1.0 Introduction

Welcome to your Offshore Operating Manual. Contained within this manual are procedures designed to assist Unit Managers fulfil their required roles in the management of their location.

These procedures provide the framework for governing the offshore crews in the provision of catering and support services to offshore installations and vessels, including those required by ISO 9001, ISO 14001 and ISO 45001 2018

The content covers all matters of policy, required procedures and standards of operation. The additional resources which are referred to in the text are as follows:

* Energy General Risk Assessment
* Safe Work Procedures
* Manufacturers Safety Data Sheets
* Compass Recipe Standards
* Employee Handbook

The Offshore Operating Manual shall be controlled and authorised by the Business Director— Offshore in conjunction with HSEQ Management Review Meetings.

The effective implementation of the procedures shall be the responsibility of the Unit Manager. The monitoring of compliance shall be the responsibility of the Operations Director.

The Offshore Operating Manual is issued to offshore installations and signed as received to the unit by the receiving manager.

"Controlled" manuals shall be updated as amendments are made. "Uncontrolled" copies of the manual shall be issued as correct at date of receipt but will not be updated.

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| Controlled I Uncontrolled Copy: |  |
| Unit: |  |
| Unit Number: |  |
| Receiving Manager: |  |
| Receiving Manager Signature: |  |

The master copy of this document is retained in the HSEQ Department

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Signed: *Ronnie Kelman* - Business Director Offshore Date: January 2022

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