



## Transport Policy

In continuation of our policy of ensuring the safety of our personnel, **TENDRILL CO.** requires the following Transport Policy guidelines to apply to all personnel who undertake work-related travel.

### **Air Travel**

Air travel shall only be undertaken on scheduled airlines or registered chartered aircraft, which operate in accordance with IATA regulations.

All instructions given by authorized ground or aircraft crews shall be adhered to, this to include the attention being given to any safety briefings.

### **Marine Transport**

Marine transport shall only be utilized if no alternative form of transport is available, and then only if the vessel is duly registered for carrying passengers and is provided with the necessary life saving appliances as required by the provisions of S.O.L.A.S.

### **Road Transport**

Only motor vehicles which conform to local regulation, or to the requirements of the contract, shall be used by **TENDRILL CO.** personnel and then only if the following are also evident:-

- The vehicle and all its equipment must be in road-worthy condition with valid road tax.
- The driver must have a valid license to drive that vehicle.
- The vehicle must carry valid fully comprehensive insurance.
- Driver and his passengers must use seat belts.

In all cases the necessity of travel on **TENDRILL CO.** business shall be identified and approved prior to the date of travel with the required mode of travel indicated.

The requirement to utilize Client provided transportation does not obviate the above guidelines.

**Pg Irwan Bin Pg Salleh AB Rahaman**  
**Chairman**  
**TENDRILL CO.**  
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