



REFINERY STANDING INSTRUCTIONS

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PREFACE

PETRONAS Technical Standards (PTS) publications reflect the views, at the time of publication, of PETRONAS OPU/Divisions.

They are based on the experience acquired during the involvement with the design, construction, operation and maintenance of processing units and facilities. Where appropriate they are based on, or reference is made to, national and international standards and codes of practice.

The objective is to set the recommended standard for good technical practice to be applied by PETRONAS' OPUs in oil and gas production facilities, refineries, gas processing plants, chemical plants, marketing facilities or any other such facility, and thereby to achieve maximum technical and economic benefit from standardisation.

The information set forth in these publications is provided to users for their consideration and decision to implement. This is of particular importance where PTS may not cover every requirement or diversity of condition at each locality. The system of PTS is expected to be sufficiently flexible to allow individual operating units to adapt the information set forth in PTS to their own environment and requirements.

When Contractors or Manufacturers/Suppliers use PTS they shall be solely responsible for the quality of work and the attainment of the required design and engineering standards. In particular, for those requirements not specifically covered, the Principal will expect them to follow those design and engineering practices which will achieve the same level of integrity as reflected in the PTS. If in doubt, the Contractor or Manufacturer/Supplier shall, without detracting from his own responsibility, consult the Principal or its technical advisor.

The right to use PTS rests with three categories of users:

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- 2) Other parties who are authorised to use PTS subject to appropriate contractual arrangements.
- 3) Contractors/subcontractors and Manufacturers/Suppliers under a contract with users referred to under 1) and 2) which requires that tenders for projects, materials supplied or - generally - work performed on behalf of the said users comply with the relevant standards.

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NOTE : In addition to PTS publication there are Standard Specifications and Draft PTSs for Development (DPTS). DPTS generally introduce new procedures or techniques that will probably need updating as further experience develops during their use. The above requirements for distribution and use of PTSs are also applicable to Standard Specifications and DPTS. Standard Specifications and DPTS will gradually be replaced by PTSs.

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1. **MAIN OFFICE BUILDING SECURITY**

1. All employees and contractors must be issued with security badges by the Security Section before they are allowed into the Main Office Building. These badges must be worn at all times so that they can be seen clearly.
2. Employees without security badges will be treated as visitors and permission for entry can only be granted by their respective Department Manager or section Heads. Employees who habitually forget to bring their security badges are liable to undergo disciplinary action.
3. During office hours, any member of the Senior Staff may admit visitors into the Main Office and MUST accompany them at all times. They will be held fully responsible for the actions of their visitors.
4. Visitors calling upon member(s) of the Senior Staff are allowed to enter the Main Office only after clearance is given by the Senior Staff concerned. In case the Senior Staff concerned could not be contacted, NO ENTRY into the building other than the foyer will be allowed.
5. All visitors must present themselves to Security personnel on duty who will then contact the Senior Staff he wishes to see. The Senior Staff concerned must then come down to the foyer to sign in his visitor(s) in the Visitors' Register which will be in the custody of the Security personnel on duty. Likewise, the Senior Staff concerned must sign out his visitor(s) when the visitor(s) leave the building.
6. Visitors may be brought to the Visitors' Room on the ground floor or in the work office area, provided they are always accompanied by the Senior Staff concerned.
7. All vehicles and persons entering and leaving the Main Office area are liable to be searched by the Security Section.
8. All vehicles or persons leaving the area with any goods or materials must have a Material Exit Pass Responsible authorities for material exit passes are indicated in Standing Instructions No. 2, item 11.
9. The above authorisation for material exit passes covers only materials used for OPU/JV business. In all other cases, the counter-signature of the Manufacturing Manager, Operations Manager or Engineering manager is required.
10. The Manufacturing Manager may from time to time appoint temporary authorities for material exit passes. The details of such authorities will be notified at such time in writing.

2. **REFINERY SECURITY**

1. All employees, contractors and visitors must be issued with security badges by the Security Section before they are allowed to enter the refinery. These badges must be worn at all times so that they can be seen clearly.
2. Employees without security badges will be treated as visitors, and permission for entry can only be granted by Senior Staff during office hours. After office hours, permission can be granted by the Shift Superintendents. Employees who habitually forget to bring their security badges are liable to undergo disciplinary action.
3. During office hours, all members of the Senior Staff may admit visitors to the Refinery and must accompany them at all times. They will be held fully responsible for the actions of their visitors.
4. Visitors calling upon member(s) of Senior Staff are only allowed to enter the refinery after checking by the security section with the respective Senior Staff member(s). In case the Senior Staff member(s) can not be contacted no entry to the refinery can be granted. Exempted from this instruction are Customs and Police Officers.
5. After office hours, permission for entry of visitors to the Refinery can only be granted by the Senior Management (i.e. Manufacturing Manager, Operations Manager, Engineering Manager, Personnel Manager) or Management Duty officer either in writing or by verbal communication to the Shift Superintendents. The visitors must always be accompanied by a member of Senior Staff. Under no circumstances will visitors who are not escorted by a member of the Senior Staff be allowed through the gates.
6. All visitors will be issued with a visitor's pass on which the Senior Staff member admitting them should put his signature and OPU/JV reference indicator before they are allowed to leave the refinery area. They will also be issued with a numbered visitor's security badge at the gate house which must be surrendered when leaving the refinery.
7. Security Section should be warned in good time of prospective visitors arrivals; their names, or their numbers, and the organisation they represent, and the Department responsible for them while in the refinery area. This will avoid unnecessary delays to visitors at the gate. However, before visitors are allowed to enter the refinery, Security Section must contact the respective senior staff members (see 4 above).
8. Senior Staff accompanying visitors on to the process area, must always inform the Shift Superintendent of their wish to visit the units and may only proceed with his permission.
9. Cameras are not allowed into the refinery unless with written, permission from the Manufacturing Manager, Operations Manager or Engineering Manager.

10. All vehicles and persons entering and leaving the refinery are liable to be searched by the Security Section.
11. All vehicles leaving the area with any goods or material whatever, must have an exit-pass for the materials, properly filled in and signed by an authorised person, or have a valid invoice issued by Operations Department.

Responsible authorities for material exit passes should basically consist of heads of departments and nominated area managers/engineers, eg.

- (a) Manufacturing Manager
 - (b) Operations Manager
 - (c) Engineering Manager
 - (d) Oil Movement Manager
 - (e) Personal Manager
 - (f) Account and Material Manager
 - (g) Process & Utilities Manager
 - (h) Chief Project/Electrical/Instrument/Inspection Engineers
 - (i) Marine Services Manager
 - (j) Area Engineers – Offplot / Inplot
 - (k) Shift Superintendents (after office hours)
12. The above authorisation for materials passes covers only materials used for Company business. In all other cases, the counter-signature of the Senior Management (i.e. Manufacturing Manager, Operations Manager or Engineering Manager) is required.
 13. The Manufacturing Manager may from time to time appoint temporary authorities for materials passes. The details of such authorities will be notified at such time in writing.
 14. The Engineering Manager may from time to time appoint Engineering Supervisors as authorised signatories for Materials Exist Passes (restricted to own use tools and parts during office hours only). The details of such authorities will be notified in writing.

3. **SMOKING AND POSSESSION OF MATCHES/LIGHTERS AND OTHER POTENTIAL SOURCES OF IGNITION**

1. The Smoking Policy of the Refinery aims to avoid passive smoking to non-smokers and states that the rights of the non-smokers shall prevail in, the event of a conflict of rights between smokers and non-smokers. Visitors, contract staff and other third parties entering the Refinery premises will also be required to conform with the Refinery Smoking Policy.
2. In order to safeguard the Refinery against risk of fire, NO SMOKING inside the refinery fence must be strictly adhered to with the exception of few clearly defined area for which Fire Permits have been Issued.
3. A Fire Permit for smoking is valid for 6 months and, subject to renewal, may be issued to allow smoking in designated areas such as
 - (a) Outside Main Office
 - (b) Designed area in Movement Office canteen
 - (c) Designed area in canteen for Marketing facilities
 - (d) Authorised Smoking Huts located in safe area near car park.
4. From time to time permission for smoking in other specified locations may be granted by the issuing of a fire permit. Application for such permission must be made to the Head of Fire and Safety who must obtain the necessary approval from the Manufacturing Manager and/or operations Manager.
5. Numbered boxes of matches will be issued by the Fire & Safety Section to individuals occupying the authorised smoking areas. They will be signed for, and it is the responsibility of the users to ensure that the match boxes do not leave the smoking area.
6. Matches will also be issued on signature to Shift Superintendents and the Head of Laboratory for the purpose of lighting furnaces and laboratory gas-burners. This system will be used for issuing matches to holders of valid Fire Permit if matches are required for the job.
7. No employee or visitor will be allowed to bring either matches or lighters inside the Refinery or Jetty. Matches and lighters must be left at the Gate-House on entering, where a numbered disc will be issued. On leaving the refinery, matches and lighters can be collected in exchange for the numbered disc. The OPU/JV does not accept any responsibility for loss or damage to matches or lighters deposited at the Gate-House.
8. All electric or electronic equipment which are not intrinsically safe or explosion proof shall not be brought into the Refinery or Jetty unless special permission has been granted by Management. If these equipment are allowed to be brought in,

their use is restricted to those areas covered with a Fire Permit (see para 3 above) or, when used in other locations a separate Fire Permit shall be applied for.

9. For handphones, pagers or walkie talkies, the owners are advised to deposit them at the main gate for safe keeping. However if they are brought into the refinery or jetty, they can only be used inside their vehicles, inside office and along refinery roads far away from process or tankfarm roads.

4. USE OF PORTABLE HANDPHONES, PAGERS AND WALKIE-TALKIES

1. Use handphones, pagers or walkie-talkie in the hazardous areas of the refinery and jetty is strictly prohibited. Permission for use in these hazardous areas will only be given in exceptional circumstances where the equipment is certified intrinsically safe or explosion proof and has been inspected by the company's Electrical Competent Person.
2. To limit explicit use, handphones and uncertified pagers and walkie-talkies are permitted to be used only inside vehicles, insides offices and along refinery roads far away from process or tankfarm roads.
- 3 All these uncertified communication equipments can be surrendered to Security at the Main Gate for safekeeping. As a precaution against the risk of fire, all holders/users (including employees, contractors and visitors, etc) are advised to deposit their communication equipment at the main gate to avoid carrying the equipment into hazardous areas of the refinery and jetty.
4. In event a person is found to be contravening above ruling, the communication equipment will be immediately confiscated. The offender may be subjected to disciplinary action including debarment from entering the refinery or jetty.
5. OPU/JV employee accompanying visitor to the refinery or jetty should remind the person to adhere to this ruling.

5. **CONTROL OF VEHICLES WITHIN REFINERY AREA AND MAIN OFFICE**

1. The Refinery area and Jetty area are restricted areas. Entry of vehicles into these areas is only permitted by vehicles passes obtained from the Security Section. Exception to this restriction are authorised vehicles going to specified Marketing facilities only.
2. Vehicles entering the restricted areas must be in a roadworthy condition checked by Security section.
3. Three types of vehicles passes can be issued:
(insert equivalent as appropriate)
 - ~ Blue pass (white background with blue lettering)
 - ~ Red pass (white background with red lettering)
 - ~ Green pass (white background with green lettering)
4. Vehicles passes should be properly displayed.
5. Vehicles issued with "Green Passes" may enter the Refinery Main Gate. The can proceed along the main entrance road to the designed car park outside process and tankfarm areas.
6. Vehicles issued with "Red Passes" are allowed to use all refinery roads except those roads and areas which are indicated with a "NO ENTRY" sign/barrier.
7. Vehicles with "Blue Passes" may enter or park at the Main Office area only.
8. Vehicles are only allowed to enter the "NO ENTRY" area, when a valid fire permit and clearance certificate has been issued.
9. The "Red Pass" is only valid to the person to whom the pass is issued.
10. The person to whom a vehicle pass is issued is accountable for any misuse of the pass.
11. Parking cars along roads should be avoided as much as possible. However, if unavoidable, such parking should be for no longer than is strictly necessary and in such a way that traffic flow (especially for fire fighting trucks and ambulance) will not be hindered. Fire hydrants must never be obstructed.
12. When parking along roads within the Refinery, car engines have to be switched-off. The ignition keys should be left in the vehicle with the door unlocked so that the car can be removed in case of emergency.
13. The following will be issued with Red Passes:-

- (a) All OPU/JV vehicles.
 - (b) Vehicles of staff who for operational reasons are required frequently to travel to areas other than the car parks. Section Head shall submit names of their staff to the operations or Engineering Manager for approval. Issues, however, will be kept to a minimum.
 - (c) Vehicles delivering materials to the Warehouse will not require a pass for entering the Materials Yard next to the Warehouse. For deliveries elsewhere, the Account/Materials Manager will be issued with a number of "Red Passes" endorsed "Temporary" for issue to the vehicle. These passes are to be returned after delivery. The same system will apply for vehicles making collections.
 - (d) For contractors working in the Refinery or Jetty, it may be necessary to issue "Red Passes" to one or two vehicles with approval from the Engineering Manager but this issue must be kept to a minimum. For all other contractor vehicles, temporary "Red Passes" shall be issued under the direction of Engineering Manager. The Engineering Manager shall review from time to time whether renewal will be granted and inform the, Head of Security accordingly.
 - (e) For issue of temporary Red Passes to others, approval must be obtained from the operation or Engineering Manager.
14. Visitor in their own vehicles shall park their vehicles at the car park outside the Main Gate. For regular company vendors who possess a valid vehicle pass obtained in accordance to procedure, they may park their vehicles at the designed car parks outside process and tankfarm areas.
- 15 The Head of Security shall be responsible for the administration of these regulations, issuing all passes and maintaining up-to-date records.