

## Company Standard General Rules

Reference No: OPT-M-2016-002

Version : 1.0

Release Date : 2 March 2016

Author : Ban Jianming

Approval : Xiao Zhijun

Use : Private

### Revision History

Version	Date	Description	Prepared by
1.0	02 Mar 2016	Initial Release	Ban Jianming

# Contents

<b>1. Objectives .....</b>	<b>3</b>
<b>2. Scope .....</b>	<b>3</b>
<b>3. General Standard .....</b>	<b>3</b>
3.1 Basic Requirements.....	3
3.2 Elements .....	3
3.3 Numbering Rule .....	4
3.4 Standard category.....	4
<b>4. Release, Revise, Abolish Process .....</b>	<b>6</b>
4.1 Release .....	6
4.2 Revise .....	7
4.3 Abolish.....	7

**Copyright © 2016 OPT Oilfield Services, Unpublished Work for internal management use. All rights reserved.**

This articles may contains confidential and proprietary intellectual property of OPT Oilfield Services and may not be copied or stored in an information retrieval system, transferred, used, distributed, translated or re-transmitted in any form or by any means, electronic or mechanical, in whole or in part, without the express written permission of the copyright owner.

## 1. Objectives

To define an approach to standardize OPT corporate standard, and achieve standard documentation of the company.

## 2. Scope

This standard provides the classification of OPT corporate standard, numbering rule, release process, apply to the whole company. All employees must follow this standard.

## 3. General Standard

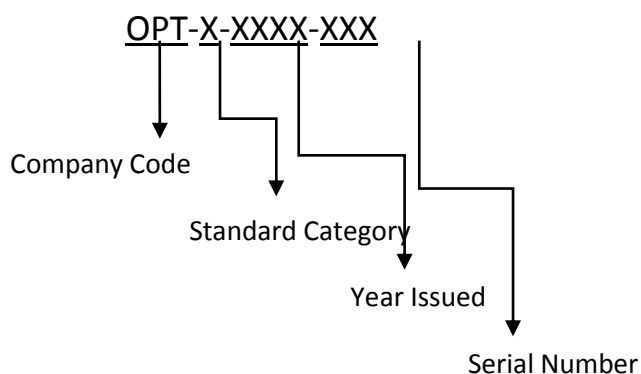
### 3.1 Basic Requirements

- 3.1.1 Standard should be simple and clear, easy to understand, content specific, targeted
- 3.1.2 Standard should be practical, and with strong operability, illustrated in flowchart, form, numbers if possible.
- 3.1.3 Objectives should be practical, with specific time scope.
- 3.1.4 Technical parameters, formula and other content should be correct and reliable.
- 3.1.5 Content must be related to other standards, and not in conflict with local laws and regulations.

### 3.2 Elements

- 3.2.1 Statement of Standard: introduction, necessity and reason of the standard
- 3.2.2 Objective: purpose of the company to develop the standard, and benefits to the whole company once the standard is followed, such as improved efficiency, reduced risk, etc.
- 3.2.3 Scope: related personnel, subject and issue
- 3.2.4 Responsibility: detailedly list out responsibility of every employee of different level in the company
- 3.2.5 Other items can be added according to each standard, such as implementation plan, remedial work plan, etc.

### 3.3 Numbering Rule



- Standard Category: 'M' for management standards, 'S' for safe standards, 'T' for technology standards.
- For example: safe standard OPT-S-2016-001.

### 3.4 Standard category

Management Standard, Safe Standard and Technology Standard, detailed standards are listed as below:

First Category	Second Category	Content
Management Standard	OPT-M-2016-001 Company Standard General Rules	Company Standard General Rules
	OPT-M-2016-002 Company Image and Office Communication Standard	Company Image and Office Communication Management
	OPT-M-2016-003 Administrative Management Standard	Office facilities and equipment management, stamp management, meeting management, confidentiality management, employee behavior norms
	OPT-M-2016-004 Human Resource Management Standard	Personnel recruitment and allocation, probation, labor contract, personnel documents, promotion and career development plan, attendance, employee behavior. Performance appraisal system, staff rewards and punishments. On board training, professional training programs, safety training
	OPT-M-2016-005 Salary Management Standard	Salary system, allowance standard
	OPT-M-2016-006 Accounting & Finance Management Standard	Daily expenses, and approval, loan reimbursement, budget management, cost management and control, fixed

		assets management, internal control audit
	OPT-M-2016-007 Asset Management Standard	management standards for accounts, inventory, depreciation of fixed assets and intangible assets
	OPT-M-2016-008 Procurement & Contractor Management Standard	Procurement, manufacturing, contract, supplier, outsourcing, qualified supplier selection and evaluation
	OPT-M-2016-009 Warehousing & Logistic Standard	Transportation, warehousing and related contract management
	OPT-M-2016-010 Data & Information Technology Standard	Information platform, email network, software management
	OPT-M-2016-011, OPT-M-2016-012..... (To be added)	
Standards Safe	OPT-S-2016-001 QHSEQHSE Management & Reporting Standard	Quality, health, safety, environment management, and reporting system
	OPT-S-2016-002 Personal Protective Equipment Standard	PPE requirement for body, hands, foot in certain operating environment
	OPT-S-2016-003 Injury Prevention & LPT Standard	Training, coaching, and implementation
	OPT-S-2016-004 Emergency Response Standard	Organize of emergency response team, contacts and ERP
	OPT-S-2016-005 Mechanical Lifting Standard	Lifting plan, training, equipment maintenance and personnel certificate
	OPT-S-2016-006 Personal Security Standard	Risk assessment, travel approval process, training and implementation
	OPT-S-2016-007 Fire Prevention and Mitigation Standard	Fire Prevention, Mitigation and related training
	OPT-S-2016-008 Chemical Handling & Storage Standard	Documentation, chemical storage, handling, transportation, and training for related personnel
	OPT-S-2016-009 Location Safety & High Pressure Operation Standard	PPE requirement, equipment check and operation, emergency stop procedure, rig up/down requirement
	OPT-S-2016-010 H <sub>2</sub> S Protection Standard	Hazard classification, training, protective apparatus requirement and application
	OPT-S-2016-011 N <sub>2</sub> Operation Standard	PPE requirement, equipment check and operation, operation procedure, rig up/down requirement
	OPT-S-2016-012 Permit to Work Standard	PTW types and approval procedure
	OPT-S-2016-013 Occupational Health Standard	Health Risk Assessment, health track and documentation, substance abuse
	OPT-S-2016-014 Environmental Protection Standard	Risk assessment, execution and audit procedure

	OPT-S-2016-015 Hazard Analysis & Management of Change Standard	Risk assessment, execution and audit procedure, MOC application and approval, Exemption
	OPT-S-2016-016, OPT-S-2016-017..... (To be added)	
Standards Technology	OPT-T-2016-001 Product & Quality Control Standard	Specification & QA for product and raw material, including technical data, manufacturing process, test checklist, product manual, MSDS
	OPT-T-2016-002 R&D Management Standard	Process for research, development and application of oilfield chemical products.
	OPT-T-2016-003 Laboratory and Testing Standard	Laboratory and Testing Standard Process
	OPT-T-2016-004 Field Operation Standard	Requirement for field service quality, job procedure and approval process
	OPT-T-2016-005 Technical Data Management standard	Requirement for technical data archiving, storage, transfer and destroy
	OPT-T-2016-006 Equipment Maintenance Standard	Requirement for equipment and tool daily maintenance and field use maintenance
	OPT-T-2016-007, OPT-T-2016-008..... ( To be added)	

## 4. Release, Revise, Abolish Process

### 4.1 Release

- 4.1.1 Each department/assigned personnel complete preparation and review of the standard according to its work scope.
- 4.1.2 Standards widely used in the whole company should be reviewed and approved by president in charge, and then submitted to board chairman for review before release. For those important management and technology standards, special meeting can be organized for discussion of the standard before release.
- 4.1.3 If any subsidiary company/ area has deviation from the standard according to local condition, the president in charge should apply for exemption to the standard preparation team for review and approval, and report to board chairman at the same time.

## 4.2 Revise

- 4.2.1 If actual need of the work, external condition, and/or other factor changed, the standard should be revised.
- 4.2.2 The revise of the standard should be conducted by the initial preparation department of the standard, and the release of the revised standard should follow 4.1.
- 4.2.3 If the change of the standard is less, notice of change can be used for implementation; if the change is more or overall, the standard version should be changed.

## 4.3 Abolish

- 4.3.1 The old standard that is replaced by a new version of the standard should be stated when the new standard is released.
- 4.3.2 Standard that need to be abolished after evaluation, should be submitted for approval in process as that of release process by the initial preparation department of the standard before abolished.
- 4.3.3 The abolished standard should be stopped in use immediately.