



**Preamble**

Terms & Definitions

Context

Leadership

Planning

Support

Operation

Performance  
Evaluation

Improvement



Preamble: OGDCL’s Integrated HSE System Manual  
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1.1 Preamble

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Change/ Revision Log

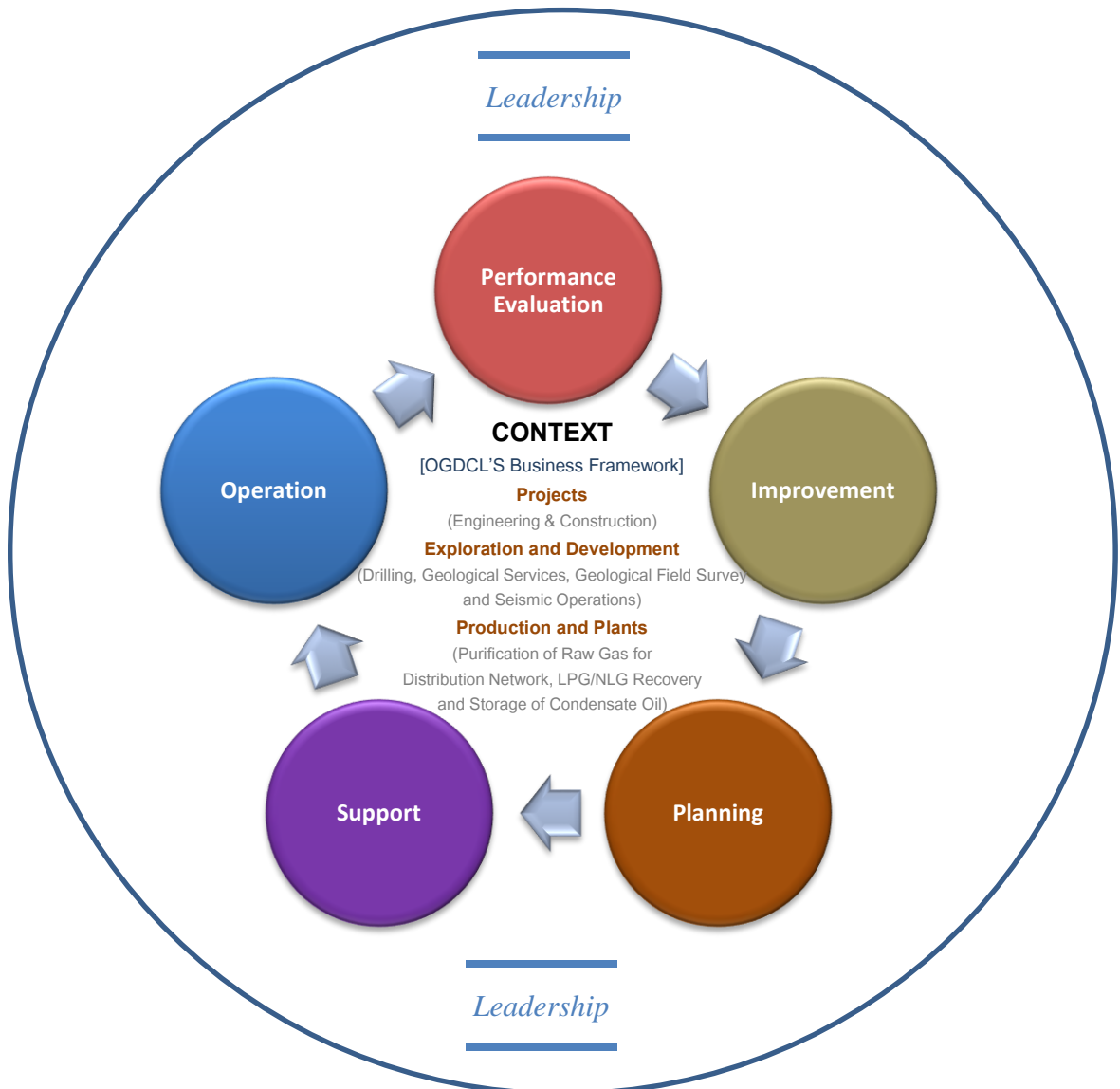
#	Description of Change
1	Added: Outline of OGDCL's HSE Management System

Associated Documents Approval & Issue

Related Document/ Record	Initiated by	Reviewed by	Approved by
HSE System Procedures	Manager HSEQ	GM HSEQ	MD / CEO



## Latest Framework of OGDCL's HSE Management System





## Preamble

OGDCL has established (developed and implemented) HSE Management System to improve its HSE performance and ultimately to reduce the adverse impact of its operations, activities, and services on 3Ps i.e. people, plant, and planet. The HSE System complies with the latest revisions of international standards ISO14001, ISO45001, OHSAS18001, ISO 31000, Guidelines of The International Association of Oil & Gas Producers (now IOGP and formerly known as OGP) and OSHA's Process Safety Management (PSM) Guidelines; its scope covers:

- ▣ Engineering / construction operations;
- ▣ Exploration, including seismic techniques and geological surveys;
- ▣ Drilling of exploratory wells and geological services;
- ▣ Drilling and development of production wells; and
- ▣ Treatment of oil and natural gas to yield marketable products.

This document describes the way OGDCL is managed with respect to its stated HSE policies and strategic objectives. It ensures that the critical activities of the company are identified, controlled and that measurements are made and reported so as to enable monitoring of overall performance and identification of areas for improvement. This HSE System addresses the organizational structure and responsibilities of people, the management of resources and documentation required for sound HSE performance for all OGDCL activities. The document provides a framework for planning of work activities, which include existing operations, management of changes and developing hierarchy of procedures both for the normal as well as abnormal conditions.

This is a CONTROLLED document and is subject to continual review and update as required and Functional / Line Management is the PRIMARY IMPLEMENTER of HSE System Manual. However, the CUSTODIAN of HSE System Manual is the General Manager HSE who is responsible for updating this document as required on behalf of the Chairman or Managing Director & CEO of the company and checking / reporting the compliance level.

OGDCL's Integrated HSE System Manual is divided into Nine (09) Elements and Thirty One (31) Procedures, corresponding to the Main Sections & Subsections of ISO14001, ISO45001, OHSAS18001, ISO31000 standards and OSHA's PSM guidelines (exhibited as Outline in the proceeding page).

Instructions and directives for the implementation of HSE system would be issued from time to time. These instructions would be meant for strict compliance and adherence with no room for tolerance or departure. These instructions would be basically to avoid instances of deviation and non-adherence which can potentially cause irreparable damage or injury to the manpower or company assets besides financial and reputational implications.

It is, therefore, strongly advised that HSE system/ standards/ instructions be fully adhered to. Obligation of compliance rests with all employees and Head of Departments would be responsible for ensuring that the department is adequately equipped in terms of awareness and availability of tools to meet the HSE system. It may also be underlined that strict disciplinary action may be taken in case of a laxity, omission or negligence in this regard.

**MANAGING DIRECTOR**



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Outline of OGDCL’s HSE Management System

				PLAN		DO	CHECK	ACT	
1. Preamble OGM/P-HSE-1.1	2. Terms & Definitions OGM/P-HSE-2.1	3. Context OGM/P-HSE-3.1	4. Leadership	5. Planning	6. Support	7. Operation	8. Performance Evaluation	9. Improvement	
				HSE & RM Policy Statements OGM/P-HSE-4.1	Risk Management OGM/P-HSE-5.1	Competence & Awareness OGM/P-HSE-6.1	Operational Planning and Control OGM/P-HSE-7.1	UBUC (Hazards) Identification & Reporting OGM/P-HSE-8.1	Opportunities For Continual Improvement OGM/P-HSE-9.1
				Fatality Control Policy Guidelines OGM/P-HSE-4.2	Job Vulnerability /Hazard Analysis OGM/P-HSE-5.2	Communication & Consultation OGM/P-HSE-6.2	Permit to Work System OGM/P-HSE-7.2	Monitoring, Measurement & Compliance Evaluation OGM/P-HSE-8.2	Management of Change OGM/P-HSE-9.2
				Roles, Responsibilities, Accountabilities, and Authorities OGM/P-HSE-4.3	Legal & Other Requirements OGM/P-HSE-5.3	Documented Information OGM/P-HSE-6.3	Handling, Segregation and Disposal of Waste OGM/P-HSE-7.3	Analysis of Data OGM/P-HSE-8.3	
				Crisis Management OGM/P-HSE-4.4	Objectives & Management Program OGM/P-HSE-5.4	Control of Records OGM/P-HSE-6.4	Journey Management OGM/P-HSE-7.4	Reward, Recognition & Penalties OGM/P-HSE-8.4	
				Structure OGM/P-HSE-4.5			Emergency Preparedness and Response OGM/P-HSE-7.5	Internal Audits OGM/P-HSE-8.5	
							Management of Project Contractors & Service Companies OGM/P-HSE-7.6	Management Reviews OGM/P-HSE-8.6	
							Use of Personal Protective Equipment OGM/P-HSE-7.7		