

01 December 2009

To: All Chevron Thailand Contractors  
Delivering and/or Handling Cargo

***Please ensure the information contained in this letter is cascaded to all appropriate staff within your organization.***

To assure safe operations at all Chevron operated facilities, the following guidelines for contractors operating cranes or delivering material and cargo will be strictly enforced. This guideline contains some specific examples and is not intended to be all inclusive. Chevron will examine cargo and refuse to attach or lift any load judged to be unsafe. You will be contacted to correct situations where your company is involved in improper crane operations or rigging practices. Improperly prepared cargo may be refused and returned to the originator.

1. Banned equipment

- Lever type chain binders
- Open casing hook
- Pallet bar
- Cargo net
- Kenter (Lok-a-loy) shackle
- Fiber core wire rope sling
- Cheater pipes.
- Personal open blade knives.
- Toolboxes without automatic lids or door locking devices.
- Rope slings

2. Rigging equipment:

- All rigging equipment and cargo carrying units (CCU) shall be in good condition and capable of handling intended loads.
- All rigging equipment including pad eyes on cargo carrying units shall be inspected annually and color coded (to indicate the inspection was completed) with the valid color for that period.
  - Color code change date is March 1<sup>st</sup> each year, there is a two month transition period where both colors will be accepted at Chevron locations (01 March to 01 May).

Color Coding	March 1st
Fluorescent Green	2010
Fluorescent Orange	2011
Fluorescent Yellow	2012
Fluorescent Pink	2013
Fluorescent Green	2014
Fluorescent Orange	2015
Fluorescent Yellow	2016
Fluorescent Pink	2017

- Chains **shall not** be used as slings
- No modifications (i.e. cutting or welding) shall be done on lifting equipment.
- All cargo (excluding tubulars) delivered to shore base locations for shipment offshore will be configured or pre-rigged for one-point hook-up.
  - *Some exceptions may be made subject to a through risk assessment.*
- Only bolt and nut bow type shackles shall be used for permanent rigging.
  - Shackles must have the manufacturer's name or logo with the load bearing capacity embossed in raised letters on the shackle body.
- All wire rope slings will be designed and manufactured to handle applied loads.
- All slings shall be certified with certification tags attached to the sling, or have an ID number stamped on the ferrule, and inspected annually.
- Slings shall not be externally covered with any material that would prevent a visual inspection.
  - *The only exception to this is the sling attached to the propane transfer basket which has been properly engineered and vetted through Chevron's risk management process.*
- All pad-eyes will be of an engineered design and properly maintained to ensure suitability for intended load and service.
- Skid-mounted equipment (e.g., welding machines, air compressors, pumps, etc...) shall be permanently marked with the maximum gross weight (MGW) on the equipment.
- Maximum design "gross" weight capacity and "net" (empty) weight shall be permanently marked on all cargo containers, such as trash baskets, tool baskets, and grocery boxes, cutting boxes, sensitive and hazardous material bins along with the owner's name.
- The Safe Working Load (SWL) will be painted (if possible) on top of the equipment with letters / numbers large enough for the crane operator to see.
  - Upon request, contractors must be able to provide documentation certifying that the cargo containers are engineered designed for the stated maximum loads.

### 3. Tubulars:

- Tubulars of all sizes should be delivered by trucks fitted with round bar side stanchion, strapped and chocked to prevent movement during transport.
  - *The transport truck is required to have a head guard to reduce the risk of tubulars sliding into the cabin of the truck.*

### 4. Chemicals or Hazardous Goods:

- All Chemicals or Hazardous Goods presented for shipment must be packaged as per IMDG regulations and accompanied by appropriate MSDS

5. Shore base entry requirements:

- All visitors are required to present a government issued picture ID upon request before being granted access to Chevron shore base facility.
- Chevron retains the right to search any vehicle entering our facilities.
- Chevron retains the right to withhold entry to the base to any person suspected to be under the influent of alcohol or drugs.
  - A blood alcohol content (BAC) test will be administered to any persons that Chevron deems to be at risk (for cause) or acting suspicious.

***Individuals who fail or refuse to comply with these regulations will not be allowed on the premises. Any attempt to bypass or manipulate Chevron's security will be viewed as trespassing and may be reported to local law enforcement as such.***

6. Material transfer between tuck (delivery drivers) and Chevron facilities:

- While on Chevron property, delivery drivers will not hook or un-hook the load on their vehicles for the purpose of crane lifts. Truck drivers will be required to use personal protective equipment in accordance with Chevron PPE requirements. The freight company shall furnish all fastening equipment for securing cargo on motor vehicles.
- **Speed limit at Chevron Jetties is 10 Km./hour.**

7. PPE:

- Minimum PPE requirement for visitors include:
  - Hard hat
  - Safety glasses
  - Safety shoes
  - Work gloves
  - Other PPE may be required depending on the area visited.

8. Material transfers between marine vessels and Chevron facilities:

- The jetty foreman is responsible for the safety of cargo transfers between marine vessels and Chevron facilities.
- The captain of the vessel shall ensure that cargo is properly positioned and secured on the vessel prior to leaving the jetty.
  - Fastening equipment for securing cargo on marine vessels shall be furnished by the marine company.
  - The captain of the vessel has final authority to refuse to transport any cargo not properly secured.

Questions regarding these guidelines should be directed to the appropriate transportation or site supervisor.