



Circular # HR 05-2021

18 Jan 2021

GUIDELINES FOR OPERATING RETRIEVAL UNIT

1. **Prelude.** OMCs base their operations on safety of their employees, transport and infrastructure. Mid to Down Stream efficacy of operations need timely/ effective handling of any untoward incident/ accident. Apropos, it is imperative that OMCs retrieve their accidental TLs and spilled product for the general public and other plying transport. To this end, GO is also maintaining a Retrieval Unit for which operating guidelines are being appended in this document.

2. **Objective.** To outline operating modality, preventive/ corrective maintenance and record keeping of GO Retrieval Unit.

3. **Operating Guidelines**

a. **Responsibility**

- (1) Logistics Department shall be the custodian of Retrieval Unit.
- (2) Operational functionality of Retrieval Unit would be regulated/ supervised by the Head of Logistics, directly or through delegation. Concerned Manager Operations shall support the operability of Retrieval Unit.

b. **Retrieval Unit Team.** Retrieval Unit shall have the following team:-

- (1) Dedicated driver (24/7 availability with cell number circulated to all concerned).

Gas & Oil Pakistan Ltd.

Corporate Office:

23-T, Gulberg II, Lahore, Pakistan.

UAN : (+92 42)111 46 46 46

Fax : (+92 42) 357 787 70

Web : www.gno.com.pk

Regional Office:

Suite # 209, 2nd Floor, Park Towers,
Clifton, Karachi, Pakistan.

Tel : (+92 21) 352 902 01-4

Fax : (+92 21) 352 902 05



- (2) Operations Rep (nominated from the base location of Retrieval Unit. Should be trained in the Retrieval Unit Operations).
 - (3) HSE Representatives competent to handle the equipment shall be nominated from the base location of Retrieval Unit.
- c. **Major Inventory**. Retrieval Unit must have the following inventory:-
- (1) Compressor.
 - (2) Pumps with its attachments/ tools.
 - (3) Fire Extinguisher.
 - (4) Personal Protection equipment including Fluorescent Jacket and Gumboots.
- d. **Operating Area Responsibility**. Retrieval Unit shall operate within radius of 100 kms from its base location.
- e. **Movement of Retrieval Unit**
- (1) Sr. Manager Logistics after having received information from the Local Administration/ Neighbor Depot(s)/ Installation(s)/ Rescue 1122 or driver of the TL shall issue orders to the driver of Retrieval Unit to reach the site along with the Representatives of Operations, HSE and Security Departments.
 - (2) Sr. Manager Logistics shall also inform other concerned staff (Location In-charge/ Operations/ Security Department).

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- (3) HSE Rep shall call the Head of HSE and Sr. Manager Logistics upon reaching the site and confirm the following:-
- (a) Cordoning off of the site.
 - (b) Diversion of traffic plying on the road.
 - (c) Availability of Empty TL and Crane arranged by Local Govt at the site for offloading and removal of accidental TL.
 - (d) Creation of Safe Environment for operating Retrieval Unit with the assistance of NHA/ Local Administration.
- f. **Post Operation Report.** After completion of the Decanting Operation, Operations/ HSE Representatives (Prime Responsibility) shall submit a report through SAP covering the following:-
- (1) Location of the incident/ accident.
 - (2) Timings (Start and End of the operation by Retrieval Unit).
 - (3) Pictures of the site including the conduct of Decanting Operation.
 - (4) Quantity of the product retrieved.
 - (5) Operability of the equipment used.
 - (6) Lessons learnt and recommendations.
- g. **Fueling of Retrieval Unit.** Fueling of Retrieval Unit may be done by the following methods:-
- (1) GO location by following Own Use process.
 - (2) Through Cash by authorization of Location In-charge.
 - (3) Using Fuel Card provided for the purpose.

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4. Preventive/ Corrective Maintenance of Retrieval Unit

a. General Maintenance. Regular maintenance/ inspections would be undertaken by the driver in presence of Logistics Representative on required basis. Following shall be ensured for the preventive maintenance of the Retrieval Unit:-

- (1) Should be ready/ fit for use/ working at all times.
- (2) Should always remain available at its assigned location.
- (3) Fuel tank of Air Compressor Engine/ Retrieval Unit should be topped-up to move immediately.
- (4) Tyres should be in good condition and spare wheel must always be available.
- (5) Hose pipes and air pressure pipes should be in good and working condition.
- (6) All necessary tools/ fittings required during operation should be available.
- (7) Timely servicing and lubrication of Retrieval Unit be ensured.
- (8) Air Filter/ Oil Filter/ Water Filter of Air Compressor and vehicle engine be replaced when due.
- (9) Engine Oil/ Gear Oil/ Differential Oil/ Radiator Coolant/ Compressor Oil of Air Compressor/ vehicle be replaced after appropriate running/ duration.

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b. **Servicing of Equipment**

- (1) Servicing of the equipment of Retrieval Unit should be carried out by an authorized service provider (as assigned by the Company or advised by the Logistics Department).
- (2) Certification or email notification shall be issued/ sent after major maintenance on six monthly basis to the Head of Operations and Head of Logistics.

5. **Record Keeping.** A separate log book of Retrieval Unit Vehicle and Air Compressor must be maintained to update running/ fueling/ oil change, which should be signed by driver and verified by Officer Logistics at Location on fortnightly basis.

6. For implementation by the Logistic Dept, please.

GM HR
Brig Muhammad Naeem Sarwar (Retd)

CEO
Khalid Riaz

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