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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 implementedOrImplementation is there but documents partially implemented | Documentation & implementation is in place to a larger extent | Documentation and implementation is fully in place |
|
| *Rating* |   | 0 | 2.5 | 5 | 7.5 | 10 |
| HSE & RM Policy Statements OGM/P-HSE-4.1 |
|  | *Are HSE/ Risk Management Policies available and understood/ communicated for compliance?* |  |  |  |  |  |  |  |
| Lifesaving Golden Rules/ Fatality Control Policy Guidelines OGM/P-HSE-4.2 |
|  | *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 |
|  | *Is line management and workforce aware of their HSE roles, responsibilities, accountabilities and authorities?* |  |  |  |  |  |  |  |
|  | *Are Location Emergency Management Teams formulated and aware of their HSE roles?*  |  |  |  |  |  |  |  |
| Crisis Management OGM/P-HSE-4.4 |
|  | *Is site based Emergency Response Plan developed and implemented?* |  |  |  |  |  |  |  |
|  | *Are Emergency LMT Teams and Duty Roster(s) prepared and disseminated to all concerned?* |  |  |  |  |  |  |  |
|  | *Is mock-up drill plan prepared, approved and exercised? Is updated record of Emergency Drill Reports available?* |  |  |  |  |  |  |  |
|  | *Is an authentic Head Count System established for rescue operations during emergency situations?* |  |  |  |  |  |  |  |
|  | *Are First Aid Boxes available & maintained at all pertinent places?* |  |  |  |  |  |  |  |
|  | *Are validation tests of emergency detection & response system /equipment performed at a prescribed frequency?* |  |  |  |  |  |  |  |
|  | *After an Emergency/ Drill, Is Location Emergency Preparedness & Response Plan (ERP) discussed in the HSE MRC Meetings and revised based on Lessons Learned?* |  |  |  |  |  |  |  |
|  | *Is Emergency Response Control Centre LMT Room / Alternate LMT Room available with tested resources?*  |  |  |  |  |  |  |  |
|  | *Is list of required resources for ERTs identified, available, and maintained?*  |  |  |  |  |  |  |  |
| Enterprise Risk Management OGM/P-HSE-5.1 |
|  | *Is Hazards Identification & Risk Assessment (HIRA) Team formulated and conducted HIRA?* |  |  |  |  |  |  |  |
|  | *Is Location-based Risk Register developed/ updated by HIRA Team, reviewed by HSE MRC and approved by Location Charge?* |  |  |  |  |  |  |  |
|  | *Are Risk Ratings communicated to all concerned stakeholders?* |  |  |  |  |  |  |  |
| Job Vulnerability /Hazard Analysis OGM/P-HSE-5.2 |
|  | *Is JVA/ JHA conducted for all tasks performed under a Permit to Work (PTW)?* |  |  |  |  |  |  |  |
|  | *Is JVA/JHA discussed with workforce prior to commencement of work?* |  |  |  |  |  |  |  |
| Legal & Other Requirements OGM/P-HSE-5.3 |
|  | *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 |
|  | *Is Annual HSE Plan developed and readily available? Is Progress against HSE Plan followed up?* |  |  |  |  |  |  |  |
|  | *Are HSE Objective & Targets Management Programs formulated to reduce, manage or mitigate the impact of high rated risks?* |  |  |  |  |  |  |  |
|  | *Are Annual HSE Plan, HSE Objective & Targets discussed, reviewed and followed up in HSE MRC?* |  |  |  |  |  |  |  |
| Competence & Awareness OGM/P-HSE-6.1 |
|  | *Based on TNA, is Annual HSE Training and Awareness Planner developed considering all essential HSE topics, and disseminated to all concerned?* |  |  |  |  |  |  |  |
|  | *Do the selection of training facilitators/ instructors consider some eligibility criterion?* |  |  |  |  |  |  |  |
|  | *Are HSE Trainings/ Awareness Sessions conducted at the identified frequencies?* |  |  |  |  |  |  |  |
|  | *Is record of HSE Trainings/ Awareness Sessions maintained and are the sessions being attended by adequate number of personnel?* |  |  |  |  |  |  |  |
|  | *Is effectiveness of HSE Trainings/ Awareness Sessions evaluated to oversee their intended purpose/ utilization?* |  |  |  |  |  |  |  |
|  | *Are site visitors, guests, etc. provided formal HSE induction and record kept?* |  |  |  |  |  |  |  |
| Communication & Consultation OGM/P-HSE-6.2 |
|  | *Are Tool Box Talks conducted by each Section?* |  |  |  |  |  |  |  |
|  | *Is Effectiveness of Tool Box Talks evaluated on periodic basis on prescribed template?* |  |  |  |  |  |  |  |
|  | *Are adequate number of safety signboards available at site and are these maintained to a good standard?* |  |  |  |  |  |  |  |
|  | *Are Product Safety Data Sheets developed, reviewed and distributed to Purchasers?* |  |  |  |  |  |  |  |
|  | *Are updated copies of applicable MSDSs distributed to Store, Medical, HSE and User's Sections and contents therein properly communicated?* |  |  |  |  |  |  |  |
|  | *Are Pipeline and Vessels color coded and labeled?* |  |  |  |  |  |  |  |
|  | *Are lifting gears color coded and labeled?* |  |  |  |  |  |  |  |
|  | *Are assured grounding color codes; lock out tag out devices color coding being carried out?* |  |  |  |  |  |  |  |
|  | *Is External Environmental Complaint Register maintained to log the complaints?* |  |  |  |  |  |  |  |
|  |  *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 |
|  | *Is Documented Information controlled (i.e. prepared, reviewed, updated, approved, and distributed)?* |  |  |  |  |  |  |  |
| Control of Records OGM/P-HSE-6.4 |
|  | *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)* |
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| *Rating* |   | 0 | 2.5 | 5 | 7.5 | 10 |
| Operational Planning and Control OGM/P-HSE-7.1 |
|  | *Are Standard Operating Procedures (SOPs) and Work Instructions (WIs) prepared by relevant Sections for all activities which may pose an HSE Risk?*  |  |  |  |  |  |  |  |
|  | *Are Preventive Maintenance Plans developed and implemented?* |  |  |  |  |  |  |  |
|  | *Are Calibration Plans developed and implemented? Does real-time testing validate the calibration results?*  |  |  |  |  |  |  |  |
| Permit to Work System OGM/P-HSE-7.2 |
|  | *Are Work Permits easily accessible during normal conditions, emergencies, SIMOPs, ATAs, etc.?* |  |  |  |  |  |  |  |
|  | *Is a system of Authorized Person for permit issuance and receiving documented and implemented?* |  |  |  |  |  |  |  |
|  | *Have Issuing and Receiving Authorities received PTW trainings and record of these trainings available?* |  |  |  |  |  |  |  |
|  | *Are adequate gas detectors available to conduct gas test?* |  |  |  |  |  |  |  |
|  | *Is energy isolation/ Lockout - Tagout (LOTO) system developed and implemented?* |  |  |  |  |  |  |  |
|  | *Are applicable Permits timely issued, complied upon, closed out and record maintained?* |  |  |  |  |  |  |  |
|  | *Are PTW audits conducted and outcome of these audits actioned?* |  |  |  |  |  |  |  |
| Handling, Segregation and Disposal of Waste OGM/P-HSE- 7.3 |
|  | *Is On-Site Waste Management Plan developed and implemented?* |  |  |  |  |  |  |  |
|  | *Is waste segregation, handling, temporary storage and disposal carried out?* |  |  |  |  |  |  |  |
|  | *Is record of waste collection, handing over and disposal maintained? Disposal sites crosschecked/ verified?* |  |  |  |  |  |  |  |
| Journey Management OGM/P-HSE-7.4 |
|  | *Is Journey Management Plan developed, made available in vehicles and record maintained?*  |  |  |  |  |  |  |  |
|  | *Are all applicable operational controls checked and made available/ ensured before journeys? Are controls for the high security journeys in place?* |  |  |  |  |  |  |  |
|  | *Are driver(s) competence and fitness assured through trainings and monitoring?*  |  |  |  |  |  |  |  |
| Framework for Hydrogen Sulfide (H2S) Management-7.5  |
|  | *Is location categorized w.r.t Framework for Hydrogen Sulfide (H2S) Management?* |  |  |  |  |  |  |  |
|  | *Are H2S detection system and protective/ emergency controls available and in healthy condition?* |  |  |  |  |  |  |  |
| Management of Project Contractors & Service Companies OGM/P-HSE-7.6 |
|  | *Do Contracts bound Contractors & Service Companies for HSE requirements as an obligation?* |  |  |  |  |  |  |  |
|  | *Are Contractors & Service Companies managed through overseeing their compliance toward HSE protocols?* |  |  |  |  |  |  |  |
|  | *Are Contractors & Service Companies recognized through HSE rewards and warned for violations?* |  |  |  |  |  |  |  |
| Use of Personal Protective Equipment OGM/P-HSE-7.7 |
|  | *Do all Sections prepare and update PPE Need Assessment Matrix and maintain record?* |  |  |  |  |  |  |  |
|  | *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?* |  |  |  |  |  |  |  |
|  | *Is a quantitative noise survey completed around all machinery and equipment and sign posted where noise levels greater than 80 dB(A)?* |  |  |  |  |  |  |  |
|  | *Does PPE issuance, cleaning & maintenance, disposal meets requirements?* |  |  |  |  |  |  |  |
|  | *Is adequate PPE stock available to cater for employees, contractors and visitors?* |  |  |  |  |  |  |  |
|  | *Is color coding for hard helmets and coverall followed?* |  |  |  |  |  |  |  |
| Framework For Site Restoration OGM/P-HSE-7.8 |
|  | *Are treatment and restoration cases for hazardous/ non-hazardous sites/ pits initiated and processed?* |  |  |  |  |  |  |  |
|  | *Is well site’s handing over taking over carried out and record maintained?* |  |  |  |  |  |  |  |
|  | *Is QC for treatment & restoration performed and record maintained?* |  |  |  |  |  |  |  |
| *SUB SCORE* |  |
| **CHECK (20 Questions )** |
| *#* | *HSE MS Element* | Rating | Findings and Comments*(Use separate sheets where required)* |
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| *Rating* |   | 0 | 2.5 | 5 | 7.5 | 10 |
| UBUC (Hazards) Identification & Reporting OGM/P-HSE-8.1 |
|  | *Are STOP Cards available at prominent areas along with the Drop Boxes?* |  |  |  |  |  |  |  |
|  | *Is STOP Cards/ UBUC Hazard Hunt Tours schedule/ frequency followed?* |  |  |  |  |  |  |  |
|  | *Are STOP Cards analyzed, results shared and record maintained?* |  |  |  |  |  |  |  |
| Monitoring, Measurement & Compliance Evaluation OGM/P-HSE-8.2 |
|  | *Are Section wise Occupational Health, Safety & Environmental Monitoring Plans developed/ updated and distributed?* |  |  |  |  |  |  |  |
|  | *Are monitoring Checklists developed/ updated and made available in each Section?* |  |  |  |  |  |  |  |
|  | *Are HSE monitoring activities performed in accordance with HSE Monitoring Plans?* |  |  |  |  |  |  |  |
|  | *Are CPRs initiated for the deviations and corrective actions followed up?*  |  |  |  |  |  |  |  |
|  | *Are objective s& targets set for the deviations and progress followed up?* |  |  |  |  |  |  |  |
| Analysis of Data OGM/P-HSE-8.3 |
|  | *Is Location Management aware of his location’s HSE Performance/ KPI/ benchmarking criteria?*  |  |  |  |  |  |  |  |
|  | *Is location’s HSE performance shared with all concerned via HSE Monthly Reports?* |  |  |  |  |  |  |  |
|  | *Is HSE Scorecard (Leading and Lagging Indicators) discussed in Location HSE MRC meetings and used to keep an eye on how involvement of each Section is going in bringing improvement?* |  |  |  |  |  |  |  |
| Reward, Recognition & Penalties OGM/P-HSE-8.4 |
|  | *Is the reward and recognition system known and followed in letter & spirit?* |  |  |  |  |  |  |  |
| Internal HSE Audits OGM/P-HSE-8.5 |
|  | *Are Internal HSE Audits planned and conducted?* |  |  |  |  |  |  |  |
|  | *Are Internal HSE Audit Teams trained/ certified and the list of location’s qualified Internal HSE Auditors maintained?* |  |  |  |  |  |  |  |
|  | *Are Internal HSE Audits findings referred to all concerned for developing Action Plan?* |  |  |  |  |  |  |  |
|  | *Are Internal HSE Audits findings effectively closed out?* |  |  |  |  |  |  |  |
| Management Reviews OGM/P-HSE-8.6 |
|  | *Are quarterly HSE Management Reviews conducted?* |  |  |  |  |  |  |  |
|  | *Are Agenda and Minutes of HSE MRC Meetings timely circulated to all concerned for necessary actions?* |  |  |  |  |  |  |  |
|  | *Does each Section reflect its own HSE Performance (through Presenting Section’s PDCA Cycle) in HSE MRC Meetings?* |  |  |  |  |  |  |  |
|  | *Are HSE MRC meeting decisions followed up?* |  |  |  |  |  |  |  |
| *SUB SCORE* |  |

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| **ACT (10 Questions)** |
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| *Rating* |   | 0 | 2.5 | 5 | 7.5 | 10 |
| Opportunities For Continual Improvement OGM/P-HSE-9.1 |
|  | *Are Corrective Preventive Actions (CPRs) initiated and processed?* |  |  |  |  |  |  |  |
|  | *Is CPR Log maintained and updated?* |  |  |  |  |  |  |  |
| Management of Change OGM/P-HSE-9.2 |
|  | *Are Engineering Changes Request (ECR) made for modification jobs? Are records of these changes available and maintained?* |  |  |  |  |  |  |  |
|  |  *Is an ECR Committee formulated in the field?* |  |  |  |  |  |  |  |
|  | *Does the ECR Committee conduct Monthly ECR Reviews and record minutes?*  |  |  |  |  |  |  |  |
|  | *During post incident scenarios, are Emergency ECR meetings convened?* |  |  |  |  |  |  |  |
| Incident Investigation OGM/P-HSE-9.3 |
|  | *Are Preliminary Incident Reports timely submitted to head office?* |  |  |  |  |  |  |  |
|  | *Are investigation conducted as per criterion?* |  |  |  |  |  |  |  |
|  | *Are investigation reports developed using the standard template?* |  |  |  |  |  |  |  |
|  | *Are lessons learned shared with all concerned?* |  |  |  |  |  |  |  |
| *SUB SCORE* |  |