

HSE

**Annex B - List of handover documents**

**CONTRACT HANDOVER FORM (Contract Revision)**

**FROM: PROCUREMENT (PCP)**

**TO: ICT**

**CC: HSE DEPT (if applicable)**

**SECTION 1**

**HANOVER MEETING (if applicable)**

**Y/N**

**N/A**

**Note: Significant Notes from Handover meeting needs to be mentioned)**

For contracts above 5,000,000 USD a handover meeting is requested

Handover Meeting date: (dd.mm.yyyy) \_\_\_\_\_  
PCP representative(s): (name, surname, signature) \_\_\_\_\_  
CH/CA representative(s): (name, surname, signature) \_\_\_\_\_  
HSE representative(s): (name, surname, signature) \_\_\_\_\_

**SECTION 2**

**CONTRACT DATA AND HANOVER OF DOCUMENTS**

Contract No (specify if its revision)	5000010088 – External Rev - 02
Scope of Work	Attendance Management & Mess/Meal Counting system
Contractor Name (in full)	Limton Innovative Systems
Contractor Representative Contact details	Mr. Muhammad Anees   Manager Contracts Email: <anees@limton.com.pk> Telephone: +92 321 2111042(Ufone), +92 300 2111042(Jazz)
Contract Value	Total ACV: PKR 2,969,865/- equivalent to 27,732/- Kir – 100 %
Start Date	21-July-2017
End Date	20-July-2022
Options if any	None
Notice for options if any	
Type (Blanked, P.O., S.A.)	Blanket order
Insurance Policies required (provide the list of applicable insurances and coverages required)	CONTRACTOR shall place and maintain throughout the term of the CONTRACT: a) an insurance, or another form of compensation, covering personal injury to, or death of, employees of the CONTRACTOR engaged in the performance of this CONTRACT; b) a Third Party Liability Insurance (or Public Liability or General Liability) covering Contractor's liabilities arising out of the performance of the CONTRACT; c) if the Scope of Work expressly requires the use of any motor-vehicle, and for the time period for which this is required: motor liability insurance;

AKO

	d) if the Scope of Work requires the use of any vessel, supply vessel, crew boat, barge, tug, crew boat or other marine craft, and for the time period for which this is required: (i) Marine Hull and Machinery insurance; and (ii)Protection and Indemnity or other Marine Liability insurance; e) if the Scope of Work requires the use of any helicopter or other aircraft: Aircraft liability insurance, including passengers liability; f) insurance covering damage to the goods & services (for the full replacement value) in accordance with Incoterms last edition g) all further insurances as required by APPLICABLE LAW.
Compensation Scheme <i>(explain Lump Sum, Price List, reimbursable, cost+ fee, discounts, volume discounts, if any)</i>	Appendix A - Compensation Scheme has been revised on same rates for spare parts however for annual maintenance have increased.
SAP structure (line items) <i>Itemized Y/N, availability of open line Y/N</i>	Itemized
Payment Terms	60 days
Penalties, / Liquidated damages <i>(Explain thresholds and applicability)</i>	As per Original Blanket Order Art.(15) In case of delay in delivery of SERVICES CONTRACTOR shall pay L.D. minimum 2.5 % per week (seven calendar days) of total call-Off value up to a maximum 10 % of total call-off order value
HSE Requirements	HSE99-00-IN-GD-098-04
Respect for Human Rights (To specify Human Rights criticality as per Commodity code)	D
<b>Subcontracting</b>  <u>Note for User:</u> Cascade subcontracting and total subcontracting not allowed	Not Applicable
<b>Delivery Terms</b>	As per each call off requirements
<b>Location</b>	Eni Pakistan Limited Karachi Office and Bhit Field

Contract Documents		
	Applicable Y/N	Comments (if any)
Form of Agreement	N	
Letter of Amendment no. 01	Y	
General Conditions	N	
Special Conditions	N	
Appendix "A"- "Compensation and Method of Application"	Y	

Appendix "C" Financial Guarantees - Specimen copy/ies of Advance Payment Bank Guarantee, Performance Bond or Parent Company Guarantee (where applicable)	N	
Appendix "D"- "Scope of Work and Technical Specification" (Revised)	N	
Appendix "E" - "HSE-CR Guidelines (where applicable)	Y	
Appendix "F" OHHMS Guidelines (where applicable)	Y	
Appendix "G" - Security Guidelines (where applicable)	N	
Appendix "S" -Sub-Contracting Information"- List of Approved Subcontractors (where applicable)	N	
Call off Order specimen	N	
Appendix "B"- "Price Schedule/Price List" (where applicable)	N	
Any Other Documents	N	

The following contract information and documents are handed over from Procurement Dept. to Contract Holder and to HSE on 14/07/2021

PRO representative

M Osama Farooqi

Buyer's Name & Signature

Syed Salman Ali

Team Leader's Name & Signature

14/7/2021

C&P Manager's Name & Signature

Syed Salman Ali

Receipt by:

CH representative

Taha Lateef

Taha

HSE representative

## Contract Holder Roles and Responsibilities

I hereby acknowledge that I have read and accept the role and responsibilities as a Contract Holder/Administrator below for all contracts used, under my authority as a requesting unit, relating to the procurement of goods and services. A Contract Holder/Administrator has responsibility to manage the Contract, including communication with the Contractor as necessary to ensure it is satisfactorily performed, and undertaking responsibility for the following:

Contract Holder Representative:

Date: 13.07.2021

Name, Dept.

TAHA LATEEF, ICT

Sign:

General:

- The Contract Holder shall ensure that Company's interests are protected through the administration of the contract.
- The Contract holder shall perform the role of Company Representative specified in the Contract.
- Raise Call-Off Orders in a timely manner before the start of the activities
- Monitor contract expiry date and financial validity and ensure timely action (minimum 6 months before expiry and before reaching 70% of ACV), if the duration or financial validity of the contract requires enhancement.
- Analyze Contractor deliverables and work progress measured against Contracts.
- Verify that HSE requirements are adhered to.
- Ensure implementation of Contractor management plans and procedures in compliance with the Contract including filing all the documentation concerning the Contract Management that, when required, shall be at disposal of Control Unit (internal and or external)

\* In case SOW requires CR manager signature replace HSE with Security & CR

- Conduct the evaluation of Contractor management practices and deliverables
- Maintain an effective working relationship with the Contractor to facilitate the efficient execution of the Contract.
- Continually review Contracts regarding their effectiveness and in case of ongoing activities continually review to ensure that present service is in line with that originally contemplated.
- Coordinate the verification of the required documentation and the issue of subcontractor's authorization or subcontractor activation approval, in case of Subcontracts already approved in the Contract.
  - Check if activities being subcontracted are listed in Contract among those that can be subcontracted.
  - Maximum limit of subcontractable activities has not been exceeded
  - There are no multi-tier subcontracts, unless specifically permitted by the Contract
  - Subcontractor is not listed in the Reference lists
  - Subcontractor suitability with regard to the non-existence of any prohibitions/infiltrations attempts by mafia as provided by the Anti-Mafia legislation, where applicable
  - Subcontractor is not listed in list of vendors with status "revoked" (Disqualified), "suspended", or "warning with authorization", by consulting C&P Vendor management unit.
  - In case of negative feedback on subcontractor's performance, check for necessary investigations.
  - Check that subcontract authorization request is complete and there are no anomalies in the documentation attached to it. Where required counterparty risk assessment is to be performed.
- In case of pre-approved subcontractor, Contract Holder has the responsibility to make sample checks on the declaration given by the contractor/supplier that he has checked that the requirements submitted by the subcontractor during bidding are still in place
- Ensure that Supplier/Contractor is complying with Insurance Requirements laid down in the Contract
- Ensure that Supplier/Contractor is complying with Bank or Parent Company Guarantees laid down in the Contract
- Check whether any liquidated damages/penalties or volume discounts provided for in the Contract are applicable
- Anticipate and manage any claims assessing their legitimacy and magnitude, and maintain a claim register
- Carry out the relevant checks on Variation Order Proposals and prepare the Variation Orders

#### Administrative:

- Ensure that all correspondence/documentation transmitted to or received from the Contractor have been reviewed/approved or received by all relevant personnel, for e.g. correspondence of a contractual or commercial nature to be reviewed by the C&P Dept. and if necessary by Legal Dept.
- Approve all invoices/vouchers in a timely manner in accordance with the clause stipulated in the Contract.

#### Expediting and Inspection:

- Perform all required expediting with Contractor/Supplier, final inspection and acceptance of all work required under the Contract.
- Ensure verification of the accuracy of the information reported on the delivery challan issued by the Contractor
- Request attendance at testing of goods delivered and/or work executed by the Contractor where required by the contract



### Performance Feedbacks

Prepare and submit in VMS annual Feedback reports and at contract close-out on Contractor performance for Contracts falling under critical commodity codes in attachment A and having ACV more than Euro 450,000 in case of Open Contracts (Blanket Orders) and more than Euro 150,000 in case of Closed Contracts (Purchase orders). Feedback for subcontractors is to be prepared once subcontracted activity is completed in order to verify suitability for future use. In case of misconduct by subcontractor, a negative feedback is also to be recorded against the awarded Contractor.

Feedback should cover the following aspects:

- Punctuality
- Quality of supplied goods and services
- Behavior
- HSE
- Completion of delivery or work
- Any non-compliance/cost modification
- Respect for Human Rights, as per Human Rights criticality defined in commodity code.

### Close-Out

Initiate and coordinate the Contract close Out after Contract work/ Services completion. For contracts with ACV > US\$ 5,000,000) prepare and submit contract close out report to C&P department.

### **Special Notes from Handover Meeting (for contracts above US\$ 5,000,000)**

#### Attachment A list of critical commodity codes

Commodity Class	Descrizione estesa EN	Characterized	Business criticality	HSE criticality
LL02AC06	FIXED AND MOBILE SCAFFOLDING	NO	C	A
LL03AB01	APPLICATION OF INSULATING AND SOUND-PROOF COVERINGS	NO	B	A
LL04AC07	EPC CENTRAL PROCESSING OIL / GAS SEP SUM UP TO 40 ML€	NO	A	A
SS01AD02	SERVICES MANAGEMENT, SUPERVISION, CARE WORK ON PROJECTS	NO	C	B
SS01BA01	FEASIBILITY STUDIES, BASIC ENGINEERING AND FEED	YES	B	C
SS01BA02	DETAILED AND EXECUTIVE ENGINEERING	YES	B	C
SS02BA01	SEISMIC DATA ACQUISITION	YES	A	A
SS03AA10	VIDEO-INSPECTION AND RELINING OF PIPE	NO	B	C
SS03AB05	HYDRODYNAMIC WASHING	NO	C	A
SS04BC01	SOFTWARE PACKAGES SERVICES	YES	B	C
SS05BA01	OFFSHORE RIGS – FLOATERS	YES	A	A
SS05BA02	OFFSHORE RIGS – JACK-UP	YES	A	A
SS05BA04	ONSHORE RIGS	YES	A	A
SS05BB05	CEMENTING (SERVICES, EQUIPMENT AND PRODUCTS)	YES	A	A
SS05BB07	COILED TUBING SERVICE AND NITROGEN/FLUIDS PUMPING SERVICE	YES	A	A
SS05BB11	DRILLING&COMPLETION FLUIDS SERVICE (PRODUCT, EQUIPM. RENTAL)	YES	B	A
SS05BB12	DRILLING (VERTICAL & DEVIATED) - MWD LWD SERVICE	YES	A	A
SS05BB19	LINER HANGER (SERVICES, EQUIPMENT AND PRODUCTS)	YES	A	A
SS05BB29	TUBULAR RUNNING (SERVICES AND EQUIPMENT)	YES	B	A
SS05BB33	SURFACE WELL TESTING	YES	A	A
SS06AC01	CIVIL WORKS MAINTENANCE (ONSHORE)	NO	B	A
SS06BA01	MAINTENANCE MACHINERY	YES	B	A
SS06BA02	MAINTENANCE MECHANICAL SYSTEMS AND EQUIPMENT	YES	B	A
SS06BB01	MAINTENANCE OF ELECTRO-INSTRUMENT SYSTEMS	YES	B	A
SS08AA03	RADIOCOMMUNICATION INFRASTRUCTURE AND SERVICES	NO	C	C
SS08AA04	TLC NETWORK SERVICES - NETWORK SERVICES	NO	C	C
SS12AA01	OPERATION AND MAINTENANCE SERVICES	NO	A	A

Above list is applicable for following Tender/Contract with economical value:

Handover Form – CONTRACT N° 5000010088 Rev-02

EPK\_Template\_01\_Contract Handover form-Rev 7 (6/21)

A J

1. Above € 450,000 in case of Open Contracts (Blanket Orders)
2. Above € 150,000 in case of Closed Contracts (Purchase Orders)

N 0



Blanket Order no: 5000010088 Rev-02

**Eni Pakistan Limited**

5th Floor, The Forum, G-20, Block-9,  
Khayaban-e-Jami, Clifton,  
Karachi-75600, Pakistan  
PABX : (92-21) 3587 9951  
Fax : (92-21) 3583 8394-5

<b>GENERAL INFORMATION</b>			
<b>Description:</b>	Attendance Management & Mess/Meal Counting system		
<b>Contractor Name:</b>	Limton Innovative Systems	<b>SAP code:</b>	455575
<b>Contractor Address:</b>	Level 05, Shahnaz Arcade, Shaheed-e-Millat Road, Karachi - 74800, Pakistan.		
<b>Buyer Name:</b>	M Osama Farooqi		
<b>Contract Manager Unit:</b>	ICT - Manager (PNI)		

**THIS PART IS INTENTIONALLY LEFT BLANK**

**ORDER INCLUDES ALL OF THE FOLLOWING PAGES**

ISO-14001 & OHSAS-18001 Certified Company

Registered in England Company No 151940  
Registered office : Eni House 10 Ebury Bridge  
Road,  
London SW1W 8PZ  
Liability of members is limited





## Object

Amendment # 02 - Attendance Management & Mess/Meal Counting system

### Letter of Revision

**Amendment # 02 to CONTRACT # 5000010088 for "Attendance Management & Mess / Meal Counting system" between Eni Pakistan Ltd. (the "COMPANY") and Limton Innovative Systems (the "CONTRACTOR")**

### Whereas:

COMPANY and CONTRACTOR entered into a CONTRACT with an EFFECTIVE DATE July 21, 2017 whereby CONTRACTOR provides "Attendance Management & Mess/Meal Counting system".

### Now therefore it is agreed as follows:

1. Reference to Article 3.4 of "Contract Duration and Options to Extend", Duration of the Contract is being extended for one (1) year from 21-July-2021 to 20-July-2022.
2. With reference to Appendix A – "Compensation and Method Application", Compensation Scheme has been deleted in its entirety and is being replaced with the following,

### Annual Maintenance Rates:

S.No	Item Description	Annual Lump sum charges in PKR
1	Centralized Software for Time Attendance System enterprise version .net & Service Charge	PKR 146,300

### Spare Parts Price list for consumable and non-consumable spare parts (on call off basis)

Item Description	Unit Rates in PKR
<b>Hand Geometry recognition - Non-Consumable Items</b>	
Main PCB	99,619
Camera	76,630
Camera cable	3,065
LCD	22,223
Keypad PCB	39,848
Lock	3,448
<b>Hand Geometry recognition - Consumable Items</b>	
Rubber Keypad	19,158
Baseplate	42,913
Casing	65,136
Reflector	6,897
Power Adopter	6,130
Data & Clock Backup Module	5,364
<b>Hand Geometry recognition -Accessories Items</b>	
Power Backup Module Imported special designed SOCA	19,158
Power Backup Module	7,663
LED Green Bulb LED integration on USER Verification	22,989
<b>Network solution</b>	



Wireless Base-Station	76,630
Network switch	91,956
<b>RFID Reader</b>	
Suprema RFID Reader model Xpass	53,641

3. With reference to the article no.2 of the Contract "The Contract", the subject article has been deleted in its entirety and is being replaced as follows:

## 2. THE CONTRACT

The following documents (herein together called the "CONTRACT") constitute the entire agreement between the PARTIES with respect to the SERVICE and supersede all prior correspondence, negotiations, agreements or understandings, either written or oral, between the PARTIES:

- This Agreement
  - Appendix "A" - "Compensation and Method of Application"
  - Appendix "D" - "Scope of Work and Technical Specifications"
  - Appendix "E" - "HSE Guidelines Rev 1"
  - Appendix "F" - "OHH&MS Guidelines"
4. The OHH&MS guidelines for Attendance Management & Mess/Meal Counting system referred as Appendix-F shall follow Appendix-E in the priority of contractual documents.
5. With reference to article no. 9 "Assignment and Subcontracting", both parties have agreed that the subject article will be deleted in its entirety and will be read as follows:

DID READ

## 9. ASSIGNMENT AND SUBCONTRACTING

Not Applicable

SHOULD READ

## 9. ASSIGNMENT AND SUBCONTRACTING

- 9.1 COMPANY may freely assign this CONTRACT (or any interest, right or obligation therein, including the assignment of credit) to any person. CONTRACTOR may not assign this CONTRACT (or any interest, right or obligation therein, including the assignment of credit) without COMPANY's prior written consent.
- 9.2 CONTRACTOR shall not subcontract the whole of the SERVICE. Any SUBCONTRACTOR shall be approved by COMPANY. Use of SUBCONTRACTORS by CONTRACTOR shall not relieve CONTRACTOR of any liability or obligation under this CONTRACT and the CONTRACTOR shall be liable for all acts, omissions and defaults of any of its SUBCONTRACTORS as fully as if they were acts, omissions or defaults of the CONTRACTOR.





Blanket Order no. 5000010088 Rev-02

This Amendment Number 02 is effective from 21<sup>st</sup> July 2021.

Save as specifically provided for herein all terms and conditions of the CONTRACT as amended shall remain the same in full force and effect and shall be known as the CONTRACT.

In witness whereof COMPANY and CONTRACTOR have signed this Amendment Number 01 on the date stated below.

**For and on behalf of**

COMPANY

Signature:

**For and on behalf of**

CONTRACTOR

Signature:

Name: \_\_\_\_\_

PAOLO GIRAUDI  
MANAGING DIRECTOR

Name: \_\_\_\_\_

Muhammad Arsal

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Manager Contracts

Date: \_\_\_\_\_

Date: \_\_\_\_\_

19-Jul-2021

.....End of Amendment no.1.....

A  
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Eni Pakistan Limited

## HSE - CR GUIDELINES FOR ICT SUPPORT SERVICES AT Eni PAKISTAN LOCATIONS

Activity	Name	Designation	Date	Signature
Prepared by	Zulfiqar Ali	Sr. HSE Officer (Contracts & Projects)	20-02-20	
	Zulfiqar Baloch	Sr. Officer Land & Community Relations	26-02-20	
Reviewed by	Mohammad Qasim	Team Leader Community Management	26-02-20	
	Jahanzaib Akhtar	Sr. Coordinator (HSE Operations)	26-02-20	
Approved by	Matteo Missiroli	HSE-CR Manager	27-02-20	

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The copy, once printed out, becomes an uncontrolled document. Before using it, please verify the revision status of the document.



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## 1. INTRODUCTION

This document is being issued with the Letter of Invitation to Tender and Contract Document to provide the Support Services to Information & Communication Technology (ICT) department at Eni Pakistan Locations as per provided Scope of Work.

It sets out the requirements for Health, Safety, Environment and Community Relations (HSE & CR) that the bidders are expected to meet and the final CONTRACT awardee is expected to implement as a minimum acceptable standard during execution of this activity

### 1.1 Scope and Objectives

The document is intended as guidelines for CONTRACTOR to prepare their bid in a manner that will allow Eni Pakistan (herein after referred as COMPANY) to objectively evaluate their capabilities to meet minimum COMPANY HSE Standards. It does not absolve the bidders from their own HSE responsibilities and is not universal in nature.

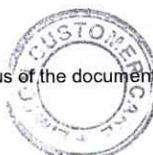
CONTRACTOR shall provide suitable evidence to demonstrate for having a management system conforming to the COMPANY'S Health, Safety and Environment Standards and provide sufficient information along with necessary supporting documentation against each of the requirement of this document to show their capabilities for carrying out the scope of Contract. They shall also demonstrate their commitment in writing where necessary and required for complying with all conditions of this document.

CONTRACTOR, if fails to submit any of the documentation and / or evidence of having appropriate HSE system against any of the conditions of this document, shall be awarded negative grading during HSE evaluation of their bids which may result into disqualification of their bids / proposals.

COMPANY gives prime importance to HSE performance of its operations and expects same during execution of the service by the CONTRACTOR or relevant Sub CONTRACTOR. In order to ensure excellence in the HSE performance under this Contract, COMPANY expects the CONTRACTOR to maintain a robust HSE system fulfilling all the health, safety and environment conditions as stipulated in this document. Guideline will be applicable on Contrcator & Sub Contractors.

## 2. HSE POLICY & COMMITMENT

### 2.1 HSE POLICY



CONTRACTOR will acknowledge COMPANY commitment to HSE Policy and its implementation and affirm that it has read and understood COMPANY HSE Policy (**Annexure- B**) and shall apply this policy during execution of job under this CONTRACT.

CONTRACTOR shall outline its scheme for the dissemination of COMPANY'S HSE policy to its employees at all levels.

CONTRACTOR and its Sub Contractor will acknowledge Company's strong commitment to HSE and affirm that it has written HSE Policy of its own duly signed by its top management and that its policy is widely communicated and understood among its employees and sub- contractors.

## **2.2 Responsibility for HSE Compliance**

CONTRACTOR shall be responsible, through its own organization and its sub-CONTRACTOR, for applying all HSE-CR measures which have been required to be implemented during performance of its job under this CONTRACT viz-a-viz the compliance to national laws and regulations, industry best practices, COMPANY HSE-CR Requirements as stipulated in this document and such other requirements to which COMPANY subscribes to and which are applicable to the scope of work being undertaken.

CONTRACTOR shall carry out the work in such a manner so as to prevent accidents/incidents and shall avoid such actions and practices which jeopardize the health and safety of personnel, assets and the integrity of environment.

COMPANY is ISO-14001, 39001 & OHSAS-18001 certified & gives prime importance to fulfill and implement the requirements of these standards through its own & contracted activities. Hence CONTRACTOR is expected to implement and comply with all requirements of these standards.

CONTRACTOR shall be responsible for assigning trained & appropriate human resources having all competency and experience required for the performance of specific job under this CONTRACT.

CONTRACTOR shall possess all necessary equipment needed to carry out the work (appropriate for work environment) including the safety devices, personal and collective protection devices.

CONTRACTOR shall be responsible to assign or sublet the work to COMPANY approved Sub Contractors', if contractor intend to use new Sub contractor, it is subjected to evaluation and prior approval by COMPANY.

CONTRACTOR / Sub Contractor shall be responsible to comply /follow the Changes, if suggested by Company, in Policies/ Procedures / Guidelines during the entire execution period of contract at its own cost.



CONTRACTOR shall plan all actions, controls and inspections aimed at ensuring that HSE guidelines are implemented, applying the measures as defined in its own HSE Manual and applicable COMPANY HSE Procedures.

In case of non-compliance by the CONTRACTOR / Sub Contractor and / or its failure to meet any of the conditions as laid in this document or in COMPANY Policies & Procedures during performance of any of the activity under the Contract, COMPANY can use its own and/or 3<sup>rd</sup> party resources for meeting such requirements and shall charge the cost of such services back to the CONTRACTOR.

CONTRACTOR shall develop and implement Management of Change Procedure for their activities.

CONTRACTOR and Sub Contractor should be aware of HSE Disciplinary Policy attached as **Annexure –A**.

### **2.3 Interface with the COMPANY**

CONTRACTOR shall, within the context of this work, identify a senior management person tasked to interface with COMPANY representative. The person shall hold sufficient authority to manage the entire CONTRACT and to organize the work, taking care that all information to and from the COMPANY is transmitted correctly.

### **2.4 CONTRACTOR Organization**

CONTRACTOR shall produce an organization chart in the form of a block diagram, which will indicate all the positions and functions including any external organizations (Sub vendor / sub-contractors) involved in carrying out the various activities covered by the Contract. It should also include the connections existing between the contractor's site organization and the head office. Hence shall provide the names and relevant professional profiles of the key positions.

#### **2.4.1 CONTRACTOR Site In charge**

The following responsibilities will be allocated to the CONTRACTOR Site In charge:

- Ensuring that HSE Policy and procedures are implemented;
- Should be aware of OHSAS 18001, ISO 14001 & ISO 39001
- Participate in Site HSE meetings and ensure that toolbox talks are regularly conducted;
- Identifying and communicating all hazards within contractor's area of responsibility;
- Ensuring safe execution of the work scope;
- Supervising personnel;
- Reporting personnel work hours;
- Reporting accidents/incidents to the COMPANY representative;
- Emergency Management and Response.

#### **2.4.2 HSE Monitoring /Supervision**



When the team to be mobilized to execute the contract comprises of **less than 15 persons**, for each workplace, at least one (1) Resource shall be nominated and act as HSE focal point assuming all responsibilities otherwise assigned to the HSE Supervisor such as safety verifications, safety meetings, hazard identification and control, risk assessment and permit to work management (preparation and use).

For the execution of these contract when the total number of resources mobilized, for each workplace, is **equal or greater than 15 persons**; at least one (1) HSE Supervisor shall be considered as part of the team

#### 2.4.3 HSE Trainings & Certifications

- a) **Focal Person:** In addition to the training and qualifications required to professionally perform their work and to being conversant with operations environment, shall also be formally trained and qualified in a number of HSE subjects (certified by subjects authorized to provide training in HSE matters), such as:
  - Hazard recognition & risk evaluation
  - Safety Supervision
  - Permit to Work
  - First Aid ( Basic)
  - Work at Height
  - Control of Hazardous energy (LOTO)
  - Electrical Hazard (LT/HT Competent Person) – if one or more workers in the team carry out electrical activities
- b) **HSE Supervisor** shall be formally (certified by subjects authorized to provide training in HSE matters) trained and qualified in a number of following trainings would include but not limited to:
  - Hazard recognition & Risk evaluation;
  - Chemical Hazards and Safety Data Sheet
  - Electrical Hazard (LT/HT Competent Person)
  - Permit to Work
  - First Aid ( Basic)
  - Work at Height
  - Control of Hazardous energy (LOTO)
  - Electrical Hazard (LT/HT Competent Person) – if one or more workers in the team carry out electrical activities

#### Recognized/accepted Training and Certificating Bodies



Training/Qualification	Recognized/accepted Certificating Body	Alternative Certificating Body
Hazard Recognition	IOSH or third party (also online or distance learning) affiliate to IOSH IADC or third party (also online or distance learning) affiliate to IADC	Any third party, also online or distance learning
Safety Supervision	IOSH or third party (also online or distance learning) affiliate to IOSH, OSHA Academy	Any third party, also online or distance learning
Chemical Hazards and Safety Data Sheet	Any third party (also online or distance learning) affiliate to COSHH	
Electrical Hazard	Competent Person: PES (Italy), H2B2 (France)	Any third party
Work at Height	Any third party (also online or distance learning)	
First Aid	OPITO or third party (also online or distance learning ) affiliate to OPITO	Any third party, also online or distance learning, not affiliate to OPITO
Fire Fighting	OPITO or third party (also online or distance learning ) affiliate to OPITO	Any third party, also online or distance learning, not affiliate to OPITO
Control of Hazardous energy (LOTO)	Any third party (also online or distance learning)	

### 3. PERSONNEL

All CONTRACTOR personnel involved for the performance of this scope of work shall follow the following:

#### 3.1 Age Limit

- **For General Staff**

The maximum allowable age limit is 60 years and any individual less than 18 years shall not be allowed to work as an employee.





In extreme cases when the contractor intend to deploy the technical persons over 60 years of age must have Special Cardiac fitness certificate for carrying out the nature of job one is intended to be involved in, shall also get COMPANY Doctor's approval prior to the start of job.

- **For Drivers:**

Contractor shall follow **Eni Land Transportation Manual / Eni logistics Management Procedure.**

### **3.2 Awareness & Training**

CONTRACTOR shall be responsible for ensuring that all the personnel to be involved in the intended scope of work have requisite HSE awareness HSE trainings, technical training and experience for carrying out specific job and CONTRACTOR'S own HSE policy and procedures and shall provide relevant certificates if so required. It also includes job related trainings required by law or as best industrial practices COMPANY HSE guidelines and CONTRACTOR own Policies and procedures.

#### **a) Awareness**

CONTRACTOR shall be responsible for maintaining and enhancing the HSE awareness of all personnel including arranging Tool Box Talks (for travelling in desert & hilly areas, road conditions and community sensitive areas), short training courses and emergency drills. CONTRACTOR shall be required to maintain records and present whenever demanded by COMPANY during entire period of contract.

#### **b) Trainings**

All mandatory training should be conducted by accredited 3<sup>rd</sup> party training providing company and these trainings would include but not limited to:

1. Basic First aid Training
2. Basic Firefighting Training
3. Defensive Driving Training for all drivers and operators
4. Lifting Equipment Operation Training (If required)
5. And other professional trainings

Some well reputed training service providing companies/ institutes are enlisted for contractors' ease but CONTRACTOR is not bound to obtain the services only from.

1. Max-Train International
2. SGS Pakistan
3. AKUH

#### **3.2.1 HSE Induction**

CONTRACTOR shall ensure that all arrivals to the work site receives a comprehensive HSE induction briefing by COMPANY field HSE personnel immediately upon arrival at the



work site and before these new arrivals commence the work. The induction may include but not limited to activity associated hazards, emergency response procedure, accident/ incident reporting & investigation procedure, available facilities at site, permit to work system, environmental management (waste management, oil spill etc.)

### **3.2.2 Tool BOX Talks**

CONTRACTOR shall be responsible to ensure that before starting each activity tool box talk should be conducted specific to the activity, all hazards and controls should be discussed in tool box talk and all personnel to be involved in the intended job should participate in the TBT, records should be maintained and present whenever demanded by COMPANY during entire period of contract.

### **3.2.3 Basic First Aid**

At each work site, CONTRACTOR shall ensure that at least **one** person for each **20** people has received training on First Aid & Casualty Handling techniques from accredited 3<sup>rd</sup> Party training providing company/ institute and is in possession of a valid certificate from a recognized company / institute.

CONTRACTOR shall be required to maintain the rotation of staff and ensure the availability of trained first aiders as per standard. CONTRACTOR shall provide the list of certified first aider along with their designations and their working areas.

The validity for first aid training certificate is **TWO** years. CONTRACTOR shall arrange refresher for first aiders every two years to ensure competency and validity of certificate. CONTRACTOR maintain the record and produce the same whenever demanded by COMPANY during the entire period of contract.

All drivers shall also be 3<sup>rd</sup> party trained first aiders. The validity of training certificate for drivers is **Three** years. CONTRACTORS shall arrange refresher every **Three** years for all drivers to ensure the competency and validity of certificate. CONTRACTOR shall maintain record and present whenever demanded by COMPANY during the entire period of contract.

### **3.2.4 Basic Fire Fighting**

At each work site, CONTRACTOR shall ensure that at least **one** person for each **25** people has received training on Firefighting training from accredited 3<sup>rd</sup> party training providing company / institute and is in possession of a valid certificate from the same institute. CONTRACTOR shall be required to maintain the rotation of staff and ensure the availability of trained firefighters as per standard. CONTRACTOR shall provide the list of certified fire fighters along with their designations and their working areas. . CONTRACTOR shall also be required to arrange refresher as advised by COMPANY and maintain the record of training and produce the same whenever demanded by COMPANY during entire period of contract. All driver should also be 3<sup>rd</sup> party trained fir fighters.

### **3.2.5 Defensive Driving Training**

CONTRACTOR shall ensure that all drivers/operators who drives any vehicle, earth moving equipment etc. undergo a formal 3<sup>rd</sup> Party training course on (at least 02 days) Defensive Driving before mobilization to site and refreshed every **three** years through accredited 3<sup>rd</sup> party training provider for drivers' / operators competency at



CONTRACTORS' own cost. CONTRACTOR shall maintain its record and provide the same whenever demanded by COMPANY during entire period of contract.

No driver /operator will be allowed to drive vehicle / equipment after expiry of training certificate, contractor shall ensure the refresher for all driver/operators.

#### **4 HSE REQUIREMENTS FOR SUBCONTRACTOR.**

In the tender documentation shall be anticipated the obligations that Contractor will be requested to grant and subscribe concerning its qualification, proposal and management of any Subcontractors, and specifically concerning the respect of the Contract's.

##### **4.1 During Pre-Tender Phase:**

"Subcontractor HSE minimum requirements" as per **Annexure H**. Such obligations shall be reported in a dedicated Contract clause of the draft of the contract attached in the ITT/RDO and the aforesaid **Annexure I** (Declaration about subcontractor HSE requirements) duly signed by Bidder in tender phase shall be attached to the Contract.

##### **4.2 During Post-Tender Phase:**

As per **Annexure J**. "Contractor declaration about Subcontractor HSE requirements" during post-award phase contractor shall provide for each Subcontractor. As per **Annexure K**. "Subcontractor declaration about Subcontractor HSE requirements" "post-award phase contractor shall provide for each Subcontractor.

#### **5. LEGAL AND OTHER REQUIREMENTS**

CONTRACTOR shall be responsible to comply with all relevant National, Provincial and Local Laws and Regulations as well as COMPANY policies, procedures and international laws pertaining to scope and nature of work while carrying out any of the job under the Contract.

CONTRACTOR shall comply with all relevant and applicable local laws and regulations, international conventions and agreements and such other requirements to which COMPANY (and/or country under whose boundaries the work is to be carried out) subscribes and are applicable to the nature and scope of work to be undertaken.

COMPANY will update list of laws as and when it comes to know of laws impacting operations, however the contractor is obliged to be aware of, and abide by all applicable laws and regulations with respect to onshore operations in Pakistan.'

##### **5.1 Employees Working Hours**

All the requirements of Pakistan Mines Act, 1923 and such other regulations and standards to which CONTRACTOR subscribes shall be applicable to CONTRACTOR and its sub- CONTRACTOR viz-a-viz the rules for working hours and compensation to the workforce for the performance of any work under the Contract.



In case of overtime and/or daily working hours, no body shall be allowed to work for more than **12** hours a day including the period for rest, meal etc.

All public holidays compensated as overtime / compensatory leave.

The staff working in rotational cycle for the performance of their duties will have such arrangement of cycle as to not exceed and / or violate the basic principle of compensation for extra daily / shift working hours and overstaying due to the rotational cycle.

COMPANY has the right to audit CONTRACTOR records with prior notice (by giving a 48 hrs. notice) to ensure that all laws and regulations pertaining to employees working hours and leaves are appropriately complied.

CONTRACTOR shall ensure that working hours for drivers are followed according to the Eni Logistics Management Procedure / Eni Land Transportation Manual.

#### **5.2 Staff Rota System**

CONTRACTOR shall implement, for its entire staff working under this Contract, the rotational cycle at the ratio of **3:1** at the maximum stretch of **45** days on site following **15** days paid leave.

#### **5.3 Termination & Suspension**

Any infringements by CONTRACTOR manpower identified by COMPANY of its HSE regulations and standards shall be investigated by COMPANY and recommended remedial action as per Eni HSE Disciplinary Policy (**Annexure A**) shall be implemented by CONTRACTOR.

If CONTRACTOR does not implement remedial action within agreed terms, COMPANY has the right to suspend & terminate the contract forthwith.

#### **5.4 Alcohol & Narcotics**

CONTRACTOR will acknowledge COMPANY'S firm commitment towards the implementation of Drugs & Alcohol policy (**Annexure-C**). CONTRACTOR shall affirm that it has read and understood COMPANY'S Drugs & Alcohol policy and shall abide by this policy during execution of job under this contract.

CONTRACTOR shall ensure its personnel do NOT, at any time, while traveling to or from, or at the work, have in their possession or under influence of any contraband or alcoholic liquor, drug or other intoxicating substances.

COMPANY reserves a right to subject all personnel deployed in the services of the COMPANY to drug test at any time without prior notice.

#### **5.5 Weapons, Arms & Ammunition**

All firearms, ammunitions, knives or any other type of weapon are completely prohibited from COMPANY'S all premises. This also applies to CONTRACTOR when they are on COMPANY'S Concession Area or have been developed for working under COMPANY'S contracts. Only security staff can keep arms as per COMPANY security policy.





## 5.6 Pets

CONTRACTOR and sub- CONTRACTOR personnel shall not be allowed to keep pets or other animals in their camps and/or on their work sites and shall not indulge in any activity of game and hunting of animals in COMPANY'S Concession.

## 5.7 Audits & Inspections

COMPANY reserves the right to carry out HSE audits and inspections as necessary and CONTRACTOR will cooperate in those inspections / audits.

The following audits and inspections may be carried out by the COMPANY:

- Occupational Health, Safety & Environment Management System Audits
- Pre-mobilization inspection of support equipment including all equipment and facilities related to camping, logistics and transportation
- Site Clearance and restoration inspection after the completion of activity
- CONTRACTOR shall implement Eni HSE Golden rules.

## 5.8 Eni Health, Safety and Environment Golden Rules

CONTRATOR shall be responsible for implementation and follow the Eni HSE Golden Rules applicable to its scope of work and contractors' performance will be evaluated as per golden rules checklists.

HSE compliance to Eni Golden Rules will be monitored at least on monthly basis through e-GRUVIS project. A joint inspection (Company+ Contractor) will be carried out and level of compliance to Golden Rule related to the activity will be evaluated as per below given Scoring criteria:

- 0 = Serious Deviation
- 1= Major Deviation
- 2= Improvement Required
- 3= Meets Requirements
- 4= Exceeds Requirements

Eni HSE Golden Rules are as follows:

1. Driving Safety
2. Management of Change
3. Lifting operations
4. Fire Safety
5. Working at Height
6. Energized Systems
7. Excavation Safety
8. Permit to Work
9. Health Management



**10. Waste Management**  
**11. Confined Space**  
**12. Hydrogen Sulfide**

**6. KICK OFF & PRE MOB MEETING**

A Kick-Off Meeting (KoM) will be held immediately after contract award and before the mobilization for execution of the contracted job. The meeting should be attended by Company and contractor management and project team.

- The topics to be covered in the kick-off meeting include:
- Any outstanding HSE issues and conditions of Contract Agreement
- Agreement on HSE performance targets and incentives
- Assessment of competence level of contractor personnel
- Assessment and agreement on contractor health and hygiene requirements
- Assessment of contractor's equipment specifications and its certifications
- Confirmation of the scope and schedule of all HSE planned activities, e.g. HSE meetings, inspections and communications, HSE Induction Plan, Training Plan, PPE etc.
- Contractor shall submit Hazard identification and Risk Assessment Procedure for review and approval
- Requirement for a Pre-mobilization audit of contractors equipment to be used during the contract
- Understanding by all parties about contract objectives and relevant HSE implications
- Confirmation of scope and schedule of the activities and relevant HSE issues
- Confirmation that roles, responsibilities and interfaces between contractor and Company have been clearly defined and understood

Contractor shall ensure in the meeting the participation of its project management staff responsible for supervision and performance of contracted scope of work both at office and site particularly the persons responsible for performance of HSE management of the contracted scope of work.

The Kick off Meeting session may also cover a joint Company and contractor(s) detailed Risk Assessment of the contracted scope of work. Company may arrange to conduct both kick-off meeting and Risk Assessment sessions separately or in one session.

The issues to be discussed in the Risk Assessment Session shall include but may not be limited to the following:

The risk assessment shall cover all the aspects / activities associated directly or indirectly with the contracted scope of work and will identify the potential risks / hazards involved in the job.

It shall suggest existing and new controls to eliminate / minimize the overall risk factor.  
It shall assign the responsibilities for implementation of new controls as identified and agreed in Risk Assessment Session.



Pre-mobilization HSE&CR workshop and should be held at COMPANY'S Karachi office prior to commencement of work. The objective of this meeting / workshop is to discuss and identify the HSE risks and hazards and other HSE issues associated with the operation and ensure that all these are communicated and understood by all parties prior to commencement of the operation.

Minutes of this meeting with agreed action items will be given to all participants and action parties.

## **6.1 Hazard Identification & Risk Assessment**

A joint project specific risk assessment shall be carried out involving COMPANY representatives, management and key personnel of COMPANY, CONTRACTOR, sub-CONTRACTOR and all 3<sup>rd</sup> parties whose services will be used for the performance of any of the job especially under the Contract while focusing the potential risks and hazards especially in critical aspects of the operation.

Some of the potential risks and hazards involved in the operation are:

- Heat stress
- Electrocution
- Snakebites/ Scorpions
- Dehydration
- Work at height
- Falling hazards
- Tripping Hazards
- Waste Management
- Mobilization and Demobilization
- Interfaces of different companies with each other

## **7. PERSONAL PROTECTIVE EQUIPMENT**

CONTRACTOR shall be responsible to provide and ensure that all personnel at work site wear appropriate Personal Protective Equipment (PPE), minimum **ANSI / BS** or equivalent Standard or equivalent, relevant to their nature of job. This requires:

- Assessment of the type and quantity of PPE required
- Issuance of required PPE to all staff
- Continues on-site monitoring program to ensure effectiveness of PPE

All persons engaged in operations where they are exposed to risk of injury or disease shall use suitable protective clothing and equipment. Such clothing and equipment shall depend on nature of job and hazards to which one is exposed to.

CONTRACTOR shall ensure that all personnel and visitors shall wear such equipment in the appropriate circumstances, even if not actively engaged upon the work.

## **8. EQUIPMENT & TOOLS**



CONTRACTOR shall carry out inspection of all equipment and tools by CONTRACTOR competent personal on pre-defined period (Monthly) considering the criticality & usage of equipment (or base on Risk Assessment) and place inspection tags with date and signature to ensure the fitness of equipment & tools used during execution of services. CONTRACTOR should maintain its record to define the next inspection date and present the record whenever demanded by COMPANY during entire period of contract. . In case of any legal or other requirement CONTRACTOR shall be required arrange 3rd Party Certification of Equipment.

### **8.1 General**

- The equipment and tools are to be maintained in a professional manner as dictated by legal and industry standards
- Locations of such equipment & Tools must be clearly marked and they should be readily accessible to all persons
- All users of plant, tools and equipment are being trained, experienced and where necessary, licensed and certified. All should have the basic knowledge about procedures to be followed in the event of fire
- Every power- driven machine should be provided with adequate means, immediately accessible and readily identifiable to the operator, of stopping it quickly, and preventing it being started again. In the case Power Hand tools, this shall be of an automatic or "dead-man-switch" type
- All defected tools should be immediately removed from site

#### **a) Electrical Equipment**

- Electrical hand-held equipment shall be appropriately connected to an external supply with Earth Leakage Circuit Breaker (ELCB).
- All accessories and connections will be intrinsically safe (If there is a chance of presence of flammable gases in the atmosphere).
- Contractor should ensure that all portable equipment is disconnected from the power supply when not in use or during the maintenance
- All flexible cables shall be of industrial grade, in good and safe working condition. Taped joints in cables shall not be permitted and plugs will always be used in power sockets. The cables shall be protected against damage, no splice allowed in power cables

### **9. JOURNEY MANAGEMENT & DRIVING**

#### **9.1 Journey Management Plan**



CONTRACTOR is required to establish and maintain a Journey Management Plan to ensure safe travel of all personnel and equipment. The components of the journey management system should be:

- Travel Management Policy
- Organization and Responsibilities
- Planning
- Risk Assessment
- Driver Standards
- Vehicle standards
- Implementation
- Monitoring

The travel management policy would define CONTRACTOR'S commitment to safe travel and ways and means to achieve this objective. The Travel Management Policy has the objective of:

- Reducing the number of travel-related accidents
- Minimizing the amount of risk exposure from traveling
- Specifying the organization for travel management
- Establishing criteria for the selection and use of different modes of transport
- Establishing criteria for persons in charge of different modes of transport
- Establishing safe working procedures for traveling

CONTRACTOR shall seek approval from COMPANY for its journey management plan before mobilizing at site.

Organization chart in the journey management plan should identify the responsibilities for specific aspects of travel management.

Risk assessment should be carried out against journey plan involving critical aspects of the journey e.g. drivers, vehicles, passengers, loads, environment, terrain, road, maintenance personnel, maintenance facilities and identify controls to be put in place for safe travel.

## 9.2 DRIVING

CONTRACTOR will acknowledge COMPANY'S firm commitment towards the implementation of Driving Policy (**Annexure - E**).

CONTRACTOR shall affirm that it has read and understood COMPANY'S Driving policy and shall abide by this policy during execution of job under this contract.

### 9.2.1 Driver Standards

The driver standards are to be identified and strictly enforced. As a minimum all drivers should have a valid Light / heavy-duty commercial license with three years' experience of working in remote field locations and difficult train like hilly & desert areas.

All drivers / operator should possess at least **three** years professional experience;

All drivers / operators must be trained first aiders and firefighters.



All drivers / operators must be medically fit.

CONTRACTOR shall ensure that all its drivers undergo training on defensive driving and safe transportation and Handling of goods by accredited 3<sup>rd</sup> party training providing company (as mentioned above in this document) at CONTRACTORS' own cost for certifying drivers' competency prior to mobilization at site and should submit such certification reports to COMPANY.

CONTRACTOR shall ensure that all of its drivers should be competent to drive a particular vehicle/ carrier on desert and should have the awareness on safe transportation and handling of goods.

Drivers should have skills to communicate their location, understand all common languages, knowledge about tyre pressure and surveillance techniques etc. COMPANY may carry out review of drivers' competency prior to mobilization.

Unauthorized usage /driving of vehicle / Equipment shall not be allowed.

### **9.3 VEHICLE STANDARDS**

CONTRACTOR shall manage and maintain its vehicles fleet to the following minimum requirements:

- CONTRACTOR shall arrange 3<sup>rd</sup> party certification of all vehicles and equipment (Crane, fork lifter etc.) which are intended to be used for the performance of work under this contract at its own cost for the mechanical integrity and fit for purpose, evidences of certification should be shared with COMPANY prior to mobilization at site and record of such inspections must be maintained to ensure the validity of inspection certificates during entire period of contract.
- The vehicles without valid certification shall not be allowed to use.
- In case of any accident / damage to the vehicle / equipment, re-examination and certification shall be mandatory. Vehicle fitness / certification should be documented and record shall be maintained for next inspection within due date;
- All vehicles should be in good working condition and mechanically sound for use in specific terrains;
- All Vehicles should be double axel for movement in the terrain where single axel does not work, i. e Bhit & Badhra or hilly terrain
- Contractor should ensure that all forms of vehicle are correctly fitted with the appropriate safety equipment. At least one ABC type Fire Extinguisher (2Kg) for LTV and at least two ABC type Fire Extinguishers (2 & 6 Kg) for HTV along with updated /inspected first aid kit; florescent jacket, parking cone etc.
- All vehicles working inside the Plant & well locations shall be equipped with proper industry spark arrestor in line with the standard acceptable to COMPANY;
- All Vehicles shall be equipped with In-Vehicle Monitoring System (IVMS);



- All Vehicles should be equipped with Antilock Braking System (ABS), Air Bags;
- All passenger vehicles should be equipped with VHF Radio for communication;
- Have rear-mounted reversing alarm, audible from 6 meters for LTV and 8 meters for HTV, automatically operates when reverse gear is selected;
- Have both way communication setups;
- All HTV, LTV vehicle should meet maximum aging criteria as per Eni Minimum Vehicle Requirements;
- In any case, alternative or complementary fueling systems using natural gas or GPL shall not be allowed, only diesel driven vehicles encouraged;
- Lifting equipment with valid 3<sup>rd</sup> party certification will only be used with color coding;
- A comprehensive inspection is to be performed on each vehicle before leaving to work site. Vehicles should be thoroughly checked for any Oil strains & leaks and mechanical integrity, tyre etc. on daily basis. Inspection records should be maintained and present when demanded during COMPANY audit & inspections.

**Note: CONTRACTOR shall also follow Eni Land Transportation Manual for all (LTV& HTV) vehicles.**

#### **9.4 General Rules for All Journeys**

In case if the Contract scope necessitate and/or involves the use of LTV & HTV vehicles, the following general rules should be followed for all journeys:

- Vehicle operations should take account of the journey management plan.
- Freight should only be carried on vehicles that are properly designed for the purpose.
- Vehicles should not be overloaded.
- Attention should be given to positioning of heavy or dense loads so as not to overload or damage any part of the vehicle or to affect its stability.
- CONTRACTOR should comply with government or other local regulations and restrictions including such aspects as route restrictions, requirements for police escort action in event of obstructions, etc.
- CONTRACTOR will acknowledge COMPANY'S firm commitment towards the implementation of Driving Policy (**Annexure - E**). CONTRACTOR shall affirm that it has read and understood COMPANY'S Driving policy and shall abide by this policy during execution of job under this contract.
- Driver shall not allow himself and others to smoke in the vehicle which is strictly prohibited (**Annexure - D**)
- Night Driving/traveling is strictly prohibited at eni Fields locations. In case of an emergency, night driving should be allowed with prior approval of Field Manager.

#### **10. PERMIT TO WORK**

CONTRACTOR shall ensure proper implementation of Permit to work system which may include the following nature of jobs, not limited to:

- Hot jobs
- Cold jobs
- Confined space entries
- Working at heights
- Heavy lifts operation
- Electrical jobs
- All PTW forms shall follow a formal numbering/ registration system.
- All PTW form sections shall be properly filled in.
- All PTW forms shall be formally closed on time.

## **11. FALL PROTECTION**

Proper scaffolds to be in place for work more than 2 meters height. CONTRACTOR'S competent person will inspect and approve the scaffolds prior to starting of the activity. Inspected Safety Harness Belts (Double Lanyard) should be used where required.

CONTRACTOR will make all necessary arrangements to avoid fall of personnel, objects and materials/tools/equipment.

## **12. CAMP HSE REQUIREMENTS**

CONTRACTOR should follow the standards and rules established by COMPANY.

## **13. ENVIRONMENTAL GUIDELINES**

Eni Pakistan is an ISO 14001 certified and all CONTRACTORS are expected to buy in to our vision and life cycle philosophy on Environmental Management and work with us on achieving the goals. CONTRACTOR shall pay consideration to the environment by acting to preserve air, water, animal & plant life and proper waste management as per COMPANY Integrated Waste Management Procedure. Carcinogenic Material shall not be used at COMPANY Sites.

## **14. EMERGENCY RESPONSE PLAN & MEDEVAC**

A situation arising out of sudden and unexpected incident(s) at a location that warrants immediate response in order to mitigate the impact of damage caused to people, asset and environment due to that incident and bring the location back to the normal state. An emergency situation can turn into a major incident and crisis if not managed properly.

The CONTRACTOR shall be required to follow the applicable site emergency Response Procedure.

### **14.1 Medevac & Contingency Planning**

- In case of serious injury or illness Medevac by air may be arranged by COMPANY at the cost of CONTRACTOR;



- CONTRACTOR will arrange its own Medevac by surface transport with the advice of COMPANY doctor / representative.

## 15. INCIDENT/ACCIDENT INVESTIGATION & REPORTING

- CONTRACTOR shall report all accidents and incidents immediately to the COMPANY according to COMPANY'S Incident Reporting & Investigation Procedure;
- CONTRACTOR will be required to implement corrective measures that arise from the accident investigation

## 16. COMMUNITY RELATIONS GUIDELINES

### 16.1 Eni CR Policy

Being a socially responsible corporate entity, Eni Pakistan believes the local community is an important stakeholder. Maintaining peaceful and congenial relations with communities is fundamental to its social commitment. It seeks to improve the quality of life of the people through not only by promoting the facilities of basic health care and education services but also to build their capacities in socio-economic perspective. Eni Pakistan envisions of being good neighbor, caring employer and valued partner. Towards this end, eni Pakistan requires its employees and that of its contractors to remain adhered to the following guiding principles while executing any activity in any Exploration, Development and Production Lease and/ or for that matter happens to be near any community settlement in any area of operation:

- All the personnel involved in any business activity or otherwise shall respect local culture and traditions.
- All the personnel shall behave ethically and shall not indulge in any activity or demonstrate any behavior that intend to harm or likely to harm the social norms and traditions of local communities.
- The activities shall avoid causing any damage to any local property and its environment.
- To treat local communities preferentially when procuring manpower, materials and ancillary services.
- Strong emphasis should be on sustainable development, to bring lasting benefits and opportunities to communities.

### 16.2 Community Relations Management

- CONTRACTOR shall be responsible to handle community issues related to its scope of work.



- CONTRACTOR shall not claim compensation for idle time for any purpose/stoppages caused to its operations due to community issues related to contractor

### 16.3 Land Usage Guidelines

- Unauthorized land usage shall not be allowed outside the fence.
- CONTRACTOR shall not use any land for stacking, piling of any material outside the fence.
- Cost of any unauthorized additional land usage shall be borne by CONTRACTOR.
- CONTRACTOR shall settle all the land claims, related to their activities

### 16.4 Compliance and Commitment

- CONTRACTOR shall comply with all relevant labor laws of the country and follow fair labor practices
- CONTRACTOR must ensure that the salaries & dues of all employees especially the local one are paid fairly and equitably and in line with other national employees' wages working in the same project and as per the practice of other E&P companies' CONTRACTORS.
- CONTRACTOR shall ensure that all the wages/salaries of all local employees are paid well within the time and/or before completion of the work at particular site of work.
- CONTRACTOR must ensure that all the dues of all local vendors, sub-CONTRACTORS suppliers etc are paid fairly and equitably well within the time agreed with them and/or before completion of the work at the particular site of work
- CONTRACTOR must ensure that all norms and standards required to Eni Pakistan are being practiced in provision of food, PPE and work timings of the local employees and to ensure that justice and equity is being practiced while provision of the above to the employees hired from local community
- CONTRACTOR shall eliminate and/or minimize, in consultation with COMPANY **Field CR Representative**, the impact of any damage to local property and the environment and all necessary measures shall be taken to minimize the impact on the community
- CONTRACTOR shall compensate, in consultation with **Field CR Representative**, any economic displacement or disturbance caused to any local individual or community due to their activities and all necessary measures shall be taken to eliminate and/or minimize the impact of that displacement / disturbance on the community
- CONTRACTOR shall ensure that disputes of claims from community are settled amicably in a timely manner and before completion of contract in consultation with Eni Pakistan **Field CR Representative**
- CONTRACTOR shall be required to fulfill all its liabilities and commitments with regards to the matters related to community before demobilization



- CONTRACTOR shall be required to execute in black & white all such agreements between itself and community vis-à-vis the use of land, the acquisition of quarries, acquisition of any property, material equipment, machinery, all types of vehicles, and such other things which have directly or indirectly been acquired from local community for the execution of the contracted work or for that matter anything committed with community must be documented
- CONTRACTOR shall be required to produce the copies of all the agreements, which are required to be executed between itself and the community and have been specified in this document as such, to **Field CR Representative** at site
- CONTRACTOR shall ensure that they (and/or their sub-CONTRACTOR) cause no damage to the local environment, water-ways (flowing or dry), foot-paths, roads, animal life, standing crops/trees, etc. If any accidental or incidental damage is caused to then such damage shall be immediately repaired and any disturbance occurred should be amicably and reasonably compensated, with the consultation of eni Pakistan **Field CR Representative**
- CONTRACTOR (and/or their sub-CONTRACTOR) shall ensure compensation of local communities in case of oil spill accident
- CONTRACTOR should not unnecessarily raise expectations of community, which may cause unreasonable and excessive demands from CONTRACTOR and/or eni Pakistan by the community
- CONTRACTOR shall be required to restore all the sites/land used on temporary basis for camp establishment/stock pile area/ware house, storage area and any other purpose for the contracted scope of work or as otherwise advised by the COMPANY to this effect and shall seek the clearance certificate from landowner suggesting that his land had been restored to his satisfaction
- Preference shall be given to local communities while procuring manpower and ancillary services, materials and other kinds of consumables, subject to competitive rates with local market, are available in local markets, etc
- CONTRACTOR shall arrange community relations induction to all of its work force before mobilizing into field or site of activity especially to personnel who will interact with the local communities. Support may be provided by eni Pakistan site **Field CR Representative** to arrange and impart to particular people briefings on social context
- CONTRACTOR shall be required to report to **Field CR Representative** in daily reports all types of incidents, negotiations, dealings or any other development with regards to the local community have been occurred as a consequence of the project activity or otherwise and have direct or indirect linkage with project and that can impact or likely to impact or jeopardize the activity of project or the COMPANY'S in long term interest







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## Annexure - A



### **Eni Pakistan Limited HSE DISCIPLINARY POLICY**

*In executing all contracted jobs, Contractors are committed to apply and require their Subcontractors to apply the following:*

- \* The Country Laws for Safety, Health and Environment Protection
- \* The Company Contractual Requirements and Obligations
- \* The Company "HSE Policy"
- \* The Company 'Driving Policy'
- \* The Company "Sustainability Policy"
- \* The Company "Smoking Policy"
- \* The Company "Drug and Alcohol Policy"
- \* The Company "HIV-AIDS Policy"

*Any violation committed by Contractors and Subcontractors to the above listed requirements is subjected to disciplinary actions as dictated in this document and in the Contract; all the relevant expenses will, under contractual general terms, be fully charged to the Contractors and Subcontractors themselves.*

*In addition, as a consequence of violations committed by Contractors and their Subcontractors, and the disciplinary measures adopted in this respect, Company Representative keeps the right to formally issue negative feed-backs that will affect the Contractor's integrated qualification rating and that of its Subcontractor should the latter be submitted to the Company's qualification process.*

*On the contrary, should Contractor proactively comply with the Company HSE Integrated Management System principles and requirements to an extent that its own HSE System is aligned with OHSAS 18001 and ISO 14001 standards, Company will send a positive feed-back to eni that will positively affect the Contractor's integrated rating.*

#### **a) Worker's dismissal**

*a1) Contractor, having informed the Company Representative, will remove the worker/s and/or Supervisor/s from the workplace immediately*

*or*

*a2) the Company Representative, being Contractor inactive, will dismiss the worker/s and/or Supervisor/s from the workplace immediately*

*It is applied when:*

1. Contractor/Subcontractor (C/S) worker has omitted to report potentially dangerous occurrences from a safety, health and environment point of view or defective/inadequate tools and equipments;
2. C/S worker has removed safety control devices and warning signs;
3. C/S worker acts beyond his mandate;
4. C/S worker is irregular or works without Country permit;
5. C/S worker has carried out permitted works without work permit or in conflict with permit-to work prescriptions;
6. C/S supervisor has required workers to return to work under situations of relevant and immediate risk;
7. C/S worker does not comply with direct superior or Company Representative instructions;

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8. C/S worker has carried out his job with equipments or in presence of chemicals without adoption of due precautions;
9. C/S worker has omitted to don personal protective equipment provided by his Employer;
10. C/S worker/supervisor has omitted to inform Company on every injury, incident or significant near miss;
11. C/S worker is without fit-for-work certificate;
12. C/S worker omits to display his identity badge;
13. C/S supervisor's competence is not formally substantiated;

In the occurrence of situations under points 1 to 10, the disciplinary action remains active until Contract validity has expired; in these cases, Company reserves all rights to implement further actions/measures. In the occurrence of situations under points 11 to 13, the disciplinary action remains active until a safe condition, as was prior to the violation, is restored.

**b) Interruption of contracted activities**

b1) Contractor, having informed the Company Representative, is requested to interrupt activities until safe, healthy, environmentally sound and secure conditions are restored

or

b2) the Company Representative, being Contractor inactive, will stop activities until safe, healthy, environmentally sound and secure conditions are restored

It is applied when:

1. Contractor/Subcontractor (C/S) supervisor omits supervision;
2. C/S supervisor's lack of training and competence has been ascertained;
3. C/S management omits to organize a firefighting/emergency team, including first aiders;
4. C/S management has omitted to designate members of the emergency team and to submit the relevant training certificates to the Company;
5. C/S management has omitted to define and provide personal protective equipment that are suitable for the activity to be performed at the workplace;
6. C/S management has omitted to designate an HSE function assigned to the activities to be carried out at the workplace, and to ensure his training and competence are adequate;
7. C/S management utilizes at workplace equipment/plants that do not meet safety norms and standards (i.e. unsuitable for the hazardous area classification, unsuitable for the activity that they are intended for, uncertified or with expired certification, visibly poor from a maintenance point of view);
8. C/S management do not implement actions finalized to protection of the environment (soil, underground water, surface water etc.) when performing activities that may potentially cause impacts;
9. C/S workforce acts in conflict with environmentally sound practices, with implication for the environment itself and for health of workers and the public.

**c) Sending a letter to Contractor Management**

Company will send a letter of complaint to Contractor Management and, in parallel, a negative feed-back to eni aimed at updating the status of Contractor integrated qualification rating.

Feed-back will affect Contractor ratings, even in case the Vendor List is country-specific.

Activities covered by the Contract will be suspended until Contractor Management has replied with a formal Action Plan that Company and, eventually, eni have considered to be suitable and effective.

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*It is applied when:*

1. Situations like those described in a) and b) are recurrent and Contractor omits to provide information as per points a1) and b1);
2. There is evidence that the Contractor/Subcontractor (C/S) Management has omitted to deliver HSE training to its employees;
3. C/S Management has deliberately omitted to cooperate with Company and other Contractors in safety matters;
4. C/S Management has deliberately omitted to provide information about risks originated from Contractor's activity that can interfere with Company and other Contractors' activities;
5. Contractor Management has omitted to verify that its Subcontractors are fit-for-work in the activities assigned to them;
6. C/S Management omits to deliver suitable information to workers exposed to major risks;
7. C/S Management has omitted to assign the execution of hazardous works to demonstrably expert workers and to carry out a medical surveillance program for them;
8. C/S Management has assigned duties/workloads to workers that are irrespective of their fitness-to-work profile;
9. C/S Management does not report either injuries with more than 1 day out of work occurred at Company site or extended prognosis and close-out certificates;
10. There is no evidence that Contractor Management has carried out at least one HSE meeting with all staff and Subcontractors in order to discuss risks and training programs connected with the specific Contract;
11. C/S Management has omitted to provide all workers with identity badge;
12. C/S Management does not submit data for elaboration of injury trends (worked hours, average workforce, etc.) on a monthly basis.

**d) Formal summons of Contractor to the eni E&P Division Head Office**

*Company will formally summon Contractor Management to the eni Head Office for a meeting that can be attended by the Vice president of the Professional Area of the Contract Owner, the HSE Vice president and the Qualification Department of the eni Procurement Directorate where Contractor receives a warning about the real possibility that its entire business with eni worldwide may be jeopardized.*

*It is applied when:*

1. Situations like those described in c) are recurrent;
2. Contractor Management has omitted to organize at least one HSE meeting with all staff and Subcontractors in order to discuss risks and training programs connected with the specific Contract

  
Enrico Trovato  
Managing Director  
February 2020

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**Annexure- B**

  
**eni**  
Eni Pakistan Limited  
**HSE POLICY**

*Eni is an energy company. In conducting its business, in line with our code of ethics, procedures and sustainability principles, Eni Pakistan will promote and pursue excellence in:*

- *Providing a safe and healthy workplace with focus on prevention of work related injury and ill health to its workforce, contractors, visitors and people who are or could be impacted by its activities;*
- *Protection and promotion of human rights, the socio-economic development of local communities;*
- *Protection of environment, prevention of pollution and conservation of biodiversity and ecosystems;*
- *Continual improvement of quality of processes, services and products of its activities and operations; as essential elements to ensure the sustainability of the Company's business.*

**Eni Pakistan Limited is committed to:**

- *Achieving continual improvement in Health, Safety, Environment and its business processes, in line with strategic goals and objectives, through measuring and analyzing its performance aiming for technological excellence, including energy efficiency in every field of activity;*
- *Achieving continual improvement in ISMS Integrated Management System through implementation of Health, Safety and Environmental protocols for all its projects and operational activities;*
- *Comply with all relevant regulations and laws enforced domestically and internationally and other HSE requirements where it operates;*
- *Establishing authority, responsibility and accountability for HSE within organisational line management and promoting the full involvement of all employees and contractors in translating the HSE policy into practice in the management of all HSE aspects relevant to its activities and observance of human rights;*
- *Establishing implementation of Environmental Responsibility at complete life cycle, including Geological /Geophysical surveys, Drilling, Engineering and Construction activities, Production and Restoration;*
- *Identifying the hazards, evaluating and mitigating the risks and impacts associated with all its activities to achieve objectives by formal documentation, by adopting the most advanced principles and best practices, by implementing all preventive measures to ensure working conditions are safe and healthy; reinforcing integrated risk management in decision making of company; providing necessary resources; devising way to deal with conflicting objectives; defining measurement and reporting within the company's performance indicators;*
- *Establishing mechanism to ensure consultation and participation of workers at all applicable levels, in the development, planning, implementation, performance evaluation and actions for improvement of HSE Integrated Management System;*
- *Developing and maintaining knowledge throughout the organization, by communication of information and through education and training of the staff;*
- *Establishing the selection and management processes for purchase, supply and contracting of goods and services so that suppliers' and contractors' HSE standards are consistent with its own;*
- *Clearly defining & externally communicating the Principles of Corporate Social Responsibility; Communicating to the stakeholders its HSE standard; and working with them to identify requirements and address those in a cooperative manner;*
- *Developing, maintaining and testing effective contingency plans;*
- *Conserving Biodiversity and Ecosystem by not conducting oil and gas exploration and development activities within the boundaries of Natural Sites included in the UNESCO World Heritage List (as of May 31, 2019);*

*This is a dynamic policy document and is revised as often as necessary, in this manner we aim to go beyond legal compliance to become a Health, Safety and Environment leader in our industry.*

  
Enrico Trovaldi  
Managing Director  
February 2020

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## Annexure- C



### **Eni Pakistan Limited** **DRUGS & ALCOHOL POLICY**

The abuse of drugs and alcohol or other substances are incompatible with a safe and productive work environment. The objective of this present policy is to define basic requirements to mitigate negative impacts on the business from substance abuse. Compliance with this policy is a condition for employment and access to Company premises (i.e. and facilities, during or other than normal working hours).

The following measures must be respected in compliance to this policy:

The possession, consumption or distribution of drugs or misuse of other substances, while on Company provided premises or while engaged on Company business, is prohibited.

Controlled use of medicines is admitted only under medical prescription and after the authorization of the Company Doctor.

The possession and/or consumption of alcohol on Company premises is prohibited, except management's duly approved social gatherings in specified areas (other than Company premises) where alcohol may be used under the national laws and regulations.

Regarding the consumption of alcohol, employees on assignments abroad and in jurisdictions in which they are not considered citizens, must maintain a behavior in compliance with Company's Code of Ethics and consistent with the protection of Company's reputation whether during or other than normal working hours.

No individual shall report to work, be on the job or be at Company premises under the influence of prohibited substances. Any Supervisor, Site Manager or Site Manager having reasonable cause to suspect an employee is intoxicated whilst on duty may request a comprehensive medical examination to be conducted. If an employee refuses to a medical examination, he will be directly considered under the influence of drugs or alcohol.

Eni Pakistan reserves its rights to carry out drugs and alcohol testing at work location(s) during working hours. It is non-discriminatory, confidential and random basis, in order to enforce this policy.

The violation of any of the above statements, constitutes a serious offence which may result in disciplinary action against the offending individual.

This policy applies to all employees, contractors and visitors, while they are present on the Company premises. Eni Pakistan shall provide procedures and guidelines for handling alcohol and drugs related incidents.

- b. The Company premises, unless the offices, on field locations, vehicles, aircrafts and other means of transportation arranged by Company for any staff assignment.
- c. Inappropriate behavior is considered as a reasonable cause to suspect an individual under the influence of alcohol.

Enrico Trovato  
Managing Director

February 2020

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**Annexure- D**



**Eni Pakistan Limited**  
**SMOKING POLICY**

Eni Pakistan in recognition of Health, Safety & Environment concerns is committed to provide and maintain a safe working environment for employees and contractors without risk to their health. Eni Pakistan prohibits the smoking or carrying of all substance that may be smoked in all indoor or outdoor facilities.

Smoking is one of the leading causes of certain diseases, and premature loss of life. There is clear evidence that active and passive smoking causes a range of serious illnesses including cancer and cardiovascular diseases.

Eni Pakistan respects the national laws and commits to protect all its employees, contractors and visitors from exposure to tobacco smoke at its facilities.

It is the policy of Eni Pakistan that all of our workplaces and vehicles are smoke-free; that also includes smoke produced from electronic smoking devices and all employees and contractors have the right to work in a smoke-free environment. Thus any type of Smoking is prohibited throughout Eni Pakistan's workplaces including vehicles used for company business.

The purpose of this policy is not to take away the individual's right to smoke but to restrict smoking in the workplace.

Smoking is permitted only in the areas specifically designated and posted as smoking areas at each facility or location. No one is allowed to smoke along any path way or walk way leading to or from the designated smoking area. Smokers must ensure safe disposal of cigarette ends and other waste-smoking materials.

The smoking restrictions do not apply in the case of individual residential buildings and houses owned or managed by the Company.

All employees, contractors and visitors shall comply with this policy.

  
**Enrico Trovato**  
Managing Director  
February 2020

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## Annexure-E



### **Eni Pakistan Limited** **DRIVING POLICY**

The objective of present policy is to improve health and safety of Eni Pakistan, contractors, suppliers and third party drivers and all employees and personnel during job related journeys, minimizing risk prevention in reducing the causes of accidents and fatalities. In line with Eni Pakistan Management commitment, the following measures must be implemented to ensure full compliance with local and international legal requirements:

- All vehicles shall comply with the Minimum Vehicles Requirements (MVR), as set out in Eni's Land Transportation Manual
- Vehicle and driver shall have all the necessary legal documentation
- Drivers shall possess valid Defensive Driving Certification
- Seat belts must be fastened during the travel by driver and passengers (no body shall be allowed to sit on roof space / decks of the vehicles)
- Driver is not allowed to start driving unless all passengers are seated and have fastened their seat belts
- Driver must always have Company and/or contractor's emergency telephone numbers card
- Speed limits as well as safe distances from the front vehicle must be maintained
- Driver is not allowed to use portable radio equipment or mobile phones while driving or resting in petrol stations. In case of receiving a service call or if communication is needed, the driver must stop the vehicle in a safe area before answering the call
- Usage of drugs or alcohol is strictly prohibited for drivers
- Daily driving shall be maximum 9 hours a day with a dispensation of 10 hours a day twice a week at most
- Weekly driving limit: a) driver is not allowed to drive more than 90 hours in a consecutive two-week period and b) during brief breaks dedicated to rest (45 minutes after 4.5 hours cumulative or 25 minutes every 2 hours) it is absolutely forbidden to work (load or unload goods, do repair work etc.)
- Regular daily rest: a) has to be at least an uninterrupted period of 11 hours b) can be reduced to 5 hours three times a week at the max c) it is also possible to fraction the rest into two moments: the first one shall be 3 hours long at least and the second one shall be 2 hours without interruptions and d) there will be a period of normal and reduced rest every 24 hours
- driver can take a pause suspending duty in case of temporary disease or drowsiness; all these duty suspensions must be recorded on the daily duty form
- Additionally, TMS monitoring and data analysis shall be turned on and feedback shall be shared with drivers
- Smoking is strictly prohibited inside vehicles
- Driving with inappropriate shoes like slippers, sandals or with barefoot is not allowed
- Driver must ensure that a high visibility light reflecting jacket is available in the vehicle and he wears it when getting out from vehicle on road slipping
- Special care must be taken in case of driving on extreme environment conditions
- Vehicles used for Company business must be maintained suitably in accordance with the recommendations of the manufacturer whether the maintenance is routine or emergency
- All Accidents/Incidents shall be formally recorded according to Company Accidents/Incidents' Reporting procedure to prevent recurrence

Driver has the duty to report any violation of driving policy carried on behalf of passengers, and he is authorized to cancel/drop the journey in case of major violation. Passengers too, may report any violation of driving safety and procedures, traffic regulations or vehicle non conformities they deemed have occurred while they were being transported.

Enrico Trovato  
Managing Director  
February 2020

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**Annexure-F**



**Eni Pakistan Limited**  
**HIV / AIDS POLICY**

*Eni Pakistan recognizes the magnitude and severity of the development of HIV / AIDS in epidemic worldwide and its prevalence in Pakistan and seeks to minimize the impact on human rights and the socio-economic consequences to the company and its employees.*

*Eni Pakistan is committed to comprehensive management of HIV/AIDS in workplace. The policy is also aimed at focusing on aspects of HIV/AIDS which, if not carefully addressed may impact negatively on the business and/or well-being of the employee(s).*

*Eni is fully committed to protect its employees' health through promotion of health awareness, encourage behavior changes where necessary as well as ensure that all employees are treated with the necessary dignity, fairness and equality.*

*The key principles of this policy are:*

- Eni will not and does not discriminate against employees having, perceived as having, living with or otherwise affected by HIV or AIDS
- HIV/AIDS screening should not be required for job applicants or persons in employment
- The gender dimensions of HIV/AIDS should be recognized, i.e. its health effect and consequences on male and female, particularly in reproductive age
- HIV and AIDS are dealt with highest level of confidentiality as medical conditions, in accordance with applicable laws and Company policies
- Should an employee wish to disclose that he/she is HIV positive, appropriate management through the company's Occupational Health & Medical Support programme will be offered
- HIV/AIDS education and resources will be made available to all employees including contractors

*All personnel of the Company and Contractors are required to be fully aware of this Policy and to comply in their activities*

*“HIV: Human Immunodeficiency Virus, “AIDS: Acquired Immunodeficiency Syndrome”*

  
**Enrico Trovato**  
**Managing Director**  
**February 2020**

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## Annexure-G



### **eni Pakistan Limited SUSTAINABILITY POLICY**

#### **Vision**

*Creating sustainable values, ethical corporate behaviour, building human capacity and promoting technological innovation.*

#### **Mission**

*It is our goal to apply sustainable development principles and transparent behaviour in the conduct of our business activities. We seek to understand the social, environmental and ethical implications of our business, engage with Stakeholders in order to eliminate or mitigate any negative social and environmental impacts, enhance positive impacts to ensure that we fulfil our ethical responsibility to Communities, wider Stakeholders and the Pakistani society on the basis of sound business principles.*

#### **Values**

*We are committed to:*

1. *Operating in compliance with Eni Code of Ethics, acting in accordance with laws, rules of fair competition, honesty, integrity, transparency and good faith, with due respect of the legitimate interests of our Stakeholders, Employees, Shareholders, Customers, Commercial and Financial Partners, Communities and legitimate Institutions, Governments and their Agencies.*
2. *Operate within the framework of Eni's Guidelines on Protection and Promotion of Human Rights. We reject all forms of discrimination of forced and child labour and corruption. We seek to safeguard dignity, health and safety of all persons in the workplace.*
3. *Conduct our business and act in the respect of cultural, religious and ethnic heritage traditions of Communities. As a socially responsible Company, we are committed to contribute to the promotion of the quality of life and of the socio-economic development of the Communities in which we operate, in line with the International Conventions on Sustainable Development.*
4. *Work in partnership with Stakeholders to meet our Vision and action in collaboration with the Government.*
5. *Reduce the local environmental impact of operations, in coherence with Eni's global environmental strategy, by improving performances and implementing initiatives for biodiversity, conservation and resources recovery.*
6. *Conservation of biodiversity and ecosystems by:
  - not conducting oil and gas exploration and development activities within the boundaries of Natural Sites included in the UNESCO World Heritage List (as of May 31, 2019)
  - implement management model in compliance with Eni Biodiversity and Ecosystem Services (BES) policy at all Eni Pakistan fields
  - promote with our partners the development and adoption of good management practices in line with Eni BES Policy*

*These principles are integrated into the Company business plan, supply and service contracts. All personnel of the Company and Suppliers are required to be fully aware of the Policy and to comply in their activities.*

Enrico Trovato  
Managing Director  
February 2020

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## Annexure- H

### **Subcontractor HSE minimum requirements**

List of HSE on/off Requirements	Description of the requirement
<b>Documentation of the Risk Assessment</b>	Subcontractor shall develop a specific Risk Assessment dedicated to the activities to be carried out as well as work/environmental/social conditions present during the execution of the contract
<b>Draft of the HSE Plan relevant to contract activities</b>	Subcontractor shall develop an HSE Plan related to the activities to be carried out as well as work/environmental/social present during the execution of the contract
<b>Contract/SOW HSE Organization</b>	Subcontractor shall define an organizational structure related to the activities to be carried out as well as work/environmental/social conditions present during the execution of the contract
<b>HSE Personnel Competences (qualifications and training)</b>	Subcontractor shall provide evidences of competences and qualifications of all HSE personnel (Managers, Coordinators, Superintendents, Supervisors, Technicians) that will be employed/deployed for the execution of the contract, as per HSE service specific requirements in the contract n° ....
<b>Discipline/Trade Supervisors/Coordinators Competences (qualifications and training)</b>	Subcontractor shall provide evidences of competences and qualifications of all Technical / Trade persons such as Coordinators, Superintendents, Supervisors, Technicians, as per HSE service specific requirements in the contract n° ....
<b>Personnel Protective Equipment (PPE)</b>	Subcontractor shall provide list of PPE intended to be used during execution of the contract along with relevant certification standards of listed PPE as per HSE service specific requirements in the contract n° ....
<b>Vehicles</b>	Subcontractor shall provide list of vehicles intended to be used for the execution of the contract (cars, trucks, ATVs, SUV, cranes, forklifts, man-lifts, etc.) along with relevant technical certifications in compliance with HSE service specific requirements in the contract n° ...
<b>Without prejudice of any other consequence set forth in the Contract, the non-observance of only one of the above requirements will not allow the approval of the Subcontractor by the Company</b>	



## Annexure-I

[on bidder's letterhead]

[Company Name]  
[Company Address]

Declaration as per art. 47 of DPR 445/2000

[internal note for procurement: insert above declaration for contract in Italian Law, alternatively delete and insert the Bona Fide statement for Common Law]

BONA FIDE STATEMENT (Common Law)

Subject: Ref. Tender No. .... (the "Tender"). Contractor's declaration about its Subcontractor compliance with HSE requirements Workplace: .....

The undersigned....., legal representative of ....., as bidder in the Tender (the "Bidder"), acting on its name and/or on behalf of the members of the association of undertakings/consortium/joint venture (if any) which duly empowered the Bidder, hereby

### DECLARES

- (i) under his own responsibility that the companies to be identified as Subcontractors (as defined in the draft of the Contract attached to the ITT, to be considered as integral part of the ITT set of documents) for the execution of the activities covered by the contract(s) to be awarded following the Tender have been and/or are going to be selected taking into account that Subcontractors shall respect the minimum HSE requirements set forth in "Annex HSE2 - Subcontractor HSE minimum requirements" duly signed and attached to this declaration, of which it shall be considered as integral part;
- (ii) to be aware that in case of lack of this declaration the Bidder will be excluded from the Tender;
- (iii) that in case of award of the contract(s), the Bidder, on its behalf and/or on behalf of its Subcontractors, is engaged and engage its Subcontractors to sign and submit a bona fide declaration on point (i) above at the time of the request for authorization of Subcontractors

The Bidder

(acting on its behalf and/or duly empowered to sign  
in case of temporary association of undertakings/JV/consortium)

#### Annexes:

- "Annex HSE2 - Subcontractor HSE minimum requirements"
- ID card/passport of the person who sign the declaration

## Template of "Contractor declaration about Subcontractor HSE requirements



## Annexure- J

### Contractor declaration about Subcontractor HSE requirements post award

[on Contractor's letterhead]

[Company Name]  
[Company Address]

**Declaration as per art. 47 of DPR 445/2000 (Italian Law)**  
[internal note for procurement: insert above declaration for contract in Italian Law, alternatively delete and insert the Bona Fide statement for Common Law]

#### BONA FIDE STATEMENT (Common Law)

**Subject:** Ref. Contract No. .... (the "Contract"). Contractor's declaration about its Subcontractor(s) compliance with HSE requirements Workplace: ....

The undersigned....., legal representative of ....., as contractor of the Contract (the "Contractor"), acting on its name and/or on behalf of the members of the association of undertakings/consortium/joint venture (if any) which duly empowered the Contractor, hereby

#### DECLARES

under his own responsibility that the company ..... (Subcontractor legal entity) identified as Subcontractor (as defined in the Contract) for the execution of the activities covered by the Contract respect the minimum HSE requirements set forth in "Annex HSE2 - Subcontractor HSE minimum requirements" duly signed and attached to this declaration, of which it shall be considered as integral part.

The Contractor  
(acting on its behalf and/or duly empowered to sign  
in case of temporary association of undertakings/JV/consortium)

Annexes:  
- "Annex HSE2 - Subcontractor HSE minimum requirements"  
- ID card/passport of the person who sign the declaration



**Annexure- K**

**Template of "Subcontractor declaration about Subcontractor HSE requirements post award"**

[on Subcontractor letterhead]

[Company Name]  
[Company Address]

Declaration as per art. 47 of DPR 445/2000

[internal note for procurement: insert above declaration for contract in Italian Law, alternatively delete and insert the Bona Fide statement for Common Law]  
**BONA FIDE STATEMENT (Common Law)**

Subject: Ref. Contract No. .... (the "Contract"). Subcontractor declaration about its compliance with HSE requirements Workplace: .....

The undersigned....., legal  
representative of ..... as  
Subcontractor of ..... in the Contract

DECLARER

under his own responsibility that the company who legally represent respect the minimum HSE requirements set forth in "Annex HSE2 - Subcontractor HSE minimum requirements" duly signed and attached to this declaration, of which it shall be considered as integral part.

The Subcontractor

Annexes:

- "Annex HSE2 - Subcontractor HSE minimum requirements"
- ID card/bassport of the person who sign the declaration



**Annexure- L**

**INFORMATION / DOCUMENTS REQUIREMENTS**

**a) Bidding Stage**

All bidders should supply enough information to enable the COMPANY to objectively evaluate their commitment to adhere to and comply with COMPANY HSE standards and guidelines. The information shall include but not limited to the following:

**Standard Documents:**

1. CONTRACTOR'S organization chart with details of key personnel
2. CONTRACTOR'S HSE Policy
3. CONTRACTOR'S HSE Procedures according to SOW
4. CONTRACTOR'S Environment Management Procedures according to scope of work
5. CONTRACTOR'S ISO 45001 Certification (provide certificate copy if company certified)
6. CONTRACTOR'S OHSAS 18001 / ISO 45001 Certification (provide certificate copy if company certified)
7. CONTRACTOR'S Statistics of Last Three Years (LTI /TRIR)
8. CONTRACTOR'S Risk Assessment Procedure
9. Draft Risk Assessment according to SOW
10. CONTRACTOR'S HSE and trade supervisor Personnel qualification and HSE training record. (Share CVs and training certificates of HSE persons and supervisors)
11. CONTRACTOR'S PPEs Procedure and inventory management according to SOW (Required approved signed copies)

**Commitments:**

1. All bidders shall provide confirmation in writing for complying to and meeting all COMPANY HSE-CR Requirements including carrying out prescribed annual medical screening tests for their staff, 3<sup>rd</sup> party fitness certificates of Vehicles and equipment, certification of generators, distribution boxes, main switches and distribution network, Power tools. 3<sup>rd</sup> party training and fitness of drivers / operators and all those conditions and requirements which are stipulated herein in this document
2. All bidders shall confirm for complying to all COMPANY HSE & CR policies and procedures applicable to this Contract
3. All bidders should commit that they will comply with HSE and Industrial hygiene provisions of local, provincial & national laws
4. Abide COMPANY policy regarding Alcohol & Narcotics and Weapons, Arms & Ammunition



**b) Requirements on Contract Award**

1. CONTRACTOR to prepare all agreed Procedures before initiating any physical activity.

**c) Requirements during Execution of Work**

1. CONTRACTOR shall report all accidents and incidents to the COMPANY.
2. CONTRACTOR will be expected to implement their HSE Procedure (approved by the COMPANY) and all agreed HSE-CR Requirements and Guidelines provided by COMPANY
3. CONTRACTOR shall submit a detailed report of its Person On-board on daily basis to COMPANY Representative
4. CONTRACTOR shall be responsible for holding HSE meetings on a regular basis including environmental issues. Copies of minutes of CONTRACTOR'S HSE meetings shall be regularly sent to COMPANY'S HSE & CR Manager
5. Contractor shall be responsible to provide the all information which COMPANY required during the entire execution period of contract.







Eni Pakistan Limited

## OHH&MS GUIDELINES FOR COMMUNITY ATTENDANCE MANAGEMENT & MESS / MEAL COUNTING SYSTEMS AT Eni PAKISTAN LIMITED LOCATIONS

Activity	Name	Designation	Date	Signature
Prepared by	Dr S.K.Haris	Sr.Coordinator - OHH&MS	01-03-2021	
Approved by	Shafi Asif	Sr.Team Leader - HR&O	02-03-2021	

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The copy, once printed out, becomes an uncontrolled document, before using it, please verify the revision status of the document





Eni Pakistan Limited

OHH&MS Guidelines for Community Attendance & Meal Counting Management Systems

Date of Release March 2021

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## 1. Introduction.

This document shall be issued as part of Letter of Invitation to Open Contract for Community attendance management & Mess / Meal counting systems at Eni Pakistan Limited locations as per provided scope of work.

It sets out the requirements for OHH&MS that the bidders are expected to meet and the final CONTRACT awardee is expected to implement as a minimum acceptable standard during execution of this activity.

### 1.1 Scope and Objectives.

The document is intended as guidelines for the bidders to prepare their bid in manner that will allow Eni Pakistan (herein after referred as COMPANY) to objectively evaluate their capabilities to meet minimum COMPANY OHH&MS Standards. It does not absolve the bidders from their own Health responsibilities and is not universal in nature. All bidders shall be required to provide all information / documents as stipulated in this document.

CONTRACTOR shall follow COMPANY'S policy and OHH&MS instructions applicable to the nature and scope of work under the Contract.

All the bidders shall provide suitable evidence to demonstrate for having a management system conforming to the COMPANY'S OHH&MS Standards and provide sufficient information along with necessary supporting documentation against each of the requirement of this document to show their capabilities for carrying out the scope of Contract. They shall also demonstrate their commitment in writing where necessary and required for complying with all conditions of this document.

The bidders, who fail to submit any of the documentation and / or evidence of having appropriate OHH&MS Management System against any of the conditions of this document, shall be awarded negative grading during OHH&MS evaluation of their bids which may result into disqualification of their bids / proposals.

COMPANY gives prime importance to OHH&MS performance of its operations and expects same during execution of the service by the CONTRACTOR. In order to ensure excellence in the OHH&MS performance under this Contract, COMPANY expects the CONTRACTOR to maintain a robust Health Management system fulfilling all the OHH&MS conditions as stipulated in this document. Guidelines will be applicable on contractor & subcontractors.

### 1.2 Abbreviations

OHH&MS	Occupational Health Hygiene & Medical Support
TBT	Tool Box Talk
HSE	Health Safety & Environment
ECG	Electro Cardio Gram
ETT	Exercise Tolerance Test
CBC & ESR	Complete Blood Count & Erythrocytes Sedimentation Rate
LFTs	Liver Function Tests
MERP	Medical Emergency Response Plan
OHSAS	Occupational Health & Safety Assessment Series
ISO	International Organization for Standardization





## 2. HSE POLICY & COMMITMENT.

### 2.1 HSE POLICY.

CONTRACTOR will acknowledge COMPANY commitment to HSE Policy and its implementation and affirm that it has read and understood COMPANY HSE Policy (**Annexure-C**) and shall apply this policy during execution of job under this CONTRACT.

CONTRACTOR shall outline its scheme for the dissemination of COMPANY'S HSE policy to its employees at all levels.

CONTRACTOR and its Sub Contractor will acknowledge Company's strong commitment to Health and affirm that it has written HSE Policy of its own duly signed by its top management and that its HSE policy is widely communicated and understood among its employees and sub-contractors.

### 2.2 Responsibility for OHH&MS Compliance.

CONTRACTOR shall be responsible, through its own organization and its sub-CONTRACTOR, for applying all OHH&MS measures which have been required to be implemented during performance of its job under this CONTRACT viz-a-viz the compliance to national laws and regulations, industry best practices, COMPANY OHH&MS Requirements as stipulated in this document and such other requirements to which COMPANY subscribes to and which are applicable to the scope of work being undertaken.

CONTRACTOR shall carry out the work in such a manner so as to prevent accidents / incidents and shall avoid such actions and practices which jeopardize the OHH&MS of personnel.

CONTRACTOR shall dedicate bowser(s) for the supply of potable water (Only of Drinking Water) as per the scope of work for the supply of drinking water.

CONTRACTOR shall submit the potable water bacteriological & biochemistry analysis reports on monthly basis from 3<sup>rd</sup> party to ensure that drinking water is safe for intended use as per the scope of work for the supply of drinking water.

COMPANY is ISO-14001, 39001 & OHSAS-18001 certified & gives prime importance to fulfill and implement the requirements of these standards through its own & contracted activities. Hence CONTRACTOR is expected to implement and comply with all requirements of these standards.

CONTRACTOR shall be responsible for assigning trained & appropriate human resources having all competency and experience required for the performance of specific job under this CONTRACT.

CONTRACTOR shall submit the Sub-CONTRACTORS OHH&MS Management Plan to COMPANY before initiating a new activity for evaluation of Sub Contractors' capabilities to execute the piece of work for which it is entitled.

CONTRACTOR shall be responsible to assign or sublet the work to COMPANY approved Sub Contractors', if contractor intend to use new Sub contractor, it is subjected to evaluation and prior approval by COMPANY.





CONTRACTOR / Sub Contractor shall be responsible to comply / follow the Changes, if suggested by Company, in Policies / Procedures / Guidelines during the entire execution period of contract at its own cost

CONTRACTOR shall plan all actions, controls and inspections aimed at ensuring that Health guidelines are implemented, applying the measures as defined in its own OHH&MS Manual and applicable COMPANY OHH&MS Procedures.

In case of non-compliance by the CONTRACTOR / Sub Contractor and / or its failure to meet any of the conditions as laid in this document or in COMPANY Policies & Procedures during performance of any of the activity under the Contract, COMPANY can use its own and / or 3<sup>rd</sup> party resources for meeting such requirements and shall charge the cost of such services back to the CONTRACTOR.

CONTRACTOR shall develop and implement Management of Change Procedure for their activities.

CONTRACTOR and Sub Contractor should be aware of HSE Disciplinary Policy attached as Annexure -A.

### 2.3 Interface with the COMPANY.

CONTRACTOR shall, within the context of this work, identify a senior management person tasked to interface with COMPANY representative. The person shall hold sufficient authority to manage the entire CONTRACT and to organize the work, taking care that all information to and from the COMPANY is transmitted correctly.

## 3. PERSONNEL.

All CONTRACTOR personnel involved for the performance of this scope of work shall follow the following:

### 3.1 Age Limit

- **For General Staff**

The maximum allowable age limit is 60 years and any individual less than 18 years shall not be allowed to work as an employee / visitor.

In extreme cases when the contractor intends to deploy the technical persons over 60 years of age must have Special Cardiac fitness certificate after ETT for carrying out the nature of job one is intended to be involved in, shall also get COMPANY Doctor's approval prior to the start of job (Drivers not allowed age more than 60 years)

- **For Drivers:**

Contractor shall follow Eni Land Transportation Manual / Eni logistics Management Procedure.





### 3.2 Medical Screening.

CONTRACTOR shall submit the Medical Fitness Certificates / Lab Reports of its expatriate staff (If applicable), verifying them as medically fit for carrying out the job from any Standard Hospitals / Licensed Practicing Physician of their respective countries, to COMPANY Doctor at Karachi Office and shall seek prior approval and clearance for being medically fit for the specific jobs.

CONTRACTOR shall submit the Medical Fitness Certificates of its local staff verifying them as medically fit for carrying out the job from any Eni Pakistan recognized hospitals (List of hospitals are given below) and will be verified by COMPANY OHH&MS coordinator at Karachi Office and shall seek prior approval and clearance for being medically fit for the specific job.

Medical screening is an obligatory requirement for CONTRACTOR'S staff. The medical tests should have been carried out with in a period not more than a year before start of any activity under the scope of Contract. **Medical reports will be submitted by CONTRACTOR to COMPANY Doctor at least one month before mobilization at site for verification purposes.**

The staff whose services are intended to be used for the performance of any job under the scope of work referred herein above shall undergo the following medical tests.

#### 3.2.1 Medical Tests

TEST DESCRIPTIONS
Medical History (Annexure-B)
Physical examination from approved hospital / Fitness Certificate
Chest X- RAY for Pre- employment (Acceptable if done within 6 months)
ECG
ETT ( For Age 40 and above)
CBC & ESR
Hepatitis B profile(HBS Ag & HBS Antibody)
Hepatitis C antibodies
SGPT
Serum Urea / Creatinine
Fasting Blood Sugar
Blood Group
Urine DR
Audiometry ( For field base staff)
Spirometry for Periodic Medical (For field base staff ) & Serum Cholesterol for Periodic Medical
<b>Additional tests</b>



**For Security Guards / Drivers / Equipment Operators****Urinary Opiates & Cannabinoids****Eye Vision Test**

- Note:
1. Validity period of Medical screening shall be for one year only for field and two years for office based staff.
  2. Pre-placements will also be done as per the above criteria.
  3. Medical fitness certificates from the below mentioned hospitals shall verify as medically fit for the nature of job a person intended to be
  4. In the event of accident (outside or within the Eni Pakistan premises) by the Driver, contractor shall bear all the Laboratory expenses for Urinary Opiates / Cannabinoids & Serum Alcohol level tests within 6 hours from the incident time and submit the original reports to OHH&MS coordinator / Company Doctor for the purpose of investigations.
  5. Covid-19 PCR & Total Antibodies test required for visiting Kadanwari gas field and also required coming to Pakistan and while returning back to home country (when & where required).

The above medical tests will be obtained from any of the following Hospitals

- Aga Khan Medical University Hospital, Karachi.
- Agha Khan Medical Hospital, Hyderabad.
- Liaquat National Hospital, Karachi.
- Ziauddin Medical University Hospital, Karachi.
- OMI Hospital Karachi.
- DOW University Hospital (Ojha Campus) Gulistan-e-Johar Karachi.
- Isra Medical University Hospital, Hyderabad.
- Shifa International Hospital, Islamabad.
- Dr. Arshad Associates Health Services, Karachi & Islamabad.
- Shoukat Khanum Memorial Hospital, Lahore.
- Quaid e Azam International Hospital, Islamabad.
- Hira Medical Hospital, Sukkur.

The record of Medical Fitness Certificates will also be required to be produced at site to COMPANY'S Field Doctor / Rig Doctor. CONTRACTOR'S all personnel shall meet the following requirements:

- CONTRACTOR shall ensure that all its employees are physically and mentally fit for job.
- CONTRACTOR must ensure that all its employees are not suffering from any contagious disease or suffering from such conditions which may develop into a medical emergency e.g. uncontrolled heart problems, uncontrolled diabetes etc.
- CONTRACTOR must ensure that all its employees are not taking any contraband substances / drugs prohibited by Law.

In case any crew person found to have been suffered from any contagious diseases during the delivery of his services shall be re-examined through COMPANY'S prescribed hospitals only at CONTRACTOR'S own cost.

In case any medical treatment is required during the execution of service against this contract, it will be taken care through COMPANY'S prescribed hospitals only at CONTRACTOR'S cost.

CONTRACTOR will conduct periodic annual medical screening of its employees for long term contracts at its own cost.



### 3.3 Awareness.

CONTRACTOR shall be responsible for maintaining and enhancing the OHH&MS awareness of all personnel including arranging Tool Box Talks (for travelling in desert & hilly areas, road conditions and community sensitive areas), short training courses and emergency drills. CONTRACTOR shall be required to maintain records and present whenever demanded by COMPANY during entire period of contract.

#### 3.3.1 OHH&MS Induction

CONTRACTOR shall ensure that all arrivals to the work site receives a comprehensive OHH&MS induction briefing by COMPANY field OHH&MS personnel immediately upon arrival at the work site and before these new arrivals commence the work. The induction may include but not limited to activity associated hazards, medical emergency response procedure, accident / incident reporting & investigation procedure, available facilities at site.

#### 3.3.2 Tool BOX Talks

CONTRACTOR shall be responsible to ensure that before starting each activity tool box talk should be conducted specific to the activity, all hazards and controls should be discussed in tool box talk and all personnel to be involved in the intended job should participate in the TBT, records should be maintained and present whenever demanded by COMPANY during entire period of contract.

## 4. LEGAL AND OTHER REQUIREMENTS

CONTRACTOR shall be responsible to comply with all relevant National, Provincial and Local Laws and Regulations as well as COMPANY policies, procedures and international laws pertaining to scope and nature of work while carrying out any of the job under the Contract.

CONTRACTOR shall comply with all relevant and applicable local laws and regulations, international conventions and agreements and such other requirements to which COMPANY (and/or country under whose boundaries the work is to be carried out) subscribes and are applicable to the nature and scope of work to be undertaken.

CONTRACTOR shall submit the insurance policy of their staff those who are coming for Eni Pakistan field locations.

COMPANY will update list of laws as and when it comes to know of laws impacting operations, however the contractor is obliged to be aware of, and abide by all applicable laws and regulations with respect to onshore operations in Pakistan.'

### 4.1 Employees Working Hours

All the requirements of Pakistan Mines Act, 1923 and such other regulations and standards to which CONTRACTOR subscribes shall be applicable to CONTRACTOR and its sub-CONTRACTOR viz-a-viz the rules for working hours and compensation to the workforce for the performance of any work under the Contract.

In case of overtime and / or daily working hours, no body shall be allowed to work for more than 12 hours a day including the period for rest, meal etc.

All public holidays compensated as overtime / compensatory leave.

The staff working in rotational cycle for the performance of their duties will have such arrangement of cycle as to not exceed and / or violate the basic principle of compensation for extra daily / shift working hours and overstaying due to the rotational cycle.





COMPANY has the right to audit CONTRACTOR records with prior notice (by giving a 48 hrs. notice) to ensure that all laws and regulations pertaining to employees working hours and leaves are appropriately complied.

CONTRACTOR shall ensure that working hours for drivers are followed according to the Eni Logistics Management Procedure / Eni Land Transportation Manual.

#### 4.2 Staff Rota System

CONTRACTOR shall implement, for its entire staff working under this Contract, the rotational cycle at the ratio of 3:1 at the maximum stretch of **45** days on site following **15** days paid leave.

#### 4.3 Termination & Suspension

Any infringements by CONTRACTOR manpower identified by COMPANY of its OHH&MS regulations and standards shall be investigated by COMPANY and recommended remedial action as per Eni HSE Disciplinary Policy (**Annexure A**) shall be implemented by CONTRACTOR.

If CONTRACTOR does not implement remedial action within agreed terms, COMPANY has the right to suspend & terminate the contract forthwith.

#### 4.4 Alcohol & Narcotics

CONTRACTOR will acknowledge COMPANY'S firm commitment towards the implementation of Drugs & Alcohol policy (**Annexure-D**). CONTRACTOR shall affirm that it has read and understood COMPANY'S Drugs & Alcohol policy and shall abide by this policy during execution of job under this contract.

CONTRACTOR shall ensure its personnel do NOT, at any time, while traveling to or from, or at the work, have in their possession or under influence of any contraband or alcoholic liquor, drug or other intoxicating substances.

COMPANY reserves a right to subject all personnel deployed in the services of the COMPANY to drug test at any time without prior notice.

#### 4.6 Pets

CONTRACTOR and sub- CONTRACTOR personnel shall not be allowed to keep pets or other animals in their camps and / or on their work sites and shall not indulge in any activity of game and hunting of animals in COMPANY'S Concession.

#### 4.7 Audits & Inspections.

COMPANY reserves the right to carry out OHH&MS audits and inspections as necessary and CONTRACTOR will cooperate in those inspections / audits.

The following audits and inspections may be carried out by the COMPANY:

- Occupational Health Management System Audits.
- Pre-mobilization inspection of support equipment including all medical equipment and facilities related to camping, logistics and transportation.
- CONTRACTOR shall implement Eni HSE Golden rules.



#### 4.8 Eni Health, Safety and Environment Golden Rules.

CONTRACTOR shall be responsible for implementation and follow the Eni HSE Golden Rules applicable to its scope of work and contractors' performance will be evaluated as per golden rules checklists.

HSE compliance to Eni Golden Rules will be monitored at least on monthly basis through e-GRUVIS project. A joint inspection (Company+ Contractor) will be carried out and level of compliance to Golden Rule related to the activity will be evaluated as per below given Scoring criteria:

- 0= Serious Deviation
- 1= Major Deviation
- 2= Improvement Required
- 3= Meets Requirements
- 4= Exceeds Requirements

Eni HSE Golden Rules are as follows:

- 1. Driving Safety**
- 2. Management of Change**
- 3. Lifting operations**
- 4. Fire Safety**
- 5. Working at Height**
- 6. Energized Systems**
- 7. Excavation Safety**
- 8. Permit to Work**
- 9. Health Management**
- 10. Waste Management**
- 11. Confined Space**
- 12. Hydrogen Sulfide**

#### 5. OHH&MS Plan.

The CONTRACTOR shall submit to COMPANY the following documentation, as ANNEXES of OHH&MS Plan before mobilization as agreed during kick off meeting.

- a. List of all applicable laws and standards;
- b. Description of CONTRACTOR'S worksites and analysis of tasks carried out at each site and relevant risks;
- c. Identification and evaluation of exposure to harmful agents, including: chemical agents, physical agents (noise, asbestos etc.) and biological agents (bacteria, legionella etc.); prevention programs in place (e.g. food examination, hygiene etc.) and tools adopted to communicate, in all languages adopted on site, exposure risks and consequent behavioural issues (list of all relevant documents to be included).
- d. Protection against toxic/harmful substances (list of all relevant documents to be included).





- e. Medical and Occupational Health requirements, inclusive of an Health Management Plan which, starting from the Health Risk Assessment, defines programs for health surveillance, training, emergency, fitness-to-work, substance abuse monitoring, hygiene, ergonomics, product stewardship, work environment monitoring, medical wastes management, medical clinic/sick bay and ambulance (or other transportation vehicles / crafts for carrying of casualties to the nearest hospital/clinic) requirements (list of all relevant documents to be included).
- f. Emergency Management, covering but not limited to: medical evacuation, road traffic accidents, oil/chemical spills, man/vehicle lost and covering Pandemic diseases (eg Covid-19, etc). CONTRACTOR shall bridge his own emergency plans to COMPANY Emergency Response Plan and Medical Emergency Response Plan (MERP)
- g. Radiation Protection Management (in case of CONTRACTOR'S own sources), inclusive of: permits to carry and store radioactive sources, names of qualified experts, operating procedures, radiation work permits, health surveillance of exposed personnel, protection measures for the general public.
- h. Radiation Protection Management (in case of use of radiation sources under COMPANY'S responsibility), inclusive of: documentation to be issued for certifying capability to carry out specialist activities in areas where radiological risk exists; agreement with COMPANY about risk control methods and procedures; agreement with COMPANY about dosimetry records for personnel involved in radiological works; agreement with COMPANY about the health surveillance of all those involved.
- i. Audits, inspections and drills matrices.

## 5.1 Hazard Identification & Risk Assessment

A joint project specific risk assessment shall be carried out involving COMPANY representatives, management and key personnel of COMPANY, CONTRACTOR, Sub- Contractors and all 3<sup>rd</sup> parties whose services will be used for the performance of any of the job especially under the Contract while focusing the potential risks and hazards especially in critical aspects of the operation.

Some of the potential risks and hazards involved in the operation are but not limited to:

- Heat stress
- Snakebites/ Scorpions
- Dehydration
- Work at height
- Falling hazards
- Over speeding of vehicle(s)
- Others

## 6. OCCUPATIONAL HEALTH & HYGIENE

CONTRACTOR shall ensure that all personnel employed for performance of work under CONTRACT are mentally and physically fit for carrying out the intended job and shall comply with COMPANY minimum requirements on general and job-specific fitness.

CONTRACTOR shall ensure that its personnel shall maintain high standards of hygiene during the execution of the Contract.

CONTRACTOR will demonstrate that it understands the problems associated with working in the extreme weather conditions (hot or cold) and that it has adequate resources, plans and procedures in place to mitigate those affects.

CONTRACTOR shall at no cost to COMPANY be responsible for the medical welfare of its employees.





CONTRACTOR shall take care of arrangements for medical attendance, treatment or hospitalization if and when necessary.

CONTRACTOR shall arrange and submit suitable insurance coverage for Medical contingencies.

CONTRACTOR shall supply to its employees, at no additional cost to COMPANY, suitable prophylactics and inoculations against disease if necessary, and as required by prevailing conditions.

Contractor shall develop and submit Health Risk assessment (HRA) and Medical Emergency Response Plan (MERP) for review and approval.

CONTRACTOR shall ensure that adequate resources, plans and procedures are in place to mitigate the effects of extreme weather conditions.

## 7. EMERGENCY PREPAREDNESS & MEDICAL EVACUATION

A situation arising out of sudden and unexpected incident(s) at a location that warrants immediate response in order to mitigate the impact of damage caused to people, asset and environment due to that incident and bring the location back to the normal state. An emergency situation can turn into a major incident and crisis if not managed properly.

The CONTRACTOR shall be required to develop an Medical Emergency Response Procedure / Plan align with COMPANY Medical Emergency Response Procedure / Plan and its draft shall be submitted with tender and final document must be submitted to COMPANY, during the Kickoff meeting, for review and approval. The Plan should cover:

The plan should adequately cover:

- Protecting people
- Compliance with national/local regulations
- Limiting losses
- Limiting public exposure, legal liabilities, fines, etc.

CONTRACTOR will hold periodic emergency exercise / drills involving all parties concerned to test its emergency response plan and effectiveness of emergency handling arrangement.

### 7.3 Medevac & Contingency Planning

In case of serious injury or illness Medevac by Air or by Road may be arranged by COMPANY at the Cost of the CONTRACTOR.

## 8.0 OHH&MS REPORTING

CONTRACTOR is required to have an accident / incident reporting system to address reporting of all types of incidents. The categorization of incidents shall be in line with COMPANY incidents / accidents reporting procedure.

The system should cover but not limited to the following:

- All accidents and incidents shall be reported;
- CONTRACTOR will be required to implement corrective measures that arise from the incident investigation;
- Report to COMPANY OHH&MS Coordinator about the situation of any accidents, which have occurred at the work site, specifying the following information:
  - Number and nature of injuries which have caused absence from work in the days after the injury;
  - number of days absent as a result of the any injury





## 9.0 KICK OFF MEETING & PRE MOBILIZATION WORKSHOP.

A Kick-Off Meeting (KoM) will be held immediately after contract award and before the mobilization for execution of the contracted job. The meeting should be attended by Company and contractor management and project team.

- The topics to be covered in the kick-off meeting include:
- Any outstanding Health issues and conditions of Contract Agreement
- Confirmation and agreement on contractor HSE plans as required in the HSE Guidelines i.e. HSE Plan, Health and Hygiene Plan, CR Plan etc.
- Agreement on OHH&MS performance targets and incentives
- Assessment of competence level of contractor personnel
- Assessment and agreement on contractor health and hygiene requirements
- Contractor shall submit Medical Emergency Response Plan for review and approval.
- Contractor shall submit Hazard identification and Risk Assessment Procedure for review and approval.
- Requirement for a Pre-mobilization audit of contractor's equipment to be used during the contract
- Confirmation that roles, responsibilities and interfaces between contractor and Company have been clearly defined and understood
- Agreement on Reporting
- Close Out Report

The Kick off Meeting session may also cover a joint Company and contractor(s) detailed Risk Assessment of the contracted scope of work. Company may arrange to conduct both kick-off meeting and Risk Assessment sessions separately or in one session.

The issues to be discussed in the Risk Assessment Session shall include but may not be limited to the following:

The risk assessment shall cover all the aspects / activities associated directly or indirectly with the contracted scope of work and will identify the potential risks / hazards involved in the job.

It shall suggest existing and new controls to eliminate / minimize the overall risk factor. It shall assign the responsibilities for implementation of new controls as identified and agreed in Risk Assessment Session.

- Management of health in extreme weathers and other local health hazards.
  - Heat Management
  - Snake bite Management
- Climatic and seasonal considerations (desert storms, rains, heat stoke etc.)
- Infrastructure (roads, bridges, utilities, etc.) and terrain conditions
- Technical and Health training program (Before & during Contract) including first aid, firefighting.
- Medical services
- Employees medical screening requirements
- Camp hygiene and maintenance
- Audits and inspections frequency
- Review of Medical emergency response plans (including bridging document) and any third party interactions.





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- Management of sub- CONTRACTOR and mutual interaction and communication between CONTRACTORS.

Minutes of this meeting with agreed action items will be given to all participants and action parties.





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## Annexure – A



### **Eni Pakistan Limited HSE DISCIPLINARY POLICY**

*In executing all contracted jobs, Contractors are committed to apply and require their Subcontractors to apply the following:*

- *The Country Laws for Safety, Health and Environment Protection*
- *The Company Contractual Requirements and Obligations*
- *The Company "HSE Policy"*
- *The Company "Driving Policy"*
- *The Company "Sustainability Policy"*
- *The Company "Smoking Policy"*
- *The Company "Drug and Alcohol Policy"*
- *The Company "HIV-AIDS Policy"*

*Any violation committed by Contractors and Subcontractors to the above listed requirements is subjected to disciplinary actions as dictated in this document and in the Contract; all the relevant expenses will, under contractual general terms, be fully charged to the Contractors and Subcontractors themselves.*

*In addition, as a consequence of violations committed by Contractors and their Subcontractors, and the disciplinary measures adopted in this respect, Company Representative keeps the right to formally issue negative feed-backs that will affect the Contractor's integrated qualification rating and that of its Subcontractor should the latter be submitted to the Company's qualification process.*

*On the contrary, should Contractor proactively comply with the Company HSE Integrated Management System principles and requirements to an extent that its own HSE System is aligned with OHSAS 18001 and ISO 14001 standards, Company will send a positive feed-back to eni that will positively affect the Contractor's integrated rating.*

#### **a) Worker's dismissal**

*a1) Contractor, having informed the Company Representative, will remove the worker/s and/or Supervisor/s from the workplace immediately*

*or*

*a2) the Company Representative, being Contractor inactive, will dismiss the worker/s and/or Supervisor/s from the workplace immediately*

*It is applied when:*

1. *Contractor/Subcontractor (C/S) worker has omitted to report potentially dangerous occurrences from a safety, health and environment point of view or defective/inadequate tools and equipments;*
2. *C/S worker has removed safety control devices and warning signs;*
3. *C/S worker acts beyond his mandate;*
4. *C/S worker is irregular or works without Country permit;*
5. *C/S worker has carried out permitted works without work permit or in conflict with permit-to work prescriptions;*
6. *C/S supervisor has required workers to return to work under situations of relevant and immediate risk;*
7. *C/S worker does not comply with direct superior or Company Representative instructions;*

H	S	E	9	9	-	C	R	-	I	N	-	P	L	-	0	0	9	-	0	2
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8. C/S worker has carried out his job with equipments or in presence of chemicals without adoption of due precautions;
9. C/S worker has omitted to don personal protective equipment provided by his Employer;
10. C/S worker/supervisor has omitted to inform Company on every injury, incident or significant near miss;
11. C/S worker is without fit-for-work certificate;
12. C/S worker omits to display his identity badge;
13. C/S supervisor's competence is not formally substantiated;

In the occurrence of situations under points 1 to 10, the disciplinary action remains active until Contract validity has expired; in these cases, Company reserves all rights to implement further actions/measures. In the occurrence of situations under points 11 to 13, the disciplinary action remains active until a safe condition, as was prior to the violation, is restored.

#### **b) Interruption of contracted activities**

b1) Contractor, having informed the Company Representative, is requested to interrupt activities until safe, healthy, environmentally sound and secure conditions are restored

OR

b2) the Company Representative, being Contractor inactive, will stop activities until safe, healthy, environmentally sound and secure conditions are restored

It is applied when:

1. Contractor/Subcontractor (C/S) supervisor omits supervision;
2. C/S supervisor's lack of training and competence has been ascertained;
3. C/S management omits to organize a firefighting/emergency team, including first aiders;
4. C/S management has omitted to designate members of the emergency team and to submit the relevant training certificates to the Company;
5. C/S management has omitted to define and provide personal protective equipment that are suitable for the activity to be performed at the workplace;
6. C/S management has omitted to designate an HSE function assigned to the activities to be carried out at the workplace, and to ensure his training and competence are adequate;
7. C/S management utilizes at workplace equipment/plants that do not meet safety norms and standards (i.e. unsuitable for the hazardous area classification, unsuitable for the activity that they are intended for, uncertified or with expired certification, visibly poor from a maintenance point of view);
8. C/S management do not implement actions finalized to protection of the environment (soil, underground water, surface water etc.) when performing activities that may potentially cause impacts;
9. C/S workforce acts in conflict with environmentally sound practices, with implication for the environment itself and for health of workers and the public.

#### **c) Sending a letter to Contractor Management**

Company will send a letter of complaint to Contractor Management and, in parallel, a negative feed-back to eni aimed at updating the status of Contractor integrated qualification rating.

Feed-back will affect Contractor ratings, even in case the Vendor List is country-specific.

Activities covered by the Contract will be suspended until Contractor Management has replied with a formal Action Plan that Company and, eventually, eni have considered to be suitable and effective.

H	S	E	9	9	-	C	R	-	I	N	-	P	L	-	0	0	9	-	0	2
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It is applied when:

1. Situations like those described in a) and b) are recurrent and Contractor omits to provide information as per points a1) and b1);
2. There is evidence that the Contractor/Subcontractor (C/S) Management has omitted to deliver HSE training to its employees;
3. C/S Management has deliberately omitted to cooperate with Company and other Contractors in safety matters;
4. C/S Management has deliberately omitted to provide information about risks originated from Contractor's activity that can interfere with Company and other Contractors' activities;
5. Contractor Management has omitted to verify that its Subcontractors are fit-for-work in the activities assigned to them;
6. C/S Management omits to deliver suitable information to workers exposed to major risks;
7. C/S Management has omitted to assign the execution of hazardous works to demonstrably expert workers and to carry out a medical surveillance program for them;
8. C/S Management has assigned duties/workloads to workers that are irrespective of their fitness-to-work profile;
9. C/S Management does not report either injuries with more than 1 day out of work occurred at Company site or extended prognosis and close-out certificates;
10. There is no evidence that Contractor Management has carried out at least one HSE meeting with all staff and Subcontractors in order to discuss risks and training programs connected with the specific Contract;
11. C/S Management has omitted to provide all workers with identity badge;
12. C/S Management does not submit data for elaboration of injury trends (worked hours, average workforce, etc.) on a monthly basis.

**d) Formal summons of Contractor to the eni E&P Division Head Office**

Company will formally summon Contractor Management to the eni Head Office for a meeting that can be attended by the Vice president of the Professional Area of the Contract Owner, the HSE Vice president and the Qualification Department of the eni Procurement Directorate where Contractor receives a warning about the real possibility that its entire business with eni worldwide may be jeopardized.

It is applied when:

1. Situations like those described in c) are recurrent;
2. Contractor Management has omitted to organize at least one HSE meeting with all staff and Subcontractors in order to discuss risks and training programs connected with the specific Contract

Enrico Trovato  
Managing Director  
February 2020

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## Annexure-B

### **MEDICAL HISTORY FORM**

(To be completed by the **Contractor employee**)

**Type of examination (circle one):**

Pre-employment	Periodic	Pre placement	Pre assignment	Pre exit
----------------	----------	---------------	----------------	----------

### **INSTRUCTIONS**

As part of the appointment process, it is necessary for the Contractors to undergo a medical examination. This is part of a process to confirm that you are medically fit to perform the inherent duties of the position for which you have applied for / assigned for, and to help guard against work-related illness and injury occurring subsequent to your employment.

The medical examination takes into consideration information provided by yourself about your medical history in this Form. Information on this Form will be kept strictly confidential and remain the property of the appointed Hospital and the company.

Please take this completed Medical History Form to the physician when you go for your medical examination.

### **1. YOUR DETAILS**

Dr./Mr./Ms./Mrs. (Last name) .....  
(First name) .....

Date of Birth .....

Sex (circle one) Male / Female

Job assigned/applied .....

Job Location (Circle one) Head Office / Islamabad office / Field site  
(Specify e.g. Bhit, offshore etc.....)

Residential Address .....

Telephone (Home) .....  
(Work) .....

Date and place of last medical examination .....





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## 2. YOUR PERSONAL

5. Do you drink alcohol?	Yes / No
6. For how long have you been consuming alcoholic beverages?	.....Years
How much alcohol do you have a week?	.....ml
11. Do you suffer from any phobias?	Yes / No
12. If yes, does this concern flying, confined space, fire, water, heights, other? Specify:	.....

## 3. Occupational Health History

Screening	Yes/No	Normal/Abnormal	State when and where.
13. Have you had any previous audiometric screening?			
14. Have you had previous lung function screening?			

15. Have you been ever been exposed to any of the following at work?

Hazard	Yes/No
Noise	
Ionizing radiation	
Electromagnetic radiation	
Asbestos	
Benzene	
Hydrocarbons	
Other Chemicals	
Skin Irritants	

16. If yes to the above, please give details of the exposure history (e.g. duration, place, severity etc.).

.....





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17. Have you used protective clothing, safety glasses or hearing protection?

Yes / No

Please specify time, duration, place and type:

.....  
.....

18. Have you ever developed any medical condition in connection with your occupation?

Yes / No

19. If so, please give details e.g. hearing loss/skin condition/ wheeze/ backache/ muscle strain/ blood disease?

.....

20. Have you suffered any industrial injury? Yes / No

21. If so please give details:

.....

22. Have you ever been rejected from employment on medical grounds? Yes / No

23. Have you received compensation, or is there any industrial claim pending?

Yes / No

24. Have you even been medically evacuated from a remote installation?

Yes / No





#### 4. Your Medical History

a) Do any of the following affect you or have affected you in the past: (circle 'Yes' or 'No' for each)

Eye/vision problem	Yes / No	Hearing problem	Yes / No
Ear/Nose/throat problem	Yes / No	Ear surgery	Yes / No
Wheezing/asthma	Yes / No	Tuberculosis	Yes / No
Other lung complaint	Yes / No	High blood pressure	Yes / No
Stroke	Yes / No	Heart trouble/chest pain	Yes / No
Heart/Vascular disease	Yes / No	Heart surgery	Yes / No
Varicose veins	Yes / No	Rheumatic fever	Yes / No
Diabetes/ hormone disorder	Yes / No	Cancer/tumor	Yes / No
Mental/nervous disorder	Yes / No	Depression	Yes / No
Blackouts/Fainting/dizziness	Yes / No	Epilepsy/seizures	Yes / No
Loss of consciousness	Yes / No	Severe headaches/migraine	Yes / No
Digestive disorder	Yes / No	Blood disorder	Yes / No
Genital disorder	Yes / No	Gynecological problems	Yes / No
Abnormal pap smears	Yes / No	Stress	Yes / No
Balance Problem	Yes / No	Head injury/concussion	Yes / No
Loss of memory	Yes / No	Arthritis	Yes / No
Back pain/back injury/sciatica	Yes / No	Restricted mobility	Yes / No
Hernia	Yes / No	Sleep problems	Yes / No
Stomach pain/ulcer	Yes / No	Passing or vomiting blood	Yes / No
Liver disease/hepatitis	Yes / No	Thyroid problem	Yes / No
Kidney/Bladder trouble	Yes / No	Skin problems	Yes / No
Infectious/contagious diseases	Yes / No	Malaria/tropical disease	Yes / No
Drug or alcohol dependence/abuse	Yes / No	Other	Yes / No

Please provide details to any of the above which had "Yes" answers:

.....

c) Have you been immunized against the following? (Circle yes or No for each)





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Immunized against:		Date Immunized on:	Place Immunized at:
Tetanus	Yes/ No		
Diphtheria	Yes/ No		
Hepatitis B	Yes/ No		
Hepatitis A	Yes/ No		
Typhoid	Yes/ No		
Other: (details)			

d) Are you currently using any regular medication (prescription or non-prescription)?

Yes / No

Specify:.....

g) Are you allergic to anything? Yes / No

If yes, please Specify:

.....

h) Are you aware of any medical conditions which may prevent you from performing your duties in a satisfactory manner in the position to which you are to be appointed? If so, please state them.

.....

i) Do you suffer from any permanent disability? Yes / No

j) Do you feel healthy and fit to perform the duties of your designated position?

Yes / No

### 5. Declaration:

I declare that the above statements made by me for the purpose of my medical examination are true and complete. I understand that any false statements shall be considered sufficient grounds to disqualify me from employment and that I have not knowingly withheld any information relevant to the medical assessment.

Examinee's Signature: ..... Date: .....



**PART B****MEDICAL EXAMINATION FORM – (To be completed by Licensed Examining Physician)**

This form is to be used in conjunction with the Medical History Statement. Prior to examining the candidate, for specific position review the candidates Medical History Statement and make sure that you are familiar with the relevant job and working conditions of specific position for which the candidate is being considered. If unavailable, seek this information from Eni Pakistan.

<b>Candidate's Name:</b>			<b>Date of Birth:</b>		
<b>Identity Verified: Y / N</b>		<b>Method of Verification:</b>  (Passport, ID, Drivers License)			
<b>Sex (Male / Female)</b>	<b>Height:</b>	<b>Weight:</b>	<b>BMI</b>	<b>Waist (inches)</b>	<b>Hip (inches)</b>
<b>VISION (Snellen's Notation)</b>					
<b>Uncorrected</b>		<b>Corrected</b>		<b>Glasses / Contacts</b>	<b>Pulse:</b>
<b>Right</b>	Far	Near	Far	Near	<b>Blood Pressure (sitting)</b>
<b>Left</b>				Color Vision	<b>Temp:</b>
<b>Both</b>				Other Vision Test	<b>Pulse:</b>
					<b>Systolic</b>
					<b>Diastolic</b>

Indicate "Normal" and "Abnormal" for each of the following condition. Please provide detailed description of abnormal findings and supplemental testing:

<b>CHECKLIST</b>	<b>N</b>	<b>A</b>	<b>DESCRIPTION OF ABNORMAL FINDING AND / OR SUPPLEMENTAL TEST</b>
<b>SKIN</b> ▪ Colour / texture (lesion, scars etc)			
<b>HEAD / EYES</b> ▪ Cornea, Pupil, Fundi etc			
<b>EAR / NOSE / THROAT / MOUTH</b> ▪ Pinna / Canals / TM ▪ Nasal septum / Mucosa ▪ Tongue / Palate ▪ Teeth/ Gums			
<b>NECK / NODES</b> ▪ Bruit ▪ Thyroid ▪ Neck Nodes ▪ Inguinal / Axillary Nodes			





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<b>CHEST / LUNGS</b> <ul style="list-style-type: none"><li>▪ Auscultation</li></ul>		
<b>CARDIOVASCULAR</b> <ul style="list-style-type: none"><li>▪ Pulses: Radial / Femoral / D. Pedis / Tibial</li><li>▪ Heart Sounds (murmurs)</li><li>▪ Heart Rate and rhythm</li></ul>		
<b>ABDOMEN</b> <ul style="list-style-type: none"><li>▪ Hernia</li><li>▪ Bowel Sounds</li><li>▪ Liver / kidney / Spleen</li><li>▪ Masses</li></ul>		
<b>MUSCULOSKELETAL</b>		
<b>NERVOUS SYSTEM</b>		
<b>OTHER SYSTEMIC EXAMINATION</b>		
<b>IDENTIFIED RISK FACTORS</b>		
<b>MEDICAL EXAMINATION REPORT/ REMARKS</b>		
<b>SIGNATURE OF EXAMINING PHYSICIAN:</b>	<b>PRINT PHYSICIAN NAME:</b>	<b>DATE:</b>

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**PART C**  
**Medical Fitness Certificate**

Full Name: (Mr. / Mrs. / Ms).....

Job assigned/applied.....

Date of Medical Examination: .....

Work location: Office

#### Offshore/Remote site

Office, but occasional travel to Offshore/Remote site (less than 2x per month or 4x per year)

The above person is hereby declared:

- ( ) Fit for Offshore/Remote Site work
  - ( ) Fit for office work (and remote site visits of less than 72h duration and not more)
  - ( ) Temporary unfit for offshore/remote site work
  - ( ) Temporarily unfit for office work (and remote site visits of less than 72h duration)
  - ( ) Fit to return to work
  - ( ) Unfit for offshore/remote site work
  - ( ) Unfit for work in this organization

**Particular comments & recommendations from examining medical doctor**

- (      ) Should follow-up with doctor in .....month (s)  
(      ) Should follow-up with doctor as soon as possible  
(      ) Other:

Verified by: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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### Annexure-C



## **Eni Pakistan Limited HSE POLICY**

*Eni is an energy company & in conducting its business, in line with eni code of ethics, procedures and sustainability principles, Eni Pakistan will promote and pursue excellence in:*

- *Providing a safe and healthy workplace with focus on prevention of work related injury and ill health to its workforce, contractors, visitors and people who are or could be impacted by its activities;*
- *Protection and promotion of human rights, the socio-economic development of local communities;*
- *Protection of environment, prevention of pollution and conservation of biodiversity and ecosystems;*
- *Continual improvement of quality of processes, services and products of its activities and operations; as essential elements to ensure the sustainability of the Company's business*

#### **Eni Pakistan Limited is committed to:**

- *Achieving continual improvement in Health, Safety, Environment and its business processes in line with strategic goals and objectives, through measuring and analyzing its performance aiming for technological excellence, including energy efficiency in every field of activity;*
- *Achieving continual improvement in HSE Integrated Management System through implementation of Health, Safety and Environmental protocols for all its projects and operational activities.*
- *Comply with all relevant regulations and laws enforced domestically and internationally and other HSE requirements where it operates;*
- *Establishing authority, responsibility and accountability for HSE within organisational line management and promoting the full involvement of all employees and contractors in translating the HSE policy into practice in the management of all HSE aspects relevant to its activities and observance of human rights;*
- *Establishing implementation of Environmental Responsibility of complete life cycle, including Geological /Geophysical surveys, Drilling, Engineering and Construction activities, Production and Restoration*
- *Identifying the hazards, evaluating and mitigating the risks and impacts associated with all its activities to achieve objectives by formal documentation; by adopting the most advanced principles and best practices, by implementing all practicable measures to ensure working conditions are safe and healthy; Reinforcing integrated risk management in decision making of company; providing necessary resources; devising way to deal with conflicting objectives; defining measurement and reporting within the company's performance indicators;*
- *Establishing mechanism to ensure consultation and participation of workers at all applicable levels, in the development, planning, implementation, performance evaluation and actions for improvement of HSE Integrated Management System;*
- *Developing and maintaining knowledge throughout the organization, by communication of information and through education and training of its staff;*
- *Establishing the selection and management processes for purchase, supply and contracting of goods and services so that suppliers' and contractors' HSE standards are consistent with its own;*
- *Clearly defining & effectively communicating the Principles of Corporate Social Responsibility; Communicating to the stakeholders its HSE standards and working with them to identify requirements and address these in a cooperative manner;*
- *Developing, maintaining and testing effective contingency plans;*
- *Conserving Biodiversity and Ecosystem by not conducting oil and gas exploration and development activities within the boundaries of Natural Sites included in the UNESCO World Heritage List (as of May 31, 2019)*

*This is a dynamic policy document and is revised as often as necessary, in this manner we aim to go beyond legal compliance to become a Health, Safety and Environment leader in our industry.*

**Enrico Trovato**  
Managing Director  
February 2020

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Eni Pakistan Limited

### Annexure- D



**Eni Pakistan Limited**  
**DRUGS & ALCOHOL POLICY**

The abuse of drugs and alcohol or other substances are incompatible with a safe and productive work environment. The objective of this present policy is to define basic requirements to mitigate possible impacts on the business from substance abuse. Compliance with this policy is a condition for employment and access to Company premises<sup>(1)</sup> and facilities during or other than normal working hours.

*The following measures must be respected in compliance to this policy:*

*The possession, consumption or distribution of drugs or misuse of other substances, while on Company provided premises or while engaged on Company business, is prohibited.*

*Controlled use of medicines is admitted only under medical prescription and after the authorization of the Company Doctor.*

*The possession and/or consumption of alcohol on Company premises is prohibited, except management's duly approved social gatherings in specified areas (other than Company premises) where alcohol may be used under the national laws and regulations.*

*Regarding the consumption of alcohol, employees on assignments abroad and in jurisdictions in which they are not considered citizens, must maintain a behavior in compliance with Company's Code of Ethics and consistent with the protection of Company's reputation whether during or other than normal working hours.*

*No individual shall report to work, be on the job or be at Company premises under the influence of prohibited substances. Any Supervisor, Line Manager or Site Manager having reasonable cause (?) to suspect an employee is intoxicated whilst on duty may request a comprehensive medical examination to be conducted. If an employee refuses to a medical examination, he will be directly considered under the influence of drugs or alcohol.*

*Eni Pakistan reserves its rights to carry out drugs and alcohol testing at work location(s) during working hours in a non-discriminatory, confidential and random basis in order to enforce this policy.*

*The violation of any of the above statements constitutes a serious offence which may result in disciplinary action against the offending individual.*

This policy applies to all employees, contractors and visitors, while they are present on the Company premises. Eni Pakistan shall provide procedures and guidelines for handling alcohol and drugs related incidents.

<sup>(1)</sup> The Company premises include the offices, all field locations, vehicles, aircrafts and other means of transportation arranged by Company for any official assignment

<sup>17</sup> Inappropriate behaviour is considered as a reasonable cause to suspect an individual under the influence of alcohol.

**Enrico Trovato**  
**Managing Director**  
February 2020

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Annexure- E



**Eni Pakistan Limited**  
**SMOKING POLICY**

*Eni Pakistan in recognition of Health, Safety & Environment concerns is committed to provide and maintain a safe working environment for employees and contractors without risk to their health. Eni Pakistan prohibits the smoking or carrying a lit substance that may be smoked in all indoor or enclosed facilities.*

*Smoking is one of the leading causes of certain diseases and premature loss of life. There is clear evidence that active and passive smoking causes a range of serious illnesses including cancer and cardiovascular diseases.*

*Eni Pakistan respects the national laws and commits to protect all its employees, contractors and visitors from exposure to tobacco smoke at its facilities.*

*It is the policy of Eni Pakistan that all of our workplaces and vehicles are smoke-free that also includes smoke produced from electronic smoking devices and all employees and contractors have the right to work in a smoke-free environment. Thus any type of Smoking is prohibited throughout Eni Pakistan's workplaces including vehicles used for company business.*

*The purpose of this policy is not to take away the individual's right to smoke but to restrict smoking in the workplace.*

*Smoking is permitted only in the areas specifically designated and posted as smoking areas at each facility or location. No one is allowed to smoke along any path way or walk way leading to or from the designated smoking area. Smokers must ensure safe disposal of cigarette ends and other waste smoking materials*

*The smoking restrictions do not apply in the case of individual residential buildings and houses owned or managed by the Company.*

*All employees, contractors and visitors shall comply with this policy.*

  
Enrico Trovato  
Managing Director  
February 2020

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Eni Pakistan Limited

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## Annexure-F



### **Eni Pakistan Limited**

#### **DRIVING POLICY**

The objective of present policy is to improve health and safety of Eni Pakistan, contractors, suppliers and third party drivers and all employees and personnel during job related journeys, promoting risk prevention in reducing the causes of accidents and fatalities. In line with Eni Pakistan Management commitment, the following measures must be implemented to ensure full compliance with local and international legal requirements:

- All vehicles shall comply with the Minimum Vehicles Requirements (MVR), as set out in Eni's Land Transportation Manual
- Vehicle and driver shall have all the necessary legal documentation
- Drivers shall possess valid Defensive Driving Certification
- Seat belts must be fastened during the travel by driver and passengers (No body shall be allowed to sit on open space / decks of the vehicles)
- Driver is not allowed to start driving unless all passengers are seated and have fastened their seat belts
- Driver must always have Company and/or contractor's emergency telephone numbers card
- Speed limits as well as safe distances from the front vehicle must be maintained
- Driver is not allowed to use portable radio equipment or mobile phones while driving or refilling in petrol stations. In case of receiving a service call or if communication is needed, the driver must stop the vehicle in a safe area before answering the call
- Usage of drugs or alcohol is strictly prohibited for drivers
- Daily driving shall be maximum 9 hours a day with a dispensation of 10 hours a day twice a week at most
- Weekly driving hours; a) driver is not allowed to drive more than 90 hours in a consecutive two-week period and b) during brief breaks dedicated to rest (45 minutes after 4.5 hours consecutive or 25 minutes every 2 hours) it is absolutely forbidden to work (load or unload goods, do repair work etc.)
- Regular daily rest; a) has to be at least an uninterrupted period of 11 hours b) can be reduced to 9 hours three times a week at the most c) it is also possible to fraction the rest into two moments: the first one shall be 3 hours long at least and the second one shall be 9 hours without interruptions and d) there shall be a period of normal and reduced rest every 24 hours
- driver can take a pause suspending duty in case of temporary disease or drowsiness; all these duty suspensions must be recorded on the daily duty form
- Additionally, IVMS monitoring and data analysis shall be carried out and feedback shall be shared with drivers
- Smoking is strictly prohibited inside vehicles
- Driving with inappropriate shoes like slippers, sandals or with barefoot is not allowed
- Driver must ensure that a high-visibility light reflecting jacket is available in the vehicle and he wears it when getting out from vehicle on road stopping
- Special care must be taken in case of driving on extreme environment conditions
- Vehicles used for Company business must be maintained strictly in accordance with the recommendations of the manufacturer whether the maintenance is routine or emergency
- All Accidents/Incidents shall be formally reported according to Company Accidents/Incidents' Reporting procedure to prevent recurrence

Driver has the duty to report any violation of driving policy occurred on behalf of passengers, and he is authorized to cancel/stop the journey in case of major violation. Passengers too, may report any violation of driving policy and procedures, traffic regulations or vehicle non-conformities they deemed have occurred while they were being transported.

  
**Enrico Trovato**  
Managing Director  
February 2020

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## Annexure-G



### **Eni Pakistan Limited** **HIV / AIDS POLICY**

*Eni Pakistan recognizes the magnitude and severity of the development of HIV<sup>(1)</sup>/ AIDS<sup>(2)</sup> epidemic worldwide and its prevalence in Pakistan; and seeks to minimize the impact on human rights and the socio-economic consequences to the company and its employee(s).*

*Eni Pakistan is committed to comprehensive management of HIV/AIDS at workplace. The Policy is also aimed at focusing on aspects of HIV/AIDS which, if not carefully addressed may impact negatively on the business and/or well being of the employee(s).*

*Eni is fully committed to protect its employees' health through promotion of health awareness, encourage behaviour changes where necessary as well as ensure that all employees are treated with the necessary dignity, fairness and equality.*

*The key principles of this policy are:*

- Eni will not and does not discriminate against employee(s) having, perceived as having, living with or otherwise affected by HIV or AIDS
- HIV/AIDS screening should not be required for job applicants or persons in employment
- The gender dimensions of HIV/AIDS should be recognized, i.e. its health effect and consequences on male and female, particularly in reproductive age
- HIV and AIDS are dealt with highest level of confidentiality as medical conditions, in accordance with applicable laws and Company policies
- Should an employee wish to disclose that he/she is HIV positive, appropriate management through the company's Occupational Health & Medical Support programmes will be offered
- HIV/AIDS education and awareness will be made available to all employees including contractors

*All personnel of the Company and Contractors are required to be fully aware of this Policy and to comply in their activities*

<sup>(1)</sup> HIV: Human Immunodeficiency Virus, <sup>(2)</sup> AIDS: Acquired Immunodeficiency Syndrome

**Enrico Trovato**  
**Managing Director**  
**February 2020**

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## Annexure-H

  
**eni Pakistan Limited**  
**SUSTAINABILITY POLICY**

### **Vision**

*Creating sustainable value, ethical corporate behaviour, building human capacity and promoting technological innovation.*

### **Mission**

*It is our goal to apply sustainable development principles and transparent behaviour in the conduct of our business activities. We seek to understand the social, environmental and ethical implications of our business, engage with Stakeholders in order to eliminate or mitigate any negative social and environmental impacts, enhance positive impacts to ensure that we fulfil our ethical responsibility to Communities, wider Stakeholders and the Pakistani society on the basis of sound business principles.*

### **Values**

We are committed to:

1. *Operating in compliance with Eni Code of Ethics, acting in accordance with laws, rules of fair competition, honesty, integrity, transparency and good faith, with due respect of the legitimate interests of our Stakeholders, Employees, Shareholders, Customers, Commercial and Financial Partners, Communities and legitimate Institutions, Governments and their Agencies.*
2. *Operate within the framework of eni's Guidelines on Protection and Promotion of Human Rights. We reject all forms of discrimination of forced and child labour and corruption. We seek to safeguard dignity, health and safety of all persons in the workplace.*
3. *Conduct our business and acting in the respect of cultural, religious and ethnic heritage traditions of Communities. As a socially responsible Company, we are committed to contribute to the promotion of the quality of life and of the socio-economic development of the Communities in which we operate, in line with the International Conventions on Sustainable Development.*
4. *Work in partnership with Stakeholders to meet our Vision and acting in collaboration with the Government.*
5. *Reduce the local environmental impact of operations, in coherence with Eni's global environmental strategy, by improving performances and implementing initiatives for biodiversity, conservation and resources recovery.*
6. *Conservation of biodiversity and ecosystems by;*
  - not conducting oil and gas exploration and development activities within the boundaries of Natural Sites included in the UNESCO World Heritage List (as of May 31, 2019)*
  - implement management model in compliance with Eni Biodiversity and Ecosystem Services (BES) policy at all Eni Pakistan fields*
  - promote with our partners the development and adoption of good management practices in line with Eni BES Policy*

*These principles are integrated into the Company business plan, supply and service contracts. All personnel of the Company and Suppliers are required to be fully aware of this Policy and to comply in their activities.*

  
**Enrico Trovato**  
Managing Director  
February 2020

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Eni Pakistan Limited

Annexure-I

**Medical Screening & Fitness Card**

Medical Screening & Fitness Card	
Company:	_____
Designation	_____
Name:	_____
Code:	_____
CNIC :	_____
DOB:	_____
Screening Date:	_____
Valid up to:	_____
Contractor Supervisor	eni Doctor



**Annexure- J****INFORMATION / DOCUMENTS REQUIREMENTS****a) Bidding Stage**

All bidders should supply enough information to enable COMPANY to objectively evaluate their capability to meet and comply with COMPANY HSE standards and guidelines. The information shall include but not limited to the following:

**Required Information/ Minimum Documents**

SNO:	Description
1	CONTRACTOR'S HSE POLICY
2	CONTRACTOR'S HSE Organizations chart with details (Qualification, Experience & Trainings) of Key Personnel, their Roles and Responsibilities.
3	CONTRACTOR'S Proposed Project Organization with details of key personnel.
4	CONTRACTORS' Medical Emergency Response Plan and Procedure.
5	CONTRACTOR Hazard Identification and Risk Assessment Procedure
6	List of 3rd Party First Aiders as per requirement.
7	CONTRACTOR staff medical insurance coverage.
8	CONTRACTOR'S Current Health Policies and Procedures.
9	CONTRACTOR'S Health Statistics / Performance for last 3 years
10	Any other additional information CONTRACTOR deems useful in this respect.
11	CONTRACTORS' experience to provide similar services (Years) <ul style="list-style-type: none"> <li>▪ All bidders shall provide confirmation in writing for complying to and meeting all COMPANY Health Requirements including carrying out;</li> <li>▪ Prescribed medical screening tests for their staff on annual basis.</li> </ul>
12	All bidders shall confirm for complying with all COMPANY HSE & CR policies and procedures applicable to this Contract.
13	Contractor shall develop and submit Health Risk assessment (HRA) and Medical Emergency Response Plan (MERP) for review and approval.
14	

**b) Requirements on Contract Award (Kick Off Meeting)**

- CONTRACTOR shall submit the OHH&MS Plan to COMPANY for review and approval, no activity shall be started prior to approval.





- CONTRACTOR will submit the copies of Medical Fitness Certificates of its employee(s) engaged against this contract to COMPANY'S OHH&MS Team Leader.
- CONTRACTOR shall submit "Sub-CONTRACTORS Health Management Plan".
- CONTRACTOR Health Risk Assessment procedures / Project Risk Register.
- CONTRACTOR Medical Emergency Response Plan

c) **Requirements during Execution of Work**

- CONTRACTOR will be expected to implement all agreed OHH&MS Requirements and Guidelines provided by COMPANY.
- CONTRACTOR shall report all accidents and incidents.

