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