

APPENDIX 1 – JOURNEY ADVICE SLIP (JAS)

**TIMOR RESOURCES
JOURNEY ADVICE SLIP**



JAS N° 000

PROJECT:		Date of Journey:	Person Preparing JAS:	
Area of Operation:		Time Start:		
		ETA at Destination:	Persons receiving JAS:	
DETAILS OF JOURNEY			CONTACT INFORMATION	
ORIGIN OF JOURNEY:			TR Base:	
FINAL DESTINATION OF JOURNEY:			TR Duty Manager:	
DOES JOURNEY REQUIRE NIGHT DRIVING: Justification (can night driving be avoided?):			Vehicle Phone:	
Authorised by Rig Superintendent:			Field Phone:	
PLANNED ROUTE:				
PASSENGER LIST:				
(1)	_____			
(2)	_____			
(3)	_____			
(4)	_____			
(5)	_____			
CHECK IN POINTS AND TIMES:				
	CHECK IN POINT	CONTACT PERSON	TIME	CONFIRMATION
(1)	_____	_____	_____	<input type="checkbox"/>
(2)	_____	_____	_____	<input type="checkbox"/>
(3)	_____	_____	_____	<input type="checkbox"/>
(4)	_____	_____	_____	<input type="checkbox"/>
(5)	_____	_____	_____	<input type="checkbox"/>
PRE-JOURNEY VEHICLE CHECK:				COMPLETED BY: Initials
CHECK	Y/N	COMMENTS		
Vehicle Equipment	<input type="checkbox"/>	_____		
Pre-trip Check	<input type="checkbox"/>	_____		
Vehicle Manual	<input type="checkbox"/>	_____		
First Aid Kit	<input type="checkbox"/>	_____		
Phone and GPS	<input type="checkbox"/>	_____		
Night Driving Authorised	<input type="checkbox"/>	_____		
REPORT AUTHORISATION				
Name:		Function:	Date:	Signature:
		Driver/Group Leader		
		Rig Administration		
		Rig Superintendent		
		TR Company Man		

APPENDIX 2 – Vehicle Inspection Check List

VEHICLE SAFETY INSPECTION AND ACCEPTANCE FORM			
Vehicle No:		Inspecting Supervisor (Print name):	
Date:		Assigned To:	
Vehicle Type:		Site Location:	
Hire/Contract Company:			
No	Description (See attached Guidance)	Non-Compliance	Inspection Findings
1	Documentation: Log Book, Tax, Insurance as per 7.1		
2	Foot/Hand Brakes: To be in working order as per 7.2		
3	All Lights / Indicators: To be in working order as per 7.3		
4	Window Wipers and Washers: To be in working order as per 7.4		
5	Tyres: To be fitted and operable as per 7.5		
6	Horn: To be in working order as per 7.6		
7	Warning Triangle: To be as per 7.7		
8	Reverse Alarm: As per 7.8		
9	Fire Extinguisher: To be fitted and operable as per 7.9		
10	First aid Kit: As per 7.10		
11	Seat Belts and Head Restraints: As per 7.11		
12	Jack, Wheel Wrench, Base Plate: As per 7.12 Spare wheel(s): Remote Locations minimum of 2 as per 7.12		
13	Hydraulic Lines: As per 7.13		
14	Safety Equipment: Cargo nets/retention, load indicators, 4x4 vehicles - roll cage, etc. as per 7.14		
15	Body Work: As per 7.15		
16	Load Certificates: As per 7.16		
17	Competence: Driver/Operator Licences as per 7.17		
18	Test Comments as per 7.18		
19	If Vehicle is to enter the EPF and/or Tempino Terminal loading/unload bay then an exhaust spark arrestor is mandatory on the vehicle. as per 7.19		
20	Additional Comments:		
Vehicle Accepted:		Vehicle Rejected:	Date:
Inspecting Supervisor:	Sign	HSE Officer:	Sign
Contract Company to receive a copy of the check sheet if any items of non-compliance have been detected.			