



PETRONAS

Pengerang Integrated Complex

# Park Rules

4<sup>th</sup>  
Edition





Welcome





# Foreword by SVP & CEO



// We are committed to creating a secure and positive workplace atmosphere in PIC for each of us. //

## Solidifying Unity, Fostering Harmony

First established in 2020 to govern activities at Pengerang Integrated Complex (PIC), this document lays out all expectations and standard behaviour for employees to uphold as they work within PIC's compound. PIC Park Rules are fundamentally aligned with the Protected Area and Protected Places (PAPPA 1959).

The fourth revision of PIC Park Rules enhances the document to be more comprehensive, neutral and independent to accommodate all common interests of all entities and Operating Companies carrying out activities at PIC. This set of directives provides a framework for acceptable behaviour and actions to foster a sense of order, security, and stability within PIC.

As the Park Manager, PRPC is responsible for protecting PIC against any threats and hazards that could jeopardise the function and operational ability of the integrated complex. This can be achieved through ensuring compliance with the PIC Park Rules. As such, let us make PIC a safe and great workplace for all of us.

### **Kamal Bahrin Ahmad**

Senior Vice President  
& Chief Executive Officer,  
PETRONAS Refinery  
& Petrochemical  
Corporation Sdn. Bhd.



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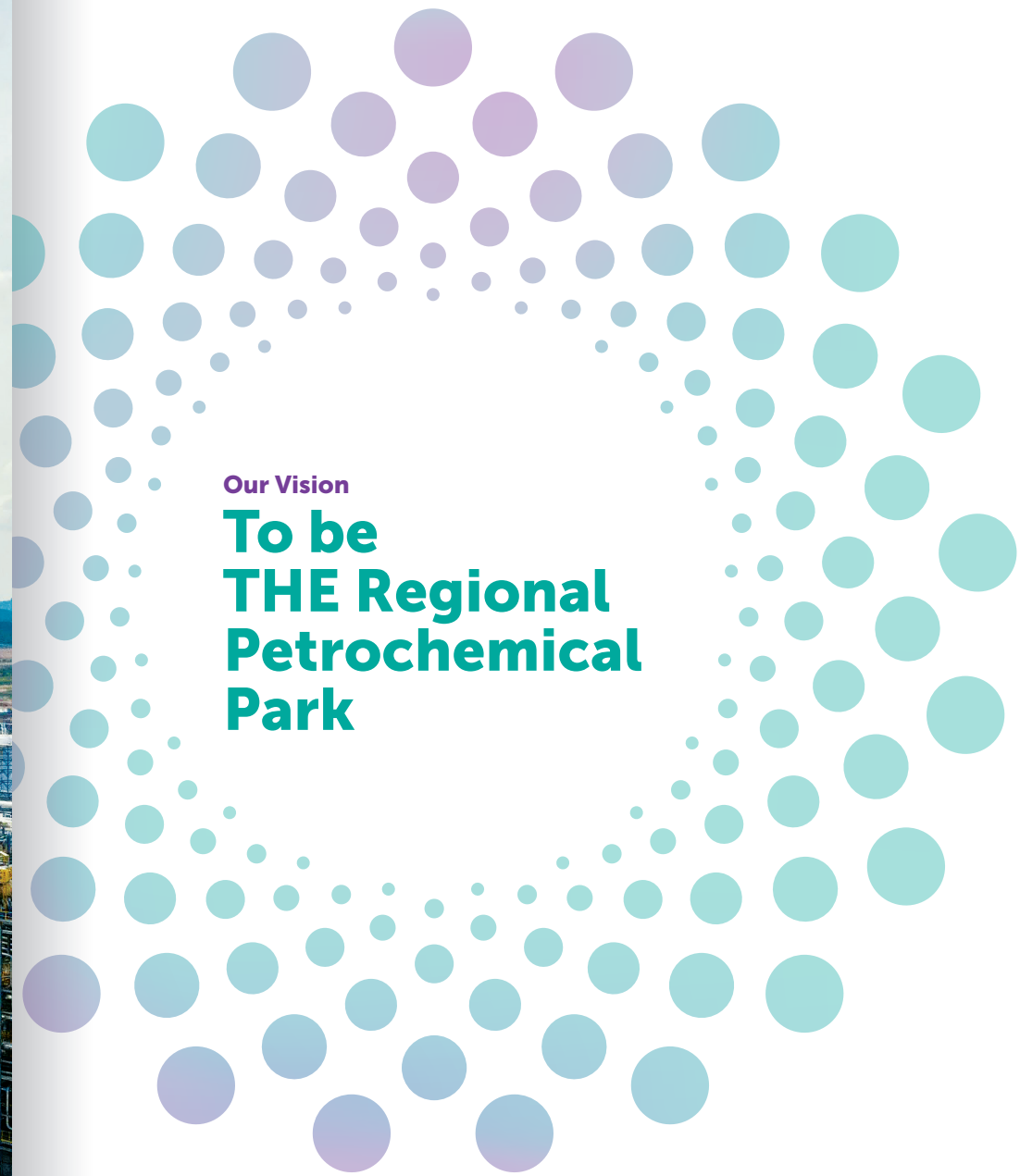
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Our Vision

# To be THE Regional Petrochemical Park







# 1. Preamble

**PETRONAS REFINERY AND PETROCHEMICAL CORPORATION SDN. BHD. ("PRPC")**, a wholly owned subsidiary of PETROLIAM NASIONAL BERHAD (PETRONAS), has developed, constructed and commissioned the **PENGERANG INTEGRATED COMPLEX ("PIC")**, a world class integrated refinery and petrochemical complex comprising of a refinery, a naphtha steam cracker, petrochemical units, utilities and infrastructure in the State of Johor, Malaysia.

As the registered proprietor of the lands where PIC is situated, PETRONAS HARTABINA SDN. BHD. ("**PHSB**"), has also authorised PRPC to act as the **PIC park promoter** with two (2) main objectives as follows: -

- a) in ensuring that Entities and Persons who enter, occupy and/or carrying out activities within PIC lands, do so in a harmonious, safe and peaceful manner, and in so far as such entrance, occupation and/or activities are not in any way in contravention of any laws, ordinances, by-laws, rules and regulations, from time to time; and

- b) in ensuring the sound health, safety and peaceful harmony between various Entities and Persons at PIC and the surrounding PIC areas, including the surrounding lands, water areas, air space and community around the vicinity of PIC.

In December 2018, PIC has been gazetted as a Protected Area as well as a Protected Places pursuant to s.4(1) and s.5(1) of the Protected Areas and Protected Places Act 1959 ("**PAPPA 1959**"). The status of PIC as a Protected Area and Protected Places was ordered via the Protected Areas (No.10) Order 2018 and Protected Places (No. 11) Order 2018 (collectively referred to as "**PAPP Orders**").

Pursuant to s.4(2) of PAPPA 1959, any Person who is in a Protected Area shall comply with such directions for regulating the Person's movement and conduct as may be given by the Protected Area's authorised officer. Pursuant to s.5(2) of PAPPA 1959, that Person shall also, while acting under the permission to enter a Protected Places, comply with such directions for regulating his conduct as may be given by the authority or Person granting the permission to enter such Protected Places.

In addition to the gazette as a protected area and protected places, PIC has also been identified as a Key Point Installation (Priority 1) ("KPI (P1)") of the State of Johor Darul Ta'zim on 10 April 2019. As the PIC park promoter, PRPC is required to ensure full compliance of the requirements outlined by the Ministry of Home Affairs of Malaysia through its Key Point Installation Standing Order, as well as PAPPA 1959. In this instance, PRPC is responsible to ensure the protection of PIC against any type of threats and hazards that could jeopardise the function and operational ability of the integrated complex, which may cripple the economy and tarnish the image of the country.







## 2. Objective

- 2.1** This PIC Park Rules is developed and established by PRPC being PIC park promoter, as a directive and regulation formulated to govern the movement, conduct and day-to-day operations of any Person entering, occupying and/or carrying out activities at PIC, being a Protected Area and Protected Places pursuant to PAPP 1959, KPIP1, and as entrusted by PHSB, being the registered proprietor of PIC lands.
- 2.2** This PIC Park Rules sets down the principles and guidance on the standards of behaviour expected within the PIC. Compliance with the PIC Park Rules will provide a safe, secure, orderly and sustainable business environment within the PIC and its surrounding areas.
- 2.3** When entering, occupying and/or carrying out activities at PIC, any Person including the Operating Company and/or Entities shall abide and comply to the requirements of the Malaysian law and/or State of Johor regulations – statutorily, contractual or otherwise, the provisions of this PIC Park Rules, procedures, codes of conduct, applicable Malaysian standards or practices and any guidelines which are applicable to the operations, occupation, presence and activities of any Person, including the Operating Company and Entities at PIC.
- 2.4** This PIC Park Rules shall therefore bind and applies to any Person entering, occupying and/or carrying out activities at PIC. Failure to comply with this Park Rule may tantamount to a breach of the laws (including but not limited to PAPP 1959) and may tantamount to criminal liability, consequence management procedures pursuant to this PIC Park Rules and where costs and/or losses are incurred by PRPC or any party affected by such non-compliance, to civil liability.

## 3. Scope

- 3.1** This PIC Park Rules is applicable to any Person or party in PIC, including all Operating Companies, and/or Entities.
- 3.2** This PIC Park Rules shall apply to areas within PIC Boundary, as well as outside PIC Boundary, in as much as such area outside the PIC Boundary is affected by the entrance, conduct and/or activities of any Person at PIC.
- 3.3** Scopes of PIC Park Rules shall be guided by the following common principles:
  - 3.3.1** PIC Park Rules shall be independent to protect or manage common interest of all Entities in PIC.
  - 3.3.2** PIC Park Rules sets down common rules and standard guidelines that is applicable to all Operating Companies and Entities when entering, occupying and/or carrying out activities at PIC.
  - 3.3.3** PIC Park Rules shall manage the governance within the common area including any activities or incident or accident or situation within ISBL which may impact common areas and/or other Operating Companies or neighboring parties in PIC.
  - 3.3.4** Integrated plant operations matters or issues shall not be covered under PIC Park Rules. All integrated plant operations matters shall be referred to PIC COF.
- 3.4** Other detailed requirements and procedures (in the form of, including but not limited to, work processes, instructions or forms) remains applicable, in addition to the requirements pursuant to this PIC Park Rules. Please refer to the relevant respective PRPC Departments' contact details at Appendix A hereof.





# 4. Roles of PRPC

**4.1** PRPC being the authorised PIC park promoter shall carry out the following functions (non-exhaustive) to oversee the harmonious operations and conducts of any Person, pursuant to PAPP 1959, Key Points Installation Committee requirements and the mandate as entrusted by PHSB:-

## a. Administrative Services

Setting and **administering the day-to-day** administrative matters for PIC, including developing rules and guidelines applicable at PIC and monitoring compliance thereof;

**Govern the movement**, the day-to-day operation of any Person entering, occupying and/or carrying out activities within the PIC, including the enforcement of consequence management;

Facilitating **quick and easy entry** into PIC and ensuring safe movement within PIC;

Providing common services and **infrastructure management to Operating Companies**;

Managing, administering and **maintaining Common Areas** for the benefit of Operating Companies and to certain extent, Entities and any Person;

Facilitating **regular operation** including supply of utilities and providing site services;

Ensuring **harmony and peaceful** enjoyment within PIC;

**Upholding the requirements** of PIC being a KPI (P1) installation, Protected Area and Protected Places.

## b. Security Services or Support Function

Responsible for the appointment of its employee(s) as the **“authorised officer”** pursuant to PAPP 1959;

Guardian of PIC as KPI (P1), Protected Area and Protected Places and upholding the requirements of PIC as KPI (P1), Protected Area and Protected Places to ensure **harmony and peaceful enjoyment of any Person within PIC**.

Responsible to **provide adequate security personnel**, measures and procedures relating to the entry and/or exit of manpower, employees, Visitors, materials, products and waste to PIC.

## c. One-Stop Centre for New Investors

**Attracting new businesses** and acting as the platform to encourage investors to operate at PIC;

**Providing relevant information** on PIC (e.g. facilities, land, services) to potential investors;

**Advising potential investors** on integration with Operating Companies within the PIC;

**Advising on site planning** (e.g. site preparation, utility planning, environmental engineering and land development) to potential investors.





#### d. Social Service Management

- Performing liaison function with **local community**;
- Performing liaison function with **governmental bodies, various authorities and local authorities** such as **Majlis Perbandaran Pengerang (MPP)** and **Majlis Daerah Kota Tinggi (MDKT)**;
- Strategic communications** related to PIC activities, including corporate social responsibility initiatives.
- Creating a **favourable working and living environment**, cooperating with the community and encouraging dialogue with interest groups.

#### e. Support Functions During Emergency or Upon Requests by Operating Companies and Entities

- Provide **logistics, coordination and communication** support as requested (available facilities/services to accommodate Emergency response e.g. venue for press conference & media handling, NOK holding rooms, security services) to Operating Companies;
- Assisting Operating Companies or Entities for **coordination with authority and community** during Emergency as requested;
- Assisting Operating Companies or Entities to respond during unforeseen circumstances including but not limited to **Emergency situations**, incidents, accidents, pandemics or as and when required if occurred within PIC Boundary (including at Common Area) and outside PIC Boundary (as affected).



#### f. Real Estate or Land Management

- Development of **PIC Master Plan**;
- Allocation for **land usage or plotting**;
- Developing, negotiating and **managing operations of PIC** land-related agreements including tenancy, lease, facility rental and office space rental;
- Management of land** surveying exercise, land mapping and acquisition;
- Management and services in relation to **assessment tax and quit rents** imposed onto lands and structures within PIC.

**4.2** While PRPC endeavours to carry out its roles and functions as aforementioned and as impliedly derived from this PIC Park Rules, PRPC makes no representations or warranties of any kind, express or implied, in respect of the response, facilitation, action or inaction of or by PRPC. It shall not in any way, expressed or implied, when carrying out the response, facilitation, action or inaction of or by PRPC as aforementioned, that it can be deemed and interpreted as PRPC resuming or undertaking or carrying out the responsibility and liability of, for and on behalf of any Person at law - statutorily, contractual, or otherwise.

**4.3** For avoidance of doubt, the response, facilitation, action or inaction of/by PRPC pursuant to this PIC Park Rules shall not in any way diminishing or terminating or be deemed as diminishing or terminating the responsibility(ies) of any Person, or in any way be deemed as PRPC assuming the responsibility(ies) of any Person of its responsibilities and liabilities under the law - statutorily, contractual, or otherwise.



# 5. Roles of All Parties in PIC



**5.1** When entering, occupying and/or carrying out activities at PIC, any Persons including the Operating Companies and/or Entities shall abide and comply to the requirements of the Malaysian law and/or State of Johor regulations – statutorily, contractual or otherwise, the provisions of this PIC Park Rules, procedures, codes of conduct, applicable Malaysian standards or practices and any guidelines which are applicable to the operations, occupation, presence and/or activities of any Persons, including the Operating Companies and/or Entities at PIC.

## **5.2 Spirit of Mutual Respect**

**5.2.1** Any Person shall treat each other with **courtesy and respect**. Any Persons, including Operating Companies and/or Entities shall not engage in any activities which may adversely impact others.

**5.2.2** In the event that an Operating Company or Entity conduct any activities including plant changes, modifications which may impact others, the Operating Company or Entity shall promptly **notify the potentially impacted parties** and PRPC of such activities.

**5.2.3** In the event that an Operating Company or Entity suffers an **emergency, incident, accident** or a situation which may impact others, the Operating Company or Entity shall promptly notify the potentially impacted parties or impacted parties as may be reasonably determined, and PRPC of such occurrence.

**5.2.4** Any Operating Company or Entity that conducts, or is desirous to conduct, any engineering study or execute any projects in PIC shall comply with the requirement as set out in the **Applicable Codes and Standards for New Project Development in PIC (Minimum Requirements)**.

**5.2.5** Any Persons including Operating Companies and/or Entities shall resolve any differences via the appropriate coordination and communication protocol or process in PIC in good faith and fairness, while keeping the **harmony, safety and security** of PIC in mind.

## **5.3 Other Obligations**

In carrying out its function as PIC park promoter and in upholding the harmonious and safe environment at PIC by PRPC, any Persons, including the Operating Companies and/or Entities shall indemnify and reimburse PRPC fully, for all costs incurred by PRPC which arises out of the response, facilitation, action or inaction of PRPC, in respect of any non-compliance by any Persons, including by the Operating Companies and/or Entities, breach of any laws, regulations, rules, procedures, codes of conduct and any guidelines which are applicable to the operations, occupation, presence and activities at PIC, pursuant to the PAPP 1959.

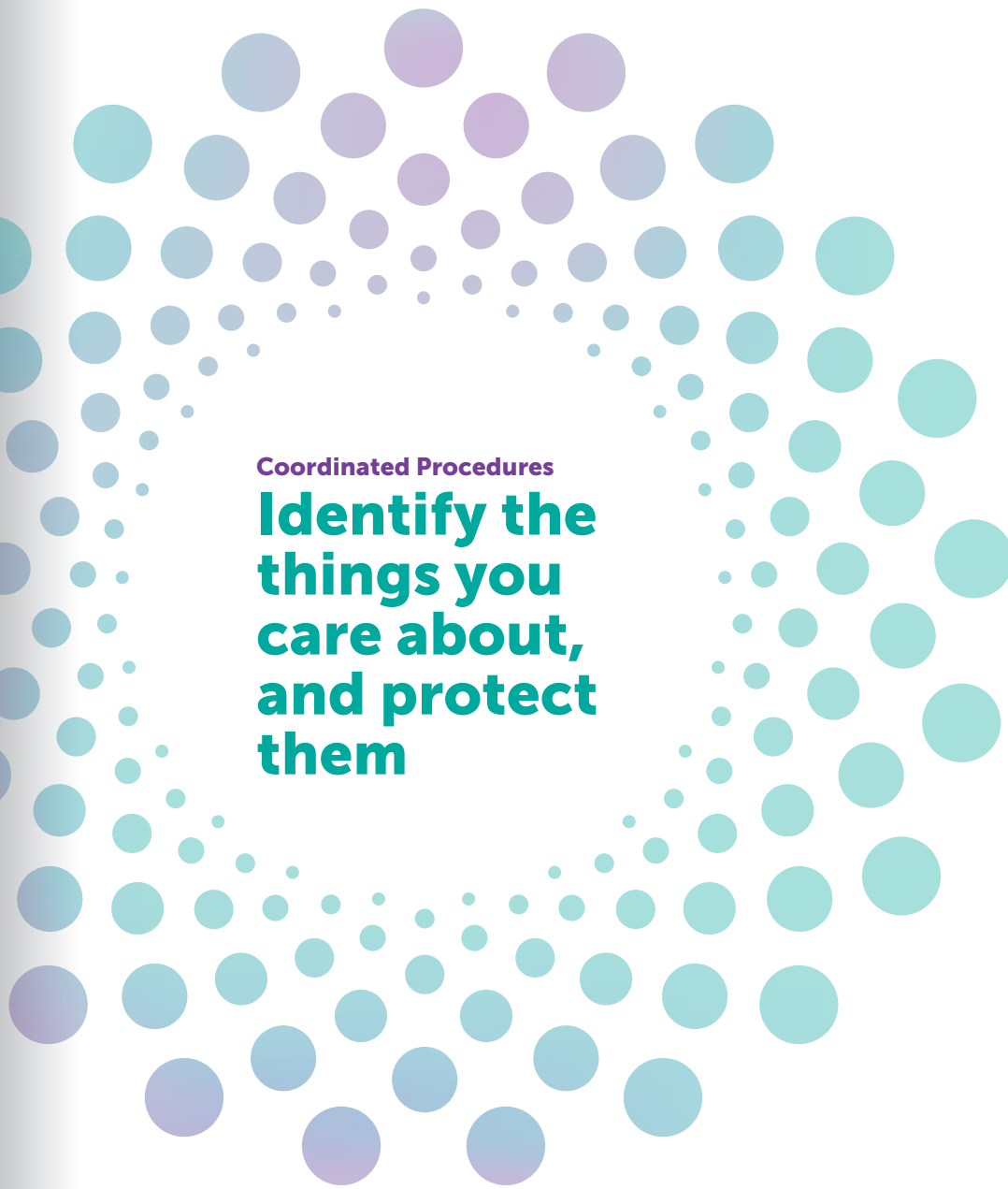






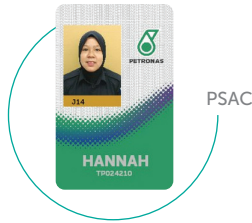
Coordinated Procedures

**Identify the  
things you  
care about,  
and protect  
them**





# 6. Security and Site Access



## 6.1 Entry Requirements for Any Person

**6.1.1** Any Person entering or exiting PIC shall be subjected to **security clearance process**. PRPC reserves the right to deny entry or exit to any Person for any reason whatsoever.

**6.1.2** Any Person authorised to enter **PIC shall be issued with a valid PIC Security Access Card (PSAC)** by PRPC.

**6.1.3** An **application for a valid PSAC** shall be submitted to PRPC in accordance to the following requirements:-



**a)** For **employees**, an Operating Company shall **submit the following documents**:-

- i) official identification such as copies of **Passport and/or the Malaysian National Registration Identity Card ("NRIC")**;
- ii) **valid work permit** (for non-Malaysian);
- iii) **appointment letter** from Operating Company;
- iv) copy of Chief Government Security Office (CGSO) **E-Vetting registration printout** generated from the online CGSO vetting system; and
- v) **any other documents as required** and applicable, from time to time.



**b)** For **Visitors**, official identification such as copies of Passport and/or NRIC and copy of CGSO E-Vetting registration printout shall be submitted by the Host Company as part of the notification process, **three (3) days prior to entry**. Issuance for Visitor security access card can only be done at Main Gate 1 and Main Gate 3 of PIC.



**c)** For **contractors** performing works or providing services, including but not limited to, construction, extension, installation, repair, maintenance, renewal, removal, renovation, alteration, dismantling or demolition, the Operating Company and/or Entity shall submit the following documents seven (7) days prior to entry:-

- i) official identification such as copies of **Passport and/or NRIC**;
- ii) **valid work permit** (non-Malaysian);
- iii) Health, Safety, Security and Environment (**HSSE Induction Attendance**);
- iv) copy of **CGSO E-Vetting registration** printout generated from the online CGSO vetting system;
- v) **Oil and Gas Safety Passport** (OGSP) or Pengerang Integrated Complex Safety Passport (PICSP) Card and/or Construction Industry Development Board (CIDB) Green Card, depending on the nature of work and requirements;
- vi) **medical assessment** or relevant medical testing by an Occupational Health Doctor (OHD) as required by Occupational Safety and Health Act 1994 (Act 514), OSHA 1994 or other legal requirement; and
- vii) **any other documents** as required and applicable, from time to time.

The issuance of the PSAC for contractors is only available at PIC Main Gate 2.





6.1.4 PRPC has the **right to cancel the issued PSAC** of any Person identified with past criminal conviction and/or recorded by the CGSO for any criminal offence. In such circumstances, the Person shall be barred from entry into PIC.

6.1.5 All Persons, except Visitors, are required to submit their details for background screening via the CGSO E-Vetting website and shall be responsible regarding all details and declarations submitted. **Any false information or declaration(s)** in the CGSO E-Vetting shall result in heavy consequences, including but not limited to the individual being banned from entering PIC indefinitely.

6.1.6 The deactivation of access shall apply in the circumstance of **absence from PIC for more than 30 days**. On top of this, the issuance of Visitor security access card is **only at PIC Main Gate 1 and Main Gate 3**.

6.1.7 All Persons shall immediately **return the PSAC upon termination** or expiry of employment, contract, business activities or purpose of visit in PIC, or upon demand by PRPC.

### 6.1.8 HSSE Induction

a) All Persons entering the complex shall **attend the relevant HSSE induction** program prior to the issuance of the PSAC.

b) Operating Companies shall conduct specific HSSE Induction prior to their ISBL entry as provided for the Operating Company's own HSSE requirements.

6.1.9 In addition to the above, application for a **temporary access pass entering PIC** shall go through via Visitor Management System (VMS), or any system implemented by PRPC.

6.1.10 Application request for all official visits to PIC shall be applied **at least 30 days prior to the proposed visit date**. Official visits are defined as any visits which require the coordination of PRPC and consists of visits to the whole of PRPC (or part thereof) including the Visitor Centre, Observation Deck and assigned Visitors' route.

6.1.11 All Persons **shall swipe their PSAC** when entering and exiting PIC (including the Process Area). Passengers shall alight from their vehicles and enter via the turnstiles.

6.1.12 Any Person authorised to enter PIC shall clearly **display a valid PIC access card** at all times for security and safety reasons.

6.1.13 All Persons authorised to enter PIC are **only allowed to access areas as approved** and specified during security clearance process. Entry into **unauthorised area**, including areas belonging to other Operating Companies or Entities, other areas not specified during the security clearance process, or restricted areas, shall be **subjected to applicable penalties and/or consequence management actions**. Implementation of usage of technology tools to register personnel access, movement and tracking is encouraged e.g. RFID, etc.





6.1.14

The following attire guidelines shall apply to all Persons during official working hours in common and office areas such as The HIVE Management Office (THMO), Non-Process Buildings and Small Packages Camp (SPC) Administration building:-

### Permitted Attires

- Shirts and t-shirts
- Trousers e.g., long jeans, chinos, khakis
- Closed footwear e.g. sport shoes, sneakers, safety shoes and/or toe-covered footwear
- Company coverall



### Prohibited Attires

- Outfit displaying offensive language, symbols or graphics
- Tight fittings and shorts
- Above-knee skirts
- Sleeveless or inappropriately exposing attire
- Open-toe footwear



\*Note: The attire shall follow the respective Operating Companies guidelines.

6.1.15

For works carried out within ISBL in the Process Area, any Persons shall accord to the PPE and Security requirement as determined by the respective Operating Companies.

6.1.16

The Host Company shall communicate and be responsible to ensure compliance of all requirements for their Visitors during their visit. The Host Company shall, as far as being reasonable and practicable, **accompany visitors at all times.**

6.1.17

All PSAC **shall be returned at designated security** posts upon completion of visits, meetings or assignment in PIC.

## 6.2 Entry Requirements for Vehicles

6.2.1

All vehicles entering PIC are **required to obtain a valid, permanent or temporary Vehicle Access Pass (VAP)** from PRPC.

6.2.2

Application for VAP shall be submitted to PRPC as follows:-

- Individual Operating Company and Entity employee vehicles** – copies of NRIC or Passport, security access card, Vehicle Ownership Certificate (VOC) or Vehicle Registration Card (VRC) or Vehicle Grant, valid road tax and driver's license;
- Visitor vehicles** – Driver's license and valid road tax, in addition to the documents required for Visitor's entry;
- Delivery and Service vehicles** – Valid security access card, Delivery Order (or other similar documents), valid driver's licence and valid road tax;
- Product vehicles** – List of registered drivers, copies of vehicle registration document, valid road tax, and PUSPAKOM inspection certificate;
- Entity or Operating Company, Company Vehicles** – List of registered drivers with copies of their security access card, copies of vehicle registration document, valid road tax, PUSPAKOM inspection certificate and photo of company vehicle (front and rear view with spark arrestor installed);
- Construction and Turnaround Vehicles such as Cranes, boom trucks, out-of-gauge vehicles, etc** – List of registered drivers, copies of vehicle registration document, valid road tax and PUSPAKOM inspection certificate and others certified inspection certificate.





**6.2.3** All vehicles entering and exiting PIC shall be **subjected to security, safety inspection and clearance process**. PRPC **reserves the right to authorise or deny entry or exit** to any vehicle for any reason.

**6.2.4** Any vehicles including vehicles with petrol combustion engine that are authorised to enter and operate within Process Areas shall be subjected to, but not limited to the following compliances:

- a)** Company's registered vehicles with a valid VAP;
- b)** Compliance with relevant Malaysian laws & regulations;
- c)** Fitted with exhaust spark arrestors;
- d)** Equipped with safety accessories such as portable fire extinguishers;
- e)** Regular safety inspection by company to ensure all company vehicles are safe and in good condition;
- f)** Vehicle movement restriction areas such as prohibited areas for vehicles or for specific types of vehicles, pipe racks with low clearances, bridges with load limits, and hazardous zones; and
- g)** other relevant safety guideline for vehicle movement inside operating company ISBL.

**6.2.5** All vehicles entering and operating within PIC **shall clearly display their VAP**.

**6.2.6** Products, goods, and materials movement into and out of PIC is only permitted with valid documentation and approval by Host Company and/or PRPC whichever applicable.

**6.2.7** Hazardous material or waste or radioactive materials within PIC **shall use designated routes as approved** by Host company.

**6.2.8** Vehicles authorised to enter and operate within PIC **shall only operate within the approved intended area** as specified during the security clearance process. Entry into or operating within unauthorised areas, including areas belonging to other Operating Companies, other areas not specified during the security clearance process, or restricted areas are prohibited.

**6.2.9** **Operating Company, Entity and Host Company**, respectively, shall be liable for any losses, damages and/or costs of PRPC and/or any party, arising out of any accident or incident involving either:-

- a)** an Operating Company vehicle(s); or
- b)** vehicles driven by the Operating Company staff or employee; or
- c)** vehicles driven by the Visitors of an Operating Company (i.e. where the Operating Company is the Host Company);

which occurs **at any area within the PIC Boundary**.

**6.2.10** All Operating Companies and Entities shall **develop and implement a Security Management Plan (SMP) within their battery limit**.

**6.2.11** The SMP **shall comply and be guided by Malaysian laws, regulations and best industry practices**.

**6.2.12** Operating Companies and Entities **shall immediately report to PRPC for any security incidents** (e.g. theft, unauthorised entry, break-in, etc.) and **proceed immediately with internal investigation** and then provide PRPC with the results of said investigation.

**6.2.13** In the event the incident escalates to a criminal investigation, the Operating Companies and Entities **shall ensure that the crime scene is safely secured, protected and is not tampered with**, until the arrival of the relevant authority.



6.2.14 Operating Companies and Entities **shall ensure that all security systems are functioning at all times and impairment procedures are in place.**

6.2.15 Systems meant for security breach detection and monitoring such as doors, locks, fences, access control and video surveillance camera systems **shall not be tampered with, immobilised, disabled, bypassed, blocked, damaged and/or any other action or activities that could impair the function of the systems.**

6.2.16 **Approval from Complex Facilities and Services, PRPC shall be obtained** prior to carrying out planting of any vegetations such as trees, shrubs, palms, etc. within the Common Area.



# 7. Prohibited Items, Prohibited Activities, Events, Brand and Communication Management

## 7.1 Prohibited Items

7.1.1 The possession and/or use of prohibited items, which include (but are not limited to) any firearms, knives, other weapons or any objects or substance modified as a weapon that can inflict injury, illegal and/or non-physician prescribed drugs and alcohol are prohibited within the PIC.

7.1.2 Ignition sources such as lighters, matches and electronic vapes are not allowed to be brought into **ISBL areas**.

7.1.3 Non-intrinsically safe devices such as smartphones, tablets etc. are not allowed to be used in **Process Area** within the PIC.





## 7.2 Photography and Videography

7.2.1 Entry of photography, videography, drones, remote sensing or voice recording equipment or devices into the PIC **shall only be granted with endorsement** from PRPC, Operating Companies and **approval by Group Security Pengerang Region.**



7.2.2 All photography, videography or video recording and voice recording activities inside the PIC **shall have valid authorisation from PRPC and Operating Companies.**

7.2.3 **All copyright to photos and video footage taken within the PIC shall remain the property of PRPC and/or Operating Company** and under no circumstances shall such images be transferred, transmitted, forwarded, loaned, published or allowed to be in the possession of any party without the prior written permission of PRPC and/or Operating Company. Photography and videography are allowed in common Non-Process Areas i.e. office premises, The HIVE Residence, THMO, provided that the activity is **done in good faith, good intent and without explicitly showing sensitive assets in PIC.**

## 7.3 Illegal and Dangerous Activities

7.3.1 Illegal activities recognised under Malaysian laws are prohibited within PIC.

7.3.2 Any activity, action or inaction which may result in security breach (e.g. commission or omission activity that cause security system malfunction) or unsafe acts or conditions such as horseplay is not allowed within PIC.

## 7.4 Events Management in PIC

7.4.1 For any event including complex-wide event such as exhibition and/or communication activities organised by Operating Companies' and Entities at Common Area and/or using common facilities in PIC, the event owner shall notify Brand and Events Management PRPC prior to conducting such event, with **notification of at least one (1) month prior to the event or exhibition day.**

7.4.2 All events conducted within Common Area in PIC **shall adhere to relevant PRPC HSE and Security procedures and requirements.**

7.4.3 All partnered programmes, including but not limited to Business and Social Impact programmes between OPCs within PIC, shall adhere to the PIC Communication Protocol.

7.4.4 All OPC-owned social impact programmes are encouraged to incorporate the #ForPengerang tagline, in alignment with the PIC Communication Protocol.

## 7.5 Brand and Communication Management in PIC

7.5.1 All promotional or marketing or sales activities within the Common Areas **shall require approval from PRPC.**

7.5.2 All Persons including, but not limited to PRPC Group of Companies, Operating Companies and Entities **shall comply with PRPC's guidelines on communication** and adhere with the measures put in place for areas under PRPC supervision i.e., PRPC buildings and Common Areas except for Operating Companies and/or Entities ISBL (e.g.: building signage etc.).

7.5.3 All communication materials and/or promotional, marketing and/or sales activities within the Common Areas **shall require approval from Brand Management, PRPC** except for those undertaken within Operating Companies' and/or Entities' ISBL (e.g.: below the lines items and collaterals).

7.5.4 All Persons including, but not limited to PRPC Group of Companies, Operating Companies and Entities shall consult PRPC Strategic Communications & Stakeholder Management in producing or releasing any communication materials and collaterals that relates to PIC and/or PRPC in any manner (i.e., video, brochure, poster, corporate representation etc.).

7.5.5 Any other brand reputation or representation matters involving PIC and/or PRPC shall consult with PRPC Strategic Communications & Stakeholder Management.



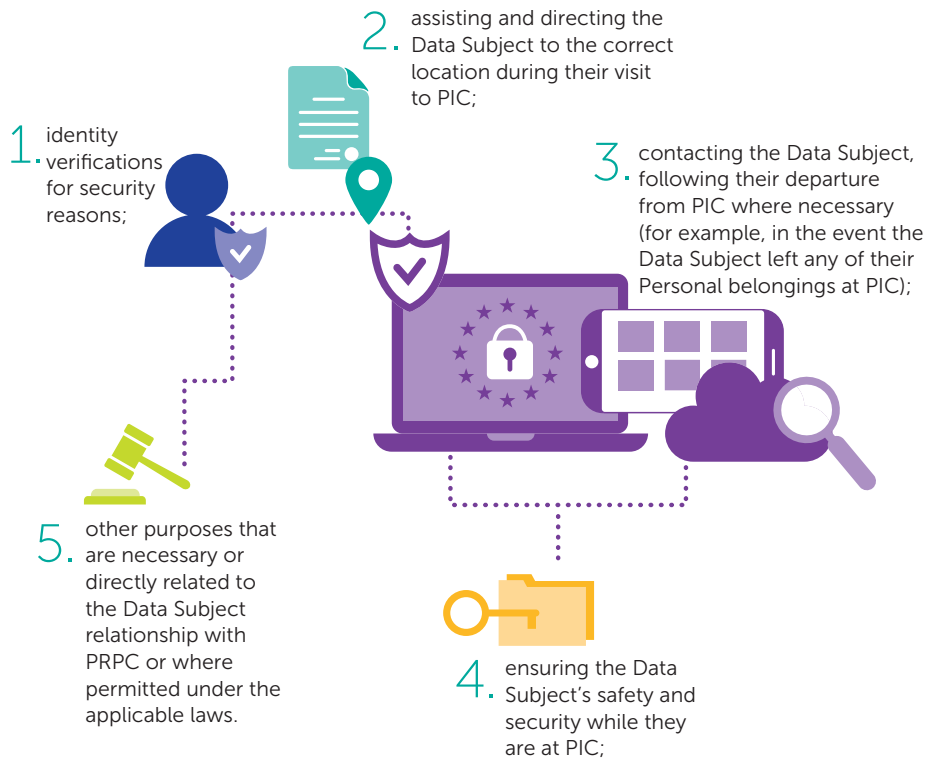


# 8. Personal Data Protection

**8.1** PRPC may collect Personal Data for the purpose of PSAC application, VAP, camera or drone permit and other approval applications, **depending on the nature of business relationship with PRPC and/or purpose of entry into PIC.**

**8.2** PRPC may use the Personal Data for any of the following purposes, including but not limited to:

**a) In respect of Personal Data which has been provided to PRPC:-**



**b)** Where PRPC collect Personal Data, PRPC will only do so strictly for the purposes set out above, as set out in its Privacy Statement or as permitted by law. **Failure to provide Personal Data may result in the access to PIC being denied** and/or PRPC may not provide the services or to carry out any of the abovementioned purposes effectively, if at all.

**c)** PRPC does not perform any automated-decision activities, including profiling activities, where Personal Data is processed by automated means.

**d)** Falsification of any Personal Data, including but not limited to, cheating by personation, falsification of identity, wrongful use of others' email or Personal Data to cloak one's identity, shall be subjected to consequence management under this PIC Park Rules and criminal liability.



# 9. Traffic Management

- 9.1 All Entities, Operating Companies and Visitors, their authorised, designated and/or registered representatives and/or employees including drivers of vehicles driven in PIC **shall strictly comply with all relevant Malaysian laws** and regulations, amongst others but not limited to possession of a valid driving license in the appropriate category (including bus, van and lorry), valid road tax, PUSPAKOM inspection certificate (where applicable) and insurance coverage.
- 9.2 **All Company Vehicle drivers are recommended to attend Defensive Driving Training (DDT) to promote safety awareness** while driving within PIC.
- 9.3 All Entities, Operating Companies and Visitors, their authorised, designated and/or registered representatives and/or employees including drivers of vehicles driven in PIC shall strictly adhere to PIC traffic rules and road signs, e.g. posted speed limit, complete stop at stop sign, wearing seatbelt, no usage of smartphones or walkie talkies while driving, no overtaking, etc.
- 9.4 Security patrol and enforcement vehicles are **allowed to exceed posted speed limits** while on duty subject to vehicle being driven in a safe manner. During Emergency circumstances, Centralized Emergency Fire Services (CEFS) vehicles and ambulance are also **exempted, provided the beacon lights and sirens are turned on.**
- 9.5 In the event of road closure or other road works, the Road Closure Permit ("RCP") applies, drivers shall reduce speed, follow the traffic signage, and obey the flagmen instructions.
- 9.6 **In the event of an Emergency**, the driver shall either drive away from the affected zone taking into account wind direction by staying upwind or take shelter in the nearest toxic release shelter or assembly point that is upwind, and shall follow instruction from security personnel or On Scene Commander.



- 9.7 **All vehicles shall park only at the Designated Parking Area in reverse position.** Vehicles are not permitted to park or wait at non-designated areas, e.g., in front of fire hydrants or at utilities corridors. Illegal or improper parking, or parking at unauthorised or restricted area will be subject to consequence management, pursuant to this PIC Park Rules.
- 9.8 Occupancy of parking bays is allowed for vehicles with approved VAP.
- 9.9 **Any activities or events to be conducted in the parking area** by the Operating Companies or Entities **shall obtain PRPC's approval.**
- 9.10 Company Vehicles and shuttle vehicles are not allowed to be parked at parking area designated for personal vehicles, and including parking bays for Visitors or disabled person or pregnant women.
- 9.11 Company Vehicles including heavy vehicles, construction equipment or machinery may only be parked temporarily at ISBL laydown, workshop, work areas, and specifically designated areas which have been approved by the PRPC and/or Operating Company.
- 9.12 Movement of **Company Vehicles are only allowed within PIC.** Operating Companies and Entities shall provide written approval to allow Company Vehicles to be used outside PIC.







**9.13** Custodian of the Company Vehicles, Operating Companies and Entities shall be responsible or liable for any traffic violation committed using Company Vehicles. Consequence management shall be taken against Operating Companies and/or Entities.

**9.14** **Vehicles that have not moved for a period of three (3) months or more** from the personal parking area **shall be deemed as abandoned vehicles** and shall be dealt with in accordance with the PIC Traffic Management Guidelines to this PIC Park Rules.

**9.15** All trucks shall travel in accordance with the dedicated routes assigned during entry.

**9.16** All loads shall be properly secured while travelling. Movements of wide and/or heavy load vehicles shall be accompanied by escort vehicles of Operating Companies and/or Entities.

**9.17** Personal vehicles, motorcycles, buggy and non-motorised bicycles are **only allowed to travel within PIC authorised areas**.

**9.18** Drivers or vehicles within PIC are not permitted to drive under the influence of:



alcohol;



drugs and/or narcotics; or, other prohibited substances, i.e. *ketum*, etc.

**9.19** Vehicles shall not block any access roads and are required to turn on its headlights, when moving inside Process Area in PIC. **Entities are also recommended to turn on vehicle headlights when moving within the Common Area in PIC.**

**9.20** Vehicles shall not transport goods, materials, surplus and/or equipment out from PIC Boundary without obtaining the prior written approval of:-

a) The Operating Company;

b) Any Person that owns the goods, materials, surplus and equipment; and

shall be subject to PRPC security check and release.

**9.21** PRPC shall have the right to hold, confiscate, seize and/or impound any suspicious vehicle including the goods, materials, surplus and/or equipment on the spot and carry out investigations and/or queries as it deems necessary.

**9.22** Operating Companies and Entities shall keep PIC common roads free from its debris due to equipment or vehicle movement to and from the work site. In the event of spillage onto the road, the offender (Operating Companies and Entities) **shall undertake the cleaning at their own cost.**

**9.23** In the event of a road traffic accident on PIC roads, the Operating Companies and/or Entities of the respective driver of the offending vehicle shall be liable for and shall indemnify against any damage to or destruction or loss of property operated and owned by the PRPC.

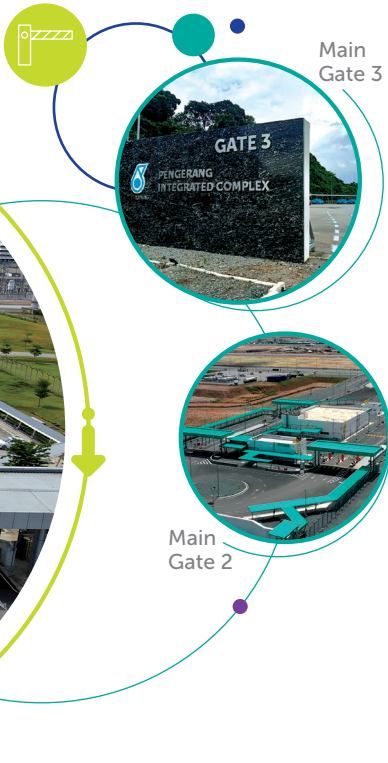
**9.24** Approval by PRPC is required for the installation of signages & billboard structures within PIC Common Area including the installation of temporary and permanent access to designated lot.

**9.25** Other detailed requirements should be referred to the PIC Traffic Management Guidelines ("PTMG").

**9.26** This Article is linked to respective document as listed in Appendix C: Link with Other Documents.



# 10. Access Gate



Main Gate 1

Main Gate 3

Main Gate 2

- 10.1 Personnel and vehicles entering and exiting PIC **shall go through Main Gate 1, Main Gate 2 or Main Gate 3**. The graphical locations of the main gates are provided in Appendix B.
- 10.2 Lorry, heavy vehicles and machinery **are not allowed** to enter or exit at Main Gate 1 & Main Gate 3 except for delivery vehicle or logistic trucks below 5 ton.
- 10.3 **Only authorised vehicles with valid VAP** are allowed to pass the gates.
- 10.4 All Persons shall comply with all posted signages and directions at all PIC Main Gates.
- 10.5 Access of workers, vehicles, goods from in or out PIC shall be according to the function of the gate and security procedure.
- 10.6 Other detailed requirements should be referred to the PIC Traffic Management Guidelines ("PTMG").

# 11. Safety and Health

## 11.1 Protection of Workers, Public and Assets

- 11.1.1 In accordance with applicable rules and laws, all Persons undertaking, performing and/or executing any work within the PIC shall protect and ensure the safety and health of Persons, asset and/or property within the proximity of such works from potential hazards and risks created by such and to take all necessary precautions and mitigation measures to minimise disturbance and inconvenience to the other tenants and public, resulting from performance of such works.
- 11.1.2 In accordance with applicable rules and laws, all Persons shall execute their works and conduct all operations and activities in such a way as to **minimise any impact to the environment**.
- 11.1.3 All Persons shall indemnify PRPC, in its capacity as park promoter from all claims, damages, costs and penalties, including without limitation those relating to any damage or loss or non-compliance with any occupational safety and health laws or regulations arising out of the works carried out by any Person, including Operating Companies and Entities within PIC.

## 11.2 Competency Training and Certification

- 11.2.1 It is the responsibility of all Persons to ensure that they have valid competency training and certification as required by Operating Companies and/or contract owners, and as per relevant authorities' requirement.





Gymnasium

Clubhouse

### 11.3 Fitness to Work

11.3.1 It is the responsibility of the Operating Companies and Entities to ensure their employees, contractors, sub-contractors, consultants and agents undergo the necessary medical assessment by an Occupational Health Doctor (OHD) prior to working in PIC and to undergo any medical testing while in PIC **as required by the Malaysian law** and authorities from time to time.

11.3.2 Employees, contractors, sub-contractors, consultants and agents contracted with communicable diseases (including but not limited to Covid-19, tuberculosis, influenza, measles, chicken pox) **shall not be allowed to enter PIC and will be subjected to immediate removal from work site.** It is the responsibility of the Operating Companies and Entities to ensure that such employees, contractors, sub-contractors, consultants and agents will only be permitted to return to work after being certified free of any communicable disease by OHD. PRPC will issue relevant instructions and directives as it deems appropriate from time to time.

### 11.4 Substance Abuse

11.4.1 All Operating Companies and Entities **shall comply to workplace substance abuse and narcotics prevention requirements** as specified **under the Malaysian law.**

11.4.2 No Persons **will be allowed to enter or work in PIC** under the **influence of alcohol or substance misuse.**

### 11.5 Fatigue Management

All Operating Companies and Entities **shall comply with fatigue management requirements and its hours-of-service limit** as specified in Malaysia labour law and regulations.

### 11.6 Smoking

**Smoking, vaping and similar activities are prohibited within PIC,** except at designated smoking areas.

### 11.7 Chemical Management

11.7.1 Operating Companies and Entities shall ensure the purchase, use, storage, warehousing, handling, manufacturing of chemical and disposal of wastes at their respective areas are in compliance with applicable laws and regulations.

11.7.2 Specific risks associated with chemicals shall be assessed prior to use through Chemical Health Risk Assessment ("CHRA") and the precautions needed to mitigate the risks must be complied with by all employees, contractors, sub-contractors, consultants and agents.

11.7.3 Operating Companies and Entities shall ensure information on hazardous chemicals and hazardous waste are communicated to all relevant employees, contractors, sub-contractors, consultants and agents.



**11.7.4** Operating Companies and Entities shall ensure the following requirements are met for any chemical entry and exit into PIC:-

- a) All entry and exit of purchased chemicals **shall go through Main Gate 2;**
- b) Safe delivery of chemicals to the final destination;
- c) Chemicals shall be delivered and stored at designated areas only;
- d) Any chemical storage at site shall adhere to all Malaysian laws, regulations, government directives and be maintained accordingly.

**11.7.5** Movement of purchased chemicals within PIC **shall follow the PIC Chemical Movement Control Matrix.**

### **11.8 Pest Control**

Operating Companies and Entities shall ensure that animal, pest and vector control programmes are implemented and monitored according to applicable laws, rules and industry best practice.

### **11.9 Food and Beverages**

**11.9.1** All Operating Companies and Entities are recommended to appoint catering services companies approved by PIC Food and Beverages Outlet Committee for any company meetings and events. **The Operating Companies and Entities shall be responsible to carry out inspections on the catering companies** to ensure compliance with the relevant laws.

**11.9.2** In the event of Operating Companies or Entities opting to appoint catering services other than as stipulated under item 11.9.1, Operating Companies or Entities shall comply with the following requirement:-

- a) **Halal requirements;**
- b) **Food hygiene requirements as per local regulation,** applicable to the employees of the catering services company involved in the preparation and serving of the food and beverages; and
- c) **Valid license and registration for food premises from relevant authorities** such as **Kementerian Kesihatan Malaysia (KKM)** and **Majlis Perbandaran Pengerang (MPP).** The food premises shall include but not limited to, in-house canteen, turnaround and company organized events.

### **11.10 Fire Safety and Emergency Management System**

**11.10.1** The use of firewater hydrants and hoses for non-Emergency purposes are strictly prohibited, unless otherwise approved by the authority e.g. Fire and Rescue Department Malaysia.

**11.10.2** Operating Companies and Entities shall ensure that all Emergency systems including all equipment are functioning at all times and impairment procedures are in place.

**11.10.3** Systems meant for fire safety and Emergency management shall not be tampered with, immobilised, disabled, bypassed, blocked, damaged and/or any other action or activities that could impair the function of the systems.

**11.10.4** In the event of Emergency, any Person may utilise any PRPC and/or Operating Companies fire safety and Emergency equipment for immediate response.





## 11.11 Safety Management

11.11.1 All Operating Companies and Entities **shall develop and implement a Safe System of Work (SSOW)** for every activity carried out **within their battery limit**.

11.11.2 All contractors undertaking work within PIC **shall possess a valid CIDB Green Card**. Operating Companies and Entities shall make the necessary arrangement to comply with this requirement. **The phrase "Construction work" shall be as per defined in CIDB Act 1994**.

11.11.3 **The SSOW shall comply and be guided** by Malaysian laws, regulations and best industry practices. SSOW shall include but not limited to the following:-

 Permit to Work (PTW) system	 energy isolation	 confined space entry	 working at height
 lifting	 radiation	 excavation	 scaffolding
 Safety Critical Element (SCE) bypass	 ignition source control	 tools, equipment and machineries	 storage handling and use of compressed gas cylinder
 electrical safety	 Personal Protective Equipment (PPE)		

11.11.4 All PPE supplied by Operating Companies and Entities shall comply with necessary certification as regulated by Department of Occupational Safety and Health (DOSH) Malaysia.

## 11.12 Incident Notification, Investigation and Reporting

11.12.1 It is the responsibility of the Operating Companies and Entities to have the relevant system in place for Incident Notification, Investigation and Reporting to PRPC and the relevant authorities.

11.12.2 **Operating Companies and Entities shall immediately report** to PRPC for any incident relating to, health, safety, environment and process safety incident and proceed immediately with internal investigation, and then report to PRPC.

11.12.3 Incidents within Common Area and/or incident within Operating Companies ISBL that could impact Common Area, **shall be reported to PRPC. Investigation shall be conducted by the respective Incident Owner**. For incidents that involved multiple parties, the involved parties shall be responsible to manage the incident. Any dispute in the findings and/or recommendation, shall be discussed and to be mutually resolved by the involved parties.

11.12.4 Operating Companies and Entities **shall immediately report to the relevant authorities** regarding any incidents which requires reporting to relevant authorities, **with a copy of the report copied and forwarded to PRPC**. PRPC may at its discretion as Park Manager notify the relevant authority for any incidents in PIC, where such notification or reporting by PRPC shall not in any way be deemed as a waiver of the duty and obligation of the Operating Companies to report such incident.

11.12.5 Group Security Pengerang Region shall be notified with regards to access of authorities and/or other relevant parties **into PIC during Emergency by the affected Operating Companies and/or Entities**, for the **purpose of coordination and special entry clearance**.

11.12.6 Operating Companies and Entities **may submit HSSE Alert and Lesson Learnt to PRPC after any incident occurring in PIC**.



Ground-mounted  
Solar



Sustainability & Rules Management

**Stepping up  
environmental  
ambitions,  
striving to  
follow rules and  
managing crisis  
effectively**





# 12. Environment and Social Performance

- 12.1** All regulated emission or discharge to the environment (including but not limited to, air emission, toxic or chemical release, noise, wastewater, oily water and other industrial wastes) **shall at all times, comply with all applicable and relevant laws and regulations.**
- 12.2** Operating Companies and Entities **shall not** discharge or spill or cause to discharge or spill, whether intentionally or unintentionally, and whether knowingly or unknowingly, any oil or toxic chemical or mixture containing oil or toxic chemical **into storm water drainage and the environment.**
- 12.3** Operating Companies and Entities **shall not pollute soil or land surface and groundwater within PIC.** Operating Companies and Entities **shall not pollute and/or cause any environmental incidents at stormwater drain, shoreline and sea areas within PIC boundary or outside PIC boundary.**
- 12.4** Operating Companies and Entities **shall not permit the indiscriminate dumping of waste within and outside of PIC.**
- 12.5** Operating Companies and Entities **shall be responsible and make all arrangements to manage their own Loss of Primary Containment (LOPC) incident inclusive of spillage.** In the event that PRPC takes any mitigation or remedial action to manage any LOPC or to prevent the spill from escalating, **the Operating Companies and Entities shall indemnify and reimburse PRPC in full, for all costs incurred by PRPC, upon demand.**

- 12.6** Operating Companies and Entities waste management shall comply with authority guidelines including applicable laws, rules and regulations:
  - a) All disposal of solid waste and scheduled waste shall be undertaken by Operating Companies or Entities appointed contractor.** Operating Companies and Entities are fully responsible to ensure that the wastes are transported by approved or licensed transporter with transit and disposal of said waste at an approved or licensed facility.
  - b) All contractors managing waste should be licensed or approved by the relevant authorities.**
  - c) Operating Companies and Entities should explore opportunities for waste minimisation whenever possible.**
  - d) Disposal of dangerous goods including but not limited to chemicals and wastes, shall comply with laws, regulations and governmental directives.**
  - e) The treatment or disposal of waste shall be undertaken at premises approved by relevant authorities and the wastes shall be stored at designated waste storage areas only.**
  - f) All PETRONAS logos on empty drums shall be removed and all empty drums shall be crushed prior to leaving PIC.**
- 12.7** **All excess of soils from excavation works shall be disposed off outside PIC.** The dumping activities shall comply with the relevant rules and guidelines including obtaining approval and/or permit prior to the said activities.
- 12.8** Operating Companies and Entities **shall not allow or cause to allow open burning at any location within PIC.**

**12.9** Any Operating Company or Entity which contaminates, pollutes or causes the contamination or pollution into any areas in PIC (ISBL and/or OSBL), shall bear all costs incurred for, including but not limited to, the clean-up, mitigation works, remediation and/or recovery (including without limitation to oil recovery works). In the event PRPC, in its role as PIC park operator incurs any costs of clean up mitigation, remediation and/or recovery, **the Operating Companies or Entities which cause the contamination and/or pollution shall indemnify and reimburse PRPC fully, for all costs incurred by PRPC.**

**12.10** All Operating Companies and Entities are to participate in PIC Sustainability Agenda e.g. Greenhouse Gas (GHG) Emission, Freshwater Management, Waste Management and Grievance Mechanism.

**12.11** All Operating Companies and Entities are to cooperate with each other, and with PRPC, in addressing and resolving public complaints in a timely manner.

**12.12** All PETRONAS Operating Companies and Entities shall ban single use plastic for drinking water bottles, cutleries, take-away food containers, plastic cups and plastic bags for any company events or meetings inside and outside of PIC.

**12.13** All non-PETRONAS Operating Companies and Entities shall strive to ban single use plastic for drinking water bottles, cutleries, take away food containers, plastic cups and plastic bags for any company events or meetings in PIC.



# 13. Emergency and Crisis Management

**13.1** Any Person noticing an Emergency or crisis situation shall call the Operations Control Centre (OCC) via the Emergency hotline telephone or 07-8179999, alert the nearest security personnel or break the manual call point (Break Glass).



**13.2** Operating Companies and Entities shall:-

**13.2.1** **Subscribe to** the Centralised Emergency Fire Services and Centralised Emergency Medical Services.

**13.2.2** **Establish an emergency response management system** that is aligned with the PIC Emergency Response & Crisis Management Plan.

**13.2.3** **Conduct inspection, testing and maintenance of fire detection and protection system** in accordance with all relevant laws and license requirements imposed by the authorities.

**13.2.4** **Ensure availability** of Emergency response equipment, tools resources and facilities required to manage Emergency as per the approved Emergency Response Plan.





13.2.5

**Appoint a competent Emergency Response Team and Emergency Management Team** to manage emergencies and perform the following:-

- a) Comply with drills and exercise requirements for PIC and participate in joint exercises with other Operating Companies and Entities;
- b) **Render required support** in terms of manpower, equipment and response actions to other Operating Companies and Entities as may be required during an Emergency, **upon a request to do so by the On-Scene Commander**;
- c) Standardise the response procedures and train its Personnel to respond to various Emergency situations across the whole of PIC;
- d) The Emergency escalation shall be as follows:-

13.3

To ensure a harmonious and safe environment at PIC:-

- a) Operating Companies that have not subscribed to the Centralised Emergency Fire Services and Centralised Emergency Medical Services; and,
- b) Entities;
  - shall be fully liable for costs incurred for Emergency responses** during an Emergency, whether or not the non-member Operating Companies or Entities requested for such an Emergency responses, **PROVIDED THAT:-**
  - i) the Emergency responses provided by the Centralised Emergency Fire Services and the Centralised Emergency Medical Services is for the purpose of ensuring the health, safety and security of any Person; and,
  - ii) the dangerous, unsafe, adverse act that causes such Emergency situation is found to have been caused and/or contributed in whole or partially, by such non-member Operating Companies or Entities.

13.4

In order to ensure reliability of fire water system during emergencies and compliance to Fire Services Act 1988 requirement, usage of fire water for non-Emergency purposes is **PROHIBITED** in all facilities in PIC.

# 14. Consequence Management for Violations of PIC Park Rules

14.1

Failure to comply with this PIC Park Rule may tantamount to a breach of the laws (including but not limited to PAPP 1959) and may result in criminal liability, consequence management procedures pursuant to this PIC Park Rules (which amongst others, include eviction), and where costs and/or losses are incurred by PRPC or any party affected by such non-compliance, to civil liability.

14.2

Detail of consequence management shall be referred to the Consequence Management Procedures for Violations of PIC Park Rules.

### Operating Company

- Handover leadership of Emergency response to Government Agency, if necessary and assist Emergency response
- Notify Authorities and PRPC

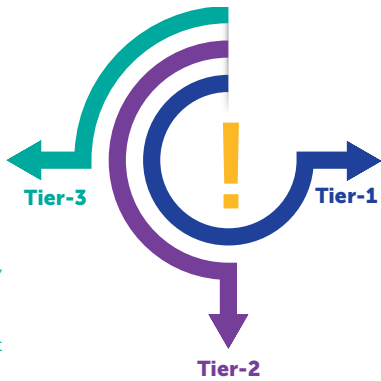
### External Involvement

Lead the Emergency response, upon handover by Operating Company

Involvement and management from multiple external response agencies and/or authorities

### PRPC

Support Function – provide logistics support as requested (available facilities or services to accommodate Emergency response e.g. venue for press conference & media handling, Next Of Kin (NOK) holding rooms, security services) to Operating Company



### Operating Company

- Lead Emergency response
- Notify Authorities and PRPC

### External Involvement

With or without the assistance from response agencies and/or authorities

### PRPC

Monitor situation

### Operating Company

- Lead Emergency response
- Notify Authorities and PRPC

### External Involvement

Involvement from external response agencies and/or authorities

### PRPC

Support Function – provide logistics support as requested (available facilities or services to accommodate Emergency response e.g. venue for press conference & media handling, Next Of Kin (NOK) holding rooms, security services) to Operating Company



Transparency for Improvement

**Communicating  
effectively is key  
to a well-rounded  
ecosystem**



# 15. Feedback Management

Any person can write in feedbacks and complaints at the PIC Shared Service Centre

 <https://mypic.com.my/>  
[pic.parkrules@petronas.com.my](mailto:pic.parkrules@petronas.com.my)

 07-8171000

# 16. Assurance

- 16.1** PRPC as the authorised officer defined under the PAPP and KPI for PIC, is empowered to ensure that the Operating Companies and Entities within the PIC are in compliance with the PIC Park Rules. PRPC reserves the rights to audit Operating Companies and Entities with prior notice on compliance to the PIC Park Rules.
- 16.2** **Operating Companies and Entities within the PIC** shall develop their own work processes, procedures and records to comply with Assurance Program.
- 16.3** PRPC together with Operating Companies and Entities within the PIC shall review the assurance programmes of the Operating Companies to ensure compliance against the relevant elements of the PIC Park Rules.

# 17. Information and Communications Technology (ICT)

## 17.1 General

- 17.1.1** Operating Companies and its ICT service providers shall adhere to the laws of Information and Communication Technology in Malaysia.
- 17.1.2** Operating Companies shall make available adequate and necessary data and information to Park Operator or owner while ensuring the security and confidentiality during data exchange, for smoother and safer operations of PIC.
- 17.1.3** Operating Companies **shall adopt adequate technology risk management** to mitigate risks of ICT security threats or vulnerabilities.

## 17.2 PIC Corporate Network

- 17.2.1** If there is a need to connect to PIC Corporate Network, Operating Companies, Visitors and tenants shall:
  - a)** register the end user computing (EUC) device with PRPC ICT.
  - b)** ensure the EUC devices are free from any malicious software such as virus, worm, Trojan, etc.
  - c)** ensure the EUC devices are free from unlicensed software.
  - d)** not use it for non-business purposes.
  - e)** comply to PIC cybersecurity rules and guidelines.





# 18. General Release

**18.1** Notwithstanding anything contrary in this PIC Park Rules and irrespective of PRPC's powers, responsibilities and key functions as stipulated in this PIC Park Rules, PRPC shall not be liable, and shall not in any manner for any reason whatsoever be liable for, and is completely and wholly released and discharged from, any and all claims, losses, costs, damages, expenses, fines or penalties (if any), whether past, present, future or contingent, or of whatever nature and howsoever arising, at law (contractual or otherwise), in respect to:-

**18.1.1** any personal injury (including bodily injury, disability, disease and illness) and/or death of any employee of any Person; or

**18.1.2** the loss of or damage to the property and/or asset of any Person, regardless of the identity of the Person, whose action or inaction caused the aforementioned personal injury (including bodily injury, disability, disease and illness) and/or death, or loss or damage to property and/or asset within and/or in connection with the PIC.

**18.2** **The rules at Article 5.2 of this PIC Park Rules is reiterated here**, that in carrying out its function as PIC park promoter and in upholding the harmonious and safe environment at PIC, any Person shall indemnify and reimburse PRPC fully, for all costs incurred by PRPC which arises out of the response, facilitation, action or inaction of PRPC, in respect of any non-compliance by any Person of this PIC Park Rules, breach of any laws, regulations, rules, procedures, codes of conduct and any guidelines which are applicable to the operations, occupation, presence and activities at PIC.

## List of References

# A glossary of further readings for general knowledge





# 19. Definition

Terms	Definitions
<b>"Applicable Codes and Standards for New Project Development in PIC (Minimum Requirements)"</b>	Means the document that specify the project codes and standards to be applied when executing of projects inside PIC. Please contact PRPC for access to this document.
<b>"Assurance Programme"</b>	Means a systematic <b>approach</b> to manage the likelihood of success of a programme and proposing improvements that will ensure success.
<b>"Centralised Emergency Fire Services"</b>	Means the Centralised Emergency firefighting, hazardous material response and/or rescue operations provided by a service provider duly appointed by PRPC, as notified from time to time.
<b>"Centralised Emergency Medical Services"</b>	Means the Centralised Emergency Medical Services related to immediate medical care to prevent loss of life or aggravation of physiological or psychological illness or injury provided by a service provider duly appointed by PRPC, as notified from time to time.
<b>"CGSO"</b>	Chief Government Security Office, Prime Minister Department.
<b>"CIDB Green Card"</b>	Means the card issued by Construction Industry Development Board as certification for workers in construction industry who have completed courses and safety training.
<b>"Common Area(s)"</b>	Means areas at PIC which are designated by PRPC from time to time, for the common use of the Operating Companies and Entities, i.e. areas for common infrastructures and common facilities (e.g. offices, accommodations, gates and recreational areas and also other areas categorised as Non Process Areas, including buffer zone).
<b>"Confined Space Entry", (CSE)</b>	Entry is when any part of the entrant's body breaks the plane of an opening. "Entry" includes all subsequent activities in the confined space.
<b>"Consequence Management"</b>	Management of consequence within common area of PIC for any Person who fails to comply with PIC Park Rules.
<b>"Data Subject"</b>	Means an individual who is the subject of the Personal Data collected by PRPC.
<b>"Designated Parking Areas"</b>	Means motor vehicle and non-motor vehicle parking bays as designated by PRPC at the Common Areas or by the Operating Company at its ISBL.
<b>"ERP"</b>	Means Emergency Response Plan.
<b>"EUC"</b>	Means End User Computing device including but not limited to smartphones, laptops and Personal computers of Operating Company, Entities or Visitors.

## Terms Emergency

## Definitions

	Means an incident that threatens or has the potential to threaten (based on impact or the need to respond) human life, health, the environment or property, if not controlled, contained and/or eliminated immediately.
<b>"Entity" or "Entit(ies)"</b>	Other than Operating Companies, including but not limited to the contractors of, agents of, and service providers of, the Operating Companies and projects.
<b>"Company Vehicles"</b>	The vehicle is owned, leased or chartered by the Operating Companies and/or Entities and have valid Road Tax, Puspakom Inspection Certificate, Vehicle Insurance and other inspection certificate prior to obtain the VAP.
<b>"Host Company"</b>	Means Operating Companies or Entities that are: <ul style="list-style-type: none"> <li>• hosting Visitor or authorised or licensed invitees into PIC; and</li> <li>• approving the movement of products, goods and materials into and out of PIC.</li> </ul>
<b>"HSSE"</b>	Means Health, Safety, Security and Environment.
<b>"HSSE Alert"</b>	A brief HSSE information document prepared by respective Operating Companies or Entities following an incident based on the Notification Form (NF) and to be shared to PRPC for acknowledgement and dissemination to other Operating Companies and/or Entities.
<b>"HSSE Lesson Learnt"</b>	A HSSE information document prepared by respective Operating Companies or Entities following an incident based on the final investigation report and to be shared to PRPC for acknowledgement and dissemination to other Operating Companies and/or Entities.
<b>"ICT"</b>	Means Information and Communications Technology.
<b>"Incident Owner"</b>	A focal person for the incident. Respective OPC or Area Owner or Department who has control on any activities or operations where the incident occurred shall be the identified focal person to manage the respective incident.
<b>"IORG"</b>	Means the Integrated Operation Rules and Guidelines documents.
<b>"ISBL"</b>	Refers to "Inside Battery Limit" inside the Process Area, which means, as the context requires, the area(s) of lands that is or are leased by Operating Companies and Entities.
<b>"KP1"</b>	Means Key Point Installation Priority 1 pursuant to the Key Point Installation Standing Order issued by the Ministry of Home Affairs on 1st June 2019 in relation to PIC as a key installation area.
<b>"LOPC"</b>	Means Loss of Primary Containment.
<b>"NOI"</b>	Means Notification of Incident for HSSE incidences.



## Terms

Terms	Definitions
"OGSP Card"	Means Oil and Gas Safety Passport for workers who have attended the relevant training and assessment for working in oil and gas industry in Malaysia. This card is issued by NIOSH.
"OHD"	Means Occupational Health Doctor.
"Operating Company(ies)"	Means companies carrying out businesses and/or operating within PIC and can also be referred to as Tenant.
"OSH"	Means Occupational Safety and Health.
"OSBL"	Refers to "Outside Battery Limit", which means, as the context requires, the area(s) of lands that is or are immediately outside the leased area of an Operating Company i.e. immediately outside the ISBL.
"OSRP"	Means Oil Spill Response Plan.
"PAPPA 1959"	Means the Protected Areas and Protected Places Act 1959.
"Person" or "Person(s)"	<p>Refers to any individual or any entity, including but not limited to personnel, staff, employee, Visitors, licensed or authorised invitees, corporate body, Operating Companies and Entities, including the Operating Companies' and entity's personnel, Visitor, invitee, tenant, sub-lessee, consultant, agent, representative, contractors and representatives, who:-</p> <ol style="list-style-type: none"> <li>enters;</li> <li>present;</li> <li>occupies; and/or</li> <li>carry out any activities,</li> </ol> <p>at PIC.</p> <p>For avoidance of doubt, "Any Person" shall also include the personnel, staff, employee, Visitor, licensed or authorised invitees, tenant, sub-lessee, consultant, agent, representative, contractors and representatives of:-</p> <ol style="list-style-type: none"> <li>PRPC;</li> <li>PRPC's shareholder(s); and</li> <li>the Operating Company(ies)'s shareholder(s),</li> </ol> <p>who enters, present, occupies and/or carry out any activities, at PIC.</p>
"Personal Data"	Refers to the same meaning as defined by the Personal Data Protection Act 2010, and relates only to personal data of which PRPC has control and authority over the processing thereof, for the purposes of this PIC Park Rules.

## Terms

Terms	Definitions
"PIC Boundary"	<p>Means the areas within the areas as described in the PAPP Orders being all buildings, tanks, equipment, installations and areas enclosed within a gated compound, currently comprising of 6315.9 acres of land including the jetty, 200 metres within the coastline and 200 metres around the jetty in the Mukim of Pengerang, District of Kota Tinggi, State of Johor.</p> <p>For clarity, "PIC Boundary" shall also include the areas as acquired, alienated and owned by PHSB (if any) and be made part of PIC from time to time.</p> <p>On-shore PIC Boundary (including Solid Product Jetty (SPJ) and Material Off-Loading Facility (MOLF)) area is as shown in the PIC Layout Plan at <b>Appendix B</b> hereof (note: boundary area is correct as of the latest revision date of this PIC Park Rules).</p>
PICSP	Means Pengerang Integrated Complex Safety Passport for workers who have attended the relevant training and assessment for working in PIC. This card is issued by the PIC Site Training School.
"PIC Park Rules"	Means this PIC Park Rules, including any revision or amendment, made thereto and applicable from time to time.
"PHSB"	Means PETRONAS Hartabina Sdn. Bhd.
"PIC"	Means Pengerang Integrated Complex or the 'Kompleks Bersepadu Pengerang' located at the Mukim of Pengerang, Daerah Kota Tinggi, State of Johor Darul Ta'zim, Malaysia.
"PIC Chemical Movement Control Matrix"	Means a document that specify the control required on chemicals entering and moving around PIC from one location to another by assigning relevant responsible parties to ensure safety and the regulations related to chemicals are adhered to by respective responsible parties.
"PAPP Orders"	Means Protected Areas (No.10) Order 2018 and Protected Places (No.11) Order 2018.
"PPE"	Means Personal Protective Equipment.
"Privacy Statement"	Means the legal statement that specifies what PRPC does with the Personal Data collected from a Data Subject, along with how such Personal Data is processed and for what purposes. The Privacy Statement may be accessed at our website at <b>link: <a href="https://www.petronas.com/privacy-statement">https://www.petronas.com/privacy-statement</a></b>
"Process Area"	Means the plant process or production area within PIC, the areas of which are demarcated within the black dotted lines in <b>Appendix B</b> hereof.





## Terms

### "Protected Area"

## Definitions

Has the definition pursuant to PAPP 1959 and in relation to PIC, as described in the Protected Areas (No.10) Order 2018.

### "Protected Places"

Has the definition pursuant to PAPP 1959 and in relation to PIC, as described in the Protected Places (No. 11) Order 2018.

### "PRPC"

Means PETRONAS Refinery and Petrochemical Corporation Sdn. Bhd.

### "PSAC"

PIC Security Access Card or authorised security access card.

### "PTW"

Means Permit to Work. A document authorised by the Approving Authority for work to be carried out under stated precautions or conditions.

### "PUSPAKOM"

Means 'Pusat Pemeriksaan Kenderaan Berkomputer', a body corporate accredited by the Malaysian Road Transport Department which is authorised to carry out safety inspection on commercial vehicles in Malaysia.

### "RCP"

Refers to "Road Closure Permit" which means the permit issued by Complex Facilities & Services (CFS), PRPC for any temporary activity or event requiring full or partial Closure of PIC common roads that may impact the traffic flow or potentially pose safety concerns on users of PIC common roads or people working within the neighbouring area. The activity or event is, but not limited to:

- abnormal Cargo movements on any PIC common roads
- activity on or around roads that affects traffic movement and behaviours that may cause safety concerns
- activity that involves Non Destructive Examination (NDE) or blasting works
- activity that involves Construction and Maintenance Works on or within the right-of way of common roads

### "Safety Critical Element", (SCE)

Part of an installation and such of its structure, plant equipment and systems (Including computer program) or any part thereof:

- the failure of which could cause or contribute substantially to the release of a hazard with Major Risks.
- a purpose of which is to provide the barrier to prevent or limit the effect of a major accident.

### "Solid Waste"

includes—

- any scrap material or other unwanted surplus substance or rejected products arising from the application of any process;
- any substance required to be disposed of as being broken, worn out, contaminated or otherwise spoiled; or
- any other material that according to this Act or any other written law is required by the authority to be disposed of, but does not include scheduled wastes as prescribed under the Environmental Quality Act 1974 [Act 127], sewage as defined in the Water Services Industry Act 2006 [Act 655] or radioactive waste as defined in the Atomic Energy Licensing Act 1984 [Act 304].

## Terms

### "VAP"

## Definitions

Refers to "Vehicle Access Pass" which means the vehicle sticker issued by Security for control of the following:-

- Access - control access of authorised vehicles into PIC
- Parking - control of vehicles that is authorised to park at a designated location
- Traffic - control of number of vehicles authorised to be driven inside PIC

### "Visitor"

Means any third party or guest who is not the employee of Operating Companies or Entities in PIC.

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# 20. Document Control

- 20.1** This PIC Park Rules is issued and maintained by PRPC. PRPC has the discretion to make changes and revisions to this PIC Park Rules.
- 20.2** Such changes and revisions shall be updated by PRPC to the PIC Integrated Operation Council and/or PIC Main HSSE Committee and as soon as reasonably practicable, be communicated to the Operating Companies. Notwithstanding the above, it is the duty of the Operating Companies to keep itself and its Entities updated to the most recent applicable version of the PIC Park Rules adopted at PIC from time to time.
- 20.3** While the custodian of the PIC Park Rules resides with PRPC, the PIC Integrated Operation Council and PIC Main HSSE Committee may, pursuant to its terms of reference, amongst others, make proposals to PRPC for, and deliberate, improvements to the PIC Park Rules.



# 21. Appendices

## Appendix A-Contact Details

General Enquiry and Feedback  
**pic.parkrules@petronas.com**

- Security Related**
- Assess Passes & Permit Application
  - Gate's Entry and Exit Requirement
  - Incident Reporting

**pic.security@petronas.com**

PIC Park Rules website  
**<https://www.petronas.com/pic/pic-park-rules>**

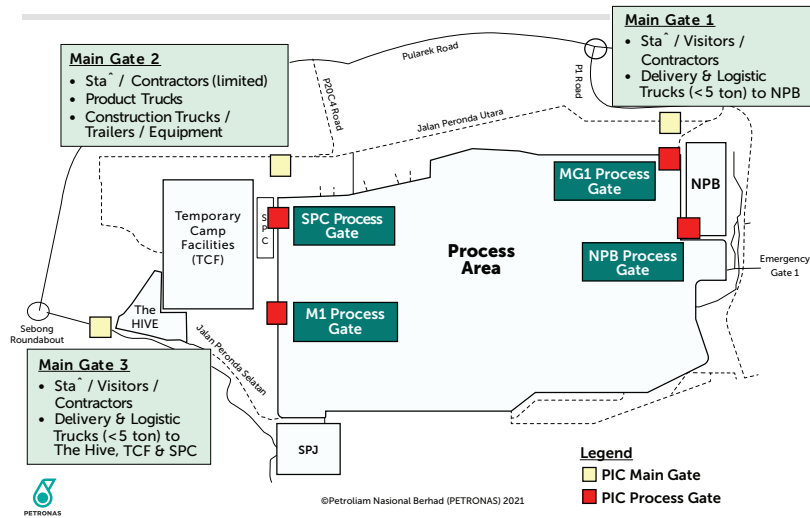


ICT  
**pic.callcentre@petronas.com**  
**psscsecurityhses@petronas.com.my**

Emergency & Crisis  
**07-8179999**  
 Security  
**07-8174888**

## Appendix B-Pic Access And Gates Layout

# PIC Access & Gates Layout



# Revision History and Authorisation

## Revision History

Revision No.	Implementation Date
1	29 January 2020
2	31 October 2020
3	28 March 2022
4	3 October 2023

## Appendix C-Internal Reference

### Reference

PRPC-01\_12-L3-018086  
 PRPC-02\_03-L3-018098  
 PRPC-02\_03-L3-018103  
 PRPC-02\_03-L3-018104  
 PRPC-02\_03-L3-018102  
 PRPC-02\_06\_04-L3-035071  
 PRPC-02\_01\_02-L3-035064  
 PRPC-02\_04-L3-045978  
 PRPC-02\_04-L3-044612  
 PRPC-01\_13-L3-017985  
 PRPC-05\_02\_01-L3-047210  
 PRPC-02\_01\_01-L3

### Document Name

HSE Assurance  
 Spill Prevention and Management  
 Scheduled Waste Management  
 Soil and Groundwater Management  
 Environmental Hazardous Substance  
 Grievance Mechanism  
 Communicable Disease  
 PIC Integrated Emergency Response Plan  
 Oil Spill Response Plan (OSRP)  
 Incident Notification Investigation and Reporting  
 Park Rule Consequence Management Procedure  
 PIC Chemical Movement Control Matrix

Note:

Procedures listed in the table is applicable to all. PRPC to furnish for the copy of document upon request.





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