

Base Case HSE Pre-Qualification Questionnaire

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| Company Name: | Contract: | Ref. Nr.: |
| Date of assessment: | Assessor: | Sign: |
| Has your Company previously been pre-qualified by RAK Petroleum | | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| If Yes, for which contract/project: | | Year: |

| Section 1: Leadership and Commitment | | Response |
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| (1) Commitment to HSE through Leadership | a) Are senior managers personally involved in HSE management? | |
| | b) Is there any evidence of commitment at all levels of the organisation? | |
| | c) Is there a positive culture towards HSE matters? | |
| Section 2: Policy and Strategic Objectives | | Response |
| (1) HSE Policy Documents | a) Does your company have an HSE policy document? <i>If the answer is YES please attach a copy.</i> | |
| | b) Who has overall and final responsibility for HSE in your organisation? | |
| | c) Who is the most senior person in the organisation responsible for this policy being carried out at the premises and on site where his employees are working? <i>Provide name, title and experience.</i> | |
| (2) Availability of Policy Statements to Employees | a) Itemise the methods by which you have drawn your policy statement to the attention of all your employees? | |
| | b) What are your arrangements for advising employees of changes in the policy? | |
| Section 3: Organisation, Responsibilities, Resources, Standards and Documentation | | Response |
| (1) Organisation Commitment and Communication | a) How is management involved in HSE activities, objective-setting and monitoring? | |
| | b) How is your company structured to manage and communicate HSE effectively? | |
| | c) What provision does your company make for HSE communication meetings? | |
| (2) Competence and Training of Managers / Supervisors /Senior Site staff / HSE Advisers | Have the managers and supervisors at all levels who will plan, monitor , oversee and carry out the work received formal HSE training in their responsibilities with respect to conducting work to HSE requirements? <i>If YES please give details. Where the training is given in-house please describe the content and duration of courses.</i> | |
| (3) Competence and General HSE Training | a) What arrangements does your company have to ensure new employees have knowledge of basic industrial HSE, and to keep this knowledge up to date? | |
| | b) What arrangements does your company have to ensure new employees also have knowledge of your HSE policies and practices? | |

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| | c) What arrangements does your company have to ensure new employees have been instructed and have received information on any specific hazards arising out of the nature of the activities? | |
| | d) What training do you provide to ensure that all employees are aware of Project HSE requirements? | |
| | e) What arrangements does your company have to ensure existing staff HSE knowledge is up to date? <i>If training is provided in-house please give details of content.</i> | |
| (4) Specialised Training | a) Have you identified areas of your company's operations where specialised training is required to deal with potential dangers? <i>Please itemise and provide details of training given</i> | |
| | b) If the specialised work involves the following occupational health hazards, how are the hazards identified, assessed and controlled? E.g. <ul style="list-style-type: none"> - Sea Survival/Offshore - Toxic Gas, IE -H2S, SO2, etc. - Road & Air Transportation - Working in Heat - Camp Hygiene - Waste Disposal - Radiation - Communication to a Multi-Cultural Workforce. | |
| (5) HSE Qualified Staff - Additional Training | Does any of your staff conduct HSE training? If so, what are their qualifications? | |
| (6) Assessment of Suitability of Sub-Contractors/other Companies | a) For your Sub-Contractor, how do you assess: <ul style="list-style-type: none"> i) HSE Competence ii) HSE Performance | |
| | b) How do you ensure your Sub-Contractor meet your HSE standards? | |
| (7) Standards | a) Where do you record the standards? | |
| | b) How do you ensure these are met and verified? | |
| | c) How do you identify new industry or regulatory standards that may be applicable to your activities? | |
| | d) Is there a system for producing, updating and disseminating standards? | |
| Section 4: Hazards and Effects Management | | Response |
| (1) Hazards and Effects Assessment | What techniques are used within your company for the identification, assessment, control and mitigation of hazards and effects? Are WMS inc. JSA's prepared for each activity. | |
| (2) Exposure of the Workforce | Do you have any system in place to monitor the exposure of your workforce to chemical or physical agents? | |

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| (3) Handling of Potential Hazards | <p>How is your workforce advised on potential hazards:</p> <ul style="list-style-type: none"> - Physical - Chemical - Biological - Ergonomic - Psychological <p>Such as noise, radiation, vapours, fumes, temperature extreme, manual handling and stress etc.) encountered in the course of their work?</p> | |
| (4) Personal Protective Equipment | What arrangements does your company have for provision and upkeep of protective clothing, both standard issue, and that required for specialised activities? | |
| (5) Waste Management | Does your company have any system in place for identification, classification and management of waste? | |
| (6) Drugs and Alcohol | Do you have a drugs and alcohol policy in your organisation? If so, does it include pre-employment and random testing? | |
| Section 5: Planning and Procedures | | Response |
| (1) HSE or Operations Manuals | a) Do you have a company HSE Manual (or Operations Manual with relevant sections on HSE) which describes in detail your company approved HSE working practices relating to your work activities? <i>If the answer is YES please attach a copy of supporting documentation.</i> | |
| | b) How do you ensure that the working practices and procedures used by your employees on-site are consistently in accordance with your HSE policy objectives and arrangements? | |
| (2) Equipment Control and Maintenance | How do you ensure that plant and equipment used within your premises, on-site, or at other locations by your employees are correctly registered, controlled and maintained in a safe working condition? | |
| (3) Road Safety Management | What arrangements does your company have for combating road and vehicle incidents? | |
| Section 6: Implementation and Performance Monitoring | | Response |
| (1) Management and Performance Monitoring of Work Activities | a) What arrangements does your company have for supervision and monitoring of performance? | |
| | b) What type of performance criteria is used in your company; <i>give examples.</i> | |
| | c) What arrangements does your company have for passing on any results and findings of this supervision and monitoring to your: <ul style="list-style-type: none"> i) Base Management ii) Site employees? | |
| (2) HSE Performance Achievement Awards | Has your company received any award for HSE performance achievement? | |

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| (3) Statutory Notifiable Incidents/ Dangerous Occurrences | <p>Has your company suffered any statutory notifiable incidents in the last five years (Safety, Occupational Health and Environmental)?</p> <p><u>Answers with details including:</u></p> <ul style="list-style-type: none"> - <u>Dates</u> - <u>Most frequent types</u> - <u>Causes and</u> - <u>Follow-up preventative measures taken.</u> | |
| (4) Improvement Requirement and Prohibition Notices | <p>Has your company suffered any improvement requirement or prohibition notices by the relevant national body, regulatory body or other enforcing authority (including your parent company or your client) for HSE or been prosecuted under any HSE legislation in the last five years?</p> <p><u>If your answer is YES please give details.</u></p> | |
| (5) HSE Performance Records | <p>a) Have you maintained records of your incidents and HSE performance for the last five years?</p> <p><u>If YES, please give following details for each year:</u></p> <ul style="list-style-type: none"> - <u>Number of Non Lost Time Injuries</u> - <u>Number of Lost Time Injuries</u> - <u>Number and type of injuries</u> - <u>Total hours worked by workforce for each corresponding year</u> - <u>Frequency Rates</u> - <u>Your company definition of a Lost Time incident.</u> | |
| | b) How is health performance recorded? | |
| | c) How is environmental performance recorded? | |
| | d) How often is HSE performance reviewed? By whom? | |
| (6) Incident Investigation and Reporting | a) Who conducts incident investigations? | |
| | b) How are the findings following an investigation, or a relevant incident occurring elsewhere, communicated to your employees? | |
| | c) Are near miss safety learning reported? | |
| Section 7: Auditing and Review | | Response |
| (1) Auditing | a) Do you have a written policy on HSE auditing? | |
| | b) How does this policy specify the standards for auditing (including unsafe act auditing) and the qualifications for auditors? | |
| | b) Do your company HSE Plans include schedules for auditing and what range of auditing is covered? | |
| | c) How is the effectiveness of auditing verified and how does management report and follow up audits? | |
| Section 8: HSE Management - Additional Features | | Response |
| (1) Memberships of Associations | Describe the nature and extent of your company's participation in relevant industry, trade, and governmental organisations? | |
| (2) Additional features of your HSE Management | Does your company have any other HSE features or arrangements not described elsewhere in your response to the questionnaire? | |