
	<b>PSM: 12 CONTRACTOR SAFETY MANAGEMENT</b>				
KE/CHSEQ/PSM/12	01	Mar 2024	Feb 2027	15 of 23	Corporate HSEQ
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## **ANNEXURE I – HSE PRE-ASSESSMENT PACK**

Contractor HSE Self-evaluation form (Pre-Assessment)					
Contractor Name:					
Contact #:					
Person Providing Information:					
Designation:					
Date:					
Sr.#	Checkpoints	Yes	No	Remarks	For KE Use Only
					Yes = 1
					No = 0
1	Do you have a written HSE policy?				
2	Do you have a HSEQ Management System Manual?				
3	Is your company ISO 45001 certified?				
4	Is your company ISO 14001 Certified?				
5	Is your company ISO 9001 Certified?				
6*	Does your company have qualified HSE personnel? (e.g. IOSH/ISO 45001 certified)				
7	Are HSE statistics available for the last 03 years? E.g., manhours, TRIR, near miss etc.				
8*	Does your company have emergency management procedure?				
9	Does your company risk management process clearly define?				
10	Does your company have hazard and incident reporting procedure?				
11	Do you have arrangements of welfare facilities for workers as per legal requirements?				
12	Do you have criteria for subcontractors' competence assessment?				
13	Are there documented working practices / safety instructions to address your significant hazards/risk?				
14	Do you have a new employee safety orientation process?				
15	Are you prepared to submit an HSE Plan before starting work?				
16	Do you conduct safety inspections of equipment and work location?				
17**	Do you have relevant licenses and permits?				
18**	Do you provide Personal Protective Equipment to your worker?				

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19*	Do you maintain employee files including but not limited to their health assessment record, licenses, qualification records, employment history, police verification, other legal requirements etc.				
20	Do you have 50% above staff as permanent employee including a certified first aider?				
<b>Note: Attach relevant documents as evidence</b> <b>*Mandatory requirements for high-risk contracts</b> <b>**Mandatory requirements for low-risk contracts</b>					<b>Total = ( ) / 20</b>
<b>Any Other Comment:</b>					
<b>Contractor Representative (Name and Signature):</b>					
<b>For KE Use Only</b>					
Satisfactory		<input type="checkbox"/> Yes		<input type="checkbox"/> No	
<b>Comments:</b>					
<b>KE Representative (Name and Signature):</b>					