



# **Journey Management Planning**



Effective date: 1 April 2022

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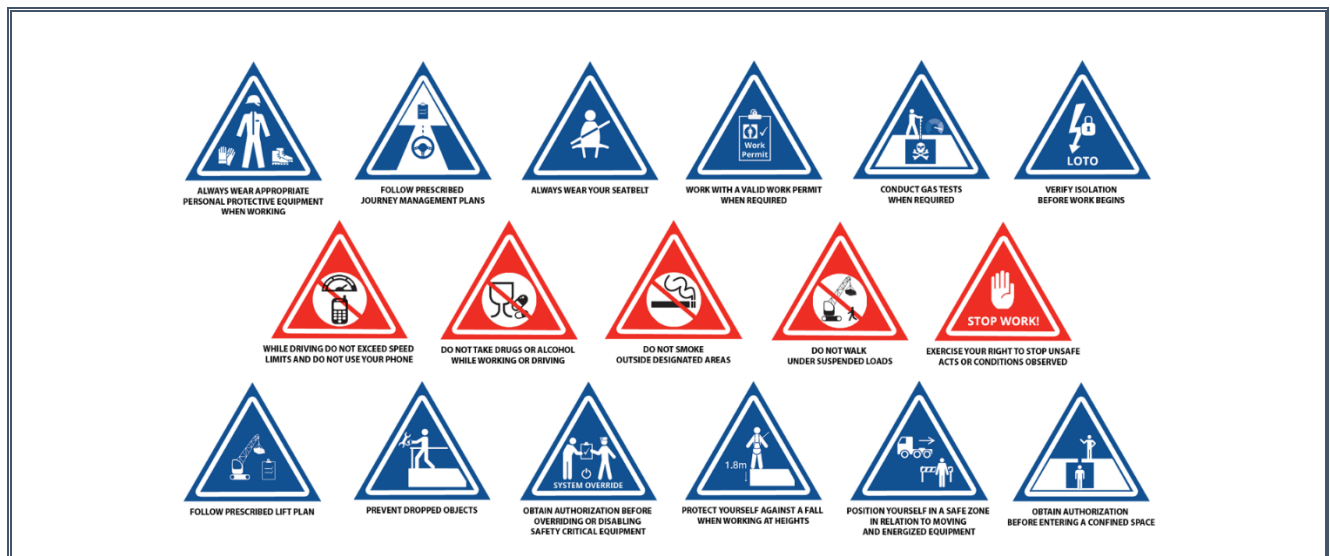
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## 1. INTRODUCTION

JM Plan supports the Project HSSE Plan and is linked with Bright Holder guidelines, standard reference material and various other project specific lower tier plans and procedures.

Transport and journey management has a direct relevance to all the delivery schedules and meeting minimum standards with high safety adherence by Bright Holder Personnel as we have a commitment to return all staff members to their home safely.

Bright Holder has the below LIFE-SAVING rules, some are covered under our HSE policy and Procedures manual, and others are covered under this document of Journey management plan.



## 2. PURPOSE

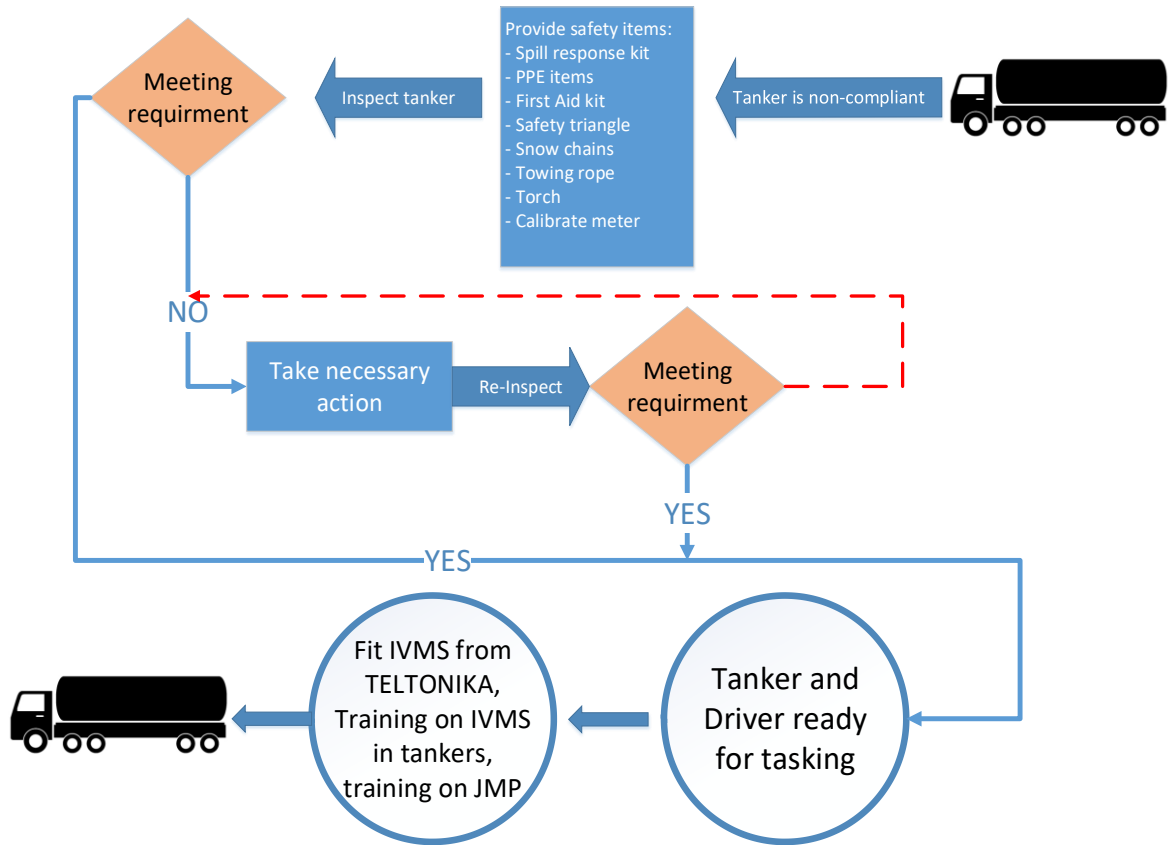
Purpose of this document is to provide strategy, standard Journey Management Structure for the project and provide clear direction and requirements in accordance with Bright Holder requirements to the project personnel.

## 3. INTEGRATED JOURNEY MANAGEMENT SYSTEM

### 3.1. Vehicle/Truck compliance

Any vehicle/Truck are subject to inspection to be fully compliant to the requirement and meet the minimum standards to perform the tasks.

Below is the inspection cycle for tankers going to the location



### 3.2. Vehicle Standards

Item	Requirement
HGVs /  Tanker  (Any motor Vehicle with a Weight of more than 4000 kg or Gross Vehicle Weight greater than 7500kg, which is specifically designed to pull a trailer or to carry cargo)	That meet the requirements of the Road Transportation HSE Vehicle Specification and the following safety features:  <b>features:</b>  Side and rear under-run protection Reversing alarm ABS Engine breaking system 3 point inertia seat belts (for driver and front seat passenger) Head boards – to prevent load travelling forward Front / side under run protection Air con Proof of yearly road worthiness inspection. Tankers - proof of compliance with tanker design/construction regulations Communication equipment (hands free where applicable) to maintain contact and to alert during emergencies Are restricted to use on hard-top, regularly graded sand roads and smooth grassy areas. Shall not carry more passengers than the number of seats and seat belts.

### 3.3. Driver Training & Competency

**Step 1:** Drivers fitness to work assessment and competence.

**Step 2:** Drivers undertake Defensive Driver Training.

**Step 3:** Defensive Driver Training organization assesses driver’s ability.

PASS = License, FAIL = Retrain / Coaching

**Step 4:** Defensive Driver Training organization issues drivers who pass assessment with Certificate.

**Step 5:** Records of Journey management team and drivers.

**Step 6:** Bright Holder checks for compliance:

1. Random checking of assessments,
2. Random evaluation of drivers.

3.3.1. Training & Competency	
<b>All Drivers</b>	<ul style="list-style-type: none"> <li>• All vehicle drivers must be a minimum 21 years of age and have 3 years driving experience.</li> <li>• For HGVs &amp; other specialized types of vehicles, drivers must be at least 23 years old, where permitted by law, and have at least four years“ experience driving similar vehicles.</li> <li>• Drivers to pass Fitness to Work requirements prior to employment (refer to Fitness to Work)</li> <li>• Driver training provided by an approved &amp; accredited training company /institute</li> <li>• Pre-employment driving competence test before appointment according to the different vehicle driving competence requirements if drivers do not hold the appropriate driving certifications.</li> <li>• Defensive driving training within 3 months of assignment               <ul style="list-style-type: none"> <li>✓ Professional drivers – 2 days training</li> <li>✓ All Drivers - 1 day training (min 6 hours)</li> <li>✓ Defensive driver refresher training every year (approx 1 day)</li> </ul> </li> </ul> <p>Specialist training (approx 1 day) for harsh environments (off-road, desert driving, specialized training for bus / truck drivers).</p>
3.3.2. Management Systems / Equipment	
<b>In Vehicle Management System (IVMS)</b>	<p>All tankers shall be fitted with an IVMS (equivalent to Olive Group Secure Locate or similar) and record as a minimum:</p> <ul style="list-style-type: none"> <li>• Speed</li> <li>• distance driven</li> <li>• driver hours</li> <li>• acceleration / deceleration</li> </ul> <p>The IVMS system should include the following features:</p> <ul style="list-style-type: none"> <li>• Driver identification via chip</li> <li>• GPS Digital Mapping</li> <li>• Crash Buffer</li> </ul>
<b>VMS Driver Management System</b>	<p>The Driver Management System (DMS) should be sufficiently resourced with competent people according to the number of drivers. The DMS should have the capacity to:</p> <ul style="list-style-type: none"> <li>• Generate reports on individual and groups of drivers</li> </ul>

	<ul style="list-style-type: none"> <li>• Provide a simple ranked league table of individual driver’s performance</li> <li>• Have clear guidelines for consequence management for drivers which shall be aligned to those of Client</li> <li>• Have adequately trained staff to analyze IVMS data and provide constructive feedback and or counseling to drivers.</li> </ul>
<b>Journey Management</b>	<ul style="list-style-type: none"> <li>• A documented JM system with adequate infrastructure / resources (i.e. Safe Journey Manager) in place to plan, manage and review journeys in compliance with the Life Saving Rules.</li> <li>• The JM system will provide for a dedicated Journey Plan to be raised for every journey and include pre-trip discussions between Journey Manager and drivers to confirm journey plans and verify physical and mental fitness of drivers.</li> <li>• Journey Management should include identified restricted zones and their proximity to selected routes Journeys to be planned and sufficient resources in place (vehicles and drivers) in line with the maximum driving / duty hours and rest stops.</li> <li>• Provision to interface with the MFD Journey Management Systems Coordinator should be made such that there is alignment between Bright Holder and Client of standards and ways of working.</li> </ul>
<b>Vehicle Inspection &amp; Maintenance</b>	<p>To perform:</p> <ul style="list-style-type: none"> <li>• Daily vehicle checks prior to journey (pre/post journey check forms should be carried in the vehicles).</li> <li>• Weekly vehicle checks</li> <li>• Maintenance according to manufacturer’s specifications and local regulations</li> <li>• Full independent mechanical inspections annually</li> <li>• Where workshops are established these shall be covered.</li> </ul>

## 4. JOURNEY MANAGEMENT PLANNING

### 4.1. General

Journey management takes place before and during travelling in order to minimize the risk of incidents/accidents and also reduce the costs and exposure associated with vehicle transportation accidents.

This Journey Management system requires the following:

1. Journey Manager at storage facility site (and relief for coverage during leaves)
2. Enough Drivers to cover all deliveries/transportation requirements
3. White boards and markers for Journey Managers offices to keep track of trips in progress
4. Capable communications equipment to send with drivers
5. Documentation-Vehicle Inspection Checklists, Journey Plans, Travel Provisions Check Lists

### 4.2. Responsibilities

Position	Responsibility
<b>JM Manager (authorizing person)</b>	<ul style="list-style-type: none"> <li>• The person who guarantees the integrity of the journey management plan.</li> <li>• This responsibility extends to all journeys under their respective journey management systems. Responsible for subordinates’ compliance with this Procedure.</li> <li>• The Manager authorizing the journey gives permission for the journey to take place, as he has reviewed the plan and is satisfied with the actions taken by the Journey Manager and the driver to reduce the risks.</li> <li>• It is the responsibility of all Authorizing Managers to ensure that they have read and fully understand this Journey Management.</li> </ul>

<b>JM Assistant</b>	<ul style="list-style-type: none"> <li>• The person, who plans, monitors and closes-out the journey.</li> <li>• Responsible for the vehicle and driver until they return to the Home/Base.</li> <li>• Ensures that all documentation for any load carried is with the driver.</li> <li>• Initiates accident or man-lost procedures in the event of an incident, or when a vehicle is overdue.</li> <li>• Manages the Journey, including the vehicle and driver until they arrive at the destination, and manages the return and/or onward journey(s).</li> <li>• Keeps himself current on new initiatives relating to JMS, e.g. Planning Maps etc and informing his drivers and management of these initiatives.</li> <li>• Ensures recruited drivers meet pre-mobilization criteria</li> <li>• Remains responsible for every trip until the trip is closed out.</li> </ul>
<b>Drivers</b>	<ul style="list-style-type: none"> <li>• Undertakes the driving for the entire journey authorized and responsible for the safe care and control of the vehicle.</li> <li>• Responsible for the vehicle, its load and passengers, and for driving safely according to the JM Plan.</li> <li>• Upon arrival at destination report back to his Journey Manager to close out the journey.</li> <li>• Inspects his vehicle (utilizing the correct check list) for safety and ensures all safe travel items on the check list are in the vehicle prior to departure.</li> <li>• Ensures transportation forms are completed and signed (taking one copy on the trip);             <ul style="list-style-type: none"> <li>a. Journey Management Plan,</li> <li>b. Vehicle Safety Checklist and</li> <li>c. Safe Travel Supplies list.</li> </ul> </li> <li>• The Driver shall not depart until all requirements in place (i.e., Journey Plan, together with load manifests and any relevant / MSDS).</li> <li>• When the driver arrives at the destination he shall contact his Journey Manager immediately by telephone.</li> <li>• The driver shall contact the Journey Manager if there are any problems or difficulties en-route, and when he returns to base.</li> <li>• The Driver will be responsible to hand over the completed JM plan to the Receiver upon completion of the trip.</li> </ul>

### 4.3. Transportation Rules and Regulations

#### 4.3.1. General Requirements

- a. Comply with IRAQI Law: Divers are responsible for the consequences of their actions on the road.
- b. Drivers shall be careful and drive and maintain their vehicles with care.
- c. Drivers shall drive in a safe and courteous manner.

#### 4.3.2. COMPANY Life Saving Rules

All Bright Holder staff members must adhere to the Life Saving Rules and have provision to address any failings. Line Management must create an environment in which all employees can adhere to these rules.

#### 4.3.3. Choice of Vehicle and driver

- a. The driver shall have the appropriate qualifications and experience. Where a choice exists the “most experienced” shall be allocated to the most hazardous loads / journeys.
- b. The maximum permitted vehicle gross weight and axle weights shall not be exceeded.
- c. Check the vehicle wheelbase, length and load overhang to ensure that the vehicle remains stable.
- d. Check maximum height of the trailer and load in relation to obstructions, bridges, etc along the route.



e. A Projecting Load is defined as „a load projecting outside the vehicle cargo compartment“. If the load is longer than the load bed of the vehicle see if it is not possible to obtain a larger vehicle.

**Note:** All tankers shall display markers about flammable substances at all sides of the tank.



### Flammable materials

#### 4.3.4. Seatbelts

Drivers shall wear seatbelts and are accountable for ensuring all passengers are wearing seatbelts.

#### 4.3.5. Night Driving Restrictions

There is a significantly increased risk associated with night driving, with decreased vision and increased tiredness resulting in more frequent collisions with camels, other animals, unlit obstacles and other road users. Roll over, accidents at junctions and vehicles drifting off the road are also more prevalent due to poor visibility and tiredness of drivers, including falling asleep at the wheel.

#### 4.3.6. Iraq Law Speed Limit

Start the journey on time to avoid speeding, always obey traffic signs, and traffic signals per law.

- All Drivers shall adhere to the National speed limits. (Appendix 1)
- Graded roads are a maximum of 60km/h; at night maximum 60 km/h for loaded tankers.
- In case of doubt (like a heavy goods vehicle) a lower speed limit shall be adhered to;
- 40 km/h: In populated areas or when pedestrians, bicycles or animals are on the road which cannot be given a lateral clearance of at least 2 meter;
- 20 km/h: Inside fenced industrial areas or as per Client’s site instructions

#### 4.3.7. IVMS

Bright Holder tankers are all fitted with IVMS system devices. Please see attached brochure of Teltonika FM1202 that are offering the below features:

### FM1202 - IP67 and NiMH battery

#### Waterproof GPS/GSM vehicle tracker

- ✓ Waterproof housing (IP67)
- ✓ Large Flash memory (16MB) to store records up to 120 days in case of lost connection or in roaming
- ✓ Remote logs reading
- ✓ For remote issue solving with manufacturer
- ✓ Configurable device behavior  
To customize the data acquire & sending for different application and GSM costs saving
- ✓ Precise online tracking  
Under time, distance and corner alteration





- ✓ Integrated scenarios:
  - Overspeeding to secure driver and prevent penalties
  - Authorized driving (50 iButton keys) to prevent stealing
  - Immobilizer
- ✓ Integrated back-up battery

FM1202 is a terminal with GPS and GSM connectivity, which is able to determine the object's coordinates and transfer them via the GSM network. This device is perfectly suitable for applications, which need location acquirement of remote objects. It is important to mention that FM1202 has additional inputs and outputs, which let you control and monitor other devices on remote objects. FM1202 also has a USB port for device status log output and entering configuration.

#### **TECHNICAL DETAILS:**

##### **GSM:**

- ✓ Quad-band 900/1800 MHz; 850/1900 MHz
- ✓ GPRS class 10 (up to 85,6 kbps);
- ✓ SMS (text/data)

##### **GPS:**

- ✓ NMEA, GGA, GGL, GSA, GSV, RMC, VTG protocol compatible
- ✓ 32 channel GPS/GLONASS receiver
- ✓ -161 dbm sensitivity

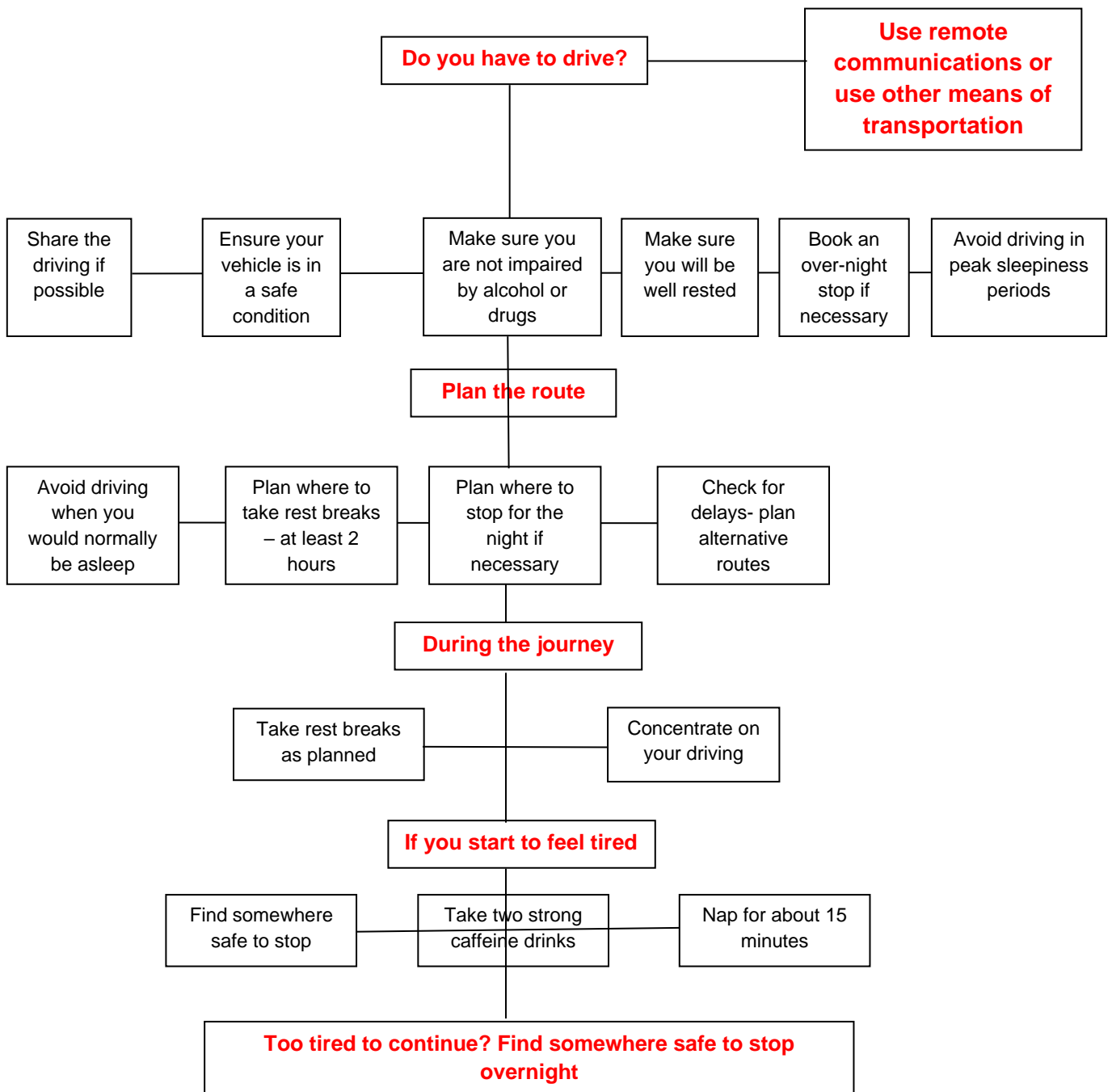
##### **Interface:**

- ✓ 1 Digital Input Reserved for Ignition Status Monitoring
- ✓ 2 Digital Inputs
- ✓ 1 Analog Input (10V or 30V range)
- ✓ 2 Digital Open-collector Outputs (connecting external relays, LED, buzzers etc.)
- ✓ 1-Wire® protocol
- ✓ Power supply (+6...+30)VDC
- ✓ 2 Status LEDs
- ✓ Configuration and firmware upload (FOTA and via cable)

##### **Features:**

- ✓ Hermetic enclose IP67
- ✓ Internal High Gain GSM antenna
- ✓ Internal High Gain GPS/GLONASS antenna
- ✓ GPS/GLONASS and I/O data acquisition
- ✓ Real Time tracking
- ✓ Smart data acquisition (based on time, distance, angle, ignition and events)
- ✓ Sending acquired data via GPRS (TCP/IP and UDP/IP protocols)
- ✓ Smart algorithm of GPRS connections (GPRS traffic saving)
- ✓ Operating in roaming networks (preferred GSM providers list)
- ✓ Events on I/O detection and sending via GPRS or SMS.
- ✓ Scheduled 24 coordinates SMS sending
- ✓ 5 geofence zones (rectangular or circle)
- ✓ Deep Sleep mode (less power consumption)
- ✓ FOTA (firmware updating via GPRS)
- ✓ Motion sensor
- ✓ Small and easy to mount case
- ✓ 3 operational modes (Home, Roaming, Unknow) based on operator
- ✓ Operation mode presets:
  - Advanced over speeding detection
  - Driver identification (1-Wire® iButton ID key)

## 5. JOURNEY PLANNER PROCEDURE

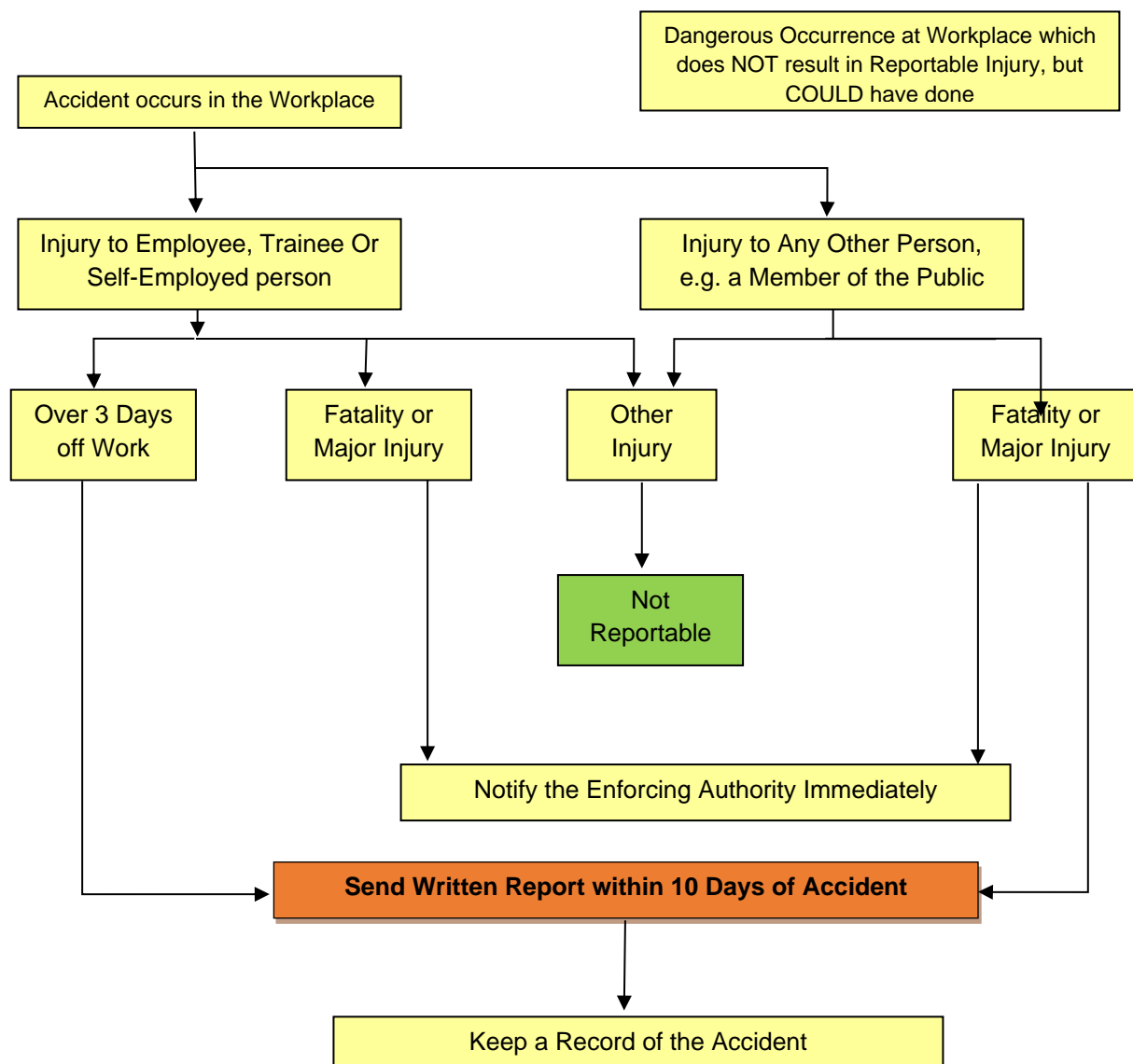


## 6. ACCIDENT REPORTING

- All accidents and near-miss occurrences no matter how apparently trivial they appear, are to be reported and recorded in the accident book
- All serious accidents must be reported immediately to the Director Responsible for Safety. Where the accident occurs on the client's premises notification should also be given to the client.
- Details of reportable ill-health conditions, fatal or major injuries and dangerous occurrences will be notified immediately to the HSE.
- All accidents resulting in damage to plant or equipment must be reported to the Director Responsible for Safety.
- Where equipment belonging to a client is involved the client must be notified also.
- All accidents which could have caused injury or damage must be transported immediately to hospital.

In addition to the accident book entry, employees are required to prepare an accident report form. The purpose of the accident report is to aid in the investigation of the cause of accidents and any contributory factors, so that additional control measures may be developed to prevent a re-occurrence. The accident report should contain full details about the person injured, any witnesses, what happen, what first aid/medical treatments were required and any other contributory factors.

### 6.1. ACCIDENT REPORTING PROCEDURES





## **6.2. DEFECTS**

Any defects in plant, equipment, buildings, temporary access structures or vehicles must be reported to the Director Responsible for Safety immediately. Where appropriate the client should also be notified.

## **7. PERFORMANCE IMPROVEMENT**

### **7.1. Audits and Reviews**

HSE/Operations manager shall conduct reviews and audits of drivers and Journey manager assistants for compliance to this procedure.

### **7.2. Promote Safe Driving**

All staff, supervisors, drivers and Managers shall make every effort to promote safe driving.



Appendix 1

<b><u>External Highways (Outside Urban Areas)</u></b>		
<b>Vehicle Type</b>	<b>Minimum Speed</b>	<b>Maximum Speed</b>
Sedan	80 km/hr	120 km/hr
Buses	80 km/hr	100 km/hr
Trucks	70 km/hr	90 km/hr
<b><u>Internal Highways (Fast roads inside Urban Areas)</u></b>		
<b>Vehicle Type</b>	<b>Minimum Speed</b>	<b>Maximum Speed</b>
Sedan	60 km/hr	100 km/hr
Buses	60 km/hr	90 km/hr
Trucks	60 km/hr	80 km/hr
<b><u>International Airport Road</u></b>		
<b>Lane</b>	<b>Minimum Speed</b>	<b>Maximum Speed</b>
Left Lane	120 km/hr	140 km/hr
Centre Lane	100 km/hr	110 km/hr
Right Lane	80 km/hr	90 km/hr
<b><u>External Divided Roads (Between Governates)</u></b>		
<b>Vehicle Type</b>	<b>Minimum Speed</b>	<b>Maximum Speed</b>
Sedan (Day)	N/A	100 km/hr
Sedan (Night)	N/A	90 km/hr
<b><u>Undivided Road (Between Governates)</u></b>		
<b>Vehicle Type</b>	<b>Minimum Speed</b>	<b>Maximum Speed</b>
Sedan (Day)	N/A	80 km/hr
Sedan (Night)	N/A	70 km/hr
<b><u>Undivided Road (Between Governates)</u></b>		
Buses (Day)	N/A	70 km/hr
Buses (Night)	N/A	60 km/hr

Translated from Ministry of Interior Traffic Police General Directorate Website:  
[http://www.itp.gov.iq/regulations\\_ar0.htm](http://www.itp.gov.iq/regulations_ar0.htm)