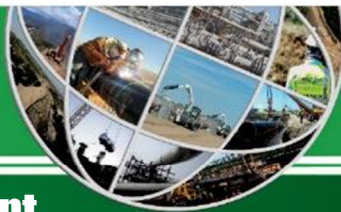


LESSON LEARNT



PREPARED BY: Corporate QHSE Dept.

N° 09/2018 Date: September 2018

OBJECT ASSET MODIFICATION

Corporate procedure - 0502-SI-0001 Equipment Asset Management – states that “*Whichever substantial asset modification results in a change of the risks that the same asset entails for Users, Company Staff, Third Parties – public*”.

For such reason, “*Before to make any modifications to a Company asset, an authorization given by the Corporate Equipment Manager and by the Corporate QHSE Manager must be obtained by using the form “Asset Modification Proposal” (attachment 2, “0502-SI-001-Attachment02, Asset Modification Proposal”)*”.

It has to be noted that modification that are apparently easy and very simple could result in additional risks; for example an installation of extra locks to the door of a cabin used for personnel transport.

POSSIBLE CONSEQUENCES IN CASE OF NOT AUTHORIZED ASSET MODIFICATION:

- Substantial modification that precludes the functionality of the asset;
- Loss of asset certifications;
- Variation / addition of risks associated with the asset;

STEPS TO FOLLOW IN CASE OF ANY ASSET MODIFICATION:

1. Prepare relevant documentation of the modification that is needed;
2. Fill the appropriate form n° “0502-SI-001-Attachment02, Asset Modification Proposal”;
3. Send the form to Corporate Equipment Mng and to QHSE Corporate Mng for approval;
4. After approval, modify the asset as agreed with HQ considering also any eventual additional requests.

	(SI)	Proj	Unit	Type	Dev.	Serial	Rev
	(-)	-	-	0502	SI	0001	00
DOCUMENT TITLE		EQUIPMENT ASSET MANAGEMENT					
GENERAL PROCEDURE							

EQUIPMENT ASSET MANAGEMENT

0502-SI-0001

COMPANY DOCUMENT APPROVAL STATUS		
DOCUMENT ISSUED FOR	INTERNAL USE	
DOCUMENT STATUS	SIGNED (name & initials)	DATE DD/MM/YY
A - Approved with no comments. Works can proceed		
B - Approved with comments as noted. Contractor can proceed with work incorporating the comments indicated by Company		
C - NOT APPROVED. Revise and/or resubmit. Contractor cannot proceed with works		
D - Received for information only and Reviewed		

Rev.	Description	Prepared (name & initials)	Checked (name & initials)	Approved (name & initials)	Date DD/MM/YY
00	Emessa per attuazione / Issued for implementation	G. Erenda	M. Lovati C. Ghizzoni	L. Oppimitti	15/03/2017

DOCUMENT REVISIONS



Detail of the original lock (1) and of the modifications made outside (2) and inside (3) the cabin

RECEPTION BY THE PROJECT

WHICH ACTIONS IDENTIFIED TO BE IMPLEMENTED IN THE PROJECT:

Project Manager:

Signature:

HSE Project Manager:

Signature: