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<b>Written By</b>	<b>Date</b>	<b>Approved By</b>	<b>Date</b>	<b>Authorised By</b>	<b>Date</b>
<b>Signature</b>		<b>Signature</b>		<b>Signature</b>	

Valid from: \_\_\_\_/ \_\_\_\_/ \_\_\_\_
Due for Revision: Within 2 years

**Distribution Points:**

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## 1. SCOPE

This standard operating procedure applies to all the Departments and personnel at Poligas Ltd.

## 2. OBJECTIVE

The objective of this procedure is the institution of efficient, effective and timely responses to emergency situations that may arise at the plant of Poligas Ltd. Emergency response plans have been prepared for handling fire and oxygen leaks.

## 3. DEFINITIONS

Not applicable

## 4. RESPONSIBILITIES


Responsibility for the correct institution of these procedures lies with the Quality Assurance Manager and the Engineer.

## 5. STATEMENT OF SOP

### 5.1 Emergency Response Plans

A clearly marked fire exit route is found within the premises.

Carry out drills periodically in order to ensure that all the personnel are sufficiently well trained so as to carry out such emergency response procedures.

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Familiarize the personnel with Acetylene Leak Emergency Response Plan (SOPGE/16/06/02 A-01) and Fire Emergency Response Plan (SOPGE/16/06/02 A-02) which present these plans in a concise, easy to follow fashion.

Review the procedures from time to time to ensure that they are effective.

The emergency response plans are made known to any Truck Driver who handles gas cylinders – Emergency Response Plan for Truck Driver (SOPGE/16/06/02 A- 03).

## 5.2 Fire Emergency Response Plan

In the event of fire, irrespective of its apparent magnitude, the person noting this must immediately sound an evacuation alarm.

Evacuate the area by following pre-designated emergency exit routes with staff gathering at meeting points crosswind or upwind.

If possible, identify the source of the fire and shut-off.

If acetylene is supporting the fire, the flow supporting the fire is immediately stopped. This is quite easily identified owing to the fact that usually a white mist forms by the condensation of atmospheric moisture when acetylene is in contact with it and this indicates the approximate extent of the area of acetylene enrichment.


Shut off electrical supplies & equipment and other mechanical and hot equipment.

If the fire is contained, cordon off the affected area and post a guard. The Quality Assurance Manager contacts the fire service, the Company Physician, and the Chief Executive Officer.

If safe to do so, and if fire is small, the application of an appropriate extinguishing agent for the combustible material is attempted.

For acetylene Carbon Dioxide extinguishers are appropriate.

Electricity must not be turned on and personnel must not be allowed to return to the area, until advised by the Fire Service that it is safe to do.

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### **5.3 Acetylene Leak Emergency Response Plan**

In the event of acetylene leakage, the person noting this must immediately sound an evacuation alarm.

Evacuate the area by following pre-designated emergency exit routes with staff gathering at meeting points crosswind or upwind.

Resolution of the situation is achieved by sending in trained personnel who must wear self-contained breathing apparatus protective clothing.

Assist conscious persons to an uncontaminated area to inhale fresh air.

Eliminate if possible any ignition sources, and identify the source of the leak and shut-off.

Only a person who is wearing breathing equipment can shut off the leak.

Open all the windows of the premises.

Cordon off the affected area and post a guard.

The Quality Assurance Manager contacts the fire service, the Company Physician, and the Chief Executive Officer.

Carry out emergency first aid procedures on any casualties until medical care arrives.

Do not turn on electricity.


Do not allow any personnel to return to the area, until advised by the Health and Safety Officer that it is safe to do so.

### **5.4 Documenting the Emergency Event**

After the emergency situation has been successfully resolved, the individual who raised the initial alarm fills in the Incident Report Form (SOPGE/16/06/02 A-04).

He/she submits this form to the Quality Assurance Manager who fills in the Emergency Response Master Checklist (SOPGE/16/06/02 A-05).

The Quality Assurance Manager submits these forms to the Chief Executive Officer of Poligas Ltd. together with any other relevant documentation such as photographs, witness statements, medical reports describing any sustained injuries, sketches and measurements

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of the accident scene, staff statements, police reports, property damage assessments, lists of any third parties affected, and accounts of any technical causes for the emergency situation.

The Chief Executive Officer evaluates the data and if the situation is serious enough to warrant it, he informs the Health and Safety Department, seeks legal advice and contact his insurers for additional surveys.

## 6. REASON FOR REVISION

To change the review date from three years to two years from the date the SOP comes into affect

To reflect personnel changes in the company's infrastructure

## 7. APPENDICES


SOPGE/16/06/02/A-01: AcetyleneLeak Emergency Response Plan

SOPGE/16/06/02/A-02: Fire Emergency Response Plan

SOPGE/16/06/02/A-03: Emergency Response Plan for Truck Driver

SOPGE/16/06/02/A-04: Incident Report Form

SOPGE/16/06/02/A-05: Emergency Response Master Checklist

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## 8. TRAINING LOG

### 8.1 Training needs

CEO

Qualified Person

Quality Assurance Manager

Quality Control Manager

Production Manager

Production Engineer

Senior Operator

Operator

Assistant Administrator

Front Office Personnel