



# **TECHNICAL SCOPE FOR PE LAYING & DOMESTIC/ COMMERCIAL/ NON-COMMERCIAL/ NDEC/ INDUSTRIAL PNG INSTALLATIONS**

## **PART-2: QHSE REQUIREMENT**

**Document No.: GGL/TS/PE-PNG-PROJECTS/2020**

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## 1. SCOPE AND APPLICATION

Contractor/Service providers are the key stake holder and an integral part of Gujarat Gas Ltd (GGL's) business. Contractors'/Service provider' Quality, Health, Safety and Environment (QHSE) performance reflects on the company's business performance and reputation. GGL has established QHSE Management Systems, Procedures & Guidelines to ensure compliance with GGL's QHSE requirements. These requirements apply to all jobs whilst conducting work for GGL including; Project, Construction, Operation & Maintenance, Field Operations and Services within any given contract or agreement.

The overall objective of QHSE management in contract/agreement is to improve the company and Contractor's/Service providers' QHSE performance in all aspects of activities. Active and on-going participation by both the GGL and Contractor/Service provider is essential to achieve this objective.

## 2. RESPONSIBILITIES

It is responsibility of GGL management and staffs to ensure that all Contractors/Service providers work under their direction & control are provided with relevant Integrated Management System (IMS) Policies, Procedures & Guidelines that describe the GGL requirements for undertaking work within the company. It is also the responsibility of Contractors/Service providers to ensure that their staff are informed of and comply with GGL's requirement whilst working for the company.

GGL HSE department provides advice and assistance on QHSE requirements across the complete spectrum of all work activities. Contract Owner (Department Head) and Contract Holder (Work in-charge) are responsible to ensure safe execution of work/service include the following:

- Ensuring that the QHSE Policy, Procedures & Guidelines are known and understood by all contractors'/service providers' staff and work force
- Monitoring, Inspecting & Auditing execution of work, activities to ensure adherence to the QHSE compliance requirements

The Contractors'/Service provider' will take the responsibility for implementation of GGL's QHSE Policy, Procedures, Guidelines and other requirements with the advice and support of the GGL's Contract Owner / Contract Holder and HSE representative.

Contractor/Service provider to ensure that all aspects relating to QHSE are adequately addressed and implemented in accordance with the GGL QHSE requirements and QHSE Management Plan, which shall include the management processes and activities to be implemented during the course of work with GGL.

Contractor/Service provider shall be responsible for ensuring that adequate HSE resources are put in place to enable satisfactory implementation of QHSE Management Plan.

This responsibility also applies to ensure the Health and Safety of the people are directly and indirectly engaged / involved whilst working or present at GGL's work area / sites.

### 3. MOBILIZATION

- Post selection and awarding of contract, GGL shall arrange a kick-off meeting with Contractor/Service provider where GGL team members Contract Owner (CO), Contract Holder (CH) & HSE representative) will discuss on QHSE Management aspects / plan and requirements in order to make sure that Contractor/Service provider and their team are fully understand the expectation of GGL. During the meeting, QHSE Management Plan shall be discussed and agreed between GGL and Contractor/Service provider.
- Contractor/Service Provider shall ensure that all tools, tackles, equipment, machineries & instruments are adequately deployed and are 'Fit for Purpose'. Pre mobilisation checks/inspection shall be carried out by GGL team for the same before the start of work.
- GGL emphasizes on the importance of the Health and Fitness of all staff/work force deployed at GGL work sites. Contractor/Service provider shall adhere to medical check-up as per the GGL Health check-up matrix (as applicable)
- A proper HSE orientation and training will be organised by GGL for the Contractor/Service provider workforce before the start of work; under no circumstances should the Contractor/Service provider commence the work unless they have undergone the HSE training (as applicable)
- Contractor/Service provider shall ensure that all their staff/work force are provided required Personal Protective Equipment (PPEs) as per GGL PPE matrix (as applicable)
- Contractor/Service Provider shall ensure all required emergency arrangements like Medical treatment, FIRST AID box and Fire fighting equipment (as applicable)

### 4. EXECUTION

Contractor/Service provider is responsible to ensure the compliance with GGL QHSE requirements. GGL overall QHSE performance is directly influenced by the contractors' performance.

- Contractor/Service provider is responsible for QHSE compliance monitoring at site/work activities to ensure that work/activity is performed in a safe manner. Moreover, they are responsible for reporting of all incidents, Hazard and Near Miss that might happen during work/activity
- Contractor/Service provider shall follow and comply with GGL "Work Permit" system
- During work execution and activities, GGL team will regularly monitor and evaluate the performance of the Contractor/Service provider to identify the shortfalls and weaknesses and assist to improve the overall performance including QHSE performance through CPAR process (as applicable)

We believe that everyone at GGL, Employees, Contractors, Service providers and Associates have the right to go home safely to their families.

QHSE Defaults and Penalties (As applicable)		
SN	Description	Penalty amount
1	LTI	As per the penalty matrix enclosed with this document
2	Non-compliance - HSE Engineer	
3	Un authorised work (where permit to work is not applicable & work is executed without approval of EIC)	
4	Work without PtW/WA	
5	Non-compliance - Safety Training Card (STC)	
6	Non-compliance - Health Check up	
7	Non-compliance - PPEs	

**Remark: Issuance of MEMO against HSE non compliances including above mentioned defaults shall be decided by Contract Holder**

## 5. QHSE GUIDELINE (AS APPLICABLE) FOR ALL TYPE OF CONTRACTS


### A. Contractor/Service provider

- shall ensure that all staff/work force comply with the requirements of the GGL HSE Management System, QHSE policy, standard, procedures, guideline, plan & Life Savers at work site
- shall ensure issuance of Identity Card to their team members
- shall apply and obtain Permit to work (PtW/WA) before start of the work
- shall arrange work related Personal Protective Equipment (PPEs) for their staff/work force and ensure proper use during the execution of job
- shall carry out the work within the duty hours/office hours. No Work shall be carried out without permission of GGL's representative beyond the official duty hours unless otherwise agreed upon prior to start of work and recorded appropriately
- shall ensure that all tools, tackles, appliances, machines, vehicles, instruments or other equipment are Fit for Purpose and maintained safe working condition at all times and are used only by authorized and competent persons
- shall ensure that all the QHSE requirements are properly discussed for any sub-contracted activities with GGL. No such activity shall be performed without clearance from GGL management
- shall ensure that all Hazards, Near miss, accident, incident, injuries are reported promptly to GGL. Action arises due to reported Hazards, Near miss, incident investigation; audit/inspection shall be closed out as per agreed timelines with site in-charge
- shall deploy staff & work force trained, qualified and competent for the work and well aware of risks and mitigation action/s for the activities undertaken
- shall make necessary arrangements for safe custody of equipment, materials in stores/warehouse and at site
- shall ensure safe transportation, storage and handling of materials to prevent any damage which may impair safe performance of the equipment / material etc.
- shall initiate immediate actions to hospitalize injured person(s)

- m) shall ensure an injury free, incident free workplace and protect people from harm caused by work activities
  - n) shall ensure use of seatbelts while driving four-wheeler and use of crash helmet for Two wheeler riders during job execution
  - o) shall ensure Lock out and Tag out (LOTO) after de-energizing and double check before starting any jobs. In case of conducting job for the purpose of fault finding & monitoring of voltage & current it is to be considered live working and all PPE'S to be worn to avoid exposure of flash arc current
  - p) shall take note that the use of open wires in sockets, use of wires with tape joints shall not be accepted at work site.
  - q) shall ensure proper collection, storage and disposal of solid / liquid waste as per GGL procedure and guideline
  - r) staff/work force shall not smoke or resort to misuse of drugs, medicines or alcohol while on duty
- B.** In case of any incident like fire, gas leakage etc. due to gross negligence of the Contractor's staff/work force, GGL reserves the right to impose penalty up to actual damage cost and or termination of work order depending upon the gravity of the situation.
- C.** Any breach of the QHSE requirements shall be deemed by the company to be a material breach of the terms & condition of the contract. GGL shall be entitled to take appropriate actions including instructing the contractor to (a) remedy the breach; (b) suspend the work or (c) terminate the contract.
- D.** All activities shall be carried out as per GGL's documented procedures and QHSE requirements, deviation from it shall be dealt with very strictly

## **6. FORMATS**

## a) Memo format

 GUJARAT GAS	MEMO	
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<b>Memo No:</b>	<b>Date:</b>	<b>Time:</b>
GA/Location		
Name of the activity		
Name of the contractor		
Memo Issued to		
Memo Issued by		

Observation		
SN	Non Compliance Observed	Close-out timeline
1		
2		
3		
4		

Remarks: |

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	GGL	Contractor
Name		
Designation		
Signature		

## b) First Aid Box Contents

 GUJARAT GAS		First Aid Box Contents		Doc. No.	HSE-F-40
				Rev. No.	0
				Effective Date	15/05/2018
SN	First Aid Box Contents			Minimum required Quantity	
1	Small sterilized dressings			12	
2	Medium size sterilized dressings			6	
3	Large size sterilized dressings			6	
4	Large size sterilized burn dressings			6	
5	15 gm. packets of sterilized cotton wool			6	
6	200 ml bottle of cetrimide solution (1 per cent) on a suitable antiseptic solution			1	
7	Scissors			1 pair	
8	Adhesive plaster (2 cm x 1 meter)			2 rolls	
9	Sterilized eye pads in separate sealed packets			8	
10	Analgesic or Aspirin tablets			20 nos.	
11	Polythene wash bottle (500 c.c.) for washing eyes			1	
12	Medical disposable gloves			12 pairs	
13	Safety pins			1 dozen	
14	One copy of First aid Leaflet			1	

## c) First Aid Box Contents Usage Format

 GUJARAT GAS		First Aid Box content Usage Format				Doc. No.	HSE-F-41
						Rev. No.	0
						Effective Date	15/05/2018
Office/Station/Vehicle details:							
SN	Date & Time	Name of Person treated	Type of Emergency /Injury	First aid Box Content Used	Quantity used	Name of First Aider	Signature of First Aider



### d) PPE Applicability Matrix

GUJARAT GAS		PPE Applicability Matrix																		Doc. No.		HSE-F-45					
																				Rev. No.		0					
																				Effective Date		01.06.2018					
SN	Activity / Work	Activity / Task Performer / Executor	Safety Hard hat	Safety Shoes	Safety Goggles/ Glass	Reflective Jacket / Strip	Dust Mask	Ear Plug / Ear Muff	Cotton Hand Gloves	Leather Hand Gloves	Rubber Hand gloves	Chemical resistant gloves	Rubber electrical gloves (11KV / 33KV / 66KV)	Electrical Resistant Safety Shoes (RT)	Gum Boot	Fire Retardant Clothing	Cotton dress cover-all with reflective stripe	Chemical resistant Suit	Seat belt	Crash Helmet	Full Body Harness Double anchor	PETL (Work at height equipment)	Knee guards	Welding Screen	Face shield	Self Contained Breathing Apparatus	Respirator for Organic Vapour
1	Project, Construction, Connection Site Supervision / Site Visit	GGL Employee / Out Sourced Engineer TPI / Construction Supervisor / Contractor	✓	✓	NB	✓	NB	NB	NB																		
2	Project, Construction, Connection site	Contractor Supervisor / Engineer / Mukadam Technician/Fitter/Rigger/Helper/Workers	✓	✓	NB	✓	NB	NB	✓	NB	NB		NB		NB												
3	Customer Premises Visit / Meeting	GGL Employee / Out Sourced Engineer GGL Non Technical Employee	✓	✓	NB	✓	NB	NB	NB																		
4	Excavation in Soft Soil	TPI / Construction Supervisor / Contractor	✓	✓	NB	✓	NB	NB	NB					NB	NB	✓											
5	Excavation in Hard Soil / RCC / PCC	Labour / Worker	✓	✓	✓	✓	NB	NB	✓				NB			✓											
6	Steel Pipeline Welding - Cold work	Welder Helper / Fitter	✓	✓	✓	✓			✓	NB			NB			NB	✓								✓	✓	
7	Steel Pipeline Welding - Hot work	Welder Helper / Fitter	✓	✓	✓	✓			✓	✓			NB			NB	✓	✓						✓	✓	✓	NB
8	Radiography	Radiographer	✓	✓					✓								with TLD Badge										
9	Joint Coating	Technician / Helper	✓	✓	✓	✓	NB					✓															
10	Holiday detection	Technician / Helper	✓	✓	✓	✓						✓	✓														
11	Drilling	Fabricator / Technician / Rigger / Helper	✓	✓	✓	✓	NB	✓	✓				NB														
12	Grinding / Cutting / Shot Blasting	Fabricator / Technician / Rigger / Helper	✓	✓	✓	✓	NB	✓	✓	✓			NB			NB	✓								✓		
13	PE Pipeline Welding - Cold Work	Welder	✓	✓	✓	✓	✓			✓																	
14	PE Pipeline Welding - Hot Work	Welder / Helper	✓	✓	✓	✓	✓			✓						NB	✓										
15	Plumbing	Plumber / Helper	✓	✓	NB				✓																		
16	Working at Height at Riser / Riser Maintenance / Building	Trained Plumber / Civil Worker	✓	✓	✓	✓	NB	✓		✓											✓	✓	✓				
17	Work on road/highways/street or vehicle movement area	Any Level / Category of person	✓	✓	NB	✓	NB	✓																			
18	AMC - Dom/Com		✓	✓	✓	✓	NB	✓		✓																	
19	AMC/CNG O&M Cold job on charged gas network / Installation	Any Level / Category of person	✓	✓	NB	✓	NB	✓																			
20	AMC/CNG O&M Hot job on charged gas network / Installation	Any Level / Category of person	✓	✓	NB	✓	NB	NB	✓																		
21	Odorant transfer / Filling activity	Any Level / Category of person	✓	✓	✓	✓						✓															✓
22	CNG Handling (Filling / Transporting)	Technician / Helper	✓	✓														✓									
23	CNG Back-court Operations	Compressor Operator	✓	✓	✓	✓			✓	✓																	
24	Testing - Equipment / Pipeline / Valve / PPI	Any Level / Category of person	✓	✓	✓	✓	NB	✓		✓						NB	✓										
25	Gas Commissioning - Network / Gas Installation	Any Level / Category of person	✓	✓	✓	✓	NB	✓								NB	✓										
26	Electrical - Project / Office Site - Cold Work / Installation	Electric Engineer / Electrician / Worker	✓	✓	✓								✓	NB			✓										
27	Electrical - Project / Office Site - Live Work / Installation	Electric Engineer / Electrician / Worker	✓	✓	✓								✓	NB		✓											
28	Driving - Mobile Cascade Van (MCV/LCV/HCV)	Driver / Helper		✓																✓							
29	Handling of Heavy Equipment (Hydra/JCB/Crain/HDD machine)	Driver / Helper	✓	✓	✓	✓	NB																				
30	Driving - Four / Three Wheeler	Driver & Co-traveller		✓																✓							
31	Driving - Two Wheeler	Driver / Pillion Driver		✓																	✓						
32	Office Work	Canteen boy / House Keeping Staff		✓			NB	✓	✓																		
33	Work in high noise area	Any Level / Category of person	✓	✓				✓																			
34	Work in confined space	Technician / Worker	✓	✓	✓	✓																NB					NB
35	Manual Boring	Worker	✓	✓	✓	✓	NB						✓														
36	Loading / Unloading	Technician / Worker	✓	✓	✓	✓			✓	NB	NB																
37	Civil work	Masson / Worker	✓	✓	✓	✓	NB		✓		NB					NB											
Safety Hard hat White Colour		GGL Employees / Out Sourced Engineer																									
Safety Hard hat Orange Colour		Contractor Supervisor / Engineer																									
Safety Hard hat Green Colour		Contractor Filled workers / Labours																									
NB: Need Based on site/risk assessment																											

**e) Training Applicability Matrix**

	<b>Training Applicability Matrix</b>		Doc. No.	HSE-F-46
			Rev. No.	0
			Effective Date	15.06.2018
Job Positions / Area of Work	Basic Safety Training + Fire fighting (Classroom Training)	Competency Training	Practical Fire fighting Training	First Aid Training
<b>Contractor Staff / TPI / Outsourced Employee - Technical</b>				
Plumber	✓	✓	×	×
Plumber - Working at Height	✓	✓	×	×
Supervisor - Working at Height (Rescue Training)	✓	✓	×	✓
PE Pipe Welder (Welder qualification)	✓	✓	×	×
Steel Pipe Welder (Welder qualification)	✓	✓	✓	×
Fitter/Fabricator	✓	×	✓	×
Helper (Project jobs)	✓	×	×	×
Site Supervisor or Mukadam (All jobs)	✓	×	✓	✓
Qualified HSE Engineer	✓	×	✓	✓
QA/QC Engineer	✓	×	×	×
Outsourced Employees - Technical	✓	×	✓	✓
TPI (of TPIA)	✓	×	✓	✓
Construction Supervisor (of TPIA)	✓	×	✓	✓
Project/O&M In-charge/Manager	✓	×	×	×
PE/PNG O&M Staff / Emergency response team	✓	✓	✓	✓
Steel pipeline O&M Staff	✓	✓	✓	✓
PNG (Dom/Com) AMC team	✓	×	×	×
CNG Station Supervisor	✓	✓	✓	✓
CNG Filler	✓	✓	✓	×
Compressor Operator	✓	×	✓	✓
CNG O&M Staff	✓	×	✓	✓
CNG Project Supervisor / In-charge	✓	×	✓	✓
CNG Project Technician	✓	×	×	×
Civil Staff - CNG Projects	✓	×	×	×
Certified Electrician	✓	×	✓	✓
PRI OEM O&M Staff	✓	×	×	×
Odorant Handling staff	✓	×	✓	✓
Terminal Compressor O&M Staff	✓	×	✓	✓
Terminal Compressor O&M Supervisor	✓	×	✓	✓
Security staff at Gas Installation	✓	×	✓	✓
MCV Driver	✓	✓	✓	×
Hired Vehicle Drivers (non O&M)	✓	✓	×	×
HDD/Hydra/Crane/Excavator Operator	✓	×	×	×
<b>Contractor Staff / TPI / Outsourced Employee - Non- Technical</b>				
Security staff at offices and warehouse	✓	×	✓	✓
Billing staff	✓	×	×	×
DMA/CDMA staff	✓	×	×	×
House Keeping Staff	✓	×	✓	×
<b>GGL Employee (Technical/Non-Technical)</b>				
GGL Employee - New (including GET/MT) - Technical	On joining	On joining	✓	✓
GGL Employee - New (including GET/MT) - Non-Technical	On joining	On joining	×	×
GGL employees - staff & shift engineer as part of emergency response team	✓	✓	✓	✓
Floor Warden	×	×	✓	×
First Aider	×	×	×	✓


## f) Trainer Frequency &amp; Trainer Matrix

	<b>Training Frequency &amp; Trainer Matrix</b>		<b>Doc. No.: HSE-F-47</b>
			<b>Rev No.: 0</b>
			<b>Effective Date: 15.06.2018</b>
<b>Training Title</b>	<b>Frequency (Years)</b>	<b>Trainer</b>	<b>Target Group</b>
Practical Fire Fighting Training	1	HSE Rep - GA / Corporate	As per Training Applicability Matrix
First Aid Training	3	External Agency	
Basic Safety Training + Fire fighting (Classroom Training)	1	HSE Rep - GA / Corporate	
Induction Training - HSE	On joining	HSE Corporate	GGL Employee - New (including GET/MT)
Induction Training - General	On joining	HR Corporate	GGL Employee - New (including GET/MT)
Functional Training	On joining	Based on recommendation of GAH/Function Head	GGL Employee - New (including GET/MT)
<b>Technical Competency Trainings</b>			
Plumbing Training	3	External Agency	Plumber
Working at Height Training	1	External Agency	WAH-Plumber
Working at Height Training	3	External Agency	WAH-Plumbing Supervisor & Rescuer
PE Welder Training & Qualification	3	External Agency	PE Welder
CNG Filling Training	3	External Agency	CNG Filler & CNG Supervisor
Steel Pipe Welder Qualification	As per TPI Certification	TPIA	Steel Pipe-welder
Steel/PE/PNG O&M Training Including Emergency Handling Training	3	External Agency	Steel/PE/PNG O&M Staff / Emergency handling team including GGL Employees - staff & shift engineer as part of emergency response / O&M team
Defensive Driving Training	1	External Agency	MCV Drivers & Hired Drivers

## g) Waste Management Matrix

Waste Management Matrix					
Waste item	Responsibility of collection	Storage Location	Responsibility of Storage & Disposal	Method of Disposal	Record to be maintained
Hazardous Waste					
O&M Waste					
Used oil from Compressor / DG set	GGL EIC through contractor	CNG Station / CGS	Contractor	Disposed to SPCB authorised vendor	From-3, Form 4, Manifest
Cotton Waste- Contaminated with Used oil		CNG Station / CGS	Contractor	Disposed at land fill sites	
Used Gas filter cartridge		GGL Store / Warehouse	GGL Warehouse – rep.	Disposed at land fill sites	Manifest
Ethyl Mercaptan scrubber drums		CNG Station / CGS	Vendor	Disposed to SPCB authorised vendor	Manifest
Used Suraksha hose		GGL Store / Warehouse	GGL Warehouse – rep.	Disposed at land fill sites	Manifest
Condensate during pigging		Condensate tank at site	Contractor	Disposed to SPCB authorised vendor	Manifest
Used Odorant Tank		GGL Store / Warehouse	GGL Warehouse – rep.	Disposed to SPCB authorised vendor	Manifest
Project Waste					
Used Welding Electrodes	GGL Site In-charge through contractor	Respective Contractor store	Respective Project Contractor	Disposed to SPCB authorized vendor	Manifest
Equipment-Used Oil				Disposed to SPCB authorised vendor	
Coating / Chemical cans				Disposed to SPCB authorized vendor	
Coating applicator Pad				Disposed to SPCB authorized vendor	
Used Hydro-test Water		Contractor water tanker		During de watering, care shall be taken to properly dispose the discharging water in order to avoid pollution, damages to fields under cultivation and / or existing structures and interference with the traffic. As chemical have been added to water, dewatering shall be done in such a way that the composition of the efficient water does not exceed the limit set in IS 2490 (Part-I) tolerance limits for industrial effluents discharged into in land surface water. Hence, dewatering circuit shall include chlorination before letting the water out of the pipe section to the environment.	
Other Hazardous Waste					
Plastic / other non-biodegradable scrap < 50 micron	GGL Site In-charge through contractor	GGL Store / Warehouse	GGL Warehouse – rep.	Sold to SPCB approved re-cycler	Monthly Patrak
Used empty paint cans	GGL EIC			Sold to SPCB approved re-cycler	Manifest
Used batteries	GGL EIC			Sold to dealers having authorisation to collect used batteries	Form-VIII
E-waste	GGL IT In-charge			Sold to vendors having authorisation for collecting e-waste	Register
Non- Hazardous Waste					
Project and O&M Waste					
Cotton waste	GGL Site In-charge through contractor	Respective Contractor store	Contractor	Dust bins / garbage container	Challan
Discarded Grinding Disc		Respective Contractor store		Sold to authorised scrap dealer	
Used Stringer brush				Sold to authorised scrap dealer	
Bevel Protector				Sold to authorised scrap dealer	
Foam Pig				Sold to authorised recycler	
Bentonite Mud used for HDD		Contractor truck		Landfill Site	
Metal Scrap (CS, MS) Pipe, Fittings, Valves	GGL Site In-charge through contractor	GGL Store / Warehouse	GGL Warehouse – rep.	Sold to authorised recycler/scrap dealer	
Other Metallic / Non-metallic scrap e.g. meters, regulators etc.					
Aluminium, Brass, Copper Scrap					
Scrap PE pipe pieces, Fittings, valves					
Non-usable Project surplus – Steel & PE					
Admin Waste					
Canteen Wastes	Admin In-charge through respective Contractor	At designated location in premises	Admin Contractor	Local Authority Waste Management arrangement – e.g. Municipal Corporation waste truck	
Used Plastic Water Bottle					
Waste paper					
Broken glasses					
Electrical bulbs/tube lights etc.					
Rubber Scrap	Admin In-charge through respective Contractor	GGL Store / Warehouse	GGL Warehouse – rep.	Sold to authorised recycler/scrap dealer	
Wooden Scrap					
Office Chairs, Fan, Water Cooler					
Electrical Waste - Motor, Pump, Panel, UPS	EIC through contractor	GGL Store / Warehouse	GGL Warehouse – rep.		
Other Non-Hazardous waste					
Plastic / other non-biodegradable scrap > 50 micron	Respective Function In-charge	Waste bins / garbage container	-	Local Authority Waste Management arrangement – e.g. Municipal Corporation waste truck	
Housekeeping waste	Contractor		Admin		
Building material (civil) waste	GGL EIC through contractor		Contractor		

## h) Contractor Performance Assessment Report

		Contractor Performance Assessment Report (CPAR)		Doc. No. : HSE-F-28	
				Rev. No. : 00	
				Eff Date : 02.07.2018	
GA / Function:		Month of Evaluation:			
Location:		Department:			
Type of Work/Services:		Work order number:			
Name of the Contractor / Firm:		Contractor Name:			
Contractor Work In-charge:		GGL Work In-charge:			
		Point Gained	Max. points	CATEGORY	Total Score
<b>A. Quality Controls (Weightage 10%)</b>					
1	Quality of Workmanship / Job execution / Services		4		
2	Quality of Supervision, Inspection, Maintenance, Calibration etc.		4		
3	Quality of Tools & Tackles, Equipment, Instruments used for GGL work		4		
4	Quality of materials used for GGL work (Supplied by Contractor)		4		
5	Proper storage and handling of materials & equipment at store, camp and at site		4		
<b>B. HSE Compliance (Weightage 15%)</b>					
1	Sufficient resources allocated to manage HSE including HSE Officer		3		
2	Proper identification of site specific risk assessment (SSRA) & mitigation and conducting Tool Box talk with field team by site supervisor		3		
3	Adherence to the requirement of use of PPE's at site		3		
4	Incident management and reporting		3		
5	Waste management (collection, storage and disposal)		3		
6	Regular Health check up of people deployed at GGL sites		3		
7	Ensured participation of workmen in the training arranged by GGL		3		
8	Carrying out at least 2 WPI per month by Project Manager / Contractor owner in a month - for construction & maintenance sites		3		
9	Reporting of minimum 2 numbers of job related Hazard / Near-miss per month		3		
10	No overdue actions from reported Hazard / Near-miss / WPI (Work Place Inspection) / Safety tour / Internal or External Audit Observations		3		
<b>C. Life Saver (Weightage 15%)</b>					
1	Compliance to GGL Life Savers		30		
<b>D. Contract Management (Weightage 10%)</b>					
1	Management and maintaining minimum deployment of qualified, competent and trained manpower resources		2		
2	Quick deployment / mobilization of additional resources as required		2		
3	Effective liaison with permission issuing authority / with private entity		2		
4	Expedite in the settlement of all site issues		2		
5	Site restoration including demobilization of equipment & materials		2		
6	Notification to GGL in case of site specific deviation / problems		2		
7	Maintain complete records of the site / location / station and regularly updating status/remarks of allotted work		2		
8	Submission of reports, Invoices / RA bills in time and promptly closing of queries		2		
9	100% attendance at meetings organized with GGL management		2		
10	Promptly resolution of third party / GGL property / any other asset damage		2		
<b>E. Other Key Performance (Weightage 10%)</b>					
1	Compliance with Statutory & Legal requirements		5		
2	Complaint against contractor by a customer		5		
3	Timely resolution of Complaints of customer / third party / authority		5		
4	Closure of recommendation from previous CPAR to the satisfaction of GGL		5		
<b>F. Business Performance (Weightage 40%)</b>					
1	Performance meets contractual requirements and delivered business target / KPI / Services within SLA / scheduled timeline		80		
<b>NOTE : N/A (not applicable) should be used if the ratings are not going to be applied to a particular area for evaluation</b>					
Total Points Gain (A+B+C+D+E+F)					
Maximum Points = All Applicable line items of (Ax4 + Bx3 + Dx2 + Ex5) + 30 + 80			200		
CPAR Score = Total Points Gain / Maximum Points x 100					
Recommendations for Improvements (to be reviewed next month):					
1					
2					
3					
Evaluator (GGL)		Contractor Representative			
Reviewed by GA / Function Team	Designation & Name	Signature & Date	Designation & Name	Signature & Date	
	Work in charge				
	Technical / Function Manager				
	HSE Representative				
Approved by	GA Head / Function Head				

Note: Draft CPAR format for reference only

## i) LIFE SAVER COMPLIANCE

GGL Life Savers	Life Savers rules	
<b>Safe System of Work (SSoW)</b>	<ul style="list-style-type: none"> <li>Before commencement of any job, ensure that:               <ul style="list-style-type: none"> <li>Hazards are identified and appropriate control measures are in place</li> <li>An appropriate emergency/ rescue plan is in place</li> </ul> </li> <li>Obtain Permit to Work (PTW) authorization from issuing authority as applicable to the job,</li> <li>Ensure that approved PTW mentions detailed scope of work, and must have clearly identified hazards, associated risks and necessary control measures,</li> <li>Carry out Tool Box Talk (TBT),</li> <li>Ensure the job is performed by trained &amp; competent personnel,</li> <li>Ensure safety critical job being supervised by competent supervisor,</li> <li>Ensure material, tools and equipment required for performing the job are fit for purpose,</li> <li>Prior to commencing a job on isolated facilities, get confirmed all electrical &amp; mechanical isolations (e.g. Gas installation, Gas pipe section, equipment, etc.) by authorised person and follow Lockout &amp; Tag out (LOTO) system</li> <li>Wear appropriate Personal Protective Equipment (PPE) for the concerned job</li> <li>Provide cautionary instructions to people about exposure to hazards in vicinity of worksite</li> <li>Intervene and stop the unsafe job at site</li> <li>If unsure about job to perform safely, stop the job and discuss with supervisor/ manager</li> <li>Follow Management of Change (MoC) process for changes to plant/ equipment</li> </ul>	<p><b>Excavation</b></p> <ul style="list-style-type: none"> <li>Follow "Safe System of Work" Life Saver rules</li> <li>Identify, locate and protect all underground utilities e.g. power cable, gas pipeline, etc. as necessary</li> <li>Use insulated crow bar / peak axe for manual excavation</li> <li>Identify &amp; mitigate the hazards as necessary e.g. contaminated soil, equipment movement, traffic etc.</li> <li>Follow correct trench protection techniques as per soil conditions like benching by step cut, "V" shape slopping or shoring</li> <li>Keep excavated spoil away from edge of trench / pit</li> <li>For any change in ground conditions, stop work and consult supervisor</li> <li>Keep children away from pit / trench / work sites</li> <li>Display warning signs, use appropriate barricades at work area and provide easy means for getting in and out of trench / pit</li> <li>Make provision of proper cross over on trench for pedestrian as required</li> </ul> <p><b>Manual Boring</b></p> <ul style="list-style-type: none"> <li>Follow "Safe System of Work" Life Saver rules</li> <li>Identify, locate and protect all underground utilities e.g. power cable, gas pipeline, etc. as necessary</li> <li>Identify &amp; mitigate the hazards as necessary e.g. contaminated soil, equipment movement, traffic etc.</li> <li>Give preference to open cut excavation over manual boring</li> <li>Before each boring work, ensure :               <ul style="list-style-type: none"> <li>approved bore plan is in place</li> <li>entry and exit locations for manual bore are visibly marked</li> <li>Permit to Work (PTW) for the job is in place</li> </ul> </li> <li>Ensure protection against potential electric shock by :               <ul style="list-style-type: none"> <li>use of electrical shock resistant (Teflon or equivalent approved insulating material coated ) manual boring tool</li> <li>wearing of rated electric shock resistant hand gloves and boots</li> <li>provision of "Electrical Insulating Rubber Mat" on the ground</li> <li>avoiding work in wet conditions if electrical power supply is not isolated</li> </ul> </li> </ul> <p><b>Excavation, Manual Boring and Horizontal Directional Drilling</b></p>
<b>Gas Escape Handling</b>	<ul style="list-style-type: none"> <li>Follow "Safe System of Work" Life Saver rules</li> <li>In case of gas escape inside premises, open doors &amp; windows to ventilate the escaped gas</li> <li>Give priority to protecting life</li> <li>Always wear appropriate PPE including fire retardant clothing</li> <li>Check for presence of Gas with gas detector, identify gas affected area and if required, evacuate persons to a safe place</li> <li>Control the potential ignition sources within Gas affected area/ zone e.g. Do not permit smoking/ naked flame/ use of phone/ operation of electrical switches, etc.</li> <li>Cordon leak affected area, display warning signs,</li> <li>Seek help of local authorities as required to keep traffic &amp; people away</li> <li>Isolate/ turn off gas supply as early as possible</li> <li>Continuously monitor for presence of Gas in atmosphere</li> <li>Seek help of fire department and ambulance services as required</li> <li>Post leak repair, carry out leak check to ensure soundness of repaired leak as well as ensure there is no other gas leakage in the area</li> </ul>	<p><b>Horizontal Directional Drilling (HDD)</b></p> <ul style="list-style-type: none"> <li>Follow "Safe System of Work" Life Saver rules</li> <li>Identify, locate and protect all underground utilities e.g. power cable, gas pipeline, etc. as necessary</li> <li>Identify &amp; mitigate the hazards as necessary e.g. contaminated soil, equipment movement, traffic etc.</li> <li>Before starting HDD operation, ensure:               <ul style="list-style-type: none"> <li>approved bore plan is in place</li> <li>HDD entry and exit locations are visibly marked</li> <li>capacity of HDD drilling rig is adequate</li> <li>Proper earthing / grounding of machine</li> <li>cable strike alarm in working conditions</li> <li>moving parts of machine are guarded</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>out rigger of HDD machine are working and rigidly put on stable &amp; firm ground</li> <li>availability of tracking equipment / device</li> <li>crane is in good condition</li> <li>During drilling operation, do ensure :               <ul style="list-style-type: none"> <li>that track movement of the drilling tool is as per approved bore plan</li> <li>auto greasing of machine rod</li> <li>that entry of unauthorised personnel in the work area is prohibited</li> <li>no maintenance activity is carried out while HDD machine in operation</li> </ul> </li> </ul>	<p><b>Lifting Operation</b></p> <ul style="list-style-type: none"> <li>Follow "Safe System of Work" Life Saver rules</li> <li>Ensure approved lift plan in place</li> <li>Use only correct, approved and certified lifting equipment, tools &amp; tackles and safety devices</li> <li>Work according to a lift plan that is discussed, understood and followed by everyone involved in the job</li> <li>Do not exceed safe working load limit</li> <li>Ensure lifting equipment are working on stable &amp; firm ground</li> <li>Do not allow anyone under the lifted load or in the lift path</li> <li>Ensure operator of lifting equipment and signal man are always in contact</li> <li>In case of rough weather condition, stop the lifting operation and wait till condition is normal</li> </ul>
<b>Work at Height</b>	<ul style="list-style-type: none"> <li>Follow "Safe System of Work" Life Saver rules</li> <li>Use only approved and certified working at height equipment e.g. rope access system like PETZL®, scaffold, ladder, etc.</li> <li>Give preference to safe working platform in place of rope access system or ladder wherever possible for carrying out work at height</li> <li>Always use a fall arrestor having:               <ul style="list-style-type: none"> <li>double action self-locking snap hooks</li> <li>proper anchor preferably mounted overhead that limits free fall to two meters</li> </ul> </li> <li>If using a rope access system, ensure use of fall arrest harness</li> <li>Select safe routes for installation of riser &amp; lateral</li> <li>Never carry out any work at height when near an overhead power line</li> <li>Secure all tools and equipment</li> <li>Clearly display warning signs and have the area in control below the workplace wherein "working at height" is in progress</li> <li>Stop the work in adverse weather conditions i.e. rain, heavy wind, poor work lights etc.</li> </ul>	<p><b>Electrical</b></p> <ul style="list-style-type: none"> <li>Follow "Safe System of Work" Life Saver rules</li> <li>Ensure isolation of all connected power sources and use of Lockout &amp; Tag out (LOTO) before commencement of electrical job</li> <li>Consider all conductors are live unless proved dead with a certified testing instrument</li> <li>Ensure earthing of all electrical equipment and use of three pin plug and socket</li> <li>Never insert open wires in the socket, always use plug &amp; socket</li> <li>All electrical work are to be done by certified electrical person and licensed contractor only</li> <li>Use portable electrical equipment with double insulation protection</li> <li>Ensure ELCB / RCCB are used and in working conditions</li> <li>Verify equipment and materials being used are of rated capacity</li> <li>Ensure use of appropriate PPE's like certified insulated gloves etc.</li> <li>Prohibit entry of unauthorised person inside electrical installation area</li> <li>Do not use damaged electrical equipment</li> </ul>
<b>Confined Space Entry</b>	<ul style="list-style-type: none"> <li>Follow "Safe System of Work" Life Saver rules</li> <li>Ensure that all isolations are in place</li> <li>Check oxygen level inside confined space and if not adequate, do not enter or be inside confined space</li> <li>Check with gas detector and ensure there is no flammable gas inside confined space</li> <li>Ensure there is no chemical fume inside confined space</li> <li>Always use buddy system, ensure standby personnel is available and is always in contact with the person(s) in the confined space</li> <li>Do not allow unauthorised entry inside confined space</li> <li>If rescue needed,               <ul style="list-style-type: none"> <li>standby personnel (buddy) to stand outside confined space and call for help of rescue team</li> <li>allow only authorised rescue team member with all necessary Personnel Protective Equipment to enter inside confined space.</li> </ul> </li> <li>Ensure provision of suitable access &amp; egress</li> </ul>	<p><b>Driving</b></p> <ul style="list-style-type: none"> <li>Always wear seatbelt while driving / travelling in the passenger or commercial vehicle</li> <li>Obey speed limits</li> <li>Obey traffic rules, traffic signs and signals</li> <li>Never use mobile phones or any other communication device while driving</li> <li>Always wear crash helmet while riding two wheeler</li> <li>Ensure provisions of leg guards on two wheelers</li> <li>Plan your journey in advance considering route, duration, road condition and weather condition</li> <li>Never drive or allow driving when driver is fatigued or under influence of substance like alcohol, painkillers, antihistamines, recreational drugs etc.</li> <li>Avoid use of two wheeler / three wheeler for travel on high ways and / or dark roads</li> <li>Ensure vehicle is fit for purpose</li> <li>Ensure periodic inspection, servicing and maintenance of vehicles.</li> <li>Never exceed passenger limits in vehicle nor allow unauthorized person in driver's cabin of hazardous goods vehicles</li> </ul>