



Subject Area no. 12: Contractor management

Principle: The company develops and implements a process for the management of contractors and sub-contractors with emphasis on the master's and other officers' and crew members' related health and safety responsibilities.

Level	Expectations	Targets	Suggested objective evidence
Basic	HSSE familiarisation is provided to contractors working aboard. The scope and depth of the familiarization should be relevant to the responsibilities of the personnel involved and the nature of the contracted task.	Familiarisation at a minimum will include: <ul style="list-style-type: none">- safety rules, following vessel safety rules will be mandated.- standard operating procedures including PTW, risk assessment, PPE, drug and alcohol and hours of work.- vessel hazards- emergency procedures. The training will be provided by a competent person and will be recorded.	Quality and content of familiarisation Familiarisation records



Subject Area no. 12: Contractor management			
Level	Expectations	Targets	Suggested objective evidence
Intermediate	<p>Prior to work commencing a meeting is held between the contractor and the person-in-charge /the master, where information will be exchanged regarding hazards presented by work being carried out by contractors.</p> <p>Activities being carried out by vessel crew that may impact the contractors will also be shared.</p> <p>The company has a process to pre-qualify contractors prior to awarding a contract.</p>	<p>A competent person will be appointed by the master to monitor contractor performance. This person has the authority to stop hazardous contractor practices.</p> <p>The company maintains a list of pre-qualified contractors, where the input to pre-qualification includes:</p> <ul style="list-style-type: none"> - compliance with industry standards on quality and HSSE - personnel qualification and resources - previous experience in the type of work. 	<p>Pre-work meeting records Risk assessment records</p> <p>Simultaneous operations procedures</p> <p>Pre-qualification process</p>



Subject Area no. 12: Contractor management			
Level	Expectations	Targets	Suggested objective evidence
Advanced	<p>The company has a procedure to review a contactor's HSSE record prior to an award of contract, where appropriate.</p> <p>The company has a process to contact contractor management to correct unsafe third-party behaviour.</p>	<p>Evaluation of potential contractors including previous experience with the company; number and nature of accidents and incidents; availability of equipment and resources; and ability to deliver their services safely on time.</p> <p>The company has a process to provide feedback to contractor</p>	<p>HSSE statistics included in pre-qualification where appropriate.</p> <p>Contractor feedback process</p>



Subject Area no. 12: Contractor management			
Level	Expectations	Targets	Suggested objective evidence
Excellence	<p>The company has a formal contractor HSSE management system in place.</p> <p>Contracting companies actively participate in emergency response drills.</p>	<p>There are detailed procedures for contractor management, which may include: defining roles and responsibilities for the management of contractors; monitoring and periodically reviewing contractor performance through:</p> <ul style="list-style-type: none">• Feedback from vessel.• Feedback from contractor.• Actual HSSE performance. <p>Ship-shore drills include contracting companies to test joint responses.</p>	<p>Contractor HSSE management system.</p> <p>Involvement of contracting companies in ship-shore drills</p>