

Control of Work (CoW) Policy

Caspian Engineering Solutions is committed to ensure that a Healthy and Safe Working Environment is provided and maintained at all times. Our Policy is to run our business with no incidents, no harm to people, no damage to the environment and gradual reduction of non-conformances to zero level.

All Caspian Engineering Solutions Employees have an obligation and the authority to "Stop Unhealthy/Unsafe Work" and to ensure that any task undertaken is performed in a healthy and safe manner and with due regard to the elements of the Company's QHSE Policy and applicable Procedures.

A Training Programme is in place to ensure that all personnel are suitably trained and competent to perform their relevant COW duties and deliver their accountabilities. Specific Roles and Responsibilities are clearly defined and documented. Effectiveness of our COW will be verified for compliance by a Scheduled Audit Programme. All our activities will be adequately planned, suitably controlled and effectively monitored.

All our tasks subject to deliver will be **Risk Assessed** in order to identify hazards and associated QHSE risks. All identified risks must be suitably addressed by either elimination where possible or by reduction the risk to as low as reasonably practicable or acceptable levels. Work will not be permitted to proceed without this Risk Assessment. The hazards and controls associated with each task/activity must be effectively communicated to all personnel and risk assessment to be signed by all personnel involved.

Lessons Learned will be captured, incorporated and shared throughout the CES fleet and associated Customers and Contractors where appropriate.

A **Permit to Work System** is in place and must be complied with once required. The appropriate Permit, whether on Caspian Engineering Solutions operated or client sites, must be obtained before conducting any task that has been identified as requiring a Permit to Work by corresponding risk assessment. By implementation of the **Tool Box Talk** Procedure the work scope, hazards, controls and mitigations can be effectively communicated to all those involved in the work with written confirmation that all personnel fully understand all aspects of the tasks to be performed.

All work shall be regularly and effectively monitored by a Responsible Person throughout the course of its execution to ensure the associated tasks are carried out in a healthy and safe manner. The work site shall be left in a healthy and safe condition on completion or interruption of the work. The CoW Procedures is subject to a pre-defined **Audit Programme** to regularly Audit to verify compliance and identify improvement opportunities.

Roles and responsibilities for personnel involved in delivering and monitoring the CoW Procedure are clearly defined including Management accountabilities.

It is a Mandatory requirement that all personnel employed by the Company to follow the Procedures and Instructions outlined by the "Control of Work Procedures" as per Company's Integrated Management System.

Jamaladdin Aliyev
Director

