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1. SCOPE AND APPLICATION

Contractor/Service providers are the key stake holder and an integral part of Gujarat Energy Ltd (GEL's) business. Contractors'/Service provider' Quality, Health, Safety and Environment (QHSE) performance reflects on the company's business performance and reputation. GEL has established QHSE Management Systems, Procedures & Guidelines to ensure compliance with GEL's QHSE requirements. These requirements apply to all jobs whilst conducting work for GEL including; Project, Construction, Operation & Maintenance, Field Operations and Services within any given contract or agreement.
The overall objective of QHSE management in contract/agreement is to improve the company and Contractor's/Service providers' QHSE performance in all aspects of activities. Active and on-going participation by both the GEL and Contractor/Service provider is essential to achieve this objective.

2. RESPONSIBILTIES

Contractors/Service providers work under the direction of GEL Integrated Management System (IMS) Policies, Procedures & Guidelines that describe the GEL requirements for undertaking work within the company. It is the responsibility of Contractors/Service providers to ensure that their staff are informed of and comply with GEL's requirement whilst working for the company.

Contractor/Service Provider are responsible to ensure safe execution of work/service including following:

- Ensuring that the QHSE Policy, Procedures & Guidelines are known and understood by all contractors'/service providers' staff and work force
- Supervising execution of work activities to ensure adherence to the QHSE compliance requirements

Contractor/Service provider to ensure that all aspects relating to QHSE are adequately addressed and implemented in accordance with the GEL QHSE requirements and QHSE Management Plan, which shall include the management processes and activities to be implemented during the course of work with GEL.

Contractor/Service provider shall be responsible for ensuring that adequate HSE resources are put in place to enable satisfactory implementation of QHSE Management Plan.

This responsibility also applies to ensure the Health and Safety of the people are directly and indirectly engaged / involved whilst working or present at GEL's work area / sites.

3. MOBILIZATION

- Post selection and awarding of contract, GEL shall arrange a kick-off meeting with Contractor/Service provider where GEL team members Contract Owner (CO), Contract Holder (CH) & HSE representative) will discuss on QHSE Management aspects / plan and requirements in order to make sure that Contractor/Service provider and their team fully understand the expectation of GEL. During the meeting, QHSE Management Plan shall be discussed and agreed between GEL and Contractor/Service provider.

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- Contractor/Service Provider shall ensure that all tools, tackles, equipment, machineries & instruments are adequately deployed and are 'Fit for Purpose'. Pre-mobilisation checks/inspection shall be carried out by GEL team for the same before the start of work.
- GEL emphasizes on the importance of the Health and Fitness of all staff/work force deployed at GEL work sites. Contractor/Service provider shall adhere to medical check-up as per the GEL Health check-up matrix (as applicable)
- Contractor/Service provider shall ensure that only trained & technically competent person carried out the job and under no circumstances should the Contractor/Service provider commence the work unless relevant certification/qualification documents are submitted to GEL
- A proper HSE orientation and training will be organised by GEL for the Contractor/Service provider workforce before the start of work; under no circumstances should the Contractor/Service provider commence the work unless the manpower have undergone the HSE training (as applicable)
- Contractor/Service provider shall ensure that all their staff/work force are provided required Personal Protective Equipment (PPEs) as per GEL PPE matrix (as applicable) and any additional PPE as directed by Engineer Incharge based on risk assessment
- Contractor/Service Provider shall ensure all required emergency arrangements like Medical treatment, FIRST AID box and Fire fighting equipment (as applicable)

4. EXECUTION

Contractor/Service provider is responsible to ensure the compliance with GEL QHSE requirements. GEL overall QHSE performance is directly influenced by the contractors' performance.

- Contractor/Service provider is responsible for QHSE compliance monitoring at site/work activities to ensure that work/activity is performed in a safe manner. Moreover, they are responsible for reporting of all incidents, Hazard and Near Miss that might happen during work/activity
- Contractor/Service provider shall follow and comply with GEL 'Permit to Work'' system
- During work execution and activities, GEL team will regularly monitor and evaluate the performance of the Contractor/Service provider to identify the shortfalls and weaknesses and assist to improve the overall performance including QHSE performance through CPAR process (as applicable)

We believe that everyone at GEL, Employees, Contractors, Service providers and Associates have the right to go home safely.

5. QHSE GUIDELINE (AS APPLICABLE) FOR ALL TYPE OF CONTRACTS

1. Contractor/Service provider

a) shall ensure that all staff/work force comply with the requirements of the GEL HSE Management System, QHSE policy, standard, procedures, guideline, plan & Life Savers at work site

b) shall ensure issuance of Identity Card to their team members

c) shall apply and obtain Permit to work (PtW/WA) before start of the work

d) shall arrange work related Personal Protective Equipment (PPEs) for their staff/work force and ensure proper use during the execution of job

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e) shall carry out the work within the duty hours/office hours. No Work shall be carried out without permission of GEL's representative beyond the official duty hours unless otherwise agreed upon and recorded appropriately

f) shall ensure that all tools, tackles, appliances, machines, vehicles, instruments or other equipment are Fit for Purpose and maintained safe working condition at all times and are used only by authorized and competent persons

g) shall ensure that all the QHSE requirements are properly discussed for any sub-contracted activities with GEL. No such activity shall be performed without clearance from GEL management

h) shall ensure that all Hazards, Near miss, accident, incident, injuries are reported promptly to GEL**.** Action arising due to reported Hazards, Near miss, incident investigation; audit/inspection shall be closed out as per agreed timelines with site in-charge

i) shall deploy staff & work force trained, qualified and competent for the work and well aware of risks and mitigation action/s for the activities undertaken

j) shall make necessary arrangements for safe custody of equipment, materials in stores/warehouse and at site

k) shall ensure safe transportation, storage and handling of materials to prevent any damage which may impair safe performance of the equipment / material etc

l) shall initiate immediate actions to hospitalize injured person(s)

m) shall ensure an injury free, incident free workplace and protect people from harm caused by work activities

n) shall ensure use of seatbelts while driving four-wheeler and use of crash helmet for Two wheeler riders during job execution

o) shall ensure Lock out and Tag out (LOTO) after de-energizing and double check before starting any jobs. In case of conducting job for the purpose of fault finding & monitoring of voltage & current it is to be considered live & working and all PPE'S to be worn to avoid exposure of flash arc current

p) shall take note that the use of open wires in sockets, use of wires with tape joints shall not be accepted at work site.

q) shall ensure proper collection, storage and disposal of solid / liquid waste as per GEL procedure and guideline

r) staff/work force shall not smoke or resort to misuse of drugs, medicines or alcohol while on duty

2. In case of any incident like fire, gas leakage etc. due to gross negligence of the Contractor's staff/work force, GEL reserves the right to impose penalty up to actual damage cost and or termination of work order depending upon the gravity of the situation.

3. Any breach of the QHSE requirements shall be deemed by the company to be a material breach of the terms & condition of the contract. GEL shall be entitled to take appropriate actions including (a) instructing the contractor to remedy the breach; (b) suspend the work or (c) terminate the contract.

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4. All activities shall be carried out as per GEL's documented procedures and QHSE requirements, deviation from it shall be dealt with very strictly

6. HSE & CPAR RELATED PENALTY MATRIX

Sr. No	Parameter	Service Level Agreement	Penalty
1	Reportable Incident	Zero Incident	• For each Fatal Incident - Rs. 1,00,000 or 10% of Total contract value, whichever is lower • For each LTI* - Rs. 20,000 or 10% of Total contract value, whichever is lower • For each MTC/RWDC Case# - Rs. 10,000 or 5% of Total contract value, whichever is lower **Note:** Penalty shall be imposed over and above the payment & compensation that would be made by the service provider to the injured person or family of deceased vide the statutory provisions.
3	Compliance to GEL performance requirements	Performance rating less than 60% against CPAR	Following actions to be initiated against non-achieving of SLA for monthly CPAR score • First Instance of Low monthly CPAR score – Warning letter to be issued • Second, third & fourth instance of low CPAR score (i.e. < 60%), Penalty of Rs. 8000/- to be deducted for each month of low CPAR score • Beyond 4th instance of CPAR score (i.e. < 60%), Penalty of Rs. 15,000/- to be deducted for each month of low CPAR Score month **GEL** may take suitable actions as per the contract if there is no improvement after 6 months from the date of warning letter issued. ***Refer Important Notes mentioned below***.
5	Compliance to QHSE requirements	Un-authorized work, Work without approved PTW/WA or EIC approval	Rs. 10,000/- per instance
6		Training Non-Compliance – Untrained staff (w.r.t Safety / Technical Competency as per GEL defined training matrix	Rs. 2500/- per Employee
7		Non-compliance – Health Check up	Rs. 2,000/- per Employee
8		Non-compliance – PPE	Rs. 1000/- per person per instance

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9		Use of non-standard electrical equipment	Rs. 2500/- per instance
10		Manpower found intoxicated condition while on duty	Rs.2,500/- per manpower per instance
11		Unavailability of First Aid Box or Fire extinguisher at worksite	Rs. 1,000/- per instance
12		Improper Hazardous waste collection, handling, disposal or reporting	Rs. 2000/- per instance
13		Improper non-Hazardous waste collection, handling, disposal or reporting	Rs. 500/- per instance
14		Violation or non-compliance to any applicable lifesaver rules	Rs. 500/- per instance

***LTI - Loss time Injury:** A disabling Occupational Injury which results from a work-related activity or from a single instantaneous exposure in the work environment and that results in a person being unfit for work beyond the day of the incident. Where the injured party returns to work on the following day but subsequently has to take time off as a result of the injury this shall count as a Lost Time Injury.

 # MTC - Medical Treatment Case: A work-related injury case is classified as Medical Treatment Case (MT) when the management and care of the injured person is above and beyond First Aid

 # RWDC - Restricted Work Day Case: Any work-related Injury Case (other than a fatality or lost workday case) which results in a person being unfit for full performance of their regular job on any day after the work-related injury

Note: For further details on glossary (terminology/definitions) and guidelines on same, refer GEL approved Guideline on Glossary related to GEL HSE incident Statistics.

Remark: Issuance of MEMO against HSE non-compliances including above mentioned defaults shall be decided by Contract Holder

1. **CONTRACTOR** to note that CPAR shall be carried out for each GA for the given cluster as per the **GEL** approved CPAR process. Accordingly, penalty/actions will be applicable and imposed against non-compliance in respective GA as per the table above.
2. **CONTRACTOR** to note following weightage with reference to Performance Assessment criteria and Methodology
   - Business Performance - 70%
   - Contract Management – 5%

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- Quality Control – 5%
- HSE Compliance – 10%
- **GEL** Lifesaver Compliance – 5%
- Key Performance – 5%

3. Less than 40% marks in Business Performance Target shall lead over-all CPAR score reduced to 0%.
4. Less than 50% compliance in HSE + Lifesaver requirement shall lead to Over-all CPAR score reduced to 50%.
5. Any fatality incident on **GEL** site shall lead to over-all CPAR score reduced to 0%.
6. Any LTI incident on **GEL** site shall lead to over-all CPAR score reduced by 50% of obtained score.
7. Any MTC incident on **GEL** site shall lead to Over-all CPAR score reduced by 25% of obtained score.
8. **CONTRACTOR** to note that, **GEL** reserves the right for continuous review and change in **CONTRACTOR** Performance Assessment & Review (CPAR) procedure and requirements during the CONTRACT period and same shall be applicable on **CONTRACTOR** during CONTRACT period.

In addition to above SLA & Penalty clauses, if **CONTRACTOR**'s CPAR rating is <60% in 2 successive months OR <40% in any month, **GEL** may issue a Show Cause Notice to **CONTRACTOR**. **GEL** will review the **CONTRACTOR** performance subsequently and upon review **GEL** may take suitable actions (e.g. CONTRACT termination).

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7. FORMATS

MEMO FORMAT

GUJARAT GAS	MEMO	

Memo No:	Date:	Time:
GA/Location		
Name of the activity		
Name of the contractor		
Memo Issued to		
Memo Issued by		

Observation		
SN	Non Compliance Observed	Close-out timeline
1		
2		
3		
4		

Remarks:

	GGL	Contractor
Name		
Designation		
Signature		

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FIRST AID BOX CONTENTS

GUJARAT GAS	First Aid Box Contents At worksite – PE/PNG/Steel/CNG Project/Admin and Office vehicles including O&M vehicles & MCV	Doc. No.	HSE-F-40B
		Rev. No.	01
		Effective Date	01/11/2018

SN	First Aid Box Contents	Minimum required Quantity
1	Small sterilized dressings	3
2	Medium size sterilized dressings	3
3	Large size sterilized dressings	3
4	Large size sterilized burn dressings	5
5	15 gm. packets of sterilized cotton wool	3
6	100 ml bottle of suitable antiseptic solution	1
7	Scissors	1 pair
8	Adhesive plaster (2 cm x 1 meter)	2 rolls
9	Sterilized eye pads in separate sealed packets	3
10	Analgesic or Aspirin tablets	10 nos.
11	Medical disposable gloves	2 pairs
12	Safety pins	1 dozen

FIRST AID BOX CONTENTS USAGE FORMAT

GUJARAT GAS	First Aid Box content Usage Format	Doc. No.	HSE-F-41
		Rev. No.	0
		Effective Date	15/05/2018

Office/Station/Vehicle details:							
SN	Date & Time	Name of Person treated	Type of Emergency/ Injury	First aid Box Content Used	Quantity used	Name of First Aider	Signature of First Aider

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PPE APPLICABILITY MATRIX

GUJARAT GAS	PPE Applicability Matrix	Doc. No.	HSE-F-45
		Rev. No.	0
		Effective Date	01.06.2018

SN	Activity / Work	Activity / Task Performer / Executor	Safety Hard hat	Safety Shoes	Safety Goggle/ Glass	Reflective Jacket / Strip	Dust Mask	Ear Plug / Ear Muff	Cotton Hand Gloves	Leather Hand Gloves	Rubber Hand gloves	Chemical resistant gloves	Rubber electrical gloves (11KV / 33KV / 66KV)	Electrical Resistant Safety Shoes (HT)	Gum Boot	Fire Retardant Clothing	Cotton dress / cover-all with reflective stripe	Chemical resistant Suit	Seat belt	Crash Helmet	Full Body Harness Double anchor	PETZL (Work at height equipment)	Knee guards	Welding Screen	Face shield	Self Contained Breathing Apparatus	Respirator for Organic Vapour
1	Project, Construction, Connection Site -Supervision / Site Visit	GGL Employee / Out Sourced Engineer	√	√	NB	√	NB	NB	NB																		
		TPI / Construction Supervisor / Contractor	√	√	NB	√	NB	NB	NB																		
		Contractor Supervisor / Engineer / Mukadam	√	√	NB	√	NB	NB	NB																		
2	Project, Construction, Connection site	Technician/Fitter/Rigger/Helper/Workers	√	√	NB	√	NB	NB	√	NB	NB		NB		NB												
3	Customer Premises Visit / Meeting	GGL Employee / Out Sourced Engineer	√	√	NB	√	NB	NB	NB																		
		GGL Non Technical Employee	√	√	NB	√	NB	NB	NB																		
		TPI / Construction Supervisor / Contractor	√	√	NB	√	NB	NB	NB																		
4	Excavation in Soft Soil	Labour / Worker	√	NB	NB	√	NB		√				NB	NB	√												
5	Excavation in Hard Soil / RCC / PCC	Labour / Worker	√	√	√	√	NB	NB	√				NB	NB	NB												
6	Steel Pipeline Welding - Cold work	Welder	√	√						√			NB		NB		√							√	√		
		Helper / Fitter	√	√	√				√	NB			NB		NB		√								NB		
7	Steel Pipeline Welding - Hot work	Welder	√	√						√			NB		NB	√								√	√		
		Helper / Fitter	√	√	√				√				NB		NB	√									NB		
8	Radiography	Radiographer	√	√					√						NB		with TLD Badge										
9	Joint Coating	Technician / Helper	√	√	√	√	NB					√			NB												
10	Holiday detection	Technician / Helper	√	√		√							√		NB												
11	Drilling	Fabricator / Technician / Rigger / Helper	√	√	√		NB	√	√				NB														
12	Grinding / Cutting / Shot Blasting	Fabricator / Technician / Rigger / Helper	√	√	√		NB	√		√			NB		NB		√								√		
13	PE Pipeline Welding - Cold Work	Welder	√	√	√	√			√						NB												
14	PE Pipeline Welding - Hot Work	Welder / Helper	√	√	√	√			√						NB	√											
15	Plumbing	Plumber / Helper	√	√	NB		NB		√																		
16	Working at Height at Riser / Riser Maintenance / Building	Trained Plumber / Civil Worker	√	√	√	√	NB		√												√	√	√				
17	Work on road/highways/street or vehicle movement area	Any Level / Category of person	√	√	NB	√	NB																				
18	AMC - Dom/Com		√	√	√	√	NB		√								√										
19	PNG/CNG O&M Cold job on charged gas network / installation	Any Level / Category of person	√	√	NB	√	NB		√						NB												
20	PNG/CNG O&M Hot job on charged gas network / installation	Any Level / Category of person	√	√	NB	√	NB	NB	√						NB	√											
21	Odorant transfer / filling activity	Any Level / Category of person	√	√	√							√				√		√									√
22	CNG Handling (Filling / Transporting)	Technician / Helper	√	√													√										
23	CNG Back-court Operations	Compressor Operator	√	√	√			√	√								√										
24	Testing - Equipment / Pipeline / Valve / PRI	Any Level / Category of person	√	√	√	√		NB	√						NB		√										
25	Gas Commissioning - Network / Gas Installation	Any Level / Category of person	√	√	√	√		NB	√						NB	√											
26	Electrical - Project / Office Site - Cold Work / Installation	Electric Engineer / Electrician / Worker	√	√	√								√	NB			√										
27	Electrical - Project / Office Site - Live Work / Installation	Electric Engineer / Electrician / Worker	√	√	√								√	NB		√											
28	Driving - Mobile Cascade Van (MCV/LCV/HCV)	Driver / Helper		√															√								
29	Handling of Heavy Equipment (Hydra/JCB/Crain/HDD machine)	Driver / Helper	√	√	√	√	NB																				
30	Driving - Four / Three Wheeler	Driver & Co-traveller		√															√								
31	Driving - Two Wheeler	Driver / Pillion Driver		√																√							
32	Office Work	Canteen boy / House Keeping Staff		√			NB		√																		
33	Work in high noise area	Any Level / Category of person	√	√				√																			
34	Work in confined space	Technician / Worker	√	√	√																NB					NB	
35	Manual Boring	Worker	√	√	√	√	NB						√														
36	Loading / Unloading	Technician / Worker	√	√		√			√	NB	NB																
37	Civil work	Masson / Worker	√	√	√	√	NB		√		NB				NB												

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TRAINING APPLICABILITY MATRIX

GUJARAT GAS	Training Applicability Matrix		Doc. No.	HSE-F-46
			Rev. No.	02
			Effective Date	29.09.2023
Job Positions / Area of Work	**Basic Safety Training**	**Technical Competency Training**	**Practical Fire fighting Training**	**First Aid Training**
Contractor Staff / TPI / Outsourced Employee - Technical				
Plumber	✔	✔	X	X
Plumber - Working at Height	✔	✔	X	X
Supervisor - Working at Height (WAH supervision Training)	✔	✔	X	✔
PE Pipe Welder (Welder qualification)	✔	✔	✔	X
Steel Pipe Welder (Welder qualification)	✔	✔	✔	X
Fitter/Fabricator/Grinder/Insulator	✔	X	✔	X
Helper (Project jobs) excluding excavation workers	✔	X	X	X
Site Supervisor or Mukadam (All jobs)	✔	X	✔	✔
Qualified HSE Engineer	✔	X	✔	✔
QA/QC Engineer	✔	X	X	X
Outsourced Employees - Technical	✔	X	✔	✔
TPI (of TPIA)	✔	X	✔	✔
Construction Supervisor (of TPIA)	✔	X	✔	✔
Project/O&M In-charge/Manager	✔	X	✔	X
PE/PNG O&M Staff / Emergency response team	✔	✔	✔	✔
Steel pipeline O&M Staff	✔	✔	✔	✔
PNG (Dom/Com) AMC team	✔	X	X	X
CNG Station Supervisor	✔	✔	✔	✔
CNG Filler	✔	✔	✔	X
Compressor Operator	✔	✔ (OEM)	✔	✔
Virtual Pipeline - DCS - Operator cum Technician	✔	X	✔	✔
CNG O&M Supervisor/Incharge	✔	✔ (OEM)	✔	✔
CNG O&M Staff	✔	✔ (OEM)	✔	X
LNG / LCNG O&M Staff	✔	✔	✔	✔
CNG/LNG/LCNG Project Supervisor / In-charge	✔	X	✔	✔
CNG/LNG/LCNG Project Technician	✔	X	✔	X
Civil Staff - CNG/LNG/LCNG Projects	✔	X	X	✔
Certified Electrician	✔	X	✔	✔
PRI OEM O&M Staff	✔	X	X	X
Odorant Handling staff	✔	X	✔	✔
Terminal Compressor O&M Staff	✔	X	✔	✔
Terminal Compressor O&M Supervisor	✔	X	✔	✔
Security staff at Gas Installation	✔	X	✔	✔
CNG & LNG Transportation Drivers	✔	✔	✔	X
Hired Vehicle Drivers (non O&M)	✔	✔	X	X
HDD/Hydra/Crane/Excavator Operator	✔	X	X	X
Contractor Staff / TPI / Outsourced Employee - Non- Technical				
Security staff at offices and warehouse	✔	X	✔	✔
Billing staff	✔	X	X	X
DMA/CDMA staff	✔	X	X	X
House Keeping Staff	✔	X	✔	X
GGL Employee (Technical/Non-Technical)				
New GGL Employee - Technical	On joining	On joining	✔	✔
New GGL Employee - Non-Technical	On joining	X	X	X
GGL employees - staff & shift engineer of emergency response team	✔	✔	✔	✔
Floor Warden	X	X	✔	X
First Aider	X	X	X	✔

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TRAINER FREQUENCY & TRAINER MATRIX

GUJARAT GAS	Training Frequency & Trainer Matrix		Doc. No.: HSE-F-47 Rev No.: 02 Effective Date: 29.09.2023
Training Title	**Frequency (Years)**	**Trainer**	**Target Group**
Basic Safety Training	Once in 3 years	HSE Rep - GA / Corporate	As per Training Applicability Matrix
Practical Fire Fighting Training	Once in 3 years	HSE Rep - GA / Corporate	
First Aid Training	Once in 3 years	External Agency	
Emergency Response Team Training	Once in a year / On inclusion or role change in ERT	HSE Rep - GA	ERT members
Induction Training - HSE	On joining	HSE Corporate	GGL Employee - New (including DET/GET/MT)
Functional Training	On joining	Based on recommendation of GAH/Function Head	GGL Employee - New (including DET/GET/MT)
Technical Competency Trainings			
Gas pipe Plumbing Training including Basic Safety + Practical Fire fighting	Once in 3 years	External Agency	Mandatory - Plumber, Plumbing supervisor Suggested - TPI, CS, Outsourced employees of PE-PNG dept.
Working at Height Training	Yearly	External Agency	WAH-Plumber (Level-I), Rescuer (Level-II) and Plumbing Supervisor (Level-III)
PE Welder Training	Once in 3 years	External Agency	Mandatory - PE welder, Supervisor Suggested - TPI, CS, Outsourced employees of PE-PNG dept.
CNG Filling Training including Basic Safety + Practical Fire fighting	Yearly	External Agency	CNG Filler & CNG station supervisor
On Job Training for CNG fillers	Half Yearly	GA - CNG O&M / HSE Rep	CNG Filler & CNG station supervisor
Steel Pipe Welder Qualification	As per TPI Certification	TPIA	Steel Pipe-welder
Steel/PE/PNG O&M & Emergency Handling Training Including including Basic Safety + Practical Fire fighting	Once in 3 years	External Agency	Steel/PE/PNG O&M Staff / Emergency handling team including GGL Employees - staff & shift engineer of emergency response / O&M team
LNG/LCNG O&M & Emergency Handling Training	Yearly	External Agency	LNG/LCNG O&M Staff, Emergency handling team & LNG Tanker driver including GGL Employees - staff & shift engineer of emergency response / O&M team
Defensive Driving Training	Once in 3 years	External Agency	CNG/LNG Transportation Drivers, Hired Drivers, Emergency/O&M vehicle drivers, Patrolmen

GUJARAT ENERGY

WASTE MANAGEMENT MATRIX

Waste Management Matrix

Waste item	Responsibility of collection	Storage Location	Responsibility of Storage & Disposal	Method of Disposal	Record to be maintained
Hazardous Waste					
O&M Waste					
Used oil from Compressor / DG set	GGL EIC through contractor	CNG Station / CGS	Contractor	Disposed to SPCB authorised vendor	From-3, Form 4, Manifest
Cotton Waste- Contaminated with Used oil		CNG Station / CGS	Contractor	Disposed at land fill sites	
Used Gas filter cartridge		GGL Store / Warehouse	GGL Warehouse – rep.	Disposed at land fill sites	Manifest
Ethyl Mercaptan scrubber drums		CNG Station / CGS	Vendor	Disposed to SPCB authorised vendor	Manifest
Used Suraksha hose		GGL Store / Warehouse	GGL Warehouse – rep.	Disposed at land fill sites	Manifest
Condensate during pigging		Condensate tank at site	Contractor	Disposed to SPCB authorised vendor	Manifest
Used Odorant Tank		GGL Store / Warehouse	GGL Warehouse – rep.	Disposed to SPCB authorised vendor	Manifest
Project Waste					
Used Welding Electrodes	GGL Site In-charge through contractor	Respective Contractor store	Respective Project Contractor	Disposed to SPCB authorized vendor	Manifest
Equipment-Used Oil				Disposed to SPCB authorised vendor	
Coating / Chemical cans				Disposed to SPCB authorized vendor	
Coating applicator Pad				Disposed to SPCB authorized vendor	
Used Hydro-test Water		Contractor water tanker		During de watering, care shall be taken to properly dispose the discharging water in order to avoid pollution, damages to fields under cultivation and / or existing structures and interference with the traffic. As chemical have been added to water, dewatering shall be done in such a way that the composition of the efficient water does not exceed the limit set in IS 2490 (Part-I) tolerance limits for industrial effluents discharged into in land surface water. Hence, dewatering circuit shall include chlorination before letting the water out of the pipe section to the environment.	
Other Hazardous Waste					
Plastic / other non-biodegradable scrap < 50 micron	GGL Site In-charge through contractor	GGL Store / Warehouse	GGL Warehouse – rep.	Sold to SPCB approved re-cycler	Monthly Patrak
Used empty paint cans	GGL EIC			Sold to SPCB approved re-cycler	Manifest
Used batteries	GGL EIC			Sold to dealers having authorisation to collect used batteries	Form-VIII
E-waste	GGL IT In-charge			Sold to vendors having authorisation for collecting e-waste	Register
Non- Hazardous Waste					
Project and O&M Waste					
Cotton waste	GGL Site In-charge through contractor	Respective Contractor store	Contractor	Dust bins / garbage container	Challan
Discarded Grinding Disc		Respective Contractor store		Sold to authorised scrap dealer	
Used Stringer brush				Sold to authorised scrap dealer	
Bevel Protector				Sold to authorised scrap dealer	
Foam Pig				Sold to authorised recycler	
Bentonite Mud used for HDD		Contractor truck		Landfill Site	
Metal Scrap (CS, MS) Pipe, Fittings, Valves	GGL Site In-charge through contractor	GGL Store / Warehouse	GGL Warehouse – rep.	Sold to authorised recycler/scrap dealer	
Other Metallic / Non-metallic scrap e.g. meters, regulators etc.					
Aluminium, Brass, Copper Scrap					
Scrap PE pipe pieces, Fittings, valves					
Non-usable Project surplus – Steel & PE					
Admin Waste					
Canteen Wastes	Admin In-charge through respective Contractor	At designated location in premises	Admin Contractor	Local Authority Waste Management arrangement – e.g. Municipal Corporation waste truck	
Used Plastic Water Bottle					
Waste paper					
Broken glasses					
Electrical bulbs/tube lights etc.					
Rubber Scrap	Admin In-charge through respective Contractor	GGL Store / Warehouse	GGL Warehouse – rep.	Sold to authorised recycler/scrap dealer	
Wooden Scrap					
Office Chairs, Fan, Water Cooler					
Electrical Waste - Motor, Pump, Panel, UPS	EIC through contractor	GGL Store / Warehouse	GGL Warehouse – rep.		
Other Non-Hazardous waste					
Plastic / other non-biodegradable scrap > 50 micron	Respective Function In-charge	Waste bins / garbage container	-	Local Authority Waste Management arrangement – e.g. Municipal Corporation waste truck	
Housekeeping waste	Contractor		Admin		
Building material (civil) waste	GGL EIC through contractor		Contractor		

GUJARAT ENERGY

CONTRACTOR PERFORMANCE ASSESSMENT REPORT

GUJARAT GAS	Contractor Performance Assessment Report (CPAR)			Doc. No. : HSE-F-28 Rev. No. : 04 Eff Date : 01.11.2021	
GA / Function:		Month of Evaluation:			
Location:		Department:			
Type of Work/Services:		Work order number:			
Name of the Contractor / Firm:		Contractor Name:			
Contractor Work In-charge:		GGL Work In-charge:			
		Actual Marks	Maximum Marks	CATEGORY	Total Score
A. Business Performance (Weightage 70%)					
1	Business targets achieved within SLA or scheduled / agreed timelines	140	140	(Work Done/Work allotted)*140	
B. Contract Management (Weightage 5%)					
1	Timely deployment & mobilization of qualified, competent and trained manpower & equipment	2	2	Non-compliance/ Un-adherence Full compliance/ Adherence Not applicable	0 2 NA
2	Supply of materials and equipment as per contractual requirements within timelines	2	2		
3	Effective liaison with permission issuing authority / with private entity / other utilities	2	2		
4	Timely resolution of Complaints & settlement of all site issues	2	2		
5	Maintain complete records at the site & Submission of reports, Invoices / RA bills in time and promptly closing of queries	2	2		
C. Quality Controls (Weightage 5%)					
1	Quality of Workmanship / Job execution / Services	2	2	<90% compliance 90 - 99% compliance 100% compliance/ Adherence Not applicable	0 1 2 NA
2	Quality of Supervision, Inspection etc.	2	2		
3	Quality of Tools & Tackles, Equipment, Instruments used for GGL work	2	2		
4	Quality of materials used for GGL work (Supplied by Contractor)	2	2		
5	Proper storage and handling of materials & equipment at store, camp and at site	2	2		
D. HSE Compliance (Weightage 10%)					
1	Adherence to use of PPE's at site	4	4	Non-compliance/ Un-adherence Partial Compliance Full compliance/ Adherence Not applicable	0 2 4 NA
2	Immediate Incident reporting & management	4	4		
3	Proper Waste management (collection, storage and disposal)	4	4		
4	Minimum 2 Work place Inspection per month by Project Manager / Contractor owner & Reporting of minimum 2 numbers of job related Hazard / Near-miss per month	4	4		
5	No overdue actions from reported Hazard / Near-miss / WPI (Work Place Inspection) / Safety tour / Internal or External Audit Observations	4	4		
E. Life Saver (Weightage 5%)					
1	Compliance to GGL Life Savers	10	10	<80% compliance >=80% to <90% compliance >=90% compliance	0 5 10
F. Other Key Performance (Weightage 5%)					
1	Compliance with Statutory & Legal requirements	5	5	Non-compliance/ Un-adherence Full compliance/ Adherence Not applicable	0 5 NA
2	Closure of recommendation from previous month CPAR to the satisfaction of GGL	5	5	<80% closeout 80% - 90% closeout >90% closeout Not applicable	0 3 5 NA
NOTE : N/A (not applicable) should be used if the ratings are not going to be applied to a particular area for evaluation					
Total Actual Marks (A+B+C+D+E+F)		200			
Total Maximum Marks = All Applicable line items of (B*2 + C*2 + D*4 + F*5) + 10 + 140		200			
CPAR Score = Total Actual Marks / Total Maximum Marks x 100		100%			
Performance Category (as per Table-1 of HSE-P-08)	Exceptional ☐	Satisfactory ☐	Below Satisfactory ☐	Poor ☐	
Recommendations for Improvements (to be reviewed next month):					
1					
2					
3					

Evaluator (GGL)			Contractor Representative	
	Designation & Name	Signature & Date		Signature & Date
Reviewed by GA / Function Team	Work in charge			
	Technical / Function Manager			
	HSE Representative			
Approved by	GA Head / Function Head			

Note: Draft CPAR format for reference only

GUJARAT ENERGY

LIFE SAVER COMPLIANCE

LIFE SAVERS- FOLLOW LIFE SAVER RULES TO AVOID ACCIDENTS

GUJARAT GAS

1. Driving

- Plan your journey in advance considering route, duration, road condition and weather condition
- Never drive or allow driving when driver is fatigued or under influence of substances like alcohol, painkillers, antihistamines, recreational drugs etc.
- Ensure vehicle is fit for purpose
- Ensure periodic inspection, servicing and maintenance of vehicles
- Ensure provision of leg guards on two wheelers
- Always wear seatbelt while driving / travelling in passenger or commercial vehicle
- Always wear crash helmet while riding two-wheeler
- Never exceed passenger limit in vehicle nor allow unauthorized person in driver's cabin of hazardous goods vehicle
- Avoid use of two-wheeler / three-wheeler for travel on highways and / or dark roads
- Practice defensive driving - Respond promptly to unsafe act of others on the road
- Obey traffic rules, traffic signs and signals
- Obey speed limits
- Avoid harsh braking and harsh acceleration
- Avoid overtaking on the roads without divider
- Drive in correct lane only
- Reduce speed based on road conditions and at accident prone areas like sharp turn, blind turn, steep curve, narrow bridge, heavy traffic area, road under construction, road diversions, etc.
- Maintain safe distance from the vehicle ahead
- Never use mobile phones or any other communication device while driving
- Keep parking lights ON when parking on highway and use reflective parking triangle to avoid accident
- Look for traffic while getting down from vehicle

2. Safe System of Work (SSoW)

- Before commencement of any job, ensure:
  - Job & site related hazards are identified and appropriate control measures are in place
  - An appropriate emergency/ rescue plan is in place
- Obtain Permit to Work (PTW) authorization from issuing authority as applicable to the job
- Ensure that approved PTW mentions detailed scope of work, must have clearly identified hazards, associated risks and necessary control measures
- Ensure no personnel is working at worksite without prior intimation and authorisation
- Avoid Simultaneous Operations (SIMOPS) which have potential to lead to hazardous situations
- Carry out Tool Box Talk (TBT)
- Provide cautionary instructions about exposure to hazards to people in vicinity of worksite
- Prior to commencing a job on isolated facilities, get confirmed all electrical & mechanical isolations (e.g. Gas installation, Gas pipe section, equipment, etc.) by authorised person and follow Lockout & Tag out (LOTO) system
- Ensure the job is performed by trained & competent personnel
- Ensure safety critical job is being supervised by competent supervisor
- Wear appropriate Personal Protective Equipment (PPE) for the concerned job
- Ensure material, tools and equipment required for performing the job are fit for purpose
- If unsure about job to perform safely, stop the job immediately and discuss with supervisor/ manager
- Intervene and stop unsafe job at site
- For any change in conditions, stop work, reassess the risk and obtain reauthorisation as appropriate
- In case of exposure of worksite to road traffic, ensure safety measures like use of flashlight, reflective traffic cones, barricades with reflective stripes to divert the traffic well before the working location / parked vehicle/equipment etc.
- Do not override or bypass any safety controls without proper authorisation and additional safety measures to mitigate the risk
- Before closing & leaving the site, ensure that site is safe, clear & tidy
- Follow Management of Change (MoC) process for changes to plant/ equipment

3. Excavation, Manual Boring and Horizontal Directional Drilling

3.1 Excavation

- Follow "Safe System of Work" Life Saver rules
- Identify, locate and protect all underground utilities e.g. power cable, gas pipeline, etc. as necessary
- Use insulated crow bar / pick-axe for manual excavation
- Identify & mitigate the hazards as necessary e.g. contaminated soil, equipment movement, traffic etc.
- Follow correct trench protection techniques as per soil conditions like step cut (benching) or sloping ("V" shape) or shoring
- Keep machinery and excavated spoil away from edge of trench / pit
- For any change in ground conditions, stop work and consult supervisor
- Keep children away from pit / trench / work sites
- Display warning signs, use appropriate barricades at work area and provide easy means for getting in and out of trench / pit
- Make provision of proper crossover on trench for pedestrian as required

3.2 Manual Boring

- Follow "Safe System of Work" Life Saver rules
- Identify, locate and protect all underground utilities e.g. power cable, gas pipeline, etc. as necessary
- Identify & mitigate the hazards as necessary e.g. contaminated soil, equipment movement, traffic etc.
- Give preference to open cut excavation over manual boring
- Before each manual boring work, ensure:
  - Approved bore plan is in place
  - Entry and exit locations for manual bore are visibly marked
  - Permit to Work (PTW) for the job is in place
- Ensure protection against potential electric shock by:
  - Use of electrical shock resistant (Teflon or equivalent approved insulating material coated) manual boring tool
  - Wearing of rated electric shock resistant hand gloves and shoes
  - Provision of "Electrical Insulating Rubber Mat" on the ground
  - Avoiding work in wet conditions if electrical power supply is not isolated

3.3 Horizontal Directional Drilling (HDD)

- Follow "Safe System of Work" Life Saver rules
- Identify, locate and protect all underground utilities e.g. power cable, gas pipeline, etc. as necessary
- Identify & mitigate the hazards as necessary e.g. contaminated soil, equipment movement, traffic etc.
- **Before starting HDD operation, ensure:**
  - Approved bore plan is in place
  - HDD entry and exit locations are visibly marked
  - Capacity of HDD drilling rig is adequate
  - Proper earthing / grounding of machine
  - Cable strike alarm is in working condition
  - Moving parts of machine are guarded
  - Out rigger of HDD machine is working and rigidly put on stable & firm ground
  - Availability of tracking equipment / device
  - Crane is in good condition
  - Preferably auto rod loading facility is available in the machine
- **During drilling operation, do ensure:**
  - Track movement of the drilling tool is as per approved bore plan
  - Auto greasing & auto loading of machine rod is functioning properly; in case of manual loading of the machine rod, ensure additional safety measures to mitigate the risk from moving parts
  - Entry of unauthorised personnel in the work area is prohibited
  - No maintenance activity is carried out while HDD machine is in operation

4. Work at Height

- Follow "Safe System of Work" Life Saver rules
- Use only approved and certified working at height equipment e.g. rope access system, scaffold, ladder, etc.
- Give preference to safe working platform in place of rope access system or ladder wherever possible for carrying out work at height job
- Ensure use of rope protectors to avoid any damage to ropes from sharp edges
- Identify 'fall from height' hazard before starting of plumbing job (including plumbing at balconies) and ensure use of safety harness with proper anchoring

LIFE SAVERS- FOLLOW LIFE SAVER RULES TO AVOID ACCIDENTS

GUJARAT GAS

- Always use a fall arrestor having:
  - Double action self-locking snap hooks
  - Proper anchor preferably mounted overhead that limits free fall to two meters
- If using a rope access system, ensure use of fall arrest harness
- Select safe routes for installation of Galvanised Iron (GI) riser & lateral
- Never carry out any work at height when near an overhead power line
- Secure all tools and equipment while working at height
- Clearly display warning signs and have the area in control below the workplace wherein "working at height" is in progress
- Stop the work in adverse weather conditions i.e. rain, heavy wind, poor work lights etc.

5. Lifting Operation

- Follow "Safe System of Work" Life Saver rules
- Ensure that approved lift plan is in place having details of lift method, selected lifting equipment, load chart, sketch showing lifting equipment location & orientation, lifting points & centre of gravity and Load movement path, etc.
- Use only correct, approved and certified lifting equipment, tools & tackles and safety devices
- Work according to a lift plan that is discussed, understood and followed by everyone involved in the job
- Do not exceed safe working load limit
- Ensure lifting equipment are working on stable & firm ground
- Ensure safety measures to avoid contact with overhead power line during lifting operation
- Ensure that lift area is fully protected from road traffic vehicles & movement of other equipment
- Prohibit entry of unauthorised personnel and do not allow anyone under the lifted load or in the lift path
- Ensure operator of lifting equipment and signal man are always in contact
- In case of rough weather conditions, stop the lifting operation and wait till condition is normal

6. Confined Space Entry

- Follow "Safe System of Work" Life Saver rules
- Ensure that all isolations are in place
- Check oxygen level inside confined space and if not adequate, do not enter or be inside confined space
- Check with gas detector and ensure there is no flammable gas inside confined space
- Ensure there is no chemical fume inside confined space
- Ensure the person entering the confined space is carrying portable O_2 analyser with provision for low oxygen alarm
- Monitor the confined space atmosphere at defined intervals to ensure safety of person(s) inside the confined space
- Ensure provision of suitable access & egress
- If required, provide Self-contained Breathing Apparatus (SCBA) or forced ventilation
- Always use buddy system, ensure standby personnel is available and is always in contact with the person(s) in the confined space
- Do not allow unauthorised entry inside confined space
- **If rescue needed,**
  - Standby personnel (buddy) to stand outside confined space and call for help of rescue team
  - Allow only authorised rescue team member with all necessary Personnel Protective Equipment (PPE) to enter inside confined space

7. Electrical

- Follow "Safe System of Work" Life Saver rules
- Ensure isolation of all connected power sources, use of Lockout & Tag out (LOTO) before commencement of electrical job and removal of LOTO after reconnecting the power sources
- Ensure that all concerned persons are informed and updated regarding status of isolation
- Consider all conductors are live unless proved dead with a certified testing instrument
- Ensure earthing of all electrical equipment and use of three pin plug and socket
- Never insert open wires in the socket, always use plug & socket
- All electrical work is to be done by certified electrical person and licensed contractor only
- Use portable electrical equipment with double insulation protection
- Ensure protective devices like ELCB / RCCB are used and in working conditions
- Verify equipment and materials being used are of rated capacity
- Ensure use of appropriate PPE like certified insulated gloves etc
- Prohibit entry of unauthorised person inside electrical installation area
- Do not use damaged electrical equipment

8. Compressed Natural Gas (CNG) Handling

- Follow "Safe System of Work" Life Saver rules
- Ensure that CNG cylinder is within test life
- Avoid CNG filling if CNG cylinder is suspected to be spurious / altered / damaged
- Ensure CNG cylinder and CNG cascade are firmly secured
- Ensure flame proof integrity of all electrical installations in hazardous areas
- Secure high-pressure hose to avoid swinging action in case of failure
- Control the potential ignition sources (e.g. smoking/ naked flame/ use of phone/ hot work etc.) within CNG handling area
- Control traffic of customer vehicles and movement of passengers/ third party within premises
- Carry out periodic risk assessment of the routes used for CNG transport
- Ensure movement of CNG Transport Vehicle on designated path only at CNG station through use of marking and barricades / cones
- Ensure safe reversing of CNG Transport Vehicle with use of reversing camera, parking sensors / guiding staff
- Ensure safe parking of CNG Transport Vehicle with use of wedge lock and parking brake
- Ensure proper grounding of CNG Transport Vehicle and cascade prior to CNG loading /unloading
- Ensure putting the vehicle ignition key in the filling hose before connecting the couplings to avoid hose pull out incident during CNG loading/unloading operation
- Ensure that no passengers are allowed in the CNG filling area or vehicle movement area
- Ensure that vehicle engine is in switched off condition and driver is outside the vehicle before starting CNG filling
- Use insulation pad / rubber mat to avoid contact of CNG filling hose with battery terminals of the vehicle being filled
- Be alert for any gas smell or abnormal sound before and during CNG filling
- Ensure driver does not start the vehicle before disengagement of CNG filling hose by the filler
- Ensure easy access to Emergency stop switches / shut down buttons

9. Liquefied Natural Gas (LNG) Handling

- Follow "Safe System of Work" Life Saver rules
- Follow safety procedure for LNG loading/unloading operations
- Use only non-sparking tools while handling LNG
- Control the potential ignition sources (e.g. smoking/ naked flame/ use of phone/ hot work etc.) within LNG handling area
- Ensure proper grounding of LNG transfer assembly & LNG tanker prior to LNG loading /unloading
- Avoid direct contact with LNG (cryogenic) liquid or vapour
- Wear appropriate PPE (cryogenic gloves, cryogenic suit/apron, face shield, helmet, Safety shoes)
- After LNG loading /unloading is completed, ensure disconnection of hose pipe from LNG tanker
- Do not pour water on LNG spillage or leakage point
- Ensure easy access to Emergency stop switches / shut down buttons

10. Gas Escape Handling

- Follow "Safe System of Work" Life Saver rules
- In case of gas escape inside premises, open doors & windows to ventilate the escaped gas
- Give priority to protecting life
- Always wear appropriate PPE including fire retardant clothing
- Isolate/ turn off gas supply as early as possible
- Check for presence of Gas with gas detector, identify gas affected area and if required, evacuate persons to a safe place
- Continuously monitor for presence of gas in atmosphere
- Control the potential ignition sources within Gas affected area/ zone e.g. Do not permit smoking/ naked flame/ use of phone/ operation of electrical switches, hot work etc.
- Cordon leak affected area and display warning signs
- Seek help of local authorities as required to keep traffic & people away
- Seek help of fire department and ambulance services as required
- Post leak repair, carry out leak check to ensure soundness of repaired leak as well as ensure there is no other gas leakage in the area