



**HSE QUESTIONNAIRE FOR E&P CONTRACTOR EVALUATION**

**General guidelines for completion of questionnaire:**

- This questionnaire covers the information required to assess the extent to which HSE and its management are organized by the contractor
  - When completing the questionnaire, the contractor should include all associated contractor activities and relevant support functions not only for a specific contract
  - Emphasis should be placed on the need for complete answers **substantiated by supporting documentation** as indicated in the questionnaire. Responses and any supporting documentation should relate specifically to the contractor's local organization (that is where the contract work will be conducted)
  - The questionnaire should be validated by a responsible contractor line manager prior to submission
- Guidelines for the use of the questionnaire:**
- The submissions may be assessed by the scoring mechanism in the evaluation process
  - A follow-up discussion with the contractor's management may be needed
  - Contractors should receive feedback on the results of the Company's evaluation

<b>QUESTIONNAIRE</b>	<b>REMARKS AND ATTACHED DOCUMENTATION</b> (Please indicate reference to supporting attachments)
<p><b>Section 1: Policy and Strategic Objectives</b></p> <p><b>1.1 HSE policy documents</b></p> <p>a) Does your company have HSE policies and standards in place which establish risk based requirements, including the commitment to comply with applicable regulatory or other requirements? If the answer is yes, please attach copies</p> <p>b) How do you communicate your policies and standards to all of your employees?</p> <p>c) Does your company have policies and standards in place on accidents, losses and disciplinary actions? If the answer is yes, please attach copies</p> <p><b>1.2 HSE objectives</b></p> <p>a) Does your company have HSE objectives which include measurable success criteria based on continuous improvement; maintaining standards; or compliance with policy, regulatory or other requirements?</p> <p>b) If previous answer is yes, does your Company disseminate those objectives in the organization? and</p> <p>c) Are HSE objectives reviewed at least once a year?</p> <p><b>1.3 Commitment to HSE through leadership</b></p> <p>a) Provide evidence (e.g. meeting minutes) of the participation of senior management (country manager and above) in meetings with field operations and contractors where HSE matters were discussed</p> <p>b) Provide evidence (e.g. meeting minutes, presentation) of HSE related communication from senior management (country manager and above) to employees.</p> <p>c) Provide evidence (e.g. improvement suggestions) of participation of senior management (country manager and above) in HSE audits, inspections and drills.</p> <p>d) Provide evidence (e.g. agenda, attendee list) of participation of senior management (country manager and above) in HSE training.</p> <p>e) Provide evidence of HSE self-assessments by senior managers (country manager and above) and HSE perception surveys being carried out.</p> <p>f) What was the last HSE related presentation/paper or poster given by your Client at an Industry Conference or event? Please provide a copy.</p>	
<p><b>Section 2: Organization, Responsibilities, Resources, Standards and Documentation</b></p> <p><b>2.1 Organization and communication</b></p> <p>Provide information about:</p> <p>a) HSE organization charts with descriptions of HSE functions and responsibilities</p> <p>b) How HSE standards and procedures are communicated to employees and contractors?</p> <p>c) How HSE roles and responsibilities are communicated to employees?</p> <p>d) How Company HSE performance is communicated?</p> <p>e) Are HSE lessons learned prepared and communicated?</p> <p>f) Are HSE meetings on board and at office level regularly held and documented?</p> <p><b>2.2 Orientation/Induction</b></p> <p>Provide information about:</p>	

<p>a) Induction program including: HSE Policy, Emergency alarms, procedures and safety regulations, environmental rules and regulations, Top hazards, PTW system, PPE, etc.</p> <p>b) HSE booklet / hand-out</p> <p>c) Mentoring program, identification of new hires on board (green hat policy) or any other aspect in addition to b)</p> <p><b>2.3 Training</b></p> <p>a) What HSE training programmes do you have in place for the following:</p> <ol style="list-style-type: none"> <li>1. Managers and supervisors at all levels, who will plan, monitor, oversee and carry out the work?</li> <li>2. HSE specialist personnel within your organization? Please specify the resources available</li> <li>3. Other personnel?</li> </ol> <p>b) Does your Company have training matrices including minimum requirements for different positions? Please provide an example of training matrix</p> <p>c) Does training matrices include refreshment courses (continuous training, revalidation)</p> <p>d) Do training programs include as a minimum the following courses: basic safety, fire fighting, first aid, PPE, PTW, LOTO, STOP, environmental awareness, health awareness?</p> <p>e) Are there mandatory training for specific job positions?</p> <p>f) Is there an HSE annual training plan?</p> <p><b>2.4 Competence</b></p> <p>a) Provide information about Job descriptions for all job positions, including competency requirements</p>	
<p><b>Section 3: Subcontractor Management</b></p> <p><b>3.1 Contractors</b></p> <p>a) Does your Company consider HSE in the evaluation of their contractors during the tender/procurement process?</p> <p>b) Does your Company have a system in place to pass their own and client's HSE requirements on to its contractors</p> <p>c) Has your Company documented evidence of audits/inspections/observations of its contractors and of HSE performance review and has identified the activities to be contracted?</p>	
<p><b>Section 4: Health Management</b></p> <p><b>4.1 Health Management</b></p> <p>Provide information about your Company's Health Management System</p> <p>a. How are employees informed of possible health hazards they might encounter during the work?</p> <p>b. Do all staff have a Fit to Work?. FTW will have less than 1 year old at the start of the project to be renewed yearly and which should not expire during the project</p> <p>c. Is there a specific health surveillance program in place? Copies provided</p>	
<p><b>Section 5: Hazards and Effects Management</b></p> <p><b>5.1 Risk management</b></p> <p>a) Provide procedure on risk management</p> <p>a. Provide Hazard register for the project including top 5-6 hazards in terms of urgent, high and moderate risk for the project and preventive and mitigation barriers</p> <p>b) Provide a Job Safety Assessment JSA sample for a high risk activity</p> <p>c) Explain chemical management, including details of management of health potential effects</p> <p><b>5.2 Working environment surveys</b></p> <p>How does your Company carry out scheduled working environment surveys, and how are these followed up?</p> <p><b>5.3 Chemicals</b></p> <p>How does your Company evaluate the health risks presented by the use, transport and disposal of chemicals?</p> <p><b>5.4 Security management</b></p> <p>What systems does your Company have in place to protect the Company against security threats related to the work?</p>	
<p><b>Section 6: Planning and Procedures</b></p> <p><b>6.1 HSE-MS manual - 6.2 HSE plan - 6.3 ERP'S</b></p> <p>Provide documentation for:</p> <ol style="list-style-type: none"> <li>a) HSE-Management System manual</li> <li>b) Draft HSE project plan or template</li> <li>c) Draft ERP including MEDEVAC and Search &amp; Rescue procedure</li> <li>d) Plan for control, inspection and maintenance equipment's</li> </ol>	
<p><b>Section 7: Implementation and Performance Monitoring</b></p> <p><b>7.1 Contractor arrangements for supervising and monitoring its operations from an HSE point of view</b></p> <p>a) How does your company assure consistent application of processes to ensure activities and tasks are executed in accordance with plans?</p>	

<p>b) What kind of supervision activities exist to confirm each activity and/or task is executed in compliance with the plans and procedures and delivers the expected outcome?</p> <p>c) Describe your company culture related to "Stop and Intervene?"</p> <p>d) How does your company manage inadequate performance or unacceptable behaviour?</p> <p><b>7.2 HSE performance records (statistics)</b> Provide records for at least 3 years</p> <p><b>7.3 Incident investigation</b> Provide documentation for:</p> <p>a) Incident investigation procedure b) Example of investigation reports c) Corrective action control d) Safety alert issued</p> <p><b>7.4 Observation program</b> Provide information and reports about Behaviour Observation Program in place</p>	
<p><b>Section 8: Auditing and Review</b></p> <p><b>8.1 Auditing</b> Provide information about:</p> <p>a) Auditing procedure b) Audit plan for the work contracted c) Evidence of action items from last audit were analysed and closed out</p> <p><b>8.2 Handling non-conformances</b> How does your Company deal with and report non-conformance with procedures, specifications, standards, contractual requirements, and official rules and regulations?</p>	
<p><b>Section 9 - HSE Management &amp; Additional information</b></p> <p><b>9.1 HSE Management</b> Provide HSE certifications obtained by your Company</p> <p><b>9.2 Exceptions</b> Indicate if your Company has proposed exceptions to requirements for the contract</p> <p><b>9.3 Experience</b> Explain experience in similar works: in the country and with Akakus</p>	