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1.0 INTRODUCTION

Kuwait National Petroleum Company (hereinafter defined as COMPANY) has a well-meaning policy on Health, Safety & Environment (HSE) and runs a comprehensive program for its implementation. The policy requires all COMPANY Contractors to maintain similar, if not better HSE standards.

This Guideline supplements and not supersedes the Contract's terms and conditions relative to HSE issues. Several standards included in this document (HSE Guidelines for Contractors) are described in more detail in other COMPANY Regulations, Guidelines, Procedures, Safe Work Practices and Policy Statements. KNPC HSE Documents are available in HSE department intranet website. If there is a requirement for more information on a particular subject, CONTRACTOR should contact the COMPANY Representative.

CONTRACTOR herein shall mean an entity with whom the COMPANY has entered into a contract / agreement / purchase order and shall include within the definitions, without limitation, all its contractors, consultants, suppliers / vendors, etc.

Following the requirements in this Guideline does not guarantee compliance with all applicable legal and regulatory requirements. Compliance with the applicable requirements is the sole responsibility of the CONTRACTOR and cannot be assumed by the COMPANY.

CONTRACTOR, and CONTRACTOR employees, shall make themselves familiar with this HSE Guidelines for Contractors prior to commencing work at COMPANY premises.

2.0 OBJECTIVES

This guideline is intended to make prospective CONTRACTORS aware of the basic HSE requirements of the COMPANY. This document shall be classified as generic guidelines that shall be applied to all type and classification of contracts in the COMPANY. It shall form part of every tender document, including Loaned Personnel Agreement.

3.0 SCOPE AND APPLICATION

CONTRACTOR is responsible for compliance with these Guidelines, the Contract Terms and Conditions, and all Governmental or Civil regulations. All references to CONTRACTOR and CONTRACTOR employees equally apply to Subcontractors and Subcontractor employees. CONTRACTOR shall ensure that Subcontractors are informed of the need to comply with all aspects of these guidelines.

CONTRACTORS are expected to be familiar with, understand, and apply the information in these Guidelines, along with all other HSE requirements. These guidelines are supplementary to other COMPANY HSE documents such as HSE Management System, Procedures, Rules, Guidelines and Safe Work Practices. The CONTRACTOR will have full access to these documents, which are available on COMPANY intranet and can be accessed with the permission of the COMPANY representative. If there is a need for additional information, or have any questions about performing work in a safe manner, CONTRACTOR employee should consult their supervisor or a COMPANY Representative.

An updated version of any COMPANY HSE documents and release of new COMPANY HSE Management System, Guidelines, Procedures, Standards and Safe Work Practices shall automatically supersede any applicable clause(s) of this document (HSE Guidelines for Contractors).



The work shall be performed by CONTRACTOR without delay in a workmanlike manner, in accordance with the good practice of the trades involved, and completed, ready to serve in the manner indicated or manifestly implied, irrespective of whether or not full details of such workmanship, practices, or completeness are contained herein. Unless otherwise provided herein, equipment, materials, and articles, which CONTRACTOR may be required to furnish for the work, shall be new or in excellent condition and of the most suitable type, size, and quality for the purpose intended.

Mandatory rules (or 'must') are characterized by the word 'SHALL' throughout the text. Advisory rules or recommendations are indicated by the word 'SHOULD'.

4.0 GENERAL HSE REQUIREMENTS

4.1 COMPANY REPRESENTATIVE

Unless otherwise specified, the COMPANY representative hereinafter defined is the COMPANY Superintendent of the Contract.

A COMPANY Representative will be assigned to represent COMPANY in all matters relative to CONTRACTOR's activities in all company premises. All questions concerning the performance of CONTRACTOR's work shall be referred to the COMPANY Representative. The COMPANY Representative will assist with:

- a) Communications between CONTRACTOR's Field Representative and COMPANY
- b) Work Permits
- c) COMPANY provided materials
- d) CONTRACTOR's work schedule
- e) COMPANY drawings, specifications, and other information
- f) Known potential fire, explosion, reactive chemicals or toxic release hazards related to the CONTRACTOR's work and the process (for Contractors working on or near a process containing hazardous substances)
- g) Quality, progress, and HSE inspections and Audits
- h) Field changes, material substitutions, or other matters where COMPANY approval is required
- i) Authorization for signing the Waste Transport Manifest
- j) HSE Procedures
- k) Method Statement Review
- l) HSE design standard implementation review and verification during the execution of the project
- m) HSE audit procedure and schedule verification report review

4.2 CONTRACTOR REPRESENTATIVE

CONTRACTOR shall maintain a Representative in the field at all times who shall be in full charge of CONTRACTOR's employees and maintain field liaison between CONTRACTOR and COMPANY Representatives. CONTRACTOR's Representative is responsible to:

- a) Maintain liaison between CONTRACTOR and the COMPANY Representative
- b) Receive COMPANY- provided materials and assure proper material handling
- c) Represent CONTRACTOR in matters pertaining to work quality, performance, scheduling, tests, etc.
- d) Represent CONTRACTOR in making field changes, or materials substitutions, and in determining compensation adjustments
- e) Provide COMPANY Representative with a Daily Report, listing at a minimum, the number of employees (crafts), and types of equipment on site



CONTRACTOR's Field Representative shall meet with the COMPANY Representative prior to the start of the work to review job requirements, COMPANY Rules and Safety Regulations and to establish a work schedule. CONTRACTOR shall not commence work until authorized to do so by the COMPANY Representative.

4.3 RESPONSIBILITIES

Unless otherwise specified in any sections of this document, the following responsibilities shall be applied:

- (a) The COMPANY Representative (Superintendent of the Contract) shall be accountable for ensuring the compliance of CONTRACTOR to this guideline and shall continuously monitor the CONTRACTOR's HSE performance.
- (b) CONTRACTOR is responsible for strict compliance to this guideline and for informing CONTRACTOR's employees and Subcontractor's employees of the requirements in these guidelines and all specific instructions pertinent to the work.

4.4 LANGUAGE REQUIREMENT

All of CONTRACTOR employees shall be capable of communicating in a satisfactory manner with the COMPANY Representative in connection with the work. All CONTRACTOR employees must be able to follow emergency instructions, both written and oral.

CONTRACTOR personnel are required to understand English sufficiently to comply with all COMPANY HSE Procedures, Guidelines, Safe Work Practices and Signs.

4.5 HEALTH, SAFETY AND ENVIRONMENT (HSE) PLAN

As part of contract tendering process, the Contractor shall demonstrate compliance with the HSE tender documentation requirements and illustrate its process by preparing and submitting its HSE Plan within the required framework in its tender. This written HSE Plan shall be appropriate to size, complexity and risk of the contract and shall meet the requirements stipulated in COMPANY HSE Guidelines for Contractors document. Appendix-I may be used as reference on HSE requirements' applicability for different types of works in KNPC. Appendix-L depicts the Generic HSE Plan Checklist.

The CONTRACTOR shall be able to demonstrate how the personnel and equipment provided can meet the relevant requirements of the COMPANY HSEMS and its HSE objectives and how these are to be communicated to the contractor and subcontractor personnel.

The HSE Plan shall demonstrate how:

- The contractor and subcontractor has an effective HSEMS applicable to the specific work contracted appropriate to the complexity and the phase of the contract.
- Hazards and effects of, and to, the people, the environment, assets and reputation associated with the contracted work have been identified, assessed and controlled and recovery measures are in place when required.
- The responsibilities for the execution and maintenance of all control and recovery measures relating to the contracted work are assigned to specific, named designated persons throughout the phases of contract.
- Risks have been evaluated and measures taken to reduce the risks to a level that is 'As Low as Reasonably Practicable (ALARP)' and acceptable to the COMPANY.



The CONTRACTOR HSE Plan shall be completed and finalized in accordance with the terms of the contract post-award. This HSE Plan shall define the interfacing of COMPANY, CONTRACTOR and Sub-Contractor activities. The CONTRACTOR shall ensure that the COMPANY-approved HSE Plan is available for implementation at least one month before the start of manpower and equipment mobilization to COMPANY sites.

The CONTRACTOR HSE Plan shall be updated yearly (or 6-monthly if required by the COMPANY) and shall be presented in a workshop that will be organized in coordination with the Contract Custodian.

4.6 PRE AND POST-MOBILIZATION HSE AUDIT

The CONTRACTOR shall ensure that the relevant aspects of the contract risk assessment and the requirements of the HSE Plan are communicated and understood by all parties prior to implementation of the contract and that any remedial actions required to be completed before mobilization are identified and agreed.

CONTRACTOR's compliance on the application of this document shall be reviewed periodically based on COMPANY Performance Standard for Inspection of Contractor's Compliance to Pre & Post-Mobilization HSE Requirements (HSE-TSGE-16-1024). The compliance review shall be carried out in two parts as follows:

Part I : Review on Contractor's compliance to Pre-Mobilization requirements. The checklist in Appendix-K1 may be used for guideline.

Part II : Periodic review on Contractor's compliance to Post-Mobilization (Contract Duration) requirements. The checklist in Appendix-K2 may be used for guideline.

Post-award HSE meeting will be held immediately after contract award and before the execution of any work. The meeting should cover the following topics:

- A review of associated major risk controls
- Confirmation that the activities / deliverables described in the HSE Plan for completion and pre-mobilization will be satisfactorily implemented including confirmation that roles and responsibilities have been clearly defined and understood.
- Confirmation of personnel competence and adequate manpower including subcontractors. This includes both COMPANY and CONTRACTOR personnel who are exposed to workplace hazards as defined in the scope of work and risk assessment phases. Also it includes competent supervision for all works and provision of HSE personnel as per the contract requirement.
- Confirmation of benchmarking and any HSE Key Performance Indicators (KPIs)
- Distribution and explanation of the QHSSE Policy statement, basic HSSE rules and work procedures as defined in the HSE Plan.
- Confirmation of the scope and schedule of HSE activities, e.g. HSE meetings, audits and reviews.
- Interaction of COMPANY and CONTRACTOR's emergency response plans
- Confirmation that HSE induction and training plans are in place and ready for start-up
- Briefing of sub-contractors management on HSE requirements
- Incident Reporting and investigation procedures
- Process for agreeing upon, reporting, tracking and closing out non-compliance
- Incentive and penalty scheme
- etc.

A Contract HSSE Readiness for Commencement Certificate will be issued by the company (refer to sample template at Appendix-Q).



4.7 DEMOBILIZATION AND SITE RESTORATION

The CONTRACTOR shall assure that the demobilization is conducted according to the HSE Plan, and that roles and responsibilities are clearly understood and complied with throughout this phase. The hazards associated with demobilization shall be reassessed, and any new hazards identified and controls implemented to minimize the risks. The HSE plan shall be modified accordingly. Assurance shall be sought that the appropriate organizational structures remain intact until associated activities have been completed.

An HSE Clearance Certificate for Site Restoration will be issued by the COMPANY (refer to sample template at Appendix-R).

4.8 FINAL HSE EVALUATION AND CLOSE-OUT REPORT

The COMPANY and CONTRACTOR representatives will evaluate contractor's HSE Performance jointly. Contracts shall be closed out with a report of HSE Performance and lessons learned, providing feedback for future knowledge and improvements. Refer to Appendix-S for the guidance template for 'HSE Performance / Close-out Report'.

The HSSE close-out data shall be recorded and made accessible for future reference. A documented record of HSE performance shall be kept for each Contractor.

The CONTRACTOR will be advised that the overall performance and HSSE record will be taken into account when being considered for future work.

4.9 WORK STOPPAGE

The COMPANY Representative, designated HSE personnel / coordinator or a senior personnel (i.e. above unit supervisor/engineer's level) in the company premises may stop CONTRACTOR's work which is considered hazardous (violates COMPANY, or other standards). Failure to comply with these Guidelines, or any action or inaction by the CONTRACTOR that causes or results in injury to personnel or damage to COMPANY equipment, may result in:

- a) Completion of the work by a third party at CONTRACTOR's expense.
- b) Cancellation of the contract.

4.10 ENTRY TO COMPANY PREMISES

CONTRACTOR shall allow only its employees, Subcontractors, and suppliers directly connected with the work, to enter A COMPANY premises. Visitors are subject to the following conditions:

- a) COMPANY approval is required
- b) Visitors must attend the COMPANY HSE Orientation program
- c) Entry/exit is through the COMPANY designated gate
- d) CONTRACTOR must escort visitors for the duration of their visit
- e) Visitors are not allowed freedom of movement in COMPANY premises. Visitors shall visit only those area specifically permitted by Company

4.11 CAMERAS

Photography is prohibited in all COMPANY controlled areas unless authorized. CONTRACTOR shall not take photographs without approval of the COMPANY Representative. CONTRACTOR shall obtain written authorization from COMPANY Representative and concerned government authorities. Camera gate pass shall be obtained from Security Division. Appropriate Work Permit shall be obtained and COMPANY employee (directly involved in the job) should accompany the photographer.



4.12 HOUSEKEEPING AND HYGIENE

During the performance of the work, CONTRACTOR shall keep a reasonable degree of order by disposing of accumulated rubbish and excess material. Disposal of solid wastes generated by the CONTRACTOR shall be in accordance with the COMPANY Procedure for Solid Waste Management.

At the completion of the work, CONTRACTOR shall clear the site of all debris, leftover, tools, consumable supplies, and materials. Any site remediation required due to CONTRACTOR's activities shall be his responsibility.

Where CONTRACTOR, after due notice, fails to keep the area of its work reasonably clean and safe, or fails to clean this area at the completion of the work or during the execution of work as and when required, COMPANY may perform this work and deduct the cost from the sum due or to become due to CONTRACTOR. This is also applicable for Contractor's yard / site.

4.13 DAMAGE TO COMPANY EQUIPMENT OR PROPERTY

CONTRACTOR shall promptly notify the COMPANY Representative, as per COMPANY Incident Reporting Procedure, in the event CONTRACTOR damages COMPANY equipment or property.

4.14 CONTRACTOR'S EQUIPMENT

CONTRACTOR's engine driven equipment shall be equipped with COMPANY approved type of spark arrestor and wiring in good operating condition before it can enter the Refinery and other COMPANY premises. All battery boxes shall be covered and all gasoline lines and carburetors free from leakage. A current and valid COMPANY Safety Certificate shall be attached to all applicable engine driven equipment entering the Refinery. Operation of engine driven equipment must comply with COMPANY Procedures, Guidelines and Safe Work Practices.

Articles and devices, which CONTRACTOR may be required to furnish for the work, shall be new or in satisfactory operating condition and of the most suitable type, size, and quality for the purpose intended.

4.15 THIRD PARTY CERTIFICATES

4.15.1 CONTRACTOR shall secure COMPANY approved Third Party 'Test Certificate' (before using any) of the following CONTRACTOR's equipment / equipment accessories:

- a) Lifting appliances of crane, boom truck, relamping truck, jig lift, forklift, lifting tackles, etc., as defined in relevant COMPANY procedures and safe work practices.
- b) Safety valves on mobile equipment, e.g. air compressor, hydrotest machine, vacuum truck etc., as defined in relevant COMPANY procedures and safe work practices.
- c) Cargo tank of tank vehicles, e.g. fuel tanker, vacuum tank or pressurized tank, etc., as defined in relevant COMPANY procedures and safe work practices.
- d) All pressure vessels, e.g. compressor's air receiver, etc.



e) CONTRACTOR shall have valid approval from K-EPA for use of vacuum trucks / other trucks for movement of hazardous waste.

4.15.2 CONTRACTOR's Crane Operators, Rigging Engr., Rigging Supervisor, Riggers and lifting appliances' Operators shall be trained and certified by KNPC approved Third Party Agency.

4.15.3 KNPC approved Third Party Agency shall be as per the approved V&CEC Contractor's list for Third Party Inspection (Local/International).

4.16 FORKLIFTS, INDUSTRIAL TRUCKS, CRANES AND OTHER CONSTRUCTION EQUIPT.

Only persons holding appropriate Kuwait Driving License, Certification from KNPC approved Third Party Agency, and COMPANY Authorization may operate forklifts, industrial trucks, cranes, pallet trolleys, and other construction equipment. Personnel are not permitted to ride on forklifts, industrial trucks and cranes. Detailed requirements and safe work practices shall be referred from HSE document # HSE-TSSA-05-2018 (Engine Driven Mobile Equipment Safety) and HSE-TSSA-06-2012 (Safe Work Practices on Lifting Appliances and Tackles).

4.17 SANITARY FACILITIES

Contractor shall comply with OSHA 29 CFR 1926.51 on required sanitation facilities. The contractor shall provide drinking water, sanitary toilets, urinals, washing faucets or washbasins, dressing lockers, change rooms, separate eating place and rest room for the use of employees. Drinking water points should be located closer to workers. Common cups should not be used to serve drinking water. Washing faucets and urinals must be located closer to workers, besides the toilet rooms. Shower baths must be provided if employees come in direct physical contact with chemicals. Toilets, lockers and eating-places must be kept clean. Liquid soap in dispensers or soap cake and individual paper towels should be available all the time. A shelter room with cool drinking water should be provided closer to employees exposed to heat stress.

For shutdown and project work, CONTRACTOR shall furnish its employees with toilet and hygienic washroom facilities that should be acceptable to COMPANY. Sewage generated by the CONTRACTOR shall be disposed in a manner acceptable to the COMPANY.

Contractors' dining facility shall be provided with tables, chairs and air-conditioning system. Dining room shall be cleaned and maintained in good hygienic condition.

4.18 THEFT OR VANDALISM

Any occurrence of theft or vandalism shall be reported immediately to the COMPANY Representative and the Security Officer. Thieves and vandals may be prosecuted.

4.19 STORING FUEL AND REFUELING ON COMPANY PREMISES

CONTRACTOR shall not store fuel for refueling (vehicles & equipment) inside COMPANY premises without COMPANY Safety Representative approval.

CONTRACTOR shall not transport fuel on vehicles or containers not approved for that purpose. Contractors shall not use COMPANY's fuel pumps unless agreed to in writing by the COMPANY and CONTRACTOR.



4.20 CELLULAR PHONES, NOTEBOOK PC AND PERSONAL GAS MONITORS

Cellular phones shall not be used in operating areas / hazardous areas unless they have been classified as 'intrinsically safe' for use in that atmosphere. Cellular phones brought in by visitors may be left with the Security at the Main Gate until the visitor has signed out of the plant area.

CONTRACTOR's key personnel (Contract Manager, Safety Engineer / Officer and other designated supervisory personnel) are required to carry essential personal gas monitors (O₂, CO, H₂S, LEL, etc.) at all times while in the Refinery. All contractor employees shall carry H₂S personal monitor while at operation sites and other hazardous areas (e.g. pits, offsite manifolds, etc.). The gas monitors shall be maintained and calibrated as per the company's 'Guidelines for Portable Gas Detectors' Testing, Calibration and Certification'. In their absence, the personal gas monitor shall be turned over to another responsible party.

CONTRACTOR's personal gas monitors and gas meters (O₂, CO, H₂S, LEL, etc.) shall conform to COMPANY Specifications. COMPANY Instrument Maintenance Division of MAA and MAB Refineries (equivalent to LM and Projects) shall approve sample before procurement.

Carrying of cellular phone and notebook PC (or laptop computer) in company premises is restricted. Contractor's key personnel intending to carry cellular phones and notebooks shall apply for passes through the Company representative to the Security Division.

4.21 COMPANY WRITTEN PROCEDURES

CONTRACTOR is responsible for acquiring from its COMPANY Representative copies of relevant "Refinery Instructions", "Engineering Instructions", and HSE Procedures/ Guidelines / Standards.

4.22 COMPLIANCE WITH THE LAW

CONTRACTOR, CONTRACTOR's employees, all Subcontractors and all employees of Subcontractors shall comply with all Kuwait laws and regulations relating in any way to the performance of the work.

5.0 ADMISSION TO COMPANY PREMISES

5.1 ADMISSION TO COMPANY PREMISES, ACCESS BADGES

CONTRACTOR shall ascertain from the COMPANY Representative the designated gate through which CONTRACTOR's employees shall enter and leave the COMPANY premises.

CONTRACTOR's employees will be issued an Access Control Badge (Personnel Gate Pass) that permits entry into COMPANY premises. The issuance of the badge is a privilege, not an obligation of COMPANY, and this privilege must not be abused. CONTRACTOR will be responsible for the care, use, and replacement of the badge if lost or damaged. CONTRACTORS are responsible for distributing badges to their employees and informing their COMPANY Representative if new employees need badges. The CONTRACTOR is responsible to return badges to COMPANY Security Division for employees no longer working in the COMPANY premises.

Contractor shall not tamper/modify the gate passes, like changing photograph, using someone else gate pass, etc. If any contractor's employee found tampering gate pass,



strict action to the extent of demobilization and blacklisting of the concerned employee shall be enforced. Contractor shall ensure their employees are working under same project for which gate pass is issued.

If this Contract expires for any reason and is not immediately renewed or extended by COMPANY, it is CONTRACTOR's sole responsibility to secure all Access Control Badges from its own employees and the employees of its Subcontractors, and immediately return them to the COMPANY Representative. CONTRACTOR shall pay COMPANY for each badge damaged or not returned as provided herein, a five Kuwaiti Dinar (K.D. 5/-) replacement fee. Failure of CONTRACTOR to abide by COMPANY's Access Control Procedures may result in CONTRACTOR's future COMPANY privileges being revoked or the termination of this Agreement by COMPANY.

CONTRACTOR's employees will be admitted to COMPANY's premises only if they are in compliance with the Access Control Procedures established by the COMPANY Security Division. Contractor employees shall carry their badge at all times while at work sites / company premises.

CONTRACTOR shall contact its COMPANY Representative prior to performing any work under this contract in the COMPANY premises unless other arrangements have been made between the respective parties.

5.2 VEHICLES AND PARKING

CONTRACTOR shall furnish transportation for all of CONTRACTOR's employees from the designated entry gate to the job site and return. The COMPANY Representative will designate the routes and parking areas to be used by CONTRACTOR's vehicles in COMPANY premises. CONTRACTOR shall observe all of the COMPANY's traffic regulations at all times while in the refinery and other COMPANY premises.

CONTRACTOR's vehicles will normally be allowed in the Refinery and other COMPANY restricted premises only for the purpose of delivering workmen, equipment, or supplies to the job site. Where work location and circumstances warrant, CONTRACTOR's vehicles may be allowed in the Refinery and other COMPANY restricted premises to transport CONTRACTOR's authorized management personnel for inspection of the work. Prior COMPANY approval must be obtained for the use of any CONTRACTOR's vehicle in the Refinery and other COMPANY restricted premises. All CONTRACTORS owned, rented, or leased vehicles or equipment (i.e. air compressors, generators, welding equipment, forklifts, cranes, etc.) entering the Refinery and other COMPANY premises shall be properly identified and has a valid Safety Certificate and Gate Pass. As a minimum, both the driver's side and passenger doors on vehicles shall have permanent markings (12" X 10") indicating CONTRACTOR's name or insignia and contract details. All equipment brought into the refinery, whether owned, rented or leased shall be marked in the same manner as vehicles, clearly showing the CONTRACTOR's name. Failure to properly mark the equipment will result in its removal from the COMPANY premises.

Only vehicles required for execution of work are allowed in the Refinery and other COMPANY restricted premises; all other vehicles shall be parked outside the Refinery or COMPANY restricted premises.

5.3 TRAFFIC REGULATIONS

Cellular phones should not be used while driving in any COMPANY premises. Seat belts shall be used while driving within COMPANY access roads. All traffic signs, signals, and road markings must be obeyed. Unless otherwise posted, the speed limit in COMPANY facilities is as follows:



MAA Main Road	:	60 km/hr for light motor vehicles 45 km/hr for heavy motor vehicles
SHU, MAB & LM Main Road	:	30 km/hr
MAB Main Road	:	40 km/hr
Inside Construction Area	:	30 km/hr
Inside LM Depots	:	20 km/hr

In all cases, the posted low speed limit shall govern.

CONTRACTOR shall only utilize an approved type of vehicle in transporting personnel. Carrying of persons at the back of pick-up is prohibited unless a permit is obtained from Kuwait Government Traffic Department. The permit shall be displayed in the vehicle. CONTRACTOR shall comply with the COMPANY Traffic Safety Guidelines (HSE-TSSA-04-SP01) and KNPC Workers Welfare Guidelines for Contractor Employees (doc. ref. # HSE-ENGE-18-1806).

All trucking on COMPANY's premises shall be in accordance with all laws covering fastening of loads, use of red warning flags, and placards, etc. applicable to such trucking or, in the absence thereof, all such laws that would be applicable to such trucking if it were on public roadways.

5.4 SEARCH

With or without prior announcement, and at any time, COMPANY or its authorized agents may carry out reasonable searches of individuals and their personal effects when entering COMPANY premises, while on COMPANY premises, and when leaving COMPANY premises. COMPANY may require CONTRACTOR to search its employees before entering COMPANY premises, engaging in COMPANY business or operating COMPANY equipment. Entry onto COMPANY premises constitutes consent to search the person and his/her personal effects, including, without limitation, packages, briefcases, purses, lunch boxes and vehicle, or any office, locker, closet or desk. Refusal to cooperate shall be cause for not allowing that individual on COMPANY premises.

6.0 DEPARTING COMPANY PREMISES

All CONTRACTOR and Subcontractor personnel may be required, at the request of any COMPANY Security Representative, while exiting the Refinery and other COMPANY restricted areas to have their lunch boxes and/or other packages open for inspection.

All CONTRACTOR employees and Subcontractors driving a vehicle out of the Refinery or other COMPANY restricted premises may be required, at the request of any COMPANY Security Representative, to open their automobile trunks, or truck-mounted equipment boxes, for inspection.

CONTRACTORS removing equipment, materials, tools or supplies from COMPANY premises must possess a "Gate Pass", authorized and signed by a COMPANY Representative and approved by COMPANY Security representative, identifying the material permitted to be removed.

7.0 HEALTH, SAFETY AND ENVIRONMENTAL MANAGEMENT SYSTEM (HSEMS)

Besides meeting COMPANY and other regulatory HSE provisions, CONTRACTORS must have a written HSE Management System and shall be approved by HSE Department prior to commencement of work at Company site. The actual HSE Management System (HSEMS) that shall be prepared by the CONTRACTOR will depend on variables such as size of the firm, size of the project, nature of activities and the location. CONTRACTOR and SUBCONTRACTOR



HSEMS shall be in line with the Company's Rules and Procedures that basically include the following elements:

- Leadership, Commitment and Accountability
- Management System, Metrics and Audit
- Safety Work Practices, Permits, Standards
- Training and Competence
- Environment
- Information and Documentation
- Contractors & Material procurement
- Roles, Responsibilities & assignments
- Behavior
- Occupational Health
- Emergency preparedness
- Incident Reporting & Investigation
- Risk Assessment and Management of Change
- Mechanical and Operating Integrity

Appendix-N provides a generic guidelines in the preparation of HSEMS. The CONTRACTOR shall submit to HSE department a copy of the final approved HSEMS. The CONTRACTOR Management shall commit resources and all necessary support to ensure the HSEMS is implemented to the satisfaction of the COMPANY. CONTRACTOR shall ensure adherence to all laws, rules, regulation, and notification of various government departments pertaining to health, safety and environment.

7.1 SITE HSE ORGANIZATION AND RESPONSIBILITIES

The CONTRACTOR'S HSE program should establish responsibilities for managers, engineers, supervisors, safety representatives, and the employees.

The CONTRACTOR'S HSE program should also include site HSE organization with respect to the overall site organogram. The CONTRACTOR's employee in-charge of HSE should be among the top in the organogram and should have authority over other activities. For contract having more than 30 manpower, there should be at least one dedicated qualified and experienced CONTRACTOR's HSE Engineer or Supervisor exclusively responsible for HSE implementation / co-ordination. Depending upon the nature and size of the job, minimum strength of the CONTRACTOR's HSE personnel shall be as indicated in Appendix-O.

In addition to the required HSE personnel, CONTRACTOR shall make arrangement for additional Safety Engineer / Safety Supervisors that shall serve as replacement(s) for Contractor HSE staff that will proceed on annual leave or other absences. Vacation / leaves of Contractor HSE personnel shall be with prior approval from COMPANY HSE Department. The number of employees mentioned in Appendix-O represents the maximum number of contractor employees estimated to be engaged at the site on any day (i.e. including all 24-hours shifts manpower, base manpower, work order manpower and lumpsum manpower) by the contractor and their sub-contractor. In case of block shutdown or turnaround when the CONTRACTOR is required to bring in additional manpower, the number of CONTRACTOR HSE Personnel shall be increased as per Appendix-O.

In case of multiple sites or nature of work (such as common contracts in the refineries, LM, etc.), the COMPANY may ask for posting additional number of CONTRACTOR HSE Personnel irrespective of the total number of CONTRACTOR employees. No compensation will be made by the COMPANY for the deputation of additional Contractor's HSE Personnel.



Contractor HSE personnel shall be mobilized before commencing any activity at KNPC site. On the non-conformity or failure to meet this requirement, a penalty of K. D. 200/- per person per working day delay on the mobilization of HSE personnel shall be imposed to the Contractor.

Any exemption or deviation on Contractor's HSE Manpower requirements shall be approved by COMPANY HSE Manager.

Refer to HSE document no. HSE-PSM-18-1606 for the guidelines on the educational qualifications, work experience, and basic responsibilities for Contractor's HSE Personnel.

7.2 HSE ORIENTATION

New CONTRACTOR's Key personnel (i.e. supervisors, engineers and managers) shall receive induction training from COMPANY HSE Department, as per applicable HSE Training Performance Standard. In turn, these trained Contractor's key personnel shall conduct orientation to their respective employees prior to job site mobilization / beginning work on the project. Such orientation should include provisions of the written HSE program and procedures applicable to the CONTRACTOR's scope of work, and also should include the following:

- a) Clarification of the HSE responsibilities for contractor, subcontractor, employee and all construction site personnel.
- b) Clarification of HSE expectations of the employee.
- c) HSE rules within company and that for any owner /client rules.
- d) The location (and proper use) of first aid facilities
- e) The procedure / responsibilities on Incident reporting for personal injuries, occupational illnesses, fire incidents, property damage incidents, environmental incidents, traffic incidents and near-miss incidents
- f) Toolbox meeting schedule, agenda and attendance mandatory requirement
- g) The mandatory use of personal protective equipment on various specific activities
- h) Prompt reporting of unsafe acts or conditions
- i) Overview of COMPANY's emergency response plans and the CONTRACTOR employees action in case of an emergency/drill
- j) Waste Segregation, Handling and Disposal and follow KNPC Solid Waste Management procedure for filling Waste Transportation Manifest (WTM)
- k) Company QHSSE Policy. EMS, OHSAS and HSEMS Awareness
- l) Unit specific hazards
- m) Roles and responsibilities of employees
- n) Identify all Environmental Aspects related to contract activities and prepare / maintain Environmental Aspect Register.

COMPANY access control badge will only be issued to CONTRACTOR's key personnel after completing the HSE Induction Training conducted by COMPANY HSE Department. The same applies to CONTRACTOR's employees and employees of the Subcontractors, where the HSE Induction Training will be conducted by the 'COMPANY-trained' CONTRACTOR's key personnel. Records of 'Induction Training' for Key Personnel shall be maintained by Company HSE Department, Superintendent of the Contract, and Contractors. The Induction Training Record for all contractor and subcontractor employees shall be maintained by the concerned Contractor.

In the application for new employee's Gate Pass, the contractor/subcontractor shall ensure that the employee has completed the HSE 'Induction Training'. The employee's



record for HSE Induction Training shall be submitted and counterchecked by the Superintendent of the Contract before approving the 'Gate Pass application' for the new contractor/ subcontractor employee(s).

7.3 CONTRACTOR'S HSE MEETINGS AND TRAINING

7.3.1 CONTRACTOR'S HSE MEETINGS

CONTRACTOR shall hold at least monthly HSE meeting that will be chaired by the CONTRACTOR Site Manager and attended by representatives for each level of CONTRACTOR employees. The meeting agenda should include HSE records and activities, statistics, incidents, personal protective equipment and other employees' concern on safety at work. Minutes of meeting shall be prepared and issued to COMPANY Representative and copied to Team Leader, Safety.

On some HSE subjects, safety talks and toolbox meetings are the primary source of communicating safe work practices to Contractor and Subcontractor employees. CONTRACTOR should conduct the meeting daily, before work begins for the day or shift. It should be conducted for each craft by their supervisor at a predetermined place. Consideration should be in place to group the employees based on the language they understand (e.g. Arabic, English, Hindi, etc.). CONTRACTOR's higher site management and Safety Engineer shall demonstrate their support by attending these meetings periodically.

7.3.2 CONTRACTOR'S HSE AND COMPETENCY TRAINING

CONTRACTOR Management responsibilities include establishing practices and procedure and ensuring that each CONTRACTOR's employee is provided a structured HSE and job competency training program as mentioned below. To ensure consistency in training needs identification, CONTRACTOR management can utilize the generic Training Needs Assessment Process guideline in appendix-J. Also, Contractor must maintain a training facility (i.e. classroom that shall be furnished with training equipment and materials such as laptop, projector, sound system, and training visual aids).

(a) HSE Training

Contractor shall identify HSE training needs for each craft / category and shall develop his own HSE Training matrix in line with the COMPANY HSE Training Matrix. Where available, key personnel of the contractor shall attend applicable HSE training imparted by HSE Department and in turn train all the remaining employees. Contractor should use available KNPC training materials to train their respective employees and ensure that no aspect of the required training is missed out or omitted.

(b) Technical Training

The contractor shall provide Technical Training as required for each craft of the employee within the scope of contract. In this training program, CONTRACTOR employees shall be trained on all technical aspects of performing the task / operating the equipment, associated job hazards and the methods by which these hazards can be controlled.

(c) Certified training

Based on the scope of work of the contract, contractor custodian department should identify and develop Certified Training requirement for each craft / category of employees. The same shall be provided to each employee through KNPC approved Third Party / Agency and shall include, but not limited to the following:



- Certified Trainers
- Crane Operator
- Forklift Operator
- Riggers and Rigging Supervisor
- Scaffolder and Scaffolding Supervisor
- Aerial Platform / Truck-mounted Lift Operator
- Fire Equipment Maintenance Technician
- SCBA Maintenance Technician
- Gas Testers & Detector Maintenance Technician

The CONTRACTOR shall arrange the above-mentioned training at their own cost and maintain documentation of the same. The documentation should include the names of those trained, course content, date and time and the names of the instructors. The COMPANY will periodically review the CONTRACTOR's training quality and records to verify that training is being conducted which meets the criteria, as per COMPANY Procedure on Development, Delivery & Monitoring of HSE Training (doc. ref. # HSE-TSTR-05-1501).

The CONTRACTOR should provide a HSE Training Passport to all CONTRACTOR's employees which will keep register for the employee's record for training, medical check-up, among other things. The passport design should preferably COMPANY HSE Training Passport.

7.4 HSE COMMUNICATION AND COORDINATION

CONTRACTOR shall prepare and submit HSE Key Performance Indicators (KPIs) Scorecard as per the template at Appendix-A2. The HSE KPIs shall be utilized in the periodic Contractor's HSE Performance Review meetings. The KPIs will be issued by HSE Department every year after finalization of the Corporate KPIs for the concerned year. CONTRACTOR's Site Manager, HSE Engineer and Safety Supervisor shall attend COMPANY periodical meetings as required by COMPANY Representative or HSE Department. For all practical purposes, it should be the responsibility of the CONTRACTOR to have all its Subcontractors, Consultants, Suppliers/Vendors, etc. informed and involved in various HSE communication and coordination activities. These meetings should include the following:

- a) CONTRACTOR's HSE Orientation
- b) CONTRACTOR's Monthly HSE Communication Meeting
- c) CONTRACT Manager HSE Performance Review Meeting
- d) Zone/Area/Divisional HSE Committee Meetings
- e) Project's Weekly Progress Meeting
- f) Pre-Start-up meetings
- g) And other HSE Meetings, as progressively required by the COMPANY
- h) All salient points / critical issues discussed in the above quoted meetings should be submitted to KNPC in written form
- i) Records of these meetings should be available in a register for audit reference by authorized KNPC HSE personnel

Respective CONTRACTOR's data and information relative to the following agenda should be presented in the meeting:

- a) HSE performance in terms of accident / incident statistics of previous month and cumulative data for the fiscal year



- b) HSE Training activities for previous month and planned training sessions for succeeding months
- c) HSE Promotion and Awareness Campaigns
- d) Job Inspections Schedule and compliance
- e) Safety Performance Improvement Plans
- f) CONTRACTOR's Safety Violations Record
- g) Announcement on any Incentive Awards

CONTRACTOR shall track all HSE related recommendations to closure and periodically update COMPANY Representative and Safety Division on any action taken until the recommendation is completed or closed.

7.5 HSE INSPECTION / AUDIT

Formal and informal HSE inspection/audit may be conducted without notice by COMPANY. CONTRACTOR should fully participate in these audits and correct deficiencies identified during the inspection/audit. CONTRACTOR is required to make HSE documents and records available to COMPANY Representative upon request. These include, but are not limited to work procedures, training records, performance records, environmental records, licenses, permits, registrations and compliance plans.

Job HSE inspections/audits are visible signs to employees that HSE issues are appropriately addressed and managed. In addition, they provide for the identification of areas of potential loss and can be used to constantly monitor the effectiveness of the HSE Program. As with all HSE activities, the inspection/audit process needs to have well-defined objectives and designated participant, as follows:

- a) CONTRACTOR's Top Management shall conduct periodic HSE visibility audit at their worksites. An annual schedule of this HSE visibility audit shall be prepared and submitted along with their HSE Plans at the initiation of the contract. The audit reports and report on tracking to closure on the gaps identified during the audits shall be submitted to the Superintendent of Contract during their performance feedback.
- b) CONTRACTOR's Corporate Manager should carry out an annual assessment of their site supervision's HSE Performance and provide a written report to the COMPANY representative.
- c) CONTRACTOR's Corporate Manager shall carry out 6-monthly audit on their Training Programme and activities and ensure that training quality and records meet COMPANY requirements and criteria.
- d) CONTRACTOR's Job Managers (Site Engineer / Manager) should make a safety audit of the work area at least once a week using an inspection guide.
- e) All CONTRACTOR'S Safety Personnel, including designated Safety Representatives, should make daily inspection of the work area. The inspection should be routine, planned, and designed to include communications with specific people in the work place, and not just a visual site visit.
- f) CONTRACTOR'S Job Supervisors also should make daily inspection of their work areas for the specific purpose of correcting unsafe acts or hazardous conditions and for proper storage & disposal of the waste.
- g) Contractor's Environment Engineer should make daily inspection of the work area. The inspection must include communications with specific people in the work place, and not just a visual site visit. Also, ensure Environment Management System (EMS) is followed/practiced.



CONTRACTOR's regularly planned inspection and audit should go beyond routine visual site checks. The result of these inspections/audits should be used for setting goals for future improvements. A written Inspection report shall be prepared and distributed to COMPANY Representative and HSE department.

These CONTRACTOR's inspections and audits should make use of detailed checklists, developed for each item such as electrical facilities, lock-out systems, scaffolding, industrial hygiene, occupational health, waste management, releases and emissions, fire prevention, personal protective equipment, training, hazardous material handling, housekeeping, hand and power tools, maintenance practices and machine or equipment guarding. There should be effective systems for monitoring the progress on action plan that was developed based on the inspections / audits.

7.6 RECORDKEEPING AND DOCUMENTATION

Records are required to support activities of Contractor HSE programs for both control and audit purposes. Records that shall be maintained and retained within the contract duration at the job site should include the following:

- (a) First aid log of all first aid cases reported and treated, showing date, name of injured, job nature of injury and type of treatment given.
- (b) All incident investigation report (i.e. injury, illness, traffic, property damage, environmental incident and as well as Near Miss Incidents).
- (c) HSE meetings or toolbox meeting records or minutes showing date of meeting, who attended, the subjects discussed and who conducted the meeting.
- (d) Job site inspection / Tool Inspection / audit reports and status of the action plans.
- (e) Records to show dates, name of participants and subject of training programs.
- (f) Lifting tackles and crane or equipment inspection records, 3rd party certificate.
- (g) Infringement Reports and traffic violations
- (h) Maintain all EMS required documents & records such as Environmental Aspect Register, Environment Incidents Reports, ISO 14001 Audit Reports, Environment Inspection Reports, Waste Transportation Manifest Records, Contractor Environmental Monthly Reports, EMS Training Records, EIA Study Recommendations, etc.
- (i) Work Permit Risk Assessment
- (j) Maintain Contractor's OHS Risk Register (i.e. in addition to KNPC Custodian OHS Risk Register) and training records for OHSAS awareness to Contractor employees
- (k) Medical Examination Records
- (l) Monthly KPI Reports

7.7 CONTRACTOR HSE HANDBOOK / MANUAL

The CONTRACTOR should prepare an Employee HSE Handbook / Manual and issue to all of their employees at site. The CONTRACTOR handbook/manual should contain a statement of their respective Company Management Policy on HSE, the employee's HSE responsibilities and the HSE responsibilities of supervisors. If appropriate, important HSE procedures may also be included as well as information on such items as pictures of warning signs and hand signals for use in the operation of cranes. Written operating procedures as applicable should also be included in the HSE handbook/manual, giving a step-by-step procedure of carrying out the following activities (whichever are applicable):



1	Work Permit System & Awareness	16	Heavy Lifting Practices
2	Emergency Response	17	Handling and Storage of Hazardous Materials
3	Personal Protective Equipment	18	Accident Investigation and Reporting
4	Lock out / Tag out Procedure	19	Pollution Prevention, Waste Handling and Disposal
5	Gas Cutting & Welding	20	Significant Environmental Aspects related to Contractor's activity
6	Handling Compressed Gas Cylinder	21	Apex Manual for Environmental Management System (ISO-14001-2004)
7	Scaffolding and Ladders	22	Air Pollution Monitoring & Control
8	Electrical Safety	23	Monitoring of Wastewater Treatment & Disposal
9	Hand and Power Tools	24	Environmental Objectives & Targets
10	Radiation Safety	25	Guideline for Handling of Sludge
11	Occupational Health	26	KNPC Environmental Legislative Register
12	Behavior Based Safety	27	Procedure on Environmental Impact Assessment
13	Excavation	28	Solid Waste Water Management Procedure
14	Barricades and Signs	29	Environmental Guidelines During Shutdown/ Startup
15	Surface Preparation and Painting		

The handbook should also stipulate the mandatory / optional HSE courses that shall be attended by each level of contract employee, and where these courses will be provided. The first page of the handbook / manual may be perforated and used as a receipt showing that the employee has signed and received the HSE handbook. In addition, space should be provided for employee's record on training programs, orientation and safety talks.

8.0 SAFETY RULES AND PROCEDURES

CONTRACTOR should refer to applicable COMPANY Safe Work Practices and Procedures that are related to his contract and activities.

8.1 WORKING CONDITIONS

CONTRACTOR shall be responsible for ensuring safe working conditions of its employees and for correcting any hazard that arises in the performance of the Work. CONTRACTOR shall perform all work in safe manner and shall ensure to assess and assign the required number of supervisors as per the job requirements.

8.2 CRITICAL TASKS PROCEDURE

In coordination with the Superintendent of the Contract, the CONTRACTOR shall identify all critical tasks in the scope of their contract with the COMPANY including the conduct of Risk Assessments to identify hazards associated with such work.

The CONTRACTOR must develop Work Procedures for Safe Performance of these critical tasks, prepare Competency Training Matrix to carry out these critical tasks, and submit them for approval of Company at the initiation of the contract. The approved Critical Task Procedure shall be translated in the work group language as practicable. In addition, the CONTRACTOR shall take action to update/modify appropriate sections of the document (Critical Task Procedure) based on updated Safety Studies, recommendations including 'Risk Assessment Exercises'.

For Projects Department contracts, Method Statements (in lieu of critical task procedure) shall be prepared for all critical tasks.



8.3 PERSONAL PROTECTIVE EQUIPMENT (PPE)

CONTRACTOR is responsible in providing CONTRACTOR employees the appropriate personal protective equipment. CONTRACTOR employees should be trained in the proper use and maintenance of PPE.

- (a) CONTRACTOR shall provide CONTRACTOR's employees with the mandatory personal protective equipment and the personal protective / safety equipment as specified in the work permit. The contractor shall also provide additional PPE, if instructed for safe execution of the job. This will include respiratory equipment with the fit-test requirement and personal gas monitor. The mandatory PPE shall be periodically replaced with new ones, as deemed necessary.
- (b) CONTRACTOR's PPE and other safety equipment shall conform to COMPANY Specifications and sample shall be approved by COMPANY Safety representative before procurement. Sufficient stock of mandatory PPE shall be kept and maintained at site.
- (c) CONTRACTOR's Supervisor shall ensure that PPE are correctly used and maintained in good condition.
- (d) CONTRACTOR shall strictly enforce all relevant requirements in compliance to COMPANY PPE Management System.
- (e) CONTRACTOR employees and employees of Subcontractors shall wear safety helmet and flame-resistant coverall of the same color with logo/emblem of the main CONTRACTOR.
- (f) CONTRACTOR shall ensure that PPEs have shelf life covering the duration of contract and shall replace expired PPEs with ones having sufficient shelf life with respect to project execution duration.

8.4 WORK AND SAFETY PROCEDURES INSPECTION

To ensure that CONTRACTOR's employees are performing the work in a proper and safe manner as required by the Contract, COMPANY representative may inspect CONTRACTOR's work and safety procedures including the use of protective equipment. If it is determined that the work is being performed in an unsafe manner, COMPANY representative shall require CONTRACTOR to stop the affected work and correct the unsafe condition immediately.

8.5 SMOKING AND CARRYING OF MATCHES / LIGHTERS

Smoking is prohibited in all COMPANY Restricted Areas except in authorized smoking areas/shelters. Approved smoking area shall be clearly identified.

Carrying of matches and lighters into the Hazardous Area is prohibited. Violators will be refused entry into the Restricted Area and shall be dealt administratively on the first violation.

The following rules apply to smoking in the Refinery and other COMPANY restricted areas:

- a) Smoking is only permitted at designated "Smoking Area/Shelter".
- b) There must be a sand bucket at the "Smoking Post."
- c) Smoking privileges may be revoked indefinitely during emergencies.
- d) Smoking in unauthorized areas will result in automatic dismissal.



CONTRACTOR shall be responsible for strict adherence to these Regulations by CONTRACTOR's employees or the employees of CONTRACTOR's Subcontractors.

8.6 BATTERY OPERATED AND ELECTRICAL ITEMS

Non-intrinsically safe battery operated items e.g. flashlights, mobile phone, etc. are not permitted inside the Hazardous Area.

Electrically operated tools & equipment should be suitable for use as per the area classification. Refer to relevant HSE documents such as Hand and Portable Power Tools Safe Work Practices, Work Permit System, Fire Prevention and Electrical Safety.

8.7 FIRE FIGHTING EQUIPMENT

CONTRACTORS shall furnish all portable fire extinguishers and safety equipment required at construction / maintenance sites during construction / maintenance job. The fire extinguishers shall be certified by COMPANY Fire Section and proper tag / sticker shall be provided by the CONTRACTOR.

CONTRACTORS shall not use, alter, or move COMPANY firefighting equipment. Firefighting equipment shall be accessible at all times. In the event of a fire, CONTRACTOR shall move CONTRACTOR's employees away from the vicinity of the fire and out of the way of firefighting activities in an orderly manner.

8.8 SCAFFOLDING AND LADDERS

All scaffolds shall be erected by competent and qualified personnel and shall conform to requirements of COMPANY Guidelines and Safe Work Practices for Scaffolds and Ladders (doc. Ref #HSE-TSSA-05-2015). These requirements include the mandatory inspection, tagging, approval, and certification of erected scaffold before use.

CONTRACTOR's scaffold material samples shall be approved by COMPANY Engg. & Services Division (or equivalent Division for Projects & LM) based on third party certificates prior to procurement.

8.9 USE OF RADIOACTIVE MATERIAL

Only authorized personnel holding valid 'Radiation Work Permit License' issued by Ministry of Health / Radiation Protection Division shall handle radioactive material.

CONTRACTOR shall comply with all HSE precautions and requirements as specified in relevant clauses of COMPANY Procedures and Guidelines on Work Permit System, Handling and Storage of Hazardous Materials and Environmental Guidelines / K-EPA Regulations / MOH-RPD Regulations.

CONTRACTOR shall ensure that the following basic rules are strictly enforced:

- a) The ionizing radiation source shall not be left unattended
- b) Radiation film badge / Dosimeter shall be used
- c) The exposure area shall be clearly identified, barricaded by rope or other effective means and radiation warning signs posted
- d) CONTRACTOR shall coordinate with COMPANY Inspection Representative to ensure that, the Dose Rate at the barricade does not exceed 0.25 milirems per hour
- e) CONTRACTOR shall ensure availability of radiation survey meter at work site of radiography



- f) CONTRACTOR shall give 12 hours prior notice to COMPANY Team Leader Inspection & Corrosion before starting any radiography work inside refinery

8.10 COMPRESSED GAS CYLINDERS

CONTRACTOR shall comply with the COMPANY requirements for storing, handling, transporting and using of compressed gas cylinders.

8.11 OVERHEAD WORK

When working overhead, the area below shall either be barricaded and posted with a sign indicating "DANGER - WORK ABOVE", or someone shall be stationed at ground level to caution persons approaching the area where work is being done overhead. The following rules shall be adhered to:

- a) Climbing on valves and equipment, instead of setting up ladders or scaffolding, is not permitted.
- b) Walking on pipe ways, unless dictated by the work being performed, is prohibited.
- c) Walking on conduit or insulated piping is not permitted.
- d) Oxygen and acetylene bottles shall not be used from baskets or manlifts and may not be hoisted uncapped.
- e) Use of fall protection is required when working aloft (see PPE).

8.12 LOCKOUT / TAGOUT, EQUIPMENT ISOLATION

Lockout/Tagout is the de-energizing, isolating, and securing of all energy sources of equipment in a safe position before beginning work, to protect from the unexpected energization of that equipment.

COMPANY's Lockout/Tagout procedures must be followed before making any repairs or adjustments to electrical, pneumatic, hydraulic, thermal, gravity, or radiation equipment. CONTRACTORS can only tag and lock out equipment as instructed by the appropriate COMPANY authorized personnel.

8.13 ROADWAYS

No roadway may be barricaded or blocked in any way without written approval from the COMPANY's Safety Representative. Use of a flagman is required to direct traffic around congested areas. Road workers and workers on roadsides shall wear reflective orange color coverall or jacket.

Barricades, temporary walkways, signs, etc. should be provided for the safety of pedestrians and roadside facilities. Barriers shall be equipped with reflectors or lights so that it is readily discernable at night.

Closure / detour of critical roads shall be scheduled on weekends / holidays after securing permission from Safety Division. Hard barricades shall be provided for all excavation nearby roads.

8.14 STAGING AREAS

CONTRACTORS shall obtain written approval from the COMPANY Representative prior to setting up work staging areas.



8.15 REMOVING PROPERTY FROM COMPANY PREMISES

Whenever a property of CONTRACTOR or COMPANY is to be taken outside the COMPANY premises, CONTRACTOR's Site Manager/Engineer shall obtain prior written approval from the COMPANY Representative to remove such property. The approval shall be presented to the guard at the gate where exit is made. For transporting waste outside the refinery premises, the Waste Transportation copy shall be shown to the guard at the gate.

8.16 VEHICLE / EQUIPMENT SAFETY CERTIFICATE

All vehicles and engine driven equipment entering COMPANY premises require a 'Safety Certificate' as such, CONTRACTOR should meet the following general requirements:

CONTRACTOR'S Vehicle or mobile equipment shall be in good condition and meet the requirements of 'Vehicle and Equipment Safety'. The number of vehicles/ mobile equipment shall be kept to the minimum essential for the site personnel and work requirements.

- (a) CONTRACTOR'S vehicle or equipment shall be provided with the right type and size of fire extinguisher certified by COMPANY Fire Section.
- (b) An approved type of spark arrestor shall be fixed to the exhaust of equipment and vehicles entering hazardous area. Pool cars or buses shall not be allowed to enter hazardous area. Mobile equipment, lifting appliances and vehicles to load or unload material shall only be allowed with work permit and prior authorization.
- (c) In addition, CONTRACTOR'S lifting equipment shall have a valid load test certificate from a COMPANY approved third party. Safety valves on mobile equipment shall also be third party certified.
- (d) For CONTRACTOR'S vehicle or mobile equipment entry to the refinery, it shall be certified by COMPANY Safety representative and the Safety Certificate shall be made available with the vehicle/equipment.
- (e) CONTRACTOR shall maintain a valid Safety Certificate and present to the issuing authority when applying a hot work permit, for writing its number on the permit.
- (f) Copy of Safety Certificate shall be attached when applying security gate passes for CONTRACTOR'S vehicles/mobile equipment to enter restricted area. Uncertified vehicles/equipment shall not be permitted to enter COMPANY premises except for one day/ single trip passes issued to vehicles other than cranes, forklifts, boom truck and other lifting appliances.
- (h) CONTRACTOR is responsible for maintaining the vehicle/ equipment in "as certified" condition during the validity of the certificate.

8.17 HSE BOARDS AND SIGNS

CONTRACTOR should provide/install proper and appropriate HSE Boards and Signs in their jobsites, yards, workshops, site offices, temporary facilities, roads, transport buses, etc. as per COMPANY HSE Boards and Signs Management System (doc. Ref. # HSE-TSSA-03-1101).

Contractor shall provide boards mentioning project details and KNPC Contract Custodian with emergency contact numbers at their site offices and yards. HSE statistics shall also be displayed on boards.



8.18 WELDING AND CUTTING

CONTRACTOR should obtain a Hot Work Permit prior to any welding works in COMPANY premises and all requirements pertaining to hot work shall be strictly enforced. Only a COMPANY approved type of Welding Drapes (flame-proof tarpaulin canvass) shall be used.

The welder shall not be allowed to work alone. CONTRACTOR's welder and helper shall be trained on first aid firefighting. CONTRACTOR's two fire extinguishers shall be provided with each welding machine, one to be kept at the work and the other at the machine. COMPANY extinguishers shall not be used for this purpose.

For CONTRACTOR's welding work in running process units or piping, a CONTRACTOR employee shall be assigned as "fire watch" who is familiar with the use of fire equipment provided and have the knowledge of anticipated fire hazards and company's incident reporting procedure.

When welding work is carried out in a workshop or any similar location classified as a permit free area, which is approved by COMPANY Safety, a work permit is not required but the work shall be adequately supervised. The work area shall at all times be kept clean of combustible and flammable material.

8.19 MARINE TERMINAL SAFETY

CONTRACTOR shall ensure the full implementation of all relevant HSE rules and procedures for the operation, maintenance and construction activities at COMPANY Marine Terminals, offshore activities and also to some extent, the Sulfur & Coke Berths in Shuaiba Port.

All safety precautions, including the wearing of personnel protective equipment, that are applicable to onshore are applicable to offshore and any site connected to the shore.

9.0 ENVIRONMENT RULES AND PROCEDURES

CONTRACTOR should be familiar and continuously comply with all applicable HSE codes, standards, and Kuwait Environmental laws and regulations applicable to the work. In the event CONTRACTOR has any questions about its responsibilities under such laws, CONTRACTOR shall contact the COMPANY Representative or Environmental Division.

The CONTRACTOR should adhere to applicable national and international Environmental Regulations and COMPANY Procedures while carrying out job in COMPANY premises. The ultimate aim is to control pollution at source, handle and dispose the waste in an environmentally friendly manner thereby protecting the environment.

9.1 LIQUID EFFLUENTS

The liquid effluent generated, while carrying out the contracted job and related activities at work site, shall be routed to designated drainage system as per advice of the COMPANY representative which shall be treated in waste water treatment system and discharged to sea. The liquid effluent discharged to sea shall comply with limits listed in appendix 13 under article (59) Chapter V, Protection of Marine and Coastal Environment of K-EPA regulations. If needed, opinion can also be obtained from Environment Division of the Company or Local Marketing.

9.2 HANDLING OF CHEMICALS

The CONTRACTOR shall follow the K-EPA regulations mentioned under chapter-3:- "Chemical Resource Management" and abide by the environmental conditions and criteria stipulated therein.



9.3 AUTO EXHAUST EMISSION

Vehicle used for carrying out the contracted job by CONTRACTORS shall meet the auto exhaust emissions standards as mentioned in Chapter VII (protection of the Ambient Air from Pollution), Article (78) in Appendix No. (19-1) and (19-2) of K-EPA regulations.

CONTRACTOR shall ensure those K-EPA standards/methods in these regards are met. CONTRACTOR has to get the vehicles' auto exhaust emission done once in every six months or as per K-EPA requirements, by an K-EPA approved party and submit report to COMPANY Environment Division of refinery or Local Marketing through the COMPANY representative.

9.4 WASTE MANAGEMENT SYSTEM

CONTRACTOR shall ensure their full compliance to COMPANY Solid Waste Management Procedure. The following Waste Tracking Scheme shall be administered to effective document (and audit) the record of handling, transfer and disposal of waste substances arising out of Contractor's activities:

- a) A license from K-EPA shall be obtained by the CONTRACTOR in order to collect and transfer waste as required under Article (24) Chapter IV, Management of Household and Hazardous Wastes of K-EPA regulations. The license shall have a validity date.
- b) The CONTRACTOR shall ensure that a KNPC approved Material Safety Data Sheet (MSDS) is available at work site for all the hazardous material, chemicals, handled by the contractor.
- c) Appropriate Waste Transportation Manifests shall be used as per COMPANY Solid Waste Management Procedure. Appendix-F/G/H depicts the 'Waste Transportation Manifest' of the COMPANY. The type of waste and its quantity and quality should be specified in manifest along with other details. Waste shall be transferred to special sites determined by EPA Kuwait as mentioned in section 3 of Article (26) Chapter IV, Management of Household and Hazardous Wastes of K-EPA regulations.
- d) CONTRACTOR should handle the export of dangerous / hazardous wastes (which are generated from the refinery) as per the article 25 of K-EPA and Basel Agreement.
- e) CONTRACTOR shall submit necessary record of documents such as weighbridge ticket, waste transportation manifest to COMPANY representative and the same shall be maintained all the time for verification.

9.5 CLEAN-UP ACTIVITIES

The CONTRACTOR is responsible for clean-up or remediation activities and cost incurred in case of any waste (hazardous/non-hazardous) leak or spillage due to their activities within COMPANY premises or outside the road/any other places while shifting the wastes.

The CONTRACTOR will be responsible to contain the releases/pollution caused due to their activities/negligence within COMPANY premises and outside.

9.6 GENERAL ENVIRONMENTAL WORK PRACTICES

- a) CONTRACTOR shall only use environmentally friendly material. Guidance on environment friendly building materials as available on COMPANY document # HSE-TSOH-09-1361 (Managing Indoor Environment Quality during Construction, Renovation & Demolition of Buildings) shall be followed.



- b) The CONTRACTOR shall follow the Engineering & Environmental requirements of industrial sector (petroleum and refinery industry activities) as mentioned under 1.1 of appendix no. (2) of K-EPA regulations.
- c) The CONTRACTOR shall follow the relevant K-EPA regulations as mentioned in appendix (2) of K-EPA regulations, i.e. Engineering and Environmental requirements of industries sector depending upon the activities/ job performed by them.
- d) Contractor shall review all relevant activities and develop an Aspect Register. All the CONTRACTOR's employees working at site should be aware of environmental aspects of the task and their impact on environment. The CONTRACTOR shall keep a dedicated file for EMS comprising of the following:
- List of significant aspects associated with their activities along with controls.
 - Company QHSSE Policy
 - Training records of their employees
- e) Besides the abovementioned K-EPA regulations and other guidelines, all relevant K-EPA regulations should be followed and complied with by the CONTRACTOR depending upon the task and related activities involved. (CONTRACTOR shall refer K-EPA regulations and legislations for relevant applicable appendix/articles related to their nature of activities/duties).
- f) The CONTRACTOR shall have a periodic environmental awareness programs / schedule to all CONTRACTOR employees. CONTRACTOR has to coordinate and inform COMPANY Environment Division of Refineries or Fire & Safety Section of Local Marketing in conducting these programs.
- g) The CONTRACTOR shall be responsible at his own cost for disposal of contractor's activity generated garbage, sewage, waste, solid waste, surplus excavated materials, etc. to dump yard outside the refinery area which is approved by the Company and Kuwait Environmental Public Authority (K-EPA). The CONTRACTOR shall take necessary action at his own cost for any treatment required as per K-EPA and Company Environment Management System and Procedure. A detailed report on this activity shall be submitted to the Company.

10.0 OCCUPATIONAL HEALTH GUIDELINES

10.1 INDUSTRIAL HYGIENE

- 10.1.1 CONTRACTOR shall make all arrangements for close adherence to Occupational Health requirements and guidelines of Kuwait Labor law, K-EPA, Ministry of Health and Governmental Agencies and COMPANY standards and guidelines that are already published, and as and when they are amended or come up based on inspection and audits.
- 10.1.2 Implementation of the above requirements may need qualified personnel, measurement devices and other resources which CONTRACTOR shall arrange at its own expense.
- 10.1.3 CONTRACTOR shall be responsible for;
- (a) Indoor environment quality of buildings under their control shall be as per COMPANY HSE document # HSE-TSOH-04-1316.
 - (b) Portacabin and other facilities shall meet COMPANY specifications and shall be approved by Superintendent of Contract prior to site mobilization/ occupation.



- (c) Sanitary facilities under their control
- (d) Personal exposure monitoring *for exposure to toxic chemicals, dusts, vapors etc.*
- (e) Maintenance of industrial hygiene records as per company standards and requirements.
- (f) Training and awareness of their employees on occupational hygiene issues.
- (g) Participate in occupational health audits, inspections and surveys as per the program laid down by company.
- (h) Implementing *all the Industrial Hygiene programs* the program for its subcontractors.

10.1.4 Where required, personnel exposure monitoring shall be done by respective contractor and necessary action shall be taken to control the hazards.

10.1.5 CONTRACTOR shall develop and implement the following programs as per COMPANY standards.

- (a) **Chemical Hazard Management Program** : A few major requirements are provided below.
 - Contractor shall have all the chemicals (e.g Catalysts, Dosing chemicals, refractory, insulation, paints, thinners, adhesives, varnishes, sealants etc. This is only an indicative list. Detailed information is available in COMPANY document # HSE-TSOH-04-1358) approved by COMPANY HSE Dept. before bringing them inside the company premises. Reference shall be made to clauses 1.1, 1.2 & 7.1,7.2 & 7.3 of HSE-TSOH-04-1358 for guidance in this regard. In case an already approved chemical is declared as banned by regulatory authorities, COMPANY has the right to enforce the ban on such chemicals.
 - Store & handle chemicals as per COMPANY standards.
- (b) **Chemical Hazard Communications Program** : Contractor shall ensure compliance to COMPANY's Chemical Hazard Communications Program (HSE-TSOH-04-1359). A few major requirements are provided below.
 - Latest (*dated within 3-years*) Material Safety Data Sheet (MSDS) is available at work place and accessible to all employees.
 - Labeling system is applied and followed as per COMPANY standards.
 - All employees are trained on MSDS, labeling systems, and handling of hazardous chemicals and training records are maintained.
- (c) **Respiratory Protection Program**: Contractor shall comply with COMPANY Respiratory Protection Program. In general, Contractor shall ensure that
 - Respiratory hazards are identified at workplace and all employees have been trained and training records are maintained.
 - Approved types of respiratory protective equipment are provided to the employees exposed to respiratory hazards.
 - Refer to Appendix-P for the requirements for Training, equipment specifications and sample respirator use Authorization card.
- (d) **Hearing Conservation Program**: Contractor shall comply with KNPC Hearing Conservation Program (HSE-TSOH-04-1312). Contractor shall ensure that



- Personal monitoring of all employees working in the identified high noise areas has been done. (Advice of the company representative can be availed if required).
- Approved types of hearing protection equipment are issued to all employees working in high noise areas.
- Employees working in high noise areas are trained on use of hearing protective equipment and the hazards on noise.
- Annual audiometric tests are carried out as per clause 9.2.1 below and records are maintained.

(e) **Ergonomics Program:** Contractor shall comply on Industrial Ergonomics requirements as specified under procedure HSE-TSOH-12-1370. Contractor shall ensure that ergonomic hazards are dealt, personnel are trained, work station and working spaces are ergonomically provided.

(f) **Thermal Stress Management Program :** *Implement Thermal Stress Management program as per COMPANY HSE document HSE-TSOH-04-1313*

10.1.6 CONTRACTOR shall ensure that a copy of COMPANY approved MSDS is available along with the hazardous material when making delivery to any COMPANY premises. The MSDS document shall be a mandatory requirement in the processing of Material Gate Pass application and approval.

10.1.7 CONTRACTOR shall implement control measures as recommended by the COMPANY and Government Authorities.

10.2 OCCUPATIONAL MEDICINE

10.2.1 MEDICAL EXAMINATIONS

Company places much importance to maintenance of able and healthy workforce. Contractor shall make all necessary arrangements and ensure that all the employees undergo (A) Pre-Employment (HSE-MEDOH-04-1342) and (B) Periodic Medical Examinations (HSE-MEDOH-04-1343) for all employees and the (C) Confine Space entry fitness examination (HSE-MEDOH-04-1344.4) for those required to enter confined spaces as required by the KNPC HSE policy. The major medical requirements is shown in Appendix M. Further details are mentioned in the above referenced documents.

All cost of the Medical Examinations, as depicted in Appendix-M, shall be borne by the Contractors.

The Medical Examinations shall be done at the KNPC approved clinics and the Contractors shall be duly informed whenever list of approved clinics are revised. The examining physician shall record the findings in the Health Assessment Form provided by KNPC and attach the copies of medical reports.

The final medical fitness for Confined Space Entry shall be approved only by KNPC OH Physician. Contractor shall employ a nurse registered with MOH to maintain records of Pre-Employment, Periodical, CSE medical fitness examinations for the entire duration of the project / contract and ensure confidentiality.

The contractor shall submit the following documents to Company representative for audit, and whenever asked:

- List of employees with status and date of Pre-employment and Periodic Medical Examinations and CSE.



- List of employees eligible for medical surveillance examination for noise, ionizing radiation, and specified chemical and biological agents with status and date of the examination.
- Copies of medical examinations done, including forms duly filled and signed by the examining physician, and applicable tests results such as audiogram and Spirograph.
- Any documents required by KNPC Medical division accordingly.

Contractor shall also comply with other occupational medical procedures like Medical requirements for food handlers, medical surveillance for specified chemicals, Ionizing Radiation, Hearing Conservation program etc. These are mentioned in respective HSE procedures.

10.2.3 FIRST AID KIT AND NURSES

The contractor shall provide first aid kits as per HSE-MEDC-10-1703, at the rate of one for every 100 employees. The first aid kits shall contain antiseptics, bandages and medicines with valid expiry date, at all times. The first aid kit shall be placed in a visible point at the work place, within the reach of workers. A trained nurse registered with the Ministry of Health Kuwait shall be in-charge of first aid kits. The first aid shall be administered by the nurse or trained first aider. The contractor / nurse must maintain date wise records of work related injuries and illnesses and cases to which first aid is given.

Nurse shall be approved by Ministry of Health and KNPC Medical Division. Contractors first aid facilities shall be periodically audited by KNPC.

First Aid room shall be cleaned and maintained in good hygienic condition.

10.2.4 MAINTAINING OF RECORDS

The contractor shall retain and preserve medical records of employees for duration of employee's employment with contractor plus 30 years after the employee has discontinued the job with the contractor, or as laid down by the law, whichever is maximum.

11.0 WELFARE OF CONTRACTOR EMPLOYEES

CONTRACTOR shall adhere to COMPANY guidelines and requirements for Contractor employees' welfare, as per document no. HSE-ENGE-18-1806 (Workers Welfare Guidelines for KNPC Contractors).

CONTRACTOR shall offer improved welfare (i.e. housing, food, transportation, and working & living conditions) for his workers to improve their capability to do their work. Also, the CONTRACTOR must obtain approval on the housing prepared for his labours from the Ministry of Health and Ministry of Social Affairs.

KNPC Superintendent of the Contract shall organize a multi-discipline Team to inspect the CONTRACTOR's labours housing and other Contractor employees' welfare to ensure compliance to these requirements.

11.1 PERSONNEL TRANSPORTATION BUSES

Contractor shall provide an air-conditioned transportation buses for its employees from their company accommodation to worksite and vice versa. Transportation buses shall be provided with sun film / tint as protection against heat radiation during summer.

Contractor's Personnel Transportation Buses shall not be more than five (5) years old.



12.0 COMPANY WORK PERMITS

As a general principle, no work in the COMPANY Controlled Areas can be carried out unless authorized by a cold or hot work permit, except those specified in the COMPANY Guidelines and Procedures for Work Permit System. The nature of work may also require additional authorization, such as Confined Space Entry Authorization, Excavation Authorization, Electrical Isolation, etc.

CONTRACTOR shall obtain appropriate written work permit (and additional authorization if required) through its COMPANY Representative before starting any work and an approved copy of the permit must be posted at the job site.

CONTRACTOR shall arrange with COMPANY representative on the approval requirements for 'Work Permit Authorization', and other essential authorization, where the training class and necessary test requirements are conducted at COMPANY HSE Training Center.

13.0 REGULATORY PERMITS

Except as otherwise provided herein CONTRACTOR shall, as CONTRACTOR's sole responsibility, and at CONTRACTOR's sole cost and expense, research, determine and obtain any required governmental permits, licenses, bonds, inspections, and notices required by laws, rules, or regulations to perform the work.

14.0 EMERGENCY RESPONSE AND INCIDENT REPORTING

14.1 EMERGENCY RESPONSE

CONTRACTOR must have own ERP that shall compliment the requirements of KNPC ERP. CONTRACTOR shall ensure that Contractor and Sub-contractor employees clearly understand their responsibility for an appropriate emergency response as per the COMPANY ERP and Evacuation Plan through awareness / refresher training and Safety Talks. CONTRACTOR shall conduct periodic drills of its ERP in consultation with KNPC ERP Drill Administrator.

In the event of a fire, CONTRACTOR shall move Contractor and Sub-Contractor's employees away from the vicinity of the fire and out of the way of firefighting activities in an orderly manner.

14.2 PERSONAL INJURIES

CONTRACTOR shall be responsible and pay for the cost of all necessary first aid, ambulance, and hospital services in case of accident or injury to CONTRACTOR's employees. All injuries sustained by the employees of CONTRACTOR while on COMPANY premises shall be reported immediately to the COMPANY representative and the work permit Issuing Authority.

14.3 INCIDENT INVESTIGATION AND REPORTING

CONTRACTOR should meet their responsibilities as per the COMPANY Incident Investigation and Reporting Procedure. Such incident shall include near miss, personnel injury, occupational illness, and release and spill of pollutants.



15.0 MINIMUM HSE REPORTS & RECORD REQUIREMENTS.

The CONTRACTOR shall prepare and submit the following monthly reports (through COMPANY representative) to COMPANY Team Leader Safety (for clause 14.1 below) and COMPANY Team Leader Environment (for clause 14.2 below) within the first two working days of the following month.

15.1 CONTRACTOR's monthly Safety and Occupational Health Statistics Report containing manhours, personal injuries, other incidents, training and audits. (Refer Appendix-A1)

15.2 CONTRACTOR's monthly Environmental Reports that should include the following: (also, refer to Appendix-B)

- (a) Details of Waste Water Generation
- (b) Details of Solid / Semi Solid Waste
- (c) Environmental Incident
- (d) Environmental Awareness Training to Employees

16.0 HSE PERFORMANCE, INCENTIVE REWARD AND PENALTIES

16.1 CONTRACTOR'S HSE PERFORMANCE EVALUATION

A periodic (quarterly) evaluation on Contractor's HSE Performance within the duration of their contract in the Company will be coordinated by the 'Superintendent of the Contract' by utilizing the evaluation form depicted in annexure C. This periodic HSE Evaluation Report will be used as reference in various purposes such as recommendation for incentive reward, Contractors' HSE Performance profiling, *Vendors & Contractors Evaluation Process*, amongst other things.

Project Manager/Contract Management Executive shall be held personally responsible for Contractor's HSE performance in case of consistent substandard performance. Company reserved the right to take action against him including his termination, *as per the criteria and guidelines from Vendors & Contractors Performance Evaluation Process document*. His future hiring for KNPC contract shall be subject to acceptable past HSE performance.

16.2 INCENTIVE REWARD

CONTRACTORS who strictly adhere to COMPANY Regulations may be recognized and awarded through the COMPANY's 'Contractor HSE Reward and Deduction Scheme'. The recommendation for the Incentive Reward / Deduction shall be initiated by the COMPANY representative (Superintendent of the Contract), concurred by Team Leader-Safety, and shall be approved by concerned Department Manager and respective DCEO.

16.3 HSE INFRINGEMENT AND PENALTY SCHEME

All CONTRACTORS and CONTRACTOR employees working in COMPANY Controlled areas shall comply with the COMPANY HSE Procedures, Guidelines and Safe Work Practices. Violation of these COMPANY Procedures / Guidelines / Safe Work Practices shall be dealt according to penalty system for CONTRACTORS, as depicted in Appendix-E. COMPANY HSE representative shall decide whether an infringement is minor or major for violations which are not listed in the penalty system and shall be based on the Guidelines for Penalty System for HSE Violations (Doc. ref. # HSE-TSSA-06-1116).

COMPANY HSE Team Leader is authorized to issue infringement report to the COMPANY representative (Superintendent of the Contract) by using the 'Infringement Report Form' in Appendix-D. The Superintendent of the Contract shall take necessary action and provide feedback to COMPANY HSE Team Leader.



17.0 COMPANY MANAGEMENT SYSTEMS

17.1 SUPPORT RESOURCES

COMPANY HSE Department shall assist in the implementation of this document.

17.2 MANAGEMENT RECORDS

All records must be maintained in compliance with this document by the user.

17.3 AUDIT REQUIREMENTS

CONTRACTOR's compliance on the application of this document shall be reviewed periodically based on COMPANY Performance Standard for Inspection of Contractor's Compliance to Pre & Post-Mobilization HSE Requirements (HSE-TSGE-16-1024).

17.4 DEVIATION PROCESS

Deviations from this document must be authorized by concerned KNPC Department Manager after consultation with Manager-HSE. Deviations must be documented, and documentation must include relevant facts supporting the deviation decision.



**HSE-TSSA-05-1118
HSE GUIDELINES FOR CONTRACTORS**

APPENDICES



Appendix - A1

Kuwait National Petroleum Company
CONTRACTOR'S MONTHLY HSE STATISTICS REPORT

Month & Year: _____

Contractor Name : _____

Contract / Project : _____

Contract Number : _____ Start Date: _____

Total Manpower : _____

Date of Last LWC	MAN-HOURS		
	This Month	Cumulative Total	Since Last LWC

Data Description	Code	This Month	Cumulative Total
Lost Workday Cases	LWC		
Lost Work-days	LWD		
Restricted Workday Cases	RWC		
Medical Treatment Cases	MTC		
Occupational Illness Cases			
First Aid Cases	FAC		
Other Incidents (Fire, Property Damage, Traffic)			
Near Miss Incidents	NM		
Infringement Notifications			
Toolbox Meeting			
HSE Training			
HSE Audits			
Periodic Medical Examination Conducted			

Details of Accident, Near Miss or Other Incidents* (Fire, Property Damage, Traffic)

Date & Location	Name, E/No. & Title	Brief Description	Action Recommended

Details of Toolbox Meeting / HSE Training *

Date	No. of Participants	Topics

Note: Provide monthly & YTD update for Training Intensity (TI= Training Manhours / Total No. of Employees)

Details of HSE Violations *

Date	Name, E/No. & Title	Brief Description of Violation	Action Taken

Details of HSE Audits *

Date	No. of Participants	Recommendation	Action Taken

* Attach Separate sheet for further details

Data Prepared By:

_____ Print Name & Sign

_____ Contractor Manager / Representative

Tel. No.: _____

Tel. No.: _____

NOTE: A copy of this report shall be hand delivered to Sr. Safety Engr. within first two working days of following month



Appendix – A2

Contractor's HSE Key Performance Indicators (KPIs) Scorecard													
#	Measure	F	FY Previous 2FY	FY Previous	Period			Period Stretched			Score		YTD/ Trgt
					Target	Goal	Wt %	Act	Score	Base	Goal	Score Sign	
Leading Measures													
1	HSE Training Intensity	M			4	6	8	10	12				
2	HSE Audits - Completed vs number planned	M											
3	Number of Management Safety Visits - Completed vs number planned	M											
4	% of Toolbox Talks with HSE Elements - Completed vs number planned	M											
5	% of HSE Related Recommendation Implemented	M											
6	Periodic Medical Examination Status	M											
7	Additional Measures (Consistent to Objectives for the performance year as perceived by KNPC Management)	M											
Lagging Measures													
1	LWC Frequency Rate	M											
2	LWC Severity Rate	M											
3	Total Incident Frequency Rate (Near Miss & L/D Cases i.e. Fires / Environment / Traffic Incidents etc.)	M											
4	Total Personal Accident Frequency Rate	M											
5	Recordable Traffic Accident	M											
6	Trend of non-compliance noted from working practices	M											
7	Cumulative Good Days	M											
					Minimum = 0, Base = 400, Goal = 800, Maximum = 1200						100	Total	

Note: Contractor's target shall be intimated by the Superintendent of Contract



Appendix – B : Contractor’s Monthly Environmental Report

Contractor’s Monthly Environmental Report



Contract Details					
Contract / Project (Title)					
Contractor (Company Name)					
Contract No.	Contract Period	Contract Start Date	Contract End Date	Total Employees at Site	Contract User (KNPC Dep. / Div.)

A) Details of Waste Water Generation				
Type of Waste Water	Generated This Month	Yr. to Date (April – March)	Discharged Location	WTM Filled
	Total Quantity (KL)	Cumulative Quantity (KL)		
Industrial Waste Water			<input type="checkbox"/> Effluent Treatment Facility (KNPC Refinery) <input type="checkbox"/> Shuaiba Waste Reception & Treatment Station (SWRT) <input type="checkbox"/> Other Location:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Sanitary Sewage			<input type="checkbox"/> K-EPA Authorized Sewage Treatment Facility <input type="checkbox"/> MPW Sewage Network <input type="checkbox"/> Other Location:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Remarks (If any)				

B) Details of Solid / Semi Solid Waste Generation				
Type of Solid Waste	Generated This Month	Yr. to Date (April – March)	Disposal Location	WTM Filled
	Total Quantity (MT)	Cumulative Quantity (MT)		
Hazardous Waste			<input type="checkbox"/> Shuaiba Waste Reception & Treatment Station (SWRT) <input type="checkbox"/> Other Location:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Non- Hazardous Waste (Industrial)			<input type="checkbox"/> Shuaiba Waste Reception & Treatment Station (SWRT) <input type="checkbox"/> Other Location:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Recyclable Waste (Office Waste)	Paper		<input type="checkbox"/> Recycle Company (Name to be mentioned) <input type="checkbox"/> Other Location:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Plastic			
	Metal Cans			
	Others ...			
Non- Hazardous Waste (Municipality)				<input type="checkbox"/> Yes <input type="checkbox"/> No
Remarks (If any)				



Contractor's Monthly Environmental Report



C) Environmental Incident						
Incident Report No. (IIRS System)	Date	Incident Details	Incident Type	Quantity	Yr. to Date (April – March)	
					Total # of Incidents	Cumulative Quantity
			<input type="checkbox"/> Air <input type="checkbox"/> Water <input type="checkbox"/> Land			
Location (Unit / Area)		Details of Recommendations	Action Taken			
Remarks (If any)						

D) Environmental Awareness Training	
Training Course (Title of the Course)	
Total No. of Employees Trained (This Month)	Attendance Sheet Attached: <input type="checkbox"/> Yes <input type="checkbox"/> No
Total No. of Employees Trained (This Year) (April – March)	
Remaining Employees to be Trained (This Year) (April – March)	
Remarks (If any)	

E) Other Details (If any)

Note: A copy of this report shall be submitted to Environment Division – HSE of respective KNPC site on or before 5th of every month.

Contractor Manager / Representative



Kuwait National Petroleum Company
CONTRACTOR'S HSE PERFORMANCE EVALUATION CHECKLIST

Contractor HSE Performance Report

Name of Contractor:	Contract Number:	Evaluation Period:
Contractor Category:		
<input type="checkbox"/> Manpower Supply-Oriented Maint. Contract <input type="checkbox"/> Service-Oriented Maint. Contract <input type="checkbox"/> Project Contract		

SN	EVALUATION CRITERIA	FULL MARK	EARNED MARK
1	<p>PERSONAL ACCIDENT RECORD: (IIRS)</p> <p>Team disqualification for an incurrence of high potential incident due to non-adherence to KNPC HSE procedure, guidelines or safe work practices, as proven by incident investigation.</p>	25	
2	<p>ASSETS (DAMAGE/LOSS) / ENVIRONMENT INCIDENTS: (IIRS)</p> <p>The evaluation (marking) is to be done as per Incident Risk Ranking (actual).</p> <p>a. Medium (Cat. 2&3) – 3 marks deduction, b. Medium (cat. 4&5) – 5 marks deduction, c. High Risk - Disqualification from the competition</p>	50	
3	<p>ENVIRONMENTAL ISSUES: (Env. Div.)</p> <p>a. Filling up of correct waste transportation manifest & keeping record of all filled manifest: (All correct manifests are filled/recorded =10; All correct manifests are filled but records are missing (as per manifest workflow)= 7; All manifests are filled but having gaps = 5; Waste being transported without filling manifest = 0)</p> <p>b. Monthly waste summary report to Env. Division: (Report filled in the format as per Procedure for Solid Waste management and sent to Env. Division =5; Report not filled in the format as per Procedure for Solid Waste management and sent to Env. Division =3; Report filled in the format as per Procedure for Solid Waste management but not sent to Env. Division = 2; Report is neither prepared nor sent to Env. Division = 0)</p> <p>c. Ensuring segregation of waste in the field as per solid waste procedure: (Excellent segregation & segregation bins are used as per procedure =10; Segregation of waste is done using unlabeled bins =7; Segregation bins are available but not used as per procedure = 5; No segregation & no segregation bins =0)</p> <p>d. Attending Environmental course: (Ensuring that 25% of employees of the contractor attend EMS awareness course in each quarter (applicable for uncovered employees). Adjust points in next quarter, if it exceeds target. (≥25% attended=10; 13 to 24% attended= 7; 1 to 12% attended= 5; Nil =0)</p> <p>e. Submission of Contractor's Monthly Environmental Report: (Contractor's monthly report filled in the format as per Appendix – B of the HSE Guidelines for Contractors and submitted to Environment Division of respective refinery on or before 5th of every month =5; Submitted after 5th of every month =3; Contractor's monthly report is not filled in as per the format and submitted to Environment Division = 2; Contractor's monthly Environment Report neither filled nor submitted to Env. Division =0)</p>	50	



SN	EVALUATION CRITERIA	FULL MARK	EARNED MARK
	<p>f. Maintaining the updated Aspect Register of the activities: (Register is available in the office and updated=10 ;Register is available, updated, copies are controlled but not available in the contractor's office =7; Register is available but not updated = 5; Register not prepared = 0) (Item a,c,d & f carries 10 marks each & item b & e carries 5 marks each)</p>		
4	<p>NEAR MISS INCIDENT, SUBSTANDARD ACT/CONDITION REPORTING (BONUS POINTS): (HSE Improvement Forms) HSE improvements reported through on-line system awarded points up to a maximum of 50 accredited to the reporting division. • Two points for each Near Miss Incident case or each substandard act / condition. (Quarterly reporting – 10 NM and 15 SSAC - Thus it will give (10X2+ 15X2) = 50 points per quarter)</p>	50	
5	<p>OCCUPATIONAL HEALTH: (Med. Div.) a. <u>Number of employees undergone PME</u> X 25 Target for three months based on yearly matrix b. % of employees undergone Occupational Health Awareness Training X 25 Note: To be obtained from custodian div. PME report of contractors approved by KNPC Clinic shall be considered as PME data for evaluation purpose</p>	50	
6	<p>HSE TRAINING PARTICIPATION: (STS and/or Contractor Training Record) Participation in HSE Training courses conducted by KNPC or Contractor. Basis: Each employee should attend 10 Training Manhour in a year. Training points = $\frac{\text{Total Training Manhour Achieved}}{\text{Total Manpower}} \times 50$ Note: Additional points over 50 are carried forward to the next quarter of same evaluation year.</p>	50	
7	<p>WORK PERMIT COMPLIANCE: (WPS / Records) or (Site visit) Permit Executing Authorization, checking of compliance of permit condition, closing permit, availability/display of permits at site ...etc. a. Work Permit compliance = $25 - \frac{\text{Deviations observed}}{\text{Nos. of permits Audited}} \times 25$ (Hint:- Work permit audit conducted during quarter can be taken as a basis for awarding points)</p>	25	
8	<p>HSE PROMOTION EFFORT & UPDATED DOCUMENTS (Site visits): a. HSE Campaigns conducted by the contractor b. HSE awareness (Questions will be asked on HSE fundamentals; Safe Work Practices; ERP and other HSE topics), c. Participation in HSE Suggestion Scheme (Published data), d. Display of HSE messages/posters/signs, e. HSE Tool box talk Records 4th Quarter only: Participation in Poster-Slogan Scheme – 10 marks (the above criteria a to e become 3 marks each)</p>	25	
9	<p>ATTENDANCE ON KNPC HSE MEETINGS: (Site Visit) a. Attending monthly Contract Custodian Team Leader 'HSE Performance Review' Meetings b. Regularly attended 'Contract Managers' quarterly meeting with Manager, Maintenance c. "Conducting contractor monthly HSE meeting by the Contract Managing Engineer".</p>	25	



SN	EVALUATION CRITERIA	FULL MARK	EARNED MARK
10	COMPLIANCE OF HSE REQUIREMENTS:(Site Visit) <ol style="list-style-type: none"> Submission of contractor's monthly safety reports Preparation of Training passports Switching off A/C, lights etc. when not in use conserving electricity Preparation of HSE Hand Book. Evidence of communication from the contractor to the custodian division on activities for inclusion in the division's Risk Register. Approved HSE Plan, implementation and periodic update HSE Manpower availability at KNPC site as per plan Provision of Employees welfare as per KNPC requirements (implementation on KNPC Audit recommendations) 	50	
11	HSE INFRINGEMENT: (Site Visit) <ol style="list-style-type: none"> Five (5) points deduction for each PPE, Environmental, Traffic or any other HSE Violation by contractor Five (5) point's deduction for red card (HSE Pointing System). Two (2) point's deduction for yellow card (HSE Pointing System). 	50	
12	HOUSEKEEPING (MINIMUM 5 CHECKS): (Site Visit) <ol style="list-style-type: none"> Garbage, debris, left over material Workshop/Site/Yard/Store cleanliness/orderliness Material/chemicals/gas cylinders/tools storage Fire equipment/emergency exit accessibility Office/food area/rest area cleanliness/orderliness. 	50	
13	HANDICAP Optional as per evaluation team decision and may consider one or more factors as per site condition. Option shall be decided and communicated before evaluation: <ol style="list-style-type: none"> Man power Nature of work/environment Wide area of responsibility (no of units/physical area) Risk factor - units handling high pressure/ temperature 	25	
GRAND TOTAL		525	
Overall HSE Performance (%) = (Earned Points / Total Full Marks) x 100			

Evaluated By: <hr/> (Print Name & Sign) Area Safety Engr. + Representative-Supdt. of the Contract	Concurred By: <hr/> (Print Name & Sign) Team Leader, Safety
--	--



Appendix – D : Infringement Report Form

Date:.....

From : Team Leader, Safety ()
To : Team Leader, ()

INFRINGEMENT REPORT

Name :	Employee No.:
Occupation:	Company:
Location:	Vehicle No.:
Date of Infringement:	Time of Infringement:
Supervisor Name:	Telephone No.:
Details of Infringement:	
Previous Violation:	

This Violation is: Minor : () First () Second () Third
 Major : () First () Second () Third

Action Recommended : Written Warning Penalty KD
 Suspension Dismissal
 Other.....

Please advise action taken as per the penalties for safety Violations on or before

Team Leader, Safety

cc: DCEO
Department Manager
File



Appendix - E

PENALTY SYSTEM FOR CONTRACTORS

1. INFRINGEMENT REPORT

All contractors and their employees working in COMPANY Controlled areas shall comply with the COMPANY HSE Regulations. Violation of the regulations will be dealt according to penalty system for contractors. Infringement report is issued by the COMPANY HSE Divisions when a violation is cited or reported.

2. MINOR AND MAJOR VIOLATION

The penalty system is divided into two categories, Minor and Major. (KNPC Guidelines on Penalty System for HSE Violations, ref. # HSE-TSSA-06-1116 shall be utilized as reference for violations which are not listed below).

(a) Minor Violation

- Not wearing personal protective equipment (PPE) at work site.
- Minor traffic violation (wrong parking, overspeeding)
- Blocking of emergency equipment or exits.
- Using unapproved scaffolding.
- Not keeping proper housekeeping
- Not keeping noise level as per EPA limits
- Not discharging/handling/storing/transporting effluents/wastes as per the guidelines
- Transporting and disposing the effluents or waste/s without waste transport manifest.

(b) Major Violation

- Smoking in the non-smoking areas, carrying matches or lighter.
- Working without valid work permit.
- Not wearing proper breathing apparatus if instructed.
- Not providing shoring for the excavations.
- Not providing fire extinguisher for hot work.
- Repeating minor violations more than twice.
- Major traffic violation.
- Found guilty negligent driving resulting in a vehicle accident.
- Entering closed area or classified area without permit.
- Not complying with written instruction on the work permit.
- No proper packing/sealing of materials applied while transportation/shifting of wastes, which results in public complaints
- Usage of truck/vehicle without good condition for shifting hazardous materials
- Not meeting EPA and Company requirements as indicated in the guidelines.
- Non-adherence to KNPC HSE procedure, guidelines or safe work practices are proven (by incident investigation) to be direct cause of high potential incidents

**3. PENALTY STAGES**

VIOLATION	PENALTY		
	FIRST	SECOND	THIRD
MINOR	KD 300/- *	KD 600/- *	KD 1000/- *
MAJOR	KD 1000/- *	1% of Contract Value (subject to minimum KD 1000/-) or KD 10000/- whichever is lower *	2% of Contract Value (subject to minimum KD 1000/-) or KD 50000/- whichever is lower *

* In the event of Contractor's violation as per above stipulations, the company reserve the right to exercise the following remedies, individually or collectively, in addition to any other rights and remedies provided under the Contract at its sole discretion:

- a) Suspension of employee(s) involved in violation(s)
- b) Immediate termination of employee(s) involved in violations and such employees will not be hired in other KNPC contracts also
- c) Termination of the contract
- d) Blacklisting of the Contractor from KNPC



Appendix-F (Sheet 1 of 2)

Kuwait National Petroleum Co. (KSC) Safety, Health & Environment Dept. PO. Box : 10252, 65453 Shuaiba Kuwait Tel. : 3201855 Fax : 3262586		شركة البترول الوطنية الكويتية (ش.م.ك.) إدارة السلامة والصحة والبيئة - قسم البيئة ص.ب : ١٠٢٥٢ الشعبية ٦٥٤٥٣ الكويت رقم التليفون : ٣٢٠١٨٥٥ رقم الفاكس : ٣٢٦٢٥٨٦											
 بيان نقل مخلفات WASTE TRANSPORTATION MANIFEST		04501											
1. Generator		المصدر											
		<table border="1" style="width: 100%; text-align: center;"> <tr> <td>MAA</td> <td>SHU</td> <td>MAB</td> <td>PD</td> <td>LM</td> </tr> <tr> <td style="height: 20px;"></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>		MAA	SHU	MAB	PD	LM					
MAA	SHU	MAB	PD	LM									
GENERATOR	2. Generator's Dept./Div./Sec.		المصدر - الدائرة / القسم										
	3. Generator's Phone No. and Name of Person to contact		تلفون المصدر واسم الشخص المسؤول										
	4. Transporter Name, Vehicle No., Contact Person & Tel. No.		اسم الناقل، رقم الشاحنة، اسم الشخص المسؤول ورقم تلفونه										
	5. Designated facility/site for final disposal (PAI/Municipality) including description of location.		جهة استقبال النفايات (البلدية/الهيئة العامة للصناعة)										
	6. Waste description (Commercial / Technical Name)	7. Hazardous / Non-Hazardous	8. Containers	9. Total Qty									
	اسم النفايات ووصفها	خطرة/غير خطرة	الحاويات	الكمية									
			No. Type	للحجم / وزن									
			عددتها نوعها										
	a.												
	b.												
c.													
d.													
12. GENERATOR'S CERTIFICATION. I hereby declare that the content of this consignment are fully and accurately described above by proper shipping name and are classified, packed, marked, and labeled, and in all respect conditioned for transport by highway according to applicable laws and regulations of the State of Kuwait.													
Name & Signature of Authorized Representative (Generator)		اسم وتوقيع الشخص المخول بالتوقيع	Day Month Year										
TRANS-PORTER	13. Transporter's Acknowledgement of Receipt of Materials		Day Month Year										
	Name	Signature	اسم الناقل : توقيع الناقل :										
RECEIVER	14. Remarks, if any		الملاحظات إن وجدت										
	15. Gross Weight	Tare Weight	Net Weight										
	وزن الشاحنة محمله	وزن الشاحنة مفرغة	صافي الوزن										
Name & Signature of Authorized representative		Day Month Year	اسم وتوقيع الموظف المخول										
Cc : Original (White) - Environment Division (قسم البيئة)		3 rd Copy (Green) - Transporter (الناقل)											
1 st Copy (Pink) - To be returned to WHD (المصدر)		4 th Copy (Yellow) - Generator (المصدر)											
2 nd Copy (Blue) - Receiver (المستقبل)													

Note : Original, 1st, 2nd, & 3rd copy of the manifest to be handed over after duly acknowledged by the receiver.



Appendix-F (Sheet 2 of 2)

Please read these instructions before completing this form

GENERAL INFORMATIONS:

This Waste Manifest consists of 5 copies. As the Manifest is completed, the copies are removed from back to front, and distributed as indicated at the bottom of each copy.

If there are more than four different waste streams in a shipment (except for "lab packs"), complete another manifest. If the waste is a "lab pack", use a continuation sheet. If you have any questions concerning the completion of this Manifest, call KNPC Environmental Division.

GENERATOR (To be filled by KNPC Waste Handling Department): The manifest provided by KNPC shall be used for transporting any waste from refinery, Local Marketing and Projects department premises.

- Item 1. Generator should tick (✓) applicable refinery/site.
- Item 2. Generator's Dept./Div./Sec. – Enter the complete name of the generator and complete mailing address. The address should be the location that will manage the returned Manifest forms.
- Item 3. Generator's Phone Number – Enter the telephone No. where an "authorized representative" of the generator may be contacted.
- Item 4. Transporter's Company Name and mailing address – Enter the complete company name of the transporter who will transport the waste.
- Item 5. Designated facility / site for final disposal.
- Item 6. Waste description (including Proper Shipping Name and PIN (Product Identification No.) Enter the Proper Shipping Name for each waste, if in doubt, contact Environment Division.
- Item 7. Write whether the waste is hazardous or non-hazardous.
- Item 8. Containers (No. and Type) – Enter the Number of containers for each waste and the appropriate abbreviation from Table I (below) for the type of container in which waste is packed.
- Item 9. Total Quantity – Enter the total quantity of each waste. Do not use decimals or fractions. If fractions not know, us your estimate. The scale ticket from "Waste Receiving Facility" will give exact weight for invoicing purpose.
- Item 10. Unit (Wt./Vol.) – Enter the appropriate abbreviation from Table II (below) for the unit of measure.

Table I – Types of Container

DM = Metal drums, barrels, kegs	DT = Dump truck
DW = Wooden drums, barrels, kegs	CY = Cylinders
DF = Fiberboard or plastic drums, barrels, kegs	CM = Metal Boxes Cartoons, Cases (including roll-offs)
TP = Tanks portable	CW = Wooden boxes, Cartoons
BA = Burlap, cloth, paper or plastic bags	TT = Cargo tanks (tank trucks)
CF = Fiber / plastic boxed, cartoons, cases	VC = Vacuum Tanker
	TK = Tanker

Table II – Units of Measure

g = Empirical gallons (liquid only)	LP = Pounds	m3 = Cubic Metres
L = Litre (liquid only)	Kg = Kilograms	y3 = Cubic Yards
MT = Metric Tons (1000kg.)		

- Item 11. WPS No. – Enter the Waste Profile Sheet ("WPS") No. of the waste.
- Item 12. Generator's – Certification – Read and sign by hand, the certification statement. Enter the date the waste was shipped.
- Item 13. Transporter acknowledgement of Receipt of Materials – print or type the name of the person accepting the waste on behalf of the transporter. Sign and enter the date of receipt.

RECEIVER:

- Item 14. Remarks – the "waste receiving" facility's authorized representative must write any significant discrepancy between the waste described on the Manifest and the waste actually received or any other remarks. Sign & enter the date of weighment.
- Item 15. Facility Operator – Certification of receipt of waste materials covered by this manifest except as noted in item 12. Print or type the name of the person accepting the waste on behalf of the waste receiving facility. Sign and enter the date of receipt.



Appendix-G

KUWAIT NATIONAL PETROLEUM COMPANY
INTERNAL WASTE TRANSPORTATION MANIFEST
(For Waste Movement within KNPC sites including Local Marketing)

1. GENERATOR						
Location: MAA/MAB/SHU/PD/LM						
Generating Department :						
Division :						
Section / Area :						
Unit / Location :						
Waste Description (Commercial / Technical) Name of each waste	Hazard / Non Hazardous	Container		Total Qty (Wt./Vol)	Unit	WPS No.
		Number	Type			
Name: _____ Signature of Authorized Person: _____						
Designation: _____						
Date: _____ Contact Phone No.: _____						
2. TRANSPORTER						
Transporter Company Name: _____ Signature of Authorized Person: _____						
Name: _____ Designation: _____						
Date: _____ Contact Phone No.: _____						
3. RECEIVER (Mech. Maint./Scrap Yard/SHTF*)						
Name: _____ Signature of Authorized Person: _____						
Designation: _____ Dept. / Div. _____						
Date: _____ Contact Phone No.: _____						
Cc: Original (White) - Environment Division 1 st Copy (Pink) - To be returned to Generator 2 nd Copy (Blue) - Receiver 3 rd Copy (Green) - Transporter 4 th Copy (Yellow) - Generator						

* **SHTF**: Sludge Handling and Treatment Facility MAB

NOTE: Original, 1st, 2nd & 3rd copy of the manifest to be handed over after duly acknowledged by the receiver



Appendix-H

NATIONAL CLEANING CO.

Station: Tel.: 3263942/3263941 - Fax: 3263951
Tel.: 00965 4767540 (8 Line) - Fax: 00965 4762605
P.O. Box: 25702 Safat - 13118 Kuwait



بيان مخلفات
WASTE MANIFEST

شركة الوطنية للتنظيف

المحطة: ٢٢٢٣٩٤٢ / ٢٢٢٣٩٤١ - فاكس: ٢٢٢٣٩٥١
تلفون: ٠٠٩٦٥ ٤٧٦٧٥٤٠ (٨ خطوط) - فاكس: ٠٠٩٦٥ ٤٧٦٢٦٠٥
ص.ب: ٢٥٧٠٢ الصفاة - رمز بريدي 13118 الكويت

Generator ID رقم المصدر

Serial المسلسل

No 3751

GENERATOR	2. Generator's Name and Address		إسم المصدر وعنوانه				
	3. Generator's Phone No. and Name of Person to Contact		تلفون المصدر واسم الشخص المسئول				
	4. Transporter Name, Mailing address, Tel. No.		إسم الناقل وعنوانه وتلفونه				
	Travelled Distance	المسافة المقطوعة	Vehicle No.	رقم السيارة			
TRANSPORTER	اسم النفايات وتصنيفها (Shipping Name Hazard Class)		6. الحاويات Containers No. Type	7. الكمية Total Qty.	8. الوحدة Unit Wt/vol	9. WPS No.	
	a.						
	b.						
	c.						
	d.						
10. GENERATOR'S CERTIFICATION: I hereby declare that the content of this consignment are fully and accurately described above by proper shipping name and are classified, packed, marked and labeled, and are in all respect condition for transport by highway according to applicable laws and regulations of the State of Kuwait.							
Name of Authorized Representative			إسم الشخص المخول بالتوقيع		Month	Day	Year
Signature							
11. Transporter's Acknowledgment of Receipt of Materials			توقيع الناقل		Month	Day	Year
Name			Signature				
NCC	12. Discrepancy		المفارقات إن وجدت				
	صافي الوزن Net Weight	وزن الشاحنة مفرغة Tare Weight	وزن الشاحنة محملة Gross Weight	Day	Mon	YR	
التاريخ Date	توقيع مشرف المحطة Plant Supervisor Signature	Contractor Signature	توقيع المقاول Contractor Signature	التاريخ Date	توقيع موظف الميزان Specialist Signature	التاريخ Date	

ORIGINAL - (White) - NCC

TRIPPLICATE (Blue) - PAI Copy

(المقاول)

(الهيئة)

DUPLICATE - (Pink) - to be returned to Generator

Quadruplicate - (Yellow) - Transporter's Copy

(PAI) الهيئة

الناقل

Fifth: Plicate (Green) (المصدر) (Generator)



Appendix – I HSE Requirements' Applicability Guideline

Note: The following guideline shall be used by the CONTRACTOR in the preparation of their written HSE Plans & Programs that shall be submitted to the COMPANY for approval at the initiation of the contract.

S.No.	TYPES OF WORKS	Applicable HSE Requirements
1	Civil Works (all sections) <ul style="list-style-type: none">• Soil and Earth Works• Construction Works	All HSE Requirements and conditions on the document (HSE Guidelines for Contractors)
2	Tanks for Petroleum products (all sections) <ul style="list-style-type: none">• Tank Construction and Repair• Cleaning Services for Tanks and Pipe Trenches• Special Services on Tanks / Vessels	All HSE Requirements and conditions on the document (HSE Guidelines for Contractors)
3	Piping, Valves and Associated Works (all sections) <ul style="list-style-type: none">• Field and Site Pipe Welding and Erection Works• Valves overhauling and reconditioning• Special Services• Hot Tapping & Stopping	All HSE Requirements and conditions on the document (HSE Guidelines for Contractors)
4	Road and Dyke Works (all sections) <ul style="list-style-type: none">• Road and dykes construction and maintenance	All HSE Requirements and conditions on the document (HSE Guidelines for Contractors)
5	Plant Installation & Maintenance (all sections) <ul style="list-style-type: none">• Plant installations and integrated project execution including civil, mechanical, electrical & instrument work• Plant maintenance including mechanical, electrical & instrument work	All HSE Requirements and conditions on the document (HSE Guidelines for Contractors)
6	Heat, Ventilation Air Conditioning & Refrigeration (all sections) <ul style="list-style-type: none">• Supply, installation and maintenance of HVAC	All HSE Requirements and conditions on the document (HSE Guidelines for Contractors)
7	Electrical (all sections) <ul style="list-style-type: none">• Switch Gears installation & Maintenance• Services	All HSE Requirements and conditions on the document (HSE Guidelines for Contractors)
8	Instrumentation (all sections)	All HSE Requirements and conditions on the document (HSE Guidelines for Contractors)
9	Industrial Coating and Plating Garnet & Grit / Shot Blasting and Painting	All HSE Requirements and conditions on the document (HSE Guidelines for Contractors)
10	Heavy Equipment (All sections)	All HSE Requirements and conditions on the document (HSE Guidelines for Contractors)



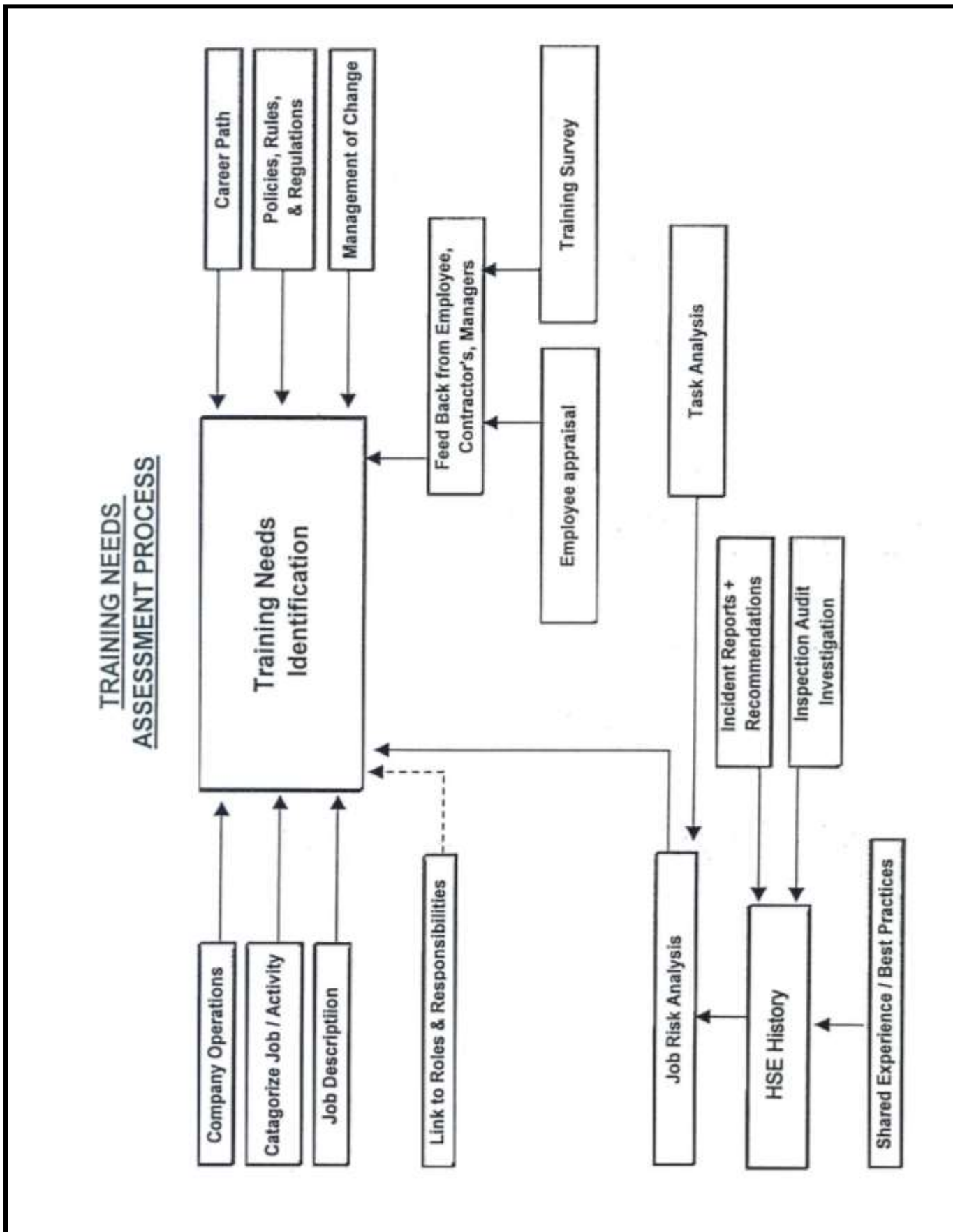
S.No.	TYPES OF WORKS	Applicable HSE Requirements
11	Industrial Cleaning Operations and Services <ul style="list-style-type: none"> Chemical Cleaning Hydrojetting (Hydro Blast) Industrial Sewage Network Cleaning and Clearing Retention basins sludge removal, washing & cleaning services 	All HSE Requirements and conditions on the document (HSE Guidelines for Contractors)
12	Catering Services <ul style="list-style-type: none"> Catering services at company facilities (including inside and outside areas) Kitchen equipment maintenance 	All HSE Requirements and conditions on the document (HSE Guidelines for Contractors)
13	Administration <ul style="list-style-type: none"> A1 - Janitorial and Building Cleaning A2 - Clerical and Mail Handling A3 - Horticulture, gardening and grass & shrub removal A4 - Hire of vehicle (self drive/with driver) for personnel transportation A5 - Garbage collection and removal A6 - Material handling A7 - Production of publications and photographic services A8 - Manpower Supply Services A9 - Facility Management A10- Supply and maint. of photocopier machines on rental basis A11- Courier services (local & international) 	All 'Compliance Terms and Conditions' mentioned in S.No. 25 below shall be applied.
14	Refinery Plant Maintenance and Services (all sections)	All HSE Requirements and conditions on the document (HSE Guidelines for Contractors)
15	Information Technology (Telecommunications) <ul style="list-style-type: none"> (1) Installation and Maintenance (all sections) 	All HSE Requirements and conditions on the document (HSE Guidelines for Contractors)
16	Industrial Insulation & Refractory Works (all sections)	All HSE Requirements and conditions on the document (HSE Guidelines for Contractors)
17	Marine Services <ul style="list-style-type: none"> A1 - Marine Construction and Repair A2 – Marine Vessels rental A3 - Under water Inspection 	All HSE Requirements and conditions on the document (HSE Guidelines for Contractors)
18	Fire, Security and safety <ul style="list-style-type: none"> A1 – Fire suppression agent and systems instn. and maint. A2 – Fire detection / alarm system installation and maint. A3 – Fire water network and foam systems construction A4 – Installation and maintenance of security systems 	All HSE Requirements and conditions on the document (HSE Guidelines for Contractors)
19	Conditioning, monitoring & troubleshooting of rotary equipment	All HSE Requirements and conditions on the document (HSE Guidelines for Contractors)
20	Catalyst handling service <ul style="list-style-type: none"> (2) Sculping, dumping, loading and screening 	All HSE Requirements and conditions



S.No.	TYPES OF WORKS	Applicable HSE Requirements
21	Elevators A1 - Maintenance of industrial elevators A2 - Maintenance of Domestic elevators A3 - Industrial elevators inspection, surveying and certification services A4 - Supply and installation of domestic and industrial elevators	All 'Compliance Terms and Conditions' mentioned in S.No. 25 below shall be applied.
22	Information Technology (3) Installation and maintenance (all sections)	All HSE Requirements and conditions on the document (HSE Guidelines for Contractors)
23	Inspection Services (all sections)	All HSE Requirements and conditions on the document (HSE Guidelines for Contractors)
24	Petrol Stations (all sections)	All HSE Requirements and conditions on the document (HSE Guidelines for Contractors)
25	Consultancy Services A1 - Building design, foundation design, structural and architectural engineering A2 - Tank Design A3 - Project management A4 - Cathodic Protection System, design, survey & assessment A5 - Marine Consultancy A6 - Information technology (strategy planning, mgt., etc.) A7 - Hazop Assessment A8 - Environmental Services A9 - Fire alarm & fire fighting system, design survey and assessment A10- Electrical distribution, design and assessment A11- Design, survey & assessment of heat tracing system A12- Environment impact assessment study A13- Multidisciplinary engineering for new units / revamp of existing units A15- Business process international standard (ISO Certification) A16- Enterprise integration & communication systems (EICS) A17- Benchmarking of IT services A18- IT business continuity (risk mgt. & disaster recovery) A19- IT auditing A20- Feasibility studies & process consulting A21- Front-End Engineering and Design (FEED) A22- Material Management A23- Turnaround Services A24- Quantitative Risk Assessment (QRA) studies A25- HR studies and Management A26- Design of Petrol Filling Stations A27- Industrial Hygiene A28- Safety & Fire A29- Security Services A30- Medical Consultation Services	Compliance Terms and Conditions: (1) In general, all Consultancy Services Contract shall comply with the requirements to prepare HSE Plans & Programs and submit the same for COMPANY'S approval at the initiation of the contract. (2) If the scope of the Consultancy Services does not include engagement or visits to activities in operation areas, maintenance worksites, construction sites, and other office or building activities involving manual handling may be exempted to comply with the following HSE requirements: (a) Conduct of Contractor's HSE Meetings & Trainings (clause 6.3) (b) Conduct of HSE inspection/ audit by Contractor's key personnel (clause 6.5) (c) Preparation of Contractor HSE handbook/manual (clause 6.7) (3) The Contractor shall comply with all applicable sections of the document (HSE Guidelines for Contractors) excluding clause nos. 6.3, 6.5 & 6.7, as quoted above.
26	EPC-Engineering, Procurements & Const. Work (all sections)	All HSE Requirements and conditions on the document (HSE Guidelines for Contractors)
27	PC- Procurements and Construction Work (all sections)	All HSE Requirements and conditions on the document (HSE Guidelines for Contractors)



Appendix - J





Appendix – K1

CONTRACTOR'S COMPLIANCE REVIEW CHECKLIST**Part-1: Contractor's Compliance to Pre-Mobilization Requirements**

SN	HSE REQUIREMENTS TO BE REVIEWED	Clause No. & Page No.	Meet Requirement?		
			Yes	No	NA
1	a) Written HSE Plan submitted and approved by KNPC? b) Written HSEMS submitted and approved by KNPC?	4.5/Page 8 7.0/ Page 15			
2	Contractor's Top Management HSE Visibility Audit annual schedule prepared and submitted	7.5a Page 20			
3	Employee's HSE Handbook/Manual (pocket-size) prepared and available for distribution?	7.7 Page 21			
4	(a) HSE Training Matrix meets KNPC requirements? (b) HSE Training Passbook for all employees prepared and available for distribution?	7.3.2 a & c Page 18-19			
5	HSE Key Performance Indicators (KPIs) prepared and submitted as per the template at appendix A-2?	7.4 Page 19			
6	Pre-Mobilization HSE Audit conducted	4.6 Page 9			
7	(a) Critical Tasks in the scope of the contract in KNPC including the hazards associated with such work were identified? (b) Procedures for Safe Performance of these critical tasks were developed and submitted for KNPC approval at the initiation of the contract? (c) The approved Critical Task Procedures were translated to work group language as practicable? (d) Employee's Competency Training Matrix for critical tasks was prepared and submitted for KNPC approval?	8.2 Page 22			
8	All applicable Legal and Regulatory Requirements are identified and listed?	1.0 & 4.22 Page 6 & 13			
9	HSE orientation/induction for Contractor's key personnel (i.e. Mgr., Engr. & supervisor) arranged with TS-HSE Div. and completed?	7.2 Page 17			
10	Trained Contractor's key personnel conducted HSE orientation/ induction of their respective employees?	7.2 Page 17			
11	Employee's record for HSE orientation/induction is being checked before the processing of Gate Pass application?	7.2 Page 17			
12	Subcontractors are informed of the need to comply with all aspect of the HSE Guidelines for Contractors' document?	4.3-b Page 8			
13	Sample of Contractor's PPEs are provided for KNPC approval before procurement?	8.3-b Page 23			
14	Sample of Personal Gas Monitors and Gas Meters (i.e. O ₂ , CO, H ₂ S & LEL) are submitted for KNPC approval?	4.20 Page 13			
15	Third Party Certificate available for the following? <ul style="list-style-type: none"> • Crane, boom truck, relamping truck, jig lift, forklift, etc. • Lifting tackles (e.g. wire sling, shackles, nylon belt, etc.) • Safe Valves on mobile equipment (e.g. air compressor, hydrotest machine, vacuum truck, etc.) • All pressure vessels (e.g. compressor's air receiver, etc.) • K-EPA Valid approval for the use of Vacuum Truck and other trucks for movement of hazardous waste. 	4.15.1 Page 11			



SN	HSE REQUIREMENTS TO BE REVIEWED	Clause No. & Page No.	Meet Requirement?		
			Yes	No	NA
16	A license (with validity date) was obtained from K-EPA to collect and transfer waste as required under Article (24) of EPA Regulations?	9.4-a Page 28			
17	Safety Certificate available for all vehicles and engine driven mobile equipment?	8.16 Page 26			
18	Rigging Engr. Rigging Supervisor, Rigger, Crane Operators, Forklift Operators and lifting appliances Operators are trained and certified by KNPC approved Third Party Agency?	4.15.2 Page 12			
19	Employees transportation from the designated entry gate to the jobsite and return available?	5.2 Page 14			
20	Vehicles and equipment's are provided with permanent markings (12" x 10") indicating Contractor's name or insignia?	5.2 Page 14			
21	Portacabin meets KNPC specification/requirements. Approval obtained from Supdt. of Contract prior to site mobilization / occupation.	10.1.3-b Page 30			
22	Sanitary Facilities for contractor employees meet KNPC specification/ requirements? These facilities include drinking water, sanitary toilets, urinals, washing faucets or washbasins, dressing lockers, change rooms, separate eating place, and rest room.	4.17 Page 12			
23	Employees' Welfare meet KNPC requirements (doc. ref # HSE-ENGE-18-106)	11.0 Page 32			
24	Pre-Employment Medical Examination (PME) completed? Report on PME result submitted to KNPC?	10.2.1 Page 31			
25	Health Assessment and Fitness Examination done for the following employees? <ul style="list-style-type: none"> • Forklift Operators • Crane Operators • Emergency Response Crews • Food Handling employees • Employees who need to work or enter in a confined space • Respiratory Equipment Users 	10.2.1 Page 31			
26	(a) Sufficient First-Aid kit available? (b) A trained nurse registered with the Ministry of Health Kuwait is available and in-charge of first-aid kits.	10.2.2 Page 32			
27	Required HSE Boards and Signs were identified and fabricated as per KNPC specifications and requirements?	8.17 Page 26			
28	Portable fire extinguishers and safety equipment required at sites during the construction/maintenance works are certified by KNPC Fire Section and proper tag/sticker provided by the Contractor.	8.7 Page 24			
29	Emergency Response Procedure (ERP) prepared and approved by KNPC	14.1 Page 33			
30	Contract HSE Readiness for Commencement Certificate Issued	4.6 Page 10			



Appendix – K2

CONTRACTOR’S COMPLIANCE REVIEW CHECKLIST

Part-2: Contractor’s Compliance to Post-Mobilization Requirements

SN	HSE REQUIREMENTS TO BE REVIEWED	Clause No. & Page No.	Meet Requirement?		
			Yes	No	NA
1	a) Written HSE Plan submitted and approved by KNPC? b) Written HSEMS submitted and approved by KNPC?	4.5/Page 8 7.0/ Page 15			
2	Employee’s HSE Handbook/Manual (pocket-size) are available and distributed to all employees?	7.7 Page 21			
3	(a) HSE Training Matrix meets KNPC requirements and being implemented? (b) HSE Training Passbooks are available and distributed to all Contractor & Subcontractor employees? (c) Training record of each employee covered the following? <ul style="list-style-type: none"> • HSE induction / orientation • HSE awareness, authorization, competency and technical training as per HSE Training Matrix? (d) Contractor’s Corporate Manager conducts 6-monthly audit on their Training Programme and activities and ensure that training quality and records meet Company requirements & criteria	7.3.2 Page 18-19 7.5 Page 20			
4	(a) Contractor’s HSE Personnel were hired according the established selection process, as per HSE-PSM-18-1606, which covered the following? <ul style="list-style-type: none"> • Written Test • Review/examination of proven work experience record & credentials. • Expert Team interview (b) Sufficient number of HSE Personnel at site?	7.1 Page 16			
5	(a) Contract’s critical tasks are identified including the hazards associated with such work? (b) Procedures for Safe Performance of these critical tasks were developed and submitted for KNPC approval at the initiation of the contract? (c) The approved Critical Task Procedures were translated to work group language as practicable? (d) Employee’s Competency Training Matrix for critical tasks was prepared and submitted for KNPC approval? (e) The Safe Performance Procedure and Competency Training are strictly enforced and monitored?	8.2 Page 22			
6	All applicable Legal and Regulatory Requirements were identified and complied upon?	1.0 & 4.22 Page 6 & 13			
7	Sufficient stock of PPEs are available at site. PPE specifications are consistent with KNPC requirements?	8.3-b Page 23			
8	Personal Gas Monitors and Gas Meters (i.e. O ₂ , CO, H ₂ S & LEL) are available and approved by KNPC?	4.20 Page 13			
9	Valid Third Party Certificates are available and maintained for the following? <ul style="list-style-type: none"> • Crane, boom truck, relamping truck, jig lift, forklift, etc. • Lifting tackles (e.g. wire sling, shackles, nylon belt, etc.) • Safe Valves on mobile equipment (e.g. air compressor, hydrotest machine, vacuum truck, etc.) • All pressure vessels (e.g. compressor’s air receiver, etc.) • K-EPA valid approval for the use of Vacuum Truck and other trucks for movement of hazardous waste. 	4.15.1 Page 11			
10	A license (with validity date) was obtained from K-EPA to collect and transfer waste as required under Article (24) of EPA Regulations?	9.4-a Page 28			



SN	HSE REQUIREMENTS TO BE REVIEWED	Clause No. & Page No.	Meet Requirement?		
			Yes	No	NA
11	Authorized personnel has a valid 'Radiation Work Permit License' from MOH / Radiation Protection Division to handle radioactive material.	8.9 Page 24			
12	Valid Safety Certificates for all vehicles and engine driven mobile equipment are maintained?	8.16 Page 26			
13	Valid Third Party Competency Certification for Rigging Engr., Rigging Supervisor, Riggers, Crane Operators, Forklift Operators and lifting appliances Operators?	4.15.2 Page 12			
14	Employees' transportation from the designated entry gate to the jobsite and return available?	5.2 Page 14			
15	Vehicles and equipments are provided with permanent markings (12" x 10") indicating Contractor's name or insignia?	5.2 Page 14			
16	Portacabin meets KNPC specification/requirements. Approval obtained from Supdt. of Contract prior to site mobilization / occupation.	10.1.3-b Page 30			
17	Sanitary Facilities for contractor employees meet KNPC specification/ requirements? These facilities include drinking water, sanitary toilets, urinals, washing faucets or washbasins, dressing lockers, change rooms, separate eating place, and rest room.	4.17 Page 12			
18	Employees' Welfare meet KNPC requirements. Housing has approval from the Ministry of Health and Ministry of Social Affairs?	11.0 Page 32			
19	Pre-Employment Medical Examination (PME) completed? Report on PME result submitted to KNPC? Updated records are maintained	10.2.1 Page 31			
20	Health Assessment and Fitness Examination done for the following employees? <ul style="list-style-type: none"> • Forklift Operators • Crane Operators • Emergency Response Crews • Food Handling employees • Employees who need to work or enter in a confined space • Respiratory Equipment Users 	10.2.1 Page 31			
21	(a) Sufficient First-Aid kit available. (b) A trained nurse registered with the Ministry of Health Kuwait is available and in-charge of first-aid kits.	10.2.2 Page 32			
22	HSE Boards and Signs were fabricated as per KNPC specifications and requirements? Provided where required such as in jobsites, yards, workshops, temporary facilities, roads, transport buses, portable signs (e.g. 'DANGER – overhead activities', 'DANGER – excavation or road works ahead', etc.)	8.17 Page 26			
23	(a) Portable fire extinguishers and safety equipment required at sites during the construction/maintenance works are certified by KNPC Fire Section. Proper tag/sticker provided by the Contractor. (b) Periodic inspection and re-certification are being maintained?	8.7 Page 24			
24	Site Manager conducts monthly HSE meeting? Minutes-of-Meeting prepared and submitted to Supdt. Of Contract & TL-Safety?	7.3.1 Page 17			
25	(a) Site Manager & Safety Engineer are attending KNPC-chaired Contractor's monthly meetings? (b) Site Manager & Safety Engineer are attending KNPC-chaired periodic HSE Communication & Coordination meetings?	7.4 Page 15			
26	HSE related recommendations are being tracked to closure? Periodic update reports are submitted to Supdt. Of Contract and TL-Safety?	7.4 Page 20			
27	(a) HSE inspection / audits are being conducted on their respective jobsites by the following Contractor's personnel <ul style="list-style-type: none"> • Top Management periodic Visibility Audit • Corporate Manager, frequency - Annually 	7.5 Page 20			



SN	HSE REQUIREMENTS TO BE REVIEWED	Clause No. & Page No.	Meet Requirement?		
			Yes	No	NA
	<ul style="list-style-type: none"> • Job Managers (Site Mgr./ Engr.), frequency – Weekly (b) Detailed inspection checklist is used? (c) Written Inspection report prepared and distributed to Company representatives?				
28	Recordkeeping and documentations are available for the following: <ul style="list-style-type: none"> • Medical Examination Records • First Aid log • Incident Investigation Report • Monthly KPI Reports • HSE Meetings and MOM • Toolbox Meeting records • Jobsite Inspection/Audit reports • HSE Training Program and Attendance • Infringement Reports and Traffic Violations • Waste Management Records • Environmental Aspect Register • Work Permit Risk Assessment • OHSAS HIRA document of Custodian Division 	7.6 Page 21			
29	Disposal of solid wastes generated by Contractor is in line with the Company Procedure for Solid Waste Management	4.12 Page 11			
30	HSE Key performance Indicators (KPIs) template being updated and submitted for the periodic Contractors' HSE Performance Review meetings?	7.4 Page 19			
31	Emergency Response Procedure (ERP) prepared and approved by KNPC	14.1 Page 33			
32	HSE Clearance Certificate for Site Restoration Issue	4.7 Page 10			
33	Final HSE Evaluation and Close-Out Report Completed	4.8 Page 10			



Appendix - L GENERIC HSE PLAN CHECKLIST

Sheet 1 of 9

Item	Check Item	Required? Y/N	Existing? Y/N	If not available when needed?
Section 1 – Leadership and Commitment				
1.1 – Commitment to HSSE aspects through Leadership				
1.1.1	Senior managers foster commitment to HSE issues through their personal style of leadership and management.			
1.1.2	Visible expressions of commitment by senior people.			
1.1.3	HSE matters are placed high on personal and collective agendas.			
1.1.4	All senior managers set a personal example to others. They are, and are seen to be actively involved in HSE matters, e.g. attendance at HSE meetings, personal investigation of HSE audits and reviews, etc.			
1.1.5	A feedback system is established to encourage and facilitate employee and contractor feedback on HSE matters.			
1.1.6	A positive culture is promoted at all levels.			
1.1.7	Policies and standards are endorsed and implemented at the local level.			
Section 2 – Policy and Strategic Objectives				
2.1 HSE Policy Documents				
2.1.1	Contractor has a policy that makes reference to the importance of HSE. It is formalised by the chief executive's or the manager's signature.			
2.1.2	A written HSE policy is dated and signed by chief executive.			
2.1.3	Policy statements specific to individual aspects of the contract (location; sites; plant), are issued.			
2.1.4	Policy statements are issued to cover specialised aspects (e.g. substance abuse)			
2.1.5	Policy statements are consistent with subsidiary guidelines.			
2.1.6	Policy statements are clear, concise and motivating.			
Content				
2.1.7	The importance of HSE set as a contract objective.			
2.1.8	Incidents are unacceptable and preventable.			
2.1.9	HSE is established as a line management responsibility.			
2.1.10	Everyone is responsible for their own and their colleagues' HSE at work.			
Distribution and availability				
2.1.11	HSE policies are handed to each employee by their line manager when they are issued.			
2.1.12	All new employees are handed a copy by their line manager.			
2.1.13	HSE policies are displayed on notice boards at each work site.			
2.1.14	Copies of HSE policies are provided to each company involved in the contract.			
2.1.15	HSE policies are available to all contract personnel in their own language.			
Discussion				
2.1.16	HSE policies are discussed by line managers with each employee at time of issue.			
2.2 – HSE Contract Strategic Objectives				
2.2.1	Contract objectives are defined to meet HSSE, including security and social responsibility as well as time, cost and quality.			
2.2.2	Accountability for HSSE success and any failure are clearly stated.			
2.2.3	Designated team leaders are to produce HSSE objectives, tasks and KPIs for the contract.			



Appendix - L GENERIC HSE PLAN CHECKLIST

Sheet 2 of 9

Item	Check Item	Required? Y/N	Existing? Y/N	If not available when needed?
2.2.4	Procedures for distribution, reporting and reviewing HSSE issues are established.			
3.1 – Organisational structure for HSSE management				
3.1.1	An identified focal point exists within the team structure ensuring that all HSSE matters have been identified, assessed and managed.			
3.1.2	Personnel responsible for the implementation of HSSE objectives are clearly identified in the organisation chart.			
3.1.3	Responsibilities are adequately defined during all phases of the contract.			
3.1.4	Job descriptions in place show each team members' HSSE competencies, responsibilities and function.			
3.1.5	The organisation chart to clearly show positions of HSSE professionals.			
3.1.6	Workforce strategy is defined.			
3.1.7	The level of personnel resources does not compromise HSSE performance			
3.1.8	Staff personnel are competent, and with sufficient appreciation of HSSE as necessary, and with specific training where required.			
3.1.9	Access of contractor's line management to their corporate HSSE management structure is defined.			
3.1.10	The level at which contractor's corporate management (middle, senior or board level) will be involved in handling contract HSSE issues is clearly defined.			
3.1.11	In the contractor's corporate organisation, individuals at middle, senior or board level charged with HSSE responsibilities is clearly identified.			
3.1.12	Specialised HSSE advice is available to line management if required e.g. employment of HSSE specialist.			
3.1.13	Managers are involved in HSSE activities, objectives setting and monitoring.			
3.1.14	Managers take action and provide resources to support their stated policies and objectives.			
3.1.15	HSSE management is an intrinsic part of operational management.			
3.1.16	HSSE professionals may be engaged, and a process for doing so is in place.			
3.1.17	Contractor documents the roles of HSSE professionals/advisors.			
3.1.18	The reporting requirements of HSSE advisors to line management are documented.			
3.1.19	HSSE advisors have direct access to contractor's operations and senior contract managers.			
3.1.20	Line management to follow up on advice given by HSSE Advisors.			
HSSE communication				
3.1.21	Effective means to communicate HSSE issues to subsidiary, contractor and subcontractors personnel are defined and in place.			
3.1.22	Subsidiary expectations on HSSE management are communicated in depth.			
3.1.23	Appropriate communication techniques, in the appropriate language, are used to ensure all personnel are fully informed of HSSE matters. Specify whether this is done via personal contact; interactive video; notice boards; newsletters; bulletins; intranet facilities.			
3.1.24	HSSE performance notice boards are maintained in free access locations.			
HSSE meetings				
3.1.25	Subsidiary and contractor have a schedule of regular meetings to discuss HSSE interface matters.			



Appendix - L GENERIC HSE PLAN CHECKLIST

Sheet 3 of 9

Item	Check Item	Required? Y/N	Existing? Y/N	If not available when needed?
3.1.26	A regular schedule is set up for worksite HSSE meetings.			
3.1.27	Contractor's managers that have responsibility for scheduling HSSE meetings are clearly identified.			
3.1.28	Procedures to record attendance at HSSE meetings and to review these records are in place.			
3.1.29	Agendas are published prior to HSSE meetings being held and indicate the structure of the meeting and who should attend.			
3.1.30	HSSE meeting agendas should include health, safety, environment, security and social responsibility aspect of the contract.			
3.1.31	HSSE meeting agendas are consistent with the objectives of the HSSE plan.			
3.1.32	A system is in place to assure the effectiveness of HSSE meetings.			
3.1.33	HSSE meetings are open to all personnel involved in the contract, and all personnel are encouraged to participate with a view to continual improvement.			
3.1.34	Action items are assigned to identified personnel and a system in place to close out items in timely fashion.			
3.1.35	HSSE meetings are the main instrument for ensuring that all HSSE activities are communicated to all personnel.			
3.1.36	All HSSE meetings are recorded and provide data for future reviews.			
3.2 – HSSE training of managers, supervisors and HSSE critical position holders				
3.2.1	All senior line managers have received and will continue to receive training to develop management and communication skills.			
3.2.2	Supervisors to have on the job orientation training.			
3.2.3	HSSE specialists are verified to be competent in their allocated roles and their skills, knowledge and understanding of their assigned responsibilities; they are re-assessed from time to time.			
3.2.4	Training includes incident investigation and reporting as appropriate.			
3.2.5	Audit training is given to managers who may be required to conduct audits during the contract.			
3.2.6	HSSE critical teams (fire, first aid, Medevac) are given specific training for the likely situations they may encounter during the Contract.			
3.3 – General HSSE training				
3.3.1	HSSE training is planned and conducted efficiently and in timely manner.			
3.3.2	HSSE training includes: safety; emergency arrangements; road transport; first aid; work procedures PTW, JSA; hazard awareness; safety intervention STOP; occupational health; security; basic HSSE rules; legislative requirements; environmental management.			
3.3.3	Training includes the correct use of PPE and other protective equipment.			
3.3.4	Line managers provide support to ensure time and resources are available for HSSE training.			
3.3.5	New employees are adequately trained and confident of their own abilities before they start work.			
3.3.6	All employees coached to improve their individual HSSE competence			
3.3.7	An orientation programme is in place for all personnel, especially for new recruits and visitors to the work site.			
3.3.8	Records of employees are maintained of all training and orientation provided.			
3.3.9	Employees are aware that their HSSE performance is part of the contractor's appraisal and reward system			
3.3.10	Training to include any contracted personnel.			



**Appendix - L
GENERIC HSE PLAN CHECKLIST**

Sheet 4 of 9

Item	Check Item	Required? Y/N	Existing? Y/N	If not available when needed?
3.3.11	HSSE training is included in other courses; orientation; job specific; line management; auditing techniques			
3.3.12	HSSE training is continuously assessed for effectiveness, employee feedback is used.			
3.4 – Competence Assurance				
3.4.1	Contractor has issued a statement that competence and training of the workforce meets contract requirements appropriate for the work to be conducted.			
3.5 – Contractors Management Process				
3.5.1	The HSSE plan identifies and shows that subcontractors are well integrated into the contract.			
3.5.2	Subcontractors HSSE-MS are assessed.			
3.5.3	Subcontractors HSSE plans, if required, are suitable, and interface correctly with contractor's and subsidiary's requirements			
3.5.4	Contractor communicates to subcontractors that the same rigorous HSSE standards apply to them			
3.5.5	All subcontractors are clearly identified and their respective roles and responsibilities are documented.			
3.5.6	Contractor maintains a record of previous Subcontractors performance, as these are to be used to select current subcontractors.			
3.5.7	Contractor maintains an approved Subcontractor list where HSSE performance has been considered			
3.6 – HSSE standards				
3.6.1	The HSSE plan is the prime reference for all applicable standards relating to the contract.			
3.6.2	The HSSE plan indicates minimum objectives for health, safety, environment, security and social responsibility.			
3.6.3	Contractor has an HSSE manual/set of standards.			
3.6.4	HSSE standards identify minimum criteria for achievement of contract objectives.			
3.6.5	HSSE standards are available in writing to all relevant personnel in a consistent and clear form.			
3.6.6	End users are involved in developing HSSE standards.			
3.6.7	HSSE standards comply, where relevant, with subsidiary requirements			
3.6.8	Procedures for obtaining deviations from the standards are in place.			
3.6.9	A responsible person for authorising deviations is clearly identified.			
3.6.10	A system of recording approved deviations exists.			
3.6.11	Relevant national and international standards are identified.			
3.6.12	Subsidiary rules, standards, procedures relevant to the contract are adequately covered.			
4.1 – Risk Assessment and Treatment				
4.1.1	Contractor maintains an up to date hazard inventory and assessment with measures to be implemented with respect to each risk.			
4.1.2	The hazard assessment by the subsidiary is included in the contractor's hazard inventory and assessment.			
4.1.3	There is a methodology prescribed describing how hazard and risk assessments are undertaken and who has the necessary expertise to carry these out.			
4.2 – Health Hazards				
4.2.1	Health facilities are defined as part of the contract.			



Appendix - L GENERIC HSE PLAN CHECKLIST

Sheet 5 of 9

Item	Check Item	Required?	Existing?	If not available
		Y/N	Y/N	when needed?
4.2.2	An occupational health programme, identifies: health hazards; assesses the health risks; provides for the control of health hazards; identifies PPE; prophylactic requirements, provides emergency cover; applies to all work sites.			
4.2.3	A welfare programme, if in place, meets the needs of isolated work sites.			
4.2.4	Local medical facilities are assessed for their appropriateness to provide for contract needs as and when required.			
4.2.5	Health facilities are assessed for contract day to day needs.			
4.2.6	The provision of medical supplies is managed to ensure the contract requirements are not compromised.			
4.2.7	Personnel are checked for medical fitness to work by a recognized and approved medical facility.			
4.2.8	Pre-existing health conditions are identified and recorded.			
4.2.9	An ongoing system of health surveillance based on job specific health risks is in place.			
4.2.10	Where medical staff are provided they are competent to carry out their assigned roles and responsibilities.			
4.2.11	Medical staff to have access to external medical facilities when required.			
4.2.12	Accommodation and catering facilities are to acceptable standards of hygiene and fit for purpose.			
4.2.13	Food storage, handling and preparation are to acceptable industry standards			
4.3 – Safety Hazards and PPE				
4.3.1	Guidelines/methodologies are available for undertaking job hazard analyses and identifying the controls necessary to manage the risks.			
4.3.2	PPE – a system is in place for the management of PPE and includes: <ul style="list-style-type: none"> • the identification of statutory PPE requirements associated with assessed risks. • the assessment of the need for PPE and its suitability. • procedures to record the issue of PPE and a follow up system of inspection and replacement/recertification. • procedures to check that PPE is issued and used correctly. • procedures to check that PPE is issued and used correctly. • a schedule with defined criteria for PPE renewal/replacement. • a procedure for re-certification of PPE as appropriate and necessary. 			
4.3.3	All protective and rescue equipment that is provided is fit for purpose.			
4.4 – Logistics Hazards				
4.4.1	The competence, physical ability, psychological capability, character and experience of drivers are assessed at recruitment.			
4.4.2	Drivers' documentation is checked and a record maintained.			
4.4.3	Drivers to be tested in the type of vehicle they will be in control of, and over the type of terrain encountered in the contract.			
4.4.4	Drivers' records of employment and performance to be maintained.			
4.4.5	Vehicles should be operated within manufacturers specifications.			
4.4.6	Vehicle use should be clearly identified against job requirements.			
4.4.7	Vehicles required to carry passengers must be equipped to contract specifications.			
4.4.8	Cargo carrying vehicles should be equipped to segregate loads as specified in the contract.			
4.4.9	A vehicle maintenance programme is in place and adhered to.			
4.4.10	A journey management system is in place, which includes the authorization of different types of journeys, the roles and responsibilities of individuals, and covers the recovery in the event of a problem.			



**Appendix - L
GENERIC HSE PLAN CHECKLIST**

Sheet 6 of 9

Item	Check Item	Required? Y/N	Existing? Y/N	If not available when needed?
4.4.11	All journeys are recorded including relevant details.			
4.4.12	Contracted-in transportation is capability assessed, and complies with contract specifications which are subject to reviews. Such contracted-in situations are authorized by a recognized contractor manager.			
4.5 – Environmental Hazards				
4.5.1	All personnel involved are aware of the environmental objectives of the contract.			
4.5.2	Procedures are in place to protect the environment from contract operations, including imported materials and substances.			
4.5.3	Contractor has an identified focal point for environmental matters, who has the necessary expertise.			
4.5.4	Environmental matters are a line management function responsibility.			
4.5.5	Environmental impact reports are developed and reviewed throughout the duration of the contract.			
4.5.6	A procedure is in place to recover from environmental incidents.			
4.5.7	A competent contractor person is responsible for conducting environmental audits as and when necessary.			
4.6 – Security Hazards				
4.6.1	Contractor has a policy which recognizes the importance of managing security aspects within the context of the contract operations.			
4.6.2	A procedure is in place to enable compliance with the Voluntary Principles on Security and Human Rights (VPSHR).			
4.6.3	A security threat assessment has been undertaken in order to identify the security risks (airborne; terrestrial; marine) which exist in the region in which the contract operations will occur.			
4.6.4	A memorandum of understanding on security co-operation has been agreed with the host authorities in order to describe the arrangements and responsibilities for managing security.			
4.6.5	Resourcing and organizational support of security personnel is appropriate to the threat level and operational context.			
4.6.6	Contractor has an identified focal point for security matters who has the necessary background and expertise.			
4.6.7	Contractor has made provision for the training and capability building of local security forces with whom they will co-operate, particularly in locations where indigenous capability is not of the required standard.			
4.6.8	Contractor has evacuation arrangements which are commensurate with the in-country risk and which recognize the logistical difficulties of the locus of operation, particularly where this might be a remote location in a difficult country.			
4.6.9	An effective method of capturing security incidents is in place with the ability to learn and improve performance.			
4.6.10	Contractor has an effective methodology for auditing security aspects of the contract with appropriate management of remedial actions.			
4.7 – Social Responsibility Hazards				
4.7.1	Contractor has a policy which recognises the importance of managing social aspects and community relations within the context of the contract operations.			
4.7.2	Contractor has a policy which recognises the importance of managing cultural heritage aspects and inter-cultural sensitivities within the context of the contract operations.			
4.7.3	Where the contract might have an impact upon; social aspects, people's livelihoods, access to resources or land, then a social impact assessment has been carried out to identify threats to livelihood and appropriate corrective measures have been put in place.			



Appendix - L GENERIC HSE PLAN CHECKLIST

Sheet 7 of 9

Item	Check Item	Required? Y/N	Existing? Y/N	If not available when needed?
4.7.4	Resourcing and organisational support of sustainable development and community relations personnel is appropriate to the social and operational context.			
4.7.5	Contractor has an identified focal point for sustainable development and community relations matters who has the necessary background and expertise.			
4.7.6	Contractor has made provision for the training and capability building of local communities with whom they will co-operate, particularly in locations where indigenous capability is not of the required standard.			
4.7.7	Where resettlement of indigenous people, or loss of livelihood, have been identified as potential issues, appropriate measures have been put in place to manage these in a manner which is in line with stakeholder and community expectations.			
4.7.8	An effective method of capturing community related incidents is in place with the ability to learn and improve performance.			
4.7.9	An effective process is in place for consulting with, and providing information to, affected communities, recognizing the limitations within the host country (language, culture, educational levels, poverty levels, gender restrictions)			
4.7.10	Contractor has an effective methodology for auditing sustainable development and community relations aspects of the contract with appropriate management of remedial actions.			
5.1 – HSSE Operations Manuals				
5.1.1	Written HSSE procedures are available for all hazardous operations, and include HSSE precautions to be taken.			
5.1.2	Procedures are consistent with subsidiary requirements.			
5.1.3	HSSE procedures are controlled documents.			
5.1.4	Procedures address the appropriate level of control.			
5.1.5	Procedures cover; health; safety; environment; security; social responsibility			
5.1.6	Written procedures are; available to all employees including subcontractors; available in employee's own language; and include job specific descriptions.			
5.1.7	Procedures cover possible deviations, and identify the person responsible to authorize deviations.			
5.1.8	A record is maintained of all deviations authorized			
5.1.9	A system is in place to identify any gaps in issuing procedures for hazardous operations			
5.1.10	A Permit to Work (PTW) system is available			
Basic HSSE rules				
5.1.11	Contractor has issued a set of HSSE rules			
5.1.12	HSSE rules include coverage of: health and environment as well as safety; specific contract HSSE issues; hazards that may be encountered; basic housekeeping and hygiene			
5.1.13	A system is in place to update rules and disseminate appropriately.			
5.1.14	Personnel responsible for updating and issuing the rules are identified.			
5.1.15	End users are involved in the update process.			
5.2 – Infrastructure and Equipment Integrity				
5.2.1	All HSSE equipment assigned to the Contract is identified in a register.			
5.2.2	Each individual piece of equipment is uniquely identified, and referenced to the appropriate standard.			
5.2.3	Where required the classification, licensing authority, test certificates are clearly identified.			



**Appendix - L
GENERIC HSE PLAN CHECKLIST**

Sheet 8 of 9

Item	Check Item	Required? Y/N	Existing? Y/N	If not available when needed?
5.2.4	HSSE critical equipment is subject to regular inspection and maintenance, and a responsible person is identified to carry out a review that these programmes are carried out.			
5.2.5	Where tradesmen provide their own equipment as part of a contracted-in situation, then such equipment is included in assessment and inspection, to assure they comply with contract specifications.			
5.3 – Management of Change				
5.3.1	A documented Management of Change (MoC) process is in place to ensure that any significant changes to any aspect of the operation are controlled and do not introduce unmanaged hazards.			
5.3.2	The MoC is referenced to PTW and LOTO requirements during maintenance work and periods of temporary change.			
5.3.3	The contractor's PTW system is consistent with Industry norms and subsidiary guidelines.			
5.3.4	For operations that take place in variable weather and environmental conditions, a table of acceptable conditions is established (also known as a Manual of Permitted Operations – MoPO), outside of which operations may not take place.			
5.3.5	A procedure is in place to describe how the introduction of any new equipment (hardware and software) is controlled.			
5.3.6	A procedure is in place to record document updates and control.			
5.4 – Emergency Planning and Response				
5.4.1	Emergency response procedures are in place for all identified emergency situations and the responsibilities of contractor's management are clearly identified.			
5.4.2	Clear identification of subsidiary role in emergencies.			
5.4.3	An appropriately manned response centre is set up to co-ordinate emergency responses.			
5.4.4	All personnel are made aware of emergency procedures and their individual roles and responsibilities.			
5.4.5	Of particular importance in emergency situations is that instructions are available and understood in the language of the individuals.			
5.4.6	Emergency plans are covered in employee orientation.			
5.4.7	Lines of communication are clearly identified and tested with; third party emergency services; local hospitals; helicopter services; Medevac facilities;			
5.4.8	Third party emergency services are aware of their roles in procedures they will be asked to respond to.			
5.4.9	Emergency procedures are tested and practiced regularly			
5.4.10	Test of emergency procedures, may be conducted without warning.			
5.4.11	Recovery procedures are in place that can be activated after an emergency.			
5.4.12	Recovery procedures are tested to demonstrate preparedness.			
5.4.13	Procedures are in place that identify the roles and responsibilities of subsidiary and contractor personnel to notify government and other authorities of emergency situations and outcomes.			
6.1 – HSSE-MS implementation and Active Performance Monitoring of Work Activities				
6.1.1	The HSSE Plan includes identified performance indicators to measure HSSE performance during the contract.			
6.1.2	Progress against identified objectives is measured on a regular basis.			
6.1.3	HSSE initiatives/incentive schemes are defined and in place.			
6.1.4	Achievement are measured against identified milestones			



Appendix - L GENERIC HSE PLAN CHECKLIST

Sheet 9 of 9

Item	Check Item	Required?	Existing?	If not available when needed?
		Y/N	Y/N	
6.1.5	Numbers and types of training courses completed, numbers of attendees are monitored			
6.1.6	Numbers and types of audits completed are monitored			
6.1.7	Action items identified are recorded, monitored and closed out is acknowledged.			
6.1.8	A system of analysis and feedback to personnel is in place to review HSSE performance measurements.			
6.1.9	Feedback is included in discussion at HSSE meetings, on HSSE notice boards, and by managers' presentations.			
6.1.10	Contract HSSE performance is compared with other similar contracts, and subsidiary personnel are involved.			
6.2 – Safety Performance Indicators				
6.2.1	Measurements for lost time injury frequency and total recordable incident rate are in place.			
6.2.2	First aid cases are recorded.			
6.2.3	Near miss incidents and anomalies are recorded			
6.2.4	Material losses are recorded and performance indicators are in place			
6.3 – HSSE Performance Monitoring				
6.3.1	Occupational illness cases are recorded and indicators are in place.			
6.3.2	Sickness absenteeism is monitored			
6.3.3	Environmental incidents (incidental emissions of pollutants and actual impacts), their type and seriousness are recorded, and reported to authorities as per regulations in place.			
6.3.4	Security incidents are recorded and performance indicators are in place			
6.3.5	Logistics incidents, particularly road transportation incidents are recorded and performance indicators are in place			
Compliance to KNPC HSE Guideline for Contractors, HSE-TLTS-15-1118 (Appendix-K1 and K2 must be Included in HSE Plan)		Included?		
		Yes	No	
6.4	Appendix-K1: Compliance to Pre-Mobilization Requirements			
6.5	Appendix-K2: Compliance to Pre-Mobilization Requirements			



Appendix-M

MEDICAL INVESTIGATION REQUIREMENT		
(A) Pre-Employment	(B) Periodical	(C) Confined Space Entry
At the time of Recruitment	Below 50 years of age - every 2 years Above 50 years of age - every 1 year	Annually
Health Questionnaire Physician Examination Vitals - height, weight, blood pressure, pulse, BMI		
LABORATORY INVESTIGATIONS		
Pre-Employment	Periodical	Confined Space Entry
CBC	CBC	CBC
Blood Group / Rh factor	Fasting Blood Glucose	Blood Sugar- Random
Fasting Blood Glucose	Total Cholesterol	Urine Routine
Kidney Profile (Urea & creatinine)	Triglycerides	
Liver Profile (ALT, SGOT)	ALT	
Serum Albumin	Serum Creatinine	
Lipid Profile (Total Cholesterol & Triglycerides)	Serum Uric Acid	
VDRL	Serum Albumin	
Urine Routine.	Urine Routine	
X ray - Chest, Lumbosacral Spine KUB (Kidney & urinary bladder area)	Stool For Occult Blood (Above 50 years) Lipid Profile If: - BMI is >35 years, - Smokers - Employees with Diabetes, hypertension, heart disease & increased Cholesterol.	Respiratory Fit test (RFT)
SPECIAL TEST		
Pulmonary Function Test - Spirometry / Audiometry / Vision / ECG (40 years & above)		
<p>Note: The physicians if necessary, for the approval, will advise repeat medical tests or special medical examination / tests.</p>		



**Appendix - N
GENERIC HSEMS PREPARATION GUIDELINES**

SN	HSEMS ELEMENTS AND EXPECTATIONS	Meet Requirement?		
		Yes	No	NA
1	Leadership and Commitment. This is the principal element in the process. It establishes the priority management places on safety and occupational health. Additionally, it sets the direction for the organization and dictates the involvement and commitment to the effort. Systems and programs that support this element include a clearly defined policy, active and visible management support, and participation in safety activities, rewards, and recognition.			
2	Safety & Occupational Health Planning. Short and long long-term S&OH plans shall be developed that are clearly identifiable and are integrated into the business plan. Systems and programs that support this element include strategy development processes, goal setting and alignment, and actual build-down of plans for effective implementation.			
3	Occupational Health. The occupational Health element provides for the identification, evaluation, and control of potential health hazards, thus protecting the present and future health of employees. Systems and programs that support this element include chemical, physical, biological, and ergonomic exposure assessments, control plans, medical surveillance programs, and occupational health procedures and programs.			
4	Employee Ownership and Participation. The goal is to achieve employee ownership and commitment to the safety improvement process. Activities that support this element include employee involvement and participation on safety teams, hazard recognition systems, off-the-job safety programs, and employee participation in safety activities such as meetings, training, incident investigations, audits, etc.			
5	Behavioral Accident Prevention. Behavioral accident prevention encourages continuous improvement through the recognition and reduction of at-risk behaviors. Systems and programs that support this element include employee training, observation of work practices, positive feedback, and behavioral metrics.			
6	Roles and Responsibilities. Roles and responsibilities shall be documented, maintained, and clearly communicated. Employees understand their specific areas of responsibility, have the authority to accomplish their tasks safely, and be held accountable for fulfilling their roles in the safety process. Systems and programs that support this element include documented roles and responsibilities for all employees, S&OH team charters, and job charters.			
7	Training. Employees shall receive training to provide the necessary skills for accomplishing their assigned roles and responsibilities. Training systems shall provide for initial, periodic, and ongoing training. Systems and programs that support this element include employee selection, identification of employee training and development needs, employee orientation, regularly required training, operator/mechanical skill training and qualification, development and maintaining of training resources, and demonstration of proficiency.			
8	Contractors. Effective implementation of contractor safety systems protects Client and contractor employees and assets. Systems and programs that support this include contractor selection, training and education, auditing, incident reporting/investigations, and performance monitoring.			
9	Standards and Procedures. Development, maintenance, and communication of standards and procedures ensure that risks are either eliminated or controlled and provide guidance to achieve regulatory compliance. Systems and programs that support this include regulatory/legislative issues management process, engineering standards development and maintenance, and S&OH programs/procedures development and maintenance.			
10	Metrics. Metrics are necessary to implement and continuously improve the safety process. Systems and programs that support this include the use of leading indicators, such as degree of management system implementation, as well as trailing indicators, such as injury/incident data.			
11	Audits. A systematic approach to auditing evaluates performance against a given set of criteria, documents successes, and identifies opportunities for improvement. Systems and programs that support this include work practice audits, system audits, compliance audits, and recommendation closure process.			
12	Incident Reporting and Investigations. Incident investigation systems identify, evaluate, eliminate, and communicate potential hazards. Management is expected to create an environment for open reporting of all incidents. Systems and programs that support this include incident investigation procedures, communication of lessons learned, computerized incident reporting and tracking system, incident reporting requirements, and recommendation closure.			
13	Emergency Preparedness. Effective emergency preparedness systems provide identification, assessment, and management of potential adverse situations. Effective evaluation of incidents and sharing of lessons learned provide valuable information for preventing similar incidents. Systems and programs that support this include establishment of an emergency management organization, emergency response planning, training, community involvement activities, and drills.			
14	Mechanical and Operating Integrity. A comprehensive mechanical and operating integrity program maximizes equipment reliability and operating discipline, thus providing a means to eliminate unplanned events. Systems and programs that support this include documentation of process technology information, process hazard analysis, operating and mechanical procedures, management of change and prestart-up reviews, inspection and tests, QA/QC, design criteria documentation, risk assessment, and mitigation systems.			



Appendix-O HSE Manpower Strength & Requirements Guidelines

Sheet 1 of 4

A. PROJECTS DEPARTMENT

Employee Strength See note (b) below	Minimum Strength of HSE Staff
No. of employees: < 30 (Part Time Basis)	<ul style="list-style-type: none"> - One discipline (Engr./ Supvr.) with safety experience that will handle Safety Responsibilities - One discipline (Engr./ Supvr.) with environment experience that will handle Environment Responsibilities ** (See note below)
No. of employees : 30 - 100	<ul style="list-style-type: none"> - One Safety Supervisor, dedicated / approved and on full time responsibility - One discipline (Engr./ Supvr.) with environment experience that will handle Environment Responsibilities, on part time basis
No. of employees : 101 - 250	<ul style="list-style-type: none"> - One Safety Engineer + One Safety Supervisor, dedicated / approved and on full time responsibility + - One discipline (Engr./ Supvr.) with environment experience that will handle Environment Responsibilities, on part time basis
No. of employees : 251 – 500	<ul style="list-style-type: none"> - One Safety Engineer + - One Safety Supervisor (for each 250 employees) + - One Environment Supervisor All above staff shall be dedicated, approved and on full time responsibility
No. of employees : > 500 - 1000	<ul style="list-style-type: none"> - One Safety Engineer (for each 500 employees) + - One Safety Supervisor (for each 250 employees) + - One Environment Engineer + One Environment Supervisor All above staff shall be dedicated, approved and on full time responsibility
No. of employees : > 1000	<ul style="list-style-type: none"> - HSE Manager - One Safety Engineer (for each 500 employees) + - One Safety Supervisor (for each 250 employees) + - One Environment Engineer + One Environment Supervisor + - HSE Trainer + - One Nurse + - One Industrial Hygiene Technician All above staff shall be dedicated, approved and on full time responsibility

** For Projects Department (above table), any contract with physical activities at site shall have a dedicated / approved full time Safety Supervisor



B. LOCAL MARKETING DEPARTMENT

Employee Strength See note (b) below		Minimum Strength of HSE Staff
LOCAL MARKETING SERVICE CONTRACTS	No. of employees: < 30 (Part-Time Basis)	<ul style="list-style-type: none"> - One discipline (Engr./ Supvr.) with safety experience that will handle Safety Responsibilities - One discipline (Engr./ Supvr.) with environment experience that will handle Environment Responsibilities
	No. of employees : 30 - 100	<ul style="list-style-type: none"> - One Safety Supervisor, dedicated/approved and on full time responsibility - One discipline (Engr./ Supvr.) with environment experience that will handle Environment Responsibilities, on part time basis
	No. of employees : 101 - 250	<ul style="list-style-type: none"> - One Safety Engineer + One Safety Supervisor, dedicated / approved and on full time responsibility - One discipline (Engr./ Supvr.) with environment experience that will handle Environment Responsibilities, on part time basis
	No. of employees : 251 – 500	<ul style="list-style-type: none"> - One Safety Engineer (for each 250 employees) + - One Safety Supervisor (for each 250 employees)+ - One Environment Supervisor + All above staff shall be dedicated, approved and on full time responsibility
	No. of employees : > 500 - 1000	<ul style="list-style-type: none"> - One Safety Engineer (for each 250 employees) + - One Safety Supervisor (for each 250 employees) + - One Environment Engineer + One Environment Supervisor + All above staff shall be dedicated, approved and on full time responsibility
	No. of employees : > 1000	<ul style="list-style-type: none"> - HSE Manager - One Safety Engineer (for each 250 employees) + - One Safety Supervisor (for each 250 employees) + - One Environment Engineer + One Environment Supervisor + - HSE Trainer + - One Nurse All above staff shall be dedicated, approved and on full time responsibility
LM PETROL STATION CONTRACTS	No. of employees: < 30 (Part-Time Basis)	<ul style="list-style-type: none"> - One discipline (Engr./ Supvr.) with safety experience that will handle Safety Responsibilities - One discipline (Engr./ Supvr.) with environment experience that will handle Environment Responsibilities
	No. of employees : 30 - 100	<ul style="list-style-type: none"> - One Safety Supervisor; dedicated, approved and on full time responsibility - One discipline (Engr./ Supvr.) with environment experience that will handle Environment Responsibilities; on part time basis
	No. of employees : 101 - 250	<ul style="list-style-type: none"> - One Safety Engineer + One Safety Supervisor; dedicated, approved and on full time responsibility - One discipline (Engr./ Supvr.) with environment experience that will handle Environment Responsibilities, on part time basis
	No. of employees : 251 – 500	<ul style="list-style-type: none"> - One Safety Engineer + - One Safety Supervisor (for each 250 employees) + - One Environment Supervisor + All above staff shall be dedicated, approved and on full time responsibility
	No. of employees : > 500 - 1000	<ul style="list-style-type: none"> - One Safety Engineer (for each 500 employees) + - One Safety Supervisor (for each 250 employees) + - One Environment Engineer + One Environment Supervisor + All above staff shall be dedicated, approved and on full time responsibility
	No. of employees : > 1000	<ul style="list-style-type: none"> - HSE Manager - One Safety Engineer (for each 500 employees) + - One Safety Supervisor (for each 250 employees) + - One Environment Engineer + One Environment Supervisor + - HSE Trainer + - One Nurse All above staff shall be dedicated, approved and on full time responsibility

**C. REFINERY SERVICE CONTRACTS
(INCLUDING OTHER CONTRACTS NOT MENTIONED ABOVE)**

Employee Strength See note (b) below	Minimum Strength of HSE Staff
No. of employees: < 30 (Part-Time Basis)	<ul style="list-style-type: none">- One discipline (Engr./ Supvr.) with safety experience that will handle Safety Responsibilities +- One discipline (Engr./ Supvr.) with environment experience that will handle Environment Responsibilities
No. of employees : 30 - 100	<ul style="list-style-type: none">- One Safety Supervisor; dedicated, approved and on full time responsibility +- One discipline (Engr./ Supvr.) with environment experience that will handle Environment Responsibilities; on part time basis
No. of employees : 101 - 250	<ul style="list-style-type: none">- One Safety Engineer + One Safety Supervisor; dedicated, approved and on full time responsibility +- One discipline (Engr./ Supvr.) with environment experience that will handle Environment Responsibilities; on part time basis
No. of employees : 251 – 500	<ul style="list-style-type: none">- One Safety Engineer (for each 250 employees) +- One Safety Supervisor (for each 250 employees) +- One Environment Supervisor + <p>All above staff shall be dedicated, approved and on full time responsibility</p>
No. of employees : > 500 - 1000	<ul style="list-style-type: none">- One Safety Engineer (for each 250 employees) +- One Safety Supervisor (for each 250 employees) +- One Environment Engineer + One Environment Supervisor <p>All above staff shall be dedicated, approved and on full time responsibility</p>
No. of employees : > 1000	<ul style="list-style-type: none">- HSE Manager- One Safety Engineer (for each 250 employees) +- One Safety Supervisor (for each 250 employees) +- One Environment Engineer + One Environment Supervisor +- HSE Trainer +- One Nurse <p>All above staff shall be dedicated, approved and on full time responsibility</p>



C. GENERAL SERVICES DEPARTMENT

Employee Strength See note (b) below		Minimum Strength of HSE Staff
Ho Maintenance, Catering, Horticulture, Pool Vehicles, Janitorial and Garbage Contracts	No. of employees: < 50 (Part-Time Basis)	- One discipline (Engr./ Supvr.) with HSE experience that will handle Safety & Environment coordination responsibilities - Any contractor with full site activities shall have a dedicated (full time) approved supervisor for the same.
	No. of employees : 50 - 150	- One Safety Supervisor, dedicated/approved and on full time responsibility - The Safety Supervisor will also cover / handle Environment Responsibilities
	No. of employees : 151 - 400	- One Safety Engineer + One Safety Supervisor, dedicated / approved and on full time responsibility - The Safety Engineer and Safety Supervisor will also cover / handle Environment Responsibilities
	No. of employees : 401 – 800	- One Safety Engineer + - One Safety Supervisor (for each 400 employees)+ - All above staff shall be dedicated, approved and on full time responsibility for the Safety and Environment coordination
	No. of employees : > 801 - 1000	- One Safety Engineer (for each 500 employees) + - One Safety Supervisor (for each 400 employees) + - One Environment Engineer All above staff shall be dedicated, approved and on full time responsibility
	No. of employees : > 1000	- HSE Manager - One Safety Engineer (for each 500 employees) + - One Safety Supervisor (for each 400 employees) + - One Environment Engineer + - One Environment Supervisor + - HSE Trainer + - All above staff shall be dedicated, approved and on full time responsibility
Office Assistance Services Mail & Admin	Office Administrative Activities	HSE Staff not Required (Recruited staff are reporting directly to KNPC Team Leader at various locations. Considered similar work status with secondment employees for their training requirements, etc.)

Notes (Applicable for all type and classification of contracts in the COMPANY):

- (a) Contractor HSE personnel shall be mobilized before commencing any activity at KNPC site. Whenever there is non-conformity on this requirement, a penalty of K. D. 100/- per person per working day delay on the mobilization of HSE personnel shall be imposed to the Contractor.
- (b) Maximum number of contractor employees estimated to be engaged at the site on any day (i.e. including all 24-hours shifts manpower, base manpower, work order manpower and lumpsum manpower) by the contractor and their sub-contractor.
- (c) Exemption or any deviation on Contractor's HSE Manpower requirements shall be approved by COMPANY HSE Manager.



Appendix - P
Respiratory Protection Program

Sheet 1 of 3

A. Training Requirements:

The training requirements (syllabus) which is available in Appendix-D of Respiratory Protection Program document (HSE-TSOH-04-1317) is provided below:

COURSE TITLE	Safe Use Of Respiratory Protective Equipment : SCBA, Airline Mask, EES & Air purifying respirators
COURSE CODE	S-16
DURATION	3 Hours
BATCH SIZE	20 participants max
VENUE	Fire Station / Safety Training Room of individual refineries/ LM
LANGUAGE	English and Arabic
TRAINING FREQUENCY	Initially before use and refresher training annually
LEVEL OF PARTICIPANTS : Identified respirator users	
Course Objectives : <ul style="list-style-type: none">• To understand need, use and application of various types of respirators and their limitations• To demonstrate the knowledge and use of these equipment including donning & doffing• To demonstrate capability of pre donning checks, safe use in normal conditions, emergency situations and shutdown,• To demonstrate knowledge of storage guidelines and periodical inspections	
Course syllabus	
1.	Respiratory Hazards in the refinery during normal conditions, Emergency Situations and Shut downs
2.	Why the respirator is necessary and how improper fit, usage, or maintenance can compromise the protective effect of the respirator;
3.	What the limitations and capabilities of the respirator are;
4.	How to use the respirator effectively in emergency situations, including situations in which the respirator malfunctions;
5.	How to inspect various components of the set, donning & doffing.
6.	Site specific procedures for inspection, maintenance and storage of the respirator
7.	How to recognize medical signs and symptoms that may limit or prevent the effective use of respirators;
8.	Compulsory demonstration test by all participants individually followed by evaluation (written and/or verbal quiz with minimum passing marks)



Sheet 2 of 3

Contractors shall be responsible for training their employees (users) which shall be carried out by their certified safety engineers/supervisors. This training shall be carried out after completion of medical and respirator fit test.

This requirement is also applicable for respiratory equipment used for Inert entry.

Frequency of training shall be as follows:

- Initial training prior to first use
- Annual refresher training
- Whenever there is change in the type or model of respirator
- Whenever deficiency is noticed in demonstrating competency.
- Contractor shall be responsible to ensure competency of contractor employees, which could be audited by KNPC. To this end, certified trainer of contractor shall conduct additional training classes, as required.

General guidelines for training:

- Training shall be conducted by the certified trainers (safety engineer/supervisor of contractor) in a comprehensive and understandable manner in English and/or in a language (understood by the respirator user)
- Valid Medical & respirator fitness certificate for individual shall be verified by trainers prior to training.
- Training shall be given to all users prior to use and no one should be allowed to use respirator without holding a respirator use authorization card.

B. Specification of Respiratory Equipment:

Latest specifications for respiratory equipment are available in the HSE portal at the following URL:

http://portal.knpc.net:666/SHE/Pages/hse_specifications.aspx

Contractor is required to comply with all the specifications available in the HSE portal including any new respiratory equipment added when found necessary. The major respiratory equipment specifications are listed below.

1. Specification for Air trolley with escape cylinder HSE-TSOH-14-4360
2. Specification for SCBA, 30 mins: HSE-TSOH-09-4312
3. Specification for SCBA, 60 mins: HSE-TSOH-09-4311
4. Specification for Escape sets HSE-TSOH-13-4351
5. Specification for Abrasive Blasting Helmet HSE-TSOH-13-4354
6. Specification for Disposable Dust Respirator HSE-TSOH-05-4313
7. Specification for Full face piece respirator HSE-TSOH-05-4316
8. Specification for Half face piece respirator HSE-TSOH-12-4347
9. Specification for Cartridge for Full face piece respirator HSE-TSOH-05-4317
10. Specification for Cartridge for Half face piece respirator HSE-TSOH-12-4346
11. Specification for Half face respirator with particulate respirators HSE-TSOH-12-4344



C. Makes of Respiratory Equipment recommended:

- MSA
- SCOTT (Sabre)
- Drager

Sample Respirator Use Authorization Card

Contractor Company LOGO

Contractor Company Name

Respirator Use Authorization Card

Name: Employee I.D #:

Company: Designation:

Training Date: Medical Fitness Valid:

Make	Model	Size	Type of face piece / mask

Trained by: _____
Certified Safety Engineer / Supervisor

Instructions:

1. This card is valid at all KNPC sites.
2. Respirator user shall use only the respirator mentioned in this card.
3. Respirator user shall produce this card for verification by KNPC personnel.
4. Respirator user shall be declared medically fit to use respirator.
5. Training and Medical Fitness valid for one year.

Before use, check the following:

1. Check Hoses.
2. Check validity.
3. Escape set is available and connected to harness for air trolley
4. Ensure proper size mask is available as per RFT.



Appendix-Q
Kuwait National Petroleum Company

CONTRACT HSE READINESS FOR COMMENCEMENT CERTIFICATE

Contract Title		
Contractor		Contract No.:
Sub-Contractors		

Contract Plan Activity	Date Completed	Exceptions
Contract HSE Plan Endorsed		
Contract HSE Risk Assessment Document Endorsed		
Kick Off Meeting Held		
HSSE Workshop Held		
Residential Camp Accepted		
Industrial Site Accepted		
Vehicle / Plant Accepted		
Special PPE and Equipment mobilized and accepted		
<u>Training Completed:</u> Required to attend prior to commencing (C-Compulsory) Required to attend within 2 months (M-Mandatory) Recommended only (R-Recommended)		
Pre-Execution Audit Completed		
Essential Audit Items Completed		
Notes:		

On behalf of the Contractor I confirm that the activities stated above have been carried out and we are capable of performing the work in a healthy, safe, and environmentally responsible matter

Name	Date	Responsibility	Signature
		Contract Manager	
We hereby agree that the HSE status of this contract allows work to proceed, subject to the above exceptions			
Name	Ref. ID	Responsibility	Signature
		Contract Supdt. / or his Representative *	
		HSE Representative	
		PMC Representative (As applicable)	

* At Contract Superintendent discretion



Appendix-R
Kuwait National Petroleum Company

HSE CLEARANCE CERTIFICATE FOR SITE RESTORATION

Contract Title		
Contractor		Contract No.:
Sub-Contractors		

Site Restoration Activity	Date Completed	Exceptions
Demobilization Date Approved		
Requirement for Isolation of Facilities (telecoms, electricity, water) notified to the COMPANY		
Residential Camp Inspection Completed		
Office Inspection Completed		
Residential Camp Accepted		
Industrial Area Inspection Completed		
Work-site Inspection Completed		
All COMPANY Assets handed over to KNPC		
All actions as per Agreed List post audit / inspection of the Site (Site report) Completed		
All Outstanding Materials handed over to the COMPANY		
K-EPA Clearance obtained		

Notes:

On behalf of the Contractor I confirm that the activities stated above have been carried out and we we have restored the site(s) according to the Contract Requirements.

Name	Date	Responsibility	Signature
		Contract Manager	

We hereby agree that the HSSE status of this contract allows the Contractor to Demobilize subject to the exceptions listed above.

Name	Date	Ref. ID	Responsibility	Signature
			Contract Supdt. / or his Representative *	
			M-HSE / HSE Representative	
			PMC Representative (As applicable)	

* At Contract Superintendent discretion



Appendix-S
Kuwait National Petroleum Company
CONTRACT HSE PERFORMANCE / CLOSE-OUT REPORT

Contractor	
Contract Number	
Contract Description / Name	
Dates of Contract Commencement	

Subject	Rating (1-5)	Comment
Leadership and Commitment		<ul style="list-style-type: none"> • Did management promote a strong HSE culture? • Were sufficient resources allocated to manage HSE? • Were all deficiencies cleared promptly and effectively?
Implementation of QHSSE Policy		<ul style="list-style-type: none"> • Was Policy communicated and enforced?
Implementation of Contract HSSE Plan		<ul style="list-style-type: none"> • Was the Contract HSE Plan followed and updated as required? • Quality of the HSE Plan and its relevance to the overall contract performance, stipulating what was learned and how future, similar contracts should be structured. • Highlighting positive aspects of learning and how they can be applied in the future <p><u>Note:</u> This learning should be shared with the Contractor, who should share with Sub-Contractors.</p>
Ris Assessment Plan & Management Process		<ul style="list-style-type: none"> • Incorporation of any hazards identified into the risk assessment and management process for future contracts.
Effectiveness of HSE Organization		<ul style="list-style-type: none"> • Were the resources provided adequate? • Did all systems perform to standard? • Did the organization learn from mistake?
Employee HSE Induction and Training		<ul style="list-style-type: none"> • Completed to standard and on time?
Sub-Contractor HSE management		<ul style="list-style-type: none"> • Did Sub-Contractors perform to the same standard as the Contractor? • Were efforts made to improve when deficiencies were noted?
HSE Personnel: Competence		<ul style="list-style-type: none"> • Were personnel competent? • Did they provide effective training and advice? • Did management respect their role?
HSE Meetings		<ul style="list-style-type: none"> • Was a cascaded hierarchy of meetings in place, effective and attended by all personnel?
Tool Box Talks		<ul style="list-style-type: none"> • Were these conducted to standard?
Driving / Journey Management		<ul style="list-style-type: none"> • Were all vehicles to specification? • Was journey management followed and controlled?
Quality of Contractor's HSE manual and Documentation		<ul style="list-style-type: none"> • Was documentation available, comprehensive, in correct languages and used?
Emergency Response Procedures		<ul style="list-style-type: none"> • Were all credible scenarios supported by procedures? • Were procedures tested and improved when found lacking?
Safety Rules / Job Instructions		<ul style="list-style-type: none"> • Were correct rules in place based upon job hazard analysis?
Accident Investigation Procedure		<ul style="list-style-type: none"> • Were all incidents investigated to standard?



Subject	Rating (1-5)	Comment
Implementation of HSE Standards Manual		<ul style="list-style-type: none"> Were the requirements of the Manual followed and Incorporated in the contract standards? Briefly summarize major contraventions of standards.
FAT		<ul style="list-style-type: none"> Describe in detail any fatalities (cross reference to reports), comment on contractor response to investigation recommendations.
LTIF		<ul style="list-style-type: none"> Brief comment on reasons for LTIs. Comment on contractor response to investigation recommendations.
TRCF		<ul style="list-style-type: none"> Total Recordable Frequency Rate
Man-hours worked / Total Workforce		
Maintenance and Control of Plant		<ul style="list-style-type: none"> Was equipt. maintained and capable of completing the work?
Maintenance and Control of Other Equipment		<ul style="list-style-type: none"> Was equipment maintained and capable of completing the work?
Camp Facilities / Hygiene		<ul style="list-style-type: none"> Were standards maintained? Were there any outbreak of illness?
Site Restoration		<ul style="list-style-type: none"> Completed to the standard required?
Waste Management		<ul style="list-style-type: none"> Completed according to standard?
HSE Audits		<ul style="list-style-type: none"> Summarize the main findings and conclusions
HSE Inspections		<ul style="list-style-type: none"> Summarize the main findings and conclusions
Management Review		<ul style="list-style-type: none"> Was this carried out? Was this a 'learning" organization prepared to improve? Analysis report of both client and Contractor's HSE Performance against both the HSE Plan and KPIs for mutual improvement.
Cumulative Rating of above items		
Data Compiled By:		Date:
Reviewed By :		Date:
RECOMMENDATIONS ON FUTURE USE OF CONTRACTOR		
Unconditional	Conditional (List Conditions Below)	Not to be used again (List Reasons Why)
Superintendent of the Contract Date:		Contract Coordinator / Engineer (Subordinate of the Contract Superintendent) Date:
HSE Team Leader (s)		Date:

Notes:

- Suggestions to aid completion of the template are provided in the comment column
- The rating can be **1 to 2** = Satisfactory, **3** = Just Satisfactory or **4 to 5** = Fully Satisfactory
- In the event of an Unsatisfactory rating if marks assigned is ≤ 2 for any item (Cumulative Rating less than 50) the reason for the rating should be given in the comments column.
- In the event of an item not being assessed it will be assumed that the item is rated as Fully Satisfactory unless otherwise indicated.
- Comments should be kept as brief as possible.
- Document and retain Critical HSE documentation and records associated with the contract.
- Information on the contractor to be added as a reference for the client bid list and which may provide advice by improvements in future HSE capability assessment.