



PTT EXPLORATION & PRODUCTION PUBLIC COMPANY LIMITED

OFFSHORE PASSENGER WAIVE FORM

1. Passenger Details (ข้อมูลผู้โดยสาร)

First and Last Name (ชื่อและนามสกุล)	1. 2. 3. 4.
Employer / Company Name (ชื่อนายจ้าง / บริษัท)	1. 2. 3. 4.
Occupation / Job Title (ตำแหน่งงาน)	1. 2. 3. 4.
Destination (จุดหมายปลายทาง)	
Departure date (วันที่ออกเดินทาง)	
Duration of visit (ระยะเวลา)	
Purpose of visit (จุดประสงค์ในการเดินทาง)	
Waive Reason (เหตุผลที่ขออนุมัติ)	
Requester (ผู้ที่ขออนุมัติ หรือ แผนกที่ขออนุมัติ)	

2. Authorized Person (ผู้มีอำนาจอนุมัติ)

Title:	Approver Signature
Date:	

*Use in case of Visitor, VIPs or urgent requests (e.g. specialist or contractor emergency call), can be waived by the authorized person only. Please fine more explicit from PTTEP Memorandum in next page. Medical Clearance shall be attached with the approval from PTTEP doctor.

For person who wished to travel offshore and do not qualified PTTEP procedure and policy, this form must be completed and forwarded to SSHEiLogistics@pttep.com, MedicalTeam@pttep.com and iLogisticsSupportTH@pttep.com the before a Vessel and Heliport booking request is made.



PTTEP MEMORANDUM

From: DOA

To: DAA, DBA, DAO, DBO, OLG, OTO, ECM, EET, EWP, EMI, EFD, ECP, ENC, EMS, ODL, OWE, OPE, Songkhla Base-Manager

Ref: 10340.1/2012

Date: September 20th 2012

Cc: EDE, OSC, CSH, Yongyuth T, Terawat T, Anon C, CSO, Arthit Field Manager, GBN Field Manager, GBS Field Manager, Colin Mearns, FSO2-Barge Master, Chula M, Thiti P, Kitti P, Direk T, Patchanee C

Subject: Offshore Helicopter/Vessel Travel Requirement

Refer to the major component of the new ERP system (iPrompt), all passengers going to offshore either by helicopter or vessel have to book transportation between Songkhla and offshore via iLogistic which was implemented on August 31st 2012. To enhance SSHE standard and support Step Change in SSHE, by starting from January 1st 2013 all personnel (including contractors) travelling to offshore by helicopter or vessel are required to have a valid certification of Offshore Safety Training (e.g. BOSIT, BOST, OPITO approved, or equivalent) and a Fit-to-Work certificate verified by the company doctor.

In the case of Visitor, VIPs or urgent requests (e.g. specialist or contractor emergency call off), the above requirements can be waived by the authorized persons (see table below). The authorized persons have to send the information of the traveler (Name, destination, purpose, duration) attached with Medical Clearance for Visitors (see attachment) to the support team, K. Direk Tayakee (direkt@pttep.com) or K. Kitti Pansiri (kittip@pttep.com) to allow for helicopter/vessel booking in the iLogistic.

Asset	Authorized Person
Arthit	Field Manager, DAO, DAA
GBN & GBS	Field Manager, DBO, DBA
Offshore Drilling Rigs	ODL, OTO

Regards,

(Suraphong Iamchula)
Executive VP. Domestic Asset Group