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CORPORATE PROCEDURE FOR ENHANCING
CONTRACTORS' HSE PERFORMANCE

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FINAL APPROVAL
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1.0 PURPOSE

The intent and purpose of this document are to establish a Procedure for enhancing Contractors' HSE performance by assessing the level of contractor compliance through the Seven Star audit methodology across QatarEnergy. These audits, also known as Seven Star audits (refer to section 4), encourage:

- Enhancement of Contractors' HSE performance.
- Promotion of a culture that supports QatarEnergy's core values.
- Ongoing communication with contractors and actively involve them in executing actions aimed at continuous improvement.
- QatarEnergy's Contract Performance Evaluation (CPE).
- Healthy competition among contractors to enhance HSE performance.

2.0 SCOPE AND APPLICABILITY

The scope of this Procedure is to define activities and processes for contractor HSE requirements implementation through a rigorous audit process. This Procedure covers high – and medium-risk contracts with hazardous activities.

The requirements outlined in this procedure apply to:

- All QatarEnergy directorates, departments utilizing contractors, and subcontractors involved in work conducted for and on behalf of QatarEnergy.
- Strategies and business decisions, operations, functions, projects, products, services, assets, opportunities development, routine and non-routine day-to-day activities, etc.

3.0 ROLES AND RESPONSIBILITIES

3.1 MANAGERS

(Operations Managers, Industrial City Managers, Operations Manager-Drilling & Completion, Department Managers, and Facility Managers)

Shall:

- Ensure all contractor activities comply with the applicable QatarEnergy standards, procedures, QatarEnergy Lifesaving Rules, applicable legislative requirements, and site-specific rules.
- Establish a process/system to ensure that the QatarEnergy contractors' HSE requirements are implemented effectively.
- Ensure and monitor the timely completion of the audits, to comply with QatarEnergy contractor HSE requirements (refer to Section 4.4), on contractors and the associated subcontractors.

3.2 PROJECT MANAGEMENT TEAM

Shall:

- Ensure all contractor activities comply with the Corporate Standard for Managing HSE In Contracts (CORP-HSE-STD-080), Corporate Procedure for Managing HSE in Contracts (CORP-HSE-PRC-080), QatarEnergy Lifesaving Rules, applicable legislative requirements, and site-specific rules.
- Provide QatarEnergy HSE requirements for contractors to all potential contractors during the tendering phase. Ensure all potential contractors receive QatarEnergy's HSE requirements during the tendering phase.



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3. Ensure methodical implementation of QatarEnergy contractors' HSE requirements.
4. Mandate maintaining records of current training and licensing for contractors and subcontractors performing work for QatarEnergy.
5. Establish a robust assurance and verification process to ensure effective implementation of QatarEnergy contractors' HSE requirements through routine audits (refer to Section 4.4).

3.3 CONTRACT HOLDER

Shall:

1. Provide QatarEnergy contractors' HSE requirements to the HSE representative for review. Monitor the contractors' HSE performance with the support of QatarEnergy's appointed Contract HSE representative.
2. Seek support and advice, regarding the implementation of QatarEnergy contractors' HSE requirements, from QatarEnergy's appointed contract HSE representative and/or people involved with the contracted work at any stage of the project.
3. Collate audit data (refer to Section 4.4) to assess the HSE performance of the contractor during Contract Performance Evaluation (CPE).
4. Use the audit data information to identify trends and areas for improvement in HSE in consultation with the Contract HSE representative. He will consult with the contractor project manager and monitor corrective actions to close audit findings by agreeing on HSE improvements and sharing the data with the Department Manager /Operations Manager.
5. Forward the HSE audit plan and other information as deemed fit to the contractors.
6. Shall ensure the development and communicate the audit plan with the respective contractors.

3.4 CONTRACT HSE REPRESENTATIVE


Shall:

1. Conduct a pre-execution audit before mobilization.
2. Attend management walkthroughs and scheduled site safety inspections.
3. Review and approve the contractor's HSE Plan and Monitoring Programme.
4. Attend contractor's Seven Star Audits.
5. Assist the Line Management with the implementation and assurance of HSE controls in the workplace.

3.5 AUDIT TEAM LEADER/AUDITORS

Shall:

1. Be one of the following(s): Safety Officer/ Safety Engineer, Environment Engineer, Project Engineer, HSE Inspectors, RMR, etc.
2. Prepare the contractor audit plan based on the audit criteria stated under Section 4.3 and incorporate the procedure as part of the audit plan.
3. Conduct an audit of contractor activities based on the elements stated under Section 4.2.
4. Communicate results and issue final audit reports.
5. Follow-up on agreed and identified areas/gaps for improvement in contractor's HSE performance.

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6. Periodically update the contractors' audit checklist/questionnaire as deemed fit. The questionnaire template, in Appendix A, is only a sample and should be modified accordingly.
7. Be nominated by the HSE Manager/ Head of Safety or Corporate RMR to lead the audit. The appointed person shall be preferably a lead auditor.

3.6 CONTRACTORS

Shall:

1. Comply with QatarEnergy Contractor HSE documents (standard, procedure, and guideline).
2. Provide required HSE information to QatarEnergy that is relevant to the contract when requested.
3. Be prepared and participate in the scheduled Seven Star audits, to assess the health and sustainability of HSE management systems, either at the work site or at their locations/remotely.
4. Work following QatarEnergy's HSE standards, procedures, and practices where required.
5. Develop a performance improvement plan/action plan based on the audit findings.
6. Provide corrective actions to close audit findings.

3.7 CORPORATE HSE & QUALITY DEPARTMENT (BC)

Shall:

1. Establish and maintain the requirements of this Procedure, including guidance material, and liaise with all QatarEnergy locations/department representatives.
2. Monitor, analyse data, and implementation of this Procedure on an annual basis, for continuous improvement.
3. Provide advisory support on the implementation of the requirements of this Procedure.
4. Participate, based on the availability and when requested by QatarEnergy directorates/departments, in the Seven Star audit process (refer to Section 4.3) of contractors' activities.
5. Organise the annual Corporate HSE Seven Star Award & Certificate Presentation Ceremony with the support of the Public Relations Department.


3.8 BUSINESS SYSTEMS AND PLANNING TEAM

1. Be responsible for developing the Contractor HSE Performance Evaluation (CPE), in conjunction with the QatarEnergy department/directorate focal points, that is aligned with the Seven Star scoring methodology stated under Section 4.6.
2. Conduct awareness training on incorporating the CPE data into QatarEnergy's performance evaluation tracking system.
3. Provide advisory support on the CPE system.
4. Monitor, analyse the data, and report the CPE data to the respective Contract Project Manager, Operations Manager, Corporate HSE, and Quality Manager annually, for continuous improvement.

4.0 PROCEDURAL STEPS

4.1 INTRODUCTION

The Seven Star audit process involves an in-depth examination of the contractor's Health, Safety, and Environment Management System(s) and associated arrangements in line with

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Corporate Standard for Managing HSE in Contracts requirements (CORP-HSE-STD-080). The audit focuses on the key aspects of managing occupational health and safety in the workplace and offers a structured path for continual improvement toward effective compliance with the Corporate Standard for Managing HSE in Contracts (CORP-HSE-STD-080).

The Seven Star audit model objectively evaluates occupational health and safety systems and arrangements against current best practice techniques. The audit model is reflective of the recognized PLAN–DO–CHECK–ACT management cycle for effective process performance.

4.2 CONTRACTOR SELECTION CRITERIA FOR AUDIT

Contractor selection criteria for audit shall be based on contract type, duration, risk, activity, manpower, etc. All medium-high-risk contracts shall be audited. Low-risk contract selection for audit shall be at the Contract Holder's discretion. However, contracts that are less than six months shall not participate in the Seven Star audit program.

4.3 SEVEN AUDIT ELEMENTS

The seven elements of Health and Safety Management systems, stated below, form the basis for the Seven Star audit objective against which the auditor audits the contractor:

1. Leadership & Commitment.
2. Policy and Strategic Objectives.
3. Organization, Responsibilities, Resources, Standards, and Documentation.
4. Risk Evaluation and Management.
5. Planning and Procedures.
6. Implementation and Monitoring; and
7. Audit and Review.

4.4 AUDIT EXPECTATIONS

Audit expectations for each of the element, as stated in Section 4.3 above, shall include:


1. Competence Assessment.
2. Proper Documentation.
3. Effective Communication.
4. Adequate Implementation.
5. Visible Leadership; and
6. Follow-up and close out of audit actions.

4.5 AUDIT DELIVERY PROCESS STEPS

4.5.1 Pre-Audit Activities

4.5.1.1 Audit Protocol

Establish audit selection criteria, as outlined in Section 4.2, before commencing the audit. Review and use the checklist (see Appendix A) as applicable, which is tailored to the Corporate Standard for Managing HSE in Contracts (CORP-HSE-STD-080). These protocols are put together based on the audit criteria and detail a set of inquiries for assessing the audit's focus areas. The auditor shall utilize the questionnaire template (Appendix A) to assess and gather audit evidence regarding a particular Contract. They will gather pertinent information and documentation from contractors before and during the audit

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to facilitate the evaluation and scoring process. Examples of such information should encompass, though not be restricted to:

- a. Organizational charts.
- b. HSE management system (policies, procedures, guidelines).
- c. HSE Risk Registers, Health & Safety Assessments.
- d. Previous audit reports and follow-up.
- e. Incident reports and follow-up.
- f. Contract HSE Plan.
- g. HSE Monitoring Programme.
- h. Environment Impact Assessment Register.
- i. Legal Register, etc.

4.5.1.2 Audit Plan

The **Audit Plan** shall include, if applicable:

- a. The audit scope and objectives.
- b. The audit criteria/protocol/procedures.
- c. Identification of contractor activities that will be audited.
- d. Identification of audit team members.
- e. The expected time and duration for audit activities.

4.5.1.3 Audit Preparation & Frequency

The audit plan shall be communicated to the Contract Holders, QatarEnergy contract HSE representatives, and audit team members. The Contract Holder shall review and forward the audit plan to the contractor(s). The contractor shall be prepared to make available the appropriate interviewees, guides for the site visit, and general access to the facilities and required documentation and records. These audits shall be conducted at least once a year; however, for high-risk contracts, based on the risk, they shall be conducted more frequently.

4.5.2 Review of Health and Safety Management Documentation


The auditor shall review on a sampling basis aspect of the contractor's health and safety systems and supportive arrangements against the QatarEnergy HSE requirements, standards, and best international practices. The auditor shall also assess the effectiveness of the implementation of these arrangements through an inspection of relevant contractor activities and sampling of operational activities.

4.5.3 Interview with Management, Staff, and Other Relevant Parties

During the audit process, management, staff, and other relevant parties shall be interviewed to assess their competency by discussing aspects of occupational, health and safety relevant to their roles and responsibilities.

4.5.4 Site Tour, Inspection, and Operational Sampling

As applicable, the auditor shall select a sample of contractor activities to achieve the audit objective. The audit locations include but are not limited to QatarEnergy location(s) where the contractor is currently engaged, laydown areas, contractors' office locations, contractor facilities where the product is fabricated, etc. Based on the risk category of the contract, the audit team should choose a combination of the locations (e.g., for certain high-risk contractor activities, the auditor should select the combination of QatarEnergy location and contractor facility).

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4.6 SCORING SYSTEM

Scoring the audit provides benchmarks for improvement and facilitates the establishment of Key Performance Indicators (KPIs). The sample scoring template (for illustration) is provided in Appendix B. Each box within every section shall be awarded between 0 - 3 points based on compliance, with the auditor's notes justifying all scoring decisions.

The scoring and rating process shall consider two categories of contractors based on the risk associated with their scope of work:

1. Contractors with medium/high-risk scope of work.
2. Contractors with low-risk scope of work (including call-off contracts, manpower supply contractors, and office-related contracts).

For each of the above categories, the audit checklist will be the same; however, not all the questions in the checklist apply to all the contractors. For example, the number of questions in the audit checklist that apply to low-risk contracts compared to high/medium-risk contracts will be fewer and fewer. Based on the scores obtained from the audit, contractors will be awarded a star rating within each category.

4.7 SCORING CRITERIA

The following criteria provide a framework for evaluating contractor performance based on their adherence to HSE requirements as captured in the seven audit elements.

- a. Zero Compliance: Contractors receive 0 points for no compliance with the HSE requirement.
- b. Partial Compliance: Contractors receive 1 point for partial compliance with the HSE requirement.
- c. Full Compliance: Contractors receive 2 points for fully complying with the HSE requirement.
- d. Exceeding Compliance: Contractors receive 3 points for exceeding the complete HSE requirement.

4.8 AUDIT REPORT

Upon completion of the audit process, the auditor shall prepare a comprehensive report and issue it within 30 days. The report content will include:


1. Overall star rating and sectional scoring.
2. Observations/non-conformances/gaps.
3. Recommendations for improvement.

4.9 ACTION PLANNING

Agree a date for the resolution/ implementation of the identified observations/non-conformances/gaps to be developed and evaluated for implementation. Ensure that all measures are recorded and documented in writing to create the basis for the next audit.

4.10 AWARD CEREMONY

The award ceremony shall take place annually before the next audit cycle begins at both the Directorate and Corporate levels.

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4.10.1 Awards Planning

The Award Planning Committee shall be formed and will comprise representatives from Public Relations, Facility Management, Corporate HSE, Directorate HSE, and others as deemed fit. The committee shall be chaired at the Corporate Level by Manager, Safety (BCS) or his delegate. At the Directorate/ City level, it will be chaired by the HSE Manager or his delegate or Directorate RMR where there is no established HSE Department.

The tasks of the award committee shall include, but not be limited to, the following:

1. Agreeing on the date and location for the award ceremony.
2. Sending invitations to QatarEnergy's EVP(s), all the participating contractor CEOs, Project Managers and HSE Managers of Contractors, QatarEnergy Contract Holders, and Contract HSE representatives.
3. Developing event programs, including guest speakers, and opening speeches.
4. Collaborating with PR to determine what types of trophies and certificates to be awarded.
5. Organizing publicity campaigns (design of event banners, flyers, on QatarEnergy Intranet, etc.).
6. Coordinating the printing of event programs and name lanyards for guests.
7. Arranging refreshments, video & photographs, etc.


4.10.2 Awards & Certificates Presentation

Annually, trophies and certificates shall be awarded and presented at the Corporate level by the CEO and President or his appointed delegate. At the Directorate/ City level, the EVP or their delegate shall award and present trophies and certificates.

5.0 REFERENCES TO OTHER DOCUMENTS

TABLE 1: REFERENCES TO OTHER DOCUMENTS


Document Name	Document Number	Internal/External Document	Document Referencing
Corporate Management System Manual	QP-IMS-MAN-001	Internal	Upward
Corporate Standard for Worksite Safety	QP-SAF-STD-004	Internal	Sideways
Corporate Procedure for HSE Incident, Reporting, Investigation, and Learning	QP-HSE-PRC-022	Internal	Sideways
Procedure for Management System Audit	QP-IMS-PRC-003	Internal	Sideways
Corporate Standard for Managing HSE in Contracts	CORP-HSE-STD-080	Internal	Sideways
Procedure for managing HSE in Contracts	CORP-HSE-PRC-080	Internal	Sideways
Guidelines for Managing HSE in Contracts	CORP-HSE-GDL-080	Internal	Sideways

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6.0 DEFINITIONS

TABLE 2: KEY TERMS DEFINED

Term	Definition
Auditor	A person with the demonstrated personal attributes and competence to conduct an audit.
Contract	An Agreement between QatarEnergy and another party/parties under which such party is responsible for performing Works or providing Services which may include an incidental element of supply of Goods associated therewith.
Contractor	A party engaged by QatarEnergy to perform Works or Services under an Agreement.
Emergency	A sudden, urgent, usually unexpected occurrence or event requiring immediate action.
Emergency Services	Services for which fire and rescue services, medical services and security personnel are equipped and trained for and are utilized during an emergency.
Hazard	A source of potential harm or damage, or a situation with potential for harm or damage.
Incident	An incident is a general term for any unplanned, unscheduled, unwarranted event, or chain of events, that 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.
Job Hazard Analysis (JHA)	A process of evaluating the work activity, identifying potential hazards, and assigning suitable and sufficient control measures to reduce the risks from the activity to as Low as Reasonably Practicable (ALARP).
Key Performance Indicator (KPI)	Measurements that reflect the performance and effectiveness of a QatarEnergy directorate's / department's products, services, and/or processes.
Non-conformance	Non-fulfilment of a requirement.
MOECC-CTO	Ministry of Environment and Climate Change Consent To Operate
Risk	It is a combination of the likelihood (probability) of potential harm occurring and its severity (consequence of the event). Risk is the product of likelihood x severity.


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APPENDIX
APPENDIX A – SEVEN STAR AUDIT TEMPLATE (CORP-SAF-PRC-006-A)










Contractor Seven Star HSE Audit

Date	
Location	
Project Title	
Contract Ref. No	
Auditee (Contractor)	
No. of Manpower	
Contract Holder	
Auditor	


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SEVEN STAR AUDIT SUMMARY SCORECARD

SR. NO.	AUDIT ELEMENTS	MAXIMUM SCORE	ACTUAL SCORE	PERCENTAGE SCORE
1	LEADERSHIP AND COMMITMENTS	30		
2	POLICY AND STRATEGIC OBJECTIVES	33		
3	ORGANIZATION, RESPONSIBILITIES AND RESOURCES	42		
4	RISK EVALUATION AND MANAGEMENT	42		
5	PLANNING AND PROCEDURES	48		
6	IMPLEMENTATION AND MONITORING	27		
7	AUDIT AND REVIEW	18		
OVERALL SCORE		240		


SEVEN STAR AUDIT SCORING CRITERIA	
SCORE CRITERIA	STAR RATING
Total Percentage Score- > 95%	
Total Percentage Score- 80% to 94%	
Total Percentage Score- 65% to 79%	
Total Percentage Score- 50% to 64%	
Total Percentage Score- 35% to 49%	
Total Percentage Score- 20% to 34%	
Total Percentage Score- < 19%	

FINAL STAR RATING:_____

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Audit Summary Report

1.0 LEADERSHIP AND COMMITMENT			
SN	REQUIREMENTS	Score	AUDIT COMMENTS/ JUSTIFICATION
1	The HSE (Health, Safety, and Environment) Policy undergoes regular review by senior management.		
2	Senior management conducts regular walkthroughs to oversee operations.		
3	The organization has established HSE performance criteria throughout its operations, and a mechanism is in place for measuring and recording this information.		
4	A structured system has been established to actively encourage and facilitate employee feedback on HSE (Health, Safety, and Environment) matters.		
5	The established HSE Incentive Scheme is in place to reward employees for their commitment to health, safety, and environmental practices.		
6	A system is in place to regularly report HSE performance to senior management.		
7	Senior management periodically reviews HSE performance.		
8	Senior management actively participates in HSE meetings.		
9	Senior management actively participates in the investigation and review of high-risk incidents.		
10	Internal HSE audits are conducted regularly, and action items are closed within set targets.		
Maximum Score			<u>ADDITIONAL OBSERVATION:</u>
Actual Score			
Percentage Score			

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2.0 POLICY AND STRATEGIC OBJECTIVES

SN	Requirements	Score	Audit Comments / Justification
1	HSE Policy undergoes regular reviews and remains up to date. Signed by the Chief Executive, it establishes clear responsibility and accountability for HSE matters while outlining precise commitments and objectives.		
2	Policy contents appropriate to the nature, scope, and Occupational Health & Safety risks in your activities, products, or services; and consistent with QatarEnergy Standards and Guidelines.		
3	Drug and Alcohol Policy.		
4	HSE Policy is effectively communicated, distributed, and made available to employees, subcontractors, and service providers.		
5	Procedures are in place to promptly inform employees of any changes to the HSE Policy.		
6	Line managers, employees, and subcontractors are familiar with accessing the HSE Policy and understand their specific HSE responsibilities.		
7	Contractual HSE objectives and accountability are clearly defined.		
8	The HSE organization chart identifies personnel responsible for implementing HSE objectives. Contractors' line management has access to the corporate management structure for HSE issues.		
9	HSE manpower level is clearly defined following QatarEnergy Corporate Standard for Managing HSE in Contracts to ensure that HSE is not compromised.		
10	Job descriptions for key personnel clearly outline their HSE competencies, responsibilities, and functions.		
11	HSE personnel competency meets QatarEnergy requirements.		
Maximum Score			<u>ADDITIONAL OBSERVATION:</u>
Actual Score			
Percentage Score			

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3.0 ORGANISATION, RESPONSIBILITIES & RESOURCES

SN	Requirements	Score	Audit Comments / Justification
1	The role and job description of the HSE representative is well-defined, with a clear reporting relationship established with line management.		
2	Contract HSE Plan demonstrates the active involvement of HSE personnel in preparing and monitoring project action plans.		
3	Contract HSE personnel actively engage in identifying, formulating, and implementing project-specific HSE requirements in line with QatarEnergy Standards and Guidelines, considering the nature, scope, and OH&S risks associated with the contract work.		
4	A system is in place for effectively managing subcontractors or service providers.		
5	Established HSE communication lines and managed issues, including coordination with emergency services, addressing on-site external emergencies, and reporting to QatarEnergy and government agencies, considering the diverse languages spoken among the workforce.		
6	Periodical HSE meetings are established with participation from line management to effectively manage, communicate, and follow up on HSE matters.		
7	Established techniques and programs for promoting and raising awareness of HSE.		
8	Established a Medical Surveillance Plan to ensure the Medical fitness of employees.		
9	Employee Orientation Program.		
10	Established a system to identify training needs and provide HSE training and determine training effectiveness to ensure that all employees are aware of and understand the HSE Policy, HSE management, legal and other requirements, as well as their roles and responsibilities concerning HSE.		
11	Competency, knowledge, and experience of HSE Trainer established.		
12	Identified interested parties who could affect the EMS and understood their needs and expectations		
13	Established an HSE Legal Register that identifies all applicable legislation, government, national, and international regulations, codes, and standards.		
14	HSE Manual/Set of Standards aligns with QatarEnergy requirements and outlines minimum criteria for achievement during contract implementation.		
Maximum Score			ADDITIONAL OBSERVATION:
Actual Score			
Percentage Score			

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4.0 RISK EVALUATION AND MANAGEMENT

SN	Requirements	Score	Audit Comments / Justification
1	Established Risk Evaluation and Management System identifies, assesses, and controls hazards and their effects following QatarEnergy requirements.		
2	Personnel responsible for conducting hazard identification and risk assessments are appropriately trained.		
3	Employees affected by workplace risks are involved and consulted during the hazard identification and risk assessment process.		
4	Appropriate controls and recovery measures have been selected, considering the principles of prevention.		
5	Hazards associated with the workplace and activities, as well as the controls identified through risk assessment, are communicated to employees.		
6	Line management rigorously enforces the use of appropriate control measures, and appropriate action is taken when violations occur.		
7	HIRA (Hazard Identification and Risk Assessment) is reviewed at appropriate intervals to ensure its continued relevance.		
8	A system is in place to ensure hazard identification and risk assessment when implementing or introducing non-routine tasks or new equipment.		
9	HIRA encompasses all workplace hazards, including physical, chemical, biological, ergonomic, radiation, psychological, and others.		
10	External hazards originating outside the workplace, which could potentially affect individuals within the workplace, are identified.		
11	An established system is in place to maintain a database of the properties of all chemicals encountered in the SOW. Information distribution to all personnel and appropriate training in chemical handling is conducted accordingly.		
12	Established system for assessment of PPE requirements, procedure for recording PPE issue/ inspection/ replacement/ re-certification/ storage/ instructions & training on correct use of PPE.		
13	An established system is in place for the identification, classification, and management of waste generated during the performance of the contracted scope of work activities/services.		
14	Method Statements and job-specific JHA are prepared for all work activities following the SOW.		
Maximum Score			<u>ADDITIONAL OBSERVATION:</u>
Actual Score			
Percentage Score			

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5.0 PLANNING, STANDARDS AND PROCEDURES

SN	Requirements	Score	Audit Comments / Justification
1	HSE procedures are tailored to the contract work's nature, scope, and OH&S risks, aligning with QatarEnergy Standards and Guidelines.		
2	The HSE Manual or Operation Manual outlines approved HSE Work Practices tailored to the nature, scope, and OH&S risks of the contract work, which are in line with QatarEnergy Standards and Guidelines.		
3	A set of basic HSE rules specific to the nature, scope, and OH&S risks of the contracted work activities or services is available and communicated to all employees.		
4	The established Permit-to-Work System aligns with industry norms and adheres to QatarEnergy Standards and Guidelines.		
5	A training program is in place for the Permit To Work (PTW) System, ensuring all personnel involved in PTW implementation and authorization are adequately trained.		
6	An established evaluation system ensures an understanding of all PTW System requirements before authorizing individuals as PTW users, reviewers, or approvers.		
7	The established HSE inspection program is tailored to site conditions and the scope of work activities or services.		
8	Identification of potential major emergency scenarios and corresponding procedures align with QatarEnergy Standards & Guidelines.		
9	An established system ensures awareness of ERP and employees' responsibilities, with ongoing monitoring of effectiveness.		
10	An established system is in place to control and manage all plants and equipment at premises and worksites.		
11	The established Occupational Health program is tailored to site conditions and the scope of work activities or services.		
12	The established system for workers' welfare, including accommodation and catering, is adapted to site conditions and the scope of work activities or services.		
13	An Environment Protection Plan is established to suit site conditions and the scope of work activities or services.		
14	Identified potential emergencies within the scope of the Environmental Management System (EMS).		
15	Licenses, permits, and approvals, such as MOECC-CTO or Environmental Permits, are available to demonstrate full legal compliance.		
16	The established Road Safety System is tailored to site conditions and the scope of work activities or services.		
Maximum Score			<u>ADDITIONAL OBSERVATION:</u>
Actual Score			
Percentage Score			




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6.0 IMPLEMENTATION AND MONITORING

SN	Requirements	Score	Audit Comments / Justification
1	An established system is in place for managing and monitoring HSE performance, with feedback provided to employees for continuous improvement.		
2	An established system is in place for managing critical equipment, work activities, and/or services, with feedback provided to employees for continual improvements.		
3	An established system is in place for the notification, reporting, and investigation of incidents, aligning with QatarEnergy Incident Management requirements.		
4	An established system is in place to monitor the effective compliance and implementation of Consolidated Permit to Work (CPW) requirements.		
5	An established system is in place to encourage the reporting of unsafe acts/conditions and near misses.		
6	Ensured the use and maintenance of calibrated or verified monitoring and measurement equipment.		
7	Documented information is retained as evidence of monitoring, measurement, analysis, and evaluation results.		
8	All requirements outlined in the approved Project HSE Plan are effectively implemented and monitored.		
9	Adequate supervision is in place to monitor the effective implementation of relevant requirements aligned with the nature and scope of work activities or services.		
Maximum Score			<u>ADDITIONAL OBSERVATION:</u>
Actual Score			
Percentage Score			

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7.0 AUDIT AND REVIEW

SN	Requirements	Score	Audit Comments / Justification
1	An established HSE Audit program is in place for the entire contract duration, detailing responsibilities, frequency, methods, and follow-up procedures.		
2	An established system is in place to verify audit effectiveness, generate management reports, and conduct follow-up audits.		
3	An established audit program is in place for employee accommodation.		
4	The competency of auditors is ensured through appropriate training.		
5	Periodic management reviews are conducted on established HSE Management Systems to ensure the ongoing suitability and effectiveness of HSE objectives and targets.		
6	The company/organization is certified for HSE Management Systems (ISO 45001, ISO 14001, ISO 9001).		
Maximum Score			<u>ADDITIONAL OBSERVATION:</u>
Actual Score			
Percentage Score			

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APPENDIX B - SAMPLE SCORING FORM (CORP-SAF-PRC-006-B)

SECTION/ ELEMENTS		Exceeding Full Compliance (Score 3)	Full / Partial Compliance (Score 2 or 1)	Zero Compliance (Score 0)	COMMENTS/ REMARKS/ JUSTIFICATION
A	LEADERSHIP & COMMITMENT				
1	Question 1	3			
2	Question 2	3			
3	Question 3		2		
4	Question 4		1		
5	Question 5		2		
6	Question 6	3			
7	Question 7	3			
8	Question 8	3			
	Maximum Score = 24	(No. of questions x maximum Score)			
	Actual Score	20 out of 24			
	Percentage Score	83.33%			
B	RISK EVALUATION AND MANAGEMENT				
1	Question 1		1		
2	Question 2		2		
3	Question 3			0	
4	Question 4	3			
5	Question 5	3			
6	Question 6	3			
7	Question 7	3			
8	Question 8		2		
9	Question 9		2		
10	Question 10		1		
11	Question 11		2		
12	Question 12	3			
13	Question 13	3			
14	Question 14	3			
	Maximum Score = 54	(No. of questions x maximum Score)			
	Actual Score	31 out of 42			
	Percentage Score	73.80%			

Scoring system:


Zero compliance with HSE requirements: 0 points

Partial compliance with HSE requirements: 1 point

Full compliance with HSE requirements: 2 points

Exceeding full HSE requirements compliance: 3 points

SCORE CRITERIA		AUDIT RATING
Total Percentage Score -	> 95%	7 Star
Total Percentage Score -	80% to 94%	6 Star
Total Percentage Score -	65% to 79%	5 Star
Total Percentage Score -	50% to 64%	4 Star
Total Percentage Score -	30% to 49%	3 Star
Total Percentage Score -	20% to 35%	2 Star
Total Percentage Score -	< 19%	1 Star

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APPENDIX C - REVISION HISTORY LOG

Revision Number: 00 **Date: 01/05/2024**

Item Revised:	Revision Description	Page No.
Nil.	New Document.	NA.
Remarks: Nil.		