



DENOVO OPERATING
MANAGEMENT SYSTEM (DOMS)
DEFINITION OF POLICY, STANDARD AND
PROCEDURE

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I GENERAL INFORMATION

I.1 DENOVO

DeNovo is an energy company focused on meeting the energy needs of Trinidad and Tobago. DeNovo is the owner of Block I(a) located offshore in the west coast of Trinidad. DeNovo currently produces natural gas from the Iguana and Zandolie fields in Block I(a) from four (4) shallow water wells with two (2) unmanned platforms and a 45km pipeline to DeNovo’s Gas Processing Unit which is located onshore.




I.2 WINNING STATEMENT

We make a difference by safely, rapidly, and efficiently developing and operating greenfield and brownfield assets utilizing green technologies and automated processes (designed and built to industry standards) in order to deliver competitive energy molecules, all done through highly enrolled and empowered DeNovians.

2 LIST OF ACRONYMS

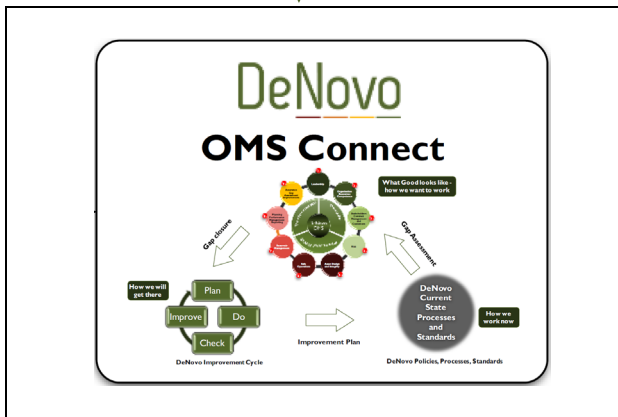
Acronym	Meaning
HSSE	Health, Safety, Security and Environment
KPIs	Key Performance Indicators
MD	Managing Director
Mt’ce	Maintenance
RAPID	Recommend, Agree, Perform, Input, and Decide
SPA	Single Point of Authority
SPS	Senior Production Supervisor
TAR	Turnaround
WHCP	Wellhead Control Panel

3 DOCUMENT MANAGEMENT AND CONTROL STRUCTURE

OMS Document Category	Explanation	Example
POLICY	<ol style="list-style-type: none"> 1. Policy defined by SPA for the OMS Sub Element 2. Policy usually a clear statement of the compliance requirement for the OMS Sub Element 	
STANDARD	<ol style="list-style-type: none"> 1. The overarching Governance requirement for the OMS Sub Element that defines the Conformance Requirements 2. All the supporting processes, systems, self-verification tools that prove the OMS level of conformance 	
PROCEDURE	<ol style="list-style-type: none"> 1. Detailed instructions and tasks relating to the operation of plant, people and process 	

Part	OMS Sub Element Standard Structure
1	Policy
2	Governance
3	Organizational Structure
4	Organizational Roles
5	Process: <ol style="list-style-type: none"> 1. Business Process Flow 2. RAPID 3. Integration with Technology Platform
6	Performance Management System: <ol style="list-style-type: none"> 1. Meeting structure 2. KPIs
7	Self-Verification & Assurance Model: <ol style="list-style-type: none"> 1. OMS Principle for the Element and Sub Element 2. Self-Verification Model
8	Document Control – link back to OMS

- All DeNovo documents are accessed and controlled in one portal called OMS Connect
- All documents are always current



4 EXAMPLE POLICY – HEALTH, SAFETY, SECURITY AND ENVIRONMENT POLICY

A policy refers to a set of guidelines, rules, or principles that govern specific aspects of a company’s operations. These policies are designed to ensure consistent behaviour, compliance with regulations, and alignment with the company’s objectives. They cover various areas such as environmental practices, safety protocols, risk management, and ethical conduct.



DeNovo 30TH JANUARY 2024 | DELI-GEN-DEL-HS-POL-0002_R1 | HEALTH SAFETY SECURITY AND ENVIRONMENT POLICY

APPENDIX I: HEALTH, SAFETY, SECURITY AND ENVIRONMENT (HSSE) POLICY

DeNovo

HEALTH, SAFETY, SECURITY AND ENVIRONMENT (HSSE) POLICY

DeNovo Energy Limited is committed to conducting its operations in a manner that promotes the health, safety and security of its employees, stakeholders, the community in which we operate while promoting a sustainable environment.

Through implementation of this policy, DeNovo seeks to proactively and systematically manage risks associated with our operations, maintain the trust of all stakeholders, and be recognized as a leader in HSSE.

We are committed to:

- Demonstrating HSSE importance through hands-on visible leadership and behaviour with clear authority and accountability.
- Develop a culture that values good HSSE performance and recognises its link to good business performance.
- Set clear accountabilities for the delivery of HSSE activities and implement a Management System Framework that provides a systematic risk management approach to manage risks to As Low as Reasonably Practicable and ensure business continuity.
- Conform to all relevant laws and regulations governing HSSE and apply appropriate standards where legislation does not exist.
- Consult and participate with employees and employees’ representatives to drive continuous improvement in HSSE, embrace intervention in unsafe practices and conditions, deploy a robust process for the investigation of incidents and capturing lessons learned, share lessons learnt, work with the industry to improve practices and learn from the experience of others.
- Consult with interested parties and stakeholders, and the local community to foster an understanding of health, safety, security, and environmental issues, communicate to all stakeholders and interested parties, about its policies, programmes, and performance to facilitate the integration of HSSE throughout the life cycle of our operations, projects, and business decisions.
- Implement structured mental health initiatives to prevent ill health, and provide suitable and sufficient HSSE information, training, awareness, and resources needed for the safe and environmentally sound performance of work.
- Set clear loss control and loss prevention requirements for all operations and provide a secure workplace for its employees, service providers and other interested parties.
- Provide a formal and structured approach for the management of asset integrity and process safety risk throughout the lifecycle of our facilities, from design, procurement, construction and commissioning through operation and maintenance, to decommissioning.
- Promote a sustainable future by protecting the environment, supporting economic growth and financial stability of communities and stakeholders, without compromising their social, environmental, and cultural values and ensuring fair access to resources and opportunities.
- Set, publish, monitor, and review health, safety, security and environmental performance objectives, measure, appraise, report, and benchmark our performance to achieve continuous HSSE improvement.
- Empower and require employees, contractors, partners, and suppliers to stop work whenever they believe there is danger to people or the safe and secure operation of our assets.

Bryan Ramsumair
 Managing Director
 26TH January 2024

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5 EXAMPLE STANDARD – TAR MANAGEMENT STANDARD

A standard refers to a measurable statement, expressed in either qualitative or quantitative terms, that outlines the performance requirements for a system, equipment, person, or procedure. Standards serve as the basis for managing hazards throughout the life cycle of an installation or process.

DeNovo
TAR
Management
Standard

**SPA: Production
Manager**

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TAR MANAGEMENT
STANDARD

REV.	ISSUE DATE	REASON FOR REVISION	PREPARED BY	AUTHORISED BY
0	21 July 2021	Use	Les Harley add energy	Suresh Mungroo Production Manager
DOCUMENT NUMBER: DELI-GEN-DEL-PO-STD-0001				

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07TH JULY 2021 | (DELI-GEN-DEL-PO-STD-0001) TAR MANAGEMENT STANDARD

REVIEWED BY

NAME	POSITION	REASON FOR REVIEW	DATE
Adrian Ramlochan	SPA for DOMS TAR Scope	Issued for Review	30 June 2021
Suresh Mungroo	Production Manager	Issued for Review	29 June 2021
Brendan Furrow	Add Energy	Internal Review	29 June 2021
			DATE

APPROVED BY

NAME	POSITION	SIGNATURE	DATE
Adrian Ramlochan	SPA for DOMS TAR Scope		Jul 22, 2021

REVISION AND CHANGE HISTORY

REV	PREPARED BY	AUTHORISED BY	ISSUE DATE	CHANGES	REASON FOR ISSUE/ REVISION
1	Les Harley	Brendan Furrow	07 July 2021		Issued for Approval
0	Les Harley	Brendan Furrow	28 June 2021		Issued for Review
			DATE		
			DATE		

DOCUMENT INFORMATION

DOCUMENT DUE FOR REVISION	06 July 2022
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6 EXAMPLE PROCEDURE – MAINTENANCE PROCEDURE

A procedure refers to a detailed written plan of action that outlines the steps to safely execute a work process in a consistent manner. Procedures are essential for ensuring safe and effective operations.

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Maintenance
Procedure

SPA: Maintenance
Lead

DeNovo

1 DeNovo Place
5264 Pacific Avenue
P.O. Box 1000, Toledo, WI
www.denovoenergy.com

M527 - WHCP RELIEF VALVE CALIBRATION

ZANDOLIE FACILITY SPECIFIC WORK INSTRUCTION

17 December 2021	17 December 2021	17 December 2021	17 December 2021	17 December 2021	17 December 2021
REV.	ISSUE DATE	REASON FOR REVISION	PREPARED BY	REVIEWED BY	APPROVED BY
DOCUMENT NUMBER: DEIA-ZAN-OR-PM-VN-006					

ACQUIRE, COLLABORATE, EVOLVE, SUSTAIN

DEIA-ZAN-OR-PM-VN-006 | EDITION 01/2021 - WHCP Relief Valve Calibration
ACQUIRE, COLLABORATE, EVOLVE, SUSTAIN

HEADER INFORMATION FORMS BASELINE APPLICATION FOR INFOR EAM				
CONDITION FOR WORK	UNIT SHUTDOWN	TRADE	QUANTITY	LABOUR HOURS
RESPONSIBILITY	MAINTENANCE	MECHTECH	1	20
DURATION	20			

PREWORK INSTRUCTIONS

Task ID	Task Description	Check Box
10	Inform the CCR before carrying out any work and obtain a Permit to Work if required. All work areas must be clearly identified.	
20	Carry out any appropriate tool box talks prior to commencing the task.	
30	Check and verify all technical data on name plates against data listed on job Card, record any changes or additions as necessary and forward to the maintenance planner for EAM update.	
40	Ensure that all data held in Infor EAM is valid and up to date.	
50	Any form of Stored Energy can kill. Ensure that the equipment and work place are kept in a safe condition at all times. Ensure that the hazards and precautions detailed on the Permit are addressed.	
60	Observe the work area for any additional safety inclusion. Beware of the work activities in your surrounding area. Consider any possible changes.	
70	Record the condition of the equipment as found in the appropriate form (where applicable). This is used for historical data and equipment assessment for preventive maintenance evaluation.	
80	In case this type of equipment activates SIS logic solver (ESD), be sure that the safety instrumented function logic is by-passed by the related MOS (Maintenance Override Switch) switch. NOTE: Follow SORA (Safety Override Risk Assessment) and Override Procedure.	

WORK INSTRUCTIONS

Task ID	Task Description	Check Box
	Reference OEM Manual: DEIA-ZAN-SML-VD-MAN-0001	
10	NOTE: all relief valves are factory set to the required lift pressure. All relief valves on the local control panel are designed to reset after lifting. DO TAMPER, MODIFY OR ADJUST.	
20	Re-calibration for certification should be tested using hydraulic fluid clean to NAS 1638 Class 6 or better.	
30	Refer to flow diagram DEIA-ZAN-SML-VD-PID-0001 for set points of relief valves.	

POSTWORK INSTRUCTIONS

Task ID	Task Description	Check Box
10	Ensure equipment is left in a safe condition and the work area left clean and tidy. Notify the area authority of any unsafe or potentially unsafe conditions.	
20	On completion, close the Permit to Work and return Permit to Area Authority.	
30	Please complete the Log section of EAM with a brief account of the work done and any other significant points such as future work requirements. Record all readings taken together with the corresponding design specification. Any significant discrepancies or adverse trends should be investigated as soon as is practicable.	
40	Could this task be improved by performing the activity in a safer or more efficient manner? Make a suggestion to your supervisor.	
50	Conduct Job Wash-Up. Tasks as applicable to capture "lessons learnt".	
60	If significant corrective action was required, raise corrective work order against the defective component tag and ensure that the failure descriptor and cause are accurately recorded.	
70	Record the condition of the equipment as left in the appropriate form (where applicable). This is used for historical data and equipment assessment for preventive maintenance evaluation.	

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7 REFERENCES

1. DELI-GEN-DEL-HS-POL-0002_R0 - Health Safety Security and Environment Policy
2. DELI-GEN-DEL-PD-STD-0001_R0 - TAR Management Standard
3. DEIA-ZAN-OPL-MN-WIN-0006_R0 - M527 WHCP Relief Valve Calibration – Zandolie Facility Specific Work Instruction