



## Specification

---

# Aker BP Additional Requirements to NOROK - WA-S-006 - HSEQ Evaluation of Suppliers and HSEQ Requirements in Contracts

Document no.: 77-002121  
Rev. no.: 2.0  
Date: 2023-10-23

	Aker BP Additional Requirements to NOROK - WA-S-006 - HSEQ Evaluation of Suppliers and HSEQ Requirements in Contracts		
	Doc. no.: 77-002121	Rev. no.: 2.0	Page: 2 of 39

## About this document

<b>Purpose</b>	<p>This document specifies Aker BP requirements additional to NOROK WA-S-006:2020, Annexes C, D and E “HSEQ requirements”, and is structured to correspond with NOROK WA-S-006:2020 including headlines and numbering. This document shall thus be read in conjunction with NOROK WA-S-006:2020.</p> <p>This document serves as the HSSE and Quality sections of the Contract.</p>
<b>Valid for</b>	This specification applies to Aker BP Contracts in all organizational units.
<b>Revision Period</b>	2 Years
<b>Non-conformity/ Deviations</b>	If unable to comply with requirements stated in this document, process for deviations and non-conformity applies.

Role	Name
Owner	Hestholm, Leif Gunnar
Verifier	Hoff, Bjørn
Coordinator	Torsteinsen, Ingvild Negaard

Rev.no.	Date	Description of Change
2.0	2023-10-23	Harmonised with updated Supply Chain & Logistics BMS and Governing Documents. Include Contract Mode relevance per section. Updates also based on HSSEQ review input. Major updates regarding External Environment and Risk Management.
1.0	2023-02-28	New governing document for Aker BP. Published in Ivalua 28.02.2023.

## Table of Contents

1	Instruction for Use .....	6
1.1	General HSE Requirements (Company Specific Section)	6
1.1.1	HSSEQ Requirements Demarcation	6
1.1.2	Company Approval/Relief of Responsibility	6
2	Normative References.....	6
2.1	Security (Company Specific Section)	6
2.2	Chemicals (Company Specific Section)	7
3	Definitions .....	7
4	Abbreviations .....	13
5	Operating Management System.....	13
5.1	Introduction	13
5.2	Policies, Standards and Objectives	13
5.3	Processes and Systems	13
5.3.1	HSE Improvement Plan (Company Specific Section)	13
5.4	Interface Between Contractor and Company	13
5.4.1	Quantitative Risk Analysis (QRA) and Emergency Preparedness Analysis (EPA) (Company Specific Section)	13
5.4.2	HSE Bridging Document (Company Specific Section)	14
5.4.3	Kick-Off Meetings (Company Specific Section)	14
5.4.4	Performance Review Meetings (Company Specific Section)	16
5.5	Conditions Affecting the Qualification Status	16
5.6	Contractor's Qualification And Follow-Up Processes for Subcontractors And Their Contractors	16
6	Contractor's Audit and Verification Programme .....	16
6.1	Management Site Inspections Programme (Company Specific Section)	16
7	Company's Audit and Verification Rights.....	17
7.1	Remote Inspections, Audits, and Verifications (Company Specific Section)	17
8	Contractor's Organisation.....	17
8.1	Organisation	17
8.2	Employee Involvement	17
8.3	Competence and Training	17
8.3.1	Requirements for Certification for Personnel Working Offshore (Company Specific Section)	18
8.4	Experience Transfer	18
9	Health and Working Environment, Safety, Security, Social Responsibility including Human Rights and the Environment (HSE) .....	18
9.1	General	18
9.1.1	Introduction	18
9.1.2	Contract Specific HSE Plan	18
9.1.3	Emergency Response Management	22

9.1.4	Security	23
9.1.5	Incident Management Systems	23
9.1.6	Notification and Reporting of HSE Incidents	23
9.1.7	Incident Investigation	23
9.2	Health and Working Environment, Safety	24
9.2.1	Health Service	24
9.2.2	Alcohol and Drugs	24
9.2.3	Preventing Substance Abuse	24
9.2.4	Working Hours	24
9.2.5	Work Environment Surveys	24
9.2.6	Chemicals	24
9.2.7	Hazardous Exposure in Working Environment	24
9.2.8	Radioactive Sources	24
9.2.9	Explosives	24
9.2.10	Prevention of Falling Objects	24
9.2.11	Safe Use of Lifting Equipment	24
9.2.12	Personal Protective Equipment	24
9.2.13	Employee Safety Representative	24
9.3	External Environment	24
9.3.1	Introduction	24
9.3.2	Circular Economy and Waste Management	25
9.3.3	Reporting of Emissions and Discharges	26
9.3.4	Sustainability (Company Specific Section)	28
9.3.5	Biodiversity (Company Specific Section)	28
9.4	Human Rights	29
9.5	Breach of Security, Safety and/or Working Regulations	29
9.5.1	Introduction	29
9.5.2	Orders, Prohibition Notices and Demands for Improvement	29
9.6	Work at Company's Site	29
9.6.1	General	29
9.6.2	Emergency Response Management	29
9.6.3	Work Permits and Identification	29
9.6.4	Notification and Reporting of HSE Incidents	30
9.6.5	Investigation of HSE Incidents	30
9.6.6	Chemicals	30
9.6.7	Working Hours	31
9.6.8	Employee Safety Representative	31
9.6.9	HSE Metrics & Reporting (Company Specific Section)	31
10	Quality Management .....	32
10.1	Quality Management System	32
10.2	Quality Plan	32
10.3	Inspection and Test Plan (ITP)	32

10.4	Quality Incidents and Nonconformities (Company Specific Section)	33
10.5	Deviation Permit and Concession	33
10.6	Quality Records	34
10.7	Quality Surveillance (Company Specific Section)	34
10.8	Product Identification and Traceability (Company Specific Section)	34
10.9	Quality Report (Company Specific Section)	34
10.10	Quality Representative and Communications (Company Specific Section)	34
11	Risk Management .....	35
11.1	HSE Risk Management (Company Specific Section)	35
12	Security Requirements for Offshore Delivery of Material .....	35
12.1	Material in Sealable Containers	35
12.2	Norwegian Oil and Gas Association Security Agreement	35
13	Special Requirements for Diving Projects (Company Specific Section) .....	35
13.1	General	36
13.2	Documentation to Be Provided	36
13.3	Health Service	37
13.4	Medical Surveillance	37
13.5	Vessel Issues	38
13.6	Diving Records and Training	38
13.7	Reporting	38
	13.7.1 General	38
	13.7.2 Special Reporting Requirements For Diving Operations	38
	13.7.3 Activity Reporting	38
	13.7.4 Reporting	39
	13.7.5 Familiarisation	39

	Aker BP Additional Requirements to NOROK - WA-S-006 - HSEQ Evaluation of Suppliers and HSEQ Requirements in Contracts		
	Doc. no.: 77-002121	Rev. no.: 2.0	Page: 6 of 39

## 1 Instruction for Use

This document specifies COMPANY requirements additional to NOROK WA-S-006:2020, Annexes C, D and E “HSEQ requirements”, and is structured to correspond with NOROK WA-S-006:2020 including headlines and numbering. This document shall thus be read in conjunction with NOROK WA-S-006:2020. (The NOROK WA-S-006 “self-assessment and evaluation” is not used, as this is covered by Magnet JQS).

This document serves as the HSE and Quality sections of the Contract.

For some of the sections there are no additional Aker BP requirements to the NOROK WA-S-006:2020 requirements. These sections are intentionally represented as headlines only and correspond with NOROK WA-S-006:2020 headlines.

Sections that are added and that do not correspond with NOROK WA-S-006:2020 headlines are identified in the headline with added “(COMPANY specific section)”.

For further references in this document to NOROK WA-S-006, this shall be read as NOROK WA-S-006:2020

### 1.1 General HSE Requirements (Company Specific Section)

CONTRACTOR shall follow the requirements stated in NOROK WA-S-006:

- Normative references listed in Section 2 Normative References
- HSSEQ requirements in Annexes C, D, and E as appropriate to the relevant contract mode

The COMPANY requirements specified in this document shall be included in the different contract modes according to NOROK WA-S-006:2020 Table B.4 “Table of content – for administrative HSEQ requirements in contracts”.

#### 1.1.1 HSSEQ Requirements Demarcation

The provisions of this Appendix shall be applicable to all WORK performed at COMPANY controlled WORKSITE(S), and to any other WORKSITE(S) as specified in the CONTRACT, HSE BRIDGING DOCUMENT or HSE PLAN.

#### 1.1.2 Company Approval/Relief of Responsibility

CONTRACTOR acknowledges that the giving or withholding of any APPROVAL by COMPANY under this Appendix:

- a) does not alter or affect the responsibility of CONTRACTOR to perform the WORK, and to produce the document or conduct the activity, in accordance with the requirements of the CONTRACT, and
- b) does not represent or imply any acknowledgement by COMPANY as to whether CONTRACTOR is or would be in conformity with the CONTRACT, if the WORK were to proceed based on the document or activity for which APPROVAL is given.

## 2 Normative References

### 2.1 Security (Company Specific Section)

CONTRACTOR shall comply with Norwegian Oil & Gas Association (Norsk olje og gass) guidelines: 003 Recommended guidelines for check-in and security checks at helicopter

	Aker BP Additional Requirements to Norsok - WA-S-006 - HSEQ Evaluation of Suppliers and HSEQ Requirements in Contracts		
	Doc. no.: 77-002121	Rev. no.: 2.0	Page: 7 of 39

terminals; 091 Recommended guidelines for securing supplies and materials in the oil and gas industry.

## 2.2 Chemicals (Company Specific Section)

CONTRACTOR shall conform to:

- 1) The Norwegian Work Environment Regulations;
- 2) CLP and Reach regulations;
- 3) Biocide regulations; and
- 4) "NORSOK S-002" Regarding Work Environment (When Applicable)

## 3 Definitions

For the sole purpose of this Appendix the following words, acronyms and/or phrases shall have the meanings assigned to them.

ACCIDENT	An unintended actual occurrence that leads to death, personal injury, loss or damage to property, pollution, economic loss, reputational damage, or unforeseen deviation from requirements of relevant authorities, procedures, or standards, and includes without limitation events such as equipment failures, equipment misuse, displaced objects, vehicle ACCIDENTS, fire, unintended electric arcs, explosions, flood, release of hazardous materials and criminal or malicious acts.
ASPECTS	See definition in Norsok WA-S-006.
BAT	Best Available Technique (NOROG guideline no. 147).
DANGEROUS GOODS	Solids, liquids, or gases that can harm the ENVIRONMENT.
EMERGENCY RESPONSE	Technical, operational, and organisational measures, including necessary equipment that are planned to be used under the management of the emergency organisation in case hazardous or accidental situations occur,  in order to protect human and environmental resources and assets (ref Norsok Z-013).

	Aker BP Additional Requirements to Norsok - WA-S-006 - HSEQ Evaluation of Suppliers and HSEQ Requirements in Contracts		
	Doc. no.: 77-002121	Rev. no.: 2.0	Page: 8 of 39

ENVIRONMENT OR ENVIRONMENTAL	<p>Any or all living organisms including the ecological systems of which they form part and the following media (alone or in combination):</p> <ul style="list-style-type: none"> <li>a) air, including the air within the buildings and the air within other natural or man-made structures whether above or below ground</li> <li>b) water, including without limitation water under or within land or in drains or sewers and surface, ground, coastal and inland waters</li> <li>c) land, including surface land, sub-surface strata, land under water and natural and manmade structures, and</li> <li>d) in the case of a person, his/her senses, and his/her property.</li> <li>e) climate, including direct and indirect greenhouse gas emissions, also referred to as Scope 1, 2 and 3 emissions</li> </ul>
SUSTAINABILITY AND MONITORING PLAN	A plan developed for an asset, entity or scope of work that lists specific ENVIRONMENTAL, Social and Governance (ESG) ASPECTS and Impacts. The plan shall include objectives and detailed mitigation measures to assess, avoid, minimize, remedy (if applicable), or compensate work related impacts.
HARMONISED OFFSHORE CHEMICAL NOTIFICATION FORMAT or HOCNF	A standardised form used to provide data and information regarding chemicals to be used and/ or discharged offshore.
HAZARD(S)	A condition or practice with the potential to cause harm to people, the ENVIRONMENT, property, or COMPANY reputation.
HIGH POTENTIAL EVENT or HIPO	<p>An INCIDENT, unsafe or unhealthy condition or NEAR MISS where the most serious probable outcome is a MAJOR INCIDENT (MI). This includes any LOSS OF PRIMARY CONTAINMENT INCIDENT where the potential exists for extensive damage to a sensitive ENVIRONMENT.</p> <p>“HIPO” may be further defined by COMPANY in a notification under Section HSE Metrics &amp; Reporting (Company Specific Section)</p>
HSSE	See definition in Norsok WA-S-006 regarding HSE.

	Aker BP Additional Requirements to NORSOK - WA-S-006 - HSEQ Evaluation of Suppliers and HSEQ Requirements in Contracts	
	Doc. no.: 77-002121	Rev. no.: 2.0

HSE ARRANGEMENTS	<p>CONTRACTOR'S formal, documented arrangements for performing the WORK in accordance with the HSE REQUIREMENTS. HSE ARRANGEMENTS include the HSE PLAN, HSE BRIDGING DOCUMENT, CONTRACTOR'S HSE-MS, and any other applicable general, local or project specific CONTRACTOR practices, policies, procedures, and guidance that are relevant to the WORK. They also include CONTRACTOR'S arrangements for oversight of SUBCONTRACTOR(S) and for complying with applicable COMPANY plans, policies, processes, and procedures, such as those which have primacy under the HSE BRIDGING DOCUMENT.</p>
HSE BRIDGING DOCUMENT	<p>A document agreed between CONTRACTOR and COMPANY as described herein this Appendix.</p>
HSE MANAGEMENT SYSTEM OR HSE-MS	<p>A framework of processes and procedures designed to ensure that an organisation identifies, analyses and controls HSE HAZARDS and RISKS and can conduct its operations in a way that protects HSE and delivers conformity to HSE-related LEGAL AND REGULATORY REQUIREMENTS. See also definition in NORSOK WA-S-006 regarding operating management system (OMS)</p>
HSE PLAN	<p>Documentation of CONTRACTOR'S plan for the HSE management of the WORK including elements specified in this Appendix.</p>
HSE REQUIREMENTS	<p>Requirements specified or referred to in this Appendix and in the CONTRACT relevant to HSE and HSE related LEGAL AND REGULATORY REQUIREMENTS.</p>
INCIDENT	<p>See definition in NORSOK WA-S-006.</p> <p>"INCIDENT" may be further defined by COMPANY in a notification under HSE Metrics &amp; Reporting (Company Specific Section).</p>
INCIDENT INVESTIGATION AND REPORTING PROCEDURE	<p>A formal procedure used by CONTRACTOR to report the occurrence of an INCIDENT at the WORKSITE and the process for investigation of any INCIDENT including identification of facts and circumstances related to the event, determination of the causes, and development of remedial actions. The INCIDENT INVESTIGATION AND REPORTING PROCEDURE forms part of CONTRACTOR'S HSE-MS.</p>

	Aker BP Additional Requirements to Norsok - WA-S-006 - HSEQ Evaluation of Suppliers and HSEQ Requirements in Contracts	
	Doc. no.: 77-002121	Rev. no.: 2.0

**INHERENTLY SAFER DESIGN**      The use of design principles to eliminate Hazards or reduce their magnitude sufficiently to reduce the need for elaborate safety systems and procedures. Inherently Safer Design may also refer to design principles applied to increase the strength or robustness of LAYERS OF PROTECTION.

**LAYERS OF PROTECTION or LOP**      Devices, systems, or actions that would each likely and independently interrupt the chain of events following an initiating cause or that would mitigate INCIDENT impacts.

**LEGAL AND REGULATORY REQUIREMENTS**      Obligations established at any time by applicable legislation, regulation, administrative order, consent decree, contract (including the CONTRACT) or any other instrument enforceable by a court of law in the relevant jurisdiction. This includes binding commitments or obligations in any ENVIRONMENTAL and Social impact assessment, permit or equivalent documentation.

**LOSS OF PRIMARY CONTAINMENT or LOPC**      An unplanned or uncontrolled release of material from PRIMARY CONTAINMENT.  
“LOSS OF PRIMARY CONTAINMENT” may be further defined by COMPANY in a notification under Section HSE Metrics & Reporting (Company Specific Section).

**MAJOR INCIDENT or MI**      A health, safety, or ENVIRONMENTAL INCIDENT in which the severity of the actual impact comprises, one or more of the following statements:

- f) Two (2) or more fatalities.
- g) Ten (10) or more injuries or health affects requiring hospital treatment for more than twenty-four (24) hours.
- h) Localised or extensive damage to sensitive or non-sensitive Environments where remediation is expected to take an extended period of time.
- i) Equipment or Property Damage equal to or exceeding US\$1million.
- j) Significant enforcement action from authorities in Norway
- k) Public/ investor or interest group outrage.

“MAJOR INCIDENT” may be further defined by COMPANY in a notification under HSE Metrics & Reporting (Company Specific Section)

	Aker BP Additional Requirements to Norsok - WA-S-006 - HSEQ Evaluation of Suppliers and HSEQ Requirements in Contracts		
	Doc. no.: 77-002121	Rev. no.: 2.0	Page: 11 of 39

MANAGEMENT OF CHANGE or MOC	A formal method used by an organisation to manage and control changes.
MANAGEMENT SITE INSPECTION(S)	CONTRACTOR and/or COMPANY management site visits to conduct personal and PROCESS SAFETY inspections consistent with CONTRACT requirements.
NEAR MISS	See definition in Norsok WA-S-006.
PERMIT TO WORK	A formal and detailed document containing location, time, equipment to be serviced, HAZARD identification, mitigation and precaution measures used, identifying persons authorising work and who is performing the WORK.
POSE LITTLE OR NO RISK TO THE ENVIRONMENT or PLONOR	A list of substances published by the Oslo-Paris Commission for the protection of the Marine Environment of the North-East Atlantic and its resources (also known as OSPAR Commission).
PRIMARY CONTAINMENT	A tank, vessel, pipe, rail car or equipment intended to serve as the primary container or used for the transfer of the material.
PROCESS SAFETY or PS	Disciplined framework for managing the integrity of hazardous operating systems and processes by applying good design principles, engineering, and operating practices.
PROCESS SAFETY EVENT	<p>An unplanned or uncontrolled LOPC of any material including non-toxic and non-flammable materials from a process, or an undesired event or condition that, under slightly different circumstances, could have resulted in an LOPC of a material from a process. See also definition of Major accident statistics (process safety incidents) in Norsok WA-S-006.</p> <p>“PROCESS SAFETY EVENT” may be further defined by COMPANY in a notification under Section HSE Metrics &amp; Reporting (Company Specific Section).</p>

	Aker BP Additional Requirements to Norsok - WA-S-006 - HSEQ Evaluation of Suppliers and HSEQ Requirements in Contracts	
	Doc. no.: 77-002121	Rev. no.: 2.0

QUALITY DEVIATION	Not to be used, see Quality Incident.
QUALITY INCIDENT	<p>An incident, nonconformity, event, or decision with unintended negative consequence on schedule or cost.</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>- Schedule: e.g., plan, process cycle time, lead time, milestone date, activity duration, etc.</li> <li>- Cost – e.g., production cost, production loss, downtime cost, purchase price, rework cost, storage cost, repair cost, replacement cost, transport cost, cost of exceeding quality requirements, etc.</li> </ul>
RISK	See definition in ISO 31000.
RISK ASSESSMENT	Described in ISO 31000.
RISK REGISTER	A CONTRACTOR document identified HAZARDS and RISKS relating to the WORK. The RISK REGISTER details the RISK description, RISK evaluation in terms of impact and likelihood of occurrence, and identifies affected areas such as plant, process, people, and RISK MANAGEMENT MEASURES.
SAFETY CRITICAL EQUIPMENT or SCE	CONTRACTOR provided equipment, safety systems, devices, controls, or components that are designated to prevent, detect, control, mitigate a MAJOR INCIDENT, or facilitate the escape and survival of people.
CONTRACTOR'S "MANAGEMENT'S VERIFICATION" or MV	The systematic process performed by CONTRACTOR line leaders, of checking whether the WORK is being performed in conformity with Legislative/Regulatory and CONTRACT Requirements and HSE ARRANGEMENTS. It includes taking corrective action when the WORK is not being carried out in conformity with the applicable requirements.
CONTRACTOR'S "MANAGEMENT'S VERIFICATION" (MV) PLAN(S)	A plan developed by CONTRACTOR and submitted to COMPANY that lists CONTRACTOR's MANAGEMENT'S VERIFICATION activities with assigned leadership owners, frequencies, and due dates.

	Aker BP Additional Requirements to Norsok - WA-S-006 - HSEQ Evaluation of Suppliers and HSEQ Requirements in Contracts		
	Doc. no.: 77-002121	Rev. no.: 2.0	Page: 13 of 39

SEVERE VEHICLE  
ACCIDENTS

A vehicle ACCIDENT that involves any of the following:

- a) Any INCIDENT involving a motor vehicle rollover.
- b) Disabling damage requiring any of the motor vehicle(s) involved (COMPANY and/ or third party) to be recovered from the scene.
- c) Recordable Injury to any single person off-site.

Any off-site spill greater than one barrel (1bbl) of product, while in transit, by a COMPANY motor vehicle.

## 4 Abbreviations

## 5 Operating Management System

### 5.1 Introduction

### 5.2 Policies, Standards and Objectives

### 5.3 Processes and Systems

#### **5.3.1 HSE Improvement Plan (Company Specific Section)**

The following requirements are relevant for Contract Mode 1, 2 and 3:

If the WORK, or any part of it, is suspended by COMPANY on the basis that it is necessary for the safety of the WORK, Drilling Unit or persons, COMPANY may require CONTRACTOR to develop and execute an HSE improvement plan.

Such CONTRACTOR HSE improvement plan:

- a) shall include measurable actions to be taken by CONTRACTOR to address identified deficiencies;
- b) may include amendments to the HSE ARRANGEMENTS; and
- c) shall be submitted to COMPANY for APPROVAL in connection with COMPANY decision regarding whether CONTRACTOR shall resume the WORK.

### 5.4 Interface Between Contractor and Company

#### **5.4.1 Quantitative Risk Analysis (QRA) and Emergency Preparedness Analysis (EPA) (Company Specific Section)**

The following requirements are relevant for Contract Mode 1 and 2:

	Aker BP Additional Requirements to NORSEK - WA-S-006 - HSEQ Evaluation of Suppliers and HSEQ Requirements in Contracts		
	Doc. no.: 77-002121	Rev. no.: 2.0	Page: 14 of 39

Quantitative Risk Analysis (QRA) and Emergency Preparedness Analysis (EPA) shall always be up to date and applicable for the WORK. COMPANY can request QRA and EPA updates at any time as deemed necessary.

#### **5.4.2 HSE Bridging Document (Company Specific Section)**

The following requirements are relevant for Contract Mode 2. This may also be relevant for Contract Mode 1, depending on operation and activities:

1. COMPANY shall APPROVE the HSE BRIDGING DOCUMENT prior to its implementation and commencement of the WORK.
2. In the event that, for any HSE REQUIREMENTS, COMPANY and CONTRACTOR cannot agree with any aspect relating to primacy, COMPANY shall decide the resolution.
3. Where COMPANY policies, practices or procedures are identified in the HSE BRIDGING DOCUMENT as having primacy over CONTRACTOR HSE-MS:
  - a) CONTRACTOR shall train PERSONNEL accordingly; and
  - b) CONTRACTOR shall conform to the identified policies, practices, and procedures in the performance of the WORK.
4. CONTRACTOR shall review the HSE BRIDGING DOCUMENT as necessary to keep it up to date, including any changes to Appendix A (Scope of Work), the HSE REQUIREMENTS or CONTRACTOR'S HSE-MS.
5. RISK ASSESSMENT: CONTRACTOR shall have completed the required analysis on RISK, work ENVIRONMENT, emergency preparedness and ENVIRONMENT. Records of completed and planned analysis shall be kept updated and be available for COMPANY.

#### **5.4.3 Kick-Off Meetings (Company Specific Section)**

The following requirements are relevant for Contract Mode 1, 2 and 3:

CONTRACTOR shall participate in kick-off (sometimes referred to as authorisation to operate or 'ATO', 'go/no-go' or 'readiness reviews') meetings as requested by COMPANY.

In such kick-off meetings CONTRACTOR shall (unless otherwise agreed by COMPANY) confirm, with evidence as requested, that:

- a) any RISK ASSESSMENTS and RISK REGISTERS are complete and up to date (against CONTRACT, including local, asset or work specific requirements)
- b) the HSE PLAN is complete and up to date (against CONTRACT, including local, asset or work specific requirements)
- c) relevant actions identified in the HSE PLAN have been addressed
- d) the HSE ARRANGEMENTS, including any policies, practices, or procedures, are fit for purpose and comply with Section 1.1 (GENERAL HSESEQ REQUIREMENTS) herein this Appendix
- e) PERSONNEL are competent

- f) Plant and equipment are fit for service, and that all SCE has been identified and is accounted for within its inspection and maintenance plans
- g) the HSE PLAN has been communicated to relevant PERSONNEL and
- h) CONTRACTOR can execute the WORK in accordance with the HSE Requirements.

	Aker BP Additional Requirements to NORSEK - WA-S-006 - HSEQ Evaluation of Suppliers and HSEQ Requirements in Contracts		
	Doc. no.: 77-002121	Rev. no.: 2.0	Page: 16 of 39

#### **5.4.4 Performance Review Meetings (Company Specific Section)**

The following requirements are relevant for Contract Mode 1 and 2:

CONTRACTOR shall participate in regular performance review meetings with COMPANY, and shall be prepared to:

**Demonstrate** conformity with the HSE Requirements, including reporting the following Key Performance Indicator (KPI), where MV activities are those captured in the CONTRACTOR'S MV Plan.

$\% \text{ of planned MV activities completed} = (\text{Completed \# of MV activities}) / (\text{Planned \# of MV Activities}) \times 100\%$

#### **Present:**

- a) Supplier business focus
- b) Operational status and delivery
- c) CONTRACTOR'S MV Plan KPI status
- d) Trends and analysis of findings from MV activities, including corrective actions
- e) Auditing and Inspection outcomes
- f) Leadership Site visits outcomes
- g) Results, findings and learning from the CONTRACTOR HSSEQ plans
- h) Risk status, including risk mitigation activity / plans
- i) HSSEQ metrics status, trends and analyses: Examples:
  - HSSEQ incidents
  - Nonconformities / deviations
- j) Current, relevant incidents and Lessons Learned
- k) Performance issues
- l) Highlights
  - Improvements, including effects of actions taken
  - Best practice
  - Improvement initiatives: Opportunities to improve business delivery

### **5.5 Conditions Affecting the Qualification Status**

### **5.6 Contractor's Qualification And Follow-Up Processes for Subcontractors And Their Contractors**

## **6 Contractor's Audit and Verification Programme**

The following requirements are relevant for Contract Mode 1 and 2:

Contractor's audit and verification programme (plan) shall be submitted to COMPANY for review and acceptance no later than sixty (60) DAYS after CONTRACT Award.

Contractor's audit and verification reports shall be submitted to COMPANY within fourteen (14) days after the audit or verification being performed.

### **6.1 Management Site Inspections Programme (Company Specific Section)**

CONTRACTOR shall have a Management Site Inspections programme that includes visits to COMPANY controlled WORKSITE(S) at a frequency agreed with COMPANY REPRESENTATIVE.

	Aker BP Additional Requirements to NOROK - WA-S-006 - HSEQ Evaluation of Suppliers and HSEQ Requirements in Contracts		
	Doc. no.: 77-002121	Rev. no.: 2.0	Page: 17 of 39

## 7 Company's Audit and Verification Rights

The following requirements are relevant for Contract Mode 1 and 2:

Contractor shall bear the cost of any corrective/preventive actions to handle nonconformities and improvements identified by such audits and verifications.

### 7.1 Remote Inspections, Audits, and Verifications (Company Specific Section)

Contractor shall establish and implement technical and organisational support functions to facilitate remote inspections, audits, and verifications. This may include but not limited to; handheld camera with live feed to verifying body, inspector to be remotely instructed by verifying body, portable or handheld communication equipment for inspector, and digital meeting room. CONTRACTOR shall not record live feed, unless agreed with Supplier.

## 8 Contractor's Organisation

The following requirements are relevant for Contract Mode 1 and 2:

### 8.1 Organisation

Unless specifically agreed otherwise with COMPANY, CONTRACTOR work teams shall include at least one (1) person at the WORKSITE who is fluent in both the primary language of the WORKSITE and the language of the workers in that team.

CONTRACTOR shall notify COMPANY of any PERSONNEL performing the WORK or planning to perform the WORK outside of a designated shift.

Where COMPANY has requested removal of any PERSONNEL, CONTRACTOR shall not employ such PERSONNEL for the WORK unless specifically APPROVED by COMPANY.

### 8.2 Employee Involvement

### 8.3 Competence and Training

CONTRACTOR provided safety training, and requirements for related refresher courses, shall comply with the latest edition (including any amendments) of the Norwegian Oil & Gas Association (Norsk olje og gass) Guideline 002 Guidelines for safety and emergency preparedness training.

CONTRACTOR shall have a training plan to address the identified RISKS as relevant to the WORK, and as further described in this Appendix.

CONTRACTOR shall document competence requirements for emergency preparedness roles on COMPANY assets according to COMPANY business management system (process WF-0216 competence management).

Depending on the Scope of Work the following requirement shall be deleted or be included prior to issue of the Contract:

PERSONNEL working in an offshore capacity shall fulfil COMPANY'S competency requirements as described in Aker BP doc. 73-001873 "73-001555 - Appendix A - Competence requirements for contractor's personnel engaged to work for Aker BP". The document is also available on Aker BP website (<https://akerbp.com/wp-content/uploads/2021/07/competence-requirements-for-contractors-personnel-engaged-to-work-for-aker-bp.pdf>).

	Aker BP Additional Requirements to Norsok - WA-S-006 - HSEQ Evaluation of Suppliers and HSEQ Requirements in Contracts		
	Doc. no.: 77-002121	Rev. no.: 2.0	Page: 18 of 39

### **8.3.1 Requirements for Certification for Personnel Working Offshore (Company Specific Section)**

PERSONNEL travelling offshore shall have as a minimum completed the following courses/examination and as applicable hold valid certificates therein, unless otherwise agreed by COMPANY:

- v) Offshore health certificate (Offshore helsesertifikat)
- w) Basic safety and emergency training (Grunnleggende sikkerhets- og beredskapskurs)
- x) Safety Cooperation (Samarbeid for Sikkerhet -Kurs innen SJA og AT)
- y) Environmental Awareness course (available in Aker BP Academy)
- z) Other courses as notified to CONTRACTOR by COMPANY.

## **8.4 Experience Transfer**

# **9 Health and Working Environment, Safety, Security, Social Responsibility including Human Rights and the Environment (HSE)**

## **9.1 General**

### **9.1.1 Introduction**

### **9.1.2 Contract Specific HSE Plan**

The following requirements are relevant for Contract Mode 1 and 2:

- a) CONTRACTOR'S HSE PLAN shall be delivered to COMPANY within thirty (30) days after the effective date of the CONTRACT or issue of CALL OFF ORDER(S).
- b) CONTRACTOR shall develop and execute a MANAGEMENT'S VERIFICATION (MV) PLAN as further described in this Appendix.
- c) The HSE PLAN and MV PLAN shall be submitted to COMPANY for review prior to commencement of the WORK.
- d) Any amendments to either document shall be submitted to COMPANY for review.
- e) CONTRACTOR shall define intervals for reviewing the HSE PLAN for effectiveness and accuracy. This shall be submitted to COMPANY for review.

	Aker BP Additional Requirements to NOROK - WA-S-006 - HSEQ Evaluation of Suppliers and HSEQ Requirements in Contracts		
	Doc. no.: 77-002121	Rev. no.: 2.0	Page: 19 of 39

### 9.1.2.1 CONTRACTOR'S "MANAGEMENT'S VERIFICATION (MV) PLAN"

To be developed upon COMPANY request.

CONTRACTOR is responsible for having in place a systematic checking of one's own and sub-CONTRACTOR'S activity based on legislative and contractual requirements, the CONTRACTOR'S "Management's Verification (MV) Plan". This should build on any verification/checking activity already ongoing (as HSSE leadership visits / site visits, verifications, audits, on site follow-up activities, HSSEQ inspections etc).

Examples of such checking to be demonstrated by CONTRACTOR include, but is not limited to:

- Verify that involved CONTRACTOR'S personnel are skilled and are certified for the job they execute
- Verify adequate CONTRACTOR Competence system in place
- Verify that work is executed safely and meets required quality level
- Verify performance results

The CONTRACTOR'S MV Plan shall be documented for traceability. The CONTRACTOR may use their own tool for documentation and follow up.

The CONTRACTOR'S MV Plan shall be tailor made to the Contract risk profile and shall contain the following minimum elements:

- a) Risk
  - How can the CONTRACTOR activities impact the defined Aker BP Major Accident Hazards (MAH)
  - Other risks related to the CONTRACTOR scope of the year
- b) Measures (preventive or mitigating) related to each Risk
- c) Authority / Aker BP requirements (legislative / regulatory / contractual)
- d) CONTRACTOR requirements (procedure, manual, etc)
- e) Defined activities to verify that the measure is intact and robust
- f) Assigned Owner per activity (the MV activities shall be executed by CONTRACTOR Leaders)
- g) Frequency
- h) Due dates (date or quarter)
- i) Number of planned activities
- j) Number of completed activities
- k) Aker BP involvement related to each MV activity, when involved
  - Type of involvement (as participant, as observer or receive report)
  - Aker BP involved personnel
- l) Outcome brief / comments

CONTRACTOR'S MV KPI status and findings shall be presented to CAM and Contract HSSEQ rep in PRM meetings and upon request.

### 9.1.2.2 Guide to HSE PLAN content:

Element	Expectation
Summary of Scope of Work	A high-level summary of the CONTRACT Scope of Work.
CONTRACTOR'S HSE Organization	<ul style="list-style-type: none"> <li>a) A clearly documented HSE organisational structure aligned to the WORK, including numerical ratios demonstrating each leader's span of control.</li> <li>b) A list of CONTRACTOR leadership roles that will be assigned to the WORK including their clearly defined HSE objectives, roles, accountabilities, and responsibilities.</li> <li>c) A list of PERSONNEL critical to safe operations.</li> </ul>
Organisational Interfaces	<ul style="list-style-type: none"> <li>a) A description of WORKSITE organisational interfaces for HSE management and supervision, covering communication channels:               <ul style="list-style-type: none"> <li>i. in CONTRACTOR'S organisation,</li> <li>ii. between CONTRACTOR and other members of CONTRACTOR GROUP,</li> <li>iii. between CONTRACTOR and COMPANY,</li> <li>iv. between CONTRACTOR and COMPANY'S other contractors.</li> </ul> </li> <li>b) Any further actions as specified by COMPANY to address work interfaces.</li> </ul>
Key Work related Information	<p>Communication to PERSONNEL of:</p> <ul style="list-style-type: none"> <li>a) the HSE ARRANGEMENTS and HSE REQUIREMENTS that are relevant to their work;</li> <li>b) their rights and obligations regarding Stop the Job, and INCIDENT reporting, including which INCIDENT reporting procedure to follow at the WORKSITE;</li> <li>c) any identified HAZARDS and RISKS, and related Risk Management Measures that are relevant to them;</li> <li>d) how changes to the WORK or ASPECTS that affect their Health and Safety will be communicated; and</li> <li>e) who their designated safety representative(s) are.</li> </ul>

Element	Expectation
Specific actions from HSE BRIDGING DOCUMENTS.	<ul style="list-style-type: none"> <li>a) A list of CONTRACTOR policies, practices, and procedures relevant to the WORK that have been modified to meet CONTRACT requirements, with a summary of the modifications; and</li> <li>b) Any COMPANY or COMPANY'S other contractors' policies, practices or procedures which have primacy for performance of the WORK.</li> </ul>
Risk Management	A list of MAJOR INCIDENT RISKS, and if relevant Major Accident Hazards, identified through execution of the RISK REGISTER and a summary of Risk Management Measures in place to prevent them.
Training and Competencies	<p>A training and competency matrix, by role, which includes:</p> <ul style="list-style-type: none"> <li>a) HSE induction/orientation training for PERSONNEL;</li> <li>b) Identified HSE training requirements; and</li> <li>c) A list of certifications and associated training required per LEGAL AND REGULATORY REQUIREMENTS.</li> </ul>
Drilling Unit and associated drilling equipment Tools and Materials	Reference to or inclusion of a register of Safety Critical Equipment and summaries of related Drilling Unit and associated drilling equipment certification, re-certification, and retirement plans.
Security Vetting	Arrangements for the conduct of security background vetting of PERSONNEL prior to participating in the WORK or entering a COMPANY WORKSITE.
Fatigue Management Program	<p>Reference to or inclusion of a fatigue management program including:</p> <ul style="list-style-type: none"> <li>a) Off-time requirements;</li> <li>b) Maximum working hours per Day; and</li> <li>c) Number of consecutive working Days (whether for COMPANY or otherwise).</li> </ul>
ENVIRONMENTAL, Social and Governance ASPECTS and Impacts	A summary of the ENVIRONMENTAL, Social and Governance Management and Monitoring Plan relevant to the WORK. Including substitution plan for chemicals when relevant.

Element	Expectation
CONTRACTOR'S MV and Audit	<p>Reference to or inclusion of:</p> <ul style="list-style-type: none"> <li>a) CONTRACTOR'S MV Plan <ul style="list-style-type: none"> <li>i. with a rigor level commensurate with the level of Risk identified through execution of the RISK REGISTER, including timeline, frequency, and resources; and</li> <li>ii. that includes confirmation to COMPANY, at intervals no greater than annually, that PERSONNEL are competent, equipment is fit for service and the WORK is carried out in conformity with the HSE REQUIREMENTS.</li> </ul> </li> <li>b) Process for identifying deficiencies as part of the MV and audit activities including a process for correcting non-conformities and communicating them to COMPANY.</li> <li>c) CONTRACTOR Management Site Inspections programme.</li> </ul>
HSE Performance Reporting	<ul style="list-style-type: none"> <li>a) Reference to or inclusion of process(es) in place to communicate HSE performance to PERSONNEL including but not limited to: <ul style="list-style-type: none"> <li>i. OSHA Recordable cases,</li> <li>ii. LOPC events and hydrocarbon spills</li> <li>iii. PROCESS SAFETY EVENTS</li> <li>iv. HIPO Incidents</li> <li>v. Fires and explosions</li> <li>vi. Management Site Inspections (frequency and outcomes)</li> <li>vii. MV KPI</li> <li>viii. NEAR MISSES</li> <li>ix. Behaviour based observation records</li> </ul> </li> <li>b) Reference to or inclusion of process(es) in place to apply lessons learned as a result of Incident investigations and COW execution.</li> </ul>
EMERGENCY RESPONSE Plan	<ul style="list-style-type: none"> <li>a) Direction to PERSONNEL to follow applicable EMERGENCY RESPONSE plan at the WORKSITE.</li> <li>b) Summary of interface points between CONTRACTOR EMERGENCY RESPONSE plan and COMPANY or other EMERGENCY RESPONSE plan, where applicable.</li> </ul>

### 9.1.3 Emergency Response Management

The following requirements are relevant for Contract Mode 1 and 2:

CONTRACTOR shall participate fully in drills and practices of COMPANY'S EMERGENCY RESPONSE plan when requested to do so and shall plan and conduct drills and practices of CONTRACTOR'S Emergency Response plan.

	Aker BP Additional Requirements to NOROK - WA-S-006 - HSEQ Evaluation of Suppliers and HSEQ Requirements in Contracts		
	Doc. no.: 77-002121	Rev. no.: 2.0	Page: <b>23</b> of <b>39</b>

As part of the INCIDENT Response service, senior PERSONNEL shall establish contact with COMPANY'S EMERGENCY RESPONSE Team immediately, and upon COMPANY request, be present at COMPANY'S Emergency Control Room, or another appropriate site within one (1) hour of such request.

Based upon COMPANY request, CONTRACTOR shall perform a Tabletop exercise related to the WORK and participate in Tabletop exercises initiated by COMPANY.

#### **9.1.4 Security**

#### **9.1.5 Incident Management Systems**

#### **9.1.6 Notification and Reporting of HSE Incidents**

#### **9.1.7 Incident Investigation**

The following requirements are relevant for Contract Mode 1 and 2:

9.1.7.1 *CONTRACTOR shall cooperate with INCIDENT investigations being carried out by COMPANY. Such co-operation shall include (without limitation) the provision of any data, documents, images, video footage or other recorded media that is required by COMPANY during its investigation in addition to statements and collaboration from any PERSONNEL aware of any facts or circumstances related to the INCIDENT.*

9.1.7.2 *CONTRACTOR shall follow a formal INCIDENT investigation methodology. COMPANY may at any time specify that such methodology requires APPROVAL.*

9.1.7.3 *CONTRACTOR'S INCIDENT Investigation and Reporting Procedure for work related events shall require and include the following:*

- a) Written notification to COMPANY of any HIPO or MI, within eight (8) hours of the occurrence or within the timeframe specified by any LEGAL AND REGULATORY REQUIREMENTS, whichever is lesser,
- b) Initiation of INCIDENT investigation of any HIPO or MI within forty-eight (48) hours of the occurrence,
- c) Written notification of all other Incidents including NEAR MISSES to COMPANY within twenty-four (24) hours of occurrence or within the timeframe specified by LEGAL AND REGULATORY REQUIREMENTS, whichever is lesser,
- d) Prompt notification to COMPANY of all inspections or notices of inspection of the WORK or any WORKSITE by relevant authorities

	Aker BP Additional Requirements to NORSEK - WA-S-006 - HSEQ Evaluation of Suppliers and HSEQ Requirements in Contracts		
	Doc. no.: 77-002121	Rev. no.: 2.0	Page: <b>24</b> of <b>39</b>

9.1.7.4 *If the WORK is stopped, due to the occurrence of a HIPO or MAJOR INCIDENT, work shall not resume without express APPROVAL of COMPANY.*

## **9.2 Health and Working Environment, Safety**

### **9.2.1 Health Service**

### **9.2.2 Alcohol and Drugs**

### **9.2.3 Preventing Substance Abuse**

### **9.2.4 Working Hours**

### **9.2.5 Work Environment Surveys**

### **9.2.6 Chemicals**

### **9.2.7 Hazardous Exposure in Working Environment**

### **9.2.8 Radioactive Sources**

### **9.2.9 Explosives**

### **9.2.10 Prevention of Falling Objects**

### **9.2.11 Safe Use of Lifting Equipment**

### **9.2.12 Personal Protective Equipment**

### **9.2.13 Employee Safety Representative**

## **9.3 External Environment**

### **9.3.1 Introduction**

The following requirements are relevant for Contract Mode 1 and 2:

CONTRACTOR shall where relevant, develop and identify the ENVIRONMENTAL ASPECTS for its delivery and maintain a system for managing these. CONTRACTOR shall also actively purpose Best Available Technique (BAT) for the delivery included in the scope of work. CONTRACTOR shall perform BAT evaluations for Environmental Aspects for CONTRACTOR's performance of the Work in accordance with Offshore Norway guideline No. 147, as agreed with COMPANY.

CONTRACTOR shall where relevant, register and provide access for COMPANY in NEMS Chemical for all chemicals which need OSPAR Harmonised Offshore Chemical Notification Format (HOCNF) documentation according to Activity regulation §62. CONTRACTOR shall

	Aker BP Additional Requirements to Norsok - WA-S-006 - HSEQ Evaluation of Suppliers and HSEQ Requirements in Contracts		
	Doc. no.: 77-002121	Rev. no.: 2.0	Page: 25 of 39

upon request from COMPANY provide additional chronic toxicology data for at least 3 trophic levels for chemical components.

### **9.3.2 Circular Economy and Waste Management**

This section provides additional Aker BP requirements to Norsok WA-S-006 9.3.2 sections "Waste Management".

The following requirements are relevant for Contract Mode 1 and 2:

#### *9.3.2.1 Circular economy*

CONTRACTOR shall implement circular economy principles. Where relevant, the principles shall ensure the following:

- Improvement of product durability, reusability, upgradability and reparability, addressing the presence of hazardous chemicals in products, and increasing their energy and resource efficiency.
- Increase of recycled content in products, while ensuring their performance and safety.
- Incentivizing product-as-a-service or other sharing models
- Mobilizing the potential of digital platforms to reduce and document the environmental footprint of products and services

CONTRACTOR shall ensure that relevant circular economy initiatives related to the Scope of Work are identified, implemented and reported to COMPANY as agreed.

#### *9.3.2.2 Waste Handling and Tracking*

COMPANY may, at any time, require that waste treatment and disposal sites require COMPANY APPROVAL prior to subsequent use. Final treatment of waste shall be documented and available in conjunction with verification activities or on request from COMPANY.

#### *9.3.2.3 Wastewater Treatment*

CONTRACTOR shall have a wastewater treatment system in conformity with relevant petroleum and marine regulations, where applicable. Reference is made to the PSA Activity regulations §§ 60a and 70 regarding requirements for discharge of drain water and other oily water.

#### *9.3.2.4 Waste Management*

COMPANY has implemented a waste management system in accordance with the waste regulation and the Offshore Norway "Recommended Guidelines for Waste Management in The Offshore Industry". CONTRACTOR is required to follow and support the waste management system and shall record all waste from the WORK offshore electronically in [www.avfallsdeklarering.no](http://www.avfallsdeklarering.no), where applicable. CONTRACTOR is required to contact Environmental Advisor at COMPANY to obtain access to "avfallsdeklarering" for COMPANY.

Receiver of hazardous waste shall hold a licence from Authorities. Concession shall be available for receiving and storage of hazardous waste, and for running the sorting and receiving facility, and also transportation of hazardous goods. CONTRACTOR shall have documentation of such approval.

	Aker BP Additional Requirements to Norsok - WA-S-006 - HSEQ Evaluation of Suppliers and HSEQ Requirements in Contracts		
	Doc. no.: 77-002121	Rev. no.: 2.0	Page: 26 of 39

### 9.3.3 Reporting of Emissions and Discharges

This section provides additional Aker BP requirements to Norsok WA-S-006 9.3.3 sections "Reporting of emissions".

The following requirements are relevant for Contract Mode 1 and 2:

#### 9.3.3.1 Energy Management System

CONTRACTOR shall have a system in place to ensure energy efficiency, emission reductions as well as related monitoring and reporting, for all aspects related to the scope of work. CONTRACTOR shall proactively assess and implement new technology and digitalization initiatives to achieve high energy efficiency and low emissions.

CONTRACTOR shall annually deliver energy efficiency plan to COMPANY in line with ISO 50001.

The information needed to comply with the climate quota regulations, shall be made available to COMPANY.

CONTRACTOR shall annually deliver energy efficiency plan to COMPANY in line with ISO 50001. CONTRACTOR shall quarterly report on agreed Scope 3 indirect emissions (ref. GHG protocol) to COMPANY.

The information needed to comply with the climate quota regulations, shall be made available to COMPANY.

#### 9.3.3.2 Accounting And Reporting

CONTRACTOR shall ensure that relevant environmental data is reported as agreed with Company within the 5th. of following months, when applicable into COMPANY's Environmental Accounting system, NEMS Accounter:

Where relevant, the reporting shall ensure the following:

- Consumption and discharges of chemicals reportable according to Activity regulation § 66-
- Consumption of lube oils, hydraulic oils, and utility chemicals
- Wastewater, drainage water and slop water volumes and oil in water analysis result. And if relevant bilge water accordingly.
- Diesel consumption distributed on equipment type (engines, boilers etc), and relevant NOX-emission factors. In addition, documentation of metering equipment and diesel bunkering including storage of diesel arriving/leaving the offshore WORKSITE.
- Diesel and Urea consumption, including tank levels at arrival and departure.

CONTRACTOR shall deliver a measurement program containing details for chemical consumption and discharge to sea and emissions to air from the Drilling Unit [and Contractor controlled Worksites as applicable]. The measurement program shall be reviewed annually with COMPANY for the purpose of reflecting current state and updating on [reasonable] actions to be completed by Contractor.

 AkerBP	Aker BP Additional Requirements to NORSOK - WA-S-006 - HSEQ Evaluation of Suppliers and HSEQ Requirements in Contracts		
	Doc. no.: 77-002121	Rev. no.: 2.0	Page: <b>27</b> of <b>39</b>

CONTRACTOR shall deliver input to Application of Discharge to COMPANY Environmental Advisor prior to start-up of WORK. The input shall contain, but not be limited to, all planned usage and discharge of chemicals, emissions to air, rock dumping, installation activities, in general any activity triggers an application to environmental authority.

	Aker BP Additional Requirements to NORSEK - WA-S-006 - HSEQ Evaluation of Suppliers and HSEQ Requirements in Contracts		
	Doc. no.: 77-002121	Rev. no.: 2.0	Page: 28 of 39

### 9.3.4 Sustainability (Company Specific Section)

The following requirements are relevant for Contract Mode 1 and 2:

- CONTRACTOR shall deliver annual Sustainability Plan to COMPANY, relevant to the Scope of Work and as agreed with Company.
- CONTRACTOR shall nominate five sustainability goals, including measures for how to achieve these, for Company to include in the Contract for follow-up in the administrative phase as KPI's. CONTRACTOR shall regularly report progress of selected sustainability goals (KPI's) to Company during the Contract Period.
- Contractor shall take a proactive approach in sharing ESG best practices and case studies. CONTRACTOR shall ensure ESG performance from Subcontractors, such as implementation of energy efficiency measures, low-carbon focus as well as GHG and NOx emission reduction initiatives.

### 9.3.5 Biodiversity (Company Specific Section)

The following requirements are relevant for Contract Mode 1 and 2:

- CONTRACTOR shall commit to managing and minimizing the biodiversity footprint of their activities. CONTRACTOR shall adopt the principles for protection & conservation of biodiversity in their management systems. CONTRACTOR shall provide evidence for commitment and where applicable, biodiversity protection programs.
- CONTRACTOR shall engage with and monitor sub-suppliers whether they adhere to applicable regulations and certification systems and adopt high industry standards to reduce adverse impacts on biodiversity.
- CONTRACTOR shall at all times abide by all existing environmental regulations and requirements, with all relevant national permits in place, which shall be made available to COMPANY upon request.
- CONTRACTOR shall avoid activities in **legally protected areas<sup>1</sup> or internationally recognized areas<sup>2</sup>** where practicable, and any moves of activity under the Scope of Work into an important biodiversity area shall be preapproved by COMPANY. For activities relevant for the scope of work **in the close vicinity to or within a legally protected area or an internationally recognized area**, CONTRACTOR shall provide relevant plans to avoid harm to the environment.

---

<sup>1</sup> This Specification recognizes legally protected areas that meet the IUCN definition: "A clearly defined geographical space, recognized, dedicated and managed, through legal or other effective means, to achieve the long-term conservation of nature with associated ecosystem services and cultural values." For the purposes of this Specification, this includes areas proposed by governments for such designation

<sup>2</sup> Areas defined as UNESCO Natural World Heritage Sites, Key Biodiversity Areas, and wetlands designated under the Convention on Wetlands of International Importance (the Ramsar Convention).

	Aker BP Additional Requirements to NOROK - WA-S-006 - HSEQ Evaluation of Suppliers and HSEQ Requirements in Contracts		
	Doc. no.: 77-002121	Rev. no.: 2.0	Page: <b>29</b> of <b>39</b>

## **9.4 Human Rights**

## **9.5 Breach of Security, Safety and/or Working Regulations**

### **9.5.1 Introduction**

### **9.5.2 Orders, Prohibition Notices and Demands for Improvement**

## **9.6 Work at Company's Site**

### **9.6.1 General**

The following requirements are relevant for Contract Mode 1:

Apprentices shall only perform the WORK on COMPANY controlled WORKSITE(S) under the supervision and accountability of competent CONTRACTOR supervisors.

### **9.6.2 Emergency Response Management**

### **9.6.3 Work Permits and Identification**

The following requirements are relevant for Contract Mode 1:

CONTRACTOR shall use a CONTROL OF WORK (COW) process as specified by COMPANY for work on COMPANY controlled WORKSITE(S) to plan the WORK, identify HAZARDS, and assess Risk, with appropriate Risk Management Measures to complete the WORK safely, reliably and without ACCIDENTS or danger to HEALTH.

In the event CONTRACTOR'S COW process is used, it shall be documented in a COW procedure (including roles and responsibilities) and shall:

A. Include, but not be limited, to the following steps:

- 1) Plan and schedule the WORK:
  - i) A written procedure shall be in place to conduct the WORK,
  - ii) All identified roles within the procedure shall have defined accountabilities, and
  - iii) Planning and scheduling of the WORK shall identify individual tasks and their interactions.
- 2) Assess and manage the RISK:
  - i) Tasks shall not be conducted without being RISK ASSESSED by a competent and accountable person;
  - ii) Prior to conducting the WORK that involves confined space entry, work on energy systems, working at height, ground disturbance, lifting, hot work in potentially explosive

Environments or other hazardous activities, a Permit to Work shall be obtained, reviewed, and authorised by the appropriate persons identified in the COW procedure.

iii) The scope, HAZARDS, controls, and mitigations, including where the use of personal protective equipment is required, shall be communicated in writing, and signed off by PERSONNEL involved in the task.

3) Task execution

i) RISKS of performing simultaneous operations and multiple activities shall be managed.

ii) The scope of job and approach to management of the WORK, task interruption events and contingencies shall be communicated to PERSONNEL prior to task execution.

4) Capture the learning:

i) The COW process shall include a programme of regular verification, and

ii) Internal lessons learned that impact the process shall be captured, incorporated, and shared with COMPANY and affected PERSONNEL.

B. Cover the following activities as relevant to the WORK:

- 1) Construction
- 2) Maintenance
- 3) Demolition
- 4) Remediation
- 5) Production
- 6) Manufacturing
- 7) Well work
- 8) Drilling
- 9) Marine

#### **9.6.4 Notification and Reporting of HSE Incidents**

#### **9.6.5 Investigation of HSE Incidents**

#### **9.6.6 Chemicals**

The following requirements are relevant for Contract Mode 1 and 2:

	Aker BP Additional Requirements to NOROK - WA-S-006 - HSEQ Evaluation of Suppliers and HSEQ Requirements in Contracts		
	Doc. no.: 77-002121	Rev. no.: 2.0	Page: 31 of 39

CONTRACTOR shall apply for chemicals used offshore in COMPANY'S chemical portal Dmaze link.

CONTRACTOR shall implement a system for delivering the most environmentally friendly chemical to COMPANY. Where relevant, the CONTRACTOR shall ensure the following:

- Avoid use and discharge of black, red, yellow Y3 and Y2 chemicals.
- Seek use of green, yellow Y0 and Y1 products.
- Provide annual chemical substitution plan to COMPANY.
- Avoid the use of health hazardous chemicals, and if possible, eliminate or substitute these with less hazardous alternatives.

For chemicals used and discharged offshore) HOCNF datasheets shall be available to COMPANY in the NEMS Chemicals database (according to Activity regulation §62).

Production chemicals that affect the EIF (environmental Impact Factor) shall be supplemented with chronic toxicity data on three trophic levels.

### **9.6.7 Working Hours**

### **9.6.8 Employee Safety Representative**

### **9.6.9 HSE Metrics & Reporting (Company Specific Section)**

The following requirements are relevant for Contract Mode 1 and 2:

9.6.9.1 *CONTRACTOR shall report the following to COMPANY, in accordance with Section 9.6.9.4 herein this Appendix and definitions, thresholds and reporting principles notified to CONTRACTOR by COMPANY:*

rrr) the HSE metrics listed in Section 9.6.9.2 herein this Appendix will apply from the effective date of the CONTRACT, and

sss) additional HSE metrics, as requested by COMPANY, and with effect within thirty (30) Days of the request.

9.6.9.2 *HSE metrics shall include, but not be limited to, the following as related to performance of the WORK:*

ttt) All injuries, as defined in the Norwegian Legislation and "Detailed Guidance for OSHA's Injury and Illness Record Keeping Rule" by USA Occupational Safety and Health Administration (OSHA), <https://www.osha.gov/recordkeeping/entryfaq.html>, including Fatalities, Days Away from Work Cases ('DAFWC'), recordable injuries and illnesses, and first aid treatments,

uuu) Total working hours for all PERSONNEL;

vvv) Number of LOPC events and hydrocarbon spills;

www) Number of PROCESS SAFETY EVENTS (tier 1 and 2);

xxx) Number of MAJOR INCIDENTS ('MI');

yyy) Number of HIGH POTENTIAL EVENTS ('HIPO');

zzz) Numbers of fires and explosions;

aaaa) Number of MANAGEMENT SITE INSPECTIONS (frequency and outcomes);

bbbb) Number of MV activities completed against number planned;

	Aker BP Additional Requirements to NOROK - WA-S-006 - HSEQ Evaluation of Suppliers and HSEQ Requirements in Contracts		
	Doc. no.: 77-002121	Rev. no.: 2.0	Page: <b>32</b> of <b>39</b>

- cccc) Number of NEAR MISSES (e.g. Well Control Incidents);
- dddd) Numbers of Incidents;
- eeee) Number of other events reportable to relevant authorities;
- ffff) Verification of sufficient management of the effects of working ENVIRONMENT factors on PERSONNEL;
- gggg) Amount and type of chemicals supplied, used, discharged and re-injected, in a format as provided by COMPANY;
- hhhh) COMPANY Scope 3 emissions in a format as provided by COMPANY
- iiii) Competence status reports including the date the competence management system was last reviewed and the following metrics (last review period and year-to-date):
  - 1) Competence plan fulfilment percentage by PERSONNEL;
  - 2) Number of exemptions requested and accepted by COMPANY; and
  - 3) Number of non-conformities (competence gaps not accepted by COMPANY in advance).

9.6.9.3 *Upon request, CONTRACTOR shall inform COMPANY if any of the following INCIDENTS occur elsewhere in CONTRACTOR operations or in those of any SUBCONTRACTOR employed by CONTRACTOR:*

- jjjj) Fatalities;
- kkkk) MIs;
- llll) HIPO'S; and
- mmmm) Fires and explosions.

9.6.9.4 *Unless otherwise APPROVED by COMPANY, CONTRACTOR shall report the previous Quarter's performance as per the above metrics including trends, as a minimum.*

9.6.9.5 *CONTRACTOR shall follow a process to analyse HSE metrics, identify trends, and determine and execute improvement actions. Such analysis and related documentation shall be available to COMPANY upon request.*

## **10 Quality Management**

### **10.1 Quality Management System**

### **10.2 Quality Plan**

The following requirements are relevant for Contract Mode 2:

Changes in Quality Plan shall be submitted to COMPANY no later than seven (7) working days after the change. Due date for COMPANY comments shall be set in agreement with COMPANY.

### **10.3 Inspection and Test Plan (ITP)**

The following requirements are relevant for Contract Mode 2:

	Aker BP Additional Requirements to Norsok - WA-S-006 - HSEQ Evaluation of Suppliers and HSEQ Requirements in Contracts		
	Doc. no.: 77-002121	Rev. no.: 2.0	Page: 33 of 39

Contractor shall ensure a quality management in accordance with NS-EN ISO 29001 (2020) Appendix C "Risk management and conformity assessment processes" regarding Criticality Assessment for its Inspection and Test Plan and Audit and Verification Plan.

CONTRACTOR shall not start production until ITP has been reviewed by COMPANY.

CONTRACTOR shall submit to COMPANY for review:

- a) Generic ITPs no later than thirty (30) DAYS after signed Contract and CALL OFF ORDER(S)
- b) CONTRACTOR's scope specific ITPs in good time and (no less than 30 DAYS) prior to start-up of the described activities, included for activities performed by sub-suppliers

For change in pre-fabrication requirements that has consequence for ITP, the ITP shall be resubmitted no later than 30 days after received change.

COMPANY reserves the right to participate in evaluation of ITP for critical equipment Purchase Orders to determine Hold and Witness points. Invitation shall be distributed from CONTRACTOR to COMPANY no later than seven (7) working days before evaluation.

COMPANY reserves the right to specify format for ITP.

If CONTRACTOR changes its Subcontractors or if Quality Incidents, Nonconformities, Deviations, or delay occurs, COMPANY reserves the right to intervene without additional cost and/or schedule impact.

#### **10.4 Quality Incidents and Nonconformities (Company Specific Section)**

The following requirements are relevant for Contract Mode 1,2 and 3:

This section replaces Norsok WA-S-006 section "10.4 Quality deviations".

CONTRACTOR shall establish, implement, and maintain a system to systematically manage, track, control, and trend quality incidents and nonconformities, in CONTRACTOR and Subcontractor products and processes throughout the Work.

COMPANY shall by request have full access (at any time) to all quality incidents and nonconformities related to the Work. Information on quality incidents and nonconformities shall upon COMPANY request be made available for registration in COMPANY system(s).

CONTRACTOR shall without undue delay take actions at own cost to eliminate any detected nonconformities and remove the cause(s) of quality incidents and nonconformities in order to prevent reoccurrence. If deemed necessary by COMPANY a root cause analysis (RCA) shall be initiated by CONTRACTOR. COMPANY retains the right to participate in the planning and execution of the RCA. As part of the RCA, CONTRACTOR shall make personnel, equipment, documentation, and recorded data available.

#### **10.5 Deviation Permit and Concession**

The following requirements are relevant for Contract Mode 2:

CONTRACTOR shall maintain a register of all concession/deviation permit submissions including the status of each.

	Aker BP Additional Requirements to NOROK - WA-S-006 - HSEQ Evaluation of Suppliers and HSEQ Requirements in Contracts		
	Doc. no.: 77-002121	Rev. no.: 2.0	Page: 34 of 39

## 10.6 Quality Records

### 10.7 Quality Surveillance (Company Specific Section)

The following requirements are relevant for Contract Mode 1, 2 and 3:

CONTRACTOR shall conform to ISO 29001 Appendix C.4 "Control of externally provided processes, products and services.

### 10.8 Product Identification and Traceability (Company Specific Section)

The following requirements are relevant for Contract Mode 1, 2 and 3:

CONTRACTOR shall conform to ISO 29001 8.5.2 "Identification and traceability" as a minimum as well as any additional requirements stated by COMPANY.

### 10.9 Quality Report (Company Specific Section)

The following requirements are relevant for Contract Mode 1, 2 and 3:

CONTRACTOR shall be responsible for preparing and submitting to COMPANY a Quality Report in a format and frequency that shall be agreed between the parties no later than thirty (30) days after the effective date of the CONTRACT stated in the Form of Agreement. The Quality report shall contain:

- a) General observation on Quality and performance of the Work;
- b) Summary of improvements actions;
- c) Summary of new Nonconformity Reports created during the period as well as Open Corrective and Preventive Actions;
- d) Summary of Nonconformity Reports closed during the period;
- e) Main root-causes eliminated during the period;
- f) Areas of concern regarding Quality area; and
- g) A six week look ahead schedule for its Inspection Test Plan and Audit Verification Plan.

### 10.10 Quality Representative and Communications (Company Specific Section)

The following requirements are relevant for Contract Mode 1, 2 and 3:

- a) CONTRACTOR shall nominate an experienced person or persons, approved by COMPANY, who will support CONTRACTOR on all quality matters related to the Work.

The following requirements are relevant for Contract Mode 3:

- b) All written correspondence from COMPANY to CONTRACTOR in relation to quality issues shall be sent to a generic email address provided by CONTRACTOR.

Email address: \_\_\_\_\_.

	Aker BP Additional Requirements to NORSOK - WA-S-006 - HSEQ Evaluation of Suppliers and HSEQ Requirements in Contracts		
	Doc. no.: 77-002121	Rev. no.: 2.0	Page: <b>35</b> of <b>39</b>

## 11 Risk Management

### 11.1 HSE Risk Management (Company Specific Section)

The following requirements are relevant for Contract Mode 1, 2 and 3:

CONTRACTOR shall establish a Risk Management plan, including a description of its risk processes and requirements, planned risk management activities relevant for the Work, methods and techniques used for performing those risk management activities and tools to be used to document and follow up risks and risk treatment actions.

The Risk Management plan shall be communicated to COMPANY in a timely manner to allow for review, comments and update prior to start of the WORK.

Risks related to safety, security, external environment, working environment and harm to material assets shall be reduced to the extent possible, provided the costs are not significantly disproportionate to the risk reduction achieved, following the ALARP principles.

Key risks related to the WORK shall be regularly (monthly or otherwise agreed with COMPANY) communicated to COMPANY in a suitable format to allow for understanding of the risks and further integration in COMPANY risk management systems.

COMPANY may at any time require full insight into CONTRACTOR risk registers and tools related to the WORK.

The following requirements are relevant for Contract Mode 3:

CONTRACTOR shall follow recognized international standards for its processes and requirements related to Risk Management (example: ISO, NORSOK, etc.). The risk processes and requirements shall include as a minimum identification, analysis, evaluation, treatment and follow-up of risks.

## 12 Security Requirements for Offshore Delivery of Material

### 12.1 Material in Sealable Containers

### 12.2 Norwegian Oil and Gas Association Security Agreement

[Include following Section only in contracts where work involves Diving Projects:]

## 13 Special Requirements for Diving Projects (Company Specific Section)

The following requirements are relevant for Contract Mode 1 and 2:

	Aker BP Additional Requirements to NOROK - WA-S-006 - HSEQ Evaluation of Suppliers and HSEQ Requirements in Contracts		
	Doc. no.: 77-002121	Rev. no.: 2.0	Page: <b>36</b> of <b>39</b>

### 13.1 General

- a) CONTRACTOR shall provide suitable and satisfactory safe diving resources to carry out manned underwater diving services associated with the Work and provide suitable unmanned submersible facilities for assisting deployment of acoustic navigation systems.
- b) All diving operations shall be performed in accordance with the COMPANY Manned Underwater Operations Manual (53-000258), in addition to all applicable Norwegian legislation, statutory instruments, codes of practice, guidance notes, NOROK standards and recommendations issued by any competent authority having jurisdiction.
- c) Diving procedures shall be in accordance with CONTRACTOR and COMPANY Diving Safety Management Systems, and a bridging document shall be prepared to ensure that the requirements of these systems are followed.
- d) CONTRACTOR shall be able to provide a diving spread for continuous back-to-back 24 hrs operation. (This means during saturation diving operation where divers change out at bottom during bell turn arounds at the subsea work location)
- e) Maintain "Diving Method Statements" and "Hyperbaric Emergency Contingency Plans" for all relevant modes of the operation.
- f) Perform training and qualification of personnel, develop familiarisation programs, and perform familiarisation of all on- and offshore personnel.

### 13.2 Documentation to Be Provided

Prior to consent to dive applications, vessel verification activities and offshore diving operations campaigns, the following documentation is as a minimum required:

Documents to be provided for the Consent to Dive Application:

- a) Diving Method Statement
- b) Fact Sheet on up to date LDV/DSV/Construction Vessels
- c) Compliance GAP analysis documents for PSA and Norsok Standard (U100/U103/R003)

Documents to be provided prior to Verification Activities:

- d) IMCA Design Air – D023
- e) IMCA Design Sat – D024
- f) ROV Audit Work ROV (IMCA R006)
- g) ROV Audit Obs ROV (IMCA R006)
- h) Health Department Verification report from the vessel covering medical status, emergency contingency training, hygiene, and working environment.
- i) Chamber atmosphere gas analysis reports and evaluations to it by RCDD/health department.
- j) Overview of the last 12 months Synergi cases from the Diving, Marine, Crane & ROV System in Synergi

Documents to be provided prior to Offshore Operations Campaigns:

- k) Letter of Appointments for Diving Supervisory Personnel
- l) Diving Crew & Hyperbaric Nurse Training and Certificate Matrix

	Aker BP Additional Requirements to NORSEK - WA-S-006 - HSEQ Evaluation of Suppliers and HSEQ Requirements in Contracts		
	Doc. no.: 77-002121	Rev. no.: 2.0	Page: 37 of 39

- m) Hyperbaric Emergency Contingency Plan
- n) Emergency Contingency Bridging Document
- o) Emergency Notification Flowchart

### 13.3 Health Service

CONTRACTOR shall establish and maintain a health service organization that monitors, and controls work environment for all diving personnel. The health service shall take part in planning and monitoring of all projects to prevent possible harmful effects on health. The health service shall also encourage and contribute to the implementation of health promoting and preventive measures to educate other professional staff on conditions of relevance to health. The Norwegian Labour Inspection Authority according to current regulations concerning approval of occupational health service shall approve the health service.

The health service shall be organized so that it remains professionally and medically free and independent in all issues concerning health and working environment. CONTRACTOR shall document how responsibilities and duties are shared between the offshore part and onshore part of the health service. Professional and administrative reporting lines shall be clearly identified. A responsible competent diving doctor (RCDD) shall be appointed as medically responsible for the health service. The RCDD shall be qualified in accordance with Norsok U100. An authorized nurse or physician shall be responsible for coordinating the work of the health service.

Requirements described above shall also apply if some parts of the health service are subcontracted. CONTRACTOR shall establish and maintain a duty doctor system always providing 24hrs/day of coverage during diving operations. Duty diving doctors shall be qualified in accordance with Norsok U100.

An authorized hyperbaric trained nurse with diver medical certificate and diver medic training shall be present at all offshore diving operations. The nurse shall be qualified in accordance with Norsok U 100

The health service shall keep medical records in an electronic journal system enabling access for relevant health personnel to the patients' previous health contacts both onshore and offshore. Storage and accessibility to medical records shall comply with Norwegian legislation and regulation.

### 13.4 Medical Surveillance

CONTRACTOR is required to facilitate the medical surveillance of divers and diving personnel in accordance with the Working Environment Act §3-1 and the Activities Regulation section 6. The contract of employment should within limitations of applicable laws and international agreements, instruct diving personnel to co-operate in the program for health surveillance.

CONTRACTOR shall establish and maintain a system for monitoring of the health of divers on an individual basis in the short and long term, as part of an overall system for monitoring environmental factors known or expected to affect health. This program shall include long term health surveillance of organ systems known to be affected by diving. The frequency and professional content of such examination shall be decided by the CONTRACTOR's RCDD and should meet established standards where available or otherwise meet a standard allowing long term health effects to be identified as early as possible. The reporting and follow-up of long-term health examinations shall respect medical confidentiality. Any condition of possible work-related illness shall be assessed by CONTRACTOR's RCDD and shall be reported to national authorities and in CONTRACTOR's internal follow-up system according to the Working Environment Act, chapter 5.

	Aker BP Additional Requirements to NORSEK - WA-S-006 - HSEQ Evaluation of Suppliers and HSEQ Requirements in Contracts		
	Doc. no.: 77-002121	Rev. no.: 2.0	Page: <b>38</b> of <b>39</b>

The CONTRACTOR shall also have a system for pre and post dive health examinations. The content of these examinations shall be decided by the CONTRACTOR's RCDD. RCDD shall assess the results from the pre and post dive health examinations.

### **13.5 Vessel Issues**

Vessel hygiene, vessel water quality and personnel first-aid training shall adhere to relevant national and international standards. The CONTRACTOR shall clearly identify which standards these areas are expected to meet.

The CONTRACTOR shall have a system for elected safety representatives in accordance with the Working Environment Act, chapter 6, and shall establish work environment committees in accordance with the Working Environment Act, chapter 7.

### **13.6 Diving Records and Training**

CONTRACTOR shall maintain easily retrievable electronically based records for all diving performed. These records shall contain data on all relevant exposure parameters and be linked to each individual diver and allowing easy and cumulative reporting of diving activity for each diver.

CONTRACTOR shall ensure that all diving personnel receive regular updated and relevant training and familiarization on experience from previous projects, developments within diving safety, diving medicine/physiology and diving technology. This process shall be documented.

CONTRACTOR shall facilitate career planning for diving personnel and establish a recruitment plan in order to achieve an optimal composition of the diving team regards to age, experience, competence, and professionalism. As part of the recruitment plan, COMPANY may accept a part of the dive team to compromise personnel employment in a trainee program.

### **13.7 Reporting**

#### **13.7.1 General**

HSE reporting shall be in accordance with PSA Regulation, Management Regulation Chapter 8. Furthermore, Reporting and notification of undesirable incidents shall be handled in accordance with the requirements of COMPANY procedure 81-001399 "Classification, notification/reporting of incidents."

The CONTRACTOR will notify COMPANY's representative, as detailed in 81-001399, who will ensure the event is reported to COMPANY's onshore organization. If required, the onshore organization will ensure that the event is reported to PSA.

#### **13.7.2 Special Reporting Requirements For Diving Operations**

The CONTRACTOR's reporting of manned underwater activities shall at all-time be structured to provide the COMPANY with data to meet regulatory and contractual requirements for reporting. This reporting structure shall cover normal operations and a reporting structure/system for notification, investigation and reporting of accident and near accidents.

#### **13.7.3 Activity Reporting**

CONTRACTOR shall establish reporting routines according to NORSEK U-100. This includes:

	Aker BP Additional Requirements to NORSOK - WA-S-006 - HSEQ Evaluation of Suppliers and HSEQ Requirements in Contracts		
	Doc. no.: 77-002121	Rev. no.: 2.0	Page: <b>39</b> of <b>39</b>

- a) Daily operation
- b) Experience feedback reporting
- c) Monthly activity report
- d) Half yearly activity report as described in PSA Management Regulation §35 - "Reporting from manned underwater operations"
- e) Annual/final diving experience report within 7 days into the following year

#### **13.7.4 Reporting**

- a) CONTRACTOR shall adhere to all requirements in the CONTRACT and perform reporting, attend meetings and administration as required and in Appendix D (Administration Requirements)
- b) All reporting in connection with diving projects and operations shall be complying to NORSOK 100 Clause 5.8.

#### **13.7.5 Familiarisation**

CONTRACTOR shall prepare detailed programs for familiarization of personnel. Familiarisation shall be conducted prior to vessel mobilisation and shall be documented on an individual level. The familiarization shall cover all involved personnel, including marine crew, project personnel and third party, and shall address all aspects of the operation.

Personnel who are new on the Spread or covering a new (to them) position on-board, or who have not worked in the current position on this Spread during the last 6 (six) months, shall be thoroughly familiarized with relevant equipment, tools, routines, and procedures, operational as well as emergency, prior to being given independent tasks.

Personnel joining the vessel/worksites during the Work shall receive documented familiarization of the same quality as the personnel familiarized prior to start-up of Offshore Work.