#### 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.

# Context Leadership

Preamble

**Terms & Definitions** 

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.

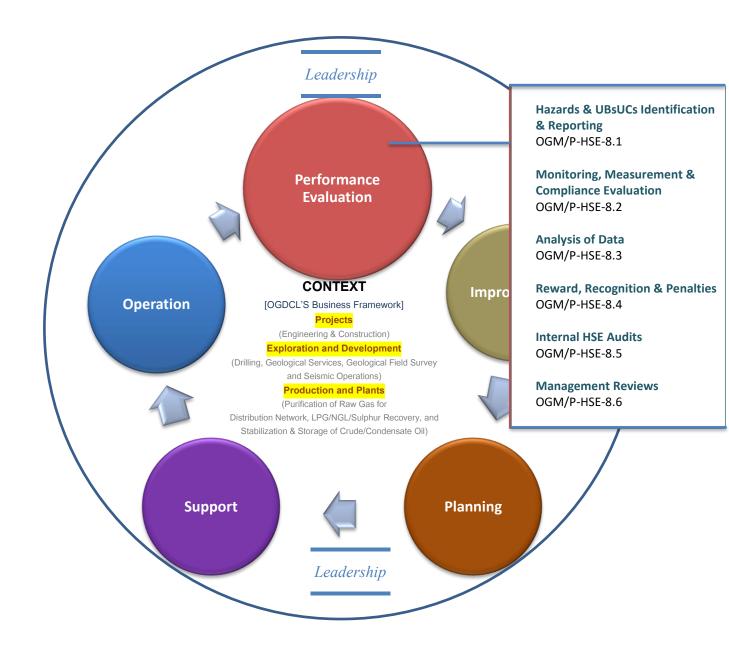
### **Associated Documents**

- STOP Cards
- 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

### **Applicable Documents**







### 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:

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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),
  - o Apply hierarchy of controls for managing hazards &
  - o 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



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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 HSF.
- 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:
  - o Inadequate training.
  - o Non recognition of the hazard or the associated impact.
  - o Impracticality of the official system or procedure.
  - o Unavailability/suitability of safety equipment.
  - o 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		Jan	Operations			
2	First	Feb	Camp			
3		March	Remote			
4		April	Operations			
5	Second	May	Camp			
6		June	Remote			





7		July	Operations
8	Third	Aug	Camp
9		Sept	Remote
10		Oct	Operations
11	Fourth	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 / Number Of Unsafe %age

			haviors	ACHORS	, ,	1401	Condi				/01	uge
	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:
  - a) New CPRs be initiated;
  - b) HSE Impact (Risk) Assessment Register be updated;
  - c) Safety Talks/ Toolbox meetings be improved;
  - d) HSE Inspections and Audits be facilitated further;
  - e) HSE MRC meetings' agenda be extended;
  - f) 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.







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





### OPENIE TOP CARD FOR OGDCL HOUSE ISLAMABAD OPENIE

(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)

☐ General Movement	☐ Visitor/ Guest/	☐ Office: Ergonomics	☐ Meeting, Seminar,	☐ Filing, Material	☐ Manual Handling of
☐ Special Movement	Delegation's Movement	☐ Office: Ambience*	Workshop, Interview	Stacking, Storage	Office Equipment
■ Manual Handling of	☐ Compressor: O&M	☐ Computers/ Laptops	☐ Fire Extinguishers/	☐ Food: Preparation,	☐ Generators: O&M
Heavy Equipment	☐ Boiler: O&M	& Accessories: O&M	Hydrants/ Hoses: O&M	Serving & Washing	☐ Electric Room: O&M
☐ HVAC System: O&M	☐ Elevators: O&M	☐ Electrical Appliances:	☐ Batteries/ Solar Cells:	☐ Janitorial Services:	☐ Suspended Working
☐ AHU System: O&M	☐ Lift Room: O&M	0&M	O&M	O&M	Platform: O&M
☐ Hot/ Work-At-	☐ Tool Room: Handling	☐ Lights/ Fans/	☐ Plumbing Job	☐ Data Center: O&M	☐ Paint Job
Height/ Electrical Job	& Storage	Detectors: O&M	☐ Photocopying: O&M	☐ Data/ Maps Archival	☐ Masonry Job
☐ Server Room: O&M	☐ SDP Centre: O&M	☐ Communication	☐ Facsimile (Fax) Room:	☐ IAQM/ Vehicular	☐ Carpentry Job
☐ IT DR Room: O&M	☐ FM200 Fire Supression	Room/ Services: O&M	0&M	<b>Emissions Monitoring</b>	
☐ Medical Services/	☐ Patients Sampling in	☐ Vaccination/ Blood	☐ Fumigation	☐ Scanners/ Detectors:	☐ Reception
Drugs Supply	Medical Laboratory	<b>Donations/Trade Tests</b>	☐ Disinfection	O&M	☐ Waiting Room
☐ Power Cabling &	☐ Network Cabling &	☐ Fuel: Transport,	☐ Lube Oil & Chemical:	☐ Weapons: Handling	☐ Security: Protection &
Accessories: O&M	Accessories: O&M	Handling & Use	Handling & Use	& Operations	Communication
☐ Wudu (Ablution)	☐ Device Calibration/	☐ Surveillance/	☐ Emergency Handling	☐ Pray/ Leisure/ Rest	☐ Muster Point
Areas/ Washrooms	Testing/ Emergency Drill	Walkthroughs	(Evacuation/ Rescue)	Area or Room	☐ Vehicular Parking

P	PE	Pos	sture	Hazard(s) Exposure		Tools & Equipment		Procedure		Housekeeping	
Safe	Unsafe	Safe	Unsafe	Safe	Unsafe	Safe	Unsafe	Safe	Unsafe	Safe	Unsafe
NSAFE	ACTS/CON	IDITIONS	observed a	nd immediat	e corrective	actions take	n to prevent r	ecurrence:			
NSAFE	ACTS/CON	IDITIONS	observed a	nd immediat	e corrective	actions take	n to prevent r	ecurrence:			

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; 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:

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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

10



### 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 <sub>2</sub> and Water DCP/ CO2 Trolley)	a. Functional Reliability b. Visual Inspection Hydrostatic (Water Jacket)	a. Quarterly b. Weekly	HSE
	CO2 and Water Berry CO2 Holleyy	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	Monthly	HSE
10.	Life Jackets / Boats	Reliability	Daily (On need basis)	Crew In- Charge
11.	Fall Arrest/ Safety Harness	Physical & Functional Reliability	Monthly	HSE/IC Workshop/Mecha nical
12.	Temperature-controlled Medicines' Storage	Physical condition, integrity & Reliability as per Manufacturer Guidelines	Monthly	Medical
		Calibration	Annually (3 <sup>rd</sup> Party)	
13.	Nebulizer, Suction Machines, Glucometer	Physical & Operational Reliability as per Manufacturer Guidelines	Monthly	Medical
		Calibration	Annually (3 <sup>rd</sup> 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



### Performance Evaluation: OGDCL's Integrated HSE System Manual Controlled Copy Do Not Duplicate For Internal Use Only

			Safety Critical Equipment (SC	CE)	
16.	Personnel	Protective Equipment (PPE)	Physical Inspection / Availability	Daily	Every Section HSE
		Pressure Safety Valve	Availability	Monthly	HSE
17.	Pressure Relief	(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	Process/ Prod. Facilities/ Inst./ Telemetry/ Mechanical
18.	Emergenc and Isolati	y Shutdown on	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.	Emergenc	y 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
			Fire / Flame / Smoke Detector	Quarterly (Internal) Annually (Third Party)	
			Heat / Thermal Detector	Quarterly (Internal) Annually (Third Party)	
00	Emergenc	y Shutdown	Combustible Gas Detector	Quarterly (Internal)	Process / Inst./
20.	and Evacu		Toxic Gas Detector	Annually (Third Party)  Quarterly (Internal)	Telemetry
			ESD Push Buttons	Annually (Third Party)  Annually (Third Party)	_
			Associated beacons, horns, and solenoids	Quarterly (Internal) Annually (Third Party	1
			Fired Heaters and Boilers	Monthly (in-house)	
21.	Critical Pro	ocess Systems	Associated instrumentation	Annually (Third Party	Process / Inst./
	Cilical Fic	ACC33 3 9 3 1 C 1 1 3	(combustion safety controls, flame arrestors/ fire-check) and shutdowns	Quarterly (Internal) Annually (Third party)	Telemetry
			Emergency Generators (including switchgear)	Monthly (Internal) Annually (Third Party)	
22.	Emergenc	y Power Systems	Uninterruptible Power Supply (UPS) Systems (including transfer switches)	Monthly (Internal) Annually (Third Party)	Electrical & Inst
			Emergency light panels  Batteries	Monthly (Internal) Annually (Third Party) Monthly (Internal)	-
			Exhaust fans	Annually (Third Party)  Quarterly	
02	Dudlelie e M	and All and the second	HVAC (A/C Units, Air handling units, building heaters, louvers, etc.)	Quarterly	Process/ Electrical/
23.	Building Ve	entilation	Building HVAC Acid and Fume scrubbers	Quarterly Quarterly	Admin/ Lab
			Hood vents (e.g. sample	Quarterly	-
24.	Flexible Ho	oses and Expansion Joints	boxes, laboratory)  Flexible hose (including metal braided hoses, flex rubber hose, elastomer, Teflon,	Quarterly	Mechanical/ PFS
		·	dresser couplings, etc.)  Expansion Joints	Quarterly	
25.		Vessels (containing	Level indication/ ATGS (i.e. level transmitters, level switches, etc.)	Quarterly (Internal) Annually (Third party)	Process/ Production
	tlammable	e or toxic commodities)	Associated components (i.e. alarms, shutdowns, etc.)	Quarterly (Internal) Annually (Third party)	Inst./ Telemetry
			Fire Extinguishers	Monthly /Quarterly	
			Hydrants Automatic Sprinklers	Monthly/Quarterly Monthly	_
26.		ession Equipment & y Medical Services	Fire Pumps/ Water Supply Fire-water Control Valves	Monthly Monthly	HSE/ Process/ Inst.
	Lineigene	,	SCBA/ SABA	Monthly	1
			Fire Lorry / Responder Vehicle Ambulance	Monthly Monthly	Medical
27.	& Muster P	y Alarm System / Siren (Call oints)/ Public ment & General Alarm	Physical Inspection Function Test	Monthly  Quarterly	E&I E&I
20	(PAGA) sys		Physical Inspection	Monthly	Process/ Admin./
28.	Means of E	<u> </u>	Safety showers	Monthly / Annually	HSE/ Lab / Process/
29.	Chemical	Safety Equipment	Eye wash	Monthly / Annually	Production
			Berms, bunds, dikes or walls	Quarterly / Annually	Production/ Process/ Store
30.	Secondar	/ Containment	Drains, sumps, valves and piping for draw-off	Monthly	Process/ Production
50.	occoridal)	Committee	Associated components for safe handling (i.e. safety shields for flanges, pipe joints,	Monthly	Process/ Production, Mech. / Prod. Facilities





		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 Electric General Inspection	Calibration / Functional Reliability Safety Reliability	Situational (Need basis) Quarterly	Process / Inst./ HSE/ Mech/ Elec. 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 <sup>rd</sup> party)	Instrument/ Electrical/ Telemetry/ Mechanical/HSE/ Lab
	Fuel/	Explosives Handling, Storage & Tree Physical Condition (Dyke;	ansportation	
39.	Crude/ Condensate Storage Tank & Associated Equipment	Lightening Arrestor; Breather; Blanketing Gas; Flame Arrestors; Ladders); Foam- Water Deluge System	5 Yearly (3 <sup>rd</sup> Party) Quarterly (Internal)	Production / Process, Prod. Facilities
40.	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
41.	Oil/ LPG Filling Gantry	Foam-Water Deluge System, Calibration of Flow Measurement Equipment (Coriolis meters, weighing bridge, TLAS system)	Monthly (Internal) Quarterly (3 <sup>rd</sup> Party)	Prod./ Process/ Commercial/Inst/T elemetry
42.	Condensate Oil/ Crude Oil/ LPG Bowzer	Physical & Operational Reliability	Daily (if applicable)	Process/ Prod/ Commercial/ Security/ HSE
43.	Odorizing Unit/ Odorization of raw gas with Methyl Mercaptan	Physical Inspection / Availability	Monthly	Process/ Prod.
	, ,	Integrity Assessment (Hardness & Thickness)	Annually (3 <sup>rd</sup> Party)	Production Facilities/ Corrosion
44.	Well-site Pipeline/ Flow line/ Headers	Pipeline Foundation, Nipple, Socket, Weldolet, Threadlet	Quarterly (Internal)	Prod. Facilities/ Mechanical
45.	Explosives Magazine Camp	Corrosion Monitoring Earthing, Safe distance, Fencing, Security	Monthly/ Fortnightly Fortnightly Daily (Surprise)	Corrosion Shooter/ Security HSE
46.	Explosive Transportation	Explosive Vehicle Check	Daily (Mandatory) Daily (Surprise)	Shooter HSE
47.	Explosive Handling	Explosive Vehicles / Field Check	Daily (Mandatory)	Shooter
48.	Explosives Magazine Camp	Earthing, Safe distance, Fencing, Security	Fortnightly Daily (Surprise)	Shooter/ Security HSE
49.	Explosive Transportation	Explosive Vehicle Check	Daily (Mandatory)	Shooter
50.	Explosive Handling	Explosive Vehicles / Field	Daily (Surprise) Daily (Mandatory)	HSE Shooter
50.	Explosive Handling	Check Well Monitoring & Flow	Monthly (Internal)	Well Services/
51.	X-Mass tree & Well Head Assembly	Condition  Down Hole Flow Parameters	Monthly  Annually	Production Well Services/
52.	Down Hole Tubing, Flowline & Plant Piping	& Pressure Survey  Corrosion Assessment	Monthly	Production Production / Prod. Facilities /
		Integrity Assessment	Annually (3 <sup>rd</sup> Party)	Corrosion Process/
53.	Plant Pipeline & Flow line	(Hardness & Thickness) Pipeline Foundation, Nipple, Sockolet, Weldolet,	Quarterly (Internal) as per CM/ PM Plan	Mechanical Process/ Mechanical
		Threadolet Corrosion Monitoring	Monthly / Fortnightly	Corrosion
54.	SSVs/ SSSVs	Calibration/ Functional Reliability	At the time of work-over	Production/ Telemetry
55.	ESD Panel/ WHCP	Calibration / Inspection (Hydraulic Oil Level, etc.)	Quarterly	Inst. / Telemetry
56.	Well site	Environment, Safety & integrity inspection	Quarterly	Production
		Operational Machinery/Equip Physical & Functional		
57.	Electrical Heaters/ Geysers	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.



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	System/ DCS	Transducer, PLC (time/ pressure/ temperature/ volume), Securities, etc.); FM- 200 Suppression System	Annual (3 <sup>rd</sup> 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 <sup>rd</sup> Party) Quarterly (Internal)	Process/ Electrical & Inst.	
69.	Heat Tracing Cable & Insulation System Level Indicator / Transmitter / Switch	Physical & Functional Reliability	Annually	Electrical	
70.	Controller, Temperature Gauges, Pressure Gauges	Functional Reliability	Monthly	Inst./Telemetry	
71.	Chemical Injection Pump	Functional Reliability	Bi-Monthly	Corrosion/ Prod. Facilities Corrosion/ Prod.	
72.	Chemical Injection Package	Functional Reliability	Monthly	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	
7,	Compressed Gas Cylinders	Handling and Storage	Quarterly	Mechanical/ Lab./	
76.	(Operations)	Proof Pressure Test	5 Yearly (3 <sup>rd</sup> Party)	HSE/ Prod. Facilities/ Inst./ Telemetry	
77.	Compressed Gas Cylinders	Handling and Storage	Quarterly	Admin.	
	(Residential)  Rotary Equipment (Turbine, Pump,	Vibration Analysis/ Oil Analysis	5 Yearly (3 <sup>rd</sup> Party) Monthly (Internal) Annual (3 <sup>rd</sup> Party) as per CM/ PM Plan	Mechanical	
78.	Compressor, Power Generator, Turbocharger, etc.)	CO <sub>2</sub> Suppression/ Flooding System (Pressure Test & Solenoid Valve Logic Function & Relevant Components)	Quarterly (Internal) Annual (3 <sup>rd</sup> Party) as per CM/ PM Plan	Inst./ Mechanical/ Process	
		Material Handling & Storag	e		
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 <sup>rd</sup> 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	
	Company Maintained & Hired	Vehicle Fitness	Annually	Admin. / TPT/	
82.	Vehicles	Vehicle Inspection	Daily(Pre-Trip)	Concerned Section	
	Overhead Crane/ Mobile, Truck	Load Test Visual Inspection	Annually (3 <sup>rd</sup> Party)  Pre Use	Mechanical/TET/	
83.	Mounted Crane/ Hoist/ Chain Block/ Lifting Gears	Physical & Operational Reliability	Monthly (Internal)	Mechanical/ TPT/ Prod. Facilities	
84.	Fork lifter	Physical & Operational Reliability	Annually (3 <sup>rd</sup> Party) Monthly (Internal) Pre Use	TPT/ Mechanical/ Store	
85.	Ladders, Stair cases, Scaffolding	Physical	Ladder (Bi-Annually) Scaffold (Periodically)	Process,	
86.	Mechanical Equipment, Parts/ Pipes Storage	Designated Yards/ Racks; Housekeeping; Obstacle- Free; Convenient handling	On every consignment/ Emergent Purchase	Mechanical & HSE 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	



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90.	Seismic Data Processing (SDP) Facility	Data Storage FM-200 Suppression System;			
90.	Seismic Data Processing (SDP) Facility	Fire Extinguishers; Heat,	Annually(3 <sup>rd</sup> Party)	LICE	
	Saismaia Data Internatation (SDI)	Smoke & Fire Detectors;	Quarterly (Internal)	HSE	
91.	Seismic Data Interpretation (SDI) Facility	Alarms Functional Reliability &			
		Condition of Storage Media;	Annually	Exploration	
92.	Technical Data Library (TDL)	Ambience (Humidity, Temperature, Light Intensity)			
	, , ,	astructure / Porta Cabin (Carava	ins)/ Offices / Camps		
93.	Elevator/ Lift	Physical & Operational	As per OEM	Admin./	
70.	·	Reliability Physical & Functional	recommendation As per OEM	Maintenance	
94.	Metal Detector/ Walkthrough Gate	Reliability	recommendation	Security	
95.	X-ray Baggage Scanner	Physical & Functional Reliability	As per OEM	Security	
07	11\/A C S. into no	Boiler; AHU; ADS; Cooling	recommendation  Quarterly (Internal)	Admin./	
96.	HVAC System	Towers	Annual (3 <sup>rd</sup> Party)	Maintenance	
97.	Suspended Work Platform	Integrity/ Load Test / Wire rope condition	Quarterly (Internal) Annual (3 <sup>rd</sup> Party)	Admin./ Maintenance	
	·	Physical Inspection	Monthly/ On need basis	HSE	
98.	Control Room	Structure Integrity; FM-200 Suppression System	Quarterly (Internal) Annual (3 <sup>rd</sup> Party)	Process/Inst./ C&ESS	
	Electric Geysers, Heaters, AC units,	oopprossion dystem	7 timodi (o i diriy)	CGEGG	
	Electrical Fixtures (cords, extension wires, switches, Earthina				
99.	Configuration of Porta Cabins/	Safety Reliability	Quarterly	Admin./ Electrical	
	Metallic Structures etc.)/ Appliances General Inspection				
	ознога пароспот	Leak Detection; Physical		Admin./	
100	Utility (Fuel/ Water) Pinos Linos	Condition (paint; pin holes;	Quarterly (Internal)	Maintenance/ Cam	
100	Utility (Fuel/ Water) Pipes Lines	rust; anchoring, pressure gauges, pressure regulators,	Annual (3 <sup>rd</sup> Party)	Maintenance/works	
		valves condition.)	A OF! !	op	
101	Weapons	Physical & Operational Reliability	As per OEM recommendation	Security	
102	Communication Antenna / Dishes	Physical & Functional	Bi-Annually	Comm.	
	Cury Wires of Communication Towers	Reliability	,	Comm./	
103	Flare stacks etc.	Physical Condition Monitoring  Free from sludge, oil	Annual	Maintenance Process/	
104	Drain Channels & Discharge Points	contaminated effluents	Quarterly	Production	
105	Roofs and Sheds (over equipment)	Physical condition (paint; pin holes; rust; anchoring)	Quarterly	PFS/ Mechanical/ Electrical & Inst.	
	(Over equipment)	Environment Monitoring		Electrical & Irisi.	
		Fugitive Emission & Soil Erosion, Effluent Monitoring	Monthly / Quarterly	Lab.	
	Ponds/ Pits (Evaporation/	Fencing, Leakage/ Leaching/		Process/ Drilling/	
106	Mud/CPI/API/TPI) (produced water), Sewerage Pits	Seepage	Monthly	Well Services/ HSE/	
	Sewerage Fils	QC Checks regarding waste	Before Rig Demobilization	Admin/ C&ESS  Drilling/ Production	
	DC CC Stanks & Fire Fielding	pits treatment & restoration	before kig Demobilization	/ C&ESS/ HSE	
107	DG, GG, Stacks & Fire Fighting Engine, Vehicles	Emissions	Monthly	Lab.	
108	Flare/ Vent	Ambient Air Quality	Annually (3 <sup>rd</sup> Party)	Lab.	
109	Storage/ Loading of Condensate/ Crude Oil	Exposure Levels BTX Volatile Organic Compounds	Bi-Annually	Lab.	
110		Segregation, Labeling,	Monthly	HSE	
110		Storage Condition	,		
111	Heavy or Rotating/Vibrating Machinery/Vehicles	Noise Survey	Plant (Monthly) Vehicles (Bi-Annually)	HSE TPT.	
			. SS. S (D) / WITIOUTLY /	· ·	
112	Sludge from Pipeline and Crude/ Condensate Oil Storage Tanks	Naturally Occurring Radioactive Material (NORM)	As per PNRA requirements	Prod./ Process/ Well Services	
	2.0.0.0.0.0.0.0.0.0.0.0.0.0.0.0.0.0.0.0	Hygiene Monitoring			
		Livolette Monitorino			
113	Drinking Water	Chemical, Physical and	Biannually	Lab.	
		Chemical, Physical and Biological parameters	Biannually	Lab.	
	Food culture analysis	Chemical, Physical and Biological parameters  Microbiological analysis	Annually	HSEQ /Admin/ Medical	
114	Food culture analysis	Chemical, Physical and Biological parameters  Microbiological analysis  Personal Hygiene Inspection	,	HSEQ /Admin/ Medical Medical	
114	Food culture analysis Workforce's Hygiene	Chemical, Physical and Biological parameters  Microbiological analysis  Personal Hygiene Inspection  Cleanliness, hygiene, and quality	Annually	HSEQ /Admin/ Medical Medical Admin/ Medical/ HSE	
113 114 115 116	Food culture analysis Workforce's Hygiene Mess/ Food-handling	Chemical, Physical and Biological parameters  Microbiological analysis  Personal Hygiene Inspection  Cleanliness, hygiene, and quality  Cleanliness, hygiene,	Annually  Monthly  Monthly	HSEQ /Admin/ Medical Medical Admin/ Medical/ HSE Admin/ Medical /	
114 115 116	Food culture analysis  Workforce's Hygiene  Mess/ Food-handling	Chemical, Physical and Biological parameters  Microbiological analysis  Personal Hygiene Inspection  Cleanliness, hygiene, and quality	Annually  Monthly	HSEQ /Admin/ Medical Medical Admin/ Medical/ HSE	
114 115 116	Food culture analysis  Workforce's Hygiene  Mess/ Food-handling  Hygiene Inspection of Camp	Chemical, Physical and Biological parameters  Microbiological analysis  Personal Hygiene Inspection  Cleanliness, hygiene, and quality  Cleanliness, hygiene, fumigation, insecticide spray, etc.	Annually  Monthly  Monthly  Quarterly	HSEQ /Admin/ Medical Medical Admin/ Medical/ HSE Admin/ Medical / HSE/ Camp Maintenance Admin./ Camp	
114 115 116 117	Food culture analysis  Workforce's Hygiene  Mess/ Food-handling  Hygiene Inspection of Camp  Water Tanks	Chemical, Physical and Biological parameters  Microbiological analysis  Personal Hygiene Inspection  Cleanliness, hygiene, and quality  Cleanliness, hygiene, fumigation, insecticide spray, etc.  Cleanliness, hygiene	Annually  Monthly  Monthly  Quarterly  Annually	HSEQ /Admin/ Medical Medical Admin/ Medical/ HSE Admin/ Medical / HSE/ Camp Maintenance Admin./ Camp Maintenance	
14 15 16 17	Food culture analysis  Workforce's Hygiene  Mess/ Food-handling  Hygiene Inspection of Camp  Water Tanks	Chemical, Physical and Biological parameters  Microbiological analysis  Personal Hygiene Inspection  Cleanliness, hygiene, and quality  Cleanliness, hygiene, fumigation, insecticide spray, etc.  Cleanliness, hygiene  Cleanliness, hygiene	Annually  Monthly  Monthly  Quarterly  Annually  Annually	HSEQ /Admin/ Medical Medical Admin/ Medical/ HSE Admin/ Medical / HSE/ Camp Maintenance Admin./ Camp	
1114 1115 1116 1117	Food culture analysis  Workforce's Hygiene  Mess/ Food-handling  Hygiene Inspection of Camp  Water Tanks  Soak Pits	Chemical, Physical and Biological parameters  Microbiological analysis  Personal Hygiene Inspection  Cleanliness, hygiene, and quality  Cleanliness, hygiene, fumigation, insecticide spray, etc.  Cleanliness, hygiene  Cleanliness, hygiene  *Workforce's Health Monitorial	Annually  Monthly  Monthly  Quarterly  Annually  Annually	HSEQ /Admin/ Medical Medical Admin/ Medical/ HSE Admin/ Medical / HSE/ Camp Maintenance Admin./ Camp Maintenance Admin./ Camp	
14 15 16 17 18	Food culture analysis  Workforce's Hygiene  Mess/ Food-handling  Hygiene Inspection of Camp  Water Tanks	Chemical, Physical and Biological parameters  Microbiological analysis  Personal Hygiene Inspection  Cleanliness, hygiene, and quality  Cleanliness, hygiene, fumigation, insecticide spray, etc.  Cleanliness, hygiene  Cleanliness, hygiene  *Workforce's Health Monitori  Trade Tests (e.g. Audiometry,	Annually  Monthly  Monthly  Quarterly  Annually  Annually	HSEQ /Admin/ Medical Medical Admin/ Medical/ HSE Admin/ Medical / HSE/ Camp Maintenance Admin./ Camp Maintenance Admin./ Camp Maintenance	
14 15 16 17 18	Food culture analysis  Workforce's Hygiene  Mess/ Food-handling  Hygiene Inspection of Camp  Water Tanks  Soak Pits  Category-1: Individuals who have high potential of direct & frequent exposure of Noise, Welding, Grinding,	Chemical, Physical and Biological parameters  Microbiological analysis  Personal Hygiene Inspection  Cleanliness, hygiene, and quality  Cleanliness, hygiene, fumigation, insecticide spray, etc.  Cleanliness, hygiene  Cleanliness, hygiene  *Workforce's Health Monitorial	Annually  Monthly  Monthly  Quarterly  Annually  Annually	HSEQ /Admin/ Medical Medical Admin/ Medical/ HSE Admin/ Medical / HSE/ Camp Maintenance Admin./ Camp Maintenance Admin./ Camp	
114 115	Food culture analysis  Workforce's Hygiene  Mess/ Food-handling  Hygiene Inspection of Camp  Water Tanks  Soak Pits  Category-I: Individuals who have high potential of direct & frequent exposure of Noise, Welding, Grinding, Cutting, Chemicals and Oil	Chemical, Physical and Biological parameters  Microbiological analysis  Personal Hygiene Inspection  Cleanliness, hygiene, and quality  Cleanliness, hygiene, fumigation, insecticide spray, etc.  Cleanliness, hygiene  Cleanliness, hygiene  *Workforce's Health Monitori  Trade Tests (e.g. Audiometry, Spirometery, Vision Testing,	Annually  Monthly  Monthly  Quarterly  Annually  Annually	HSEQ /Admin/ Medical Medical Admin/ Medical/ HSE Admin/ Medical / HSE/ Camp Maintenance Admin./ Camp Maintenance Admin./ Camp Maintenance	
1114 1115 1116 1117 1118	Food culture analysis  Workforce's Hygiene  Mess/ Food-handling  Hygiene Inspection of Camp  Water Tanks  Soak Pits  Category-I: Individuals who have high potential of direct & frequent exposure of Noise, Welding, Grinding, Cutting, Chemicals and Oil  Category-II: Food Handlers, Cooks, Bearers, Launderer, Barber, Janitorial	Chemical, Physical and Biological parameters  Microbiological analysis  Personal Hygiene Inspection  Cleanliness, hygiene, and quality  Cleanliness, hygiene, fumigation, insecticide spray, etc.  Cleanliness, hygiene  Cleanliness, hygiene  *Workforce's Health Monitori  Trade Tests (e.g. Audiometry, Spirometery, Vision Testing,	Annually  Monthly  Monthly  Quarterly  Annually  Annually	HSEQ /Admin/ Medical Medical Admin/ Medical/ HSE Admin/ Medical / HSE/ Camp Maintenance Admin./ Camp Maintenance Admin./ Camp Maintenance	
1114 1115 1116 1117 1118 1119	Food culture analysis  Workforce's Hygiene  Mess/ Food-handling  Hygiene Inspection of Camp  Water Tanks  Soak Pits  Category-I: Individuals who have high potential of direct & frequent exposure of Noise, Welding, Grinding, Cutting, Chemicals and Oil  Category-II: Food Handlers, Cooks,	Chemical, Physical and Biological parameters  Microbiological analysis  Personal Hygiene Inspection  Cleanliness, hygiene, and quality  Cleanliness, hygiene, fumigation, insecticide spray, etc.  Cleanliness, hygiene  *Workforce's Health Monitori  Trade Tests (e.g. Audiometry, Spirometery, Vision Testing, etc.)  LFT, HAV, HBV, HCV, Stool DR	Annually  Monthly  Monthly  Quarterly  Annually  Annually  Annually	HSEQ /Admin/ Medical Medical Admin/ Medical/ HSE Admin/ Medical / HSE/ Camp Maintenance Admin./ Camp Maintenance Admin./ Camp Maintenance	
1114 1115 1116 1117 1118 1119	Food culture analysis  Workforce's Hygiene  Mess/ Food-handling  Hygiene Inspection of Camp  Water Tanks  Soak Pits  Category-I: Individuals who have high potential of direct & frequent exposure of Noise, Welding, Grinding, Cutting, Chemicals and Oil  Category-II: Food Handlers, Cooks, Bearers, Launderer, Barber, Janitorial staff	Chemical, Physical and Biological parameters  Microbiological analysis  Personal Hygiene Inspection  Cleanliness, hygiene, and quality  Cleanliness, hygiene, fumigation, insecticide spray, etc.  Cleanliness, hygiene  Cleanliness, hygiene  *Workforce's Health Monitori  Trade Tests (e.g. Audiometry, Spirometery, Vision Testing, etc.)	Annually  Monthly  Monthly  Quarterly  Annually  Annually  Annually	HSEQ /Admin/ Medical Medical Admin/ Medical/ HSE Admin/ Medical / HSE/ Camp Maintenance Admin./ Camp Maintenance Admin./ Camp Maintenance	



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123	Category-IV: 40 – 49 Years (if not covered above)	CBC, SGPT, FBS	Annually	Medical
124	Category-V: 50 – 59 Years (if not covered above)	CBC, FBS, LFT, Creatinine, UDR, BMI, Chest X-Ray, Cardiac Screening, PSA/ Mammography	Annually	Medical
125	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
126	Category-VII: Promotion cases for EG-VI & above	Psychoanalysis	At the time of promotion	Medical

<sup>\*</sup>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.

- 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 meeting

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

- OH, S, & E Monitoring Plans shall be developed by the concerned Sectional InCharges for the areas, activities, operations and processes under their iurisdiction.
- 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 followup remains in place.

<sup>\*</sup>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:

<sup>(</sup>a) Medically suitable/ Fit for the existing job

<sup>(</sup>b) Not-fit for the existing job/ Job be rotated/ Changes in workplace be made

<sup>(</sup>c) Specialized treatment/ Surgery/ Counselling advised (d) Further investigation advised and referred to Medical Board

<sup>\*</sup>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:

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.

REVIEWED BY	APPROVED BY
	REVIEWED BY

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

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### 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

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### 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		Schedule										
Department	(Trade-wise)	Jan	Feb	March	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
			V.										

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

Consulted By Reviewed By Approved By Prepared By Signature Location In-Charge HSE Signature Location Medical In-Charge Signature Location In-Charge Signature Members – Location HSE MRC

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
  - o # 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
  - o # of times emergency shutdown valves found stuck or jammed
  - # of times blockages found in the process vent
- e) Related to Work Permits (Hot & Cold)
  - o Corrective Jobs
  - Breakdown Jobs
  - o Prevent. Maintenance
- f) Laboratory Analysis of Products (oil; gas; LPG, etc.)
- g) Related to Energy Consumption & Conservation (for primary usage, makeup or loss)
  - Power
  - o Fuel
  - Lubricating Oil/ Grease
  - Water
  - Light
  - o Chemicals
    - pH Stabilizing Additives
    - Scale Inhibitors
    - Oxygen Scavengers
    - Corrosion Inhibitors
    - Scale Dispersants
    - Anti-Bacterial agentsAnti-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
- 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
- a) Related to Recordable Injury Cases
  - Restricted Workday Injuries
  - Lost Workday Injuries
  - Medical Treatment Cases
- e) Related to Occupational Health Illnesses
  - Occupational Illnesses
  - o 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
  - o 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: \_

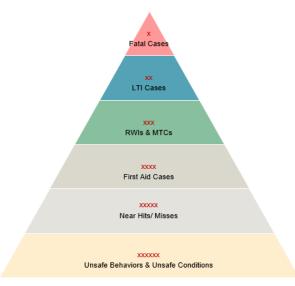
HSE KPI	Formula	Benchmark	Score	Deviation
Fatality Index (Corporate)	(Number of Fatalities due to work related injuries) / (Total hours worked) × 1,000,000*			
Reportable Injury Cases	LTIs + RWIs + MTCs			
LTIF (Corporate)	(Number of Fatalities + LTIs) / (Total hours worked ) × 1,000,000*			
TRICF (Corporate)	(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.



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



atal Cases LTI Cases RWIs & MTCs Near Hits/ Misses Unsafe Behaviors & Unsafe Conditions

OGDCL's Performance

Contractors' Performance

### **HSE Leading Performance Indicators**

For Year 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. Occupational Health Assessments: Fitness for work assessments aim those employees who are exposed to hazards directly and may require due attention & care. HSE Meetings:
HSE Meetings are the salient feature of OGDCL as performance on PDCA cycle of each Unit is discussed for availing improvement opportunities. UBUCs/ STOP Cards: OGDCL STOP card system involves observing unsafe behaviors & conditions and intervening on-spot to prevent injuries and occupational illnesses in the workplace. Leak Detection And Repair Surveys help address fugitive emissions and leakages. Rewards & Recognitions:

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

Drills remain a vibrant part of our preparedness towards emergencies to ensure timely response. Risk Assessments: Hazards identification and risk assessment helps in making workplaces safe through proactive decision making **HSE Awareness Sessions:** OGDCL is focused on capacity building through in-house Safety/Toolbox Talks: Pre-job discussions regarding job and site based hazards and control measures. training resources. Personnel Participated: **O** Competence enhancement is key element for OGDCL's HSE Management System. 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. **HSE Audits:** Internal and external HSE Audits are to seek compliance w.r.t. OGDCL's HSE Management System and ISO standards. Leading Indicators Management Walk Around: **Hazard Hunt Programs:** MWA are for Top/ Line Management/ HODs to identify potential hazards and to highlight the potential harm along with suggestions to manage the situation. HHPs are for workforce members to identify potential hazards and to highlight the potential harm along with suggestions to manage the situation Hazardous Waste Disposal: OBM drill cuttings, wastewater and process waste is hazardous due to substantial / potential threats to health and environment and hence is safely disposed EIA/ IEE Studies: **Ambient Air Quality Monitoring:** Systematic, long-term assessment of pollutant levels by measuring the concentration and types of certain pollutants in Environment studies are regulatory requirement to monitor baseline data to minimize and avoid adverse impacts of project on environment nding indoor/ outdoor ai



### MONTHLY HSEQ REPORT

OGF-HSE-038(15)

Name of Onit							,	.ocali	OH /	Site.							-0									
For The Mont	h Of		164			_ Y	ear_		-,																	
Item	Ja	an	F	eb	Ma	rch	Α	pr	М	ay	Ju	ne	J	ul	Αι	Jg	Se	pt	0	ct	N	ov	D	ec	Year	ly
O=OGDCL C=Contractor	0	С	0	С	0	С	0	С	0	С	0	С	0	С	0	С	0	С	0	С	0	С	0	С	0	С

Item	Ji	an	F	eb	IVIa	rcn	A	pr	I M	ay	Ju	ne	J	ul	Αl	ıg	Se	ept	0	ct	N	ov	יט	ec	Year	iy
O=OGDCL C=Contractor	0	С	0	С	0	С	0	С	0	С	0	С	0	O	0	С	0	С	0	О	0	С	0	С	0	С
Manpower																										
Hours Worked																										
Vehicles																										
Mileage																										
THE R. LEWIS CO., LANSING, MICH. 49-14039.		-	THE PARTITION OF THE PA																							

### **ENVIRONMENT STATISTICS**

	INI STATIST		le-	F-4	17	Δ	NA	le:	1.0	A	C	0-4	NI	D	Vab
	em	Unit	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly
Energy Demand (		MW-HR											-		
Oil used for Power		Ltrs.											ļ		
Gas used for Pow		mmscf											<b> </b>		
Gas Flared due to		mmscf													
Fuel (Diesel) cons	sumed by Vehicles	Ltrs.													
	Flare	Tons													
CH <sub>4</sub>	Vent	Tons												c sy	
0114	Generators	Tons													
	Total	Tons													
	Flare	Tons													
	Vent	Tons													
CO <sub>2</sub>	Generators	Tons													
950	Vehicles	Tons													
	Total	Tons													
	Flare	Tons													
	Vent	Tons													
Other HCs	Generators	Tons													
	Vehicles	Tons													
•	Total	Tons											<u> </u>		
	Flare	Tons													
900 M M M M M M M M M M M M M M M M M M	Vent	Tons											<b> </b>		
Sulphur (H <sub>2</sub> S/	Generators	Tons			<b>-</b>								<del>                                     </del>		
SO <sub>X</sub> )	Vehicles	Tons				_							<b>-</b>		
	Total	Tons											-		
				_							_				
	Flare	Tons								-					
NE MO	Vent	Tons		_		_				-					
Nitrogen (NOx)	Generators	Tons								_					
	Vehicles	Tons													
200 200 200 200 200 200 200 200 200 200	Total	Tons													
COD	Sewage	mg/ltr.													
BOD	Sewage	mg/ltr.													
TDS	Produced Water	mg/ltr.													
TSS	Produced Water	mg/ltr.													
Chlorides	Produced Water	mg/ltr.													
Oil & Grease	Produced Water	mg/ltr.													
Chemicals	Drilling/ Process	Ltrs.													
Consumed	Well Site/ Header	Ltrs.													
	Process	Ltrs.													
Water	Utilities	Ltrs.													
Consumption	Drinking	Ltrs.													
	Total	Ltrs.											Ì		
Disposal of Effluents	Produced Water	Ltrs.													
Hazardous	Process	Kg.			i –							İ			
Waste (Disposal)	Biological	Kg.													
Non-Hazardous W	Vaste (Disposal)	Kg.													
	Produced Water	Ltrs.											1		
Spills	Crude Oil	Ltrs.											l -		
Opina	Chemical	Ltrs.											<b>-</b>		
Leak Detection	Leak Points	Nos.			$\vdash$	<del>                                     </del>			<del>                                     </del>			<b>—</b>	<del>                                     </del>		
	LUAN FUIILS				<b>—</b>	$\vdash$			_		<del>                                     </del>	<b>—</b>	<del>                                     </del>		
	Gross Savings		ı					-	<b>-</b>			-	<b> </b>		
And Repair	Gross Savings	scf	1							1					1
And Repair Waste Pits:	Gross Savings Hazardous	Nos.								_				_	
And Repair	Hazardous Non-Hazardous	Nos.													
And Repair Waste Pits: Restored (Rehabilitated)	Hazardous Non-Hazardous This Season	Nos. Nos.													
And Repair Waste Pits: Restored	Hazardous Non-Hazardous	Nos.													

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

Page 1 of 3





#### SAFFTY STATISTICS

SAFE	SAFETY STATISTICS																										
	Item	Ja	an	F	eb	Ma	rch	Α	pr	M	ay	Ju	ne	٦	ul	A	ug	Se	pt	0	et	Ν	ov	D	ec	Year	ly
O=OGE C=Cont		0	С	0	С	0	С	0	С	0	С	0	С	0	С	0	С	0	С	0	С	0	С	0	С	0	С
Lost Wo	ork Days																										
	an Hours																										
Risks	High																										
Update	Medium																										
16	Low															Ш			$\Box$								
MOC Ca															L	Ш											
	NG INDICATORS																										
Fatal	Injury Cases		ſ	Г		_	r	Г			Г				1												
	ent Partial																										
	ent Total																										
Lost Wo																											- T
	ed Workday																										
	Treatment																										
First Aid	d Cases																										
	amage Cases																										
	Equipment																										
Earth M Machine																											
Vehicle																											
Building										$\vdash$																	
	mental Concern (	Case.	s	•						•					•												
Fire																											
Spill																											
Leakag																											
	Safety Cases (F	ailure	es/Fa	aults/	Malfu	nctio	ns/Bl	ockaç	ges/J	lamm	ing)																
Interloc			_				_							_													
F&G De			-				_			_		_															
Supply	uptible Power																										
	evices/ Vents						1																				
ESD	- 1.0 - 2.0																										
Loss (in	Revenue																										
US \$)	(Production) Asset (Repair/									_		-															
due to	Replacement)																										
incidents																											
LEADIN	IG INDICATORS		d.							_			4			ш				_							
Near Hi			Г	Г	Г		1	Г		Г																	
STOP	Unsafe Conditions									İ																	
Carde	Unsafe Behaviors															П											
3955400000000000	# of Tours		-													$\vdash$			$\vdash$								
	JC Reported															$\Box$											
Program																											
Fire Dri																											
	mergency Drills																										
Awaren	ess Sessions															Ш											
D. W.	Officers			_		_		_	$\vdash$		_	<u> </u>			_	Ш			$\square$							-	
Participan	ts Staff Visitors			<u> </u>		$\vdash$	-		$\vdash$	$\vdash$				_	H-	$\vdash$			$\vdash$								
Safety/	Toolbox Talks		-	$\vdash$		$\vdash$	<del>                                     </del>		$\vdash$	$\vdash$		<b>—</b>			$\vdash$	$\vdash$	<u> </u>		$\vdash$					$\vdash$		-	
	Pending									$\vdash$						H			$\vdash$								
	Total																										
	: Corrective																										
Jobs	200																										
	: Breakdown Job															ш											
	: PM Jobs		_							<u> </u>																	
Reward		, W	man Lill	l enic=:	od :				Landa In	und to			infl.			do	·	nd	blat.	m = 11	tio - 1		he.				
agging ind	icators are typically	out	put'	orient	ea, ea	sy to	meas	sure b	out na	rd to	mpro	ve or	influe	епсе е	.g. Inci	aents	relat	ed sta	LISTICS	, pollu	tion le	oaa, e	EC.				

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

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

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

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

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

Page 2 of 3



OCCUPATIONAL HEALTH STATISTICS

OCCOPATION	AL HEALH	1017	1101	100											
Item		Unit	Jan	Feb	March	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly
Total Patients	OGDCL	No.													
visited Dispensary	Community	No.													
Occupational Health Dispensary (Med. Re		No.													
Epidemic/ Pandemic Dispensary (Med. Re		No.													
Employees Undergone OH	Officers	No.													
Assessment (Fitness Tests)	Staff	No.													
Kitchen Staff Underg Assessment	one OH	No.													
Employees Hospitalia	Employees Hospitalized														
Employees Quarantin	No.					6									
Employees Job Rota Problems	No.														

Monthly Log of Incidents

Stamp of Field HSE In-charge and Signature

, 0,,,,	onany Log or moracina													
#	Date & Time	Incident Type	Short Description	Reason (Cause)	Action Taken To Avoid Recurrence									
				•										

Monthly Log of HSE Awareness/ Training Sessions

	,	g cccc	v-								
#	Date & Time	Title	Facilitator/ Instructor	Venue/Institute	Number of Participants						
Exte	External or Outsource Trainings/ Sessions										
Onsi	te/Internal Trainings/	Sessions									

Monthly Log of HSE Reward and Recognition

111011	many Log of fior Neward and Necognition														
#	Name & OG/S #	Design.	Type of Award	Amount	Month	Description of Contribution towards HSE System Improvement									
					×										

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

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

Page 3 of 3

Stamp of In-charge Location and Signature

Date:

### 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	Maximum of Three Per Month	PKR 2,000	Location IC & Location HSE IC
HSE Champion of the Month Award	One per Month	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	Annual	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:

le following enginimy efficience.			Exar	mples c	of <b>Depa</b>	rtments	s (Secti	ons)	
	Benchmark	Production	Process	Mechanical	Electrical	Instrumentation	QC / Lab.	Medical	Stores/ MMD
Near hits & UBUC reported									
Inspections Performed									
Awareness Sessions Attended									
Toolbox Talks Conducted									
HSE MRC meetings Attended									
%Personnel Undergone OH /									
Fitness Assessment									
Emergency Drills Attended									
HSE	Score								

### 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:

		Locations							
	Benchmark	Location A	Location B	Location C	Location D	Location E	Location F	Location G	Location H
	·		Resul	ts					
Fatalities									
LTIs (LWIs)									
Leakages & Spills									
			Progro	ım					
Trainings									
Inspections									
Audits									
			Cultu	re					
Near Hits									
UBUC									
Safety Talks									
Н	SE 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

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### 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

0	E	2	1	Definitions
×	^	_5		1)Atinitions

3.1 Deliminons				
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:

O 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	5.0
Implementation is there but documents partially in place	
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
Α	Excellent Compliance Level	0000	More than 75 Percent
В	Good Compliance Level	000	60 – 75 Percent
С	Average Compliance Level	00	45 – 59 Percent
D	Poor Compliance Level	<b>©</b>	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;

<u>Risk</u> Exposure	Risk Classification	<u>Preferred Sites</u>	<u>Audit</u> <u>Frequency</u>
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.	<ul> <li>Production         <ul> <li>Fields/ Gas</li> <li>Processing</li> <li>Plants</li> </ul> </li> <li>Drilling Rigs</li> </ul>	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.	<ul> <li>Seismic Parties</li> <li>Engineering         Field Parties</li> <li>Field Gathering         Construction         Party</li> </ul>	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.	<ul> <li>OGDCL House</li> <li>Medical Centers</li> <li>OGTI</li> <li>G&amp;R Labs.</li> <li>Workshops</li> <li>Base Stores</li> </ul>	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.
- o 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.
- o 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

- o 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:



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	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.			
	Journey Management OGM/P-HSE-7.4			
	Framework For Hydrogen Sulfide Management OGM/P-HSE-7.5			
	Management of Project Contractors & Service Companie 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	UBUC (Hazards) Identification & Reporting OGM/P-HSE-8.1			
Evaluation	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:

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Audi	Grade & Star Rating	Action Required		
A	Excellent Compliance Level	<ul> <li>Location securing Excellent (Grade) shall be recommended for Annual Best HSE Location of the Directorate Award.</li> <li>Respective GM shall nominate a suitable operational representative to develop an Action Plan to address the audit findings and closeout within 06 months.</li> </ul>		
В	Good Compliance Level	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.		
С	Average Compliance Level	Respective ED shall nominate an Officer (not below the		
D	Poor Compliance Level	rank of Manager) to develop an Action Plan to address the audit findings and closeout within 03 to 06 months.		

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:

#	<b>Audit Finding</b> (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:

#	<b>Audit Finding</b> (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 followup 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)

п	N	OG	Posted at	HSE Auditor Training  Date (when attended) Name of Institute & Instruct	
#	Name/ Designation	Number	(Location)	Date (when attended)	Name of Institute & Instructor
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Ref. Section 08 (Performance Evaluation) of OGDCL's Integrated HSE System Manual



# Oil & Gas Development Company Limited ANNUAL INTERNAL HSE AUDIT PLANNER FY\_\_\_\_\_\_

# (Auditee) (Auditor) Members Audit (days) Actual Jan Follows Jan Follows Audit (days) Actual Jan Follows Actual Planned Actual Planned Actual Planned Actual Planned Actual	Feb Mar	Aprl	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
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Actual										
Prepared by: Approved by:										
Date: Date:	Date:									

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

Aı	udit #:	Audit Dates/ Man-Hours:
AI	udit Scope:  Well Site Operations Production Engineering Separation, Dehydration Sulfur Recovery LPG Recovery Crude Oil Storage & Dispatch/ Marketing Maintenance (Mechanical, Electrical, Instrument) HSE & Medical Services Quality Control/ Metering Raw Material, Spare Parts, etc.,	Audit Criteria:  Solution: ISO 14001:2015 Solution: ISO 45001:2018 Solution: OGDCL's Integrated HSE System Manual
Le	ead 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
				Leadership
				Planning
				Support
				Operation
				Performance Evaluation
				Improvement
		BRI	EAK	
				Leadership
				Planning



# Performance Evaluation: OGDCL's Integrated HSE System Manual Controlled Copy Do Not Duplicate For Internal Use Only

	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
ı	BREAK
	Leadership
	Planning
	Support
	Operation
	Performance Evaluation



# Performance Evaluation: OGDCL's Integrated HSE System Manual Controlled Copy Do Not Duplicate For Internal Use Only

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

Prepared by:	Reviewed by:	Approved by:
		- April 1 and 1 and 1
	(Lead Auditor)	Manager (HSEQ)
(Internal HSE Auditor)		
Date:	Date:	Date:





OGF - HSE - 042(02) Standardized HSE Audit Checklist

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Competence & Awareness OGM/P-HSE-6.1

Based on TNA, is Annual HSE Training and Awareness
31. Planner developed considering all essential HSE topics, and disseminated to all concernations.

#### Standardized HSE Audit Checklist

				PLAN (46 Que	estions)			
		80 			Pating		1	
*	AGE MS Elevans	Not Applicable	Decumentation and implementation is totally absent.	Documentation is cartially available but not compressly (implemented	Documentation is considerely was table to the study make the presentation of the study make the study and the study and the study and the study make the study and the study in the mental of the study in the study	Josus untason ili implementation is in plose to a longer extent	Dos. mentation and implementation is fully in place.	Finding and Comments (Vin securacy Joeds arms (secured)
	Rating		0	2.5	5	7.5	10	
HSE 8	& RM Policy Statements OGM/P-HSE-4.1							
1.	Are HSE/ Risk Management Policies available and understood/ communicated for compliance?							
Lifesa	iving Golden Rules/ Fatality Control Policy Guidelines OGM/P-I	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?							
Proce	ss 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), made part of Root Cause Analysis and discussed in HSE MRC meetings?							
Roles	, Responsibilities, Accountabilities, and Authorities OGM/P-HS	E-4.4		***	**			
5. 6.	Is line management and workforce aware of their HSE roles, responsibilities, accountabilities and authorities? 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 mock-up drill plan prepared, approved and exercised? Is updated record of Emergency Drill Reports available?							
10.	Is an authentic Head Count System established for rescue operations during emergency situations?							
11.	Are First Aid Boxes available & maintained at all pertinent places?							
12.	Are validation tests of emergency detection & response system /equipment performed at a prescribed frequency?							

OGF - HSE - 042(02) Standardized HSE Audit Checklist

Standardized HSE Audit Checklist

| Table of Energopery (Dill, Is Location Energopery Proposed and ERP) discussed in the process of the Communication of the process of the Communication of the Commu

Page 2 of 8

OGF - HSE - 042(02) Standardized HSE Audit Checklist

				Standardized HSE Audit Checkli
0	(the energy	Standardized HSI	E Audit Checklist	
32.	Do the selection of training facilitators/ instructors consider some eligibility criterion?		Ĩ Ì	
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 effectiveness of HSE Trainings/ Awareness Sessions evaluated to oversee their intended purpose/ utilization?			
36.	Are site visitors, guests, etc. provided formal HSE induction and record kept?			
Com	nunication & Consultation OGM/P-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 distributed to Purchasers?			
41.	Are updated copies of applicable MSDSs distributed to Store, Medical, HSE and User's Sections and contents therein properly communicated?			
42.	Are Pipeline, Vessels and Lifting-gears color coded and labeled?			
13.	Are assured 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?	* * * * * * * * * * * * * * * * * * *		
Docu	mented Information OGM/P-HSE-6.3			
45.	Is Documented Information controlled (i.e. prepared, reviewed, updated, approved, and distributed)?			
Cont	rol of Records OGM/P-HSE-6.4			-
46.	Are documents reference numbering, approval & issuance, record keeping, retention and disposition being carried out?			
	SUB SCORE	***	**	







OGF - HSE - 042(02) Standardized HSE Audit Checklist

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#### Standardized HSE Audit Checklist

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	Rebing		ti ti	2/5	5	7.5	10	
Opera	ational 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?							
Perm	t to Work System OGM/P-HSE-7.2							
50.	Are Work Permits easily accessible during normal conditions, emergencies, SIMOPs, 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, complied upon, closed out and record maintained?							
57.	Are PTW audits conducted and outcome of these audits actioned?							
58.	Are our employees and contractors' employees regularly trained on PTW system?							
Hand	ing, 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, handing over and disposal maintained? Disposal sites crosschecked/ verified?							

Page 4 of 8

OGF - HSE - 042(02) Standardized HSE Audit Checklist

# Are employees trained in waste management techniques/ methodologies? Journey Management CORM/P-16E-17 4 63. If Sourney Management Plan developed, made available in voletiles and record maintained? Are all applicable operational controls checked and made available; in vehicles and record maintained? Are all applicable operational controls checked and made available; ensured before journeys Are controls for the high security journeys in place? 6. Are diversely competence and fitness assured through trainings and maintaining? Framework for Hydrogen Sulfide (H:S) Management-7.5 66. Its location categorized w.r.f. Framework for Hydrogen Sulfide (H:S) Management and protective emergency controls available and in healthy condition? 67. Contractors available and in healthy condition? 68. Die Contractors bound Contractors & Service Companies OGM/P-169. 69. Die Contractors Service Companies managed through overseing their compliance toward Hist protocols? 70. Are Contractors & Service Companies recognized through their compliance toward Hist protocols? 71. Die all Sections prepare and update PRF Heed 72. Die all Sections prepare and update PRF Heed 73. Assessment Marrix and maintain record? 74. On PRF Lee Safety Speciales/Glasses; Face Protection, Standardized HSE Audit Checklist 71. Da all Sections prepare and Update PR-Need Assessment Matter and maintain secrot? Da PPE I.e. Safety Spectacle/Gissess- Face Protection, Respiratory Protection, Hearing Protection, Cothing, Head Protection, Hand Protection, Fall Protection, Protective Footwear meets technical regularisments? Does PPE issuance, cleaning & maintenance, disposal master excuriements? Doeself Source, dearing & maintenance (algorish Doeself Source, dearing & maintenance (algorish Is adequate PE stuck available to cater for employees, contractors and visitors? Is color coding for hard helmets and coverall followed? Is workforce trained in use of PPE? 18. workforce trained in use of PPE? Framework For Site Restoration OGM/P-HSE-7.8 Are treatment and restoration cases for hazardous/ non-hazardous steep. Ints initiated and processed? Is well size handing over taking over carried out and record maintained? Is QC for treatment at restoration performed and record Are employees trained in handling, treatment and disposal of hazardous/ non-hazardous materials and waste? SUB SCORE

OGF - HSE - 042(02) Standardized HSE Audit Checklist



## Standardized HSE Audit Checklist

				CHECK (25 Que	stions)			
				<u>ita</u>	ting			
å	sellë Mil Berranë	No. Applicable	Doc, mentation and imperimentation and imperimentation in totally aspent	Documentation is part dily evalubre but not considerly implementes	Decumentation is completely and this completely and this but partially important or the completely and the completely are completely and the completely are completely and the completely are completely implemented.	Documentation 9 replacementations a place to diarger extent	Documentation and impersentation is fully in proce	Findings and Comments (Into scientifies sheets where recurred)
	Rating		0	2-5	5	7.5	10	
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?			C.		2		
84.	Are personnel trained in how to use STOP cards?							
Monit	oring, 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 CPRs initiated for the deviations and corrective actions followed up?							
92.	Are HSE objectives set for the deviations and progress followed up?							
Analy	sis 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





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OGF - HSE - 042(02) Standardized HSE Audit Checklist

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95.	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?	
Rewa	rd, Recognition & Penalties OGM/P-HSE-8.4	
96.	Is the reward and recognition system known and followed in letter & spirit?	
Inter	nal HSE Audits OGM/P-HSE-8.5	
97.	Are Internal HSE Audits planned and conducted?	
98.	Are Internal HSE Audit Teams trained/ certified and the list of location's qualified Internal HSE Auditors maintained?	
99.	Are Internal HSE Audits findings referred to all concerned for developing Action Plan?	
100,	Are Internal HSE Audits findings effectively closed out?	
Mana	gement Reviews OGM/P-HSE-8.6	
101.	Are quarterly HSE Management Reviews conducted?	
102.	Are Agenda and Minutes of HSE MRC Meetings timely circulated to all concerned for necessary actions?	
103.	Does each Section reflect its own HSE Performance (through Presenting Section's PDCA Cycle) in HSE MRC Meetings?	
104.	Are HSE MRC meetings decisions followed up?	
105.	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?	
	SUB SCORE	2 E 22 V 12 A

Page 7 of 8

OGF - HSE - 042(02) Standardized HSE Audit Checklist

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### Standardized HSE Audit Checklist

				ACT (13 Quest	ions)			
				Ba	èna			
A	HSE AS Section	No. Applicable	Documents for and implements for its documents to totally a poent	Documentation is part 3ly wealth's but not completely implemented	Documentation is completely available to the property and table to the property and the pro	Documentation illinging replace and arger sattent	Documentation and implementation is fully in place	Elidings and Dominions. (Into socialize objects where incurring)
	Reting		b	2.5	5	7.5	10	
Oppor	tunities For Continual Improvement OGM/P-HSE-9.1							The state of the s
106.	Are Corrective Preventive Actions (CPRs) initiated and processed?							
107.	Are root cause analysis (RCA) of near hits/ misses carried out, reported and discussed using CPRs?							
108.	Is CPR Log maintained and updated?							
Manag	gement of Change OGM/P-HSE-9.2							
109.	Are Engineering Changes Request (ECR) made for modification jobs? Are records of these changes available and maintained?							
110.	Is an ECR Committee formulated in the field?							
111.	Does the ECR Committee conduct Monthly ECR Reviews and record minutes?							
112.	During post incident scenarios, are Emergency ECR meetings convened?							
113.	Are personnel trained on MOC procedure?							
Incide	nt Investigation OGM/P-HSE-9.3			28.	***			
114,	Are Preliminary Incident Reports timely submitted to head office?							
115.	Are investigation conducted as per criterion?							
116.	Are investigation reports developed using the standard template?		- To					
117.	Are lessons learned (Safety Alerts) shared with all concerned and they understand how to avoid recurrence?							
118.	Is workforce trained on incident investigation protocol?							
	SUB SCORE		20		·			



OGF - HSE - 043(01)



# **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:	Percentage Compliance:			
Grade:				
Star Rating:				



#### 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
		<ol> <li>HSE &amp; RM Policy Statements OGM/P-HSE-4.1</li> </ol>
		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.
		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
		<ol> <li>Handling, Segregation and Disposal of Waste OGM/ HSE- 7.3</li> </ol>
		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
		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
1		29. Incident Investigation OGM/P-HSE-9.3





#### 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	5.0
Implementation is there but documents partially in place	
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	0000	More than 75 Percent
В	Good Compliance Level	000	60 – 75 Percent
C	Average Compliance Level	00	45 – 59 Percent
D	Poor Compliance Level	0	Less than 45 Percent

#### 4. Audit Score Sheet

Plan		
	HSE & RM Policy Statements OGM/P-HSE-4.1	
Leadership	Fatality Control Policy Guidelines OGM/P-HSE-4.2	
Leadership	Roles, Responsibilities, Accountabilities, and Authorities OGM/P-HSE-4.3	
	Crisis Management OGM/P-HSE-4.4	
	Risk Management OGM/P-HSE-5.1	
Planning	Job Vulnerability /Hazard Analysis OGM/P-HSE-5.2	
riaininig	Legal & Other Requirements OGM/P-HSE-5.3	
	Objectives & Management Program OGM/P-HSE-5.4	
	Competence & Awareness OGM/P-HSE-6.1	
Cummant	Communication & Consultation OGM/P-HSE-6.2	
Support	Documented Information OGM/P-HSE-6.3	
	Control of Records OGM/P-HSE-6.4	
	Sub Score (A)	
Do		
	Operational Planning and Control OGM/P-HSE-7.1	
	Permit to Work System OGM/P-HSE-7.2	
Operation	Handling, Segregation and Disposal of Waste OGM/P-HSE- 7.3	
	Journey Management OGM/P-HSE-7.4	
	Framework For Hydrogen Sulfide Management OGM/R USE 7.5	

Framework For Hydrogen Sulfide Management OGM/P-HSE-7.5

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		
	UBUC (Hazards) Identification & Reporting OGM/P-HSE-8.1	
	Monitoring, Measurement & Compliance Evaluation OGM/P-HSE-8.2	
Performance	Analysis of Data OGM/P-HSE-8.3	
Evaluation	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		
	Opportunities For Continual Improvement OGM/P-HSE-9.1	
Improvement	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

_	- 1	 Observer

### 6. Audit Findings

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

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

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

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

# Og) (the energy Performance Evaluation: OGDCL's Integrated HSE System Manual Controlled Copy Do Not Duplicate For Internal Use Only

#### 7. Key Personnel Interviewed

S/No.	Name	Designation	Department/Section

8	<b>Problems</b>	Encod	/Arens	Missort
Ο.	FIUDIEIIIS	ruceu	/ mieus	111133EU

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

 $\label{eq:auditee} Auditee \ (Area/Location\ InCharge)\ MUST\ SUBMIT\ HSE\ AUDIT\ CORRECTIVE\ ACTION\ PLAN\ to\ HSEQ\ Department\ \underline{within}$   $\underline{a\ week}\ (after\ receiving\ of\ the\ audit\ report)\ in\ the\ following\ format:$ 

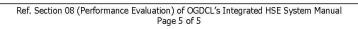
#	Audit Finding	Probable Cause(s) (In perspective of PDCA Cycle)	Action(s) Recommended	Responsibility	Target Deadline

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.





# OO) (tho energy Oil & Gas Development Corporation Limited

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-upsb) 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
- Planning
   A. Vulnerabilities identification and impact (risk) assessment
   compliance issue
  - 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)
  - 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

DISTRIBUTION				
NAME	DESIGNATION	NAME	DESIGNATION	
	E			

PREPARED BY	
REVIEWED BY	
APPROVED BY	



### Oil & Gas Development Company Limited

OGF/XXX - HSE - 045(00)

QUARTER	DATE	HSE MRC ME	LOCATION
1 <sup>ST</sup> /2 <sup>ND</sup> /3 <sup>RD</sup> /4 <sup>TH</sup>			
IEETING CALLED BY			
EPARTMENT / SECTION			
HAIRMAN			
ECRETARY HSE MRC			
OORDINATOR			
TTENDEES			
GENDA TOPICS			

DISCUSSION		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

AGENDA TOPIC	TIME ALLO	CATED	PRESENTER
DISCUSSION			
CONCLUSIONS			
ACTION ITEMS		PERSON RESPONSIBLE	DEADLINE
OBSERVERS			
SPECIAL NOTES			
PREPARED BY			
REVIEWED BY			
APPROVED BY			
	DIS	TRIBUTION	
NAME	DESIGNATION	NAME	DESIGNATION