**APPENDIX 03**

In its Preliminary HSE Plan the Contractor shall:

1. Describe their HSE Management System or process, Method of statement
2. Organization Chart, resume of HSSE officers
3. Provide minimum qualification/ third party certification of the work force
4. Project related key performance indicators of contractor
5. Provides HSE Statistics of last 3 years which shall include fatality, LTI, MTC, FA, Fire,
6. Near Miss, Incidents, Vehicle incidents etc.
7. Provide detailed Emergency Response Plans.
8. Provide a detail incident/ near miss investigation procedure.
9. Provide detailed incident analysis for last year
10. Demonstrate their understanding of the HSSE requirements for the contract;
11. Demonstrate that it has independently identified and assessed the hazards / risks to and from QAPCO anticipated during the execution of the contract;
12. Describe how they will manage the specific hazards / activities;
13. Describe HSE training system and identify specific training needed for the execution of this contract.
14. Selection criteria for selection of sub-contractor and suppliers
15. Set HSEQ objectives and/or targets for the contract with the overall aim to ensure no harm to people, the environment and the assets.
16. Describe how compliance with QAPCO HSE requirements will be measured and achieved.
17. Provide HSE training plan & training records.
18. The list of chemicals used, complete with MSDS.
19. Define working hour’s policy and welfare facilities.