

## LAMPIRAN 2

### QUIZIONER CSMS PT. HAFAR DAYA SAMUDERA

Policy/Plan/Program: ID-G-BU-00000-00000-00362 Rev.5  
Contractor Health, Safety & Environmental Management System (C-HSE MS)  
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#### Appendix D.1 - Contractor HSE PQ Questionnaires

COPI-HS-FR-00035 rev.4

#### Contractor HSE PQ Questionnaires

##### GENERAL INFORMATION

- Company Name : PT. HAFAR DAYA SAMUDERA
- Address : Wisma Aldiron, Suite 036 B, Ground Floor  
Jl.Jend. Gatot Subroto Kav. 72, Jakarta 12780
- Telephone : 021-79188102, 7988095
- Fax : 021-79181289
- Email : hds@hafar.com
- Company core business : Offshore Marine service
- Work experience in the current core business :
- Contact Person : FLORIA
  - Title : DPA / MARINE SUPERINTENDENT
  - Telephone : 021-79188102, 79188095
  - Fax : 021-79181289
  - Email : floria@hafar.com

##### SECTION 1 – LEADERSHIP AND COMMITMENT

###### 1. Commitment to HSE through leadership

a) How do senior managers as top management personally involved in HSE management?

The Board of Directors of HDS and their Senior Managers are fully committed in their involvement with HSE management and ensure there are adequate resources for training and implementation of HSE. Our company already has Certificates of Registration for ISO9001, ISO14001 and OHSAS18001.

The HDS approved HSE Company Policy Statement signed by the HDS Managing Director includes provision for Management Review Meetings, Internal and External Audits, Project and Vessel walkabout management inspections etc. all of which are fully resourced and documented.

**See attachment 1:**

- Copy of HSE Policy
- Policies posted
- Notice Board

**See attachment 2:**

- HSE Meeting matrix
- MOM
- Management Inspection
- Monthly & Weekly meeting

b) Provide evidence of commitment at all levels of the organization by:

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| <p>(i) Stating this year's company targets for HSE performance:</p> <p><u>See attachment 5:</u></p> <ul style="list-style-type: none"> <li>• HSE KPI</li> <li>• HSE Performance</li> <li>• HSE Objective</li> </ul> <p>(ii) Describing how you ensure that your organization understands and is committed to deliver your company HSE targets</p> <p>HDS has fully committed to an implementation process for the three relevant International Standards to support our HSE management so that all activities will be covered by ISO/OHSAS Certificates of Registration.</p> <p>HDS includes ISO awareness training for all employees during staff induction training programs through the medium of Powerpoint.</p> <p><u>See attachment 1:</u></p> <ul style="list-style-type: none"> <li>• Copy of HSE Policy</li> <li>• Policies posted</li> <li>• Notice Board</li> </ul> <p><u>See attachment 3:</u></p> <ul style="list-style-type: none"> <li>• Inspection Procedure</li> <li>• Audit procedure</li> <li>• Pre- Mobilization Induction</li> <li>• Standard Instruction For safety Operations</li> <li>• New Employee Induction Checklist</li> </ul> |
| <p>c) How do you promote a positive culture towards HSE matters?</p> <p>HDS includes ISO awareness training for all employees during staff induction training programs through the medium of Power point.</p> <p>HDS promotes positive cultures with HSE by a process of participation and consultation of all staff involvement.</p> <p>By following Company HSE regulation in daily activities by following methods:</p> <ul style="list-style-type: none"> <li>• Safety Induction</li> <li>• Tool Box Meeting</li> <li>• Safety Meeting</li> <li>• Bulletin Board</li> <li>• SOP</li> </ul> <p><u>See attachment 1:</u></p> <ul style="list-style-type: none"> <li>• Copy of HSE Policy</li> <li>• Policies posted</li> <li>• Notice Board</li> </ul> <p><u>See attachment 2:</u></p> <ul style="list-style-type: none"> <li>• HSE Meeting matrix</li> <li>• MOM</li> <li>• Management Inspection</li> </ul> <p><u>See attachment 3:</u></p> <ul style="list-style-type: none"> <li>• Standard Instruction for Safety Orientation</li> <li>• Induction Records</li> </ul>  |
| <p>d) Does your company have a HSE Management System? (Yes/No)</p> <p>If yes, please attach.</p>  |

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| <p><a href="#">See attachment 19</a></p> <ul style="list-style-type: none"> <li>• HSE Management System</li> <li>• Safety Management system</li> </ul>   |
| <p>Hints: (Please provide)<br/>         Provide evidence of Senior Management involvement in HSE matters (e.g. trip plan and report, safety messages, HSE meeting attendance list, etc), organization chart</p>  |
| <p><b>SECTION 2 – POLICY AND STRATEGIC OBJECTIVES</b></p>  |
| <p><b>2.1. HSE Policy &amp; Documents</b></p>  |
| <p>a) Does your company have an HSE policy document that is applied in this region? (Yes/No)</p> <p>If yes, please attach.</p> <p><a href="#">See attachment 1:</a></p> <ul style="list-style-type: none"> <li>• Copy of HSE Policy</li> <li>• Policies posted</li> <li>• Notice Board</li> </ul>  |
| <p>b) Who has overall and final responsibility for HSE in your organization?</p> <p><a href="#">Managing Director</a></p>  |
| <p>c) How do you ensure HSE Policy compliance and communication at site?</p> <p>The HSE policies statements are based along the requirements of the International Standards already referred to and are displayed throughout the organization and available to the public on request.</p> <p><a href="#">By following Company HSE regulations in daily activities by following methods:</a></p> <ul style="list-style-type: none"> <li>• Safety Induction</li> <li>• Tool Box Meeting</li> <li>• Safety Meeting</li> <li>• Bulletin Board</li> <li>• SOP</li> </ul> <p><a href="#">See attachment 1:</a></p> <ul style="list-style-type: none"> <li>• Copy of HSE Policy</li> <li>• Policies posted</li> <li>• Notice Board</li> </ul> <p><a href="#">See attachment 2:</a></p> <ul style="list-style-type: none"> <li>• HSE matrix</li> <li>• MOM</li> <li>• Management Inspection</li> </ul> <p><a href="#">See attachment 3:</a></p> <ul style="list-style-type: none"> <li>• Standard Instruction for Safety Orientation</li> <li>• Induction Records</li> <li>• Pocket book receiving</li> <li>• Copy of HSE Booklet</li> </ul> |
| <p><b>2.2. Availability of Policy Statements to Employees</b></p>  |
| <p>How do you communicate your company's policy to your employees including any changes?</p> <p><a href="#">See attachment 1:</a></p> <ul style="list-style-type: none"> <li>• Copy of HSE Policy</li> <li>• Policies posted</li> </ul>  |

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| <ul style="list-style-type: none"> <li>• Notice Board</li> </ul> <p><b>See attachment 2:</b></p> <ul style="list-style-type: none"> <li>• HSE Meeting matrix</li> <li>• MOM</li> <li>• Management Inspection</li> </ul> <p><b>See attachment 3:</b></p> <ul style="list-style-type: none"> <li>• Standard Instruction for Safety Orientation</li> <li>• Induction Records</li> <li>• Pocket book receiving</li> <li>• Copy of HSE Booklet</li> </ul> <p>Any changes will be processed through approved "Management of Change" processes and procedures.</p>   |
| <p>Hints: (Please provide)</p> <ul style="list-style-type: none"> <li>▪ HSE policy</li> <li>▪ Evidence of communication (distribution list, display on bulletin board, email or letter announcement, etc)</li> </ul>  |
| <p><b>SECTION 3: ORGANIZATION, RESPONSIBILITY, RESOURCES, STANDARDS AND DOCUMENTATION</b></p>   |
| <p><b>3.1. Organizations - Commitment and Communication</b></p>   |
| <p>a) Provide your current Organization chart!</p> <p><b>See Attachment 4</b></p> <ul style="list-style-type: none"> <li>• Organization Chart</li> <li>• Job Roles and Responsibilities</li> <li>• Curriculum Vitae</li> </ul>  |
| <p>b) How is management involved in HSE activities, objective setting and monitoring?<br/>       Our HSE Department design and develop SMART objectives and monitor these objectives at periodic intervals.</p> <p>These objectives also use staff involvement through consultation and participation, HSE performance review and reports, inspections, audits. These results are then presented to Management Review Meetings with appropriate recommendations.</p> <p><b>See attachment 2:</b></p> <ul style="list-style-type: none"> <li>• HSE Meeting matrix</li> <li>• MOM</li> <li>• Management Inspection</li> </ul> |
| <p>c) What provision does your company make for HSE communication and meetings?<br/>       Regular HSE meetings are held throughout the organization and documented.</p> <p><b>See attachment 2:</b></p> <ul style="list-style-type: none"> <li>• HSE Meeting matrix</li> <li>• MOM</li> <li>• Management Inspection</li> <li>• Management Review Meeting</li> </ul> <p><b>See attachment 25</b></p> <ul style="list-style-type: none"> <li>• HSE Management System</li> </ul>  |



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| <ul style="list-style-type: none"> <li>• Safety Management System</li> </ul>  |
| <p>Hints: (Please provide)</p> <ul style="list-style-type: none"> <li>▪ HSE meeting program and schedule at all level</li> <li>▪ Evidence of implementation (minutes of meeting, attendance list, presentation material)</li> </ul>   |
| <p><b>3.2. Staff HSE Training Program</b></p> <p>Have the managers and supervisors at all levels that will plan, monitor, oversee and carry out the work received formal HSE training in their responsibilities with respect to conducting work to HSE requirements? (Yes/No)</p> <p><a href="#">See attachment 6</a></p> <ul style="list-style-type: none"> <li>• Training Procedures</li> <li>• Training Matrix</li> <li>• Training Certificates</li> <li>• Training Evidence</li> </ul>  |
| <p>Hints: (Please provide)</p> <ul style="list-style-type: none"> <li>▪ HSE training program for staff</li> <li>▪ HSE Training matrix for staff (training matrix is training requirement for each position)</li> <li>▪ HSE training record for all staff related to the work</li> </ul>   |
| <p><b>3.3. Employee Competence and General HSE Training</b></p> <p>a) What arrangements does your company have to ensure employees have knowledge of basic industrial HSE, and to keep this knowledge up to date?</p> <p>HDS staff induction programs include provision of basic HSE knowledge and staff are made aware of the management commitment to HSE.</p> <p>Through safety distribution of relevant HSE issues by email, notice board and staff induction or meetings.</p> <p><a href="#">See attachment 6</a></p> <ul style="list-style-type: none"> <li>• Training Procedure</li> <li>• Training Matrix</li> <li>• Training Certificates</li> <li>• Training Evidence</li> <li>•</li> </ul> <p><a href="#">See attachment 1:</a></p> <ul style="list-style-type: none"> <li>• Copy of HSE Policy</li> <li>• Policies posted</li> <li>• Notice Board</li> </ul> <p><a href="#">See attachment 3:</a></p> <ul style="list-style-type: none"> <li>• Standard Instruction for Safety Orientation</li> <li>• Induction Records</li> <li>• Pocket book receiving</li> </ul> |
| <p>b) What arrangements does your company have to ensure ALL employees, including sub contractors, also have knowledge of your HSE policies and practices?</p> <p>The company ensures all new staff receives induction training which is further reinforced when they join vessels for the first time or if they are re-joining after a period of absence.</p>  |

All new members of staff receive a copy of the pocket sized HSE Manual.  
 The company is developing a new website which will include a private section for staff. This section will contain a menu of HSE conditions, changes etc.

**See attachment 6**

- Training Procedure
- Training Matrix
- Training Certificates
- Training Evidences

**See attachment 1:**

- Copy of HSE Policy
- Policies posted
- Notice Board

**See attachment 3:**

- Standard Instruction for Safety Orientation
- Induction Records
- Pocket book receiving
- Copy of HSE Booklet

**See attachment 20:**

- Risk Assessment Procedure
- Sample of HAZID report
- Sample of Job Safety Analysis Report
- Permit to Work Records on site.

Hints: (Please provide)

- HSE training program for existing and new employee
- Orientation materials (booklet, hand out, etc),
- HSE Handbook (outlines, explains and demonstrates new employee's job)
- Evidence follow up observation of new employees work

**3.4. Specialized HSE Training**

Have you identified areas of your company's operations where specialized training is required to deal with potential hazards? (Yes/No)

If Yes, please provide the list (e.g. radioactive, asbestos, explosive, diving, etc).

Areas where potential hazards might exist are defined by risk management processes (e.g. JSA) carried out by qualified and experienced staff, often accompanied by staff from other departments to allow a broad based approach for this and to bring fresh ideas and skills from other sectors into the process.

**See attachment 6**

- Training Procedure
- Training Matrix
- Training certificates (e.g. AGT, Scaffolder Inspector)
- Training Evidence

**3.5. HSE Qualified Staff**

Does your company have HSE specialist (related to your company's services) who can provide training for other employees? (Yes/No)

If Yes, please provide the curriculum vitae  
 The company can deliver in-house internationally accredited and certificated First Aid Training and the IOSH "Working Safely" and "Managing Safely" qualifications.

NEBOSH Occupational Health & Safety and IEMA Environmental Awards are held in-house.

First Aid training.

[See attachment 6](#)

- Training Procedure
- Training matrix
- Training certificates
- Training evidences

Hints: (Please provide)

- HSE specialized training program, including retraining period (e.g. radioactive, asbestos, explosive, diving, etc)
- List of qualified HSE professional employee

### **3.6. Assessment of Suitability of Subcontractors**

a) Do you employ sub-contractor(s) for the intended service? (Yes/No)

If No, please go to the question 3.7.

Do you have sub-contractor(s) selection procedure in term of HSE?

[See attachment 8](#)

- Contractor Safety Evaluation procedure
- Contractor Safety Assessment
- Sub-Contractor List (incl. Approved Suppliers List compliant with ISO9001)

c) How do you assess your sub-contractor(s) to ensure they comply with your company's HSE policy and standards?

[See attachment 8](#)

- Contractor Safety Evaluation procedure
- Contractor Safety Assessment
- Sub-Contractor List (incl. Approved Suppliers List compliant with ISO9001)

Hints: (Please provide)

- Assessment program and standard for subcontractor
- Records/reports of assessment (e.g. pre qualification) and performance monitoring (e.g. work in progress audit) results

### **3.7. HSE Regulations and Standards**

a) What kind of HSE standards and regulations that your company refers to for the intended service?  
 Yes, the already company operates to the requirements of ISO9001, ISO14001 and OHSAS18001 and hopes to achieve certification by January 22<sup>nd</sup>, 2015 as our certification body has confirmed:

Because our staff are so familiar with these processes we do not anticipate and problems arising during these audits so expect that full registration for the three International Standards will be approved on January 22<sup>nd</sup>,



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| <p>2015.</p> <p><a href="#">See attachment 9</a></p> <ul style="list-style-type: none"> <li>• Legal &amp; Other Requirement</li> </ul>  |
| <p>b) How do you ensure these are met and verified?<br/>         Through Internal Audit Programs and Management Review Meetings held on a regular basis with the full support of all of our staff.</p> <p><a href="#">See attachment 10</a></p> <ul style="list-style-type: none"> <li>• Audit Procedure</li> <li>• Audit Report</li> </ul>   |
| <p>c) How do you update the standard and its dissemination?<br/>         Membership of the British Standards Institute (BSI) is one example of how the company researches applicable international standards (ISO) and finds out about new HSE regulations. Other memberships which exist in-house are Institute of Occupational Safety &amp; Health (IOSH) and the Institute of Environmental Management &amp; Assessment (IEMA).</p> <ul style="list-style-type: none"> <li>• BSI Membership Number 47474293 valid until April 30<sup>th</sup>, 2015</li> <li>• IOSH Membership Number 170541 valid until November 28<sup>th</sup>, 2014</li> <li>• IEMA Membership Number 0049666 valid until February 12<sup>th</sup>, 2015</li> </ul> <p>Through these memberships the company is continually advised of changes to industrial standards and HSE regulations which might change or be updated as the company is committed to a process, across all our activities, for continual improvement.</p> <p><a href="#">See attachment 10</a></p> <ul style="list-style-type: none"> <li>• Legal &amp; Other Requirement</li> </ul> |
| <p>Hints: (Please provide)</p> <ul style="list-style-type: none"> <li>▪ List of HSE regulations and standards and its references (e.g. local, global industry regulatory standard)</li> </ul>   |
| <p><b>SECTION 4: HAZARDS AND EFFECT MANAGEMENT</b></p>  |
| <p><b>4.1. Hazards and Effect Management</b></p>  |
| <p>Does your company have procedure for the identification, assessment, control and mitigation of hazards and effects? (Yes/No)<br/>         The company uses the normal system of risk management which is internationally accepted to identify the level and likelihood of risk and ensure adequate control measures are already in place or if they need to be introduced. This process incorporates a review process at periodic intervals.</p> <p>If Yes, please attach the index/table of content including the sub-index.</p> <p><a href="#">See attachment 20:</a></p> <ul style="list-style-type: none"> <li>• Risk Assessment Procedure</li> <li>• Sample of HAZID report</li> <li>• Sample of Job Safety Analysis Report</li> <li>• Permit to Work Records on site.</li> </ul>   |
| <p>Hints: (Please provide)</p>  |



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| <ul style="list-style-type: none"> <li>▪ Hazards and effects management procedure/guideline</li> <li>▪ Sample of HSE hazards and effects management implementation (e.g. record of risk assessments: JSA, HAZID, HAZOP, HAZAN, QRA, etc)</li> </ul>  |
| <p><b>4.2. Exposure of the Workforce</b></p> <p>What systems are in place to monitor the hazard's exposure of your workforce e.g. chemical or physical agents?</p> <p><b>See attachment 20:</b></p> <ul style="list-style-type: none"> <li>• Risk Assessment Procedure</li> <li>• Sample of HAZID report</li> <li>• Sample of Job Safety Analysis Report</li> <li>• Permit to Work Records on site.</li> </ul> <p><b>See attachment 11</b></p> <ul style="list-style-type: none"> <li>• Chemical and Hazardous Material Handling procedure</li> <li>• List of hazardous material</li> <li>• MSDS socialization</li> </ul>  |
| <p>Hints: (Please provide)</p> <ul style="list-style-type: none"> <li>▪ Communication mechanism (e.g. email, orientation, notice board, safety sign, etc) to the workforce of the major hazards that they are likely to be exposed</li> <li>▪ Result/report of hazards exposure monitoring (Chemical, physical and biological hazards such as noise, radiation, vapors, fumes, temperature extremes etc.)</li> </ul>   |
| <p><b>4.3. Handling of Potential Hazards</b> (chemical, physical and biological hazards such as noise, radiation, vapors, fumes, temperature extremes, etc.)</p> <p>How is your workforce advised on potential hazards, e.g. chemicals, noise, radiation, etc., encountered in the course of their work?</p> <p><b>See attachment 11</b></p> <ul style="list-style-type: none"> <li>• Chemical and Hazardous Material Handling procedure</li> <li>• List of Hazardous Material</li> <li>• MSDS socialization</li> </ul>  |
| <p>Hints: (Please provide)</p> <ul style="list-style-type: none"> <li>▪ Hazard Communication program (Chemical, physical and biological hazards such as noise, radiation, vapors, fumes, temperature extremes etc.)</li> <li>▪ Database of potential hazards properties (e.g. MSDS, etc)</li> </ul>  |
| <p><b>4.4. Personnel Protective Equipment</b></p> <p>a) What arrangements does your company have for provision and upkeep of protective equipment and clothing, both standards issue, and that required for specialized activities?</p> <p>The company's risk management process of risk assessment (e.g. JSA) identifies what PPE is required and the procurement policies in place ensure appropriate PPE is purchased and issued to staff with appropriate training if required.</p> <p><b>See attachment 12:</b></p> <ul style="list-style-type: none"> <li>• PPE Procedure,</li> <li>• PPE Matrix,</li> <li>• Inventory PPE,</li> <li>• Received PPE evidence,</li> </ul> |
| <p>b) Do you provide appropriate personal protective equipment (PPE) for your employees? (Yes/No)</p>  |

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| <p>Please provide a listing of the PPE for the scope of this work.</p> <ul style="list-style-type: none"> <li>• Hand gloves,</li> <li>• Safety shoes,</li> <li>• Safety glasses for dark and day light,</li> <li>• safety goggle,</li> <li>• work vest,</li> <li>• Ear Plug,</li> <li>• Safety Respiratory,</li> <li>• Full Body Harness,</li> </ul>  |
| <p>c) Do you provide training on how to use PPE? (Yes/No)<br/>         Explain the content of the training and any follow-up<br/>         The training shall contain, but shall not be limited to, the following:</p> <ul style="list-style-type: none"> <li>• What PPE is necessary and why.</li> <li>• How to properly don, doff, adjust and wear PPE.</li> <li>• The limitations of the PPE.</li> <li>• The proper care, maintenance, usage life, and disposal of the PPE.</li> </ul> <p>Affected personnel shall demonstrate an understanding of the training, and the ability to properly and effectively use the required equipment before performing work requiring its use.</p> <p>If Management or HSE staff have reason to believe affected personnel, who have received training, do not have a proper understanding and / or skills required to use, maintain and/or know the limitations of the PPE required, these personnel shall receive further training which shall be documented.</p> <p>Circumstances where retraining is required include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Changes in the work place render previous training obsolete.</li> <li>• Changes in the type(s) of PPE.</li> <li>• Inadequacies in the affected personnel's knowledge, or use of assigned PPE.</li> <li>• Staff returning from a period of absence or joining a new vessel, or type of vessel.</li> <li>•</li> </ul> <p><b>See attachment 3:</b></p> <ul style="list-style-type: none"> <li>• Standard Instruction for Safety Orientation</li> <li>• Induction Records</li> <li>• Pocket book receiving</li> <li>• Copy of HSE Booklet</li> </ul> |
| <p>d) Do you have a program to ensure that PPE is impacted and maintained?<br/> <b>See attachment 12:</b></p> <ul style="list-style-type: none"> <li>• PPE Procedure,</li> <li>• PPE Matrix,</li> <li>• Inventory PPE,</li> <li>• Received PPE evidence,</li> <li>• PPE Inspection record</li> </ul>  |
| <p>Hints: (Please provide)</p> <ul style="list-style-type: none"> <li>▪ List of PPE as company standard</li> <li>▪ PPE procedure</li> <li>▪ PPE inspection records</li> </ul>   |

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| <ul style="list-style-type: none"> <li>▪ PPE inventory and training records</li> </ul>   |
| <p><b>4.5. Waste Management</b></p>  |
| <p>a) What systems are place for identification, classification, minimization and management of waste3<br/> <u>See attachment 13</u></p> <ul style="list-style-type: none"> <li>• Waste Management Procedure</li> <li>• Waste Disposal Report</li> <li>• Waste transfer Note</li> <li>• Waste Segregation</li> </ul>   |
| <p>b) How do you ensure these are in compliance with local regulation?<br/>       By collection storages, segregated at source by providing color marked, handled by competent person.<br/> <u>See attachment 13</u></p> <ul style="list-style-type: none"> <li>• Waste Management Procedure</li> <li>• Waste Disposal Report</li> <li>• Waste Transfer Note</li> <li>• Waste Segregation</li> </ul> |
| <p>c) Please provide the number of accidents resulting in environmental damage in the amount greater than \$50,000 for the last 24 months. Attach copies of any governmental reports submitted.<br/> <u>Not Applicable as there have never been incidents of this type within the organisation</u></p>   |
| <p>d) Do you have procedures for waste disposal? (Yes/No)<br/> <u>See attachment 13</u></p> <ul style="list-style-type: none"> <li>• Waste Management Procedure</li> <li>• Waste Disposal Report</li> <li>• Waste Transfer Note</li> <li>• Waste Segregation</li> </ul>  |
| <p>e) Do you have procedures for spill reporting? (Yes/No)<br/> <u>Yes, See attachment 14:</u></p> <ul style="list-style-type: none"> <li>• Spill Control Procedure</li> <li>• Sample of Drill of Spill Control</li> <li>• Oil Spill Equipment</li> </ul>  |
| <p>f) Do you have procedures for spill clean up?(Yes/No)<br/> <u>Yes, See attachment 14:</u></p> <ul style="list-style-type: none"> <li>• Spill Control Procedure</li> <li>• Sample of Drill of Spill Control</li> <li>• Oil Spill Equipment</li> </ul>  |
| <p>g) Please provide details at any of your equipment related to environmental matters.<br/> <u>See attachment 14:</u></p> <ul style="list-style-type: none"> <li>• Spill Control Procedure</li> <li>• Sample of Drill of Spill Control</li> <li>• Oil Spill Equipment</li> </ul>  |

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| <p>h) Do you assign an expertise to coordinate the environmental and how to ensure his/her competencies?<br/> <a href="#">Floria &amp; Fuad</a></p>  |
| <p>Hints: (Please provide)</p> <ul style="list-style-type: none"> <li>▪ Company waste management procedure/system</li> <li>▪ Evidence implementation of waste management system (waste identification/classification, waste matrix, waste manifest/record)</li> </ul>  |
| <p><b>4.6. Industrial Hygiene</b></p>  |
| <p>a) Do you have an industrial hygiene program? (Yes/No)<br/>       Please describe this process. If Yes, please provide the list.<br/> <a href="#">See attachment 15</a></p> <ul style="list-style-type: none"> <li>• Industrial and Hygiene</li> <li>• First Aid and Medical Procedure</li> </ul>   |
| <p>b) How do you identify industrial health/hygiene?<br/> <a href="#">See attachment 20:</a></p> <ul style="list-style-type: none"> <li>• Risk Assessment Procedure Table of Content</li> <li>• JSA Procedure Table of Content</li> <li>• Sample of HAZID Report</li> <li>• Sample of Risk Assessment Report</li> <li>• Sample of Job Safety Analysis Report</li> <li>• Permit-to-Work Records on site.</li> </ul>   |
| <p>c) If you procure hazardous substance, please explain the process of documentation and its supervision<br/> <a href="#">See attachment 11</a></p> <ul style="list-style-type: none"> <li>• Chemical and Hazardous Material Handling Procedure</li> <li>• List of Hazardous Material</li> <li>• MSDS socialization</li> </ul>  |
| <p>Hints: (Please provide)</p> <ul style="list-style-type: none"> <li>▪ Industrial Hygiene program (e.g. Respiratory protection, noise protection, ergonomic, indoor air quality control, illumination control, house keeping, personal hygiene)</li> <li>▪ Evidence of health hazards identification (monitoring results, e.g.: noise measurement, illumination level, etc) and control mechanism (e.g. providing PPE, providing appropriate tools for manual handling, shift control duration, providing barriers, etc)</li> </ul> |
| <p><b>4.7. Drugs and Alcohol</b></p>   |
| <p>Do you have a drugs and alcohol policy in your organization? (Yes/No) If yes, please attach<br/>       Yes, the company has an appropriate policy which is included in staff induction training programs.<br/> <a href="#">See attachment 1:</a></p> <ul style="list-style-type: none"> <li>• Copy of HSE Policy</li> <li>• Policies posted</li> <li>• Notice Board</li> <li>• Safety alerts via email</li> </ul>   |



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| <p><b>See attachment 16:</b></p> <ul style="list-style-type: none"> <li>• Drugs and Alcohol Procedure</li> <li>• Drugs and Alcohol Test</li> </ul>   |
| <p>Hints: (Please provide)</p> <ul style="list-style-type: none"> <li>▪ Drugs and alcohol policy</li> <li>▪ Evidence of communication (distribution list, display on bulletin board, email or letter announcement, etc)</li> <li>▪ Drugs and alcohol program (e.g. random check)</li> </ul>  |
| <p><b>SECTION 5: PLANNING AND PROCEDURES</b></p>   |
| <p><b>5.1. HSE and Operations Procedures / Manuals</b></p>   |
| <p>a) Do you have HSE and Operations procedures manuals? (Yes/No) If Yes, please attach the list of content</p> <p><b>See attachment 19</b></p> <ul style="list-style-type: none"> <li>• BOP Distribution sheet</li> <li>• Lifting Procedure</li> </ul>  |
| <p>b) How do you ensure that the working practices and procedures used by your employees on-site are consistently in accordance with your HSE policy objectives and arrangements?</p> <p>Key Performance Indicator (KPI) and Key Reactive indicator will be utilized as parameter measurement tools regarding HSE performance achievement and includes: monthly HSE Performances Report statistics, Daily Report, Inspection Reports from vessels and other work sites, audits/HSE inspection to be conducted on a periodic routine basis &amp; controlled by HSE Safety Officer. The resultant information will be reviewed by management at Management Review Meetings which are documented.</p> <p><b>See Attachment 5 :</b></p> <ul style="list-style-type: none"> <li>• HSE Key Performance Indicator</li> <li>• HSE Daily Report</li> <li>• HSE weekly Report</li> <li>• HSE Monthly Report</li> </ul> |
| <p>Hints: (Please provide)</p> <ul style="list-style-type: none"> <li>▪ HSE and Operations procedures manuals</li> <li>▪ HSE Document control procedure (e.g. system for updating and dissemination to employees)</li> </ul>   |
| <p><b>5.2. Equipment Control and Maintenance</b></p>   |
| <p>How do you ensure that plant and equipment used within your premises, on-site, or at other locations by your employees are correctly registered, certified with regulatory requirement, inspected, controlled and maintained in a safe working condition?</p> <p>By tracking record all of equipment, validation certificates and daily inspection report prior work.</p> <p><b>See attachment 9</b></p> <ul style="list-style-type: none"> <li>• Inspection and Color Code Procedure</li> <li>• Inspection Evidence</li> <li>• Inspection Certificates</li> <li>• Third party MIGAS certificates, SIO crane operator, etc.</li> </ul> <p><b>See attachment 4</b><br/> DPA Assignment Letter</p>  |

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| <p>Hints: (Please provide)</p> <ul style="list-style-type: none"> <li>▪ Equipment inspection/certification and maintenance program</li> <li>▪ Evidence of third party inspection/certification</li> <li>▪ Evidence of equipment inspection records (internal) and follow up</li> </ul>   |
| <p><b>5.3. Transport Safety Management and Maintenance</b></p>   |
| <p>What arrangement does your company have for vehicle incidents prevention?<br/> <u>See attachment 17:</u></p> <ul style="list-style-type: none"> <li>• Road Transport Procedure</li> <li>• Defensive Driving Training Certificates</li> </ul>  |
| <p>Hints: (Please provide)</p> <ul style="list-style-type: none"> <li>▪ Land transportation procedure</li> <li>▪ Evidence of implementation (e.g. drivers training, vehicle inspection and maintenance, vehicle incident prevention program, etc)</li> </ul>   |
| <p><b>SECTION 6: IMPLEMENTATION AND PERFORMANCE MONITORING</b></p>   |
| <p><b>6.1. HSE Management and Performance Monitoring of Work Activities</b></p>  |
| <p>a) What arrangement(s) does your company have for supervision and monitoring of HSE performance? Please explain the criteria.<br/> <u>See attachment 2:</u></p> <ul style="list-style-type: none"> <li>• HSE Meeting Matrix</li> <li>• MOM</li> <li>• Management Inspection</li> </ul>  |
| <p>b) What arrangements does your company have for passing on any results and findings of this supervision and monitoring to your:</p> <p>(i) Base management<br/> <u>See attachment 10</u></p> <ul style="list-style-type: none"> <li>• Audit Procedure</li> <li>• Audit Report</li> </ul> <p>(ii) Site employees<br/> <u>See attachment 9</u></p> <ul style="list-style-type: none"> <li>• Inspection and Color Code Procedure</li> <li>• Inspection Evidence</li> <li>• Inspection Certificates</li> <li>• Third party MIGAS certificates, SIO crane operator, etc</li> </ul> |
| <p>c) Has your company received any award for HSE performance achievement? (Yes/No)<br/>         Yes,<br/> <u>See attachment 21</u></p> <ul style="list-style-type: none"> <li>• Certificate of Award</li> <li>• Certificate of Participation</li> </ul>   |
| <p>Hints: (Please provide)</p> <ul style="list-style-type: none"> <li>▪ Company HSE performance monitoring system (e.g. procedure, man hours recording system, incidents count and analysis, HSE performance reward program, etc)</li> </ul>   |

| <ul style="list-style-type: none"> <li>Evidence of HSE performance recognition from clients</li> </ul>  |  |   |                              |     |   |
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| <b>6.2. Statutory Notifiable Incidents/ Dangerous Occurrences, Improvement Requirement and Prohibition Notices</b>  |  |   |                              |     |   |
| Has your company suffered any improvement requirement or prohibition notices on statutory notifiable incidents/dangerous occurrences by the relevant national body, regulatory body for HSE or other enforcing authority or been prosecuted under any HSE legislation in the last five years? (Yes/No)<br><br>No<br><a href="#">See attachment 5</a><br>HSE Performance |  |   |                              |     |   |
| If yes, please give the number of occurrences and its short description.  |  |   |                              |     |   |
| Hints: (Please provide) <ul style="list-style-type: none"> <li>Letter received from regulatory body regarding major incident in the last five years</li> <li>Record of incident case occurred in your company</li> </ul>  |  |   |                              |     |   |
| <b>6.3. HSE Performance Records</b>   |  |   |                              |     |   |
| a) Please provide statistical details of your HSE performance over the past 3 years (if not recorded/ applicable please mark N/R or N/A)  |  |   |                              |     |   |
| <ul style="list-style-type: none"> <li>Fatalities</li> <li>Days Away From Work Cases (DAFWC) or LTIs</li> <li>Total Recordable Cases (e.g. Medical Treatment, Restricted Work, Transfer to Another Job, Unconsciousness)</li> </ul>   | <table border="1"> <thead> <tr> <th>Total Number<br/>(incl. All contract &amp; sub contract personnel)</th> <th>Frequency<br/>(based on OSHA)</th> </tr> </thead> <tbody> <tr> <td>N/A</td> <td>1</td> </tr> </tbody> </table> | Total Number<br>(incl. All contract & sub contract personnel) | Frequency<br>(based on OSHA) | N/A | 1 |
| Total Number<br>(incl. All contract & sub contract personnel)   | Frequency<br>(based on OSHA)   |   |                              |     |   |
| N/A   | 1  |   |                              |     |   |
| <a href="#">See attachment 22</a> <ul style="list-style-type: none"> <li>Company Definitions</li> </ul>   |  |   |                              |     |   |
| b) How is health performance recorded?<br><a href="#">See attachment 5</a> <ul style="list-style-type: none"> <li>HSE Performance</li> </ul>  |  |   |                              |     |   |
| c) How is environmental performance recorded?<br><br><a href="#">See attachment 5</a> <ul style="list-style-type: none"> <li>HSE Performance</li> </ul>   |  |   |                              |     |   |
| Hints: (Please provide) <ul style="list-style-type: none"> <li>Injury rate (latest year injury rate comparison to contractor's three preceding years average) with reference to national and or international standard (e.g. Depnaker, OSHA, ANSI, etc)</li> </ul>  |  |   |                              |     |   |
| <b>6.4. Incident Investigation and Reporting</b>  |  |   |                              |     |   |
| a) Do you have a procedure for the investigation, reporting and follow-up of accidents, dangerous occurrences or occupational illnesses? (Yes/No)<br><br>If yes, please attach.<br><br><a href="#">Every year, by the BOD at Management Review Meetings which are documented</a>  |  |   |                              |     |   |
| b) How are the findings following an investigation, or a relevant incident occurring elsewhere,   |  |   |                              |     |   |

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| <p>communicated to your employees?<br/>         Please attach an example of investigation reports during the last 12 months.<br/> <a href="#">see attachment 18</a></p> <ul style="list-style-type: none"> <li>• Accident/Incident Procedure</li> <li>• Accident/ incident Reports</li> <li>• Near miss report</li> </ul>   |
| <p>c) Do you report lesson learn of any near miss ?<br/> <a href="#">yes</a></p>  |
| <p>Hints: (Please provide)</p> <ul style="list-style-type: none"> <li>▪ Incident reporting and investigation procedure</li> <li>▪ Evidence of incident report and investigation result</li> <li>▪ Evidence of incident investigation result/finding sharing (e.g. root cause and lesson sharing using email, notice boards, etc)</li> <li>▪ Evidence of HSE performance improvement initiatives based on incident learning</li> </ul> |
| <p><b>SECTION 7: AUDIT AND REVIEW</b></p>   |
| <p>a) Do you have a written policy on HSE auditing? (Yes/No)<br/> <a href="#">See attachment 10</a></p> <ul style="list-style-type: none"> <li>• Audit Procedure</li> <li>• Audit Schedule</li> <li>• Internal Audit</li> <li>• External Audit</li> </ul>   |
| <p>b) How does this policy specify the standards for auditing, including schedule, coverage and the qualifications for auditors?<br/> <a href="#">See attachment 10</a></p> <ul style="list-style-type: none"> <li>• Audit Procedure</li> <li>• Audit Schedule</li> <li>• Internal Audit</li> <li>• External Audit</li> </ul>   |
| <p>c) How is the effectiveness of audit verified and how does management report and follow up audits?<br/> <a href="#">See attachment 10</a></p> <ul style="list-style-type: none"> <li>• Audit Procedure</li> <li>• Audit Schedule</li> <li>• Internal Audit</li> <li>• External Audit</li> </ul>  |
| <p>Hints: (Please provide)</p> <ul style="list-style-type: none"> <li>▪ Audit procedure</li> <li>▪ Audit program and implementation (schedule, coverage, audit team, report and follow up, etc)</li> </ul>  |
| <p><b>SECTION 8: EMERGENCY RESPONSE PROCEDURE</b></p>   |
| <p>Do you have an emergency response plan? (Yes/No).<br/>         If yes, please attach.<br/>         How do you maintain readiness of the plan? And explain the command structure?<br/> <a href="#">See attachment 7</a></p> <ul style="list-style-type: none"> <li>• Emergency procedure</li> </ul>   |



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| <ul style="list-style-type: none"> <li>• Emergency drill</li> <li>• Drill Matrix</li> </ul>  |
| <p>Hints: (Please provide)</p> <ul style="list-style-type: none"> <li>▪ Emergency response plan/procedure</li> <li>▪ Emergency response team structure</li> <li>▪ Exercise program (schedule and report of drill and table top)</li> <li>▪ Evidence of communication (e.g. distribution list, email or letter announcement, etc)</li> </ul>                                      |
| <p><b>SECTION 9: HSE MANAGEMENT - ADDITIONAL FEATURES</b></p>  |
| <p>a) Does your company hold association(s) membership? (Yes/No)</p> <p>If yes, please provide the list.</p> <p><a href="#">See attachment 21</a></p> <ul style="list-style-type: none"> <li>• Award Certificates</li> <li>• Participation Certificates</li> <li>• Membership of appropriate organizations, e.g.</li> <li>• Certificates of ISO 14001 and OSHAS-18001</li> </ul> |
| <p>b) Is there any aspect of your HSE performance that you believe differentiates yourselves from your competitors that not described elsewhere in your response to the questionnaire?</p> <p><b>NO</b></p> <p>If yes, please explain.</p>   |
| <p>Hints: (Please provide)</p> <ul style="list-style-type: none"> <li>▪ List of association membership</li> <li>▪ Certificate of association membership (e.g. KADIN, APINDO, IAKKI, AK3, BSC)</li> <li>▪ Evidence of active participation in HSE association (e.g. attending association event, etc)</li> </ul>  |