





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"> <li>- compliance with industry standards on quality and HSSE</li> <li>- personnel qualification and resources</li> <li>- previous experience in the type of work.</li> </ul>	<p>Pre-work meeting records</p> <p>Risk assessment records</p> <p>Simultaneous operations procedures</p> <p>Pre-qualification process</p>



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<b>Advanced</b>	<p>The company has a procedure to review a contractor'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>



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<b>Excellence</b>	<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"> <li>• Feedback from vessel.</li> <li>• Feedback from contractor.</li> <li>• Actual HSSE performance.</li> </ul> <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>

