



شركة أبوظبي للتوزيع  
Abu Dhabi Distribution Company

## HSEQ REQUIREMENTS FOR CONSULTANTS GUIDELINES

GL.GN.02

Effective Date : 01/07/2009

Guideline No: GL.GN.02

Issue : 2 | Revision : 0

Page 1 of 23

Approved by:

Managing Director

## HSEQ REQUIREMENTS FOR CONSULTANTS GUIDELINES

Prepared by:

  
HSEQ Department

Date: 09/06/2009

Reviewed by:

  
Management Representative

Date: 09/06/2009

Approved by:

  
Managing Director

Date: 10/06/2009

Effective Date:

01/07/2009





شركة أبوظبي للتوزيع  
Abu Dhabi Distribution Company

## HSEQ REQUIREMENTS FOR CONSULTANTS GUIDELINES

**GL.GN.02**

Effective Date : 01/07/2009

Guideline No: GL.GN.02

Issue : 2 | Revision : 0

**Page 2 of 23**

Approved by:

Managing Director

### **DECLARATION FORM (BY CONSULTANT)**

**Project Name and Number (if available):** .....

**Name of Consultant:** .....

**Consultant Representative Name:** .....

I, the undersigned Consultant's Representative, declare that I have received copy of ADDC Consultant HSEQ Requirements relating to the above project.

I also declare and agree that we as an organization will carefully read, understand, consider and abide with all the relevant contents of this Document.

#### **Signature of Consultant's Representative:**

Name in Block Letters:.....

Title/Position: .....

Date: .....

Consultant's Stamp

**Note:** The Consultant shall retain a copy of this Declaration Form at his Site Office and it shall be available during audits.

Copies to:

ADDC Supply Department

ADDC Project Division

Manager/Head of concerned Project



شركة أبوظبي للتوزيع  
Abu Dhabi Distribution Company

## HSEQ REQUIREMENTS FOR CONSULTANTS GUIDELINES

GL.GN.02

Effective Date : 01/07/2009

Guideline No: GL.GN.02

Issue : 2 | Revision : 0

Page 3 of 23

Approved by:

Managing Director

### TABLE OF CONTENT

<u>Item</u>	<u>Page</u>
1 Introduction .....	5
2 Purpose .....	5
3 Scope .....	5
4 HSEQ Policies .....	5
4.1 ADWEA HSE Policy .....	5
4.2 ADDC IMS Policy .....	7
5 HSE Requirements .....	9
5.1 General .....	9
5.2 Consultant's HSE Management System .....	9
5.3 Consultant's HSE Policy .....	10
5.4 Consultant's HSE Manual .....	10
5.5 Compliance with Statutory Regulations .....	12
5.6 Qualifications and Training of Personnel .....	13
5.7 HSE Responsibilities .....	15
5.8 HSE Meetings/Information .....	16
6 Quality Assurance & Quality Control Requirements .....	17
6.1 Quality Management System .....	17
6.2 Quality Documents To Be Submitted With Tender .....	17
6.3 Quality Documents To Be Submitted After Tender Award .....	18
6.4 Quality Reporting During The Contract .....	19
6.5 QA/QC Verification Personnel .....	19
6.6 Documentation .....	19
6.7 Records .....	19
6.8 Design and Development .....	20
6.9 Measurement, Analysis and Improvement .....	22
6.10 Corrective Actions .....	22
6.11 Preventive Actions .....	22
6.12 Quality Internal Auditing .....	22
7 Attachments .....	23



شركة أبوظبي للتوزيع  
Abu Dhabi Distribution Company

## HSEQ REQUIREMENTS FOR CONSULTANTS GUIDELINES

**GL.GN.02**

Effective Date : 01/07/2009

Guideline No: GL.GN.02

Issue : 2 | Revision : 0

**Page 4 of 23**

Approved by:

Managing Director

### AMENDMENTS SHEET

ISSUE/ REV. #	PAGE NUMBER	SUBJECT OF THE AMENDMENT	APPROVED BY (MR)	DATE
Issue 2	All	New Issue, as a result of integrating the HSE and Quality Management systems.		

# HSEQ REQUIREMENTS FOR CONSULTANTS GUIDELINES

## GL.GN.02

Effective Date : 01/07/2009

Guideline No: GL.GN.02

Issue : 2 | Revision : 0

**Page 5 of 23**

Approved by:

Managing Director

### 1 Introduction

The contract requirements should comply with ADWEA HSE Policy / ADDC IMS Policy Statements to ensure the protection of life, property and environment; and foster construction efficiency. These requirements vary with respect to the project scope, nature, complexity, location, etc.

The HSEQ Contract requirements and the Consultant's HSE Programme / Plan shall aim to:

- Eliminate of personal injuries and damage to property,
- Minimize the effects of accidents on both the individuals and on the project,
- Comply with ADWEA and ADDC Health, Safety and Environmental policies, and procedures
- Comply with all HSEQ UAE Federal statutory requirements and standards,
- Avoid fatalities and accidents,
- Avoid lost time due to accidents,
- Avoid penalties, and
- Work in safe manner.

### 2 Purpose

The purpose of this document is to present the following.

- HSEQ Administrative Requirements.
- HSEQ Project Requirements.

### 3 Scope

These requirements, which may vary depending on the work scope, apply to all Consultants who carry out consultancy services and supervising the work on behalf of ADDC. These requirements shall be submitted to Consultants as an Appendix to the Call for Tender

### 4 HSEQ Policies

#### 4.1 ADWEA HSE Policy

The Policy of Abu Dhabi Water and Electricity Authority (ADWEA) and its Companies, in carrying out all its activities, is to pursue a sound Health, Safety and Environmental System and Program in order to protect the safety and health of employees, contractors, customers and the community at large. To minimize the impact to environment in compliance with the Federal and Local Legislation concerning HSE and the applicable international rules and standards.



شركة أبوظبي للتوزيع  
Abu Dhabi Distribution Company

## HSEQ REQUIREMENTS FOR CONSULTANTS GUIDELINES

### GL.GN.02

Effective Date : 01/07/2009

Guideline No: GL.GN.02

Issue : 2 | Revision : 0

**Page 6 of 23**

Approved by:

Managing Director

ADWEA and its Group Companies believe that good HSE performance will contribute and determine the success of the business and that HSE is a shared responsibility across ADWEA and its Companies, particularly line Managers and Supervisors.

ADWEA and its Group of Companies will:

- Set HSE standards that ensure compliance to all relevant regulatory and legislative requirements;
- Develop systems and procedures aimed at reducing HSE risks, and systematically audit work practices and identify potential HSE hazards with the focus on prevention;
- Improve HSE performance through regular self-assessment and performance measurement/targeting;
- Design / Modify the facilities in a manner to reduce all HSE risks to acceptable level;
- Progressively reduce the environmental and health impacts of its operations by reducing emissions, effluents/discharges and wastes and improve efficient use of natural resources and energy;
- Demonstrate and promote pollution prevention, environmental preparedness and waste minimization;
- Ensure high quality products that can be cost effective and used safely by our customers;
- Pursue innovative activities, products, research and investments that provide a healthy, accident-free workplace and a sustainable, quality environment for future generations;
- Integrate and enhance HSE considerations into all business processes;
- Inform and encourage employees in their duty to act responsibly and to take all precautions necessary, not only to protect themselves but also others, from injury, occupational illness and environmental damage that could arise from their actions;
- Ensure that all employees receive adequate and suitable training to enable them to understand and perform their role to achieve superior HSE performance; and
- Ensure that where contractors are employed, their commitment to HSE is of an equal standard to that set by ADWEA and its Companies.

To this end, all personnel are responsible for understanding the HSE impacts, hazards and risks associated with their jobs and for following the proper procedures to minimize or eliminate those impacts, hazards and risks. All employees and contractors are required to perform their duties having in mind that individual responsibility for HSE cannot be delegated.



شركة أبوظبي للتوزيع  
Abu Dhabi Distribution Company

## HSEQ REQUIREMENTS FOR CONSULTANTS GUIDELINES

GL.GN.02

Effective Date : 01/07/2009

Guideline No: GL.GN.02

Issue : 2 | Revision : 0

Page 7 of 23

Approved by:

Managing Director

### 4.2 ADDC IMS Policy



شركة أبوظبي للتوزيع  
Abu Dhabi Distribution Co.

Ref : PL.GN.01

Issue: 2, Rev:0

Date : 01/05/2009

#### Integrated Management System (HSEQ) Policy

##### سياسة نظام الإدارة المتكامل (الصحة و السلامة و البيئة و الجودة)

ADDC seeks to develop, maintain and operate a safe, efficient, and economical water and electricity distribution service in Abu Dhabi.

تسعى شركة أبوظبي للتوزيع إلى تطوير وصيانة وتشغيل خدمات توزيع الماء والكهرباء بطريقة آمنة وفعالة واقتصادية.

##### ADDC is committed to:

تلتزم شركة أبوظبي للتوزيع بالآتي :

1. Support Abu Dhabi Government's vision on integrated management of "Sustainability Performance" in economic, environment & social perspectives and business excellence.
2. Comply with all applicable legal (Statutory and Regulatory) and other requirements to which ADDC subscribes to, e.g. the excellence models (SKEA & ADAEP).
3. Distribute water and electricity safely, reliably, efficiently and cost effectively without compromise to quality, health, safety and environmental performance.
4. Prevent environmental pollution, occupational ill health and injuries.
5. Continually improve the effectiveness of the integrated Health, Safety, Environment and Quality Management System (IMS).
6. Accept the corporate social responsibility in protecting the environment for the benefit of society as well as community.
7. Achieve the absolute satisfaction of all stakeholders including customers and interested parties.

- 1- دعم رؤية حكومة أبوظبي حول إيجاد نظام إدارة متكامل للأداء المستدام من منظور اقتصادي وبيئي واجتماعي مع التميز في مجال الأعمال.
- 2- الالتزام بكافة القوانين (التشريعية والتنظيمية) المطبقة وجميع المتطلبات الأخرى التي تلتزم بها شركة أبوظبي للتوزيع مثل نماذج التميز (جائزة الشيخ خليفة للامتياز - جائزة أبوظبي للأداء الحكومي المتميز).
- 3- توزيع الماء والكهرباء بطريقة آمنة وموثوق بها وفعالة واقتصادية دون التخلي عن شروط الجودة والصحة والسلامة والبيئة.
- 4- منع التلوث البيئي والأمراض المهنية والإصابات.
- 5- التحسين المستمر لفعالية النظام الإداري المتكامل للصحة والسلامة والبيئة والجودة.
- 6- التزام الشركة بالمسؤولية الاجتماعية في حماية البيئة لمصلحة المجتمع ككل.
- 7- السعي للحصول على أعلى مستوى من رضا جميع المعنيين بما في ذلك العملاء والأطراف المعنية الأخرى.

رئيس مجلس الإدارة و المدير العام  
**Chairman & Managing Director**



Telephone: +971 2 416 6000, Fax: +971 2 642 6033 | PO Box 219, Abu Dhabi, United Arab Emirates | www.addc.ae

Page 1 of 2



شركة أبوظبي للتوزيع  
Abu Dhabi Distribution Company

## HSEQ REQUIREMENTS FOR CONSULTANTS GUIDELINES

GL.GN.02

Effective Date : 01/07/2009

Guideline No: GL.GN.02

Issue : 2 | Revision : 0

Page 8 of 23

Approved by:

Managing Director



شركة أبوظبي للتوزيع  
Abu Dhabi Distribution Co.

يتمثل إطار عملنا لتحقيق سياستنا في الآتي :

### Our framework to achieve our policy shall be through:-

- 1- تعزيز الوعي والمشاركة في نظام إدارة الصحة والسلامة والبيئة والجودة المتكامل إضافة إلى نظم التميز في الأعمال من خلال التدريب وبناء الفرق والتحفيز والتواصل داخل الشركة ومع شركائنا.
- 2- ضمان تقييم أداء الشركة وشركاؤها لمهام الصحة والسلامة والبيئة والجودة بطريقة فعالة من خلال تقييم مدى الالتزام بصفة منتظمة.
- 3- المزج بين الاستراتيجيات والتقنيات والموارد والبنية الأساسية والعمليات.
- 4- وضع وتحقيق ومراجعة الأهداف والغايات والمبادرات والبرامج العامة للصحة والسلامة والبيئة والجودة للشركة وكذلك الموضوعات من قبل الإدارات والأقسام.
- 5- إدارة حالات الطوارئ المحتملة.
- 6- ضمان استمرار تحسين قدراتنا على الأداء من خلال التشاور والمشاركة والتعلم والنمو المستمر.
- 7- المحافظة على فعالية نظام الإدارة المتكامل ومراجعتيه بصفة مستمرة.
- 8- إقامة نظام شراكة مع الحكومة والقطاع الخاص لمشاركتهم في أفضل الممارسات.
- 9- المشاركة و تنظيم البرامج و الفعاليات الخاصة بالسلامة والبيئة التي تهدف إلى نفع المجتمع ككل.

سوف تتم مراجعة ومدى ملائمة سياسة نظام الإدارة المتكامل والإطار العام للشركة بصفة دورية لضمان استمرار مطابقتها مع كافة القوانين التشريعية والتنظيمية وكذلك استدامة فاعلية الأداء.

We will review and update (as necessary) our IMS policy and frameworks regularly to ensure continuing suitability towards achieving compliance to applicable statutory & regulatory requirements, effective IMS and business sustainability performance.

  
رئيس مجلس الإدارة و المدير العام  
**Chairman & Managing Director**



Telephone: +971 2 416 6000, Fax: +971 2 642 6033 | PO Box 219, Abu Dhabi, United Arab Emirates | www.addc.ae

Page 2 of 2

## HSEQ REQUIREMENTS FOR CONSULTANTS GUIDELINES

### GL.GN.02

Effective Date : 01/07/2009

Guideline No: GL.GN.02

Issue : 2 | Revision : 0

**Page 9 of 23**

Approved by:

Managing Director

## 5 HSE Requirements

### 5.1 General

The health, safety and welfare of ADDC, Consultant and Contractor's employees is of prime importance to ADDC and together with protecting the environment is essential to the operation of the undertaking.

The following rules and conditions have been prepared to ensure the safety of ADDC, Consultant and Contractor's employees. The Consultant shall see that his employees are conversant with the rules and that they comply with them.

These rules do not exempt the Consultant from his statutory duties on HSE issues, but are intended to assist him in attaining a high standard of compliance with those duties.

The consultant may endeavor to have a proper HSE Management System in place (based on an international standard (OHSAS18001-ISO14001) in order to manage HSE in all activities

### 5.2 Consultant's HSE Management System

**5.2.1** The Bidder/Consultant shall implement HSE Management System that complies with ISO 14001:2004 and OHSAS18001:2007 or any other similar internationally recognized HSE Management System Standard or Specification that is acceptable to ADDC.

**5.2.2** The Standard shall be selected to cover all work activities (project management, design and engineering, procurement, construction, and provision of goods, products or services), associated with the CONTRACT.

**5.2.3** If any part of the CONTRACT is sub-contracted, the Sub-contractor shall also implement a HSE System that complies with ISO14001 and OHSAS18001 standards or any other similar internationally recognized HSE Management System Standard or Specification that is acceptable to ADDC, as appropriate for the sub-contracted work.

**5.2.4** The Consultant shall remain ultimately responsible for the HSE of all plant, equipment and works performed under the CONTRACT including that of Contractors.

**5.2.5** The Processes to be considered shall embrace all work activities from Tendering and Contract Award to Completion of the CONTRACT. Procedures for; Contract Review, design & engineering, material procurement, construction, planning and scheduling, progress measurement, reporting, 'As Built' documentation, etc shall be properly documented.

**5.2.6** It is preferred that Consultant to have Third Party Registration of their HSE Management System. The registration shall be from any Accredited Certifying Body (for example BSI, BV, DNV, Lloyds, ABC, TUV, Vincotte, etc.) who is themselves accredited by a National Accreditation Authority to assess Quality Systems.

**5.2.7** Where consultant do not have Third Party Registration, they shall demonstrate that they have a HSE Management System that complies with ISO 14001 and OHSAS18001 standards.

### **5.3 Consultant's HSE Policy**

The Consultant should have HSE Policy Statement to the ADDC which shall be dated and signed by the Consultant's most Senior Representative. The Consultant shall bring this policy statement to the attention of all his personnel.

### **5.4 Consultant's HSE Manual**

Preparation for contracts, large or small, must include the same systematic process of hazard identification, assessment, control and recovery, together with the evidence that a system is in place to manage these hazards.

#### **5.4.1 The HSE Manual shall conform to the following structure:**

##### **5.4.1.1 Brief description of the project scope of work.**

##### **5.4.1.2 Leadership and Commitment**

Consultant shall define how senior management set personal examples, demonstrate involvement and participation, communicate to employees, etc on HSE.

##### **5.4.1.3 Policy and Objectives**

Consultant shall define the HSE policy statements that are to be observed and to identify his HSE objectives for the specified project.

##### **5.4.1.4 Organization, Resources and Competence**

Consultant shall define the formal structure for organization, allocating resources, defining communications and responsibilities on HSE issues between the ADDC and the Consultant, setting minimum competence levels and training requirements in HSE expected on the project for his personnel and specifying documentation control. The following headings are as a minimum for consideration:

- HSE organization including HSE Engineer on site
- HSE communications
- HSE meeting program
- HSE promotion and awareness
- HSE competence requirements
- Employee orientation program
- HSE training matrix

##### **5.4.1.5 Environment Impact Assessment**



شركة أبوظبي للتوزيع  
Abu Dhabi Distribution Company

## HSEQ REQUIREMENTS FOR CONSULTANTS GUIDELINES

### GL.GN.02

Effective Date : 01/07/2009

Guideline No: GL.GN.02

Issue : 2 | Revision : 0

**Page 11 of 23**

Approved by:

Managing Director

Consultant shall conduct an environment impact assessment for the project as per the Environment Agency of Abu Dhabi and ADWEA/ADDC requirements

#### 5.4.1.6 Evaluation and Risk Management

Consultant shall ensure that the contractor describes how hazards and effects are to be identified, assessed, controlled and how recovery in the event of loss of control will be carried out. This will include the following headings as minimum:

- Identification, assessment and control of hazards and aspects.
- Methods and procedures for hazards and effects management
- Assessment of exposure of the workforce to hazards and aspects
- Material data sheets for safe handling of chemicals and other hazardous material (if available)
- Methods and procedures for waste management

#### 5.4.1.7 Planning, Standards and Procedures

Consultant shall describe how the controls for hazards and effects management are to be implemented, develop a comprehensive listing of HSE standards and procedures applicable to the project and describe emergency response procedures. The minimum topics to be considered are:

- HSE standards, procedures and legislations
- Basic HSE rules
- Emergency response procedures
- HSE equipment and its inspection, including check lists
- Personal protection equipment (P.P.E)
- First aid
- Occupational health
- Environment
- Waste management
- Site restoration
- Road transport
- Managing sub-contractors

#### 5.4.1.8 Implementation and Monitoring

Consultant shall define how HSE performance is monitored, the criteria for HSE performance and how the corrective action is to be taken. The main issues to be considered are:

- HSE performance - General
- Incident investigation and reporting
- Monthly reporting
- HSE inspections and audits
- HSE meetings

## HSEQ REQUIREMENTS FOR CONSULTANTS GUIDELINES

### GL.GN.02

Effective Date : 01/07/2009

Guideline No: GL.GN.02

Issue : 2 | Revision : 0

**Page 12 of 23**

Approved by:

Managing Director

- Near misses

#### 5.4.1.9 Audit and Review

Consultant shall define the basis under which internal and external HSE auditing and management reviews will be conducted.

#### 5.5 Compliance with Statutory Regulations

The Consultant shall carry out his work and ensuring the contractor's work is in accordance with statutory legislation including but not limited to

1. `Abu Dhabi Emirate Law No. 8 of the year 1978' Conservation of Petroleum Resources.
2. Ministry of Labor and Social Affairs 'Federal Law No.8 of the year 1980'.
3. Ministry of Labor and Social Affairs 'Ministerial Order No.32 of the year 1982'.
4. Federal Environmental Law No.24 for the year 1999.
5. Law No.21 for the year 2005 with respect to Waste Management within Abu Dhabi Emirate.
6. ADWEA and ADDC HSE Rules, Regulations, Procedures and Guidelines, such as but not limited to:
  - ADDC System Safety Rules.
  - ADDC Hazard Identification and Risk Assessment Procedures.
  - ADWEA Incident Reporting, Investigation and Analysis Procedure - Chapter 1.
  - ADWEA HSE Requirements of Contractors - Chapter 2.
  - ADWEA HSEIA Procedure - Chapter 3.
  - ADWEA HSE Audit Procedure - Chapter 5.
  - ADWEA HAZOP Review Procedure - Chapter 6.
  - ADWEA Risk Management Guidelines - Chapter 9.
  - ADWEA Waste Management Procedure - Chapter 10.
  - ADWEA Personal Protection Equipment Procedure - Chapter 19.
  - ADWEA Excavation Guidelines - Chapter 20.
  - ADWEA Material Handling and Lifting Guidelines - Chapter 24.
  - ADWEA Confined Space Guidelines - Chapter 25.
  - ADWEA Scaffolding Guidelines - Chapter 26.

## HSEQ REQUIREMENTS FOR CONSULTANTS GUIDELINES

### GL.GN.02

Effective Date : 01/07/2009

Guideline No: GL.GN.02

Issue : 2 | Revision : 0

**Page 13 of 23**

Approved by:

Managing Director

- ADWEA Contractors' Camps & Temporary Buildings Guidelines - Chapter 27.
- ADWEA Color Coding System for Loose Lifting Gear (Appendix 4).

The Consultant shall at all times carry out his work and ensuring the contractor's work is in accordance with the above Procedures/Guidelines, Rules and Conditions.

**It is the Consultant's responsibility to ensure that he has a copy of the above as applies to his scope of work and that the HSE requirements within these procedures are clear and understood by him at the tendering stage.**

## 5.6 Qualifications and Training of Personnel

### 5.6.1 General

The Consultant shall ensure that all personnel under his control regardless of position are given a HSE induction prior to arrival on site, and on arrival, a job orientation course.

The Consultant shall ensure that the contractor's personnel under his control regardless of position are given specific HSE training as the scope of work and work conditions dictate. The Consultant shall ensure that all personnel are also trained in both general awareness of environmental issues and specific procedures aimed at avoidance of environmental damage.

The Consultant shall ensure that all his and contractor's personnel are qualified in the particular job that they are performing and undergo further training to meet the needs of the working environment, if required.

The Consultant shall provide copies of all qualifications for personnel under his control prior to arrival on Site and shall if required by the ADDC release his personnel at his/contractor's expense to sit an examination to determine their competency.

### 5.6.2 Competent and HSE Staff Approval

Reference to ADDC Procedure for approval of ADDC and Contractor's CP and HSE Staff (PR.GN.14)

#### 5.6.2.1 Documents required

##### 5.6.2.1.1 Competent Person

- Nomination letter addressed to HSEQ Manager and signed by the concerned Division/Dept. Manager
- Nomination form approved by ADDC Project Engineer
- The Candidate's C.V
- Qualification certificates
- Fire Fighting Training certificate
- First Aid training certificate
- Passport copy with valid Company Visa



شركة أبوظبي للتوزيع  
Abu Dhabi Distribution Company

## HSEQ REQUIREMENTS FOR CONSULTANTS GUIDELINES

### GL.GN.02

Effective Date : 01/07/2009

Guideline No: GL.GN.02

Issue : 2 | Revision : 0

**Page 14 of 23**

Approved by:

Managing Director

- Personal Photo

#### 5.6.2.1.2 HSE staff

- Nomination letter Addressed to HSEQ Manager and signed by the concerned Division/Dept. Manager
- Nomination form approved by ADDC Project Engineer
- The candidate's CV with Qualification and Experience Certificates
- Qualification: BSc Engineering / Engineering Diploma, HSE Qualification
- Experience: Minimum three years experience in large size organization
- HSE training certificates (as per the Scope of the Contract)
- First Aid training certificate
- Passport copy with valid Company Visa
- Personal Photo

#### 5.6.2.2 Staff Approval Procedure

##### 5.6.2.2.1 Competent Person

###### 5.6.2.2.1.1 New Certificate

- The contractor should submit the required document as defined above.
- The Document will be evaluated by HSEQ Dept. and the nominated person will be called for HSE Exam and Interview.
- Nominated person must undergo written HSE exam. (Pass mark 80%)
- Those who successfully pass the written exam will be subject to an Oral Interview.
- Competent Certificate will be issued to those who successfully pass the Written and Oral test as per the Scope of the Project (contract) for one year only.
- Those who fail to qualify will be given a month's time to study before being allowed to re-appear again.
- Those who fail to qualify for two times would be rejected.

###### 5.6.2.2.1.2 Renewal Certificates

- The Contractor has to submit the nomination form approved by the project Consultant along with the old certificate.
- The process will be the same as new issue process

## HSEQ REQUIREMENTS FOR CONSULTANTS GUIDELINES

### GL.GN.02

Effective Date : 01/07/2009

Guideline No: GL.GN.02

Issue : 2 | Revision : 0

**Page 15 of 23**

Approved by:

Managing Director

#### 5.6.2.2.2 HSE staff

##### 5.6.2.2.2.1 New certificate

- The contractor has to submit the documents as defined above.
- The documents will be evaluated by HSEQ Dept.
- The nominated person MUST fully understand the project HSE Plan and ADDC HSE Requirements and he shall work only for the designated project.
- If the nominated person meets ADDC requirements, then he will be called for HSE Exam and Interview.
- HSE Certificate will be issued to those who successfully pass the Written and Oral test as per the Scope of Project (contract) for one year only.
- Those who fail to qualify will be given a month's time to study before being allowed to re-appear again.
- Those who fail to qualify for two times would be rejected.

##### 5.6.2.2.2.2 Renewal Certificate

- The Contractor should submit the nomination form approved by the Project Consultant along with the old certificate.
- The process will be the same as new issue process.

#### 5.7 HSE Responsibilities

The Consultant, as a minimum, shall:

- Be directly responsible for ensuring the contractor implementation and administration of Project's HSE Program/Plan and that of its subcontractors. Any violation of policies, standards and programs shall be attended within 24 hours of written notification.
- Document the specific responsible authority and interrelation of all personnel who implement the HSE activities.
- Appoint his HSE Engineer who shall have the defined authority and responsibility for ensuring that the HSE requirements in the contract and any additional instructions issued by ADDC are implemented and maintained.
- Submit for approval to the Projects Management Team within 30 days of Notice to Proceed, a resume of the qualifications and work experience of the HSE Engineer proposed for assignment to the project. Proposed HSE Engineer will require approval as per the procedure described above.



شركة أبوظبي للتوزيع  
Abu Dhabi Distribution Company

## HSEQ REQUIREMENTS FOR CONSULTANTS GUIDELINES

### GL.GN.02

Effective Date : 01/07/2009

Guideline No: GL.GN.02

Issue : 2 | Revision : 0

**Page 16 of 23**

Approved by:

Managing Director

#### 5.8 HSE Meetings/Information

The Consultant's Representative on site or his immediate superior in his organization shall attend and actively participate in the HSE Meetings even inviting ADDC to attend and subsequently providing copies of HSE Minutes of Meeting.

## HSEQ REQUIREMENTS FOR CONSULTANTS GUIDELINES

### GL.GN.02

Effective Date : 01/07/2009

Guideline No: GL.GN.02

Issue : 2 | Revision : 0

**Page 17 of 23**

Approved by:

Managing Director

## 6 Quality Assurance & Quality Control Requirements

CONSULTANT shall ensure strict adherence to ADWEA QA/QC Standard Specification W-G-SS-003 latest revision and the following ADDC requirements in the performance of the Works under this CONTRACT.

### 6.1 Quality Management System

- 6.1.1** The CONSULTANT shall implement a Quality Management System that complies with ISO 9001 or any other similar internationally recognized Quality Management System Standard or Specification that is acceptable to ADDC.
- 6.1.2** All work activities (project management, design and engineering, procurement, construction, and provision of goods, products or services) associated with the CONTRACT shall be covered by the Quality Management System.
- 6.1.3** The Processes to be considered shall embrace all work activities from Tendering and Contract Award to supervision and completion of the CONTRACT. Procedures for; Contract Review, design & engineering, planning and scheduling, progress measurement, reporting, 'As Built' documentation, etc shall be properly documented.
- 6.1.4** It is preferred that CONSULTANT has a Third Party Registration of his Quality Management System. The registration shall be from any Accredited Certifying Body (for example BSI, BV, DNV, Lloyds, ABC, TUV, Vincotte, etc.) who are themselves accredited by a National Accreditation Authority.
- 6.1.5** Where CONSULTANT does not have Third Party Registration, it shall be demonstrated that he has a Quality Management System that complies with ISO 9001.

### 6.2 Quality Documents To Be Submitted With Tender

- 6.2.1** As a minimum the following shall be submitted along with the Tender :
- i) Valid copy of ISO 9001 Certificate, if the CONSULTANT has Third Party Registration.
  - ii) Quality Management System manual or methodology of compliance to ADDC QA/QC.
  - ii) If the CONSULTANT is not certified to ISO 9001, he shall submit evidence that an acceptable internationally recognized Quality Management System Standard or Specification coherent with the CONTRACT scope of work is in operation. This requirement can be fulfilled by submitting any of the following:

## HSEQ REQUIREMENTS FOR CONSULTANTS GUIDELINES

### GL.GN.02

Effective Date : 01/07/2009

Guideline No: GL.GN.02

Issue : 2 | Revision : 0

**Page 18 of 23**

Approved by:

Managing Director

- \* Copies of System and Compliance Audit report with satisfactory result prepared by ADDC from another similar contract or project.
- \* A copy of Baseline Systems Audit Report on the Consultant's Quality Management System by an accredited Certifying Body who carried out an Audit against ISO 9001.

### 6.3 Quality Documents To Be Submitted After Tender Award

**6.3.1** In the event of a successful tender award to the CONSULTANT, he shall provide a contract specific Project Quality Plan. Once the contract is awarded to a CONTRACTOR, a specific Project Quality Plan (PQP) shall be prepared by the CONTRACTOR and submitted to the CONSULTANT for review and acceptance. All documents, procedures, method statements, inspection and test plans, quality control plans, etc that are listed in the Project Quality Plan shall be prepared by the CONTRACTOR, reviewed and accepted by CONSULTANT and finally approved by ADDC. These documents are considered as live documents and shall be subject to changes, revisions, amendments during the progress or cycle of WORKS to reflect project requirement.

The approval or rejection of these documents (nor the absence of approval or rejection), shall not be construed as a liability in the part of ADDC. No works shall commence prior to approval of these documents specified or listed therein unless explicitly permitted by ADDC in writing.

**6.3.2** CONSULATANT quality documents shall be controlled and shall follow a format which is acceptable to ADDC.

**6.3.3** The PQP document shall form part of the CONTRACT. The PQP shall be the basis for the whole Project Quality Management System implementation and shall be applied throughout the full cycle of the CONTRACT.

**6.3.4** Consultant Project Quality Plan Checklist which includes all the PQP requirements is attached in Appendix IV.

**6.3.5** Other documents, procedures, method statements, inspection and test plans, quality control plans, etc that are not listed in the approved Project Quality plan but found to be required later on during the execution of the works shall be prepared/submitted by the CONSULTANT as advised by ADDC.

The control and approval of which shall be as described in 6.3.1 above.

#### 6.4 Quality Reporting During The Contract

**6.4.1** General and specific quality matters shall be reported by the CONSULTANT in the CONTRACT Weekly/Fortnightly/Monthly reports. An example of such quality matters reporting is to include the summary of tests and inspections carried out on site, Non-conformities and their analysis, corrective and preventive actions, areas of concern or weaknesses identified in the Quality Management System, and other that may be specified and requested by ADDC.

#### 6.5 QA/QC Verification Personnel

The CONSULTANT shall appoint personnel proficient with QA/QC requirements to ensure that the quality is effectively established, implemented and maintained throughout the CONTRACT.

#### 6.6 Documentation

**6.6.1** A written and project specific Document Control Procedure shall be prepared to the satisfaction of ADDC. The documented Procedure shall control the issue, distribution, change, review, location, and/or withdrawal of all documentation, drawings, procedures, records, submittals, correspondences, etc., that are related to the project.

**6.6.2** The CONSULTANT shall maintain the latest revision of the relevant Contract Documents, Drawings, Technical Specifications, International Standards, Procedures and Work Instruction, at the location where work is being carried out.

**6.6.3** The Document Control Procedure shall also detail the preparation of Test Packs and As-built Documentation Dossiers detailing the format of the Dossiers.

#### 6.7 Records

**6.7.1** Records are “Documents stating results achieved or providing evidence of activities performed” as defined by ISO 9001, therefore they shall be properly controlled and maintained throughout the duration of the project. It can be any written account of facts obtained from an observation or an event, a chart, a completed form or any document which furnishes objective evidence of activities performed or results achieved.

**6.7.2** A documented procedure shall be established by the CONSULTANT to define the controls required for the identification, storage, protection, retrieval, retention time, and disposition of records

## 6.8 Design and Development

### 6.8.1 Design and Development Planning

The CONSULTANT shall plan and control the Contract design and development. During the design and development planning, the CONSULTANT shall determine:

- The design and development stages,
- The review, verification and validation that are appropriate to each design and development stage, and
- The responsibilities and authorities for design and development.

The CONSULTANT shall manage the interfaces between the various groups involved in the design and development to ensure effective communication and clear assignment of responsibility.

Planning output shall be updated, as appropriate, as the design and development progresses.

### 6.8.2 Design and Development Inputs

Inputs relating to product requirements shall be determined and records maintained. These inputs shall include:

- Functional and performance requirements,
- Applicable statutory and regulatory requirements,
- Where applicable, information derived from previous similar designs, and
- Other requirements essential for design and development.

These inputs shall be reviewed for adequacy. Requirements shall be complete, unambiguous and not in conflict with each other.

### 6.8.3 Design and Development Outputs

The outputs of design and development shall be provided in a form that enables verification against the design and development input and shall be approved prior to Contract Final Acceptance Certificate (FAC). Design and development outputs shall:

- Meet the input requirements for design and development,
- Provide appropriate information for purchasing, construction and for service provision,
- Contain or reference product acceptance criteria, and

#### 6.8.4 Design and Development Review

At suitable stages, systematic reviews of design and development shall be performed in accordance with planned arrangements (see 6.9.1) in order to:

- a) To evaluate the ability of the results of design and development to meet requirements
- b) To identify any problems and propose necessary actions.

Participants in such reviews shall include representatives of functions concerned with the design and development stage(s) being reviewed. Records of the results of the reviews and any necessary actions shall be maintained.

#### 6.8.5 Design and Development Verification

Verification shall be performed in accordance with planned arrangements (see 6.9.1) to ensure that the design and development outputs have met the design and development input requirements. Records of the results of the verification and any necessary actions shall be maintained.

#### 6.8.6 Design and Development Validation

Design and development validation shall be performed in accordance with planned arrangements (see 6.9.1) to ensure that the resulting product is capable of meeting the requirements for the specified application or intended use, where known. Wherever practicable, validation shall be completed prior to the delivery or commencement of the Contract. Records of the results of validation and any necessary actions shall be maintained.

#### 6.8.7 Control of Design and Development Changes

Design and development changes shall be identified and records maintained. The changes shall be reviewed, verified and validated, as appropriate, and approved before implementation. The review of design and development changes shall include evaluation of the effect of the changes on constituent parts and product already delivered.

Records of the results of the review of changes and any necessary actions shall be maintained.

#### **6.9 Measurement, Analysis and Improvement**

**6.9.1** The CONSULTANT shall set up a system or procedure that will ensure effective and efficient measurement, collection and validation of data to ensure adequate Contractor's performance and ADDC interest. The system should include the review of the validity and purpose of measurements and the intended use of data to ensure added value to the Project.

**6.9.2** Measurement and monitoring of the following aspects shall be inherent to the Measurement, Analysis and Improvement System:

- Project Performance
- Processes
- Product
- Satisfaction of ADDC/Engineer

#### **6.10 Corrective Actions**

**6.10.1** A documented procedure shall be established by the CONSULTANT to identify and plan actions that will prevent nonconformities reported from recurring.

**6.10.2** The procedure shall define the requirements for non-conformity review, determination of root causes, evaluation, determination and implementation of the needed actions to ensure that nonconformities do not recur, and records of action taken and review of the corrective action taken.

**6.10.3** The defined corrective action shall be focused on eliminating causes of nonconformity recorded.

#### **6.11 Preventive Actions**

**6.11.1** A documented procedure shall be established by the CONSULTANT to identify and plan actions to eliminate the causes of potential nonconformities and to prevent their occurrence.

**6.11.2** The procedure shall define the requirements for determination of potential nonconformity and their causes, evaluation of the need for actions to prevent occurrence of nonconformities, determination and implementation of action needed, record of results of action taken and review of the preventive action taken.

#### **6.12 Quality Internal Auditing**

**6.12.1** The CONSULTANT shall plan and carry out Internal Audits of his Quality Management System and External Audits of Contractors on a regular basis throughout the Project period.

## HSEQ REQUIREMENTS FOR CONSULTANTS GUIDELINES

### GL.GN.02

Effective Date : 01/07/2009

Guideline No: GL.GN.02

Issue : 2 | Revision : 0

**Page 23 of 23**

Approved by:

Managing Director

- 6.12.2** The Audit shall be conducted in accordance with the Consultant's written procedure, which shall be reviewed by the Engineer and approved by ADDC. The Audit Execution Plan or Procedure shall be written, executed and included in the PQP using the guidance of ISO 19011 series.
- 6.12.3** An Audit Schedule shall be prepared and included in the Project Quality Plan.
- 6.12.4** ADDC/Engineer shall be included on the distribution list for all Consultant's Internal and External Audit Notifications and shall be invited to participate in audits. ADDC/Engineer reserves the right to attend or not to attend the audit. If ADDC/Engineer decides to attend the audit, he/she also reserves the right to join as an observer or a member of the audit team.
- 6.12.5** Qualifications of Consultant's External and Internal Auditors shall be established in the Audit Plan.
- 6.12.6** The Audit Procedure or Audit Execution plan shall specify the contents of an Audit Report which shall include as a minimum:
- i. Front Cover with details of the Audit.
  - ii. Narrative statements of findings and observations.
  - iii. List Corrective Action Request (CAR) if any, stating clearly details of non-conformance found, preventive actions to be taken to prevent recurrence and date of Completion of Corrective action.
  - iv. Audit checklist used during the audit conduct.

## 7 Attachments

- 7.1 Appendix I - HSE Specific Requirement for Consultants
- 7.2 Appendix II – HSEQ Evaluation score sheet with requirements and weightage System
- 7.3 Appendix III - HSE Plan Evaluation Points
- 7.4 Appendix IV – PQP Checklist (Quality)