

**BAHAR ENERGY OPERATING COMPANY**  
**MONTHLY REPORT**

**June 2020**

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## **EXECUTIVE SUMMARY:** *Reported by the President*

A summary of activities during June 2020 are below:

### **a) Health Safety and Environment:**

- June was again a positive HSE month for BEOC as there were no LTIs, TRIR remained at zero, and there were no reportable spills. This is commendable as 51 PTW were issued, and ten safety inspections and 20 TSOP cards were collected.

Unfortunately, one Road Traffic Accident (RTA) recorded during this month. A traffic accident occurred while a company vehicle was moving from Zyxh to Hovsan. The company vehicle suffered some damage but no injury to BEOC employees. An investigation is ongoing.

-BEOC Board has approved and released a BEOC Corona Virus Plan

- To take necessary precautions for the prevention of potential employee infections from the coronavirus (COVID 19), the Body Temperature of all employees coming to the workplace is being checked, and all company rental busses for employees are regularly disinfected.
- Before commencing crew change operations for the offshore, BEOC has organized medical check-ups for all employees.

### **b) Production:**

- Oil production was 611 Bopd, up 16 Bopd from May 2020.

- Gas production was 18.9 MMcfd, which was slightly higher by 0.3 MMcfd from May.

- BEOC also utilized 3.1 MMcfd for fuel gas in Gum Deniz& Bahar operations. The increased gas utilization was the result of having to deliver gas to sales at higher pressure, which required additional compression.

### **c) Workovers:**

- In Gum Deniz, four workovers and well service jobs were completed, of which three wells were successfully returned to production during the month.

- Due to "COVID-19" the pandemic virus, WO operations were temporarily suspended in the well#169, PLT.168, Bahar field.

### **d) Construction:**

- To prevent the threat of the spread of coronavirus, given the instructions and recommendations of the relevant Government Agencies, BEOC ordered all major repair and construction works, with the possible support of day-to-day operations, temporarily stopped on the BH platforms.

### **e) Subsurface**

- The work continues building geo and simulation models for main producing reservoirs in both GD and Bahar fields.

- Simulations are being prepared for the Gum Deniz waterflood pilot areas. Preliminary results indicate the potential to demonstrate waterflood performance in these discrete blocks. Operations and Construction teams have started pilot injection in Area "A" from GD PLTM 450 and in the central area in the horizon VIII from Platform 209a.

### **f) General Management**

- BEOC continues to monitor the Corona Virus situation cautiously, and it is complying with all SOCAR and Ministry directives to ensure the safe workplace for all our employees and contractors.

## I - HEALTH, SAFETY & ENVIRONMENT: *Reported by Nuslet Safarov Head of HSE Division*

### a) Summary: HSE:

- 0 near-miss incident was recorded in June;
- TRIR is 0 by the end of June.

### b) Monthly Safety statistics for June 2020

Month	LTI	Man Hours	TRIR	Incidents (FA, LTI, NM, PD, RT)	PTW
January	0	133831	0	0	94
February	0	118773	0	1	76
March	0	128686	0	0	54
April	0	93337	0	0	27
May	0	109502	0	0	33
June	0	118542	0	1	51
<b>Total</b>	<b>0</b>	<b>702671</b>	<b>0</b>	<b>2</b>	<b>335</b>

#### Legend:

- LTI: Lost Time Incident
- Man Hours: Total number of man-hours worked
- TRIR: Total Recordable Incident Rate (Number of Injuries and Occupational Illness X 200,000 / Employee hours worked)
- Near Miss: Near Miss Incidents number
- PTW: Permit to work

### c) High-Level HSE Comments:

- 1 Road Traffic Accident (RTA) recorded during this month.

On 22.06.2020, a chain traffic accident occurred while the company car with plate number 99-PC-768 was moving from Zyxh to Hovsan. The company car got some damage but no injury to BEOC employees. An investigation is ongoing.

### d) HSE Activity

#### - HEALTH:

- Before commencing crew change operations for the offshore, BEOC organized medical check-up to be confident about the health condition of workers.
- HSE department has been taking preventive disinfecting actions in the buildings and main roads against potential Corona Virus infection.
- Installed 25 special dispensers for hand sanitizer regularly control and fulfill by HSE representatives at the BEOCL premises
- The body temperature of the workers coming to the workplaces have been measured by a remote temperature meter at the "Gum-Deniz" island Checkpoint, and the workers with high temperatures are sent to the medical facilities located in the residential area.
- Snake repellent treatment was proceeded to carry out at the Office administrative building's vicinity and at the site workshops.

- 49 BEOCL employees applied to First Aid Room with non-work related diseases during the reported period. All of them were rendered corresponding examination and treatment.
- 169 times drivers passed through daily medical examination before work commencement.

**- SAFETY:**

- 10 Safety inspections of BEOC sites and work performance were carried out.
- General HSE induction was conducted for 6 newcomers/ visitors.
- 20 STOP cards were collected from BEOC facilities/Workshops/Platforms. All issued Cards were registered, tracking is in progress.
- The HSE Audit Permits to Work and associated certificates, verification, risk assessments, and other related documentation were monitored.
- The firefighting equipment monthly inspection was provided and reported. The firefighting water pump was tested at the Oil Process and Transportation field.

**- ENVIRONMENT**

- Environmental Statistics for Month/Annual

Month	Spills Number	Spill Volume	Comments
January	N/A	N/A	N/A
February	N/A	N/A	N/A
March	N/A	N/A	N/A
April	N/A	N/A	N/A
May	N/A	N/A	N/A
June	N/A	N/A	N/A
<b>Total</b>	0	0	0

- The waste segregation process was supervised by the HSE division.
- BEOC sewage water was disposed of through the Hovsan Sewage treatment plant.

**e) Training and other activities:**

- As a part of HSE assurance plan 2020 Safety Stand down Meetings were conducted at the BEOC worksites in the following themes:

“Bus driver responsibility during the pandemic period” for 16 employees.

“Rig skidding operation” for 12 employees

The total participants were 28 workers.

**II - PRODUCTION / OPERATIONS:** *Reported by Dale McFadden*

**a) Production year to date is shown below:**

OIL and GAS Production 2020 Budget and Actual																		
Jun-20	Oil Shipped to sales Point Actual ton/day	One ton equal to barrel	Oil Shipped to sales Point Actual BOE	Oil Production Actual ton/day	Actual BOE for Oil	Oil Production Budget ton/day	Budget BOE for Oil (equal to barrel 7,4)	Gas Production Actual m3/day	Gas Production Actual scf/day	Gas Production BOE	Gas Delivery m3/day	Gas Delivery scf/day	Gas Delivery BOE	Gas Production Budget m3/day	Gas Production Budget scf/day	Budget BOE for Gas	Total Actual BOE	Total Budget BOE
January	93	7.41	686	94	693	109	807	503,369	17,776,476	2,963	493,553	17,429,824	2,905	580,000	20,482,700	3,685	3,656	4,491
February	85	7.47	634	86	644	109	807	520,695	18,388,344	3,065	510,541	18,029,755	3,005	616,000	21,754,040	3,913	3,709	4,720
March	86	7.47	640	86	645	110	814	563,562	19,902,192	3,317	552,572	19,514,080	3,252	617,000	21,789,355	3,920	3,962	4,734
Q1 Average	88	7.45	653	89	661	109	809	529,209	18,689,004	3,115	518,889	18,324,553	3,054	604,333	21,342,032	3,839	3,776	4,648
April		7.47		86	642	110	814	556,996	19,670,314	3,278	546,134	19,286,722	3,214	615,000	21,718,725	3,907	3,921	4,721
May	55	7.46	409	80	596	110	814	571,667	20,188,420	3,365	530,309	18,727,862	3,121	623,000	22,001,245	3,958	3,961	4,772
June	80	7.46	600	80	595	110	814	572,778	20,227,655	3,371	525,926	18,573,077	3,096	636,000	22,460,340	4,040	3,966	4,854
Q2 Average	45	7.46	336	82	611	110	814	567,147	20,028,796	3,338	534,123	18,862,554	3,144	624,667	22,060,103	3,968	3,949	4,782
July																		
August																		
September																		
Q3 Average																		
October																		
November																		
December																		
Q4 Average																		

**b) Production – Gum Deniz**

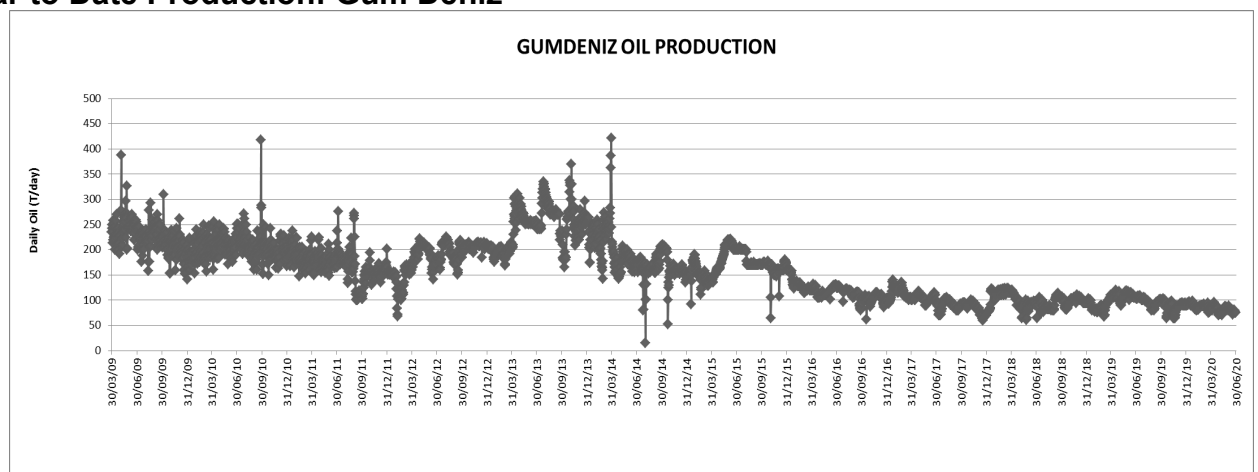
- The production rate of the Gum-Deniz field averaged 80 tons/day;
- During the report covering period we haven't delivered any solution gas ;
- The volume of gas used by compressors on internal needs for oil refinery is 3,310,000 m3(110 000 x 30)

- The chart below shows the reasons for oil production decrease:

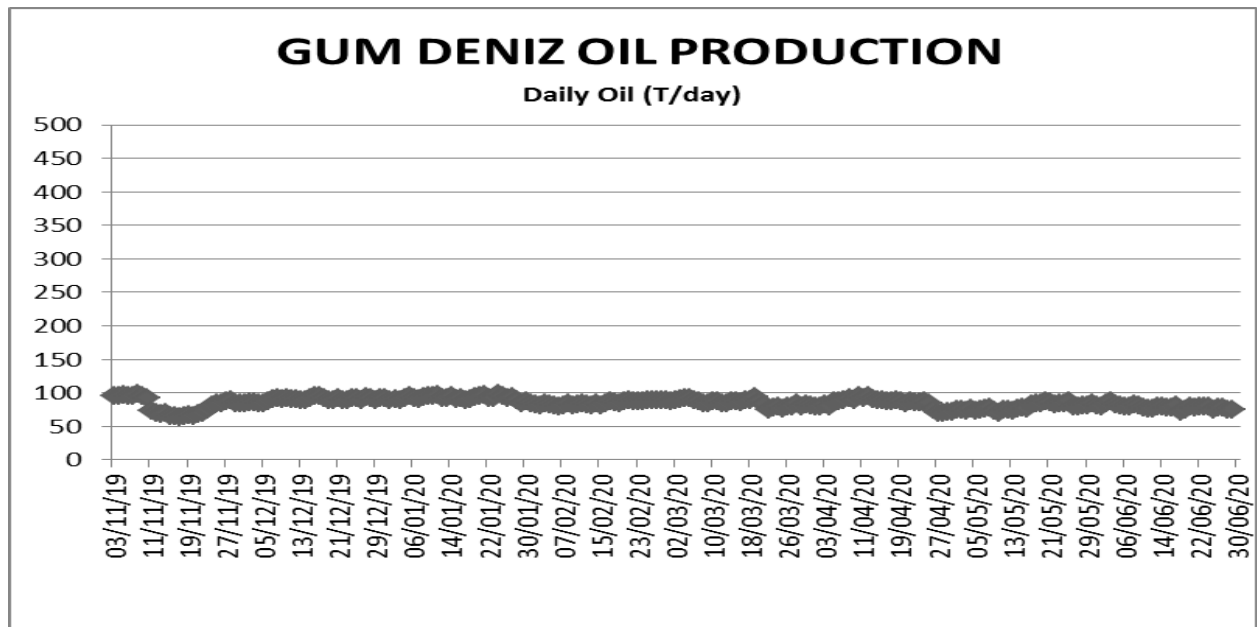
Oil Production Rate Differences Between May and June 2020																																	
Date / Well#	006	009	012	020	038	372	412	413	414	417	418	430	438	444	445	447	461	465	466	467	468	470	471	475	477	478	479	504	601	715	716	774	Total, m3
May-20	1.7	2.2	0.7	0.0	3.7	23.5	2.2	0.0	5.2	3.4	2.7	0.0	0.0	0.2	10.6	2.6	0.0	4.5	1.4	2.8	2.5	2.7	2.1	6.6	3.7	1.6	6.1	1.7	1.5	9.9	1.5	1.1	107.7
June 2020	1.3	2.2	0.6	0.0	2.5	22.0	4.4	0.0	9.8	4.1	3.9	0.0	0.0	0.5	6.8	2.1	0.0	4.2	0.9	2.0	2.2	2.1	4.2	6.5	2.3	1.6	6.1	1.6	1.5	9.5	0.6	1.1	106.5
Difference																											-1.2						

- Water injection to GD-520 well continues.
- Well#GD-477 was handed for WOs, WOs is ongoing.
- WOs have been commenced and will continue in the well GD-476.

**c) Year to Date Production: Gum Deniz**



**d) Oil Production for Last Six Months**



**e) Production – Bahar**

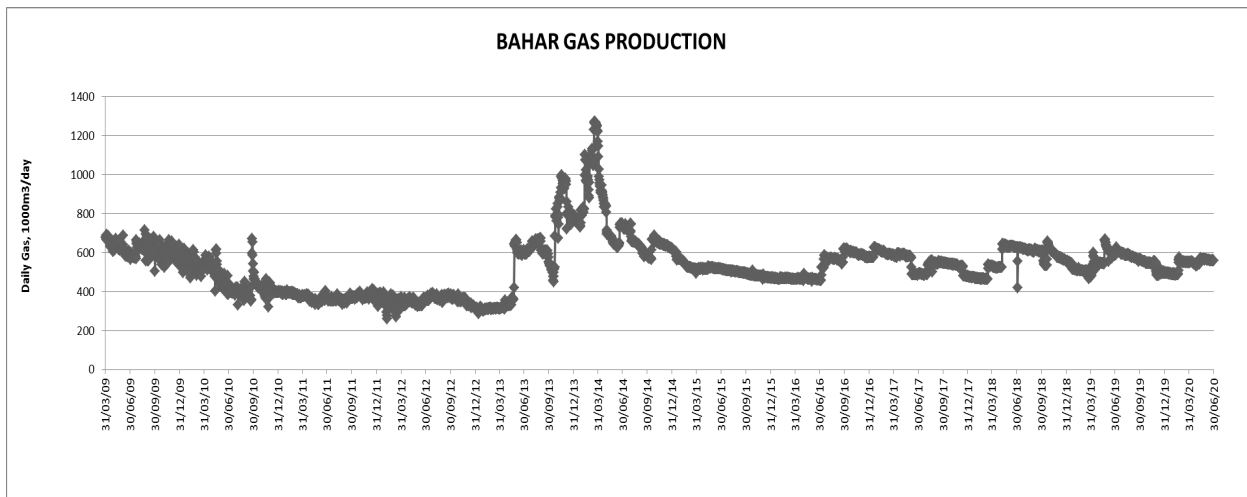
- Bahar daily gas delivery realized as an average of 572 778 m<sup>3</sup>/day.
- Gas delivery was 20.23 MMcfd.

The chart below shows the reasons for gas delivery decrease:

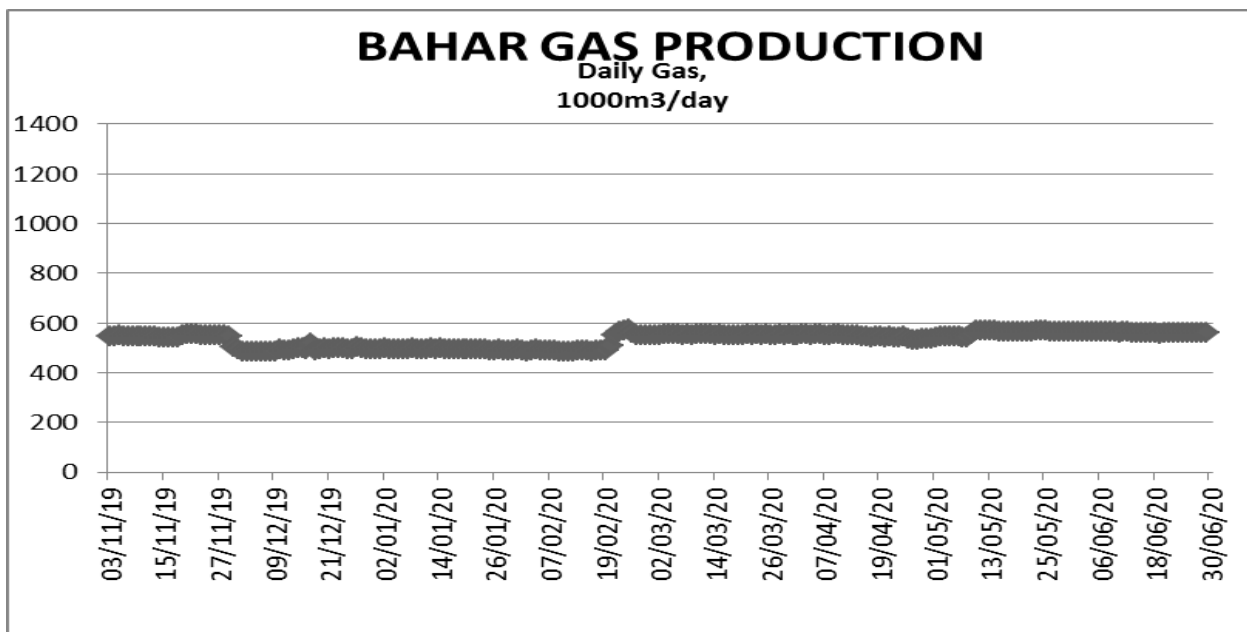
Gas Production Rate Differences Between May and June 2020												
Date / Well#	83	140	144	167	170	171	175	179	182	205	241	Total, 1000 m <sup>3</sup>
May 2020	37	51	22	70	121	43	77	75	1	23	49	569.0
June 2020	37	50	27	67	121	43	77	75	1	21	49	568.0
Difference												-1.0

- WOs in the well were stopped in the well 169 on PLT.168 at Bahar field.
- The construction division's team has started works on GZU.2 at Bahar field.

**f) Year to Date Production: Bahar**



g) Bahar Gas Production for Last Six Months:



h) Additional Production Works:

- Construction of “**Closed Loop System**” project stipulated to prevent pollution of environment through discharge of formation water from technological storage reservoirs located at Oil Processing Unit is ongoing by “Construction Department”.
- Relocation, installation and landscaping works of measuring point at well#5 located at the GD470 area in Gum-Deniz field area is ongoing by Construction Team.
- Line connection works of 20” production line considered between OGSU#1 of Compressor Stations, Gas Collection, Processing and Delivery Unit and Oil Processing Unit are currently ongoing by Construction team.
- In regard with removal of Gas Distribution Point at causeway connected PLT450 “Construction Department” initiated installation of 3 ea of 2.5” gas lift lines from causeway connect PLT009 to PLT450 in Gum-Deniz Field, works are currently ongoing.
- The replacement of an old 8” gaslift line with processed water line along the entrance road carried out by “Construction Department” is currently ongoing.

<b>( June 2020 )</b>	
<b>Name of the operation</b>	<b>Completed Operations</b>
Hot Light Oil Operation in wells	4
Fluid level survey	90 (14 wells)
Sulfanol treatment in wells	-
Salinity measurement in wells	85
Soap stick application in gas wells	-

**i) Transportation Division:**

<b>Auto-Transportation Field Report for June 2020</b>								
Description	Number	Work hours	Moto hours	Repair Hours	Milage km	Amount of works carried out		
						Number of Vehicles/ hourly	Number of Vehicles/ monthly	Number of Vehicles/ daily
TRF	78							
Pulling Units serving for WO	9	312.5	312.5	96				
Stationary Type Pump (V-12)	1	1	1	14				
Drawwork (QBQ-120)	2	26.5	26.5	3				
Mobile Boiler Truck (Consisting of two parts)	1	0.5	0.5	2				
Cement Trucks serving all BEOC Departments	11	612	61	83	47			
Water Tank Trucks of Autotransportation Workshop	3	464	66	23	4033			
Other vehicles of Autotransportation field	7	964	109.4	28	1115.5			
Number of Trucks put back into service after a long term repair works								
Rented Heavy/ Civil Plant trucks						11/82,5	4/months	10/16
Rented Light vehicles							16/months	

NOTE: Mobile Boiler Unit (Consisting of two parts) was tested for 0,5 hours. Getting repaired.

<b>Logistic Report for Lifting Operations for June 2020</b>			
<b>01.06-30.06</b>			
Months	Orders	Weight (kg)	Hours
<b>GENERAL</b>	<b>Total: 78</b>	<b>Total: 1018000</b>	<b>Total: 234</b>



Marine Transportation Report for June 2020								
	DAYS	PASSENGER NO		TONNAGE	INCIDENT	REPAIR	SAILING	CANCELLATION
		OUTBOUND	INBOUND					
ULLUCHAY	13 days			420,559 kg	NO		TOTAL-29	TOTAL-11
MAGIC-1	14 days	135	134	16,435 kg	NO			
IRGIZ	1 day			102,588 liter diesel fuel	NO			
XEZER-3	1 day			110,000 kg water	NO			

j) Power usage and charges chart:

**POWER/ELECTRICITY COST by MONTHS - 2020**

ACTIVE ENERGY	Kwatt						
LOCATION	January	February	March	April	May	June	TOTAL
GumDeniz - Field	900,000	742,000	805,600	800,000	812,000	798,000	4,857,600
Compressor station 14	260,000	90,000	110,400	105,000	111,000	220,000	896,400
Compressor station 1	356,000	215,000	249,000	253,000	274,000	410,000	1,757,000
Compressor station 2	530,000	470,000	498,000	481,000	499,000	600,000	3,078,000
Automotization Industrial Processes	7,200	6,286	7,986	7,829	8,794	8,708	46,803
Electric workshop	7,500	6,500	10,980	9,032	8,995	8,809	51,816
Oil Process	80,000	66,000	84,560	79,500	86,500	88,500	485,060
5000 area	152,000	132,000	178,000	172,000	173,000	171,000	978,000
Gas Process	8,662	8,261	11,170	8,437	3,592	3,253	43,375
Workover	43,324	40,128	57,960	56,010	60,173	57,302	314,897
Offices	83,700	77,900	79,060	40,060	44,223	52,100	377,043
Transportation	42,032	38,900	48,700	46,750	52,816	48,405	277,603
Laboratory	23,015	21,130	23,230	20,685	23,848	21,203	133,111
Construction	12,102	10,400	15,493	18,350	23,339	20,489	100,173
Water supply	167	146	129	31	28	52	553
<b>TOTAL -kW</b>	<b>2,505,702</b>	<b>1,924,651</b>	<b>2,180,268</b>	<b>2,097,684</b>	<b>2,181,308</b>	<b>2,507,821</b>	<b>13,397,434</b>
0.076271187							
<b>COST AZN total</b>	<b>191,113</b>	<b>146,795</b>	<b>166,292</b>	<b>159,993</b>	<b>166,371</b>	<b>191,274</b>	<b>1,021,838</b>
<b>REACTIVE ENERGY kVAR</b>							
AZN/kVAR 0.00104							
kVAR	1,056,804	1,141,576	1,179,464	1,143,362	1,254,237	1,678,234	7,453,677

k) Workovers:

**Gum-Deniz WO's:**

- GD 476 – Execution of G&G plan recompletion plan is underway, performed Wireline service to perform PLT log in the well while injection. TD was confirmed at 2360 m, 6 m of perforation zone (2347 - 2366m) was covered by sand fill. Decision been made to clean the well and add perforation at 2367 - 2375 m intervals into the exciting zone. Released MapSet packer BHA, RIH back with STC BHA, cleaned the well to TD at 2378m. Pulled. RU wireline. Checked TD at 2372 m due to sand fill by continues over flow from the injected zone (pressurized). RD wireline. Decision been made to complete G477 well first. Derrick was skid.

- GD 477 – Derrick skidded to well. Pulled out string. RIH w/140mm Casing reamer BHA, reamed casing tight spot 2422 – 2424 m, POOH. Confirmed PBSD at 2480m / set the BP at 2478m and dump cement on top, made TOC at 2477.10m. Perforated at the intervals 2410 - 2396m in 5 runs. RIH w/GLV PS.

**GUM-Deniz WS and Optimization:**

- GD 466 – Lowered the production string 201.30m. Landed shoe at 2203.99m. POP.

**- Monthly / Annual Workover Statistics**

Month	Workover & Well Service Jobs completed	Number WO & WS Success
January	11	6
February	10	6
March	8	2
April	6	5
May	7	6
June	4	3
<b>Total</b>	<b>46</b>	<b>28</b>

**- Summary of Workover Activity**

Workover Operations					
Well	Operation	AFE #	Actual Cost	AFE Amount	Difference
GD 477	Recompletion	40-1-477-01-20	14M \$	40M \$	26M \$
GD 476	Recompletion	40-1-476-01-20	84M \$	31M \$	-53M \$

**- Summary of Well Service Activity**

Well Services		
Well	Operation	Actual Cost
GD 466	Well Service	2.5M \$

**III – CONSTRUCTION:** *Reported by Zaur Najafzade*

**a) Report by Budget Line Item**

- C1.1 – BH Pit No 9 WO UpGrade (B-129)
- C1.2 – BH Pit No 136 WO UpGrades (B-135, B-137) \*
- C1.3 – BH Pit 168 WO Upgrade (B-172, B-169, B-167) \*
- C1.4 – GD causeway piling works \*
- C1.5 – GD Pit 250 Upgrade (GD 392/250/521) \*
- C1.6 – CS 2 fluid cooling system renovation\*

- **C1.7 – CS 2 gas separator system renovation\***
- **C1.8 – New 16” line (800m) from GNAS 1 to CS 2\***
- **C1.9 – GD Plt 209 Upgrade of separator system deck area\***
- **C1.10 – GNAS 2 Upgrade of separation system\***
- **C1.11 – Replacing of GD PLT 9 substation # 13 (PQ-13) \***
- **C1.12 – Undersea pipeline (2km) for Water Disposal Project\***
- **C1.13 - Construction of alternative Bahar Gas Transfer Line\***

**\* To prevent the threat of the spread of coronavirus, given the instructions and recommendations of the relevant Government Agencies and Company order all major repair and construction works and projects, with the possible support of day-to-day operations, are temporarily stopped on the BH platforms.**

#### **b) Additional Works**

- Construction of 2.5” fire water line around tank 6 on the tank farm area.
- A leak in the 4” gas line at GD PLT 450 was eliminated.
- Repair of the separator discharge line at the CS#2.
- Repair works on the 20” output line of the 6th pump at the CS#1.
- Fabrication of the oil and gas manifolds for well 477.
- Upgrade of the Compressor Mashine#12-line pipe section on the CS#14.
- Connecting the outlet line of the 4th tank to the existing line on the 5000m<sup>3</sup> tank farm area.
- GZU-3 – Fabrication of the GZU-3 new collector spools in the island construction fabshop ongoing. Hammering of new piles have been started @12.06.2020. At this moment, 4 (each) pile hammered on the east side of the platform. Each pile is 66 meters long. Piles driving depth respectively 26 meters (plus 11 meter in the mud), 22 meters (plus 15,5 meter in the mud), 24,5 meters (plus 12,5 meter in the mud), 26,6meters (plus 9,3 meter in the mud). 3 connections of the new hammered piles to the existing system has been completed. Construction works ongoing.
- Connecting the old gas lift pipeline along the dam to the water line at the entrance to the dam and near the “Halikarnas” restaurant and installing fire hoses on it, connecting the pump on the existing water line to the old gas lift line. Corrosion protection works of the old gas lift 12” line running along the dam road.

## **IV – SUBSURFACE:** *Reported by Ray Larijani*

### **Workover Programs prepared**

- GD-466 Added 200m to tubing string to improve gas lift performance
- GD-476 Perforate horizon IX 2375-2367m intervals – improve injectivity in IXu zone
- GD-477 Run scraper till 2480m. Put 1 m cement plug at 2480m. Perforate 2410-2396m at horizon IX – In support of GD NW injection program

### **Wells logged/re-logged**

### **Wells completed**

- GD-477 Recompletion. Set cement plug at 2478m. Perforated at 2410-2396m. Actual cost 14M \$.
- GD-476 Recompletion. TD checked at 2360m. Cleaned till 2378m. Checked TD at 2372m due to sand fill by flow from injected zone. Ongoing. Actual cost 84M \$.
- GD-466 Well Service. Lowered the production string 201.30m. Landed shoe at 2203.99m. POP. Actual cost 2.5M \$.

Note\* Actual cost is taken from WO monthly reports and reported amount is for only the current month.

### **a) Geology**

- Bahar FS-BX-BIX Geomodeling is ongoing.
- Bahar horizon FS-BX-BIX Fluid contact delineation.
- Bahar VI geo-model complete, start to build simulation model.

### **b) Reservoir Engineering**

- GD horizon VIII history matching 1st phase completed predictions runs for 445, 774.
- Loading Historical data to activate Bahar-BVI simulation model
- Bahar and GumDeniz reserve calculation by categories (PDP, PDNP, PUD, P2, P3) was prepared.
- WO Success file updated.
- Monthly Reports for SOCAR (Production, Delivery, Used, Production and Delivery Indicators, Well Fund).
- Updated Bahar and GD OFGM database.
- Updated Daily Production follow up file and Bahar general database.

### **c) Seismic**

- Bahar seismic horizon BVI interpretation correction is completed.
- Bahar BVIII-BIX-BX fault system review in the central part of production area based on the updated well data is completed.
- Gum Deniz BVIII-BIX-BX fault system review in the central part of production area based on the updated well data is ongoing.

## d) Task Scheduler

No.	Tasks started	Start date	Provisional completion date	Completion date
	<b>GD Field</b>			
1	GD horizon VIII history matching	25 February 2020	31 August 2020	
2	GD NKP Simulation and Forecast	30 June 2020	31 December 2020	
3	GumDeniz BVIII-BIX-BX fault system review in the central part of production area based on the updated well data has started.	15 June 2020	31 July 2020	
	<b>Bahar Field</b>			
1	Bahar FS-BX-BIX Geomodeling, Simulation & WO Candidates Forecast	12 May 2019	30 September 2020	
2	Bahar horizon VI simulation has started.	30 June 2020	30 September 2020	
3	Bahar horizon FS-BX-BIX contacts definition has started.	30 June 2020	31 July 2020	
	<b>Completed</b>			
1	Bahar horizon VI geomodelling completed.	1 June 2020		30 June 2020
2	Bahar and GumDeniz reserve calculation by categories (PDP, PDNP, PUD, P2, P3) prepared.	1 June 2020		30 June 2020
3	Bahar Seismic horizon BVI interpretation correction completed.	1 June 2020		30 June 2020
4	Bahar BVIII-BIX-BX fault system review in the central part of production area based on the updated well data is completed.	1 March 2020		30 June 2020

## V - FINANCE: Reported by Rasul Gafarov

### a) On a Monthly Base:

- Completed the May -20 accounting cycle in accordance with the monthly schedule;
- According to JOA issued Apr-20 Monthly reports to Contractor Parties;
- According to JOA May - 20 Cash Calls distributed to Contractor Parties.
- Issued Apr-20 Additional Monthly reports to Contractor Parties;
- Issued and distributed Apr-20 Monthly departmental cost reports to Budget Holders / Department Managers;
- Issued and submitted Apr-20 monthly reports to government bodies, including but not limited;
- Prepared and submitted monthly Apr-20 Financial Highlights report to the Management.

### b) On an Annual Base:

Continue preparation for 2019 Audit of below shown reports and actions:

- BEL Group Audit;
- BEOC Cost Recovery Report;
- BEOC Special Purpose Statement;
- BEL Profit Tax Return;

## VI – LEGAL PROCESS AND HUMAN RESOURCES: Reported by Ahmadiyya Musayev

### a) Legal, Compliance, Document Control & Translation issues

- Draft Amendment to employment contracts was prepared;
- Letters were prepared to First Deputy Prime Minister and SOCAR President on delays of payments for natural gas sold;

- Contacts were maintained with SOCAR and SOCAR Upstream, Cabinet of Ministers Decisions were followed up and subsequent orders were prepared for application at the Rep Office arising from Covid 19 situation;
- Input was provided on BEOC's position for meeting with FHH re fire safety contract;
- Order and Notices were prepared on redundancy of VP Finance and VP Admin positions, other related documents were prepared for redundancies to be implemented at some later date(s);
- Employee complaints to Labor Inspectorate were addressed;
- Contract review and negotiation activities were continued advising on contract drafts and other contractual documents;
- Board Resolutions were drafted and executed;
- Follow-up meetings and status checks were done regarding our meeting at FHN re new contract value;
- Employee complaints received from SOCAR and Trade Union were addressed;
- Necessary emails were drafted regarding COVID 19 and communication exchanged with SOCAR Upstream;
- Work on residency/work permits and registration with the State Migration Service continued applying new SOCAR approved system of application;
- Certain incoming letters were addressed with necessary input;
- Necessary internal orders were drafted/reviewed and commented;
- Rep Office's different structural units were provided with other necessary legal support, including in relation to certain issues arising from PSA and legislation;
- Document control function covering both internal and external correspondence, and maintenance of archive was performed;
- Verbal and written translations support was ensured.

#### **b) HR issues**

- Balance of vacation was prepared and sent to managers for encouraging employees to use their vacation rights;
- 2 employee contracts were terminated (due to resignation application of employee);
- 22 term agreements were prolonged;
- Overall, 473 HR related operations have been made through this month;
- 174 vacations and 25 bulletins have been written and entered to the HRB system;
- Scanning of employee personal files continued;
- Review and revisions of current job descriptions were ongoing;
- Review of employee personal files continued;
- Coordinating of entering vacation days into HRB system;
- Started Performance Appraisal of Company employees for 2019;
- Various Headcount reports were provided to SOCAR;
- Electronic permissions were controlled and updated on e-gov to ensure uninterrupted access of employees to working places.

## **VII– ADMINISTRATION & SECURITY:** *Reported by Elshad Hasanov*

**Security:** *Reported by Masud Shahmaliyev*

- 298 person and 206 vehicles entered to BEOC area based on the request issued of one-time entrance permissions;
- Registration of inflow and outflow of materials, equipment, workers going to the premises via Access Control Point # 1 is monitored on a daily bases;
- Maintaining records in the logbook of 223 employees who left for Bahar (working per shift) and checking their availability at work during March;
- On 01,08,18,23 June 2020 deployment of employees (working on shifts) to Bahar field on vessels was accompanied by the Department's rescue diver personnel;
- Entry to the causeway is prohibited for vehicles weighing more than 3 tons as per the decision of the Company Management. Only in exceptional cases vehicles heavy than 3 tons are allowed on the causeways as per approval of the President;
- 2 letters have been sent to Karim Rzayev, the chief of "Etalon Security" LTD, in order to get the permission certificates for 14 employees and 5 special machines to be able to enter the "BEOC" area, according to points of the contract;
- On 30.06.2020, the specialists of the department took part in the control of the transfer of 102588 liters of diesel fuel to the "Bahar" area;

**VIII – PROCUREMENT & MATERIALS:** *Reported by Margarita Rudkovskaya*

**a) Procurement**

- 55 MR & SR Received
- 49 PO's and SO's prepared in SUN System
- 0 MR's canceled/oh hold
- 0 MR &SR passed to CONTRACT/TENDER
- 6 MR's & SR's under sourcing stage

**b) Tender and Contracts:**

**• Tender Packs on hold – 3**

- BEOCL 10169 Supply of Steel Materials
- BEOCL 10171 Supply of Pipes
- BEOC 10165 CS 2 Gas Separator System Renovation

**• Tendered Contracts placed – 1**

- BEOCL 10170 Heavy Vehicle & Civil Plant Rental Services

**- RECOMMENDATION TO PROLONGATION & INCREASE VALUE OF CONTRACTS – 1**

- BEOCL/10149/2018 Preparation of Steel Deck Panels – Ado-G

**- NUMBER OF ACTIVE CONTRACTS**

- OPS/WO/LOG - 97 (including 16 transportation services and 19 services contracts for empl.)

- CONSTRUCTION - 18
- HSE – 10
- G&G - 9 (incl. 2 consultancy contracts & 2 contracts for payment purpose only)
- ADMIN – 20 (incl. 7 service contracts for empl.)
- HR –4
- ITC – 11
- LEGAL – 16
- PM –13 (incl. 3 contracts for payment purpose only)
- FINANCE – 3

**- NUMBER OF ADDENDUMS / EXTENSION -11**

**c) Warehouse and Materials**

- 165,136.00 kg handled without incident
- WHS received 34 PO's, 305-line items for the amount of 255,808.95 AZN
- WHS issued 372-line items for the amount of 389,937.75 AZN
- 12 (twelve) NCR's raised 4 (four) NCR's was closed.
- Delayed Hanger 1 and 2 floor painting
- Delayed Video surveillance project
- Delayed Repair of roads in the territory PPY1
- Delayed Chemical storage
- Delayed installation Shelves Hangar 1, 3, 4
- Operations Monitor at gas station is out of service.
- Fuel station received 102,588.00 Liter of Diesel
- Fuel station issued 108,983.00 Liters of Diesel
- Fuel balance at July 1, 2020, is 54,820.00 Liters
- Waiting building project from constriction department (Main office Building)

**IX – IT:** *Reported by Eldar Eyyubov*

- No disruption in ICT department
- 33 helpdesk requests were processed
- All empty cartridges were replaced
- 40 Computers were upgraded to Windows 10 OS
- All printers have been checked
- All servers checked and backed up.

-----**End of Report**-----