

Reference Standards
ISO14001:2015 & ISO45001:2018

Section 9.1: Monitoring, Measurement, Analysis and Evaluation.
 Section 9.2: Internal Audit.
 Section 9.3: Management Review.
PSM (22 Elements) Model

Quality Assurance (QA): QA is important for new facilities and revisions or repairs to existing facilities to ensure that safety critical equipment which handles hazardous material (as it is fabricated) is suitable for the process application. It also ensures that safety critical equipment installed is consistent with design specifications and manufacturer's recommendations.

Mechanical Integrity: This element addresses equipment tests and inspections including predictive and preventive maintenance, reliability engineering, maintenance procedures, quality control procedures, training and performance of maintenance personnel. All of these mechanical integrity efforts ensure an incident free and reliable operation, and they help to pin point root causes and avoid incident recurrence and pre-mature failures.

Audits and Observations: This element covers the importance of effective auditing in site safety management and provides guidelines for conducting and evaluating safety audits.

Integrated Organization for Safety: The purpose of the overall safety organization is to mobilize all available talent in the interest of safety, health, and environmental protection. It does not, in any way, relieve individual members of the line organization of their safety responsibilities. Various committees are staffed principally by members of the line organization supplemented by safety staff members and other specialists.

Motivation and Awareness: The purpose of this element is to discuss and provide guidelines on different concepts and recommended practices on progressive motivation. Internal motivation is necessary to sustain high-level safety performance once that level of performance has been reached. External motivation is necessary to make the initial transition to high level safety performance because of established behavior patterns in the individual.

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This Section's Objectives

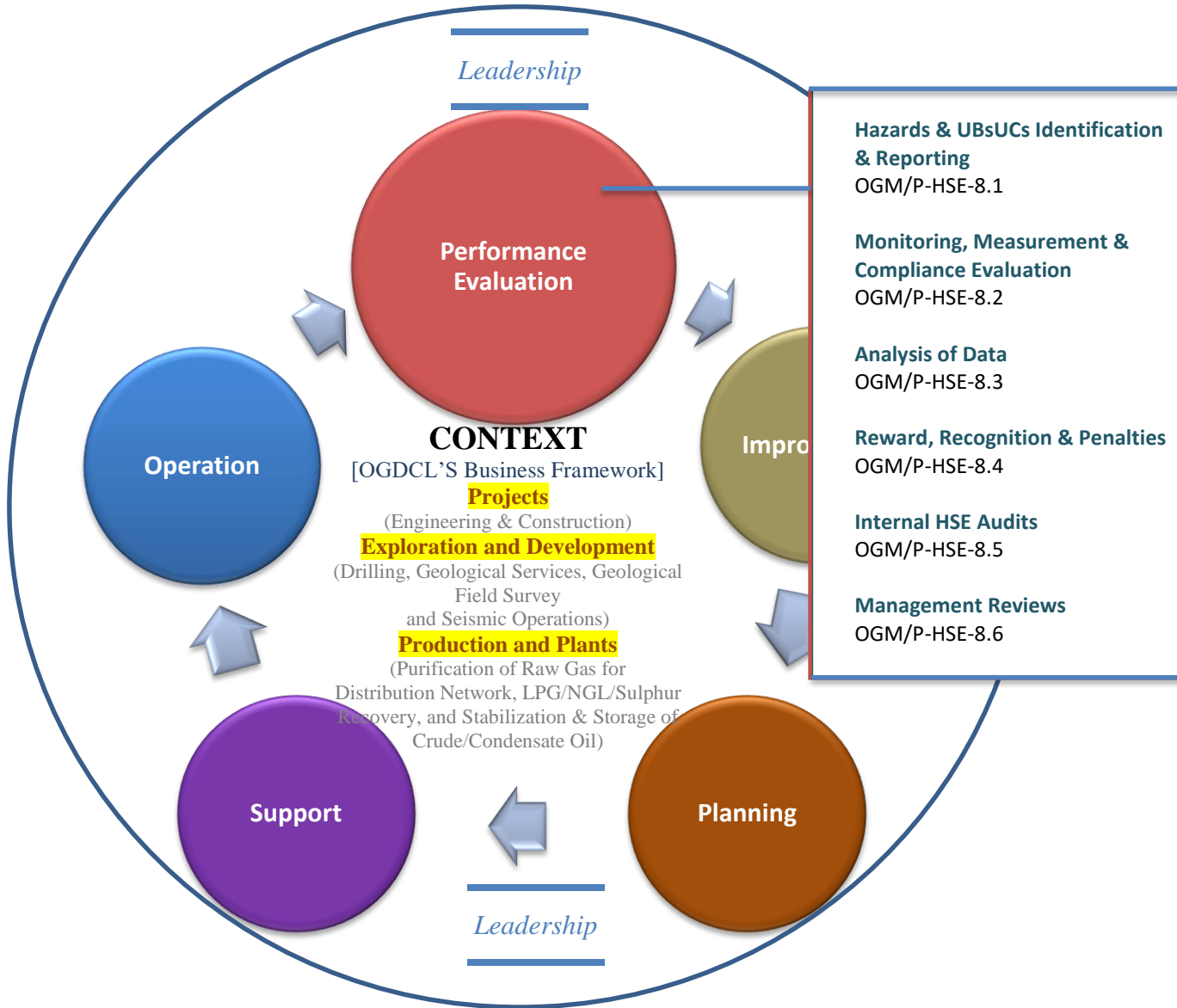
- ▣ Hazards identification and reporting.
- ▣ Determine & assess HSE System performance and compliance.
- ▣ Monitor OGDCL's HSE System.
- ▣ Establish internal audit methods, schedules, and requirements.
- ▣ Conduct HSE System conformance audits and document results.
- ▣ Review organization's HSE System.

Associated Documents

- ▣ STOP Cards
- ▣ Health & Hygiene Monitoring Plan
- ▣ Safety Monitoring Plan
- ▣ Environmental Monitoring Plan
- ▣ Occupational Health Assessment (Trade / Fitness Test) Plan
- ▣ HSE Monthly Report
- ▣ List of Internal (Qualified) HSE Auditors
- ▣ Annual Internal HSE Audit Planner
- ▣ Internal HSE Audit Plan (site specific)
- ▣ Internal HSE Audit Checklist
- ▣ Internal HSE Audit Summary Report
- ▣ Internal HSE Audit Non-Conformity Report (NCR)
- ▣ Agenda of Location HSE MRC Meeting
- ▣ Minutes of Location HSE MRC Meeting

Applicable Documents

-- Nil --



8.1 Hazards & UBsUCs Identification & Reporting

OGM/P-HSE-8.1(08) Revision Number 8

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Change/ Revision Log

#	Description of Change
1	Added : Techniques for Hazard Identification
2	Added : Hazard Hunt Program (HHP)
3	Added: STOP Card for OGDCL House

Associated Documents Approval & Issue

Related Document/ Record	Initiated by	Reviewed by	Checked/ Verified / Approved by
STOP Card	Any Employee	Location HSE Rep.	Location IC
STOP Analysis	Location HSE Rep.	Location HSE IC	Area Manager / Location IC/ GM HSE

8.1.1 Introduction

- ☐ To eliminate incidents and injuries, hazards need to be identified and managed. The foundation of hazards management is proactive and correct identification of hazards. Identified hazards are principally subjected to following stages;
 - Identify all applicable hazards(both based on conditions and having origin in human behavior),
 - Apply hierarchy of controls for managing hazards &
 - Communicating hazards and review the same.
- ☐ All identified hazards are manageable as based on continuous efforts, the hazards and risk profile of a Location is minimized.
- ☐ It is an obligation of every Employee and Contractor to timely report hazards encountered at our sites. Therefore, they shall be encouraged to raise maximum number of hazards so that no one gets hurt.

8.1.2 Techniques for Hazard Identification

- ☐ Many techniques are used for identification of hazards; however selection of a technique depends on factors including regulatory requirement, scope, stage in project lifecycle, type and complexity of system under review.
- ☐ During normal operations, reporting of hazards is encouraged to make the workplaces safer. Following scheme of hazard identification shall be employed;
 - ⊕ STOP Card
 - ⊕ Hazard Hunt Program
 - ⊕ JHA/JVA – *(separate Procedure)*
 - ⊕ Risk Register – *(separate Procedure)*

8.1.2.1 STOP Observation

- ☐ The basic principle of STOP is that all injuries and occupational illnesses can be prevented. The main objective of the STOP program is to train each member of the line organization on-spot to eliminate incidents and injuries by skillfully observing people as they work, talking with them to correct their unsafe acts, and encouraging them to follow safe work practices.
- ☐ STOP Program aims to modify behaviors, by observing people as they work and by intervening them; hence eliminating at-risk behaviors. For this reason all hazards shall be identified, reported and documented using STOP Cards.

8.1.2.1.1 How to Conduct STOP Observation Tour

- ☐ STOP requires following the intervention cycle;
Stop – Observe – Act – Report
 - ⊕ One of the most important aspects shall be the communication with the personnel during the STOP intervention. This is when one can encourage good behavior / practice and with the individual, identify and discuss unsafe acts and hazards. Furthermore, it is important to realize that the intent to STOP is not a blame system, STOP is instituted to rectify hazards there and then (if possible) and change behavior and understanding of individuals involved with the task.
 - ⊕ It is important to realize that you “are getting STOP observation tour to keep your fellow employees safe and change their behavior towards safety”.
- ☐ A typical STOP Observation Tour shall be conducted as follows.
 - ❑ **STOP** near enough to the person so that you can clearly see what they are doing but far enough as to ensure that they do not impede their task.
 - ❑ Observe everything the person is doing in a careful systematic way as you review the audit categories in your mind; i.e. reactions of people, personal protective equipment, positions of people, tools and equipment, specifications and housekeeping.
 - ❑ **OBSERVE** activities from a distance and try to spot any unsafe acts. Some unsafe acts happen quickly e.g. lifting etc. So you do need to watch carefully. Try not to focus solely on people's PPE, look also at their body positions, access to the job, type and suitability of tools, people moving around, Rushing etc...
 - ❑ **ACT** by talking with the person to reinforce safe work practices and address at-risk behavior. The best method to do so get the job supervisor attention when safe to do

so, enquire about the task at hand, then ask what unsafe behavior or conditions they can observe around them. Your aim is to gently guide the supervisor towards being able to identify the unsafe acts and conditions themselves. This is called Buy-In. If the Supervisor can figure out the unsafe conditions or actions they shall eradicate themselves without requiring interventions.

- ⊕ Try to engage workers; Ask open-ended questions. Speak less, listen more.
- ⊕ It's better not to say 'I am conducting a STOP visit' as this tends to put people on the defensive immediately.
- ⊕ Ask them if they can leave the job for a few minutes while you have a chat about HSE.
- ⊕ Act in a friendly manner.
- ⊕ Ask them to explain "what the job is" and "what is it for/about".
- ⊕ Ask them how they think the task can be made safer
- ⊕ Ask them about suggestions to improve HSE
- ⊕ Only talk once the employee has finished telling you what they think
- ⊕ In case of witnessing an unsafe behavior or action. Your aim is to gently guide the worker towards being able to identify the unsafe acts and conditions themselves. This is called Buy-In. If he can figure out the unsafe conditions or actions themselves, they shall eradicate it themselves without requiring interventions.
- ⊕ Try to get to the root cause of the problem in order to know what the appropriate corrective action should be. Remember it may not be the individuals fault it could be due to:
 - Inadequate training.
 - Non recognition of the hazard or the associated impact.
 - Impracticality of the official system or procedure.
 - Unavailability/suitability of safety equipment.
 - Perceived time pressure.
- ⊕ Try and agree when and what needs to be done by whom.
- ⊕ Try to get them to conclude what should be done rather than just telling them the answer. They are then much more likely to do this when you have gone.
- ⊕ If the activities are already being conducted in safe manner, do not forget to encourage workers. This will reinforce the positive behaviors.

REPORT your interventions and actions on a STOP intervention card without naming the person.

8.1.2.1.2 STOP Administration

- ☐ STOP Cards shall be available on every prominent area along with the Drop Boxes.
- ☐ Location IC shall ensure that Observation Tours are made and STOP Cards are filled-in as per following frequency:-
 - ☐ Once every day for HSE IC
 - ☐ Once every week for Departmental / Sectional IC
 - ☐ Once every fortnight for Location IC
- ☐ Different employees/ operations to be picked at a time; the objective is to train all employees to get acquainted with the use of STOP Cards, observe the unsafe conditions/ acts anytime.

8.1.2.2 Hazard Hunt Program (HHP)

- ☐ HHP is an effective hazard identification process that aims at identifying the hazards through structured and team based approach by following an approved calendar plan.
- ☐ Corporate Annual Management Walk Around (MWA) Plan For Hazards Hunting & Reporting shall be developed by HSEQ Department emphasizing HSE commitment and visibility by OGDCL Leadership (EDs; GMs/ HODs; Area Managers) as best industry practices as per following frequency:-
 - ☐ Twice every year by ED
 - ☐ Twice every year by GM/ HOD
 - ☐ Once every quarter for Area Manager
- ☐ Location's Annual Hazard Hunt Plan shall be formulated by HSE Section and approved by Location Management as tabulated below:

#	Quarter	Date	Area	Team Lead	Member-I	Member-II
1	First	Jan	Operations			
2		Feb	Camp			
3		March	Remote			
4	Second	April	Operations			

5		May	Camp			
6		June	Remote			
7	Third	July	Operations			
8		Aug	Camp			
9		Sept	Remote			
10	Fourth	Oct	Operations			
11		Nov	Camp			
12		Dec	Remote			

- ☐ Location InCharge shall nominate members for each team; each team shall be constituted of cross-functional representatives and limited to maximum three (03) members.
- ☐ The teams would visit the specified area as per respective timeslot mentioned in the approved Hazard Hunt Plan to collect positive & negative observations.
- ☐ All of the positive and negative observations during the HHP are required to be formally captured on STOP Cards as well.
- ☐ Each Hazard Hunt Team shall discuss the observations of each particular area with the concerned Department/ Section.
- ☐ The concerned Department/ Section shall complete the required action(s) in order to address the observations.

8.1.2.3 Review of STOP Cards

- ☐ The observations shall be presented in HSE Management Review Committee (MRC) meetings or as deemed appropriate by Location Management where Hazard Hunt Team shall deliver a presentation containing the pictorial evidence of all positive and negative observations; intent of the system remains to be to improve the workplace conditions. (HHP should not be used as tool to abase any Department/ Section or individual.)
- ☐ Authentically filled STOP Cards are to be kept with all Sectional ICs.
- ☐ On monthly & annual basis, each Sectional IC shall review / analyze its own STOP Results whereas Location HSE IC along with Location IC shall review / analyze STOP Results of the entire Location by using the following pattern:

	Number Of Unsafe Actions / Behaviors					Number Of Unsafe Conditions				%age		
	Reaction of people (1)	Personal Protective Equipment (2)	Ergonomics (Positions of people) (3)	Tools and Equipment (4)	Procedures (5)	Tools & Equipment (6)	Structure and Work Area (7)	Environment (8)	Orderliness (9)	Total	Open	Closed
December												
November												
October												
September												
August												
July												
June												
May												
April												
March												
February												
January												
Total												
%age												

- ☐ Monthly STOP Results shall be shared with HSEQ Department H.O. for review.
- ☐ Based on the annual review of STOP Cards, in order to improve the PDCA cycle, if required, CPRs be initiated; HSE Impact (Risk) Assessment Register be updated; Safety Talks/ Toolbox meetings be improved; HSE Inspections and Audits be facilitated; HSE MRC meetings' agenda be extended; Trends regarding the type and/ or cause of unsafe conditions & acts be exhibited; Training Need Assessment (TNA) for updating Training Calendar be performed; PPE Need Assessment Matrix be reviewed/ updated; JVAs (JHAs) be revised, etc,



8.1.2.4 Follow-up of STOP Cards

- ☐ HSEQ Department/ Section shall follow-up for the close out of the recorded hazards.
 - ☐ If any of reported hazard/ STOP Card remains open and action not taken, Location's Risk Register shall be updated for incorporation of the open hazard.
 - ☐ The close out status shall be presented by HSEQ Department/ Section in the HSE MRC meetings through pictorial presentation as before & after HHP.
-



Performance Evaluation: OGDCL's Integrated HSE System Manual

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OBSERVATION CHECKLIST

MARK IF ANY UNSAFE MARK IF ANY SAFE

ACTIONS

REACTIONS OF PEOPLE All Safe

Adjusting Personal Protective Equipment

Changing Position

Rearranging Job

Stopping Job

Attaching Grounds

Performing Lockouts

PERSONAL PROTECTIVE EQUIPMENT All Safe

Head

Eyes and Face

Ears

Respiratory System

Arms and Hands

Trunk

Legs and Feet

POSITIONS OF PEOPLE (Injury Causes) All Safe

Striking Against Objects

Struck By Objects

Caught In, On, or Between Objects

Falling

Contacting Temperature Extremes

Contacting Electric Current

Inhaling a Hazardous Substance

Absorbing a Hazardous Substance

Swallowing a Hazardous Substance

Overexertion

Repetitive Motions

Awkward Position/Static Postures

TOOLS AND EQUIPMENT All Safe

Wrong for the Job

Used Incorrectly

In Unsafe Condition

PROCEDURES AND ORDERLINESS All Safe

Procedures Inadequate

Procedures Not Known/Understand

Procedures Not Followed

Orderliness Standards Inadequate

Orderliness Standards Not Known/Understand

Orderliness Standards Not Followed

ELIMINATE UNSAFE CONDITIONS... PREVENT INJURIES

MARK IF ANY UNSAFE MARK IF ANY SAFE

CONDITIONS

Tools and Equipment All Safe

Right for the Job

In Safe Condition

Structures and Work Area All Safe

Clean

Orderly

Right for the Job

In Safe Condition

Environment All Safe

Clean

Orderly

In Safe Condition

Orderliness All Safe

Available

Adequate

Standards

Available

Adequate

● **SAFE ACTS / CONDITIONS OBSERVED**

● **ACTIONS TAKEN TO ENCOURAGE CONTINUED SAFE PERFORMANCE**

● **UNSAFE ACTS / CONDITIONS OBSERVED**

● **IMMEDIATE CORRECTIVE ACTION**

● **ACTION TO PREVENT RECURRENCE**

Observer's Signature: _____

Working Area: _____ Date: _____

HSE TOP CARD FOR OGDCL HOUSE ISLAMABAD

(ONLY TO BE FILLED IN CASE OF REPORTING SAFE/UNSAFE ACTS AND/OR) CONDITIONS TO CHANGE SAFETY BEHAVIOR ONSPOT)

Check (✓) Mark The Upfront Activity (Job/ Operation/ Process/ Function)

<input type="checkbox"/> General Movement	<input type="checkbox"/> Visitor/ Guest/ Delegation's Movement	<input type="checkbox"/> Office: Ergonomics	<input type="checkbox"/> Meeting, Seminar, Workshop, Interview	<input type="checkbox"/> Filing, Material Stacking, Storage	<input type="checkbox"/> Manual Handling of Office Equipment
<input type="checkbox"/> Special Movement	<input type="checkbox"/> Compressor: O&M	<input type="checkbox"/> Office: Ambience*	<input type="checkbox"/> Fire Extinguishers/ Hydrants/ Hoses: O&M	<input type="checkbox"/> Food: Preparation, Serving & Washing	<input type="checkbox"/> Generators: O&M
<input type="checkbox"/> Manual Handling of Heavy Equipment	<input type="checkbox"/> Boiler: O&M	<input type="checkbox"/> Computers/ Laptops & Accessories: O&M	<input type="checkbox"/> Batteries/ Solar Cells: O&M	<input type="checkbox"/> Janitorial Services: O&M	<input type="checkbox"/> Electric Room: O&M
<input type="checkbox"/> HVAC System: O&M	<input type="checkbox"/> Elevators: O&M	<input type="checkbox"/> Electrical Appliances: O&M	<input type="checkbox"/> Plumbing Job	<input type="checkbox"/> Data Center: O&M	<input type="checkbox"/> Suspended Working Platform: O&M
<input type="checkbox"/> AHU System: O&M	<input type="checkbox"/> Lift Room: O&M	<input type="checkbox"/> Lights/ Fans/ Detectors: O&M	<input type="checkbox"/> Photocopying: O&M	<input type="checkbox"/> Data/ Maps Archival	<input type="checkbox"/> Paint Job
<input type="checkbox"/> Hot/ Work-At-Height/ Electrical Job	<input type="checkbox"/> Tool Room: Handling & Storage	<input type="checkbox"/> Communication Room/ Services: O&M	<input type="checkbox"/> Facsimile (Fax) Room: O&M	<input type="checkbox"/> IAQM/ Vehicular Emissions Monitoring	<input type="checkbox"/> Masonry Job
<input type="checkbox"/> Server Room: O&M	<input type="checkbox"/> SDP Centre: O&M	<input type="checkbox"/> Vaccination/ Blood Donations/ Trade Tests	<input type="checkbox"/> Fumigation	<input type="checkbox"/> Scanners/ Detectors: O&M	<input type="checkbox"/> Carpentry Job
<input type="checkbox"/> IT DR Room: O&M	<input type="checkbox"/> FM200 Fire Suppression	<input type="checkbox"/> Fuel: Transport, Handling & Use	<input type="checkbox"/> Disinfection	<input type="checkbox"/> Weapons: Handling & Operations	<input type="checkbox"/> Reception
<input type="checkbox"/> Medical Services/ Drugs Supply	<input type="checkbox"/> Patients Sampling in Medical Laboratory	<input type="checkbox"/> Surveillance/ Walkthroughs	<input type="checkbox"/> Lube Oil & Chemical: Handling & Use	<input type="checkbox"/> Pray/ Leisure/ Rest Area or Room	<input type="checkbox"/> Waiting Room
<input type="checkbox"/> Power Cabling & Accessories: O&M	<input type="checkbox"/> Network Cabling & Accessories: O&M	<input type="checkbox"/> Emergency Handling (Evacuation/ Rescue)	<input type="checkbox"/> Wudu (Ablution) Areas/ Washrooms	<input type="checkbox"/> Device Calibration/ Testing/ Emergency Drill	<input type="checkbox"/> Security: Protection & Communication
<input type="checkbox"/> Orderliness Standards Not Known/Understand	<input type="checkbox"/> Orderliness Standards Not Followed				<input type="checkbox"/> Muster Point
<input type="checkbox"/> Orderliness Standards Not Followed					<input type="checkbox"/> Vehicular Parking

*Office ambience is a working environment or condition related to TEMPERATURE, HUMIDITY, NOISE, LIGHT, ODOR, etc. affecting the efficiency of individuals either in a positive or negative way.

Check (✓) Mark The SAFE ACTS/CONDITIONS and (or) UNSAFE ACTS/CONDITIONS Observed

PPE	Posture	Hazard(s) Exposure	Tools & Equipment	Procedure	Housekeeping
Safe	Unsafe	Safe	Unsafe	Safe	Unsafe
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SAFE ACTS/CONDITIONS observed and actions taken to encourage continued safe performance:

UNSAFE ACTS/CONDITIONS observed and immediate corrective actions taken to prevent recurrence:

HSE TOP = On-Spot HSE Training Observation Program IAQM = Indoor Air Quality Monitoring O&M = Operations & Maintenance

Reporter's Signature: _____ Specify The Working Area/ Floor/ Tower: _____ Reporting Date and Time: _____

USE NEARBY DROP BOX FOR POSTING HSE TOP CARD – YOUR VERY OWN SAFETY-FIRST INITIATIVE. FOR FURTHER GUIDANCE, CONTACT HSEQ DEPARTMENT (EXT.: 3825; 3826; 3827)

IMPORTANT:- IT IS EVERYBODY'S RESPONSIBILITY TO ENSURE THAT THE OGDCL'S HSE MANAGEMENT SYSTEM IS IN PLACE.

8.2 HSE Monitoring, Measurement & Compliance Evaluation

OGM/P-HSE-8.2(08) Revision Number 8

Original Issue: June 25, 2007
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Change/ Revision Log

#	Description of Change
1	Amended: Sequence of monitoring areas changed and tabulated as emergency equipment, safety critical equipment (SCE), fuel/ explosives handling, storage & transportation, operational machinery/ equipment, material handling & storage and data storage
2	Added: Monitoring of buildings/ infrastructure/ porta cabin (caravans)/ offices/ camps

Associated Documents Approval & Issue

Related Document/ Record	Initiated by	Reviewed by	Checked/ Verified / Approved by
OGF – HSE – 034 Health & Hygiene Monitoring Plan	Location Medical IC in consultation with Location HSE IC	Location HSE MRC	Location IC
OGF – HSE – 035 Safety Monitoring Plan	Concerned Section IC in consultation with Location HSE IC	Location HSE MRC	Location IC
OGF – HSE – 036 Environment Monitoring Plan	Location HSE IC in consultation with Location Lab. IC	Location HSE MRC	Location IC
OGF – HSE – 037 Occupational Health Assessment (Trade / Fitness Test) Plan	Location Medical IC in consultation with Location HSE IC	Location HSE IC	Location IC
HSE Monitoring/ Inspection Checklist (Preparation)	Concerned Section IC	Concerned Section IC	Concerned Section IC
HSE Monitoring/ Inspection Checklist (Filling Phase)	Concerned Section Rep.	Concerned Section IC	Concerned Section IC
Calibration Record	Concerned Section Rep.	Concerned Section IC	Concerned Section IC

8.2.1 General

- ☐ When determining what should be monitored and measured (in addition to progress on objectives / targets), the following should be considered:
 - ▣ Significant vulnerabilities, threats & opportunities,
 - ▣ Compliance obligations, and
 - ▣ Status (effectiveness/ reliability) of operational controls & equipment.
- ☐ HSE monitoring and measurement shall include both proactive and reactive monitoring. It shall include *Type of Measurement* like:
 - a) Monitoring of emissions to air
 - b) Monitoring of effluents to water and land
 - c) Monitoring of emergency equipment
 - d) Monitoring of mechanical integrity & fitness of safety critical equipment
 - e) Monitoring of electrical equipment / appliances & accessories
 - f) Monitoring of operation equipment/machinery
 - g) Monitoring of employee's health
 - h) Monitoring of noise & lighting levels
 - i) Monitoring of safety tags, signs, labels, color coding, etc.
 - j) Monitoring of energy and natural resources consumption
- ☐ For each parameter / characteristic to be monitored, the Location HSE Representative in consultation with concerned Sectional InCharge shall determine for each item/ element:
 - a) the measurement or test method (Reference Standard)
 - b) frequency of measurement
 - c) sample point for that parameter
 - d) acceptance criteria (Acceptable Limit for that parameter)
 - e) responsibility for measurement
 - f) measurement apparatus or equipment to be used to measure that parameter and the manner for recording results
- ☐ Based on these parameters, three separate OH, S, & E Monitoring Plans shall be prepared.
- ☐ The monitoring activities, frequencies and responsibilities for the OH, S, & E Monitoring Plans shall be set in the light of the table below (not exhaustive):

#	Item/ Element	Prioritized Monitoring Activity	Recommended Monitoring Frequency	Primary Responsibility
Emergency Equipment				
1.	Fire Extinguishers (AFFF, DCP, Foam, CO ₂ and Water DCP/ CO ₂ Trolley)	a. Functional Reliability b. Visual Inspection	a. Quarterly b. Weekly	HSE
		Hydrostatic (Water Jacket) Test of Cylinder	5 Yearly/ as per NFPA	HSE
2.	Mobile Foam Unit	Functional Reliability	Quarterly	HSE
3.	Fire Reservoir	General Inspection & Water Level	Daily	HSE/ Process
4.	Fire Blanket	Physical Inspection	Quarterly	HSE
5.	Fire Buckets	Physical Inspection	Monthly	HSE
6.	Emergency Exit & Light	Cleaning and Maintenance (Physical Inspection)	Monthly	HSE
7.	Emergency Signage & Layout Diagram	Physical Inspection / Availability	Monthly	HSE
8.	Wind Socks	Physical Condition	Monthly	HSE
9.	Spill Control System (Leak tape, absorbent, container, pump, etc.)	Physical Inspection	Monthly	HSE/ IC Commercial/ IC Store
10.	Life Jackets / Boats	Physical & Functional Reliability	Monthly	HSE
			Daily (On need basis)	Crew In- Charge
11.	Fall Arrest/ Safety Harness	Physical & Functional Reliability	Monthly	HSE/ IC Workshop/Mechanical
12.	Temperature-controlled Medicines' Storage	Physical condition, integrity & Reliability as per Manufacturer Guidelines	Monthly	Medical
		Calibration	Annually (3 rd Party)	
13.	Nebulizer, Suction Machines, Glucometer	Physical & Operational Reliability as per Manufacturer Guidelines	Monthly	Medical
		Calibration	Annually (3 rd Party)	
14.	First Aid Box	First Aid Box Items	Monthly	Area Owner/ Sectional IC
15.	Anti-Snake Venom / Emergency Vaccines / Life Saving Drugs	Physical Inspection / Availability/Required/ quantity / Expiry date	Monthly	Medical

Safety Critical Equipment (SCE)					
16.	Personnel Protective Equipment (PPE)		Physical Inspection / Availability	Daily Monthly	Every Section HSE
17.	Pressure Relief	Pressure Safety Valve (PSV)	Physical Inspection/ Calibration (Trevi or Bench Test)/ Leak Test/ Block & Bleed Test/ Isolation Test	Annually/ ATA as per CM/ PM Plan	Process/ Prod. Facilities/ Inst./ Telemetry/ Mechanical
		Pressure Vacuum Safety Valve (PVSU)			
		Rupture / Bursting Disc			
		Pressure switch / transmitters			
18.	Emergency Shutdown and Isolation		Emergency Shutdown valves (ESDV) and associated components (i.e. solenoid, actuator, switches, transducers, etc.)	Annually/ ATA as per CM/ PM Plan	Process/ Prod. Facilities/ Inst./ Telemetry/ Mechanical
19.	Emergency Blow-Down and Flaring		Emergency Blow-down valves (EBDVs) and associated components (i.e. solenoid, actuator, switches, transducers, etc.) Flare stacks and associated components (i.e. instrumentation, sensors, alarms, etc.)	Annually/ ATA as per CM/ PM Plan	Process/ Prod. Facilities/ Inst./ Telemetry/ Mechanical
20.	Emergency Shutdown and Evacuation		Fire / Flame / Smoke Detector	Quarterly (Internal) Annually (Third Party)	Process / Inst./ Telemetry
			Heat / Thermal Detector	Quarterly (Internal) Annually (Third Party)	
			Combustible Gas Detector	Quarterly (Internal) Annually (Third Party)	
			Toxic Gas Detector	Quarterly (Internal) Annually (Third Party)	
			ESD Push Buttons	Annually (Third Party)	
			Associated beacons, horns, and solenoids	Quarterly (Internal) Annually (Third Party)	
21.	Critical Process Systems		Fired Heaters and Boilers	Monthly (in-house) Annually (Third Party)	Process / Inst./ Telemetry
			Associated instrumentation (combustion safety controls, flame arrestors/ fire-check) and shutdowns	Quarterly (Internal) Annually (Third party)	
22.	Emergency Power Systems		Emergency Generators (including switchgear)	Monthly (Internal) Annually (Third Party)	Electrical & Inst
			Uninterruptible Power Supply (UPS) Systems (including transfer switches)	Monthly (Internal) Annually (Third Party)	
			Emergency light panels	Monthly (Internal) Annually (Third Party)	
			Batteries	Monthly (Internal) Annually (Third Party)	
23.	Building Ventilation		Exhaust fans	Quarterly	Process/ Electrical/ Admin/ Lab
			HVAC (A/C Units, Air handling units, building heaters, louvers, etc.)	Quarterly	
			Building HVAC	Quarterly	
			Acid and Fume scrubbers	Quarterly	
			Hood vents (e.g. sample boxes, laboratory)	Quarterly	
24.	Flexible Hoses and Expansion Joints		Flexible hose (including metal braided hoses, flex rubber hose, elastomer, Teflon, dresser couplings, etc.)	Quarterly	Mechanical/ PFS
			Expansion Joints	Quarterly	
25.	Tanks and Vessels (containing flammable or toxic commodities)		Level indication/ ATGS (i.e. level transmitters, level switches, etc.)	Quarterly (Internal) Annually (Third party)	Process/ Production/ Inst./ Telemetry
			Associated components (i.e. alarms, shutdowns, etc.)	Quarterly (Internal) Annually (Third party)	
26.	Fire Suppression Equipment & Emergency Medical Services		Fire Extinguishers	Monthly /Quarterly	HSE/ Process/ Inst.
			Hydrants	Monthly/Quarterly	
			Automatic Sprinklers	Monthly	
			Fire Pumps/ Water Supply	Monthly	
			Fire-water Control Valves	Monthly	
			SCBA/ SABA	Monthly	
			Fire Lorry / Responder Vehicle	Monthly	
			Ambulance	Monthly	Medical
27.	Emergency Alarm System / Siren (Call & Muster Points)/ Public Announcement & General Alarm (PAGA) system		Physical Inspection	Monthly	E&I
			Function Test	Quarterly	E&I
28.	Means of Escape		Physical Inspection	Monthly	Process/ Admin./ HSE
29.	Chemical Safety Equipment		Safety showers	Monthly / Annually	HSE/ Lab / Process/ Production
			Eye wash	Monthly / Annually	
30.	Secondary Containment		Berms, bunds, dikes or walls	Quarterly / Annually	Production/ Process/ Store
			Drains, sumps, valves and piping for draw-off	Monthly	Process/ Production
			Associated components for	Monthly	Process/ Production,

		safe handling (i.e. safety shields for flanges, pipe joints, expansion joints, acid walls/ Plexiglas, etc.)		Mech. / Prod. Facilities
31.	Scully Grounding System/ Overfill Prevention System	Functional Reliability	Monthly	Electrical/ Commercial/ Store
32.	Earthing Continuity	Functional Reliability	Quarterly / Pre-Use	Electrical
33.	Earth Leakage Circuit Breakers (ELCB), Ground Fault Circuit Interceptors (GFCI)	Calibration Physical Condition	Annually	Rig Maint./ Electrical
34.	Blow Out Preventer (BOP) System	Physical & Functional Reliability	On Installation, Situational (Need basis)	Drilling / Rig Maint.
35.	BOP Controls	Functions & Labeling	Monthly, Situational (Need basis)	Rig Maint.
36.	Passive H2S dosimeter and badges	Calibration / Functional Reliability	Situational (Need basis)	Process / Inst./ HSE/ Mech/ Elec.
37.	Electric General Inspection	Safety Reliability	Quarterly	Electrical
38.	Test Equipment i.e. Vibrometer, Dead Weight Tester, Earth Tester, Master Calibrator, Temperature Gun, Master Gauges, Flue Gas Analyzer, Sound Level Meter, Mulfi Gas Detectors etc.	Physical inspection & Calibration to ensure operational reliability and integrity	Quarterly / Annually (3 rd party)	Instrument/ Electrical/ Telemetry/ Mechanical/HSE/ Lab
Fuel/ Explosives Handling, Storage & Transportation				
39.	Crude/ Condensate Storage Tank & Associated Equipment	Physical Condition (Dyke; Lightening Arrestor; Breather; Blanketing Gas; Flame Arrestors; Ladders); Foam-Water Deluge System	5 Yearly (3 rd Party) Quarterly (Internal)	Production / Process, Prod. Facilities
40.	LPG Storage Vessels (Bullets) & Associated Equipment	Calibration / Inspection /NDT; Sprinkler System (Pneumatic Control Valves & Relevant Systems)	As per OEM recommendation/ applicable code	Process/ Inst./Mechanical
41.	Oil/ LPG Filling Gantry	Foam-Water Deluge System, Calibration of Flow Measurement Equipment (Coriolis meters, weighing bridge, TLAS system)	Monthly (Internal) Quarterly (3 rd Party)	Prod./ Process/ Commercial/Inst/T elemetry
42.	Condensate Oil/ Crude Oil/ LPG Bowzer	Physical & Operational Reliability	Daily (if applicable)	Process/ Prod/ Commercial/ Security/ HSE
43.	Odorizing Unit/ Odorization of raw gas with Methyl Mercaptan	Physical Inspection / Availability	Monthly	Process/ Prod.
44.	Well-site Pipeline/ Flow line/ Headers	Integrity Assessment (Hardness & Thickness)	Annually (3 rd Party)	Production Facilities/ Corrosion
		Pipeline Foundation, Nipple, Socket, Weldolet, Threadlet	Quarterly (Internal)	Prod. Facilities/ Mechanical
		Corrosion Monitoring	Monthly/ Fortnightly	Corrosion
45.	Explosives Magazine Camp	Earthing, Safe distance, Fencing, Security	Fortnightly	Shooter/ Security
			Daily (Surprise)	HSE
46.	Explosive Transportation	Explosive Vehicle Check	Daily (Mandatory)	Shooter
			Daily (Surprise)	HSE
47.	Explosive Handling	Explosive Vehicles / Field Check	Daily (Mandatory)	Shooter
48.	Explosives Magazine Camp	Earthing, Safe distance, Fencing, Security	Fortnightly	Shooter/ Security
			Daily (Surprise)	HSE
49.	Explosive Transportation	Explosive Vehicle Check	Daily (Mandatory)	Shooter
			Daily (Surprise)	HSE
50.	Explosive Handling	Explosive Vehicles / Field Check	Daily (Mandatory)	Shooter
			Monthly (Internal)	
51.	X-Mass tree & Well Head Assembly	Well Monitoring & Flow Condition	Monthly	Well Services/ Production
		Down Hole Flow Parameters & Pressure Survey	Annually	Well Services/ Production
52.	Down Hole Tubing, Flowline & Plant Piping	Corrosion Assessment	Monthly	Production / Prod. Facilities / Corrosion
53.	Plant Pipeline & Flow line	Integrity Assessment (Hardness & Thickness)	Annually (3 rd Party)	Process/ Mechanical
		Pipeline Foundation, Nipple, Sockolet, Weldolet, Threadolet	Quarterly (Internal) as per CM/ PM Plan	Process/ Mechanical
		Corrosion Monitoring	Monthly / Fortnightly	Corrosion
54.	SSVs/ SSSVs	Calibration/ Functional Reliability	At the time of work-over	Production/ Telemetry
55.	ESD Panel/ WHCP	Calibration / Inspection (Hydraulic Oil Level, etc.)	Quarterly	Inst. / Telemetry
56.	Well site	Environment, Safety & integrity inspection	Quarterly	Production
Operational Machinery/Equipment				
57.	Electrical Heaters/ Geysers	Physical & Functional Reliability	Bi-Annually	Electrical/ Admin.
58.	Tools	Hand and portable power tools and equipment including pneumatic power tools	Monthly/ Pre Use	Concerned Department
59.	Gas Cutting / Welding	Pressure Gauges of cylinders; Cutting torch Tip, Clamps; NRV (Flash back arrester)	Monthly/ Pre Use	Mechanical/ Prod. Facilities
60.	Arc Welding Plant	Functional Reliability; Oil Leakage, Earth Leakage	Monthly/ Pre Use	Mechanical/ Electrical/ Prod.

		Circuit Breaker (ELCB), Cable, Wiring, Welding Rod Holder		Facilities
61.	Control Room/ SCADA Telemetry System/ DCS	Functional Reliability of Transducer, PLC (time/ pressure/ temperature/ volume), Securities, etc.); FM-200 Suppression System	Quarterly (Internal) Annual (3 rd Party)	Telemetry/ Inst.
62.	Lights	Luminance	Bi-Annually	Electrical
63.	Power Transformer (e.g. 750 KVA)	Vibration; Cooling system; Relays, Alarms & Control Switches; Insulation resistance; Resistive value	Annually	Electrical/ Mechanical
64.	Chiller, Cooling Tower, Stabilizing Column, Flare Stack, etc.	Mechanical Integrity	As per OEM recommendation / applicable code & CM / PM Plan	Mechanical
65.	Heat Exchanger, Hot Oil Heater, Boiler, etc.	Calibration / Inspection/ NDT	As per OEM recommendation / applicable code & CM / PM Plan	Mechanical
66.	Vessel, K.O drum, Flash Tank, Separator, etc.	Mechanical Integrity	As per OEM recommendation / applicable code & CM / PM Plan	Mechanical
67.	Control Panel	Functional Reliability	Annually	Inst.
68.	Motor Control Centre (MCC)/ Power House	FM-200 Suppression System, Air Circuit Breaker, Bus Bar, Electrical Cable, etc.	Annually (3 rd Party) Quarterly (Internal)	Process/ Electrical & Inst.
69.	Heat Tracing Cable & Insulation System	Physical & Functional Reliability	Annually	Electrical
70.	Level Indicator / Transmitter / Switch Controller, Temperature Gauges, Pressure Gauges	Functional Reliability	Monthly	Inst./Telemetry
71.	Chemical Injection Pump	Functional Reliability	Bi-Monthly	Corrosion/ Prod. Facilities
72.	Chemical Injection Package	Functional Reliability	Monthly	Corrosion/ Prod. Facilities
73.	Extraction / Reinjection Well	Operational Reliability	Bi-Annually	Prod./ Prod. Facilities
74.	Wheel Mounted & Portable Drilling Rigs	Physical & Operational Reliability	Annually (SDU, OGDCL) Monthly (Internal)	Mechanical/ Drilling
75.	Pressurized Hoses of equipment	Physical condition/ Functional Reliability	Pre-use Quarterly	Process/ Mechanical/Prod./ Prod. Facilities/ Drilling
76.	Compressed Gas Cylinders (Operations)	Handling and Storage Proof Pressure Test	Quarterly 5 Yearly (3 rd Party)	Mechanical/ Lab./ HSE/ Prod. Facilities/ Inst./ Telemetry
77.	Compressed Gas Cylinders (Residential)	Handling and Storage Proof Pressure Test	Quarterly 5 Yearly (3 rd Party)	Admin.
78.	Rotary Equipment (Turbine, Pump, Compressor, Power Generator, Turbocharger, etc.)	Vibration Analysis/ Oil Analysis CO ₂ Suppression/ Flooding System (Pressure Test & Solenoid Valve Logic Function & Relevant Components)	Monthly (Internal) Annual (3 rd Party) as per CM/ PM Plan Quarterly (Internal) Annual (3 rd Party) as per CM/ PM Plan	Mechanical Inst./ Mechanical/ Process
Material Handling & Storage				
79.	Lube Oil/ Diesel Storage	Fencing; Safe Distance; Leakage; Secondary Containment, Scully Grounding System, overflow protection device	On every consignment	Store / Security
80.	HSD Filling	Safe Distance, Calibration of HSD Dispensing Unit	Monthly (internal) Quarterly (3 rd Party)	Store
81.	Chemical Storage	Designated Yard/ Stacked in an order; Labeling; Material Safety Data Sheet; Chemical Warning Signs; Ventilation; Secondary Containment; Expiry	On every consignment	Store/ User Department
82.	Company Maintained & Hired Vehicles	Vehicle Fitness Vehicle Inspection	Annually Daily (Pre-Trip)	Admin. / TPT/ Concerned Section
83.	Overhead Crane/ Mobile, Truck Mounted Crane/ Hoist/ Chain Block/ Lifting Gears	Load Test Visual Inspection Physical & Operational Reliability	Annually (3 rd Party) Pre Use Monthly (Internal)	Mechanical/ TPT/ Prod. Facilities
84.	Fork lifter	Physical & Operational Reliability	Annually (3 rd Party) Monthly (Internal) Pre Use	TPT/ Mechanical/ Store
85.	Ladders, Stair cases, Scaffolding	Physical	Ladder (Bi-Annually) Scaffold (Periodically)	Process, Mechanical & HSE
86.	Mechanical Equipment, Parts/ Pipes Storage	Designated Yards/ Racks; Housekeeping; Obstacle-Free; Convenient handling	On every consignment/ Emergent Purchase	Store/Mechanical
87.	Electrical Equipment, Parts/ Panels Storage	Packaging condition; safe handling; proper stacking	On every consignment	Store
88.	General Items' Storage	Segregation; Proper Shelves/ Racks (Safe Working Load); Housekeeping; Access	On every consignment	Store

89.	Hazardous Waste Storage Yard	Fencing; Proper stacking; Leakage; Secondary Containment, etc.	Annually	Store
Data Storage				
90.	Seismic Data Processing (SDP) Facility	FM-200 Suppression System; Fire Extinguishers; Heat, Smoke & Fire Detectors; Alarms	Annually(3 rd Party) Quarterly (Internal)	HSE
91.	Seismic Data Interpretation (SDI) Facility	Functional Reliability & Condition of Storage Media; Ambience (Humidity, Temperature, Light Intensity)	Annually	Exploration
92.	Technical Data Library (TDL)			
Buildings / Infrastructure / Porta Cabin (Caravans)/ Offices / Camps				
93.	Elevator/ Lift	Physical & Operational Reliability	As per OEM recommendation	Admin./ Maintenance
94.	Metal Detector/ Walkthrough Gate	Physical & Functional Reliability	As per OEM recommendation	Security
95.	X-ray Baggage Scanner	Physical & Functional Reliability	As per OEM recommendation	Security
96.	HVAC System	Boiler; AHU; ADS; Cooling Towers	Quarterly (Internal) Annual (3 rd Party)	Admin./ Maintenance
97.	Suspended Work Platform	Integrity/ Load Test / Wire rope condition	Quarterly (Internal) Annual (3 rd Party)	Admin./ Maintenance
		Physical Inspection	Monthly/ On need basis	HSE
98.	Control Room	Structure Integrity; FM-200 Suppression System	Quarterly (Internal) Annual (3 rd Party)	Process/ Inst./ C&ESS
99.	Electric Geysers, Heaters, AC units, Electrical Fixtures (cords, extension wires, switches, Earthing Configuration of Porta Cabins/ Metallic Structures etc.)/ Appliances General Inspection	Safety Reliability	Quarterly	Admin./ Electrical
100.	Utility (Fuel/ Water) Pipes Lines	Leak Detection; Physical Condition (paint; pin holes; rust; anchoring, pressure gauges, pressure regulators, valves condition.)	Quarterly (Internal) Annual (3 rd Party)	Admin./ Maintenance/ Camp Maintenance/workshop
101.	Weapons	Physical & Operational Reliability	As per OEM recommendation	Security
102.	Communication Antenna / Dishes	Physical & Functional Reliability	Bi-Annually	Comm.
103.	Guy Wires of Communication Towers, Flare stacks etc.	Physical Condition Monitoring	Annual	Comm./ Maintenance
104.	Drain Channels & Discharge Points	Free from sludge, oil contaminated effluents	Quarterly	Process/ Production
105.	Roofs and Sheds (over equipment)	Physical condition (paint; pin holes; rust; anchoring)	Quarterly	PFS/ Mechanical/ Electrical & Inst.
Environment Monitoring				
106.	Ponds/ Pits (Evaporation/ Mud/CPI/API/TPI) (produced water), Sewerage Pits	Fugitive Emission & Soil Erosion, Effluent Monitoring	Monthly / Quarterly	Lab.
		Fencing, Leakage/ Leaching/ Seepage	Monthly	Process/ Drilling/ Well Services/ HSE/ Admin/ C&ESS
		QC Checks regarding waste pits treatment & restoration	Before Rig Demobilization	Drilling/ Production / C&ESS/ HSE
107.	DG, GG, Stacks & Fire Fighting Engine, Vehicles	Emissions	Monthly	Lab.
108.	Flare/ Vent	Ambient Air Quality	Annually (3 rd Party)	Lab.
109.	Storage/ Loading of Condensate/ Crude Oil	Exposure Levels BTX Volatile Organic Compounds	Bi-Annually	Lab.
110.	Hazardous Material and Waste Bins	Segregation, Labeling, Storage Condition	Monthly	HSE
111.	Heavy or Rotating/Vibrating Machinery/Vehicles	Noise Survey	Plant (Monthly) Vehicles (Bi-Annually)	HSE TPT.
112.	Sludge from Pipeline and Crude/ Condensate Oil Storage Tanks	Naturally Occurring Radioactive Material (NORM)	As per PNRA requirements	Prod./ Process/ Well Services
Health & Hygiene Monitoring				
113.	Drinking Water	Chemical, Physical and Biological parameters	Biannually	Lab.
114.	Workforce's Health*	OH Assessment / Fitness Tests (Trade-wise)	Annually	Medical
		Personal Hygiene Inspection	Monthly	
115.	Food culture analysis	Microbiological analysis	Annually	HSEQ / Admin/ Medical
116.	Workforce's Hygiene	Personal Hygiene Inspection	Monthly	Medical
117.	Mess/ Food-handling	Cleanliness, hygiene, and quality	Monthly	Admin/ Medical/ HSE
118.	Hygiene Inspection of Camp	Cleanliness, hygiene, fumigation, insecticide spray, etc.	Quarterly	Admin/ Medical / HSE/ Camp Maintenance
119.	Water Tanks/ Soak Pits	Cleanliness, hygiene	Annually	Admin./ Camp Maintenance

*Note:- It shall be the sole responsibility of Contractor to ensure examinations of their employees under contractual obligation; however OGDCL may crosscheck by carrying out some of these tests on their own where deemed appropriate or on random basis in the larger interest of the health & safety of their workforce members.

- ☐ OH, S, & E Monitoring Plans shall be developed by the concerned Sectional InCharges for the areas, activities, operations and processes under their jurisdiction.
- ☐ OH, S, & E Plans shall be revised based on amendments in applicable standards, guidelines and results of conditional monitoring.
- ☐ Inspection Plans / Checklists/ Forms shall be developed by the Responsible / Concerned Sectional ICs to observe & document the status observed during the monitoring.
- ☐ The equipment used for monitoring and measurements of key parameters (related to significant HSE vulnerabilities & impacts and HSE regulations) shall be calibrated as per schedule and record of calibration shall be maintained.
- ☐ Calibration record shall be specifically documented for each equipment as follow:

#	Parameters to be calibrated	Required value/set point	Read values	Final values after calibration	Calibration carried on (date)	Next calibration due date

- ☐ When HSE performance shall fall below desirable level, or when there shall be a possibility of a noncompliance against laws or regulations, the concerned Section InCharge shall initiate corrective or preventive actions (CPR), and may also recommend establishment of appropriate objectives/ targets and management programs to improve HSE performance.
- ☐ The status of CPRs shall be shared in HSE MRC meetings so that rigorous follow-up remains in place.

OGF/XXX – HSE – 034(01)



OIL AND GAS DEVELOPMENT COMPANY LIMITED

HEALTH & HYGIENE MONITORING PLAN

Location (EFP/FGCP/Seismic Party/Drilling Rig/Field/Plant/Other): _____

Sr. No.	Type of Measurement	Parameters to be measured	Reference Standard	Acceptable limit	Monitoring Place	Measurement Frequency	Measurement Equipment	Responsible	Related Record

Note:

THIS OCCUPATIONAL HEALTH MONITORING PLAN HAS BEEN PREPARED UNDER THE SECTION 8.0 "PERFORMANCE EVALUATION" OF OGDCL INTEGRATED HSE SYSTEM MANUAL DULY APPROVED BY MD&CEO OGDCL.

PREPARED BY	REVIEWED BY	APPROVED BY

Ref. Section 08 (Performance Evaluation) of OGDCL's Integrated HSE System Manual

OGE/XXX – HSE – 035(01)



OIL AND GAS DEVELOPMENT COMPANY LIMITED
SAFETY MONITORING PLAN

Location (EFP/FGCP/Seismic Party/Drilling Rig/Field/Plant/Other): _____
 Section _____

Sr. No	Type of Measurement	Parameters to be measured	Reference Standard	Acceptable limit	Monitoring Place	Measurement Frequency	Measurement Equipment	Responsible	Related Record

Note:
 THIS SAFETY MONITORING PLAN HAS BEEN PREPARED UNDER THE SECTION 8.0 "PERFORMANCE EVALUATION" OF OGDCL INTEGRATED HSE SYSTEM MANUAL DULY APPROVED BY MD&CEO OGDCL.

PREPARED BY	REVIEWED BY	APPROVED BY

Ref. Section 08 (Performance Evaluation) of OGDCL's Integrated HSE System Manual

OGF/XXX – HSE – 096(O1)



OIL AND GAS DEVELOPMENT COMPANY LIMITED
ENVIRONMENT MONITORING PLAN

Location (EFP/FGCP/Seismic Party/Drilling Rig/Field/Plant/Other): _____

Sr. No	Type of Measurement	Parameters to be measured	Reference Standard	Acceptable limit	Monitoring Area	Measurement Frequency	Measurement Equipment	Responsible	Related Record

Note:
 THIS ENVIRONMENT MONITORING PLAN HAS BEEN PREPARED UNDER THE SECTION 8.0 "PERFORMANCE EVALUATION" OF OGDCL INTEGRATED HSE SYSTEM MANUAL DULY APPROVED BY MD&CEO OGDCL.

PREPARED BY	REVIEWED BY	APPROVED BY

Ref. Section 08 (Performance Evaluation) of OGDCL's Integrated HSE System Manual

OGF/XXX - HSE - 037(00)



OIL & GAS DEVELOPMENT COMPANY LIMITED
 Location (EFP/FGCP/Seismic Party/Drilling Rig/Field/Plant/Other): _____
OCCUPATIONAL HEALTH ASSESSMENT PLAN FY _____

Name of Section/Department	Type of Examination (Trade-wise)	Schedule											
		Jan	Feb	March	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec

Note:

- 1) ASSESSMENTS TO BE CONDUCTED IN THE LAST WEEK OF EVERY MONTH.
- 2) THIS PLAN HAS BEEN PREPARED UNDER THE SECTION 8.0 "PERFORMANCE EVALUATION" OF OGDCL INTEGRATED HSE SYSTEM MANUAL DULY APPROVED BY MD&CEO OGDCL.
- 3) THE CONTRACTORS OF 3RD PARTY EMPLOYEES ARE LIABLE TO CARRY OUT HEALTH EXAMINATION OF THEIR RESPECTIVE EMPLOYEES ONCE IN THE YEAR.
- 4) EXACT TYPE OF EXAMINATION WILL BE DETERMINED BY LOCATION INCHARGE MEDICAL BASED ON THE HAZARDS AN EMPLOYEE RECENTLY EXPOSED.

Prepared By		Consulted By		Reviewed By		Approved By	
Signature Location In-Charge HSE		Signature Location Medical In-Charge		Signature Members - Location HSE MRC		Signature Location In-Charge	

Ref. Section 08 (Performance Evaluation) of OGDCL's Integrated HSE System Manual

8.3 Analysis of Data

OGM/P-HSE-8.3(08) Revision Number 8

Original Issue: June 25, 2007
 This Issue: March 14, 2022

Updated By:

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Reviewed By:

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Checked By:

Mahmood-ul-Hassan Khan
 General Manager HSEQ, OGDCL

Approved By:

Syed Khalid Siraj Subhani
 Managing Director, OGDCL

Change/ Revision Log

#	Description of Change
1.	Modified: Leading and Lagging Performance Indicators display format.

Associated Documents Approval & Issue

Related Document/ Record	Initiated by	Reviewed by	Checked/ Verified / Approved by
OGF – HSE – 038 Monthly HSE Report	Location HSE Section	Location HSE IC	Location IC
OGF – HSE – 038A Monthly HSE Report (Static Locations)	Location HSE Section	Location HSE IC	Location IC
HSE KPI Analysis / HSE Performance	HSE Department H.O.	GM HSE → EDs	CEO / MD

8.3.1 Leading & Lagging Indicators

- ☐ HSE performance shall be analyzed on regular basis and reported to top management and stakeholders through Key Performance Indicators (KPIs): KPIs mentioned below may be monitored on regular basis:

8.3.1.1 Leading Indicators (Pre-Loss/ Prevention → Loss Control)

- a) Related to Safe Man Hours
- b) Vulnerabilities (hazards), Impacts (risks) as High, Medium, Low
- c) Related to UBUCs / STOP Cards
- d) Related to Process Safety (e.g. discovery of failed safety systems upon testing)
 - # of relief devices fail bench tests at set points
 - # of interlock test failures
 - # of uninterruptible power supply system malfunctions
 - # of times fire, gas, & toxic gas detectors found to be defective during routine inspection
 - # of times the emergency vent line header found completely blocked
 - # of times emergency shutdown valves found stuck or jammed
 - # of times blockages found in the process vent
- e) Related to Work Permits (Hot & Cold)
 - Corrective Jobs
 - Breakdown Jobs
 - Prevent. Maintenance
- f) Laboratory Analysis of Products (oil; gas; LPG, etc.)
- g) Related to Energy Consumption & Conservation (for primary usage, makeup or loss)
 - Power
 - Fuel
 - Lubricating Oil/ Grease
 - Water
 - Light
 - Chemicals
 - pH Stabilizing Additives
 - Scale Inhibitors
 - Oxygen Scavengers
 - Corrosion Inhibitors
 - Scale Dispersants
 - Anti-Bacterial agents
 - Anti-Microbial Agents
 - Sweetening Agents
 - Dehydration/Drying Agents
 - Anti-Gel Additives
 - Desalting Agents
 - Surfactants
 - Chelating Agents
 - Anti-Emulsion Agents
 - Reducing Agents
- h) Related to Trainings and Awareness Sessions
- i) Related to HSE Observations, Surveillance Activities and Audits
- j) Related to Employees Fitness Tests
- k) Related to HSE Management Review Committee (MRC) Meetings

8.3.1.2 Lagging Indicators (Post-Loss/ Reaction → Loss Containment)

- a) Related to Lost Man Hours
- b) Related to Near Hits/ Misses
- c) Related to Accidents
 - Non-Fatal Accidents
 - Fatal Accidents
 - First Aid Cases
 - Workers Compensation Costs
 - Property Damage Costs
- d) Related to Recordable Injury Cases
 - Restricted Workday Injuries
 - Lost Workday Injuries
 - Medical Treatment Cases
- e) Related to Occupational Health Illnesses
 - Drinking Water
- f) Related to Waste Management
 - Non-Hazardous Waste
 - Metallic Scrap

- Vehicle Scrap
 - Miscellaneous
 - Hazardous Waste
 - Process
 - Mechanical
 - Clinical
 - Electrical
- g) Related to Pollution
 - Air Emissions
 - from vehicles
 - from generators
 - from turbines
 - from boilers
 - from incinerators
 - others
 - Fugitive Emissions
 - Leaks from pressurized equipment
 - through valves
 - through pipe connections
 - through mechanical seals
 - others
 - Emissions from
 - CPI/TPI/API
 - Waste Water Ponds
 - Crude/ Condensate Storage Tanks
 - Tankers' filling and decanting
 - others
 - Ambient Air Quality
 - due to Flare
 - due to Vent
 - Liquid Effluents
 - Produced Water
 - Process (drain) Water
 - Sewerage
 - Noise

8.3.2 HSE Performance Assessment

- ☐ All locations shall submit (preferably through email) the basics HSE facts and figures to HSEQ Department H.O. on daily basis. These shall include summary of incidents and near hits (UBUC). HSEQ Department shall further apprise top management of any untoward event(s) or symptom(s).
- ☐ All locations shall submit the consolidated HSE performance of their working entity on monthly basis to HSEQ Department H.O. on the **Monthly HSE Report**.
- ☐ HSE Scorecard (Leading and Lagging Indicators) based on following three aspects shall be discussed in Location HSE MRC meetings and used to keep an eye on how involvement of each Location or within Location (Section / Department) is working in bringing improvement in HSE System:
 - ▣ Results (Injury & Environmental Stats)
 - ▣ Program (Training, inspections, audits, etc.)
 - ▣ Culture (UBUC, rewards & recognition, etc.)
- ☐ All pertinent data (statistics) shall be compiled in an HSE database.
- ☐ Subsequently, **HSE Performance** shall be exhibited in the pattern given below which shall be reported on monthly, quarterly, yearly and 5-yearly basis (for corporate level and for an individual location/ field level):

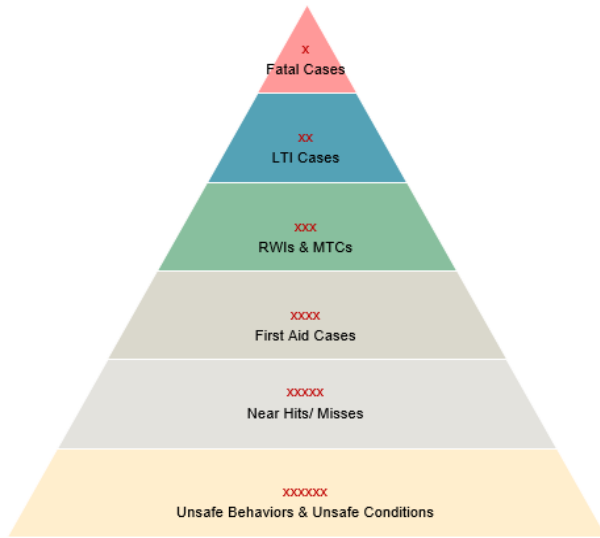
HSE Lagging Performance Indicators

For Year: _____

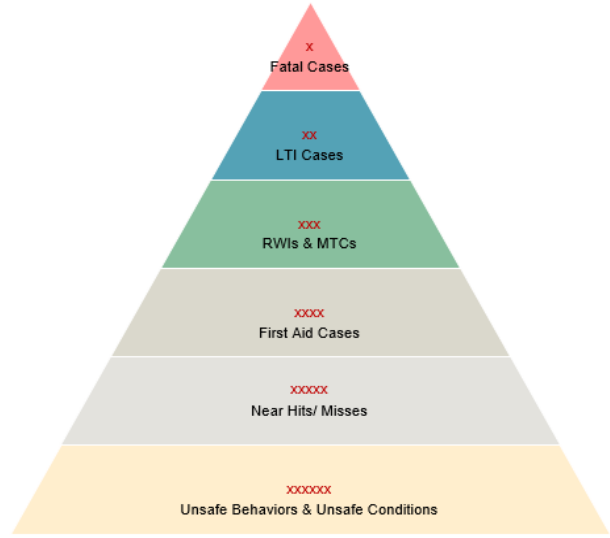
HSE KPI	Formula	Benchmark	Score	Deviation
Fatality Index (Corporate)	$(\text{Number of Fatalities due to work related injuries}) / (\text{Total hours worked}) \times 1,000,000^*$			
Reportable Injury Cases	LTIs + RWIs + MTCs			
LTIF (Corporate)	$(\text{Number of Fatalities} + \text{LTIs}) / (\text{Total hours worked}) \times 1,000,000^*$			
TRICF (Corporate)	$(\text{Total Reportable Injury Cases}) / (\text{Total hours worked}) \times 1,000,000^*$			
TVIR (Corporate)	$(\text{Total Vehicular Incidents} / (\text{Business Use Driven KM})) \times 1,000,000^*$			

Note: For location or field-wise calculation of KPIs, 200,000 to be used instead of 1,000,000.

Category	Number of Incidents	Description
Fire/ Explosion		
Oil/ Chemical Spill		
Vehicular		
Bowsers		
Fall/ Work-at-Height		
Confined Space		
Excavation		
Others _____		



OGDCL's Performance



Contractors' Performance

HSE Leading Performance Indicators

For Year _____

Occupational Health Assessments:
Fitness for work assessments aim those employees who are exposed to hazards directly and may require due attention & care.

Safety Critical Equipment Inspections:
SCE inspections are the proactive and reactive monitoring of the devices, equipment or system, whose failure can result in serious injuries, significant property damage or environmental impacts.

LDAR Surveys:
Leak Detection And Repair Surveys help address fugitive emissions and leakages.

UBUCs/ STOP Cards:
OGDCL STOP card system involves observing unsafe behaviors & conditions and intervening on-spot to prevent injuries and occupational illnesses in the workplace.

HSE Meetings:
HSE Meetings are the salient feature of OGDCL as performance on PDCA cycle of each Unit is discussed for availing improvement opportunities.

Risk Assessments:
Hazards identification and risk assessment helps in making workplaces safe through proactive decision making

Emergency Drills:
Drills remain a vibrant part of our preparedness towards emergencies to ensure timely response.

Rewards & Recognitions:
OGDCL encourages positive behaviors & attitudes amongst employees and long term contractors who have sustained focus towards HSE aspects.

Safety/Toolbox Talks:
Pre-job discussions regarding job and site based hazards and control measures.

HSE Awareness Sessions:
OGDCL is focused on capacity building through in-house training resources.

Permits to Work:
Permits related to cold work, hot work, electrical work, confined space/vessel entry, radiography, excavation & civil work, working at height, and vehicle entry permit show number of vulnerabilities and exposures for which safety protocols are followed.



Personnel Participated:
Competence enhancement is key element for OGDCL's HSE Management System.

HSE Audits:
Internal and external HSE Audits are to seek compliance w.r.t. OGDCL's HSE Management System and ISO standards.

Hazard Hunt Programs:
HHPs are for workforce members to identify potential hazards and to highlight the potential harm along with suggestions to manage the situation.

Hazardous Waste Disposal:
OBM drill cuttings, wastewater and process waste is hazardous due to substantial / potential threats to health and environment and hence is safely disposed off.

Management Walk Around:
MWA are for Top/ Line Management/ HODs to identify potential hazards and to highlight the potential harm along with suggestions to manage the situation.

EIA/ IEE Studies:
Environment studies are regulatory requirements to monitor baseline data to minimize and avoid adverse impacts of project on environment.

Ambient Air Quality Monitoring:
Systematic, long-term assessment of pollutant levels by measuring the concentration and types of certain pollutants in the surrounding indoor/ outdoor air.



MONTHLY HSEQ REPORT

OGF-HSE-038(13)

Name of Unit: _____; Location / Site: _____

For The Month Of _____ Year _____

ENVIRONMENTAL STATISTICS

Item	Jan	Feb	March	Apr	May	June	Jul	Aug	Sept	Oct	Nov	Dec	Yearly	
O=OGDCL C=Contractor	O	C	O	C	O	C	O	C	O	C	O	C	O	C
Manpower														
Hours Worked														
Vehicles														
Mileage														
Item	Unit	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly
Energy Demand (Consumption)	MW-HR													
Oil used for Power Generation	Ltrs.													
Gas used for Power Generation	mmscf													
Fuel (Diesel) consumed by Vehicles	Ltrs.													
CH ₄	Flare	Tons												
	Vent	Tons												
	Generators	Tons												
	Total	Tons												
CO ₂	Flare	Tons												
	Vent	Tons												
	Generators	Tons												
	Vehicles	Tons												
Total	Tons													
Other HCs	Flare	Tons												
	Vent	Tons												
	Generators	Tons												
	Vehicles	Tons												
Total	Tons													
Sulphur (H ₂ S/ SO _x)	Flare	Tons												
	Vent	Tons												
	Generators	Tons												
	Vehicles	Tons												
Total	Tons													
Nitrogen (NO _x)	Flare	Tons												
	Vent	Tons												
	Generators	Tons												
	Vehicles	Tons												
Total	Tons													
COD	Sewage	mg/ltr.												
BOD	Sewage	mg/ltr.												
TDS	Produced Water	mg/ltr.												
TSS	Produced Water	mg/ltr.												
Chlorides	Produced Water	mg/ltr.												
Oil & Grease	Produced Water	mg/ltr.												
Chemicals Consumed	Drilling/ Process	Ltrs.												
	Well Site/ Header	Ltrs.												
Water Consumption	Process	Ltrs.												
	Utilities	Ltrs.												
	Drinking	Ltrs.												
	Total	Ltrs.												
Disposal of Effluents	Produced Water	Ltrs.												
Hazardous Waste (Disposal)	Process	Kg.												
	Biological	Kg.												
Non-Hazardous Waste (Disposal)		Kg.												
Spills	Produced Water	Ltrs.												
	Crude Oil	Ltrs.												
	Chemical	Ltrs.												
Leak Detection And Repair	Leak Points	Nos.												
	Gross Savings	scf												
Waste Pits: Restored (Rehabilitated)	Hazardous	Nos.												
	Non-Hazardous	Nos.												
Tree Plantation	This Season	Nos.												
	Previous Status	Nos.												
	Total	Nos.												



SAFETY STATISTICS

Item	Jan	Feb	March	Apr	May	June	Jul	Aug	Sept	Oct	Nov	Dec	Yearly	
O=OGDCL C=Contractor	O	C	O	C	O	C	O	C	O	C	O	C	O	C
Lost Work Days														
Safe Man.Hours														
Risks Update	High													
	Medium													
	Low													
MOC Cases														
LAGGING INDICATORS														
<i>Human Injury Cases</i>														
Fatal														
Permanent Partial Disability														
Permanent Total Disability														
Lost Workday														
Restricted Workday														
Medical Treatment														
<i>Asset Damage Cases</i>														
Process Equipment														
Earth Moving Machinery														
Vehicles														
Buildings														
<i>Environmental Concern Cases</i>														
Fire														
Spill														
Leakage														
<i>Process Safety Cases (Failures/ Faults/ Malfunctions/ Blockages/ Jamming)</i>														
Interlocks														
F&G Detectors														
Uninterruptible Power Supply														
Relief Devices/ Vents														
ESD														
LEADING INDICATORS														
First Aid Cases														
Near Hits														
STOP Cards	Unsafe Conditions													
	Unsafe Behaviors													
Hazard Hunt Program	# of Tours													
	UC Reported													
	UC Closed													
Fire (Mock-Up) Drills														
Other Emergency Drills														
Awareness Sessions														
Participants	Officers													
	Staff													
	Visitors													
Safety/ Toolbox Talks														
Audit NCS	Pending													
	Total													
Permits: Corrective Jobs														
Permits: Breakdown Jobs														
Permits: PM Jobs														

O=OGDCL this column must include data of all OGDCL employees i.e. Regular + OGDCL Contracts + Trainees + Work-Charge/Casuals; whereas, C=Contractors this column to include data of service companies + petty contractor workforce+ labor hired on daily wages for civil works etc.



8.4 Reward, Recognition & Penalties

OGM/P-HSE-8.4(08) Revision Number 8

Original Issue: June 25, 2007
This Issue: March 14, 2022

Updated By:

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Reviewed By:

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Mahmood-ul-Hassan Khan
General Manager HSEQ, OGDCL

Approved By:

Syed Khalid Siraj Subhani
Managing Director, OGDCL

Change/ Revision Log

#	Description of Change
1.	<i>Added: HSE awards shall be conferred to the eligible workforce members at field /sectional-levels from the already/ existing financial head of Imprest of respective locations.</i>

Associated Documents Approval & Issue

Related Document/ Record	Initiated by	Reviewed by	Checked/ Verified / Approved by

8.4.1 Reward and Recognition Process

☐ All OGDCL Facilities shall institute a reward and recognition plan as per guidelines provided below. These Special recognition awards are designed to recognize consistent team based and individual's achievements. These are linked with our efforts to strive for zero harm with the following objectives:

- ❑ Engagement of team for achievement of injury free operations
- ❑ Encouragement of positive behaviours and attitudes amongst employees and long term contractors to have sustained focus towards HSE aspects.

Award Title	Frequency	Estimate Reward Value	Award Committee
On Spot Recognition Award	<u>Maximum of Three Per Month</u>	PKR 500	Location IC & Location HSE IC
HSE Champion of the Month Award	<u>Monthly</u>	PKR 3,000	Location IC & Location HSE IC
Quarterly HSE Recognition Award for the Department/ Section	<u>Quarterly</u>	PKR 5,000	Location HSE MRC
Annual Best HSE Location of the Directorate Award	<u>Annual</u>	Certificate, Shield(s) & Souvenirs	MD / CEO & GM HSE

Note: HSE awards shall be conferred to the eligible workforce members at field /sectional-levels from the already/ existing financial head of Imprest of respective locations.

8.4.1.1 Eligibility & Selection Criteria

8.4.1.1.1 On Spot Recognition

☐ On the spot recognition is aimed at positive, immediate and certain recognition of a significant contribution- including an aspect related to any one out of followings:

- ⊕ HSE system/ practice improvement, recommendation or implementation.
- ⊕ Positive behavior (such as good housekeeping/ proper maintenance of PPE).
- ⊕ Process safety assurance and improvement.
- ⊕ Effective reporting of critical unsafe behavior/ condition.
- ⊕ Effective engagement with employees, contractors, sub-contractors or service company
- ⊕ Fearless suspension of an unsafe work etc.

☐ In order to have a competitive environment, maximum one award per month per 100 workers is recommended for each location / facility.

☐ All workforce members are eligible and encouraged to nominate any person for On Spot Recognition as per the above mentioned criteria.

8.4.1.1.2 HSE Champion of the Month Award

☐ This award is aimed at encouraging reporting of UBUC (hazards) and Near hits. For this reason the award shall only be given whereby an EXCEPTIONAL HAZARD / NEAR HIT HAS BEEN PROPERLY DOCUMENTED AND REPORTED on Preliminary Incident Reporting Form, CPR or STOP Card.

☐ All OGDCL and contractor / service company's employees are eligible for this award, who have reported UBUC (hazard) or Near hit which assisted to save life, protect environment from damage, prevent asset loss, improve HSE performance at site, ensure compliance of safe work practices, improve existing HSE Management System and/ or raise risk awareness.

8.4.1.1.3 Quarterly HSE Recognition Award for the Department

☐ Location HSE MRC shall evaluate HSE performance of departments (sections) for this award.

☐ The award shall be given to one department (section) for each quarter based on the following eligibility criteria:

	Benchmark	Examples of Departments (Sections)							
		Production	Process	Mechanical	Electrical	Instrumentation	QC / Lab.	Medical	Stores/ MMD
Near hits & UBUC reported									
Inspections Performed									
Awareness Sessions Attended									
Toolbox Talks Conducted									
HSE MRC meetings Attended									
%Personnel Undergone OH / Fitness Assessment									
Emergency Drills Attended									
HSE Score									

8.4.1.4 Annual Best HSE Location of the Directorate Award

- ☐ This award is designed to annually recognize facilities which have demonstrated preferred behavior in handling HSE issues in their Directorate (Exploration / Petroserv / Production).
- ☐ Each Location IC shall submit an Annual HSE Score Card based on achievements in terms of incidents and pollution prevention where following three aspects shall be used to assess how involvement of each Location has worked in imparting improvements in the HSE System of the location:

	Benchmark	Locations							
		Location A	Location B	Location C	Location D	Location E	Location F	Location G	Location H
Results									
Fatalities									
LTIs (LWIs)									
Leakages & Spills									
Program									
Trainings									
Inspections									
Audits									
Culture									
Near Hits									
UBUC									
Safety Talks									
HSE Score									

8.4.2 Dealing with Violations

- ☐ It is imperative for any organization to balance the need for a non-punitive learning environment with the need to hold individuals accountable for their actions.
- ☐ The purpose to describe how to “deal with Violations” is to provide guidance on the application of a fair and consistent assessment process which balances the need for a non-punitive learning environment with the need to hold individuals accountable for their actions. Henceforth, this process shall be referred to as ‘Fair Treatment’ Process.
- ☐ The purpose of Fair Treatment Assessment process shall be to determine the exact nature of an individual's involvement in an event where OGDCL HSE policies, standards, protocols and procedures may have been compromised and take necessary corrective, preventive and punitive action.



- ☐ In case of any incident / near hit where willful violation of OGDCL HSE policies, standards, protocols and procedures is considered to have taken place, a Fair Treatment Assessment process shall be activated upon the request of relevant Location IC and / or Location IC HSE.
- ☐ MD / CEO in consultation with HOD HSE and HOD Discipline shall constitute, where deem necessary, a Fair Treatment Assessment Committee for taking up necessary corrective, preventive and punitive actions.
- ☐ Fair Treatment Assessment Committee shall come up with and submit its suggestions / recommendations within a fortnight to MD / CEO.

8.5 Internal HSE Audit

OGM/P-HSE-8.5(08) Revision Number 8

Original Issue: June 25, 2007
 This Issue: March 14, 2022

Updated By:

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 General Manager HSEQ, OGDCL

Approved By:

Syed Khalid Siraj Subhani
 Managing Director, OGDCL

Change/ Revision Log

#	Description of Change
1.	Amended: For High Risk Exposed Sites, one full audit + 01 follow-up of audit recommended.

Associated Documents Approval & Issue

Related Document/ Record	Initiated by	Reviewed by	Checked/ Verified / Approved by
OGF – HSE – 039 List of Approved Internal HSE Auditors	HSE Department H.O. Rep.	Manager HSE	GM HSE
OGF – HSE – 040 Annual HSE Audit Planner (Schedule)	HSE Department H.O. Rep.	Manager HSE	GM HSE
OGF – HSE – 041 HSE Audit Plan	Internal HSE Team Member/ Auditor	HSE Lead Auditor	Manager HSE
OGF – HSE – 042 Standardized HSE Audit Checklist	HSE Department H.O. Rep.	Manager HSE	GM HSE
OGF – HSE – 043 HSE Audit Report	HSE Lead Auditor	Manager HSE	GM HSE

8.5.1 Purpose

- ☐ Internal HSE Audits shall be planned and carried out in order to:-
 - ✳ determine whether HSE management system conforms to the planned arrangements for controlling and minimizing the significant HSE risks;
 - ✳ oversee whether HSE management system has been implemented, maintained and meeting HSE policy & objectives in an effective manner; &
 - ✳ provide feedback to management of the results of such audits.

8.5.2 Audit Team

- ☐ Internal HSE Auditors shall be selected from different organizational functions based on their experience and professional skills.
- ☐ Internal HSE Auditors shall be at least university graduates (professional engineers, environmentalists, or domain specialists).
- ☐ Internal HSE Auditors shall have to undergo and qualify Certificate Level Training on HSE Auditing Methodologies, Skills & Ethics.
- ☐ HSE Department shall maintain the training, evaluation and certification renewal record of the qualified HSE Auditors for their continual professional development.

8.5.3 Audit Modalities

8.5.3.1 Definitions

Auditee	Location (field/ site) to be or being audited.
Auditor	Competent person who conducts an HSE audit.
Audit Conclusion	Outcome of an audit, after consideration of the audit objectives and all audit findings.
Audit Criteria	Set of policies, procedures or requirements used as a reference against which audit evidence is compared.
Audit Evidence	Records, statements of fact, or other documented information (qualitative or quantitative) which are relevant to the audit criteria and verifiable.
Audit Findings	Results of the evaluation of the collected audit evidence against audit criteria. The findings include good practices, nonconformities, observations or opportunities for improvement.
Audit Grade	Audit Grade for a specific location (attributed as Excellent, Good or Poor) is based upon percentage compliance level determined by Audit Team against the Standardized HSE Audit Checklist.
Audit Plan	Arrangements for an audit planned (as per audit planner/ schedule) for a specific time frame and directed towards a specific purpose.
Audit Planner (Schedule)	Audit program arrangements for a set of audits scheduled for a specific time period and directed towards specific purpose.
Audit Scope	Extent and boundaries of an audit; It generally includes a description of the physical locations, organizational units, activities and processes, as well as the time period covered.
Audit Team	One or more HSE Auditors conducting an audit, and supported by technical or subject matter experts, if needed.
Documented Information	Documented information, refers to any information required to be controlled & maintained. (It can be in any format/ media, and from any source.)
Lead Auditor	An experienced HSE Auditor of the Audit Team who is appointed as Team Leader for a specific audit.
Objective Evidence	Records, statements of fact, or other documented information (qualitative or quantitative) supporting the existence or verity of something obtained through observation, measurement, test, or other means.

8.5.3.2 Categories of Audit Findings

Audit findings shall be categorized as follows:

- ✳ **Non-conformity (Category 1):** As defined in the standardized audit checklist it is either a) a SYSTEMATIC FAILURE, SIGNIFICANT DEFICIENCY in part of the HSE system, or the LACK OF IMPLEMENTATION of such a part, governed by applicable standards or b) an ISOLATED or SPORADIC LAPSE in the content or implementation of procedures or records which could reasonably "lead to" a systematic failure or significant deficiency if not corrected.

- ⊛ **Observation (Category 2):** As defined in the standardized audit checklist it is an AREA OF CONCERN, a process, document or activity that is CURRENTLY CONFORMING or a WEAK PRACTICE which, if not improved, RESULTS IN A NONCONFORMING system, product or service.
- ⊛ **Opportunity For Improvement – OFI (Category 3):** OFI is a RECOMMEND BEST INDUSTRIAL PRACTICE which results in improvement of HSE management system.

8.5.3.3 Scoring Criterion for Audit Findings

Following *Audit Scoring Criteria* shall be used for audit findings:

Compliance Level (Against Each Requirement)	Score
Documentation and implementation is totally absent	0
Documentation is partially available but not completely implemented	2.5
Documentation is completely available but partially implemented Or Implementation is there but documents partially in place	5.0
Documentation & implementation is in place to a larger extent	7.5
Documentation and implementation is fully in place	10

8.5.3.4 Audit Grade & Star Rating

Audit outcome shall be assigned a Grade and Star Rating as follows:

Audit Grade	Star Rating	Percentage Compliance
A Excellent Compliance Level	☆☆☆	More than 76 Percent
B Good Compliance Level	☆☆	51 – 75 Percent
C Poor Compliance Level	☆	Less than 50 Percent

8.5.4 Audit Planning

☞ HSE Department shall prepare an *Annual HSE Audit Planner (Schedule)* before the 31st of July each year based on the following *Matrix of Frequency-Risk Classification*;

Risk Exposure	Risk Classification	Preferred Sites	Audit Frequency
High	Where multiple regulated hazards are present in a significant proportion of the workplace operations, e.g. project activities, high pressure & temperature, un-stabilized oil, H2S, steam, flammable material, working at heights, chemical exposure, confined spaces, rotary equipment, and process hazardous waste.	<ul style="list-style-type: none"> ⊕ Production Fields/ Gas Processing Plants ⊕ Drilling Rigs 	Biannual (one full audit + 01 follow-up of audit)
Medium	Where multiple regulated hazards are present but on intermittent basis w.r.t. the workplace operations and/ or conditions.	<ul style="list-style-type: none"> ⊕ Seismic Parties ⊕ Engineering Field Parties ⊕ Field Gathering Construction Party 	Annual Only annual inspection is recommended
Low	Where regulated hazards are generally not present in the workplace operations. This includes office-based administrative operations, regional offices, medical units, material storage, workshops, or teaching/ research areas.	<ul style="list-style-type: none"> ⊕ OGDCL House ⊕ Medical Centers ⊕ OGTI ⊕ G&R Labs. ⊕ Workshops ⊕ Base Stores 	Only annual inspection is recommended ; but in case of Certification, audit is recommended

- ☐ HSEQ Department shall develop/ update *Standardized HSE Audit Checklist* (attached) based on the requirements of HSE management system and hand it over to Lead Auditor.
- ☐ Lead Auditor shall prepare *Audit Plan* of a specific location based on audit criteria and scope using risk-based approach to ensure focus on matters that are significant in terms of risks & opportunities and the results of previous audits.
- ☐ The scope of audit shall be based on the size, functions and complexities of processes, operations and activities of the site.
- ☐ The *Audit Plan* along with the copy of *Standardized HSE Audit Checklist* shall be disseminated to Location InCharge.
- ☐ The *Audit Plan* shall enlist all the activities corresponding to the HSE management system, identify areas where these activities are taking

place, and time of audit for each activity.

- ▢ Location InCharge shall arrange logistics and relevant Personal Protective Equipment (PPE) for the auditors.

8.5.5 Audit Execution

- ▢ Before starting an audit, internal HSE auditors shall ensure the possession of:
 - a) Audit Plan
 - b) Standardized HSE Audit Checklist
 - c) HSE System Manual
 - d) HSE Risk Register
 - e) HSE Regulatory Requirements Matrix

8.5.5.1 Opening Meeting

- The audit shall begin with an introduction of audit team members & location's management, briefing on the objective, methodology, scope and criteria of the HSE audit and any occupational health, safety, environmental and administrative arrangements required.
- *Audit Plan* shall be discussed for ensuring smooth audit process.
- Location InCharge shall ensure the availability of all Sectional InCharges, auditee personnel and a suitable guide/ Rep. to escort the audit team.

8.5.5.2 Conducting the Audit

- ▢ While conducting audit, the auditors shall seek to verify whether procedures and instructions are being implemented. For this, following shall be considered:

- ⊕ Examination of the data & record (documented information),
- ⊕ Talking to personnel actually performing various tasks,
- ⊕ Observing tasks/ operations being carried out, and
- ⊕ Validating safety critical equipment to see whether these are fit to address emergencies.

- Internal HSE Auditors shall ensure to focus and spend more time on significant areas and activities with high risks keeping in view time management as one of the crucial factors of HSE audit.
- ▢ HSE Auditors shall ensure proper handling and reporting of sensitive information applying due diligence.
- ▢ HSE Auditors shall remain impartial, free from bias & conflict of interest, and maintain integrity and objectivity throughout the audit process to ensure that audit findings and conclusions are based on audit evidence.
- ▢ During the proceedings of audit, Lead Auditor shall convene short meetings with the audit team members to exchange notes and discuss audit progress.

8.5.5.3 Closing Meeting

- On completion of audit, a closing meeting shall be arranged with the management of the site to share findings and conclusion of the audit.
- None of the audit information shall be used inappropriately for personal gains by the auditors, or in a manner detrimental to the legitimate interests of the auditee.

8.5.6 Audit Report

- ▢ After the completion of audit, audit team members shall formally submit findings to Lead Auditor who compiles, categorizes & assign scores to audit findings; calculate sub-score for each element of HSE-MS (Plan-Do-Check-Act cycle) and determine *HSE Audit Score* & percentage compliance as follows:

Plan		
Leadership	HSE & RM Policy Statements OGM/P-HSE-4.1	
	Fatality Control Policy Guidelines OGM/P-HSE-4.2	
	Roles, Responsibilities, Accountabilities, and Authorities OGM/P-HSE-4.3	
	Crisis Management OGM/P-HSE-4.4	
Planning	Risk Management OGM/P-HSE-5.1	
	Job Vulnerability /Hazard Analysis OGM/P-HSE-5.2	
	Legal & Other Requirements OGM/P-HSE-5.3	
	Objectives & Management Program OGM/P-HSE-5.4	
Support	Competence & Awareness OGM/P-HSE-6.1	
	Communication & Consultation OGM/P-HSE-6.2	
	Documented Information OGM/P-HSE-6.3	
	Control of Records OGM/P-HSE-6.4	
		Sub Score (A)
Do		
Operation	Operational Planning and Control OGM/P-HSE-7.1	
	Permit to Work System OGM/P-HSE-7.2	
	Handling, Segregation and Disposal of Waste OGM/P-HSE-7.3	
	Journey Management OGM/P-HSE-7.4	
	Framework For Hydrogen Sulfide Management OGM/P-HSE-7.5	
	Management of Project Contractors & Service Companies OGM/P-HSE-7.6	
	Use of Personal Protective Equipment OGM/P-HSE-7.7	
	Framework For Site Restoration OGM/P-HSE-7.8	
		Sub Score (B)
Check		
Performance Evaluation	UBUC (Hazards) Identification & Reporting OGM/P-HSE-8.1	
	Monitoring, Measurement & Compliance Evaluation OGM/P-HSE-8.2	
	Analysis of Data OGM/P-HSE-8.3	
	Reward, Recognition & Penalties OGM/P-HSE-8.4	
	HSE Audit OGM/P-HSE-8.5	
	Management Reviews OGM/P-HSE-8.6	
		Sub Score (C)
Act		
Improvement	Opportunities For Continual Improvement OGM/P-HSE-9.1	
	Management of Change OGM/P-HSE-9.2	
	Incident Investigation OGM/P-HSE-9.3	
		Sub Score (D)
Audit Score (Sub Score A+B+C+D)		
Percentage Compliance		

- ☰ Subsequently, Lead Auditor shall prepare the draft of *Audit Report*, containing following information:
 - ⊕ Composition of the audit team, roles and audit man-hours.
 - ⊕ Introduction; audit's objective, criteria & scope.
 - ⊕ Audit modalities.
 - ⊕ Audit score, percentage compliance and grade (secured).
 - ⊕ Good practices observed.
 - ⊕ Actual audit findings (non-conformities, observations and opportunities for improvement)
 - ⊕ Areas missed out.
 - ⊕ Names of auditee-team.
 - ⊕ Instructions regarding HSE Audit Corrective Action Plan.
 - ⊕ Pictorial/ documented evidence.
- ☞ The draft *Audit Report* shall be submitted to HSEQ Department within a week (after conducting the audit) for review.
- ☞ Based upon the *HSE Audit Score* & percentage compliance, HSEQ Department shall assign a Grade and Star Rating to the *Audit Report*.
- ☞ The final *Audit Report* shall be distributed to the concerned auditee through their respective HOD/ GM/ ED with a copy to MD/ CEO.

8.5.7 Post-Audit Action Plan and Follow up

- ☐ The audit findings shall be discussed in the Corporate and Location's HSE MRC Meetings and be addressed as tabulated below:

Audit Grade & Star Rating		Action Required
A	Excellent Compliance Level ★ ★ ★	<ul style="list-style-type: none"> ⊕ Location securing Excellent (Grade) shall be recommended for Annual Best HSE Location of the Directorate Award. ⊕ Respective GM shall nominate a suitable operational representative to develop an Action Plan to address the audit findings and closeout within 06 months.
B	Good Compliance Level ★ ★	⊕ Respective GM shall nominate a suitable operational representative (not below the rank of Chief) to develop an Action Plan to address the audit findings and closeout within 04 to 06 months.
C	Poor Compliance Level ★	⊕ Respective ED shall nominate an Officer (not below the rank of Manager) to develop an Action Plan to address the audit findings and closeout within 03 to 06 months.

- ☐ Auditee (Area/ Location InCharge) shall submit *HSE Audit Corrective Action Plan* to HSEQ Department within a week (after receiving of the audit report) in the following format:

#	Audit Finding <i>(Ref. Audit Report)</i>	Probable Cause(s) <i>(In perspective of PDCA Cycle)</i>	Action(s) Recommended	Responsibility	Target Deadline

- ☐ Where required, Lead Auditor/ HSE Rep. shall follow-up the audit to determine if corrective actions have been implemented effectively and submit *Audit Follow-up Status Report* in the following format:

#	Audit Finding <i>(Ref. Audit Report)</i>	Action Recommended <i>(Ref. Audit Report)</i>	Action(s) Actually Taken	Audit Finding's Closure Status	Further Follow-up Required <i>(Yes/ No)</i>

- ☐ When there is sufficient objective evidence that the corrective action(s) are effective, audit shall be closed out.
- ☐ If more work is needed to fully implement the corrective actions, a new follow-up date shall be agreed upon and audit shall be closed out accordingly.



Oil & Gas Development Company Limited
 Location: _____

OGF - HSE - 041/01

INTERNAL HSE (RISK BASED) AUDIT PLAN

Based on ISO 19011:2018 Guidelines For Auditing Management Systems

Audit #:	Audit Dates/ Man-Hours:
Audit Scope: <input type="checkbox"/> Well Site Operations <input type="checkbox"/> Production Engineering <input type="checkbox"/> Separation, Dehydration <input type="checkbox"/> Sulfur Recovery <input type="checkbox"/> LPG Recovery <input type="checkbox"/> Crude Oil Storage & Dispatch/ Marketing <input type="checkbox"/> Maintenance (Mechanical, Electrical, Instrument) <input type="checkbox"/> HSE & Medical Services <input type="checkbox"/> Quality Control/ Metering <input type="checkbox"/> Raw Material, Spare Parts, etc.,	Audit Criteria: <input type="checkbox"/> ISO 14001:2015 <input type="checkbox"/> ISO 45001:2018 <input type="checkbox"/> OGDCL's Integrated HSE System Manual
Lead Auditor:	Audit Team Members:

Time	Dept./Section to be audited	Risk Based Activity/ Operation	Auditors	HSE MS PDCA Cycle Elements to be audited	
DAY & DATE:					
				Leadership	
				Planning	
				Support	
				Operation	
				Performance Evaluation	
				Improvement	
				Leadership	
				Planning	
				Support	
				Operation	
				Performance Evaluation	
				Improvement	
BREAK					
				Leadership	

Ref. Section 08 (Performance Evaluation) of OGDCL's Integrated HSE System Manual



Performance Evaluation: OGDCL's Integrated HSE System Manual

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				Planning	
				Support	
				Operation	
				Performance Evaluation	
				Improvement	
				Leadership	
				Planning	
				Support	
				Operation	
				Performance Evaluation	
				Improvement	
..... END OF DAY-1					
DAY & DATE :					
				Leadership	
				Planning	
				Support	
				Operation	
				Performance Evaluation	
				Improvement	
				Leadership	
				Planning	
				Support	
				Operation	
				Performance Evaluation	
				Improvement	
BREAK					
				Leadership	
				Planning	
				Support	
				Operation	

Ref. Section 08 (Performance Evaluation) of OGDCL's Integrated HSE System Manual



Performance Evaluation: OGDCL's Integrated HSE System Manual

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				Performance Evaluation	
				Improvement	
				Leadership	
				Planning	
				Support	
				Operation	
				Performance Evaluation	
				Improvement	
..... END OF DAY-2					

Prepared by:	Reviewed by:	Approved by:
(Internal HSE Auditor)	(Lead Auditor)	Manager (HSEQ)
Date:	Date:	Date:

Ref. Section 08 (Performance Evaluation) of OGDCL's Integrated HSE System Manual



Performance Evaluation: OGDCL's Integrated HSE System Manual

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PLAN (40 Questions)							
#	HSE MS Element	Rating					Findings and Comments (Use separate sheets where required)
		Not Applicable	Documentation and implementation is totally absent	Documentation is partially available but not completely implemented	Documentation is completely available but partially implemented Or Implementation is there but documents partially implemented	Documentation & implementation is in place to a larger extent	
Rating			0	2.5	5	7.5	10
HSE & RM Policy Statements OGM/P-HSE-4.1							
1.	Are HSE/ Risk Management Policies available and understood/ communicated for compliance?						
Lifesaving Golden Rules/ Fatality Control Policy Guidelines OGM/P-HSE-4.2							
2.	Are Lifesaving Golden Rules/ Fatality Guidelines communicated at sub-unit levels and transformed into objectives & targets for conformity?						
Roles, Responsibilities, Accountabilities, and Authorities OGM/P-HSE-4.3							
3.	Is the management and workforce aware of their HSE roles, responsibilities, accountabilities and authorities?						
4.	Are Location Emergency Management Teams formulated and aware of their HSE roles?						
Crisis Management OGM/P-HSE-4.4							
5.	Is site based Emergency Response Plan developed and implemented?						
6.	Are Emergency LMT Teams and Duty Roster(s) prepared and disseminated to all concerned?						
7.	Is mock-up drill plan prepared, approved and exercised? Is updated record of Emergency Drill Reports available?						
8.	Is an authentic Head Count System established for rescue operations during emergency situations?						
9.	Are First Aid Boxes available & maintained at all pertinent places?						
10.	Are validation tests of emergency detection & response system /equipment performed at a prescribed frequency?						
11.	After an Emergency/ Drill, Is Location Emergency						

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12.	Preparedness & Response Plan (ERP) discussed in the HSE MRC Meetings and revised based on Lessons Learned?						
13.	Is Emergency Response Control Centre LMT Room / Alternate LMT Room available with tested resources?						
13.	Is list of required resources for ERTs identified, available, and maintained?						
Enterprise Risk Management OGM/P-HSE-5.1							
14.	Is Hazards Identification & Risk Assessment (HIRA) Team formulated and conducted HIRA?						
15.	Is Location-based Risk Register developed/ updated by HIRA Team, reviewed by HSE MRC and approved by Location Charge?						
16.	Are Risk Ratings communicated to all concerned stakeholders?						
Job Vulnerability /Hazard Analysis OGM/P-HSE-5.2							
17.	Is JVA/ JHA conducted for all tasks performed under a Permit to Work (PTW)?						
18.	Is JVA/JHA discussed with workforce prior to commencement of work?						
Legal & Other Requirements OGM/P-HSE-5.3							
19.	Are all applicable legal and other requirements identified & timely updated in the Regulatory Requirement Matrix and their compliance obligation status evaluated on periodic basis?						
Objectives & Management Program OGM/P-HSE-5.4							
20.	Is Annual HSE Plan developed and readily available? Is Progress against HSE Plan followed up?						
21.	Are HSE Objective & Targets Management Programs formulated to reduce, manage or mitigate the impact of high rated risks?						
22.	Are Annual HSE Plan, HSE Objective & Targets discussed, reviewed and followed up in HSE MRC?						
Competence & Awareness OGM/P-HSE-6.1							
23.	Based on TNA, is Annual HSE Training and Awareness Planner developed considering all essential HSE topics, and disseminated to all concerned?						
24.	Do the selection of training facilitators/ instructors consider some eligibility criterion?						
25.	Are HSE Trainings/ Awareness Sessions conducted at the identified frequencies?						
26.	Is record of HSE Trainings/ Awareness Sessions maintained and are the sessions being attended by adequate number of personnel?						

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27.	Is effectiveness of HSE Trainings/ Awareness Sessions evaluated to oversee their intended purpose/ utilization?						
28.	Are site visitors, guests, etc., provided formal HSE induction and record kept?						
Communication & Consultation OGM/P-HSE-6.2							
29.	Are Tool Box Talks conducted by each Section?						
30.	Is Effectiveness of Tool Box Talks evaluated on periodic basis on prescribed template?						
31.	Are adequate number of safety signboards available at site and are these maintained to a good standard?						
32.	Are Product Safety Data Sheets developed, reviewed and distributed to Purchases?						
33.	Are updated copies of applicable MSDS distributed to Store, Medical, HSE and User's Sections and contents therein properly communicated?						
34.	Are Pipeline and Vessels color coded and labeled?						
35.	Are lifting gears color coded and labeled?						
36.	Are assured grounding color codes, lock out tag out devices color coding being carried out?						
37.	Is External Environmental Complaint Register maintained to log the complaints?						
38.	In case it is decided in the HSE MRC Meeting to communicate the significant HSE vulnerabilities and related impacts/ risks to the interested parties, are suitable arrangements made for external communication?						
Documented Information OGM/P-HSE-6.3							
39.	Is Documented Information controlled (i.e. prepared, reviewed, updated, approved, and distributed)?						
Control of Records OGM/P-HSE-6.4							
40.	Are documents reference numbering, approval & issuance, record keeping, retention and disposition being carried out?						
SUB SCORE							



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DO (30 Questions)							
#	HSE MS Element	Rating					Findings and Comments (Use separate sheets where required)
		Not Applicable	Documentation and implementation is totally absent	Documentation is partially available but not completely implemented	Documentation is completely available but partially implemented Or Implementation is there but documents partially implemented	Documentation & implementation is in place to a larger extent	
Rating		0	2.5	5	7.5	10	
Operational Planning and Control OGM/P-HSE-7.1							
41.	Are Standard Operating Procedures (SOPs) and Work Instructions (WIs) prepared by relevant sections for all activities which may pose an HSE Risk?						
42.	Are Preventive Maintenance Plans developed and implemented?						
43.	Are Calibration Plans developed and implemented? Does real-time testing validate the calibration results?						
Permit to Work System OGM/P-HSE-7.2							
44.	Are Work Permits easily accessible during normal conditions, emergencies, SIMOPS, ATAs, etc.?						
45.	Is a system of Authorized Person for permit issuance and receiving documented and implemented?						
46.	Have Issuing and Receiving Authorities received PTW trainings and record of these trainings available?						
47.	Are adequate gas detectors available to conduct gas test?						
48.	Is energy isolation Lockout - Tagout (LOTO) system developed and implemented?						
49.	Are applicable Permits timely issued, complied upon, closed out and record maintained?						
50.	Are PTW audits conducted and outcome of these audits actioned?						
Handling, Segregation and Disposal of Waste OGM/P-HSE- 7.3							
51.	Is On-Site Waste Management Plan developed and implemented?						
52.	Is waste segregation, handling, temporary storage and disposal carried out?						

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53.	Is record of waste collection, handing over and disposal maintained? Disposal sites crosschecked/ verified?						
Journey Management OGM/P-HSE-7.4							
54.	Is Journey Management Plan developed, made available in vehicles and record maintained?						
55.	Are all applicable operational controls checked and made available/ ensured before journeys? Are controls for the high security journeys in place?						
56.	Are driver(s) competence and fitness assured through trainings and monitoring?						
Framework for Hydrogen Sulfide (H ₂ S) Management-7.5							
57.	Is location categorized w.r.t Framework for Hydrogen Sulfide (H ₂ S) Management?						
58.	Are H ₂ S detection system and protective/ emergency controls available and in healthy condition?						
Management of Project Contractors & Service Companies OGM/P-HSE-7.6							
59.	Do Contracts bound Contractors & Service Companies for HSE requirements as an obligation?						
60.	Are Contractors & Service Companies managed through overseeing their compliance toward HSE protocols?						
61.	Are Contractors & Service Companies recognized through HSE rewards and warned for violations?						
Use of Personal Protective Equipment OGM/P-HSE-7.7							
62.	Do all Sections prepare and update PPE Need Assessment Matrix and maintain record?						
63.	Do PPE i.e. Safety Spectacle/Glasses; Face Protection, Respiratory Protection, Hearing Protection, Clothing, Head Protection, Hand Protection, Fall Protection, Protective Footwear meets technical requirements?						
64.	Is a quantitative noise survey completed around all machinery and equipment and sign posted where noise levels greater than 80 dB(A)?						
65.	Does PPE issuance, cleaning & maintenance, disposal meets requirements?						
66.	Is adequate PPE stock, available to cater for employees, contractors and visitors?						
67.	Is color coding for hard helmets and coverall followed?						
Framework For Site Restoration OGM/P-HSE-7.8							
68.	Are treatment and restoration cases for hazardous/ non-hazardous sites/ pits initiated and processed?						
69.	Is well site's handing over taking over carried out and record maintained?						
70.	Is QC for treatment & restoration performed and record maintained?						

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Standardized HSE Audit Checklist

SUB SCORE							
CHECK (20 Questions)							
#	HSE MS Element	Rating					Findings and Comments (Use separate sheets where required)
		Not Applicable	Documentation and implementation is totally absent	Documentation is partially available but not completely implemented	Documentation is completely available but partially implemented Or Implementation is there but documents partially implemented	Documentation & implementation is in place to a larger extent	
Rating		0	2.5	5	7.5	10	
UBUC (Hazards) Identification & Reporting OGM/P-HSE-8.1							
71.	Are STOP Cards available at prominent areas along with the Drop Boxes?						
72.	Is STOP Cards/ UBUC Hazard Hunt Tours schedule/ frequency followed?						
73.	Are STOP Cards analyzed, results shared and record maintained?						
Monitoring, Measurement & Compliance Evaluation OGM/P-HSE-8.2							
74.	Are Section wise Occupational Health, Safety & Environmental Monitoring Plans developed/ updated and distributed?						
75.	Are monitoring Checklists developed/ updated and made available in each Section?						
76.	Are HSE monitoring activities performed in accordance with HSE Monitoring Plans?						
77.	Are CPDs initiated for the deviations and corrective actions followed up?						
78.	Are objective SK targets set for the deviations and progress followed up?						
Analysis of Data OGM/P-HSE-8.3							
79.	Is Location Management aware of his location's HSE Performance/ KPI/ benchmarking criteria?						
80.	Is location's HSE performance shared with all concerned via HSE Monthly Reports?						
81.	Is HSE Scorecard (Leading and Lagging Indicators) discussed in Location HSE NRC meetings and used to						

IMPORTANT:- IT IS EVERYBODY'S RESPONSIBILITY TO ENSURE THAT THE OGDCL'S HSE MANAGEMENT SYSTEM IS IN PLACE.



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	Keep an eye on how involvement of each Section is going in bringing improvement?								
Reward, Recognition & Penalties OGM/P-HSE-8.4									
82.	Is the reward and recognition system known and followed in letter & spirit?								
Internal HSE Audits OGM/P-HSE-8.5									
83.	Are Internal HSE Audits planned and conducted?								
84.	Are Internal HSE Audit Teams trained/ certified and the list of location's qualified Internal HSE Auditors maintained?								
85.	Are Internal HSE Audits findings referred to all concerned for developing Action Plan?								
86.	Are Internal HSE Audits findings effectively closed out?								
Management Reviews OGM/P-HSE-8.6									
87.	Are quarterly HSE Management Reviews conducted?								
88.	Are Agendas and Minutes of HSE MRC Meetings timely circulated to all concerned for necessary actions?								
89.	Does each Section reflect its own HSE Performance (through Presenting Section's PDCA Cycle) in HSE MRC Meetings?								
90.	Are HSE MRC meeting decisions followed up?								
SUB SCORE									

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ACT (10 Questions)							
#	HSE HS Element	Rating					Findings and Comments (Use separate sheets where required)
		Not Applicable	Documentation and implementation is totally absent	Documentation is partially available but not completely implemented	Documentation is completely available but partially implemented Or Implementation is there but documents partially implemented	Documentation & implementation is in place to a larger extent	
Rating		0	2.5	5	7.5	10	
Opportunities For Continual Improvement OGM/P-HSE-9.1							
91.	Are Corrective Preventive Actions (CPRs) initiated and processed?						
92.	Is CPR Log maintained and updated?						
Management of Change OGM/P-HSE-9.2							
93.	Are Engineering Changes Request (ECR) made for modification jobs? Are records of these changes available and maintained?						
94.	Is an ECR Committee formulated in the field?						
95.	Does the ECR Committee conduct Monthly ECR Reviews and record minutes?						
96.	During post incident scenarios, are Emergency ECR meetings convened?						
Incident Investigation OGM/P-HSE-9.3							
97.	Are Preliminary Incident Reports timely submitted to head office?						
98.	Are investigation conducted as per criterion?						
99.	Are investigation reports developed using the standard template?						
100.	Are lessons learned shared with all concerned?						
SUB SCORE							



OGF – HSE – 043(01)

INTERNAL HSE AUDIT REPORT
<Location's Name>



Ref. Audit Plan– OGF-HSE-041 (01)

Audit Date:	
Audit Session:	
Audit Conducted By:	
Report Prepared By:	
Report Reviewed by:	
Report Endorsed by:	
Forwarded For C&P Actions:	
Copy to:	
Date:	

Audit Outcome				
	Nonconformity	Observation	OFI	Total
Plan				
Do				
Check				
Act				
Total				
Score:				
Percentage Compliance:				
Grade:				
Star Rating:				

1. Objective

This was the first/ second Internal HSE Audit of _____ FYxx-yy in compliance with the Annual Internal HSE Audit Schedule FY 20xx-yy. The audit was conducted as per already furnished Audit Plan in order to determine whether activities and related results comply with the planned arrangements as per the requirements of OGDCL's Integrated HSE Management System and whether these arrangements are implemented effectively. The Internal HSE Audits are to be conducted at least once in 06 months for each field/plant on mandatory basis to fulfill the requirements of OGDCL's Integrated HSE System Manual Rev-6.0 (duly approved by MD/CEO). The Internal HSE Auditors were selected from different organizational functions based on their experience and professional skills. The Internal HSE Auditors were trained on auditing skills by conducting internal training sessions. HSEQ Department maintains the audit-training records of these qualified auditors.

2. Scope

Section Audited	Functions	Standards' Requirements
		Leadership 1. HSE & RM Policy Statements OGM/P-HSE-4.1 2. Fatality Control Policy Guidelines OGM/P-HSE-4.2 3. Roles, Responsibilities, Accountabilities, and Authorities OGM/P-HSE-4.3 4. Crisis Management OGM/P-HSE-4.4 5. Structure OGM/P-HSE-4.5 Planning 6. Enterprise Risk Management OGM/P-HSE-5.1 7. Job Vulnerability /Hazard Analysis OGM/P-HSE-5.2 8. Legal & Other Requirements OGM/P-HSE-5.3 9. Objectives & Management Program OGM/P-HSE-5.4 Support 10. Competence & Awareness OGM/P-HSE-6.1 11. Communication & Consultation OGM/P-HSE-6.2 12. Documented Information OGM/P-HSE-6.3 13. Control of Records OGM/P-HSE-6.4 Operation 14. Operational Planning and Control OGM/P-HSE-7.1 15. Permit to Work System OGM/P-HSE-7.2 16. Handling, Segregation and Disposal of Waste OGM/P-HSE- 7.3 17. Journey Management OGM/P-HSE-7.4 18. Management of Project Contractors & Service Companies OGM/P-HSE-7.6 19. Use of Personal Protective Equipment OGM/P-HSE-7.7 20. Framework for Site Restoration Performance Evaluation 21. UBUC (Hazards) Identification & Reporting OGM/P-HSE-8.1 22. Monitoring, Measurement & Compliance Evaluation OGM/P-HSE-8.2 23. Analysis of Data OGM/P-HSE-8.3 24. Reward, Recognition & Penalties OGM/P-HSE-8.4 25. Internal Audits OGM/P-HSE-8.5 26. Management Reviews OGM/P-HSE-8.6 Improvement 27. Opportunities for Continual Improvement OGM/P-HSE-9.1 28. Management of Change OGM/P-HSE-9.2 29. Incident Investigation OGM/P-HSE-9.3

3. Audit Modalities

Categories of Audit Findings

- ⊕ *Non-conformity (Category 1): As defined in the standardized audit checklist it is either a) a SYSTEMATIC FAILURE, SIGNIFICANT DEFICIENCY in part of the HSE system, or the LACK OF IMPLEMENTATION of such a part, governed by applicable standards or b) an ISOLATED or SPORADIC LAPSE in the content or implementation of procedures or records which could reasonably "lead to" a systematic failure or significant deficiency if not corrected.*
- ⊕ *Observation (Category 2): As defined in the standardized audit checklist it is an AREA OF CONCERN, a process, document or activity that is CURRENTLY CONFORMING or a WEAK PRACTICE which, if not improved, RESULTS IN A NONCONFORMING system, product or service.*
- ⊕ *Opportunity For Improvement – OFI (Category 3): OFI is a RECOMMEND BEST INDUSTRIAL PRACTICE which results in improvement of HSE management system.*

Scoring Criterion for Audit Findings

Compliance Level (Against Each Requirement)	Score
Documentation and implementation is totally absent	0
Documentation is partially available but not completely implemented	2.5
Documentation is completely available but partially implemented Or Implementation is there but documents partially in place	5.0
Documentation & implementation is in place to a larger extent	7.5
Documentation and implementation is fully in place	10

Audit Grade & Star Rating

Audit Grade	Star Rating	Percentage Compliance
A Excellent Compliance Level	★★★★	More than 76 Percent
B Good Compliance Level	★★★	51 – 75 Percent
C Poor Compliance Level	★	Less than 50 Percent

4. Audit Score Sheet

Plan		
Leadership	HSE & RM Policy Statements OGM/P-HSE-4.1	
	Fatality Control Policy Guidelines OGM/P-HSE-4.2	
	Roles, Responsibilities, Accountabilities, and Authorities OGM/P-HSE-4.3	
	Crisis Management OGM/P-HSE-4.4	
Planning	Risk Management OGM/P-HSE-5.1	
	Job Vulnerability /Hazard Analysis OGM/P-HSE-5.2	
	Legal & Other Requirements OGM/P-HSE-5.3	
	Objectives & Management Program OGM/P-HSE-5.4	
Support	Competence & Awareness OGM/P-HSE-6.1	
	Communication & Consultation OGM/P-HSE-6.2	
	Documented Information OGM/P-HSE-6.3	
	Control of Records OGM/P-HSE-6.4	
		Sub Score (A)
Do		
Operation	Operational Planning and Control OGM/P-HSE-7.1	
	Permit to Work System OGM/P-HSE-7.2	
	Handling, Segregation and Disposal of Waste OGM/P-HSE- 7.3	
	Journey Management OGM/P-HSE-7.4	
	Framework For Hydrogen Sulfide Management OGM/P-HSE-7.5	
	Management of Project Contractors & Service Companies OGM/P-HSE-7.6	

Ref. Section 08 (Performance Evaluation) of OGDCL's Integrated HSE System Manual
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	Use of Personal Protective Equipment OGM/P-HSE-7.7	
	Framework For Site Restoration OGM/P-HSE-7.8	
	<i>Sub Score (B)</i>	
Check		
Performance Evaluation	UBUC (Hazards) Identification & Reporting OGM/P-HSE-8.1	
	Monitoring, Measurement & Compliance Evaluation OGM/P-HSE-8.2	
	Analysis of Data OGM/P-HSE-8.3	
	Reward, Recognition & Penalties OGM/P-HSE-8.4	
	HSE Audit OGM/P-HSE-8.5	
	Management Reviews OGM/P-HSE-8.6	
	<i>Sub Score (C)</i>	
Act		
Improvement	Opportunities For Continual Improvement OGM/P-HSE-9.1	
	Management of Change OGM/P-HSE-9.2	
	Incident Investigation OGM/P-HSE-9.3	
	<i>Sub Score (D)</i>	
<i>Audit Score (Sub Score A+B+C+D)</i>		
<i>Percentage Compliance</i>		

5. Good Practices Observed

—
—
—

6. Audit Findings

6.1 PLAN (CONTEXT, LEADERSHIP, PLANNING & SUPPORT)				
#	FINDING	REF. CLAUSE/ SEVERITY	RECOMMENDATION	RESPONSIBILITY

6.2 DO (OPERATION)				
#	FINDING	REF. CLAUSE/ SEVERITY	RECOMMENDATION	RESPONSIBILITY

6.3 CHECK (PERFORMANCE EVALUATION)				
#	FINDING	REF. CLAUSE/ SEVERITY	RECOMMENDATION	RESPONSIBILITY

6.4 ACT (IMPROVEMENT)				
#	FINDING	REF. CLAUSE/ SEVERITY	RECOMMENDATION	RESPONSIBILITY

7. Key Personnel Interviewed

S/No.	Name	Designation	Department/Section

8. Problems Faced/Areas Missed

—
—
—

9. Instruction For HSE Audit Corrective Action Plan and Follow-p

Auditee (Area/ Location InCharge) MUST SUBMIT HSE AUDIT CORRECTIVE ACTION PLAN to HSEQ Department within a week (after receiving of the audit report) in the following format:

#	Audit Finding	Probable Cause(s) <i>(In perspective of PDCA Cycle)</i>	Action(s) Recommended	Responsibility	Target Deadline

Lead Auditor/ HSE Rep. shall follow-up the audit to determine if corrective actions have been implemented effectively and submit Audit Follow-up Status Report in the following format:

#	Audit Finding <i>(Ref. Audit Report)</i>	Action Recommended <i>(Ref. Audit Report)</i>	Action(s) Actually Taken	Audit Finding's Closure Status	Further Follow- up Required <i>(Yes/ No)</i>

When there is sufficient objective evidence that the corrective action(s) are effective, audit shall be closed out. If more work is needed to fully implement the corrective actions, a new follow-up date shall be agreed upon and audit shall be closed out accordingly.

10. Pictorial/ documented evidence.

8.6 Management Review

OGM/P-HSE-8.6(08) Revision Number 8

Original Issue: June 25, 2007
 This Issue: March 14, 2022

Updated By:

Muhammad Sameem Hussain Qaiser
 Senior HSEQ Officer, OGDCL

Reviewed By:

Muhammad Mubashir Abbas
 Manager HSEQ, OGDCL

Checked By:

Mahmood-ul-Hassan Khan
 General Manager HSEQ, OGDCL

Approved By:

Syed Khalid Siraj Subhani
 Managing Director, OGDCL

Change/ Revision Log

#	Description of Change
	<i>Reviewed, no change suggested.</i>

Associated Documents Approval & Issue

Related Document/ Record	Initiated by	Reviewed by	Checked/ Verified / Approved by
OGF – HSE – 044 Agenda of Management Review Committee (MRC) Meetings	Location HSE Section	Location HSE IC	Location IC
OGF – HSE – 045 Minutes of Management Review Committee (MRC) Meetings	Location HSE Section	Location HSE IC	Location IC

8.6.1 General

- ☐ Functional Heads/ Area Managers shall be responsible to establish Location HSE Management Review Committee (HSE MRC) to coordinate and control the activities of the HSE System being carried out by different functions and to periodically review and evaluate the performance of HSE system.
- ☐ However MD/ CEO shall be responsible to call an Annual Corporate HSE Management Review (Meeting) during the end of each Year to be attended by all Functional Heads (EDs and HODs) as a minimum; otherwise he may conduct HSE Performance Reviews by any other suitable means.
- ☐ In addition, daily HSE meetings shall be conducted at the start / end of each business day in each location. This meeting can either be conducted separately or as part of daily 'operations' meeting however it shall, at the minimum, be attended by Location IC, Location HSE Representative and Section ICs. The minutes of meeting shall be recorded and agenda of meeting shall comprise of the following:
 - ▣ Review of outstanding action items from previous meeting
 - ▣ Review of hazards/ incidents reported since last meeting
 - ▣ Review of HSE issues pertaining to any operational jobs
 - ▣ New HSE initiatives
 - ▣ HSE incident/ video/ learning of the day

8.6.2 Frequency of HSE MRC Reviews

- ☐ The Location HSE MRC Meeting shall be held at on quarterly basis.
 - ▣ Q1- Around End March
 - ▣ Q2- Around End June
 - ▣ Q3- Around End September
 - ▣ Q4- Around End December
- ☐ However, the meeting may be called at any time, when it is considered necessary, on the discretion Location Management.
- ☐ In case where delay is inevitable, the management may delay the Location HSE MRC Meeting for a maximum of 30 days; However in case of emergencies, the Location HSE MRC Meeting may not take place over a period of time and can be part of regularly scheduled management activities such as operational meetings.

8.6.3 Composition of HSE MRC

- ☐ Location HSE MRC shall review the HSE issues on fields with following constitution:

Location IC	Chairman
Location IC HSE	Secretary
All Sectional ICs	Members
HSE Department H.O. Rep.	Observer(optional)
Area Manager	Observer(optional)

8.6.4 HSE Inputs to HSE MRC Reviews

- ☐ The agenda of the Location HSE MRC shall be prepared by the HSE Section a week before the meeting and distributed to all the members mentioned above.
- ☐ The inputs to Location HSE MRC Meeting shall include quarterly performance on PDCA cycle of each Section to be presented by relevant Sectional ICs:

Plan

- Communication/understanding level of OGDCL HSE policy (to be presented by HSE IC)
- Status of threats and opportunities identified during risk assessment
- HSE objectives & management program (to be presented by HSE IC)
- Evaluation of compliance with legal requirements and other requirements
- Training need analysis (to be presented by HSE IC)
- Effectiveness of toolbox/ safety talks (to be presented by HSE IC)

Do

- Participation levels in scenario-based mockup emergency drills
- Status of and issues related to permit to work system
- Status of safe disposal of hazardous waste, measures to reduce waste quantum and waste streams

Check

- Analysis of STOP Cards (to be presented by HSE IC)
- Lagging & leading indicators, performance and compliance
- Calibration status of measuring equipment/ gadgets
- Compliance of Safety/ Environment/ OH Monitoring Plan
- Results of internal and external HSE audits (to be presented by HSE IC)
- Follow up of previous MRC MoMs (to be presented by HSE IC)

Act

- Complaints, accidents, incidents, comments and views of interested parties and feed back (to be presented by HSE IC)
- Status of preventive and corrective actions (to be presented by HSE IC)
- Issues related to modification jobs and compliance of MoC
- Any recommendations/ suggestion for improvement in process or system

8.6.5 Outputs to HSE MRC Reviews

- ☐ The minutes of Location HSE MRC meeting shall be prepared by the Secretary after the meeting and then distributed to the members.
- ☐ The minutes shall include decisions related to:
 - a) Improvement in Pollution Prevention System;
 - b) Improvement in Accident Prevention System;
 - c) Execution of Annual Vulnerabilities Identification and Impact (Risk) Plan
 - d) Execution of Annual Internal HSE Awareness Plan;
 - e) Execution of Annual Emergency Drill Plan;
 - f) Execution of Annual OH Assessment Plan;
 - g) Execution of Annual Toolbox Talk Plan;
 - h) Specific corrective actions for individual/ subcommittees with target dates of completion.
 - i) Revisions to HSE Objectives and Management Programs;
 - j) Resource/ training needs.
- ☐ The minutes shall include the name of persons who attended the meeting, matters reviewed, decisions taken on required actions, the names of persons responsible for implementing such actions and the dates by which they are to be completed.

8.6.6 Follow up of the HSE MRC Meeting

- ☐ HSE Department/ Section shall be responsible for the follow up of the decisions taken in the meeting to ensure that the decisions are implemented in the time frame specified.
-



Oil & Gas Development Corporation Limited

OGF/XXX - HSEQ - 044(00)

Location: _____

AGENDA
HSE MANAGEMENT REVIEW COMMITTEE (MRC) MEETING

MEETING TYPE	MEETING DATE	MEETING TIME	MEETING LOCATION

MEETING CALLED BY	
DEPARTMENT / SECTION	

AGENDA TOPICS

1. Previous items (follow-up)
2. Improvement
 - a) Summary of incidents and actions taken/ follow-ups
 - b) External complaints received and follow-ups
 - c) No. of CPRs issued, pending, closed & their effectiveness
3. Leadership
 - A) Status of objectives/ targets and goals
 - B) Surprise visits/ Walkthroughs by location management
4. Planning
 - A. Vulnerabilities identification and impact (risk) assessment
 - B. Any regulatory requirement/ compliance issue
5. Support
 - A) Training need analysis, gaps, and effectiveness
 - B) Toolbox Talks effectiveness + Analysis of Stop Cards
 - C) Status of labels, signs, etc.
6. Operation
 - A) Pollution prevention measures (summary of waste collected from each Section and safe disposal & measures to minimize waste generation at source)
 - b) Accidents prevention measures (summary of modification/ maintenance jobs and risk management & permit system)
 - C) Status of Personal Protective Equipment (PPE)
 - D) Emergency (mock-up) drills and effectiveness
7. Performance evaluation
 - a) Status of Occupational Health Monitoring (planned vs actual)
 - B) Status of Environment Monitoring (planned vs actual)
 - C) Status of Safety Monitoring (planned vs actual)
 - d) Outcome of internal HSE audits & follow-up
8. Other



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NAME	DESIGNATION	NAME	DESIGNATION

PREPARED BY	
REVIEWED BY	
APPROVED BY	



Oil & Gas Development Company Limited

OGF/XXX - HSE - 045(00)

Location: _____

MINUTES OF HSE MRC MEETING

QUARTER	DATE	TIME	LOCATION
1 ST /2 ND /3 RD /4 TH			

MEETING CALLED BY	
DEPARTMENT / SECTION	
CHAIRMAN	
SECRETARY HSE MRC	
COORDINATOR	
ATTENDEES	

AGENDA TOPICS

AGENDA TOPIC	TIME ALLOCATED	PRESENTER
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DISCUSSION		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

Ref. Section 08 (Performance Evaluation) of OGDCL's Integrated HSE System Manual



Performance Evaluation: OGDCL's Integrated HSE System Manual

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AGENDA TOPIC	TIME ALLOCATED	PRESENTER
DISCUSSION		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

OBSERVERS	
SPECIAL NOTES	

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NAME	DESIGNATION	NAME	DESIGNATION