

Ichthys LNG Cyclone Preparedness

WIN - Work Instruction

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6	19 Mar 2026	Issued for Use	Craig Jeffery	Mark Cooper	Ben Schmidt	Adrian Parody

RECORD OF AMENDMENT

Revision	Section	Amendment
4	Table 1 Section 2.1	Moved to Appendix C (new) and updated to reflect new warning alerts
4	4.2.2	Updated PIN log on details and provided a standard message
4	5.2.1	Added section that HSE will track CIC actions
4	Appendix C	Updated the Cyclone Alerts table
4	Appendix F	Added example of Cyclone tracker
5	2.1	Cyclone warning types updated
5	6	Critical personnel updated to include all Ridges Hotel residentials
5	Appendix C	Cyclone Alert Stages updated to current Cyclone Response Stages
5	Appendix F	Cyclone Preparedness Tracker updated
5	All	Minor formatting and typo corrections
5	6	Table 1 Critical Personnel amended to remove Area Team Lead and Medic
6	All	Sections reformatted
6	2	Responsibilities section updated to include Cyclone Committee
6	3	De-manning profile deleted with guidance incorporated into Section 4 and 6
6	3	Communications section updated to provide specific guidance on internal / external communications
6	5	Cyclone preparedness section updated to provide more specific guidance by phase , especially concerning scaffolding
6	6	Critical Personnel section updated to refer to Cyclone Minimum Manning Procedure

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1 PURPOSE AND SCOPE

Operations Onshore policy in regard to cyclone threat is to:

- Safeguard employees
- Prevent or minimise damage to the environment
- Protect company assets
- Maintain Company services with a view to return to normal operations when the risk has passed in a safe manner

The purpose of this document is to detail specific actions required of Onshore Operations personnel to secure and make safe Company personnel, assets and buildings. This is to ensure the site is positioned to progressively de-man on approach of a cyclone in a staged, timely and efficient manner, commensurate with ensuring all necessary precautions and preparations are in place and compliant with associated public advisories from SecureNT.

This document addresses the Ichthys LNG facility, related infrastructure all employees, contractor personnel and visitors to site. This document should be read in conjunction with L060-AH-PLN-60003 NT Extreme Weather (Cyclone) Management Plan.

2 RESPONSIBILITIES

2.1 Cyclone Committee

The Darwin Cyclone Committee (CC) shall form no later than mid-October to ensure that cyclone readiness activities across all sites, facilities and locations are underway, such that there is high confidence that the cyclone preparations can be completed within a 48-hour notice period from the commencement of cyclone season (1st November).

The Cyclone Committee shall be chaired by the Onshore GM and include the following members:

- GM NT
- ILNG Production Manager
- ILNG Maintenance Manager
- Onshore HSE Team Lead
- Onshore Security and Emergency Management Adviser
- Onshore Logistics Superintendent

The Onshore GM shall determine the frequency of meetings prior to cyclone season and can form the team at any time during the season to review readiness.

In the event of an impending cyclone, especially pre-season, the Onshore GM may form the committee to agree strategy and resourcing requirements to ensure site readiness.

The CC will additionally direct a pre-season cyclone desktop exercise to confirm responsibilities, rehearse procedures and practice communications.

2.2 Cyclone Readiness Meeting (CRM)

The CRM will stand up a meeting no later than mid-October and in conjunction with the CC. The CRM will be chaired by the Production Manager (PM) and comprise all Superintendents and other key stakeholders, including:

- Contractor representatives
- Supervisors and Contractor representatives responsible for weekly CIC inspections
- Onshore HSE Team Lead

- Onshore Security and Emergency Management Adviser (meeting facilitator)

The intent of the initial meeting is to:

- Baseline site readiness and ensure responsibilities for completion of the Pre-Season Cyclone Readiness Checklist (Appendix B) inspections are confirmed
- Confirm responsibilities and the process for weekly completion of Cyclone Season Readiness Inspections and date of commencement

The CRM will then meet weekly over cyclone season, (production meeting)

2.3 Production Manager

The PM is responsible for implementation of the appropriate procedures, in relation to any impact for all Onshore personnel and services.

The PM represents Onshore Operations on the CC.

The PM shall progressively authorise and communicate the staged de-manning of the facility, in consultation with the Onshore GM and Superintendents to determine appropriate scopes and manning profiles required for the plant to be established in a safe and cyclone-ready condition and with non-critical personnel released in sufficient time to comply with SecureNT cyclone advisories

The PM (or delegate) is to call and chair the ILNG Cyclone CRM, ensuring all areas are represented .

2.4 Superintendents

To achieve a state of cyclone readiness, the PM delegates responsibilities to the Superintendents (Maintenance, C&I, Implementation and Production), who will coordinate the resources available to them and delegate duties as required to ensure cyclone readiness in their respective areas.

Superintendents to advise the PM of required manning levels to fulfil each stage of the Cyclone Watch / Warning actions.

The PM has the final decision on allocation of resources to ensure whole of site readiness.

2.5 Operations Team Leads (OTL)

The Operations Team Leads (OTL) will execute the requirements of the relevant Cyclone Procedures and the details within this Work Instruction.

The OTLs will update the Onshore Messaging service Admin Phone (08) 8983 8800 with relevant information to keep all personnel informed of the facility status. The OTL may delegate this responsibility to Security, or admin personnel to support.

Specific

3 COMMUNICATIONS

3.1 General Guidance

Clear communications are critical to ensuring:

- Site cyclone preparations are completed effectively and efficiently
- The workforce is kept reliably updated concerning cyclone tracking, shelter and expected time of release from site
- Return to work is carried out safely and progressively following the ALL CLEAR

3.2 Internal Communication Updates

Site cyclone preparations and reductions in workforce numbers will be coordinated centrally and daily through the CC with associated updates cascaded through line management via sitewide notices, pre-start updates and Send Word Now (SWN).

3.3 SecureNT

SecureNT provides localised and up-to-date emergency alerts and warnings based on information from the Bureau of Meteorology (BOM), NT Police, Fire and Emergency Services (NTPFES), Road Report NT, Power and Water and Bushfires NT and remains the primary source of cyclone warning status for the NT and Darwin area.

Warnings will be broadcast on local radio and television and on social media through the SecureNT Facebook page. Secure NT remains the primary source of cyclone status for the NT and Darwin area. All decisions associated with this work instruction shall be in accordance with the Secure NT information.

3.4 Cyclone Australian Warning System

In accordance with the [Australian Warning System](#) (AWS) alert system there are three (3) warning levels used by SecureNT.:

Warning Level	Example Calls to Action
Advice	An incident has started. There is no immediate danger. • Stay informed • Monitor conditions • Commence preparations
Watch and Act	There is a heightened level of threat. • Monitor changing conditions • Prepare your property • Finalise preparations to take shelter or evacuate • Limit time outside
Emergency Warning	Gale force winds are expected in the next 24 hours You may be in danger and need to take immediate action. Any delay now puts your life at risk. • Evacuate immediately or by am/pm timing • Seek/take shelter now

The current status of warning, as well as further information concerning advised actions to be taken at each warning level will be communicated via SecureNT. Note that specific

action recommendations ('calls to action') issued by SecureNT will be tailored to the prevailing local situation.

The escalation of cyclone warnings is primarily based on likelihood and projected arrival time of gale-force winds to proximity of Darwin, from which point the local cyclone threat is imminent.

3.5 Bureau of Meteorology (BOM) Reporting

Advice from the BOM Tropical Cyclone Warning Centre (TCWC) is used as a basis for localised advice and warnings issued by SecureNT. Updated BOM assessments will be used to inform site planning and preparations in anticipation of changes to the local alert status set by SecureNT.

It should be noted that ILNG receives tailored cyclone advice from BOM that will generally reflect a more frequently updated and specific assessment to those reports made available to the public.

3.6 Operations Cyclone Phone Line

All personnel (employees, contractors and visitors) are encouraged to contact the Onshore Messaging service **(08) 8983 8800** to stay informed with relevant information of the facility status. This information service will be updated at regular intervals by the OTLs, as new information becomes available.

Refer to Appendix A for set up instructions and example message statements.

3.2 INPEX Send Word Now (SWN)

The primary form of communication to update ILNG site personnel will be through the utilisation of the SWN system.

Updated SWN data is migrated on a monthly basis from the INPEX Human Resource Information Service (HRIS) database.

Test emails and SMS are sent periodically to confirm the accuracy of the database.

Approval to release active SWN messages sits with the PM. This may be delegated to the duty Operations Superintendent.

3.3 External Communication Updates

Tropical cyclone warnings are sent directly by e-mail from the BOM to a variety of organisations. These include the ABC and commercial radio stations (who broadcast the warnings), the NTFRS, Police, Harbour Authorities, shipping and aviation, and organisations or companies who may need to take protective action.

This information is to provide updates on cyclone status and movement. SecureNT remains the primary source for the Darwin area concerning Alerts.

4 CYCLONE PREPAREDNESS

4.1 Pre-Cyclone Season Action items

Pre-cyclone season preparations are primarily intended to ensure ILNG enters cyclone season positioned to effectively and efficiently respond to notice of a potential impacting cyclone from the onset of the season.

4.1.1 General Housekeeping

Every effort must be made to maintain a high level of site housekeeping at all times. This is particularly important in the lead-up to cyclone season and must be factored into any pre-season work scope, particularly relating to shut-down or campaign works.

The CC and CRM will stand up in the pre-season primarily to ensure ILNG enters cyclone season in a position to successfully respond to an emerging cyclone threat from the commencement of the season.

The Pre-Season Cyclone Readiness Checklist (Appendix B) describes general tasks to be completed prior to the Cyclone season, with specific responsibilities for completion confirmed and tracked via the CRM.

The Checklist will be maintained as a hard copy to inform the CRM and CC of the progress of pre-season preparations and entered into HAART on full completion.

4.2 Cyclone Season Readiness

Ongoing readiness is assured by completing weekly CIC Cyclone Ongoing Readiness Inspections throughout the Cyclone season. The inspections shall be recorded utilising the Cyclone CIC located in HAART. Refer to Appendix C for paper copies for field-based personnel. All CICs are to be entered into HAART.

4.2.1 Reporting and Tracking Readiness

Supervisors and persons responsible for their work areas must ensure a weekly inspection is completed prior to the weekly CRM, with a confirmation of the status of each area entered into the hard copy Cyclone Preparedness Tracker (see Appendix F).

Note : The HR / Administration checklist during the season is marked N/A and only required to be actioned once the cyclone watch/warning is enacted.

4.3 Scaffolding

One of the most labour-intensive components of work that the ILNG facility will encounter in being prepared for an approaching cyclone is ensuring that all scaffolding on-site has been dismantled or specifically prepared to be left in place. To this end it is imperative that all scaffold can be readied for cyclone impact within 48 hours of notification, over the course of cyclone season.

This will require that:

- The current status of all scaffold builds, and the scaffold yard itself, is tracked and reported weekly, via Scaffold Cyclone Readiness Report, (SCAFPACK), to correlate outstanding preparatory works with available resources
- New builds during cyclone season are closely monitored and pre-approved over cyclone season

- All scaffolding is appropriately colour-code tagged to provide Area Authorities and other inspectors with visible indication of assessed priority for cyclone preparatory work, as follows:

Tag Colour	Cyclone Preparatory Action Required
Red tag	Full strip required
Blue tag	Tie-down required
Yellow tag	De-plank only required
Green tag	No further action required

- All cyclone preparation scaffolding resources are coordinated and tasked centrally, based on the site-wide priorities.

Refer to Appendix D for further clarification on scaffolding readiness requirements

4.4 Phases of Cyclone Preparation

BOM and associated reporting will provide an early indication of the possible development and anticipated path of a cyclone with potential to impact Darwin.

Site preparations will be phased with the PM determining the specific time of commencement for each phase, based on the relative completeness of preparations to that point.

Generally, ILNG will commence active tiedown from 48 hours out from the projected ETA of gale-force winds vicinity Darwin to ensure all preparations are complete no later than 12 hours out.

4.4.1 Preparation Phase

This phase is oriented towards ensuring there is a high level of confidence that ILNG can finalise all site tiedown preparations within 48 hours of the gale force winds arriving. Production, offtake and associated tasking will generally remain in operation.

Resources may be re-prioritised to address any punch list items identified during weekly Cyclone Season Ongoing Inspections. Individual contractors will prioritise preparations along company lines of responsibility.

Local residents will be encouraged and reminded to finalise domestic preparations, while off-duty.

4.4.2 Tiedown Phase

Tiedown phase will generally be initiated 48 hours out from the ETA of gale force winds. This phase may be initiated earlier in the event site preparations are determined to be insufficiently advanced, (on advice of the PM), or if projected workforce manning limitations require.

While production and offtake operations may continue over this phase, priority will be given to finalising cyclone preparations.

At this point, labour, plant and associated resources will be coordinated and allocated centrally.

All on-site contractors and INPEX employees should anticipate work party tasking to support preparations. To this end, increasingly wet weather conditions should be anticipated and wet weather gear and/or a second set of PPE clothing to change into should be brought to site.

At this point, final inspections shall be conducted in accordance with the relevant Pre-Cyclone Readiness Checklists (Appendix E). Inspection reports are to be completed utilising hard copy and subsequently entered into HAART.

Completed checklists are to be entered into HAART for record keeping. Paper copies are available for field inspections which then need to be manually re-entered into HAART.

4.4.3 Shelter Phase

From 12 hours out from the forecast arrival of gale force winds all site tie down preparations can be expected to be complete and non-critical personnel will be released to move to off-site shelter arrangements.

Cyclone minimum manning personnel will occupy the CCB, (Security at the Gatehouse).

On confirmation that all non-critical personnel have left site (via POB), site access gates will be locked and all remaining building doors flash-bolted closed.

Outside activity on-site will be strictly at the discretion of duty OTL from this point.

4.4.4 All Clear Phase

The All Clear will be given in a systematic approach through the Cyclone Committee headed by the General Manager. This decision will be made based upon updates from SecureNT. The PM will be informed and will communicate the All Clear to the site based duty OTL.

4.4.5 Post-Cyclone Phase

Refer to Appendix E for a detailed list of post cyclone checks to be carried out prior to notification for personnel to return to site. The return to work will be given in a systematic approach through the CC. The committee will make a decision upon information taken from the current conditions, SecureNT, Emergency Services and the site-based duty OTL.

No movement to or from ILNG will be permitted until such time as applicable roads have been officially declared open or specific consent has been issued to Inpex. No parties are to attempt to conduct an independent survey of public roads to determine usability.

The cyclone phone line and SWN messages will be updated to reflect the time that a "Return to Work" is in place. Any employees unable to return to work for personal reasons will need to contact their Supervisor directly, as soon as reasonably practicable.

It should be noted that the return-to-work process may be considerably slower than the demobilisation process.

5 OTHER PREPARATION GUIDANCE

5.1.1 Acid Gas Incinerators (AGI)

Ongoing operation of the AGI presents a personnel risk during the cyclone 'cyclone minimum manning period'. As a result the AGI's shall be 'shut in' prior to activation of minimum manning.

Utilise L55X-AP-PRC-10086 and reduce all flow to leave the AGI in a state with only burner on. Take the AGI to step 1.12 in the procedure. This keeps main burner on however all acid flow into AGI has been isolated

5.1.2 Waste Management

To minimise logistics issues and increase efficiencies in cyclone readiness, 1888 laydown area will be used as a staging area/tie down location for rubbish skips.

The use of 1888 will be coordinated with the Logistics team to ensure an appropriate area is identified and adequate tie down facilities are in place.

5.1.3 Accommodation

INPEX utilises several accommodation options for personnel, visitors and Contractors within the Darwin area. The Primary options are Bladin Village Camp (BVC) and Rydges Palmerston.

Both accommodation options have been deemed suitable for up to and including Category 3 cyclones.

Cyclone intensity above Category 3 will require personnel to utilise options as recommended by the respective facility management. In most cases this will be the available public cyclone shelters.

Where possible, Darwin visitors and temporary workers should consider not traveling to Darwin or demobilise prior to the cyclone event.

6 CYCLONE MINIMUM MANNING PERSONNEL

6.1 General Guidance

The Onshore Operations General Manager will determine when to suspend work on site as part of the Cyclone Committee decision to consider all NT activities pending the arrival of an imminent cyclone.

The release of personnel must be closely coordinated to ensure there are sufficient personnel and technical resources to ensure the completion of all remaining preparation tasks.

De-manning decisions will be guided by the requirement to have all site cyclone preparations finalised prior forecast arrival of gale-force winds vicinity Darwin.

6.2 Release of Personnel

All personnel are required at site until released by their Supervisors /Team Leads following approval from the PM. Personnel should anticipate remaining on-site to support preparation activities until 12 hours out from the arrival of gale force winds.

6.3 Cyclone Minimum Manning

The PM will invoke the requirement for Cyclone Minimum Manning Personnel to remain on site.

Cyclone Minimum Manning Personnel will be required to remain onsite to:

- Continue to operate and maintain the safe operation of the plant, particularly should the cyclone veer from the predicted path and not impact upon the facility
- Enable a rapid assessment of any damage that may have been sustained should the Cyclone pass over the facility

Depending on circumstances, the PM may elect to retain additional personnel based on operational requirements.

Personnel required to remain on site will be accommodated within the CCB during the period of onset of the cyclone. The CCB is suitably cyclone rated to provide safe shelter. Stay-behind security personnel may remain in and be billeted in the Gatehouse at the discretion of the duty OTL.

Refer to the Facility Competency Verification Procedure [X060-A1-PRC-60042] for ILNG Emergency / Cyclone Manning requirements.

7 REFERENCES

Table 2: Internal and External References

Document Number	Document Name
L060-AH-PLN-60003	NT Extreme Weather (Cyclone) Management Plan
L060-AH-PLN-60005	ILNG Adverse Weather (Onshore)
L290-AS-PRC-70000	Ichthys LNG Facilities Onshore and Nearshore Extreme Events Response Procedure
X060-A1-PRC-60042	Facility Competency Verification Procedure

8 ABBREVIATIONS AND DEFINITIONS

Table 3: Abbreviations and Definitions

Abbreviation/Term	Definition
ABC	Australian Broadcasting Corporation
AOC	Accidentally Oil Contaminated (system)
AWS	Australian Warning System
BOM	Bureau of Meteorology
CC	Cyclone Committee
CCB	Central Control Building
COC	Continuously Oil Contaminated (system)
CRM	Cyclone Readiness Meeting
EDG	Emergency Diesel Generator
ERP	Emergency Response Plan
ERT	Emergency Response Team
HVAC	Heating Venting Air Conditioning
ICT	Incident Command Team
IMG	Incident Management Guideline
NTES/NTFRS	Northern Territory Emergency Services/ Northern Territory Fire & Rescue Services
OFA	Occupational First Aider
OTL	Operations Team Leader
PM	Production Manager or delegate
RPE	Responsible Person Electrical
SWN	Send Word Now
TCWC	Tropical Cyclone Warning Centre

APPENDIX A: CYCLONE PHONE LINE

A.1 Message statements for use on the cyclone phone line

A.1.1 Standard Greeting

The Onshore Cyclone Messaging Service keeps personnel informed with relevant information of the facility status. This information will be updated at regular intervals by the Operations Team leads, as new information becomes available.

A.1.2 Message 1 (examples only)

This extreme weather message was updated at [DATE and TIME]. Work has been suspended onsite. Essential people required onsite will be contacted by their supervisor. Next announcement will be at [TIME] please check in then for further instructions.

A.1.3 Message 2

This extreme weather message was updated at [DATE and TIME]. Normal working hours continue as per usual. Please report to work at your usual start time. If you have any concerns please contact your Supervisor directly.

A.1.4 Message 3

This extreme weather message was updated at [DATE and TIME]. Normal working hours have now resumed onsite. Local roads have been declared open. Please report to work commencing your normal working hours from DATE from TIME. If you have any concerns please contact your Supervisor directly.

A.2 Onshore Cyclone Phone Line		
Purpose:	Setting custom greetings/recordings on cyclone voice mailbox	
Phone details	Phone number: 08 8983 8800	Mailbox PIN: 102024
Cisco allows you to pre-record two separate greetings and switch between the greetings. Both allows custom message up to 1:30 min long. Recording 1: Standard greeting A standard greeting can be used as the primary/static greeting. Recording 2: Alternative greeting The alternative greeting can be used as the dynamic greeting that is regularly updated.		
Alternative Greeting		Standard Greeting
<i>Switch to/edit alt greeting from an internal Cisco phone</i>		<i>Edit standard greeting from internal Cisco phone</i>
1. Press messages button 2. Press * when the voicemail system starts 3. When prompted for your ID, enter 8800 (extension) followed by # 4. Enter pin 102021 and press # - you should now be logged into the mailbox for 8983 8800 5. Press 4 for set up options 6. Press 1 to change greeting settings 7. Press 2 to switch to the alternative greeting 8. It will prompt you set an end date if required or press # to set it indefinitely. 9. Press 1 to edit alternative greeting followed by #		1. Press messages button 2. Press * when the voicemail system starts 3. When prompted for your ID, enter 8800 (extension) followed by # 4. Enter pin 102021 and press # - you should now be logged into the mailbox for 8983 8800 5. Press 4 for set up options 6. Press 1 to change greeting settings 7. Press 1 to re-record standard greeting.
<i>Switch /Edit alt greeting from external phone eg: mobile phone</i>		<i>Edit greetings from external phone eg: mobile phone</i>
1. Call 08 8983 8799 – this will divert to voicemail system menu 2. Press * when the voicemail system starts 3. When prompted for your ID, enter 8800 (extension) followed by #		1. Call 08 8983 8799 – this will divert to voicemail system menu 2. Press * when the voicemail system starts

4. Enter pin 102021 and press # - you should now be logged into the mailbox for 8983 8800 5. Press 4 for set up options 6. Press 1 to change greeting settings 7. Press 2 to switch to the alternative greeting 8. Set an end date if required or press # to set it indefinitely. 9. Press 1 to edit alternative greeting followed by #	3. When prompted for your ID, enter 8800 (extension) followed by # 4. Enter pin 102021 and press # - you should now be logged into the mailbox for 8983 8800 5. Press 4 for set up options 6. Press 1 to change greeting settings 7. Press 1 to re-record standard greeting.
<i>Switch back to standard greeting (turn off alternative greeting)</i>	
1. Call 08 8983 8799 – this will divert to voicemail system menu 2. Press * when the voicemail system starts 3. When prompted for your ID, enter 8800 (extension) followed by # 4. Enter pin 102021 and press # - you should now be logged into the mailbox for 8983 8800 5. Press 4 for set up options 6. Press 1 to change greeting settings 7. Press 2 to turn off alternative greeting	

APPENDIX B: PRE-CYCLONE SEASON READINESS CHECKLIST

PRE CYCLONE CHECKLIST – Buildings and Emergency Systems (all actions below to be completed prior to 31 October)			
Production Manager:		Signature:	
Required Action		Confirmed by	Date
1.	Are critical outstanding maintenance repairs that may affect or impair the ability to maintain and operate during a cyclonic event (i.e. life support repairs) identified and addressed (including escalation to CC)		
2.	Is scaffolding across the site within 48 hours for full tie-down/disassembly?		
3.	Has drainage been inspected to confirm storm water run-off in not impeded and necessary repairs instigated as required?		
4.	Is Drinking Water and EDG / Fire Water Pump Diesel Day Tanks maintained at correct levels?		
5.	Are printed hard copies of emergency response and cyclone document are current and available?		
6.	Have sufficient cyclone emergency equipment and supplies been stocked and distributed as required (i.e. nets, tie down straps, blocks etc.).		
7.	CCB Accommodation – review arrangements Are there sufficient beds, pillows and/or blankets for critical personnel? Are shower facilities working (i.e. hot / cold water) Is lighting suitable for sleep? Is there a minimum amount of drinking water (minimum 10 litres per person x 3 days)? Is there a minimum amount of food for critical personnel for 3 days?		
8.	Have information sessions been held for personnel? (i.e. BOM, SecureNT, personal preparations and responsibilities)?		
9.	Has a test of Send Word Now been undertaken and database confirmed?		
10.	Has a Cyclone Voice Messaging Instruction session been held with the Operations Team Leads and system confirmed as functional?		
11.	Have FSWR & Turnbuckles used at MP 3 containers been inspected for wear and tear, corrosion and integrity?		
12.	Is the Cyclone CIC Checklist Inspections regime in place from NLT 01 November to 30 April?		
Notes:			

APPENDIX C: CYCLONE SEASON ONGOING INSPECTION CHECKLIST

				LOCATION: _____ DATE: _____	
CYCLONE SEASON ONGOING CHECKLIST - OFFICE					
No.	ITEM	COMPLIANCE			COMMENTS / ACTIONS
		Y	N	N/A	
1	Has responsible Area Authority been identified and included in inspection or provided with inspection findings?				
2	Have weather protection and tie down requirements been defined for all operating equipment and equipment under commissioning, i.e rain ingress, wind damage, temporary generators, lighting plants?				
3	Shade structures are ready to be collapsed and / or removed. (i.e. SP - Entry points)				
4	Fuel tanks are maintained at the correct fill level (e.g. >1/3 full).				
5	Water tanks are maintained at the correct fill level (e.g. >1/3 full).				
6	Concrete holding blocks are in the immediate area and ready for use.				
7	Adequate quantities of cargo net, hold / tie-down strap for loose objects and material.				
8	Construction and scaffold activities can be secured and tied down within 48 Hours.				
9	Plans are in place to remove and / or store waste bins.				
10	Bunds, Culverts, gullies, trenches, pump requirements viz. are in readiness for extreme rainfall.				
11	Arrangements are in place for hired equipment to be removed from site or secured.				
12	Has Contractor conducted Cyclone Preparation briefings with employees?				

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13	All unnecessary equipment and objects to be removed (including scaffolds and any redundant and/or tension nets etc). Scaffold register to include hours required "make scaffold safe" and risk assessed according to priority. Review of the Scaffold Register to be undertaken during Cyclone Season to ensure sufficient resources are available to complete tasks and sufficient nets, blocks and tie down as are available.				
14	Inspect FSWR & Turnbuckles used at MP 3 containers for wear and tear, corrosion and integrity				
15	Gantry Cranes – are storm locks in place during cyclone season?				
16	Are there any areas of concern? If so, what solutions were discussed?				

AREAS OF CONCERN/ SOLUTIONS DISCUSSED/ REQUIRED ACTIONS:		
Inspection Team: Please ensure to print name in full		
Name	Signature	Department
Name	Signature	Department
Name	Signature	Department

				LOCATION: _		DATE: _	
CYCLONE SEASON ONGOING CHECKLIST - GATEHOUSE							
No.	ITEM	COMPLIANCE			COMMENTS / ACTIONS		
		Y	N	N/A			
1	Has Security Supervisor conducted Cyclone Preparation briefings with all team members						
2	Has perimeter of building been checked for loose items i.e. ear plug container						
3	Bins are regular emptied and easily removed from gate house area and able to be secured inside hallway/kitchen area						
4	Any drains and bunds around security gatehouse are inspected to ensure clean and not obstructed ensuring water flow in heavy rain scenario's						
5	All temporary items such as tables, straps, tarps are identified and plan in place to remove and to be stored in the gatehouse						
6	Plan in place to secure all loose documentation (important) into filing cabinets and clean front desk area						
7	Check that Entry/Exit gates can be lowered /secured including bicycle/breatho room						
8	Check that all gate house outer door flush bolts can be engaged and keys available						
9	Check allocated vehicles are fit for purpose, in service and maintained						

10	Emergency contacts list i.e. ERT/CCR/OTL/MSS/Contractor key stakeholders, is updated, printed and displayed				
11	Ensure sufficient plastic covers for essential items such as monitors/computers/ filing cabinets/ ID card printers and tape (black 4m hundred mile tape) for windows is stored inside the Gatehouse				
12	Knowledge of shutting down non-essential power supplies (monitors/lights/computers/air conditioners)				
13	Plan is in place to empty fridge and secure all kitchen items in cupboards and secured with zip ties. - zip ties available in the gate house				
14	Check that all security equipment such as torches /radios /first aid kits are in working order.				

AREAS OF CONCERN/ SOLUTIONS DISCUSSED/ REQUIRED ACTIONS:

Back up

Inspection Team: Please ensure to print name in full		
Name	Signature	Department
Name	Signature	Department
Name	Signature	Department

				LOCATION: _		DATE: _	
CYCLONE SEASON ONGOING CHECKLIST - CCB							
No.	ITEM	COMPLIANCE			COMMENTS / ACTIONS		
		Y	N	N/A			
1	Waste bins and containers secured?						
2	Cyclone screens secured and in good condition?						
3	Drains inspected to ensure clean and will not be impacted by high rain fall events?						
4	All external doors in good condition and able to be secured?						
5	HVAC cyclone mode available for use?						
6	Cyclone food supplies and temporary bedding available in cyclone room?						
7	Bunkering of portable water, diesel and fuels etc. as applicable?						
8	All loose rubbish and other equipment removed?						
9	All loose material removed from carpark and shade sails secured and in good condition?						
AREAS OF CONCERN/ SOLUTIONS DISCUSSED/ REQUIRED ACTIONS:							

	Inspection Team: Please ensure to print name in full	
	Name Signature Department	
	Name Signature Department	
	Name Signature Department	

				LOCATION: _		DATE: _	
CYCLONE SEASON ONGOING CHECKLIST – FIRE STATION							
No.	ITEM	COMPLIANCE			COMMENTS / ACTIONS		
		Y	N	N/A			
1	Fire Station building doors and rollers doors in correct functioning condition?						
2	Waste bins and containers secured?						
3	All temporary covers such as tarps and shade cloth removed?						
4	All exposed scaffolds identified and de-boarded?						
5	All chemicals appropriately stored and secured?						
6	Drains and bunds inspected to ensure clean and will not be impacted						
7	Adequate supply of tie down equipment available? Ie. straps, chains						
8	Removal of loose rubbish, equipment, oil drums, hoses etc.?						
9	All portable equipment secured or stowed? Ie. trolleys, fans, work						
10	Mobile scaffold secured?						
11	Has Responsible Area Authority been identified and included in inspection or provided with inspection findings?						
AREAS OF CONCERN/ SOLUTIONS DISCUSSED/ REQUIRED ACTIONS:							

	Inspection Team: Please ensure to print name in full	
	Name Signature Department	
	Name Signature Department	
	Name Signature Department	

				LOCATION: _		DATE: _	
CYCLONE SEASON ONGOING CHECKLIST – OPERATIONS AMENITIES (INCLUDING LAUNDRY)							
No.	ITEM	COMPLIANCE			COMMENTS / ACTIONS		
		Y	N	N/A			
1	Has responsible Area Authority been identified and included in inspection or provided with inspection findings?						
2	Have weather protection and tie down requirements been defined for all operating equipment and equipment under commissioning, i.e rain ingress, wind damage, temporary generators, lighting plants?						
3	Shade structures are ready to be collapsed and / or removed. (i.e. SP - Entry points)						
4	Fuel tanks are maintained at the correct fill level (e.g. >1/3 full).						
5	Water tanks are maintained at the correct fill level (e.g. >1/3 full).						
6	Concrete holding blocks are in the immediate area and ready for use.						
7	Adequate quantities of cargo net, hold / tie-down strap for loose objects and material.						
8	Construction and scaffold activities can be secured and tied down within 48 Hours.						
9	Plans are in place to remove and / or store waste bins.						
10	Bunds, Culverts, gullies, trenches, pump requirements viz. are in readiness for extreme rainfall.						

11	Arrangements are in place for hired equipment to be removed from site or secured.				
12	Has Contractor conducted Cyclone Preparation briefings with employees?				
13	All unnecessary equipment and objects to be removed (including scaffolds and/or tension nets etc). Scaffold register to include hours required "make scaffold safe" and risk assessed according to priority. Review of the Scaffold Register to be undertaken during Cyclone Season to ensure sufficient resources are available to complete tasks and sufficient nets, blocks and tie down as are available.				
14	Inspect FSWR & Turnbuckles used at MP 3 containers for wear and tear, corrosion and integrity				
15	Gantry Cranes – are storm locks in place during cyclone season?				
16	Solutions were discussed where there were other areas of concern?				
AREAS OF CONCERN/ SOLUTIONS DISCUSSED/ REQUIRED ACTIONS:					
	Inspection Team: Please ensure to print name in full				
	Name Signature Department				

	Name	Signature	Department
	Name	Signature	Department

				LOCATION: _		DATE: _	
CYCLONE SEASON ONGOING CHECKLIST – LAYDOWN AREAS							
No.	ITEM	COMPLIANCE			COMMENTS / ACTIONS		
		Y	N	N/A			
1	Has responsible Area Authority been identified and included in inspection or provided with inspection findings?						
2	Have weather protection and tie down requirements been defined for all operating equipment and equipment under commissioning, i.e rain ingress, wind damage, temporary generators, lighting plants?						
3	Shade structures are ready to be collapsed and / or removed. (i.e. SP - Entry points)						
4	Fuel tanks are maintained at the correct fill level (e.g. >1/3 full).						
5	Water tanks are maintained at the correct fill level (e.g. >1/3 full).						
6	Concrete holding blocks are in the immediate area and ready for use.						
7	Adequate quantities of cargo net, hold / tie-down strap for loose objects and material.						
8	Construction and scaffold activities can be secured and tied down within 48 Hours.						
9	Plans are in place to remove and / or store waste bins.						
10	Bunds, Culverts, gullies, trenches, pump requirements viz. are in readiness for extreme rainfall.						

11	Arrangements are in place for hired equipment to be removed from site or secured.				
12	Has Contractor conducted Cyclone Preparation briefings with employees?				
13	All unnecessary equipment and objects to be removed (including scaffolds and/or tension nets etc). Scaffold register to include hours required "make scaffold safe" and risk assessed according to priority. Review of the Scaffold Register to be undertaken during Cyclone Season to ensure sufficient resources are available to complete tasks and sufficient nets, blocks and tie down as are available.				
14	Inspect FSWR & Turnbuckles used at MP 3 containers for wear and tear, corrosion and integrity				
15	Gantry Cranes – are storm locks in place during cyclone season?				
16	Solutions were discussed where there were other areas of concern?				
AREAS OF CONCERN/ SOLUTIONS DISCUSSED/ REQUIRED ACTIONS:					
	Inspection Team: Please ensure to print name in full				
	Name Signature Department				

	Name	Signature	Department
	Name	Signature	Department

				LOCATION: _		DATE: _	
CYCLONE SEASON ONGOING CHECKLIST – WORKFRONTS (ALL AREAS)							
No.	ITEM	COMPLIANCE			COMMENTS / ACTIONS		
		Y	N	N/A			
1	Has responsible Area Authority been identified and included in inspection or provided with inspection findings?						
2	Have weather protection and tie down requirements been defined for all operating equipment and equipment under commissioning, i.e rain ingress, wind damage, temporary generators, lighting plants?						
3	Shade structures are ready to be collapsed and / or removed. (i.e. SP - Entry points)						
4	Fuel tanks are maintained at the correct fill level (e.g. >1/3 full).						
5	Water tanks are maintained at the correct fill level (e.g. >1/3 full).						
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8	Construction and scaffold activities can be secured and tied down within 48 Hours.						
9	Plans are in place to remove and / or store waste bins.						
10	Bunds, Culverts, gullies, trenches, pump requirements viz. are in readiness for extreme rainfall.						

11	Arrangements are in place for hired equipment to be removed from site or secured.				
12	Has Contractor conducted Cyclone Preparation briefings with employees?				
13	All unnecessary equipment and objects to be removed (including scaffolds and/or tension nets etc). Scaffold register to include hours required "make scaffold safe" and risk assessed according to priority. Review of the Scaffold Register to be undertaken during Cyclone Season to ensure sufficient resources are available to complete tasks and sufficient nets, blocks and tie down as are available.				
14	Inspect FSWR & Turnbuckles used at MP 3 containers for wear and tear, corrosion and integrity				
15	Gantry Cranes – are storm locks in place during cyclone season?				
16	Solutions were discussed where there were other areas of concern?				
AREAS OF CONCERN/ SOLUTIONS DISCUSSED/ REQUIRED ACTIONS:					
Inspection Team: Please ensure to print name in full					
Name Signature Department					

	Name	Signature	Department
	Name	Signature	Department

				LOCATION:_____		DATE:_____	
CYCLONE SEASON ONGOING CHECKLIST – RIGGING AND SCAFFOLDING							
No.	ITEM	COMPLIANCE			COMMENTS / ACTIONS		
		Y	N	N/A			
1	Has responsible Area Authority been identified and included in inspection or provided with inspection findings?						
2	Have weather protection and tie down requirements been defined for all operating equipment and equipment under commissioning, i.e rain ingress, wind damage, temporary generators, lighting plants?						
3	Shade structures are ready to be collapsed and / or removed. (i.e. SP - Entry points)						
4	Fuel tanks are maintained at the correct fill level (e.g. >1/3 full).						
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9	Plans are in place to remove and / or store waste bins.						
10	Bunds, Culverts, gullies, trenches, pump requirements viz. are in readiness for extreme rainfall.						

11	Arrangements are in place for hired equipment to be removed from site or secured.				
12	Has Contractor conducted Cyclone Preparation briefings with employees?				
13	All unnecessary equipment and objects to be removed (including scaffolds and/or tension nets etc). Scaffold register to include hours required "make scaffold safe" and risk assessed according to priority. Review of the Scaffold Register to be undertaken during Cyclone Season to ensure sufficient resources are available to complete tasks and sufficient nets, blocks and tie down as are available.				
14	Inspect FSWR & Turnbuckles used at MP 3 containers for wear and tear, corrosion and integrity				
15	Gantry Cranes – are storm locks in place during cyclone season?				
16	Solutions were discussed where there were other areas of concern?				
AREAS OF CONCERN/ SOLUTIONS DISCUSSED/ REQUIRED ACTIONS:					
Inspection Team: Please ensure to print name in full					
Name Signature Department					

	Name	Signature	Department
	Name	Signature	Department

				LOCATION: _		DATE: _	
CYCLONE SEASON ONGOING CHECKLIST – WAREHOUSE AREA							
No.	ITEM	COMPLIANCE			COMMENTS / ACTIONS		
		Y	N	N/A			
1	Has responsible Area Authority been identified and included in inspection or provided with inspection findings?						
2	Have weather protection and tie down requirements been defined for all operating equipment and equipment under commissioning, i.e rain ingress, wind damage, temporary generators, lighting plants?						
3	Shade structures are ready to be collapsed and / or removed. (i.e. SP - Entry points)						
4	Fuel tanks are maintained at the correct fill level (e.g. >1/3 full).						
5	Water tanks are maintained at the correct fill level (e.g. >1/3 full).						
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9	Plans are in place to remove and / or store waste bins.						
10	Bunds, Culverts, gullies, trenches, pump requirements viz. are in readiness for extreme rainfall.						

11	Arrangements are in place for hired equipment to be removed from site or secured.				
12	Has Contractor conducted Cyclone Preparation briefings with employees?				
13	All unnecessary equipment and objects to be removed (including scaffolds and/or tension nets etc). Scaffold register to include hours required "make scaffold safe" and risk assessed according to priority. Review of the Scaffold Register to be undertaken during Cyclone Season to ensure sufficient resources are available to complete tasks and sufficient nets, blocks and tie down as are available.				
14	Inspect FSWR & Turnbuckles used at MP 3 containers for wear and tear, corrosion and integrity				
15	Gantry Cranes – are storm locks in place during cyclone season?				
16	Solutions were discussed where there were other areas of concern?				
AREAS OF CONCERN/ SOLUTIONS DISCUSSED/ REQUIRED ACTIONS:					
Inspection Team: Please ensure to print name in full					
Name Signature Department					

	Name	Signature	Department
	Name	Signature	Department

				LOCATION:_____		DATE:_____	
CYCLONE SEASON ONGOING CHECKLIST – CRANE, FORKLIFTS, EWP							
No.	ITEM	COMPLIANCE			COMMENTS / ACTIONS		
		Y	N	N/A			
1	Has responsible Area Authority been identified and included in inspection or provided with inspection findings?						
2	Have weather protection and tie down requirements been defined for all operating equipment and equipment under commissioning, i.e rain ingress, wind damage, temporary generators, lighting plants?						
3	Shade structures are ready to be collapsed and / or removed. (i.e. SP - Entry points)						
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13	All unnecessary equipment and objects to be removed (including scaffolds and/or tension nets etc). Scaffold register to include hours required "make scaffold safe" and risk assessed according to priority. Review of the Scaffold Register to be undertaken during Cyclone Season to ensure sufficient resources are available to complete tasks and sufficient nets, blocks and tie down as are available.				
14	Inspect FSWR & Turnbuckles used at MP 3 containers for wear and tear, corrosion and integrity				
15	Gantry Cranes – are storm locks in place during cyclone season?				
16	Solutions were discussed where there were other areas of concern?				
AREAS OF CONCERN/ SOLUTIONS DISCUSSED/ REQUIRED ACTIONS:					
	Inspection Team: Please ensure to print name in full				
	Name Signature Department				

	Name	Signature	Department
	Name	Signature	Department

				LOCATION: _		DATE: _	
CYCLONE SEASON ONGOING CHECKLIST – ALL VEHICLES AND TRAILERS							
No.	ITEM	COMPLIANCE			COMMENTS / ACTIONS		
		Y	N	N/A			
1	Has responsible Area Authority been identified and included in inspection or provided with inspection findings?						
2	Have weather protection and tie down requirements been defined for all operating equipment and equipment under commissioning, i.e rain ingress, wind damage, temporary generators, lighting plants?						
3	Shade structures are ready to be collapsed and / or removed. (i.e. SP - Entry points)						
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10	Bunds, Culverts, gullies, trenches, pump requirements viz. are in readiness for extreme rainfall.						

11	Arrangements are in place for hired equipment to be removed from site or secured.				
12	Has Contractor conducted Cyclone Preparation briefings with employees?				
13	All unnecessary equipment and objects to be removed (including scaffolds and/or tension nets etc). Scaffold register to include hours required "make scaffold safe" and risk assessed according to priority. Review of the Scaffold Register to be undertaken during Cyclone Season to ensure sufficient resources are available to complete tasks and sufficient nets, blocks and tie down as are available.				
14	Inspect FSWR & Turnbuckles used at MP 3 containers for wear and tear, corrosion and integrity				
15	Gantry Cranes – are storm locks in place during cyclone season?				
16	Solutions were discussed where there were other areas of concern?				
AREAS OF CONCERN/ SOLUTIONS DISCUSSED/ REQUIRED ACTIONS:					
Inspection Team: Please ensure to print name in full					
Name Signature Department					

	Name	Signature	Department
	Name	Signature	Department

				LOCATION: _		DATE: _	
CYCLONE SEASON ONGOING CHECKLIST – WORKSHOP AREAS							
No.	ITEM	COMPLIANCE			COMMENTS / ACTIONS		
		Y	N	N/A			
1	Has responsible Area Authority been identified and included in inspection or provided with inspection findings?						
2	Have weather protection and tie down requirements been defined for all operating equipment and equipment under commissioning, i.e rain ingress, wind damage, temporary generators, lighting plants?						
3	Shade structures are ready to be collapsed and / or removed. (i.e. SP - Entry points)						
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5	Water tanks are maintained at the correct fill level (e.g. >1/3 full).						
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7	Adequate quantities of cargo net, hold / tie-down strap for loose objects and material.						
8	Construction and scaffold activities can be secured and tied down within 48 Hours.						
9	Plans are in place to remove and / or store waste bins.						
10	Bunds, Culverts, gullies, trenches, pump requirements viz. are in readiness for extreme rainfall.						

11	Arrangements are in place for hired equipment to be removed from site or secured.				
12	Has Contractor conducted Cyclone Preparation briefings with employees?				
13	All unnecessary equipment and objects to be removed (including scaffolds and/or tension nets etc). Scaffold register to include hours required "make scaffold safe" and risk assessed according to priority. Review of the Scaffold Register to be undertaken during Cyclone Season to ensure sufficient resources are available to complete tasks and sufficient nets, blocks and tie down as are available.				
14	Inspect FSWR & Turnbuckles used at MP 3 containers for wear and tear, corrosion and integrity				
15	Gantry Cranes – are storm locks in place during cyclone season?				
16	Solutions were discussed where there were other areas of concern?				
AREAS OF CONCERN/ SOLUTIONS DISCUSSED/ REQUIRED ACTIONS:					
	Inspection Team: Please ensure to print name in full				
	Name Signature Department				

	Name	Signature	Department
	Name	Signature	Department

				LOCATION: _		DATE: _	
CYCLONE SEASON ONGOING CHECKLIST – HAZARDOUS SUBSTANCES / DANGEROUS GOODS AREAS AND FUEL STATION							
No.	ITEM	COMPLIANCE			COMMENTS / ACTIONS		
		Y	N	N/A			
1	Has responsible Area Authority been identified and included in inspection or provided with inspection findings?						
2	Have weather protection and tie down requirements been defined for all operating equipment and equipment under commissioning, i.e rain ingress, wind damage, temporary generators, lighting plants?						
3	Shade structures are ready to be collapsed and / or removed. (i.e. SP - Entry points)						
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9	Plans are in place to remove and / or store waste bins.						
10	Bunds, Culverts, gullies, trenches, pump requirements viz. are in readiness for extreme rainfall.						

11	Arrangements are in place for hired equipment to be removed from site or secured.				
12	Has Contractor conducted Cyclone Preparation briefings with employees?				
13	All unnecessary equipment and objects to be removed (including scaffolds and/or tension nets etc). Scaffold register to include hours required "make scaffold safe" and risk assessed according to priority. Review of the Scaffold Register to be undertaken during Cyclone Season to ensure sufficient resources are available to complete tasks and sufficient nets, blocks and tie down as are available.				
14	Inspect FSWR & Turnbuckles used at MP 3 containers for wear and tear, corrosion and integrity				
15	Gantry Cranes – are storm locks in place during cyclone season?				
16	Solutions were discussed where there were other areas of concern?				
AREAS OF CONCERN/ SOLUTIONS DISCUSSED/ REQUIRED ACTIONS:					
	Inspection Team: Please ensure to print name in full				
	Name Signature Department				

	Name	Signature	Department
	Name	Signature	Department

				LOCATION: _		DATE: _	
CYCLONE SEASON ONGOING CHECKLIST – BENTO							
No.	ITEM	COMPLIANCE			COMMENTS / ACTIONS		
		Y	N	N/A			
1	Has responsible Area Authority been identified and included in inspection or provided with inspection findings?						
2	Have weather protection and tie down requirements been defined for all operating equipment and equipment under commissioning, i.e rain ingress, wind damage, temporary generators, lighting plants?						
3	Shade structures are ready to be collapsed and / or removed. (i.e. SP - Entry points)						
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12	Has Contractor conducted Cyclone Preparation briefings with employees?				
13	All unnecessary equipment and objects to be removed (including scaffolds and/or tension nets etc). Scaffold register to include hours required "make scaffold safe" and risk assessed according to priority. Review of the Scaffold Register to be undertaken during Cyclone Season to ensure sufficient resources are available to complete tasks and sufficient nets, blocks and tie down as are available.				
14	Inspect FSWR & Turnbuckles used at MP 3 containers for wear and tear, corrosion and integrity				
15	Gantry Cranes – are storm locks in place during cyclone season?				
16	Solutions were discussed where there were other areas of concern?				
AREAS OF CONCERN/ SOLUTIONS DISCUSSED/ REQUIRED ACTIONS:					
Inspection Team: Please ensure to print name in full					
Name Signature Department					

	Name	Signature	Department
	Name	Signature	Department

				LOCATION:_____		DATE:_____	
CYCLONE SEASON ONGOING CHECKLIST – LABRATORY							
No.	ITEM	COMPLIANCE			COMMENTS / ACTIONS		
		Y	N	N/A			
1	Has responsible Area Authority been identified and included in inspection or provided with inspection findings?						
2	Have weather protection and tie down requirements been defined for all operating equipment and equipment under commissioning, i.e rain ingress, wind damage, temporary generators, lighting plants?						
3	Shade structures are ready to be collapsed and / or removed. (i.e. SP - Entry points)						
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9	Plans are in place to remove and / or store waste bins.						
10	Bunds, Culverts, gullies, trenches, pump requirements viz. are in readiness for extreme rainfall.						

11	Arrangements are in place for hired equipment to be removed from site or secured.				
12	Has Contractor conducted Cyclone Preparation briefings with employees?				
13	All unnecessary equipment and objects to be removed (including scaffolds and/or tension nets etc). Scaffold register to include hours required "make scaffold safe" and risk assessed according to priority. Review of the Scaffold Register to be undertaken during Cyclone Season to ensure sufficient resources are available to complete tasks and sufficient nets, blocks and tie down as are available.				
14	Inspect FSWR & Turnbuckles used at MP 3 containers for wear and tear, corrosion and integrity				
15	Gantry Cranes – are storm locks in place during cyclone season?				
16	Solutions were discussed where there were other areas of concern?				
AREAS OF CONCERN/ SOLUTIONS DISCUSSED/ REQUIRED ACTIONS:					
Inspection Team: Please ensure to print name in full					
Name Signature Department					

	Name	Signature	Department
	Name	Signature	Department

				LOCATION: _		DATE: _	
CYCLONE SEASON ONGOING CHECKLIST – ADMINISTRATION							
No.	ITEM	COMPLIANCE			COMMENTS / ACTIONS		
		Y	N	N/A			
1	Has responsible Area Authority been identified and included in inspection or provided with inspection findings?						
2	Have weather protection and tie down requirements been defined for all operating equipment and equipment under commissioning, i.e rain ingress, wind damage, temporary generators, lighting plants?						
3	Shade structures are ready to be collapsed and / or removed. (i.e. SP - Entry points)						
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11	Arrangements are in place for hired equipment to be removed from site or secured.				
12	Has Contractor conducted Cyclone Preparation briefings with employees?				
13	All unnecessary equipment and objects to be removed (including scaffolds and/or tension nets etc). Scaffold register to include hours required "make scaffold safe" and risk assessed according to priority. Review of the Scaffold Register to be undertaken during Cyclone Season to ensure sufficient resources are available to complete tasks and sufficient nets, blocks and tie down as are available.				
14	Inspect FSWR & Turnbuckles used at MP 3 containers for wear and tear, corrosion and integrity				
15	Gantry Cranes – are storm locks in place during cyclone season?				
16	Solutions were discussed where there were other areas of concern?				
AREAS OF CONCERN/ SOLUTIONS DISCUSSED/ REQUIRED ACTIONS:					
	Inspection Team: Please ensure to print name in full				
	Name Signature Department				

	Name	Signature	Department
	Name	Signature	Department

				LOCATION:_____		DATE:_____	
CYCLONE SEASON ONGOING CHECKLIST – TRAINING FACILITY							
No.	ITEM	COMPLIANCE			COMMENTS / ACTIONS		
		Y	N	N/A			
1	Has responsible Area Authority been identified and included in inspection or provided with inspection findings?						
2	Have weather protection and tie down requirements been defined for all operating equipment and equipment under commissioning, i.e rain ingress, wind damage, temporary generators, lighting plants?						
3	Shade structures are ready to be collapsed and / or removed. (i.e. SP - Entry points)						
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12	Has Contractor conducted Cyclone Preparation briefings with employees?				
13	All unnecessary equipment and objects to be removed (including scaffolds and/or tension nets etc). Scaffold register to include hours required "make scaffold safe" and risk assessed according to priority. Review of the Scaffold Register to be undertaken during Cyclone Season to ensure sufficient resources are available to complete tasks and sufficient nets, blocks and tie down as are available.				
14	Inspect FSWR & Turnbuckles used at MP 3 containers for wear and tear, corrosion and integrity				
15	Gantry Cranes – are storm locks in place during cyclone season?				
16	Solutions were discussed where there were other areas of concern?				
AREAS OF CONCERN/ SOLUTIONS DISCUSSED/ REQUIRED ACTIONS:					
Inspection Team: Please ensure to print name in full					
Name Signature Department					

	Name	Signature	Department
	Name	Signature	Department

				LOCATION:_____		DATE:_____	
CYCLONE SEASON ONGOING CHECKLIST – SHUTDOWN VILLAGE (A, B, C, D, E & Ablutions)							
No.	ITEM	COMPLIANCE			COMMENTS / ACTIONS		
		Y	N	N/A			
1	Has responsible Area Authority been identified and included in inspection or provided with inspection findings?						
2	Have weather protection and tie down requirements been defined for all operating equipment and equipment under commissioning, i.e rain ingress, wind damage, temporary generators, lighting plants?						
3	Shade structures are ready to be collapsed and / or removed. (i.e. SP - Entry points)						
4	Fuel tanks are maintained at the correct fill level (e.g. >1/3 full).						
5	Water tanks are maintained at the correct fill level (e.g. >1/3 full).						
6	Concrete holding blocks are in the immediate area and ready for use.						
7	Adequate quantities of cargo net, hold / tie-down strap for loose objects and material.						
8	Construction and scaffold activities can be secured and tied down within 48 Hours.						
9	Plans are in place to remove and / or store waste bins.						
10	Bunds, Culverts, gullies, trenches, pump requirements viz. are in readiness for extreme rainfall.						

11	Arrangements are in place for hired equipment to be removed from site or secured.				
12	Has Contractor conducted Cyclone Preparation briefings with employees?				
13	All unnecessary equipment and objects to be removed (including scaffolds and/or tension nets etc). Scaffold register to include hours required "make scaffold safe" and risk assessed according to priority. Review of the Scaffold Register to be undertaken during Cyclone Season to ensure sufficient resources are available to complete tasks and sufficient nets, blocks and tie down as are available.				
14	Inspect FSWR & Turnbuckles used at MP 3 containers for wear and tear, corrosion and integrity				
15	Gantry Cranes – are storm locks in place during cyclone season?				
16	Solutions were discussed where there were other areas of concern?				
AREAS OF CONCERN/ SOLUTIONS DISCUSSED/ REQUIRED ACTIONS:					
Inspection Team: Please ensure to print name in full					
Name Signature Department					

	Name	Signature	Department
	Name	Signature	Department

				LOCATION:_____		DATE:_____	
CYCLONE SEASON ONGOING CHECKLIST – MAINTENANCE DOME (LOGISTICS DOME)							
No.	ITEM	COMPLIANCE			COMMENTS / ACTIONS		
		Y	N	N/A			
1	Has responsible Area Authority been identified and included in inspection or provided with inspection findings?						
2	Have weather protection and tie down requirements been defined for all operating equipment and equipment under commissioning, i.e rain ingress, wind damage, temporary generators, lighting plants?						
3	Shade structures are ready to be collapsed and / or removed. (i.e. SP - Entry points)						
4	Fuel tanks are maintained at the correct fill level (e.g. >1/3 full).						
5	Water tanks are maintained at the correct fill level (e.g. >1/3 full).						
6	Concrete holding blocks are in the immediate area and ready for use.						
7	Adequate quantities of cargo net, hold / tie-down strap for loose objects and material.						
8	Construction and scaffold activities can be secured and tied down within 48 Hours.						
9	Plans are in place to remove and / or store waste bins.						
10	Bunds, Culverts, gullies, trenches, pump requirements viz. are in readiness for extreme rainfall.						

11	Arrangements are in place for hired equipment to be removed from site or secured.				
12	Has Contractor conducted Cyclone Preparation briefings with employees?				
13	All unnecessary equipment and objects to be removed (including scaffolds and/or tension nets etc). Scaffold register to include hours required "make scaffold safe" and risk assessed according to priority. Review of the Scaffold Register to be undertaken during Cyclone Season to ensure sufficient resources are available to complete tasks and sufficient nets, blocks and tie down as are available.				
14	Inspect FSWR & Turnbuckles used at MP 3 containers for wear and tear, corrosion and integrity				
15	Gantry Cranes – are storm locks in place during cyclone season?				
16	Solutions were discussed where there were other areas of concern?				
AREAS OF CONCERN/ SOLUTIONS DISCUSSED/ REQUIRED ACTIONS:					
Inspection Team: Please ensure to print name in full					
Name Signature Department					

	Name	Signature	Department
	Name	Signature	Department

				LOCATION:_____		DATE:_____	
CYCLONE SEASON ONGOING CHECKLIST – SHUTDOWN VILLAGE WAREHOUSE (IMPLEMENTATION WAREHOUSE)							
No.	ITEM	COMPLIANCE			COMMENTS / ACTIONS		
		Y	N	N/A			
1	Has responsible Area Authority been identified and included in inspection or provided with inspection findings?						
2	Have weather protection and tie down requirements been defined for all operating equipment and equipment under commissioning, i.e rain ingress, wind damage, temporary generators, lighting plants?						
3	Shade structures are ready to be collapsed and / or removed. (i.e. SP - Entry points)						
4	Fuel tanks are maintained at the correct fill level (e.g. >1/3 full).						
5	Water tanks are maintained at the correct fill level (e.g. >1/3 full).						
6	Concrete holding blocks are in the immediate area and ready for use.						
7	Adequate quantities of cargo net, hold / tie-down strap for loose objects and material.						
8	Construction and scaffold activities can be secured and tied down within 48 Hours.						
9	Plans are in place to remove and / or store waste bins.						
10	Bunds, Culverts, gullies, trenches, pump requirements viz. are in readiness for extreme rainfall.						

11	Arrangements are in place for hired equipment to be removed from site or secured.				
12	Has Contractor conducted Cyclone Preparation briefings with employees?				
13	All unnecessary equipment and objects to be removed (including scaffolds and/or tension nets etc). Scaffold register to include hours required "make scaffold safe" and risk assessed according to priority. Review of the Scaffold Register to be undertaken during Cyclone Season to ensure sufficient resources are available to complete tasks and sufficient nets, blocks and tie down as are available.				
14	Inspect FSWR & Turnbuckles used at MP 3 containers for wear and tear, corrosion and integrity				
15	Gantry Cranes – are storm locks in place during cyclone season?				
16	Solutions were discussed where there were other areas of concern?				
AREAS OF CONCERN/ SOLUTIONS DISCUSSED/ REQUIRED ACTIONS:					
	Inspection Team: Please ensure to print name in full				
	Name Signature Department				

	Name	Signature	Department
	Name	Signature	Department

APPENDIX D: SCAFFOLDING

Tie Down Guidance for Scaffolding

Where a scaffold is a combination of two risk categories (i.e. low risk scaffold inboard of a pipe rack with a medium risk stairway outboard of the pipe rack) sections are to be secured as per the relevant risk category for each section. Where the scaffold transfers between two risk categories ie. medium risk (for outboard stairway) and low risk (for inboard) the scaffold will be secured as per the higher risk category for a distance of 5m.

Annual review of standing scaffolds to be conducted from the 1st of September to locate redundant scope. Redundant scaffolds to be planned in for removal prior to the 1st of November to minimise site tie down hours.

Determination of Scaffolding Risk Level

Low Risk:

SCAFFOLD INBOARD of PIPERACK or STRUCTURE

Scaffolding located inboard of a pipe rack or structure where the scaffold is significantly protected by the permanent structure.

Installation Requirements

- During installation, scaffolds within structures or pipe racks must be double standard tied and secured to structural steel supports where possible.
- During installation, scaffold planking must be lashed down with 1.6mm or greater wire rope at each end of each set of planks. At-Pac planking to have locks engaged on both ends of the board.
- During installation, kick boards/toe boards must be secured at both ends of each plank with putlog singles or putlog hooks. At-Pac toe boards to be secured with toe board retaining clamps (preferred) or putlog singles.
- During installation, plywood must be nailed down with a minimum of 8 nails per sqm.
- During installation, cyclone lock down tubes must be installed on the scaffold at deck height.

Tie Down Requirements for scaffolds located within 5m of outboard of structure

- All kick board/toe boards must be removed from scaffold platforms and secured to scaffold ledgers/transoms with tube over transom lock down tubes at both ends and in the middle if over 3.6m in length.
- All scaffold planking must be secured with tube over transoms at both ends and in the middle if over 3.6m in length.
- Plywood infills must be locked down with scaffold tube or if not practical to do so totally removed from the scaffold and secured in site satellite storage areas or scaffold yard.
- All stairways must be secured at the stair riser top and bottom turn rounds with tube lock downs protruding to structural steel supports which must be beam clamps on both sides or fully box tied around the structural steel. If this method cannot be achieved then all stair treads / risers must be removed from the scaffold.

Tie Down Requirements for scaffolds located greater than 5m of outboard of structure

- No action required unless deemed necessary by Services Supervision or Operations.

Medium Risk:**SCAFFOLD OUTBOARD of PIPERACK or STRUCTURE IN A SHIELDED AREA**

- Scaffolding located outboard of a pipe rack or structure in a shielded area i.e. there is permanent structure providing a buffer from the wind to the scaffold (under the tie down conditions).
- Scaffold located between the trains and below the fin fan levels.
- Stair access outside of a LNG train but protected by surrounding permanent structures.

Installation Requirements

- During installation, scaffolds supported by structures or pipe racks etc must be double standard tied and secured to structural steel supports.
- During installation, scaffold planking must be lashed down with 1.6mm or greater wire rope at each end of each set of planks.
- During installation, kick boards/toe boards must be secured at each end of each plank with putlog singles or putlog hooks.
- During installation, plywood must be nailed down with a minimum of 8 nails per sqm.
- During installation cyclone lock down tubes must be installed on the scaffold at deck height.

Cyclone Tie Down Requirements

- Scaffolds must have all planking and plywood infills removed and be stacked on the putlogs or transoms and secured with tube over transoms at both ends and in the middle if over 3.6m in length, otherwise removed from site and secured in site satellite storage areas or facility scaffold yard.
- All stairways must be secured at the stair riser top and bottom turn rounds with tube lock downs protruding to structural steel supports which must be beam clamps on both sides or fully box tied around the structural steel. If this method cannot be achieved or the Company assesses the risk excessive then all stair treads / risers must be removed from the scaffold.

High Risk:**STAND ALONE SCAFFOLD/EXPOSED SCAFFOLD**

- Scaffolding which is stand alone or located in an exposed area or increases the lateral windage area supported by a permanent structure, and/or
- Scaffold imparts increased dead and live loads to a permanent structure. Exposed area scaffold is a scaffold that extends above the typical height of the structural steel in the area or is in an open area.
- Scaffold around pipe racks extending above the structural steel.
- Scaffold around process columns which extend above nearby pipe racks.
- Scaffold above the fin fan deck.
- Scaffold around tanks and on jetties.

Scaffold Installation Requirements

- Unless the scaffold is intended to be dismantled completely prior to a cyclone it must be double standard tied and secured to structural steel supports or cyclone rated tie downs. Weights of sufficient mass may be used as an alternative to cyclone rated tie downs subject to the approval of the Company.
- During installation, scaffold planking must be lashed down with 1.6mm or greater wire rope at each end of each set of planks.
- During installation, kick boards/toe boards must be secured at each end of each plank with putlog singles or putlog hooks.
- During installation, plywood must be nailed down with a minimum of 8 nails per sqm.

Cyclone Tie Down Requirements

- Scaffolds must have all planking and plywood infills removed and secured in site satellite storage areas or facility scaffold yard.
- All stairways must be secured at the stair riser top and bottom turn rounds with tube lock downs protruding to structural steel supports which must be beam clamps on both sides or fully box tied around the structural steel. If this method cannot be achieved or the Company assesses the risk excessive then all stair treads / risers must be removed from the scaffold.

APPENDIX E: PRE-CYCLONE CHECKLISTS - WATCH AND ACT

PRE CYCLONE CHECKLIST -		OFFICE	
Location:	Date:	Time complete:	
Undertaken By:		Signature:	
Supervisor:		Signature:	
		Complete	N/A
1.	Check perimeter of building for loose items.		
2.	Fire extinguishers stored inside buildings.		
3.	Rubbish bins emptied (to be collected by supplier and/or emptied) tied down and/or stored inside.		
4.	All windows/covers to be closed and/or locked		
5.	Refrigerators and freezers emptied of perishable foods if no back up power is available.		
6.	Close all internal doors.		
7.	All desks cleared, and tidied		
8.	Consider protecting / covering records and drawings covered with plastic.		
9.	Electrical power supply – ensure all emergency back-up supply is available, if required.		
10.	On evacuation close and lock all external doors.		
11.	Vehicles – ensure all vehicles are parked in allocated parking bays with keys in ignition. Vehicles to have at least $\frac{3}{4}$ tank of fuel.		
12.	Review any essential equipment “out-of-service” and confirm what status it will be left in.		
13.	Spill kits to be located inside buildings.		
14.	Conduct a visual of Drains and report any concerns to the Environmental department.		
15.	Ensure all building external doors with “Flashbolt” to be engaged by authorised person only during a cyclone event and to remain clocked in open position at all other times.		
Notes:			

PRE CYCLONE CHECKLIST		GATEHOUSE	
Location:		Date:	Time complete:
Undertaken By:		Signature:	
Supervisor:		Signature:	
		Complete	N/A
1.	Check perimeter of building for loose items.		
2.	Fire extinguishers stored inside buildings.		
3.	Rubbish bins emptied (to be collected by supplier and/or emptied) tied down and/or stored inside.		
4.	All windows/covers to be closed and/or locked		
5.	Electrical power supply – ensure all emergency back-up supply is available, if required.		
6.	Close all internal doors.		
7.	All desks cleared and tidied.		
8.	Consider protecting / covering records and drawings covered with plastic.		
9.	On evacuation close and lock all external doors.		
10.	Vehicles – ensure all vehicles are parked in allocated parking bays with keys in ignition.		
11.	Review any essential equipment “out-of-service” and confirm what status it will be left in.		
12.	Spill kits to be located inside buildings.		
13.	Have all vehicles been removed from the car park? If personnel vehicles are to remain on site – vehicles to be stored inside Workshop/Warehouse/Fire Station and keys to remain in ignition.		
14.	Site ambulance to be stored inside Workshop/Warehouse/Fire Station and keys to remain in ignition.		
15.	Ensure drains are capable of handling storm water run-off.		
16.	Ensure all building external doors with “Flashbolt” to be engaged by authorised person only during a cyclone event and to remain clocked in open position at all other times.		
Notes:			

PRE CYCLONE CHECKLIST -		CCB	
Location:		Date:	Time complete:
Undertaken By:		Signature:	
Supervisor:		Signature:	
		Complete	N/A
1.	Check perimeter of building for loose items.		
2.	Fire extinguishers stored inside buildings.		
3.	Rubbish bins emptied (to be collected by supplier and/or emptied) tied down and/or stored inside.		
4.	All windows/shutters to be closed and/or locked.		
5.	Close all internal doors.		
6.	All desks cleared and tidied.		
7.	Consider protecting / covering records and drawings covered with plastic.		
8.	Electrical power supply – ensure all emergency back-up supply is available, if required.		
9.	On evacuation close and lock all external doors.		
10.	Vehicles – ensure all vehicles are parked in allocated parking bays with keys in ignition.		
11.	Review any essential equipment “out-of-service” and confirm what status it will be left in.		
12.	Spill kits to be located inside buildings.		
13.	Have arrangements been made to move essential personnel to the CCB for the duration of the cyclone including the provision of applicable stores?		
14.	Are personal vehicles parked in the car park to be relocated?		
15.	Ensure drains are capable of handling storm water run-off.		
16.	Ensure all building external doors with “Flashbolt” to be engaged by authorised person only during a cyclone event and to remain clocked in open position at all other times.		
17.	Ensure readiness to switch building to HVAC “Cyclone Mode”		
18.	Confirm Drinking Water and Diesel Day Tank levels.		

19.	Ensure cyclone emergency equipment are stocked / available -Bottled Water 10L per person x3 days -Food -Mattress/blankets -Torches/batteries -First aid kits -Radios - Anyone requiring personal medication to check their supply		
20.	Ensure emergency equipment is available.		
21.	Ensure Drinking Water and EDG/Fire Water Pump Diesel Day Tanks are maintained at correct levels.		
22.	Ensure Paper based permit system and resources available.		
23.	Ensure printed hard copies of documentation available (ERP/IMGs/Cyclone Checklist (table2) & Management Plan/Black Start Procedure/Switching Programs.		

Notes:	

PRE CYCLONE CHECKLIST -		FIRE STATION	
Location:		Date:	Time complete:
Undertaken By:		Signature:	
Supervisor:		Signature:	
		Complete	N/A
1.	Check perimeter of building for loose items.		
2.	Fire extinguishers stored inside buildings.		
3.	Rubbish bins emptied (to be collected by supplier and/or emptied) tied down and/or stored inside.		
4.	All windows/covers to be closed and/or locked		
5.	Close all internal doors.		
6.	All desks cleared and tidied.		
7.	Consider protecting / covering records and drawings covered with plastic.		
8.	Electrical power supply – ensure all emergency back-up supply is available, if required.		
9.	On evacuation close and lock all external doors.		
10.	Vehicles – ensure all vehicles are parked in allocated parking bays with keys in ignition.		
11.	Review any essential equipment “out-of-service” and confirm what status it will be left in.		
12.	Spill kits to be located inside buildings.		
13.	Ensure drains are capable of handling storm water run-off.		
14.	Ensure all building external doors with “Flashbolt” to be engaged by authorised person only during a cyclone event and to remain clocked in open position at all other times.		

Notes:	

PRE CYCLONE CHECKLIST -OPERATIONS AMENITIES INCLUDING LAUNDRY			
Location:		Date:	Time complete:
Undertaken By:		Signature:	
Supervisor:		Signature:	
		Complete	N/A
1.	All windows/covers to be closed and/or locked		
2.	Rubbish bins emptied (to be collected by supplier and/or emptied) tied down and/or stored inside.		
3.	Fire extinguishers to be stored inside buildings.		
4.	Paper towel and soap dispensers to be removed and stored inside.		
5.	All outside furniture/items to be placed inside.		
6.	Electrical power supply – ensure all emergency back-up supply is available, if required.		
7.	Doors closed and locked.		
8.	Hard hats, coats, water bottles to be placed inside lockers and/or buildings.		
9.	Check perimeter of building for loose items.		
10.	Spill kits to be located inside buildings.		
11.	Ensure drains are capable of handling storm water run-off.		
12.	Ensure all building external doors with "Flashbolt" to be engaged by authorised person only during a cyclone event and to remain clocked in open position at all other times.		

Notes:	

PRE CYCLONE CHECKLIST -		LAYDOWN AREAS	
Location:		Date:	Time complete:
Undertaken By:		Signature:	
Supervisor:		Signature:	
		Complete	N/A
1.	All loose debris bundled and placed inside a building or container, if this cannot occur, ensure items are tied down and secured.		
2.	Rubbish bins emptied (to be collected by supplier and/or emptied) tied down and/or stored inside.		
3.	All tarps to be securely fixed/lashed to equipment.		
4.	All vendor equipment to be secured.		
5.	Light steel work and pipes to be stored inside, or secured.		
6.	Barricading and non-cyclone rated signage to be rationalized and secured or removed and stored.		
7.	Containers are tied down with blocks/tie downs?		
8.	Generators stored inside if possible, if not, properly secured.		
9.	Laydown crane booms in the rests and ensure that the hooks are secured. Ensure all crane cabs, machinery houses and pedestal doors are securely shut if they are left outside.		
10.	All power turned off to containers and leads disconnected, rolled up and secured in the containers (if applicable).		
11.	Shade units to be stripped of shade cloth and secured.		
12.	All small pieces of equipment to be stored indoors, in containers or covered.		
13.	Environmental – no oil or substances exposed.		
14.	Fuel pods to be disconnected and secured.		
15.	Spill kits removed and stored inside a building / container.		
16.	Fire extinguishers to be stored inside buildings.		
17.	Check perimeter of building are free of loose items		
18.	Review any essential equipment "out-of-service" and confirm what status it will be left in.		
19.	Ensure all ladders; work platforms etc. are stored indoors.		
20.	Ensure all oils, lubes; Dangerous Goods/Hazardous Substances are stored indoors.		
Notes:			

PRE CYCLONE CHECKLIST -		WORK FRONTS (ALL AREAS)	
Location:		Date:	Time complete:
Undertaken By:		Signature:	
Supervisor:		Signature:	
		Complete	N/A
1.	All electrical leads to be rolled up and removed		
2.	All tools and fixings to be removed and stored.		
3.	Site boxes to be removed or secured.		
4.	Pallets, dunnage to be removed and secured.		
5.	Barricading and non-cyclone rated signage to be rationalized or removed and stored.		
6.	Fire extinguishers to be removed.		
7.	Tarps, shade cloth, encapsulation and/or plastic sheeting to be removed and stored.		
8.	Floor plate/grid mesh to be secured		
9.	Hand rails and kick plates to be secured.		
10.	Tie down all site containers.		
11.	Rubbish bins emptied (to be collected by supplier and/or emptied) tied down and/or stored inside.		
12.	All job material which cannot be removed to be tied down.		
13.	Generators to be consolidated and tied together.		
14.	Spill kits to be removed and stored.		
15.	Check perimeter of building for loose items.		
16.	Review any essential equipment "out-of-service" and confirm what status it will be left in.		
17.	Ensure all ladders; work platforms etc. are stored indoors.		
18.	Ensure all oils, lubes, Dangerous Goods/Hazardous Substances are stored indoors including temporary bunds.		
19.	Ensure cable tray lids are adequately clipped or tied down.		
20.	AOC/COC pits and equipment bunds are at minimum levels. Ensure contents do not contain hydrocarbons or chemicals.		
21.	Ensure drains are capable of handling storm water run-off.		
22.	Confirm bunds and pits are at a minimum level.		
Notes:			

PRE CYCLONE CHECKLIST -		RIGGING AND SCAFFOLDING	
Location:		Date:	Time complete:
Undertaken By:		Signature:	
Supervisor:		Signature:	
		Complete	N/A
1.	All rigging gear to be collected and stored.		
2.	All scaffolds to be secured, stripped, or de-boarded according to cyclone criticality rating in scaffold register.		
3.	Scaffold equipment in scaffold lay down area to be stored indoors where possible, if this cannot occur, ensure items are tied down and secured.		
4.	All site boxes returned to warehouse or secured.		
5.	Pallets and dunnage to be secured or removed from site.		
6.	Barricading and non-cyclone rated signage to be rationalized or removed and stored.		
7.	Check hand rails and kick boards are secure.		
8.	Scaffold tag on erected scaffold to be removed.		
9.	Boards lashed down with wire rope or board clamps.		
10.	All kick / toe boards locked down (put log clips) where required and applicable		
11.	Plywood in fills must be nailed down with 75mm nails.		
12.	All stair access spigot joints must be bolted together		
13.	All equipment stored out of flood ways or emergency access routes.		
14.	Review any scaffolders / ladders "out-of-service" and confirm what status it will be left in (i.e. dismantle, de-board, make safe etc.).		
15.	Gantry Cranes – are all storm locks in place?		
16.	Tension nets – have these been inspected and/or taken down (if required)?		
Notes:			

PRE CYCLONE CHECKLIST -		WAREHOUSE AREA	
Location:		Date:	Time complete:
Undertaken By:		Signature:	
Supervisor:		Signature:	
		Complete	N/A
1.	All loose material to be placed inside the Warehouse, if this cannot occur, ensure items are tied down and secured		
2.	Any plant and equipment to be placed in doors, if this cannot occur, ensure items are tied down and secured.		
3.	Gas cylinders to be secured in stillage's, inside or removed from site.		
4.	Secure all oil/fuel drums.		
5.	All materials and equipment that can suffer water damage to be raised from floors or stored in containers.		
6.	Clean and tidy Warehouse area.		
7.	Fire extinguishers to be stored inside Warehouse, containers or office.		
8.	Electrical power supply – ensure all emergency back-up supply is available, if required.		
9.	Any critical/important documentation to be covered by plastic sheeting.		
10.	Spill kits to be removed and stored inside		
11.	Barricading and non-cyclone rated signage to be removed and stored.		
12.	Check perimeter of building for loose items.		
13.	All spare parts at site drop points are placed in a container or brought back to the Warehouse.		
14.	Review any essential equipment "out-of-service" and confirm what status it will be left in.		
15.	Ensure all ladders; work platforms etc. are stored indoors.		
16.	Ensure all oils, lubes, DG/Hazardous Substances are stored in hazardous storage areas, any temporary bunds to be relocated indoors.		
17.	Ensure drains are capable of handling storm water run-off.		
18.	Ensure all building external doors with "Flashbolt" to be engaged by authorised person only during a cyclone event and to remain clocked in open position at all other times.		
19.	Ensure roller doors are shut.		
Notes:			

PRE CYCLONE CHECKLIST -		CRANES, FORKLIFTS AND EWP'S	
Location:		Date:	Time complete:
Undertaken By:		Signature:	
Supervisor:		Signature:	
		Complete	N/A
1.	Equipment parked on high ground.		
2.	Cranes parked with outriggers down on timbers.		
3.	Loose items of rigging gear stored.		
4.	Slew pins set in locked position		
5.	Manuals and log books wrapped in plastic and stored in the cab.		
6.	Cabs closed and secured.		
7.	Booms to be lowered on cranes.		
8.	Booms of pin jib cranes lowered to ground.		
9.	Laydown crane booms in the rests and ensure that the hooks are secured. Ensure all crane cabs, machinery houses and pedestal doors are securely shut if they are left outside. Crane boom lay down areas to be verified.		
10.	Check perimeter of building for loose items.		
11.	Review any essential equipment "out-of-service" and confirm what status it will be left in.		

Notes:	

PRE CYCLONE CHECKLIST -		ALL VEHICLES AND TRAILERS	
Location:		Date:	Time complete:
Undertaken By:		Signature:	
Supervisor:		Signature:	
		Complete	N/A
1.	Brakes applied and set.		
2.	Lower trailer legs onto timbers.		
3.	Loose items of gear stowed.		
4.	All windows/covers to be closed and/or locked		
5.	Ensure all vehicle fuel tanks are full.		
6.	Vehicles – ensure all vehicles are parked in allocated parking bays with keys in ignition.		
7.	Check perimeter of building for loose items.		

Notes:	

PRE CYCLONE CHECKLIST -		WORKSHOP AREA	
Location:		Date:	Time complete:
Undertaken By:		Signature:	
Supervisor:		Signature:	
		Complete	N/A
1.	All loose material to be placed inside the Workshop, if this cannot occur, ensure items are tied down and secured.		
2.	Any plant and equipment to be placed in doors, if this cannot occur, ensure items are tied down and secured.		
4.	Secure all oil/fuel drums.		
5.	All materials and equipment that can suffer water damage to be raised from floors or stored in containers.		
6.	Clean and tidy Warehouse area.		
7.	Fire extinguishers to be stored inside Workshop, containers or office.		
8.	All electrical equipment turned off and isolated.		
9.	All electrical leads rolled up and stored in container.		
10.	Documentation to be covered by plastic sheeting.		
11.	Spill kits to be removed and stored.		
12.	Barricading and non-cyclone rated signage to be removed and stored.		
13.	Check perimeter of building for loose items.		
14.	All spare parts at site drop points are placed in a container or brought back to the Workshop.		
15.	Review any essential equipment "out-of-service" and confirm what status it will be left in.		
16.	Ensure all ladders; work platforms etc. are stored indoors.		
17.	Ensure all oils, lubes; Dangerous Goods/Hazardous Substances are stored indoors.		
18.	Electrical power supply – ensure all emergency back-up supply is available, if required.		
19.	Ensure drains are capable of handling storm water run-off.		
20.	Ensure all building external doors with "Flashbolt" to be engaged by authorised person only during a cyclone event and to remain clocked in open position at all other times.		
21.	Ensure roller doors are shut.		
Notes:			

PRE CYCLONE CHECKLIST – HAZARDOUS SUBSTANCES / DANGEROUS GOODS AND FUEL STATION AREAS			
Location:		Date:	Time complete:
Undertaken By:		Signature:	
Supervisor:		Signature:	
		Complete	N/A
1.	All loose material to be placed inside, if this cannot occur, ensure items are tied down and secured.		
2.	Any plant and equipment to be placed in doors, if this cannot occur, ensure items are tied down and secured.		
3.	Dangerous Goods / Hazardous Substances to be stored inside (where required) and segregated.		
4.	All materials and equipment that can suffer water damage to be raised from floors or stored in containers.		
5.	Clean and tidy areas.		
6.	Fire extinguishers to be stored inside.		
7.	Electrical power supply – ensure all emergency back-up supply is available, if required.		
8.	All electrical leads rolled up and stored.		
9.	Documentation to be covered by plastic sheeting.		
10.	Spill kits to be stored inside.		
11.	Barricading and non-cyclone rated signage to be removed and stored.		
12.	Check perimeter of building for loose items.		
13.	Review any essential equipment “out-of-service” and confirm what status it will be left in.		
14.	Ensure all ladders, work platforms etc. are stored indoors.		
15.	Review any essential equipment “out-of-service” and confirm what status it will be left in.		
16.	Ensure drains are capable of handling storm water run-off.		
17.	Ensure all building external doors with “Flashbolt” to be engaged by authorised person only during a cyclone event and to remain clocked in open position at all other times.		
Notes:			

PRE CYCLONE CHECKLIST -		BENTO	
Location:		Date:	Time complete:
Undertaken By:		Signature:	
Supervisor:		Signature:	
		Complete	N/A
1.	All loose material to be placed inside the Bento area (i.e. external tables to be bundled together, tied down and blocked, chairs and other loose items to be stored indoors).		
2.	Any plant and equipment (BBQ's, cylinders) to be placed inside or in a container.		
3.	Gas cylinders to be disconnected and stored inside.		
4.	Areas clean and tidy area.		
5.	Fire extinguishers to be stored inside.		
6.	All electrical equipment turned off and isolated.		
7.	Documentation to be covered by plastic sheeting.		
8.	Spill kits to be stored inside.		
9.	Rubbish bins emptied (to be collected by supplier and/or emptied) tied down and/or stored inside.		
10.	All windows/covers to be closed and/or locked		
11.	Close air conditioners vents and shutters.		
12.	Electrical power supply – ensure all emergency back-up supply is available, if required.		
13.	Close all internal doors.		
14.	Check perimeter of building for loose items.		
15.	On evacuation close and lock all external doors.		
16.	Rubbish bins emptied (to be collected by supplier and/or emptied) tied down and/or stored inside.		
17.	Ensure drains are capable of handling storm water run-off.		
18.	Ensure all building external doors with "Flashbolt" to be engaged by authorised person only during a cyclone event and to remain clocked in open position at all other times.		
19.	Ensure roller doors are shut.		
Notes:			

PRE CYCLONE CHECKLIST -		LABORATORY	
Location:		Date:	Time complete:
Undertaken By:		Signature:	
Supervisor:		Signature:	
		Complete	N/A
	Main Laboratory		
1.	Ensure all reagents and chemicals are stored appropriately.		
2.	Instruments are shut down and any preservation completed.		
3.	Fume hoods and extraction arms are closed / turned off.		
4.	Point extraction arms away from instruments.		
5.	Remove instruments from fume hoods to benches.		
6.	Ensure cyclone shutters have been secured on lab windows.		
7.	Place absorbent material underneath all external lab doors (HVAC, UPS, electrical room, sample receipt, back door to lab) to prevent water ingress.		
	Chemical Store		
8.	Ensure all reagents and chemicals are placed into respective cabinets. No chemicals / reagents to be left on the floor.		
9.	Ensure all doors are locked.		
10.	Place absorbent material underneath all external lab doors (HVAC, UPS, electrical room, sample receipt, back door to lab) to prevent water ingress.		
	Gas Store		
11.	Install cyclone brackets on man packs.		
12.	Close roller door shutters, window shutters and gates.		
13.	Isolate all gases at the manifolds.		
14.	Ensure cylinder trolleys are secured in gas sample retentions store.		
	Miscellaneous		
15.	Vehicles – ensure loose items in tray are removed and all windows are closed. Vehicles – ensure all vehicles are parked in allocated parking bays with keys in ignition.		
16.	Ensure general waste and recycling dump masters have been removed and/or tied down by logistics.		
17.	Move wheelie waste bins into non-hazardous chemical store.		
18.	Contact Toxfree to empty drain drum.		
19.	Yellow spill kit (wheelie bin) to be moved into laboratory.		
20.	Liquid sample bench lines to be secured tightly.		

21.	Liquid gas standards, helium and nitrogen cylinders to be moved and secured in gas store.		
22.	Any other miscellaneous items such as pallets, temporary signage, rodent traps, any loose items are to be removed.		
23.	Electrical power supply – ensure all emergency back-up supply is available, if required.		
24.	Ensure drains are capable of handling storm water run-off.		
25.	Ensure all building external doors with “Flashbolt” to be engaged by authorised person only during a cyclone event and to remain clocked in open position at all other times.		

Notes:	

PRE CYCLONE CHECKLIST -**PERSONNEL / ADMINISTRATION**

Location:		Date:	Time complete:
Undertaken By:		Signature:	
Supervisor:		Signature:	
		Complete	N/A
1.	Have all site visitor access passes been suspended / cancelled.		
2.	Company and all Contractors – review potential delay to personnel travelling to / from Darwin for their swings. This will also include visitors and/or non-essential personnel.		
3.	Has a communication been sent out to ensure contact details are up to date?		
4.	Has a communication been sent out requesting emergency contact details are up to date?		
5.	FIFO facilities cyclone rated to Category 3. If higher than a Category 3, have alternate arrangements been made?		
6.	Do Company and Contractors Corporate Offices have a way to communicate direct to all employees in the event of Darwin communications failing? Has this been tested?		
7.	Have arrangements been made to move essential personnel to the CCB for the duration of the cyclone including the provision of applicable stores?		
8.	Have contractor holders liaised with contractors to advise current status and what support required including the Bus contractor to remove FIFO personnel from site?		
9.	Have evacuation arrangements been put in place for non-essential FIFO personnel?		
10.	Have all personnel vehicles been removed from the car park?		

Notes:	

PRE CYCLONE CHECKLIST - TRAINING FACILITY

Location:		Date:	Time complete:
Undertaken By:		Signature:	
Supervisor:		Signature:	
		Complete	N/A
1.	All loose material to be placed inside the Bento area (i.e. tables, chairs etc.).		
2.	Any plant and equipment (BBQ's, cylinders) to be placed inside or in a container.		
3.	Gas cylinders to be disconnected and stored inside.		
4.	Areas clean and tidy area.		
5.	Fire extinguishers to be stored inside.		
6.	All electrical equipment turned off and isolated.		
7.	Documentation to be covered by plastic sheeting.		
8.	Spill kits to be stored inside.		
9.	Rubbish bins emptied (to be collected by supplier and/or emptied) tied down and/or stored inside.		
10.	All windows/covers to be closed and/or locked		
11.	Close air conditioners vents and shutters.		
12.	Electrical power supply – ensure all emergency back-up supply is available, if required.		
13.	Close all internal doors.		
14.	Check perimeter of building for loose items.		
15.	On evacuation close and lock all external doors.		
16.	Ensure drains are capable of handling storm water run-off.		
17.	Ensure all building external doors with "Flashbolt" to be engaged by authorised person only during a cyclone event and to remain clocked in open position at all other times.		
Notes:			

PRE CYCLONE CHECKLIST - Shutdown Village – (A, B, C, D, E & Ablutions)			
Location:		Date:	Time complete:
Undertaken By:		Signature:	
Supervisor:		Signature:	
		Complete	N/A
1.	Check perimeter of building for loose items including but not limited to hard hats, camel backs, temporary signage or any external furniture/fittings.		
2.	External Fire extinguishers to be stored inside buildings.		
3.	Rubbish bins emptied (to be collected by supplier and/or emptied) tied down and/or stored inside.		
4.	All windows/shutters to be closed and/or locked (if applicable).		
5.	On evacuation close all internal doors.		
6.	All desks cleared and tidied.		
7.	Desks top computers and screens removed and or consider protecting. Cover other records and draws		
8.	On evacuation close and lock all external doors. Keys have been handed to OTL /Security		
9.	Vehicles to be removed from carpark and relocated to the Transfer hub Carpark (beside ILNG gate house). Keys to remain in ignition		
10.	All vehicles left on site are to have at least ¾ tank of fuel		
11.	Refrigerators and freezers emptied of perishable foods		
12.	External Spill kits to be located inside buildings.		
13.	All electrical equipment turned off and isolated.		
14.	Swing gates at entrance's gates to be closed and chain locked		
15.	Check drains and ensure drains are capable of handling storm water run-off.		
16.	Ensure any temporary containers assets that may be in carparks/laydown are secured and cyclone ready		
17.	Confirm potable water has been isolated		
18.	Check for loose equipment around Comms tower and shelter		
19.	All loose objects/items such as signage/ barricades removed from carparks and buildings		
20.	All bikes to be transferred and stored in the C & I warehouse		

Notes:	

Note: Do one list per building

PRE CYCLONE CHECKLIST -MAINTENANCE DOME (LOGISTICS DOME)

Location:		Date:	Time complete:	
Undertaken By:		Signature:		
Supervisor:		Signature:		
		Complete	N/A	
1.	All loose material to be placed inside the Dome, if this cannot occur, ensure items are tied down and secured.			
2.	All materials and equipment that can suffer water damage to be raised from floors or stored in containers.			
3.	Clean and tidy area.			
4.	Electrical power supply – ensure all emergency back-up supply is available, if required.			
5.	Any important equipment to be covered by tarps in case of water ingress to Dome. IE. All motors and any other venerable equipment.			
6.	Barricading and non-cyclone rated signage to be removed and stored.			
7.	Check perimeter of building for loose items.			
8.	Ensure all containers outside Dome are secured appropriately.			
9.	Ensure bifold doors and personnel doors are shut and secured.			
Notes:				

Note : The Dome is rated to Cat 4 , specific actions and plans are required for the Dome in the event the cyclone is likely to exceed Cat 4.

PRE CYCLONE CHECKLIST – C&I WAREHOUSE

Location:		Date:	Time complete:
Undertaken By:		Signature:	
Supervisor:		Signature:	
		Complete	N/A
1.	All loose material to be placed inside the Warehouse, if this cannot occur, ensure items are tied down and secured.		
2.	Any plant and equipment to be placed indoors, if this cannot occur, ensure items are tied down and secured.		
3.	All paint waste drums placed in waste containers.		
4.	All materials and equipment that can suffer water damage to be raised from floors or stored in containers.		
5.	Clean and tidy Warehouse area.		
6.	Ensure roller doors are shut.		
7.	Ensure all containers are secured appropriately.		
8.	Electrical power supply – ensure all emergency back-up supply is available, if required.		
9.	Any important equipment (computers, printers etc.) to be covered by plastic sheeting.		
10.	Spill kits to be removed and stored inside		
11.	Barricading and non-cyclone rated signage to be removed and stored.		
12.	Check perimeter of building for loose items.		
13.	Ensure all skips/bins are removed from site or secured appropriately. Ensure they're netted if staying on site and they have materials in them.		
14.	Review any essential equipment "out-of-service" and confirm what status it will be left in.		
15.	Ensure all Dangerous Goods/Hazardous Substances are stored in hazardous storage areas, any temporary bunds to be relocated indoors.		
16.	Ensure drains are capable of handling storm water run-off. Walk down of drains encompassing yard for and potential blockages.		
17.	Ensure canvas roof is removed from dome on north side of warehouse.		
18.	GENSET refuelled and turned off, anchored and area clear of debris		
Notes:			

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Summary – ALL AREAS

Location: All Operations Areas		Date:	Time complete:
Undertaken By:		Signature:	
HSE Team Lead:		Signature:	
		Complete	Not Complete
1.	Operations Office		
2.	Gatehouse		
3.	CCB		
4.	Fire Station		
5.	Operations Amenities (Including Laundry)		
6.	Laydown Areas		
7.	Work Fronts (All Areas)		
8.	Rigging and Scaffolding		
9.	Warehouse Area		
10.	Cranes, Forklifts, EWP's		
11.	All Vehicles and Trailers		
12.	Workshop Area		
13.	Hazardous Substances / Dangerous Goods Areas and Fuel Station		
14.	Bento		
15.	Laboratory		
16.	Administration		
17.	Training Facility		
18.	Shutdown Village –(A,B,C,D, E & Ablutions)		
19.	Maintenance Dome (Logistics Dome)		
20.	C & I Warehouse		
Notes:			

APPENDIX E: POST CYCLONE INSPECTION**POST CYCLONE RECOVERY CHECKLIST**

Location:		Date:	Time complete:
Undertaken By:		Signature:	
Supervisor:		Signature:	
		Complete	N/A
1.	Conduct damage assessments of infrastructure and key equipment.		
2.	The need to re-establish critical services and sanitary conditions prior to the arrival of personnel.		
3.	Consider the time required for water to drain in order that facilities can be utilised safely.		
4.	If personnel have been evacuated, they will be advised to remain in regular contact with a Line Manager.		
5.	All safety and fire equipment must be located to its original location and position, ensuring that it is in working order.		
6.	Drinking Water Is PC supply available and/or isolated? Is drinking water available and to World Health Organisation standard? Has testing / chlorination / dosing been undertaken? Will there be sufficient water for personnel remobilising to site?		
7.	Electricity Has there been any water ingress into energised buildings?		
8.	Environment -Inspections of sewer pits, drainage, HazChem Store, bunds to be undertaken during routine inspections.		
9.	Communication - Return to work Confirm Return to Work Authorisation from Cyclone Committee Send Word Now / ensure a message on the site access road condition is included i.e. are public roads safe to access? Include message on current status of site, i.e. site open, remained closed etc.), safe to return. Maintain communications with Offshore (as required) Maintain communications with Perth Corporate (as required)		

10.	Has the site administration phone message been updated as to the current status of site (i.e. Return to Work, remained closed etc.), safe to return, road access (including public roads are safe)		
11.	Site inspection to be undertaken – focus to include removal of dropped objects, Muster Points are operational including integrity of tie downs at MP 3 fixed and temporary firefighting equipment is operational, temporary fencing and / or barricading and signage is reinstated, small bore tubing is not damaged, visual inspection of water ingress into light fittings, confirms levels of diesel and water, inspection of running equipment, review of standing alarms (CCB, LIR etc), integrity checks with FLIR camera of high risk areas.		
12.	When Return to Work is enacted, consider feedback from employees unable to return to work. They may be impacted by loss of power supply, water supply to home (no air conditioner etc.), the possibility of fatigue and personnel having safe access from their home to work. Team Leaders to agree a personal return to work plan as appropriate with directly impacted personnel.		
13.	Welfare of Personnel OTL to provide list of POB. TL's to confirm if anyone is not at work or called in, and follow-up, if required.		
14	Post Cyclone Event Technical Assessment Obtain confirmation from Structural TA1 if post cyclone event verification assessments are required Y/N? <u>To be conducted in accordance with Ichthys LNG Facilities Onshore and Nearshore Extreme Events Response Procedure L290-AS-PRC-70000</u>		
15.	Post Cyclone Event review to be undertaken seeking feedback from all personnel.		
16	Review of Ben's Hill.		
17	Review of Beach Valve.		
18	Review of PWC Compound.		
Notes:			

APPENDIX F: CYCLONE PREPAREDNESS TRACKER

[Year] Pre-Cyclone Action Checklist Readiness Status

Table to be marked weekly, prior to 07:30 Monday morning

Green marker – Area is Compliant

Red marker – Area Not yet Compliant

Readiness Summary

	Area	Completed by:	November 2024 (week ending)				December 2024 (week Ending)				
			3rd	10 th	17 th	24 th	1 st	8 th	15 th	22 nd	29 th
1	Administration Building	Ops Snr Admin									
2	Gatehouse	MSS Security Supers									
3	CCB	OTL									
4	Fire Station	OTL									
5	Operations Amenities (Including Laundry)	Ops Snr Admin									
6	Laydown Areas (incl. 1888)	Logistics Superintendent									
7	Work Fronts (All Areas)	OTL/MTL									
8	Rigging and Scaffolding	Maintenance Super									
9	Warehouse Area	Logistics Super									
10	Cranes, Forklifts, EWPs	Maintenance Super									
11	All Vehicles and Trailers	Maintenance Super									
12	Workshop Area	Maintenance Super									
13	Hazardous Substances DG and Fuel Station	Logistics Super									
14	Canteen Area (Bento)	Ops Snr Admin									
15	Laboratory	Lab TL									
16	Personnel Checklist	HR & Business Services									
17	Training Facility	Ops Snr Admin									
18	Shutdown Village (A,B,C,D,E & Ablutions)	Maintenance Super									
19	Maintenance Dome (Logistics Dome)	Maintenance Super									
20	C & I Warehouse	Maintenance Super									

- Sign box to confirm inspection has been completed
- Mark box: Area Ready - Area not yet ready -

Note: Monday to Friday staff MUST provide a status update & handover to the Ops Superintendent.

Document Endorsement and Approvals

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Document Identification

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Delegation of Authority

From Name	To Name	Date and Time	Action

Name	Title

Electronic Endorsement and Approval

Electronic approval of this document complies with the issued INPEX Electronic Approval Standard (0000-A9-STD-60011) and records evidence that the applicable person has either endorsed and/or approved the content contained within this document. The reviewers of this document are recorded in the CDS.

Name	Title	Date and Time	Action
Ben Schmidt	HSE Operations Manager	19/03/26 13:31	Endorser
Adrian Parody	Production Manager	20/03/26 13:31	Approver