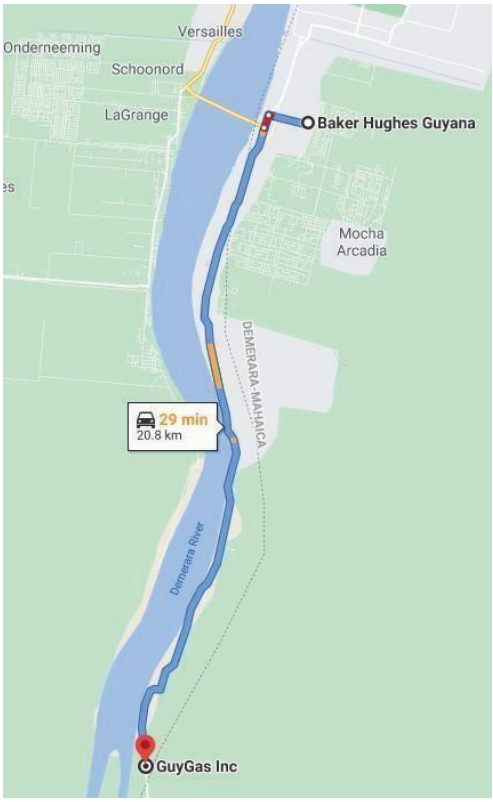
Source One
OIL & GAS MARINE SUPPLIES INC.

Project Summary

Customers:

HALLIBURTON

Baker Hughes



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Scope of Work:

Profile of Source One Oil & Gas Marine Supplies Inc.

Source One Oil & Gas Marine Supplies Inc. (SOS), is a 100% Guyanese company and was registered in August 2016 in response to the Oil and Gas sector. SOS with over 38 employees is now a major supplier of industrial consumables and related equipment. We are a vendor to many of ExxonMobil's sub-contractors e.g. Baker Hughes, Halliburton, Noble Corporation, Schlumberger, Technip FMC and Tiger Tanks.

For Halliburton and Baker Hughes, we are the Transportation Services contractor.

Currently, undertaking **ISO 9001:2015** for Quality Standard & **ISO 45001: 2018** for Occupational Health and Safety certifications to be compliant by December 2021.

Objectives:

- Transport load from assigned location to destination without incident or injury.
- Meet and exceed client expectation for project.
- Comply with all legal requirements.

Transportation Services

Handling / transporting baskets and materials and chemicals to and from the following locations:

- Land of Canaan – Principal type of cargo: Oil field Tools and Equipment, Materials, Bulk Materials, Chemicals, Spare Parts, Consumables, Lubricants.
- Eccles – Principal type of cargo: Oil field Tools and Equipment, Materials, Bulk Materials, Chemicals, Spare Parts, Consumables, Lubricants.
- GYSBI (Houston) – Principal type of cargo: Oil field Tools and Equipment, Materials, Bulk Materials, Chemicals.
- G-Port (Water Street) – Principal type of cargo: Oil field Tools and Equipment, Bulk Materials, Chemicals, Lubricants.
- John Fernandes Limited / Muneshwer's Terminal / GNSC Port / GNIC Port / Demarara Shipping Port – Principal type of cargo: Oil field Tools and Equipment, Bulk Materials, Chemicals.
- GLASS Warehouse Ruimvelt – Principal type of cargo: Oil field Tools and Equipment, Bulk Materials, Chemicals.

The types of loads that require transportation are:

- Oilfield baskets
- Chemical containers
- Supersack
- Totes

The quantity of materials and chemicals to be transported depends on our Customers' Operation

requirements. Due to Oil and Gas Industry is a volatile market, the forecast of quantity of Material and Chemical to be transported cannot be determinate with accuracy. Our historical data shows and average of 40 Trips per Week, and 85% of those trips are for Chemical and Bulk Material requests.

Vehicles and Equipment Tracking and Monitoring Systems

All of our vehicles and equipment are equipped with a GPS tracking system and devices to track their location and movement and to monitor their operating hours. There are also log books/sheet that are used to record all the activities undertaken by the vehicles and equipment. This log book also captures fuel intake, servicing, trips, working hours etc.

The GPS Tracking System will enable us to monitor the movements of the vehicle so as to promptly meet our client's turnaround and response time, hence the elimination of waiting and operation downtime. Further, our vehicles and equipment are equipped with VHF Radio to ensure un-interrupted communication when the need arise between the office and the field.

Vehicles and Equipment Safety and Protective Standards and Systems

We are complying with the rules and regulations that are set out in the United Stated Department of Transportation, Federal Motor Vehicles Standards and Regulations that are relative and applicable to Guyana. All our vehicles and equipment are equipped with all the required safety and protective equipment. Further, before a vehicle or machinery is deployed to a new working environment where we had never operate before, a risk assessment is being done prior to the deployment and if there is a void with what is required and with what is available, immediate action is taken to fill that void.

Human Resources Recruitment, Training and Development

The Human Resources that mange and operates our Fleet of Machinery and Equipment are being trained continuously. Our Drivers are being screen vigorously for health, fitness, social wellbeing and discipline. Our employment criteria requirements include a letter of recommendation from last place of employment, Certificate of Clearance from the Guyana Police Force and reference from someone within your community among other personal information.

All our Drivers and Operators are being screened at least once per year by the business Physician for mental and physical fitness. Whenever a contract is awarded to the company, an orientation session is being conducted for all the staff who will be assigned to the project. The orientation session will cover the nature of the contract which includes the sector in which they will be working, the nature of the employer operations, the risks and safety rules and regulations, adherence to both organizations rules and procedures, the Contractor and the Employer organization policies and procedures, Quality, Safety, Environmental and Security etc.

Our Drivers are trained to be courteous, assessing safety and environmental risks when transporting all type of cargo, assessing hazards and mitigation controls to be taken within the working environment.

Operators and Drivers are also being re-orientated once every 2 years on:

- Traffic rules and regulations
- Defensive driving
- Transportation of dangerous goods
- Courtesy to be extended to all road users
- Care of motor vehicles and equipment
- Maintenance of vehicles log and records
- Importance of routine inspection of vehicles before and during operations
- Emergency Response Plan: Medical / Fire / Environmental Release

To adequately managed and appraised the performance of all our Human Resources, a system is in place which are used to maintain and track the performance and feedback from all our customers.

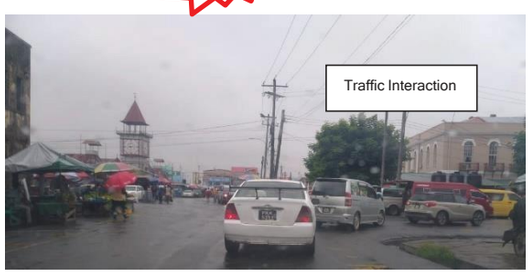
Risk Assessment

AREA OR ACTIVITY	HAZARD	POTENTIAL HARM	WHO/ WHAT IS AFFECTED	RISK CALCULATED	PREVENTION & MITIGATION ACTIONS	RESIDUAL RISK
Inspecting and Securing/ detaching the loads totrucks	Falling objects during loading/ offloading or while securing load	Injury to foot or body damaged materials	People client assets	*Possible x Low = Moderate*	Employees receive induction/ information on safety around lifting equipment and safe zones Employees remain in the safe zone while vehicle is being loaded Training in proper handling techniques and securing various types of loads Inspection of tools/ materials used to secure load Use of steel toe footwear and proper rated gloves	Unlikely x Low = Low
	Pinch points	Pinched hand or fingers	People	*Possible x Insignificant = Low*	Toolbox talk on pinch points Proper rated gloves for the job	*Possible x Insignificant = Low*
	Sharp objects	Cuts/ bruises	People	*Possible x Insignificant = Low*	Proper rated gloves for job	
	Heavy objects	Back strains or back injury damaged materials	People client assets	*Unlikely x Moderate = Moderate*	Train employees in proper handling technique	*Possible x Insignificant = Low*
	Oddly shaped items	Punctures	People	*Unlikely x Low = Low*	Use proper rated gloves	Rare x Low = Low

Transportation of materials from Land of Canaan/ Eccles to Houston/ Water Street/ Land of Canaan	Uneven roads/ potholes	Wear and tear onvehicle loss of control ofvehicle	Company assets	*Possible x High = High*	Map route before traveling Use least hazardous route Do not exceed 10km/h Utilization of drivers trained certified in defensive driving and for the class of vehicle `being driven Fatigue management procedure	Rare x High = Moderate
	Parked objects on roadways, blind spots, vehicle interaction	Collision diversion into oncoming traffic	People Assets	*Possible x High = High*	Map route before traveling Use least hazardous route Do not exceed 10km/h honk horn when approaching blind spots Utilization of drivers trained in defensive driving	Rare x High = Moderate
	Pedestrian interactior	Fatality vehicular damage		*Possible x High = High*	Utilization of drivers trained in defensive driving Do not exceed 10km/h Use horn to alert pedestrians to danger	Rare x High = Moderate
	Blocked traffic signs (turn signs at major turn)	Vehicle crash into trees (east bank highway)	Company assets	*Possible x Moderate = High*	Map route before traveling Utilization of drivers trained in defensive driving	Rare x Low = Low
	Overhead cables (possibly live)	Electrocution	Fatality	*Unlikely x High = Moderate*	Utilize trucks below 15ft For loads higher than 15ft a drop deck trailer will be used Use of non-conducting poles to clear cables	Rare x High = Moderate
	Overpass (18ft) along east bank highway	Damage to truck damage to structure	Company assets	*Rare x Moderate = Moderate*	Utilize trucks below 15ft	Rare x Low = Low
	Weather condition	Loss of control of vehicle	Client assets company assets	*Unlikely x Moderate = Moderate*	Utilization of drivers trained in defensive driving according to the road condition and visibility	Rare x Moderate = Moderate
	Improperly secured load/ projectiles	Damaged material	Client assets	*Unlikely x Moderate = Moderate*	Inspect load before traveling Inspect materials used to secure load before each use (sling, chains etc.) Ensure material used to secure load is rated for the type and weight of load.	Rare x Moderate = Moderate

AREA OR ACTIVITY	HAZARD	POTENTIAL HARM	WHO/ WHAT IS AFFECTED	RISK CALCULATED	PREVENTION & MITIGATION ACTIONS	RESIDUAL RISK
	Vehicle malfunction	Vehicle collision/ fatality Property damage	People Company assets	*Unlikely x High = Moderate*	Utilization of drivers trained in defensive driving Use drivers that hold licence for the relevant class of vehicles Adhere to preventive maintenance schedule Conduct pre-use inspection of all vehicles before every assignment	Rare x High = Moderate
	Poor driving technique	Vehicle collision/ fatality	People Company assets	*Unlikely x High = Moderate*	Utilization of drivers trained in defensive driving Random drug and alcohol testing of all drivers Continuous training and awareness on driving safety	Rare x High = Moderate
	Mismatched load and vehicle (overload)	Damage to vehicle loss of load	Client assets Company assets	*Unlikely x High = Moderate*	Always verify vehicle capacity before transporting load Never travel with load that exceeds capacity. Train all employees in understanding vehicle capacity	Rare x High = Moderate
	Poor lighting/ visibility	Vehicle collision/ fatality	People company assets	*Possible x High = High*	Ensure all vehicle lights are in good working condition Do not exceed 10km/h Implementation of fatigue management procedures No use of cellular phones while driving	Rare x High = Moderate

AREA OR ACTIVITY	HAZARD	POTENTIAL HARM	WHO/ WHAT IS AFFECTED	RISK CALCULATED	PREVENTION & MITIGATION ACTIONS	RESIDUAL RISK
Transportation of chemicals	Chemical Inhalation/ absorption/ ingestion/ spill	Irritation/ ill health/ fatality/ Environmental damage/ Loss of material	People Client assets Environment Community	Possible x High = High	Review of SDS before each trip Equip vehicle with spill response material Train employees on chemical safety Police escort for transportation of chemicals Train employees on spill response Execute trip during off peak hours to avoid vehicle, pedestrian interaction. Use of spotter where there is increased risk level Monitoring via GPS tracker and communication devices	Unlikely x Moderate = Moderate



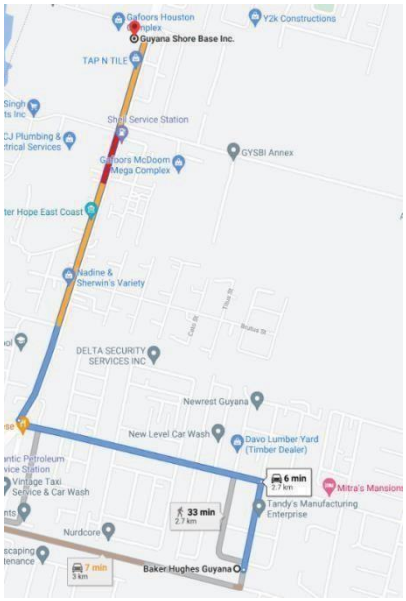
Primary Journey Routes:

Baker Hughes Land of Canaan to GYSBI (Houston)
(Least hazardous route) – This is the only available route currently and involves using themain highway, withnoturnoffs untilthe destination. This reduces usual risk associated with multiple turns and traffic interaction at these turns.

- Vehicle exit Baker Hughes facility unto East Bank Highway
- Head north along East Bank Highway
- Turn left into GYSBI compound

Baker Hughes- Eccles to GYSBI (Houston)
This is the least hazardous route since the Eccles Industrial Estate Road has fewer potholes and is paved in comparison to its alternatives. There are also no low hanging cables along this road. It turns directly unto the east bank highway and a short distance to the destination.

- Vehicle exit Baker Hughes facility unto Eccles Industrial Estate Road
- Head north along East Bank Highway
- Turn left into GYSBI compound



Baker Hughes- Land of Canaan to G-Port (Water Street)
This is the least hazardous route since it provides the shortest route to the destination with wide enough turns and least possible traffic.

- Vehicle exit facility unto East Bank Highway
- Head north along East Bank Highway
- Turn left at Rahaman's Turn
- Turn Left at Meadow Bank
- Head North along Saffon Street
- Making a left unto Sussex Street
- Turn left unto Lombard Street
- Head North along Lombard Street
- Turn Right unto Hadfield Street
- Turn unto Avenue of the Republic
- Head North along Main Street
- Turning left at Bentinck Street
- Proceeding Straight ahead, into LMP G-Port

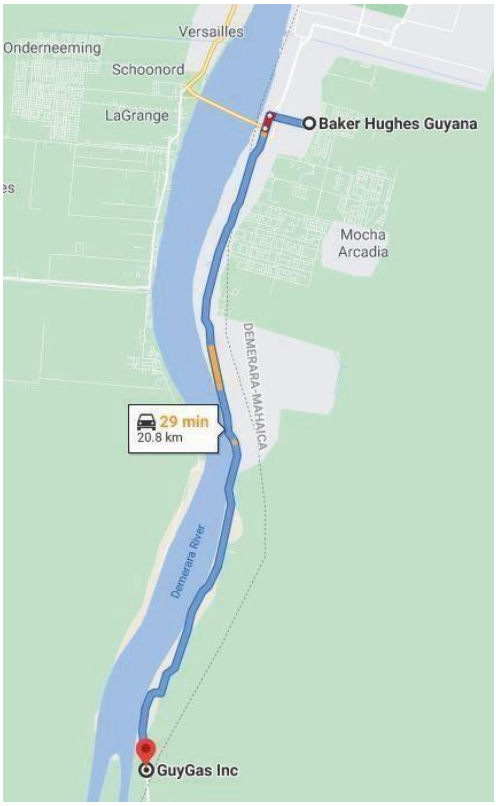
Eccles to G-Port (Water Street)
This is the least hazardous route since it provides the shortest route to the destination with wide enough turns and least possible traffic.

- Vehicle exit facility unto East Bank Highway
- Head north along East Bank Highway
- Turn left at Rahaman's Turn
- Turn Left at Meadow Bank
- Head North along Saffon Street
- Making a left unto Sussex Street
- Turn left unto Lombard Street
- Head North along Lombard Street
- Turning Right unto Hadfield Street
- Turning unto Avenue of the Republic
- Head North along Main Street
- Turning left at Bentinck Street
- Proceeding Straight ahead, into LMP G-Port

Eccles to Land of Canaan

This is the least hazardous route since the Eccles Industrial Estate Road has fewer potholes and is paved in comparison to its alternatives. There are also no low hanging cables along this road. It turns directly unto the east bank highway and a short distance to the destination.

- Vehicle exit Baker Hughes facility unto Eccles Industrial Estate Road
- Head South along East Bank Highway
- Turn left into Baker Hughes- Land of Canaan compound



Land of Canaan to Eccles

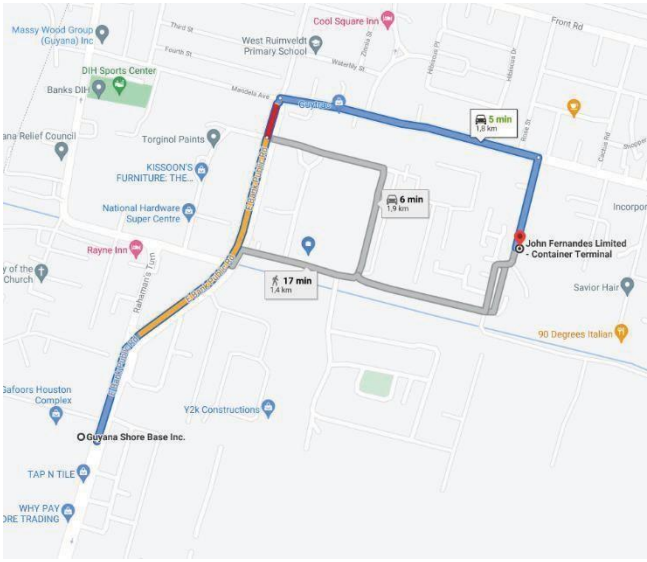
This is the least hazardous route and involves less turnoffs when compared to alternatives. All possible routes have potholes and others have more uneven road surfaces.

- Vehicle exit facility unto East Bank Highway
- Head North along East Bank Highway
- Turn right unto Eccles Industrial Estate Road
- Turn left into Eccles Industrial Site

JFL Container Terminal to GYSBI (Houston)

This is the least hazardous route since the Mandela Ave. has fewer potholes and is paved in comparison to its alternatives. There are also no low hanging cables along this road. It turns directly unto the east bank highway and a short distance to the destination.

- Vehicle exit JFL Container Terminal facility unto Mandela Avenue. Road Construction in process. Machinery and potholes in driveway.
- Head south along East Bank Highway
- Turn right into GYSBI compound

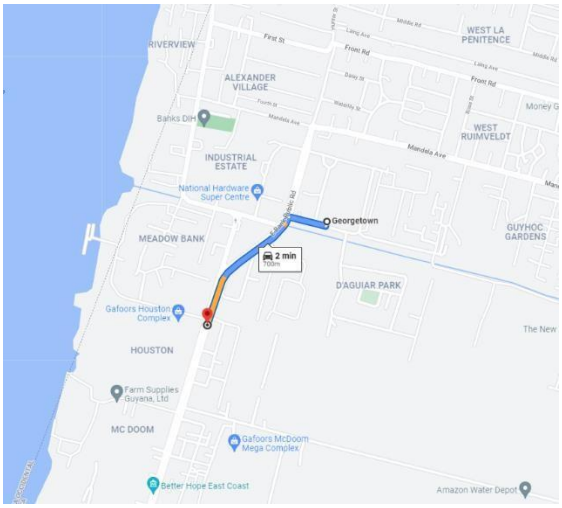


Service 24/7

GLASS Warehouse to GYSBI (Houston)

This is the least hazardous route since the East Bank Highway has fewer potholes and is paved in comparison to its alternatives. There are also no low hanging cables along this road. It turns directly unto the east bank highway and a short distance to the destination.

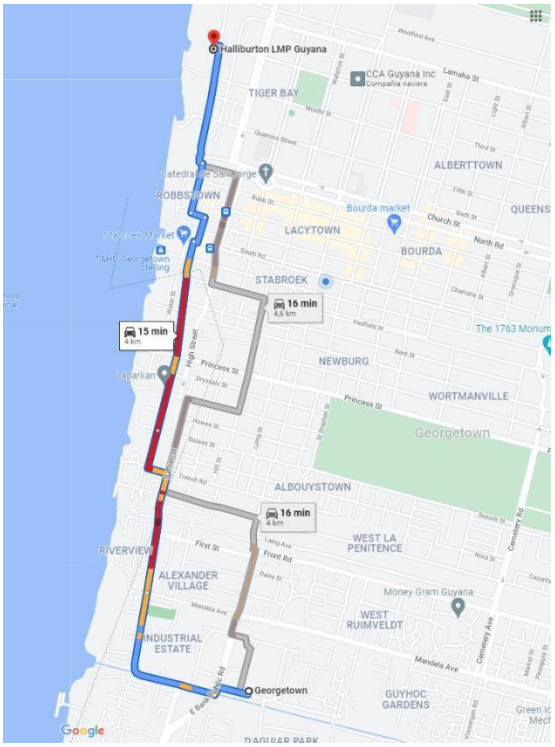
- Vehicle exit GLASS Warehouse Ruimvelt unto East Bank Publick Road.
- Head south along East Bank Highway
- Turn right into GYSBI compound



GLASS Warehouse to G Port (Water Street)

This is the least hazardous route since it provides the shortest route to the destination with wide enough turns and least possible traffic.

- Vehicle exit facility unto East Bank Highway
- Head north along East Bank Highway
- Turn left at Rahaman's Turn
- Turn Left at Meadow Bank
- Head North along Saffon Street
- Making a left unto Sussex Street
- Turn left unto Lombard Street
- Head North along Lombard Street
- Turning Right unto Hadfield Street
- Turning unto Avenue of the Republic
- Head North along Main Street
- Turning left at Bentinck Street
- Proceeding Straight ahead, into LMP G-Port



Preparation for the Journey

In alignment with the risk assessment conducted and other measures required for safe journey management, the following steps will be taken before each journey:

1. Routine Preventive Maintenance

All company vehicles undergo preventive maintenance at specified periods based on a predetermined schedule. This is documented and followed up on to ensure it takes place.

2. Route Survey

The HSE Officer and drivers, as available, drive along the selected route to identify hazards that may impede the safe execution of the job. Any new hazard identified is used to update the existing risk assessment and personnel are trained or informed accordingly as new hazards are identified.

3. Vehicle Pre-use Checks

A checklist is completed by the driver on the day of the journey as they conduct a walk around inspection of the vehicle. Any defects identified must be corrected before the vehicle is used or another road ready vehicle will be used.

4. Complete pre-trip checklist

This checklist is completed by the driver in relation to the expected trip to compliment the pre- use checklist that is tailored to assessing the vehicle. It covers personnel preparation, journey preparation and equipment/ emergency preparation.

Inspection and report of the condition of the cargo and material is reported in the Delivery Note Form

5. Toolbox Talk

The HSE Officer executes a meeting at the beginning of each workday to discuss the assigned jobs for each driver and spotter, review of safety data sheets as necessary and discussion of a safety topic relevant to the day's activities.
Key points during Toolbox Talk:

- Review of SDS for Chemicals to be transported
- Emergency Response Plan in case of Fire, Spill or Medical situation
- Review of traffic and road conditions
- Loading, unloading and securing cargo review

Undertaking the Journey

Based on the route survey, a number of areas are highlighted and measures to be put in place along the journey to ensure safe arrival at destination.

1. Cables

It is found that all lines along the routes cleared the minimum of 16ft while the maximum height of the tallest load according to specifications is 12ft. The highest load to be transported is 3ft bringing the total height to 15ft.

As a precautionary measure a slip rail with 2 flat pieces of wood will be installed on top of the load bent at both ends down where applicable. This allows the lines to slide over the load. Additionally, a utility truck will accompany the loads exceeding 14ft in height. For lines that cannot be handled will the slip rail, the utility truck will be raised with non-conducting poles.

2. Major Turns

Houston – Right turn unto East Bank Highway – drivers are advised to take this corner from the extreme right and proceed with caution and assistance from a spotter to ensure that loads maneuvers through safely.

Eccles Industrial Site Access Road – Left Turn – advised that drivers take this corner from the extreme right and proceed with caution and assistance from a spotter to ensure that loads maneuvers through safely. Please note that the roadway along the surveyed route maintained a minimumclearancewidthof24ft. However, pleasenotethattherewereafewdepressionsand bad road areas along the survey routes and drivers must proceed with caution in these areas.

3. Private / Police Escort

Private or Police escorts will be necessary to support the transportation of the following loads when they are full:

- Oilfield baskets
- Chemical containers
- Supersacks
- Totes

(*) No empty containers will require Private or Police escort.

4. Time of Travel

It is recommended that all loads be transported between the hours of 22:00h and 04:00h when there is less traffic and less likelihood of interaction with vehicles and pedestrians. Special attention will be paid to which routes are well lit and those will be used.

5. Load Specification (to be determined)

Height of Load	=	8,6 ft
Width of Load	=	8,0 ft
Weight of Load	=	22 mT (Max)

ISO Tank Reference image

6. Chemical List

Chemical Name	Signal Word	Hazard Pictograms
TRETOLITE™ DMO2241 DEMULSIFIER	Danger	
SUBSEA 723 SCALE INHIBITOR	Danger	
SUBSEA529 ASPHALTENE INHIBITOR	Danger	
97% Methanol Ultra-Clean	Danger	
FILTERED XYLENE	Warning	

Emergency Response Plan

The emergency plan is enacted when normal company procedures cannot address the current situation or when the incident is beyond the control of the personnel on the scene. Reasonably foreseeable emergencies include but are not limited to:

1. Flat Tire
2. Dead Battery
3. Medical Emergency
4. Electrocution
5. Fire
6. Environmental Release

The following provides the steps of dealing with an emergency:

1. All work is stopped, and any existing hazard controlled if it is safe to do so.
2. Person involved or who witnessed the emergency contacts the HSE Officer immediately.
3. Based on the description of the emergency, the HSE Officer dispatches the relevant emergency service and company personnel.
4. The client representative is notified of the emergency.
5. All personnel are secured and then the cargo is secured.
6. The situation is assessed by the relevant emergency responder and addressed.
7. Where necessary the driver and/or vehicle is replaced to continue the journey and the situation continues to be resolved.

SOS Inc. follows the guidelines outlined in **SOS-OHS-PRO-07 Management of Hazardous Materials** procedure. The following is an extract relevant to planned response to chemical spill:
Spills are immediately contained and cleaned up by employees trained and equipped to work with materials.

Do NOT attempt to clean up a spill if any of the following conditions apply:

- More than one chemical has been spilled.
- The quantity spilled is more than the available absorbent provided in the Spill Control Kit or the spill is greater than one liter.
- The chemical is classified as a toxic or poison. The chemical is highly flammable or explosive.

The substance is unknown, or you are uncertain of the hazards of the substance. A secondary emergency exists (e.g., fire) or

You are uncomfortable in the situation

If chemical spilled is a liquid, respond as follows:

If you are **UNABLE** to deal with the release of a major spill, adhere to the following steps:

Incident Notification

1. Immediately upon discovery of an emergency incident related to the release of a hazardous chemical, inform the Supervisor on site and the QHSE Officer who will inform relevant authority.
2. Evacuate the area.

Site Control

1. The site is controlled and maintained by the QHSE Officer until relevant authority arrives.
2. No one is allowed to enter the area unless authorized.

If you are **ABLE** to clean up the spill without assistance, adhere to the following steps:

- Identify the chemical spilled to determine if you are capable of cleaning up the spill safely
- Refer to the container label and/or Safety Data Sheet (SDS)
- Use the appropriate personal protective equipment before cleaning up the spill
- Contain the spill: cover the area that extends beyond all visible material and liquid with disposable, absorbent material (gauze pads or paper towels) absorb the spill with a disposable gauze pad or tissue paper towel
- Saturate the absorbent material with a neutralizing agent. Start pouring or squirting at the outer edge of the absorbent material and work toward the center, generously saturating all of the material;
- Keep the material moist.
- Discard everything into the appropriate container by using the biohazard- designated dustpan and brush. If there is no broken SOS or other “sharps” in the spill, it can be discarded into a biohazard bag. If the spill contains broken SOS, everything, including all of the absorbent material, is discarded into a large sharps container. Handle the material in the same manner as other infectious waste. Do not remove broken SOS from the debris
- When the spill site has been cleaned, rinse the site with a suitable solution to disinfect. Dry the area to prevent slipping

- Report spill to QHSE Officer and document how it was cleaned up

If chemical spilled is a powder, respond as follows:

- Identify the chemical spilled to determine if you are capable of cleaning up the spill safely
- Refer to the container label and/or Safety Data Sheet (SDS)
- Use the appropriate personal protective equipment before cleaning up the spill
- Dust mop the spilled material carefully to prevent generation of dust
- Place in a sealed container (e.g., zip lock bag, taped plastic bag) and label container with its contents
- Dispose all clothing and materials (e.g., gloves, brooms, paper towels) used to clean up the spill inside a sealed, leak proof bag or container (e.g., zip lock bag, taped plastic bag).
- Label and dispose of all bags or containers as hazardous waste.
- Disinfect area with a suitable solution and allow area to dry to prevent slipping.
- Report spill to QHSE Officer and document how it was cleaned up.

Emergency Contacts:

- Police 911
- Fire 912
- Ambulance 913
- Environmental Protection Agency (EPA) - +592-225-5472
- GPL +592-226-2600
- Operations Supervisor / QHSE Coordinator +592-669-2102
- Logistics Supervisor +592-641-2303
- Manager +592 691-5171/ +592-630-9923

Emergency Provisions:

- All vehicles are equipped with first aid kits, fire extinguishers, spill kits, GPS tracking systems, handheld radio sets and personnel have cellular phones.
- All personnel are trained to use fire extinguishers, spill kits, communication devices and emergency procedures. 75% of staff are trained first aiders.
- For each trip the vehicle is staffed by both a driver and spotter to ensure there are no situations of 'working alone'.
- The list of contact numbers is posted in all vehicles for ease of reference in an emergency.
- For transportation of chemicals, the SDS is also provided to the team transporting the

chemicals for reference in an emergency.

Monitoring and Evaluation

- All relevant personnel will receive training to ensure compliance with stipulations of the plan and monitored to ensure compliance is maintained.
- This journey management plan will be monitored for effectiveness and adherence to stipulations of said plan.
- This plan may be revised based on incident or emergency investigation, annual review or anytime it is deemed necessary after consultation with the client.

Driver Pre Trip Checklist

This checklist is intended for the driver about to start on a journey.
Companies may wish to keep a record of it, or that it be submitted to a supervisor or manager, but this is intend more as a self-verification that everything is in order and nothing has changed since the Risk Assement and Trip Plan have been completed.

Driver pre-trip checklist

Is this trip necessary?	*yes/no*	*comments*
We have considered the alternatives to travel – an online meeting, phone call, e-mail or videoconference – but have determined that it is necessary to travel to get this work done.		
We have weighed the options I might use to avoid driving - plane, public transit, walking or cycling - but driving is the most practical and efficient way to get to where I need to go.		

I am prepared	*yes/no*	*comments*
I received the instruction and training I need to safely operate the vehicle in the conditions I may encounter on this trip.		
I am fit to drive, well-rested and alert, not under the influence of drugs, alcohol or medications that may impair my ability to drive, and ready to focus on the driving tasks ahead.		
I have secured my mobile phone or other electronic devices, putting them on e.g. silent mode or with calls diverted to my driver assitant (Porter), so that I am not disttracted while driving. Note: Mobile phones can still be used to e.g. provide directions, but you must set it while the vehicle is still parked, and you must pull up if it needs adjusting during the Journey. Calls and mesages should be blocked to avoid distractions, even if the using the phone for other purposes. Convoys may have agreed communication methods that may affect this guidance.		
I understand and am confident in response of an emergency whilst conducting my task		

I have a Journey plan in place	*yes/no*	*comments*
I know the route I will follow to reach my destination. I have an alternate route in case I encounter unexpected road closures or delays		
I have checked road, weather and traffic conditions for the duration of my trip.		
I have allowed enough time to complete this trip. The arrival and departure times in my trip plan use realistic travel times, plus a small buffer for unexpected delays.		
I have initiated a check-in procedure for this trip. My check-in contact knows where I am going and when I expect to return. They will be available to complete check-ins for the duration of my trip.		

The vehicle is prepared	*yes/no*	*comments*
My vehicle is configured and equipped to handle the weather and road conditions I may encounter.		
I have tested my seatbelt, and that of any passengers, and found them to be fully functional.		
I have inspected the vehicle and found no defects or conditions that will affect its safe operation. I have confirmed the vehicle is regularly maintained and all necessary repairs complete.		
My vehicle is ready for me. The seat, headrest and mirrors are adjusted for me. I have properly stowed and secured items in and on the vehicle. The cab is tidy and free of clutter.		
I have checked driver monitoring, telematics or other tech aids are in place and functioning.		
I have with me a fully charged mobile phone or other means of communication. There is a vehicle emergency kit and a basic first aid on-board in case of an incident or emergency		

The load is prepared	*yes/no*	*comments*
I have inspected my load and materials used to secure it to ensure they are not defective or damaged.		
I have secured my load and verified that they are properly secured before beginning my journey.		

I am ready for my journey

Driver Signature
Signature date

Vehicle Inspection Report - Pre Trip Checklist

DOC ID#: SOS-OHS-F-02
ISSUE DATE: 2021.02.26
ISSUE NO.: 02

DRIVER OPERATOR & VEHICLE INSPECTION REPORT

Date Out		Power Unit #		Odometer No.	
Date In		Trailer #		Odometer No.	
Drivers Name		Inspection done by		Date	

Power Unit

	Inspection Groups	Pre-Trip	Post-Trip	Action
1	Oil level/Filters - Amt added			
1	Coolant level/Filter			
1	P. Steering/Hydraulic Fluids			
1	Hoses/Belts/Fan			
1	Leaks			
1	Steering box/Linkage			
1	Air Induction System			
2	Gauges/Warning Lights			
2	Clutch Free Play/Gearshift			
2	Mirrors, Glass, Sunvisors			
2	Steering play			
2	Wipers/Washers/Fluid			
2	Lights/Indicators/Horns			
2	Seat Belts			
2	Heater/Defroster			
3	Air Comp. Governor Check			
3	DOT Brake Leakage Test			
3	Emergency Systems Test			
3	Brake Performance Test			
4	Splash guards/mud flaps			
4	Fuel Tanks/Level			
4	Batteries/Battery Box			
4	Exhaust System			
4	Splash guards/mud flaps			
4	Lights/Reflectors			

	Inspection Groups	Pre-Trip	Post-Trip	Action
5	Rims & Tires/Press/Cond			
5	Springs/Air bags/Torque Bar			
5	Shock absorbers			
5	Slack Adjusters			
5	Brake chambers			
5	Hoses/lines			
5	Brake linings			
5	Lug Nuts & Spacers			
5	Hub oil seals/axle			
6	Air/Electric-Lines/Connections			
6	Fifth Wheel & Mounts			
6	Kingpin/Apron			
6	Pintle Hook Connection			
7	Aux Equipment			
7	Cables & Hooks			
7	Aux Drive Devices			
	General			
8	**Densometers (if applicable) OUT ( ) IN ( )**			
8	All Decals/Placards			
8	Registration/license/permits			
8	Trip book/Keys			
8	Safety equipment			
8	Annual Inspection Sticker			

Trailer

	Inspection Groups	Pre-Trip	Post-Trip	Actions
9	Pintle Hook/Coupling devices			
9	Air/Electrical/Hyd Connections			
9	Landing gear			
9	Kingpin			
9	Frame			
9	Lights/Reflectors/Reflective Tape			
10	Springs/Air bags/Torque Bar			
10	Shock absorbers			
10	Slack Adjusters			
10	Brake chambers/Hoses/Lines			
10	Brake linings			
10	Rims/lug nuts/spacers			
10	Tires-Press & cond			
10	Hub oil seals/axle			
10	Splash guards/mud flaps			
11	Ladders/Platforms			
11	Iron/Hose Storage & Security			
11	Fluid Levels/Filters			
11	Leaks			
11	Hoses/Belts/Fan			
11	Air Induction System			
11	All Mounted Equip Gauges			
11	Exhaust System			

Trip Mileage Section (Miles Driven)

#	Destination		Route	Start Meter	End Meter	Comments
1						
2						
3						
4						

Fuel Section

Unit Number	No. Trips	Unit Meter Reading (PM Fuel) before	Unit Meter Reading (PM Fuel)/After	Amounts	Cost	Comments

Delivery Note Form

Japarts | Source One OIL & GAS MARINE SUPPLIES INC.

DELIVERY NOTE

186 Charlotte & Oronoque Sts, Georgetown, Guyana. S.A.
Tel: +592-225-5334
+592-225-5320
+592-227-3460
Web: www.sourceonegy.com

Customer: _____ Request Date: ____/____/____ (YYYY / MM / DD)

Pickup Location:		Drop-off Location:	
Address:		Address:	
Contact Name:	Phone:	Contact Name:	Phone:

TRANSPORT: Barite ☐ Cement ☐ Chemicals ☐ Other ☐ _____

Qty.	Item Description	Condition Receive	Comments	Senders Sig.
		☐Good ☐Damage		
		☐Good ☐Damage		
		☐Good ☐Damage		
		☐Good ☐Damage		
		☐Good ☐Damage		
		☐Good ☐Damage		
		☐Good ☐Damage		
		☐Good ☐Damage		

Date & Time of Pickup: ____/____/____ (YYYY MM DD) ____:____ (Hrs. Min.) ☐AM ☐PM Driver's Name: _____

Date & Time of Delivery: ____/____/____ (YYYY MM DD) ____:____ (Hrs. Min.) ☐AM ☐PM Driver's Sig.: _____

Equipment Type & Reg.#: _____ Trailer Type & Reg.#: _____

For Client Only

Name of Recipient: _____

Signature: _____

Date: ____/____/____ (YYYY MM DD)

Quality Control Criteria:

Condition of Items received: Poor ☐ Fair ☐ Good ☐

Comments: _____

SAFETY FIRST

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