



## COMPANY STANDARD INSTRUCTION




### INSTRUCTIONS FOR CONTRACTORS YARD, TEMPORARY FACILITIES AND LAY DOWN AREAS

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**Revision / Modification History:**

Rev #	Date	Section No.	Reason for revision / modification
0			New Instructions for contractors' yard, temporary facilities and lay down area

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## 1. OBJECTIVE

This procedure is intended to provide instructions for the management of the following in the lay down area, GOF area and Plant area.

- a. Portable buildings and structures other than buildings e.g. Porta Cabins for occupancy
- b. Fixed buildings intended for occupancy for office
- c. Fixed or Portable building intended for storing materials and workshops

It describes the basic HSE rules and regulation for contractors and occupant of these buildings and provide them with guidance on how HSE is to be managed in order to comply with Qapco HSE requirements.

While working for QAPCO; all the contactors and their sub-contractors are bound to comply with each requirement stipulated under this HSE instruction,

## 2. SCOPE

This HSE Instruction applies to all contractors and their sub-contractors working for QAPCO, within the company premises under direct contractual agreement with QAPCO.

All categories of Contractors (i.e. Short term, long term, service supply or specialized contractors such as Turn Around /Shutdown activities) are covered under the scope of this HSSE Instruction.




By following this HSSE instruction, Contractors/ Portable building owners will demonstrate that, they have applied good occupational safety, health & Industrial Hygiene work practices.

## 3. INSTRUCTION SUMMARY

This instruction provides general HSE requirements which has to be followed at contractor's yards, temporary facilities and lay down areas. Occupants of these buildings are always at risk of injuries from safety hazards and of injuries during their work. Contractors shall ensure that all activities are carried out safely and comply with all the requirements of this document.

## 4. ABBREVIATIONS / DEFINITIONS

#	Abbreviation / Key word	Definition summary
1	Building	A structure with a roof and at least 75% of the perimeter enclosed equipped with all required facilities (utility supply, F.F equipment). It is further categorized as Fixed Building and Portable Building

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2	Fixed Building	The building that is mechanically attached to a foundation or structure. They may be built of varying structural components from minimal construction.
3	Portable Building	Any rigid structure that can be easily moved to another location regardless of the length of time it is kept at a particular area. A structure is considered to be easily moved if any of the following conditions are met: <input type="checkbox"/> The building is not anchored in place to a substantial foundation. <input type="checkbox"/> The building is not integrally connected to the process. <input type="checkbox"/> The building is easily disassembled or can be moved without significant disassembly
4	Open laydown Area	Barricaded area usually used for storing the materials
5	PTW	Permit to Work
6	MSDS	Material Safety Data Sheet
7	Utility supply	Water, electrical, sewage and HVAC supply.
8	HVAC	Heating, Ventilation and Air Conditioning
9	PWHT	Post weld heat treatment
10	Contract Owner	Focal point handling contractor activities under dedicated contract and can be from any disciplines within Qapco department
11	Workshop	A workshop is a building or area where engineering work is carried out

## 5. DOCUMENT REFERENCES

#	Document ID	Document name	Summary of dependency or use
1	PR-PSS-114	Permit to Work	Permit to work exemptions granted to Contractor yard
2	IN-215-AE-69	Instruction for Portable Electrical Equipment	Define the steps for inspection & usage of potable electrical equipment inside plant/GOF
3	IN-250-HSE-12	HSE Instruction for Radiography certificate	Provides guidelines for following safe practices during radiography activities in OAPCO premises.
4	PR-QSS-116	Procedure for Chemical Management	Describes requirements for managing chemicals associated with QAPCO's facilities, activities and services
5	IN-218-IG-01	Instruction for scrap transfer	Define the steps for the transfer of scraps in QAPCO.
6	PR-251-SF-05	HSSE Risk Assessment Procedure	Risk Assessment

## 6. RESPONSIBILITIES

#	Job Title	Responsibilities
1	Contract Owner	Provide single phase electricity supply and Qapco IT network socket at fixed point in the contractor's yard for the long-term contractor Ensure / arrange with in-charge contractor to dispose all the constructional wastes/materials at the designated area


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		Lead quarterly audits with the Infrastructure, HSE, Contractor and Contract owner Will prepare and maintain risk register for all critical activities
2.	Infrastructure	Ensure that all users designated areas are identified Allocate locations to transfer Qapco scrap items for write off
3	Users (Contractor)	<p>Ensure that the temporary facility approval is taken and kept in the office for verification whenever required.</p> <p>Keep the yard / office, common dining area, toilet and smoking area tidy and clean</p> <p>Keep all the materials in the designated area</p> <p>Perform their own semiannual audits and share the audit findings with Infrastructure Manager and contract owner</p> <p>Ensure there are enough dumpsters located inside the user's area.</p> <p>All scraps materials shall be taken to the lay down area in accordance with QAPCO norms</p> <p>Should not keep any hazardous materials / chemicals inside yard</p> <p>Shall utilize the above facilities for QAPCO works only.</p> <p>Any damage to facilities or misusing shall be back charged to Contractor</p> <p>Inform immediately to QAPCO Firefighting &amp; Safety section in case of fire or any incidents.</p> <p>Nominate yard controller of their respective yard</p> <p>Follow Qapco rules and regulation and guidelines stipulated in this instruction.</p>
4	HSE	<p>Will do regular audits and share the findings with the respective contractors and area owner</p> <p>Evaluate and approve contractor's temporary facility</p> <p>Inspect contractor's temporary facility and porta cabins quarterly</p>

## 7. METHOD - GENERAL HSE REQUIREMENTS:

This instruction emphasis "TIDY & CLEANINES of the temporary facilities, portable building and lay down area by each End User. It covers the area's owner, contract owner and user's responsibilities to ensure that the portable building and the lay down areas are approved, safe and well organized at all the time. Approval has to be taken by the contractors/portable building owner before using any temporary facility at lay down area, GOF area and plant areas. For approval please refer to 'Temporary facility approval form' in appendix 9.2.

- Signature approvals is required for the user group, Safety, and the Firefighting Manager.
- Approval is valid for one-year duration.
- Owners/users can contact Safety Department for renewals/extensions one weeks prior to expiry. Renewals or extensions shall be granted after a new assessment is completed.
- The approval form shall be posted in a visible location near the entrance/exit point of the structure.

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QAPCO has constructed and arranged the following permanent facilities in Contractors area inside QAPCO Complex: -




- Paved site yards including boundary wall.
- Common dining, prayer, smoking and toilet blocks.
- The site yard is paved with boundary walls. Contractor shall arrange gates and lock the yard, out of working time. One of the Gate key shall be hand over one spare key to the security for opening during emergency. The yard shall be allotted to the approved QAPCO long term Contractors only.
- Contractors are using fixed or portable building primarily for the office or storing equipment
- Vehicles, machinery, paint, piping and electrical components inside the yard. In addition, contractors are performing following different types of activities in their facilities such as:
- Civil works such as Carpentry, Plumbing and Civil
- Fabrication such as cutting, grinding, bending, drilling tube plugging and welding
- Grit Blasting
- Painting
- Radiography works (Working with radioactive materials)
- Lifting such as Loading/Unloading/Fit-up using crane/Fork lift
- Material handling and storing
- Hydro testing of pipe spool and equipment's
- PWHT (Post weld heat treatment)
- Aluminum cladding works.
- Occupants of these buildings are always at risk of injuries from safety hazards and of injuries during their work. Contractors shall ensure that these activities are carried out as well as comply with all the requirements of this document.

Followings are the major applicable elements under this domain:

## 7.1 TOOLS AND EQUIPMENT USE AND INSPECTION




Employees and contractors on site who by the nature of their duties are required to operate power tools on site can be subjected to a number of hazards such as flying debris, falling objects, hot surfaces, rotating parts, sharp or abrasive surfaces, crush injuries, gases etc. Regardless of the hazard, all hazards can be defused if the end user incorporates the following basic safety rules while engaged in work activities involving power tools:

- 7.1.1 Be familiar with the manufacturers operating instructions and use the power tool accordingly. Operate tools only after receiving training by a competent person.

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- 7.1.2 Select and use the proper tool for the job. Never use a power tool for purposes it was not designed and intended for.
- 7.1.3 Keep all tools in good condition and properly stored after use.
- 7.1.4 Examine the power tool for damage prior to using.
- 7.1.5 Immediately remove a power tool from service and tag it if damage is such that safety has been compromised.
- 7.1.6 Always follow regulatory and Company requirements when it comes to using the proper PPE, for example wear a face shield over safety glasses when grinding.
- 7.1.7 Always engage good housekeeping practices in and around the work area where power tools are being used. The contractors shall submit all copies of certificates of maintenance, service schedules and records of the equipment to the area owner.
- 7.1.8 After receiving the equipment list from the contractor company, the end user supervisor coordinates with the relevant department (Maintenance/Project/Technical) or his designate to appoint a subject matter expert(SME) to inspect the equipment as per the attached checklists
- 7.1.9 Contractors shall do the inspection of their equipment's and submit it to the end user supervisor for his verification.
- 7.1.10 All Ex rated equipment shall be verified by a qualified Electrical Engineer or competent person from electrical department or their designate for its validation & certification for the suitability of the Ex rating according to the hazardous area classification.
- 7.1.11 Inspection for all short term equipment deployed at site must be revalidated on the duration of the project or not exceeding more than 6 months. If equipment needs to remain in use more than 06 months, a fresh "ACCEPTED" sticker must be provided after the revalidation of the equipment by following the similar inspection checklist as done during initial inspection
- 7.1.12 All connections and distribution electrical board must properly distributed as per load with dedicated power supply and have all required specifications and safety as per manufacture and approved by authorized electrical engineer.
- 7.1.13 For details refer to the portable equipment inspection procedure (IN-214-MN-04)
- 7.1.14 For portable electrical equipment inspection, refer to IN-215-AE-69



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## 7.2 OFFICE SPECIFICATION AND SAFETY RULES

Contractor are allowed to cconstruct permanent office, store & workshop facilities at contractor's yard in compliance to QAPCO specifications and safety rules: The following rules shall apply:

- 7.2.1 Contractors shall be responsible for providing safe and positive work environment for their staff. Office furniture and equipment shall be ergonomically sound and of design and construction that is for optimum comfort for the user.
- 7.2.2 All Contractor personnel shall be aware of their responsibilities in knowing the safety requirements for the office in which they work, for knowing what emergency arrangements are in place and the response required, and for maintaining a safe environment at their workstations
- 7.2.3 Safety signs giving information and instruction about escape routes, emergency actions, exits, etc. shall be prominently displayed. Arrangements shall be made to keep signs up to date.
- 7.2.4 Floors shall be kept free from obstruction or material likely to cause a person to slip, trip or fall. Floors shall be regularly maintained and worn or loose floor coverings repaired, or replaced with material which is non-slip, fire retardant and anti-static.
- 7.2.5 Stairways and corridors shall not be used for the storage of goods and materials.
- 7.2.6 Contractor personnel shall use handrails when ascending/descending stairs.


## 7.3 UTILITY CONNECTION (POWER, WATER AND LIGHTING)

QAPCO shall provide CONTRACTOR with the following materials and facilities only in contractor yard.

- Electricity for offices and small power use only.
- Water at one location, CONTRACTOR to extend the line.
- Assistance to get the telephone connections.
- Connection to QAPCO internet and telephone.

## 7.4 ELECTRICAL SAFETY

- All the electrical equipment must be approved by the Qapco electrical engineer or his designee.
- It is contractor's responsibility to use and maintain all electrical portable equipment in a safe and good condition. Special attention is to be given to equipment that might cause spark e.g. switches, relays etc. and all cables. QAPCO has the right to inspect and carry out the necessary actions.

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- When not in use, it is Contractor's responsibility to ensure that all portable electrical equipment is isolated from the mains.
- Means of quick and effective isolation of all circuits shall be provided by the Contractor.
- Socket outlets, plugs and cable coupling should be splash proof and located well above ground level and avoid using homemade connections
- All electrically operated tools and equipment are subject to inspection by the QAPCO's electrical team & Safety Section at all times and anything found to be in unsafe working condition shall be removed immediately

#### **7.5 PORTABLE WATER AND DRINKING WATER SAFETY –**


- The Contractor shall ensure that an adequate supply and maintenance of a clean, safe and wholesome drinking water is available for his employees.
- The Contractor shall liaise with the industrial hygiene personnel through area owner to ensure necessary precautions and random water tests are taken to safeguard the water and health of the employees.

#### **LIGHTING SAFETY –**

- The Contractor shall provide adequate lighting to avoid visual fatigue and prevent glare and reflection into the persons' eyes.
- In every part of the area under which the Contractor has control and where persons are working or passing, Contractor shall ensure sufficient and suitable lighting, whether natural or artificial. This measure should also prevent the formation of shadows.
- Any general lighting source shall be mounted at a height sufficient to keep it well above the line of normal vision.
- Any local lighting source shall be mounted and arranged so as to confine the light to the immediate area to be illuminated.
- The Contractor shall liaise with the industrial hygiene personnel through area owner to ensure the lighting distribution and Lux as per standards

#### **HVAC AND VENTILATION**

- Contractor shall conduct indoor air quality assessments and provide adequate ventilation
- The Contractor shall ensure that all mechanical ventilation, air-conditioning or HVAC are regularly checked, kept clean and well maintained to prevent growth of micro-organisms and to maintain acceptable in-door thermal conditions.

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- Any local exhaust ventilation equipment installed (which is used to remove air contaminants at a local source) shall be designed, constructed and tested according to QCS standard.

## **FABRICATION SHOP**

Contractors are allowed to perform fabrication jobs like welding, cutting, grinding, forming and machining.

Following safety rules must be followed in the fabrication shop.

- Worker must wear required PPE (Gloves, cover all, safety glass, safety shoes, Helmet with chin strap and ear plug if noise is high) during execution
- Always use proper tools for the job
- Machines and equipment shall be operated by authorized personnel only.
- No machine shall be left unattended while it is in motion.
- Workers must not remove or make ineffective any safeguards, unless authorized.
- Keep the shop organized and do housekeeping regularly
- Do not lift heavy objects by yourself, use safe lifting practices

## **7.6 PERMIT TO WORK**


PTW is exempted at the Contractor yard if work activities is inside the designated area assigned to the contractor and work done is by the contractor own staff. However, Exemption does not apply if the activity required special certificates like confined Space entry, Excavation, Crane works and radiography. Then all requirements of work permit procedure shall be followed.

In addition many other critical activities are performed by the contractors in the contractor yard such as Cutting and Welding, Sandblasting, Painting etc. Contractor shall prepare and maintain the risk register for all these critical activities and contract owner shall review and approve the risk register.

Following safety precautions must be taken for each critical activities.

### **7.6.1 CUTTING AND WELDING –**

- All welding and flame cutting operations shall be done in the established dedicated area unless otherwise authorized
- Welding hoods shall be used during all arc-welding operations. Goggles or other suitable eye protection with appropriate filter lenses shall be used during all gas welding, gas cutting or brazing operations
- All Oxy-acetylene sets which are portable shall be wheeled on a trolley equipped with flash back arrestor.

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- Hydro test date of cylinders must be punch on cylinder body.
- When not in use, all cylinders shall have protecting caps screwed on
- Cylinder must be stored vertically, kept under shade and stored as per the OSHA standard.

### 7.6.2 SANDBLASTING

The hazards associated with sandblasting operations include but are not limited to inhalation of dusts (including lead from the paint or silica from the blasting medium); high noise levels; high operating pressure of equipment; etc.

Contractor shall take the following minimum precautions to minimize the possibility of an risk during sandblasting operations:


- Approved respiratory and hearing protection shall be worn.
- Appropriate eye protection shall be worn.
- Check all hoses every day for leaks and signs of wear.
- Blasting nozzles shall be equipped with a cut-off device (dead man's switch).
- All air hose connectors shall be pinned or wired to keep them from coming apart.
- Warning signs shall be posted identifying potential hazards.

### 7.6.3 PAINTING-

The hazards during painting operations include, but are not limited to inhalation of toxic vapors or spray mist; fire hazard due to solvents in the paint, etc.

The following are requirements to minimize the risk during painting operations:

- Approved respiratory protection shall be worn as per the MSDS
- Wear rubber gloves, eye glass, and goggle, face shield while handling thinner and organic chemicals in addition to respiratory protection.
- Be aware of and eliminate ignition sources in the work area.
- Warning signs shall be posted identifying potential hazard
- Work area should be clear of combustible materials before spraying of paint.
- Fire extinguisher shall be kept nearby all the times
- Paint storage area shall have a fire point with appropriate fire extinguishers.
- Storage of paint, thinners and other combustibles shall be in accordance with the MSDS.

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- Containers shall be closed when not in use.
- Maintain good housekeeping all the time.

### **7.7 CARPENTRY, PLUMBING AND CIVIL ACTIVITY**

Carpentry, Plumbing and Masonry workers are exposed to hazards which may lead to accidents and injuries. Following measures must be taken to protect personnel from these hazards.

- Inspect all the equipment's before using
- Do not remove safety guard and devices
- Wear/Use appropriate PPE required for the job like Safety glass, Gloves, Safety shoes, ear plug etc.
- Do regular maintenance of the equipment's
- Maintain good housekeeping all the times

### **7.8 VEHICLE PARKING AND TRAFFIC MANGEMENT**


Following precautions must be taken by the contractors for ensuring a safe and effective traffic management at the lay down area.

#### **7.8.1 VEHICLE PARKING-**

- Contractors shall park the vehicle and equipment's properly and safely inside the yard and must have designated parking area.
- Vehicles / machineries should not be parked on the road side.
- Contractor has to follow the proposed system for entry and exit from the yard.
- Do not wash the vehicles inside the yard

#### **7.8.2 TRAFFIC MANGEMENT -**

- The speed limit for vehicles in the contractor yard is 20km per hour.
- All Contractor drivers and operators must have in their possession a valid Qatari driving license and where applicable, an operator's license (third party) for the class of vehicle being operated.
- Vehicles shall be fit for the purpose based on an assessment of usage, and be maintained in safe working order in line with manufacturers' specifications

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- Each vehicles must have seat belt, fire extinguishers, back light ,side mirrors installed
- Contractor must provide defensive driving training to their drivers
- Provide adequate site lighting appropriate for the movement of vehicles during day hours and night
- Implement and adhere reverse parking

#### **7.9 FIRE PREVENTION AND CONTROL**


- All contractors shall establish a fire prevention plan for the office.
- Fire points shall be established in each offices, and equipped with fire extinguishers and smoke detectors. These shall be clearly marked.
- This critical equipment shall be tested on a regular basis and subjected to regular preventive maintenance system to ensure operability at all times.
- The inspection of fire alarm system should be carried out on every month including the smoke detectors to check the system efficiency.
- Smoking shall be allowed only in the designated places.
- Each building should have emergency escape door used for safe exit if the occupant is more than 50 or walking distance is more than 35 ft.
- Must have proper connections with nearest fire alarm panel (FAP) and if not applicable must be equipped with his local alarming system like audio/visual battery operated type fire alarm system.

#### **7.10 EMERGENCY RESPONSE MANAGEMENT**

- Each contractor shall have an emergency response plan, procedures and arrangements including medical emergency response and fire emergency response.
- The Contractor shall follow the Qapco Emergency Response Plan during the period of the work and shall ensure that its staff are fully familiar with the plan and emergency equipment's.
- Contractor shall inform Qapco about any emergency on telephone number 44777666.
- Each contractor shall prepare a emergency evacuation plan that shows escape route, assembly point, fire extinguishers location, exits and displayed in prominent locations.

#### **7.11 PPE REQUIREMENTS**

- All contractors shall wear required PPE as dictated by the hazards of the job at hand, and good safe practice.
- Contractors are responsible to protect their workforce by providing appropriate PPEs including specialized respirators and other means of engineering controls whenever required.

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- PPE shall be maintained in good condition or replaced as required.
- The minimum mandatory requirement for PPE to be worn upon entering the site shall be posted at the entrance to the site.

### 7.12 MANAGEMENT OF CHEMICAL HAZARDS




- Any Hazardous Chemicals brought to QAPCO Premises by Contractors (where contractors are direct owner of these chemicals), shall be accompanied by latest MSDS in standardized format. Copy of These MSDSs (Register) shall be submitted to Sustainability & Environment Department.
- Detailed Risk Assessment & Control Plan shall be prepared by contractors, when their employees are directly exposed to these hazardous chemicals.
- Contractor has to ensure the availability & use of necessary PPEs in-line with MSDS requirements.
- Any chemicals listed under Annexure-6 of ILO- Category of “Banned Chemicals or severely Restricted Chemicals” are prohibited to use at QAPCO Premises
- For details of the banned chemicals refer to Qapco industrial hygiene procedure, IN-253-ENV-07.

### 7.13 STORAGE OF HAZARDOUS CHEMICALS

The consequences of unplanned storage can be disastrous e.g. a serious explosion leading to the release of toxic fumes into the atmosphere. As a general rule substances of different hazard classifications should not be stored together. MSDS should be referred to identify the main hazards of the substance. A suitable secondary containment system and / or spill kits and appropriate ventilation should be provided to impede or prevent any hazardous material from presenting an unreasonable risk to environment, health, and safety.

Below guidelines must be followed for storing chemicals at the contractor yard.

- Toxic substances should be stored separately from explosive, flammable, self-igniting and all water reactive metals and corrosives.
- All the drums/containers used for storage must be labelled properly
- Chemical Storage areas should be designed to allow for potential spillages - sloped floors, sumps, drains, etc.
- Provide location for suitable fire extinguishers, first aid equipment, protective clothing, alarms, etc.
- Provide appropriate ventilation systems to prevent accumulation of toxic (and other hazardous) vapors in the atmosphere.

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- Access to chemical storage areas should be limited to authorize personnel only and reasonable precautions must be taken to restrict unauthorized entry and food intake in those areas.
- For details refer to Qapco procedure for chemical management (PR-QSS-116 )

#### **7.14 WORKING WITH RADIOACTIVE MATERIAL**

- All operations involving the use of radioactive substances shall be carried out in strict compliance with Management of Radioactive Materials Procedure: IN-250-HSE-21
- Appropriate Radiography Certificates & Necessary Work permits shall be obtained in-line with requirements of QAPCO HSSE Instructions: IN-250-HSE-12.
- Contractor shall take all necessary steps to control the hazards and protect the work force from risk of exposure to ionizing radiation.


#### **7.13 WELFARE, SANITATION AND REST ROOM**

- Contractors are required to provide adequate Welfare, Sanitation and rest room facilities in accordance to QATAR Labor Law.
- Contractor Shall Establish a Facility Management Program setting out Routine Cleaning Plans, Pest control plans, Fire/safety/Emergency & Security Management, workers Induction etc.
- Contractors shall provide a suitable and sufficient washing facilities and sanitary conveniences at the yard office
- Suitable and cool potable water that is fit for human consumption shall be provided at convenient locations.
- First aid boxes must be kept at the strategic locations for emergency use.

#### **7.14 FOOD SAFETY AND INDUSTRIAL HYGIENE**

- Contractors are required to give utmost attention and care to maintain proper Food Safety and hygiene practices whenever they provide packed food or live buffet to their employees.
- Food Preparation must be done at Accredited & Certified Facility.
- Routine Inspection & Audit Reports must be submitted by Contractors to QAPCO's HSSSED in order to demonstrate the effective Food Hygiene Management system.
- The contractor shall ensure that all food provided must cater to specific cuisines of the various nationalities that may make up the group of manpower accommodated at QAPCO to be compatible with manpower's respective national origins and of excellent quality in dietary nature and nutritional requirement.



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- Dining Hall provided by contractor, must be well ventilated, clean & suitably furnished for food consumption in accordance with applicable standards. (PR-253-ENV-02)
- Drinking Water by Contractors, must be in-compliance with parameters and standards stipulated under Guidelines of MME (Ministry of Municipality & Environment) and QAPCO's Food Hygiene Procedure.

### 7.15 WASTE DISPOSAL

- Contractor should arrange special tiled area for keeping oil and the used oil should be disposed outside QAPCO complex as per approved procedures.
- The designated area for oil shall be kept tidy and clean always.
- Draining of oil / solvent / chemical to the ground / QAPCO sewer network is prohibited.
- Any contamination in the ground shall be cleaned immediately as per procedure.
- Non-hazardous waste will be separated and collected in designated areas. These wastes will be later taken out of the site to the municipal waste dumping yard
- Dining area and all other domestic / nonhazardous waste should be disposed by contractor direct to authorized disposal area outside QAPCO complex.(Those items should not disposed to domestic skips )
- All hazardous waste will be identified, segregated, handled and disposed of at locations approved by Qatar Municipality and in accordance with the prevalent Hazardous Waste Management Procedure
- It is only allowed to dispose the solid food waste into the domestic skips kept at Contractors yard.
- It is not allowed to store any construction waste inside the yard.
- Contractor should not store large quantity of sand / aggregate inside yard.
- The scrap metal / wood items to be disposed weekly as per procedure.
- The insulation, blasting and painting waste to be disposed weekly as per QAPCO procedures and contractor should keep the records of disposal approval from MIC /Qatari authorities including the records of quantities disposed.

### 7.16 SCRAP MANAGEMENT

Scrap yard is a place where all the metals and non-metals scrap generated from the process units/contractor work shop are stored before transfer. The scrap yard is situated near to the contractor's yard.

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Wastes generated by contractor's activities (e.g. empty paints cans, construction, insulation and sandblasting wastes) shall not transferred or stored in the scrap yard and shall be disposed through the concerned contractors to any approved disposal facilities.

Infrastructure is responsible for allocating place for scrap disposal.

For details, refer to Instruction for scrap transfer in Qapco (IN-218-IG-01)

### 7.17 AUDIT

It is the responsibility of contractor to keep the yard / office, common dining area, toilet and smoking area tidy and clean.

- Periodic audits (semiannual) shall be conducted by QAPCO HSSE/ Infrastructure representatives.
- QAPCO HSSE Internal audit team / External auditor will be auditing the temporary facility, Contractors yard as per the inspection check list given in appendix 9.3




## 8 RECORDS

The following records shall be maintained in support of this Instruction:

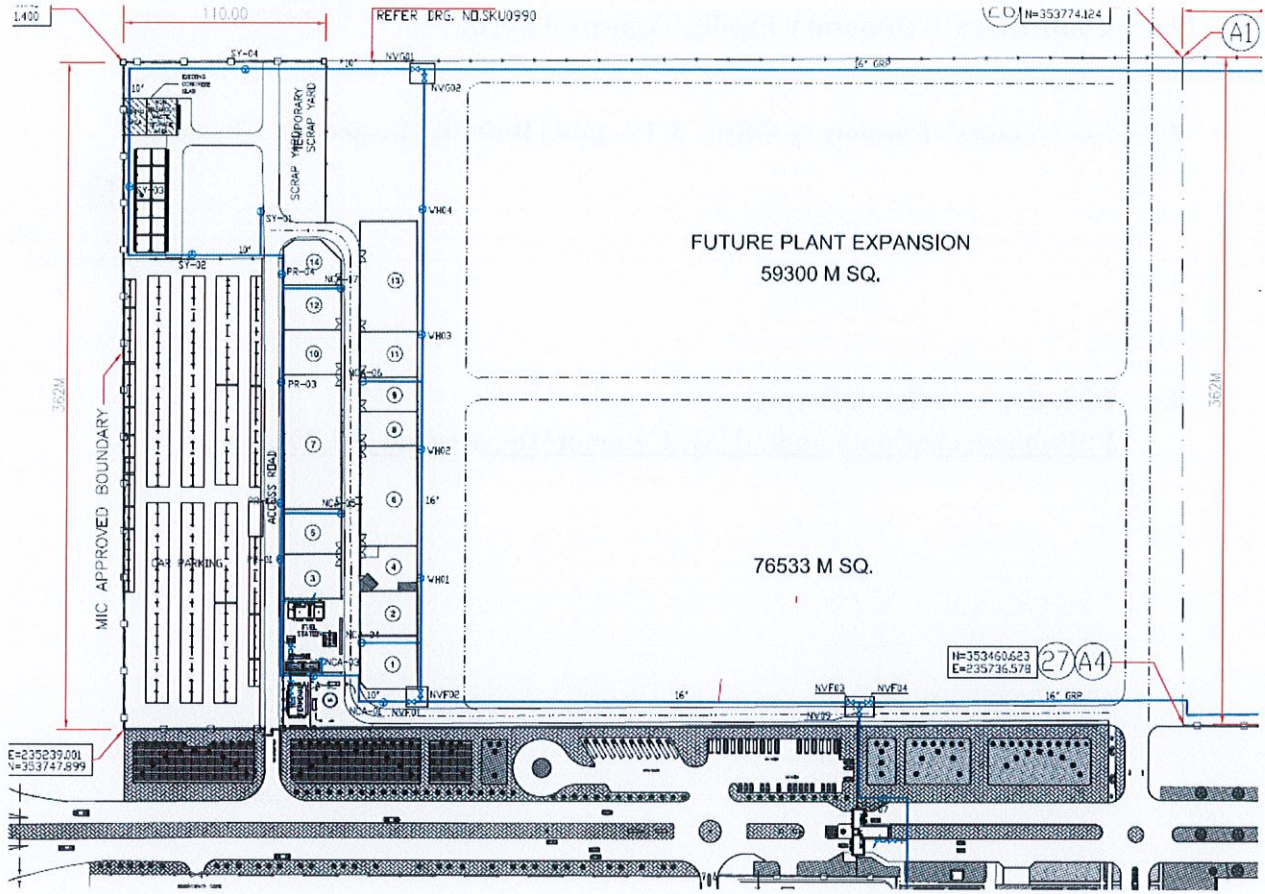
#	Record ID	Record name	Responsibility
1	Approval Form (9.2)	Contractors' Temporary Facility Approval Form	Safety
2	Inspection Check list (9.3)	Contractors' Temporary Office & Portable Building Inspection Checklist	Safety

## 9 APPENDIX




### 9.1 Contractor Yard Layout Drawing

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**9.1 Contractor Yard Layout Drawing**



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9.2 Cont Temp Fac  
Approval Form

**9.2 Contractors' Temporary Facility Approval Form**

**9.3 Contractors' Temporary Office & Portable Building Inspection Checklist**



Contractor Temp  
Fac Insp CkI

**9.4 Risk Register Blank Format**

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