outgoing communications during the emergency

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

- Recording of all significant events as they occur, including activities of the ERT and ERCT.
- Maintaining key information through the Command and Control Board

4.7.2. Emergency Response Information Report

Emergencies are officially reported to the Corporate Group by the Emergency Response Control Team PIC through completion and submission of the Emergency Response Information Report.

This form records key details of the emergency to allow the Corporate Group Team to provide appropriate support and information to the facility. Key details captured by the report include:

- Name of Person in Charge
- Nature and location of the emergency
- Operating condition, and the operations that were underway when the emergency occurred / commenced
- Details of any action(s) already taken to respond to the emergency
- Details of any evacuation or down-manning that has occurred
- Details of any known casualties / injured persons (IPs)
- Prevailing weather conditions
- Emergency services contacted / ETA
- Any other relevant information

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

5. APPENDICES

5.1. HSEQ Policy

THE PORT OF NIGG

QHSE
Policy Statement

Quality, Health, Safety & Environmental (QHSE) Policy Statement

The Senior Management of Global Energy Nigg Ltd, (trading as Port of Nigg) are committed to preventing any adverse impacts created from our work activities, namely:

- Injury or ill health to people;
- Harm to the environment;
- Property damage or poor service delivery to our clients.

We are committed to:

- Ensuring that the QHSE policy statement is appropriate to the purpose and context of the organisation and supports its strategic direction;
- Continual improvement of the OH&S, quality & environmental management system;
- The identification and elimination of workplace hazards;
- Complying with all applicable legal, regulatory and compliance obligations;
- Mitigation of the adverse impacts of foreseeable hazards through effective risk management controls;
- Creating safe and healthy working conditions for the prevention of work-related injury and ill health specific to the nature of our OH&S risks and opportunities.
- Providing an effective management system framework for setting QHSE goals and performance objectives in order to meet both client and stakeholder requirements;
- Effective communication, consultation and participation with stakeholders, employees and their representatives of our QHSE standards and performance;
- Creating a safe and healthy working environment that preserves the environment & prevent pollution
- Empowering all employees with the right to 'stop the job' if they consider it to be unsafe;
- Providing adequate information, instruction, training and supervision to ensure the health and safety of employees and others, and to develop a competent workforce;
- Providing adequate resources for the effective implementation of this QHSE policy;
- Ensuring actions are taken to resolve health and safety, Environmental and Quality management issues and concerns in a prompt and timely manner;
- Regular reviews of external and internal factors that affect the strategic direction of PON and that may impact on our ability to achieve our stated aims and objectives;
- Ensuring that the performance of external providers of services and supplies attain high quality, safety and environmental standards;

Port of Nigg management shall demonstrate visible QHSE leadership and commitment to this policy. Every employee shall comply with this policy and be proactive in safeguarding health and safety for themselves and others. This policy shall be reviewed regularly by the Port of Nigg Board of Directors and revised or updated as necessary.

[Redacted] [Redacted]

Port of Nigg **Port of Nigg**

PART OF THE GLOBAL ENERGY GROUP

Page 1
PON-01-IM-0001 | Version: 4.0
The master document is controlled electronically.
Printed or alternative versions are deemed to be uncontrolled copies.

5.2. Legal Register

LEGAL COMPLIANCE REGISTER.Rev04

Contents

1. CUSTOMER RELEVANT LEGISLATION/REGULATIONS

Note that this Register is neither prescriptive nor exhaustive. New regulations are produced regularly, and appropriate sources should be checked to update this Register.

Legislation/Regulation:	*Summary*	*Compliance*	*PON*	*GES*
Trade Descriptions Act 1968 The Consumer Protection from Unfair Trading Regulations 2008 and guidance document, March 2008	Checks to ensure that advertisements are accurate and not misleading.	We will ensure that advertising on its website or in any other form accurately reflects the services it can provide.	✔	✔
Copyright, Designs and Patents Act 1988 & The Copyright, Designs and Patents Act (Amendment) Regulations 2010 The Berne Convention- for the Protection of Literary and Artistic Works The Finance Act 2021 The Cancellation of Contracts made in a Consumer's Home or Place of Work Regulations 2008 The Consumer Protection (Distance Selling) Regulations 2000 The Unfair Terms in Consumer Contracts Regulations 1994 (as amended)	Understanding the customers' needs and any changes, ensuring that what has been offered can be realised.	We ensure that we determine, understand and record customer requirements by way of tenders, site assessments to ensure suitability and the company's capability to carry out the work, method statements are derived, and revisions are recorded to reflect customers' initial and changing needs.	✔	✔
The Finance Act 2021 The Public Contracts Regulations 2015 The Contracting-out Regulations 1987. Late Payment of Commercial Debt Act 1998. The Quality Contracts Schemes (Tendering Requirements) (England) Regulations 2009. The Sale and Supply of Goods to Consumers Regulations 2002.	Contracts and invoicing customers.	We ensure that contracts accurately reflect the customers' requirements and needs, and where applicable will review and revise conditions. Invoices for work will always be consistent with the contract terms.	✔	✔
The Finance Act 2020 The Hydrocarbon Oil Duties Act 1979 (HODA)	The Finance Act 2020 made changes to The Hydrocarbon Oil Duties Act 1979 (HODA) that amended sections that disallow a rebates for red diesel. From 1 April 2022, rebated diesel (known as red diesel) and rebated biofuels will no longer be allowed to be used as they are currently. You will only be able to use rebated fuel for specific purposes, when using certain allowed: machines vehicles vessels appliances If you will no longer be able to use rebated fuel, and you cannot change to a cleaner alternative, you'll need to use diesel or biofuel which the full rate of fuel duty has been paid for.	Ensure that by 1st April all red diesel tanks have been emptied, cleaned and filled with white diesel.	✔☐	✔☐
European Union (Withdrawal) Act 2018	On 27 June 2018, the European Union (Withdrawal) Act 2018 was published. The Act carries out the function of repealing the (European Communities Act 1972) https://www.legislation.gov.uk/ukpga/1972/68/contents and converting all EU law into UK law. It also preserves legislation made to implement EU obligations and allows for implementation of a withdrawal agreement.	The company must continue to ensure that it complies with its environmental and health and safety obligations which are derived from EU legislation, beyond the UK's exit from the EU on 29 March 2019. The company must also be aware that after the UK leaves the EU, changes could be made to such retained legislation.	✔	✔
The Environment (EU Exit) (Scotland) (Amendment etc.) Regulations 2019	These regulations address the deficiencies in Scottish legislation arising as the result of EU Exit, primarily around licensing and enforcement powers for SEPA and environmental standards. The Regulations also correct a number of cross references to EU legislation which require to be amended as a result of EU Exit.	The company must continue to ensure that it complies with its environmental and health and safety obligations which are derived from EU legislation, beyond the UK's exit from the EU on 29 March 2019. The company must also be aware that after the UK leaves the EU, changes could be made to such retained legislation.	✔☐	✔☐

5.3. Training Procedure and Matrix

GLOBAL ENERGY GROUP

Training

BMS-02-CORP-HR-0035

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

Job Title	Qualification / Experience	Job Description	Job Specification	Driving Licence	Accounting Qualification	Mechanical Qualification	Electrical Qualification	MEB/BHV / IOSH Certificate	Internal Auditor	Confined Space Entry	MEWP Operation	Manual Handling	Non-Licensed Asbestos Work	Asbestos Medical	Face Fit Test	Spill Response - On Scene Commander	Spill Response - MCA Level 2	Spill Response - MCA Level 1	Electrical Inspection and Testing	Port Facility Security Officer	Security Clearance Certificate	Shadow Screen Statement Assessment	COSHH Essential	Abrasive Blast Awareness	Asbestos Awareness	Control & Management of Legionella	Control of Noise Awareness	Certificate Awareness	Cyber Security	Drone Awareness	Environment Awareness	Eye Protection Awareness	Fire Wardens Awareness	General Data Protection Regulation	Internal Fraud	Leadership Development	Manual & Lifting Awareness	Risk Assessment Awareness	Slip Work Authority	Substance Misuse Notification and Testing Protocols	Substance Misuse Policy Awareness	Tax Evasion Facilitation	Working at Height Awareness	Help & Vaccination	Help & Vaccination
Operations Director		M	M	M						O		R			O	R	O					M	M		O	O		O	O	M	R	R			R	R	R			M	R	R	R	O			
Facilities Director		M	M	M						O		R			O	M	O	M		M	M	M			O	O		O	O	M	R	R			R	R	R			M	R	R	R	O			
Operations Manager		M	M	M			M			R	R	R			O	R	M		M			M	R		O	O		O	O	M	R	R			R	R	R	R	M	M	R	R	R	R			
Technical Manager		M	M	M						O		R	R		O	R	O	M				M			O	O	R	O	O	M	R	R			R	R	R		R	M	R	R	R	R			
Maintenance Manager		M	M	M						R	R	R	R	R	R		O					M			O	O	R	O	O	M	R	R			R	R	R	R	M	M	R	R		R			
Cost Controller		M	M	M	M							R										M								M		R			R	R	R			M	R	R	R				
Administrator		M	M	R								R										M								M		R		R	R	R				M	R	R					
Electrician		M	M	R			M			R	R	R	R	R	R		R		M			R	R		R	R	R	R	R		R	R	R		R	R		R	M	M	R	R		R			
Mechanical Fitter		M	M	M		M				R	R	R	R	R	R		R					R			R	R	R	R	R		R	R	R		R	R		R	M	M	R	R		R			
Maintenance Supervisor		M	M	R						R	R	R	R	R	R		R					R			R	R	R	R	R		R	R	R		R	R		R	M	M	R	R		R			
Maintenance Technician		M	M	R						R	R	R	R	R	R		R					R			R	R	R	R	R		R	R	R		R	R		R	M	M	R	R		R		R	R
Marine Operator		M	M	R						R	R	R	R	R	R		M					R			R	R	R	R	R		R	R	R		R	R		R	M	M	R	R		R			

M	Mandatory
R	Recommended
O	Optional

5.4. HSE Communications

GLOBAL ENERGY GROUP

HSE Communications

BMS-02-CORP-HS-0004

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

5.5. Risk Assessment

THE PORT OF NIGG

ENVIRONMENTAL ASPECTS & IMPACTS REGISTER

Global Energy Nigg Limited
Port of Nigg
Ross-shire
IV19 1QU

Aspects and Impacts		Occurrence			Controls			Residual Risk		
Environmental Aspects	Environmental Impacts	Normal	Emergency	Abnormal	Influence or Control	Preventive Measures	Corrective Measures	Severity	Likelihood	Significance
Air Emissions										
Exhaust fumes from employer's and contractor's vehicles and machinery	CO2 emitted contributing to global warming. SOx and NOx emitted to atmosphere	N			C	Vehicles and plant are regularly maintained and serviced according to manufacturer's recommendation. They shall also be switched off when not in use	Any vehicle emitting black smoke shall be shut down immediately and put for repair	2	5	10
CO2 Emissions from boilers	CO2 emitted contributing to global warming.	N			C	All boilers on site are included in regular maintenance programme.		2	4	8
Ozone Depleting Gases/Fluorinated Gases	Potential Ozone depleting impact from Air Con units			A	C	All AirCon units serviced regulalrly and certified company removes gases in controlled manner	Low level of gases on site not requiring significant resource.	1	2	2
Discharges to Water/Groundwater										
Leaks or spills of waste oil	If spilled, can contaminate land, contaminate groundwater and can pollute water courses. Oil spills can cause damage to fisheries and coastal habitats. Wildlife is extremely		E		C	Waste oil and new oil is stored in drums within a bunded area. Stored at least 10m from any watercourses and 50m from any borehole.	Emergency Response procedures in place. Spill kits available in appropriate areas. Employees trained in use of spill equipment.	4	3	12

PON-F-IMS-011 Page 1 of 10 Rev01

5.6. Noise Management Plan

Port Of Nigg Noise Management Plan

PON-02-IM-0021

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

5.7. Waste Management

Waste Management

PON-02-IM-0014

5.8. Emergency Preparedness and Response

Emergency Response Plan

PON-02-OP-0002

Contents

1. CUSTOMER RELEVANT LEGISLATION/REGULATIONS

Note that this Register is neither prescriptive nor exhaustive. New regulations are produced regularly, and appropriate sources should be checked to update this Register.

Legislation/Regulation:	*Summary*	*Compliance*	*PON*	*GES*
Trade Descriptions Act 1968 The Consumer Protection from Unfair Trading Regulations 2008 and guidance document, March 2008	Checks to ensure that advertisements are accurate and not misleading.	We will ensure that advertising on its website or in any other form accurately reflects the services it can provide.	✔	✔
Copyright, Designs and Patents Act 1988 & The Copyright, Designs and Patents Act (Amendment) Regulations 2010 The Berne Convention- for the Protection of Literary and Artistic Works The Finance Act 2021 The Cancellation of Contracts made in a Consumer's Home or Place of Work Regulations 2008 The Consumer Protection (Distance Selling) Regulations 2000 The Unfair Terms in Consumer Contracts Regulations 1994 (as amended)	Understanding the customers' needs and any changes, ensuring that what has been offered can be realised.	We ensure that we determine, understand and record customer requirements by way of tenders, site assessments to ensure suitability and the company's capability to carry out the work, method statements are derived, and revisions are recorded to reflect customers' initial and changing needs.	✔	✔
The Finance Act 2021 The Public Contracts Regulations 2015 The Contracting-out Regulations 1987. Late Payment of Commercial Debt Act 1998. The Quality Contracts Schemes (Tendering Requirements) (England) Regulations 2009. The Sale and Supply of Goods to Consumers Regulations 2002.	Contracts and invoicing customers.	We ensure that contracts accurately reflect the customers' requirements and needs, and where applicable will review and revise conditions. Invoices for work will always be consistent with the contract terms.	✔	✔
The Finance Act 2020 The Hydrocarbon Oil Duties Act 1979 (HODA)	The Finance Act 2020 made changes to The Hydrocarbon Oil Duties Act 1979 (HODA) that amended sections that disallow a rebates for red diesel. From 1 April 2022, rebated diesel (known as red diesel) and rebated biofuels will no longer be allowed to be used as they are currently. You will only be able to use rebated fuel for specific purposes, when using certain allowed: machines vehicles vessels appliances If you will no longer be able to use rebated fuel, and you cannot change to a cleaner alternative, you'll need to use diesel or biofuel which the full rate of fuel duty has been paid for.	Ensure that by 1st April all red diesel tanks have been emptied, cleaned and filled with white diesel.	✔	✔
European Union (Withdrawal) Act 2018	On 27 June 2018, the European Union (Withdrawal) Act 2018 was published. The Act carries out the function of repealing the (European Communities Act 1972) https://www.legislation.gov.uk/ukpga/1972/68/contents and converting all EU law into UK law. It also preserves legislation made to implement EU obligations and allows for implementation of a withdrawal agreement.	The company must continue to ensure that it complies with its environmental and health and safety obligations which are derived from EU legislation, beyond the UK's exit from the EU on 29 March 2019. The company must also be aware that after the UK leaves the EU, changes could be made to such retained legislation.	✔	✔
The Environment (EU Exit) (Scotland) (Amendment etc.) Regulations 2019	These regulations address the deficiencies in Scottish legislation arising as the result of EU Exit, primarily around licensing and enforcement powers for SEPA and environmental standards. The Regulations also correct a number of cross references to EU legislation which require to be amended as a result of EU Exit.	The company must continue to ensure that it complies with its environmental and health and safety obligations which are derived from EU legislation, beyond the UK's exit from the EU on 29 March 2019. The company must also be aware that after the UK leaves the EU, changes could be made to such retained legislation.	✔	✔

2. PERSONNEL SPECIFIC LEGISLATION/REGULATIONS

Note that this Register is neither prescriptive nor exhaustive. New regulations are produced regularly, and appropriate sources should be checked to update this Register.

Legislation/Regulation:	Summary	Compliance	PON	GES
Data Protection Act 1998 and the Data protection Act 2018 (updating to be in line with GDPR Regulations 2018) Freedom of Information Act 2000 Environmental Information Regulations 2004 Privacy and Electronic Communications (EC Directive) Regulations 2003 General Data Protection Regulations 2018	Protection of data for security of person identification.	We will ensure that our staff and customers assets are protected, preserved, and be securely transmitted.	✔	✔
Employment Rights Act 1996 Inc amendments made on the 6th of April 2020 The Parental Bereavement (Leave and Pay) Act 2018 (Commencement) Regulations 2020	Maintaining employee rights to fair and consistent rights.	Contracts supplied to employees; advice sought as required.	✔	✔
Working Time Regulations 1998 & 2003 http://www.hse.gov.uk/contact/faqs/workingtimedirective.htm	Controls in the office.	Contracts of employment in place. WTR monitoring and opt out where appropriate.	✔	✔
Working Time (Coronavirus) (Amendment) Regulations 2020 SI 2020/365	Temporary regulations to allow previously furloughed employees to take residual annual leave over next two years where COVID-19 has meant that holiday cannot be taken in leave period.	Communication to organisation.	✔	✔
Health and Safety (Consultation with Employees) Regulations 1996	Consultation with employees in good time on matters relating to their health and safety at work.	All personnel complete an e learning induction module and are issued copy of the site rules. Additional specific worksite familiarisation is carried out by Supervision.	✔	✔
Safety Representatives and Safety Committees Regulations 1977	Safety representatives.	We assign a safety representative for each specific business unit.	✔	✔
Employers' Health and Safety Policy Statements (Exception) Regulations 1975	Health & safety Policy.	We maintain a H&S Policy that is reviewed annually.	✔	✔
ACAS Code of Practice 1, Disciplinary and Grievance Procedures, 2009.	Employee rights.	We maintain a company policies and procedures for example, disciplinary procedure BMS-02-CORP-HR-0018 and grievance procedure BMS-02-CORP-HR-0017	✔	✔
Borders, Citizenship and Immigration Act 2009, and The Borders, Citizenship and Immigration Act 2009 (Commencement No.3) Order 2014 Immigration, Asylum and Nationality Act 2006 The Immigration, Nationality and Asylum (EU Exit Regulations) 2019	Verification and eligibility to work.	All employees will be checked for eligibility to work via a recruitment and selection procedure BMS-02-CORP-HR-0002.	✔	✔
Employment Act 2002	General rules on employment including statutory maternity/paternity and adoption leave, dispute resolution, dismissal, and contractual obligations.	We ensure all employees receive a contract of employment containing all requirements.	✔	✔
The Pensions Act 2014	Provision of pensions to eligible employees.	Pensions will be provided to employees in accordance with the Act.	✔	✔
The National Minimum Wage Regulations 2015 & The National Minimum Wage (Amendment) Regulations 2020	Provisions of fair pay for workers.	All employees will be paid equal to or above minimum wage.	✔	✔
HMRC, CWG2 (2012), Employer Further Guide to PAYE and NICs	Pay for employees with regard to tax and national insurance.	We ensure that all salaries, wages, and pay are made in accordance with statutory governance.	✔	✔
The Equal Pay Act 1970	Equality of pay between personnel.	Pay between genders will be monitored by to ensure Compliance.	✔	✔
Equality, Diversity and The Equality Act 2010 The Sex Discrimination Act 1975 Race Relations Act 1976 Disability Discrimination Act 1995 Employment Equality (Religion or Belief) Regulations 2003 The Employment Equality (Sexual Orientation) Regulations 2003 and 2007 The Employment Equality (Age) Regulations 2006 The Equality Act 2006, and the Equality Act 2010 International Development (Gender Equality) Act 2014	Rights of all personnel not to be discriminated against.	We will uphold all laws and ensure all personnel are treated fairly and equally regardless of any discriminating features or stereotypes.	✔	✔
The Agency Worker Regulations 2010	Entitles agency workers to receive the same pay and basic working conditions as direct recruits once they have completed 12 weeks' continuous service working in the same role & from the 6 April 2020 all agency work-seekers must be provided with a key facts statement setting out the terms under which they will undertake the work.	Agency staff are paid at the same rate as employees as applicable.	NA	✔
Holidays with Pay Act 1938- Working Time Regulations 1998 & The Working Time Regulations 1998 (Amendment) Order 2006	From 6 April 2020, the holiday pay reference period will increase from 12 weeks to 52 weeks. Employers will be required to look back at the previous 52 weeks where a worker has worked and received pay, discarding any weeks not worked or where no pay was received, to calculate the average weekly pay.	Holidays are calculated in accordance with law and are written into contracts.	✔	✔

Parental Bereavement (Leave and Pay) Act 2018	Bereaved parents will have the right to two weeks of leave following the loss of child under the age of 18, or a still birth after 24 weeks of pregnancy. Details of the new entitlement and those who will qualify will be set out in separate regulations. Bereaved parents will be entitled to take their leave in one two-week block or in two separate blocks of one week. The leave must be taken before the end of a period of at least 56 days beginning with the date of the child's death. Bereaved parents employed with a minimum of 26 weeks' continuous service will also be entitled to receive statutory parental bereavement pay. Those with less than 26 weeks' continuous service will be entitled to take two weeks of unpaid leave.	We will provide parental bereavement leave in accordance with the new regulations.	✔	✔

3. HEALTH AND SAFETY IN THE WORKPLACE LEGISLATION/REGULATIONS

Note that this Register is neither prescriptive nor exhaustive. New regulations are produced regularly, and appropriate sources should be checked to update this Register.

Legislation/Regulation:	Summary	Compliance	PON	GES
The Health and Safety at Work Act 1974	Sets out the general duties that employers and the self-employed have towards employees and members of the public, and the duties that employees have to themselves and to each other.	OH&S Management system, Training Matrix, Job descriptions competence checking, Risk Assessments, Controls and Induction, Safety Briefings, Toolbox Talks.	✔	✔
Management of Health and Safety at Work Regulations 1999	Requires employers to carry out risk assessments, make arrangements to implement necessary measures, appoint competent people and arrange for appropriate information and training.	Risk registers to incorporate all activities, risks associated and mitigation methods and pre project risk assessments to identify extraordinary risks.	✔	✔
Manual Handling Operations Regulations 1992	Covers the moving of objects by hand or bodily force.	Manual handling Risk assessments and training provided by company where applicable.	✔	✔
The Prohibition of Smoking in Certain Premises (Scotland) Regulations 2006	Prohibits smoking in confined spaces and at the workplace.	We have a smoking at work policy statement BMS-01-CORP-HS-0006 which extends to all vehicles and company premises. Signage is displayed as per the requirements.	✔	✔
Personal Protective Equipment at Work Regulations 2022	Requires employers to provide appropriate protective clothing and plant for their employees and contractors	We undertake RA for PPE requirements specific to task requirements and provides required PPE to personnel where appropriate. PPE policy is in force.	✔	✔
Provision and Use of Work Equipment Regulations 1998	Requires that equipment provided for use at work including machinery is safe.	RAMS as appropriate, training for personnel.	✔	✔
Workplace (Health, Safety and Welfare) Regulations 1992	Covers a wide range of issues such as ventilation, heating, lighting, seating and welfare facilities.	We maintain personnel welfare facilities through pre assessment of work sites to ensure suitable environment. Monitoring and best practice housekeeping techniques enforced by us.	✔	✔
Employers' Liability (Compulsory Insurance) Act 1969	Requires employers to take out insurance to cover their liability for accidents and ill health sustained by their employees.	We maintain Employer's liability Insurance in line with this Act. We have an indemnity limit of 20 million.	✔	✔

Health and Safety (First Aid) Regulations 1981	Covers requirements for first aid.	Provision of first aid trained personnel as applicable to operational value required, first aid kits provided, suitable for employee numbers and contents checked regularly for amount and expiry.	✔	✔
Health and Safety Information for Employees (Modifications and Repeals) Regulations 1995	Requires employers to display a poster (or provide a leaflet) telling employees what they need to know about health and safety.	HSE posters displayed in relevant locations.	✔	✔
The Health and Safety (Consultation with Employees) Regulations 1996 (as amended)	Requires employers to consult with employees on matters of safety including new equipment & systems for work, changes in laws, dangers, and consequences.	We consult with all employees and subcontractors as applicable prior to commencing any work through induction, safety meetings, and through proactive encouragement of suggestions.	✔	✔
Safety Representatives and Safety Committees Regulations 1977 (as amended)	For organisations where the employer recognises trade unions and trade unions are recognised for collective bargaining purposes.	We do not currently have or recognise a trade union for collective bargaining.	✔	✔
Electricity at Work Regulations 1989	Requires people in control of electrical systems to ensure they are safe to use and maintained in a safe condition.	Electrics are installed by competent Electricians- PAT testing where applicable for office/ tools and electrical equipment.	✔	✔
Health and Safety (Training for Employment) Regulations 1990	Sets out how certain people being trained for employment should be treated for the purposes of health and safety law	All personnel are inducted to the company and its H & S policies and procedures, undertake regular internal E- Learning training as appropriate to position.	✔	✔
Construction (Design and Management) Regulations 2015	Covering safe systems of work on construction sites	Each area is pre assessed for work requirements. In addition, license to occupy agreements are in place with tenants.	✔	✔
Control of Substances Hazardous to Health Regulations 2002	Requires employers to assess the risks from hazardous substances and take appropriate precautions.	Policy procedures on site & COSHH risk assessments for substances used by personnel.	✔	✔
EH40/2005 (Updated to 4th Edition)	The HSE published a revised version of EH40/2005 which detailed some new and revised Workplace Exposure Limits for 13 carcinogenic substances which came into force from 17th January 2020	COSHH assessments checked regularly. Face fit testing is conducted onsite for personnel.	✔	✔

REACH Enforcement Regulations 2008 SI 2008/2852 & Regulation (EC) No 1907/2006 concerning the Registration, Evaluation, Authorisation and Restriction of Chemicals (REACH)	Companies are required to identify and manage the risks present by substances they manufacture and market in GB. They must be able to demonstrate how the substance can be used safely and they must communicate the risk management measures to the users.	We do not manufacture substances, for placement on the EU or GB market. We do manage substances used and supplied by our company via safe systems of work and risk assessment	NA	NA
The REACH etc (Amendments etc.) (EU Exit) Regulations 2019	Changes to REACH Regulations to omit EU references & European Chemicals Agency references and substitute communities with UK- and amendments to enforcing authority to be HSE as of 01/01/21	To review changes that may apply.	NA	NA
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013	Requires employers to report and keep records of work-related accidents which cause death, serious injuries, diagnosed cases of certain industrial diseases and certain dangerous occurrences.	BMS-02-CORP-HS-0007 on the Integrated management system for reporting and notifying third parties.	✔	✔
Dangerous Substances and Explosive Atmospheres Regulations 2002	Preventing or limiting the harmful effects of fires, explosions and similar energy-releasing events and corrosion to metals	Pre-assessment of project sites with site specific method statements to control hazards where applicable.	NA	NA
The Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2009	Regulates the transport and labelling of cylinders used for the transportation of pressurised gas.	We do not transport dangerous goods. A third party is contracted. Transportation notes are completed by employees prior to transportation e.g. dangerous goods declaration.	NA	✔
Pressure Systems Safety Regulations 2000	Imposes safety requirements in relation to pressure systems used or intended to be used at work.	Ensuring the specific technical, conformity assessment, CE/UKCA marking and 'Declaration of Conformity' requirements for pressure equipment to be placed into a workplace or when using pressure equipment as work equipment.	NA	✔
Pressure Equipment Regulations 1999	Imposes safety requirements on the manufacturing or placing into service or on the market safe pressure equipment	Ensuring the specific technical, conformity assessment, CE/UKCA marking and 'Declaration of Conformity' requirements for 'pressure equipment to be placed into service'. Hydrostatic Testing is carried out in accordance with the maintenance schedule	NA	NA

Fire Scotland act 2005 Fire Safety Regulations 2006	Fire Safety in the workplace	All work sites are assessed for the safety of personnel and subcontractors in relation to fire prior to work realisation. The main office premises are subject to a fire risk assessment conducted by competent persons. Drills conducted regularly. Provision of Fire trained personnel and Fire equipment.	✔	✔
Legionnaires disease The control of legionella bacteria in water systems 2013	To ensure the Port of Nigg identifies and assesses potential risk to employees and stakeholders of legionella bacteria in its water systems.	Sentinel taps are checked on monthly basis of Port of Nigg facilities to ensure the correct temperatures of cold and hot are reached as per procedure: PON-02-FC-0002 Legionella Risk Management. Furthermore Legionella training is provided for those responsible for ensuring mitigation measures are implemented.	✔	NA
Lifting Operations and Lifting Equipment Regulations 1998 (S.I. 1998/2307)	Lifting operations and lifting equipment	Only competent operators are permitted to use lifting equipment. Training for personnel where appropriate, lifting equipment and accessories tested as per regulations	✔	✔
Control of Vibration at Work Regulations 2005 (S.I. 2005/1093)	Vibration assessment and prevention of ill health through vibration	Vibration assessments carried out on applicable tools/equipment and tag displayed as appropriate for personnel use. Exposure is recorded on personnel HAVs handbooks.	✔	✔
Health and Safety (Safety Signs and Signals) Regulations 1996 (S.I. 1996/341)	Safety Signs	Risk assessments are undertaken to identify areas of risk. Signage is placed in areas of risk, and/or where guidance in the event of an emergency may occur.	✔	✔
Construction (Head Protection) Regulations 1989	Suitable head protection is supplied to employees to ensure head protection against foreseeable risks	Head protection is issued on a standard PPE for all employees dependent on discipline. For example, rope access personnel wear Petzl style hard hats with a fitted adjustable chin strap when working at height.	✔	✔
Health and Safety (Display Screen Equipment) Regulations 1992 (S.I. 1992/2792)	Offices- users of DSE equipment	DSE assessments carried out by all PC users. Voucher scheme available for eye tests for office workers.	✔	✔
Control of Noise at Work Regulations 2005 (S.I. 2005/1643)	Preventing workplace Noise related injury or ill health	Identification of areas of risk- Pre assessment of location noise risks. Hearing protection provided, signage for ear protection required is displayed in all relevant areas.	✔	✔
Health and Safety (Enforcing Authority) Regulations 1998 (S.I. 1998/494)	Local authorities	Permits and Licenses issued as required for activities through council authorities where applicable	✔	✔

Management of Health and Safety at Work and Fire Precautions (Workplace) (Amendment) Regulations 2003 (S.I. 2003/2457)	Fire Risks- Prevention and Precautions	Fire detection methods and regularly serviced equipment for firefighting in place. Personnel fire trained in awareness/prevention and firefighting PTW and emergency fire procedures in place as appropriate.	✔	✔
Gas Act 1995	Ensuring the separate licensing of gas suppliers, gas shippers and public gas transporters	Checks for license requirement to ensure competence and qualification for those transporting and supplying gas and or working on Gas appliances or equipment	NA	NA
Gas Safety (Installation and Use) Regulations 1998	Gas Appliances and Uses	Checks to ensure the workmanship, resources, competence, and qualification for those working on or installing Gas appliances or equipment- we currently do not have gas installed to our property	NA	NA
Petroleum Act 1962	An act to provide for the acquisition of right of user in land for laying pipelines for the transport of petroleum and minerals and for matters connected there with.	Marine gas oil transported by a third-party company onto site for bunkering operations (Simpsons oils).	NA	NA
Work at Height Regulations 2005 (S.I. 2005/735)	Falls from height-drops from height, also see ROPE ACCESS REQUIREMENTS	RAMS where avoidance is not possible, safety equipment provided and serviced, competence assessed.	✔	✔
Confined Spaces Regulations 1997 (S.I. 1997/1713)	Confined spaces	RAMS and PTW system in place where confined space working may be required	✔	✔
Control of Major Accident Hazards Regulations 2015 (S.I. 2015/483) Heavy Fuel Oil (Amendment) Regulations 2014 (S.I. 2014/162)	COMAH & Amendments to include Heavy Fuel Oil to COMAH/ Planning (Hazardous Substances) Regulations 1992	We do not store hazardous materials to the quantities required for COMAH enforcement. This regulation is recorded for reference only	NA	NA
Control of Asbestos Regulations 2012 (S.I. 2012/632)	Asbestos at work	There is asbestos present on our site. Asbestos management plan is in place. Provision of asbestos awareness training to staff and refresher where exposure is possible. Control of Asbestos PON-02-FC-0004.	✔	NA
Coronavirus (Scotland) Act 2020	Protection of health against Covid-19.	Risk assessment conducted at projects, inclusion in safety meetings and planning of projects. Monitoring of government information and guidance. Follow the business continuity plan.	✔	✔

4. ENVIRONMENTAL LEGISLATION/REGULATIONS

Note that this Register is neither prescriptive nor exhaustive. New regulations are produced regularly, and appropriate sources should be checked to update this Register.

Legislation/Regulation:	Summary	Compliance	PON	GES
GENERAL				
Environmental Protection Act 1990 (as amended)	The Environmental Protection Act 1990 defines, within England, Wales and Scotland, the fundamental structure and authority for waste management and control of emissions into the environment. There are parts I-VII. Covering Waste, Air / Land and Water emissions, statutory nuisance, creation of SEPA and Conservation bodies.	Requirements detailed in other legislative instruments	✔	✔
The Environment Act 1995 (as amended)	This Act set up the Environment Agency (EA) in England and Wales and Scottish Environment Protection Agency (SEPA) in Scotland, to protect the environment and manage resources. Sets duties and powers with regards to air, water, waste, contaminated land drainage etc.	Requirements detailed in other legislative instruments	✔	✔
The Environment Act 2021	5 Parts applicable in Scotland Environmental governance – policy of statement on Env principles Waste and Resource efficiency – Producer responsibility, Resource efficiency Air Quality and Environmental Recall – Recall of motor vehicles Water – Solway Tweed regulations Nature and Biodiversity	Some areas indirectly applicable to the organisation by the Scottish Government developing new regulations	✔	✔
AIR, NOISE				
Clean Air Act 1993	The Clean Air Act 1993 provides a comprehensive control mechanism for the protection of the environment from smoke, dust and fumes. Controls air pollution on site by restricting or prohibiting certain emissions to air. Prohibits dark smoke to be emitted from any building (but particularly trade or industrial premises) either from a	Only burn allowed fuels and no burning of waste on site, areas we operate in are not in smoke control zones.	✔	NA

	chimney or the land (i.e. fires etc). Gives power to local authorities to establish smoke control area			
Control of Pollution Act 1974 40 Part III (As amended)	Sets out local authorities' duty to inspect and exercise powers concerning noise abatement zones, and the process for dealing with excess noise and noise from construction sites.	We work with any/all authorities to prevent excessive noise and nuisance from our operations.	✔	NA
The Antisocial Behaviour (Scotland) Act 2004	Amends the Noise Act 1996, the COPA 1974 and EPA 1990 and extends powers for local authorities to clean up the environment, and applies controls over noisy premises, advertisements and waste.	We work with any/all authorities to prevent excessive noise and nuisance from our operations.	✔	NA
Clean Neighbourhoods and Environment Act 2005	The Act contains a range of measures designed to improve the quality of the local environment. Introduces additional noise, litter and waste controls including site waste management plans, and classifies artificial lighting and insects as statutory nuisances.	We work with any/all authorities to prevent excessive noise and nuisance from our operations	✔	✔
Noise Emissions in The Environment By Equipment For Outdoors Regulations 2015 (As Amended)	Establishes maximum noise levels for equipment used outdoors, mainly in construction and land maintenance, such as generators, lawn mowers, compaction machines and concrete breakers.	Any equipment purchased will have maximum noise levels.	✔	✔
The Control of Noise (Codes of Practice for Construction and Open Sites) (Scotland) Order 2002	the Code of Practice for basic information and procedures for noise and vibration control, numbered BS 5228: Part 1: 1997 incorporating Amendment No. 1, which came into effect on 15 April 1999 (and which is concerned, amongst other things, with the carrying out of works to which section 60 of the Control of Pollution Act 1974 applies);	Additional Db monitor purchased 2021. Managed and Monitored by company management system. Noise Management plan.	✔	✔
The Pollution Prevention and Control (Scotland) Regulations 2012 amended 2016	Enact the IPPC Directive in Scotland and were made under the Pollution Prevention and Control Act 1999. The Regulations specify the types of activities covered by the Regulations (i.e. a range of industrial activities including certain waste disposal activities) and the procedures that must be applied when regulating these activities including provisions for dealing with	Required for activities in relation to VOC's.	NA	✔

	applications, the contents of permits issued under the Regulations and the system of appeals. As well as incorporating the requirements of the IPPC Directive, the PPC Regulations incorporate other activities previously prescribed under the Environmental Protection Act 1990 and the Prescribed Processes and Substances Regulations 1991. 2014 - adding energy efficiency 2016 -Inclusion of fuel stations 2017 – industrial emissions directive			
WATER				
Water Resources Act 1991	Protection of water resources from pollution, water supply. The facility does not cause or knowingly permit the discharge or entry of poisonous, noxious or polluting matter, waste matter or trade or sewage effluent into inland freshwaters, coastal waters or relevant territorial waters except under and in accordance with an Environmental Permit.	Precautions in place to minimise. Potential to contaminate/pollute surrounding waters. Environmental Consents in place for qualifying discharges Pollution Prevention and control procedure	✔	✔
Groundwater Regulations 1998 (As amended)	These Regulations complete the implementation of the Groundwater Directive (Council Directive 80/68/EEC) for England, Wales and Scotland. They supplement regulation 15 of the Waste Management Licensing Regulations 1994 and existing water pollution legislation. Empowers the Environment Agency in England and Wales and SEPA in Scotland to prevent direct or indirect discharge of certain dangerous substances to groundwater and control pollution resulting from the discharge of those and other substances.	Precautions in place to minimise. Potential to contaminate/pollute surrounding waters. Environmental Consents in place for qualifying discharges Pollution Prevention and control procedure	✔	✔
Water Environment and Water Services (Scotland) Act 2003 (As amended)	Sets out the duties and powers of public authorities to protect the water environment and to regulate potential polluting activities and sets up river basin management districts.	Controls in other legislative instruments	✔	NA

The Water Environment (Consequential and savings provisions) (Scotland) Order 2006	The purpose of those provisions is to make the existing legislative framework which regulates the water environment consistent with the new regulatory regime contained in the 2003 Act and the 2005 Regulations.	Controls in other legislative instruments	✔	NA
The Water Environment (Miscellaneous)(Scotland) Regulations 2017	The Regulations amend existing general binding rules in Water Environment (Controlled Activities) (Scotland) regs, (GBRs) 3, 9 to 13, 15, 17 to 20, 23 and 24, and inserts new GBRs 25 to 28.	All relevant discharge consents are in place.	✔	✔
The Water Environment (Controlled Activities) (Scotland) Regulations 2013 as amended	These Regulations amend the Water Environment (Controlled Activities) (Scotland) Regulations 2011 ("the principal Regulations").	All relevant discharge consents are in place.	✔	NA
The Water Environment (Oil Storage) (Scotland) Regulations 2006	Sets out standards for the design and installation of oil storage containers.	Pollution Prevention and control procedure (GES and PON)	✔	✔
WASTE				
The Waste (Scotland) Regulations 2012 as amended	Waste generated by the business must be stored, transported, handled and disposed of in accordance with the requirements of this legislation Requires producers to take all reasonable steps to ensure the separate collection of dry recyclable waste from Jan 2014 and, for food businesses, separate collection of food waste from food businesses from Jan 2014. Prohibits the deposit of food waste to public drain or sewer from Jan 2016. Requires producer to ensure the quality of recyclable material sufficient to promote recycling. Allows transfer notes to be in electronic format provided they are legible and able to be referenced.	Waste management procedure (GES and PON) Pollution Prevention and control procedure (GES and PON)	✔	✔
Control of Pollution (Amendment) Act 1989	The main features of this Act are provisions for the registration of carriers of controlled waste and the introduction of a procedure to help the EA / SEPA to	Waste management procedure (GES and PON) Pollution Prevention and control procedure (GES and PON)	✔	✔

	control fly-tipping. Provisions are implemented through the Regulations. Requires carriers of controlled waste to register with the Environment Agency or SEPA and outlines the penalties (including seizure and disposal) for vehicles shown to have been used for illegal waste disposal. Waste generated by the business must be stored, transported, handled and disposed of in accordance with the requirements of this legislation			
The Controlled Waste (Registration of Carriers and Seizure of Vehicles) Regulations 1991 (1991 No. 1624)	These regulations establish a registration scheme for waste carriers and make it a criminal offence to transport waste without being registered. Waste carriers need to be licensed with SEPA.	Waste management procedure (GES and PON) Pollution Prevention and control procedure (GES and PON) Waste must only be transferred to organisations holding a waste carrier licence. A copy of this licence (or the licence details) must be obtained and verified with SEPA.	✔	✔
Waste Management Licensing Regulations (Scotland) 2011 (As amended)	These Regulations consolidate the waste management licensing and exemption system. The Regulations require a waste management licence for the deposit, keeping, treatment or disposal of industrial, commercial or household waste in or on land. The new 2011 Regulations make some alterations to exemptions from waste management licensing and removes the need for licence holders to have a certificate of technical competence. The 2016 amended - exemptions for WML - removing waste tyre exemption Adds new exemptions. Consolidates the Waste Management Licensing Regulations 1994 and amendments. Removes need for license holders to have a certificate of technical competence. Requires businesses carrying their own waste to register as Professional Carriers and Transporters of Waste. 2016 amendment relates to waste tyre exemptions.		✔	NA

Waste Electrical and Electronic Equipment Regulations 2015 (As amended)	Aim to combat the rapid growth of waste electronic and electrical equipment (WEEE) and its impact on the environment due to its hazardous content. Measures are established for its treatment, reuse, recovery and recycling. From 1 January 2019, the scope of WEEE covered by the Regulations changes, incorporating a wider range of products.	Waste management procedure (GES and PON) Pollution Prevention and control procedure (GES and PON) WEEE is disposed/recycled of via approved waste carriers.	✔	✔
The Waste Management Licensing Amendment (Waste Electrical and Electronic Equipment) (Scotland) Regulations 2007	They do so by amending the Waste Management Licensing Regulations 1994 ("the 1994 Regulations") to facilitate the grant or variation of waste management licenses in respect of WEEE.	Waste management procedure (GES and PON) Pollution Prevention and control procedure (GES and PON)	✔	NA
The Waste Batteries (Scotland) Regulations 2009	Establishes a legal framework and schemes for collecting, treating and recycling portable, industrial and vehicle batteries. Applies to all types of batteries except when used for military and space equipment. Waste batteries must be segregated from other waste types and disposed of by an authorised contractor. It is an offence to send untreated waste industrial and vehicle batteries to landfill, or for incineration.	Waste management procedure (GES and PON) Pollution Prevention and control procedure (GES and PON) Waste batteries of all types must be segregated from other waste streams and disposed of separately by an approved waste contractor.	✔	✔
The Animal By-Products (Scotland) Regulations 2003 (SI 2003/411)	The Regulation lays down strict animal and public health rules for the collection, transport, storage, handling, processing and use or disposal of all Animal By-Products.	Waste management procedure (GES and PON) Pollution Prevention and control procedure (GES and PON)	✔	NA
The Landfill Tax (Scotland) Act 2014 (Commencement No. 1) Order 2014	Since 07-11-14 Scottish Ministers have been able to define the landfill Tax rates in Scotland. 2020-21 = £94.15/t 2021-22 = £96.70/t 2022-23 = £98.60/t	Cost of waste disposal to landfill increasing each year.	✔	✔
The Special Waste Regulations 1996	Instead, SEPA tracks the movement of special waste through a consignment note system. This ensures that waste is responsibly managed from its point of origin until it reaches an authorised recovery or disposal facility. SEPA must be pre-notified, at the office local to the destination of the waste, at least three working days, and	Waste management procedure (GES and PON) Pollution Prevention and control procedure (GES and PON)	✔	✔

	not more than one month, before special waste is moved in Scotland, or imported into Scotland from England or Wales. For waste produced in Scotland, a consignment note must be used that contains a unique Scottish code. The codes and consignment notes can be obtained from SEPA. The consignment note must include: details of your premises including address and postcode; the unique code; details of everyone involved with the movement of the waste; an accurate description of the waste. All hazards and hazardous properties associated with the special waste on the consignment note must be identified. A consignment note must be kept for three years.			
Special Waste Regulations 2004 (As amended)	Provides a definition of 'special waste' in Scotland, to cover all hazardous waste, and regulates waste carriers by requiring them to complete and keep consignment notes.	Waste management procedure (GES and PON) Pollution Prevention and control procedure (GES and PON)	✔	✔
The Special Waste Amendment (Scotland) Regulations 2004	Amends the 2004 regulations, defines special waste and sets out controls on labelling, packaging and separating it. Requires consignment notes to be used when special waste is transferred and producers to keep registers of documents for at least 3 years. Requirement to have a special waste register and cross border consignment, application of the regulations to domestic asbestos waste.	Waste management procedure (GES and PON) Pollution Prevention and control procedure (GES and PON)	✔	✔
The Waste (Meaning of Hazardous Waste and European Waste Catalogue) (Miscellaneous Amendments) (Scotland) Regulations 2015	These Regulations amend various enactments to effect changes as a consequence of directive changes The Regulation amends the Directive by replacing Annex III (properties of waste which render it hazardous) to the Directive. The 2000 Decision sets out a list of wastes known as the European Waste Catalogue.	Waste management procedure (GES and PON) Pollution Prevention and control procedure (GES and PON)	✔	✔
Environmental Protection (End of Life Vehicles) Regulations 2003 as amended 2010 and End-Of-Life Vehicles (Producer Responsibility) Regulations 2005 as	Transposes EC Directive 2000/53/EC on end of life vehicles into UK law. Imposes obligations upon producers of vehicles regarding substances used in production and costs of disposal in addition to outlining controls for the	GES / PON has a duty to ensure its ELV are correctly salvaged and disposed of Waste management procedure (GES and PON) Pollution Prevention and control procedure (GES and PON)	✔	✔

amended 2010	salvage and disposal of ELV. The End-of-Life Vehicles (Producer Responsibility) Regulations 2005 updated the 2003 regulations to require producers to take back end-of-life vehicles (ELVs) free of charge from 1 January 2007. 2010 update refers to sale of parts			
The Environmental Protection (Duty of Care) (Scotland) Regulations 2014	Revokes the Environmental Protection (Duty of Care) Regulations 1991. Provides that persons transferring and receiving waste must, at the same time as the written description of waste is transferred, complete and sign a transfer note in respect of the waste. outlines the required content of transfer notes. Requires the retention of the transfer note for at least two years. Requires persons to produce the document (or a copy) to SEPA or to a waste collection authority on request.	Waste management procedure (GES and PON) Pollution Prevention and control procedure (GES and PON)	✔	✔
Environmental Regulation (Enforcement Measures) (Scotland) Order 2015.	On 12 November 2015, the Scottish Environmental Protection Agency (SEPA) was granted the power to impose either fixed or variable monetary penalties on businesses that commit certain environmental offences. The amount of the fine depends on the category of offence. The fines are: - £300 if the penalty for the offence is rated "LOW"; - £600 if the penalty for the offence is rated "MEDIUM"; and - £1000 if the penalty for the offence is rated "HIGH".	PON/GES need to ensure waste paperwork is correct, each error can incur £300 penalty. Waste management procedure (GES and PON) Pollution Prevention and control procedure (GES and PON)	✔	✔
The Merchant chipping (Port waste reception facilities) regulations 2003 (as amended)	Every harbour authority and terminal operator shall provide waste reception facilities adequate to meet the needs of ships normally using the harbour or terminal in question without causing undue delay to ships.	There are local waste providers (highland waste services, Taylors industrial waste and Denholm Environmental) that service vessels berthing at Nigg.	✔	NA

ENVIRONMENTALLY IMPACTFUL SUBSTANCES				
Regulation on Substances that deplete the Ozone Layer 2009 EC/1005/2009	These Regulations relate to the control of a number of substances that are known to deplete the ozone layer. The regulations affect users, producers, suppliers, maintenance and service engineers and those involved with the disposal of ozone depleting substances (ODS). The requirements of the Regulations include the need to: · Keep records for systems containing 3 kg or more of ODSs (HCFCs); · Complete regular leak checks on equipment containing ODSs; · Label stationary refrigeration and air-conditioning equipment containing HCFCs; · Record the details of ODSs added to or removed from the system.	Refrigeration and air conditioning systems used within buildings controlled and managed by the business may contain ODSs.	✔	✔
The Ozone-Depleting Substances Regulations 2015	These Regulations require competent persons with the relevant training and qualifications to be used for any work relating to ozone depleting substances. These Regulations replace and consolidate the Ozone-Depleting Substances (Qualifications) Regulations 2009 (S.I. 2009/216) and the Environmental Protection (Controls on Ozone-Depleting Substances) Regulations 2011	Ensure only individuals with appropriate refrigerant handling qualifications undertake any work on equipment containing ODSs. Retain details of these qualifications.	NA	NA
Fluorinated Greenhouse Gas Regulations 2018 (as Amended) F GAS	These regulations implement the requirements of Regulation (EU) No 517/2014 of the European Parliament and revoke the Fluorinated Greenhouse Gas Regulations 2009. The regulations cover certification of equipment such as refrigeration and fire protection and f-gas based solvents. Creates offences and penalties for not complying with recovery of f-gases legislation, labelling, qualifications and certificates required to work with products or equipment containing them. From 1 April 2018, companies manufacturing, importing or operating equipment containing fluorinated	Aspects and Impacts Register Air con checks Transformer / switch gear checks	✔	NA

	greenhouse gases (F-gas) will face updated enforcement procedures if they fail to comply with their certification and record-keeping requirements.			
The Environmental Protection (Disposal of Polychlorinated biphenyls and other Dangerous Substances) (Scotland) Regulations 2000 (SSI 2000/95) as amended	The supply and use of PCBs has been banned since 1986. However existing equipment containing small amounts of PCBs has continued to be used and this legislation requires holders of PCB-contaminated equipment to register with SEPA and dispose of it safely. The legislation requires all PCBs to have been phased out by the end of 2000 but there are exemptions allowing some PCB containing equipment to remain in use until 2008. Information re PCB test and disposal, where applicable, to be sought and held, or location known.	There are PCBs contained in transformers or switch gear on sites controlled and managed by the business. Where equipment that could potentially be PCB-contaminated, is located on site (and is under the management control of the business), suitable documentation must be retained to demonstrate that appropriate checks / tests have been carried out and if necessary that the equipment has been registered with the SEPA.	✔	NA
Persistent Organic Pollutants (Various Amendments) Regulations 2019	LIST OF SUBSTANCES SUBJECT TO RELEASE REDUCTION PROVISIONS PART AU.K. Substance (CAS No) Polychlorinated dibenzo-p-dioxins and dibenzofurans (PCDD/PCDF) Polychlorinated biphenyls (PCB) PART BU.K. Hexachlorobenzene (HCB) (CAS No 118-74-1) Polycyclic aromatic hydrocarbons (PAHs)(1) Pentachlorobenzene (CAS No 608-93-5) Hexachlorobutadiene (CAS No 87-68-3) Polychlorinated naphthalenes (CAS No 70776-03-3 and others)		✔	NA
The Environmental Authorisations (Scotland) Regulations 2018	Authorisation is required for certain radioactive sources and wastes including NORM.	Contract specific – nothing for a few years Permit required for temporary storage and transportation of NORM because we did NORM removal work Temporary storage and transportation NORM generated inside the oil tanks Removed to skips on quayside – If FPSO is decommissioned, we will have to clean more	✔	✔

		RPS will have local rules, how big barriers need to be and what is NORM – 3 x background reading is considered NORM Aberdeen radiation protection services are utilised		
LAND QUALITY, PLANNING, BUILDING				
Town & Country Planning (Scotland) Act 1997	Principal planning legislation in Scotland. Planning permission must be obtained from the planning authority before any "development" can take place. The Acts set out the framework for the planning and development control process. Development is defined as 'the carrying out of building, engineering, mining or other operations in, on, over or under land, or the making of any material change in the use of any buildings or other land'. Any conditions attached to planning permission must be adhered to.	Applies to development at site	✔	NA
Environmental Impact Assessment (Scotland) Regulations 1999 (SI 1999/1) as amended by the Environmental Impact Assessment (Scotland) Amendment Regulations 2009 (SI 2009/221)	Regulation 2(2) of these Regulations amends the circumstances set out in regulation 3 (pollution of controlled waters) of the 2006 Regulations in which contaminated land affecting controlled waters is required to be designated as a special site. The amendment takes account of protected areas under Directive 2000/60/EC of the European Parliament and of the Council establishing a framework for Community action in the field of water policy (OJ No L 327, 22.12.00, p1). The town and country planning (Environmental Impact assessment)(Scotland) revokes all schedules apart from (a)regulation 2 (interpretation); (b)regulation 27 (restriction of grant of permission by old simplified planning zone schemes or enterprise zone orders); (c)regulation 47 (miscellaneous and consequential amendments); and (d)Schedule 4 (information for inclusion in environmental statements).	Applies to development at site	✔	NA

Town and Country Planning (Environmental Impact Assessment) (Scotland) Regulations 2017	From 16 May 2017, companies carrying out developments which are likely to have significant effects on the environment, will face updated procedural requirements concerning environmental impact assessments. This is due to the coming into force of the Town and Country Planning (Environmental Impact Assessment) (Scotland) Regulations 2017 which implement Directive 2014/52/EU. The changes introduced include replacing the term "environmental statement" with "environmental impact assessment report", identifying possible effects of a major accident in EIA's and the requirement to ensure that EIA reports are prepared by competent experts	Applies to development at site	✔	NA
The Contaminated Land (Scotland) Regulations 2005 (SI 2005/658) as amended	These Regulations, which apply to Scotland only, set out provisions relating to the identification and remediation of contaminated land under Part 2A of the Environmental Protection Act 1990 ("the 1990 Act"). Sets out provisions relating to the identification and remediation of contaminated land; Identifies sites requiring regulation as 'special sites'; and adds land contaminated by radioactive substances to this classification. The legal definition describes 'contaminated land' as land which appears to the local authority to be in such a condition by reason of substances in, on or under it that: · Significant harm is being caused or there is a significant possibility of such harm being caused, or · Pollution of controlled waters is being or is likely to be caused. 2016 - additional aspect of the ability to apply remediation notices	The business may occupy premises with a history of land contamination or may inadvertently cause land contamination and pollution in the course of business activities. Emergency Response Plan Procedure Aspects and Impacts Register Pollution, prevention and control procedure	✔	NA
CLIMATE CHANGE, ENERGY, TRANSPORT				
Climate Change (Scotland) Act 2009	Introduces a target to reduce Scotland's greenhouse gas emissions by at least 80% by 2050, with at least 42% reduced by 2020. Sets out annual targets, including emissions from international aviation and shipping.	Indirectly impact business	✔	✔

The Energy Performance of Buildings (Scotland) Regulations 2008 (SI 2008/309), as amended 2012, 2013 and 2016	The Regulations introduce Energy Performance Certificates (EPCs) for buildings when they are constructed, sold or let, and Display Energy Certificates (DECs) for larger buildings occupied by public authorities and institutions providing public services. As well as this, all commercial buildings sold or leased after the 1 October 2008 will need an EPC, without which it will not be legally possible to occupy, sell or rent non-domestic buildings. An EPC is valid for 10 years. Air conditioning systems with >12kW rated output (the combined output of one or more air conditioning units in a building) also require inspection by an accredited energy assessor. Energy inspections must be carried out at least every 5 years.		✔	NA
The Assessment of Energy Performance of Non-domestic Buildings (Scotland) Regulations 2016	These Regulations make provision for the assessment of the energy performance of non-domestic buildings and of the emission of greenhouse gases from such buildings. They also provide for the circumstances in which the owners of non-domestic buildings are required to take steps to improve the energy performance of such buildings and reduce such emissions.		✔	NA
The Energy Saving Opportunity Scheme (ESOS) Regulations 2014	The ESOS regulations were published on the 26 June 2014. ESOS is a mandatory assessment and energy savings identification scheme for organisations in the UK. Government established ESOS to implement Article 8 (4 to 6) of the EU Energy Efficiency Directive (2012/27/EU). The ESOS Regulations 2014 give effect to the scheme. ESOS is a mandatory energy assessment scheme for organisations in the UK that meet the qualification criteria. The Environment Agency is the UK scheme administrator. ESOS is being introduced in response to the EU Energy Efficiency Directive, and establishes a common framework of measures for the promotion of energy efficiency to	Applies to GEGHL and GEG Capital Investments Ltd as a whole. 2019 ESOS audits undertaken across the property portfolio in line with the reporting requirements. (site specific list for property)	✔	✔

	meet the EU target of 20% improvement in energy efficiency by 2020. ESOS requires that at least 90% of our (GEG group of companies) total energy consumption is subject to an ESOS compliant 'energy assessment and energy saving identification audit' There is no MWh threshold for installations and It applies to all energy consumed including offices and transport. Centrica will need to identify areas of significant energy consumption which equate to at least 90% of their total consumption. All ESOS audits will need to be reviewed by a Board-level Director and approved by an ESOS qualified Lead Assessor Participants are not required to implement any energy saving opportunities identified			
Capital Allowances (Energy-saving Plant and Machinery) Order 2018	You can claim an enhanced capital allowance (ECA) of 100 per cent of the cost of certain types of equipment in the year that you buy them. These are also known as first-year allowances. Temporary tax reliefs have been introduced for the period up to 31 March 2023 and introduce an enhanced temporary 130% first-year allowance for main rate assets, and a 50% first-year allowance for special rate assets.		✔	✔
CONSERVATION & WILDLIFE				
Wildlife & Countryside Act 1981 (As Amended)	The Wildlife and Countryside Act (WCA) is the principal mechanism for the legislative protection of wildlife in Great Britain. The Act makes it an offence to intentionally: kill, injure, or take any wild bird; take, damage or destroy the nest of any wild bird while that nest is in use or being built; and take or destroy an egg of any wild bird. The Act makes it an offence to intentionally kill, injure or take any wild animal listed on Schedule 5, and prohibits interference with places used for shelter or protection, or intentionally disturbing animals occupying such places. The Act also prohibits certain methods of killing, injuring,	Protected species or designated conservation areas may be present on or near operational and closed sites. Has the potential to affect planning and site maintenance should protected species be present.	✔	NA

	or taking wild animals. The Act makes it an offence (subject to exceptions) to intentionally pick, uproot or destroy any wild plant listed in Schedule 8. This legislation seeks to protect habitats (e.g. by designating them as Sites of Special Scientific Interest SSSIs or Special Protection Areas (SPAs)).			
Nature Conservation (Scotland) Act 2004	An Act of the Scottish Parliament to make provision in relation to the conservation of biodiversity; to make further provision in relation to the conservation and enhancement of Scotland's natural features; to amend the law relating to the protection of certain birds, animals and plants; and for connected purposes.	Protected species may be present on or near operational and closed sites. Has the potential to affect planning and site maintenance should protected species be present.	✔	NA
The Conservation of Habitats and Species Regulations 2010 as amended 2011, 2012	The Regulations (the 'Habitats Regulations') implements the Natural Habitats and Wild Fauna and Flora (92/43/EEC) (the 'EU Habitats Directive'). These regulations are, amongst other things, responsible for designating Special Areas of Conservation SACs). Under regulation 48 of the Habitats Regulations, local planning authorities are required to undertake an 'Appropriate Assessment' if proposals are likely to have a significant effect on SPAs or SACs. The Conservation of Habitats and Species Regulations 2010, consolidate all the various amendments made to the Conservation (Natural Habitats, &c.) 1994 Regulations. However, it should be noted that no detailed review of the 1994 Regulations has taken place, and the Habitats Regulations make no substantive changes to existing policies or procedures. It remains the Governments intention to carry out such a review. .Controls include Environmental Awareness Training and Biodiversity Action Plans on some sites 2011 & 2012 - These Regulations amend the Conservation of Habitats and Species Regulations 2010 ("the 2010 Regulations"), which make provision implementing Council Directive 92/43/EEC on the conservation of natural habitats and of wild flora and fauna ("the Habitats	Protected species or designated conservation areas may be present on or near operational and closed sites. Has the potential to affect planning and site maintenance should protected species be present.	✔	NA

	Directive")(1). These Regulations also transpose certain aspects of Directive 2009/147/EC on the conservation of wild birds ("the Birds Directive")(2).			
Weeds Act 1959	This Act applies to any person or landowner who has the following injurious weeds on their land: spear thistle creeping or field thistle curled dock broad-leaved dock ragwort If any of these species is identified on land, it must not be allowed to spread to agricultural land	Weed control plan for site	✔	NA
Environmental Liability (Scotland) Regulations 2015 (As amended)	Operators of economic activities that cause serious damage to the environment will have to pay for that damage under EC Directive 2004/35. The new regulations are in addition to existing ones to protect the environment. They will apply to serious environmental damage - as defined in the regulations - to species and habitats, damage to the water environment and contamination of soil. If there is an imminent threat of damage, actual damage under the regulations or reasonable grounds for believing that there might be, you must without delay: 1) take steps to prevent the damage or further damage 2) notify the relevant authority. If the authority establishes that there is damage within the scope of the regulations, you will have to submit proposals to remediate it. This 2015 amendment to the 2009 Regulations includes environmental damage to the marine environment.	Aspects and Impacts Register Risk Assessment	✔	✔
Marine (Scotland) Act 2010	The Marine (Scotland) Act provides a framework which will help balance competing demands on Scotland's seas. It introduces a duty to protect and enhance the marine environment and includes measures to help boost	Any works in the marine environment require consent from Marine Scotland.	✔	✔

	economic investment and growth in areas such as marine renewables Marine planning: a new statutory marine planning system to sustainably manage the increasing, and often conflicting, demands on our seas Marine licensing: a simpler licensing system, minimising the number of licences required for development in the marine environment to cut bureaucracy and encourage economic investment Marine conservation: improved marine nature and historic conservation with new powers to protect and manage areas of importance for marine wildlife, habitats and historic monuments Seal conservation: much improved protection for seals and a new comprehensive licence system to ensure appropriate management when necessary Enforcement: a range of enhanced powers of marine conservation and licensing			
OTHER REQUIREMENTS				
QHSE policy	A combined HSES Policy which sets out the organisations commitments regarding environmental management		✔	NA
Environmental Policy Statement GES.docx	An Environmental Policy which sets out the organisations commitments regarding environmental management		NA	✔

Green Travel Policy Statement GES.docx	A Green Travel Policy which sets out the travel hierarchy		NA	✔
Sustainability Policy Statement GES.docx	A Sustainability Policy which sets out the approach to sustainability		NA	✔
BS EN ISO 14001:2015 - Specification for Environmental Management Systems: Requirements with Guidance for Use	Specifies the required content of environmental management systems to comply with the international standard ISO 14001		✔	✔
Home | NetRegs | Environmental guidance for your business in Northern Ireland & Scotland	NetRegs guidance for businesses		✔	✔
Waste Classification -Technical Guidance WM3	Guidance on classification of waste		✔	✔
Duty of Care - A Code of Practice (www.gov.scot)	Code of practice around the requirements of Waste duty of care		✔	✔
GHG protocol Corporate Standard	The GHG Protocol Corporate Accounting and Reporting Standard provides requirements and guidance for companies and other organizations preparing a corporate-level GHG emissions inventory		✔	✔
GHG protocol Scope 2 guidance	The Scope 2 Guidance standardizes how corporations measure emissions from purchased or acquired electricity, steam, heat and cooling		✔	✔
Corporate Value Chain (Scope 3) Standard	The Corporate Value Chain (Scope 3) Accounting and Reporting Standard allows companies to assess their entire value chain emissions impact and identify where to		✔	✔

	focus reduction activities.			
Scope 3 Calculation Guidance	Guidance to support Scope 3 calculations		✔	✔
Environmental Reporting Guidelines	Environmental Reporting Guidelines: Including streamlined energy and carbon reporting guidance		✔	✔
Emissions factors for GHG calculations	The government conversion factors for greenhouse gas reporting are for use by UK and international organisations to report on greenhouse gas emissions		✔	✔
car_a_practical_guide.pdf (sepa.org.uk)	A practical guide to The Water Environment (Controlled Activities) (Scotland) Regulations 2011,		✔	NA
RS authorisation guide v1.2 (sepa.org.uk)	Authorisation guide for radioactive substances activities		✔	NA
Guidance for Pollution Prevention (GPPs)	Series of environmental regulatory guides, relevant ones are GPP2 Above ground oil storage tanks PPG3 Use and design of oil separators in surface water drainage systems GPP5 Works and maintenance in or near water GPP 8 Safe storage and disposal of used oils GPP 13 Vehicle Washing and Cleaning PPG 14 Pollution Prevention Guidelines Marinas and Craft GPP 19 Vehicle: Servicing and Repairs GPP 21 Pollution incident response planning		✔	✔
Pesticides: code of practice	Pesticides: code of practice for using plant protection products in Scotland		✔	NA
MARPOL	The International Convention for the Prevention of Pollution from Ships Annex I - Prevention of pollution by oil & oily water Annex II - Control of pollution by noxious liquid substances in bulk Annex III - Prevention of pollution by harmful substances carried by sea Annex IV - Pollution by sewage from ships		✔	NA

	Annex V - Pollution by garbage from ships Annex VI - Prevention of air pollution from ships			
PoCF oil spill contingency plan	The requirement to have an Oil Spill Contingency Plan for Ports, Harbour and Oil Handling Terminals around UK waters has been formalised by the Merchant Shipping (Oil Pollution Preparedness, Response and Co-operation Convention) Regulations 1998, which implements the International Convention on Oil Pollution Preparedness, Response and Co-operation, 1990 (OPRC 1990) as amended in 2015. Port Of Cromarty Firth covers Nigg and is lead on the response from an MCA point of view.	Ensure that spill response and reporting is co-ordinated.	✔	NA

5. ROPE ACCESS SPECIFIC LEGISLATION & GOVERNING GUIDANCE

Note that this Register is neither prescriptive nor exhaustive. New regulations are produced regularly, and appropriate sources should be checked to update this Register.

Legislation/Regulation:	*Summary*	*Compliance*	*PON*	*GES*
Work at Height Regulations 2005 (S.I. 2005/735)	Falls from height, drops from height for Rope Access works Rope access is a safe method of working at height and gaining access to complicated engineering and building structures	We only employ IRATA Qualified competent persons to conduct rope access projects under our control, and will ensure that project specific RAMS are created for each project by a qualified level 3 supervisor	✔	✔

6. REGISTER REVIEWS

Date	Name	Comments	To be Reviewed
31/05/2021	[Redacted]	First Version Review	May 2022
13/01/2022	[Redacted]	Revision to include GES	January 2023
17/03/2022	[Redacted]	Updating Env legislation and Env guidance	March 2023

GLOBAL ENERGY GROUP

Training

BMS-02-CORP-HR-0035

Statement

This document is authorised by the Board of Directors of Global Energy (Group) Ltd. It is their expectation that this procedure, and any associated procedures, are adhered to.

Where this may not be possible, any deviation from this procedure should be clearly documented and authorised by Business Unit Management.

[Redacted]

Global Energy (Group) Ltd

Contents

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

1 Document Details

1.1 Purpose

This procedure sets out the measures that Global Energy (Group) Ltd (GEG) has in place to support its objectives in relation to staff training and development, and the responsibilities that staff at all levels have to ensure that GEG develops a strong culture of learning and continuous development. The procedure sections set out the way GEG will deliver both mandatory and non-mandatory training.

1.2 Scope

This document shall apply group-wide at all GEG owned sites, those leased for GEG occupation and operation and locations owned, leased or operated by clients where GEG personnel are required to carry out work activities. This document applies to all GEG personnel, including sub-contractors required to carry out work activities on behalf of GEG.

1.3 Objective

To ensure that the correct level of competency and skills required for positions affecting product Quality, Health, Safety and Environmental issues are identified and that persons filling those positions receive effective assessment and training to enable satisfactory job performance.

1.4 Abbreviations and Definitions

For the purposes of this procedure the following definitions apply:

Senior Management	Chief Operating Officer, Managing Directors, Operations Managers, Head of Group HR, Department Managers and Facilities Managers
Employees	Persons required by GEG to carry out activities directly associated with the undertaking. For the purpose of this procedure self-employed persons and those engaged on a limited company basis shall be considered as employees. Employees may be hourly paid (Trades & Supervision) or monthly paid (Admin, Professional & Managerial).
Technical Training	Those specific aspects of training and development which refer to the work of a particular Occupation.
General Training and Development	Those aspects of training and development which could apply equally across all occupations E.g. IT Training
IGRIS	The GEG computerised management and record keeping system.
Competence	With respect to employees means persons with appropriate education, knowledge, training, skills, behaviours and experience.

1.5 Responsibilities

The management structure and roles relating to this procedure are depicted in the relevant organisational charts. Individuals' responsibilities are further outlined in the job descriptions for each position and each employee shall be informed of their role, responsibilities and reporting line during initial induction.

1.5.1 Senior Management

GEG Senior Management shall ensure through their management teams that:

- Employees are aware of the training and competency requirements of their role.
- The necessary pre-requisites for roles are defined in order to ensure that only employees with the appropriate training and competency are selected for work.
- Appraisals are completed in a timely manner and returned to the applicable focal point within the HR Ops or Training Dept. for upload on the IGRIS appraisal tab.
- All technical training requirements within their line/department are identified, quantified and submitted to the training budget.
- Technical training provided is to an acceptable standard and that appropriate evaluation of the effectiveness of the training is conducted.
- Records of technical training are kept. E.g. welder coding's and provided to the training department in a timely manner.
- Responsibility for training and assessment is properly assigned and accountability accepted at all levels.
- They co-operate in the identification of general training needs of their employees.
- Employees selected for training/assessment attend at the appointed dates and times.

1.5.2 Head of Group HR

- Manage the training department to ensure that suitable resources are available.
- Establish, maintain and review the Training and Competence Process
- Drive progress on objectives throughout the organisation, to increase awareness, motivation and participation.
- Ensure that appropriate processes are implemented to ensure the requirements of internal and external customers are fulfilled
- Provide regular reports on compliance, progress and continuous improvement to Senior Management using agreed KPIs.
- Lead development of the training and appraisal tabs and associated reports on IGRIS.
- Support and respond to internal and external audits of training and competency processes.

1.5.3 Training Department

The Training Department is managed by the Head of Group HR and provides a functional support across GEG sites and business units as appropriate in addition to providing an advisory service, within their competency to do so, seeking technical advice where required, and will ensure that:

- Assistance is given to management to identify the training needs of employees.
- The identified needs are quantified, prioritised, developed into a training plan and included in divisional budgets.
- Training identified and agreed is delivered to an acceptable level and that appropriate evaluation of the effectiveness of the training is conducted.
- Records of training activities are kept on IGRIS and in each individual personal paper file.
- Managers are informed in good time of training activities.

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

1.5.3.1 Training Manager (North)

The Training Manager is responsible for:

- Booking all training courses required
- Ensuring all positions have a job description and a Competency Matrix Entry to go with each Job description
- Liaising with Training Officer and Managers to organise required training
- Highlighting due dates of expiry of certificates
- Uploading all welder certification carried out by QA
- Ensuring database records are accurate and up to date
- Maintaining hard copy training records for all employees
- Maintaining all apprenticeship statistics and records

1.5.3.2 Training Officer (North) – 3rd Party Provision

The Training Officer is engaged on a consulting basis and will be assigned scopes of work as detailed below dependent on the operational demands of the business unit:

- Carrying out Inductions in conjunction with QHSE personnel and Superintendents
- Carry out Training and Assessments as required on the training Matrix
- Conduct assessment of plant training i.e. Counterbalance forklifts, Telehandler and MEWPs etc.
- Carry out training as specified by HSE where applicable, i.e. HAVS and eye safety etc.
- Conduct applicable training in line with any identified requirements due to changes in HSE regulations.
- Work closely with QA and HSE departments to ensure all QA and HSE required documents are being stored on each individuals IGRIS file.
- Liaising with the Training Manager to ensure that all paper held documents are uploaded to IGRIS and that all documents uploaded to IGRIS are stored in the individual paper files.

1.5.3.3 HR Ops Team (South)

The HR Ops team are responsible for

- Booking all training courses required
- Ensuring all positions have a job description and a Competency Matrix Entry to go with each Job description
- Highlighting due dates of expiry of certificates and liaising with the relevant business unit Managers to organise required training
- Ensuring records are accurate and up to date, maintaining hard copy training records for all employees
- Maintaining all apprenticeship statistics and records
- Carrying out SFAB and GEG office inductions in conjunction with QHSE personnel and Superintendents
- Carrying out pre-mobilisation competency checks for ICON as applicable
- Carrying out ICON offshore inductions

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

1.5.3.4 Training and Competency Manager (IAAC/MARP)

The Training and Competency Manager for IAAC and MARP Business units has responsibilities for:

- Booking all training courses required
- Ensuring all positions have a job description and a Competency Matrix Entry to go with each Job description
- Highlighting due dates of expiry of certificates and liaising with the relevant personnel to organise required training
- Ensuring records are accurate and up to date, maintaining hard copy training records for all employees
- Ensuring all applicable inductions are conducted in conjunction with QHSE personnel and Superintendents
- Carrying out pre-mobilisation competency checks for IAAC as applicable, supporting MARP where required

1.5.4 Line Managers, Superintendents and Supervisors

All Line Managers, Superintendents and Supervisors shall be responsible for ensuring that:

- All new arrivals on site receive an induction to site covering site specific HSEQ practices, procedures and hazards.
- The quality of work of their subordinates meets the required standard. Consequently, they will co-operate with their line manager in the identification of the technical training needs, if any, of their subordinates.
- They co-operate in the identification of training needs of their subordinates including agreeing with employees the extent of training needs, if any.
- Employees identified for training are made aware of the reasons for the training and expected outcome and that appropriate evaluation of the effectiveness of the training is conducted.

1.5.5 Employees

All employees shall be responsible for ensuring:

- They co-operate with their manager/superintendent in the identification and agreement of training needs.
- They recognise that training needs so identified will be prioritised so that group needs will be given priority and consequently it may not always be possible to meet individual training needs.
- They keep up to date with the needs of their job by attending training programmes developed to meet the needs identified.
- Acceptance of their responsibility for how they perform their duties and of areas where training and development might assist in enhancing their performance.
- The training department receives copies of any training certificate they hold when joining the company

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

2 Procedures

2.1 Introduction

Training and Assessment of employees is fundamental to GEGs delivery of products and services. GEG Senior Management are committed to ensuring through their management teams that the provision of training, development and ongoing assessments and reviews of employees' performance is undertaken in order to ensure that they are competent to carry out their duties for and on behalf of the Company.

Procedures are subdivided into the following areas:

- Training Need Analysis
- Employee Performance Appraisal Scheme (EPAS)
- Induction
- Operational Training
- Health and Safety Training
- Additional Training

2.2 Training Needs Analysis

The Head of Group HR and/or delegated HR personnel will ensure regular monitoring of the requirements for each of the defined business units within GEG, in addition to requirements from an overall Company perspective.

2.2.1 Company Training Needs

Regular reviews of both current and anticipated company operational work scopes will aim to identify any additional Company training requirements. Priorities identified for the forthcoming fiscal year will be discussed with the Chief Operating Officer and/or appropriate Senior Management at the appropriate forum in order to determine, and where applicable, approve the necessary budgetary spend.

2.2.2 Business Unit Training Needs

Regular discussion with the appropriate business unit management and/or delegated personnel will highlight the requirement of priorities in line with specific business unit objectives. Priorities identified for the forthcoming fiscal year will be discussed with the Chief Operating Officer and/or appropriate Senior Management at the appropriate forum in order to determine and where applicable approve the necessary budgetary spend.

2.2.3 Individual Training Needs

Individual training may be identified through various means. For new employees training may be identified as part of the induction process. For existing employees, EPAS will define whether training is required either as part of gaining competency within the role following a change, or in relation to changes that have occurred during the period since the last review. Training may also be identified at any stage in the employment relationship through a review of:

- Employee competency relating to risk/quality control measures
- Key responsibilities, (e.g. Supervisory)
- Performance management process
- Outcome of incident/injury reports
- Safe Operating procedures
- Legislative requirements
- Outcomes of audits

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

2.3 Employee Performance Appraisal Scheme (EPAS)

GEG recognises that success and the ability to deliver high quality work to clients depends upon having properly trained and motivated employees who have the skills, experience and knowledge to meet these goals. Throughout an employees' employment with the company there will be emphasis on their personal development. Training will be offered, where deemed appropriate, in the form of both in house and external training courses.

All employees shall be required to participate in the formal Employee Performance Appraisal Scheme (EPAS). See the Level 2 BMS procedures – Performance Management and Employee Performance Appraisal Scheme (EPAS) for full details.

2.4 Induction

Through its induction arrangements, GEG aims to ensure that it meets its health and safety and other statutory obligations, and ensure that new employees become familiar with the organisation, its management of risk and their roles in a timely and effective way.

The Company shall ensure that new employees are made aware of the Company's Health, Safety and Environment (HSE), Quality and Business Management System (BMS) policies and procedures.

A formal company induction shall be carried out by the applicable HR or GEG personnel to ensure the policies, hazards, controls etc. are communicated to and understood by the new employee. The method of application may differ between business units to support the operational needs; such as ICON offshore personnel.

Where applicable, an additional local site induction shall be conducted by site Superintendent, Supervisor or delegated GEG personnel as appropriate.

Inductions for contractors, clients and vendors shall be conducted by the appropriate GEG personnel according to the level of risk exposure.

Day visitors escorted by their host shall receive a brief induction rather than the full induction.

2.5 Operational Training

Operational training is the main activity employed within GEG in order to assist employees in achieving full competence to perform specific jobs. GEG provides on the job training (OJT) as well as additional formal training as required. When new processes are developed, or where required for a specific job, training is done prior to the starting point.

For each employee the appropriate HR personnel shall create an individual training file and record any academic qualifications, copies of certificates and documentary evidence of attendance at training courses. Certificates should be verified with the appropriate GEG departments or training providers. The individual training file shall then be used to detail any internal or external training undertaken by the employee whilst working for the company.

In house training and assessment of employees will be carried out by suitably qualified persons and in accordance with relevant Company work instructions or training package. All in-house training will be recorded in the employee's Individual Training Record held on IGRIS

The Training Department will also ensure that any training received by employees (apprentices), either in-house or external training provided, is recorded within their Individual Training Record. The original training certificate will be filed in the Individuals Training Record and a copy uploaded into IGRIS

Access to training and competency records shall be restricted to key personnel authorised by the Head of Group HR. Upload and deletion of records shall be restricted to Training Department personnel.

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

2.6 Health & Safety Training & Competency

GEG are required to provide personnel with information, instruction and training to ensure they are able to discharge the health and safety responsibilities placed upon them. The process for managing the provision and effectiveness of health and safety training shall include the following;

- Inclusion of specific health and safety training requirements for each role within the applicable job description;
- Development of a matrix to document the requirements for each role;
- Development and implementation of the appropriate competence assessment process to assess the individual capabilities of personnel to carry out activities in a safe and healthy manner;
- Development and implementation of a process for carrying out and recording assessments of competency and of authorisations given for individuals to carry out tasks unsupervised;
- Implementation of a monitoring system to ensure refresher training is provided as necessary and in a timely manner; and
- Implementation of a review process to check the competency of sub-contractors prior to them being engaged to carry out work on behalf of GEG.

2.7 Continuous Demonstration of Competency

GEG requires all personnel performing work affecting product quality and safety critical tasks to be competent on the basis of appropriate education, training, skills and experience.

On-going records of competency shall be posted on the training tab of IGRIS.

3 Training Procedure

Personnel performing work which may impact product quality and/or health, safety and environmental issues shall be competent on the basis of appropriate education, training, skills, and experience. The following flow diagram outlines the training & competency process. Where appropriate, the Competency Management System (CMS) may prevail for those individuals who are eligible; i.e. offshore personnel.

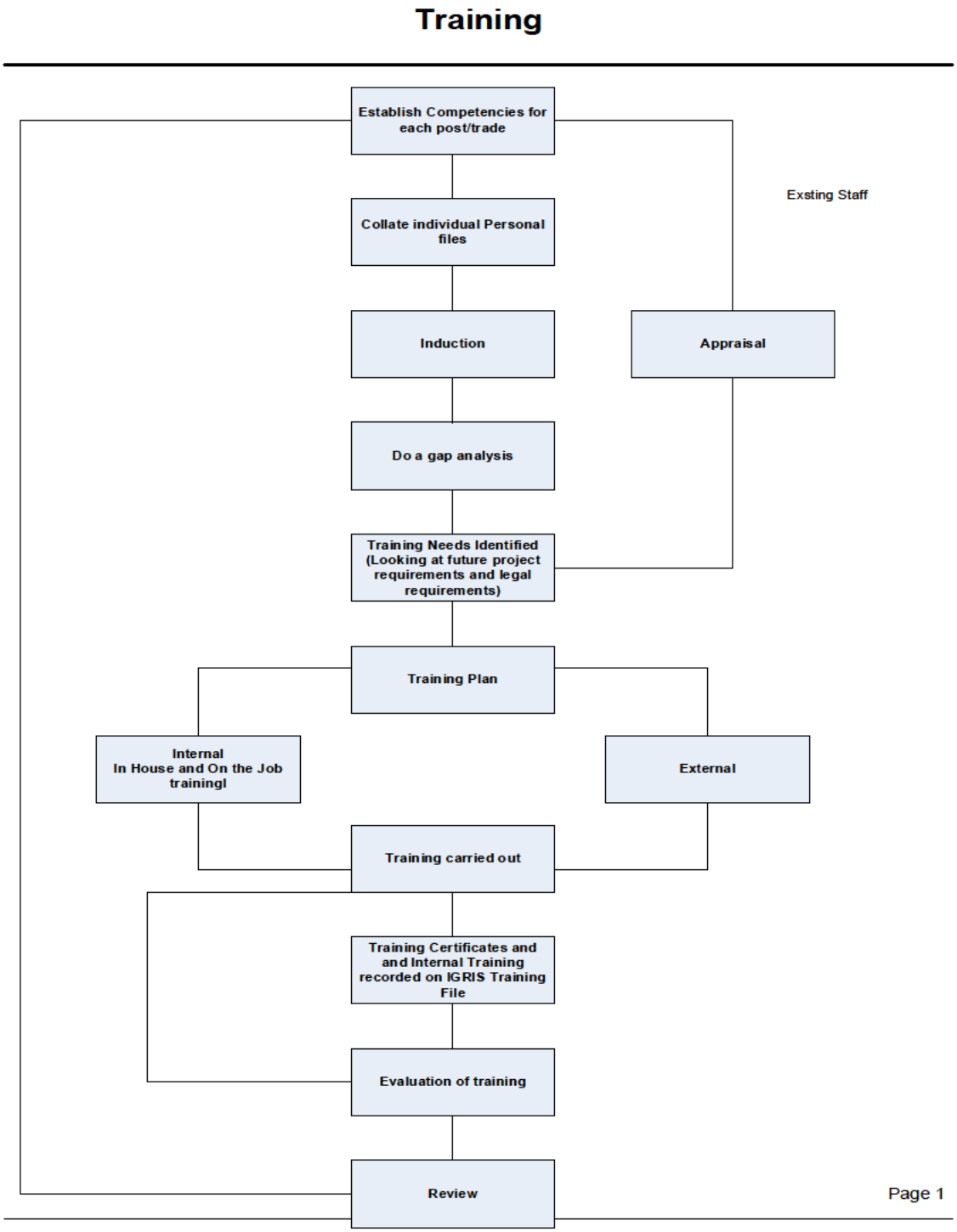
4 Training Platform(s)

GEG uses various platforms to delivery appropriate training. We may where required seek consultation and training from 3rd party providers where it is necessary.

Internally, GEG hosts a platform of training called e-Academy. A catalogue of training materials and courses are available to support the requirements of the disciplines within the organisation. IGRIS syncs with e-Academy to provide live data on issued courses to personnel.

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

4.1 Procedure Flow Chart



The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

GLOBAL ENERGY GROUP

HSE Communications

BMS-02-CORP-HS-0004

Statement

This document is authorised by the Board of Directors of Global Energy (Group) Ltd. It is their expectation that this document, and any associated processes, are adhered to.

Where this may not be possible, any deviation should be clearly documented and authorised by Business Unit Management.

[Redacted]

Global Energy (Group) Ltd

Contents

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

1 Document Details

1.1 Purpose

The purpose of this procedure is to define the organisation and functions of the Health and Safety committee and general arrangements for communicating HS&E related information and encouraging two-way communication between management and the workforce.

1.2 Scope

This procedure applies to all Global Energy (Group) Ltd operated facilities.

1.3 Policy Statement

This document is governed by the Health & Safety Policy Statement and the principles and ethics described therein.

1.4 Definitions & Abbreviations

Representatives of employee safety
An employee elected to represent the workforce.

Site Safety Meeting
A meeting held by site management to engage with the workforce on HS&E related issues. Information is provided and local issues discussed. The meetings are minuted and attendees sign a record of attendance.

Toolbox Talk (TBT)
Toolbox talk delivered by supervisory personnel to the work teams they are responsible for. The attendees are encouraged to raise any concerns regarding HS&E at this briefing. Attendees sign to acknowledge attendance at the TBT.

Ad-hoc Toolbox Talk (TBT)
In addition to the shift TBT a TBT shall be carried out prior to a high risk activity (e.g. confined space work, pressure testing, complex lifting operation) or following a change to the original risk assessment or method statement.

HS&E Tour
A tour of a location carried out by a manager or member of supervisory personnel to identify instances of good or bad practice. The tour requires an intervention or conversation to be carried out with at least one member of the workforce.

Hazard Observation & Communication Card (HOC)
The HOC card may be used to record positive or negative HS&E comments. The cards are collated and comments added to the company Action Tracking Register for progression to closure.

2 Responsibilities

2.1 Operations Director

The Operations Director shall make available adequate time and facilities for the duties of the Health and Safety Representatives and committee to operate during normal working hours. He shall also chair Business Division Health and Safety committee meetings.

Carry out HS&E Tours in accordance with the site schedule and record findings.

In addition the Operations Director shall ensure adequate resources are provided to enable the various means of communication listed in Section 3 to be timely and effective.

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

2.2 HS&E Manager/ Advisor

The HS&E Manager/ Advisor are responsible for;

- Organising Health and Safety committee meetings;
- Ensuring that minutes are taken and circulated to all necessary parties;
- Ensuring that adequate training is given to Health and Safety representatives;
- Making available to any Health and Safety Representative any legislation, statistical information on accidents, and any other relevant information;
- Collating HOC cards, progressing the cards with local management to close out at site level if possible;
- Ensuring all cards are sent to the HS&E Administrator for input onto the Action Tracking Register;
- Organising bi-weekly Action Tracking Register review meetings;
- Providing feedback to the workforce via display of the Action Tracking Register on site HS&E noticeboards or if practical in person to the individual who submitted the card;
- Production and distribution of HS&E related information for inclusion at weekly site safety meetings and TBTs and for display on the HS&E noticeboards;
- Ensuring site HS&E noticeboards are kept up to date and posters and notices are legible.

The HS&E Managers and HS&E Advisors are also responsible for carrying out site HS&E Tours in accordance with the site schedule and for recording findings.

2.3 Department/ Project/ Facilities Managers

Department/ Project/ Facilities Managers are responsible for:

- Attending Health and Safety committee meetings;
- Assisting the Health and Safety representative in any general or special inspection of the work place;
- Informing a safety representative of any change to working practices or equipment that may change the risk factors associated with the working environment;
- Responding verbally or in writing to any point raised by a representative;
- Putting agreed points raised by a representative into action;
- Holding weekly site safety meetings with their workforce and actioning any matters raised;
- Actioning issues raised via HOC cards or referring cards to senior management for progression;
- Ensuring shift TBTs are carried out and records of attendance submitted to the HS&E Advisor;
- Carrying out site HS&E Tours in accordance with the schedule and recording findings.

2.4 Supervisory Personnel

Supervisory personnel are responsible for:

- Assisting the Health and Safety representative in any general or special inspection of the work place;
- Informing a safety representative of any change to working practices or equipment that may change the risk factors associated with the working environment;
- Responding verbally or in writing to any point raised by a representative;
- Putting agreed points raised by a representative into action when level of authority permits;
- Holding weekly site safety meetings with their workforce and actioning any matters raised;
- Ensuring shift TBTs are carried out and records of attendance submitted to the HS&E Advisor;
- Ensuring that TBTs are carried out prior to a high risk activity (e.g. confined space work, pressure testing, complex lifting operation) or following a change to the original risk assessment or method statement;
- Carrying out site HS&E Tours in accordance with the schedule and recording findings.

2.5 Representatives of Employee Safety

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

Health and Safety Representatives are volunteers who have been elected or nominated to represent their colleagues on health and safety issues and at committee meetings.

Any employee or contractor employee who may have a concern with regards to health and safety can approach a safety representative.

The functions of a health and safety representative are as follows, this list is not exhaustive,

- Make representations to the employer on potential hazards and dangerous occurrences at the workplace which affect, or could affect, the group of employees he represents;
- Make representations to the employer on general matters affecting the health and safety at work of the group of employees he represents and, in particular, on such matters as he is consulted about by the employer;
- Represent the group of employees he represents in consultations with HSE inspectors;
- Participate in the identification and control of health and safety hazards in the workplace;
- Promote health and safety programmes for the education and information of the employees;
- Take part in inspections of the workplace to establish potential and actual hazards or risks;
- If requested by the HS&E Manager assist in the investigation of any accident or incident;
- To create an awareness of the importance of occupational health and safety to all within the workplace;
- To review accidents, incidents and notifiable disease statistics and trends;
- Maintain a positive and enthusiastic attitude towards the practice of occupational health and safety.

3 Procedure

3.1 HSE Committee Meeting

Each Global Energy (Group) Ltd site should encourage at least one Health and Safety Representative from the hourly paid workforce.

The HSE committee will meet at least six times a year, and minutes shall be maintained.

The committee shall;

- Monitor trends in occupational ill health, near misses, accidents and dangerous occurrences and consider their implications for the company;
- Be a forum for improving safety awareness and providing feedback to employees;
- Review open actions, from weekly site safety meetings.

To ensure that open actions are progressed to closure, review meetings shall take place monthly at each facility between Facilities Managers, Superintendents, Health and Safety Representatives and HSE Advisors.

Where actions from meetings have been open for 4 weeks they shall be transferred to the Action Tracking Register which is reviewed fortnightly by senior management.

3.2 Site Safety Meetings

Each site shall carry out a meeting involving the workforce (including sub-contractor personnel) to discuss HS&E matters. The meetings shall be arranged and chaired by a member of the site management team. Client personnel may be invited to attend.

Information for inclusion in the meeting may be provided by the HS&E Department and additional site specific information should be included.

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

The meetings shall be minuted and actions identified assigned for progression. Where actions from meetings have been open for 4 weeks they shall be transferred to the Action Tracking Register which is reviewed fortnightly by senior management.

3.3 Toolbox Talks

Toolbox talks shall be held at the beginning of each shift. The information shall be prepared at site level by the supervisory personnel. Additional information may be provided by the HS&E Department.

Ad-hoc TBTs shall be carried out prior to a high risk activity (e.g. confined space work, pressure testing, complex lifting operation) or following a change to the original risk assessment or method statement.

Attendees at TBTs shall be encouraged to raise any HSE concerns they may have during the TBT.

All TBTs shall be recorded and attendees shall sign to acknowledge receipt and understanding of information provided.

3.4 Hazard Observation & Communication (HOC) Cards

HOC cards shall be available for all personnel to complete and drop boxes are available at various locations in the workshops and site offices. The boxes are emptied on a regular basis by the HS&E Advisors.

For offshore operations and on client sites, GEG personnel shall utilise the client Hazard Observation reporting system for reporting hazard observations. Supervisors shall send copies of all raised observations to onshore HSE Advisors for record keeping.

HOC cards are discussed with the site management team and if possible progressed to closure at site level. Any cards that cannot be closed at site level are referred up to senior management for progression and closure.

All HOC cards are included on the Action Tracking Register and a copy of the register is displayed on the HS&E noticeboards at all locations to enable personnel to check the progression of their card. If practicable individual feedback is also provided.

3.5 HS&E Noticeboards

HS&E noticeboards are displayed at all locations including workshops and site offices. Statutory notices are permanently displayed along with copies of generic risk assessments, Action Tracking Register and the relevant fire plan and emergency arrangements flowchart. Additional posters, notices and information are displayed with regular updates carried out by the HS&E Advisers to ensure the display remains interesting, relevant and legible.

4 Documents

- Minutes of Meetings
- TBT records
- Competed HOC cards

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

ENVIRONMENTAL ASPECTS & IMPACTS REGISTER

Global Energy Nigg Limited
Port of Nigg
Ross-shire
IV19 1QU

Aspects and Impacts		Occurrence			Controls			Residual Risk		
Environmental Aspects	**Environmental Impacts**	**Normal**	**Emergency**	**Abnormal**	**Influence or Control**	**Preventive Measures**	**Corrective Measures**	**Severity**	**Likelihood**	**Significance**
Air Emissions										
Exhaust fumes from employer's and contractor's vehicles and machinery	CO2 emitted contributing to global warming. SOx and NOx emitted to atmosphere	N			C	Vehicles and plant are regularly maintained and serviced according to manufacturer's recommendation. They shall also be switched off when not in use	Any vehicle emitting black smoke shall be shut down immediately and put for repair	**2**	**5**	**10**
CO2 Emissions from boilers	CO2 emitted contributing to global warming.	N			C	All boilers on site are included in regular maintenance programme.		**2**	**4**	**8**
Ozone Depleting Gases/Fluorinated Gases	Potential Ozone depleting impact from Air Con units			A	C	All AirCon units serviced regulalrly and certified company removes gases in controlled manner	Low level of gases on site not requiring significant resource.	**1**	**2**	**2**
Discharges to Water/Groundwater										
Leaks or spills of waste oil	If spilled, can contaminate land, contaminate groundwater and can pollute water courses. Oil spills can cause damage to fisheries and coastal habitats. Wildlife is extremely		E		C	Waste oil and new oil is stored in drums within a bunded area. Stored at least 10m from any watercourses and 50m from any borehole.	Emergency Response procedures in place. Spill kits available in appropriate areas. Employees trained in use of spill equipment.	**4**	**3**	**12**

Aspects and Impacts		Occurrence			Controls			Residual Risk		
Environmental Aspects	**Environmental Impacts**	**Normal**	**Emergency**	**Abnormal**	**Influence or Control**	**Preventive Measures**	**Corrective Measures**	**Severity**	**Likelihood**	**Significance**
	vulnerable to harm from spillages									
Discharge of Effluent from Sewage Treatment Plant & other consented discharge points.	Pollution of Cromarty Firth, resulting in potential habitat degradation and negative effect on benthic, aquatic, and Avian species.			A	C	Sewage Treatment Plant is manged and operated within parameters to ensure adequate aeration and organic content to feed active sewage sludge which process sewage waste prior to processed supernatant discharged as per SEPA CAR Discharge consent limits.	Pumps are switched off and discharges contained until these can be re-started.	**5**	**2**	**10**
Leaks or spills from hazardous material storage	Paint/ solvent/ fuel spills can cause pollution to land, groundwater pollution and water pollution which can lead to damage to fisheries and coastal habitats. Wildlife extremely vulnerable to harm from spillages		E		C	All containers sealed properly when not in use. Drip trays and wide mouth funnels to be used when filling or decanting. Where possible all refuelling of vehicles to be done off site. All chemicals to be stored at least 10m from a watercourse and 50m from a borehole. All chemicals stored in a lockable area.	Spill kits procedure to be put into action. Spill kits readily to hand. Personnel to be trained in the proper use of spill kits and control of waste residue.	**5**	**2**	**10**
Leaks or spills caused by	Groundwater pollution					Where possible transfers are	Spill kits procedure to be	**5**	**2**	**10**

Aspects and Impacts		Occurrence			Controls			Residual Risk		
Environmental Aspects	**Environmental Impacts**	**Normal**	**Emergency**	**Abnormal**	**Influence or Control**	**Preventive Measures**	**Corrective Measures**	**Severity**	**Likelihood**	**Significance**
bulk transfer of hazardous material	through hazardous liquids escaping into drainage system. Damage to flora and fauna.		E		C	to be carried out within a bunded area. Ensure all pipework is kept within bund.	put into action. Spill kits readily to hand. Personnel to be trained in the proper use of spill kits and control of waste residue.			
Use of herbicides and pesticides on site.	Potential for contamination of ground, groundwater and surface water in the event of an uncontrolled discharge			**A**	C	–All herbicides and pesticides are used as per applicable manufacturers guidelines. –Storage of such compounds shall be as per CoSHH guidelines or product specific instructions if applicable. –Use of pesticides/herbicides shall be as per approved strength/compound mix ratios and applied using the correct equipment. –Pesticides or herbicides shall not be sprayed or discharged directly into water courses, and shall be used a minimum of 1m in lateral distance from the sea or drainage ditches	Minimal quantities (<100L) only are to be stored on site in suitable controlled storage in normal circumstances. Where Bulk quantities (in excess of 100L) are required for use on site these shall be under the supervision of competent/licensed operators or personnel. Risk Assessments and method statements shall be applied in compoliance with applicable standards as per Scottish Government	**5**	**2**	**10**

Aspects and Impacts		Occurrence			Controls			Residual Risk		
Environmental Aspects	Environmental Impacts	Normal	Emergency	Abnormal	Influence or Control	Preventive Measures	Corrective Measures	Severity	Likelihood	Significance
						which discharge into controlled waters. (An exeption may be made if the compound is licencesd for use in aquatic environments). – Where sub contractors are used for control of weeds or pests such contractors shall provide the required recognised certificates of authority and competence to undertake such work as required under applicable regulations.	Code of Practice for plant protection or NETREGS as applicable.			

Aspects and Impacts		Occurrence			Controls			Residual Risk		
Environmental Aspects	**Environmental Impacts**	**Normal**	**Emergency**	**Abnormal**	**Influence or Control**	**Preventive Measures**	**Corrective Measures**	**Severity**	**Likelihood**	**Significance**
Waste										
Incorrect waste segregation	Potential for local air pollution. More difficult to recycle waste. Extra costs can be incurred.			A	I	Waste to be identified and segregated at source by producers.	Fire extinguishers in place	**2**	**3**	**6**
Improper disposal of waste by waste carriers and disposal sites	This can lead to leakages of hazardous substances polluting land and water environments, and chemical reactions emitting vapours into atmosphere. Failure of "duty of care" legal prosecution.			A	C	Only registered carriers and disposal sites to be used. Copies of licenses required to be verified before being used. Carry out annual lorry check.	Remove supplier from authorised suppliers list.	**4**	**2**	**8**
Poor work practices by site personnel, too much waste stored in waste receptacles	Degradation of local environment by escaped wastes. Potential for wind- blown wastes. Damage to watercourses and underlying soil quality from dumped waste.			A	C	Waste is stored in appropriate containers. Where waste material can be airborne, material is stored in enclosed containers or covered over by a suitable cover. Liquid wastes are stored within a sealed container and within a bunded	Spill kits available and personnel trained in their proper use. Proper waste receptacles are sourced prior to further activities taking place that generate further waste production.	**4**	**2**	**8**

Aspects and Impacts		Occurrence			Controls			Residual Risk		
Environmental Aspects	**Environmental Impacts**	**Normal**	**Emergency**	**Abnormal**	**Influence or Control**	**Preventive Measures**	**Corrective Measures**	**Severity**	**Likelihood**	**Significance**
						area. Waste receptacles are not overfilled. Consideration to be given to minimising waste and reusing materials where possible. Only authorised waste carriers are used for transporting waste from site				
Storage of special waste; oils, chemicals, contaminated rags, contaminated materials and overalls Insufficient storage leading to emissions to air, spills causing environmental damage.	Can contaminate ground, groundwater and eventually water courses. Can kill wildlife. Spills can destroy fisheries, harm or kill wildlife and destroy coastal habitat. Animals in a spill area can die of: exposure, internal bleeding, suffocation and drowning.		E		C	Waste is stored in appropriate containers. Where waste material can be airborne, material is stored in enclosed containers or covered over by a suitable cover. Liquid wastes are stored within a sealed container and within a bunded area. Waste disposal methods and practices are covered in inductions. Waste receptacles are not overfilled. Consideration to be given to minimising waste and reusing materials where possible. Only authorised waste carriers are used for transporting waste	Spill kits available and personnel trained in their proper use. Proper waste receptacles to be sourced prior to further activities taking place that generate further waste production.	**5**	**2**	**10**

Aspects and Impacts		Occurrence			Controls			Residual Risk		
Environmental Aspects	**Environmental Impacts**	**Normal**	**Emergency**	**Abnormal**	**Influence or Control**	**Preventive Measures**	**Corrective Measures**	**Severity**	**Likelihood**	**Significance**
						from site				
Use and disposal of Electrical and electronic equipment (WEEE)	Release of chemical emissions in landfill. Materials take long time to breakdown	N			C	WEEE Regulations: if product purchased after 13 August 2005 it can be returned to the manufacturer free of charge. If purchased before 13 August 2005 and being replaced it can be returned to manufacturer of new equipment. Producer registration number is obtained when buying new equipment.	If found in general waste pulled out and returned to manufacturer or disposed of as special waste.	**3**	**3**	**9**
Disposal of batteries and accumulators	Chemical reactions in waste if not recycled. Impact on landfill.			A	C	Put for recycling to Reception, collected free of charge and returned to manufacturer.	If found in general waste, pulled out and sent for recycling.	**3**	**3**	**9**

Aspects and Impacts		Occurrence			Controls			Residual Risk		
Environmental Aspects	**Environmental Impacts**	**Normal**	**Emergency**	**Abnormal**	**Influence or Control**	**Preventive Measures**	**Corrective Measures**	**Severity**	**Likelihood**	**Significance**
Use of Natural Resources										
Equipment left running when not in use. Wasting energy, unnecessary use of fuel.	Depletion of non-renewable natural resources. Release of harmful emissions to atmosphere (CO_2, NO_x, SO_x) by burning of fossil fuels at power stations, contributing to global warming, acid rain and other harmful effects on the environment.	N			C	A walk round of the site is performed at end of the day to ensure no equipment is left on.	Disciplinary action is an option if required	**3**	**4**	**12**
Use of consumables; plastic, cups, aluminium cans from use of welfare facilities. Provisions of drink and food vending machines	Depletion of natural resources, disposal and landfill use.	N			C	Reduce need for materials where possible	Reuse materials when possible. Recycle materials where possible	**1**	**4**	**4**

Aspects and Impacts		Occurrence			Controls			Residual Risk		
Environmental Aspects	**Environmental Impacts**	**Normal**	**Emergency**	**Abnormal**	**Influence or Control**	**Preventive Measures**	**Corrective Measures**	**Severity**	**Likelihood**	**Significance**
Nuisance										
Workshop noise or vibrations, trucks and fork-lifts, cranes. Dust, odour	Noise, vibration, odour or dust (visual impact) which causes nuisance to neighbours	N			C	Workshop doors kept closed to reduce noise nuisance impacts.	Keep records of all complaints. Deal with complaints promptly and appropriately. Carry out investigations into the cause and record corrective actions. Use information to improve procedures and to prevent incidents in the future. Activity to be stopped and investigated if controls are failing. No further works to be carried out until controls are put in place.	**1**	**2**	**2**

RISK RATING MATRIX		Likelihood				
		<Low (1) Not credible i.e. the team have never heard of event occurring in industry	**Low (2)** Conceivable but would require multiple failures of systems and controls	**Medium (3)** Less than average i.e. easy to postulate a scenario for accident but considered unlikely	**>Medium (4)** More than average i.e. the team do not have direct knowledge but suspect that event may have occurred and represents a credible scenario	**High (5)** Likely to occur and the team have knowledge of a similar event
Severity (consequences)	**<Low (1)** Negligible injury or health implications, no absence from work. Negligible loss of function or production with no damage to equipment or the environment	**1**	**2**	**3**	**4**	**5**
	Low (2) Minor injury requiring first-aid treatment or headache, nausea, dizziness, mild rashes. Damage to equipment requiring minor remedial repair, loss of production or impact to the environment	**2**	**4**	**6**	**8**	**10**
	Medium (3) Event leading to a Lost Time Incident or persistent dermatitis, acne or asthma. Localised damage to equipment requiring extensive repair, significant loss of function or production or moderate pollution incurring some restitution costs	**3**	**6**	**9**	**12**	**15**
	<Medium (4) Involving a single death or severe injury, poisoning, sensitisation or dangerous infection. Damage to equipment resulting in production shutdown and significant production loss. Severe pollution with short-term localised implications incurring significant restitution costs	**4**	**8**	**12**	**16**	**20**
	High (5) Multiple deaths, lung diseases, permanent debility or fatality. Major pollution with long-term implication and very high restitution costs	**5**	**10**	**15**	**20**	**25**

1 – 6	**MAY BE ACCEPTABLE: however, review task to see if risk can be reduced further**
8 – 12	**TASK SHOULD ONLY PROCEED with appropriate management authorisation after consultation with specialist personnel and assessment team. Where possible, the task should be redefined to take account of hazards involved or the risk should be reduced further prior to task commencement.** ** Appropriate Management is classed as Offshore Supervisors, Dive Superintendents, Project Managers, Operations Managers, and Directors*
15 – 25	**TASK MUST NOT PROCEED. It should be redefined, or further control measures put in place to reduce risk. The controls should be re-assessed for adequacy prior to task commencement.**

Aspect Significance

Insignificant
Significant
Significant

THE PORT OF NIGG

Port Of Nigg Noise Management Plan

PON-02-IM-0021

Statement

This document is authorised by the Board of Directors of Global Energy Nigg Ltd. It is their expectation that this procedure, and any associated procedures, are adhered to.

Where this may not be possible, any deviation from this procedure should be clearly documented and authorised by Senior Management.

[Redacted]

Nigg Energy Park

Contents

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

1. INTRODUCTION

1.1. Purpose and Ownership

The impact of the operational noise on surrounding receptors was assessed by EnviroCentre in June 2019, the results of which are presented in Document No. 671906/001, titled *Nigg East Quay, Volume 1, Environmental Impact Assessment Report* (EIAR), dated 19th June 2019. This noise management plan is based on findings presented within the EIAR.

The aim of this plan is to prevent or minimise noise and emissions and their impact on sensitive receivers by:

- Identifying the causative factors, location and nature of such emissions;
- Specifying the actions taken to prevent or minimise releases using Best Available Techniques (BAT);
- Identifying foreseeable causes of malfunction or non-operations which could increase the emission and/or the impact on sensitive receptors.

The content of this plan has been agreed between the Global Energy Nigg Ltd and The Highland Council on;

……(date).

The plan will be subject to regular review and amended as necessary.

Operator: Global Energy Nigg Ltd

Relating to the installation/ activities at;

Nigg Energy Park
Nigg
Tain
Ross-shire

The Operator undertakes to adhere to the agreed plan at all times. Any amendments that are shown to be necessary should be discussed with The Highland Council prior implementation or incorporation into the plan.

Person with overall responsibility;

Name:
Position:

Signed ……(for the Operator)

Designation:

Agreed review date:…….

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

2. SITE OVERVIEW

2.1. Site Location

Global Energy Nigg Ltd operate Nigg Energy Park, Nigg, Tain. The park serves the offshore gas, oil and renewables industry. The yard is located on the Cromarty Firth, the closest residential properties are located within the hamlet of Balnapaling, approximately 120m to the east. The town of Cromarty is located across the water, approximately 1.5km to the south.

2.2. Site Operating Hours

The yard operates 24 hours a day, 7 days per week.

2.3. Dominant Noise Sources

The following dominant noise generating sources and activities have been identified, all of which operate over a 24-hour period;

- Ship berthing including on-board generators. Associated loading / unloading of wind turbine components and cargo to / from and laydown / storage areas using cranes and various items of mobile plant;
- Repair, refurbishment and decommissioning works on offshore rigs and vessels within Graving Dock (Berth 1). Associated on-board generators and cranes;
- Assembly, fabrication and repair works of large marine structures and offshore assets within workshop buildings;
- Movement of cargo / offshore assets within yard using various items of mobile plant;
- Shot blasting and painting of infrastructure within workshop buildings; and
- HGV and LGV delivery / pick-ups and associated loading/unloading activities.

2.4. Noise Sensitive Receptors

The EIAR noise assessment considered five noise sensitive receptors which were identified as being representative of the most exposed residential receptors surrounding the site. These were agreed through consultation with The Highland Council. The location of the sensitive receptors is shown in Table 2-1, and in Drawing Nos. 671906-023A & B, Appendix A.

Table 12-1: Noise Sensitive Receptors

ID	Description	Grid Reference
NSR 1	Balnabruich, north-east of Nigg Energy Park entrance	279468 / 869831
NSR 2	Balnapaling, east of East Quay	279676 / 868834
NSR 3	Cromarty; George Street	278687 / 867725
NSR 4	Cromarty; Forsyth Place	278927 / 867598

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

NSR 5	Cromarty; Shore Street	279190 / 867333

3. NOISE MANAGEMENT PLAN

3.1. Management

Under normal conditions general best practice is used in the management of noise. The measures to be implemented at the site (BAT) are as follows;

- Minimise, and if feasible avoid plant movements or loading / unloading activities on the southern half of the East Quay (due to line of sight to receptors in Balnapaling) during the most sensitive night-time period;
- Use of centralised and temporary quiet generator systems positioned on, or near to the South and East Quaysides;
- Where practicable, switch off vessel and rig generators when not required;
- Where practicable, select low noise plant / equipment for works on the South Quay and East Quayside;
- Keep doors to fabrication and workshop units closed where practicable;
- Restrict the operation of loudspeaker communication systems to daytime periods only; and
- Schedule high noise generating activities to occur during daytime hours, with restrictions on high noise activities at night.

3.2. Maintenance

- Where maintenance activities are to be carried out at night, ensure maintenance areas are remote, or isolated from areas of noise sensitivity;
- Keep internal haul routes well maintained and minimise gradients;
- Keep doors to fabrication and workshop units closed where practicable;
- When plant/equipment is due for replacement/renewal, or when hiring, give preference to selection of low noise options; and
- Carry out regular and effective maintenance on plant/equipment to reduce noise from wear and tear of components, with reference to manufacturer recommendations.

3.3. Training and Monitoring

- Provide training to existing and new start employees (through incorporation into the site induction process) in best practice noise management techniques / make familiar with the operational noise management plan;
- Carry out weekly scheduled monitoring of on-site noise levels. Log measured levels, along with description of activities occurring at time of monitoring. The log may be used to determine particularly high noise generating activities, or combinations of activities to inform further refinement of this operational noise management plan (if required), or provide information in the event of noise complaints in the surrounding community;
- The monitoring is to be carried out on the South Quay, close to the corner with the entrance to the Graving Dock. The monitoring position may be changed to elsewhere on the South Quay if particularly high noise generating activities are occurring at the usual noise monitoring location on the scheduled date; and
- The monitoring should be carried out by a technically competent, trained person.

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

3.4. Mobile Plant

- Design traffic routing and vehicle selection to avoid / minimise the requirement for vehicle reversing;
- Where vehicle reversing alarms are required, they should be designed to cause the lowest practicable environmental impact; preferably they should be directional broadband noise emitters or automatically adjusted to ambient noise levels;
- Avoid unnecessary revving of engines and shut down idling plant and equipment when not in use;
- Acoustic covers to engines should be kept closed;
- Noise from plant which is known to be particularly directional, where practicable, should be orientated such that the noise is directed away from noise sensitive areas; and
- Regular scheduled servicing and maintenance as per plant manufacturer recommendations.

3.5. Abnormal Operation

Abnormal operations likely to occur at Nigg Energy Park are considered to be;

- Breakdown of key items of plant;
- Wear and tear of plant components giving rise to higher noise emissions; and
- Due to demand, carrying out certain noise generating activities for longer durations than during a typical working day.

In order to address abnormal operations, the following currently employed BAT measures shall be implemented:

- Stationary Plant; regular replacement of consumables and wear and tear components to be carried out. The replacement schedule is based on the amount of usage, equipment inspections, and with reference to manufacturer recommendations; and
- Mobile Plant; regular scheduled servicing and maintenance as per manufacturer recommendations.

3.6. Complaints

On any occasions that complaints are received, the following procedures shall be followed;

- Any noise complaints that are received, or issues relating to noise from abnormal operations will be directed to the named person with overall responsibility (refer to Section 1);
- The named person with overall responsibility shall investigate the source of the complaint / abnormal activity. Reference shall be made to noise levels collected on-site as part of routine scheduled weekly monitoring to see if correlation between event and complaint can be established (refer to Section 3.3);
- If necessary, additional noise monitoring of source of complaint / abnormal activity shall be carried out;
- Noise mitigation measures are to be established (where feasible), and implemented as soon as practicably possible. If necessary, the assistance of a suitably qualified consultant, who is a registered member of the Institute of Acoustics (IOA) may provide assistance to assess the source of the noise, and provide advice on suitable mitigation measures;
- The source of the complaint and mitigation measures undertaken will be recorded in the site diary and will be made
- If required by THC additional noise monitoring in accordance with BS4142:2014 Methods for rating and assessing industrial and commercial sound will be considered as part of the investigation.

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

4. REFERENCES

- EnviroCentre Report No. 671906-001, Nigg East Quay, Volume 1, Environmental Impact Assessment Report, 19th June 2019.
- British Standards Institution, Methods for Rating and Assessing Industrial and Commerical Sound. Pub. L No. BS4142:2014. BSI.

5. DRAWINGS

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

Legend

Site Boundary

Noise Sensitive Receptors

Do not scale this map

Client

Global Energy Nigg Limited

Project

Nigg East Quay

Title

Noise Sensitive Receptor Plan, Nigg

Status

FINAL

Drawing No.

671906-023A

Revision

Scale

1:7,500

A3

Date

08 May 2019

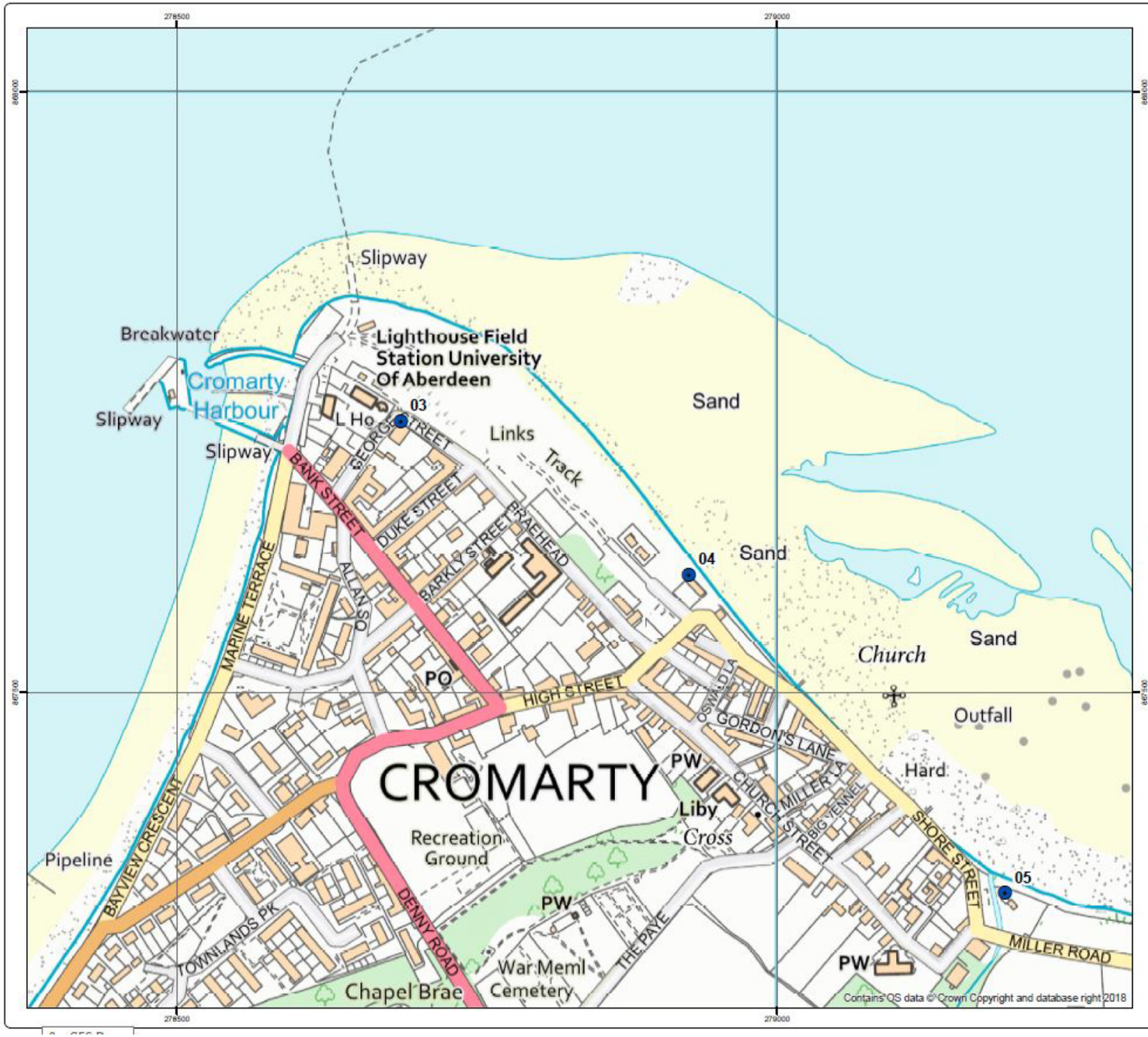
Drawn

Checked

Approved

ENVIRO Centre

Craighall Business Park, Eagle Street, Glasgow, G4 9XA
Tel: 0141 341 5040
Fax: 0141 341 5045



Legend

- Site Boundary
- Noise Sensitive Receptors

Do not scale this map

Client
Global Energy Nigg Limited

Project
Nigg East Quay

Title
Noise Sensitive Receptor Plan, Cromarty

Status
FINAL

Drawing No.
671906-023B

Revision

Scale
1:3,000

A3

Date
08 May 2019

Drawn [redacted]

Checked [redacted]

Approved [redacted]

ENVIRO Centre
Craighall Business Park, Eagle Street, Glasgow, G4 9XA
Tel: 0141 341 5040
Fax: 0141 341 5045

THE PORT OF NIGG

Waste Management

PON-02-IM-0014

Statement

This document is authorised by the Board of Directors of Global Energy Nigg Ltd. It is their expectation that this procedure, and any associated procedures, are adhered to.

Where this may not be possible, any deviation from this procedure should be clearly documented and authorised by Senior Management.

[Redacted]

Nigg Energy Park

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

Contents

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

1. Document Details

1.1. Purpose

To ensure that all personnel involved in waste management do so in the correct manner.

1.2. Scope

This procedure states how Port of Nigg (PON) manage waste in the correct manner and how waste is disposed across our projects, offices, and sites.

1.3. Policy Statement

This document is governed by the QHSE Policy Statement and the principles and ethics described therein.

1.4. Reference Documents

- Environment Protection Act 1990 (Section 34): The Duty of Care – A Code of Practice http://www.netregs.org.uk/legislation/scotland/current/waste_legislation.aspx

1.5. Approval

This document is authorised by the PON Management and it is their expectation that this document and associated procedures are adhered to. Where this may not be possible any deviation should be clearly documented and authorised by PON Management.

2. Responsibilities

2.1. Managing Director

Managing Director shall:

- Ensure that personnel are aware of and fulfil the requirements of this procedure.
- Ensure that all staff involved in the handling of waste are adequately trained.
- Provide spill equipment to protect the environment and adhere to applicable laws and regulations.

2.2. Operations Director

Operations Director shall:

- Ensure that Waste Management Procedure is sufficiently communicated amongst personnel.
- Provide suitable resources to support the implementation of this procedure.
- Ensure relevant training takes place for all personnel.

2.3. Facilities Director and Operations Manager

Facilities Director and Operations Manager shall:

- Implement this procedure as it applies to them.
- Ensure adequate information, training, and instruction to staff on waste management.
- Provide spill equipment to protect the environment and adhere to applicable laws and regulations.

2.4. HSEQ Department

HSEQ Department shall:

- Monitor the application of this procedure through the audit mechanism.
- On request from other Managers or where needs arise arrange suitable training, instruction and, where appropriate, the supervision of waste management.

2.5. Maintenance Manager and Supervisors

Maintenance Manager and Supervisors shall:

- Ensure that members of the workforce under their responsibility use the appropriate equipment and follow this procedure at all times when disposing waste.
- Bring any matter of concern regarding waste to the immediate attention of the Operations Director or HSEQ Department.
- Ensure that this work instruction is brought to the attention of persons under their direct control and that the rules concerning the proper handling of waste are strictly adhered to.
- Regularly supervise and check to ensure that the proper safety equipment is supplied to individuals and that it is being used in the approved manner.
- Ensure containers are kept in a secure area.
- Ensure suitable spill kits and emergency contact numbers are readily available.

2.6. All Employees

All employees shall:

- Follow this procedure as it applies to them
- Use the correct equipment whilst handling waste.
- Ensure hazardous substances are stored correctly and safely.
- Report any incidents regarding waste immediately to their supervisor or HSE Manager.

3. Definitions

- **Waste**: Is any substance or object that the person discards, or intends to discard, or is required to discard (Waste Framework Directive 75/442/EC).
- **Controlled Waste**: Relates to waste(s) produced by households, commercial premises or industrial sites.
- **General Waste**: Waste which is not deemed hazardous can be sent to landfill without the need for treatment.
- **Inert waste**: Uncontaminated earth and excavation waste which might include, for example, bricks, concrete, stone, building sand and gravel, ceramic materials, slates, weathered bituminous materials (inactive).
- **Special/ Hazardous waste**: Hazardous waste is controlled waste of any kind that is or may be dangerous or difficult to treat, keep or dispose of, whereby hazardous provision is required for dealing with it. Such waste is defined as containing substances which are dangerous to life (active).
- **Duty of Care**: Is anyone who in any way has a responsibility for controlled waste is to ensure that it is managed properly and recovered or disposed of safely.

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

- **Waste Carrier**: Drivers of vehicles whose main aim is to collect waste(s) from producers and deliver those wastes to waste management facilities.
- **Waste stream**: The individual components of our total waste production.
- **Waste management licence**: issued to a facility will keep, treat or dispose of wastes, i.e. transfer station or landfill site.
- **Consignor**: the consignor normally the waste producer is the person who hands over the waste to the carrier.
- **Carrier**: the carrier is the person who collects waste material for transportation to the waste disposal company (consignee).
- **Consignee**: the consignee is the one who receives the waste, so will be the holder of an appropriate waste management license or operate a waste treatment process.

4. Procedure

4.1. Introduction

These procedures enable adherence to the relevant legislation and shall be enforced to prevent environmental degradation and litigation.

This procedure highlights the responsibilities of PON personnel under UK and European law regarding the management of waste.

4.2. Waste Hierarchy Checklist

1) Eliminate.
2) Reduce.
3) Re-use.
4) Recovery (recycling, composting, energy recovery).
5) Disposal.

Before any waste (especially waste with hazardous contents) is assigned to a disposal route, alternatives such as reduction re-use and recovery shall be assessed. The first priority is reduction of the amount of waste produced, followed by re-use and recovery.

Disposal is the least attractive option and efforts shall be made to promote the categories at the top of the waste hierarchy.

4.3. Waste Assessment

- Waste generated from all activities shall be identified by the HSEQ Department as disposable waste or re-usable/ recyclable waste when leaving the site or upon reception at a site.
- The HSEQ Department is to determine waste types, their disposal, special considerations, whether SDS is required, what skip or container can be used, and any other information required.
- The HSEQ Department is to ensure that materials are allocated to the correct disposal route and deciding whether the material can still be used within company activities or whether it can still be used in some way within its original intended purpose.
- If it can be used for its original intended purpose it is not waste and shall be allocated to an area or activity which can use the material, provided its re-use does not impair specified standards.
- The HSEQ Department shall ensure that all waste items are disposed of in accordance with the waste hierarchy checklist.

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

4.4. Storage

- The integrity of waste container(s) is to be checked by the Site Management prior to use. In the event that the waste containers integrity has been affected (i.e. holes, cracked lid, distorted vessel, thinning of container) report this immediately to the HSEQ Department and request a replacement. A label shall be placed on the container clearly identifying that this container is not fit for the storage, uplift and disposal of waste.
- In the event of spillages/leaks from liquid waste(s) absorb with inert material such as sand, spill pads/booms etc. Ensure that the spill/leak does not enter drainage or contaminate ground – in this event contact the HSEQ Department for advice.
- Waste containers must always be clearly labelled with their contents. Waste products must only be placed into those receptacles that have been allocated for that purpose.
- Waste for re-use, recycling, hazardous waste and general waste must be segregated and labelled.
- To prevent windblown pollution and contamination skips should be covered or enclosed unless stored undercover or within a building.
- Both waste oil and chemicals, and new oil and chemicals on site are to be stored in drums and within a bunded, secure area.
- All scrap metal should be held in enclosed skips where practical. For large items of redundant plant, these should be laid aside in an allocated area, and covered until earliest removal from site.
- Waste receptacles to be sited in appropriate locations to minimise visual impact.
- Waste containers should be inspected regularly for faults or leaks.

4.5. Authorised Carriers of Waste Material

- The company has a waste carrier's licence which covers vehicles, which carry the licence, for the transportation of waste material to a licensed waste management facility.
- The HSEQ Department has the overall responsibility to ensure that the waste carrier's licences are up to date.
- All sub-contractors that carry waste shall hold a current, valid waste carrier's licence.

4.6. General Disposal Procedures

- Wastes are to be stored only in skips or enclosed containers.
- Check companies waste disposal licence prior to use. Where it is found that a contractor is not registered or the license has expired, the contractor shall no longer be used.
- Where a contractor claims he is exempt from licensing, contact SEPA to confirm that he is registered as an exempt activity. If the contractor is not registered then waste shall be disposed of via an alternative route.
- The Site Management is responsible for ensuring that hazardous wastes are not mixed with inert/ general wastes and are allocated to an appropriate container.
- All employees shall ensure that waste is segregated into individual waste streams of steel, wood, plastic, mixed rubbish and hazardous waste.
- If the waste carrier cannot provide a waste transfer note request a PON waste transfer note from the HSEQ department.

4.7. Waste Containment on Sites & Projects

- Skips and containers on sites shall be clearly marked for their intended waste stream contents.
- Segregated waste shall be contained in vessels that are not rusty or leaking and that are suitable for the disposal of the particular waste type, e.g. correct volume and correct height for loading waste into.

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

- The Site Management shall take reasonable precautions for preventing wastes contained on sites from accidental spillage or leaking by using netting or covers.
- The Site Management is responsible for preventing waste from escaping, blowing in the wind or falling whilst being loaded, transported and stored.
- The Site Management is responsible for ensuring that adequate access is provided for parking, manoeuvring and loading of vehicles transporting waste to and from the site.
- The Superintendent/supervisor is responsible for the security of waste storage areas to prevent unauthorised access and fly tipping. Security includes locked gates and locked containers.

4.8. Recycling

- Consideration to be given to minimising waste and reusing materials prior to disposal.
- Off cuts and scrap metal are recycled by an approved third party and it is important that no rubbish etc. is placed in the metal container as it makes it more difficult to recycle.
- Where it can be determined that certain waste is suitable for recycling, the appropriate containers will be supplied and clearly marked.

4.9. Oil Storage & Disposal

- Each facility is to nominate a person responsible for oil storage and disposal.
- Any waste oil is to be kept in a drum of good structural integrity and stored in an area bunded to 110% of the largest container or 25% of the total volume whichever is greater.
- All waste containers are to be labelled according to waste type.
- Contact purchasing to organise a free of charge oil pickup.
- The waste carrier is required to Pre-notify SEPA concerning special waste transfer.
- On pickup obtain a special waste consignment note from the driver and send it to the QHSE assistant.
- If oil is spilled use stores spill pads and granules to clean up.
- If a major spill occurs use the site spill response kit.

4.10. Hazardous Waste

- Hazardous waste, for instance waste generated when cleaning oil separators, septic tanks, fluorescent lights containing mercury, oil, paints and batteries is regulated under the Hazardous Waste Regulations 1996.
- When despatching any quantity of hazardous waste, personnel shall use the consignment note system. In most instances the hazardous waste contractor shall ensure all documentation is in place. To be sure the waste consignment is filled out correctly follow the hazardous waste consignment note guide.
- Should the hazardous waste contractor be unable to supply a hazardous waste transfer note, this shall be reported to the HSEQ Department for further advice.
- All hazardous waste consignment notes shall be sent to the HSEQ Department.

4.11. Hazardous Waste Transfer Procedure

Stage	Action
Before Transfer	Producer identifies waste and obtains a unique code to be assigned to the hazardous waste in accordance with the coding standard. Refer to Section 5 for examples of EU waste codes.

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

Between one month and three days before transfer.	The consignor or carrier fills in parts A and B of the consignment note, which contains general details of the consignment and a description of the waste to be consigned.
At time of transfer to carrier.	Carrier fills in and signs part C of the note setting out the quantity and type of waste picked up, the carrier's registration number and vehicle registration. The carrier shall also certify that the consignment details and waste description on the note are correct.
At time of the transfer to Consignee.	Consignor fills in and signs part D of the note, again certifying that the consignment details and the waste description are correct and that the carrier is an authorised person. The consignor retains one copy of the consignment note, handing over the other three to the carrier.
After transfer	Consignee fills in and signs part E of the note providing details of the consignment. The carrier retains one copy of the consignment note, handing the other two to the consignee usually in the invoice.

4.12. Waste Accounting Procedure

- Details of waste type, quantity and source from waste transfer notes are entered into the organisations waste spreadsheet by the HSE assistant.
- Once information has been recorded, both internal and external transfer notes shall be stored on site for duration of 2 years (3 years for hazardous waste consignment notes).
- The HSE assistant is responsible for maintaining the transfer notes in an orderly manner.

5. Waste Codes

Waste Category	Description	Waste Code	Type
Spent grit only	Waste blasting material	12.01.17	**Non-Hazardous**
Cans (Metallic packaging)	Cleaned crushed empty can and tins only	15.01.04	**Non-Hazardous**
Plastic packaging	Plastic only	15.01.02	**Non-Hazardous**
Mixed construction and demolition wastes	Uncontaminated mixed construction and demolition waste	17.09.04	**Non-Hazardous**
Paper and Cardboard	Office paper Cardboard for recycling – flatten boxes to save space and reduce journeys to recycling centre	20.01.01	**Non-Hazardous**
Wood	Pallets, packaging	15.01.03	**Non-Hazardous**
Metal	Ferrous metal Non ferrous Aluminium Scrap iron and steel stainless, duplex super, carbon steel and wire	16.01.17 16.01.18 17.04.02 17.04.05	**Non-Hazardous** **Non-Hazardous** **Non-Hazardous** **Non-Hazardous**
Batteries	Lead acid Ni-cad batteries Mercury containing batteries Alkaline batteries	16.06.01* 16.06.02* 16.06.03* 16.06.04	**Hazardous/Special** **Hazardous/Special** **Hazardous/Special** **Non-Hazardous**
Interceptor wastes	Oil and concentrates from separation, interceptor sludges	13.05.03*	**Hazardous/Special**

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

Fuel oil/diesel **Petrol** **Other fuels (including mixtures)**	Fuel oil/diesel Petrol Other fuels	13.07.01* 13.07.02* 13.07.03*	**Hazardous/Special** **Hazardous/Special** **Hazardous/Special**
Mixed general waste skip	Mixed canteen and office waste	20.03.01	**Non-Hazardous**
LPG bottles	Gases in pressure containers (not containing dangerous substances)	16.05.05	**Non-Hazardous**
Spill Kit (oil spills)	Absorbents, filter materials, wiping cloths, protective clothing contaminated by dangerous substances	05 01 05*	**Hazardous/Special**
Cables	Cables (uncontaminated)	17.04.11	**Non-Hazardous**
Electrical equipment	Discarded TVs and monitors Discarded electrical and electronic equipment containing hazardous components	20.01.35 20 01 35*	**Non-Hazardous** **Hazardous/Special**
Lighting	Fluorescent tubes and other mercury-containing waste	20 01 21*	**Hazardous/Special**

Waste Category	Description	Waste Code	Type
Antifreeze	Antifreeze fluids containing dangerous substances MONOETHYLENEGLYCOL (MEG) Antifreeze fluids other than those mentioned in 16 01 14 Wastes from cooling-water treatment	16 01 14* 16 01 15 10 01 26	**Hazardous/Special** **Non-Hazardous** **Non-Hazardous**
Paint and Solvents	Waste paint and varnish containing organic solvents or other dangerous substances Waste paint and varnish other than those mentioned in 08 01 11	08 01 11* 08 01 12	**Hazardous/Special** **Non-Hazardous**
Oil and Solvent rags etc	Absorbents, filter materials (including oil filters not otherwise specified), wiping cloths, protective clothing contaminated by dangerous substances	15 02 02*	**Hazardous/Special**
Asbestos	Insulation materials containing asbestos	17 06 01*	**Hazardous/Special**
Oily Water	Mineral-based non-chlorinated engine, gear and lubricating oils Sludges from oil/water separators	13 02 05* 13 05 02*	**Hazardous/Special** **Hazardous/Special**
waste hydraulic oils	Oils	13 01 00	**Hazardous/Special**
waste engine, gear and lubricating oils	Oils	13 02 00	**Hazardous/Special**
Sewage	waste from sewage cleaning	20 03 06	**Hazardous/Special**
Aerosol	Aerosol containers – empty Contaminated Aerosols	15 01 04 15 01 10*	**Non-Hazardous** **Hazardous/Special**

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

THE PORT OF NIGG

Emergency Response Plan

PON-02-OP-0002

Statement

This document is authorised by the Board of Directors of Global Energy Nigg Ltd. It is their expectation that this procedure, and any associated procedures, are adhered to.

Where this may not be possible, any deviation from this procedure should be clearly documented and authorised by Senior Management.

[Redacted]

Nigg Energy Park

Contents

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

1. Plan Introduction

Port of Nigg (PON) has developed and implemented this Emergency Response Plan (ERP) that outlines the Company's commitments and arrangements for preparing for and responding to potential emergencies and dangerous occurrences on the premises.

The structure and content of the ERP is designed to comply with relevant standards and to reflect general good industry practice.

1.1. Plan Objective

The objective of the Port of Nigg ERP is to outline arrangements, roles and responsibilities that have been put in place to respond to and support emergencies, incidents and dangerous occurrences at the facility.

This objective complements and is supported by the Global Energy Group's commitment to ensuring the safety of personnel, minimizing harm to the environment, protecting assets and maintaining security during both normal operations and in emergency circumstances. This objective is also aligned with key policy statements and commitments outlined in the Global Corporate Management System and Port of Nigg's Integrated Management System (IMS).

The objective of this ERP is also to provide guidance to personnel who have emergency response responsibilities in the following emergency response areas:

1. Planning and preparing for potential emergencies
2. Execution of the emergency response system, including the Emergency Response Action Plans outlined in this document.

1.2. Plan Scope

The scope of this ERP applies to all Port of Nigg facilities and to all personnel whether employed by PON, Sub-contractor, Client organizations or visitors. The ERP defines how PON will respond to, support and assist in the management of Emergency Response Activities in the event of an incident.

1.3. Plan Structure

The Port of Nigg ERP has been structured to enable the Emergency Response Teams to quickly access the required information during an emergency.

Section 1 - Emergency Response Plan

Section 2 - Emergency Response Planning

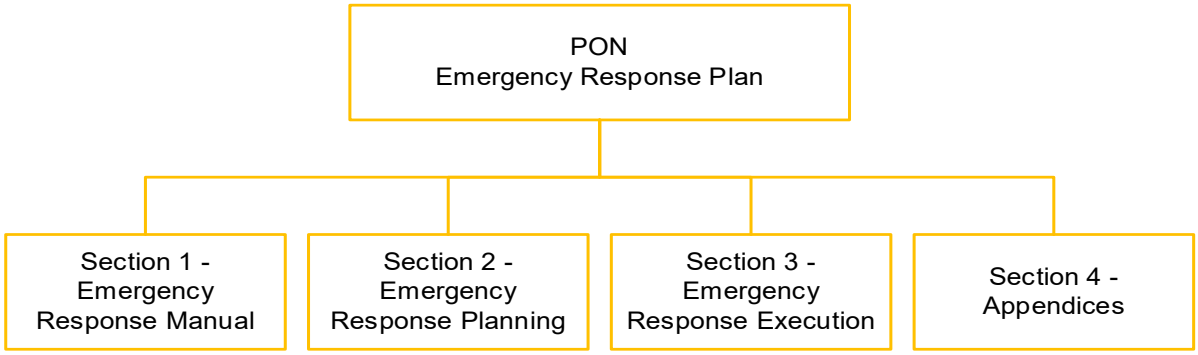
Section 3 - Emergency Response Execution

Section 4 – Appendices

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

An organogram of the PON Emergency Response Plan structure is given in Figure 1-1.

Figure 1-1: PON Emergency Response Plan Structure



Detailed information on the composition, command structure, and roles and responsibilities of the Emergency Response Teams are outlined in sections 3.1 Emergency Response Command Organization & 3.2 Facility Emergency Response Organization

Section 1 - Emergency Response Plan

Section 1 (this section) sets out the description of the PON Emergency Response Plan itself. It covers the following major topics:

- Objective
- Scope
- Structure
- Limitations
- Integration with other documents
- Integration with external Parties
- Responsibilities
- Review and update
- References

Section 2 - Emergency Response Planning

Section 2 includes the descriptions of the Company's Emergency Response Organization, arrangements and capabilities. It provides important instructional guidance to Company personnel on how the emergency response system is planned and expected to operate in practice and covers the major following topics:

- Emergency response philosophy
- Emergency response priorities
- Emergency Response Organization
- Emergency Response Team roles and responsibilities
- Emergency Response Centre
- Emergency response drills and exercises

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

Section 3 - Emergency Response Execution

Section 3 includes the descriptions of the actual emergency response action plans to be followed when responding to emergency situations. The contents of this section are based on the overall Company emergency response system and addresses the following topics:

- Emergency Response Team Activation
- Emergency Response Team call out process
- Emergency Response action plan
- Emergency response information management
- Internal communications
- External communications
- Post-emergency response actions3.2

Section 4 - Appendices

Section 4 includes emergency response reference material and information that is updated on a regular basis as the tenants change or as vessels arrive / depart. The appendices included are:

- Appendix A - Emergency Contact Directory
- Appendix B – Emergency Contact Log
- Appendix C – Emergency Event Log
- Appendix D - Emergency Information Report
- Appendix E – Tenant ERPs

1.4. Plan Limitations

This ERP only addresses the required actions for emergency response and does not directly address the measures required for the prevention of emergencies. Emergency prevention measures are addressed in other Company HSE related documentation (Safe System of Work Procedure – PON-02-OP-0001).

1.5. Plan Integration with other Documents

This ERP has been developed to define the specific arrangements within PON. Integration with other relevant documents which may affect operations within the site may be required such as –

- Tenant specific ERP
- Vessel Station Bill
- Adjacent oil and gas storage facility ERP

1.5.1. Client / Tennant Emergency Response Plan

Rig / Ship specific ERPs / Station Bills of Rigs / Vessels within PON Boundaries.

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

1.5.2. Global Business Management System (BMS)

As a document that has been developed and implemented through the Global BMS, this ERP is supported by and subject to the requirements of other policies, procedures and processes that are documented within the BMS, including document control and management review requirements.

1.5.3. Vessel / Rig Station Bill

Each MODU maintains a Station Bill defining the emergency response actions to be taken while onboard the vessel.

1.5.4. Tenant and Third Party Contractors

Tenants will normally have a pre-existing emergency response system in place that is specific to the location and type of operations to be undertaken. There may also be third party contract personnel involved in emergency response duties depending on the scope of operations being undertaken. It is important that an integrated emergency response system is developed between the Company, Tenant and third party contractor. To achieve this integration, the Tenant and third party contractors should review the PON ERP and identify the arrangements within a bridging document.

1.5.5. Regulatory Authorities

Integration of this ERP with regulatory authorities is limited to region specific reporting and communication requirements.

1.6. Plan Responsibilities

Key roles and responsibilities have been defined as they relate to the development and implementation of the ERP. Specifically, the PON designated HSE Resource is the designated Document Reviewer and Document Controller while the nominated Document Owner is the Facilities Director of Port of Nigg.

1.7. Plan Review and Update

The PON designated HSE Resource is responsible for conducting formal reviews and updates of the ERP under the following circumstances:

1. Every five (5) years
2. After lessons learned from conducting emergency response drills and exercises
3. As directed and / or in cooperation with the designated Regulatory Authority or Client.
4. Upon major structural or operational change within the park

2. Emergency Response Framework

Port of Nigg have developed and implemented an Emergency Response Framework to ensure that all emergency response activities, reporting mechanisms and recordkeeping arrangements are consistent and allow for effective emergency response to be conducted. The objectives of the Framework are to:

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

- Ensure consistency within the Park regardless of whether PON facilities or the Tenant facility is affected, while still complying with PON Integrated Management System (IMS) and the Global Energy Group (GEG) Business Management System (BMS) requirements.
- Ensure that ERPs are:
    - Sufficiently robust, defined and outlined such that the Company's response to emergencies is fully communicated and understood
    - Sufficiently flexible to ensure that the PON ERPs are able to be incorporated / applied to actual operating conditions and specific arrangements.

2.1. Emergency Response Philosophy

The emergency response philosophy is considered to be in line with, and similar in intent to established policy and commitment statements implemented throughout the PON IMS.

Port of Nigg management shall ensure that any emergency is dealt with in an efficient and professional manner so that safety of personnel is not compromised, the integrity of assets and security is maintained, and environmental pollution is minimized.

The Company is committed to ensuring that:

- Emergencies identified on or near PON facilities which have the potential to affect the safety of personnel, impact the environment or cause asset damage are adequately planned for and that sufficient preparatory measures are in place
- Sufficient resources are provided to ensure that the Company's planning activities, preparatory measures, response activities and recovery efforts are appropriate to the scale and nature of potential emergencies.
- Personnel who have emergency roles, responsibilities and duties are aware of their responsibilities and are fully capable of discharging them
- Systems, equipment and personal protective equipment (PPE) that relate to emergency response are fit for purpose and available for use in an emergency
- All potential and actual emergencies are documented and reported to ensure that all notification and reporting responsibilities are fulfilled, including statutory obligations.
- All potential and actual emergencies are documented and investigated to ensure that root causes are identified, measures are put in place to prevent reoccurrence, and that lessons learned are communicated and implemented to facilitate continuous improvement in HSE performance.

2.2. Emergency Response Priorities

In accordance with Global Energy Group's established emergency response philosophy, and other policy statements and commitments in the PON IMS and the GEG BMS, GEG have developed four (4) Emergency Response Priorities.

The purpose of establishing priorities for emergency response is to provide guidance to emergency response decision makers. These priorities are reflected in the developed emergency response plans and outlined emergency response responsibilities. However, these priorities are not mutually exclusive of each other. Attempts to protect equipment will have a direct relationship to the ability to protect the safety of personnel and the environment.

The four (4) priorities that the Company has established for emergency response are:

1. Safety of personnel
2. Protection of the environment

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

3. Safety of the assets
4. Maintenance of Security.

2.3. Emergency Command and Control

After the emergency response has been initiated from the alarms and communications, the next part of the strategy is to commence command of emergency response resources and to take actions to bring the emergency under control.

Emergency command and control is defined as the ability of the PIC and the Emergency Management Team to effectively direct the emergency response resources in an emergency, and to direct personnel to abandon the area to facilitate escape, evacuation and recovery to a place of safety.

2.3.1. Emergency Command

To achieve an adequate emergency response, the facility has an established command structure with corresponding roles and responsibilities, with the following objectives:

- Ensure that there is a defined single Person in Charge during an emergency with authority and responsibility for ensuring the safety of all personnel.
- Ensure that there is a defined hierarchy of command in an emergency to enable the Person in Charge to effectively and efficiently direct and delegate emergency response activities in a range of emergency scenarios
- Ensure that there is sufficient flexibility in the hierarchy of command to enable others to assume the Person in Charge role in the event the existing PIC is unable to.
- The emergency command function is executed from the emergency control centre where all necessary controls for emergency response systems and emergency communications resources are located.

The emergency command function is executed from the emergency control centre where all necessary controls for emergency response systems and emergency communications resources are located.

2.3.2. Emergency Control

The emergency control response is executed to bring an end to the emergency situation or if it is not safe or practical to control the emergency, to quickly move personnel to a place of safety.

After an assessment of the emergency has been completed by the Emergency Response Team the decision to undertake the emergency control actions will be made by the Emergency Response Control Team Person in Charge (ERCT PIC). The PIC will consider the safety of emergency response personnel when making the decision to attempt to control the emergency.

The actual “at location” emergency actions taken during the emergency control response are led by the Emergency Response Team Leader. The ERT leader co-ordinates his decisions with the Emergency Response Control Team PIC.

The emergency control response actions continue until the PIC declares that the response has been successful or if the PIC declares that the emergency cannot be controlled and that a facility evacuation is required.

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

3. Emergency Response Organization

The role of the Emergency Response Command Organization is to ensure that resources, roles, responsibilities, and activities are allocated and organized to enable the Company to respond to an emergency in an effective, efficient and consistent manner.

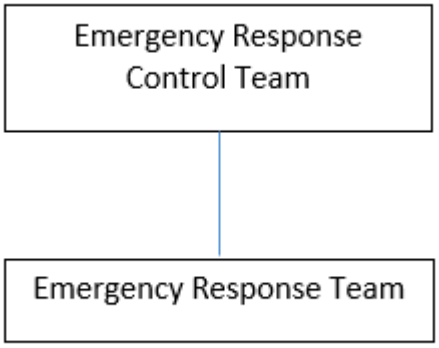
The Emergency Response Command Organization consists of an Emergency Response Team, whose role is to provide support to the facility in the event of an emergency. The Emergency Response Command Team is directed by the Person in Charge and operates out of the dedicated Emergency Response Centre.

The Facility Emergency Response Teams are directed and coordinated by the Emergency Response Team Leader. The Emergency Response Team Leader is directly responsible for notifying the Person in Charge at the Emergency Response Command Team of the situation at the scene of the emergency situation.

Ultimately, the PIC has overall authority and responsibility for the emergency response actions at the facility in emergencies.

The PIC roles and responsibilities are defined in greater detail in section 3.1.1 of this plan.

Figure 3-1: PON Emergency Response Organization



3.1. Emergency Response Command Organization

The Emergency Response Command Team consists of nominated PON staff with allocated positions and functions. The Emergency Response Command Team is directed by the Person in Charge (PIC), who acts as the GEG / PON responsible person in an emergency.

The main function of the Emergency Response Command Team is to provide support, information and assistance to the facility Emergency Response Teams.

The ERCT consists of the following positions:

- Emergency Response – Person In Charge
- Security Coordinator
- Tennant Liaison
- HSE Coordinator (Typically supplied by Tennant if required)
- Personnel Coordinator (Typically supplied by Tennant if required)
- Administration Coordinator

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

Persons assigned to the Emergency Response Command Team are allocated roles, responsibilities and duties to be carried out in an emergency, as directed by the ERCT PIC. This extends to the nomination and delegation of alternate / back-up roles that can function in the nominated Emergency Response Command Team roles in the event the main designated persons are unavailable. The structure of the ERCT is outlined in Figure 3-2 and the typically assigned Company positions, Emergency Response Command Team functions and designated alternates are detailed in Table 3-1.

The Emergency Response Command Team operates out of a designated Emergency Response Centre (ERC) which is located at the PON boardroom, and is outfitted and maintained with facilities, information and equipment to ensure that the security staff and the Emergency Response Command Team members can immediately discharge their duties in supporting an emergency at the facility.

Arrangements are documented in the event that the main Emergency Response Centre is unavailable with corresponding measures for mobilizing and establishing an alternate ERC which is located at the main office reception. Responsibilities are assigned to the Emergency Response Command Team members with regard to the main ERC and establishment of the alternative ERC.

Figure 3-2: Emergency Response Command Team Reporting Structure

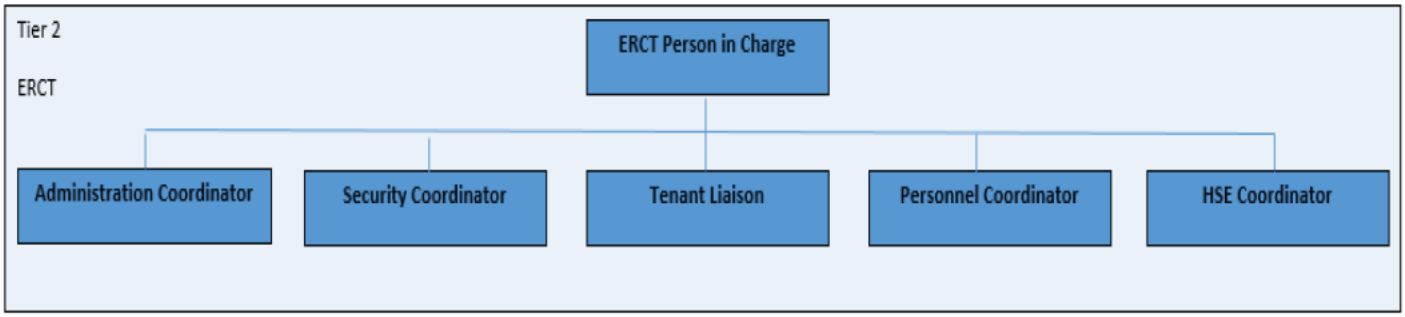


Table 3-1: Emergency Response Control Team

ERT Role	Primary Position	Reports To	Alternate Position
Emergency Response Person in Charge	PON Facilities Director	CEO	PON Operations Director
Security Coordinator	PON Security Supervisor	ERCT PIC	PON Security Lead
HSE Coordinator	Provided by Tenant when required	ERCT PIC	Corporate HSE Team Member
Personnel Coordinator	Provided by Tenant when required	ERCT PIC	Corporate HSE Team Member

ERT Role	Primary Position	Reports To	Alternate Position
Tennant Liaison	PON Technical Manager	ERCT PIC	As nominated by ERCT PIC
Administration Coordinator	PON Finance Manager	ERCT PIC	PON Receptionist

3.1.1. PON Emergency Response Control Team Roles and Responsibilities

Emergency Response Person in Charge

The Emergency Response Control Team Person in Charge (PIC) is the nominated responsible person in an emergency and is in charge of directing the facility emergency response activities. The Emergency Response Control Team Person in Charge is the designated contact for the Emergency Response Teams during all emergencies and directs the activation of the Emergency Response Control Team members.

An overview of the Emergency Response Control Team Person in Charge Role is provided in Table 3-2.

Table 3-2: Emergency Response Control Team Person in Charge

Emergency Response Command Team Role and Responsibilities	
Primary Position	Port of Nigg Facilities Director
Alternate Position	Port of Nigg Operations Director
Reports To	Global Energy Group CEO / Chairman

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

Emergency Response Command Team Role and Responsibilities	
Primary Position	Port of Nigg Facilities Director
Emergency Responsibilities	Establishing contact with the ERT leader to determine the seriousness of the emergency situation. Making the decision whether to activate all or part of the ERCT Directing and managing the facility ERTs Ensuring that all requisite ERCT roles are filled Directing public relations and media enquiries to Corporate Group Functions Directing the ERCT to mobilize and establish the alternate Emergency Response Centre when necessary Directs the facility ERT to stand down when the emergency has ended Scheduling, participating in and documenting regular emergency response exercises Ensuring that all emergency response training is up to date Maintains an emergency event log Directs post-emergency actions, including initiating incident investigation protocols.

Tenant Liaison

The designated Tenant Liaison, upon activation of the Emergency Response Command Team, checks in with the Person in Charge and then proceeds to the Tennant's Emergency Response Centre (when applicable) to function as a liaison between the ERCT and the Tennant's emergency response activities. The Tennant Liaison is the only member of the Emergency Response Command Team that is not normally based at the Emergency Command Response Centre, with responsibilities as outlined in Table 3-3

Table 3-3: Tennant Liaison

Emergency Response Team Role and Responsibilities	
Primary Position	Port of Nigg Operations Director
Alternate Position	As nominated by ERCT PIC
Reports To	Emergency Response Control Team - Person in Charge

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

Emergency Responsibilities	Proceeds to the Tennant's Emergency Response Centre upon activation (when necessary) and checks-in with the Emergency Response Control Team Act as primary liaison between the Tennant and the ERCT Assists and acts at the direction of the Person in Charge Acts as liaison between PON and Tennant's Emergency Response Teams including communicating critical information between both parties Notifies the Tennant if the Emergency Response Person in Charge directs that the alternative Emergency Response Centre is to be established Maintains an Emergency Event Log for Tennant liaison activities Participates in all emergency response drills and exercises as appropriate.

Security Coordinator

Security Coordinator is responsible for directing and supporting security arrangements and personnel in support of the emergency situation. The Security Coordinator's key responsibilities are given in Table 3-4.

Table 3-4: Security Coordinator

Emergency Response Team Role and Responsibilities	
Primary Position	Port of Nigg Security Supervisor
Alternate Position	Port of Nigg Security Lead
Reports To	Emergency Response Control Team Person in Charge
Emergency Responsibilities	Assists and acts at the direction of the Emergency Response Control Team Person in Charge Obtains accurate "Personnel on Site" list from Security System and provides to the Emergency Response Control Team Acts as focal point for communications between the security personnel and outside support services. Coordinate security related resources and equipment in support of the emergency abatement efforts. Maintains the emergency event log for security activities Participates in all emergency response drills and exercises as appropriate.

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

HSE Coordinator

The HSE Coordinator is a designated function of the Emergency Response Control Team that provides HSE support and assistance. Typically, this role will only be mobilised at the discretion of the ERCT PIC and will typically be provided by the Tenant or Corporate HSE Department upon request.

Table 3-5: HSE Coordinator

Emergency Response Team Role and Responsibilities	
Primary Position	Tenant HSE Advisor
Alternate Position	Corporate HSE Team Member
Reports To	Emergency Response Control Team Person in Charge
Emergency Responsibilities	Assists and acts at the direction of the Emergency Response Person in Charge Advises and supports the Emergency Response Control Team of regulatory requirements with regards to the notification and reporting of incidents and emergencies In coordination with the Emergency Response Control Team Person in Charge and Corporate Communications Director - coordinates and executes notification to: Local Regulatory Authorities Other external parties and agencies as required. Notifies the above parties if the alternate ERC has been activated and provides updated contact(s) as applicable Maintains the emergency event log for HSE activities Participates in all emergency response drills and exercises as appropriate.

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

Personnel Coordinator

The Personnel Coordinator is a designated function of the Emergency Response Control Team that provides HR support and assistance. Typically, this role will only be mobilised at the discretion of the ERCT PIC and will typically be provided by the Tenant or Corporate HR Department upon request.

The responsibilities of the Personnel Coordinator in an emergency are outlined in Table 3-6.

Table 3-6: Personnel Coordinator

Emergency Response Team Role and Responsibilities	
Primary Position	Tennant HR Coordinator
Alternate Position	Corporate HR Coordinator
Reports To	Emergency Response Control Centre Person in Charge
Emergency Responsibilities	Assists and acts at the direction of the Emergency Response Control Centre Person In Charge In coordination with the Emergency Response Control Centre PIC - communicate with Group HR Department and Communications Director as required. Coordinates transportation of non-essential personnel from the facility as required. Arranges for counselling services / employee assistance to be provided as necessary Maintains the emergency event log for personnel activities Participates in all emergency response drills and exercises as appropriate.

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

Administration Coordinator

The Administration Coordinator facilitates the recording of communications within the ERCT and with any external parties.

The responsibilities of the Administration Coordinator in an emergency are outlined in Table 3.7.

Table 3-7: Administration Coordinator

Emergency Response Team Role and Responsibilities	
Primary Position	Port of Nigg Finance Manager
Alternate Position	Port of Nigg Receptionist
Reports To	Emergency Response Person in Charge
Emergency Responsibilities	Logs all actions on the Emergency Response Event Board for all ERCT activities Contact support services as required or directed Answers telephone calls from external sources during the emergency. Participates in all emergency response drills and exercises as appropriate.

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

3.1.2. Emergency Response Centre

Emergency Response Centre Address

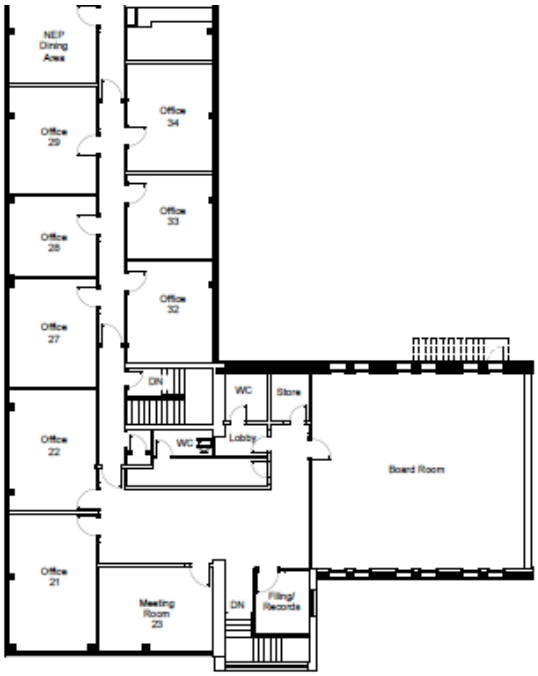
The designated Emergency Response Centre Location at Port of Nigg is located at the following address, with location map provided in Figure 3-3:

Port of Nigg

Boardroom

Figure 3-3: Emergency Response Centre Location Map

Emergency Response Centre Location



Alternate Emergency Response Centre

The decision to abandon the main Emergency Response Centre is the responsibility of the Emergency Response PIC, as advised and supported by the designated members of the facility Emergency Response Team.

The Alternate Emergency Response Centre is located at the **Main Office Reception Area**.

The plan for abandoning the primary Emergency Response Centre and activating the alternate is described below.

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

Table 3-8: Alternate ERC Activation Plan

Alternate Emergency Response Centre Activation Plan				
☑	No.	Emergency Responder and Action		When
		Emergency Response Control Centre Person in Charge		
❑	1	Selects and authorizes mobilizing the Emergency Response Control Team to an alternate ERC	■	Immediately
❑	2	Notifying the Tennant Liaison that the main ERC has been compromised or has become unavailable / untenable	■	Immediately
❑	3	Notifies the Global Energy Group Corporate Office that the ERC is or has been moved and ensuring that contact details of the alternate ERC are provided.	■	Immediately
❑	4	Establishing call in conference number for the ERC telephone	■	Immediately
		Tenant Liaison		
❑	1	Notifies the Tenants that the ERC is being moved to an alternate location as advised by the Emergency Response Control Centre PIC	■	Immediately
		Security Coordinator		
❑	1	Informs main gate and support services that the PON ERC will be relocating to the alternative ERC and provides necessary contact information.	■	Immediately
❑	2	Arranges materials and transportation of the ERC to the alternate ERC as directed by the Emergency Response PIC	■	Immediately
		Personnel Coordinator (When required / available)		
❑	1	Ensures that critical resources are transferred from the main ERC are carried over to the alternate ERC (e.g. Personnel contact details, next of kin details)	■	Immediately

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

ERC Communications Resources and Equipment

The Emergency Response Centre is maintained in a fit for purpose and fit for service state through the standardization, maintenance and availability of specified equipment and resources.

The purpose of maintaining a standard / typical layout and inventory for the ERC is to ensure that the ERCT can mobilize and support an emergency situation with a minimum of delay and ensure that communications integrity is established and maintained.

The recommended outfit of the ERC is outlined in Table 3.9 and Table 3.10.

Table 3-9: Emergency Response Centre Required Documentation

Documentation	Particulars
Facility Drawings	Current Site Plan and relevant drawings Relevant supporting documentations e.g. safety drawings, general arrangements, etc. (Including spare copies to provide to the Emergency Services)
Current Emergency Call Out Lists	Call out lists for both PON and Tennant Emergency Contacts.
Current Personnel Lists	Current list for on-site personnel (Obtained from NET2 System)
ERP	Six (6) copies of the PON Emergency Response Plans
Site, Location or Campaign Specific	Current copies of the ERP Bridging Documents or site, location, specific ERP / Station Bill that the vessel / Tenant is operating under

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

Table 3-10: Emergency Response Centre Required Equipment

Equipment	Particulars
Emergency Command and Control Board	Copy of the Emergency Command and Control Board to record critical events and data in an emergency
Whiteboards	One whiteboards accompanied with markers and erasers
Fixed telephone	Landline telephone with a nominated main "switchboard" telephone
Computer access	Computers ports for applicable ERCT members, provided with network access and email / electronic communications access
Clock	Clock displaying the current local time
Stationary	Sufficient stationary (pens, paper, whiteboard markers etc.)
UHF Radio	Two (2) x Radios and Chargers to talk directly to the Port of Nigg Emergency Response Teams

3.2. Facility Emergency Response Organization

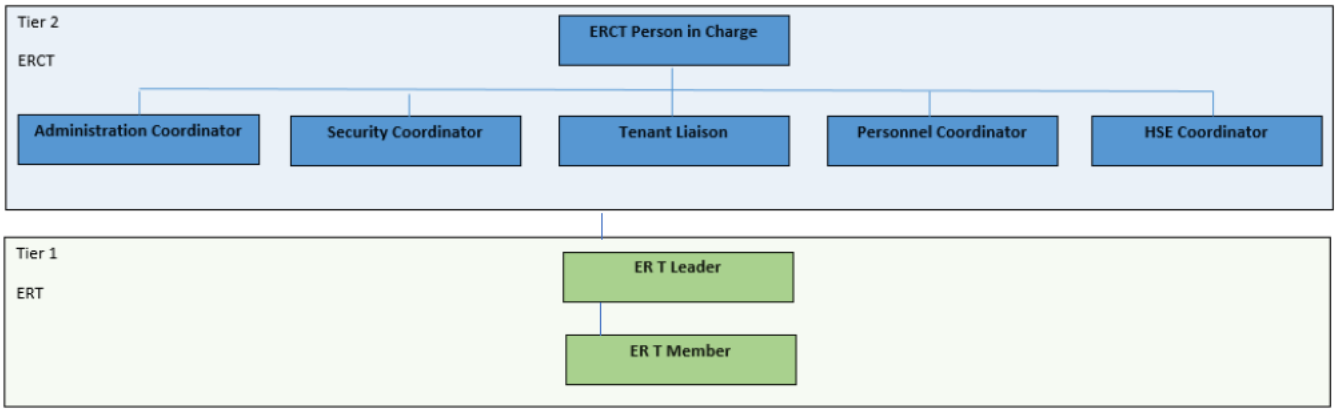
Facility Emergency Response Teams are designated groups of personnel who are suitably trained and equipped to respond to a range of emergencies at the site. Each ERT has an outlined set of roles and responsibilities, muster locations, and defined emergencies to respond to.

ERTs are directed by the Emergency Response Control Centre PIC.

Each ERT is led by a designated Emergency Response Team Leader, who is responsible for directing the team's immediate actions in a given emergency, including ensuring that all members of the team are mustered / assembled at the correct area(s), and are suitably trained and equipped to respond to an emergency.

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

Figure 3-4: PON Emergency Response Organization



3.2.1. Emergency Response Team Structure

Table 3-11: Emergency Response Teams

ERT Role	Primary Position	Reports To	Alternate Position
Emergency Response Team # 1 Leader	PON Operations Manager	Emergency Response Control Team PIC	PON Maintenance Manager
Emergency Response Team Member	PON Maintenance Team	Emergency Response Team Leader	PON Maintenance Team
Emergency Response Team Member	PON Maintenance Team	Emergency Response Team Leader	PON Maintenance Team
Emergency Response Team Member	PON Maintenance Team	Emergency Response Team Leader	PON Maintenance Team
Emergency Response Team Member	PON Maintenance Team	Emergency Response Team Leader	PON Maintenance Team

3.2.2. Emergency Response Teams Roles and Responsibilities

Emergency Response Team Leader

The Emergency Response Team Leaders are the nominated responsible persons for conducting the on-scene emergency response activities on behalf of PON.

The Emergency Response Team Leader is the designated contact person for liaising directly with the Emergency Response Control Team and well as the Tenant Emergency Response Teams during all emergencies.

An overview of the Emergency Response Team Leader Role is provided in Table 3-12.

Table 3-12: Emergency Response Team Leader

Emergency Response Command Team Role and Responsibilities	
Primary Position	PON Operations Manager
Alternate Position	PON Maintenance Manager
Reports To	Emergency Response Control Team PIC
Emergency Responsibilities	Muster Emergency Response Team at the designated area Supply Emergency Response Personnel with suitable and sufficient equipment to deal with the emergency situation. Establish and maintain two way communications with the Emergency Response Control Team PIC Provide direction to the ERT Members to facilitate on-scene emergency response actions. Utilize ERP Action Plans to take applicable actions for each emergency response scenario. Direct ERT to Isolate / Activate Electrical power to affect areas where applicable Direct ERT to Line up systems to support the ongoing emergency response efforts where applicable (Fire water, lighting etc.) Direct ERT to make the necessary arrangements for support of external emergency services

Emergency Response Team Member

The Emergency Response Team members are the nominated emergency response personnel who conduct on-scene emergency response activities on behalf of PON. The ERT Members report directly to the ERT Leader during all emergencies.

An overview of the Emergence Response Team Member Roles is provided in Table 3-13.

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

Table 3-13: Emergency Response Team Member

Emergency Response Command Team Role and Responsibilities	
Primary Position	PON Maintenance
Alternate Position	PON Maintenance
Reports To	Emergency Response Team Leader
Emergency Responsibilities	Muster at the designated area Don required PPE and collect sufficient equipment to deal with the emergency situation. Establish and maintain two-way communications with the Emergency Response Team Leader Isolate Electrical power to affect areas where applicable Line up systems to support the ongoing emergency response efforts where applicable (Fire water etc.) Make necessary arrangements for support of external emergency services

3.3. Emergency Response Teams Muster Points

During Emergency Situations, it is critical that the designated Emergency Response Teams are mustered and equipped as quickly as possible so that they can respond to the emergency situation.

Emergency Response Team Muster Area – Maintenance Building

Emergency Response Team Alternative Muster Area – Main Office PPE Room

Each Team member shall muster, equip themselves to deal with the emergency situation, then report to the Emergency Response Team Leader to receive instructions.

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

3.4. Emergency Response Teams Locker Contents

At each Emergency Response Team muster area, the following equipment shall be available for use –

Table 3-14: Emergency Response Team Locker Contents

Equipment	Particulars
Basic PPE	Three (3) sets of full PPE (Hard Hat, Coveralls, Safety Glasses, Boots, Gloves, High Visibility Vest or Jackets)
UHF Radios with spare batteries and chargers	Three (3) UHF Radios with spare batteries and chargers
Emergency Response Plan x 3	Three (3) copies of the PON Emergency Response Plan
Facility Drawings / Maps	Relevant Drawings and Maps of the facility and systems.
Gas Detector	One (1) x Gas Detector with charger
At Height Rescue Equipment	One (1) at height rescue kit
Safety Harnesses (x 3)	Three (3) safety harnesses with lanyards
Confined Space Rescue Equipment	One (1) confined space rescue tripod and winch.
First Aid Kit	One (1) First Aid Kit / Grab Bag
Stretcher	One (1) Rigid Stretcher complete with lifting bridle

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

4. Emergency Response Training and Competence

To ensure that the ERCT can function effectively in an emergency situation it is recognized that personnel must be trained and competent when implementing the emergency response scenarios described in this ERP.

General training and competence requirements relating to emergency response at PON are outlined within this manual. The PON Facilities Director is responsible for ensuring the necessary emergency response training is conducted and certification maintained for all relevant ERT members.

4.1. Emergency Response Control Team Training and Competence

Competencies for the ERCT are assured and verified via emergency drills and exercises during which the emergency response action plans described in this plan are tested.

4.2. Emergency Response Team Leader Training and Competence

Competencies for the ERTL are assured and verified via emergency drills and exercises during which the emergency response action plans described in this plan are tested First Aid / CPR.

4.3. Emergency Response Team Training and Competence

Global Energy Group and Port of Nigg ensures the competency of personnel to respond to an emergency through dedicated external training courses and in-house training.

- First Aid / CPR

5. Emergency Response Drills and Exercises

5.1. Emergency Drills and Exercises

Emergency response exercises must be conducted to ensure that ERT members are familiar with their roles and responsibilities and that the ERCT is prepared to support an emergency situation at the facility.

Emergency exercises may be held in coordination with the Tenants, and typically include input, scenarios and variables that are included / covered by relevant Tenant-specific emergency response plans.

Emergency response exercises developed or carried out by the Tenant to reflect arrangements that are made on a project-specific basis are also likely to involve key contractors and service providers that are identified in these emergency response plans.

5.1.1. Emergency Response Control Team Exercises

The ERCT shall conduct a facility exercise at regular intervals (at least annually). These exercises allow the ERCT members to review their roles and responsibilities and rehearse activation and support functions so as to be prepared for an actual emergency at the site. Specific scenarios to be used for emergency exercises include:

- Emergency response scenarios outlined in PON emergency response action plans
- Scenarios proposed by Tenants

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

- Scenarios identified in the Security arrangements

Following an emergency response exercise, an after-action review debrief shall be conducted. The review shall be formally minuted and any recommendations for improvement documented. The Port of Nigg Facilities Director is responsible for ensuring that debriefs are carried out, as well as the assignment and close-out of any corrective action(s).

5.1.2. Emergency Response Team Exercises

Drills and emergency exercises are held regularly on the facility to ensure that all Emergency Response Team personnel are aware of their required actions and are able to safely execute their assigned roles and responsibilities in an emergency situation.

Drills are conducted to simulate various emergency conditions and scenarios and are documented to ensure that lessons learned and opportunities for improvement are identified, and that the drill has been completed with the attendance of necessary personnel.

Drill scenarios and scheduling are outlined in Table 5-1.

Drills carried out on the facility are also required to incorporate the use of PPE and emergency equipment which is intended to ensure that emergency response teams have the required practice and training, and to ensure that emergency gear is fit for purpose and in serviceable condition. Emergency equipment, support functions and PPE to be considered for use in planning emergency drills includes:

- Mustering and evacuation
- Performing First Aid / Handling Casualties
- Lining up support services (water, lighting etc.)
- Recovery of personnel from water (man overboard)
- Recovery of personnel from confined spaces
- Recovery of personnel at height
- Use of emergency equipment, including:
  - Stretcher
  - First Aid Kit
  - Gas Detector
  - Confined Space Rescue Equipment
  - At Height Rescue Equipment
  - Spill Response Kits

Table 5-1: Emergency Drills and Exercise Frequencies

Frequency	Prescribed Drill Scenario
Minimum Annually	Fire Drill Medical Emergency Drill Man overboard Environmental Spill (Joint exercise with CFPA)

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

Frequency	Prescribed Drill Scenario
Minimum Every 90 Days	Security Intrusion Test Related Exercise Spill Drill
Minimum Annually	Full ERCT / ERT Exercise

Drills on other scenarios shall be conducted when deemed necessary.

5.2. Post Drill / Exercise Actions

Following the completion of a drill, a post-drill debriefing is held with all ERT personnel who have emergency duties assigned during the drill. The objective of these debriefings is to identify areas for improvements and lessons learned (e.g. equipment, communication or coordination issues). Post-drill debriefings are held after all emergency drills, and are formally recorded with the following details:

- Location and type of drill
- Required drill scenario frequency and description
- Composition and actions of Emergency Response Teams
- Post-drill meeting results
- Sign off for all persons who participated in the drill
- Opportunities for improvement and any corresponding recommended actions.

Completed Emergency Drill Reports are assessed by the PON Facilities Director and the Operations Director to evaluate the performance of all PON, Contractor, Client and Third Party personnel on the site. If any areas of improvement are identified, the PON Facilities Director is responsible for resolving the issue if it relates to PON, or raising the issue with the responsible Tenant Representative, 3rd Party Contractor Representative or Supervisor where the action is applicable to them.

Any actions arising from post-drill debriefs and reviews with the PIC are recorded and are discussed at the next Safety Meeting. Actions that cannot be resolved immediately are entered into the Corrective Action System.

6. Emergency Response Reporting

Successful emergency response actions are dependent on accurate and reliable information, which also facilities post-emergency actions such as incident investigation.

To this end, formal systems are in place to ensure that all emergency response information is documented and subject to communication / information management protocols.

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

Emergency response reporting ensures that all details of the emergency are recorded accurately and reported appropriately. Reporting and recording of emergencies at the facility primarily involve:

- Reporting the emergency to the Group's Corporate Office
- Recording all incoming and outgoing communications during the emergency
- Recording of all significant events as they occur, including activities of the ERT and ERCT.
- Maintaining key information through the Command and Control Board

6.1. Emergency Response Information Report

Emergencies are officially reported to the Corporate Group by the Emergency Response Control Team PIC through completion and submission of the Emergency Response Information Report.

This form records key details of the emergency to allow the Corporate Group Team to provide appropriate support and information to the facility. Key details captured by the report include:

- Name of Person in Charge
- Nature and location of the emergency
- Operating condition, and the operations that were underway when the emergency occurred / commenced
- Details of any action(s) already taken to respond to the emergency
- Details of any evacuation or down-manning that has occurred
- Details of any known casualties / injured persons (IPs)
- Prevailing weather conditions
- Emergency services contacted / ETA
- Any other relevant information.

The Emergency Information Report is included as Appendix D to this ERP.

6.2. Emergency Contact Log

Emergency contact logs are maintained to ensure that all communications to and from the facility's Control Centre are recorded and appropriately transferred and / or acted upon. Contact logging is conducted by the Administrator and is carried out using the Emergency Room Contact Documentation Log which records the following details:

- Unique record number
- Date and time of communication
- Name of the contacting party
- Telephone number or details of other contact method(s)
- Any action(s) taken or relevant notes as a result of the communication.

The Emergency Contact Log is included as Appendix B to this ERP.

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

6.3. Emergency Event Log

Emergency event logging is recorded by the Emergency Management Team using the Emergency Room Event Documentation Log and is carried out for the full duration that the emergency exists.

The Emergency Room Event Documentation Log records key events relating to the development and response to the emergency on site, and any action(s) recorded by the Emergency Management Team or directed to be noted by the PIC.

The Emergency Event log is included as Appendix C to this ERP.

7. Facility Emergency Response Team Action Plans

7.1. Facility Emergency Response Teams Action Plan

The Facility Emergency Response Teams are activated upon being informed of the emergency by the security gate personnel. Upon notification of the emergency, the Emergency Response Control Centre PIC has responsibility and authority for activating the ERT, managing and allocating tasks and resources, making the decision to stand down the ERT when the emergency situation is over, and for initiating post-emergency actions.

The Emergency Response Centre at the main gate guard house is the primary facility where the Emergency Response Control Team operates. The operating basis for the ERC is to ensure that communication lines, documentation and information are current and available to enable the ERCT to provide effective support in the event of an emergency.

7.2. Facility Emergency Response Call Out Plan

The ERT call out plan is used to formally activate the Emergency Response Team and direct members to take up their designated roles. The plan commences with the notification of the existence of an emergency situation by the tenant or security personnel and concludes when all Emergency Response Team roles are filled and standing by to support the emergency response efforts.

The emergency call out list can be found in Appendix A of this ERP.

Table 7.1 Emergency Response Team Callout Plan

Emergency Response Control Team Callout Plan				
☑	No.	Emergency Responder and Action		When
		Emergency Response PIC		
❑	1	Notifies Emergency Response Teams of the nature and location of the emergency on site.	■	Immediately

Emergency Response Control Team Callout Plan				
☑	No.	Emergency Responder and Action		When
❑	2	Initiate callout process to mobilize necessary members of the Emergency Response Control Team.	■	Immediately
❑	3	Notifies Group Corporate office of the emergency situation	■	When conditions permit
❑	4	Locates to the ERC and direct the ERCT members as required	■	Ongoing
		Tenant Liaison		
❑	1	Establish communications with the Emergency Response Control Team PIC and obtain necessary information and guidance	■	Immediately
❑	2	Proceed to the Tenant ERC (where applicable) and establish communications with the Facility ERCT and ERT	■	When notified of ERT activation
		Security Coordinator		
❑	1	Assist the Emergency Response PIC as directed.	■	Immediately
❑	2	Proceed to the Emergency Response Centre and assume their designated Emergency Response Team roles	■	When the ERT is activated
		HSE Coordinator		
❑	1	Assist the Emergency Response PIC as directed.	■	Immediately
❑	2	Proceed to the Emergency Response Centre and assume their designated Emergency Response Team roles	■	When the ERT is activated
		Personnel Coordinator		
❑	1	Assist the Emergency Response PIC as directed.	■	Immediately

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

Emergency Response Control Team Callout Plan				
☑	No.	Emergency Responder and Action		When
❑	2	Proceed to the Emergency Response Centre and assume their designated Emergency Response Team roles	■	When the ERCT is activated
		Administration Coordinator		
❑	1	Prepare ERC for Emergency Response Activities	■	When the ERCT is activated

7.3. Emergency Response Control Team Action Plans

The Emergency Response Control Team Action Plan sets out the actions to be taken by all Emergency Response Control Team members after they have been mobilized.

Table 7.2 Emergency Response Control Team person in Charge (PIC) Action Plan

Emergency Response Control Team PIC Action Plan				
☑	No.	Emergency Responder and Action		When
		Emergency Response Control Team PIC		
❑	1	Notifies Emergency Response Teams of the nature and location of the emergency on site.	■	Immediately
❑	2	Initiate callout process to mobilize necessary members of the Emergency Response Control Team.	■	Immediately
❑	3	Notifies Group Corporate office of the emergency situation and advises whether a Corporate CMT should be mobilized	■	When emergency conditions permit
❑	4	Locates to the ERC and direct the ERCT members as required	■	Ongoing
❑	5	Verify that all ERCT and ERT roles are filled as required	■	Immediately

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

Emergency Response Control Team PIC Action Plan				
☑	No.	Emergency Responder and Action		When
❑	6	Establish communications with Emergency Response Teams,	■	Immediately
❑	7	Maintain communications with Security Gate personnel	■	Immediately
❑	8	Establish communications with the Tenant Coordinator	■	Immediately
❑	9	Maintain / update status board in the ERC	■	Ongoing
❑	10	Maintain / update communications logs in the ERC	■	Ongoing
❑	11	Advise Crisis Management Team of ongoing situation and provide regular situation updates.	■	Ongoing
❑	12	Refer all public and media enquiries to Corporate Crisis Management Team.	■	Ongoing
❑	13	Make a decision when to stand down the ERT and ECT after the emergency is under control	■	Ongoing
❑	14	Make necessary arrangements for post-incident debrief.	■	Ongoing
❑	15	Make necessary arrangements for incident investigation.	■	Ongoing

Table 7.3 ERCT Tenant Liaison Action Plan

		Tenant Liaison		
❑	1	Establish communications with the Emergency Response Control Team PIC and obtain necessary information and guidance	■	Immediately
❑	2	Proceed to the Tenant ERC and establish communications with the Facility ERCT	■	When notified of ERCT activation

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

❑	3	Establish open line of communication from the Tenant ERC and the Facility ERCT	■	Upon arrival at Tenant ERC
❑	4	Obtain and provide relevant information to the Tenant as requested	■	Ongoing
❑	5	Maintain a log of all communications to / from the Tenant and the ERCT	■	Ongoing
❑	6	Relay site specific information from the Tenant ERC to the ERCT	■	Ongoing

Table 7.4 ERCT Security Coordinator Action Plan

		Security Coordinator		
❑	1	Assist the Emergency Response PIC as directed.	■	Immediately
❑	2	Proceed to the Emergency Response Centre and assume their designated Emergency Response Team roles	■	When the ERT is activated
❑	3	Establish an open line of communication between the security guards and the ERCT	■	Immediately
❑	4	Secure access to the ERC and direct the security gate to only allow essential personnel into the facility.	■	Immediately
❑	5	Provide guidance / feedback on security related matters to the ERCT PIC	■	Ongoing
❑	6	Maintain log of all communications between the Security Gate and the ERCT – Update status board as required.	■	Ongoing

Table 7.5 ERCT HSE Coordinator Action Plan

		HSE Coordinator		
❑	1	Assist the Emergency Response PIC as directed.	■	Immediately

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

❑	2	Proceed to the Emergency Response Centre and assume their designated Emergency Response Team roles	■	When the ERT is activated
❑	3	Prepare information of the event to provide to local regulatory authorities after consulting the Corporate Communications Director.	■	Ongoing
❑	4	Provide information of the event to local regulatory authorities once directed to do so by the ERCT PIC and Corporate Communications Director.	■	When instructed to by the ERCT PIC
❑	5	Provide HSE related information / advice to the ERCT PIC as necessary	■	Ongoing
❑	6	Maintain log of all communications with outside regulatory entities	■	Ongoing
❑	7	Assist to keep status board up to date and accurate	■	Ongoing

Table 7.6 ERCT Personnel Coordinator Action Plan

		Personnel Coordinator		
❑	1	Assist the Emergency Response PIC as directed.	■	Immediately
❑	2	Proceed to the Emergency Response Centre and assume their designated Emergency Response Team roles	■	When the ERC is activated
❑	3	Obtain "personnel on site" list from security and provide next of kin contact information where required.	■	Immediately
❑	4	Respond to enquiries from employee next of kin and provide necessary contact information upon consultation with the Corporate Communications Director.	■	Ongoing
❑	5	Maintain a log of all HR related communications	■	Ongoing
❑	6	Liaise with Group HR Department and arrange for counselling / support services as necessary.	■	Immediately

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

Table 7.7 ERCT Administration Coordinator Action Plan

		Administration Coordinator		
❑	1	Activate the emergency response centre and secure the site	■	Immediately
❑	2	Prepare boards and stationery at the ERC	■	When the ERCT is activated
❑	3	Allocate resource to respond to any telephone calls	■	Immediately
❑	4	Keep Emergency Situation Board updated in the ERC	■	Immediately

8. Facility Emergency Response Action Plans

8.1. Emergency Response Action Plans

This section of the ERP describes various emergency response action plans (ERAP) for specific emergencies at the facility. The full list of ERAPs is included in Table 8-1.

Even though these ERAPs are provided for emergency response guidance, personnel competence, common sense and initiative will be the decisive factors for responding to actual emergencies on the facility. Prior written procedures such as these can never be a complete substitute for these factors as they will never cover all eventualities which may happen but do provide a useful guide and reference.

The Emergency Response Team Leaders, in consultation with the Emergency Response Control Team PIC are the final authority and have the responsibility for implementing these ERAPs.

The described ERAPs, and their relation to each other, must be read and understood by all relevant personnel. Any questions about these ERAPs should be raised with the relevant supervisors so the questions can be responded to immediately.

References are also made in the ERAPs to other important documentation that includes details of operations at the facility. These documents should be used in conjunction with this ERAP as appropriate.

Each ERAP is constructed to show the general sequence of required emergency response actions to be taken either by each individual ERT member or by the whole ERT. An indication of when the emergency response action will need to be taken is also included. Some emergency response actions are conditional based on the actual emergency conditions. These conditional actions are indicated with a traffic light colour coding system to make their conditional nature clear.

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

Table 8-1: Emergency Response Action Plan Index

#	Facility Emergency Response Action Plans
1	Personal Injury / Ill Health
2	Fire at the Facility
3	Fire on a Vessel
4	Helicopter Crash
5	Flooding of Dry Dock
6	Vessel loss of stability (Grounding / Collision / Sinking etc.)
7	Vessel out of control and on collision course for the dock
8	Spill (Contained)
9	Spill (Not Contained)
10	Rescue from Height
11	Rescue from Confined Space
12	Crane Failure
13	Structural collapse (Building / Scaffold etc.)
14	Gas Release
15	Man Overboard
16	Road Traffic Accident
17	Food Poisoning
18	Personnel Elevator Rescue
19	Severe Weather
20	Excavation / Ground Collapse
21	Chemical Release / Exposure
22	Marine Mammal Entrapment in Dock
23	Dock Gate Instability during transit
24	Sabotage
25	Civil Unrest / Protestors
26	Bomb Threat
27	Intruder Threat

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

#	Facility Emergency Response Action Plans
28	Event at neighbouring oil and gas storage facility
29	Fuel Spill (Contained)
30	Fuel Spill (Reaching the Sea)

8.1.1. Personal Injury / Ill Health

Personal Injury / Ill Health				
☑	No.	Emergency Responder and Action		When
		First person on scene		
❑	1	Raise the alarm / make people aware of the emergency	■	Immediately
❑	2	Call **security gate** to activate emergency response Extension: **8888** Direct: **01862 852374**	■	Immediately
❑	3	Call **medical response** to alert medical response member (only applicable when major project ongoing) Direct: **XXXXXXXXXXX**	■	Immediately
❑	4	Provide first aid assistance if trained to do so	■	Immediately
❑	5	Stay with person until medical assistance arrives	■	Immediately
		Emergency Response Team Leader		
❑	1	Proceed to Emergency Response Muster Area and gather necessary PPE and equipment	■	Immediately
❑	2	Brief Emergency Response Team on situation	■	Immediately
❑	3	Establish communications with ERCT PIC and advise whether ERC activation is necessary	■	Immediately

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

Personal Injury / Ill Health				
☑	No.	Emergency Responder and Action		When
❑	4	Establish communications with the security gate	■	Immediately
❑	5	Establish communications with Tenant Emergency Response organization and find out their requirements	■	Immediately
❑	6	Proceed to scene, and provide assistance as required	■	Immediately
❑	7	Designate and prepare a suitable area for reception of ambulance services	■	After assessing emergency conditions
❑	8	Designate and prepare a suitable area for reception of air ambulance services	■	After assessing emergency conditions
❑	9	Remain on site and provide information to the ERCT and Security Gate until situation is under control	■	Ongoing
		Emergency Response Team Members		
❑	1	Proceed to Emergency Response Muster Area and gather necessary PPE and equipment	■	Immediately
❑	2	Act as directed by the Emergency Response Team Leader	■	Immediately
❑	3	Control access to the scene of the event and prevent access by non-essential personnel	■	After assessing emergency conditions
		Security Gate Personnel		
❑	1	Make call to Emergency Services and advise them of the all known details of the emergency situation	■	Immediately
❑	2	Sound the site alarm to alert personnel on site that there is an emergency situation.	■	Immediately

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

Personal Injury / Ill Health				
☑	No.	Emergency Responder and Action		When
❑	3	Send security resource to scene of the emergency with a First Aid bag and defibrillator	■	Immediately
❑	4	Establish communications with Emergency Response Team Leader and advise them of Emergency Services ETA	■	Immediately
❑	5	Find out from Emergency Response Team Leader where the Emergency Services should proceed to upon arrival.	■	Immediately
❑	6	Upon arrival at the main gate – Provide Emergency Services with any required layout drawings for facility or vessel	■	Immediately
❑	7	Maintain a log of all communications	■	Ongoing

8.1.2. Fire at the Facility

Fire at the Facility				
☑	No.	Emergency Responder and Action		When
	👤	First person on scene		
❑	1	Raise the alarm / make people aware of the emergency by any available means (i.e. activating manual fire call point, telephone or shouting "Fire, Fire Fire")	■	Immediately
❑	2	Call **security gate** to activate emergency response Extension: **8888** Direct: **01862 852374**	■	Immediately
❑	3	Extinguish fire with local appliances if possible to do so	■	Immediately
❑	4	Contain fire by shutting doors / hatches etc. if able to do so	■	Immediately

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

Fire at the Facility				
☑	No.	Emergency Responder and Action		When
❑	5	Remain at a safe distance from the fire and advise fire services and emergency response teams of what you saw.	■	Ongoing
		Emergency Response Team Leader		
❑	1	Proceed to Emergency Response Muster Area and gather necessary PPE and equipment	■	Immediately
❑	2	Brief Emergency Response Team on situation	■	Immediately
❑	3	Establish communications with ERCT PIC and advise whether ERC activation is necessary	■	Immediately
❑	4	Establish communications with the security gate	■	Immediately
❑	5	Establish communications with Tenant Emergency Response organization and find out their requirements	■	Immediately
❑	6	Proceed to scene, and provide assistance as required	■	Ongoing
❑	7	Ensure facility fire water is available as required to support the emergency response efforts.	■	Immediately
❑	8	Ensure electricity and lighting is available as required to support the emergency response efforts.	■	Immediately
❑	9	Designate and prepare a suitable area for reception of Fire Brigade Services and vehicles	■	After assessing emergency conditions
❑	10	Remain on site and provide information to the ERCT and Security Gate until situation is under control	■	Ongoing
		Emergency Response Team Members		

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

Fire at the Facility				
☑	No.	Emergency Responder and Action		When
❑	1	Proceed to Emergency Response Muster Area and gather necessary PPE and equipment	■	Immediately
❑	2	Act as directed by the Emergency Response Team Leader	■	Immediately
❑	3	Control access to the scene of the event and prevent access by non-essential personnel	■	After assessing emergency conditions
		Security Gate Personnel		
❑	1	Make call to Fire and Emergency Services and advise them of the all known details of the emergency situation	■	Immediately
❑	2	Sound the site alarm to alert personnel on site that there is an emergency situation.	■	Immediately
❑	3	Send security resource to scene of the emergency with a First Aid bag and defibrillator	■	Immediately
❑	4	Establish communications with Emergency Response Team Leader and advise them of Emergency Services ETA	■	Immediately
❑	5	Find out from Emergency Response Team Leader where the Emergency Services should proceed to upon arrival.	■	Immediately
❑	6	Upon arrival at the main gate – Provide Emergency Services with any required layout drawings for facility or vessel	■	Immediately
❑	7	Maintain a log of all communications	■	Ongoing

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

8.1.3. Fire on a Vessel

Fire on a Vessel				
☑	No.	Emergency Responder and Action		When
		First person on scene		
❑	1	Raise the alarm / make people aware of the emergency by any available means (i.e. activating manual fire call point, telephone or shouting "Fire, Fire Fire")	■	Immediately
❑	2	Call **security gate** to activate emergency response Extension: **8888** Direct: **01862 852374**	■	Immediately
❑	3	Extinguish fire with local appliances if possible to do so	■	Immediately
❑	4	Contain fire by shutting doors / hatches etc. if able to do so	■	Immediately
❑	5	Remain at a safe distance from the fire and advise fire services and emergency response teams of what you saw.	■	Ongoing
		Emergency Response Team Leader		
❑	1	Proceed to Emergency Response Muster Area and gather necessary PPE and equipment	■	Immediately
❑	2	Brief Emergency Response Team on situation	■	Immediately
❑	3	Establish communications with ERCT PIC and advise whether ERC activation is necessary	■	Immediately
❑	4	Establish communications with the security gate	■	Immediately
❑	5	Establish communications with Tenant Emergency Response organization and find out their requirements	■	Immediately
❑	6	Proceed to scene, and provide assistance as required	■	Ongoing

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

Fire on a Vessel				
☑	No.	Emergency Responder and Action		When
❑	7	Ensure facility fire water is available as required to support the emergency response efforts.	■	Immediately
❑	8	Ensure electricity and lighting is available as required to support the emergency response efforts.	■	Immediately
❑	9	Designate and prepare a suitable area for reception of Fire Brigade Services and vehicles	■	After assessing conditions
❑	10	Advise ERCT when all personnel are accounted for	■	When advised by tenant
❑	11	Remain on site and provide information to the ERCT and Security Gate until situation is under control	■	Ongoing
		Emergency Response Team Members		
❑	1	Proceed to Emergency Response Muster Area and gather necessary PPE and equipment	■	Immediately
❑	2	Act as directed by the Emergency Response Team Leader	■	Immediately
❑	3	Control access to the scene of the event and prevent access by non-essential personnel	■	After assessing emergency conditions
		Security Gate Personnel		
❑	1	Make call to Fire and Emergency Services and advise them of the all known details of the emergency situation	■	Immediately
❑	2	Sound the site alarm to alert personnel on site that there is an emergency situation.	■	Immediately
❑	3	Send security resource to scene of the emergency with a First Aid bag and defibrillator	■	Immediately

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

Fire on a Vessel				
☑	No.	Emergency Responder and Action		When
❑	4	Establish communications with Emergency Response Team Leader and advise them of Emergency Services ETA	■	Immediately
❑	5	Find out from Emergency Response Team Leader where the Emergency Services should proceed to upon arrival.	■	Immediately
❑	6	Upon arrival at the main gate – Provide Emergency Services with any required layout drawings for facility or vessel	■	Immediately
❑	7	Maintain a log of all communications	■	Ongoing

8.1.4. Helicopter Crash

Helicopter Crash				
☑	No.	Emergency Responder and Action		When
	👤	**First person on scene**		
❑	1	Raise the alarm / make people aware of the emergency by any available means (i.e. activating manual fire call point, telephone or shouting)	■	Immediately
❑	2	Call **security gate** to activate emergency response Extension: **8888** Direct: **01862 852374**	■	Immediately
❑	3	Call **medical response** to alert medical response member (only applicable when major project ongoing) Direct: **XXXXXXXXXXX**	■	Immediately
❑	4	Extinguish fire / provide initial assistance to casualties if possible to do so	■	Immediately

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

Helicopter Crash				
☑	No.	Emergency Responder and Action		When
❑	5	Remain at a safe distance from scene and advise emergency services and emergency response teams of what you saw.	■	Ongoing
	👤	Emergency Response Team Leader		
❑	1	Proceed to Emergency Response Muster Area and gather necessary PPE and equipment	■	Immediately
❑	2	Brief Emergency Response Team on situation	■	Immediately
❑	3	Establish communications with ERCT PIC and advise that ERC activation is necessary	■	Immediately
❑	4	Establish communications with the security gate	■	Immediately
❑	5	Establish communications with Tenant Emergency Response organization if applicable	■	After assessing nature of emergency
❑	6	Proceed to scene, and provide assistance as required	■	Ongoing
❑	7	Ensure facility fire water and extinguishers are available as required to support the emergency response efforts.	■	Immediately
❑	8	Ensure electricity and lighting is available as required to support the emergency response efforts.	■	Immediately
❑	9	Advise ERCT when all personnel are accounted for	■	When advised
❑	10	Designate and prepare a suitable area for reception of Emergency Services and vehicles	■	After assessing emergency conditions
❑	11	Remain on site and provide information to the ERCT and Security Gate until situation is under control	■	Ongoing

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

Helicopter Crash				
☑	No.	Emergency Responder and Action		When
		Emergency Response Team Members		
❑	1	Proceed to Emergency Response Muster Area and gather necessary PPE and equipment	■	Immediately
❑	2	Act as directed by the Emergency Response Team Leader	■	Immediately
❑	3	Control access to the scene of the event and prevent access by non-essential personnel	■	After assessing emergency conditions
		Security Gate Personnel		
❑	1	Make call to Fire and Emergency Services and advise them of the all known details of the emergency situation	■	Immediately
❑	2	Sound the site alarm to alert personnel on site that there is an emergency situation.	■	Immediately
❑	3	Send security resource to scene of the emergency with a First Aid bag and defibrillator	■	Immediately
❑	4	Establish communications with Emergency Response Team Leader and advise them of Emergency Services ETA	■	Immediately
❑	5	Find out from Emergency Response Team Leader where the Emergency Services should proceed to upon arrival.	■	Immediately
❑	6	Upon arrival at the main gate – Provide Emergency Services with any required layout drawings for facility or vessel	■	Immediately
❑	7	Maintain a log of all communications	■	Ongoing

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

8.1.5. Flooding of Dry Dock

Flooding of Dry Dock				
☑	No.	Emergency Responder and Action		When
		First person on scene		
❑	1	Raise the alarm / make people aware of the emergency by any available means	■	Immediately
❑	2	Call **security gate** to activate emergency response Extension: **8888** Direct: **01862 852374**	■	Immediately
❑	3	Call **medical response** to alert medical response member (only applicable when major project ongoing) Direct: **XXXXXXXXXXX**	■	Immediately
❑	4	Advise personnel in the dock to evacuate if possible to do so	■	Immediately
❑	5	Maintain visual contact of any person who is in the water.	■	Ongoing
❑	6	Remain at a safe distance from scene and advise emergency services and emergency response teams of what you saw.	■	Ongoing
		Emergency Response Team Leader		
❑	1	Proceed to Emergency Response Muster Area and gather necessary PPE and equipment	■	Immediately
❑	2	Brief Emergency Response Team on situation	■	Immediately
❑	3	Establish communications with ERCT PIC and advise if ERC activation is necessary	■	Immediately
❑	4	Establish communications with the security gate	■	Immediately

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

Flooding of Dry Dock				
☑	No.	Emergency Responder and Action		When
❑	5	Establish communications with Tenant Emergency Response organization if applicable	■	Immediately
❑	6	Proceed to scene, and provide assistance as required	■	Ongoing
❑	7	Close all Pen-Stocks for the gate	■	Ongoing
❑	8	Start the pumps to remove water if required.	■	Immediately
❑	9	Identify the cause of the flooding and advise the ERT and ERCT of necessary actions.	■	After assessing conditions
❑	10	Designate and prepare a suitable area for reception of Emergency Services and vehicles	■	After assessing conditions
❑	11	Advise ERCT when all personnel are accounted for	■	When advised by Tenant
❑	12	Remain on site and provide information to the ERCT and Security Gate until situation is under control	■	Ongoing
		Emergency Response Team Members		
❑	1	Proceed to Emergency Response Muster Area and gather necessary PPE and equipment	■	Immediately
❑	2	Act as directed by the Emergency Response Team Leader	■	Immediately
❑	3	Control access to the scene of the event and prevent access by non-essential personnel	■	After assessing emergency conditions
❑	4	Provide floatation devices (Lift rings etc.) to personnel in the water	■	Immediately
		Security Gate Personnel		

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

Flooding of Dry Dock				
☑	No.	Emergency Responder and Action		When
❑	1	Make call to Fire and Emergency Services and advise them of the all known details of the emergency situation	■	Immediately
❑	2	Sound the site alarm to alert personnel on site that there is an emergency situation.	■	Immediately
❑	3	Send security resource to scene of the emergency with a First Aid bag and defibrillator	■	Immediately
❑	4	Establish communications with Emergency Response Team Leader and advise them of Emergency Services ETA	■	Immediately
❑	5	Find out from Emergency Response Team Leader where the Emergency Services should proceed to upon arrival.	■	Immediately
❑	6	Upon arrival at the main gate – Provide Emergency Services with any required layout drawings for facility or vessel	■	Immediately
❑	7	Maintain a log of all communications	■	Ongoing

8.1.6. Vessel loss of stability (Grounding, Collision, Sinking etc.)

Vessel loss of stability (Grounding, Collision, Sinking etc.)				
☑	No.	Emergency Responder and Action		When
	👤	**First person on scene**		
❑	1	Raise the alarm / make people aware of the emergency by any available means	■	Immediately
❑	2	Call **security gate** to activate emergency response (lifeboat crew etc.) Extension: **8888** Direct: **01862 852374**	■	Immediately

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

Vessel loss of stability (Grounding, Collision, Sinking etc.)				
☑	No.	Emergency Responder and Action		When
❑	3	Advise personnel in the vicinity to evacuate if possible to do so	■	Immediately
❑	4	Maintain visual contact of any person who is in the water.	■	Ongoing
❑	5	Remain at a safe distance from scene and advise emergency services and emergency response teams of what you saw.	■	Ongoing
	👤	**Emergency Response Team Leader**		
❑	1	Proceed to Emergency Response Muster Area and gather necessary PPE and equipment	■	Immediately
❑	2	Brief Emergency Response Team on situation	■	Immediately
❑	3	Establish communications with ERCT PIC and advise if ERC activation is necessary	■	Immediately
❑	4	Establish communications with the security gate	■	Immediately
❑	5	Establish communications with Tenant / Vessel Emergency Response organization	■	Immediately
❑	6	Proceed to scene, and provide assistance as required	■	Ongoing
❑	7	Provide lighting and any other services required to support the emergency situation.	■	Ongoing
❑	8	Designate and prepare a suitable area for reception of Emergency Services and vehicles	■	After assessing conditions
❑	9	Advise ERCT when all personnel are accounted for	■	When advised by Tenant
❑	10	Remain on site and provide information to the ERCT and Security Gate until situation is under control	■	Ongoing

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

Vessel loss of stability (Grounding, Collision, Sinking etc.)				
☑	No.	Emergency Responder and Action		When
		Emergency Response Team Members		
❑	1	Proceed to Emergency Response Muster Area and gather necessary PPE and equipment	■	Immediately
❑	2	Act as directed by the Emergency Response Team Leader	■	Immediately
❑	3	Control access to the scene of the event and prevent access by non-essential personnel	■	After assessing emergency conditions
❑	4	Provide floatation devices (Lift rings etc.) to personnel in the water	■	Immediately
		Security Gate Personnel		
❑	1	Make call to Fire and Emergency Services and advise them of the all known details of the emergency situation	■	Immediately
❑	2	Sound the site alarm to alert personnel on site that there is an emergency situation.	■	Immediately
❑	3	Send security resource to scene of the emergency with a First Aid bag and defibrillator	■	Immediately
❑	4	Establish communications with Emergency Response Team Leader and advise them of Emergency Services ETA	■	Immediately
❑	5	Find out from Emergency Response Team Leader where the Emergency Services should proceed to upon arrival.	■	Immediately
❑	6	Upon arrival at the main gate – Provide Emergency Services with any required layout drawings for facility or vessel	■	Immediately
❑	7	Maintain a log of all communications	■	Ongoing

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

8.1.7. Vessel out of control and on collision course for the dock

Vessel out of control and on collision course for the dock				
☑	No.	Emergency Responder and Action		When
		First person on scene		
❑	1	Raise the alarm / make people aware of the emergency by any available means	■	Immediately
❑	2	Call **security gate** to activate emergency response (lifeboat crew etc.) Extension: **8888** Direct: **01862 852374**	■	Immediately
❑	3	Advise personnel in the dock to evacuate if possible to do so	■	Immediately
❑	4	Call **medical response** to alert medical response member (only applicable when major project ongoing) Direct: **XXXXXXXXXXX**	■	Immediately
❑	5	Remain at a safe distance from scene and advise emergency services and emergency response teams of what you saw.	■	Ongoing
		Emergency Response Team Leader		
❑	1	Proceed to Emergency Response Muster Area and gather necessary PPE and equipment	■	Immediately
❑	2	Brief Emergency Response Team on situation	■	Immediately
❑	3	Establish communications with ERCT PIC and advise if ERC activation is necessary	■	Immediately
❑	4	Establish communications with the security gate	■	Immediately
❑	5	Establish communications with Tenant / Vessel Emergency Response organization and advise them to evacuate the dock if able to do so.	■	Immediately

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

Vessel out of control and on collision course for the dock				
☑	No.	Emergency Responder and Action		When
❑	6	Proceed to scene, and provide assistance as required	■	Ongoing
❑	7	Ensure dock pumps and all switched on and operational	■	Ongoing
❑	8	Provide lighting and any other services required to support the emergency situation.	■	Ongoing
❑	9	Designate and prepare a suitable area for reception of Emergency Services and vehicles	■	After assessing conditions
❑	10	Advise ERCT when all personnel are accounted for	■	When advised by Tenant
❑	11	Remain on site and provide information to the ERCT and Security Gate until situation is under control	■	Ongoing
		Emergency Response Team Members		
❑	1	Proceed to Emergency Response Muster Area and gather necessary PPE and equipment	■	Immediately
❑	2	Act as directed by the Emergency Response Team Leader	■	Immediately
❑	3	Control access to the scene of the event and prevent access by non-essential personnel	■	After assessing emergency conditions
		Security Gate Personnel		
❑	1	Make call to Emergency Services and advise them of the all known details of the emergency situation	■	Immediately
❑	2	Sound the site alarm to alert personnel on site that there is an emergency situation.	■	Immediately

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

Vessel out of control and on collision course for the dock				
☑	No.	Emergency Responder and Action		When
❑	3	Send security resource to scene of the emergency with a First Aid bag and defibrillator	■	Immediately
❑	4	Establish communications with Emergency Response Team Leader and advise them of Emergency Services ETA	■	Immediately
❑	5	Find out from Emergency Response Team Leader where the Emergency Services should proceed to upon arrival.	■	Immediately
❑	6	Upon arrival at the main gate – Provide Emergency Services with any required layout drawings for facility or vessel	■	Immediately
❑	7	Maintain a log of all communications	■	Ongoing

8.1.8. Spill (Contained)

Spill (Contained)				
☑	No.	Emergency Responder and Action		When
	👤	**First person on scene**		
❑	1	Raise the alarm / make people aware of the emergency by any available means	■	Immediately
❑	2	Call **security gate** to activate emergency response teams Extension: **8888** Direct: **01862 852374**	■	Immediately
❑	3	If safe to do so - Try to contain the spill and prevent further spillage	■	Immediately
❑	4	Remain at a safe distance from spill and advise emergency response team of what you found.	■	Ongoing

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

Spill (Contained)				
☑	No.	Emergency Responder and Action		When
		Emergency Response Team Leader		
❑	1	Proceed to Emergency Response Muster Area and gather necessary PPE and equipment	■	Immediately
❑	2	Brief Emergency Response Team on situation	■	Immediately
❑	3	Establish communications with ERCT PIC and advise if ERC activation is necessary	■	Immediately
❑	4	Establish communications with the security gate	■	Immediately
❑	5	Establish communications with Tenant / Vessel Emergency Response organization.	■	Immediately
❑	6	Obtain and review SDS for the product	■	Ongoing
❑	7	Gather spill response equipment and proceed to scene to provide assistance as required	■	Ongoing
❑	7	Contain the spill and use absorbent materials to collect up contaminated material	■	Ongoing
❑	8	Provide lighting and any other services required to support the clean-up operation.	■	Ongoing
❑	9	Remain on site and provide information to the ERCT and Security Gate until situation is under control	■	Ongoing
		Emergency Response Team Members		
❑	1	Proceed to Emergency Response Muster Area and gather necessary PPE and equipment	■	Immediately
❑	2	Act as directed by the Emergency Response Team Leader	■	Immediately

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

Spill (Contained)				
☑	No.	Emergency Responder and Action		When
❑	3	Control access to the scene of the event and prevent access by non-essential personnel	■	After assessing emergency conditions
		Security Gate Personnel		
❑	1	Establish communications with Emergency Response Team Leader and determine whether any emergency services need to be contacted	■	Immediately
❑	2	If they are required - find out from Emergency Response Team Leader where the Emergency Services should proceed to upon arrival.	■	Immediately
❑	3	Upon arrival at the main gate – Provide Emergency Services crew with any required layout drawings for facility or vessel	■	Immediately
❑	4	Upon arrival at the main gate – Escort the Emergency Services to the designated area.	■	Immediately
❑	5	Maintain a log of all communications	■	Ongoing

8.1.9. Spill (Not contained)

Spill (Not contained)				
☑	No.	Emergency Responder and Action		When
		First person on scene		
❑	1	Raise the alarm / make people aware of the emergency by any available means	■	Immediately

Spill (Not contained)				
☑	No.	Emergency Responder and Action		When
❑	2	Call **security gate** to activate emergency response teams Extension: **8888** Direct: **01862 852374**	■	Immediately
❑	3	If safe to do so - Try to contain the spill and prevent further spillage	■	Immediately
❑	4	Remain at a safe distance from spill and advise emergency response team of what you found.	■	Ongoing
		Emergency Response Team Leader		
❑	1	Proceed to Emergency Response Muster Area and gather necessary PPE and equipment	■	Immediately
❑	2	Brief Emergency Response Team on situation	■	Immediately
❑	3	Establish communications with ERCT PIC and advise if ERC activation is necessary and whether External Spill Response Services are required	■	Immediately
❑	4	Establish communications with the security gate	■	Immediately
❑	5	Establish communications with Tenant / Vessel Emergency Response organization.	■	Immediately
❑	6	Obtain and review SDS for the product	■	Ongoing
❑	7	Gather spill response equipment and proceed to scene to provide assistance as required	■	Ongoing
❑	7	Contain the spill as best as possible and try to prevent further spillage to the sea. Use absorbent materials, booms, socks, granules etc. to collect contaminated material	■	Ongoing

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

Spill (Not contained)				
☑	No.	Emergency Responder and Action		When
❑	8	Provide lighting and any other services required to support the clean-up operation.	■	Ongoing
❑	9	Remain on site and provide information to the ERCT / Security Gate until situation is under control	■	Ongoing
		Emergency Response Team Members		
❑	1	Proceed to Emergency Response Muster Area and gather necessary PPE and equipment	■	Immediately
❑	2	Act as directed by the Emergency Response Team Leader	■	Immediately
❑	3	Control access to the scene of the event and prevent access by non-essential personnel	■	After assessing emergency conditions
		Security Gate Personnel		
❑	1	Advise facility emergency response organization once informed of the situation	■	Immediately
❑	2	Establish communications with Emergency Response Team Leader and determine whether any emergency services need to be contacted	■	Immediately
❑	3	If they are required - find out from Emergency Response Team Leader where the Emergency Services should proceed to upon arrival.	■	Immediately
❑	4	Upon arrival at the main gate – Provide Emergency Services crew with any required layout drawings for facility or vessel	■	Immediately
❑	5	Upon arrival at the main gate – Escort the Emergency Services to the designated area.	■	Immediately
❑	6	Maintain a log of all communications	■	Ongoing

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

8.1.10. Rescue from Height

Rescue from Height				
☑	No.	Emergency Responder and Action		When
		First person on scene		
❑	1	Raise the alarm / make people aware of the emergency by any available means	■	Immediately
❑	2	Call **security gate** to activate emergency response teams Extension: **8888** Direct: **01862 852374**	■	Immediately
❑	3	Call **medical response** to alert medical response member (only applicable when major project ongoing) Direct: **XXXXXXXXXXXX**	■	Immediately
❑	4	Remain at a safe distance from scene and advise emergency response team of what you found.	■	Ongoing
		Emergency Response Team Leader		
❑	1	Proceed to Emergency Response Muster Area and gather necessary PPE and at height rescue equipment (tripod, winch, harnesses, MEWP etc.)	■	Immediately
❑	2	Brief Emergency Response Team on situation	■	Immediately
❑	3	Establish communications with ERCT PIC and advise if ERC activation is necessary	■	Immediately
❑	4	Establish communications with the security gate	■	Immediately
❑	5	Establish communications with Tenant / Vessel Emergency Response organization.	■	Immediately

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

Rescue from Height				
☑	No.	Emergency Responder and Action		When
❑	6	Obtain and review "at height rescue plan" if available on site	■	Ongoing
❑	7	Develop and agree upon rescue plan in consultation with personnel present (Time is of the essence due to the dangers of suspension trauma)	■	Ongoing
❑	8	Direct Emergency Response team members to provide lighting and any other services required to support the rescue operation.	■	Ongoing
❑	9	Designate and prepare a suitable area for reception of Emergency Services and vehicles	■	After assessing conditions
❑	11	Remain on site and provide information to the ERCT and Security Gate until situation is under control	■	Ongoing
		Emergency Response Team Members		
❑	1	Proceed to Emergency Response Muster Area and gather necessary PPE and rescue equipment	■	Immediately
❑	2	Act as directed by the Emergency Response Team Leader to facilitate the rescue of the person from height	■	Immediately
❑	3	Control access to the scene of the event and prevent access by non-essential personnel	■	After assessing emergency conditions
		Security Gate Personnel		
❑	1	Make call to Emergency Services and advise them of the all known details of the emergency situation	■	Immediately
❑	2	Sound the site alarm to alert personnel on site that there is an emergency situation.	■	Immediately
❑	3	Send security resource to scene of the emergency with a First Aid bag and defibrillator	■	Immediately

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

Rescue from Height				
☑	No.	Emergency Responder and Action		When
❑	4	Establish communications with Emergency Response Team Leader and advise them of Emergency Services ETA	■	Immediately
❑	5	Find out from Emergency Response Team Leader where the Emergency Services should proceed to upon arrival.	■	Immediately
❑	6	Upon arrival at the main gate – Provide Emergency Services with any required layout drawings for facility or vessel	■	Immediately
❑	7	Maintain a log of all communications	■	Ongoing

8.1.11. Rescue from Confined Space

Rescue from Confined Space				
☑	No.	Emergency Responder and Action		When
	👤	**First person on scene**		
❑	1	Raise the alarm / make people aware of the emergency by any available means NEVER ENTER A CONFINED SPACE TO EFFECT A RESCUE WHEN THERE IS A RISK THAT THE ATMOSPHERE MAY BE UNSAFE	■	Immediately
❑	2	Call **security gate** to activate emergency response teams and emergency services. Extension: **8888** Direct: **01862 852374**	■	Immediately
❑	3	Call **medical response** to alert medical response member (only applicable when major project ongoing) Direct: **XXXXXXXXXXXX**	■	Immediately

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

Rescue from Confined Space				
☑	No.	Emergency Responder and Action		When
❑	4	Remain at a safe distance from scene and advise emergency response team of what you found.	■	Ongoing
	👤	Emergency Response Team Leader		
❑	1	Proceed to Emergency Response Muster Area and gather necessary PPE and confined space rescue equipment (tripod, winch, harnesses stretcher, portable lighting, breathing apparatus and gas detector)	■	Immediately
❑	2	Brief Emergency Response Team on situation	■	Immediately
❑	3	Establish communications with ERCT PIC and advise if ERC activation is necessary	■	Immediately
❑	4	Establish communications with the security gate	■	Immediately
❑	5	Establish communications with Tenant / Vessel Emergency Response organization.	■	Immediately
❑	6	Obtain and review "confined space rescue plan" if available on site	■	Ongoing
❑	7	Develop and agree upon rescue plan in consultation with personnel present. Determine whether this can safely be done with the personnel present, or whether it is safer to wait for the emergency services to conduct the rescue	■	Ongoing
❑	8	Test atmosphere prior to allowing any person to enter the confined space to rescue to injured person	■	Ongoing
❑	9	Direct Emergency Response team members to provide lighting and any other services required to support the rescue operation.	■	Ongoing
❑	10	Designate and prepare a suitable area for reception of Emergency Services and vehicles	■	After assessing conditions

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

Rescue from Confined Space				
☑	No.	Emergency Responder and Action		When
❑	11	Remain on site and provide information to the ERCT, Emergency Services and Security Gate until situation is under control	■	Ongoing
		Emergency Response Team Members		
❑	1	Proceed to Emergency Response Muster Area and gather necessary PPE and confined space rescue equipment	■	Immediately
❑	2	Act as directed by the Emergency Response Team Leader to facilitate the rescue of the person from the confined space	■	Immediately
❑	3	Control access to the scene of the event and prevent access by non-essential personnel	■	After assessing emergency conditions
		Security Gate Personnel		
❑	1	Make call to Emergency Services and advise them of the all known details of the emergency situation	■	Immediately
❑	2	Sound the site alarm to alert personnel on site that there is an emergency situation.	■	Immediately
❑	3	Send security resource to scene of the emergency with a First Aid bag and defibrillator	■	Immediately
❑	4	Establish communications with Emergency Response Team Leader and advise them of Emergency Services ETA	■	Immediately
❑	5	Find out from Emergency Response Team Leader where the Emergency Services should proceed to upon arrival.	■	Immediately
❑	6	Upon arrival at the main gate – Provide Emergency Services with any required layout drawings for facility or vessel	■	Immediately
❑	7	Maintain a log of all communications	■	Ongoing

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

8.1.12. Crane Failure

Crane Failure / Collapse				
☑	No.	Emergency Responder and Action		When
		First person on scene		
❑	1	Raise the alarm / make people aware of the emergency by any available means	■	Immediately
❑	2	Call **security gate** to activate emergency response teams Extension: **8888** Direct: **01862 852374**	■	Immediately
❑	3	Call **medical response** to alert medical response member (only applicable when major project ongoing) Direct: **XXXXXXXXXXX**	■	Immediately
❑	4	Remain at a safe distance from scene and advise emergency response team of what you found.	■	Ongoing
		Emergency Response Team Leader		
❑	1	Proceed to Emergency Response Muster Area and gather necessary PPE and at height rescue equipment (tripod, winch, harnesses, MEWP etc.)	■	Immediately
❑	2	Brief Emergency Response Team on situation	■	Immediately
❑	3	Establish communications with ERCT PIC and advise if ERC activation is necessary	■	Immediately
❑	4	Establish communications with the security gate	■	Immediately
❑	5	Establish communications with Tenant / Vessel Emergency Response organization.	■	Immediately

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

Crane Failure / Collapse				
☑	No.	Emergency Responder and Action		When
❑	6	Obtain and review "at height rescue plan" if required	■	Ongoing
❑	7	Develop and agree upon rescue plan in consultation with personnel present (Time is of the essence due to the dangers of suspension trauma)	■	Ongoing
❑	8	Direct Emergency Response team members to provide lighting and any other services required to support the rescue operation.	■	Ongoing
❑	9	Designate and prepare a suitable area for reception of Emergency Services and vehicles if required.	■	After assessing conditions
❑	10	Preserve the scene of the event and prevent access by non-essential personnel	■	Ongoing
❑	11	Upon consultation with the Crane company or tenant - advise ERCT of external resources required (Crane representatives, rope access personnel etc.)	■	Ongoing
❑	12	Remain on site and provide information to the ERCT and Security Gate until situation is under control	■	Ongoing
		Emergency Response Team Members		
❑	1	Proceed to Emergency Response Muster Area and gather necessary PPE and rescue equipment	■	Immediately
❑	2	Act as directed by the Emergency Response Team Leader to facilitate the rescue of the person from height	■	Immediately
❑	3	Control access to the scene of the event and prevent access by non-essential personnel	■	After assessing emergency conditions
		Security Gate Personnel		

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

Crane Failure / Collapse				
☑	No.	Emergency Responder and Action		When
❑	1	Make call to Emergency Services and advise them of the all known details of the emergency situation	■	Immediately
❑	2	Sound the site alarm to alert personnel on site that there is an emergency situation.	■	Immediately
❑	3	Send security resource to scene of the emergency with a First Aid bag and defibrillator	■	Immediately
❑	4	Establish communications with Emergency Response Team Leader and advise them of Emergency Services ETA	■	Immediately
❑	5	Find out from Emergency Response Team Leader where the Emergency Services should proceed to upon arrival.	■	Immediately
❑	6	Upon arrival at the main gate – Provide Emergency Services with any required layout drawings for facility or vessel	■	Immediately
❑	7	Maintain a log of all communications	■	Ongoing

8.1.13. Structural Collapse (Building / Scaffold etc.)

Structural Collapse (Building / Scaffold etc.)				
☑	No.	Emergency Responder and Action		When
	👤	**First person on scene**		
❑	1	Raise the alarm / make people aware of the emergency by any available means	■	Immediately
❑	2	Call **security gate** to activate emergency response teams Extension: **8888** Direct: **01862 852374**	■	Immediately

Structural Collapse (Building / Scaffold etc.)				
☑	No.	Emergency Responder and Action		When
❑	3	Call **medical response** to alert medical response member (only applicable when major project ongoing) Direct: **XXXXXXXXXXX**	■	Immediately
❑	4	Remain at a safe distance from scene and advise emergency response team of what you found.	■	Ongoing
	👤	**Emergency Response Team Leader**		
❑	1	Proceed to Emergency Response Muster Area and gather necessary PPE and rescue equipment (tripod, winch, stretcher, harnesses, MEWP etc.)	■	Immediately
❑	2	Brief Emergency Response Team on situation	■	Immediately
❑	3	Establish communications with ERCT PIC and advise that ERC activation is necessary	■	Immediately
❑	4	Establish communications with the security gate	■	Immediately
❑	5	Establish communications with Tenant / Vessel Emergency Response organization.	■	Immediately
❑	6	Develop and agree upon rescue plan	■	Ongoing
❑	7	Direct Emergency Response team members to provide lighting and any other services required to support the rescue operation.	■	Ongoing
❑	8	Designate and prepare a suitable area for reception of Emergency Services and vehicles if required.	■	After assessing conditions
❑	9	Preserve the scene of the event and prevent access by non-essential personnel	■	Ongoing
❑	10	Advise ERCT when all personnel are accounted for	■	When advised by Tenant

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

Structural Collapse (Building / Scaffold etc.)				
☑	No.	Emergency Responder and Action		When
❑	11	Upon consultation with the tenant - advise ERCT of external resources required	■	Ongoing
❑	11	Remain on site and provide information to the ERCT and Security Gate until situation is under control	■	Ongoing
		Emergency Response Team Members		
❑	1	Proceed to Emergency Response Muster Area and gather necessary PPE and rescue equipment	■	Immediately
❑	2	Act as directed by the Emergency Response Team Leader to facilitate the rescue	■	Immediately
❑	3	Control access to the scene of the event and prevent access by non-essential personnel	■	After assessing emergency conditions
		Security Gate Personnel		
❑	1	Make call to Emergency Services and advise them of the all known details of the emergency situation	■	Immediately
❑	2	Sound the site alarm to alert personnel on site that there is an emergency situation.	■	Immediately
❑	3	Send security resource to scene of the emergency with a First Aid bag and defibrillator	■	Immediately
❑	4	Establish communications with Emergency Response Team Leader and advise them of Emergency Services ETA	■	Immediately
❑	5	Find out from Emergency Response Team Leader where the Emergency Services should proceed to upon arrival.	■	Immediately
❑	6	Upon arrival at the main gate – Provide Emergency Services with any required layout drawings for facility or vessel	■	Immediately

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

Structural Collapse (Building / Scaffold etc.)				
☑	No.	Emergency Responder and Action		When
❑	7	Maintain a log of all communications	■	Ongoing

8.1.14. Gas Release

Gas Release				
☑	No.	Emergency Responder and Action		When
	👤	**First person on scene**		
❑	1	Raise the alarm / make people aware of the emergency by any available means	■	Immediately
❑	2	Call **security gate** to activate emergency response teams Extension: **8888** Direct: **01862 852374**	■	Immediately
❑	3	Call **medical response** to alert medical response member (only applicable when major project ongoing) Direct: **XXXXXXXXXX**	■	Immediately
❑	4	Remain at a safe distance from scene and advise emergency response team of what you found.	■	Ongoing
	👤	**Emergency Response Team Leader**		
❑	1	Proceed to Emergency Response Muster Area and gather necessary PPE and equipment	■	Immediately
❑	2	Brief Emergency Response Team on situation	■	Immediately
❑	3	Establish communications with ERCT PIC and advise whether ERC activation is necessary	■	Immediately

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

Gas Release				
☑	No.	Emergency Responder and Action		When
❑	4	Establish communications with the security gate	■	Immediately
❑	5	Establish communications with Tenant / Vessel Emergency Response organization.	■	Immediately
❑	6	If possible, isolate gas supply to affected area	■	Ongoing
❑	7	Direct Emergency Response team members to provide lighting and any other services required to support the rescue operation.	■	Ongoing
❑	8	Designate and prepare a suitable area for reception of Emergency Services and vehicles if required.	■	After assessing conditions
❑	9	Preserve the scene of the event and prevent access by non-essential personnel	■	Ongoing
❑	10	Advise ERCT when all personnel are accounted for	■	When advised by Tenant
❑	11	Remain on site and provide information to the ERCT and Security Gate until situation is under control	■	Ongoing
		Emergency Response Team Members		
❑	1	Proceed to Emergency Response Muster Area and gather necessary PPE and equipment	■	Immediately
❑	2	Act as directed by the Emergency Response Team Leader to facilitate the rescue	■	Immediately
❑	3	Control access to the scene of the event and prevent access by non-essential personnel	■	After assessing emergency conditions
		Security Gate Personnel		

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

Gas Release				
☑	No.	Emergency Responder and Action		When
❑	1	Advise facility emergency response organization once informed of the situation	■	Immediately
❑	2	Sound the site alarm to alert personnel on site that there is an emergency situation.	■	Immediately
❑	3	Establish communications with Emergency Response Team Leader and determine whether emergency services need to be contacted	■	Immediately
❑	4	If they are required - find out from Emergency Response Team Leader where the Emergency Services should proceed to upon arrival.	■	Immediately
❑	5	Upon arrival at the main gate – Provide Emergency Services crew with any required layout drawings for facility or vessel	■	Immediately
❑	6	Send qualified security resource to the scene of the event with the defibrillator and first aid kit (keeping a safe distance)	■	Immediately
❑	7	Upon arrival at the main gate – Escort the Emergency Services to the designated area.	■	Immediately
❑	8	Maintain a log of all communications	■	Ongoing

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

8.1.15. Man Overboard

Man Overboard				
☑	No.	Emergency Responder and Action		When
		First person on scene		
❑	1	Raise the alarm / make people aware of the emergency by any available means	■	Immediately
❑	2	Call **security gate** to activate emergency response Extension: **8888** Direct: **01862 852374**	■	Immediately
❑	3	Call **medical response** to alert medical response member (only applicable when major project ongoing) Direct: **XXXXXXXXXXX**	■	Immediately
❑	4	Advise personnel in the dock to evacuate if possible to do so	■	Immediately
❑	5	Maintain visual contact of any person who is in the water.	■	Ongoing
❑	6	If there is a life ring / floatation device close at hand – Keep person in sight and throw them the life ring.	■	Ongoing
❑	7	Remain at a safe distance from scene and advise emergency services and emergency response teams of what you saw.	■	Ongoing
		Emergency Response Team Leader		
❑	1	Proceed to Emergency Response Muster Area and gather necessary PPE and equipment	■	Immediately
❑	2	Brief Emergency Response Team on situation	■	Immediately
❑	3	Establish communications with ERCT PIC and advise if ERC activation is necessary	■	Immediately

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

Man Overboard				
☑	No.	Emergency Responder and Action		When
❑	4	Establish communications with the security gate	■	Immediately
❑	5	Establish communications with Tenant Emergency Response organization if applicable	■	Immediately
❑	6	Proceed to scene, and provide assistance as required	■	Ongoing
❑	7	Ensure dock pumps are switched off if there is a danger of the person being close to the inlets.	■	After assessing conditions
❑	8	Rescue person from water using all available means	■	After assessing conditions
❑	9	Designate and prepare a suitable area for reception of Emergency Services and vehicles	■	After assessing conditions
❑	10	Advise ERCT / Security Gate when all personnel are accounted for	■	When advised by Tenant
❑	11	Remain on site and provide information to the ERCT / Security Gate until situation is under control	■	Ongoing
		Emergency Response Team Members		
❑	1	Proceed to Emergency Response Muster Area and gather necessary PPE and equipment	■	Immediately
❑	2	Act as directed by the Emergency Response Team Leader	■	Immediately
❑	3	Control access to the scene of the event and prevent access by non-essential personnel	■	After assessing emergency conditions
❑	4	Provide floatation devices (Lift rings etc.) to personnel in the water	■	Immediately
		Security Gate Personnel		

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

Man Overboard				
☑	No.	Emergency Responder and Action		When
❑	1	Make call to Emergency Services and advise them of the all known details of the emergency situation	■	Immediately
❑	2	Sound the site alarm to alert personnel on site that there is an emergency situation.	■	Immediately
❑	3	Send security resource to scene of the emergency with a First Aid bag and defibrillator	■	Immediately
❑	4	Establish communications with Emergency Response Team Leader and advise them of Emergency Services ETA	■	Immediately
❑	5	Find out from Emergency Response Team Leader where the Emergency Services should proceed to upon arrival.	■	Immediately
❑	6	Upon arrival at the main gate – Provide Emergency Services with any required layout drawings for facility or vessel	■	Immediately
❑	7	Maintain a log of all communications	■	Ongoing

8.1.16. Road Traffic Accident

Road Traffic Accident				
☑	No.	Emergency Responder and Action		When
	👤	**First person on scene**		
❑	1	Raise the alarm / make people aware of the emergency by any available means	■	Immediately
❑	2	Call **security gate** to activate emergency response teams Extension: **8888** Direct: **01862 852374**	■	Immediately

Road Traffic Accident				
☑	No.	Emergency Responder and Action		When
❑	3	Call **medical response** to alert medical response member (only applicable when major project ongoing) Direct: **XXXXXXXXXX**	■	Immediately
❑	4	Remain at a safe distance from scene and advise emergency response team of what you found.	■	Ongoing
	👤	**Emergency Response Team Leader**		
❑	1	Proceed to Emergency Response Muster Area and gather necessary PPE and equipment	■	Immediately
❑	2	Brief Emergency Response Team on situation	■	Immediately
❑	3	Establish communications with ERCT PIC and advise whether ERC activation is necessary	■	Immediately
❑	4	Establish communications with the security gate	■	Immediately
❑	5	Establish communications with Tenant / Vessel Emergency Response organization.	■	Immediately
❑	6	Develop and agree upon rescue plan if required	■	Ongoing
❑	7	Direct Emergency Response team members to provide lighting and any other services required to support the rescue operation.	■	Ongoing
❑	8	Designate and prepare a suitable area for reception of Emergency Services and vehicles if required.	■	After assessing conditions
❑	9	Preserve the scene of the event and prevent access by non-essential personnel	■	Ongoing
❑	10	Advise ERCT of status	■	When advised by Tenant

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

Road Traffic Accident				
☑	No.	Emergency Responder and Action		When
❑	11	Remain on site and provide information to the ERCT / Security Gate until situation is under control	■	Ongoing
		Emergency Response Team Members		
❑	1	Proceed to Emergency Response Muster Area and gather necessary PPE and equipment	■	Immediately
❑	2	Act as directed by the Emergency Response Team Leader	■	Immediately
❑	3	Control access to the scene of the event and prevent access by non-essential personnel	■	After assessing emergency conditions
		Security Gate Personnel		
❑	1	Make call to Emergency Services and advise them of the all known details of the emergency situation	■	Immediately
❑	2	Sound the site alarm to alert personnel on site that there is an emergency situation.	■	Immediately
❑	3	Send security resource to scene of the emergency with a First Aid bag and defibrillator	■	Immediately
❑	4	Establish communications with Emergency Response Team Leader and advise them of Emergency Services ETA	■	Immediately
❑	5	Find out from Emergency Response Team Leader where the Emergency Services should proceed to upon arrival.	■	Immediately
❑	6	Upon arrival at the main gate – Provide Emergency Services with any required layout drawings for facility or vessel	■	Immediately
❑	7	Maintain a log of all communications	■	Ongoing

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

8.1.17. Significant Food Poisoning Event

Food Poisoning				
☑	No.	Emergency Responder and Action		When
		Person Reporting Event		
❑	1	Raise the alarm / make people aware of the emergency by any available means	■	Immediately
❑	2	Call **security gate** to activate emergency response teams Extension: **8888** Direct: **01862 852374**	■	Immediately
❑	3	Call **medical response** to alert medical response member (only applicable when major project ongoing) Direct: **XXXXXXXXX**	■	Immediately
❑	4	Remain at a scene and advise emergency response team of what the symptoms are, and how many people are affected.	■	Ongoing
		Emergency Response Team Leader		
❑	1	Proceed to Emergency Response Muster Area and gather necessary PPE	■	Immediately
❑	2	Brief Emergency Response Team on situation	■	Immediately
❑	3	Establish communications with ERCT PIC and advise if ERC activation is necessary	■	Immediately
❑	4	Establish communications with the security gate	■	Immediately
❑	5	Establish communications with Tenant / Vessel Emergency Response organization.	■	Immediately
❑	6	Assist Tenant to contain all affected personnel in one area	■	Immediately

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

Food Poisoning				
☑	No.	Emergency Responder and Action		When
❑	7	Isolate Food Preparation and Distribution areas and prevent access by non-essential personnel.	■	Immediately
❑	8	Designate and prepare a suitable area for reception of Emergency Services and vehicles	■	After assessing conditions
❑	9	Remain on site and provide information to the ERCT and Security Gate until situation is under control	■	Ongoing
		Emergency Response Team Members		
❑	1	Proceed to Emergency Response Muster Area and gather necessary PPE	■	Immediately
❑	2	Act as directed by the Emergency Response Team Leader	■	Immediately
❑	3	Control access to the scene of the event and prevent access by non-essential personnel	■	After assessing emergency conditions
		Security Gate Personnel		
❑	1	Advise facility emergency response organization once informed of the situation	■	Immediately
❑	2	Establish communications with Emergency Response Team Leader and determine whether ambulance services need to be contacted	■	Immediately
❑	3	If they are required - find out from Emergency Response Team Leader where the Emergency Services should proceed to upon arrival.	■	Immediately
❑	4	Upon arrival at the main gate – Provide Emergency Services crew with any required layout drawings for facility or vessel	■	Immediately
❑	4	Send qualified security resource to the scene of the event with the defibrillator and first aid kit	■	Immediately

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

Food Poisoning				
☑	No.	Emergency Responder and Action		When
❑	5	Upon arrival at the main gate – Escort the Emergency Services or Occupational Health resources to the designated area.	■	Immediately
❑	6	Maintain a log of all communications	■	Ongoing

8.1.18. Personal Elevator Rescue

Personal Elevator Rescue				
☑	No.	Emergency Responder and Action		When
	👤	**First person on scene**		
❑	1	Raise the alarm / make people aware of the emergency by any available means	■	Immediately
❑	2	Call **security gate** to activate emergency response teams Extension: **8888** Direct: **01862 852374**	■	Immediately
❑	3	Call **medical response** to alert medical response member (only applicable when major project ongoing) Direct: **XXXXXXXXX**	■	Immediately
❑	4	Remain at a safe distance from scene and advise emergency response team of what you found.	■	Ongoing
	👤	**Emergency Response Team Leader**		
❑	1	Proceed to Emergency Response Muster Area and gather necessary PPE and at height rescue equipment (tripod, winch, harnesses, MEWP etc.)	■	Immediately

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

Personal Elevator Rescue				
☑	No.	Emergency Responder and Action		When
❑	2	Brief Emergency Response Team on situation	■	Immediately
❑	3	Establish communications with ERCT PIC and advise if ERC activation is necessary	■	Immediately
❑	4	Establish communications with the security gate	■	Immediately
❑	5	Establish communications with Tenant / Vessel Emergency Response organization.	■	Immediately
❑	6	Obtain and review "at height rescue plan" if available on site	■	Ongoing
❑	7	Develop and agree upon rescue plan in consultation with Tenant and Alimak Representative	■	Ongoing
❑	8	Direct Emergency Response team members to provide lighting and any other services required to support the rescue operation.	■	Ongoing
❑	9	Designate and prepare a suitable area for reception of Emergency Services and vehicles if necessary	■	After assessing conditions
❑	10	Remain on site and provide information to the ERCT and Security Gate until situation is under control	■	Ongoing
		Emergency Response Team Members		
❑	1	Proceed to Emergency Response Muster Area and gather necessary PPE and rescue equipment	■	Immediately
❑	2	Act as directed by the Emergency Response Team Leader to facilitate the rescue of the person from height	■	Immediately
❑	3	Control access to the scene of the event and prevent access by non-essential personnel	■	After assessing emergency conditions

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

Personal Elevator Rescue				
☑	No.	Emergency Responder and Action		When
		Security Gate Personnel		
❑	1	If advised to do so - Make call to Emergency Services and advise them of the all known details of the emergency situation	■	Immediately
❑	2	Sound the site alarm to alert personnel on site that there is an emergency situation.	■	Immediately
❑	3	Send security resource to scene of the emergency with a First Aid bag and defibrillator	■	Immediately
❑	4	Establish communications with Emergency Response Team Leader and advise them of Emergency Services ETA if they have been deemed necessary.	■	Immediately
❑	5	Find out from Emergency Response Team Leader where the Emergency Services should proceed to upon arrival.	■	Immediately
❑	6	Upon arrival at the main gate – Escort the Emergency Services or Alimak representative to the designated area.	■	Immediately
❑	7	Maintain a log of all communications	■	Ongoing

8.1.19. Severe Weather

Severe Weather				
☑	No.	Emergency Responder and Action		When
		Emergency Response Team Leader		
❑	1	Review weather conditions and advise Tenants to tie down / secure any loose items	■	Immediately
❑	2	Inform Cranes to shut down and secure for bad weather	■	Immediately

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

Severe Weather				
☑	No.	Emergency Responder and Action		When
❑	3	Inform Vessels alongside or in the dock of expected weather conditions and need to tie up securely.	■	Immediately
❑	4	Ask Tenants to barrier off areas where dropped object hazards may exist due to the weather conditions	■	Immediately
❑	5	Inform Emergency Response Team Members to conduct an inspection of the site and remove / secure any loose items.	■	Immediately
❑	6	Inform Emergency Response Team Members to move any equipment indoors where possible.	■	Immediately
		Emergency Response Team Members		
❑	1	Act as directed by the Emergency Response Team Leader to prepare the facility for severe weather conditions	■	Immediately
		Tenants		
❑	1	Act as directed by the Emergency Response Team Leader to prepare the facility for severe weather conditions	■	Immediately
❑	2	Move equipment indoors if possible / secure any outside equipment	■	Immediately
❑	3	Erect barriers around any equipment which may represent a dropped object hazard as a result of the weather (Falling ice, loose structures etc.)	■	Immediately

8.1.20. Excavation / Ground Collapse

Excavation / Ground Collapse			
☑	No.	Emergency Responder and Action	When
		First person on scene	

Excavation / Ground Collapse				
☑	No.	Emergency Responder and Action		When
❑	1	Raise the alarm / make people aware of the emergency by any available means	■	Immediately
❑	2	Call **security gate** to activate emergency response teams Extension: **8888** Direct: **01862 852374**	■	Immediately
❑	3	Call **medical response** to alert medical response member (only applicable when major project ongoing) Direct: **XXXXXXXXXX**	■	Immediately
❑	4	Remain at a safe distance from scene and advise emergency response team of what you found.	■	Ongoing
	👤	**Emergency Response Team Leader**		
❑	1	Proceed to Emergency Response Muster Area and gather necessary PPE and rescue equipment (tripod, winch, stretcher, harnesses, etc.)	■	Immediately
❑	2	Brief Emergency Response Team on situation	■	Immediately
❑	3	Establish communications with ERCT PIC and advise whether ERC activation is necessary	■	Immediately
❑	4	Establish communications with the security gate	■	Immediately
❑	5	Establish communications with Tenant Emergency Response organization.	■	Immediately
❑	6	Develop and agree upon rescue plan if required	■	After assessing conditions
❑	7	Direct Emergency Response team members to provide lighting and any other services required to support the operation.	■	Ongoing

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

Excavation / Ground Collapse				
☑	No.	Emergency Responder and Action		When
❑	8	Designate and prepare a suitable area for reception of Emergency Services and vehicles if required.	■	After assessing conditions
❑	9	Preserve the scene / establish a cordon and prevent access by non-essential personnel	■	Ongoing
❑	10	Advise ERCT when all personnel are accounted for	■	When advised by Tenant
❑	11	Upon consultation with the tenant - advise ERCT of external resources required	■	Ongoing
❑	12	Remain on site and provide information to the ERCT and Security Gate until situation is under control	■	Ongoing
		Emergency Response Team Members		
❑	1	Proceed to Emergency Response Muster Area and gather necessary PPE and rescue equipment	■	Immediately
❑	2	Act as directed by the Emergency Response Team Leader	■	Immediately
❑	3	Control access to the scene of the event / establish cordon and prevent access by non-essential personnel	■	After assessing emergency conditions
		Security Gate Personnel		
❑	1	Make call to Emergency Services and advise them of the all known details of the emergency situation	■	Immediately
❑	2	Sound the site alarm to alert personnel on site that there is an emergency situation.	■	Immediately
❑	3	Send security resource to scene of the emergency with a First Aid bag and defibrillator	■	Immediately

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

Excavation / Ground Collapse				
☑	No.	Emergency Responder and Action		When
❑	4	Establish communications with Emergency Response Team Leader and advise them of Emergency Services ETA	■	Immediately
❑	5	Find out from Emergency Response Team Leader where the Emergency Services should proceed to upon arrival.	■	Immediately
❑	6	Upon arrival at the main gate – Provide Emergency Services with any required layout drawings for facility or vessel	■	Immediately
❑	7	Maintain a log of all communications	■	Ongoing

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

8.1.21. Chemical Release / Exposure

Chemical Release / Exposure				
☑	No.	Emergency Responder and Action		When
		First person on scene		
❑	1	Raise the alarm / make people aware of the emergency by any available means	■	Immediately
❑	2	Call **security gate** to activate emergency response teams Extension: **8888** Direct: **01862 852374**	■	Immediately
❑	3	Call **medical response** to alert medical response member (only applicable when major project ongoing) Direct: **XXXXXXXXXXX**	■	Immediately
❑	4	If safe to do so - Try to isolate the source / contain the release	■	Immediately
❑	5	Remain at a safe distance from release and advise emergency response team of what you found.	■	Ongoing
		Emergency Response Team Leader		
❑	1	Proceed to Emergency Response Muster Area and gather necessary PPE and equipment	■	Immediately
❑	2	Brief Emergency Response Team on situation	■	Immediately
❑	3	Establish communications with ERCT PIC and advise if ERC activation is necessary and whether External Spill Response Services are required	■	Immediately
❑	4	Establish communications with the security gate	■	Immediately
❑	5	Establish communications with Tenant / Vessel Emergency Response organization.	■	Immediately

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

Chemical Release / Exposure				
☑	No.	Emergency Responder and Action		When
❑	6	Obtain and review SDS for the product	■	Ongoing
❑	7	Gather spill response equipment and proceed to scene to provide assistance as required	■	Ongoing
❑	7	Contain the release as best as possible and try to prevent further release / exposure.	■	Ongoing
❑	8	Provide lighting and any other services required to support the clean-up operation.	■	Ongoing
❑	9	Remain on site and provide information to the ERCT and Security Gate until situation is under control	■	Ongoing
		Emergency Response Team Members		
❑	1	Proceed to Emergency Response Muster Area and gather necessary PPE and equipment	■	Immediately
❑	2	Act as directed by the Emergency Response Team Leader	■	Immediately
❑	3	Control access to the scene of the event and prevent access by non-essential personnel	■	After assessing emergency conditions
		Security Gate Personnel		
❑	1	Make call to Emergency Services and advise them of the all known details of the emergency situation	■	Immediately
❑	2	Sound the site alarm to alert personnel on site that there is an emergency situation.	■	Immediately
❑	3	Send security resource to scene of the emergency with a First Aid bag and defibrillator	■	Immediately

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

Chemical Release / Exposure				
☑	No.	Emergency Responder and Action		When
❑	4	Establish communications with Emergency Response Team Leader and advise them of Emergency Services ETA	■	Immediately
❑	5	Find out from Emergency Response Team Leader where the Emergency Services should proceed to upon arrival.	■	Immediately
❑	6	Upon arrival at the main gate – Provide Emergency Services with any required layout drawings for facility or vessel	■	Immediately
❑	7	Maintain a log of all communications	■	Ongoing

8.1.22. Marine Mammal Entrapment in Dock

Marine Mammal Entrapment in Dock				
☑	No.	Emergency Responder and Action		When
	👤	Dock Gate Handling Team		
❑	1	Reduce water to suitable level (approx. 2 foot)	■	Ongoing
❑	2	Stop Dock Pumps	■	Ongoing
❑	3	Team enter the dock with waders and large net	■	Ongoing
❑		Make tunnel with net and encourage the mammal to move towards the dock ramp.	■	Ongoing
❑		Once close to the ramp – Close the net and entrap the mammal.	■	Ongoing
❑		Wrap the mammal in the net	■	Ongoing
❑		Manually lift the net and mammal into the bucket of the JCB	■	Ongoing

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

Marine Mammal Entrapment in Dock				
☑	No.	Emergency Responder and Action		When
❑		Secure the mammal in the bucket and transport to the ferry jetty	■	Ongoing
❑		Lower the bucket into the water and cut the net which allows the mammal to swim free.	■	Ongoing
❑		Retrieve and discard the cut netting material.	■	Ongoing

8.1.23. Dock Gate Instability during transit

Dock Gate Instability during transit				
☑	No.	Emergency Responder and Action		When
	👤	Dock Master		
❑	1	Secure dock gate to tugs at all time during transit	■	Immediately
❑	2	Tugs are only released once the dock gate is secured to the Dolphins or in position at the Dock.	■	Immediately
❑	3	If leak develops on dock gate – Keep tug boats attached to dock and pay out until dock gate rests on the sea bottom.	■	Immediately

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

8.1.24. Sabotage

Sabotage				
☑	No.	Emergency Responder and Action		When
		First person on scene		
❑	1	Raise the alarm / make people aware of the situation by any available means	■	Immediately
❑	2	Ascertain if there are any casualties, call **security gate** to activate emergency response teams Extension:**8888** Direct: **01862 852374**	■	Immediately
❑	3	Confirm if the situation has returned to normal or if damage is still being caused by the perpetrator(s) and inform **security gate**	■	Immediately
		Emergency Response Team Leader		
❑	1	Keep calm and brief the Emergency Response Team on situation	■	Immediately
❑	2	Establish communications with ERCT PIC and advise if ERC activation is necessary	■	Immediately
❑	3	Establish communications with the security gate	■	Immediately
❑	4	Develop and agree a contingency plan if required, if business is affected but can continue around any disruption / damage	■	After assessing situation
❑	5	Direct Emergency Response team members to provide assistance to PON security during the reaction / recovery of the situation	■	After assessing situation
❑	6	Designate and prepare a suitable area for reception of Emergency Services and vehicles if required	■	Ongoing
❑	7	Keep the PIC informed of the situation as it changes	■	Ongoing

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

Sabotage				
☑	No.	Emergency Responder and Action		When
		Security Gate Personnel		
❑	1	Keep calm, call **medical response** to alert medical response member (only applicable when major project ongoing) Direct: **XXXXXXXXXXX**	■	Immediately
❑	2	Sound emergency siren to alert personnel of an emergency situation on site.	■	Immediately
❑	2	Ensure emergency response organization are informed of the situation	■	Immediately
❑	3	Be prepared to call the local police and other emergency services / agencies **when advised** to help deal with the situation, ensuring that a recorded log is made of all services / agencies requested	■	Immediately
❑	4	Be prepared to set up and use an alternative entry / exit point to / from PON and possibly to stop all movement in and out of PON for both the vehicle and pedestrian gates	■	Ongoing
❑	5	Try and obtain as many details as possible of any of the perpetrators including descriptions if they are still on site or visible	■	Ongoing
❑	6	Be prepared to support the Emergency Response Team Leader on the ground as and when requested	■	Ongoing
❑	7	Maintain log of all communications	■	Ongoing
		Emergency Response Team Members		
❑	1	Keep calm, act as directed by the Emergency Response Team Leader	■	Ongoing
❑	2	Control access to the scene of any damage and preserve evidence	■	After assessing situation

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

Sabotage				
☑	No.	Emergency Responder and Action		When
❑	3	Keep the Emergency Response Team Leader informed of the situation at all times	■	Ongoing
❑	4	Depending on the severity of any damage caused, be prepared to assist in providing a cordon at the scene until the emergency services arrive	■	Ongoing

8.1.25. Civil Unrest / Protestors

Civil Unrest / Protestors				
☑	No.	Emergency Responder and Action		When
		Security Gate Personnel		
❑	1	Keep calm, inform PON Security Manager / Management ASAP on the build-up or arrival of protesters anywhere around PON site	■	Immediately
❑	2	Utilize any of the PON CCTV cameras to assist in the observation of the crowd	■	Immediately
❑	3	Ascertain if it appears to be a peaceful or violent demonstration	■	Immediately
❑	4	Be prepared to close the main gate entry point to PON to prevent and protester(s) gaining unauthorised entry to the PON site	■	Immediately
❑	5	Be prepared to call the local police when advised to do so	■	Ongoing
❑	6	Sound emergency siren to advise all personnel of an emergency on site.	■	Ongoing
❑	7	If possible, from where you are, try and identify a spokesman within the group or why they are protesting	■	Ongoing

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

Civil Unrest / Protestors				
☑	No.	Emergency Responder and Action		When
❑	8	Be prepared to support the emergency response team leader on the ground as and when requested	■	Ongoing
❑	9	Issue "no comment" to any press / media requests for information.	■	Ongoing
❑	10	Maintain log of all events / communications	■	Ongoing
		Emergency Response Team Leader		
❑	1	Keep calm and brief the Emergency Response Team on situation	■	Immediately
❑	2	Ascertain if the situation appears to be peaceful, if so try and keep it calm. Try and identify a spokesmen or why they are protesting	■	Immediately
❑	3	Establish communications with the security gate and utilize the PON CCTV cameras to assist the response team	■	Immediately
❑	4	Be prepared to utilize both the Emergency Response Team Members and PON security to help contain the protesters if required	■	Ongoing
❑	5	Be prepared to brief the local police on the situation if they are called	■	Ongoing
❑	6	Keep the PIC informed of the situation and especially of any developments or any requests from the protesters	■	Ongoing
❑	7	Issue "No Comment" to any press / media personnel who arrive at the main gate.	■	Ongoing
❑	8	If the press / media are persistent, ask the PIC to liaise with the Corporate Communications Director / spokesperson to brief the media on official GEG response.	■	Ongoing
		Emergency Response Team Members		
❑	1	Keep calm, act as directed by the Emergency Response Team Leader	■	Immediately

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

Civil Unrest / Protestors				
☑	No.	Emergency Responder and Action		When
❑	2	Keep the Emergency Response Team Leader informed of the situation at all times	■	Ongoing
❑	3	Be prepared to be positioned at a specific area if the protestors are moving along the PON fence line or at any entry / exit points to the site	■	Ongoing
❑	4	Issue "No Comment" to any press / media personnel who arrive at the main gate.	■	Ongoing

8.1.26. Bomb Threat

Bomb Threat				
☑	No.	Emergency Responder and Action		When
		Security Gate Personnel		
❑	1	If you receive a phone call with a bomb warning, keep calm and follow the guidelines under the bomb warning threat section in the SecuriGroup site pack, try and ascertain the location of the alleged bomb	■	Immediately
❑	2	Inform the PON Security Manager and Facilities Director a soon as possible	■	Immediately
❑	3	Call the emergency services and explain the situation, ensure you have all details to hand and are ready to brief the Emergency Responders Senior Officers when / if they arrive on site	■	Immediately
❑	4	If advised to do so by the PIC – Sound Emergency Siren to alert personnel to an emergency on site.	■	Ongoing
❑	5	Be prepared to STOP vehicles and pedestrians from entering PON site, refusing entry at both the main gate and the pedestrian turnstiles	■	Ongoing

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

Bomb Threat				
☑	No.	Emergency Responder and Action		When
❑	6	Be prepared to assist in the eventuality of a site evacuation being called	■	Ongoing
❑	7	Be prepared to meet the emergency services as they arrive at site and direct them towards the Emergency Response Team Leader	■	Ongoing
❑	8	Utilize the CCTV system to monitor the site	■	Ongoing
	👤	**Emergency Response Team Leader**		
❑	1	Keep calm, establish communications with ERCT PIC and advise if ERC activation is safe / necessary and which emergency services should be called.	■	Immediately
❑	2	Establish communications with the security gate	■	Immediately
❑	3	Obtain as many details as possible from the person discovering the bomb or receiving the bomb threat by telephone	■	Immediately
❑	4	Be prepared to assist in the evacuation of personnel from the PON site to a safe area identified by the PIC. Ensure that personnel are briefed on a safe route to take when evacuating personnel	■	Ongoing
❑	5	Be prepared to utilize the Emergency Response Team and PON security to assist any emergency services that have been asked to attend	■	Ongoing
❑	6	Keep the PIC informed of the situation at all times	■	Ongoing
❑	7	Be prepared to give a full and detailed brief to emergency services as they arrive	■	Ongoing
❑	8	Follow the guidance and direction of the PIC and the emergency services at all times	■	Ongoing
❑	9	Maintain log of all communications / events.	■	Ongoing

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

Bomb Threat				
☑	No.	Emergency Responder and Action		When
		Emergency Response Team Members		
❑	1	Keep calm, act as directed by the Emergency Response Team Leader	■	Immediately
❑	2	Keep the Emergency Response Team Leader informed of the situation at all times	■	Ongoing
❑	3	Be prepared to assist any emergency services if they turn up on site	■	Ongoing
❑	4	Be prepared to assist in the evacuation of personnel from the PON site to a safe area identified by the PIC. Ensure that personnel are briefed on a safe route to take when evacuating personnel	■	Ongoing
❑	5	Be prepared to mark and control focal points on site for emergency vehicles	■	Ongoing

8.1.27. Intruder Threat

Intruder Threat				
☑	No.	Emergency Responder and Action		When
		First person on scene		
❑	1	Raise the alarm / make people aware of the situation by any available means	■	Immediately
❑	2	Call **security gate** to activate emergency response teams Extension:**8888** Direct: **01862 852374**	■	Immediately
❑	3	Keep safe distance from intruder personnel but keep them in sight if possible.	■	Immediately

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

Intruder Threat				
☑	No.	Emergency Responder and Action		When
		Security Gate Personnel		
❑	1	Keep calm, call **Police Scotland** to alert them of the situation Direct: **XXXXXXXXXXX**	■	Immediately
❑	2	Sound emergency siren to alert personnel of an emergency situation on site.	■	Immediately
❑	2	Ensure emergency response organization are informed of the situation	■	Immediately
❑	3	Utilize CCTV to monitor intruder personnel / monitor the site.	■	Immediately
❑	4	Be prepared to set up and use an alternative entry / exit point to / from PON and possibly to stop all movement in and out of PON for both the vehicle and pedestrian gates	■	Ongoing
❑	5	Try and obtain as many details as possible of any of the perpetrators including descriptions if they are still on site or visible	■	Ongoing
❑	6	Be prepared to support the Emergency Response Team Leader on the ground as and when requested	■	Ongoing
❑	7	Maintain log of all events / communications	■	Ongoing
		Emergency Response Team Leader		
❑	1	Keep calm and brief the Emergency Response Team on situation	■	Immediately
❑	2	Establish communications with ERCT PIC and advise if ERC activation is necessary	■	Immediately
❑	3	Establish communications with the security gate	■	Immediately

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

Intruder Threat				
☑	No.	Emergency Responder and Action		When
❑	4	Direct Emergency Response team members to provide assistance to PON security / Police Scotland personnel	■	After assessing situation
❑	5	Designate and prepare a suitable area for reception of Emergency Services and vehicles if required	■	Ongoing
❑	6	Keep the PIC informed of the situation as it changes	■	Ongoing
		Emergency Response Team Members		
❑	1	Keep calm, act as directed by the Emergency Response Team Leader	■	Ongoing
❑	2	Keep the Emergency Response Team Leader informed of the situation at all times	■	Ongoing

8.1.28. Event at neighbouring oil and gas storage facility

Event at neighbouring oil and gas storage facility				
☑	No.	Emergency Responder and Action		When
		Security Gate Personnel		
❑	1	Sound emergency siren to alert personnel to an emergency situation on site.	■	Ongoing
❑	2	Secure access and prevent entry to the site	■	Ongoing
❑	3	Prepare a list of "Personnel on site" and provide to the ERCT PIC	■	Ongoing
❑	4	Be prepared to assist to divert traffic and personnel to exit the site via the South Gate (Advise traffic to leave the area via Castle Craig and not to drive past the oil storage facility)	■	Ongoing

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

Event at neighbouring oil and gas storage facility				
☑	No.	Emergency Responder and Action		When
❑	5	Keep the Emergency Response Team Leader informed of the situation at all times	■	Ongoing
❑	6	Maintain a log of all events / communications	■	Ongoing
		Emergency Response Team Leader		
❑	1	Keep calm and brief the Emergency Response Team on situation	■	Immediately
❑	2	Establish communications with ERCT PIC and advise if ERC activation is necessary and whether to evacuate the site	■	Immediately
❑	3	Establish communications with the security gate	■	Immediately
❑	4	Direct Emergency Response team members to provide assistance to evacuate all personnel via the agreed route.	■	After assessing situation
❑	5	Designate and prepare a suitable area for reception of Emergency Services and vehicles if required	■	Ongoing
❑	6	Keep the PIC informed of the situation as it changes	■	Ongoing

9. Emergency Response Information Management

9.1. Internal Communications

Internal communications protocols are used to ensure that all communications relating to the operation of the Emergency Response Team are accurate, reliable, and carried out effectively.

Key Company emergency contacts are contained in the Emergency Contact Directory, which is included in this document as Appendix A.

9.1.1. Facility Emergency Alarm Siren

Personnel on site are alerted that an emergency situation by the sounding of the facility emergency siren. The siren is located at the main security gate and will be activated upon confirmation that there is an emergency situation taking place.

The siren also alerts the Emergency Response Teams that a situation is taking place, and that they should proceed to their Emergency Mustering point.

9.1.2. Emergency Response Team Communications

Communications within the Emergency Response Team are carried out initially to initiate the Emergency Response Team Call Out Phase. Ongoing internal communications are also used for the following purposes:

- Coordinating emergency response actions between the Emergency Response Control Team and the Emergency Response Teams
- Informing Tenants / Client of the ongoing situation via the Security Personnel or Tenant Liaison
- Informing the Corporate Group of the ongoing situation
- Ensuring that all personnel on the Emergency Response Team are available at all times and are aware of the current status of the emergency situation.

Business, mobile and off-hours contact details for all members of the Emergency Response Teams and their alternates are recorded in the Emergency Contact Directory, which is included in this document as Appendix A.

All Emergency Response Team members have access to landline telephones at the Emergency Response Centre and are also equipped with portable radios and mobile phones.

9.1.3. Facility Communications between ERCT and ERT

Once the Emergency Response Control Team is activated, the Emergency Response Person in Charge becomes the main point of contact between the Emergency Response Control Team and the Emergency Response Teams.

All communications between the Emergency Response Control Team and the facility Emergency Response Teams is recorded on the Emergency Communication Logs.

Land line telephone communications can be utilized, or UHF Radios to communicate from the site to the Security Gate / ERC.

9.1.4. Corporate Group Communications

Communications between the Emergency Response Control Team and the Corporate Group Office is carried out by the Emergency Response Control Team Person in Charge. These communications serve two (2) main purposes:

- Notify Corporate Group senior management that an emergency has occurred at the Port of Nigg facility
- Prompt Group senior management to activate crisis management plan arrangements and to prepare for media / personnel correspondence.

All enquiries from the media, press and other interested parties are directed to the Group Communications Director as directed by the Emergency Response Control Team PIC.

All internal and external communication from the Crisis Management Team is directed by the Communications Director who manages the Crisis Communications Team, which is responsible for key emergency-related communications and inquiries including:

- Delivering official directives, guidance and instructions from Global Energy Group to employees, including posting information on the Global Energy Group website
- Developing press releases for stakeholders and the general public
- Preparing for press conferences and other media appearances.
- Preparing and delivering accurate information to concerned family members.

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

9.2. External Communications

External communications relating to emergency response events primarily involve members of the Emergency Response Control Team and:

- Emergency Services
- Regulatory and other government agencies
- Contractors and other third parties.

9.2.1. External Information Requests

During an emergency the administration coordinator shall answer incoming external information requests at the ERC. For calls that are not directly related to the emergency response effort, the following holding statement will be provided.

Table 9-1: Holding Statement

"Global Energy Group confirms that an emergency has occurred at the Port of Nigg Facility at approximately [specify approx. time] but are unable to release any details at this time. Resources are being mobilized to respond to the emergency. *Our primary concern is the safety of all personnel on the facility. At this time, Global Energy Group are focusing on controlling the emergency and limiting its effects.* *For further information, please contact [specify Corporate Group Crisis Management Contact Information after consultation with the Group Communications Director]."*

9.2.2. Emergency Services

Communication with the Emergency Services is routed via the Security Gate at PON.

Upon requesting support from any of the emergency services to support the ongoing emergency, the Security Gate Personnel shall inform the Emergency Response Control Team PIC and advise when the expected time of arrival will be.

All communication between the Security Gate and the Emergency Services shall be logged on the Emergency Information Board.

All communication between the Security Gate and the Emergency Response Team shall also be logged on the Emergency Information Board.

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

9.2.3. Government Agency Communications

Contact and reporting to government agencies and regulatory authorities is conducted by the HSE Coordinator at the direction of the Emergency Response Person in Charge and after consultation with the Group Communications Director.

All reporting and notification of an emergency is carried out in accordance with local regulatory requirements.

Contact details and reporting numbers are recorded in the Emergency Contact Directory (Appendix A of this document).

9.2.4. Public and Media Communications

All public and media communications are directed to the Global Energy Group Communications Director at the direction of the Emergency Response PIC.

"No Comment" or the holding statement text shall be provided until an official response has been prepared and released by the Group Communications Director.

9.2.5. Client Emergency Response Team Communications

Upon activation of the Emergency Response Team, the Tenant Liaison attends the Tenants Emergency Response Centre (when applicable) to provide communications liaison functions.

The Tenant Liaison provides information to the Tenant upon direction from the Emergency Response Control Team PIC, and also notifies the Facility ERTs of any developments and direction from the Tenant's own emergency response efforts.

The Emergency Response Control Team PIC is the primary person responsible for communication between the ERC to the Tenant ERC. Any other persons must receive authorization from the Emergency Response Control Team PIC prior to contacting the Tenant ERC.

All communications to and from the Tenant Liaison are recorded on the Emergency Contact Log and all actions are recorded on the Emergency Event Log (see Appendices B and C of this document respectively).

9.2.6. Next of Kin Communications

Communications with next of kin is as directed by the Emergency Response Control Team PIC and is either carried out locally by the Tenant Personnel Coordinator, or via the Corporate Group Crisis Management Centre.

9.3. Post Emergency Response Communication Actions

An emergency is deemed to be concluded when all personnel have reached a place of safety, and there is no further danger to personnel, the environment or the facility. When an emergency is concluded, the Emergency Response Control Centre PIC is responsible for directing the Emergency Response Teams to stand down, and direct post-emergency response actions to commence. The instruction to stand down is recorded on all Emergency Event Logs and the Emergency Event Board.

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

Upon stand down, all logs and other supporting information that have been generated or gathered during the course of the emergency are placed into a designated folder which is retained by the Emergency Response Control Team PIC.

The Tenant Liaison returns from the Tenants Emergency Response Centre, and the Emergency Response Control Team PIC contacts the Corporate Group Office and any other relevant third parties to inform them of the ERC stand down and conclusion of formal emergency response actions.

The Emergency Response Control Team PIC is then responsible for conducting a formal debrief of the Emergency Response Teams as soon as realistically possible following the conclusion of the emergency.

These debriefs are formally minuted and any corrective actions and opportunities for improvement are recorded and actioned to appropriate responsible persons.

The Emergency Response Control Team PIC is responsible for the allocation, tracking and close out of these actions. Preparations are also made for conducting any applicable incident investigation, which are carried out in accordance with GEG BMS reporting requirements.

10. Appendices

See below

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

10.1. Appendix A - Emergency Contact Directory

EMERGENCY CONTACT DIRECTORY

Nigg Energy Park - Emergency Response Contacts		
Name	**Position / ER Title**	**Contact Details**
[Redacted]	Managing Director	Mobile [Redacted]
[Redacted]	Facilities Director / ERCT PIC	Office [Redacted] Mobile
[Redacted]	Operations Director ERT Leader	Office [Redacted] Mobile
[Redacted]	Engineering Manager / Technical Support	Office [Redacted] Mobile Home
[Redacted]	HSEQ Manager	Office [Redacted] Mobile
[Redacted]	HSEQ Advisor	Office [Redacted]
[Redacted]	HSE Manager	Office [Redacted] Mobile
[Redacted]	Maintenance Manager / Tenant Liaison	Office [Redacted] Mobile Home
[Redacted]	Operations Manager / ERT Member	Office [Redacted] Mobile

PON-F-IMS-024 Page 1 of 4 Rev03

THE PORT OF NIGG

EMERGENCY CONTACT DIRECTORY

[Redacted]	Security Lead	Office [Redacted] Mobile
[Redacted]	Maintenance Staff / Emergency Response Team Member	Office Mobile [Redacted] Home
[Redacted]	Maintenance Staff / Emergency Response Team Member	Office [Redacted] Mobile Home
[Redacted]	Maintenance Staff / Emergency Response Team Member	Office Mobile [Redacted] Home
[Redacted]	Maintenance Staff / Emergency Response Team Member	Office Mobile [Redacted] Home
[Redacted]	Maintenance Staff (Electrical)	Mobile [Redacted]
[Redacted]	Maintenance Staff (Electrical)	Mobile [Redacted]
[Redacted]	Maintenance Staff (Electrical)	[Redacted] Mobile
[Redacted]	Maintenance Staff (Electrical)	Mobile [Redacted]
[Redacted]	Marine Staff	Mobile [Redacted]
[Redacted]	Marine Staff	[Redacted] Mobile

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

THE PORT OF NIGG

EMERGENCY CONTACT DIRECTORY

[Redacted]	Communications Director	Office [Redacted] Office Mobile Home

EMERGENCY SERVICES	
Nigg - Main Gate Security	Tel: 01862 852365 Tel: 01862 852374
Fire Service	Emergency -999 Non-Emergency - 101
Police Service	
Fire Service	
Scottish Fire & Rescue Services (Inverness)	Tel: 01463 227124
Scottish Fire & Rescue Services (Aberdeen)	Tel: 01224 636666
Scottish Ambulance Service (Inverness)	01463 667799
NHS Highland	Tel: 01463 704886 (Office Hrs) Tel: 01463 704000 (Out of office Hrs)
County Community Hospital (Invergordon)	Tel: 01349 852496
RNLI Invergordon	Tel: 01349 853915 (Boat House) [Redacted]

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

THE PORT OF NIGG

EMERGENCY CONTACT DIRECTORY

Regional Headquarters MCA - GCOC	Tel: 01224 592334
MCA Marine Office (Aberdeen)	Tel: 01224 597900
MCA Marine Office (Aberdeen)	Tel: 01224 597900
Regulatory Authorities	
CFPA – Cromarty Firth Port Authority	Tel: 01349 852308 (Port Radio)
HSE – Health and Safety Executive	Tel: 0845 300 9923
SEPA – Scottish Environmental Protection Agency	Tel: 01349 862021 Tel: 0800 807060 (24 Hrs emergency line)
MTSD – Marine Transport Security Division	Tel: 020 7944 2230
UK Border Force Agency (Aberdeen)	Tel: 01224 722890 Tel: 01224 214341
Highland Council	Tel: 0800 838009 Tel: 01349 886690 (Out of hours)
Marine Scotland	Tel: 0300 2444000

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

10.2. Appendix B - Emergency Contact Log

EMERGENCY CONTACT LOG

Record Logger Name		Log Sheet No.	

No.	Date	Time	Contact Name	Telephone No.	Call Summary / Actions Taken and Notes
					....
					....
					....
					....
					....

PON-F-IMS-025 Page 1 of 1 Rev01

10.3. Appendix C - Emergency Event Log

EMERGECNCY EVENT LOG

ERC EVENT LOG

FACILITY	LOCATION OF EVENT	TYPE OF INCIDENT	TIME OF INCIDENT	TIME SIREN SOUNDED	TIME ERT MOBILISED	TIME ERT ON SCENE
EMERGENCY CONTROL TEAM PIC	TENANT LIAISON	SECURITY COORDINATOR	HSE COORDINATOR	HR COORDINATOR	ADMIN COORIDINATOR	OTHERS
EMERGENCY RESPONSE TEAM LEADER	TEAM MEMBER	TEAM MEMBER	TEAM MEMBER	TEAM MEMBER	TEAM MEMBER	TEAM MEMBER
CORPORATE CRISIS MANAGEMENT TEAM	EMERGENCY MANAGER	COMMS DIRECTOR	HR LEAD	HSE LEAD	OTHERS	COMMENTS

EMERGENCY SERVICES	TIME CALLED	ETA ON SITE	TIME DEPARTED	ETA AT HOSPITAL / ETA AT STATION	COMMENTS
AMBULANCE					
POLICE					
FIRE BRIGADE					

TENNANTS / VESSELS	PERSONNEL ON SITE	PERSONNEL MUSTERED	PERSONNEL MISSING	CASUALTIES	STATUS / COMMENTS

TIME	LOG OF EVENTS

PON-P-IMS-026 Page 1 of 1 Rev01

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

10.4. Appendix D – Emergency Information Report

THE PORT OF NIGG

EMERGENCY INFORMATION REPORT

LOCATION OF EMERGENCY		PERSON IN CHARGE	
PRIMARY CONTACT INFORMATION		LOCATION OF EMERGENC RESPONSE CENTRE (IF MOBILIZED)	
REPORT TIME		INCIDENT TIME	
NATURE OF EMERGENCY			
LOCATION OF EMERGENCY ON FACILITY			
SUSPECTED CAUSE (IF KNOWN)			
ACTIVITY TAKING PLACE WHEN INCIDENT OCCURRED			
EMERGNECY RESPONSE STATUS / ACTIONS TAKEN			

EXTERNAL EMERGNECY SERVICES / EXTERNAL AUTHORITIES CONTACTED	External Party	☑	Time	ETA at Site
	Police	❑		
	Ambulance	❑		
	Fire Brigade	❑		
	Air Ambulance	❑		
	SEPA	❑		
	CFPA	❑		
		❑		
		❑		

ENVIRONMENTAL CONDITIONS	Wind	Visibility	Sea State	Rain

PON-F-IMS-027 Page 1 of 2 Rev01

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

THE PORT OF NIGG

EMERGENCY INFORMATION REPORT

PERSONNEL ON SITE INFORMATION	Number of personnel on site	Number of Personnel Accounted for	Number of known fatalities	Number of known serious injuries
PERSONNEL UPDATE List Personnel that are missing, injured or deceased and describe their status	Name		Position	Status
POB EVACUATED OR DOWN MANNED	POB Still on Facility	POB Evacuated	POB In Ambulance / Hospital	POB In Air Ambulance
SITE EVACUATION / DOWN MANNING DETAILS				
OTHER RELEVANT AND IMPORTANT DETAILS				

PON-F-IMS-027 Page 2 of 2 Rev01

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.

10.5. Appendix E – Tenant ERP's

Page intentionally left blank

The master document is controlled electronically. Printed or alternative versions are deemed to be uncontrolled copies.