



HSE Driver Management Procedure (Integrated Version)

Document No.: CLADDING-HSE-PD-31

1 General Provisions

1.1 Purpose

To standardize the Health, Safety and Environment (HSE) management of the Company's driver operations, improve drivers' safety awareness and operational skills, prevent road traffic accidents, vehicle failures and personal injuries, and ensure personnel safety, vehicle integrity and material undamaged during material transportation (including pipeline equipment and procured materials), on-site delivery and official travel. This procedure is formulated in accordance with the *Road Traffic Safety Law of the People's Republic of China, Regulations on Road Transportation, Regulations on the Management of Road Transportation Practitioners, PIPING SYSTEM PTE LTD Vehicle Traffic Safety Management Measures, HSE Management System Requirements* and the characteristics of the Company's material transportation business.

1.2 Scope of Application

This procedure applies to all personnel engaged in driving operations and related management activities of the Company, covering the entire process of driver recruitment, training, assessment, operation and health management:

1. Applicable Personnel: The Company's in-house drivers, drivers assigned by outsourced transportation units, full-time drivers, part-time drivers and temporary drivers;
2. Applicable Vehicles: All vehicles operated by the Company, including material transportation vehicles (trucks, heavy equipment transfer vehicles), on-site delivery vehicles (light trucks, pickups), official vehicles (sedans, SUVs) and hazardous goods transportation vehicles (tank trucks for anti-corrosion material transportation, etc.);
3. Applicable Scenarios: Transportation from material warehouses to project sites, transfer of equipment after procurement and acceptance, auxiliary delivery at construction sites, official travel and emergency material allocation.

1.3 Terminology and Definitions

1.3.1 HSE: Refers to an integrated management system covering Health, Safety and Environment, aiming to protect drivers' health, prevent traffic safety risks and minimize environmental impacts during driving operations.

1.3.2 Operational Vehicles: Vehicles registered under the Company and used for production and business activities, including in-house vehicles and vehicles of outsourced units under the Company's unified management (requiring the signing of the *HSE Outsourcing Agreement*).

1.3.3 Hazardous Goods Transportation: Refers to the transportation of flammable, explosive and corrosive materials related to the Company's business (such as pipeline anti-corrosion coatings and compressed gas cylinders), which must comply with the requirements of *Rules for Road Transportation of Hazardous Goods* (JT/T 617).

1.3.4 Fatigue Driving: Refers to continuous driving of motor vehicles for more than 4 hours without stopping for rest, or stopping for rest for less than 20 minutes; or continuous driving for more than 2 hours at night (22:00-6:00 the next day) without rest.

2 Responsibility Assignment

2.1 Quality, Health, Safety and Environmental (QHSE) Department

1. Responsible for the centralized management of driver HSE management, formulating, revising and supervising the implementation of this procedure; organizing regular HSE training and assessment for drivers;
2. Verifying the compliance of drivers' qualifications (driver's license, professional qualification certificate) and establishing driver HSE files;
3. Responsible for the investigation and handling of traffic accidents, formulating corrective measures and tracking their implementation;
4. Supervising the integrity of vehicle safety devices (seat belts, fire extinguishers, GPS monitoring) and spot-checking daily vehicle inspection records;
5. Organizing HSE emergency drills (traffic accident rescue, hazardous goods leakage disposal, etc.).

2.2 Human Resources Department

1. Responsible for driver recruitment and employment, and implementing the employment process (qualification review, background check);
2. Establishing driver personnel files, including personal identification documents, qualification certificates, contact information and emergency contact information;
3. Organizing driver health check-ups (including annual comprehensive physical examinations) and psychological tests, and establishing personal health files;

4. Handling driver labor contracts and tracking the performance of contracts;
5. Assisting the QHSE Department in conducting driver HSE training and retaining training records.

2.3 Vehicle Management Department

1. Responsible for the daily management of drivers, including scheduling, work assignment and performance evaluation;
2. Organizing daily vehicle safety inspections, formulating the *Vehicle Maintenance Schedule*, and coordinating with the vehicle maintenance department for regular maintenance;
3. Organizing pre-trip safety technical disclosure and clarifying the characteristics of transported materials and protection requirements;
4. Monitoring GPS driving data and promptly correcting drivers' non-compliant behaviors such as speeding and fatigue driving;
5. Collecting and archiving the *Driving Log*, *Vehicle Inspection Record*, *Material Transportation Handover Form* and *Performance Evaluation Record*;
6. Evaluating drivers' work performance and linking the evaluation results with salary and promotion.

2.4 Material Transportation Department

1. Responsible for planning material transportation routes (avoiding construction sections and dangerous mountain sections), and submitting hazardous material transportation routes to local traffic management departments for filing;
2. Verifying the loading status of transported materials (weight, fixing method) to ensure compliance with safety requirements;
3. Cooperating with the Vehicle Management Department in supervising the driver operation process to ensure timely and intact delivery of materials;
4. Participating in emergency disposal related to material transportation (such as material leakage and damage).

2.5 Vehicle Maintenance Department

1. Responsible for regular vehicle maintenance (oil change, brake system maintenance, etc.) and implementing the *Vehicle Maintenance and Repair Management Regulations*;
2. Maintained vehicles must meet safety standards, maintenance records shall be retained, and no safety hazards shall remain in vehicles after maintenance;
3. Inspecting and replenishing vehicle emergency supplies (fire extinguishers, first-aid kits, warning triangles, tow ropes);
4. Establishing vehicle technical files and recording the entire life cycle information of vehicle purchase, maintenance and scrapping.

2.6 Drivers

1. Working with valid certificates, strictly complying with traffic laws and this procedure, and refusing illegal commands;
2. Conducting daily vehicle inspections (before departure, during driving, after return), filling out the *Daily Vehicle Inspection Form*, and immediately reporting any faults found;
3. Standardizing the loading and securing of materials to prevent displacement or leakage during transportation;
4. Participating in safety training and emergency drills, and mastering first-aid knowledge and accident disposal procedures;
5. Reporting vehicle faults and abnormal situations, and cooperating with accident investigation and handling;
6. Complying with health management requirements and promptly reporting physical discomfort or psychological stress.

2.7 Outsourced Transportation Units

1. Drivers assigned by outsourced units must meet the Company's access criteria, provide qualification certificates and participate in the Company's HSE training;
2. Vehicles used must meet the Company's safety standards and be equipped with vehicle registration certificates and road transportation certificates (including hazardous goods transportation qualifications, if required);
3. Cooperating with the Company's QHSE Department and Vehicle Management Department in supervision and inspection, and implementing rectification requirements;
4. Undertaking the safety responsibilities for drivers and vehicles during the outsourcing period, and signing the *HSE Outsourcing Agreement*.

3 Driver Access and Qualification Management

3.1 Access Criteria

3.1.1 Basic Criteria:

1. Aged 22-55 years old (drivers for hazardous goods transportation shall not exceed 55 years old), in good health, and free from diseases that impede safe driving (hypertension, epilepsy, etc.);
2. Junior high school education or above, with basic reading and writing skills;
3. No criminal records of drunk driving, drug-impaired driving or hit-and-run, and no bad behavior records;
4. No more than 3 traffic violations (excluding minor violations) within 1 year, and no full score records for traffic violation points.

3.1.2 Qualification Requirements:

1. Holding a valid driver's license for the corresponding vehicle type for more than 3 years, with the driver's license within the validity period;
2. Drivers for hazardous goods transportation shall additionally obtain the *Qualification Certificate for Road Hazardous Goods Transportation Practitioners*;
3. No records of major or above traffic accidents within 3 years (based on the inquiry results of the traffic management department);
4. Possessing basic HSE knowledge and passing the pre-job assessment organized by the Company (qualified score \geq 80 points).

3.2 Employment Process

1. Qualification Review and Background Check: The Human Resources Department verifies qualification certificates, violation and accident records, and confirms no bad background;
2. Health Check-up and Psychological Test: The Human Resources Department organizes physical examinations (including vision, hearing, electrocardiogram, blood pressure monitoring) and psychological assessments to confirm suitability for driving;
3. Skill and Knowledge Assessment: The Vehicle Management Department organizes practical driving skill assessments, and the QHSE Department organizes theoretical safety knowledge examinations;
4. Pre-job Training: After passing the assessment, drivers participate in pre-job training and can take up their posts only after passing the training (those who fail shall retake the examination; those who still fail shall be disqualified for employment).

3.3 Qualification Management

1. Drivers must carry their driver's license and professional qualification certificate (if required) with them; the QHSE Department verifies the validity period of the certificates every six months;
2. Driver HSE files include: copies of qualification certificates, training records, assessment results, violation records, accident records and health files;
3. Drivers who change positions (e.g., from general transportation to hazardous material transportation) shall receive re-training and obtain corresponding qualifications;
4. When drivers resign, they shall return the safety protection equipment and vehicle keys issued by the Company, and their files shall be retained for no less than 3 years.

4 Driver Training Management

4.1 Induction Training (Pre-job Training)

4.1.1 Training Content:

1. The Company's HSE management system and road transportation safety laws and regulations;

2. Vehicle performance and operating procedures (including GPS system operation);
3. Material securing methods (for heavy equipment, fragile goods and hazardous materials);
4. Emergency handling procedures (traffic accident reporting, personnel first-aid, material leakage disposal).

4.1.2 Training Requirements:

1. Training duration shall not be less than 24 hours;
2. Drivers can take up their posts only after passing the assessment (theoretical + practical);
3. Training files shall be established to record training content, duration and assessment results;
4. Training content shall be updated regularly (based on regulatory changes and business needs).

4.2 Daily Training

1. Monthly Safety Learning: Organized by the Vehicle Management Department, covering recent violation cases and new traffic laws;
2. Quarterly Skill Training: Organized by the QHSE Department, covering driving skills in complex road conditions and vehicle fault detection;
3. Annual Re-training Assessment: Covering the core content of induction training; drivers who fail the assessment shall be suspended from work for training until they pass;
4. Special Training for Special Circumstances: Timely organize special training when new hazardous material transportation businesses are added or new vehicle models are put into use.

4.3 Special Training

4.3.1 Hazardous Material Transportation Training:

1. Characteristics of hazardous materials (flammability, corrosiveness, etc.) and protection requirements;
2. Emergency disposal methods for hazardous material leakage (collection, neutralization, isolation);
3. Safe loading and unloading operating procedures (anti-static, no open flames);
4. Accident prevention measures (temperature monitoring, routes avoiding sensitive areas).

4.3.2 Long-distance Driving Training:

1. Fatigue driving prevention (schedule planning, rest point selection);
2. Driving skills in complex road conditions (mountainous areas, night);
3. Precautions for driving in other places (road condition inquiry, emergency contact);
4. Response to emergencies (vehicle faults, severe weather).

5 Driver Health Management

5.1 Health Check-up

5.1.1 Check-up Items:

1. Routine physical examination (height, weight, cardiopulmonary function);
2. Vision and hearing examination (uncorrected or corrected vision ≥ 5.0 , able to identify the direction of sound sources at a distance of 50 cm from the tuning fork with both ears);
3. Electrocardiogram examination and blood pressure monitoring (systolic blood pressure 90-140 mmHg, diastolic blood pressure 60-90 mmHg);
4. Special examinations for drivers' occupational characteristics (lumbar spine, cervical spine).

5.1.2 Check-up Frequency:

1. At the time of employment: Comprehensive physical examination + psychological test;
2. During employment: Comprehensive physical examination once a year, blood pressure and vision monitoring once every six months;
3. When health abnormalities are found: Arrange special examinations immediately to assess whether continued driving is suitable.

5.2 Psychological Assessment and Intervention

1. Regular Assessment: The Human Resources Department organizes psychological state assessments every quarter, using questionnaires or interviews;
2. Key Focus Areas: Emotional fluctuations, work pressure, family issues and other factors that may affect driving safety;
3. Psychological Counseling: Provide free psychological counseling services for drivers to help relieve psychological pressure;
4. Crisis Intervention: When severe psychological problems are found, suspend driving work, arrange professional intervention, and allow drivers to return to work only after recovery.

5.3 Health Intervention Measures

1. Work Schedule Management: The Vehicle Management Department reasonably arranges schedules to avoid continuous high-intensity operations and ensure ≥ 8 hours of rest per day;
2. Dietary Guidance: Provide healthy dietary recommendations (low salt, low fat) and avoid foods that may cause discomfort during long-distance driving;
3. Physical Exercise: Organize group physical activities (such as hiking, ball games) and encourage drivers to exercise regularly;

4. Occupational Disease Prevention: Guide drivers to correctly adjust seats and steering wheels, avoid maintaining the same posture for a long time, and prevent lumbar and cervical spine diseases.

6 Vehicle HSE Management

6.1 Vehicle Selection and Configuration

1. Vehicle selection must match business needs:
 - For transporting heavy pipeline equipment (steel pipes, valves): Heavy-duty trucks with a rated load ≥ 20 tons, equipped with hydraulic lifting devices;
 - For transporting hazardous materials (anti-corrosion coatings): Special hazardous goods transportation vehicles meeting the requirements of GB 18564, equipped with anti-static grounding devices and leak collection tanks;
 - For on-site delivery vehicles: Flexible and lightweight light trucks, equipped with loading and unloading tailgates;
 - For official vehicles: Energy-saving and environmentally friendly vehicle models that meet daily office travel needs.
2. Vehicle safety configuration:
 - Mandatory Configuration: Seat belts, ABS anti-lock braking system, tire pressure monitoring, fire extinguishers (capacity ≥ 2 kg, validity period ≥ 1 year), warning triangles, first-aid kits (tourniquets, bandages, disinfection supplies);
 - Recommended Configuration: GPS monitoring system, driving recorders, reverse images, blind spot warning devices;
 - Additional Configuration for Hazardous Goods Transportation Vehicles: Hazardous goods warning signs, emergency shutdown devices, anti-static clothing.

6.2 Daily Inspection and Maintenance

6.2.1 Daily Driver Inspection (Implemented Daily)

Inspection Period	Inspection Item	Inspection Standard
Before Departure	Document Inspection	Driver's license, vehicle registration certificate, transportation certificate (if required) are complete and valid

	Appearance and Safety Devices	No deformation of the vehicle body, no damage to glass; no bulges on tires (tread depth \geq 1.6mm); seat belts and fire extinguishers are in good condition
	Power and Brake Systems	Normal engine oil level, no leakage; normal brake pedal stroke, no leakage of brake fluid
	Cargo and Personal Status	Cargo is securely bound, no overloading; personal physical condition is suitable for driving, and protective equipment is properly worn
During Driving	Real-time Monitoring	Speed does not exceed the speed limit (\leq 90km/h on highways, \leq 60km/h on national highways, \leq 80km/h for hazardous materials); no abnormal noise
After Return	Vehicle Condition and Cleaning	Inspect the brake system and tires; clean up debris on the vehicle body, no residual materials in the carriage (especially hazardous materials)
	Fault Recording and Reporting	Record faults found during driving and report to the Vehicle Management Department in a timely manner

6.2.2 Regular Maintenance (Implemented by the Vehicle Maintenance Department)

1. Monthly Maintenance: Inspect tire pressure, brake system and lighting system; replace oil filters;
2. Quarterly Maintenance: Overhaul the gearbox and drive shaft; inspect the hydraulic system (lifting device); calibrate the GPS monitoring system;
3. Annual Maintenance: Conduct a comprehensive disassembly and inspection of the engine and chassis; test vehicle safety performance (braking distance, roll stability); replace aging components;
4. Maintenance Records: Fill out the *Vehicle Maintenance Record* and store it in the vehicle technical file; vehicles that fail the maintenance shall be prohibited from operating.

6.3 Vehicle Parking and Scrapping

1. Vehicle Parking:

- Park in the Company's designated parking lot (equipped with fire-fighting facilities and monitoring equipment) on a daily basis;
- Hazardous goods transportation vehicles shall be parked in separate zones, away from fire sources and residential areas;
- For overnight parking or mid-way parking during long-distance transportation: Choose regular parking lots, lock the doors, turn off the power, and arrange personnel on duty for the transportation of valuable materials.

2. Vehicle Scrapping:

- Vehicles that have reached the national specified service life (10 years for minibuses, 15 years for heavy-duty trucks) or have substandard safety performance (unrepairable after inspection) shall have scrapping applications submitted by the Vehicle Management Department;
- Scrapped vehicles shall be handled by qualified units; the vehicle registration certificate and road transportation certificate shall be cancelled; the vehicle technical file shall be retained for 5 years after scrapping.

7 Driver Operation HSE Specifications

7.1 Pre-driving Preparation

1. Route and Plan Confirmation: The Vehicle Management Department provides the driving route; drivers familiarize themselves with hazard points along the route (such as sharp bends and slopes);
2. Cargo Inspection:
 - Ordinary Cargo: Confirm that the loaded weight \leq the vehicle's rated load, evenly distributed; secure heavy equipment with steel wire ropes or special clamps;
 - Hazardous Materials: Inspect the tightness of packaging, clear labels; do not mix materials of different properties (separate acids and alkalis); equip with leak emergency handling tools;

3. Safety Disclosure: The Vehicle Management Department shall disclose information including: cargo characteristics, speed limit requirements, emergency contacts (Company emergency phone: 0316-2073723);
4. Personal Preparation: Wear reflective vests and non-slip shoes; do not drink alcohol or take drugs that affect driving; carry necessary driving documents (vehicle registration certificate, transportation order, emergency disposal card).

7.2 In-driving Specifications

1. Complying with Traffic Rules:

- Do not exceed the speed limit, run red lights or reverse; slow down when passing intersections or school areas ($\leq 30\text{km/h}$);
- Continuous driving ≤ 4 hours, stop for rest ≥ 20 minutes; continuous driving at night (22:00-6:00) ≤ 2 hours; hazardous materials transportation shall be equipped with 2 drivers taking turns to drive;
- Do not answer or make phone calls with handheld devices, do not drive fatigued; stay focused and pay attention to vehicle blind spots;

2. Cargo and Vehicle Monitoring:

- Ordinary Cargo: Check the securing status every 1 hour through rearview mirrors; adjust in a safe area if displacement occurs;
- Hazardous Materials: Stop for inspection every 30 minutes (away from fire sources and crowds); record leakage and packaging damage;
- Vehicle Status: Pay attention to instrument data in real time; stop immediately for inspection if abnormal noise or odor is found;

3. Emergency Communication: Keep the GPS system online; immediately report to the Vehicle Management Department in case of road blockage or vehicle failure; do not change the route without authorization.

7.3 Post-driving Management

1. Vehicle Inspection: Re-inspect according to the pre-departure standards; focus on inspecting the brake system, tires and hydraulic devices; record faults and report;
2. Cargo Handover: Verify the quantity and integrity of the cargo with the receiver; sign the *Material Transportation Handover Form*; immediately report any damage or loss;
3. Record Filling: Fill out the *Driving Log* (mileage, speed, rest time, cargo status);
4. Vehicle Parking and Cleaning: Park the vehicle in the designated area; clean the carriage; hazardous materials transportation vehicles shall be specially cleaned.

7.4 Operation Requirements for Special Scenarios

1. Hazardous Materials Transportation:

- Wear anti-static clothing and protective gloves throughout the process; prohibit smoking or using open flames near the vehicle;
- Leakage Disposal: Move the vehicle to a safe area (away from water sources/farmland); turn off the power; collect the leakage with a leak collection tank; call 119 and the Company's emergency phone;

2. Night Operation:

- Turn on low-beam lights and position lights; avoid direct high-beam lights on oncoming vehicles; slow down in unlit sections ($\leq 40\text{km/h}$);
- Turn on hazard warning lights when parking; place warning triangles (50-100 meters on ordinary roads, 150 meters on highways);

3. Field/Mountain Area Operation:

- Survey the route in advance; lay steel plates on soft roads; equip with anti-skid chains and tow ropes;
- Carry a satellite phone (when there is no mobile phone signal); report the driving plan before departure and feedback after arrival.

8 Driver Performance Evaluation

8.1 Evaluation Content

8.1.1 Safety Performance (60 Points)

Indicator	Scoring Standard	Score
Responsible Accidents	30 points for no responsible accidents; 15 points deducted per general accident; 0 points for major accidents	30
Traffic Violations	20 points for no traffic violations; 5 points deducted per minor violation; 0 points for serious violations	20
Non-compliant Operations	10 points for no non-compliant operations; 2	10

	points deducted per violation	
Hazard Identification	5 points added per active hazard identification; 3 points deducted per unrepaired hazard	Additional

8.1.2 Operation Specifications (40 Points)

Indicator	Scoring Standard	Score
Vehicle Maintenance	15 points for qualified vehicle inspection; 3 points deducted per missed inspection or unqualified inspection	15
Energy Conservation	15 points for fuel consumption below the standard; 2 points deducted per 100 kilometers exceeding the standard	15
Service Quality	10 points for receiver satisfaction $\geq 90\%$; 2 points deducted for every 5% decrease	10

8.2 Evaluation Methods

1. Monthly Safety Performance Evaluation: The Vehicle Management Department scores based on GPS data, violation records and inspection records;
2. Quarterly Comprehensive Competence Evaluation: Comprehensive scoring combining monthly results, skill tests and colleague evaluations;
3. Annual Comprehensive Evaluation: Summarize quarterly results, including training assessment and emergency disposal performance;
4. Special Evaluation for Special Circumstances: Immediate special evaluation in case of accidents or major violations.

8.3 Application of Results

1. Salary Linkage: A reward of RMB 500 for full marks in the monthly evaluation; no reward or penalty for 80-99 points; 10% of the monthly performance deducted for < 80 points;
2. Promotion Basis: Drivers with excellent annual evaluation (top 10%) are awarded the title of "HSE Excellent Driver" and given priority for promotion;
3. Reward and Punishment Measures: Drivers with three consecutive monthly evaluations < 70 points shall be suspended from work for training; drivers with unqualified annual evaluations shall be transferred to other positions or have their labor contracts terminated;
4. Improvement Plan: Formulate special improvement plans (such as skill training, health intervention) for evaluation shortcomings and track implementation.

9 Emergency Disposal

9.1 Emergency Plan Formulation

The QHSE Department formulates the *Special Emergency Plan for Driver Operations*, specifying:

1. Emergency Organization: Commander-in-Chief (Company leader in charge), On-site Disposal Team (Vehicle Management Department), Rescue Team (Vehicle Maintenance Department), Logistics Support Team (Administrative Department);
2. Emergency Response Process: Alarm → On-site Disposal → Personnel Rescue → Cargo Protection → Accident Investigation → Insurance Claim;
3. Emergency Material List: First-aid kits, fire extinguishers, warning triangles, tow ropes, leak treatment agents, satellite phones, walkie-talkies.

9.2 Emergency Training and Drills

1. Emergency Training: Conducted once a quarter, covering:
 - First-aid knowledge and skills (hemostasis, bandaging, cardiopulmonary resuscitation);
 - Accident reporting procedures (122 traffic police, 120 first-aid, Company emergency phone);
 - Insurance claim process (accident evidence collection, claim material submission);
2. Emergency Drills: Organized once every six months, covering scenarios such as traffic accident rescue and hazardous material leakage disposal; participants include drivers, Vehicle Management Department and Maintenance Department personnel;
3. Drill Improvement: Hold a summary meeting after the drill to analyze response speed and material preparation issues, and revise the emergency plan.

9.3 Disposal of Common Emergency Scenarios

9.3.1 Traffic Accidents

1. Minor Accidents (no personal injury, vehicle movable):
 - Turn on hazard warning lights; place warning triangles; take photos to fix on-site evidence;
 - Negotiate with the other party; if negotiation fails, call 122 to report to the police and report to the Vehicle Management Department at the same time;
 - Move the vehicle to the side of the road after ensuring safety to avoid traffic congestion;
2. Major Accidents (personal injury, vehicle immovable):
 - Immediately call the police (122, 120) and report to the Company's emergency phone;
 - Rescue the injured (provide initial treatment with first-aid kits) to avoid secondary injuries;
 - Protect the on-site area and prohibit unrelated personnel from entering; use fire extinguishers to put out fires if the vehicle catches fire (stay away from the fuel tank);
 - For accidents involving hazardous materials transportation vehicles, additionally call 119, inform the characteristics of the materials, and assist in fire-fighting disposal.

9.3.2 Vehicle Faults

1. Engine Fault/Brake Failure:
 - Turn on hazard warning lights; slowly move to the emergency lane (highway) or side of the road (ordinary road); pull the handbrake tightly;
 - Place warning triangles (150 meters away on highways, 50 meters away on ordinary roads); drivers evacuate to a safe area;
 - Call the Vehicle Maintenance Department and road rescue phone, specifying the fault location and type;
2. Tire Blowout:
 - Keep the steering wheel stable; slowly reduce speed; avoid sudden braking; park smoothly in a safe area;
 - Wear a reflective vest to replace the spare tire; wait for rescue if there is no spare tire.

9.3.3 Hazardous Material Leakage

1. Move the vehicle to a safe area (upwind, away from water sources/farmland/residential areas); turn off the engine;
2. Wear anti-static clothing and protective gloves; collect the leaked material with a leak collection tank; do not rinse corrosive materials with water;
3. Call 119 and the Company's emergency phone, informing the name, quantity and location of the leaked materials;
4. Evacuate nearby personnel; set up a warning area; prohibit fire sources from approaching.

10 Supplementary Provisions

10.1 Relevant Documents

- *Road Traffic Safety Law of the People's Republic of China*
- *Regulations on Road Transportation*
- *Regulations on the Management of Road Transportation Practitioners*
- *Rules for Road Transportation of Hazardous Goods (JT/T 617)*
- *Vehicle Traffic Safety Management Measures*
- *HSE Management System Requirements*
- *Company HSE Emergency Preparedness and Response Management Procedure*
- *Vehicle Maintenance and Repair Management Regulations*

10.2 Record Forms

- *Driver File* (including basic information and management information)
- *Driver Qualification Verification Form*
- *Training Record*
- *Health Check-up Record*
- *Daily Vehicle Inspection Form*
- *Vehicle Maintenance Record*
- *Driving Log*
- *Material Transportation Handover Form*
- *Performance Evaluation Record*
- *Emergency Disposal Record*
- *Accident Record*
- *Violation Record*

10.3 Appendices

Appendix A: Daily Vehicle Inspection Form (Same as Table in 6.2.1)

Appendix B: Driver Safe Driving Prohibitions

1. Driving Behavior Prohibitions:
 - Strictly prohibit drunk driving;
 - Strictly prohibit fatigue driving;

- Strictly prohibit speeding;
- Strictly prohibit answering or making handheld phone calls.

2. Vehicle Use Prohibitions:

- Strictly prohibit driving vehicles with faults;
- Strictly prohibit changing routes without authorization;
- Strictly prohibit overloading and over-limit transportation;
- Strictly prohibit carrying personnel without authorization.

3. Operation Discipline Prohibitions:

- Strictly prohibit concealing accident hazards;
- Strictly prohibit leaving posts or wandering between posts without authorization;
- Strictly prohibit violating loading and unloading procedures;
- Strictly prohibit violating parking regulations.

Appendix C: Driver Evaluation Scoring Standards (Same as Tables in 8.1)

Appendix D: Driver Health Management Requirements

1. Check-up Items: Routine physical examination, vision and hearing examination, electrocardiogram examination, blood pressure monitoring;
2. Health Standards:
 - Vision: Uncorrected or corrected vision ≥ 5.0 ;
 - Hearing: Able to identify the direction of sound sources at a distance of 50 cm from the tuning fork with both ears;
 - Blood Pressure: Systolic blood pressure 90-140 mmHg, diastolic blood pressure 60-90 mmHg;
 - No diseases that impede safe driving (hypertension, epilepsy, heart disease, etc.).

Appendix E: Driver File Directory

1. Basic Information:
 - Personal identification documents;
 - Driver's license and professional qualification certificate;
 - Contact information and address;
 - Emergency contact information.
2. Management Information:
 - Training records;

- Evaluation records;
- Violation records;
- Accident records;
- Health check-up records.

10.4 This procedure shall be interpreted by the Company's QHSE Department and shall come into force on the date of issuance. The former *Driver Safety Management Regulations of Pipeline Materials and Equipment Co., Ltd. (20XX Version)* shall be repealed simultaneously.

10.5 Matters not covered herein shall be implemented in accordance with national relevant laws and regulations, and management systems.

Pipeline Materials and Equipment Co., Ltd.

January 1, 2026

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