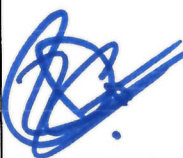


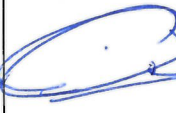
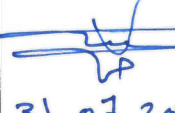




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HSE Qualification & Control of Contractors Procedure	Rev: 01	Date: July 2024

## HSE Qualification & Control of Contractors Procedure

REVISION HISTORY		
REV	DATE	DESCRIPTION
00	July 2021	First Issue
01	July 2024	Second Issue

Rev 01	July 2024	 01.08.24 Abdulaziz Al-Khalaf Head Of Safety	 01.08.2024 Ali Rashid Al-Hemaimi HSEM	 1/08/2024 Khalid Al-Hajjaji Maintenance Manager	 1/08/2024 Abdulrahman Al-Abdulmalek Operation Manager	 31.07.2024 Hamad Mohammed Shaikhan Supply Chain Manager	 4.8.2024 Mubarak Al-Nassr Chief O&M Officer
Rev	Date	Prepared by	Reviewed by				Approved by


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### Document Change History

Doc. No.	Rev. No	Rev. Date	Revision Description	Page No.	Approved By
QEWC-2.1.1.1.7	00	July 2021	HSE Qualification & Control of Contractors Procedure – New Document	All	CEO
QEWC-2.1.1.1.7	01	July 2024	Authorized by changed to Approved by & Supply Chain Manager added as a reviewer	01	Chief O&M Officer
			Table of Contents	03	
			1.Purpose has been changed	04	
			3. Definition Added Focal point (4.2)	04	
			3.Definition. Maintenance Engineer replaced by Focal Point	All	
			All H&S changed to HSE, instead of RAF, QEWC or, elsewhere on behalf of QEWC added	All	
			4.1 Purchase and Procurement team replaced by Supply chain team	05	
			5.1 Category 2 – Complete Sections 3 added	05	
			5.3.HSE Plan modified as HSE Procedure and Plan.	06	
			5.3.2 Safety Induction modified	07	
			5.4 Control of Contractors – 3 <sup>rd</sup> paragraph modified	08	
			5.5 Contractor Inspections and Oversight – 4 <sup>th</sup> & 5 <sup>th</sup> paragraph modified	08	
			5.6 Noncompliance modified, CEO replaced to Chief Operations & Maintenance Officer	09	
			5.8 Incidents paragraph modified	09	
			6.0 Review & Improvement added	10	
			7.0 References modified	10	
			Appendix A form modified	13,14	

### Document Circulation List


Serial No.	Name	Email ID
1.	All QEWC RAF Station Users	All QEWC Users

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## 1. Purpose

The purpose of this procedure is to ensure that Contractors working at the Ras Abu Fontas (RAF) site, or, elsewhere on behalf of QEWC, are selected ensuring they meet the QEWC's minimum HSE requirements.

Moreover, this procedure identifies the method in which the Contractors working at QEWC or, elsewhere on behalf of QEWC are continually monitored and their work is controlled as per QEWC HSE policy and procedures.

## 2. Scope

This procedure applies to all Contractors and their sub-contractors working for or on behalf of QEWC.

## 3. Definitions

**Contractor:** Any organization, corporation, person, or entity performing services for QEWC.

**Contractor Supervisor(s):** Any Contractor Worker in charge of work, regardless of title or classification.

**Contractor Worker(s):** Every regular, temporary, full-time or part-time contractor worker, including sub contractor's workers.

**QEWC Focal Point:** Any QEWC Staff member assigned to oversee contractor work, irrespective of their title or classification, is responsible for managing all HSE related issues of the contractor within the Project. This responsibility includes continuously updating HSE information and ensuring it is communicated to the appropriate Stakeholder (The designated QEWC representative who is responsible for being a Contractor's main point of contact while at QEWC)


**Category 1 Contractor Worker(s):** Every Contractor worker performing high risk activities. This distinction is based on the contractor's job scope, not the size of the contract company.

**Category 2 Contractor Worker(s):** Every Contractor worker performing a low-risk activity but will, in the course of their job scope, routinely enter, unescorted and/or conduct work at non-administrative areas of RAF elsewhere on behalf of QEWC. For example, fire extinguisher inspectors; HSE consultants performing site audits or inspections, and other low hazard service providers.

**High Risk Activities:** Any activity that has been assessed to be of high risk by either the Contractor or QEWC. For example: hot work, electrical work, etc.

**Visitor:** Any person who is not a regular, temporary, or part-time Contractor Worker at QEWC or, elsewhere on behalf of QEWC and whose stay is confined to administrative areas or who is escorted by a QEWC member of staff at all times.



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## 4. Responsibility

### 4.1 Supply Chain Team

Jointly with HSE Department and concerned department has the overall responsibility for the selection and pre-qualification of contractors, vendors and suppliers working for or on behalf of QEW.

### 4.2 QEW Focal Point:

- Conduct initial start-up meetings with the Contractor Supervisor prior to work activities, including a pre-job health and safety meeting confirming the work scope and the Contractor's responsibilities.
- Ensure that all HSE documentations (HSE Plan, Safety Method Statement, Risk Assessment etc.) are provided by the contractors and subcontractors.
- Inspect contractor's and subcontractor's activities at least once a week to ensure that work is carried out in accordance with the safety documents.
- Ensure that all hand tools, portable electric equipment, mobile plant, and other equipment are inspected by relevant RAF engineers (Mechanical and/or electrical) before it is used in RAF.

### 4.3 Contractor Supervisor

Is solely responsible for relaying all the QEW HSE requirements to the workers prior to beginning work (PTW, Risk Assessment, etc).

### 4.4 HSE Department

Is responsible for:


- Participating in selection and pre-qualification of contractors, vendors and suppliers working for or on behalf of QEW
- Reviewing and approving all HSE documents for suitability of all contractors and subcontractors received from QEW Focal Point.
- Carrying out Induction training

## 5. Procedure

### 5.1 Contractor HSE Pre-Qualification

Each tender document or selection of Contractor process shall include the Contractor HSE Qualification Form (see Appendix A) that should be completed by all Contractors that bid for work to be performed at QEW or, elsewhere on behalf of QEW

Contractors shall complete applicable sections of the form as specified below:

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- Category 1 – Complete All Sections.
- Category 2 – Complete Sections 1, 2, 3, 4, 5, 7, 8 & 9

In addition to basic safety information required from all Contractors, any additional information that is required to be submitted by the Contractor in order to be considered for the bid shall also be indicated e.g. specific work-related contractor procedures, risk assessments and method statements, training evidence, certificates, etc.

Evidence to confirm the information submitted on the HSE Qualification Form shall be made available by the contractor on request.

The Contractor must submit their HSE Plan, Safety Method Statements and Risk/Impact Assessments for the work to be conducted. All contractors shall always comply with QEW-2 Policies and procedures.

## 5.2 Contractor Review and Selection

The Contractor HSE Qualification Form, and additional submittals, must be reviewed by the HSE Manager as part of the selection process, to evaluate the competency of the Contractor.

Contractors with a poor safety record or inadequate safety programs may be disqualified from the bidding process or asked for further information in order to qualify.

Contractors with acceptable HSE submittals will be approved as qualified to proceed in the selection process.

Upon award of the contract, the Contractor must then supply QEW-2 with all the requested documentation as indicated on the Contractor HSE Qualification Form (i.e. Certificate of Insurance, License, Commercial Registration, Company Card etc.).

## 5.3 Contractor Pre-Job Requirement

Once the Contractor has been selected and the contract awarded, the Focal Point will issue the Contractor's HSE Handbook to the Contractor Supervisor and HSE Officer. They will also be informed of where to get access to all of the QEW-2 HSE procedures.

The Contractor Supervisor will be responsible for ensuring that all workers are briefed on the content of the Contractor's HSE Handbook.


Suppliers, delivery personnel, etc do not required to be provided with the Contractor's HSE Handbook.

Each Contractor must be assigned a QEW-2 Focal Point who will be the focal point regarding all HSE related issues.

Where any deviation from HSE documents or unsafe acts or conditions are observed by any staff, the Focal Point shall be informed. The Focal Point will work with the Contractors' Supervisor to ensure that all HSE issues are addressed.

Before work commences the contractor will provide the following:

- HSE Procedures and Plan
- Risk Assessments/Method Statements; and

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- Any other Safety document that are requested.

All the above documents must be reviewed and approved by the HSE department and records kept.

Before commencement of work at QEW, the HSE Manager and the appointed QEW Focal Point will conduct a kick-off meeting with the Contractor Supervisor and contractor HSE officer, during the meeting the following will be discussed:

- Scope of the job.
- Hazards associated with the job.
- Required work permits.
- Expectations of the Contractor.
- QEW Safety Policy and procedures.
- Emergency arrangements; and
- Any other HSE information that may be pertinent to the job.

The meeting minutes will be recorded and signed by all parties.

The Contractor is responsible for providing their workers with the all Personal Protective Equipment (PPE) that is required for the task. The PPE must be suitable for the job and it must be in good condition. The Contractors' Supervisor will be responsible for ensuring that the PPE provided remains fit for use, and for replacing any damaged/expired PPE.

The Contractor must also ensure that the workers are trained in the correct use of the PPE. The Contractor must be able to prove this by providing training records at the request of QEW.

### 5.3.1 Access to QEW sites

In order to access QEW sites a Contractor Gate Pass Application and submitted at least 24 hours before arrival for all workers and the relevant documents (IDs, Health Cards etc.) shall be forwarded to QEW Security.

Contractor shall ensure that all of their current employees (and any employees hired in the future) and subcontractors that will work at the QEW site follow the QEW HSE Policy and procedures.

### 5.3.2 Safety Induction

On entering the site for the first time all Contractor workers will undertake a site HSE induction which will be valid for one year. QEW Focal Point is responsible for requesting and ensuring that all contractor staff have undergone QEW HSE induction training. Additionally, QEW Focal Point must ensure that refresher induction training is provided when the initial training has expired.

HSE inductions is conducted daily from 08:00 hrs., to 09:00 hrs., and 12:15 hrs., to 13:15 hrs. QEW focal point must raise an HSE Induction request on QEW Intranet – HSE&F – Others - Induction Training, at least 1-day before the contractor's arrival.



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### 5.3.3 Equipment

The Contractor Supervisor shall provide an inventory of all equipment that the contractor intends to bring to QEW site. Any equipment that is not declared or is not fit for purpose will not be allowed to enter QEW site and may be confiscated if found on QEW site. Therefore, the contractor supervisor shall ensure that all equipment is uniquely identifiable and declared in the inventory.

The complete inventory shall be forwarded to QEW Focal Point. The Contractor Supervisor may update the inventory in collaboration with the Focal Point.

The Contractor Supervisor shall ensure that all hand tools, portable electric equipment, vehicles, mobile plant and all other equipment are suitable for use before being allowed into QEW site.

Records of any certificates of inspection or 3<sup>rd</sup> party certification must be provided to QEW Focal Point for further inspection by concerned departments in QEW.

### 5.3.4 Competence

Each Contractor must ensure that only competent personnel are employed according to the standards appropriate for the work to be performed. Training certificates shall be provided to justify worker competence for the tasks and tools used by the workers.

All subcontractors shall be subjected to the same competency requirements, and

Ensuring the compliance will be the contractors responsibility.

## 5.4 Control of Contractors

All contractor' workers will check in, at the Security gate before entering QEW Station. The contractor's worker will not be allowed to enter QEW site if suitable PPE is not provided.

QEW Focal Point will then arrange for the inspection of hand tools, portable electric equipment, mobile plant, and other equipment by the relevant QEW Engineers.

QEW Focal point should obtain an appropriate Permit for the contractor activities, a signed copy of Permit to Work to be handed over to the Contractor Supervisor on daily basis, if QEW Focal Point is not authorized as a Permit Acceptor, must report to QEW Operation department for further assistance.


## 5.5 Contractor Inspections and Oversight

The HSE department will conduct spot checks to monitor the activities of the contractors at QEW site. If any HSE related observations are found, QEW Focal Point should be informed for remediation.

A joint inspection should be conducted by QEW Focal Point and the HSE department as soon as practical after each contractor's initial arrival at the site.

QEW Focal Point and HSE department will monitor the Contractor Worker's performance through inspections and audits. The frequency of inspections will depend on the period of time that the Contractor is on-site and the type of work being conducted.

The Contractor shall conduct daily toolbox / Safety talk to their own workers, the records of toolbox / Safety talk (Topic and attendants) shall be sent to the QEW HSE department.

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The Contractor shall also perform a daily safety inspection, Inspections must be documented, and a copy of the findings / reports shall be given to the QEW HSE department.

QEW Focal Point must ensure that all observations identified are tracked to closure.

## 5.6 Non-Compliance

Failure to comply with QEW HSE Policy and procedures may result in a warning (Contractor Infraction Notice), immediate removal from QEW site or disqualification from future bids. Safety infractions will be re-evaluated to verify completion of corrective action(s) taken.

Any disagreement between the Contractor and QEW regarding an HSE infraction shall be referred to the Chief Operations & Maintenance Officer, and the Contractor shall abide by the Chief O&M Officer decision.

QEW reserves the right to suspend or bar any Contractor's worker who does not comply with QEW HSE Policy and procedures.

The Contractor shall not re-assign any barred or removed worker to perform work at QEW site without advance written approval of the Chief O&M Officer.

## 5.7 Reporting

Each contractor will be provided with the relevant forms, procedures, and other documentation to allow the contractor to report in the required QEW templates where necessary.

## 5.8 Incidents

The Contractor Supervisor is responsible for reporting all HSE Incidents and Near Misses to the HSE department as soon as they become known as per Accident/Incident Reporting and Investigation procedure (QEW-2.1.1.1.2). First Aid treatment for injuries suffered by the contractors shall be administered by QEW First Aid Nurse who may then refer the injured person/s to hospital for further treatment where required as per First Aid Procedure (QEW-2.1.1.1.5).


## 5.9 Monthly Reporting

The Contractor Supervisor shall be responsible for compiling and forwarding a monthly HSE report either directly to the HSE department or via QEW Focal Point at the end of every month.

## 5.10 Delivery Persons

All drivers that deliver to QEW site must receive QEW HSE Induction. For contracted drivers and delivery (e.g. Limestone delivery drivers, lube oil delivery drivers, canteen food truck drivers, waste collectors, etc), the drivers shall also receive a copy of contractor's handbook (one per contractor company). Therefore, it shall be advised to the contracting company to ensure that a single driver is assigned to QEW who is familiar with HSE Policy and procedures governing deliveries of wares to the site.

Truck drivers shall remain in the area of their truck whilst at site.

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### 5.11 Qualification Validity

Contractor qualification is valid for 1 year for Level 1 contractors and a three-year period for Level 2, after which the qualification form must be updated by the Contractor and resubmitted.

Contractors that have been qualified are not required to resubmit the Contractor HSE Qualification Form during term of qualification unless the scope of the work to be done differs from the work they were previously qualified to perform.

### 5.12 Record Keeping

Any documentation submitted by a Contractor related to HSE must be maintained in the HSE Filing System for at least one year after the last date that service is performed.

Inspection records, minutes of meeting, training certificates, third party certificates etc. shall be documented.

## 6. Review & Continual Improvement:

### 6.1 Review

This procedure shall be reviewed every three years however additional review may be conducted as necessary in response to significant incidents changes in legislation, or alterations in QEW operations or structure. The HSE Manager shall initiate and lead the review and amendment process

### 6.2 Continual Improvement

HSE team shall ensure the procedures are driving Continual improvements and comply with standards and remain effective and ensure compatibility with any developments

### 6.3 Communication

Supply chain department shall inform Contractor and their worker for any update or revision of this procedure during the bidding / before awarding stage

HSE team shall inform Contractors and their workers during the execution of the work of any update or revisions to this procedure

## 7. References

QEW-2.1.1.1.34 – HSE Management System Manual

QEW-2.1.1.1.2 – Accident / Incident Reporting and Investigation Procedure


QEW-2.1.1.1.5 – First Aid Procedure

QEW-2.1.1.1.28 – Personal Protective Equipment Procedure

QEW-2.1.1.1.12 - Contractor HSE Management Procedure

QEW-2.1.1.1.13-HSE Regulation for Contractors



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## Appendix A: RAF Contractor Health and Safety Qualification Form

The Contractor must acknowledge in writing that all information provided here is true and agree to provide any support information that may be requested from Qatar Electricity & Water Company (QEW) as proof of information provided.

The Contractor shall ensure, that all Subcontractors, Suppliers, and Agents of the Contractor, in connection with the Contractor's work at QEW, shall act in full compliance with all applicable laws and regulations.


The Contractor must attach all documentation requested for submittal with this quote and agrees to provide all requested documentation upon award of the Contract for the job quoted.

The Contractor shall ensure, that all Contractor Workers, Subcontractors, Suppliers, and Agents of the Contractor, in connection with the Contractor's work at QEW, shall be trained and/or certified to the applicable regulatory standards and requirements for the work they will be performing.

<b>1. Contractor Name:</b>			
Address:			
Phone:		Fax:	
Number of Employees		Contact Name:	

<b>2. Contractor Experience:</b>			
Attachment Ref. list.	Previous Experience	Key personnel Experience	Accreditations


<b>3. Insurance / Workers Compensation - All contractors must complete the following questions</b>			
Insurance Agent/Carrier:		Contact Name:	
Address:		Phone:	
Insurance Coverage:			
Workers Compensation Carrier:		Contact Name:	
Address:		Phone:	
Contractor Acknowledgement that Certificate of Insurance for Workers Comp is attached:			

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4. Accidents and Injuries	Year	Rate
Injury and Illness Rate for the past 3 years*: $[(injury + illness\ cases) \times (200,000\ hrs.)] / (total\ hrs.\ worked)$		
Lost Workday Case Rate for the past 3 years*: $[(lost\ workday\ cases) \times (200,000\ hrs.)] / (total\ hrs.\ worked)$		
* Do not need to complete this information if your company has less than 10 employees		

5. Work Related Accident Information - All contractors must complete the following questions	
Has there been a work-related death or multiple hospitalizations within the past five (5)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the company received a citation from a regulatory agency within the past five (5)	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes to either question, explain:	

6. Additional Required Information - All contractors must complete the following questions	
Wastes to be Generated:	<input type="checkbox"/> Oil <input type="checkbox"/> Oily Debris <input type="checkbox"/> Solvents <input type="checkbox"/> Paint <input type="checkbox"/> Other(s)
Estimated Quantities of Wastes:	
Contractor Work to Generate:	<input type="checkbox"/> Noise >85 dB <input type="checkbox"/> Chemical Exposure, specify _____ <input type="checkbox"/> Excessive Dust <input type="checkbox"/> Fugitive Emissions, specify _____ <input type="checkbox"/> Other _____
Subcontractors to be Used?	<input type="checkbox"/> Yes <input type="checkbox"/> No    If yes, list names: _____

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7. Contractor Safety Training			
Does the Company have a safety orientation program for new hires?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
If yes, who conducts the orientation? _____			
If yes, does this include instruction on the following?			
	YES	NO	COMMENTS
Head Protection	<input type="checkbox"/>	<input type="checkbox"/>	_____
Eye Protection	<input type="checkbox"/>	<input type="checkbox"/>	_____
Hearing Protection	<input type="checkbox"/>	<input type="checkbox"/>	_____
Respiratory Protection	<input type="checkbox"/>	<input type="checkbox"/>	_____
Fall Protection	<input type="checkbox"/>	<input type="checkbox"/>	_____
Scaffold Safety	<input type="checkbox"/>	<input type="checkbox"/>	_____
Confined Space Safety	<input type="checkbox"/>	<input type="checkbox"/>	_____
Housekeeping	<input type="checkbox"/>	<input type="checkbox"/>	_____
Fire Protection	<input type="checkbox"/>	<input type="checkbox"/>	_____
First Aid Facilities	<input type="checkbox"/>	<input type="checkbox"/>	_____
Emergency Procedures (Medical, Fire & Spills)	<input type="checkbox"/>	<input type="checkbox"/>	_____
Toxic Substances	<input type="checkbox"/>	<input type="checkbox"/>	_____
Excavation Safety	<input type="checkbox"/>	<input type="checkbox"/>	_____
Signs, Barricades, Signals & Flagging	<input type="checkbox"/>	<input type="checkbox"/>	_____
Energy Control - Lockout/Tag-out	<input type="checkbox"/>	<input type="checkbox"/>	_____
Rigging and Crane Safety	<input type="checkbox"/>	<input type="checkbox"/>	_____
Defensive driving	<input type="checkbox"/>	<input type="checkbox"/>	_____
Permit To Work, Risk Assessment & MS	<input type="checkbox"/>	<input type="checkbox"/>	_____
Does the Company have a training program for newly hired or promoted Field Supervisors?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
If yes, does it include instruction on the following?			
	YES	NO	COMMENTS
Safety Work Practices	<input type="checkbox"/>	<input type="checkbox"/>	_____
Safety Supervision	<input type="checkbox"/>	<input type="checkbox"/>	_____
Toolbox meetings	<input type="checkbox"/>	<input type="checkbox"/>	_____
Emergency Procedures (Medical, Fire & Spills)	<input type="checkbox"/>	<input type="checkbox"/>	_____
Fall Protection	<input type="checkbox"/>	<input type="checkbox"/>	_____
Accident Investigation	<input type="checkbox"/>	<input type="checkbox"/>	_____
Fire Protection & Prevention	<input type="checkbox"/>	<input type="checkbox"/>	_____
New Worker Orientation	<input type="checkbox"/>	<input type="checkbox"/>	_____
Crane & Rigging Safety	<input type="checkbox"/>	<input type="checkbox"/>	_____
Excavation Safety	<input type="checkbox"/>	<input type="checkbox"/>	_____
Confined Space Safety	<input type="checkbox"/>	<input type="checkbox"/>	_____
Energy Control - Lockout/Tagout	<input type="checkbox"/>	<input type="checkbox"/>	_____
Electrical Safety?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Hazardous Substances Safety?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Safe driving procedure?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Permit to work safety?	<input type="checkbox"/>	<input type="checkbox"/>	_____



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<b>8. PPE Requirements - All contractors must complete the following questions</b>	
Contractor must check-off all PPE required for the contracted service:	
<input type="checkbox"/> Safety Glasses (w/side shields) <input type="checkbox"/> Safety Shoes (steel toe) <input type="checkbox"/> Hard Hats, Coverall, Hand gloves <input type="checkbox"/> Fall Protection, specify _____ <input type="checkbox"/> Hearing Protection, specify _____	<input type="checkbox"/> Respiratory Protection, specify <input type="checkbox"/> Chemical Protection, specify <input type="checkbox"/> Confined Space Rescue Equipment <input type="checkbox"/> Confined Space Air Monitor (4 gas) <input type="checkbox"/> Other(s): _____

\* The signature below equals a self-certification that all involved contractor personnel have received all required safety/compliance training in accordance with applicable federal or national, state or provincial and local or municipal requirements.

9. On behalf of the contractor, I acknowledge that all information provided on this form is true. Furthermore, I agree to provide all requested documentation and safety equipment requested by QEW (as indicated above). Additionally, I shall ensure, to the extent possible, that all subcontractors, suppliers, and agents of the contractor, in connection with the contractors work at the RAF site, shall act in full compliance with and are aware of all applicable local or municipal, state or provincial and federal or national laws and with the RAF Contractor Safety procedure.

Authorizing Agent (Print): \_\_\_\_\_ Title: \_\_\_\_\_

Authorizing Agent (Signature): \_\_\_\_\_ Date: \_\_\_\_\_

Contractor Stamp: 