

HSE-evaluation of contractors

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Foreword	2
Introduction	2
1 Scope	3
2 References	3
2.1 Normative references	3
2.2 Informative references	3
3 Definitions and abbreviations	3
3.1 Definitions	3
3.2 Abbreviations	4
4 Methodology for HSE qualification, evaluation and follow-up	4
4.1 Elements in the HSE management system	4
4.2 Items and criteria	5
4.3 Coordination of different HSE management systems	13
Annex A (informative) Proposed HSE contractual requirements	14
Annex B (informative) Activity matrix	20
Annex C (informative) Classification matrix for undesirable events	21

Foreword

The NORSOK standards are developed by the Norwegian petroleum industry to ensure adequate safety, value adding and cost effectiveness for existing and future petroleum industry developments.

The NORSOK standards are prepared to complement available international standards and fill the broad needs of the Norwegian petroleum industry. Where relevant NORSOK standards will be used to provide the Norwegian industry input to the international standardisation process. Subject to development and publication of international standards, the relevant NORSOK standard will be withdrawn.

These standards are developed according to the consensus principle generally applicable for most standards work and according to established procedures defined in NORSOK A-001

The preparation and publication of the NORSOK standards is supported by OLF (The Norwegian Oil Industry Association) and TBL (Federation of Norwegian Manufacturing Industries). NORSOK standards are administered and issued by NTS (Norwegian Technology Centre).

Annex A, B and C is informative.

Introduction

This standard has been developed on the basis of *Guidelines for the Development and Application of Health, Safety and Environmental Management Systems*, E&P Forum Report no 6.36/210 of July 1994. Its contents cover key elements which should form part of the contractor's overall system for health, safety and environmental (HSE) management. The document provides information on the company's criteria for qualifying and evaluating contractors, and specifies the company's requirements for HSE management by the contractor in as far as this part of the standard (Annex A) is incorporated in the contract.

The standard applies to both operational and construction-related operations, including new facilities and modifications to/conversion of existing plants. It does not apply to management or reporting activities which are solely intended to achieve a specified HSE level in the actual contract object.

1 Scope

This standard describes items and methodology for evaluating and following up the HSE management systems used by contractors. Annex A presents contractual requirements based on the items and methodology in the standard.

2 References

2.1 Normative references

The following standards include provisions which, through reference in this text, constitute provisions of this NORSOK standard. Latest issue of the references shall be used unless otherwise agreed. Other recognized standards may be used provided it can be shown that they meet or exceed the requirements of the standards referenced below.

Requirements for ecotoxicological testing and environmental assessment of offshore chemicals and drilling fluids. Norwegian Pollution Control Authority (SFT), 31 August 1998.

A harmonised mandatory control system for the use and reduction of the discharge of offshore chemicals. PARCOM decision 96/3, OSPAR, 1996.

SFT lists A and B, section on chemical facts, Report no 58 (1996-97) to the Norwegian Storting (parliament) on environmental policy for sustainable development.

2.2 Informative references

International Safety Management (ISM) code, International Maritime Organisation, 1 July 1998.

NORSOK S-002, Annex D.

Requirements for ecotoxicological testing and environmental assessment of offshore chemicals and drilling fluids, SFT.

Guidelines for the development and application of health, safety and environmental management systems, International Association of Oil and Gas Producers (OGP), report 6.36/210.

HSE management guidelines for working together in a contract environment, OGP.

3 Definitions and abbreviations

3.1 Definitions

Work	All work to be done, all materials to be delivered and all commitments to be fulfilled by the contractor under the contract.
Contractor	The company or person named in the contract and who is to be responsible for the delivery in accordance with the specified terms.
Company	The company named in the contract which has ordered the delivery.
Principal enterprise	The company with statutory responsibility under Norway's Working environment Act for coordinating work on safety and working environment in the individual companies.
Shall	Shall is an absolute requirement which must be strictly observed to ensure conformity with the standard.
Should	Should is a recommendation. Alternative solutions with the same functionality and quality can be accepted.

May	May indicates a procedure which is permissible within the framework of the standard (a permission) or a proposal which indicates an opportunity for the user of the standard.
Accident	An event which has caused injury, illness and/or damage to/loss of assets, or harm to the environment or to a third party.
Near miss	An event which, under slightly different circumstances, could have caused injury, illness and/or damage to/loss of assets, or harm to the environment or to a third party.
Undesirable event	An event which have caused or could have caused injury, illness and/or damage to/loss of assets, or harm to the environment or to a third party.
Loss potential	Classification of actual and/or most likely losses associated with an undesirable event.
Notifiable event	An undesirable event or other conditions which must be notified under prevailing statutory regulations to the authorities.
Occupational injury	An injury suffered from an accident at work.
Lost-time injury	An occupational injury leading to absence from the next shift or at a later date. If the injured person is unable to work the next shift for logistical reasons, the injury is not regarded as a lost-time injury.
Work related illness	Illness caused wholly or partly by conditions in the workplace.
Occupational illness	Work related illness classified by national regulations as equivalent to an occupational injury.

3.2

Abbreviations

HOCNF	Harmonised offshore chemical notification format.
OSPAR	Oslo and Paris convention.
HSE	Health, safety and the environment.

4 Methodology for HSE qualification, evaluation and follow-up

4.1 Elements in the HSE management system

Activities are grouped in seven principal categories which fit naturally into any recognised system for HSE and quality management. The system is thereby compatible with such management systems as those from the International Association of Oil and Gas Producers (OGP), the International Maritime Organisation (IMO) and the American Petroleum Institute (API). These seven categories are briefly described in Table 1.

Table 1 - Principal elements in the HSE management system

HSE management system elements	Addressing
1. Leadership and commitment	Top-down commitment and company culture, essential to the success of the system
2. Policy and strategic objectives	Corporate intentions, principles of action and HSE aspirations
3. Organisation, resources and documentation	Organisation of people, resources and documentation for sound HSE performance
4. Evaluation and risk management	Identification and evaluation of HSE risks relating to operations, products and services, and development of risk-reducing measures
5. Planning and procedures	Planning the conduct of work operations, including planning for change and emergency response
6. Implementation and monitoring	Execution and monitoring of operations, and how corrective action should be taken when necessary
7. Auditing and reviewing	Periodic assessment of system performance,

	effectiveness and fundamental suitability
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4.2 Items and criteria

The matrix below shows which HSE items relating to management and reporting shall be taken into account for classification, evaluation and follow-up. Items are marked by bullet points, and grouped under [the system's principal categories](#).

This matrix also provides a description of the requirements which must be satisfied by the supplier under each item or category. The following terms are used to describe the actual level:

- A — Unacceptable
- B — Poor
- C — Acceptable
- D — Excellent

Associated level descriptions are shown in columns under each item. The company can decide for itself how the specified expectations shall be utilised to qualify and evaluate the individual inquiry or delivery. Annex B presents typical contract categories and which elements it would be appropriate to evaluate in connection with different categories of contract. Annex C presents an example of a classification matrix for undesirable events.

Element 1. Leadership and commitment			
A — Unacceptable	B — Poor	C — Acceptable	D — Excellent
<ul style="list-style-type: none"> • Commitment to HSE through leadership: <i>Item 1.1 a) Are senior managers personally involved in HSE management? b) Is there evidence of commitment at all levels of the organisation? c) Is there a positive culture on HSE issues? If the answer to one or more items is YES, please provide details.</i> 			
No commitment from senior management.	HSE delegated to line managers — no direct involvement by senior management.	Evidence of active senior management involvement in HSE aspects.	Evidence of a positive HSE culture in senior management and at all other levels.
Element 2: Policy and strategic objectives			
A — Unacceptable	B — Poor	C — Acceptable	D — Excellent
<ul style="list-style-type: none"> • HSE policy documents and employee access to these: <i>Item 2.1-a) Does the contractor have a corporate HSE policy document? If the answer is YES, please attach a copy. b) Who has overall and ultimate HSE responsibility in the organisation? c) Who is the most senior manager in the organisation with responsibility for ensuring that the contractor's HSE policy is observed in the workplace and at sites where the contractor's employees are working? Specify name, title and experience. d) Describe the methods used to inform all employees about the contractor's HSE policy. e) How are employees informed of changes to this policy?</i> 			
No HSE policy document.	A policy statement exists but not in a widely distributed document.	An HSE policy establishes HSE responsibilities, but is not widely distributed.	A policy document with responsibility and accountability clearly established. Distributed to all employees, and posted on notice boards.
<ul style="list-style-type: none"> • Compliance with the company's HSE policy: <i>Item 2.2 — How does the contractor ensure that its in-house HSE policy accords with the company's HSE policy? What is the contractor's formal policy on the acceptability of accidents and losses?</i> 			
No common policy items.	One common policy item, but the overall level of ambition is lower.	More than one common policy item, but the overall level of ambition is lower.	HSE policy consistently based on the zero mindset.

Element 3: Organisation, resources and documentation			
A — Unacceptable	B — Poor	C — Acceptable	D — Excellent
<ul style="list-style-type: none"> Organisation — commitment and communication: <i>Item 3.1-a) How is management involved in HSE activities, setting objectives and following up? b) How is the contractor structured to achieve effective HSE management and communication? c) What provision is made by the contractor for holding HSE meetings?</i> 			
None.	Periodic HSE meetings for special operations only.	HSE meetings held on a regular basis at management and supervisor level.	As for C, but with additional measures being taken, such as discussion items allocated to employees on a rotational basis. Emphasis on both health, working environment, safety and the environment.
<ul style="list-style-type: none"> HSE training of managers and supervisors: <i>Item 3.2 — Has formal training been provided for managers and supervisors who will plan, supervise, check and implement the work so that these, regardless of management level, are familiar with their responsibility for ensuring that the work is done in accordance with HSE requirements? Does this training embrace relevant topics on health, the working environment, safety and the environment? If YES, please provide details. Describe the content and duration of courses if the contractor provides in-house training.</i> 			
No specialised staff training.	HSE training assigned to a specific person on site.	HSE training of management, but not comprehensively. Emphasis on both health, working environment, safety and the environment.	Formal HSE training of all relevant staff in terms of their respective responsibilities. Emphasis on both health, working environment, safety and the environment.
<ul style="list-style-type: none"> Personnel information and training programme: <i>Item 3.3 - a) What arrangements have been made by the contractor to ensure that new employees are familiar with basic industrial HSE, and that this knowledge is kept up to date? b) What arrangements does the contractor have for ensuring that new employees are also familiar with in-house HSE policy and practices? c) What arrangements does the contractor have for ensuring that new employees are informed about possible problem areas and specific hazards inherent in the activity? What training is provided by the contractor to ensure that personnel involved are familiar with the company's requirements? d) What arrangements has the contractor made for emergency response training? e) What arrangements has the contractor made to ensure that the HSE knowledge of employees is updated? (Provide an overview of course content if in-house training is provided.) f) Does the contractor have personnel qualified to provide training beyond the basic level?</i> 			
No formal programme.	Verbal instructions on company procedures only. Information booklet provided for new employees but no on-the-job briefing by supervisor.	Relevant documentation covering the above-mentioned considerations are distributed to all new employees. The supervisor outlines, explains and demonstrates the job.	As for C, plus: follow-up observation of the new employee's work. Employees are briefed on safe work practices and emergency duties.
<ul style="list-style-type: none"> Specialised training: <i>Item 3.4 - a) Has the contractor identified activities which call for special training to handle possible hazards? If the answer is YES, provide details of the training given. b) If the special work involves radioactivity, asbestos removal, chemicals or other occupational health risks, how are such hazards identified, assessed and controlled?</i> 			
No HSE training established.	Basic on-site training provided at irregular intervals.	HSE training is given for special operations, but no routine training conducted.	Formal HSE training programmes have been developed in all areas and are conducted by dedicated personnel on a regular basis. Retraining periods are specified.
<ul style="list-style-type: none"> Rules, regulations, standards and company requirements: <i>Item 3.5 - a) Where is a clear explanation provided of the standards and procedures which the contractor requires to be met? b) How does the contractor ensure that these standards and procedures are observed and verified? c) Is there an overall structure for preparing, updating and disseminating standards and procedures?</i> 			
No HSE standards or	Basic HSE standards	The contractor has docu-	The contractor has a

procedures available.	and procedures exist.	mented HSE standards and procedures for all potentially hazardous operations.	system for specifying standards and procedures, and for monitoring that these are observed and updated.
<ul style="list-style-type: none"> Assessing the suitability of subcontractors: <i>Item 3.6 - a) How does the contractor assess subcontractors for 1) HSE policy, 2) HSE expertise and 3) HSE results? b) Where are the standards which the contractor requires to be met clearly set out? c) How does the contractor ensure that these standards are observed and verified?</i> 			
No written arrangements.	Written arrangements in place for basic HSE issues only.	HSE arrangements incorporated in HSE manual, but not in a format distributed to all employees.	HSE arrangements are described in a handbook distributed to all employees, subcontractors and subcontractor employees. They are enforced. Follow-up audits held with discussion/feedback to management and employees.
Element 4: Evaluation and risk management			
A — Unacceptable	B — Poor	C — Acceptable	D — Excellent
<ul style="list-style-type: none"> Risk assessment: <i>Item 4.1 - What techniques are used by the contractor to identify, assess, monitor and handle hazards and accidents?</i> 			
The contractor's HSE management system does not include assessment of hazards and accidents.	The contractor's HSE management system refers to the need to assess hazards and accidents, but provides no comprehensive structure for doing this.	The contractor's HSE management system includes methods for assessing major hazards and accidents.	The contractor has a comprehensive set of methods for assessing HSE hazards and accidents, and applies these to all its contracts, with documentation.
<ul style="list-style-type: none"> Working environment and occupational health: <i>Item 4.2 - a) What routines does the contractor have for monitoring and preventing sickness absence?</i> 			
Not registered, no overview, no system for registering sickness absence.	Sickness absences are registered, but no reports are produced; no attempt at trend analysis. Nobody has overall responsibility for monitoring.	Systematic registration of sickness absence. Reports produced and distributed but not used systematically. An increase in absences only occasionally leads to action.	Systematic registration of sickness absence, reports produced and trend analysis prepared. Management uses the data, action is taken.
<ul style="list-style-type: none"> Working environment and occupational health: <i>Item 4.2 - b) What routines does the contractor have for monitoring and preventing work related illness?</i> 			
Not registered, no overview, no system exists for registering work related illness.	Work related illness is registered but no reports produced. No attempt at trend analysis. Nobody has overall responsibility for monitoring.	Systematic registration of work related illness, reports produced and distributed, but not used systematically. An increase in number/frequency does not systematically lead to action.	Systematic registration of work related illness, reports produced and trend analyses made. Management uses the data, action is taken.
<ul style="list-style-type: none"> Working environment and occupational health: <i>Item 4.2 - c) How does the contractor carry out working environment surveys, and how are these followed up?</i> 			
Not carried out, no system for environmental surveying exists, working environment conditions are not systematically registered.	Working environment is surveyed, but no reports produced. Nobody has overall responsibility for activities.	Systematic surveys of the working environment, reports are produced and distributed. But no systematic use is made of these reports, limited action taken.	Systematic surveys of the working environment, reports are produced and trend analysis made. Management uses the data, action is taken and followed up.

<ul style="list-style-type: none"> Working environment and occupational health: Item 4.2 - d) How does the contractor ensure that extensive use of overtime does not become a working environment burden for employees? 			
Not registered, no overview, system for registering working hours/overtime does not exist.	Working hours/ overtime registered, but no reports produced. No attempt at trend analysis. Nobody has overall authority to monitor the position or to formulate objectives and performance criteria.	Systematic registration of working hours/overtime, reports are produced and distributed. But no systematic use is made of these reports. Objectives are formulated, but increases in overtime seldom prompt action.	Systematic registration of working hours/overtime, reports are produced and trend analyses made. Objectives are formulated and management uses the data. Action is taken on non-conformance with objectives. Active performance management.
<ul style="list-style-type: none"> Working environment and occupational health: Item 4.2 - e) How does the contractor evaluate the health risks presented by the use, transport and disposal of chemicals? 			
The HSE management system includes no risk assessment of hazardous chemicals. No overview (substance index) of chemicals handled.	The HSE management system includes risk assessment of chemical use and the principle of finding substitutes for hazardous substances, but assessments made are not documented. No assessment criteria beyond professional assessment by safety and health personnel. Employees are referred to information on health hazards/risk and preventive measures in HSE data sheets.	Fundamental risk assessments are documented and communicated. Clear criteria for acceptable risk and for ranking hazardous chemicals, which are assessed for substitution. Unsystematic use of risk assessment when considering preventive measures and follow-up of health surveys.	Established practice for systematic risk assessments for new and existing workplaces and activities. These assessments are based on exposure data, and their quality is assured by occupational health hygienists. Risk assessments are used systematically in prioritising/deciding measures and follow-up of work related illness.
<ul style="list-style-type: none"> Material safety data sheets: Item 4.3 - How does the contractor ensure the quality of its material safety data sheets (MSDS)? 			
Little concern about the quality of information on chemicals and of the MSDS.	Replaces MSDS when informed of quality problem.	Full compliance with all relevant regulatory requirements.	Full compliance with all relevant regulatory requirements. The contractor makes updated MSDS available to its employees at the workplace. The contractor verifies that employees are familiar with MSDS relating to their work, and that they are capable of acting in accordance with the instructions they provide.
<ul style="list-style-type: none"> Personal protective equipment (PPE): Item 4.4 - What systems does the contractor have for provision and upkeep of protective equipment, both standard issue and items required for specialised activities? 			
Basic PPE provided to personnel but no corporate procedure for assessing individual needs.	PPE requirements formally assessed but little effort made to ensure correct usage.	PPE requirements formally assessed with spot checks on usage.	Procedures in place to assess all PPE requirements and to monitor usage and replacement needs. Training provided if required.
<ul style="list-style-type: none"> Environmental management: Item 4.5 - a) Environmental impact assessment and monitoring: How does the contractor evaluate and monitor the environmental impact of the work done, and how is this information used to minimise possible negative effects? 			
No monitoring of	Occasional monitoring,	Regular monitoring of	Systematic monitoring.

environmental impact.	but not based on formal plans and procedures.	some factors to meet official requirements and public expectations.	Official requirements are fully met and results used consistently in a continuous improvement process.
<ul style="list-style-type: none"> Environmental management: Item 4.5 - b) Selection of environmentally optimal solutions: Does the contractor operate a system which ensures the selection of environmentally optimal (technical) solutions? How are such evaluations documented? 			
No systems to ensure selection of environmentally-optimal (technical) solutions.	Occasional evaluations, but not based on formal plans and procedures.	Environmental aspects are included in technical evaluations where large discharges are involved. Most evaluations are documented, and constitute an evaluation criterion when selecting solutions.	Systematic inclusion of environmental aspects in all technical evaluations which involve discharges. All evaluations are documented in an environmental accounting system, and constitute an evaluation criterion when selecting solutions.
<ul style="list-style-type: none"> Environmental management: Item 4.5 - c) The environment and management documentation: Has the contractor included environmental aspects in management documentation, including operational procedures? 			
Environmental aspects are not included in the contractor's management documentation.	Environmental aspects are included in some management documents, but these are not generally known/seldom used.	Environmental aspects are included in management documentation.	Environmental aspects are consistently included in the contractor's management documentation, which is well known to the employees.
<ul style="list-style-type: none"> Environmental management: Item 4.5 - d) Minimising discharges: What measures are taken by the contractor to minimise discharges and select environment-friendly chemicals? Are possible measures documented in environmental action plans or HSE programmes? 			
No measures to reduce discharges or to replace/reduce chemical usage.	Occasional measures to reduce discharges or replace/reduce chemical usage, but no formal plans or procedures.	Measures to reduce discharges and replace chemicals to meet official requirements. Measures are followed up in an environmental action plan or HSE programme.	Systematic and consistent evaluation of measures to reduce discharges. Systems for reducing chemical usage, and replacing environmentally harmful chemicals. Actions are followed up in an environmental action plan or HSE programme.
<ul style="list-style-type: none"> Environmental management: Item 4.5 - e) Waste management: Does the contractor have established systems for identifying, classifying and managing waste? 			
The contractor has no formal methods for controlling waste.	The contractor has general procedures for waste disposal.	The contractor has procedures for disposing of the most important waste categories, but takes no action to minimise environmental impact.	The contractor has a formal waste control system (including identification and classification), which actively seeks to minimise the environmental impact.
<ul style="list-style-type: none"> Ecotoxicological information on chemicals (environmental data): Item 4.6 - a) Data on chemicals due to be discharged: Does the contractor have ecotoxicological data which meet official requirements for the chemicals due to be discharged? 			
No ecotoxicological data for chemicals.	Ecotoxicological data exist for some chemicals, but these do not fully meet official requirements.	Ecotoxicological data which fully meet official requirements for most chemicals. The rest are being tested.	Ecotoxicological data which fully meet official requirements for all chemicals.
<ul style="list-style-type: none"> Ecotoxicological information on chemicals (environmental data): Item 4.6 - b) Traceability and consistency of environmental data/material safety data sheets (MSDS): Does the contractor have a system which ensures and documents that environmental data and information given in MSDS are consistent with each other and valid for the chemical product actually being used? 			

The contractor does not have a system to ensure and document that environmental data and information in MSDS are consistent with each other and valid for the chemical product actually being used.	The contractor does have formal procedures to ensure and document traceability of chemical data, but these are seldom used.	The contractor has formal procedures to ensure and document traceability of chemical data, and these are known by most users.	The contractor has formal procedures to ensure and document traceability of chemical data, and all users have constant access to updated data sheets.
<ul style="list-style-type: none"> Use of potentially harmful chemicals: <i>Item 4.7 - How does the contractor ensure that minimal use is made of chemicals which are potentially harmful to the environment?</i> 			
No formal procedures in place.	Official requirements are known, but are not fully implemented in plans and procedures.	Official requirements are met. Relevant procedures and plans for replacing chemicals are established.	All official requirements are met. The contractor has established procedures and phase-out plans for chemicals, and works systematically to replace chemicals which are potentially harmful to the environment.
<ul style="list-style-type: none"> Safety delegates: <i>Item 4.8 - How is the organised safety delegate service involved in the contractor's overall HSE work? How does the contractor cooperate with its safety delegates to prevent undesirable events, hazardous conditions and work related illness, and to improve management/employee relations in general?</i> 			
Safety delegate and working environment committee systems not established.	Safety delegate and working environment committee systems established and documented.	Safety delegates and working environment committee system involved in establishing HSE programmes.	Safety delegates and working environment committee system actively involved in developing HSE strategy, implementing HSE programmes, and workplace loss prevention.
Element 5: Planning and procedures			
A — Unacceptable	B — Poor	C — Acceptable	D — Excellent
<ul style="list-style-type: none"> HSE working practices: <i>Item 5.1 — How does the contractor ensure that on-site working practices and procedures always accord with its HSE management system and policy?</i> 			
No HSE procedures available.	Basic HSE procedures exist. No systematic verification and observance.	The contractor's documented HSE procedures cover all potentially hazardous operations. Observance is verified through systematic inspection.	The contractor's procedures cover all HSE precautions, and include a system for updating and disseminating procedures to employees. Observance is verified through systematic inspection.
<ul style="list-style-type: none"> HSE programme: <i>Item 5.2 — Does the contractor have formal procedures or established practice for establishing and implementing contract-specific HSE programmes? If YES, please provide details and describe how these procedures are presented to clients.</i> 			
No formal procedures available.	Procedures available, but rarely applied.	The contractor has formal procedures for establishing and implementing HSE programmes.	As for C, and the procedures are routinely presented to and discussed with the client when HSE programmes are to be developed for the work.
<ul style="list-style-type: none"> Psychosocial emergency services: <i>Item 5.3 - What systems has the contractor established to provide care for employees and psychosocial emergency services in the event of a hazardous condition or an accident?</i> 			
No service established.	Service based on public resources only.	Documented in-house service.	Documented in-house service. Personnel involved are fully trained.

<ul style="list-style-type: none"> Equipment control and maintenance: <i>Item 5.4 — How does the contractor ensure that plant and equipment used by its employees at the company's premises, on site or elsewhere are correctly registered, inspected and maintained in a safe working condition?</i> 			
No defined programme for identifying or evaluating whether equipment is in poor condition.	Plan relies on external resources. Additional equipment inspection confined to site personnel.	A written programme outlines supervisory guidelines, responsibilities, frequency and follow-up.	As for C, but senior management or specialist teams conduct periodic audits/inspections.
Element 6: Implementation and performance monitoring			
A — Unacceptable	B — Poor	C — Acceptable	D — Excellent
<ul style="list-style-type: none"> Supervision and monitoring of work activities: <i>Item 6.1 - a) What arrangements does the contractor have for supervising and monitoring work operations? b) What types of HSE performance criteria are applied by contractor, and what are the reasons for choosing these specific criteria? c) Which arrangements does the contractor have for passing on possible results and findings from such supervision and monitoring to 1) base management and 2) employees on site?</i> 			
No system for formal monitoring of HSE performance.	Performance monitoring in a few areas or for some activities only.	The contractor has a system for monitoring HSE performance for key areas and activities.	The contractor has a system for general monitoring of HSE results for all areas and activities, with feedback to employees to achieve improvements. The contractor also operates an in-house award system, based primarily on proactive performance indicators.
<ul style="list-style-type: none"> Notification and reporting of undesirable events/hazardous conditions: <i>Item 6.2 — Has the contractor experienced any notifiable events (safety, occupational health or environmental) over the past five years? If YES, please provide details — including dates, the most frequent types of event, causes and any preventive follow-up measures implemented.</i> 			
More than one occurrence of a major event over the past five years.	One occurrence of a major event over the past five years.	Occurrences relate to minor event(s) only.	No occurrences over the past five years.
<ul style="list-style-type: none"> Prohibition notices and demands for improvement: <i>Item 6.3 — Has the contractor received any prohibition notices or improvement demands from the authorities or been prosecuted under any HSE legislation over the past five years? If the answer is YES, please provide details.</i> 			
More than one occurrence of a major event over the past five years.	One occurrence of a major event over the past five years.	Occurrences relate to minor event(s) only.	No occurrences over the past five years.
<ul style="list-style-type: none"> Reporting events with a high loss potential: <i>Item 6.4 - a) How does the contractor identify undesirable events with a high loss potential, and how are these followed up?</i> 			
Undesirable events are not routinely reported or followed up.	Major events normally followed up and reported to base management.	Major events reported to base management. Assessments used systematically to identify root causes and prevent recurrence.	As for C, but reports are also sent to corporate management. Findings are routinely communicated to relevant parts of the contractor's organisation.
<ul style="list-style-type: none"> Reporting lost-time injuries and restricted workday cases: <i>Item 6.4 - b) and c) Which parameters are used by the contractor to monitor injuries suffered by employees? Has the contractor developed procedures for alternative work? If YES, please provide details.</i> 			
Lost-time injuries not routinely reported or followed up.	Substantial injuries normally followed up and reported to base management.	Lost-time injuries reported to base management. Systematic assessments are made to identify root causes and prevent recurrence.	Lost-time injuries and restricted workday cases are reported to corporate management. Systematic assessments are made to identify root causes and prevent recurrence. Analysis results are routinely communicated to relevant parts of the contractor's organisation.

<ul style="list-style-type: none"> Incident follow-up systems: <i>Item 6.4 - d) What systems does the contactor have for following up undesirable events?</i> 			
No formal systems in place.	Manual files established and maintained by local units.	Shared concept (manual or computerised) with data available to other units on request.	Shared computerised system with joint database. System facilitates systematic transfer of experience.
<ul style="list-style-type: none"> Working environment and occupational health: <i>Item 6.5 - a) How does the contractor monitor the working environment, and how are the results of such monitoring followed up? b) How are employees informed of possible health hazards they might encounter during the work?</i> 			
Does not have a system which ensures and documents health and working environment monitoring.	Has some monitoring and follow-up, but does not meet relevant regulatory requirements	Fully in accord with all relevant regulatory requirements. Monitoring leads to action plans, which are regularly followed up.	The contractor fulfils the criteria in C, and shows a proactive attitude to the working environment and occupational health. It is recognised in this area as a serious and reputable player in relation both to clients and within the society in which it operates. The contractor continuously improves its products and working processes in relation to the working environment and occupational health.
<ul style="list-style-type: none"> Monthly HSE reporting: <i>Item 6.6 - a) Has the contractor maintained records of its HSE results for the past five years? If YES, please provide the following details for each year: number of events with a high risk potential (specify classification criteria employed), number of accidents/losses, number of near-misses, number of lost-time injuries, number of cases requiring medical treatment (specify classification criteria employed), number of restricted workday cases (specify classification criteria employed), total hours worked by employees, sickness absence, lost-time injury frequency (per million working hours), frequency of restricted workday cases (per million working hours), and number of cases of work related illness. b) How are health results registered? c) How are environmental results registered?</i> 			
The contractor supplied insufficient information to assess its HSE parameters, or the lost-time injury frequency for the past year was more than 200 per cent higher than in the company's operations, or no registration of health or environmental results.	Some information on HSE parameters, but incomplete registration of occupational health and environmental results, or the lost-time injury frequency for the past year was more than 150 per cent higher than in the company's operations.	Good information on HSE parameters. Lost-time injury frequency in the past year was higher than in the company's operations, but less than 150 per cent. Systematic registration of sickness absence and occupational health problems over the past year. Registration of health parameters considered by the contractor to be important to monitor.	Lost-time injury frequency reduced by at least 20 per cent annually over the past three years. The frequency for the past year was better than in the company's operations. The trend for sickness absence is better than the relevant industrial average, and occupational health problems at the contractor show a declining trend.
<ul style="list-style-type: none"> Handling non-conformances: <i>Item 6.7 — How does the contractor deal with and report non-conformance with procedures, specifications, standards and contractual requirements?</i> 			
Non-conformances generally not reported or followed up.	Non-conformances occasionally reported and followed up locally.	Non-conformances systematically reported, but not as part of an on-going improvement process.	Non-conformances systematically reported and followed up as part of an ongoing improvement process.
<ul style="list-style-type: none"> Experience transfer: <i>Item 6.8 — What arrangements does the contractor have for ensuring that lessons learned are systematically applied in future work, and which issues are addressed?</i> 			
No systems in place to facilitate experience transfer.	Experience transfer only through personal accounts.	Formal requirements for experience transfer are documented, but the time and resources made	Formal requirements for experience transfer in key areas are documented. Sufficient time and

		available are probably inadequate.	resources are provided to meet these requirements.
<ul style="list-style-type: none"> Investigation and reporting of major incidents: <i>Item 6.9 - a) Who heads investigations into undesirable events? b) How are findings from investigations or from undesirable events which occur elsewhere communicated to employees?</i> 			
Findings not generally communicated.	Findings communicated to key personnel only via limited in-house memo or similar media.	Findings communicated to relevant employees via specific in-house notice.	As for C, but advice on preventing future incidents is also communicated.
Element 7: Auditing and reviewing			
A — Unacceptable	B — Poor	C — Acceptable	D — Excellent
<ul style="list-style-type: none"> Auditing: <i>Item 7.1 - a) Does the contractor have a written plan for HSE audits? b) How is the effectiveness of such audits verified and how are audits reported and followed up by management?</i> 			
Audit process is cursory only — HSE documents are not explicit about auditing.	Contractor's HSE documents include reference to auditing, but there are no specific details on scheduling and coverage.	Contractor's HSE documents include details of how auditing is to be implemented with schedules/coverage for key areas/activities.	As for C, but the management's role in auditing is also specified, as is the obligation to follow up on action items.

4.3 Coordination of different HSE management systems

The company and the contractor should exchange their strategic HSE plans and relevant documentation for their respective HSE management systems in order to identify possible incompatibilities. Such incompatibilities shall be clarified and resolved before contract award. Effective coordination of the various HSE management systems will make it possible to develop common objectives and programmes. This could require a decision on which system should have the lead role and which should have a supporting role in different circumstances. If a principal enterprise has been defined for the work, its HSE management system will normally be assigned the lead role. Detailed coordination of the various HSE management systems shall be determined at the pre-planning stage.

Annex A (informative) Proposed HSE contractual requirements

The proposed contractual requirements in this Annex A apply both to the contractor and its subcontractors.

A.1 Leadership and commitment

A.1.1 Commitment to HSE through leadership

Responsibility for HSE shall lie with the line management. Top executives shall be personally involved in HSE management. The commitment to HSE shall be evident at all levels within the organisation, and the corporate culture shall ensure a positive attitude to HSE issues.

A.2 Policy and strategic objectives

A.2.1 HSE policy

The contractor shall have a documented corporate HSE policy. The contractor shall document the name, title and experience of the most senior manager in the organisation responsible for ensuring that this policy is observed. The contractor shall also document who has overall and ultimate responsibility for HSE matters within its organisation.

The contractor shall define and document which methods are applied for informing personnel about its HSE policy, and which routines are employed to inform personnel of any changes to this policy.

A.2.2 Compliance with the company's HSE policy

The contractor's HSE policy for the work shall be fully compatible with the company's corporate HSE policy, and contribute to realising this.

A.3 Organisation, resources and documentation

A.3.1 Organisation — commitment and communication

The contractor's management shall be involved in HSE activities, and in setting and following up HSE objectives. The contractor's organisation shall facilitate effective HSE management and communication, with particular emphasis on HSE as an integrated element in planning and implementing operations. Arrangements shall be put in place to ensure that meetings are held with HSE as a priority item on the agenda.

A.3.2 HSE training of managers and supervisors

Managers and supervisors who will be involved in planning, monitoring, checking or carrying out the work shall, regardless of their level in the organisation, have undergone formal HSE training within their respective areas of responsibility for the work. The content and duration of in-house training courses shall be documented.

A.3.3 Training programme and information for employees

The contractor shall have put documented systems in place for selecting and training personnel in order to ensure that the work is executed by qualified individuals with adequate skills and to avoid employee turnover. Arrangements shall be established which ensure that the contractor's personnel are familiar with and, where required, trained in:

- basic industrial HSE
- the contractor's HSE policy and practice
- the company's general HSE requirements
- any specific hazards inherent in the activities
- correct use of personal protective equipment
- emergency response.

Special arrangements shall be established for training new employees. The content and duration of any in-house training courses shall be documented. Arrangements must be put in place to ensure that the HSE knowledge and training of personnel are constantly updated.

A.3.4 Special training

The contractor shall evaluate and document how far any of its areas of activity require special and/or additional training in respect of potential risks. The content and duration of any in-house training courses shall be documented. Should the special work involve radioactivity, asbestos removal, chemicals, unacceptable noise levels or other occupational health hazards, methods for identifying, assessing and controlling such hazards shall be documented.

A.3.5 Rules, regulations, standards and company requirements

The contractor shall document:

- its compliance with statutory rules and regulations, and with the company's contractual requirements
- the overall structure for preparing and updating in-house requirements and procedures
- the overall structure for making such documents known.

A.3.6 Assessing the suitability of subcontractors

The contractor shall assess the HSE expertise and record of its subcontractors. The contractor shall document its methods for identifying the standards to be met by subcontractors, and for ensuring that these standards are observed and verified.

A.3.7 Work regulations

The contractor's personnel shall comply with applicable work regulations and safety rules at all times. All employees shall take part in safety drills and other exercises while on site.

A.4 Evaluation and risk management

A.4.1 Risk assessment

The contractor shall employ suitable and generally recognised methods for identifying, assessing, checking and handling hazards and their consequences. These methods shall be documented.

A.4.2 Working environment and occupational health

The contractor shall have a system which ensures and documents:

- The identification and monitoring of all physical, chemical, ergonomic and psychosocial/organisational factors which could be potentially detrimental to health and performance. This system shall be linked to continuous systematic monitoring of the exposure of its own and subcontractor employees to these factors, and to a programme for reducing potential exposure which could be harmful to health.
- Systematic health monitoring as specified by applicable regulations and good professional practice, identification, evaluation and reporting of work related illnesses and corrective measures, follow-up of employees on sick leave, and prevention and treatment of alcohol and drug abuse.
- That all chemicals due to be used during the work are evaluated for their health risk during transport, use and disposal, and that chemicals with the smallest health risk are given preference wherever this is technically and operationally feasible. See NORSOK S-002, Annex D.

A.4.3 Material safety data sheets

The contractor shall have a system in place which ensures that correct information is available on the health risk or fire, explosion and environmental hazards posed by chemical products used in the work. For operations in Norway, this information shall be given in material safety data sheets approved in accordance with the quality assurance system established by the Norwegian Oil Industry Association (OLF).

A.4.4 Personal protective equipment

The contractor shall be able to demonstrate that the personal protective equipment used during the work provides satisfactory protection in the relevant tasks. Documented arrangements shall be in place for provision and maintenance of such equipment, both standard issue and items required for special operations.

A.4.5 Environmental management

The contractor shall have a system which ensures and documents:

- Evaluation and follow-up of the work's environmental impact. The follow-up shall include environmental monitoring where required. Evaluation and monitoring results shall be used systematically to minimise environmental impact.
- Selection of environmentally optimal solutions. The environmental aspect shall be included in all technical evaluations which involve discharges. When evaluating alternative technical solutions and equipment, information shall be compiled on expected chemical and energy requirements and on the discharges associated with the various options. Result of these evaluations shall be documented in an environmental accounting system, and shall serve as an evaluation criterion when selecting solutions based on cost-benefit analyses. The environmental accounting system shall also be used to register information when only one option is available.
- Inclusion of the environmental aspect in management documentation, including operational procedures.
- Evaluation of measures to reduce discharges/emissions to soil, water and air. Emphasis shall be given to reducing chemical usage and replacing environmentally harmful chemicals. Measures based on these evaluations shall be included in an environmental action plan or HSE programme.

The contractor shall have implemented a system for identifying, classifying and handling waste. Hazardous waste shall be handled in accordance with applicable national statutes and regulations. Consumer and production waste shall be sorted.

A.4.6 Ecotoxicological information on chemicals (environmental data)

Ecotoxicological data — in other words, information on toxicity, biodegradability and bioaccumulation potential — shall be available for all chemicals due to be discharged to the sea during the work.

The contractor shall demonstrate a system which ensures and documents that ecotoxicological data and the contents of material safety data sheets are consistent with each other and valid for the chemical actually being used. This includes updating any data sheets when the product name or composition of a chemical is changed, and distribution of the data sheets to all relevant users.

For operations on the Norwegian continental shelf and in areas covered by OSPAR, ecotoxicological data for chemicals shall be provided in the harmonised offshore chemical notification format (HOCNF). This information shall be compiled in accordance with the quality requirements specified in OSPAR's published guidelines for completing the HOCNF. Guidelines for ecotoxicological testing issued by the Norwegian Pollution Control Authority (SFT) also apply on the Norwegian continental shelf.

A.4.7 Use of potentially environmentally harmful chemicals

The contractor shall systematically and regularly evaluate, monitor and document chemical usage to ensure minimal discharges and optimal operation. If the contractor manufactures or imports chemicals, it shall comply with prevailing statutes as well as official regulations and guidelines on evaluating and classifying chemicals. In Norway, this shall include reporting chemicals to the product registry (Produktregisteret).

The contractor shall avoid discharging chemicals with a potential for long-term impact in the form of high bioaccumulation potential or poor degradability, or which are considered potentially harmful in other respects. That applies particularly to chemicals discharged in large quantities and/or in sensitive areas. Where such criteria fail to be met, the justification for continued use shall be documented or a plan for replacing the chemical prepared.

When chemicals that are used in Norway fail to meet SFT's criteria for degradability and bioaccumulation, or when such chemicals in other ways are classified as potentially harmful to the environment, the justification for continued use shall be documented and a plan for replacing the chemical prepared.

Chemical products and substances which are used in Norway, and which are included in SFT's lists A and B, Report no 58 (1996-97) to the Norwegian Storting (parliament), shall contain a minimum level of contaminant, and be of such a high purity and quality as possible. The contractor shall have a quality assurance system which ensures that the products with the highest purity are used.

A.4.8 Safety delegates

Safety delegates shall be elected or appointed in accordance with prevailing rules and regulations.

A.5 Planning and procedures

A.5.1 HSE working practices

Working practices and procedures shall be consistent with the contractor's HSE policy and HSE management system.

A.5.2 HSE programme

The contractor shall establish an HSE programme which covers the elements of the HSE management system. This programme shall form an integral part of the company's overall HSE programme for the respective site, project or activity, and cover specific activities with a description of what is to be delivered. The HSE programme shall be preventive and must be kept updated throughout the work.

The HSE programme shall cover occupational health and the working environment, safety, the environment and emergency response. Separate objectives shall be defined for each of these main areas.

In addition, the HSE programme should:

- identify official regulations and other specific requirements relating to HSE which apply to the work
- define activities which must be initiated to meet prevailing requirements
- define applicable risk acceptance criteria
- define the hazards which must be addressed, how these are to be controlled, and which methods should be used if necessary to regain control
- identify procedures to be developed under the contract
- define company/contractor responsibilities and interfaces, and the contractor's strategy for supervising subcontractors
- identify and schedule the contractor's training requirements.

The HSE programme shall be submitted to the company for review in accordance with agreed milestones. The company shall be notified of possible changes to this programme.

A.5.3 Psychosocial emergency services

The contractor shall have a documented organisation to provide care for its own personnel and psychosocial support for personnel and their immediate families in the event of hazardous conditions or accidents.

A.5.4 Equipment inspection and maintenance

The contractor shall have documented systems in place which ensure proper maintenance and calibration as well as suitability of tools and equipment used by its personnel when performing the work at its premises, on site or at any other location.

A.5.5 Emergency response manual

If the contractor is the principal enterprise, it shall prepare an emergency response manual which shall be submitted to the company for review in accordance with agreed milestones. The company shall be notified of possible changes to this manual.

A.5.6 Safety plot plans

When acting as principal enterprise, the contractor shall prepare safety plot plans for the site and for the contract object, showing escape routes, mustering stations and the location of firefighting and first aid equipment. These plans shall be posted in easily visible locations at central points where personnel pass to and from.

A.5.7 HSE-related personnel handbook

The contractor shall issue an HSE-related personnel handbook containing such information on HSE and emergency procedures as its personnel are required to know. The contractor shall ensure that the handbook is distributed to all personnel and that they are familiar with its contents. Visitors to the site shall be given adequate information on relevant HSE requirements.

A.6 Implementation and monitoring

A.6.1 Supervision and monitoring of work activities

The contractor shall supervise and monitor its own HSE performance. Results of this supervision and monitoring shall be passed on without undue delay to the contractor's management and personnel. Frequent management inspections shall be performed to verify compliance with prevailing standards.

A.6.2 Notification and reporting of undesirable events/hazardous conditions

The contractor shall comply with all official requirements for notifying and reporting events/hazardous conditions relating to safety, occupational health and the environment. Routines for ensuring such compliance shall be documented.

All notifiable undesirable events/hazardous conditions experienced by the contractor shall be reported to the company without undue delay, whether the event occurred at the contractor's premises, at the site or at other locations. The report shall include the date of the event, its causes and any preventive follow-up measures taken.

A.6.3 Prohibition notices and demands for improvement

Any prohibition notices and demands for improvement imposed on the contractor by government authorities shall be reported to the company without undue delay. Should a complaint be filed under HSE legislation against the contractor while performing the work, this must also be reported to the company without undue delay.

A.6.4 Reporting of undesirable events and lost-time injuries

Every lost-time injury suffered by the contractor's personnel, and any event with a high loss potential, shall be reported to the company within 24 hours of the incident. Direct and underlying causes shall be specified.

Undesirable events with a medium loss potential shall be registered. Direct and underlying causes shall be specified. Incident reports shall be submitted to the company on request.

A.6.5 Working environment and occupational health

The contractor shall have a system which ensures a good overview of the working environment at sites where its personnel are employed. This overview shall accord with relevant official requirements, and performance parameters which are monitored shall make the largest possible contribution to preventing health problems relating to the working environment.

A.6.6 Monthly HSE reporting

Unless otherwise agreed in writing, a monthly HSE report shall be submitted as part of the contractor's overall monthly report.

This report shall cover the status of identified HSE hazards and significant HSE aspects. The status of all activities in the HSE programme shall also be detailed in full. Preventive measures which have been initiated or implemented shall be briefly described.

The following HSE data shall be provided for the contractor, each subcontractor and in total:

- number of accidents/losses
- number of near-misses/hazardous conditions
- number of undesirable events with high loss potential
- number of lost-time injuries
- hours worked (see below)
- registered overtime
- sickness absence (as a percentage of normal working hours)
- new cases of work related illness

The company shall be informed of the contractor's definition of a lost-time injury and work related illness, and its definition of and practice concerning the use of alternative work.

Hours worked shall be specified as follows: a) total number of hours worked on the contract in the period, b) direct and indirect construction hours, including supervision and fabrication, but excluding engineering hours.

Off-site construction and installation work performed by subcontractors which amount to more than 10 000 hours shall also be reported.

A.6.7 Handling non-conformances

The contractor shall have a system for registering and following up non-conformances with procedures, specifications, standards and contract requirements relating to the work.

A.6.8 Experience transfer

Transfer of HSE experience shall form part of the contractor's close-out report to the company. This report shall be prepared concurrently with the work, and must as a minimum address the following:

- how the contractor's HSE programme has functioned (where such a programme has been drawn up)
- unforeseen problems — how these were overcome and recommended future approaches
- underlying causes of lost-time injuries and work related illness, and how such cases have been followed up
- positive HSE aspects which should be considered for future activities
- any damage to equipment, and recommendations on avoiding similar damage in future operations
- suggested improvements to work routines.

The current status of the above items shall be discussed with company representatives at regular experience transfer meetings.

A.6.9 Investigating and reporting of major incidents

The contractor shall document who will lead investigations, and must document its routines for communicating the findings of an investigation, or details of a similar incident elsewhere to the contractor's site management and personnel.

A.6.10 Limited incident reporting

The company shall be notified of any lost-time injury within 24 hours of the incident.

A.7 Auditing and reviewing

A.7.1 Auditing

The contractor shall have a documented HSE auditing plan. The administrative routines used for reporting and following up audits shall be documented.

A.7.2 Reviewing

Reviews deriving from the HSE management system shall be carried out by members of the contractor's senior management, or by competent personnel appointed by the senior management.

Annex B (informative) Activity matrix

The matrix shows typical categories of contract and associated HSE-related items, which should be included in connection with qualification, evaluation and contract supervision. The company decides for itself which category of contract is most relevant for the specific delivery. Deliveries with limited HSE risk will normally require less extensive evaluation and following up than those with a high HSE risk. Other factors which should be taken into account when selecting contract category include the criticality of the delivery in progress and financial terms, and possible experience with earlier contracts.

HSE-related items and contract categories		A	B	C	D
		Large and/or complex	Hire of personnel	Small and/or simple	Small and/or simple with limited follow-up
Element 1 — Leadership and commitment					
1.1	Commitment to HSE through leadership	◆	◆	◆	◆
Element 2 — Policy and strategic objectives					
2.1	HSE policy	◆	◆	◆	◆
2.2	Compliance with the company's HSE policy	◆			
Element 3 — Organisation, resources and documentation					
3.1	Organisation — commitment and communication	◆	◆	◆	◆
3.2	HSE training of managers and supervisors	◆		◆	◆
3.3	Training programme and information for employees	◆		◆	◆
3.4	Specialised training	◆	◆	◆	
3.5	Rules, regulations, standards and company requirements	◆			
3.6	Assessing the suitability of subcontractors	◆		◆	◆
3.7	Work regulations	◆	◆	◆	
Element 4 — Evaluation and risk management					
4.1	Risk assessment	◆		◆	
4.2	Working environment and occupational health	◆		◆	◆
4.3	Material safety data sheets	◆		◆	◆
4.4	Personal protective equipment	◆	◆	◆	
4.5	Environmental management	◆		◆	◆
4.6	Ecotoxicological information on chemicals (environmental data)	◆		◆	◆
4.7	Use of potentially environmentally harmful chemicals	◆		◆	◆
4.8	Safety delegates	◆		◆	
Element 5 — Planning and procedures					
5.1	HSE working practices	◆		◆	
5.2	HSE programme	◆			
5.3	Psychosocial emergency services	◆	◆	◆	◆
5.4	Equipment inspection and maintenance	◆		◆	
5.5	Emergency response manual	◆			
5.6	Safety plot plans	◆			
5.7	HSE-related personnel handbook	◆			
Element 6 — Implementation and monitoring					
6.1	Supervision and monitoring of work activities	◆		◆	◆
6.2	Notification and reporting of undesirable events/hazardous conditions	◆		◆	
6.3	Prohibition notices and demands for improvement	◆			
6.4	Reporting of undesirable events and lost-time injuries	◆		◆	
6.5	Working environment and occupational health	◆	◆	◆	
6.6	Monthly HSE reporting	◆			
6.7	Handling non-conformances	◆			
6.8	Experience transfer	◆		◆	
6.9	Investigation and reporting of major incidents	◆		◆	
6.10	Limited incident reporting				◆
Element 7 — Auditing and reviewing					
7.1	Auditing	◆			
7.2	Reviewing	◆			

Annex C (informative) Classification matrix for undesirable events

A classification matrix can be used to assess the loss potential of undesirable events. The classification will normally be operations-based, and must accordingly be agreed for each delivery. An example of a classification matrix is shown in table C.1

Table C.1 – Classification of the loss potential in undesirable events

Injury	Oil spill	Chemical spill			Material damage (NOK)	Loss of production (NOK)	Most likely rate of recurrence									
		Class 1	Class 2	Class 3			> 5 yrs	5 yrs	1 yr	6 mths	14 days					
Fatality	Offshore 2 500 m ³	Offshore 1 000 m ³	Offshore 100 000 m ³		5 mill	Offshore 10 mill	High loss potential									
	Land 1 000 m ³	Land 1 m ³	Land 10 m ³	Land 100 m ³		Land 5 mill										
Serious injury with possible disablement	Offshore 500 m ³	Offshore 100 m ³	Offshore 10 000 m ³		1 mill	Offshore 2 mill										
	Land 100 m ³	Land 500 litres	Land 1 m ³	Land 10 m ³		Land 1 mill										
Serious injury	Offshore 100 m ³	Offshore 10 m ³	Offshore 1 000 m ³		250 000	250 000						Medium loss potential				
	Land 10 m ³	Land 100 litres	Land 500 litres	Land 1 m ³												
Injury requiring medical treatment	Offshore 1 m ³	Offshore 1 m ³	Offshore 100 m ³		50 000	50 000										
	Land smaller	Land 10 litres	Land 100 litres	Land 250 litres												
First aid injury	Offshore < 1 m ³	Offshore < 1 m ³	Offshore < 100 m ³		< 50 000	< 50 000	Low loss potential									
	Land Insignificant	Land < 10 litres	Land < 100 litres	Land < 250 litres												

Chemical classes offshore:

Class 1: Oil-based and synthetic drilling fluids, such as ester-based fluids, biocides and chemicals not included in the Norwegian Pollution Control Authority's A or B lists.

Class 2: Water-based drilling fluids and chemicals included in the Norwegian Pollution Control Authority's A or B lists, brines, caustic solutions, acids, methanol and glycol.

Unintentional emissions of halon are reported as chemical discharges if the volume exceeds 50 kilograms.

Chemical classes on land:

Class 1: Water-soluble chemicals with high toxicity/reactivity. Typically water-soluble or water-dispersant corrosion inhibitors, biocides, reactive substances such as flocculants and oxygen scavengers, methanol, concentrated acids and bases, and sodium hypochlorite.

Class 2: Oil-soluble chemicals. Typically emulsion breakers, wax inhibitors, oil-based drilling fluids.

Class 3: Water-soluble chemicals with low toxicity/reactivity. Typically scale inhibitors, silicon-based defoamers, glycol, water-based drilling fluids, weak acids and bases, various detergents or surfactants, inorganic salts with low toxicity.



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