

BOOK OF RULES, REGULATIONS AND PROCEDURES FOR CONTRACTORS,
MARCH 1992 EDITION

ADDENDUM NO. 1

1.0. Amend Section 3. Security Badges, Restricted Areas and Security Generally, as detailed hereunder

1.1. Delete Clause 3.1.a. and insert the following in lieu:-

3.1.a. After first gaining approval from the appropriate authority in Engineering, Maintenance or Awali Services, all applications for Contractors Security identification badges, must be submitted to the Co-ordinator Contractor Security at least 7 working days in advance of the date on which they are required. Manager Security Department has the final authority to accept or reject any application during the said 7 day period.

1.2. Delete Clause 3.1.b.iv. and v. and insert the following in lieu:-

- 3.1.b. iv. Copy of passport, including residence permit for expatriates.
- v. Copy of C.P.R. Card.

1.3. Include the following new Clause 3.1.b.x.

- x. Written confirmation that the employee has attended the Company Health & Safety Induction training course with details.

1.4. Delete Clause 3.1.e. and insert the following in lieu:-

3.1.e. The charge for lost or non-returned badges will be BD.25:000 each. The Company may either invoice the Contractor for such charges, which the Contractor shall pay within 30 days of receipt of invoice, or deduct such charges from any payments due to the Contractor. In the event that the badges are subsequently found and returned the charges are not refundable.

1.0. Amend Section 3. Security Badges, Restricted Areas and Security Generally, as detailed hereunder (Cont'd.).

1.5. Delete Clause 3.6 and insert the following in lieu:

3.6.a. Contractor's vehicles and wheeled trailers of all types shall be inspected and certified by the Company's Maintenance Division Diesel and Auto Inspector prior to being allowed to enter and operate within the Company's Operating Areas. Following approval, the Contractor shall be issued with a vehicle pass, valid for 12 months, by Security Department and each vehicle shall display an authorised disc at all times whilst within the Company's Operating Areas. Security Department shall immediately withdraw the pass if the vehicle is found to be defective in any manner, the vehicle shall not then be used until such time as the defect has been rectified to the Company's satisfaction. Approval will only be given where, in the opinion of the Company, there is a requirement for such vehicles within the Company's Operating Areas.

3.6.b. Contractors must submit a list of all employees authorised to drive vehicles or operate equipment together with copies of their driving licences to Security Department for approval.

2.0. Amend Section 7. Contractor's Employee Trade Tests, as detailed hereunder

2.1. Include the following new Clause 7.12.

7.12. The foregoing trade test badges and welder certificates remain the property of the Company and must be returned when no longer required for the execution of the works or on expiry.

3.0. Amend Section 20 Special Requirements, as detailed hereunder

3.1. Delete Clause 20.1.a. and b. and insert the following in lieu:-

20.1.a. Smoking is prohibited throughout the Company inside buildings.

20.1.b. Smoking is permitted only in designated smoking shelters located outside Company Buildings or, in areas of Contractors' compounds, where a valid smoking permit is displayed.

3.2. Include the following new Clause 20.2.

20.2. For all employees over the age of 60, the Contractor must provide, annually, evidence that such employees have been medically checked by the Ministry of Health and certified fit to work in the position proposed.

4.0. Include the following new Section 21

21. HEALTH AND SAFETY INDUCTION

It is a Company requirement that all Contractor's supervisors and labour shall undergo Health & Safety Induction training prior to being granted Security badges for entry to the Company's Operating Areas, notwithstanding their having successfully completed a trade test, if required. The Contractor is to allow for any expense incurred in ensuring his employees undergo the Induction training in his prices.

MGL/BoR/add1
8th October 1996