<table>
<thead>
<tr>
<th>SECTION</th>
<th>TITLE</th>
<th>PAGE NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>DEFINITIONS</td>
<td>1</td>
</tr>
<tr>
<td>2.</td>
<td>GENERAL HSSE&amp;Q REQUIREMENTS</td>
<td>4</td>
</tr>
<tr>
<td>2.1</td>
<td>Introduction</td>
<td>4</td>
</tr>
<tr>
<td>2.2</td>
<td>Management System</td>
<td>5</td>
</tr>
<tr>
<td>2.3</td>
<td>Compliance</td>
<td>5</td>
</tr>
<tr>
<td>2.4</td>
<td>Competence Assurance</td>
<td>5</td>
</tr>
<tr>
<td>2.5</td>
<td>Reporting</td>
<td>5</td>
</tr>
<tr>
<td>2.6</td>
<td>Offshore Duty Requirements</td>
<td>6</td>
</tr>
<tr>
<td>2.7</td>
<td>Quality Assurance</td>
<td>6</td>
</tr>
<tr>
<td>2.8</td>
<td>Right of Audit</td>
<td>6</td>
</tr>
<tr>
<td>3.</td>
<td>HSE SPECIFIC CONTRACT REQUIREMENTS</td>
<td>7</td>
</tr>
<tr>
<td>3.1</td>
<td>Chemicals</td>
<td>7</td>
</tr>
<tr>
<td>3.2</td>
<td>Dangerous Goods</td>
<td>7</td>
</tr>
<tr>
<td>3.3</td>
<td>Emergency Preparedness</td>
<td>7</td>
</tr>
<tr>
<td>3.4</td>
<td>Engineering &amp; Design</td>
<td>8</td>
</tr>
<tr>
<td>3.5</td>
<td>Environment</td>
<td>8</td>
</tr>
<tr>
<td>3.6</td>
<td>Health</td>
<td>8</td>
</tr>
<tr>
<td>3.7</td>
<td>Management System</td>
<td>9</td>
</tr>
<tr>
<td>3.8</td>
<td>Personal Protective Equipment</td>
<td>10</td>
</tr>
<tr>
<td>3.9</td>
<td>Project/Contract Execution Plan</td>
<td>11</td>
</tr>
<tr>
<td>3.10</td>
<td>Radioactive Sources</td>
<td>12</td>
</tr>
<tr>
<td>3.11</td>
<td>Reporting</td>
<td>12</td>
</tr>
<tr>
<td>3.12</td>
<td>Safety Training</td>
<td>12</td>
</tr>
<tr>
<td>3.13</td>
<td>Security</td>
<td>13</td>
</tr>
<tr>
<td>3.14</td>
<td>Lifting Operations</td>
<td>14</td>
</tr>
<tr>
<td>3.15</td>
<td>Waste Handling &amp; Tracking</td>
<td>15</td>
</tr>
<tr>
<td>3.16</td>
<td>Working Environment</td>
<td>15</td>
</tr>
<tr>
<td>3.17</td>
<td>Working Hours</td>
<td>15</td>
</tr>
</tbody>
</table>
HEALTH, SAFETY, SECURITY & ENVIRONMENT

1. DEFINITIONS

1.1 ACCIDENT means an unintended incident leading to death, personal injury, pollution, economic loss, including a hydrocarbon leak, fire, business loss, material damage, security (criminal act), negative reputation, or unforeseen deviation from laws, regulations, procedures or standards.

1.2 NEAR MISS means a near-accident, or a condition/situation, which under slightly different circumstances could have led to an accident.

1.3 DAFWC, (DAYS AWAY FROM WORK CASES) means an injury leading to a PERSON not being able to work on any shift or day after the injury, irrespective of whether there was scheduled work including cases where the injury has occurred on the last day of the offshore work period or where a physician or other licensed health care professional recommends that the worker stay at home but the employee come to work anyway. If a PERSON is transported to land or is unable to come to work because of a diagnosis/examination (e.g. x-ray examination), the injury is not be regarded as a DAFWC if it turns out that the PERSON is fit for work.

1.4 DAFWC frequency means number of DAFWC per 200.000 hours worked.

1.5 DAYS LOST DUE TO DAFWC Frequency means number of DAYS away from work due to DAFWC per 200.000 hours worked.

1.6 HSE REGULATIONS means the common HSE regulations issued by the Petroleum Safety Authority Norway (PSA), Norwegian Pollution Control Authority and Norwegian Social and Health Directorate, comprising:

- The Framework Regulations
- The Management Regulations
- The Information Duty Regulations
- The Facilities Regulations
- The Activities Regulations
1.7 **FAI, FIRST AID INJURY**

means only 14 specific treatments, which are considered first aid including administering tetanus immunizations; cleaning, flushing or soaking wounds on the surface of the skin; using wound coverings such as bandages, Band-Aids™, gauze pads, etc.; or using butterfly bandages or Steri-Strips™; using hot or cold therapy, using any non-rigid means of support, such as elastic bandages, wraps, non-rigid back belts, etc., using temporary immobilization devices while transporting an accident victim, drilling of a fingernail or toenail to relieve pressure, or draining fluid from a blister, using eye patches, removing foreign bodies from eye using irrigation or cotton swab, removing splinters or foreign material from areas other than the eye by irrigation, tweezers, cotton swabs or other simple means, using finger guards, using massages, or drinking fluids for relief of heat stress.

1.8 **MTI, MEDICAL TREATMENT INJURY**

means an injury that require treatment by a medical practitioner, or where the treatment is carried out under the guidance of a medical practitioner, such as minor surgery, stitching of wounds or use of prescription medicine. Simple wound treatment, eye flushing and the like are not considered to be medical treatment even if given by a medical practitioner.

1.9 **RI, RECORDABLE INJURY**

means all personal injuries caused by work, which have more severe consequences than first aid treatment (FAI). The same definitions shall be used when alerting and notifying the NPD of injuries.

1.10 **OTHER RECORDABLE INJURY**

means the following cases are recordable in COMPANY system even if not included in any of the above categories:

- Loss of consciousness;
- Cancer;
- Chronic irreversible injury;
- Fractured or cracked bone;
- Punctured ear drum;
- Needle stick injuries and cuts from sharp objects that are contaminated with another PERSON’S blood or other potentially infectious material.

For PERSONS who are under increased atmospheric ambient pressure, the NPD shall also be notified in writing of personal injuries, which have required first aid treatment only.

1.11 **RWI, RESTRICTED WORK DAY INJURY**

means an injury leading to a PERSON not being able to perform one or more of the routine functions of his or her job, or work the full workday. In COMPANY, routine functions are defined as tasks that are carried out minimum once a week. This also includes cases where a physician or other licensed health care professional recommends that the employee not perform his normal work, even if the PERSON actually does perform his or her work in the normal way.

1.12 **TRIF**

means total recordable injuries (DAFWC+RWI+MTI) per 200 000 man-hours.
1.13 OCCUPATIONAL INJURY

means the OSHA definition is used for occupational injuries and work-related illness in COMPANY (therefore see OSHA 1904 for more detailed OSHA information).

The rule is that injuries occurring while performing work for the employer or illness caused by the work environment shall be recorded as a work-related illness/injury. However, the following injuries are examples of injuries not regarded as occupational injuries:

- Injuries occurring while the employee are commuting to or from work;
- Injuries occurring in the employee’s leisure time (onboard offshore installations as well);
- Injuries that are the result of an employee doing personal tasks (unrelated to their employment) at the establishment outside of the employee’s assigned working hours;

In case of injuries occurring in connection with an employee’s home office, only injuries directly related to the work are considered to be work-related.

For a more detailed list of exceptions, see OSHA 1904 for a definition of what illnesses/injuries are work-related.

Only injuries deemed to be occupational based on the OSHA method will be included in the occupational injury statistics used for comparison in COMPANY. For more detailed information, reference is made to COMPANY information material regarding OSHA definitions and to Norwegian legislation. Information is also available from the HSE department.

1.14 OCCUPATIONAL ILLNESS

means an illness that is completely or partially caused by work environment factors. Causal connection must be established. This is a decision that has to be made by a doctor.

1.15 WORK RELATED ILLNESS

the health department will determine whether an illness is work-related. Work related illness subject to notification could be diagnosed on the basis of:

- Knowledge of the connection between a certain type of illness and certain working environment factors;
- Documented working environment factors that the ill employee has been exposed to, and the degree of exposure to these factors;
- Occurrence of illness in groups with varying duration and degree of exposure.

No lower limit has been given for the weight of occupational causal factors required in order for an illness to be called a work-related illness.
1.16 NEW OR PRE-EXISTING INJURY/ILLNESS

It must also be considered whether the injury or illness is new, or whether it is a previously recorded injury or illness. If it is a previous injury or illness, it should not be recorded as a new case. Instead the previous information should be updated. Ref. OSHA 1904.

1.17 MAN-HOURS

For offshore man-hours, 12 hours per day + overtime should be used. Alternatively 13 hours per day can be used to cover overtime to simplify the registration. For onshore man-hours 7.5 hours per day should be used.

2. GENERAL HSSE&Q REQUIREMENTS

2.1 Introduction

2.1.1 COMPANY places prime importance on health, safety, security, environmental and quality assurance (HSSE&Q) issues and requires that CONTRACTOR and its SUBCONTRACTORS’ subscribe to and actively pursue the highest standards of HSSE&Q performance.

2.1.2 CONTRACTOR shall perform the WORK in full compliance with the provisions herein, which is relevant for the WORK, or subsequent revisions thereto for the duration of the CONTRACT and any CONTRACT option periods or CONTRACT extensions. CONTRACTOR shall further implement routines, which shall ensure that all PERSONNEL are fully aware of the existence, content and expectations of this Section.

2.1.3 CONTRACTOR shall be responsible for ensuring that all PERSONNEL understand and operate in accordance with the principles and requirements of these HSSE&Q provisions.

2.1.4 CONTRACTOR shall ensure each work group has at least one (1) PERSON present at all times who is fluent in both the primary language of the WORKSITE and the language of the workers.
2.2 Management System

2.2.1 CONTRACTOR shall have in place HSSE&Q policy including assurance. The policy shall pay due regard to the accountability of individuals, incident reporting, safety meetings and training. CONTRACTOR shall also have established arrangements for monitoring this policy.

2.2.2 CONTRACTOR shall have in place a formal management system that demonstrates commitment to continuous improvement and excellence in HSSE&Q issues and which follows the HSE Regulations.

2.2.3 CONTRACTOR shall review its management system at least annually and update it as necessary.

2.2.4 Certain activities pose a higher risk to the safety of personnel, property and the environment. Higher risk activities will accordingly demand a higher level of HSSE&Q commitment from CONTRACTOR’S management. Where the use of a SUBCONTRACTOR involves the importation of higher risk activity, CONTRACTOR must be able to demonstrate appropriate higher level of HSSE&Q commitment.

2.2.5 Risk can vary from location to location and, where the WORK is performed at more than one location, CONTRACTOR shall observe and comply with all relevant and current COMPANY directives CONTRACTOR may be required to provide different levels of HSSE&Q management for each location.

2.3 Compliance

COMPANY standards and expectations on HSSE&Q matters including COMPANY’S:

(a) Code of Conduct; and

(b) Operating Management System (OMS).

2.4 Competence Assurance

2.4.1 CONTRACTOR must be able to demonstrate competence assurance of PERSONNEL, the scope of which will cover as a minimum training within relevant COMPANY HSE directives including, without limitation, safe working practices, permit-to-work systems and risk assessment including risk to the environment.

2.4.2 COMPANY has the right to remove from the performance of the WORK, any PERSONNEL who do not fulfill expected HSSE&Q performance, which, in the opinion of COMPANY, misconduct themselves or are incompetent or negligent in the proper performance of their duties and such PERSONNEL shall not be again employed upon the WORK without COMPANY”S APPROVAL.

2.5 Reporting

Unless otherwise agreed, CONTRACTOR shall submit a formal report quarterly and present in the Performance Review (PR) for the WORK, CONTRACTOR’S and SUBCONTRACTORS’ HSSE&Q performance in the preceding reporting period and accumulated year to date.
2.6 Offshore Duty Requirements

2.6.1 All PERSONNEL proposed for duty offshore shall have successfully attended sea survival, fire fighting and refresher courses as necessary in accordance OLF guidelines.

2.6.2 All costs, including but not limited to travel, accommodation, per diem, course fees, salary, related to medical certificates, safety training and protective clothing are to be covered by CONTRACTOR.

2.7 Quality Assurance

2.7.1 CONTRACTOR shall have an established, implemented and maintained a Management System based on the requirements of NS-EN ISO 9001:2000.

2.7.2 Where COMPANY identifies non-conformance during audits or inspections, CONTRACTOR shall undertake the corrective actions as required by COMPANY and be able to demonstrate close out of actions within agreed specified time limits.

2.7.3 Corrective actions undertaken by CONTRACTOR as a result of non-conformance being identified during an audit or inspection shall be undertaken by no cost to COMPANY.

2.7.4 CONTRACTOR shall compile all necessary documentation in accordance with specified requirements, and such relevant documentation shall be made available to COMPANY when and where appropriate.

2.7.5 CONTRACTOR accepts that documentation pertaining to HSSE&Q related activities might be released by COMPANY to the other companies acting as Operators on the Norwegian Continental Shelf.

2.8 Right of Audit

2.8.1 COMPANY reserves the right to audit CONTRACTOR to assure itself that HSSE&Q matters and Management Systems are being managed and controlled in accordance with the declared requirements of these HSSE&Q provisions and CONTRACTOR Management System.

2.8.2 CONTRACTOR shall allow COMPANY auditors full access to the WORK in progress, PERSONNEL, records and documentation for the purpose of conducting audits.

2.8.3 “Ad hoc” HSSE&Q inspections may be undertaken by COMPANY on CONTRACTOR’S systems, as and when deemed necessary by COMPANY, and may be carried out without any prior notice to CONTRACTOR.
3. HSE SPECIFIC CONTRACT REQUIREMENTS

3.1 Chemicals

3.1.1 CONTRACTOR shall submit Material Safety Data Sheets (MSDS) for all chemicals included in the CONTRACT and / or used in the CONTRACT period. The MSDS shall be quality checked in accordance with the HSE regulations.

3.1.2 If the product is evaluated not to be classified according to Health Risk Classification, the label “Not required to be classified” (“Vurdert ikke merkepliktig”), shall be used. The label shall be of a size and color that is readable for the user. Reference is made to "Regulation concerning labelling of hazardous chemicals" ("Forskrift om klassifisering merking av farlige kjemikalier").

3.1.3 CONTRACTOR shall supply COMPANY with relevant information defined in COMPANY’S procedure for Evaluating, Purchasing and Handling Chemicals, Ref.HSE Directive No. 7 “Chemicals”

3.1.4 CONTRACTOR shall submit a complete list of all the chemicals to be pumped into the COMPANY facilities. The chemicals must be categorized in accordance with the SFT system of Green, Yellow, Red and Black. (Green is PLONOR, Red shall be prioritised for substitution. Black is not permitted for discharge. For red and black chemicals the respective total weight percentages of red and black components must be given for each chemical. Chemicals in the red and black category shall only be chosen if they are necessary for technical and safety reasons.

3.1.5 If CONTRACTOR suggests use of red and/or black chemicals, a phase out plan for these products shall be enclosed and shall regularly be updated. Only chemicals (including resin coated proppants) that have HOCNFs registered in the CHEMS database will be considered by COMPANY. For new chemicals introduced during the life of the CONTRACT, CONTRACTOR must pay for registration of HOCNFs in the CHEMS database.

3.2 Dangerous Goods

3.2.1 CONTRACTOR shall have a Dangerous Goods handling system that ensures compliance with the “International Maritime Organization’s Dangerous Goods Code” (IMDG) for transportation at sea, and ensures compliance with “Agreement of Dangerous good regulations” (ADR) for transportation on road and railroad.

3.2.2 CONTRACTOR shall have a dangerous goods handling system that ensure compliance with the ICAO’s Technical Instructions for the Safe Transport of Dangerous Goods by Air and CAA’s Regulations BSL D 1-7 (Luftfartsverkets Bestemmelser for Sivil Luftfart, BSL D 1-7).

3.3 Emergency Preparedness

3.3.1 CONTRACTOR shall ensure duty numbers to contact PERSONS are available at any time by means of a phone answering service in case of an emergency.

3.3.2 When requested by COMPANY, CONTRACTOR shall be present with a senior representative to COMPANY’S Emergency Control Room (ECR) at Forus within one (1) hour after notification.
3.4 Engineering & Design

3.4.1 CONTRACTOR shall have a system to ensure that Risk, Emergency Preparedness, Environmental and Working Environment Analysis are carried out as an integrated part of the design and engineering process.

3.4.2 CONTRACTOR shall ensure that design, test and acceptance criteria are defined and documented.

3.4.3 CONTRACTOR shall adopt full life cycle perspective.

3.4.4 CONTRACTOR shall apply inherently safer design principles.

3.5 Environment

3.5.1 CONTRACTOR shall have implemented an Environmental Management System corresponding to the ISO 14001 or EMAS standard. If a system is not in place, a commitment to comply with the standard in the future is required.

3.5.2 CONTRACTOR shall monitor amount and type of discharges according to SFT’S requirements, such as accidental discharges and planned and permitted discharges.

3.5.3 CONTRACTOR shall adhere to COMPANY’S Environmental Manual, doc. No.0.63.033.

3.6 Health

3.6.1 CONTRACTOR shall submit a valid health certificate to COMPANY’S Health Service for all PERSONNEL performing the WORK offshore - in pursuance of the Ministry of Health and Social Affairs’ regulations pertaining to health control.

3.6.2 CONTRACTOR shall ensure access to an Occupational Health Service for follow up of sick leave, occupational illness/injury and other focus areas within occupational health and working environment.

3.6.3 CONTRACTOR shall present periodic checks of hearing on all offshore staff in accordance with OLF guidelines.
3.7 Management System

3.7.1 For onshore related activities:

CONTRACTOR shall be able to demonstrate an implemented and documented Management System to ensure compliance with “Regulation concerning systematic health, environment and safety work for onshore businesses” (“Forskrift om systematisk helse, miljø og sikkerhetsarbeid for landbaserte virksomheter”) issued by the applicable Authority, as part of the CONTRACT Execution Plan.

3.7.2 For offshore related activities:

CONTRACTOR shall compile an interface document, as part of the Contractor Execution Plan, documenting that CONTRACTOR has an implemented and documented Management System in compliance with the HSE Regulations listed hereunder

(a) **HSE Regulations:**
   - Ramme forskrifter/HSE Framework Regulation.
   - Styringsforskrifter/Management Regulation
   - Opplysningsforskrifter/Information duty Regulation.
   - Aktivitetsforskrifter/Activity Regulation.
   - Innretningsforskrifter/Facility Regulation.

(b) COMPANY’S governing document “Integrity Management Standard”.

(c) COMPANY’S governing document Operating Management System (OMS).

(d) As part of the CONTRACT Execution Plan CONTRACTOR shall perform a GAP analysis between CONTRACTOR’S management system and the following directives:
   - HSE Directive 8: Electrical Installations.
   - HSE Directive 34: Organisational changes.
3.7.3 CONTRACTOR shall point out non-conformance’s / deviations related to the requirements as described above and demonstrate that the significance of the individual non-conformance’s / deviations have been assessed from a safety standpoint.

3.7.4 CONTRACTOR shall give necessary training in the understanding of the philosophy behind the applicable Norwegian statutory Acts, Regulations and Provisions and COMPANY’S Operating Management System (OMS).

3.7.5 CONTRACTOR shall identify COMPANY HSE directives relevant to the WORK. PERSONNEL shall be trained in order to achieve necessary working competence within the identified COMPANY HSE directives. CONTRACTOR shall keep records of the training PERSONNEL have received.

3.7.6 CONTRACTOR shall have put in place objectives, actions and measurements encompassing all organisational levels at CONTRACTOR in order to ensure that a sound health, environment and safety culture, as defined in The Framework Regulations section 11, is established and maintained for the WORK.

3.8 Personal Protective Equipment

CONTRACTOR shall adhere to COMPANY’S HSE Directive 9 “Personal Protective Equipment” in respect of personal protective equipment. CONTRACTOR shall, at its own expense, provide PERSONNEL for duty offshore with all necessary protective clothing and equipment suitable for offshore working conditions and in accordance with COMPANY HSE Directive no 9.
3.9 Project/Contract Execution Plan

3.9.1 CONTRACTOR shall develop a CONTRACT Execution Plan or equivalent documentation, specific for the execution of the CONTRACT within thirty (30) DAYS of award of CONTRACT.

3.9.2 CONTRACTOR shall maintain the CONTRACT Execution Plan for the duration of the CONTRACT. The CONTRACT Execution Plan shall demonstrate how contractual and statutory obligations are fulfilled, including, but not limited to:

(a) Identification and listing of all statutory acts, regulations, guidelines and provisions applicable for the execution of the CONTRACT.

(b) Identification of all COMPANY policies, Governing Documents and contractual requirements applicable for the execution of the CONTRACT.

(c) Listing and analysis of all gaps identified in Section “Management System”.

(d) Description of accountabilities for the execution of the various tasks of the CONTRACT.

(e) Description of the organisation established / to be established for the execution of the CONTRACT.

(f) CONTRACTOR shall demonstrate and document that PERSONNEL are competent to carry out their assigned work.

(g) Description of the management systems established for the execution of the CONTRACT.

(h) CONTRACT specific verification plan(s) (reference is made to HSE Framework Regulations, (“Ramme forskriften) §15 Verification defining:

1) A statement of the principle stages of operation of the WORK;

2) A statement of the control procedures to be implemented whilst performing the WORK;

3) A list, for each stage of the WORK, of the drawings, documents, certificates and records to be prepared and retained or submitted for review and APPROVAL as the WORK progresses;

4) A list of potential SUBCONTRACTORS;

5) Provisions for COMPANY’S requirements to:

   ➢ hold pre-production meetings if required;
   ➢ visit CONTRACTOR’S premises if required;
   ➢ monitor manufacturers procedures;
   ➢ witness specific stage Control points; and
   ➢ witness function and pressure tests.

h) CONTRACT specific schedules, milestones, interface plans (internal/external interface), and reporting routines.
CONTRACTOR shall forward a draft of the CONTRACT Execution Plan to COMPANY for comments and acceptance prior to own approval. This is also applicable for subsequent updates.

When developing, supplying and maintaining software products, the NS-ISO 9000-3 Guidelines for the application of ISO 9001 Quality Management and Quality Assurance Standard shall be used.

3.10 Radioactive Sources

CONTRACTOR shall have a documented system to ensure that the activity is in compliance with regulations and provisions stipulated by the Norwegian Radiation Protection Authority for the use of radioactive material. Reference is further made to COMPANY’S HSE Directive No. 6 "Hazardous Materials and Waste".

3.11 Reporting

3.11.1 CONTRACTOR shall immediately inform of organisational changes relevant for the CONTRACTOR and/or the WORK.

3.11.2 CONTRACTOR shall immediately forward internal and external audit reports conducted by the CONTRACTOR relevant to the WORK.

3.11.3 On a monthly basis CONTRACTOR shall provide deviation permits applied for and non-conformity status.

3.11.4 CONTRACTOR shall report to the COMPANY on a quarterly basis amount and type of chemicals supplied, used, discharged and re-injected. The report shall be made in the format as specified by COMPANY. CONTRACTOR shall assure that total annual use and discharge of chemicals supplied are within COMPANY’S discharge permit.

3.12 Safety Training

3.12.1 CONTRACTOR shall ensure that safety training shall be in accordance with OLF’S Recommended Guidelines on Safety Training, latest edition, including necessary refresher courses.

3.12.2 CONTRACTOR shall ensure that PERSONNEL have passed the required health and safety training before going offshore as defined by COMPANY on http://www.bp.no. For the avoidance of doubt, this course requirement shall include PERSONNEL provided by CONTRACTOR and SUBCONTRACTORS.

3.12.3 CONTRACTOR shall be responsible for ensuring that PERSONNEL possess all required safety qualifications pursuant to the paragraph above and COMPANY’S HSE Directive No. 33 “HSE Training”.

3.12.4 PERSONNEL shall be available at all times for periodic drills, instructions on survival, life saving and fire-fighting as requested and conducted by COMPANY at the offshore WORKSITE.

3.12.5 CONTRACTOR’S management and relevant PERSONNEL shall attend COMPANY’S internal HSE training and courses as required.
3.12.6 All costs, including but not limited to travel, accommodation, per diem, course fees, salary, related to training of all PERSONNEL shall be borne by CONTRACTOR.

3.13 Security

3.13.1 CONTRACTOR shall comply with OLF’S Recommended Guidelines for Security Control at Helicopter Terminals. Alcohol concentration is not allowed to be above 0.2 per thousand.

3.13.2 CONTRACTOR shall comply with the International Ship And Port Facility Security Code (ISPS).

3.13.3 CONTRACTOR shall comply with OLF’s “Recommended guidelines for securing supplies and materials in the oil industry” (No. 91).

3.13.4 CONTRACTOR shall be able to verify the identity of PERSONNEL who shall perform WORK for the COMPANY at bases, on installations, on vessels and at land-based plants, and in premises employed by the COMPANY. When CONTRACTOR uses hired PERSONNEL references from earlier employment shall be verified.

3.13.5 CONTRACTOR shall maintain prudent office security for office areas used for COMPANY projects/activities and/or COMPANY staff; including access control, ID badge usage, and burglar alarm / guard arrangement.

3.13.6 CONTRACTOR shall maintain prudent information security regarding COMPANY information and COMPANY project information; including clear desk policy, sensitive documents control and confidentiality measurements.

3.13.7 CONTRACTOR shall maintain prudent computer & communications security for any computer system and network being used for handling COMPANY information; including controlled computer access, virus protection, security updates, Firewalls and backup routines.
3.14 Lifting Operations

3.14.1 CONTRACTOR shall have a system established to ensure that PERSONNEL who are responsible for, or are involved in, maintenance/inspection of lifting equipment and execution of lifting operations have the required competence in accordance with NORSOK R-003.

3.14.2 CONTRACTOR shall have a system implemented for systematic inspection and maintenance of lifting appliances and lifting gear in accordance with statutory requirements and recognised standards, such as NORSOK R-003.

3.14.3 CONTRACTOR shall have a system implemented for planning and execution of lifting operations in accordance with statutory requirements and recognised standards, such as NORSOK R-003.

3.14.4 CONTRACTOR shall ensure that all PLANT and/or EQUIPMENT being supplied to any WORKSITE is to be either, placed and operated at height or placed and operated over an area where PERSONS are working below shall have:

(a) In place a Dropped Objective Survey or Inspection Procedure for the PLANT or EQUIPMENT.

(b) Identified those items of PLANT or EQUIPMENT or the PLANT or EQUIPMENT components that, if fail, have a potential to injure PERSONS. This information shall be made known to the COMPANY and to the Installation Duty Holder prior to shipment and referred to during PLANT or EQUIPMENT installation.

(c) Undertaken a Dropped Object Survey of the PLANT or EQUIPMENT being supplied prior to shipment.

(d) In place a method for securing primary components or parts such that should failure occur of the PLANT or EQUIPMENT it and or parts of the PLANT or EQUIPMENT are not able to fall and injure PERSONS. This may be primary suitable means of security or secondary retention methods. Both should be in accordance with the manufacturer’s recommendations and accompanied by a Hazard / Risk Assessment.

(e) In place a formal procedure for checking of PLANT or EQUIPMENT upon arrival to the installation, prior to, during, after rig up and installation and rig down, for the potential of dropped objects from the PLANT or EQUIPMENT. This shall include a formal hazard and Risk Assessment of the installation, dismantling and operation of the PLANT or EQUIPMENT whilst the PLANT or EQUIPMENT is in service.

(f) Work aloft tools that meet the "DROPS" Industry Recommended Guidelines and that PERSONS responsible for these tools are knowledgeable and competent in their use and maintenance.
3.15 Waste Handling & Tracking

3.15.1 CONTRACTOR shall ensure use of Authority approved waste treatment or disposal sites. COMPANY reserves the right to request CONTRACTOR to submit supporting documentation of approved sites. COMPANY reserves the right to reject the use of sites not found acceptable by COMPANY.

3.15.2 CONTRACTOR shall have implemented a system for identifying, classifying and handling of waste. Hazardous waste shall be handled according to Authority regulations and household waste and production waste shall be source segregated for recycling purpose.

3.16 Working Environment

3.16.1 CONTRACTOR shall undergo particular training with regard to relevant working environment factors related to implementation of WORK, the use of work equipment and signalling and safety sign posting at the workplace shall be given to the individual employee and supervisor.

3.16.2 CONTRACTOR shall actively take part in the working environmental activities that are carried out at the offshore WORKSITE.

3.16.3 CONTRACTOR shall advise and assist COMPANY in a pro-active manner in the implementation of the annual working environment program and provide input for the subsequent year program.

3.17 Working Hours

3.17.1 CONTRACTOR shall notify COMPANY’S supervisor / representative when the WORK is to be performed outside a designated work shift.

3.17.2 All PERSONNEL shall complete the COMPANY’S offshore time sheet and submit it to the COMPANY’S supervisor in charge before departing the offshore WORKSITE.
The requirements in this Attachment apply both to CONTRACTOR and SUBCONTRACTORS.

A.1 LEADERSHIP AND COMMITMENT

A1.1 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 organisation, and the corporate culture shall ensure a positive attitude to HSE issues.

A.2 POLICY AND STRATEGIC OBJECTIVES

A2.1 HSE Policy, Access And Responsibility

CONTRACTOR shall have a documented corporate HSE policy, developed with active employee participation. CONTRACTOR shall document the name, title and experience of the most senior manager in the organisation responsible for ensuring that this policy is observed. CONTRACTOR shall also document who has overall and ultimate responsibility for HSE matters within its organisation.

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.

A2.2 Contractor’s Policy On Accidents And Losses

CONTRACTOR’S HSE policy shall reflect the Zero mindset as a long time target.

A3 ORGANISATION, RESOURCES AND DOCUMENTATION

A3.1 Employee Contribution

The employees shall have actual influence on their working situation in matters concerning health and safety. Sufficient time and resources shall be allowed for the employees to be able to participate during the establishment, follow-up and development of the management system.

A3.2 Organisation And Communication

CONTRACTOR’S management shall be involved in HSE activities, and in setting and following up HSE objectives. CONTRACTOR’S organisation shall facilitate effective HSE management and communication, with particular emphasis on HSE as an integrated element in planning and implementing operations.

A3.3 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 organisation, have undergone formal HSE training. HSE training norms and training programmes shall be defined for managers at all levels. All training shall be documented.
A3.4 Personnel HSE Induction Programme

Special arrangements shall be established for training new employees in relevant local procedures and in any specific hazards inherent in the activity. All training shall be documented.

A3.5 HSE Training Programme

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. Arrangements shall be established which ensure that PERSONNEL are familiar with and, where required, trained in:

(a) basic industrial HSE
(b) CONTRACTOR’S HSE policy and practice
(c) COMPANY’S general HSE requirements
(d) any specific hazards inherent in the activities
(e) correct use of personal protective equipment
(f) emergency response

Arrangements must be put in place to ensure that the HSE knowledge and training of PERSONNEL are constantly updated.

A3.6 Specialised Training

CONTRACTOR shall evaluate and document how far any of its areas of activity require special and/or additional training in respect of potential risks. Relevant training programmes shall be established. All training shall be documented.

A3.7 Rules, Regulations, Standards And Requirements

CONTRACTOR shall document:

(a) its compliance with statutory rules and regulations, and with COMPANY’S contractual requirements
(b) the methods used to verify understanding and compliance
(c) the overall structure for preparing and updating in-house requirements and procedures
(d) the overall structure for making such documents known

A3.8 Assessing The Suitability Of Subcontractors

CONTRACTOR shall assess the HSE expertise and record of its SUBCONTRACTORS. CONTRACTOR shall document its methods for identifying the standards and requirements to be met by SUBCONTRACTORS, and for ensuring that these standards and requirements are understood and observed.
A 4 EVALUATION AND RISK MANAGEMENT

A4.1 Risk Assessment

CONTRACTOR shall employ suitable and generally recognized methods for identifying and assessing HSE hazards and their consequences. These methods shall be documented.

A4.2 Security Management

CONTRACTOR shall at all times have implemented security measures which protect COMPANY against relevant threats related to the WORK. The level of security shall be flexible and adapted to the relationship between the threat and activities ongoing at any given time. OLF’s guidelines for heliport and supply base security shall be adhered to when relevant. A system shall be in place for handling of classified documents and electronic data.

CONTRACTOR shall be able to verify the identity of PERSONNEL who are to do WORK for COMPANY at bases, on installations, on vessels and at land-based plants, and in premises employed by COMPANY. When CONTRACTOR uses hired PERSONNEL, references from earlier employment shall be verified.

A4.3 Sickness Absence

Data on sickness absence shall be used proactively. Provisions shall be made for the return of PERSONNEL to WORK or offered alternative WORK within CONTRACTOR’S organisation.

A4.4 Work Related Illness

CONTRACTOR shall systematically follow up incidents of possible work related illness. PERSONNEL shall be encouraged to propose countermeasures, and to prevent new incidents from occurring.

A4.5 Working Environment Surveys

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 PERSONNEL to these factors, and to a programme for reducing exposure which could be harmful to health.

A4.6 Use Of Overtime

Working hours, overtime and restitution time shall be systematically monitored. CONTRACTOR shall ensure that the use of overtime does not represent a risk to human health or safety.

A4.7 Chemicals

CONTRACTOR shall have a system which ensures and documents 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.
A4.8 HSE Data Sheets

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. The Material Safety Data Sheets (MSDS) shall be made available in a language that is understood by the PERSONNEL who will perform the WORK.

A4.9 Personal Protective Equipment

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.

A4.10 Environmental Management System

CONTRACTOR shall have an environmental management system developed to a level comparable to a recognized international standard, e.g. ISO 14000:1996 or EMAS. The system is well known by PERSONNEL, and actively adhered to.

A4.11 Environmental Impact Assessment And Monitoring

CONTRACTOR shall have a system in place which ensures and documents the 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 the environmental impact.

A4.12 Selection Of Environmentally Optimal Solutions

CONTRACTOR shall have a system in place which ensures and documents the selection of environmentally optimal solutions. The environmental aspect shall be included in all technical evaluations which involve discharges. The results 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.

A4.13 The Environment And Management Documentation

CONTRACTOR shall have a system in place which ensures and documents the inclusion of the environmental aspect in management documentation, including operational procedures.

A4.14 Waste Management

CONTRACTOR shall have implemented a system for identifying, classifying and handling waste. Hazardous waste shall be handled in accordance with applicable statutory rules and regulations. Consumer and production waste shall be sorted.

A4.15 Environmental Properties Of Chemicals Due To Be Discharged

Information on toxicity, biodegradability and bioaccumulation potential shall be available for all chemicals due to be discharged to the sea during the WORK. 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.
For operations on the Norwegian continental shelf and in areas covered by the Oslo Paris Convention (OSPAR), ecotoxicological data for chemicals shall be provided in the harmonized 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.

A4.16 Use Of Potentially Environmentally Harmful Chemicals

CONTRACTOR shall have a system in place which ensures and documents the 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 programme.

If CONTRACTOR manufactures or imports chemicals, he shall comply with statutory rules and regulations, as well as official guidelines on evaluating and classifying chemicals. In Norway, this shall include reporting chemicals to the product registry (Produktregisteret).

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 Norwegian Pollution Control Authority’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 shall be prepared.

Chemical products and substances which are used in Norway and classified by the Norwegian Pollution Control Authority and the NPD, ref. Report no 58 (1996-97) to the Norwegian Parliament (Storting), and current regulations, shall contain a minimum level of contaminant, and be of such a high purity and quality as possible. CONTRACTOR shall have a quality assurance system, which ensures that the products with the highest purity are used.

A4.17 Safety Delegates

The WORK to be carried out by the organised safety delegate service under statutory rules and regulations shall be described. This WORK shall be supervised in accordance with specified routines established by the parties and their organised safety delegate services before the WORK commences.
A5 PLANNING AND PROCEDURES

A5.1 HSE Working Practices

Documented HSE procedures shall exist for all potentially hazardous operations. The procedures are routinely updated and disseminated to PERSONNEL. Working practices and procedures shall be consistent with CONTRACTOR’S HSE policy and HSE management system.

A5.2 HSE Programme

CONTRACTOR shall establish an HSE programme which covers the elements of the HSE management system. The programme shall be prepared in consultation with CONTRACTOR’S PERSONNEL representatives. This programme shall form an integral part of COMPANY’S overall HSE programme for the respective WORKSITE, project or activity, and cover specific activities with a description of what is to be delivered. The HSE programme shall be proactive and must be kept updated throughout the WORK.

The HSE programme shall cover occupational health and the working environment, safety, security, the environment and emergency response. Separate objectives shall be defined for each of these main areas.

In addition, the HSE programme shall identify statutory rules and 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 CONTRACTOR’S strategy for supervising SUBCONTRACTORS identify and schedule the CONTRACTOR’S training requirements.

The HSE programme shall be submitted to COMPANY representatives for review in accordance with agreed milestones. COMPANY shall be notified of possible changes to the programme.

A5.3 Equipment Control And Maintenance

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 the WORKSITE.

A5.4 Emergency Preparedness

CONTRACTOR shall be capable of proper notification and be able to establish and maintain contact with next-of-kin, media, unions, and authorities in co-operation with COMPANY, unless otherwise agreed. CONTRACTOR shall have a system in place ensuring that updated and relevant PERSONNEL data are easily available in CONTRACTOR’S office in case of an emergency. The data shall include social serial numbers and relevant personal data for Next of Kin. CONTRACTOR shall have a documented organisation for providing immediate and long-term care for PERSONNEL and relatives in the event of a hazardous condition or an accident.
A6 IMPLEMENTATION AND MONITORING

A6.1 Supervision And Monitoring Of Work Activities

CONTRACTOR shall supervise and monitor its WORK activities to ensure that all relevant HSE requirements are fully complied with. The results of this supervision and monitoring shall be passed on without undue delay to CONTRACTOR’S management and PERSONNEL. The CONTRACTOR shall verify that PERSONNEL are familiar with WORK instructions and procedures, and that they are capable of acting according to the instructions provided. Frequent management inspections shall be performed to verify compliance with prevailing standards.

A6.2 History Of Undesirable Events/Hazardous Conditions

CONTRACTOR shall comply with all official requirements for notifying and reporting undesired 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 CONTRACTOR shall be reported to COMPANY without undue delay, whether the event occurred at CONTRACTOR’S premises, at the WORKSITE or at other locations. The report shall include the date of the event, its causes and any preventive follow-up measures taken.

A6.3 Reporting Events With A High Loss Potential

High loss potential events suffered by CONTRACTOR shall be reported to COMPANY within 24 hours of the incident. Information on possible underlying causes shall be provided.

A6.4 Reporting Personnel Injuries

COMPANY shall be notified of any injury suffered by PERSONNEL. Direct and underlying causes shall be specified.

A6.5 Incident Follow-Up System

CONTRACTOR shall have a manual or computerised system in place to record and follow-up corrective and preventive actions resulting from undesired events. The system shall facilitate systematic transfer of experience.

A6.6 Occupational Health

CONTRACTOR shall have a system in place which documents systematic health monitoring as specified by applicable regulations and good professional practice. Monitoring shall lead to action plans, which are regularly followed up.

The system shall provide for identification, evaluation and reporting of WORK related illnesses and corrective measures, follow-up of PERSONNEL on sick leave, and prevention and treatment of alcohol and drug abuse.
A6.7 HSE Performance Indicators

Unless otherwise agreed, a monthly HSE report shall be submitted as part of 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 programme shall also be detailed in full. Preventive measures which have been initiated or implemented shall be briefly described.

CONTRACTOR shall have a documented system in place to monitor HSE performance against targets for defined key areas and activities, with feedback to PERSONNEL.

Unless otherwise agreed, the following HSE data shall be provided for CONTRACTOR, each SUBCONTRACTOR and in total:

(a) number of accidents/losses
(b) number of near-misses/hazardous conditions
(c) number of undesirable events with high loss potential
(d) number of lost-time injuries
(e) hours worked (see below)
(f) registered overtime
(g) sickness absence (as a percentage of normal working hours)
(h) new cases of work related illness

COMPANY shall be informed of 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.

A6.8 Handling Non-Conformances

CONTRACTOR shall have a system in place for registering and following up non-conformances with procedures, specifications, standards and CONTRACT requirements relating to the WORK. Underlying causes shall be identified. Measures shall be taken to prevent recurrence, and the effectiveness of the measures shall be assessed.
A6.9 Experience Transfer

Formal requirements for HSE experience transfer shall be documented. Sufficient time and resources shall be provided to facilitate systematic improvement.

Transfer of HSE experience shall form part of CONTRACTOR’S close-out report to COMPANY. This report shall be prepared concurrently with the WORK, and must as a minimum address the following:

(a) how CONTRACTOR’S HSE programme has functioned (where such a programme has been drawn up) unforeseen problems how these were overcome and recommended future approaches; and

(b) underlying causes of PERSONNEL 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 the COMPANY REPRESENTATIVE at regular experience transfer meetings.

A6.10 Investigation And Reporting Of Major Incidents

CONTRACTOR shall document who will lead investigations. Competence requirements to key positions in the investigation team shall be clearly defined.

Investigation reports shall be made available to all PERSONNEL. Findings shall be communicated to CONTRACTOR’S base management and PERSONNEL.

A7 AUDITING AND REVIEWING

A7.1 Auditing And Reviewing

CONTRACTOR shall have a documented plan covering all audit issues and high priority verification, review and follow-up issues. Objects and issues subjected to supervision shall be selected on the basis of risk assessments. Deviations shall be systematically followed up and corrected. The program shall include relevant SUBCONTRACTOR activities.