

Reference Standards

ISO14001:2015 & ISO45001:2018

Section 9.1: Monitoring, Measurement, Analysis and Evaluation.

Section 9.2: Internal Audit.

Section 9.3: Management Review.

PSM (22 Elements) Model

Quality Assurance (QA): QA is important for new facilities and revisions or repairs to existing facilities to ensure that safety critical equipment which handles hazardous material (as it is fabricated) is suitable for the process application. It also ensures that safety critical equipment installed is consistent with design specifications and manufacturer's recommendations.

Mechanical Integrity: This element addresses equipment tests and inspections including predictive and preventive maintenance, reliability engineering, maintenance procedures, quality control procedures, training and performance of maintenance personnel. All of these mechanical integrity efforts ensure an incident free and reliable operation, and they help to pin point root causes and avoid incident recurrence and pre-mature failures.

Audits and Observations: This element covers the importance of effective auditing in site safety management and provides guidelines for conducting and evaluating safety audits.

Integrated Organization for Safety: The purpose of the overall safety organization is to mobilize all available talent in the interest of safety, health, and environmental protection. It does not, in any way, relieve individual members of the line organization of their safety responsibilities. Various committees are staffed principally by members of the line organization supplemented by safety staff members and other specialists.

Motivation and Awareness: The purpose of this element is to discuss and provide guidelines on different concepts and recommended practices on progressive motivation. Internal motivation is necessary to sustain high-level safety performance once that level of performance has been reached. External motivation is necessary to make the initial transition to high level safety performance because of established behavior patterns in the individual.

Integrated Organization for Safety: The purpose of the overall safety organization is to mobilize all available talent in the interest of safety, health, and environmental protection. It does not, in any way, relieve individual members of the line organization of their safety responsibilities. Various committees are staffed principally by members of the line organization supplemented by safety staff members and other specialists.

Preamble

Terms & Definitions

Context

Leadership

Planning

Support

Operation

Performance Evaluation

Improvement

This Section's Objectives

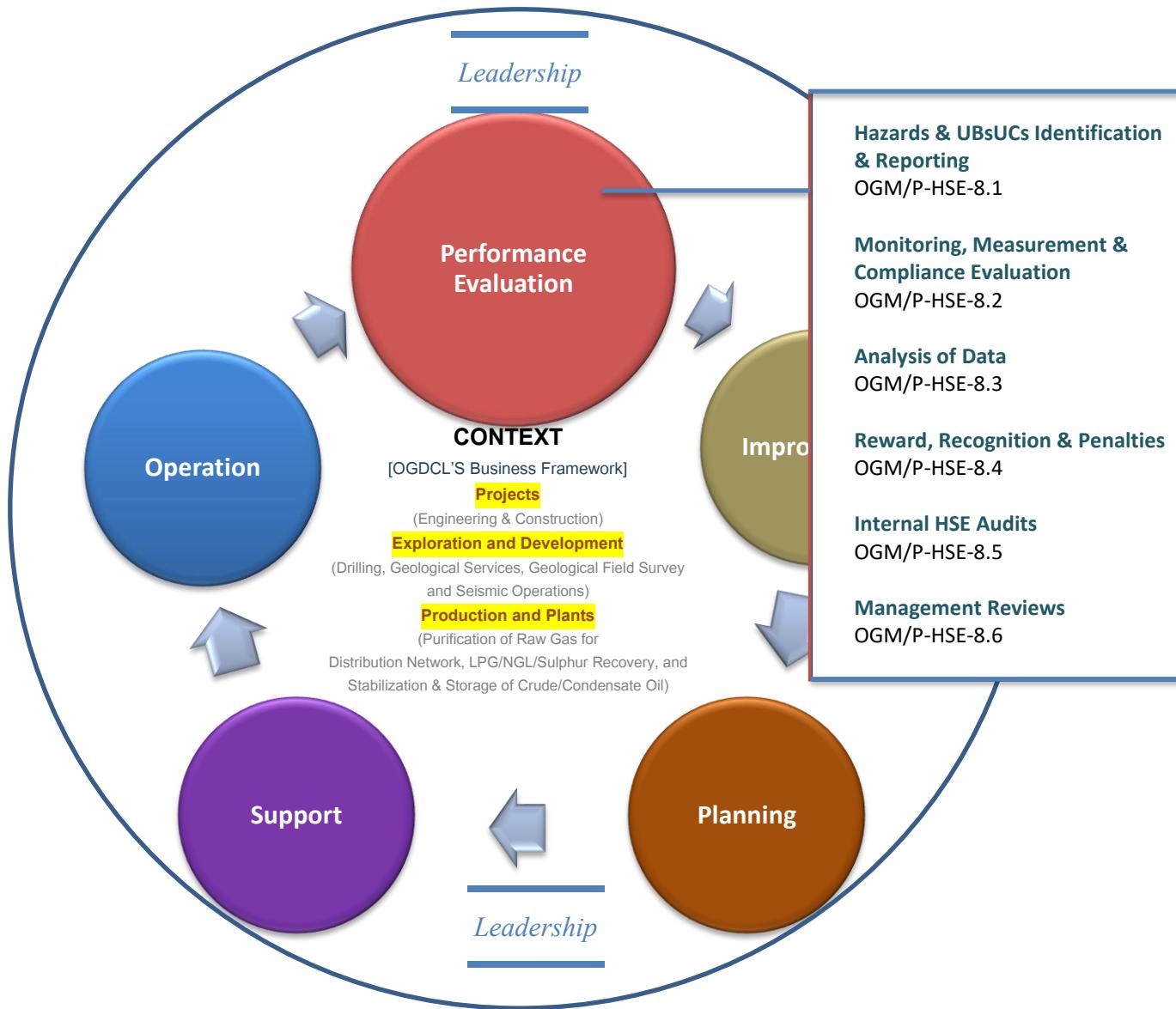
- ☒ Hazards identification and reporting.
- ☒ Determine & assess HSE System performance and compliance.
- ☒ Monitor OGDCL's HSE System.
- ☒ Establish internal audit methods, schedules, and requirements.
- ☒ Conduct HSE System conformance audits and document results.
- ☒ Review organization's HSE System.

Associated Documents

- ❑ STOP Cards
- ❑ Health & Hygiene Monitoring Plan
- ❑ Safety Monitoring Plan
- ❑ Environmental Monitoring Plan
- ❑ Occupational Health Assessment (Trade / Fitness Test) Plan
- ❑ HSE Monthly Report
- ❑ List of Internal (Qualified) HSE Auditors
- ❑ Annual Internal HSE Audit Planner
- ❑ Internal HSE Audit Plan (site specific)
- ❑ Internal HSE Audit Checklist
- ❑ Internal HSE Audit Summary Report
- ❑ Internal HSE Audit Non-Conformity Report (NCR)
- ❑ Agenda of Location HSE MRC Meeting
- ❑ Minutes of Location HSE MRC Meeting

Applicable Documents

-- Nil --



8.1 Hazards & UBsUCs Identification & Reporting

OGM/P-HSE-8.1(9) Revision Number 9

Original Issue: June 25, 2007
This Issue: November 21, 2025

Updated By:

Muhammad Mubashir Abbas
Manager HSEQ-ERM/ CRO, OGDCL

Reviewed By:

Babar Iftikhar
General Manager HSEQ-Security, OGDCL

Approved By:

Ahmed Hayat Lak
Managing Director, OGDCL

Change/ Revision Log

#	Description of Change
1	Modified: New Logo & Tag Line

Associated Documents Approval & Issue

Related Document/ Record	Initiated by	Reviewed by	Checked/ Verified / Approved by
STOP Card	Any Employee	Location HSE Rep.	Location IC
STOP Analysis	Location HSE Rep.	Location HSE IC	Area Manager / Location IC/ GM HSE

8.1.1 Introduction

- To eliminate incidents and injuries, hazards need to be identified and managed. The foundation of hazards management is proactive and correct identification of hazards. Identified hazards are principally subjected to following stages:
 - Identify all applicable hazards(both based on conditions and having origin in human behavior),
 - Apply hierarchy of controls for managing hazards &
 - Communicating hazards and review the same.
- All identified hazards are manageable as based on continuous efforts, the hazards and risk profile of a Location is minimized.
- It is an obligation of every Employee and Contractor to timely report hazards encountered at our sites. Therefore, they shall be encouraged to raise maximum number of hazards so that no one gets hurt.

8.1.2 Techniques for Hazard Identification

- Many techniques are used for identification of hazards; however selection of a technique depends on factors including regulatory requirement, scope, stage in project lifecycle, type and complexity of system under review.
- During normal operations, reporting of hazards is encouraged to make the workplaces safer. Following scheme of hazard identification shall be employed:
 - ❖ STOP Card
 - ❖ Hazard Hunt Program
 - ❖ JHA/JVA – (separate Procedure)
 - ❖ Risk Register – (separate Procedure)

8.1.2.1 STOP Observation

- The basic principle of STOP is that all injuries and occupational illnesses can be prevented. The main objective of the STOP program is to train each member of the line organization on-spot to eliminate incidents and injuries by skillfully observing people as they work, talking with them to correct their unsafe acts, and encouraging them to follow safe work practices.
- STOP Program aims to modify behaviors, by observing people as they work and by intervening them; hence eliminating at-risk behaviors. For this reason all hazards shall be identified, reported and documented using STOP Cards.

8.1.2.1.1 How to Conduct STOP Observation Tour

- STOP requires following the intervention cycle;
Stop – Observe – Act – Report
 - ❖ One of the most important aspects shall be the communication with the personnel during the STOP intervention. This is when one can encourage good behavior / practice and with the individual, identify and discuss unsafe acts and hazards. Furthermore, it is important to realize that the intent to STOP is not a blame system, STOP is instituted to rectify hazards there and then (if possible) and change behavior and understanding of individuals involved with the task.
 - ❖ It is important to realize that you “are getting STOP observation tour to keep your fellow employees safe and change their behavior towards safety”.
- A typical STOP Observation Tour shall be conducted as follows.
 - ❖ **STOP** near enough to the person so that you can clearly see what they are doing but far enough as to ensure that they do not impede their task.
 - ❖ Observe everything the person is doing in a careful systematic way as you review the audit categories in your mind; i.e. reactions of people, personal protective equipment, positions of people, tools and equipment, specifications and housekeeping.
 - ❖ **OBSERVE** activities from a distance and try to spot any unsafe acts. Some unsafe acts happen quickly e.g. lifting etc. So you do need to watch carefully. Try not to focus solely on people's PPE, look also at their body positions, access to the job, type and suitability of tools, people moving around, Rushing etc...
 - ❖ **ACT** by talking with the person to reinforce safe work practices and address at-risk behavior. The best method to do so get the job supervisor attention when safe to do so, enquire about the task at hand, then ask what unsafe behavior or conditions they

can observe around them. Your aim is to gently guide the supervisor towards being able to identify the unsafe acts and conditions themselves. This is called Buy-In. If the Supervisor can figure out the unsafe conditions or actions they shall eradicate themselves without requiring interventions.

- ❖ Try to engage workers; Ask open-ended questions. Speak less, listen more.
- ❖ It's better not to say 'I am conducting a STOP visit' as this tends to put people on the defensive immediately.
- ❖ Ask them if they can leave the job for a few minutes while you have a chat about HSE.
- ❖ Act in a friendly manner.
- ❖ Ask them to explain "what the job is" and "what is it for/about".
- ❖ Ask them how they think the task can be made safer
- ❖ Ask them about suggestions to improve HSE
- ❖ Only talk once the employee has finished telling you what they think
- ❖ In case of witnessing an unsafe behavior or action. Your aim is to gently guide the worker towards being able to identify the unsafe acts and conditions themselves. This is called Buy-In. If he can figure out the unsafe conditions or actions themselves, they shall eradicate it themselves without requiring interventions.
- ❖ Try to get to the root cause of the problem in order to know what the appropriate corrective action should be. Remember it may not be the individuals fault it could be due to:
 - Inadequate training.
 - Non recognition of the hazard or the associated impact.
 - Impracticality of the official system or procedure.
 - Unavailability/suitability of safety equipment.
 - Perceived time pressure.
- ❖ Try and agree when and what needs to be done by whom.
- ❖ Try to get them to conclude what should be done rather than just telling them the answer. They are then much more likely to do this when you have gone.
- ❖ If the activities are already being conducted in safe manner, do not forget to encourage workers. This will reinforce the positive behaviors.

■ REPORT your interventions and actions on a STOP intervention card without naming the person.

8.1.2.1.2 STOP Administration

- STOP Cards shall be available on every prominent area along with the Drop Boxes.
- Location IC shall ensure that Observation Tours are made and STOP Cards are filled-in as per following frequency:-
 - Once every day for HSE IC
 - Once every week for Departmental / Sectional IC
 - Once every fortnight for Location IC
- Different employees/ operations to be picked at a time; the objective is to train all employees to get acquainted with the use of STOP Cards, observe the unsafe conditions/ acts anytime.

8.1.2.2 Hazard Hunt Program (HHP)

- HHP is an effective hazard identification process that aims at identifying the hazards through structured and team based approach by following an approved calendar plan.
- Corporate Annual Management Walk Around (MWA) Plan For Hazards Hunting & Reporting shall be developed by HSEQ Department emphasizing HSE commitment and visibility by OGDCL Leadership (EDs; GMs/ HODs; Area Managers) as best industry practices as per following frequency:-
 - Twice every year by ED
 - Twice every year by GM/ HOD
 - Once every quarter for Area Manager
- Location's Annual Hazard Hunt Plan shall be formulated by HSE Section and approved by Location Management as tabulated below:

#	Quarter	Date	Area	Team Lead	Member-I	Member-II
1	First	Jan	Operations			
2		Feb	Camp			
3		March	Remote			
4	Second	April	Operations			
5		May	Camp			
6		June	Remote			

7	Third	July	Operations				
8		Aug	Camp				
9		Sept	Remote				
10	Fourth	Oct	Operations				
11		Nov	Camp				
12		Dec	Remote				

- Location InCharge shall nominate members for each team; each team shall be constituted of cross-functional representatives and limited to maximum three (03) members.
- The teams would visit the specified area as per respective timeslot mentioned in the approved Hazard Hunt Plan to collect positive & negative observations.
- All of the positive and negative observations during the HHP are required to be formally captured on STOP Cards as well.
- Each Hazard Hunt Team shall discuss the observations of each particular area with the concerned Department/ Section.
- The concerned Department/ Section shall complete the required action(s) in order to address the observations.

8.1.2.3 Review of STOP Cards

- The observations shall be presented in HSE Management Review Committee (MRC) meetings or as deemed appropriate by Location Management where Hazard Hunt Team shall deliver a presentation containing the pictorial evidence of all positive and negative observations; intent of the system remains to be to improve the workplace conditions. (HHP should not be used as tool to abase any Department/ Section or individual.)
- Authentically filled STOP Cards are to be kept with all Sectional ICs.
- On monthly & annual basis, each Sectional IC shall review / analyze its own STOP Results whereas Location HSE IC along with Location IC shall review / analyze STOP Results of the entire Location by using the following pattern:

	Number Of Unsafe Actions / Behaviors									Number Of Unsafe Conditions		%age	
	Reaction of people (1)	Personal Protective Equipment (2)	Ergonomics (Positions of people) (3)	Tools and Equipment (4)	Procedures (5)	Tools & Equipment (6)	Structure and Work Area (7)	Environment (8)	Orderliness (9)	Total	Open	Closed	
December													
November													
October													
September													
August													
July													
June													
May													
April													
March													
February													
January													
Total													
%age													

- Monthly STOP Results shall be shared with HSEQ Department H.O. for review.
- Based on the annual review of STOP Cards, in order to improve the PDCA cycle, where required, following may be considered:
 - New CPRs be initiated;
 - HSE Impact (Risk) Assessment Register be updated;
 - Safety Talks/ Toolbox meetings be improved;
 - HSE Inspections and Audits be facilitated further;
 - HSE MRC meetings' agenda be extended;
 - Trends regarding the type and/ or cause of unsafe conditions & acts be exhibited;

- g) Training Need Assessment (TNA) for updating Training Calendar be performed;
- h) PPE Need Assessment Matrix be reviewed/ updated;
- i) HazCom be improved; and/ or
- j) JVAs (JHAs) be revised, etc.

8.1.2.4 Follow-up of STOP Cards

- ☒ HSEQ Department/ Section shall follow-up for the closure of the recorded hazards.
- ☒ If any of the reported hazard/ STOP Card remains open and action not taken, Location's Risk Register shall be updated for incorporation of the open hazard.
- ☒ The close-out status shall be presented by HSEQ Department/ Section in the HSE MRC meetings through pictorial presentation as before & after HHP.

OBSERVATION CHECKLIST			JAHANGIR PETROLEUM & CHEMICALS COMPANY LIMITED		
UNSAFE		SAFE	جہالت پر بیان کی فہرست		جہالت پر بیان کی فہرست
ACTIONS		جہالت	کیفیت		کیفیت
REACTIONS OF PEOPLE		All Safe <input type="checkbox"/>	جہالت	کیفیت	جہالت
<input type="checkbox"/> Adjusting Personal Protective Equipment <input type="checkbox"/> Changing Position <input type="checkbox"/> Rearranging Job <input type="checkbox"/> Stopping Job <input type="checkbox"/> Attaching Grounds <input type="checkbox"/> Performing Lockouts		<input type="checkbox"/>	جہالت	<input type="checkbox"/>	جہالت
PERSONAL PROTECTIVE EQUIPMENT		All Safe <input type="checkbox"/>	جہالت	کیفیت	جہالت
<input type="checkbox"/> Head <input type="checkbox"/> Eyes and Face <input type="checkbox"/> Ears <input type="checkbox"/> Respiratory System <input type="checkbox"/> Arms and Hands <input type="checkbox"/> Trunk <input type="checkbox"/> Legs and Feet		<input type="checkbox"/>	جہالت	<input type="checkbox"/>	جہالت
POSITIONS OF PEOPLE (Injury Causes)		All Safe <input type="checkbox"/>	جہالت	کیفیت	جہالت
<input type="checkbox"/> Striking Against Objects <input type="checkbox"/> Struck By Objects <input type="checkbox"/> Caught In, On, or Between Objects <input type="checkbox"/> Falling <input type="checkbox"/> Contacting Temperature Extremes <input type="checkbox"/> Contacting Electric Current <input type="checkbox"/> Inhaling a Hazardous Substance <input type="checkbox"/> Absorbing a Hazardous Substance <input type="checkbox"/> Swallowing a Hazardous Substance <input type="checkbox"/> Overexertion <input type="checkbox"/> Repetitive Motions <input type="checkbox"/> Awkward Position/Static Postures		<input type="checkbox"/>	جہالت	<input type="checkbox"/>	جہالت
TOOLS AND EQUIPMENT		All Safe <input type="checkbox"/>	جہالت	کیفیت	جہالت
<input type="checkbox"/> Wrong for the Job <input type="checkbox"/> Used Incorrectly <input type="checkbox"/> In Unsafe Condition		<input type="checkbox"/>	جہالت	<input type="checkbox"/>	جہالت
PROCEDURES AND ORDERLINESS		All Safe <input type="checkbox"/>	جہالت	کیفیت	جہالت
<input type="checkbox"/> Procedures Inadequate <input type="checkbox"/> Procedures Not Known/Understand <input type="checkbox"/> Procedures Not Followed <input type="checkbox"/> Orderliness Standards Inadequate <input type="checkbox"/> Orderliness Standards Not Known/Understand <input type="checkbox"/> Orderliness Standards Not Followed		<input type="checkbox"/>	جہالت	<input type="checkbox"/>	جہالت

ELIMINATE UNSAFE CONDITIONS... PREVENT INJURIES		
OBSERVATION CHECKLIST		جہالت پر بیان کی فہرست
UNSAFE		SAFE
Tools and Equipment:		All Safe <input type="checkbox"/>
<input type="checkbox"/> Are They Right for the Job <input type="checkbox"/> In Safe Condition		<input type="checkbox"/>
Structures and Work Area:		All Safe <input type="checkbox"/>
<input type="checkbox"/> Are They Clean <input type="checkbox"/> Orderly <input type="checkbox"/> Right for the Job <input type="checkbox"/> In Safe Condition		<input type="checkbox"/>
Environment:		All Safe <input type="checkbox"/>
<input type="checkbox"/> Is It Clean <input type="checkbox"/> Orderly <input type="checkbox"/> In Safe Condition		<input type="checkbox"/>
Orderliness:		All Safe <input type="checkbox"/>
<input type="checkbox"/> Standards Available <input type="checkbox"/> Adequate		<input type="checkbox"/>

• SAFE ACTS / CONDITIONS OBSERVED
 • ACTIONS TAKEN TO ENCOURAGE
 CONTINUED SAFE PERFORMANCE

• UNSAFE ACTS / CONDITIONS OBSERVED
 • IMMEDIATE CORRECTIVE ACTION
 • ACTION TO PREVENT RECURRENT

Observer's Signature: _____

Working Area: _____ Date: _____

رپورٹ کے درجہ: _____

کام کی تاریخ: _____

Ref. Section 06 (Support) & Section 08 (Performance Evaluation) of OGDCL's Integrated HSE System Manual

OGDC HSE TOP CARD FOR OGDCL HOUSE ISLAMABAD

(ONLY TO BE FILLED IN CASE OF REPORTING SAFE/UNSAFE ACTS AND(OR) CONDITIONS TO CHANGE SAFETY BEHAVIOR ONSPOT)

Check (✓) Mark The Upfront Activity (Job/ Operation/ Process/ Function)

<input type="checkbox"/> General Movement	<input type="checkbox"/> Visitor/ Guest/ Delegation's Movement	<input type="checkbox"/> Office: Ergonomics	<input type="checkbox"/> Meeting, Seminar, Workshop, Interview	<input type="checkbox"/> Filing, Material Stacking, Storage	<input type="checkbox"/> Manual Handling of Office Equipment
<input type="checkbox"/> Special Movement	<input type="checkbox"/> Office: Ambience*	<input type="checkbox"/> Fire Extinguishers/ Hydrants/ Hoses: O&M	<input type="checkbox"/> Food: Preparation, Serving & Washing	<input type="checkbox"/> Generators: O&M	<input type="checkbox"/> Electric Room: O&M
<input type="checkbox"/> Manual Handling of Heavy Equipment	<input type="checkbox"/> Compressor: O&M	<input type="checkbox"/> Computers/ Laptops & Accessories: O&M	<input type="checkbox"/> Batteries/ Solar Cells: O&M	<input type="checkbox"/> Janitorial Services: O&M	<input type="checkbox"/> Suspended Working Platform: O&M
<input type="checkbox"/> HVAC System: O&M	<input type="checkbox"/> Elevators: O&M	<input type="checkbox"/> Electrical Appliances: O&M	<input type="checkbox"/> Plumbing Job	<input type="checkbox"/> Data Center: O&M	<input type="checkbox"/> Paint Job
<input type="checkbox"/> AHU System: O&M	<input type="checkbox"/> Lift Room: O&M	<input type="checkbox"/> Tools/ Fans/ Detectors: O&M	<input type="checkbox"/> Photocopying: O&M	<input type="checkbox"/> Data/ Maps Archival	<input type="checkbox"/> Masonry Job
<input type="checkbox"/> Hot/ Work-At-Height/ Electrical Job	<input type="checkbox"/> Tool Room: Handling & Storage	<input type="checkbox"/> Communication Room/ Services: O&M	<input type="checkbox"/> Facsimile (Fax) Room: O&M	<input type="checkbox"/> IAQM/ Vehicular Emissions Monitoring	<input type="checkbox"/> Carpentry Job
<input type="checkbox"/> Server Room: O&M	<input type="checkbox"/> SDP Centre: O&M	<input type="checkbox"/> Vaccination/ Blood Donations/ Trade Tests	<input type="checkbox"/> Fumigation	<input type="checkbox"/> Scanners/ Detectors: O&M	<input type="checkbox"/> Reception
<input type="checkbox"/> IT DR Room: O&M	<input type="checkbox"/> FM200 Fire Suppression	<input type="checkbox"/> Fuel: Transport, Handling & Use	<input type="checkbox"/> Disinfection	<input type="checkbox"/> Weapons: Handling & Operations	<input type="checkbox"/> Waiting Room
<input type="checkbox"/> Medical Services/ Drugs Supply	<input type="checkbox"/> Patients Sampling in Medical Laboratory	<input type="checkbox"/> Lube Oil & Chemical: Handling & Use	<input type="checkbox"/> Pray/ Leisure/ Rest Area or Room	<input type="checkbox"/> Security: Protection & Communication	<input type="checkbox"/> Muster Point
<input type="checkbox"/> Power Cabling & Accessories: O&M	<input type="checkbox"/> Network Cabling & Accessories: O&M	<input type="checkbox"/> Surveillance/ Walkthroughs	<input type="checkbox"/> Emergency Handling (Evacuation/ Rescue)	<input type="checkbox"/> Vehicular Parking	<input type="checkbox"/> Vehicular Parking
<input type="checkbox"/> Wudu (Abution) Areas/ Washrooms	<input type="checkbox"/> Device Calibration/ Testing/ Emergency Drill				

*Office ambience is a working environment or condition related to TEMPERATURE, HUMIDITY, NOISE, LIGHT, ODOR, etc. affecting the efficiency of individuals either in a positive or negative way.

Check (✓) Mark The SAFE ACTS/CONDITIONS and (or) UNSAFE ACTS/CONDITIONS Observed

PPE		Posture		Hazard(s) Exposure		Tools & Equipment		Procedure		Housekeeping	
Safe	Unsafe										
<input type="checkbox"/>											

SAFE ACTS/CONDITIONS observed and actions taken to encourage continued safe performance:

UNSAFE ACTS/CONDITIONS observed and immediate corrective actions taken to prevent recurrence:

HSE TOP = On-Spot HSE Training Observation Program

IAQM = Indoor Air Quality Monitoring

O&M = Operations & Maintenance

Reporter's Signature:

Specify The Working Area/ Floor/ Tower:

Reporting Date and Time:

USE NEARBY DROP BOX FOR POSTING HSE TOP CARD – YOUR VERY OWN SAFETY-FIRST INITIATIVE. FOR FURTHER GUIDANCE, CONTACT HSEQ DEPARTMENT (EXT.: 3825; 3826; 3827)

8.2 HSE Monitoring, Measurement & Compliance Evaluation

OGM/P-HSE-8.2(9) Revision Number 9

Original Issue: June 25, 2007
This Issue: November 21, 2025**Updated By:****Muhammad Mubashir Abbas**
Manager HSEQ-ERM/ CRO, OGDCL**Reviewed By:****Babar Iftikhar**
General Manager HSEQ-Security, OGDCL**Approved By:****Ahmed Hayat Lak**
Managing Director, OGDCL

Change/ Revision Log

#	Description of Change
1	Modified: New Logo & Tag Line
2	Added: Categories for Workforce's Health Monitoring

Associated Documents Approval & Issue

Related Document/ Record	Initiated by	Reviewed by	Checked/ Verified / Approved by
OGF – HSE – 034 Health & Hygiene Monitoring Plan	Location Medical IC in consultation with Location HSE IC	Location HSE MRC	Location IC
OGF – HSE – 035 Safety Monitoring Plan	Concerned Section IC in consultation with Location HSE IC	Location HSE MRC	Location IC
OGF – HSE – 036 Environment Monitoring Plan	Location HSE IC in consultation with Location Lab. IC	Location HSE MRC	Location IC
OGF – HSE – 037 Occupational Health Assessment (Trade / Fitness Test) Plan	Location Medical IC in consultation with Location HSE IC	Location HSE IC	Location IC
HSE Monitoring/ Inspection Checklist (Preparation)	Concerned Section IC	Concerned Section IC	Concerned Section IC
HSE Monitoring/ Inspection Checklist (Filling Phase)	Concerned Section Rep.	Concerned Section IC	Concerned Section IC
Calibration Record	Concerned Section Rep.	Concerned Section IC	Concerned Section IC

8.2.1 General

- When determining what should be monitored and measured (in addition to progress on objectives / targets), the following should be considered:
 - ☒ Significant vulnerabilities, threats & opportunities,
 - ☒ Compliance obligations, and
 - ☒ Status (effectiveness/ reliability) of operational controls & equipment.
- HSE monitoring and measurement shall include both proactive and reactive monitoring. It shall include Type of Measurement like:
 - a) Monitoring of emissions to air
 - b) Monitoring of effluents to water and land
 - c) Monitoring of emergency equipment
 - d) Monitoring of mechanical integrity & fitness of safety critical equipment
 - e) Monitoring of electrical equipment / appliances & accessories
 - f) Monitoring of operation equipment/machinery
 - g) Monitoring of employee's health
 - h) Monitoring of noise & lighting levels
 - i) Monitoring of safety tags, signs, labels, color coding, etc.
 - j) Monitoring of energy and natural resources consumption
- For each parameter / characteristic to be monitored, the Location HSE Representative in consultation with concerned Sectional InCharge shall determine for each item/ element:
 - a) the measurement or test method (Reference Standard)
 - b) frequency of measurement
 - c) sample point for that parameter
 - d) acceptance criteria (Acceptable Limit for that parameter)
 - e) responsibility for measurement
 - f) measurement apparatus or equipment to be used to measure that parameter and the manner for recording results
- Based on these parameters, three separate OH, S, & E Monitoring Plans shall be prepared.
- The monitoring activities, frequencies and responsibilities for the OH, S, & E Monitoring Plans shall be set in the light of the table below (not exhaustive):

#	Item/ Element	Prioritized Monitoring Activity	Recommended Monitoring Frequency	Primary Responsibility
Emergency Equipment				
1.	Fire Extinguishers (AFFF, DCP, Foam, CO ₂ and Water DCP/ CO ₂ Trolley)	a. Functional Reliability b. Visual Inspection	a. Quarterly b. Weekly	HSE
		Hydrostatic (Water Jacket) Test of Cylinder	5 Yearly/ as per NFPA	HSE
2.	Mobile Foam Unit	Functional Reliability	Quarterly	HSE
3.	Fire Reservoir	General Inspection & Water Level	Daily	HSE/ Process
4.	Fire Blanket	Physical Inspection	Quarterly	HSE
5.	Fire Buckets	Physical Inspection	Monthly	HSE
6.	Emergency Exit & Light	Cleaning and Maintenance (Physical Inspection)	Monthly	HSE
7.	Emergency Signage & Layout Diagram	Physical Inspection / Availability	Monthly	HSE
8.	Wind Socks	Physical Condition	Monthly	HSE
9.	Spill Control System (Leak tape, absorbent, container, pump, etc.)	Physical Inspection	Monthly	HSE/ IC Commercial/ IC Store
10.	Life Jackets / Boats	Physical & Functional Reliability	Monthly Daily (On need basis)	HSE Crew In- Charge
11.	Fall Arrest/ Safety Harness	Physical & Functional Reliability	Monthly	HSE/ IC Workshop/Mechanical
12.	Temperature-controlled Medicines' Storage	Physical condition, integrity & Reliability as per Manufacturer Guidelines	Monthly	Medical
		Calibration	Annually (3 rd Party)	
13.	Nebulizer, Suction Machines, Glucometer	Physical & Operational Reliability as per Manufacturer Guidelines	Monthly	Medical
		Calibration	Annually (3 rd Party)	
14.	First Aid Box	First Aid Box Items	Monthly	Area Owner/ Sectional IC
15.	Anti-Snake Venom / Emergency Vaccines / Life Saving Drugs	Physical Inspection / Availability/Required/ quantity / Expiry date	Monthly	Medical

Safety Critical Equipment (SCE)				
16.	Personnel Protective Equipment (PPE)	Physical Inspection / Availability	Daily Monthly	Every Section HSE
17.	Pressure Relief	Pressure Safety Valve (PSV) Pressure Vacuum Safety Valve (PVSV) Rupture / Bursting Disc Pressure switch / transmitters	Physical Inspection/ Calibration (Trevi or Bench Test)/ Leak Test/ Block & Bleed Test/ Isolation Test	Annually/ ATA as per CM/ PM Plan
18.	Emergency Shutdown and Isolation	Emergency Shutdown valves (ESDV) and associated components (i.e. solenoid, actuator, switches, transducers, etc.)	Annually/ ATA as per CM/ PM Plan	Process/ Prod. Facilities/ Inst./ Telemetry/ Mechanical
19.	Emergency Blow-Down and Flaring	Emergency Blow-down valves (EBDVs) and associated components (i.e. solenoid, actuator, switches, transducers, etc.) Flare stacks and associated components (i.e. instrumentation, sensors, alarms, etc.)	Annually/ ATA as per CM/ PM Plan	Process/ Prod. Facilities/ Inst./ Telemetry/ Mechanical
20.	Emergency Shutdown and Evacuation	Fire / Flame / Smoke Detector Heat / Thermal Detector Combustible Gas Detector Toxic Gas Detector ESD Push Buttons Associated beacons, horns, and solenoids	Quarterly (Internal) Annually (Third Party) Quarterly (Internal) Annually (Third Party) Quarterly (Internal) Annually (Third Party) Quarterly (Internal) Annually (Third Party) Annually (Third Party)	Process / Inst./ Telemetry
21.	Critical Process Systems	Fired Heaters and Boilers Associated instrumentation (combustion safety controls, flame arrestors/ fire-check) and shutdowns	Monthly (in-house) Annually (Third Party) Quarterly (Internal) Annually (Third party)	Process / Inst./ Telemetry
22.	Emergency Power Systems	Emergency Generators (including switchgear) Uninterruptible Power Supply (UPS) Systems (including transfer switches) Emergency light panels Batteries	Monthly (Internal) Annually (Third Party) Monthly (Internal) Annually (Third Party) Monthly (Internal) Annually (Third Party)	Electrical & Inst
23.	Building Ventilation	Exhaust fans HVAC (A/C Units, Air handling units, building heaters, louvers, etc.) Building HVAC Acid and Fume scrubbers Hood vents (e.g. sample boxes, laboratory)	Quarterly Quarterly Quarterly Quarterly Quarterly	Process/ Electrical/ Admin/ Lab
24.	Flexible Hoses and Expansion Joints	Flexible hose (including metal braided hoses, flex rubber hose, elastomer, Teflon, dresser couplings, etc.) Expansion Joints	Quarterly Quarterly	Mechanical/ PFS
25.	Tanks and Vessels (containing flammable or toxic commodities)	Level indication/ ATGS (i.e. level transmitters, level switches, etc.) Associated components (i.e. alarms, shutdowns, etc.)	Quarterly (Internal) Annually (Third party) Quarterly (Internal) Annually (Third party)	Process/ Production/ Inst./ Telemetry
26.	Fire Suppression Equipment & Emergency Medical Services	Fire Extinguishers Hydrants Automatic Sprinklers Fire Pumps/ Water Supply Fire-water Control Valves SCBA/ SABA Fire Lorry / Responder Vehicle Ambulance	Monthly /Quarterly Monthly/Quarterly Monthly Monthly Monthly Monthly Monthly	HSE/ Process/ Inst. Medical
27.	Emergency Alarm System / Siren (Call & Muster Points)/ Public Announcement & General Alarm (PAGA) system	Physical Inspection Function Test	Monthly Quarterly	E&I
28.	Means of Escape	Physical Inspection	Monthly	Process/ Admin./ HSE
29.	Chemical Safety Equipment	Safety showers Eye wash	Monthly / Annually Monthly / Annually	HSE/ Lab / Process/ Production
30.	Secondary Containment	Berms, bunds, dikes or walls Drains, sumps, valves and piping for draw-off Associated components for safe handling (i.e. safety shields for flanges, pipe joints,	Quarterly / Annually Monthly Monthly	Production/ Process/ Store Process/ Production Process/ Production, Mech. / Prod. Facilities

IMPORTANT:- IT IS EVERYBODY'S RESPONSIBILITY TO ENSURE THAT THE OGDCL'S HSE MANAGEMENT SYSTEM IS IN PLACE.

		expansion joints, acid walls/ Plexiglas, etc.)		
31.	Scully Grounding System/ Overfill Prevention System	Functional Reliability	Monthly	Electrical/ Commercial/ Store
32.	Earthing Continuity	Functional Reliability	Quarterly / Pre-Use	Electrical
33.	Earth Leakage Circuit Breakers (ELCB), Ground Fault Circuit Interceptors (GFCI)	Calibration Physical Condition	Annually	Rig Maint./ Electrical
34.	Blow Out Preventer (BOP) System	Physical & Functional Reliability	On Installation, Situational (Need basis)	Drilling / Rig Maint.
35.	BOP Controls	Functions & Labeling	Monthly, Situational (Need basis)	Rig Maint.
36.	Passive H2S dosimeter and badges	Calibration / Functional Reliability	Situational (Need basis)	Process / Inst./ HSE/ Mech/ Elec.
37.	Electric General Inspection	Safety Reliability	Quarterly	Electrical
38.	Test Equipment i.e. Vibrometer, Dead Weight Tester, Earth Tester, Master Calibrator, Temperature Gun, Master Gauges, Flue Gas Analyzer, Sound Level Meter, Multi Gas Detectors etc.	Physical inspection & Calibration to ensure operational reliability and integrity	Quarterly / Annually (3 rd party)	Instrument/ Electrical/ Telemetry/ Mechanical/HSE/ Lab
39.	SSVs/ SSSVs	Calibration/ Functional Reliability	At the time of work-over	Production/ Telemetry
40.	ESD Panel/ WHCP	Calibration / Inspection (Hydraulic Oil Level, etc.)	Quarterly	Inst. / Telemetry
Fuel/ Explosives Handling, Storage & Transportation				
41.	Crude/ Condensate Storage Tank & Associated Equipment	Physical Condition (Dyke; Lightening Arrestor; Breather; Blanketing Gas; Flame Arrestors; Ladders); Foam-Water Deluge System	5 Yearly (3 rd Party) Quarterly (Internal)	Production / Process, Prod. Facilities
42.	LPG Storage Vessels (Bullets) & Associated Equipment	Calibration / Inspection /NDT; Sprinkler System (Pneumatic Control Valves & Relevant Systems)	As per OEM recommendation/ applicable code	Process/ Inst./Mechanical
43.	Oil/ LPG Filling Gantry	Foam-Water Deluge System, Calibration of Flow Measurement Equipment (Coriolis meters, weighing bridge, TLAS system)	Monthly (Internal) Quarterly (3 rd Party)	Prod./ Process/ Commercial/Inst/ Telemetry
44.	Condensate Oil/ Crude Oil/ LPG Bowzer	Physical & Operational Reliability	Daily (if applicable)	Process/ Prod/ Commercial/ Security/ HSE
45.	Odorizing Unit/ Odorization of raw gas with Methyl Mercaptan	Physical Inspection / Availability	Monthly	Process/ Prod.
46.	Well-site Pipeline/ Flow line/ Headers	Integrity Assessment (Hardness & Thickness)	Annually (3 rd Party)	Production Facilities/ Corrosion
		Pipeline Foundation, Nipple, Socket, Weldolet, Threadlet	Quarterly (Internal)	Prod. Facilities/ Mechanical
		Corrosion Monitoring	Monthly/ Fortnightly	Corrosion
47.	Explosives Magazine Camp	Earthing, Safe distance, Fencing, Security	Fortnightly Daily (Surprise)	Shooter/ Security HSE
48.	Explosive Transportation	Explosive Vehicle Check	Daily (Mandatory) Daily (Surprise)	Shooter HSE
49.	Explosive Handling	Explosive Vehicles / Field Check	Daily (Mandatory)	Shooter
50.	Explosives Magazine Camp	Earthing, Safe distance, Fencing, Security	Fortnightly Daily (Surprise)	Shooter/ Security HSE
51.	Explosive Transportation	Explosive Vehicle Check	Daily (Mandatory) Daily (Surprise)	Shooter HSE
52.	Explosive Handling	Explosive Vehicles / Field Check	Daily (Mandatory) Monthly (Internal)	Shooter
53.	X-Mass tree & Well Head Assembly	Well Monitoring & Flow Condition	Monthly	Well Services/ Production
		Down Hole Flow Parameters & Pressure Survey	Annually	Well Services/ Production
54.	Down Hole Tubing, Flowline & Plant Piping	Corrosion Assessment	Monthly	Production / Prod. Facilities / Corrosion
55.	Plant Pipeline & Flow line	Integrity Assessment (Hardness & Thickness)	Annually (3 rd Party)	Process/ Mechanical
		Pipeline Foundation, Nipple, Socket, Weldolet, Threadlet	Quarterly (Internal) as per CM/ PM Plan	Process/ Mechanical
		Corrosion Monitoring	Monthly / Fortnightly	Corrosion
56.	Well site	Environment, Safety & integrity inspection	Quarterly	Production
Operational Machinery/Equipment				
57.	Electrical Heaters/ Geysers	Physical & Functional Reliability	Bi-Annually	Electrical/ Admin.
58.	Tools	Hand and portable power tools and equipment including pneumatic power tools	Monthly/ Pre Use	Concerned Department
59.	Gas Cutting / Welding	Pressure Gauges of cylinders; Cutting torch Tip, Clamps; NRV (Flash back arrester)	Monthly/ Pre Use	Mechanical/ Prod. Facilities
60.	Arc Welding Plant	Functional Reliability; Oil Leakage, Earth Leakage Circuit Breaker (ELCB), Cable, Wiring, Welding Rod Holder	Monthly/ Pre Use	Mechanical/ Electrical/ Prod. Facilities
61.	Control Room/ SCADA Telemetry	Functional Reliability of	Quarterly (Internal)	Telemetry/ Inst.

	System/ DCS	Transducer, PLC (time/ pressure/ temperature/ volume), Securities, etc.); FM-200 Suppression System	Annual (3 rd Party)	
62.	Lights	Luminance	Bi-Annually	Electrical
63.	Power Transformer (e.g. 750 KVA)	Vibration; Cooling system; Relays, Alarms & Control Switches; Insulation resistance; Resistive value	Annually	Electrical/ Mechanical
64.	Chiller, Cooling Tower, Stabilizing Column, Flare Stack, etc.	Mechanical Integrity	As per OEM recommendation / applicable code & CM / PM Plan	Mechanical
65.	Heat Exchanger, Hot Oil Heater, Boiler, etc.	Calibration / Inspection/ NDT	As per OEM recommendation / applicable code & CM / PM Plan	Mechanical
66.	Vessel, K.O drum, Flash Tank, Separator, etc.	Mechanical Integrity	As per OEM recommendation / applicable code & CM / PM Plan	Mechanical
67.	Control Panel	Functional Reliability	Annually	Inst.
68.	Motor Control Centre (MCC)/ Power House	FM-200 Suppression System, Air Circuit Breaker, Bus Bar, Electrical Cable, etc.	Annually (3 rd Party) Quarterly (Internal)	Process/ Electrical & Inst.
69.	Heat Tracing Cable & Insulation System	Physical & Functional Reliability	Annually	Electrical
70.	Level Indicator / Transmitter / Switch Controller, Temperature Gauges, Pressure Gauges	Functional Reliability	Monthly	Inst./Telemetry
71.	Chemical Injection Pump	Functional Reliability	Bi-Monthly	Corrosion/ Prod. Facilities
72.	Chemical Injection Package	Functional Reliability	Monthly	Corrosion/ Prod. Facilities
73.	Extraction / Reinjection Well	Operational Reliability	Bi-Annually	Prod./ Prod. Facilities
74.	Wheel Mounted & Portable Drilling Rigs	Physical & Operational Reliability	Annually (SDU, OGDCL) Monthly (Internal)	Mechanical/ Drilling
75.	Pressurized Hoses of equipment	Physical condition/ Functional Reliability	Pre-use Quarterly	Process/ Mechanical/Prod./ Prod. Facilities/ Drilling
76.	Compressed Gas Cylinders (Operations)	Handling and Storage Proof Pressure Test	Quarterly 5 Yearly (3 rd Party)	Mechanical/ Lab./ HSE/ Prod. Facilities/ Inst./ Telemetry
77.	Compressed Gas Cylinders (Residential)	Handling and Storage Proof Pressure Test	Quarterly 5 Yearly (3 rd Party)	Admin.
78.	Rotary Equipment (Turbine, Pump, Compressor, Power Generator, Turbocharger, etc.)	Vibration Analysis/ Oil Analysis CO ₂ Suppression/ Flooding System (Pressure Test & Solenoid Valve Logic Function & Relevant Components)	Monthly (Internal) Annual (3 rd Party) as per CM/ PM Plan Quarterly (Internal) Annual (3 rd Party) as per CM/ PM Plan	Mechanical Inst./ Mechanical/ Process

Material Handling & Storage

79.	Lube Oil/ Diesel Storage	Fencing; Safe Distance; Leakage; Secondary Containment, Scully Grounding System, overfill protection device	On every consignment	Store / Security
80.	HSD Filling	Safe Distance, Calibration of HSD Dispensing Unit	Monthly (internal) Quarterly (3 rd Party)	Store
81.	Chemical Storage	Designated Yard/ Stacked in an order; Labeling; Material Safety Data Sheet; Chemical Warning Signs; Ventilation; Secondary Containment; Expiry	On every consignment	Store/ User Department
82.	Company Maintained & Hired Vehicles	Vehicle Fitness Vehicle Inspection	Annually Daily(Pre-Trip)	Admin. / TPT/ Concerned Section
83.	Overhead Crane/ Mobile, Truck Mounted Crane/ Hoist/ Chain Block/ Lifting Gears	Load Test Visual Inspection Physical & Operational Reliability	Annually (3 rd Party) Pre Use Monthly (Internal)	Mechanical/ TPT/ Prod. Facilities
84.	Fork lifter	Physical & Operational Reliability	Annually (3 rd Party) Monthly (Internal) Pre Use	TPT/ Mechanical/ Store
85.	Ladders, Stair cases, Scaffolding	Physical	Ladder (Bi-Annually) Scaffold (Periodically)	Process, Mechanical & HSE
86.	Mechanical Equipment, Parts/ Pipes Storage	Designated Yards/ Racks; Housekeeping; Obstacle-Free; Convenient handling	On every consignment/ Emergent Purchase	Store/Mechanical
87.	Electrical Equipment, Parts/ Panels Storage	Packaging condition; safe handling; proper stacking	On every consignment	Store
88.	General Items' Storage	Segregation; Proper Shelves/ Racks (Safe Working Load); Housekeeping; Access	On every consignment	Store
89.	Hazardous Waste Storage Yard	Fencing; Proper stacking; Leakage; Secondary Containment, etc.	Annually	Store

Data Storage				
90.	Seismic Data Processing (SDP) Facility	FM-200 Suppression System; Fire Extinguishers; Heat, Smoke & Fire Detectors; Alarms	Annually(3 rd Party) Quarterly (Internal)	HSE
91.	Seismic Data Interpretation (SDI) Facility	Functional Reliability & Condition of Storage Media; Ambience (Humidity, Temperature, Light Intensity)	Annually	Exploration
92.	Technical Data Library (TDL)			
Buildings / Infrastructure / Porta Cabin (Caravans)/ Offices / Camps				
93.	Building Integrity/ Structural Soundness	Foundation, Walls, Beams & Roof For Cracks; Water Damage; Material Fatigue	Biannually (Internal) Annual (3 rd Party)	Admin./ Maintenance
94.	Roofs and Sheds (over equipment)	Physical condition (paint; pin holes; rust; anchoring)	Quarterly	PFS/ Mechanical/ Electrical & Inst.
95.	Elevator/ Lift	Physical & Operational Reliability	As per OEM recommendation	Admin./ Maintenance
96.	Metal Detector/ Walkthrough Gate	Physical & Functional Reliability	As per OEM recommendation	Security
97.	X-ray Baggage Scanner	Physical & Functional Reliability	As per OEM recommendation	Security
98.	HVAC System	Boiler; AHU; ADS; Cooling Towers	Quarterly (Internal) Annual (3 rd Party)	Admin./ Maintenance
99.	Suspended Work Platform	Integrity/ Load Test / Wire rope condition	Quarterly (Internal) Annual (3 rd Party)	Admin./ Maintenance
100.		Physical Inspection	Monthly/ On need basis	HSE
100.	Control Room	Structure Integrity; FM-200 Suppression System	Quarterly (Internal) Annual (3 rd Party)	Process/ Inst./ C&ESS
101.	Electric Geysers, Heaters, AC units, Electrical Fixtures (cords, extension wires, switches, Earthing Configuration of Porta Cabins/ Metallic Structures etc.)/ Appliances General Inspection	Safety Reliability	Quarterly	Admin./ Electrical
102.	Utility (Fuel/ Water) Pipes Lines	Leak Detection; Physical Condition (paint; pin holes; rust; anchoring, pressure gauges, pressure regulators, valves condition.)	Quarterly (Internal) Annual (3 rd Party)	Admin./ Maintenance/ Camp Maintenance/worksop
103.	Weapons	Physical & Operational Reliability	As per OEM recommendation	Security
104.	Communication Antenna / Dishes	Physical & Functional Reliability	Bi-Annually	Comm.
105.	Guy Wires of Communication Towers, Flare stacks etc.	Physical Condition Monitoring	Annual	Comm./ Maintenance
106.	Drain Channels & Discharge Points	Free from sludge, oil contaminated effluents	Quarterly	Process/ Production
Environment Monitoring				
107.	Ponds/ Pits (Evaporation/ Mud/CPI/API/TPI) (produced water), Sewerage Pits	Fugitive Emission & Soil Erosion, Effluent Monitoring	Monthly / Quarterly	Lab.
		Fencing, Leakage/ Leaching/ Seepage	Monthly	Process/ Drilling/ Well Services/ HSE/ Admin/ C&ESS
		QC Checks regarding waste pits treatment & restoration	Before Rig Demobilization	Drilling/ Production / C&ESS/ HSE
108.	DG, GG, Stacks & Fire Fighting Engine, Vehicles	Emissions	Monthly	Lab.
109.	Flare/ Vent	Ambient Air Quality	Annually (3 rd Party)	Lab.
110.	Storage/ Loading of Condensate/ Crude Oil	Exposure Levels BTX Volatile Organic Compounds	Bi-Annually	Lab.
111.	Hazardous Material and Waste Bins	Segregation, Labeling, Storage Condition	Monthly	HSE
112.	Heavy or Rotating/Vibrating Machinery/Vehicles	Noise Survey	Plant (Monthly) Vehicles (Bi-Annually)	HSE TPT.
113.	Sludge from Pipeline and Crude/ Condensate Oil Storage Tanks	Naturally Occurring Radioactive Material (NORM)	As per PNRA requirements	Prod./ Process/ Well Services
Hygiene Monitoring				
114.	Drinking Water	Chemical, Physical and Biological parameters	Biannually	Lab.
115.	Food culture analysis	Microbiological analysis	Annually	HSEQ /Admin/ Medical
116.	Workforce's Hygiene	Personal Hygiene Inspection	Monthly	Medical
117.	Mess/ Food-handling	Cleanliness, hygiene, and quality	Monthly	Admin/ Medical/ HSE
118.	Hygiene Inspection of Camp	Cleanliness, hygiene, fumigation, insecticide spray, etc.	Quarterly	Admin/ Medical / HSE/ Camp Maintenance
119.	Water Tanks	Cleanliness, hygiene	Annually	Admin./ Camp Maintenance
120.	Soak Pits	Cleanliness, hygiene	Annually	Admin./ Camp Maintenance
*Workforce's Health Monitoring				
121.	Category-I: Individuals who have high potential of direct & frequent exposure of Noise, Welding, Grinding, Cutting, Chemicals and Oil	Trade Tests (e.g. Audiometry, Spirometry, Vision Testing, etc.)	Annually	Medical
122.	Category-II: Food Handlers, Cooks, Bearers, Launderer, Barber, Janitorial staff	LFT, HAV, HBV, HCV, Stool DR	Six monthly	Medical

123	Category-III: Drivers and Security Staff	Category-II + Cannabinoid Drug Test, Color Blindness test & Visual Acuity (V/A) Test, Spirometry, Audiometry	Annually	Medical
124	Category-IV: 40 – 49 Years (if not covered above)	CBC, SGPT, FBS	Annually	Medical
125	Category-V: 50 – 59 Years (if not covered above)	CBC, FBS, LFT, Creatinine, UDR, BMI, Chest X-Ray, Cardiac Screening, PSA/ Mammography	Annually	Medical
126	Category-VI: In case of an employee's frequent absenteeism, sudden change in behavior, poor job performance or as a part of incident investigation etc.,	Specialist assessment as recommended by Medical Officer/ Team	On the advice of HOD	Medical
127	Category-VII: Promotion cases for EG-VI & above	Psychoanalysis	At the time of promotion	Medical

*Note:- It shall be the sole responsibility of Contractor to ensure examinations of their employees under contractual obligation; however OGDCL may crosscheck by carrying out some of these tests on their own where deemed appropriate or on random basis in the larger interest of the health & safety of their workforce members.

*Note:- Medical Officer shall review the complete health assessment reports and notify if the assessment reveals any medical condition(s) which might need special attention or extra care; the final comments on medical condition(s) about the individual shall be submitted to the concerned HOD with possible options as:

- (a) Medically suitable/ Fit for the existing job
- (b) Not-fit for the existing job/ Job be rotated/ Changes in workplace be made
- (c) Specialized treatment/ Surgery/ Counselling advised
- (d) Further investigation advised and referred to Medical Board

*Note:- In order to trace out the chronic patients/ victims and provide statistical trend analysis with the purpose to monitor workforce's health, Location's Health Monitoring Team shall comprise of Medical Rep. as Chairman, HSE Rep. as Member and Admin./ HR Rep. as Member. Roles of Health Monitoring Team shall be:

- o To meet on monthly basis to review the medical record & OH assessment reports of all workforce members at their respective locations.
- o To determine if medical record & health assessment reveals any acute/ chronic condition(s)/ illness(es) which may need special attention/ care.
- o To carry out statistical trend analysis in terms of major OH ailments against Directorates, different age groups & trades in the format prescribed below and discuss the same in HSE management review committee meetings:

	Number of OH Patients (who had exposure to specific health hazards)											
	<input type="checkbox"/> Directorate	<input type="checkbox"/> Trade	<input type="checkbox"/> Age	Arthritis/ Osteoporosis	Cardiovascular/ Hypertension	Cancer and Malignant Blood Disease	Diabetes	Pulmonary/ Tuberculosis	Epilepsy/ OCD/ Migraine	Crohn' s / GERD/ IBS/ Hemorrhoids	Benign Prostate Enlargement (BPE)/ UTI	AIDS
Total												

- OH, S, & E Monitoring Plans shall be developed by the concerned Sectional InCharges for the areas, activities, operations and processes under their jurisdiction.
- OH, S, & E Plans shall be revised based on amendments in applicable standards, guidelines and results of conditional monitoring.
- Inspection Plans / Checklists/ Forms shall be developed by the Responsible / Concerned Sectional ICs to observe & document the status observed during the monitoring.
- The equipment used for monitoring and measurements of key parameters (related to significant HSE vulnerabilities & impacts and HSE regulations) shall be calibrated as per schedule and record of calibration shall be maintained.
- Calibration record shall be specifically documented for each equipment as follow:

#	Parameters to be calibrated	Required value/set point	Read values	Final values after calibration	Calibration carried on (date)	Next calibration due date

- When HSE performance shall fall below desirable level, or when there shall be a possibility of noncompliance against laws or regulations, the concerned Section InCharge shall initiate corrective or preventive actions (CPR), and may also recommend establishment of appropriate objectives/ targets and management programs to improve HSE performance.
- The status of CPRs shall be shared in HSE MRC meetings so that rigorous follow-up remains in place.

OGF/XXX - HSE - 034(01)



OIL AND GAS DEVELOPMENT COMPANY LIMITED

HEALTH & HYGIENE MONITORING PLAN

Location (EFP/FGCP/Seismic Party/Drilling Rig/Field/Plant/Other): _____

Sr. No	Type of Measurement	Parameters to be measured	Reference Standard	Acceptable limit	Monitoring Place	Measurement Frequency	Measurement Equipment	Responsible	Related Record

Note:

THIS OCCUPATIONAL HEALTH MONITORING PLAN HAS BEEN PREPARED UNDER THE SECTION 8.0 "PERFORMANCE EVALUATION" OF OGDCL INTEGRATED HSE SYSTEM MANUAL DULY APPROVED BY MD&CEO OGDCL.

PREPARED BY	REVIEWED BY	APPROVED BY

Ref. Section 08 (Performance Evaluation) of OGDCL's Integrated HSE System Manual

OGF/XXX - HSE - 035(01)



OIL AND GAS DEVELOPMENT COMPANY LIMITED

SAFETY MONITORING PLAN

Location (EFP/FGCP/Seismic Party/Drilling Rig/Field/Plant/Other): _____
Section _____

Sr. No	Type of Measurement	Parameters to be measured	Reference Standard	Acceptable limit	Monitoring Place	Measurement Frequency	Measurement Equipment	Responsible	Related Record

Note:

THIS SAFETY MONITORING PLAN HAS BEEN PREPARED UNDER THE SECTION 8.0 "PERFORMANCE EVALUATION" OF OGDCL INTEGRATED HSE SYSTEM MANUAL DULY APPROVED BY MD&CEO OGDCL.

PREPARED BY	REVIEWED BY	APPROVED BY

Ref. Section 08 (Performance Evaluation) of OGDCL's Integrated HSE System Manual

OIL AND GAS DEVELOPMENT COMPANY LIMITED

ENVIRONMENT MONITORING PLAN

Location (EFP/FGCP/Seismic Party/Drilling Rig/Field/Plant/Other): _____

Sr. No	Type of Measurement	Parameters to be measured	Reference Standard	Acceptable limit	Monitoring Area	Measurement Frequency	Measurement Equipment	Responsible	Related Record

Note:

THIS ENVIRONMENT MONITORING PLAN HAS BEEN PREPARED UNDER THE SECTION 8.0 "PERFORMANCE EVALUATION" OF OGDCL INTEGRATED HSE SYSTEM MANUAL DULY APPROVED BY MD&CEO OGDCL.

PREPARED BY	REVIEWED BY	APPROVED BY

Ref. Section 08 (Performance Evaluation) of OGDCL's Integrated HSE System Manual

OIL & GAS DEVELOPMENT COMPANY LIMITED

Location (EFP/FGCP/Seismic Party/Drilling Rig/Field/Plant/Other): _____

OCCUPATIONAL HEALTH ASSESSMENT PLAN FY _____

Name of Section/Department	Type of Examination (Trade-wise)	Schedule											
		Jan	Feb	March	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec

Note:

- 1) ASSESSMENTS TO BE CONDUCTED IN THE LAST WEEK OF EVERY MONTH.
- 2) THIS PLAN HAS BEEN PREPARED UNDER THE SECTION 8.0 "PERFORMANCE EVALUATION" OF OGDCL INTEGRATED HSE SYSTEM MANUAL DULY APPROVED BY MD&CEO OGDCL.
- 3) THE CONTRACTORS OF 3RD PARTY EMPLOYEES ARE LIABLE TO CARRY OUT HEALTH EXAMINATION OF THEIR RESPECTIVE EMPLOYEES ONCE IN THE YEAR.
- 4) EXACT TYPE OF EXAMINATION WILL BE DETERMINED BY LOCATION INCHARGE MEDICAL BASED ON THE HAZARDS AN EMPLOYEE RECENTLY EXPOSED.

Prepared By	Consulted By	Reviewed By	Approved By

Signature
Location In-Charge HSE

Signature
Location Medical In-Charge

Signature
Members - Location HSE MRC

Signature
Location In-Charge

Ref. Section 08 (Performance Evaluation) of OGDCL's Integrated HSE System Manual

8.3 Analysis of Data

OGM/P-HSE-8.3(9) Revision Number 9

Original Issue: June 25, 2007
This Issue: November 21, 2025

Updated By:

Muhammad Mubashir Abbas
Manager HSEQ-ERM/ CRO, OGDCL

Reviewed By:

Babar Iftikhar
General Manager HSEQ-Security, OGDCL

Approved By:

Ahmed Hayat Lak
Managing Director, OGDCL

Change/ Revision Log

#	Description of Change
1.	Modified: New Logo & Tag Line

Associated Documents Approval & Issue

Related Document/ Record	Initiated by	Reviewed by	Checked/ Verified / Approved by
OGF – HSE – 038 Monthly HSE Report	Location HSE Section	Location HSE IC	Location IC
OGF – HSE – 038A Monthly HSE Report (Static Locations)	Location HSE Section	Location HSE IC	Location IC
HSE KPI Analysis / HSE Performance	HSE Department H.O.	GM HSE → EDs	CEO / MD

8.3.1 Leading & Lagging Indicators

☒ HSE performance shall be analyzed on regular basis and reported to top management and stakeholders through Key Performance Indicators (KPIs): KPIs mentioned below may be monitored on regular basis:

8.3.1.1 Leading Indicators (Pre-Loss/ Prevention → Loss Control)

- a) Related to Safe Man Hours
- b) Vulnerabilities (hazards), Impacts (risks) as High, Medium, Low
- c) Related to UBUCs / STOP Cards
- d) Related to Process Safety (e.g. discovery of failed safety systems upon testing)
 - # of relief devices fail bench tests at set points
 - # of interlock test failures
 - # of uninterruptible power supply system malfunctions
 - # of times fire, gas, & toxic gas detectors found to be defective during routine inspection
 - # of times the emergency vent line header found completely blocked
 - # of times emergency shutdown valves found stuck or jammed
 - # of times blockages found in the process vent
- e) Related to Work Permits (Hot & Cold)
 - Corrective Jobs
 - Breakdown Jobs
 - Prevent. Maintenance
- f) Laboratory Analysis of Products (oil; gas; LPG, etc.)
- g) Related to Energy Consumption & Conservation (for primary usage, makeup or loss)
 - Power
 - Fuel
 - Lubricating Oil/ Grease
 - Water
 - Light
 - Chemicals
 - pH Stabilizing Additives
 - Scale Inhibitors
 - Oxygen Scavengers
 - Corrosion Inhibitors
 - Scale Dispersants
 - Anti-Bacterial agents
 - Anti-Microbial Agents
 - Sweetening Agents
 - Dehydration/Drying Agents
 - Anti-Gel Additives
 - Desalting Agents
 - Surfactants
 - Chelating Agents
 - Anti-Emulsion Agents
 - Reducing Agents
- h) Related to Trainings and Awareness Sessions
- i) Related to HSE Observations, Surveillance Activities and Audits
- j) Related to Employees Fitness
- k) Related to HSE Management Review Committee (MRC) Meetings

8.3.1.2 Lagging Indicators (Post-Loss/ Reaction → Loss Containment)

- a) Related to Lost Man Hours
- b) Related to Near Hits/ Misses
- c) Related to Accidents
 - Non-Fatal Accidents
 - Fatal Accidents
 - First Aid Cases
 - Workers Compensation Costs
 - Property Damage Costs
- d) Related to Recordable Injury Cases
 - Restricted Workday Injuries
 - Lost Workday Injuries
 - Medical Treatment Cases
- e) Related to Occupational Health Illnesses
 - Occupational Illnesses
 - Drinking Water
- f) Related to Waste Management
 - Non-Hazardous Waste
 - Metallic Scrap

- Vehicle Scrap
- Miscellaneous
- Hazardous Waste
 - Process
 - Mechanical
 - Clinical
 - Electrical
- g) Related to Pollution
 - Air Emissions
 - from vehicles
 - from generators
 - from turbines
 - from boilers
 - from incinerators
 - others
 - Fugitive Emissions
 - Leaks from pressurized equipment
 - through valves
 - through pipe connections
 - through mechanical seals
 - others
 - Emissions from
 - CPI/TPI/API
 - Waste Water Ponds
 - Crude/ Condensate Storage Tanks
 - Tankers' filling and decanting
 - others
 - Ambient Air Quality
 - due to Flare
 - due to Vent
 - Liquid Effluents
 - Produced Water
 - Process (drain) Water
 - Sewerage
 - Noise

8.3.2 HSE Performance Assessment

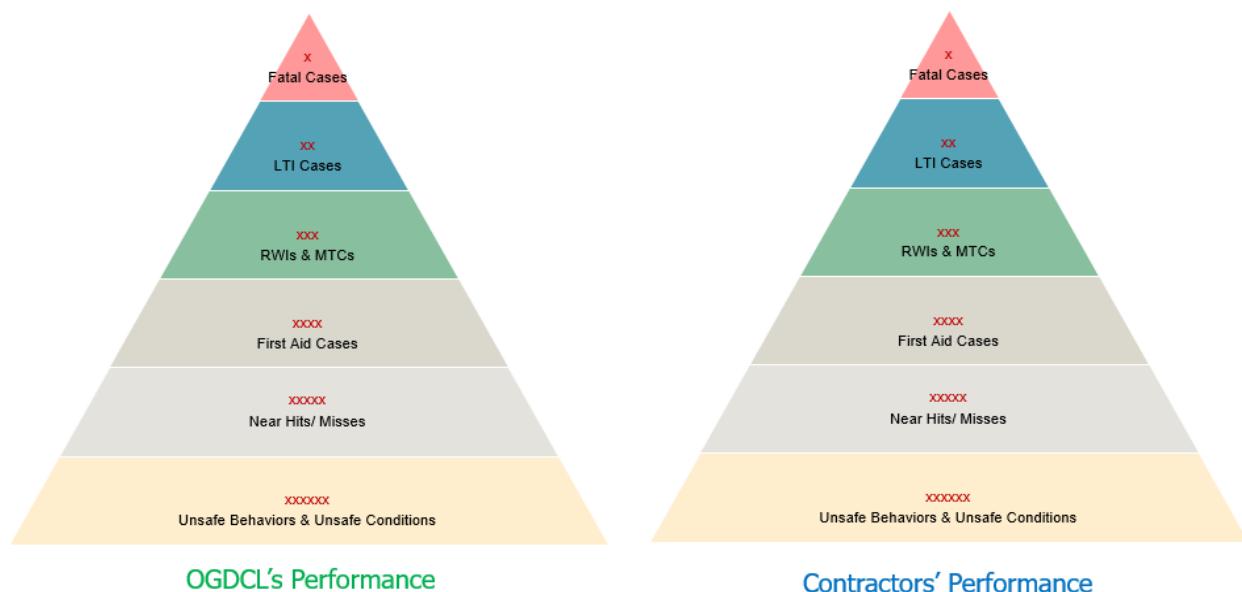
- █ All locations shall submit (preferably through email) the basics HSE facts and figures to HSEQ Department H.O. on daily basis. These shall include summary of incidents and near hits (UBUC). HSEQ Department shall further apprise top management of any untoward event(s) or symptom(s).
- █ All locations shall submit the consolidated HSE performance of their working entity on monthly basis to HSEQ Department H.O. on the **Monthly HSEQ Report**.
- █ HSE Scorecard (Leading and Lagging Indicators) based on following three aspects shall be discussed in Location HSE MRC meetings and used to keep an eye on how involvement of each Location or within Location (Section / Department) is working in bringing improvement in HSE System:
 - ▣ Results (Injury & Environmental Stats)
 - ▣ Program (Training, inspections, audits, etc.)
 - ▣ Culture (UBUC, rewards & recognition, etc.)
- █ All pertinent data (statistics) shall be compiled in an HSE database.
- █ Subsequently, **HSE Performance** shall be exhibited in the pattern given below which shall be reported on monthly, quarterly, yearly and 5-yearly basis (for corporate level and for an individual location/ field level):

HSE Lagging Performance Indicators For Year:

HSE KPI	Formula	Benchmark	Score	Deviation
Fatality Index (Corporate)	(Number of Fatalities due to work related injuries) / (Total hours worked) × 1,000,000*			
Reportable Injury Cases	LTIs + RWIs + MTCs			
LTIF (Corporate)	(Number of Fatalities + LTIs) / (Total hours worked) × 1,000,000*			
TRICF (Corporate)	(Total Reportable Injury Cases) / (Total hours worked) × 1,000,000*			
TROIF (Corporate)	(Total Occupational Illnesses) / (Total hours worked) × 1000,000*			
TVIR (Corporate)	(Total Vehicular Incidents / (Business Use Driven KM) × 1,000,000*			

Note: For location or field-wise calculation of KPIs, 200,000 to be used instead of 1,000,000.

Category	Number of Incidents	Description
Fire/ Explosion		
Oil/ Chemical Spill		
Vehicular		
Bowsers		
Fall/ Work-at-Height		
Confined Space		
Excavation		
Others		



HSE Leading Performance Indicators

For Year _____

Occupational Health Assessments:

Fitness for work assessments aim those employees who are exposed to hazards directly and may require due attention & care.

LDAR Surveys:

Leak Detection And Repair Surveys help address fugitive emissions and leakages.

Risk Assessments:

Hazards identification and risk assessment helps in making workplaces safe through proactive decision making

Safety/Toolbox Talks:

Pre-job discussions regarding job and site based hazards and control measures.

Permits to Work:

Permits related to cold work, hot work, electrical work, confined space/vessel entry, radiography, excavation & civil work, working at height, and vehicle entry permit show number of vulnerabilities and exposures for which safety protocols are followed.

Hazard Hunt Programs:

HHPs are for workforce members to identify potential hazards and to highlight the potential harm along with suggestions to manage the situation.

EIA/ IEE Studies:

Environment studies are regulatory requirements to monitor baseline data to minimize and avoid adverse impacts of project on environment.

Safety Critical Equipment Inspections:

SCE inspections are the proactive and reactive monitoring of the devices, equipment or system, whose failure can result in serious injuries, significant property damage or environmental impacts.

HSE Meetings:

HSE Meetings are the salient feature of OGDCL as performance on PDCA cycle of each Unit is discussed for availing improvement opportunities.

Rewards & Recognitions:

OGDCL encourages positive behaviors & attitudes amongst employees and long term contractors who have sustained focus towards HSE aspects.

HSE Awareness Sessions:

OGDCL is focused on capacity building through in-house training resources.

Personnel Participated:

Competence enhancement is key element for OGDCL's HSE Management System.

HSE Audits:

Internal and external HSE Audits are to seek compliance w.r.t. OGDCL's HSE Management System and ISO standards.

Management Walk Around:

MWA are for Top/ Line Management/ HODs to identify potential hazards and to highlight the potential harm along with suggestions to manage the situation.

Ambient Air Quality Monitoring:

Systematic, long-term assessment of pollutant levels by measuring the concentration and types of certain pollutants in the surrounding indoor/ outdoor air.



MONTHLY HSEQ REPORT

OGF-HSE-038(15)

Name of Unit _____; Location / Site: _____
For The Month Of _____ Year _____

Item	Jan	Feb	March	Apr	May	June	Jul	Aug	Sept	Oct	Nov	Dec	Yearly
O=OGDCL	O	C	O	C	O	C	O	C	O	C	O	C	O
C=Contractor	C	O	C	O	C	O	C	O	C	O	C	O	C
Manpower													
Hours Worked													
Vehicles													
Mileage													

ENVIRONMENT STATISTICS

Item	Unit	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly
Energy Demand (Consumption)	MW-HR													
Oil used for Power Generation	Ltrs.													
Gas used for Power Generation	mmmscf													
Gas Flared due to unit malfunction	mmmscf													
Fuel (Diesel) consumed by Vehicles	Ltrs.													
CH ₄	Flare	Tons												
	Vent	Tons												
	Generators	Tons												
	Total	Tons												
CO ₂	Flare	Tons												
	Vent	Tons												
	Generators	Tons												
	Vehicles	Tons												
Other HCs	Total	Tons												
	Flare	Tons												
	Vent	Tons												
	Generators	Tons												
Sulphur (H ₂ S/ SO _x)	Vehicles	Tons												
	Total	Tons												
	Flare	Tons												
	Vent	Tons												
Nitrogen (NO _x)	Generators	Tons												
	Vehicles	Tons												
	Total	Tons												
	Flare	Tons												
Water Consumption	Vent	Tons												
	Generators	Tons												
	Vehicles	Tons												
	Total	Tons												
Disposal of Effluents	Produced Water	Ltrs.												
Hazardous Waste (Disposal)	Process	Ltrs.												
	Biological	Kg.												
Non-Hazardous Waste (Disposal)	Produced Water	Ltrs.												
Spills	Crude Oil	Ltrs.												
	Chemical	Ltrs.												
	Leak Points	Nos.												
Leak Detection And Repair	Gross Savings	scf												
	Hazardous	Nos.												
Waste Pits: Restored (Rehabilitated)	Non-Hazardous	Nos.												
	This Season	Nos.												
	Previous Status	Nos.												
Tree Plantation	Total	Nos.												

SAFETY STATISTICS

Item	Jan	Feb	March	Apr	May	June	Jul	Aug	Sept	Oct	Nov	Dec	Yearly
O=OGDCL	O	C	O	C	O	C	O	C	O	C	O	C	O
C=Contractor	C	O	C	O	C	O	C	O	C	O	C	O	C
Lost Work Days													
Safe Man Hours													
Risks	High												
Update	Medium												
	Low												
MOC Cases													
LAGGING INDICATORS													
<i>Human Injury Cases</i>													
Fatal													
Permanent Partial Disability													
Permanent Total Disability													
Lost Workday													
Restricted Workday													
Medical Treatment													
First Aid Cases													
<i>Asset Damage Cases</i>													
Process Equipment													
Earth Moving Machinery													
Vehicles													
Buildings													
<i>Environmental Concern Cases</i>													
Fire													
Spill													
Leakage													
<i>Process Safety Cases (Failures/ Faults/ Malfunctions/ Blockages/ Jamming)</i>													
Interlocks													
F&G Detectors													
Uninterruptible Power Supply													
Relief Devices/ Vents													
ESD													
Loss (in US \$)	Revenue (Production)												
due to incidents including shutdown	Asset (Repair/ Replacement)												
	Environment (Degradation/ Rehabilitation)												
LEADING INDICATORS													
Near Hits													
STOP Cards	Unsafe Conditions												
	Unsafe Behaviors												
Hazard Hunt Program	# of Tours												
	UC Reported												
	UC Closed												
<i>Fire Drills</i>													
<i>Other Emergency Drills</i>													
<i>Awareness Sessions</i>													
Participants	Officers												
	Staff												
	Visitors												
<i>Safety/ Toolbox Talks</i>													
Audit	Pending												
NCs	Total												
<i>Permits: Corrective Jobs</i>													
<i>Permits: Breakdown Job</i>													
<i>Permits: PM Jobs</i>													
<i>Rewards</i>													

Lagging Indicators are typically "output" oriented, easy to measure but hard to improve or influence e.g. incidents related statistics, pollution load, etc.

Leading Indicators are typically "input" oriented, hard to measure and easy to influence e.g. risk assessment reports, audit results, trainings outcome, etc.

O=OGDCL this column must include data of all OGDCL employees i.e. Regular + OGDCL Contracts + Trainees + Work-charge/Casuals; whereas,

C=Contractors this column to include data of service companies + petty contractor workforce+ labor hired on daily wages for civil works etc.

OCCUPATIONAL HEALTH STATISTICS

Monthly Log of Incidents

Monthly Log of HSE Awareness/ Training Sessions

#	Date & Time	Title	Facilitator/ Instructor	Venue/ Institute	Number of Participants
External or Outsource Trainings/ Sessions					
Onsite/ Internal Trainings/ Sessions					

Monthly Log of HSE Reward and Recognition

Note:- Duly Filled HSEQ Report must be emailed to **HSEQReports@ogdcl.com** by the 5th of every month.

Stamp of Field HSE In-charge and *Signature*

Date: _____

Stamp of In-charge Location and *Signature*

Date: _____

Ref. Section 08 (Performance Evaluation) of OGDCL's Integrated HSE System Manual

Page 3 of 3

8.4 Reward, Recognition & Penalties

OGM/P-HSE-8.4(9) Revision Number 9

Original Issue: June 25, 2007
This Issue: November 21, 2025

Updated By:

Muhammad Mubashir Abbas
Manager HSEQ-ERM/ CRO, OGDCL

Reviewed By:

Babar Iftikhar
General Manager HSEQ-Security, OGDCL

Approved By:

Ahmed Hayat Lak
Managing Director, OGDCL

Change/ Revision Log

#	Description of Change
1	Modified: New Logo & Tag Line
2	Modified: Reward value raised

Associated Documents Approval & Issue

Related Document/ Record	Initiated by	Reviewed by	Checked/ Verified / Approved by

8.4.1 Reward and Recognition Process

☒ OGDCL facilities shall commemorate a reward & recognition scheme as per guidelines outlined below; the special recognition system to be designed to acknowledge consistent team-based and individual's achievements, linked with efforts to strive for zero harm with the following objectives:

- ☒ Engagement of team for achievement of injury free operations
- ☒ Encouragement of positive behaviours and attitudes amongst employees and long term contractors to have sustained focus towards HSE aspects.

Award Title	Frequency	Estimate Reward Value	Award Committee
On Spot Recognition Award	<u>Maximum of Three Per Month</u>	PKR 2,000	Location IC & Location HSE IC
HSE Champion of the Month Award	<u>One per Month</u>	PKR 10,000	Location IC & Location HSE IC
Quarterly HSE Recognition Award for the Department/ Section	<u>Quarterly</u>	PKR 20,000	Location HSE MRC
Annual Best HSE Location of the Directorate Award	<u>Annual</u>	Certificate, Shield(s) & Souvenirs	MD/ CEO & GM HSEQ

Note: HSE award shall be conferred to the eligible workforce member(s) at a field /sectional-level from the standing financial head of Imprest of respective location.

8.4.1.1 Eligibility & Selection Criteria

8.4.1.1.1 On Spot Recognition

☒ On the spot recognition is aimed at positive, immediate and certain recognition of a significant contribution- including an aspect related to any one out of followings:

- ❖ HSE system/ practice improvement, recommendation or implementation.
- ❖ Positive behavior (such as good housekeeping/ proper maintenance of PPE).
- ❖ Process safety assurance and improvement.
- ❖ Effective reporting of critical unsafe behavior/ condition.
- ❖ Effective engagement with employees, contractors, sub-contractors or service company
- ❖ Fearless suspension of an unsafe work etc.

☒ In order to have a competitive environment, maximum one award per month per 100 workers is recommended for each location / facility.

☒ All workforce members are eligible and encouraged to nominate any person for On Spot Recognition as per the above mentioned criteria.

8.4.1.1.2 HSE Champion of the Month Award

☒ This award is aimed at encouraging reporting of UBUC (hazards) and Near hits. For this reason the award shall only be given whereby an EXCEPTIONAL HAZARD / NEAR HIT HAS BEEN PROPERLY DOCUMENTED AND REPORTED on Preliminary Incident Reporting Form, CPR or STOP Card.

☒ All OGDCL and contractor / service company's employees are eligible for this award, who have reported UBUC (hazard) or Near hit which assisted to save life, protect environment from damage, prevent asset loss, improve HSE performance at site, ensure compliance of safe work practices, improve existing HSE Management System and/ or raise risk awareness.

8.4.1.1.3 Quarterly HSE Recognition Award for the Department

☒ Location HSE MRC shall evaluate HSE performance of departments (sections) for this award.

□ The award shall be given to one department (section) for each quarter based on the following eligibility criteria:

	Benchmark	Examples of Departments (Sections)						
		Production	Process	Mechanical	Electrical	Instrumentation	QC / Lab.	Medical
HSE Score								
Near hits & UBUC reported								
Inspections Performed								
Awareness Sessions Attended								
Toolbox Talks Conducted								
HSE MRC meetings Attended								
%Personnel Undergone OH / Fitness Assessment								
Emergency Drills Attended								

8.4.1.4 Annual Best HSE Location of the Directorate Award

□ This award is designed to annually recognize facilities which have demonstrated preferred behavior in handling HSE issues in their Directorate (Exploration / Petroserv / Production).

□ Each Location IC shall submit an Annual HSE Score Card based on achievements in terms of incidents and pollution prevention where following three aspects shall be used to assess how involvement of each Location has worked in imparting improvements in the HSE System of the location:

	Benchmark	Locations							
		Location A	Location B	Location C	Location D	Location E	Location F	Location G	Location H
Results									
Fatalities									
LTIs (LWIs)									
Leakages & Spills									
Program									
Trainings									
Inspections									
Audits									
Culture									
Near Hits									
UBUC									
Safety Talks									
HSE Score									

8.4.2 Dealing with Violations

□ It is imperative for any organization to balance the need for a non-punitive learning environment with the need to hold individuals accountable for their actions.

□ The purpose to describe how to “deal with Violations” is to provide guidance on the application of a fair and consistent assessment process which balances the need for a non-punitive learning environment with the need to hold individuals accountable for their actions. Henceforth, this process shall be referred to as ‘Fair Treatment’ Process.

□ The purpose of Fair Treatment Assessment process shall be to determine the exact nature of an individual’s involvement in an event where OGDCL HSE policies, standards, protocols and procedures may have been compromised and take necessary corrective, preventive and punitive action.

□ In case of any incident / near hit where willful violation of OGDCL HSE policies, standards, protocols and procedures is considered to have taken place, a Fair

Treatment Assessment process shall be activated upon the request of relevant Location IC and / or Location IC HSE.

- MD / CEO in consultation with HOD HSE and HOD Discipline shall constitute, where deem necessary, a Fair Treatment Assessment Committee for taking up necessary corrective, preventive and punitive actions.
- Fair Treatment Assessment Committee shall come up with and submit its suggestions / recommendations within a fortnight to MD / CEO.

8.4.2.1 HSE Violations by Contractor

- HSEQ Department, H.O. shall chalk out Penalties viz-a-viz HSE Violation Categories in consultation with SCM to be made part of any specific Contract.
- The prescribed penalties shall be over-&-above legal requirements to be met by Contractor as per applicable local/ national laws.
- Based on the advice of HSE Rep., Location/ Project InCharge shall administer his powers regarding on-spot penalization.

8.5 Internal HSE Audit

OGM/P-HSE-8.5(9) Revision Number 9

Original Issue: June 25, 2007
This Issue: November 21, 2025**Updated By:****Muhammad Mubashir Abbas**
Manager HSEQ-ERM/ CRO, OGDCL**Reviewed By:****Babar Iftikhar**
General Manager HSEQ-Security, OGDCL**Approved By:****Ahmed Hayat Lak**
Managing Director, OGDCL

Change/ Revision Log

#	Description of Change
1	Modified: New Logo & Tag Line
2	Modified: Audit Scoring Criterion
3	Modified: Standardized Audit Checklist

Associated Documents Approval & Issue

Related Document/ Record	Initiated by	Reviewed by	Checked/ Verified / Approved by
OGF – HSE – 039 List of Approved Internal HSE Auditors	HSE Department H.O. Rep.	Manager HSE	GM HSE
OGF – HSE – 040 Annual HSE Audit Planner (Schedule)	HSE Department H.O. Rep.	Manager HSE	GM HSE
OGF – HSE – 041 HSE Audit Plan	Internal HSE Team Member/ Auditor	HSE Lead Auditor	Manager HSE
OGF – HSE – 042 Standardized HSE Audit Checklist	HSE Department H.O. Rep.	Manager HSE	GM HSE
OGF – HSE – 043 HSE Audit Report	HSE Lead Auditor	Manager HSE	GM HSE

8.5.1 Purpose

- Internal HSE Audits shall be planned and carried out in order to:-
 - ❖ determine whether HSE management system conforms to the planned arrangements for controlling and minimizing the significant HSE risks;
 - ❖ oversee whether HSE management system has been implemented, maintained and meeting HSE policy & objectives in an effective manner; &
 - ❖ provide feedback to management of the results of such audits.

8.5.2 Audit Team

- Internal HSE Auditors shall be selected from different organizational functions based on their experience and professional skills.
- Internal HSE Auditors shall be at least university graduates (professional engineers, environmentalists, or domain specialists).
- Internal HSE Auditors shall have to undergo and qualify Certificate Level Training on HSE Auditing Methodologies, Skills & Ethics.
- HSE Department shall maintain the training, evaluation and certification renewal record of the qualified HSE Auditors for their continual professional development.

8.5.3 Audit Modalities

8.5.3.1 Definitions

Auditee	Location (field/ site) to be or being audited.
Auditor	Competent person who conducts an HSE audit.
Audit Conclusion	Outcome of an audit, after consideration of the audit objectives and all audit findings.
Audit Criteria	Set of policies, procedures or requirements used as a reference against which audit evidence is compared.
Audit Evidence	Records, statements of fact, or other documented information (qualitative or quantitative) which are relevant to the audit criteria and verifiable.
Audit Findings	Results of the evaluation of the collected audit evidence against audit criteria. The findings include good practices, nonconformities, observations or opportunities for improvement.
Audit Grade	Audit Grade for a specific location (attributed as Excellent, Good or Poor) is based upon percentage compliance level determined by Audit Team against the Standardized HSE Audit Checklist.
Audit Plan	Arrangements for an audit planned (as per audit planner/ schedule) for a specific time frame and directed towards a specific purpose.
Audit Planner (Schedule)	Audit program arrangements for a set of audits scheduled for a specific time period and directed towards specific purpose.
Audit Scope	Extent and boundaries of an audit; It generally includes a description of the physical locations, organizational units, activities and processes, as well as the time period covered.
Audit Team	One or more HSE Auditors conducting an audit, and supported by technical or subject matter experts, if needed.
Documented Information	Documented information, refers to any information required to be controlled & maintained. (It can be in any format/ media, and from any source.)
Lead Auditor	An experienced HSE Auditor of the Audit Team who is appointed as Team Leader for a specific audit.
Objective Evidence	Records, statements of fact, or other documented information (qualitative or quantitative) supporting the existence or verity of something obtained through observation, measurement, test, or other means.

8.5.3.2 Categories of Audit Findings

Audit findings shall be categorized as follows:

- ❖ **Non-conformity (Category 1):** As defined in the standardized audit checklist it is either a) a SYSTEMATIC FAILURE, SIGNIFICANT DEFICIENCY in part of the HSE system, or the LACK OF IMPLEMENTATION of such a part, governed by applicable standards or b) an ISOLATED or SPORADIC LAPSE in the content or implementation of procedures or records which could reasonably "lead to" a systematic failure or significant deficiency if not corrected.

- ❖ **Observation (Category 2):** As defined in the standardized audit checklist it is an AREA OF CONCERN, a process, document or activity that is CURRENTLY CONFORMING or a WEAK PRACTICE which, if not improved, RESULTS IN A NONCONFORMING system, product or service.
- ❖ **Opportunity For Improvement – OFI (Category 3):** OFI is a RECOMMEND BEST INDUSTRIAL PRACTICE which results in improvement of HSE management system.

8.5.3.3 Scoring Criterion for Audit Findings

Following Audit Scoring Criteria shall be used for audit findings:

Compliance Level (Against Each Requirement)	Score
Documentation and implementation is totally absent	0
Documentation is partially available but not completely implemented	2.5
Documentation is completely available but partially implemented Or Implementation is there but documents partially in place	5.0
Documentation & implementation is in place to a larger extent	7.5
Documentation and implementation is fully in place	10

8.5.3.4 Audit Grade & Star Rating

Audit outcome shall be assigned a Grade and Star Rating as follows:

Audit Grade	Star Rating	Percentage Compliance
A Excellent Compliance Level	★★★★	More than 75 Percent
B Good Compliance Level	★★★	60 – 75 Percent
C Average Compliance Level	★★	45 – 59 Percent
D Poor Compliance Level	★	Less than 45 Percent

8.5.4 Audit Planning

- ☒ HSE Department shall prepare an Annual HSE Audit Planner (Schedule) before the 31st of July each year based on the following Matrix of Frequency-Risk Classification;

Risk Exposure	Risk Classification	Preferred Sites	Audit Frequency
High	Where multiple regulated hazards are present in a significant proportion of the workplace operations, e.g. project activities, high pressure & temperature, un-stabilized oil, H2S, steam, flammable material, working at heights, chemical exposure, confined spaces, rotary equipment, and process hazardous waste.	❖ Production Fields/ Gas Processing Plants ❖ Drilling Rigs	Biannual (one full audit + 01 follow-up of audit)
Medium	Where multiple regulated hazards are present but on intermittent basis w.r.t. the workplace operations and/ or conditions.	❖ Seismic Parties ❖ Engineering Field Parties ❖ Field Gathering Construction Party	Annual Only annual inspection is recommended
Low	Where regulated hazards are generally not present in the workplace operations. This includes office-based administrative operations, regional offices, medical units, material storage, workshops, or teaching/ research areas.	❖ OGDCL House ❖ Medical Centers ❖ OGTL ❖ G&R Labs. ❖ Workshops ❖ Base Stores	Only annual inspection is recommended ; but in case of Certification, audit is recommended

- ☒ HSEQ Department shall develop/ update Standardized HSE Audit Checklist (attached) based on the requirements of HSE management system and hand it over to Lead Auditor.
- ☒ Lead Auditor shall prepare Audit Plan of a specific location based on audit criteria and scope using risk-based approach to ensure focus on matters that are significant in terms of risks & opportunities and the results of previous audits.
- ☒ The scope of audit shall be based on the size, functions and complexities of processes, operations and activities of the site.
- ☒ The Audit Plan along with the copy of Standardized HSE Audit Checklist shall be disseminated to Location InCharge.
- ☒ The Audit Plan shall enlist all the activities corresponding to the HSE management system, identify areas where these activities are taking

place, and time of audit for each activity.

- Location InCharge shall arrange logistics and relevant Personal Protective Equipment (PPE) for the auditors.

8.5.5 Audit Execution

- Before starting an audit, internal HSE auditors shall ensure the possession of:
 - a) Audit Plan
 - b) Standardized HSE Audit Checklist
 - c) HSE System Manual
 - d) HSE Risk Register
 - e) HSE Regulatory Requirements Matrix

8.5.5.1 Opening Meeting

- The audit shall begin with an introduction of audit team members & location's management, briefing on the objective, methodology, scope and criteria of the HSE audit and any occupational health, safety, environmental and administrative arrangements required.
- Audit Plan shall be discussed for ensuring smooth audit process.
- Location InCharge shall ensure the availability of all Sectional InCharges, auditee personnel and a suitable guide/ Rep. to escort the audit team.

8.5.5.2 Conducting the Audit

- ☒ While conducting audit, the auditors shall seek to verify whether procedures and instructions are being implemented. For this, following shall be considered:
 - ⊕ Examination of the data & record (documented information),
 - ⊕ Talking to personnel actually performing various tasks,
 - ⊕ Observing tasks/ operations being carried out, and
 - ⊕ Validating safety critical equipment to see whether these are fit to address emergencies.
- Internal HSE Auditors shall ensure to focus and spend more time on significant areas and activities with high risks keeping in view time management as one of the crucial factors of HSE audit.
- ☒ HSE Auditors shall ensure proper handling and reporting of sensitive information applying due diligence.
- ☒ HSE Auditors shall remain impartial, free from bias & conflict of interest, and maintain integrity and objectivity throughout the audit process to ensure that audit findings and conclusions are based on audit evidence.
- ☒ During the proceedings of audit, Lead Auditor shall convene short meetings with the audit team members to exchange notes and discuss audit progress.

8.5.5.3 Closing Meeting

- On completion of audit, a closing meeting shall be arranged with the management of the site to share findings and conclusion of the audit.
- None of the audit information shall be used inappropriately for personal gains by the auditors, or in a manner detrimental to the legitimate interests of the auditee.

8.5.6 Audit Report

- After the completion of audit, audit team members shall formally submit findings to Lead Auditor who compiles, categorizes & assign scores to audit findings; calculate sub-score for each element of HSE-MS (Plan-Do-Check-Act cycle) and determine HSE Audit Score & percentage compliance as follows:

Plan		
Leadership	HSE & RM Policy Statements OGM/P-HSE-4.1	
	Fatality Control Policy Guidelines OGM/P-HSE-4.2	
	Roles, Responsibilities, Accountabilities, and Authorities OGM/P-HSE-4.3	
	Crisis Management OGM/P-HSE-4.4	
Planning	Risk Management OGM/P-HSE-5.1	
	Job Vulnerability /Hazard Analysis OGM/P-HSE-5.2	
	Legal & Other Requirements OGM/P-HSE-5.3	
	Objectives & Management Program OGM/P-HSE-5.4	
Support	Competence & Awareness OGM/P-HSE-6.1	
	Communication & Consultation OGM/P-HSE-6.2	
	Documented Information OGM/P-HSE-6.3	
	Control of Records OGM/P-HSE-6.4	
		Sub Score (A)
Do		
Operation	Operational Planning and Control OGM/P-HSE-7.1	
	Permit to Work System OGM/P-HSE-7.2	
	Handling, Segregation and Disposal of Waste OGM/P-HSE-7.3	
	Journey Management OGM/P-HSE-7.4	
	Framework For Hydrogen Sulfide Management OGM/P-HSE-7.5	
	Management of Project Contractors & Service Companies OGM/P-HSE-7.6	
	Use of Personal Protective Equipment OGM/P-HSE-7.7	
	Framework For Site Restoration OGM/P-HSE-7.8	
		Sub Score (B)
Check		
Performance Evaluation	UBUC (Hazards) Identification & Reporting OGM/P-HSE-8.1	
	Monitoring, Measurement & Compliance Evaluation OGM/P-HSE-8.2	
	Analysis of Data OGM/P-HSE-8.3	
	Reward, Recognition & Penalties OGM/P-HSE-8.4	
	HSE Audit OGM/P-HSE-8.5	
	Management Reviews OGM/P-HSE-8.6	
		Sub Score (C)
Act		
Improvement	Opportunities For Continual Improvement OGM/P-HSE-9.1	
	Management of Change OGM/P-HSE-9.2	
	Incident Investigation OGM/P-HSE-9.3	
		Sub Score (D)
Audit Score (Sub Score A+B+C+D)		
Percentage Compliance		

- Subsequently, Lead Auditor shall prepare the draft of Audit Report, containing following information:
 - ◊ Composition of the audit team, roles and audit man-hours.
 - ◊ Introduction; audit's objective, criteria & scope.
 - ◊ Audit modalities.
 - ◊ Audit score, percentage compliance and grade (secured).
 - ◊ Good practices observed.
 - ◊ Actual audit findings (non-conformities, observations and opportunities for improvement)
 - ◊ Areas missed out.
 - ◊ Names of auditee-team.
 - ◊ Instructions regarding HSE Audit Corrective Action Plan.
 - ◊ Pictorial/ documented evidence.
- ☒ The draft Audit Report shall be submitted to HSEQ Department within a week (after conducting the audit) for review.
- ☒ Based upon the HSE Audit Score & percentage compliance, HSEQ Department shall assign a Grade and Star Rating to the Audit Report.
- ☒ The final Audit Report shall be distributed to the concerned auditee through their respective HOD/ GM/ ED with a copy to MD/ CEO.

8.5.7 Post-Audit Action Plan and Follow up

☒ The audit findings shall be discussed in the Corporate and Location's HSE MRC Meetings and be addressed as tabulated below:

Audit Grade & Star Rating		Action Required
A	Excellent Compliance Level ★★★★★	<ul style="list-style-type: none"> ⊕ Location securing Excellent (Grade) shall be recommended for Annual Best HSE Location of the Directorate Award. ⊕ Respective GM shall nominate a suitable operational representative to develop an Action Plan to address the audit findings and closeout within 06 months.
B	Good Compliance Level ★★★	<ul style="list-style-type: none"> ⊕ Respective GM shall nominate a suitable operational representative (not below the rank of Chief) to develop an Action Plan to address the audit findings and closeout within 04 to 06 months.
C	Average Compliance Level ★★	<ul style="list-style-type: none"> ⊕ Respective ED shall nominate an Officer (not below the rank of Manager) to develop an Action Plan to address the audit findings and closeout within 03 to 06 months.
D	Poor Compliance Level ★	

☒ Auditee (Area/ Location InCharge) shall submit *HSE Audit Corrective Action Plan* to HSEQ Department within a week (after receiving of the audit report) in the following format:

#	Audit Finding (Ref. Audit Report)	Probable Cause(s) (In perspective of PDCA Cycle)	Action(s) Recommended	Responsibility	Target Deadline

☒ Where required, Lead Auditor/ HSE Rep. shall follow-up the audit to determine if corrective actions have been implemented effectively and submit *Audit Follow-up Status Report* in the following format:

#	Audit Finding (Ref. Audit Report)	Action Recommended (Ref. Audit Report)	Action(s) Actually Taken	Audit Finding's Closure Status	Further Follow-up Required (Yes/ No)

☒ When there is sufficient objective evidence that the corrective action(s) are effective, audit shall be closed out.
☒ If more work is needed to fully implement the corrective actions, a new follow-up date shall be agreed upon and audit shall be closed out accordingly.



Oil & Gas Development Company Limited

List of Internal (Qualified) HSE Auditors

(To be kept with HSE Department Head Office)

Ref. Section 08 (Performance Evaluation) of OGDCL's Integrated HSE System Manual



Oil & Gas Development Company Limited

OGF - HSE - 040(00)

ANNUAL INTERNAL HSE AUDIT PLANNER FY_____

Audit #	Location (Auditee)	Team Lead (Auditor)	Audit Team Members	Duration of Audit (days)	Plan/ Actual	Year < >											
						Jan	Feb	Mar	April	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
1					Planned												
					Actual												
2					Planned												
					Actual												
3					Planned												
					Actual												
4					Planned												
					Actual												
5					Planned												
					Actual												
6					Planned												
					Actual												
7					Planned												
					Actual												
Prepared by:						Approved by:											
Date:						Date:											

Ref. Section 08 (Performance Evaluation) of OGDCL's Integrated HSE System Manual

Ref. Section 08 (Performance Evaluation) of OGDCL's Integrated HSE System Manual



Oil & Gas Development Company Limited
Location: _____

OGF - HSE - 041(01)

INTERNAL HSE (RISK BASED) AUDIT PLAN

Based on ISO 19011:2018 Guidelines For Auditing Management Systems

Audit #:	Audit Dates/ Man-Hours:
Audit Scope: <input type="checkbox"/> Well Site Operations <input type="checkbox"/> Production Engineering <input type="checkbox"/> Separation, Dehydration <input type="checkbox"/> Sulfur Recovery <input type="checkbox"/> LPG Recovery <input type="checkbox"/> Crude Oil Storage & Dispatch/ Marketing <input type="checkbox"/> Maintenance (Mechanical, Electrical, Instrument) <input type="checkbox"/> HSE & Medical Services <input type="checkbox"/> Quality Control/ Metering <input type="checkbox"/> Raw Material, Spare Parts, etc.,	Audit Criteria: <input type="checkbox"/> ISO 14001:2015 <input type="checkbox"/> ISO 45001:2018 <input type="checkbox"/> OGDCL's Integrated HSE System Manual
Lead Auditor:	Audit Team Members:

Time	Dept./Section to be audited	Risk Based Activity/ Operation	Auditors	HSE MS PDCA Cycle Elements to be audited	
DAY & DATE:					
				Leadership	
				Planning	
				Support	
				Operation	
				Performance Evaluation	
				Improvement	
BREAK					
				Leadership	
				Planning	

Ref. Section 08 (Performance Evaluation) of OGDCL's Integrated HSE System Manual

				Support	
				Operation	
				Performance Evaluation	
				Improvement	
				Leadership	
				Planning	
				Support	
				Operation	
				Performance Evaluation	
				Improvement	
..... END OF DAY-1					
DAY & DATE :					
				Leadership	
				Planning	
				Support	
				Operation	
				Performance Evaluation	
				Improvement	
				Leadership	
				Planning	
				Support	
				Operation	
				Performance Evaluation	
				Improvement	
BREAK					
				Leadership	
				Planning	
				Support	
				Operation	
				Performance Evaluation	

Ref. Section 08 (Performance Evaluation) of OGDCL's Integrated HSE System Manual

				Improvement	
				Leadership	
				Planning	
				Support	
				Operation	
				Performance Evaluation	
				Improvement	
..... END OF DAY-2					

Prepared by: (Internal HSE Auditor)	Reviewed by: (Lead Auditor)	Approved by: Manager (HSEQ)
Date:	Date:	Date:

Ref. Section 08 (Performance Evaluation) of OGDCL's Integrated HSE System Manual

Standardized HSE Audit Checklist

#	HSE MG Element	PLAN (46 Questions)						Findings and Comments (Use separate sheets where required)
		Rating	Documentation and implementation is not present	Documentation is partially implemented	Documentation is completely implemented	Documentation is in place in a regular format	Documentation is fully implemented	
		0	2.5	5	7.5	10		
HSE & RM Policy Statements OGM/P-HSE-4.1								
1.	Are HSE/Risk Management Policies available and understood/ communicated for compliance?							
Lifesaving Golden Rules/ Fatality Control Policy Guidelines OGM/P-HSE-4.2								
2.	Are Lifesaving Golden Rules/ Fatality Guidelines communicated at sub-unit levels and transformed into HSE objectives for conformity?							
3.	Are personnel formally trained to comprehend Lifesaving Golden Rules/ Fatality Guidelines?							
Process Safety Fundamental (PSFs) OGM/P-HSE-4.3								
4.	Are Process Safety Fundamentals (PSFs) communicated at sub-unit levels, linked with Process Safety Events (PSEs), part of a Root Cause Analysis and discussed in HSE MRC meetings?							
Roles, Responsibilities, Accountabilities, and Authorities OGM/P-HSE-4.4								
5.	Is line management and workforce aware of their HSE roles, responsibilities, accountabilities and authorities?							
6.	Are Location Emergency Management Teams (LMT) formulated and aware of their HSE roles?							
Crisis Management OGM/P-HSE-4.5								
7.	Is site based Emergency Response Plan developed and implemented?							
8.	Are Emergency LMT Teams and Duty Roster(s) prepared and disseminated to all concerned?							
9.	Is the site based drill plan developed, approved and exercised?							
10.	Is an updated list of Emergency Drill Reports available?							
11.	Is an authentic Head Count System established for rescue operations during emergency situations?							
12.	Are First Aid Boxes available & maintained at all pertinent places?							
13.	Are validation tests of emergency detection & response system/equipment performed at a prescribed frequency?							

Page 1 of 8

Standardized HSE Audit Checklist						
13.	After an Emergency/ Drill, Is Location Emergency Preparedness & Response Plan (ERP) discussed in the HSE MRC Meetings and revised based on Lessons Learned?					
14.	Is Emergency Response Control Centre LMT Room / Alert Room available with tested resources?					
15.	Is a list of required resources for ERIS identified, available, and maintained?					
16.	Are members of Emergency Teams (LMT) trained?					
Structure OGM/P-HSE-4.6						
17.	Has the Location Incharge devised Field HSE Setup based on multiple cross-functional teams to facilitate the implementation/ improvement of HSE system?					
Enterprise Risk Management OGM/P-HSE-5.1						
18.	Is Risk Management Team (RMT) formulated and conducted risk assessments?					
19.	Is Location-based Risk Register developed/ updated by Risk Management Team (RMT), reviewed by HSE MRC and approved by Location Charge?					
20.	Are climate related risks included in the risk assessment process, using the applicable consequences table?					
21.	Are Risk Cards of significant risks developed?					
22.	Are Risk Ratings and Risk Cards communicated to all concerned stakeholders?					
23.	Are members of Risk Management Team (RMT) trained in risk management?					
Job Vulnerability Hazard Analysis OGM/P-HSE-5.2						
24.	Is JVA/ JHA conducted for all tasks performed under a Permit to Work (PTW)?					
25.	Is JVA/JHA discussed with workforce prior to commencement of work?					
26.	Are Permit Issuing and Receiving Authorities trained on JVA/ JHA?					
Legal & Other Requirements OGM/P-HSE-5.3						
27.	Are all applicable legal and other requirements identified & timely updated in the Regulatory Requirement Matrix and the compliance obligation status evaluated on periodic basis?					
Objectives & Management Program OGM/P-HSE-5.4						
28.	Is Annual HSE (Activity) Plan developed and ready available? Is progress against HSE Plan followed up?					
29.	Are HSE Objectives formulated to reduce, manage or mitigate the impact of high rated risks?					
30.	Are Annual HSE (Activity) Plan and HSE Objectives discussed, reviewed and followed up in HSE MRC meeting?					
Competence & Awareness OGM/P-HSE-6.1						
31.	Based on TNA, Is Annual HSE Training and Awareness Planner developed considering all essential HSE topics, and disseminated to all concerned?					

Page 2 of 8

Standardized HSE Audit Checklist						
32.	Do the selection of training facilitators/ instructors consider some eligibility criterion?					
33.	Are HSE Trainings/ Awareness Sessions conducted at the identified frequencies?					
34.	Is record of HSE Trainings/ Awareness Sessions maintained and are the sessions being attended by adequate number of personnel?					
35.	Is an attended HSE Trainings/ Awareness Sessions evaluated to oversee their intended purpose/ utilization?					
36.	Are site visitors, guests, etc. provided formal HSE induction and record kept?					
Communication & Consultation OGMP/HSE-6.2						
37.	Are Tool Box Talks conducted by each Section?					
38.	Is Effectiveness of Tool Box Talks evaluated on periodic basis on prescribed template?					
39.	Are adequate number of safety signboards available at site and are these maintained to a good standard?					
40.	Are Product Safety Data Sheets developed, reviewed and disseminated?					
41.	Are updated copies of applicable MSDSs distributed to Store, Medical, HSE and User's Sections and contents therein properly communicated?					
42.	Are Pipelines, Vessels and Lifting-gear color coded and labeled?					
43.	Are required grounding color codes, lock out tag out devices color coding being carried out?					
44.	Is Stakeholders/ External Environmental Complaint Register maintained to log the complaints?					
Documented Information OGM/P-HSE-6.3						
45.	Is Documented Information controlled (i.e. prepared, reviewed, updated, approved, and distributed)?					
Control of Records OGM/P-HSE-6.4						
46.	Are documents reference numbering, approval & issuance, record keeping, retention and disposition being carried out?					

SUB SCORE

Page 3 of 8



Standardized HSE Audit Checklist

DO (34 Questions)						
8	HSE MS-Bureau	Not Applicable	Documentation and implementation is totally absent	Documentation is partially available but not consistently implemented	Documentation is completely available but partially implemented	Documentation is in place to a larger extent
			0	2.5	5	7.5
Rating						
Operational Planning and Control OGM/P-HSE-7.1						
47. Are Standard Operating Procedures (SOPs) and Work Instructions (WIs) prepared by relevant Sections for all activities which may pose an HSE Risk?						
48. Are Preventive Maintenance Plans developed and implemented?						
49. Are Calibration Plans developed and implemented? Does real-time testing validate the calibration results?						
Permit to Work System OGM/P-HSE-7.2						
50. Are Work Permits easily accessible during normal operations, emergencies, SITMops, ATAs, etc.?						
51. Is the system of Authorized Person for permit issuance & receiving documented and implemented?						
52. Have Issuing and Receiving Authorities received PTW trainings and record of these trainings available?						
53. Are adequate gas detectors available to conduct gas test?						
54. Is energy isolation system developed and followed?						
55. Is safety defeat system developed and followed?						
56. Are applicable Permits timely issued, compiled upon, closed out and record maintained?						
57. Are audits conducted and outcome of these audits actioned?						
58. Are our employees and contractors' employees regularly trained on PTW system?						
Handling, Segregation and Disposal of Waste OGM/P-HSE- 7.3						
59. Is On-Site Waste Management Plan developed and implemented?						
60. Is waste segregation, handling, temporary storage and disposal carried out?						
61. Is record of waste collection, handling over and disposal maintained? Disposal sites crosschecked/ verified?						

Page 4 of 8



Standardized HSE Audit Checklist

DO (34 Questions)						
8	HSE MS-Bureau	Not Applicable	Documentation and implementation is totally absent	Documentation is partially available but not consistently implemented	Documentation is completely available but partially implemented	Documentation is in place to a larger extent
			0	2.5	5	7.5
Rating						
Operational Planning and Control OGM/P-HSE-7.1						
62. Are employees trained in waste management techniques/ methodologies?						
Journey Management OGM/P-HSE-7.4						
63. Is Journey Management Plan developed, made available in vehicles and record maintained?						
64. Are all applicable operational controls checked and made available/ ensured before journeys? Are controls for the high security journeys in place?						
65. Are drivers' competence and fitness assured through trainings and monitoring?						
Framework for Hydrogen Sulfide (H2S) Management-7.5						
66. Is location categorized in framework for Hydrogen Sulfide Management?						
67. Are H2S detection system and protective/ emergency controls available and in healthy condition?						
Management of Project Contractors & Service Companies OGM/P-HSE-7.6						
68. Do Contractors bound Contractors & Service Companies for HSE requirements as an obligation?						
69. Are Contractors & Service Companies managed through overseeing their compliance toward HSE protocols?						
70. Are Contractors & Service Companies recognized through HSE rewards and warned for violations?						
Use of Personal Protective Equipment OGM/P-HSE-7.7						
71. Do all Sections prepare and update PPE need Assessment Matrix and maintain record?						
72. Do PPE i.e. Safety Spectacle/Glasses, Face Protection, Respiratory Protection, Hearing Protection, Clothing, Head Protection, Hand Protection, Fall Protection, Protective Footwear meets technical requirements?						
73. Does PPE issuance, cleaning & maintenance, disposal meet the standards?						
74. Is adequate PPE stock available to cater for employees, contractors and visitors?						
75. Is color coding for hard helmets and coverall followed?						
76. Is workforce trained in use of PPE?						
Framework For Site Restoration OGM/P-HSE-7.8						
77. Are treatment and restoration cases for hazardous/ non-hazardous sites/ pits initiated and processed?						
78. Is well site's handing over taking over carried out and documented?						
79. Is QC for treatment & restoration performed and record maintained?						
80. Are employees trained in handling, treatment and disposal of hazardous/ non-hazardous materials and waste?						
SUB SCORE						

Page 5 of 8



Standardized HSE Audit Checklist

CHECK (25 Questions)						
8	HSE MS-Bureau	Not Applicable	Documentation and implementation is totally absent	Documentation is partially available but not consistently implemented	Documentation is completely available but partially implemented	Documentation is in place to a larger extent
			0	2.5	5	7.5
Rating						
UBUC (Hazards) Identification & Reporting OGM/P-HSE-8.1						
81. Are STOP Cards available at prominent areas along with the Drop Boxes?						
82. Is STOP Cards/ UBUC Hazard Hunt Tours schedule/ frequency followed?						
83. Are STOP Cards analyzed, results shared and record maintained?						
84. Are personnel trained in how to use STOP cards?						
Monitoring, Measurement & Compliance Evaluation OGM/P-HSE-8.2						
85. Is Occupational Health Plan developed/ updated and distributed?						
86. Are Section-wise Safety Monitoring Plans developed/ updated and distributed?						
87. Is Environmental Monitoring Plan developed/ updated and distributed?						
88. Are monitoring Checklists developed/ updated and made available in each Section?						
89. Are HSE monitoring activities performed in accordance with HSE Monitoring Plans?						
90. Is a quantitative noise survey completed around all machinery and equipment and sign posted where noise levels greater than 80 dB(A)?						
91. Are HSE corrective actions for deviations and corrective actions followed up?						
92. Are HSE objectives set for the deviations and progress followed up?						
Analysis of Data OGM/P-HSE-8.3						
93. Is Location Management aware of his location's HSE Performance/ KPI/ benchmarking criteria?						
94. Is location's HSE performance shared with all concerned via HSE Monthly Reports?						

Page 6 of 8

IMPORTANT:- IT IS EVERYBODY'S RESPONSIBILITY TO ENSURE THAT THE OGDCL'S HSE MANAGEMENT SYSTEM IS IN PLACE.



Standardized HSE Audit Checklist

95.	<i>Is HSE Scorecard (Leading and Lagging Indicators) discussed in Location HSE MRC meetings and used to keep an eye on how involvement of each Section is going in bringing improvement?</i>						
Reward, Recognition & Penalties OGM/P-HSE-8.4							
96.	<i>Is the reward and recognition system known and followed in letter & spirit?</i>						
Internal HSE Audits OGM/P-HSE-8.5							
97.	<i>Are Internal HSE Audits planned and conducted?</i>						
98.	<i>Are Internal HSE Audit Teams trained/ certified and the list of location's qualified Internal HSE Auditors maintained?</i>						
99.	<i>Are Internal HSE Audits findings referred to all concerned for developing Action Plan?</i>						
100.	<i>Are Internal HSE Audits findings effectively closed out?</i>						
Management Reviews OGM/P-HSE-9.6							
101.	<i>Are quarterly HSE Management Reviews conducted?</i>						
102.	<i>Are Agenda and Minutes of HSE MRC Meetings clearly communicated to concerned for necessary actions?</i>						
103.	<i>Does each Section reflect its own HSE Performance (through Presenting Section's PDCA Cycle) in HSE MRC Meetings?</i>						
104.	<i>Are HSE MRC meetings decisions followed up?</i>						
105.	<i>In case it is decided in the HSE MRC Meeting to communicate the significant HSE vulnerabilities and related impacts/ risks to the interested parties, are suitable arrangements made for external communication?</i>						
SUB SCORE							

Page 7 of 8



Standardized HSE Audit Checklist

ACT (13 Questions)							
	HSE MS Element	No. Applicable	Rating				
			1	2	3	4	5
HSE MS Element							
8	HSE MS Element	No. Applicable	Documentation and implementation is totally absent	Documentation is partially available but not clearly implemented	Documentation is completely available and clearly implemented	Implementation is in place but documents partially implemented	Documentation and implementation is in place
Rating		9	2.5	5	7.5	10	
Opportunities for Continual Improvement OGM/P-HSE-9.1							
106.	<i>Are Corrective Preventive Actions (CPAs) initiated and processed?</i>						
107.	<i>Are root cause analysis (RCA) of near hits/ misses carried out, reported and discussed using CPAs?</i>						
108.	<i>Is CPA Log maintained and updated?</i>						
Management of Change OGM/P-HSE-9.2							
109.	<i>Are Engineering Changes Request (ECR) made for maintenance jobs? Are records of these changes available and maintained?</i>						
110.	<i>Is an ECR Committee formulated in the field?</i>						
111.	<i>Does the ECR Committee conduct Monthly ECR Reviews and record minutes?</i>						
112.	<i>During post incident scenarios, are Emergency ECR meetings convened?</i>						
113.	<i>Are personnel trained on MOC procedure?</i>						
Incident Investigation OGM/P-HSE-9.3							
114.	<i>Are Preliminary Incident Reports timely submitted to head office?</i>						
115.	<i>Are investigation conducted as per criterion?</i>						
116.	<i>Are investigation reports developed using the standard?</i>						
117.	<i>Are lessons learned (Safety Alerts) shared with all concerned and they understand how to avoid recurrence?</i>						
118.	<i>Is workforce trained on incident investigation protocol?</i>						
SUB SCORE							

Page 8 of 8



INTERNAL HSE AUDIT REPORT

<Location's Name>

Ref. Audit Plan- OGF-HSE-041 (01)

Audit Date:	
Audit Session:	
Audit Conducted By:	
Report Prepared By:	
Report Reviewed by:	
Report Endorsed by:	
Forwarded For C&P Actions:	
Copy to:	
Date:	

Audit Outcome				
	Nonconformity	Observation	OFI	Total
Plan				
Do				
Check				
Act				
Total				
Score:				
Percentage Compliance:				
Grade:				
Star Rating:				

Ref. Section 08 (Performance Evaluation) of OGDCL's Integrated HSE System Manual
Page 1 of 5

1. Objective

This was the first/ second Internal HSE Audit of _____ FYxx-yy in compliance with the Annual Internal HSE Audit Schedule FY 20xx-yy. The audit was conducted as per already furnished Audit Plan in order to determine whether activities and related results comply with the planned arrangements as per the requirements of OGDCL's Integrated HSE Management System and whether these arrangements are implemented effectively. The Internal HSE Audits are to be conducted at least once in 06 months for each field/plant on mandatory basis to fulfill the requirements of OGDCL's Integrated HSE System Manual Rev-6.0 (duly approved by MD/CEO). The Internal HSE Auditors were selected from different organizational functions based on their experience and professional skills. The Internal HSE Auditors were trained on auditing skills by conducting internal training sessions. HSEQ Department maintains the audit-training records of these qualified auditors.

2. Scope

Section Audited	Functions	Standards' Requirements
		Leadership 1. HSE & RM Policy Statements OGM/P-HSE-4.1 2. Fatality Control Policy Guidelines OGM/P-HSE-4.2 3. Roles, Responsibilities, Accountabilities, and Authorities OGM/P-HSE-4.3 4. Crisis Management OGM/P-HSE-4.4 5. Structure OGM/P-HSE-4.5
		Planning 6. Enterprise Risk Management OGM/P-HSE-5.1 7. Job Vulnerability /Hazard Analysis OGM/P-HSE-5.2 8. Legal & Other Requirements OGM/P-HSE-5.3 9. Objectives & Management Program OGM/P-HSE-5.4
		Support 10. Competence & Awareness OGM/P-HSE-6.1 11. Communication & Consultation OGM/P-HSE-6.2 12. Documented Information OGM/P-HSE-6.3 13. Control of Records OGM/P-HSE-6.4
		Operation 14. Operational Planning and Control OGM/P-HSE-7.1 15. Permit to Work System OGM/P-HSE-7.2 16. Handling, Segregation and Disposal of Waste OGM/P-HSE-7.3 17. Journey Management OGM/P-HSE-7.4 18. Management of Project Contractors & Service Companies OGM/P-HSE-7.6 19. Use of Personal Protective Equipment OGM/P-HSE-7.7 20. Framework for Site Restoration
		Performance Evaluation 21. UBUC (Hazards) Identification & Reporting OGM/P-HSE-8.1 22. Monitoring, Measurement & Compliance Evaluation OGM/P-HSE-8.2 23. Analysis of Data OGM/P-HSE-8.3 24. Reward, Recognition & Penalties OGM/P-HSE-8.4 25. Internal Audits OGM/P-HSE-8.5 26. Management Reviews OGM/P-HSE-8.6
		Improvement 27. Opportunities for Continual Improvement OGM/P-HSE-9.1 28. Management of Change OGM/P-HSE-9.2 29. Incident Investigation OGM/P-HSE-9.3

Ref. Section 08 (Performance Evaluation) of OGDCL's Integrated HSE System Manual
Page 2 of 5

3. Audit Modalities

Categories of Audit Findings

- ◊ **Non-conformity (Category 1):** As defined in the standardized audit checklist it is either a) a SYSTEMATIC FAILURE, SIGNIFICANT DEFICIENCY in part of the HSE system, or the LACK OF IMPLEMENTATION of such a part, governed by applicable standards or b) an ISOLATED or SPORADIC LAPSE in the content or implementation of procedures or records which could reasonably "lead to" a systematic failure or significant deficiency if not corrected.
- ◊ **Observation (Category 2):** As defined in the standardized audit checklist it is an AREA OF CONCERN, a process, document or activity that is CURRENTLY CONFORMING or a WEAK PRACTICE which, if not improved, RESULTS IN A NONCONFORMING system, product or service.
- ◊ **Opportunity For Improvement – OFI (Category 3):** OFI is a RECOMMEND BEST INDUSTRIAL PRACTICE which results in improvement of HSE management system.

Scoring Criterion for Audit Findings

Compliance Level (Against Each Requirement)	Score
Documentation and implementation is totally absent	0
Documentation is partially available but not completely implemented	2.5
Documentation is completely available but partially implemented Or Implementation is there but documents partially in place	5.0
Documentation & implementation is in place to a larger extent	7.5
Documentation and implementation is fully in place	10

Audit Grade & Star Rating

	Audit Grade	Star Rating	Percentage Compliance
A	Excellent Compliance Level	★★★★	More than 75 Percent
B	Good Compliance Level	★★★	60 – 75 Percent
C	Average Compliance Level	★★	45 – 59 Percent
D	Poor Compliance Level	★	Less than 45 Percent

4. Audit Score Sheet

Plan		Sub Score (A)
Leadership	HSE & RM Policy Statements OGM/P-HSE-4.1	
	Fatality Control Policy Guidelines OGM/P-HSE-4.2	
	Roles, Responsibilities, Accountabilities, and Authorities OGM/P-HSE-4.3	
	Crisis Management OGM/P-HSE-4.4	
Planning	Risk Management OGM/P-HSE-5.1	
	Job Vulnerability /Hazard Analysis OGM/P-HSE-5.2	
	Legal & Other Requirements OGM/P-HSE-5.3	
	Objectives & Management Program OGM/P-HSE-5.4	
Support	Competence & Awareness OGM/P-HSE-6.1	
	Communication & Consultation OGM/P-HSE-6.2	
	Documented Information OGM/P-HSE-6.3	
	Control of Records OGM/P-HSE-6.4	
Do		Sub Score (A)
Operation	Operational Planning and Control OGM/P-HSE-7.1	
	Permit to Work System OGM/P-HSE-7.2	
	Handling, Segregation and Disposal of Waste OGM/P-HSE-7.3	
	Journey Management OGM/P-HSE-7.4	
Ref. Section 08 (Performance Evaluation) of OGDCL's Integrated HSE System Manual		
Page 3 of 5		

Use of Personal Protective Equipment OGM/P-HSE-7.7		
Framework For Site Restoration OGM/P-HSE-7.8		Sub Score (B)
Check		
Performance Evaluation	UBUC (Hazards) Identification & Reporting OGM/P-HSE-8.1	
	Monitoring, Measurement & Compliance Evaluation OGM/P-HSE-8.2	
	Analysis of Data OGM/P-HSE-8.3	
	Reward, Recognition & Penalties OGM/P-HSE-8.4	
	HSE Audit OGM/P-HSE-8.5	
Management Reviews OGM/P-HSE-8.6		Sub Score (C)
Act		
Improvement	Opportunities For Continual Improvement OGM/P-HSE-9.1	
	Management of Change OGM/P-HSE-9.2	
	Incident Investigation OGM/P-HSE-9.3	
		Sub Score (D)

Audit Score (Sub Score A+B+C+D)	Percentage Compliance
---------------------------------	-----------------------

5. Good Practices Observed

—
—
—

6. Audit Findings

6.1 PLAN (CONTEXT, LEADERSHIP, PLANNING & SUPPORT)				
#	FINDING	REF. CLAUSE/ SEVERITY	RECOMMENDATION	RESPONSIBILITY

6.2 DO (OPERATION)				
#	FINDING	REF. CLAUSE/ SEVERITY	RECOMMENDATION	RESPONSIBILITY

6.3 CHECK (PERFORMANCE EVALUATION)				
#	FINDING	REF. CLAUSE/ SEVERITY	RECOMMENDATION	RESPONSIBILITY

6.4 ACT (IMPROVEMENT)				
#	FINDING	REF. CLAUSE/ SEVERITY	RECOMMENDATION	RESPONSIBILITY

Ref. Section 08 (Performance Evaluation) of OGDCL's Integrated HSE System Manual
Page 4 of 5

7. Key Personnel Interviewed

S/No.	Name	Designation	Department/Section

8. Problems Faced/Areas Missed

—
—
—

9. Instruction For HSE Audit Corrective Action Plan and Follow-up

Auditee (Area/ Location InCharge) MUST SUBMIT HSE AUDIT CORRECTIVE ACTION PLAN to HSEQ Department within a week (after receiving of the audit report) in the following format:

#	Audit Finding	Probable Cause(s) (In perspective of PDCA Cycle)	Action(s) Recommended	Responsibility	Target Deadline

Lead Auditor/ HSE Rep. shall follow-up the audit to determine if corrective actions have been implemented effectively and submit Audit Follow-up Status Report in the following format:

#	Audit Finding (Ref. Audit Report)	Action Recommended (Ref. Audit Report)	Action(s) Actually Taken	Audit Finding's Closure Status	Further Follow-up Required (Yes/ No)

When there is sufficient objective evidence that the corrective action(s) are effective, audit shall be closed out. If more work is needed to fully implement the corrective actions, a new follow-up date shall be agreed upon and audit shall be closed out accordingly.

10. Pictorial/ documented evidence.

8.6 Management Review

OGM/P-HSE-8.6(9) Revision Number 9

Original Issue: June 25, 2007
This Issue: November 21, 2025

Updated By:

Muhammad Mubashir Abbas
Manager HSEQ-ERM/ CRO, OGDCL

Reviewed By:

Babar Iftikhar
General Manager HSEQ-Security, OGDCL

Approved By:

Ahmed Hayat Lak
Managing Director, OGDCL

Change/ Revision Log

#	Description of Change
1	Modified: New Logo & Tag Line

Associated Documents Approval & Issue

Related Document/ Record	Initiated by	Reviewed by	Checked/ Verified / Approved by
OGF – HSE – 044 Agenda of Management Review Committee (MRC) Meetings	Location HSE Section	Location HSE IC	Location IC
OGF – HSE – 045 Minutes of Management Review Committee (MRC) Meetings	Location HSE Section	Location HSE IC	Location IC

8.6.1 General

- Functional Heads/ Area Managers shall be responsible to establish Location HSE Management Review Committee (HSE MRC) to coordinate and control the activities of the HSE System being carried out by different functions and to periodically review and evaluate the performance of HSE system.
- However MD/ CEO shall be responsible to call an Annual Corporate HSE Management Review (Meeting) during the end of each Year to be attended by all Functional Heads (EDs and HODs) as a minimum; otherwise he may conduct HSE Performance Reviews by any other suitable means.
- In addition, daily HSE meetings shall be conducted at the start / end of each business day in each location. This meeting can either be conducted separately or as part of daily 'operations' meeting however it shall, at the minimum, be attended by Location IC, Location HSE Representative and Section ICs. The minutes of meeting shall be recorded and agenda of meeting shall comprise of the following:
 - ▶ Review of outstanding action items from previous meeting
 - ▶ Review of hazards/ incidents reported since last meeting
 - ▶ Review of HSE issues pertaining to any operational jobs
 - ▶ New HSE initiatives
 - ▶ HSE incident/ video/ learning of the day

8.6.2 Frequency of HSE MRC Reviews

- The Location HSE MRC Meeting shall be held at on quarterly basis.
 - ▶ Q1- Around End March
 - ▶ Q2- Around End June
 - ▶ Q3- Around End September
 - ▶ Q4- Around End December
- However, the meeting may be called at any time, when it is considered necessary, on the discretion Location Management.
- In case where delay is inevitable, the management may delay the Location HSE MRC Meeting for a maximum of 30 days; However in case of emergencies, the Location HSE MRC Meeting may not take place over a period of time and can be part of regularly scheduled management activities such as operational meetings.

8.6.3 Composition of HSE MRC

- Location HSE MRC shall review the HSE issues on fields with following constitution:

Location IC	Chairman
Location IC HSE	Secretary
All Sectional ICs	Members
HSE Department H.O. Rep.	Observer(optional)
Area Manager	Observer(optional)

8.6.4 HSE Inputs to HSE MRC Reviews

- The agenda of the Location HSE MRC shall be prepared by the HSE Section a week before the meeting and distributed to all the members mentioned above.
- The inputs to Location HSE MRC Meeting shall include quarterly performance on PDCA cycle of each Section to be presented by relevant Sectional ICs:

Plan

- Communication/understanding level of OGDCL HSE policy (to be presented by HSE IC)
- Status of threats and opportunities identified during risk assessment
- HSE objectives & management program (to be presented by HSE IC)
- Evaluation of compliance with legal requirements and other requirements
- Training need analysis (to be presented by HSE IC)
- Effectiveness of toolbox/ safety talks (to be presented by HSE IC)

Do

- Participation levels in scenario-based mockup emergency drills
- Status of and issues related to permit to work system
- Status of safe disposal of hazardous waste, measures to reduce waste quantum and waste streams

Check

- Analysis of STOP Cards (to be presented by HSE IC)
- Lagging & leading indicators, performance and compliance
- Calibration status of measuring equipment/ gadgets
- Compliance of Safety/ Environment/ OH Monitoring Plan
- Results of internal and external HSE audits (to be presented by HSE IC)
- Follow up of previous MRC MoMs (to be presented by HSE IC)

Act

- Complaints, accidents, incidents, comments and views of interested parties and feed back (to be presented by HSE IC)
- Status of preventive and corrective actions (to be presented by HSE IC)
- Issues related to modification jobs and compliance of MoC
- Any recommendations/ suggestion for improvement in process or system

8.6.5 Outputs to HSE MRC Reviews

- The minutes of Location HSE MRC meeting shall be prepared by the Secretary after the meeting and then distributed to the members.
- The minutes shall include decisions related to:
 - a) Improvement in Pollution Prevention System;
 - b) Improvement in Accident Prevention System;
 - c) Execution of Annual Vulnerabilities Identification and Impact (Risk) Plan
 - d) Execution of Annual Internal HSE Awareness Plan;
 - e) Execution of Annual Emergency Drill Plan;
 - f) Execution of Annual OH Assessment Plan;
 - g) Execution of Annual Toolbox Talk Plan;
 - h) Specific corrective actions for individual/ subcommittees with target dates of completion.
 - i) Revisions to HSE Objectives and Management Programs;
 - j) Resource/ training needs.
- The minutes shall include the name of persons who attended the meeting, matters reviewed, decisions taken on required actions, the names of persons responsible for implementing such actions and the dates by which they are to be completed.

8.6.6 Follow up of the HSE MRC Meeting

- HSE Department/ Section shall be responsible for the follow up of the decisions taken in the meeting to ensure that the decisions are implemented in the time frame specified.

 **Oil & Gas Development Corporation Limited**

Location: _____

OGF/XXX - HSEQ - 044(00)

AGENDA
HSE MANAGEMENT REVIEW COMMITTEE (MRC) MEETING

MEETING TYPE	MEETING DATE	MEETING TIME	MEETING LOCATION

MEETING CALLED BY	
DEPARTMENT/ SECTION	
AGENDA TOPICS	

1. Previous items (follow-up)
2. Improvement
 - a) Summary of incidents and actions taken/ follow-ups
 - b) External complaints received and follow-ups
 - c) No. of CPRs issued, pending, closed & their effectiveness
3. Leadership
 - A) Status of objectives/ targets and goals
 - B) Surprise visits/ Walkthroughs by location management
4. Planning
 - A. Vulnerabilities identification and impact (risk) assessment
 - B. Any regulatory requirement/ compliance issue
5. Support
 - A) Training need analysis, gaps, and effectiveness
 - B) Toolbox Talks effectiveness + Analysis of Stop Cards
 - C) Status of labels, signs, etc.
6. Operation
 - A) Pollution prevention measures (summary of waste collected from each Section and safe disposal & measures to minimize waste generation at source)
 - b) Accidents prevention measures (summary of modification/ maintenance jobs and risk management & permit system)
 - C) Status of Personal Protective Equipment (PPE)
 - D) Emergency (mock-up) drills and effectiveness
7. Performance evaluation
 - a) Status of Occupational Health Monitoring (planned vs actual)
 - B) Status of Environment Monitoring (planned vs actual)
 - C) Status of Safety Monitoring (planned vs actual)
 - d) Outcome of internal HSE audits & follow-up
8. Other

PREPARED BY	
REVIEWED BY	
APPROVED BY	



Oil & Gas Development Company Limited

OGF/XXX - HSE - 045(00)

Location: _____

MINUTES OF HSE MRC MEETING

QUARTER	DATE	TIME	LOCATION
1 ST / 2 ND / 3 RD / 4 TH			

MEETING CALLED BY	
DEPARTMENT / SECTION	
CHAIRMAN	
SECRETARY HSE MRC	
COORDINATOR	
ATTENDEES	

AGENDA TOPICS

AGENDA TOPIC	TIME ALLOCATED	PRESENTER
DISCUSSION		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

Ref. Section 08 (Performance Evaluation) of OGDCL's Integrated HSE System Manual

1

AGENDA TOPIC	TIME ALLOCATED	PRESENTER
DISCUSSION		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

OBSERVERS	
SPECIAL NOTES	

PREPARED BY	
REVIEWED BY	
APPROVED BY	

DISTRIBUTION			
NAME	DESIGNATION	NAME	DESIGNATION

Ref. Section 08 (Performance Evaluation) of OGDCL's Integrated HSE System Manual

2