



# HSE Official Vehicle Management Procedure (Integrated Version)

## Document No.: CLADDING-HSE-PD-32

### 1 General Provisions

#### 1.1 Purpose

To standardize the Health, Safety and Environment (HSE) management of the Company's official vehicles (hereinafter referred to as "official vehicles"), ensure the safe operation of vehicles, prevent road traffic accidents, vehicle failures and personal injuries, reduce environmental impacts, and safeguard personnel safety, vehicle integrity during official trips (including procurement inspections, project coordination, material acceptance, business receptions, etc.). This procedure is formulated in accordance with the *Road Traffic Safety Law of the People's Republic of China, Administrative Measures for Official Vehicles of Party and Government Institutions, Motor Vehicle Safety Technical Inspection Standards, PIPING SYSTEM PTE LTD HSE Management Regulations for Official Vehicles, HSE Management System Requirements* and the business characteristics of the Company.

#### 1.2 Scope of Application

This procedure applies to all official vehicles of the Company and related management activities, covering the entire lifecycle of official vehicles from procurement, use, maintenance, environmental protection management to scrapping:

1. Applicable Vehicles: The Company's owned official sedans, SUVs, business vehicles (minivans, off-road vehicles), and leased passenger vehicles used for long-term official purposes (requiring the signing of an *HSE Leasing Agreement*);
2. Applicable Scenarios: Procurement material inspections, pipeline equipment project coordination, on-site coordination for material acceptance, business receptions, employee official commuting (with approval), and other non-cargo transportation scenarios;
3. Applicable Personnel: Official vehicle drivers (full-time/part-time), passengers (employees, customers, partners), vehicle management personnel (Administrative Department), user departments (departments requesting vehicle use) and relevant responsible departments.

## 1.3 Terminology and Definitions

1.3.1 Official Vehicles: Refers to passenger vehicles used for the Company's official activities and non-cargo transportation, with a rated passenger capacity  $\leq 9$  people, including owned registered vehicles and legally leased vehicles;

1.3.2 Full-time Drivers: Refers to on-the-job personnel employed by the Company's Human Resources Department and specifically responsible for driving official vehicles;

1.3.3 Part-time Drivers: Refers to on-the-job employees of the Company who have obtained driving qualifications upon approval for temporary official needs (e.g., emergency project coordination);

1.3.4 Official Trip Radius: Short-distance trips (one-way trip  $\leq 100$  km), medium-distance trips ( $100 \text{ km} < \text{one-way trip} \leq 300 \text{ km}$ ), long-distance trips (one-way trip  $> 300$  km);

1.3.5 Environmental Compliance: Refers to official vehicles meeting national and local environmental protection standards in terms of exhaust emissions, noise control, and waste disposal.

## 2 Responsibility Assignment

### 2.1 Administrative Department (Vehicle Management Department, centralized management of official vehicles)

1. Responsible for the selection, procurement, leasing and registration of official vehicles; establishing the *Official Vehicle Ledger* and *Vehicle Technical File*;
2. Formulating official vehicle use application and scheduling procedures; reviewing vehicle use requests to avoid duplicate dispatch; recording vehicle usage;
3. Organizing daily inspections, regular maintenance (including seasonal special maintenance) and repairs of official vehicles; retaining the *Vehicle Maintenance Record* and *Repair File*;
4. Managing procedures for official vehicle insurance, annual inspections and license plates to ensure compliance and validity;
5. Responsible for the scrapping management of official vehicles; organizing technical appraisal, handling scrapping approval and file cancellation;
6. Supervising drivers' implementation of this procedure; verifying the *Vehicle Usage Record*; addressing non-compliant vehicle use;
7. Implementing environmental management for official vehicles; organizing exhaust gas testing and recycling of waste engine oil/waste tires.

### 2.2 Quality, Health, Safety and Environmental (QHSE) Department

1. Supervising the implementation of this procedure; conducting quarterly HSE special inspections of official vehicles (including safety devices, driving records and environmental compliance);
2. Organizing HSE training (including emergency disposal, defensive driving and environmental protection operations) and assessments for drivers; establishing training files;
3. Participating in the investigation of official vehicle traffic accidents; analyzing accident causes and formulating corrective measures;
4. Formulating emergency response plans for official vehicles; organizing emergency drills once every six months (e.g., traffic accident rescue, emergency weather response);
5. Supervising the implementation of vehicle environmental protection measures (e.g., emission control, energy-saving driving); verifying environmental testing records.

## **2.3 Human Resources Department**

1. Responsible for the recruitment and employment of full-time drivers; reviewing qualifications (driver's license, driving experience, no major accident records);
2. Organizing annual health check-ups for drivers (including vision, hearing, cardiovascular and cerebrovascular examinations); establishing driver health files;
3. Handling qualification approval for part-time drivers; verifying driving qualifications and position suitability;
4. Incorporating drivers' HSE performance (including safe driving and environmental protection operations) into performance evaluations; implementing reward and punishment measures.

## **2.4 User Departments (Departments requesting vehicle use)**

1. Submitting the *Official Vehicle Application Form* in advance; specifying the purpose of vehicle use, itinerary, number of passengers and time; arranging vehicle use reasonably;
2. Urging passengers to comply with safety regulations (e.g., wearing seat belts, not interfering with driving); supervising drivers' safe driving;
3. Confirming the route, weather and emergency contact information with the Administrative Department before long-distance trips; reporting emergencies promptly;
4. Assisting drivers in confirming vehicle conditions after use; signing the *Vehicle Usage Confirmation Form*; reporting abnormal vehicle conditions.

## **2.5 Drivers (Full-time/Part-time)**

1. Working with valid driver's licenses; strictly complying with traffic laws and this procedure; refusing illegal instructions (e.g., speeding, fatigue driving);

2. Conducting pre-trip inspections (daily + weekly), in-trip monitoring and post-trip management; filling out the *Official Vehicle Daily Inspection Form* and *Vehicle Usage Record*; reporting faults immediately;
3. Driving in a standardized manner; implementing energy-saving measures (e.g., smooth acceleration, rational use of air conditioning); avoiding environmental impacts;
4. Parking vehicles properly (in designated parking lots/safe areas); keeping vehicle documents and keys; not changing the purpose of vehicles without authorization;
5. Activating emergency disposal immediately in case of traffic accidents or faults; protecting the scene and reporting;
6. Cooperating in the maintenance, repair and environmental testing of official vehicles; participating in the classified collection of waste such as waste engine oil.

## **2.6 Passengers**

1. Complying with passenger safety regulations; wearing seat belts throughout the trip; children ( $\leq 12$  years old) using child safety seats and not sitting in the front passenger seat;
2. Not carrying flammable, explosive, corrosive or other hazardous materials; not interfering with drivers' operations;
3. Cooperating with drivers in taking turns to rest during long-distance trips; reminding drivers to avoid fatigue driving and non-compliant operations;
4. Promptly informing drivers of abnormal vehicle conditions (e.g., abnormal noise, peculiar smell, abnormal exhaust) to ensure driving safety and environmental compliance.

## **3 Procurement and Acceptance Management of Official Vehicles**

### **3.1 Vehicle Selection and Procurement**

#### **3.1.1 Procurement Principles**

1. Meeting the Company's official needs; giving priority to vehicle models with excellent safety performance and environmental protection (e.g., new energy vehicles for short-distance official trips);
2. Complying with the Company's vehicle configuration standards; balancing usage needs and road adaptability (e.g., high-chassis SUVs for field project coordination);
3. Following the principle of "optimal cost-performance"; selecting compliant suppliers within the budget.

#### **3.1.2 Technical Requirements**

Requirement Type	Specific Standards
Safety Configuration	Equipped with ABS anti-lock braking system, Electronic Stability Control (ESC), dual airbags (front row), reverse radar/camera, and seat belt pretensioners
Environmental Requirements	Meeting the latest national emission standards (e.g., National Emission Standard VI); fuel consumption complying with limits; using environmentally friendly materials; noise control meeting standards ( $\leq 60$ decibels)
Basic Configuration	Equipped with GPS positioning system, driving recorder (storage $\geq 30$ days), tire pressure monitoring; reserved storage space for emergency equipment (fire extinguishers, first-aid kits)

### 3.1.3 Acceptance Procedures

1. The Administrative Department, jointly with the QHSE Department, verifies vehicle technical documents (factory certificate of conformity, consistency certificate, environmental testing report);
2. On-site verification of the effectiveness of safety configurations (e.g., brake system testing, airbag function inspection) and compliance of environmental indicators;
3. Testing vehicle performance (acceleration, steering, braking); confirming no potential faults;
4. After passing acceptance, recording the vehicle in the *Official Vehicle Ledger* and establishing the *Vehicle Technical File* (including acceptance records and technical documents).

## 4 Daily Usage Management of Official Vehicles

### 4.1 Vehicle Scheduling and Application

#### 4.1.1 Scheduling Principles

1. The Administrative Department schedules vehicles based on the principles of "priority to urgency, combining rides for the same route"; reducing empty mileage and avoiding resource waste;
2. Giving priority to ride-sharing for official needs in the same direction and time period (ensuring no excess of rated passenger capacity);
3. Considering road conditions and weather factors (e.g., reducing non-essential vehicle dispatch in heavy rain or icy weather); avoiding fatigue driving (arranging 2 drivers for long-distance trips);
4. Official vehicle requests for holidays (including weekends) shall be submitted 2 working days in advance; the Administrative Department shall reserve backup vehicles.

#### 4.1.2 Application Procedures (same as original Section 4.1, supplemented with usage record requirements)

Trip Type	Application Procedure	Approval Authority	Record Requirements
Short-distance Trip	User Department submits <i>Official Vehicle Application Form</i> → Administrative Department reviews → Head of Administrative Department approves	Head of Administrative Department	Record vehicle use time, mileage and purpose
Medium-distance Trip	User Department submits application form → Administrative Department reviews → Head of User Department approves →	Head of User Department	Attach itinerary plan and driver information

	Administrative Department files		
Long-distance Trip	User Department submits application form (with itinerary plan) → Administrative Department reviews → Company in-charge leader approves → Administrative Department files	Company in-charge leader	Record rest stops and emergency contact information
Emergency Official Business	User Department makes verbal application → Administrative Department dispatches vehicles temporarily → Supplementary application form filled within 24 hours	Head of Administrative Department (temporary approval)	Explain emergency reasons and complete records supplementarily

## 4.2 Vehicle Inspections (Pre-trip + In-trip + Post-trip)

### 4.2.1 Pre-trip Inspections (daily inspections and weekly inspections)

Inspection Type	Inspection Items	Inspection Content	Inspection Standards
Daily Inspection (before each trip)	Tires	Air pressure, wear, bulges	Air pressure conforming to door label; tread depth ≥ 1.6mm; no bulges
	Lighting and Signals	Low beams, high beams, turn signals, brake lights	Complete and effective; no flickering or damage

	Braking and Steering	Brake pedal stroke, steering wheel flexibility	Sensitive brake response; no jamming in steering
	Fluids	Engine oil, coolant, windshield washer fluid, brake fluid	Fluid levels within normal range on dipstick; no leakage
	Safety Equipment	Fire extinguishers, first-aid kits, warning triangles, safety hammers	Fire extinguishers with normal pressure; first-aid kit supplies not expired; safety hammers intact
Weekly Inspection (once a week)	Battery	Power level, terminal corrosion	Sufficient power; no corrosion on terminals
	Brake Pads	Thickness, wear uniformity	Thickness $\geq$ 3mm; uniform wear
	Belts	Tension, cracks	No slack; no cracks or aging
	Vehicle Cleaning	Interior, exterior	No debris accumulation; no obvious scratches on exterior

#### 4.2.2 In-trip Requirements

1. Complying with traffic rules:  $\leq$  60 km/h in urban areas,  $\leq$  80 km/h on national highways,  $\leq$  100 km/h on highways; maintaining a safe following distance ( $\geq$  vehicle speed / 2 meters);
2. Using safety equipment correctly: Drivers and passengers wearing seat belts throughout the trip; no use of handheld phones, no distracted driving (e.g., eating, adjusting audio);
3. Environmental protection operations: Avoiding sudden acceleration and sudden braking; driving smoothly; closing windows when driving at high speeds (reducing wind resistance for energy conservation); setting air conditioning temperature to  $\geq$  26°C in summer and  $\leq$  22°C in winter;
4. Real-time monitoring: Paying attention to vehicle conditions (e.g., abnormal engine noise, abnormal exhaust); immediately reducing speed in case of emergency weather (heavy rain, heavy fog); stopping at safe areas if necessary.

### 4.2.3 Post-trip Management

1. Inspecting vehicle conditions: Checking for tire and body damage; checking for fluid leakage; recording driving mileage;
2. Cleaning and organizing: Removing debris from the vehicle (sorted into trash bins); wiping the interior; performing basic exterior cleaning;
3. Parking and storage: Parking the vehicle in designated parking lots (strictly prohibiting blocking fire exits or no-parking areas); locking doors, turning off power; not storing valuables in the vehicle;
4. Submitting records: Filling out the *Vehicle Usage Record* (mileage, fuel consumption, abnormal conditions); part-time drivers returning vehicle keys and documents.

## 5 Maintenance, Servicing and Repair Management of Official Vehicles

### 5.1 Maintenance Plans and Content

#### 5.1.1 Maintenance Plans (integrating mileage and cycle, including seasonal maintenance)

Maintenance Type	Trigger Condition	Implementing Department	Core Requirements
Daily Maintenance	After each trip / before each trip	Drivers	Cleaning the vehicle; checking fluid levels and tire pressure
Regular Maintenance	Every 5,000 km or 3 months (whichever comes first)	Vehicle Repair Department (organized by Administrative Department)	Replacing engine oil and oil filters; inspecting brake/steering systems
Quarterly Maintenance	Every 3 months	Vehicle Repair Department	Inspecting air filters, brake pads and belt tension
Annual Maintenance	Every 12 months or 10,000 km	Vehicle Repair Department	Comprehensive inspection of engine, chassis and electrical

			systems; calibrating GPS/driving recorder
Seasonal Maintenance	Summer (June), Winter (November)	Vehicle Repair Department	Summer: Inspecting air conditioning and coolant; Winter: Inspecting antifreeze and anti-slip performance

### 5.1.2 Detailed Maintenance Content (corresponding to Appendix B Maintenance Cycle Table)

Maintenance Item	Daily Maintenance	Every 5,000 km	Every 20,000 km	Every 40,000 km	Annual Maintenance
Engine Oil Replacement	-	✓	-	-	-
Oil Filter Replacement	-	✓	-	-	-
Air Filter Replacement	-	-	✓	-	-
Brake Pad Inspection	✓	✓	✓	-	✓
Tire Rotation	-	-	✓	-	-
Spark Plug Replacement	-	-	-	✓	-
Brake Fluid Inspection	-	✓	✓	✓	✓
Air Conditioning System Cleaning	-	-	-	-	✓

## 5.2 Repair Management

### 5.2.1 Repair Approval Procedures

1. After discovering vehicle faults, drivers fill out the *Vehicle Repair Application Form* and describe fault symptoms;
2. The Administrative Department reviews the fault situation; organizing technical appraisal if necessary (distinguishing between routine repairs and major overhauls);
3. Routine repairs (cost ≤ RMB 5,000): Approved by the Head of Administrative Department; Major overhauls (cost > RMB 5,000): Approved by the Company in-charge leader;
4. The Administrative Department selects qualified repair units (with qualifications and good reputation); specifying the use of original or qualified spare parts.

### 5.2.2 Repair Process Control

1. During the repair period, the Administrative Department tracks progress and verifies the matching between repair items and faults;
2. After repair completion, drivers test vehicle performance on-site to confirm fault elimination;
3. The Administrative Department retains repair certificates (invoices, repair lists); updates the *Vehicle Technical File*; recording repair content, costs and spare part information.

## 6 Environmental Management of Official Vehicles

### 6.1 Emission Control

1. Regular testing: Organizing exhaust gas testing once every 6 months (entrusting third-party institutions); ensuring compliance with National Emission Standard VI or higher; storing test reports in the *Vehicle Technical File*;
2. System maintenance: Regularly servicing the engine (e.g., carbon deposit cleaning); inspecting the exhaust system (three-way catalyst, muffler); avoiding black smoke or blue smoke;
3. Fuel management: Using standard fuel (e.g., gasoline of 92# or higher); strictly prohibiting the addition of inferior fuel; the Administrative Department establishing a fuel procurement ledger.

### 6.2 Energy-saving Management

1. Driving habits: Cultivating energy-saving driving habits through training (smooth acceleration, avoiding idling for more than 3 minutes, closing windows at high speeds);
2. Vehicle maintenance: Regularly checking tire pressure (insufficient pressure increases fuel consumption); removing unnecessary loads from the vehicle (every additional 100 kg of load increases fuel consumption by 5%);

3. Energy consumption monitoring: The Administrative Department recording monthly fuel consumption of each vehicle; comparing with the average level of the same model; promptly investigating reasons for abnormally high fuel consumption (e.g., faults, driving habits).

## 6.3 Waste Management

1. Classified collection: Hazardous wastes such as waste engine oil, waste tires and waste batteries shall be collected uniformly by the Administrative Department; stored in dedicated recycling containers (with clear labels);
2. Compliant disposal: Entrusting qualified units to dispose of hazardous wastes; signing disposal agreements; retaining transfer manifests (stored for  $\geq 5$  years);
3. Ordinary waste: Domestic waste in the vehicle (e.g., tissues, bottles) shall be sorted into trash bins in parking lots by drivers; random disposal is strictly prohibited.

## 7 Scrapping Management of Official Vehicles

### 7.1 Scrapping Conditions (meeting any one condition)

1. Reaching the specified service life: 10 years for compact sedans, 12 years for SUVs/business vehicles (extension is allowed for official needs but shall not exceed 3 years);
2. Excessive repair costs: Single repair cost exceeding 50% of the vehicle's assessed value, or annual cumulative repair costs exceeding 80% of the assessed value;
3. Environmental non-compliance: Failure to meet the latest emission standards after repairs, with no modification value;
4. Safety hazards: Severe damage to vehicle structure (e.g., frame deformation), irreparable faults in core components (engine, brake system), resulting in serious safety hazards.

### 7.2 Scrapping Procedures

1. Technical appraisal: The Administrative Department organizes the Vehicle Repair Department and QHSE Department to conduct technical appraisal; issuing the *Vehicle Scrapping Technical Appraisal Report*;
2. Approval process: The Administrative Department submits the *Vehicle Scrapping Application Form* (attached with appraisal report and assessed value) to the Company in-charge leader for approval;
3. Handover and disposal: After approval, the Administrative Department hands over the vehicle to a qualified scrapping and recycling enterprise; completing handover procedures;
4. File cancellation: The Administrative Department handles vehicle deregistration at the vehicle management office; retrieving the driving license and license plates; updating the *Official Vehicle Ledger*; storing the *Vehicle Technical File* for  $\geq 5$  years.

## 8 Emergency Disposal

### 8.1 Emergency Plan Formulation

The QHSE Department formulates the *Special Emergency Plan for Official Vehicles*, specifying:

1. Emergency Organization: Commander-in-Chief (Company in-charge leader), On-site Disposal Team (Administrative Department), Rescue Team (Vehicle Repair Department), Logistics Support Team (Human Resources Department);
2. Emergency Contact Mechanism: Company emergency phone (0316-2073723), driver contact list, insurance company phone, road rescue phone, environmental emergency phone;
3. Emergency Material List: First-aid kits, fire extinguishers, warning triangles, tow ropes, emergency flashlights, safety hammers, satellite phones (equipped for trips to remote areas), leakage absorbent pads (for handling fluid leakage).

### 8.2 Disposal of Common Emergency Scenarios (integrating processes in new Appendix D)

#### 8.2.1 Traffic Accident Disposal Process

flowchart TD

A[Accident Occurs] --> B[Stop immediately and turn on hazard lights]

B --> C[Place warning signs (50-100 meters on ordinary roads, 150 meters away on highways)]

C --> D[Check for casualties]

D -->|With casualties| E[Rescue the injured and call 120]

D -->|No casualties| F[Take photos to fix the scene (vehicle position, collision parts)]

E --> G[Call 122 to report to police and notify the Company emergency phone]

F --> G

G --> H[Protect the scene and prohibit unrelated personnel from entering]

H --> I[Cooperate with traffic police investigation and submit \*Accident Description\* within 24 hours]

I --> J[Contact the insurance company and initiate the claim process]

#### 8.2.2 Vehicle Fault Disposal

1. Engine Fault / Brake Failure:

- Slowly move the vehicle to the emergency lane (highway) or roadside (ordinary road); pull the handbrake tightly;
- Place warning triangles; drivers and passengers evacuate to safe areas;
- Call the Vehicle Repair Department and road rescue phone; specifying the fault location and type;

#### 2. Tire Blowout:

- Keep the steering wheel stable; reduce speed slowly; avoid sudden braking; park smoothly in a safe area;
- Full-time drivers wear reflective vests to replace the spare tire; part-time drivers wait for rescue;

#### 3. Fluid Leakage:

- Park in a safe area; turn off the engine; cover the leakage with leakage absorbent pads;
- Keep fire sources away; report to the Administrative Department and environmental protection department (if leakage volume is large).

### 8.2.3 Severe Weather Disposal

1. Heavy Rain: Speed  $\leq$  40 km/h; turn on fog lights and hazard warning lights; avoid wading (prohibiting passage if water depth exceeds half the tire height); gently step on the brake after wading to restore brake effectiveness;
2. Icy and Snowy Weather: Install anti-skid chains; speed  $\leq$  30 km/h; maintain a safe following distance 2-3 times the normal distance; avoid sudden acceleration and sudden braking; reduce speed when turning;
3. Heavy Fog: Turn on fog lights, low beams and hazard warning lights; speed  $\leq$  40 km/h; if visibility  $<$  50 meters, stop immediately at a service area and wait for the fog to clear.

## 8.3 Emergency Training and Drills

1. Organizing emergency drills once every six months, covering scenarios such as traffic accident rescue, severe weather response and environmental leakage disposal; participants include drivers, the Administrative Department and the QHSE Department;
2. Emergency training content: First-aid knowledge (hemostasis, bandaging), accident reporting procedures, insurance claim processes, environmental emergency disposal;
3. Holding a summary meeting after drills; analyzing response speed and material preparation issues; revising emergency plans; supplementing emergency materials.

## 9 Inspection and Assessment

### 9.1 Inspection Mechanism

1. Daily Inspection: The Administrative Department verifies the *Vehicle Daily Inspection Form* and *Vehicle Usage Record* daily; addressing problems immediately;
2. Special Inspection: The QHSE Department conducts quarterly HSE inspections, focusing on verifying:
  - Integrity of vehicle safety devices (fire extinguishers, seat belts, safety hammers);
  - Drivers' violation records and fatigue driving (via driving recorders);
  - Compliance of vehicle use approval (no private use of official vehicles) and implementation of environmental protection measures (exhaust testing, waste recycling);
3. Annual Inspection: The Administrative Department, jointly with the QHSE Department, conducts a comprehensive inspection of vehicle conditions, maintenance records, emergency preparedness and environmental compliance; forming the *Annual HSE Inspection Report*.

## 9.2 Assessment Standards

### 9.2.1 Driver Assessment (Monthly + Annual)

Assessment Dimension	Scoring Standards	Score
Safe Driving	30 points for no violations or accidents; 10 points deducted per violation; 20 points deducted per accident	30
Vehicle Maintenance	20 points for qualified daily/weekly inspections; 5 points deducted per missed or unqualified inspection	20
Standardized Operation	25 points for complying with driving/environmental protection standards; 5 points deducted per violation	25
Emergency Disposal	15 points for correct fault/accident disposal;	15

	10 points deducted for improper disposal	
Service Quality	10 points for passenger satisfaction $\geq 95\%$ ; 2 points deducted for every 5% decrease	10

## 9.2.2 Reward and Punishment Measures

### 1. Rewards:

- Full score in monthly assessment: RMB 300 reward;
- Excellent annual assessment (top 10%): Awarded the title of "HSE Excellent Driver"; RMB 1,000 reward; priority for promotion (for full-time drivers);
- Proactively identifying major hazards (e.g., brake faults, environmental leakage): Additional RMB 200 reward per case;

### 2. Punishments:

- Monthly assessment < 70 points: Warning; 10% deduction of monthly performance;
- Two consecutive months of assessment < 70 points: Suspension for training; 50% deduction of performance during training;
- Violating safety prohibitions (e.g., drunk driving, private use of official vehicles): Immediate termination of labor contract (for full-time drivers); part-time drivers disqualified and notified publicly;
- Causing accidents or environmental violations due to non-compliant operations: Bearing 20%-50% of losses (based on responsibility determination); disqualified from annual evaluation.

## 10 Supplementary Provisions

### 10.1 Relevant Documents

- Road Traffic Safety Law of the People's Republic of China
- Administrative Measures for Official Vehicles of Party and Government Institutions
- Motor Vehicle Safety Technical Inspection Standards
- Standards for Pollution Control on the Storage of Hazardous Wastes
- HSE Management Regulations for Official Vehicles
- HSE Management System Requirements
- Company HSE Emergency Preparedness and Response Management Procedure
- Vehicle Maintenance and Repair Management Regulations

## **10.2 Record Forms**

- *Official Vehicle Ledger*
- *Vehicle Technical File*
- *Official Vehicle Application Form*
- *Official Vehicle Daily Inspection Form*
- *Vehicle Usage Record*
- *Vehicle Maintenance Record*
- *Vehicle Repair Application Form*
- *Accident Description*
- *Vehicle Scrapping Application Form*
- *Vehicle Scrapping Technical Appraisal Report*
- *Driver Assessment Form*
- *Environmental Testing Record*

## **10.3 Appendices**

### **Appendix A: Official Vehicle Daily Inspection Form (same as Table in Section 4.2.1)**

### **Appendix B: Official Vehicle Maintenance Cycle Table (same as Table in Section 5.1.2)**

### **Appendix C: Safety Usage Prohibitions for Official Vehicles**

#### **1. Driving Behavior Prohibitions:**

- Strictly prohibit drunk driving and fatigue driving (continuous driving > 4 hours);
- Strictly prohibit speeding, running red lights and reversing in violation of regulations;
- Strictly prohibit using handheld phones, distracted driving (eating, adjusting audio);
- Strictly prohibit driving without wearing a seat belt or allowing passengers to not wear seat belts.

#### **2. Vehicle Usage Prohibitions:**

- Strictly prohibit driving vehicles with faults (known faults not repaired);
- Strictly prohibit overloading passengers (exceeding rated passenger capacity);
- Strictly prohibit changing the purpose of vehicles without authorization (e.g., converting official use to private use);

- Strictly prohibit dismantling safety devices without authorization (airbags, ABS, safety hammers).

### 3. Parking Management Prohibitions:

- Strictly prohibit blocking fire exits and parking in no-parking areas;
- Strictly prohibit long-term idling in flammable and explosive areas;
- Strictly prohibit storing hazardous materials (e.g., gasoline, alcohol) in the vehicle (except emergency materials);
- Strictly prohibit parking with doors unlocked or power not turned off.

## **Appendix D: Emergency Disposal Process for Official Vehicle Accidents (same as Flowchart in Section 8.2.1)**

## **Appendix E: Environmental Management Requirements for Official Vehicles**

### 1. Emission Management:

- Conduct exhaust gas testing once every 6 months to ensure compliance with National Emission Standard VI;
- Use standard fuel (gasoline of 92# or higher); no addition of inferior fuel;
- Regularly service the engine (cleaning carbon deposits every 5,000 km); inspecting the tightness of the exhaust system;
- Avoid high-speed driving when the engine is cold (idle for 30 seconds after cold start before driving).

### 2. Energy-saving Measures:

- Accelerate and decelerate smoothly; avoid sudden braking (sudden braking increases fuel consumption by 15%-20%);
- Use air conditioning rationally: Temperature  $\geq 26^{\circ}\text{C}$  in summer,  $\leq 22^{\circ}\text{C}$  in winter; close windows when driving at high speeds;
- Timely remove unnecessary loads from the vehicle (every 100 kg of load increases fuel consumption by 5%);
- Regularly check tire pressure (insufficient pressure increases fuel consumption by 10%).

### 3. Waste Management:

- Waste engine oil and waste tires shall be recycled by qualified units; random disposal is prohibited;
- Waste batteries shall be stored separately and handed over to manufacturers or professional recycling enterprises for disposal;
- Domestic waste in the vehicle shall be sorted into trash bins; discarding along the road is prohibited.

**10.4 This procedure shall be jointly interpreted by the Company's Administrative Department and QHSE Department, and shall come into force on the date of issuance. The former *Official Vehicle 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 relevant national laws and regulations, as well as management systems of and PipeChina.**