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|  <small>KLUANE DRILLING LTD.</small> | GENERAL USE VEHICLE PROCEDURE | | | |
| CODE: | Revision: | Approval Date: | Author | Page: |
| CA-PR-LOG-05 | 1 | Nov-23-22 | Robert Kunde | 1 of 2 |

1. PURPOSE OF THE PROCEDURE (PLAN):

Procedure for General Use Vehicle Operation

2. RESPONSIBILITIES (PLAN):

| JOB POSITION | RESPONSIBILITIES IN THIS PROCEDURE |
|------------------------|--|
| Feet Contractor | Manage fleet and maintenance |
| Driver | Operate Vehicle, perform necessary inspections, Maintain Vehicle |
| Shop Supervisor | Coordinate vehicle use, Load/Unload trucks |
| HR | Driver/Insurance List compliance, disciplinary action |
| Field Supervisor | Ensure compliance – disciplinary action |
| HR/Crewing Coordinator | Monitor Samsara and safe arrival at destination |
| HSE | Verify safe operation and safety equipment |

3. PROCEDURE STEPS (DO - CHECK):

3.1. General

- All General Use vehicles, when not in use, are parked in the designated area at the yellow shop. Keys are stored in key lock box.
- Logistics Coordinator / Crewing Coordinator to coordinate vehicle use and assign drivers.
- Use appropriate vehicle for task required.
- If the vehicle is to be sent to project, the Logistics Coordinator will ensure the vehicle is fueled, equipped with all required safety gear, loaded as required and office portion of journey management form completed.
- Drivers and passengers are responsible to ensure company policies and procedures are followed and report violations to supervisor.
- Field Supervisor / General manager / HSE Manager to follow up with damage and misuse by drivers.

3.2. Driver

- Only licensed drivers on the approved driver list can drive vehicles – check it on Monday.com or confirm with Crewing Coordinator.
- Driver checks out key from lock box, performs daily trip inspection, verifies vehicle is properly loaded, load is secured and finished journey management form if heading to project
- Drivers will maintain proper fluid levels, reasonable truck cleanliness, check Oil change sticker and report all issues to the Logistics Coordinator or Fleet Contractor
- Drivers are to operate vehicles with care, safely, following all applicable laws and report any incidents to the Logistics Coordinator.
- The Driver reports to the scales if necessary.
- If tire chains are to be used, prior training must be provided - driver must install properly, check frequently and tighten as required.
- If Samsara cameras are tampered with or view obstructed, the disciplinary process will be followed.
- The Crewing Coordinator will monitor Samsara, report any unsafe behavior to the Logistics Coordinator or General Manager, and verify safe arrival at destination.



GENERAL USE VEHICLE PROCEDURE

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|---------------------|------------------|-----------------------|---------------------|---------------|
| CODE: | Revision: | Approval Date: | Author | Page: |
| CA-PR-LOG-05 | 1 | Nov-23-22 | Robert Kunde | 2 of 2 |

- The Driver is responsible for all damage, costs or fines incurred due to improper use.
- If Keys are lost, assigned driver is responsible for the replacement cost (100\$).
- The assigned driver will pay for the cost of any parking tickets.
- No smoking or vaping in company vehicles.
- Zero alcohol and drug policy apply to all vehicles and equipment.
- Distracted driving is not permitted.

3.3. Returning vehicle

- On return to yellow shop vehicles are backed into parking spot in designated area and keys returned to key box.
- Driver will remove all personal belongings and garbage from vehicle.
- Logistics Coordinator to arrange to remove all cargo from truck.
- Any employee removing cargo will put all straps, chains, cargo nets etc. in appropriate location
- Logistics Coordinator to arrange to have Trucks Washed and Cleaned regularly.
- The Logistics Coordinator will inform Fleet Contractor if vehicles require service or repairs.
- Fleet Contractor will inspect, maintain and repair vehicles as necessary.
- HSE to report any vehicle related incident to Fleet Contractor.

4. REFERENCE DOCUMENTS:

- Daily trip inspection form
- drivers list – Monday.com
- Journey management form
- Incident flash report

| Author | Description of changes: | Version Control: | Date: |
|---------------|--------------------------------|-------------------------|--------------|
| Robert Kunde | Version 1.0 | 1.0 | Nov-23-22 |