PURPOSE AND SCOPE OF APPLICATION

This procedure ensures effective management of QHSE aspects in all facility management operations. It applies to all sites operated by ABIDJAN OFFSHORE, to all personnel working on the site, including external service providers.

REFERENCE DOCUMENT

- **ISO 9001 §7.1.3 & §8.1**
- **ISO 45001 §7.1.3**
- **ISO 14001 §8.1**
- **AO-QHSE-POL-01- QHSE Policy**
- **AO-QHSE-PRC-04-PROCESS FACILITY MANAGEMENT**

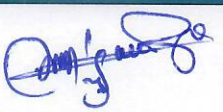
RELATED DOCUMENTS

- **AO-QHSE-ENR-06-INDUCTION SHEET**
- **AO-QHSE-DOC-03-INDUCTION SUPPORT**
- **AO-QHSE-ENR-07-PREVENTION PLAN**
- **TOG-QHSE-ENR-01-JSEA**
- **AO-QHSE-ENR-03-WORK PERMIT**
- **AO-QHSE-ENR-02-FIRE PERMIT**
- **AO-QHSE-BDD-13-MONITORING PLAN**
- **AO-QHSE-ENR-23-SAFETY MINUTE**
- **AO-QHSE-ENR-22-PPE EXIT SHEET**
- **AO-QHSE-BDD-09-PPE MONITORING**
- **AO-QHSE-PRO-03-DES NON-CONFORMITIES**
- **AO-QHSE-PRO-01-INCIDENT/ACCIDENT MANAGEMENT PROCEDURE**
- **AO-QHSE-ENR-04-WEEKLY ACTIVITY REPORT**

BROADCASTING

This procedure is distributed for application to all operational teams of ABIDJAN OFFSHORE.

VALIDATION

Responsibilities	Names	Dates	Signature
Editor	N'GUESSAN N'GORAN DJO	07/02/2025	
Auditor	IBRAHIMA TENINA TOURE	07/02/2025	
Approvers	SARAN DIANE RABET	07/02/2025	

HISTORY OF CHANGES

VERSION	DATE	REASON FOR UPDATE
00	07/02/2025	Document initialization

SUMMARY

1- TERMS AND DEFINITIONS 4

2- ROLES AND RESPONSIBILITIES 4

3- RACI MATRIX – QHSE Management in Facility Management 5

4- DESCRIPTION OF THE ON-SITE QHSE MANAGEMENT PROCEDURE 6

1-TERMS AND DEFINITIONS

Terms	Definitions
JSEA	Job Safety and Environmental Analysis
Toolbox meeting	QHSE awareness meeting
Induction	QHSE awareness meeting for new arrivals, external staff and visitors
Work permit	Formal authorization before carrying out certain risky tasks
Co-activity	Situations where several companies or teams intervene at the same time and in the same place

2-ROLES AND RESPONSIBILITIES

Operations Manager	• Validate purchase requests related to QHSE needs (PPE, fire extinguishers, training, etc.) • Approve purchase orders for periodic services (fire extinguisher checks, SSI maintenance, etc.) • Ensure budget availability for corrective or preventive actions • Collaborate with the QHSE Manager to prioritize investments related to identified risks
QHSE Manager	• Develop, update and manage the QHSE procedure linked to facility management • Define the tools, models and regulatory requirements to be applied • Analyze incident feedback and validate corrective actions • Monitor overall QHSE compliance through periodic audits
QHSE Supervisor (site)	• Ensure the operational implementation of QHSE requirements in the field • Organize inductions, PPE checks, fire checks and toolbox animation. • Ensure the implementation of prevention plans, JSEA and work permits • Report non-conformities and incidents to the QHSE Manager and ensure field monitoring
Site Facility Manager	• Integrate QHSE requirements into the planning and execution of maintenance and facility management activities • Coordinate with the QHSE supervisor for any risky intervention or co-activity situation • Participate in risk analysis and the implementation of preventive measures
Internal field teams (technicians, maintenance agents, etc.)	• Strictly apply the site's QHSE instructions • Participate in inductions, toolboxes and QHSE training, • Wear PPE correctly and report any unsafe situations or non-compliance • Respect the procedures relating to work permits and co-activity
Providers / External stakeholders	• Comply with site QHSE guidelines and contractual requirements • Participate in QHSE inductions before intervention • Comply with prevention plans, wear mandatory PPE and report any dangerous situations

3- RACI MATRIX – QHSE Management in Facility Management

QHSE ACTIVITIES	QHSE MANAGER	SUPERVI-SISTER QHSE	OPERATIONS MANAGER	FACILITY MANAGER	INTERNAL TEAMS	PRESTA SILENCERS
Development of the QHSE procedure	**R**	**C**	**C**	**I**	**I**	**I**
Field implementation of QHSE requirements	**C**	**R**	**C**	**I**	**I**	**I**
Organization of inductions	**C**	**R**	**I**	**C**	**I**	**I**
Expression of QHSE Needs	**A**	**R**	**C**	**C**	**I**	**I**
Validation of QHSE purchases (PPE, service providers, safety maintenance)	**C**	**I**	**A**	**I**	**I**	**I**
Control and distribution of PPE	**I**	**R**	**A**	**C**	**I**	**I**
Planning and facilitating toolbox meetings	**C**	**R**	**I**	**C**	**I**	**I**
Development of prevention plans	**A**	**R**	**A**	**C**	**I**	**C**
Development of JSEAs	**I**	**R**	**I**	**C**	**C**	**C**
Issuance of work permits	**C**	**R**	**I**	**I**	**I**	**I**
Checking fire extinguishers and fire system	**A**	**R**	**A**	**C**	**I**	**I**
Monitoring of non-conformities and incidents	**A**	**R**	**A (for actions requiring expenditure)**	**C**	**I**	**I**
Implementation of corrective actions	**A**	**R**	**A (if budget)**	**C**	**R (execution)**	**R (execution)**
QHSE reporting and feedback	**A**	**R**	**I**	**I**	**I**	**I**

Legend :

A = Approver(validates / makes the final decision), **R = Responsible** (carries out the action),
C = Consulted(gives an opinion/contributes), **I = Informed** (must be kept informed)

4- DESCRIPTION OF THE ON-SITE QHSE MANAGEMENT PROCEDURE

STEPS	WHO	WHAT	WITH WHAT	WHEN AND HOW
1	QHSE site supervisor	Welcoming new arrivals	Induction support:***AO-QHSE-DOC-03*** Induction sheet:***AO-QHSE-ENR-06***	• Any new employee or contractor must undergo a QHSE induction before starting their activities. The reception module includes: • Presentation of the site and risk areas • Traffic plan • Safety and evacuation instructions • Company QHSE policy • Emergency procedures
2	QHSE Supervisor + QHSE Manager + Operations Manager	Co-activity management	Prevention plan:***AO-QHSE-ENR-07***	• A Prevention Plan is developed by the QHSE supervisor in collaboration with the service provider for any intervention by an external service provider. This prevention plan is approved by the QHSE Manager and signed by the Operations Manager. It is then communicated to the team to inform them of the activities being carried out.
3	QHSE Supervisor	Risk analysis before activity	JSEA: ***AO-QHSE-ENR-01***	• A risk analysis is carried out before the start of any activity (excluding routine activity) using the JSEA form, in collaboration with the people involved (internal team or service provider).
4	QHSE Supervisor	Issuance of permits	Work permit:***AO-QHSE-ENR-03*** Fire Permit:***AO-QHSE-ENR-02***	• Before any intervention on site, a work permit must be issued by the QHSE supervisor following the risk assessment. For risky work, the following permits must be obtained before the intervention:

STEPS	WHO	WHAT	WITH WHAT	WHEN AND HOW
			Confined space permit:***AO-QHSE-ENR-25***	• **Fire permit**(welding, grinding, etc.) • **Permit to work at height**(activity above 1.5m from the ground) • **Confined Space Entry Permit**(if applicable) During the execution of activities, the QHSE supervisor is responsible for monitoring compliance with the information recorded in the permit. Failure to comply may result in work being stopped until compliance is achieved.
5	QHSE Supervisor	Checking fire safety equipment	Monitoring plan:***AO-QHSE-BDD-13***	A monitoring plan that includes the verification of fire extinguishers and the fire detection and alarm system is put in place by the QHSE manager and monitored on site by the QHSE supervisor. • Monthly audit reports are recorded on safety culture • Any detected non-conformities are also recorded on Safety Culture via inspection checklists or the observation module. They must be corrected within a defined timeframe.
6	QHSE Supervisor	QHSE animation – Toolbox meeting	Safety minute sheet***AO-QHSE-ENR-23***	• A Toolbox is organized at least once a week or before any risky operation. It allows you to: • Raise awareness on a specific topic (heat, electricity, posture, chemical product, etc.) • Provide feedback (incident/accident)

STEPS	WHO	WHAT	WITH WHAT	WHEN AND HOW
				• Prepare a task with a reminder of good practices
7	QHSE Supervisor	PPE management	PPE exit sheet:***AO-QHSE-ENR-22*** PPE allocation monitoring:***AO-QHSE-BDD-09***	Each employee or service provider working on the site must be equipped with PPE appropriate to their task, in accordance with the risk assessment (JSEA). • PPE is supplied, checked and renewed according to a schedule defined by the QHSE manager (PPE monitoring). • A PPE exit sheet is completed (signature upon delivery, type of PPE, date, etc.). • Any damaged PPE must be immediately replaced and the incident reported. • Spot checks are carried out on site to verify that PPE is actually and correctly worn.

STEPS	WHO	WHAT	WITH WHAT	WHEN AND HOW
8	QHSE Supervisor	Event monitoring (incident, accident, near miss and non-compliance)	Incident/Accident Management Procedure:***AO-QHSE-PRO-01*** Non-conformity management procedure:***AO-QHSE-PRO-03***	Any abnormal event (incident, near miss, deviation from QHSE requirements, etc.) must be reported by the worker or their supervisor via the safety culture platform via the Observation / issues module. • Incidents/NCs are classified according to their severity and investigated to determine the root cause in accordance with the incident/accident management procedure and the non-conformity management procedure. • Corrective or preventive actions are defined, implemented and monitored via safety culture. • A register of non-conformities and incidents is kept on safety culture by the QHSE Manager. • Feedback can be presented at a QHSE meeting or in a toolbox. ***NB: Any incident, accident, near miss, NC must systematically be notified to the QHSE manager and the Operations Manager by email or telephone.***
9	QHSE Supervisor	Weekly Meeting		In order to ensure regular and real-time monitoring of activities, incidents, checks and corrective actions in the field, a structured reporting system is in place: a weekly QHSE Meeting • The QHSE meeting is organized every week by the site's QHSE Supervisor, with the

STEPS	WHO	WHAT	WITH WHAT	WHEN AND HOW
				participation of the Facility Manager and the teams concerned. Its aim is: • to take stock of the activities of the past week (inductions, permits issued, checks carried out, incidents, etc.) • Identify deviations or non-conformities • Prepare the actions for the following week • Share best practices or feedback
10	QHSE Supervisor	Weekly Reporting	Activity report***: AO-QHSE-ENR-04***	At the end of each meeting, an activity report is sent by the QHSE Supervisor to the QHSE Manager. The report includes: • Key statistics (induction, permits, controls, toolbox, incidents) • Anomalies or alerts • Validation needs or requests • The progress of corrective actions The QHSE Manager can thus carry out centralized monitoring and decide on cross-functional actions if necessary.