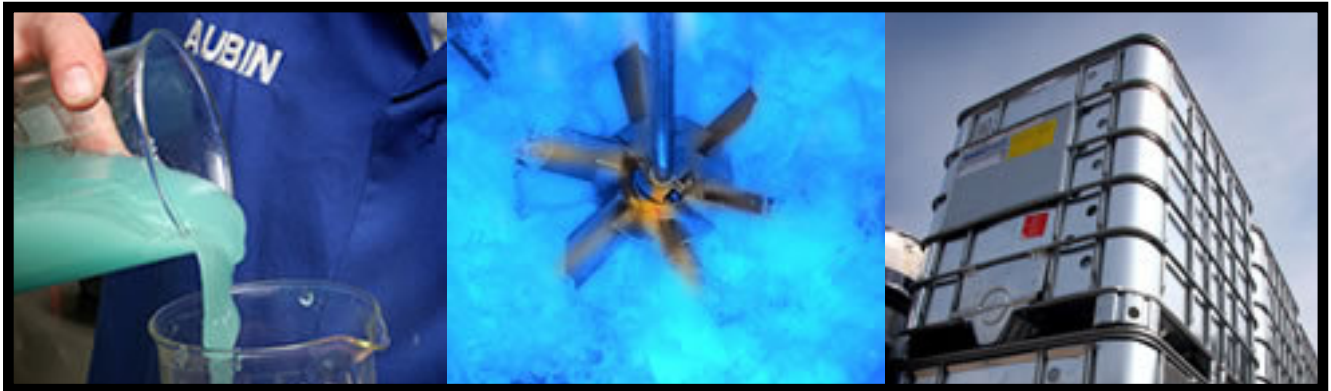


AIMS Manual

AUBIN INTEGRATED MANAGEMENT SYSTEM



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Introduction to Aubin

Aubin is a privately owned independent designer, developer and supplier of chemicals and chemistry related technology to the oil and gas industry. The head office is located in Ellon close to Aberdeen, Europe's Oil Capital we understand oil field issues and related technology and we often act as a technology partner to operators and other service companies who require a chemistry input to achieve their strategic goals. Indeed many of our most popular products were designed to solve specific difficulties being experienced by operators and have gone on to find long term success in the industry.

Aubin is a fully independent supplier of 'Cement and Stimulation' additives. We offer an extensive range of field proven technology, supported by a modern, fully equipped cement laboratory and experienced technical support staff.

In the area of 'Subsea' Aubin can offer a complete range of patented technologies designed for insulation, buoyancy, pipeline flushing and pigging applications. This includes 'DeepGel' the first field proven deep water in-situ insulation technology.

Aubin supply a range of innovative niche chemical solutions for wide range oil field applications. This includes 'APS', Aubin's ground-breaking temporary isolation technology and 'CGV' Aubin's exciting viscosity and pour point reduction technology.

Aubin can offer a full chemical blending and packaging service for both liquids and powders at our Ellon site, blending from 200 – 20000 litre batches. We can also provide a fully independent cement testing service for clients in the UK and overseas.

AIMS Purpose & Scope

This manual defines the scope of the Aubin Integrated Management System (AIMS) and provides linkage to all management system documents.

AIMS has been developed to integrate the workflows common to many management systems. These workflows can function independently for a targeted issue (e.g. product design & development) or as an integrated whole providing a full management system suite for a standards-based approach to risk, compliance and performance improvement. The key workflows managed within AIMS are:

- Risk Management
- Audit & Compliance Management
- Incident Management
- Performance / Operations Management
- Knowledge Management
- Product Design & Development

Aubin 'designs, develops, manufactures & supplies chemicals & chemistry related technology to the oil and gas industry'. Currently Aubin apply the following international management standards in its support of its business operations -

- BS EN ISO 9001:2000 Quality Management System
- BS EN ISO 14001:2004 Environmental Management System
- OHSAS 18001:2007 Occupational Health & Safety System

The Aubin organization undertakes to meet the full requirements of the above international standards, and does not seek to implement any permissible exclusion.

AIMS has been designed to cover all IMS aspects of the entire Aubin organization which it can directly manage, and also those aspects which it does not control or directly manage but can be expected to have an influence.

AIMS Issue & Update

The control of this manual is in accordance with **Managed Procedure MP(21) Document & Record Management**. All copies of this Manual not marked 'Controlled Document' are uncontrolled and should be used for reference purposes only. It is the responsibility of the user to check that *uncontrolled copies* are up-to-date and valid.

Amendments to this manual will be issued by the QHSE Manager (Aubin's IMS Management Representative) or their designee following approval by the Aubin Managing Director.

AIMS Policy

The Aubin IMS Policy is endorsed by the Managing Director. The policy covers all activities directly undertaken by the Aubin organization. The policy includes a commitment to continual improvement in all aspects of quality, health, safety and environmental performance. The policy will be reviewed annually by Aubin top management and will be communicated to all employees and is made available to the public on request and via our website.

Please refer to **Appendix (A) Policy** for a copy of the Aubin Integrated Management System Policy.

Emergency Preparedness

The HSEQ Manager shall chair the Aubin HSE Committee. The HSE Committee shall regularly review (at least annually) likely emergency scenarios and agree formal emergency procedures for each scenario identified.

All emergency procedures shall be documented within AIMS. For each Emergency Procedure, formal records of training shall be maintained for every Aubin employee.

Hard copies of Emergency Procedures shall be displayed clearly at appropriate locations throughout Aubin facilities.

Current Emergency Procedures are listed in **Appendix (H) Index of Managed Procedures**. The procedure used to define Environmental Aspects is provided in **Managed Procedure MP(16) Identification & Review of Legal & Other Requirements**.

The HSEQ Manager shall, where practical, arrange periodic simulations of Emergency Procedures. Records of simulation evaluations and necessary improvement actions shall be maintained within AIMS.

Reporting of HSE Incidents

The Aubin Organisation has established procedures for ensuring that all health, safety and environmental incidents are reported and investigated so that corrective actions are established and implemented to prevent recurrence.

The procedure used to manage the reporting, investigation and subsequent corrective action of safety and/or environmental incidents is provided in **Managed Procedure MP(1) Reporting of Incidents**.

Process Interaction & Definition

The main processes which transform Aubin customer requirements into finished products are defined in **Figure 1**. Process Maps defining the inputs, outputs, resources, hazards, controls and monitoring arrangements for each process are detailed in **Appendix (D) Aubin Process Maps**.

Organisational Structure & Responsibility

The Managing Director assumes overall responsibility for the establishment of AIMS and for ensuring that sufficient resources are available to maintain AIMS processes as defined in this manual.

The Managing Director shall appoint a Management Representative for AIMS with the following responsibilities:

- Ensuring that AIMS is maintained and continuously improved as per the processes defined in this manual
- Reporting to the Managing Director on the performance of AIMS and any improvements required to the management system

The QHSE Manager shall assume the role of the Management Representative; where this manual or procedures refer to the Management Representative or QHSE Manager it shall mean the same thing.

Full AIMS roles, responsibilities and authorities are defined at the relevant functions and levels within the organisation. The Aubin Management Team jointly provides the resources essential to the implementation and control of Aubin's Integrated Management System (AIMS) including, but not limited to:

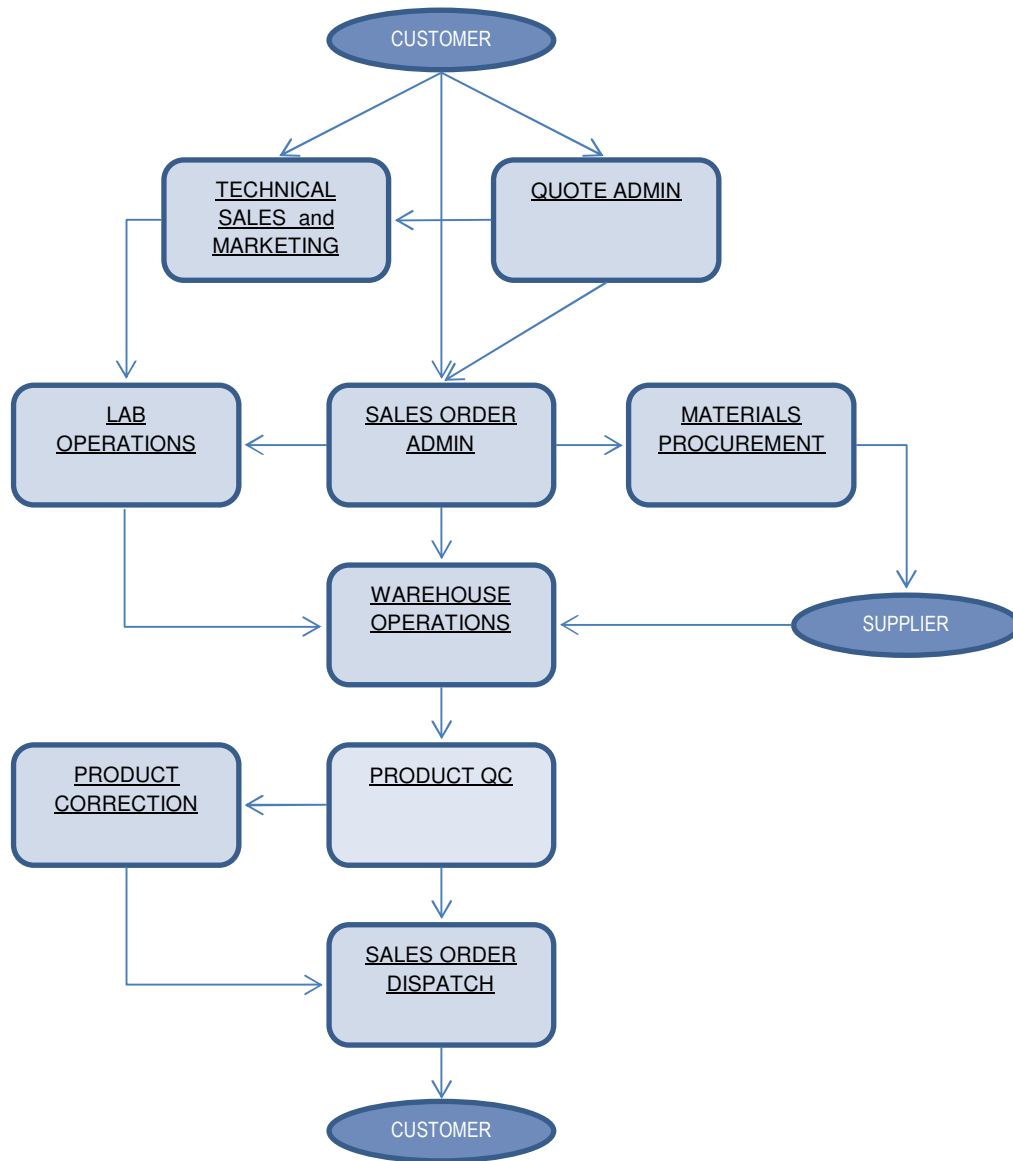
- Training
- Human Resources
- Financial Resources
- Technical & Informational Services

The AIMS Management Representative has the primary responsibility for establishing, operating and maintaining the Integrated Management System.

The HSE Committee Provides routine HSE support and reports directly to the AIMS Management Representative.

Documentation which describes the various positions and committees is included in **Appendix (C) Organisation & Responsibility**.

Figure 1 *Interaction of Product Realization Processes*



Environmental Aspects

The Aubin HSE Committee identifies environmental aspects which the organisation controls and over which it may be expected to have an influence, and determines which of those aspects are considered significant. Discussions regarding significance are recorded in committee meeting minutes. The aspects are reviewed at least annually by the HSE Committee or whenever there is a new or changed process. The AIMS Management Representative maintains the minutes and other records. A list of all aspects by area and department is included in **Appendix (E) Environmental Aspects**.

The procedure used to define Environmental Aspects is provided in **Managed Procedure MP(13) Environmental Aspects & Control**

Health & Safety Hazards & Control

The Aubin HSE Committee identifies workplace hazards, and determines the significance of risk associated with each hazard, taking account of the persons likely to be injured.

Discussions regarding the significance of risk are recorded in committee meeting minutes. The hazards are reviewed at least annually by the HSE Committee or whenever there is a new or changed process. The committee shall review and agree hazard mitigation controls as necessary to eliminate the risk entirely or, where this is not possible, reduce the risk to a level as low as is reasonably practical, taking account of the significance of risk.

The AIMS Management Representative maintains the minutes and other records (including risk assessments). A list of all hazards (indexed by work area and department) with risk significance and control measures is included in **Appendix (F) Health & Safety Risk Assessments**.

The procedure used to identify & define Health & Safety hazards and the controls used to mitigate these hazards s provided in **Managed Procedure MP(14) Health & Safety Risk Assessment & Control**.

Legal & Other Requirements

The Aubin organisation has established a procedure for the purpose of identifying, accessing and communicating legal & other requirements that are applicable to the organisation. The AIMS Management Representative shall review all European Union, national or local requirements applicable to the Aubin organisation at least once per annum. A list of all legal and other requirements identified by the Aubin organisation is listed within **Appendix (G) Index of Legal & Other Requirements**.

The procedure used to identify, review & communicate legal and other requirements is provided in **Managed Procedure MP(16) Identification and Review of Legal & Other Requirements**.

Objectives & Targets

The Aubin Senior Management Team has developed AIMS objectives and targets for selected significant HSE aspects and QA/QC improvement areas. These objectives and targets define:

- The performance objectives (Investigate/Study, Control/Maintain, or improve) for each significant aspect;
- The specific, quantified targets which define those performance objectives;
- The planned deadlines for the achievement of those targets

The AIMS Management Representative shall develop Management Programmes as a means for achieving objectives and targets. These programmes and associated documentation shall clearly define:

- Principle actions to be taken
- Persons responsible for those principle actions
- Deadlines for principle actions
- Progress notes against principle actions (mandatory where target deadlines have not been achieved)

The Aubin Senior Management Team will regularly meet to review the organisations performance against agreed objectives and targets. The AIMS Management Representative maintains the minutes and other records of the review.

A list of the current objectives and targets are provided in **Appendix (B) Business Objectives & Targets**.

The procedure used to identify and review AIMS objectives and targets is provided in **Managed Procedure MP(17) Identification and Review of Objectives and Targets**.

AIMS Documentation & Records

The AIMS Management Representative is responsible for the control of all AIMS documentation.

This manual identifies all documents relevant to AIMS. A copy of all AIMS documents may be obtained from the AIMS database.

The procedure used to maintain control of documents and records is provided in **Managed Procedure MP(23) Document & Record Management**. This procedure describes how documents and records are managed, where they are located and how they are reviewed. The procedure ensures the current version of all documents is in use and that obsolete versions of documents are removed from use or suitably identified.

A list of all controlled documents is provided in **Appendix (Y) Index of Controlled Documents**.

A list of all controlled records is provided in **Appendix (Z) Index of Controlled Records**

Training, Awareness & Competence

The Aubin organisation identifies, plans, monitors & records training needs for personnel whose work may create a significant impact on any aspect of health, safety, environmental or quality (QA or QC) performance.

Aubin provides training (induction and on-going) to all employees relevant to function and level on:

- Policy
- Significant environmental aspects
- Significant safety hazards & control measures
- Their roles & responsibilities in achieving conformance with Aubin's policy and procedures and its wider integrated management systems (where appropriate)

The AIMS Management Representative is responsible for maintaining employee training records. Records are monitored and reviewed on a scheduled basis. Competency is determined by the employee's immediate supervisor / line manager. Employee training plans are provided in **Appendix (J) Training Matrix**.

The procedure used to identify and review employee training requirements is provided in **Managed Procedure MP(11) Human Resources Management**.

Communication

The Aubin organisation has established and will maintain a procedure for internal and external communications regarding all QHSE aspects of AIMS.

The procedure used to maintain communication is provided in **Managed Procedure MP(18) AIMS Communication**.

Operational Control

The HSE Committee led by the AIMS Management Representative is responsible for identifying significant operational aspects (health, safety, environmental and QA/QC) that require operational controls in the form of Managed Procedures or other documents e.g. work instructions etc.

These documents define the mechanism for the establishment, implementation and maintenance of AIMS and ensure the system is maintained in accordance with AIMS -Policy and current Objectives & Targets and is communicated to suppliers and contractors.

Managed Procedures cover the general management and control of AIMS and the principle [significant] environmental aspects and health & safety risks identified in previous section of this manual.

Work Instructions (or Method Statements etc.) cover the control of specific operational activities and are usually activity specific in their application.

A list of all Managed Procedures and other work instruction documents is provided in **Appendix (H) Managed Procedures**.

Supply Management

It is Aubin policy that all purchases of product raw materials and sub-contract services are from Approved Vendors only.

An index of Approved Vendors is detailed in **Appendix (I) Index of Approved Vendors**. The AIMS Management Representative shall forward Supplier QHSE Questionnaires to key Approved Vendors of raw materials & sub contract services.

Periodic reviews of Approved Vendor performance shall be undertaken and, if necessary, suppliers shall their 'Approved' status revoked where persistent QHSE issues remain and alternative suppliers can be sought.

Full procedures for the supply of goods and services and the management of Approved Vendors are provided in **Managed Procedure MP(2) Supply Management**.

Product Management

The products that Aubin manufacture and supply shall be manufactured and supplied in a method that does not cause personal harm to stakeholders and the environment. All products shall be manufactured in accordance with the safety, environmental and quality controls defined in this manual.

Where Aubin products have the potential to cause harm to employees, stakeholders or the environment, these hazards must be communicated at all points throughout the development and supply chain.

Aubin controls the design, development and supply of new products into the marketplace in accordance with **Managed Procedure MP(9) Product Research and Development**.

The Technical Manager has overall responsibility for defining product information and releasing products for sale in accordance with the requirements defined in this manual.

An index of products approved for sale is provided in **Appendix (K) Product Master File**.

Full procedures for the supply of goods and services are detailed in **Managed Procedure MP(3) Product Management**.

Project Management

Aubin projects shall be administered in accordance with the following procedures:

Managed Procedure MP(4) Lead & Quotation Administration

Managed Procedure MP(5) Sales Order Administration

Customer Feedback

Full procedures for the collection and analysis of customer feedback is provided in **Managed Procedure MP(10) Customer Feedback**.

A summary of customer feedback information is provided in **Appendix (N) Customer Feedback**.

Warehouse Operations

All warehouse operations shall be conducted in accordance with the controls defined within this manual. Warehouse operations shall include all yard activities.

The site Operations Manager has overall responsibility for ensuring that warehouse operations staff are aware of and adhere to the defined controls.

The Warehouse Supervisor shall assist the Operations Manager in communicating and enforcing controls.

Full procedures for the control of warehouse operations are detailed in **Managed Procedure MP(6) General Warehouse Operations**.

Laboratory Operations

All laboratory operations shall be conducted in accordance with the controls defined within this manual.

The site Operations Manager has overall responsibility for ensuring that laboratory operations staff are aware of and adhere to the controls defined in this manual.

The Laboratory Supervisor shall assist the Operations Manager in communicating and enforcing controls.

Full procedures for the control of laboratory operations are detailed in **Managed Procedure MP(7) General Laboratory Operations**.

Where laboratory based QC checks are specified for each product, the cement laboratory shall perform these checks in accordance with **Managed Procedure (8) Product QC Checks**.

Product Research & Design

Full procedures for the control of product research and development are detailed in **Managed Procedure (9) Product Research & Development**.

Management of Equipment

Aubin has established a procedure for the management of equipment. Where there is a risk that any item of equipment if poorly maintained:

1. may negatively affect the delivery of quality products and services; or
2. may present or exaggerate a risk of harm to humans or the environment

the equipment must be logged within AIMS and properly maintained in accordance with managed in accordance with **Managed Procedure MP(12) Equipment IMC**.

An index of all IMC Equipment is provided in **Appendix (Q) Index of IMC Equipment**.

AIMS Monitoring & Measurement

The Aubin organisation has established a procedure to monitor and measure key characteristics of its operations and activities that can have significant impact on human health or illness, the environment or QA/QC systems.

The procedure used to identify and manage monitoring and measurement is provided in **Managed Procedure MP(28) AIMS Monitoring & Measuring Arrangements**.

An index of all monitoring and measuring activity (excluding equipment IMC) is provided in **Appendix (M) Index of Monitoring & Measuring**.

AIMS Internal Audit

The Aubin organisation has established a procedure to ensure the AIMS management system has been properly implemented and maintained. Audits shall include review of all the elements of the management system presented within this manual. Audits shall also confirm regulatory compliance with those health, safety and environmental legislations and other requirements as listed in Appendix (G). All legislations shall be reviewed on an annual basis. The Aubin audit schedule is provided in Appendix (I) Internal Audit Programme. Additional audits may be conducted as required with the previous agreement of all parties.

The results of audits shall be provided to the Aubin Senior Management.

All auditors shall be trained and audit records are kept with the AIMS Management Representative.

The procedure used to identify and manage internal auditing is **Managed Procedure MP(20) Internal Compliance Auditing**.

The annual schedule of internal auditing is provided in **Appendix (I) Internal Audit Plan**

Non-Conformance & Corrective & Preventative Action

The Aubin Organisation has established procedures for the defining responsibility and authority for handling and investigating non-conformances, for taking action to mitigate impacts, and for initiating and completing corrective and preventative actions as considered necessary.

All changes to existing controlled procedures as documented in Appendix (H) shall be implemented and recorded. The AIMS Management Representative maintains these records.

The procedure used to manage non-conformance reporting is provided in **Managed Procedure MP(21) Non-Conformance Reporting**. The procedure used to manage corrective and preventative actions is provided in **Managed Procedure MP(22) Corrective Action Management**.

Management of Change

The Aubin Organisation has established procedures for ensuring key changes to documented processes and or operational activities and managed is controlled and does not cause detriment to existing QHSE systems.

The procedure used to identify and control key change activities is **Managed Procedure MP(24) Management of Change**.

Management Review

The Aubin Organisation Management Team, led by the AIMS Management Representative shall review all elements of AIMS as defined in this manual and its associated documents and records to ensure its continuing suitability, adequacy & effectiveness.

The AIMS Management Representative must be present at all reviews and shall maintain and records minutes of the results of the review, together with details of further actions required (if any).

A schedule for the overall review of the management system is provided in **Appendix (X) Management System Review Plan**; this document details review inputs and outputs.

The procedure used to plan and perform AIMS management reviews is provided in **Managed Procedure MP(25) Management Review & Analysis**.

AIMS Appendix

Appendix A	IMS Policy
Appendix B	Business Objectives
Appendix C	Organisation & Responsibility Chart
Appendix D	Aubin Process Map
Appendix E	Environmental Aspects
Appendix F	Health & Safety Risk Assessments
Appendix G	Index of Legal & Other Requirements
Appendix H	Index of Managed Procedures
Appendix I	Internal Auditing Plan
Appendix J	Training Matrix
Appendix K	Product Master File
Appendix L	Index of Approved Vendors
Appendix M	Index of Monitoring Arrangements
Appendix N	Customer Feedback Results
Appendix O	Purchase Order Spending Approval Limits
Appendix P	Employee Handbook
Appendix X	Management System Review Plan
Appendix Y	Index of Controlled Documents
Appendix Z	Index of Controlled Records