

BAHAR ENERGY OPERATING COMPANY
MONTHLY REPORT

January 2021

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EXECUTIVE SUMMARY: *Reported by the President*

A summary of activities during January 2021 is below:

a) Health Safety and Environment:

- December was again a positive HSE month for BEOC, with no TRIR's and no incidents. 39 PTWs were issued, and 12 STOP cards were collected. Environmentally no spills were reported. T

- HSE department has been continuously taking preventive actions in the BEOC buildings and main roads against potential Corona Virus infection.

b) Production:

- Oil production was 591 Bopd, up 13 Bopd from December 2020, due to reinstalling ESP in South GD wells GD 418 and changing out the ESP on GD 371 well.

- Gas production was 21.0 MMcfd, which was lower by 0.7 MMcfd from December due to the shortfall in B144 and B169 wells.

- BEOC also utilized 3.9 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 fuel.

c) Workovers:

- In Gum Deniz, ongoing workovers in the GD 454 and 418 with the GD444 completed and returned to oil production.

- In Bahar, well BH 172 continued fishing and recompletion activities. The B197 had damaged casing and was unable to be refurbished. Rehabilitation work continued on the BH196 well

d) Construction:

- Offshore construction operations continued on GZU 2, PLT 169, and PLT 70/106 in the Bahar field.

e) Subsurface

- The work continues building geo and simulation models for main producing reservoirs in both GD and Bahar fields. Work on a revised Plan of Development is underway.

f) General Management

- BEOC continues to monitor the Corona Virus situation cautiously, and it is complying with all SOCAR and Ministry directives to ensure a safe workplace for all our employees and contractors. As of December 31, 2020, BEOC has had 108 employees tested positive for COVID-19, and one employee passed away from COVID-19 and diabetes complications. BEOC employees are expected to be able to return to general working conditions in March 2021.

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

a) Summary: HSE:

- No incidents were recorded in January;
- TRIR is 0 by the end of January.

b) Monthly Safety statistics for January 2021

Month	LTI	Man Hours	TRIR	Incidents (FA,LTI,NM, PD,RT)	PTW
January	0	120243	0	0	39
Total	0	120243	0	0	39

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: No incident was recorded during this month..

d) HSE Activity

- HEALTH:

- HSE department has been taking preventive disinfecting actions in the BEOC buildings and main roads against potential Corona Virus infection.
- Before commencing crew change operation for the offshore staff BEOCL organized testing employees for COVID-19 to be confident about health condition of workers.
- HSE department performed disinfecting the company rented buses against potential Corona Virus infection.
- Installed 25 special dispensers for hand sanitizer regularly control and fulfil by HSE representatives at the BEOCL premises
- The body temperature of the workers coming to the work places have been measuring 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.
- 52 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.

- SAFETY:

- Safety inspections of BEOCL sites and work performance were carried out.
- General HSE induction was conducted for 6 newcomers/ visitors.
- 12 STOP cards were collected from BEOCL facilities/Workshops/Platforms. All issued Cards were registered, tracking is in progress.
- HSE Audit of BEOCL Permits to Work and associated certificates, verification, risk assessments and other related documentation were monitored.

- Fire fighting equipment monthly inspection was provided and reported. Fire fighting 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
Total	0	0	0

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

e) Training and other activities:

- As a part of HSE assurance plan 2021 Safety Stand down Meetings were conducted at the BEOCL worksites in the following themes:

“Guide to working safely during the coronavirus” for 45 employees

“Basic offshore safety rules” for 35 employees

The total participants were 80 workers.

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

a) Production is shown below:

OIL and GAS Production 2021 Budget and Actual																		
Jan-21	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	79	7.52	591	80	598	90	666	596,055	21,049,682	3,787	574,092	20,274,059	3,647	728,000	25,709,320	4,625	4,238	5,291
February			0		0		0								0	0	0	0
March			0		0		0								0	0	0	0
Q1 Average			0		0	0	0							0	0	0	0	0
April			0		0		0								0	0	0	0
May			0		0		0								0	0	0	0
June			0		0		0								0	0	0	0
Q2 Average			0		0	0	0							0	0	0	0	0
July			0		0		0								0	0	0	0
August			0		0		0								0	0	0	0
September			0		0		0								0	0	0	0
Q3 Average			0		0	0	0							0	0	0	0	0
October			0		0		0								0	0	0	0
November			0		0		0								0	0	0	0
December			0		0		0								0	0	0	0
Q4 Average			0		0	0	0							0	0	0	0	0

b) Production – Gum Deniz

- Gum-Deniz oil shipping rate averaged 93 tons/day;
- Production rate of the Gum Deniz field averaged 80 tons/day. Delivery is 79 tons/day.
- During the report covering period we haven't delivered any solution gas to SOCAR, the volume of gas used by compressors for internal needs for oil refinery was 1 860 000 m3 (60 000 x 31) .

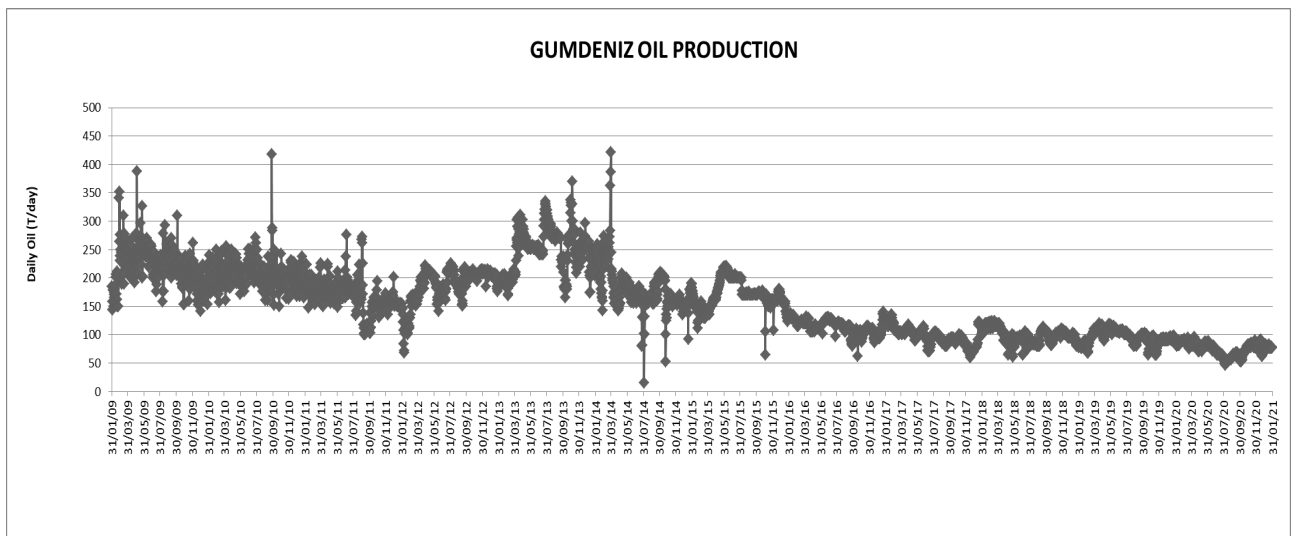
- The chart below shows the reasons for oil production decrease:

Oil Production Rate Differences Between December 2020 and January 2021

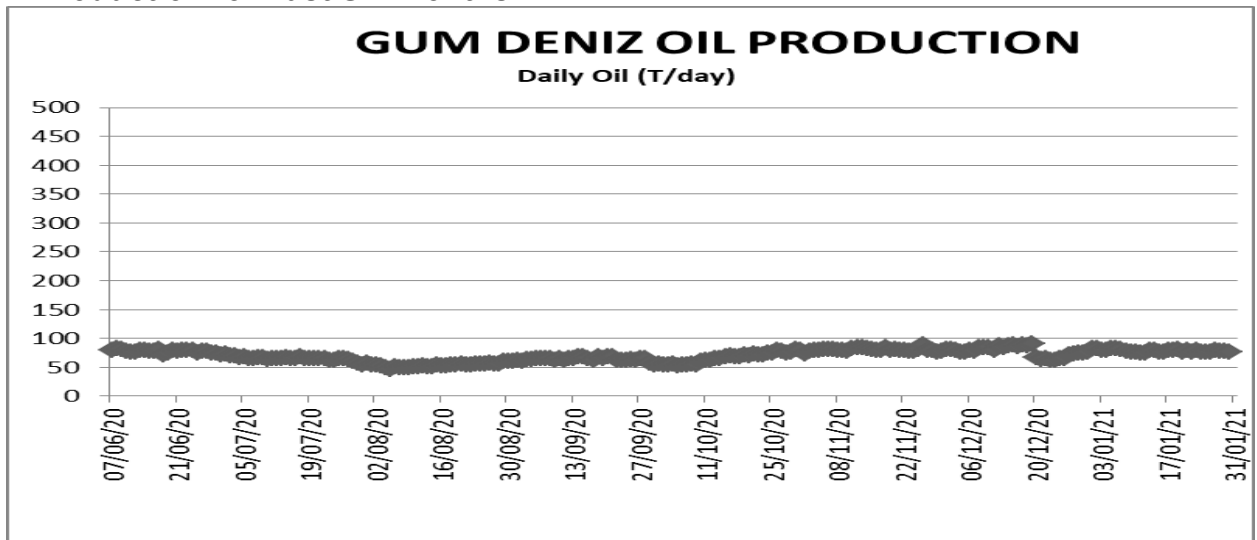
Date / Well#	006	009	012	020	038	372	412	413	414	417	418	430	438	444	445	447	456	461	465	466	467	468	470	471	475	477	478	479	504	601	715	716	774	Total, m3
December 2020	0.8	2.3	0.9	0.0	3.9	22.1	2.9	3.6	8.1	0.0	0.0	9.9	0.0	0.2	3.1	2.4	2.0	0.0	3.4	1.0	2.0	2.3	2.4	3.3	6.2	0.1	3.6	5.0	1.6	1.4	7.5	0.8	1.1	103.8
January 2021	1.1	2.3	0.9	0.0	4.0	19.5	4.6	4.3	9.2	0.0	0.0	10.8	0.0	0.2	3.1	2.8	2.0	0.0	3.4	1.2	0.0	2.3	2.4	3.3	6.2	0.0	3.6	5.0	1.6	1.4	7.8	1.0	1.1	105.0
Difference																												1.2						

- GD-454 WO continues.
- GD-418 WO continues.
- GD-444 WO carried out, well was completed.

c) Year to Date Production: Gum Deniz



d) Oil Production for Last Six Months



e) Production – Bahar

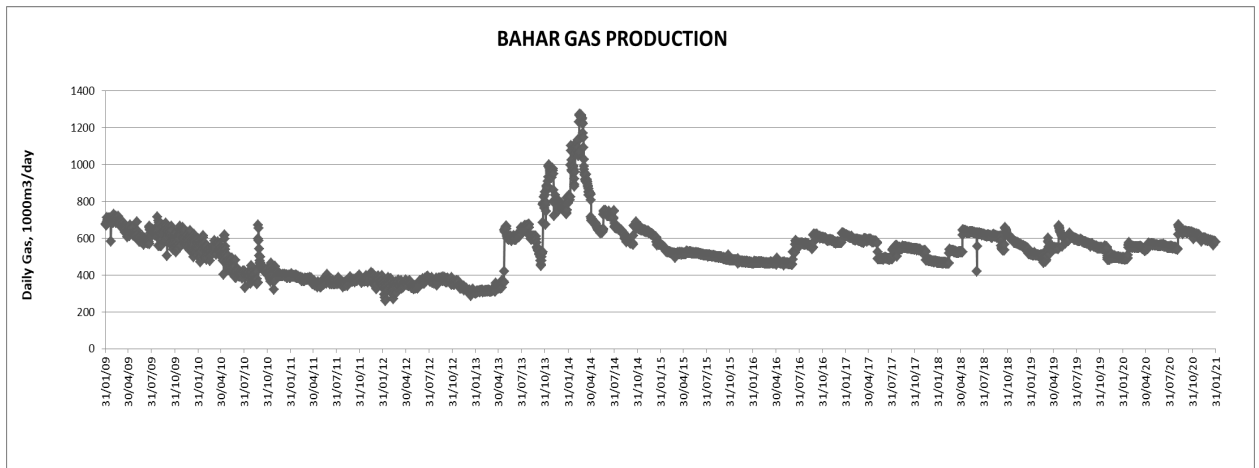
- Bahar daily gas delivery realized as an average of 574 092 m3/day
- Gas delivery was 20.27 MMcfd

The chart below shows the reasons for gas delivery decrease:

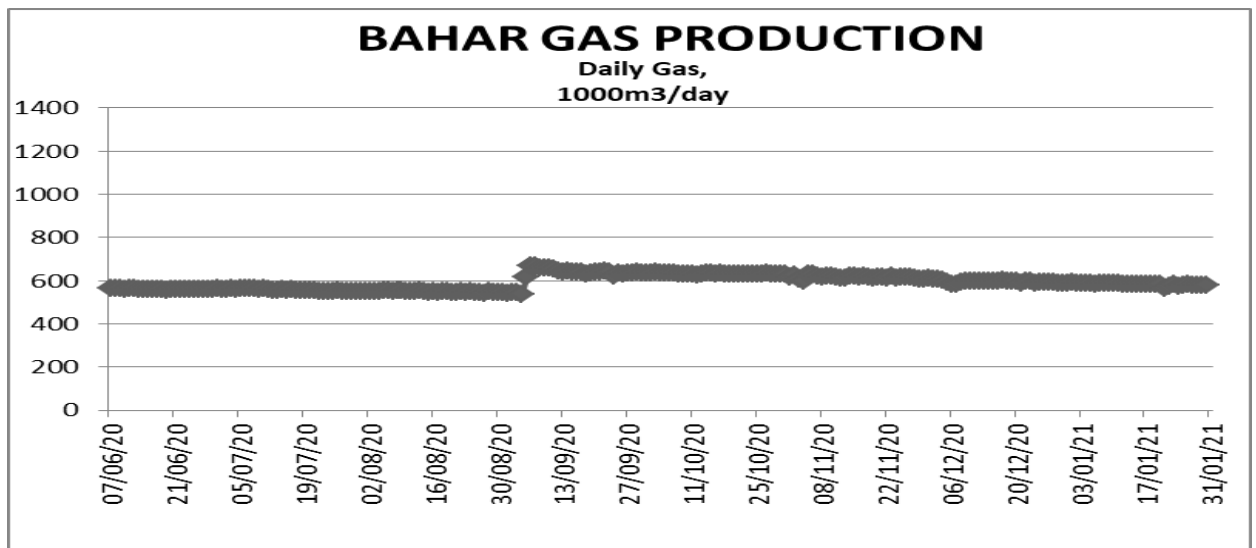
Gas Production Rate Differences Between December 2020 and January 2021													
Date / Well#	83	140	144	167	169	170	171	175	179	182	205	241	Total, x1000 m3
December 2020	35	49	5	48	100	116	38	78	75	1	15	45	605.0
January 2021	34	49	3	45	97	116	38	77	75	1	15	45	595.0
Difference													-10.0

- WO done in the well 172 at PLT168 of Bahar field.
- Commenced & carrying on with WO in the B196 at PLT196 of Bahar field.
- Construction works continue at GZU2, PLT196 and PLT70/106 of Bahar field.

f) Year to Date Production: Bahar



g) 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 Division”.
- Finished cleaning out the bottom of 2nd tank from the sediments at 2000 tanks farm at Oil Processing Unit, commenced 8th tank.
- Completed the repairs of the 1st tank at 2000 tanks farm at Oil Processing Unit “, tested for leaks by filling with water, no leaks observed.
- Pressure test for 15atm was carried out on newly layed 20” production line considered between OGSU#1 of Compressor Stations, Gas Collection, Processing and Delivery Unit and Oil Processing Unit, passed the leak test.
- Due to removal of Gas Distribution Point at causeway connected to PLT450 “Construction Department” initiated laying of 3 ea of 2.5” gas lift lines running from causeway PLT009 to PLT450 at Gum-Deniz Field, connection works will be proceeded.
- For carrying out the operations on the wells with high paraffin content on PLT9 of Gum-Deniz field, with assistance of Construction Division the replacement with another tank was done.

(January 2021)	
Name of the operation	Completed Operations
Fluid level survey	85(17 wells)
Sulfanol treatment in wells	7 (6 well)
Salinity measurement in wells	79 (30 wells)
Soap stick application in gas wells	-

i) Transportation Division:

Report for January 2021								
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	167							
Pulling Units serving for WO	9	616.5	616.5	72				
Stationary Type Pump (V-12)	1	46.5	46.5	9				
Stationary Type Pump (V-16)	1							
Drawwork (QBQ-120)	2	356	356	14				
Mobile Boiler Truck (Consisting of two parts)	1	7	7	15				
Cement Trucks serving all BEOC Departments	11	1476	152	147				
Water Tank Trucks of Autotransportation Workshop	3	360	44	26	2741			
Other vehicles of Autotransportation field	7	844	67	68	196			
Number of Trucks put back into service after a long term repair works								
Rented Heavy/ Civil Plant trucks						11/128	8/months	17/28

Marine Transportation Report for January 2020

Logistic Report for Lifting Operations for January 2021			
01.01-31.01			
Months	Orders	Weight (kg)	Hours
GENERAL	<u>Total: 167</u>	<u>Total: 2140000</u>	<u>Total: 404</u>

Marine Transportation Report for January 2020								
NAMEs of VESSELS	DAYS	PASSENGER NO		TONNAGE	INCIDENT	REPAIR	SAILING	CANCELLATION
		OUTBOUND	INBOUND					
ULLUCHAY	12 days			544,332 kg	NO		TOTAL-32	TOTAL-14
MAGIC-1	14 days	502	501		NO			
SHIXLINSKI	2 days			264,000 kg	NO			
XEZER-3	2 days			298,000 kg water	NO			
SLV-363	2 days			136,784 liters diesel fuel	NO			

- ❖ Works carried out by "Shikhlinskiy" crane vessel during the report covering period:
Vessel sailed to SGD PLT412 and grabbed onto its board 28 derrick, then moved to PLT83/162 in Bahar Field took 4 ea panels then sailed to PLT48 and unloaded 4 ea of panels from its board to there, and placed 28m derick over the well B144. Afterwards vessel carried out location replacement for 2 ea of 8 x10m panels at PLT70/106 in Bahar Field.

j) Power usage and charges chart:

POWER/ELECTRICITY COST by MONTHS - 2021

ACTIVE ENERGY	Kwatt	
	January	TOTAL
GumDeniz - Field	710,000	710,000
Compressor station 14	73,000	73,000
Compressor station 1	342,000	342,000
Compressor station 2	540,000	540,000
Automotization Industrial Processes	6,800	6,800
Electric workshop	7,100	7,100
Oil Process	90,000	90,000
5000 area	126,000	126,000
Gas Process	6,769	6,769
Workover	30,247	30,247
Offices	40,036	40,036
Transportation	36,078	36,078
Laboratory	13,640	13,640
Construction	39,680	39,680
Water supply	148	148
TOTAL -kW	2,061,498	2,061,498
	0.076271187	
COST AZN total	157,233	157,233
REACTIVE ENERGY kVAR		
	kVAR	927,459
		927,459

k) Workovers:

Bahar WO's:

- BHR 196 – Started execution of WO Re-completion plan. Reamed casing tight spots down to 3760m. Performed Gamma Ray Neutron Log upward to 3420m. BP set at 3747m, cement plug dumped via WB and made top of PBTD at 3745.65m. MU and RIH w/TCP + Mapset Packer BHA. Plan is to perforate at 3735-3740m intervals Hor. VI.

South Gum Deniz WO's:

- GD 418 – Successfully fished out LIH SLB ESP Assy. Nothing left in a hole. Performed INNK and casing MTD Log. Scraped 6-5/8" Casing. Will execute perforations at 3660 – 3665m intervals with 86mm Casing gun.

Gum-Deniz WO's:

- GD 454 – Continue with attempts of releasing of stuck ESP Assy. (shroud). Will continue with jarring operation.
- GD 444 – Checked TD 2100m (top perf. at 2145 – 2150m). Cleaned the well bore down to 2360m (TM), sand in returns. While cleaning, tested 2148 – 2152m with no permeability and 2290 – 2293m with low permeability of both perforation intervals separately for feed rate. RIH w/ production tbg string and 5 each GLVs, to 1747m. POP. Monitoring the well.

- Monthly / Annual Workover Statistics

Month	Workover & Well Service Jobs completed	Number WO & WS Success
January	4	1
Total	4	1

- Summary of Workover Activity

Workover Operations					
Well	Operation	AFE #	Actual Cost	AFE Amount	Difference
BHR 196	Recompletion	40-2-197-01-20	27M \$	238M \$	210M \$
GD 418	Recompletion	40-1-418-01-21		35M \$	

Summary of Well Service Activity

Well Services		
Well	Operation	Actual Cost
GD 418	ESP replace	88M \$
GD 454	ESP recovery	62.5M \$
GD 444	Well service	15.47M \$

III – CONSTRUCTION: *Reported by Ali İskender Gurbanzade*

CONSTRUCTION PROGRESS REPORT FOR January 2021

#	Field/Location	Work Description	Status
Gum-Deniz			
1	Gum-Deniz,Causeways,Entrance road	Have completed hammering of 11 piles (made of 10" pipes), around the damaged supports in order to prevent the breakage of the crossbars connecting the overpasses 13-14 and 14-15 in the part of the causeways in between the coast and PLT62. Connecting works in between 10" piles completed	completed
2	Gum-Deniz,PLT232 at Causeways	Completed Installation and connection of 10" piles for reinforcement of supports 16A in the area between PLT160-160B.	completed
3	Gum-Deniz,Causeways PLT9	Connection of 600mm i-beam with 10x10 panels installed on the causeways' piles for the widening of the vehicle pass at the causeway in between the crossroads and PLT9 where 6 / 0.4kV Distribution Unit No. 13 located.	in progress
4	Gum-Deniz, PLT62-235	10" Piles hammering and connecting with existing structure in between PLT 62 & 235 with purpose to repair support #20	completed
5	Gum-Deniz, Causeway, PLT209	As for installation of 10x10 steel panels at PLT209, fixing of penetrations and frames by using 60 i-beams and welding works	in progress
6	Gum-Deniz, technical water line	In the area of Gum-Deniz, repair work was carried out to eliminate leaks in the parts of the technical water line located at the patch#465 and on the causeway in between the turn to PLT160b and SWTP.	completed
7	Gum-Deniz,Causeways PLT160-160B	In order to repair the support #19 in between 160-160B PLT, 2 ea of 10" pile were hammered, connecting works were completed	completed
8	Gum-Deniz, Oil Prep. & Transp. Field, 20" production line	In order to complete construction project, have finished the Installation of 20" valves on production line considered between OGSU#1 of Compressor Stations, Gas Collection, Processing and Delivery Unit and Oil Processing Unit. Setting up of the service platforms around 20" gatevalves at Processing and Delivery Unit and Oil Processing Unit completed as well	completed
Bahar field			
9	Bahar, GZU-2	Proceeding the installation of 12" gas flow line pipe supports along the existing bridge according to the project. Expansion of the existing comb separator area in the south-western part of the working area. Reinforcement of lines coming from wells in the southern part of the existing working site and installation of 6x13m service platform. Have started installation of pipe fittings and comb type separator fabricated in the workshop, on the panels.	in progress
10	Bahar, PLT168	Continue the repair and installation works in order to prepare well#165 for WO at PLT168. Preparation for relocation	in progress
11	Bahar, PLT-70/106	Continue repairs and installation works as for preparation for WO of twell#74 at PLT106/70 Bh.	in progress

Additional Works

1	In the hangar No. 1 of the central warehouse area, the installation of shelves for the collection of goods and materials has commenced, continues.	in progress
2	Installation of support roofing beams fabricated of 2.5" pipes in the workshop, on the roof of C-D(2 items) and B block of Administration bld."	in progress
3	Welding and setting up works in the Fab. shop on the cable spooler used during WO operations (POOH & RIH) at ESP wells of Gum-Deniz field."	in progress
4	Repairs of corroded pipeline supports on the 20" production line along the causeways.	in progress
5	Installation of new oil trap for oil separation and construction of pump station at Oil Prep. & Transportation area.	in progress
6	Installation and connection works completed in between old gas lift pipeline along the dam road and the entrance and existing water line close area to the "Halikarnas" restaurant as well as installation of vertical pipeline supports. Work is on-going on cutting of old unused lines and installation of additional pipe supports on the existing water line on-going	in progress
7	Have repaired fresh leak places on 20" produced water line outlet of pumps operating at CS, Gas Collection and Transportation areas No. 2, repair of leaks on 8 "inlet-outlet lines.	completed
8	Completed the repairs and sealing off the 16m ³ tank in order to replace existing white oil/naphtha storage tank at PLT9. Waiting for dismantling of existing old tank and mounting of the new one.	completed
9	Repairs commenced on 11th support along the entrance road. Installation 10" pipe as a support and cementing works. Metal supports have been installed.	completed
10	The construction of a water intake house (type-50 smart water meter) located close to Hovsan road in the GCS area has been completed.	completed
11	Repair of leaks on sections of 2.5 "and 4" high-pressure gas pipeline connecting the wells located at site 465.	completed

IV – SUBSURFACE: *Reported by Ray Larijani*

Workover Programs prepared

- B-144 RIH and perform, QR/NGL/CCL (4332-4150m) logging.
- GD-444 Clean sand plug till TD. RIH 1750 m 2 7/8" tubing with gaslift valves.
- GD-418 Clean till to 1800m. Perforate horizon X 3665-3660m. Run 1750m 2 7/8" tubing with gaslift valves.

- GD-465 Check TD, if there is a sand plug clean. Check perforation intervals, if they are open, inspect the condition of the pump and run 2500m 2 7/8" tubing with ESP.

Wells logged/re-logged

B-196 NGL, GD-418 INNK

Wells completed

- B-196 Recompletion. Run NGL log. Expected gas rate is 28 Mm³/d. Actual cost 27M \$.
- GD-418 Recompletion/ESP replace. Expected oil rate is 7 ton/d. Actual cost 123M \$.
- GD-454 ESP recovery. Ongoing. Actual cost 62.5M \$.
- GD-444 Well service. TD checked at 2100 m, cleaned till 2360m. While cleaning, tested 2148 – 2152m with no permeability and 2290 – 2293m with low permeability of both perforation intervals separately for feed rate. Expected oil rate is 2 ton/d. Actual cost 15.4M \$.

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

Cased-hole logging

Interpreted logs from GGI:
B-196 NGL, GD-418 INNK

Geology

B-196 offset wells analyzed.

a) Reservoir Engineering

- Bahar FS-BX-BIX Simulation & WO Candidates Forecast continues.
- Bahar Horizon VIII simulation history matching continues.
- Bahar Horizon VII simulation history matching continues.
- GD and Bahar fields long-term 2021-2040 years development plans and economics evaluation.
- B-196 WID document 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 and monthly Production follow up database.

b) Seismic

- Work continues on the study of the Kalin suite and its underlying sediments in order to clarify the location of the planned wells, which are planned to be drilled from the island part of the field. Interpretation of the KaS base and underlying horizons is underway

in order to study the conditions of sedimentation, as well as the interpretation of tectonic disturbances to prospecting for new hydrocarbon traps.

c) Task Scheduler

Bahar Field			
1	Bahar FS-BX-BIX Simulation & WO Candidates Forecast	31 March 2020	28 February 2021
2	Bahar horizon VII Simulation & WO Candidates Forecast	15 September 2020	31 March 2021
3	Bahar horizon VIII Simulation & WO Candidates Forecast	1 October 2020	30 April 2021
Completed			
82	GD and Bahar long term field development program for 2021-2040 years with economics evaluation prepared.	15 January 2021	30 January 2021

V - FINANCE: *Reported by Rasul Gafarov*

a) On a Monthly Base:

- Completed the Dec-20 accounting cycle in accordance with the monthly schedule;
- According to JOA issued Dec-20 Monthly reports to Contractor Parties;
- According to JOA Dec - 20- Jan – 21 Cash Calls distributed to Contractor Parties.
- Issued Dec-20 Additional Monthly reports to Contractor Parties;
- Issued and distributed Dec-20 Monthly departmental cost reports to Budget Holders / Department Managers;
- Issued and submitted Dec-20 monthly reports to government bodies, including but not limited;
- Prepared and submitted monthly Dec-20 Financial Highlights report to the Management.

VAT, payroll, social fund and statistical reports;

b) On an Annual Base:

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

- BEOC Cost Recovery Report- finalized.

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

- BEOC Cost Recovery Report;
- BEL Profit Tax Return

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

a) Legal, Compliance, Document Control & Translation issues

- Draft Deed of Novation on transfer of rights and obligations under GSA from SOCAR to Azercontract was finalized and executed;
- Court case finalized with General Supply by court rejecting to impose interest for late payment and lifting arrest on BEOC property;
- Structural change orders were issued due to departure of expat VP and internal transfer of other employees;

- Communication was exchanged and meetings held due to wrong cut of reserve line by Azneff's metal collector;
- Letter was prepared and sent to Labor Inspectorate to address employee complaint;
- Actions continued for inventory of Admin, Security and IT assets;
- Various SOCAR inquiries for information were addressed;
- Work on residency/work permits and registration with the State Migration Service continued applying new SOCAR approved system of application. Work & residency permit was obtained from the State Migration Service for G&G Manager;
- Contract review and negotiation activities were continued advising on contract drafts and other contractual documents;
- 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; JAFZA renewals and other activities were carried on;
- 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

- Use of the outstanding vacations was monitored;
- Termination of employment agreements of 2 employees (1 by own request and 1 died)
- Employment Agreement was signed with 1 new employee (Electrical welder)
- To be expired contracts were followed up and management was updated;
- Overall 305 HR related operations have been made through this month;
- Organizational structures have been updated as per last changes
- 162 vacations and 82 bulletins have been written and entered to the HRB system;
- Review and revisions of current job descriptions were ongoing;
- Review of employee personal files continued;
- Meetings were held with HRB system provider to discuss issues related with software;
- Performance Appraisal of Company employees for 2019 was followed up;
- Electronic permissions were controlled and updated on e-gov to ensure uninterrupted access of employees to working places.

VII- ADMINISTRATION & SECURITY: *Reported by Ahmadiyya Musayev*

- Presentations, schedule changes and route lists were prepared and handed over to Legal & HR Department for issuance of orders on time in lieu with respect to recue-divers of the Security department who travelled to "Bahar" field, and for those who were called back from rest due to these needs;
- Monthly schedules and timesheets for the Administrative and Security departments, as well as for their contractors have been prepared;
- MRs/SRs were prepared for take off of the goods entered into the warehouse of the office.
- Monthly reports on turnover goods and materials, low value goods and write off acts as well as low value goods use acts were prepared
- Material request for the purchase of boiler was prepared and submitted;

- SRs were collected from all the structural units for stationery and consolidated list was prepared;
- Outsanding membership fee for New Azerbaijan Party was collected and transferred;
- Inventory check of Administrative Affairs Department together with gardeners of Service Division continued;
- Need for repairs of the roof of the administrative building was raised and activities started, also the air conditioning equipment on the roof was dismantled and lowered.
- Repair work in the office of the manager of the Operations Department is underway. Attention is paid to the relocation of items and office equipment in the office under the supervision of the Service Division;
- The diaphragm of the boiler's gas valve was out of order. The boiler room stopped functioning for a short time. The diaphragm was replaced with a new one and the boiler room continued to operate;
- Bahar field was visited for inventory inspection and inventory records were made;
- The construction of the house for the water meter in the territory of GCS was completed based on the order;
- Water taps and sewage pipes were repaired in administrative buildings and other workshops in the Gum island area;
- Relevant MRs from the office were submitted to the procurement Department for subsequent purchase.

- Security and Civil Defense activities

- 298 persons and 215 vehicles entered to BEOC 233 area based on request issued for a one time entrance permissions.
- Registration of inflow and outflow of materials, equipment, workers going to the premises via the Access Control Point # 1 is monitored on daily bases.
- Maintaining records in the log book of 491 employees who left for Bahar (working per shift) and checking their availability at work during January.
- On 02, 12, 15, 24, January 2020 deployment of employees (working on shifts) to Bahar field on vessels was accompanied by the Department's rescue diver personnel.
- The employees of Security Department measure every person's temperature with special tool whoever enters from checkpoint #1.
- 12 letters were sent Aftandil Agayarov, the chief of "Etalon Security" LTD, in order to get the access list for 573 employees and 600 special vehicles to be able to enter the "BEOCL" area, according to points of the contract.
- On 21.01.2021, the specialists of department took part in the control of the transfer of 136784 liters of diesel fuel to "Bahar" area.
- Classes in all categories were held regularly and fully taught on the basis of a 15-12 hour program envisaged in the 2020 Civil Defense Annual Plan.
- The trainings and drills provided for in the civil defense plan were organized and conducted in a timely manner, and the set goals were fully achieved.
- Employees involved in training on the basis of a 12-hour program were trained in terms of the rules of conduct during emergencies, location at protection facilities and evacuation from dangerous areas, if necessary.
- During the training and exercises, the management of the facility and the commanders of the civil defense forces were able to demonstrate their ability to perform their duties properly.

VIII – PROCUREMENT & MATERIALS: *Reported by Rasul Gafarov*

a) Procurement

- 67 MR & SR Received
- 35 POs and SOs prepared in SUN System
- 3 MRs canceled/on hold
- 2 MRs & SRs passed to Contract/Tender;
- 34 MRs & SRs under sourcing stage.

b) Tender and Contracts:

- **Tender Packs under RFI –1**
 - BEOCL 10174 2 MRS & SRS PASSED TO CONTRACT/TENDER;
- **Tender Packs under ITT (bids submission period) – 2**
 - BEOCL 10165 CS 2 GAS SEPARATOR SYSTEM RENOVATION
 - BEOCL 10173 - RENT OF ESP'S ;
- **Tendered on hold – 1**
 - BEOCL 10162 SUPPLIES OF STEEL MATERIALS
- **NUMBER OF ACTIVE CONTRACTS**
 - OPS/WO/LOG - 98 (including 16 transportation services and 20 services contracts for empl.)
 - CONSTRUCTION - 17
 - HSE – 12
 - G&G - 9 (incl. 3 consultancy contracts & 2 contracts for payment purpose only)
 - ADMIN – 15 (incl. 3 service contracts for empl.)
 - HR – 5
 - ITC – 11
 - LEGAL – 15
 - PM –16 (incl. 4 contracts for payment purpose only)
 - FINANCE – 3
- **NUMBER OF ADDENDUMS / EXTENSION -16**

c) Warehouse and Materials

- **828,480.00 kg** handled without incident;
- WHS received **31 PO's, 97 line items** for the amount of **AZN 465,339.37**;
- WHS issued **529** line items for the amount of **AZN 675,268.95**;
- **15 (fifteen)** NCR's raised; **4 (four)** NCR's was closed;
- Fuel station received **170,980.00** Liter of Diesel;
- Fuel station issued **111,574.00** Liters of Diesel;
- Fuel balance at February 1, 2021, is **78,129.00** Liters;

IX – IT: *Reported by Eldar Eyyubov*

- No disruption in ICT department within January
- 65 helpdesk requests were processed
- Subscription for domain name GreenfieldsPetroleum was prolonged

- Large network printer on second floor was fixed
- Required files have been uploaded to the FTP server for investors
- Kerio Control software was successfully prolonged
- The MR for simulation server upgrade was raised and passed to Procurement
- Updating the antivirus on workstations to the latest version was complete
- Installed were equipment of relocated employees
- All empty cartridges were replaced
- All printers have been checked
- All servers checked and backed up.

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