



الشركة العمانية للغاز الطبيعي المسال ش.م.م.
Oman LNG L.L.C.

OMAN LNG Road Safety Procedure

This document contains 23 pages

Documents Classification:-

By default all documents will be categorised as (Non-Critical / Non-Confidential unless otherwise specified)

Risk Classification

Critical

Security Classification

Non-Confidential

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ISSUE HISTORY

Changes from previous issue are indicated in the table below

Issue	Description	Date
0	Draft Issue for comment	25/10/1999
0	Comments from NG, QCM, QTE included	31/10/1999
0	Final comment from QHR included	09/11/1999
1	Revision for MT approval (MT4400)	16/12/2000
2	First Periodical Revision	02/10/2005
3	General Update	16/06/2008
4	Update against OPAL road safety standard and Shell HSSE Control Framework for road transport Procedure title changed from ' <i>Journey Management for land transport</i> ' to ' <i>Oman LNG Road Safety Procedure</i> '	26/06/2010
5	Review and update to align DDC training with CF requirements	04/12/2012
6	Review and update to include HSSE CF&SP audits finding	15/06/2016
6-a	Review and update driver responsibilities to include the last accident happened in PDO which lead to fatality of contractor while inflating a tyre where the split rim hit him neck.	08/09/2016

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1 Introduction

1.1 Purpose

To manage the Risk of driving and transportation of people and goods on OMAN LNG Business

1.2 Scope

This procedure applies to:

- All company, contractor ,subcontractor and supplier vehicles and drivers on company business; and
- Contracts exceeding three months, which cover vehicles, drivers, or common carriers used exclusively by OMAN LNG.

This procedure does not apply to:

- Bicycles and non-motorized vehicles;
- Commuting;
- Contract transport where the OMAN LNG load is carried together with loads from other customers;
- Construction Equipment¹ and Industrial Equipment, which are allowed on the road or shall be delivered to site by HGV.
- Private use of job-allocated company vehicles.

1.3 Definitions

- **Vehicle**

A light vehicle, heavy goods vehicle, bus or trailer.

- **Company**

Oman LNG LLC

- **Driver**

Any person driving on company business

- **Light Vehicle (LV)**

Any motor vehicle having a kerb weight less than or equal to 4000kg and having 8 passenger seats or fewer

- **Heavy Goods Vehicle (HGV)**

Any motor vehicle with a kerb weight of more than 4000kg , which is designed specifically to pull a trailer or to carry cargo with valid vehicle registration under Traffic Law issued by the Royal Decree 28/93 .

- **Bus**

Any motor vehicle with 9 or more passenger seats

- **Light Bus (LB)**

Any bus having 25 or fewer passenger seats and a kerb weight less than or equal to 4000kg

- **Local commute bus**

Any bus which has a maximum commute distance of 50km

¹ In the context road transport mobile equipment that is primarily intended for construction and Maintenance, such as bulldozers, cranes and heavy mining trucks working within the mining location.

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- **Heavy Bus (HB)**

Any bus having 26 or more passenger seats or a kerb weight over 4000kg.

- **Long commute bus**

Any bus which has a maximum commute distance of over 50km

- **Passenger Seat**

A permanently attached seat which is not folding or inward facing. Folding or inward facing seats shall not be allowed in any vehicle, except ambulances. All seats must be fixed with 2 or 3 point seatbelts

- **Professional Driver**

Any person employed as a fulltime driver.

- **Night**

The hours of full darkness, from 15 minutes after sunset until 15 minutes before sunrise

- **Journey Management Plan**

A Journey Management Plan (JMP) is a plan that defines the Controls for all the identified Risks of a Journey. It typically includes a route, timing, rest periods and locations, and communication and security arrangements.

1.4 Responsibilities

1.4.1 Line Managers

The line manager is responsible to ensure that exposure due to travel is being monitored and reduced.

The line manager is responsible to decide if a journey management plan is required based on the section 4 of this procedure (Journey Management Plan).

- Do not allow driving for more than 10 hours or a combination of work and driving for more than 14 hours.
- Do not allow the use of motorbikes with 2 or 3 wheels for Company Business.
- Ensure that all staff and contractors who drive for Company business travel must attend Accredited Defensive Driving Course within 3 months of assignment and refresher training every two years.

1.4.2 Contract Holders

Contract holder is responsible for communicating this procedure to contractors, and for ensuring that the requirements of this procedure are adhered to within the scope of their contracts.

- Ensures that all drivers serving in his contract have a valid ROP driving licence for the type of vehicle and – where applicable – the cargo.
 - Ensures that all Heavy Goods Vehicles, bus and minibus drivers serving in his contract must be at least 23 years old and have at least 4 years' experience driving the type of the concerned vehicle
 - Ensures that all drivers serving in his contract attend an accredited Defensive Driving Course within 3 months of assignment, and refresher training every 2 years. If driving a bus or minibus; the professional driver shall attend a defensive driving course before driving and attend the refresher training every year.
- ❖ Maintain and ensure the Company owned, contracted or leased Vehicles if used for company business for more than three months) so that they are:
- fit for purpose based on an assessment of usage;
 - kept in safe working order in line with manufacturers' specifications and local legislative requirements; and
 - equipped as described in Appendices 2a, 3a and 4a.
 - appoint a journey manager within contractor organization as per JMP requirements

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- Ensure the contractor has a transport and traffic management plan as part of the contractor HSE plan.
- Conduct a regular check by audits on their contractors to verify Defensive Driver Training (DDT) validity of drivers *.
- Ensure that their contractor vehicles are equipped with IVMS

❖ **Note :- The approved institute to carry out DDT are:-**

1. NTI (National Training Institute)
2. TATI (Technical & Administrative Training Institute)

1.4.3 Journey Manager

The Journey Manager can be the Supervisor or the Line Manager for the activity being carried out.

The role of the Journey Manager is to:

- Challenge the need to drive for the journey he is responsible for.
- Challenge the transportation mode or mix (air, road, marine or rail) to minimise the overall risk to ALARP.
- Where identified necessary, prepare a Journey Management Plan (JMP) that includes (at a minimum) start and end point of the journey (where applicable), authorized route, identification of route hazards and communication requirements during the journey, driving and rest schedule using the Journey Management Form in [Appendix 5](#)
- Conduct HSE and security risk assessment as required.
- Review changes reported by driver and decide whether to update the JMP.

1.4.4 Company employee using own vehicle for business trips.

Company employee who is using his/her own vehicle for company business trip is responsible to ensure the vehicle is in good condition with valid registration as per Traffic Law issued by the Royal Decree 28/93

1.4.5 All Drivers

1) The driver responsibility:

- a. Be physically and mentally capable of operating the Vehicle.
 - Be rested and alert to maintain attention throughout the trip.
 - Stop the Vehicle and take a rest break if attention is lost.
 - Do not operate a Vehicle while under the influence of alcohol, drugs, narcotics or medication that could impair driving ability.
- b. Use three-point seatbelts at all times and make sure passengers do so.
 - The only Exception is for passengers in buses where only lap belts are available, or in public transport in which seatbelts are not available.
- c. Not make a call or answer a mobile phone or pager, send or read a text message, or use a hands-free mobile phone device while driving a Vehicle.
 - Mobile phones may only be used in Vehicles where permitted by legislation:
 - i. in cases of Emergency and/or personal safety or security situations;
 - ii. as part of convoy management; or
 - iii. inside the plant, in safe areas and at safe speeds either during an Emergency or time sensitive operation when needed to maintain safe control of equipment or processes.
 - iv. Engine shall be turned off while making a call
 - v. Mobile phone shall be switched to airplane mode or silence while engine is running to prevent disturbing the driver.
- d. Not allow Unauthorised Passengers in the Company Vehicle (Any passenger who is not a part of the business trip)

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- e. Stop the vehicle if a passenger's continued actions endanger the vehicle and inform the Journey Manager.
- f. Call the Journey Manager as required by the Journey Management Plan (JMP) – if a JMP is required).
- g. Not drive unless they have ensured that they have a valid JMP if required for the journey they are to take.
- h. Not drive until all loose items have been removed from the front and rear passenger section of the vehicle.
- i. Not continue to drive if an occupant removes his seatbelt and passenger reported for LSR violation or behaves in a manner so as to endanger the safety of the vehicle and occupants. The vehicle should be stopped and parked in a safe place until the occupant replaces the seatbelt or refrains from the unsafe actions.
- j. Not tamper or interfere with any safety devices or any part of the vehicle which may cause the safety device to become ineffective
- k. Not eat or drink while driving
- l. Not read material in the vehicle when driving.
- m. Not light a cigarette while driving.
- n. Not drive while using music headphones or ear phones.
- o. Not cross wadis when the water is flowing over the red marker on the wadi markers.
- p. Not drive in dense fog or a thick dust cloud.
- q. Visually inspect the Vehicle daily (for professional driver) using the Appendix 1
- r. All drivers are not allowed to inflate tires on any vehicle at site. This job must be performed by authorized mechanic in a workshop.

1.4.6 **Driver of HGV** (additional to above):-

- a. Wear safety shoes and coveralls whilst on duty and driving on site .
- b. Comply with minimum PPE requirement for Warehouse/Workshop e.g. safety shoes,...
- c. Slow his speed and give pedestrians a wide berth when approaching them, particularly when they are walking on the same side of the road
- d. Not to reverse or move forward without permission of banksman in OLNG premises .
- e. Not drive until they have ensured that any load is adequately fastened, secure and not over loaded.

1.4.7 **Contractors Management**

Contractors are responsible for ensuring that activities undertaken within the scope of their contracts are managed in accordance with the requirements of this procedure.

1.4.8 **Passengers**

Passengers responsibility:

- a. Use three-point seatbelt and remain in their seats with their seatbelts on at all times when the vehicle is in motion.
 - *The only Exception is for passengers in buses where only lap belts are available, or in public transport in which seatbelts are not available*
- b. Not distract the driver from his concentration on the road.
- c. Not behave as to endanger the safety of the vehicle or its occupants
- d. Alert the driver when he is driving unsafely and request that the situation be remedied immediately.
- e. Report other passengers not wearing seatbelts or horse-playing on a bus.

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1.4.9 Banksmans

Banksmans responsibility :

- a. Segregate traffic pedestrian from vehicle.
- b. Allow vehicle to reverse ,if all pedestrian are out of the vehicle way.
- c. In the plant allow vehicle to move if there are no obstruction on the vehicle way (pipe rack, fire hydrant and civil structure beams).

2 Drivers and Driving Requirements

2.1 Requirements for drivers

Professional drivers must be certified by ROP after undergoing a medical examination, including a driver’s eyesight test, within the previous two years. For Bus & HGV drivers should not be suffer from heart diseases or any medical condition which may affect drivers ability The medical examination must be conducted by a qualified doctor as prescribed in the OMAN LNG Guidelines for Medical evaluation of fitness to work ([QHSE-P302](#)). The defensive driving training course includes fatigue awareness*.

2.2 Requirements for Driving

2.2.1 Driver hours and rest periods

- i. LV drivers must take 15 minutes rest after every 2.5 hours of continuous driving.
- ii. HGV and light and heavy buses drivers must take a minimum of 1 hour rest after 4 hours of continuous driving.
- iii. Drivers must not work more than a 12 hour shift period. The shift period must include loading, unloading, any other work, compulsory rest time, waiting and driving time.
- iv. Drivers must drive a maximum of 10 hours within a 12 hour shift period.
- v. Drivers must take a minimum of 8 hours uninterrupted off-duty rest between shifts.
- vi. If experiencing tiredness or fatigue, drivers must take additional rest.
- vii. Working hours must be in line with Omani Labour law.

2.2.2 Maximum Speed Limits

Drivers must:

- a. Not exceed any sign-posted speed limits.
- b. Reduce their speed according to prevailing road, traffic and environmental/weather conditions.
- c. Not exceed 50 kph if driving off-road
- d. Not exceed any sign-posted speed limits within OMAN LNG premises.

2.2.3 Night driving

All activities shall be planned to minimise the need for night driving

2.2.4 Driving during Ramadhan Month

Duty hours for drivers who are fasting must be restricted to the six hour during Ramadhan working day. Instances where this is not practical for operational reasons must be clearly justified, a risk assessment conducted and additional controls implemented to ensure the risk is ALARP. Within the potential risk assessment controls, the use of a second driver for journeys which have to take over 6 hours must be considered.

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Management must ensure that all fasting drivers during Ramadhan are sufficiently rested. Drivers who have not slept at least 8 hours in the previous 24 hours must not be allowed to drive.

Arrival at a destination must be before the onset of darkness.

2.2.5 **Type of vehicle to be driven by driver**

- a. The driver having light vehicles driving license can drive :-
 - Light Vehicle (LV)
 - Light bus (LB)
- b. The driver having heavy vehicles driving license can drive :-
 - Heavy good vehicle (HGV)
 - Heavy bus (HB)

2.2.6 **PPE requirement**

2.2.6.1 **In the plant in the vehicle**

- The driver should wear safety boot, coverall or 2 piece uniform and should have safety glasses and Hard Hat readily available.

2.2.6.2 **Outside the vehicle inside operation area**

- In addition to 2.2.6.1 expected to wear a helmet and safety glass.

2.2.6.3 **In OLNG premises Non Ops area**

- Minimum PPE required especially warehouse & work shop eg safety shoes....

3 **Vehicles**

3.1 **Requirements for Vehicles**

3.1.1 **Vehicle Standards**

The requirements relating to vehicles owned and/or contracted by Oman LNG are described below:-

Motorbikes with two or three wheels are not allowed to be used for Oman LNG Business

All company or contractor Vehicles on OLNG Business shall be fitted with (IVMS)

3.1.2 **Exemptions**

Following HSSE CF Vehicle requirement are exempted for Oman OLNG business based on the Risk Assessment.

- a) Rollover Protection or Prevention Device for HGV and Busses
- b) Side Impact Protection for LV
- c) Side and rear under-run protection for HGV & Busses

Vehicle types are:

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- Light Vehicle (LV)
- Heavy Goods Vehicle (HGV)
- Light Bus (LB) and Heavy Bus (HB)

3.1.3 Requirements for LV

All LV shall comply with the requirements in the [Appendix 2a](#).

3.1.4 Requirements for HGV

All HGV shall comply with the requirements in the [Appendix 3a](#).

3.1.5 Requirements for Buses

All buses shall comply with the requirements in the [Appendix 4a](#).

3.2 Maintenance and Inspection

Vehicle maintenance should be carried out in accordance with the *Vehicle Use, Service and Maintenance Procedure* [GA-P103](#).

All vehicles accessing the plant shall be inspected and certified by:

- QHSE/2 section for LV and LB - reference [Appendix 2b](#) & [Appendix 4b](#)
- QEN/1 section for HGV and HB - reference [Appendix 3b](#) & [Appendix 4b](#)

On successful completion of the inspection, QHSE/2 will issue a valid annual inspection sticker to be displayed on the vehicle windscreen at the right hand side.

4 Journey Management Plan (JMP)

Table 1 below describes when a Journey Management Plan is required and roles and responsibilities for drivers and Journey Managers.

If a Journey Management Plan is not required; the Travel & Transport Form (T & T) in ERP must be completed prior to the trip (only for O LNG staff)

When 2 hours have elapsed beyond the estimated time of arrival and all attempts at establishing contact fail, the Journey Manager shall contact the Oman LNG security control-room number 25547488/99.

The Journey Management Plan form is in [Appendix 5](#).

The [Appendix 6](#) below provides a quick reference to the overall Road Safety Procedure

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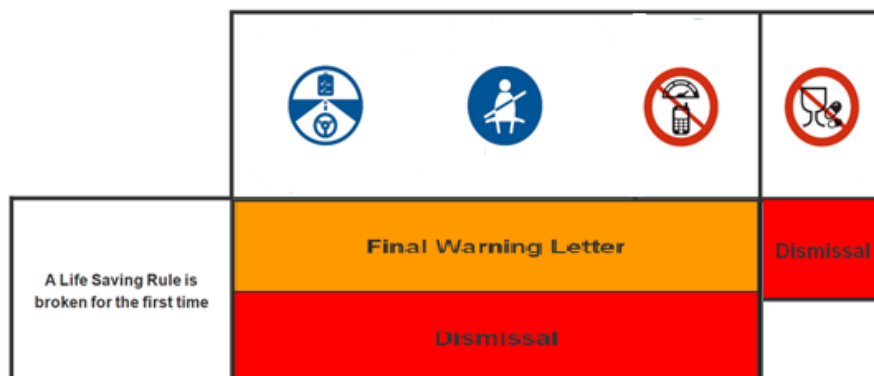
Table 1. Journey Management Requirement

	When is a JMP needed?	Role of the Journey Manager	Role of Driver
All drivers	If continuous driving for the total journey time is more than 4.5 hours or a security assessment or local risk assessment determines a JMP is needed.	Prepare a JMP and agree a driving and rest schedule.	Check with Journey Manager or the authorized delegate if a JMP is required before starting the journey. Discuss the JMP with the Journey Manager or the authorized delegate
Professional Drivers	If total driving time is more than 4.5 hours or a security assessment or local risk assessment determines a JMP is needed.	Approve security assessment and local risk assessment. Where identified necessary, prepare a JMP that includes (at a minimum) loading and discharge site (where applicable), authorized route, identification of route hazards and communication requirements during the journey. Review changes reported by driver and decide whether to update the JMP.	The driver in coordination with relevant dept to conduct security assessment and local risk assessment. Comply with the control measures as documented in the JMP (e.g. duty, driving and rest hours, and authorised route). Tell the Journey Manager or authorized delegate immediately if changes occur.

5 Road Safety Consequence Matrix

All drivers and passengers must be subjected to a road safety consequence matrix. Where a driver or passenger has been identified as breaking the rules contained in the consequence matrix then disciplinary action must be taken against the driver and/or passenger in line with **Ma'an Online**.

It is mandatory for contractors working for OMAN LNG to have their own road safety consequence matrix and processes which are to OMAN LNG specifications as a minimum and it must not contradict with any law in Oman.





6 References

- Shell HSSE Control Framework Road Safety Manual, revision 2; December 2009
- OPAL Upstream Operators Road Safety Standard, version 1.0; April 2009
- Vehicle Use, Service and Maintenance Procedure [GA-P103](#).
- OMAN LNG Guideline for Medical evaluation of fitness to work - [QHSE-P302](#).
- [Sultanate of Oman. Royal Oman Police. Legal Affairs Department Legislation Series Part Four](#)
- * Fatigue awareness [RP 755-API](#)

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Requirements for Driving

Driver hours and rest periods	Maximum Speed Limits	Night driving	Driving during Ramadhan Month
Paragraph 2.2.1	Paragraph 2.2.2	Paragraph 2.2.3	Paragraph 2.2.4










Requirements for Journey Management

	When is a JMP needed?	Role of the Journey Manager	Role of Driver
All drivers	If total driving time is more than 4.5 hours or a security assessment or local risk assessment determines a JMP is needed.	Prepare a JMP and agree a driving and rest schedule.	Check with Journey Manager or the authorized delegate if a JMP is required before starting the journey. Discuss the JMP with the Journey Manager or the authorized delegate
Professional Drivers	If total driving time is more than 4.5 hours or a security assessment or local risk assessment determines a JMP is needed.	Approve security assessment and local risk assessment. Where identified necessary, prepare a JMP that includes (at a minimum) loading and discharge site (where applicable), authorized route, identification of route hazards and communication requirements during the journey. Review changes reported by driver and decide whether to update the JMP.	Comply with the control measures as documented in the JMP (e.g. duty, driving and rest hours, and authorised route). Tell the Journey Manager or authorized delegate immediately if changes occur.

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Appendix 1: OLNG Daily Vehicle Inspection Checklist

		OLNG DAILY VEHICLE CHECKLIST							
Name of driver :		Employee No :				Vehicle No :			
Check item ↓	Date →								
 Seat belt									
 First Aid									
 Fuel									
 Fire extinguisher									
 Lights/indicators									
 Triangle									
 Tyre/Spare tyre									
 Brakes									
 Horn									
 Mirror									
 Jack									
Km reading last week:									
Km reading this week:									
Legend		√ functioning OK				X Not Ok			
Remarks									
Driver signature :-							Date		
Respective department to maintain the records weekly									

**Appendix - 2a. Requirements for LV**

General/Legal	<ul style="list-style-type: none">i. Comply with the Laws and Standards of the Sultanate of Oman.ii. Be suitable for operation in ambient temperatures of up to 55oc.iii. No modification may be made to any vehicle without endorsement from the vehicle manufacturer or the local agent.iv. Must not be fitted with a bull-bar even if provided or fitted by the manufacturer.
Tyres	<ul style="list-style-type: none">v. Have tyres, including spares, of the same manufacturer, type, profile and tread pattern, except when the vehicle or tyre manufacturer recommends a different type for certain axles or to return to base or complete a task in an emergency to replace the spare.vi. Must be radial, with a minimum tread depth of 1.6mm across 75% of the tyre width.vii. A notice in the vehicle must clearly identify the correct tyre pressures as per the manufacturer's guidance.viii. Be fitted with a spare wheel and the appropriate equipment to safely change a wheel.ix. Spare wheel mounts situated outside the vehicle must have any metal parts in contact with the tyre insulated to avoid heat compromising the integrity of the tyre.
Seat-Belts	<ul style="list-style-type: none">x. Be fitted with a 3-point inertia reel type seatbelt for the driver, all front seat passengers, and rear outer seats. All other seats must be fitted with either a 3-point inertia reel seatbelt or a 2-point lap seatbelt. The fitting of 3-point inertia reel seat belts is recommended.xi. Seatbelts must be visually inspected during every safety inspection to ensure they have not been cut, worn or rotten. The operational effectiveness of the seatbelt must also be tested during the safety inspection.xii. Seatbelts which are ineffective must be replaced.
Seats	<ul style="list-style-type: none">xiii. Must not be fitted with inward facing or folding seats, with the exception of ambulances.xiv. Must be fitted with headrests except rear middle seat which is instead recommended.
Luggage and cargo space	<ul style="list-style-type: none">xv. Luggage space must be physically separated from the passenger area by a solid partition (for saloon or hatchback passenger cars), or a wire-mesh grid (for estate cars, station wagons and vans). The wire mesh must allow adequate rear visibility through the grid.xvi. Have the maximum payload details (in kg) of a cargo or load area clearly visible to persons loading the vehicle on the outside of the cargo area.
In-cab	<ul style="list-style-type: none">i. Be fitted with a serviceable air conditioning system able to maintain an in-cab temperature of less than 30°C under all driving conditions.ii. Signs, stickers or labels must be fitted in such a manner that they do not obstruct the driver's vision or impede the driver's use of any controls.iii. Not have ornamental fittings or other items mounted or hung inside the cab, or outside the vehicle.
Anti Lock Braking and Airbags	<ul style="list-style-type: none">iv. Be fitted with Anti-Lock Braking Systems (ABS) for all LVs.v. Be fitted with Airbags for both the driver and front seat passenger (i.e. dual airbags) for all LVs.
Emergency Equipment	<ul style="list-style-type: none">vi. Be fitted with a multipurpose dry powder fire extinguisher with a capacity of 0.9 kg that complies. The fire extinguisher must be securely mounted on a bracket.vii. Be fitted with a securely stowed first aid kit that complies. This must be located under the seat, in the luggage compartment or boot of the vehicle.viii. Carry a minimum of one hazard warning triangle. Vehicles that are more than 2 metres wide must carry a minimum of two. Each hazard warning triangle must be no less than 440mm wide and 440mm tall, and must not weigh less than 1 kg.ix. Wheel change equipment, spade.

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**Appendix 2b. Inspection Checklist for LV**

Light Vehicles (Any motor vehicle having a kerb weight less than 4000 kg or Gross Vehicle Weight less than 7500 kg, and having 8 passenger seats or less)

Owner:	Vehicle Type and Model:
Fleet Number:	Registration No:
Inspection Date:	Valid Legal Registration

In Status column, enter ✓ - Pass ✗ - Fail
* = if required. Shaded box = according to contract or operational requirements.

		STATUS	DEFECT FOUND	RE-CHECKED
1.	Position/Parking lights			
2.	Headlights			
3.	Brake lights			
4.	Reverse lights			
5.	Reflectors			
6.	Indicators			
7.	Steering system			
8.	Parking brake lever			
9.	Brake performance			
10.	Tires			
11.	Seatbelts			
12.	Windscreen, vision			
13.	Horn			
14.	Exhaust system			
15.	Bodywork			
16.	Mirrors			
17.	Spare wheel(s), jack and tools			
18.	A/C unit			
19.	Fire extinguisher			
20.	First aid kit			
21.	Hazard Warning Triangle			
22.	Spark Arrestor			
23.	Fitted with IVMS			

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**Appendix-3a. Requirements for HGV**

General/Legal	<ul style="list-style-type: none">i. Comply with the Laws and Standards of the Sultanate of Oman.ii. Be suitable for operation in ambient temperatures of up to 55°Ciii. No modification may be made to any vehicle without endorsement from the vehicle manufacturer or the local agent.
Tyres	<ul style="list-style-type: none">iv. Have tyres, of the same manufacturer, type, profile, weight rating and tread pattern, on the same axle.v. Tyres must be radial, with a minimum tread depth of 1.6mm across 75% of the tyre width.vi. Tyre brand and pattern must be recommended by the vehicle or tyre manufacturer for use on the vehicle in Oman, and be fit for purpose.vii. Re-treaded tyres are not permitted on the steering axle. Re-treaded or re-grooved tyres are permitted on drive axles.viii. A notice in the vehicle must clearly identify the correct tyre pressures for each environment as per the manufacturer's guidance.ix. Be fitted with at least one spare wheel and the necessary equipment to safely change a wheel.
Seat-Belts	<ul style="list-style-type: none">x. Be fitted with a 3-point inertia reel type seatbelt for the driver, all front seat passengers, and rear outer seats. All other rear seats must be fitted with either a 3-point inertia reel seatbelt or a 2-point lap seatbelt. 3-point inertia reel seat belts are encouraged and recommended.
Cargo space	<ul style="list-style-type: none">xi. Have the maximum payload details (in kg) of a cargo or load area clearly visible to persons loading the vehicle. The maximum payload details must be applied on both sides of the vehicle, except on prime-movers.xii. Cargo length or width should be within the trailer bed. Any cargo beyond that must have a marking or signs indicating the maximum point of either length or width.
In-cab	<ul style="list-style-type: none">xiii. Be fitted with a serviceable air conditioning system able to maintain an in-cab temperature of less than 30°C under all driving conditions.xiv. Signs, stickers or labels must be fitted in such a manner that they do not obstruct the driver's vision or impede the driver's use of any controls.xv. Not have ornamental fittings mounted or hung inside the cab, or outside the vehicle.
Emergency Equipment	<ul style="list-style-type: none">xvi. Be fitted with an in cab fire extinguisher with a capacity of 1.5 litres of foam or a multipurpose dry powder fire extinguisher with a capacity of 1.5 kg. The fire extinguisher must be securely mounted on a bracket and located so that it is easily accessible in an emergency.xvii. Be fitted with a securely stowed first aid kit.xviii. Carry a minimum of two hazard warning triangles each hazard warning triangle must be no less than 440mm wide and 440mm tall, and must not weigh less than 1 kg.xix. High visibility vests for each vehicle occupant.xx. Recovery equipment: wheel change equipment, spade.
Reversing Alarms	<ul style="list-style-type: none">xxi. Be fitted with a rear mounted audible reversing alarm audible from 8 metres.

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Appendix 3b. Inspection Checklist for HGV

HEAVY GOODS VEHICLE
(Any motor vehicle with a kerb weight of more than 4000 kg or Gross Vehicle Weight greater than 7500 kg, which is specifically designed to pull a trailer or to carry cargo)

Owner:	Vehicle Type and Model:
Fleet Number:	Registration No:
Inspection Date:	Valid Legal Registration

In Status column, enter ✓ - Pass * - Fail
 * = if required. Shaded box = according to contract or operational requirements.

S/N	ITEMS	STATUS	DEFECT FOUND	RE-CHECKED
1	Seat belts			
2	Smoke emission			
3	Road wheels and hubs			
4	Tires, condition			
5	Side guards, under-run guards, bumpers			
6	Spare wheel, jack, tools			
7	Trailer coupling			
8	Mudguards			
9	Cab mountings			
10	Cab doors			
11	Seats			
12	Mirrors			
13	Windscreen, glass, vision			
14	Windscreen wipers, washers			
15	Horn			
16	Mechanical brakes condition			
17	Electrical equipment, wiring			
18	Oil leaks			
19	Rear markings			
20	Position lamps			
21	Indicators			
22	Headlamps			
23	Brake lights			
24	Reversing alarm			
25	High intensity rear lights			
26	Revolving lights			
27	A/C unit			
28	Fire extinguisher for cab			
29	Fire extinguisher for load			
30	First aid kit			
31	Hazard Warning Triangles			
32	Spark Arrestor			
33	Fitted with IVMS			



Appendix 4a. Requirements for Buses

General/Legal	<ul style="list-style-type: none"> i. Comply with the Laws and Standards of the Sultanate of Oman. ii. Be suitable for operation in ambient temperatures of up to 55° c iii. No modification may be made to any part of a vehicle without written endorsement from the vehicle manufacturer or the local agent.
Tyres	<ul style="list-style-type: none"> iv. Have tyres, of the same manufacturer, type, profile, weight rating and tread pattern, on the same axle unless returning to base to replace a spare tyre replaced on the journey. v. Tyres must be radial, with a minimum tread depth of 1.6mm across 75% of the tyre width. vi. Tyre brand and pattern must be recommended by the vehicle or tyre manufacturer for use on the vehicle in Oman, and be fit for purpose vii. Re-treaded tyres are not permitted on buses. viii. Have a notice in the vehicle clearly identifying the correct tyre pressures as per the manufacturer's guidance.
Seat-Belts	<ul style="list-style-type: none"> ix. Be fitted with a 3-point inertia reel type seatbelt for the driver, and all front seat passengers. All other passenger seats must be fitted with either a 3-point inertia reel seatbelt or an inertia 2-point lap seatbelt as a minimum. Passenger seatbelts must be securely fastened to the frame.
Interior of bus body	<ul style="list-style-type: none"> x. Be fitted with a serviceable air conditioning system able to maintain an in-cab temperature of less than 30°C under all driving conditions or when the bus is stationary with a running engine. xi. Have a sign in Arabic and English stating "Danger! Do not stand up or move from your seat until the bus has stopped". xii. Be fitted with a clearly visible see through pouch for the driver to display his HSE Passport to indicate he is authorised to drive a bus. xiii. Have a sign indicating emergency exit at the rear (where applicable) xiv. Signs, stickers or labels must be fitted in such a manner that they do not obstruct the driver's vision or impede the driver's use of any controls. xv. Must not have ornamental fittings mounted or hung inside the cab, or outside the vehicle.
Emergency Equipment	<ul style="list-style-type: none"> xvi. Be fitted with an in cab fire extinguisher with a capacity of 1.5 litres of foam or a multipurpose dry powder fire extinguisher with a capacity of 1.5 kg. The fire extinguisher must be securely mounted on a bracket and located so that it is easily accessible in an emergency. xvii. Be fitted with a securely stowed first aid kit. xviii. Carry a minimum of one hazard warning triangles. Buses that are more than two metres wide must carry a minimum of two warning triangles. Each hazard warning triangle must be no less than 440mm wide and 440mm tall, and must not weigh less than 1 kg.
External Mirror	<ul style="list-style-type: none"> xix. Have a 'look down lens' in the rear window or a wide angle mirror mounted at the rear of the vehicle.
Reversing Alarms	<ul style="list-style-type: none"> xx. Be fitted with a rear mounted audible reversing alarm if the bus is longer than 6 metres.

Appendix 4b. Inspection Checklist for Buses

LIGHT BUS (Any bus having 25 or less Passenger seats) **OR**

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HEAVY BUS (*Any bus carrying 26 or more Passenger seats*)

Owner:
Fleet Number:
Inspection Date:

Vehicle Type and Model:
Registration No:
Valid Legal Registration

S/N	ITEMS	STATUS	DEFECT FOUND	RE-CHECKED
1	Seat belts			
2	Tyres, condition			
3	Spare wheel, jack, tools			
4	Wings, wheel Arches*			
5	Passenger doors, drivers doors, and emergency exits			
7	Bodywork, access flaps			
8	Interior, passenger entrance, access			
9	Mirrors			
10	Windscreen, glass, vision			
11	Windscreen wipers, washers			
12	Speedometer			
13	Horn			
14	Steering wheel, column			
15	Pressure/Vacuum warning*			
16	Pressure/Vacuum build up*			
17	Hand operated brake control valves			
18	Oil and waste leaks			
19	Exhaust			
20	Position lamps			
21	Reflectors			
22	Indicators			
23	Headlamp aim			
24	Headlamps			
25	Brake lights			





S/N	ITEMS	STATUS	DEFECT FOUND	RE-CHECKED
26	Service brake performance			
27	Secondary brake performance			
28	Reversing alarm*			
29	A/C unit			
30	Fire extinguisher			
31	First aid kit			
32	Hazard Warning Triangle (s)			
33	Spark Arrestor			
34	Fitted with IVMS			

(*) Applicable to Heavy buses





Appendix 5. Oman LNG Journey Management Plan Form

OMAN LNG Journey Management Plan

خطة الرحلة

Date التاريخ		Destination الوجهة		Number of Passengers عدد الركاب	
Please tick: Company Vehicle <input type="checkbox"/> Private Vehicle <input type="checkbox"/> Contracted Vehicle <input type="checkbox"/> Employee <input type="checkbox"/> Company Driver <input type="checkbox"/> Company Driver <input type="checkbox"/>					
Purpose of Journey غاية الرحلة			Is the Journey necessary? هل الرحلة ضرورية؟		
Details التفاصيل					
Departure Date تاريخ المغادرة		Vehicle Type نوعية المركبة		Vehicle Number رقم المركبة	
Driver Name(s) اسم السائق				Company الشركة	
Route Place Names مسار الرحلة - اسم المكان	Time Depart وقت المغادرة	Estimated Arrival Time العدة المتوقعة	Actual Arrival Time وقت الوصول	Rest Stops (approx times/locations) مكان وقت الراحة	
Safe Journey Checklist					
		Y	N		
Risks assessed, reviewed and discussed? المخاطر قمت و نوقشت؟				Driver training valid? رخصة السائق القيادة سارية المفعول؟	
Driver fit / compliance with duty hours? السائق لائق بنياً؟				Driver performed vehicle inspection? السائق قام بتفقد المركبة؟	
Vehicle meets specs? المركبة مطابقة للمواصفات؟				Counselling for Driver done? إرشادات للسائق حول مخاطر الرحلة؟	
Safe Journey Plan Sign off			Safe Journey Plan Closure (after arrival notification)		
Journey Manager: مدير الرحلة	Signature: التوقيع		Journey Manager مدير الرحلة	Signature: التوقيع	
<p>Note: Driver or Employee must call the Journey Manager upon reaching the destination or at regular intervals for any issues ملاحظة: على السائق/الراكب الاتصال بمدير الرحلة عند انتهاء الرحلة و على فترات منتظمة خلال الرحلة</p>					

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Appendix-6 Quick reference to the Oman LNG Road Safety Procedure

Purpose	Scope		Key words		
	This procedure applies to	This procedure does not apply to	Driver	Professional Driver	A Journey Management Plan (JMP)
To manage the Risk of driving and transportation of people and goods on OMAN LNG Business	<ul style="list-style-type: none"> All company, contractor and subcontractor vehicles and drivers on company business; and Contracts exceeding three months, which cover vehicles, drivers, or common carriers used exclusively by OMAN LNG 	<ul style="list-style-type: none"> Bicycles and non-motorized vehicles; Commuting; Contract transport where the OMAN LNG load is carried together with loads from other customers; Construction Equipment and Industrial Equipment; and Private use of job-allocated company vehicles. 	Someone who drives any motor Vehicle. Drivers include professional and nonprofessional ones, including Company and Contractor personnel	Any person employed as a fulltime driver	JMP is a plan that defines the Controls for all the identified Risks of a Journey. It typically includes a route, timing, rest periods and locations, and communication and security arrangements
			Staff and contractors who drive for Company business travel must attend Accredited Defensive Driving Course within 3 months of assignment and refresher training every two years	Professional drivers must be certified fit after undergoing a medical examination, including a driver's eyesight test, within the previous two years. The medical examination must be conducted by a qualified doctor. Professional Drivers must attend Defensive Driving Course every year	

Responsibilities

Line Managers	Contract Holders	Journey Manager	Drivers	Contractors	Passengers
Paragraph 1.4.1	Paragraph 1.4.2	Paragraph 1.4.3	Paragraph 1.4.4	Paragraph 1.4.5	Paragraph 1.4.6