Land Transport Safety Management

Object
To set the requirements to carry out land transport operations in a safe manner and avoid land transport incidents.

Scope of application
This procedure is applicable to all Repsol E&P processes (acquisition, exploration, development, production & abandonment).

This procedure covers worldwide land transport activities which are under company management control, including field trips and field visits. Company, contractors and subcontractors vehicles shall meet the requirements set in this procedure.

Out of the scope of application are seismic vibrator trucks, drilling trucks, mobile rig, motorbikes, and road vehicles not used for the transport of people or goods including excavators, mobile cranes, heavy machinery, ambulances and fire trucks.

The use of vehicles rented or leased by the Company, for personal use is also out of the scope of application of this procedure.

In case of non-operated ventures, all reasonable efforts to influence the partners to implement this procedure shall be made.

Framework regulations
- Safety and environmental risk management at industrial assets (00-00353NO)
- Supplier Management (00-00177NO)
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1. Definitions & Abbreviations

1.1. Definitions

- **All-Terrain Vehicles (ATVs):** A motor vehicle with three or more wheels that is designed for use on various types of terrain.

- **Defensive driving:** Set of driving skills that are the proactive application by a driver of safe behaviours during any journey with the sole objective of preventing any road traffic incident. The key skills are to visually scan the road ahead for hazards in order to undertake proactive driving techniques to minimise the threat of those hazards and to be prepared for any unseen hazards. These skills are usually trained in specific training courses.

- **Driver:** A person who undertakes any work related driving on behalf of the company.

- **Duty hours:** The time a driver spends behind the wheel of a vehicle on company business whether the vehicle is in motion or not.

- **In Vehicle Monitoring System (IVMS):** Hardware that fits on or behind the dashboard of a vehicle. It monitors certain data such as speed, acceleration, deceleration, kilometres driven and driving hours as a minimum, although many other parameters can be monitored. It is sometimes known as a Vehicle Data Recorder (VDR).

- **Journey Management:** System whereby a journey plan is agreed to between driver and a supervisor or a Journey Manager. It will cover the time between departure and arrival at the final destination and detail the safest route to take, avoiding or mitigating any potential hazards on the route and the rest breaks the driver needs to take, to prevent driver tiredness and fatigue.

- **Journey Manager:** Role appointed by the Land Transport Coordinator for every Land Transport operation for supervising, coordinating and controlling operational aspects of the Land Transport operation.

- **Journey Plan:** A formal planning document to ensure all applicable journeys are assessed, appropriately risk minimized, documented and implemented.

- **Land Transport Coordinator:** Role appointed by the BU Director or the Project Manager to coordinate the Land Transport process within an Asset or Project (it can be the Logistics Manager or other specific role).

- **Professional driver:** Person whose job requires regular driving.

1.2. Abbreviations

- **ATV:** All-Terrain Vehicles

- **BU:** Business Unit

- **DG E&P:** Dirección General de Exploración y Producción

- **HSE:** Health, Safety and Environment

- **IOGP:** International Association of Oil & Gas Producers

- **IVMS:** In Vehicle Monitoring System

- **JSA:** Job Safety Analysis

- **KPI:** Key Performance Indicators

- **MVCR:** Motor Vehicle Crash Rate

- **OCC:** Operational Control Center
2. Land Transport Safety Management

2.1. Hazard identification and risk evaluation

Land transport is one of the Major Accident Hazards in E&P operations. Land transport incidents cause the highest number of fatalities in the Oil & Gas industry.

Several factors can influence or affect the safety of land transport operations (Figure 1). Among them are:

- Human factors/Drivers qualifications
- Vehicle conditions
- Loads
- Road conditions
- Environmental conditions
- Security issues

A comprehensive exercise (Bow Tie Analysis) has been conducted in the E&P business to identify the preventive measures to avoid the occurrence of a major accident in land transport and the mitigation measures to prevent escalation of any incident. Appendix II presents the general Bow Tie Template for Land Transport.

Figure 1. Major Influence factors
This procedure sets the requirements to conduct any land transport operation in a safe manner based on those preventive and mitigation measures identified in the general Bow Tie to control a major accident.

Each BU Director/Project Manager/Asset Manager shall evaluate risks related to land transport operation and should consider the general Bow Tie template to review barriers and define local requirements where it is identified as a Major Accident Hazard. All risks assessments related to land transport will be led by the Land Transport Coordinator.

2.2. Risk management

2.2.1. Drivers

All staff and contractor drivers shall be appropriately licensed, trained and able to operate any assigned vehicle. All drivers shall be medically assessed and declared fit to operate by their company health department.

Drivers shall receive training in the following topics:

- Repsol Internal Regulation (this procedure) “Land Transport Safety Management” (20-00100PR)
- Specific local regulations
- National legislation and standards regarding motor vehicles
- Driving skills and behaviours
- Defensive driving techniques
- Alertness and fatigue management
- Journey management, including pre-trip checks, local driving hazards, personal security, and local culture.
- Effects for driving caused by medicine, alcohol and drugs.
- Managing distraction during driving
- What to do in case of an accident
- Safety equipment, navigation and communications systems
- Basic vehicle maintenance and mechanics

This training shall be periodically updated. The need for refresher training and assessment shall be based on the driver's performance and risk exposure, with a refresher at least every five years following the initial training.

Additional specific training must be provided if special circumstances occur (e.g. transport of dangerous goods, security issues, weather conditions, etc.).

The Land Transport Coordinator or whoever is responsible for driver training will ensure Land Transport training is provided to drivers.

**Professional drivers** shall be selected or appointed based on:

- The competence and experience of the candidates
- Knowledge of languages, if required for the job.
- The health and personality of the driver (medical and psycho-physical check-up, as part of the hiring process) – to be assessed in conjunction with the BU Medical Team.
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Owner: D. SMA E&P
Revision: 0.0

- Knowledge of local traffic regulations, as well as Repsol Internal Regulations on that subject
- Knowledge of additional dangers derived from local itineraries and the load or equipment carried

2.2.2. Vehicles

2.2.2.1. Selection
The type of vehicle must be selected in accordance with service requirements and the identified hazards. Vehicles shall be fit for the intended use and be maintained in safe working order in line with the manufacturer’s specifications and local legal requirements.

In countries without a rigorous government-run inspection program, the BU Director/Project Manager/Asset Manager will establish the age and mileage limits for both its own and Contractors’ fleets.

Light vehicles (cars, vans, pick up) more than six years old or which have travelled over 100,000 Km shall be assessed by Logistic Department or equivalent, for business use considering conditions and maintenance of the vehicle.

For general cargo trucks, each BU Director/Project Manager/Asset Manager shall establish the limits as to age and mileage, taking into account a specific risk assessment for these vehicles and the availability of the vehicle type in the operating area.

The operation of All-Terrain Vehicles (ATVs) will be restricted to the driving activities that the BU Director/Project Manager/Asset Manager specifically states require these unique types of vehicles. ATVs include all three (trike), and four (quad) wheeled vehicles designed specifically for off-road applications.

Use of trailers: When it is necessary to attach trailer to the vehicle, the driver shall be licensed for purpose and must ensure that such equipment is in good operating condition (lights, hitch, etc.). The driver will ensure that the effective maximum load capacity of the trailer and the towing capacity of the vehicle are not exceeded and that the entire load is properly secured before operations begin.

All vehicles pulling trailers shall be provided with chock blocs.

The use of personal vehicles for company business activities is discouraged, unless the risks are evaluated and approval is provided by the corresponding level.

2.2.2.2. Equipment
Vehicle equipment and accessories shall be fit for intended use and be maintained in safe working order in line with manufacturer’s specifications and local legal requirements (see Appendix III).

Vehicles shall be equipped with the safety, communications and survival equipment required for the land transport operation.

Every vehicle must have an approved safety belt, as well as a head rest, for each occupant of the vehicle.

Proper seatbelts are required in vehicles with lateral seating (e.g. ambulance attendants).

Company owned, contracted or leased vehicles, with the exemption of contracted or leased vehicles for less than 6 months, when traveling outside installation boundaries, shall be fitted with an IVMS or VDR that produces journey data to be analysed by the Land Transport Coordinator. A periodic report shall be prepared and distributed to the BU Director/Project Manager/Asset Manger and feedback shall be given to drivers.

Vehicles for more than 7 passengers shall be fitted with IVMS/VDR and/or Rollover Protection Device (RPD) on its roof to prevent cabin structural collapse in case of a roll over or collision, when required by a risk assessment.
Careful considerations shall be taken when selecting and before fitting any vehicle with a “bull bar” or other protruding fitments even if provided or installed by the vehicle manufacturer, due to the pedestrian risk and for the vehicle performance.

In case of security concerns all windows and windscreens of vehicles must have safety film and the vehicles must have an emergency communication system to alert an emergency or other unwanted event to a Operational Control Center (OCC).

2.2.2.3. Care and maintenance

Vehicle care and maintenance is the individual responsibility of its appointed drivers and the maintenance and logistics department.

The Land Transport Coordinator will determine the frequency of regular vehicle inspections which will be based on the mileage driven and the manufacturer's recommended inspection schedule (Appendix IV). The actual operating conditions and feedback from drivers will influence this schedule.

Maintenance Service shall cover the following aspects:

- Vehicle inspection and maintenance programs
- Stock of spare parts (if required by local conditions)
- Periodic review and testing using a verification list (radio, GPS, extinguishers, IVMS or VDR, signal lights, tools, containers for spare fuel and water, etc.)
- Mechanisms for drivers to systematically notify any faults in their vehicles or equipment
- Procedure to remove from service any vehicles that have critical faults, until they have been repaired and certified to return to service
- Process to inspect and repair vehicles that have suffered an accident
- Tire replacement

2.2.3. Journey

Land transport operations can be undertaken as ‘routine’ or ‘non-routine’ according to the following criteria:

- Routine land transport operations:
  - Repetitive transport or journeys which are covered by a previously approved Job Safety Analysis (JSA) and Journey Plan and using the same vehicles
  - Carried out by trained drivers in the use of specific vehicles and deemed competent to undertake the operation safely. Drivers have knowledge of the formal risk assessment (JSA) and the Journey Plan for the operation being carried out
  - Carried out under suitable and stable environmental conditions (considering weather, visibility, etc)
  - Where security conditions are stable and assured
  - The route is over roads with known good condition and stability

- Non-routine land transport operations are those which do not meet any of the above criteria. All transport of dangerous goods shall be considered to be non-routine operations. All transport involved in Rig Mobilization will be considered a non routine operation, unless it corresponds to a fracking activity.
All special transport due to weight or dimensions, etc. established by local laws, will be considered non routine transport and a specific study will be prepared to fulfill legal requirements.

For repeated routine land transport operations, an individual journey plan is not required. Every routine transport operation carried out can be linked to the same Journey Plan as long as the risks and the specific environmental conditions have not substantially changed.

Each non-routine land transport operation shall be undertaken in accordance with an approved Journey Plan, which will include the identification of potential risks. The Journey Plan should normally be developed by the Land transport contractor and shall be reviewed and approved by the appointed Journey Manager, who is not a participant in the journey. The Logistic Department will prepare the Journey Plan for Company vehicles, and this Plan will also be approved by a Journey Manager.

When a route only uses public roads that are in excellent condition, a specific Journey Plan is not necessary, and it will be considered as routine operation.

For non-routine travel, specific authorization shall be obtained by preparing and signing a Journey Plan (see Appendix V).

The Journey Plan shall clearly indicate the reason, departure point, route and destination of the trip, detailing the hours, distances and speeds, the specified risks and precautions to be taken, as well as the persons and telephone numbers to contact in case of emergency, or if the vehicle does not arrive at its destination at the established time.

Vehicle arrival shall be verified at the final destination and the driver will keep the original copy of the Journey Plan.

The Journey Plan shall ensure that:

- A Journey Manager is appointed
- Formal pre-trip briefings are held and documented. This shall include a discussion between driver and the journey manager regarding routes, stops, hazards, loads and the requirements for the driver to report completion of the journey and contingency plans for enroute emergencies
- Appropriate means of communication between driver and journey manager are available and a communications protocol agreed
- The route is clearly defined and, if necessary, mapped
- Potential driving hazards, especially dangerous intersections, are identified in advance, taking into consideration the terrain, time of day, weather, known dangerous routes, speed limits, holidays (especially those which involve fasting or alcohol, etc.)
- Appropriate vehicles are assigned to the journey taking into account the hazards identified
- Only qualified drivers are assigned with current certification for the type of vehicles to be used
- Drivers are physically and mentally fit, giving particular attention to past hours worked, past amounts of sleep, time of the day, position in the natural alertness cycle, food intake, etc.
- Vehicles are inspected using an appropriate checklist before the journey begins
- Rest stops are scheduled
- The driver clearly understands his/her responsibility to report completion of the trip to the journey manager
• An estimate of the expected arrival time at the destination is made. Persons at the destination must initiate a contingency plan in the event that the traveller does not arrive at the set time.

• All trips during the hours of darkness or during times of reduced visibility shall be systematically reviewed for risk and be subject to formal approval before they begin. Risk assessment shall consider the risk of blowing snow, dust, smoke, fog, heavy rains, security risks and local driving practices.

• When applicable, ensure that working alone requirements are met.

In environments where visibility of the vehicle can be problematic for other people (road users and pedestrians), and where permitted by local law, vehicles will drive with their lights illuminated at all times, unless specific risks (e.g. security) determine that such practice presents unacceptable risk. This includes low beam (dipped) headlights, side marker lights and tail-lights to ensure vehicles are visible from all directions.

When parking, every effort shall be made to park the vehicle in a manner that allows the first move when leaving the parking space to be forward.

2.2.4. Road assessment

All routes travelled shall be assessed for hazards and inherent risks that might affect the success of a journey. Such assessment could range from a review of local intersections and roads with a history of vehicle accidents or traffic conflicts to a systematic and comprehensive evaluation of a route travelled. The Land Transport Coordinator shall perform these assessments prior to the commencement of land transport operations.

A Road Hazard Assessment (RHA) is a documented inventory of potential road hazards that exist along the proposed route to or from a Company location. High risk roads and hazards are communicated to the Land Transport Coordinator and drivers as a proactive measure.

Road hazards include, but are not limited to:

• Bridges (width, capacity, no post markers, approaches)
• Adverse road conditions (snow and ice, gravel, lease roads, mud, etc.)
• Identification of narrow road sections
• Blind corners and hilltops
• Steep grades
• Chain up requirements and safe chain up areas
• Distance to be driven and
• Heavy traffic volumes

The risks and control measures identified should be included in the pre-journey assessment process. Alternative lower risk routes shall be selected whenever possible in preference of those with a higher risk ranking.

2.2.5. Driver fatigue and alertness

• All drivers shall be appropriately rested and alert. It is the duty of the driver to notify their immediate supervisor and postpone/delay their trip if they are uncertain as to the level of their emotional and alert state and if there is the potential that this reduced level of alertness may impact the safe operation of the vehicle.
Every employee and contractor has the duty to cease work and rest whenever their level of fatigue has the potential to impact the safe performance of their duties.

### 2.2.6. Driving time

The following rules relating to driving and duty hours, aligned to IOGP recommendations, shall apply:

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<tr>
<th>Requirement</th>
<th>Recommended practice</th>
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<tr>
<td>Maximum driving time between breaks and minimum break time</td>
<td>• Two (2) hours, with at least 15 minutes break or more during periods for circadian lows.</td>
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<tr>
<td>Maximum duty hours within a rolling 24 hours period</td>
<td>• Fourteen (14) hours (i.e. employee cannot drive after 14 duty hours). This shall include driving, loading, unloading, waiting, rest breaks, and any other work (including air travel).</td>
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<tr>
<td>Maximum driving hours within a rolling 24 hours period</td>
<td>• Ten (10) hours total excluding commuting time. Eleven (11) hours including any commuting time.</td>
</tr>
<tr>
<td>Maximum duty hours in a rolling 7 day and 14 day period</td>
<td>• 14 day period: 120 hour subject to an 80 hour/7 day maximum, and an average of 60 hours per week over an extended period.</td>
</tr>
<tr>
<td>Off duty period in a rolling 7-day period.</td>
<td>• Minimum of a continuous 24 hours break prior to driving again.</td>
</tr>
</tbody>
</table>

Night-time driving requires the authorization of the Logistics Manager or equivalent. Night-time driving will be understood to be driving that starts more than two hours before dawn or continues more than two hours after dusk.

### 2.2.7. Speed limits

BU Director or Project/Asset Manager shall establish speed limits for each kind of road and vehicle, not contravening local regulations, and different ones for daytime and for night-time, and for internal oil field/installation roads.

In any case, on gravelled roads (unpaved) vehicles may not exceed 80 Km/h (50 Mi/h) during the daytime or 50 Km/h (31 Mi/h) at night.

Both company and contractors drivers must strictly respect the maximum speed limits that have been established on the roads along which they travel.

Internal roads in the oil fields and other working areas shall be sign-posted with the maximum speed limits where possible.

The company’s internal speed limits will be clearly marked inside each vehicle’s Journey document.
Notwithstanding these considerations, the driver must always adjust the vehicle speed to the changing conditions of the weather, the road, the traffic levels, light levels, his physical condition, and the mechanical condition of the vehicle, in order to maintain control of the vehicle at all times.

### 2.2.8. Passengers and cargo

The number of passengers shall not exceed the manufacturer’s specifications and occupants of any vehicle shall use seat belts at all times.

The cargo will be placed in compartments other than passenger compartments and will be properly placed and tied down. If cargo must be placed in passenger compartment, sufficient restraints must be used to ensure that objects are secured to prevent a projectile hazard during an emergency braking situation, collision, or during travel. In vehicles dedicated to carrying passengers, the use of additional fuel containers is forbidden, unless they are properly installed in the vehicle.

Loads shall not exceed the manufacturer’s specification or the legal limits for the vehicle. The transportation of large loads and dangerous cargo will require special procedures that are not included in this document.

Drivers using load binders must be familiar with local laws and regulations regarding the size and number of tie-downs/securement straps/devices required for securing cargo on or in vehicles.

During loading operation ensure that the surrounding area is clear and free from any personnel or objects that might be struck by straps, cables, chains or, ropes being tossed over top of cargo.

The materials, tools and accessories that are used to secure cargo must be inspected before use, and must have regular inspections by a specialized entity or manufacturer. Securement does not apply to light objects like file folders, cell phone or wallet etc. which have to be placed in the appropriate car cabin area.

No car or vehicle shall be modified to fit seats for passengers in the cargo area.

Do not carry passengers in vehicles that are not intended for that particular business purpose.

### 2.2.9. Behaviours for safe driving

Drivers shall not operate a vehicle while under the influence of alcohol, drugs, narcotics or medication that could impair the driver’s ability to operate the vehicle.

BU Medical Team or a physician will be consulted if questions arise regarding the effects of prescription medication on driving.

Drivers are advised to inform their supervisor or company medical service representative of any possible emotional disorders to ensure they are fit to operate the vehicle; this situation will be evaluated by the BU Medical Team.

Drivers shall never initiate nor answer a mobile telephone call while driving a vehicle. This includes text messaging and the use of hands free devices, with the exception of 2 way communication Citizens Band as part of convoy management or emergency situations.

The driver must safely leave the road and bring the vehicle to a complete and safe stop in a safe parking area before initiating or a answering a call.

Drivers must also avoid other distractions including but not limited to:

- Eating
Programming and/or using Radios use for two way communications (including communication with base stations)

- Computers, notepads, or equivalent devices
- Manipulate GPS/GPS-Cellular phone devices
- MP3 or equivalent devices
- Any network enabled devices or device that could distract driver and
- Reaching for items.

Drivers must not read or write while driving the vehicle.

2.3. Records

To demonstrate compliance with this procedure, the Logistic Department is responsible to keep the following records, at least for 2 years:

- Initial risk assessment and any updates
- Assignment of vehicles and safety equipment required in each case
- Journey Plan records
- Investigation of accidents / incidents
- Maintenance records
- Information and training activity records
- Emergency drill records
- Check List of the vehicle.
- Route studies/surveys
- Registration fleet and equipment of security
- IVMS data

In Appendix VI are included the KPIs that must be followed by the BU Director/Asset/Project Manager.

2.4. Transportation contracts

All transportation contracts must include a specific section for HSE. Such section sets the HSE requirements for Land Transport.

It is expected that Land Transport Contractors have a written safe driving practice. Contractor safe driving practices are evaluated and scored during the Supplier Management pre-qualification process developed by Procurement and Contracts Direction.

Contractors shall be evaluated before signing the contracts to ensure adequate fleet management and good practices for HSE, driver training, vehicle maintenance program, etc. Contractor performance will be evaluated periodically and at the end of the contract.

The Land Transport Coordinator shall ensure through periodic evaluations, that the land transport operation contracted with third parties is performed in accordance with the requirements of this procedure, local legislation and the signed contract. These evaluations and findings shall be recorded.
2.5. Non-compliances and faults

Non-Compliances with the requirements stated in this procedure may be detected by:

- The established active control mechanisms (Audits, Inspections, logistics service controls, driver comments, maintenance service reports, etc.)
- Through incidents investigations.

Any Non-compliance will be handled under the BU’s HSE Management System.

The following will be considered serious faults: operating vehicles under the influence of alcohol or drugs; modifying or disabling the vehicle’s safety features; excessive speed; not using the seat belt (both drivers and passengers) and careless and/or reckless driving.

Regarding contractor’s personnel, when serious faults are repeated, the contractor will be required to remove the driver in that contract, or in any other job, directly or indirectly, in any company belonging to Repsol, giving Repsol the right to refuse that driver to access to Repsol facilities and vehicles.

2.6. Emergency response in case of accident

Each BU Director/Project Manager/Asset Manager must consider the contingencies that are associated to land transport operations and develop specific action plans within their Emergency Response Plan in case of a road accident. All vehicles will physically carry emergency instructions and the corresponding call list.

All vehicles entering in an operated asset must have a communication system (stationary radio) with Repsol frequencies installed when the asset has radio communications installed.

All incidents involving Land Company vehicles or vehicles used in conducting Company business will be reported in accordance with the Repsol norm 00-00343PR on Incident Management. The driver will ensure that the incident is reported to their supervisor in an expedient and timely manner.

3. Roles & Responsibilities

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<tr>
<th>Role</th>
<th>Responsibilities</th>
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<tr>
<td>Business Unit Director/Asset/Project Manager.</td>
<td>• Is accountable for the safety of Land Transport operations  &lt;br&gt; • Provide the resources necessary for carrying out Land Transport operations in a safe manner according to the requirements established in this procedure  &lt;br&gt; • Evaluate cost/efficiency measures proposed by Land Transport Coordinator are compatible with asset/project scenario and this procedure</td>
</tr>
<tr>
<td>BU HSE Manager or Security Manager</td>
<td>• Advise on the implementation of this procedure  &lt;br&gt; • Identify the measures needed to protect drivers’ health in travel to unhealthy areas or those with extreme weather conditions</td>
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<tr>
<td>Land Transport Coordinator/Logistics Manager or equivalent</td>
<td>• Evaluate the risks in each scenario involving land transport operations  &lt;br&gt; • Propose cost/efficiency measures  &lt;br&gt; • Ensure drivers Land Transport training  &lt;br&gt; • Conduct studies of routes and monitoring units</td>
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## Land Transport Safety Management

**Type:** Procedure  
**Scope:** Business Global  
**Code:** 20-00100PR  
**Owner:** D. SMA E&P  
**Revision:** 0.0

### Role and Responsibilities

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<tr>
<th>Role</th>
<th>Responsibilities</th>
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| **Propose**                 | - Propose the safest alternatives for vehicles, equipment and routes  
|                             | - Perform a systematic review of land transport operations and verifies compliance with the procedure  
|                             | - Coordinate transportation safety programs with the contractors and controls them at regular intervals  
|                             | - Analyze and investigate land transport accidents / incidents  
|                             | - Manage driver information and training programs, both internal and for contractors  
|                             | - Ensure that Land Transport vehicles and equipment purchased or leased are initially certified and safe for use  
|                             | - Engage the services of competent and safe Land Transport contractors  
|                             | - Develop Journey Plan for staff vehicles  
|                             | - Ensure that Journey Plans are used for all Land Transport operations  
|                             | - Ensure that Land Transport vehicles and equipment used are inspected and maintained in accordance with manufacturer’s recommendations as well as any associated legal requirements  
|                             | - Develop audits to Providers and Land Transport Contracts in cooperation with P&C  
|                             | - Document and register all the above activities  
|                             | - Manage IVMS/VDR data and analyze its information  
|                             | - Appoint Journey Managers for every Land Transport operation  
|                             | - Establish speed limits for each kind of road and vehicle  
|                             | - Provide a Pre-Trip Inspection format  
| **Maintainance Services**   | - Implement vehicle inspection and maintenance programs, as well as for additional safety equipment  
| **Responsible**             | - Make necessary repairs and notifies the drivers about them  
| **Journey Manager**         | - Ensure coordination and control of all aspects of the Land Transport operation  
|                             | - Ensure that every person involved in the Land Transport operation is competent  
|                             | - Classify a land transport operation as “routine” or “non-routine”  
|                             | - Approve the Journey Plan  
|                             | - Carry out a pre-job meeting as required, before the journey  

Valid regulations available in our search engine
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<th>Role</th>
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<td></td>
<td>• Ensure that Journey Plans are available for consultation by the drivers and passengers and are filed and available for review</td>
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<td>• Select and record the best routes according to available information regarding the status of roads, current weather conditions and the type of transportation</td>
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<td>• Select the appropriate vehicles and emergency and auxiliary equipment for each case depending on the routes, fuel supplies and seasonal weather</td>
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<td>• When driving time limit applies, pre-identification of rest areas shall be done. Selected rest areas must exhibit adequate security and hygienic conditions</td>
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<td>• Authorize and record deviations from scheduled routes</td>
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<td>• Ensure that drivers are informed beforehand of the risks they may find on their trips, depending on changing circumstances</td>
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<td>• Establish, whenever appropriate, contact points with the base, on the road or at the Estimated Time of Arrival</td>
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<td>• Establish and use a system to verify from base the arrival of the vehicle at its destination within the expected time frame</td>
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<td>• Provide prompt help in case of accident/breakdown in difficult or isolated trips, as established in the corresponding emergency plan</td>
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<td>• Control the number of persons in transit: specifically note if driving alone</td>
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<td>• Control the maximum permitted driving time</td>
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<td></td>
<td>• Control compliance with speed limits</td>
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<td>• Control compliance with maximum weight and height restrictions or limits</td>
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<td>• Driver’s level of alertness and fatigue shall be noted</td>
</tr>
<tr>
<td>Passengers</td>
<td>• Use the vehicle’s seat belts at all times.</td>
</tr>
<tr>
<td></td>
<td>• Stop the driver if he is doing something illegal or taking risks</td>
</tr>
<tr>
<td>Drivers</td>
<td>• Ensure that travel is undertaken in accordance with the applicable and relevant Journey Plan.</td>
</tr>
<tr>
<td></td>
<td>• Drive in compliance with this procedure, local regulations and company’s safety rules.</td>
</tr>
<tr>
<td></td>
<td>• Use the vehicle’s safety belt at all times and ensure all other occupants use it also.</td>
</tr>
<tr>
<td></td>
<td>• Do not perform any activities when driving which may cause distractions, such as holding complicated conversations or use of cell (mobile)</td>
</tr>
</tbody>
</table>
### Land Transport Safety Management

<table>
<thead>
<tr>
<th>Role</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>telephones, walkies, GPS, tablets, etc</td>
</tr>
<tr>
<td></td>
<td>• Do not drive In case of tiredness or illness</td>
</tr>
<tr>
<td></td>
<td>• Stop the travel if it deviates from the approved Journey Plan.</td>
</tr>
<tr>
<td></td>
<td>• Control in their assigned vehicle: fluid levels, brakes, tires (both their</td>
</tr>
<tr>
<td></td>
<td>features for the planned route, and tire pressure and wear), batteries,</td>
</tr>
<tr>
<td></td>
<td>lights, safety, communications and survival equipment, cleanliness, etc.</td>
</tr>
<tr>
<td></td>
<td>To that end, the maintenance service shall issue checklists for each type of</td>
</tr>
<tr>
<td></td>
<td>vehicle.</td>
</tr>
<tr>
<td></td>
<td>• Notify immediately to the Maintenance Department any problems or breakdowns</td>
</tr>
<tr>
<td></td>
<td>in the vehicle</td>
</tr>
<tr>
<td></td>
<td>• Discard any vehicle that has any problems or breakdowns that may affect safety,</td>
</tr>
<tr>
<td></td>
<td>until it is repaired</td>
</tr>
<tr>
<td></td>
<td>• Verify that inspection/maintenance actions are performed as established</td>
</tr>
<tr>
<td></td>
<td>and at the specified intervals and in accordance with the manufacturer’s</td>
</tr>
<tr>
<td></td>
<td>specifications and the requirements of the BU.</td>
</tr>
<tr>
<td></td>
<td>• Receive specific training courses in Land Transport Safety Management.</td>
</tr>
<tr>
<td>Land Transport Contractors</td>
<td>• Ensure compliance with applicable requirements defined in this procedure.</td>
</tr>
<tr>
<td>BU Medical Team</td>
<td>• Assessment of the health and personality of the driver (medical and</td>
</tr>
<tr>
<td></td>
<td>psycho-physical check-up, as part of the hiring process).</td>
</tr>
<tr>
<td></td>
<td>• Consulted if questions arise regarding the effects of prescription medicine</td>
</tr>
<tr>
<td></td>
<td>on driving.</td>
</tr>
</tbody>
</table>

### 4. Exemptions

This Procedure is mandatory. If for any reason, compliance with this procedure is deemed not possible, a formal risk assessment shall be undertaken to demonstrate that the HSE risks associated with the land transport operation, will be both ALARP and Tolerable as defined in the DG E&P Hazard Management Procedure code 012 MR 03400 MN EP. The risk assessment must be reviewed by the owner of this procedure and a variance must be signed by the corresponding level of authorization according to the Safety and Environment Risk Management in Industrial Assets (00-00353NO).
5. Appendices

Appendix I: Reference Documentation

Appendix II: Bow Tie Template for Land Transport

Appendix III: Vehicle Equipment

Appendix IV: Vehicle Pre-Trip Inspection

Appendix V: Journey Management Plan Template

Appendix VI: KPIs for Land Transport
Appendix I: Reference Documentation

Internal Reference Documentation

- DG E&P Contractor HSE Management Practice (030 PR 03461 MN UP)
- DG E&P Hazard Identification Study (HAZID) Practice (011 PR 03311 MN UP)
- Evaluation of Work Related Risks at Repsol (SCOR P-01)
- DG E&P Emergency Preparedness (20-00036PR)
- Incident Management (00-00343PR)
- Bow Tie Analysis (20-00083PR)

External Reference Documentation

- IOGP Report No. 365 (Issue 2) Rev Sep 2014 - Land transportation safety recommended practice
- IOGP Report No. 365-6 June 2016 Land transportation safety recommended practice
## Land Transport Safety Management

<table>
<thead>
<tr>
<th>Type: Procedure</th>
<th>Scope: Business Global</th>
<th>Code: 20-00100PR</th>
</tr>
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<tbody>
<tr>
<td>Owner: D. SMA E&amp;P</td>
<td>Revision: 0.0</td>
<td></td>
</tr>
</tbody>
</table>

### Appendix II: Bow Tie Template for Land Transport

- MAH07.T01 Improper Loading or Unloading of Vehicle
- MAH07.T02 Advance Weather Conditions
- MAH07.T03 Poor Road Conditions
- MAH07.T04 Poor Visibility
- MAH07.T05 Unexpected Maneuver from Nearby Vehicle
- MAH07.T06 Vehicle Equipment Failure
- MAH07.T07 Distracted Driver
- MAH07.T08 En route Incident in the Vehicle
- MAH07.T09 Hazardous Environment
- MAH07.T10 Security, Sabotage or Piracy
- MAH07.T11 Loss of Containment of Fuel (MAH02)
- MAH07.C01 Incident Resulting in Injury or Fatality
- MAH07.C02 Incident Resulting in an Environmental Damage
- MAH07.C03 Incident Resulting in Asset or 3rd Party Damage
- MAH07.C04 Incident Resulting in Reputational Impacts

![Bow Tie Diagram](image-url)
Appendix III: Vehicle Equipment

Minimum vehicle equipment

**Light-duty vehicle.**
- Head rests (all seats)
- Air bag (all if possible, but at least driver’s seat)
- Anti-lock brakes
- Three points anchored and/or approved seatbelts for each occupant.
- Reflective jackets
- Fire extinguishers
- Reflective triangles
- First-aid kit and flashlight/torch
- Auto jack and tools
- BU approved driving monitor (IVMS/VDR), when applicable
- Driver and passenger side mirrors
- Suitable spare wheel and tyre
- Disabled vehicle triangle
- Appropriate transport and load signs
- Vehicle Manual

**Heavy-duty vehicle:** (additionally to light-duty vehicles requirements)
- Under-run protection
- Reversing alarm system (including other vehicles with limited rear visibility)
- Wheel chocks (on passenger side)
- Escort vehicle for special transport when advice to road drivers is required
- If the load could cause dangerous spills, spill containment equipment (absorbent pads, plastic shovel, barriers, etc.) and the MSDS of the chemical cargo.

**Other considerations:**
- Where a risk assessment demonstrates that the risk of rollover due to terrain, a vehicle type or work condition is higher than normal a properly engineered rollover protection device must be installed (internally or externally).
- Loose items which might cause injury in the event of an accident shall not be carried in the passenger compartment of any vehicle. Any vehicle with non-segregated storage shall be equipped with a cargo net or equivalent to separate the storage area from the passenger area.
- Any heavy article carried inside the cab of a pick-up truck or cargo vehicle, such as jacks, fire extinguishers, etc., shall be firmly secured in such a way that they will not become a hazard in a crash (e.g. clamped behind the seat)
- All loads transported in a pick-up (or utility) truck or other cargo vehicle shall be securely fastened, and shall not exceed the manufacturer’s specifications and legal limits for the vehicles.
- Depending on the route, the vehicle will have survival kits adapted to the local climatology (Arctic, Jungle, Desert, etc.)
### Minimum vehicle equipment

- Dunes poles will be installed for viewing when the routes cross dunes.
- For dangerous liquid transport, emergency equipment to control and clean-up local spills, and instructions for action in case of greater spills, as established by the Emergency Action Plan.
- When required remote location system shall be installed in the vehicles.
- In high security risk zones, armed escort will be assigned to protect vehicles and passengers, and forming a convoy/ following local regulations and laws.
Appendix IV: Vehicle Pre-Trip Inspection

Drivers must inspect their vehicle to do a visual check for damage, leaks, missing parts, and to identify any potential external impediments/obstacles or other items that might affect the operation of the vehicle.

This pre-trip inspection requires the operator to perform a complete vehicle walk around including an inspection of the areas on top and underneath the vehicle.

A vehicle inspection by the driver will include but is not limited to the following items:

- All vehicle lights are functioning;
- Tires are in good condition and are fitting for the environmental conditions and journey;
- Brakes are in good condition and operable;
- Vehicle is clean and tidy (inside and outside);
- Vehicle registration and insurance are in vehicle;
- Load securement good practices are followed
- Loose items are properly secured;
- Vehicle Safety Kit is on-board and safely secured;
- Spare tire is available, in good condition, and properly stored;
- Field Vehicle: towing equipment is in good condition (trailer hitch, towing strap, trailer lights, towing hooks) and;
- Field Vehicle: fire extinguisher accessible and operable.
- Gearbox of the vehicle is compatible with the type of terrain expected

A Pre-Trip Inspection format shall be used by the driver, provided by the Land Transport Coordinator, before the trip.
# Appendix V: Journey Management Plan Template

## BUSINESS UNIT

<table>
<thead>
<tr>
<th>Journey Plan</th>
<th>( \text{Pre-trip Meeting} )</th>
<th>( \text{Risk Assessment} )</th>
</tr>
</thead>
<tbody>
<tr>
<td>Route</td>
<td>Man waypoints</td>
<td></td>
</tr>
<tr>
<td>Destination</td>
<td>ID Driver IP</td>
<td></td>
</tr>
<tr>
<td>Special Precautions to be taken</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Conveyance needed</th>
<th>Pre-trip Meeting?</th>
<th>Risk Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Departure</td>
<td>Time of departure</td>
<td>Vehicle Plate No.</td>
</tr>
<tr>
<td>Place</td>
<td>Date</td>
<td>Vehicle Type</td>
</tr>
<tr>
<td>Name</td>
<td>Driver</td>
<td>Passenger # 1</td>
</tr>
<tr>
<td>Phone</td>
<td>Passenger # 2</td>
<td>Passenger # 3</td>
</tr>
<tr>
<td>Travel Segment</td>
<td>Estimated Time</td>
<td>km</td>
</tr>
<tr>
<td></td>
<td>Arrival</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Overnight</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Reason for Driving at night</td>
<td></td>
</tr>
</tbody>
</table>

- **LOW RISK**
  - 15 points or less, requires Journey Manager approval

- **MEDIUM RISK**
  - Between 15 and 35 points, requires Logistic Manager approval

- **HIGH RISK**
  - Between 35 and 50 points, requires Drilling/Project/Unit Manager approval

- **x60** Intolerable
  - Land transport not acceptable. Alternative travel options

### Journey Assessment Criteria

<table>
<thead>
<tr>
<th>Security aspect</th>
<th>0</th>
<th>1</th>
<th>2</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not escort needed</td>
<td>Dry</td>
<td>Wet</td>
<td>Rain</td>
<td>Snow</td>
</tr>
<tr>
<td>Police escort in company vehicle</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>Single vehicle patrol</td>
<td>10</td>
<td>9</td>
<td>8</td>
<td>7</td>
</tr>
<tr>
<td>Dual vehicle patrol</td>
<td>20</td>
<td>19</td>
<td>18</td>
<td>17</td>
</tr>
<tr>
<td>Temperature - Temperature &lt; -10 °C</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Number of vehicles and passengers</td>
<td>Temperature &gt; 45 °C</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>1 or more vehicles (1 or more passengers per vehicle)</td>
<td>2</td>
<td>1</td>
<td>0</td>
<td>-</td>
</tr>
<tr>
<td>1 vehicle, 1 or more passengers</td>
<td>Temperature &lt; -10 °C</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>1 light vehicle, no passenger</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>1 heavy vehicle, no passengers</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>A. Distance from base</td>
<td>No journey, single vehicle</td>
<td>5</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>Less than 50 km</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Less than 500 km</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>Less than 1000 km</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>More than 1000 km</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>B. Road conditions</td>
<td>Planned road (all the route)</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Less than 5% pav</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Planned (all the route)</td>
<td>Permanent contract vehicle &amp; driver with inspection</td>
<td>4</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>Unplanned</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>No traffic</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>No night driving</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Driving maximum 1 hour before sunrise or after sunset</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Night driving</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
</tbody>
</table>

### No Go Conditions

- If any of these conditions are present, stop trip and contact your manager:
  - Driver under effects of drugs, alcohol or medicines (affecting consciousness or awareness)
  - The road is 100% unsuitable
  - Driving is not permitted unless authorized by Drilling/Project/Unit Manager after associated risks are reviewed and controlled

## Journey Assessment

<table>
<thead>
<tr>
<th>Journey Assessment Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

### Total Score

<table>
<thead>
<tr>
<th>Total Score</th>
</tr>
</thead>
</table>

### Authorisations

<table>
<thead>
<tr>
<th>Authorisation</th>
<th>Date</th>
<th>Name</th>
<th>Signature</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Journey Manager</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Logistic Manager</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Drilling/Project/Unit Manager</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Appendix VI: KPIs for Land Transport

As KPI, IOGP ratios must be followed, Severe MVCR and total MVCR, (http://www.iogp.org/pubs/365-5.pdf) and specifically for trucks, but the enclosed KPI table is mandatory:

Severe MVCR

This combines Catastrophic, Major and Serious vehicle crashes vs. kilometres exposure.

\[ r_{\text{severe}} = \frac{n_C + n_M + n_S}{d} \]

Total MVCR

This combines Catastrophic, Major, Serious and other vehicle crashes vs. kilometres exposure.

\[ r_{\text{total}} = \frac{n_C + n_M + n_S + n_O}{d} \]

Where:

- \( r_{\text{severe}} \) = severe Motor Vehicle Crash Rate
- \( r_{\text{total}} \) = total Motor Vehicle Crash Rate
- \( n_C \) = number of Category C (Catastrophic) motor vehicle crashes
- \( n_M \) = number of Category M (Major) motor vehicle crashes
- \( n_S \) = number of Category S (Serious) motor vehicle crashes
- \( n_O \) = number of Category O (Other) motor vehicle crashes
- \( d \) = total driven distance (in million kilometres)

Catastrophic = Risk Very Serious or higher as established in corporate norm 00-00353NO

Major = Risk Moderate or Serious as established in corporate norm 00-00353NO

Serious = Risk Low as established in corporate norm 00-00353NO
From the logistic point of view, the following KPI shall be followed (see excel attached):

<table>
<thead>
<tr>
<th>Indicator Name</th>
<th>Responsible for measurement</th>
<th>Accountable</th>
<th>Description</th>
<th>Unit</th>
<th>Formula</th>
<th>Measure Frequency</th>
<th>Final Objective</th>
<th>Source of Information</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Road transport efficiency</td>
<td>Land transport coordinator</td>
<td>Logistics Manager</td>
<td>Cargo transported from Ports or warehouses to logistic base. Measure On time delivery for all cargo in tons transported by Road. Includes all cargo transported during month.</td>
<td>%</td>
<td>Quantity of cargo delivery on Time (tons) / Quantity of cargo transported during the month (tons)</td>
<td>Monthly</td>
<td>Measure the on time delivery. Reduce the delays</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Schedule adherence</td>
<td>Land transport coordinator</td>
<td>Logistics Manager</td>
<td>Number of trips scheduled vs the total number of trips (scheduled and unscheduled. Includes all cargo transported during month)</td>
<td>%</td>
<td>Number of scheduled trips / Total number of trips</td>
<td>Monthly</td>
<td>Program optimization</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total tons transported</td>
<td>Land transport coordinator</td>
<td>Logistics Manager</td>
<td>Total tons transported to give an idea of size of Land Transport activity.</td>
<td>Tons</td>
<td>Number of tons transported during month</td>
<td>Monthly</td>
<td>Measure the level of activity</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total km driven per month</td>
<td>Land transport coordinator</td>
<td>Logistics Manager</td>
<td>Total kms driven to give an idea of size of Land Transport activity.</td>
<td>Km</td>
<td>Number of kms road transported during month</td>
<td>Monthly</td>
<td>Measure the level of activity</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total cost of LT per month/ per km / per ton</td>
<td>Land transport coordinator</td>
<td>Logistics Manager</td>
<td>Cost per month/ Number of km road transported / tons transported during month</td>
<td>USD/Ton/Km</td>
<td>Cost per month/ Number of km road transported x tons transported</td>
<td>Monthly</td>
<td>Measure the most common indicator</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vehicle maintenance and inspection</td>
<td>Land transport coordinator</td>
<td>Logistics Manager</td>
<td>For long journey transport. Measure vehicle maintenance completed on time vs the vehicle maintenance plan includes all cargo transported during month.</td>
<td>%</td>
<td>Vehicle maintenance points completed on time/ Vehicle maintenance points scheduled</td>
<td>Monthly</td>
<td>Ensure the vehicle maintenance plan implementation</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Land Transport Safety Management

<table>
<thead>
<tr>
<th>Type: Procedure</th>
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<td>Revision: 0.0</td>
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</table>

#### Approval

#### Validity

This procedure shall become valid on the tenth (10th) working day after the date of its approval.

#### Revoked regulations

- DGU Land Transportation Management 040 PR 034610 MN UP
- NAO Driving and Vehicle Mandatory Practice NAO-HSE-MP-02

#### General and temporary provisions

None

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**Revision 0.0 approved by:**

Pilar Sanz Gozalo

**E&P Safety and Environment Division**

Approval date: 01/12/2016