

QUALITY, HEALTH, SAFETY,  
ENVIRONMENTAL & SECURITY PLAN

Утверждаю/Approve:  
Дата/Date: 28.12.2010  
Директор/Director:



**CASPIAN MAINPORT LIMITED**

**QUALITY, HEALTH, SAFETY,  
ENVIRONMENTAL & SECURITY  
PLAN  
2011**

# QUALITY. HEALTH. SAFETY. ENVIRONMENTAL & SECURITY PLAN

## CONTENTS

1. Foreword
2. Purpose
3. Objectives
4. Strategies
5. QHSE Policy
6. Performance Indicators
7. QHSE&S Meetings
8. Safety/Security Performance Contracts

## Appendices

- I Caspian Mainport**
- QHSE&S Audit Schedule (office and vessels)
  - Training Matrix (office)
  - Training Matrix (vessels)
  - QHSE&S Performance Indicators and Targets

Director  
Of Caspian Mainport Ltd.  
Date: 28/12/2010



---

# QUALITY, HEALTH, SAFETY, ENVIRONMENTAL & SECURITY PLAN

## 1. Foreword by Managing Director.

The Company has identified Quality, Health, Safety, Environment and the Security as five areas in its operations that are of paramount importance and require to be effectively controlled to

- Ensuring safety and security at sea
- Prevention of injuries and loss of life
- Promoting the good health of it's employees
- Prevention of damage to the environment and to property

To meet these requirements the Company has a Safety Management System and also the Ship Security plans implemented on all fleet vessels.

The Safety Management System is designed to ensure the Company's activities are controlled to protect personnel, property and the environment from identified risks by maintaining documented procedures to

- Ensure that all our vessels are maintained safely and efficiently and that a safe and healthy working environment is provided onboard all vessels under the companies control.
- Ensure that all national and international pollution prevention regulations regarding air, water and the environment are complied with.
- Ensure that all safety, lifesaving and fire-fighting equipment is provided and maintained in accordance with the applicable international and statutory requirements.
- Ensure that the discharge and spillage of oil and the disposal of garbage or any toxic substance into navigable waters is prevented.
- Ensure that all accidents and incidents are fully investigated and the results of such investigations and any corrective actions will be brought to the attention of all concerned.

## QUALITY, HEALTH, SAFETY, ENVIRONMENTAL & SECURITY PLAN

- Ensure that the health of its employees is not affected by the conditions under which employees conduct their work.
- Ensure that security on board of the company owned or managed vessels is provided and maintained at all times and crew does regular security checks using search plan as advised in the ship security plans.

Safety and Security are of the utmost importance to all, and employees are required to comply with all the requirements of the Company as well as all national and/or international regulations affecting health, safety, environment and the security.

Management are committed to ensuring all personnel are safety and security conscious and continue to improve their management skills. This is achieved through training and active participation in management, and is identified within the training needs of personnel.

Procedures have also been established to deal with the response to emergency situations which affect either the vessel or shore personnel.

The Company philosophy is that the Health, Safety, Security and Welfare of its people, and the protection of property, and the environment, are the most important considerations in any of our business undertakings. Health hazards are to be identified and any risks are to be managed to avoid detriment to the company's employees.

We are committed to continuous improvement. To be successful in achieving our objectives we require that all our personnel are fully committed to the adherence to our policies and procedures.

**Safety is the responsibility of all employees and everyone has the obligation to stop or suspend any work that they think is being carried out unsafely or that may damage the environment.**

Signed: \_\_\_\_\_



Director

# QUALITY, HEALTH, SAFETY, ENVIRONMENTAL & SECURITY PLAN

## 2. QHSE&S PLAN - Purpose

The purpose of the QHSE&S Plan is to provide a single reference document to identify the QHSE&S objectives, strategies, performance indicators, safety targets, and standards for business activities.

The company is committed to a programme of continuous improvement, and this plan identifies specific objectives for completion that will contribute towards improved QHSE&S performance.

The company recognises the importance of Training to promote increased safety awareness. This plan incorporates a Generic Training Matrix that identifies the planned programme of Training scheduled.

The benefits from proactive safety indicators have been previously recognised, and the plan contains specific provisions for development of proactive indicators as tools for encouraging behavioural change, and to monitor our performance.

Personal commitment, management accountability, visibility and leadership, are seen as key elements in promoting and delivering improved QHSE&S standards and performance. The plan includes specific reference points for measurement of collective and individual contribution towards QHSE&S performance improvements.

The QHSE&S Plan is a working document that will be monitored, reviewed, and reported against on a regular basis.

Director  
Of Caspian Mainport Ltd.  
Date: 28/12/2010





# QUALITY, HEALTH, SAFETY, ENVIRONMENTAL & SECURITY PLAN

## 4. Strategies

- Investigate all incidents, fully identify areas of weakness and specific trends and implement effective and timely corrective action.
- To utilise numerical measures of assessing overall safety & security performance resulting from proactive and reactive indicators.
- Attend regular client forums and discussion groups to review QHSE&S performance, client requirements and initiatives.
- Promote and enhance the understanding of near miss and dangerous occurrence reporting.
- To ensure that safety management, leadership and awareness are key criteria within the recruitment, induction and assessment processes.
- To ensure regular and documented QHSE&S audits of all contractors engaged in supplying services.

Director  
Of Caspian Mainport Ltd  
Date: 28/12/2010



# QUALITY, HEALTH, SAFETY, ENVIRONMENTAL & SECURITY PLAN

## 5. QHSE Policy

### **CASPIAN MAINPORT** **QUALITY, HEALTH, SAFETY & ENVIRONMENTAL POLICY**

(ISO 9001:2000: Clause 1.1.B/5.) (ISM: Clause 1.2.3.)  
(ISO 14001:2004: Clause 4.3.2.) (ISO 9001: Clause 5.) (ISM: Clauses 1.2.2. – 2.1.)

**CASPIAN MAINPORT (CMP)** is committed to providing a safe and healthy workplace for Employees, Contractors, Customers and Members of the Public. In doing so, **CMP** will comply with all relevant Legislation, Codes of Practice and Standards.

**The commitment to Quality, Health, Safety and the Environment includes:**

- **Safeguarding the health of our employees, clients and contractor personnel and the public.**
- **The provision of safe working practices.**
- **A safe working environment.**
- **Prevention of pollution.**
- **Establishing safeguards against all identified risks.**
- **Evaluating audit results, analysing the cause of non-conformances and evaluating the effectiveness of corrective actions.**

**CMP** shall ensure the work environment and equipment are safe. Integral to achieving quality, safe systems of work are operating procedures and supervision, which are contained in **CMP's** OH&S and Resource Management Procedures, which is part of the their Quality/Safety (ISM/OH&S) and Environmental (Integrated) Management System. The OH&S and Resource Management Procedures shall provide information and training requirements for all Employees.

**CMP** shall ensure that all Management and Staff have the necessary support and resources to meet their obligations of responsibility, accountability and authority for Occupational Health and Safety.

**CMP** acknowledges that hazards can provide physical and psychological risks. Such hazards may arise from the work environment, equipment or interaction with people. Management and Staff shall promote and participate in systematic hazard identification and risk management. They will also verify health and safety by undertaking Inspections, Testing and Audit Procedures.

Safety at work is both an individual and shared responsibility. All Employees shall take reasonable care for their own safety and for that of their fellow Employees. Accordingly, Employees shall co-operate with Management and comply with **CMP's** Policies and Procedures. Implicit to all **CMP** OH&S activity is a consultative process. This enables all Employees to contribute to the continuous improvement of health and safety in their work place.

**CMP** is committed to delivering levels of service which meet customer requirements and exceed their expectations and the continual improvement and effectiveness of the Quality,

## QUALITY, HEALTH, SAFETY, ENVIRONMENTAL & SECURITY PLAN

Health and Safety Management System. There is a constant drive to satisfy our Customers, while always being mindful of our responsibility to relevant Legislation, our Employees and the broader community.

Employees are encouraged to participate in improving health and safety in the work place through their respective Managers, or by communication with, or being part of OH&S Committees. These Committees have an important role in monitoring health and safety in the work place. Consistent with a continuous improvement approach to OH&S, the Director shall review this Policy annually.

**Customer satisfaction and the good name of the Company are directly dependent upon this working philosophy. The QHSE Manager has the responsibility and authority to co-ordinate, develop and monitor the implementation and effectiveness of the Quality, Health and Safety Management System, ensuring that the requirements of ISO 9001:2000 and the ISM Code are met.**

**This Policy is communicated and understood within the Organisation and is available to the Public and will be reviewed annually for continuing suitability and relevance.**

Director  
Of Caspian Mainport Ltd.  
Date: 28/12/2010



# QUALITY, HEALTH, SAFETY, ENVIRONMENTAL & SECURITY PLAN

## 6. QHSE&S Performance Indicators

QHSE&S Performance indicators listed below form part of the Key Performance Indicators (KPI's) which are produced from information collated at the end of each calendar month and distributed throughout the organisation and to third parties as required.

QHSE&S Performance indicators include

- (i) Reportable Incidents
- (ii) Safety & Security Audits
- (iii) Vessel Visits / Inspections
- (iv) Vessel / Office ISM Internal Audits & Vessel Security Audits
- (v) Management QHSE&S Presentations
- (vi) Non Conformance Status
- (vii) Vessel / Office QHSE&S Training

QHSE&S Targets have been set for the purpose of promoting continual improvement in each of the above listed categories.

## 7. Vessel QHSE&S Meetings

- (i) Each vessel submits minutes of monthly meeting to office QHSE&S department
- (ii) Minutes are to be reviewed and feedback provided within seven days with appropriate action to be taken either by vessel or shore management.

### 7.1 Management QHSE&S Review Meetings

- (i) Meetings are held at regular intervals at all offices
- (ii) Personnel attending
  - Director
  - All Dept Managers
  - Vessel Masters/ Chief Engineers (as available)
- (iii) Issues discussed and actioned are to include.

# QUALITY, HEALTH, SAFETY, ENVIRONMENTAL & SECURITY PLAN

## ***Review Inputs***

- a) Review of the Minutes of the previous Meeting and status of actions
- b) Review of results of Internal QHSE&S Audits.
- c) Review of non-conformances, accidents, hazardous occurrences and vessel inspections.
- d) Organisational issues.
- e) Customer feedback and Customer complaints.
- f) Review/Evaluation of Suppliers' and sub contractors performance.
- g) Review of training requirements.
- h) New Standards or Legislation to consider.
- i) Changes affecting the Safety Management System.
- j) Ideas for further improvement - input from all Staff.
- k) Review of vessel Safety Committee Meetings.
- l) Review of vessel security status.

## **Review Outputs**

- a) Review of the effectiveness of the System and processes.
- b) Improvement of services related to Customer requirements.

Director  
Of Caspian Mainport Ltd.  
Date: 28/12/2010



# QUALITY, HEALTH, SAFETY, ENVIRONMENTAL & SECURITY PLAN

## 8 Safety Performance Contracts

All management staff will commit their time leadership and enthusiasm to ensure that actions agreed in the Health, Safety, Environmental & Security Plan is successfully completed by;

- (i) Endeavouring to achieve a target of zero recordable incidents.
- (ii) Participating in the Safety & Security Training and the Safety & Security Audit Programme.
- (iii) Conducting audits, vessel inspections in accordance with agreed schedules and following up all issues until effectively closed out.
- (iv) Promoting an increased safety and security awareness by ensuring safe working practices are maintained at all times throughout the organisation.
- (v) Assisting in the investigation of all reportable incidents and in identifying root causes and effective corrective action.
- (vi) Attending all scheduled QHSE&S Meetings
- (vii) Ensuring that no work will be undertaken without a pre-job risk assessment and safety discussion.

Director  
Of Caspian Mainport Ltd.  
Date: 28/12/2010



QUALITY, HEALTH, SAFETY,  
ENVIRONMENTAL & SECURITY PLAN

APPENDICES (I)

CASPIAN MAINPORT

Office ISM/ISO 9001-ISO 14001/OHSAS AUDIT SCHEDULE

<u>No.</u>	<u>Company Depts</u>	<u>Company ISM/ISO/OHS AS integrated management system Internal Audit</u>	<u>Company ISM/ISO/OHS AS integrated management system External Audit (RMRS)</u>	<u>Company ISM/ISO/OHS AS integrated management system External Audit (Global)</u>	<u>Company ISM/ISO/OHSAS S integrated management system Internal Audit</u>
1	<u>Kazakhstan office</u>	10.01.2011	20.02.2011	21.01.2011	19.07.2011
2	<u>Turkmenistan office</u>	25.05.2011	25.06.2011	25.07.2011	25.11.2011

Internal Audit
Annual External Audit (RMRS)
Annual External Audit (Global Audit)

QUALITY, HEALTH, SAFETY,  
ENVIRONMENTAL & SECURITY PLAN

**APPENDICES (III)**  
**CASPIAN MAINPORT**  
**Vessel ISM/ISO 9001-2008/ISO 14001:2004/OHSAS AUDIT SCHEDULE**

<u>No.</u>	<u>Vessels</u>	<u>Implementation of S.M.S. onboard &amp; receiving temporary S.M.C.</u>	<u>Internal Audit onboard of the vessel</u>	<u>RMRS External Audit</u>	<u>Global External Audit</u>	<u>Internal Audit on board of the vessel</u>
1	CM KURIK	Since 2007	15.01.2011	To be conf. by surveyor	07/2011	15.07.2011
2	CM SURVEYOR	Since 2007	10.02.2011	To be conf. by surveyor	07/2011	20.08.2011
3	CM TRADER	08/2008	05.06.2011	To be conf. by surveyor	07/2011	05.12.2011
4	CM WULF	15/2008	11.01.2011	To be conf. by surveyor	07/2011	11.07.2011
5	CM SERVICE	15/2008	06.01.2011	To be conf. by surveyor	07/2011	06.07.2011
6	CM MEHRAN	25/2008	31.01.2011	To be conf. by surveyor	07/2011	31.07.2011
7	CM Jet 1	25/2009	30.03.2011	To be conf. by surveyor	07/2011	30.09.2011
8	CM Jet 2	25/2009	30.03.2011	To be conf. by surveyor	07/2011	30.09.2011
9	CM ANNIE	20/2009	26.05.2011	To be conf. by surveyor	07/2011	26.11.2011
10	CM SUPPORTER	20/2009	27.05.2011	To be conf. by surveyor	07/2011	27.11.2011
11	CM HEATHER	20/2009	28.05.2011	To be conf. by surveyor	07/2011	28.11.2011
12	CM EAGLE	20/2009	29.05.2011	To be conf. by surveyor	07/2011	29.11.2011
13	CM Italia	06/2010	12.01.2011	To be conf. by surveyor	07/2011	12.07.2011
14	Ocean Tern	10/2010	12.01.2011	To be conf. by surveyor	07/2011	12.07.2011
15	CM Cormorant	07/2010	30.05.2011	To be conf. by surveyor	07/2011	30.11.2011


Internal Audit
Annual External Audit (RMRS)
Annual External Audit (Global)

Director  
Of Caspian Mainport Ltd  
Date: 28.12.2010



**QUALITY, HEALTH, SAFETY,  
ENVIRONMENTAL & SECURITY PLAN**

**SHORE STAFF TRAINING MATRIX**

	<b>BOSIETHUET</b>	<b>H2S</b>	<b>S.A.F.E.R. Training</b>	<b>Driving Assessment</b>	<b>Incident Investigat.</b>	<b>First Aid</b>	<b>Behavioural Safety Auditing</b>	<b>HSE Induction</b>	<b>English</b>	<b>NEBOSH</b>
 <b>TRAINING MATRIX</b>										
General Manager/QHSE Manager/Operations Manager	Planned for 2011	Planned for 2011	Planned for 2011	N/A	Planned for 2011	N/A	Planned for 2011	Done	N/A	Planned for 2011
Fleet Technical Manager/Port Engineer	Planned for 2011	Planned for 2011	Planned for 2011	N/A	Planned for 2011	N/A	Planned for 2011	01/2011	N/A	N/A
Electrical superintendent	Planned for 2011	Planned for 2011	Planned for 2011	N/A	Planned for 2011	N/A	Planned for 2011	01/2011	N/A	Planned for 2011
QHSE Coordinator	Planned for 2011	Planned for 2011	Planned for 2011	N/A	Planned for 2011	Planned for 2011	Planned for 2011	01/2011	N/A	N/A
Accountants	N/A	N/A	N/A	N/A	N/A	N/A	Planned for 2011	01/2011	Planned For 2011	N/A
Office Administrator/GM Assistant	N/A	N/A	N/A	N/A	N/A	N/A	Planned for 2011	Done	N/A	N/A
HR Coordinator/Administrator	N/A	N/A	Planned for 2011	N/A	N/A	Planned for 2011	Planned for 2011	01/2011	Planned for 2011	N/A
Purchasing/Technical Assistant	N/A	N/A	Planned for 2011	N/A	N/A	N/A	Planned for 2011	01/2011	N/A	
Driver	N/A	N/A	Planned for 2011	Regular checks to be done	N/A	N/A	Planned for 2011	01/2011	Planned For 2011	N/A

**QUALITY, HEALTH, SAFETY,  
ENVIRONMENTAL & SECURITY PLAN**

**GENERIC VESSELS CREW TRAINING MATRIX**

	STCW 95	GMDSS	RADAR / ARPA	Coxswain (if required)	Permit to Work	Risk Assessment	Environmental Awareness	Confined Space Entry	STOP Training	HUET (if required)	Lifting & Slings	H2S (if required)	Induction (new staff only)	Safety Management system
<b>Master</b>														
<b>Chief Mate</b>														
<b>2nd Mate</b>														
<b>Chief Engineer</b>														
<b>2nd Engineer</b>														
<b>Electrical Engineer</b>														
<b>Boatswain</b>														
<b>Motorman</b>														
<b>A/B</b>														
<b>Cook</b>														

Blue = Mandatory  
Green = External  
Yellow = Internal

QUALITY, HEALTH, SAFETY,  
ENVIRONMENTAL & SECURITY PLAN

**GENERIC VESSEL VISIT / INSPECTION SCHEDULE (Kazakhstan Fleet)**

Vessel	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
CM Kurik	G/T/E/S/P	G/T/E/S/H	G/T/E/S/A	G/T/E/S/P	G/T/E/S/H	G/T/E/S/A	G/T/E/S/P	G/T/E/S/H	G/T/E/S/P	G/T/E/S/P	G/T/E/S/H	G/T/E/S/P
CM Surveyor	T/E/S	T/E	G/S	T/E	G/T/E/S/H/P	G/T/E/S/H	G/T/E/S/P	G/T/E/S/A	G/T/E/S/P	G/T/E/S	G/T/E/S/A	G/T/E/S/P
CM Wuif	G/T/E/S/P	G/T/E/S/A	G/T/E/S/H	G/T/E/S/P	G/T/E/S/A	G/T/E/S/A	G/T/E/S/P	G/T/E/S/H	G/T/E/S/P	G/T/E/S/P	G/T/E/S/H	G/T/E/S/P
CM Mehran	G/T/E/S/P	G/T/E/S/H	G/T/E/S/A	G/T/E/S/P	G/T/E/S/H	G/T/E/S/A	G/T/E/S/P	G/T/E/S/A	G/T/E/S/P	G/T/E/S/P	G/T/E/S/A	G/T/E/S/P
CM Service	G/T/E/S/P	G/T/E/S/A	G/T/E/S/H	G/T/E/S/P	G/T/E/S/A	G/T/E/S/A	G/T/E/S/P	G/T/E/S/H	G/T/E/S/P	G/T/E/S/P	G/T/E/S/H	G/T/E/S/P
CM Trader	G/T/E/S/P	G/T/E/S/A	G/T/E/S/H	G/T/E/S/P	G/T/E/S/A	G/T/E/S/A	G/T/E/S/P	G/T/E/S/H	G/T/E/S/P	G/T/E/S/P	G/T/E/S/H	G/T/E/S/P
CM Italia	G/T/E/S/P	G/T/E/S/A	G/T/E/S/H	G/T/E/S/P	G/T/E/S/A	G/T/E/S/A	G/T/E/S/P	G/T/E/S/H	G/T/E/S/P	G/T/E/S/P	G/T/E/S/H	G/T/E/S/P
Ocean Tern	G/T/E/S/P	G/T/E/S/A	G/T/E/S/H	G/T/E/S/P	G/T/E/S/A	G/T/E/S/A	G/T/E/S/P	G/T/E/S/H	G/T/E/S/P	G/T/E/S/P	G/T/E/S/H	G/T/E/S/P
CM Jet 1	G/T/E/S/P	G/T/E/S/A	G/T/E/S/H	G/T/E/S/P	G/T/E/S/A	G/T/E/S/A	G/T/E/S/P	G/T/E/S/H	G/T/E/S/P	G/T/E/S/P	G/T/E/S/H	G/T/E/S/P
CM Jet 2	G/T/E/S/P	G/T/E/S/H	G/T/E/S/A	G/T/E/S/P	G/T/E/S/H	G/T/E/S/H	G/T/E/S/P	G/T/E/S/A	G/T/E/S/P	G/T/E/S/P	G/T/E/S/A	G/T/E/S/P
CM 2007	G/S	T/E	G/S	T/E	G/S	T/E	G/S	T/E	G/S	T/E	G/S	T/E
CM ANNIE	G/T/S/PE/A	G/T/S/PE	G/T/S/PE/H	G/T/S/PE	G/T/S/PE/A	G/T/S/PE	G/T/S/PE/H	G/T/S/PE	G/T/S/PE/A	G/T/S/PE	G/T/S/PE/H	G/T/S/PE
CM SUPPORTER	G/T/S/PE/H	G/T/S/PE	G/T/S/PE/A	G/T/S/PE	G/T/S/PE/H	G/T/S/PE	G/T/S/PE/A	G/T/S/PE	G/T/S/PE/H	G/T/S/PE	G/T/S/PE/A	G/T/S/PE
CM HEATHER	G/T/S/PE/A	G/T/S/PE	G/T/S/PE/H	G/T/S/PE	G/T/S/PE/A	G/T/S/PE	G/T/S/PE/H	G/T/S/PE	G/T/S/PE/A	G/T/S/PE	G/T/S/PE/H	G/T/S/PE
CM EAGLE	G/T/S/PE/H	G/T/S/PE	G/T/S/PE/A	G/T/S/PE	G/T/S/PE/H	G/T/S/PE	G/T/S/PE/A	G/T/S/PE	G/T/S/PE/H	G/T/S/PE	G/T/S/PE/A	G/T/S/PE
CM Cormorant	G/T/S/PE/A	G/T/S/PE	G/T/S/PE/H	G/T/S/PE	G/T/S/PE/A	G/T/S/PE	G/T/S/PE/H	G/T/S/PE	G/T/S/PE/A	G/T/S/PE	G/T/S/PE/H	G/T/S/PE

**G: General Manager/DPA**

**S: QHSE Coordinator**

**T: Fleet Technical Manager**

**E: Electrical Superintendent**

**P: Purchasing/technical assistant**

**H: HR Coordinator/HR Administrator**

**A: Accounting**

**PE: Port Engineer**

Director

Of Caspian Mainport Ltd.

Date: 28/12/2010



QUALITY, HEALTH, SAFETY,  
ENVIRONMENTAL & SECURITY PLAN

APPENDICES (IV)

QHSE PERFORMANCE INDICATORS AND TARGETS

<b>Indicator</b>	<b>Target</b>
Reportable <i>Incidents</i>	Nil
Vessel Safety Audits	1 vessel Audit per 6 months
Vessel Visits/ Inspections	As Per Schedule
Vessel/ Office ISM Internal Audits	As Per Schedule
Non Conformance Status	Close Out within 90 Days of Issue Date
Vessel/ Office QHSE Training	As Per Schedule
Control of Substances Hazardous to Health C.O.S.H.H	Reduce use by substitution
Vessel Generated Waste	5% reduction measured against waste transfer documents