

# HSE/ QUALITY ASSURANCE POLICY



**LGS**

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# Health, Safety & Environment (HSE) Policy

## LGS – Lamo Global Solution

### 1. Policy Statement

LGS – **Lamo Global Solution** is fully committed to protecting the health and safety of its employees, contractors, clients, and host communities, while minimizing the environmental impact of its operations. Health, Safety, and Environment (HSE) considerations are integral to every activity we undertake and are never compromised for operational or commercial reasons.

We believe that all accidents, injuries, occupational illnesses, and environmental incidents are preventable through effective planning, risk management, competence, and disciplined execution.

This HSE Policy provides the framework for managing HSE risks across our services, including drilling equipment rental, drilling chemicals supply, personnel placement, and VRD (Roads and Utilities Works).

### 2. HSE Objectives

The objectives of this HSE Policy are to:

- Provide a safe and healthy working environment for all employees and contractors
- Prevent work-related injuries, illnesses, and incidents
- Protect the environment and prevent pollution
- Ensure compliance with applicable Gabonese laws, regulations, and industry standards
- Promote a strong HSE culture through leadership, training, and accountability
- Continuously improve HSE performance across all operations

### 3. Scope of Application

This policy applies to:

- All LGS employees at all levels
- Contractors, subcontractors, and suppliers working on behalf of LGS
- All operational locations, including offices, workshops, industrial zones, and remote project sites
- All activities carried out by LGS, onshore and site-based

Compliance with this policy is mandatory.

### 4. Management Commitment and Leadership

Top management at LGS demonstrates visible leadership and commitment to HSE by:

- Establishing clear HSE objectives and targets
- Providing adequate resources, equipment, and competent personnel
- Integrating HSE requirements into business planning and operational decisions
- Ensuring that HSE responsibilities are clearly defined and communicated
- Leading by example and enforcing compliance with HSE rules

Management retains ultimate accountability for HSE performance.

### 5. Roles and Responsibilities

#### 5.1 Management

- Ensure implementation of this HSE Policy
- Allocate resources to manage HSE risks effectively
- Review HSE performance and corrective actions
- Ensure legal and regulatory compliance

## 5.2 HSE Management / Officers

- Develop and maintain HSE procedures and plans
- Conduct risk assessments, inspections, and audits
- Deliver HSE training and inductions
- Investigate incidents and recommend corrective actions

## 5.3 Supervisors and Project Leaders

- Enforce safe work practices on site
- Conduct toolbox talks and job safety analyses (JSA)
- Stop unsafe work and correct unsafe conditions
- Ensure personnel use required PPE

## 5.4 Employees and Contractors

- Comply with all HSE rules and procedures
- Use PPE correctly and consistently
- Report hazards, near misses, and incidents promptly
- Stop work if conditions are unsafe

# 6. Hazard Identification and Risk Management

LGS applies a systematic approach to identifying and controlling HSE risks.

Key elements include:

- Hazard Identification and Risk Assessment (HIRA)
- Job Safety Analysis (JSA) for task-specific activities
- Implementation of control measures using the hierarchy of controls
- Review of risk assessments when conditions change

High-risk activities receive additional planning, supervision, and control.

# 7. Health Management

LGS is committed to safeguarding the physical and mental well-being of its workforce.

Health measures include:

- Medical fitness verification where required
- Management of occupational health risks
- Fatigue management and work-rest controls
- Provision of welfare facilities
- Health awareness and prevention programs

# 8. Safety Management

## 8.1 Safe Systems of Work

LGS implements safe systems of work through:

- Approved work procedures and method statements
- Permit-to-Work (PTW) systems where applicable
- Competency-based task assignments
- Equipment inspection and maintenance

## 8.2 Personal Protective Equipment (PPE)

Appropriate PPE is provided and mandatory for all personnel as required by task and site conditions.

## 8.3 Incident Reporting and Investigation

All incidents, near misses, and unsafe conditions must be reported immediately.

LGS ensures:

- Prompt investigation of incidents
- Identification of root causes
- Implementation of corrective and preventive actions
- Communication of lessons learned

## 9. Environmental Management

LGS is committed to environmental protection and responsible resource use.

Environmental controls include:

- Pollution prevention measures
- Waste segregation and proper disposal
- Spill prevention and response planning
- Responsible storage and handling of chemicals
- Protection of soil, water, and surrounding ecosystems

Environmental risks are assessed and managed throughout project lifecycles.

## 10. Chemical Handling and Hazardous Materials

LGS ensures that all chemicals and hazardous materials:

- Are sourced from approved suppliers
- Are properly labeled and stored
- Are accompanied by Safety Data Sheets (SDS)
- Are handled by trained and competent personnel

Spill response equipment and procedures are maintained at operational sites.

## 11. Emergency Preparedness and Response

LGS maintains emergency response plans appropriate to the nature of its operations.

These include:

- Fire prevention and response
- Medical emergencies

- Chemical spills
- Environmental incidents
- Evacuation procedures

Emergency drills are conducted periodically to test preparedness and response effectiveness.

## 12. Training, Awareness, and Competence

LGS ensures that all personnel:

- Receive HSE induction before commencing work
- Are trained for their specific roles and risks
- Participate in ongoing HSE awareness programs

Competence is verified and refreshed as necessary.

## 13. Contractor and Supplier HSE Management

Contractors and suppliers working for LGS must:

- Comply with LGS HSE requirements
- Provide evidence of competence and HSE performance
- Participate in inductions, audits, and inspections

LGS reserves the right to suspend or terminate work for HSE non-compliance.

## 14. Monitoring, Audits, and Continuous Improvement

HSE performance is monitored through:

- Site inspections and observations
- Internal HSE audits
- Incident and near-miss analysis
- Management reviews

Findings are used to drive continuous improvement.

## 15. Communication and Consultation

LGS promotes open HSE communication by:

- Encouraging hazard and near-miss reporting
- Consulting employees on HSE matters
- Sharing safety alerts and lessons learned

## 16. Policy Review

This HSE Policy is:

- Communicated to all employees and contractors
- Made available to clients and regulators upon request
- Reviewed periodically to ensure continued relevance and effectiveness

## 17. Conclusion

LGS – Lamo Global Solution is committed to conducting all operations in a manner that safeguards people, protects the environment, and supports sustainable business performance. Every individual working for or on behalf of LGS shares responsibility for achieving our HSE objectives.

### **Approved by Management**

LGS – Lamo Global Solution

# QA POLICY



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# Quality Assurance (QA) Policy

## LGS – Lamo Global Solution

### 1. Policy Statement

LGS – **Lamo Global Solution** is fully committed to delivering services and products that consistently meet or exceed client expectations, contractual requirements, and applicable regulatory standards. Quality is a core pillar of our operations and a shared responsibility across all levels of the organization.

Our Quality Assurance (QA) Policy provides a structured framework to ensure that all activities related to **drilling equipment rental, drilling chemicals supply, personnel placement, and VRD (Roads and Utilities Works)** are executed in a controlled, efficient, and reliable manner.

LGS is dedicated to continuous improvement, operational discipline, and the delivery of dependable solutions built to global standards and proven in real field conditions.

### 2. Objectives of the Quality Assurance Policy

The objectives of this QA Policy are to:

- Ensure consistent delivery of high-quality services across all operational areas
- Prevent non-conformities through proactive planning and control
- Enhance client satisfaction through reliability, responsiveness, and professionalism
- Maintain compliance with applicable laws, industry standards, and contractual obligations
- Promote a culture of continuous improvement and accountability
- Ensure that equipment, materials, and personnel deployed by LGS are fit for purpose

### 3. Scope of Application

This QA Policy applies to:

- All LGS employees, management, and contract staff
- All subcontractors, suppliers, and service partners working on behalf of LGS
- All operational locations, including head office, branch offices, industrial zones, and remote project sites
- All services provided by LGS, including:
  - Drilling equipment rental
  - Drilling chemicals supply
  - Personnel placement
  - VRD (Roads and Utilities Works)

### 4. Quality Management Framework

LGS operates a structured Quality Management System (QMS) designed to ensure control, traceability, and continuous improvement.

Key elements of our QMS include:

- Defined procedures and work instructions
- Clear roles and responsibilities
- Risk-based planning and quality control measures

- Documented inspection, testing, and verification processes
- Performance monitoring and corrective action systems

## 5. Management Commitment

Top management at LGS demonstrates leadership and commitment to quality by:

- Establishing clear quality objectives aligned with company strategy
- Providing adequate resources, tools, and competent personnel
- Ensuring QA requirements are integrated into business planning and operations
- Reviewing quality performance regularly
- Leading by example in compliance and professionalism

Management ensures that quality is not compromised for cost, schedule, or operational pressure.

## 6. Roles and Responsibilities

### 6.1 Management

- Define quality objectives and performance indicators
- Approve QA plans and procedures
- Ensure compliance with client and regulatory requirements
- Support continuous improvement initiatives

### 6.2 QA / QC Function

- Develop, implement, and maintain QA procedures
- Conduct inspections, audits, and quality assessments
- Monitor compliance with quality standards
- Report non-conformities and recommend corrective actions

### 6.3 Operations and Project Teams

- Execute work in accordance with approved procedures and specifications
- Perform self-checks and inspections
- Report quality issues promptly
- Participate in improvement initiatives

### 6.4 Suppliers and Subcontractors

- Comply with LGS quality requirements
- Provide products and services that meet agreed specifications
- Support inspections, audits, and corrective actions

## 7. Quality Assurance in Service Areas

### 7.1 Drilling Equipment Rental

LGS ensures that all rental equipment:

- Is selected based on project requirements and operating conditions
- Undergoes inspection and maintenance before mobilization
- Is accompanied by relevant documentation and certification where applicable

- Is supported by technical assistance during deployment

Preventive maintenance schedules and inspection records are maintained to ensure operational reliability and safety.

## 7.2 Drilling Chemicals Supply

Quality assurance for drilling chemicals includes:

- Procurement from approved and reliable suppliers
- Verification of product specifications and compliance
- Proper storage, handling, and labeling
- Traceability of supplied chemicals
- Technical support for correct application

LGS ensures that supplied chemicals are suitable for local geological and operational conditions.

## 7.3 Personnel Placement

To ensure service quality in personnel placement, LGS:

- Verifies qualifications, certifications, and experience
- Ensures personnel meet client and regulatory requirements
- Provides induction and site-specific orientation where required
- Monitors personnel performance and compliance

Only competent and fit-for-purpose personnel are deployed to client sites.

## 7.4 VRD – Roads and Utilities Works

Quality assurance in VRD projects includes:

- Review and compliance with approved designs and specifications
- Inspection of materials and workmanship
- Monitoring of construction methods and sequencing
- Verification of completed works against standards
- Documentation and handover of completed infrastructure

LGS is committed to delivering durable, safe, and compliant infrastructure solutions.

## 8. Supplier and Subcontractor Quality Management

LGS evaluates and selects suppliers and subcontractors based on:

- Technical capability and experience
- Quality performance history
- Compliance with applicable standards and regulations
- Ability to meet delivery and service requirements

Supplier performance is monitored, and corrective actions are implemented where necessary.

## 9. Document Control and Records Management

LGS maintains controlled documentation to ensure accuracy, consistency, and traceability.

This includes:

- Policies, procedures, and work instructions
- Inspection and test records
- Maintenance and calibration records
- Training and competency records
- Audit and corrective action reports

All documents are reviewed, approved, and updated as required.

## 10. Non-Conformance, Corrective and Preventive Actions

LGS maintains a structured process to:

- Identify and report non-conformities
- Investigate root causes
- Implement corrective actions to prevent recurrence
- Identify preventive measures to reduce future risks

Effectiveness of actions is reviewed to ensure continuous improvement.

## 11. Audits and Performance Monitoring

LGS conducts periodic:

- Internal quality audits
- Site inspections and assessments
- Management reviews

Quality performance indicators are monitored to evaluate effectiveness and identify opportunities for improvement.

## 12. Training and Competence

LGS ensures that employees and relevant contractors:

- Are competent to perform assigned tasks
- Receive appropriate training and supervision
- Understand quality requirements relevant to their roles

Continuous learning is encouraged to improve performance and service delivery.

## 13. Continuous Improvement

LGS is committed to continuous improvement by:

- Reviewing quality objectives and outcomes
- Learning from audits, incidents, and client feedback

- Implementing best practices and lessons learned
- Encouraging employee involvement in improvement initiatives

## 14. Policy Review and Communication

This Quality Assurance Policy is:

- Communicated to all employees and relevant stakeholders
- Available to clients and regulatory bodies upon request
- Reviewed periodically to ensure ongoing suitability and effectiveness

## 15. Conclusion

LGS – Lamo Global Solution believes that quality is fundamental to safety, efficiency, and long-term business success. Through disciplined planning, competent execution, and continuous improvement, we remain committed to delivering solutions our clients can trust.

**Approved by Management**

LGS – Lamo Global Solution

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Your trusted partner for reliable field solutions in Gabon.*



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