

1. Commitments and goals.

Teekay Petrojarl Production AS (TKPJ) is committed to continuously improve on conditions regarding health, safety and environment, both for their own employees and also for their suppliers.

In short, TKPJ's HSE-policy is:

- *No accidents*
- *No injury to personnel*
- *No damage to the environment*
- *No damage to equipment*

To ensure that Supplier's personnel when arriving at a TKPJ vessel have the desired attitude and understanding of TKPJ's requirements with regard to HSE, - this document is prepared with a purpose to be distributed to TKPJ's Suppliers prior to their commencement of work on-board.

While on board a TKPJ vessel the Supplier's operators shall comply with relevant TKPJ HSEQ rules and procedures.

TKPJ requires that the Supplier's HSE/Q-manager/ Responsible person read through this document together with the operators who will travel onboard.

2. Supplier's HSE Management System.

The Supplier shall have a formal HSE management system, complying with relevant legislative requirements. The system shall include reporting of undesired events, such as accidents, injuries and near misses. The system shall demonstrate commitment to continuous improvement in HSE.

The Supplier shall document HSE management system and arrangements for monitoring the compliance with the system.

The Supplier shall upon request provide TKPJ with an updated HSE-statistics. All sub suppliers need to be approved by TKPJ before they go offshore.

3. Specific requirements for Work on-board TKPJ vessels

Please tick off when read.

3.1. Briefing on work-instructions and plans to ensure safety and quality in the services

The Supplier shall thoroughly inform visiting personnel on TKPJ vessels about all applicable work details, procedures, drawings, tools, etc. The Supplier personnel or their Sub suppliers need to document required competence and training to do the required work.

3.2. Supplier's tools and equipment

Prior to be sent offshore, all tools and equipment shall be checked for acceptable condition. Measuring equipment shall have calibration documentation. A written confirmation that tools and equipment are checked shall follow the shipment.

All equipment and tools shall be marked with Supplier's identification mark.

Vibrating machines must be marked and used according to TKPJ's procedures. Prior to commencing work

on board, all tools shall be presented for the vessel's Section Leader.

NO sector: For temporary equipment NORSOK standard Z-015 shall be followed (Ref. www.standard.no)

NOTE! As a standard procedure, all suppliers' containers and toolboxes will be checked prior to departing the vessel.

3.3. Lifting and transport operations.

Supplier's personnel shall never participate in lifting and transport operations of heavy objects unless they are specifically qualified and also instructed by the vessel's Section Leader to do so. Heavy objects mean equipment that has to be moved by use of lifting gears.

If personnel are expected to work at height, the person must document relevant training.

3.4. Safety gear.

Personnel going on board are required to bring and use, their own CE-marked and offshore approved personal safety gear, suitable for the work to be done, such as:

- Coveralls, Safety shoes, Hard-hat, Safety glasses, Ear-protection, Thermal clothing (CE marked)
- Any other safety gear relevant for the specific job.

All visitors and new personnel must, for their first three visits on board, wear a green hard hat.

Equipment supplied from the Vessel's store (except coveralls and hard-hat) may be charged at cost + 25%

3.5. Chemical Substances (grease/liquids etc.) Demands to MSDS:

All chemicals brought on board shall have a Material Safety Data Sheet (MSDS). The Supplier shall when possible, select environmental friendly and non-hazardous chemicals. The MSDSs shall be all relevant languages.

MSDS of any chemicals must be pre-approved by TKPJ before being sent offshore.

Supplier's personnel shall bring MSDS (NO sector) and Risk Assessment (UK sector COSHH) to the Offshore Management's attention upon arrival.

3.6 Use and Transport of Radioactive substances

NO sector:

In case Radioactive Substance is proposed, the Supplier shall notify the Purchaser at least 48 hours before shipment so that Supplier and Purchaser can co-operate as required in regulations.

The Supplier is responsible to ensure that requirements for transportation, labelling and use according to "Strålevernforskriften" are followed.

UK sector:

In case Radioactive Substance is proposed, the Supplier shall notify the Purchaser at least 48 hours before shipment so that Supplier and Purchaser can co-operate as required in regulations.

Transportation of Radioactive Substances shall be done in suitable receptacle and suitable labelled in line with the regulations. (Ionising Radiation Regulations 1999).

3.7. Packaging

All items need to be securely packed to withstand sea-transport and rough handling. TKPJ is certified according to the environmental standard ISO 14001 and all suppliers are encouraged to minimize waste from packing and to use environmental friendly packing. Please respect guidelines given by the IMDG



Code (by sea) or IATA (by air) and ensure that the mandatory form is properly completed and attached to the package at any time. Polystyrene chip packing shall not be used.

3.8. Prohibited Goods.

You are not allowed to bring on board the following (but not limited to) goods:

- Any kind of narcotic drugs and equipment related to drug abuse.
- Any kind of alcoholic beverages.
- Any kind of weapon, parts for weapon, ammunition, and explosives.
- All kind of cigarette lighters.
- All kind of liquid chemicals

NO sector:

If you arrive at the helicopter-terminal with "prohibited goods", you can use lockers at the terminal. Remember to bring coins for the deposit box. There are no possibilities to change money at the Heliport.

3.9 Risk Assessment

The Supplier's Operators shall be experienced with the task they will perform and experienced in Risk Assessment. They shall participate and contribute with their best knowledge in Safe work analysis and Toolbox talks before the work starts up.

3.10. Permit-to-work system.

All personnel visiting TKPJ vessels are prior to commencing work, obliged to familiarise themselves with the Permit to work system.

NO sector: The course «AT & SJA - Arbeidstillatelse og Sikker Jobb Analyse» is mandatory.

UK sector: The course "Permit to Work" is mandatory.

In some cases, a TKPJ specific Permit to Work - course may be required.

3.11. Reporting

All hazardous conditions and undesired events, such as accidents, injuries and near misses that occur while working on a TKPJ vessel shall immediately be reported to a TKPJ officer on board.

3.12. Safety Training Course and Health Certificate.

All personnel visiting a TKPJ vessel shall hold a valid Offshore Medical BOSIET.

3.13. Drug & Alcohol Policy

Personnel under influence of drug and/or alcohol will be denied admission to the helicopter/vessel. Any use of drugs/alcohol offshore is strictly prohibited.

3.14 Web-based HSE induction

Before traveling to a TKPJ operated FPSO, all visitors and new personnel must complete an interactive, web-based HSE Introduction Course. The course will give you an understanding of our working culture in TKPJ and inform you about specific safety instructions on board. It will also provide you with practical information regarding offshore travel such as limited size of personal luggage, rules for mobile phones and tablets, survival suits etc.

Please check the "Travelling Checklist" for your destination that you can download from this course. For updated checklist, please contact TKPJ's HR department on +47 73 98 30 00



For Voyageur Spirit: The web-based MIST course (Minimum Industry Safety Training) is mandatory.

To get a link and login information to the Induction course and MIST training, please contact TKPJ's Training department on trd.training@teekay.com

3.15 Identification

UK sector: All passengers going offshore from the UK heliport are required to bring their in date passport, regardless of their nationality.

NO sector: All passengers going offshore from a Norwegian heliport are required to bring a valid identification such as passport or driver's license. NB! The driver's license must have optical variables (i.e. issued after 1998).