

**VISITORS
WELCOME AND SAFETY BOOKLET**

XYZOIL

**GENERAL INFORMATION
AND
SAFETY GUIDELINES
FOR VISITORS**

VISITORS WELCOME AND SAFETY BOOKLET

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IF THERE IS LITTLE TIME BEFORE BOARDING OUR TRANSPORTATION THAT WILL BRING YOU TO OUR OFFSHORE INSTALLATIONS, START READING AT PAGE 5.

YOUR SAFETY IS OUR PRIME INTEREST, AND IT SHOULD BE YOURS TOO!

WELCOME TO XYZOIL

This booklet has been prepared for your visit to our offshore installations.

In this booklet some guidelines are provided on how you can contribute to your own safety and the safety of others on board our installations. Read it carefully! It is our desire to return you unharmed from your visit to our platforms.

This booklet is not meant to provide you with an exhaustive listing of all our safety efforts. Should you wish to know more about what we do in the area of safety and loss prevention, please feel free to ask.

FROM OUR SAFETY AND LOSS PREVENTION POLICY:

- XYZOil believes that the safety and health of its employees and contractor personnel is a fundamental responsibility.
- XYZOil employees and contractor personnel must be willing to accept personal as well as collective safety responsibilities in order to achieve our objective of an accident-free work environment.
- The success of the company depends on the safety and well being of its employees, contractors and their families. Therefore it is imperative that workplace hazards be identified, appropriately evaluated, and effectively controlled, in order to prevent accidents and their consequences. This worthwhile objective can only be achieved with the commitment and complete support of everyone.

Therefore, we ask you to cooperate fully with our Safety and Loss Prevention efforts by following the guidelines presented to you in this booklet and further information and instructions that you may receive from XYZOil personnel, while on our premises and while en route to any of our facilities.

Nick Top
Vice President and
General Manager

XYZOil
February, 2004

The XYZOil organization

XYZOil is an international earth resources company employing more than 10.000 people worldwide.

XYZOil has been active in the Netherlands, together with its partner ABC Energy ., since 1985 when the W/3 block exploration license was awarded.

XYZOil was one of the first companies to produce oil from the Dutch continental shelf, and therefore provided an important addition to The Netherlands energy requirements. Production started in 1992 and oil is presently produced from three platforms: Breda and Galder. Gas production commenced in 1995 from our Galder platform, located in block W/3B.

Our activities are coordinated from our Head Office in Breda while our Supply Base at Amersfoort is used to transport materials to and from the platforms.

Oil from the W/3 platforms is transported by an 65 km long pipeline to an onshore oil terminal East of Vlissingen where we have an operation to bring the oil quality to refinery specifications before it is shipped to our customers. Gas from the W/3B platform is transported via the AOB pipeline to Uden in the Dutch province of Limburg to be distributed by Debugas.

Operation of the W/3 pipeline and the terminal activities are part of the activities of our subsidiary XYZOil Transportation BV.

(PLATFORM LOCATION IN RELATION TO SHORE – picture not included)

OUR PLATFORMS

Our oil producing platforms Breda and Galder basically are of the same construction. Each platform consists of two main structures, each supported by piles driven into the seabed:

- The wellhead platform houses the producing wells, where the oil is brought to the surface. From the wellhead platform the oil flows, via the platform bridge, to the the production platform.
- The production platform containing all the necessary equipment to separate the oil from water and gas, before it is shipped to shore via the pipeline. This platform also contains all utility support systems, electrical power, safety systems, production controls etc. and living quarters for the people on board the platform. The medical room for first aid treatment and the radio room for communications are also located in the living quarters module which is physically separated from the production facilities. The construction of our gas platform differs from the W/3 platforms. It consists only of one, 4 pile, main structure.

You will arrive on the helideck, which is located on top of the living quarters.

(W/3 PLATFORM CONSTRUCTION – picture not included)

GOING OFFSHORE

It is not the policy of XYZOil to effect routine transfer of people to the platforms by boat. This may occasionally happen, in calm water, and with the approval of XYZOil Operations Manager. Since it is unlikely that you will go by boat, no further instructions are given here.

In case boat transfer will be necessary, follow the instructions given by XYZOil personnel.

Most likely you will travel to our platforms by helicopter. We therefore want you to read and follow these basic instructions:

BEFORE BOARDING:

BE AT THE CHECK-IN DESK, AT LEAST 45 MINUTES BEFORE SCHEDULED DEPARTURE TIME. DO NOT FORGET YOUR PASSPORT - YOU WILL BE LEAVING THE NETHERLANDS.

- After checking-in, make sure that you obtain a survival suit from the XYZOil desk at the Heliport. You must wear this suit before boarding and at all times during flight.
- Be present and ready to board the helicopter at the scheduled time. You must pass through immigration and customs formalities. Do not carry contraband or dangerous items. Your baggage will be searched. Before passing the security check, you will be shown the Flight Safety Instruction video.
- Always wait for instructions of the heliport staff and/or helicopter crew to approach and board the helicopter.
- To prevent contact with the rotor and tail blades, always APPROACH or leave the helicopter ALONG THE SAFETY ZONES (see drawing showing safe zones for approaching the helicopter).
- Walk, DO NOT RUN. MAINTAIN A SECURE GRIP ON LIGHTWEIGHT ARTICLES, such as glasses, jackets, raincoats, briefcases, safety hats, etc.

(HELICOPTER SAFETY ZONES – picture not included)

WHILE ABOARD THE HELICOPTER

- SEAT BELTS must be used and the wearing of a LIFE JACKET and a SURVIVAL SUIT is mandatory during the entire flight.
- Observe NO-SMOKING rules.
- Wear HEARING PROTECTION. The noise level in the helicopter is uncomfortably high and may result in hearing loss in case of extensive exposure times. Ear plugs are available at the heliport, in the helicopter and on the platforms
- Follow instructions given by the helicopter crew (Flight Attendant).

IN CASE OF EMERGENCY LANDING ON WATER

- The Pilot or Flight Attendant will inform the passengers of any emergency. **DO NOT PANIC, REMAIN CALM.**
- Passengers must **REMAIN SEATED** and keep **SEAT BELTS FASTENED**.
- **DO NOT** attempt to **JUMP FROM THE HELICOPTER**, you will have a better chance of surviving if you remain still and follow instructions.
 - sudden weight change may throw the helicopter out of control;
 - the helicopter will cushion the impact of the landing on the water;
 - a passenger who jumps from a helicopter may be struck by the tail blade or main rotor.
- Never inflate life jacket inside the helicopter.
- Always follow instructions given by the helicopter crew (Flight Attendant) .

PLATFORM - ARRIVING AND DEPARTING

All visitors must register their arrival on, and departure from, the platform. When arriving follow the signs and proceed to the Arrival/Departure waiting room (Radio Room) where you will be met by the Radio Operator/Administrative Assistant. If you are not sure where to go, ask PPlatform crew at the helideck when you arrive.

Depending on the length of your stay, one of the following two procedures will apply:

Day Visitors

Visitors who will leave from the platform the same day, will be given a lifeboat number and will be directed to the Facility Supervisor or his deputy for further briefing.

Overnight Visitors

Visitors who are expected to stay overnight, will be given a:

- cabin number
- bunk and locker assignment
- lifeboat number

After storing their personal belongings, overnight visitors will be directed to the Facility Supervisor or his deputy.

WHILE ABOARD THE PLATFORM

Visitors are **NOT ALLOWED TO TOUR THE INSTALLATION** without an escort, except with the special approval of the Facility Supervisor or his appointed and authorized deputy.

ALCOHOL AND DRUGS ARE NOT ALLOWED at any XYZOil Facility. XYZOil reserves the right to search visitors arriving or leaving for the possession of alcohol and drugs.

SMOKING IS NOT ALLOWED aboard the platforms, except in the living quarters and specially designated areas.

CIGARETTE LIGHTERS, strike anywhere type of **MATCHES**, etc. are **NOT ALLOWED** when touring the platform outside the living quarters.

CAMERA'S are ONLY allowed WITH a PERMIT.

On arrival at the platform, VISITORS WILL RECEIVE INSTRUCTION in, and familiarize themselves with, the EMERGENCY PROCEDURES and applicable SAFETY REGULATIONS.

Visitors coming to XYZOil platforms will be shown the WELCOME AND SAFETY INSTRUCTION VIDEO in the Mess hall.

CONTRACTORS intending to do work on the facility should request a copy of the Contractor Safety Booklet if this is not provided for them upon arrival.

Familiarize yourself with THE LOCATION OF THE LIFEBOAT that you are assigned to. This IS MOST IMPORTANT in case of an emergency. The route to the lifeboats is indicated by signs and are posted throughout the platform. If you are not sure, please ask!

LOCATION OF LIFEBOATS ON W/3 PLATFORMS

EMERGENCY SIGNALS AND INSTRUCTIONS FOR VISITORS

GENERAL alarm.

A CONTINUOUS sounding BELL with FLASHING RED beacon (LIGHT) associated with a verbal announcement over the public address system.

IMMEDIATELY, report TO the MESS HALL.

PREPARE TO ABANDON alarm.

A SIREN with a FLASHING RED beacon (LIGHT). This will be accompanied by a verbal message over the public address system.

IMMEDIATELY report TO assigned LIFE BOAT.

PROCESS alarm.

An ALTERNATING TONE with a FLASHING BLUE beacon (LIGHT).

This alarm relates to process conditions only and is for platform personnel only. DO NOT REACT.

During abandon situations, life jackets must be worn. These can be found near each bunk and in weatherproof cabinets near each lifeboat station.

GENERAL RULES TO FOLLOW WHILE ABOARD THE PLATFORM

Below are some important rules to follow while aboard the XYZOil installations. These rules guide our own behavior too.

1. Follow instructions. Do not take risks. If you are uncertain about anything, ask!
2. Immediately report any condition or action, which you feel may cause injury or damage, to the Production Foreman or his Deputy.
3. Horseplay and practical jokes do not belong in the working environment and are not permitted.
4. If you are involved in, or observe an accident, however slight, report it. If injured, obtain medical treatment immediately.

THE EMERGENCY TELEPHONE NUMBER AT OUR PLATFORMS IS 111

5. Use personal protective equipment that is provided to you while visiting our platforms.
6. When touring the platform during high wind conditions, hold on to handrailings and fasten safety helmet.
7. When you bend or lift, bend your knees, keep your back as straight as possible and ask for help in case of a heavy load.
8. Follow rules and instructions, obey warnings and always keep safety in mind.

POLLUTION PREVENTION

Do not throw anything overboard and take precautions that nothing can fall overboard. Use the proper waste receptacles for disposal of all waste.

IN CASE YOU DESIRE MORE INFORMATION

This was a very brief review of the major items that we consider important to make your short visit as safe as possible. We believe that it includes the main points which are relatively easily for you to memorize and to follow. Of course our Safety and Loss Prevention program involves a lot more but we do not want to overburden you with information that is not of direct importance to you. Should you desire to know more about our involvement in Safety and Loss Prevention, we would be happy to answer any questions you may have.

WE ALSO WELCOME ANY SUGGESTIONS YOU MAY HAVE THAT CAN HELP US TO IMPROVE OUR SAFETY AND LOSS PREVENTION EFFORTS.

Our address is:

**XYZOil
P.O. Box 12345
12345 ABC Breda
The Netherlands**

Telephone 076-1234567

ACKNOWLEDGEMENT

This is to acknowledge that I have received my personal copy of the Visitors Welcome and Safety Booklet of XYZOil

I have understood the contents of this booklet and will act accordingly.

Name _____

Company : _____

Date : _____

Signature : _____