

People & Social Responsibility

PSR/HSE/MS Division

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Copie / Copy : Alexandra Papillon, Peter Theunissen, Guillaume Ritzenthaler	Date :
Objet / Subject : Reminder regarding company rule CR-GR-HSE-501	

Dear all,

The company rule CR-GR-HSE-501 HSE Requirements for Contractors was published on REFLEX on the 24/05/2018 and will be effective on the 24/11/2018. This rule replaces the CR-MS-HSEQ-204.

The company rule CR-GR-HSE-501 was transmitted in May 2018 with clarifying documents and a webinar was organized. 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;
- Examples of classification of current contracted works.

As a reminder, the requirements of the rule CR-GR-HSE-501 applicable to a service are modulated according to its HSE risk level and on its contractual mode.

This rule covers in particular:

- The contractor qualification and selection phases : definition of HSE criteria, HSE clauses that must be included in all contracts, HSE management system of the contractor for services involving medium or high risks ;
- The works execution : kick-off meeting, pre-mobilization and mobilization, HSE performance reporting ;
- An overall HSE evaluation of the services ;
- The designation and role of the Safety Contract Owners.

This rule requires a close collaboration between HSE and Procurement teams and is a part of the Total Global Procurement (TGP) purchasing process.

☞ 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

APPENDIX: PROCESS OF DEPLOYMENT FOR NEW RULES

Each new rule is posted on WAT and REFLEX. It is accompanied by:

- An interview with the author of the rule explaining the purpose and the main requirements, available on WAT,
- A PowerPoint presentation highlighting the main requirements of the rule and the changes with the older versions of branches, available on WAT.

It is also sent by e-mail to the affiliates by the HSE manager of the zones.

To help you deploy new rules on the field, PSR/HSE/MS provides in addition:

- A accompanying memo to understand the new rule in its context,
- A synthetic gap analysis (additions, modifications and deletions) between the old and the new rules, dedicated to the M&S;
- A guiding file intended to gather the requirements of this rule and their related compliance follow-up.

The new rules should be presented in both zones' and affiliates' management committees, and then communicated further to each actor in the scope of the rule, in order to be clearly aware of its existence.

PSR/HSE/MS plans to make a feedback about 3 months after the effective date of a rule to identify and assess the difficulties encountered by the affiliates.