**Safe Work Requirement**

HSE Verification Program Procedure

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| PURPOSE The purpose of this HSE Verification Procedure is to provide the framework and tools for self-auditing while meeting a high standard of HSE performance and the expectations of both our clients and regulatory authorities.  To make sure the all procedures/program is been followed/implemented as stipulated in the HSE-MS.  To make sure there is no conflict of interest between the procedure and what is been practiced on the rigs.  To provide assurance that controls and procedures are operated in accordance with best practice and with the appropriate HSE procedures, and to make recommendations for the improvement of such controls and procedures.  Someone in a position of authority must check monitoring records for accuracy and timeliness.  Our goals are simple- we do not want any of our employees, contractor or visitors to get injured, we do not want any damage to equipment and we do not want to harm the environment. SCOPE This Program shall apply to all procedures in the ECDC HSE-MS and sub-contractors procedures. RESPONSIBILITY      General Manager The General Manager is the sole custodian of the HSE-MS;   1. He shall provide resources for the implementation of the hse verification process. 2. Demonstrate the commitment to high hse standards through regular visits to site during which he will be involved in audits, job safety analyses, safety meetings and through providing the resources to effect recommended improvements. 3. Liaised with the hse manager to make sure all corrective actions identified are closed in a timely manner. 4. Establish and discuss with ECDC line management and supervisors individual responsibilities, targets and accountabilities for health, and safety of personnel and the protection of the environment; 5. Considers the policy and procedure review report and ensures that any appropriate response to the recommendations is taken.  HSE Manager  1. Schedule and participate in the verification process 2. Conducting monthly management review meetings to assess the effectiveness of the HSE management system and identify required improvements; 3. Provide a time table for the verification process; 4. Oversees the investigation and any policy and procedure review process, altering the terms of reference of the investigation/review process if appropriate; 5. Determines whether a policy and procedure review should take place & its timing, in consultation with relevant authorities, and sets the terms of reference; 6. Ensure that any recommendation or defective conditions are entered in the Corrective Action Register.  Operation Manager, Technical Manager & Admin. Manager  1. Participate in inspection and audit for the rig area. 2. Must complete a verification exercise at a minimum every 3rd operating month, but can be performed as routinely as desired. 3. Visit the rig site at least once a week and relate all HSE NCR to the HSE Manager 4. Responsible for checking the operations related activities for NCR and ensure standards are adhered to at all time. 5. Check and verify sub-contractor procedure to make sure it complies with ECDC standards. 6. Call to order any sub-contractor who breaches procedure.  Rig Manager or Tool pusher  1. Inform all employees of their duty to report all unsafe acts or conditions to their supervisor utilizing the STOP Program. 2. Raise a timely MOC if found discrepancy in the HSE/operations procedure. 3. Ensure that this procedure is complied with. 4. Do a prompt follow-up and take any remedial actions necessary to correct deficiencies. 5. Conduct an inspection with the Monthly Rig Managers Inspection Checklist. 6. Review and correct deficiencies using the Preventive / Corrective Action Register. 7. Forward a copy of the Corrective Action Register to the Area Office on a monthly basis, complete with details of the status of each item, i.e., date completed or the reason for delay.  CLOSEOUT The HSE manager is responsible for the monitoring and closeout of all corrective actions identified using the Audit report form, Corrective Action Register/ LSV checklist and Verification checklist. HSE VERIFICATION PLAN SCHEDULE The HSE Verification Plan Schedule is a Table showing the time table showing how the verification exercise will be carried out and items to check for compliance. |  |









