



TEMPORARY EQUIPMENT MANAGEMENT

Procedure

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10	14/01/2026	Issued for Use	K. Van Munster	B. Wright	J. Morris-Luck	L. Fissioli

RECORD OF AMENDMENT

Revision	Section	Amendment
1-7	All	Changes through whole document
8	Section 3	Defined equipment criticality Levels for Inspections
9	Section 1	TA update for Diesel Driven Equipment and Steam Generators
10	All sections	General update to include Safety Case references

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1 ABOUT THIS PROCEDURE

This procedure defines the process for managing Temporary Equipment (TE) at INPEX Ichthys Onshore and Offshore facilities. It establishes how TE is to be identified, verified, and controlled to ensure it is fit-for-purpose, compliant, and safely integrated into site operations.

The procedure also introduces the use of the [Temporary Equipment Management System](#) (TEMS App) to enable and support this process. The TEMS App facilitates:

- Onboarding and verification of TE prior to mobilisation, ensuring compliance with health, safety, and environmental standards.
- Identification and tracking of TE while on site, including monitoring status and usage.
- Management of the TE return process, ensuring equipment is removed promptly when no longer required.

The procedure supports the following objectives:

- Clearly define what is regarded as TE and ensure appropriate controls are applied.
- Identify and mitigate equipment hazards, deficiencies, or substandard practices.
- Promote consistent, risk-based management of TE throughout its lifecycle on INPEX facilities.

1.1 Temporary Equipment (TE) Definition

Temporary Equipment (TE) refers to any equipment mobilised to INPEX-operated facilities—onshore or offshore—for a defined function and limited duration, which is not managed under permanent asset management systems or existing operational processes.

TE includes, but is not limited to:

- Equipment brought in by vendors, contractors, or internal teams for specific maintenance, campaign, shutdown, or project scopes.
- Hired or leased equipment not permanently allocated to the facility.
- Equipment transferred from another INPEX-operated site on a temporary basis.

Such equipment is considered TE when it:

- Is not covered by the site's maintenance, inspection, or asset systems; and
- Requires onboarding, verification, and return management through the INPEX Temporary Equipment Management System (TEMS App).

1.1.1 Exclusions to TE Management Procedure

Equipment hired or leased for a known long-term arrangement greater than 12 months and is *not* considered Temporary Equipment and should *not* be managed through the TEMS App. This includes items managed under specific contracts, requisitions, or lease agreements that include provisions for ongoing inspection, maintenance, and compliance—e.g.:

- Long-term plant equipment for warehouse or facility operations.
- Ongoing hire of storage containers or office modules.

These items shall instead be governed by applicable contract or lease terms and incorporated into the facility's standard maintenance and compliance frameworks.

1.2 Awareness of Safety Case Requirements

INPEX facilities operate under stringent regulatory frameworks, including Safety Case and Major Hazard Facility (MHF) regimes, which place specific legal duties on both operators and equipment suppliers.

These obligations require both INPEX and its vendors to ensure that all Temporary Equipment mobilised to site is safe, fit-for-purpose, and supported by appropriate documentation.

This procedure governs the management of TE throughout Ichthys LNG operations, including:

- Ichthys Onshore Plant (ILNG)
- Offshore Facilities (CPF and FPSO)
- ILNG Warehouse and Darwin Supply Base, including Vessel Cargo transfers

Temporary Equipment (TE) must not be brought onto an INPEX-operated site without first being processed in accordance with this procedure. This includes registration, verification, and approval through the INPEX Temporary Equipment Management System (TEMS App).

TE is only approved for use on site for a maximum of 12 months. Beyond this period, re-inspection and revalidation are required to confirm continued compliance. Equipment that remains on site without this revalidation is considered non-compliant.

TE must meet all applicable site-specific requirements, particularly those related to safety, hazardous areas, and operational integrity. If any equipment does not meet INPEX standards, any deviation must be risk-assessed and managed through the Management of Change (MoC) process.

1.2.1 Pre-Scope Planning and Safety Case Considerations

Temporary Equipment (TE) must comply with facility requirements in terms of minimum safety features and performance ratings. Requestors must assess the potential impacts on site safety, integrity, and regulatory compliance. At INPEX's onshore operations—regulated as a Major Hazard Facility (MHF) under Northern Territory Work Health and Safety (National Uniform Legislation) Regulations—TE may present unique risks not addressed by existing plant design or safety studies.

All Work Orders with TE scopes must therefore be:

- Assessed for potential impact to the MHF Safety Case, particularly where the TE may alter established risk controls, introduce new ignition sources, or affect emergency systems and hazard prevention barriers.
- Subject to a HAZOP, HAZID, or similar structured risk review, especially where the TE interfaces with hydrocarbon systems, process services, or utility tie-ins not part of the permanent plant configuration.
- Planned with consideration of process safety implications, including hazardous area zoning, overpressure protection, loss of containment, and safe access/egress.

Requestors must engage with Engineering, HSE, and Operations during early scope planning to ensure the intended TE deployment aligns with the risk tolerability criteria set out in the MHF Safety Case and complies with NT regulatory obligations.

A Management of Change (MoC) must be raised where temporary arrangements alter the assumptions in the Safety Case, deviate from design intent, or require additional barriers or procedural safeguards. Supporting documentation—such as datasheets, connection schematics, pressure/temperature ratings, and operational procedures—should be developed and submitted as part of the risk assessment process.

Only once these safety and regulatory requirements are confirmed can the formal Scope of Work be developed and approved for execution.

1.2.2 Scope of Work (SoW) Planning for Services

It is recommended for Projects and large scopes that involve the use of Temporary Equipment (TE) packages or systems, a clearly defined and documented Scope of Work (SoW) is established in planning as part of the CTR (Cost Time Resource) development to enable consistent, controlled, and risk-aware job execution.

The SoW should consider the following key elements:

a) Service Design and Functional Requirements

- Define the intended function, performance expectations, and operating mode of the service using TE.
- Include applicable design standards, system descriptions, and service-specific configurations (e.g. pressure ratings, flow ranges, temperature limits, load capacities).
- Ensure TE selection and setup aligns with the defined end-use application and service deliverables.

b) Interfaces with INPEX Assets or third-party Systems

- Identify all interface points between the TE and INPEX plant, systems, or structures.
- Address mechanical, electrical, hydraulic, pneumatic, and control system interfaces.
- Document any connection to critical or safety-related systems, ensuring appropriate isolation, verification, and integration checks are planned.

c) Operational Parameters

- Define operating envelopes including environmental limitations, area classifications (e.g. hazardous areas), lifting constraints, and runtime restrictions.
- Include any special conditions related to SIMOPS, confined spaces, lifting near live plant, or exposure to hydrocarbons, chemicals, or high temperatures.

d) Risk Identification and Mitigation

- Identify risks associated with the service and operation of TE, including:
 - Equipment failure
 - Loss of containment
 - Overpressure
 - Personnel exposure
- Apply a risk-based approach to define controls, including barriers, inspections, isolation, and monitoring requirements.
- Reference existing Job Hazard Analyses (JHAs) or conduct a specific service risk assessment if required.

e) Control of External Providers

- Where services are delivered by vendors or subcontractors, define how supplier competency, qualification, and equipment compliance will be managed.
- Include provisions for oversight of critical subcontracted activities, in line with INPEX contractor assurance processes.

f) Verification and Acceptance Criteria

- Establish service-specific verification steps including pre-mobilisation checks, Factory Acceptance Tests (FAT), on-site functional testing, and commissioning requirements.
 - Ensure TE is supported by valid documentation including:
 - Certification (e.g. IECEx, DNV, ASME, NATA)
 - Calibration or test reports
 - Maintenance and inspection records
 - Quality Control Checklists
 - Identify hold, witness, or review points required by INPEX or third-party inspectors.
- g) Documentation and Traceability
- Ensure the full SoW, associated plans, and TE documentation are submitted and retained in accordance with project or operations document control processes.
- Upload relevant documents to the TEMS App for tracking, where applicable.

1.3 Key TE Categories

If equipment falls into any of the following categories, specific site requirements apply:

Table 1.1 Key Equipment Categories

Equipment Type	Examples
Lifting Equipment	Lifting beams, containers, skids, shackles, slings, baskets
Electrical Equipment	Welders, lighting towers, switchboards, powered tools
Hazardous Area Equipment	Any equipment rated for Zone 1 or Zone 2 use (e.g. EEHA and Diesel Combustion Engines)
Pressure Equipment	Compressors, receivers, pressure vessels, accumulators, PRVs
Special Service Hoses	Hydrocarbon, chemical, high-pressure, or steam hoses
Mechanised Units	Diesel driven motor, pneumatic or hydraulic actuated units
Safety Equipment	Personal fall protection, confined space kits, breathing apparatus

Each of these categories must be supported with appropriate documentation, such as:

- Certificates of Conformity (CoC), in most cases
- Maintenance and inspection records
- Test certification (e.g. IECEx, ASME, NATA)

All documentation must be submitted via the TEMS App prior to mobilisation and may be subject to verification by Quality or Inspection personnel during onboarding or site inspection.

1.4 TE Requirements for Hazardous Areas

1.4.1 IECEx Electrical Equipment in Hazardous Areas (EEHA)

Temporary electrical equipment used within Hazardous Areas must be Ex-certified in accordance with IECEx, ATEX, and AS/NZS 60079. Equipment must be rated for the required Zone, Gas Group, and Temperature Class, with valid certification marking (e.g. Ex d, Ex e, Ex i, Ex t, Ex p, Ex n). The Equipment Protection Level (EPL) shall match the site classification:

- Ga/Da → Zone 0/20
- Gb/Db → Zone 1/21
- Gc/Dc → Zone 2/22

Where temporary equipment includes electrical components located within Hazardous Areas—such as cables, plugs, junction boxes, or control panels—each component must also be Ex-rated and installed in accordance with AS/NZS 60079.14.

Prior to mobilisation, all Ex-certified equipment must undergo:

- Certification verification against the Hazardous Area Dossier
- EEHA inspection to AS/NZS 60079.17 by a competent person
- Confirmation of suitability for location, load, and environmental conditions

Non-rated electrical equipment must not be used within Hazardous Areas. Where placed adjacent to a Hazardous Area, controls such as physical segregation, cable routing, and zoning verification must prevent encroachment.

Use of non-rated electrical equipment where Ex-rated equipment is normally required shall only proceed following a documented risk assessment, ALARP evaluation, and Temporary MOC approval endorsed by the Electrical TA2.

1.4.2 Enclosure and Ingress Protection (IP)

Temporary electrical equipment must have an Ingress Protection (IP) rating suitable for the operating environment, per IEC 60529. Minimum enclosure ratings are:

- IP54 – general outdoor industrial environments
- IP55–IP56 – cyclone-driven rain, wash-down, hydrocarbon mist
- IP66 – heavy weather, marine exposure, or process-fluid environments
- IP67–IP68 – immersion or continuous water exposure

For Ex-certified equipment, enclosure integrity is part of the Ex protection concept and must not be compromised during installation or use. Only Ex-rated glands, blanking plugs, and fittings may be used.

Enclosure condition and IP integrity must be verified during the EEHA pre-mobilisation inspection.

1.4.3 Diesel Combustion Engine Temporary Equipment

There is currently no hazardous area certification scheme for diesel engines. Only diesel engines certified under ATEX 2014/34/EU (EN 1834-1) as Zone 1 (Category 2G) or Zone 2 (Category 3G), minimum Gas Group IIB and T3, may be used.

All diesel-driven temporary equipment used in or near Hazardous Areas must be approved through Temporary MOC, endorsed by the Electrical TA2.

ATEX Zone 2 equipment may be self-certified; however, any certification must be reviewed by the Electrical TA2. Diesel engines may only be accepted for unrestricted use where:

- Certified Zone 1 (2G) IIB T3, or
- Certified Zone 2 (3G) IIB T3 with a third-party EU-type examination (not self-certified)

If a non-rated diesel engine is the only reasonably practicable option, a specific risk assessment and ALARP demonstration are required, and the following minimum controls apply:

- Engine overspeed shutdown valve (e.g. Wyndham)
- Exhaust spark arrestor
- Battery isolator
- Gas detection-initiated automatic shutdown
- Location in a non-hazardous area
- Standby operator with Personal Gas Monitor at all times

Compliance with the following standards is required:

- <25 kW – **AS/NZS 2790**
- >25 kW – AS/NZS 3010

Non-Australian manufactured equipment requires TA-2 assessment against AS/NZS 3000.

1.4.4 Temporary Steam Generators

Temporary steam generators should be fully electric, meeting IECEx or AS/NZS 60079 requirements.

- Small units may connect to welding socket outlets
- Larger units must be powered by an ATEX-certified generator compliant with Section

Use of a diesel-fired, non-rated steam generator is only permitted where no suitable alternative exists, subject to a risk assessment, ALARP review, and Temporary MOC approval.

Minimum mandatory controls include:

- Integral gas detection with automatic shutdown on combustion air intake
- Shutdown air damper and remote-operable fuel shutoff valve
- Shutdown capability via facility socket outlets, tripping on confirmed gas detection anywhere on the facility

1.4.5 TE Requiring Facility Services

TE Requestors shall consider access to facility Services such as air, water, and electrical power. It is essential that hook-in points and site supply parameters (e.g. voltage, pressure, flow rates) are understood and communicated to the vendor as part of the mobilisation planning process.

Where equipment is electrical, intended to be energised, or includes more than one pluggable device, the Temporary Equipment Electrical Installation/Compliance Checklist ([X060-AE-FRM-70002](#)) must be completed and submitted as part of the TE Request. This checklist is required to verify compliance and must be validated before mobilisation is approved.

For offshore facilities, any Temporary Equipment classified as a Portable Offshore Unit (POU), skid-mounted package, mobile plant, or containerised cabin (refer to Section 2.4), must be accompanied by a completed Facility Inspection Checklist ([X060-A1-FRM-70010](#)). This documentation forms part of the mandatory inspection and verification process, and must be submitted with the TE Load List prior to quality inspection.

1.5 Offshore Lifted Equipment

Offshore liftable equipment is recognised as a distinct category of Equipment due to the additional handling and transportation risks associated with offshore lifting operations at INPEX-operated facilities.

This category includes any equipment or portable unit that is designed to be lifted by offshore cranes and transferred between vessels, platforms, or floating facilities.

All offshore liftable equipment must:

- Be engineered, fabricated, and certified in accordance with DNV 2.7-1 for offshore containers or DNV 2.7-3 for portable offshore units, as applicable;
- Be provided with valid lifting certificates, including slings and shackles, and marked with Maximum Gross Weight (MGW) and Centre of Gravity (CoG);
- Be inspected and maintained in accordance with relevant offshore lifting requirements and site-specific procedures ([0000-AG-PRC-60046](#) Lifting Operations Management Procedure and [0000-AG-STD-60006](#) Lifting Standard);
- Undergo verification checks to confirm lifting compliance prior to mobilisation, including confirmation of certification to an approved scheme.

Equipment in this category shall not be mobilised until lifting compliance is confirmed by the appropriate INPEX representative or nominated lifting authority.

1.6 TE Specifications and Vendor Requirements

All vendors supplying TE to INPEX-operated facilities are required to comply with Vendor Requirements for Temporary Equipment ([X060-A1-SPC-70001](#)).

The specification details the technical equipment requirements for hazardous facilities, as well as the expectations for maintaining comprehensive TE evidence records. This includes the systematic completion of integrated checklists, submission of Certificates of Conformity (CoCs), provision of EEHA/IECEx certifications, and retention of all relevant testing documentation.

All vendors must become familiar with the specific site requirements applicable to the location of delivery and use. Failure to meet these requirements may result in inspection delays, rejected mobilisation, or the equipment being refused at site.

To support vendor understanding, INPEX has developed an accompanying guideline titled Vendor Supply of Temporary Equipment – Guidance Document ([X060-AQ-GLN-70006](#)). It offers guidance on how to correctly prepare and ready equipment, submit documentation, and avoid common causes of non-conformance.

Both the specification and the guideline must be reviewed by all vendors prior to supplying equipment to ensure equipment is compliant, inspection-ready, and safe for use on INPEX facilities.

1.6.1 Operator Competency and TE Familiarisation

All Temporary Equipment (TE) operated at INPEX facilities must be by personnel who are trained, competent, and familiar with the specific equipment and the associated hazards. It is the responsibility of both the Vendor and the TE Requestor to ensure that operational requirements—including training, supervision, and procedural support—are met before the equipment is placed into service.

Operators of TE must:

- Hold the necessary trade qualifications or competencies to operate the equipment safely.
- Possess valid high-risk work licences where applicable, in accordance with the *National Standard for Licensing Persons Performing High Risk Work*.
- Be familiar with site-specific requirements, including access and egress, isolation procedures, and emergency response actions.
- Complete a pre-use inspection and ensure the TE inspection tag is present and valid.
- Report any unsafe conditions immediately and tag the equipment out of service where required.

All TE mobilised to site must be accompanied by, or have access to:

- **Original Equipment Manufacturer (OEM) manuals**, which include safety information, operating instructions, and maintenance requirements.
- **Critical operational procedures** specific to the intended use or scope of work. This includes procedures for safety-critical operations such as high-pressure flushing, confined space entry, or chemical dosing.
- **Function testing results**, where required by the assigned Criticality Level, to confirm that equipment has been tested and is ready for safe operation.

TE that is classified as safety-critical or has specialised functionality must be accompanied by written procedures detailing how the equipment will be used during the scope. These procedures must include isolation and control requirements, verification steps, and contingencies for abnormal conditions.

Supervisors must verify operator competency and ensure the safe use of TE is embedded into shift pre-starts, toolbox talks, and task-specific risk assessments.

1.7 Management of Change

A Management of Change (MoC) process—raised as a deviation—must be applied to Temporary Equipment (TE) under the following scenarios:

1. Routine Maintenance in Operating Plant: TE that requires routine maintenance (e.g. EEHA-rated, diesel-driven equipment) and is to be located within the Operating Plant area, regardless of shutdown status.
2. Non-compliance with Operational Requirements: TE that does not fully comply with INPEX Operations Foundation requirements and is to be used within the Operating Plant area.
3. High Volumes of Similar Equipment: Where a large quantity of like-for-like TE is mobilised (e.g. torque/tensioning tools, hoses for a shutdown), and a sample-based inspection approach is proposed.
4. Installation into In-Service Assets: TE installed into any live or “in service” asset not isolated for maintenance, shutdown, or return-to-service preparations.

Even where TE is planned for short durations, these controls help prevent non-compliant or unmaintained equipment from remaining on site beyond acceptable limits.

1.7.1 Examples Requiring MoC Due to Process Integration

The following TE types must be subject to MoC where they are intended for installation into a process area or facility system:

- Non-IECEx/EEHA-rated electrical equipment intended for use in hazardous areas.
- Equipment with external surface temperatures exceeding 200°C (e.g. combustion engines, steam generators, compressors).
- Equipment requiring tie-in to permanent facility systems (e.g. power, air, chemical dosing lines).

Note: Management of Change (MoC) process ([X060-A1-PRC-70008](#)) must be initiated and approved prior to shipment of the equipment to site. Any additional controls identified through the MoC shall be implemented alongside this procedure.

2 TEMPORARY EQUIPMENT

This procedure applies to all Temporary Equipment (TE) used at INPEX-operated facilities as part of business-as-usual work order, campaign, project or shutdown. It defines how TE must be managed throughout its lifecycle, from planning and mobilisation through to inspection, use, and demobilisation.

2.1 Typical Types of Temporary Equipment (TE)

Examples of TE include the following but not limited to:

Table 2.1 Examples of Temporary Equipment (TE) used at INPEX-operated facilities

Equipment Type	Description	Power Source
Fluid Pumping Equipment	Pumps for flushing, hydrotesting, chemical dosing, fluid transfer	Diesel / Electric
Dewatering & Sump Pumps	Portable pumps for drainage or confined spaces	Diesel / Electric
Hydraulic Power Packs	Temporary hydraulic supply for tools/actuators	Diesel / Electric
Pneumatic Compressors	Air or nitrogen compressors for purging, drying, inerting	Diesel / Electric
Air-Driven Appliances	Air-powered pumps, tools, hoses	Pneumatic
Steam or Power Generators (Gensets)	Temporary electrical/steam generation	Diesel / Electric
Electrical Load Banks	Resistive/inductive load testing units	Electric
Chillers & HVAC Units	Portable cooling and ventilation systems	Electric / Diesel
Mobile Welding Bays / Flash Tents	Portable welding shelters for hot work	N/A
Pressure Vessels / Bottles / Accumulators	Gas/fluid storage (standalone/skid)	N/A
Portable Tanks & Containers	Nitrogen, chemical containers, quads	N/A
Fluid Processing Units / Skids	Filtration/separation with instruments	Electric / Pneumatic
Nitrogen Converters	LN ₂ to gaseous nitrogen converters	Diesel / Electric
Rigging & Lifting Equipment	Slings, shackles, blocks, WA H gear	N/A
Mobile Cranes / EWP	Site cranes, EWPs, materials handling	Diesel / Electric
Vendor-Managed Scaffolding	Modular access systems	N/A
Unitised Control Systems / SCADA	Portable control/monitoring panels	Electric
Calibrated Equipment / Sensors	Flow meters, torque wrenches, gauges	Electric / Manual
Inspection Cameras & Digital Scopes	Borescopes, PTZ, digital inspection kits	Electric / Battery

Equipment Type	Description	Power Source
Confined Space Entry Equipment	Tripods, winches, fall arrest, rescue kits	Manual / Electric
Breathing Apparatus	SCBA, escape sets	N/A
Radios & Gas Detectors	Handheld radios, multi-gas detectors	Battery
Workshops / Test Cabins	Containerised maintenance/testing cabins	Electric
Temporary Service Hoses & Umbilicals / Pressure Piping	Flexible hoses for hydrocarbon/chemical/HP	N/A
Cables / Leads / Junction Boxes	Temporary power distribution accessories	Electric
Coating & Insulation Equipment	Sprayers/dispensers for coatings/thermal	Electric / Pneumatic
Pigging Tools & Equipment	Launchers, receivers, pigs, signallers	N/A
Tank Cleaning Equipment	Rotating nozzles, jetting skids, pumps	Electric / Diesel
Waste Management Units	Incinerators, compactors, O/W separators	Electric / Diesel
Mobile Plant (Driverless or Conventional)	Lighting towers, HVAC skids, cherry pickers	Diesel / Electric

2.2 Exclusions

Exclusions to the Temporary Equipment procedure are:

- Laptops and personal electronic devices for use in non-hazardous areas
- Basic hand tools and measuring devices
- Leased Equipment, Road Registrable Passenger Vehicles:
 - For Light Vehicles (<4.5t) refer to Inspection Checklist ([L060-AH-FRM-60005](#)),
 - For Heavy Vehicles (>4.5t) refer to Inspection Checklist ([L060-AH-FRM-60003](#))
- Company Register Managed Equipment:
 - Lifted Equipment (such as containers, skips, storage vessels)
 - Rigging & Lifting Container Contents (PPE and Tools)
 - Scaffolding Equipment
 - Hoses
- Wet hire equipment used in a non-operational area
- Wet hire equipment hired under a contract agreement (e.g. cranes, waste contract equipment).

2.3 Contractor Owned TE

Contractor-owned equipment refers to items brought onto an INPEX facility by a contractor for the execution of a defined scope of work, but not formally hired or rented by INPEX. This equipment does not require onboarding via the Temporary Equipment Management System (TEMS) where all of the following conditions apply:

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- It is not classified as key equipment and falls under general site safety standards (e.g. INPEX Electrical Safety Standard);
- It is brought directly to site by the contractor for their own use;
- It is operated and maintained solely by the contractor under a defined scope, as set out in the applicable contract or CTR.

In such cases, the contractor retains full operational control and responsibility for the equipment, including maintenance, safety, and removal upon completion of the work.

However, where contractor-owned equipment presents potential safety, regulatory, or compliance risks—then it must be onboarded via TEMS to ensure traceability, oversight, and safe removal post-scope.

Exemptions:

Contractor-supplied hand tools, PPE, and consumables included in a CTR or quote are exempt from full onboarding but must still be declared and logged in TEMS for traceability. The following conditions apply:

- A single equipment line entry may be used.
- A basic equipment register or packing list must be submitted.
- A formal checklist is not required for these items.

For all Dangerous Goods (DG) mobilised under any TE request, items must:

- Be listed in the INPEX item catalogue, and
- Be approved in ChemAlert prior to mobilisation.

Failure to meet these requirements will result in rejection at Goods Receipt

this refers to equipment brought onto an INPEX facility by a contractor, but not formally hired by INPEX. Such items may pose safety or compliance risks and must be processed through TEMS to ensure traceability and removal post-scope.

Examples:

- NDT equipment (e.g. radiography sources, UT systems)
- Diagnostic or pressure testing units

2.4 Company Owned Equipment

Company owned Temporary Equipment is equipment owned and maintained by the company but does not normally reside on the facility that it is going to be used on. Examples of company equipment are items such as special tools stored at the OLB, ILNGW or a vendor premises. This may be equipment loaned between INPEX operating facilities.

Company owned equipment shall be managed using the TEMS to ensure it is tracked, maintained, and returned to the original location of origin.

All equipment being Company owned is company maintained via the SAP maintenance process. Specifically, for items contained within warehouses or vendor premises the Storage & Preservation Strategy for Spares ([X060-A1-STR-60105](#)) outlines the equipment inspection and maintenance requirements. It is the responsibility of the requestor of the company owned equipment to validate maintenance records and ensure it has been adequately maintained to INPEX standards prior to mobilising to site. The requestor can manually request an independent inspection from the INPEX Quality Team.

3 TEMPORARY EQUIPMENT MANAGEMENT

This section outlines the end-to-end process for managing Temporary Equipment (TE) at INPEX-operated facilities using the Temporary Equipment Management System (TEMS App). It defines the key responsibilities of the TE Requestor, TE Coordinator, and Quality Team, and describes how TE is initiated, verified, tracked, and demobilised.

TEMS enables structured control of TE throughout its lifecycle, ensuring all equipment is onboarded with appropriate documentation, inspected to meet site-specific standards, and traceable during use. It also supports compliance with inspection expiry, return management, and reporting requirements.

3.1 Purchase Order Requisition and Planning

All Temporary Equipment (TE) must be requested through a Work Order using Work Centre **ONVEN** and the standard text key **RENTAL** to raise a Service Requisition. This ensures that TE costs are correctly tracked and linked to the associated CTR and scope of work.

Refer to Work Management Procedure ([0000-A1-PRC-70000](#)) and sections referencing Work Orders for Temporary Equipment.

If TE is to be funded through a Cost Centre or WBS—such as for long-term hires not tied to a Work Order—a manual requisition may be used with prior approval. Regardless of method, the requisition must clearly reference the intended scope and CTR.

The Requestor is responsible for applying appropriate cost limits in the requisition. These should reflect the expected duration, number of units, and all associated rates (mobilisation, daily use, standby, demobilisation). Where applicable, Outline Agreements should be referenced to ensure alignment with agreed vendor pricing.

If needed, the "No Limit" checkbox can be used; however, the overall value must still align with the approved project or shutdown budget and be monitored through the Service Entry process.

Vendor instructions must be included in the Operation Long Text field within the Work Order. This must specify:

- The facility or zone where the equipment will be used
- A contact point (preferably a generic shift email or team phone number)
- Any site-specific mobilisation or safety notes

These details appear on the Purchase Order and ensure vendors and inspectors are aware of logistical, safety, or operational requirements.

Once the requisition is approved, it will be converted to a Purchase Order (PO) by the Materials Buyer. This step should be completed at least 30 days prior to mobilisation to allow time for vendor coordination, inspection readiness, and shipping.

The PO must reference:

- The TE Load List
- Any required inspection documentation, as defined in the Vendor Requirements for Temporary Equipment ([X060-A1-SPC-70001](#))
- Any applicable supplementary vendor guidance or project-specific expectations

3.1.1 Utilisation of TE already on hire

Before initiating a TE hire, the Requestor must verify that the required equipment is not already available within INPEX's possession—either owned or on hire. Existing inventories across INPEX's three operational facilities and storage locations should be checked. Where equipment is found to be available and suitable, it may be reallocated subject to Joint Venture (JV) agreements.

3.2 TE Request Initiation via the TEMS App

The TE Requestor is responsible for identifying the Temporary Equipment (TE) required for hire or rental and for initiating a TE Request via the TEMS App.

- For dry-hired equipment, the Requestor should already know the specific equipment to be hired and must enter this detail clearly in the TE Request. In the case of wet-hired equipment, the vendor may need to assist in preparing the detailed list of equipment to be mobilised.
- The completed TE Load List generated from the request can also be used as the delivery docket for the Logistics Goods Receipt process.

The TE process in TEMS is governed by a series of gates that reflect key decision points and quality checks. These gates provide clarity on when action is required, who is responsible, and what documentation or inspection must be completed before equipment can progress to the next stage.

User guide:

- **Temporary Equipment Management App QRG** ([X060-AQ-QRG-70000](#)): Quick Reference Guide for navigating the TEMS App.

The following section (3.1 onwards) outlines each step of the process, aligned to these control gates—from planning and request initiation through to inspection, mobilisation, in-service monitoring, and final demobilisation.

3.2.1 TEMS Gates Process Summary

TEMS incorporates stage gates to guide the Temporary Equipment (TE) Requestor through the required steps for onboarding equipment. It also informs the support team, including Quality, of the status as part of the work progress management process.

TE is only considered compliant with facility requirements and safety systems once all onboarding gates have been satisfied and cleared. Any exceptions must be managed through the Management of Change (MoC) process.

3.2.2 Grouping Equipment Inspections

Where multiple items are being mobilised under a single mobilisation, it may be appropriate to group the equipment under one inspection request. The following conditions must be met:

- All equipment originates from the same vendor
- All items arrive and are demobilised together
- A complete equipment register (e.g. for a tooling or PSV container) is provided

The earliest certificate expiry date from the group will be used for inspection tracking. Grouped items must be represented by a single equipment line on the TE Request in TEMS. This approach streamlines processing and inspection effort for the Central Quality Team.

Grouping Inspections must be approved by a TE Delegate and/or Quality Inspector prior to submitting the TE Request in TEMS.

3.3 Vendor Requirements for Inspections

Vendors are responsible for complying with Vendor Requirements for Temporary Equipment ([X060-A1-SPC-70001](#)). Once a TE Request is issued and accepted, vendors must carry out the following actions:

- **Sign and return the TE Load List:** Confirms accuracy of the listed equipment and that the equipment is in serviceable condition. Handling units (containers, frames, etc.) and weight/dimension data must be included. All items must be clearly labelled to match the Load List.
- **Pre-Inspection Checks:** Vendors must confirm all items are functional, certified, and free from old labels or expired tags. A register of exempt items must be provided.
- **Checklists:** Each Load List equipment line must have a completed Integrated Checklist. Relevant Supporting documentation or certification will be once checklist is completed.
- **Source Inspection Preparation:** For items flagged for source inspection, the vendor must make available the latest TE Load List, completed Integrated Checklist(s), and all applicable certifications. Inspection bookings depend on timely document submission.
- **Non-compliance:** Any issues identified must be raised with the TE Coordinator and Requestor prior to mobilisation. All non-compliances must be resolved before the equipment is dispatched. If the equipment does not meet INPEX specifications, a MoC must be raised and approved.

Before any physical inspection of equipment can be carried out, the signed Load List, Integrated Checklist(s) and accompanying certification must be emailed in advance to TemporaryEquipment@inpx.com.au, and physical copies must accompany the equipment upon mobilisation.

Post inspection, the TE Load List must be updated with container details, dimensions, and weights for shipping purposes.

3.4 Logistics Planning and Coordination

The mobilisation and demobilisation of Temporary Equipment (TE) must be closely coordinated with the INPEX Materials & Logistics teams to ensure timely, safe, and compliant transport across all stages of the TE lifecycle.

TE Requestors are responsible for notifying the Logistics team early in the planning phase—particularly for scopes requiring mobilisation to offshore facilities, or where specific freight constraints, packaging requirements, or Dangerous Goods (DG) are involved. Coordination must align with the intended mobilisation schedule and allow sufficient time for inspections, documentation review, and transport.

Vendors supplying TE must be informed of INPEX's logistics requirements at the time of purchase order creation, including expectations for:

- **Transport planning:** Awareness of mobilisation windows, vessel schedules, and delivery cut-offs (especially for offshore campaigns)
- **Manifesting and labelling:** Clear identification of all items, including accurate weights, dimensions, and handling units on load lists and manifests
- **Packaging and restraint:** Secure and compliant packing of all equipment in accordance with site and industry standards to prevent damage, movement, or dropped object risks

- **Dangerous Goods (DG) compliance:** Classification, labelling, and ChemAlert approval of all DG items before delivery, including clear communication to the M&L team

All TE shipments must comply **Chain of Responsibility (CoR)** obligations, including:

- Provision of accurate freight documentation (e.g. weight declarations, DG statements)
- Use of suitable lifting frames, containers, and restraint systems
- Conformance with the INPEX Packing, Marking and Documentation Specification (0000-AG-SPC-60001 Rev 5) and related M&L procedures

Where TE is to be collected by the INPEX Freight Forwarder, **collection requests must be raised in TEMS**, and vendors must be ready to present the equipment at the designated collection point with all required documentation and identification markings.

Demobilisation is to be managed using the same coordination pathway. TE must be safely packed, labelled, and returned to the designated Returns Hub for dispatch back to the vendor. In all cases, Requestors must ensure appropriate notifications are made via TEMS and coordinate with M&L to complete the return leg.

3.5 Quality Review - Inspection Request

All Temporary Equipment (TE) mobilised to INPEX-operated facilities must undergo a quality inspection to verify compliance with both scope-specific and site requirements. These inspection activities are coordinated and tracked through the Temporary Equipment Management System (TEMS App).

Initiating a TE Request in TEMS enables tracking of inspection status and requirements for each equipment item. The inspection type is selected based on where the verification will take place:

- Source Inspection: Conducted at the vendor's premises
- Goods Receipt (GR) Inspection: Conducted at INPEX warehouses
- Infield Inspection: Conducted at the facility if the warehouse is bypassed

3.5.1 Quality Verification Activities

The TE Requestor is responsible for assigning a Criticality Level to each Temporary Equipment (TE) item in the TEMS system. This selection determines the level of inspection, documentation, and functional verification required. The criticality level drives the level of quality involvement to ensure the equipment is fit for purpose, compliant with INPEX standards, and ready for use.

Source inspections are mandatory in the following scenarios:

- Equipment is sourced from outside the Darwin region or is intended for offshore use
- Equipment failure or non-compliance could impact safety, schedule, or operational continuity
- The equipment is safety-critical, uniquely configured, or interfaces with permanent plant systems
- The availability of the equipment is limited, or the campaign is reliant on its readiness

To support consistent assurance levels, the following criticality framework applies:

Table 3-2 Equipment Criticality Levels

Level	Definition	Typical Inspection Requirements
High	Large scale equipment packages, or Safety-critical equipment, with complex interfaces or significant failure impact	Source inspection, Function test, System Integration Test (SIT), Maintenance checklists, full certification
Medium	Operationally important equipment with moderate complexity or remote supply	Source inspection, Function test, Maintenance checklist,
Low	Ancillary tools or equipment with minimal compliance risk	Certification check and warehouse goods receipt (GR) inspection

Function testing plays a central role in quality verification. Depending on the scope, the following categories apply:

- **Type 1:** A basic operational run to confirm that key safety features—such as emergency stop functionality—operate correctly. This includes checks for oil leaks, vibrations, and overall operational stability.
- **Type 2:** Formal function testing against an INPEX-approved procedure, verifying key performance parameters such as flow rate, pressure, power output, or heat generation as relevant to the operational service. This applies particularly to packages used for flushing, hydrotesting, chemical dosing, or temporary process service.

The TE Requestor must refer to the criticality classifications in Appendix A and assign the appropriate level based on intended use and associated risks. Any deviation from the matrix must be approved by INPEX Engineering.

Quality verification activities are detailed in the Vendor Requirements for Temporary Equipment ([X060-A1-SPC-70001](#)). These activities are directly aligned with the verification criteria set out in the Integrated Checklist ([X060-A1-FRM-60153](#)).

3.5.2 Quality Inspection Scheduling

For equipment requiring Source Inspection, the INPEX Quality Team is notified via the TEMS App through an automated Notice of Inspection. This notice contains the necessary details to plan and coordinate the inspection activity.

A minimum of five (5) business days' notice is generally required prior to the scheduled inspection date to allow adequate planning and ensure Inspector availability.

The INPEX Quality Team will engage the appropriate inspector(s), confirm the inspection location and timing, and ensure all relevant documentation is provided. This includes:

- TE Load List, to verify assigned equipment
- Any special testing requirements or acceptance criteria
- Any additional supporting documents submitted by the vendor

Inspection services are managed and administered by the INPEX Quality Team.

3.5.3 Planning for Source Inspection (Vendor Premises)

The equipment inspection to be performed at Contractor or their sub-Contractor's premises prior to transportation to Company facility. Goods Receipt inspection is also performed on arrival however the GR inspection becomes a validation process rather than another inspection. The Notice of Inspection issued from TEMS should be submitted a minimum of seven (7) business days' notice prior to the projected inspection activity.

The appointed Inspector will inspect the items for compliance against the checklist and certification provided as part of his inspection assignment and if deemed acceptable, sign off on the conformance section of the Integrated Checklist(s) as required.

At completion of the inspection, all compliant items shall be labelled (refer Figure 1-4) or tagged to indicate their compliance to ensure a streamline GR inspection after mobilisation.

3.5.4 Goods Receipt (GR) Inspection

This process applies when equipment inspections are performed upon arrival at INPEX premises. Equipment is delivered to ILNGW or OLB and held at the relevant warehouse until authorised for release by the INPEX Quality Team.

Equipment subject to Goods Receipt Inspection must be delivered to the designated INPEX warehouse at least 48 hours prior to the required date of use. This allows sufficient time for both the Warehouse Goods Receipt personnel and the Quality Inspector to complete their respective checks.

3.5.5 Infield Quality Inspection

The Infield Quality Inspection process is used to verify the continued compliance of Temporary Equipment (TE) that remains onsite beyond its original Work Order duration or intended mobilisation timeframe. This process ensures equipment is still fit for purpose and identifies the need for any in-service maintenance, re-calibration, or recertification.

Infield Quality Inspection applies in the following scenarios:

- The original Work Order has been completed, but the TE is required for use on a subsequent Work Order without being demobilised.
- Hire extension scenarios: Where TE remains in use beyond the original hire end date. In such cases, the TE must be processed as "returned" in TEMS and re-submitted as a new TE Request. This triggers a new Notice of Inspection.

Physically, the equipment may remain in the field while:

- A document review is conducted to assess current certification status
- The TE Requestor engages the equipment owner to clarify any due maintenance or recertification requirements
- An inspector performs a condition assessment at the equipment's location.

If the inspection (equivalent in scope to a Source Inspection) is passed and no further servicing or recertification is required, the INPEX Quality Team will update the equipment status in TEMS and reinstate it for continued use.

Any non-conformances identified must be rectified and closed out before the equipment can remain in service.

In urgent mobilisation scenarios—where operational needs require bypassing the warehouse or standard Goods Receipt process—Infield Quality Inspection may also be used to confirm equipment suitability prior to use.

3.5.6 Risk-Based Sample Inspection for High-Volume Shutdown Equipment

To efficiently manage the onboarding of high volumes of TE during shutdown campaigns, a structured, risk-based assurance framework will be implemented. This approach allows TE to be verified appropriately based on its criticality, while streamlining quality checks and reducing delays. For the Risk-Based sample inspection to be implemented, the Contractor shall have an approved Quality Management Plan outlining how equipment shall be provided to INPEX, which may be by their nominated procedure or work instruction.

TE packages will be entered into the TEMS system as single line items (e.g. "N2 Pump Package"), supported by a detailed component list outlining all equipment included. A Quality Plan which details the approach to sample inspection will be completed by the vendor, confirming that all records—such as certifications, function test reports, and maintenance history—have been reviewed and are available. Supporting evidence, such as a Surveillance Inspection Report (SIR), must also be provided.

Inspections will be executed via:

- On-site sample verification by a Quality Representative, or
- Desktop review of vendor-submitted records by a Quality Advisor.

This framework ensures that:

- Critical TE undergoes full verification prior to mobilisation.
- Ancillary, high-volume TE is assessed through sample-based record reviews, focusing on essential compliance documents.
- Vendors are engaged early, with clear expectations communicated through a shutdown-specific quality plan, enabling them to self-verify and support smooth mobilisation.

Sample inspection criteria will be defined in consultation with the Quality Team, where critical equipment will be prioritised and same sizes defined based on equipment type.

Tagging and identification by the Inspectors of lot sizes greater than ~100 is not possible and therefore vendors will be asked to append tags one the sample based inspection is completed.

3.5.7 TE Transferral to Different Work Order

Where equipment is required for a different Work Order and has not left Company control, the original TE shall have a virtual returns process conducted once a new PO is raised on the new Work Order with a new TE.

The equipment will not need a new inspection provided the expected demob date is within the expiry date given to the equipment as recorded in TEMS on the original TE request. The original CoC expiry date shall be transferred to the new TE along with the original completed Integrated Checklist. If the expiry date is exceeded, it may be reinspected in accordance with 3.6.3.

3.6 Urgent Onshore Inspection

The inspection of equipment not identified and arranged in advance via a service order to an onshore facility may occur by exception.

Example: A contractor is engaged to execute a scope of work where equipment requirements are yet to be determined at time of raising a purchase order due to urgency. The contractor clarifies the scope, requires completion on the day and tooling requiring inspection is requested.

The following steps are required and prior approval by the rostered PTL or MTL:

- Requestor of the vendor's services manually requests an inspection from INPEX Quality Team.

Where the INPEX Quality Team cannot facilitate the inspection in a timely manner (after office hours, no inspector available):

- PTL/MTL (or delegate) assesses the risk based on equipment type and available onshore resources competencies to inspect.
- PTL/MTL (or delegate) requests the vendor to supply the completed checks.
- PTL/MTL (or delegate) reviews the completed vendor checks.
- Qualified resources on the facility complete the inspection checks.
- PTL/MTL authorises the use on facility.
- Resource(s) who completed the inspection and documentation:
 - saves documents to relevant work order
 - sends request via email to ILNGW Team Lead to have equipment GRd
 - sends copy to TemporaryEquipment@inpx.com.au for processing and uploading to relevant Inspection Lot in CMMS

Where the use of the Temporary Equipment is likely to extend beyond 48 hours the TE Requestor shall create a service order to capture the Temporary Equipment on the Issued But Not Returned report for traceability.

3.7 Identification at Facilities

Temporary Equipment must be easily and clearly visually identifiable that it is Vendor owned, not INPEX property. For small items such as radios and leads this can be a vendor marking, label or 'in date' test tag. For larger equipment such as skid-based packages, control cabins, tanks and containers identification should be via a unique identification code on the equipment. This requirement is to ensure simple "in the field" visual indication of the equipment being 'hired'.

In addition to the vendors unique identifier a green INPEX Temporary Equipment inspection tag will be attached to the equipment to visually confirm the equipment has passed the quality inspection process.



Figure 1.0 INPEX Temporary Equipment Inspection Tag

3.8 Ongoing Maintenance Responsibilities and Recordkeeping

Vendors are responsible for ensuring all Temporary Equipment (TE) under their control is maintained in a safe and serviceable condition throughout its period of use on INPEX-operated facilities. The equipment remains in the vendor's care while on site, and routine maintenance activities—including servicing, inspections, and minor repairs—must be planned and executed in a timely manner.

All maintenance must be clearly communicated to and coordinated with the original TE Requestor to minimise disruption to site operations. Any scheduled or reactive maintenance that affects availability or performance must be risk assessed and, where applicable, follow the Management of Change (MoC) process.

Maintenance records must be maintained within the vendor's own system but must also be provided upon request or during in-field reviews. Where servicing occurs while equipment is on site, a record of the work (e.g. updated checklist, maintenance report, or inspection note) must be forwarded to the INPEX Quality Team and uploaded against the TE number in the TEMS App.

Typical examples include:

- Periodic servicing of diesel-driven units (e.g. pumps, gensets)
- Calibration of instrumentation or control panels
- Safety equipment checks (e.g. gas detectors, breathing apparatus)
- Minor repairs conducted under dry hire arrangements

3.9 Equipment Tracking and Site Control

TE Requestors and Vendors must actively assist in tracking the location using Temporary Equipment Management System (TEMS) App and status of TE on INPEX facilities. This is essential to ensure operational visibility, enable timely returns, and maintain control of safety-critical and high-risk equipment.

The primary tracking mechanism is the INPEX TEMS App, where each TE mobilisation is assigned a unique TE number. Vendors must ensure that the Load List accurately reflects equipment planned locations and handling units (e.g. containers, skids) are captured.

Vendors must monitor their TE and provide updates to the TE Requestor and Logistics Coordinators where equipment:

- Has been relocated on site
- Requires servicing or replacement
- Is ready for demobilisation

Failure to track and manage TE location may result in equipment remaining on site beyond its approved timeframe, creating compliance and cost risks. As such, TE must be clearly identifiable and traceable, both visually and within documentation.

Available TEMS reporting tools include:

- Inspection scheduling (Source, GR, and Infield)
- Outstanding or overdue TE by mobilisation end date or CoC expiry
- Equipment movement reports
- Mobilisation and return status with freight interface

Vendors must remain engaged throughout the TE lifecycle and be proactive in maintaining oversight of their equipment's compliance, location, and readiness for return.

3.9.1 Demobilisation

The demobilisation of equipment is also supported in TEMS. TE requestors are responsible for ensuring the returns process is correctly followed using TEMS. This consists of notifying applicable warehouse of demobilisation to engage freight forwarder or vendor collection. Also includes a completion in TEMS to acknowledge the equipment is no longer on facility.

In cases where the requestor is not available on facility to initiate or follow through with the returns process, the requestor must delegate to appropriate personnel. Temporary Equipment is to be returned to vendor at the earliest convenient time to reduce risk to company (e.g. extended cost due to equipment remaining on facility outside hire period covered by CTR).

4 ROLES & RESPONSIBILITIES

4.1 RASCI Matrix

The following RASCI matrix outlines the roles and responsibilities associated with each step in the Temporary Equipment (TE) lifecycle, from planning and request initiation through to inspection, mobilisation, site use, and final demobilisation:

Key:

R – Responsible

A – Accountable

S – Support

C – Consulted

I – Informed

Table 4-1 RASCI matrix

Activity	TE Request or	TE Coordinator	Quality Advisor	Vendor	Quality Inspector	M&L Coordinator	Supervisor
1. Identify and scope TE requirements	R	S	C	S	-	I	I
2. Raise Work Order and TE Request in TEMS	R	C	I	I	I	I	I
3. Review and approve TE Request / Load List	C	R	S	S	I	I	I
4. Apply inspection criticality and initiate inspection	R	C	C	I	S	-	A

Activity	TE Request or	TE Coordinator	Quality Advisor	Vendor	Quality Inspector	M&L Coordinator	Supervisor
5. Vendor pre-mobilisation checks & documentation	I	I	C	R	C	-	I
6. Conduct source inspection at vendor premises	I	I	A	S	R	I	I
7. Coordinate freight, packing and DG readiness	I	C	I	S	I	R	I
8. Perform GR inspection and document control	I	I	A	I	-	I	I
9. Equipment mobilisation to site	I	C	I	I	-	R	I
10. Maintain TE during site use	C	I	C	R	C	-	A
11. Initiate demobilisation and return process	R	C	I	I	-	I	I
12. Verify returned equipment and close TE in TEMS	R	R	C	I	-	R	I

4.2 Key Responsibilities

4.2.1 TE Requestor

The Requestor of Temporary Equipment is typically an Activity Planner, Coordinator or Project Engineer.

All Requestors shall:

- Determine equipment required for scope. The vendor input may be required for this stage to check availability of equipment.
- Complete a Temporary Equipment Request within WO and TEMS
- Request a MoC as appropriate.
- Facilitate mobilisation of TE using TEMS, ensure enough time for transportation and processing before scope commences.
- All consumable to be mobilised as part of the TE request is approved for use on the respective facility. E.g. DG is approved for use in ChemAlert.
- Ensure Return Request is completed to have equipment removed from the facility prior to CoC expiry or Hire End date, whichever comes first.
- Populate WO in accordance with QRG - WMS Work Order Temporary Equipment ([X060-AQ-QRG-70000](#))
- Ensure Quality Criticality is established, and Notice of Inspection is sent in accordance with Section 3.6
- Complete and submit all additional documentation and forms that are equipment or tie in specific to maintain compliance. ([X060-A1-FRM-60153](#))
- Cost control of equipment hire.
- Ensure demobilisation of equipment is actioned or delegated for action in a timely manner after scope completion.

4.2.2 TE Coordinator

The TE Coordinator

- Review the Work Order from the TE Requestor cross referencing the Temporary Equipment Request in TEMS.
- Release TE request when able to be approved and ensure TE Load List and Integrated checklist are available.
- Ensure registers are submitted for all consumables and exempt equipment lines and verify approval for use on facility. e.g. DG is approved for use in ChemAlert.
- Monitor TEMS for issued but not returned equipment and alerting requestors of equipment that is past its expiry date or outside of hire period.
- Trouble shoot use of TEMS and all associated processes or documentation with all end users and stakeholders.
- Ensure all required documentation and forms are completed and submitted to maintain compliance.

4.2.3 Materials Buyer

The Materials Buyer will adhere to the procurement standard. In relation to Temporary Equipment they shall:

- Check op line for TE request number.
- Issue Purchase Order to the vendor/supplier.

4.2.4 Vendor

The nominated Temporary Equipment Supplier shall:

- Receive checks and requirements via the issued TE Request and purchase order.
- Conduct the pre-mobilisation checks, submit certification records, and load list as requested within the issued TE request.
- Collate relevant requested supporting documentation such as certifications, manuals, test results.
- Provide all completed pre-mobilisation checks and supporting documentation in electronic format to TemporaryEquipment@inpx.com.au
- If inspection is set to be performed at the vendor's premises, all completed pre-mobilisation checks and supporting documents will be supplied to the TE Coordinator or requestor. TEMS will generate a Notice of Inspection.

4.2.5 Quality Team

The Quality Team shall:

- Coordinate the relevant equipment disciplined inspectors based on Criticality and timing of request.
- Advise requestor if equipment cannot be released for use due to non-conformances identified; and
- Review certificate of conformity and upload all addition associated supporting documentation and forms.
- Enter the certificate of conformity expiry date in TEMS.

4.2.6 Authorised Quality Inspector

The nominated Temporary Equipment Inspector (Company or Contractor) shall:

- Conduct the inspection(s) as planned.
- Complete the inspection documentation and provide a pdf copy to the INPEX Quality Team.
- Provide a remedial actions list to the equipment provider, TE Coordinator and INPEX Quality Team where non-conformances are identified; and
- Seek assistance from Subject Matter Experts (SME) as and when required.

4.2.7 Materials & Logistics Coordinator

The Materials & Logistics Coordinator will adhere to the logistics standards and procedures, in relation to Temporary Equipment they shall:

- Stage and Ship the Temporary Equipment
- Initiate the Returns Document process when the TE Requestor has delegated them to do so once equipment is no longer required.

4.2.8 Managers / Supervisors

Line managers shall:

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- Ensure the MoC is approved prior to installation of Temporary Equipment into the process.
- Ensure personnel do not operate Temporary Equipment unless they have the required competency.
- Ensure operators are provided with additional training, instruction and information on the equipment operation, hazards, risks, and control measures relevant to their workplace.
- Ensure Temporary Equipment is operated, serviced, and maintained in accordance with manufacturer's specifications and the requirements of this standard.
- Ensure Stop Work Authority is implemented where there is a hazard identified that poses an immediate threat of injury to personnel, damage to the environment, plant and equipment or impact to Company reputation.
- Ensure relevant maintenance records during period of hire are uploaded to the relevant Inspection Lot.
- Ensure that the Returns Document is initiated at the end of the hire period.

4.2.9 Operators

All operators shall ensure:

- Pre-start or pre-use inspections are completed.
- Equipment test tag or Temporary Equipment tag is present and inspection expiry date is not in the past.
- Report any unsafe conditions to immediate supervisor, isolate the equipment then tag as out of service.
- They hold a high-risk work competency or license issued by WorkSafe in accordance with the National Standards for Licensing Persons Performing High Risk Work (National License Standard) if the Temporary Equipment requires such; and
- They have completed the relevant equipment familiarisation; and
- Return the equipment to the designated return point at the end of the task.

4.3 Documents Matrix

Table 4-2 Document Matrix

Documents Matrix	Populate	Approve	Attach
TE Request	R	D	NA
TE Load List	D V	I or Q	I or Q
Integrated Checklist	V	D or R	Q
Action Record Sheet	I or Q	I or Q	Q
Tag*	I or Q	NA	I or Q

*Attach: Documents attached to equipment line in TEMS, Tag: INPEX Temporary Equipment tag attached to equipment.

Key	
TE Requestor	R
TE Coordinator	D
Vendor	V
3rd Party Inspector	I
INPEX Quality Team	Q
Not Applicable	NA

5 REFERENCED DOCUMENTS

The Temporary Equipment Management Procedure is supported by a comprehensive set of documents that provide requirements and guidance for compliance, inspection, logistics, electrical safety, hazardous areas, lifting, and other critical aspects of managing Temporary Equipment (TE) at INPEX facilities. These references must be consulted and applied by TE Requestors, Vendors, Quality Inspectors, Engineers, and Logistics Coordinators throughout the TE lifecycle.

5.1 Core Vendor Documents

- **Vendor Requirements for Temporary Equipment** ([X060-A1-SPC-70001](#)): Defines the minimum standards for documentation, labelling, certification, inspection readiness, packing, mobilisation, and handling. This document is mandatory for all vendors supplying TE to INPEX.
- **Vendor Guideline for the Supply of Temporary Equipment** (X060-AQ-GLN-70006): Supports the above specification with practical examples, checklist guidance, tagging requirements, and clarification on typical non-conformance issues.

5.2 Facility-Specific TE Requirements

- ILNG Temporary Equipment Specification (L060-A1-SPC-70000)
- FPSO Temporary Equipment Specification (S060-A1-SPC-70000)
- CPF Temporary Equipment Specification (B060-A1-SPC-70000)

These specifications define site-specific requirements such as noise limitations, EEHA compliance, hazardous area classifications, and access restrictions. Vendors and planners must confirm the correct document for the relevant operating facility.

5.3 Inspection and Verification Tools

- **Temporary Equipment Inspection Forms** (X060-A1-FRM-60153): Used by inspectors to verify equipment condition and documentation.
- **Temporary Equipment Electrical Installation/Compliance Checklist** (X060-AE-FRM-70002): Mandatory for electrically powered TE with multiple pluggable connections.
- **Offshore Temporary Equipment Authorisation Form** (X060-A1-FRM-70010): Required for POUs and skid-mounted packages deployed to offshore facilities.

5.4 TEMS Application and Process Guidance

- **Temporary Equipment Management App QRG** (X060-AQ-QRG-70000): Quick Reference Guide for navigating the TEMS App.
- **WMS Work Order Temporary Equipment QRG**: Guidance for linking Work Orders and TE Requests.
- **Management of Change – Operate Phase** (X060-A1-PRC-70008): Defines process for managing deviations or risks associated with TE.

5.5 Electrical and Hazardous Area Safety

- **Electrical Safety Standard – Operational Phase** (X060-AE-STD-70002): Defines minimum safety requirements for temporary electrical installations.

- **Hazardous Area Equipment Requirements** (as embedded in site-specific specs): EEHA and IECEx certification requirements for Zone 1/Zone 2 use. Key documents include – EEHA Management System – Inspection, Maintenance and Testing Standard (X060-AE-STD-10000) and EEHA – Portable Electrical Equipment (X060-AE-STD-00009).

5.6 Facility related requirements

- **Lifting Operations Management Procedure** (0000-AG-PRC-60046): Requirements for inspection, tagging, and safe use of lifting and rigging gear.
- **Loose Lifting Gear Specification** (X870-AS-SPC-70000) covers the standards and OEM conformity requirements.
- **Hot Work Procedure** (X060-AH-PRC-60011): Required for TE installations that may involve ignition sources.
- **Hose Management Standard** (X060-AM-STD-60010): Mandatory for high-pressure, chemical, and hydrocarbon service hoses.
- **Storage & Preservation Strategy for Spares** (X060-A1-STR-60105): Applies to INPEX-owned TE held in long-term storage.
- **Portable Hand & Power Tools Procedure** (X060-AH-PRC-60007): Defines safe use and inspection requirements for powered tools.
- **Noise Management and Hearing Conservation Procedure** (X060-AH-PRC-60014): Defines acceptable noise levels and controls for TE during operation.
- **ILNG Heavy Vehicle Inspection Checklist** (L060-AH-FRM-60003) and **ILNG Light Vehicle Inspection Checklist** (L060-AH-FRM-60005): Applicable for TE arriving via registered road transport.
- **Storage & Preservation Strategy for Spares** (X060-A1-STR-60105).

6 ABBREVIATIONS AND DEFINITIONS

Table 6-1 Abbreviations and Definitions

ABBREVIATION/ TERM	DEFINITION
EAMS	Equipment Asset Management System
CMMS	Computerised Maintenance Management System
CPF	Central Processing Facility
DWR	Delivery Without Reference
EEHA	Electrical Equipment for Hazardous Areas
FPSO	Floating Production Storage and Offloading facility
HSEQ	Health, Safety, Environment & Quality
ISSoW	Integrated Safe System of Work
ILNGW	Ichthys Liquefied Natural Gas Warehouse
LNG	Liquid Natural Gas
MATD	Materials Deliver
MSR	Materials Status Report
MoC	Management of Change
MTL	Maintenance Team Leader
OLB	Offshore Logistics Base
OMS	Operations Management System
PTL	Production Team Leader
QAQC	Quality Assurance Quality Control
SES	Service Entry Sheet
SME	Subject Matter Expert
RCTI	Recipient Created Tax Invoice
TEIR	Temporary Equipment Inspection Request
TEMS	Temporary Equipment Management System
UMR	Urgent Material Request
WMS	Work Management System

APPENDIX A: ASSIGNED EQUIPMENT CRITICALITY LEVELS

Equipment	Expanded Description	Function Test Type	Criticality
Fluid Pumping Equipment	Combustion or electrical driven units for flushing, hydrotesting, chemical dosing, and fluid transfer	1	High
Pneumatic Compressors	Air or nitrogen compressors for purging, drying, and inerting equipment	1	High
Hydraulic Power Packs	Temporary units for tool, valve, or actuator operation	1	High
Steam or Power Generators	Diesel or electric gensets for drying, cleaning, and temporary power	1	High
Temporary Service Hoses & Umbilicals / Pressure Piping	Flexible hoses for hydrocarbon, chemical, or high-pressure service	N/A	High
Fluid Processing Units / Skids	Filtration or separation units with pressure vessels and instrumentation	2	High
Haz Zone Rated Mobile Units	Lighting, HVAC, analysers for Zone 1/2 areas	1	High
Nitrogen Converters	Convert liquid nitrogen to gaseous form for purging	1	Medium
Hydraulic Torque Tools	Tensioning and torquing equipment for flanged connections	1	Medium
Unitised Control Systems or SCADA	Portable monitoring, logging or control panels	2	Medium
Pressure Vessels / Bottles / Accumulators	Standalone or skid-mounted gas/fluid storage vessels	2	Medium
Coating / Insulation Equipment	Sprayers and dispensers for coatings or thermal materials	1	Medium
Portable Cabins and Powered Units	MCCs, control rooms, HVAC skids, lighting towers	1	Medium
Rigging & Lifting Equipment	Slings, shackles, blocks, working at height gear	N/A	Medium
Cables / Leads / Junction boxes	Temporary power distribution accessories	N/A	Low
Vendor managed Scaffolding	Modular scaffold systems for temporary access	N/A	Low
Radios and Gas Detectors	Handheld comms and multi-gas detectors	1	Low

Equipment	Expanded Description	Function Test Type	Criticality
Air-Driven Appliances	Air-powered pumps, tools, spools, hoses	1	Medium
Hydraulic Press Tools	Hydraulic press/spreader sets	1	Medium
Calibrated Equipment, Sensors and Measuring Devices	Flow meters, torque wrenches, precision gauges	1	Medium
Portable Tanks & Containers	Nitrogen tanks, quads, chemicals containers	N/A	Medium
Mobile Plant (Non-passenger)	EWPs, site cranes, materials handling equipment (temporary)	1	High
Workshops / Test Cabins	Containerised setups for onsite maintenance or testing	1	Medium
Confined Space Entry Equipment	Tripods, winches, fall arrest systems, and rescue kits	1	High
Breathing Apparatus	SCBA and escape sets used for hazardous environment entry or emergency egress	1	High
Pigging Tools and Equipment	Launchers, receivers, pigs, and pig signallers	2	High
Inspection Cameras and Digital Scopes	Borescopes, pan-tilt-zoom cameras, digital inspection kits	1	Medium
Electrical Load Banks	Temporary load test units for generators, UPS, or electrical systems	1	Medium
Mobile Welding Bays / Flash Tents	Portable shelters or isolation enclosures for hot work	N/A	Low
Dewatering and Sump Pumps	Electric or diesel pumps for drainage or confined space water removal	1	Medium
Temporary Lighting Systems	LED floodlights or tower lights for low visibility areas	1	Medium
Chillers and HVAC Units	Portable cooling systems for comfort or process control	1	Medium
Tank Cleaning Equipment	Automated nozzles, jetting skids, and pumps for tank washing	2	Medium
Waste Management Units	Portable incinerators, compactors, oil-water separators	2	Medium

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