



Friburge
oil & gas

INTEGRITY MANAGEMENT SYSTEM



INTEGRITY MANAGEMENT SYSTEM

Version 5

Version	Document No.	Approved Date	Compiled By:	Approved By:
5.0	RMP.01	08.03.2021	João Dinis	Joveth Manuel

Index

1. Organization Profile and Scope	4
Scope of the Management System	4
2. General Requirement	4
2.1. Safety, Health, Environmental and Quality Policy	4
3. Planning	4
4. Hazard Identification, Risk Assessment, And Environmental Aspects	5
4.1. Management of Change	6
4.2. Outsourced Processes	6
5. Legal and Other Requirements	6
6. Objectives, Targets and Programmes	6
6.1. Overall organization's objectives framework	7
7. Implementation and Operation	7
7.1. Resources, Roles, Responsibilities, Accountability and Authority	7
7.2. Competence, Training and Awareness	7
7.3. Communication, Participation and Consultation	8
7.4. Integrated Management System Documentation	8
7.5. Validation of Processes (Clause 7.5.2)	8
7.6. Document Control	8
7.7. Operational Control	8
7.8. Service Realization and Control	8
7.9. Purchasing	8
7.10. Waste Management	9
7.11. Emergency Preparedness	9
8. Checking	9
8.1. Performance Measurement and Monitoring	9
8.2. Evaluation of Compliance	9
8.3. Non-Conformance, Corrective and Preventive System	10
8.4. Control Records	10
8.5. Internal Audit	10
9. Management Review	11
10. Safety, Health, Environmental and Quality (SHEQ) Policy	12

1. Organization Profile and Scope

Our Mission (Do what you do best, nothing less):

To deliver services with technology that will positively impact the environment and significantly reduce industry E & P costs. Partnering with the world's best technology companies, Friburge Oil and Gas is setting up to bring international standard excellence and service to Africa.

Our Vision (A legacy, the company that cared):

Our vision is to be the premium Pan African oil and gas and mining services provider; bringing new technologies that will significantly cut costs and reduce the heavy effects of resource mining on Africa's burgeoning eco system.

Friburge oil and gas is driven by innovation and professionalism and aims to win the trust of both its customers and partners by living up to a code of ethics and transparent business, delivering on both efficiency and reliability, joining local knowledge with international standards.

Scope of the Management System

The provision of Inspection, support vessels, water treatment and industrial maintenance and cleaning.

2. General Requirement

The Integrated Management System of Friburge Oil and Gas is structured in accordance with the requirements of ISO 9001:2015, ISO 14001:2015 and OHSAS 45001:2018. The Integrated Management System shall be documented and maintained to make sure that the organisation conforms to applicable legal and other requirements, its own policies, procedures, and standards.

2.1. Safety, Health, Environmental and Quality Policy

The top management at Friburge Oil and Gas is responsible for Safety, Health, Environmental and Quality Policy (SHEQ Policy) and ensures that it is communicated and understood throughout the company including contractors.

Top management shall review the adequacy of the SHEQ Policy during the management system review and whenever top management deems it fit.

3. Planning

Friburge Oil and Gas approach is to listen to our clients and customers and to openly discuss the individual requirements of every contract, thus ensuring that our clients remain fully satisfied with our service delivery.

Central to the integrated management system is the process of hazard and aspect identification, risk and impact assessment, the main aim being to prevent impact on service delivery, injury, ill health, environmental degradation or pollution, property damage and other losses.

4. Hazard Identification, Risk Assessment, And Environmental Aspects

A committee comprising of representatives from all the departments at Friburge Oil and Gas will develop the baseline risk assessment under the guidance of an expert in risk assessment.

Risk assessment processes will consider the following:

- a) Routine and non-routine activities.
- b) Activities at Friburge Oil and Gas, including visitors and contractors.
- c) Human behaviour, capabilities, and other human factors.
- d) Infrastructure, equipment, and materials in the workplace.
- e) Changes or proposed changes in the organization.
- f) Applicable legal and other requirements.

Risk assessment processes must identify:

- g) Occupational health hazards, such as ergonomics and noise.
- h) Safety hazards; and
- i) Environmental aspects.

In risk mitigation the following hierarchy of controls must be demonstrated:

- Elimination of identified risk.
- Substitution of identified risk.
- Engineering Controls to reduce the risk.
- Administrative controls to manage the risk; and
- Use of personal protective equipment, (PPE).

After the assessment, significant risks and impacts identified shall be considered in the development of the Integrated Management System Objectives, Targets and Programs.

For specific projects, the additional risk assessments will be conducted based on specific requirements by the client and risk registers will be compiled per project and communicated to all the employees involved.

The following forms part of the continuous HIRA process:

- Pre-task risk assessments.
- Inspections and observations.
- Management walks.
- Medical surveillance.

-
- Occupational hygiene surveys.
 - SHEQ audits.

4.1. Management of Change

Friburge Oil and Gas has a formal management of change program to manage risk associated with planned or unplanned, permanent, temporary incremental changes. The management of change program will be applicable to:

- Organization structures and responsibilities.
- Regulatory requirements.
- Technological changes.

4.2. Outsourced Processes

In the event of Friburge Oil and Gas decides to outsource or subcontract some of its activities, agreed service level agreements shall be put in place to ensure that the organization has control of such activities. Regular audits will be done on the subcontractors to ensure conformity to the organizational requirements and the frequency will be determined by the risk profile, size, and complexity of the activity.

5. Legal and Other Requirements

Friburge Oil and Gas is committed to adhering to applicable legal and other requirements and this is done through identifying all applicable national, provincial, and local authority legislations, regulations, and client's specific requirements.

Legal and other requirements register specific to the Friburge Oil and Gas is maintained by the SHEQ Manager and is reviewed in line with changes to legislation and other requirements.

6. Objectives, Targets and Programmes

Management at Friburge Oil and Gas is responsible for setting-up business objectives and targets including those for quality, health, safety, and environment.

Management is also responsible to make sure that these objectives and targets are filtered and set at relevant functions and appropriate levels within the organization.

When setting up objectives and targets, the organization shall consider legal and other requirements relevant to the organization, significant risks and aspects, technological options, financial requirements, client's specific requirements and views of interested parties.

Management will review progress on implementation these objectives on a monthly basis.

6.1. Overall organization's objectives framework

- ✓ To comply with the requirements of ISO 9001:2015, ISO 14001:2015 and OHSAS 45001:2018.
- ✓ To develop and continually improve SHEQ Management System.
- ✓ To establish and continuously review and improve specific objectives.
- ✓ To work in close co-operation with clients, customers, suppliers, and sub-contractors to provide the right quality work and service, first time.
- ✓ To ensure compliance with applicable statutory and regulatory requirements.
- ✓ To minimise the impact of our operations on the environment.
- ✓ To work towards zero injury to employees.
- ✓ To identify threats and opportunities in relation to employee's wellness and protecting the environment.
- ✓ Provide training for our staff where required.
- ✓ Overall: - We aim to contribute towards a sustainable environment by ensuring that we contribute and add value to the following basic environmental values: -

Everyone has the right:

- ✓ To an environment that is not harmful to their health or wellbeing
- ✓ To an environment which cater the needs of future generation (Sustainability).
- ✓ Through pollution prevention and ecological preservation.
- ✓ Secure ecological sustainable development and use of natural resources.

7. Implementation and Operation

7.1. Resources, Roles, Responsibilities, Accountability and Authority

The management Friburge Oil and Gas ensures that the organisation is adequately resourced and that resources are effectively utilised to provide a safe and conducive environment to all its employees and contractors. Resources include human, technical, financial, and infrastructural.

Management on an annual basis formulate a budget to ensure the organization is adequately resourced.

For the organisation to have an effective management system, all employees have their roles and responsibilities defined including those with legal liabilities as shown in the Responsibility Matrix Appendix C, Legal appointments have been determined and signed off. The organizational structures for Friburge Oil and Gas show the reporting lines and levels of authority see appendix B.

The Integrated Management System representative for Friburge Oil and Gas is the SHEQ Manager; refer to the Appointment Letter File.

7.2. Competence, Training and Awareness

For Friburge Oil and Gas to deliver its goals and meet its objectives, its employees including contractors require training. The organization has a formal training and development system in place. HR Manager identifies training needs of individuals which are then agreed upon and signed off through a training matrix. SHEQ Managers are responsible for determining the effectiveness of training programmes offered to employees under them.

The SHEQ Manager has a system in place to ensure that all training records are secured and readily available all the time.

7.3. Communication, Participation and Consultation

Friburge Oil and Gas communicates constantly with its stakeholders and engages in a constructive and transparent manner. The organization is committed to open and honest communication with all its stakeholders, including clients, employees, communities, business associates and society at large.

Friburge Oil and Gas engages with its stakeholders using various methods including face-to-face engagement, company brochure, review meetings and media. External communication is managed through the Business Manager.

7.4. Integrated Management System Documentation

This manual covers the integrated management system (ISO 9001:2015, ISO 14001:2015 and OHSAS 45001:2018) as defined in the scope and demonstrates the interaction of its processes within the Friburge Oil and Gas. The integrated management system documents are this manual denoted as IMS, system procedures denoted as SPs and records as SRs as shown in the documents and records matrix.

7.5. Validation of Processes (Clause 7.5.2)

All the processes and activities executed by the organization are easily measurable and controlled throughout the process. No validation of processes is required.

7.6. Document Control

Control of documents is of great importance because of the nature of the business Friburge Oil and Gas is involved in. Within the organization management systems documents including documents of external origin are controlled so that they are appropriately approved, easily available, up to date, and easily identifiable and disposed in the right manner, a system procedure SP 01 gives a detailed step by step approach to document control.

7.7. Operational Control

On a monthly basis management reviews the performance of their individual projects running. If there are deviations identified, these are corrected using the non-conformance system. Concerns raised during scheduled performance reviews with the clients are processed through the non-conformance system.

7.8. Service Realization and Control

The organization maintains work instructions to ensure that the activities are carried under controlled conditions. The organization also works according to specific work instructions issued by the clients. It is the responsibility of the respective team leaders to ensure that activities are being carried in a controlled manner.

7.9. Purchasing

A purchasing procedure is maintained by Friburge Oil and Gas, reference SP 07. A list of approved vendor list is maintained reference SR 13, and periodic supplier audits are carried out to ensure that suppliers and subcontractors are meeting the organization requirements.

7.10. Waste Management

A waste management procedure is maintained as well as the waster register by the organization and considers the requirements from the client. Waste generated is characterized to determine whether it is hazardous or not.

The principle used in waste management, **reduce, re-used, recycled, and recovered** –

- (a) that is surplus, unwanted, rejected, discarded, abandoned, or **disposed** of.
- (b) which the generator has no further use of for the purposes of production.
- (c) that must be **treated** or disposed of; or
- (d) that is identified as a waste by the Minister by notice in the Gazette, and includes waste generated by the mining, medical or other sector, but –
 - i. A **by-product** is not considered waste; and
 - ii. Any portion of waste, once re-used, recycled, and recovered, ceases to be waste.

7.11. Emergency Preparedness

The organization is responsible for the emergency preparedness and response at its premises. The organization has identified all potential emergencies at its premises considering the highest risks from the risk assessments. For the detailed procedure on the identification of potential emergencies and testing, refer to Emergency Preparedness and Response Procedure. Any deviation raised during the testing of the emergency plan will be handled through the non-conformance system management system.

All emergency situations at sites will be handled as clients' emergency procedures.

8. Checking

8.1. Performance Measurement and Monitoring

Customer feedback is of great importance to Friburge Oil and Gas as such the organization monitor information related to the client's perception to determine whether their requirements are being met. This is done through a customer satisfaction survey. Customer complaints from the clients are monitored and investigated through the non-conformance system.

A health risk assessment is conducted which will determine what type of hygiene monitoring surveys to done to determine health hazards and what medical surveillance program to be implemented. The utilization of the resource at the organization's premises will be monitored for the purpose of conserving energy and water, and waste reduction. The SHEQ Manager keeps monitoring schedule which shows parameters being tracked and frequency at which these are measured.

8.2. Evaluation of Compliance

Friburge Oil and Gas conducts its evaluation of compliance with legal and other requirements. The SHEQ Manager:

- Ensures that once all legal experts are appointed to evaluate compliance with legal and other requirements applicable to the organization's operations.

-
- Ensures that periodical legal compliance assessments or audits are conducted as deemed necessary by management.
 - Maintains the records of the evaluation of compliance with legal and other requirements.
 - Ensures that non-compliances raised during the evaluations are acted on through the Improvement Request system.
 - Ensures that changes in legislation and the implications on the operations are effectively evaluated and communicated to all the relevant personnel within the organization.
 - Identifies the training and other actions required for ensuring compliance with legal requirements.

8.3. Non-Conformance, Corrective and Preventive System

All quality non-conformances, incidents including near hits, audit findings, deviation from emergency exercises, findings from evaluation of legal compliance audits and significant deviation from organization's policy shall be reported and investigated. Corrective actions implemented will be followed up with determination of effectiveness. In the event of a control measure introducing a new hazard, a risk assessment will be done before that control measure is implemented.

The detailed step by step procedure for incident investigation, corrective and preventive action is found under a system procedure on incident investigation, corrective, and preventive action reference SP 04.

The preventive action process will consist of actions arising from monitoring and trending of critical key performance indicators of the management system including but not limited to incidents, non-conformances, risk profiles, inspections, and audits.

8.4. Control Records

Records are a special type of document, and require special attention, as they demonstrate conformance to the requirements of the business management system. Records at within the organization including those generated at projects shall be identifiable, eligible, and traceable. A detailed system procedure on control of records is maintained reference SP 02.

8.5. Internal Audit

The internal audit will cover quality, safety, health, and environment management system and will be conducted once per annum.

In coming up with the Audit Programme, the following will be taken into consideration:

- 1 Risk profile of the organization's activities.
- 2 Results of previous audits.

The SHEQ Manager is responsible for selecting the Internal Audit Team after verifying competency and experience of individual members. The Internal Audit Team will be independent of the activities being audited.

The SHEQ Manager will ensure that external audits are done on contractors and suppliers to ensure that they are complying with organization's requirements, legal requirements, and other requirements. Records of the results internal audits shall be maintained. A separate internal procedure is maintained, reference SP 03.

9. Management Review

Management at Friburge Oil and Gas reviews the overall management system in terms of continuing, suitability, effectiveness, and adequacy. The management reviews are conducted at least once per annum, as a minimum review and inputs to the review are:

Results of internal audits and evaluations of compliance with applicable legal requirements and with other requirements to which the organization subscribes:

- The results of participation and consultation.
- Relevant communication(s) from external interested parties, including complaints.
- The business management system performance of the organization.
- The extent to which objectives have been met.
- Status of incident investigations, corrective actions, and preventive actions.
- Follow-up actions from previous management reviews.
- Changing circumstances, including developments in legal and other requirements.
- Customer feedback.
- Recommendations for improvement

The output to the management review shall be consistent to overall organisation commitment to continual improvement and possible changes related to:

- System performance.
- Organization's policy and objectives.
- Resources
- Other elements of the business management system.

The records of the management review shall be maintained, and it is top management's responsibility to decide how this shall be communicated to the rest of the organisation.

10. Safety, Health, Environmental and Quality (SHEQ) Policy

I, *Miguel dos Santos*, President of Friburge Oil and Gas, together with my management team and staff commit to providing our customers with high quality products and services which meets or exceeds their requirements. We are committed to offer our service to customers in a healthy and safe manner with minimum impact on the environment.

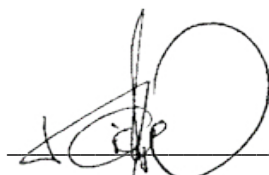
The scope of our certification is as follows:

- The provision of corrosion protection, thermal insulation and cladding, roof sheeting and waterproofing, asbestos removal, scaffolding, fencing, ultra-high pressure water jetting and rope access work services to the industrial services sector.

To achieve this, we are committed to following objectives:

- Identify our customer's needs, implement systems to fulfil them, and monitor their effectiveness.
- Comply with all applicable legal and other requirements related to safety, health and environment, and quality related to the product and service we offer.
- Periodically reviewing this policy so that it continues to be relevant to the system performance.
- Effectively communicating SHEQ requirements to all employees and contractors doing work on our behalf and other stakeholders affected by our operations.
- Identify, assess, and respond in an appropriate manner to all occupational health, safety, environment, and quality risks.
- Demonstrate commitment on prevention of injuries and ill health.
- Provide the framework for setting and reviewing safety, health, environmental and quality objectives.

Friburge Oil and Gas commits to the effective maintenance of a Quality Management System complying with ISO 9001: 2015, ISO 14001:2015 and OHSAS 45001:2018. This SHEQ Policy will be available to the public upon request.



Miguel dos Santos

President

10th March 2021