

# TOPAZWORLD

Quarter 4, 2013

## BEST IN CLASS

TOPAZ ENDS 2013 SAFELY AND PROFITABLY

## OPERATION IN FOCUS

A DAY IN THE LIFE OF  
THE TOPAZ SALALAH

## MARKETS & CLIENTS

EXPANDING IN  
WEST AFRICA

Q4  
2013

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IS PRINTED ON  
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## Message from the CEO

Welcome to the Q4-2013 issue of TopazWorld and many thanks for your comments and feedback.

This time we are focusing on the Topaz Way – a definition of what some people call our 'corporate culture'. We aren't content to settle for the norm or the average; we're looking for best-in-class results and leave no stone unturned to achieve that. Performance is not an option in Topaz, it is what we do.

The business reported robust figures on most fronts last year and that's worthy of celebration. This does not however, mean we can rest on our laurels; we're planning for a strong result in the current year, and we have recently raised a \$350 million bond loan that will free up funds for investments in new vessels and additional growth.

Please accept mine and the Topaz Board of Directors' warm congratulations on the milestone achievement of an LTI-free 2013. We now must continue to build on this proud accomplishment. Safety is of paramount importance to us, and so is the professional protection and development that is provided by MLC 2006 – see the update on implementation in this issue.

Don't forget that we welcome your views on anything that might add to your working life, and benefit your colleagues and the company. We're a geographically spread organisation, and a culturally diverse one too, so why not share your stories and especially your photos with your fellow readers of Topaz World?

Until next time,

René Kofod-Olsen

Chief Executive Officer

# OPERATION IN FOCUS

## DANGER AVERTED: A DAY ON THE TOPAZ SALALAH

Date: 12 Nov 2013

Location: Al Shaheen Oilfield in the Arabian Gulf, 80 kms off the coast of Qatar

Weather: Clear, winds NW'LY at 7-8 knots, sea 2-3 ft

The Topaz Salalah, a 61m anchor-handling tug supply vessel (AHTSV) in the Topaz Marine MENA fleet, was conducting dive operations at a Maersk SPM (single-point mooring system) in the Al Shaheen field.

The FSO (floating storage and offloading vessel) Asia was moored at the SPM with an export tanker. Asia is 380m long, with a beam of 68m; it can store over three million barrels of oil. This is one of the four largest ships in the world in terms of tonnage.

The wind caused the FSO to begin swinging toward the SPM and the dive platform. A catastrophic incident could have resulted – but the awareness and sharp reactions of the Topaz Salalah crew meant that the dive crew was recovered swiftly and the vessel moved to safety before the Asia could return to its position.

Subsequently, the Topaz Salalah was highly commended by the management of Maersk Oil Qatar. The Topaz Salalah is a three-time winner of Maersk Oil Qatar's annual LTI-Free Award.

- 0810 hours** Topaz Salalah moored to SPM #2 for diving operations to check chains and subsea hoses.
- 0825 hours** Engine shut down (normal procedure during diving operations).
- 0835 hours** Permit To Work (PTW) diving operations certificate and PTW isolation certificate lock-out / tag-out completed and signed by both vessel and dive party.
- 0847 hours** Diver in the water.
- 0858 hours** Static tow was removed from the export tanker moored on the SPM. Bridge noticed immediately that this loosened the tension of the FSO Asia's hawser, and that, combined with the windy conditions, caused the Asia to start swinging dangerously close to the stern of the Topaz Salalah. Salalah's Bridge team quickly instructed Dive Control to recover the diver from the water.
- 0901 hours** Diver safely back on the surface.
- 0908 hours** Dive Control gave green light to the Bridge to start the engine.
- 0912 hours** Topaz Salalah moved away to a clear area. FSO Asia also moved; with tension restored on the hawser, the FSO Asia was able to return to its normal safe position.



▼ The Topaz Salalah crew during their safety meeting last 31 December 2013



TOPAZ IS VERY PROUD OF THE QUICK ACTION AND PROFESSIONALISM DISPLAYED BY THE SALALAH'S CAPTAIN AND CREW.

COO ROY DONALDSON SAID:

*"THE SAFETY OF OUR PEOPLE IS OF VITAL IMPORTANCE AND WE ENSURE THIS THROUGH CONTINUAL PEOPLE INVESTMENT AND TRAINING. HOWEVER THIS IS MINOR COMPARED TO THE COMMITMENT OF OUR CREW ON BOARD IN ENSURING THAT THEY ARE CONSTANTLY AWARE AND ARE TRAINED TO NOT ONLY KEEP THEIR TEAM SAFE BUT ALSO ALL OTHER PEOPLE THEY WORK WITH.*

*AS AN OLD CAPTAIN AND FROM A TOPAZ CORPORATE-STANDPOINT TODAY, I AM EXTREMELY PROUD TO CALL THE SALALAH CREW MY WORK COLLEAGUES."*

### The Qatar Whale Shark Project

Every year sees huge numbers of whale sharks congregating in the Al Shaheen field. The Qatar Whale Shark Research Project observes and studies the phenomenon, aiming to gather information about the mysterious gentle giants which will help to ensure their future.

Al Shaheen, the largest offshore oil field in Qatar – it produces a third of Qatar's oil – is operated by Maersk Oil on behalf of Qatar Petroleum. Topaz Marine provides supply vessel support to Maersk Oil Qatar. The Topaz Salalah has been used as the support vessel on the Qatar Whale Shark Project.

More information:

[www.qatarwhalesharkproject.com](http://www.qatarwhalesharkproject.com)

# GETTING TO KNOW ...

FOR THIS ISSUE OF TOPAZWORLD, WE ASKED:  
“WHY DID YOU GO TO SEA?”

**PRIJESH MALLAYI, BOSUN, TOPAZ JEBEL ALI**  
REPLIED:



“MY FATHER WAS A SEAFEARER.

GROWING UP I ALWAYS WONDERED HOW HE COULD SPEND MOST OF HIS VALUABLE TIME AT SEA. I WONDERED HOW, DESPITE BEING AWAY FROM US, HE WAS STILL ABLE TO PROTECT OUR FAMILY.

SO WHEN I WAS 19 AND JUST FINISHED HIGHER CLASSES IN MY SCHOOL, I TOLD MY FATHER THAT I TOO WANT TO BECOME A SEAFEARER.

I FIRST WENT TO SEA IN 2003, AND IN THE 11 YEARS SINCE, I HAVE COME TO RESPECT MY FATHER’S SKILLS AND UNDERSTAND HOW DIFFICULT A CAREER AT SEA IS.

## ABOUT ME

Prijesh Mallayi, Bosun. I have been with Topaz Marine for about five years. It is a very interesting job at a company that has good leadership and good officers. It behaves well towards its people too, sorting out crew members’ problems immediately.

## MY ROLE ABOARD THE JEBEL ALI

As Bosun on the Topaz Jebel Ali, I am in charge of all deck maintenance and cargo operations, working from the chief officer’s job orders. My typical shift runs 0600 to midday then 1800 to 2400.

## MY EXPERIENCE AND EXPERTISE

My friends and relatives pushed me to study for university but I decided to help my father provide for our family. I took a four-month pre-sea training course and obtained my seaman’s book, then I joined an offshore company as an AB in Qatar. I joined Topaz Marine in 2008 as an AB. In 2011 I was promoted to Bosun.

I am a professional seaman with good skills and good colleagues, and I believe the company and my colleagues are happy with my attitude and behaviour.

## HIGHLIGHTS OF MY CAREER AT TOPAZ

The Topaz Marine stop card system is a very useful safety measure, and any crew member should produce at least four stop cards in a month. Each month the vessel’s Captain declares a winner of the best stop card; I have won the prize three times.

## ABOUT MY FAMILY

I have a wife and daughter who live together with my father, mother and two younger brothers in Mahe, Kerala, India.

## AN INTERESTING THING ABOUT MYSELF

I am a good singer and I like to write during my spare time – my colleagues don’t know this about me!

## MY FAVORITES

Favourite movie?

Avatar

Favourite food?

Chicken fried rice

Favourite sport?

Soccer – I like to play!

Favourite holiday destination?

Bangkok – I like to visit tourist places of the world with my family.

# CELEBRATING SUCCESS



## CHARITY ADVENTURE HELPS BRING BOOKS TO SCHOOLS



“It was an eye-opening experience in so many ways,” says Topaz Deputy Chief Financial Officer Jay Daga. He’s talking about a week-long adventure challenge in India’s Uttarakhand state in November last year that included three days of trekking with wilderness camping in the foothills of the Himalayas, white-water rafting on the Ganges, and mountain biking.

Those taking part had to raise a minimum of AED 15,000 each for the Gulf For Good charity – two-thirds of which went towards building libraries in poverty-stricken schools. The money went to the program Room To Read and contributed to building and stocking the first ten school libraries in the Uttarakhand region. Part of the expedition included spending a day with kids at one of those schools.



In the last 12 years Gulf For Good ([www.gulf4good.org](http://www.gulf4good.org)) has completed 42 of these challenges, raising more than AED 7 million for schools, hospitals, orphanages, and medical equipment in 23 countries.

Jay has also been a governor of Gulf For Good for a year now. “People get involved for many reasons,” says Jay. “But first and foremost it’s a chance to give something back to society. You travel with really interesting people who share the same values, and you go to really interesting places – all the while helping people less fortunate than yourselves.”

Jay hasn’t finished yet – he will soon be off to another G4G adventure, cycling up to 500km in six days along the mighty Mekong River in Southern Laos, all while helping the education of impoverished local children.

## BUE KAZAKHSTAN RECEIVES TOP CSR AWARD

BUE Kazakhstan has been honoured with a Paryz Award from the government of Kazakhstan.

Galiya Shayakhetova, Senior HR Specialist at BUE Kazakhstan, received the award on behalf of the company from Prime Minister Serik Akhmetov at a ceremony held at the Independence Palace in Astana on 20 December last year.

Paryz means ‘responsibility’ in Kazakh, and the Awards are the country’s highest recognition of excellence and leadership in business – especially in corporate responsibility and social projects.



▲ Galiya Shayakhetova, standing 2<sup>nd</sup> from the right, received the award on behalf of BUE Kazakhstan

## NICO - TOPAZ TEAM SHOW THEIR CLASS AT CRICKET

The Nico International and Topaz Energy and Marine cricket team showed it had the power to be a force in the Spinz Challengers Cup at Dubai Sports City in November, reaching the quarterfinals of the quickfire short-format indoor cricket tournament that has been described as indoor cricket’s equivalent of Twenty20. Danube eventually won the trophy, but the Topaz team will be back next year!

And a few days later, the team went one better, winning the Plate Event Cup in the ESAB Cricket Tournament. Nico defeated Fab Tech International in a closely fought final. More than 500 players and 54 teams from the engineering fraternity took part in the two-day indoor cricket competition held at Insportz Club in Dubai’s Al Quoz.



The team at the Spinz Challengers Cup, from left to right: Manoj Cherian (Afloat Repairs), Saptarshi Sarkhel (Marketing), Jagadeesh Janardhanan (Logistics), Radhakrishnan Nair V.K. (Logistics), Shibu George (Stores), Vineeth Nambiar (Admin), Tejas Shah (Finance), and Rahul Mathur (Risk & Compliance)



The team at the ESAB Cup, from left to right: Jagadeesh Janardhanan, Saptarshi Sarkhel, Abbas Shaikh, Shibu George, ESAB representative, Radhakrishnan Nair V.K., Vineeth Nambiar, and Favas M. (Workshop)

## A WARM WELCOME FOR FAYE, SEEMA AND SOPHIE

In the last issue of Topaz Word we reported on the arrival of the Topaz Amani, the first of five new platform supply vessels being built by Fujian Southeast Shipyard in China. We have now taken delivery of three more of these PSVs.

All share the same specifications – 75 metres long, 3,300 deadweight ton (DWT), fitted with fire-fighting class 1 and dynamic positioning class 2 capabilities.

The Topaz Amani is named after the daughter of Topaz Chairman Samir J. Fancy; the next three are all named after the daughters of Board members – Topaz Sophie (named for the daughter of Mr Stephen Thomas), Topaz Faye (the daughter of Mr Ali Hassan Sulaiman) and Topaz Seema (the daughter of Mr Yeshwant Desai).



▲ During the delivery of the Topaz Faye, Topaz Legal Counsel Anna Shilovskaya with Steve Yeoh, Nam Cheong Offshore PTE representative

# FINANCE UPDATE



Another successful year for Topaz

Topaz has just reported its financial results for 2013 - and once again they show a continued improvement in both revenue and EBITDA.

Revenues were up by over a fifth on last year's figure, and operating earnings came in an 18 percent improvement over 2012.

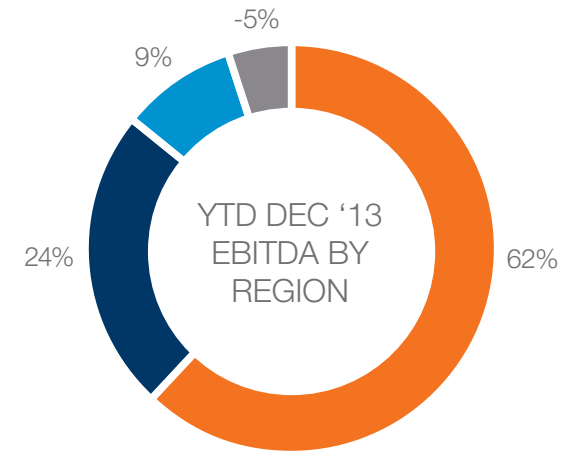
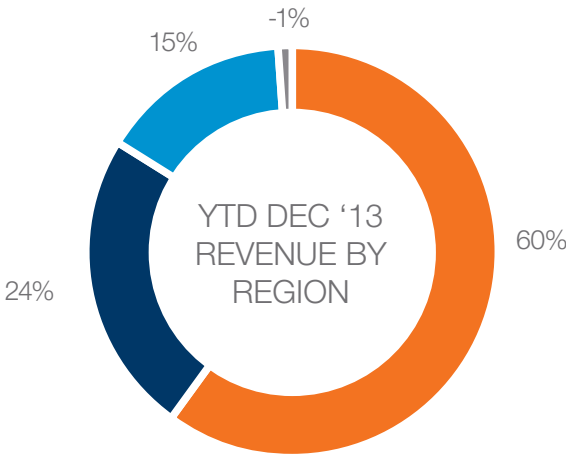
The operations in the Caspian remain the biggest bulk of the business, responsible for 60 percent of revenue and an even larger share of the earnings. With a 60-strong fleet there at the moment plus ongoing plans for the deployment of additional new vessels, 2014 promises to be an even better year for the region.

MENA with 22 vessels also performed well, contributing about a quarter of 2013's revenue. The focus for 2014 will be on achieving higher utilisation of its existing fleet.

The Global business – including the exciting and expanding market of West Africa – is expected to grow. Two new PSVs are being deployed in Nigeria this year.

Aside from vessels mentioned above, Topaz has 3 new vessels which will be added further to the fleet in 2014.

✉ For comments, please email Jay Daga at [jay.daga@topazworld.com](mailto:jay.daga@topazworld.com)



● Caspian ● MENA ● Global ● Corporate / Adj

# FUN PAGE

Scan and email us your correct submissions on or before 15<sup>th</sup> April 2014 and one lucky winner will win a digital camera!

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QUOTABLE QUOTE

“A goal is nothing more than a dream with a time limit.”  
- Joe Griffith

“Arriving at one goal is the starting point to another.”  
- John Dewey



Congratulations to TopazWorld Q3-2013 wordsearch winner: Grace Rivera of Legal Department, seen here receiving her prize from COO Roy Donaldson. Thank you to all who submitted entries.

Answers to previous wordsearch:  
1) MLC 2) Caspian 3) Saipem 4) Abu Dhabi 5) Iftar 6) Russia 7) Gulf of Mexico 8) Safety Culture Survey 9) levoli Sapphire 10) People 11) Basket

Word Search

- 1. A program by Gulf for Good that helps build and stock libraries in impoverished schools
- 2. The system that aims to encourage and drive a performance culture to support the Company and employee's growth
- 3. One of the largest oilfields in the Arabian Gulf
- 4. Contributed about a quarter of 2013's results
- 5. Normally shut down during diving operations
- 6. In Kazakh, this means responsibility
- 7. In charge of deck cargo and maintenance
- 8. Project which helped free up funds for investments in new vessels and additional growth
- 9. Helps identify training requirements and provide clear career development paths for seafarers
- 10. Three-time winner of the MOQ Annual LTI-Free Award
- 11. A new platform supply vessel on the Topaz fleet
- 12. The roadmap which embodies and guides Topaz corporate culture



\* Remember some answers can be found backwards.  
Type "wordsearch" in the subject and email us at [topaz.communications@topazworld.com](mailto:topaz.communications@topazworld.com)

# MARKETS & CLIENTS

## EXPANDING IN WEST AFRICA

### Why West Africa?

West Africa is one of the most buoyant markets in oil and gas. In particular, deeper water activity is growing fast: stable oil prices mean it is less risky for operators to develop the more difficult fields, and that has resulted in a boom in exploration and production in depths of 2,000 ft and above.

That means more business opportunities for OSVs.

Topaz has a well-established reputation as an operator of modern, technologically advanced vessels. The youth and operational flexibility of our fleet gives us a real advantage in the face of increasingly stringent safety regulations and vessel age restrictions. The arrival of new technology in both communications and ship operations mean that Topaz can bring its high standards to deeper, and more distant waters.

### Where are we operating?

Topaz currently operates in Nigeria, Cameroun, Congo and Angola – while most of our operations are in Nigerian waters we have been awarded shorter-term contracts in the other countries.

We have a full operational office in Port Harcourt, Nigeria and have recently developed a new partnership there. We are also discussing joint venture opportunities in Angola.

Joint ventures are an important aspect of operating in the area. Topaz is committed to contributing into the economies where we operate; we are looking for JVs with fully-fledged partners who can contribute local knowledge and 50% of the funds required for investment in the vessels with Topaz providing the technical and operational expertise required.

Our commitment to West Africa has recently been rewarded with a new three-year charter for the Topaz Amani and Topaz Sophie, two of our new 75m 3,300 DWT platform supply vessels. Both have DP2 and fire-fighting class 1 capabilities. In total we have ten vessels operating in the region.

TOPAZ SECURED A TWO-VESSEL CONTRACT FOR OFFSHORE OPERATIONS IN NIGERIAN WATERS IN 2011. THAT REPRESENTED A NEW MARKET FOR THE COMPANY, AND FOLLOWED THE DEVELOPMENT OF A TOPAZ MANAGEMENT TEAM FOR WEST AFRICA.

### What next?

Angola is one of the boom areas for offshore, with some 150 support vessels in operation, and that is why Topaz is looking for expansion there.

At the same time the Nigeria base is expanding and we have recently moved to new offices.

As we mobilise new vessels we will increase support staff and facilities; this will be done in a structured and organised way. Topaz policy is to train and promote from within, and that applies in West Africa too; offering clients “high-tech tonnage” increases the need to train local staff in areas such as DP qualifications and SOLAS.

### Last words

West African markets are large and growing strongly, and they will reward those that are well prepared with the right strategy. Business growth in this region is not without risk, but the opportunities are exciting. Topaz is committed to increasing its operations in West Africa while minimising those risks.

Topaz is established now as a major player there. We look forward to exploring further market opportunities during the coming years.



# TOPAZ EVENTS



## SEASONAL FESTIVITIES ALL OVER TOPAZ

Topaz staff said goodbye to 2013 and welcomed the New Year in style.

For Dubai, there was a party for 130 team members and their children on 6th December. A champagne welcome at the Le Royal Meridien Beach Resort was followed by a kids dance number before dinner; there were warm seasonal messages from Topaz CEO René Kofod-Olsen and special guest Stephen Thomas, Renaissance CEO.

For some lucky guests, there were great raffle prizes including meals at top Dubai restaurants. Gary Strange, Legal Manager at Topaz, scooped the Grand Prize – an iPad Air.

There was a separate kids party featuring face painting, fun games, balloon bending and a magic show – and of course Santa made an appearance, bearing gifts for the children.

In Doha on the same night, the Topaz team was at the Four Seasons Hotel for a festive evening hosted by Topaz Marine MENA GM Richard Ayling. Again there was dinner, dancing, games and a raffle draw. Richard Ayling handed out the award for Best Department for 2013 to the Accounts Department.

And the Caspian team celebrated at the PR Restaurant in Aktau, Kazakhstan, on 27th December, with dinner, entertainment and a charity auction for the New Year cake.

Seasonal celebrations were not just land-based. There was dinner plus fun and games on board the Topaz Jebel Ali on 24th December, Topaz Salalah on 25th December and DMS Fortune and Topaz Rayyan fitted in both a party on Christmas Day and a Year End party on 31st December.

**1-3)** Topaz Dubai staff at the year end party  
**4-5)** The kids helped Rene pick the winners for the raffle draw **6-9)** Santa and the clown entertaining the kids with games and magic tricks **10)** Welcome message from Rene **11-18)** The Topaz Rayyan crew having fun games during their year end party **19-21)** Giving of prizes to the game winners during the Topaz Rayyan year end party **22)** Topaz Marine MENA Doha Accounts team **23)** Topaz Marine MENA year end party hosts, Gina Fineza, Gen Casas and Eppie Moises **24)** Topaz Marine MENA group photo **25)** Christmas dinner aboard the DMS Fortune **26)** Topaz Jebel Ali crew year at their Christmas dinner

## TOPAZ MARINE DOHA IFTAR



## TOPAZ WALKS FOR BREAST CANCER AWARENESS

Over 15,000 people took part in the Pink Walkathon at Dubai's Zabeel Park on 1st November 2013 – and 25 of them were Topaz staff, sponsored by the company as part of its CSR initiatives.

The event was part of the BurJuman Safe and Sound Campaign, one of the region's largest and most comprehensive breast cancer awareness campaigns.

The Pink Walkathon itself was followed by a line-up of fantastic events – a live band, food stalls, dancers and entertainers, face painting and play areas for kids, a Pink Bazaar, and the chance for registered participants to win prizes.

## HAIYAN RELIEF DRIVE

The devastating Typhoon Haiyan – unofficially the strongest ever recorded – hit the Philippines on 8th November 2013. By the time it passed it had killed over 6,200 people in the country and left thousands homeless or without essential services.

Many Topaz staff and crew have family in the Philippines who were affected by the super typhoon, and Topaz organised a company-wide relief drive that attracted tremendous support from both onshore and offshore staff.

A total of AED 18,028 was collected, and was matched in full by the company.

# HR & CREWING

## THE TOPAZ WAY A KEY ENABLER TO SUCCESS

The “Topaz Way” outlines the values and principles expected from every Topaz Employee. This drive must form part of our core DNA and the way we run our company!

As a reminder to all that if you,

### SEE IT - YOU OWN IT

- ✿ We are watchful and aware, on the lookout, for things that can be enhanced in the organization and not just limited to our own function!
- ✿ We share or take responsibility for the outcome!

### IF YOU HAVE THE CAPABILITY—YOU HAVE THE DUTY!

- ✿ We are willing to make a difference beyond our call of duty!
- ✿ We take responsibility for contributing in areas where we can make a true difference!
- ✿ We offer help proactively!

### STATUS QUO—IS REGRESS

- ✿ What worked yesterday may not work tomorrow because of our dynamic industry and in general!
- ✿ We need to be at least one step ahead and always ambitious!

### ACCEPT NO LOSS OR ACCIDENT WHICH COULD HAVE BEEN AVOIDED USING CONSTANT CARE

- ✿ We will not suffer any incident that is a result of carelessness!
- ✿ We take the company and our business personal!
- ✿ We never make the same mistake twice!

### WE WIN TOGETHER

- ✿ We celebrate success together!
- ✿ We build relationships that last!
- ✿ We trust team capabilities!
- ✿ We always put corporate and group objectives first!

## UPDATE: MLC 2006 IMPLEMENTATION

Most of you will now be familiar with the Maritime Labour Convention 2006 (known as MLC 2006), particularly if you are sailing on a vessel under a flag which has ratified the Convention. Vessels under Marshall Islands, Cyprus, St Vincent and the Grenadines, Russia and Cayman Islands flags have either undergone or are undergoing MLC audit inspections, and we're pleased to confirm that so far 50% of applicable vessels already have Full Term MLC compliance certificates, with the remainder either holding short term certificates or with audits being scheduled. For those of you on small vessels you will not see any MLC auditors, as certification is required only on board vessels >500grt – however that does not mean that you are not covered by MLC 2006. Our Seafarer Employment Agreements and Crewing policies and procedures have been updated to comply with the Convention, and these apply to all our vessels. Please ensure you familiarise yourself with the new procedures, in particular those covering Seafarer Employment Agreements and On Board Complaints.

✉ For comments, please email Katie Lea at [katie.lea@topaz-marine.com](mailto:katie.lea@topaz-marine.com)

## COMPETENCE ASSURANCE PROGRAM

We are pleased to announce that we will soon be introducing our Competence Assurance Program (CAP) within the fleet. Taking guidance from both IMCA and OPITO we have defined competence standards for certain safety critical roles – these standards reflect the minimum levels of knowledge and ability that a person must demonstrate in order to perform effectively in that position. During the initial roll out of the CAP the following positions will be included:

- Masters
- Chief Officers
- Second Officers
- Chief Engineers
- Second Engineers
- Electro-Technical Officer (ETO)
- AB/CR (large DP2 vessels)

A team of competence assessors will rotate around the fleet and assess each individual's performance against the Company's standards. This will mostly involve assessors checking work records or observing seafarers carrying out their day to day tasks. The benefits of the CAP are:

- Having clearly defined competence standards will allow users to understand exactly what is expected of them in their current roles
- Users can also see what competences are required for senior positions, which helps to plan career development
- Competence assessments will help to identify any training needs, and appropriate training and development programs can be tailored to individuals
- We can demonstrate to our clients and regulatory bodies that our workforce has all the necessary skills and knowledge to perform their jobs safely and effectively
- Most importantly – a competent workforce is a safe workforce

We will update you with more details in due course.

✉ For comments, please email Katie Lea at [katie.lea@topaz-marine.com](mailto:katie.lea@topaz-marine.com)

## PERFORMANCE MANAGEMENT SYSTEM: WHAT IT MEANS TO YOU

Topaz Performance Management Policy aims to encourage and drive a performance culture to support both the Company and individual's growth. It also creates a performance culture that gives employees a clear sense of purpose, spells out what is expected of them, and maximises their contribution to the organisation's success.

The new Topaz Performance Management Dashboard has gone live. The Performance Management Dashboard is not a new process but simply an adaptation of the current Performance Management Policy which aims to provide a fair and objective review of employees' performance during the year as part of a professional development plan for each employee. It will be largely down to the individual employee to take ownership of this development, but Topaz is keen to encourage a spirit of continuous improvement.

This Dashboard provides a simplified platform for the managers to review last year's performance and also to set goals for the current year. This will provide clarity to the employees in terms of the company's expectations of them.

The Performance Management Dashboard consists of five sections, Previous Year's Goals, Competencies, Personal Development, Career Planning and Next Year's Goals.

You will find the link to the Performance Management 'dashboard' at <http://tpztmmgr/scorecard/> which will take you to the login screen.

This has been rolled out for the shore staff as of now but we plan to introduce this for senior officers by the end of 2014.

✉ For comments, please email Ealbra Moradkhan at [ealbra.moradkhan@topaz-marine.com](mailto:ealbra.moradkhan@topaz-marine.com)

# QHSE UPDATE

## NOT RESTING ON OUR LAURELS

Dear Colleagues,

2013 finished LTI-free, the first such year for Topaz Marine since 2010. This was very important for the Company, but more so for every employee and client. It indicates a positive step forward in our safety culture and awareness which allowed us to expand our fleet, recruit more employees and increase the number of operations all whilst continuing to work - ashore and afloat - in the safest possible manner.

In addition, Topaz Marine continues to out-perform industry benchmarks and the majority of our other safety Key Performance Indicators were on, or above, target for the year. Coupled with continuously high levels of pro-active reporting and the guidance obtained from the Annual Safety Culture Survey, these developments will allow us to aim for improved goals in the future.

However, the road to building a strong, sustainable safety culture is long and these wins are only the first few steps on our journey. We should all be aware that our well-being and performance - as individuals and as a company - can be affected in a very short time and we should therefore not look to become complacent and rely solely on our past performances.

With the continued application of the professional care, attention and dedication that were apparent in returning such positive results last year, I am confident that every member of the Topaz family can continue to build on 2013 as a stepping stone into a bigger, better and safer 2014.

Well done, thank you to everyone and - as always - stay safe!



Ian Trebinski, Group QHSSE Manager

## 21 NOV 2013: BASIC FIRST AID TRAINING FOR OFFICE FIRST AIDERS AT ENERTECH QATAR



On the right is our end of year performance figures for our most important QHSE Key Performance Indicators (KPIs). If you have any question or require clarification on any of these KPIs, please do not hesitate to approach any member of your local QHSE team.

## TOPAZ JAFILIYA AND JUMEIRAH COMMENDED BY TOTAL

On 16th January, the Managing Director of TOTAL E&P Qatar, Guillaume Chalmin, wrote to Topaz Marine MENA GM, Richard Ayling. The memo contained the highest praise for our operations with TOTAL, undertaken by the sister-ships Topaz Jafiliya and Topaz Jumeirah.

TOTAL Qatar completed 2013 without recording a single LTI or Recordable Case; this in itself is a remarkable result, but even more so given our vessels' contribution - these 2 ships account for 97% of all TOTAL Logistics contractor working hours in Qatar!

As Mr. Chalmin's letter states - echoing my own comments on the left - in order to build upon this performance and our relationship with such an important client, it is essential that we reinforce our current efforts to maintain our safety record and develop truly sustainable safety results and cultures.

The examples set here by the crews and officers on-board Jafiliya and Jumeirah give us all something to be proud of and aspire to; by applying the same levels of care and professionalism, every member of the Topaz family can similarly provide the same sort of contributions to our safety performance.

✉ For comments, please email Ian Trebinski at [qhse.news@topaz-marine.com](mailto:qhse.news@topaz-marine.com)

| OUR TARGET                                     | OUR PERFORMANCE | WHAT DOES THIS MEAN?                                                                                             | HOW CAN YOU HELP?                                                                                                                                                                                                                                                                                                                                                                                                                 |
|------------------------------------------------|-----------------|------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| FATAL ACCIDENT RATE<br>ZERO                    | ZERO            | THE NUMBER OF FATAL INCIDENTS PER 100 MILLION MAN HOURS                                                          | ENSURE YOU AND YOUR COLLEAGUES ARE WORKING SAFELY AT ALL TIMES; <ul style="list-style-type: none"><li>• USE ALL RELEVANT PPE</li><li>• ENSURE YOUR WORK AREA IS FREE OF HAZARDS</li><li>• MAKE SURE YOU HAVE THE CORRECT, UP-TO-DATE RISK ASSESSMENTS AND PERMITS TO WORK</li><li>• COMPLETE TOOLBOX TALKS, WITH ALL NECESSARY PERSONNEL PRESENT</li><li>• USE THE STOP WORK AUTHORITY WHENEVER A POTENTIAL RISK ARISES</li></ul> |
| LOST TIME INJURY FREQUENCY<br>ZERO             | ZERO            | THE NUMBER OF INJURIES RESULTING IN LOST TIME FROM WORK PER 1 MILLION MAN HOURS                                  | ENSURE YOU AND YOUR COLLEAGUES ARE WORKING SAFELY AT ALL TIMES, AS PER ABOVE.                                                                                                                                                                                                                                                                                                                                                     |
| ENVIRONMENTAL INCIDENT FREQUENCY<br>ZERO       | 1.46            | THE NUMBER OF INCIDENTS RESULTING IN ENVIRONMENTAL IMPACT PER 1 MILLION MAN HOURS                                | ALSO, ENSURE THE FOLLOWING: <ul style="list-style-type: none"><li>• ALL EQUIPMENT IS IN GOOD ORDER AND SAFE TO USE</li><li>• ENSURE ALL EQUIPMENT IS CORRECTLY FITTED / STORED AND DOES NOT PRESENT A POLLUTION RISK</li><li>• CONTAINERS ARE SECURED AND READY FOR SEA / TRANSPORTATION</li></ul>                                                                                                                                |
| TOTAL RECORDABLE CASE FREQUENCY<br>< 1.6       | 1.22            | THE TOTAL NUMBER OF INJURIES & ILLNESSES (NOT FIRST AID CASES), INCURRED BY THE COMPANY, PER 1 MILLION MAN HOURS | ENSURE YOU AND YOUR COLLEAGUES ARE WORKING SAFELY AT ALL TIMES, AS PER MEASURES TO AVOID FATALITIES AND LTIS (ABOVE). ALSO, REPORT ALL ILLNESSES AND HEALTH ISSUES IMMEDIATELY; A SMALL PROBLEM CAN QUICKLY BECOME A NEED FOR SERIOUS MEDICAL TREATMENT BUT THIS MAY BE AVOIDED BY ALLOWING STAFF TO TAKE EARLY, EFFECTIVE ACTION.                                                                                                |
| PRO-ACTIVE RECORDABLE CASE FREQUENCY<br>> 1300 | 1836.17         | THE NUMBER OF SAFETY OBSERVATIONS & NEAR MISSES REPORTED ACROSS THE COMPANY, PER 200,00 MAN HOURS.               | STAY ALERT AND AWARE OF ALL POTENTIAL HAZARDS AND RISKS; SPOTTING AND REPORTING A SMALL PROBLEM EARLY MAY PREVENT A SERIOUS ACCIDENT LATER. IF YOU ARE INVOLVED IN OR OBSERVE A NEAR MISS, ENSURE IT IS REPORTED - WE CAN ALL LEARN FROM THESE INCIDENTS AND PUT THINGS RIGHT BEFORE SOMEONE IS INJURED, OR SOMETHING IS DAMAGED, NEXT TIME.                                                                                      |



View from the Topaz Installer of the Dolwin Alpha station in Borkum West II wind farm in German waters, July 2013. Photo courtesy of David Vega Donayre, Chief Officer, Topaz Installer