



FUGRO GROUND GEOPHYSICS – EQUIPMENT MANAGEMENT POLICY (POL 12)

GENERAL POLICY

Fugro Ground Geophysics strives to offer our clients reliable, leading edge equipment and a high quality of service with minimal downtime. We aim to achieve zero avoidable downtime through adherence to the robust Equipment Management practices outlined in this policy.

EQUIPMENT MANAGEMENT PRACTICES

In support of this policy, Fugro Ground Geophysics' employees will adopt the following Equipment Management Practices:

- **Care** for equipment as if it is your own;
- **Complete** regular in-field inspections, service and cleaning of geophysical equipment to ensure it runs at optimum performance;
- **Secure and protect** all equipment left "on-line" by:
 - Covering and securing equipment with a canvas tarpaulin;
 - Placing equipment back in their transit cases prior to securing with a canvas tarpaulin
- **Secure and protect** all equipment left in the vehicle tray or in a trailer overnight, including all tool boxes, motor generators and alternators;
- **Record** the details of all assets deployed on a job in accordance with the Crew Leader Handbook
- **Maintain** good housekeeping practices to ensure equipment is not unnecessarily damaged;
- **Conduct** weekly cleans and inspections of equipment, vehicles, trailers and caravans;
- **Follow** manufacture or company issued guidelines on the care and maintenance of equipment;
- **Unpack, document and stow** all equipment upon return from the field in accordance with the Crew Leader Handbook, including:
 - Tagging all unserviceable equipment and providing details of the defect on a Defect Form;
 - Cleaning and appropriately stowing equipment on pallets or in the racking;
 - Check off all returned equipment on the Equipment Checklist

The equipment deployed on geophysical surveys is not water proof. All care must be taken to ensure that the equipment is protected from weather conditions when not in use.

All items transported in the **tray** of a vehicle or on a trailer must be secured with no items left loose to roll around in transit. Loose items can **cause** damage to other equipment and itself.

RESPONSIBILITIES

The responsibility for developing, maintaining relevance and deployment of the Company's Equipment Management Policy rests with the Managing Director.

Crew Leaders are responsible for ensuring compliance with this policy by all field personnel.

It is the responsibility of all employees to familiarise themselves with this policy statement and to comply with the requirements defined.

Kathlene Oliver
MANAGING DIRECTOR

Application: Fugro Ground Geophysics
Effective Date: 16th January 2012