



National Iranian Oil Company
Safety, Health and Environment Management

Regulations and Instructions for Implementing HSE Management Requirements and Procedures in Oil Industry Contracts

ترجمه انگلیسی :

"ضوابط و دستورالعمل اجرای الزامات و رویه های مدیریت HSE
در قراردادهای صنعت نفت"

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**Regulations and Instructions for Implementing HSE Management
Requirements and Procedures in Oil Industry Contracts**



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The following regulations and requirements have been developed with reference to the duties and powers stipulated in sub-paragraph(6) of paragraph “B” of Article (1) of “the Law on the Duties and Powers of the Ministry of Petroleum” with the aim of coordinating and supporting the implementation of policies for the development of procedures and implementing regulation to improve the level of Health, Safety and Environment (HSE) in the oil industry stipulated in sub-paragraph 4 of paragraph "A" of Article (1) of this law and in line with the implementation of the decision of the Central Council for Health, Safety and Environment (SALAM) of the Ministry of Petroleum, and its strong tendency on the implementation of HSE management requirements and procedures, as well as their complete inclusion in all tender documents and contracts of the oil industry, which are mandatory to be observed by the companies and administrations affiliated to the Ministry of Petroleum at all stages of the preparation of tender documents and implementation of standard-form, non-standard (customized)-form, medium- and large- scale contracts, including project execution system (PC, EP, EPC), service, repair, and consultation contracts and simultaneous exploration contracts of the oil industry.

These regulations and requirements shall be a part of tender documents and contract appendices. Furthermore, they explain the tasks and responsibilities of tenderers and their consultants (employers) and bidders (contractors and consultants) that must be observed in the process of preparing, arranging and implementing tender documents and various contracts. The prepared documents must be free of any ambiguity and inconsistency with the body of laws on tenders and other related laws in a way that bidders are able to submit their proposed price with an accurate, identical perception of the documents and take measures in accordance with specified obligations and responsibilities.

The HSE requirements contained in this manual, considered as minimum requirements, shall be met by tenderers and bidders, and the inclusion of supplementary requirements under special conditions and appendices to the contract is authorized provided that they are not inconsistent with the provisions of these regulations.

"Obligations and Responsibilities of Employers and Contractors"

1. Employer Responsibilities

- 1.1. Companies and affiliated administrations shall prepare “A set of requirements and procedures for the employer’s HSE Management System” by identifying emergency priorities consistent with the objectives of the HSE in medium- and large- scale contracts and attach it as appendices to tender and contract documents.
- 1.2. When inviting tenders and their qualitative assessment stage of the tenderers, subsidiary companies shall ensure the ability of the bidders to "fulfill the requirements and procedures of the employer’s intended HSE management system".



- 1.3. The employer's HSE affairs representative is responsible for all duties related to monitoring the proper implementation of the "HSE Management System Requirements and Procedures."
- 1.4. Issuance of an order for the workshops to be equipped and commencement of work shall not be authorized before the submission of the contractor's HSE Plan and the announcement of its acceptance.
- 1.5. All subsidiary companies shall evaluate contractors and their personnel in terms of having the required skills and competence, and must attend specialized HSE training courses offered by the employer's HSE affairs prior to the commencement of the work and receive the related certificate of these courses.
- 1.6. In consortia and partnerships, the extent of obligations and responsibilities of contractors and consultants shall be determined and sharing the HSE responsibilities among them shall be avoided.
- 1.7. In subsidiary companies, the assignment of performance or supervision of the "HSE Management system requirements and procedures" to the qualified and approved companies by the employer is authorized.
- 1.8. The subsidiary companies and administrations shall ensure the provision and allocation of funds for the implementation of the "HSE management system requirements and procedures".
- 1.9. The subsidiary companies and administration, before the implementation of the subject of the contract, shall ensure that the technical documents and administrative procedures are not inconsistent with the "HSE management system requirements and procedures".
- 1.10. Subsidiary companies and administrations are required to complete the table of fines imposed due to non-performance of the HSE management requirements and procedures in the special conditions the contracts and agreements with examples.

2. HSE Equipment, Machinery, Accessories and Manpower

- 2.1 Employers must prepare lists and tables of values of services, activities, machinery, consumable and non-consumable accessories, equipment and materials, manpower, and all prerequisites for the implementation of specific HSE management system requirements and procedures that are part of the contractor's obligations in accordance with the actual requirements of the contract (including executive duties, services, repairs and consultations) in accordance with the general conditions of the contract and "the employer's HSE management system requirements and procedures" specified in the contract appendix, commensurate with medium- and large-scale contracts, duration, job description, type and nature, associated hazards and risks with the activities of the subject of the contract, and include them proportionally and separately in



related appendices, upon the confirmation of the employer's HSE representative, and attach them as contract documents to the tender documents.

2.2 If some items of consumable or non-consumable equipment, materials or accessories are delivered by the employer to the contractor for the implementation of the HSE requirements and procedures, it shall be specified in the appendix related to the employer's obligations in the contract.

2.3 Employers shall determine the minimum human resources and the way of contractors organization and the contractor's HSE organizational chart, ascertaining the competence of these work forces, based on the scale and value and duration of the contract , the hazards and risks involved in the activities, and attach these information to the related appendix of the contract.

3 Price Calculation and Matching, Bidding Winner Determination and Payment Method

3.1 When tenders are submitted, whether one-stage or two-stage, the price of implementing the HSE Management System requirements and procedures shall be obtained on the basis of the specific tables attached to the contract. Taking other technical and qualitative factors into account, the sum of the gross fixed contract price proposed by the contractor derived from the sum of the table of values and prices for the implementation of specific HSE requirements is added to the contractor's proposed price for the implementation of the subject of the contract and the total sum of the amounts obtained during the price comparison and matching stage, will determines the bidding winner.

3.2 The proposed price for the implementation of the contract specific HSE management system requirements and procedures, regardless of the purchase price of non-consumable items (such as machinery, accessories and equipment), shall be separately indicated by the contractor, on the price offer sheet and in the specific tables of values and prices for the implementation of specific HSE system requirements and procedures and submitted to the employer as an attachment to the tender documents.

3.3 The payment method for consumable items, services and activities for the implementation of the specific HSE requirements, shall be separately determined and indicated in the related specific attached tables and the special conditions of the contract by the employers.

3.4 The implementation costs of the specific HSE management system requirements and procedures shall be paid merely based on the specific tables attached to the contract without applying coefficients and in accordance with Clause 3-9 of the special conditions of the contract specified in



this manual, after legal and contractual deductions. Payment repetitions due to the existence of other rate in the documents of the contract shall be avoided.

Note: In contracts whose prices are estimated based on the Ministry of Petroleum Price Lists issued before 2016, it is not authorized to take price for the implementation of specific HSE requirements of the contract in a manner prescribed in Clause 3 of this manual.

3.5 The responsibility and commitment of the performance and provision of any HSE-related activities and services, compliance with and implementation of general HSE management system requirements and procedures of the contract to undertake related operations of the subject of the contract as well as the provision of any equipment, machinery and consumable and non-consumable items shall be the contractor's commitment and responsibility management system requirements and procedures of the contract to undertake related operations of the subject of the contract as well as the provision of any equipment, machinery and consumable and non-consumable items shall be the contractor's commitment and responsibility whose costs are included in the contractor's proposed prices (bids) for the execution of the subject of the contract.

4. Hazards and risks

4.1 The documents and tables of hazards and the initial estimation of the level of risk involved in the implementation of the subject of the contract are prepared by the employer's HSE affairs representative based on the contract scale, i.e. Large- and medium-scale contracts, and are attached to the tender documents in the relevant appendix of the contract. It should be noted that these tables are merely intended to make the contractor aware of the initial relevant risks. Complete risk identification and risk control prediction, in particular those arising from the contractor's professional performance (such as the use of specific machinery/procedures) shall be performed by the contractor on his/her expense.

4.2 In contracts, it shall be stipulated that risk assessment be carried out at the work site by contractors using conventional methods consistent with the nature of the work and approved by the employer, and that its report shall be submitted to the employer's HSE representative.



5. Description of Contract Works and HSE services

- 5.1 Description of the contract work shall be developed in a way that the effects of the implementation of the HSE management system requirements and procedures ~~obvious~~ in the work description documents are clearly obvious in all stages and times of execution, operation and repair.
- 5.2 Description of the work and services of project contracts that are subject to environmental impact assessment studies shall be developed in a way that the environmental strategies, measures and planning foreseen in the studies are clearly set out in the description of work and services, if they are to be carried out by the contractor.

6. Contractors' Responsibilities

- 6.1 The establishment of the HSE management system, the integrated management system and the comprehensive implementation of the "employer HSE management system requirements and procedures" shall be the responsibilities of the contractor.
- 6.2 The contractor's obligation to comply with employer's procedures, instructions, and maneuvers for combatting with employer's emergency conditions, shall be indicated in the terms and documents of the contract.
- 6.3 The contractor's obligation regarding the creation of a proper organizational structure, provision of personnel with professional expertise and adequate skills and safe operation of activities shall be indicated in the documents.
- 6.4 The damage caused by non-performance of the requirements and procedures of the HSE management system shall be the contractor's liability.
- 6.5 The contractors' obligation regarding risk management, incident's control and occupational diseases , and prevention of equipment and environmental damages shall be indicated in the documents.
- 6.6 Contractors shall be required to study and completely understand all standards and guidelines of the contractor's subsidiary companies regarding the full implementation of the "requirements and procedures of the employer HSE Management System" and develop the necessary mechanisms to apply these standards and guidelines.
- 6.7 Contractors and advisors shall comply with laws, rules and governmental by-laws and those of HSE-related organizations, in addition to the standards, regulations, requirements and procedures of the employer.
- 6.8 Since contractor changes might not necessarily lead to changes in workforce of the contractor in a number of contracts (such as volume and service contracts), the new contractor is also required



to carry out occupational medical examinations for these employees and submit the results to the employer's HSE affairs representative. The new contractor, in coordination with the employer, shall take necessary measures to receive the employee medical records from the previous contractor.

7. Responsibilities of Consultants

7.1 Description of the consultants' services should be developed in a way that the effects of implementing the requirements and procedures of the HSE management system could be predicted and institutionalized in a sustainable manner in the development of engineering, design, implementation and operation document stages.

8. Coordination of Tender Documents with Applicable Sanctions

8.1 In order to support the implementation of the requirements and procedures of the HSE management system in projects, all obligations and responsibilities of the contractor shall also entail sanctions such as the right to charge penalties and compensations or the right to terminate the contract.

8.2 At the termination of each contract, employers shall submit the audit and performance evaluation reports of contractors and consultants on contract obligations and responsibility fulfillment as well as HSE requirement fulfillment methods to the parent company's HSE management. After reviewing and summarizing, the parent company's HSE management shall send the final report on HSE performance of contractors and consultants to the General Departments of HSE, Passive Defense, and Engineering Policy and Standards setting in order to be examined by the relevant working group and SALAM Central Council and to keep records.

9. Requirements Regarding Specifications of HSE Section in the special conditions of the Contract

9.1 The following shall be considered in the special conditions of the contract (in accordance with the articles of the general conditions of the Oil Industry Executive System contracts and service contracts) for the implementation of conditions and observance of the specific HSE requirements. The contractor shall be evidently required to comply with the rules and description of specific HSE services considered in this section; otherwise, he/she will be held responsible as similarly specified in other parts of the contract. The inclusion of supplementary



requirements in the special conditions and appendices of the contract is permitted in the event of compliance with the provisions of these terms. (These articles shall be numbered according to the order of other special conditions of the contract)

Article 1- Related costs to the implementation of the requirements and other relevant conditions to the observance of specific HSE requirements shall be specified in the HSE contract appendix in accordance with the following conditions:

1.1 All machinery, equipment, and non-consumable accessories shall be supplied to the contractor at his/her expense. Therefore, the contractor shall be the owner of such machinery, equipment, tools and non-consumable accessories at the end of the implementation and temporary delivery of the contract subject, meaning that the contractor shall merely receive their service and equipment utilization charges during the term of the contract in accordance with Clause (2) of this article.

1.2 The costs of all consumable accessories, materials, equipment, and the cost of services, activities, responsibilities and utilization of manpower, machinery, equipment and accessories, and other contractor's measures for the precise and comprehensive implementation of the requirements and procedures of the contract specific HSE management system shall be paid by the employer to the contractor based on the aggregate value tables and the prices specified in the HSE contract appendix in accordance with the following equation and the terms of appendix No.(...) of the contract after legal deductions.

$$\text{The amount of monthly statement of specific HSE} = \frac{P_1}{P_m} * \frac{1}{T} * \text{The sum of proposed HSE price Specific gross}$$

T: Original term of the contract (Per month)

P₁:The amount of the statement of the contractor's monthly performance

P_m: The average amount of the statement of the contractors' monthly performance during the term of contract (obtained from dividing the contract amount, excluding the cost of specific HSE, by the original contract period)

Note: The above equation should be $\frac{P_1}{P_m} \leq 1$; otherwise, the number 1 is considered.



1.3 The contractor is responsible for providing and performing all services and activities and observing the requirements and procedures of the contract general HSE management system. The contractor is also responsible for supplying consumable and non-consumable items necessary for the safe implementation of the provisions and operations of the contract whose costs are included in the proposed prices; so that no separate payment shall be made for them.

Article 2- Determining Examples and Description of Countermeasures and Penalties:

After determining and declaring instances of non-compliance/ breach/ failure of the contractor to comply with the employer's HSE management system requirements and procedures by the employer's representative of HSE affairs, a penalty shall be imposed according to the following table. The reception of such fines does not negate delay penalties and compensations paid for financial damages and human casualties incurred on the employer properties and employees.



Table of fines and penalties

Examples of incidences that are subject to fines	Measures	Description of measures and fines
Observation of limited cases of minor non-compliance with HSE in contractor's performance	Written notice	Notification of written notice without imposition of a fine
Observation of a case of major non-compliance with HSE Observation of multiple instances of minor non-compliance with HSE in contractor's performance Incidence of minor events caused due to contractor's fault/failure	First notice	1-Notice of penalty 2- A 10% irrevocable deduction from the current month's statement
Observation of multiple instances of major non-compliance with HSE in contractor's performance Incidence of debilitating events due to contractor's fault/failure	Second notice	1.The first notice to terminate the contract 2. A 15% irrevocable deduction from the current month's statement 3. Referring the contractor's case to the company's CEO
Major weakness in contractor's HSE system and incidents leading to death due to contractor's fault/failure	Third notice	1.The second notice to terminate the contract 2. A 30% irrevocable deduction from the current month's statement 3. Referring the contractor's case to the company's CEO 4. Non-renewal of the contract 5- Referral of the contractor's case to the parent Company and the Central Council of SALAM

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Table of some instances of non-compliance including the Contractor's violation of the provisions/fault and refusal to comply with HSE implementation

Row	Description of the violation
1	Failure to supply HSE personnel
2	Failure of contractor's personnel to use personal protective equipment
3	Unsafe, risky actions by the contractor's personnel
4	Failure of contractor's vehicles to comply with traffic regulations
5	The use of equipment and tools not approved by the employer's HSE
6	Unusual smoke production/burning of wastes at the site of operation
7	Creation of dust particles in the complex (sand blast, glass wool)
8	Disposal of contaminated fluids/hydrocarbon substances in the area of complex and surface water/health network channels
9	Disposal of wastes in the rainwater path
10	The incidence of major explosions/fires due to contractor's failure
11	Destruction of vegetation at the site of installations
12	Inconsistent Technical Protection Committee conventions
13	Lack of design and implementation of control measures for the significant risks identified during the term of contract, based on the HSE Plan
14	Failure to equip the workshop with first aid equipment
15	The incidence of chronic diseases with recurrent characteristics due to harmful working conditions
16	Failure to conduct periodic medical examinations prior to the recruitment of the personnel
17	The incidence of poisoning due to the consumption of unhealthy water and food in the scope of the contractor's liability
18	The occurrence of acute and chronic diseases with non-recurrent characteristics due to harmful factors in the workplace
19	The occurrence of lost time injuries within the contractor's scope of work
20	The occurrence of incidents leading to death within the contractor's scope of work



Article 3 - HSE Specialized Training in the Contract:

The contractor's personnel must participate in the specialized HSE training classes provided by the employer's HSE affairs representative as occasion may warrant. Passing training courses for driving crane trucks and lifting equipment and related jobs, welding, scaffolding, light and heavy vehicle driving is essential. For other occupations, necessary planning will be made and required measures will be taken on the discretion of the employer's HSE affairs representative. These training courses are designed to help raise awareness and level of the HSE culture of the contractor's personnel and do not negate the responsibilities of the contractor to provide trained personnel with professional expertise and adequate skills, as well as the safe operation of the activities. The costs of offering specialized training courses shall be paid by the contractor.

Article 4: Personal Protective Equipment and Accessories:

4.1 All personal protective equipment and accessories shall be prepared from among the products of reputable companies and provided to the contractor's personnel, in accordance with the type and severity of danger, upon confirmation of product samples by the employer's HSE representative. The contractor's HSE representative is required to maintain records of the delivery of protective equipment to the contractor personnel.

4.2 Personnel who need to use personal protective equipment (e.g. respirators) that create respiratory restrictions, special occupational medical examinations must be conducted by the contractor. They can use such equipment upon confirmation by the employer's HSE representative

Article 5: Work Permits:

5.1 It is mandatory to obtain a work permit from relevant authorities of the employer and based on the provisions set forth in the requirements and procedures of the HSE management system (HSE contract appendix) to perform the following:

- Any hot or cold work at the sites of operation and workplaces.
- Any operation for entering into closed places.
- Any entry of lightweight and heavy machinery into operational units.
- Any drilling operation and measures for ditch securement.
- Any radiographic operations at the operation site and other areas.
- Any special operation that requires special operations control.



5.2 In the operational facilities, all tools and equipment (especially electric equipment) used in the hazardous area shall be protected in accordance with the classification of relevant hazardous areas. The contractor is required to foresee and provide such equipment in accordance with the description of the activities and locations specified in the contract.

5.3 For works at height and closed spaces, the work team must be approved in terms of physical fitness

Article 6. Health Engineering Requirements

6.1 The Health Plan should describe the following topics:

- Developing a mechanism for reporting and monitoring occupational hygiene within the scope of contractor's duties and obligations
- Developing procedures for monitoring employee health and health performance
- Establishing a procedure to record the health records of employees

6.2 If the assessment results of workplace health risks or the measurement of workplace pollutants within the scope of the contractor's duties and obligations indicate unacceptable risks or a higher level of pollutants than occupational standards, the contractor must, depending on the above risks, develop appropriate preventive and control measures to eliminate or reduce health risks and implement them, upon the approval of the employer's HSE affairs representative, and submit the progress report and the efficacy results of the measures to the employer's HSE affairs representative within certain time periods (as specified by the employer's HSE representative).

6.3 The contractor is required to make sure that new human resources are compatible with their tasks, meeting the requirements of the HSE management system prior to hiring them (both short-term and long-term) by conducting occupational medical examinations.

6.4 The contractor is required to submit the results of the medical examinations of new workforce (before hiring) to the employer's HSE affairs representative prior to the commencement of work, and avoid employing those who are not suitable for the related job.

6.5 Examinations should be performed in a specialized manner, based on the risks of various jobs, taking into account the results of measuring the harmful factors of the work environment.

6.6 The contractor is required, within the scope of his duties and obligations and in accordance with the provisions of the contract, to prevent his/her staff from developing work-related illnesses using health risk identification, assessment, monitoring and control methods.

6.7 The contractor is required to develop a plan for the provision of the emergency and medical equipment included in the HSE contract appendix, such as clinics, an ambulances, first aid kits, with all related accessories upon the notice to proceed (NTP), in proportion to the number of workers and



the work dangers, the distance between the place of operation and the location of clinics and hospitals in the cities, and gain the approval of the employer's HSE representative.

Note 1: The contractor is required to conduct periodic examinations to establish a health record for his/her staff. At the end of each examination period, the contractor shall also provide the employer's HSE affair with the report of the disease statistics and work-related complications.

Article 7- Environmental Protection Requirements:

- 7.1 The contractor is required to equip the wastewater from their temporary kitchens and toilets with septic tanks and ensure that the wastewater does not leak into the effluent (wastewater) channels of the work site or soil. Septic drainage should be carried out with non-leaky tankers approved by the employer and discharged in the authorized places after obtaining the required permits. The contractor can also connect the kitchen and toilet wastewater to the sewage network inside the installations, with the consent of the employer, in accordance with the regulations issued by him.
- 7.2 Rainwater or industrial/sanitary wastewater channels and routes of the operation site should not be clogged by contractor's garbage and waste dumps.
- 7.3 The contractor is obliged to separate all wastes, residuals and garbage from the production point and keep them in suitable temporary storage locations.
- 7.4 The contractor is required to keep all ordinary (municipal) garbage in suitable bags and bins and dispose them at the same place declared by the employer. The removal of any waste from the work site must be done in accordance with the employer's instructions.
- 7.5 The contractor must keep the recycled wastes, such as papers and plastics, disposable containers, etc., separated in order deliver them to the recycling contractor.
- 7.6 Disposable containers purchased by the contractor for distribution of food, etc. should be of plant-based biodegradable types.
- 7.7 Any smoke or pollutant production by burning wastes and garbage or other methods of creating dust and contaminating particles through sandblasting operations at the site is prohibited.
- 7.8 The discharge of chemicals and hydrocarbon liquids into the soil, through the channels and valves of the industrial or sanitary sewerage network or the surface water channels of the workplace is prohibited.
- 7.9 The contractor is required to separately remove all residuals and wastes produced in the site, in accordance with the HSE management requirement and procedure implementation plan provided by the employer (or other requirements provided by him/her to the contractor) and package them for temporary storage in accordance with the requirements provided by the employer until a proper decision is made.



Article 8 - HSE performance reports:

The contractor is required to provide a report on the HSE management requirement and procedure performance, with the following outlines, at the end of each month and upon the termination of the contract to the employer's HSE affairs representative. Outlines of the material to be included in the monthly report on the contractor's HSE performance shall be as detailed in the terms and conditions set forth in the specific conditions of the contract and the procedures set forth in the appendix (...) of the contract.

- Man-hour (The amount of work performed by an average worker during one hour) of the contractor during the reporting period
- Individual accident statistics in the reporting period
- A report on energy consumption and consumption-reduction and energy-saving measures to
- A report on occupational medical examinations, indicating the number of examined personnel and statistics related to occupational diseases and injuries
- The status of staff HSE training
- Major measures taken and plans implemented by the contractor's HSE unit during the reporting month
- A table indicating the manpower working in the Contractor's HSE unit during the reporting period
- Wastewater and residual management report (Generation/type/disposal)
- A report on machinery available at contractor's workshop

10. Terms of consultancy contracts

The following conditions related to the description of the services of all consultancy contracts and agreements with consulting services, whether in standard or non-standard (customized) form, concluded by the companies and administrations affiliated to the Ministry of Petroleum shall substitute or be added to the relevant article or are added to it from the date fixed in the notice to proceed:

Article HSE Management Requirements and Procedures

1. In the process of developing engineering documents, design, implementation, and operation, the consultant shall anticipate and institutionalize the "employer's HSE Management Requirements and Procedures."



2. In the design stage, the introduction of a HSE project coordinator is mandatory in the design consultancy structure.
3. The following minimum measures shall be taken in order to ensure that the design complies with HSE standards:

Creation stage	Type of action
Feasibility studies	Identifying the HSE legal requirements Carrying out EIA and HIA studies Carrying out passive defense studies Carrying out location studies Identifying the hazardous substances Determining the safe area
Conceptual design	Ensuring that the legal requirements of the HSE are met Identifying the PHA process hazards Developing documentation on the philosophy of design from the perspective of HSE
Base design	Revising the design philosophy documents from the perspective of HSE Identifying the PHA process hazards Risk Assessment and control using Life-Cycle Studies (SLA) and Quantitative Risk Assessment
Detailed design	Revising risk identification and risk assessment studies Change management process Ensuring that the design philosophy from the perspective of the HSE is implemented

4. In all phases of project design, risk identification and risk quantitative/qualitative assessment measures are carried out using conventional and appropriate methods in accordance with the project type and related terms and conditions, supervised by the employer's HSE affairs representative. Reaching each stage shall be evidently subject to ensuring that preventive and control measures are taken into account as a result of risk identification and risk assessment. The risk assessment should include the current unit. In case of changes in the final stages of design, construction and installation, it is necessary to revise these studies.



5. The approach used in the risk management must be determined and implemented based on the following priorities. It is then required to ensure that the risk level is reduced to an acceptable level (ALARP logic) using inspection techniques.
 - Inherent safety
 - Passive systems
 - Active systems
 - Procedural systems
6. The employer's HSE affairs representative shall be informed of all HSE codes and standards in the design stage and is authorized to comment on or request changes to any of the standards.
7. The approach to minimizing the use of hazardous substances, as a fundamental principle in design, shall be taken into consideration.
8. Inherent safety strategies shall be considered in design.
9. All safety fire extinguishing and fire alarm equipment must also be approved by the HSE affairs representative before purchase and, if required and requested by the employer's HSE, the possibility for equipment inspection and approval at the manufacturer's site shall be prepared.
10. In all design steps, the safety information of the materials used in the process (MSDS) should be considered.
11. The latest edition of all standards, rules and regulations of the Islamic Republic of Iran shall be binding and taken into account in the design stage. Some of these rules are, but not limited to:
 - Waste management law
 - Waste management administrative by-laws
 - Sewage outlet standards
 - The standard of hydrocarbons released from air pollutants
 - Standards for factory and industrial workshop wastes
 - Air pollution prevention law
 - Water pollution prevention by-laws
 - Clean air standards
 - Noise pollution standards
 - Self-declaration instructions on monitoring of the EPA
 - Rules, regulations and procedures of the Ministry of Petroleum



12. The design consultant must provide the full details of all effluents according to the requirements and procedures of the employer HSE affairs representative, as follows, and get the approval of the employer's HSE affairs representative on their consistency with the environmental laws and regulations. The list of effluent must also include normal, Start Up, Shut Down, and Emergency conditions.
- The full name of the effluent
 - The exact place of effluent production
 - The amount of effluent
 - Frequency of production
 - Possible composition of effluent
 - The physical state of effluent
 - The exact source of effluent
13. The consultant must be familiar with all employer's standards and guidelines regarding the full implementation of "the requirements and procedures of the employer's HSE management system" and make the necessary arrangements for its implementation.
14. Where national regulations are non-existent, international standards must be applied. Therefore, they must be informed to and approved by the employer's HSE affairs representative prior to the application.
15. All HSE-related documents and maps including safety systems, fire extinguishing and fire alarm systems, wastewater and residual management systems, pollution control and monitoring, etc. must be approved by the employer HSE affairs representative following approval by the employer.

11. Good Practice Responsibility

The responsibility for supervising the good practice of this manual of style is shared jointly by the Deputy of Engineering Department, HSE and Passive Defense Administration and Legal Affairs departments of the Ministry of Petroleum subsidiaries.

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12- Manual of Style

These terms and conditions are effective from the date of NTP. By notifying these terms and conditions, all of the contradictory guidelines and regulations of the companies and departments that have already been notified in connection with the implementation of the HSE management requirements and procedures in the field of contracts of the oil industry are canceled.



Appendices: Samples of Lists and Attachments

- 1- Providing a list of the minimum consumable items required to implement the requirements and procedures of the HSE management system in the specific terms of the contract (Table 1)
- 2- Providing a list of the minimum non-consumable items (such as machinery, devices, equipment and accessories) required to perform the activities, responsibilities and services of the contractor in relation to the implementation of the requirements and procedures of the specific HSE management system. No payment shall be made to the contractor to purchase equipment and machinery mentioned in this clause. Related costs to the utilization of items mentioned in this clause shall be met based on Clause (4) as follows (Table 3).
3. Providing a list of minimum human resources and their qualification requirements for the implementation of contractor's activities, responsibilities and services in line with the implementation of the requirements and procedures of the HSE management system (Table 4).
4. Providing a list of minimum activities, responsibilities and services of the contractor in relation to the implementation of the requirements and procedures of specific HSE management system. This list is completed in relation to the use of machinery, consumable and non-consumable equipment and accessories, as well as the use of contractor's personnel for the complete implementation of requirements and procedures of the HSE Management System in the specific terms of the contract, subject to the related article in general terms thereof. (Table 2).
5. Table (1) shows the values and prices for materials, accessories, consumable equipment for the implementation of the requirements and procedures of the specific HSE management system (all consumable items shall be under the employer's ownership upon entry into the place of operation).
6. Table (2) shows the amounts and prices of services and activities (through the use of manpower, machinery, and consumables and non-consumable equipment and accessories) and the full and complete implementation of the requirements and procedures of the HSE management system. All equipment, machinery and non-consumables shall remain in the ownership of the contractor at the end of the execution of the contract, and contractors shall refrain from including the purchase price of such machinery, equipment and accessories in their price estimations.

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Sample list of the minimum consumable equipment and accessories committed by the contractor for the implementation of the specific HSE requirements and procedures (Table 1)

Row	Description of items	Commitment to supply		Commitment to pay the costs		Remarks
		Employer	Contractor	Employer	Contractor	
1	Standard personal protective equipment (safety helmets, safety shoes, work clothes, gloves, etc.)		r			
2	Chemical-resistant gloves					
3	Heat-resistant gloves					
4	metallic fibers cut-resistant gloves (sharp edges)					
5	Ear Plug hearing protectors					
6	Ear Muff hearing protectors					
7	Insulating gloves for high-voltage electric works					
8	Insulating boots for high-voltage electric works					
9	Welding helmet					
10	Chemical-resistant eyeglasses					
11	Eyeglasses protecting against harmful rays					
12	Danger bar					
13	Half-face filtered respirators					
14	Full-face filtered respirators					
15	Dust mask					
16	Mask filter					
17	Rope					
18	All-body harness safety belt					
19	Fire protection & safety clothing					
20	Electrically insulated safety helmet					
21	Chemical detector tubes					
22	Monitoring harmful agents at the workplace					
23	First Aid Kit accessories					
24	Other					

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Sample list of minimum activities, responsibilities and services committed by the contractor for specific HSE (Table 2)

Row	Description of items	Commitment to supply		Commitment to pay the costs		Remarks
		Employer	Contractor	Employer	Contractor	
1	Patient transportation services (ambulance)					
2	Fire extinguishing services					
3	Rescue services					
4	Clinic services (stretchers, hospital beds, etc.)					
5	Mechanical ventilation services					
6	24v Lighting services					
7	harmful factor evaluation services					
8	First aid services					
9	Drinking water health services					
10	Industrial waste and sediments transportation services by automobile/VACUUM LURRI machine					
11	Waste transportation services					
12	Harmful factor monitoring services at the workplace					
13	HSE training services					
14	Incentive activities and measures and the development of the ISE culture, such as rewards, etc.					
15	Medical examination services at the early of recruitment					
16	Periodic medical examination services					
17	Spray poisoning services for places environmental health					
18	Other environmental protection services					
19	Other safety and fire extinguishing services					
20	Other industrial work/health services					
21	Other					

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Sample list of minimum machinery, and non-consumable accessories and equipment required for the implementation of general and specific HSE management requirements and procedures (Table3)

Row	Description of items	Commitment to supply		Commitment to pay the costs		Remarks
		Employer	Contractor	Employer	Contractor	
1	Ambulance					
2	Fire engine					
3	Self-Contained Breathing Apparatus (SCBA)					
4	Air Line/Air Filter units					
5	Rescue equipment					
6	Clinic equipment (stretcher, hospital beds ...)					
7	Fire extinguisher fittings (HOSE, nozzle, etc.)					
8	Mechanical ventilation devices					
9	Hand-held powder extinguishers					
10	Hand-held CO2 extinguishers					
11	Hand-held water extinguishers					
12	Hydraulic cutting tools					
13	Hydraulic jacks					
14	Inverter voltage reducing transformers					
15	Winch machine					
16	Two-way radio					
17	Pressure boosting pumps					
18	24V Lighting supply systems					
19	Ladder					
20	Harmful agent measurement tools					
21	Portable gas meter					
22	First aid kit					
23	Standard drinking water tanks					
24	Industrial food coolers					
25	Escape mask					
26	VACUUM LURRI automobile/machine					
27	Garbage truck					
28	Other (To be completed by employer's representatives or employer's HSE or contractor's HSE)					

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Note: The cost of all non-consumable machinery, accessories and equipment required to fulfill the specific and general HSE requirements and procedures at all stages of contract execution shall be paid by the contractor.

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**Sample list of minimum human resources required for the implementation of
general and specific HSE management requirements and procedures (Table 4)**

Row	Organizational position	No.	Minimum amount of experience	Minimum educational qualification	Remarks
1	HSE Coordinator of Headquarters Project	1			
2	Workshop HSE Officer	1			
3	Head/Supervisor of workshop safety and firefighting	1			
4	Head/supervisor /supervisor of work/industrial health of the workshop	1			
5	Head/supervisor of the workshop environment	1			
6	Senior expert/safety expert	*			
7	Senior expert/industrial/work health expert	*			
8	Senior expert/environmental expert	*			
9	Clinician	*			
10	Practical nurse/clinic staff	*			
11	Safety inspection	*			
12	Fireman	*			
13	Ready to work firefighters	*			
14	Other (To be completed by employer's representatives or employer's HSE or contractor's HSE)	*			

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* Required number of items is determined by the employer's HSE representative given the project scale and risk, as well as the variety of activities.

Remark: It is the obligation of the contractor to supply human resources required to fulfill the specific and general HSE requirements and procedures, and pay their relevant costs in all stages of implementing contract.