**Safe Work Requirement**

Subcontractor HSE Management Procedure

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| Purpose The purpose of this program is to ensure that ECDC continue to improve subcontractor health, safety and environmental performance and to establish a standard for pre-qualification, evaluation/selection and development of our subcontractors. Scope This program applies to all subcontractors of ECDC. Departmental responsibility of subcontractor management The department which the subcontractor service for (contract holder) have priority responsibility to manage all activities of the subcontractor during the whole contract period, other departments have responsibility to manage subcontractor as per departmental responsibilities of ECDC.   1. Auditing and verification the enterprise business license and qualification certificate of subcontractor take responsibility for tender invitations. 2. Conduct subcontractor prequalification and HSE questionnaire process. 3. Investigate the operation capability and scope of business, equipment and facilities. 4. Investigate and evaluation the Integrity and applicability of safety facilities and PPE. 5. Ensure personnel have the required training and competency for their work. 6. Investigate and evaluation all the documents which the subcontractor hand in for prequalification, to make sure the subcontractor can meet with the operation and HSE requirements and standards of client and ECDC. 7. Audit the HSE clause of contract in line with ECDC and client standards and local rules. 8. Audit the engineering clause of contract by operation department. 9. Audit the operation clause of contract by operation department. 10. *HR department* should audit if the contract meet with the legal provisions. 11. Manage and monitor all activities of the subcontractor during the whole contract period. 12. Operation and HSE checking and auditing. 13. Conduct necessary training to subcontractor’s personnel. 14. Review and evaluation the operation and HSE performance of subcontractor.   In ECDC.  ***Operation Department is responsible for managing the following subcontractors:***   1. Rig move, 2. Heavy duty vehicle rental. i.e. Flat bed, crane and truck. 3. Light vehicle rental. i.e. Pickup, Mini-bus 4. OEM, 5. Engine maintenance and inspection, 6. Rig equipment inspection and other related inspection, 7. Cooperate with logistics Department to manage rig equipment 3-rd inspection.   ***HR/Administration Department is responsible for managing the following subcontractors:***   1. Training, 2. Catering, 3. Life stuff, 4. Office suppliers, 5. Visa, 6. Accommodation repair and maintenance, 7. Medical   ***Logistics Department is responsible for managing the following subcontractors:***   1. Diesel issue, 2. Domestic and local equipment spare parts and material, 3. Custom clearance and related work, 4. Hydrogen Sulphide equipment rent and sensor calibration, 5. Helicopter rent for emergency rescue.  Subcontractor Prequalification It was required that all subcontractors submit prequalification, HSE questionnaire, evidence for review. The prequalification documentation for evaluation should including but not limit to,   1. Enterprise business license and qualification certificate. 2. Operation capability and scope of business. 3. Equipment and facilities. 4. HSE performance During Past Three Years. 5. HSE and operation rules and regulations. 6. Training Information and training certificate. 7. Personnel capability and work experience of key position. 8. Integrity and applicability of safety facilities and PPE. 9. Written subcontractor procedures for at-work incident, injury, illness and emergency response, reporting and investigation requirements. 10. Proof of insurance documented by a current certificate of insurance from the subcontractor’s insurance agent(s). 11. Documentation of required safety training of subcontractor employees that will be assigned to the respective project, including supervisor, competent person training and site safety representative training. 12. Documentation of required Operator Qualification (OQ) and other individual qualifications or certifications as may be required by the project. 13. Documentation as may be available to explain the subcontractor’s previous safety performance using a statistical method.   Refers to **Supplier & Subcontractor Qualification and HSE Questionnaire in details** Prepare Service Contracts The contract holder take responsibility for preparing service contracts, the contract clause should including the following HSE items but not limit to,   1. Service and HSE management target. 2. Service scope, capacity and fees. 3. Technical, equipment, personnel and HSE requirements. 4. The SOP of service. 5. Service and HSE responsibility, right and obligation. 6. The management rules for subcontractor. 7. The HSE laws and regulations, standards, and management rules of ECDC 8. Management method of failing to obey the contract. 9. The conditions of the contract are terminated.  The Signing and Executing of Contract  1. If the service and HSE clause have not pass the auditing by ECDC HSE department, the contract cannot be signed. 2. The coordination meeting should be hold between ECDC and subcontractor to confirm the service and HSE clause, service and HSE obligation, service and HSE management requirement and related measures. 3. Subcontractors are required to submit their site-specific safety plan (SSSP) prior to the coordination meeting. In addition, their safety and health plan is reviewed by clients and ECDC team to assure that they meet the requirements of the site safety and risk control expectations. 4. A subcontractor safety meeting will be held before initiating project work. This meeting is to review project requirements for safety and risk control. The subcontractor’s safety officer and designated Competent Person(s) and any other necessary subcontractor’s representatives shall attend the meeting. In addition, subcontractors will be included in any tool box talk safety meetings, job safety analysis (JSA), jobsite safety inspections, and any pre-job meetings or safety orientations with the site owner. During the contract period, Bi-weekly meeting will be held in ECDC base. 5. The subcontractor shall present project-specific safety requirements, including a review of various roles and responsibilities of personnel and an initial overview of project risks. 6. Before operation, HSE CLARIFICATION SHOULD BE done by related department, the HSE clarification should including but not limit to the following items: 7. Clarify the HSE clause of the contract. 8. Introduce the working condition, including the social environment, natural environment, technology and equipment, public facilities and other HSE conditions. 9. HSE risk requirement and control measures. 10. Subcontractor clarifies the current situation of equipment, personnel and HSE management. 11. HSE supervise and audit procedure, permit to work procedure and the rule of personnel protective equipment. 12. Emergency measures. 13. Other necessary issues. 14. Training   Subcontractor shall make sure its personnel had attended necessary training of laws, regulations, skills and related HSE training, and keep the record. The subcontractor shall conduct a project specific service and safety orientation for all subcontractor personnel who work on the project before the personnel are allowed to perform any work. Before commencement of works, site HSE supervisor should train the contractor’s personnel, the training contents including HSE policy, objective and related HSE requirement, and keep the record. HSE department should audit the HSE training of subcontractor’s personnel. Also, site HSE supervisor should test and verify the training effect.   1. For high risk operation, service and HSE acceptance inspection should be conducted before commencement of works. 2. On site supervision 3. HSE department and related department check and audit the work site periodically, form corrective action register, require subcontractor to modify within a deadline time, and keep the record. 4. Subcontractor must check the service and HSE situation by themselves periodically, and keep the record. 5. The subcontractor’s foreman, supervisor or representative must ensure that all incidents are reported to contract holder as soon as possible, but in no case more than four hours of the occurrence. The subcontractor’s foreman or superintendent will follow up any verbal report with a copy of the subcontractor’s incident report. Included with this report shall be any monitoring or corrective action plans. Copies of all incidents reported, including near misses, must be maintained on site. 6. Subcontractor must participate in the HSE drill and meeting which conduct by ECDC. 7. Site HSE supervisor shall check the subcontractors work site weekly. Form corrective action register, track subcontractor to modify within a deadline time, and keep the record.  Subcontractor Audit During leadership site visit, ECDC management team shall also audit subcontractor performance visa check documents, walk-talk, training, incident investigation, etc. Related items will be included into  *ECDC Hazard Hunt Register*  *ECDC Incident Corrective Action Register.*  *ECDC Leadership Site Visit Record*  *ECDC RIG\_XXX\_Food, Water and Camp Health - Safety Action Tracking and Reporting*  *ECDC RIG\_XXX\_Corrective\_Action\_Register.*  And other records for monitoring the action-closed and improvement. Reviews and Evaluation Review and evaluation should be performed during the project executing processes. The review and evaluation should including but not limit to the following aspects:   1. Service and HSE administrative situation 2. Service and HSE performance 3. Performance of service and HSE 4. The modification and improvement of corrective action register. 5. The use of PTW and other HSE tool 6. The report of incident and accident and further precautions 7. Properly use and provide of PPE 8. Emergency drill 9. HSE training   A non-conformance report will be formed after each review and evaluation; subcontractor should close all non-conformance items in one month and feed back to ECDC. Appendix Related Record 9.1 **ECDC**-HS-CL-O005-01-Supplier & Subcontractor Qualification Questionnaire v1.0  9.2 **ECDC**-HS-CL-O005-02-Subcontractor Audit Corrective Action List v1.0  9.3 **ECDC**-HS-CL-O005-03-Subcontractor Audit Template v1.0  9.4 **ECDC**-HS-CL-O005-04-Subcontractor General Audit Report v1.0 |  |