

	<b>IMS 01 – COMPANY IMS AND POLICIES</b>	Issue Status	1 <sup>st</sup> Edition, Rev 0
		Issue Date	1 <sup>st</sup> October 2013
		Issued by	GM-HSEQA
		Authorised By	Director PFS

### **HEALTH, SAFETY AND ENVIRONMENTAL POLICY**

The Company Management recognises the necessity and responsibility, not only to provide competent personnel and well-maintained vessels, but also to promote amongst its employees a high standard of safety, health and hygiene and environmental awareness and commitment. It is the Company Management's belief that such awareness and commitment which includes pro-active attitudes towards HSE issues, must start and transcend from the most senior management level downwards through the whole spectrum of the organisation, including shipboard and shore based personnel.

In formulating the HSE Policy, the Company Management has identified clearly the objectives and commitment that are required.

The main objectives of the HSE Policy are appended below which are applicable to all staff.

- To promote safety, hygiene and health and environmental awareness and culture
- To provide a safe, healthy and environmentally friendly working environment
- To prevent injury, ill health and related losses and aim for zero Lost Time Incidents (LTI's)
- To prevent loss of, or damage to property
- To identify vessel, personnel and environmental hazards and mitigate risks
- To provide proper training and supervision for all employees
- To identify and assess health hazards and mitigate risks
- To develop and implement HSE Management procedures.
- To continuously maintain, review and improve upon the HSEQ IMS.
- To achieve "Zero Pollution Incidents" on our vessels
- To ensure full compliance with the requirements of all mandatory rules and regulations
- To take into account the applicable codes, guidelines and standards recommended by the IMO, ILO, Flag State and local Legislation, Classification Societies and Maritime Industry.

The Company Management has therefore endorsed a complete and comprehensive HSEQ Integrated Management System Manual (IMS) that clearly identifies in detail the procedures and measures required to achieve these objectives. The IMS Manual also stresses the importance of giving a high priority and compliance to clients own rules, regulations and standards.

This IMS Manual will be kept under constant review and revised accordingly in line with new/changed regulations, Company initiatives and to meet or exceed Client expectations.

Signed:   
**SIM HEE PING**  
 Director  
 Date: 1<sup>st</sup> October 2013

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**DRUG AND ALCOHOL POLICY**

The Company’s Drug and Alcohol Abuse Policy applies to all personnel who may work ashore, sail on, or visit the Company’s vessels and embraces the principles set forth in the Oil Companies International Marine Forum (OCIMF) “Guideline for the control of drugs and alcohol aboard ships”.

**The Company has Zero Tolerance Policy towards the use of Drug and Alcohol.**

**DRUGS**

The misuse of legitimate drugs or the use, possession, distribution or sale of illicit or un-prescribed controlled drugs ashore or onboard ship or by shore staff/crew members on leave is prohibited.

The Company will not employ any persons who are users of or have a recent record of the use of illegal drugs or have abused the use of prescribed drugs. Any employee found in contravention of the Company’s drug policy will be instantly dismissed and handed over to the appropriate authorities for prosecution. All are reminded that in certain countries possession of illegal drugs can result in the DEATH PENALTY.

**ALCOHOL**

Alcohol is strictly forbidden on all Company vessels.

It is an offence for anyone, be they seagoing or shore staff, to take alcohol onboard any of the Company's vessels.

Crewmembers may be subject to random breath tests at any time, the results of which may lead to disciplinary action.

Anyone found with alcohol in their possession on Company vessels will face immediate dismissal from the Company.

Signed:   
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**SIM HEE PING**  
 Director  
 Date: 1<sup>st</sup> October 2013

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### SMOKING POLICY

Smoking on board Company vessels is permitted in designated smoking areas (as designated by the Master), except under the circumstances as mentioned below.

The Master should also, in consideration of non-smokers, ensure that there is no smoking outside of the designated smoking areas.

There is no smoking allowed during operations where there is a hazard of fire or explosion, such as:

- receiving or transferring fuel, oil, or other volatile liquids.
- handling any type of flammable materials: in or around paint lockers.
- during emergency drills.
- when moored or mooring alongside docks, piers, rig platforms or other installations where smoking is prohibited.
- any circumstance where there is a risk of fire.
- where local Policies, Procedures or Working Practices prohibit smoking.
- when the vessel is within a 500 metre safety zone

The Master is also responsible for implementing and upholding this policy, although all other Officers and Crew Members share in this responsibility.

Signed:   
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**SIM HEE PING**  
 Director  
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“STOP” POLICY

# “STOP” POLICY

Everyone has the Authority,  
Responsibility and Duty to

## STOP THE JOB

If there is any doubt about the safety  
of the operation

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

  
**SIM HEE PING**  
Director

Date:

1<sup>st</sup> October 2013

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### NAVIGATION POLICY

The Company Management recognises the necessity and responsibility, not only to provide competent personnel and well-maintained vessels, but also to promote amongst its employees, a high standard for navigation safety, awareness and commitment. It is the Company Management's belief that such awareness and commitment which includes pro-active attitudes towards Navigation matters, must start and transcend from the Company management through the Master of the vessel to the Bridge Watch Keeping Team.

In formulating the Navigation Policy, the Company Management has identified clearly the objectives and commitment that are required.

The main objectives of the Navigation Policy are appended below which are applicable to all Bridge Watch keeping team members in our fleet.

At all times when the vessel is at sea or at anchor, the Bridge Watch must be under the control of a responsible, licensed Officer of the Watch (OOW).

The Master or OOW must not leave the Bridge unless properly relieved:

- a) in periods of restricted visibility
- b) when there is heavy traffic in the vicinity of the vessel
- c) while underway in restricted waters, inside 500m zone or DP mode
- d) during heavy weather conditions
- e) when entering or leaving port, docking, undocking, shifting the vessel, entering or leaving the 500m zone, when the vessel is in DP mode
- f) during Ship to Ship Manoeuvring
- g) when embarking or disembarking a Pilot or Mooring Master
- h) when anchoring or weighing anchor, mooring operations
- i) during helicopter operations on the vessel
- j) at any other time when the Master judges conditions to be a potential threat to the vessel's safety

The Company Management has therefore endorsed complete and comprehensive procedures that clearly identify in detail the procedures and measures required to achieve the above objectives. The procedures also stress the importance of giving a high priority to and compliance with clients own navigation safety rules, regulations and standards, where applicable.

These procedures will be kept under constant review and revised accordingly in line with new/changed regulations, initiatives and to meet or exceed Client expectations.

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



**SIM HEE PING**  
Director

Date:

1<sup>st</sup> October 2013

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**SECURITY POLICY**

The Company Management recognises the necessity and responsibility to, as far as is reasonably practicable, provide a secure working environment for its employees.

It is the Company Management's belief that such awareness and commitment which includes pro-active attitudes towards Security issues, must start and transcend from the most senior management level downwards through the whole spectrum of the organisation.

In formulating this Security Policy, the Company Management has developed and implemented appropriate Shipboard Security Plans and a Port Facility Security Plan in order to ensure compliance with the requirements of the ISPS Code.

For vessels that are not required to comply with the requirements of the ISPS Code, security related procedures and instructions are developed and implemented accordingly.

Project specific security procedures may also be developed and implemented as may be required by the Company and/or the Charterer to address security concerns relating to that particular Project.

All such security procedures must remain confidential and only their requirements made available to the appropriate personnel in order to ensure their compliance.

Signed:   
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**SIM HEE PING**  
 Director

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**QUALITY POLICY**

The Company's mission is to provide quality service levels that meet or exceed expectations.

The Company is totally committed to achieving the highest management standards in compliance with its quality management procedures.

There is a constant drive to satisfy requirements, whilst always being mindful of responsibilities to Principals, shareholders, employees and the community.


This involves the active participation, endeavour and ideas of all employees with the aim of continually improving the effectiveness of the Quality Management System.

These high standards are achieved by operating a quality system that meets or exceeds the requirements of the International Quality Management Standard ISO 9001:2008.

As part of its efforts to ensure continual improvement in the quality of services provided, the Company establishes, implements, monitors and achieves measurable quality improvement objectives. Such objectives are reviewed by Management and updated accordingly to ensure continual improvement.

Compliance with this policy, procedures and work instructions is mandatory and binding upon all employees and quality of service is the responsibility of everyone working for and on behalf of POSH Fleet Services Pte. Ltd.

The satisfaction of our Principals and the good reputation of the Company are directly dependent on this working philosophy.

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

**SIM HEE PING**  
Director

Date: 1<sup>st</sup> October 2013