**GOAL**

This work instruction describes

* how and what information from KPNWE for its contractors is available
* what information the contractors should report to KPNWE each quarter

**SCOPE**

KPNWE Contractors for High Risk Tasks and Fuel Transport

**WORK METHOD**

**KPNWE to Contractor Information**

1. Contractor website

Link: [www.q8.be/safetyprocedures](http://www.q8.be/safetyprocedures) or  
 <http://q8.be/nl/over-q8/safety-procedures/>

1. Information for Contractors

Contractors can find the latest versions of documents, in several different languages, of the KPNWE contractor process:

* Safety Guide for High Risk Contractors
* Task Safety Requirements
* Permit to Work Template
* Last Minute Risk Assessment Template
* Contractor Activity Observation List Template
* Incident Report Form Template
* This document

**Contractor to KPNWE Information**

1. Why

Contractors Key Performance Measurement and HSSE related figures are included in the quarterly and yearly reporting by KPNWE.

1. How

Contractors will report the KPM’s and figures as indicated by the template in annex.

1. When

Contractors will report the KPM’s and figures, not later than the 7th work day after the end of each quarter.

**Contractor KPM and HSSE figures – quarterly reporting**

|  |  |  |
| --- | --- | --- |
| **General information** | | |
|  |  | |
| Name contractor / organisation |  | |
| Address |  | |
| Contact person |  | |
| Telephone number |  | |
|  |  | |
| **Required HSSE related figures and KPM’s** | | |
|  | |  |
| Quarter / year | |  |
|  |  |  |
| Km driven by contractors for KPNWE | |  |
| Numbers of hours worked for KPNWE | |  |
| Number of hours HSSE related training provided | |  |
| Number of incidents/accidents on KPNWE site | |  |
| Number of near misses on KPNWE site | |  |

**KUWAIT PETROLEUM NORTH WEST EUROPE**

DOCUMENT TITLE: HSSE Contractor Information Exchange

DOCUMENT NUMBER: KPNWE.WI.11.HSCO.007

REVIEW NUMBER: 1

EFFECTIVE DATE: 05 Feb 2018

NEXT REVIEW DATE: 05 Feb 2021

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**This document is reviewed and approved according to the released online Document Approval Flow**

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# \*Access rights: Generally Accessible

**Reviews Summary**

|  |  |  |  |
| --- | --- | --- | --- |
| **Review date** | **Review reference** | **Review details** | **Review version** |
| **01 Dec 2017** |  |  | **0** |
| **05 Feb 2018** | **--** | **Attachments added: T01 CAOL template E T02 CAOL template NL T03 CAOL template F T04 CAOL template D T05 Contractor Incident Report template E T06 Contractor Incident Report template NL T07 Contractor Incident Report template F T08 Contractor Incident Report template D** | **1** |