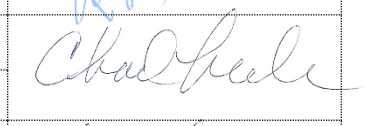
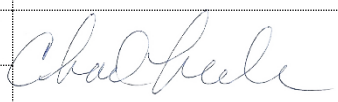
UNI-PRD-HSE-PR14: CONTRACTOR HSE EVALUATION & MANAGEMENT PROCEDURE

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IMS PROCEDURE AMENDMENT HISTORY				
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CONTENTS

1.0 PURPOSE 4
2.0 SCOPE 4
3.0 REFERENCES 4
4.0 DEFINITIONS 4
5.0 RESPONSIBILITIES 4
5.1. Supply Chain/Procurement Department 4
5.2. Supervisors and Site Managers 4
5.3. Contractors/Subcontractors 4
5.4. HSE Manager 5
5.5. Management 5
6.0 PROCEDURE 5
6.1. Pre-Qualification and Evaluation 5
6.2. Selection and Contract Award 5
6.3. Onboarding and Mobilization 5
6.4. Performance Monitoring 5
6.5. Non-Compliance and Corrective Actions 6
6.6. Continuous Improvement 6
6.7. Closeout and Records 6
7.0 Appendices 6

1.0 PURPOSE

This Procedure is developed to establish a systematic process for evaluating, selecting, managing, and monitoring contractors to ensure their HSE performance aligns with UNI Production Systems' standards, minimizing risks in operations. This procedure emphasizes HSE compliance, incident prevention, and fostering a shared safety culture through rigorous pre-qualification, ongoing oversight, and continuous improvement.

2.0 SCOPE

This Procedure applies to all contractors, subcontractors, and suppliers involved in UNI activities, including services like construction, maintenance, and logistics. It covers pre-contract evaluation, contract execution, performance monitoring, and post-contract reviews, excluding internal employees or low-risk administrative vendors.

3.0 REFERENCES

- UNI-PRD-IMS-01 – IMS Manual
- ISO 45001:2015 Clause 8.1.4

4.0 DEFINITIONS

Contractor / Subcontractor	External organization providing services or goods, required to meet UNI Production Systems' HSE standards
Pre-Qualification	Initial HSE screening of contractors' systems and history before tendering
KPI	Key Performance Indicators – Quantifiable HSE metrics, e.g., incident rates or audit compliance.

5.0 RESPONSIBILITIES

5.1. Supply Chain/Procurement Department

- Lead contractor pre-qualification and evaluation.
- Conduct tender assessments for HSE compliance
- Manage contract HSE clauses, and coordinate audits.
- Ensure selected contractors meet HSE criteria before award and track overall contractor performance metrics.

5.2. Supervisors and Site Managers

- Oversee daily contractor activities
- Enforce HSE requirements on site, report non-compliances.
- Participate in joint safety meetings.
- Provide feedback on contractor HSE performance and escalate issues to management.

5.3. Contractors/Subcontractors

- Comply with UNI Production Systems' HSE policies
- Provide competent personnel and resources.
- Participate in evaluations and improvement initiatives.

- Maintain an HSE management systems aligned with company standards.

5.4. HSE Manager

- Develop HSE evaluation criteria.
- Conduct Contractor/ Subcontractor audits and inspections, analyze contractor incident data, and recommend corrective actions.
- Facilitate HSE training for contractors/subcontractors and support continuous improvement reviews.

5.5. Management

- Review HSE performance reports to analyze periodic reports on contractor HSE metrics and incidents to assess compliance and effectiveness.
- Allocate resources for monitoring, providing budgets, personnel, and tools necessary for ongoing contractor audits and oversight.
- Drive continuous improvement and integrate lessons learned from evaluations and incidents into future contractor selections.

6.0 PROCEDURE

6.1. Pre-Qualification and Evaluation

Supply Chain/Procurement initiates evaluation using a standardized HSE questionnaire covering policies, training records, incident history, and audit results. Conduct desktop reviews and site visits for high-risk contractors. Score based on HSE metrics (e.g., LTIR, audit compliance >90%) and maintain a pre-qualified vendor list. Reject or require remediation for non-compliant candidates.

6.2. Selection and Contract Award

During tendering, Supply Chain/Procurement includes HSE performance as a weighted criterion (minimum 30% of score). Award contracts only to qualified contractors, incorporating mandatory HSE requirements.

6.3. Onboarding and Mobilization

Before mobilization, conduct joint HSE orientations and verify competencies and training. Supply Chain/Procurement ensures contractors have necessary permits and resources; site managers confirm readiness via kick-off meetings.

6.4. Performance Monitoring

6.4.1. Daily/Operational Oversight

Supervisors monitor compliance through toolbox talks, JSAs, and observations, tracking KPIs such as near-miss reporting rates, PPE usage, and safe work practices. Use digital tools for real-time logging.

6.4.2. Periodic Audits and Inspections

HSE Officers/Supervisors perform quarterly HSE audits and unannounced inspections, focusing on high-risk activities. Measure against targets: zero tolerance for serious violations, >95% audit pass rate.

6.4.3. Incident and KPI Tracking

Review contractor incidents monthly, analyzing root causes and trends. Monitor leading indicators and lagging indicators. Supply Chain/Procurement compiles dashboards for management review.

6.5. Non-Compliance and Corrective Actions

Issue NCR's for deviations, requiring contractors/subcontractors to submit action plans within 48 hours. Escalate to suspension or termination for repeated or severe issues. HSE Officers/Supervisors verify closure through follow-up audits.

6.6. Continuous Improvement

6.6.1. Post-Activity Reviews

At contract milestones or completion, conduct joint debriefs to capture lessons learned, best practices, and improvement opportunities (e.g., via surveys scoring HSE satisfaction 1-5).

6.6.2. Feedback and Trend Analysis

HSE Officers/Supervisors aggregate data quarterly to identify systemic issues (e.g., recurring fatigue risks). Share insights via bulletins and update pre-qualification criteria accordingly.

6.6.3. Program Enhancement

Management reviews annual contractor HSE performance reports, incorporating improvements like enhanced training modules or revised KPIs. Aim for year-on-year reductions in incidents and increased compliance scores.

6.7. Closeout and Records

Upon contract end, Supply Chain/Procurement documents final performance ratings and lessons learned in a central repository, retaining records for seven years. Use ratings to inform future selections.

7.0 Appendices

UNI-PRD-HSE-F13 – Contractor HSE MS Questionnaire