TRANSPORTATION & JOURNEY MANAGEMENT PLAN

ENGINEERING TECHNICAL STANDARDS & PROCEDURES

PT KILANG PERTAMINA INTERNASIONAL

DIREKTORAT PROYEK INFRASTRUKTUR

							
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1. INTRODUCTION

1.1 The functions of this guidance are to manage several mobilisation and transportation activities for materials and equipment both inside and outside the project area, including complying with traffic regulations inside the project and outside the project, as well as ensuring dangers and risks during mobilisation and transportation activities for materials and equipment has been identified and included in planning, and mitigation has been implemented.

2. SCOPE

2.1 This guidance applies to all project activities both inside and outside the project area of PT Kilang Pertamina Internasional (PT KPI), Subsidiary, Contractor and Subcontractor that use material transport vehicles, heavy equipment transportation facilities, and passenger vehicles.

3. CONFLICTS AND DEVIATIONS

3.1 Any conflicts between this standard and other applicable Engineering Technical Standards & Procedures (ETSP), or OWNER standard, codes, and forms then it shall be discussed with the OWNERS's standard and established.

3.2 All direct requests to deviate from this standard (ETSP) in writing to OWNER, who shall follow internal OWNER procedure and forward such requests to OWNER for approval.

4. ABBREVIATIONS

4.1 Abbreviations used for this document shall have the following definitions:

ALARP As Low As Reasonably

1. PENGANTAR

1.1 Pedoman ini berfungsi untuk mengelola beberapa kegiatan mobilisasi dan transportasi untuk material dan peralatan di di dalam dan di luar area proyek termasuk kepatuhan dalam mengikuti peraturan lalu-lintas di dalam dan di luar proyek serta memastikan bahaya dan risiko selama kegiatan mobilisasi dan transportasi untuk material dan peralatan telah diidentifikasi dan dimasukan ke dalam perencanaan serta mitigasi telah dijalankan.

2. LINGKUP

2.1 Pedoman ini berlaku untuk semua kegiatan proyek baik di dalam maupun di luar area proyek PT Kilang Pertamina Internasional, Anak Perusahaan, Kontraktor dan Subkontraktor yang menggunakan sarana transportasi alat berat, kendaraan pengangkutan material dan kendaraan penumpang.

3. KONFLIK DAN DEVIASI

3.1 Apabila terdapat konflik antara standar ini dengan *Engineering Technical Standards & Procedures* (ETSP) yang berlaku lainnya, atau standar PEMILIK, kode dan formulir, maka harus didiskusikan bersama dengan PEMILIK standar dan ditetapkan.

3.2 Semua permintaan penggunaan standar yang berbeda dari standar ini (ETSP), harus diajukan kepada PEMILIK secara tertulis dengan mengikuti prosedur *internal* PEMILIK untuk mendapatkan persetujuan.

4. SINGKATAN

4.1 Singkatan yang digunakan untuk dokumen ini harus mengikuti definisi berikut:

ALARP *As Low As Reasonably*

	Practicable
APD	Alat Pelindung Diri
DCU	Daily Check Up
ETSP	Engineering Technical Standards & Procedures
HSSE	Health, Safety, Security, Environment
IMKDK	Izin Mengoperasikan Kendaraan Dalam Kilang
KEMENAKER	Kementerian Ketenagakerjaan
MCU	Medical Check Up
MIGAS	Minyak dan Gas
PPE	Personal Protective Equipment
P2H	Pemeriksaan Peralatan Harian
P3K (First Aid)	Pertolongan Pertama Pada Kecelakaan
SIM	Surat Izin Mengemudi
SIO	Surat Ijin Operasi
SILO	Surat Ijin Layak Operasi
SIMPER	Surat Izin Mengemudi Perusahaan

5. DEFINITIONS

5.1 The following words shall have these special meanings when used herein:

Accident	is undesired incident which can impact in injury to humans, property damage, disruption to work and environmental contamination.

	Practicable
APD	Alat Pelindung Diri
DCU	*Daily Check Up*
ETSP	*Engineering Technical Standards & Procedures*
HSSE	*Health, Safety, Security, Environment*
IMKDK	Izin Mengoperasikan Kendaraan Dalam Kilang
KEMENAKER	Kementerian Ketenagakerjaan
MCU	*Medical Check Up*
MIGAS	Minyak dan Gas
PPE	*Personal Protective Equipment*
P2H	Pemeriksaan Peralatan Harian
P3K (*First Aid*)	Pertolongan Pertama Pada Kecelakaan
SIM	Surat Izin Mengemudi
SIO	Surat Ijin Operasi
SILO	Surat Ijin Layak Operasi
SIMPER	Surat Izin Mengemudi Perusahaan

5. DEFINISI

5.1 Penggunaan kata-kata berikut harus memiliki arti khusus sebagai berikut:

Kecelakaan	Adalah kejadian yang tidak diinginkan yang dapat mengakibatkan cidera pada manusia, kerusakan harta benda, gangguan terhadap pekerjaan dan pencemaran lingkungan.

Contractor/ Consultant	Defined as the Organization to which PT Kilang Pertamina Internasional assign the work.	Kontraktor/ Konsultan	Didefinisikan sebagai Organisasi yang ditunjuk oleh PT Kilang Pertamina Internasional untuk melakukan suatu pekerjaan.
Flagman	Personnel are responsible for managing the smooth flow of vehicle traffic while work is in progress	*Flagman*	Adalah personel yang bertanggung jawab untuk mengatur kelancaran lalu lintas kendaraan saat pekerjaan berlangsung
Hazard	is source, situation or action that impact injury or occupational illness or combination of both on human.	Bahaya	Sumber, situasi atau tindakan yang berdampak pada cidera atau penyakit akibat kerja atau kombinasi keduanya pada manusia.
Hazard identification	is process to determine a hazard and determine it's characteristic.	Identifikasi bahaya	Adalah proses untuk menentukan bahaya dan menentukan karakteristiknya.
Health & Safety	is condition or certain factor impacted on health and safety of employee and everyone at workplace (included outsourcing employee, personal contractor or other people at workplace).	Kesehatan & Keselamatan	Adalah kondisi atau faktor tertentu yang berdampak terhadap kesehatan dan keselamatan pekerja dan semua orang di tempat kerja (termasuk pekerja kontrak, kontraktor pribadi, atau orang lain di tempat kerja).
Incident	is an undesirable condition, If at that moment there is a little change then it can impact in an accident.	Insiden	Adalah kondisi yang tidak diinginkan, Jika pada saat itu ada sedikit perubahan maka dapat berdampak pada kecelakaan.
Owner	Owner of the Plant is defined as PT Kilang Pertamina Internasional and Subsidiary.	Pemilik	Pemilik Kilang didefinisikan sebagai PT Kilang Pertamina Internasional dan Anak Perusahaan.
Risk Assessment	is the assessment of a risk by comparing it to the level or criteria of risk that has been set.	Mitigasi Risiko	Adalah langkah-langkah yang harus dilakukan untuk mengendalikan risiko.
Shall	Indicates that the statement is mandatory.	*Shall*	Menunjukkan bahwa pernyataan itu wajib.

Should	Indicates a recommend-ation.	*Should*	Menunjukkan rekomendasi.

6. CODES AND STANDARDS

`The following Codes, Standards and Specifications apply to this specification. Codes and Standards shall use the latest edition or the edition in force at the time of purchase. Material & equipment shall be as a specification or an equal approved by OWNER.

6.1 Codes and Standards

a. ANSI/ASSE Z15.1-1017 – Safe Practice for Motor Vehicle Operations.
b. ISO 45001: 2018 Occupational health and safety management systems.
c. CLSR Elemen 12 – Driving Safety
d. Traffic Safety Regulations in the Refinery (Referring to STK RU or Project Unit).

6.2 Reference

a. Law of the Republic of Indonesia Number 1 Year 1970 regading Occupational Safety and Health.
b. Law of the Republic of Indonesia Number 22 of 2009 regarding Traffic and road transport.
c. Government Regulation (PP) no. 50 of 2012. Implementation of an Occupational Safety and Health Management System.
d. Regulation of minister Transportation of the Rebublic of Indonesia number 13 year 2014 regading traffic signs.
e. Regulation of minister Transportation of the Rebublic of Indonesia number 26 year 2015 regarding road traffic and transportation safety standards.
f. Government Regulation number 37 year 2017 regarding traffic and road transport safety.

6. KODE DAN STANDAR

Kode, Standar dan Spesifikasi berikut berlaku untuk spesifikasi ini. Kode dan Standar harus menggunakan edisi yang terbaru atau edisi yang berlaku pada saat pembelian. *Material* & peralatan harus sesuai spesifikasi atau setara dengan yang disetujui oleh PEMILIK.

6.1 Kode dan Standar

a. ANSI/ASSE Z15.1-1017 – *Safe Practice for Motor Vehicle Operations.*
b. ISO 45001:2018 Sistem manajemen kesehatan dan keselamatan kerja.
c. CLSR Elemen 12 – Driving Safety.
d. Peraturan Keselamatan Lalu – Lintas di dalam Kilang (Mengacu pada STK RU atau Unit Proyek).

6.2 Referensi

a. UU RI No. 1 Tahun 1970 Keselamatan dan Kesehatan Kerja.
b. Undang-Undang RI No. 22 tahun 2009 Tentang Lalu Lintas dan Angkutan Jalan.
c. Peraturan Pemerintah (PP) No. 50 Tahun 2012. Penerapan Sistem Manajemen Keselamatan dan Kesehatan Kerja.
d. Peraturan Menteri Perhubungan RI No. 13 Tahun 2014 Tentang Rambu Lalu Lintas.
e. Peraturan Menteri Perhubungan Republik Indonesia No. 26 Tahun 2015 Tentang Standar Keselamatan Lalu Lintas dan Angkutan Jalan.
f. Peraturan Pemerintah No. 37 Tahun 2017 tentang Keselamatan Lalu Lintas dan Angkutan Jalan.

7. RESPONSIBILITY

7.1 Project Coordinator / Project Manager / Site Manager

Ensure that Guidance of risk identification and assessment for HSSE aspect are implemented, documented and updated according to the time periodic that has been determined according to the stages of the project implementation.

7.2 Construction Manager

Construction Manager handles main responsibility to ensure that all hazards in correlation with construction activities since the construction stage are identified, mitigated before and during construction. Construction Manager responsible to ensure that:

a. These procedures are effectively communicated, complied and held by all employees of Contractors and Subcontractors.
b. Adequate resources are available for effective implementation of procedure.
c. An appropriate and adequate team is available to implement the Transportation & Journey Management Plan within the Project Area and outside the Project Area.
d. All documents related to the Transportation & Journey Management Plan have been approved by authorized person.

7.3 HSSE Manager

Prepare, monitor and evaluate including enforcing traffic rules within the Project Area and outside the Project Area.

HSSE Manager responsible to ensure that:

a. Ensure that driving regulations and procedures have been socialized to contractor and subcontractor workers.

7. TANGGUNG JAWAB

7.1 Koordinator Proyek / Manajer Proyek / Manajer Lokasi

Memastikan Prosedur ETSP *Transportation & Journey Management Plan* diterapkan, didokumentasikan dan dimutakhirkan sesuai dengan periode waktu yang telah ditentukan sesuai tahapan pelaksanaan proyek.

7.2 Manajer Konstruksi

Manajer Konstruksi bertanggung jawab memastikan bahwa pada saat mobilisasi transportasi dan pangangkutan material telah mendapatkan izin serta semua mitigasinya telah dilaksanakan. Manajer Konstruksi bertanggung jawab untuk memastikan bahwa:

a. Prosedur ini dikomunikasikan, dipatuhi dan diselenggarakan secara efektif oleh seluruh pekerja Kontraktor dan Subkontraktornya.
b. Sumber daya yang memadai tersedia untuk pelaksanaan prosedur yang efektif.
c. Tim yang tepat dan memadai tersedia untuk melaksanakan *Transportation & Journey Management Plan* di dalam dan di luar Area Proyek.
d. Semua dokumen terkait dengan *Transportation & Journey Management Plan* telah disahkan oleh petugas yang memiliki otorisasi.

7.3 Manajer HSSE

Mempersiapkan, memantau dan mengevaluasi termasuk penegakan aturan lalu lintas di dalam dan di luar Area Proyek.

Manajer HSSE bertanggungjawab untuk memastikan bahwa:

a. Memastikan peraturan dan prosedur *driving* telah disosialisasikan kepada pekerja kontraktor dan subkontraktor.

b. All transportation equipment and vehicles transporting materials have been inspected prior entering the project area and according to procedures.
c. All hazards during transportation and transportation of materials have been mitigated.
d. All personnel involved have been assured of their competency and completeness before the Transportation & Journey Management Plan activities have been carried out.
e. Ensure safety inspectors carry out regular vehicle inspections.
f. Ensure that traffic signs have been installed in the project area including the warehouse, jetty and workshop areas.
g. Ensure all project transportation complies with traffic signs.

7.4 Procurement Manager
a. Ensure that the maintenance program for the equipment/transport used is suitable for use in accordance with the requirements for the year of manufacture and the transportation license.
b. Ensure that the driver/operator has the competency and driving license.

7.5 Supervisor
a. Ensure pass permit and Permit Operating Vehicle inside Refinery is valid.
b. Assist HSSE Manager to socialize driving procedures to all drivers and operators in the project area.

7.6 Driver/Operator
a. The driver/operator has a fit health condition and has implemented MCU and DCU.

b. Semua peralatan transportasi maupun kendaraan pengangkutan material telah dilakukan pemeriksaan sebelum memasuki area proyek dan sesuai prosedur.
c. Semua bahaya pada saat transportasi dan pengangutan material telah dilakukan mitigasinya.
d. Semua personal yang terlibat telah dipastikan kompetensi dan kelengkapannya sebelum kegiatan *Transportation & Journey Management Plan* telah dijalankan.
e. Memastikan *safety inspector* melakukan inspeksi kendaraan secara regular.
f. Memastikan rambu-rambu lalu-lintas telah dipasang diarea proyek termasuk area *warehouse, jetty* dan *workshop*.
g. Memastikan seluruh transportasi proyek mematuhi rambu-rambu lalu lintas.

7.4 Manager Procurement
a. Memastikan pengelolan program *maintenance* peralatan/transportasi yang digunakan layak pakai sesuai dengan persyaratan tahun pembuatan dan *license transportation*.
b. Memastikan pengemudi/operator sudah memiliki kompetensi dan SIM (surat izin mengemudi).

7.5 Supervisor
a. Memastikan ijin masuk dan IMKDK (Ijin Mengemudi Kendaraan Dalam Kilang) masih berlaku.
b. Membantu HSSE Manager untuk mensosialisasikan prosedur mengemudi kepada seluruh *driver* dan operator di area proyek.

7.6 Pengemudi/Operator
a. Kondisi pengemudi/operator memiliki kondisi kesehatan yang Fit dan telah melaksanakan MCU dan DCU.

b. Drivers/operators have competence and licenses in accordance with valid qualifications to operate transportation and transport vehicles in accordance with HSSE Project Unit regulations and Traffic Regulations.

c. The driver/operator has taken defensive driving training at HSSE.

d. Drivers/operators must comply with safety driving regulations, daily equipment check and ensure the vehicle/equipment is safe to use.

e. The driver/operator must report to the superior or work supervisor if abnormal conditions are found in the vehicle or equipment either during the initial inspection or during operation.

f. The driver/operator ensures that the unit/ vehicle used is suitable for operation.

g. Drivers/operators are required to drive in a safe and prudent manner in accordance with existing regulations, comply with all relevant and applicable road safety signs and legislation and respect other road users.

h. Drivers/operators are responsible for the safety of themselves and any passengers carried in the vehicle.

i. The driver / operator is not under the influence of alcohol or other illegal drugs.

8. TRANSPORTATION & JOURNEY MANAGEMENT PLAN

8.1 Key Performance Indicator

a. Lagging

- Violation of Public Transportation, target = 0
- Vehicle accident, target = 0

b. Pengemudi/operator memiliki kompetensi dan lisensi sesuai dengan kualifikasi yang masih berlaku untuk mengoperasikan transportasi dan kendaraan pengangkutan sesuai dengan peraturan HSSE Unit Proyek dan Peraturan Kepolisian Lalu-Lintas.

c. Pengemudi/operator telah mengikuti pelatihan *defensive driving* di HSSE.

d. Pengemudi/operator harus mematuhi peraturan *safety driving*, Pemeriksaan Peralatan Harian (P2H) dan memastikan kendaraan/peralatan aman digunakan.

e. Pengemudi/operator harus melaporkan kepada atasan maupun pengawas pekerjaan apabila ditemukan kondisi abnormal pada kendaraan atau peralatan baik pada saat pemeriksaan awal maupun pada saat pengoperasian.

f. Pengemudi/operator memastikan unit/ kendaraan yang digunakan layak dioperasikan.

g. Pengemudi/operator diwajibkan untuk mengemudi dengan cara yang aman dan bijaksana sesuai dengan peraturan yang ada, mematuhi semua rambu-rambu dan undang-undang keselamatan jalan yang relevan dan berlaku dan menghormati pengguna jalan lainnya.

h. Pengemudi/operator bertanggung jawab atas keselamatan diri mereka sendiri dan setiap penumpang yang dibawa di dalam kendaraan.

i. Pengemudi/operator tidak dalam kondisi pengaruh minuman keras/alkohol dan obat-obatan terlarang lainnya.

8. TRANSPORTATION & JOURNEY MANAGEMENT PLAN

8.1 Key Performance Indicatior

a. Lagging

- Pelanggaran terhadap transportasi umum, target = 0
- Kecelakaan Kendaraan, target = 0

- Property damage to material transported /damaged material /equipment damaged from the transportation or mobilization process, target= (refer to local regulation).

b. Leading
- Compliance permit system internal dan external, target=comply
- Driving license dan IMDK = comply
- Inspection=comply
- Observation=comply

8.2 General Requirement

Drivers or operators of vehicles or moving equipment such as mobile cranes, forklifts, trailers and other heavy equipment entering the project area or outside the project area are required to comply with general traffic regulations and HSSE traffic regulations and regulation of PT Kilang Pertamina Internasional.

a. Heavy Equipment, Vehicle and other transportation equipment Permit
- Each heavy equipment transportation facility that will ride into the project area must obtain and have a Heavy Equipment, Vehicle and Other Transportation Equipment suitability permit issued by PT Kilang Pertamina Internasional.
- Permits for heavy equipment vehicles and transportation equipment must be placed in a place that is easily visible such as the windshield, in the PT KPI's area, for ease in controlling suitability permits both in the gate area and work area.
- Every vehicle or moving equipment that ride into a PERTAMINA

- Kerusakan property berupa material yang diangkut/ merusak material/ peralatan yang rusak dari proses pengangkutan atau mobilisasi, target= (sesuai dengan kebijakan setempat).

b. Leading
- Kepatuhan terhadap perijinan internal dan eksternal, target=memenuhi
- SIM dan IMDK = memenuhi
- Inspeksi = memenuhi
- Observasi = memenuhi

8.2 Persyaratan Umum

Pengemudi atau operator kendaraan atau peralatan bergerak seperti *mobile crane, forklift, trailer* dan alat berat lainnya yang memasuki area proyek maupun di luar area proyek wajib mematuhi peraturan lalu lintas umum dan peraturan lalu lintas HSSE serta peraturan PT Kilang Pertamina Internasional.

a. Izin Kelayakan Alat Berat, Kendaraan dan Alat Transportasi Lainnya.
- Setiap sarana transportasi pengangkutan alat berat yang akan memasuki area proyek harus mendapatkan dan memiliki izin kelayakan Alat Berat, Kendaraan dan Alat Transportasi Lainnya yang dikeluarkan oleh PT Kilang Pertamina Internasional.
- Izin Kelayakan alat berat kendaraan dan alat transportasi harus ditempatkan ditempat yang mudah terlihat seperti kaca depan ketika berada di area kerja PT KPI untuk kemudahan dalam mengontrol izin kelayakan baik di area gerbang maupun area bekerja.
- Setiap kendaraan atau peralatan bergerak yang memasuki kilang

operating factory must obtain a Work Permit issued by the person in charge of PERTAMINA in accordance with the Work Permit System.

- Vehicles and mobile equipment may not enter or operate in factory areas that are not covered by the Work Permit. All vehicles or equipment entering or working in this area must be equipped with a spark arrester and must not be driven with a damaged exhaust system or damaged spark arrestor.

b. Passenger vehicles in the refinery area and/or project area

- The maximum age of any used vehicle passeger is 5 years old.
- Every vehicle must have an operating permit to enter the refinery area and/or project area.
- Every vehicle must be in a safe condition to operate, must be checked every shift and reported to owner of passenger vehicle in the project area.
- Every vehicle must be inspected using the daily equipment inspection form and in a safe condition to operate, the results of the daily equipment inspection inspection must be reported to the HSSE Contractor and supervisor.
- Park the vehicles and other equipment at a minimum distance of 15 m/ in accordance with local regulations from fire fighting facilities (Hydrants)
- All construction vehicles and equipment must be equipped with a

PERTAMINA, terlepas dari beroperasi atau tidaknya atau area lain yang ditentukan oleh Pengelola Lokasi harus mendapatkan Izin Kerja yang dikeluarkan oleh penanggung jawab PERTAMINA sesuai dengan Sistem Izin Kerja.

- Kendaraan dan peralatan bergerak tidak boleh masuk atau beroperasi di area kilang yang tidak tercakup dalam Izin Kerja. Semua kendaraan atau peralatan yang memasuki atau bekerja di area ini harus dilengkapi dengan penahan percikan dan tidak boleh dikemudikan dengan sistem pembuangan yang rusak atau penahan percikan yang rusak.

b. Kendaraan penumpang roda 4 yang berada di area kilang dan atau area proyek.

- Setiap kendaraan yang digunakan maksimal 5 tahun usia kendaraan.
- Setiap kendaraan wajib memiliki izin operasi memasuki area kilang dan atau area proyek.
- Setiap kendaraan harus dalam kondisi aman untuk beroperasi, harus diperiksa setiap shift dan dilaporkan kepada atasan pemilik kendaraan roda 4 yang berada di area proyek.
- Setiap kendaraan wajib diperiksa menggunakan form Pemeriksaan Peralatan Harian (P2H) dan dalam kondisi aman untuk beroperasi, hasil P2H agar dilaporkan kepada HSSE Kontraktor dan atasan.

- Memarkir kendaraan dan peralatan lainnya dengan jarak minimal 15 m/ sesuai dengan regulasi setempat dari fasilitas pemadam kebakaran *(Hydrant).*
- Semua kendaraan dan peralatan konstruksi harus dilengkapi dengan

fire extinguisher, hand tools, flashlight, safety triangle and first aid kit complete with contents.

- The maximum number of passengers in each vehicle/trip follows the regulations and the number of seat belts available and the seat belts are in good condition and functioning.
- It is prohibited to use mobile phones and other two-way communication devices while driving a vehicle.
- Maintain a safe distance from the vehicle in front, turn on the turn signal and sound the horn when you want to overtake the vehicle in front, do not overtake vehicles from the left or in the blind spot area.
- The maximum speed of passenger vehicles in the refinery area is 35 km/h and the maximum speed of passenger vehicles in the project area is 20 km/h.
- Ensure that the headlights function properly when driving at night.
- Every violation will be given sanctions according to applicable regulations/procedures.
- All passenger vehicles park in the designated area.
- All passenger vehicle mufflers are equipped with flame arrestors.

c. *Heavy Vehicle (truck, bus, trailer, tank truck, crane, exavator)* and or other material transportation vehicles.

- The maximum age of any used heavy vehicle and heavy equipment (crane, excavator, forklift, etc.) is 10

alat pemadam kebakaran, *hand tools*, senter, segitiga pengaman dan kotak P3K lengkap dengan isinya.

- Jumlah maksimum penumpang pada setiap kendaraan/perjalanan mengikuti peraturan dan jumlah *seat belt* yang tersedia serta *seat belt* dalam kondisi dan berfungsi dengan baik.
- Dilarang menggunakan *mobile phone* dan alat komunikasi dua arah lainnya ketika sedang mengemudikan kendaraan.
- Jaga jarak aman dengan kendaraan di depan, menyalakan lampu sein dan membunyikan klakson ketika ingin mendahului kendaraan di depan, tidak diperbolehkan mendahului kendaraan dari sebelah kiri maupun blind spot area.
- Kecepatan maksimal kendaraan penumpang di area kilang adalah 35 km/h serta kecepatan maksimal kendaraan penumpang di area proyek adalah 20 km/h.
- Memastikan lampu utama berfungsi dengan baik saat mengemudi di malam hari.
- Setiap pelanggaran akan diberikan sanksi sesuai peraturan/prosedur yang berlaku.
- Seluruh kendaraan penumpang memarkirkan di area yang sudah ditentukan.
- Seluruh knalpot kendaraan penumpang dilengkapi dengan flame arrestor.

c. *Heavy Vehicle (truck, bus, trailer, tank truck, crane, exavator)* dan atau kendaraan pengangkutan material lainnya.

- Setiap kendaraan *heavy vehicle* dan *heavy equipment* (*crane, excavator, forklift*, dll) yang digunakan maksimal

years old/according to local unit regulations.

- Every vehicle must have an operating permit to enter the refinery area and/or project area.
- Each vehicle must be in a safe condition to operate, must be checked every shift and reported to the superior of the owner of the Truck & other Material Transport Vehicles.
- Every vehicle must be inspected using the daily equipment inspection form and in a safe condition to operate, the results of the daily equipment inspection inspection must be reported to the HSSE Contractor and supervisor.
- Park the vehicles and other equipment at a minimum distance of 15 m/ in accordance with local regulations from fire fighting facilities (Hydrants)
- All construction vehicles and equipment must be equipped with a fire extinguisher, hand tools, flashlight, safety triangle and first aid kit complete with contents.
- It is prohibited to transport workers with mobile equipment (mobile cranes, fork lifts, trailers, cargo vehicles, such as trucks, trailers, etc.)
- The maximum number of passengers in each vehicle/trip follows the regulations and the number of seat belts available, and the seat belts are in good condition and functioning.
- It is prohibited to carry passengers in open-air vehicles, whether single or double cabin (open-air vehicles are only for carrying materials according to their capacity).

10 tahun usia kendaraan/ sesuai regulasi unit setempat.

- Setiap kendaraan wajib memiliki izin operasi memasuki area kilang dan atau area proyek.
- Setiap kendaraan harus dalam kondisi aman untuk beroperasi, harus diperiksa setiap shift dan dilaporkan kepada atasan pemilik Truk & Kendaraan Pengangkutan Material lainnya.
- Setiap kendaraan wajib diperiksa menggunakan form P2H dan dalam kondisi aman untuk beroperasi, hasil pemeriksaan P2H agar dilaporkan kepada HSSE Kontraktor dan atasan.
- Memarkir kendaraan dan peralatan lainnya dengan jarak minimal 15 m/ sesuai dengan regulasi setempat dari fasilitas pemadam kebakaran *(Hydrant).*
- Semua kendaraan dan peralatan konstruksi harus dilengkapi dengan alat pemadam kebakaran, *hand tools*, senter, segitiga pengaman dan kotak P3K lengkap dengan isinya.
- Dilarang mengangkut pekerja dengan peralatan bergerak (*mobile crane, fork lift, trailer,* kendaraan kargo seperti truk, trailer, dan lain-lain).
- Jumlah maksimum penumpang pada setiap kendaraan/perjalanan mengikuti peraturan dan jumlah *seat belt* yang tersedia, serta *seat belt* dalam kondisi dan berfungsi dengan baik.
- Dilarang membawa penumpang untuk jenis kendaraan bak terbuka baik *single* maupun *double cabin* (kendaraan bak terbuka hanya untuk

- It is prohibited to use mobile phones and other two-way communication devices while driving/operating a vehicle.
- Maintain a safe distance from the vehicle in front, turn on the turn signal and sound the horn when you want to overtake the vehicle in front, do not overtake vehicles from the left or in the blind spot area. All Heavy Vehicles and material transporters are equipped with reverse alarms.
- The maximum speed of passenger vehicles in the refinery area is 20 km/h and the maximum speed of passenger vehicles in the project area is 10 km/h.
- Ensure that the main lights and rotary lights function properly when driving at night.
- Every violation will be given sanctions according to applicable regulations/procedures.
- All the heavy vehicle must park in the designated area.
- All the mufller heavy vehicle must equipped with a flame arrestor.
- Every heavy equipment (crane, excavator, forklift, etc.) must have a SIO and SILO from KEMENAKER and/or MIGAS.
- Every vehicle and heavy equipment must be in a safe condition to operate, must be checked using the P2H form every shift and reported to HSSE and their superiors.

d. Kargo

- Cargo on vehicles must be secured with bundles or straps to the vehicle

membawa material sesuai dengan kapasitasnya).

- Dilarang menggunakan *mobile phone* dan alat komunikasi dua arah lainnya ketika sedang mengemudikan /mengoperasikan kendaraan.
- Jaga jarak aman dengan kendaraan di depan, menyalakan lampu sein dan membunyikan klakson ketika ingin mendahului kendaraan di depan, tidak diperbolehkan mendahului kendaraan dari sebelah kiri maupun *blind spot area*. Seluruh *Heavy Vehicle* dan pengangkut material dilengkapi dengan alarm mundur.
- Kecepatan maksimal kendaraan penumpang di area kilang adalah 20 km/h serta kecepatan maksimal kendaraan penumpang di area proyek adalah 10 km/h.
- Memastikan lampu utama dan rotary light berfungsi dengan baik saat mengemudi di malam hari.
- Setiap pelanggaran akan diberikan sanksi sesuai peraturan/prosedur yang berlaku.
- Seluruh kendaraan pengangkut material harus memarkirkan di area yang sudah ditentukan.
- Seluruh kendaraan pengangkut material dilengkapi dengan *flame arrestor*.
- Setiap alat berat/ *heavy equipment (crane, excavator, forklift* dan lain-lain) wajib memiliki SIO dan SILO dari KEMENAKER dan/atau MIGAS.
- Setiap kendaraan dan alat berat harus dalam kondisi aman untuk beroperasi, harus diperiksa menggunakan form P2H setiap shift serta dilaporkan kepada HSSE dan atasannya.

d. Kargo

- Kargo pada kendaraan harus diamankan dengan bundel atau tali ke

to prevent moving, slipping or overturning.

- Loads that are less than 1 (one) meter or more than the length of the vehicle must be marked with red flags at both ends of the load during driving and parking.
- All cargo on the vehicle must be tied properly and securely using wire ropes, chains or special cargo tying devices, tarpaulin covers and nets must be installed. Employees are prohibited from driving heavily loaded vehicles.
- At each entrance/exit of the refinery area and project area, all passenger pick-up vehicles must be disembarked for inspection.
- Safe distance signs at height must be installed to prevent damage to facilities located above (electrical cables, etc.) and every driver must ensure this safe distance.
- If the length exceeds the length of the vehicle's load, a special sign must be placed at the end of the load (red flag, etc.).
- All vehicles and heavy equipment must be equipped with fire extinguishers.

e. Traffic management in the project area with flagman
   - Flagman is in good health.
   - Flagman understands the code/signs for using the flag.
   - Communication between the flagman and the driver must be harmonious and on the same page.
   - Flagman must know traffic rules and signs as well as driving priorities.

kendaraan untuk mencegah bergerak, tergelincir atau terbalik.

- Muatan yang kurang dari 1 (satu) meter atau lebih dari panjang kendaraan harus ditandai dengan bendera merah pada kedua ujung muatan selama mengemudi dan parkir.
- Semua muatan pada kendaraan harus diikat dengan baik dan aman dengan menggunakan tali kawat, rantai atau alat pengikat khusus muatan, penutup terpal dan net/jaring harus dipasang. Karyawan dilarang mengendarai kendaraan bermuatan berat.
- Setiap pintu masuk/keluar area kilang dan area proyek, semua kendaraan penjemput penumpang harus turun untuk diperiksa.
- Rambu jarak aman pada ketinggian harus dipasang untuk mencegah kerusakan fasilitas yang berada di atas (kabel listrik, dan lain-lain) dan setiap pengemudi harus memastikan jarak aman tersebut.
- Jika panjangnya melebihi panjang muatan kendaraan, harus dipasang tanda khusus di ujung muatan (bendera merah, dan lain-lain).
- Semua kendaraan dan alat berat harus dilengkapi dengan alat pemadam kebakaran.

e. Pengaturan lalu-lintas di area proyek dengan flagman
   - *Flagman* dalam kondisi sehat.
   - *Flagman* memahami kode/isyarat dari penggunaan bendera.
   - Komunikasi antara *flagman* dan pengemudi harus selaras dan sepemahaman.
   - *Flagman* wajib mengetahui peraturan dan rambu-rambu lalu-lintas serta prioritas berkendara.

- The flagman can stop or slow down the vehicle with a specified signal.

- Flagman is equipped with minimum Standard Personal Protective Equipment with the addition of a vest with reflective light.
- Flagman must direct the vehicle as a safety measure when large vehicles are moving backwards or turning in crowded locations.

f. IMKDK/SIMPER

Drivers/operators are required to carry out an assessment/exam in the HSSE Function including theory and practical tests as a requirement to obtain a driving permit in the refinery area and/or project area. The requirements for obtaining IMKDK/SIMPER are:

- Have a valid ID Badge
- Defensive driving training certificate
- Driving license according to vehicle type
- Application letter for create IMKDK/SIMPER from the contractor or subcontractor
- Pass the theory test and be tested practically by authorized officers in accordance with applicable procedures

g. Fuel

The vehicles/heavy equipment used are required to use fuel in accordance with the requirements of the vehicle/heavy equipment manufacturer. The contractor must manage and control the ordering, storage and refueling of the vehicles/heavy equipment used.

8.3 Journey Management Plan

Contractors are required to create a journey management system/plan based

- *Flagman* dapat menghentikan maupun memperlambat laju kendaraan dengan isyarat yang ditetapkan.
- *Flagman dilengkapi dengan Alat Pelindung Diri yang standard minimum dengan ditambahkan rompi dengan pantulan cahaya.*
- *Flagman harus mengarahkan kendaraan sebagai tindakan pengamanan ketika kendaraan besar bergerak mundur atau berbelok di lokasi yang padat.*

f. IMKDK/SIMPER

Pengemudi/ operator diwajibkan melakukan assesment/ ujian di Fungsi HSSE meliputi test teori dan praktik sebagai persyaratan untuk mendapatkan izin mengemudi di area kilang dan atau area proyek. Adapun persyaratan untuk mendapatkan IMKDK/SIMPER adalah:

- Memiliki *ID Badge* yang berlaku
- Sertifikat pelatihan *defensive driving*
- Surat Izin Mengemudi sesuai jenis kendaraan
- Surat pengajuan pembuatan IMKDK/SIMPER dari kontraktor atau subkontraktor
- Lulus ujian teori dan praktik diuji oleh petugas yang memiliki wewenang sesuai dengan prosedur yang berlaku.

g. Bahan Bakar

Kendaraan/alat berat yang digunakan diharuskan menggunakan bahan bakar sesuai dengan persyaratan dari pabrik kendaraan/alat berat tersebut. Kontraktor harus mengelola dan mengontrol pemesanan, penyimpanan dan pengisian bahan bakar kendaraan/alat berat yang digunakan.

8.3 Journey Management Plan

Kontraktor diwajibkan membuat *journey management system/plan* berdasarkan

on the risks to driving activities. All vehicles operated in refinery areas and project areas must be managed in a journey management system/plan. The journey management system/plan must be updated according to the layout/route used as a vehicle path guide and taking into account the possibility of emergencies effecting in injury to workers or damage to property/assets and environmental damage. The minimum requirements for a journey management plan are as follows:

- Identifying hazards and calculating risks and appropriate controls to reduce risks so that work and work environments are safe by considering the principle of as low as reasonably practicable (ALARP).
- Requirements for reporting and recording vehicle mobilization.
- Management Communication.
- Steps taken by workers when an incident occurs while driving/mobilizing a vehicle.
- Sites or areas are required to have a plan related to:
  1. Procedures carried out when an incident occurs.
  2. Monitoring vehicle mobilization and determining and following up on the journey management system/plan.
- If there are new or inexperienced workers driving vehicles, these workers are required to receive guidance regarding driving conditions and the dangers when driving vehicles in the refinery area and/or project area.

risiko terhadap aktivitas mengemudi. Seluruh kendaraan yang dioperasikan di area kilang dan area proyek harus dikelola dalam *journey management system/plan. Journey management system/plan* diwajibkan diperbarui sesuai *layout/* rute yang digunakan sebagai panduan jalur kendaraan dan mempertimbangkan kemungkinan keadaan darurat yang mengakibatkan cidera kepada pekerja atau kerusakan *property/asset* dan kerusakan lingkungan. Adapun minimum persyaratan *journey management plan* adalah sebagai berikut:

- Melakukan identifikasi bahaya serta memperhitungkan risiko dan pengendalian yang sesuai untuk menurunkan risiko agar pekerjaan dan lingkungan kerja aman dengan mempertimbangkan prinsip *As Low As Reasonably Practicable* (ALARP).
- Persyaratan untuk pelaporan dan pencatatan mobilisasi kendaraan.
- Pengaturan komunikasi.
- Langkah-langkah yang dilakukan pekerja saat terjadi insiden saat mengendarai/ mobilisasi kendaraan.
- *Site* atau area diwajibkan memiliki rencana terkait:
  1. Prosedur yang dijalankan ketika terjadi insiden.
  2. Monitoring mobilisasi kendaraan dan menentukan serta menindaklanjuti *journey management system/plan*.
- Apabila terdapat pekerja baru atau kurang berpengalaman untuk mengemudikan kendaraan pekerja tersebut diwajibkan mendapatkan arahan terkait kondisi mengemudi dan bahaya-bahaya saat mengemudikan kendaraan di area kilang dan atau area proyek.

- Vehicles are required to be cleaned when moving from one area to another.

- Kendaraan diharuskan dibersihkan ketika berpindah dari satu daerah ke daerah lainnya.

9. APPENDIX

9.1 Appendix 1 - Example of IMDK/SIMPER tagging passing theoretical and practical exams

9.2 Appendix 2 - Example of passenger vehicle inspection form

9.3 Appendix 3 - Example of heavy vehicle inspection form

9.4 Appendix 4 - Example of heavy equipment inspection form

9.5 Appendix 5 - Example of Journey Management Plan form

9.6 Appendix 6 - Example of packing list

9. LAMPIRAN

9.1 Lampiran 1 - Contoh *tagging* IMDK/SIMPER lulus ujian teori dan praktik

9.2 Lampiran 2 - Contoh *form* inspeksi kendaraan penumpang

9.3 Lampiran 3 - Contoh *form* inspeksi *heavy vehicle*

9.4 Lampiran 4 - Contoh *form* inspeksi alat berat

9.5 Lampiran 5 - Contoh *form Journey Management Plan*

9.6 Lampiran 6 - Contoh *packing list*

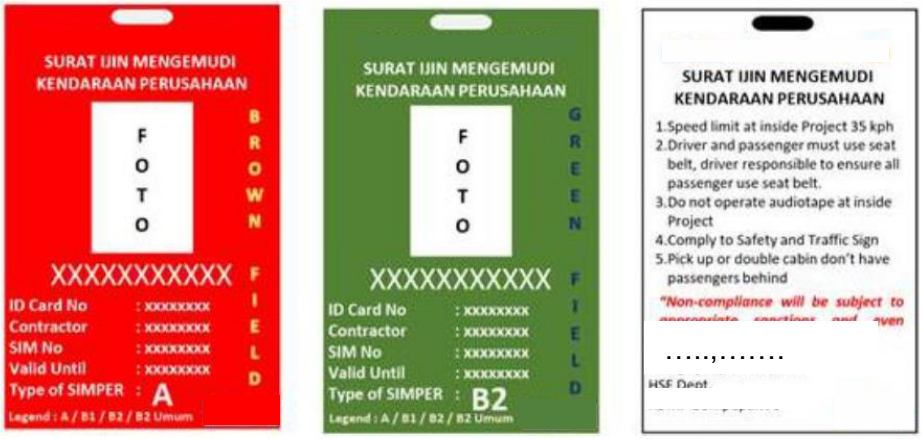
9.1 Appendix 1 – Example of IMDK/SIMPER tagging passing theoretical and practical exams

9.1 Lampiran 1 – Contoh tagging IMDK/SIMPER lulus ujian teori dan praktik

The type of driving license from Indonesian Government

SIM A	:	To drive a public motorized vehicle and items with the allowed amount of weight do not exceed 3,500 kg.
SIM B1/ B1 Umum	:	To drive passenger cars and general materials with a total weight of more than 3,500 kg.
SIM B2/ B2 Umum	:	To drive a towing vehicle or motorized vehicle by pulling a train or trailer with the weight allowed for a train or trailer with more than 1,000 kg.

IMKDK/SIMPER design



9.2 Appendix 2 – Example of passenger vehicle inspection form

9.2 Lampiran 2 – Contoh *form* inspeksi kendaraan penumpang/ material

Period from: / To /

VEHICLE DAILY INSPECTION RECORD

Company: _____
Serial No.: _____

CAR BUS TRUCK

OK NA Defect

	Mon	Tues	Wed	Thu	Fri	Sat	Sun
Seatbelts (including passengers)							
Windshield, washer							
Windshield wiper							
Rear view mirrors							
Headlights, high/low							
Signal lights / left - right							
Hazard Lights							
Tail lights / brake lights							
Horn, back up alarm							
Back up lights							
Engine oil leaks							
Coolant leaks							
Fuel leaks							
Exhaust leaks							
Motor Oil Level							
Radiator water level							
Wind/Washer Level							
Power Steering Level							
Fan/Alternator Belts							
Steering/ Loose Parts							
Gear/Transmission							
Foot Brake							
Parking Brake							
Windows Open / Close							
Doors Open / Close							
Body Damage							
Registration Plates							
Rattles / Vibrations							
Fire Extinguisher							
Jack with handle							
Tools							
First Aid Kit							
Condition of front tires							
Condition of rear tires							
Spare tire							
Name of Operator/ Driver							
Signature							
Date							

9.3 Appendix 3 – Example of heavy vehicle inspection form

9.3 Lampiran 3 – Contoh *form* inspeksi *heavy vehicle*

Period from: / To /

OPERATORS DAILY INSPECTION RECORD

DUMP TRUCK

Company: _____

Serial No.: _____

OK NA DEFECT

	Mon	Tues	Wed	Thu	Fri	Sat	Sun
Seat, seat belt							
Windshield, washer							
Windshield wiper							
Rear view mirrors							
Headlights, high/low							
Signal lights							
Tail lights / brake lights							
Horn, back up alarm							
Back up lights							
Engine oil leaks							
Coolant leaks							
Fuel leaks							
Exhaust leaks							
Transmission; Oil Leaks							
Works in all gears							
Power take off Oil leaks							
Rear Axles; Oil leaks							
Cracked Wheel Rims							
Broken /loose wheel nuts							
Steering linkage							
Brakes / leaks							
Brake test							
Suspension springs							
Hydraulic system							
Dump / Tailgate locks							
Dump body frame cracks							
Mud flaps							
Tires							
Mounting nuts / studs							
Fire extinguisher							
Emergency Spill Kit							
Name of Operator							
Signature							
Date							

9.4 Appendix 4 – Example of heavy equipment inspection form.

9.4 Lampiran 4 – Contoh *form* inspeksi alat berat

Jenis		Operator / Sopir	
Merk / Type	/	SIM Polisi Berlaku s.d	
Kode		Helper	
HM / KM		Tanggal Periksa	
No. Polisi / Serial Number)*		Lokasi Periksa	

Keterangan kondisi : B (Baik), R (Rusak), TA (Tidak Ada), N/A (Tidak tersedia), C (Cek) diisi dengan tanda (V)

BAGIAN YANG DIPERIKSA	HASIL B	R	TA	N/A	C
ENGINE					
Air Cleaner & Connection					
Aircleaner + Vacuator Valve					
Belt Tension					
Engine Condition					
Engine High Indle Rpm (2140 rpm)					
Engine Oil Pan					
Exhaust Pipe					
Fuel Tank					
Lubricate Following Lubrication Chart					
Pre Cleaner					
Racor					
Radiator					
Radiator Core & Connection					
Sediment in Fuel Filter & Tank					
Staring Motor					
Starting Key no.					
Unusual Nolses					
Water Sub Tank Radiator					
TRANSMISSION & STEERING					
Chrottle & Control Levers					
Final Drive Case					
Swing Circle					
Swing Lock and Brake					
Swing Machinery					
ELECTRICAL					
Air Conditioner					
Altenator					
Battery Electrolyte					
Cabin Lamp					
Head Lamp					
Horn					
Monitor Panel & Switchs Function					
Radio, Speakers, Antena					
Refill Fuel Pump					
Smoke ligther					
Travell Alarm					
Wiper + Nozle					

BAGIAN YANG DIPERIKSA	HASIL B	R	TA	N/A	C
HYDRAULIC					
Armor					
Hydraulic Hose					
Hydraulic pump					
Hydraulik Press Relief (357 kg / cm2)					
Hydraulik Tank					
Rod Clyinder Masking					
BODY WORK & CABIN					
Ashtray					
BOOM, Arm, Bucket / Graple					
Bucket					
Caps (Semua Tutup Tangki)					
Door Lock					
Mirror					
Operator Seat					
Rubber Floor Mate					
Seat Belt					
Sticker Set					
Track Rollers & Indlers					
Track Tension					
Washer Wiper Tank					
PERSYARATAN K3					
1 Kebersihan					
2 Sepatu Safety					
3 Pakaian Kerja					
4 Helm					
5 APAR (Racun Api)					
6 Obat untuk P3K					
7 Safety Belt					
LAIN - LAIN					
1 Data Maintenance					

Kesimpulan : Alat Berat / Kendaraan & Operator / Sopir tersebut **Ya / Tidak** *(coret salah satu) dapat beroperasi

Catatan Hasil Pemeriksaan	Diketahui Oleh:
	Diperiksa Oleh:

9.5 Appendix 5 – Example of Journey Management Plan form

9.5 Lampiran 5 – Contoh *form Journey management plan*

JOURNEY MANAGEMENT FORM	
Doc. No.	
Effective Date	
Revision No.	

Journey Management Form			
Day, Date :		Journey register no :	
Time Departure :		Day Journey (0)	
Driver Name :		Estimated Time Arrival (ETA) :	
Assistance driver Name (Optional) :			
Journey from :		To :	
Describe Route : (city A -> city B -> city C, so on)			
Vehicle Type: 1. Light Vehicle (<5 seat) 2. SUV (5 seat) 3. MPV (>7 seat) 4. Truck 5. Bus (Cap 24, 54 and more) 6. Double cabin 7. Lowboy/trailer 8. Other...	Combination of Convoy: Passenger and Load Description:		
Road Condition: 1. All asphalt (1) 2. Gravel (2) 3. Dirt (2) 4. Mud (3) 5. Sand (3)	Combination Describe:		
Weather Condition: 1. Clear blue sky (1) 2. Clear cloudy (1) 3. Grey cloud (1) 4. Light rain (2) 5. Heavy rain (3) 6. Storm (heavy rain + wind) (x)	Combination Describe:		
Driver Condition: 1. Enough rest/sleep (min 4 Hours) (1) 2. Not drinking alcohol (1) 3. Pass DCU (1)	Description:		
Vehicle Condition: 1. Ready to go (1) 2. Need attention (2) 3. Critical part Need Maintenance (x)	Description:		
Risk Assessment: ☐ Safe Journey (Score 6-8) ☐ Low Risk Journey (8-9) ☐ Medium risk Journey (9-11) ☑ High risk Journey (11-13) ☐ Journey cancel or postponed (score meet x)			

	JOURNEY MANAGEMENT FORM	
	Doc. No.	
	Effective Date	
	Revision No.	

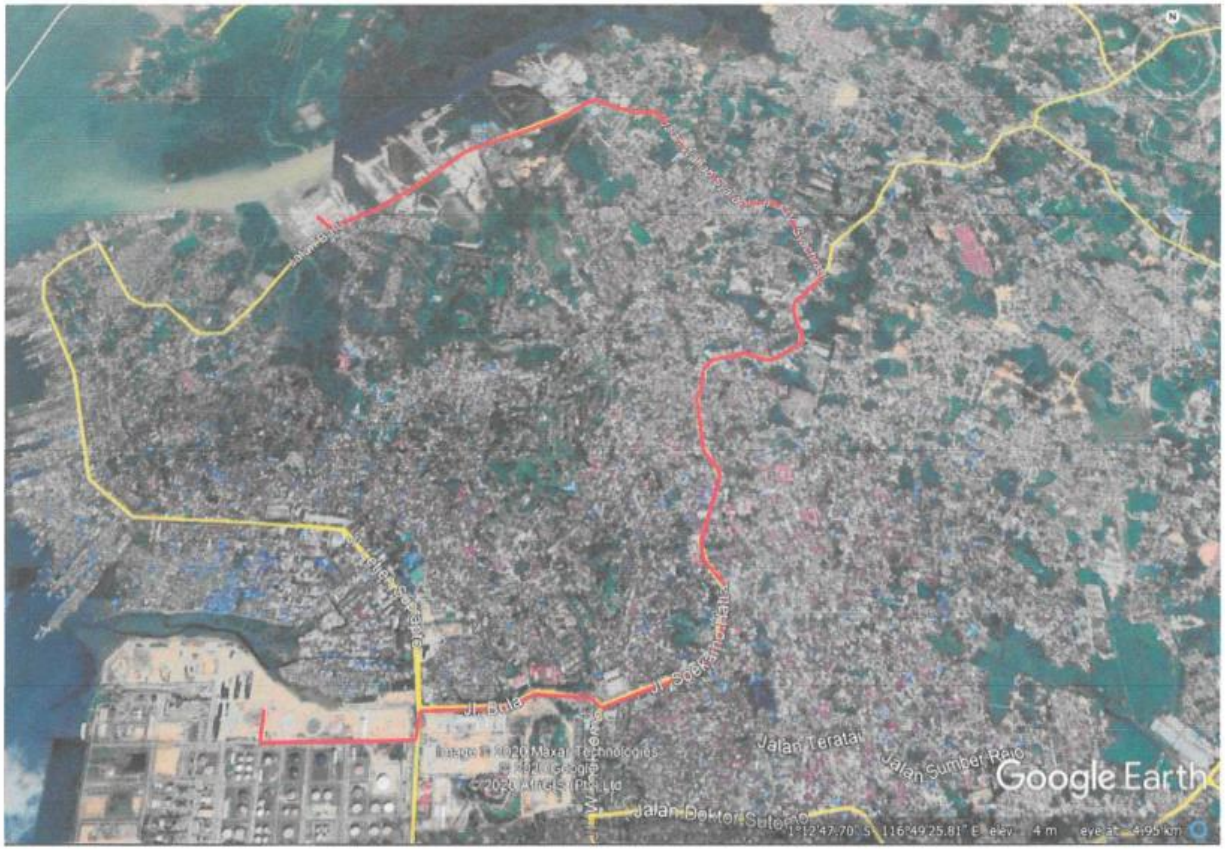
Journey Request by:	Journey acknowledge by:	Journey Approved by:
Name: Sign:	Name: Sign:	Name: Sign

Original form for driver, copy 1 for dispatcher, copy 2 for HSE administrator, copy 3 for security

To attach:
1. Driver Gov. license (SIM)
2. Plot route (map)
3. JSA and TBM attendance list

	JOURNEY MANAGEMENT FORM		
	Doc. No.		
	Effective Date		
	Revision No.		

Plot Route (Map)



Somber Port → Jalan Baru → Jalan Wahab Syarani → Jalan AW. Syachrani → Jalan Soekarno Hatta → Jalan Bula → Jalan Yos Sudarso → Pintu V

	JOB SAFETY ANALYSIS (JSA) AND RISK ASSESSMENT FORM	
	HSE	Job No. :

				Prepared By	Review by	Approved by
Company	:					
Project	:					
Person in charge name	:		NAME			
Position/ Title job	:		SIGNATURE			
Job activity	:					
Date	:		DATE			

NO	Sequence of Basic JobSteps *Tahapanpekerjaan*	Hazard *Bahaya*	Risk *Resiko*	Consequence / severity *Akibat*	Risk Assessment*			Recommendation action *TindakanPengendalian*	Result Risk*)		
					PR	SV	RR		PR'	SV'	RR'
	Lashing material	Not proper lashed	• Fall of load • Slipping of load	• Injuries • Fatality • Damage to material	2	2	L	• Competent and trained personnel • Secure the parts by enough and correct lashing straps • Wedge correctly parts on the trailer	1	1	L
	Driving on road	Outsize transport	Hit the existing properties	Damage to the equipment	2	3	M	• Licenced driver • Control the height, width, axle load and weight of the loaded truck according to the country legislation • Provide an exceptional convoy (ask authorities authorisation) • Respect the rules written on the authorization • Check beforehand the route (bridges...)	2	1	L
		Fatigue at driving	Road accident Back pain Fatigue	• Injuries • Fatality	3	2	M	• Licenced driver • Do not phone while driving • Be vigilant at all time • Do not drive drunk, under the influence of drugs, in case of fatigue • Respect the the traffic rules. In case of bad weather conditions, reduce speed	3	1	L

	JOB SAFETY ANALYSIS (JSA) AND RISK ASSESSMENT FORM	
	HSE	Job No
	JSA Number / Nomor JSA:	

NO	Sequence of Basic JobSteps *Tahapanpekerjaan*	Hazard *Bahaya*	Risk *Resiko*	Consequence / severity *Akibat*	Risk Assessment*			Recommendation action *TindakanPengendalian*	Result Risk*)		
					PR	SV	RR		PR'	SV'	RR'
								• Check safety devices beforehand (lights, break, oil level...) • Check the condition of wheels and tires • Wear safety belt at all time • Take breaks every two hours • Regular maintenance of vehicule (do feedback of vehicule condition)			
		Excess loading at the rear of the vehicule	Accident because of unawareness at night transport	• Injuries • Fatality	2	3	M	• Put reflecting device at the rear and red light for night driving • Do not exceed 3m out of the vehicule, trailer	2	1	L
	Arriving on site	Disregard site rules	Road accident	• Injuries • Unsafe condition	2	1	L	• Be informed and respect the site rules • Wear safety belt at all time • Park only in authorized areas	1	1	L
	Environmental	Parts Leaking	• Oil fuel leak • CO2 release	Pollution	2	2	L	• No refueling of vehicles near water way • Jerry cans to be stored in bunds. • Spill kits to be available on site. • Any spillages of fuels or oils to be immediately cleaned up.	1	1	L
	General	Working without PPEs	Failure to provide emergency equipment, PPE or amenities	Injuries or fatality	1	3	L	• Emergency contacts are available and known • When available, post First aider on work site • Safety hat, Safety shoes and visibility vest are mandatory. Gloves, safety glasses, safety harness and hearing protection must be worn where required.	1	2	L

JOB SAFETY ANALYSIS (JSA) AND RISK ASS

HSE	Job No. : 26071

JSA Number / Nomor JSA: RDMP / JSA / SHLT / 002

NO	Sequence of Basic JobSteps *Tahapanpekerjaan*	Hazard *Bahaya*	Risk *Resiko*	Consequence / severity *Akibat*	Risk Assessment*			Recommendation action *TindakanPengendalian*	Result Risk*)		
					PR	SV	RR		PR'	SV'	RR'
		Noise	Noise came from activities	Injuries on ears	1	2	L	• Isolate equipment from majority of employees in the areas. • Rotate workers who are exposed to the noise source • Insulate the noise source • Wear hearing protection such as Ear Plug and Muff (obligatory ≥ 85 dB(A)) • Install noise mitigation devices and enclosures around construction equipment. • Monitoring noise level (noise mapping) and sign high noise areas.	1	2	L
		Working in Hot weather	Heat Stress	• Injuries • Exhaustion	3	3	M	• Access to cool drinking water and adequate intake of it • Regular rest breaks • Hot heavy tasks to be carried out in early morning or late afternoon • Awareness of signs of heat illnesses • Education about personal factors that effects their ability to cope with heat such as: o Fitness o Weight o Diet o Cardio-vascular disease or metabolic disorder o Heat acclimatization • Medication	2	2	L

JOB SAFETY ANALYSIS (JSA) AND RISK ASSESSMENT FORM

HSE	Job No. :

JSA Number / Nomor JSA:

NO	Sequence of Basic JobSteps *Tahapanpekerjaan*	Hazard *Bahaya*	Risk *Resiko*	Consequence / severity *Akibat*	Risk Assessment*			Recommendation action *TindakanPengendalian*	Result Risk*)		
					PR	SV	RR		PR'	SV'	RR'
	Access and egress – General	Bad housekeeping	Slips, trips, falls	• Injuries • Property damage	3	2	M	• Housekeeping – ensure that construction materials are kept in designated areas • Take care on uneven/wet/slippery grounds • Ensure safe, stable and hard access ways are maintained • Access ways must be clear at all times	1	1	L
	Pre-start inspection of equipment	Not checking Trailer condition before work	Faulty Equipment	Property damage	3	2	M	• Inspection of equipment to be carried out prior to starting on site • Daily pre-start inspection to be carried out by operator	1	1	L
		Untrained personnel, incompetent and inexperienced operator	• Cause Equipment error • Load fall down	• Property damage • Injuries or fatality	1	2	L	• Operators certificate to be sighted before using equipment and experience noted	1	1	L
		Oil spills	• Fall down • Environmental pollution	• Injuries • Soil pollution	3	2	M	• Inspection to be carried out prior to starting on site • Spill kit must be kept on site • Any spillages of fuels or oils to be immediately cleaned up	2	1	L
	Transportation	Working on the Trailer Deck	Fall from trailer	Injuries	3	2	M	• Wear safety shoes (anti-skid) • Use ladder or step	2	1	L

JOB SAFETY ANALYSIS (JSA) AND RISK ASSESSMENT FORM

HSE

JSA Number / Nomor JSA:

NO	Sequence of Basic JobSteps *Tahapanpekerjaan*	Hazard *Bahaya*	Risk *Resiko*	Consequence / severity *Akibat*	Risk Assessment*			Recommendation action *TindakanPengendalian*	Result Risk*)		
					PR	SV	RR		PR'	SV'	RR'
		Working on the Trailer Deck	Fall from trailer (material)	Property damage	3	2	M	• Immobilization of the load on the trailer • Preliminary Inspection	2	1	L
		Traffic accidents	Collision between transport equipments	• Property damage • Injuries or fatality	3	3	M	• Preliminary inspection of the site/route • Inform the drivers • Follow the traffic plan on site • Follow the traffic rules, with assistance of police or special certified services • Drive at slow speed • Assistance of the driver by a second person while maneuvering	2	2	L
	Vehicular Movement	Moving Trailers	Collision between people / plant / property.	• Property damage • Injuries or fatality	3	3	M	• All plant should be approached so that the Driver/Rigger is aware of your presence. All employees to be made aware of the hazards and risks from moving plant and equipment through induction and safety awareness training and toolbox talks. Visitors escorted.	2	1	L
		Moving Trailers	Working around moving vehicles. Maintenance to Trailers	Injuries or fatality	3	3	M	• Personnel to keep clear of access roads. High-vis and safety footwear to be worn in all yard/workshop areas. Keep safe distance from moving vehicles. Give clear signal prior to moving. Maintenance to follow procedures set down in manufacturer's handbooks; i.e. shutdown, brakes engaged, areas taped off etc. No reversing without clear instructions from Dogsman at rear of vehicle	2	1	L

JOB SAFETY ANALYSIS (JSA) AND RISK ASSESSMENT FORM

HSE Job No. :

JSA Number / Nomor JSA:

NO	Sequence of Basic JobSteps *Tahapanpekerjaan*	Hazard *Bahaya*	Risk *Resiko*	Consequence / severity *Akibat*	Risk Assessment*			Recommendation action *TindakanPengendalian*	Result Risk*)		
					PR	SV	RR		PR'	SV'	RR'
		Moving Trailers	Traffic hazards from vehicles in working area	• Property damage • Injuries or fatality	3	3	M	• Use of flashing beacons and lights on goods vehicles & all personnel and visitors to wear safety footwear and high visibility clothing. Dogman required wherever driver's view is obstructed, e.g. large load or reversing etc. Restricted vehicle speed in working area.	2	1	L

Probability (PR)	x	Severity / consequence *Keparahan*	=	Risk Rangking (RR) *Tingkat Risiko*		Recommendation Action *TindakanPengendalian*	
				Score	Level	Tingkat pengendalian	Hierarchy of Control
Frequent =5		Catastrophic = 5		19-25	Extreme high	E= 1+2+3+4+5	1= Eleminasi
Probable – 4		Major = 4		13-18	High	H= 3+4+5	2= Substitusi
Occasional = 3		Moderate / serious = 3		6-12	Medium	M= 4+5	3= REKIND technik
Unlikely = 2		Minor = 2		1-5	Low	L = 5	4= Administrasi
Improbable = 1		Negligible = 1					5= APD

Note : * : Without Control / Tanpa control
*): With Control / Dengan control

9.6 Appendix 6 – Example of packing list

9.6 Lampiran 6 – Contoh *packing list*

Client:			Page: see footer
Site:			Proj. N°:
PACKING LIST			LOG N°:
Crane: CC 2800-1	Fleet N°: 2559	Serial no.: 62305 Year of built: 2009	Date: 08/09/2020
Config: SWSL 84m-60m, Ctw 180t/ 60t ,SL 30m, Hooks 50t,175t, 600t/300t / SL Ballast 246t (14x10t / 11x9t)			Rev.: 1
Distr.:			Editor: RN

Packing		Length	Width	Heigth	Volume	Weight	Freight	Description	Check	
Items	Colli	(m)	(m)	(m)	(m^3)	[t]	(tm^3)	English	Site	Handling
1		14,85	3,00	3,35	149,24	72,400	149,24	Crane body c/w A-frame		CR
2	1	2,50	1,15	1,15	Nested	5,600	Nested	Winch H1		
3		2,50	1,15	1,15	Nested	5,600	Nested	Winch H2		
4	1	11,82	2,00	1,85	43,73	52,900	52,90	Crawler, 1 drive, 1,5m shoes		CR
5	1	11,82	2,00	1,85	43,73	44,800	44,80	Crawler, 1 drive, 1,5m shoes		CR
6	1	2,75	2,30	0,89	5,63	1,330	5,63	Car body tray		CR
7	1	2,75	2,30	0,89	5,63	1,330	5,63	Car body tray		CR
8	1	2,35	1,84	0,45	1,95	10,000	10,00	Counterweight 10t		FL ST
9	1	2,35	1,84	0,45	1,95	10,000	10,00	Counterweight 10t		FL ST
10	1	2,35	1,84	0,45	1,95	10,000	10,00	Counterweight 10t		FL ST
11	1	2,35	1,84	0,45	1,95	10,000	10,00	Counterweight 10t		FL ST
12	1	2,35	1,84	0,45	1,95	10,000	10,00	Counterweight 10t		FL ST
13	1	2,35	1,84	0,45	1,95	10,000	10,00	Counterweight 10t		FL ST
14	1	6,70	2,40	0,37	5,95	20,000	20,00	Counterweight base plate 20t		FL ST
15	1	2,35	1,84	0,45	1,95	10,000	10,00	Counterweight 10t		FL ST
16	1	2,35	1,84	0,45	1,95	10,000	10,00	Counterweight 10t		FL ST
17	1	2,35	1,84	0,45	1,95	10,000	10,00	Counterweight 10t		FL ST
18	1	2,35	1,84	0,45	1,95	10,000	10,00	Counterweight 10t		FL ST
19	1	2,35	1,84	0,45	1,95	10,000	10,00	Counterweight 10t		FL ST
20	1	2,35	1,84	0,45	1,95	10,000	10,00	Counterweight 10t		FL ST
21	1	2,35	1,84	0,45	1,95	10,000	10,00	Counterweight 10t		FL ST
22	1	2,35	1,84	0,45	1,95	10,000	10,00	Counterweight 10t		FL ST
23	1	2,35	1,84	0,45	1,95	10,000	10,00	Counterweight 10t		FL ST
24	1	2,35	1,84	0,45	1,95	10,000	10,00	Counterweight 10t		FL ST
25	1	2,35	1,84	0,37	1,60	7,500	7,50	Counterweight 7,5t		FL ST
26	1	2,35	1,84	0,37	1,60	7,500	7,50	Counterweight 7,5t		FL ST
27	1	2,35	1,84	0,37	1,60	7,500	7,50	Counterweight 7,5t		FL ST
28	1	2,35	1,84	0,37	1,60	7,500	7,50	Counterweight 7,5t		FL ST
29	1	2,35	1,84	0,37	1,60	7,500	7,50	Counterweight 7,5t		FL ST
30	1	2,35	1,84	0,37	1,60	7,500	7,50	Counterweight 7,5t		FL ST
31	1	2,35	1,84	0,37	1,60	7,500	7,50	Counterweight 7,5t		FL ST
32	1	2,35	1,84	0,37	1,60	7,500	7,50	Counterweight 7,5t		FL ST
33	1	12,55	2,99	2,55	95,69	14,800	95,69	SL-Root 5,5m+SL-Head 6,5m+ spreader		CR
34	1	7,30	3,00	0,80	17,52	8,230	17,52	SL-Tray, c/w rods		CR
35	1	10,90	2,98	3,00	97,45	15,000	97,45	Ha-Root 10,5m. 2724-22-02 c/w W1		CR
36	1	3,70	2,73	2,30	23,23	7,400	23,23	Ha-Head 1,5m C/W Sheave set 600t		CR

Packing		Length	Width	Heigth	Volume	Weight	Freight	Description	Check	
Items	Colli	(m)	(m)	(m)	(m^3)	(t)	(tm^3)	English	Site	Handling
37	1	12,26	2,98	2,78	101,57	8,400	101,57	Ha-Insert 12m, 2724-20-01		CR STT
38		NESTED				4,800	Nested	Hi-Insert 12m, 2421-14-02		
39	1	12,26	2,98	2,78	101,57	7,000	101,57	Ha-Insert 12m, 2724-14-11		CR STT
40		NESTED				4,800	Nested	SL-Insert 12m, 2421-10-02		CR STT
41	1	6,26	2,98	2,78	51,86	4,600	51,86	Ha-Insert 6m, 2724-20-01		CR STT
42		NESTED				2,400	Nested	SL-Insert 6m, 2421-10-03		CR STT
43	1	6,26	2,98	2,78	51,86	4,400	51,86	Ha-Insert 6m, 2724-17-01		CR STT
44		NESTED				2,300	Nested	Hi-Insert 6m, 2421-10-04Z (M.P.S.)		CR STT
45	1	12,26	2,98	2,78	101,57	7,900	101,57	Ha-Insert 12m, 2724-17-02 (M.P.S.)		CR STT
46		NESTED				4,800	Nested	Hi-Insert 12m, 2421-14-02		CR STT
47	1	12,26	2,98	2,78	101,57	7,200	101,57	Ha-Insert 12m, 2724-14-01		CR STT
48		NESTED				4,800	Nested	Hi-Insert 12m, 2421-14-01 no spreader		CR STT
49	1	12,26	2,98	2,78	101,57	7,200	101,57	Ha-Reducer 12m, 2724/2421		CR
50	1	17,60	2,50	2,65	116,60	10,000	116,60	WO-WU-Luffing Back Mast		CR
51	1	5,00	2,56	2,45	31,36	2,700	31,36	Hi-Root 4,5m, 2421-14		CR
52	1	5,52	1,94	0,20	2,14	0,300	Nested	Spreader WO 5,3m		CR
53	1	6,19	2,56	2,28	36,13	2,300	36,13	Hi-Insert 6m, 2421-10-02 (LF)		CR STT
54	1	8,25	3,00	3,27	80,93	6,000	80,93	Hi-Head 7,5m, 300t		CR
55	1	2,40	1,64	1,60	6,28	0,750	6,28	Ha/Hi-Runner 2m, 60t, 2 sheaves+anti-2-block		CR
56	1	6,06	2,44	2,59	38,30	6,000	38,30	MC Container 20' open (rigging)		FL ST
57	1	1,20	0,96	0,78	0,90	2,860	2,86	Hook block SWL 48t/50t, 1 sheave		CR
58	1	1,41	1,20	1,04	1,76	4,800	4,80	Hook block SWL 175t, 5 sheaves		CR
59	1	4,30	2,50	0,30	3,23	10,500	10,50	SL Counterweight 10,5T		FL ST
60	1	4,30	2,50	0,30	3,23	10,500	10,50	SL Counterweight 10,5T		FL ST
61	1	4,30	2,50	0,30	3,23	10,500	10,50	SL Counterweight 10,5T		FL ST
62	1	4,30	2,50	0,30	3,23	10,500	10,50	SL Counterweight 10,5T		FL ST
63	1	4,30	2,50	0,30	3,23	10,500	10,50	SL Counterweight 10,5T		FL ST
64	1	4,30	2,50	0,30	3,23	10,500	10,50	SL Counterweight 10,5T		FL ST
65	1	4,30	2,50	0,30	3,23	10,500	10,50	SL Counterweight 10,5T		FL ST
66	1	4,30	2,50	0,30	3,23	10,500	10,50	SL Counterweight 10,5T		FL ST
67	1	4,30	2,50	0,30	3,23	10,500	10,50	SL Counterweight 10,5T		FL ST
68	1	4,30	2,50	0,30	3,23	10,500	10,50	SL Counterweight 10,5T		FL ST
69	1	4,30	2,50	0,30	3,23	10,500	10,50	SL Counterweight 10,5T		FL ST
70	1	4,30	2,50	0,30	3,23	10,500	10,50	SL Counterweight 10,5T		FL ST
71	1	4,30	2,50	0,30	3,23	10,500	10,50	SL Counterweight 10,5T		FL ST
72	1	4,30	2,50	0,30	3,23	10,500	10,50	SL Counterweight 10,5T		FL ST
73	1	6,20	1,25	0,55	4,26	9,000	9,00	SL Counterweight 9T Cr		FL ST
74	1	6,20	1,25	0,55	4,26	9,000	9,00	SL Counterweight 9T Cr		FL ST
75	1	6,20	1,25	0,55	4,26	9,000	9,00	SL Counterweight 9T Cr		FL ST
76	1	6,20	1,25	0,55	4,26	9,000	9,00	SL Counterweight 9T Cr		FL ST
77	1	6,20	1,25	0,55	4,26	9,000	9,00	SL Counterweight 9T Cr		FL ST
78	1	6,20	1,25	0,55	4,26	9,000	9,00	SL Counterweight 9T Cr		FL ST
79	1	6,20	1,25	0,55	4,26	9,000	9,00	SL Counterweight 9T Cr		FL ST

Currently use by CC2500 in Jawa1 Project

Client:				Page:	see footer
Site:				Proj. N°:	S-18-13306
PACKING LIST				LOG N°:	
Crane:	Fleet N°:	Serial no.:	Year of built:	Date:	12/09/2020
Config:				Rev.:	
Distr.:				Editor:	RN

Packing		Length	Width	Heigth	Volume	Weight	Freight	Description	Check	
Items	Colli	(m)	(m)	(m)	(m^3)	[t]	[tm^3]	English	Site	Handling
1	1	14,994	3,52	3,97		67,00		Rough Terrain Crane Terex RT1120		
2	1	5,47	2,25	2,56		13,55		Forklift Truck TCM 10t FD100Z8		
3	1	6,058	2,438	2,591		2,50		Office Container 20ft		CR
4	1	6,058	2,438	2,591		2,50		Office Container 20ft		CR
5	1	6,058	2,438	2,591		10,00		Storage Container 20ft (NLLU 200487-6)		CR
6	1	6,058	2,438	2,591		15,00		Storage Container 20ft Open Top (LCRU 2002258)		CR
7	1	12,192	2,438	2,591		13,50		Storage Container 40ft Open Top (LCRU 4021004)		CR
8	15	6,000	1,500	0,025		0,880		Steel Plate UK		FL ST
9	1	15,00	2,50	3,312		17,000		Tractor Head TA (Lowbed Trailer) UD TRUCKS A 9620 S		
10	1	12,00	2,50	3,312		15,000		Tractor Head TA (Flatbed Trailer) UD TRUCKS A 9712 S		
	24							TOTAL PACKAGES		
					-			TOTAL VOLUME (M3)		
						156,93		TOTAL WEIGHT (TON)		
							-	TOTAL FREIGHT (M3)		

Attention: 1) Weights of nested items (in blue) have to be added to the weight of the item that contains them to obtain the total lifting / transport weight.

HANDLING
CR = crane handling only - Toplifting
FL = Forklifting
ST = Stackable
STT = Stackable if enough wood in between

General Packing List

VESSEL/VOYAGE NO. :
NAME OF CARRIER :
SHIPMENT MODE :
PORT OF LOADING :
PORT OF DESTINATION :

SHIPMENT NO. :
DATE : 09 September 2020
ETD To Site :
ETA To Site :

Package No. & Style		Quantity		Description	Item No.	Dimension (cm) (L) X (W) X (H)	Measurement (CBM)	Net Weight (KG)	Gross Weight (KG)
Crane 220 Ton Sn 2138251	Bare	1	Unit	Crane Carier with second winch + Upper Lower Jib 13.2m, Hook 80T, Hook 10 T, Spare wheel 16.00 R25 Sn 2136251		1592 x 360 x 394	225.81	60,000.00	60,000.00
		1	Unit	Counterweight 2T		220 x 125 x 94	2.59	2,000.00	2,000.00
		1	Unit	Counterweight 11.5T		360 x 235 x 49	4.15	11,500.00	11,500.00
		1	Unit	Counterweight 11.5T		360 x 235 x 49	4.15	11,500.00	11,500.00
		1	Unit	Counterweight 10T		295 x 235 x 31	2.15	10,000.00	10,000.00
		1	Unit	Counterweight 12T		360 x 235 x 36	3.05	12,000.00	12,000.00
		1	Unit	Counterweight 12T		360 x 235 x 36	3.05	12,000.00	12,000.00
		1	Unit	Counterweight 12T		360 x 235 x 36	3.05	12,000.00	12,000.00
		1	Unit	Steel Mate		240 x 120 x 5	0.14	1,167.00	1,167.00
		1	Unit	Steel Mate		240 x 120 x 5	0.14	1,167.00	1,167.00
		1	Unit	Steel Mate		240 x 120 x 5	0.14	1,167.00	1,167.00
		1	Unit	Steel Mate		240 x 120 x 5	0.14	1,167.00	1,167.00
							-		
							-		
Skylift SX125D-1046	Bare	1	Unit	Skylift SX125XC Sn SX125D-1046		1425 x 249 x 305	108.22	20,700.00	20,700.00
							-		
TOTAL		13					355.77	166,368.00	166,368.00