



Administrative Requirements for Suppliers and Contractors



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1 Leadership and commitment

1.1 Commitment to HSE through leadership

Responsibility for HSE shall lie with the line management. Top executives shall be personally involved in HSE management. The commitment to HSE shall be evident at all levels within the organization, and the corporate culture shall ensure a positive attitude to HSE issues.



2 Policy and strategic objectives

2.1 HSE policy

The contractor shall have a documented corporate HSE policy. The contractor shall document the name, title and experience of the most senior manager in the organization responsible for ensuring that this policy is observed. The contractor shall also document who has overall and ultimate responsibility for HSE matters within its organization.

The contractor shall define and document which methods are applied for informing personnel about its HSE policy, and which routines are employed to inform personnel of any changes to this policy.

2.2 Compliance with the company's HSE policy

The contractor's HSE policy for the work shall be fully compatible with the company's corporate HSE policy, and contribute to realizing this.



3 Organization, resources and documentation

3.1 Organization — commitment and communication

The contractor's management shall be involved in HSE activities, and in setting and following up HSE objectives. The contractor's organization shall facilitate effective HSE management and communication, with particular emphasis on HSE as an integrated element in planning and implementing operations. Arrangements shall be put in place to ensure that meetings are held with HSE as a priority item on the agenda.

3.2 HSE training of managers and supervisors

Managers and supervisors who will be involved in planning, monitoring, checking or carrying out the work shall, regardless of their level in the organization, have undergone formal HSE training within their respective areas of responsibility for the work. The content and duration of in-house training courses shall be documented.

3.3 Training program and information for employees

The contractor shall have put documented systems in place for selecting and training personnel in order to ensure that the work is executed by qualified individuals with adequate skills and to avoid employee turnover. Arrangements shall be established which ensure that the contractor's personnel are familiar with and, where required, trained in:

- Basic industrial HSE
- The contractor's HSE policy and practice
- The company's general HSE requirements
- Any specific hazards inherent in the activities
- Correct use of personal protective equipment
- Emergency response.

Special arrangements shall be established for training new employees. The content and duration of any in-house training courses shall be documented. Arrangements must be put in place to ensure that the HSE knowledge and training of personnel are constantly updated.

3.4 Special training



The contractor shall evaluate and document how far any of its areas of activity require special and/or additional training in respect of potential risks. The content and duration of any in-house training courses shall be documented. Should the special work involve radioactivity, asbestos removal, chemicals, unacceptable noise levels or other occupational health hazards, methods for identifying, assessing and controlling such hazards shall be documented.

3.5 Rules, regulations, standards and company requirements

The contractor shall document:

- Its compliance with statutory rules and regulations, and with the company's contractual requirements
- The overall structure for preparing and updating in-house requirements and procedures
- The overall structure for making such documents known.

3.6 Assessing the suitability of subcontractors

The contractor shall assess the HSE expertise and record of its subcontractors. The contractor shall document its methods for identifying the standards to be met by subcontractors, and for ensuring that these standards are observed and verified.

3.7 Work regulations

The contractor's personnel shall comply with applicable work regulations and safety rules at all times. All employees shall take part in safety drills and other exercises while on site.



4 Evaluation and risk management

4.1 Risk assessment

The contractor shall employ suitable and generally recognized methods for identifying, assessing, checking and handling hazards and their consequences. These methods shall be documented.

4.2 Working environment and occupational health

The contractor shall have a system which ensures and documents:

- The identification and monitoring of all physical, chemical, ergonomic and psychosocial/organizational factors which could be potentially detrimental to health and performance. This system shall be linked to continuous systematic monitoring of the exposure of its own and subcontractor employees to these factors, and to a program for reducing potential exposure which could be harmful to health.
- Systematic health monitoring as specified by applicable regulations and good professional practice, identification, evaluation and reporting of work related illnesses and corrective measures, follow-up of employees on sick leave, and prevention and treatment of alcohol and drug abuse.
- That all chemicals due to be used during the work are evaluated for their health risk during transport, use and disposal, and that chemicals with the smallest health risk are given preference wherever this is technically and operationally feasible.

4.3 Material safety data sheets

The contractor shall have a system in place which ensures that correct information is available on the health risk, fire, explosion and environmental hazards posed by chemical products used in the work. For operations in Norway, this information shall be given in material safety data sheets approved in accordance with the quality assurance system established by the Norwegian Oil Industry Association (OLF).

4.4 Personal protective equipment

The contractor shall be able to demonstrate that the personal protective equipment used during the work provides satisfactory protection in the relevant tasks. Documented arrangements shall be in place for provision and maintenance of such equipment, both standard issue and items required for special operations.

4.5 Environmental management

The contractor shall have a system which ensures and documents:

- Evaluation and follow-up of the work's environmental impact. The follow-up shall include environmental monitoring where required. Evaluation and monitoring results shall be used systematically to minimize environmental impact.
- Selection of environmentally optimal solutions. The environmental aspect shall be included in all technical evaluations which involve discharges. When evaluating alternative technical solutions and equipment, information shall be compiled on expected chemical and energy requirements and on the discharges associated with the various options. Result of these evaluations shall be documented in an environmental accounting system, and shall serve as an evaluation criterion when selecting solutions based on cost-benefit analyses. The environmental accounting system shall also be used to register information when only one option is available.
- Inclusion of the environmental aspect in management documentation, including operational procedures.
- Evaluation of measures to reduce discharges/emissions to soil, water and air. Emphasis shall be given to reducing chemical usage and replacing environmentally harmful chemicals. Measures based on these evaluations shall be included in an environmental action plan or HSE program.
- The contractor shall have implemented a system for identifying, classifying and handling waste. Hazardous waste shall be handled in accordance with applicable national statutes and regulations. Consumer and production waste shall be sorted.

4.6 Ecotoxicological information on chemicals (environmental data)

Ecotoxicological data — in other words, information on toxicity, biodegradability and bioaccumulation potential — shall be available for all chemicals due to be discharged to the sea during the work. The contractor shall demonstrate a system which ensures and documents that ecotoxicological data and the contents of material safety data sheets are consistent with each other and valid for the chemical actually being used. This includes updating any data sheets when the product name or composition of a chemical is changed, and distribution of the data sheets to all relevant users. For operations on the Norwegian continental shelf and in areas covered by OSPAR, ecotoxicological data for chemicals shall be provided in the harmonised offshore chemical notification format (HOCNF). This information shall be compiled in accordance with the quality requirements specified in OSPAR's published guidelines for completing the HOCNF. Guidelines for ecotoxicological testing issued by the Norwegian Pollution Control Authority (SFT) also apply on the Norwegian continental shelf.



4.7 Use of potentially environmentally harmful chemicals

The contractor shall systematically and regularly evaluate, monitor and document chemical usage to ensure minimal discharges and optimal operation. If the contractor manufactures or imports chemicals, it shall comply with prevailing statutes as well as official regulations and guidelines on evaluating and classifying chemicals. In Norway, this shall include reporting chemicals to the product registry (Produktregisteret). The contractor shall avoid discharging chemicals with a potential for long-term impact in the form of high bioaccumulation potential or poor degradability, or which are considered potentially harmful in other respects. That applies particularly to chemicals discharged in large quantities and/or in sensitive areas. Where such criteria fail to be met, the justification for continued use shall be documented or a plan for replacing the chemical prepared. When chemicals that are used in Norway fail to meet SFT's criteria for degradability and bioaccumulation, or when such chemicals in other ways are classified as potentially harmful to the environment, the justification for continued use shall be documented and a plan for replacing the chemical prepared. Chemical products and substances which are used in Norway, and which are included in SFT's lists A and B, Report no 58 (1996-97) to the Norwegian Storting (parliament), shall contain a minimum level of contaminant, and be of such a high purity and quality as possible. The contractor shall have a quality assurance system which ensures that the products with the highest purity are used.

4.8 Safety delegates

Safety delegates shall be elected or appointed in accordance with prevailing rules and regulations.



5 Planning and procedures

5.1 HSE working practices

Working practices and procedures shall be consistent with the contractor's HSE policy and HSE management system.

5.2 HSE program

The contractor shall establish an HSE program which covers the elements of the HSE management system. This program shall form an integral part of the company's overall HSE program for the respective site, project or activity, and cover specific activities with a description of what is to be delivered. The HSE program shall be preventive and must be kept updated throughout the work. The HSE program shall cover occupational health and the working environment, safety, the environment and emergency response. Separate objectives shall be defined for each of these main areas.

In addition, the HSE program should:

- Identify official regulations and other specific requirements relating to HSE which apply to the work
- Define activities which must be initiated to meet prevailing requirements
- Define applicable risk acceptance criteria
- Define the hazards which must be addressed, how these are to be controlled, and which methods should be used if necessary to regain control
- Identify procedures to be developed under the contract
- Define company/contractor responsibilities and interfaces, and the contractor's strategy for supervising subcontractors
- Identify and schedule the contractor's training requirements.

The HSE program shall be submitted to the company for review in accordance with agreed milestones. The company shall be notified of possible changes to this program.

5.3 Psychosocial emergency services

The contractor shall have a documented organization to provide care for its own personnel and psychosocial support for personnel and their immediate families in the event of hazardous conditions or accidents.



5.4 Equipment inspection and maintenance

The contractor shall have documented systems in place which ensure proper maintenance and calibration as well as suitability of tools and equipment used by its personnel when performing the work at its premises, on site or at any other location.

5.5 Emergency response manual

If the contractor is the principal enterprise, it shall prepare an emergency response manual which shall be submitted to the company for review in accordance with agreed milestones. The company shall be notified of possible changes to this manual.

5.6 Safety plot plans

When acting as principal enterprise, the contractor shall prepare safety plot plans for the site and for the contract object, showing escape routes, mustering stations and the location of firefighting and first aid equipment. These plans shall be posted in easily visible locations at central points where personnel pass to and from.

5.7 HSE-related personnel handbook

The contractor shall issue an HSE-related personnel handbook containing such information on HSE and emergency procedures as its personnel are required to know. The contractor shall ensure that the handbook is distributed to all personnel and that they are familiar with its contents. Visitors to the site shall be given adequate information on relevant HSE requirements.



6 Implementation and monitoring

6.1 Supervision and monitoring of work activities

The contractor shall supervise and monitor its own HSE performance. Results of this supervision and monitoring shall be passed on without undue delay to the contractor's management and personnel. Frequent management inspections shall be performed to verify compliance with prevailing standards.

6.2 Notification and reporting of undesirable events/hazardous conditions

The contractor shall comply with all official requirements for notifying and reporting events/hazardous conditions relating to safety, occupational health and the environment. Routines for ensuring such compliance shall be documented. All notifiable undesirable events/hazardous conditions experienced by the contractor shall be reported to the company without undue delay, whether the event occurred at the contractor's premises, at the site or at other locations. The report shall include the date of the event, its causes and any preventive follow-up measures taken.

6.3 Prohibition notices and demands for improvement

Any prohibition notices and demands for improvement imposed on the contractor by government authorities shall be reported to the company without undue delay. Should a complaint be filed under HSE legislation against the contractor while performing the work, this must also be reported to the company without undue delay.

6.4 Reporting of undesirable events and lost-time injuries

Every lost-time injury suffered by the contractor's personnel, and any event with a high loss potential, shall be reported to the company within 24 hours of the incident. Direct and underlying causes shall be specified. Undesirable events with a medium loss potential shall be registered. Direct and underlying causes shall be specified. Incident reports shall be submitted to the company on request.

6.5 Working environment and occupational health

The contractor shall have a system which ensures a good overview of the working environment at sites where its personnel are employed. This overview shall accord with relevant official requirements, and performance parameters which are monitored shall



make the largest possible contribution to preventing health problems relating to the working environment.

6.6 Monthly HSE reporting

Unless otherwise agreed in writing, a monthly HSE report shall be submitted as part of the contractor's overall monthly report. This report shall cover the status of identified HSE hazards and significant HSE aspects. The status of all activities in the HSE program shall also be detailed in full. Preventive measures which have been initiated or implemented shall be briefly described.

The following HSE data shall be provided for the contractor, each subcontractor and in total:

- Number of accidents/losses
- Number of near-misses/hazardous conditions
- Number of undesirable events with high loss potential
- Number of lost-time injuries
- Hours worked (see below)
- Registered overtime
- Sickness absence (as a percentage of normal working hours)
- New cases of work related illness

The company shall be informed of the contractor's definition of a lost-time injury and work related illness, and its definition of and practice concerning the use of alternative work.

Hours worked shall be specified as follows:

- a) total number of hours worked on the contract in the period
- b) direct and indirect construction hours, including supervision and fabrication, but excluding engineering hours.

Off-site construction and installation work performed by subcontractors which amount to more than 10 000 hours shall also be reported.

6.7 Handling non-conformances

The contractor shall have a system for registering and following up non-conformances with procedures, specifications, standards and contract requirements relating to the work.

6.8 Experience transfer



Transfer of HSE experience shall form part of the contractor's close-out report to the company. This report shall be prepared concurrently with the work, and must as a minimum address the following:

- How the contractor's HSE program has functioned (where such a program has been drawn up)
- Unforeseen problems — how these were overcome and recommended future approaches
- Underlying causes of lost-time injuries and work related illness, and how such cases have been followed up
- Positive HSE aspects which should be considered for future activities
- Any damage to equipment, and recommendations on avoiding similar damage in future operations
- Suggested improvements to work routines.

The current status of the above items shall be discussed with company representatives at regular experience transfer meetings.

6.9 Investigating and reporting of major incidents

The contractor shall document who will lead investigations, and must document its routines for communicating the findings of an investigation, or details of a similar incident elsewhere to the contractor's site management and personnel.

6.10 Limited incident reporting

The company shall be notified of any lost-time injury within 24 hours of the incident.



7 Auditing and reviewing

7.1 Auditing

The contractor shall have a documented HSE auditing plan. The administrative routines used for reporting and following up audits shall be documented.

7.2 Reviewing

Reviews deriving from the HSE management system shall be carried out by members of the contractor's senior management, or by competent personnel appointed by the senior management.