



## Appendix- A

### HSE Responsibilities For ALASALA CO. and Key Contractor Personnel

#### 1 ALASALA CO. Company Representative (CR)

The ALASALA CO. Company Representative is responsible and accountable for a) conducting a structured HSE assessment of the anticipated contract;

- b) HSE qualification of contractors for the bidders list;
- c) preparation of the Contract HSE specification for inclusion in the tender documentation;
- d) preparation of an HSE monitoring program defining the role of company representative(s) in ensuring that the contractor's HSE Plan is finalized and followed;
- e) preparation of ALASALA CO. audit and review program and securing appropriate resourcing for this program . in consultation with ALASALA CO. management;
- f) evaluation of the contractor's HSE Plans in the contractor bids;
- g) ensuring the adequacy of the contractor's HSE Plan at contract award. h) appointment in writing of competent ALASALA CO. Representative(s);
- i) supervision of ALASALA CO. Representative(s);
- j) conducting a pre-execution HSE audit and authorising the contractor to commence work if the pre-execution HSE requirements have been met;
- k) monitoring the performance of the contractor against the HSE Plan; l) authorisation of deviations from the contractor's HSE Plan;
- m) application of sanctions in the event of unauthorised deviations from the contractor's HSE Plan; n) preparation of HSE close-out report.

#### 2 ALASALA CO. Site Representative (SR)

The ALASALA CO. Site Representative is responsible and accountable for:-

- a) making quality assurance checks on contractor's review and inspections and follow up.
- b) verifying that hazards and effects management controls as specified in the contractor's HSE Plan are implemented.
- c) identifying deficiencies against the contractor's HSE Plan and agreeing remedial action with contractor or instigating sanctions in consultation with the company representative.

#### 3 ALASALA CO. HSE Department



Where there is access to ALASALA CO. HSE advisers, it is important that the role of the adviser is understood to be indeed that of an adviser. Advice, support or services may be sought from ALASALA CO. HSE Department on a routine or periodic basis but the responsibility for HSE matters on the contract remains unmistakably with the assigned Company Representatives. The ALASALA CO. HSE Department shall:-

- a) provide advice and support in HSE issues as requested;
- b) provide review/audit services as requested;
- c) provide additional advisory support, where needed, to small contractors.

In the case of a small local contractor a decision may have been taken to provide additional supervisory support and assistance in HSE matters. The Company HSE adviser may be tasked with providing support but must exercise care that this is recognized as a temporary phase and that the contractor must be encouraged to develop quickly to a point where such assistance is no longer required.

#### **4 Contractor Contract Manager**

The Contractor Contract Manager is responsible

for:- a) preparation and quality of contractor's

HSE Plan;

b) definition of competencies required for HSE critical positions;

c) assignment of appropriate personnel to these positions;

d) ensuring adequate resources and provision in the schedule to manage the contract in accordance with the contractor's HSE Plan;

e) notifying the Company Representative in writing of the nominated Contractor Representative(s) and contractor

Site Representative;

f) provision of the resources to implement remedial actions following audits in an expeditious manner.

#### **5 Contractor Representative**

The Contractor Representative is responsible

for:- a) Fulfilling the pre-execution HSE

requirements;

b) Implementing the contractor's HSE Plan;

c) Seeking formal approval from the CR for any proposed deviations from or amendments to the contractor's HSE Plan;

d) Implementation of any additional requirements imposed by the Company Representative.

#### **6 Contractor Site Representative**



Where a contractor may be working in a number of areas it is common for the contractor to appoint a person or persons to assume responsibility on behalf of the Contractor Representative for the activity of supervising the physical work being executed under the contract in the specific area. The HSE responsibilities are as for the Contractor Representative but with responsibility for a specific site.