



AL-Mahaba Oil Services



Journey Management



Journey Management Manual

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AOSCO Management should consider this information before applying this Journey Management procedure to the crew

Highlight in blue can only used if the proper VTS equipment is in stalled

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Journey Management Manual

1. PURPOSE OF MANUAL.

To provide a road transport system that will enable Almahaba (AOSCO)Libya to ensure proper safeguards are in place for all journeys associated with its Libya operations.

This document describes the criteria to be used for all journey planning and provides information to assist in that planning. Additionally, the methods to be used for monitoring journeys, and the responsible person for each journey, are outlined here.

2. JOURNEY PLAN. (long distance) Crew to town base and visa versa

The following form is used for AOSCO journeys outside the crew operating areas or the capital.

Contractors and Sub-Contractors of AOSCO Libya are to use the Journey Plan form but may use an equivalent form provided that it includes the following information.

The focal information required on long distance journey management plans are as follows:

- *Name of driver*
- *Name / number of passenger(s).*
- *Vehicle type.*
- *Vehicle registration / fleet number.*
- *Contact telephone names and numbers.*
- *Journey approval name.*
- *Date of plan plus date of journey(s).*
- *All arrival and departure times.*
- *Route details.*
- *Rest period details.*

The Journey Manager (JM) will only authorize the journey when satisfied in the following journey criteria:

- *The vehicle is an approved vehicle.*
- *The vehicle is in safe and roadworthy condition.*
- *The driver has completed a vehicle checklist.*
- *The vehicle has all specified safety equipment items.*
- *The driver is an approved / authorized driver.*
- *The driver appears fit and not under the influence of any substance or on medication.*



- *The driver has been briefed on the journey and understands the system, the purpose of the journey and the emergency response procedure.*

The JM will then fax / email a copy of the JP to the destination.

It is the responsibility of the JM to confirm that the vehicle has arrived at it's destination on time (This would normally be achieved by, the receiving party contacting the dispatcher to advise that the vehicle had arrived).

The dispatching party is responsible for taking the appropriate action in the event of a vehicle not arriving as per the Journey Plan.

Journey Manager shall file hard copies of all journey plans.

A Daily Journey Management Log (hand written) is to be completed and filed.

All Journey Management forms / data are to be kept for a period of three months.

See below, 'Journey Plan form'

2.1 AOSCO JOURNEY MANAGEMENT PLAN FORM

JP No: Company:

Journey Plan خطة الرحلة		عدد الركاب Number of Passengers
JP No:	Company:	اسم الشركة: 0
Journey Management Details		اسم الركاب Names of Passengers
Is the Journey necessary? هل الرحلة ضرورية؟	هل يمكن دمجها مع رحلة أخرى؟ إذا لم يكن ممكناً، لماذا؟	1
Can it be combined with another Journey? If no why?	هل سيصل السائق إلى وجهته قبل حلول الليل؟	2
Will the driver reach his destination before dark?	Name: _____ التوقيع: _____	3
Name: _____	Date: _____ التاريخ: _____	4
Signature: _____	المسؤول عن السائق والمركبة	5
Responsible for driver and vehicle:		6
		7
		(للسيارات الخفيفة فقط)
تاريخ المغادرة Departure Date	رقم السيارة Vehicle Number	اسم السائق/الرقم التوظيفي Driver Name/Company Number
مسار الرحلة - اسم المكان Route Place Names	وقت الوصول - وقت المغادرة Time Arrive - Time Depart	الاستراحة Rest - Tick
		اسم المبيت/في السيارة/مكان آخر (اذكره) Sleep - Motel Name, Cab, Other Specify
Reason for Night Driving	الأسباب الداعية للسفر ليلاً	Journey Manager's Remarks: ملاحظات مدير الرحلة
		1. Vehicle Daily Check <input type="checkbox"/> - 1. التحقق اليومي على السيارة
		2. Counseling for Driver <input type="checkbox"/> - 2. إرشادات للسائق
Attach copy of permission (paved roads only)	رفق نسخة من التصريح (الطرق المعبدة فقط)	If you speed, death may overtake you. Ensure that seatbelts are worn by all. before starting the vehicle. Road signs must be obeyed.
Journey Manager's Copy	نسخة مدير الرحلة	لا تتسرع البون أسرع برجي التأكد أن الجميع قد ربطوا أحزمة الامان قبل تشغيل السيارة تتبع الاشارة المرور
		ضع علامة صح في المكان الصحيح لتحديد متى يتعين على السائق الاتصال هاتفياً مع مدير الرحلة Tick correct box to indicate driver should ring Journey Manager
		الاتصال مع مدير الرحلة Ring Journey Manager
		Driver Geofizyka Crew
		Comments for Driver
		Driver's Signature



3. JOURNEY REQUIREMENTS

The following criteria will be applied when planning a journey:

- *The speed limits are as per crew or town base procedures.*
- *A maximum of ten hours driving is allowed within a twelve- hour shift.*
- *A minimum of eight hours uninterrupted off duty rest will be taken between shifts.*
- *For light and heavy vehicle drivers, a minimum of (15) fifteen minutes rest will be taken after two hours of continuous driving.*

4. JOURNEY MANAGERS RESPONSIBILITIES / DUTIES.

4.1. GENERAL

A designated trained on crew Journey Manager(s) will be the sole responsible person for all journeys for crew operations and other journeys i.e. crew to crew and crew to town base etc.

Journey Manager(s) will monitor and communicate on all journeys.

Journey Manager(s) shall make preparations for long distance journeys using a Journey

Plan form and is the responsible person for the dispatched vehicle from the crew.

The responsibilities of the Journey Manager(s) are to ensure that the following are adhered to:

1. *To induct and train new hires (Drivers) into the crews JM system.*
2. *To ensure that the driver understands the mission (field operations and town base) of the journey and compiles with the Journey Management Procedure.*
3. *Set / reset speed controls as and when necessary but, also 'more often' record data in the very early days of production and on new drivers.*
4. *To monitor all IVMS (in vehicle monitoring system) transport activities and track the crews VTS, Global tracking system and log / record and back up data. Communicate on positive and negative feed back in meetings on the data shown and take the appropriate action as necessary and also log details.*



5. *To make random and frequent checks (on crew at the gate) to ensure that the JM procedures are being followed and complied with.*
6. *To upload and download VTS data and back up data at regular intervals.*
7. *To down load VTS data 'more often' in the early days of a new driver's employment and on changes of crew location.*
8. *To carryout a check of all vehicle 'Daily Vehicle Checklists', and compile a daily report listing all faults and equipment deficiencies. These reports are to be sent to the Senior Mechanic and the Department Head for Radio, VTS etc, for equipment deficiencies.*
9. *To ensure the Daily JM Log is accurate and kept up to date throughout the day.
This is to show all transport activities.*
10. *To record JM transport activities in to all required databases.*
11. *To monitor the parking area for verification of vehicle(s) in camp that are not included in the VTS system.*
12. *To monitor, via the web, as required all vehicles that are fitted with the Global track system.*
13. *To have knowledge of the movements of third party vehicles or any crew Guards (if applicable).*

4.2. SEISMIC CREWS 'FIELD'

It is the responsibility of the crew to manage all journeys involving vehicles leaving a crew. The crew will establish a good communication channel (base camp, fly camp etc, and communications by hand held radio) that will enable the JM to check the arrival and communicate with the driver of a vehicle(s) at its next destination on i.e. line, drills, survey, etc.



4.3. VERITAS LIBYA TOWN FACILITY:

As the dispatching party, details of a journey must be passed on to the receiving party and the receiving party to make contact to confirm arrival.

In practice, in the case of a vehicle traveling to a crew, the crew would contact the Dispatcher to advise once the vehicle had arrived.

The dispatching party is responsible for taking the appropriate action in the event of a Vehicle not arriving as per the Journey Plan.

It is the responsibility of the town base office to obtain maps showing the current location of all AOSCO Libya seismic crews and distribute them to the contractors who AOSCO Libya rely upon for deliveries.

Town Base, Journey Management requirements.

- *Town base to monitor a Journey Management board.*
- *Dispatching personnel to complete and send a Journey Plan form*
- *Receiving personnel to confirm arrivals*
- *Scan and file hard copies of Journey Plan forms.*

For all journeys, the Journey Plan must be kept on file for three months.

4.4. CONTRACTORS AND SUB-CONTRACTORS:

Contractor and sub-contractors will adhere to the principles to the AOSCO Libya Journey

Management system.

They can operate there own JM system as long as it has been authorized by AOSCO Libya.

AOSCO Libya will audit contractor and sub-contractor JM systems yearly.

4.4.1 MILK RUNS

If a contractor or sub-contractor's journey includes a visit to a AOSCO crew as part of a combined journey to other contractor's clients ('Milk run'), then the following will apply:

The contractor or sub-contractors will provide the AOSCO Libya office with the journey.



Management plan for the entire journey and this will then be either emailed or faxed to the crew. Any modifications to the plan will be given to the AOSCO Libya office for passing on to the crew.

AOSCO Libya will only assume responsibility for the journey management of that section of the journey from the AOSCO crew location to the next location shown on the plan.

AOSCO Libya will ensure that there is a Journey Plan for all vehicles dispatched from its location and will assist in the formulation a Journey Plan if the contractor requests assistance.

4.5. DRIVERS

All drivers of AOSCO vehicles or hired vehicles / drivers to who perform driving duties are responsible for completing a daily vehicle checklist prior to the vehicle being used for the first time that day.

Where a written JP is required the driver shall not deviate from the JP. However, any changes in the route or journey times will be reported back to the dispatcher as soon as possible.

The driver is responsible for ensuring that the Journey Plan is given to the Journey

Manager / Dispatcher 'immediately' on arrival at the final destination. Drivers in the field will throughout the day make contact with the Journey Manager in the form of a radio check (see, JM procedure for high risk areas).

5. COMMUNICATION

A Journey Plan shall be completed in the presence of the driver with route and times discussed with the JM and after completion a copy is given to the driver for the journey.

In the event of there not being a reliable fax / email system in place the dispatcher will pass on the journey details by Telephone, Mobile Phone, Radio, Thuraya, Iridium telephone.

The order of preference for the communication of a Journey Plan is as follows:



1. *Email.*
2. *Fax.*
3. *Telephone.*
4. *GMS / Mobile.*
5. *Camp radio.*
6. *Thuraya / Iridium telephones.*
7. *SSB radio (if allowed in country).*

6. CAMP MOVE JOURNEY MANAGEMENT

Camp moves are to be considered a special case due to the large number of vehicles involved and the numerous departure points prior to the move and destination points on completion of the move. With current crew resources it is not possible for AOSCO Libya to effectively manage the journeys of contractor vehicles.

AOSCO Libya will delegate the journey management of these vehicles to the contractor(s) concerned.

The contractor will ensure the following guidelines are observed:

The contractor will supply the following:

- *A list of all vehicles that will take part in the move*
- *A list all departure points for these vehicles*
- *A list of all estimated times of arrival of the vehicle(s)*

In the event that any of these vehicles being more than 1 hour overdue, the Journey

Manager will contact the contractor's head office to obtain information as to the where about of the vehicle(s) The contractor is responsible for the contracted overdue vehicle.

On completion of the camp move the Journey Manager will issue a Journey Plan for each vehicle. It is the responsibility of the contractor at the vehicle's destination (arrival point) to inform the AOSCO crew / town base of its arrival.

7. CREW JOURNEY MANAGEMENT (within the production / operating areas)

The purpose of this section is to identify the Journey Management that is required for normal day to day crew operations in the field.



Journey management plan details:

The following will be the minimum that will constitute a 'Daily Journey Management Form', this will be completed by hand and the data entered into a spreadsheet.

Field JM requirements 'Driver'

- Vehicle number.
- Driver name.
- Number of passenger's
- Destination.
- ETA (return to camp)
- ETD (from another camp)
- Route / Reason
- Radio check with details
- Frequent Radio checks.
- Time of Departure.
- Verification of working VTS
- Comments.
- Closed JP.

Journeys Managers Log of details

Mandatory.
Mandatory.
Mandatory.
Mandatory.
Mandatory
Mandatory.
Line number, Survey, drill destination etc.
Mandatory
JM Duty.
JM Duty Mandatory.
JM Duty Mandatory.
JM Duty.
Mandatory.

In the absence of a Journey Manager the HSEA will take over this responsibility or delegate a responsible trained person for the sole propose of monitoring the JM system. In the event of any 'incident' including any Journey Management violations the Journey Manager will 'immediately' inform the HSEA / Dispatcher / Party Chief and the appropriate action shall be taken.



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Crew _____

Date : 1-Nov-06												14:37:52		
Serial #	Veh #	Name	Radio OK ?	VTS OK ?	Pax Out	Destination	Route / Reason	ETD Time	ETA Time	JM Radio checks	Comments	Pax In	Return Radio check	Time Closed
1	1	Example	N	Y	2	Vibs	L550	06:00	13:00	00:00		2	Y	12:30
2	2	Example	Y	N	3	Recorder	L560	06:15	12:00	00:00	Fitted with Global tracking	3	N	20:00
3	3	Example	Y	Y	1	Front Line	L560	07:15	13:05	00:00	VEHICLE OVER DUE INFORMED PM			00:00
4	4	Example	N	Y	2	Back Line	L550	07:20	13:10	00:00	VEHICLE OVER DUE INFORMED PM			00:00
5	5	Example	Y	N	1	Up hole 17	Line	07:25	18:00	00:00	Has no VTS	1	Y	00:00
6	6	Example	N	N	1	Bargha	Water	07:30	15:00	00:00	JP issued	1	Not used	15:00
7	7	Example	N	N	2	Bragha	Black top	07:35	13:10	00:00	JP issued, Fitted with G-T Called veh 07 at 13:00 no reply. VEHICLE OVER DUE INFORMED PM			00:00
8								00:00	00:00	00:00				00:00
9								00:00	00:00	00:00				00:00
10								00:00	00:00	00:00				00:00
11								00:00	00:00	00:00				00:00
12								00:00	00:00	00:00				00:00
13								00:00	00:00	00:00				00:00
14								00:00	00:00	00:00				00:00
15								00:00	00:00	00:00				00:00
16								00:00	00:00	00:00				00:00
17								00:00	00:00	00:00				00:00
18								00:00	00:00	00:00				00:00
19								00:00	00:00	00:00				00:00
20								00:00	00:00	00:00				00:00
21								00:00	00:00	00:00				00:00
22								00:00	00:00	00:00				00:00
23								00:00	00:00	00:00				00:00
24								00:00	00:00	00:00				00:00
25								00:00	00:00	00:00				00:00
26								00:00	00:00	00:00				00:00

JM April 2007



8. AUTHORISED DRIVERS

Requirements to Drive:

All professional drivers will possess a valid Libyan license for the type of vehicle that they are driving.

AOSCO Libya are to obtain driving licenses for expatriate drivers under section 2 of Article 22 of the Libyan Road Vehicle / Traffic laws & Regulations 1984.

All professional drivers will be issued a company identity card which will show the type of vehicle they are authorized to drivers.