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CORPORATE PROCEDURE FOR MANAGING HSE IN
CONTRACTS

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1.0 PURPOSE

The purpose of this Procedure is to establish a systematic approach and to articulate procedural steps in Managing Health, Safety, and Environment (HSE) in Contracts within QatarEnergy.

The primary objective is to define the minimum HSE requirements that contractors, their employees, and sub-contractors are expected to comply with while working for QatarEnergy, to ensure workplace safety, protect the health of all personnel that may be affected, and protect the environment and assets." This approach aims to eliminate or minimize risks to people's health and safety, risks to the environment, and risks to plants and equipment.

2.0 SCOPE AND APPLICABILITY

This Procedure applies to all QatarEnergy contracts. It covers the entire contracting process, from contract initiation and planning through an invitation to tender, tendering, mobilization, execution, demobilization, and contract close-out phases. The degree to which the steps outlined in this Procedure are applied shall be determined solely by the level of HSE risk associated with the contracted work or service.

This Procedure is not intended for standalone use. It shall be used in conjunction with other Managing HSE in Contracts documents, specifically: the Corporate Standard for Managing HSE in Contracts (CORP-HSE-STD-080), the Corporate Procedure for Enhancing Contractors HSE Performance (CORP-SAF-PRC-006), and the Guidelines for Managing HSE in Contracts (CORP-HSE-GDL-080).

3.0 ROLES AND RESPONSIBILITIES

Unless specifically stated that an activity must be carried out jointly, the primary responsibility and accountability for HSE Management in Contracts, as outlined in this Procedure, rests with the Sponsor Department and hence the Contract Holder, with the relevant Regional/Operational HSE personnel providing advice and support.

For more details regarding the roles and responsibilities of individual action parties, refer to Guidelines for Managing HSE in Contracts (CORP-HSE-GDL-080).

3.1 SPONSOR DEPARTMENT


This is the department that is responsible for specifying, controlling, and supervising works or services to be performed under a contract, liaising with the user department, and is accountable to QatarEnergy's higher Management for the performance of a Contractor.

3.2 CONTRACT HOLDER

This person is responsible for managing all aspects of a contract and represents QatarEnergy in communication with the contractor. He/ She is sometimes referred to as a Job Officer. Develop the contract scope and HSE Management Plan, obtain Tender Committee approval, and pre-qualify bidders using standard HSE criteria, etc.

3.3 SITE REPRESENTATIVE, HSE ADVISER, REGIONAL/OPERATIONAL HSE PERSONNEL

He/ She shall provide the line management with advice, support, and guidance on HSE technical and management system issues in line with the QatarEnergy HSE General

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Mandate, including advice on techniques, equipment, HSE auditing, training, incident investigation, emergency procedures, etc.

3.4 CORPORATE HSE&Q DEPARTMENT (BC)

The Corporate HSE&Q department shall:

- Provide HSE management in contracts training materials to Regional Trainers for them to train all relevant personnel as required, including Contract Sponsors, Contract Holders, QatarEnergy Site HSE Representatives, Contract Engineers, and some key Contractor personnel. For comprehensive HSE Training Management, please refer to Corporate Standard for HSE&Q Training Management CORP-HSE-STD-024.
- Facilitate the usage of the procedure and periodically conduct verification audits, inspections, and reviews to provide support to improve HSE performance where necessary and ensure that the requirements of this procedure, and those of the Contractor HSE management documents in general are met.
- Review and update of this procedure.
- Liaise with the Contracts department to update the standard HSE requirement clauses, such as those in the 'General Conditions' of Contract.

3.5 CONTRACTS DEPARTMENT (PMC)

The Contract Department shall:

- Assist in implementing this procedure and the entire Contractor HSE Management system documents by ensuring that the prescribed requirements for a particular step in the contracting process are met before proceeding to the next step.
- Ensure, with the support from Subject Matter Experts (SMEs), that all relevant and up to date HSE documents are included in the appropriate attachments of the tender document.

3.6 CONTRACTORS AND THEIR SUBCONTRACTORS

Contractors and their subcontractors shall apply the requirements of this Procedure and the standard in all QatarEnergy contract operations as they are expressed in the tender and contract documents, related correspondence, and all relevant QatarEnergy policies, standards, and procedures.

4.0 PROCEDURAL STEPS


The fundamental process is outlined in the flowchart provided in Appendix A (CORP-HSE-PRC-080-A). Detailed procedural steps for each contracting phase are presented below and illustrated in the flowcharts in Appendices B - F.

For comprehensive guidance on each procedural step, as well as tools and templates to facilitate their implementation, please refer to the Guidelines for Managing HSE in Contracts (CORP-HSE-GDL-080).

4.1 CONTRACT INITIATION, PLANNING, AND INVITATION TO TENDER

The HSE management activities for these phases are outlined below and illustrated in the flowchart provided in Appendix B (CORP-HSE-PRC-080-B).

4.1.1 Appointment of Contract Holder and HSE Management Training

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The Contract Sponsor shall formally appoint a Contract Holder in writing to serve as the focal point for creating and managing all aspects of the contract. The Contract Holder shall undergo the required contract HSE management training before appointment to effectively carry out the responsibilities

4.1.2 Preparation of Contract HSE Management Plan and Scope of Work

The Contractor shall prepare a preliminary Contract HSE Management Plan to schedule and guide the actions required for effective HSE management in the contract (see section 5.2 of Guidelines for Managing HSE in Contracts - CORP-HSE-GDL-080). The Contract Holder shall define the contract work scope following the needs of the user department, which shall be reviewed by the Contract Sponsor.

4.1.3 Contract HSE Strategy and HSE Assessment of Contracts

The Contract Holder, in coordination with the relevant HSE Adviser/ Site HSE Representative, shall establish the Contract HSE Strategy to enable effective HSE management in the contract. Strategies could fall under Mode 1, 2, or 3 as per the definition in TABLE 2 of the Procedure for Managing in Contracts (CORP-HSE-PRC-080). The Contract Holder and the relevant HSE Adviser/ Site HSE Representative shall conduct and document the preliminary HSE Assessment for the contract. This shall include, but not be limited to, identifying HSE hazards and effects, evaluating risks, and identifying controls, including recovery measures. The risk category of the contract shall also be determined (refer to the Guidelines for Managing HSE in Contracts - CORP-HSE-GDL-080 and QP-HSE-STD-100).


4.1.4 Specification of HSE Requirements

Based on the HSE assessment, the Contract Holder and the relevant HSE Adviser/ Site HSE Representative shall prepare the Specific Statement of HSE Requirements/HSE specification for the contract to ensure adequate compliance with Corporate HSE Policies/Procedures and to prevent harm to people, damage to assets, and adverse effects on the environment. The specification shall be included in the tender documents and subsequently in the contract documents. A copy of the QatarEnergy HSE Corporate Standard for Managing HSE in Contracts (CORP-HSE-STD-080) shall also be provided to the Tenderers, along with the tender forms, to ensure a complete understanding of QatarEnergy's HSE requirements.

4.1.5 HSE Pre-Qualification

For classified tenders, the Contract Holder, along with the relevant HSE Adviser/ Site HSE Representative will conduct an HSE pre-qualification of potential tenderers. This will involve reviewing the Contractor HSE Performance database (CPE) and adhering to both the Contracts Department procedures and QatarEnergy's Procurement and Disposal Regulations. Approval from the relevant Tender committee (General Tenders Committee (GTC) or Limited Tenders Committee (LTC)) shall be obtained. If the Tender Committee deems pre-qualification unnecessary, the Contract Holder shall review the Contract HSE strategy to allow QatarEnergy to exercise greater HSE supervision/control. If this is not possible or if it is likely to provide additional benefit, the Contract Holder shall note and later proceed to increase the weighting or significance of the tenderer's past HSE performance in the tender evaluation criteria to ensure the best contractor is awarded the contract.

If the contract strategy involves using a variation of an existing contract to execute the works or services, the Contract Holder, with the HSE Adviser or Site HSE Representative, shall

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assess the contractor's HSE resources and the need for additional support. This assessment will determine the HSE requirements for the variation order. This analysis shall form the basis for specifying the HSE requirements for the variation order.

4.1.6 Preparation of HSE Tender Evaluation Criteria and Approval

The Contract Holder and the relevant HSE Adviser/ Site HSE Representative (in conjunction with the Sponsor Department Manager) shall prepare HSE bid evaluation criteria, considering the level of HSE risk in the contract and the necessary controls to reduce them to as low as reasonably practicable (ALARP). The criteria shall, among other things, provide a benchmark for assessing and comparing each of the Contract HSE Plans submitted by potential contractors. The HSE tender evaluation criteria shall be submitted, along with other tender evaluation criteria, to the Tender Committee for approval.

4.1.7 Approval of Bidding Documents

The Contract Sponsor shall review and endorse the Contract HSE Management Plan, the list of bidders, and the tender documents, which must include the HSE specification for the contract. The Tender Committee shall approve the bidding documents and the list of bidders following QatarEnergy corporate procedures.

4.2 TENDER PERIOD

The HSE management activities for this phase shall be as shown below and illustrated in the flowchart in Appendix C (CORP-HSE-PRC-080-C).

4.2.1 Contractor's HSE Risk Assessment and Preliminary Contract HSE Plan

The Bidder shall conduct an HSE risk assessment to identify potential hazards and risks associated with the project. Develop mitigation strategies and controls to address these risks effectively. Based on this assessment, prepare, and submit, along with their tender, a preliminary Contract HSE Plan based on the Project Scope of Work to manage the risks. The HSE Plan shall comply with all Health, Safety, and Environmental standards, procedures, and guidelines, including, but not limited to, environmental standards promulgated by the State of Qatar, especially the Environment Protection Law and its Executive By-Law 30 of 2002. The Contract Holder shall facilitate and arrange any necessary clarification meetings or site visits for this purpose.

4.3 TENDER EVALUATION AND CONTRACT AWARD


The HSE management activities for this phase shall also be as shown below and illustrated in the flowchart in Appendix C (CORP-HSE-PRC-080-C).

4.3.1 HSE Evaluation of Tenders

The Contract Holder and the relevant HSE Adviser/ Site HSE Representative shall evaluate the preliminary Contract HSE Plan based on the established criteria to determine the best bid in terms of HSE. They shall also participate in the technical evaluation of the bid to assess how well the Contract HSE Plan aligns with the plan for executing the works and services in the contract.

4.3.2 Award Recommendation

The Contract Holder and Contract sponsor shall recommend to the relevant Tender Committee, their recommendation may include an instruction to proceed to the Contractor or the Supplier to commence Works, Services, or supply of Goods in accordance with the

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limit(s) as stipulated in the Corporate Contracting and Procurement Manual (CCPM) and referenced in the Regulations for Procurement and Disposal Rev.4 2024.

4.4 MOBILIZATION PHASE

The HSE management activities for this phase shall be as shown below and in the flowchart in Appendix D (CORP-HSE-PRC-080-D).

4.4.1 Appointment of QatarEnergy Site HSE Representative

For all worksites with high and medium-risk contracts, QatarEnergy shall appoint Site HSE Representatives to help manage and monitor HSE issues at the site. The Site HSE Representative shall be either an HSE Officer/Inspector assigned to oversee HSE activities at the site, an HSE Technician charged with the responsibility, or a dedicated person specifically appointed for the purpose. In each case, the representative shall receive the requisite HSE training to enable them to perform this role effectively. Additionally, contract holders and HSE advisers shall undergo the Managing HSE in Contracts Training prior to their appointment to ensure that they fully understand their roles and responsibilities.

4.4.2 HSE in the Kick-off Meeting

A contract kick-off meeting shall be held to discuss HSE requirements and arrangements for the mobilization, execution, and close-out phases. The meeting shall be attended by the Contract Holder, the relevant QatarEnergy HSE Adviser/ Site HSE Representative, the User department's Representative, the Contractor Manager/Project Manager, the Contractor Representative, the Contractor Site Representative, and the Contractor's HSE Manager/Officer. The venue of the meeting shall depend on whether the contractor is mobilizing locally in the vicinity of the works. For remote mobilization, the initial kick-off meeting (e.g., before the commencement of Engineering design activities) should be held at the contractor's base office, while a later kick-off meeting (e.g., pre-installation) should be held locally in the vicinity of the works.


4.4.3 Nomination of Contractor Key Personnel

The Contract Holder and the relevant HSE Adviser/ Site HSE Representative shall assess the HSE competence of the key personnel, particularly the HSE personnel, to determine their suitability. The assessment shall include an interview and/or an HSE assessment test, in addition to a review of the curriculum vitae.

The relevant HSE Adviser/ Site HSE Representative shall approve the Contractor's HSE personnel for handling HSE aspects of the contract if they are found to be suitably qualified based on the assessment/interview mentioned above.

4.4.4 Formal Safety Assessment (FSA) Competency and Experience

The Contract Holder and the relevant Technical & Process Safety representative assess the competency and experience of the Specialized Consultant's personnel responsible for the management and execution of FSA requirements in line with the Corporate Standard for MAHM Report (QP-MAH-STD-010) and Corporate Guideline for Major Accident Hazard Management (CORP-MAH-GDL-002).

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4.4.5 Review and Approval of the Contract HSE Plan

The Contractor shall finalize the Contract HSE Plan and submit it to the Contract Holder. This shall include all necessary documents such as Policies and procedures, risk assessment, evacuation/ emergency response plan, HSE objectives and targets, etc.

The Contract Holder and the relevant HSE Adviser/ Site HSE Representative shall review and approve the Contract HSE Plan. The review shall include consideration of the HSE performance criteria or indicators to be used to monitor HSE performance.

4.4.6 HSE Management System Interface - Bridging Document

The Contractor shall have a documented management process capable of interfacing with and providing data for input into the QatarEnergy HSE&Q Management HSE system. The agreed outcome of the interface process shall be documented jointly by QatarEnergy and the Contractor and become known as the "Contract HSSE Management System Bridging Document". The Bridging Document shall be risk-based, that is, only required for medium/high-risk contracts.

Throughout the contract, the Contract HSSE Management System Interface Document (Bridging Document) shall be reviewed and updated at a frequency mutually agreed between QatarEnergy and the Contractor, if there is a substantial change that may affect the arrangements, and if necessary following audit or incident investigation.


The Contract HSSE Management System Bridging Document shall:

- Include an HSSE Management System Interface Matrix which shall identify the relevant QatarEnergy and/or Contractor procedures (e.g. emergency response, incident management, management of change, chemicals handling, co-operation, and co-ordination) or similar documents that apply during the execution of the contract.
- Identify the significant HSSE hazards and risks, including risk acceptance criteria, and describe the agreed arrangements and responsibilities for managing the HSSE risks.
- Establish an emergency preparedness bridging document that connects and ensures the Contractor meets the minimum requirements of QatarEnergy.
- Include agreed annual targets for HSSE performance which are compatible with those of QatarEnergy for the contract.
- Include an agreed HSSE improvement program.
- Include an agreed annual assurance plan for the contract, including an audit and review plan, and a schedule of HSSE management activities to be undertaken.

The included annual targets for HSSE performance shall cover both Contractor and Subcontractors activities but should only relate to the work activities to be executed under the Contract.

Contractor/ QatarEnergy Interfacing - The Contractor shall participate in a documented interface process to demonstrate that the interfaces between the Contractor's and QatarEnergy's HSE&Q Management HSE system are identified, and define the demarcation of responsibilities between QatarEnergy and the Contractor.

Contractor/Subcontractor Interfacing - Where applicable, the Contractor shall conduct an interface process with each of his Subcontractors equivalent to that set out in the Contract HSSE Management System Bridging Document.

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4.4.7 HSE Monitoring Program

The Contract Holder and the relevant HSE Adviser/ Site HSE Representative shall prepare an HSE monitoring program for the execution phase (CORP-HSE-GDL-080-M) and shall oversee the mobilization activities.

4.4.8 Mobilization

The Contractor shall carry out all mobilization activities, including making equipment available for inspection/certification and conducting HSE training/induction of personnel. If QatarEnergy organized training is available and open to the contractor, the Contractor shall be required to send their personnel to such training following the terms of the contract. The contractor shall indicate their readiness to start the execution of the works or services at the appropriate time.

4.4.9 Pre-Execution HSE Audit

A pre-execution HSE audit shall be conducted to determine whether the contractor has met all the pre-execution targets and is ready to mobilize.

4.4.10 Work Commencement HSE Certificate

If all the pre-execution HSE targets have been met, a work commencement HSE certificate (CORP-HSE-PRC-080-F) shall be issued jointly by the Contract Holder and the relevant HSE Adviser/ Site HSE Representative, indicating authorization for the works/services to commence.

4.5 CONTRACT EXECUTION PHASE

The HSE management activities for this phase shall be as shown below and in the flowchart in Appendix D (CORP-HSE-PRC-080-D)


4.5.1 Contract HSE Plan Implementation

During the execution phase, the contractor shall deploy adequate resources and implement the approved Contract HSE Plan. HSE supervision, training, audits/inspections, meetings including toolbox talks, incident reporting/investigation, emergency response, and periodic HSE performance reporting shall be conducted following the Contract HSE Plan and in compliance with QatarEnergy policies, rules, and regulations. Any changes to the Contract HSE Plan shall be brought to the attention of the Contract Holder for review and approval.

4.5.2 HSE Monitoring

The Contract Holder, the relevant HSE Adviser, and the QatarEnergy Site HSE Representative shall monitor the implementation of the Contract HSE Plan as per the HSE monitoring program schedule. They shall supervise and conduct HSE audits/inspections periodically as appropriate to ensure compliance and verify that the contractor's HSE management system and arrangements are achieving the desired results. Subcontractors shall be required to carry out their activities following the Contract HSE Plan and in compliance with QatarEnergy policies, standards, and guidelines. The contractor shall deploy adequate supervisory resources to ensure their compliance.

The Contract Holder, in consultation with the relevant HSE Adviser and/or Site HSE Representative, shall review and approve any proposed changes to the Contract HSE Plan deemed necessary to enhance health, safety, and environmental protection, including third parties.

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4.5.3 Periodic HSE Performance Reporting

The Contractor shall submit periodic HSE performance reports weekly, monthly, quarterly, and yearly as specified in the contract. These reports shall consist of both leading (proactive) indicators such as the number of HSE meetings/toolbox talks, unsafe acts/conditions, audits/inspections, and emergency response drills, as well as the reactive indicators. The reactive indicators shall include exposure hours, incidents, and their consequences such as fatality, lost time injuries, lost workday cases, medical treatment cases, occupational illnesses, near misses, total recordable cases, and the relevant incident frequency rates as determined by QatarEnergy. The form in the Corporate Procedure for HSE Performance Monitoring and Reporting (CORP-HSE-PRC-001) shall be used to submit the contractor's monthly HSE Performance report.

In addition, if the project involves hazardous materials, the waste management (handling, transport, and proper disposal) of these materials shall be reported. If applicable, the amount of fuel used for combustion as well as flaring and venting of gases shall be reported in the performance reports.

4.5.4 HSE Performance Review

The Contract Holder and the relevant HSE Adviser/ Site HSE Representative shall hold HSE performance review meetings periodically with the contractor to review progress and identify areas for improvement. For offshore projects, this responsibility shall be handled by the QatarEnergy Site Representative and the QatarEnergy Site HSE Representative.

The Contract Sponsor shall periodically (recommended at least quarterly) request the Contract Holder to brief them on the HSE performance of the contract.

4.5.5 HSE Incident Reporting and Investigation

HSE incidents that occur during the contract shall be reported following the QatarEnergy Corporate procedure for incident management (QP-HSE-PRC-022). Additionally, the contractor shall notify and invite the relevant QatarEnergy HSE Adviser/ Site HSE Representative to participate in the investigation of incidents that occur within the contractor and subcontractor's activity areas while engaged in QatarEnergy business.

4.5.6 Verification Inspections and Reviews


The Corporate HSE Department shall periodically conduct verification inspections and reviews to provide support to improve HSE performance where necessary and ensure that the requirements of this procedure are met.

4.6 DE-MOBILIZATION AND CONTRACT CLOSE-OUT PHASE

The HSE management activities for these phases shall be as shown below and in the flowchart in Appendix E (CORP-HSE-PRC-080-E).

4.6.1 De-mobilization and Site Restoration

- a. The Contractor shall demobilize equipment and carry out cleaning, waste disposal, and site restoration as per the terms of the contract, the Contract HSE Plan, and the relevant QatarEnergy policies, standards, procedures, and guidelines. After project completion and site restoration, HSE Close-Out and Site Restoration Certificate shall be issued (CORP-HSE-PRC-080-G). The activities shall be supervised, and any incidents that may occur shall be reported in the execution phase. The Contract Holder, HSE Adviser/ Site HSE Representative shall pay particular attention to

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ensure that the Contractor complies with the QatarEnergy Standard for Environmental Requirements in Site preparation of Projects and Abandonment & Restoration of Facilities (Doc No. QP-ENV-STD-040).

- b. The Contract Holder and relevant HSE Adviser/ Site HSE Representative shall monitor the demobilization activities, maintaining the same level of vigilance as in the execution phase. For contracts that involve a commissioning and hand-over phase (e.g., offshore), the QatarEnergy Site HSE Representative shall assist the Asset Holder during the handover to ensure that all the HSE requirements specified in the contract documents have been implemented.

4.6.2 End of Contract HSE Performance Report and Issuance of HSE Close-Out Certificate

The Contractor shall submit an end-of-contract HSE performance report covering the entire project and highlighting successes, lessons learned, and areas for improvement. The HSE Close-Out shall be Systems Applications Products (SAP) based and or manually completed.

The Contract Holder and the relevant HSE Adviser/ Site HSE Representative shall jointly issue an HSE close-out Certificate (CORP-HSE-PRC-080-H) to the contractor following the contractor's satisfactory completion of the demobilization activities. Final payment shall not be released to the contractor until the contractor has satisfied all HSE requirements and has been issued the HSE close-out certificate, in addition to fulfilling other contractual requirements such as the certificate of completion.

4.6.3 Preparation of Final Contract HSE Performance Report


The Contract Holder, with the assistance of the relevant HSE Adviser/ Site HSE Representative, shall prepare a Final Contract HSE performance report covering the performance of both QatarEnergy and the contractor. This report shall highlight successes, lessons learned, and opportunities for improvement. Copies of the final HSE performance report shall be sent to the Corporate HSE&Q Department.

4.6.4 Update of HSE Performance Database

The HSE Adviser/ Site HSE Representative and the Contract Holder shall review and update the Contractor's Performance Evaluation (CPE) of the contract on the Systems Applications Products (SAP) annually or every six months depending on the duration of the contract. The CPE shall also be completed at the end of each contract.

4.7 CONTRACTOR'S HSE FORUM


Directorate/Regional/Operational HSE shall periodically conduct a Contractor's HSE Forum within their area of operation, while the Corporate HSE&Q shall conduct a Corporate Contractor's HSE Forum at least once a year. The aim is to share HSE information and best practices between QatarEnergy and contractors, as well as among contractors.

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5.0 REFERENCES

TABLE 1: REFERENCE DOCUMENTS


Document Title	Doc Number	Internal/ External	Document Referencing
IOGP: 423 – HSE Management Guideline for Working together in a Contract Environment	IOGP Report 423	External	N/A
Procedure for Pre-Qualification	CORP-CPM-PRC-201	Internal	Sideways
Procedure for Tendering Process	CORP-CPM-PRC-202	Internal	Sideways
Procedure for Bid Evaluation	CORP-CPM-PRC-203	Internal	Sideways
Procedure for Award and Contract Documentation	CORP-CPM-PRC-204	Internal	Sideways
Corporate Standard for Managing HSE in Contracts	CORP-HSE-STD-080	Internal	Sideways
Corporate Procedure for Enhancing Contractors' HSE Performance	CORP-SAF-PRC-006	Internal	Sideways
Guidelines for Managing HSE in Contracts	CORP-HSE-GDL-080	Internal	Sideways
Corporate Standard for Major Accident Hazard Management	QP-MAH-STD-001	Internal	Sideways
Corporate Standard for Process Safety Management Systems	QP-SAF-STD-001	Internal	Sideways
QP Procedure for HSE Incident Reporting Investigation & Learning	QP-HSE-PRC-022	Internal	Sideways
Corporate Procedure for HSE Performance Monitoring and Reporting	CORP-HSE-PRC-001	Internal	Sideways
Corporate Standard for HSE Risk Management	QP-HSE-STD-100	Internal	Sideways
Corporate Procedure for Registering and Recording HSE Risks	CORP-HSE-PRC-070, Rev 1	Internal	Sideways
QatarEnergy Regulations for Procurement and Disposal	Rev.4 October 2024	Internal	Sideways

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Document Title	Doc Number	Internal/ External	Document Referencing
Executive By-Law for the Environment Protection Law	SCENR Chairman Decision no.4 of 2005	Internal	N/A
Labour Law	No.14 of 2004	External	N/A
Environment Protection Law	Decree-law no. 30 of 2002	External	N/A
QatarEnergy Standard for Environmental Requirements in Site Preparation of Projects and Abandonment & Restoration of Facilities	QP-ENV-STD-040	Internal	Sideways
QP Procedure for Waste Management	QP-ENV-PRC-005	Internal	Sideways
QP Guideline for Environmental Assessment in Projects	QP-GDL-V-003	Internal	Sideways
QP Standard for Environmental Requirements in Site Preparation of New Projects and the Abandonment and Restoration of Facilities	QP-ENV-STD-040	Internal	Sideways
Corporate Guideline for Qualitative HSE Risk Assessment Criteria (QatarEnergy HSE RAM)	CORP-HSE-GDL-071	Internal	Sideways

6.0 TABLE 2: DEFINITIONS


Term	Definition
Accident	An accident is any unplanned event, or chain of events, that has resulted in actual injury, illness, damage, or loss. All accidents are therefore incidents, but not all incidents are accidents.
ALARP	ALARP means As Low As Reasonably Practicable. It refers to a reduction of risk to a level where the cost of further risk reduction is grossly disproportionate when compared to the actual risk reduction that would be achieved. A term used to define tolerable risk acceptable only where risk reduction is impracticable, or cost benefit analysis is carried out and judgment made that cost of risk reduction is grossly

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Term	Definition
	disproportionate when compared to the actual risk reduction that would be achieved. ALARP means to reduce a risk to a level which is “as low as reasonably practicable” and involves balancing reduction in risk against the time, difficulty and cost of achieving it. This level represents the point, objectively assessed, at which the time, difficulty and cost of further reduction measures become unreasonably disproportionate to the additional risk reduction obtained.
Asset Holder	Directorate / Department owning and operating the facilities (VO/VI/VB or OM(M)/OM(R)/OM(O) /OM(D)/OI / IM(M)/IM(L) or FM).
Classified Tender	An Invitation to Tender is issued to a limited number of contractors who have been pre-selected and approved.
Consequence	Consequences are the results of the failure of controls (or the absence of controls) to prevent an incident. They are usually expressed in terms of injury, loss or damage to People, Asset & Business losses, Environmental effect and Reputation.
Contract	An agreement between QatarEnergy and another party/parties under which such party is responsible to perform Works or provides Services which may include an incidental element of supply of Goods associated therewith.
Contract HSE Assessment	This is a detailed determination of the HSE issues associated with the contract and the arrangements that would be used to address the issues. Apart from risk assessment, it also involves the identification of applicable legislation, the definition of organizational interfaces, roles, and responsibilities, and the determination of training and competency requirements. In other words, it is an assessment of how the elements of the HSE management system apply to the contract and usually forms the basis for the HSE specification of the contract. For details, see Guidelines for Managing HSE in Contracts (CORP-HSE-GDL-080)
Contract HSE Management Plan	This is a plan drawn up by the Contract Holder showing the main activities related to HSE management to be carried out in the setting up and execution of a contract to close- out. It provides clarity and ensures the requisite steps are taken at the right time throughout the contracting process so that contractual and HSE requirements are met. For details, see Guidelines for Managing HSE in Contracts (CORP-HSE-GDL-080)

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Term	Definition
Contract HSE Plan	<p>The HSE Plan of the contractor states how the HSE risks in the contract will be managed in order to meet QatarEnergy HSE requirements for protecting people, assets, and the environment. It should cover the contract phases from pre-mobilization, through contract execution, to demobilization. It demonstrates the contractor's understanding of the requirements stated in the Contract HSE specification and should state the HSE policy, procedures, and standards to be adopted in carrying out the contract. For details, see Guidelines for Managing HSE in Contracts.</p>
Contract HSE specification	<p>This refers to the HSE requirements defined for a particular contract in order to eliminate or minimize the risk. It is usually based on the result of the contract HSE assessment and forms the framework within which the contractor makes the contract HSE Plan on which he/ she is monitored. For details, see Guidelines for Managing HSE in Contracts (CORP-HSE-GDL-080)</p>
Contract HSE Strategy	<p>This defines how the contractor is held responsible for HSE management during the period of the contract. There are three distinct modes:</p> <p>MODE 1: The works or services are carried out under QatarEnergy HSE Management System (HSE-MS) i.e., Contractor provides people and tools for the execution of the work under the supervision, instruction, and HSE arrangements of QatarEnergy.</p> <p>MODE 2: The works or services are carried out under the Contractor's HSE Management system which interfaces with that of QatarEnergy.</p> <p>MODE 3: The contractor operates within its own HSE-MS that has no interfaces with QP's HSE-MS and is not required to report HSE performance data including incidents. This mode applies mostly to contracts such as the supply of manufactured parts. For details, see Guidelines for Managing HSE in Contracts (CORP-HSE-GDL-080)</p>
Contract Risk Category	<p>This refers to the level of HSE risk in a contract. Each contract should be categorized as Low HSE Risk, Medium HSE Risk, or High HSE Risk depending on the highest risk inherent in the contract scope of work. The category is determined using the risk assessment matrix. For details, see Guidelines for Managing HSE in Contracts (CORP-HSE-GDL-080)</p>

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Term	Definition
Contract Sponsor	The person within the Sponsor Department who has the budget and management authority to execute the Contract. In most cases, this is the Departmental Manager, an Assistant Manager, or a Division Head within the Department.
Contractor	A party engaged by QatarEnergy to perform Works or Services under an Agreement.
Contractor Manager	The person named in the contract to represent the Contractor in respect of the contract and to be responsible for the management of the contract. (In some cases, he/she is the Contractor's Project Manager)
Contractor Representative	The person appointed in writing by the Contractor Manager to supervise the execution of the contract activities. (In some cases, this refers to the Contractor's Site Manager)
Contractor Site Representative	The person appointed in writing by the Contractor Manager to assist the Contractor Representative in supervising the execution of the contract activities on a given site. (In some cases, this is the contractor's Site Engineer.)
Contracts Department	The department that provides commercial, contractual, and administrative support during the complete contracting process from initiation through to close-out.
Effect	An effect is either the consequence of not managing a hazard (e.g., loss of control) or the consequence of an intended release. An effect usually impacts negatively on the health and safety of people.
Fatality	A fatality is a loss of life (death) resulting from a work-related injury, or occupational illness, regardless of the time intervening / elapsed between the injury / illness and death.
Hazard	A source of potential harm or damage, or a situation with potential for harm or damage
HSE Monitoring Programme	A program of activities to be carried out by QatarEnergy personnel as part of HSE monitoring of the contractor during the contract execution phase.
HSE Pre-qualification	A procedure for analysing the HSE capabilities and confirming the suitability of companies for inclusion on a list of tenderers to be invited to submit tenders for the performance of work or services of a high or medium-risk nature For details, see

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Term	Definition
	Guidelines for Managing HSE in Contracts (CORP-HSE-GDL-080)
Incident	An incident is a general term for any unplanned, unscheduled, unwarranted event, or chain of events, which either results in, or could have (under slightly different circumstances) resulted in an injury, illness, asset damage or loss, or a negative impact on the environment or reputation. The term includes all accidents and near misses.
Kick-off Meeting	A meeting conducted after the award of a contract between the contractor and QatarEnergy personnel to discuss the arrangements as well as requirements that must be met and the issues that must be addressed before the work or services in the contract would start, and during the actual execution of the work or services.
Lost Time Injury (LTI)	A Lost Time injury is a fatality or lost workday case. The number of LTI's is the sum of fatalities and lost workday cases.
Lost Workday Case (LWC)	Any work-related injury or illness, other than a fatal injury, which results in a person being unfit for work on any day after the day of occurrence of the occupational injury/illness. "Any day" includes rest days, weekend days, leave days, public holidays, or days after ceasing employment.
Medical Treatment Case (MTC)	A work related injury / illness, which requires treatment/care as a patient by or under the supervision of, or from the specific order of a physician, licensed healthcare professional, or a hospital but does not result in either a Fatality, Lost Workday Case or Restricted Work case.
Method Statement	A work method statement is a document that details the way a work task or process is to be carried out. It gives a step-by-step guide on how to do the job safely, outlines the hazards involved, and the control measures that have to be introduced to ensure the safety of anyone or anything that will be affected by the task or process.
Near Miss	A Near Miss is an incident that could have but did not result in injury, illness, damage, product loss, or harm to the company's reputation.
Recordable Cases	These are incidents that form part and parcel of our regular safety statistics needed for HSE performance monitoring and review. They are Fatalities (FAT), Permanent Total Disabilities (PTD), Permanent Partial Disabilities (PPD), Lost Workday

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Term	Definition
	<p>cases (LWC), Restricted work cases (RWC), and Medical treatment cases (MTC).</p> <p>Incidents outside the above-mentioned cases are regarded as reportable but not recordable.</p>
Relevant HSE Adviser/ QatarEnergy Site Representative	<p>A Health, Safety, and Environment specialist responsible for providing line management/ with advice, support, and guidance on HSE technical and management system issues in line with the QatarEnergy HSE General Mandate, including advice on techniques, equipment, HSE auditing, training, incident investigation, emergency procedures, etc. The person appointed in writing to assist the Contract Holder with site HSE supervision during the execution of the contract activities on a given site or sites. This person can be either from Regional/ Operational HSE or from the Sponsor Department's HSE unit.</p>
Restricted Work Case (RWC)	<p>A work-related injury / illness, which requires treatment/care as a patient by or under the supervision of, or from the specific order of a physician, licensed healthcare professional, or a hospital but does not result in either a Fatality, Lost Workday Case or Restricted Work case.</p>
Risk	<p>Risk is the combination of the likelihood (or probability) of an event occurring and the severity of the outcome.</p> <p>Risk = likelihood of an event x severity of outcome.</p>
Risk Assessment	<p>A systematic examination of a task, job, process, or a facility to identify the significant hazards that are present, deciding if the existing controls reduce the risk to an acceptable level, and if not, deciding what further control measures must be taken to reduce the risk to an acceptable level.</p>
Scope of Work	<p>A detailed description of requirements of Works or Services including fully detailed technical specifications where applicable.</p>
Tender Committee	<p>Committee of Senior QatarEnergy Staff which ensures and controls the implementation of the Company's contracting policies, principles, and objectives. There are two tender committees in QatarEnergy: the General Tenders Committee (GTC) and the Limited Tenders Committee (LTC).</p>
Tenderer or Bidder	<p>Any natural or juristic person who submits a Tender to QatarEnergy in response to an invitation to tender for a Contract.</p>

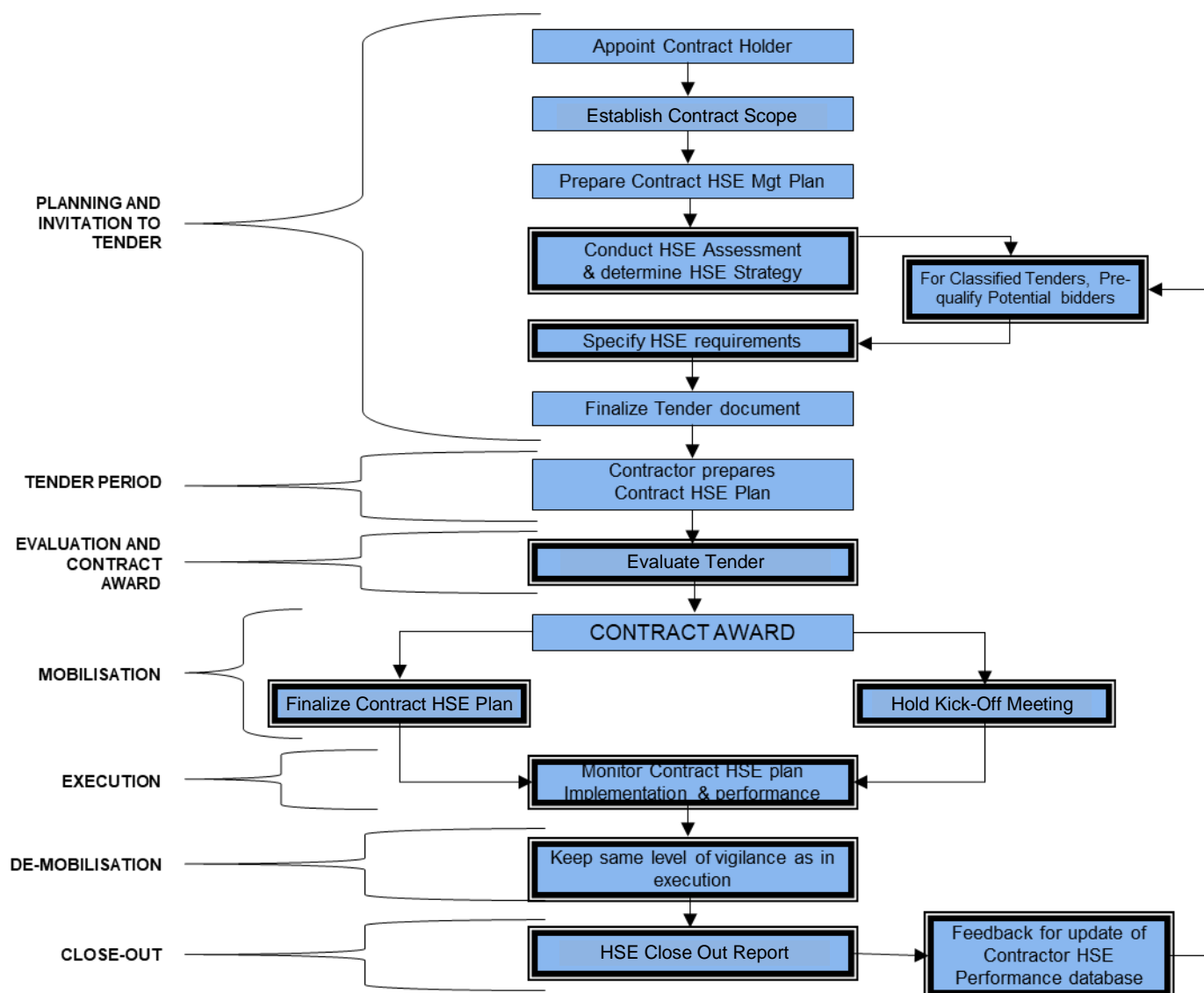
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Term	Definition
Third-Party	An individual, group, or person who has no direct relationship with QatarEnergy.
User Department	The department that originates or defines a requirement for work or services, raises it to the Sponsor department for action, and who shall be owners and/or users of the product of the Contract once completed and handed over by the Sponsor Department. (Note: the Sponsor Department can also be the User Department if the beneficiary of the project is also the Sponsor Department).

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APPENDIX

APPENDIX A: OVERALL PROCESS FLOW FOR MANAGING HSE IN CONTRACTS (CORP-HSE-PRC-080-A)

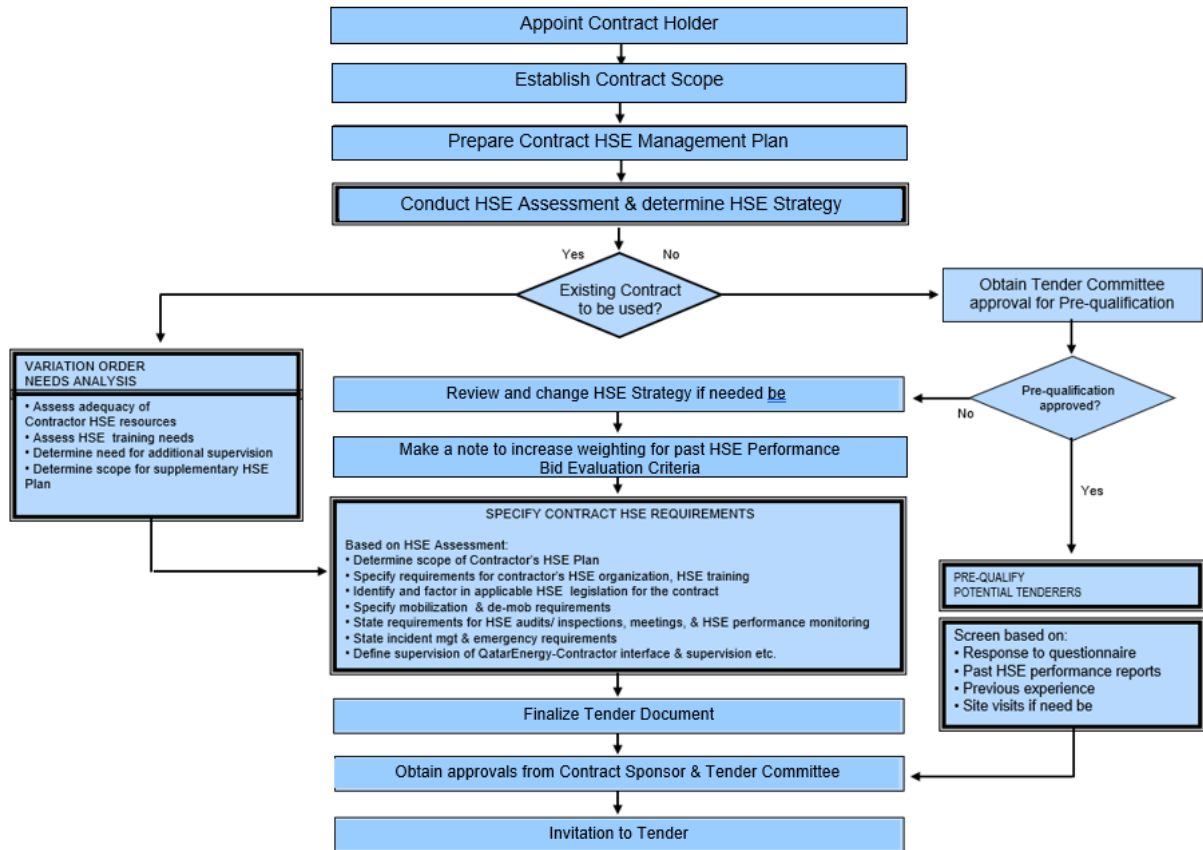


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APPENDIX B: FLOWCHART FOR HSE MANAGEMENT DURING CONTRACT PLANNING AND INVITATION TO TENDER (CORP-HSE-PRC-080-B)

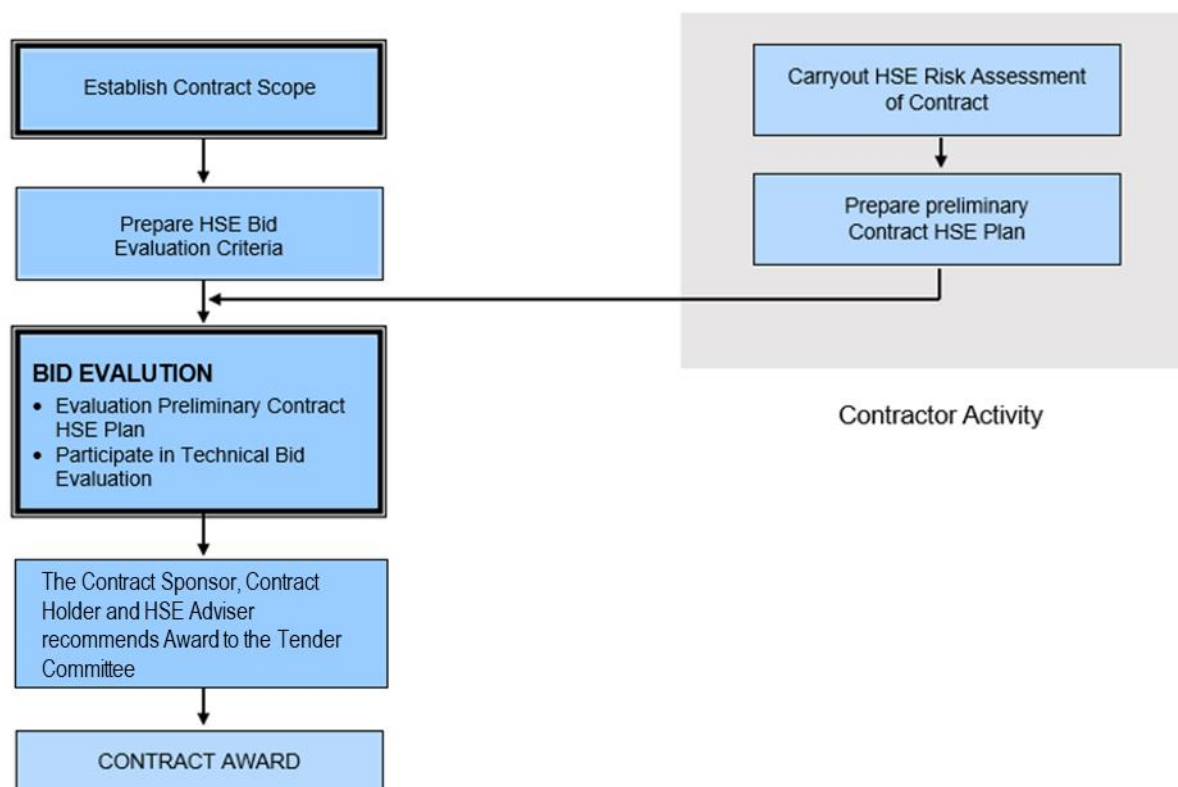


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APPENDIX C: FLOWCHART FOR HSE MANAGEMENT DURING TENDER, TENDER EVALUATION AND CONTRACT AWARD (CORP-HSE-PRC-080-C)



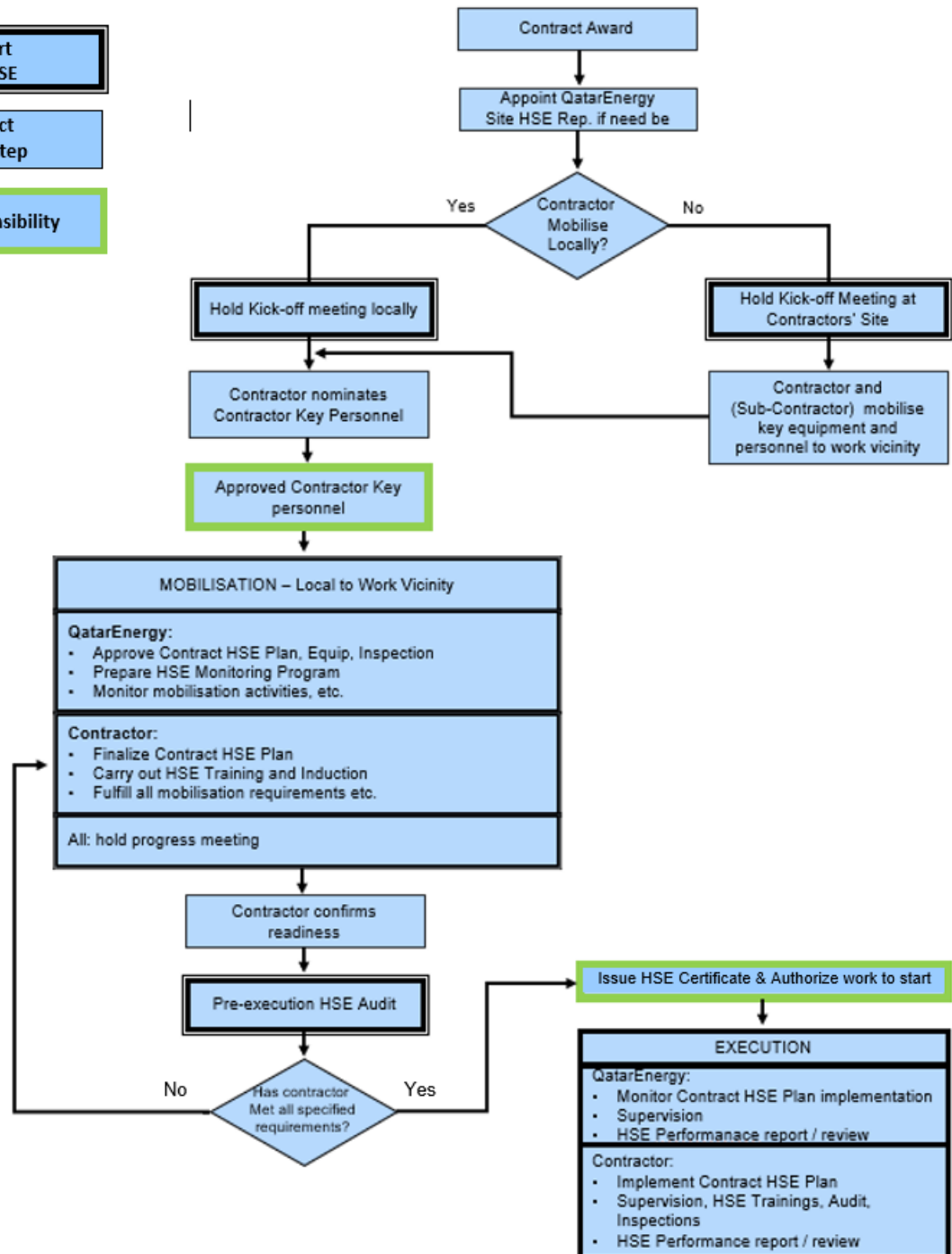
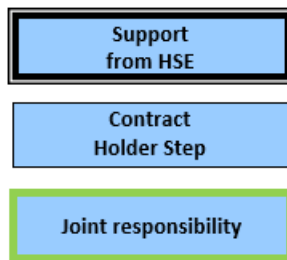
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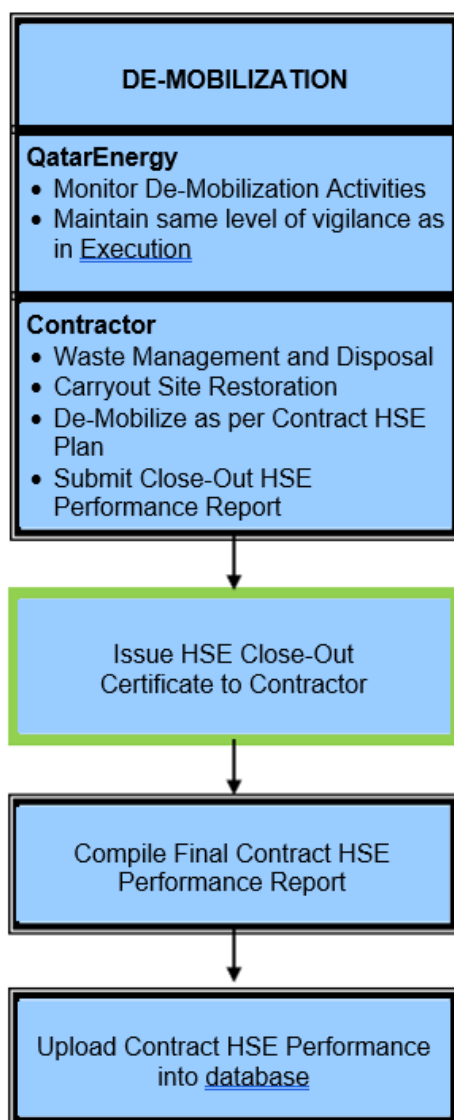
APPENDIX D: FLOWCHART FOR HSE MANAGEMENT DURING THE MOBILIZATION AND CONTRACT EXECUTION PERIOD (CORP-HSE-PRC-080-D)

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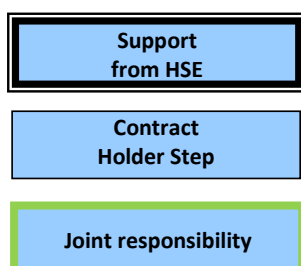



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APPENDIX E: FLOWCHART FOR HSE MANAGEMENT DURING DE-MOBILIZATION AND CONTRACT CLOSE-OUT (CORP-HSE-PRC-080-E)




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APPENDIX F: WORK COMMENCEMENT HSE CERTIFICATE (CORP-HSE-PRC-080-F)

WORK COMMENCEMENT HSE CERTIFICATE				
Contract Title				
Contractor		Contract No.		
Sub-Contractors				
Contract Plan Activity	Date Completed	Exceptions		
Contract HSE Plan/ Arrangements satisfactory & Endorsed				
Kick-Off Meeting Held				
Key Personnel Appointed (including HSE Officers) & Approved by QatarEnergy				
Residential Camp/ Welfare Facility Accepted				
Fitness to Work Completed				
Industrial Site Accepted				
Vehicle/Plant/Equipment Accepted				
Training Completed				
Pre-execution Audit Completed				
HSE Monitoring Program Approved				
Site Security Plan Approved				
Emergency Response Arrangements Satisfactory				
Authenticity of Mentioned Documents Verified				
Notes:				
On behalf of the Contractor, I confirm that the activities stated above have been carried out and we are capable of performing the work in a safe, healthy, and environmentally responsible manner.				
Responsibility	Name	Signature	Date	
Contractor's Authorised Representative				
We hereby agree that the HSE status of this Contract allows work to proceed, subject to the above exceptions.				
Responsibility	Name	Ref. Ind.	Signature	Date
QatarEnergy HSE Adviser				
Contract Holder				

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APPENDIX G: QATARENERGY HSE CLOSE-OUT AND SITE RESTORATION CERTIFICATE (CORP-HSE-PRC-080-G)

QATARENERGY HSE CLOSE-OUT & SITE RESTORATION CERTIFICATE			
Contract Title			
Contractor		Contract No.	
Sub-Contractors			
Site Restoration Activity	Date Completed	Exceptions	
Demobilisation Date Approved			
Requirement for Isolation of Facilities (telecoms, electricity, water) notified to QatarEnergy.			
Residential Camp Inspection Completed			
Office Inspection Completed			
Industrial Area Inspection Completed			
Worksite Inspection Completed			
All QatarEnergy Assets handed over to QatarEnergy.			
All Outstanding materials handed over to QatarEnergy			
Records of Wastes generated and managed handed over to QatarEnergy			
Overall HSE performance Report for the Contract submitted			
Notes:			
On behalf of the Contractor, I confirm that the activities stated above have been carried out and we have restored the sites according to the Contract Requirements.			
Responsibility	Name	Signature	Date
Contractors Authorised Representative			

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We hereby agree that the site has been satisfactorily restored and the HSE status of this Contract therefore allows the Contractor to demobilize subject to the exceptions listed above.

Responsibility	Name	Ref. Ind.	Signature	Date
QatarEnergy HSE Adviser				
Contract Holder				

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APPENDIX H - REVISION HISTORY LOG

TABLE 3: REVISION HISTORY LOG

Revision Number: 01

Date: 25/05/2024

Item Revised	Revision Description	Page No.
All	The document has been updated in line with QMR requirements.	All
Section 3	Updated Roles and Responsibilities in line with BC mandate.	4 - 5
Section 4	Updated Procedural Steps in line with PMC mandate and added the requirement of HSE Management System Interface – Bridging documents.	5 - 11
Section 5	Update reference document, removing and updating outdated and obsolete references.	11 - 12
Remarks: This document replaces Procedure for Managing HSE in Contracts (HSEPR-QP-11, Rev. 0).		