Control of Work
Work Permit – What Good Looks Like

Heritage PETROLEUM COMPANY LIMITED

WORK PERMIT (WP)

HPCL-WP No: Sample001WP
Work Order Ref. No: 8675309
RA Ref. No: HPCL-TBRA-DBUL-2.1 - 2.8

SECTION 1 :WORK DESCRIPTION (To be completed by PA)

Start Date:	10th March 2026	Expected Completion Date:	20th March 2026 (1)	Activity Level (AA or IA to strike) (3)
Requesting Department	Drilling & Workover	Time:	07:00 - 19:00 (2)	☐ A1 [low risk]
Work Area / Location:	Santa Flora Field Road, FZ 652			☑ A2 [High risk]
Company:	ACME Workover	Number of People:	7	Job Planned: ☑ YES ☐ NO

Work/Task Description

To Conduct Workover Activites (COPU) on Well FZ 652 in accordance with programme 8675309 (4)

SECTION 2 :Supporting Documents/Certificates (To be completed by PA and reviewed by AA & IA)

☑ TBRA	Ref. No. DBUL-2.1-2.8	☐ Confine Space Entry	Cert. No.	☐ Diving	Cert. No.		
☑ Method Statement	Ref. No. 8675309	☑ Excavation	Cert. No. 50002EXC	☐ Hot Work	Cert. No.		
☑ Elect. Iso. Cert.	Cert. No. 100001EIC	☐ Limit of Electrical Access	Cert. No.	☐ Safety System Bypass	Cert. No.		
☐ Mech. Iso. Cert.	Cert. No.	☐ Radiography	Cert. No.	☑ Other:	Cert. No. 1001DW		
☐ Proc. Iso. Cert.	Cert. No.	☐ Vehicle/Mobile Equipment Entry	Cert. No.				(5)

SECTION 3 :Authorization & Approval for Job/Task (To be completed by AA & IA)

Permit Valid TO: by AA (dd/mm/yr.) (6) 16th March 2026

The work stated above has been confirmed and I am satisfied that the above WP requirements MUST be in place and the work can proceed safely.

(7)			
Arthur Pendelton	PTL	A. Pendelton	10th March 2026 07:10 AM
AA's NAME (Block Letters)	Designation	Signature	Date & Time

I hereby issue this WP to the assigned PA and give permission to commence the work stated on this document, subject to the conditions of this WP.

Julian Vance	W/O Supvr.	Julian Vance	10th March 2026 07:40 AM
IA's NAME (Block Letters)	Designation	Signature	Date & Time

SECTION 4 :WP Onsite Verification of Conditions Outlined in this Document (To be completed by PA)

I have confirmed that all safety measures and conditions are in place and work task can proceed.

Marcus Thorne	Toolpusher	Marcus Thorne	10th March 2026 08:00 AM
PA's NAME (Block Letters)	Designation	Signature	Date & Time

SECTION 5 : Daily / Shift Renewal, Daily Suspension and Daily Validation

PERMIT CONDITIONS TO BE REVIEWED AT THE BEGINNING OF EVERY SHIFT BEFORE JOB/TASK COMMENCES, AND SUSPENDED AFTER THE END OF THE SHIFT.

Date (dd/mm/yy)	Time/Shift	Approving Authority (AA)	Issuing Authority (IA)	Performing Authority (PA)	Permit Status / Remarks: • Active (A) • Suspended (S)
10/03/2026	19:00		Julian Vance	Marcus Thorne	Suspend (S) (8)
10/03/2026	19:00 - 7:00		Julian Vance	Elias Sterling	Active (A)
11/03/2026	7:00		Julian Vance	Elias Sterling	S
11/03/2026	7:00 - 19:00		Julian Vance	Marcus Thorne	A
11/03/2026	19:00		Julian Vance	Marcus Thorne	Suspend (S)
11/03/2026	19:00 - 7:00		Julian Vance	Elias Sterling	Active (A)
12/03/2026	7:00		Julian Vance	Elias Sterling	S
12/03/2026	7:00 - 12:00		Julian Vance	Marcus Thorne	A

SECTION 6 : WP Closing (To be completed by PA, IA)

The work is complete/completed for the period safely. All personnel under my supervision, materials and equipment withdrawn and housekeeping conducted in .

Marcus Thorne	Toolpusher	Marcus Thorne	12th March 2026 11:50 AM
PA's NAME (Block Letters)	Designation	Signature	Date & Time

The work is completed safely and the area is back to normal condition. Job status accepted by Operations.

Julian Vance	W/O Supvr.	Julian Vance	12th March 2026 11:55 AM
IA's NAME (Block Letters)	Designation	Signature	Date & Time

SECTION 7 :WP Closing (To be completed by AA)

Based on the checks and balances conducted by the PA and IA in this document; this WP permit is considered closed.

Arthur Pendelton	PTL	A. Pendelton	12th March 2026 12:30 PM
AA's NAME (Block Letters)	Designation	Signature	Date & Time

(1) Expected Completion Date of the Activity, not the Life of the Permit (Captured in Section 3)

(2) Time is [From] – [To], and covers the first work period

(3) A1 – No Supplementary Certificates
A2 – Has Supplementary Certificates

(4) Task Description needs to be clear and address the WHAT, WHERE and HOW of the Activity

(5) Cross-Reference any Supporting Documents

(6) Permit Validity is up to a MAXIMUM of Seven (7) days from the Start Date

(7) Approval must go in the order AA → IA → PA

(8) The First Row in this section must be to Suspend (S); the first work period is already approved through Section 3 & 4, so there is no need to duplicate here

(9) For Suspending a work period, the end time must be stated; for revalidation/activation (A), the Time is [From] – [To]