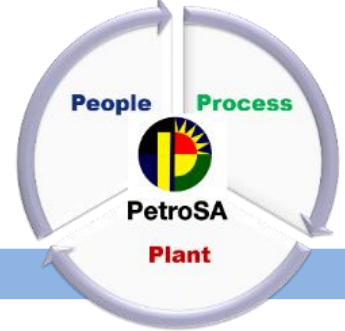


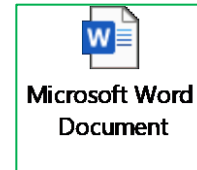
# Contractor Onboarding



# PetroSA Service Providers / Contractors



- Procedure for HSE Contractor Management.
- Contractors are operationally partitioned:
  - Contractors (service providers) with premises at the GTL Refinery,
    - scaffolding, lifting equipment certification, excavations, cleaning, gardening, storage tank cleaning, inspection, rope access.
    - Contractors for jobs of finite duration and not frequently required.
- Service Provider contract management by Functional Manager supported by the safety functionality – standing monthly safety meeting.
  - Meeting agenda includes SHEQ.
  - Safety Officer provides SHEQ assurance function (contract management procedure).
- Contractors for finite infrequent jobs managed by the respective manager supported by the safety functionality – onboarding after contract award.
  - SHEQ aspects managed by safety function primarily using the **SHE file requirements**.



# PetroSA Contract Management Process



PRE AWARD

POST

Requisition

ITT/RFQ

Tender Evaluation

Contract Preparation

Contract Execution

Contract Close-out

- Identify HSEQ contract type
- Develop HSEQ Tender Evaluation Criteria

- Include HSEQ Deliverable schedule
  - HSE-MS description
  - QMS description
  - HSE Statistics
  - Preliminary HSEQ Risk register
  - Preliminary HSE Plan
  - Preliminary Quality Plan

- Include HSEQ Performance Expectations
  - HSEQ Interface matrix
  - HSEQ Assurance
  - HSEQ Reporting
  - HSEQ KPI

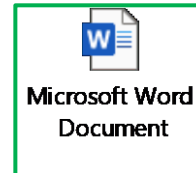
- Assess any proposed HSE-MS deviation
- Assess any proposed QMS deviation

- Evaluate HSEQ Tender documentation
  - Contractor HSE-MS description
  - HSE Statistics
  - HSE Risk Register
  - HSE Plan
  - Contractor QMS description
  - Quality Plan

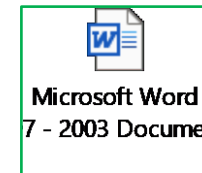
- Pre-award HSE and Q audit

Participate

- Include Preliminary HSEQ documentation in Contract



Procedure



Audit

- Hold Kick-off meeting

- Review and approve finalised Contract HSEQ documentation

- Agree HSEQ Assurance Programme

- Implement HSEQ Assurance Programme

- Contract HSEQ Performance Reporting and Improvement

- Maintain contract HSEQ documentation

Direct & Assure

- Contract HSEQ close-out report
- Record filing

Participate

PetroSA SHE File Requirements



Adobe Acrobat Document

sapia

South African Petroleum Industry Association

# Service Provider / Contractor Onboarding



- Post kick-off meeting.
- All contractor/service provider staff attend:
  - SHEQ Induction Training (presented by Safety Officers).
  - Internal Regulatory Training (PTW, WAH, AGT, Plant Specific Induction, etc) - required for performing scope of services – by Technical Training Department.
- Service Providers nominate SHE Representatives and employee representative to PetroSA Central Health & Safety Committee.
- Occupational skills training programmes (internal + external) delivered on sites - open to Service Provider staff (e.g. PTW Site Auditing by UK experts).
- Service Providers:
  - Bi-annual audits of their HSE-MS.
  - Monthly PTW Site Audits – performed by all senior functional experts.
  - Monthly SHE Management Inspections.
  - Monthly Contract Management Meeting – SHEQ agenda items included.

# Thank You

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“Do your little bit of good where you are;  
its those little bits of good  
that when put together  
can change the world”

Desmond Tutu