

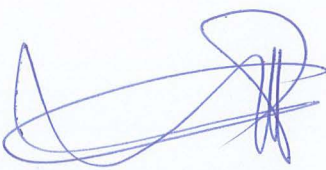



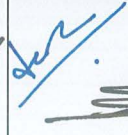


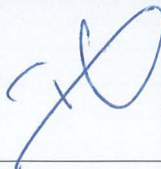


## COMPANY STANDARD INSTRUCTION




### INSTRUCTION FOR USING INTRINSIC SAFE MOBILE PHONE IN QAPCO

Instruction Number: IN-251-SF-04

Document Classification: Internal


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	Position	Chief HSEQ Officer	
	Date	8/12/2019	

Rev.	Date	Prepared by	Reviewed by					
01	22/09/2019	 Safety Engineer	 Safety Manager Olefins/Polyolefins	 Safety Manager Vinyl	 HSSE Support Manager	 HSEQ Group Manager	 Maintenance Planning Manager	 Information Technology Manager

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**Revision / Modification History:**

Rev #	Date	Section No.	Reason for revision / modification
0	N/A	All	New Document
1	22/09/2019	NA	Automation Committee role removed because procurement of Intrinsic mobile phones now shifted to IT Dept
		NA	Department changed from Administration to IT Dept
		NA	Removed Finance Dept
		NA	Removed Material Dept
		7.2 a	Responsibility to approve and provide technical safety specifications related to zones usage to IT department is changed from Safety Department to Head of Elec. & Auto. Planning, Maintenance Planning as they are the SME.

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## 1. OBJECTIVE

The objective of this instruction is to provide a method for the safe usage of Intrinsic Safe Mobile Phones in the hazardous areas of QAPCO Complex.

## 2. SCOPE

This instruction applies to the users of Intrinsic Safe Mobile phones in QAPCO hazardous areas for their activities.

## 3. INSTRUCTION SUMMARY

The IS- Mobile is designed for hazardous areas and is suitable for phone calls in Zone 1, division 1. This instruction contains requirements which are to be observed by users for safe usage of IS- Mobile.

## 4. ABBREVIATIONS / DEFINITIONS


#	Abbreviation / Key word	Definition summary
1	CHSEQO	Chief HSE Quality Officer
2	HSSEGM	HSSE Group Manager
3	IS-Mobile:	Intrinsic Safe Mobile Phone
4	ITD	Information Technology Department

## 5. DOCUMENT REFERENCES

#	Document ID	Document name	Summary of dependency or use
1	PR-PSS-98	IT Services Operation Management Procedure	Referred to IS-Phones procurement and maintain user's database.

## 6. RESPONSIBILITIES (AS APPLICABLE)

#	Job Title	Responsibilities
1	Elec. & Auto. Planning, Maint Planning Dept.	Approve and provide the technical safety specifications related to zones usage to IT department as and when required.
2	HSSE Support Department	Conduct awareness session on safe usage of IS-mobile to partners / staff during initial HSSE induction.
3	IT Department	Procure, issue IS-Phone to user and maintain database.

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## 7. INSTRUCTION METHOD

### 7.1 SPECIFICATIONS

#### **Specifications of IS-Mobile:**

IS-Mobile shall meet the following technical specifications.

- a. Ingres Protection of IP67 as minimum
- b. Comply with zone 1, division 1 certification usage as minimum for the device and its accessories (batteries, head/ear sets. Etc.)
- c. Comply with GSM frequency band network used in Qatar (Triband GSM 900/1800/1900 MHZ)

### 7.2 PROCESS & RESPONSIBILITIES

#### **Safety Department**

- a. Participate in site inspection of the IS mobile phones with users.
- b. Review & Approve the IS-Mobile form for contractors. Refer to Annex I.
- c. Approval shall be given per set for specified individual.
- d. Conduct periodic inspection / re-verification on safe usage and approval forms versus the IS-mobile used.
- e. Coordinate with Security department to take proper action against the user who violates the usage of IS mobile phones or there is any reason to suspect that the safety of the device has been impaired, measures shall be taken to prevent it from being restarted accidentally.

#### **Elec. & Auto. Planning, Maintenance Planning Department**


- a. Approve and provide the technical safety specifications related to zones usage to IT department as and when required.

#### **HSE Support Department**

Conduct awareness session on safe usage of IS-mobile to partners / staff during initial HSSE induction.

#### **IT Department**

- a. To communication with service provider (Ooredoo) for adding/removing any additional hardware and /or services.
- b. Maintain user's database.

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### IT Support for handsets (I-Safe phone)

- a. The user shall make a request for the I-Safe phone handsets thru ServiceNow using IT Service Request and it should be authorized by the respective department head.
- b. Upon receipt of the approved form, the requested Asset shall be issued.
- c. ITD will coordinate the Ooredoo for activation /subscription of services on devices.
- d. Procurement of new devices / additional services will be provide by ITD.



### User Responsibilities

- a. Maintain the IS Mobile phone in good condition, however the safety of the device may be compromised, if, for example:
  - There is visible damage to the housing.
  - The device has been subjected to excessive loads.
  - The device has been improperly stored.
  - The device has been damaged in transit.
  - Device markings or inscriptions are illegible.
  - Malfunctions occur.
- b. Users must take reasonable care while operating phones.
- c. Use the IS Mobile phone in the permitted zones only i.e. Zone 1 and Zone 2, it is not permitted to use in Zone 0.
- d. Changing the battery is allowed only outside hazardous areas. Only safety charger approved by manufacturer for hazardous application shall be used to charge the devices.
- e. Wired headsets shall only be used inside hazardous areas, provided headset itself is certified for use inside hazardous areas.
- f. Contact QAPCO HSE, Security departments and to their line manager immediately in case of loss / damage of a device.
- g. No photos shall be taken from the phone and it is strictly forbidden to distribute the photos.

## 8. RECORDS

The following records shall be maintained in support of this Instruction:

#	Record ID	Record name	Responsibility
1	Annex 1	IS-Mobile Approval & Delivery note Form for contractors	User Department (Contractor)

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## 9. APPENDIX – 1 IS-MOBILE APPROVAL & DELIVERY NOTE FORM FOR CONTRACTORS

### APPENDIX – 1 IS-MOBILE APPROVAL & DELIVERY NOTE FORM FOR CONTRACTORS



Date:     /     /

Company Name        :  
 Department Name    :  
 GSM Number         :  
 User Name           :  
 File Number         :  
 Designation         :

S.No	IS Phone details	Quantity	Serial Number	Location of usage

#### Approval

	User	User QAPCO Department	Safety	Maintenance Planning	Operations
Name					
Signature					
Date					

#### Acknowledgement

I acknowledge that the equipment / accessories are in good condition and undertake that the same will be handled with great care in the best interest of QAPCO.

Receiver Name	:	
File Number	:	
Signature	:	
Date	:	