

BLNGEMA



Quarter 1 2016

"The white bellied sea eagle is a frequent visitor to our loading jetty. We must play our part in ensuring that this sea eagle remains a familiar sight, now and for future generations."



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MD Message

Dear Colleagues,

Bismillahirrahmanirrahim

Assalamualaikum Warahmatuallahi Wabarakatuh/ Warmest Greetings

In this edition, I want to focus my thoughts on Safety, why it matters?

Safety is very close to our heart and it's like the blood flowing in our vein, thus living without safety in mind is like waiting for an accident to happen.

Our safety objective is towards Goal Zero with no harm to people, asset and the environment. To achieve this, we would like to instil the culture of “We Care” to all, thus embedding in mind about safety in everything we do is obligatory. As one popular Health & Safety quote says “Safety is a state of mind – accidents are an absence of mind.”

In supporting this, we introduced Safety Leaderships early last year and several “Turun Padang” or Go & See have been implemented as part of the Safety Leaderships activity. Based on these observations from the “Turun Padang”, we witnessed and observed some good behaviour that demonstrated end to end HSE ownership. In order to meet our daily challenges in executing our activities safely, these demonstrated behaviours must be continued and stepped up further. We continue to perform our engagement positively by being more vigilant and chronically unease with the current reality, and at the same time assuring ourselves by asking “show me.” We would also like to demonstrate the behaviour that we care for each other by providing transparency, openness and support that we are all aligned in our priorities.

We believe that in safety there is neither differentiation in seniority nor in where you belong between staff and business partners, we work as One Team and treat everybody as equal. We all are empowered to speak up our mind and openly communicate concerns that we may have. There is need for us to move away from the “Power — Distance” culture. We should have the courage to intervene when anyone's safety may be compromised.

My pledge is to see that leaders at all levels and individual contributors take pride, ownership and be disciplined in executing their roles and responsibilities. All of us are accountable for doing the right things right. Safety is everyone's responsibility.

At the end of each day, we all must be confident that everyone who works for Brunei LNG will go home safely to their respective families. Insha Allah.

Together we work as a team for a Sustainable Future.

Regards,
Mohamad Awang Damit
MD/CEO Brunei LNG Sendirian Berhad



NEW YEAR GATHERING HIGHLIGHTS FOCUS AREAS AND PRIORITIES



On 7th January 2016 Brunei LNG held a New Year Gathering for its staff and business partners at our Plant. Present to mark the gathering was our MD/CEO Mohamad Awang Damit. This year event, witnessed the presentation of annual Healthy Lifestyle Program (HLP) and “Healthy Me” awards, and the signing of HSSE Goal Zero Commitment between Brunei LNG and Business Partners.

The event began with the recitation of Surah Al-Fatihah and “Blessing doas” led by Nadjmuddin Ridhwan, a Junior Counsellor from BSP and consequently followed by MD/CEO speech.

In his remarks, the MD/CEO highlighted 2016’s four (4) key focus areas and priorities. The first one mentioned was on HSSE - Goal Zero. He urged all employees and business partners to give utmost commitment to achieve GOAL ZERO by avoiding all unnecessary incidents to happen. He further reiterated to all employees and business partners to look forward in term of strategy to change the mind-set and embrace the work-safety culture in order to close the gap to attain Goal Zero.

Secondly is on Production. Despite having some challenges in the first half of 2015, he consistently advised all relevant employees to optimise the plant production capacity, in which this will bring to the maximisation of LNG sales. He further stated that beginning 2016, we would maximise the gas availability, maintain plant reliability at high level and manage fuel and loss consumption.

Thirdly is on Cost and Operational Excellence. In this area he touched on the spending aspects in the organisation, where he advised to be reduced and reviewed from time to time, yet still maintaining the productivity as

well as efficiency. With the continuous declined in oil prices, the MD/CEO reminded all staff to embed cost consciousness in mind and practise prudent spending for every activity. Business as usual is no longer a valid statement in the current situation. In facilitating the cost consciousness, some incentives have been introduced such as cost performance review, Integrated Services Contract (ISC) implementation, and LEAN projects. All of these aimed to save cost, maintain stability and competitiveness.

Fourthly is on People and Business Integrity. People are considered the most valuable asset in an organisation. In doing so, Brunei LNG will accelerate “Bruneianisation” into the workforce aligned with the objective of Change Journey and the nation’s vision of “Wawasan 2035”. By focusing on this, it is hoped that more local staff will be competent in taking a higher job group in the near future. This will assist Brunei LNG in achieving its aspiration towards a “High Performing Organisation”. On the aspect of Business Integrity, he mentioned on the basic principle of “Amanah” or Trusts in carrying and doing tasks. This is essential for every employees to embrace regardless of different believes and practises. He also added that this is in-line with His Majesty’s Titah which has been addressed in many occasions. He further highlighted that practising “Amanah” consistently will receive blessings from Allah Al Mighty, Insya Allah.

The event concluded with the presentation of “Healthy Me” 2015 award which comprised of 13 staff altogether. Top performer for Healthy Me Award went to Siti Martina Ibrahim TLS/13, followed by Masniah Saat EEE/311 and Norayahlini Hj Yahya EIE/331.

TIER 3 MAJOR EMERGENCY EXERCISE “FOXTROT”



The Lumut Liang Industrial Area Integrated Emergency Response Committee (LLIA-IERC) conducted a live industrial emergency simulation exercise “FOXTROT” on 1st March 2016. The Local Government Emergency Services were also participating and involved in the planning of the exercise.

This exercise is designed to test the effectiveness of the emergency team in managing the emergency situations at Brunei LNG and the coordination of those involved, from Brunei LNG, Brunei Methanol Company, TOTAL OPP, Department of Electrical Services and Government Emergency Response Teams. The testing and practise of plant evacuation to pre designated Plant evacuation centres is the key objective of the Exercise.

A Tier 3 industrial emergency is one where the emergency escalates to involve neighbouring sites. The Exercise Scenario was involving Hydrocarbon gas release from Brunei LNG Storage area T4105 at the North-East corner of Brunei LNG. A gas cloud was developed and drifted over to Total’s Onshore Processing Plant (OPP) next to Brunei LNG, BMC’s Plant across drainage channel.

As a result, alarm triggered at 8.30am and Brunei LNG Incident Management Team (IMT) was activated and followed by plant evacuation. Around 1500 people from Brunei LNG, TOTAL and BMC evacuated to pre-designated Plant Evacuation Centres - The School of Science and Engineering, Polytechnic of Brunei and SPARK Centre.

Overall the exercise is considered a success with some valuable learning points for the team to look into.



32ND NATIONAL DAY



'Generasi Berwawasan' or Generation with Vision - The theme slogan for 32nd National Day 2016 and once again Brunei LNG participated in the parade that was held at the heart of Bandar Seri Begawan, Taman Sir Muda Omar Ali Saifuddien.

A total of 67 employees of Brunei LNG participated in the Marching led by the Senior General Manager, Plant, Hj Mohammad Hj Jaya. What's important to note in this year's participation was that more than half of the contingent comprised of our young generation of employees. Additionally some of our long service employees and our management members did not miss to join the parade.

As a well-known organisation, Brunei LNG's contingent proudly dressed up with Baju Melayu and Baju Kurung respectively, this is to align and support the Brunei's customs and traditions.

In an interview made by the Brunei Times, the Minister of Culture, Youth and Sports, Yang Berhormat Pehin Dato Hj Awg Halbi Hj Mohd Yusof reminds the young generation to take the heed of His Majesty's 32nd National Day Titah, where they need to start thinking of building the country and at the same time to realise that they are important agent of change. (Source: Brunei Times; 24th Feb 2016)

Additionally, George Wong competence adviser at Brunei LNG in an interview with Brunei Times said in order to sustain the development of the country the young generation needs to develop a sense of responsibility and urgency. Further he mentioned that "As stated in His Majesty's titah, the young people must build their skills, knowledge and expertise in every field to take advantage of the opportunities presented to them, without which they will not be progressing. Now we are still relatively reliant on foreign technical expertise and labour to carry out the business ventures but if Bruneians have the same level of skills and expertise as the expatriates, we will be able to go on our own and progress," he continued. (Source: Brunei Times; 24th Feb 2016).



COMMUNITY ENGAGEMENT WITH STAKEHOLDERS

On 7th March, 2016, Brunei LNG held an engagement with Liang Lumut Community. The event took place at VIP Room, Liang Lumut Recreational Club. Various stakeholders attended the event which comprised of government sectors that included Head of Villages and and private sectors representatives. The topic of the engagement was on the Air Quality Survey.

The event started with Surah Al-Fatihah and opening speech led by Azlan Hj Abdul Aziz, Head of Communication.

The engagement was presented by the Senior General Manager, Plant, Hj Mohammad Hj Jaya (LM), with the help the Environmental Department, Allysa Koh (HSEA/1). The objective of the presentation was to raised awareness among the Liang Lumut Community on the air quality as a result of combustion of black smoke from the flare stack on 13 February, 2015 that affected Community.



Several issues and questions were raised by the community during the engagement. Among the concern raised was on the the impact of the smoke to the environment and the community. Additionally a question was also raised with regard to the frequency of the air quality survey.



According to Hj Mohammad Hj Jaya, surveys of the air quality have been conducted twice at Lumut Primary School in which the first one was during the flaring of the black smoke and the second one was after the flaring incident. The result of the air quality confirmed that the air quality from this two scenarios were within the safe zone in accordance to the measurement set by the World Health Organisation (WHO).



BRUNEI LNG HOSTS BLOOD DONATION DRIVE



On 19th March 2016, a Blood Donation Drive was held as part of Brunei LNG's Corporate Social Responsibility (CSR). The event was held at our plant in Lumut and coordinated by the HSQ Function and supported by the Suri Seri Begawan Hospital Blood Bank team. The campaign was opened for Brunei LNG's employees and its Business Partners staff. A total of 90 people (staff and business partners) registered for this cause.

During the event, we took the opportunity to interview some donors as to why they have decided to donate their blood. It was good to note that most staff and business partners donated blood because they wanted to help people, and some were decided to do so as a result of seeing their peers donating blood for a greater cause. There were few first time donors recorded during the event while a number of regular donors also participated.



Gian Al Nie
(EIE/213)

"It was my friends who lead me to donate blood. I find it a good way to help people who in need of blood. Since we can generate blood very fast, why not we donate some blood; it is a good opportunity where we can kill two birds with one stone."



Nurakidah Aripin
(HSEG/2)

"It feels good to donate blood and it can help others lives. The needles and other thing are quite scary but you can just close your eyes and donate. Keep in mind that you are trying to help others who really in need of blood."



Muhammad Sahrazi
(Zainal Daud)
"I always like to donate blood and help other people."



Juni
(Adinin Works & Engineering Sdn Bhd)
"It's good for your health as it can replace the old blood and it can improve your health as such it will reduce risks of getting sick."

TAZKIRAH SESSION COMMENCES IN 2016

On 11th February, 2016, a Tazkirah (religious talk) was held at Brunei LNG with the guest speaker Haji Kamaluddin Hj Bungsu, Brunei Shell Petroleum (DMD/HD) with the support from Muhammad Najdmuddin Ridhwan Haji Muhammad Said and Mohamad Qayyum Ahmad Senusi, Junior Guidance and Counselling support (HML/321). Also present was Mohammad Awang Damit (MD/CEO) of Brunei LNG.

The event was held in collaboration with BPPI (Badan Pekerja-Perkerja Islam) entitled *"Keberkatan hidup dalam mentaati Allah dan Sunnah Rasulullah S.A.W (pbuh)"* The Blessing in Life by Obeying the Almighty and the Teachings of Prophet Muhammad SAW, with aimed to remind the employees to obey Allah's order and being grateful and honest in relation to work and responsibility. More than 50 employees from various departments attended the events.

The event was opened with a welcoming remark by Mohamad Awang Damit. He reminded all employees to revisit the refreshed Brunei LNG's Story house. He asked audiences to get familiar with it and embrace it as the Brunei LNG's ways of life. One important point he stressed out was that to reflect ourselves "back to basic" or being *"Amanah"* in doing assigned tasks, where integrity plays a vital role in our day to day obligations.

In the talk Haji Kamaluddin, mentioned that, the foundation to success is to have a strong faith and always obey Allah's rule and His Messenger at all times. He pointed out that, obeying rules and regulations has become our working culture, in which to become success, values such as honesty and integrity should be embedded within individual employee, and follow good leadership skills, as for example to follow the Sunnah of Rasulullah S.A.W (PBUH)' and his companions.



Furthermore, as a country with an aspiration of becoming *"Negara Zikir"*, BSVJ can also plays an important role. He highlighted that every tasks or meeting should start with the recital of Surah Al-Fatihah and the intention should be for the sake of Allah. Thus, by doing so, Insya Allah, could gain *"Berkat"* and *"Rahmat"* from Allah S.W.T. Throughout the talk, he shared some motivational and inspirational stories encountered by Rasulullah S.A.W (pbuh) and his companions.

He concluded the session by reminding all those present to seek and gain knowledge and to uphold the principle of Islam to ensure success in this world and hereafter. The event ended with Q & A session and a blessing prayer led by Najmuddin Hj Muhd Said.



MOZAMBIQUE – CHAMPION OF MDCT BOWLING TOURNAMENT 2016



Since it was started back in 2006, MDCT Fun Bowling tournament continues to strike this year! On 13th March 2016, Brunei LNG held the 10th annual MD Challenge Trophy Bowling Tournament at Utama Bowling Centre, Bandar Seri Begawan. This annual event aims to seek to develop and foster ties between functions and staff of Brunei LNG. The one day event, which divided into two sessions, Session A and Session B saw a lot of potential and competitive players.

A total of 27 teams registered with more than 100 staff participated in this year tournament. As part of Brunei LNG Corporate Social Responsibility, the tournament managed to raise more than \$540 for the Brunei LNG Orphans Fund.

The event concluded with the prize presentations by the MD/CEO Mohamad Awang Damit. The champion of the tournament went to Team Mozambique from TM Function with a total pinfall of 954

followed by Team Petra from FM Function with a total pinfall of 925 and second runner up went to Team Puerto Rico from OM Function with a total pinfall of 903.

Meanwhile for individual category, the best male and female bowlers also received prizes. Hasbullah Asmad from team Estonia (OM Functions) emerged as the champion with a total pinfall of 302 and Hjh Nooredah from team Mozambique (TM function) rose as champion for female category with a total pinfall of 248.

The most strikes for male went to Hasbullah and Risnina emerged the winner in female category.



Team Mozambique



Best Male Bowler - Hasbullah



Best Female Bowler - Nooredah



HEALTHY LIFESTYLE PROGRAM 2016

February 26th - HLP Amazing Race at Agro Park, Tungku



March 25th - HLP Fun Walk at Liang Lumut Recreational Club



EXTERNAL VISITORS TO BRUNEI LNG

January 26th - Mr As Templemen, Vice President Venture East



EXTERNAL VISITORS TO BRUNEI LNG

February 10th- Hiroshima Prefectural Assembly



February 4th - EIDPMO



March 25th - Mr Sami Iskandar, EVP Upstream International Joint Ventures.



EXTERNAL VISITORS TO BRUNEI LNG

March 9th - Japan JENESYS Program



BACK TO BASICS SETTING PRIORITIES

By Dustin Wax

It is easy, in the onrush of life, to become a reactor – to respond to everything that comes up, the moment it comes up, and give it your undivided attention until the next thing comes up.

This is, of course, a recipe for madness. The feeling of loss of control over what you do and when is enough to drive you over the edge, and if that doesn't get you, the wreckage of unfinished projects you leave in your wake will surely catch up with you.

Having an **inbox** and **processing** it in a systematic way can help you gain back some of that control. But **once you've processed out your inbox and listed all the tasks you need to get cracking on, you still have to figure out what to do the very next instant.** On which of those tasks will your time best be spent, and which ones can wait?

When we don't set priorities, we tend to follow the path of least resistance. (And following the path of least resistance, as the late, great Utah Phillips reminded us, is what makes the river crooked!) That is, we'll pick and sort through the things we need to do and work on the easiest ones – leaving the more difficult and less fun tasks for a "later" that, in many cases, never comes – or, worse, comes just before the action needs to be finished, throwing us into a whirlwind of activity, stress, and regret.

That's no way to live!

Three Approaches

There are three basic approaches to setting priorities, each of which probably suits different kinds of personalities. The first is for procrastinators, people who put off unpleasant tasks. The second is for people who thrive on accomplishment, who need a stream of small victories to get through the day. And the third is for the more analytic types, who need to know that they're working on the objectively most important thing possible at this moment. In order, then, they are:

1. Eat a Frog

There's an old saying to the effect that if you wake up in the morning and eat a live frog, you can go through the day knowing that the worst thing that can possibly happen to you that day has already passed. In other words, the day can only get better!

Popularized in Brian Tracy's book **Eat That Frog!**, the idea here is that **you tackle the biggest, hardest, and least appealing task first thing every day**, so you can move through the rest of the day knowing that the worst has already passed.

When you've got a fat old frog on your plate, you've really got to knuckle down. Another old saying says that when you've got to eat a frog, don't spend too much time looking at it! It pays to keep this in mind if you're the kind of person that procrastinates by "planning your attack" and "psyching yourself up" for half the day. Just open wide and chomp that frog, buddy! Otherwise, you'll almost surely talk yourself out of doing anything at all.



<http://cdn2.hubspot.net>

2. Move Big Rocks

Maybe you're not a procrastinator so much as a fiddler, someone who fills her or his time fussing over little tasks. You're busy busy busy all the time, but somehow, nothing important ever seems to get done.

You need the wisdom of the pickle jar. Take a pickle jar and fill it up with sand. Now try to put a handful of rocks in there. You can't, right? There's no room.

If it's important to put the rocks in the jar, you've got to put the rocks in first. Fill the jar with rocks, now try pouring in some pebbles. See how they roll in and fill up the available space? Now throw in a couple handfuls of gravel. Again, it slides right into the cracks. Finally, pour in some sand.

For the metaphorically impaired, the pickle jar is all the time you have in a day. You can fill it up with meaningless little busy-work tasks, leaving no room for the big stuff, or you can do the big stuff first, then the smaller stuff, and finally fill in the spare moments with the useless stuff.

To put it into practice, **sit down tonight before you go to bed and write down the three most important tasks you have to get done tomorrow.** Don't try to fit everything you need, or think you need, to do, just the three most important ones.

In the morning, take out your list and attack the first "Big Rock". Work on it until it's done or you can't make any further progress. Then move on to the second, and then the third. Once you've finished them all, you can start in with the little stuff, knowing you've made good progress on all the big stuff. **And if you don't get to the little stuff? You'll have the satisfaction of knowing that you accomplished three big things.** At the end of the day, nobody's ever wished they'd spent more time arranging their pencil drawer instead of writing their novel, or printing mailing labels instead of landing a big client.



<http://www.actioncoach.com>

7 TIPS FOR SHARPENING YOUR COMMUNICATIONS SKILLS

By Aoife Gore

CONTINUE.....

3. Covey Quadrants

If you just can't relax unless you absolutely know you're working on the most important thing you could be working on at every instant, [Stephen Covey's](#) quadrant system might be for you. Covey suggests you divide a piece of paper into four sections, drawing a line across and a line from top to bottom. Into each of those quadrants, you put your tasks according to whether they are:

- I. Important and Urgent
- II. Important and Not Urgent
- III. Not Important but Urgent
- IV. Not Important and Not Urgent

The quadrant III and IV stuff is where we get bogged down in the trivial: phone calls, interruptions, meetings (QIII) and busy work, shooting the breeze, and other time wasters (QIV). Although some of this stuff might have some social value, if it interferes with your ability to do the things that are important to you, they need to go.

Quadrant I and II are the tasks that are important to us. QI are crises, impending deadlines, and other work that needs to be done right now or terrible things will happen. If you're really on top of your time management, you can minimize Q1 tasks, but you can never eliminate them – a car accident, someone getting ill, a natural disaster, these things all demand immediate action and are rarely planned for.

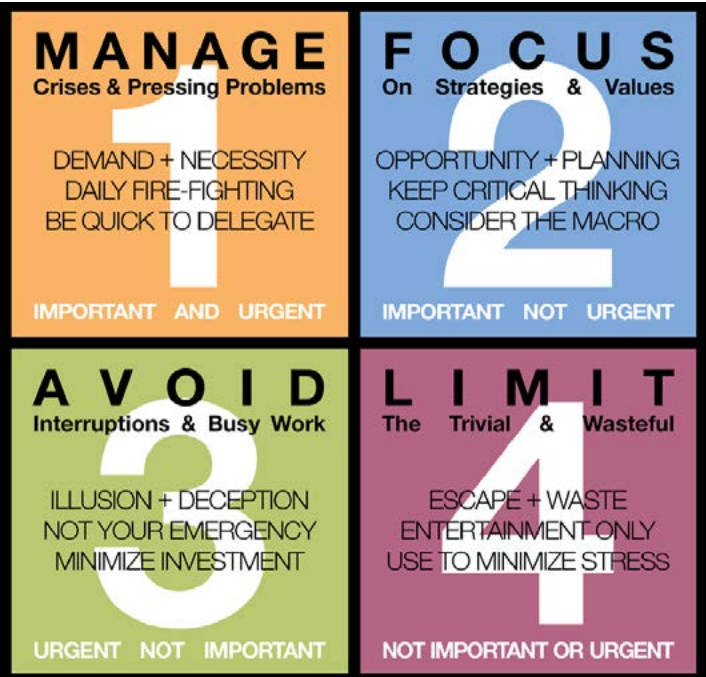
You'd like to spend as much time as possible in Quadrant II, plugging away at tasks that are important with plenty of time to really get into them and do the best possible job. This is the stuff that the QIII and QIV stuff takes time away from, so after you've plotted out your tasks on the Covey quadrant grid, according to your own sense of what's important and what isn't, work as much as possible on items in Quadrant II (and Quadrant I tasks when they arise).

Getting to Know You

Spend some time trying each of these approaches on for size. It's hard to say what might work best for any given person – what fits one like a glove will be too binding and restrictive for another, and too loose and unstructured for a third. You'll find you also need to spend some time figuring out what makes something important to you – what goals are your actions intended to move you towards.

In the end, setting priorities is an exercise in self-knowledge. You need to know what tasks you'll treat as a pleasure and which ones like torture, what tasks lead to your objectives and which ones lead you astray or, at best, have you spinning your wheels and going nowhere.

These three are the best-known and most time-tested strategies out there, but maybe you've got a different idea you'd like to share? Tell us how you set your priorities in the comments.



<https://www.nhaustralia.com.au>

In 2015, the way we communicate has virtually no boundaries, especially in the business world. Employees in today's workforce can make sales, troubleshoot, advise, and conduct nearly any business transaction from any place—to anywhere in the world. According to this infographic, 97 percent of surveyed employees believe communications impact daily tasks, and 95% plan to use business communication tools—computers, smartphones, desktop phones, and tablets—over in-person meetings. With a variety of communication channels at our disposal, there is still a possibility for disconnect between people.

George Bernard Shaw once said “*The single biggest problem in communication is the illusion that it has taken place.*” Lack of communication in the workplace causes problems such as frustration, misunderstandings, and poor performance, which usually results in employee turnover. Most work-related problems can be traced back to a breakdown in communication.

How effective managers communicate with employees and how employees communicate with each other is a crucial part of a productive work environment. Just like typing, writing, time management, organization, etc., communication is a skill that must be learned and practiced. So, what can you do to improve your communication skills in the workplace?



<http://www.dreamstime.com>

Be clear and concise

Take time to organize your thoughts and make your deliverables as concise and clear as possible. Your manager and your coworkers do not want to sift through a bunch of words to uncover what it is you are really talking about, or what it is that you want them to do.



<http://www.metta.io>

Don't forget about digital etiquette

Emails and text messages are notorious platforms for communication mishaps. When creating an email, read over it a few times to make sure the tone is professional, there are no grammatical or spelling errors, and don't forget the first tip—that your message should be clear and concise. If your request is time-sensitive or there is an issue at hand, schedule a follow-up phone meeting to make sure your message is received as you intended. Never, respond to an email or text message if you are displeased or upset, it is very unprofessional and can come back to bite you, especially if it is in response to a message received. It is important to remember that not everyone has mastered or is aware of digital etiquette.



<http://davidbrettwilliams.blogspot.com>

Be aware of your body language

Be aware of the message you are giving with your body language. Body language includes facial expressions, posture, eye movement, and your position in relation to the person with whom you are speaking with.



<http://careersuccess.typepad.com>

Observe others

Observe how individuals interact with one another. Every company, or department, has its own workplace culture—their way of doing things. This doesn't mean that your way is wrong necessarily; try and observe how they interact, then figure out how to bring in your own interpersonal style.



<http://freedomwithnichelle.empowernetwork.com>

Don't Overreact

Being put on the spot is always an uncomfortable situation, so take your time to carefully consider your response. It is okay to say “Let me think about that and I will get back with you.” Once you have thought out your response, you will be able to communicate more effectively.



<http://www.juliebosgrove.com>

Listen

A vital part of effective communication is listening. Remember, hearing and listening are two very different things. Too many times, we get caught up in trying to get our point across that we hear what the other person is saying but we don't listen to what they are saying. Make sure you listen to your manager and coworkers, not just hear them.



<http://websoulz.com>

Be personal

Communication doesn't have to be cold and matter-of-fact. Get to know the people you work with and let them know that you care about them as individuals. Don't alienate yourself in your office or keep your head down at your desk. Make communicating with other employees a part of your daily routine; then when you do have to discuss an important or touchy subject it won't be as difficult or awkward.

Effective communication is essential for a productive work environment. So, the next time you communicate with your boss or a coworker, remember to be clear, concise, aware of your body language, be careful not to overreact, actively listen, and be personable.

Source: <http://info.profilesinternational.com>



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