

## LIFE SAVING RULES VIOLATION PROCEDURE

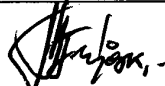
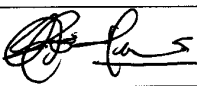
| Document No. | Revision No. | Revision Date (DD/MM/YY) | Page No. |
|--------------|--------------|--------------------------|----------|
| F2820-P0120  | 00           |                          | 1 of 10  |

### APPROVAL

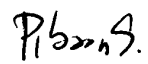
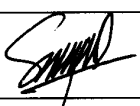
#### 1. PREPARED BY

| Name                 | Position                             | Signature                                                                          | Date       |
|----------------------|--------------------------------------|------------------------------------------------------------------------------------|------------|
| Sentot Djoko Prabowo | HSE Technology & Audit Dept. Manager |  | 04/01/2016 |

#### 2. REVIEWED BY

| Name              | Position                  | Signature                                                                            | Date         |
|-------------------|---------------------------|--------------------------------------------------------------------------------------|--------------|
| Imam Tejo Sukmono | HSE General Manager       |    | 05/01 - 2016 |
| Irma Y. Hattu     | ERL General Manager       |   | 18/01 - 2016 |
| Tira Hendrata     | Management Representative |  | 28 JAN 2016  |

#### 3. APPROVED BY

| Name                  | Position                      | Signature                                                                            | Date      |
|-----------------------|-------------------------------|--------------------------------------------------------------------------------------|-----------|
| Piboon Sirinantanakul | Manufacturing Director        |  | 29/1/2016 |
| Suryandi              | HR & Corporate Admin Director |  | 25/2/2016 |

APPROVED

**LIFE SAVING RULES VIOLATION PROCEDURE**

| Document No. | Revision No. | Revision Date (DD/MM/YY) | Page No. |
|--------------|--------------|--------------------------|----------|
| F2820-P0120  | 00           |                          | 2 of 10  |

**REVISION HISTORY**

| Revision No. | Effective Date | General Description of Revision |
|--------------|----------------|---------------------------------|
| 00           | 25 Feb.2015    | Original procedure              |
|              |                |                                 |

**APPROVED**

## LIFE SAVING RULES VIOLATION PROCEDURE

| Document No. | Revision No. | Revision Date (DD/MM/YY) | Page No. |
|--------------|--------------|--------------------------|----------|
| F2820-P0120  | 00           |                          | 3 of 10  |

### TABLE OF CONTENT

| Contents                                                   | Page No.  |
|------------------------------------------------------------|-----------|
| <b>APPROVAL</b>                                            | <b>1</b>  |
| <b>REVISION HISTORY</b>                                    | <b>2</b>  |
| <b>TABLE OF CONTENTS</b>                                   | <b>3</b>  |
| <b>PROCEDURE</b>                                           | <b>4</b>  |
| <b>1. PURPOSE</b>                                          | <b>4</b>  |
| <b>2. SCOPE</b>                                            | <b>4</b>  |
| <b>3. TERMS &amp; DEFINITIONS</b>                          | <b>4</b>  |
| <b>4. RESPONSIBILITY &amp; DESCRIPTION OF ACTIVITY</b>     | <b>7</b>  |
| <b>5. SAFETY &amp; ENVIRONMENTAL ASPECT/IMPACT CONTROL</b> | <b>10</b> |
| <b>6. ATTACHMENT</b>                                       | <b>10</b> |
| <b>7. REFERENCE</b>                                        | <b>10</b> |

**APPROVED**

## LIFE SAVING RULES VIOLATION PROCEDURE

| Document No.       | Revision No. | Revision Date (DD/MM/YY) | Page No.       |
|--------------------|--------------|--------------------------|----------------|
| <b>F2820-P0120</b> | <b>00</b>    |                          | <b>4 of 10</b> |

### 1. PURPOSE

Menetapkan prosedur sebagai pedoman penyelidikan dugaan pelanggaran “Life Saving Rules” dengan tahapan sebagai berikut:

- 1.1 Menyelidiki, mendapatkan bukti-bukti dan keterangan yang akurat sehubungan dengan kasus yang terjadi dari pihak-pihak terkait;
- 1.2 Mengidentifikasi penyebab kasus dan pihak-pihak yang bertanggung jawab dalam kasus tersebut;
- 1.3 Hasil investigasi dapat menjadi petunjuk bagi HR Komite maupun HR Director dalam mengambil keputusan.

*Establish procedures to guide investigation of alleged violations of Life Saving Rules with the following stages:*

- 1.1 *Investigate, obtain evidence and accurate information with respect to the case of related parties;*
- 1.2 *Identifying the causes of and parties responsible in such cases;*
- 1.3 *The results of the investigation can be a clue to the HR Committee and HR Director in taking decisions.*

### 2. SCOPE

- 2.1 Prosedur ini berlaku untuk semua pekerja CAP, SMI dan PBI maupun kontraktor yang mempunyai pekerjaan atau aktivitas di sekitar area CAP, SMI dan PBI atau yang dikontrol oleh management CAP, SMI dan PBI;

*This procedure is applied for all workers who are CAP, SMI and PBI employees and or contractors which work or activities in surrounding CAP, SMI and PBI complex or area which under CAP, SMI and PBI management control;*

- 2.2 HSE akan bertindak sebagai ketua tim untuk menginvestigasi dugaan pelanggaran “Life Saving Rules”;

*HSE will act as team leader to investigate suspected violations of Life Saving Rules.*

- 2.3 ERL dan SP akan menjadi anggota tim investigasi dugaan pelanggaran “Life Saving Rules”.

*ERL and the SP will be a member of the team investigating suspected violations of Life Saving Rules.*

### 3. TERMS & DEFINITIONS

- 3.1 CAP : PT. Chandra Asri Petrochemical, Tbk.
- 3.2 PBI : PT. Petrokimia Butadiene Indonesia.
- 3.3 SMI : PT. Styrendo Monomer Indonesia.
- 3.4 HSE : Health, Safety and Environment Div.
- 3.5 ERL : Employee Relations Division.
- 3.6 SP : Serikat Pekerja (Labor Union).
- 3.7 PKB : Perjanjian Kerja Bersama.

**APPROVED**

## LIFE SAVING RULES VIOLATION PROCEDURE

| Document No.       | Revision No. | Revision Date (DD/MM/YY) | Page No.       |
|--------------------|--------------|--------------------------|----------------|
| <b>F2820-P0120</b> | <b>00</b>    |                          | <b>5 of 10</b> |

- 3.8 AIN: Accident, Incident and Near-miss.
- 3.9 OPEDR: Overall Plant Effectiveness Deviation Report.
- 3.10 OPR: Operation Problem Report.
- 3.11 EPR: Equipment Problem Report

- 3.12 Pelanggaran terhadap Life Saving Rules adalah apabila dalam melakukan aktifitas kerja tidak sesuai dengan peraturan yang berlaku sebagaimana yang tercantum dalam daftar tindakan “tidak boleh” dilakukan (Don't List) yang telah disetujui oleh manajemen CAP, SMI dan PBI.

*Life Saving Rules violation is any violation activities which classified not comply with CAP, SMI and PBI Life Saving Rules, in this case violate the Don't list of Life Saving Rules that approved by CAP, SMI and PBI management.*

- 3.13 Laporan Pra-Investigasi AIN (Accident, Incident, dan Near-miss) adalah laporan yang dibuat berdasarkan rapat Pra Investigasi ketika Accident, Incident, dan Near-miss terjadi (berdasarkan AIN Reporting and Pre-Investigation procedure no. F2811-P0019). Laporan ini harus ditindaklanjuti jika terdapat dugaan pelanggaran terhadap prosedur yang berlaku.

*AIN (Accident, Incident, and Near-miss) Pre-Investigation Report is a report that made based on pre-investigation meeting when any Accident, Incident, and Near-miss happened (refer to AIN Reporting and Pre-Investigation procedure no. F2811-P0019). This report have to be followed-up if any violation to applicable procedure.*

- 3.14 Laporan Pra-Investigasi OPEDR/OPR/EPR adalah laporan yang dibuat berdasarkan rapat Pra Investigasi ketika terjadi kondisi tidak normal pada proses atau peralatan (merujuk Procedure for Monitoring Corrective Action and Preventive Action no. TQM-DIV-0040). Laporan ini harus ditindaklanjuti jika terdapat dugaan pelanggaran terhadap prosedur yang berlaku.

*OPEDR/OPR/EPR Pre-Investigation Report is a report that made based on abnormality condition at process or equipment (refer to Procedure for Monitoring Corrective Action and Preventive Action no. TQM-DIV-0040). This report have to be followed-up if any violation to applicable procedure.*

- 3.15 Karyawan CAP, SMI dan PBI adalah pekerja yang direkrut oleh CAP, SMI dan PBI dan bekerja dibawah manajemen CAP, SMI dan PBI.

*CAP, SMI and PBI employees are all of workers who hired by CAP, SMI and PBI and work under direct managing by CAP, SMI and PBI management.*

- 3.16 Karyawan Non CAP, SMI dan PBI adalah pekerja dari subkontraktor, supplier dan surveyor yang bekerja di lingkungan CAP, SMI dan PBI dan secara tidak langsung berada dibawah manajemen CAP, SMI dan PBI.

*Non CAP, SMI and PBI employees/ contractor are all workers from subcontractors, supplier, surveyors, etc. who work at CAP, SMI and PBI complex and indirect manage by CAP, SMI and PBI management.*

- 3.17 Penemu (yang menemukan adanya kasus) adalah seluruh karyawan CAP, SMI dan PBI yang bertanggung jawab untuk melaporkan kepada supervisornya atau kepada personil HSE.

**APPROVED**

## LIFE SAVING RULES VIOLATION PROCEDURE

| Document No.       | Revision No. | Revision Date (DD/MM/YY) | Page No.       |
|--------------------|--------------|--------------------------|----------------|
| <b>F2820-P0120</b> | <b>00</b>    |                          | <b>6 of 10</b> |

*Finder is all CAP, SMI and PBI employee and responsible to report to his/her supervisor/superior or HSE personal.*

- 3.18 Saksi adalah seluruh karyawan CAP, SMI dan PBI yang melihat atau berada atau mengetahui adanya kasus yang ditemukan dan dilaporkan Penemu/Finder kepada supervisornya atau kepada personil HSE.

*Witness is all CAP, SMI and PBI employee who see or in a place or know the case who found and reported by finder to report to his/her supervisor/superior or HSE personal.*

**APPROVED**

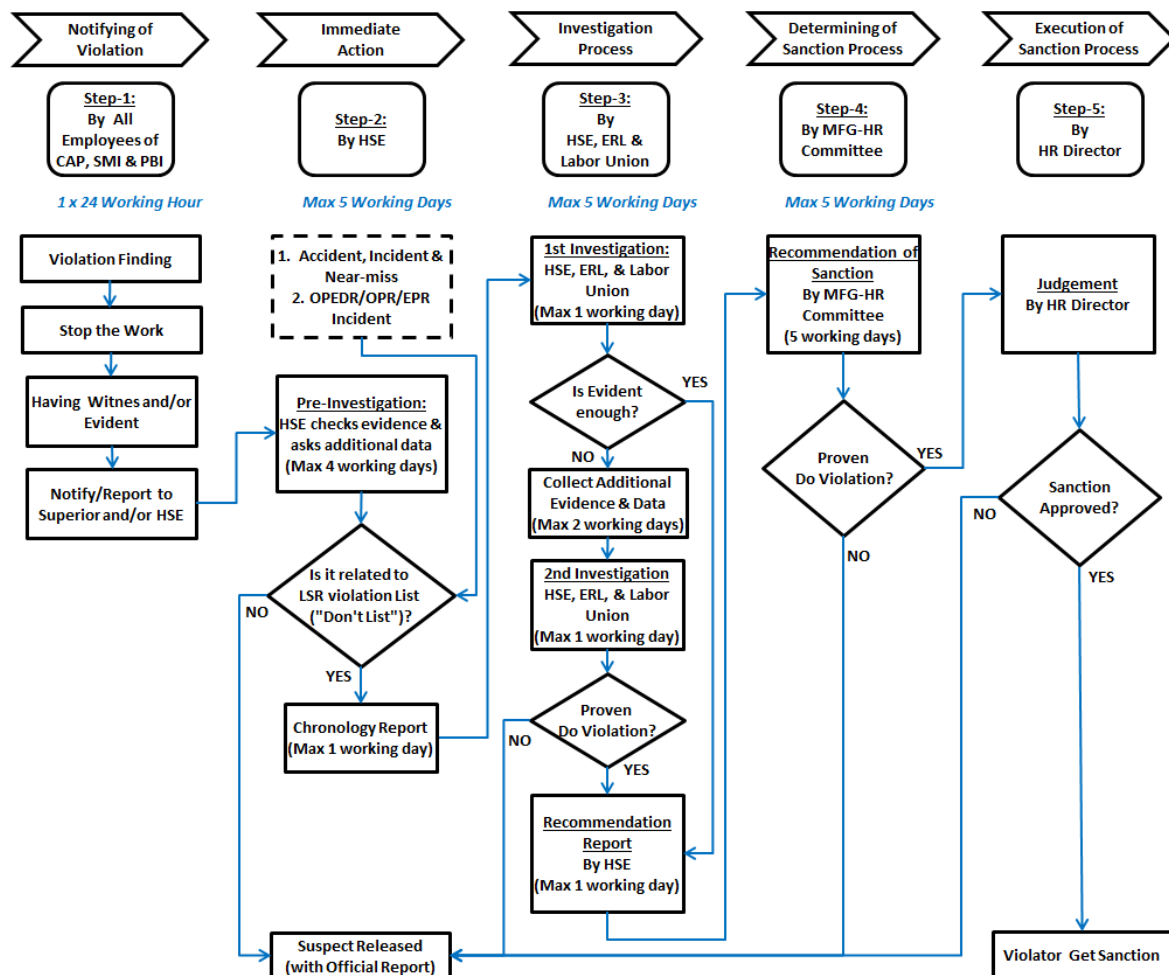
## LIFE SAVING RULES VIOLATION PROCEDURE

| Document No. | Revision No. | Revision Date (DD/MM/YY) | Page No. |
|--------------|--------------|--------------------------|----------|
| F2820-P0120  | 00           |                          | 7 of 10  |

### 4. RESPONSIBILITY & DESCRIPTION OF ACTIVITY

#### 4.1 Alur Kerja Pemrosesan Pelanggaran “Life Saving Rules”;

*Workflow of Life Saving Rules Violation Processing;*



Gambar-1. Alur Kerja Pemrosesan Pelanggaran Life Saving Rules  
Figure-1. Workflow of Life Saving Rules Violation Processing

4.2 Penemu harus menghentikan pekerjaan pelanggar jika menemukan suatu pelanggaran terhadap “Life Saving Rules” (melakukan tindakan yang tercantum di dalam “Don’t List”) dan melaporkan kejadian tersebut dengan disertai bukti pendukung dan/atau saksi kepada atasan dan HSE TNA. Setiap laporan pelanggaran Life Saving Rules harus disampaikan kepada HSE TNA menggunakan format “Life Saving Rules & HSE Regulation Violation Report” *maksimal 1 x 24 jam kerja* beserta bukti yang ditemukan untuk diamankan dan/atau tanda tangan saksi. Bukti dicatat dalam format “Life Saving Rules Evidence Detained” dan akan dikembalikan setelah rapat komite HR-MFG selesai.

## LIFE SAVING RULES VIOLATION PROCEDURE

| Document No.       | Revision No. | Revision Date (DD/MM/YY) | Page No.       |
|--------------------|--------------|--------------------------|----------------|
| <b>F2820-P0120</b> | <b>00</b>    |                          | <b>8 of 10</b> |

*Finder must stop violator's work/activity if it finds a violation of the "Life Saving Rules" (do action as listed in the Don't List) and reported the incident, accompanied by supporting evidence and / or witness to superior and HSE TNA. Each Life Saving Rules violations report must be submitted to the HSE TNA by using "Life Saving Rules & HSE Regulation Violation Report" form maximum of 1 x 24 hours along with the evidence found for safekeeping and/or witness signature. The evidence is recorded in the "Life Saving Rules Evidence Detained" form and will be returned after the HR-MFG committee meeting completed.*

- 4.2.1 Berdasarkan butir 4.2 HSE TNA akan melakukan pra-investigasi dengan memeriksa bukti-bukti yang ada dan/atau meminta data-data pendukung tambahan dan nama saksi, apabila ada, kepada pihak terkait/atasan/orang yang mengetahui adanya kejadian (*maksimal 4 hari kerja*), dan jika ada indikasi pelanggaran terhadap "Life Saving Rules" maka laporan kronologisnya akan dibuat (*maksimal 1 hari kerja*) menggunakan format "Chronology Report of Suspected Life Saving Rules Violation (Life Saving Rules Pre-Investigation Report)". Jika tidak ada indikasi pelanggaran maka "Berita Acara" akan dibuat.

*Based on item 4.2 HSE TNA will do pre-investigation by examining the existing evidence and/or request additional supporting data and the names of witnesses, if any, to related parties/superior /person who knows the event (maximum 4 working days), and if any indication to the "Life Saving Rules" violation then a chronological report will be made (maximum 1 working day) by using "Chronology Report of Suspected Life Saving Rules Violation (Life Saving Rules Pre-Investigation Report)" form. If there is no violation indication then "Official Report" will be made.*

- 4.2.2 Laporan kronologis dapat pula bersumber dari hasil pra-investigasi Accident, Incident dan Nearmiss (AIN) atau OPEDR/OPR/EPR jika terdapat indikasi melakukan tindakan yang tercantum dalam "Don't List".

*Chronological report can also be derived from the results of pre-investigation Accident, Incident and Near-miss (AIN) or OPEDR/OPR/EPR if any indication people do action as listed in the "Don't List".*

- 4.3 Setelah membuat kronologi yang didukung dengan bukti-bukti sementara, HSE TNA akan mengundang anggota Tim Investigasi dari ERL dan Serikat Pekerja untuk memberikan penjelasan awal mengenai kasus tersebut kepada Tim Investigasi; (*maksimal 1 hari kerja*).

*After making a chronology that is supported by the temporary evidence, HSE TNA will invite Investigation Team member from ERL and Labor Union to provide initial explanation about the case to the Investigation Team; (Maximum 1 normal work day).*

- 4.4 Selanjutnya Tim Investigasi akan mempelajari dan membahas kronologi dengan data-data pendukung yang ada. Apabila Tim Investigasi berpendapat penjelasan awal HSE TNA yang didukung dengan bukti – bukti dan keterangan telah cukup maka Tim Investigasi akan membuat kesimpulan (butir 4.7) tetapi apabila bukti dan keterangan dari HSE TNA belum cukup, maka masing-masing anggota Tim Investigasi dapat mencari bukti tambahan dan memanggil pihak-pihak terkait agar kasus tersebut menjadi jelas; (*maksimal 2 hari kerja*).

*Furthermore, the investigation team will study and discuss the chronology with supporting data available. When the investigation team believes the initial explanation from the HSE*

## LIFE SAVING RULES VIOLATION PROCEDURE

| Document No.       | Revision No. | Revision Date (DD/MM/YY) | Page No.       |
|--------------------|--------------|--------------------------|----------------|
| <b>F2820-P0120</b> | <b>00</b>    |                          | <b>9 of 10</b> |

*TNA which supported by the evidence and the information has been enough then investigation team will make a conclusion (item 4.7), but if the evidence and information from the HSE TNA is not enough, then each Investigation Team member may seek additional evidence and summon the related parties in order to the case be clear; (maximum 2 working days).*

- 4.5 Setelah waktu yang ditetapkan (*maksimal 2 hari kerja*), HSE TNA mengundang kembali Tim Investigasi untuk membahas kasus tersebut berdasarkan bukti dan data tambahan yang diperoleh; (*maksimal 1 hari kerja*).

*After a set time (maximum 2 working days), HSE TNA invited back Investigation Team to discuss the case based on the evidence and additional data obtained; (maximum 1 working day).*

- 4.6 Apabila semua anggota Tim Investigasi telah sepakat, selanjutnya Tim Investigasi akan membuat kesimpulan apakah tindakan tersebut merupakan pelanggaran atau tindakan tersebut bukan merupakan pelanggaran; (*maksimal 1 hari kerja*).

*If all members of the Investigation Team have been agreed, furthermore investigation team will make a conclusion whether the act was a violation or act is not a violation; (maximum 1 working day).*

- 4.7 Jika tindakan tersebut bukan merupakan pelanggaran terhadap "Life Saving Rules", maka kasus ditutup dan HSE TNA akan membuat "Berita Acara" yang ditandatangani oleh semua anggota Tim Investigasi dan dikirimkan ke MFG-HR Komite sebagai laporan.

*If such action is not a violation of the Life Saving Rules, then the case is closed and HSE TNA will make an 'Official Report' signed by all members of the investigation team and transmitted to the MFG-HR Committee as report.*

- 4.8 Apabila tindakan tersebut merupakan pelanggaran terhadap "Life Saving Rules", maka hasil investigasi langsung dikirim ke MFG-HR Komite disertai bukti pendukung untuk dinilai dan selanjutnya MFG-HR Komite akan membuat Rekomendasi yang ditujukan kepada HR Director menggunakan format "Life Saving Rules Recommendation Report (LSR Investigation Report)".

*If the act was a violation of the 'Life Saving Rules', then the results of the investigation sent directly to MFG-HR Committee with supporting evidence to be assessed and subsequently MFG-HR Committee will make a recommendation addressed to the HR Director by using "Life Saving Rules Recommendation Report (LSR Investigation Report)" format.*

- 4.9 HR Director akan menilai dan memutuskan bentuk sanksi atau keputusan lain terhadap kasus tersebut.

*HR Director will assess and decide the sanction will be or any other decision on the case.*

**APPROVED**

## LIFE SAVING RULES VIOLATION PROCEDURE

| Document No.       | Revision No. | Revision Date (DD/MM/YY) | Page No.        |
|--------------------|--------------|--------------------------|-----------------|
| <b>F2820-P0120</b> | <b>00</b>    |                          | <b>10 of 10</b> |

### 5. SAFETY & ENVIRONMENTAL ASPECT/IMPACT CONTROL

| A/I No. | Activity                              | Operating Conditions |    | Significant Safety and Environmental Aspect |                                           | Prescribed Spec and Correlative/ Prev. Actions |
|---------|---------------------------------------|----------------------|----|---------------------------------------------|-------------------------------------------|------------------------------------------------|
|         |                                       | N                    | AN | Aspect                                      | Impact                                    |                                                |
|         | Life Saving Rules Violation Procedure |                      | √  | Safety                                      | Person, Environment, Asset and Reputation | Comply with HSE Requirement                    |

### 6. ATTACHMENT

(Please specify any attachment to this procedure)

| Attachment No. | Title                                                                                                 | No. of Pages |
|----------------|-------------------------------------------------------------------------------------------------------|--------------|
| 1              | F2820-F0121 Life Saving Rules Violation Item List                                                     | 3            |
| 2              | F2820-F0122 Life Saving Rules & HSE Regulation Violation Report Form                                  | 1            |
| 3              | F2820-F0123 Chronology Report of Suspected Life Saving Rules Violation (LSR Pre-Investigation Report) | 1            |
| 4              | F2820-F0124 Life Saving Rules Recommendation Report (LSR Investigation Report).                       | 1            |
| 5              | F2820-F0125 Life Saving Rules Evidence Detained Form                                                  | 1            |

### 7. REFERENCES

| Document No. | Title                                                             | Location  |
|--------------|-------------------------------------------------------------------|-----------|
| 1            | Man power ministry PP 50 2012 SMK3 element 6                      | TQM       |
| 2            | Collective Labor Agreement (PKB) CAP                              | Employees |
| 3            | Code Of Conduct CAP                                               | Employees |
| 4            | Occupational Health and Safety Assessment Series OHSAS 18001:2007 | TQM       |
| 5            | Environmental Management System ISO 14001:2004                    | TQM       |
| 6            | Quality Management System ISO 9001:2008                           | TQM       |

**APPROVED**