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PURPOSE

The purpose of this business continuity procedure is to prepare HEXATECH in the event of extended service outages caused by factors beyond our control (e.g., natural disasters, man-made events), and to restore services to the widest extent possible in a minimum time frame. All project sites are expected to implement preventive measures whenever possible to minimize operational disruptions and to recover as rapidly as possible when an incident occurs.

SCOPE

The scope of this procedure is limited to the provision for supply, installation, maintenance and servicing including design and development of mechanical and electrical services. This is a business continuity plan, not a daily problem resolution procedures document. This plan must be reviewed and exercised on a need basis.

DEFINITIONS

- (1) Disaster: Any loss of utility service (power, water), connectivity (system sites), or catastrophic event (weather, natural disaster, vandalism) that causes an interruption or delay of any mechanical and electrical services provided by HEXATECH.
- (2) Recovery teams: Immediate Emergency Respondents (IER) located at the project sites and Crisis Management Team (CMT) at HQ office.

RESPONSIBILITY OF RECOVERY TEAMS

- (1) Immediate Emergency Respondents (IER) comprises of Project Manager, Project Executive/Engineer, Project Supervisor and Safety Officer (if any) at project site:

Responsible for overall coordination of the project site disaster recovery effort; evaluation and determining disaster declaration; communications with senior management; and support the following activities:

- Evaluate which recovery actions should be invoked and activate the recovery teams.
- Raise Emergency Incident Report and evaluate damage assessment findings.
- Work with project owner or main contractor to set restoration priority based on the damage assessment reports.

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- Provide senior management at HQ office with ongoing status information.
 - Work with vendors and suppliers to develop a rebuild/repair schedule.
- (2) Crisis Management Team (CMT) comprises of Managing Director (MD), Operations Director (OD), Design Engineer, Contracts Manager (CM) and Finance & Administration Manager (FAM):

Responsible for overall coordination of the disaster recovery effort; activate the crisis management centers; communications with all subsidiaries, affiliates, associates and the site IER; support the following activities:

- Coordinate with project owner or main contractor and own IER at site.
- Determine recovery needs.
- Notify all company department heads and advise them to activate their plan(s) if applicable, based upon the disaster situation.
- If no disaster is declared, take appropriate action to return to normal operations using regular staff.
- Determine if vendors or other teams are needed to assist with detailed damage assessment.
- Record the Emergency Incident Report with post-disaster debriefing.
- Coordinate the development of site-specific recovery plans and ensure they are updated accordingly.

MAIN OBJECTIVES

- This procedure serves as a guide for HEXATECH both the recovery teams, IER and CMT.
- Identifies the customer, main contractor, subcontractors and suppliers that must be notified in the event of a disaster.
- Identifies alternate sources for supplies, resources and locations.
- Safeguarding of documents and control the retrieval of vital records.

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INSTRUCTIONS

1. Invoking the plan

This plan becomes effective when a disaster occurs and remain in effect until normal operations are resumed and control is returned to the appropriate functional management.

2. Disaster Declaration

The Managing Director (MD), with inputs from the owner, main contractor, IER and CMT, is responsible for declaring a disaster on all M&E operations undertaken by the HEXATECH at project sites and activating the various recovery teams as outlined in this plan.

3. External Communications

MD is designated as the principal contact person from HEXATECH with the media (radio, television, and print), regulatory agency, government agencies, and other external organizations following a formal disaster declaration.

PROCEDURES

1. In The Event Of a Natural Disaster

In the event of a major catastrophe affecting HEXATECH M&E operations, on instructions from owner or main contractor, HEXATECH project personnel shall immediately notify the HEXATECH Project Manager (PM) or MD and follow the below procedures:

- 1.1 Notify HEXATECH IER and CMT of pending event, if time permits.
- 1.2 If the impending natural disaster can be tracked, begin emergency preparation of project site within 48 hours as follows:
 - Deploy portable generators with fuel for 24 hours or more (if available).
 - Deploy support and engineering personnel.
 - Basic necessities are acquired by support personnel when deployed:
 - Cash for one week.
 - Food and water for one week.
 - Gasoline and other fuels.

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- Supplies, including chainsaws, batteries, rope, flashlights, medical supplies, etc.

2. In The Event Of Fire

If fire or smoke is present, evaluate the situation, determine the severity, categorize the fire as major or minor and take the appropriate action as defined in this section. Work with the emergency response crews (if they are present) comprises of members of Fire Brigade (Bomba), Police Force (Polis Di Raja Malaysia), Hospital or Medical Units (Ambulance), Rela volunteers, Civil Rescue Squad, etc.

- 2.1 Personnel are to attempt to extinguish minor fires using nearest hand-held fire extinguishers. Any other fire or smoke situation will be handled by qualified building personnel until the local fire department arrives.
- 2.2 In the event of a major fire, call Bomba and Polis and immediately evacuate the area.
- 2.3 In the event of a major catastrophe affecting the operations, immediately notify MD or PM by following the below procedures:
 - Contact the Bomba and Polis.
 - Immediately notify all other personnel of the situation and evacuate the area. Also alert the members of HEXATECH IER and CMT.
 - Contact appropriate subcontractor/supplier personnel to aid in the decision regarding the protection of equipment if time and circumstance permit.
 - All personnel will meet at their assigned outside location (designated assembly point) and follow instructions given by the designated authority. Under no circumstances may any personnel leave without the consent of supervision. Conduct roll call (attendance) of all project personnel at site.

3. In The Event Of Water Damage

In the event broken water pipe within any production, computing facilities, etc at project site, the below guidelines and procedures are to be followed:

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- 3.1 Assess the situation and determine if outside assistance is needed; if this is the case, notify the owner, main contractor, HEXATECH IER and CMT immediately.
- 3.2 In the event of a major catastrophe endangering production lines and computing facilities, etc at project site, immediately notify plant owner or plant facility senior management to be prepared to cease operations.
- 3.3 For power down procedures and personnel evacuation in the plant, all HEXATECH personnel should follow owner management's evacuation instructions.

4. Operations Recovered

Assuming all relevant operations have been recovered or resume work order had been issued by the owner or authorities, HEXATECH MD will allow his own project personnel to return to normal work and take the following actions:

- 4.1 Make initial entries to the emergency incident report and accounts for all affected materials and equipment at site.
- 4.2 Prepare damage assessment and damage estimated cost review. If required, arrange with insurance broker to validate damage.
- 4.3 Conduct an investigation (if applicable) to ascertain any discrepancy discovered during the emergency event.
- 4.4 Coordinate with relevant government agencies on damage recovery.
- 4.5 Obtain approval from top management on any damage recovery activities required of HEXATECH.

5. Forms To Use

OCS-REC-EIR : Emergency Incident Report

End