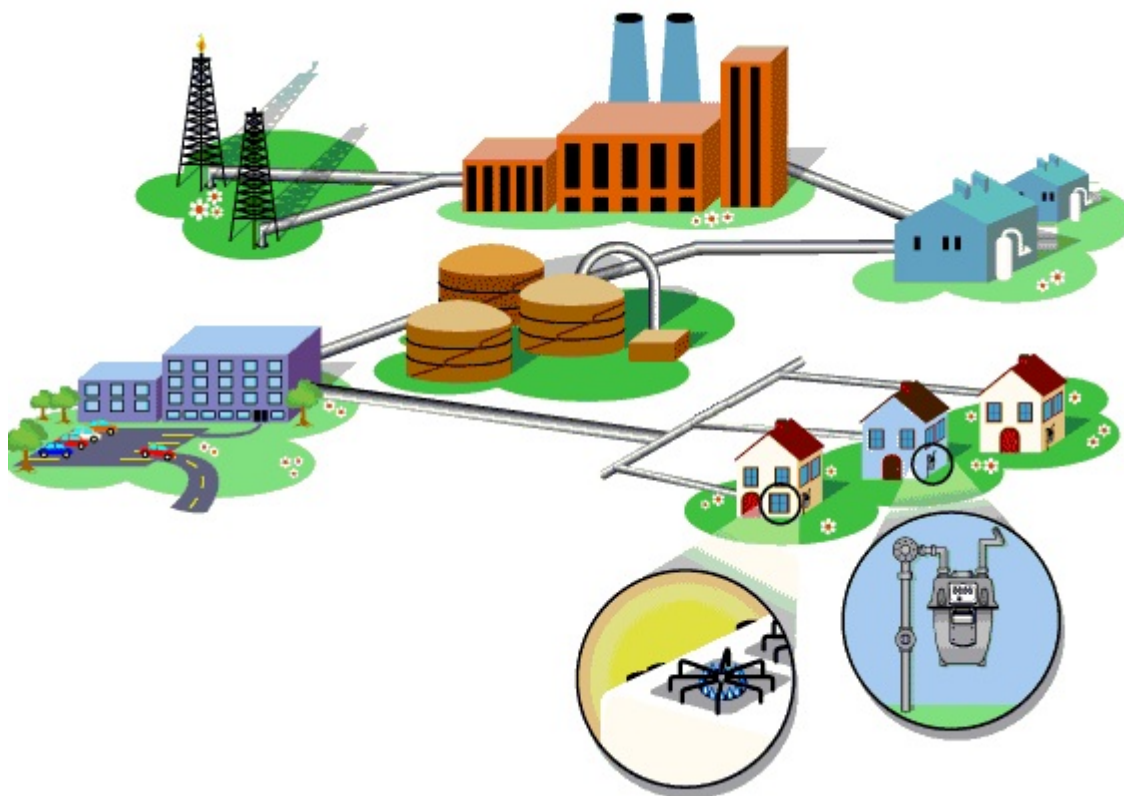




Georgian Oil & Gas Corporation

Executive Phase

Training Program Pipeline



A01	14 Apr. 2010	Issued for Approval		LK	AC	ZA	
Rev	Date	Reason for Issue		Prepared by	Checked by	Approved by	
Category Code				Category Code Description			
Area Code		GA00					
Document Type Code		TRN		Plan			
Life Cycle Code		X		Transitory			
Transfer Date							
Project Code		Area Code	Function Code	Document Type	Sequence Number	Language	Revision
GOGC001		GA00	HS	PRO	00009	ENG	A01

Table of Content

1 ABBREVIATIONS, DEFINITIONS AND HOLDS	3
1.1 ABBREVIATIONS	3
1.2 DEFINITIONS	3
2 PURPOSE	4
2.1 GENERAL	4
2.2 SCOPE	4
3 METHOD OF DELIVERY	5
3.1 PRESENTATION	5
3.2 EQUIPMENT	5
4 HSE TRAINING FACILITIES LAYOUT	6
4.1 TRAINING OF HSE TRAINERS/INSTRUCTORS	6
5 MINIMUM REQUISITE HSE TRAINING REQUIRED	7
5.1 SUPERVISORS/SECURITY/HSE PERSONNEL TRAINING PACKAGE	7
5.2 HSE TRAINING FIELD PACKAGE	8
5.3 HSE OFFICE INDUCTION	9
5.4 HSE VISITOR INDUCTION	9
6 TRAINING INTERVALS	10
6.1 APPLICATION	10
6.2 YEARLY HSE REFRESHER TRAINING	10
6.3 PERFORMANCE BASED REFRESHER HSE TRAINING	10
7 RECORDING AND REPORTING	12
7.1 RESPONSIBILITIES	12
7.2 SCHEDULE OF REPORTS	12
7.3 HSE AUDITING AND MONITORING	12
7.4 HSE SAFETY PASSPORT AND TESTING	12
APPENDIX I TRAINING PACKAGE CONTENTS WITH TIME REFERENCE	13
HSE OFFICE INDUCTION MODULES	15
SPECIALIZED TRAINING	16
APPENDIX II - IDENTIFIED REQUISITE TRAINING TRACKING MATRIX	17

1 ABBREVIATIONS, DEFINITIONS AND HOLDS

1.1 ABBREVIATIONS

AIF	Accident Injury Free
EMP	Environmental Management Plan
EMT	Emergency Medical Treatment
ESMS	Environmental and Social Management System
GHSER	Getting Health, Safety and Environmental Right
HAZWOPER	Hazardous Waste Operations and Emergency Response
HSE	Health, Safety and Environmental
HSEMS	Health, Safety and Environmental Management System
JMP	Journey Management Plan
S.C.B.A.	Self Contained Breathing Apparatus

1.2 DEFINITIONS

HSE Training Package

A group of HSE training modules, assigned to a certain group, that encompasses the entire range of minimum training required for that group.

Specialized HSE Training Modules

A stand alone HSE training module which includes specific training, on a specific subject or task, to ensure the person undertaking the training has the requisite skills and understanding to perform in a SAFE and acceptable manner.

2 PURPOSE

2.1 GENERAL

Training program below should be used and implemented by the performing Company when developing training plan.

This document identifies:

- The Method of delivery of the contents of the HSE training program.
- The site layout for the different HSE training facilities.
- The equipment intended to be used to provide HSE training.
- The staffing organization chart.
- The timetable for recruitment of the HSE training staff.
- The training for the HSE training staff.
- The size and layout of the mobile HSE training unit.
- The timeline of HSE training to be conducted for supervisors and field personnel.
- The minimum requisite HSE training for each segment of the Project personnel.
- The frequency, method of recording and reporting HSE required training.
- The method of monitoring achievement of minimum requisite understanding of HSE requirements.
- The method of HSE refresher training and the intervals thereof.

2.2 SCOPE

This procedure is applicable to the Emergency Services for the North-South Gas Pipeline Rehabilitation Project, Phase III

The procedure covers directives, training implementation methodology, minimal requests, training duration and interval issues.

Implementation of noted procedure is obligatory for all North-South Gas Pipeline Rehabilitation Project contractors and subcontractors.

3 METHOD OF DELIVERY

3.1 Presentation

HSE Training presentations will be conducted via methods following adult learning techniques, using lectures, visual aids, demonstration and question & answer sessions. Testing will be conducted to assess retention of training material and information.

3.2 Equipment

Training equipment will include PowerPoint projectors, flip charts, and white boards for visual aids. Various other writing materials for workshops and practical sessions will be used.

All HSE training facilities will have the following equipment as a minimum;

- A. PowerPoint Projector with screen/wall for projecting information.
- B. Computer
- C. Flip Chart
- D. White board
- E. Assortment of Colored Markers
- F. Writing Materials for workshops
- G. Table, Chairs and Desk

4 HSE Training Facilities Layout

4.1 Training of HSE Trainers/Instructors

The Training Department provides training to both Pipelines and Facilities personnel. Some of the training is carried out in Tbilisi, before personnel are mobilized to their work site.

Trainers can be allocated to any area, and to provide any training, for which they themselves have been trained and are competent.

All trainer/instructors will attend 24 Hours of training sessions which cover adult learning techniques, how to use A/V equipment, how to interact with the personnel, etc.

5 MINIMUM REQUISITE HSE TRAINING REQUIRED

5.1 Supervisors/Security/HSE Personnel Training Package

The minimum training required for all Supervisor/Security and HSE personnel shall be the Supervisor Training Package, which includes the following topics:

- Company Policy / Commitment
- Contract HSE Requirements
- Environmental Management Plan
- Health and Safety Management Plan
- Emergency Response Plan
- Incident and Accident Investigation and Analysis
- JSA / Task Risk Assessment
- Tool Box Talks
- PPE
- Social Impact Management Plan
- Permit to work
- Road to Better Driving
- Journey Management Plan
- Advanced First Aid

5.2 HSE Training Field Package

The minimum HSE training required for all field personnel shall be the Craft/Field Training Package which includes the following topics:

Project Commitment to Safety	Project Expectations
ZERO Accidents	Hazards in Construction
Behavior and Safety	Material Handling
Evacuation Plan (site specific)	Vehicle Incidents
Slips Trips and Falls	Overhead Work
Hazard Assessments	Basic PPE Requirements
Working At Heights	Respiratory Safety
Chemical PPE	Safe Passenger Code
Fire Prevention	Basic First Aid
Safe Driver Code	Job Safety Analysis
Employees' Responsibility	Harmful Gases
Cultural/Regional Awareness	Assured Grounding (Earthing)
Moving Equipment	Manual Handling
Rigging and Lifting- Restrictions	Confined Space – Awareness
Housekeeping	Incident Reporting
Excavation – Awareness	Welding/ Cutting Safety/Gas Cylinders
Permit to Work System	Occupational Health
Electrical Safety	Steel and Scaffold Erection
Environmental Awareness	Personal Hygiene
Lock Out/Tag Out	Working with Cranes
Archaeology	Road to Better Driving
AIF	Radiation Awareness

5.3 HSE Office Induction

The minimum HSE training requirements for all Office personnel is the HSE Office induction, which contains the following topics.

Office Safety	Smoking Policy
Evacuation Plan – Site Specific	Travel Guidelines
Security	Project Commitment Statement
Step Change Philosophy	Overall Project Description
Pipeline Route	Medical Reporting
PPE for Field Trips	ZERO Accidents
Scope of Work	Transportation Guidelines
Journey Management Plan	Employee's Responsibility
Environmental Awareness	Safe Driver Code
Incident Reporting	
Safe Passenger Code	

5.4 HSE Visitor Induction

Visitors will be trained according to their respective job scopes and tasks which will be identified through a risk assessment of those specific job tasks.

At a minimum the above modules will be given along with site specific orientation at the site, covering evacuation, job-site hazards, assembly points and other pertinent information regarding the activities at the site visited.

Visitors risk assessments will dictate the necessary and essential training required for their visit to be conducted in a safe manner and without harm to the visitor or impact on the project.

6 TRAINING INTERVALS

6.1 Application

The following Training Intervals shall apply to all training associated with the performing Company Project.

All personnel shall satisfactorily complete, essential HSE training, before being assigned to any job task whether office or field, in their Respective job classification or craft. All field personnel shall attend HSE Training, which is unlikely to be completed in less than 5 days.

6.2 Yearly HSE Refresher Training

The following training modules will require refresher training at intervals shown below.

Advanced First Aid	Every 12 Months
Basic First Aid	Every 12 Months
Advanced Fire Fighting	Every 12 Months
S.C.B.A.	Every 12 Months
Confined Space Rescue	Every 12 Months
EMT – Basic	Every 12 Months
EMT - Paramedic	Every 12 Months

6.3 Performance Based Refresher HSE Training

The following training modules will require refresher HSE training when auditing, monitoring programs indicate inadequacies in the behavior, performance or compliance with prescribed requisite training.

Driver Training
Confined Space Entrant/Attendant/Supervisor
Fire Watch
In-line Air Bottle Watch
Traffic Flagging
Multi-Gas Testing
Excavation Competent Person
Rigging Competent Person
Scaffold Competent Person
Decontamination Procedures (Removal of Contaminated clothing, PPE,
etc.)
Contaminated Soil Sampling
Respirator Use/Inspection/Storage
Overhead and Underground Services

7 RECORDING AND REPORTING

7.1 RESPONSIBILITIES

The performing Company Project Manager, Health, Safety and Environmental managers have the overall responsibilities of monitoring audits, inspections, incident/accident/investigations which identifies inadequacies in requisite training requirements. Upon discovering inadequate performance, they shall notify the Training Coordinator to schedule refresher training for all personnel involved.

7.2 SCHEDULE OF REPORTS

The Training Coordinator shall issue reports regarding HSE training completed, scheduled and refresher training conducted, in a timely manner to the Project Manager, Health, Safety and Environmental Managers, in order to meet the requirements of the reporting procedures. These reports at a minimum will be issued on a monthly basis, unless requested otherwise.

7.3 HSE AUDITING AND MONITORING

Audits, monitoring and inspections conducted by Health, Safety and Environmental groups shall include segments for training. These areas shall be identified specifically as JSA completions, emergency response drills, PPE, Behavioral aspects, Permit to Work system, Environmental compliance, Culture awareness, and any other HSE requisite training requirements.


7.4 HSE SAFETY PASSPORT AND TESTING

Upon successful completion of training packages or specialized training modules, each person will be issued a Safety Passport, which will identify the training completed. All HSE training packages and specialized training modules will require a passing percentage of 90%. No personnel will be issued a Safety Passport until this is accomplished. Personnel who require re-training will be re-introduced into the schedule, current at time of training.

APPENDIX I TRAINING PACKAGE CONTENTS WITH TIME REFERENCE

HSE –Supervisor Training Package	
Title of Module	Hours
Company Policy / Commitment.....	½
HSE Requirements.....	1 ½
Environmental Management Plan.....	1
Health and Safety Management Plan.....	2
Emergency Response Plan.....	½
Incident and Accident Investigation and Analysis.....	1
JSA / Task Risk Assessment.....	½
Tool Box Talks.....	½
PPE.....	¼
Incentive Scheme.....	¼
Social Impact Management Plan.....	½
Permit to work.....	4
Road to Better Driving.....	1
Journey Management Plan.....	1
Advanced First Aid.....	16

CRAFT / FIELD HSE Field Induction Training Package

Title of Module	Hours	Title of Module	Hours
Project Commitment to Safety	1/2	Rigging and Lifting – Restrictions	1/2
Project Expectations	3/4	Assured Grounding/Earthing	1/2
ZERO Accidents	1/2	Housekeeping	1/2
Hazards in Construction	1/2	Manual Handling	1/2
Evacuation Plan – Site Specific	1/2	Excavation – Awareness	3/4
Material Handling	3/4	Confined Space – Awareness	3/4
Slips Trips & Falls	1/2	Permit to Work System	2.0
Vehicle Incidents	1/2	A. General Work	
Hazard Assessments	3/4	B. Line Break/ Hydro-Test Work	
Basic PPE Requirements	3/4	C. Hot Work	
Working at Heights	3/4	D. Confined Space	
Respiratory Safety	1/2	E. Hazardous Energy Control	
Chemical PPE	1/2	F. Radiography	
Fire Prevention	1/2	Incident Reporting/Investigation	3/4
Overhead Work	1/2	Electrical Safety	3/4
Safe Drivers Code	1/2	Behavior and Safety	1.0
Safe Passenger Code	1/2	Environmental Awareness	1.0
All Employees' Safety Responsibilities	3/4	Health	3/4
Basic First Aid (CPR)	8.0	Lock Out/Tag Out	3/4
Culture/Regional Awareness	1/2	Archaeology	1/2
Job Safety Analysis	1.0	Personal Hygiene	1/2
Moving Equipment	1/2	Welding/ Cutting/Gas Cylinders	1/2
Harmful Gases	1/2	Radiation Awareness	1/2
Road to Better Driving	3.0	AIF	2-4
Working with Cranes	1/2	Test	1.0

HSE Office Induction Modules

Title of Module	MINUTES
Office Safety..... No Smoking Policy..... Evacuation Procedures..... Travel Guidelines..... Security..... Project Commitment Statement..... Step Change Philosophy..... Zero Accidents..... Overall Project Description And Scope of Work..... Pipeline Route Incident Reporting..... PPE for Field Trips..... Medical Reporting..... Employee Responsibility..... Transportation Guidelines..... Journey Management Plan..... Environmental Awareness..... Safe Passenger Code..... Safe Driver Code..... Test.....	2 2 5 10 2 10 20 10 2 2 10 5 2 10 5 15 30 5 5 10

SPECIALIZED TRAINING

Specialized Training Modules	
Title of Module	Hours
Respirator Use, Inspection and Storage***	1
Self Contained Breathing Apparatus***	3
Permit Required Confined Space Entrant.....	3
Permit Required Confined Space Attendant	3
Permit Required Confined Space Supervisor.....	6
Permit Required Confined Space Rescue*** (Pre-requisite Advanced First Aid)	16
Permit to Work for Supervisors – Competent Area & Performing Authority	8
Advanced First Aid.....	8
Basic First Aid.....	N/A
EMT – Basic.....Certified per International/UK Standards	N/A
Paramedic..... Certified per International/UK Standards	1
Basic Fire Fighting	8
Advanced Fire Fighting..... Certified By Third Party	8
Fire Watch Attendant (for Hot Work).....	4
Excavation Competent Person.....	6
Rigging Competent Persons.....	6
Road To Better Driving.....	2
Traffic Flagging Procedures.....	1
Multi-Gas Testing Unit Operator/Tester.....	1
Universal Protocol.....	1
Radiology.....	1
HAZWOPER.....	24
Pollution Control/ Mitigation.....	8
Contaminated Ground Recognition.....	4
Social Skills – Environmental & Social Awareness for Line Managers	4
ESMS Implementation Workshop for Managers	8
Community Liaison Officer	8
Environmental Field Officer	8
Waste Management and Handling for Waste Yard Personnel	8

*** All required full medical clearances shall be pre-requisites for these courses

APPENDIX II - IDENTIFIED REQUISITE TRAINING TRACKING MATRIX

[illegible]