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HSE evaluation of contractors

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Foreword

NORSOK S-WA-006 N:2018 was adopted as a NORSOK workshop agreement on an industry meeting in Stavanger on 2018-11-06 in accordance with the ISO guideline on WA documents.

NORSOK S-WA-006:2018 is the translation to English and the document replaces NORSOK S-006:2003 *HSE evaluation of contractors*. Some elements from NORSOK S-012 *Health, Safety and Environment (HSE) in construction-related activities* is also included in NORSOK S-WA-006. (Both NORSOK S-006:2003 and NORSOK S-012:2002 are withdrawn.)

NORSOK is an acronym for the competitive position of the Norwegian continental shelf and comprise petroleum industry standards in Norway. The collaboration initiative in 1993 between the authorities and the petroleum industry initiated the development of NORSOK standards.

Reducing the project execution time and developing and operating cost for petroleum installations on the Norwegian shelf was the target.

The intention for the Petroleum industry is to develop and use standards providing good technical and cost effective solutions to ensure that the petroleum resources are exploited and managed in the best possible way by the industry and the authorities. The industry will actively contribute to the development and use of international standards in the global market.

The NORSOK standards shall:

- bridge the gap based on experiences from the Norwegian continental shelf where the international standards are unsatisfactorily;
- replace oil company specifications where possible;
- be available as references for the authorities' regulations;
- be cost effective;
- contribute to development of health, environment and safety to establish an expectable safety level; and
- promote the Norwegian sector as an attractive area for investments and activities.

Developing new NORSOK standards and regular maintenance of existing standards shall contribute to maintain the competitiveness both nationally and internationally for the Norwegian petroleum industry.

The NORSOK standards are developed by experts from the Norwegian petroleum industry and approved according to the consensus principles as laid down by the guidelines given in NORSOK A-001 N directive.

The NORSOK standards are owned by the Norwegian Oil and Gas Association, the Federation of Norwegian Industries and the Norwegian Shipowners' Association. They are managed and published by Standards Norway.

This NORSOK workshop agreement was developed in cooperation between the parties in the Norwegian oil and gas industry. In the following clauses, the work-shop agreement is described as a guideline.

Annex A is informative.

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Introduction

The purpose of this guideline is to ensure a standardised process for the qualification of contractors at all stages, in which all participants use the same tools and have a common understanding of the terms.

IOGP 423, all parts, was published in 2017. Operators on the Norwegian Continental Shelf agreed to introduce this method for their contractors. The implementation of the questions in the JQS solution resulted in a simplified process that the entire value chain can use.

This guideline has been developed on the basis of "Contractor HSE capability assessment and scoring system, IOGP report 423-01 April 2017". The content refers to key elements that should be included in the contractor's operating management system for HSE (health, safety and the environment). The guideline provides information on the company's criteria for qualifying and assessing contractors and sets out the company's requirements for the contractor's HSE management if this section of the guidelines (Annex A) is specified in the contract.

This guideline applies to both operational and construction-related activities, including new facilities and modification and upgrading of existing facilities. The HSE capability assessment applies to qualification and is therefore not contract-dependent.

HSE assessment of contractors

1 Scope

These guidelines describe topics and methods for assessing and following up contractors' HSE operating management systems (OMS). The guidelines show how IOGP 423-01 can be used for efficient qualification of contractors.

Contractors to the Norwegian oil and gas industry can qualify themselves by means of an electronic JQS system in order to supply to the operators and main contractors linked to the solution.

The guidelines describe the practical use of IOGP 423-01 as:

A qualification solution for operators and main contractors where IOGP 423-01 is utilised.

Questions in IOGP 423-01 have been adapted and merged, while still seeking to maintain conformity with IOGP 423-01. Certain items have been removed, with references made to other items in the questionnaire. (Annex A).

Annex A (informative) shows the adapted questionnaire as used in the electronic JQS solution. If the industry wishes to adjust the electronic JQS solution, Annex A to this document will be updated.

2 Normative references

The following referenced documents contain text which fully or in part is part of the requirements in the document. For dated references, only the edition cited applies. For undated references, the latest edition of the cited document applies (including amendments).

NS-EN ISO 9000:2015, *Quality management systems - Fundamentals and vocabulary*

NS-EN ISO 9001:2015, *Quality management systems - Requirements*

NS-EN ISO 14001:2015, *Environmental management systems - Requirements with guidance for use*

NS-ISO 45001:2018, *Occupational health and safety management systems - Requirements with guidance for use*

NS-EN ISO 50001:2018, *Energy management systems - Requirements with guidance for use*

NS 5830:2012, *Societal security - Prevention of intentional undesirable actions - Terminology*

SN-BS OHSAS 18001:2007, *Occupational health and safety management systems - Requirements*

IOGP report 423, *HSE management guidelines for working together in a contract environment*

IOPG report 423-01, *Contractor HSE capability assessment and scoring system – Supplement to Report 423*

IOPG report 423-02, *Guide to preparing HSE plans and Bridging documents – Supplement to Report 423 – Addendum*

IOPG report 456, *Process safety – recommended practice on key performance indicators*

IOPG report 510, *Operating Management System Framework for controlling risk and delivering high performance in the oil and gas industry*

IOPG report *Safety data reporting user guide* (annual report)

IOPG report *Environmental performance indicators* (annual report)

3 Terms and definitions

In this document, the following terms and definitions apply.

General definitions

3.1

JQS

Joint Qualification System

the operators' joint system for registering, assessing and following up contractors with respect to procurement processes and qualification

Note 1 to entry: The scheme is also accessible and can be used by contractors.

Note 2 to entry: The qualification system's contractor capability assessment is managed by the operators in collaboration with the NORSOK owners.

Note 3 to entry: The content of the qualification scheme (capability assessments) shall at all times comply with these guidelines (Annex A).

3.2

the JQS solution

the solution made available to the different user groups

Note 1 to entry: In these guidelines, the JQS solution is taken to mean the part of the JQS that comprises the contractor capability assessment.

3.3

scope of work

work to be performed, materials to be supplied, and obligations to be fulfilled by the supplier (3.12) under the contract

3.4

aspects

identified parts of the organization's activities, products and services

3.5**emergency preparedness**

standing capability to increase the safety level, handle an undesirable incident (3.7) or condition, or capability to restore a satisfactory status following an undesirable incident or condition

Note 1 to entry: Includes the necessity for management, plans, drills and necessary competent resources to be available.

[SOURCE: NS 5830:2012, *Societal security - Prevention of intentional undesirable actions - Terminology*]

3.6**company**

enterprise occurring in the solution as contractor (3.12)

3.7**incident**

work-related event(s) in which injury, ill health (3.24) (regardless of severity) or fatality (3.25) occurred or could have occurred

[SOURCE: SN-BS OHSAS 18001:2007, *Occupational health and safety management systems - Requirements*]

3.8**principal enterprise**

company which, under the Working Environment Act, has an obligation to coordinate the individual enterprises' safety and environmental work

3.9**main contractor**

contractor (3.12) which acts as a company (3.6) and approves its sub-contractors (3.17)

3.10**customer**

1. company (3.6) named in the contract, and which has ordered the deliverable
2. principal enterprise (3.8) under the Working Environment Act
3. operator of an installation

3.11**management review**

assessment of the operating management system in order to ensure that it remains suitable, adequate and effective for achieving the organization's established objectives

[SOURCE: NS-EN ISO 9001:2015, *Quality management systems - Requirements*, see chapter 9.3]

3.12**contractor****supplier**

1. company (3.6) named in the contract and which is to supply the deliverable in accordance with the conditions specified
2. organization that provides a product or a service

Note 1 to entry: Includes sub-contractors (3.17) and main contractor (3.9)

[SOURCE: NS-EN ISO 9000:2015, *Quality management systems - Fundamentals and vocabulary*]

3.13

OMS

operating management system

management system covering health, working environment, safety, external environment, social responsibility, quality, ethics and security.

Note 1 to entry: OMS is described in IOGP 510.

3.14

process

set of interrelated or interacting activities which uses inputs to deliver an intended outcome

Note 1 to entry: Can be documented by flowcharts, procedures, checklists, plans, programs or software etc.

[SOURCE: NS-EN ISO 9000:2015, *Quality management systems - Fundamentals and vocabulary*]

3.15

audit

systematic, independent and documented process (3.14) for obtaining objective evidence and evaluating it objectively to determine the extent to which the audit criteria are fulfilled.

[SOURCE: NS-EN ISO 9000:2015: *Quality management systems - Fundamentals and vocabulary*]

3.16

standard

documented requirements, rules or instructions that support company policies

[SOURCE: IOGP 510, *Operating Management System Framework for controlling risk and delivering high performance in the oil and gas industry*, simplified]

3.17

sub-contractor

company (3.6) that supplies to contractor (3.12)

3.18

shall (requirement)

expression used to specify objectively verifiable criteria that must be strictly adhered to, without deviation, in order to assert conformity with the document

Note 1 to entry: Requirement is expressed using the verbal form specified in Table 3 in 7.2 in the ISO/IEC Directives, Part 2: 2016.

3.19

should (recommendation)

expression used to specify that a choice or course of action is considered to be particularly appropriate, without necessarily mentioning or excluding others

Note 1 to entry: Recommendations are expressed using the verbal form specified in Table 4 in 7.3 in the ISO/IEC Directives, Part 2: 2016.

Note 2 to entry: In the negative form, the recommendation means that a possible choice or certain course of action is not preferable, but is not excluded.

3.20

may (permission)

expression used to specify consent or freedom (or opportunity) to do something

Note 1 to entry: Permission is expressed using the verbal form specified in Table 5 in 7.4 in the ISO/IEC Directives, Part 2: 2016.

3.21

can (possibility and capability)

1. expression used to specify an expected or imaginable outcome, whether material, physical or incidental
2. expression used to specify a suitability, a property or a quality that is necessary to achieve something

Note 2 to entry: Possibility and capability are expressed using the verbal form specified in Table 6 in clause 7.5 in the ISO/IEC Directives, Part 2: 2016.

Incident statistics (work-related)

3.22

incident statistics

statistics that include fatalities, injuries and near-misses (3.3) on own or hired-in resources

3.23

notifiable incident

undesirable incident (3.7) or other circumstance that, under applicable regulations, must be notified to the public authorities

3.24

ill health

identifiable, adverse physical or mental condition arising from and/or made worse by a work activity and/or work-related situation

[SOURCE: SN-BS OHSAS 18001:2007, *Occupational health and safety management systems - Requirements*]

3.25

fatality

work-related incident (3.7) that caused loss of life

Note 1 to entry: Fatalities that occur subsequent to the incident shall be included if they have a direct cause in the incident.

Note 2 to entry: For explanatory examples, see IOGP Report Safety data reporting user guide.

3.26

lost-time injury

personal injury that results in the worker being unable to resume or perform work in the next or a subsequent shift

Note 1 to entry: If the injured person is unable to join the next shift for logistical reasons, the injury is not counted as an LTI.

Note 2 to entry: This also includes cases where the injury has occurred on the last day of the work period, with reference to Section 31 of the Guidelines regarding the Management Regulations.

3.27

restricted work injury

injury not causing death or absence that results in a person being unable to perform their normal work on any day after the injury

Note 1 to entry: This includes being employed on other, temporary tasks, being partially at work in their regular job, or being in their regular job but not performing all of the job's tasks.

Note 2 to entry: Restricted work is not a term used in Section 31 of the Management Regulations, and for contractors reporting under Section 31 of the Management Regulations, restricted work shall be included in lost-time injury.

3.28

medical treatment injury

injury not reported as a fatality (3.25), lost-time injury (3.26) or restricted work injury (3.27), but which is more serious than just requiring simple first-aid treatment

Note 1 to entry: For explanatory examples, see IOGP Report Safety data reporting user guide.

3.29

first-aid injury

injury that is not sufficiently severe to be reported as medical treatment or more serious, but nevertheless requires minor first-aid treatment

Note 1 to entry: For explanatory examples, see IOGP Report Safety data reporting user guide.

3.30

near-miss

unplanned and uncontrolled incident (3.7) or chain of incidents that does not result in personal injury, damage to equipment or the environment, but which had the potential to do so under insignificantly different circumstances

3.31

fatality rate

the number of fatalities per hundred million hours worked

3.32

lost-time injury rate

the number of lost-time injuries per million hours worked

[SOURCE: IOGP 423-01 *Contractor HSE capability assessment and scoring system – Supplement to Report 423*]

3.33

total recordable injury frequency

TRIF

number of fatalities, lost-time injuries, restricted work injuries and medical treatment injuries per million hours worked

External environmental statistics

3.34

gaseous emissions

atmospheric emissions

Note 1 to entry: Releases of gas stated in tonnes (or kg or m³) for each of the stated gases. Use units specified in the electronic JQS solution.

3.35

energy consumption

the amount of energy used
