



# **BOOK OF RULES, REGULATIONS AND PROCEDURES FOR CONTRACTORS**



**CONTRACTS DEPARTMENT**  
**The Bahrain Petroleum Company B.S.C. (Closed)**  
**Bahrain Refinery, Bahrain**

**March, 1992**

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## **1 PURPOSE**

- 1.1. The purpose of this document is to provide instruction to Contractors with regard to the observance of Company regulations and procedures and to supplement the information given in the Company's "Book 1" and the Contract Specification. Should there be any doubt regarding terms and responsibilities then the "Book 1" and the Contract Specification shall take precedence.
- 1.2. All Contractors employed by the Company must observe the Company Rules, Regulations and Procedures in addition to all relevant Bahrain State Acts, Ordinances, Statutes, Regulations or Orders.
- 1.3. The Contractor shall ensure that all Contractor employees are made aware of the content of these practices prior to beginning work. Contractors shall be responsible for compliance with them during the performance of work for the Company.
- 1.4. The Company shall have the right to stop work under this contract at any time if the work environment is identified by the Company as imminently hazardous to persons or property.
- 1.5. The principal Contractor has the responsibility for ensuring that his Subcontractors, if any, have copies of and are required to comply with this Book of Rules, Regulations and Procedures.
16. The Contractor shall provide the Company with the name of their representative who shall have responsibility for safety at the job site.

## **2 DEFINITIONS**

- 2.1. In the "Book of Rules, Regulations and Procedures", the following words and expressions shall have the meanings hereby respectively assigned to them, except where the context otherwise requires:
  - i. "Company" means the Bahrain Petroleum Company B.S.C. (Closed), Commercial Registration No. 11273 a Company organized and existing under the Laws of Bahrain being the party of the one part to the Contract, who will employ the Contractor and includes the legal successors in title to the Company or any assignee of the Company.
  - ii. "Contractor" means the person or persons, firm or company whose Tender has been accepted by the Company being the party of the other part to the Contract, and includes the Contractor's personal representatives, successors and permitted assignees.

- iii. "Contract" means the agreement between the Company and the Contractor and includes all documents forming part thereof and shall include, as applicable, the Drawings, Specifications, Work List, Bills of Quantities, Schedule of Rates, General Terms and Conditions to Contracts, the written Form of Contract and any other documents detailed thereon.
- iv. "The work" means work described in the Contract including all modified or additional works and obligations to be performed under the Contract.
- v. "The Site" means the land and other places on, under, into or through which work is to be executed under the contract or any adjacent land, path or street which may be allotted or used for the purpose of carrying out the Contract.
- vi. "Company Area" means the fenced areas of Awali, Refinery, Sitra Terminal, Drum Plant, Wharf, Pierhead, Island Wharf and other Company installations, unless otherwise stated.
- vii. "Company Representative" means any person appointed by the Company who shall supervise the Contractor in the performance of his duties set forth in the Contract.
- viii. "Approved" means approved in writing and "approval" means approval in writing of the Company.
- ix. "Field Instruction" means the document which transmits Company Instructions or any other details to the Contractor.

Words importing the singular only also include the plural and vice versa where the context requires.

### **3. SECURITY BADGES, RESTRICTED AREAS AND SECURITY GENERALLY**

#### **3.1. Security Badges**

Contractors' personnel must wear a Company issued Contractor's security badge for security and identification purposes and to gain access to, and whilst working in, Company Areas.

- a. After first gaining approval from the appropriate authority the Department at interest, all applications for Contractors Security identification badges, must be submitted to the Co-ordinator Contractor Security at least 7 working days in advance of the date on which they are required. Manager Security Department has the final authority to accept or reject any application during the said 7-day period.
- b. The badges will have a photograph and identification details of the Contractor's employee.

In order that issue of the badges may be affected it is required that the Contractor supply the following for each employee needing a badge:

- i. Two colour photographs, size 1" x1 1/2" with employee's name on the reverse.
- ii. Employee's full name.
- iii. Nationality.
- iv. Copy of passport, including residence permit for expatriates.
- v. Copy of C.P.R. Card.
- vi. Job Title/Position.
- vii. Religion.
- viii. Copy of Work Permit.
- ix. Copy of Access Code required – Awali, Refinery, Sitra and Wharf.
- x. Written confirmation that the employee has attended the Company Health & Safety Induction training course with details.

Approval for issue of badges will only be given in respect of current workload and any future applications for further badges must be substantiated by details of additional workload.

The badges will be issued by the Security Department, Contracts Security office, Contractors Gate Office, Refinery.

- c. Contractors shall report the loss of any badges and return any badges no longer required (or when instructed to do so by the Company) to the Contracts Security Office.
- d. Contractors shall surrender all badges to Security Department on completion of jobs for those employees no longer working in Company Areas. These badges will be reissued subsequently when warranted by additional workload, upon request to the Contracts Security Office.
- e. The charge for lost or non-returned badges will be BD.25:000 each. The Company may either invoice the Contractor for such charges, which the Contractor shall pay within 30 days of receipt of invoice, or deduct such charges from any payments due to the Contractor. In the event that the badges are subsequently found and returned the charges are not refundable.

**3.2. Entry to Company Areas**

Entry to, and exit from, Company areas is permitted only through main gates, where security guards have authority to stop and search all vehicles as they pass through. Contractors' vehicles shall enter and leave the Refinery through the Contractor's Gate, except for weekends, public holidays and between 16.00-06.00 hours on normal weekdays, when Contractors should use the Company's North Access Gate.

**3.3. Perimeter Fences**

Perimeter fences shall not be cut, removed, undermined or impaired by any other means so that their adequacy as a physical barrier will be reduced without the authority of the Company Department Head concerned and the Manager, Security. Authorized temporary openings will be guarded by the Company's Security Department as necessary. A clear zone, 20 feet wide must be maintained inside perimeter fences and the outside must be clear for inspection.

**3.4. Theft Of Materials**

The Contractor is responsible for the proper securement of all materials and equipment on his sites and any losses must be made good at his expense and in good time to complete the work in schedule.

- a. In the interests of general security, any losses must be reported to the Company Representative so that an investigation may be made.

**3.4. Theft Of Materials**

The Contractor should label all his equipment, tool, boxes, vehicles, etc. with distinctive marks.

**3.5. Contractor's Vehicles**

- b. Contractor's vehicles and wheeled trailers of all types shall be inspected and certified by the Company's Maintenance Division Diesel and Auto Inspector prior to being allowed to enter and operate within the Company's Operating Areas. Following approval, the Contractor shall be issued with a vehicle pass, valid for 12 months, by Security Department and each vehicle shall display an authorised disc at all times whilst within the Company's Operating Areas. Security Department shall immediately withdraw the pass if the vehicle is found to be defective in any manner, the vehicle shall not then be used until such time as the defect has been rectified to the Company's satisfaction. Approval will only be given where, in the opinion of the Company, there is a requirement for such vehicles within the Company's Operating Areas.
  - c. Contractors must submit a list of all employees authorised to drive vehicles or operate equipment together with copies of their driving licences to Security Department for approval.
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**3.6. Information On Company Operations**

No information on Company operations shall be released without prior Company approval.

**3.7. Photographs**

Photographs may not be taken by Contractors under any circumstances. If it is essential that photographic records be kept, then written approval must be obtained from the Manager, Contracts Department, who will arrange for approval from the appropriate Company authority and for the supply of an official Company photographer.

**4. PERMITS**

**4.1.** The Company operates a "Permit to work system" to which all Contractors must comply. Details of the permit requirements are contained in the Company's "Guide to Safety", forming Part 1 of Book 2. Contractor's staff must fully understand the permit to work system and follow the requirements of the latest Company Permit Standards.

**4.2. Approval Of Permits**

Approved permits are required before work on any job is started in Company areas. All permits must be written by the contractor, noted by the Company Representative and must be submitted by the Contractor for approval (to either the "Permit Rooms", Refinery Permit meeting at 12.30 p.m. and Awali meeting at 10.00 a.m. when more than one owner co-approval is required) by mid-day or 10.00 a.m. on the Company working day before the permit is required except that permits for Saturday or working days following holidays, must be submitted before mid-day or 10.00 a.m. on the last working day preceding the holiday.

**4.3. Permit Course**

Contractor's Personnel must successfully complete the Company Permit Course before they will be authorized to accept permits.

**4.4. Requests For Permit Course**

Requests from Contractors to attend the Company's permit Course shall be made to the Chairman of Contractor's Accident Prevention Committee who will arrange with Fire and Safety Department to provide such courses.

## **5. WORKING HOURS**

- 5.1. Unless otherwise specified in the Contract, normal working hours for Contractors shall be as follows:

Saturday                      07.00 a.m. to 11.00 a.m.

thru                              and

Thursday                      11.30 a.m. to 15.30 p.m.

### **Overtime**

- 5.2. If the Contractor wishes to work overtime (i.e. Hours in excess of those detailed in paragraphs 5.1. above) prior permission must be obtained through the Company Representative. Generally permission will only be given where there is no alternative and there will be no extra reimbursement by the Company.
- 5.3. Where overtime is specifically ordered to be worked by the Company Representative, in writing, the extra cost thereof shall be valued by reference to the terms of the Contract. When no provision is included in the Contract the extra cost shall be the net difference between normal time and overtime paid by the Contractor to the employee.
- 5.4. Overtime shall be deemed to consist of the following: -
- a. Time worked by a man in excess of 8 hours in any day or shift (6 hours during Ramadan for Muslim employees).
  - b. All time worked by a man on Fridays unless a day off in lieu has been granted when working on a regular shift pattern.
  - c. All time worked by a man on an official holiday as listed under Chapter 11, Article 81 of the Labour Law for the Private Sector Amiri Law No. 23 of 1976 and any amendment thereto.

### **5.5. Ramadhan**

Details of exact dates and conditions during Ramadan will be announced by the Company.

During the Ramadan the normal maximum working day shall not exceed 6 hours for Muslims.



## **6. FORMS AND SIGNATURES**

### **6.1. Forms And Signatures**

The following must be prepared by the Contractor and signed by the Company Representative:

- a. Form BP 70 – Work Permit.
- b. Form BP 325 – Hot work Permit.
- c. Form BP 2741 – Operation of Cranes Permit.
- d. Form BP 3659 – Road Closure Permit.
- e. Form BP 366 – Entry into confined Space Permit.
- f. Form BP 366 – Excavation Permit.
- g. Form BP 3662 – Special Hazard Permit.
- h. Form BP 1624 – Electrical.
- i. Form BP 111 – Stores Requisition.
- j. Form BP 111-G – Special Materials Requisition.
- k. Form 7259 – Vehicle / Material Gate Pass.
- l. Daily Strength Reports.
- m. Form BP 3447 – Contractor's Time Record Sheets to record idle time or supply of services.
- n. Form BP 1600 – Work Orders for Company services chargeable to a Contractor's account.
- o. Form BP 3405 – Records of Contractor's Coded Welders.
- p. Form BP 3773 – Supply of Contract Labour and Plant.
- q. Receipts for materials delivered by the Contractor.
- r. Lifting and rigging monthly inspection report (Appendix "E" – Rigging Operation Standards).

### **6.2. Field Instructions**

Form BP 2372/2 Field Instruction will be prepared by the Company Representative and signed by the appropriate Company signatory. No work should commence on site until the Contractor has been issued with, and signed, a Purchase Order giving approval to proceed.

**6.3. Time Record Sheets**

When the Contract includes supply of services, the Contractor must submit Contractors Time Record Sheets daily to the Company Representative before mid-day of the next working day.

**6.4. Stationary**

All the above forms may be obtained from the Company Representative.

**7. CONTRACTORS' EMPLOYEES TRADE TESTS**

**7.1. Supervisors**

All Contractors' supervisory personnel employed on Contracts with the Company will be required to attend a course covering Company rules and regulations and safe practices applying to work in company areas.

Upon satisfactory completion of the course, the Contractor's supervisor will be issued with a "PEMIT CERTIFICATE" which he must produce on request when applying for permit approvals.

**Trade Tests**

- 7.2. The Company shall have the right to Trade Test or screen all Contractors' staff as deemed necessary, to ensure that the Contractor's Supervision and workforce conforms to prescribed standards acceptable to the Company.
  - 7.3. Trade tests will be carried out by the Company and the Contractors must allow for all associated costs for such tests. The company normally requires four weeks notice to arrange the Trade Testing of Contractor's staff.
  - 7.4. The Department at interest will be responsible for requesting and arranging all required Trade Testing.
  - 7.5. All Trade Testing will be carried out and witnessed by two Company Representatives. The Contractor's representative will be permitted to witness any testing if he requests to do so.
  - 7.6. The Company will maintain a record of all Contractor's staff and workforce who have been Trade Tested.
  - 7.7. The Company will issue a badge to all the Contractor's staff who pass the Company's trade Test, the Contractor shall supply when requested two photographs (1"x1") for all his staff who pass a Trade Test.
  - 7.8. The Company has the right to reject any application for Trade Testing and may, as deemed necessary, require re-testing of previously tested Contractor's staff.
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**7.9. Crane Operators and Riggers**

All crane operators and rigging supervisors must possess Company approval specifying trade proficiency. Contractors shall nominate those men who will be responsible for carrying out lifting operations for indoctrination and testing.

**Welders**

- 7.10. All welders employed on work for the Company must possess a current welder Certificate Form 2269 specifying trade Proficiency. In addition, each welder must be currently approved by the Company's Inspection Department (Refer to monthly approved list). In the absence of such approval the welder shall be retested.
- 7.11. Welder testing will be carried out by the Company's Inspection Department. Applications for welder testing must be made through Manager, at interest by the Contractor in writing. The charges for the testing and the procedures to be followed will be as published by the Company from time to time.
- 7.12. The foregoing trade test badges and welder certificates remain the property of the Company and must be returned when no longer required for the execution of the works or on expiry.

**8 CONTRACTORS' TOOLS AND EQUIPMENT**

**8.1. Tools and Equipment**

The Contractor shall supply his own tools and equipment except where specifically stated in the Contract, Purchase Order or Variation Order. The Contractor shall ensure that labour is equipped with such tools as are required to properly execute the work. All tools, plant and equipment must be inspected by the Company before being allowed to be used in the Company Operation Areas.

**8.2. Scaffolding, Ladders, etc.**

All staging, scaffolding, ladders etc., must conform to all relevant legislation, refer to Section 11, company's Guide to Safety, Book 2, Part 1.

**8.3. Scaffolding Contractor**

Unless specified all scaffolding over 2 meters above grade must be carried out by the Company's approved, nominated scaffolding Contractor.

**8.4. Tarpaulins**

All tarpaulins must be flame resistant.

**8.5. Equipment Checks**

All Contractor's equipment listed below must be checked by the Company before use in Company areas.

The categories are as follows -

- a. Vehicles
- b. Air compressors
- c. Weld Machines
- d. Generator Sets
- e. Pumps (including test pumps) air or diesel.
- f. Sand Blasting equipment.
- g. Air Operated tools.
- h. Electrical operated tools.
- i. Specialised equipment (e.g. Asbestos trailers).
- j. Road lying and compacting equipment.
- k. Any other equipment those for some reason does not fall into the above categories.

All the above equipment must have an equipment number and carry a contractor's logo.

**Unsafe Equipment**

Tools and equipment declared unsafe by the Company Representative must be removed from the site immediately. Tools and equipment shall be regularly overhauled and well maintained.

**8.6. Pressure Vessels**

Air receivers and other welded pressure vessels shall be, when new, provided with a certificate from the maker stating the safe working pressure and the tests to which it has been subjected. Thereafter they shall be tested and certified by Lloyd's Register who are the Bahrain Government's licensee for such tests.

**9. SAFE PRACTICES**

**9.1. Safe Practices**

All work by Contractors in Company areas must be carried out in a safe manner in accordance with the Company Standards on safety and any applicable Bahrain legislation. Refer to Section 2 Company's Guide to Safety, Book 2, Part 1.

**9.2. Safety Meeting**

The Contractor, whilst having current active contracts with the Company shall nominate and send a Senior Supervisor to the monthly Company's Contractor's safety meeting.

**9.3. Pedestrian Traffic Within The Refinery**

When moving from one part of the Refinery to another Contractors' personnel must keep to defined roads or pedestrian thoroughfares, which are marked by notice boards. Ditches and pipe ways must be crossed only where properly constructed walkways and bridges are provided. In all operating areas of the Refinery there are hazards some of which are known only to the people who work there, therefore personnel must not enter operating areas unless it is essential for carrying out work for which a permit has been issued

**9.4. Pressure Testing**

Where pressure testing is required the allowable pressure and method or procedure will be specified and approved in writing by the Company prior to commencement of testing.

**9.5. Main Valves**

Main gas or water valves must not be operated by the Contractor except in cases of fire or emergency. If it is necessary to shut or open a main valve the Contractor should contact the Company Representative.

**9.6. T.E.L Working**

A work permit for T.E.L. contaminated areas will not be issued unless special regulations have been fulfilled, details of which may be obtained from the Company Representative.

**9.7. Storage of Oil Based Paint**

Rags contaminated with oil stain must not be stored unless in sealed metal containers. They must not be stored near hot pipes, etc. Open paint tins must never be left unattended in Awali where children can gain access to them. No more than one-day's supply of paint should be stored on any process unit and empty cans should be removed at regular intervals. Contractors wishing to store more than 150 gallons in their allocated compound must obtain prior written approval from the Manager, Fire and Safety Department.

**9.8. Lead Based Paint**

To avoid possible cases of lead poisoning the following precautions shall be taken with lead based paint and by personnel using it:

- a. It shall be stored in containers clearly marked as containing lead.
- b. It shall not be applied as a spray in confined spaces, and the spray applicator must wear an approved type of protective facemask.
- c. Surfaces shall be rubbed down wet and debris removed before becoming dry.
- d. Adequate water, soap, and towels shall be made available to personnel liable to come in contact with lead based paint. Hands should be washed before taking food or leaving the site.
- e. Suitable work clothes shall be worn and these shall not be worn at meal times non worn away from the site. Suitable arrangements shall be made to prevent counteraction of the clothes used by personnel at meal times and off the site.

**9.9. Maintenance Of Safety Equipment And Signs**

No safety or other sign or cable marker post may be removed or obliterated without authority. The Company Representative must be notified of any accidental damage to signs. (Damage to Fire or Safety equipment will be notified by the Company Representative to the Company's Fire and Safety Department). All safety notices must be strictly obeyed.

**9.10. Stoppage Of Work**

In addition to the above any Company Personnel or appointed Job Watcher can stop any Contract work if it endangers Company equipment, plant or personnel either directly or indirectly. In such cases the Contractor must notify the Company Representative immediately.

**9.11. Rigging Operations**

All Contractors who carry out rigging operations for the Company must fully understand and comply with the requirements of the current Company's rigging operation standard reference as detailed in Book 2, Part 4.

**If in doubt as to safe practices, consult the Company Representative.**

**10. WORK AREAS AND GOOD HOUSEKEEPING**

**10.1. Work Areas And Good Housekeeping**

Work areas must be kept clean and tidy at all times and at the end of the job all scrap and rubbish must be removed and disposed of in accordance with Clause 11, hereof. Compounds for the storage of materials and equipment are to be located clear of buildings and overhead power cables and must be kept clean and tidy. On completion of each day's work, tools and materials must be neatly stacked and all ladders laid on the ground; all obstructions must be removed from access ways to reduce tripping hazards at night.

**10.2. Site Limits**

The Contractor must confine his activities to the specified job site and must not spread on to adjacent operating areas. Contractors' personnel are not to enter gardens or houses in Awali unless they are actually working in them.

**10.3. Work In Awali**

When working in Awali houses or other offices and buildings, it is the Contractor's responsibility to ensure that:

*a. Gas Supply*

The gas supply stop valve is opened or shut only by authorized company personnel except in cases of emergency or fire.

*b. Protection of Appliances*

All appliances (such as refrigerators etc.) are adequately protected and that these appliances are not used or damaged during the course of the work.

*c. Removal of Fixtures*

No fixture or furniture is removed from the building without authorization of the Company Representative.

*d. Damage To Shrubs*

Trees and hedges, etc., are not broken or damaged. Contractors personnel should use the gates and paths provided and not walk on gardens or through hedges.

*e. Work Areas*

Private gardens, lawns, etc., are not to be used as work storage areas.

*f. Disposal of Waste Food*

All food scraps must be placed in proper garbage cans and not strewn around on the ground nor placed in open containers.

**10.4. Wayleave Application**

Before carrying out any excavation in Awali, the presence of any E.D., BATELCO cables or services must be investigated. Excavation across or alongside these cables will require a Way leave, which will be initiated by the Company but must be completed and held on site by the Contractor during the works. Any other work which will restrict access roads to Awali Hospital or Government installations require a similar way leave.

**11 DISPOSAL OF RUBBISH**

**11.1. Dumping Of Rubbish**

Rubbish shall only be dumped in the locations specified or as instructed by Company notices or the Company Representative. Under no circumstances shall rubbish or spoil be dumped outside the main Refinery or Awali Gates or along side the Awali Refinery road.

**11.2. Scrap or salvage materials**

Scrap or salvage materials shall be transported to the Salvage and Reclamation Yard in the Refinery. Insulation or other deleterious matter must be removed prior to dispatching.

**11.3. Combustible Rubbish**

Large accumulations of certain combustible rubbish such as paint, or oils which cannot be disposed of in the normal manner can be disposed of by controlled fire in such areas that may be designated by the Company. Such burning shall be designated by the Company. Such burning shall be supervised by the Company's Fire and Safety Department who will issue a fire permit for each burning. Requests for such disposal at these sites shall be made to Fire and Safety Department at least 3 working days in advance.

**12 SANITARY AND COOKING FACILITIES AND ORDERLY CONDUCT**

**12.1. Sanitary Facilities**

The Contractor will be permitted to use the Company Eastern Type latrine facilities situated at various permanent locations throughout its areas of operations. Toilets within administrative offices shall not be used without specific approval by the Company. If at any time these facilities are out of order or are misused by the Contractor's employees, the contractor shall make alternative arrangements to the satisfaction of the Company. The Company shall not be held liable for any cost arising there from.



**12.2. Use Of Toilets**

All toilets should be used carefully and cleanly and thoroughly flushed after use. Contractors' personnel must not defecate or urinate anywhere except in a properly constructed toilet room and must not expose themselves in public.

**12.3. Washing Facilities**

Garden taps in Awali may be used for washing feet and hands, but care should be taken to ensure that taps are shut off tightly immediately after use. On no account may food containers be washed under garden taps nor may taps inside houses be used for washing feet or hands.

**12.4. Swimming Pools**

The swimming pools in Awali must not be used by Contractors' personnel for bathing.

**12.5. Orderly Conduct**

Contractors' personnel must at all times conduct themselves in an orderly manner.

**12.6. Tea Making And Food Heating**

Tea making and food heating must be carried out within the special facilities provided in Company areas if these are available.

- a. Contractor's personnel shall not ask Awali householders to heat food cans or water for tea making etc.
- b. When Company facilities are not available the Contractor must, if he requires them, supply his own tea making and food heating facilities and ensure that these are covered by a fire permit.

**12.7. Nuisance to Awali Residents**

Whilst working in Awali the Contractor must schedule work, such that the nuisance factor to Awali Residents is minimized on Thursdays and Company holidays (which the Contractor may work if not declared as a Government holiday).

**13. DRINKING WATER AND ICE**

**13.1. Drinking Water**

Drinking water and ice for his employees must be supplied by the Contractor.

**13.2. Requests for Drinking Water**

Requests for drinking water from private houses are not permitted.

**13.3. Units And A.C. Systems**

On no account must water be drawn from Refinery Operating Units or the Awali air conditioning system.

**14. ACCIDENTS**

**14.1. Accidents**

In case of accidents, the Company will provide first aid treatment in all cases. There will be no charge for such treatment. In other cases of injury or illness, treatment and transport to a non-Company hospital is the sole responsibility of the Contractor.

**14.2. Medical Attention And Ambulance**

In case of accidents where the services of a doctor or ambulance are required, or if accidents involve Company personnel, plant or equipment, telephone (75) 5555 stating slowly and clearly the exact location of the accident, number of injuries received and whether a doctor is needed at the scene of the accident. Check carefully that the message has been received and immediately notify the nearest Company Representative.

**14.3. Reporting Accidents**

All Contractors whose employees are involved in an accident which involves injury or damage to property whilst engaged in work for the Company or Company owned property, must as soon as practicable inform the respective Contract Representative and the Chairman of the Contractors Safety Committee.

**14.4. Motor Vehicles**

In the case of motor vehicle accidents, the provisions of the Bahrain Traffic Ordinance must be followed.

**14.5. Accidents Involving Company Vehicles**

If the accident involves Company owned or rented vehicles or is concerned with or located on Company owned property, the Contractor should notify Transport operations (in Awali, telephone (75) 3371 or (75) 3378 and in the Refinery, telephone (75) 5519) and stand by till the Company Representative arrives on site. He should also notify Security Department telephone (75) 5350 or (75) 5506.

**15. FIRE AND RISKS**

**15.1. Fire**

In case of fire dial “(75) 5555” and give slowly and clearly the location and nature of the fire, checking carefully that the message has been received. Then inform the nearest Company Representative and ask him what further action can be taken.

**15.2. Action To Be Taken**

When the fire siren sounds, Contractors’ vehicles must pull off Company roadways, switch off the ignition, and wait until the all-clear siren is given. All work must stop and power tools, plant and equipment switched off. Work should not recommence without the approval of the Company Representative. All water must be turned off unless being used to fight the fire. Contractors’ personnel should move from fire area, making sure that the passage of vehicles or persons concerned with fire fighting is not obstructed.

**15.3. Risks And Smoking**

In Awali smoking is not permitted inside houses or buildings during overhaul or under construction. A “No Smoking” sign must be erected outside fenced building sites and storage compounds. Smoking is permitted outside these areas.

**15.4. Intrinsically Safe Communication Devices**

The use of mobiles telephones, pagers, (bleeper's), radios, is strictly forbidden inside the Refinery, Tank Farms, Sitra and Wharf operating areas and any other areas as designated, unless such equipment is intrinsically safe and approved by the company.

**16. TRAFFIC REGULATIONS**

**16.1. Traffic Regulations**

The Bahrain Traffic ordinance applies to all transport in Bahrain. In particular, no pick-up, truck or bus may exceed 50 k.p.h.

**Speed Limits and Traffic Signs**

- 16.2. At “HALT” or “STOP” signs the vehicle must be brought to a FULL STOP even if there is no traffic around. Other signs, such as “SLOW”, “KEEP LEFT” and “NO PASSING” or “OVERTAKING” must be strictly obeyed.

16.3. Speed Limits are as follows:

Sitra Wharf Trestle	25 k.p.h.
Refinery	30 k.p.h.
Awali	50 k.p.h.
Sitra Causeway	60 k.p.h.

In addition, any transport operating on Company property or carrying out work under contract for the Company, must obey all Company traffic regulations.

16.4. **Parking**

Parking is not permitted where "No Parking" signs so indicate. Parking is not allowed at bus stops or where fire appliances will be obstructed. A vehicle shall not be left unattended with its engine running.

When a vehicle is parked within the Refinery, Sitra or Wharf areas, it should be kept unlocked and the key left in the ignition switch to enable its removal in the event of an emergency.

16.5. **Broken Down Vehicles**

No vehicle may be left in the Refinery whilst in a broken down condition. It must be removed outside the Refinery fence immediately.

16.6. **Entry And Transportation Of Large Cranes And Equipment**

Where Contractors are required to move large cranes or transport equipment into or move from one location to another in the Refinery or other operating areas and the size of the load exceeds any of the following dimensions:

Maximum Height of 15 Feet

Maximum Width of 10 Feet

Maximum Length of 30 Feet

then the Contractor must notify and obtain approval from the Company Representative at interest prior to any movement being carried out.

**17. SITRA WHARF - PARTICULAR RULES AND REQUIREMENTS**

**17.1. Traffic On Causeway**

Should any Contractor's vehicle breakdown whilst traveling on the Company's causeway, the Contractor shall arrange for the vehicles to be immediately drawn off the causeway into a lay-bye. Should repairs be necessary take the vehicle completely from the causeway. No vehicle or equipment shall be parked on the causeway during the hours of darkness for any reason whatsoever.

17.2. Only rubber-tyred vehicles shall be allowed on the causeway and vehicles waiting unloading will remain parked in the lay-byes. At least one lane of the roadway shall be kept open at all times and the Contractor shall provide two competent and properly attired (orange jackets and hats) Traffic Marshals, to control vehicular flow in an orderly manner. Proper warning notices and barriers shall be provided by the Contractor, and he shall comply fully with regulations currently in force in Bahrain.

17.3. The Contractor shall ensure that the entire causeway is kept clean at all times and any damage caused to the road surface, lay-byes, hard shoulder or reflector posts shall be made good promptly at the Contractor's expense.

**17.4. Safety Equipment**

Adequate life jackets, rafts, safety belts and first aid equipment must be supplied by the Contractor to the satisfaction of the Company Representative.

**17.5. Smoking**

No smoking is permitted on the wharf or in any Craft within 900 feet of the wharf.

**17.6. Safety**

The Contractor shall take such measures as may be necessary to ensure the safety of persons on the site. These measures, shall include checking the strength and security of all pontoons, launches, scaffolding, ladders, etc. such measures not being limited to the minimum necessary to comply with legal obligations.

**17.7. Marine Equipment**

The Contractor shall provide access and accommodation for the Company Representative on any marine equipment involved in the execution of the work.

**17.8. Port Authority Regulations**

The Contractor is to abide by the Port Authority Regulations (Sitra) insofar as they control and regulate any of the work or the incidental movements of plant, equipment, labour, materials or craft. The Contractor shall obtain from the Port Authorities concerned such permissions as are required for carrying out the work or any necessary temporary works (off shore or onshore). He shall provide, maintain and remove, such fenders, lights, fences, buoys, beacons, radios etc., as and when required by the Port Authority's regulations or on the direction of the Company Representative. All Tenders will be deemed to include for the whole of these operations. On completion of the work, the Contractor shall remove all temporary works and leave the sea bed free from any obstructions or deposits arising from the work.

**18 SUPPLY OF MATERIALS**

**18.1. General**

The following procedure applies to the method of material control within the Company. The details may vary between Departments but the general procedure will be similar.

**18.2. Company Materials And Form BP111**

Generally the Company will provide a list of materials (Form 2421) from which the Contractor shall write materials requisitions (Form BP 111) for withdrawal of all the materials from the Company stores at commencement of the work unless otherwise directed. In order to expedite and simplify the collection of materials, a separate Form BP 111 should be prepared for materials stored in distinct or separate areas (e.g. covered and open storage) and for each charge account number. The Company's appointed Representative at interest is also available to give advice and guidance to the Contractor concerning preparation of material requisitions. All material requisitions require the approval signature of the appropriate company Representative authorized by the Company to sign material requisitions.

**18.3. Screening Of Requisitions**

The Contractor shall then present the material requisitions to the Senior Reservations Clerk (Inventory Control Section, Materials Department) for screening at least 3 working days prior to the date when material is required. Following screening, and in any case not later than 5 days after screening, the Contractor must present the screened material requisitions to the respective warehouse as indicated on the Materials Requisition Form.

**18.4. Collection Of Materials**

Material from the covered storage group will then normally be made available for collection and loading by the Contractor within 2 working days. Materials from the open storage group will normally be made available within 1 working day.

**18.5. Unavailable Items**

Where any items are noted on the material requisition by the Senior Reservations Clerk as 'NIL' (nil stock) or 'N/A' (not available), the contractor should immediately seek the assistance of the Company Representative at interest.

**18.6. Yellow Copy Of Form BP111**

At time of issue of material, the Contractor will be given the yellow copy of Form BP 111 and this is to be returned to the Company Representative at interest.

**18.7. Checking Of Material**

The Contractor shall be responsible for loading all materials to be collected and for transporting and offloading at the work site or fabrication yard as is required. Collection and checking of materials from stores should be handled by a competent person who must be authorized to receipt delivery on behalf of the Contractor. Any deficiencies must be reported immediately to the Company Representative. The Contractor will generally be required to draw all materials for the project prior to draw all materials for the project prior to commencement of work. Any omissions/shortages will be corrected at the time and any claims arising from the Contractor's neglect in complying with this requirement will be rejected.

**18.8. Safekeeping Of Material**

The Contractor shall also be responsible for safe keeping of all materials on site and any damaged material must be reported to the Company Representative prior to transporting from stores.

**18.9. Symbols On Lists Of Material**

Symbols on Material Reservation Form BP2421 briefly are as follows:

\_\_\_\_\_ Prepare form BP 111 for Stock Material.

Field      Item less than half unit of issue. When unavailable in Field, prepare a single Form BP111 for such items to be countersigned by Company Representative.

F.F. Sop Stock

Items to be fabricated in Company Workshops. Contractor to initiate by a Company approved Form BP1600 and collect on fabrication.

F.F. Fabricate from items already drawn (may require Form BP1600 for Company fabrication).

**18.10. Additional Materials**

Additional materials shall be handled as outlined herein except:

- a. Form BP 111 for additional material, incorporating stock numbers where possible, shall be written by the Contractor and given to the Company Representative for approval 3 working days before the date required.
- b. The Contractor shall check the drawings and aerals supplied to ascertain any shortages of materials.
- c. If additional work is authorized the Contractor shall ascertain what additional materials are required.
- d. In both the above cases the Company Representative shall be informed in writing of additional material requirements. No extra compensation will be allowed for delays caused by lack of materials, which could have been delivered on site if careful checking had been carried out.

**18.11. Items Not Shown On The List Of Materials**

The Contractor is to prepare Form BP 111 (to be signed by the Company Representative) for his requirements of sundry items, which are not normally shown on the list of materials. Collection of these materials is to be carried out as outlined herein.

**18.12. Surplus Materials**

Immediately prior to completion of the work the Contractor shall supply a list of surplus materials to the Company Representative, who will have the material (Form BP 112) prepared and give disposal instructions. It is the responsibility of the Contractor to transport and off-load surplus and scrap materials, generally at the Salvage and Disposals compound, Refinery.

**18.13. Material Gate Passes**

Where other Company approved documentation is not provided the Contractor shall prepare and obtain approval of a Form 7259 – Vehicle/Material Gate Pass for items to be taken out of Sitra, Wharf or the Refinery.

**18.14. Bulky Material Issue Or Return**

Large quantity or bulky materials are only issued or accepted for return during the Company's normal working hours during Saturday – Wednesday.



**18.15. Entry To Company Warehouse**

No Contractor's Personnel are allowed entry into the Company's Warehouse or Storage facilities without prior permission from the appropriate Materials Department Personnel.

**19. TERMINATION AND WARNINGS**

**19.2. Violation And Breach Of Rules, Regulations And Procedures**

In The event of violation or breach of these Rules, Regulation and Procedures, the Company shall have the right to terminate any and all agreements related to the job and hold the Contractor liable for any and all damages resulting there from. The Company shall attempt to give Contractor notice to correct or remedy the violation or breach depending on the nature and seriousness of the violation or breach.

**20. SPECIAL REQUIREMENTS**

**20.2. Non-Smoking Policy**

For safety reasons in certain areas smoking is either prohibited or limited to defined areas. In addition the Company operates a non-smoking policy and all Contractors' staff must comply with the requirements of this policy when working in Company Operating Areas.

- a. Smoking is prohibited throughout the Company inside buildings.
- b. Smoking is permitted only in designated smoking shelters located outside Company Buildings or, in areas of Contractors' compounds, where a valid smoking permit is displayed.
- c. Smoking is not permitted in Company buses.

20.3. For all employees over the age of 60, the Contractor must provide, annually, evidence that such employees have been medically checked by the Ministry of Health and certified fit to work in the position proposed.

**21. HEALTH AND SAFETY INDUCTION**

It is a Company requirement that all Contractor's supervisors and labour shall undergo Health & Safety Induction training prior to being granted Security badges for entry to the Company's Operating Areas, notwithstanding their having successfully completed a trade test, if required. The Contractor is to allow for any expense incurred in ensuring his employees undergo the Induction training in his prices.