HSE Legal Register - Gap Analysis & Compliance review						ABL Location: Mexico
Legal Id	**Area**	**Name of law** (insert web links where applicable)	**Regulatory Body**	**Version**	**OHS or OPS**	**Summary of Regulatory Requirements.**
1	General	Constitución Política de los Estados Unidos Mexicanos	Cámara de Diputados	08-may-23	N/A	Title VI, Del Trabajo y de la Previsión Social (Labour rights: training, health, hygiene and safety measurements)
2	General	Ley Federal de Seguridad y Salud en el Trabajo	Cámara de Diputados	27-dic-22	OPS	Detailed Mandatory Terms for labour rights: training, health, hygiene and safety measurements.
3	General	Reglamento Federal de Seguridad y Salud en el Trabajo	Secretaria del Trabajo y Previsión Social	14-nov-14	OPS	Establish the provisions on Occupational Safety and Health that must be observed in the Work Centers, in order to have the conditions that allow Risks to be prevented and, in this way, guarantee workers the right to carry out their activities in environments that ensure their life and health, based on the provisions of the Federal Labor Law.
3	General	Ley del Seguro Social	Cámara de Diputados	25-abr-23	OPS	Social security guarantees: right to health, medical assistance, the protection of means of subsistence and the social services necessary for individual and collective well-being.
4	General	Ley Federal de Protección de Datos Personales en Posesión de Particulares	Cámara de Diputados	05-jul-10	OPS	Protection of personal data held by particualrs-individuals, in order to regulate their legitimate, controlled and informed treatment, in order to guarantee privacy and the right to self-determination of individuals information.
5	Environmental	Ley General para la Prevensión y Gestión de los residuos	Cámara de Diputados	08-may-23	OHS	Guarantee the right of every person to a healthy environment and promote sustainable development through the prevention of the generation, recovery and comprehensive management of hazardous waste, urban solid waste and special handling; prevent the contamination of sites with these residues and carry out their remediation
6	Safety PC	Ley de Protección Civil para Tamaulipas	Gobierno Tamaulipas	04-mar-21	OHS	Civil protection actions and plans in the State of Tamaulipas
7	Safety PC	Reglamento de la Ley de Protección Civil Tamaulipas	Gobierno Tamaulipas	23-oct-01	OHS	To standardize the procedures and application of State Civil Protection Law
8	Safety	Reglamento Municipal de Protección Civil de Carmen	Gobierno de Campeche	14-jun-17	OHS	Civil protection actions and plans at Carmen, Campeche.
9	Safety	NOM-001-STPS-2008, Edificios, locales, instalaciones y áreas en los centros de trabajo - Condiciones de seguridad	Secretaria del Trabajo y Previsión Social	24-nov-2008	OHS	Establish the safety conditions of the buildings, premises, facilities and areas in the work centers for their proper functioning and conservation, in order to prevent risks to workers.
10	Safety	NOM-002-STPS-2010, Condiciones de seguridad - Prevención y protección contra incendios en los centros de trabajo.	Secretaria del Trabajo y Previsión Social	09-Dec-10	OHS	Establish the requirements for prevention and protection against fires in the workplace.
11	Safety	NOM-004-STPS-1999, Sistemas de protección y dispositivos de seguridad de la maquinaria y equipo que se utilice en los centros de trabajo.	Secretaria del Trabajo y Previsión Social	31-May-99	OHS	Establish safety conditions and protection systems and devices to prevent and protect workers against work risks generated by the operation and maintenance of machinery and equipment.
12	Safety	NOM-005-STPS-1998, Relativa a las condiciones de seguridad e higiene en los centros de trabajo para el manejo, transporte y almacenamiento de sustancias químicas	Secretaria del Trabajo y Previsión Social	02-Feb-99	OHS	Establish safety and hygiene conditions for the handling, transport and storage of hazardous chemical substances, to prevent and protect the health of workers and avoid damage to the workplace.

Legal Id	Area	Name of law (insert web links where applicable)	Regulatory Body	Version	OHS or OPS	Summary of Regulatory Requirements.
13	Safety	NOM-006-STPS-2014, Manejo y almacenamiento de materiales-Condiciones de seguridad y salud en el trabajo	Secretaria del Trabajo y Previsión Social	11-Nov-14	OHS	Establish the safety and health conditions at workpalce to avoid risks to workers and damage to facilities due to material handling and storage activities, through the use of machinery or manually.
14	Safety	NOM-009-STPS-2011, Condiciones de seguridad para realizar trabajos en altura.	Secretaria del Trabajo y Previsión Social	09-May-11	OHS	Establish the minimum safety requirements for the prevention of occupational hazards due to work at height.
15	Health	NOM-011-STPS-2001, Condiciones de seguridad e higiene en los centros de trabajo donde se genere ruido	Secretaria del Trabajo y Previsión Social	17-Apr-02	OHS	Establish safety and hygiene conditions in Work Centers where noise is generated that, due to its characteristics, levels and time of action, is capable of altering the health of workers; the maximum levels and the maximum permissible exposure times per working day, their correlation and the implementation of a hearing conservation program.
16	Health	NOM-013-STPS-1993, Relativa a las condiciones de seguridad e higiene en los centros de trabajo donde se generen radiaciones electromagnéticas no	Secretaria del Trabajo y Previsión Social	06-Dec-93	OHS	Establish preventive and control measures in work centers where non-ionizing electromagnetic radiation is generated, to prevent risks to the health of workers that involve exposure.
17	Safety	NOM-017-STPS-2008, Equipo de protección personal - Selección, uso y manejo en los centros de trabajo	Secretaria del Trabajo y Previsión Social	09-Jul-08	OHS	Establish the minimum requirements for the employer to select, acquire and provide to the workers with the corresponding PPE, to protect them from agents in the work environment that may harm their physical integrity and health.
18	Safety	NOM-018-STPS-2015, Sistema armonizado para la identificación y comunicación de peligros y riesgos por sustancias químicas peligrosas en los centros de trabajo	Secretaria del Trabajo y Previsión Social	09-Oct-15	OHS	Establish the requirements in the work centers of the harmonized system of identification and communication of dangers and risks due to dangerous chemical substances, in order to prevent damage to workers.
19	Safety	NOM-019-STPS-2011, Constitución, integración, organización y funcionamiento de las comisiones de seguridad e higiene.	Secretaria del Trabajo y Previsión Social	13-Apr-11	OHS	Establish the requirements for the constitution, integration, organization and operation of the safety and hygiene commissions in the workplace.
20	Safety	NOM-022-STPS-2015, Electricidad estática en los centros de trabajo - Condiciones de seguridad.	Secretaria del Trabajo y Previsión Social	01-Apr-16	OHS	Establish safety conditions in work centers to prevent risks from static and atmospheric electricity.
21	Health	NOM-025-STPS-2008, Condiciones de iluminación en los centros de trabajo	Secretaria del Trabajo y Previsión Social	20-Dec-08	OHS	Establish the lighting requirements in the areas of the work centers, in order to provide a safe and healthy environment in the performance of the tasks carried out by the workers.
22	Safety	NOM-029-STPS-2011, Mantenimiento de las instalaciones eléctricas en los centros de trabajo - Condiciones de seguridad	Secretaria del Trabajo y Previsión Social	29-Dec-11	OHS	Establish safety conditions for carrying out maintenance activities on electrical installations in work centers, in order to prevent accidents to the personnel responsible for carrying them out and to people not involved in such activities but may be exposed.

Legal Id	Area	**Name of law** (insert web links where applicable)	Regulatory Body	Version	OHS or OPS	Summary of Regulatory Requirements.
23	Safety	NOM-030-STPS-2009, Servicios preventivos de seguridad y salud en el trabajo - Funciones y actividades	Secretaria del Trabajo y Previsión Social	22-Dec-09	OHS	Establish the functions and activities that must be carried out by preventive health and safety services at work.
24	Safety	NOM-033-STPS-2015 Condiciones de seguridad para realizar trabajos en espacios confinados	Secretaria del Trabajo y Previsión Social	31-Aug-15	OHS	Establish safety conditions to protect the physical integrity and life of workers who perform work in confined spaces, as well as prevent alterations to their health.
25	Health	NOM-035-STPS-2018 Factores de riesgo psicosocial-Identificación y prevención	Secretaria del Trabajo y Previsión Social	23-Oct-18	OHS	Establish the elements to identify, analyze and prevent psychosocial risk factors, as well as to promote a favorable organizational environment in the workplace.
26	Safety	PEMEX-PEP Oficio 0899-2009	Sub-Dirección de Seguridad Industrial y Protección Ambiental.	22-Dec-09	OPS	PEMEX regulation for all persons working within PEP complex



ABL Group 5 Year HSE Management & Loss Statistics: 2019 -

ABL Group	Year				
Person-hour Summary	2019	2020	2021	2022	2023
Initial date: 01 Apr 2013					30 Jun 2023
Total Employees*	423	458	960	1098	1617
Total Person-hours clocked*	610,476	929,184	1,756,640	1,950,400	1,213,600
Cumulative Person-hours	**2,267,856**	**3,197,040**	**4,953,680**	**6,903,120**	**8,117,680**
Incident Reporting Statistics	2019	2020	2021	2022	2023
HSE: Incident /Near miss reports received	5	9	10	12	19
Operational: incidents / observations reported**	14	18	20	21	16
HSEQ Observations: Hazard Elimination and Learning Program – (HELP) cards initiated:			167	646	1361
Safety Observation Frequency Rate (SOFR) / 200k man-hours:			19	66	230
ABL Operating Locations	48	51	63	62	62

ABL Group	
Loss Statistics	2019
Fatality Incidents	0
Fatality Cases (FAT)	0
Lost workday cases (LWC)	1
Restricted workday cases (RWC)	0
Medical Treatment cases (MTC)	0
First Aid cases (FAC)	2
Road Traffic Accidents	1
Property damage incidents	0
Environmental Incidents / Pollution cases	0
No. of lost workdays	125
No. of restricted workdays	0

* Total employees as of 31 Dec 2022 include subcontractors on FTE basis (tbd).

**ABL potentially involved operational (offshore, marine) incidents, observations and near misses.

Reactive HSE Indicators	2019	2020	2021	2022	2023	Cumulative (2013-23)
Fatality Accident Rate: FAR	0	0	0	0	0	**0**
Fatality Incident Rate: FIR	0	0	0	0	0	**0**
Total Recordable Injury Cases (TRIC)	1	3	3	1	2	**17**
Total Recordable Injury Rate (TRIR) (200K)	0.33	0.65	0.34	0.10	0.34	**0.42**
Total Recordable Injury Rate (TRIR) (1M)	1.64	3.23	1.71	0.51	1.65	**2.10**
Lost Time Injuries (LTI)	1	0	2	0	0	**3**
Lost Time Injury Freq. Rate (LTIFR) (200K)	0.33	0	0.23	0	0	**0.07**
Lost Time Injury Freq. Rate (LTIFR) (1M)	1.64	0	1.14	0	0	**0.37**
Lost time Occupational Illness (LTOI)	0	0	0	0	0	**0**
Total recordable Occ. Illness rate (TROIR) (200K)	0	0	0	0	0	**0**
Total recordable Occ. Illness rate (TROIR) (1M)	0	0	0	0	0	**0**
Severity Rate (200K)	40.95	0	12.64	0	0	**5.83**
Severity Rate (1M)	204.76	0	63.19	0	0	**29.17**

Note: Incident rates are calculated based on OSHA (200K person-hrs.) & OGP (1M person-hrs.)

Person-hours for offshore work	12 hours per day
Person-hours for onshore/office work	08 hours per day
Help card – HSE Observations	No. of recorded safety or haza behaviour/acts, conditions or
Fatality Case (FAT)	No of fatality Cases
Fatality Incidents	No. of Incidents involving fata
Lost Work-Day Cases	Work related Occupational Inj
Restricted Work-Day Cases	Work related injury that result range of normal work duties.
Medical Treatment Cases (MTC)	Work related injury or illness t registered medical practitione
First Aid Cases (FAC)	A superficial work-related inju subsequent observation
Lost Workdays (LWC)	Occupational injury/illness res after the day of occurrence.
Restricted Workdays (RWC)	Workdays unfit to carry out fu
Fatality Accident Rate (FAR)	Rate of fatal cases per 100 m
Fatality Incident Rate (FIR)	Rate of occurrence of inciden
Lost Time Injuries (LTI)	Work related injuries to perso Permanent total disabilities
Lost Time Injury Frequency Rate (LTIFR)	(LTI × 200,000 or 1M) ÷ Total
Total Recordable Injury Cases (TRIC)	TRIC = FAT + LWC + RWC +
Total Recordable Injury Rates (TRIFR)	(TRIC × 200,000 or 1M) ÷ Tot
Lost Time Occupational Illness (LTOI)	Work related abnormal condit caused by a continual exposu with work.
	LTOI = FAT + LWC + RWC +
Lost Time Occupational Illness Frequency Rate (TROIR)	(LTOI × 200,000 or 1M) ÷ Tot
Vehicle Incidents (VI)	No. of recorded traffic inciden one or more vehicles that resu (owned/hired/leased/sub-cont
Vehicle Incident Rate (VIR)	= (VI × 1,000,000) ÷ Total Kilo
Severity Rate (SR)	SR = (LWD × 200,000 or 1M)
Severity of Lost workdays (SLWD)	SLWD = Total No. of LWD ÷ (

*Average kilometers travelled per year.

**Person-hours shall be monitored for permanent staff/administrati quarterly.

GUIDANCE

Emergency Evacuation Guide

1. Fire Incident
2. Road Traffic Accident
3. Terrorism
4. Medical Evacuation
5. Cardiac Arrest
6. Weather related emergencies

ABL-SOP-011 | ANNEX E

Revision 1: June 2022

Issued to:

ABL Group

Reference No.:	ABL-SOP-011 | ANNEX E	Revision No:	1	Issue Date:	07-Jun-2022
Prepared:	STG	Reviewed:	MW	Authorised:	RS

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Revision History:			
Revision	Description	Date	Approved
1	Included process flow for medical emergencies during travel	Jun 2022	STG

1.0 Fire Breakout / Explosion in the Office Building

1.1 First Person

- First person who discover the fire shall immediately raise alarm or activate the fire alarm.
- If the fire is manageable and first person is comfortable in dealing with fire, fight the fire using the available fire extinguishers but ONLY do so without endangering oneself or others.
- If unmanageable, ensure everyone in the affected room are evacuated and close the door to contain the fire.

1.2 Escaping through Smoke

- If you must escape through smoke, keep low by crawling on your hands and knees.
- Crawling keeps your head in the safety zone, away from the smoke's toxic content.

1.3 Trapped in a fire

- Enter a safe room, preferably one that overlooks a road.
- Shut the door behind you. Cover the gap at the bottom of the door with a blanket or rug to prevent smoke from entering the room.
- Shout for help from the window or other openings to alert passers-by. Then wait for rescue to arrive.
- If you have a mobile phone or if there is a phone in the room, call the emergency unit and inform the operator of your location (room number/ position), floor level, what is on fire and how many persons are trapped.
- Do not attempt to jump of the building. Help will be on the way very soon.

1.4 If your Clothing Catches Fire

- If your clothing catches fire, remember to - **STOP, DROP AND ROLL.**
- Stop. Do not panic and run.
- Whether indoors or outdoors, drop down immediately, covering your face with your hands.
- Roll over and over to put out the flames. Rolling smothers, the flames by removing the oxygen.
- Covering your face with your hands will prevent the flames from burning your face and help keep fumes and smoke from reaching your lungs.

1.5 Mobility impairment issues

Personnel who have mobility impairment issues may require assistance during a fire evacuation. The crisis manager shall coordinate with the fire wardens in ensuring assistance is provided as required.

1.6 Sequence of Reporting & Actions

- Person at scene of office during fire outbreak / explosion shall call all emergency services (Fire station, Ambulance services, Police etc.) depending on the setup of the country.
- Once at the muster area, the Crisis Manager or highest-ranking staff or assigned fire wardens shall perform headcounts as per normal fire evacuation procedure.
- Report to the police or other available emergency services on the status of staff providing information:

  - Number of staff not accountable for.
  - Where he/she is last seen.
  - Staff names not accountable for.

- The Crisis Manager or Highest-ranking staff on site shall call the Country/General Manager and RMD with the following details:
  - What happened?
  - When had it happened?
  - What had been done?
  - Any casualties?
  - If yes, how's the condition of the casualties?

- Country/General manager or RMD shall at his quickest possible time, arrive on site to assess the injuries or damage (human lives / property).
- If there are casualties sustained, resources shall be allocated to attend to the casualties and their family members. Follow the procedure as in ABL-SOP-011 when speaking to media. Crisis Manager shall with the spokesperson draft out a statement for the media on the fire breakout (only when media is involved).
- Crisis Manager and/or country manager shall after the incident, depending on the severity of the damage, initiate business recovery plan in order not to disrupt business flow.
- Crisis Manager and/ or country manager shall report and initiate investigation into the cause of the incident as in procedure ABL-SOP-009.

2.0 Vehicle Accident

2.1 Driver/ Passengers

- Secure the site of the accident.
- Assess personnel injury, call the Ambulance/ Police if personnel injury occurs.
- Rescue only if safe to do so.
- Move away from shoulder of the road and away from the involved vehicle.
- Advise Crisis Manager of the situation.

2.2 Sequence of Reporting & Actions

- Person at scene of the traffic accident shall call all emergency services (Fire station, Ambulance services, Police etc.) depending on the setup of the country.
- Report to the police or other available emergency services on the status of staff providing information:
  - Number of casualties, seriousness of the involved persons
  - Types of vehicles involved
  - Exact location (street names, prominent landmarks etc.)

- Call the Country/General Manager and RMD/MD with the following details: -
  - What happened?
  - When had it happened?
  - What had been done?
  - Any casualties?
  - If yes, how's the condition of the casualties?

3.0 Terrorism

In the event of evacuation under terrorism circumstances you shall:

i) Do:

- Stay calm, do not panic.
- If fire alarm is used to alert building occupants, evacuate in the same manner as for a normal fire evacuation.
- Closely follow the instructions and directions given by the building management.
- Bring only what is necessary (e.g., medication and personal identification documents).
- Do not pack too many personal belongings.
- Walk quickly without running. Help the elderly, the young and the disabled along the way.
- Keep the streets and walkways clear for emergency vehicles and crew.
- Conduct a headcount at the assembly area.
- Call a relative or friend at the earliest opportunity to let him/ her know that you are safe.

ii) Don't:

- Do not use the lifts as you could get trapped in them.
- Do not prop open any fire doors.
- Do not use portable radios or mobile phones.
- Do not operate any electrical equipment.
- Do not spread rumours

iii) Sequence of Reporting and Actions

- Depending on the severity of the terrorist attack and the involvement of the local government, ABL shall provide all necessary support to evacuate ABL staff from the affected location.
- The country / city where ABL office is located, is under the attack of terrorism, the country/general manager shall ensure accountability of all staff, locals and expatriates.
- RMD / Country Manager shall depend on the advice of **Local government authorities / ABL Executive Management / Travel Insurer** to arrange for evacuation of expatriates away from the affected locations and aid the local staff.
- For Country evacuation planning guidance refer to ABL-SOP-11 Annex D for more details.

4.0 Medical Evacuation Procedure (On Site)

i) In all jobs taken up by ABL personnel (project managers / project leads and attending surveyor) involved in the jobs as part of the risk planning process should verify whether medical evacuation by client is covered for the period of attendance on site. If not, this should be immediately communicated to the Country Manager / Business Head.

ii) In most cases, ABL personnel attending to site/ offshore activities will be covered by client's emergency response plan and that includes all evacuations, if required.

iii) If medical evacuation is not covered, ABL office shall ensure suitable arrangements are made in the event of any medical evacuations.

4.1 Sequence of reporting and actions - ABL attending staff covered by Client's Emergency Response Plan

i) When Country Manager/ business head is notified of the medical evacuation involving ABL personnel, he shall collect all necessary information from the caller representing the client.

- Name of ABL staff / independent contractor involved in the evacuation
- Cause & seriousness of the medical/ injury
- Status of the ABL personnel
- Address of the hospital
- What support client is providing

ii) With this information, the Country Manager shall ask for assistance within ABL Group of companies, through the RMD / Crisis Manager. Seeking assistance from the ABL office nearest to the hospital.

iii) Country Manager shall assign departmental head / HR to inform the affected staff's family. Giving them as much information as possible.

iv) Depending on the injury / medical condition, length of stay, etc., arrange the departmental head / HR and together with the staff's family, visit the patient at the hospital.

v) Country Manager shall ensure that all logistics necessary shall be provided to the affected family and attend to their request whenever possible.

vi) Country Manager shall seek the assistance from the client whenever possible to ease the logistics allocation.

4.2 ABL attending staff NOT covered by client's onshore evacuation procedures.

i) When the Country Manager or head of the business unit is notified of the medical evacuation involving ABL staff or independent contractor, he shall collect all necessary information from the caller representing the client.

- Name of ABL staff involved in the evacuation
- Cause & seriousness of the medical/ injury
- Status of the ABL staff
- Location of his arrival onshore (which heliport)
- Time of arrival
- What support client is providing

ii) With the information Country Manager, shall ask for assistance within ABL Group of companies, through the RMD / Crisis Manager and Group Insurance Coordinator.

iii) Country Manager shall activate the emergency evacuation services of the office pre-arranged with the 2nd party emergency services. *Refer to the process flow under section 4.3.*

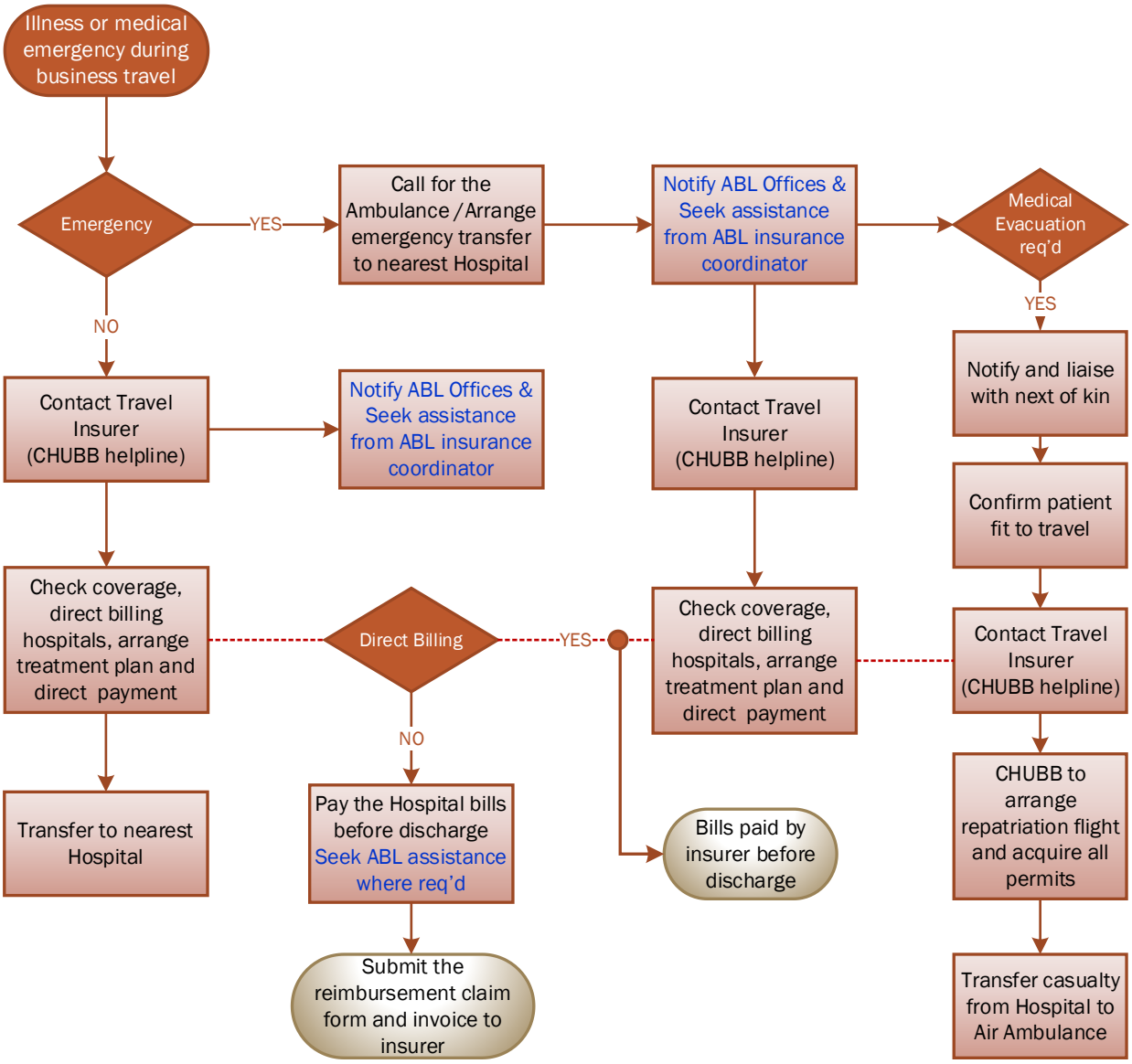
iv) Country Manager shall keep himself up to date on the progress of the evacuation and the status of the ABL personnel.

v) Country Manager shall assign departmental head/ HR to inform the affected staff's family. Giving them as much information as possible.

vi) Depending on the injury/ medical condition, length of stay, etc., arrange the departmental head/ HR and together with the staff's family, visit the patient at the hospital.

vii) Country Manager shall ensure that all logistics necessary shall be provided to the affected family and attend to their request whenever possible.

4.3 Medical Emergency involving ABL staff or freelancer during travel



Flowchart: Process flow for medical emergencies during travel

5.0 Cardiac Arrest

If you witness a cardiac arrest at the workplace, it's crucial to call emergency number (999/911) and start CPR (Cardiopulmonary Resuscitation) immediately.

Step 1: Shake and shout

If you come across someone who is unconscious, always check for danger and look for risks before you start helping.

Check for a response – gently shake the person's shoulders and ask loudly 'are you alright?'

Shout for help – if someone is nearby, ask them to stay as you might need them. If you are alone, shout loudly to attract attention, but don't leave the person.

Step 2: Check for normal breathing

Someone having a cardiac arrest won't be breathing or won't be breathing normally. They also won't be conscious.

Keeping their head back, check if the person is breathing normally by looking for:

- regular chest movements
- listening for breathing
- feeling for breath on your cheek.

Look, listen and feel for no more than 10 seconds. Don't confuse gasps with normal breathing. If you're not sure if their breathing is normal, act as if it's not normal.

- If you're sure the person is breathing normally, then **put them in the recovery position** and **call 999 / 911** (/local city emergency number).
- If breathing isn't normal, **open their airway**. To do this, place one hand on the person's forehead, gently tilt their head back, then lift their chin using two fingers of your other hand under their chin – when you do this you open their airway.

Step 3: Call Emergency Number

If the person is not breathing or not breathing normally:

- ask someone to **call emergency - 999 or 911** (/local city emergency number) **immediately** and ask for an ambulance.
- If you can't find anyone to help, call 999 / 911 before you start CPR.

Step 4: Give 30 chest compressions

- Kneel next to the person.
- Place the heel of one hand in the centre of their chest. Place your other hand on top of the first. Interlock your fingers.
- With straight arms, use the heel of your hand to push the breastbone down firmly and smoothly, so that the chest is pressed down between 5–6 cm, and release.

- Do this at a rate of 100 to 120 chest compressions per minute – that's around 2 per second.

Step 5: Give two rescue breaths

- Open the airway again by tilting the head back and lifting the chin. Pinch the soft part of the person's nose closed.
- Take a normal breath, make a seal around their mouth and breathe out steadily.
- The person's chest should rise and fall. Keeping the person's head back and the chin lifted, take your mouth away, take another normal breath, and give a second rescue breath. The two breaths should take no longer than five seconds.

Step 6: Repeat until an ambulance arrives

- Repeat 30 compressions and two rescue breaths.
- If you'd rather not give rescue breaths, then call 999 and deliver hands-only CPR. That's better than doing nothing.
- Keep going until professional help arrives and takes over, or the person starts to show signs of regaining consciousness, such as coughing, opening their eyes, speaking, or breathing normally.
- If you're feeling tired, and there's someone nearby to help, instruct them to continue.

CPR in an Emergency

To learn more about performing CPR in an emergency, read the rest of this page and scroll down for our CPR training video.

Remember – even if you haven't been trained in CPR with rescue breathing, you can still use hands-only CPR.

6.0 Weather-related Emergencies

6.1 Hurricanes

Hurricanes are weather related events where preparations are possible as far as 96 hours in advance. In the event of an imminent threat of hurricane:

a) The Emergency Response Team (ERT) will convene, as needed, in the designated conference room as soon as possible when it is determined that a threat exists to discuss how to best manage the situation and determine contingency plans

b) Line Managers shall determine if their personnel are working in a location that is in the path of the storm. Communicate with them and identify the client's intentions and plan for evacuation of personnel from the facility/vessel. This information and well as their current needs and status shall be reported to the Crisis Manager.

c) Announcements shall be made to all relevant personnel about the storms potential path and prepare for securing the office and business continuance in the event the offices are damaged and personnel are not able to return to work.

6.2 Office Security Measures

a) Secure computer terminals and other electronics and relocate to inner facility storage as possible/practical.

b) Secure paper files in file cabinets.

c) Ensure data is backed up in accordance with applicable IT procedures.

d) The ERT will decide if the office is to remain open if the storm is predicted to reaches the area during business hours. Local weather and law enforcement advice should be adhered to as recommended.

e) Personnel should take laptops and pertinent working files home with them for use in the event they must work remotely as part of business continuance preparations.

6.3 Post Storm Measures

a) Management will contact personnel and determine their needs/situation.

b) ERT will assemble at the office location to assess the damages and the office building to determine if it's inhabitable for use or prepare for an alternative worksite to be made available for business continuance.

c) Line Managers shall discuss with their clients about their potential staffing needs post event and plans to re-populate their facilities as required.

d) All personnel shall contact their line manager within 72 hours' post event for updates for return to work scenarios, and directions for working at home or remotely from another location.

6.4 Flooding

Flooding during periods of intense or heavy rains, management shall monitor the current weather status to determine the appropriate course of action based on the information available at the time. Flooding, including flash floods are somewhat predictable in low lying areas and the threat of flash floods is often broadcast as part of the weather situation updates on local news sources. Flash floods can occur with little or no advanced warning, so personnel and management should be vigilant in monitoring the local news sources in periods of inclement weather during office hours, personnel are encouraged to monitor local news sources for events that may affect their access route home.

In the event the offices are threatened by imminent or expected flooding, the following actions shall be taken by management:

a) The Emergency Response Team (ERT) will convene in the designated conference room as required to discuss how to best manage the situation and determine contingency plans.

b) Direct personnel to prepare to secure their electronics and make sure files are backed up and move papers and files to an elevated and secure area as required or directed.

c) Determine the Business Continuity Plan, in the event of potential office damage or inaccessibility.

d) IT in – charge personnel should ensure the servers are secured as per their protocols.

e) Management should make the determination to either shelter in place or direct personnel to leave if safe to do so and/or if their home is threatened by flooding.

f) In the event of an evacuation, personnel shall take their immediate work with them including their laptops for use in the event the building is damaged or inaccessible.

g) Before or after hours, personnel should contact their line managers or the designated contact line for information about access to the office, or directions about working remotely.

6.5 Tornadoes

Tornadoes occur with little or no advanced warning, so personnel and management should be vigilant in monitoring the local news sources in periods of inclement weather when tornado activity is likely during office hours, personnel are encouraged to monitor local news sources for weather events that may affect their access route home. Hurricanes and tropical storms often spawn tornadoes.

6.5.1 Tornado Warning

Tornado warning means that a tornado has been sighted or indicated by weather radar. You should take shelter immediately!

6.5.2 Tornado Watch

Tornado watch means that formation of tornadoes is possible. You should remain alert for storms. Watch the sky and listen to your TV or radio, or better yet, listen to the Weather Radio (NOAA or similar) if available in your area.

Danger signs:

a) Large, dark, often greenish clouds - especially if it appears to be rotating

b) Large hail

c) Loud roar, like a freight train

d) Small bright explosions near the ground (electrical transformers being knocked out)

If you see any of these warning signs, take shelter immediately! When a tornado is sighted, the most important rule is to "get low and stay low."

6.6 Others

6.6.1 Winter Storms

Snowfall and extreme cold can immobilize an entire region. Even areas that normally experience mild winters can be hit with snowstorm or extreme cold. Winter storms can result in flooding, storm surge, closed highways, blocked roads, downed power lines loss of essential services.

6.6.2 Freezing Rain

Rain that freezes as it hits the ground, creating a coating of ice on roads, walkways, trees, and power lines.

6.6.3 Sleet

Rain that turns to ice pellets before reaching the ground. Sleet also causes moisture on roads to freeze and become slippery.

6.6.4 Winter Storm Watch

A winter storm is possible in your area. Tune in to Weather Radio, commercial radio, or television for more information.

6.6.5 Winter Storm Warning

A winter storm is occurring or will soon occur in your area.

6.6.6 Blizzard Warning

Sustained winds or frequent gusts to 35 miles per hour or greater and considerable amounts of falling or blowing snow (reducing visibility to less than a quarter mile) are expected to prevail for a period of three hours or longer.

6.6.7 Frost/Freeze Warning

Below freezing temperatures are expected.

6.6.8 Sand Storms

Sandstorms / heat wave and extreme heat can also immobilize an entire region. Sand storms can result in heat wave and dust clouds, low visibility, closed highways, blocked roads, downed power lines loss of essential services. Personnel with respiratory, allergy or asthma diseases should not go out except in utmost urgent cases. Put a mask over nose and mouth and protect your eyes, if venturing outside.

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London Offshore Consultants México, S.A. de C.V.

PROGRAMA ANUAL DE CAPACITACIÓN A EMPLEADOS 2023

Cursos para STAFF ABLMX	Categoria	ENE	FEB	MAR	ABR	MAY	JUN	JUL	A
*Sesiones Técnicas de ABLMX	**DIR**								
*Capacitación Técnica externa	**DIR**								
*Curso Helicopter Underwater Escape Training (HUET).	**HSEQ**								
*Curso BASIC OFFSHORE SAFETY INDUCTION & EMERGENCY TRAINING (BOSIET).	**HSEQ**								
*Curso Risk Mobile Operating Units (RMOU) Seguridad en plataformas y barcazas.	**HSEQ**								
*Curso de RIG PASS (H2S)	**HSEQ**								
*Inducción de Seguridad en Entrada a Espacios Confinados.	**HSEQ**								
*Curso de Resolución Miscelánea Fiscal (RMF).	**ADM**								
*Introducción a Sistemas de Gestión de Calidad.	**QA**								
*Project Management Institute PMI.	**DIR**								
*Sesiones Técnicas para Gastos y Tiempos	**ADM**								
*CAPACITACIÓN HSE	**HSEQ**								
• Uso y manejo de extintores.									
• Respuesta a emergencias									

Nota:

*La programación de las capacitaciones están sujetas a:

1.- Personal de nuevo ingreso o actualización.
2.- A la disponibilidad del personal.
3.- Los cambios del Regimen Fsical (RMF).

Asi mismo, todas las capacitaciones se pueden re/porgramar en cualquier momento del año según los puntos anteriores.

Cuando un empleado de ABLMX requiere de alguna capacitación especifica derivado de algún nuevo trabajo o requerimiento ac
respectivo deberá elaborar la Solicitud de Capacitación, y la somete a la aprobación del Gerente General. Esta solicitud aproba
entregada al Asistente Administrativo.

London Offshore Consultants México, S.A. de C.V.

Plan de Seguridad, Salud y Ambiental - 2023

Actividad	Sem	ENE	FEB	MAR	ABR	MAY	JUN	JUL	AGO	SE
MONITOREO DE ACTUALIZACIONES DE NOM's APLICABLES	1ra.		RN		RN		RN		RN	
	2da.									
	3ra.									
	4ta.									
REVISIÓN DE DISPOSITIVOS DE SSA EN OFICINA	1ra.	RDS	RDS	RDS	RDS	RDS	RDS	RDS	RDS	RD
	2da.									
	3ra.									
	4ta.									
ENTREGA DE OVEROLES Y RECURSOS MATERIALES DE SEGURIDAD	1ra.									
	2da.									
	3ra.									
	4ta.									
SEGUIMIENTO A LA SALUD DEL PERSONAL: EXPLORACIÓN OFTALMOLÓGICA, VACUNACIONES.	1ra.									
	2da.									
	3ra.									
	4ta.									
SIMULACROS	1ra.									
	2da.									
	3ra.									
	4ta.		SR				SR			
REUNIÓN DE BRIGADISTAS	1ra.			BE				BE		
	2da.									
	3ra.									
	4ta.									
AUDITORIA DE SSA EN OFICINA - TAMPICO	1ra.	AU								
	2da.									
	3ra.									
	4ta.									AU
AUDITORIA DE SSA EN CAMPAMENTO CME	1ra.									
	2da.									
	3ra.									
	4ta.									

Actividad	Sem	ENE	FEB	MAR	ABR	MAY	JUN	JUL	AGO	SE
AUDITORIA DE SSA EN CAMPO	1ra. 2da. 3ra. 4ta.	**LAS AUDITORIAS DE CAMPO ESTAN SUPEDITADAS A LAS OPERACION A LAS FACILIDADES EN LAS INSTALACIONES DEL TERCERO**								
REVISIÓN DE SGC POR AREAS.	1ra. 2da. 3ra. 4ta.				**SGC**					
EVALUACIÓN DE ESTACIONES DE TRABAJO	1ra. 2da. 3ra. 4ta.	**EET**								
INVENTARIOS DE: BOTIQUINES EQPO. DE SEGURIDAD	1ra. 2da. 3ra. 4ta.	**INV**								
FUMIGACIÓN DE INSTALACIONES	1ra. 2da. 3ra. 4ta.							**FG**		
MANTTO. DE LUMINARIAS	1ra. 2da. 3ra. 4ta.		***MP2**							
MANTTO. DE INSTALACIONES ELÉCTRICAS	1ra. 2da. 3ra. 4ta.									

Actividad	Sem	ENE	FEB	MAR	ABR	MAY	JUN	JUL	AGO	SE
MANTTO. EQPO DE COMPUTO	1ra.									
	2da.				MP1					
	3ra.									
	4ta.	MP1						MP1		
MANTTO. DISPENSADOR DE AGUA	1ra.								MP2	
	2da.									
	3ra.									
	4ta.									
MANTTO. DE AIRE ACONDICIONADO	1ra.							MP2		
	2da.									
	3ra.									
	4ta.									
MANTTO. DE PUERTAS/CERRADURAS	1ra.								MP2	
	2da.									
	3ra.									
	4ta.									

Nota: Este programa puede ser actualizado y modificado según la disponibilidad de los recursos ó a discreción del Oficial de SSA.

*Las actividades, por ejemplo los entrenamientos y capacitaciónes, dependerán de la disponibilidad del inspector o posterior a la evaluac

MP1 =	Mantenimiento preventivo # 1 (Limpieza general (hardware, software), actualización de programas, ...)
MP2=	Mantenimiento preventivo # 2 (Revisión y limpieza general del equipo)

Claves:

RN	Revisión de Actualización de Normas	**FG**	Fumigación	**SS ****	**Semana de la Segurid**
HUET	Helicopter Underwater Egress Training	**INV**	Inventarios		* Campaña de vacunac
RDS	Revisión de dispositivos de seguridad	**EV**	Examen de la Vista		* Control de peso del pe
SSA	Salud, Seguridad y Ambiental	**SR**	Simulacro Real		* Pláticas de reforzamie
CV	Campaña de Vacunación (*** Solo solicitantes)	**SG**	Simulacro de gabinete		Uso y manejo de ex
EO	Entrega de Overoles de Trabajo	**AU**	Auditoria de SSA		Primeros Auxilios
PR	Platicas de reforzamiento	**BE**	Brigada de evacuación		* Campaña de concient
EET	Evaluación de Estación de Trabajo				* Simulacros
SGC	Sistema de Gestión de Calidad				Emergencias (Vand
					e Incendio)
					Evacuación de ofici
					Llamada de emerge