



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

# PERSONAL PROTECTIVE EQUIPMENT (PPE)

**This document contains 16 pages**

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**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	First draft	17/8/1999
1	1 <sup>st</sup> Issue after approval	5/9/1999
2	Reviewed and updated	3/8/2004
3	Reviewed and Updated ( <u>table for distribution quantity for staffs</u> )	30/3/2009
4	Reviewed and updated against the shell HSSE CF PPE section and hearing conservation section / Section 4.9 on Life jackets requirements for Marine area was added – Date July 2011	25/6/2011
5	PPE distribution matrix changed	30/12/2012
6	PPE procedure normal review and update	21/09/2015

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## 1 PURPOSE

The purpose of this procedure is to manage the risk to people where Personal Protective Equipment (PPE) is used.

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PPE are not substitutes for good safe working conditions and good safe conduct on the part of the worker, but do play an essential part in the secondary protection of the worker. PPE do not eliminate the hazard but controls and limit the individual's exposure so as to prevent injury or other adverse effects.

## 1 SCOPE

This procedure applies to all persons who are exposed to harmful chemicals, extreme temperatures and hazardous environment.

This procedure is applicable for OLNG STAFF and CONTRACTORS in the plant or areas where indicated by safety signboards and as identified in the risk assessment during PTW preparation.

## 2 RESPONSIBILITY

The use of PPE as a hazard control for specific activities or processes must be considered on the basis of its low priority in the **Hierarchy of Controls**.

A structured approach to the elimination of hazards must be followed which favours in order:

First: Eliminate the Hazard or exposure.

Second: Substitute materials or equipment to reduce the Hazard or exposure.

Third: Use engineering Control of the Hazard or exposure.

Fourth: Use procedural Control of the Hazard or exposure.

Fifth: Use Personal Protective Equipment

### 2.1 Line Manager

- Applies the above hierarchy of control
- Verify that Personal Protective Equipment remains effective when the Hazard, exposure or Controls change. Initiate MR for staff including new joiners whose responsibilities require PPE.
- Provide yearly PPE requirement and initiate MR for the following year no later than August of the running year (See Appendix 2: PPE issuance Matrix) Head of HSE
- Defines in conjunction with the lines the required PPE and the applicable PPE standard and specifications (See Appendix 1: PPE Standards)

### 2.2 Permit Issuer

- Sets PPE requirements for the work to be done
- Communicates the required PPE to the permit holder

### 2.3 Supervisors

All supervisors must ensure that personal protective equipment provided for their staff are

- adequately supplied,
- maintained in good condition,

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- used correctly,
- Fit for purpose.
- Still effective when the Hazard, exposure or Controls change.

Supervisor is responsible to train / inform their staff (as required) to put on and use PPE in proper manner & limitation of its use

## 2.4 Every individual

Every individual has a responsibility for the PPE given to him / her. It is incumbent on the individual to use the PPE necessary for the work.

It is incumbent on the User to inspect the equipment for visible damage before use.

## 2.5 CPL

- Procure the annual requested PPE as per the MR raised.
- All PPE on-demand are stock items and dully managed by the CPL section.

## 2.6 QEN/2

- Inspects the safety harnesses as per QEN/2 safety harness inspection protocol

## 2.7 QEN/14

- Maintain a database of the inspected safety harnesses
- Ensure that safety harnesses used by contractors have a valid third party inspection certificate. If a contractor fails to provide inspection certificate; his personnel must use Oman LNG's safety harnesses.

## 3 TYPES OF PPE

This chapter defines the general PPE requirements for the site. The Appendix 2 provides the standard PPE issuance matrix within Oman LNG.

Specific PPE for the job to be done are set by the permit issuer.

### 3.1 Head Protection

Safety helmets are colour coded as follows:

- ◆ white for employees
- ◆ yellow for contractors

#### 3.1.1 Compulsory safety helmet areas

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Restricted areas of the plant/jetties and stores & material yard are designated safety helmet areas.

The following areas are not helmet areas during normal activities

- ◆ *Designated {marked areas} around the workshops*
- ◆ *Laboratory*
- ◆ *Inside Offices, Car Parks, Canteen & Buildings (Unrestricted area)*

### 3.1.2 Replacement

They should be replaced immediately if the helmet has been subjected to a heavy blow or any form of abuse such as being dropped, thrown or used as heavy support. Suspension system of the helmets must also be inspected as perspiration, hair oil and normal wear can affect their integrity. In normal case the replacement period is 5 to 6 years.

Replacement of helmets shall be via MR (Material Request) for PPE. Helmets are stock items and dully managed by the NGF/5 section. The requestor's line supervisor must first approve this MR initiation in writing to the Head of HSE. This process shall be through the PACER system. For the replacement of the helmet; the worn or damaged one must be brought in and surrendered to QHSE/2 before a new helmet will be issued. The damaged/expired helmet shall then be punctured and removed from site.

## 3.2 Foot Protection

The approved types of foot protection in Oman LNG must meet the following

1. Steel Toe and mid sole
2. Heat resistant
3. Shock Absorption
4. Acid and OIL resistant
5. Anti-slip
6. Anti-statistic.
7. Electro-static Dissipative

### 3.2.1 Compulsory safety footwear areas

The compulsory safety footwear areas are the plant and jetties, all workshops, laboratory and warehouses & material yard except for the following areas:

- ◆ *Main guard house*
- ◆ *Fire station/safety building*
- ◆ *Inside Offices, Car Parks, Canteen & Buildings (Unrestricted area)*

Notwithstanding the above areas, every person who is working with heavy loads or is exposed to the danger of heavy objects falling on his/her feet in any area, shall wear approved safety footwear.

### 3.2.2 Replacement

Replacement of safety footwear shall be on a wear and tear basis via MR (Material Request) for PPE. The requestor's line supervisor must first approve this MR initiation in writing to the Head of HSE. This process shall be through the PACER system.

For the replacement of safety footwear the worn or damaged pair must be brought in and surrendered to the company before a new pair will be issued. The damaged/worn safety footwear shall then be punctured and removed from site.

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For technicians entering OLNG site, to carry out activities, must wear safety boot equipped with ankle cover (Mandatory)

For people visiting OLNG site, not carrying out any type of activities, can wear safety shoes without any ankle cover, or wear safety boots with ankle cover (optional)

### Eye and Face Protection

Equipment for the protection of eyes and face are as follows:

- ◆ Safety glasses
- ◆ Goggles
- ◆ Visors/face shields
- ◆ Hood

This equipment is designed to protect the wearer from chemical and physical hazards such as chemical splashes, gases, vapours, and foreign bodies.

#### 3.2.3 Types of Eye and Face Protection

Safety glasses and goggles must be worn for work involving the generation of flying objects or particles.

Face shield or visors shall be worn for work involving the handling of toxic chemicals, vapours or products where eye and face protection are required from chemical splash.

For welding or inspection of running furnaces, special face shield or visors shall be worn for protection of the eyes and face from intense light exposure and heat radiation.

For gas cutting, special welding goggles shall be used.

For grid blasting work, hoods with breathing apparatus must be worn to protect eyes and face.

Darkly tinted safety glasses are considered inappropriate and shall not be worn indoors, inside equipment, vessels, etc. or for work in dimly lit or night work areas

#### 3.2.4 Compulsory eye protection areas

In Oman LNG safety spectacles must be worn in the restricted areas of the plant/jetties and stores & material yard. In the laboratory and workshop areas they must be worn where indicated by the eye or face safety signboards except for the following areas:

- ◆ *Main guard house*
- ◆ *Marine facility Building*
- ◆ *Fire station/safety building*
- ◆ *Inside Offices, Car Parks, Canteen & Buildings (Unrestricted area)*

#### 3.2.5 Replacement

Supply and replacement of the eye and face protection equipment shall be on a need to wear and tear basis. Where there is any sign of deterioration of the material they must be replaced immediately.

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### 3.3 Hand Protection

Gloves are used to protect the hands against physical, chemical and biological hazards. Depending on their application the selection is based on their chemical resistance and permeability strength. They are to be worn as far, as is reasonably practical and safe for the work to be carried out. Also, gauntlets are usually recommended for protection against liquids.

In Oman LNG the standard type of gloves supplied for general purpose is the heavy-duty palm leather gloves. For handling extremes of temperature like cryogenic liquids impervious types are necessary. For handling hot materials/surfaces insulated gloves (Kevlar) are recommended. However, other types may also be used but approval must first be sought from QHSE for his advice.

### 3.4 Protective Clothing

Full protective clothing including gloves, gauntlets and footwear fabricated from poly vinyl chloride (PVC), neoprene or nitril shall be worn when handling toxic chemicals or vapours. This is in addition to the requirement of suitable eye or face protection including appropriate respiratory protective equipment (RPE).

#### 3.4.1 Compulsory Coverall/Protective Clothing Areas

Field workers entering or working in the plant (Restricted Area) must wear coverall. This can either be a one-piece or two-piece type coverall and the material must be fire retardant clothing (FRC). Other areas where coverall are required include the workshop and laboratory (For laboratory, long sleeve coat can be used instead of coverall). At the stores and material yard they must be worn where indicated by the protective clothing sign except for the following areas, which are exempted:

- ◆ *Fire Station/Safety Building*
- ◆ *Marine Facility Building*
- ◆ *Inside Offices, Car Parks, Canteen & Buildings (Unrestricted Area)*

#### 3.4.2 Supply of Coverall

The company provides both types of coverall for its worker. Distribution will be according to *Appendix 2*: issuance matrix; below. Both coveralls are light blue in colour, the trousers for the two-piece type is navy blue. Replacement shall be on a wear and tear basis.

### 3.5 Ear Protection

No person shall be exposed to noise level exceeding equivalent continuous sound level of 85 DB(A), or exceeding a noise level of 125 DB(A) at any time, or to impulse noise exceeding a peak sound pressure level of 140 DB(A). High noise areas are indicated by ear protection signboards and marked lines on the ground (blue) and they must be worn where indicated.

The required level of noise entering a person's ear, when hearing protection is worn as directed is closely approximated by the difference between the A-weighted environmental noise level and the noise reduction rating (NRR).

Example:

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1. The environmental noise level at the ear is 92 DB (A).
2. The NRR of the ear protection is 17 db.
3. The level of noise entering the ear is approx. equal to 75 DB (A).

Note that improper fit or use of ear protection will reduce effectiveness in attenuating noise.

#### 3.5.1 Type of Ear Protection

The type of ear protection must be of the approved type and can be earplugs (disposal or permanent) or earmuffs. Users must clean their earmuffs regularly with soapy water or disinfectant. Also the earmuffs must be checked to ensure that the cups and the cushions provide a good seal between the cup and the head.

All persons working in high noise area must go for their annual audiometric hearing test and they shall be informed by Oman LNG medical advisor.

### 3.6 Respiratory Protective Equipment (RPE)

If the use of the various control options listed above does not provide the required control of an inhalation hazard, respiratory protective equipment (RPE) should be considered. However, all prospective users must be carefully trained in its use and undergo regular training conducted by QHSE section.

#### 3.6.1 Types of RPE

The two types of RPE to be used in the plant shall be the air purifying respirator and self-contained breathing apparatus (SCBA). Typically they are used to:

- ◆ *Reduce exposure*
- ◆ *Supplement engineering controls during maintenance and repair activities when engineering control are not feasible.*
- ◆ *During emergencies.*

#### 3.6.2 Air Purifying (Cartridge) Respirator

This type of respirator depends on the removal of the contaminant from the air prior to breathing. They can be used for both dust and gas absorption (and combination). However, their use is only effective for a finite time, the time being dependent on the usage condition. Note that conditions of high temperature and high humidity will shorten the stated service life of the cartridge or canister.

Air purifying respirators can be a single use filtering face piece (disposal), half masks or full face piece. Note that the absorbent in the cartridge respirator will not remove all gaseous containments so the type of absorbent must be carefully selected according to the hazard. They must not be worn in situations where the oxygen content of the air is less than 20%.

#### 3.6.3 Self-Contained Breathing Apparatus (SCBA)

These are the only types of respiratory protection suitable for use in an oxygen-deficient or immediately dangerous to life or health atmosphere.

The SCBA used in Oman LNG is Dragger. It is the pressure demand type that maintains a positive pressure on the face piece at all times. Supplied air-line respirator of similar type is also used during maintenance and repair activities in which compressed air is supplied

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through a hose connected from a central source i.e. high-pressure compressed air cylinders carried on trolley.

SCBA are maintained and inspected monthly by QHSE/and the details of inspection and maintenance recorded. Any defects must be reported immediately and the manufacturer's instruction for maintenance and inspection followed. The face piece should be checked for air tightness and should be cleaned after use with mild disinfectant and with the mask and other parts rinsed and dried thoroughly.

All SCBA users must be trained passed the fitness to work evaluation prior to assign for any task required using of respiratory protection in line with Fitness to work procedure QHSE-MH03.



Self-Contained Breathing Apparatus (SCBA)



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### 3.7 Safety Harness and Lifeline

Safety harness is to be used in situations where a vertical pull of a person is required such as climbing and working on masts, towers and similar structures or rescue purposes e.g. from a column. Lifeline is used to avoid injury due to sudden deceleration. It is attach to the safety harness to effect pulling the casualty or injured from the incident location.

For working at height(WAH) less than 6.18m: use fall arrest system that consist of a full body harness with non-shock absorber double lanyard, or better-dual self-retracting line(SLR) or personal fall limiter(PFL)

For working at height(WAH) with anchor point more than 6.18m: use fall arrest systems that consist of a full body harness and double lanyard with a single absorber, or better-dual self-retracting line(SRL) or personal fall limiter(PFL)

To prevent injury due to impact of a fall, the body harness must be warn properly

For all WAH, the work method statement should define the right type of fall protection system to be used.

During pre-job discussion (TBT), WAH risk and its protection measures should be discussed.

The safety harness is approved by the QHSE department must be of the dual lanyard complete with fall retardation. The harnesses are to be registered by the Static Inspection Department of QEN/2. These harnesses are to be inspected according to rules set by the Inspection Department.

### 3.8 Life Jackets

The marine staff, mooring crew and maintenance contractor working on LNG and MOF jetties wears life jackets in addition to other personal protection equipment to mitigate the risk of drowning. Life Jacket must be worn beyond the designated "Life Jacket Usage Demarcation Line" at the LNG and MOF jetty head and mooring dolphins and tugs berth. (the location stencilled at the jetty Head). Staff & Contractor proceeding to the jetty must use life Jacket once crossing the "Life Jacket usage demarcation Line" when heading to the jetty head, mooring dolphins or boarding the tug boats.

All individuals shall inspect their life jacket for signs of wear or abrasion every time before putting them up. All personnel are instructed to insure the light is within its expiration date, the whistle is attached and not damaged, CO2 cylinders and check the general condition of life jacket.

In Oman LNG the Crew fit plus 275N type or any life jackets approved by the international maritime standards of Lifejackets, issued and managed by the Marine Operations section. Each life jacket has serial number inspected every 6 months by the competent person in marine section and service records are maintained J://drive by the Marine staff.

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Crew fit Life Jackets

The Life jackets are suitable for swimmers and non-swimmers, a high performance device which give assurance of safety from drowning, to people who are not able to help themselves. It is factory fitted SOLAS/MCA approved light, CE approved spray hood, thigh straps and SOLAS approved high visibility retro-reflective tape.

All the above equipment must conform to the appropriate Maritime standard and they should be inspected regularly by the users to ensure that they are safe for use.

All PPE are as good as - If used correctly, Inspected for any kind of damage before its use, kept cleaned at all times and also having the right equipment for the nature of the threat, report to HSE department for any damage occurred for immediately replace.

#### 4 REFERENCES

- Shell HSSE & SP Control Framework; Personal Protective Equipment section - Version 2, December 2009
- Shell HSSE & SP Control Framework; Hearing Conservation section - Version 2, December 2009

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**APPENDIX 1: PPE STANDARDS**

Head Protection	British Standard BSEN 397 "Industrial Safety Helmets Specification for Construction Performance", or ANSI Z89.1 "Protective Headgear for Industrial Workers – Requirements"
Eye and Face Protection	British Standard BS 7028:1988
Sunglasses	British Standard BS 2724 + BSEN 1836.
All goggle and face screen type eye protection	BSEN 166 "Personal Eye Protection – Specifications" or American National Standard for Occupational and Educational Eye and Face Protection, Z87.1.
Equipment for Eye, Face and Neck Protection Against Non-Ionising Radiation Arising During Welding and Similar Operations	BSEN 175 "Specification
For filters for Personal Eye Protection Equipment used in Welding and Similar Operations	BSEN 169:1992 "Specification
Body Protection	BS 1547 - Specification for Flame Retardant Industrial Clothing BSEN 470-1:1995 - Specification for Protective Clothing for use in Welding and Allied Processes. BS 3314 - Specification for Protective Aprons for Wet Work BS 3783 - Specification for X-ray Lead-Rubber Protective Aprons BS 3791 - Specification for Clothing for Protection Against Heat for Short Periods BS 7182 - Specification for Air-Permeable Chemical Protective Clothing
Fall Protection	BS EN 361 - Personal Protective Equipment Against Falls From a Height - Full Body Harnesses BS EN 363 - Personal Protective Equipment Against Falls From a Height - Fall Arrest Systems BS EN 354 - Personal Protective Equipment Against Falls From a Height - Lanyards
Hearing Protection	BS EN 352 - Hearing Protectors - Safety Requirements and Testing Part 1 Ear Muffs, or BS EN 352/2 - Hearing Protectors - Safety Requirements and Testing Part 2 Ear Plugs
Foot Protection	EN ISO 20345 - S3: PPE – Safety footwear
Air Purifying Respirators	BSEN 141/143/371/372 as applicable", or be approved jointly by Mines Safety and Health Administration and the National Institute for Occupational Safety and Health (MSHA/NIOSH).
Self-contained breathing apparatus	BSEN 137:1993 "Specification for Respiratory Protective Devices: Self-Contained Open-Circuit Compressed Air Breathing Apparatus", or be approved jointly by the Mine Safety and Health Administration and the National Institute for Occupational Safety and Health (MSHA/ NIOSH)
Air-line Respirators	BSEN 138:1994/BSEN 139:1995/BSEN 269:1995/BSEN 270:1995 as applicable, or be approved jointly by the Mine Safety and Health Administration and the National Institute for Occupational Safety and Health (MSHA/ NIOSH)
Emergency Escape Breathing Apparatus (Escape Set)	BSEN 1146:1997 "Respiratory protective devices for self-rescue, Self-contained Open-circuit Compressed Air Breathing Apparatus Incorporating a Hood (compressed air escape apparatus with a hood)", or be approved jointly by the Mine Safety and Health Administration and the National Institute for Occupational Safety and Health (MSHA/ NIOSH)

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**APPENDIX 2: ISSUANCE MATRIX FOR STANDARD PPE**

Discipline	One piece coverall	Two piece coverall	Safety boot	Safety glass (dark and clear)	Helmet
<b>Operation Shift staff &amp; Engineering technicians</b>	On demand (1)	4 sets	Operation Shift staff (2) Engineering technicians (1)	On demand (1 pair of each)	Once every 5 years
<b>Other day staff</b>	On demand (1)	On demand (2 sets)	On demand (1)	On demand (1 pair of each)	Once every 5 years

**Note:** All staff including new joiners whose responsibilities require PPE will be entitled for the number of PPE as per above mentioned issuance matrix based on their disciplines.

**Note:** PPE is strictly for Oman LNG Staff as per above PPE table any additional requirement or deviation by requester permission of the Line Manager & Head of HSE is must, prior to proceed with order.

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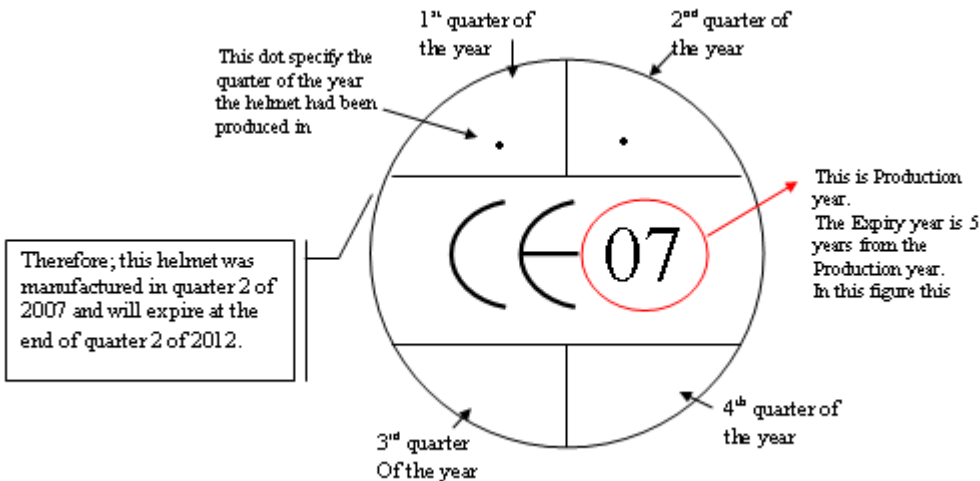
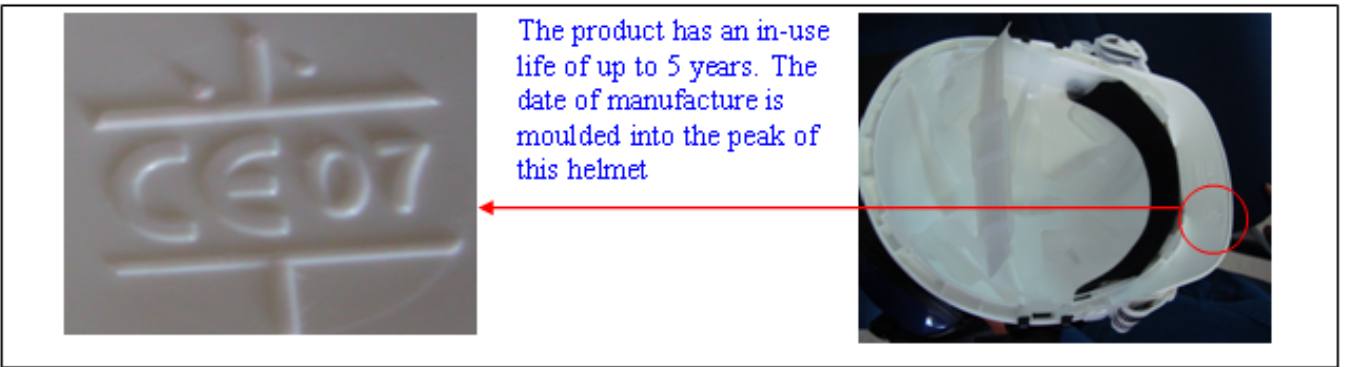
### APPENDIX 3: HELMETS EXPIRY DATE GUIDE

#### User Advice

The product is made to absorb the energy of a blow by partial destruction or damage to the shell and the harness and even though such damage may not be readily apparent any project subjected to severe impact should be replaced

#### WEAR & CARE

- Clean and disinfect with warm tap and soft cloth, taking care to avoid scratching
- Commercial solvents or organic compounds are not recommended as they cause surface softening and stress relieving with a loss of physical properties
- Check daily all parts are operational and undamaged



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