Purpose

* To safety and effectively complete the periodic evaluation portion of the Contractor HSE Evaluation tool

HSE Precautions & Limitations

* Conduct in Contractor Office. Begin with Safety moment

Special Tools

* Periodic Audit Schedule
* TBI for periodic evaluation
* Audit improvement questionnaire
* Contractor HSE Evaluation Tool

Prerequisites

|  |  |
| --- | --- |
| No. | Task |
| 1 | Topics have been confirmed to be the best topics for the evaluation |
| 2 | Guide has been reviewed, simplified and accepted as correct and easy to understand |
| 3 | Schedule issued identifying auditor, date and contractor to audit |
| 4 | Contractor representative name and contact information |

Cautions

N.A.

Procedure Details

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **TASK# 1** | | Preparation | | | | | |
| **NO** | **DESCRIPTION** | | **Responsible** | | | **Done**  **Y/N/NA** | **Remarks** |
| **SS** | **PO** | **FO** |
|  | Plan to conduct the periodic evaluation on the scheduled date identified per the schedule issued | |  |  |  |  |  |
|  | Schedule the audit time with contractor site representative, HSE site manager or HSE in-charge, GM and Contract Holder. | |  |  |  |  |  |
|  | Contract Holder should attend but audit will be led by assigned auditor per the schedule | |  |  |  |  |  |
|  | Send email or message to invite Procurement to attend the periodic evaluation audit | |  |  |  |  |  |
|  | Send email or message to invite CSM 6 step process Coordinators to attend the periodic evaluation audit | |  |  |  |  |  |
|  | Conduct the audit in the contractor's office | |  |  |  |  |  |
|  | Print a paper copies of the Topics and Guide for auditor(yourself) and for the contractor management being audited | |  |  |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **TASK# 2** | | Conduct Audit | | | | | |
| **NO** | **DESCRIPTION** | | **Responsible** | | | **Done**  **Y/N/NA** | **Remarks** |
| **SS** | **PO** | **FO** |
|  | Conduct Contractor Yard audit using Checklist. If no contractor yard or equivalent exists, mark column E for N/A. Contractor yard audit must be completed before the Periodic Evaluation. However it does not have to happen the same day. | |  |  |  |  |  |
|  | Do not delay audit waiting on Procurement or CSM 6 step process Coordinators | |  |  |  |  |  |
|  | Ask for contractor response to the ~13 topics in the audit. Contractor provides supporting documents as normally done in the annual audit | |  |  |  |  |  |
|  | Following the Guide, Note your grade for each Topic directly on the Guide by circling the selected grade. Your grade must be based on information provided by the contractor and what is directed by the guide. It is not based on what you hope he would say or you think he should say. | |  |  |  |  |  |
|  | Do NOT discuss your grading result with the contractor representative at this time | |  |  |  |  |  |
|  | Create an improvement/Action plan with the contractor management and the Contract Holder and agree on responsibility and completion date | |  |  |  |  |  |
|  | 2.61 - The areas for improvement and action plans should be shared by the auditor, discussed with the contractor holder and informed officially with the CSM coordinators. | |  |  |  |  |  |
|  | 2.62 - Responsibility to close actions/ improvement will be with contractors and contract holders. | |  |  |  |  |  |
|  | 2.63 - The closure of action/ improvement plans will be tracked by the CSM coordinators. | |  |  |  |  |  |
|  | Thank contractor for their time | |  |  |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **TASK# 3** | | Report | | | | | |
| **NO** | **DESCRIPTION** | | **Responsible** | | | **Done**  **Y/N/NA** | **Remarks** |
| **SS** | **PO** | **FO** |
| 3.1 | Fill out the audit questionnaire | |  |  |  |  |  |
| 3.2 | Scan periodic evaluation guide with selected grades circled for each topic and questionnaire. Ensure that all 13 topics have a circled grade. | |  |  |  |  |  |
| 3.3 | Email scanned evaluation documents to CSM 6 step process Coordinators | |  |  |  |  |  |