

**People & Social Responsibility**

PSR/HSE/MS Division

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Copie / Copy : Alexandra Papillon, Peter Theunissen, Guillaume Ritzenthaler	Date : 22/11/2018
Objet / Subject : Reminder regarding company rule CR-GR-HSE-902	

Dear all,

The company rule CR-GR-HSE-902 HSE self-assessments and HSE audits was published on REFLEX on the 24/09/2018 and will be effective on the 24/12/2018, except for requirements 3.1.1 and 3.1.2 (24/03/2019). This company rule replaces company rules CR-MS-HSEQ-112 and CR-MS-HSEQ-141 (at the perimeter of industrial sites of liquid hydrocarbons and LPG).

The company rule CR-GR-HSE-902 was transmitted in September 2018 with clarifying documents. We remind you that a summary listing the main requirements is available on the first page of the company rule. To help you deploy this rule on the field, we offer in addition:

- A synthetic gap analysis (additions, modifications and deletions) between the old and the new rule, specific for M&S;
- A support file intended to list the requirements of this rule and enabling their compliance follow-up;
- MAESTRO and MAESTRO LOG Self-assessment tools.

This rule aims to harmonize HSE self-assessment and HSE audit practices within the Group and to optimize the HSE audit process.

It defines two types of audit: MAESTRO audits (that concern the HSE management system in the affiliate or entity) and MAESTRO LOG audits (for logistics facilities and activities and pipelines).

This rule covers in particular:

- The achievement of HSE self-assessments at least every 2 years by the entity or affiliate,
- HSE audits carried out by the PSR/HSE/AUD Division every 3 to 5 years,
- The follow-up of the observations identified during self-assessments and audits through an action plan, which is communicated to the management.

One of the main evolutions comes from the HSE self-assessments, which now include both an assessment to check the compliance of the entity management system with applicable regulations and with the Group MAESTRO reference framework, and internal audits to check the effectiveness of management processes.

**☞ I remind you that each affiliate must:**

- **Identify the gaps between its referential and the new requirements,**
- **Implement the associated action plans to correct the differences,**
- **Comply with the rule on the target date.**

Hans-Christian Gützkow