

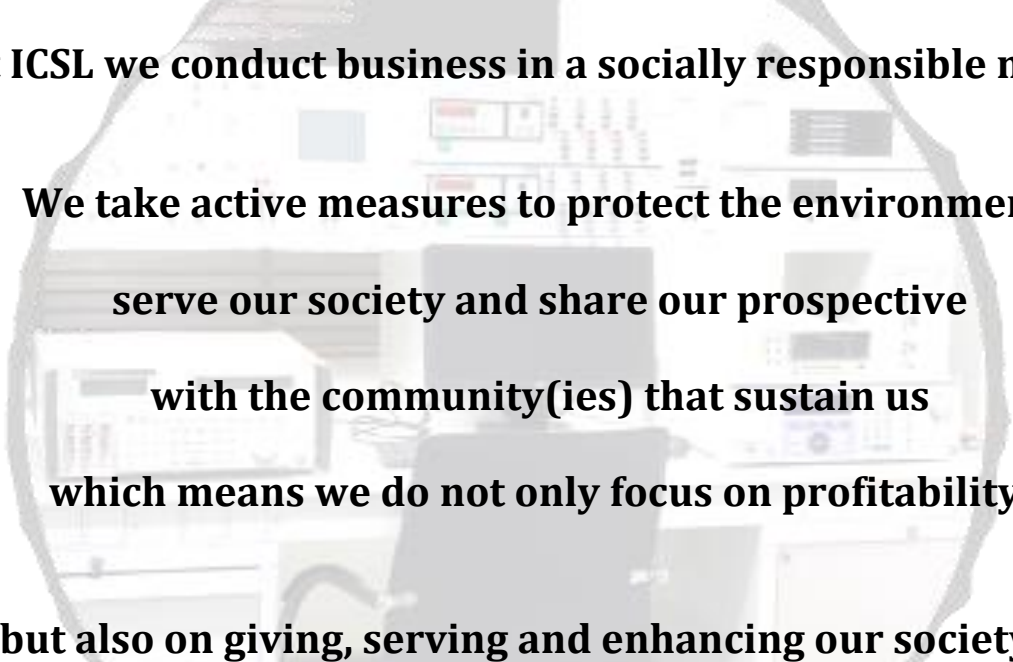
# POLICY HANDBOOK

2021 EDITION



**INSTRUMENTATION AND  
CALIBRATION SERVICES LIMITED**

RC1224481



**“ At ICSL we conduct business in a socially responsible manner.**

**We take active measures to protect the environment,**

**serve our society and share our prospective**

**with the community(ies) that sustain us**

**which means we do not only focus on profitability,**

**but also on giving, serving and enhancing our society. ”**

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## ACCIDENT REPORT & INVESTIGATION POLICY

Every accident/incident shall be reported promptly to safety focal point/safety department and the person responsible for investigating it. The person responsible for investigation shall:

- Issue an accident report form within 24 hours of the incident.
- Investigate the accident with the aid of a team, if necessary and issue the first draft report of the incident withing 7 days of the incident.
- Download driver monitoring device within first 12 hours.

### *Example*

- Determination Of the Driver's Previous Records and other driving offences e.g., driving too fast.
- Effect if any of long hours of work, fatigue, state of vehicles etc.
- Degree of injury to the driver and other persons.
- Extent of damage to the vehicle or other property.

### *Guide For Accident Review and Disciplinary Action*

- Company certification is needed to operate a company vehicle.
- Company vehicles are to be used for authorized purposes or journeys.
- Seat belts must be worn by driver/passengers in all company vehicles.
- Accidents are to be quickly and factually reported by the driver after the occurrence.
- Defensive driving techniques are to be practiced avoiding road traffic accident despite adverse conditions or incorrect actions of others.

### *Disciplinary Measures*

While continuing to make proactive efforts to eliminate or reduce injuries to persons or damage to property associated with road traffic accidents, management will take disciplinary measures where necessary against preventable accidents or disregard to safety to enhance compliance with ICSL regulations and safety practices.

### *Escalating And Mitigating Factors*

The circumstance and cause of accidents vary widely. No two accidents are exactly alike. Every accident therefore must be reviewed on its merit. This is the reason for a careful consideration of the escalating and mitigating factors.

## **HOUSEKEEPING POLICY**

Good Housekeeping is essential in accident prevention and is a part of our daily routine with clean-up being a continuous activity. ICSL will continue to provide a safe and healthy environment for its personnel, contractors, and visitors and for this reason, we have instigated the following procedures:

- Keep work areas, offices, and storage facilities clean, neat, and orderly.
- Keep all aisles, stairways, passageway, always exits and access ways to buildings free from obstructions.
- Tools, equipment, machinery, and work areas are to be maintained in a clean and safe manner. Defects and unsafe conditions must be reported to the supervisor.
- Return tools and equipment to their proper place when not in use and at close of the day work.
- Clean up spills immediately to avoid hazards.
- Extension cords should not be run across aisles or through oil or water. Inspect cords for kinks, worn insulation and exposed strands of wire before use.
- Observe all safety warning signs, including locks and tags on equipment such as: No smoking, confined space, etc.
- Scrap of all types particularly around welding/cutting areas, shall be removed immediately to the scrap bins provided.
- It is everyone's responsibility to pick up and clean up.

## QUALITY POLICY

Instrument and Calibration Services Limited (ICSL) is positioned to provide Services of the following system: Inspection, Calibration and Maintenance of test equipment, Certification according to all relevant standards and regulations, Management of reference instrument calibration, Mobile valve maintenance and calibration workshops, mobile calibration laboratories, Provision of instrumentation (RENTAL) and work terms for turnarounds and other operations, Instrument calibration in-situ to our esteemed clients in the oil and gas industries.

The top management of ICSL is committed to:

- Satisfying all relevant International and National requirements by ensuring that clients and applicable statutory and regulatory requirements are determined, understood, and consistently met.
- The continual improvement of the QMS by ensuring the risks and opportunities that can affect conformity of products and services and the ability to enhance customer satisfaction are determined and addressed.
- Ensuring the focus on enhancing customer satisfaction is maintained.

ICSL aims to achieve this through the consideration of the internal and external issues that affect its ability to achieve the intended results of its QMS and the monitoring of the requirements of her relevant interested parties. To assist with the above, we have implemented a Management System that meets the requirements of ISO 9001:2015.

This policy provides a framework for setting and reviewing the process-based quality objectives, with performance indicators monitored / evaluated monthly, and maintained as part of the 'monitoring, measurement & analysis' and 'continual improvement' processes. These objectives will also address conformity to ICSL products & services stated above, legal requirements and clients' satisfaction.

This policy will be communicated to all employees, understood, and applied within ICSL. All employees, whether permanent or on-contract are expected to cooperate and assist in the implementation of this policy, whilst ensuring that their own work, as far as is reasonably practicable, is carried out without risk to themselves, others, or the environment. This policy will be reviewed annually by top management and where / when necessary, will be amended and re-issued. Previous versions of the policy are archived, and current versions are always available to all relevant interested parties via the company profile and office boards.

### **HSE POLICY**

ICSL shall seek to conduct its operations in such a way as to avoid harm to its employees, visitors and others who may be affected directly or indirectly by its activities and to maintain the highest practical standards of safety, occupational health, and protection of the environment.

ICSL has set the following objectives with respect to health, safety, and the environment.

- To prevent all injuries and reduce accidents at the workplace.
- To provide a safe and healthy working environment for all employees.
- To establish safe working practices throughout its operations.
- To provide for all employees Personal Protective Equipment (PPE) and all relevant materials to work safely.
- To comply with all statutory and customer obligations with regards to health, safety, and environmental protection.
- To maintain emergency response procedures.
- To develop safety, health and environmental awareness amongst all employees.
- To analyze risk associated with its operations and define effective remedial or contingency plans.
- Prospective employees MUST undergo annual Medical Fitness examination in any of the company clinics before offer letter is issued.
- All employees MUST undergo annual Medical Fitness examination.
- Efforts MUST be made to prevent all forms for spill and pollution through reduced emissions, reduced wastes and responsible disposal.

Employees at all levels have a responsibility to co-operate with and do their best to achieve these standards and exercise a high level of awareness and self-discipline to prevent damage to the environment.

In this regard, all requirements of this policy and associated procedures are to be regarded as mandatory for the safety and wellbeing of all concerned.

Blatant disregard of these policies and procedures may be regarded as gross misconduct and could result in disciplinary action being taken. All employees are therefore to be familiar with this policy.

### **COMMUNITY RELATIONS POLICY**

It is ICSL policy to be sensitive to the needs and concerns of its host communities. The objective here is to establish cordial relationship with host community to ensure non disruption of activities.

ICSL Employees shall act and conduct themselves in such manners as will not antagonize local communities. Security guards shall be recruited from worksite localities.

ICSL shall respond to formal community request in an appropriate and timely manner. Relevant issues affecting host communities will be brought to the attention of appropriate authorities and other bodies that can be of assistance.

## **ENVIRONMENTAL PROTECTION POLICY**

Instrumentation and Calibration Services Limited (ICSL) is committed in doing business in a way consistent with preserving the surrounding environment.

ICSL recognizes that preservation of the ENVIRONMENT is vital to the progress and development of the company, the nation, its people and its free enterprise system and will comply with Federal, State and Local laws and regulations governing protection of the Environment.

Preventing Environmental pollution is the responsibility of all ICSL personnel, Prevention is accomplished by managing generated waste and its disposal, chemical products in compliance with Environmental laws and regulations, and conducting its business in accordance with the customer guidelines on environmental protection.

Above all, a sound training and awareness program for all employees is the key to achieving our goals in relation to environmental protection and preservation.

Each employee is responsible for conducting his/her duties in a manner that is consistent with ICSL Environmental and Waste Management procedures.

# ICSL

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**PROFICIENCY. COMPETENCY. AUTOMATION**