Purpose

* To compile monthly contractor evaluation data into a single report

HSE Precautions & Limitations

1. Not applicable

Special Tools

* Contractor HSE/Quality Evaluation Tool

Prerequisites

|  |  |
| --- | --- |
| No. | Task |
| 1 | Alignment with CSM STF identifying the required report content and format |
| 2 | QAPCO auditors trained to effectively communicate worker and periodic evaluation results |
| 3 | Lagging and Leading KPI data collection process is proven to be accurate |

Cautions

N.A.

Procedure Details

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **TASK# 1** | | Reporting | | | | | |
| **NO** | **DESCRIPTION** | | **Responsible** | | | **Done**  **Y/N/NA** | **Remarks** |
| **SS** | **PO** | **FO** |
|  | Confirm that all required worker and periodic evaluation audit results have been received per schedule. | |  |  |  |  |  |
|  | Receive Lagging and Leading KPI data from designated reports | |  |  |  |  |  |
|  | Based on Guide and input received, determine if contractor credit should be applied for Near Miss investigations | |  |  |  |  |  |
|  | Based on Guide and input received, determine if contractor credit should be applied for improvement plans and execution | |  |  |  |  |  |
|  | Record data, generate Score values and create required reports. Final contractor score should be displayed onto a chart divided into 25% for each quartile. Management will decide the performance level that warrants an aggressive HSE improvement plan to continue. | |  |  |  |  |  |
|  | Issue report to CSM STF Chairman and Secretary | |  |  |  |  |  |

Instructions for giving positive credit

**Criteria for each Near Miss fully investigated**

* Yes
  + Lesson learned register and communicated to TBT
  + Actions identified and closed from Near miss investigation
* No
  + Lesson learned from Near Miss are not recorded in register
  + No evidence of a TBT to share the Lesson learned
  + Actions are either not identified from the Near Miss or actions are not closed

**First Aid injuries are properly coordinated/reported:**

* Reporting is completed per QAPCO reporting procedures

**Criteria for Good Improvement Plan:**

* Yes
  + Identified development needs/Improvement opportunities (organization and individuals) in contractor management HSE plans
  + A plan to address each of these improvements is identified, with responsibility and target completion dates
  + Progress documented and visible evidence of improvement
* No
  + Development or improvement opportunities are not identified
  + No plan or schedule to address the improvements
  + Progress is slow to make visible change occur