

	Procedure for EHS Assessment of Job Contractors		
	Ref: Corp/EHS/8.1.2/005 Rev: 00	Dated: 28.10.2024	

1.0 Purpose

- To enhance compliance to EHS requirement in the contractor activities
- To establish a minimum EHS requirement for Job Contractors undertaking activities in CUMI.
- To prevent/minimize EHS incidents

2.0 Scope

The following procedure is applicable for Job contractors and Service engineers working inside the CUMI premises.

Exemption:

Manpower contractors (ex., production) are exempted from the scope of this procedure.

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Prepared	Reviewed	Approved
Manager-Safety	SBU EHS Heads	Corp EHS Head

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3.0 Definitions

Job Contractor : An agency/business hired to perform specific tasks for a company with their own supervision and expertise. Contractors executing outsourced activities like security, administration, ETP/STP, Projects, Canteen etc

Manpower Contractor : Contract workmen provided by the manpower suppliers engaged for carrying out certain non-routine activities under the supervision of CUMI. Exemption: Contractors engaged in production activities.

Service Engineer : Skilled/trained workforce deployed for specialized tasks such as AC technicians, Competent Persons etc. They work without supervisors, but they are skilled enough to carry out the work as per the purchase order conditions.

Work Permit : means a clearance granted to work in a specific area for specific task with recommended control measures for associated risk.

4.0 Procedure

Job Contractors :

- All Job contractors must undergo EHS pre-evaluation as part of new vendor evaluation.
- Process Owners must evaluate the contractor based on the criteria defined in the assessment form attached.
- EHS/Safety officer should verify and validate the contractor assessment.
- The highlighted checkpoints in the assessment sheet are mandatory and are the bare minimum for qualification.
- If the Contractor does not meet the specified criteria – undertaking must be received from Process Owner and Plant Head before engaging in the work activity.
- All existing contractors must be assessed once after.
- EHS/F-8.1.4-001 - CONTRACTOR EHS PRE-EVALUATION FOR JOB CONTRACTORS

Service Engineers:

- This section is applicable for contractor activities undertaken by service engineers, who are skilled/trained workforce deployed for specialized tasks such as AC technicians, Competent Persons etc.
- Process owners must evaluate the contractor based on the assessment.
- EHS team to verify and validate the assessment by the process owner.
- EHS/F-8.1.4-002 - CONTRACTOR EHS PRE-EVALUATION FOR SERVICE ENGINEERS

Qualification Criteria :

- The highlighted checkpoints in the assessment sheet are considered EHS critical.

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- Contractors scoring lesser than 50% and not complying with any one of the critical points must be approved by the Plant head and Dept. Head.

Performance Evaluation :

- Once the contractor is issued with the purchase order and permitted to work inside the CUMI premises, they will be periodically evaluated for EHS performance.
- Periodical evaluation will be carried out by process owner and validated by Safety/EHS officer. Refer Assessment sheet.
- During the periodical evaluation, EHS/Safety officer and Process Owners reserve the right to re-evaluate the score, if any discrepancy arises during the course of the work activity.
- Periodical assessment can be carried out once in 6 months for contractors working round the year.
- Re-Assessment to be carried out after the occurrence of any incident (R, LTI, MTI) or observation of any violation in the permit conditions.
- Ref : EHS/F-8.1.4-003 - CONTRACTOR PERIODICAL EHS ASSESSMENT

Document Reference :

EHS/F-8.1.4-001 - CONTRACTOR EHS PRE-EVALUATION FOR JOB CONTRACTORS
EHS/F-8.1.4-002 - CONTRACTOR EHS PRE-EVALUATION FOR SERVICE ENGINEERS
EHS/F-8.1.4-003 - CONTRACTOR PERIODICAL EHS ASSESSMENT