

**PROVISION OF ENGINEERING, PROCUREMENT, CONSTRUCTION, INSTALLATION & (EPCI) FOR
PL429 PIPELINE REPLACEMENT PROJECT**

APPENDIX 4: CONTRACTOR PRE-QUALIFICATION QUESTIONNAIRE

General guidelines for preparation of questionnaires

1. The questionnaire should cover the information required to assess the extent to which HSE and its management are organized by the contractor.
2. The contractor should be advised to cover all (including support) activities and not just those conducted on PETRONAS Carigali sites.
3. The questionnaires should be validated by a responsible contractor line manager prior to submission.
4. Emphasis should be placed on the need for complete answers substantiated by supporting documentation as far as is practicable. Responses and any supporting documentation must relate specifically to the policy and organizational arrangements of the company that would be signatory of any contract.
5. Submissions should be assessed by a scoring mechanism that can be used in the evaluation process.
6. If necessary, follow-up discussion with contractor's management may be needed.
7. The contractor should be encouraged to identify where he exceeds company requirements and this excellence should be recognized.

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Questionnaires Items		Responses
Section 1: Leadership and Commitment		
(i) Commitment to HSE through leadership	a) How are senior managers personally involved in HSE management?	Quarterly Safety and Health committee meeting, Positive safety culture program
	b) Provide evidence of commitment at all levels of the organization?	MOM of safety and health committee, Update of positive safety culture achievement, Review of HSE policy, HSE day event, Yearly HSE program calendar, Management site visit, HSE engagement between management and shopfloor
	c) How do you promote a positive culture towards HSE matters?	Propagate safety culture in our new staff induction, Safety poster competition, UCUX program and Positive HSE culture in our workplace
Section 2: Policy and Strategic Objectives		
(i) HSE policy documents	a) Does your company have an HSE policy documents? If the answer is YES please attach a copy.	Yes we have safety policy. Refer to Appendix 1
	b) Who has overall and final responsibilities for HSE in your organization?	CEO
	c) Who is the most senior person in the organization responsible for this policy being carried out at the premises and on site where his employees are working? Provide name, title and experience.	HSE Manager Zamri Mohamad. He has 25 year of experience in managing HSE. Refer to HSE Manager CV. Refer to Appendix 2
(ii) Availability of policy statements to employees	a) Itemise the methods by which you have drawn your policy statement to the attention of all your employees?	Update the review of policy in our 1 st HSE committee meeting every year, e-mail the updated policy to all employee, Update HSE policy in our employee induction presentation, display in every meeting room and classes and in our HSE manual.
	b) What are your arrangements for advising employees of changes in the policy?	Update the review in HSE committee meeting.

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Section 3: Organisation, Responsibilities, Resources, Standards and Documentation		
(i) Organisations – commitment and communication	a) Does your company have HSE Management System in place? If yes, please provide evidence	Yes. Attached Refer to Appendix 3
	b) How is management involved in HSE activities, objective-setting and monitoring?	Management review, Discussion, lagging indicator, Leading indicator, inspection and HSE promotion in our HSE committee meeting.
	c) How is your company structured to manage and communicate HSE effectively?	Company & HSE team organization structures. - Defined HSE team roles & responsibilities and competency requirement. - HSE meetings schedule/plan/frequency. - Sample of HSE meeting agenda, MOM & records. - Records (MOM, attendance) of HSE meeting with client & sub-contractors
	d) What provision does your company make for HSE communication meetings?	HSE Committee Organization
(ii) Competence and Training of managers/ supervisors/ senior site staff/ HSE advisers.	Have the managers and supervisors at all levels who will plan, monitor, oversee and carry out the work received formal HSE training in their responsibilities with respect to conducting work to HSE requirements?	HSE training procedure and training matrix.
	If YES, please give details. Where the training is given in-house, please describe the content and duration of courses.	Refer to HSE Training Material - Refer to Appendix 4
(iii) Competence and General HSE training.	a) What arrangements does your company have to ensure new employees have knowledge of basic industrial HSE, and to keep this knowledge up to date?	HSE leading indicator in JD for all levels.
	b) What arrangements does your company have to ensure new employees also have knowledge of your HSE policies and practices?	Performance monitoring for JD monitoring Procedure for HSE training

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	<p>c) What arrangements does your company have to ensure new employees have been instructed and have received information on any specific hazards arising out of the nature of the activities? What training do you provide to ensure that all employees are aware of company requirements?</p> <p>d) What arrangements does your company have to ensure existing staff HSE knowledge is up to date? (If training is provided in-house please give details of content.)</p> <p>Please provide HSE Training Programme (e.g. training matrix and plan) for the preceding three (3) years and upcoming HSE training programme (minimum for one (1) year).</p>	<p>HSE induction checklist/ on boarding/ familiarization for new employees. Leading indicator included in all staff JD General HSE training provided for required tasks. Company documents provided. Supervisor outlines, explains and demonstrates employee's job and emergency procedures.</p> <p>HSE training matrix for all levels, most are training are provided by 3rd party.</p> <p>Refer to HSE Training & Competency Matrix. In Appendix 5</p>
(iv) Specialised training	<p>a) How have you identified areas of your company's operations where specialized training is required to deal with potential hazards? (Please itemise and provide details of training given.)</p> <p>b) If the specialized work involves radioactive, asbestos removal, chemical or other occupational health hazards, how are the hazards identified, assessed and controlled?</p>	<p>Training matrix and competency assessment. Refer to Appendix 6</p> <p>Risk assessment, Health risk assessment, specific training to be conducted</p>
(v) HSE qualified staff – additional training	Does your company employ any staff who possesses HSE qualifications that aim to provide training in more than the basic requirements?	Competency assessment part in HSE competency procedure

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(vi) Assessment of suitability of subcontractors/ other companies	<p>a) How do you assess:</p> <p>i. HSE competence.</p> <p>ii. HSE record of the subcontractors and companies with whom you place contracts?</p> <p>b) Where do you spell out the standards you require your contractors to meet?</p> <p>c) How do you ensure these standards are met and verified?</p> <p>Please provide evidence.</p>	<p>Yes</p> <p>Yes</p> <p>Project HSE Plan & Subcontract management procedure.</p> <p>Monitoring & Audit/Inspection</p> <p>Refer to Appendix 7, Project HSE Plan</p>
(vii) Standards	<p>a) Where do you spell out the HSE performance standards you require to be met?</p> <p>b) How do you ensure these are met and verified?</p> <p>c) How do you identify new industry or regulatory standards that may be applicable to your activities?</p> <p>d) Is there an overall structure for producing, updating and disseminating standards?</p>	<p>Legal register</p> <p>2. Procedure for lagging and leading indicator target setting to update standard.</p> <p>Performance and monitoring And 3rd part audit</p> <p>OGP .</p> <p>Procedure for lagging and leading indicator target setting to update standard.</p>
Section 4: Hazards and Effects Management		
(i) Hazards and effects assessment	What techniques are used within your company for the identification, assessment, control and mitigation of hazards and effects? Please, provide risk register for work carried out by the company.	<p>HIRARC procedure</p> <p>PTW procedure – Refer to Appendix 8</p>
(ii) Exposure of the workforce	What systems are in place to monitor the exposure of your workforce to chemical or physical agents?	<p>-Health promotion, communications, campaigns, etc.</p> <p>-Reports on remedial action plans on -CHRA/ HRA monitored until closure (evidence attached).</p> <p>-Copies of applicable monitoring reports, e.g. noise monitoring report, workers' -medical surveillance report.</p> <p>-Pre- and post-medical program. Fitness to Work program for applicable staff.</p>

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(iii) Handling of chemicals	How is your workplace advised on potential hazards (chemicals, noise, radiation, etc.) encountered in the course of their work?	CRA (Chemical Risk Assessment)
(iv) Personal protective equipment	What arrangements does your company have for provision and upkeep of protective equipment and clothing, both standard issue, and that required for specialized activities?	PPE & Health Surveillance
(v) Waste management	What systems are in place for identification, classification, minimization and management of waste?	HIRARC Procedure & Waste Management Procedure
(vi) Drugs and alcohol	<p>a) Do you have drugs and alcohol policy in your organizations? If the answer is YES please attach a copy.</p> <p>b) If so, does it include pre-employment and random testing?</p> <p>c) How you cascade down Company's Drug and Alcohol Policy to your employees and contractors?</p>	<p>Yes, attached. Refer to Appendix 9.</p> <p>Yes,</p> <p>Pre-mob meeting, HSE Induction, Employee handbook, Kick Off meeting & HSE Meeting.</p>

Section 5: Planning and Procedures

(i) HSE or operations manuals	a) Do you have a company HSE manual (or Operations Manual with relevant sections on HSE) which describes in detail your company approved HSE working practices	Yes
	<p>Relating to your work activities? If the answer is YES, please provide the list and samples of work procedures (minimum two).</p> <p>b) How do you ensure that the working practices and procedure used by your employees on-site are consistently in accordance with your HSE policy objectives and arrangements?</p>	<p>1. Diving 2. Welding</p> <p>Refer to Appendix 10</p> <p>HSE Surveillance , Inspection and audit</p>

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(ii) Equipment control and maintenance	How do you ensure that plant and equipment used within your premises, on-site, or at other locations by your employees are correctly registered, controlled and maintained in a safe working condition?	-Written program/ process on infrastructure & equipment outlining the inspection and maintenance requirements, responsibilities, frequency & follow-up is in effect, together with periodic inspections conducted by management or specialist.
(iii) Road Safety Management	What arrangements does your company have for combating road and vehicle incidents?	-Sample of Equipment & Machinery & HSE Regulatory Compliance Register. Logistic Procedure/ Travelling
Section 6: Implementation and Performance Monitoring		
(i) Management and performance monitoring of work activities	<p>a) What arrangements does your company have for supervision and monitoring of performance?</p> <p>b) What type of performance criteria are used in your company; give examples</p> <p>c) What arrangements does your company have for passing on any results and findings of this supervision and monitoring to your:</p> <p>i. base management</p> <p>ii. site employees?</p>	<p>-Annual corporate HSE Plan with record of monitoring, status updates & formal reviews of actions implementation.</p> <p>records, e.g. daily meeting reports, monthly HSE MOM, visits, site inspection visits, ACT/UAUC audit reports, HSE performance data, training status, HSE campaigns, HSE MS self-assessment results, Learning from Incidents, HSE alerts, etc.</p> <p>-HSE audits/inspection activities in annual HSE Plan and implemented (provide records of tracking and audit/inspection reports).</p> <p>- HSE key performance indicators and parameters identified in annual HSE Plan and tracked regularly (provide records).</p> <p>- HSE element in workers annual tasks and targets Performance monitoring.</p> <p>- Records of attendance to applicable HSE activities.</p> <p>-Evidence of leading activities and leading KPI's included in annual HSE Plan.</p> <p>-Evidence of a system to track UCUA, incidents and audit findings and the procedure/ process in place.</p> <p>-Communication mode, e.g. Employee Information (email), HSE Bulletin, HSE Newsletter, HSE Notice Board (provide picture).</p>
(ii) HSE performance achievement awards	Has your company received any award for HSE performance achievement?	No

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(iii) Statutory notifiable incidents/ dangerous occurrences	Has your company suffered any statutory notifiable incidents in the last five years (safety, occupational health and environmental)? (Answers with details including dates, country, most frequent types, causes and follow-up preventive measures taken.)	No
(iv) Improvement requirement and prohibition notices	Has your company suffered any improvement requirement or prohibition notices by the relevant national body, regulatory body for HSE or other enforcing authority or been prosecuted under any HSE legislation in the last five years? (If your answer is YES please give details.)	No
(v) HSE performance records	<p>a) Have you maintained records of your incidents and HSE performance for the last three (3) years? (If YES, please provide the following: Number of Fatalities, Lost Time Injuries, Lost Workday Cases, Medical Treatment Cases and Restricted Work Day Cases. Also include the Fatal Accident Rate, Lost Time Injury Frequency and Total Recordable Incident Rate for each year. (NOTE: Please include your company definitions of the above mentioned terms – for clarifications refer to the OGP Safety Performance Accident Data Report.)</p> <p>b) How is health performance recorded?</p> <p>c) How is environmental performance recorded?</p>	<p>Yes, HSE monthly & yearly report</p> <ul style="list-style-type: none"> -Evidence of the procedure/ process and regular monitoring plan for HSSE parameters in the annual HSE Plan (e.g. LTI, MTC, RWC, FAC, flaring, waste tracking, security, etc.). -MoMs for HSE meetings in monitoring the performance. - Near-miss reporting process & tracking database to follow-up/closure. Evidence of the learning from NM is shared. - Evidence/ MOM of which the agenda include review of HSE performance with attendance list to the meetings. - Performance indicators specific to logistics' safety and/or including implementation intervention, non-compliance to Road Safety rules. - Record of motor-vehicle incident (if any). <p>Monitoring processes for all HSE and security elements, performance is reviewed regularly by senior management</p> <p>FAC,MTC,</p> <p>Oil Spill</p>

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	d) How often is HSE performance reviewed? By whom?	Monitoring processes for all HSE and security elements, performance is reviewed regularly by Monthly by CEO
(vi) Incident investigation and reporting	<p>a) Who conducts incident investigations?</p> <p>b) How are the findings following an investigation, or a relevant incident occurring elsewhere, communicated to your employees?</p> <p>c) Are near miss safety learning reported?</p>	<p>Depend on severity and level of incident</p> <p>Yes Employee Information (by email), HSE Bulletin, HSE Newsletter, HSE Alert, workshops, Townhall sessions</p> <p>Yes</p>
Section 7: Auditing and Review		
(i) Auditing	a) Do you have a written policy on HSE auditing?	No, company only have HSE Audit procedure
	<p>b) How does this policy specify the standards for auditing (including unsafe act auditing) and the qualifications for auditors?</p> <p>c) Does your company HSE Plans include schedules for auditing and what range of auditing is covered?</p> <p>d) How the effectiveness of auditing is verified and how does management report and follow up audits?</p>	<p>HSE Audit Procedure that include scope & methodology, analysis and action tracking & close-out.</p> <p>- Annual HSE Audit Plan, with details sponsor, team lead, team members, etc. - Sample of completed audit report.</p> <p>Follow audit procedure, action item and closed up review by CEO</p>
Section 8: HSE Management – Additional Features		
(i) Membership of Associations	Describe the nature and extent of your company's participation in relevant industry, trade, and governmental organizations?	Matrade & SME Corp
(ii) Additional features of your HSE management	Does your company have any other HSE features or arrangements not described elsewhere in your response to the questionnaire?	No
Section 9: Company Specific Information		

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HSE records and documentation shall be submitted by the bidders:

1. HSE Management System including the associated procedures.
2. 3-years injurious incident frequency, i.e.:
 - Fatal Incident Rate (FAR),
 - Lost Time Injuries Frequency (LTIF),
 - Total Recordable Case Frequency (TRCF), and
 - Total Recordable Occupational Illness Frequency (TROIF)
3. 3-years records of dangerous occurrences, e.g.:
 - Loss of Primary Containment (LOPC), i.e. chemical or gas or oil spill.
 - Major Fire and etc.
4. 3-years HSE Training Records.
5. 3-years HSE Plan, including records of implementation of plan.
6. 3-years HSE legal non-compliance, if any

Submitted by:

Name: _____

Position: _____

Signature: _____

Endorsed by*:

Name: _____

Position: _____

Signature: _____

* The party endorses this questionnaires shall be from the highest management in the company