JCCP COURSE PROGRAM

Maintenance Management
(May 26 – June 12, 2015)

Application Deadline: March 30 (Mon), 2015

JAPAN COOPERATION CENTER, PETROLEUM
JCCP COURSE PROGRAM ANNOUNCEMENT

1. Course No.  TR-6-15

2. Course Title  Maintenance Management

3. Period  May 26 (Tue) – June 12 (Fri), 2015

4. Objective  To provide knowledge of Japanese maintenance management methods and reliability evaluation methods

5. Qualification  Maintenance managers in refineries (excluding the fields of electricity/instrumentation) with a university degree, or those with equivalent qualifications

6. Language  English

7. Number of Participants  12 persons

8. Application Deadline  **March 30 (Mon), 2015**

9. Program  Please refer to the course program shown on the next page
# Course Program

**Maintenance Management**  
May 26 (Tue.) – June 12 (Fri.), 2015

<table>
<thead>
<tr>
<th>Date</th>
<th>Subject</th>
<th>Place</th>
<th>Hotel</th>
<th>Hotel Contact</th>
</tr>
</thead>
</table>
| May 26 (Tue) | 1. Opening Ceremony  
2. Orientation  
  • Administration Guidance  
  • Japanese Language  
  • Japanese Economy  
  - Welcome Party - | JCCP                      | Sunshine City Prince Hotel  
+81-3-3988-1111 |                        |
| May 27 (Wed) | 3. Introduction Session  
  • Self-Introduction  
  • Explanation of Course Program and Schedule  
  4. Overview of Oil Industry in Japan | JCCP                      | Sunshine City Prince Hotel  
+81-3-3988-1111 |                        |
| May 28 (Thu) | 5. Maintenance Management in Japanese Refinery  
  • Maintenance Activities in Refinery  
  • Risk Based Optimization of Maintenance | JCCP                      | Sunshine City Prince Hotel  
+81-3-3988-1111 |                        |
| May 29 (Fri) | 6. Maintenance Plant Life Cycle Engineering  
  • Plant Life Cycle Maintenance  
  • Equipment Diagnosis | JCCP                      | Sunshine City Prince Hotel  
+81-3-3988-1111 |                        |
| May 30 (Sat) | 7. Visit to a Heavy Industry  
  • Outline of the Company and the Factory  
  • Observation of the Manufacturing Facilities  
  • Manufacturing and Inspection Technologies for Boiler and Turbine  
  (Move to Osaka) | Mitsubishi Hitachi Power Systems, Ltd. Nagasaki Works | ANA Crown Plaza Nagasaki Groverhill  
+81-3-3988-1111 |                        |
| May 31 (Sun) |                           | Torishima Pump Manufacturing Company | Hearton Hotel Nishiumeda  
+81-6-6342-1111 |                        |
| Jun 1 (Mon)  | (Move to Nagasaki)  
  - Field Trip in Nagasaki - | | |                        |
| Jun 2 (Tue)  | 8. Visit to a Rotary Machine Fabricator  
  • Outline of the Company and the Factory  
  • Observation of Factory  
  • Maintenance and Inspection Technologies for Various Pumps | | |                        |
| Jun 3 (Wed)  | 9. Visit to a Steel Maker  
  • Outline of the Company and the Factory  
  • Observation of the Manufacturing Facilities  
  • Material Characteristics of Pipes and Tubes and Quality Control  
  (Move to Yokkaichi) | Nippon Steel & Sumitomo Steel Tube Works | Meitetsu Grand Hotel  
+81-52-582-2211 |                        |
| Jun 4 (Thu)  | 10. Visit to a Refinery  
  • Outline of the Company and Refinery  
  • Observation of the Refinery  
  • Maintenance Management in the Refinery  
  (Move to Yokohama) | Cosmo Oil Co., Ltd. Yokkaichi Refinery | Navios Yokohama  
+81-45-633-6000 |                        |
| Jun 5 (Fri)  | 11. Visit to an Engineering Company  
  • Outline of the Company  
  • Project Management  
  • Maintenance Management  
  (Return to Tokyo) | JGC Corp. Yokohama Headquarters | Sunshine City Prince Hotel  
+81-3-3988-1111 |                        |
<p>| Jun 6 (Sat)  | HOLIDAY | | |                        |</p>
<table>
<thead>
<tr>
<th>Date</th>
<th>Jun. 7 (Sun)</th>
<th>Jun. 8 (Mon)</th>
<th>Jun. 9 (Tue)</th>
<th>Jun. 10 (Wed)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject</td>
<td>HOLIDAY</td>
<td>12. Case Study and Discussion (Move to Ichihara)</td>
<td>13. Visit to a Maintenance Company • Outline of the Company and the Factory • Observation of Factory and Laboratory • Maintenance and Repair Technologies of Refining Equipment (Move to Niigata)</td>
<td>14. Visit to a Manufacturing Works • Outline of the Factory • Factory Observation • Operational Practices and Maintenance of Mechanical Seals (Return to Tokyo)</td>
</tr>
<tr>
<td>Place</td>
<td></td>
<td>JCCP</td>
<td>Sankyu Inc. Maintenance Center</td>
<td>Eagle Burgmann Japan</td>
</tr>
<tr>
<td>Hotel</td>
<td>Sunshine City Prince Hotel +81-3-3988-1111</td>
<td>Ichihara Marine Hotel +81-436-21-5119</td>
<td>Niigata Tokyu Inn +81-25-243-0109</td>
<td>Sunshine City Prince Hotel +81-3-3988-1111</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Jun. 11 (Thu)</th>
<th>Jun. 12 (Fri)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject</td>
<td>15. Safety and Reliability of Aged Plants • Overview of Materials Problem • Failure Analysis</td>
<td>16. Course Review 17. Closing Ceremony - Farewell Party -</td>
</tr>
<tr>
<td>Place</td>
<td>JCCP</td>
<td>JCCP</td>
</tr>
<tr>
<td>Hotel</td>
<td>Sunshine City Prince Hotel +81-3-3988-1111</td>
<td>Sunshine City Prince Hotel +81-3-3988-1111</td>
</tr>
</tbody>
</table>

* This Program is subject to change.
10. Application and Acceptance

(1) Application

Participating companies are requested to confirm the following conditions, complete the specified format “Nomination form” and submit the application via the JCCP website.

① The necessary conditions

* Confirm the qualifications of nominee.
* Make sure the nominee has adequate command of English to understand the courses.
* Submit the application by the deadline, March 30 (Mon), 2015.
* Nominate up to two persons, with an indications of the priority order.

② Application procedure

* Download Nomination Form from JCCP website. URL: http://www.jccp.or.jp/
* Fill in required fields and attach a participant’s photo.
* Submit the following application documents via the website.
  Nomination Form (Excel)
  Signature Page (PDF)
  Letter of Nomination (PDF)
* Check an automated e-mail confirming receipt from JCCP.
* For further information, please refer to the instruction manual "Training Course Application Procedure”.

③ Notice

* Hand-written Nomination Forms are not acceptable.
* Applications submitted after the deadline cannot be accepted.
* Any applications without a Nomination Form are not acceptable.
* Submission of an incomplete Nomination Form is considered as a disadvantage to the selection.
* It is highly desired to let us know individual e-mail address that enables JCCP staff to access to each participant directly.

(2) Acceptance

Participants will be decided by a Selection Committee within a week after the deadline. Then, the result will be notified to the person in charge of the focal point in the Participating Companies by e-mail, followed by the visa supporting documents by courier.

11. Preparation before Departure by a Participant/Participating Company

(1) A participant must prepare and bring the followings:

① Visa and Flight Reservation

  · Obtain a visa/transit visa and a round trip normal air ticket. Effective term of the air ticket must include both the Opening and Closing Ceremonies
* It is mandatory for the participants to attend both ceremonies
* JCCP recommends that a participant arrive in Japan three days before the opening day, as JCCP holds the Two-day Orientation before the opening day. (Please refer to Item 16.)

- Report by using the attached format “Flight Schedule” of both arrival and departure (date, time, flight number and reservation number) by May 11 (Mon), 2015.
  * Above information is important to make a reservation for the Sunshine City Prince Hotel and also arrange a meeting service at Narita International Airport or Haneda Airport.
  
- Attach a receipt or air ticket, etc. with airfare to the format “Flight Schedule”.

② Medical Checkup

A participant must have a thorough medical checkup within approximately two weeks before departure to certify his/her health condition by “Medical Certificate” attached on this course program, and bring the Medical Certificate to Japan.

A participant without the Medical Certificate may be denied entrance into refineries or factories.

A participant, who does not bring Medical Certificate, is required to take medical checkup in Japan at his/her own expense (¥5,400).

A female participant would be requested to pay a special attention to NOT being pregnant. It is because the field trips in Japan include ups and downs of stairs in the station, carrying one’s luggage and walking in the crowded area. In addition, whereas the medical care expenses would easily be large amount in Japan, the travel accident insurance does not cover the disease caused by the pregnancy.

③ Brief Presentation on the participant’s job

Each participant is requested to make a five-minute self-introduction of the participant’s job experience and others. Presentation material must be sent in advance in the form of power point slide by email to the coordinator (takaya-suzuki@jccp.or.jp).

④ Company Brochure together with an Organization Chart

Each participant should bring a brochure of the company (or the organization) together with its organization chart.

⑤ A Case Study Presentation

Please refer to the Attachment 2 to prepare the presentation.

(2) Preparations Necessary:

To all,

① To defend Computer Viruses

Each Participant is requested to check for viruses of his/her data storage devices before his/her departure.
Please do not include any unnecessary document in the media.
To concerned,

① Presentation data

To ensure an effective and smooth presentation, each participant is requested to prepare his/her presentation materials securely stored in data storage devices. The file name should be in English to prevent trouble caused by computer compatibility and should put the name of country in order to identify the name from others.

② Cellular Phone

Japanese cellular phone system is different from that of other countries. Please make sure international roaming service is active before the departure to Japan.

12. Important Remarks

① It is the basic policy of JCCP that each participant is not allowed to bring any family members including his/her spouse. However should participant wish to do so, he/she is kindly advised that it should be done based on the principle of self-responsibility. JCCP will have no involvement in the arrangements for their visit.

② Follow the instructions of the course coordinator.

③ Attend all the seminars and the Opening/Closing Ceremonies unless urgent reasons.

④ Be punctual all the time.

⑤ Keep confidential proprietary information which a participant has obtained during the course, unless it is a public knowledge.

⑥ Pay special attention to keep good health.

⑦ Refrain from engaging in political activities, sales activities or in any form of employment.

⑧ Stay at the designated hotels.

⑨ A person with a travel history to Guinea, Liberia, Sierra Leone or Democratic Republic of the Congo within 30 days before the start of the course will not be able to attend due to Ebola-related concerns in those countries.

13. Financial Arrangements

(1) JCCP bears:

① Hotel room charge

JCCP will pay for the room charge directly to the hotel for the course period including the night of closing day, plus up to three nights before the course starts.

② Daily Allowance

A daily allowance of ¥5,000 per day is granted for the course period, plus up to three days before the course starts.

A participant shall pay meal, laundry and miscellaneous expenses from JCCP’s daily allowances.

③ Costs related to the course program such as lecturers’ fees, office and equipment rentals, textbooks, site visits, field trips and others.

④ Other costs for the travel agency including airport transportation service and orientation, etc.
### (2) The Participating Company bears:

1. A round-trip airfare between a participant’s country and Japan
2. The Course Fee: ¥0
3. The Overseas Travel Accident Insurance Premium: ¥2,300

* For details, please refer to the Attachment 1.

### (3) JCCP Makes Two Payments as follows:

1. Daily Allowance for the course period is paid on the Opening Day

   A sum of ¥87,700 as calculated below, is granted in cash to each participant.

<table>
<thead>
<tr>
<th>Daily Allowance (¥5,000 × 18 days)</th>
<th>¥90,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Fee</td>
<td>minus ¥0</td>
</tr>
<tr>
<td>Overseas Travel Accident Insurance</td>
<td>minus ¥2,300</td>
</tr>
</tbody>
</table>

   - If by any chance, a participant is late for the course, the Daily Allowance for such period shall be deducted from the above sum.
   - In case a participant leaves Japan before the closing day for some reason, the Daily Allowance paid on the opening day should be returned proportionally.

2. Additional Daily Allowance, for a participant’s stay before the course including his/her arrival day, but NOT for a departure day, is paid on the day before the closing day

   After confirming each participant’s return flight, Additional Daily Allowance and the airport bus fare is granted.

   ※ ¥5,000 per day (up to 3 days before the course starts)
   ※ Airport bus fare:
     - ¥3,100 (from Hotel to Narita Airport)
     - ¥1,230 (from Hotel to Haneda Airport)

   - If a participant leaves Japan earlier than the confirmed departure date, such Additional Daily Allowance shall be returned to JCCP.

### 14. Meeting Services at Airports

A JCCP agent holding a JCCP signboard is waiting for a participant at the exit. The agent will guide the participant to the airport bus for the Sunshine City Prince Hotel.

(1) Arrival at Narita International Airport

1. It takes about 2 hours from the airport to the hotel.
2. If, for some reasons, a participant is unable to meet the agent, the participant is requested to

   * contact the Tourism Essentials Inc. (TEI, Tel: 0476-34-8791) through the Information Center
   * or, find the airport bus for the Sunshine City Prince Hotel on his/her own, and prepare ¥3,100 in cash for the bus fare.
Arrival at Haneda Airport

① It takes about one and a half hours from the airport to the hotel.

② If, for some reasons, a participant is unable to meet the agent, the participant is requested to
   • contact the TEI (Tel: 03-5757-9276) through the Information Center
   • or, find the airport bus for the Sunshine City Prince Hotel on his/her own, and prepare ¥1,230 in cash for the bus fare.

15. Accommodations

JCCP reserves/defrays “Single B room” directly to the hotel.

- In Tokyo: Sunshine City Prince Hotel, which is adjacent to JCCP office.
  Higashi-Ikebukuro, Toshima-ku, Tokyo
  Tel: 81-3-3988-1111, Fax: 81-3-3988-7878

<table>
<thead>
<tr>
<th>Room Type</th>
<th>Area (m²)</th>
<th>Bed Width (m)</th>
<th>Additional Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single B</td>
<td>16.6</td>
<td>1.4</td>
<td>-</td>
</tr>
<tr>
<td>Single A</td>
<td>20.7</td>
<td>1.4</td>
<td>¥3,300</td>
</tr>
<tr>
<td>Double</td>
<td>30.4</td>
<td>1.78</td>
<td>¥7,300</td>
</tr>
</tbody>
</table>

*Government Tax & service charge are included in the above rate

* Each participant is free to upgrade at his/her own expense. In such case, please inform us in advance and the additional charge shall be paid by his/herself directly to the hotel.

* Additional expenses for early check-in and late check-out shall be participants' account.

- During the field trip: Please refer to the Course Program (page 2).

16. Orientation

JCCP provides participants with the Two-day Orientation before the opening day.

This is an optional program. JCCP agent tells you how to take a train and subway, and guide you some sightseeing spots in Tokyo.

Those who wish to attend, please prepare about ¥2,000 in cash per day for the meals and transportation costs.

17. Dress Code

- Opening/Closing Ceremony: the national formal dress or business attire
- JCCP Classroom: No dress code as long as dressed decently.
- For the Site Visit: Collared Shirts (T-shirts are not allowed).
  For safety, long-skirts, slippers, sandals, high heels are impermissible as well.
18. Locations and Monthly average temperature (°C)

<table>
<thead>
<tr>
<th>Place</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tokyo</td>
<td>High 9.9</td>
<td>10.4</td>
<td>13.3</td>
<td>18.8</td>
<td>22.8</td>
<td>25.5</td>
<td>29.4</td>
<td>31.1</td>
<td>27.2</td>
<td>21.8</td>
<td>16.9</td>
<td>12.4</td>
</tr>
<tr>
<td></td>
<td>Low 2.5</td>
<td>2.9</td>
<td>5.6</td>
<td>10.7</td>
<td>15.4</td>
<td>19.1</td>
<td>23.0</td>
<td>24.5</td>
<td>21.1</td>
<td>15.4</td>
<td>9.9</td>
<td>5.1</td>
</tr>
<tr>
<td>Niigata</td>
<td>High 9.0</td>
<td>9.7</td>
<td>12.8</td>
<td>18.3</td>
<td>22.0</td>
<td>24.6</td>
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<td>30.2</td>
<td>26.2</td>
<td>20.9</td>
<td>15.9</td>
<td>11.4</td>
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<tr>
<td></td>
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<td>-2.2</td>
<td>1.2</td>
<td>6.6</td>
<td>11.8</td>
<td>16.3</td>
<td>20.4</td>
<td>21.8</td>
<td>18.1</td>
<td>11.3</td>
<td>4.6</td>
<td>-0.9</td>
</tr>
<tr>
<td>Osaka (Amagasaki &amp; Takatsuki)</td>
<td>High 9.5</td>
<td>10.2</td>
<td>13.7</td>
<td>19.9</td>
<td>24.5</td>
<td>27.8</td>
<td>31.6</td>
<td>33.4</td>
<td>29.3</td>
<td>23.3</td>
<td>17.6</td>
<td>12.3</td>
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<td></td>
<td>Low 2.8</td>
<td>2.9</td>
<td>5.6</td>
<td>10.7</td>
<td>15.6</td>
<td>20.0</td>
<td>24.3</td>
<td>25.4</td>
<td>21.7</td>
<td>15.5</td>
<td>9.9</td>
<td>5.1</td>
</tr>
<tr>
<td>Nagasaki</td>
<td>High 10.4</td>
<td>11.7</td>
<td>14.8</td>
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<td>26.4</td>
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<td>28.6</td>
<td>23.8</td>
<td>18.3</td>
<td>13.1</td>
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<td>7.3</td>
<td>11.6</td>
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<td>20.0</td>
<td>24.3</td>
<td>25.1</td>
<td>21.8</td>
<td>16.1</td>
<td>10.8</td>
<td>5.9</td>
</tr>
</tbody>
</table>

During these months participants are advised to bring a winter coat.

19. For Inquiries

Japan Cooperation Center, Petroleum (JCCP)

- Office Hours: 9:00 - 17:30 (Monday to Friday)
- Operations Department Phone: 81-3-5396-6001/ E-mail: jccp-opr@jccp.or.jp
OVERSEAS TRAVEL ACCIDENT INSURANCE

According to JCCP’s policy, all participants shall be covered by comprehensive insurance policies during his/her stay in Japan. JCCP arranges “Overseas Travel Accident Insurance” (hereafter Policy) for an account of each participant (with Sompo Japan Nipponkoa Insurance Inc.). The details are as follows:

1. Insurance Company:
   Sompo Japan Nipponkoa Insurance Inc. (hereafter SOMPO)

2. Insured:
   Course Participant (hereafter Participant)

3. Policy Holder
   Japan Cooperation Center, Petroleum (hereafter JCCP)

4. Insurance Premium is payable to SOMPO in full amount of ¥8,830.
   JCCP pays the full amount, of which Participant reimburse JCCP the amount of ¥2,300 as his/her share.

5. Period Covered
   From entering until leaving Japanese airspace.

6. Risk and Coverage

<table>
<thead>
<tr>
<th>Risk</th>
<th>Coverage</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Injury</td>
<td>Death</td>
<td>¥11,000,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>In the event that a sudden and accidental occurrence of external origin occurs during the period of insurance and causes the death of a Participant within 180 days of the accident, SOMPO shall pay the entire amount.</td>
</tr>
<tr>
<td>Residual Disability</td>
<td>Up to</td>
<td>¥11,000,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>In the case that a Participant sustains residual disability caused by an accident described above and disability begins within 180 days of the accident, SOMPO shall pay 3-100% of the Coverage according to the degree of disability sustained. Note: It is possible for SOMPO to pay for both residual disability and death however the total sum cannot exceed ¥11,000,000.</td>
</tr>
<tr>
<td>Medical Expenses</td>
<td>Up to</td>
<td>¥6,000,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>In the case that a Participant sustains bodily injury caused by a sudden and accidental occurrence of external origin during the period of insurance, SOMPO shall pay actual expenses for medical treatment incurred within 180 days of the accident up to the coverage.</td>
</tr>
<tr>
<td>Sickness</td>
<td>Death</td>
<td>¥11,000,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>If a Participant dies from sickness during, or within 30 days of the expiration of the period of insurance (limited to cases where medical treatment commenced and continued during the period of insurance), SOMPO shall pay the entire coverage.</td>
</tr>
<tr>
<td></td>
<td>Medical Expenses</td>
<td>Up to</td>
</tr>
<tr>
<td></td>
<td></td>
<td>In the case that a Participant becomes sick during the period of insurance and receives professional medical treatment, SOMPO shall reimburse actual medical expenses, up to the coverage incurred during 180 days period from the commencement of treatment.</td>
</tr>
</tbody>
</table>
| **Rescuer’s Expense** | Up to ¥5,000,000 | In the case that one of the following events where a Participant (and others including JCCP staff) has incurred expenses such as search and rescue fees, transportation costs including airfares, hotel room fees, ambulance charges, minor fees, removal of body, etc., SOMPO shall reimburse such costs up to the coverage. (In regards to transportation and accommodation, coverage is limited to 3 people. However, if hospital admittance period is over 3 days but less than 6 days, the limit is one person.)  
1. The disappearance or destruction of the aircraft or vessel on which a Participant is traveling during the period of insurance.  
2. Emergency search or rescue services become necessary due to a sudden and accidental occurrence during the period of insurance. (Official confirmation required)  
3. A Participant suffers from bodily injury during the period of insurance which causes death within 180 days of the accident, or 3 or more consecutive days hospitalization.  
4. A Participant dies from sickness during the period of insurance or is hospitalized for 3 consecutive days due to sickness which commenced during the period of insurance. |
| **Third Party Liability** | Up to ¥30,000,000 | In the case that a Participant incurs legal liability to a third party caused by an accidental occurrence within the period of insurance, involving bodily injury or damage to property, SOMPO shall pay up to the coverage. SOMPO shall not be responsible for liability arising from use of automobiles. |
| **Baggage** | Up to ¥300,000 | In the case that a Participant’s baggage is lost or damaged by an accidental occurrence within the period of insurance, SOMPO shall reimburse current value or repairing expense. (¥100,000 maximum per one goods) |

The Insurance does not cover the followings.

- Chronic diseases or pain
- Dental treatment
- Whiplash syndrome, back pain or other pains without any objective symptoms
- Charge for a medical certificate to claim insurance money in case that the medical expenses exceeds ¥50,000.

7. A Participant shall sign the “Special Agreement of Insurance Payment”, in which the participant authorizes:

① JCCP makes negotiation and decision with SOMPO and claim and receive insurance money for the Participant.
② In the event of Participant’s death described in item 6 (Risks and Coverage), JCCP receives insurance money from SOMPO.
Special Agreement of Insurance Payment

Type of Insurance: Overseas Travel Accident Insurance
Policy No.: 
Period of Insurance: From arrival in Japan’s territorial sky till departure from Japan’s territorial sky

<table>
<thead>
<tr>
<th>Risk</th>
<th>Coverage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Injury</td>
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<td>Death</td>
<td>¥11,000,000</td>
</tr>
<tr>
<td>Residual Disability</td>
<td>Up to ¥11,000,000</td>
</tr>
<tr>
<td>Medical Expenses</td>
<td>Up to ¥6,000,000</td>
</tr>
<tr>
<td>Sickness</td>
<td></td>
</tr>
<tr>
<td>Death</td>
<td>¥11,000,000</td>
</tr>
<tr>
<td>Medical Expenses</td>
<td>Up to ¥6,000,000</td>
</tr>
<tr>
<td>Rescuer’s Expense</td>
<td>Up to ¥5,000,000</td>
</tr>
<tr>
<td>Third Party Liability</td>
<td>Up to ¥30,000,000</td>
</tr>
<tr>
<td>Baggage</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Up to ¥100,000</td>
</tr>
</tbody>
</table>

1. I agree that Japan Cooperation Center, Petroleum makes negotiations and decision with you as to your liability and the extent of your liability on the above policy and receive the sum of the claim money.

2. I agree that the death benefit (payment) is payable to JCCP.

Beneficiary of Death Payment

<table>
<thead>
<tr>
<th>Address</th>
<th>Sunshine 60 Bldg. 58F, 3-1-1, Higashi-Ikebukuro, Toshima-ku, Tokyo, Japan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Company</td>
<td>Japan Cooperation Center, Petroleum (JCCP)</td>
</tr>
</tbody>
</table>

Date________________

Signature ________________________________
(Authorizer)

Course No. :
Participant’s No. :
Participants’ Name :
Country :
Case Study and Discussion
on Maintenance Management by Participants

The course includes a program, “Case Study and Discussion on your Maintenance Management Activity and/or Problem on your Job” on June 8 (Mon).

In this program, all participants are requested to give presentation to JCCP lecturers and other participants. The presentation will contain general introduction of your company, and recent special topics or now-facing problems about your company or your country.

To ensure effective and smooth presentation, you are also requested to prepare your presentation materials stored, copied, saved on CD, DVD and USB Memory etc before you attend the course. The file name should be in English to prevent trouble caused by computer compatibility. Participants shall provide a presentation for 15 minutes at longest. A copy has to be sent to Mr. Suzuki (coordinator of the course) by E-mail (takaya-suzuki @jccp.or.jp) by May 12 (Tuesday). Then, presentation papers will be copied and distributed to all participants in the class for better discussion.

Contents of presentation
1. Organization of your Maintenance Department and Refinery
2. Maintenance Style and/or Policy of your Department
3. Maintenance Index (or Maintenance Budgets and Actual Costs)
4. Trouble Experience or Topics of your Refinery

In case of using electronic device, the software of “power-point” is recommended for PC projector at JCCP.

Remarks
1. Flow sheets, illustrations, pictures and photos are welcome for quick understanding.
2. Format of presentation paper (hard copy)
   Size: Letter size or A4 (210mm × 295mm) size is preferable.
   Number of sheets: 10 sheets max.
3. PC projector, Overhead projector, hard copy projector and videotape player (NTSC) are also available at JCCP.

Please ask JCCP staff to prepare for such equipment beforehand.
Please send us a fax/e-mail of your flight schedule as soon as you obtain it. **An airport meeting service on your arrival** is to be arranged with your notice **by two weeks before the course starts.**

<table>
<thead>
<tr>
<th>Flight No.</th>
<th>From</th>
<th>To</th>
<th>Departure Date</th>
<th>Departure Time</th>
<th>Arrival Date</th>
<th>Arrival Time</th>
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Your Reservation No._____________________

* Arrange your flight to arrive before the Opening day.

* Attach the followings to this information.

1) **Passenger Name Record (PNR)**

(PNR: When a passenger books an itinerary, the travel agent or travel website user will create a PNR. This record is very important to trace your flight.)

2) **A copy of some information of your air ticket’s face value** such as receipt or air ticket with airfare, etc.
Medical Certificate

* This form must be issued within two weeks before departure.
* Please print in English.

Examination Date (DD/MM/YY): / / 

<table>
<thead>
<tr>
<th>Course No.:</th>
<th>Country:</th>
<th>Organization:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td>Participants No.:</td>
<td></td>
</tr>
<tr>
<td>Date of Birth (DD/MM/YY): / /</td>
<td>Age:</td>
<td>□ Male</td>
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<tr>
<td>Anamnesis:</td>
<td>Subjective Symptoms</td>
<td></td>
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<tr>
<td>Chronic Disease:</td>
<td>Allergies</td>
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<tr>
<td>Height: cm</td>
<td>Weight: kg</td>
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</table>

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<tr>
<th>Blood Type</th>
<th>Blood Pressure: / mmHg</th>
<th>Pulse Rate: / mmHg / min</th>
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<tbody>
<tr>
<td>Rh( )</td>
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<tr>
<th>Urinalysis</th>
<th>Protein</th>
<th>Glucose</th>
<th>Occult Blood</th>
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Doctor's Comments

1. In view of the participant's medical history and the above findings, is it your observation his/her health status is adequate to pursue a complete course of study in Japan?
   Yes / No

2. If there is any further remarks on the participant's health condition, please describe them in detail.

3. This is to certify that __________________________ (participant's name) after a comprehensive medical examination, has been found medically fit both physically and mentally to travel to Japan and participate in his/her JCCP Program.

Examined Doctor's Signature: __________________________
Examined Doctor's Name: __________________________
Name and Address of Hospital: __________________________

* Please attach a detailed health report you may have.
Japan Cooperation Center, Petroleum
(JCCP)

SUNSHINE 60 Bldg. 58F, 3-1-1, Higashi-Ikebukuro
Toshima-ku, Tokyo 170-6058 Japan

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Fax: 81-3-5396-6006
E-mail: jccp-opr@jccp.or.jp
URL: http://www.jccp.or.jp