

Rev.: 11
1 June 2011

Petroleum Industry of Malaysia
Mutual Aid Group

MEMBER CALL-OUT PROCEDURE

REF: PM 030-004

Page 1 of 15



MEMBER CALL-OUT PROCEDURE

Petroleum Industry of Malaysia Mutual Aid Group
(Com.No.283378-V)
Level 5, Menara Dayabumi
Jalan Sultan Hishamuddin
50050 Kuala Lumpur, MALAYSIA
Tel: 603-2783 6997
Fax: 603-2783 6992
www.pimmag.com.my

<u>REVISION REGISTER</u>		
Revision No.	Date	Details Of Revision
0	28 th February 1996	Approved PAC.
1	14 th November 1998	Updated
2	15 th March 2002	Updated and implementation of Document Management System. Conversion of hard copies to electronic PDF format for ease of updating and dissemination to member companies.
6	7 June 2004	Revised Form A & B and include Form C
7	1 Dec 2005	Document updated
8	1 July 2006	Document updated
9	1 July 2007	Document updated
10	1 Sept 2008	Telephone numbers updated
11	1 June 2011	Include Form D

<u>DOCUMENT SECURITY CLASSIFICATION</u>	
Unclassified	Information which may be shared without restrictions, as it is unlikely to result in any harm if disclosed to outside parties.
Restricted	Information which can be freely shared with staff in PIMMAG and member companies, but not with third parties
Confidential	Information which can be shared with selected PIMMAG staff only as it could harm the interests of PIMMAG, a member company or individual if disclosed to unauthorised persons.
Very Confidential	Information which should be made available on a strict need-to-know basis only as it could cause very serious damage to the interests of PIMMAG, a member company or individual if disclosed to unauthorised persons. Storage location and list of persons authorised to access this document must be specified.

Rev.: 11 1 June 2011	Petroleum Industry of Malaysia Mutual Aid Group	REF: PM 030-004 Page 3 of 15
MEMBER CALL-OUT PROCEDURE		

Document Custodian		
Name	Position	Date signed:- 1 June - 2011
Capt. Chin Kon Wing	Manager, Operations & Training	Original signed

Approved by		
Name	Position	Date signed:- 1 June - 2011
Capt. Amir Murad	General Manager	Original signed

This is a PIMMAG Standard and as such is a Controlled Document. Previous hard copies of this Controlled Documents shall be destroyed. It is the responsibility of the recipients of registered **Controlled** copies to ensure that users of this document are aware of this issue. This is in line with our DMS of migrating all documents to electronic format. The latest updated version of this document is posted on the PIMMAG website, <http://www.pimmag.com.my>

All technical query, suggestion, interpretation, clarification, or change requests shall be addressed to the Document Custodian.

TABLE OF CONTENTS

	<u>PAGE</u>
1.0 NOTIFICATION	5
2.0 MOBILISATION	6
3.0 FLOW CHART FOR CALL-OUT	8
4.0 FORM 'A'	9
5.0 FORM 'B'	10
6.0 FORM 'C'	11
7.0 FORM 'D'	12
8.0 MOBILISATION FLOW CHART	13
9.0 FLOW CHART FOR OIL SPILL CO-ORDINATOR	14
10.0 DEMOBILISATION	15

Rev.: 11 1 June 2011	Petroleum Industry of Malaysia Mutual Aid Group	REF: PM 030-004 Page 5 of 15
	MEMBER CALL-OUT PROCEDURE	

NOTIFICATION

1. When an oil spill occurs which may require a Tier-2 response, the member Company's authorised personnel shall notify the PIMMAG General Manager and/or the nearest PIMMAG Base Manager to the oil spill location.

**PIMMAG Hot lines: +6019 3500 197 (GM)
+6019 31 31 631 (OM)**

Note: Even if it is a Tier-1 oil spill, it is advisable to inform PIMMAG as soon as possible. Records have shown that in many instances, the oil spill tends to worsen. Hence, it is better to over react than regret !

2. Notification should be done as soon as possible and by the fastest available means e.g. by telephone, and follow-up by Fax.
3. Complete and fax **Form A** (Stand-by Form) to alert PIMMAG to put OSR resources on stand-by.
4. Complete and fax **Form B** (Mobilisation Form) for PIMMAG approval to mobilise and load-out OSR resources.
5. When response and clean-up are completed, fill in and fax **Form C** (Termination Form) to notify PIMMAG to stand-down manpower and equipment.
6. Complete and fax **Form D** (Transfer Form) for PIMMAG approval should there be a transfer of OSR call-out responsibility to another party.

Rev.: 11 1 June 2011	Petroleum Industry of Malaysia Mutual Aid Group MEMBER CALL-OUT PROCEDURE	REF: PM 030-004 Page 6 of 15
-------------------------	--	---------------------------------

MOBILISATION

1.0 ACTION BY PIMMAG GENERAL MANAGER

- 1.1 Inform Chairman of PIMMAG's Board or any Board Member
- 1.2 Verify the authenticity of caller's request and approve the release of OSR equipment as requested
- 1.2 Establish communication with spiller and monitor situation.
- 1.3 Update PIMMAG's Chairman on latest development
- 1.5 Activate Manager of Operations and Oil Spill Coordinator

2.0 ACTION BY MANAGER OF OPERATIONS

- 2.1 Proceed to the spill site or OSR base as necessary.
- 2.2 Update General Manager on equipment mobilisation / deployment and status of oil spill response.
- 2.2 Liaise with spiller on additional OSR equipment and personnel.
- 2.4 Check and verify logbook and records e.g. man-hours and equipment.
- 2.5 Verify and accept equipment and material at demobilisation

3.0 PIMMAG's ROLES AND RESPONSIBILITIES

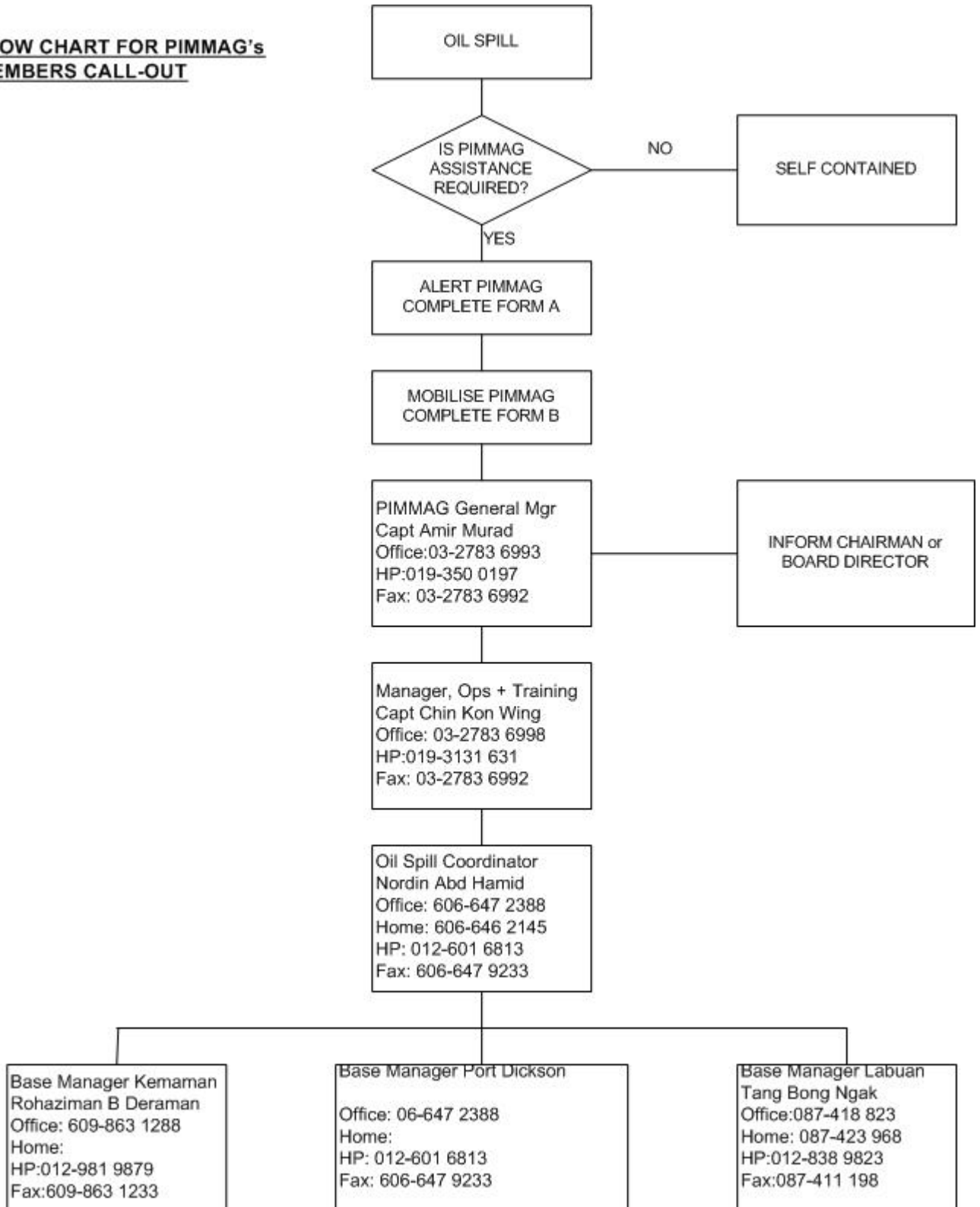
- 3.1 When activated, PIMMAG will respond by mobilising all or partial OSR equipment and personnel from the nearest base to the spill location.
- 3.2 The responsibility to arrange for transportation of the equipment and bear all cost of the delivery lies with the spiller. However, PIMMAG may, on request, arrange for the delivery to a place nominated by the spiller.
- 3.3 PIMMAG's personnel will accompany the OSR equipment to spill site and assist in the deployment and oil recovery.

Rev.: 11 1 June 2011	<p data-bbox="548 134 1024 205" style="text-align: center;">Petroleum Industry of Malaysia Mutual Aid Group</p> <p data-bbox="521 216 1052 247" style="text-align: center;">MEMBER CALL-OUT PROCEDURE</p>	REF: PM 030-004 Page 7 of 15
-------------------------	---	---------------------------------

- 3.4 If additional OSR equipment is required, the PIMMAG General Manager may authorise the release of up to 50% of the equipment from the other bases.
- 3.5 The OSR equipment being called out shall be under the control and responsibility of the spiller.
- 3.6 PIMMAG's personnel shall assist the spiller in an advisory role but the ultimate responsibility in making critical decision lies with the spiller. Nevertheless, should a life threatening situation develops, PIMMAG's personnel shall STOP WORK and inform the OSC and spiller accordingly.
- 3.7 Other terms on the release of the equipment are covered in clauses 4.3, 5 and 6 of the Member User Agreement.

MEMBER CALL-OUT PROCEDURE

**FLOW CHART FOR PIMMAG's
MEMBERS CALL-OUT**



FORM A

(PIMMAG CALL-OUT PROCEDURE – STANDBY FORM OT2.01 01-07-05)

ALERT PIMMAG FOR OSR RESOURCES TO BE READY

TO: PIMMAG MANAGER FAX#: 03-2783 6992 (OFFICE)*

CC: 1) Oil spill Co-ordinator (Port Dickson) FAX#: 06-647 9233
 2) PIMMAG OSR BASE NEAREST TO SPILL FAX#: Kemaman : 09 – 863 1233
 Labuan : 087 – 411 198

a) MEMBER COMPANY NAME: _____

b) AUTHORISED PERSONS
NAME: _____

Please provide, if available:

c) LOCATION OF SPILL: _____
DATE & TIME _____

d) VOLUME OF SPILL: _____

e) SIZE OF SPILL: _____ DIMENSION: _____

f) GRADE/TYPE OF OIL _____

g) MOVEMENT OF SLICK: _____

h) DISTANCE FROM
SHORE/FACILITIES : _____

i) WEATHER CONDITIONS _____

“FORM B” WILL FOLLOW SHOULD WE REQUIRE OSR EQUIPMENT TO BE MOBILISED.

SIGNATURE: _____ DATE: _____ TIME: _____
AUTHORISED PERSONNEL

NAME: _____

COMPANY: _____

TEL. NO.: _____ FAX NO.: _____

PIMMAG Received: _____ DATE: _____ TIME: _____
GM / OM

* After office hours, call immediately on H/Phone 019 – 3500197 or 019-3131631 followed by fax on next working day.

FORM C

(PIMMAG CALL-OUT PROCEDURE – TERMINATION FORM OT2.03 01-07-05)

NOTIFICATION TO PIMMAG ON STAND-DOWN OF MANPOWER & EQUIPMENT

TO: PIMMAG MANAGER FAX#: 03-2783 6992 (OFFICE)

CC: 1) Oil spill Co-ordinator (Port Dickson) FAX#: 06-647 9233
2) PIMMAG OSR BASE NEAREST TO SPILL FAX#: Kemaman : 09 – 863 1233
LABUAN : 087 – 411 198

FROM : (AUTHORISED PERSONNEL)	FAX NO :	
COMPANY:		
DATE :	TIME :	

SUBJECT: TERMINATION MESSAGE
<p>THE OIL SPILL RESPONSE IS OFFICIALLY TERMINATED AT DATE :..... TIME:.....</p> <p>ALL ACTIVITIES RELATED TO THE OIL SPILL RESPONSE AND CLEAN-UP SHOULD NOW CEASE IMMEDIATELY AND NORMAL OPERATIONS RESUME.</p> <p>PLEASE ENSURE THAT ALL MANPOWER AND EQUIPMENT MOBILISED AS PART OF THE RESPONSE BE STOOD DOWN.</p> <p>PLEASE ACKNOWLEDE RECEIPT OF MESSAGE BY PHONE OR RETURN FAX TO THE UNDERSIGNED</p> <p>THANK YOU,</p> <p>AUTHORISED PERSONNEL</p>

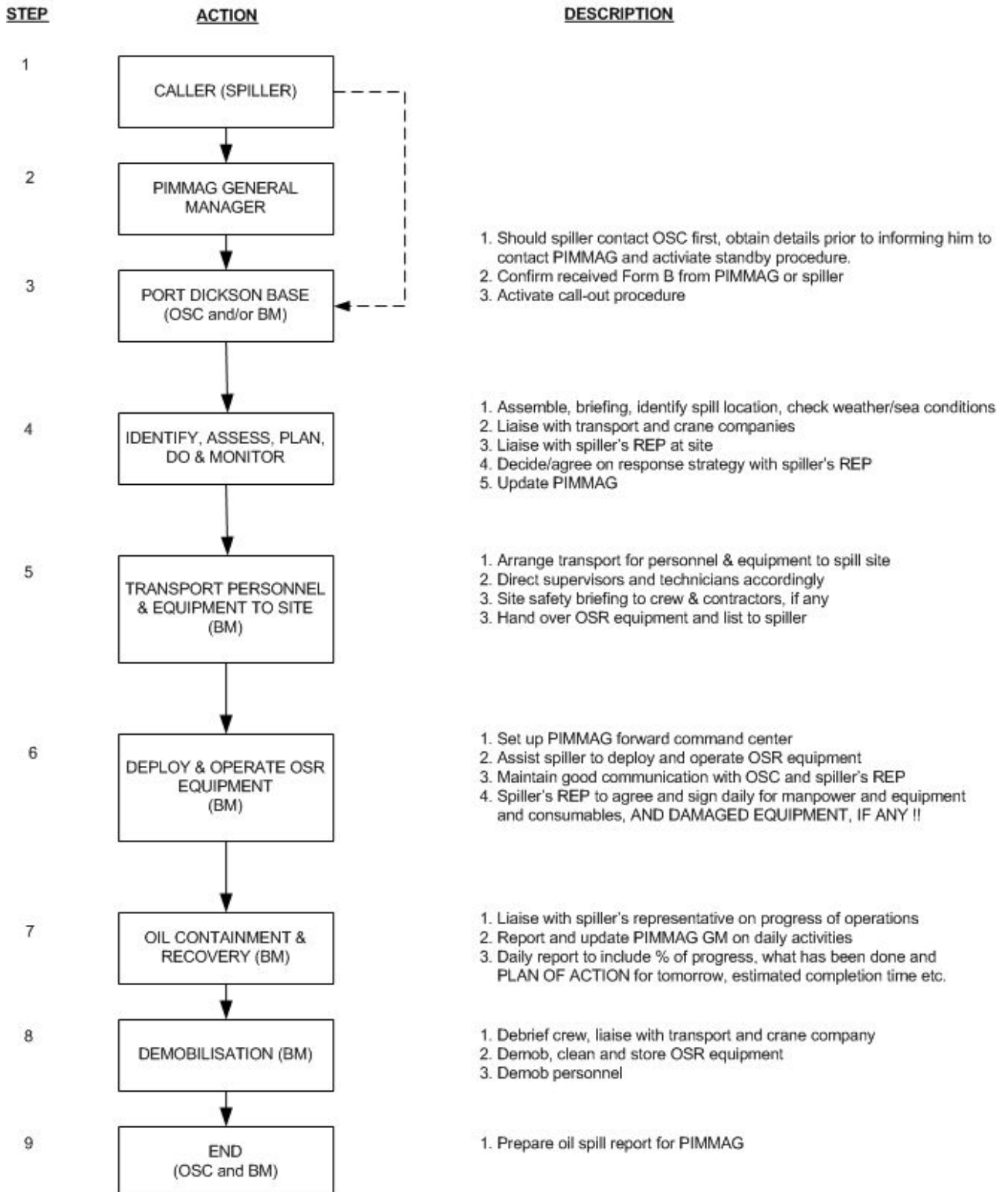
PIMMAG Received: _____ DATE: _____ TIME: _____
GM / OM

OIL SPILL RESPONSE - MOBILISATION FLOWCHART

<u>STEP</u>	<u>ACTION</u>	<u>DESCRIPTION</u>
1	<div style="border: 1px solid black; padding: 5px; text-align: center;">CALLER (SPILLER)</div>	1. Notify PIMMAG for Tier-2 response and fill Form B to request equipment and personnel
2	<div style="border: 1px solid black; padding: 5px; text-align: center;">PIMMAG GENERAL MANAGER</div>	1. Confirm received Form B, verify and approve request for Tier-2 response by initiating call-out procedure
3	<div style="border: 1px solid black; padding: 5px; text-align: center;">PORT DICKSON BASE (OSC and/or BM)</div>	1. Receive directive from PIMMAG General Manager 2. Notify Contractor OSC, BM, Supervisor and technicians 3. Alert other PIMMAG bases to standby
4	<div style="border: 1px solid black; padding: 5px; text-align: center;">ORGANISE AND PLAN (OSC and/or BM)</div>	1. Assemble, briefing, identify spill location, check weather/sea conditions 2. Liaise with transport and crane companies 3. Prepare OSE, PPE and communication equipment ready to load-out 4. Prepare OSR equipment mobilisation list, cargo manifest etc 5. Oil Spill Coordinator or Base Manager will act as focal point
5	<div style="border: 1px solid black; padding: 5px; text-align: center;">TRANSPORT PERSONNEL & EQUIPMENT TO SITE (BM)</div>	1. Liaise with caller/spiller on OSR equipment arrival 2. Obtain briefing from caller/spiller on extent and type of oil spill 3. Site safety briefing to crew 3. Hand over OSR equipment and list to spiller
6	<div style="border: 1px solid black; padding: 5px; text-align: center;">DEPLOY & OPERATE OSR EQUIPMENT (BM)</div>	1. Set up PIMMAG forward command center 2. Assist spiller to deploy and operate OSR equipment 3. Maintain good communication with OSC and spiller's representative
7	<div style="border: 1px solid black; padding: 5px; text-align: center;">OIL CONTAINMENT & RECOVERY (BM)</div>	1. Liaise with spiller's representative on progress of operations 2. Report and update PIMMAG & OSC on daily activities
8	<div style="border: 1px solid black; padding: 5px; text-align: center;">DEMOBILISATION (BM)</div>	1. Debrief crew, liaise with transport and crane company 2. Demob, clean and store OSR equipment 3. Demob personnel
9	<div style="border: 1px solid black; padding: 5px; text-align: center;">END (OSC and BM)</div>	1. Prepare oil spill report for PIMMAG

MEMBER CALL-OUT PROCEDURE

FLOWCHART FOR PIMMAG's OIL SPILL COORDINATOR AND BASE MANAGER



FLOW CHART FOR DEMOBILISATION

<u>STEP</u>	<u>ACTION</u>	<u>DESCRIPTION</u>
1	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">AT OIL SPILL SITE</div>	<ol style="list-style-type: none"> 1. Base Manager to assess situation at oil spill site and report to OSC. 2. Base Manager to record condition of cleaned-up site by photography. 3. OSC liaise with spiller on current situation. 4. Spiller decides WHEN to demob personnel and equipment – submit Form C 5. OSC informs PIMMAG General Manager
2	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">EQUIPMENT INSPECTION AFTER USE</div>	<ol style="list-style-type: none"> 1. Base Manager to recover all OSR equipment at site 2. Inventorise and check condition of all equipment 3. Any damaged equipment is to be recorded, photographed and reported to spiller and PIMMAG General Manager immediately. 4. Spiller to sign for equipment used/damaged, consumables, to be replaced e.g. mop rope, expenses and overtime
3	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">DEMOBILIZE (BM)</div>	<ol style="list-style-type: none"> 1. Arrange transport for personnel and equipment back to base 2. PIMMAG forward command center to be cleaned up.
4	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">RETURN EQUIPMENT & MAINTENANCE (BM)</div>	<ol style="list-style-type: none"> 1. Clean and service equipment 2. List equipment for repair / replacement / scrap and submit to PIMMAG for endorsement.
5	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">WAREHOUSE (BM)</div>	<ol style="list-style-type: none"> 1. All serviced equipment i.e. power pack, pump etc sent for storage and ready for mobilisation
6	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">REPORT (OSC & BM)</div>	<ol style="list-style-type: none"> 1. Submit report to PIMMAG General Manager