

Annex B - List of Handover Documents
CONTRACT HANDOVER FORM
Contract Amendment

FROM	PROCUREMENT Dept. (PCP)
TO:	Salman Siddiqui ICT Manager
CC:	-

SECTION 1
HANOVER MEETING (if applicable) NA
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 : (name, surname, signature)
 CH/CA Representative : (name, surname, signature)
 HSE Representative : (name, surname, signature)

SECTION 2

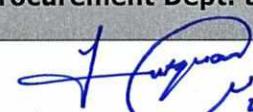
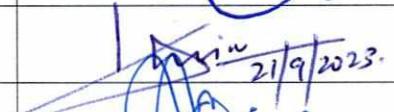
Contract No. (specify if its Amendment)	5000010088 Amd-04
Scope of Work	The Scope of Work covers provision for the maintenance of Attendance Management & Mess/Meal Counting system at Bhit & Badhra. This system is being used by the community department to monitor entry/exit records. Mess/Meal Counting System at the mess of Camp 1, 2 & 4 at Bhit & Camp-3 at Badhra. Purpose of this system is to enable counting of meals served on daily basis. RFID Card Readable machines are being used for this purpose on as and when required basis. Additionally, to keep this system up and running, it requires regular maintenance
Contractor Name (in full)	Limton Innovative Systems
Contractor Representative contact details	Mr. Qadeer Khan Designation: Sr. System Support Executive Mobile: 0334-3632051 Email: qadeer@limton.com.pk
Contract Value (in contract currency and equivalent USD, with concession wise breakdown if any)	Total ACV: 3,651,125 in Equivalent USD 12,858
Start Date	21-Jul-2017
End Date	30-Jun-2024
Optional Extension provision (if any)	3 Years firm + 2 years
Contract Type	GOODS + SERVICES
Insurance Requirements (Provide the list of applicable insurances and coverages)	NA
Compensation Scheme (Explain Lump Sum, Price List, reimbursable, cost+ fee, discounts, volume discounts, if any)	Through this Amendment-04 of the CONTRACT, the Compensation Schedule of the Appendix-A has been replaced with Appendix-A1, applicable from 21st July 2023 till 30th June 2024.



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SAP structure (line items) Itemized Y/N/NA, availability of open line Y/N/NA	NA
Payment Terms	As per original Contract
Penalties, / Liquidated damages (Explain thresholds and applicability)	NA
HSE Requirements	NA
Respect for Human Rights (To specify Human Rights criticality as per Commodity Code)	NA
Subcontracting	NA
Delivery Terms	As per original Contract
Concession	Branch

Contract Documents	Applicable Yes/No/NA	Comments (if any)
Letter of Award (CONTRACT)	NA	
Letter of Amendment-04	Yes	
General Terms & Conditions	NA	
Appendix-A - Compensation and Method of Application	Yes	
Appendix-C Financial Guarantees - Specimen copy/ies of Advance Payment Bank Guarantee, Performance Guarantee or Parent Company Guarantee (as applicable)	NA	
Appendix-D - Scope of Work and Technical Specifications	Yes	
Appendix-E - HSE Guidelines (as applicable)	Yes	
Appendix-F – OHHMS Guidelines (as applicable)	Yes	
Appendix-G - Security-CR Guidelines (as applicable)	Yes	
Appendix-L - Logistics Guidelines (as applicable)	NA	
Appendix-S - Sub-Contracting Information -List of Approved Subcontractors (as applicable)	NA	
Call off Order specimen	NA	
Appendix-B - Price Schedule/Price List (as applicable)	NA	
Any Other Documents		

The following Contract information and documents are handed over from Procurement Dept. to Contract Holder and to HSE on 18/09/2023		
Sr. C&P Officer	Furqanullah Khan	
Team Leader	Khaliq ur Rehman	 21/9/2023
C&P Manager	Alim ur Rehman	 21/9/2023
HSE Representative		

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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 / Contract Admn. (Name with Designation)	Signature	Date
		27/09/23

General:

- The Contract Holder shall ensure that the 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 the 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:

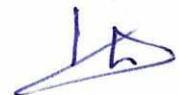
- Ensure that all correspondence/documentation transmitted to or received from the Contractor have been reviewed/approved or received by all relevant personnel, for e.g., correspondence of a contractual or commercial nature to be reviewed by the C&P Dept. and if necessary, by Legal Dept.
- Approve all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



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once subcontracted activity is completed in order to verify suitability for future use. In case of misconduct by subcontractor, 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.

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SPECIAL NOTES FROM HANDOVER MEETING (FOR CONTRACTS ABOVE US\$ 5,000,000):



Contract-5000010088 Amd-04

Prime Pakistan Limited

(Formerly known as Eni Pakistan Limited)

5th Floor, The Forum, G-20 Block-9,

Khayaban-e-Jami, Clifton,

Karachi-75600, Pakistan.

PABX : (92-21) 35879951

FAX : (92-21) 35838394-5

CONTRACT-5000010088 Amd-04

Contract Description:	Attendance Management & Mess/Meal Counting system		
Contractor Name:	Limton Innovative Systems	SAP Code:	445161
Contractor Address:	Level 05, Shahnaz Arcade, Shaheed-e-Millat Road, Karachi - 74800		
Contractor Incorporation:	Pakistan		
Contractor Representative:	Mr. Qadeer Khan		
Contact Number:	0334-3632051	Email:	qadeer@limton.com.pk
Contract Holder:	PNI ICT Manager		
Company Representative:	Mr. Salman Siddiqui		
Contact Number:	0333-4900380	Email:	Salman.Siddiqui@prime-pakistan.com
Contract Start Date:	21-July-2017	End Date:	30-June-2024
Commencement Date:	As per the First COFF	Opt. Ext:	NA
Extension Basis:	1. Duration Extension for around 1 year from 21 st July 2023 to 30 th June 2024. 2. Revised rates for the extended period till 30 th June 2024.		
C&P Buyer:	Furqan Khan	Email:	Furqan.UllahKhan@prime-pakistan.com

Letter of Amendment-04 dated 26th June 2023

With reference to the CONTRACT-5000010088 for Maintenance of Attendance Management & Mess/Meal Counting System at Bhit between the COMPANY, Prime Pakistan Ltd (formerly Eni Pakistan Ltd) and the CONTRACTOR, Limton Innovative Systems, effective 21st July 2017; the PARTIES hereby agreed to amend the CONTRACT as follows:

1. Through this Amendment-04, the CONTRACT duration is extended from 21st July 2023 to **30th June 2024** and is based on the same Terms and Conditions as of the existing CONTRACT-5000010088 and its subsequent amendments.
2. Through this Amendment-04 of the CONTRACT, the Compensation Schedule of the Appendix-A has been replaced with Appendix-A1, applicable from **21st July 2023 till 30th June 2024** as follows:

Appendix-A1**Annual Maintenance Rates:**

Sr. No.	Item Description	Annual Lump sum charges in PKR
1	Centralized Software for Time Attendance System Enterprise Version.net & Service Charge	PKR 185,000

Price List for Consumable And Non-Consumable Spare Parts:

Item Description	Unit Rates in PKR
Hand Geometry recognition - Non-Consumable Items	
Main PCB	136,976
Camera	105,366
Camera cable	4,215
LCD	30,556
Keypad PCB	54,790
Lock	4,741
Hand Geometry recognition - Consumable Items	
Rubber Keypad	26,341
Baseplate	59,005
Casing	89,561
Reflector	9,483
Power Adopter	8,429
Data & Clock Backup Module	7,376
Hand Geometry recognition -Accessories Items	
Power Backup Module Imported special designed SOCA Power Backup Module	26,341
LED Green Bulb LED integration on USER Verification	10,536
Tibbo device TCP/IP	31,610
Network solution	
Wireless Base-Station	105,366
Network switch	126,440
RFID Reader	
Suprema RFID Reader model Xpass	73,756

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, the PARTIES have signed this CONTRACT-5000010088 Amendment-04 on the dates stated below:

For and behalf of COMPANY		For and behalf of CONTRACTOR	
Signature	Kamran A. Mian Kamran A. Mian	Signature	Riaz
Name	CEO	Name	Gadeer Khan
Title		Title	Sr. System Support Exec
Date	27 - JUN - 2023	Date	27-06-2023



..... End of Amendment-04

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Eni Pakistan Limited

**SECURITY & CR GUIDELINES
COMMUNITY ATTENDANCE & MESS MEAL COUNTING
MANAGEMENT SYSTEM AT BHIT**

ENI PAKISTAN LOCATIONS

(MARCH - 2023)

ACTIVITY	NAME	DESIGNATION	DATE	SIGNATURE
Prepared By	Nadia Nadeem	Security- CR Document Controller	Mar -23	
Approved By:	Maj. Raja Ashraf	Security - CR Manager	Mar -23	



Eni Pakistan Limited

1.0 INTRODUCTION

The security practices and guidelines promulgated in this document have been designed to provide a satisfactory level of protection while affording minimum inconvenience or disruption during the work. It also sets out security requirements and standards that the bidders are expected to abide by and meet. The final contract awardees are expected to implement these as an acceptable standard during the execution of the works.

Contents of this document are liable to change from time to time with the overall change in security atmosphere, new risks and with change in policies and procedures of COMPANY.

2.0 SCOPE

These Security & CR guidelines have been prepared for use of all CONTRACTORs, SUB - CONTRACTORs "Community Attendance & Mess Meal Counting Management System at Bhit" at Eni Pakistan Office and Associated Field Locations.

3.0 APPLICABILITY

Procedures within these guidelines apply to all CONTRACTORs, and its SUB CONTRACTOR's or any other personnel working on behalf of the CONTRACTOR during the performance the Community Attendance & Mess Meal Counting Management System at Bhit related tasks at Eni Pakistan Office and Associated Field Locations".

Use of the word **CONTRACTOR**, used hereunder applies equally to all such parties including service providers.

4.0 DEFINITIONS AND TERMS OF REFERENCE

COMPANY

Eni Pakistan Limited

CONTRACTOR

CONTRACTOR, SUB - CONTRACTOR and VENDOR

Field Locations

COMPANY field location(s)

LEAs

Law Enforcing Agencies

POB

Persons on Board

Security

Security is the condition of being protected against danger or loss

Security Risk

Security risk means risk of loss, theft or sabotage to a security sensitive body/asset

Shall

Mandatory

Should

Recommended

5.0 GENERAL THREAT STATEMENTS ENI FIELD LOCATIONS

5.1. Bhit- Badhra

Bhit- Badhra Gas Field was inaugurated in October 2002 and is located in the Dadu and Jamshoro Districts. Besides lying adjacent to Sindh-Balochistan Border, it stretches along the Kirthar Range. The security risk is medium to high with threats of extortion, vehicle hijack, armed robberies and kidnap. Direct threat to COMPANY's operations is infrequent road blocks and petty thefts of light weight machinery that remain unguarded or stolen under the cover of darkness.

Since a large number of locals share their kinship in Balochistan, across Bhit and Badhra Mountains and their consequent movement across the inter-provincial border is a common phenomenon, therefore any spillover of the existing volatile law & order situation in Balochistan, can have serious effects on Bhit- Badhra Gas Field. Overall Bhit Gas Field is a MEDIUM risk area.

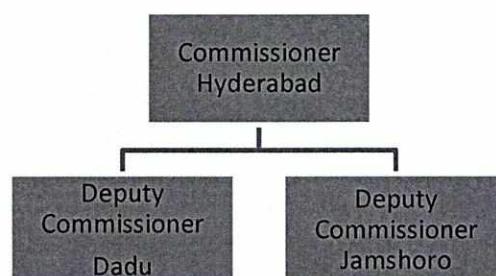
5.2. Sukhpur

The area of Sukhpur Block is divided into two compartments; i.e. the Western Part, area West of Indus River which falls in Jamshoro District and the Eastern Part, area East of Indus River which falls in the Nawabshah District. There are very few crossing places over River Indus and the activity would have to be conducted separately in both the compartments.

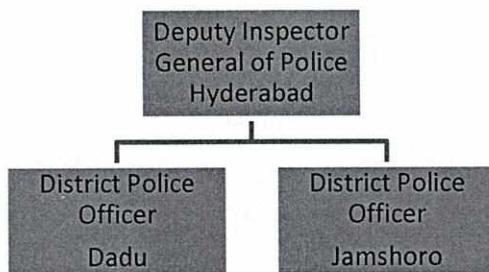
Being adjacent to Bhit, Badhra Gas Field, it is inhabited by almost the same tribes and thus shares risks similar to Bhit, Badhra Gas Field where COMPANY is operating for more than a decade. Hence medium level community issues may come across during the period of activity. Generally, the area is rugged, isolated, does not have a good communication infrastructure and has a thinner presence of the Law Enforcement Agencies. However, according to the local civil administration, there are no major security issues and the prevailing law & order situation is well within the manageable limits. Overall, Sukhpur Block is an ELEVATED risk area.

The Security and Administrative responsibilities are bifurcated under the jurisdictions of:

Administration



Security

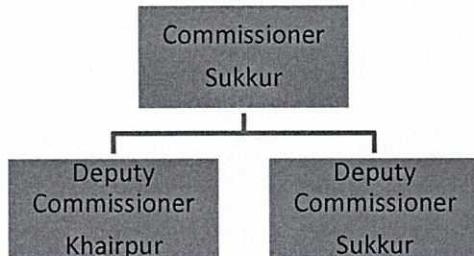


5.3. Kadanwari

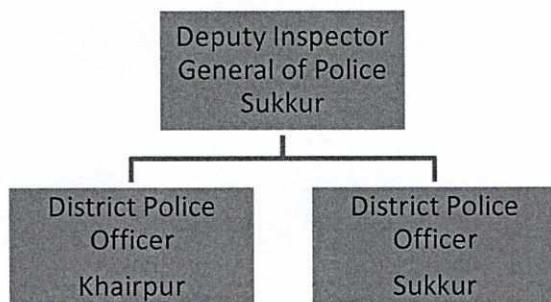
The Kadanwari Central Facility (KCF) is located approximately 100 km southeast of Khairpur District and 45 kms west of Pakistan's border with India. It lays approximately 2.5 hours road travel from Sukkur and is a one hour direct flight time from Karachi. Kadanwari has been in production since June 1995 and is an established operation. The security risk is low with threats of vehicle hijack and armed robberies in and around the area. Overall Kadanwari is a LOW risk area.

The Security and Administrative responsibilities are bifurcated under the jurisdictions of:

Administration



Security



(*Eni Pakistan Field Locations Risk Rating Chart is attached as Appendix - 1*
(Map highlighting Eni Pakistan field locations is attached as Appendix - 2)

6.0 COMPANY SECURITY POLICY

The security policy of the COMPANY is to provide a safe working environment to all its personnel. Protect and secure COMPANY assets, and provide handy security guidelines to all CONTRACTORs who work with or provide services to the COMPANY.

7.0 SECURITY OF CONTRACTORS

The security of CONTRACTOR and its SUB CONTRACTOR personnel, material and equipment or of any other personnel working on behalf of the CONTRACTOR during the performance of all works and services for the COMPANY shall be the responsibility of the COMPANY within the prescribed security coverage limits OR when under the direct use of the COMPANY.

(Prescribed security coverage limits for CONTRACTORS given at Appendix – 3)

Subject to Article 24 of the MSA, COMPANY assumes no liability, whether expressed or implied, for the security of any Contractor Group's (or otherwise if so stated in Article 24 of the MSA) personnel, material or equipment beyond pre - designated security limits (specified in Appendix – 3) OR when the vehicle(s) is not under COMPANY direct usage.

Subject to Article 24 of the MSA, CONTRACTOR agree to indemnify and hold COMPANY harmless from and defend the COMPANY Group against any and all injuries, death, damages, claims, losses, actions caused to Contractor Group or otherwise if so stated in Article 24 of the MSA arising out of or related to any alleged breach or lapse of security and safety of aforesaid Contractor Group (or otherwise if so stated in Article 24 of the MSA) personnel and material.

CONTRACTOR as well as their SUB CONTRACTOR employees of all categories should comply with these guidelines and work rules. Regular inspections will be made to verify compliance.

8.0 SECURITY COVERAGE

The COMPANY shall provide security protection / services through Pakistan Rangers, contracted security manpower and local police. Security manpower shall be decided by the COMPANY after consideration to the security environment and availability of necessary security coverage for the protection of CONTRACTOR / SUB CONTRACTOR / VENDOR (s).

9.0 SECURITY COVERAGE LIMITS / EXTENTS

Extent till where COMPANY is liable to provide security to CONTRACTOR and it's SUB-CONTRACTOR / VENDOR in field areas are given in Appendix 3.

10.0 PRE OPERATION SECURITY GUIDELINES FOR CONTRACTORS

The following are guidelines (the COMPANY advises), the CONTRACTOR must comply with before and during performance of works in and around the area of operations: -

- Avoid contact with or exposure to any undesirable persons in area of operations / work.
- Take all appropriate precautions as per COMPANY security policies and procedures for the security of manpower.
- Promptly inform the local authorities and the COMPANY for any incident related to breaches in safety or security involving equipment or personnel in the area of operations / work. The CONTRACTOR will maintain relevant local and external emergency numbers handy at all times.



- The CONTRACTOR when employing staff must ensure that they have a credible background with no political affiliations and criminal milieu.
- All the CONTRACTOR(s) personnel working at the project are required to abide by the security policies and procedures laid out by the COMPANY.
- The CONTRACTOR and its SUB CONTRACTOR must not create security hazards for the COMPANY.
- CONTRACTOR shall avoid creating any conditions or situations directly or indirectly and shall ensure its SUB-CONTRACTOR or any personnel it employs do not create any such conditions or situations which cause disruption or disturbance.
- Take all appropriate precautions as per COMPANY security policies and procedures for deployment and control of security manpower.

11.0 VISITORS

Entry of personnel extraneous to operations is not allowed into the COMPANY field areas.

12.0 IDENTIFICATION

All employees of CONTRACTOR assigned to perform duties specifically associated with contractual agreements at the COMPANY site will be identified by wearing the CONTRACTOR / COMPANY ID badge. The identification side of the badge must be visible at all times while performing duties at the work site. Security supervisors will regularly check CONTRACTOR employees for their identification. CONTRACTOR or their employees who are found not wearing a badge will be asked to obtain one immediately.

CONTRACTOR should ensure that all CONTRACTOR and SUB-CONTRACTOR employees understand the policy and that badges are worn at all times by all employees. The badges should be retrieved from employees upon completion of their respective tasks.

All the CONTRACTOR personnel including drivers, etc visiting any COMPANY location / concession area should be in possession of valid original National Identity Card.

13.0 SECURITY INDUCTION

On allocation of contract for the job, a pre - mob security induction session shall be arranged for the CONTRACTOR. CONTRACTOR shall be familiarized with COMPANY security policies and security requirements expected to be delivered while working on COMPANY field areas.

CONTRACTOR shall also ensure that all new arrivals to the area of operation receive a comprehensive security induction and briefing by COMPANY field security representative before undertaking any other task. A written record is to be maintained of all security inductions.

Any queries thereby can be made clear during the induction session

14.0 PROTECTION OF PROPERTY

The CONTRACTOR under COMPANY security advice and supervision must agree to take full and proper measures to protect its area of operation, work from pilferage, local unrest, vehicle hijack, and armed robberies. Undesirable elements shall not be allowed to enter within or around area of operations / work



15.0 LOSS AND DAMAGE TO PERSONNEL / PROPERTY

Subject to Article 24 of the MSA, the CONTRACTOR and its SUB-CONTRACTOR shall be held liable for all damages caused to Contractor Group (or otherwise if so stated in Article 24 of the MSA) personnel and property and / or loss as a result of its negligence to adhere to the security guidelines or non-acceptance of the COMPANY planned security manpower caused to Contractor Group (or otherwise if so stated in Article 24 of the MSA).

16.0 SECURITY ADVISORY

COMPANY shall provide assistance to CONTRACTOR, in an advisory capacity in the event of work stoppages, strike and civil strife. If and when the situation so demands the CONTRACTOR shall stop the operation immediately as and when advised by the COMPANY, for which the COMPANY will not pay any standby charges for manpower personnel or machinery or for any loss or damage CONTRACTOR may incur during the time work is stopped.

17.0 CONTRACTOR EMPLOYEES CONDUCT

The CONTRACTOR shall ensure that their employees and their SUB-CONTRACTOR employees conduct themselves in a proper manner while on the project and its adjoining areas. Gestures, remarks or anything else of a derogatory nature towards the locals or any conduct insulting the sentiments of the local community by the CONTRACTOR, its employees or SUB-CONTRACTOR will be sufficient cause for the permanent removal of such person from the premises. The COMPANY shall have a right to instruct the CONTRACTOR to remove such person at any time.

18.0 CONFIDENTIALITY

The CONTRACTOR has an obligation to maintain the confidentiality of information related to the COMPANY. Information pertaining to the COMPANY business, assets, personnel, movements is confidential and must be protected. Violation shall result in appropriate actions by the COMPANY.

19.0 CRIMINAL INCIDENTS

It is the responsibility of the CONTRACTOR to report, in accordance with law, and records all criminal incidents at the earliest, so that appropriate measures may be taken to control any situation that may arise from the concerned incident.

20.0 ACCESSIBILITY TO SENSITIVE AREAS

To reach the area of operations, CONTRACTOR and their employees may be required to enter or pass through sensitive locations or local village areas connected to their work site. CONTRACTOR is required to respect the sanctity of sensitive installations, local customs and culture and behave in a proper manner.

21.0 WILDLIFE / FISHING

Shooting or incarcerating wildlife like partridges etc is strictly prohibited at the COMPANY locations. Any of CONTRACTOR personnel found indulged in such activity shall be liable to strict disciplinary action.



22.0 FIREARMS POLICY

Possession, storage, or use of any kind of ammunition, firearms, and explosives (other than designated guards) on the COMPANY premises is strictly prohibited. Appropriate sanctions / disciplinary action for violations of this policy will apply.

23.0 VEHICLES

CONTRACTOR vehicles and machinery should have updated registration documents. The drivers of the vehicles should be in possession of valid Driving License and valid original National Identity Card (NIC). Moreover, CONTRACTOR vehicles must have CONTRACTOR permit. These permits shall allow driving in areas specifically designated for the work. Anyone driving in unauthorized areas shall be subject to termination of service.

The night driving policy must be strictly implemented and no vehicle movement shall be allowed after sunset unless there is a grave emergency and adequate security measures have been put in place for such travel. For all night driving CONTRACTOR shall ask for written permission (unless an emergency erupts for that verbal permission is sufficient) from the COMPANY field representative.

24.0 TRAVEL SECURITY

Persons and equipment are exposed to a considerable level while traveling. It is therefore imperative to strictly follow the COMPANY security and HSE guidelines over travel management. However, following points are to be considered in general while traveling.

- Avoid high population areas, where possible.
- Use alternate routes to avoid high population areas.
- Instruct drivers to lock vehicles when stopped.
- Reinforce attendance and parking rules.
- Traveling in company is better than traveling alone.
- When driving, ensure that the vehicle doors are locked and the windows closed.
- Always carry your mobile telephone, with fully charged battery, in the vehicle.
- The vehicle should be driven at a steady speed and the inter vehicle distance should always be maintained.
- If something untoward appears to be taking place on the road ahead, stop and turn around before it is too late.
- Should you be a witness to an accident do not get involved, withdraw and make your way to a safe location.
- No night traveling unless an emergency erupts. In that case prior night move sanction shall be taken from Karachi office through the COMPANY field security staff.
- Minimum 5 escort guards in separate escort vehicles for all expatriate movements as per DGPC directives.



Eni Pakistan Limited

25.0 INQUIRIES & INVESTIGATIONS

Any infringements by CONTRACTOR manpower identified by the COMPANY field security representative against the COMPANY security practices and standards shall be investigated jointly by COMPANY and CONTRACTOR. Remedial action mutually agreed upon should be implemented by the CONTRACTOR.

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

COMPANY reserves the right to suspend present CONTRACT in case of severe infringements of these Security Guidelines

26.0 FURTHER INFORMATION

Enquiries in relation to these guidelines, or any security matter involving the COMPANY security procedures and practices, should be directed to COMPANY Security Manager or Security Advisor (Field Operations).

27.0 EVACUATION

As part of the planning for the worst case scenario (which has not ever been materialized), eni Pakistan has detailed emergency plans for evacuation by air or road from all field locations and Karachi.

eni Pakistan is responsible to evacuate all the expats (including contractors) from fields to Karachi Airport for onward flight to respective destinations.

28.0 EMERGENCY CONTACT NUMBERS

The COMPANY's emergency contact numbers are given at Appendix 4.



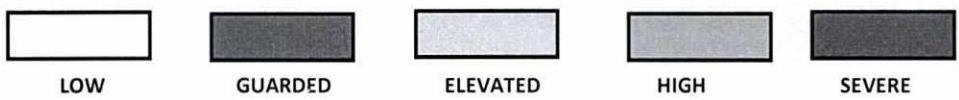
Eni Pakistan Limited

APPENDIX - 1

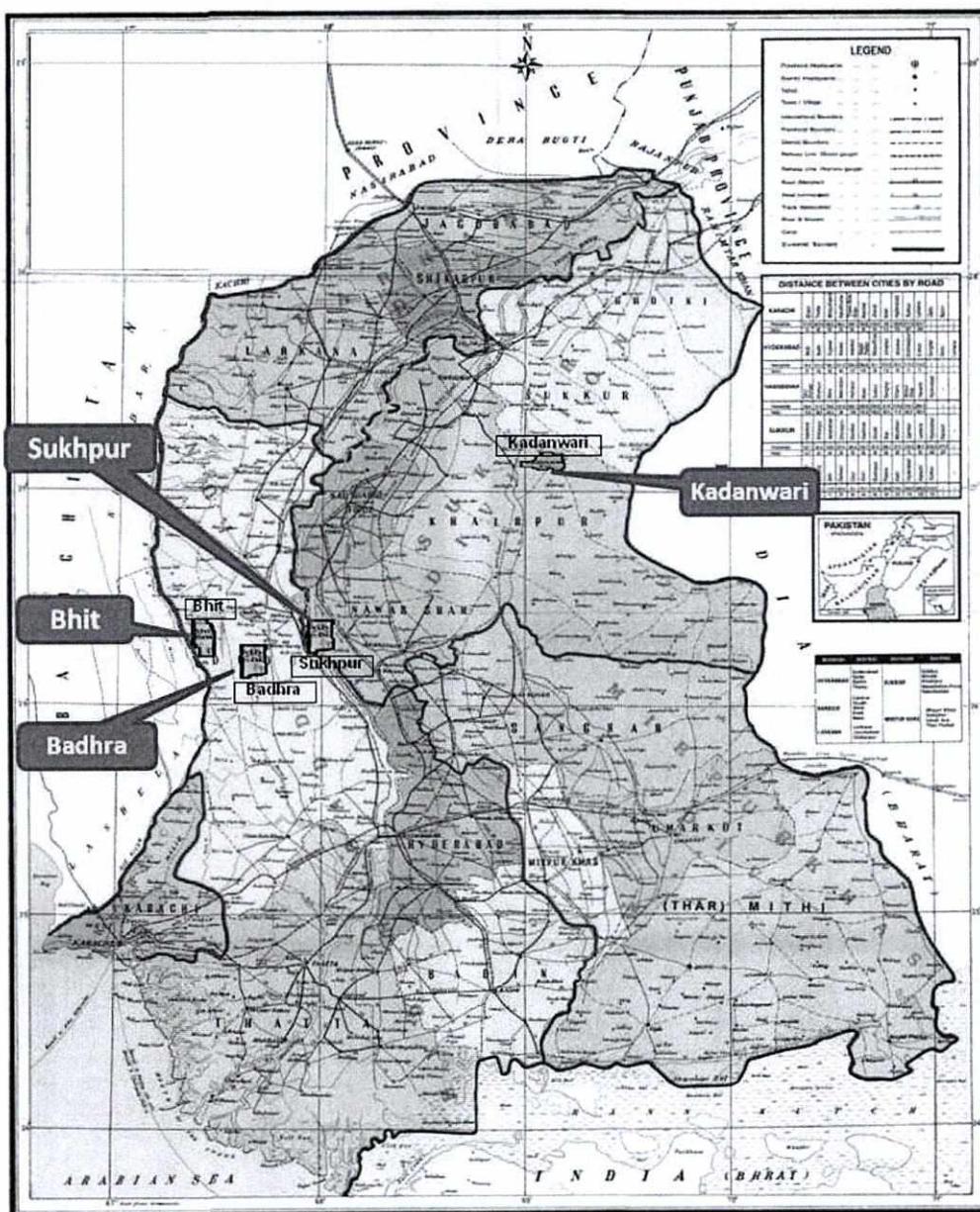
Eni PAKISTAN RISK RATING CHART *

	SECURITY THREAT (SECUR)	SECURITY RISK (SRA)
Bhit – Badhra Gas Field Districts Jamshoro & Dadu (Sindh Province) – Sharing border with Balochistan Province	ELEVATED	ELEVATED
Sukhpur Blocks Districts Dadu & Nawabshah (Sindh Province)	ELEVATED	ELEVATED
Kadanwari District Khairpur (Sindh Province)	ELEVATED	ELEVATED

RISK RATING COLOR CODING KEY



* THE RISK RATING WAS EVALUATED AT THE TIME OF MAKING THIS DOCUMENT. THESE RATINGS ARE
LIABLE TO CHANGE FROM TIME TO TIME WITH THE OVERALL CHANGE IN SECURITY / POLITICAL CLIMATE

APPENDIX - 2**Eni Pak Field Locations**



APPENDIX - 3

SECURITY COVERAGE LIMITS / EXTENTS

Extent up to which COMPANY is liable to provide security to CONTRACTOR and it's SUB-CONTRACTOR / VENDOR in various field areas are given below. Any movement of CONTRACTOR and its SUB-CONTRACTOR personnel, material and equipment or of any other personnel working on behalf of the CONTRACTOR beyond the points specified hereunder is the sole responsibility of the CONTRACTOR.

- Bhit Gas Field - From Check Post - 3 towards Bhit Main Facility and Bhit Mountain.
- Badhra - From Kai Police check post to Badhra Mountain and well locations
- Sukhpur - Within the fenced area of Wellheads and Camp sites.
- Kadanwari - From COMPANY well locations up to Kadanwari Airstrip Check Post



COMMUNITY RELATIONS

1. INTRODUCTION

This document is being issued for Community Attendance & Mess Meal Counting Management System at Bhit at Eni Pakistan Ltd Field locations.

2. COMPANY CR Policy & Commitment

COMPANY, being a socially responsible entity, believes that local communities are very important stakeholders. Maintaining peaceful and congenial relations with communities is fundamental to its social commitment. It makes sure that the communities living in and around the operational areas are given reasonable job opportunities.

COMPANY seeks to enhance the quality of life of people of the communities where COMPANY has a significant presence or interest. With the integration of corporate citizenship as a strategic component of business practice, it is our goal to be viewed and perceived among all stakeholders as a good neighbor, caring employer and valued partner. In general, the following points underscore COMPANY's commitment towards social responsibility:

- COMPANY's working practices and activities should reflect COMPANY's commitment of being a socially responsible and community-caring company;
- COMPANY's activities should not be in total isolation from the communities;
- COMPANY's presence should demonstrate the evidence of being good neighbor;
- COMPANY's field personnel should respect local cultures and traditions;
- COMPANY's objective is to be a strong community contributor and to behave ethically;
- COMPANY's operations should avoid causing any damage to the environment and properties of the communities;
- Minimizing the impact of any damage caused to the environment, property infrastructure and business/trade of the communities;
- Preference should be given to the local communities while procuring manpower and ancillary services, materials and other kinds of consumables which are available in the local or nearest markets etc.;
- Sustainable development and participatory approach for bringing lasting benefits and opportunities to communities.

3 Community Relations Guidelines

COMPANY being a corporate social responsible entity commits to provide maximum employment & economic opportunities to the communities of its operational areas. It believes that contractors are integral part of its community relations' efforts and plays major role in maintaining a harmonious and friendly social environment. They often become the face of the COMPANY while coming in close contact with communities. In order to align contractor's community relations approach with that of its own, COMPANY has instituted a set of guidelines to be complied by all contractors working for it.

3.1 Community Relations Management

- Unless otherwise stated in the CONTRACT, the responsibility of handling day to day community relations' affairs and such other matters which emanate directly or indirectly from the activities involved in the contracted scope of work shall be of CONTRACTOR's where Company operates:



- CONTRACTOR shall nominate a focal person to liaise and maintain close coordination with COMPANY **Field CR Representative** and to address community matters such as jobs and economic benefits related issues from time to time;
- CONTRACTOR shall avoid direct dealing with the local community and in case of any incidental discussion with any person from community without Company's consent should be immediately reported to the COMPANY **Field CR Representative**;
- CONTRACTOR shall ensure that all the negotiations with local community with regards to any aspect of the CONTRACT which happen to have any direct or indirect linkage with local community are well communicated, documented and forwarded to the COMPANY **Field CR Representative** soon after it is held between CONTRACTOR and the local community;
- CONTRACTOR providing employment and business opportunities e.g. petty contracts, supplies, services, rental vehicles, machinery, equipment and all other types of dealing which relates to the CONTRACT, involving community should report & get approval from COMPANY **Field CR Representative**;
- CONTRACTOR shall be required to report immediately to COMPANY Field CR Representative concerning any incident / accident or any other development with regards to matters related to the local community, which impact community relations or otherwise. CONTRACTOR shall commence effective remedies which shall be worked out in consultation with Company **Field CR Representative**;
- CONTRACTOR shall be responsible to handle any community related issue/disturbance, provided that CONTRACTOR had no legacies and or has not failed to properly fulfill its community relations obligations under the CONTRACT. CONTRACTOR will do its best endeavor and give all reasonable assistance to COMPANY to resolve any community related issue/disturbance within COMPANY' defined boundaries hereinabove;
- If CONTRACTOR does not properly fulfill its community relations obligations under the CONTRACT and/or do not give all reasonable assistance to COMPANY to resolve any community related issue/disturbance, COMPANY shall have the right to terminate the CONTRACT for cause, as per the provision set forth in the CONTRACT;
- No compensation for idle time will be given to the CONTRACTOR in any case of community related issue / disturbance.

3.2 Employment & Economic Opportunities

- CONTRACTOR shall to the extend is reasonable, practical and technically and commercially acceptable, use Goods/Materials, Services/Works and personnel of local;
- Preference must be given to the local CONTRACTOR for goods, materials; equipment and services, if equally (or more) competitive than a national CONTRACTOR for any particular supply and/or service procured;

3.3 Work Practices

- CONTRACTOR shall comply with the relevant labor laws of the country and follow fair labor practices;
- CONTRACTOR must ensure that the salaries & other dues of all especially local employees, SUBCONTRACTORS (if hired) etc. are paid well within the time agreed with them;
- CONTRACTOR shall be required to make all the payments and compensations with regards to any service taken from local community within stipulated period of time.



- CONTRACTOR must ensure that all norms and standards generally required of Eni Pakistan CONTRACTORS are being practiced in provision of food, wages, PPE and work timings and to ensure that justice and equity is being practiced while provision of the above;
- CONTRACTOR shall ensure that disputes and conflicts with the local communities are settled amicably in a timely manner but definitely before completion of CONTRACT and shall seek COMPANY's assistance to achieve such settlement as and when required;
- CONTRACTOR shall be required to fulfill all its liabilities and commitments with regards to the matters related to community before demobilization;
- CONTRACTOR shall ensure that they (and/or their SUBCONTRACTORS) cause no damage to the local environment, water-ways (flowing or dry), footpaths, roads, animal life, standing crops / trees etc. If any accidental or incidental damage is caused then such damage shall be immediately repaired and any disturbance should be amicably and reasonably compensated, in consultation with COMPANY Field CR Representative;
- CONTRACTOR shall be required to execute in black & white all the agreements with community vis-à-vis hiring of equipment, vehicles / transport or hiring of any services through local CONTRACTORS;
- CONTRACTOR should not unnecessarily raise expectations of community, which may cause unreasonable and excessive demands by the community.

3.4 CR Reporting

CONTRACTOR shall be required to submit daily report/weekly/monthly to COMPANY Field CR Representative specifying the following:

- Number of jobs offered to the local community and their wages. This shall specify separately the names and trades of skilled, semi-skilled and unskilled jobs offered to the people of local community or surrounding areas of the operation;
- Number of economic opportunities and their volume and their comparative ratio offered to the community;
- CONTRACTOR before start of project will confirm and provide signed copy of written agreement and at the close of project should provide clearance certificates of dues etc. from local CONTRACTOR against the services received;

4. 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, vehicles outside the fence;
- Cost of any unauthorized additional land usage shall be borne by CONTRACTOR;
- CONTRACTOR shall settle all the land claims relate with their activities.

**APPENDIX - 4****EMERGENCY CONTACT NUMBERS**

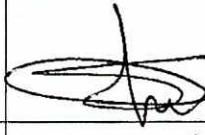
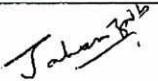
- **Maj Raja Ashraf** (Security - CR Manager)
 - Office + 92 - 21 - 35828138
 - Mobile + 92 - 333 - 4900338
- **Muhammad Qasim** (Community Management Team Leader)
 - Office + 92 - 21 - 35828115
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 - Office + 92 - 21 - 35828170
 - Mobile + 92 - 333 - 4900332
- **Eni Karachi** (Operational 24 hours)
 - PABX + 92 - 21 - 35879951
- **Eni Radio Room** (Operational 24 hours)
 - Emergency + 92 - 21 - 35838401
 - + 92 - 333 - 4900444
- **Eni Security Monitoring Room** (Operational 24 hours)
 - + 92 - 21 - 35838404
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eni

Eni Pakistan Limited

**HSE GUIDELINES FOR
COMMUNITY ATTENDANCE MANAGEMENT & MESS/ MEAL
COUNTING SYSTEM AT BHIT FIELD**

Activity	Name	Designation	Date	Signature
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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 for Community Attendance Managements & Mess/ Meal Counting System at Bhit Field as per provided Scope of Work.

It sets out the requirements for Health, Safety and Environment (HSE) 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 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 Contractor & 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 shall affirm that it has written HSE Policy of its own signed by its top management and that its policy is widely communicated and understood among its employees.



2.2 Responsibility for HSE Compliance

CONTRACTOR shall be responsible, through its own organization and his sub-CONTRACTOR for applying all HSE 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 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 & ISO 45001 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 3rd 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 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 45001, ISO 14001
- 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) **Team Leader and Discipline Supervisor / Coordinators / Superintendents:** 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 AND TRAINING

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.

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 3rd party training providing company and these trainings would include but not limited to:

1. Basic First aid Training
2. Basic Firefighting Training
3. 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.

3.3.3 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 3rd Party training providing company/ institute and is in possession of a valid certificate from a recognized company / institute. CONTRACTOR shall issue formal letter of appointment for the role of First Aid to all First Aiders. 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.

3.3.4 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 3rd party training providing company / institute and is in possession of a valid certificate from the same institute. CONTRACTOR shall issue formal letter of appointment for the role of Firefighting to all Firefighters. 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.

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.

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 manpower is required to comply with COMPANY Drugs and Alcohol Policy (**Annexure-C**). Based on that policy / program, it shall be ensured that 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 COMPANY to drug test at any time without prior notice.



5.5 Weapons, Arms & Ammunition

All firearms, ammunition, knives or any other type of weapons are completely prohibited at all COMPANY premises. This also applies to CONTRACTOR when they are on COMPANY'S premises or have been deployed for working under Eni Pakistan Limited contracts. Only security staff can keep arms as per COMPANY security policy.

5.6 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
- CONTRACTOR shall implement Eni HSE Golden rules

5.7 Pets

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

5.8 Eni Health and Safety Golden Rules (e-Gruvis)

CONTRACTOR shall implement and follow the Eni HSE Golden Rules applicable to its scope of work and level of compliance to Golden Rule related to the activity might be evaluated. Scoring is the following

0 = Serious Deviation

1= Major Deviation

2= Improvement Required

3= Meets Requirements

4= Exceeds Requirements

Eni Health and Safety Golden Rules are as follows

- 1. Driving Safety**
- 2. Management of Change**
- 3. Lifting operation**
- 4. Fire Safety**
- 5. Work at Height**
- 6. Energized Systems**
- 7. Excavation Safety**
- 8. Permit to Work**
- 9. Health Management**
- 10. Personal Protective Equipment**
- 11. Confined Space Entry**
- 12. Toxic Gases**



6 PERSONAL PROTECTIVE EQUIPMENT

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

- Assessment of the type and quantity of PPE required
- Issuance of required PPE to all staff
- Storage of sufficient quantity of PPE at site to cover visitors and general usage
- 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.

7 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.

7.1 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

8 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.

9 CAMP HSE REQUIREMENTS

CONTRACTOR should follow the standards and rules established by COMPANY.

10 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.

11 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 Plan / Procedure.

In case of serious injury or illness, Medevac by air/ road will be arranged by COMPANY at the cost of the CONTRACTOR.



Eni Pakistan Limited

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12 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



Eni Pakistan Limited

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Annexure—A: HSE DISCIPLINARY POLICY



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*


Paolo Gjraudi
Managing Director
April 2021

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Annexure– B: HSE POLICY

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.

Paolo Giraudi
Managing Director
April 2021

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Annexure- C: DRUGS & ALCOHOL POLICY



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⁽¹⁾ 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⁽²⁾ 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.

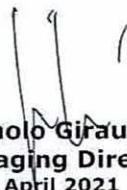
Eni Pakistan reserves its rights to carry out drugs and alcohol testing at work location(s) during working hours in a non-discriminatory, confidential and random basis in order to enforce this policy.

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.

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

⁽²⁾ Inappropriate behaviour is considered as a reasonable cause to suspect an individual under the influence of alcohol.


Paolo Giraudi
Managing Director
April 2021

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Eni Pakistan Limited

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Annexure- D: SMOKING POLICY



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.

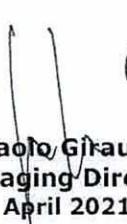
It is the policy of Eni Pakistan that all of our workplaces and vehicles are smoke-free that also includes smoke produced from electronic smoking devices and all employees and contractors have the right to work in a smoke-free environment. Thus any type of Smoking is prohibited throughout Eni Pakistan's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


Paolo Giraudi
Managing Director
April 2021

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Annexure- E: DRIVING POLICY



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.

**Paolo Giraudi
Managing Director
April 2021**

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Annexure- F: HIV/ AIDS POLICY



Eni Pakistan Limited

HIV / AIDS POLICY

Eni Pakistan recognizes the magnitude and severity of the development of HIV⁽¹⁾/ AIDS⁽²⁾ 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 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).

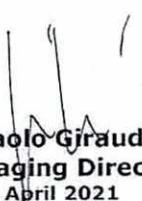
Eni is fully committed to protect its employees' health through promotion of health awareness, encourage behaviour changes where necessary as well as ensure that all employees are treated with the necessary dignity, fairness and equality.

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

⁽¹⁾HIV: Human Immunodeficiency Virus, ⁽²⁾AIDS: Acquired Immunodeficiency Syndrome


Paolo Giraudi
Managing Director
April 2021

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Annexure- G: SUSTAINABILITY POLICY



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.

**Paolo Giordani
Managing Director
April 2021**

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**Annexure- H: SUBCONTRACTOR HSE MINIMUM REQUIREMENTS**

List of HSE on/off Requirements	Description of the requirement
Documentation of the Risk Assessment	<p>The Subcontractor:</p> <ul style="list-style-type: none">• Shall sign for acceptance and transmit to the Contractor the documentation concerning the Company's Risk Assessments received by the Contractor (DUVRI, in the case of applicability of Legislative Decree 81/2008 Art.26; PSC, in case of applicability of Legislative Decree 81 / 2008 Title IV; DSSC, in case of applicability of Legislative Decree 624/1996);• Shall draw up, sign and transmit to the Contractor its specific Risk Assessment (POS in the case of PSC, DSS in the case of DSSC) concerning the activities to be performed according to the working / environmental / social conditions existing during contract execution. <p>This documentation shall be duly signed, and the Contractor shall verify the compliance to its Risk Assessment. After such verification, Contractor will forward the entire set of Risk Assessments to the Company, who in turn will be able to carry out the necessary checks and verifications.</p>
Draft of the HSE Plan relevant to contract activities	The Subcontractor must develop an HSE Plan concerning the activities to be performed according to the working / environmental / social conditions existing during contract execution. This duly signed documentation will be sent to the Contractor who will forward it to the Company.
Contract SOW HSE Organization	The Subcontractor must define its own HSE organizational structure concerning the activities to be performed according to the working / environmental / social conditions existing during contract execution. This duly signed documentation will be sent to the Contractor who will forward it to the Company.
HSE Personnel Competences (qualifications and training)	The Subcontractor must transmit to the Contractor the evidence of the skills and qualifications of all its HSE personnel (Managers, Coordinators, Supervisors, Technicians) who will be employed / deployed for the execution of the contract, in compliance with the specific HSE requirements in contract no. This duly signed documentation will be sent to the Contractor who will forward it to the Company.
Discipline Supervisors / Superintendents /	The Subcontractor must transmit to the Contractor the evidence of the skills and qualifications of all its Technical personnel such as Coordinators, Superintendents, Supervisors, Technicians



Coordinators Competences (qualifications and training)	who will be employed / deployed for the execution of the contract, in compliance with the specific HSE requirements in contract no. This duly signed documentation will be sent to the Contractor who will forward it to the Company.
List of PPE*	The Subcontractor must transmit to the Contractor the list of PPE to be used during contract execution along with relevant certifications of compliance to the standards reference for the listed PPE, in compliance with the specific HSE requirements in contract no. This duly signed documentation will be sent to the Contractor who will forward it to the Company.



Annexure- I: TEMPLATE OF “CONTRACTOR DECLARATION ABOUT SUBCONTRACTOR HSE REQUIREMENTS- PRE AWARD”

[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"). Bidder's declaration of the request of compliance to Subcontractor's HSE requirements from Subcontractors appointed in the event of Contract's award, subject to Client's authorization. Workplace:

The undersigned....., as 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, in case of award of the contract to be assigned following the tender, the company (or the companies) to be identified as Subcontractor (as defined in the draft of the Contract attached to the ITT, to be considered as integral part of the ITT set of documents) shall respect the minimum HSE requirements set forth in "Annexure H - Subcontractor HSE minimum requirements" duly signed and attached to this declaration, of which it shall be considered as integral part. The same company will sign the declaration referred to in "Annexure K - Subcontractor declaration of compliance with HSE requirements"

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

Annexes:

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



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Annexure- J: TEMPLATE OF “CONTRACTOR DECLARATION ABOUT SUBCONTRACTOR HSE REQUIREMENTS- POST AWARD”

[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 compliance of its Subcontractor(s) with HSE requirements Workplace:

The undersigned....., as legal representative of, based in, VAT number....., acting on its name and/or on behalf of the members of the association of undertakings/consortium/joint venture (if any), duly empowered by them as the Contractor, hereby

DECLARES

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

Annexes:

- "Annexure H - 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”**

[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 compliance of its Subcontractor(s) with HSE requirements Workplace:
.....

The undersigned....., as legal representative of, based in, VAT number....., acting on its name and/or on behalf of the members of the association of undertakings/consortium/joint venture (if any), duly empowered by them as the Contractor, hereby

DECLARES

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

Annexes:

- "Annexure H - Subcontractor HSE minimum requirements"
- ID card/passport 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 Manual
4. Hazard identification and Risk Assessment Procedure
5. Accident Reporting & Investigation Procedure
6. CONTRACTOR'S OHSAS 18001: 2007 / ISO 45001:2018 and ISO 14001:2015 Certifications (provide certificate copy if company certified).
7. CONTRACTOR'S HSE and Trade Supervisors Personnel qualification and HSE training record. (Share CVs and training certificates of HSE persons and supervisors)
8. Details of CONTRACTOR'S dedicated personnel who will hold sufficient authority to manage the entire Contract and to organize the work and site
9. CONTRACTOR'S policy on use of PPE
10. CONTRACTOR'S HSE Statistics for last 3 years
11. LTIFR (Lost Time Injury Frequency) for a significant time (at least 3 years);
12. LTIFR target for the current year
13. TRIR (Total Recordable Injuries Rate) for a significant time (at least 3 years);
14. CONTRACTOR'S total experience to provide similar services.
15. Other Safe Operating Procedures (SOPs) applicable to the scope of this contract.
16. Any other additional information CONTRACTOR deems useful in this respect.

Commitments:

1. All bidders shall confirm for complying to all COMPANY HSE policies and procedures applicable to this Contract
2. 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 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 System at all Company Field Locations

Activity	Name	Designation	Date	Signature
Prepared by	Syed Asad Ali	Sr. Specialist - OHH&MS	20-03-2023	
Reviewed by	Dr S.K.Haris	Team Leader-OHH&MS	20-03-2023	
Approved by	Qamar Qasmi	Sr. Team Leader-HR&O	20-03-2023	

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Eni Pakistan Limited

OHH&MS GUIDELINES – For Community Attendance
Management & Mess / Meal Counting System
at all Company Field Locations
Date of Release March, 2023
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1. Introduction.

This document shall be issued, as part of Letter of Invitation for an open Contract for Community Attendance Management & Mess / Meal Counting System at Company's all Field locations as per scope of work.

It sets out the requirements for latest 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 Company's (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. This Guidelines issue will be applicable on contractor & subcontractors at all Company's locations.

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.

COMPANY is ISO-45001, ISO- 45001 and ISO 39001 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 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's OHH&MS Procedures.

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.

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 Company's Land Transportation Manual / Company's logistics Management Procedure.

3.2 Medical Screening.

(Applicable on the Contractor's staff working in Company's Premises)

CONTRACTOR shall produce / submit the Medical Fitness Certificates of their staff and Vaccination record (Hepatitis A & B / Typhoid / Tetanus of its food handling staff verifying them as medically fit for carrying out the job from any Company's Pakistan recognized hospitals (List of hospitals are given below) on demand or will be verified by COMPANY OHH&MS team at Karachi Office and shall seek prior approval and clearance for being medically fit for the specific job if required.

CONTRACTOR shall produce / 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.

Covid Vaccination is mandatory for all the Contractor staff and certificate (issued by NADRA) to be submitted to Company's OHMS department prior to mobilization.

Medical screening is an obligatory requirement for CONTRACTOR'S staff. The medical tests should have been carried out within a period not more than a one year before start of any activity under the scope of Contract.



CONTRACTOR will submit Medical reports 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
Additional tests
For Security Guards / Drivers / Equipment Operators
Urinary Opiates & Cannabinoids
Eye Vision Test
<ol style="list-style-type: none">1. Note: 1. Validity period of Medical screening shall be for one year only. Examination date of the Medicals at the time of submission should be less than 03 months' time.2. In the event of accident (outside or within the Company's 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 Team Leader / Company Doctor for the purpose of investigations..

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

- Aga Khan Medical University Hospital, Karachi.



- Agha Khan Medical Hospital, Hyderabad.
- Dr. Arshad Associates Health Services, Karachi & Islamabad.
- Liaquat National Hospital, Karachi.
- Zia Uddin Medical University Hospital, Karachi.
- OMI Hospital Karachi.
- DOW University Hospital (Ojha Campus) Gulistan-e-Johar Karachi.
- Baqai University Hospital, Karachi.
- Isra Medical University Hospital, Hyderabad.
- Shifa International Hospital, 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.

3.2.2 Medical Test requirement for Visitors

Medical required for visiting Company's Locations for Meetings / Audits purpose only (NO work allowed at any Company's Locations).

- **Physical examination from Doctor (Attached-Annexure-K)**
- ECG
- ETT (For Age 40 & Above)
- Hb
- RBS
- Urine DR

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 medical insurance policy of their staff those who are coming for Company's 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 Company's Logistics Management Procedure / Company's 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 Company's 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 Company's HSE Golden rules.

4.8 Company's Health, Safety and Environment Golden Rules.

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

HSE compliance to Company's 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

Company's 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. 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).
- e. Emergency Management, covering but not limited to: medical evacuation, road traffic accidents, oil/chemical spills, man/vehicle lost and covering preparedness for Pandemic diseases (e.g. Covid-19, etc.). CONTRACTOR shall bridge his own emergency plans to COMPANY Emergency Response Plan and Medical Emergency Response Plan (MERP).
- f. 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.

- g. 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.
- h. 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 3rd 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.

CONTRACTOR shall ensure that First Aid Box with content list (as per Company's Clinic SOPs) shall be available in all vehicles.

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 a 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.

CONTARCOR 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 stroke 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.
- 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.



Eni Pakistan Limited

OHH&MS GUIDELINES – For Community Attendance Management & Mess / Meal Counting System at all Company Field Locations Date of Release March, 2023 Page 14 of 33

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.

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Eni Pakistan Limited

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It is applied when:

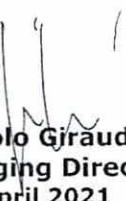
1. Situations like those described in a) and b) are recurrent and Contractor omits to provide information as per points a1) and b1);
2. There is evidence that the Contractor/Subcontractor (C/S) Management has omitted to deliver HSE training to its employees;
3. C/S Management has deliberately omitted 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


Paolo Giraudi
Managing Director
April 2021

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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:

.....



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

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 the Company.

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

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

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



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

**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 inmonth (s)
- Should follow-up with doctor as soon as possible
- Other: _____

Verified by:.....

Signature:.....

Date:.....



Eni Pakistan Limited

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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.

Paolo Giraudi
Managing Director
April 2021

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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 ⁽¹⁾ 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 ⁽²⁾ 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.

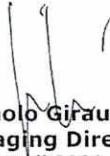
Eni Pakistan reserves its rights to carry out drugs and alcohol testing at work location(s) during working hours in a non-discriminatory, confidential and random basis in order to enforce this policy.

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.

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

⁽²⁾ Inappropriate behaviour is considered as a reasonable cause to suspect an individual under the influence of alcohol.


Paolo Giraudi
Managing Director
April 2021

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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.


Paolo Giraudi
Managing Director
April 2021

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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.

Paolo Giraudi
Managing Director
April 2021

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Annexure-G



Eni Pakistan Limited **HIV / AIDS POLICY**

Eni Pakistan recognizes the magnitude and severity of the development of HIV⁽¹⁾/ AIDS⁽²⁾ 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 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).

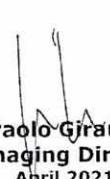
Eni is fully committed to protect its employees' health through promotion of health awareness, encourage behaviour changes where necessary as well as ensure that all employees are treated with the necessary dignity, fairness and equality.

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

⁽¹⁾ HIV: Human Immunodeficiency Virus, ⁽²⁾ AIDS: Acquired Immunodeficiency Syndrome


Paolo Giraudi
Managing Director
April 2021

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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.

Paolo Giordani
Managing Director
April 2021

H S E 9 9 - C R - I N - P L - 0 0 4 - 0 8



Eni Pakistan Limited

OHH&MS GUIDELINES – For Community Attendance
Management & Mess / Meal Counting System
at all Company Field Locations
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Annexure - I

Medical Screening & Fitness Card

Medical screening Card & Fitness Card	
Company	_____
Designation	_____
Name	_____
Code	_____
CNIC	_____
DOB	_____
Screening Date	_____
Valid Up to	_____
Photo	
Contractor Supervisor	Prime Doctor



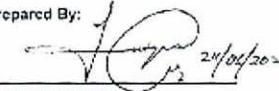
Eni Pakistan Limited

Annexure-J

HEALTH TECHNICAL CRITERIA						
Technical Evaluation						
S.No	Aspect	Maximum Score	Minimum Score	IHSAN TRANSPORT SERVICE		
				Remarks	Score	
1	Health Management System & Organization: - Health Policy - Health Plan - Health Organization: Roles & Responsibilities	- 15 Marks - 15 Marks - 10 Marks	40	30	Marks awarded on the basis of provided information.	30
2	Medical Emergency Response: - Medical Emergency Response Plan - Incident / Accident Reporting	- 15 Marks - 10 Marks	25	15	Marks awarded on the basis of provided information.	15
3	Covid-19 preparedness	- 10 Marks - 10 Marks	10	10	Marks awarded on the basis of provided documents by bidder to comply with OHH&MS Guidelines.	10
Total		75	65	Qualified	55	
OVERALL EVALUATION						
Minimal qualification criterion is 50%.						

Date:

Prepared By:



24/04/2024

Furqan Ullah Khan
Sr. Officer HR&O | OHH&MS

Reviewed By:



24/04/23

Dr S.K.Harris
OHH&MS Team Leader

Approved By:



Qamar Qasmi
Sr Team Leader HR&O

Note: This health technical criteria only applicable for services provided by the contractors at Eni Pakistan Locations



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Annexure – K

PRO | Fitness to Work

APPENDIX-3

MEDICAL INFORMATION FORM

Patient Name:

Date of Birth:

Age:

Medical Record No:

Identification checked:

Date of examination:

Organization:

INITIAL ASSESSMENT:

Weight:

Height:

Blood pressure:

Temperature:

Eye sight:

SYSTEMATIC EXAMINATION:

CVS:

CNS:

Chest:

Abdomen:

Locomotor system:

Skin:

ENT:

Colour vision:

External genitalia:

INVESTIGATIONS:

CLINICIAN'S COMMENTS:

pro hr 013 eni pak-hro r04

Eri

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