# 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 installed*

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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 its 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

**Journey Plan**

<table>
<thead>
<tr>
<th>Journey Management Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is the Journey necessary?</td>
</tr>
<tr>
<td>Can it be combined with another Journey? If no why?</td>
</tr>
<tr>
<td>Will the driver reach his destination before dark?</td>
</tr>
<tr>
<td>Name:</td>
</tr>
</tbody>
</table>

**Responsible for driver and vehicle:**

<table>
<thead>
<tr>
<th>Journey Manager's Remarks:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Vehicle Daily Check</td>
</tr>
<tr>
<td>2. Connection for Driver</td>
</tr>
</tbody>
</table>

**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 feedback 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 download VTS data ‘more often’ in the early days of a new driver’s employment and on changes of crew location.

8. To carry out 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 their 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 of 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.

<table>
<thead>
<tr>
<th>Field JM requirements 'Driver'</th>
<th>Journeys Managers Log of details</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Vehicle number.</td>
<td>Mandatory</td>
</tr>
<tr>
<td>• Driver name.</td>
<td>Mandatory</td>
</tr>
<tr>
<td>• Number of passenger’s</td>
<td>Mandatory</td>
</tr>
<tr>
<td>• Destination.</td>
<td>Mandatory</td>
</tr>
<tr>
<td>• ETA (return to camp)</td>
<td>Mandatory</td>
</tr>
<tr>
<td>• ETD (from another camp)</td>
<td>Mandatory</td>
</tr>
<tr>
<td>• Route / Reason</td>
<td>Mandatory</td>
</tr>
<tr>
<td>• Radio check with details</td>
<td>Mandatory</td>
</tr>
<tr>
<td>• Frequent Radio checks.</td>
<td>JM Duty</td>
</tr>
<tr>
<td>• Time of Departure.</td>
<td>JM Duty Mandatory</td>
</tr>
<tr>
<td>• Verification of working VTS</td>
<td>JM Duty Mandatory</td>
</tr>
<tr>
<td>• Comments.</td>
<td>JM Duty</td>
</tr>
<tr>
<td>• Closed JP.</td>
<td>Mandatory</td>
</tr>
<tr>
<td></td>
<td>Line number, Survey, drill destination etc.</td>
</tr>
</tbody>
</table>

In the absence of a Journey Manager the HSEA will take over this responsibility or delegate a responsible trained person for the sole purpose 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.
### Journey Management Manual

**Date:** 1-Nov-06

<table>
<thead>
<tr>
<th>Serial #</th>
<th>Veh #</th>
<th>Name</th>
<th>Radio OK?</th>
<th>VTS OK?</th>
<th>Pax Out</th>
<th>Destination</th>
<th>Route / Reason</th>
<th>ETD Time</th>
<th>ETA Time</th>
<th>JMD Radio checks</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>Example</td>
<td>N</td>
<td>Y</td>
<td>2</td>
<td>Vibs</td>
<td>L550</td>
<td>06:00</td>
<td>13:00</td>
<td>00:00</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>2</td>
<td>Example</td>
<td>Y</td>
<td>N</td>
<td>3</td>
<td>Recorder</td>
<td>L560</td>
<td>06:10</td>
<td>12:00</td>
<td>00:00</td>
<td>Fitted with Global tracking</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
<td>Example</td>
<td>Y</td>
<td>Y</td>
<td>1</td>
<td>Front Line</td>
<td>L500</td>
<td>07:15</td>
<td>13:05</td>
<td>00:00</td>
<td>VEHICLE OVER DUE INFORMED PM</td>
</tr>
<tr>
<td>4</td>
<td>4</td>
<td>Example</td>
<td>N</td>
<td>Y</td>
<td>2</td>
<td>Back Line</td>
<td>L500</td>
<td>07:20</td>
<td>13:10</td>
<td>00:00</td>
<td>VEHICLE OVER DUE INFORMED PM</td>
</tr>
<tr>
<td>5</td>
<td>5</td>
<td>Example</td>
<td>Y</td>
<td>N</td>
<td>1</td>
<td>Up hole 17</td>
<td>Line</td>
<td>07:25</td>
<td>15:00</td>
<td>00:00</td>
<td>Has no VTS</td>
</tr>
<tr>
<td>6</td>
<td>6</td>
<td>Example</td>
<td>N</td>
<td>N</td>
<td>1</td>
<td>Bargha</td>
<td>Water</td>
<td>07:30</td>
<td>15:00</td>
<td>00:00</td>
<td>JP issued, Not used</td>
</tr>
<tr>
<td>7</td>
<td>7</td>
<td>Example</td>
<td>N</td>
<td>N</td>
<td>2</td>
<td>Bragha</td>
<td>Black top</td>
<td>07:35</td>
<td>13:10</td>
<td>00:00</td>
<td>JP issued, Fitted with G-T Line, Called veh 07 at 13:00 no reply, VEHICLE OVER DUE INFORMED PM</td>
</tr>
</tbody>
</table>

**Pax In:** 2

**Return Radio Check Time:** 00:00

**Time Closed:** 15:00

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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.