

HSEQ Directive

1. Directive Number: D-12/001

2. Subject: Minimum HSEQ Standards

3. Distribution List:

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|--|---|--|--|
| <input checked="" type="checkbox"/> Vessels | <input checked="" type="checkbox"/> Offices | <input checked="" type="checkbox"/> Port Captains | <input checked="" type="checkbox"/> Agents |
| <input checked="" type="checkbox"/> Stevedores | <input checked="" type="checkbox"/> Contractors | <input checked="" type="checkbox"/> Subcontractors | <input checked="" type="checkbox"/> Others |

4. Description / Instructions of Directive:

Dear all.

BBC Chartering GmbH places prime importance on health, safety, environmental and quality (HSEQ) issues and follows an implemented HSEQ Management System. Therefore our Clients, Contractors, Subcontractors and Visitors are required to observe and comply with following minimum HSEQ standards and provisions of BBC:

1. **HSEQ Policy & Objectives** are clear and simple focused on:
 - avoiding incidents, accidents, injuries and occupational health illnesses,
 - avoiding damages to client's, contractor's and BBC's assets,
 - avoiding environmental damages, emissions, wastes and other hazardous material discharges.
2. **Laws & Legislation** are to be observed and regularly reviewed to ensure:
 - compliance with applicable international/maritime laws and legislation in respect to occupational health and safety, environment and quality,
 - compliance with applicable national/local laws and legislation in respect to occupational health and safety, environment and quality.
3. **Security Points & Restricted Areas** of BBC vessels are established and clearly marked:
 - all visitors must present valid ID-Card at security access point prior boarding,
 - all visitors are subject to person and baggage check by shipboard personnel,
 - all visitors have to follow issued boarding instructions given by ship's command, owner and BBC,
 - unauthorized personnel is not permitted to open or enter any restricted area on board.
4. **Personal Protective Equipment (PPE)** must be worn by all internal and external employees on board our vessels and at port working areas:
 - safety shoes,
 - safety helmet with chin-strap,
 - high-visibility jacket, shirt or vest,
 - safety glasses (if necessary),
 - leather working gloves (if necessary),
 - safety harness including fall protection device (if necessary),
 - eye or face protection (if necessary),
 - ear protection appropriate to prevailing noise level (if necessary).
5. **Drug & Alcohol Policy** is clear and simple focused on:
 - no any drugs are allowed on board of BBC operated vessels,
 - possession and consumption of prescribed medical or other "over-the counter" substances are to be initially declared to responsible Project Manager or vessel's Master,
 - no any alcohol is allowed on board of BBC operated vessels (except for representative purposes being permitted by vessel's Master).
6. **Pre-Operation & Toolbox Meetings** are to be performed on board of BBC operated vessels prior each individual project or cargo operation and in case of any significant changes. Participants of these meetings shall be at least:
 - vessel's command (Master / Chief Officer),
 - vessel's Watch Officer(s) (if possible),
 - Port Captain,
 - Project Manager/Engineer (if present),
 - Client's surveyor or similar (if present),
 - Stevedores foreman,
 - Welding company foreman,
 - Subcontractor's foreman (if present),
 - Others as required (e.g. Agent).

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7. **Working Permits** have to be officially issued by vessel's command prior each hot work, working at height/aloft, entering enclosed spaces or other hazardous operations ensuring:
- assessment of prevailing risks and hazards,
 - implementation of sufficient and appropriate risk control and safety measures,
 - clear distribution of all duties and responsibilities,
 - proper use of applicable PPE,
 - implementation of appropriate back-up and emergency arrangements,
 - implementation of sufficient and appropriate communication means.

If 3rd parties (stevedores, welders, shore labor etc.) are involved in any of these operations, following official or approved certificates are to be provided by responsible contracting company or agency to vessel's command:

- certificate of competency or appropriate work certificate,
 - hot work certificate, gas free certificate, working aloft certificate or similar (as applicable).
8. **Incident Reporting** in objective and non-blaming manner shall be performed without delay as soon as hazardous or critical situation is under control or rectified to and by highest BBC representative on scene (Project Manager, Port Captain, Master) when following cases occur:
- accidents being business related,
 - damages to ship, cargo and property,
 - near misses,
 - hazardous occurrences,
 - injuries and occupational health illnesses to employees being business related,
 - non-compliances with given standards, rules and requirements.

Respective information and details are to be completed within the BBC Incident Reporting Form and are to be submitted to incident@bbc-chartering.com within 36 hours of its occurrence.

Any incident is to be immediately reported by phone to the vessel's Operator.

Many thanks for your cooperation and assistance in ensuring safe and efficient operations of the entire BBC Chartering GmbH organization.

5. Feedback / Follow-up Measures:

HSEQ Directive "D-12/001" has been amended/revised on 01st of July 2014.



Issue Date: Leer, 01.04.2012 / 01.07.2014 **Issued by:** Uwe Wunderlich / HSEQ Officer